eInduction Guide for Mailers

Version 13.5

Feb 14, 2013

TABLE OF CONTENTS

TABLE OF CONTENTS **1**

REVISION HISTORY **3**

1. INTRODUCTION **5**

2. EINDUCTION PILOT **5**

3. EINDUCTION ENHANCEMENTS FOR 2012 AND 2013 RELEASES **5**

3.1 January 2012 Release 6

3.2 June 2012 Release 6

3.3 October 2012 Release 7

3.4 January 2013 Release 8

4. PREPARE MAIL **9**

5. INTELLIGENT MAIL CONTAINER BARCODE (IMCB) **9**

6. SURFACE VISIBILITY (SV) OR NON-SV FACILITY **10**

7. CREATE AN APPOINTMENT **10**

7.1 FAST 11

7.2 Appointment to Content Association 11

7.2.1 Mail.XML with existing PostalOne! Mail.dat data (one-time and recurring appointments) 11

7.2.2 Mail.XML without existing PostalOne! Mail.dat 12

7.3 Transportation Updates 14

7.4 Additional Resources 14

8. SUBMIT ELECTRONIC DOCUMENTATION **15**

8.1 eInduction Indicator and Accept Misshipped Indicator Selection 15

8.2 Mail.dat 16

8.3 Mail.XML 19

8.4 Simplified Container Manifest 20

8.5 Postal Wizard 20

8.6 Postal Wizard Register Process 20

8.6.1 Permit Entry Screen 21

8.6.2 Account Verification Information 22

8.6.3 Postage Statement Entry 23

8.6.4 Register Mailing Entry for 8017 / 8125 24

8.6.5 View Register from Dashboard 25

8.6.6 View Register of Postage Payment 26

8.6.7 Generating PS 8125 27

8.6.8 Viewing PS 8017 from Register Link 28

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8.7 Postage Statement Finalization 29

9. CHECK THE *POSTALONE!* DASHBOARD OR QUERY THROUGH MAIL.XML 29

9.1 Invalid barcode 29

9.2 Duplicate Barcode 29

9.3 Payment not finalized, Payment not yet processed 29

9.4 Entry point payment discount error 29

9.5 Container on more than one appointment 29

9.6 IMcb to Appointment linkage is absent 30

10. INDUCT MAIL 30

11. THE EINDUCTION WORKFLOW DIAGRAM 30

12. VIEW DATA AND REPORTING IN *POSTALONE!* 32

12.1 Navigating the Business Customer Gateway 32

12.2 Mailing Dashboard 35

12.3 Mailing Reports Tools & Wizard 38

12.4 Mailing Reports (PostalOne!) 38

13. EINDUCTION ACTIVITY REPORTS 39

13.1 Shipping Summary Reports 40

13.2 Appointment Summary Report 42

13.3 Job Summary Report 43

13.4 Container Details Report 43

13.5 Entry Point Facility Report 45

13.6 Check Mail Acceptance and Error Status Report 47

13.7 Informed Visibility Reports from the Data Distribution Dashboard 48

14. FUTURE ENHANCEMENTS 51

15. APPENDIX A - RESOURCES 52

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REVISION HISTORY

These are the changes from Version 11.90 (10/14/2011) to Version 13.30 (01/18/2013).

Date	Section	Reason For Changes	Version
02/14/2013	3, 4, 7, 8, 9, 12, 13	Updated document with IT feedback, corrected spellings, updated format of document.	13.50
1/28/2013	13 & 5	Updated section 13 with feedback from IT, updated screenshots. Also updated section 5 with correct figure number.	13.40
1/18/2013	12	Updated section 12 for January 2013 release. Updated container information sent from the Surface Visibility system to PostalOne! to include new fields SV container indicator and Unload Scan User ID.	13.30
1/17/2013	8.1	Updated section 8.1 for January 2013 release. Removed pre-induction validations that will be deactivated in the upcoming release.	13.30
10/15/2012	3.3 & 3.4	Updated section 3.3 for October 2012 Release and Added section 3.4 for January Release	13.20
05/16/2012	3.2	Updated June 2012 Release features Added section 3.3 October 2012 Release	13.10
02/14/2012	13	Added screenshots and brief description to search for container visibility (eInduction Pallet) on the Informed Visibility reports/data download screen available on the Data Distribution Dashboard on BCG Updated cover page, table of contents, and header/footer	12.90
02/10/2012	13	Added screenshots and process description for container scan data download and reports from surface visibility on BCG for Full Service and non-Full Service e-induction pallet data. Updated cover page, table of contents, and header/footer	12.80
02/05/2012	13	Updated descriptions and flows of the reports	12.70
01/30/2012	8.0	Revised diagram for eInduction Pre and post-Induction System/process; highlighted eInduction pre-induction cyclical process on the diagram	12.50
01/24/2012	7.0	Added workflow for eInduction pre-post induction validation process	12.40
01/12/2012	10.0	Updated Section 11.0 Data view and Reporting to provide brief description, usefulness and intent of each induction activity report	12.30
12/29/2011	10.0	Added a new sub-section in Section 11.0 Data view and Reporting in PostalOne! Provided brief description of the new reports and show a mockup screenshot for each new eInduction report that will be made available in the January 2012 release.	12.10

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Date	Section	Reason For Changes	Version
12/29/2011	7.5	Added screenshots for Postal Wizard register process	12.20
12/27/2011	8.0	Updated Section 8.0 Error Codes	12.00
12/27/2011	4.0	Add Section 4 to describe eInduction enhancements and new functionality that will be implemented for January 2012 and June 2012 releases.	12.10
10/14/2011	All	Initial draft	11.90

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1. Introduction

This document serves as a reference guide for mailers participating in eInduction. It is intended to walk mailers through all the processes needed to align their current mailing systems to the USPS eInduction system.

The purpose of eInduction is to provide an integrated capability for validation of container payment at the destination facility without the need for paper 8125s or 8017s as proof of payment. As mail arrives at the destination facility ready for induction, USPS will use scanning equipment to perform container scans to validate the entry facility is correct and postage has been collected. The following is a high level flow of the eInduction process:

1. Prepare mail with Intelligent Mail Container barcodes (IMcbs).
2. Create an appointment through FAST online system or through Mail.XML web services.
    a. Linkage to content (IMcb) is optional at facilities that have Surface Visibility (SV) scanning devices.
    b. Linkage to content (IMcb) is mandatory (required) at facilities that do not have Surface Visibility (SV) scanning devices.
3. Submit electronic documentation through Mail.dat or Mail.XML.
4. Postage Statements are finalized.
5. Check the *PostalOne!* dashboard for Shipping Summary error updates for eInduction validations OR using Mail.XML Container Status Query Request message set get the pre and post induction issues
6. Induct mail at the correct mail facility
7. View available reports in the *PostalOne!* system to track pre- and post-induction errors for eInduction containers and also receive FAST Induction Closeout data.

2. eInduction Pilot

Mailers are encouraged to participate in the eInduction pilot by utilizing the functionality described in this guide to make containers eInduction compatible.

The eInduction functionality described in this guide was deployed on November 7, 2011 as a pilot and in parallel with existing processes at U.S.P.S origin and destination locations. For all eInduction containers delivered to a destination facility, it must be accompanied with the correct paper PS Form series 8125 or 8017. Containers unaccompanied by the paper document will be handled the same as any container that arrives without a clearance document under existing policies.

3. eInduction Enhancements for 2012 and 2013 Releases

New functionality of the eInduction to be deployed between January 2012 and January 2013 releases will address the business needs of business mailers and close the remaining gaps identified to conduct seamless acceptance for eInduction mailings. The new eInduction functionality will provide for a complete digital induction process that supports service performance measurement (SPM) and visibility for a larger set of mail.

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3.1 January 2012 Release

The seamless eInduction capabilities to be implemented for January 2012 release will deliver new system features/interfaces that will be developed or updated in these systems including:

- Mail.XML processing engine in the PostalOne! system (MDX), Mail.DAT processing engine in the PostalOne! system (MDR) and eInduction functions to report errors in the PostalOne! system and in Microstrategy

Creating a new interface between the PostalOne! system and Intelligent Mail Visibility System (IMVIS) and Intelligent Mail Data Acquisition System (IMDAS)

- Support for eInduction through IMDAS scanning devices where Intelligent Mail Device (IMD) devices are not available and performing
- Service Performance Measurement (SPM) calculations as well as making the visibility data available to customers.
- Capability to create postage register and Full Service (FS) IMcbs in Postal Wizard
- Business Mail Acceptance (BMA) supervisors and managers are able to manually override eInduction system and manually dispatch eInduction containers to surface visibility (SV) that have pre-induction errors.

The seamless eInduction will deliver functionality to support Start-the-Clock (STC) calculations for eInduction mailings; improve STC and visibility at non-SV sites through IMDAS devices; provide error reporting at the Mailer level in the PostalOne! system and in Microstrategy for eInduction errors for ALL eDoc mailings reported by a Mailer.

The new functionality will support USPS Transported mailings for eInduction and perform scans via IMDAS and IMD Devices. Labeling list usage validations for ALL eDoc mailings including eInduction mailings and add pallet count validations against the Container manifest Message set will be implemented. This will include IMDAs devices for on SV sites and support eInduction functionality through IMDAS devices. STC calculations for a larger set of mailings will be added. It will also identify non FS mailings that should be removed from the SPM calculations and identify SASP requirements to add more labeling lists for error reporting in Micro-strategy.

For data view and reporting functionality, additional reports on errors by mailers in the PostalOne! system and in Micro-strategy will be provided. Additional validations will be added and reporting will be enhanced for eInduction, Full Service Data Distribution and provide data through Manual download and Mail.XML messaging for newly added mail in the visibility and SPM process

3.2 June 2012 Release

The June 2012 release implementation will cover requirements related to eInduction enhancements and close the remaining gaps identified to conduct seamless acceptance for eInduction mailings. These changes will require enhancements to the FAST, eInduction, and the PostalOne! system.

In summary, the eInduction general enhancements to be implemented in the June 2012 release will provide the following system functionalities:

1. New labeling List usage warnings
2. Enhanced error reports and visibility information in eInduction and the PostalOne! system
3. New Container count to postage validations for Container Manifest messaging
4. Provide eInduction Management Reports in Microstrategy
5. Provide the Start-The-Clock data for Full Service and Non-Full Service eInduction containers
6. Capability for any mailer with a valid FAST profile to query any container's pre and post induction errors.

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Pre and post induction errors that have been implemented in the current eInduction will be enhanced further in the June 2012 release. It will provide capability for mailers with a valid FAST profile to query for any containers.

The eInduction system performs additional pre-induction file validations for labeling list usage through the PostalOne! and Postage Wizard eDoc system when customers submit their eDocumentation to the PostalOne! system to ensure the eInduction system will be able to generate e8125/e8017s from mailers' eDocumentation.

The eInduction invoicing system will allow user to calculate, track, and collect additional postage as a result of misshipped container.

FAST and *PostalOne!* System Enhancements Supporting Seamless eInduction.

The enhancements for eInduction will be supported in the FAST system starting in June 2012, namely the support for appointments at Delivery Units and identification of appointment having eInduction content; it will also require support from the SV and IMDAS systems to provide scanning and induction support. The eInduction enhancements will also be supported in the PostalOne! system and eDocs for zone based pricing validations, support for Air Box based e8125s, support for eInduction reports' internal views driven by HQ level roles in eAccess so HQ managers can view eInduction data all across facilities and customers. The PostalOne! system will also support continuous mailing copal process for eInduction in June or post June release.

In order to provide required support for eInduction, FAST is required to implement Mail.XML 14.0. For example, Mail.XML 14.0 will have added features that will provide more information regarding the post induction status of the container, whether it was linked or scanned. The new version will also support value added service options for NSA Drop Ship appointments scheduling process.

FAST system capabilities will be updated to support appointment management and content management at the delivery units (DUs) including the following:

1. Support and utilize e8125 and e8017 generation for 26 byte IMcb, for appointments and contents at DUs
2. Support for sibling pallets;
3. Reporting enhancements to provide a new HQ role which can access all mailers data at all finance numbers for all USPS plants;
4. Validation support for Zone postage vs. delivery.

3.3 October 2012 Release

The October 2012 release covered the requirements related to eInduction enhancements that support the induction of Continuous mailings before eDocs or postage is available for processing; Misshipped Invoicing; eInduction Percentage Identification and eInduction Indicator for Sibling Containers. The following process improvements, system enhancements and modifications to the existing eInduction application in the PostalOne! system have been implemented:

- MID Management Enhancements Support for Continuous Mailer
- Continuous Mailer eInduction Processing and Reporting
- Multiple MID Request Enhancements for Mail.XML
- Support for Container Manifest for PostalOne! MDX CreateRequest for Postage Validation.
- eInduction Mixed Mailing Support for Mail.XML
- Misshipped Invoicing
- eInduction percentage identification for appointments
- Configurable eInduction Error/Warning Messages

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- Support for PostalOne! Mail.XML/Mail.Dat eInduction Indicator Sibling Container
- PostalOne! eInduction Validation
- Microstrategy eInduction Duplicates Barcode Scan Report
- eInduction Reports enhancements

The requirements, which were implemented, had an impact on the following systems:

- Postal One! eInduction
- Surface Visibility (SV)
- SASP
- Facility Access and Shipment Tracking (FAST)
- MID

As a result of these enhancements, the MID Management dashboard in the Business Customer Gateway (BCG) allows mailers to identify Mailer IDs (MIDs) as continuous mailing MIDs for eInduction. BMEU is able to approve any continuous mailer identified through MIDs for the eInduction system. After approval PostalOne! MID Profile data by CRID and MIDs are transmitted electronically by eInduction to the SV system after the approval of the continuous mailer MIDs by BME. A Continuous Mailer reconciliation report can be generated in the PostalOne! system to track unpaid containers until they are paid.

The PostalOne! system utilizes the existing invoice capability of the Full Service Discount compliance report for Misshipped invoicing.

The following eInduction appointment reports have a new column “eInduction Pallet %” that will show the percentage of the appointment that is eInduction:

1. Appointment Summary Report
2. Job Summary Report
3. All other Reports in which appointments are shown in eInduction

Additional validation rules have been added for container manifest message that allow only less than or equal to the number of pallets that are on the postage statement. An error/warning message will be generated anytime more than the allotted pallets on a postage statement ID show up with any container manifest message.

For reporting functionality additional Microstrategy eInduction Duplicate Barcode Scan Report has been designed to display at a facility level instances in which scans have been captured more than once for a particular barcode.

> *Note: Mailings identified as Continuous MID mailings in the eInduction system will not be supported at the Non-SV sites. Mailers need to bring paper 8125s or paper 8017s for Continuous eInduction mailings when the induction is occurring at a NON-SV site according to the drop Ship Product MDF v3 file.*

3.4 January 2013 Release

In summary, the eInduction general enhancements implemented in the January 2013 Release will provide the following system functionalities:

1. USPS will allow mailers, as well as administrator, to remove MIDs identified as ‘continuous mailers’.
2. SV system Verification for a duplicate barcode scans as a truly duplicate scan.
3. Identification of containers from multiple stops and preventing invoicing for Misshipped containers.

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4. Collection of additional postage for Entry Point Discount failures, Duplicate Containers, and Extra Containers.
5. Deactivation of pre-induction barcode validations.

4. Prepare Mail

For mailers participating in Full-Service, no additional physical mail preparation is needed to participate in the eInduction program. As a part of the Full-Service program, mailers are required to submit electronic documentation and put an Intelligent Mail barcode on each piece, an Intelligent Mail tray barcode on each handling unit, and an Intelligent Mail container barcode on each container.

For mailers not participating in the Full-Service program, but participating in eInduction, the mailer is required to put a unique Intelligent Mail container barcode (IMcb) on each container and provide eDocs through Mail.dat or Mail.XML Container manifest that is marked for eInduction. Further details about marking containers for eInduction will be discussed in the electronic documentation section of the guide.

'Container' is the term used to describe the mail containers (pallet, Gaylord, all-purpose container (APC), etc.) used to carry an aggregate of handling units. Handling units, such as sacks and trays are not supported in the eInduction program. eInduction mailings require container labels that include a unique Intelligent Mail container barcode.

More details on the Intelligent Mail container barcode can be found in the *Intelligent Mail Container Barcode Specifications* (USPS-B-3215) document. The *Intelligent Mail Container Barcode Specification* covers requirements for the Intelligent Mail container barcodes as well as how to print the barcode. The specification can be found here: https://ribbs.usps.gov/index.cfm?page=intellmailcontainer.

Loose trays and sacks are not eligible for eInduction. Mailers must place all trays and sacks on a container (Pallet or wire or hamper containers considered as Pallets) in order to participate in eInduction.

5. Intelligent Mail Container Barcode (IMcb)

The Full-Service Intelligent Mail option requires unique mailpiece barcodes, the use of Intelligent Mail barcodes on tray labels or container placards, electronic documentation, and the use of Facility Access and Shipment Tracking (FAST) to schedule appointments for the entry of mailings.

The Intelligent Mail® container barcode (IMcb) provides visibility at the mail aggregate level. It is printed on mailer-generated labels to identify the mail owner and the pallets and similar containers (e.g., all purpose containers, hampers, pallet boxes). IMcb provides a link between the electronic mailing record and the physical mail aggregate.

The Intelligent Mail Container Barcode consists of a 21-character data string encoded in a barcode that generally follows the GS1-128 barcode standard. Refer to Figure 7.6-1.

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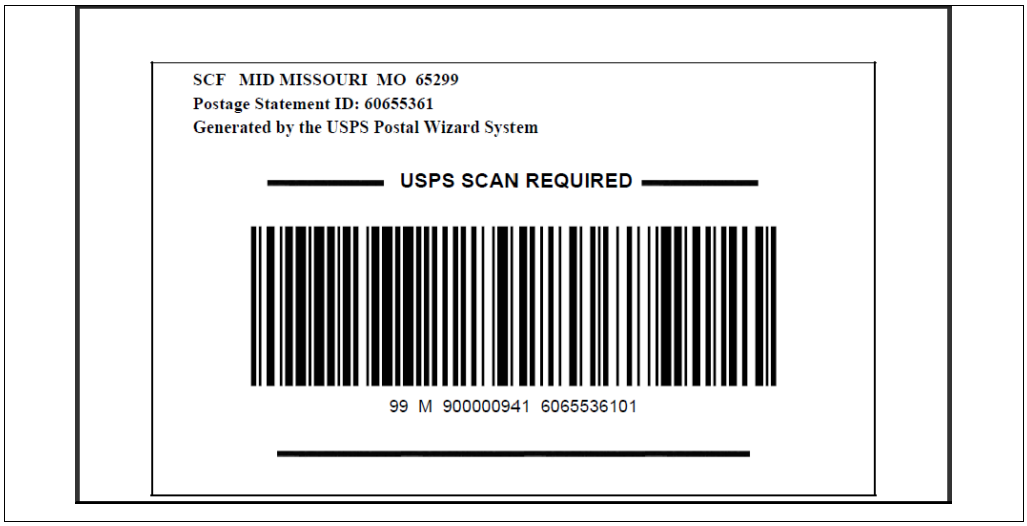

Figure 7.6-1 Intelligent Mail Container Barcode (IMcb) Container Pallet Placards

6. Surface Visibility (SV) or Non-SV Facility

The mailer must identify the entry facility and use the Mail Direction File (MDF) to determine if that site is SV or non-SV capable. The MDF is located in the resources section of FAST. The "SV Device Enabled" indicator in Mail Direction File will be marked with a "Y" if a particular facility has SV scanning capability.

The eInduction currently does not plan to support pallets entered at a DDU as part of the eInduction process, even though the DDUs are part of the MDF file.

Containers assigned to a non-SV facility must either:

1. Arrive at the induction facility with a paper PS Form 8125 or;
2. If a container is assigned to a non-SV site and mailers want to participate in the eInduction program, then mailers are required to associate their content (IMcb) to the appointment for the Non-SV facility.

At the non-SV facility, the truck driver will arrive with the appointment number, which the USPS induction personnel will use to identify the appropriate container manifest in the FAST system. From the FAST system, the USPS induction personnel will be able to print off a copy of the container report, which will list all containers IMcb for that appointment. This printed container report essentially serves in lieu of a paper 8125. USPS induction personnel will then use that information to check off containers and accept the load. More information on how to associate content in the FAST system can be found in the Create an Appointment section of this guide under the Appointment to Content Association heading.

7. Create an Appointment

An appointment is required for all drop ship and origin entry containers that are transported by the mailer. USPS requires appointment scheduling for drop ship mail transported to an NDC, ADC, or an SCF plant by the mailer. Delivery Units are not included in the appointment process because of the inability to make appointments at these facilities.

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7.1 FAST

The mailer must schedule appointments in the FAST system using either the *PostalOne!* Mail.XML web services interface or the FAST User Interface available through the Business Customer Gateway (BCG). FAST appointments can be scheduled from 14 days to 1 hour prior to the desired appointment date/time when updated through Mail.XML, and up to 2 hours prior to the desired appointment date/time when IMcbs are updated through Mail.dat for recurring appointments. There are various options to schedule one-time appointments and recurring appointments as described in the following tables:

One-Time Appointments:

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

Recurring Appointment Instances:

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

7.2 Appointment to Content Association

Mailers are required to associate container content (IMcb) to the FAST appointments for eInduction when dropping mail at a non-SV site, although content association with appointments is optional for SV facilities. More information about SV versus non-SV sites can be found in the Identify Entry Facility section of this guide.

Mailers can link container content (IMcb) information to appointment information in the FAST system. Currently, appointments that are linked to content (IMcb) must be submitted at least **2 hours** in advance through Mail.dat recurring content updates and at least 1 hour prior when Mail.XML messaging is used to update an appointment with IMcbs prior to the actual appointment time at the facility. One-time appointments created online must be updated via Mail.XML in order to provide Intelligent Mail barcode information. However, recurring appointment data can be provided in either Mail.dat or Mail.XML. More information on Mail.dat and Mail.XML can be found later in the guide under the electronic documentation section.

There are three ways to perform this linkage:

7.2.1 Mail.XML with existing PostalOne! Mail.dat data (one-time and recurring appointments)

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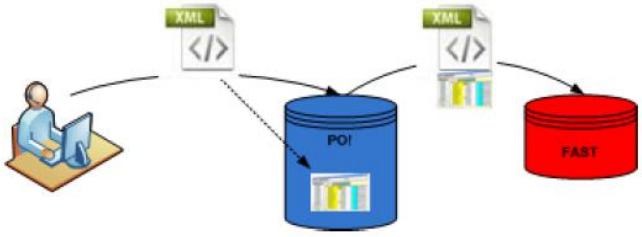

7-1: One-time appointment

1. The mailer submits Qualification report data and container IMcb information in Mail.dat to PostalOne!.
2. The mailer can use Mail.XML messages to provide logistics information to the FAST system and reference Mail.dat containers (IMcbs) for appointment content information that exists in the PostalOne! system. The PostalOne! system combines the Mail.dat container information from PostalOne! Mail.dat database and Mail.XML logistics information, provided by the Mailer, to send the appointment/content information to the FAST system.
3. The FAST Mail.XML message must reference the following Mail.dat fields in order to correctly link the Mail.dat container information to the appointment:
   a. UserLicenseCode (User License Code in Mail.dat HDR file)
   b. MailDatJobID (Job ID in Mail.dat CSM or HDR file)
   c. ContainerID (Container ID in Mail.dat CSM file)
   d. VerificationZIP4 (Verification Facility ZIP+4 in Mail.dat SEG file) **
   e. UniqueContainerBarcode (Label: IM Container or IM Tray Barcode field in CSM file) **

**** Optional Fields**

Note: The above-mentioned functionality can only be used through the DeliveryAppointmentCreate/Update message sets and the DeliveryContentCreate/Update request message sets are not supported with the PostalOne! Mail.dat data.

7.2.2 Mail.XML without existing PostalOne! Mail.dat

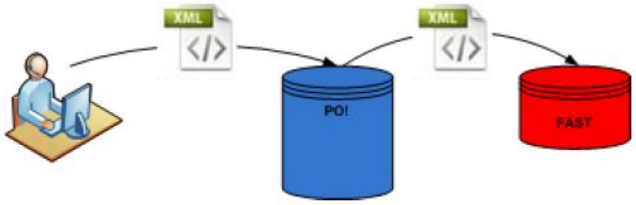

Figure 7-2: One time and recurring appointments

1. The mailer submits appointment and/or container information in Mail.XML from mailers own database (could be their Mail.dat database) to the PostalOne! system for the FAST appointment scheduling process. All required fields plus the IMcb information are provided in the Mail.XML message set as part of the USPS Summary Block.
2. Mail.XML web services messaging is leveraged for appointment logistics and content information.

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Note: The above-mentioned functionality is supported through all Scheduling message sets for appointments and standalone contents.

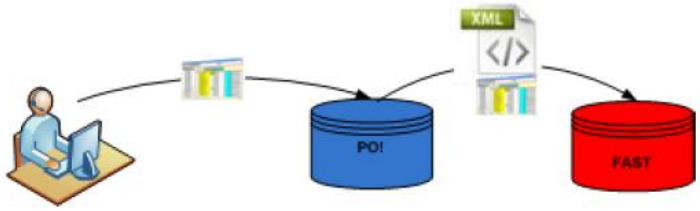
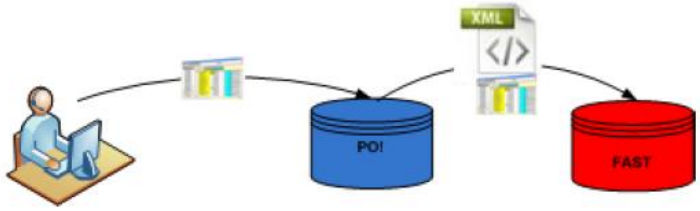


Figure 7-3 Mail.dat Only (recurring appointments only)

3. Recurring Appointments
4. The mailer creates the initial FAST recurring appointment online or via Mail.XML messaging
5. Key FAST data is populated in the physical container (CSM – Container Summary) records for conventional mailings in order to link IMcbs from CSM file to the appointment. For continuous logical mailings, the logical container data will be used for piece count, class, and shape validation while the physical containers must have IMcb data. The key data and corresponding fields and files are displayed below:

Data	Field Mail.dat File
Recurring Sequence ID* (i.e., 12345R	Reservation Number element in the Mail.dat CSM file
Scheduled Appointment Date	Scheduled Induction Date in the Mail.dat CSM file
FAST Content ID	FAST Content ID in the Mail.dat CSM file

6. *FAST Recurring Sequence ID and FAST Content ID will remain static
7. If appointment linkage fails, an error message will be generated to notify the mailer through the FAST online reports.



7-4: Recurring Appointments

1. The mailer creates the initial FAST recurring appointment online or via Mail.XML messaging
2. Key FAST data is populated in the physical container (Container Info Data in the Qualification Report Create Request message or QualificationReportDetailCreateRequest) for conventional mailings in order to link IMcbs from the qualification report to the appointment. For continuous logical mailings, the logical container data will be used for piece count, class, and shape validation while the physical containers must have IMcb data. The key data and corresponding fields and XML blocks are displayed below:

Data	Field (XML Block)
Recurring Sequence ID* (i.e., 12345R)	Reservation Number element in the Container Info data block of the Qualification Report message set

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Data	Field (XML Block)
Scheduled Appointment Date	Scheduled Induction Date in the Container Info data block of the Qualification Report message set
FAST Content ID	Consignee Content ID in the Container Info data block of the Qualification Report message set

3. *FAST Recurring Sequence ID and FAST Content ID will remain static
4. If appointment linkage fails, an error message will be generated to notify the mailer through the FAST online reports.

7.3 Transportation Updates

Transportation ("T") updates can still be made for recurring appointments. Mailers can send a content update for recurring appointments but not for one-time appointments. The Transportation update can be used either through the Mail.dat update process or through the Mail.XML container update message that is used against the Mail.dat CSM file or that is used against the Mail.XML Qualification report (Container Info data)

Mailers can submit a Mail.dat .CSM file with the following required fields:

- Container Status: Should have a flag of "T"
- Reservation Number: This is the FAST appointment ID which customers receive when they schedule appointments through FAST online. A recurring appointment Sequence ID is composed of five numeric values followed by the letter 'R' to signify recurring appointments (e.g. 234567R) that goes in the Reservation number field.
- ScheduledInductionDate: This is the planned appointment date that was scheduled by the customer through FAST online.
- FASTContentID: This is associated with the recurring appointment in the FAST system. The Content ID is a nine-digit numeric field which can be obtained either through the FAST online system.

Mailers can submit a Mail.XML ContainerUpdateRequest message set for a Mail.dat Job (with Mail.dat Job ID and User license code) or for a Mail.XML Qual report (with Mail.XML mailing Group ID and Customer Group ID) with the following required fields:

- Container Status: Should have a flag of "T"
- Reservation Number: This is the FAST appointment ID which customers receive when they schedule appointments through FAST online. A recurring appointment Sequence ID is composed of five numeric values followed by the letter 'R' to signify recurring appointments (e.g. 234567R) that goes in the Reservation number field.
- ScheduledInductionDate: This is the planned appointment date that was scheduled by the customer through FAST online.
- ScheduledInductionTime: This is the planned appointment time that was scheduled by the customer through FAST online. (This field is optional).
- FASTContentID: This is associated with the recurring appointment in the FAST system. The Content ID is a nine-digit numeric field which can be obtained either through the FAST online system.

7.4 Additional Resources

For additional details and more scenarios on FAST appointment creation and FAST stand alone content creation process, refer to the FAST resources in the references appendix.

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8. Submit Electronic Documentation

eInduction will require all mailers to submit electronic documentation (eDoc) through the PostalOne! system to provide information on mail preparation and postage payment. The specific eDoc requirements for eInduction consist of an eInduction Indicator and an Accept misshipped indicator selection. The eDoc also must contain unique 21 digit IMcbs (45-day uniqueness rule applies to both Full Service and Non Full service pallets).The eInduction Indicator will notify the acceptance unit of pallets to be inducted without the need for paper 8125 reconciliation. The Accept misshipped indicator will let mailers tell USPS what to do with containers flagged as misshipped when they show up at a dock as misshipped pallets.

Mailers will be able to induct mail at either a SV or at a non-SV facility, but additional requirements apply to mail inducted at a non-SV facility. For non-SV sites, the mailers through their Scheduling process with the FAST system must link the IMcbs to an appointment, where the appointment is for a non-SV site. Mailers will have three electronic submission options to provide container information and prove postage payment: Mail.dat, Mail.XML, and Simplified Container Manifest through the Mail.XML specification.

8.1 eInduction Indicator and Accept Misshipped Indicator Selection

In order to participate in eInduction the mailer must flag containers to be included in eInduction with an eInduction flag in the electronic documentation (Mail.dat CSM file and Mail.XML Qualification Report Create Request – Container Info Data). The mailer must also indicate how to handle misshipped container issues in the electronic documentation where this Accept Misshipped Indicator is to help resolve misshipped container issues that may be identified on the dock during induction. The mailer will be given two options in the misshipped indicator:

> ***Note:*** *For the eInduction pilot implemented in November 2011, all Misshipped containers will be rejected regardless of the Misshipped Indicator selected.*

1. **"Accept"** – an identified misshipped container at the point of induction will be accepted and reconciliation will be performed during post-induction. The reconciliation will assume that the postage discount will be impacted, once activated in the PostalOne! system.
2. **"Reject"** – an identified misshipped container at the point of induction will be rejected and returned to the transporter/mailer on the dock

Flagging containers for eInduction and selecting a method to handle misshipped containers in the misshipped indicator will be done differently based on the electronic documentation submission option a mailer uses. The three options for electronic documentation submission are outlined in this guide.

The Pre-Induction validation process validates the following criteria (Refer to Figure 8.1-1):

- Is payment filed
- Is payment Finalized
- Is the IMcb only on one appointment
- Entry Point Discount Validation
- IMcb Not tied to Appointment (for non-SV sites)

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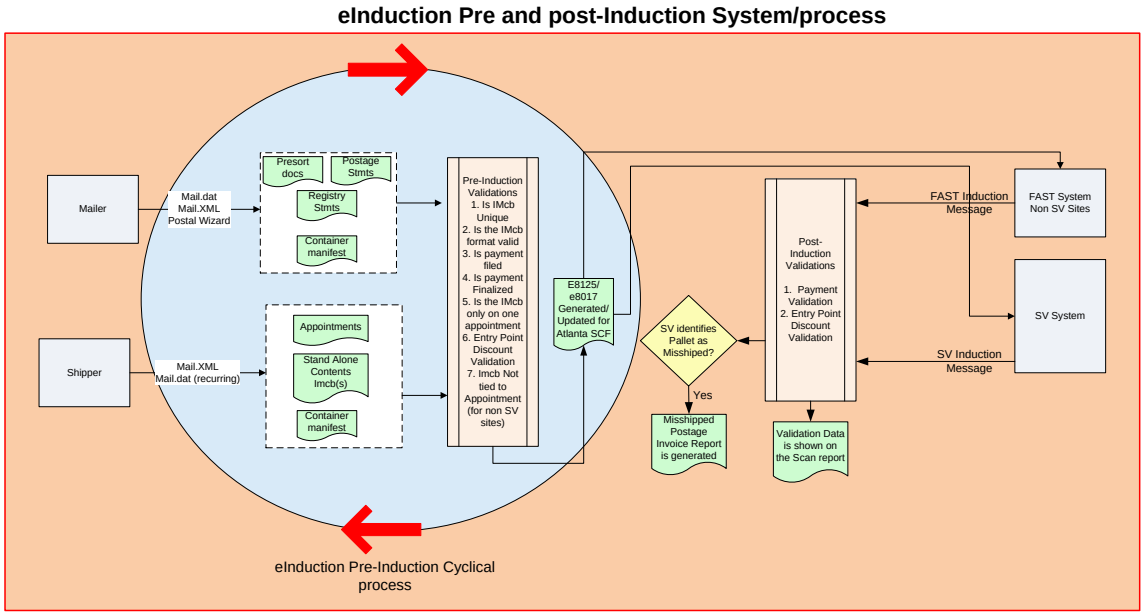

Figure 8.1-1 eInduction Pre/Post Validation Process

8.2 Mail.dat

Mail.dat is a database consisting of files linked by key fields that is created during the presort process to facilitate mailers' receiving the best discount possible. Mailers must use the 11-2 or higher Mail.dat data format in order to participate in eInduction. In order to participate in eInduction, the eInduction Indicator field must be set to 'Y' in the .CSM file.

The following conditions must be met when completing the electronic documentation in Mail.dat for eInduction:

1. The eInduction Indicator field in the .CSM file for pallets and mother pallets must be set to 'Y'
2. The Container Type field in the .CSM file must be set to either 'P', 'M', 'H', 'A', 'G', 'D', 'R', 'C', 'Z',
3. The Intelligent Mail Container Barcode field in the .CSM must be populated and should be unique within the 45-day period across all jobs from the Postage statement mailing date
4. The Entry Point – Actual / Delivery Locale Key field in the .CSM must be populated
5. There must be a physical sibling container if there is a logical container
6. Mail owner and preparer (By/For) fields can be populated following existing Full Service By/For rules including the precedence rules to be followed as identified in the IM Guide to letters and Flats. The By/For rules as well as the Transportation carrier in eDocs and Scheduler in FAST will allow the different roles to be able to query a pallet's data through Mail.XML as long as they are identified as the owner or preparer or transporter of the pallets in the eDocs or if they are identified as the Scheduler of the pallets in the FAST system (Refer to Figure 8.2-1):

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By/For Order of Precedence				
Mailpiece Mail Owner				
Order of Precedence	**Mail.dat File Reference**	**Field Name**	**Mail.XML Message Reference**	**Field Name**
1	CPT	Mailer ID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block	MailOwner MID6 or MailOwnerMID9
2	MPA	Mailer ID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block	CRID
3	CPT	CRID of mail owner	QualificationReportCreate-Request message ContainerInfoData	MailOwnerCRID
4	MPA	CRID of mail owner	MailPieceCreateRequest message MailPieceBlockGroup, MailPieceBlock, MailOwner block, PermitPublicationData block	PermitNumber, PermitType, PermitZIP4, or PublicationNumber (must be within the same finance number associated with the mailing group)
5	MPA	Mail owner's Lcl Permit Ref Num/Int'l Bill Num and Type (must be within the same finance number of the Permit / Type / ZIP+4 in the MPA)	N/A	N/A
6	MPA	USPS Publication Number	N/A	N/A

Figure 8.2-1 By/For Order of Precedence – Mailpiece Mail Owner

Mailpiece Mail Preparer				
Order of Precedence	**Mail.dat File Reference**	**Field Name**	**Mail.XML Message Reference**	**Field Name**
1	MPA	Mailer ID of mail preparer	QualificationReportCreate-Request message QualificationReportPreparer block	MailerID6 or MailerID9
2	MPA	CRID of mail preparer	QualificationReportCreate-Request message QualificationReportPreparer block	CRID
3	N/A	N/A	QualificationReportCreate-Request message QualificationReportPreparer block	PermitNumber, PermitType, PermitZIP4, or PublicationNumber (must be within the same finance number associated with the mailing group)

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Figure 8.2-2 By/For Order of Precedence – Mailpiece Mail Preparer

Piece Range Mail Owner				
Order of Precedence	**Mail.dat File Reference**	**Field Name**	**Mail.XML Message Reference**	**Field Name**
1	IMR	Mailer ID of mail owner	MailPieceCreateRequest message MailXMLPieceRangeBlock, PieceRangeBlock, MailOwner block	MailerID6 or MailerID9
2	IMR	CRID of mail owner	MailPieceCreateRequest message MailXMLPieceRangeBlock, PieceRangeBlock, MailOwner block	CRID
3	N/A	N/A	QualificationReportCreate-Request message ContainerInfoData block	MailOwnerCRID

Figure 8.2-3 By/For Order of Precedence – Piece Range Mail Owner

Piece Range Mail Preparer				
Order of Precedence	**Mail.dat File Reference**	**Field Name**	**Mail.XML Message Reference**	**Field Name**
1	IMR	Mailer ID of mail preparer	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock MailPreparer	Mail preparer MID
2	IMR	CRID of mail preparer	QualificationReport Preparer MID	Preparer MID
3	N/A	N/A	MailPieceCreate MailXMLPieceRangeBlock PieceRangeBlock MailPreparer	Mail preparer CRID
4	N/A	N/A	QualificationReport Preparer	Preparer CRID
5	N/A	N/A	QualificationReport Preparer	Preparer Permit/Type/ZIP+4 or Publication Number (must be within the same finance number associated with the mailing group)

Figure 8.2-4 By/For Order of Precedence – Piece Range Mail Preparer

Note: "IMR and MailXMLPieceRangeBlock will not be supported after July Release."

Transportation Carrier – The CRID identified in the Transportation carrier field in the Mail.dat CSM or Mail.XML Container Info data can allow the Transportation carrier or Scheduler to query the pre-induction and post induction issues with a pallet.

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Scheduler in the FAST System - The Scheduler identified through CRID in the FAST system can also query the same data through Mail.XML Container Status Query message sets.

For the entire list of fields to complete, please refer to the Postal Service Mail.dat Technical Specification for further information.

> ***Note:*** The Mail.XML ContainerManifestCreate request and Response messages are documented in the Postal Service Mail.XML eDoc Guide for *Postage Payment and Reporting (eDoc) and can be found in the IDEAlliance Mail.XML "mm" XSD.*

8.3 Mail.XML

In Mail.XML, mailers will complete messages to communicate final postage statements and qualification reports in Mail.XML. Mailer must use either the 9.0C or 10.0 C or higher data format of XML in order to participate in eInduction. The required messages can be found in *RIBB's Postal Service Mail.XML Technical Specification Guide* for further information.

In order to participate in eInduction, the eInduction Indicator must be set to 'Yes' in the ContainerInfoData block of the QualificationReportCreateRequest message or the QualificationReportDetailCreateRequest message.

The following conditions must be met when completing the electronic documentation in Mail.XML for eInduction:

1. The eInductionIndicator field in the ContainerInfoData block for pallets and mother pallets must be set to 'Yes'
2. The ContainerType field in the ContainerInfoData block must be set to either 'P', 'H', 'A', 'G', 'D', 'R', 'C', 'Z',
3. The ContainerBarcode field in the ContainerInfoData block must be populated and barcode must be unique within the last 45 days across jobs from the postage statement mailing date.
4. The EntryLocaleKey field in the ContainerInfoData block must be populated.
5. There must be a physical sibling container if there is a logical container.
6. Mail owner and preparer (By / For) fields can be populated following existing Full Service By/For rules including the precedence rules to be followed as identified in the IM Guide to letters and Flats and as referenced above in section 5.2 . The By/For rules as well as the Transportation carrier in eDocs and Scheduler in FAST will allow the different roles to be able to query a pallet's data through Mail.XML as long as they are identified as the owner or preparer or transporter of the pallets in the eDocs or if they are identified as the Scheduler of the pallets in the FAST system.

When using Mail.XML, containers and postage statements must be linked. There are two methods to populate the required container information and create a linkage between containers and postage statements.

1. LineItemData block: A single LineItemData block is needed for each container represented on each line of the postage statement. The container ID must match that from a previously submitted qualification report. If a ContainerPostage block is provided, it will be ignored.

2. ContainerPostage block: All containers are represented in the ContainerPostage blocks with the number of pieces and copies for each container. The container IDs must match those provided in a previously submitted qualification report. If any container ID is provided, the container postage block will be disregarded.

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8.4 Simplified Container Manifest

The simplified container manifest will be supported through the PostalOne! system. Mailers who currently submit postage statements through Postal Wizard or hard copy documentation (unable to support Mail.XML eDocs or Mail.dat) can participate in eInduction using a simplified container manifest. Mailers will supply the following information through Mail.XML Container manifest Create Request message set:

- Unique container barcode (IMcb)
- Container ID (Mailer created sequence Number)
- Postage Statement ID (retrieved from the PostalOne! dashboard or from Mail.XML message)
- Destination ZIP
- Entry Facility Locale Key (optional)
- Scheduled Induction Date (optional)

Additionally, mailers can take the postage statement ID and mailing to a mail consolidator. The consolidator will then schedule the FAST appointment and create the IMcbs and label the pallets. Then the consolidator will create the container manifest populated with the postage statement IDs to be sent to the PostalOne! system for pre-induction validations through Mail.XML Container manifest Create Request message set.

The Consolidator can link the IMcbs to an appointment following the existing Mail.XML or Mail.dat methods to link IMcbs to an appointment. Linkage between IMcbs and appointments is only required for Non-SV sites. Linkage of IMcbs to an appointment is NOT supported through the Container manifest Create Request message set.

8.5 Postal Wizard

The USPS has enhanced the eInduction system to also include smaller mailings, less than 10,000 pieces, to increase overall volume of the eInduction ready mail. The Postal Wizard supports smaller mailings and will be enhanced to perform additional container pre-eInduction and post-eInduction validation and reporting functionality Postal Wizard will be able to generate, to ensure the eInduction system will be able to generate, print, and support eDocumentation forms e8017/e8125 form, generate metric reports and invoices in order to monitor and measure Mailers and USPS facility's eInduction process capabilities and compliance with eInduction mail quality requirements.

Postal Wizard users are now able to generate IMcbs from postage register and link those IMcbs to a postage statement, generate container labels and print the container labels.

8.6 Postal Wizard Register Process

The Postal Wizard (PW) provides a secure method for entering postage statements electronically in PostalOne! PW is typically used by mailers who mail fewer than 2,000 pieces per month. Once the user has access to the Postal Wizard screen, the following screenshots illustrates the step-by-step process to register to PW:

- Screenshot 1: Permit Entry Screen
- Screenshot 2: Account Verification Information Screen
- Screenshot 3: Postage Statement Entry Screen
- Screenshot 4: Add Register Mailing Entry for 8017 / 8125
- Screenshot 5: View Register from Dashboard
- Screenshot 6: View Register of Postage Payment

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- Screenshot 7: Generating PS 8125 after Review Page with Postage Statement ID
- Screenshot 8: Viewing PS 8017 from Register Link

The screen flows described in this section require registering at the Business Customer Gateway where a username and password will be issued. Additionally, a user must have access to the Manage Mailing Activity service to access the Induction Activity reports and the Postal Wizard feature described in this section. The Postal Wizard screen flows are presented in Figures 7.7-1 thru 7.7-8 for step by step guide to navigate to the Postal Wizard registration process.

8.6.1 Permit Entry Screen

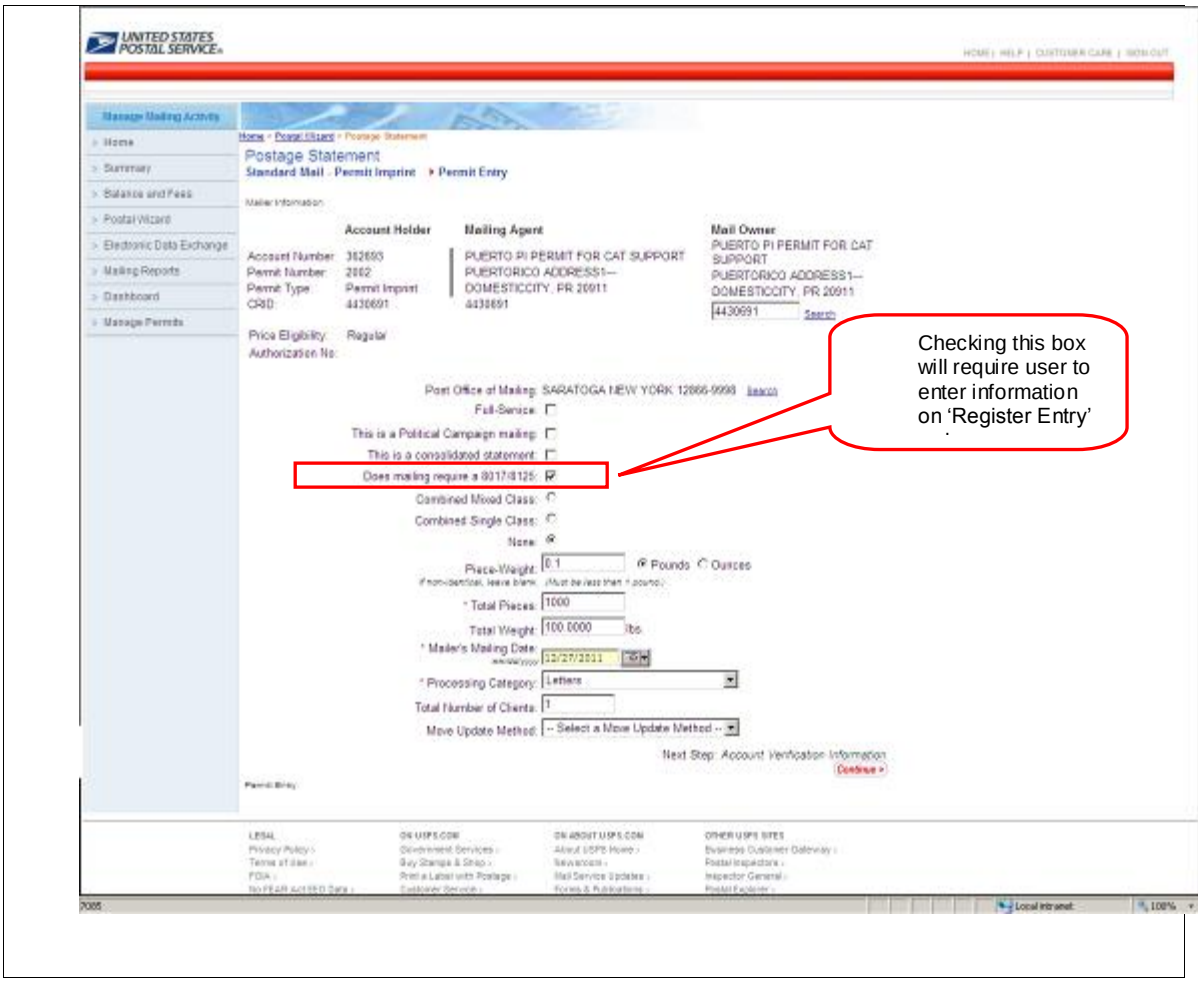

Figure 7.7-1 Permit Entry Page

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8.6.2 Account Verification Information

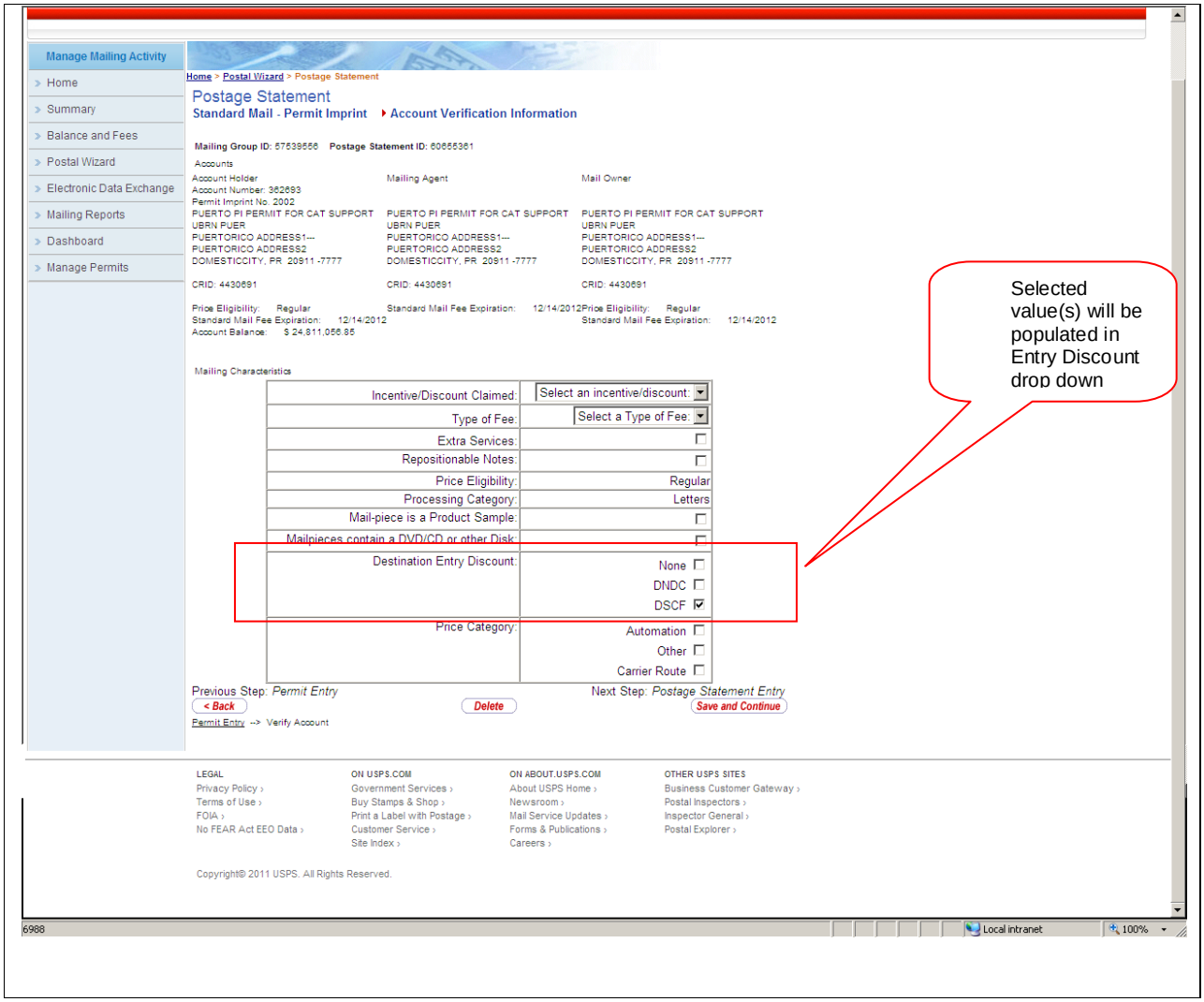

Figure 7.7-2 Account Verification Information Page

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8.6.3 Postage Statement Entry

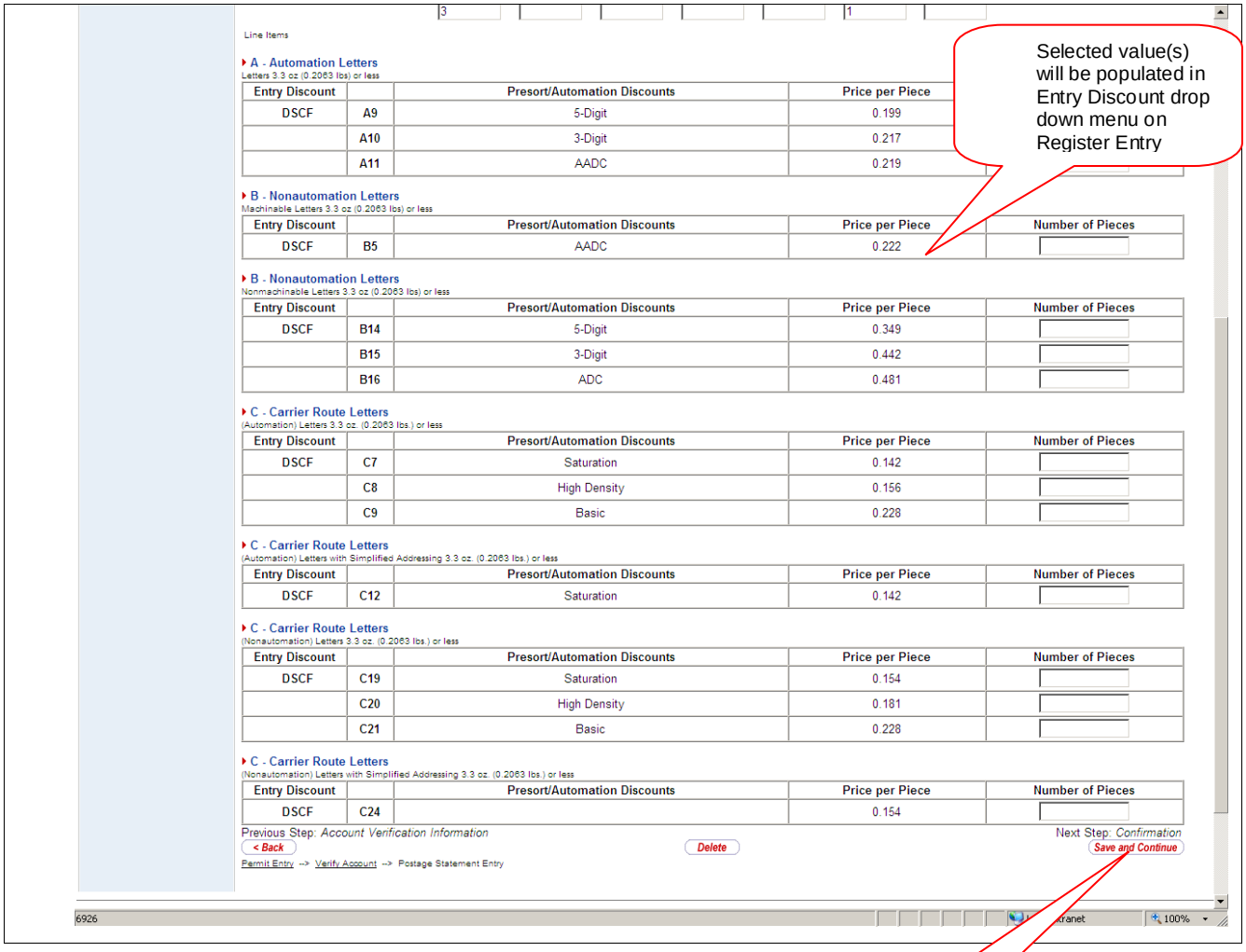

Figure 7.7-3 Postage Statement Entry Page

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8.6.4 Register Mailing Entry for 8017 / 8125

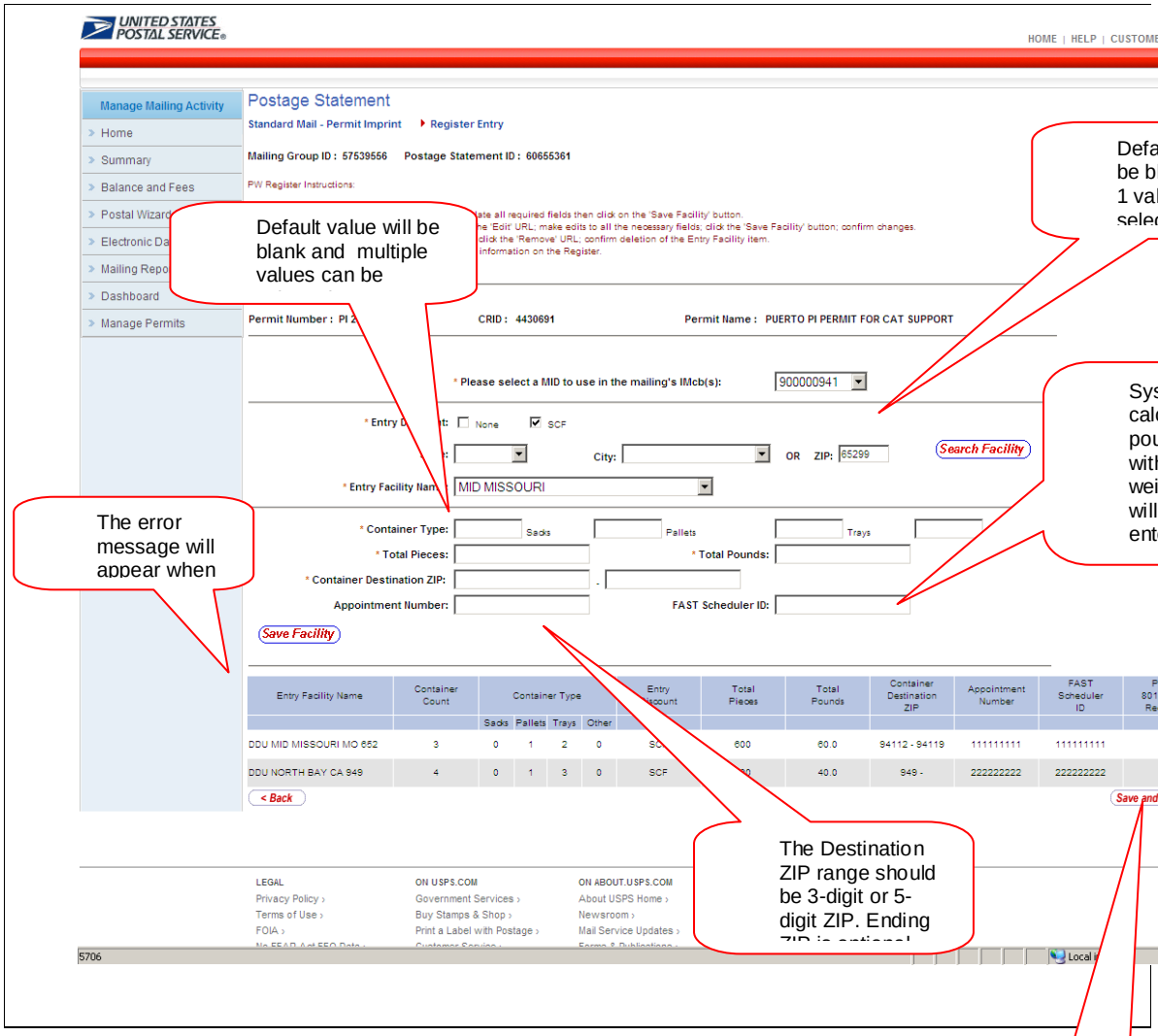

Figure 7.7-4 Add Register Mailing Entry for 8017 / 8125

8.6.5

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View Register from Dashboard

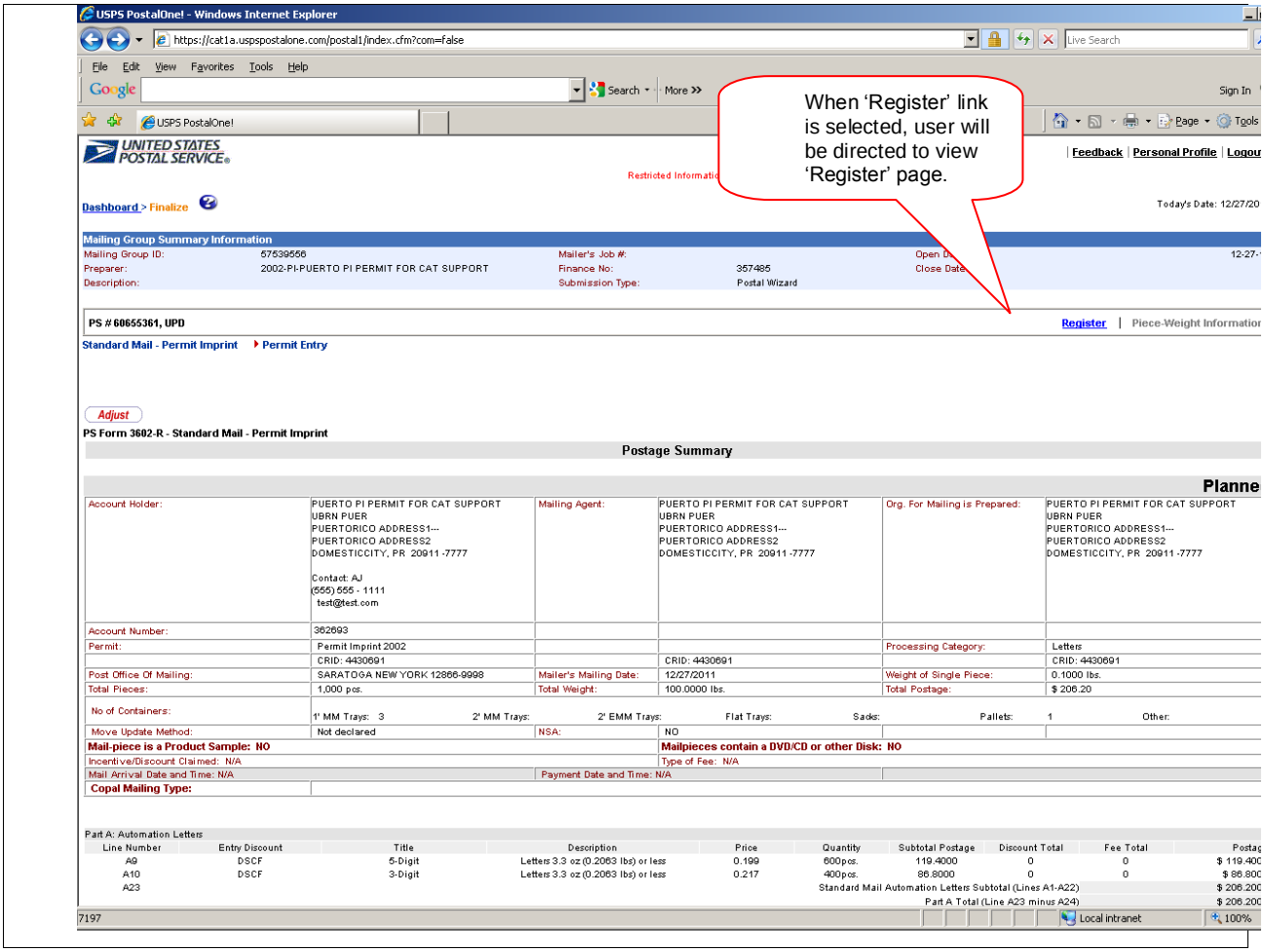

Figure 7.7-5 View Register from Dashboard

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8.6.6 View Register of Postage Payment

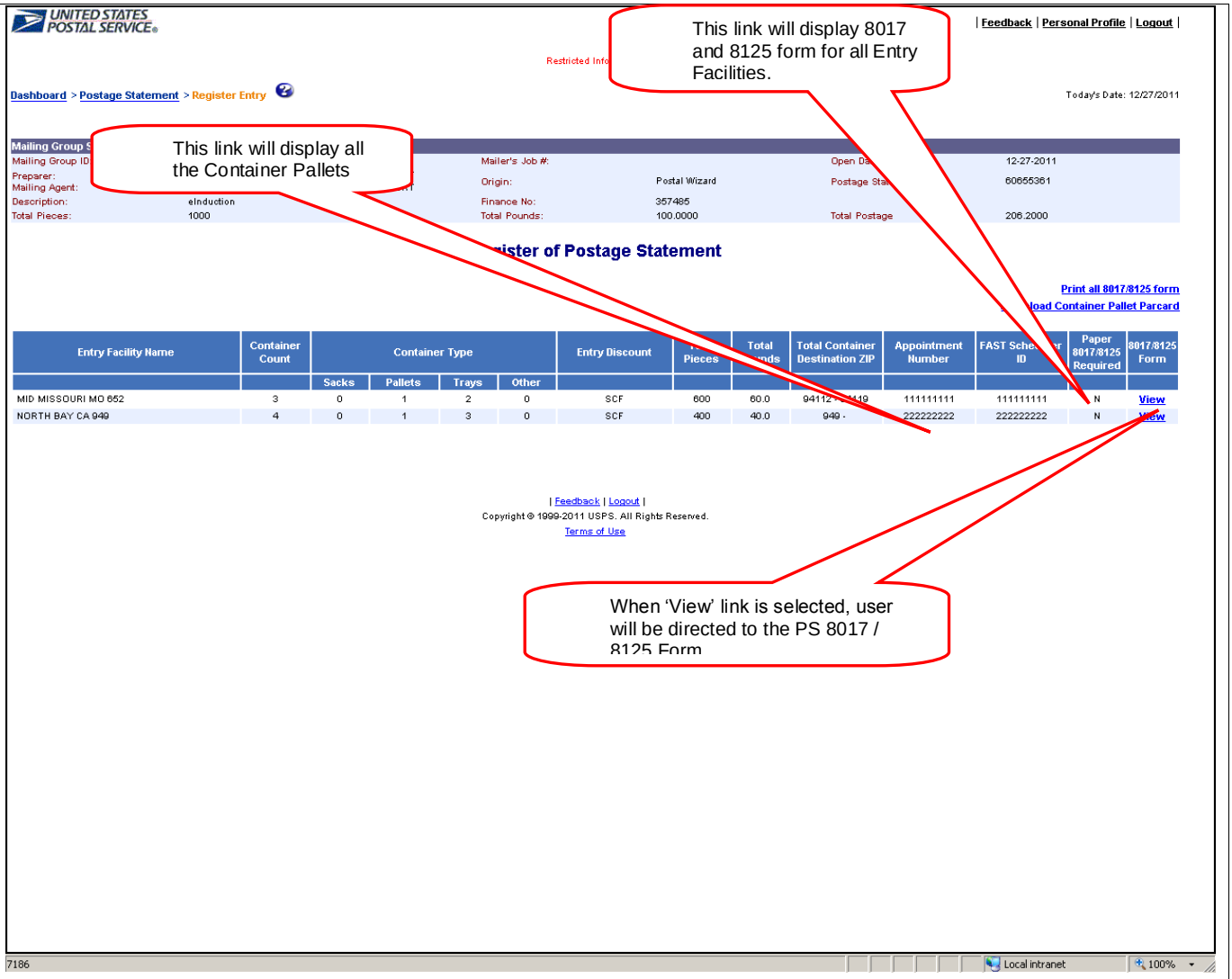

Figure 7.7-6 View Register of Postage Payment

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8.6.7 Generating PS 8125

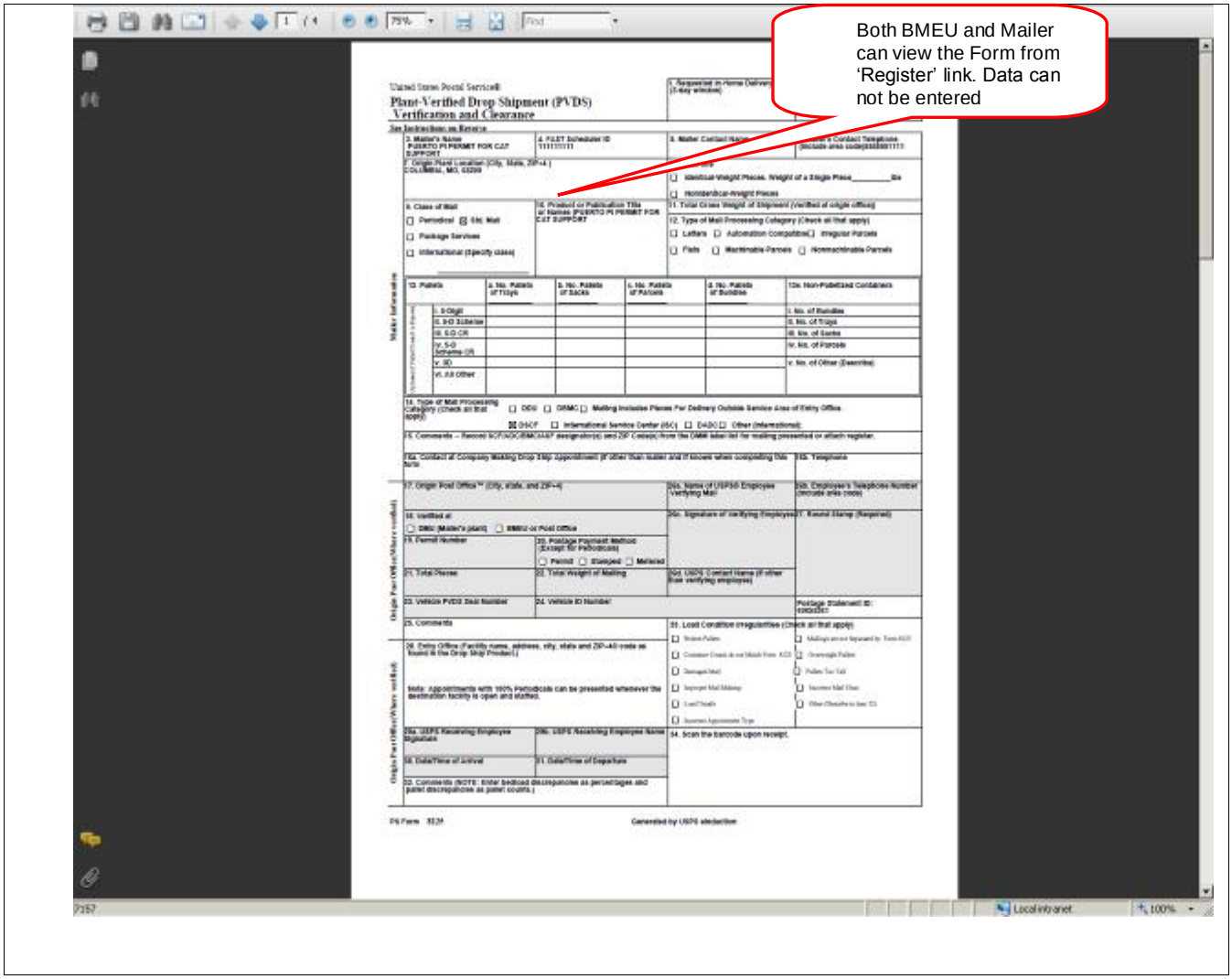

Figure 7.7-7 Generating PS 8125 after Review Page with Postage Statement ID

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8.6.8 Viewing PS 8017 from Register Link

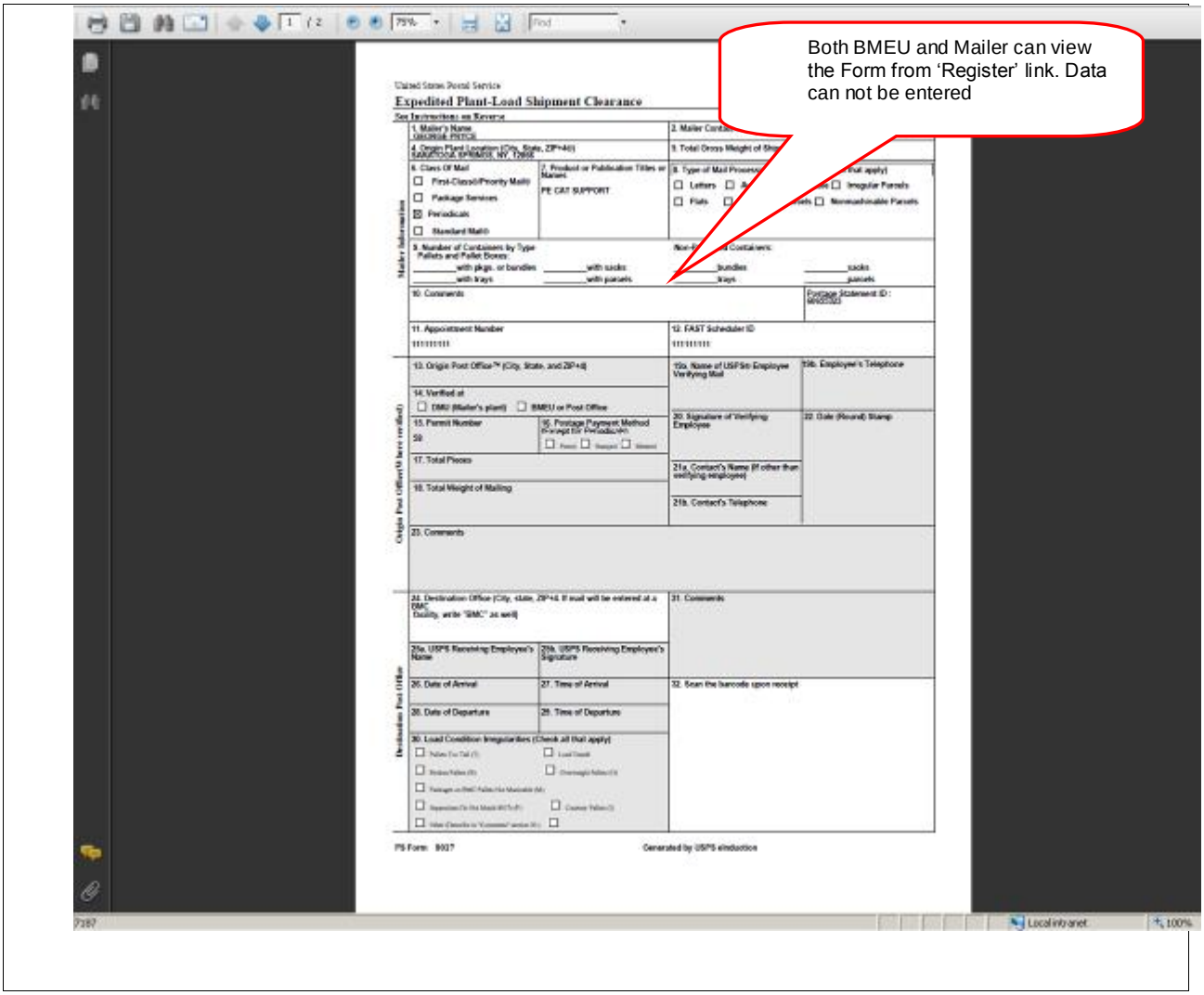

Figure 7.7-8 Viewing PS 8017 from Register Link

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8.7 Postage Statement Finalization

In order to participate in eInduction the postage statement status must be 'FPP' or 'FIN' which allows container information to be sent to SV. Containers on a postage statement with any other status will not be recognized during induction and will be rejected for no payment. The continuous mailers whose postage has been finalized but their eDocs is missing the IMcbs will not get processed for eInduction until eDocs is updated with IMcb data.

9. Check the *PostalOne!* Dashboard or Query through Mail.XML

Mailers must check for error messages on the PostalOne! Dashboard after electronic documentation has been submitted and prior to mail delivery or can run Mail.XML Queries through Container Status Query message set. Containers that have errors which have not been resolved by the time of mail delivery will not be accepted. Mail will not be inducted until any errors are corrected by the mailer. Status messages will appear on the dashboard or can be queried through Mail.XML to provide container key information and updates on issues related to eInduction. These include invalid barcode, duplicate barcode, payment not finalized (January 2012), payment not yet processed (January 2012), container not on a single appointment, IMcb not linked to an appointment (for Non-SV sites) and entry point payment discount error.

9.1 Invalid barcode

Invalid barcode error looks at the format of the IMcb barcode data to make sure it starts with the 99M and the MID (6 or 9) digit is numeric and the remaining serial number field is alphanumeric.

9.2 Duplicate Barcode

The non unique barcode error makes sure that the IMcb data is unique within the last 45 days across jobs from the postage statement mailing date.

9.3 Payment not finalized, Payment not yet processed

In order to participate in eInduction, the postage statement status must be 'FPP' or 'FIN' which allows container information to be sent to SV. Once the postage statement status is updated to 'FPP' or 'FIN', the container information will be released immediately to SV. This error message set has been available in January 2012. In November 2011, the eInduction processing will not start until the postage is finalized.

9.4 Entry point payment discount error

This error validates if the locale key from the FAST appointment or FAST content (which takes precedence over the eDocs locale key), if provided, or the locale key in the eDocs is validated for the discount type filed by the mailer in the postage statements against the mail direction file data. The mail direction file must validate for the Entry Zip code, class, shape, and postage discount type if the mail can be taken to the locale key or not.

Entry Point Discount – Note this is only a warning and does not prevent the container from being released.

9.5 Container on more than one appointment

When IMcbs are linked to containers, the system is finding that the same IMcb is on another appointment within the last 45 days. The IMcb can only be on one appointment and shall be removed from other appointments.

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9.6 IMcb to Appointment linkage is absent

The IMcb linkage to an appointment for Non-SV sites is required. When the IMcb from the eDocs is not found on an appointment in the FAST system, the eInduction system will not release the containers to the FAST system for eInduction processing.

10. Induct Mail

The mailer is not required to bring a paper form if all the containers are marked for eInduction The mailer is allowed to bring in a mixed mailing where only some of the containers are marked for eInduction. In this case, the mailer is required to provide a paper form for the containers that are not participating in eInduction. The mailer will be able to view data and reports on the mailing using the PostalOne! system.

11. The eInduction Workflow Diagram

The workflow presented in Figure 11.1-1 eInduction Activity Reports Workflow Diagram provides an overview of the step by step process to access eInduction Activity Reports on the Business Customer Gateway in two ways: (1) through the Mailing Reports (PostalOne! system) landing page or (2) the Mailing Dashboard (PostalOne! system) management system.

There are five (5) new eInduction Reports available in the January 2012 release and are accessible through the following reporting module in the Induction Activity Reports landing page:

1. Shipping Summary Reporting
    a. Appointment Summary Report
    b. Job Summary Report
    c. Container Detail Report
2. Entry Point Facility Reporting
    a. Entry Point Facility Report
3. Check Mail Acceptance Status Reporting
    a. Pre-induction Errors and Status Report by Appointment, Jobs, Containers

The Appointment Summary Reporting by appointment and associated Job ID with links to containers are accessible from the Dashboard Management system or through the Activity Reports landing page.

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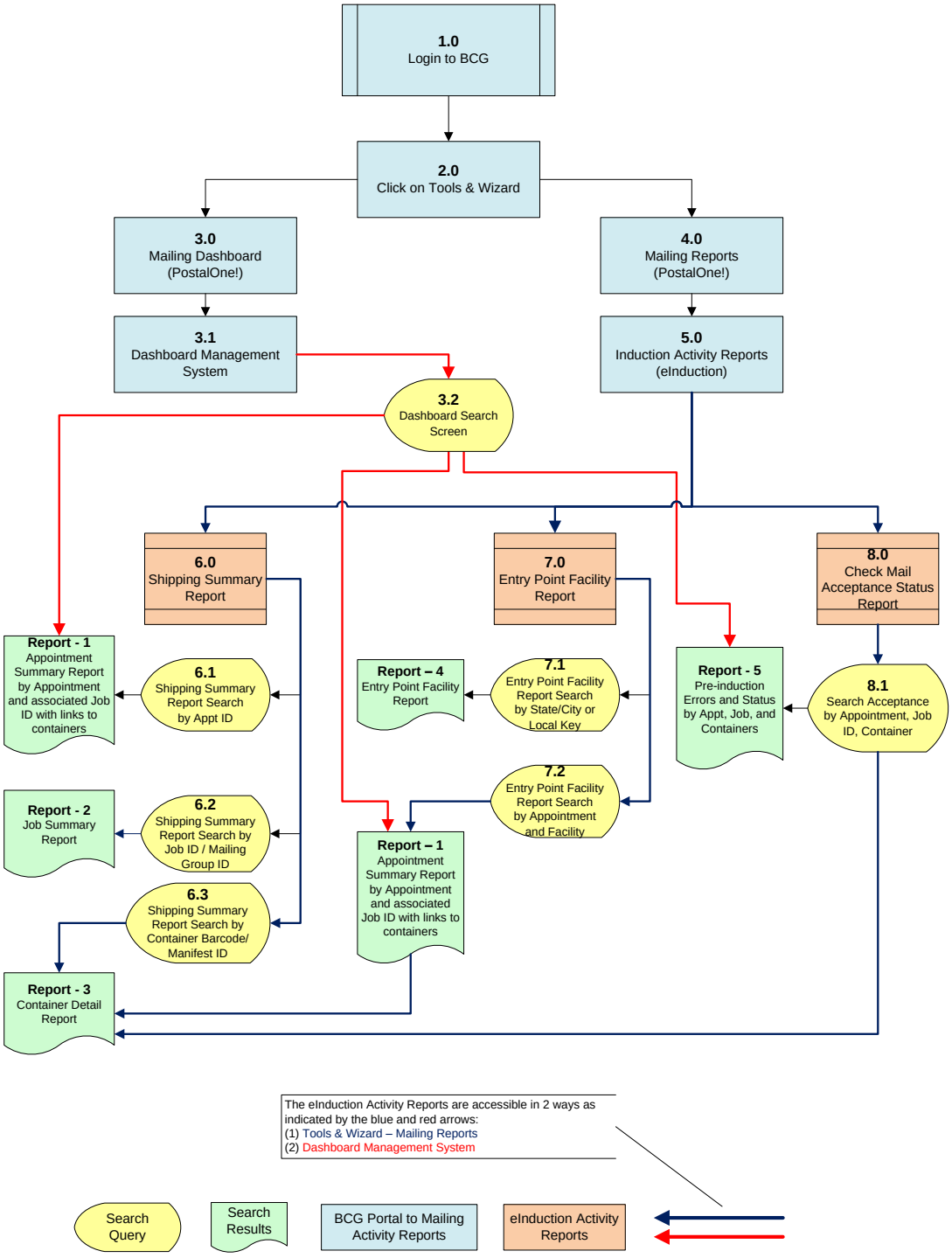

Figure 11.1-1: eInduction Activity Reports Workflow Diagram

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12. View Data and Reporting in *PostalOne!*

The purpose of this section is to provide information on how to access and use eInduction mailing activity reports. Section 11 of this guide will also keep the user apprised of the continuous improvements to the data view and eInduction reporting capability as the Intelligent Mail Program matures. This guide describes what is currently available for January 2012 release. A summary of key features in this section include an overview of each of the eInduction activity reports, report's intent and usefulness, a screenshot displaying the fields that must be populated or selected by the user to generate the report, and a screenshot of the resulting search and query to access and view the report.

Different reports are made available in PostalOne! eInduction system for mailers to track pre-and post-induction errors for containers marked for eInduction processing in eDocs or through the Container manifest. Reports for warnings and misshipped errors with postage adjustment charges may also be available in PostalOne! eInduction system. The scan data from SV will be shared through reports and Mail.XML in near real-time mode with mailers.

The following container information will be sent to the PostalOne! system near real-time within one hour of close-out in SV:

- Job ID
- Mailing Group ID
- Customer Group ID
- Appointment ID used by the SV device
- Appointment close out data (all closeout fields)
- IMcbs (IMtb data is available through container visibility reports)
- Container IDs
- Entry Point Actual/Physical Locale Key
- Unload Scan Date/Time.
- SV Container Indicator
- Unload Scan User ID

The following errors will be sent to the PostalOne! eInduction system for post-induction issues:

- Extra containers
- Missing containers
- Misshipped containers
- Container Irregularities

Mailers can utilize Mail.XML Closeout message set to receive FAST Closeout data and the Mail.XML Container Status Query Request message set to receive reporting on pre and post induction validation issues at the pallet level.

12.1 Navigating the Business Customer Gateway

The Business Customer Gateway (BCG) is the Web interface to United States Postal Service® (USPS) online offerings from the small business owner to service providers within the postal supply chain. The Gateway unifies applications used by PostalOne! customers and is regularly enhanced with new functionality to support new mail entry and payment technology services including Intelligent Mail® Services.

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The Gateway is accessible directly from https://gateway.usps.com/bcg/login.htm or by clicking the link on the lower right corner of USPS.com.

The Business Customer Gateway gives you a single, unified landing point to access the online business offerings from the Postal Service™. These channels include the services that support the Intelligent Mail® Full-Service option.

Getting Started

The Business Customer Gateway is available to all business customers. The Business Customer Gateway landing page offers information on the services available as well as general information and customer support links that are useful to mailers and mail service providers. The Gateway homepage also presents task-oriented links which are now referred to as services. Once you are granted access to these services, direct links to the services are presented on your Business Customer Gateway homepage.

The USPS.com Web site

The United State Postal Service (USPS) official Web site, http://www.usps.com provides a direct link to the Business Customer Gateway. The Business Customer Gateway link is located at the bottom right corner of USPS.com. Selecting this link takes you to the Business Customer Gateway login page. Refer to Figure 12.1-1 thru 12.1-2.

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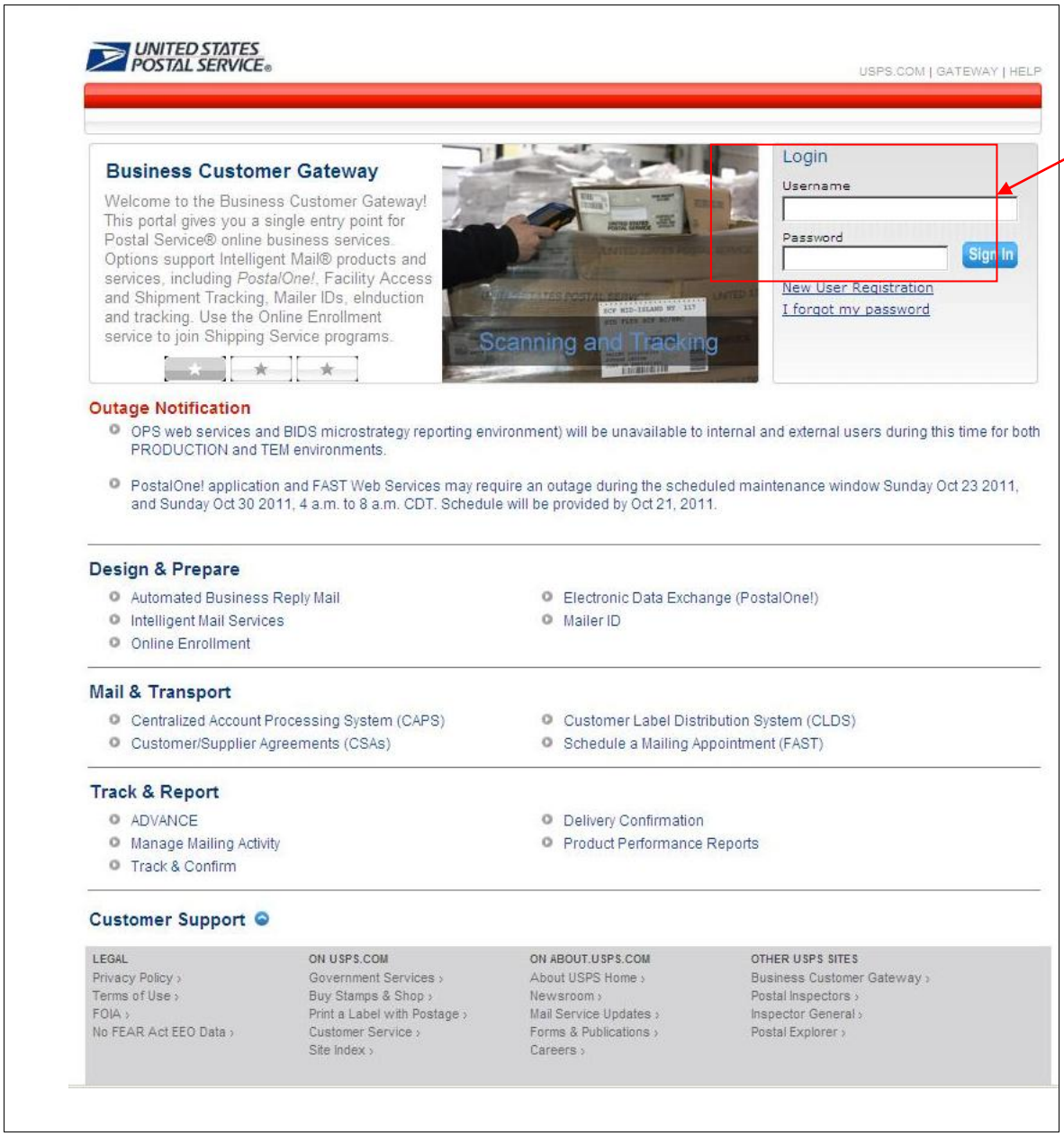

Figure 12.1-1: Business Customer Gateway (BCG) Login Page

All postal business customers log on to the new Business Customer Gateway through a single sign on using Gateway usernames and passwords to access all online services. Customer profiles are integrated across all USPS services and applications. Through the Business Services Administrator (BSA) role -- user who has the responsibility of granting Gateway service access to affiliated users —customers get approval to access Business Customer Gateway services.

If you have questions, problems accessing your accounts, or submitting electronic documentation, the Gateway PostalOne! Help Desk is available at 1-800-522-9085.

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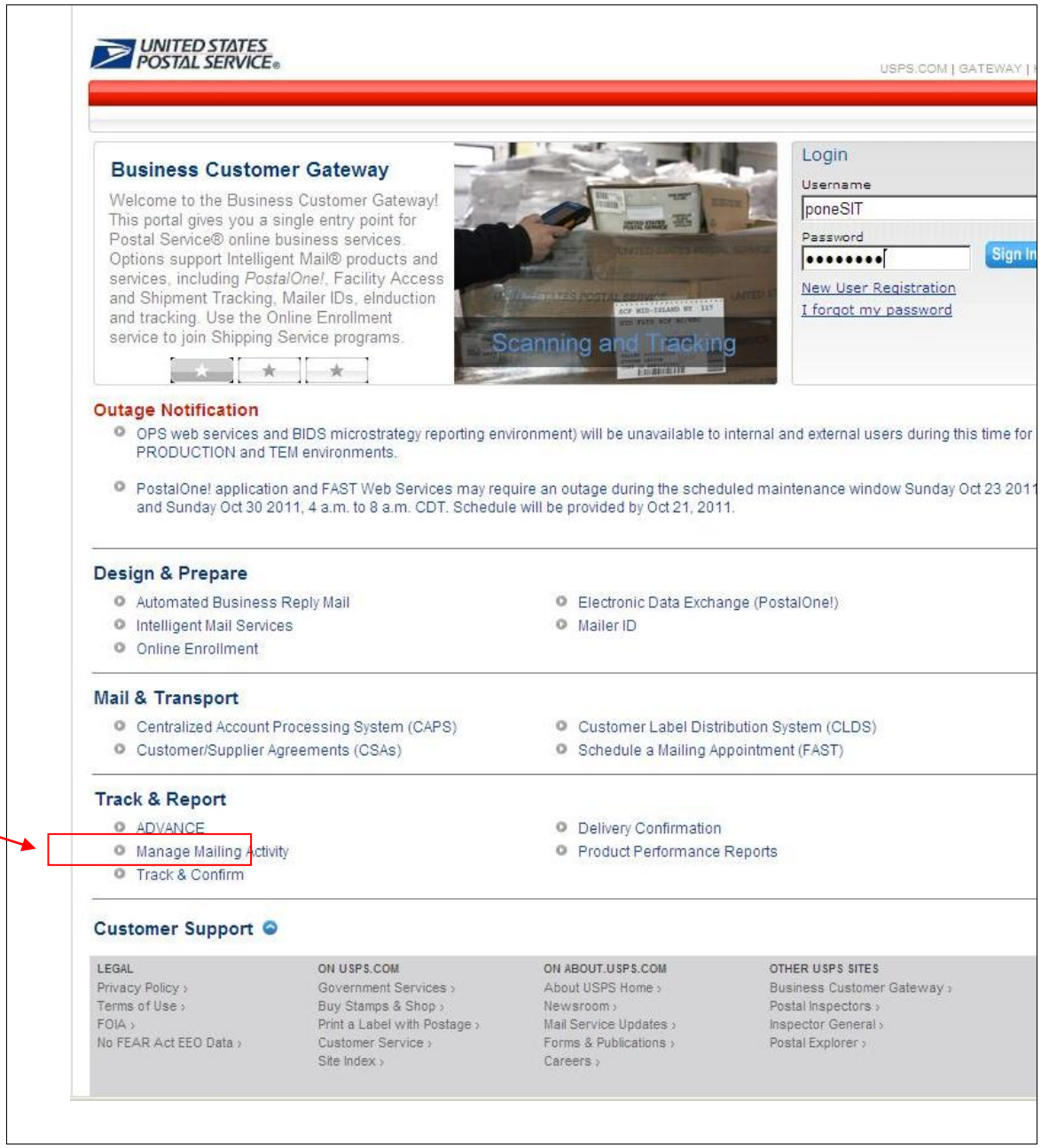

Figure 12.1-2: Business Customer Gateway (BCG) User Page

12.2 Mailing Dashboard

The Dashboard is a tool for work flow management that allows users to submit and review jobs. Jobs that display on the Dashboard are those that have been submitted by electronic documentation (e.g., Postal Wizard, Mail.dat, and Mail.XML). Jobs can comprise multiple statements or represent a single postage statement. All postage statements are accessible by the single postage statement level through the Dashboard. The Dashboard panel enables the user to retrieve a specific job by using the various search filters.

The Mailing Dashboard allows user to access the Dashboard to submit and review jobs through the Postal Wizard (Figure 12.2-1). The user selects Dashboard from the Manage Mailing Activity menu displayed on the left column of the Dashboard Management System landing page (Figure 12.1-2).

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To access the Dashboard, the user selects the dashboard link from your gateway homepage (Figure 12.2-1). The system allows the user to build the report with search criteria and filters for induction activity reports. The fields marked by an asterisk require user inputs and/or selections.

Required Input Fields (refer to Figure 12.2-1).

Search By: The user selects an option from the dropdown menu, either Mailing Group ID or Job ID.

- Mailing Group ID, a unique USPS tracking sequence number. The USPS creates this tracking ID for a Mail.dat job, for a Mail.XML mailing group, and for a Postage Statement Wizard postage statement.
- Job ID is a unique, 8-character maximum, alpha-numeric field in the Mail.dat file that is user-defined and managed.
- Statement Status
- Job Status

ID Number: The user must enter a number (i.e., a Mailing Group ID or a Job ID number defined by the Search By field).

- All Facility Types
- BMEU Origin
- Mailer Facility
- USPS Induction Facility

Search With: The user selects one option from the dropdown menu. The option is a value attribute within the job ID number.

- exact value
- starting value
- ending value
- containing value

Date Range: The user can select the Start and End dates or enter a date using the Calendar functional icon for both the start and end dates. USPS will map the date range in the search criteria to PostalOne! record creation date.

Display per Page: The options from the dropdown menu define the number of search results (data rows) to be displayed per screen page. The result set is paginated in fixed increments. The default is a maximum of 10 rows.

- 10
- 15
- 20

User can also save his/her criteria selection and can Multi-filter by holding down the Ctrl key while making additional selections.

- Statement Status
- Job Status
- Postage Statement ID
- Mailing Group
- Preparer Permit

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- Preparer CRID
- Permit Holder Permit
- Permit Holder CRID
- Account Number
- Mailer Location
- Mailer Job ID
- Preparer Permit Type
- Include Closed Jobs

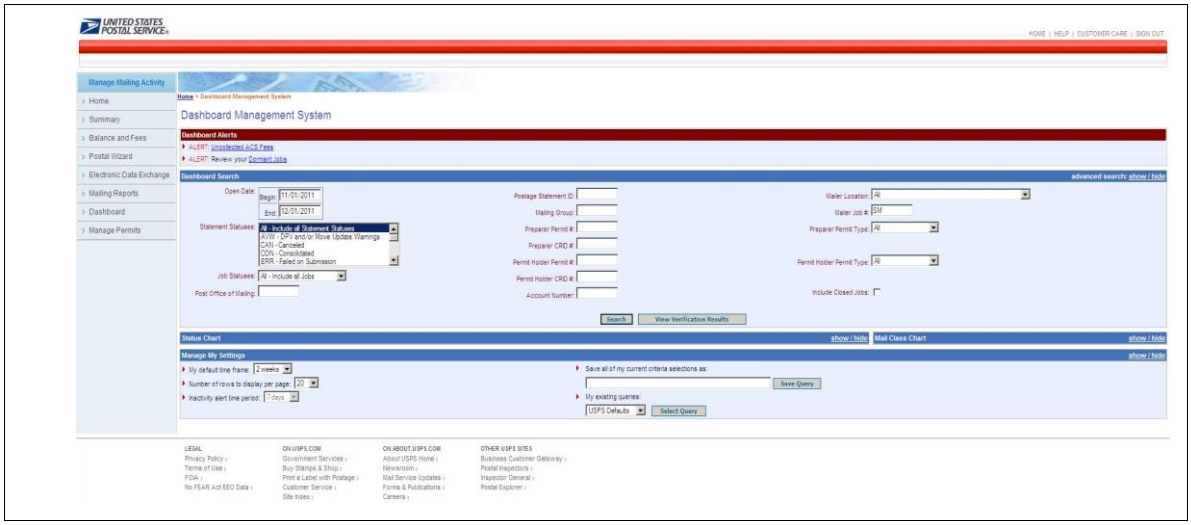

Figure 12.2-1: Dashboard Management System Search Page

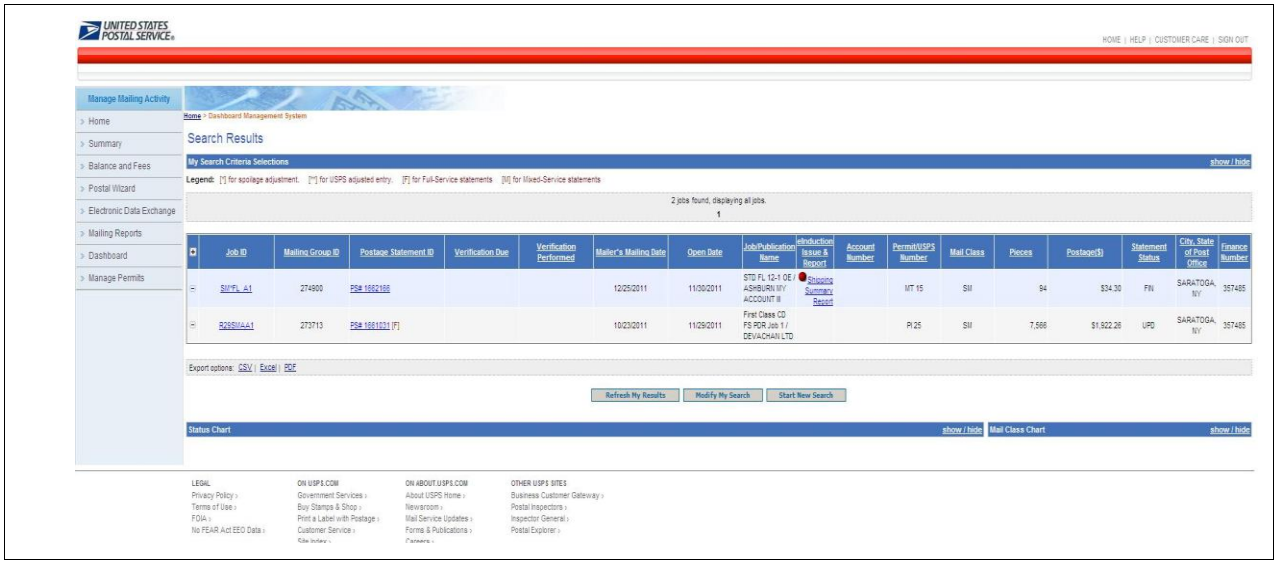

Figure 12.2-2: Dashboard Search Page Result

The Dashboard Management System provides access to various induction activity reports and resources for managing postage statements. The search results will provide a single view of all Job IDs that meets the search criteria and will display an alert (red dot) to show which Job ID has eInduction Issues and Reports available to that specific Job ID (Figure 12.2-2).

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12.3 Mailing Reports Tools & Wizard

To review the induction activity reports, a user must gain access to the Manage Mailing Activity service. Once the user is approved for access, the user logs in to the Business Customer Gateway and selects the Mailing Reports link from the homepage, then Mail Quality Reports.

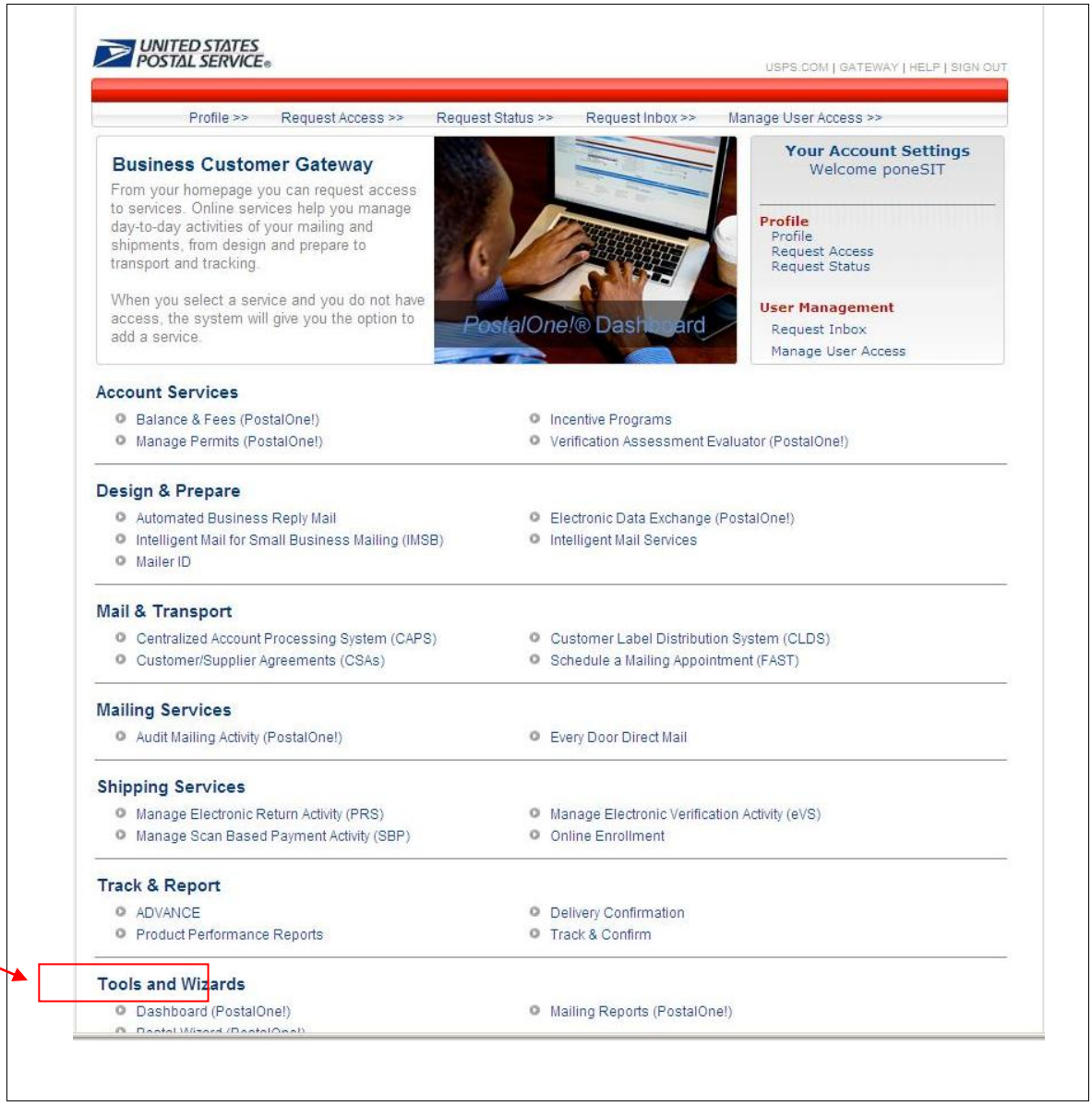

Figure 12.3-1: Tools & Wizard in User Login Page in BCG

On the Tools and Wizards link, the user can access the eInduction Activity Reports on the Business Customer Gateway user login screen either by clicking the Mailing Reports (PostalOne! system) or the Dashboard (PostalOne! system) management system. See Figure 12.3-1 above.

12.4 Mailing Reports (PostalOne!)

On the Mailing Reports landing page, the Induction Activity Reports (eInduction) link is displayed. On the same page user can find the data distribution and reporting options available for the user to select. Figure 12.4-1 below displays the screenshot of the Mailing Reports that shows the different types of full service data distribution reports and data view available for the user.

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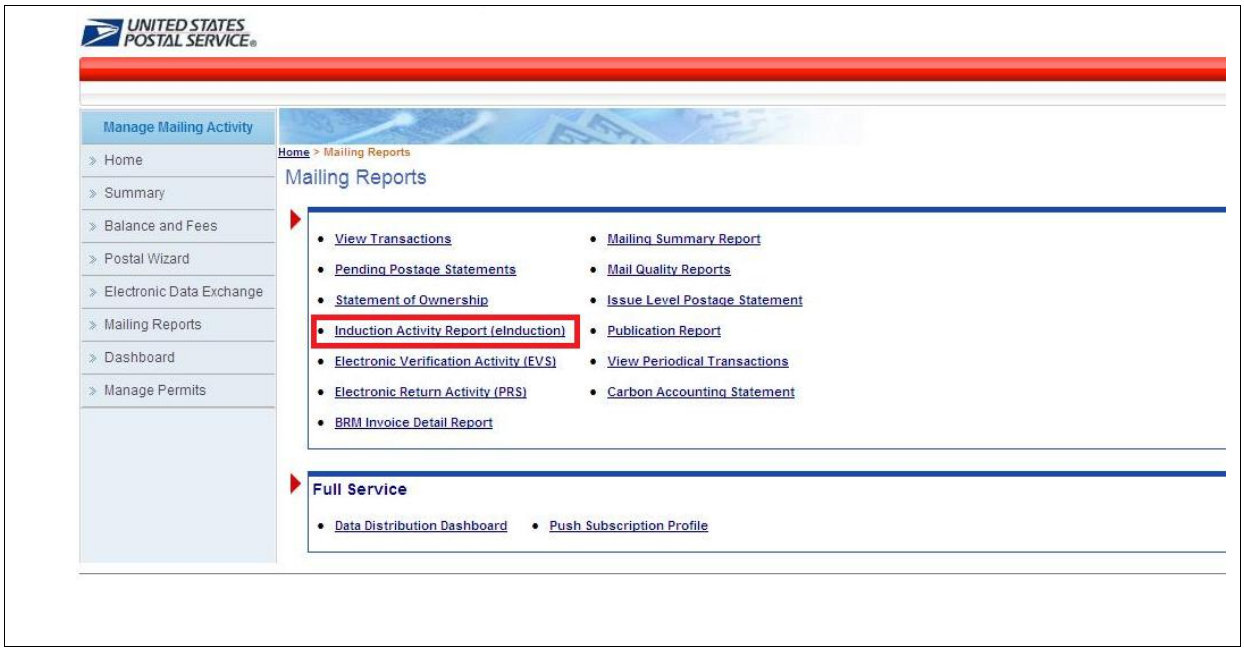

Figure 12.4-1: Mailing Reports Screen

When the user selects and clicks on the Induction Activity Report (eInduction) link, the click will take the user to the Induction Activity Reports landing page that provides the links to the three types of eInduction reports. Refer to Figure 12.4-2 screenshot below.

Figure 12.4-2: Induction Activity Reports

13. eInduction Activity Reports

Figures 12.1-1 to 12.3-1 show the available reports within the Induction Activity Reports landing page.

1. **Shipping Summary Report:** displays Job Summary, Appointment summary reports, Container manifest, Mailing Group for Postal Wizard, and Container Detail reports. The

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shipping summary report displays the number of Appointment and associated Job IDs with links to containers or Jobs with multiple appointments. User can click on an appointment ID to view the shipping summary details for that appointment (Refer to Figure 13.1-3). User can also click on the Job ID to get more information on the Job and associated appointments or containers. User can access containers tied to a Postal Wizard mailing Group or a container manifest ID and review pre induction issues if any.

2. **Entry Point Facility Report:** displays the number of errors by the induction facility and by the appointment. Users can specifically choose a state, city and facility or type in the locale key to review the preinduction issues by appointment by facility. The reports also show truck arrival and closeout times.
3. **Check Mail Acceptance Report** - displays the number of errors in the pre-induction state by Job, appointment and containers

13.1 Shipping Summary Reports

Reports for the Shipping Summary include Appointment Summary Report by Appointment and associated Job ID with links to containers, Job Summary Report, and Container Detail Report, and Container Manifest Report.

The Shipping Summary Reports are accessed from the Induction Activity Reports screen on the Business Customer Gateway Mailing Reports landing page: the user selects Mailing Reports then chooses Induction Activity Reports under Full-Service.

There are three primary reports (links) displayed: the Shipping Summary Report, Entry Point Facility Report, and Check Mail Acceptance Report. Refer to Figure 13.1-1 thru Figure 13.1-3 for sample screenshots of the Shipping Summary reports.

> **Note:** *The data in the screens presented in this section are fabricated. The mailer presented in the fields within the screens is an actual USPS customer. For the protection and preservation of the privacy rights of this customer, many of the fields were intentionally blurred.*

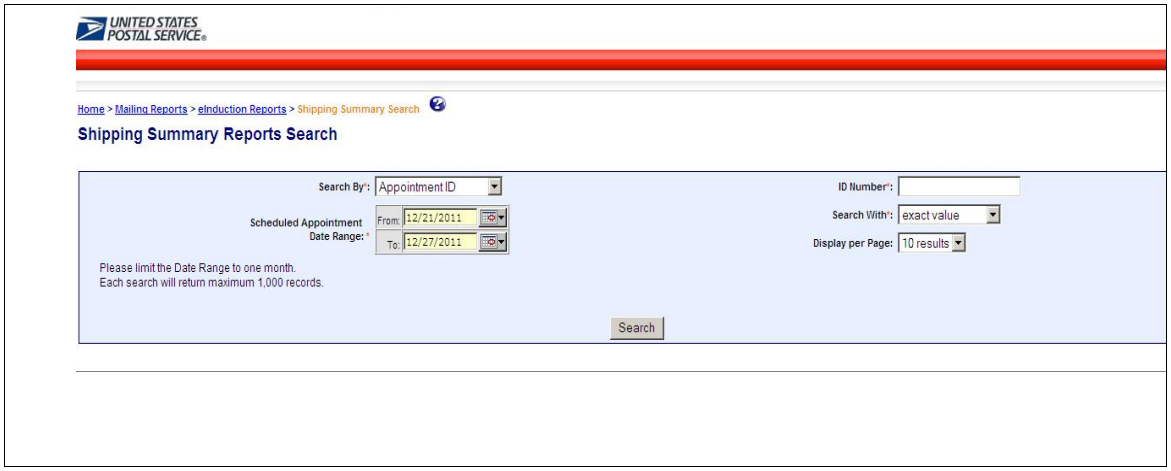

Figure 13.1-1: Shipping Summary Report Search

The user can choose an appointment id, a Job id, a mailing group id or a container manifest Id to filter the reports

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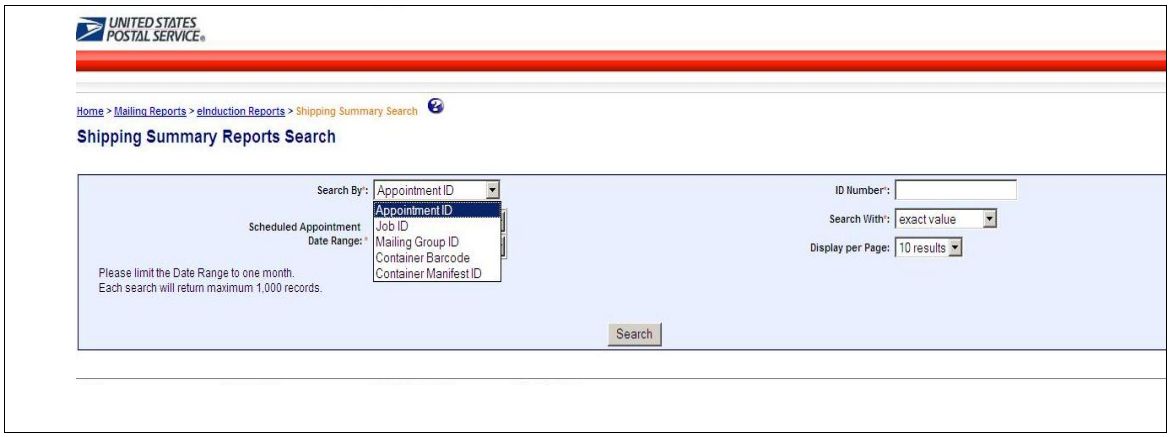

Figure 13.1-2: Shipping Summary Report Search by Appointment ID

The search supports wild card and exact value searches.

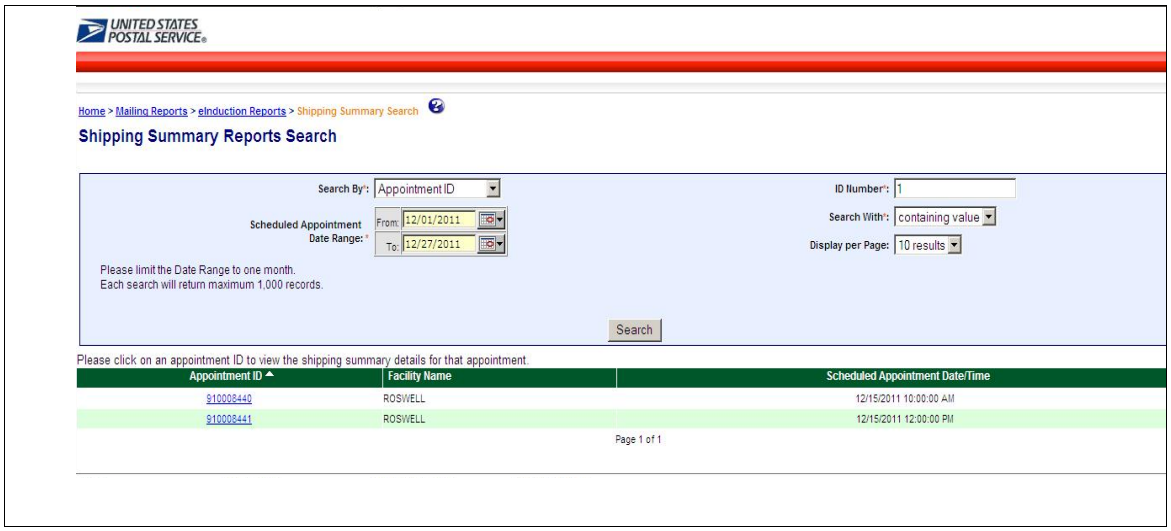

Figure 13.1-3: Shipping Summary Report Search Results by Appointment ID

The above sample is for an appointment report, so the user can click on appointment ID to get to appointments summary reports. The user can then further search and filter information about jobs or containers.

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13.2 Appointment Summary Report

Report # 1: Appointment Summary Report by Appointment and associated Job and Containers

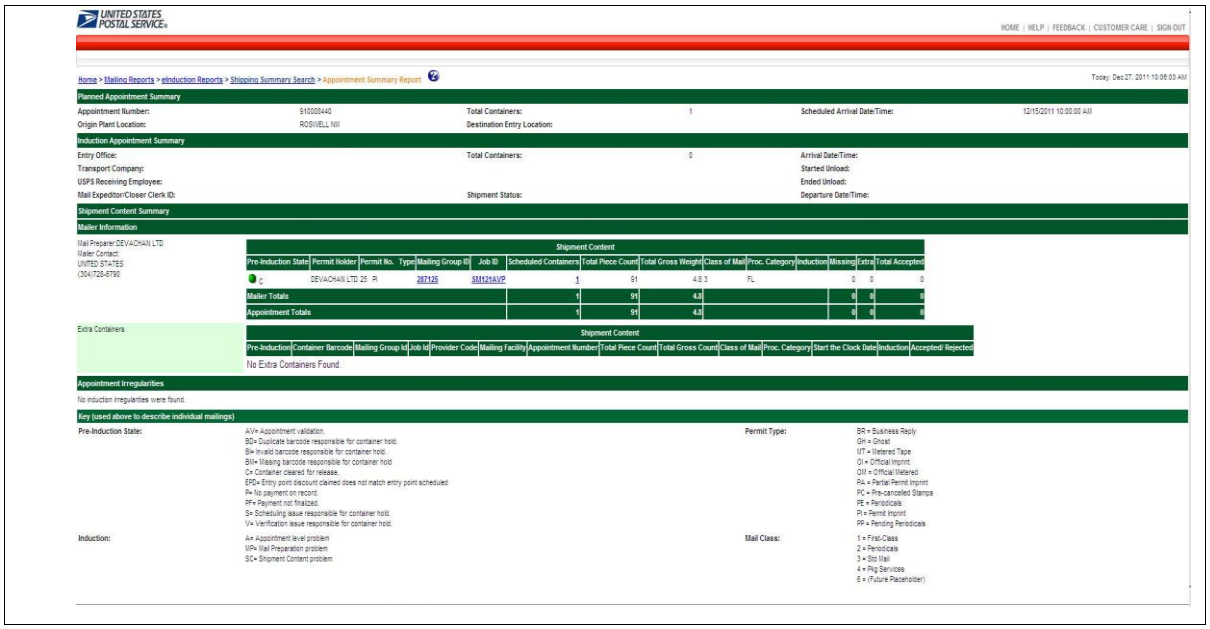

Figure 13.2-1: Appointment Summary Report

The system displays the Appointment Summary Report by a particular Appointment ID and appointment summary information tied to all related Job IDs on a new separate page; when the user selects the Job ID hyperlink from Shipping Summary Report the Job summary reports show up (13.3-1); when the user selects the container counts, the container details report shows up (13.4-1)

The Job Summary Information section includes the following elements.

- Job ID/ Mailing Group ID
- Appt/CSA Trip ID
- Entry Point Type. There are two possible values Origin or Destination
- Facility
- Facility Locale Key
- Intelligent Mail Container Barcode
- Container Scan Date
- Full-Service Availability

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13.3 Job Summary Report

Report # 2: Job Summary Report

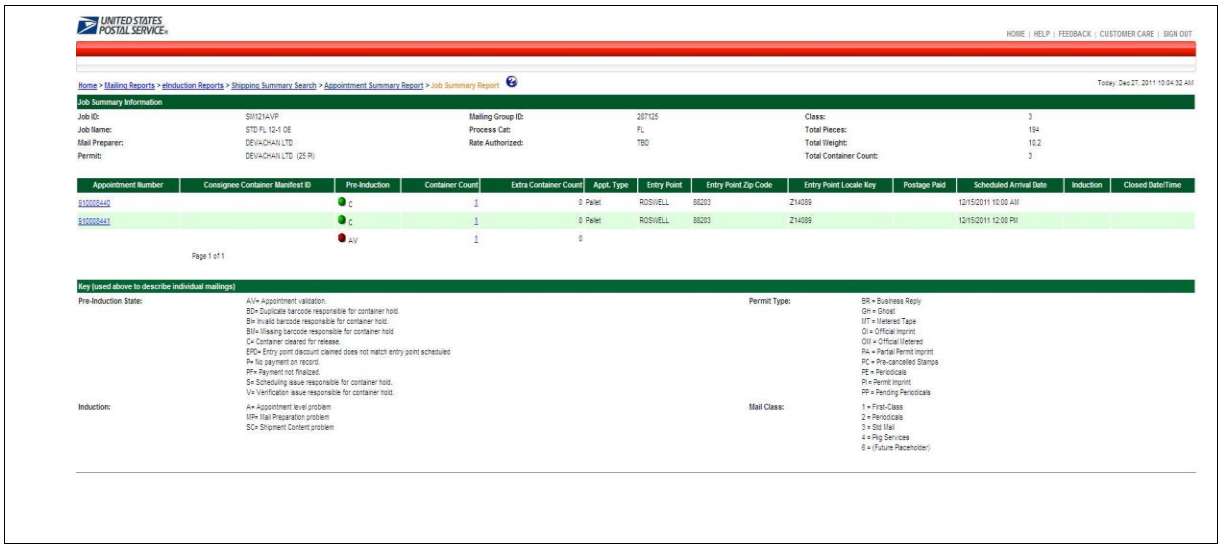

Figure 13.3-1: Job Summary Report

Job Summary is showing all the appointments and containers tied to the appointments and the pre and post induction issues

> ***Note:*** *When appointments are not linked to IMcbs, a link from the jobs to the containers will show up by entry facility and appointment Ids will not be present in the pre-induction state.*

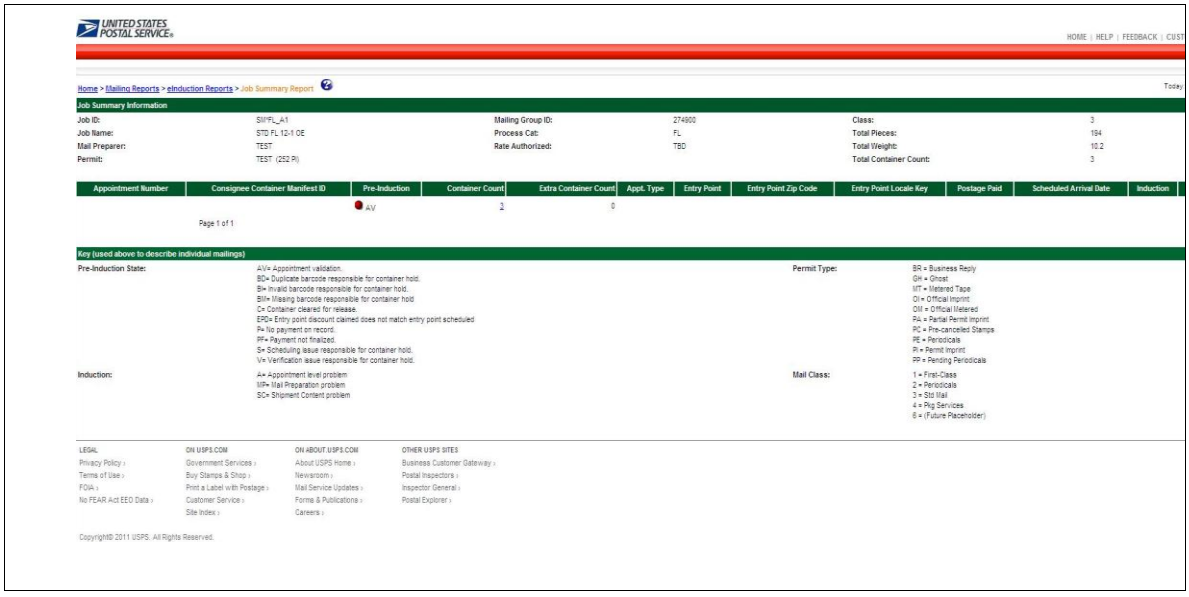

Figure 13.3-3: Dashboard Search Result – Job with eInduction Issues

13.4 Container Details Report

The container detail report shows each container and any issues tied to the container besides the planned and actual induction information tied to the containers.

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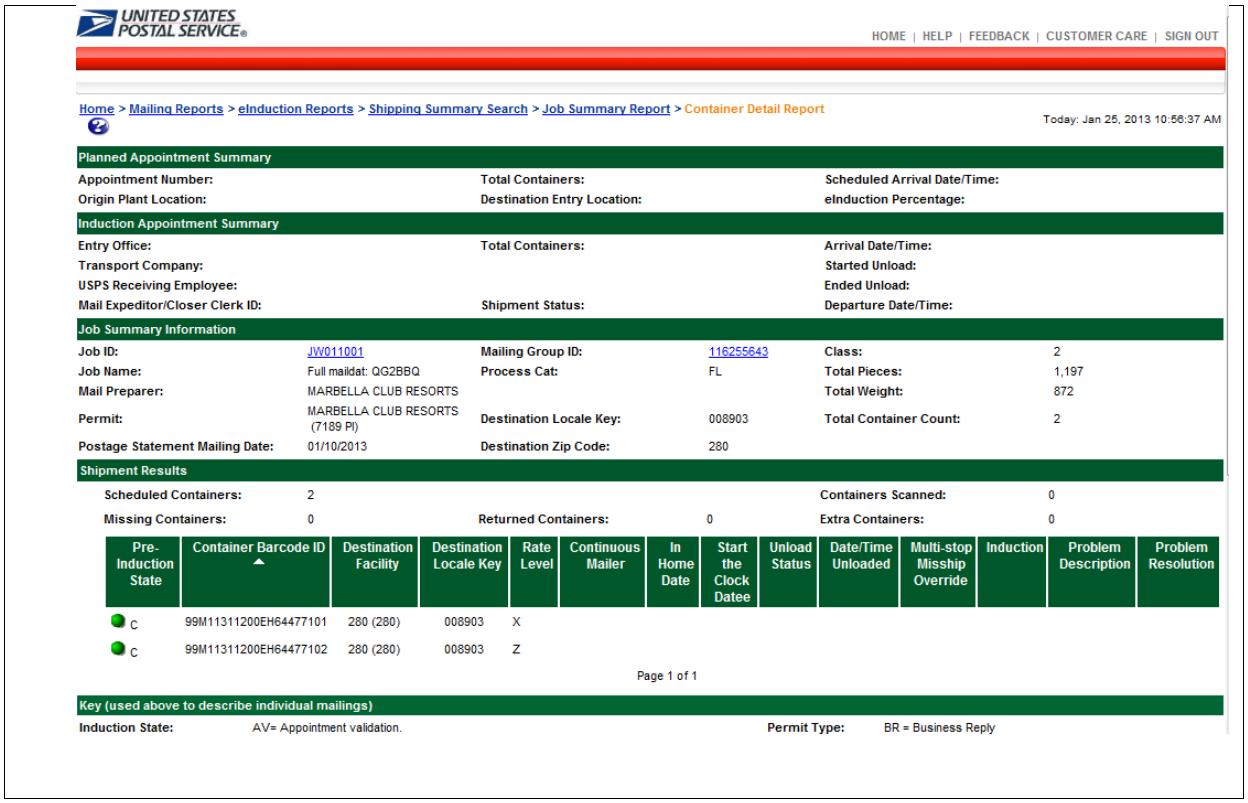
Pre and post induction errors were enhanced further in the June 2012 release. The system now provides capability for mailers with a valid FAST profile to query for any containers through Mail.XML Container Status Query message set.

Report # 3: Container Details Report



UNITED STATES POSTAL SERVICE®

HOME | HELP | FEEDBACK | CUSTOMER CARE | SIGN OUT

Home > Mailing Reports > eInduction Reports > Shipping Summary Search > Job Summary Report > Container Detail Report

Today: Jan 25, 2013 10:56:37 AM

Planned Appointment Summary

Appointment Number:	Total Containers:	Scheduled Arrival Date/Time:
Origin Plant Location:	Destination Entry Location:	eInduction Percentage:

Induction Appointment Summary

Entry Office:	Total Containers:	Arrival Date/Time:
Transport Company:		Started Unload:
USPS Receiving Employee:		Ended Unload:
Mail Expeditor/Closer Clerk ID:	Shipment Status:	Departure Date/Time:

Job Summary Information

Job ID:	JW011001	Mailing Group ID:	116255643	Class:	2
Job Name:	Full maildat: QG2BBQ	Process Cat:	FL	Total Pieces:	1,197
Mail Preparer:	MARBELLA CLUB RESORTS			Total Weight:	872
Permit:	MARBELLA CLUB RESORTS (7189 PI)	Destination Locale Key:	008903	Total Container Count:	2
Postage Statement Mailing Date:	01/10/2013	Destination Zip Code:	280		

Shipment Results

Scheduled Containers:	2			Containers Scanned:	0
Missing Containers:	0	Returned Containers:	0	Extra Containers:	0

Pre-Induction State	Container Barcode ID	Destination Facility	Destination Locale Key	Rate Level	Continuous Mailer	In Home Date	Start the Clock Datee	Unload Status	Date/Time Unloaded	Multi-stop Misship Override	Induction	Problem Description	Problem Resolution
C	99M11311200EH64477101	280 (280)	008903	X									
C	99M11311200EH64477102	280 (280)	008903	Z									

Page 1 of 1

Key (used above to describe individual mailings)

Induction State: AV= Appointment validation.

Permit Type: BR = Business Reply

Figure 13.4-1: Container Details Report

The container details also shows post induction status, such as scan state and any issues such as Misshipped, Extra, Mis-scheduled, missing

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13.5 Entry Point Facility Report

This report allows you to see containers by Facility tied to appointments or when appointments are absent simply by possible induction date and time filter by the facility.

The report allows you to focus on pre and post induction issues by Facility

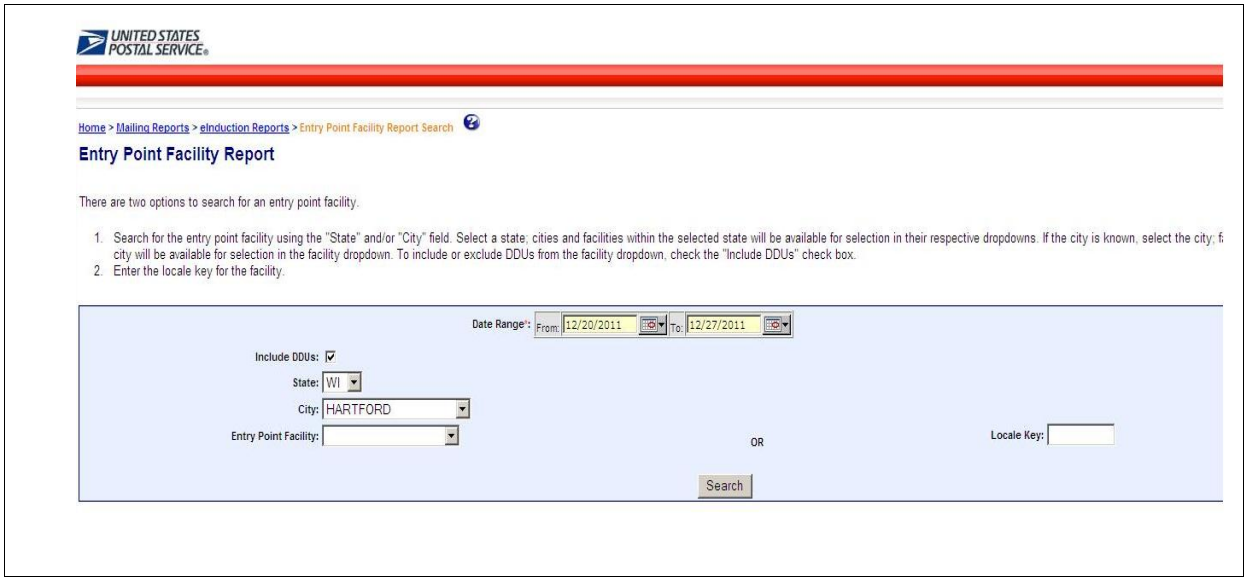

Figure 13.5-1: Entry Point Facility Report Search

The user can enter a Locale key or go through State, city and facility drop downs to choose a facility.

Figure 13.5-2: Entry Point Facility Report Search By

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Report # 4: Entry Point Facility Report

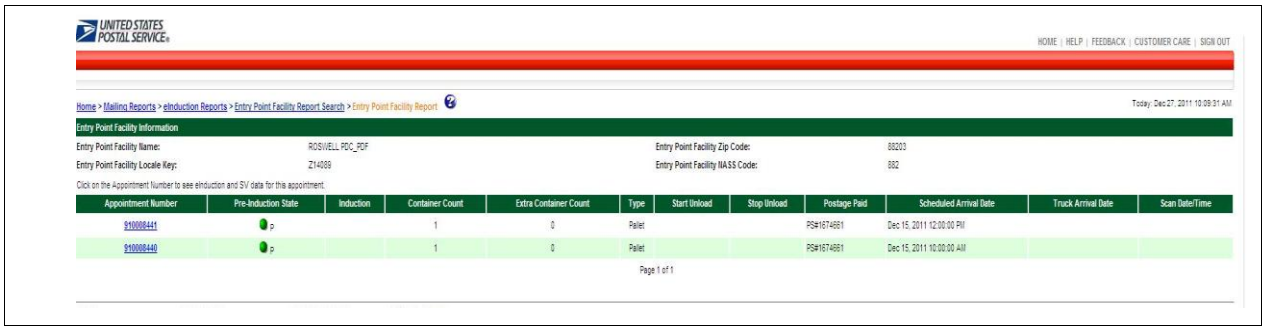

Figure 13.5-3: Entry Point Facility Report Results

Shows appointments at the facility

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13.6 Check Mail Acceptance and Error Status Report

The focus of this report is to allow users to review pre-induction status of containers so action can be taken before dispatch for induction.

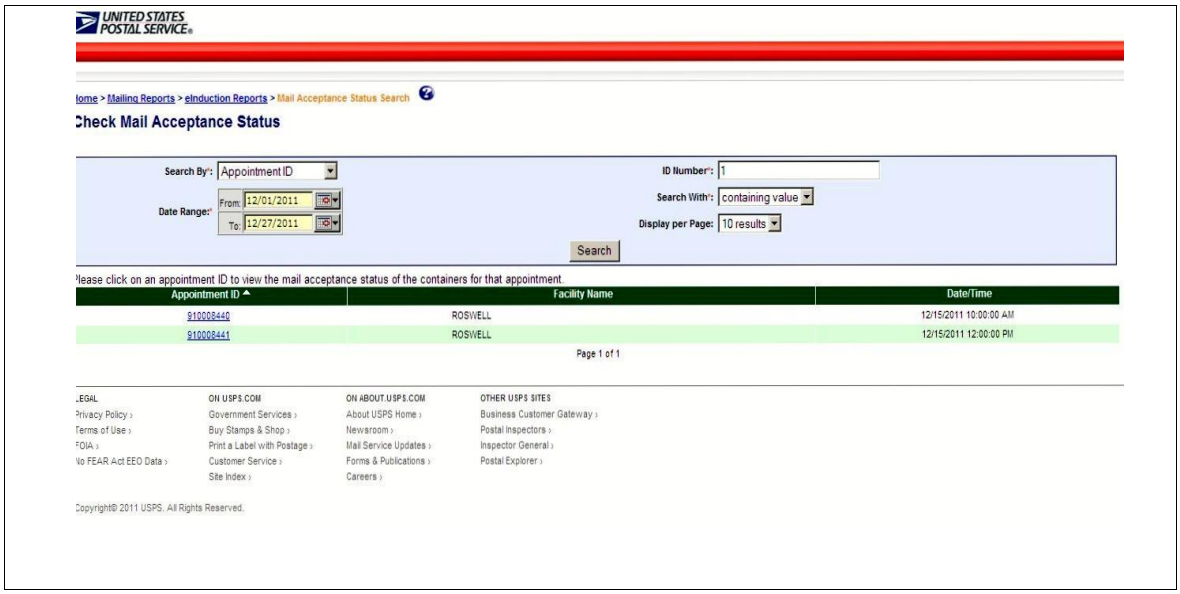

Figure 13.6-1: Check Mail Acceptance Status

The user can choose by Appointment Id, Job id, mailing group id and container manifest ID

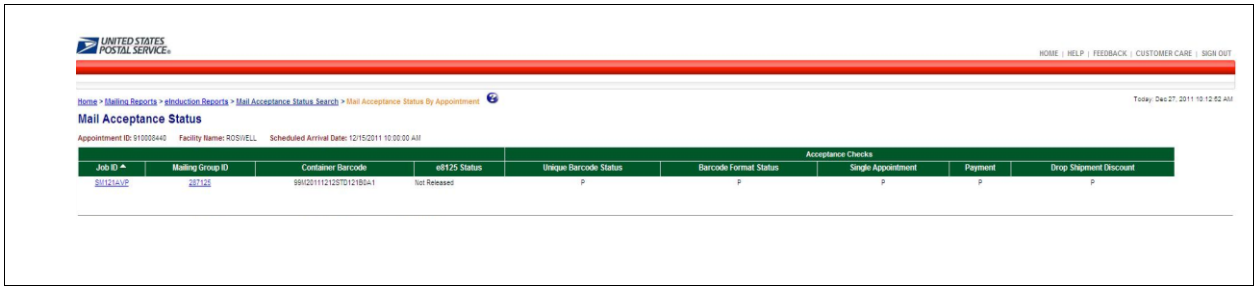

Figure 13.6-2: Check Mail Acceptance Status By Appointment

If drilled by an Appointment, the report shows all the containers and their pre-induction validation status tied to a Job that are tied to the appointment

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Report # 5: Pre-Induction Errors Report

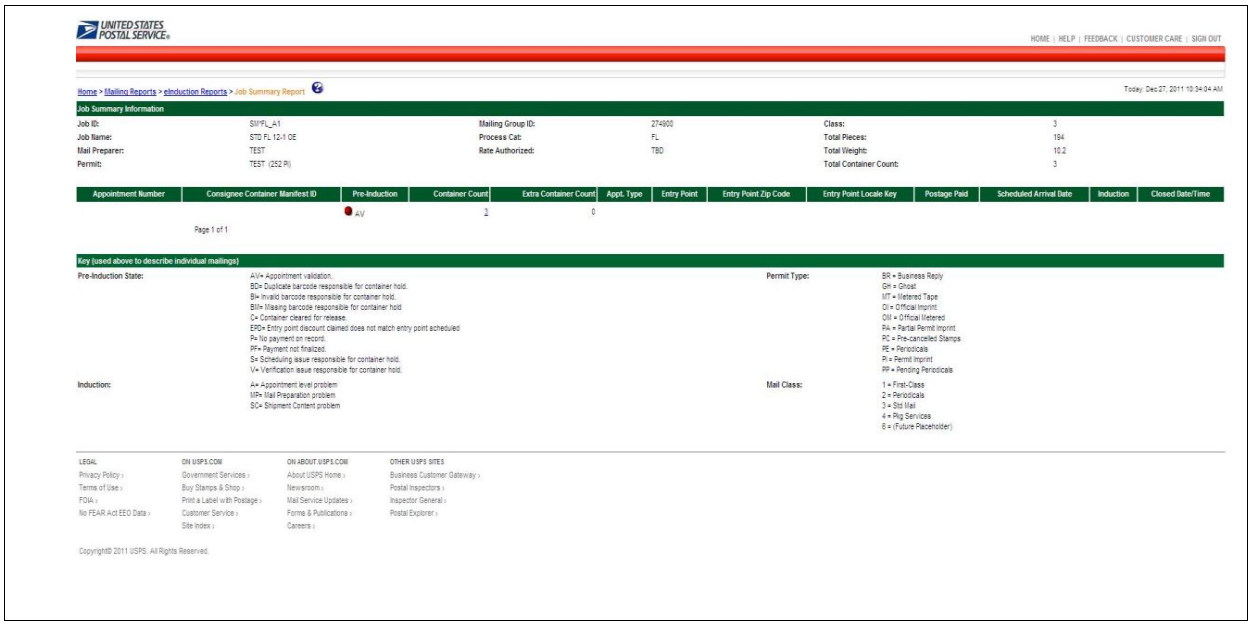

Figure 13.6-3: Dashboard Search Result – Job with eInduction Issues

Error details by the containers

13.7 Informed Visibility Reports from the Data Distribution Dashboard

The Container Visibility reporting and data download for eInduction Pallet is available for Full Service and Non-full service mailers from the Informed Visibility Data Distribution Dashboard on the Business Customer Gateway (BCG). The container visibility report will only be available for eInduction Pallet. Refer to Figure 13.7-1 and 13.7-2.

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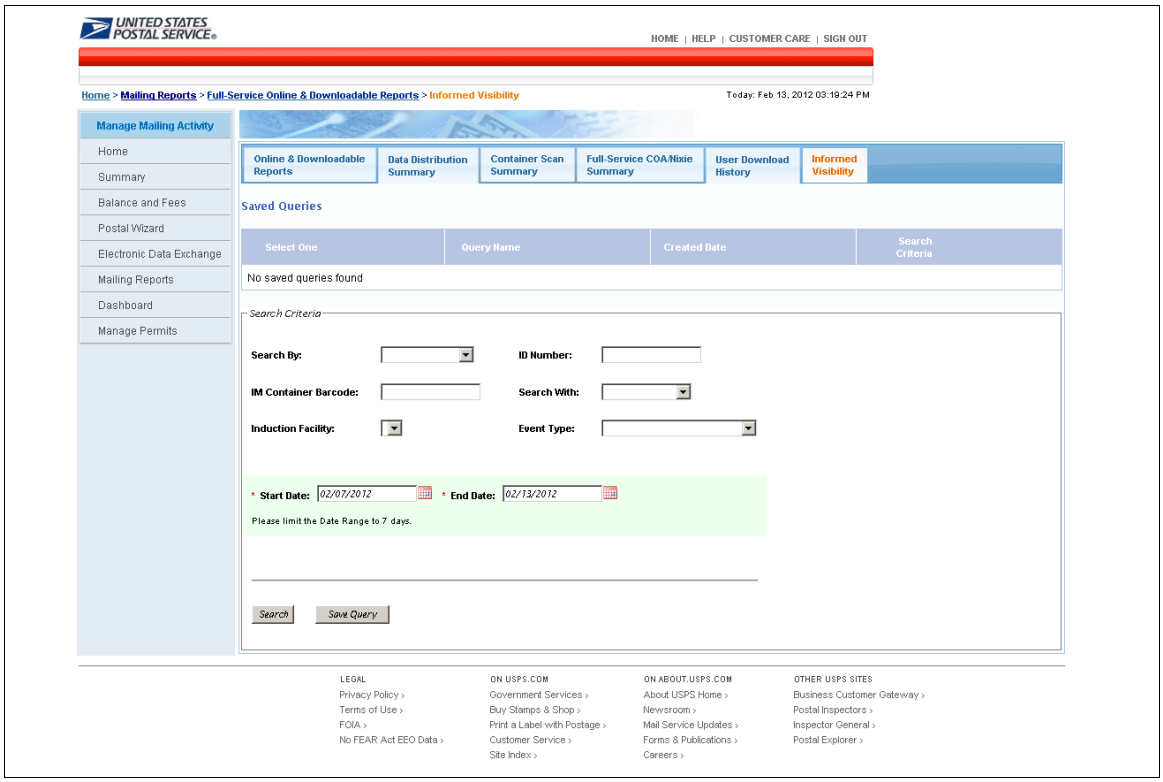

Figure 13.7-1 Data Distribution Dashboard - Informed Visibility Search Screen

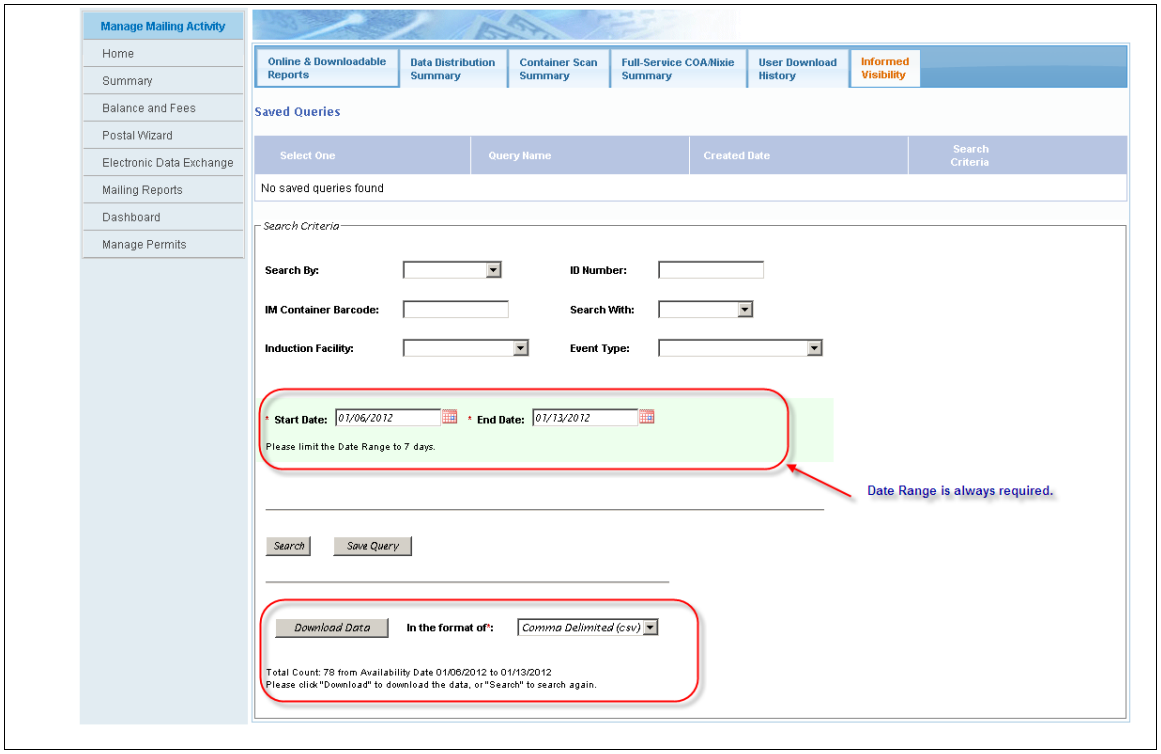

Figure 13.7-2 Informed Visibility Search by Date Range

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The Container Visibility search results for eInduction Pallet provides the following data elements:

- CRID
- User License Code
- MaildatJobID
- CustomerGroupID
- MailingGroupID
- ConsigneeApptID
- LogicalIndicator
- CSADispatchNumber
- ContainerID
- ParentContainerID
- SiblingContainerID
- ContainerType
- USPSFacilityLocaleKey
- USPSFacilityName
- ScanDateTime
- ScanState
- ScanStatus
- ScanIssueDescription
- ScanIssueResolution
- IMcb
- IMtb
- IMpb
- FullServiceComplianceIndicator
- FullServiceNonComplianceReasonCode
- FullServiceAvailabilityDate
- FullServiceIndicator

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14. Future Enhancements

- The eInduction program will develop Microstrategy metric reports that will monitor, measure, and analyze pre-eInduction and post-induction events, in order to monitor and manage mailers' and USPS facilities' process capabilities in performing eInduction processing and complying with eInduction mail quality requirements.
- Mailers will have the ability to indicate if the shipments of the containers are 100% eInduction, through supporting eDoc sent to the PostalOne! system.
- Mailers who submit e-induction data to the PostalOne! system will have the ability to create and print the appropriate PS-Forms 8125/8017
- The eInduction system will provide support for continuous mailers' eInduction shipments to join the SV container scans associated to a continuous mailing against the continuous mailer's eDocumentation to validate the continuous mailer paid the correct postage for each container and followed all other applicable eInduction entry requirements for all containers .

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15. Appendix A - Resources

A Resource Map to Intelligent Mail Documents

A Resource Map to Intelligent Mail Documents lists all the documents and source materials that you will need in transitioning to Intelligent Mail services. It provides explanations of each document and information on how to find and print these documents. It is a reference source that will help you as you learn the ins-and-outs of Intelligent Mail services. This document can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ResourceMapToIntelligentMail.pdf.

A Beginners Overview to Intelligent Mail Services

In this Guide, A Beginners Overview to Intelligent Mail Services, you will find fundamental information on what Intelligent Mail services offer and require, Intelligent Mail barcodes and their benefits, the two service level options being offered, how to get started with Intelligent Mail services and where to find additional resources to help you. A Beginners Overview to Intelligent Mail Services can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/BeginnersOverview.pdf.

A Guide to Intelligent Mail for Letters and Flats

A Guide to Intelligent Mail for Letters and Flats provides guidance on how to prepare your mail and electronic documentation and identifies the data that will be provided at no additional charge for Full-Service option compliance. In addition, the Guide also describes what will be available in the first release of Intelligent Mail services. A Guide to Intelligent Mail for Letters and Flats can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/GuidetoIntelligentMailLettersandFlats.pdf.

User Access to Electronic Mailing Information and Reports Guide

The purpose of this Guide is to provide information regarding Intelligent Mail Full-Service option reports and a walk through of the new Business Customer Gateway webpage, which will be accessible through the USPS.com home page. This guide is available on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ElectronicmailingInformationReportsGuide.pdf.

Electronic Documentation and Intelligent Mail; Ready, Set, Go!

Electronic Documentation and Intelligent Mail; Ready, Set, Go! Provides clear guidance on how to transition to Intelligent Mail services using either the Basic or Full-Service options. It also describes how to migrate from existing electronic documentation options to the new Full-Service option capabilities. Electronic Documentation and Intelligent Mail: Ready, Set, Go! can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/eDocandIntelligentMailReadySetGov1841709a.pdf.

Postal Service Mail.dat Technical Specification

The Postal Service Mail.dat Technical Specification provides detailed specifications for how to populate your Mail.dat 09.1 files to comply with the requirements for the Full-Service option. This technical specification explains the eDoc, postage, and induction requirements on how to use Mail.dat with the PostalOne! system. The Postal Service Mail.dat Technical Specification can be found on RIBBS at http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/PostalOneMaildatTechSpec.pdf.

Postal Service Mail.XML Technical Specification

The Postal Service Mail.XML Technical Specification outlines the specifications for the messages used to send and receive data from the PostalOne! system. This technical specification explains FAST appointment scheduling, Full Service Data Distribution (Change of Address (COA), Nixie,

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Start-The-Clock, and Container Visibility), eDoc postage and electronic induction status management through Mail.XML messaging. The Postal Service Mail.XML Technical Specification can be found on RIBBS at

http://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/MailXMLTechnicalGuide.pdf.

Intelligent Mail Container Barcode

To create and print the Intelligent Mail Container Label, obtain the specifications USPS-B-3215 available on RIBBS at https://ribbs.usps.gov/intelligentmail_container_barcode/documents/tech_guides/IM_CONTAINER_BARCODE_SPECIFICATIONS_(SPUSPS-B-3215B001).pdf.

Unlike tray labels, there is no ordering system – so for now, mailers must print their own or work with a third-party vendor.

Drop Ship Product – New Mail Direction File V3

To identify which facilities are Non-SV enabled facilities where the mailer must link the IMcbs from the eDocs with a FAST appointment, a new version of the MDF file version 3 has been created which will be available in November 2011 for download and usage. The Drop Ship Product files are available from the FAST Resources link available at:

https://fast.usps.com/fast/fastApp/resources/dropShipFileDownload.action

The new layout of the MDF file v3 is identified below and test data will be made available by the USPS in the near future.

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MAIL DIRECTION V3 – COPYRIGHT RECORD

FIELD REFERENCE NUMBER	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU		CONTENT/NOTES
1	COPYRIGHT DETAIL CODE	01	001	001	C=COPYRIGHT
2	FILLER	05	002	006	
3	COPYRIGHT STATEMENT	12	007	018	COPYRIGHT(C)
4	FILE VERSION MONTH	02	019	020	01 Through 12
5	DASH	01	021	021	-
6	FILE VERSION DAY	02	022	023	01 Through 31
7	DASH	01	024	024	-
8	FILE VERSION YEAR	02	025	026	00 Through 99
9	COPYRIGHT OWNER	04	027	030	USPS
10	VOLUME SEQUENCE NUMBER	03	031	033	001
11	FILLER	98	034	131	

MAIL DIRECTION V3 – DETAIL RECORD.

FIELD REFERENCE NUMBER	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU		CONTENT/NOTES
1	COPYRIGHT DETAIL CODE	01	001	001	D = DETAIL
2	DROPSHIP ZIP CODE	05	002	006	
3	CARRIER ROUTE ID	04	007	010	
4	DROPSHIP KEY	09	011	019	
5	DISCOUNT TYPE CODE	01	020	020	A = ADC B = BMC S = SCF D = DDU
6	PALLET CODE	01	021	021	Y = PALLETIZED N = NON-PALLETIZED
7	MAIL CLASS	10	022	031	NEWS = PERIODICALS NEWS PER = PERIDOCALS PSVC = PACKAGE SERVICES PSVCS = PACKAGE SERVICES – PARCEL SELECT PSVCBLM = PACKAGE SERVICES – M/LIBRARY/MEDIA STD = STANDARD * –P IS APPENDED TO MAIL CLASS IF THE MAILING IS PERISHABLE
8	MAIL SHAPE	10	032	041	FLATS = FLATS IRREG = IRREGULAR PARCELS LTRS = LETTERS MACH = MACHINABLE PARCELS NMACH = NON-MACHINABLE PARCELS
9	EFFECTIVE START DATE	08	042	049	
10	EFFECTIVE END DATE	08	050	057	
11	ACTUAL DROP END DATE	08	058	065	
12	NASS CODE	05	066	070	
13	LAST UPDATE DATE	08	071	078	
14	TRUCK RANGE	02	079	080	
15	TRUCK LENGTH	03	081	083	
16	LABEL LIST	04	084	087	
17	LABEL	44	088	131	
18	SV DEVICE ENABLED	01	132	132	Y = SV DEVICE ENABLED N = SV DEVICE NOT ENABLED

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1. Starting November 12, 2011 the Mail Direction File will be published based on the dates posted on the RIBBS Schedule at https://ribbs.usps.gov/intelligentmail_schedule/facilitiesprofile.htm
2. The Mail Direction File will be published six (6) times a year with six effective dates for year 2013 following are the set of publish dates and Effective dates. Note that the first publish date for year 2013 is in December of 2012:

Publish Date	Start Mail Induction Date	End Mail Induction Date
12/15/2012	01/01/2013	03/30/2013
02/13/2013	03/1/2013	04/30/2013
03/15/2013	04/01/2013	07/31/2013
06/15/2013	07/01/2013	10/31/2013
09/15/2013	10/01/2013	12/31/2013
11/15/2013	12/01/2013	01/31/2013
12/15/2013	01/01/2014	04/30/2014

3. Besides these six (6) publications, exceptions will also be handled by the system. Exceptions would be made in case of a disaster or other unavoidable or emergency situation. In those exception cases, the Effective Date and Publish Date will not follow the RIBBS posted dates. In addition, there will be no grace period for those exceptions; the ACTUAL DROP END DATE will be the same as EFFECTIVE START DATE.
4. The "LAST UPDATE DATE" in the Mail Direction File will reflect the Publish Date. The Publish Date (same as LAST UPDATE DATE) will become more important in the processing of the Mail Directions, this date will be at least sixty (60) or more days in advance of the Effective Date (same as EFFECTIVE START DATE). The LAST UPDATE DATE will be treated as a notification to mailers of the upcoming Mail Direction change.
5. The "ACTUAL DROP END DATE" will be up to fourteen (14) days after the Effective Start Date.

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