**Facility Access & Shipment Tracking (FAST)**

**Customer / Supplier Agreements (CSAs)**

**November 2011**

# Customer / Supplier Agreement Simplification Job Aid

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# Overview

## Purpose

The purpose of this document is to define the recent simplification changes to Customer / Supplier Agreements (CSAs) effective November 6, 2011. As part of the ongoing simplification effort, CSAs have been modified to only contain the information necessary for First-Class separations.

- CSAs are applicable to First-Class mail only. The following template types have been removed from the application:
    - DMU Verified – Mailer Transported
    - DMU Verified – USPS Transported
    - BMEU Verified – Entry After CAT
    - Unscheduled Trip

- Associated Container Labels template was added to link containers to the applicable Facility Name and Facility Locale Key.

- The FAST online application, FAST Web Services (Mail.XML) and file formats (.csv) have been modified to support these changes to CSAs and only reflect the remaining applicable fields.

# Nationally Standardized CSA CAT/CETs

Effective June 2011, USPS began using the nationally standardized CAT/CETs for all induction methods and mail classes of CSAs. The Arrival Time field previously included within the CSA file has been removed. Please reference the chart below for details on each Mail Class.

| Mail Class | | | First-Class | Standard | Periodicals | BPM |
|---|---|---|---|---|---|---|
| **Origin** | **BMEU** | Non-Co-Located | 1500 | 1500 | 1500 | 1500 |
| | | Co-Located | 1800 | 1500 | 1500 | 1500 |
| | **Mailer and USPS Transported** | No Separation | 1900 | N/A | N/A | N/A |
| | | Working | 2000 | | | |
| | | Presort | 2100 | | | |
| | | Presort Assigned | 2200 | | | |
| | | Hub - STC | 2400 | | | |
| | | Hub - THS | 0200P | | | |
| **Destination** | **Drop-Ship** | NDC, ADC, SCF, DDU | N/A | 1600 | Listed Below | 1600 |
| **Periodical Destination CET** | **FSS** | No Bundle Sort Needed 5-Digit/Scheme Container | N/A | N/A | 1100 | N/A |
| | | Bundle Sort Needed 3-Digit and Up Container | N/A | | 800 | |
| | **Non-FSS** | No Bundle Sort Needed 5-Digit/Scheme Container | N/A | N/A | 1700 | N/A |
| | | Bundle Sort Needed 3-Digit and Up Container | N/A | | 1600 | |

**Figure 2: Nationalized Critical Entry Times**

# CSA Simplification Modifications

## November 2011 –Remaining CSA Fields

All CSA simplification changes are now reflected throughout the FAST online application, web services (Mail.XML) and file formats (.csv). Mailers have been instructed to update their software to only accept those fields that will be used for CSA association on First-Class containers. For a full listing of these fields, please reference Appendix A. Also, see Appendix B for an example of the updated online application.

During the November 2011 FAST Release (FAST 18.0), FAST completed a data repair on the existing CSAs which were impacted by the CSA Simplification process. This data repair included the following updates:

- **CSAs containing entirely non First-Class mail**:
  - These CSAs have been set to "Inactive"

- **CSAs containing Mixed Class mail**:
  - Non First-Class trips have been set to "Inactive"
  - First-Class trips have been updated to no longer include any of the fields that will no longer factor into CSA association
    - Arrival Time
    - Dispatch Time
    - CSA Trip ID
    - CAT
    - CAT Day-O
    - Container Ready Time
    - Trip Volume %
  - The CSAs Effective Date has been modified to the date of the FAST release

- **CSAs containing entirely First-Class mail:**
  - These CSAs have been updated to no longer include any of the fields that will no longer factor into CSA association
    - Recurring Appointment ID
    - Arrival Time
    - Dispatch Time
    - CSA Trip ID

- CAT
- CAT Day-O
- Container Ready Time
- Trip Volume %
  - o The CSAs Effective Date has been modified to the date of the FAST release

## Appendix A: Current FAST CSA File Layout

This table describes the FAST CSA file's data field names, data field lengths, data types and definitions.

| Field Name | Length | Data Type | Description |
|---|---|---|---|
| CSA ID | 10 | Numeric | The number assigned to the CSA by the FAST system. The CSA ID will be repeated for each row output in the file. |
| CRID | 10 | Numeric | The Customer Registration ID number that is assigned. The CRID will be repeated for each row output in the file. |
| CSA Effective Date | 8 | Numeric | The date a CSA becomes effective.  Format will be MMDDYYYY (08072008) |
| CSA Status | 12 | Text | A list of enumerated values describing the status that a CSA may be in. Customers should only use a CSA in Active (currently effective) or Pending (effective in the future – used for advanced planning)  The applicable values are identified as:<br><br>**Active** – A CSA that has been approved and that is currently effective as determined by the effective date.<br><br>**Pending** – A CSA that has been approved and that is effective in the future as determined by the effective date.<br><br>**Inactive** – A CSA that has been deleted or overwritten by another CSA.<br><br>**Incomplete** – A CSA that is saved, but not completed. A customer will not have access to view a CSA in this status.<br><br>**Pre-Approval** – A CSA that is saved and complete, but not approved.  A customer will not have access to view a CSA in this status. |
| Container Destination ZIP Code | 11 | Text | The range of destination ZIP Codes associated with the containers in the separation.  This can include 3-digit ZIP Code ranges or 5-digit ZIP Code ranges.  This will also be used for the Container Label.  All ZIP Codes must be represented in this field for a CSA to be valid. |
| Facility Locale Key | 9 | Text | Standardized facility code which is populated by the system based on the facility selected in the Facility Name block. |

| Field Name | Length | Data Type | Description |
|---|---|---|---|
| Mail Class | 3 | Text | **FCM** (First-Class Mail) – This will also be used for the Container Label. |
| Processing Category | 4 | Text | This field will be used to distinguish the shape of the mail in a container.  This will also be used for the Container Label.<br><br>**LTRS** (Letters)<br><br>**FLTS** (Flats)<br><br>**PARC** (Parcels) |
| Processing Code | 4 | Text | A general description of the contents of the containers on a trailer. It is possible to use all or only some of the values. Values will be available from a dropdown list.  This will also be used for the Container Label.  The applicable values are identified as:<br><br>**S** (Surface) – Separation for a single surface route dispatched from the Origin USPS facility. Typically this is a 5D, 3D, ADC, AADC or Surface Transfer container separation.<br><br>**MXDS** (Mixed Surface) – Containers with handling units (trays, sacks, tubs) for multiple surface routes.<br><br>**L** (Local) – Mail worked for delivery at the Origin USPS facility.<br><br>**WKG** (Working Mail) – Mixed ADC or Mixed AADC mail.<br><br>**A** (Air) – Separations directed to an air carrier.  May also include the 2-digit airline code (See section 1.1.6.1, for Customized First-Class Mail Separations).<br><br>**MXDA** (Mixed Air) – Containers for handling units not assigned to an air carrier<br><br>**SP** (Single-piece) – Pieces paid at single-piece prices. |

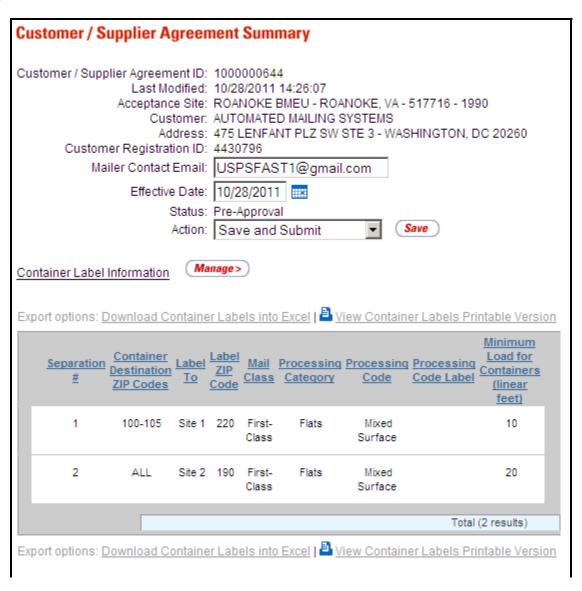| Field Name | Length | Data Type | Description |
|---|---|---|---|
| Processing Code Label | 20 | Text | Additional processing code information to include in the container label. For example, an air separation can be made to a particular carrier (e.g. FedEx) and would be labeled as such. This field would contain the value to include on the container label and are based off TMS Airline Codes.<br><br>**UA** – United Airlines<br><br>**B6** – Jet Blue<br><br>**CO** – Continental Airlines<br><br>**SY** – Sun Country<br><br>**US** – US Airways<br><br>**5X** – UPS<br><br>**FX** – FedEx<br><br>**AA** – American Airlines<br><br>**DL** – Delta Airlines |
| Minimum load for containers | 2 | Numeric | This is the minimum load allowed for a container. This is measured in linear feet. Use the lesser of this value or ½ the maximum for the container used. This value will be 1-99. |
| Separation Number | 3 | Numeric | For each new separation created, the FAST system will assign a sequential number for that separation. For example, the first separation made would be assigned "Separation #1", the second separation made would be assigned "Separation #2" and so on. This value will be 1-999. |
| Label To | 25 | Text | The facility to which the mail is going. This will appear on the top line of the Container Label. |
| Label ZIP Code | 5 | Numeric | The ZIP Code of the Label To Facility. This can be either a ZIP-3 or a ZIP-5. The combination of Label ZIP Code and Processing Code will be unique for each Separation Number. |

# Appendix B: Updated CSA Online Application

The screenshot below reflects the updated CSA page within the FAST online application.  Please note the single template type and removal of fields listed in Appendix A.
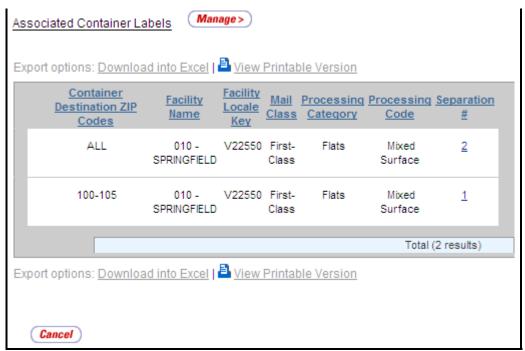
**Figure 2: Online Customer / Supplier Agreement Summary**