



How to Submit Mail.XML Jobs to *PostalOne!*

Version 3
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USPS Headquarters
Mail Entry & Payment Technology

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NOTE: Existing users can jump to [Existing Users that have an account can Log on the Business Customer Gateway \(BCG\)](#)

This guide provides step-by-step instructions for submitting electronic mailing information into the USPS for Full-Service letters & flats.

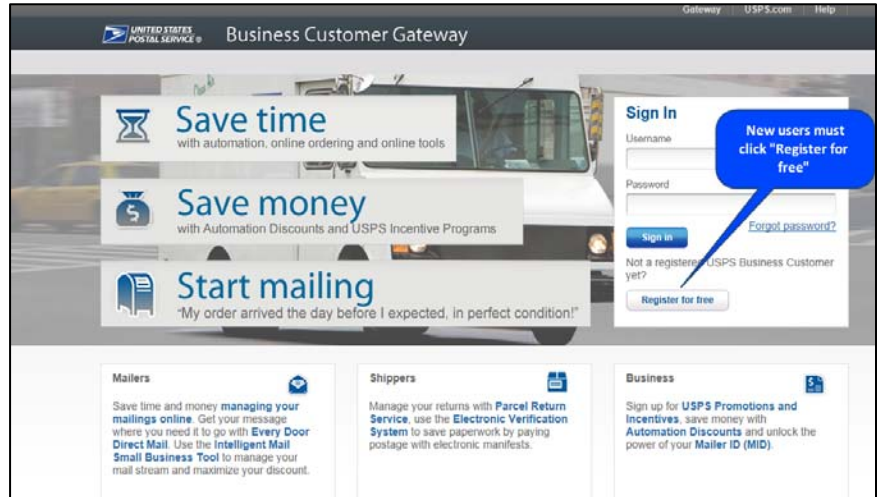
Customers can electronically send detailed information to the *PostalOne!* system using the mailing industry's standardized Mail.XML format. Mail.XML is an XML-based IDEAlliance® specification for Web Services. Web services uses simple HTTP(s) protocol to communicate data over the Internet, bypassing technology-specific restrictions and avoiding network-related security rules. For further information, see the IDEAlliance Mail.XML specifications at <http://www.idealliance.org>

Log onto the Business Customer Gateway

New User Registration on the Business Customer Gateway (BCG)

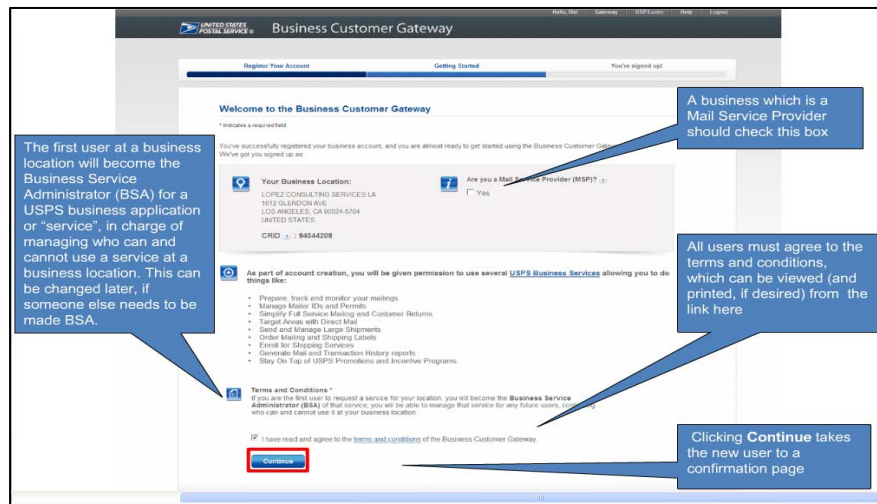
(<https://gateway.usps.com/eAdmin/view/signin>)

1. First time users must register prior to accessing the mailing information.
2. New users must click **Register for free** to begin the registration process.



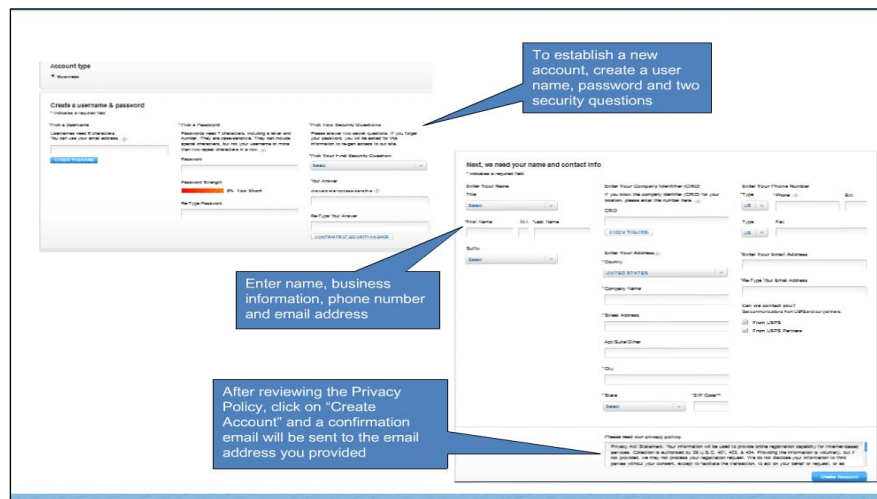
Complete Registration Form to create a new account

1. Create a user name and password.
2. Answer the two security question.
3. Enter all of your business information.
4. Review the Privacy Policy.
5. Confirm the email address provided.



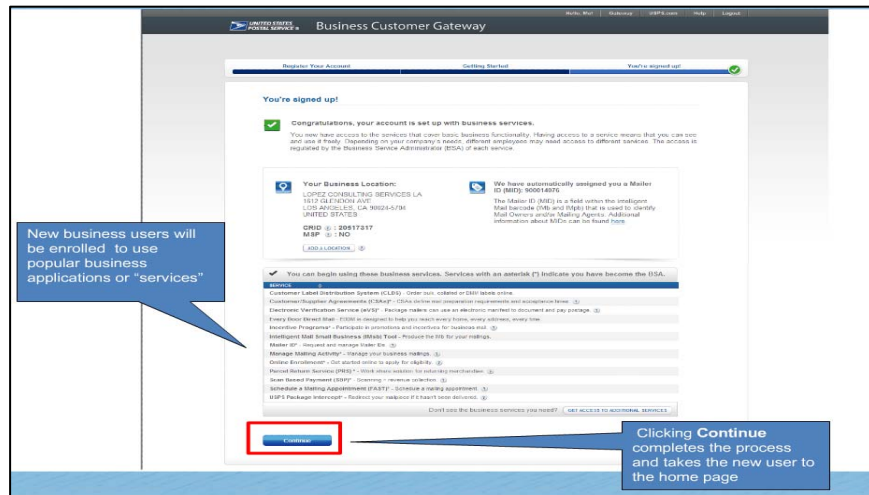
Terms and Conditions for new users

1. The first user to register will become the Business Service Administrator (BSA) in charge of managing who can and can not use a service at the business location.
2. Users must agree to the terms and conditions.
3. User can click **Continue** to move to the confirmation page.



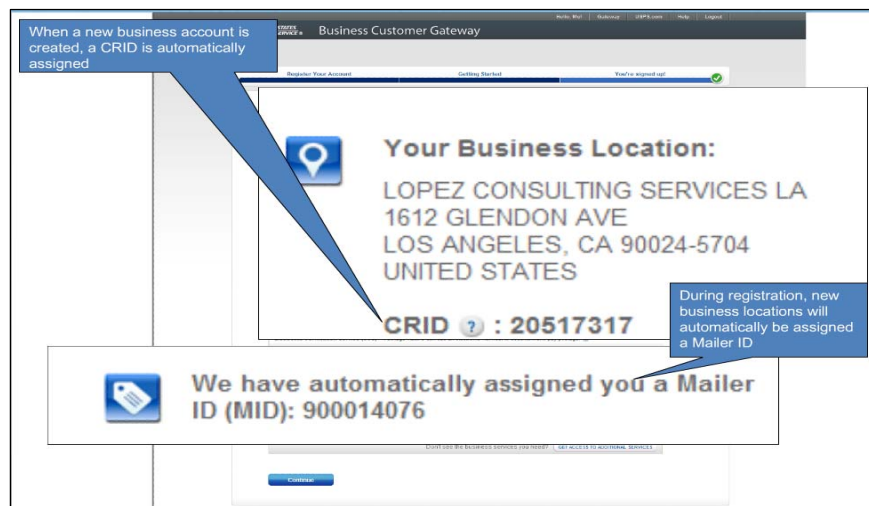
Confirmation Page

1. Users will automatically be registered to use the popular business applications and services.
2. To begin to use the Business Customer Gateway the user must click **Continue**.



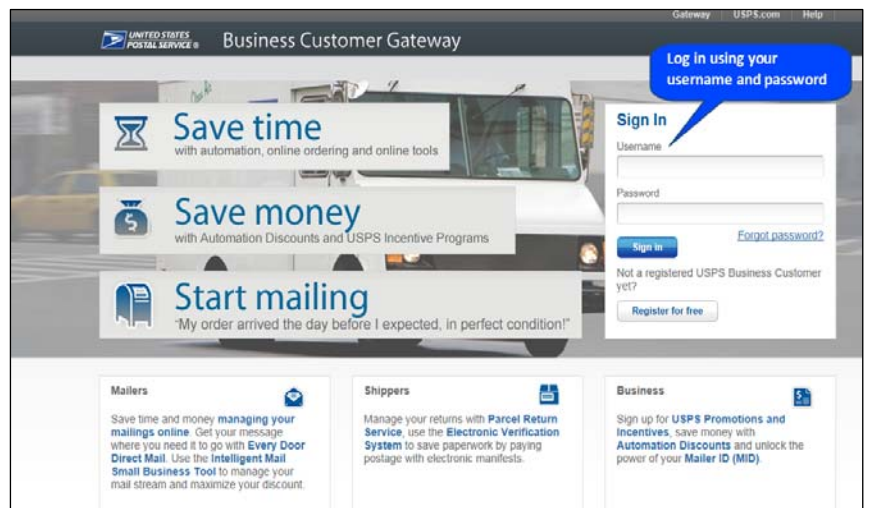
Customer Registration IDs (CRID) and Mailer IDs (MIDs)

1. New Users registering will create a new business account will be given a Customer Registration ID (CRID) automatically.
2. Through the same process the system will automatically assign a Mailer ID (MID).



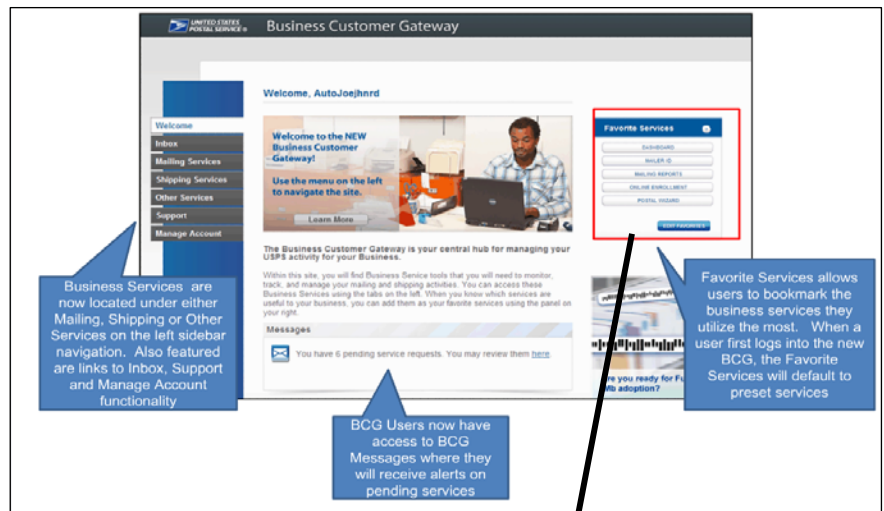
Existing Users that have an account can Log on the Business Customer Gateway (BCG)

1. Access BCG by going to: <https://gateway.usps.com>
2. Enter Username and Password on BCG Main Page.
3. Click Sign In.



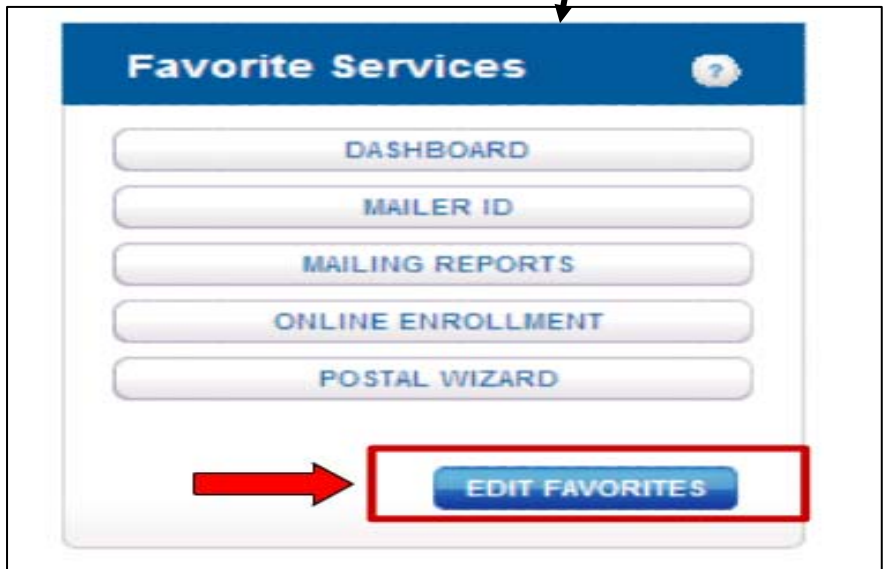
The BCG Homepage

1. Business Services are located under Mailing Services link, Shipping Services link, or Other Services link.
2. Users will receive alerts on any pending services through the BCG Messages.
3. The users can bookmark the services they use most.



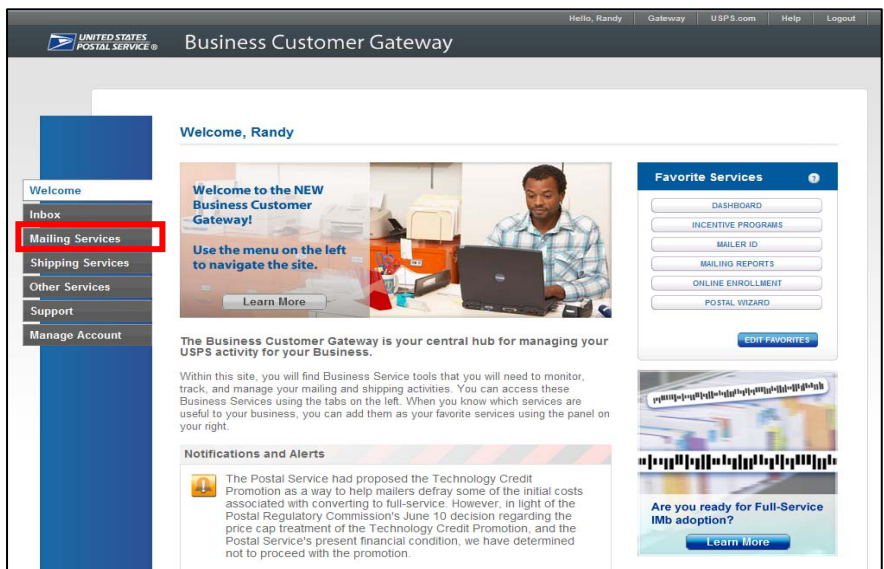
Favorite Services

1. Allows the user a quick and easy way to access services they most commonly use.
2. Users may edit which services they wish to have displayed for their profile by clicking the **Edit Favorites** button.



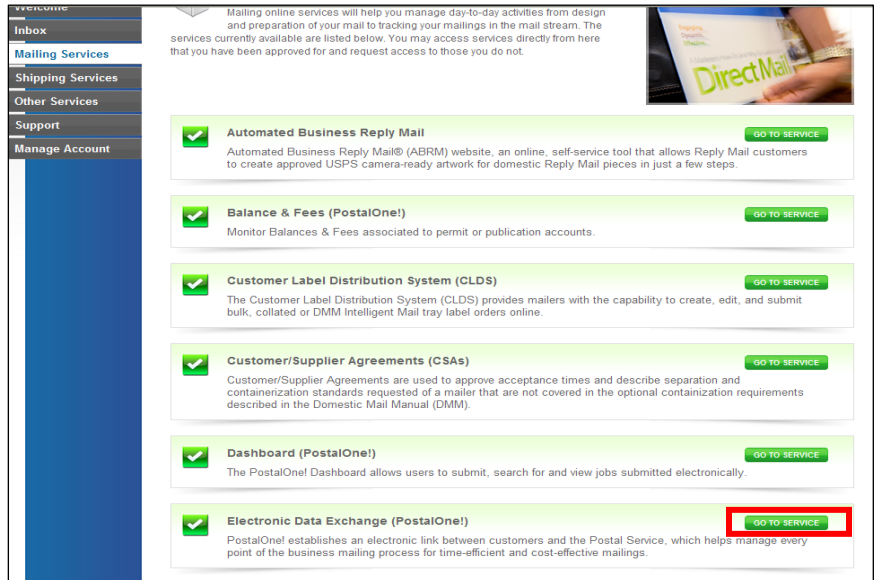
Accessing the Mail.XML Web Services Description Language (WSDL) files

1. Select Mailing Services located on the left menu to get to the Electronic Data Exchange (EDE) link.
2. This link will allow the user to gain access to the EDE where the Mail.XML WSDL link is located.



Electronic Data Exchange

1. The user will locate the Electronic Data Exchange Service on the page.
2. The user will need to click the **Go To Service** button located on the Electronic Data Exchange Service line.



Using Mail.XML

Mailers who are interested in testing Mail.XML Pull and Push methods must complete some preparatory work prior to entering Production, 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.

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 specifications develop, WSDLs and XSDs will be revised, replaced or made obsolete. Take care to use the correct WSDLs.

There are many technical guides available to assist in creating/using Mail.XML.

1. Mail.XML Technical specification document (<https://idealliance.org/specifications/mailxml>)
2. Full Service Authorization Mail.XML.
https://ribbs.usps.gov/electronicdoc/documents/tech_guides/TEMGuides/eDocFullServiceAuthorizationMailXMLVendor.pdf

- The users can download the Mail.xml.WSDL files by selecting the link located under the Mail.dat Support for Production.

UNITED STATES POSTAL SERVICE®

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits

Home > Electronic Data Exchange

Electronic Data Exchange

Mail.dat Support for Production

Mail.dat	Mail.xml
Download Client Application (Windows)	Download Mail.xml WSDL File
Download Client Application (Solaris)	

Preproduction for Mailers

Mail.dat

- [Download Client Application \(Windows\)](#)
- [Download Client Application \(Solaris\)](#)
- [Go to Preprod](#)

Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The PostalOne! system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will provide mailers a way to test their file layouts and corresponding file submission/creation software prior to submitting jobs to the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the mailer use in updating file layout and software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process by sending the Help Desk an email notifying them they are ready to begin testing. This email should include Company Name, Contact Name, Phone Number, and Data Exchange Method (Mail.dat, Mail XML, etc) and version (if applicable).

Test Environment for Mailers (TEM)

Mail.dat	Apply for TEM Testing
Mail.dat Guide	TEM Testing for Full Service eDocs
Download Client Application (Windows)	TEM Testing for FAST Scheduling and CBAs (Coming soon)
Download Client Application (Solaris)	TEM Testing for Full Service Data Distribution (IV) and Quality Data (Coming soon)
Start Testing - Notify Help Desk	TEM Testing for MID/CRID/Account and Incentives Enrollment (Coming soon)
Go to TEM	Check Application Status

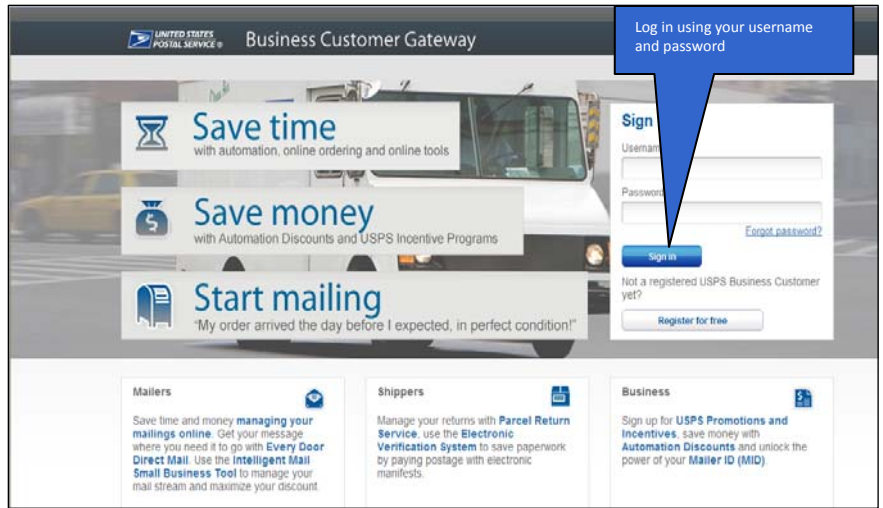
Mail.xml	PostalOne! Postal Wizard
Mail.xml Guide	PostalOne! Guide
Start Testing - Notify Help Desk	Start Testing - Notify Help Desk
Download Mail.xml WSDL File	Go to TEM
Verify Web Service in TEM	
Go to TEM	

Parcel Return Service (PRS)

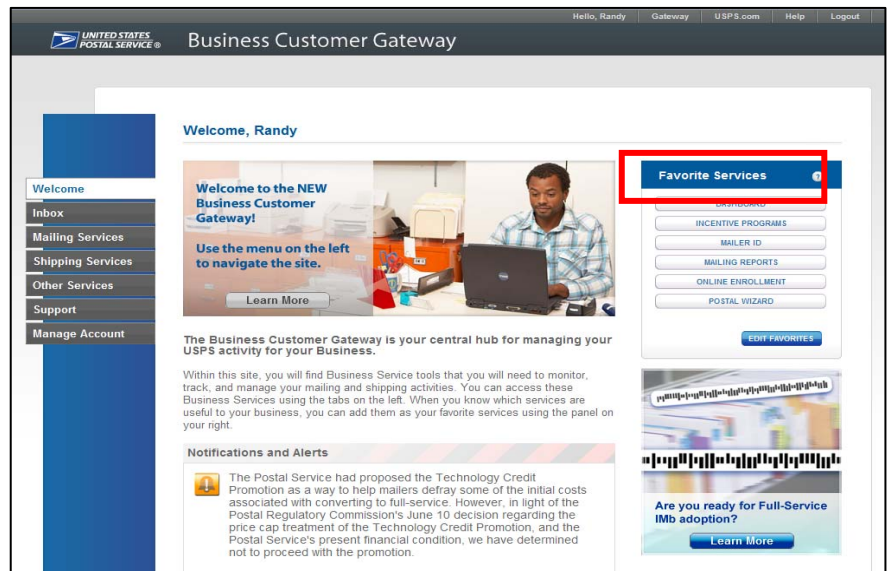
PRS Guide	Electronic Verification System (EVS)
PRS Process	EVS Guide
	EVS Process

Go to *PostalOne!* & Review Mailing Job

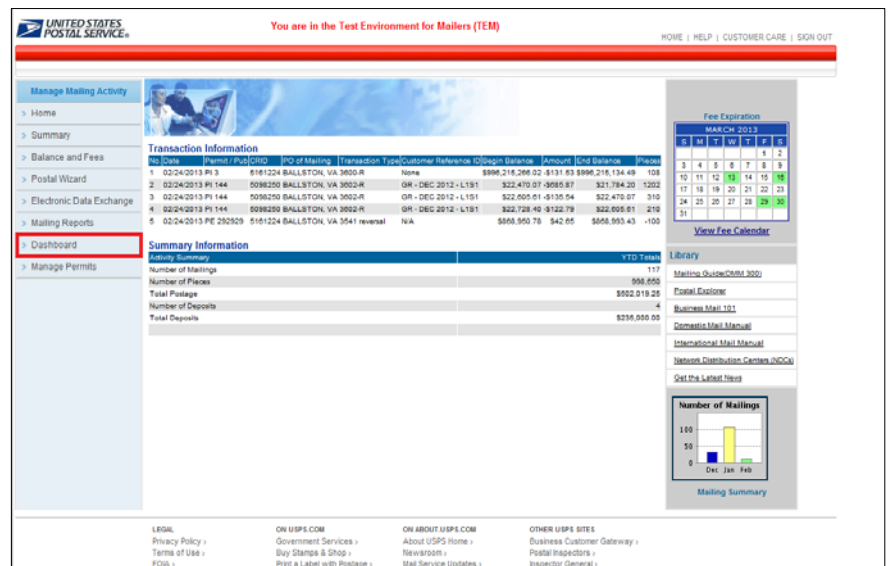
1. To view the job's postage statement, log-in to the Business Customer Gateway.



2. Select the Dashboard link located under Favorites (Favorites will have a default list of services). You may edit your Favorites to your desired choices by selecting the Edit Favorites link).



3. Select the **Dashboard** link



- Locate the job's postage statement by entering the Job ID and appropriate date criteria. Make sure Statement Status is set to **ALL** and the **Include Closed Jobs** box is checked.

- Open the job's postage statement by selecting the job's Postage Statement ID.

Job ID	Water Location	Water Job #	Preparer Period #	Preparer CDD #	Permit Holder Period #	Permit Holder CDD #	Account Number	Statement ID	Statement Date	Statement Type
11733104								PS 3602-R		

- The job's postage statement will appear.

- Click on the mailing Job ID to view the Qualification Report.

Search Results

Legend: [] for postage adjustment [] for USPS adjusted entry [] for Full Service statements [] for Mixed Service statements [] for Capex Bundle mailings [] for Capex Tray mailings

Job ID	Batch/Print ID	Online Statement #	Cancel Job	Verification Due	Verification Performed	ES of Entry	ES of Batch	Maker's Billing Date	Queue Date	Job/Package Type	Production Mail's Report	Account Number	Facility/PSN	Est Class	Permit	Production #	Estimated 2016	ES of Batch	ES of Entry
18110104	11781314	Multiple	No	No				01/02/2013	02/04/2013	EN 3M LT 85							\$0.00	CA	000022
18110104	11781312	Multiple	No	No				11/27/2012	02/04/2013	GREENWICH SAGAZNE			Multiple	Multiple	3,444	\$2,837.91	Multiple		000022
18110104	11781310	Multiple	No	No				02/04/2013	02/04/2013	EN 3M LT 85							1,642		000022
18110104	11781144	Multiple	No	No				02/04/2013	02/04/2013	AMERICAN EXPRESS FINANCIAL SERVICES		100091	PI 18	FC	100	\$74.00	NC		000022
18110104	11781311	Multiple	Cancel Job	No	No			01/18/2013	02/04/2013	From 52 jobs 1/18/2013			Multiple	SM	561,182	\$12,084.87	UPO		000022
18110104	11781313	Multiple	Cancel Job	No	No			Multiple	02/04/2013	Full mailer GOODAT				PI 276	SM	797,917	\$207,896.74	UPO	000022
18110104	11781318	Multiple	No	No				02/04/2013	02/04/2013	GREENWICH SAGAZNE				PE		1,722			000022
18110104	11781316	Multiple	No	No				02/05/2013	02/04/2013				Multiple	FC	37	\$29.48	UPO		000022
18110104	11781315	Multiple	Cancel Job	No	No			02/04/2013	02/04/2013	Webch				PI 14	SM	1,000	\$234.92	UPO	000022
18110104	11781122	Multiple	Cancel Job	No	No			02/08/2013	02/04/2013	ALYON LETTRES NC		000010							000022
18110104	11781319	Multiple	No	No				01/08/2013	02/04/2013	EN 3M LT 85			Multiple	SM	1,643	\$238.22	FC		000022
11240104	11781312	Multiple	Cancel Job	No	No			Multiple	02/04/2013	WARD14 Pagine				MT 119	SM	100	\$24.86	UPO	000022
18110104	11781314	Multiple	No	No				02/04/2013	02/04/2013	SC FINL NOTICES / TONS STANDARD R SC FINL			PI 809	SM	70	\$15.12	UPO		000022

- Qualification Report view

USPS Qualification Report

Mailing Group Summary Information

Maker's Job # 08242022
 Mail Group ID 00000022
 Processor I-APL/VM/LETTERS INC
 Open Date 02-08-2013
 Origin 00000022
 Destination ST JOHN HULLY FOTR B43 487
 Post Office of Mailing Baltimore, VA
 Software Anshul Software LLC, Anshul Mail DP - Version 9.0.3.019
 Prepare Date 02-08-2013
 Production Category Submission Present
 Mail Class Standard Mail
 Processing Category Regular Parcel
 Submission Category 02-08-2013
 Post Service 100-AJ06
 Capabilities Indicator None

Container Search | View Mailer's Information

Search by: Container ID Starts with: Search Reset

Container	Mail/PSN	Base	Face	Questions	Level	ZIP	Column Count	Date/Process	Total
000001	001020707100000010747801			0	NDC	00100	00100	00100	00
000002	001020707100000010747801			0	NDC	00100	00100	00100	00
000003	180000707100000010747801			0	NDC	18000	18000	18000	04
000004	287000707100000010747801			0	NDC	28700	28700	28700	01
000005	370700707100000010747801			0	NDC	37070	37070	37070	03
000006	311800707100000010747801			0	NDC	31180	31180	31180	03
000007	300000707100000010747801			0	NDC	30000	30000	30000	01
000008	781000707100000010747801			0	NDC	78100	78100	78100	04
000009	000000471000000010747801			0	AMDC	00000	00000	00000	01
000010	000000471000000010747801			0	AMDC	00000	00000	00000	01
000011	000000471000000010747801			0	AMDC	00000	00000	00000	01
000012	000000471000000010747801			0	AMDC	00000	00000	00000	01
000013	000000471000000010747801			0	AMDC	00000	00000	00000	04

Review & Compare

Compare the electronic postage statement and qualification report displayed on the dashboard with the postage statement and supporting documentation that was previously submitted.

Total pieces, weight, permit, should be the same. Total postage may be different in that the electronically submitted job will be Full-Service while the original may not have been.

Resolve Issues

If you encounter issues with your test, please contact the Help Desk at 800-522-9085. Be prepared to supply the job ID that you submitted. WSDL