



# How to Submit Mail.dat 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 \(BCG\)](#)

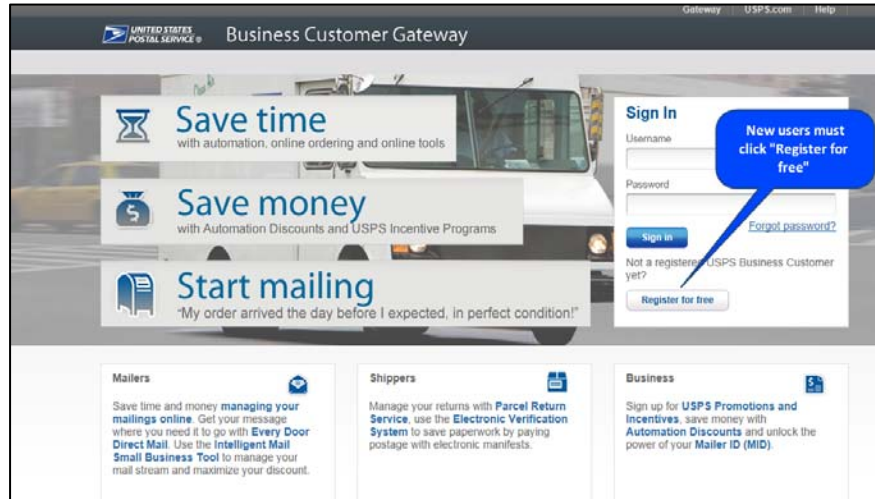
This document is a comprehensive guide that outlines steps for exchanging electronic data with the *PostalOne!*® system using the Mail.dat® file format. The intended audience is business mailers who create or use mailing data in the preparation or production of business mail and who also want to conduct business electronically in lieu of the hardcopy forms and processes that were traditionally used in business mail acceptance for the purpose of conduct business electronically Although this guide provides an overview, the intended recipient of this document is the person or team that will make necessary preparations/alterations and conduct testing to ensure Mail.dat electronic data is consistently and reliably sent to the *PostalOne!* system.

# Log onto the Business Customer Gateway

## New User Registration on the Business Customer Gateway (BCG)

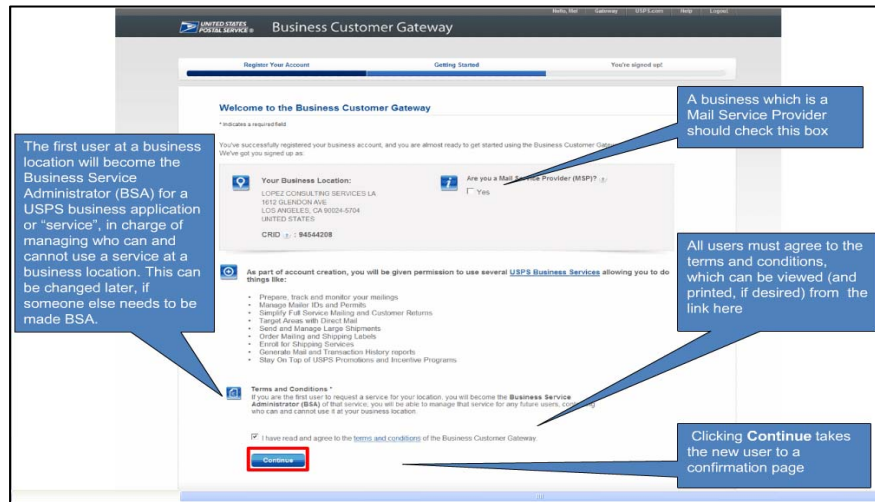
(<https://gateway.usps.com/eAdmin/view/signin>)

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.



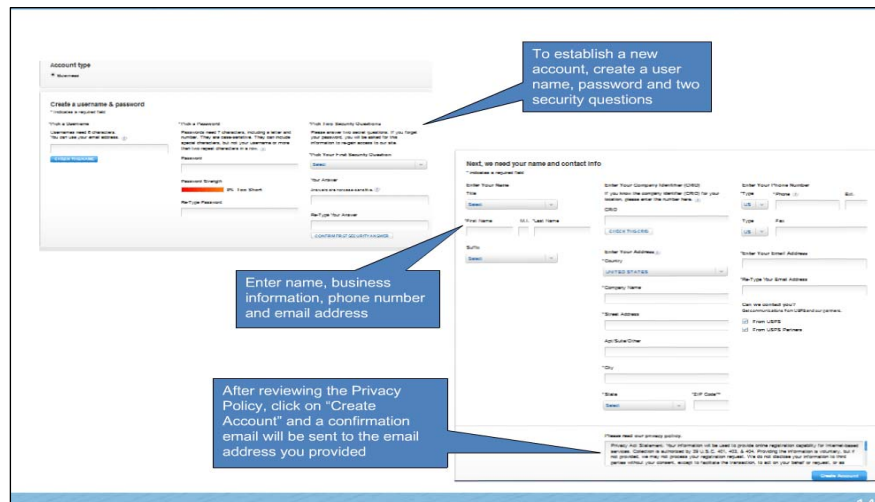
## Complete Registration Form to create a new account

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.



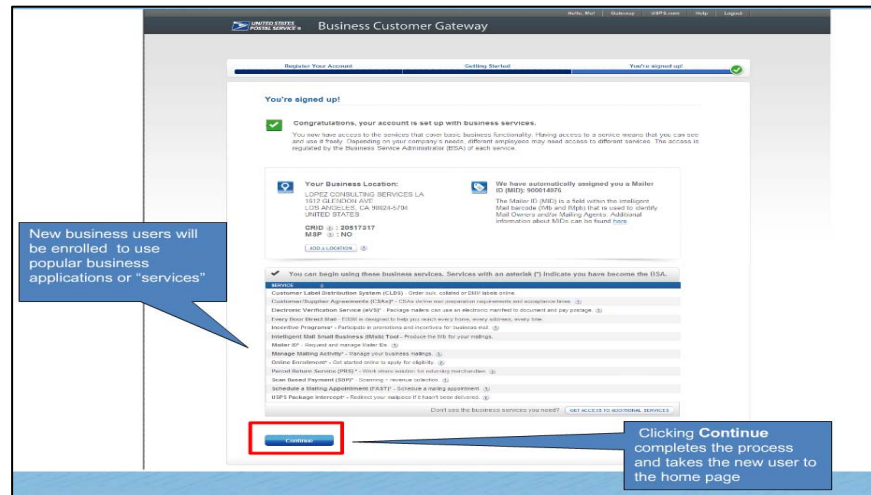
## Terms and Conditions for new users

1. The first user to register will become the Business Service Administrator (BSA) in charge of managing who can and cannot 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.



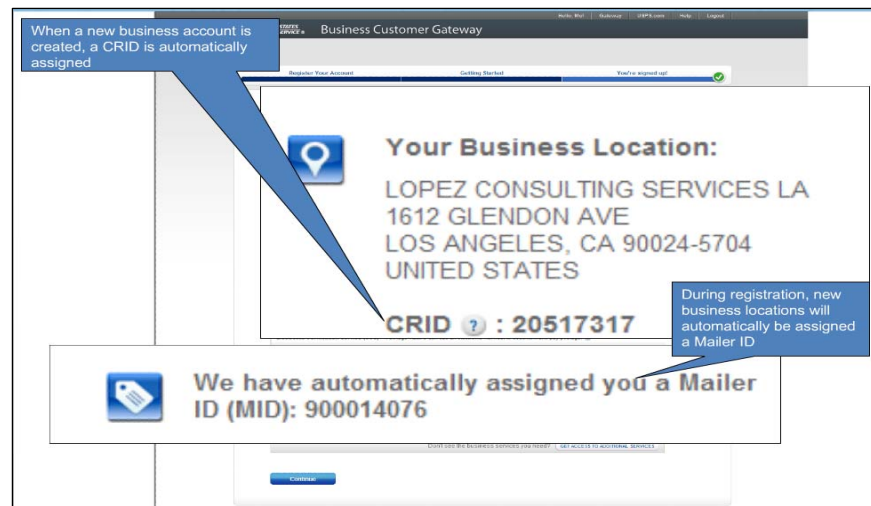
## Confirmation Page

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**.



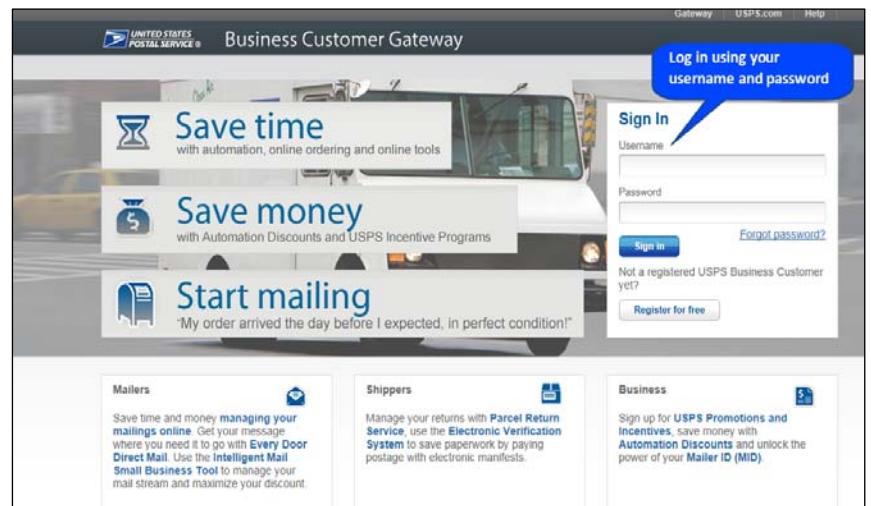
## Customer Registration IDs (CRID) and Mailer IDs (MIDs)

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).



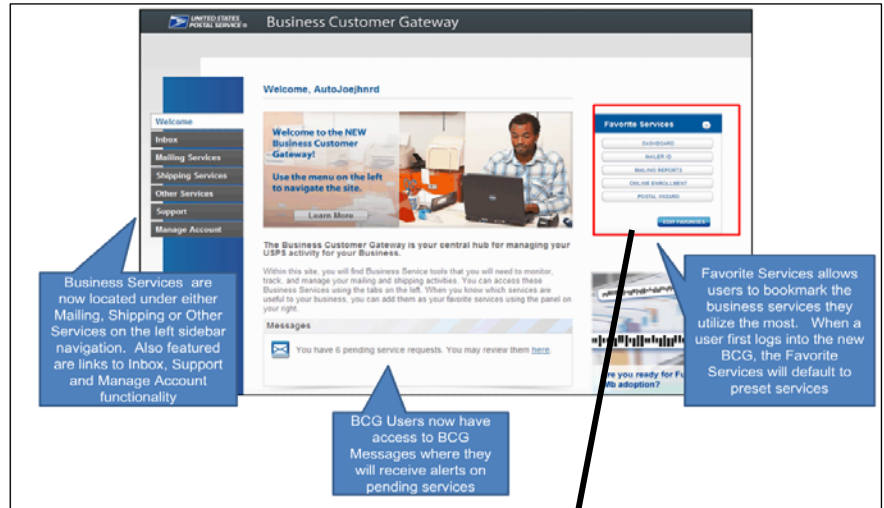
## Existing Users that have an account can Log on the Business Customer Gateway (BCG)

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



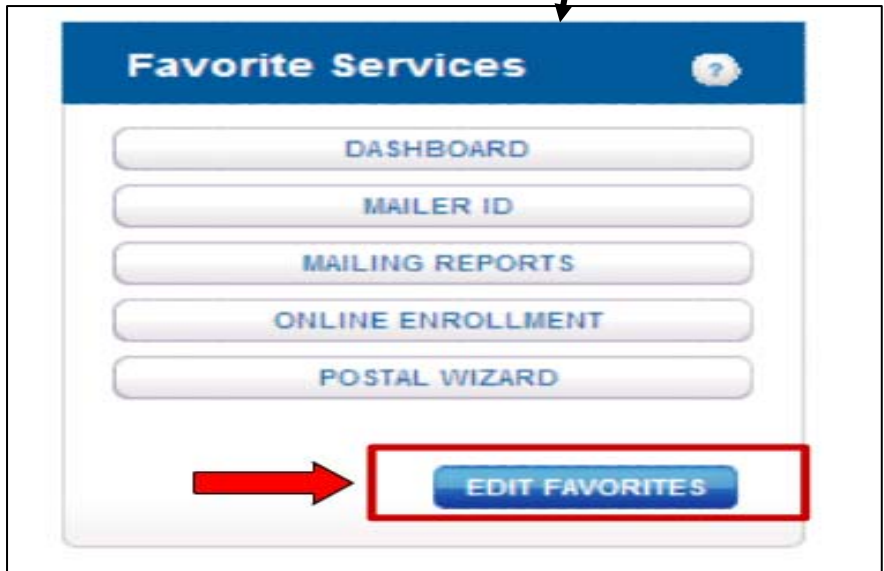
### The BCG Homepage

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.



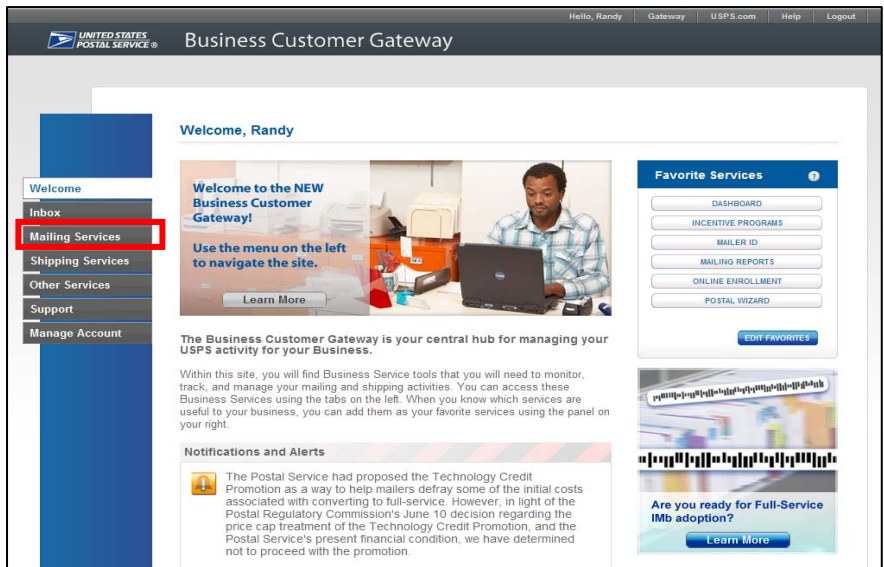
### Favorite Services

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.

The screenshot shows the USPS Mailer's Client interface. On the left is a navigation menu with options: Welcome, Inbox, Mailing Services, Shipping Services, Other Services, Support, and Manage Account. The main content area features a list of services, each with a green checkmark and a 'GO TO SERVICE' button. The services listed are: Automated Business Reply Mail, Balance & Fees (PostalOne!), Customer Label Distribution System (CLDS), Customer/Supplier Agreements (CSAs), Dashboard (PostalOne!), and Electronic Data Exchange (PostalOne!). The 'Electronic Data Exchange (PostalOne!)' service is highlighted with a red box around its 'GO TO SERVICE' button.

## Download the Mail.dat Client

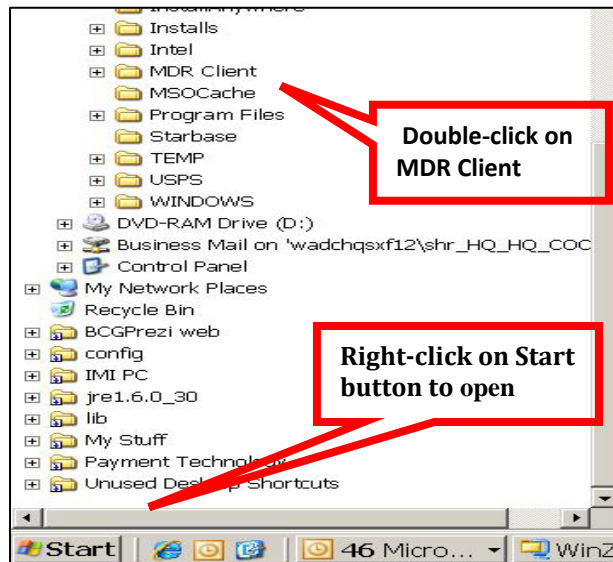
1. The users can download the **Mail.dat** for Mailers Client by selecting the **Download Client Application (Windows)** link located in the Mail.dat Support for Production area

The screenshot shows the USPS Mailer's Client interface with the 'Electronic Data Exchange' section expanded. A red box highlights the 'Download Client Application (Windows)' link under the 'Mail.dat Support for Production' heading. Other links in this section include 'Download Client Application (Windows)', 'Download Client Application (Windows)', 'Download Client Application (Windows)', and 'Go to Product'. Below this, there are sections for 'Test Environment for Mailers (TEM)', 'Apply for TEM Testing', and 'PostalOne! Postal Wizard', each with various links and instructions.

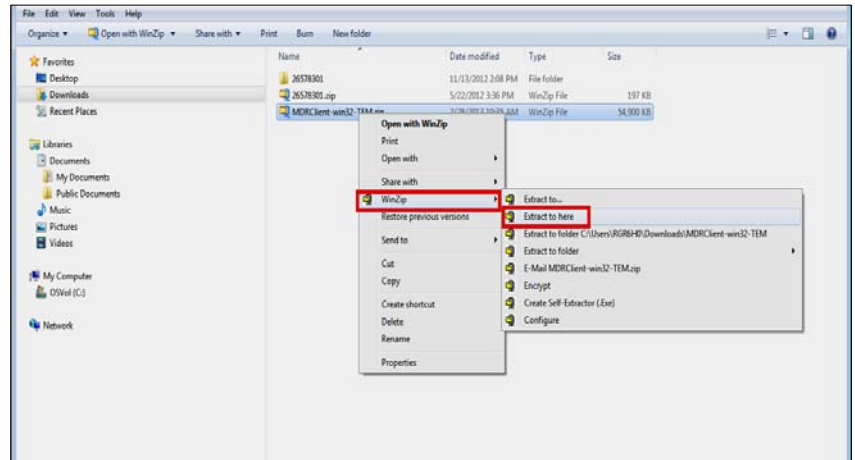
2. Save and Install the Client to your operating system.

The screenshot shows a Windows 'Save As' dialog box. The 'Save in' field is set to 'MDR Client'. The file list shows folders for 'config', 'jre1.6.0\_30', and 'lib', along with the file 'MDRClient-win32-TEM.zip'. The 'File name' field contains 'MDRClient-win32-TEM.zip' and the 'Save as type' is set to 'WinZip File'. The 'Save' button is highlighted.

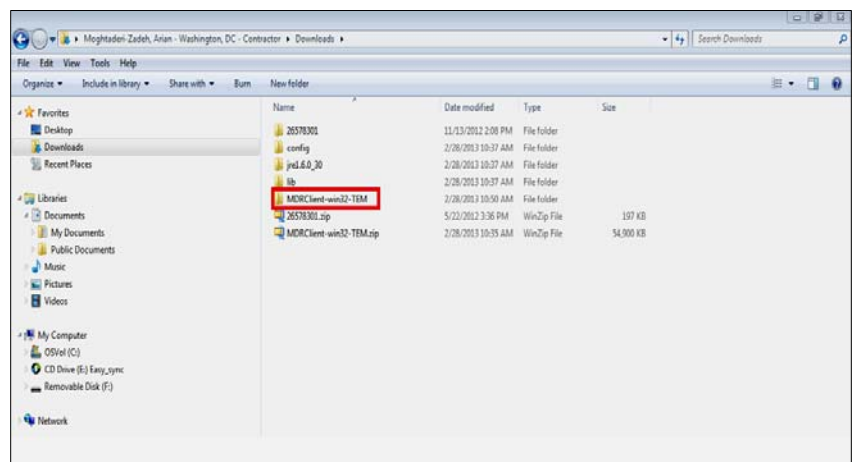
3. Access Client Folder on your system by right-clicking the Start button and select Explore, then double click on the MDR Client folder.



4. Right-click on the downloaded zip-file and unzip the Client by selecting **Extract to here**.



5. Open the unzipped folder.



## Upload Mailing Job

1. Open the Client by selecting the **run-mdclient.bat** link within the folder that has been downloaded.

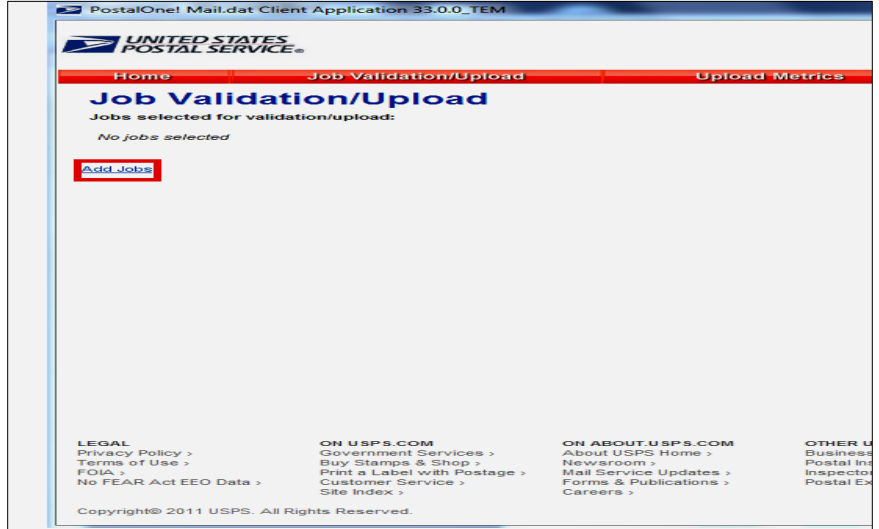
Name	Date modified	Type	Size
config	2/24/2013 6:41 AM	File folder	
jrel.6.0_30	2/24/2013 6:40 AM	File folder	
lib	2/24/2013 6:41 AM	File folder	
client.log	2/25/2013 12:56 PM	Text Document	549 KB
debug.log	2/25/2013 12:56 PM	Text Document	1,232 KB
debug-mdclient.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
lcp.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runBatchUpload.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runBatchVersionCheck.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-client_credentials_tool.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-jsse_checker.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
<b>run-mdclient.bat</b>	2/24/2013 6:41 AM	Windows Batch File	1 KB
runReceiptPoller.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
update.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
Validation.log	2/25/2013 11:25 AM	Text Document	17 KB

2. As an existing user, enter the appropriate log-in information on the Client's Sign In screen.

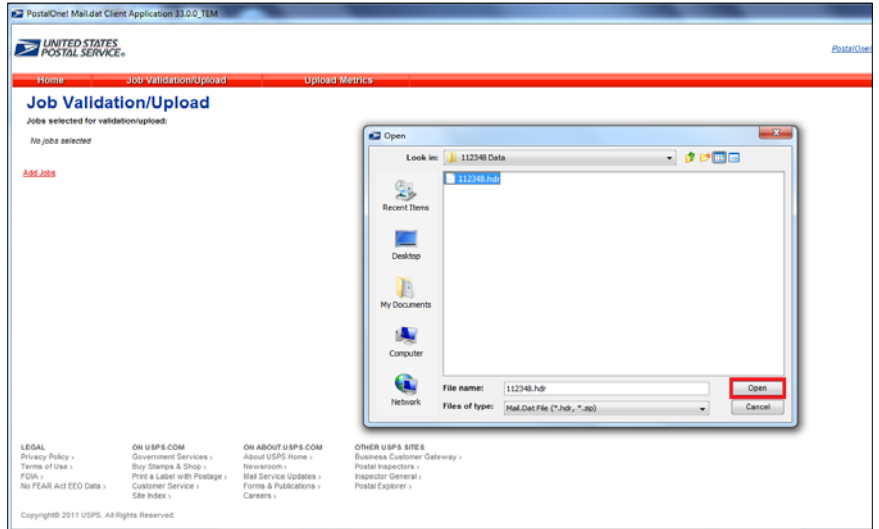
3. Upload the desired job by first selecting the **Job Validation/Upload** link.



4. Select the **Add Jobs** link.



5. Search for the desired job and select **Open**.



6. Select the **Upload after validation** radio button.

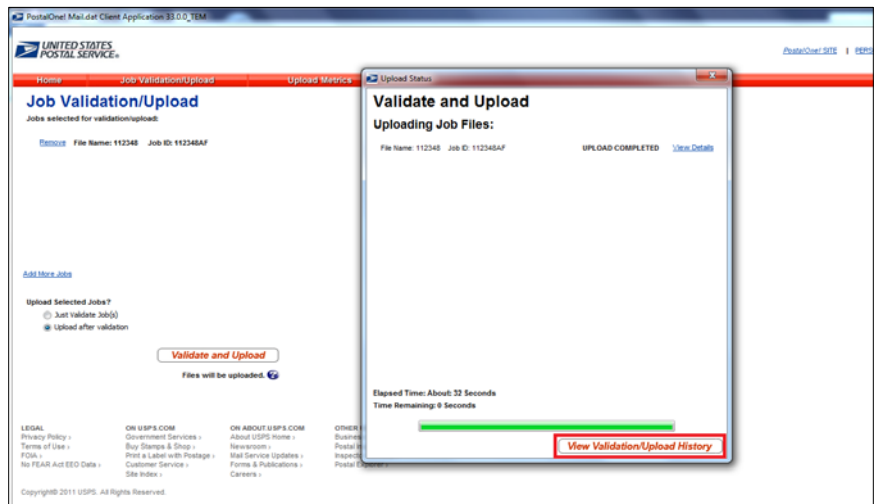
7. Select **Validate and Upload**.



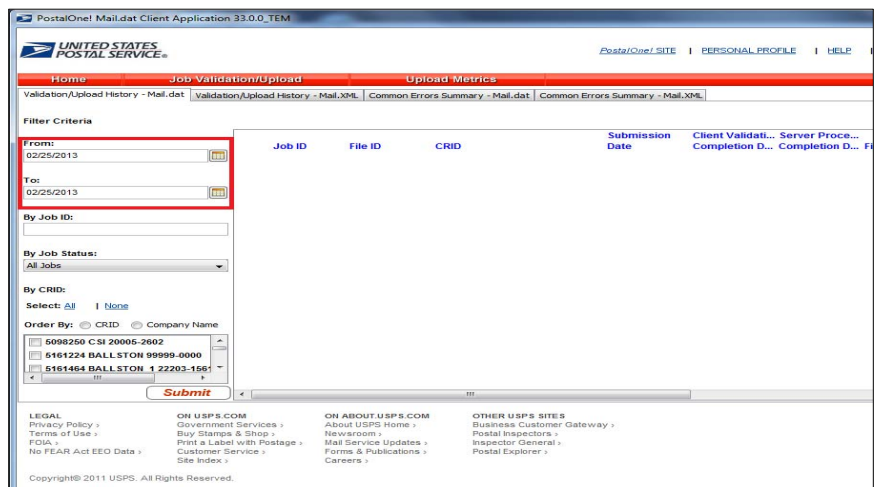
8. Select **Accept Agreement**.



9. Once the job has finished processing through the Client, select the **View Validation/Upload History** link in order to view the job's results.

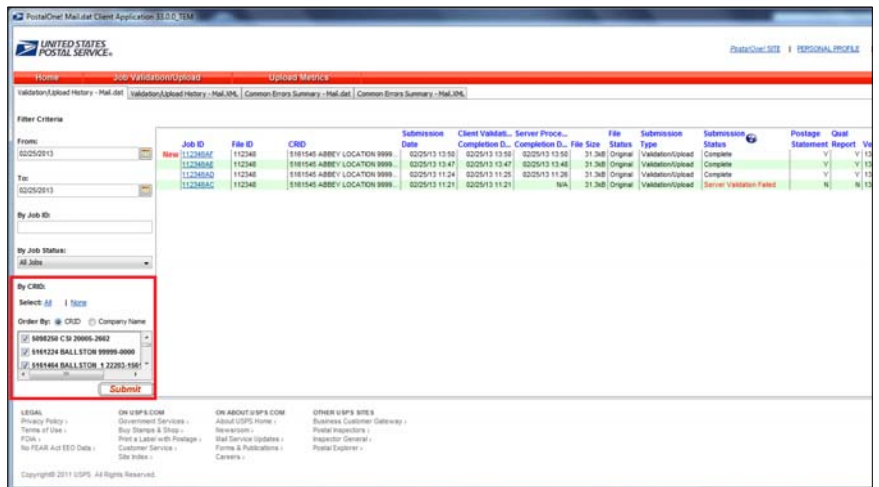


10. On the proceeding screen, select appropriate criteria range for the Date Filter.

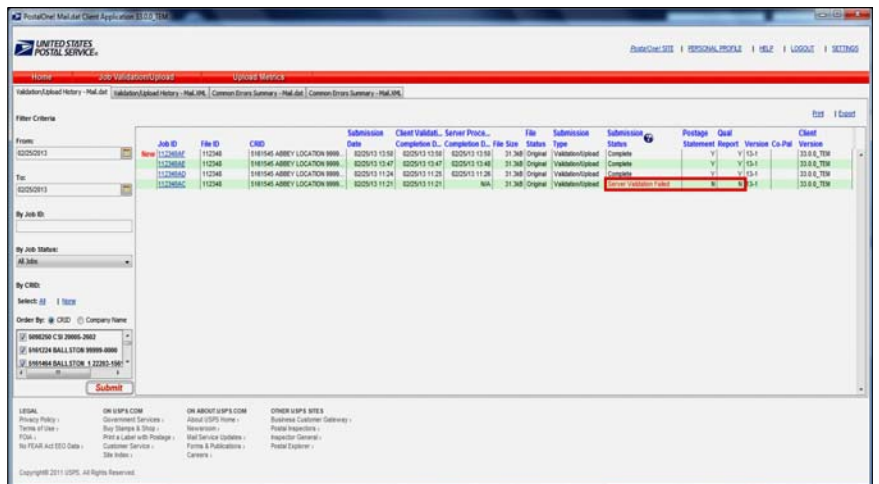


11. Select the checkboxes next to all of the relevant CRIDs.

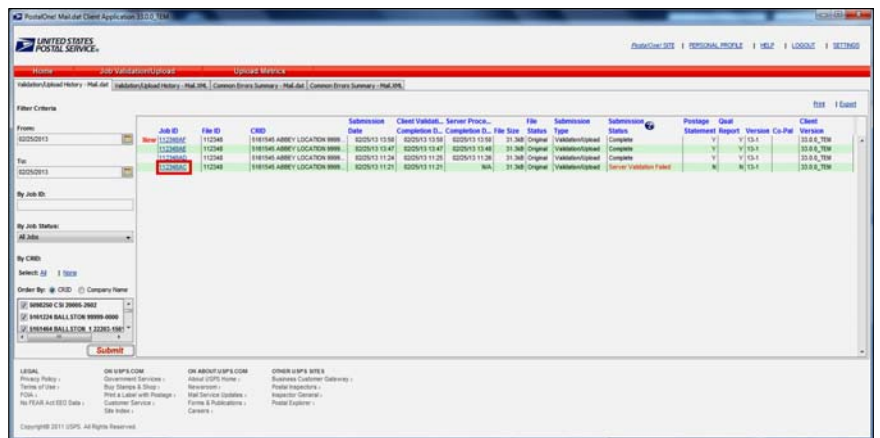
12. Select the **Submit** link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear.



13. If the job has any Client or Server Validation Errors, it will be displayed in the field illustrated below.



14. Investigate the nature of the error by selecting the Job ID link.



15. Any errors appearing within the job will be display the description of the error and the action to be taken to correct the error.

16. Take the necessary measures to correct any errors within the job, ensuring it is now ready to be fully uploaded to the Production.

File Extension	File Size	Key ID's	Field Name	Position	Code	Severity	Description	Action
N/A		08 Container ID: 00001	N/A	0-0	7112	ERROR	For Scanless, the .can Entry Point - ActualDelivery - Locale Key must be populated with a 9 digit alphanumeric value that is not ORIGN or LOCCORGN.	Populate the .can Entry Point - ActualDelivery - Locale Key field v...
N/A		08 Container ID: 00002	N/A	0-0	7112	ERROR	For Scanless, the .can Entry Point - ActualDelivery - Locale Key must be populated with a 9 digit alphanumeric value that is not ORIGN or LOCCORGN.	Populate the .can Entry Point - ActualDelivery - Locale Key field v...
N/A		08 Container ID: 00003	N/A	0-0	7112	ERROR	For Scanless, the .can Entry Point - ActualDelivery - Locale Key must be populated with a 9 digit alphanumeric value that is not ORIGN or LOCCORGN.	Populate the .can Entry Point - ActualDelivery - Locale Key field v...
N/A		08 Container ID: 00004	N/A	0-0	7112	ERROR	For Scanless, the .can Entry Point - ActualDelivery - Locale Key must be populated with a 9 digit alphanumeric value that is not ORIGN or LOCCORGN.	Populate the .can Entry Point - ActualDelivery - Locale Key field v...
N/A		08 Container ID: 00005	N/A	0-0	7112	ERROR	For Scanless, the .can Entry Point - ActualDelivery - Locale Key must be populated with a 9 digit alphanumeric value that is not ORIGN or LOCCORGN.	Populate the .can Entry Point - ActualDelivery - Locale Key field v...
N/A		08 Container ID: 00006	N/A	0-0	7112	ERROR	For Scanless, the .can Entry Point - ActualDelivery - Locale Key must be populated with a 9 digit alphanumeric value that is not ORIGN or LOCCORGN.	Populate the .can Entry Point - ActualDelivery - Locale Key field v...
112348.cpt	500B	N/A	N/A	0-0	3763	INFO	Loaded COT file	N/A
112348.hg	392B	N/A	N/A	0-0	3766	INFO	Loaded SEG file	N/A
112348.mq	234B	N/A	N/A	0-0	3761	INFO	Loaded MFS file	N/A
112348.mr	519B	N/A	N/A	0-0	3762	INFO	Loaded HER file	N/A
112348.ppt	500B	N/A	N/A	0-0	3764	INFO	Loaded POT file	N/A

17. Resubmit the job through the Production Client using the aforementioned steps.

The screenshot shows the 'Electronic Data Exchange' section of the application. A 'File Download' dialog box is open, displaying the file 'MDCClient-wr132-TEM.zip' (23.6MB) from 'mailto:LogonUser'. The 'Save' button is highlighted in red. The background shows various links for downloading client applications and testing files.

18. Once the job has been fully uploaded through the Client to the Production Environment, it will appear as displayed.

From	Job ID	File ID	CRD	Submission Date	Client Validat.	Server Price..	Completion D.	File Size	Status	Submission Type	Submission Status	Postage Statement	Booort	Version	Co-Pa	V
02/26/2013	New 112348AF	112348	5161545 ABBEY LOCATION 9999	02/25/13 13:50	02/25/13 13:50		02/25/13 13:50	31,348	Original	Validation/Upload	Complete	Y	13-1	13		13
	112348AG	112348	5161545 ABBEY LOCATION 9999	02/25/13 13:47	02/25/13 13:47		02/25/13 13:48	31,348	Original	Validation/Upload	Complete	Y	13-1	13		13
	112348AD	112348	5161545 ABBEY LOCATION 9999	02/25/13 11:24	02/25/13 11:25		02/25/13 11:26	31,348	Original	Validation/Upload	Complete	Y	13-1	13		13
	112348AC	112348	5161545 ABBEY LOCATION 9999	02/25/13 11:21	02/25/13 11:21			31,348	Original	Validation/Upload	Server Validation Failed	N	13-1	13		13

## **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.