A Guide to Full Service

Version 9.0

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LIST OF FIGURES AND TABLES

1. Purpose

This guide will assist users in complying with Section 705.24 and others in the *Mailing Standards of the U.S. Postal Service Domestic Mail Manual* (DMM) that involve the requirements of two Federal Register notices on the use of Full-Service Intelligent Mail to qualify for automation prices when the mail pieces are First-Class, Standard, Periodicals, or Bound Printed Matter:

Federal Register / Vol. 78, No. 249 /Friday December 27, 2013 / Rules and Regulations

Federal Register/Vol. 78, No. 75/April 18, 2013/Rules and Regulations

Section 705.24 and other sections appropriate to the class and shape of the mailpiece include revisions to the Federal Register requirements that coincide with *PostalOne!* system software releases.

The chapters in this guide organize comprehensive information on the electronic documents required to support the Full-Service and Basic Automation mailings that are applicable to all letter & flat automation and most carrier route price mailings:

Intelligent Mail Requirements:

- Requirements of the Intelligent Mail Barcode (IMb) and components that deliver the address correction services to the end user;

- Guidance on preparing mail and electronic documentation to comply with the basic automation and full-service options;

- Service Type Identifier (STID) use and applicability;

- Concurrent use with ancillary service endorsements (ASE) under the basic automation and Full-Service options;

- Nonautomation;

- Information the USPS will provide through Full-Service Address Change Service (ACS) at no additional charge when mailings meet the requirements of the Full-Service option, and the ACS billing, in the near future, when fulfillment is no longer under the free charge period.

Chapter 3: Electronic Mailing Documentation and Postage Statements:

- Describes mail owner and preparer electronic file submissions and *PostalOne!* system processing.

Chapter 4: Feedback for IM Mailings:

- Information available to Full-Service mailers at no additional charge, such as start-the-clock data for containers and address correction information for mailpieces that are undeliverable as addressed (UAA);

- Address correction information that includes change of address (COA) data when a new address is available for the intended recipient, and nixie data when the piece is not deliverable;

- Container, tray, bundle, and piece scan data that is available for free for Full-Service mailings;

- eDoc Data Quality reporting that informs customers about errors in their mailings.

Chapter 5: Full-Service Verifications and Assessments: Describes the Postal Service approach for verification of electronic documentation (eDoc) for Full-Service mailings.

Additional Resources can be found on the USPS RIBBS site:

A good starting point is *Mail Entry Roadmap*, which is a comprehensive list of Intelligent Mail resources, many of which are on the RIBBS website.

RIBBS has a Facilities Access and Shipment Tracking (FAST) webpage and a link to the Guide to eInduction.

For technical information underlying the Intelligent Mail and electronic documentation, refer to the *Postal Service Mail.dat Technical Specification* or the *Postal Service Mail.XML Technical Specification*.

This guide describes the features available with the current release of the Intelligent Mail program, as well as the functionality that will be included in future *PostalOne!* releases. Refer to the *PostalOne! Release Notes* for planned and actual software updates.

2. **Intelligent Mail Requirements**

2.1 Intelligent Mail Barcode (IMb)

The IMb is required for use on letters and flats prepared for automation prices. This requirement affects First-Class Mail postcards, Insured Mail, Certified Mail, and any other mail using extra services currently available and appropriate for the class and shape of mail prepared for automation prices. Registered Mail is ineligible for automation prices because of the way it is handled during processing.

> ***Note:*** *Mailers may need to predetermine or print the IMb before presorting because of pre-assignment of a Full-Service IMb as part of database architecture, commingling of pre-barcoded pieces, or some other operational requirement. Please refer to this document:* [Steps to Create the Intelligent Mail Barcode](#)*.*

2.1.1 Nonautomation

Mailers may submit mailpieces that carry an IMb but do not receive automation pricing. These pieces fall into two categories:

- Carrier route pieces (except Standard Mail saturation flats),
- All other nonautomation price categories for letters and flats.

The carrier route pieces can carry a Full-Service option IMb or a basic automation option IMb. Use of the IMb on other nonautomation price-category pieces must include:

- A Mailer ID (MID) assigned by USPS;
- The class of mail indicated in a nonautomation STID;
- The optional endorsement line (OEL) information in the Barcode Identifier field, if an OEL is printed on a flat-sized mailpiece.

The mailer may choose to populate the destination information in the ZIP Code field and/or the Serial Number field, which may be populated with any number she/he chooses.

2.1.2 Basic Automation Option

Mailers have the option of submitting mailpieces that carry an IMb and receive automation pricing. When creating the IMb for the basic automation option, mailers must include:

- The same Coding Accuracy Support System (CASS)-certified delivery-point ZIP Code information;
- A MID assigned by USPS;
- The class of mail indicated in a basic-automation-option STID; and
- The OEL information in the Barcode Identifier field, if an endorsement is printed on a flat-sized mailpiece.

The Serial Number field may be populated with any number or numbering system the mailer chooses.

2.1.3 Full-Service Intelligent Mail

2.1.3.1 Overview

Full-Service Intelligent Mail enables seamless acceptance and verification, as well as end-to-end visibility into the mail stream. It streamlines mail entry, provides visibility via scan data, expands access to scan data and mail-quality feedback to improve decision making, and improves efficiency.

Full-Service is available for First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter cards, letters, and flats. To participate in Full-Service Intelligent Mail, customers must:

- Use electronic documentation to submit mailings (Mail.dat, Mail.XML, Postal Wizard, Intelligent Mail for Small Business)
- Ensure all containers, trays, and pieces have an Intelligent Mail Barcode that is unique for 45 days from the postage statement mailing date.

Since introducing Full-Service Intelligent Mail in May 2009, the Postal Service has worked to refine and simplify it. As of June 2014, customers are preparing 77% of all eligible volume as Full-Service and enjoying numerous benefits, including:

- Visibility into mailings – with Start-the-Clock and tracking via barcode scan;

- Improved mail quality – key metrics on mail preparation through the Full-Service Mailer Scorecard, and accurate delivery with free address correction; and

- Reduced costs – an additional per-piece discount, elimination of permit fees, and waiver of annual mailing fees.

Though there is no mandate that customers must use electronic postage statements or Full-Service, the Postal Service has placed terminals at Business Mail Entry Units (BMEUs) across the country to help them do so. BME employees can assist mailers via customer-facing terminals with the Business Customer Gateway and entering hardcopy statements into the Postal Wizard. Customers use self-service terminals to expedite entry of electronic mailings and check on mailings.

In November 2014, the Postal Service expanded customer options for documenting nonprofit-mailing authorization numbers. Prior to this point in time, the customer had to provide a permit associated to the number in the eDoc. Now, mailer can provide a Mailer Identification Number (MID) or Customer Registration Identification Number (CRID).

Since October 2012, the Postal Service has shared data with mail preparers on Full-Service verification errors so preparers can review and adjust their mailing processes. The error reporting involves:

- Invalid MIDs and Service Type Identifiers (STIDs);

- Incorrect By/For (mail preparer/mail owner) information;

- Non-unique barcodes;

- Incorrect Entry facility information; and

- Unlinked copalletized trays/sacks (i.e., a tray/sack is marked for copalletization at origin, but the consolidator never submits documentation).

USPS has not been denying the Full-Service discount when errors exceed the threshold.

Since October 2014, the Postal Service has provided "For Review Only" assessment for these errors on the Mailer Scorecard. In January 2015 the Postal Service proposed beginning assessment for these errors for December mailings that exceed the thresholds.

Error Type	Mailer Scorecard Error	Threshold	What is it?
Invalid MID	MID Container	2%	Is the Mailer ID in the Intelligent Mail container barcode valid and registered with the USPS?
	MID Handling Unit	2%	Is the Mailer ID in the Intelligent Mail tray barcode valid and registered with the USPS?
	MID Piece	2%	Is the Mailer ID in the Intelligent Mail barcode valid and registered with the USPS?
Invalid STID	STID	2%	Is the Service Type ID in the Intelligent Mail barcode valid and correct for the class and service level of the mailpiece?
Incorrect By/For	By/For	5% *	Are the mail owner and mail preparer identified in the eDoc accurate?
Non-unique Barcode	Barcode Uniqueness Container	2%	Is the Intelligent Mail container barcode unique across all mailings from all mailers over the previous 45 days?

Error Type	Mailer Scorecard Error	Threshold	What is it?
	Barcode Uniqueness Handling Unit	2%	Is the Intelligent Mail tray barcode unique across all mailings from all mailers over the previous 45 days?
	Barcode Uniqueness Piece	2%	Is the Intelligent Mail tray barcode unique across all mailings from all mailers over the previous 45 days? Note: The MID, Serial Number, and Class from the STID define a unique IMb. If the same MID and serial number are used on two mailpieces with two different STIDs that indicate the same class of mail (for example First-Class STIDs 314 and 320), those pieces will be flagged as non- unique.
Incorrect Entry Facility	Entry Facility Container	2%	Is the entry facility a valid USPS location?
Unlinked Copal	Unlinked Copal (Previously OCI)	5%	Was a tray/virtual sack marked for copalletization at origin, but no electronic documentation submitted with the tray/virtual sack on a pallet?
* A custom by/for threshold may be set for a mailer who accepts more than 5% of volume from small mailers presenting less than 5,000 pieces per day			

Table 2-1 - Full-Service Thresholds

In August 2014, the Postal Service began using Mail Processing Equipment (MPE) scans and eDoc to measure Move Update quality for mailers who submit 75% or more of their eligible volume as Full-Service. These mailers receive their verification results on the Mailer Scorecard so they can make adjustments to avoid additional postage charges. In January 2015, the postage assessment (invoicing) calculations generated were designated "For Review Only" for Move Update quality. In April 2015, mailers will be charged for Move Update verification errors over the established threshold.

Also in August 2014, mailers submitting more than 75% of their volume as Full-Service had their eDoc checked against the active labeling lists, Mail Direction File (MDF), and presort requirements like minimum piece counts and required presort levels. A threshold will be established based on the data gathered from all participants prior to setting a date to begin postage assessment.

Users can find more information on invoicing, postage assessment, and reconciliation in the *Guide to Seamless Acceptance*.

2.1.3.2 Full-Service Program Description

In May 2009, the Postal Service began offering the mailing industry two Intelligent Mail options for automation discounts: basic-service and Full-Service. Since then, the Postal Service has worked closely with customers, software vendors, and mail service providers to simplify, refine, and evolve the Full-Service program. As of May 2014, 77% of eligible volume is being prepared as Full-Service with customers enjoying many benefits. To ensure this percentage grows, the Postal Service continues initiatives to educate and assist customers in transitioning to electronic documentation and Full-Service.

The Full-Service program offers the following benefits to mailers:

Track and Monitor Service: Monitor customer mail at no additional cost using reports that show when it is inducted into the mail stream (Start-the-Clock) and that give details as it flows through processing. Mailers can receive visibility and tracking information such as bundle, tray, and container tracking data with the Data Distribution/Informed Visibility dashboard.

- Start-the-Clock Data

- Container Scan Data

- Handling Unit (Tray and Sack) Scan Data

- Bundle Scan Data

Full-Service feedback will not be provided for a bundle, handling unit, or container that has a non-unique barcode or an invalid mail owner. IMb Tracing is available for all mailpieces with an IMb.

- **Elimination of Permit Fees:** Waiver of annual presort mailing or destination entry fees for automation mailings of First-Class Mail cards, letters, and flats, Standard Mail letters and flats, or Bound Printed Matter flats. At least 90% of annual mailings must have Full-Service pieces to be eligible for this waiver.

- **Mail Anywhere:** Use permits at any location via the Mail Anywhere program. Participation in the program is limited to mailers who meet the quality thresholds for Full-Service electronic verification.

- **Address Change Service:** Free address change records on all Full-Service mailpieces that associate to electronic documentation. These records can replace OneCode ACS records for participating mailers. Free ACS data is available through *PostalOne!* or Single Source ACS. ACS for Full-Service mailpieces is provided currently only when the IMb is unique or the mail owner is identified in eDoc. In the future, the Postal Service will expand free ACS to include residual non-Full-Service mailpieces from a mailer who prepares more than 75% of eligible mail as Full-Service. ACS for residual mailpieces will be provided as long as they include a valid MID in the IMb or the mail owner is identified in the eDoc.

2.1.3.3 Selected Implementation Requirements

When creating the IMb for the Full-Service option, users must include:

- The same CASS-certified delivery-point ZIP Code information used to populate the current POSTNET barcode;

- A MID assigned by USPS;

- The class of mail indicated in the Full-Service option STID; and

- OEL information in the Barcode Identifier (if an optional endorsement is printed on a flat-sized mailpiece)

Full-Service mailings require a unique IMb on each mailpiece. The Full-Service IMb Serial Number field, in combination with the mail class in the STID and the MID, makes each IMb unique. Full-Service IM barcodes should not be reused for a minimum of 45 days. Full-Service requirements also include a unique Intelligent Mail tray barcode (IMtb) on each handling-unit label when mail is prepared using trays or sacks, and a unique IMcb on pallet or other container labels when mail is containerized.

Other Full-Service requirements include using an approved method to transmit electronic mailing documentation to the USPS:

- Mail.dat

- Mail.XML, or

- Postal Wizard

The electronic documentation (except for Postal Wizard) must describe how mailpieces are linked to trays or sacks if prepared using handling units. The documentation must describe how mailpieces are linked to pallets or containers if these pieces were prepared using containers. The mail preparation and documentation must match to qualify for the Full-Service option.

The USPS requires appointments be made using FAST for origin-entered mail verified at a DMU and transported to a USPS plant by the mailer, and for drop ship mail. For origin-entered mail, the and the FAST System subsection defines how FAST is to be used. Drop shipment mailings typically don't involve a Customer Service Agreement (CSA). Appointments with Destination Delivery Units (DDUs) must be made via telephone.

Starting in November 2014, mailers wishing to maintain their on-site acceptance and/or transportation provided by the Postal Service have been required to prepare 75% of their eligible mail volume as Full-Service Intelligent Mail. Those who don't meet this requirement have had to bring their commercial mailings to a designated Business Mail Entry Unit with their own transportation.

2.1.3.4 Container Placards

The following rules apply to use of container placards with mailings of Standard Mail, Periodicals, and Bound Printed Matter, regardless of the type of entry facility:

- Placards are not required when the mailing is less than 500 pounds of bundles/sacks or 72 linear feet of trays, and mail is not separated by destination.

- Placards are required if the mailer separates mail by destination, and the mailing is under 500 pounds of flats entered directly at a DDU, between 100 and 249 pounds of bundles/sacks or 12 linear feet of trays entered the destination NDC, ASF, ADC, and SCF, and between 250 and 499 pounds of bundles/sacks or 36 linear feet of trays.

- Placards are required when the mailing is more than 500 pounds of bundles/sacks or 72 linear feet of trays.

The following rules apply to use of container placards with First-Class mailings that are entered at a BMEU:

- Placards are not required when the mailing is less than 48 linear feet of letter trays or 16 flat tubs.

- Placards are required when the mailing is greater than 48 linear feet of letter trays or 16 flat tubs, and the mailer creates an origin SCF pallet or separates mail by destination.

- Placards are required when the mailer has a CSA.

For mailings entered at a processing facility, container placards are not required for:

- APC, Gaylord, or rolling stock;

- Mailings of less than 48 linear feet of letter trays or 16 flat tubs;

- Mailings of less than 72 linear feet of letter trays or 24 flat tubs on a pallet.

For mailings entered at a processing facility, container placards are required when:

- The mailer has a CSA for APC, Gaylord, or rolling stock;

- The mailing is greater than or equal to 48 linear feet of letter trays or 16 flat tubs;

- The mailing is greater than or equal to 72 linear feet of letter trays or 24 flat tubs on a pallet.

2.1.4 Summary of Full-Service Features and Basic Automation Option

When creating an IMb for the basic automation option, mailers must include:

- The same Coding Accuracy Support System (CASS)-certified delivery-point ZIP Code;

- A USPS-assigned MID;

- The class of mail indicated in a basic automation option STID;

- The Optional Endorsement Line OEL information in the Barcode Identifier field, if an optional endorsement is printed on a flat-sized mailpiece.

The mailer may populate the Serial Number field with the number or numbering system of their choice.

Table 2.2 is organized by mail category and shows the availability of Full-Service features and eligibility for the basic automation option.

A 'Yes' in the Start-the-Clock & Container/Tray/Bundle Visibility column means that these features will be available to the mail owner and preparer; a 'No' in the column means that a mailing made up exclusively of the mail category is ineligible. These features apply to the physical containers and handling units in a qualified Full-Service mailing.

A 'Yes' in the ACS column means that pieces in the mail category that are prepared in accord with Full-Service requirements can receive Full-Service ACS notifications at no additional charge.

A 'Yes' in the Full-Service Discount column means that pieces in the mail category that are prepared in accord with Full-Service requirements are eligible for a discount:

- First-Class Mail Cards, Letters, and Flats: Subtract $0.003 for each automation piece that meets the requirements of the Full-Service Intelligent Mail option.

- Standard Mail Regular and Nonprofit Letters: Subtract $0.001 for each letter that meets the requirements of the Full-Service Intelligent Mail option.

- Standard Mail Regular and Nonprofit Flats: Subtract $0.001 for each flat that meets the requirements of the Full-Service Intelligent Mail option (not available for saturation).

- Periodicals Letters and Flats: Subtract $0.001 for each addressed piece that meets the requirements of the Full-Service Intelligent Mail option.

- Bound Printed Matter (BPM) Flats: Subtract $0.001 for each flat that meets the requirements of the Full-Service Intelligent Mail option.

A 'Yes' in the Basic Automation Option Eligibility column means that pieces in the mail categories can be designated as basic automation in the electronic documentation; a 'No' in the column means they cannot.

Mail Category	Full-Service Features			Basic Automation Option Eligibility
	Start-the-Clock & Container/Tray/ Bundle Visibility	ACS	Full- Service Discount	
First-Class Mail				
Automation Cards	Yes	Yes	Yes	Yes
Automation Letters	Yes	Yes	Yes	Yes
Automation Flats	Yes	Yes	Yes	Yes
Standard Mail				
Automation Letters	Yes	Yes	Yes	Yes
Automation Flats	Yes	Yes	Yes	Yes
Basic Enhance Carrier Route (ECR) Letters	Yes	Yes	Yes	Yes
High-Density (HD) ECR Letters	Yes	Yes	Yes	Yes
Saturation ECR Letters	Yes	Yes	Yes	Yes
HD+ ECR Letters	Yes	Yes	Yes	Yes
Basic ECR Flats	Yes	Yes	Yes	Yes
HD ECR Flats	Yes	Yes	Yes	Yes
Saturation ECR Flats	No	Yes	No	No
Periodicals – Outside-County				
Barcoded Letters	Yes	Yes	Yes	Yes
Barcoded Machinable Flats	Yes	Yes	Yes	Yes
Barcoded Nonmachinable Flats	Yes	Yes	Yes	Yes
Carrier Route (CR) Basic Letters/Flats	Yes	Yes	Yes	Yes
CR HD Letters/Flats	Yes	Yes	Yes	Yes
CR Saturation Letters/Flats	Yes	Yes	Yes	Yes
Periodicals – In-County				
Automation Letters	Yes	Yes	Yes	Yes
Automation Flats	Yes	Yes	Yes	Yes
CR Basic Letters/Flats	Yes	Yes	Yes	Yes
CR HD Letters/Flats	Yes	Yes	Yes	Yes
CR Saturation Letters/Flats	Yes	Yes	Yes	Yes
BPM				
Barcoded Presort Flats – non-DDU	Yes	Yes	Yes	Yes
Barcoded Presort Flats – DDU	Yes	Yes	No	No
Barcode CR Flats	Yes	Yes	Yes	Yes

Table 2-2 - Full-Service Feature Availability and Basic Automation Option Eligibility

> *Note: For Full-Service mailings using the Postal Wizard, only the owner of the mailing permit will receive start-the-clock information.*

IMb Tracing data is initially made available through the Confirm system with all existing automation mail that is currently supported through the system.

The following mailings can't be designated as Full-Service or basic automation in the electronic documentation, and are not eligible for Full-Service benefits or discounts:

- First-Class Mail letters, postcards, and flats mailed at nonautomation presorted prices;

- First-Class Mail letters, postcards, and flats mailed at single-piece prices;

- Letters of any class mailed at nonautomation prices (nonmachinable);

- Periodical Nonbarcoded letters and flats;

- Standard Mail flats mailed at saturation ECR prices (Simplied Addressed pieces);

- BPM Nonbarcoded flats; and

- BPM Carrier Route Flats with Simplified Addressing pieces

2.1.4.1 Start-the-Clock and Container/Tray/Bundle/Piece Visibility

Full-Service mailers have access to container, tray, bundle, and piece-level indications when their mail is inducted, processed, or en route. This Start-the-Clock, container/tray/bundle visibility induction scan, and processing scan information is available via online reports and Mail.XML electronic exchange messages after the mailing has been verified and accepted by the USPS. The IMb Tracing piece data is initially made available through the CONFIRM interface. Sample data files illustrating Intelligent Mail Full-Service feedback formats are available on RIBBS.

Full-Service Mail.dat and Mail.XML preparers and owners will receive container, tray, and bundle induction and processing scan information for the physical containers and handling units listed in their electronic documentation. The mailer names must appear in the By/For section of the documentation, or in data distribution profiles. Bundle scan data is only shared with the preparer of the bundle and owner of the scanned piece in the bundle. Container, tray, and bundle visibility will not be shared with mailers until the scans have been matched to electronic documentation for paid mailings.

Priority Mail Open and Distribute (PMOD) customers should be aware that Start-the-Clock and container/tray visibility are not currently available for PMOD containers and handling units in a Full-Service mailing. However, the PMOD special barcode label allows mailers to track the containers to the opening unit through USPS.com.

2.1.4.2 Address Correction Information

Full-Service mailers can get address correction information at no additional charge, which includes COA data when a new address is available for the intended recipient and nixie records when the piece is not deliverable. Mailers must use the correction information to update their address records.

Full-Service IM provides COA and nixie records to mail owners or their designated recipients via Mail.XML (see the *Postal Service Mail.XML Technical Specification*), and the SingleSource ACS fulfillment process. The *PostalOne!* system tracks and transmits the number of notices for each permit. ACS key line data, if included in the electronic documentation, is also part of the Full-Service address correction information.

The SingleSource ACS fulfillment process is managed and maintained by the National Customer Support Center (NCSC) in Memphis, TN. This process was developed primarily for mailers that request ACS on both Full-Service and basic mailings. Traditional ACS mailers may also participate. This fulfillment method functions with all ACS types in a single file format on a daily basis: Full-Service, OneCode, and traditional ACS.

ACS generated from undeliverable mail that qualifies for Full-Service discounts and benefits are provided free. Charges are only applied to ACS records created from basic mailpieces, disqualified Full-Service mailpieces, and traditional ACS. Detailed reports are provided with each fulfillment to identify the types of ACS notices provided, and charges if they are applied. Invoicing for charged records occurs monthly.

To set up a SingleSource ACS account for fulfillment and billing of all ACS notices generated, regardless of Full-Service eligibility or IMb type used, complete and submit an ACS Enrollment Form and the Electronic Product Fulfillment (EPF) Web Access Request Form. For more information about this fulfillment option, refer to the *SingleSource ACS Technical Guide* on RIBBS.

2.1.4.3 Foreign Addresses

Full-service COA notices may include new foreign address information as part of the COA delivery and response Mail.XML messages.

2.1.4.4 Non-Full-Service ACS Eligible

Mailpieces with a Full-Service STID that cannot be matched to eDoc data will not receive COA or nixie notices unless the Mailer ID used in the IMb is associated to a SingleSource ACS fulfillment account. More information about Full-Service and non-Full-Service eligible fulfillment via a SingleSource ACS can be found in the *SingleSource ACS Technical Guide*.

2.1.4.5 Pieces Identified in eDoc as Basic

Mailpieces that are originally identified in a mixed mailing as basic or are later downgraded to basic are not eligible for Full-Service. Thus, USPS will not attempt to match these pieces to eDoc data for Full-Service ACS fulfillment. Without a subscription to SingleSource ACS, ACS records from downgraded pieces bearing a Full-Service STID will never be fulfilled.

USPS will try to fulfill ACS for pieces with a basic STID using the MID on the mailpiece IMb. This alternative fulfillment depends on the MID associating with a OneCode ACS or SingleSource ACS fulfillment account and the presence of a basic STID requesting ACS. If the Mailer ID is not associated with an ACS account, one will be created for fulfillment and billing of ACS notices created from undeliverable basic mailpieces.

A SingleSource ACS account will provide fulfillment and billing for both basic ACS and disqualified Full-Service ACS notices. The default account will be SingleSource ACS, unless an OneCode ACS is requested by the mailer. OneCode ACS accounts will only fulfill and bill for OneCode ACS from a Basic IMb. Invoices will be mailed to the ACS billing profile indicated for the MID. If no profile is specified, the invoice will be mailed to the Customer Registration ID associated with the MID in the mailpiece IMb.

Full-Service mailers that apply a basic STID requesting ACS may complete an [ACS Enrollment Form](#) and send it to the ACS Department at acs@usps.gov if a OneCode ACS account is desired, or if alternate fulfillment and billing information is desired.

> *Note:* Full-Service pieces that lose the Full-Service discount because of a container/handling unit error will receive Full-Service ACS, provisioned by the MID, CRID, or permit in the eDoc, if the uniqueness requirement is met. USPS encourages mailers to use MIDs and/or CRIDs to identify the owner and preparer of Full-Service mail and resort to permit-based identification only as the last, least desirable option.

2.2 Seamless Option

2.2.1 Overview

Seamless Acceptance automates the entry and verification of commercial mailings with electronic documentation, Intelligent Mail barcodes, and information collected from hand-held scanners and mail-processing-equipment scans.

To participate in Seamless Acceptance, mailers must enroll in Full-Service and follow these stipulations:

- Use electronic documentation to submit mailings;
- Use a unique Intelligent Mail barcode on all containers, trays, and mailpieces; and
- Submit piece data.

The Postal Service recommends that mailers also register for the eInduction program.

To ensure a smooth transition, mailers new to Seamless Acceptance are first moved into a "Seamless Parallel" process where both they and the USPS can view the results of automated verifications. Mailers continue to be assessed using the traditional manual acceptance and verification processes, giving these mailers and the USPS time to evaluate mail quality, review and revise business processes, and address any software issues. The USPS does not collect additional postage during the Seamless Parallel process to give the mailer time to prepare the environment for seamless acceptance.

Seamless Acceptance offers several benefits, including:

- A longer mail production cycle;
- Electronic verifications that reduce complexity;
- Improved feedback and identification of trends;
- Auto-finalization that puts the customer in control of postage payment; and
- Quality measurements which are trend-based so the customer is not penalized for a problem with one mailing.

As of July 2014, approximately 15% of the total commercial volume was utilizing Seamless Acceptance, with several large-volume mailers participating. The results of Seamless verifications are available in the Mailer Scorecard. The Postal Service currently has a manual process to identify mail quality errors which exceed an 'egregious' threshold. This process was automated in January 2015, allowing mailers to view quality errors over a 'mailer contact' threshold, and in April 2015 USPS will start postage assessment for these errors.

2.2.2 Description of the Seamless Program

Seamless Acceptance uses electronic documentation and Intelligent Mail barcodes on mailpieces, trays, sacks, and containers to automate acceptance and verification processes. Mailpiece scans collected from mail processing equipment (MPE) and hand-held scanners are reconciled to the mailer's electronic documentation (eDoc) to confirm proper mail preparation for the discounts claimed and postage paid.

The USPS uses three different verifications to get an accurate assessment of mail preparation:

- eDoc verification – reviewing data in the eDoc;
- Census verification – comparing the eDoc to MPE scans;
- Sampling verification – comparing the eDoc to sampling scans.

Verification results are displayed in the Mailer Scorecard under the 'Seamless' tab. Preparation errors are aggregated monthly for measurement against established thresholds; individual errors won't trigger a penalty by the Postal Service.

The trend-based reporting is accessible by the Postal Service and mailers to correct mail quality issues.

2.2.3 Seamless Parallel

Seamless Parallel is an intermediate step mailers must take before Seamless Acceptance. Seamless Parallel is restricted to mailings that meet rules for mail preparation, barcoding, and electronic documentation. During Seamless Parallel, the USPS performs both traditional and Seamless verifications. Seamless Acceptance verifications don't result in additional postage during Parallel and auto-finalization of postage statements don't occur. This gives mailers a chance to review Seamless Acceptance data in the Mailer Scorecard reports without changing existing verification policies and procedures.

Seamless Parallel also gives mailers feedback on whether eDoc meets Seamless Acceptance and mail barcoding requirements. When the system initially uploads a mailing to *PostalOne!*, a series of eDoc validations are run. Please note that warnings generated in Seamless Parallel won't prevent the mailing from being accepted by *PostalOne!.* The warnings show the changes needed to eDoc preparation to qualify for Seamless Acceptance in the future.

Facilities require eDoc and unique barcodes for all mail, including single piece volume, before transitioning out of Seamless Parallel.

2.2.4 Auto-Finalization

Seamless Acceptance mailers must verify that the Permits/Account Numbers associated with their accounts are funded before their postage statements are finalized. After mailers submit a successful job, their statements are finalized automatically by *PostalOne!* on the Mailing Date in the electronic documentation.

2.3 Mailer ID

The USPS assigns a Mailer ID number (a six or nine-digit numeric code) to a mailer based on its verification of the mailer's annual mail volume. Mailers can have multiple MIDs. The MID is required in all IM barcodes (e.g., IMcb, IMtb, and IMb), except those used in the Origin IMb Tracing program. Please see DMM 708.4.3.1(c).

The MID identifies the mail owner, mail preparer, or service provider and helps determine the recipient(s) of information about a mailing, in case Full-Service ACS, nixie, and IMb Tracing (piece scans) data must be distributed. The MID in an IMcb, IMtb, and IMb does not determine the recipient of other pallet scan, tray scan, Start-the-Clock, or eDoc data Full-Service quality reports or information.

Under the Full-Service IM option, the eDoc data must identify the mail owner whether or not the owner's MID appears in the IMb. See Section 3.8.3.8 Mail Owners Identification Options.

New MIDs are assigned by centralized USPS processes, usually the Business Customer Gateway (BCG) Mailer ID system. Mail owners, preparers and service providers can use Mail.XML automated processes to:

- Access their or their customers' MIDs and CRIDs;
- Query and validate existing CRIDs tied to company names/addresses and MIDs tied to an existing CRID; and
- Request creation of one or more MIDs and one CRID for a business entity, for themselves or for their customers.

See the [Mail.XML Guide](#) for the correct release at [RIBBS](#) for *Mailer IDs and Customer Registration IDs*.

The [Intelligent Mail Mailer ID Application](#) webpage on RIBBS explains the few exceptions for obtaining new MIDs with the MID system, such as requests for multiple MIDs, or when mailing agents act on behalf of mail owners.

The Customer Validation Tool, accessed through the BCG, enables mail service providers to confirm the validity of mail owner MIDs for use in the eDoc and IM barcodes.

2.4 Requirements for the Unique Intelligent Mail Barcode (IMb)

2.4.1 Mailpieces

Full-service mailpieces are required to have a unique IMb; basic automation option mailpieces are not. Mailings prepared using handling units must use unique tray/sack and container barcodes, and must have electronic mailing information submitted to the Postal Service.

The uniqueness of a mailpiece IMb is determined by the six or nine-digit MID, the six or nine-digit serial number, and the piece's class, indicated by the STID. The 15-digit MID/serial number combination can't be repeated in Full-Service mailings of the same class within 45 calendar days of the mailing date.

Barcode Uniqueness Mailing Date			
eDoc Type	Source	Field	Description
Mail.dat	.csm file	Postage Statement Mailing Date	Based on the parent container .csm record
Mail.XML	Postage Statement Create Requests	Postage Statement Mailing Date	Based on the last postage statement finalized for the container
Postal Wizard	Postage Statements	Mailing Date	N/A

Table 2-3 - Barcode Uniqueness Mailing Dates by Electronic Documentation Type

Mailers may use piece ranges to represent mailpieces only in the Postal Wizard electronic documentation. Serial numbers in a range must be sequential, without skipped numbers, and the upper serial number must be equal to or greater than the lower serial number.

To ensure optimal performance, single pieces should be represented via the Mail.dat Piece Detail (.pdr) file, the Piece Barcode Record (.pbc), or the Mail.XML MailPieceCreateRequest/response messaging.

Mailpiece uniqueness is not enforced across mail classes, so a First-Class mailpiece and a Standard mailpiece could carry the same 15-digit MID/serial number combination within the 45-day uniqueness period. Two mailpieces of the same class, however, cannot and must **not** have the same 15-digit MID/serial number combination if they are to qualify for Full-Service.

2.4.2 Tray and Container Barcodes

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

> *Note: Full-Service mailings submitted for acceptance and verification to a Detached Mail Unit (DMU) must be containerized.*

2.5 Service Type Identifiers (STIDs)

The STID has the following characteristics:

- It is unique by mail class;
- It identifies additional or special services requested;
- It determines the disposition of UAA mail;
- It determines the form of address correction a mailer wants; and
- It defines the mailpiece as Full-Service or basic automation/nonautomation.

2.5.1 Determining the correct STID

To determine the correct STID for users requirements, follow the steps below and read *Appendix A: Service Type Identifier Detail* for additional details:

1. Determine the appropriate Mail Class;

2. Determine the Mailing Type: Basic/Non-Automation or Full-Service;

3. Determine if the user wants IMb Tracing scan data;

4. Determine if the user wants ACS;

5. Determine type of ACS fulfillment record: Traditional, OneCode, or Full-Service.

   NOTE: *The Traditional and OneCode formats changed on January 25, 2015.*

6. Select the Mailpiece Disposition for any UAA pieces. Note that the Dispositions found in tables in *Appendix A: Service Type Identifier Detail* are often similar, with minor differences.

7. Determine if the associated Mailpiece Disposition requires use of an Ancillary Service Endorsement (ASE). See column headings 'Requires an On-Piece, Text-Printed ASE' and 'Action taken if barcode is unavailable or invalid' in the tables in *Appendix A: Service Type Identifier Detail*. If an ASE is not required, skip to Step 8.

8. Determine whether to use a Recommended Ancillary Service Endorsement or an Allowable ASE on the mailpiece. See column headings 'Recommended ASE Printed on Mailpiece' and 'Allowed ASE Printed on Mailpiece' in the tables in *Appendix A: Service Type Identifier Detail* to determine which is best.

9. Understand the fees for the STID and selected ASE. See DMM Notice 123.

10. Check the 'Constraints/Notes' column in the tables in *Appendix A: Service Type Identifier Detail* for related information.

11. When users are certain that the correct options have been chosen and understand the Constraints/Notes, use the STID specific to that line item when creating the IMb.

IMb Tracing customers who want mailpiece tracking data must contact the IMb Tracing Help Desk to register any new MIDs or add/change any new STIDs in their subscription.

2.5.2   Exceptions and Transition to Full-Service

The following subsections explain exceptions to STID selection and use requirements.

2.5.2.1 Full-Service Mailings

A mailer may use the same STIDs for the Full-Service and nonautomation portions of a Full-Service mailing, under the following conditions:

- All pieces are identified in the electronic documentation;

- The nonautomation and Full-Service pieces are in separate trays;

- The STID provided in the piece-level data is valid for the mail class and service level indicated in the electronic documentation records, that include:

   o   Mail.dat Piece Detail Record (.pdr)

   o   Mail.dat Piece Barcode Record (.pbc)

   o   Mail.XML Mailpiece messages:

   o   Mail.XML Piece Barcode Block

   o   Mail.XML Piece Detail Block

As is generally the case for non-Full-Service mail bearing a Full-Service STID, no ACS data will be provided for the nonautomation portion of the mailing. The Postal Service can't commit to a date regarding when the ACS data will become available.

2.5.2.2 Basic Automation Option Mailings

Nonautomation and basic automation STIDs are the same, so there is no effect based on the STID (see external document *Appendix A: Service Type Identifier Detail*).

2.5.3   Forms of Address Corrections

Mailers have several options for receiving address corrections and for instructing the Postal Service on how to handle their UAA mail that has an IMb. The address correction options are:

- No address corrections received;
- Manual address corrections;
- Traditional ACS;
- OneCode ACS;
- Full-Service ACS

All ACS mailpieces must meet the address requirements in DMM 602 and have a properly-placed domestic return address.

See internal Appendix A: Data Distribution Scenarios and internal Appendix B: Data Distribution Scenario Chart for detailed information on ACS data distribution scenarios.

2.5.3.1 Receiving No Address Corrections

If First-Class, Standard, and Bound Printed Matter mailers don't want address correction notices, they should prepare STIDs that request no address corrections and mail without a printed ASE. The appropriate STIDs can be found in the Service Type ID Table. Periodical mailers don't have this option because of requirements of the mail class.

2.5.3.2 Manual Address Corrections

Manual address corrections are costly for the Postal Service to provide and for mailers to process. The appropriate STIDs can be found in the Service Type ID Table. Please see external document *Appendix A: Service Type Identifier Detail* for additional information if users want to request manual, hardcopy address correction notifications.

2.5.3.3 Traditional ACS

The original ACS program, 'Traditional ACS', uses a separate USPS-assigned Participant ID and optional mailer Keyline printed in the mailpiece address block for electronic address correction. The Participant ID is always a seven-character alphabetic structure preceded by a pound sign (ex: #BWNABCD). A basic or Full-Service traditional ACS STID that represents the desired ASE must be used in the IMb, and matching printed endorsement is required.

Electronic address correction fees for Traditional ACS will be charged. More information on participating in Traditional ACS can be found in the *Traditional ACS Technical Guide* on RIBBS.

2.5.3.4 Other Address Correction Options for Basic and Full-Service Option Mailings

The OneCode ACS infrastructure and processing methodology is the basis for address corrections provided as part of basic automation and Full-Service mailings for mailpieces that are correctly formatted with the required elements. A basic STID that requests ACS will generate a OneCode ACS notice. Full-Service mailers using presort software which may assign a basic STID who request ACS to mail that doesn't qualify for Full-Service discounts and benefits must complete the ACS enrollment form to set up a OneCode ACS account.

Alternatively, these mailers can request a SingleSource ACS fulfillment account where both Full-Service and OneCode ACS notices can be fulfilled together and in the same file format. Charges will only be applied to those ACS notices that do not qualify for Full-Service discounts and benefits and for those OneCode ACS notices from mail with a basic IMb.

More information is available on RIBBS in the *OneCode ACS Technical Guide* and *Single Source ACS Technical Guide*.

2.5.3.5 *PostalOne!* Help Desk Questions for Full-Service ACS Troubleshooting

When a mailer doesn't receive Full-Service ACS as expected, the *PostalOne!* Help Desk will ask questions like the ones below to troubleshoot the problem. Before contacting the Help Desk, mail owners should prepare answers to all questions that apply and confirm the information with their mail preparer. The questions are designed to help support personnel research and respond to inquiries quickly, by obtaining important information first.

1. Who is the mail preparer that submitted the eDoc and what are the Job IDs for which the user expected Full-Service ACS? The Help Desk will use the Job ID to confirm when the job was finalized, the acceptance facility, mailing dates, mail class, and mail shape with the caller.

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

3. What Mailer ID, STIDs, and ancillary service endorsements were used on the mailpieces? ACS generation is impacted by the MID and STID used in the IMb, as well as ancillary service endorsements printed on the mailpieces.

4. How was the user trying to access the data? There are several ways to access Full-Service ACS. To troubleshoot, answers to these questions are required:

   a. How was the mail owner trying to access the data (online PostalOne! report, Mail.XML push, pull)?

   b. Which user/user ID was entered when attempting to log in and view ACS?

   c. Was third-party data distribution set up for the mail owner? If so, what was the MID or CRID of the entity set to receive ACS feedback?

   d. Is the job visible in the mail quality report? What errors were noted?

2.5.4 Use of Ancillary Service Endorsements

A mailer prints an ASE on a mailpiece to indicate what special services he/she wants if it is undeliverable as addressed. Mail classes have different default treatments for UAA mail: First-Class UAA mail is either returned to the sender or forwarded; BPM and Standard UAA mail is disposed of.

Mailers use ASEs to request address corrections for UAA mail and to instruct the Postal Service to handle UAA mail differently from the default treatment. For example, they can have the Postal Service dispose of First-Class UAA mail instead of forward or return it, and have Standard UAA mail forwarded to a new address.

Basic automation and Full-Service mailings must use a printed ASE, STID, or both for non-default UAA handling. A printed ASE is always required on First-Class mail flats, Standard Mail, or BPM mailpieces, in addition to the appropriate STID in the IMb. This applies whether the mailer is seeking hard copy or electronic address correction notices.

When an ASE is used without an ACS, either a hard copy address correction (PS Form 3547 or 3579) or the return of the piece fulfills the mailer's request. PS Form 3547 provides an image of the First-Class, Standard, or package services mailpiece with either the recipient's new address or the reason the piece couldn't be delivered. PS Form 3579 for periodicals consists of the mailpiece address and the address correction or reason for nondelivery. It is mailed to the publisher identified in the postage statement.

When an ASE is used with an ACS, an electronic notice provides the recipient's new address or the reason the mailpiece couldn't be delivered. When requesting ACS, periodical mailers must not print an ASE on the mail without first consulting the ACS Department, because the only printed endorsement available for periodicals requires their physical return, limits the ACS notice creation, and has a significant financial impact.

A printed ASE, when required, must match the ancillary service represented by the barcode STID. When they don't match, the printed endorsement takes precedence and may result in manual address corrections or returned mail. The printed ASE must meet all requirements outlined in DMM 507, which details the valid ASEs and actions they trigger, by class of mail.

The 'Electronic Service Requested' printed endorsement may only be used when the preferred ancillary service is identified by the STID in the IMb. See Section 2.4.5: 'Electronic Service Requested' Endorsement for more information on the endorsement.

For an overview of the different ASEs available, please see *Quick Service Guide 507, Additional Services/Ancillary Service Endorsements*.

2.4.3 Precedence of ASEs over STID Values

A printed ASE on a mailpiece takes priority over a STID in its IMb.

When a printed ASE and STID are in conflict, the ASE determines the handling of a UAA mailpiece. For example, a Standard UAA mailpiece with "Address Service Requested" printed on it will be forwarded if possible or returned, even if its STID is for "Change Service Requested", which prompts the disposal of UAA mailpieces. A First-Class UAA mailpiece with "Address Service Requested" printed on it will be forwarded or returned regardless of what's indicated in its STID.

When a UAA mailpiece has a printed ASE which conflicts with its STID, the mailer is responsible for paying all handling fees based on the printed ASE.

Mailers must take care that their printed ASEs don't conflict with the STIDs. This is especially true for Standard Mail and BPM. Care should also be taken when envelopes preprinted with an ASE are used for multiple mailings or different classes of mail, to ensure the endorsement is valid for all uses.

2.5.5 'Electronic Service Requested' Endorsement

The "Electronic Service Requested" umbrella endorsement requires STID information or the Traditional ACS ID profile have instructions for USPS address correction systems.

This endorsement minimizes conflict between a printed ASE and the IMb's STID, giving mailers greater flexibility to use the same envelopes for mailings of different mail classes or to get different UAA treatments for mail in the same mail class.

> **Note:** *To print "Electronic Service Requested" on an envelope, the STID in the IMb for that mailpiece must request ACS.*

Mailers can't print "Electronic Service Requested" on mail to get manual address corrections or on mail when the corrections aren't wanted. Doing so will cause unnecessary and costly work for the Postal Service. If a mailer prints "Electronic Service Requested" on a mailpiece without its IMb STID requesting ACS, USPS will consider it a conflict and charge the mailer additional postage and fees.

To decide whether "Electronic Service Requested" is appropriate for a user's mailing and ensure UAA pieces are handled as the user desires, use the 'Constraints/Notes' and 'Action taken if barcode is unavailable or invalid' table columns in *Appendix A: Service Type Identifier Detail*.

2.5.6 Barcode Identifier

The barcode identifier field in the IMb must be "00" (zero-zero) with the one exception of automation-price eligible flat mail bearing a printed OEL. The barcode identifier in IMbs on these pieces must correspond to the OEL. Information on Barcode Identifiers is available on the RIBBS website at this link: USPS Barcode Identifier.

3. Electronic Mailing Documentation and Postage Statements

3.1 The *PostalOne!* System

PostalOne! is an information-management system that processes mailers' electronic submissions and produces postage statements and supporting documentation, such as qualification and container reports. Users may access *PostalOne!* via 'Manage Mailing Activity' on the Gateway.

Customers with access to the system can:

- Download the estimated postage;

- View individual postage statements within a mailing;

- See a running total of postage statement activity; and

- View the reconciliation of the information at the end of a mailing information exchange process (mailing job).

Mailings that claim discounts and require minimum volumes must have a postage statement and presort documentation if required. Mailers may furnish statements and documentation to USPS by hard copy or a computer terminal at their site. For the Full-Service option, mailers must transmit electronic information to *PostalOne!*.

Note that in order to participate in *PostalOne!*, files and fields must comply with applicable USPS Mail.dat or Mail.XML technical specifications.

The Business Customer Gateway, intended for all business mailers, is accessed by a link on the USPS home page footer. The Gateway offers customers a single, unified landing point to access USPS online business offerings. This single sign-on includes the services that support Intelligent Mail Full-Service:

- The *PostalOne!* system;

- FAST system;

- Mailer ID system data access and distribution;

- Mail.XML push data subscriptions; and

- Acquisition of MIDs.

The next section discusses the three ways users can submit mailing documentation to the USPS electronically (users should note that all three ways require access to *PostalOne!*)

3.2 Electronic Submission Methods

Mailers have three options for submitting mailings electronically: Mail.dat, Mail.XML, and Postal Wizard. Each is summarized in turn below:

- Mail.dat: Mail.dat is an industry-defined database structure consisting of files linked by key fields. To learn more about Mail.dat, go to the IDEAlliance web site. To get instructions for using Mail.dat to submit electronic information for Full-Service, refer to the *Postal Service Mail.dat Technical Specification on RIBBS*.

  o Customers can use Mail.dat files with Mail.XML to schedule appointments. Customers can also update information for and query the status of Mail.dat containers with Mail.XML messages. To learn more, refer to the *Postal Service Mail.XML Technical Specification* guides on RIBBS for *Appointment Scheduling (FAST), eInduction* and for *Postage Payment and Reporting (eDoc)*.

- Mail.XML: Mail.XML enables secure electronic submission of mailing information to the Postal Service using eXtensible Markup Language (XML). To learn more about Mail.XML, go to the IDEAlliance web site. To get instructions for using Mail.XML to communicate with *PostalOne!* for Full-Service, refer to the *PostalOne!* product guides and tools and the Postal Service Mail.XML Technical Specification for postage payment and reporting (eDoc).

  o Some Mail.XML postage-payment messages may be combined with Mail.dat files. Similarly, Mail.XML can be used for:

    ▪ Full-Service data distribution;

    ▪ MID/CRID validation, query, and creation;

- eDoc status checks and updates; and
  - Managing all FAST appointment and IMcb content messaging.
- See the Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc) available on [Intelligent Mail Guides & Technical Specifications](#). The Postal Service Mail.XML Technical Specification has four volumes:
  - The Postal Service Mail.XML Technical Specification for Postage Payment and Reporting (eDoc);
  - The Postal Service Mail.XML Technical Specification for Appointment Scheduling (FAST);
  - The Postal Service Mail.XML Technical Specification for Full-Service Data Distribution;
  - The Postal Service Mail.XML Technical Specification for MID and CRID ID Management.

    Note: This guide will usually refer to these volumes collectively as 'The Postal Service Mail.XML Technical Specification'.

- Postal Wizard: Mailers use the *PostalOne!* system's Postal Wizard to securely submit postage statements online.
  - The Wizard may be used when no electronic documentation (qualification report) is needed to comply with Full-Service requirements. The Final Rule of the August 2008 Federal Register Notice titled New Pricing Eligibility, Intelligent Mail, and Move Update Standards for Domestic Mailing Services and Shipping Services explains the conditions for using Postal Wizard for Full-Service mailings.

Qualification reports for the following mailings are not required when postage is affixed to each piece at the correct price, or when each piece is of identical weight and separated by price:

- Less than 10,000 First-Class postcards, letters, or flats;
- Standard letters or flats;
- Periodicals letters and flats; and
- BPM flats

Mailers cannot submit Postal Wizard electronic postage statements to a Detached Mail Unit (DMU).

Postal Wizard also supports international mail (PS Form 3700, Parts A through K, and Q). It does not support Priority Mail and combined non-Periodicals.

3.3 Special Note on Metered Mailings

There are two main ways to pay postage with a meter:

- Correct Meter
  - The affixed postage is the exact price of the mailpiece, including the Full-Service discount if applicable.
- Lowest Meter
  - The affixed postage is the amount of the piece with the lowest required postage, including the Full-Service discount if applicable.

In addition to presort documentation, Full-Service electronic documentation must contain the following, as required, when part of a customer/supplier agreement:

- IMb applied to each mailpiece;
- IMtb applied to each tray or sack; and/or
- IMcb applied to each container.

The documentation must also:

- Describe how mailpieces are linked to or nested within handling units, such as trays and sacks;
- Describe how mailpieces and handling units are linked to containers, if containerization is required; and
- Identify the mail owner and mail preparer.

Note that mail must be containerized if verified at a DMU.

Both Mail.dat and Mail.XML file specifications support the required nesting and barcode information.

3.4 Test Environment for Mailers (TEM)

Mailers new to eDoc, Full-Service, FAST Mail.XML, and Data Distribution are advised to test in TEM. Mailers using the approved software are not required to test in TEM. In this environment, vendors are expected to pass test scenarios required for each mail class they will handle, plus optional scenarios that pertain to other services: for example, Full-Service, copalletization, CoMail, presort, Multi-Line Optical Character Reader (MLOCR) mailings, FAST appointment and content management, closeouts, pull and push subscription tests through Mail.XML messages for Full-Service data, et cetera.

Customers wanting to test any of the electronic documentation (eDoc) methods, FAST, or Data Distribution in TEM must be registered in the Business Customer Gateway.

To participate in TEM, first request the Manage Mailing Activity service. Once approved, log on to the Business Customer Gateway, click the 'Electronic Data Exchange' link, and then click the 'Go to TEM' link. Vendors must work with the Help Desk to start validating Mail.dat files and software, and executing the minimum set of test criteria to be completed in TEM. TEM has a direct email link to the Help Desk.

For mailers testing the Mail.dat specification, *PostalOne!* has a choice of two transfer methods for Mail.dat files: manual or unattended/batch. For more details on specific Mail.dat and Mail.XML version support, visit the IDEAlliance support schedule document.

TEM also prepares customers to use Mail.XML to:

- Submit qualification reports;

- Submit postage statements;

- Make appointments with the Facility Access and Shipment Tracking (FAST) system; and

- Request and receive Intelligent Mail information.

Though prepared primarily for customers who wish to participate in the Full-Service Intelligent Mail option, the document covers the preparatory steps for all auto and non-auto mailings through Mail.XML.

3.5 Using Logical Containers in Conventional Presort

The definitions of logical and conventional presort have changed. Previously, mailers couldn't add logical containers or handling units in a conventional presort and weren't allowed to mix physical containers in a logical presort.

The USPS now allows logical trays, sacks, and pallets in a conventional presort, identified in Mail.dat and Mail.XML eDocs as presentation category 'P'. The Postal Service allows physical trays, sacks, or pallets in a logical mailing, identified in eDocs as presentation category 'M'. Any time a mailing has logical handling units or containers, *PostalOne!* creates Summary Zip Destination and Customer Mail reports from Mail.dat eDocs and requires Mail.XML eDocs mailers to file the two reports with Mail.XML messages.

PostalOne! also allows mixing of physical and logical handling units and containers in internal copalletization (select eDoc category 'C') and third-party copalletization (select eDoc category 'E') processes. For unmixed copalletization, the eDoc 'Included in Other' field at the container level drives the identification that a mailing has one or more trays or virtual sacks to be copalletized. An 'O' flag means 'origin container in an origin job'. An 'I' flag means 'origin container in an internal copal job' that will show up in a copalletized consolidated mailing with an 'L' flag for 'linked in the eDocs'.

3.6 Mixed Mailings

The USPS allows Full-Service and basic automation option mailpieces that have IMbs to be mixed in one mailing with pieces that have POSTNET barcodes, including copalletized mailings, when the mailer provides appropriate documentation. *PostalOne!* supports submission of Mail.dat or Mail.XML electronic documents for single-piece mail from volumes as low as one mailpiece. Alternatively, residual single piece mail can be included in the same electronic documents submitted with the presorted portion of the mailing. Electronic documentation presented with presort mailings should include the required minimum number of pieces for the mail class's presort eligibility.

Mailers mixing POSTNET, basic automation, and Full-Service mailpieces in a bundle, sack, tray, or pallet and want to qualify mailpieces as Full-Service must meet the following requirements:

1. Include a record in the electronic documentation for each mailpiece that notes whether it is POSTNET, basic automation, or Full-Service. See the Piece Electronic Documentation sections 3.7.14.2 for Mail.dat and 3.7.14.3 for Mail.XML in this document for details on what must be provided.

2. Put 'M' ("Mixed") in the 'Full-Service Participation Indicator' field of the Segment (.seg) record for Mail.dat. For Mail.XML, put 'M' in the same field of the MailingGroupData message.

3. Full-Service requirements must be followed with one exception: POSTNET and non-auto IMb mailpieces aren't required to have a unique IMb.

3.7 Combined Mailings of Standard Mail and Periodicals

To combine mailings of periodicals and Standard Mail flats, the mailer enters a service agreement approved by Business Mailer Support that defines requirements for mail preparation, standard documentation, and postage calculations. Outside county containers are prorated by their periodical weight. Outside county chargeable bundles are prorated by their periodical copies. Mailers must fill in the following Mail.dat fields:

File	Field	Appropriate Values
MPU	Surcharge	N = Not Oversized
SEG	Principle Processing Category	FL = Flats
File	**Field**	**Appropriate Values**
MPU	Flat Machinability	Y = Machinable on ASFM 100 or U = Machinable on USFM 100
SEG	Class Defining Preparation	6 = Std/Periodical Comailings Note: BPM in the mixed class co-mail is to be supported at a future date
SEG	Mailing Agreement Type	E = Combined Mail, Full-Service, basic automation option

Table 3-1 - Mail.dat for Combined Mailings

Mailers may also use Mail.XML to send data to fill in the following:

File	Field	Appropriate Values
LineItemSummaryData	Surcharge Type	N = No Surcharge
SubmitPostageStatementData	Form Type	SM = Standard Mailing
PeriodicalLineItemData	Machinable Flag Indicator	Y = Machinable

Table 3-2 - Mail.XML for Combined Mailings

Periodicals pending application may be included in the Mail.dat file for a combined mailing. The container type, container level, entry level, and package level of each outside county container and bundle must have outside county chargeable-container support. If Full-Service mailpieces are included, the PDR or PBC file will be processed for these pieces and will support the service measurement, ACS, and IMb Tracing services if applicable. Similarly, if Mail.XML is used, piece detail and barcode blocks will be used for piece information in the mailpiece message set.

3.7.1 Copalletized Mail

Copalletized mail (or "comail") contains mail from one or many owners. The copalletized part of a mailing is either:

- Bundles (flat-size mailpieces) of multiple periodicals on pallets;
- Bundles (flat-size pieces) of Standard Mail;
- Trays containing First-Class Mail letters; or
- Trays containing Standard Mail letters

A pallet with copalletized mail may contain any combination of Full-Service, basic automation, and nonautomation pieces. All copalletized bundles or trays require Mail.dat or Mail.XML electronic documentation, whether or not they have Full-Service mailpieces. To process copalletized jobs, the original electronic mailing documentation must be received **before** the copalletized electronic documentation that is sent by the consolidator. For more help, read the next several sections, which describe anticipated copalletization scenarios for the mail classes.

Mail.dat submissions must conform to the specifications in the *Postal Service Mail.dat Technical Specification* and Mail.XML submissions must conform to the *Postal Service Mail.XML Technical Specification* for Postage Payment and Reporting (eDoc).

3.7.1.1 Scenario: Periodicals

For copalletization, the mail preparer or mail owner at the origin site, the consolidator at the consolidation site, and the Postal Service enter an authorization letter approved by Business Mailer Support. For the purposes of this guide, the consolidator and mail preparer may be the same. For periodicals, DMM 707.27.2.1 states that this authorization letter must give:

- The mailer's name and address;
- The mailing office;
- Procedures and quality control measures for the copalletized mailing;
- An expected date of the first mailing; and
- A sample of the standardized documentation

There are two options for copalletizing periodicals bundles:

Option 1

Both the origin and consolidation sites send e-documentation.

Option 2

Only the consolidation site sends e-documentation.

When copalletized mailings do not include any Full-Service pieces, e-documentation is strongly recommended but not required.

3.7.1.2 Option 1 – Origin Site Workflow

Origin site mailers who bundle Full-Service mailpieces for copalletization must follow all Full-Service requirements.

1. Bundles are sorted into virtual sacks to meet the minimum-volume requirements for Presort prices;
2. The e-documentation indicates at the virtual sack level which bundles will be sent to a consolidator for copalletization;
3. The creator of the periodicals bundle indicates the original documentation in the .csm record by entering an 'O' in its 'Included in Other Documentation' field. This designates the bundles to be copalletized.
4. This data is sent to the Postal Service to generate standardized documentation and postage charges for the non-copalletized bundles, as there are no charges for copalletized bundles;
5. The e-documentation is forwarded to the consolidation site along with the bundles, for placement on DMM pallets.

3.7.1.3 Option 1 – Consolidation Site Workflow

After receiving the original documentation, the consolidator places the periodical bundles on the correct pallets.

If the mailing has Full-Service pieces, s/he uses the original data to create new data. When preparing basic automation mailpieces in copalletized bundles, consolidators create the e-documentation and postage statements, but aren't required to create mailpiece documentation. The new set of e-documentation must include all files and messages necessary to generate qualification reports and postage statements.

The consolidator then:

1. Links the original virtual sack containers with ID 'O' to an identical consolidation container marked 'L';
2. Places the bundles on pallets; and
3. Assigns the linked virtual sack Container ID to a pallet Parent Container Reference ID (must have an Intelligent Mail Pallet barcode) in the .csm file.

The consolidator uses fields in Table 3-3 below, *Mail.dat for Periodicals Copalletization*, to create an Original Container Information (.oci) file that updates the Mail.dat files with the new container information and links them with the original Mail.dat files.

Mail.dat Files and Fields for Periodicals		
File	**Field**	**Appropriate Values**
CSM	Included in other documentation	L = Linked Information

Mail.dat Files and Fields for Periodicals		
File	**Field**	**Appropriate Values**
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

Table 3-3 - Mail.dat for Periodicals Copalletization

The consolidator can update Mail.XML messages with new container information and link them with original Mail.XML messages by creating 'Original Container Linkage Create' and 'Cancel Request/Response' message sets. Refer to Table 3-4: *Mail.XML for Periodicals Copalletization*:

Mail.XML Files and Blocks for Periodicals		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Party Identifier	The Customer Registration ID (CRID – see 3.15.3) of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information, including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks: (1) Mail.dat job and container information for the original container, and (2) Mail.XML mailing group and container information for the original container.
Original Container Linkage Create Request	Linked Container	Has two blocks: (1) Mail.dat job and container information for the copalletized/new container, and (2) Mail.XML mailing group and container information for the copalletized/new container.

Table 3-4 - Mail.XML for Periodicals Copalletization

The consolidator sends the consolidated file only after all original e-documentation has been updated in *PostalOne!*. This update enables the Postal Service acceptance office to access the e-documentation for the consolidator and use it to create standardized documentation and postage statements for the copalletized mailing. A postage statement will be generated for each USPS Publication Number and Issue in the copalletized mailing.

3.7.1.4 Option 2

This option is used when an origin site in the copalletization pool doesn't send the Mail.dat files to *PostalOne!* having the mail going to the consolidator. The consolidator produces a normal Mail.dat file for this mailing as if it originated from his/her site. This mailing consists of pallets with bundles on various area distribution center (ADC) levels or meets the minimum volume requirements for presort prices. This Mail.dat file **must not** use copalletization features:

- No virtual sacks;
- No 'Original Container Information' file; and
- A blank 'Included in Other Documentation' field in the .csm file.

The consolidator's Mail.dat file must ultimately be sent with .csm 'Container Status Set to Ready-to-Pay' so that postage is paid. If Full-Service mailpieces are included, this Mail.dat file must have the .pdr or .imr file.

3.7.2 Scenario: Standard Mail Flat-Size Bundles

Mailers must have a letter of authorization from Business Mailer Support to copalletize Standard Mail. To copalletize multiple Standard flat-size mailings, mailers must consolidate on pallets with independently-sorted bundles from each mailing to achieve the finest presort level, as required in DMM 705.8.7.4.

Mailers preparing Full-Service Standard mailpieces in bundles that will be copalletized must follow all Full-Service requirements and prepare the data to support standard documentation. When a Standard copalletized mailing doesn't include Full-Service pieces, e-documentation is strongly recommended but not required. E-documentation is also not required for mailpieces.

There are two options for copalletizing bundles:

Option 1

Both the origin and consolidation sites send e-documentation.

Option 2

Only the consolidation site sends e-documentation.

3.7.2.1 Option 1 – Origin Site Workflow

Mailers preparing Full-Service Standard mailpieces in bundles at the origin site – that will be copalletized to meet minimum-volume conditions for presort prices – must follow all Full-Service requirements.

To prepare basic automation Standard mailpieces in bundles for copalletization, the mailer follows these steps:

1. Creates e-documentation and postage statements, but isn't required to create mailpiece-level documentation;

2. Sorts bundles to the sack level (the 'virtual sack');

3. Indicates in the electronic-documentation, at the virtual sack level, which bundles will be sent to the consolidator for copalletization. Places an 'O' – for 'original documentation' – in the .csm record's 'Included in Other Documentation' field to designate them;

4. Sends data to the Postal Service to generate standardized documentation and postage statements for the portion of the mailing that won't be copalletized;

5. Sends copalletized bundles and e-documentation to the consolidation site.

3.7.2.2 Option 1 – Consolidation Site Workflow

To create a bundled and copalletized Standard mailing, the consolidator follows these steps:

1. Receives the original data for the bundles;

2. Places the bundles on the correct pallets;

3. Uses the original data in the .csm file's Mail.dat file to create a new set of e-documents which includes the files or messages needed to generate qualification reports and postage statements. The original containers marked 'O' must be identical to and linked with the new containers marked 'L'.

4. Assigns the linked virtual sack Container ID to a pallet Parent Container Reference ID in the .csm file that has an Intelligent Mail pallet barcode.

5. Updates the Mail.dat files with the new container information, and links them with the original Mail.dat files using the .oci file per Table 3-5: *Mail.dat for Standard Mail Flat Bundle Copalletization.*

Mail.dat Files and Fields for Standard Mail Flats in Bundles		
File	**Field**	**Appropriate Values**
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned by the consolidator

Table 3-5 - Mail.dat for Standard Mail Flat Bundle Copalletization

The consolidator updates Mail.XML messages with the new container information, and links them with the original Mail.XML messages using an 'OriginalContainerLinkageCreateRequest' message. Refer to Table 3-6: *Mail.XML for Standard Mail Flat Bundle Copalletization.*

Mail.XML Files and Blocks for Standard Mail Flats in Bundles		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks: (1) Mail.dat job and container information for the original container, and (2) Mail.XML mailing group and container information for the original container. The Container Barcode is required for Full-Service and mixed service mailings.
Mail.XML Files and Blocks for Standard Mail Flats in Bundles		
File	**Block**	**Description**
Original Container Linkage Create Request	Linked Container	Has two blocks: (1) Mail.dat job and container information for the copalletized/new container, and (2) Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for Full-Service and mixed service mailings.

Table 3-6 - Mail.XML for Standard Mail Flat Bundle Copalletization

The consolidator sends the consolidated file only after updating all of the mailer's original files in *PostalOne!*. The Postal Service acceptance office can then access the e-documentation for the consolidator and use it to create the standard documents and the postage statements for the copalletized mailing.

3.7.2.3 Option 2

When the origin site doesn't deliver e-documentation, the consolidator generates a normal Mail.dat file for the mailing as if it originated from his/her site.

This mailing consists of pallets with bundles on various NDC levels or other presort levels to meet the minimum volume requirements for presort prices. This Mail.dat file **must not** use copalletization features:

- No virtual sacks;
- No 'Original Container Information' file; and
- A blank 'Included in Other Documentation' field in the .csm file.

The Mail.dat file is sent with .csm Container Status set to 'Ready-to-Pay', so that postage is paid.

If Full-Service mailpieces are included, the .pdr or .pbc file must be part of the Mail.dat file.

3.7.3   Scenario: First-Class Mail in Trays

Mailers must have a letter of authorization from Business Mailer Support to copalletize First-Class Mail. When these mailings include Full-Service pieces in trays, mailers must comply with all Full-Service requirements and provide data to support standard documents. When the mailings don't include Full-Service pieces, the Postal Service strongly recommends that mailers preparing basic automation pieces in trays provide data for standard documents and postage statements. E-documents are not required at the mailpiece level.

When e-documents are prepared as recommended, the anticipated scenario is:

All trays in a copalletized mailing that includes Full-Service pieces must have an Intelligent Mail Tray barcode, whether or not the Full-Service pieces are copalletized. To have trays copalletized, the site sends the origin Mail.dat

file showing the unassigned trays, using ready-to-pay container status. The site can also submit Mail.XML 'Postage Statement Create Requests'. The job will be consolidated, verified, and paid at the origin site.

There are two options for First-Class Mail in trays:

Option 1

The origin and consolidation file e-documents are sent from the same site.

Option 2

The consolidation file is the only e-documentation.

3.7.3.1 Option 1 – Mailer Workflow

The e-documents in the origin file indicate which trays will be in a consolidated file for copalletization. The mailer follows these steps:

1. The mailer places an 'O' in the .csm record's 'Included in Other Documentation' field to indicate original documentation and the trays that will be copalletized;

2. The mailer sends the data to the PostalService, which generates standardized documents, as well as postage statements for the non-copalletized portion of the mailing;

3. The mailer assigns each copalletized tray to a pallet in the consolidated Mail.dat file.

3.7.3.2 Option 1 – Consolidation Workflow

A consolidator at the same site:

1. Receives the original data for trays to be copalletized;

2. Moves the trays onto the correct pallets;

3. Uses the original data to create a new set of data. The new set of e-documents for Mail.dat must include the .hdr, .seg, .csm, and .oci or Original Container Linkage message. The original container information marked 'O' must be linked with information for an identical new container marked 'L'.

4. Assigns in the .csm file the linked tray Container ID to a pallet Parent Container Reference ID, which has an Intelligent Mail Pallet barcode.

Use the .oci file to update the Mail.dat files with the new container information and link them with the original Mail.dat files. See Table : Mail.dat for First-Class Mail Tray Copalletization.

Mail.dat Files and Fields for First-Class Mail		
File	**Field**	**Appropriate Values**
CSM	Included in Other	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user who submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned be the consolidator

Table 3-7 - Mail.dat for First-Class Mail Tray Copalletization

The consolidator may also use 'Original Container Linkage Create' and 'Cancel Request/Response' message sets to update Mail.XML messages with the new container information and link them with the original Mail.XML messages. Refer to Table 3-8: *Mail.XML for First-Class Mail Tray Copalletization*.

Mail.XML Files and Blocks for First-Class Mail		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML

Mail.XML Files and Blocks for First-Class Mail		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks: (1) Mail.dat job and container information for the original container, and (2) Mail.XML mailing group and container information for the original container. The Container Barcode is required for Full-Service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks: (1) Mail.dat job and container information for the copalletized/new container, and (2) Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for Full-Service and mixed service mailings.

Table 3-8 - Mail.XML for First-Class Mail Tray Copalletization

The consolidator sends the consolidated file only after all of the mailer's original files are updated in *PostalOne!*, so the USPS acceptance office can access the e-documents for the consolidator.

3.7.3.3 Option 2

When there is no origin file, the trays are assigned to pallets in a normal Mail.dat consolidated file that generates qualification reports and postage statements when sent to *PostalOne!*. This Mail.dat file must not use any copalletization features: the .csm files 'Included in Other Documentation' field is left blank, and the 'Original Container Information' file is omitted. If the mailing has Full-Service pieces, a .pdr or .pbc file must be included in the Mail.dat file. Ultimately, the Mail.dat file must be sent with the .csm Container Status set to 'Ready-to-Pay' so that postage is paid.

> *Note: Consolidator mailing data will only be accepted after all postage for the trays in the original mailing(s) is finalized.*

The USPS allows unfinalized postage statements for origin jobs before consolidated copal jobs have been filed, when the creation/verification of origin jobs and copalletization are done in the same physical mailer's plant. *PostalOne!* will start validating if the mailer files consolidated jobs for internal copalletization within 14 days. If the consolidated job is missing, a copalletization verification error is logged against the origin jobs.

3.7.4 Scenario: Standard Mail in Trays

3.7.4.1 Guidelines for Mailers

Mailers must have a letter of authorization from Business Mailer Support to copalletize Standard Mail. When these mailings include Full-Service pieces in trays, mailers must comply with all Full-Service requirements. All trays in copalletized mailings that include Full-Service pieces must have an Intelligent Mail Tray barcode, regardless of whether the Full-Service pieces are copalletized.

When these mailings don't include Full-Service pieces, the Postal Service strongly recommends that mailers preparing basic automation pieces in trays provide data for standard documents and postage statements. E-documents aren't required at the mailpiece level.

For copalletized trays, the origin site must send the Mail.dat file for the entire job using 'ready-to-pay' container status, or submit 'Postage Statement Create Requests' for Mail.XML. This origin job will be verified and paid at the origin site.

Standard Mail users must follow all Full-Service requirements when preparing Full-Service mailpieces in trays for copalletization at the Network Distribution Center (NDC) or other presort levels to meet the minimum-volume for presort prices. Mailers preparing basic automation mailpieces claiming Full-Service in trays that will be copalletized must create e-documents and postage statements but not mailpiece-level documents. For shipment to the consolidator, the trays may be orphans or on a physical pallet.

The creator of the trays puts an 'O' (for 'original documentation') in the .csm file's 'Included in Other Documentation' field to indicate the trays that will be sent to a consolidator for copalletization. In Mail.XML, trays are designated for copalletization with an 'O' in the 'IncludedinOtherDoc' field in the 'QualificationReportContainerInfoData' block. This

data is sent to the Postal Service to generate standard documents and postage statements for the non-copalletized part of the mailing. The e-documents and copalletized trays are then sent to the consolidation site.

3.7.4.2 Consolidation Site Workflow

The consolidator follows these steps:

1. The consolidator receives the data from the origin mailer showing the trays to be copalletized;

2. Moves the trays onto the correct DMM pallets;

3. Uses the mailer data to create a new set of e-documents for Mail.dat that has the .hdr, .seg, .csm, and .oci (Original Container Linkage) message for Mail.XML. The documents must have the Mailing Group, 'Qualification Report with Container Info' block, and 'Original Container Linkage' message for Mail.XML;

4. Links the original containers marked 'O' with new identical containers marked 'L';

5. Assigns in the .csm file the linked tray Container ID to a pallet Parent Container Reference ID that has an Intelligent Mail Pallet barcode;

6. Updates Mail.dat files with the new container information and links them with the original Mail.dat files using the .oci file, as described in Table 3-9: *Mail.dat for Standard Mail Tray Copalletization*.

Mail.dat Files and Fields for Standard Mail		
File	**Field**	**Appropriate Values**
CSM	Included in Other Documentation	L = Linked Information
OCI	Original Job ID	Job ID from original Mail.dat
OCI	Original Container ID	Container ID from original Mail.dat
Mail.dat Files and Fields for Standard Mail		
File	**Field**	**Appropriate Values**
OCI	Original Segment ID	Segment ID from original Mail.dat
OCI	Original User License Code	User License Code of the user that submitted the original Mail.dat
OCI	Original Display Container ID	Display Container ID from original Mail.dat
OCI	Original Container Barcode	Container Barcode from original Mail.dat (if it exists)
OCI	New Job ID	The new Job ID assigned to this job by the consolidator
OCI	New Container ID	The Container ID assigned be the consolidator

Table 3-9 - Mail.dat for Standard Mail Tray Copalletization

The consolidator may also use 'Original Container Linkage Create' and 'Cancel Request/Response' message sets to update Mail.XML messages with the new container information and link them with the original Mail.XML messages. Refer to Table 3-10: *Mail.XML for Standard Mail Tray Copalletization*.

Mail.XML Files and Blocks for Standard Mail		
File	**Block**	**Description**
Original Container Linkage Create Request	Submitting Party Identifier	The CRID of the party who submitted the original Mail.XML
Original Container Linkage Create Request	Submitting Software	Software information including software approval information from the USPS
Original Container Linkage Create Request	Original Container	Has two blocks: (1) Mail.dat job and container information for the original container, and (2) Mail.XML mailing group and container information for the original container. The Container Barcode is required for Full-Service and mixed service mailings.
Original Container Linkage Create Request	Linked Container	Has two blocks: (1) Mail.dat job and container information for the copalletized/new container, and (2) Mail.XML mailing group and container information for the copalletized/new container. The Container Barcode is required for Full-Service and mixed service mailings.

Table 3-10 - Files and Blocks for Standard Mail

The consolidator sends the consolidated file only after all the mailer's original files are updated in *PostalOne!*, so the USPS acceptance office can access the e-documents for the consolidator.

3.7.4.3 Option 2

In this instance, the origin site pays postage with e-documents. When the origin site provides qualification reports by other means and enters postage statements manually, the consolidator won't send a Mail.dat file for the mailing. If the origin files don't have the pallets assigned, they'll be treated as loose trays and Start-the-Clock information may not be available.

"Internal copalletization" happens in a plant when there is:

1. Palletization from multiple mailing streams

    12. Origin jobs are created and verified

The Postal Service allows internal copalletizers to file consolidated jobs before origin postage statements have been finalized.

3.7.5　Virtual Sack Scenarios

Virtual sacks with the 'Included in Other Documentation' field set to 'O' cannot have associated bundles split across copalletized containers within a job, or across jobs. Consolidators must create a linked virtual sack record with all bundles related on one consolidated container within a copalletized job.

Consolidators may place virtual sacks into copalletized physical sacks by using the parent container reference ID in the .csm file for Mail.dat or the 'Container Info' block for Mail.XML. Physical sacks containing virtual sacks may be placed on pallets.

3.7.5.1 Physical Sibling Scenarios

Consolidators are required to create a linked logical-handling-unit record with all sibling-physical-handling units related on one consolidated container within the copalletized job for MLOCR and continuous presort mailer scenarios. Consolidators must also create a linked *physical*-handling-unit record with all such related sibling units for overflow scenarios. This means logical or physical handling units with the 'Included in Other Documentation' field set to 'O' cannot have associated sibling-physical-handling units split across copalletized containers within a job or across jobs.

3.7.5.2 Container Linkage Updates

For bundle-based copalletization, consolidators are allowed to resubmit co-palletized jobs with 'OriginalContainerLinkage' messages or .oci records until postage is finalized. For tray-based copalletization, consolidators are allowed to submit only one co-palletized job with 'OriginalContainerLinkage' messages or .oci records.

3.7.5.3 Post Finalization Updates

Consolidators may submit Mail.dat transportation updates for copalletized Mail.dat jobs linked to original e-documents. Mail.XML supports transportation updates for Mail.XML and Mail.dat containers with its 'ContainerUpdate Message' set.

Postage-statement reversals are supported for bundle-based-copalletization mailings linked to the original job information. Postage-statement reversals for tray-based-copalletization mailings are supported when the original job information is marked for copalletization before the mailings are received.

3.7.6　Manifest Mailings Program

With USPS authorization, mailers may participate in a manifest mailing program where they use an automated system to document postage and fees for all mailpieces paid via permit imprint indicia. A unique ID number is assigned to each piece for comparison against the manifest. This ID number and unique IMb on each piece must be sequential and contiguous when using the sequential manifest options.

For Mail.dat, mailers can use either the sequential or non-sequential piece e-document option. Mailers enter the unique ID number in the 'Piece ID' field and the IMb in the 'IM Barcode' field of the Mail.dat 'Piece Detail Record (PDR)' file. When using PBC, all sequential or non-sequential barcodes must be recorded in the 'IM Barcode' field.

For spoilage and shortage, enter a 'T' or 'X' in the 'Wasted or Shortage Piece Indicator' field for mailpieces that were planned but not created. If the manifest mailer is using the unique IMb as the ID number on the mailpiece, he/she may populate the PDR, PBC, or Mail.XML 'MailPieceCreateRequest/Response' message set. The postage adjustment must be claimed using PS Form 3533 *Application for Refund of Fees, Products, and Withdrawal of Customer Accounts*. The form is hard copy (not electronic) and is available at the acceptance office.

When using Mail.XML for the non-sequential piece e-documents, enter the unique ID number in the 'MailPieceID' XML block and the IMb in the 'IMB XML' block of the 'MailPieceCreateRequest' message's 'PDRMailPieceBlock' or 'MailPieceBlock'. Planned but not created mailpieces are identified by creating a new record of the actual short or spoiled pieces. For these pieces, put an 'X' for wasted or a 'T' for shortage in the 'WastedPieceIndicator' field. The postage adjustment for these pieces must be claimed using PS Form 3533 *Application for Refund.* Again, this form is hard copy (not electronic) and is available at the acceptance office. Regardless of the method used, the spoiled or shorted pieces must be available for verification when applying for a refund.

3.7.7   Spoilage and Shortage

Mailpiece spoilage and shortage occur when counts reported in e-documents don't match the number of pieces actually mailed. These issues are common in the mailing industry. The definitions of spoiled, wasted, and shorted mail pieces are:

3.7.7.1 Spoiled or Wasted Mailpieces

The mailer submits e-documents to the USPS for pieces that are then damaged during the production phase and not mailed.

3.7.7.2 Shorted Mailpieces

The mailer is unable to mail a full container (i.e., pallet or handling unit) and submits partial containers for acceptance. Shorted pieces may not have been produced, and if produced, are not mailed.

In these cases, the e-documents for the mailing have to be updated with the correct number of pieces and must subtract those that were spoiled, short, or removed.

There are four methods for reporting wasted or shorted mail pieces for permit only:

1. The postage for the wasted/shorted pieces is paid on the postage statement.
2. The postage statement is adjusted to only pay for the mailed pieces.
3. The postage adjustment is reported as a dollar amount and piece count for the entire mailing.
4. The Mail.dat or Mail.XML e-documents state only the pieces mailed.

Methods 1, 2, and 3 are only available for First-Class and Standard mail. MLOCR and other manifest mailings cannot use Method 3. eDoc doesn't support any spoilage/shortage method for postage-affixed mail, so Method 4 is the only available option.

For all methods, the mailer must make certain that USPS receives the report detailing the spoiled/shorted/wasted pieces and the postage adjustment before postage statements are finalized and billed.

In all cases, PS Form 3533 *Application for Refund of Fees, Products, and Withdrawal of Customer Accounts* is used to request refund of postage if it is finalized and billed. The Postal Service initiates submission of the form, using one per refund/reimbursement.

3.7.7.3 Method 1 – Spoiled and Shorted Pieces Paying Postage

The IMbs for the wasted/spoiled/shorted pieces aren't reported to the Seamless Acceptance and Service Performance System, so they can be reused in the Mail.dat 'Piece Detail Record (PDR)' file or Mail.XML 'PieceDetail' message. A PDR or PBC file may be used with Full-Service, mixed Full-Service and non-Full-Service, and non-Full-Service mailings. In all cases, the PDR field 'Wasted or Shortage Piece' values are processed using Method 1 or Method 2.

3.7.7.4 Spoiled or Wasted Mailpieces

When using Mail.dat, mailers pay postage using the PDR or PBC field "Wasted or Shortage Piece" indicator set to 'X'.

When using Mail.XML, mailers pay postage using the 'PieceDetail' messages with 'WastedPieceIndicator' having value 'X' (spoiled) or 'W' (wasted).

The mailer may request a refund of the postage using PS Form 3533 Application for Refund, and include the documentation required to prove the spoiled/wasted pieces. Refunds won't be given for shorted pieces.

3.7.7.5 Shorted Mailpieces

When using Mail.dat, mailers pay postage using the PDR/PBC field 'Wasted or Shortage Piece' indicator 'T' value.

When using Mail.XML, mailers pay postage using the 'PieceDetail' messages with 'WastedPieceIndicator' having value 'T' or 'S'.

3.7.7.6 Method 2 – Spoiled and Shorted Pieces Not Paying Postage

The IMbs for the unmailed wasted/spoiled/shorted pieces aren't reported to the Seamless Acceptance and Service Performance System. Thus, the IMbs can be reused in the Mail.dat PDR/PBC file, which may be used with Full-Service, mixed Full-Service and non-Full-Service, and non-Full-Service mailings. In all cases the PDR/PBC field 'Wasted or Shortage Piece' values are processed for Method 1 or Method 2.

When using Mail.dat, pay only for the mailed pieces using the PDR field 'Wasted or Shortage Piece' indicator set to 'W' for spoiled/wasted pieces or 'S' for shorted pieces.

When using Mail.XML, pay only for the mailed pieces using a 'PostageAdjustmentCreateRequest' message, discussed in the following section.

3.7.7.7 Method 3 – Adjustment for Spoiled and Shorted Pieces

For this method, mailers can't reuse the IMbs on unmailed Full-Service pieces that were reported in the Mail.dat or Mail.XML. If one of these IMbs is reused in another mailing, it counts as a duplicate.

For Mail.XML, Method 3 may be used with Method 1 to allow reuse of the IMb.

For Mail.dat, a Postage Adjustment Record (PAR) file can't be used with a PDR file in the same job. MLOCR and other manifest mailings can't use Method 3's postage adjustment.

3.7.7.8 Postage Adjustment using a Mail.dat Postage Adjustment Record (PAR) File

When using a PAR file, provide:

13. The total piece count minus spoiled and wasted pieces, and
14. The total postage amount to be deducted from the postage statement.

Customers should not use a PAR file when there is more than one payer in a Mail.dat job, because the system selects the last postage statement within the mailing that has enough pieces and postage to support the adjustment amount.

Customers may utilize multiple PAR records to account for spoilage if the records are submitted simultaneously and only once per job. All PAR records must be submitted when all non-sibling CSMs have a container status of 'R' or 'X'. Using the PAR record will deduct the postage amounts correctly.

Only one postage account with one postage-statement-based deduction is supported today. The PAR piece count is not available for verification to the BMEU, or on the CAPS statement. The postage will still be processed correctly. A single postage statement can have several PAR records but only one adjustment. Adjustments are applied only to statements with 'USPS Processing Due (UPD)' status.

3.7.7.9 Method 4 – State Only Pieces Mailed

The mailer may state only the pieces mailed in the original Mail.dat or Mail.XML and not report spoiled, wasted, or shorted pieces. The piece count must be consistent for the Mail.dat files: PDR/PBC, PQT, CQT and CSM, and for the Mail.XML messages: 'QualificationReportCreateRequest' and 'PostageStatementCreateRequest'. If pieces were sent with PDR/PBC field 'Wasted or Shortage Piece' indicator set to X, T, W or S, then the job must be canceled and sent without these pieces. As of Release 25, another option is to send a subsequent update to delete these pieces from the PDR/PBC, adjust the HDR 'Piece Detail Record Count/ Piece Barcode Count', and send CSM, CQT, and PQT updates to adjust these piece counts.

3.7.7.10 Verification of Spoiled, Wasted, or Shorted Pieces

Mailers must make spoiled, wasted, or shorted physical pieces available for verification that they weren't mailed. Mailers must provide documentation as to what prices the spoiled pieces qualified for along with a total of postage spoiled that matches the adjustment on the postage statement. Manifests generally include this, but OP (Optional

Procedure) mailers may need to provide additional information per the OP agreement for pieces with postage deducted at more than the lowest price in the mailing.

Any refund or OP refund with a PS Form 3533 *Application for Refund* requires the mail preparer to submit pieces withdrawn from the mailing to validate the refund. For shortages, there are no withdrawn mailpieces to submit, and refunding after finalizing postage for the mailing isn't an option. The mailer identifies the shortage in a Mail.dat file using the 'S' value to automatically adjust the postage, or in a Mail.XML file using the 'S' value (Method 1) and submitting a 'PostageAdjustmentCreateRequest' (Method 3) message.

3.7.7.11 Spoiled and Wasted Pieces with Postage Affixed

In this scenario, mailers request to allow the electronic files to claim postage adjustment for spoiled and wasted pieces with postage affixed.

USPS retail associates are authorized to refund for postage stamps on BRM pieces, and postage meter stamps or meter impressions. The steps in this BRM refund procedure are:

1. The customer submits BRM pieces with postage affixed, postage meter stamps, or other evidence requested for refund along with PS Form 3533;

2. A USPS employee calculates the refund amount and completes PS Form 3533;

3. An employee and a witness destroy postage stamps affixed to BRM pieces, postage meter stamps, or other evidence submitted; and

4. The supervisor and a witness certify the destruction and sign PS Form 3533.

Typically, this refund procedure happens *after* the postage statement is finalized. For details, see DMM Part 604.9 *Refunds and Exchanges*.

This refund procedure based on the recent requirement to accept an electronic file is independent of the postage statement refund process.

3.7.8 Multi-Line Optical Character Reader Mailers

These mail preparers use MLOCR or Bar Code Sorter (BCS) machines to sort mail that has had the name and address applied. The mail owner or other party may have applied an IMb to the mailpieces before the sort. Mail preparers are required to honor requests from mail owners to use their MID in the IMb.

The MLOCR mailer has three options for applying IMbs to mailpieces:

3.7.8.1 Option 1 – Use the MID and Serial Number Applied by the Mail Owner

Mail owners or other parties may apply an IMb to the mailpiece when the name and address is applied.

The MLOCR mailer may capture the MIDs and/or Serial Numbers of the unique IMb on Full-Service mailpieces and use the data to populate the piece-level e-documents. The MLOCR mailer may also use this captured data to populate the MID and Serial Number fields in a *new* IMb she/he may apply to these mailpieces to alter the IMb delivery point to comply with USPS standards.

3.7.8.2 Option 2 – Use the Mail Owner's MID

The mail owner may direct the MLOCR mailer to use his/her MID in the IMb applied to the mailpieces. The MLOCR mailer generates a unique serial number for each Full-Service mailpiece to use with the mail owner's IMb MID. To ensure unique serial numbers are applied across all mailpieces, the MLOCR mailer may:

- Assign a range of numbers to a specific machine to maintain uniqueness across all machines without them having to communicate; or

- Connect all machines to communicate with a central database; or

- Use other proprietary methods to generate the numbers, provided that the IMb remains unique for the required time period.

3.7.8.3 Option 3 – Use the MLOCR Mailer MID

The MLOCR mailer can use his/her own MID to apply an IMb on the mailpiece.

The MLOCR mailer generates a unique serial number for each Full-Service mailpiece to use with his/her IMb MID.

To ensure unique serial numbers are applied across all mailpieces, the MLOCR mailer may:

- Assign a range of numbers to a specific machine to maintain uniqueness across all machines without them having to communicate; or
- Connect all machines to communicate with a central database; or
- Use other proprietary methods to generate the numbers, provided that the IMb remains unique for the required time period.

During an operation, Mailpieces may be rejected and grouped across mail owners to be re-run on a MLOCR machine. The pieces may use the MLOCR mailer's MID and aren't required to identify the mail owner in the e-documents. Any mailpieces that don't re-run successfully will be mailed at single-piece prices, and may have an IMb applied.

Permit Number Location	
Specification	Field
Mail.dat	'Local Permit Reference Number' field of the MPA record, for all permit mail
Mail.XML	'PermitNumber' field of the 'MailingAgentData' message of the 'PostageStatementCreateRequest' message

Table 3-11 - Permit Number Location

Nonprofit Standard Mail must have the permit number, regardless of the postage type used to pay.

Electronic Documentation for MLOCR Mailings	
Mailing Type	E-Documents Preparation & Submission
Normal MLOCR Operation	Submitted with qualification and postage data after first pass of the mail through the MLOCR
Full-Service Mailings	Updated with handling unit and container data after the second pass of the mail through the MLOCR
One-Pass Finalization Mailings	Submitted prior to production of the combined mailing; after the mail is run, an update that includes the actual sorter data is submitted electronically

Table 3-12 - Documentation for MLOCR Mailings

An MLOCR presentation category in Mail.dat or Mail.XML eDocs can have physical trays, sacks, and pallets.

3.7.8.4 MLOCR Two-Pass Origin Entry or Continuous Mailer with Logical Trays

Mail.dat workflow:

1. The mailer submits a preliminary Mail.dat file without sibling information and with the .csm Container Status set to 'P';

15. PostalOne! generates a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. Performance Based Verification (PBV) will be based on the Verification Request Storage Record (VRSR) instead of the postage statement;

16. The mailer submits an updated Mail.dat that includes new .csm records for sibling physical trays, logical containers, and physical containers;

17. By noon the next day, the mailer sets the .csm Container Status to 'R' for the logical tray records for payment;

18. The logical trays are updated with the new Parent Container Reference ID in the .csm;

19. PostalOne! generates a UPD postage statement and the clerk finalizes postage.

20.

The mailer submits transportation updates after finalization, when needed.

To use Mail.XML, the mailer follows these steps:

1. Gathers and sends the mailing information at the piece level by: (1) filing a 'Mailpiece Request' message set by next day noon, and (2) updating the qualification report with siblings through the 'ContainerUpdate Message' set;

2. Files the 'CustomerMailReportCreateRequest', 'SummaryZipDestinationReportCreateRequest'; and

21. Files the qualification and postage messages.

For MLOCR jobs only, *PostalOne!* supports a Mail.XML preliminary postage statement.

3.7.8.5 MLOCR One-Pass

The Mail.dat workflow:

1. The mailer submits a planned Mail.dat file;

2. The mailer submits an actual Mail.dat file without sibling information and with the .csm 'Container Status' set to 'P';

3. PostalOne! generates a qualification report, preliminary postage statement, Customer Mail Report, Summary ZIP Destination Report, and tray difference report for verification. PBV will be based on the VRSR (Verification Request Storage Record) instead of the postage statement;

4. The mailer submits an updated Mail.dat that includes new .csm records for sibling physical trays, logical containers, and physical containers;

5. By noon the following day, the mailer sets the .csm 'Container Status' to 'R' for the existing logical tray records for payment;

6. The logical trays are updated with the new 'Parent Container Reference ID' in the .csm record. At this point, the mailer may only modify the 'Container Status' and 'Parent Container Reference ID' in the .csm between the two actual submissions.

7. PostalOne! generates a UPD postage statement and the clerk finalizes postage.

   22. The mailer submits transportation updates after finalization, when needed.

To use Mail.XML, the mailer:

1. Gathers and sends the mailing information at the piece level by: (1) filing a 'Mailpiece Request' message set by the next day at noon, and (2) updating the qualification report with siblings through the 'ContainerUpdate Message' set;

2. Files the 'CustomerMailReportCreateRequest', 'SummaryZipDestinationReportCreateRequest'; and

3. Files the qualification and postage messages.

   23. For MLOCR jobs only, *PostalOne!* supports a Mail.XML preliminary postage statement.

3.7.8.6 MLOCR or Continuous Mailer Drop-Ship (combined Mail.dat & Mail.XML workflows)

The Mail.dat workflow:

1. The mailer submits a preliminary Mail.dat file without sibling information and with the .csm 'Container Status' set to "P";

   24. *PostalOne!* generates a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. The PBV will be based on the VRSR instead of the postage statement;

   25. The mailer submits an updated Mail.dat that includes new .csm records for sibling physical trays, logical containers, and physical containers;

   26. The mailer sets the .csm 'Container Status' to 'R' for the logical tray records as logical trays are released;

   27. Recurring appointment content information must be provided to FAST two hours before the scheduled appointment time;

   28. *PostalOne!* generates a UPD postage statement and the clerk finalizes postage.

The mailer submits transportation updates after finalization, when needed.

Mail.XML workflow:

   29. The mailer submits a 'PreliminaryPostageStatementCreateRequest';

   30. *PostalOne!* generates a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR instead of the postage statement;

31. For Mail.XML eDocs, the mailer files the initial qualification report and preliminary postage;

32. The mailer updates the qualification report with sibling information while filing the 'Summary Zip Destination Report' and 'Customer Mail Report Data' messages;

33. The logical trays are updated with the new Parent Container Reference ID in the .csm;

34. Recurring or one-time appointment content information must be provided to FAST one hour (60 minutes) before the scheduled appointment time;

35. *PostalOne!* generates a UPD postage statement and the clerk finalizes postage.

3.7.9 Continuous Mailers

A continuous mailer is defined as a mailer that regularly:

- Dispatches portions of a mailing to the USPS at multiple times throughout production;

- Provides a USPS Qualification Report for the dispatches; and

- May submit portions of a mailing to the USPS before qualification and postage documentation are finalized.

3.7.10 Continuous Mailing Scenarios:

3.7.10.1 Scenario 1 – One Production Day

1. Create e-documents for each mailing over the course of the 'production day', i.e. when mail is produced and dispatched (less than 24 hours);

36. Submit the e-documents to *PostalOne!* for the original planned mailing before production (for example, list or One-Pass Finalization mailers), or after first pass (MLOCR/ Barcode Sorters (BCS) environment). Manifest mailers submit documents before production unless approved by Business Mailer Support;

37. Payment for the production day occurs with the updated, final submission to *PostalOne!* or per the mailer's postage payment system agreement.

3.7.10.2 Scenario 2 – Next Production Day

1. Portions of the planned mailing as originally submitted in the e-documents are not dispatched during the production day, but moved to the next day's mailing;

2. The updated, final submission to PostalOne! must reflect the removal of those pieces and the qualification of all remaining pieces in the dispatched portion;

3. The portion that was moved to a different mailing must be re-qualified for the prices for which they were prepared.

3.7.10.3 Scenario 3 – Multiple Production Days

1. Mailings submitted across multiple days are represented in an original submission of e-documents;

2. Payment is made per the mailer's postage payment system agreement for the containers dispatched during each production day, provided the documentation represents pieces associated to physical handling units and containers;

3. Payment is completed by updating the e-documents and marking the containers 'Ready to Pay'.

3.7.10.4 Scenario 4 – First Class Mail

Continuous mailers with First Class Mail have Customer Supplier Agreements (CSA) with the USPS as described in Section 3.1 of this guide. Mailers submit information to *PostalOne!* for all containers on the associated postage statement for a production day. They submit dispatch information to *PostalOne!* in a transportation update for containers that are complete and ready for acceptance and payment.

3.7.10.5 Continuous Mailer with Logical Trays

The Mail.dat workflow:

1. The mailer submits a preliminary Mail.dat file without sibling information and with the .csm Container Status set to 'P'.

38. *PostalOne!* generates a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR (Verification Request Storage Record) instead of the postage statement.

39. The mailer submits an updated Mail.dat that includes new .csm records for sibling physical trays, logical containers, and physical containers.

40. By noon the following day, the mailer sets the .csm 'Container Status' to 'R' for the existing logical tray records for payment.

41. The logical trays are updated with the new Parent Container Reference ID in the .csm.

42. *PostalOne!* generates a UPD postage statement and the clerk finalizes postage.

43. When needed, the mailer submits transportation updates after finalization.

When using Mail.XML eDocs, the mailer:

1. Files an initial qualification report;

2. Files preliminary postage;

3. Updates the qualification report with sibling information; and

4. Files 'Summary Zip Destination Report' and 'Customer Mail Report Data' messages.

3.7.10.6   Continuous Mailer Drop-Ship

The Mail.dat workflow:

1. The mailer submits a preliminary Mail.dat file without sibling information and with the .csm 'Container Status' set to 'P';

44. *PostalOne!* generates a qualification report, Customer Mail Report, Summary ZIP Destination Report, and preliminary postage statement for verification. PBV will be based on the VRSR (Verification Request Storage Record) instead of the postage statement;

45. The mailer submits an updated Mail.dat that includes new .csm records for sibling physical trays, logical containers, and physical containers;

46. The mailer sets the .csm 'Container Status' to 'R' for the existing logical tray records as logical trays are released;

47. The logical trays are updated with the new Parent Container Reference ID in the .csm.

When using Mail.XML eDocs, the mailer:

1. Files an initial qualification report;

48. Files preliminary postage;

49. Updates the qualification report with sibling information; and

50. Files 'Summary Zip Destination Report' and 'Customer Mail Report Data' messages.

Appointment Content Information process:

- Update recurring appointment content information that users provide to FAST via Mail.dat two hours before the appointment

- Provide recurring or one-time appointment content information via Mail.XML one hour before the scheduled appointment

- *PostalOne!* generates a UPD postage statement and the clerk finalizes postage

When needed, the mailer submits transportation updates after finalization.

3.7.11 The *PostalOne!* Transportation Management Systems (TMS)

The main objective of the *PostalOne!* Transportation Management Systems (TMS) is to better align First-Class Mail business customers with Postal Service production, acceptance, and distribution processes. TMS routes mail directly via the most time-efficient transportation using advanced surface and air assignments. The technology component features a shipping system that scans tray labels, captures weight, and interfaces with the Surface Air

Management System (SAMS) for assignments. This mechanism helps the USPS meet service standards by improving the speed, accuracy, and consistency of mail delivery.

The following diagram shows the data flow between the *PostalOne!* TMS and USPS network, including the data repositories:
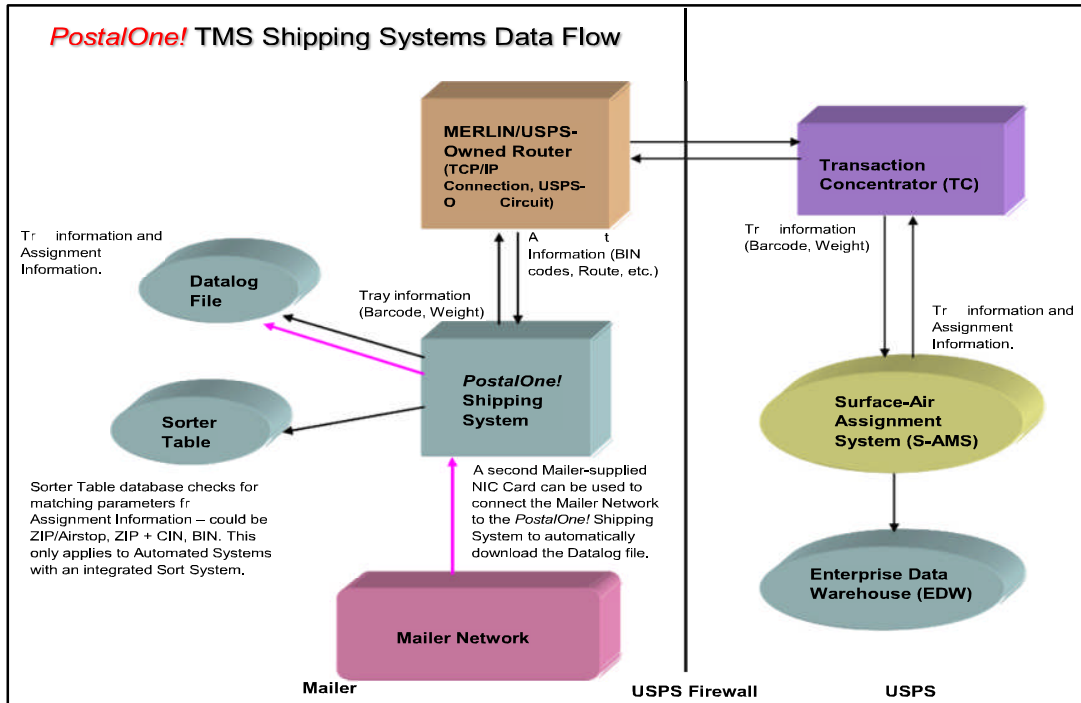

Figure 3-1 Data Flow between the PostalOne! TMS and USPS network

3.7.11.1 *PostalOne!* TMS and Full-Service

USPS Information Technology has developed a TMS connectivity architecture that meets the information security needs of the Postal Service and mailers. The architecture also provides the most robust backup and recovery options in the event of USPS network or hardware failure, reducing the amount of potential downtime for mailers.

Using the architecture, mailers may choose to network TMS into their infrastructure to automatically pull data log files that have the scanned Intelligent Mail Tray Barcode data required to populate Full-Service e-documents. Mailers have USPS approval to install a second Network Interface Controller (NIC) card in their TMS in order to connect to their network.

3.7.11.2 *PostalOne!* TMS and Mail.dat

Mailers have the option to populate their Mail.dat files or Mail.XML Qualification reports with the Airline Code (carrier). This is done using Mail.dat and Mail.XML 'ContainerInfoData' that has two User Label fields (each with 40-byte capacity). This optional data won't be stored or displayed in any way.

The mailer uses the Response from SAMS in Field 6 of the data log file to populate 'Label: User Information Line 1' and 'Label: User Information Line 2'. Mailers find the Airline Code (carrier) in 'User Label 2', bytes 9 and 10.

For example, if the Response from SAMS is L0935NSMFPITD8GDBC75B%F070414081707083001800506115X-SDFX PIT:

Label: User Information Line 1 (first 40 bytes):

1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
L	0	9	3	5	N	S	M	F	P	I	T	D	8	G	D	B	C	7	5	B	%	F	0	7	0	4	1	4	0	8	1	7	0	7	0	8	3	0	0

Label: User Information Line 2 (second 40 bytes):

1	2	3	4	5	6	7	8	**9**	**0**	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0
1	8	0	0	5	0	6	1	**5**	**X**	-	S	D	F	X		P	I	T																						

As shown above, 'Label: User Information Line 2' bytes 9 and 10 have the characters '5X', the Airline Code for UPS.

3.7.11.3   *PostalOne!* TMS Contingency Plans and Full-Service Qualification

In the event *PostalOne!* TMS users lose connectivity with SAMS, users should follow the CSA contingency plan:

1. Notify their local USPS representatives of the outage;

2. Contact the USPS Help Desk and open a ticket;

3. Continue to make required separations for all Surface Mail. Local postal operations will provide a list of separations by ZIP code for use during the outage.

4. Don't scan or separate Air Mail, which will be combined and have a placard put on it indicating it isn't scanned.

Mailers must provide Intelligent Mail Tray barcodes in the e-documents, regardless of the SAMS connection status. When a failure involves only SAMS or other network connectivity problems, mailers may continue to use their automated or semi-automated *PostalOne!* TMS in bypass mode to qualify for Full-Service. This will allow for automatic population of Intelligent Mail Tray Barcode data into their data log files. Alternatively, mailers may scan the tray barcodes by hand.

Mailers who have the processing capacity and time to scan mail before their committed dispatch time are required to rerun unassigned trays prepared during the loss of connection through the TMS to obtain the proper assignment.

Mailers using TMS with a Customer/Supplier Agreement should refer to Section 3.12.1, using *PostalOne!* TMS with CSAs for the contingency plan.

For more information refer to the *PostalOne!* TMS Guide.

3.7.12 Customer/Supplier Agreements (CSAs)

A CSA is a written notice of First Class mail origin-entry preparation requirements for a commercial mailer. CSAs can be downloaded from the FAST website or through Mail.XML.

A CSA doesn't create a Postal Service guarantee to process and/or deliver within the applicable service standard, or within any in-home target date or window.

The objectives of a CSA are:

- To provide a structured format for presort software developed to create separations and container labels for Full-Service First-Class mail requirements.

- To describe separation and containerization standards requested of mailers who are not covered by requirements in the Domestic Mail Manual (DMM).

  Note: CSA preparation requirements take precedence when applicable.

A CSA may be created for mailers who have their origin entered mail verified at a Detached Mail Unit (DMU).

Details on CSAs can be found in the *Guide to Customer Supplier Agreements* on RIBBS.

3.7.12.1   Using *PostalOne!* Transportation Management System (TMS) with CSAs

Mailers with a *PostalOne!* Transportation Management System can "dynamically assign" handling units (i.e., trays) to transportation routes. Two examples of dynamic assignment are:

1. A tray for ZIP Code 600 is run through the TMS at 9am and gets an airline assignment, another tray for ZIP Code 600 is run through the TMS at 11am and gets a surface assignment;

2. A tray for ZIP Code 945 is run through the TMS at 3:00 pm and is assigned to American Airlines, another tray for ZIP Code 945 is run through the TMS at 6:00 pm and is assigned to Continental Airlines.

The CSA for mailers using a TMS will identify the appropriate dispatch to which those assignments will be associated.

To follow contingency plans when TMS lose their connection to SAMS, mailers must:

- Rerun all unassigned trays prepared during the outage through the TMS to get the proper assignment, **if** they have the processing capacity and time to scan mail before their committed dispatch time;

- Provide Intelligent Mail Tray barcodes in the e-documents whether or not they can connect to SAMS;

- Separate containers for all trays that are routed via surface transportation 100% of the time;

- Containerize as "unscanned volume" trays that go to destinations that are always routed via air transportation, and destinations that may be routed via surface or air depending on the time of scan assignment;

- Containerize unscanned trays separately from trays having a scan assignment and dispatch them to the parent contingency plant identified in the CSA for scan/assignment with the plant's SAMS equipment;

- Properly sleeve, strap, label, and place unscanned trays in approved USPS containers, and put placards on the containers to indicate separation and to identify them as "Unscanned Volume for Scan Assignment."

- Notify the local contingency plant any time there is a loss of connection to SAMS, and provide estimated volume of unscanned trays and plant arrival times.

Any mailing without mailer-scan assignment presented to the Postal Service under a CSA that requires this will receive a Start-the-Clock of day +1.

The CSA for mailers with a TMS has a default air separation and surface separations. Typically, the CSA download file breaks the default air separation into multiple lines to accurately show labeling options. Enter surface separations into TMS manually, or by loading the CSA file to use TMS to make the separations. The CSA has labeling instructions for surface separations, as well.
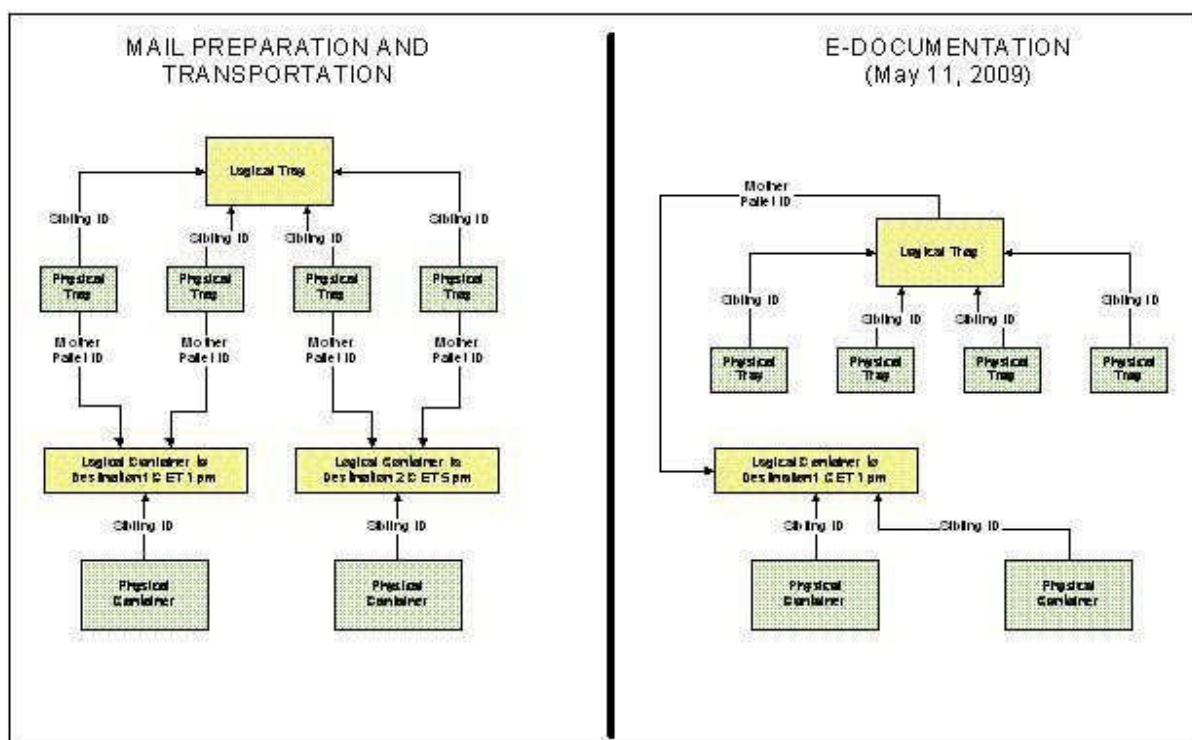

Table 3-13 - Logical Tray is Split across Logical Containers by TMS

3.7.12.2 Customer/Supplier Agreements and the FAST System

FAST makes CSA data available for download in an e-file from the FAST web site, or from the Mail.XML interface as a Web Services message.

CSA data gives specific instructions on the separations to make at that mailer facility and has dispatch and arrival information. Mailer software uses the CSA to determine separations and what to include in their container label.

The CSA is used to correctly associate handling units (trays, tubs, sacks) to containers in the e-documents. The handling unit's label ZIP code – and presort level for working mail separations – determines the separation the unit is put on. Physical or logical containers are created per the CSA, with a record defined for each one. Mailers using logical containers create one for each separation. Handling units are then associated to the containers (physical or logical).

The Locale Key is entered into the eDoc Mail.dat CSM and Mail.XML Qualification report from the CSA to identify the USPS transported mail for Start-the-Clock. The ZIP code in the CSM and Qualification report for the 'Entry Point Actual Delivery Postal Code' is the one for the mailer's plant.

CSA changes are coordinated with the mailer, who will receive an email notice about them. The changes always take effect at midnight on the effective date that is specified in the notice.

3.7.13 Creating Appointments

Mailers must schedule appointments for drop ship and origin-entered mail verified at a DMU that they bring to a USPS plant; this supports efficient resource planning. The USPS Facility Access and Shipment Tracking system is the business processing engine customers use to schedule appointments for destination and origin entry shipments. Mailers create e-appointments or stand-alone contents that let the USPS know where and when to expect pallets, to support eInduction and Full-Service validation.

A mail owner or mailing agent must request a user account in the Customer Registration system and then request access to FAST via the Business Customer Gateway, which performs FAST authentication and authorization.

There are two ways to create, update, cancel, and manage appointment scheduling and content. Users may:

1. Give appointment logistics and content information, including the Intelligent Mail Container Barcode (IMcb), using the following:

    a. IDEAlliance Mail.XML Specification;

    b. *PostalOne!* / FAST Web Services; and

    c. Web Services with Mail.dat.

Pure Web Services is a transaction in which the customer provides all logistics and container details in the XML.

Web Services with Mail.dat is a transaction in which the customer provides all logistics in the XML file and *PostalOne!* Mail.dat provides all or partial container details, which are attached to the XML file and sent to FAST.

2. Access FAST via the Business Customer Gateway to request an appointment. Note that this process doesn't allow customers to provide container details like Intelligent Mail Container Barcode (IMcb), presort, expected container counts, and many other characteristics. One-time appointments created online can be updated via Mail.XML to provide container details, mainly the IMcb. For Full-Service, container details can be provided via pure Web Services or Web Services with Mail.dat.

Full-Service appointments don't require linking containers (IMcbs). E-Induction (a Full-Service pilot program) appointments do require linking containers (IMcbs) when the USPS induction plant doesn't have Surface Visibility scanning devices in Mail Direction File v3, which is part of the Drop Ship product available from the FAST web site.

The mailer has the options to create:

- Stand-alone contents in FAST;

- An appointment, and link the stand-alone contents to it; and

- An appointment without IMcb linkage in FAST

When appointments can't be linked to IM container barcodes in FAST, USPS will use container scans to calculate Start-the-Clock and link to a valid appointment for the shipment.

3.7.13.1   Mail.dat and Mail.XML (eDoc) Transportation Updates for Recurring Appointments

For recurring appointments, the customer sends a Mail.dat or Mail.XML Container Update Message with a transportation ('T') update, which can be used against an existing Mail.dat or Mail.XML qualification report. This content update method is valid for Full-Service but not for one-time appointments.

For one-time appointments created online or with Web Services, customers can update *only* the Intelligent Mail container barcode information using Mail.XML appointment and content messages.

As part of the transportation updates to the Mail.dat file, customers must provide the:

- Five-byte recurring sequence ID ending in 'R' (e.g., 23567R) in the Container Summary file 'Reservation Number' field/'ContainerInfoData ConsigneeApptID' field;

- 'Scheduled Induction Date/Time'; and

- 'FAST Content ID'/'ConsigneeContentID'.

Mail.dat Transportation updates are available:

- For eDoc, filed via Mail.dat in *PostalOne!*; and

- With the Mail.XML Container Update message, against the Mail.dat containers or the containers filed via the Mail.XML Qualification Report message set.

The FAST Content ID/ConsigneeContentID, associated with the recurring appointment in FAST, is a nine-digit numeric field obtained via the FAST online system or Mail.XML with the RecurringApptQueryRequest. Like the FAST Recurring Sequence, the FAST Content ID is static.

The appointment information must match the actual delivery of mail. Once received by *PostalOne!*, the IMcb and presort data are sent to FAST. If FAST rejects the transaction, the error is not reported back to *PostalOne!* or the customer for purely Mail.dat update transactions. The customer must log in to FAST online to verify that the contents have been successfully associated with the recurring appointment.

Note that the FAST-specific messages in the specification must be used to create and update FAST appointments with Mail.XML. Mail.XML eDoc messages can send transportation data to the Full-Service system.

For details on how to create appointments with FAST, refer to the *Facilities Access and Shipment Tracking Customer User Guide*.

3.7.13.2   Joint Scheduling

Joint scheduling is an appointment management process in which more than one business entity provides logistics data (facility, day, time) or content data (container details, including IMcbs) for one appointment. Joint scheduling applies to drop-ship and origin-entry appointments.

For Full-Service, the USPS can decipher content details by the container scans at induction, so customers don't have to provide the details electronically in the appointment process.

Following are the three scenarios where joint scheduling is performed via Mail.XML with *PostalOne!* or FAST:

3.7.13.3   One-Time Appointments

Scenario #1

Roles:

- Logistics Company A manages logistics information.

- Mail Owner B manages content information.

- Mail Owner C manages content information.

- Mail Preparer D manages content information.

Process:

First, Logistics Company A creates a shell appointment using Mail.XML DeliveryApptShellCreateRequest. Logistics Company A receives a DeliveryApptShellCreateResponse with a Consignee Appointment ID. Logistics Company A provides the Consignee Appointment ID to Mail Owner B, Mail Owner C, and Mail Preparer D FAST online Web site allows users to create a one-time shell appointment. Mail.XML – Messages used:

- Mail.XML – DeliveryApptShellCreateRequest / Response

- Mail.XML – DeliveryApptShellUpdateRequest / Response

- Mail.XML – DeliveryApptShellCancelRequest / Response

Second, Mail Owner B adds content to the shell appointment using the Consignee Appointment ID provided by Logistics Company A. Mail Owner B uses DeliveryContentCreateRequest to add this content to the appointment. Mail Owner B receives DeliveryContentCreateResponse in response to the request.

FAST sends email notification of the appointment update to Logistics Company A. Mail.XML – Messages used:

- Mail.XML – DeliveryContentCreateRequest / Response

- Mail.XML – DeliveryContentUpdateRequest / Response

- Mail.XML – DeliveryContentCancelRequest / Response

Third, Mail Owner C adds content to the shell appointment using the Consignee Appointment ID provided by Logistics Company A. Mail Owner C uses DeliveryContentCreateRequest to add this content to the appointment. Mail Owner C receives DeliveryContentCreateResponse in response to the request.

FAST sends email notification of the appointment update to Logistics Company A. Mail.XML – Messages used:

- Mail.XML – DeliveryContentCreateRequest / Response

- Mail.XML – DeliveryContentUpdateRequest / Response

- Mail.XML – DeliveryContentCancelRequest / Response

Fourth, Mail Preparer D adds content to the shell appointment using the Consignee Appointment ID provided by Logistics Company A. Mail Preparer D uses DeliveryContentCreateRequest to add this content to the appointment. Mail Preparer D receives DeliveryContentCreateResponse in response to the request.

FAST sends email notification of the appointment update to Logistics Company A. Mail.XML – Messages used:

- Mail.XML – DeliveryContentCreateRequest / Response

- Mail.XML – DeliveryContentUpdateRequest / Response

- Mail.XML – DeliveryContentCancelRequest / Response

Fifth, Logistics Company A wants to review all of the contents associated to the appointment that it created. Logistics Company A uses DeliveryContentQueryRequest message to request a report on this content. Logistics Company A receives DeliveryContentQueryResponse in response to the request.

- Mail.XML – Messages used: DeliveryContentQueryRequest / Response

Closeout Information:

In this scenario closeout information is available to Logistics Company A, Mail Owner B, Mail Owner C, and Mail Preparer D in FAST online, as well as via Mail.XML Web Services. When using Mail.XML Web Services, AllApptCloseoutRequest will be used and in response AllApptCloseoutResponse will be received. In order to receive the closeout information, the receiver must be identified as a mail owner, content preparer, or appointment scheduler in the USPS Summary info block in the appointment messages.

Mail.XML – Messages used: AllApptCloseoutRequest / Response

> *Note: FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.*

3.7.13.4 Standalone Content

Scenario #1

Roles:

Logistics Company A manages logistics information and content.

Mail Owner B manages content information.

Process:

1. Logistics Company A uses FAST online to link Content to a new or existing appointment.

2. Mail Owner B uses Mail.XML to add content to FAST using DeliveryContentCreateRequest. Mail Owner B identifies Logistic Company A as the logistics company and provides the Induction Date to FAST. Mail Owner B receives DeliveryContentCreateResponse in response to the request.

Mail.XML – Messages used:

- Mail.XML – DeliveryContentCreateRequest / Response

- Mail.XML – DeliveryContentUpdateRequest / Response

- Mail.XML – DeliveryContentCancelRequest / Response

FAST sends notification via email to Logistics Company A.

Closeout Information:

Closeout information is available to Logistics Company A and Mail Owner B in FAST online, as well as via Mail.XML Web Services. When using Mail.XML Web Services, AllApptCloseoutRequest will be used and as a response AllApptCloseoutResponse will be received. In order to receive the closeout information, the receiver must be identified as a mail owner, content preparer, or appointment scheduler.

Mail.XML – Messages used:

- AllDeliveryApptCloseoutRequest/Response

    Note: *FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.*

Scenario #2

Roles:

- Logistics Company A uses Mail.XML to create appointment and link containers.
- Mail Owner B manages content information.
- Mail Preparer C manages content information.

Process:

1. Mail Owner B (or Mail Preparer C) adds content to FAST using Mail.XML message DeliveryContentCreateRequest. Mail Owner B (or Mail Preparer C) identifies Logistics Company A as the logistics company for the content. Mail Owner B (or Mail Preparer C) receives DeliveryContentCreateResponse in response to the request.

51. FAST responds with the Consignee Content IDs. Mail Owner B (or Mail Preparer C) provides the Content IDs to Logistics Company A.

Mail.XML – Messages used:

- Mail.XML – DeliveryContentCreateRequest / Response
- Mail.XML – DeliveryContentUpdateRequest / Response
- Mail.XML – DeliveryContentCancelRequest / Response

Logistics Company A creates appointment, links the content to this appointment, and provides the Induction facility information. Logistics Company A uses Mail.XML message DeliveryApptCreateRequests for this process. Logistics Company A receives DeliveryApptCreateResponse in response to the request.

Mail.XML – Messages used:

- Mail.XML – DeliveryApptCreateRequest / Response
- Mail.XML – DeliveryApptUpdateRequest/Response
- Mail.XML – DeliveryApptCancelRequest/Response

FAST sends email notification to Mail Owner B or Mail Preparer C of content association to appointment.

Mail Owner B requests the Appointment ID from FAST using the DeliveryContentQueryRequest. Mail Owner B receives DeliveryContentQueryResponse in response to the request.

Mail.XML – Messages used:

Mail.XML – DeliveryApptQueryRequest / Response

Closeout Information:

Closeout information is available to Logistics Company A and to Mail Owner B in FAST online, as well as via Mail.XML Web Services. When using Mail.XML Web Services AllApptCloseoutRequest will be used and in response AllApptCloseoutResponse will be received. In order to receive the closeout information the receiver must be identified as a mail owner, content preparer, or appointment scheduler.

Mail.XML – Messages used: Mail.XML

- AllApptCloseoutRequest / Response

    Note: *FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.*

3.7.13.5　　Recurring Appointments

Scenario #1: Pure Periodicals

Roles:

1. Logistics Company A manages appointment and logistics information.

    52. Mail Owner B manages content

    53. Mail Owner C manages content

Process:

1. First, Logistics Company A creates a recurring Shell appointment using Mail.XML DeliveryApptShellCreateRequest.

2. Logistics Company A receives DeliveryApptShellCreateResponse in response to the request.

3. Second, Logistics Company A notifies Mail Owner B of the Recurring Appointment Sequence ID.

Mail.XML – Messages used:

- Mail.XML – DeliveryApptShellCreateRequest / Response
- Mail.XML – DeliveryApptShellUpdateRequest / Response
- Mail.XML – DeliveryApptShellCancelRequest / Response

Third, Mail Owner B adds content using Mail.XML DeliveryContentCreateRequest message. Mail Owner B provides the Recurring Appointment Sequence ID along with the content information to FAST to associate to the appointment. Mail Owner B receives DeliveryContentCreateResponse in response to the request.

Mail.XML – Messages used:

- Mail.XML – DeliveryContentCreateRequest / Response
- Mail.XML – DeliveryContentUpdateRequest / Response
- Mail.XML – DeliveryContentCancelRequest / Response

Fourth, FAST approves the recurring appointment.

Fifth, Mail Owner C adds content using Mail.XML DeliveryContentCreateRequest message. Mail Owner C receives DeliveryContentCreateResponse in response to the request. Mail Owner C provides the Recurring Appointment Sequence ID along with the content information to FAST to associate to the appointment.

Mail.XML – Messages used:

- Mail.XML – DeliveryContentCreateRequest / Response
- Mail.XML – DeliveryContentUpdateRequest / Response
- Mail.XML – DeliveryContentCancelRequest / Response

Sixth, Logistics Company A queries FAST to acquire details of the recurring appointments. Logistics Company A uses RecurringApptQueryRequest for this purpose. Logistics Company A receives RecurringApptQueryResponse in response to the request.

Mail.XML – Messages used:

- Mail.XML – RecurringApptQueryRequest / Response

    Note: FAST creates instances fourteen (14) days in advance of the effective start date.

Seventh, Logistics Company A uses DeliveryApptUpdateRequest to update instances of the recurring appointments.

Eighth, Logistics Company A receives DeliveryApptUpdateResponse in response to the request.

Mail.XML – Messages used:

- Mail.XML – DeliveryApptUpdateRequest / Response

Closeout Information is available to Logistics Company A, Mail Owner B, and Mail Owner C, in FAST online, as well as via Mail.XML Web Services. When using Mail.XML Web Services AllApptCloseoutRequest will be used and in response AllApptCloseoutResponse will be received. To receive the closeout information, the receiver must be identified either as a mail owner, content preparer, or appointment scheduler.

Mail.XML – Messages used:

- Mail.XML – AllApptCloseoutRequest / Response

Note: FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.

Scenario # 2A: Standard, or Package Services, or Mixed Mail Class Roles:

- Logistics Company A manages appointments.
- Mail Owner B manages content information.
- USPS facility manages the appointment slots and reviews and approves recurring appointments.

Process:

1. Logistics Company A creates recurring shell appointments for a USPS facility. Logistics Company A uses DeliveryApptShellCreateRequest to send this request to USPS. Logistics Company A receives DeliveryApptShellCreateResponse in response to the request.
2. Logistics Company A notifies Mail Owner B of the Recurring Appointment Sequence ID.

Mail.XML – Messages used:

- Mail.XML – DeliveryApptShellCreateRequest / Response
- Mail.XML – DeliveryApptShellUpdateRequest / Response
- Mail.XML – DeliveryApptShellCancelRequest / Response

First, USPS FAST system sends notification to the USPS facility to review and approve the recurring appointments.

Second, USPS facility approves the recurring appointments.

Third, notification is sent to the Logistics Company A of approval.

- Logistics Company A updates instances of the recurring appointments.
- Logistics Company A uses DeliveryApptUpdateRequest to send this request.
- Logistics Company A receives DeliveryApptUpdateResponse in response to the request.

Mail.XML – Messages used:

Mail.XML – DeliveryApptUpdateRequest / Response

Scenario # 2B: Additional Mail Preparer C added to an active recurring appointment Roles:

1. Logistics Company A manages appointments.
2. Mail Owner B manages content information.
3. USPS facility manages the appointment slots, and reviews and approves recurring appointments.
4. Mail Preparer C manages content.

Process:

1. Logistics Company A or Mail Owner B provides the Recurring Appointment Sequence ID to Mail Preparer C.
2. Mail Preparer C adds content to the recurring appointment. Mail Preparer C uses DeliveryContentCreateRequest to associate the content with the Recurring Appointment Sequence ID. Mail Preparer C receives DeliveryContentCreateResponse in response to the request.

Mail.XML – Messages used:

- Mail.XML – DeliveryContentCreateRequest / Response
- Mail.XML – DeliveryContentUpdateRequest / Response
- Mail.XML – DeliveryContentCancelRequest / Response

The Postal Service's FAST system sends notification to the USPS facility for review and approval.

1. USPS facility approves the recurring appointments.
2. Notification is sent to Logistics Company A and to Mail Preparer B of the approval.

3. Logistics Company A updates the appointment instance request using Mail.XML DeliveryApptUpdateRequest. Logistics Company A receives DeliveryApptUpdateResponse in response to the request.

Mail.XML – Messages used:

- Mail.XML – DeliveryApptUpdateRequest/Response

Closeout Information is available to Logistics Company A, Mail Owner B, and Mail Preparer C in FAST online and Mail.XML Web Services. When using Mail.XML Web Services, AllApptCloseoutRequest will be used and in response AllApptCloseoutResponse will be received. To receive the closeout information, the receiver must be identified as a mail owner, content preparer, or appointment scheduler.

- Mail.XML – Messages used:
- Mail.XML – AllApptCloseoutRequest / Response

> *Note: FAST sends notification via email to the scheduler when the appointment contents are canceled or updated from the appointment by the content owner or preparer.*

> *Note: FAST creates instances fourteen (14) days in advance of the effective start date*

3.7.13.6   eInduction

The electronic Induction (eInduction) process streamlines the preparation and induction of drop shipments and expedited plant load mailings. It leverages existing electronic documentation (eDoc), Intelligent Mail container barcode (IMcb), and handheld scanner technologies to verify payment and preparation of commercial mail containers.

Sites equipped with Surface Visibility (SV) scanning technology download information on expected containers from *PostalOne!* upon acceptance. The mailer can measure the accuracy of their mail preparation and whether the number of actual containers matches the number of containers scheduled. All of this is in real-time.

eInduction also supports special mailing preparations. Continuous mailers may register to ship and induct containers prior to postage payment. For logical mailings, physical siblings will inherit the eInduction status of the logical container.

Additionally, eInduction allows consolidators and transportation companies to upgrade non-eInduction containers to eInduction.

The Postal Service will replace the use of DSMS authorization with the eInduction process. At this time, no new DSMS authorizations will be provided. The only exception is if a mailer is participating in eInduction at SV sites, and the mailer requests an authorization only for non-SV sites. Once a site is on both eInduction and Seamless Acceptance, the Postal Service will retire the process of a DMU clerk releasing containers under the mailer's DSMS system.

3.7.13.7   Scan-Based Induction at Non Surface Visibility (SV) Sites

The Postal Service improved the induction process for mailers who enter containers at sites without Surface Visibility.

The Postal Service built out a scan-based induction process, called the IMDAS Mailer Shipment Solution, for non-SV sites including processing facilities, hubs, and delivery units. All Postal drop-shipment facilities have scan capability. At non-SV sites, updated IMDAS software allows collection of barcode scans, appointment ID, and container count data from mailings, enabling the Postal Service to accept mail through eInduction and to perform verifications post-induction. These changes eliminate the requirement for mailers to associate containers (content) to a specific Appointment ID in FAST.

eInduction mailers must continue to schedule appointments through FAST for drops at both SV and non-SV NDCs, SCFs, and ADCs.

While SV-sites communicate wirelessly with *PostalOne!* to validate containers as they arrive, the Postal Service personnel at non-SV sites collect container information through hand-held scanners and upload for processing in *PostalOne!.* At non-SV sites, container verification occurs post-induction. Mailers dropping at non-SV sites will be able to view metrics and measure mail preparation accuracy through the Postal Service's online reporting tools.

From a mailer perspective, the mail preparation process is the same, regardless of drop location type. At a high-level, a typical eInduction process proceeds through the following steps:

1. Prepare mail with Intelligent Mail Container barcodes (IMcb)

2. Mailers dropping at USPS Processing Facilities and Hubs schedule appointments through the Facility Access Shipment Tracking (FAST) online system. Mailers dropping at DDUs do not schedule appointments.

3. Mailers must flag their containers as eInduction in Mail.dat or Mail.xml.

4. The eInduction module in *PostalOne!* creates container records and automatically transmits these records to the SV and FAST systems.

5. When the containers arrive at a Postal facility with SV, SV scanners interact with 45-day unique Intelligent Mail container barcodes on each to verify payment status and induction location. At non-SV sites, when a container arrives at a Postal Facility, the Postal Service employees use an IMDAS scanner to scan the Intelligent Mail Container Barcode and collect appointment data (processing facility or hub only). No validations take place at the entry point at Non-SV locations.

6. Once inducted, additional validations detect the presence of duplicate barcodes and measure whether the containers are entitled to the claimed entry point discount level. For containers inducted at a Non-SV facility, all verifications occur post-induction. These verifications include payment, duplicate, zone, entry point, and misshipped.

7. Throughout the process, real-time reporting informs the mailer through payment, induction, and delivery notifications. *PostalOne!* reports summarize eInduction activity, allowing mailers to track the real time status of their eInduction containers. MicroStrategy reports summarize eInduction performance history, allowing mailers to view trending and error information on mailings within 48-hours of container induction.

The new scan-based process at non-SV facilities was pilot tested beginning in September 2014. The national deployment date at non-SV processing facilities and DDUs was January 2015.

3.7.14 Mail.dat

Mail.dat is one way mailers submit electronic data to the Postal Service that includes postage statement information. Mail.dat is an industry-defined database structure consisting of files linked by key fields.

Up to 21 file types can be submitted to *PostalOne!*. The typical Mail.dat submission, however, has about ten types. Each file has its own record type. The USPS extracts data from the files to create the postage statement and required documentation.

For information about Mail.dat and how customers can use it to submit electronic information, refer to the IDEAlliance web site and the *Postal Service Mail.dat Technical Specification*.

> *Note: All references to specifications in this document are subject to update as operational or pricing initiative details are finalized.*

3.7.14.1 Mail.dat Version Support

The latest supported Mail.dat versions maintain new prices. For version-specific information on the IDEAlliance specifications that USPS currently supports, refer to the IDEAlliance specification support schedule and the *Postal Service Mail.dat Technical Specification*.

3.7.14.2 Piece Electronic Documentation for Non-Sequential Intelligent Mail Barcodes

Full-Service automation mailings require mailers to uniquely number and give information for each mailpiece. This isn't required for mailings that don't need documentation to support presort, (for example, mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct price, or with pieces separated by rate if all have identical weight).

Individual Piece Records are identified in Mail.dat in the Piece Detail Record file or Piece Barcode Record file. The IMb must be provided in the .pdr or .pbc file's 'Piece IM Barcode' field.

When mailpiece IMbs are numbered non-sequentially, mailers must give information for each piece as an individual record. These records must also be provided when multiple MIDs are mixed in a bundle/handling unit (e.g. trays, tubs, sacks). Users should not submit a Mail.dat .PDR *and* PBC together for the same job, including for shortage/spoilage postage adjustments. *PostalOne!* supports only one file for piece data.

If the mailpiece has a POSTNET instead of an IMb, complete the .pdr's 'Piece Barcode' field instead of the 'Piece IM Barcode' field.

How to Create Mailpiece Records

How to Create Mailpiece Records		
Indicate the system	**In this Field/Message:**	**Of this File:**
<u>Mail.dat</u>: Mechanism for compliance with move update requirements	'Move Update Method' field	Piece Detail Record (.pdr), or Segment Record (.SEG)
<u>Mail.XML</u>: Mechanism for compliance with move update requirements	'MailPieceCreateRequest' or 'MailPieceUpdateRequest' message	N/A
Level at which the mailpieces associated to the .cqt record are being mailed	[Full-]Service Level Indicator field: Enter 'Full-Service'; 'basic automation'; 'POSTNET'; or 'Other' (for nonautomation mailpieces)	Container Quantity Record (.cqt)

Table 3-14 - Creation of Mailpiece Records

The mailer must identify the mail owner in the e-docs with one of the three ways discussed in this guide's Mail Owner Identification Options section:

- MID; or
- CRID; or
- Permit Number/Permit ZIP+4/Permit Type or publication number

For more instruction on populating the PDR or MailPieceCreateRequest and MailPieceUpdateRequest messages, refer to the Mail.dat or Mail.XML Specification on the <mark>IDEAlliance</mark> web site and the *Postal Service Mail.dat Technical Specification*.

3.7.14.3 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers who apply Intelligent Mail barcode (IMb) serial numbers to mailpieces can identify piece data in their e-docs using only Postal Wizard. These IMb series are shown in Postal Wizard's 'IM Barcode Upper and Lower Serialization' fields.

3.7.14.4 Handling Unit Information

The term 'handling unit' describes the equipment (bundles, sacks, trays, and tubs) used to carry mailpieces that have been sorted to a price level for a ZIP Code destination.

For Full-Service mailings, an Intelligent Mail barcode (IMb) label is required on sacks, trays and tubs. Although a bundle is identified by the IMb on its top mailpiece, mailers aren't required to identify that piece in their e-docs. For each handling unit, mailers put a unique number in the serial number field of the IM tray barcode. These barcodes must stay unique for 45 calendar days from the Postage Statement Mailing date in the Mail.dat .csm file.

Full-Service mailings have two types of handling unit that can be identified in their e-docs: physical and logical. Any mailing may contain a mix of these two unit types.

3.7.14.5 Physical Handling Units

Most mailers identify the handling unit a mailpiece is sorted into, typical of a list mailing environment, as the physical handling unit used in e-docs. Mailers create a 'Container Summary Record' (.csm) in Mail.dat for each physical handling unit and put each unit's Intelligent Mail tray barcode (IMtb) in the .csm 'Label: IM Container' or 'IMtb' field.

In overflow scenarios, mailers can associate two physical handling units by placing the Container ID from one unit's .csm record into the 'Sibling Container Reference ID' field of an overflow unit's .csm record.

For more instruction on populating the .csm file, refer to the Mail.dat Specifications on the IDEAlliance web site and in the *Postal Service Mail.dat Technical Specification*.

3.7.14.6 Logical Handling Units (Trays Only)

MLOCR-origin and Continuous Presort mailings often have physical handling units with the same presort level and ZIP Code destination. Since mailers can't identify which of the units a given mailpiece is sorted into, they group them into one 'logical handling unit', and associate the pieces to it. This is allowed for all mailing environments, including conventional list mailings.

Figure 3-2 - Logical Handling Units

Physical and logical handling units are identified in the Mail.dat Container Summary Record (.csm) file.

Logical units are created as records in the .csm file and identified with an 'L' in the 'Container Type' field. Logical units don't have an Intelligent Mail tray barcode (IMtb) in the 'Label: IM Container' or 'IM Tray Barcode' field. A logical handling unit must be associated to at least one physical handling unit.

Physical units are also created as records in the .csm file, and are identified by including their IMtb in the 'Label: IM Container' or 'IM Tray Barcode' field and populating the 'Sibling Container Indicator' field with a 'Y'.

To associated physical and logical units, put the 'Container ID' of a logical unit .csm record into the 'Sibling Container Reference ID' field of a physical unit .csm record.
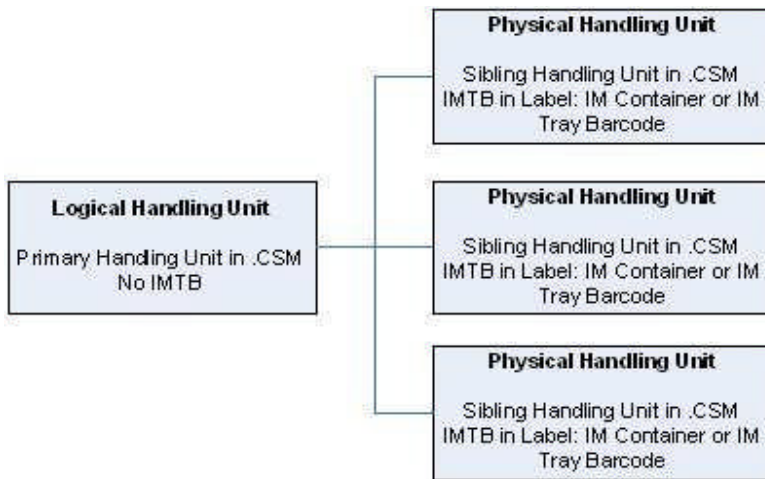

Figure 3-3 - Association of Logical Handling Units to Physical Handling Units

For more instructions regarding the population of a .csm file, refer to the Mail.dat Specification on the IDEAlliance web site and the *Postal Service Mail.dat Technical Specification*.

3.7.14.7 Container Information (Pallets or APC)

The term 'mail container' covers the pallets, Gaylord's, and all-purpose containers (APC), etc. which carry sets of handling units.

Full-service mailings require that container labels have a unique Intelligent Mail container barcode (IMcb). Mailers populate the IMcb serial number field with a unique number for each physical container. IMcbs must remain unique for 45 calendar days from the 'Postage Statement Mailing Date' in the .csm.

Two types of Full-Service mailing containers are identified in e-docs: physical and logical.

3.7.14.8 Physical Containers

Mailers create a physical container with a Mail.dat 'Container Summary Record' (.csm) file, and place the container's Intelligent Mail Container barcode (IMcb) in the .csm 'Label: IM Container' or 'IM Tray Barcode' field. Typically, mailers identify the physical container where they placed a physical or logical handling unit.

In overflow scenarios, mailers can associate two physical containers by placing the Container ID from one container's .csm record into the 'Sibling Container Reference ID' field of an overflow container's .csm record.

For more instruction on populating a .csm file, refer to the Mail.dat Specification on the IDEAlliance web site and the *Postal Service Mail.dat Technical Specification*.

3.7.14.1 Logical Containers (Pallets or APCs)

MLOCR-origin and Continuous Presort mailings often have containers with the same presort level that are inducted at the same location. Since mailers can't identify which of the containers a given handling unit is sorted into, they group them into one 'logical container', and associate the units to it.

Figure 3-4 - Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. However, when MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.dat in the Container Summary Record (.csm) file. Logical containers are created as records in the .csm file and are identified as logical containers with an "M" in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

Physical containers are also created as records in the .csm file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the .csm is populated with "Y".

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the .csm record) in the Sibling Container Reference ID field of the physical container .csm record.

In the following example there would be four records in the .csm file corresponding to three "physical" containers.
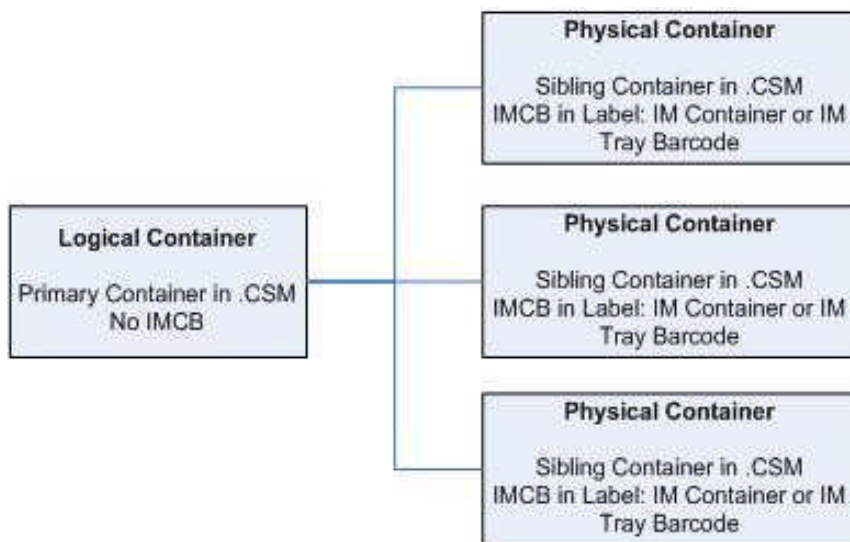

Figure 3-5 - Association of Physical Containers to Logical Containers

For detailed specifications on how to populate the .csm file, refer to the Mail.dat Specification which can be found on the IDEAlliance web site and the *Postal Service Mail.dat Technical Specification*.

3.7.14.2 Associating Handling Units to Containers

Logical or physical handling units are associated to the appropriate logical or physical containers. This association is made by including the Container ID of the parent, logical container (from the Container ID field of the .csm record) in the Parent Container Reference ID field of the .csm record of the child, logical handling unit. Multiple logical handling units can be associated with a single logical container.

3.7.14.3 Postage Information

Physical bundles and handling units (trays or sacks) must be used for Periodicals when postage is applicable for Outside County Containers and bundles.

The Mail.dat file may be used to enter the electronic postage statements for either Full-Service or basic automation mailings. The *PostalOne!* system uses information in the following files to generate a postage statement: .hdr, .seg, .csm, .cqt, .pqt, .mpu, .cpt, .mcr, and .mpa. A billable postage statement must be submitted electronically for each Job ID, Permit Number, Post Office of Mailing ZIP Code (Origin Post Office), Mailing Date, CAPS Reference Number, Processing Category, and Mailing Class. For Periodicals, the Publication Number replaces the permit number and there are additional Postage Statement generation variables required: Periodicals Issue Date, and Frequency. The *Postal Service Mail.dat Technical Specification* lists all the postage statement generation variables. The acceptance personnel finalize each of these postage statements to debit the account for the amount of each postage statement.

For Mail.XML eDoc mailings, the postage statement must identify the same data elements necessary to identify a CPP mailing through the Postage statement messages and Open mailing group message set.

The Postal Service maintains a record of the Publication Number at the Original Entry and the Additional Entry office indicating if a publication has a Centralized Periodicals Payment (CPP) program agreement. Publications that participate in the CPP program may elect to be debited for each postage statement as it is finalized as described above. In this case the Pricing and Classification Service Center (PCSC) in New York (office that manages the CPP program) may remain the Original Entry office but the publication will no longer be part of the CPP program. A Full-Service mailing may choose this option.

Publications that participate in the CPP program may consolidate and defer payment for a single publication issue and for the postage statements at an acceptance office (generally a Detached Mail Unit DMU) for a period not to exceed 28 days after the last day of mailing of the main file of the issue. The CPP program agreement requires funds approximately equal to the postage for the normal or regular issue of the publication to be held in escrow. Either a Full-Service or a basic automation mailing may use the consolidated and deferred payment option. To use this option, the Mail.dat file MPA Postage Payment Option for the USPS Publication Number must be set to C=CPP. The USPS Publication Number must be on record with a current CPP program agreement. The acceptance personnel will enter the USPS Verified copy weights and accept the postage statement rather than finalize it. The publisher signed on as Owner or the acceptance personnel may change the advertising percentage until the time of payment. Before the 28-day period expires, the publisher will sign onto the Owner view to make a Consolidated and Deferred Payment Request. All of the postage statements for the issue at each acceptance office will appear for selection into the Payment Request. The Owner will select the appropriate postage statements for the payment and submit the payment to debit the account a single payment for each acceptance office. If the Consolidated and Deferred Payment Request is not entered before the 28-day period expires, the payment debit will automatically occur.

3.7.14.4 Instructions for Periodicals Postage Payment

Periodicals postage payment considers some additional items compared to postage payment in other classes of mail. The advertising percentage is price relevant.. A new field "Ad % Basis" was introduced in the Component file to allow the Postal Service to compute the advertising percentage of the Mail Piece Unit from the advertising percentages of the Components. The Ad% Basis must be used to support one of the methods of measuring advertising percentage declared in the Domestic Mail Manual. These methods are column inches, square inches or pages. A detailed description of these methods and sample calculations using the Ad % Basis are available in the *Postal Service Mail.dat Technical Specification*, Appendix E: Periodicals Procedures.

The Postal Service verifies the copy weight of the editions stated in the postage statement. Sometimes if there are many editions a sampling method is employed. For Mail.dat files, the Postal Service will update the correct copy weights in the Edition Weight worksheet. The Edition Weight worksheet is available for display to mailers with access to the Business Customer Gateway, Manage Mailing Activity. Under the Manage Mailing Activity menu, the Mailing Reports link takes a mailer to a listing of postage statements where the link is found to the Edition Weight worksheet. Alternatively, mailers may want to provide the corrected weight in a Mail.dat file update and avoid updates via the

Edition Weight worksheet. These mailers should work with the affected acceptance office to agree on the process. A detailed description of the Edition Weight worksheet is available in the *Postal Service Mail.dat Technical Specification*, Appendix E: Periodicals Procedures.

Publishers are required to verify the advertising percentage of each edition stated in the postage statement. The Postal Service verifies the advertising percentage of an edition at least once annually and more often if needed. For Mail.dat files, the mailer or the Postal Service will update the correct copy weights in the Advertising Percentage worksheet available via Mailing Reports. Alternatively, mailers may want to provide the corrected advertising percentage in a Mail.dat file update and avoid updates via the Advertising Percentage worksheet. These mailers must communicate with the affected acceptance office to agree on this process. A detailed description of the Advertising Percentage worksheet is available in the *Postal Service Mail.dat Technical Specification*, Appendix E: Periodicals Procedures.

For a Mail.dat file, the Periodicals postage statement includes additional reporting features. These are the postage statement register, the entry facility detail, the version summary, and the listing by mailing date.

3.7.14.5 Instructions for Centralized Postage Payment (CPP) Customers

Existing Centralized Periodicals Payment (CPP) customers are encouraged to pay for postage at their acceptance offices via Mail.dat files using the consolidated payment request. The consolidated payment functionality is available to replace the CPP program and allows CPP customers to consolidate multiple Mail.dat jobs for a particular publication and issue at a single acceptance office [Detached Mail Unit (DMU) or Business Mail Entry Unit (BMEU)] for payment. To use this feature, the CPP customer must have a CPP Agreement on file with the Pricing and Classification Service Center (PCSC). The customer must maintain on deposit, the amount of escrow funds indicated in the agreement and follow all other requirements of Publication 406, *Guide to the Centralized Postage Payment System for Periodicals Mail.*

For instructions on how to access Periodical reports, including the Edition Weight Worksheet and the Advertising Percentage Worksheet described in this section, see the *CPP eDoc Process: A Guide for Centralized Postage Payment Customers*.

For publishers interested in exiting the CPP program and migrating to electronic documentation, a detailed description of CPP, the payment request feature, and electronic documentation is also provided in the *CPP eDoc Process: A Guide for Centralized Postage Payment Customers*.

3.8 Mail.XML

Mail.XML enables the secure electronic submission of mailing information to the USPS. Mail.XML also allows mailers to submit and retrieve data electronically. The USPS Mail.XML implementation serves four distinct functions:

1. FAST system Appointment Scheduling: these messages are used to create and manage appointments, standalone content (IMcb) data tied to entry, and partner and closeout reporting.

2. Data Distribution and Feedback: these messages allow mailers to receive information about their mailings (e.g., start-the-clock, Container Scans, tray scans, bundle (top piece) scans, eDoc data quality reports, ACS, and nixie data).

3. Customer Identification: these messages are used to obtain customer identifiers and define relationships between customer identifiers.

4. Electronic Documentation: these messages are used to communicate final postage statements and qualification reports and meet the electronic documentation requirements for the Full-Service automation rates.

3.8.1 eDoc Using Mail.XML

Mail.XML accommodates all domestic postage statements and includes other postal documents, such as qualification reports that include bundle reports, summary zip destination and Customer mailer reports for logical mailings and other documentation needed to conduct verifications.

For more information about using Mail.XML to communicate with the *PostalOne!* system, refer to the *PostalOne!* system product guides and tools and the *Postal Service Mail.XML Technical Specification*.

3.8.1.1 Mail.XML in the Current Release

Mail.XML also allows the support of electronic documentation and end-to-end mailing supply chain business process management for a multitude of business processes. Mail.XML includes qualification reports, container and bundle reports, spoilage, eInduction (eDropShip), containerization nesting, postage statements, postage adjustments,

postage status query information, piece detail, piece ranging, and many other business process related communications. Mail.XML supports copalletization, mixed mailing, manifest mailing, and business processes specific to MLOCR and continuous mailing environments. Mail.XML also allows for the mailers to automate push subscriptions or pull their data automatically for container, tray, bundle visibility, address correction data, Full-Service quality error reports, and By/For error reports.

The Mail.XML latest version also supports mailer-to-mailer communication when mail is sent for combining or copalletization; Mail.XML allows communication to provide visibility to the mailer about their mail status with the commingler or consolidator or logistics companies.

3.8.1.2 Mailing Group Request and Response

When a mailer starts a mail job, the mailer may produce the mail job in a single mail segment or in many mail segments. The mailer must create a mailing group ID to submit and associate qualification reports, postage statements, and mailpiece information for the mail job. The mailer can create a mailing group id using the OpenMailingGroupRequest/Response XML messages.

If a mailer opened a mailing group by accident, the mailer can close the mailing group and all associated documents using the CloseMailingGroupRequest/Response XML messages. CloseMailingGroup allows deletion of the Job/mailing. Closing of MailingGroup with finalized postage statements is not allowed unless all postage statements are reversed.

3.8.1.3 Qualification Report Information

Mailers can use the QualificationReportSummaryCreateRequest/Response and QualificationReportDetailCreateRequest/Response messages to submit a qualification report to a mailing group. A mailing group may have multiple qualification reports. The mailer must open a mailing group ID before submitting Qualification Reports to the *PostalOne!* system.

1. When a mailing is less than 10,000 pieces and is not a Full-Service mailing, the electronic documentation (message sets) is not required to include messages necessary to generate the Qualification Report and other messages.

2. When a mailing is more than 10,000 pieces, the electronic documentation is required to include messages necessary to generate the Qualification Report and other messages are required.

3. For any Full-Service mailing, less than 10,000 pieces or greater than 10,000 pieces, the electronic documentation is required to include messages necessary to generate the Qualification Report and other messages.

> ***Note:*** *The reference to "other messages" above means those defined as required for Full-Service mailings by class, in the [Postal Service Mail.XML Technical Specification for Postage Payment & Reporting (eDoc)](#)*

3.8.1.4 Locale Key in Qualification Report

The Full-Service automation rules require that the mailers provide a locale key or the Zip+4 to identify entry. Locale key is the preferred way to identify USPS facilities. When using the entry Locale Key element, it is recommended it be populated using the Locale key from the USPS Drop Shipment Product. Unlike Mail.dat eDocs, the Mail.XML implementation does not allow the letters LOC preceding the actual locale key. The letters "LOC" are only required in Mail.dat CSM file. When using the Mail.XML Qualification report, the letters "LOC" shall not be provided in the Container Info Data block/ EntryLocaleKey field. When the Entry Point Facility Type is "O", the Entry Locale Key field must be filed with the Locale Key or the word "ORIGIN". For Full-Service or mixed-service mailings, it is recommended that the Locale Key be provided when possible. At this time, the Locale Key is required for destination entry, but not origin entry.

Locale keys for BMEUs: The Drop Shipment files were enhanced to include a new file called *BMEU* for downloading from the FAST>Drop Ship Product File Download from the [FAST site](#). The *BMEU* file is a complete listing of USPS entry facilities. The Locale Key value is preferred over the ZIP + 4 as there can be more than one originating site for a given ZIP+4. The Locale Key is held to have a one-to-one mapping to each originating site, and will be used to establish start-the-clock feedback and service performance measurements. Additionally, a national CET (Critical Entry Time) file is available for download from FAST>Drop Ship Product. The CET file is used to identify the critical entry by CIN for any type of plants.

3.8.1.5 Mail Direction File v3

Mail Direction File v3 is available to allow identification of the Surface Visibility (SV) enabled USPS plants to allow mailers to identify Locale Keys that have the SV scanning devices. The new capability was added to support the eInduction Pilot program which is a sub-set of the Full-Service program. A Microsoft Excel csv file for SV sites is also available on RIBBS.

3.8.1.6 Handling Unit Information

Handling Unit is the term used to describe the equipment (tray, tub, sack, and bundle) used to carry an aggregate of mailpieces sorted to a specific price level for a ZIP Code destination. For Full-Service mailings, the Intelligent Mail tray barcode label will be required on trays, tubs and sacks. Please note that for bundles, the IMb of the top mailpiece in the bundle is used to identify the bundle. Mailers, however, are not required to identify which mailpiece is the top mailpiece in their electronic documentation.

Mailers will populate the serial number field of the Intelligent Mail tray barcode with a unique number for each handling unit (e.g. trays, tubs, sacks) in the mailing. These Intelligent Mail tray barcodes must remain unique for 45 calendar days from the Postage Statement Mailing date in the QualificationReportDetailCreateRequest/Response - ContainerInfoData block.

For Full-Service mailings there are two types of handling units that can be identified in the electronic documentation: physical handling units and logical handling units.

Physical Handling Units

Most mailers will identify the specific handling unit into which a mailpiece is sorted, typical of a list mailing environment, as the physical handling unit used in electronic documentation. A physical handling unit is created in Mail.XML in the QualificationReportDetail ContainerInfoData block. Mailers will create a QualificationReportDetail ContainerInfoData block for each handling unit they produce and will place the Intelligent Mail tray barcode for that handling unit in the Label: IM Container or IM Tray Barcode field of the QualificationReportDetail

In overflow scenarios, mailers can associate a physical handling unit to another physical handling unit by placing the Container ID of the physical container (from the ContainerID field of the QualificationReportDetail ContainerInfoData block) in the Sibling Container Reference ID field of the overflow physical handling unit QualificationReportDetail ContainerInfoData block.

For more information on populating the QualificationReportDetailCreateRequest message, see the Mail.XML Specification or http://idealliance.org and the *Postal Service Mail.XML Technical Specification.*

Logical Handling Units (Trays only)

For MLOCR origin mailings and Continuous Presort mailings, the situation often arises that multiple handling units are created with the same presort level and ZIP Code destination but the mailer cannot identify to which specific handling unit an individual mailpiece was sorted. In these instances, the mailer will treat this group of handling units (with the same presort level and ZIP Code destination) as a single, logical unit called a logical handling unit. A mailpiece is then associated to the logical handling unit, without identifying the specific physical handling unit into which it was sorted.
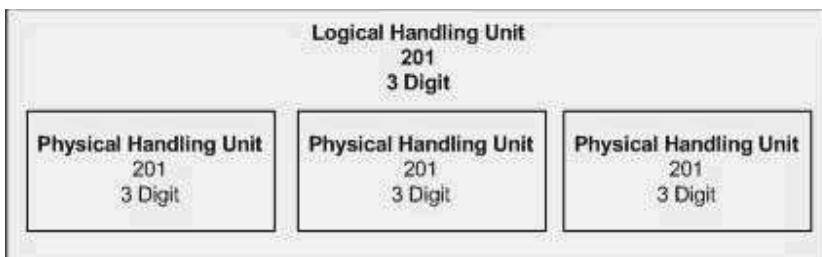

Figure 3-6 - Logical Handling Units

Both physical and logical handling units are identified in Mail.XML in the QualificationReportDetail ContainerInfoData block. Logical handling units are created as records in the QualificationReportDetail ContainerInfoData block and are identified as logical handling units by including an "L" in the Container Type field. Logical handling units will not have an Intelligent Mail tray barcode in the Label: IM Container or IM Tray Barcode field. A logical handling unit must be associated to at least one physical handling unit.

Physical handling units are also created as records in the QualificationReportDetail ContainerInfoData block and are identified as physical handling units by including the Intelligent Mail Tray barcode from the physical handling unit in the Label: IM Container or IM Tray Barcode field and populating the Sibling Container Indicator field with "Y".

Physical handling units are then associated to logical handling units by placing the Container ID of the logical handling unit (from the Container ID field of the QualificationReportDetail ContainerInfoData block) in the Sibling Container Reference ID field of the physical handling unit QualificationReportDetail ContainerInfoData block record.
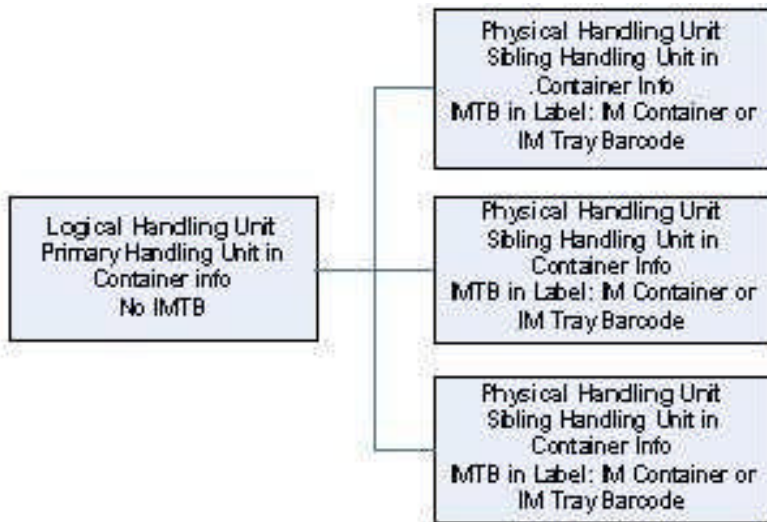

Figure 3-7 - Association of Logical Handling Units to Physical Handling Units

For detailed specifications on how to populate the QualificationReportDetail Container Info Block file, refer to the Mail.XML Specification which can be found at http://www.idealliance.org/specifications/maildat or http://idealliance.org and the *Postal Service Mail.XML Technical Specification*.

3.8.1.7 Container Information (Pallets or APC)

Container is the term used to describe the mail containers (pallet, Gaylord, all-purpose container, etc.) used to carry an aggregate of handling units. Full-service mailings require container labels that include a unique Intelligent Mail container barcode (when containerization is required). Mailers will populate the serial number field of the Intelligent Mail container barcode with a unique number for each physical container.

These Intelligent Mail container barcodes must remain unique for 45 calendar days from the date Postage Statement Mailing Date in the QualificationReport ContainerInfoData block.

For Full-Service mailings there are two types of containers that can be identified in the electronic documentation: physical containers and logical containers.

Physical Containers

Most mailers will identify the specific physical container in which a physical or logical handling unit was placed. A physical container is created in Mail.XML in the QualificationReport ContainerInfoData block. Mailers will create a QualificationReport ContainerInfoData block record for each container they produce and will place the Intelligent Mail Container barcode for that container in the Label: IM Container or IM Tray Barcode field of the QualificationReport ContainerInfoData block record for the container.

In overflow scenarios, mailers can associate a physical container to another physical container by placing the Container ID of the physical container (from the Container ID field of the QualificationReport ContainerInfoData block) in the Sibling Container Reference ID field of the overflow physical container QualificationReport ContainerInfoData block record.

For detailed specifications on how to populate the QualificationReport ContainerInfoData block file, refer to the Mail.XML Specification which can be found at http://www.idealliance.org/specifications/maildat or http://idealliance.org and the *Postal Service Mail.XML Technical Specification*.

Logical Containers (Pallets or APCs)

For MLOCR origin mailings or Continuous Presort mailings, the situation often arises that multiple containers are created with the same presort level that will be inducted at the same location but the mailer cannot identify to which specific container an individual handling unit was sorted. In these instances, the mailer will treat this group of containers (with the same presort level to the same induction location) as a single, logical unit called a logical container. A handling unit is then associated to the logical container, without identifying the specific physical

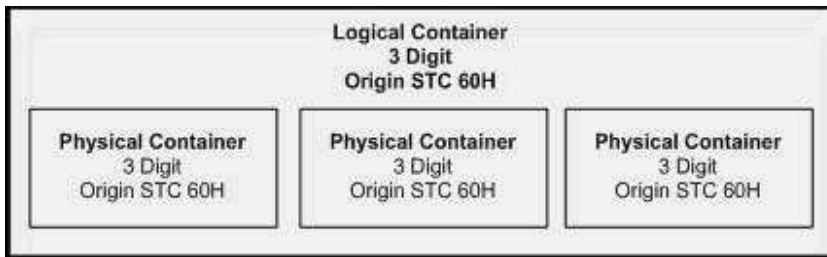container into which it was sorted.

Figure 3-8 - Logical Containers

Typically, a single physical container is identified in the electronic documentation with its associated Intelligent Mail Container barcode. When MLOCR mailers create multiple containers to be inducted at the same location at the same presort level, however, they can be identified as a logical container. A logical container must be associated to at least one physical container.

Both physical and logical containers are identified in Mail.XML in the Container Summary Record (QualificationReport ContainerInfoData block) file. Logical containers are created as records in the QualificationReport ContainerInfoData block file and are identified as logical containers with an "M" in the Container Type field. Logical containers will not have an Intelligent Mail Container barcode in the Label: IM Container or IM Tray Barcode field.

Physical containers are also created as records in the QualificationReport ContainerInfoData block file and are identified as physical containers by including the Intelligent Mail Container barcode on the physical container in the Label: IM Container or IM Tray Barcode field and the Sibling Container Indicator field in the QualificationReport ContainerInfoData block is populated with "Y".

Physical containers are then associated to logical containers by placing the Container ID of the logical container (from the Container ID field of the QualificationReport ContainerInfoData block record) in the Sibling Container Reference ID field of the physical container QualificationReport ContainerInfoData block record.

In the following example there would be four records in the QualificationReport ContainerInfoData block file corresponding to three "physical" containers.
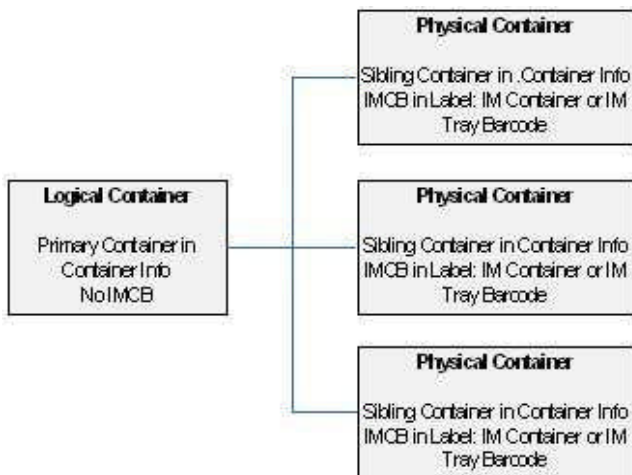

Figure 3-9 - Association of Physical Containers to Logical Containers

For detailed specifications on how to populate the QualificationReport ContainerInfoData block, refer to the Mail.XML Specification which can be found at http://www.mailxml.org/ or http://idealliance.org and the *Postal Service Mail.XML Technical Specification*.

Associating Handling Units to Containers

Logical or physical handling units are associated to the appropriate logical containers or physical containers. This association is made by including the Container ID of the parent container (from the Container ID field of the QualificationReport ContainerInfoData block) in the Parent Container Reference ID field of the QualificationReport ContainerInfoData block of the child handling unit. Multiple handling units can be associated with a single container.

3.8.1.8 Postage Information

The Mail.XML messages may be used to enter the electronic postage statements for either Full-Service, basic automation, or non-Intelligent Mail mailings. The mailers can submit or cancel a postage statement assigned to a mailing group using the PostageStatementCreateRequest/Response and PostageStatementCancelRequest/Response Messages. These messages allow the customer to submit either the basic-form or extended-form of the postage statement, in order to accommodate either singular or multiple entries for each line item, which allows the customer to submit non-identical piece weight mailings. Mailers can submit postage statements before or after all mailpieces or piece ranges are submitted for a mailing group.

Previously, mailers were required to file postage statements only after all piece data has been uploaded into the *PostalOne!* system. The postage statements must account for all or more mailpieces or piece ranges that have been submitted (some pieces may come from non-qual report). The postage statements cannot be finalized prior to receiving the piece data.

Mailers can query for a postage statement using the PostageStatementQueryResponse messages to get all the postage data back for a postage statement ID. Mailers can query for the status of a postage statement i.e. pending, finalized, etc., using the PostageStatementStatusQueryResponse messages.

The PeriodicalStatementCreateRequest/Response messages are used for the submission of Periodicals postage statements. The PostageStatementCancelRequest/Response messages are used for cancellation of the Periodicals and other postage statements. Mailers can submit Periodicals postage statements before or after all mailpieces or piece ranges are submitted for a mailing group. The postage statements must account for all or more pieces or piece ranges that have been submitted.

Mailers can query for a Periodicals postage statement using the PeriodicalStatementQueryResponse message. Mailers can query for the status of a Periodicals postage statement i.e. pending, finalized, etc., using the PostageStatementStatusQueryResponse messages.

3.8.1.9 Piece Information

The Postal Service requires mailers to provide individual mailpiece information for Full-Service mailings except for mailings that do not require documentation to support presort (mailings of fewer than 10,000 pieces with postage affixed to each piece at the correct price or if all pieces are of identical weight, the pieces are separated by price).

Mailers can send mailpiece information to USPS using the Mail.XML MailPieceCreateRequest/Response messages. Mailers can only submit mailpiece data after a qualification report has been filed. Mailers cannot submit mailpiece data for a piece previously marked with "W" or "S" in the WastedPieceIndicator.

Mailers can update mailpiece information to USPS using the Mail.XML MailPieceUpdateRequest/Response messages.

Mailers can cancel a previously created mailpiece or mailpiece range using the Mail.XML MailPieceCancelRequest/Response messages. Mailers must submit with a currently existing mailpiece or mailpiece range. Mailers cannot cancel a mailpiece if the "W" or "S" indicators for WastedPieceIndicator have resulted in adjusting a finalized postage statement. Mailers cannot cancel a mailpiece or piece range if postage has been finalized on its corresponding container.

Mailers have three options to submit piece level electronic documentation to the Postal Service: individual mailpiece detail data, individual mailpiece barcode data, and range mailpiece data. With Mail.XML, the mailer can break large data transactions into manageable chunks of data. The USPS recommends mailers to move away from the piece range, and start supporting either piece detail or piece barcode blocks. The USPS will discontinue support for the piece range blocks in 2013.

3.8.1.10 Container Status Messages

The container status message set for PS Form 8017 and PS Form 8125 containers allows a mailer, mail owner, or consolidator to provide container key information and find out if the container has any eInduction (eDropShip)-related or any other issues prior to shipping the container to the USPS. Customers can query a container status using the ContainerStatusQueryRequest/Response message. The following eInduction (eDropShip) issues can stop the creation of an electronic 8125/8017 (e8125/e8017):

- Invalid barcode – the barcode data format is not valid

- Non-unique barcode – the IMcb is not unique within the last 45 days

- Payment not finalized – the clerk has not yet finalized payment

- Payment not yet processed – the electronic data has not been updated by the mailer to make the container in a ready-to-pay status

- Entry point payment discount error – the entry point discount filed vs. the physical facility at which mail is scheduled through FAST for delivery does not support the discount type

- IMcb on more than one appointment

In all of these cases, unless the issues are resolved electronically through an update of data or through the clerk's finalizing the postage, the containers' e8125/e8017s will not be generated and sent to the Surface Visibility (SV) devices for induction. When that container shows up without an e8125/e8017 at the plant, the container can be stopped and its processing can be delayed or it can be returned to the shipper, if the container is marked for eInduction in the eDocs.

3.8.1.11   Appointment Information

Refer to the sub-section on appointments regarding Mail.dat (Section 3.14) for more details.

3.8.1.12   Container Bundle Report

Mailers can submit, retrieve, or cancel Periodicals container and bundle information using the ContainerBundle Report messages.

3.8.1.13   Reconciliation Report

Once a customer prepares and presents the mail to USPS and USPS delivers the mail – the USPS creates a reconciliation report that shows how much mail was planned and how much was mailed. The reconciliation report compares the mailpiece counts in the qualification report against the postage statement, shows deleted containers, reported spoilage, etc. Mailers can retrieve the reconciliation report information using the ReconciliationReportQueryRequest/Response messages.

3.8.1.14   Bundle Detail Information

Mailers can use the BundleDetailCreateRequest/Response and BundleDetailCancelRequest/Response messages to add and cancel bundle detail data to and from an existing qualification report. Mailers must have submitted a Qualification Report to the *PostalOne!* system before sending bundle detail data.

3.8.1.15   Combined Mailing Information

Mailers can use the BeginCombinedMailingRequest/Response and EndCombinedMailingRequest/Response messages to send the combined mailing ID information to start and end the combined mailing.

3.8.1.16   Postage Adjustment

After the mailer has produced the mailing and has identified any mailpiece shortage or spoilage against the planned mail data used to finalize the postage statement. Mailers can submit mail shortage and spoilage information to adjust the postage statement using the PostageAdjustment Request/Response messages. Mailers can only use message to adjust postage statements that have not been finalized. Mailers can only use the message to adjust postage statements with the latest mailing date for the same value populated in the StatementID field.

3.8.1.17   Copalletization Mail Information

USPS will provide the ability for customers to document mailings that combine containers from multiple mailings as a copalletization job. Mailers will be able to use the OriginalContainerLinkageCreateRequest/Response message to create a copalletized container relationship. A mailer must submit a new mailing group and qualification report for the linked container and the original container must already exist in the *PostalOne!* system before a mailer can create a copalletized containers relationship.

Consolidators preparing copalletized mailings of trays must prepare electronic documentation for generation of the postage statements for payment at origin. For mailings of bundles, electronic documentation must be prepared to generate postage statements and payment at the consolidator's site. For copalletized Periodicals mail, postage statements and payment will be entered at the consolidator's site.

3.8.1.18   Mixed Mailing (Full-Service and Non Full-Service)

The Mail.XML messages will allow mailers to submit mixed mailings containing Full-Service and non-Full- Service mailpieces to USPS.

3.8.1.19 Consolidated Periodicals Statements

Mailers who have a need to combine previously submitted Periodicals statements into one consolidated Periodicals statement can use the ConsolidatedPeriodicalStatementCreateResponse message. Before creating a consolidated Periodicals statement, mailers must first have successfully opened a mailing group ID, submitted a qualification report, submitted a container bundle report and submitted Periodicals statements.

3.8.2 Postal Wizard

The *PostalOne!* system offers the Postal Wizard, a tool that provides a secure way to submit postage statements online. This tool may be used when no electronic documentation is necessary for compliance with Full-Service requirements.

For mailings of fewer than 10,000 pieces, and postage is affixed to each piece at the correct price or each piece is of identical weight and the mailpieces are separated by price, the serial number field of each IMb can be populated with a mailing serial number that is unique to the mailing but common to all pieces in the mailing. This unique mailing serial number must not be reused for a period of 45 days from the date of mailing. These mailings are not required to submit electronic documentation for the Full-Service, only an electronic postage statement. Unique mailing serial numbers must be populated in the Postal Wizard entry screen field. Mailers must populate the serial number field of all Intelligent Mail tray or sack labels, and Intelligent Mail container barcodes (when mailings are containerized) with the unique mailing serial number.

The Postal Wizard tool automatically populates the permit holder section of the postage statement based on the account number provided, and it guides the user through the completion of the rest of the form based on the type of mailing. The tool automatically validates the information entered and calculates the postage. The user submits the form directly to a Postal Business Mail acceptance unit (mailers cannot submit Postal Wizard electronic postage statement to the Detached Mail Unit) once the form is completed.

The Postal Wizard tool allows e8125/e8017 generation for the eInduction program and mailers can provide postage register information, create IMcb and container labels and use on their mailings and induct the mail through the eInduction Pilot program.

3.8.2.1 Piece Electronic Documentation for Sequential Intelligent Mail Barcodes

Mailers may provide the range of serial numbers used by entering the Lowest Piece ID and Highest Piece ID using the Postal Wizard. The number of items in the range from Lowest Piece ID to Highest Piece ID must equal the number of pieces in the mailing, meaning that the numbers are sequential (with no numbers skipped). The serial numbers in the range must match the physical barcodes. Use of this range of serial numbers is required to receive Full-Service feedback. When unique sequential serial numbers are used on mailpieces, the numbers cannot be reused for a period of 45 calendar days from the date of mailing for that Mail Class / MID combination. The eDocs for more than 10,000 piece mailings through Mail.dat and Mail.XML do not allow piece range identification.

3.8.2.2 Piece Electronic Documentation Using Mailing ID

When a mailer is not required to submit a qualification report, the serial number field of each IMb can be populated with a Mailing ID (serialized number) that is unique to the mailing but common to all pieces in the mailing. This unique Mailing ID number must not be reused for a period of 45 calendar days from the date of mailing.

Note: Mailers who submit a postage statement using the Postal Wizard and who enter the Mailing ID will receive the Full-Service discount but no Full-Service feedback. If the postage statements is submitted using the piece range, the customer will receive Full-Service feedback. When using the Postal Wizard, the mailer must enter the Mailer ID and range of sequential serial numbers, as described in Section 3.17.1, to receive Full-Service feedback.

3.8.2.3 Postage Information

Postal Wizard submissions may be used to enter electronic postage statements for Full-Service mailings. All postage payment methods (permit imprint, OMAS imprint, postage meter, OMAS meter and pre-canceled stamps) are available for Full-Service mailings.

3.8.2.4 Permit Imprint

USPS acceptance personnel will finalize each postage statement to debit the account for the full amount of postage required.

3.8.2.5 Postage Meter

The system will allow only "metered correct" for Full-Service metered mailings in Postal Wizard. "Metered lowest" and "metered neither" will not be available or, if they are, the system will generate an error message: Full-Service mailings may only select "metered correct".

3.8.2.6 Pre-cancelled Stamps

In accordance with DMM standards, mailpieces in a Full-Service pre-cancelled stamps mailing must bear the appropriate pre-cancelled stamps for the class of mail, i.e., First-Class Mail, Standard Mail, or Nonprofit Standard Mail. Net Postage Due must be paid through an Advanced Deposit Account or a meter stamp affixed to the required postage statement. USPS acceptance personnel finalize each postage statement to account for the full amount of postage required.

3.8.3   Mail Owner and Mail Preparer Identification in Electronic Documentation

3.8.3.1 Mail Owner and Mail Preparer Identification in Electronic Documentation

Often, mail owners use the services of a mail service provider to prepare and pay for their mailings. When this situation occurs, the mail service provider is acting on behalf of the mail owner, creating a By/For relationship: the mail is prepared *by* the mail service provider, *for* the mail owner. Both Mail.dat and Mail.XML have a number of options to reflect this relationship in the electronic documentation. Both the mail owner and mail preparer should be identified for all Full-Service mailings except for mailings with less than 5000 mailpieces. Identifying a mail owner in a mailing with less than 5000 pieces is optional.

The Postal Service is utilizing the mail owner and mail preparer identifications in the electronic documentation to validate the qualification criteria for programs such as sales, volume incentive programs, negotiated service agreements (NSA), and other future services. Mailpiece volume, mailpiece characteristics, mail owner and mail preparer validations are retrieved from the electronic documentation to qualify mailers for these programs.

For Full-Service data distribution and feedback for visibility, address correction, or Full-Service verification data, the mailers can use MID or CRID for By/For identification. For the mail owner or mail preparer to participate in Full-Service third-party data distribution, they must be identified by their MID in the By/For of the electronic documentation.

MIDs are either a 9-digit numeric or a 6-digit numeric ID and are assigned by the USPS based upon annual mail volume for the prior year. There is no volume requirement for a mailer to obtain the first 9-digit MID; each subsequent MID requires a volume of 1 million pieces. The volume requirement to obtain one 6-digit MID is 10 million pieces. Mailers may obtain up to five 6-digit MIDs based on 10 million piece increments.

In general, the Postal Service issues MIDs to mail owners, preparers and mailing agents for use in their Intelligent Mail mailings. There are rules pertaining to mail volume that the Postal Service must be able to verify. These are summarized as follows:

9-digit MID

- First MID can be obtained with no verified volume
- Second MID and additional MIDs require 1 million pieces in verified volume per MID request.

6-digit MID

- 1 - 5 MIDs requires 10 million pieces per MID (i.e., five MIDs requires 50 million pieces of verified volume).

In the event the USPS is unable to validate volumes through internal systems, the USPS will provide one 9- digit MID. If the mailer would like additional MIDs, the mailer will have to provide proof of volume of at least 1 million pieces from the past year.

Permit information is verified by the Mailpiece Design Analyst (MDA) or BMEU through postal systems (e.g., the *PostalOne!* system, Customer First, NMATS, etc.). If volume cannot be validated through a postal system, the mailing agent(s) can provide automated documentation, by month, to support mail owner volume for the prior year.

3.8.3.2 Obtaining a Mailer ID (MID)

There are three ways to obtain a MID. The first and most common method is through the Business Customer Gateway. Mailers can obtain a MID online by accessing the Mailer ID System. The second way is through an exception process. Requests for more than five 6-digit MIDs are considered an exception to the rule and must be requested through the BMEU or MDA and forwarded to the Help Desk. A third way is using Mail.XML USPSMIDCreateValidateRequest. Mail preparers, mailing agents or other service providers will be allowed to request creation, validation, and querying of MIDs on behalf of mail owners or business entities.

For more information, refer to *the Mail.XML MID-CRID Technical Guide*.

3.8.3.3 Mailer ID System and MID Exceptions Using MID Hard Copy Application

In the Business Customer Gateway, the Mailer ID System only allows mail owners and mail preparers / mailing agents to request MIDs for their own use. The Mailer ID System currently allows a mailer to request five 6-digit and nine 9-digit MIDs if their volumes can be verified. Request for more than five 6-digit MIDs must be requested through the BMEU or MDA and forwarded to the Help Desk. All exception request decisions will be made by the Manager, Mail Enterprise Integration, and United States Postal Service Headquarters. Requests for additional MIDs must be submitted in writing, identifying the issue or justification for requesting additional MIDs and how they will be implemented into mailing processes. All exception requests must include the following:

- Total mailing volume (per year)
- Number of mailing locations
- Total volume per mailing location (per year)
- Mailing cycles at locations (i.e. estimated total number of pieces within a 45 day period)

Similarly, a mailing agent can request a MID on behalf of a mail owner through the hard copy application process. If a mailing agent is acting on behalf of a mail owner, the mail owner and mailing agent must read, complete and sign section 3b of the Mailer ID Application which can be downloaded from the *Mailer ID Application page on RIBBS*.

The customer must forward the Mailer ID Application to the Business Mail Entry (BME) unit or the *PostalOne!*

Help Desk for volume validation. Mailers can contact their local BME unit by accessing: Access Locator (BME unit locator)

The BME representative or Help Desk will verify that the Mailer ID Application is complete and validates the mailing volumes through the *PostalOne!* system, or other pertinent documentation that demonstrates mailing volumes. The Mailer ID Application information is forwarded to the *PostalOne!* Help Desk who will assist with requests for MIDs. For MID business rules and MID-related technical requirements, refer to the *Mailer ID Application page on RIBBS*.

3.8.3.4 MID Requests through Mail.XML

A MID can also be obtained through the USPS ID Mail.XML management messages through the pull model. Mailers can request a MID for their own use or on behalf of mail owners. Mailers can also query and validate the MIDs for their own use or on behalf of mail owners against CRIDS. Mail.XML has elements for the MID create, validate and query request/response messages with USPS legal agreements added to the messages.

Mailers may need their own MIDs or their customers' MIDs for identification in the By/For relationships in the electronic documentation or to identify the business entity for authorization purposes in the eDocs.

When the *PostalOne!* system receives a mailer's USPS MID create validate request message, the USPS responds back with a USPS MID create validate response message, notifying the requestor whether the MID request has been accepted or rejected. Mail.XML has elements for the MID request/response messages with USPS legal agreements added to the messages. The legal agreement must be accepted by the submitter of the message.

Message Type	Message Name
By/For - Customer Identification Info	USPSMIDCreateValidateRequest
By/For - Customer Identification Info	USPSMIDCreateValidateResponse

Table 3-15 - Mail.XML MID messages

3.8.3.5 Obtaining Customer Registration IDs (CRID)

The Customer Registration ID (CRID) is a unique identifier created by the Customer Registration system to identify a business at a physical address. For each unique combination of Company Name and physical address, the Postal Service creates a new CRID. The CRID is used in USPS systems and applications to identify business entities and connects company information at a specific geographic location (physical street address) across all USPS applications.

Any USPS Customer who registers through the Business Customer Gateway to do business electronically with the USPS will be assigned a CRID. Companies can also obtain a CRID for companies with which they are affiliated. Mail preparers who elect to use the CRID to identify a mail owner in their electronic documentation should obtain the

CRID from the mail owner. A mail owner can look up their CRID through the company Profile link located on their gateway homepage.

3.8.3.6 CRID Requests through Mail.XML

USPS subsystems support the USPS CRID Create Validate Request/Response message sets in Mail.XML. Mailers can request a CRID for their own use or on behalf of mail owners. Mailers can also query and validate the CRIDS for their own use or on behalf of mail owners against addresses and Company names. Mail.XML has elements for the CRID request/response messages with USPS legal agreements added to the messages. The legal agreement must be accepted by the submitter of the message.

Mailers may need their CRIDs or their customer's CRIDs for identification in the By/For relationships in the electronic documentation, or to identify the business entity for authorization purposes in the eDocs.

When the *PostalOne!* system receives a mailer USPS CRID create validate request message, the USPS responds back with a USPS CRID create validate response message, notifying the requestor whether the CRID request has been accepted or rejected.

Message Category	Message Name
By/For - Customer Identification Info	USPSCRIDCreateValidateRequest
By/For - Customer Identification Info	USPSCRIDCreateValidateResponse

Table 3-16 - Mail.XML CRID messages

3.8.3.7 Non-Sequential Piece Identifiers

When the serial numbers applied in the IMbs of a mailing are not sequential, the creator of the electronic documentation may use one of the options for Mail.dat PDR or PBC submissions or one of the options for Mail.XML MailPieceCreate and MailPieceUpdate submissions to identify the mail owner and mail preparer of the mailing. For copalletized mailings, the mail owner and mail preparer will be identified from the original electronic documentation submitted for copalletization. The mail preparer will be identified for the copalletized electronic documentation from the Mail Facility ID in the Mail.dat SEG and Mail Facility ID in Mail.XML Open Mailing Group message.

3.8.3.8 Mail Owner Identification Options

Option 1: Mail Owner MID

Mail service providers include the mail owner MID in the electronic documentation, identifying the mail owner for whom they have prepared the mailpiece.

Mail.dat

MID of mail owner in MPA: MID of the company which owns the mailpieces is indicated in the MPA record.
MID of mail owner in CPT and Host Statement Component ID in MCR (to identify the appropriate component to use from CPT): MID of the company which owns the mailpieces are indicated in the PDR records (all of which associate to a single CQT record).

Mail.XML

Mail owner in the Piece messages: MID of the company which owns the mailpiece is indicated in the Mail.XML Mailpiece Create and Mailpiece Update messages.

Option 2: Mail Owner Customer Registration Identifier

Mail service providers include the CRID in the electronic documentation, identifying the mail owner for whom they have prepared the mailing or portion thereof.

Mail.dat

- Mail owner CRID in CPT and Host Statement Component ID in MCR (to identify the appropriate component to use from CPT)

- Mail owner CRID in MPA: CRID of the company that owns the mailpieces

Mail.XML

- Mail owner CRID in the Mail Piece messages: CRID of the company that owns the mailpieces is indicated in the Mail.XML message.

- Mail owner CRID in the Qualification Report Container Info block can be included in addition to the mail owner CRID in the Mail Piece message: the CRID of the mail owner of the mailpieces associated to the container. This option is only supported if only one mail owner exists for the entire container. The mail owner CRID must be identified at the lowest level in the Container Info block associated to the mailpiece.

Option 3: Mail Owner Permit Number/Publication Number

Mail service providers include the Permit Number of the mail owner in the electronic documentation.

Mail.dat

Mail owner's Lcl Permit Ref Num and mail owner's Lcl Permit Ref Num-Type in MPA within the same Finance Number of the Permit/Type/Zip+4 in the MPA can be used to identify mail owner.

Mail.XML

- Permit Number/ Permit Type/ Permit ZIP+4 in Piece messages can be included in addition to the mail owner MID or CRID: the Permit Number of the company which owns the mailpiece is indicated in the Mail.XML MailPiece Create and Mailpiece Update messages. This must be within the Finance Number associated to the Mailing Group. The mail owner cannot be identified by Permit Number alone; the mail owner must also be identified by the MID or CRID.

- Publication Number in Piece messages can be included in addition to the mail owner MID or CRID: the Publication Number of the company that owns the mailpiece is indicated in the Mail.XML Mailpiece Create and Mailpiece Update messages. This must be within the Finance Number associated to the Mailing Group. The mail owner cannot be identified by Publication Number alone; the mail owner must also be identified by the MID or CRID.

3.8.3.9 Mail Preparer Identification Options

Option 1: Mail Preparer MID

Mail preparers may identify themselves by MID in the electronic documentation.

Mail.dat

MID of mail preparer in MPA: MID of the company that prepared the mailpieces as indicated in the MPA record.

Mail.XML

Mail preparer in the QualificationReport messages: MID of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages.

Option 2: Mail Preparer Customer Registration Identifier (CRID)

Mail preparers may identify themselves by CRID in the electronic documentation.

Mail.dat

Mail preparer CRID in MPA: CRID of the company which prepared the mailpieces in the electronic documentation.

Mail.XML

Mail preparer CRID in the QualificationReport messages: the CRID of the mail preparer of the mailpieces in the electronic documentation.

Option 3: Mail Preparer Permit Number/Publication Number

Mail preparers may identify themselves by Permit or Publication Number in the electronic documentation.

Mail.XML

Permit Number/Permit Type/Permit ZIP+4 in QualifcationReport messages can be included in addition to the mail preparer MID or CRID: the Permit Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. The mail preparer cannot be identified by Permit Number alone; the mail preparer must also be identified by the MID or CRID.

Publication Number in QualifcationReport messages can be included in addition to the mail preparer MID or CRID: the Publication Number of the company that prepared the mailpiece as indicated in the Mail.XML QualificationReport messages. This must be within the Finance Number associated to the Mailing Group.

The mail preparer cannot be identified by Permit Number alone; the mail preparer must also be identified by the MID or CRID.

3.8.3.10 Order of Precedence

If two or more of the options above are applied, the following order of precedence will be used to determine which fields to apply to identify the mail owner and mail preparer. By/For conflicts will be recorded if multiple options are provided and do not match. Full-service "By/For" errors will also be created if the MIDs or CRIDS that are provided in eDocs are invalid. "By/For" errors for Full-Service will also be created if By and For are same entities or when the For entity is identified as a Mail Service Provider in the *PostalOne!* Business Customer Gateway. For Full-Service feedback, where mailers receive their visibility, address correction or other verification data, the lowest level of precedence will apply, precedence #1 will take precedence over precedence #2 if both are available. Regardless of method used, the files must be submitted at or before the time the pieces referenced in the file become mail. The *PostalOne!* System plans to use the Full-Service "by/for" if available for Full-Service or non-Full-Service mailings to be used for agent, owner, and account information on every postage statement available in the *PostalOne!* system. The *PostalOne!* System will provide a list of mail owners on a postage statement when more than one owner is tied to a postage statement.

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	QualificationReportCreateRequest 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)		
6	MPA	USPS Publication Number	N/A	N/A

Table 3-17 - Mail Owner Order of Precedence

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	QualificationReportCreateRequest message QualificationReportPreparer block	MailerID6 or MailerID9
2	MPA	CRID of mail preparer	QualificationReportCreateRequest message QualificationReportPreparer block	CRID
3	N/A	N/A	QualificationReportCreateRequest message QualificationReportPreparer block	PermitNumber, PermitType, PermitZIP4, or PublicationNumber (must be within the same finance number associated with the mailing group)

Table 3-18 - Mailpiece Mail Preparer Order of Precedence

3.8.4   Changes to Nonprofit Eligibility

Today, mailers identify a nonprofit eligible mailing which should receive the non-profit rates by providing a Permit Number linked to a nonprofit authorization in their eDoc. Either the paying permit or the Mail Owner permit may be linked to the nonprofit authorization. In November 2014, the Postal Service will check the Mail Owner CRID and MID in addition to the permits for nonprofit authorization. The Postal Service will continue to support identification of a nonprofit mailer through the Mail Owner permit number in all situations. In January 2015 the Postal Service will no longer support the option of identifying the additional nonprofit mailers in an Excel spreadsheet for mailings that include mailpieces from multiple non-profit authorization numbers.

For nonprofit mailings, Mail Owner identification, the *PostalOne!* system will first check the Permit Holder, Permit Number, Permit Type and Permit ZIP+4. If a CRID has a Nonprofit authorization, *PostalOne!* will apply nonprofit rates, otherwise it will continue to the next order of precedence until a valid value to identify a nonprofit Mail Owner is detected.

Prior to the change in November 2014, the Postal Service is engaged in an data clean-up effort of non-profit authorizations and CRIDs to support the implementation of the expanded nonprofit price validation. The following activities are underway to support this initiative:

- Voluntary mailer-driven data validation opportunity using the Customer Validation Tool (accessible via the Business Customer Gateway). Data issues (missing nonprofit authorization (NPA) numbers, incorrect NPA number associations) can be communicated to the *PostalOne!* Help Desk (800-522-9085) for remediation. Any interested Mail Service Providers (MSP) with data integrity concerns are welcome to participate.

- Existing NPA numbers that are not currently associated with data in *PostalOne!* will added using available address information from Pricing and Classification Service Center (PCSC) and Customer Registration

- Enhanced functionality will be added to require a valid address when applying for a permit or submitting a PS 3624 (Application to Mail at Non-Profit Standard Mail Prices) and PS 6015 (Nonprofit Database Change Request)

- Replace legacy NPA with primary NPA; Notification is being sent to impacted mailers on 8/1/14.

- Training for Postal Service employees to limit creation of extra CRIDs

4. Feedback for IM Mailings

Full-service and Seamless mailings provide Mailers with the option to receive information on the following services: address corrections, nixie data, start-the-clock, container visibility scans, tray visibility scans, top piece scan on a bundle, Full-Service mail quality reports, and By/For error report.

Address correction information for Full-service and Seamless mailings includes COA data when a new address is available for the intended recipient, and ACS nixie data (the reason for nondelivery) when the piece is not deliverable at all.

The start-the-clock data is of two types. One type of feedback is the day zero or day one for drop shipped, origin-entered, plant-loaded mail (USPS transported mail) and BMEU-entered mail. The second type of data feedback to IM mailing customers is pallet-induction scan (container visibility), pallet processing scans, tray processing scans, top piece scan on a bundle, which occur at specific USPS facilities that have the capability to scan pallets, trays, and bundles.

Data Quality reports include reporting on barcode-uniqueness conflicts, STID conflicts, and several other data issues that may cause a mailing to not meet Full-Service and Seamless requirements for discounts and Full-Service and Seamless feedback.

4.1 Data Distribution

Data for most of the above services can be provided to the mail owner or someone they designate and it may also be provided to the mail preparer or someone they designate; however it cannot be provided to both the primary and their designate.

Data Type	Owner or Designate	and/or	Preparer or Designate
Start of Clock	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Container Visibility	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Tray Visibility	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Bundle Visibility	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Change of Address/Nixie	Owner or Owner Designate	and/or	Preparer or Preparer Designate
Note	Owner or Owner Designate	and/or	Preparer or Preparer Designate
eDoc Data Quality Report	Owner or Owner Designate	and/or	Preparer or Preparer Designate
IMb Tracing	❖ To sign up for IMb Tracing, please contact the IMb Tracing helpdesk at IMbTracing@USPS.gov or 1- 800-238-3150. ❖ IMb Tracing data is provisioned based on the MID on the mailpiece. It is _not_ provisioned based on the mail owner or mail preparer that is indicated within the user's electronic documentation. ❖ When the user fills out the IMb Tracing application form, he/she can indicate the recipient of IMb Tracing data. Some mailers choose to receive the data themselves, and others choose to provision it to their Mail Service Provider. ❖ By default, IMb Tracing data can only be sent to one IMb Tracing account. However, if users would like more than one IMb Tracing account to receive a copy of the data, these users can create an Exception Broker through the MID system on the Business Customer Gateway.		

Table 4-1 - Delegation of Data by Mail Owners and Mail Preparers

4.1.1 Data Distribution to Third Parties

The primary parties to every mailing are the owner who commissioned the mailing and the preparer who actually defines the mailpieces and submits the electronic documentation. Owners may also prepare their own mailings. These parties are referred to as the mail owner and the mail preparer and are responsible for controlling access to data/information about their mailings. For the mail owner or mail preparer to participate in Full-Service or Seamless data distribution to third-parties, they must be identified by their MID in the By/For of the electronic documentation.

4.1.2 Mailings with Piece (Detail or Barcode only records)

- Mail.dat - mail owner must be identified by their MID in mail owner on CPT record and/or mail owner on MPA record.

- Mail.dat – mail preparer must be identified by their MID in mail preparer on MPA record.

- Mail.XML - mail owner must be identified by their MID in MailPieceCreate and MailPieceUpdate messages

- Mail.XML – mail preparer must be identified by their MID in MailPieceCreate and MailPieceUpdate messages

Full-Service ACS Data will be distributed only to the mail owner identified in the eDoc. The mail owner may allow other parties access to data or information about their mailings. Parties interested in Full-Service ACS data from a mailing for which they were not the mail owner may receive the Full-Service ACS data when authorized by the mail owner. Full-Service ACS information for a specific mailpiece may only be distributed to one party. Mail owners must complete a MID profile for Full-Service ACS to authorize data distribution to a third party. Mail owners must also be identified by the MID (associated to the desired data distribution profile) in the eDoc for the third party distribution to be fulfilled.

Start-the-clock / container/tray/bundle visibility Data from a mailing will be distributed to both the mail owner and mail preparer unless other authorization from the mail owner or mail preparer has been received. Mail owners and mail preparers must complete a MID profile for start-the-clock /container visibility to authorize data distribution to a third party. Mail owners and mail preparers must also be identified by the MID (associated to the desired data distribution profile) in the eDoc for the third party distribution to be fulfilled.

IMb Tracing scan data will continue to be determined by either the Mailer ID (which does not have to belong to either a mail owner or mail preparer) on the mailpiece. A Non-Subscriber Delegate is created when a mail owner/preparer who is an IMb Tracing Subscriber wants to provide access to their IMb Tracing scan data to another party who is not an IMb Tracing Subscriber. Any party interested in becoming a Non-Subscriber Delegate for MPE scan data via the IMb Tracing Service will need to coordinate with the National Customer Support Center (NCSC) at 1-800-238-3150 (IMbTracing@usps.gov). The NCSC help desk will facilitate the set-up of Non-Subscriber Delegates in the MT&R / IMb Tracing system.

There are four options for setting-up static relationships, as described in **Error! Reference source not found.**.

Profile	Description
Static Relationship	Mail owner or preparer has given control to a third party or preparer to manage and distribute data. This MID delegation does not delegate data to any third party rather allows third party to manage the data distribution profiles.
	Mail owner always distributes data to the party identified for a specific Mailer ID. Applies to ACS and IMb Tracing data.
	Mail owner data is distributed to mail preparer for pieces prepared by the mail preparer.
	Data is distributed to a designated third party (identified by the MID) by the Mail Preparer or Mail Owner (When Mail Owner and/or Mail Preparer identify themselves with a specific MID in the eDocs)

Table 4-2 - Mail Owner/Preparer Relationships

4.1.2.1 Mailer ID Profile Setup

To access the Mailer ID System and create a MID profile, a user first must have a business account on the Business Customer Gateway and obtain a MID via the Mailer ID System. Once a mailer has a MID, the Mailer ID Summary page offers users the following selections:

- Address Book – Some MID profile options require the identification of recipients. The Mailer ID System provides an address book feature which allows mailers to enter the MIDs of possible data recipients. This information is stored and available when users select to create or edit a profile for their MID. A mailer may add

or delete possible recipients as needed. Note: Users need to know the MID of the parties they want to receive data in order to be assigned in the MID profile.

- MID Search – This function allows users to search for a MID that is assigned to any of the affiliates (CRIDs) to which the user is linked.

- Request a MID - Allows a user to request a MID for the affiliate displayed in the drop down box.

- Affiliate (drop down box) – Allows a user to select an affiliate (CRID). This is used to request a MID or to display the Mailer ID Summary – what MIDs are associated to that CRID.

- Mailer ID Summary – Summary section displays the MIDs for the selected affiliate as well as the address of the affiliate and the Add/Edit Profile link.

A user can create a profile for each MID assigned to their business location(s) / CRID(s). The profile allows data distribution set-up for three types of information: Full-Service ACS, IMb Tracing, and start-the-clock / container visibility. **MID profile updates must be completed 24 hours before the eDoc for the mailing is submitted to receive the correct data distribution.** There are different data options for each type of information. The first four support a static relationship. The data options are as follows:

- No data dissemination needed: Do not create a profile for this data. This is the default that is set when a MID is created. This means data will be distributed through the standard: Mail owner identified in the eDoc for Full-Service ACS, IMb Tracing, and mail owner and preparer identified in the eDoc for start-the-clock / container visibility.

- Mailing preparer: Send this data to the preparer of the mailing as identified below.

  o Allow one of the following recipients to receive the user's data based on information contained in electronic file submissions (address book required). A mail owner who holds a MID may authorize their mail preparer to receive all data associated with mailings that specific mail preparer created. For this option a user is required to identify their mail preparers from their MID Address Book. Users may select one or more preparers. When this option is active for the MID used to identify the mail owner in the eDoc, the system will route data to the MID of the preparer identified in the eDoc if that preparer MID is one identified in the preparer option of the Owners MID profile.

  o MID Holder: Send this data to the holder of the MID on the mailpiece.

  o When this option is active in a MID profile and the mail owner is identified in the eDoc with this MID, the data will be distributed to the MID on the mailpiece.

  o Other - Single Recipient: Send this data to this single recipient: (address book required).

  o This option enables users to identify a data recipient that is not the preparer or MID holder on the mailpiece to receive their information. For this option a user is required to select a recipient from their Address Book.

4.1.2.2 Mailer ID Delegation

If mail owners do not want to actively manage their MID profile, they may delegate control of their profile to a selected agent. This selected agent may be either a mail preparer or a Third-Party. The agent can then determine to whom data should be provided. This access would be marked as "Delegated" in the profile. To create "Delegated" access, a mail owner selects the party they wish to delegate their MID management to from their Address Book. Once a MID has been delegated, it will appear in the agent's Mailer ID Summary as a delegated MID. It will also still appear in the Owner's Mailer ID Summary but the Owner will not have the ability to complete the profile for data distribution – they only have the ability to revoke their MID delegation. The delegated agent may then set-up the profile options for data distribution.

4.1.2.3 Mailer ID Data Distribution

Independent sections are displayed for each data type (e.g., Full-Service ACS, Confirm and Start-The-Clock/container visibility). How to associate the MID to a data recipient is described in the section below. Note that Mailer ID profile updates must be completed in the Mailer ID System 24 hours before the eDoc for the mailing is submitted to receive the correct data distribution. There are five options (Figure 8-9).

4.1.2.4 Data Recipient Options

Note: Radio buttons allow only one option to be selected at any one time.

The data recipient options are as follows:

Do not create a profile for this data. Selecting this radio button causes no data distribution profile to beset-up. This is the default setting when a MID is created. The Mail Owner identified in the eDoc receives Full- Service ACS and Confirm data, the Mail Owner and Mail Preparer receive Start-the-Clock and Container Visibility data. In the event that a user previously selected a different data distribution option and wishes to revert back to the default setting, the user can select this option.

Send this data to the preparer of the mail. A Mail Owner may authorize a Mail Preparer to receive the data associated with all mailings that specific Mail Preparer creates. For this option the user is required to identify the Mail Preparer from their Address Book. The user may select only one Mail Preparer.

Send data to the holder of the MID for the mailing. When this option is active (the Mail Owner MID is used to identify the Mail Owner in the eDoc), the system will route data to the Mailer ID on the mailpiece. When selecting this option, a user identifies a data recipient from an Address Book entry that is not the Preparer or Mailer ID holder on the mailpiece to receive data. This option is only available for ACS and IMb Tracing data.

Always use the business information below to route my data. When this option is active, it acts as an exception broker to send the user's data to a third party identified through MID.

Figure 4-1 - Full Service ACS data distribution to recipient

Figure 4-2 - Tray Visibility Data Distribution to Recipient

Figure 4-3 - Bundle Visibility Data Distribution to Recipient

Figure 4-4 - IMb Tracing Data Distribution to Recipient

Figure 4-5 - Start-the-Clock/Container Visibility Data Distribution to Recipient

4.1.3   ACS

ACS for IM mailings comprises of two feedback products: COA information when a new address is available for the intended recipient, and nixie information when the piece is not deliverable at all.

4.1.3.1 Change-of-Address (COA)

Mailers presenting Full-Service and Seamless mailings are provided with a COA detail online report which is downloadable in Excel and CSV formats and automated data exchange using Mail.XML. The report will provide information including the original IMb on the piece, the move effective date, and the old and new addresses. The keyline that was provided in the electronic documentation will also be provided. The FullServiceAddressCorrection Delivery and Response message in the Mail.XML specification supports this data exchange. For copalletized mailings, ACS COA feedback will be based on the original electronic documentation piece level data provided.

The specifics of Mail.XML data distribution are available in the *Postal Service Mail.XML Technical Specification.*

4.1.3.2 Nixie

Mailers presenting IM mailings will be provided a nixie detail online report which is downloadable in Excel and CSV formats and automated data exchange through Mail.XML. The report will provide information including the original IMb on the piece, the nixie reason and the original address on the mailpiece. The keyline that was provided in the electronic documentation will also be provided. The FullServicenixieDetailDelivery and Response messages in the Mail.XML specification support this data exchange. For copalletized mailings, ACS nixie feedback will be based on the original electronic documentation piece level data provided.

The specifics of Mail.XML data distribution are available in the *Postal Service Mail.XML Technical Specification*.

4.1.4   Three Formats of ACS

In the mid-1980s, the USPS developed an Address Change Service (ACS) to convert at least a portion of the manual address correction process to electronic methods and formats. Whenever possible, address corrections were provided to mailers by electronic means, thereby reducing USPS production costs and mailer processing costs associated with the existing, hard-copy, address-correction methodology.

Though the original program has been enhanced over the years, it is still referred to as Traditional ACS. Traditional ACS is based on a 7-character Participant Code (also called a Participant ID), assigned by the National Customer Support Center (NCSC) in Memphis, TN. Mailers obtain Participant Codes, by filing an ACS Enrollment Form. The 7-character Participant Code and an optional "keyline" are printed on each mailpiece along with a required ancillary service endorsement. If a piece of mail is UAA, the USPS has automated processes to return COA and nixie information to the mailer associated with the Participant Code on the mailpiece. Traditional ACS is not a free service. More information on Traditional ACS is available in Traditional ACS Technical Guide.

OneCode ACS, which also charges fees for its service, uses an Intelligent Mail barcode that includes a MID that is registered with the ACS Department at the NCSC in Memphis. Mailers wishing to use OneCode ACS must file the ACS Enrollment Form to establish a OneCode ACS account for fulfillment and billing for an existing MID. More information on OneCode ACS is available in *OneCode ACS Technical Guide*.

New MIDs are assigned through centralized USPS processes, generally the Business Customer Gateway. The Intelligent Mail Mailer ID Application page on RIBBS explains the few exceptions for obtaining MIDs, such as requests for multiple MIDs or when mailing agents are acting on behalf of mail owners.

New MIDs assigned through the Business Customer Gateway will automatically receive a default ACS profile enabling some OneCode ACS and Full-Service ACS. The mailer should contact the NCSC if ACS options other than the default options are desired.

The NCSC in Memphis, for all ACS services, creates a profile for the Participant ID (Traditional ACS) or the MID (OneCode and Full-Service ACS) under the mailer's account number. The profile describes the class of mail and ancillary service associated with the MID.

The NCSC will work with each mailer to ensure that the mailer's profile matches the desired mailpiece disposition and address-correction handling. Mailers can effect fulfillment changes by contacting the ACS Department at acs@usps.gov, or by calling (877) 640-0724. The user may contact the NCSC if the user wishes to review the profile information for any of his/her MIDs. Mailers may also continue to use the ACS Enrollment Form to change the profile information associated with a Participant Code or MID.

Full-Service ACS differs from both OneCode ACS and the Traditional ACS programs in several ways, although all three processes provide similar information. The most notable differences are:

- Pricing (Full-Service ACS is a no-cost service for specific time frames)

- Record format and layout

- Fulfillment method

Full-Service ACS does not affect how Traditional ACS or OneCode ACS work from the mailer's perspective. Traditional ACS Technical Guide and OneCode ACS Technical Guide provide details on the record formats and data transmission methods of Traditional ACS and OneCode ACS.

For Full-Service ACS, the electronic record formats are different from those of both OneCode ACS and Traditional ACS, the information comes to the customer by a selection of different electronic channels, and Full-Service ACS is a no-cost service for specific time frames.

For Intelligent-Mail barcode users who choose OneCode ACS or Full-Service ACS, the MID in the Intelligent- Mail barcode MUST have an ACS profile. Use of the Intelligent-Mail barcode, in and of itself, does not automatically trigger ACS data collection and generation.

The remainder of Section 4 applies only to mailings (or portions of mailings) that satisfy all the requirements of the Intelligent Mail Full-Service or Seamless options.

4.1.5   Start-the-Clock

4.1.5.1 BMEU-Entered Mail

Full-service and Seamless mailings are reported via the start-the-clock summary online report and Mail.XML automated data exchange for BMEU verified mail. The report provides information on when the mail is inducted (received by the Postal Service) for mail processing at a USPS mail processing facility. BMEU start- the-clock is not available until the unit has completed any verification activities and processed the postage statement for account debiting. The StartTheClockBMEUBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-clock feedback will only be distributed for handling units and containers containing at least one Full-Service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

The specifics of Mail.XML data distribution are available in the *Postal Service Mail.XML Technical Specification*.

4.1.5.2 Mailer-Transported Drop Ship and Origin-Entered Mail

Mailers presenting Full-Service and Seamless mailings will be provided a start-the-clock summary online report and automated data exchange for drop ship mail and for mail that is transported by the mailer to the USPS origin facility. The report will provide information on when Full-Service or Seamless mailings were inducted into the USPS system. Start-the-clock information will not be made available to customers until the unit has completed any verification activities and processed the postage statement for account debiting.

Appointments are required for origin-entered mail that is mailer transported and for drop ship mail. StartTheClockDropShipOrOriginBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange. Start-the-clock feedback will only be distributed for handling units and containers containing at least one Full-Service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

The specifics of Mail.XML data distribution are available in the *Postal Service Mail.XML Technical Specification*.

4.1.5.3 Plant-Load Mail

Mailers presenting Full-Service or Seamless mailings will be provided a start-the-clock summary online report and automated Mail.XML data exchange for USPS transported mail. The report will provide information on when Full-Service or Seamless USPS transported mailings were ready to be transported and that information will be used to determine the start-the-clock date (i.e. which day is Day 0). Start-the-clock information will not be made available to customers until the unit has completed any verification activities and processed the postage statement for account debiting. StartTheClockPlantLoadBlock XML block in the StartTheClock Delivery/Response messages in the Mail.XML specification supports this data exchange.

Start-the-clock feedback will only be distributed for handling units and containers containing at least one Full- Service piece within a mixed mailing. For copalletization, start-the-clock feedback will be based on the copalletized job submitted by the consolidator.

The specifics of Mail.XML data distribution are available in the *Postal Service Mail.XML Technical Specification*.

The start-the-clock event for origin-entered mail that is transported on USPS transportation is based on operational data received from container unloads scans. However, if operational data is not received, Start- the-Clock will be defaulted to the Scheduled Ship Date provided by mailers in their electronic documentation.

4.1.5.4 Updated Start-the-Clock Approach for Drop-Ship Mailings

4.1.5.5 Utilize Unload Scan to Identify Appointment

When a mailer inducts mail at a destination NDC, SCF or ADC, or is Origin Verified Mailer Transported, Start- the-Clock is calculated using appointment information. The container to appointment linkage is generated by the USPS using the existing Surface Visibility (SV) process for unloading mailer containers or through the appointment created in the FAST system.

Start-the-Clock (Day 0) determination is calculated by comparing the Actual Entry Time (AET) to the nationally standardized Critical Entry Times (CETs).

Nationally standardized CETs are established for each mail class, category, entry facility and/or separation. The AET is determined by the SV unload scan appointment or the appointment provided in mailer eDoc.

When a scan does not exist or is not associated to an appointment, the mailer provided eDoc appointment will be used. Please note that the SV unload scan and corresponding appointment take precedence if both are provided.

Appointments are on-time when the Actual Appointment Time is on or no more than 30 minutes after the Scheduled Appointment Time. Appointments are late when the Actual Appointment Time is more than 30 minutes after the Scheduled Appointment Time. Appointments are early when the Actual Appointment Time is before the Scheduled Appointment Time.

If the mailer arrives late to a multi-stop appointment because the USPS took longer than the standard time to unload an earlier appointment, the scheduled appointment date/time will be used for the late appointment.

USPS delay is determined based on the Unload End Time minus the Unload Start Time. When the total unload time is greater than the allowable time for the appointment and facility type combination (as shown in Table 4-3), the following appointment is determined to be delayed. If the appointment gets back on schedule as determined by the arrival time, then the appointment is used to Start-the-Clock as if it was never delayed. Appointments delayed greater than 24 hours are determined to be no shows and will be recorded under a new appointment

Appointment Type/Facility Type	Pallet	Speedline	Bedload
NDC	3 Hours	1.5 Hours	8 Hours
P&DC	2 Hours	1 Hour	8 Hours

Table 4-3 - Allowable Unload Times

Table 4-4 displays possible AET determinations which may be used to calculate STC for mail inducted at a destination NDC, SCF, or ADC, or is Origin Verified Mailer Transported:

Induction Method	Appointment Used	Additional Appointment Information	Time Used for AET
DMU Verified – Mailer Transported	Mailer provided appointment	Mailer provided appointment (eDoc) No SV Scan Appointment Found On-Time	Actual Appointment Date and Time
DMU Verified – Mailer Transported	Mailer provided appointment	Mailer provided appointment (eDoc) No SV Scan Appointment Found Early Unload before Scheduled Arrival	Unload Start Date and Time
DMU Verified – Mailer Transported	Mailer provided appointment	Mailer provided appointment (eDoc) No SV Scan Appointment Found Early Unload after Scheduled Arrival	Scheduled Appointment Date and Time
DMU Verified – Mailer Transported	Mailer provided appointment	Mailer provided appointment (eDoc) No SV Scan Appointment Found Late	Unload Start Date and Time
DMU Verified – Mailer Transported	SV Container Unload Scan	Appointment Arrival Information from SV SV Scan Appointment Found On-Time	Actual Appointment Date and Time
DMU Verified – Mailer Transported	SV Container Unload Scan	Appointment Arrival Information from SV SV Scan Appointment Found Early Unload before Scheduled Arrival	SV Unload Scan Date and Time
DMU Verified – Mailer Transported	SV Container Unload Scan	Appointment Arrival Information from SV SV Scan Appointment Found Early Unload after Scheduled Arrival	Scheduled Appointment Date and Time

Induction Method	Appointment Used	Additional Appointment Information	Time Used for AET
DMU Verified – Mailer Transported	SV Container Unload Scan	Appointment Arrival Information from SV SV Scan Appointment Found Late	SV Unload Scan Date and Time
Drop Ship	Mailer provided appointment	Mailer provided appointment (eDoc) No SV Scan Appointment Found Late Unload Hours > Expected Hours	USPS Delay, AET is the Scheduled Appointment Date and Time
Drop Ship	Mailer provided appointment	Mailer provided appointment (eDoc) No SV Scan Appointment Found Late Unload Hours < Expected Hours	Unload Start Date and Time
Drop Ship	SV Container Unload Scan	Appointment Arrival Information from SV SV Scan Appointment Found Late Unload Hours > Expected Hours	USPS Delay, AET is the Scheduled Appointment Date and Time
Drop Ship	SV Container Unload Scan	Appointment Arrival Information from SV SV Scan Appointment Found Late Unload Hours < Expected Hours	SV Unload Scan Date and Time

Table 4-4 Actual Entry Time (AET) Determinations

4.1.6   Container Visibility Induction Scans

Mailers presenting Full-Service or Seamless mailings will be provided a report showing induction scans and mail processing scans of Full-Service, Seamless, and eInduction containers (pallets). This report of container visibility information is available from the USPS processing facilities at which scanning capabilities are implemented and the USPS business mail acceptance units at which scanning capabilities are implemented. The container visibility report will only be provided for the containers on shipments that have been scanned during the induction process or scanned during mail processing. The Full-Service/Seamless container visibility Delivery and Response messages in the Mail.XML specification support this data exchange.

Container visibility feedback will only be distributed for handling units and containers containing at least one Full-Service piece within a mixed mailing. For copalletization, container visibility feedback will be based on the copalletized job submitted by the consolidator.

The specifics of Mail.XML data distribution are available in the *Postal Service Mail.XML Technical Specification*.

4.1.6.1 eInduction Reporting

To enable participants to better manage and track eInduction mailings, the Postal Service has created reports available through either *PostalOne!* and MicroStrategy:

- *PostalOne!* eInduction reports provide real time status on eInduction containers, allowing mailers to track the status a container before and after induction at a the Postal Service facility. These reports allow mailers to check the payment status of a container before arrival at the entry facility. Post-induction, *PostalOne!* provides container level delivery and acceptance status. These reports are used when looking for information on a specific container, mailing, or appointment.

- MicroStrategy reports summarize eInduction history, allowing a summary of the entire calendar month, trending reports, and detailed error information. This information is available within 48-hours of container induction. MicroStrategy reports must be used to identify if a mailer is exceeding a threshold or to view additional postage due through a month. The MicroStrategy reports show data across all mailings for a CRID. The Mailer Scorecard is a MicroStrategy report.

4.1.6.2 *PostalOne!* Reports: Shipping Summary

The Shipping Summary report is available on the *PostalOne!* dashboard once the eDoc has been uploaded. The report displays the validation status of the container information uploaded and may be used to confirm the containers are ready for induction. The report also provides proof of delivery and post-induction validation status at the container level. Trend reporting on post-induction validation errors and additional postage amounts are in the MicroStrategy reports.

In August 2014, the Shipping Summary report will have improvements in both the quality and presentation of eInduction container data. The defects with the display of container counts and container status will be corrected. The job summary report header will display correct eInduction container count and non-eInduction container count. The container detail section of the reports will group by destination entry point and allow drills to the containers planned or entered at the entry point.

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

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:		CMAT9875	Mailing Group ID:			60424378		Class:		2		
Job Name:		Full maildat: QG413K	Process Cat:			FL		Total Pieces:		1,211		
Mail Preparer:		QUAD DIRECT	Destination Locale Key:			W12399		Total Weight:		360		
			Destination Zip Code:			Multiple		Total Container Count:		5		
Postage Statement Mailing Date:		03/10/2014	USPS Transported Containers:			5		eInduction Containers:		5		

Shipment Results												
Scheduled Containers:	5							Containers Scanned:		0		
Missing Containers:	5			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 Date	Unload Status	Date/Time Unloaded	Multi-stop Misship Override	Induction	Problem Description	Problem Resolution
● AV P ⚠ Z	99M900002741000363638	53072 (530)	W12399	AH									
● AV P ⚠ Z	99M900002741000363639	53027 (530)	W12399	AH									
● AV P ⚠ Z LB	99M900002741000363640	53027 (605)	W12399	AB									
● AV P ⚠ Z	99M900002741000363641	53027 (980)	W12399	Z									
● AV P ⚠ LB	99M900002741000363642	53027 (605)	W12399	AB									

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Figure 4-6 - Shipping Summary Report

4.1.7 Tray and Bundle Visibility Scans

Mailers presenting Full-Service or Seamless mailings will be provided a report showing processing scans for trays and for bundles (top piece scan). This report of tray and bundle visibility information is available from the USPS processing facilities at which scanning capabilities are implemented and the USPS business mail acceptance units at which scanning capabilities are implemented. The Full-Service/Seamless tray and piece visibility Delivery and Response messages in the Mail.XML specification support this data exchange. Tray and Bundle visibility feedback will only be distributed for handling units and containers containing at least one Full-Service piece within a mixed mailing. For copalletization, container visibility feedback will be based on the copalletized job submitted by the consolidator.

4.1.8 Data Quality Reports

Mailers presenting Full-Service or Seamless mailings will be provided as many as four reports regarding conflicts, errors, or other problems that exist in their electronic documentation. These Data Quality reports are available as online reports or by using Mail.XML push or pull functionality. (Once the online reports are generated, they can be exported into CSV or spreadsheet format.) Their main purpose is to identify noncompliance with Full-Service and Seamless criteria and to find other problems that may cause a mailing not to meet Full-Service requirements for discounts and Full-Service/Seamless feedback.

To get information about the verification errors, see the *Postal Service Mail.XML Technical Specification for Full Service Feedback*, and *Mail Entry Roadmap*, which is available on RIBBS.

4.1.9 Mailer Scorecard Report

Mailer scorecard report is a MicroStrategy report which tracks mailers scores against different mailing verification criteria and presents a monthly score against all mailings they did during the past month. The criteria include Full-Service verifications, seamless verifications, eInduction mailings, manual sampling, Entry and preparation issues. The goal of the report is to help the mailers understand quality issues and work to resolve them.

4.1.10 Electronic Documentation Quality Feedback

As problems are encountered during electronic documentation submissions, the Seamless Acceptance and Service Performance (SASP) system will generate error messages and compile the errors and level counts for mail owners and preparers in the job. Errors and counts will be aggregated for Full-Service or Seamless feedback quality reporting and presented via four mail quality verification reports, providing mailers and Postal Service personnel visibility into the quality of electronic documentation (eDoc) submissions.

This eDoc quality feedback available through Mail.XML supports the automation of data-conflict-resolution system logic and quality-improvement processes. The Mail.XML feedback mechanism involves a SASP interface, which performs verifications that a mailing meets Full-Service or Seamless compliance standards and that information matches the appropriate data fields in the eDoc. Mail Quality Feedback Mail.XML messages are summarized as follows:

- By/For Verification: error occurs when the Mail Owner information or Mail Preparer information, either Mailer ID, CRID, or Permit(Publication Number if the Mail Class is periodicals) submitted in the eDoc is missing or does not map to a valid CRID received from the Customer Registration system.

- CSA Verification: error occurs when the CSA information contained in the submitted eDoc does not match against the CSA information received from FAST for first class mail

- Default Tray Barcode: error occurs when the Intelligent Mail Tray Barcode (IMtb) does not meet Full-Service/Seamless standards and consists of only 9's (i.e. 99999999999999999999) Delivery Point Verification: error occurs when 5, 9, or 11 digit ZIP Code parsed from the eDoc associated Mail Processing Equipment piece scan is invalid or when only 9s or zeroes are used on the address portion of the ZIP code

- Entry Facility Verification: error occurs when an entry facility cannot be determined based on the eDoc locale key for destination entered or when the eDoc entry point postal code is less than 5 digits or alphanumeric for origin entered

- Mailer ID Verification: error occurs when the Mailer ID parsed from the Intelligent Mail Container Barcode(IMcb), Intelligent Mail Tray Barcode(IMtb), Intelligent Mail Barcode(IMb), or Postal Wizard Piece Range Serialization does not match against the valid Mailer IDs received from the MID system

- Service Performance Verification: error occurs when any of the service performance data checks is encountered; currently only triggered when the scheduled ship date is two or more days before the eDoc Postage Statement Finalization Date

- Service Type Identifier Verification: error occurs when the STID, provided by the mailer in the IMb, is not a valid STID, does not indicate Full-Service as compared to the Full-Service identifier for the piece, and/or the mail class indicated in the STID does not match the mail class indicated in the eDoc for the piece

- Unique Barcode Verification: error occurs when the submitted eDoc contains IMcbs (for containers), IMtbs (for handling units) or IMbs (for pieces) that are not unique within the mailing and/or across mailings within the configurable limit (currently 45 days).

Mailers will have access to electronic documentation quality feedback and error information through three mechanisms:

- Mail.XML Pull
- Mail.XML Push
- Online Reports

To get technical details on the specifics of Mail.XML Pull data distribution refer to the *Postal Service Mail.XML Technical Specification,* available on RIBBS.

4.1.11 How to Get Feedback on IM Mailings

Online reports and automated data exchange of report data will be available for mailings that comply with Full-Service and Seamless requirements. This data will be available using the following methods:

Browser based HTTPS (Hyper Text Transport Protocol - Secure) Download (Compressed Files) – Online web page allowing customers to download compressed data over HTTPS protocol. These files are available in either comma-delimited (CSV) format or spreadsheet format.

Browser based HTTPS Reports – Online web page allowing customers to view reports over HTTPS.

Mail.XML Pull (Customer Invokes USPS Web Service) – Web Services Pull model by which a customer sends a Web Services based Mail.XML Request message invoking USPS Web Services to pull data in XML format through a Mail.XML Web Service method.

Mail.XML Push (USPS Invokes Customer Web Service) – Prior to receiving Mail.XML Push messages, Mailers will be required to log into the Business Customer Gateway and access Mailing Reports to set up the Mail.XML Push "Subscription" which includes:

- The User ID that *PostalOne!* services should use to access the customer's web service

- The Password that *PostalOne!* services should use to access customer's web service

- The customer's Web Service URL

- Push Start Date

- Frequency

Web Services Mail.XML Push model by which the USPS invokes a customer's Web Service method/URL and pushes XML data to the customer Web Service when the data is available or a notification is sent to the customer by the USPS that customer's data is available for download.

No.	Data/Service	Browser based HTTPS Download (Compressed Files)	Browser based Report (over HTTPS)	Mail.XML Pull (Customer Invokes USPS Web Service)	Mail.XML Push (USPS Invokes Customer Web Service)
1	Start-the-Clock	Yes	Yes	Yes	Yes
2	Container	Yes	Yes	Yes	Yes
3	Tray Visibility/Scan	Yes	Yes	Yes	Yes
4	Bundle (top piece on the	Yes	Yes	Yes	Yes
5	ACS COA	Yes	No	Yes	Yes
6	ACS nixie Detail	Yes	No	Yes	Yes
7	eDoc Data Quality Verification Reporting	(Report available in MicroStrategy)	Yes (with download options)	Yes	Yes
8	By/For Conflict	(Report available in MicroStrategy)	No	Yes	Yes
9	Non Compliance Data with Postage Owed Reporting	No (Report available in MicroStrategy)	No	Yes	Yes

Figure 4-7 - Data Exchange Methods

Full-service and Seamless information is provided electronically to USPS customers in three ways. One method is a manual downloading of data in CSV (Comma Separated Values) or spreadsheet formats from through the Business Customer Gateway.

Other methods involve automated data exchange using IDE Alliance's Mail.XML specification and web services technology. With the Mail.XML method, customers can either periodically query the USPS *PostalOne!* system for information or they can receive it automatically from the *PostalOne!* system. These manual and automated methods are described below.

4.1.11.1 Manual Download

Customers can enter the Business Customer Gateway and follow the Full-Service and Seamless reports link to search for specific ACS and start-the-clock data for their mailings. Information is downloadable in CSV or spreadsheet format.

Due to their typically large size, the Data Quality reports are NOT available through manual download. They are only available through online reporting, which provides download options, and Mail.XML web services.

4.1.11.2 Automated Download of Data Using Pull or Push Methods (Mail.XML Pull [Query])

With the Mail.XML Pull method, customers' software queries the *PostalOne!* system for ACS, start-the-clock, container, tray, bundle (top piece scan) visibility scans, and Data Quality reporting data. Query filters include Job ID information and other mail-owner or appointment information, as applicable, for the type of data being pulled. There are Query Request and Response messages by which the Query request is done by the customers' software and the USPS sends the Query Response message with the data. For details on all names of specific Full-Service and Seamless data feedback Mail.XML messages, please refer to the *Postal Service Mail.XML Technical Specification*.

Customers should not set up their web services Pull software to query the *PostalOne!* servers continuously. To avoid potential performance issues, we suggest querying no more frequently than every four hours.

4.1.11.3 Mail.XML Push (Subscription)

To use the Mail.XML Push, or subscription, method, customers should follow the Full-Service/Seamless subscription link from the Business Customer Gateway to provide the USPS a user ID, password, and a URL that the *PostalOne!* system can use to connect and send data to the customers' server. Customers can also schedule how frequently they want to receive Full-Service and/or Seamless data: every six, 12, or 24 hours. It is also possible to subscribe to Push using the CreateProfileRequest, UpdateProfileRequest, and CancelProfileRequest XML messages, described in the PushUserProfileInfo.xsd schema definition provided as part of the WSDL.

There are two types of Push (Subscription) methods. One is Notification, in which the USPS sends a message to the customers' server indicating that data for a certain mailing is ready; the customers' software can then generate the Query Request message with the mailing data provided by the USPS in the notification message to pull their information. The USPS responds back with a Query Response message containing the detail data.

The other Push method is Delivery messages, in which the USPS sends the information to the customers' server according to schedule specified by the customer.

Push data distribution uses Secure Socket Layer (SSL) communication to send data to the customer's web service. Details on the messages for query, notification, and delivery are available in the *Postal Service Mail.XML Technical Specification*

5. Full-Service Verifications and Assessments

5.1 Mailer Scorecard

The Mailer Scorecard provides a dashboard view of all mailings submitted in a calendar month. The term "mailer" is used to refer to the eDoc submitter who could be either the Mail Owner or the Mail Service Preparer. Verifications continue to be performed and errors are calculated on the mailings submitted during that month up until the 10th day of the following month. This aggregated data is updated daily, measured against established thresholds, and displayed in four tabs: Mailer Profile, Electronic Verification, eInduction and Seamless Acceptance.

- **Mailer Profile Tab:** For mailers submitting letter and flat mail, this tab provides a summary of volume by mail class, electronic document (eDoc) types, and total revenue in a month.

- **Electronic Verification Tab:** For mailers submitting eDoc, this tab provides results from full-service preparation requirements, Move Update compliance, and presort preparation requirements. Verifications are performed on the information contained in the eDoc submitted with full-service mailings. Refer to Figure 5-1.

- **eInduction Tab:** For mailers participating in eInduction, this tab provides an overview of the number of containers inducted at postal facilities using the paperless eInduction process and the number of eInduction validation errors. Through eInduction, the Postal Service has a process to measure the quality and accuracy of drop-shipment preparation and entry-point validation by comparing scans collected at the point of induction to information submitted in the eDoc.

- **Seamless Acceptance Tab:** For mailers participating in Seamless Acceptance or Seamless Parallel, this tab provides an overview of the verification results including undocumented, nesting/sortation, delivery point validation, etc. Mail is verified by reviewing data within the eDoc, the comparison of eDoc to Mail Processing Equipment (MPE) scans, and the comparison of eDoc to sampling scans.

Table 5-1 – Electronic Verification

Reports on the Mailer Scorecard provide a summary of mail preparation quality and a drill down view that allows mailers to view detailed error and warning information. The Scorecard is accessible through the Business Customer Gateway and provides views for both Mail Owners and Mail Service Providers.

Mail Owners have one path to view metrics within the Mailer Scorecard. The Mail Owner/Mail Preparer view allows the Mail Owner to view metrics against only their mailpieces across all the Mail Service Providers (MSPs) that have prepared mailings for them within a calendar month. Mail Owners can only see results for mailpieces, handling units, and containers where they are identified as the mail owner in the eDoc. If a Mail Owner is assessed additional postage by their MSP, they are able to view and validate the errors from their mailings that may have contributed to the MSP exceeding an established threshold by drilling into their reports on the Mailer Scorecard.

For Mail Service Providers, there are two ways to access data within the Mailer Scorecard. The eDoc submitter view provides a snapshot of all mailings submitted by a single Customer Registration ID (CRID) for a calendar month. If any of the established thresholds are exceeded from this view of the Mailer Scorecard, a postage assessment is generated. This view does not provide the MSP with a breakdown of mail owners whose mail contributed to the MPS's overall monthly volume. To see which Mail Owners are contributing to exceeded thresholds that cause additional postage assessments, MSPs must log into the Scorecard from the Mail Owner/Mail Preparer view. This

allows the MSP to view metrics for the Mail Owners for whom they have prepared mailings in a calendar month. MSPs will only see the results for mailpieces, handling units, and containers within the eDoc they submitted.

5.2 Full Service Verifications

Full-Service Intelligent Mail provides automation prices for eligible classes and categories. Verifications will be performed at the time of eDoc upload to ensure that the full-service discounts claimed are valid. Errors will be logged against pieces that fail any of the validations listed below.

There are six major categories of verifications: Mailer ID (verification of Mailer ID), STID (verification of Service Type ID), By/For (verification of Mail Owner/Preparer identified), Barcode Uniqueness (verification of use of unique barcode), Entry Facility (verification of eDoc Locale Key or Postal Code) and Unlinked Copal (verification of Co-Palletization).

The error types have been identified as being postage assessment eligible. The thresholds and a definition of each error are included in Table 5-2.

Error Type	Error Type	Threshold	Description
Valid MID	**Mailer ID (MID) Container**	2%	A MID Container error is logged when the Mailer ID in the Intelligent Mail container barcode was not assigned by the USPS, and is invalid, or cannot be found
	MID Handling Unit	2%	A MID Handling Unit error is logged when the Mailer ID in the Intelligent Mail tray barcode was not assigned by the USPS, and is invalid, or cannot be found
	MID Piece	2%	A MID Piece error is logged when the Mailer ID in the Intelligent Mail barcode was not assigned by the USPS, and is invalid, or cannot be found
Valid STID	**Service Type ID (STID)**	2%	A STID error is logged when the Service Type ID in the Intelligent Mail barcode is missing or not valid and correct for the class and service level of the mailpiece
By/For	**By/For**	5%*	A By/For error is logged when the mail owner and mail preparer are not identified and accurate in the eDoc • Do the mail owner and mail preparer identifiers (MID, CRID, or Permit) provided in the eDoc exist in USPS reference systems? • Is the mail owner also identified as the mail preparer within the same mailing? • Has the mail owner been identified as a mail preparer in another mailing in the past 90 days?

Error Type	Error Type	Threshold	Description
			*A custom by/for threshold may be set for a mailer who accepts more than 5% of volume from small mailers presenting less than 5,000 pieces per day
Unique Barcode	**Barcode Uniqueness-Container**	2%	A Barcode Uniqueness container error is logged when the Intelligent Mail container barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc
	Barcode Uniqueness-Handling Unit	2%	A Barcode Uniqueness Handling Unit error is logged when the Intelligent Mail tray barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc
	Barcode Uniqueness - Piece	2%	A Barcode Uniqueness Piece error is logged when the Intelligent Mail barcode is not unique across all mailings from all mailers over the previous 45 days of the Postage Statement Mailing Date that was provided in eDoc

Note: The MID, Serial Number, and Mail Class from the STID define a unique IMb. If the same MID and Serial Number are used on two mailpieces with two different STIDs that indicate the same class of mail (for example First-Class STIDs 314 and 320), those pieces will be flagged as non-unique. |
| **Entry Facility** | **Entry Facility Container** | 2% | An Entry Facility Container is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of the container is not a valid Postal Service location in the Facility File of the Drop-Ship Product File |
| | **Entry Facility Handling Unit** | 2% | An Entry Facility Handling Unit is logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of a handling unit, without a container, not a valid Postal Service location in the Facility File of Drop-Ship Product File |
| **Unlinked Copal** | **Unlinked Copal** | 5% | An Unlinked Copal error is logged when a tray/virtual sack is marked for copalletization at origin but no electronic documentation is submitted with the tray/virtual sack on a pallet

This validation is logged against the handling unit (either tray or virtual sack) and is checked against the threshold by comparing the number of handling units with an unlinked copal error / total number of handling units. |

Error Type	Error Type	Threshold	Description
			This was previously called an OCI error.

Table 5-2 – Full-Service Thresholds

5.2.1 Mailer ID Verification Errors

For **Mailer ID verification errors**, the error percentage is calculated by dividing the number of Full-Service (Containers, Handling Units, or Pieces) with MID errors in eDoc by the number of Total Full-Service (Containers, Handling Units, or Pieces) submitted in eDoc. The numerator and denominator must be the same type of Full-Service (both Containers, both Handling Units, or both Pieces).

$$\frac{Number\ of\ FS\ (Containers/Handling\ Units/Pieces)with\ MID\ errors\ in\ eDoc}{Total\ FS\ (Containers/Handling\ Units/Pieces)submitted\ in\ eDoc}$$

Full-Service Verifications	Error Code	Level	Description
MID Container Errors	7301	Container	The Mailer ID in the IMcb from the eDoc container record (.csm or Mail.XML QualReport) is invalid or cannot be found
MID HU Errors	7302	Handling Unit	The Mailer ID in the IMtb from the eDoc handling unit record (.csm or Mail.XML QualReport) is invalid or cannot be found
MID Piece Errors	7304	Piece	The Mailer ID in the IMb from the eDoc piece record (.pdr or Mail.XML MailPiece) is invalid or cannot be found

Table 5.3 – Mailer ID Error Codes

5.2.2 Service Type ID Verification Errors

For **Service Type ID verification errors,** the Full-Service piece in question is lacking the proper Service Type Code (a 3-digit code in each Intelligent Mail Barcode on a piece). The error percentage here is calculated by dividing the Number of FS Pieces with STID errors in eDoc divided by the Total number of Full-Service Pieces submitted in eDoc.

$$\frac{Number\ of\ FS\ Pieces\ with\ STID\ errors\ in\ eDoc}{Number\ of\ FS\ pieces\ submitted\ in\ eDoc}$$

Full-Service Verifications	Error Code	Level	Description
STID Errors	7407	Piece	The Service Type Identifier in the IMb from the eDoc piece record (.pdr/.pbc or MailPiece) is invalid
	7403	Piece	The Service Type Identifier in the IMb from the eDoc piece record (.pdr or Mail.XML MailPiece) indicates a Mail Class that does not match the Mail Class in the eDoc (.seg or Mail.XML QualReport)
	7402	Piece	The Service Type Identifier in the IMb from the eDoc piece record (.pdr/.pbc or Mail.XML MailPiece) indicates the piece is basic for a full-service or mixed job as indicated in the eDoc (.cqt or Mail.XML MailPiece)
	7401	Piece	The Service Type Identifier in the IMb from the eDoc piece record (.pdr or MailPiece) is invalid

Table 5-4 – Service Type ID Error Codes

5.2.3 By/For Service Errors

For **By/For Service errors,** the eDoc Mail Preparer or Mail Owner is either not provided or not accurate. These two pieces of data must be provided when a mailing contains 5,000 pieces or more for a single mail owner. The error percentage here is calculated by dividing the number of Full-Service Pieces with By/For errors divided by the Total

number of Full-Service pieces submitted in eDoc.

Number of FS Pieces with By/For errors in eDoc
Total FS Pieces Submitted in eDoc

Full-Service Verifications	Error Code	Level	Description
	7106	Piece	The Mail Preparer was not identified for the piece due to an invalid Mailer ID(.mpa)
	7107	Piece	The Mail Preparer was not identified for the piece due to an invalid CRID(.mpa)
	7108	Piece	The Mail Preparer was not identified for the piece due to an invalid Mailer ID(Mail.XML QualReport)
	7109	Piece	The Mail Preparer was not identified for the piece due to an invalid CRID(Mail.XML QualReport)
	7110	Piece	The Mail Preparer was not identified for the piece due to no Mail Preparer identifiers in the eDoc
	7111	Piece	The Mail Owner was not identified for the piece due to an invalid Mailer ID(.cpt)
	7112	Piece	The Mail Owner was not identified for the piece due to an invalid Mailer ID(.mpa)
	7113	Piece	The Mail Owner was not identified for the piece due to an invalid CRID(.cpt)
	7114	Piece	The Mail Owner was not identified for the piece due to an invalid CRID(.mpa)
#By/For Errors	7115	Piece	The Mail Owner was not identified for the piece due to an invalid Mailer ID(Mail.XML MailPiece)
	7116	Piece	The Mail Owner was not identified for the piece due to an invalid CRID(Mail.XML MailPiece)
	7117	Piece	The Mail Owner was not identified for the piece due to an invalid CRID(Mail.XML QualReport)
	7118	Piece	The Mail Owner was not identified for the piece due to no Mail Owner identifiers in the eDoc
	7119	Piece	The Mail Owner was not identified for the piece due to invalid permit information(.mpa)
	7120	Piece	The Mail Owner was not identified for the piece due to invalid permit information(Mail.XML MailPiece)
	7121	Piece	The Mail Preparer was not identified for the piece due to invalid permit information(Mail.XML QualReport)
	7122	Piece Range	The Mail Preparer was not identified for the piece range due to invalid permit information(Mail.XML QualReport)
	7123	Piece	The Mail Owner was not identified for the piece due to an invalid publication number(.mpa)
	7124	Piece	The Mail Owner was not identified for the piece due to an invalid publication number(Mail.XML MailPiece)

Full-Service Verifications	Error Code	Level	Description
	7125	Piece	The Mail Preparer was not identified for the piece due to an invalid publication number(Mail.XML QualReport)
	7140	Piece	The Mail Owner and Mail Preparer were identified as same Business entity
	7142	Piece	The Mail Owner was identified as a Mail Preparer within the past 90 days.
	7143	Piece	The Mail Owner was identified as a service provider on a configurable list of CRIDs.

Table 5-5 By/For Errors

5.2.4 Barcode Uniqueness Errors

For **Barcode Uniqueness errors,** the barcode used was not unique for all mailings for a particular mailer or all mailings across all mailers. The error percentage is calculated by dividing the number of Full-Service (Containers, Handling Units, or Pieces) with Barcode Uniqueness errors in eDoc by the number of Total Full-Service (Containers, Handling Units, or Pieces) submitted in eDoc. The numerator and denominator must be the same type of Full-Service (both Containers, both Handling Units, or both Pieces).

$$\frac{Number\ of\ FS\ (Containers/Handling\ Units/Pieces) with\ Barcode\ Uniqueness\ errors\ in\ eDoc}{Total\ FS\ (Containers/HandlingUnits/Pieces) submitted\ in\ eDoc}$$

Full-Service Verifications	Error Code	Level	Description
Barcode Uniqueness (Container)	7501	Container	The same Container Barcode (IMcb) from the eDoc (.csm or Mail.XML QualReport) was used more than once across all mailings within 45 days based on the Postage Statement Mailing Date and across eDoc Sender CRIDs (.csm or Mail.XML QualReport).
	7502	Container	The same Container Barcode(IMcb) from the eDoc(.csm or Mail.XML QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs and eDoc Sender CRID
	7503	Container	The same Container Barcode (IMcb) from the eDoc (.csm or Mail.XML QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and eDoc Sender CRID
	7504	Container	The same Container Barcode (IMcb) from the eDoc (.csm or Mail.XML QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same eDoc Sender CRID
Barcode Uniqueness (Handling Unit)	7601	Handling Unit	The same Tray Barcode (IMtb) from the eDoc (.csm or Mail.XML QualReport) was used more than once across all mailings within the 45 days based on the Postage Statement Mailing Date and across eDoc Sender CRIDs (.csm or Mail.XML QualReport)

Full-Service Verifications	Error Code	Level	Description
	7603	Handling Unit	The same Tray Barcode (IMtb) from the eDoc (.csm or Mail.XML QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and eDoc Sender CRID
	7604	Handling Unit	The same Tray Barcode (IMtb) from the eDoc (.csm or Mail.XML QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same eDoc Sender CRID
	7605	Handling Unit	The same Tray Barcode(IMtb) from the eDoc(.csm or Mail.XML QualReport) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs and eDoc Sender CRIDs
Barcode Uniqueness (Piece)	7702	Piece	The same Piece Barcode (IMb) from the eDoc (.csm or Mail.XML MailPiece) was used more than once across all eDoc Sender CRIDs within the 45 days based on the Postage Statement Mailing Date (.csm or Mail.XML QualReport)
	7703	Piece	The same Piece Barcode(IMb) from the eDoc(.pdr or Mail.XML MailPiece) was used more than once within the 45 days from the Postage Statement Mailing Date, across Jobs and eDoc Sender CRIDs
	7704	Piece	The same Piece Barcode (IMb) from the eDoc (.pdr or Mail.XML MailPiece) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and eDoc Sender CRIDs
	7705	Piece	The same Piece Barcode (IMb) from the eDoc (.pdr or Mail.XML MailPiece) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same eDoc Sender CRIDs

Table 5-6 – Barcode Uniqueness Errors

5.2.5 Entry Facility Errors

For **Entry Facility errors,** they are logged when the entry facility as included in the eDoc (Locale Key or Postal Code) of the container or orphan handling unit is not a valid Postal Service location in the Facility File of the Drop-Ship Product File. The error percentage is calculated by dividing the number of Full-Service (Containers or Handling Units) with Entry Facility errors in eDoc by the number of Total Full-Service (Containers or Handling Units) submitted in eDoc. The numerator and denominator must be the same type of Full-Service (both Containers or both Handling Units).

$$\frac{Number\ of\ FS\ (Containers/Handling\ Units)with\ Entry\ Facility\ errors\ in\ eDoc}{Total\ FS\ (Containers/Handling\ Units)submitted\ in\ eDoc}$$

Full-Service Verifications	Error Code	Level	Description
Entry Facility (Container)	7016	Container	The entry facility identified by the Locale Key for the container within the eDoc was unknown.

Full-Service Verifications	Error Code	Level	Description
	7017	Container	The entry facility identified by the Postal Code for the container within the eDoc was unknown
Entry Facility (Handling Unit)	7018	Handling Unit	The entry facility identified by the Locale Key for the orphan handling unit within the eDoc was unknown
	7019	Handling Unit	The entry facility identified by the Postal Code for the orphan handling unit within the eDoc was unknown

Table 5-7 – Entry Facility Errors

5.2.6 Unlinked Copal Errors

For **Unlinked Copal errors,** they occur when a tray or sack marked for co-palletization in eDoc for origin facility is not accounted for on the consolidators' eDoc within 14 days. The error percentage is calculated by dividing the number of Trays and Virtual Sacks with Unlinked Copal errors in eDoc by the number of Total Full-Service Handling Units)submitted in eDoc.

$$\frac{Trays/Virtual\ Sacks\ with\ UnlinkedCopal\ errors\ in\ eDoc}{Total\ FS\ Handling\ Units\ submitted\ in\ eDoc}$$

Full-Service Verifications	Error Code	Level	Description
Unlinked Copal	M4000	Handling Unit	An .oci file or an OriginalContainerLinkageCreateRequest message in a consolidator job has not linked the origin tray as required.
	M4002	Handling Unit	An OriginalContainerLinkageCreateRequest message has not linked the origin tray as required.

Table 5-8 - Unlinked Copal Errors

5.3 Full-Service Assessments

The results of this verification process are aggregated over a calendar month and measured against established thresholds. Errors over the threshold will cause the removal of the full-service discount for the pieces in error. Errors under the threshold will not be assessed. For full-service eDoc verification, the full-service discount can only be removed once per piece (example, if a first-class piece has a STID error, a By/For error, and a barcode uniqueness the piece would only lose the discount once). The full-service discount removed (per piece penalty) will either be $.003 per piece (for First Class Mail) or $.001 (Standard Printed, Bound Printed Matter, and Periodicals). Potential additional postage charges can be viewed throughout a calendar month on the Mailer Scorecard. Mailers will not be responsible for postage assessments on an exceeded threshold for any errors that were caused by a Postal Service system issue (e.g. a *PostalOne!* delay in posting submitted eDoc).

$$Assessment = Full\ Service\ Discount\ Claimed * \#\ of\ pieces\ in\ error\ in\ excess\ of\ threshold$$

5.4 Move Update

5.5

The Postal Service will utilize Mail Processing Equipment (MPE) scans and eDoc to measure Move Update quality on mailers who submit 75% or more of their eligible volume as full-service. Electronic Change-of-Address (COA) records are created when the mailpieces are forwarded or identified as undeliverable-as-addressed due to a change of address. These electronic records include the move effective date and COA record creation. If a mailpiece

received more than one COA record where the later date is between 95 days and 18 months of the postage statement finalization date, a COA error will be generated. Results will be aggregated over a calendar month and measured against the established threshold.

Temporary, Foreign, Moved Left No Address (MLNA), Box Closed No Order (BCNO), Non-Auto Piece Rate, and Single Piece Full Rate Pieces will be excluded from measurement. Mail Owners who have been authorized for an exception to Move Update through the Legal Restraint process will be excluded by using the CRID of the mail owner. For 99% customers, these have been included in the established threshold and were found to have no impact on the threshold percentage. Data from this census process are currently being displayed for information only in the Mailer Scorecard; any assessments will be communicated at a later date. The postage assessment is currently calculated at $0.073 per piece over the threshold.

The following error type has been identified as being postage assessment eligible. The threshold and definition of the error are included in table 5-9.

Error Type	Threshold	Error Type Description
Move Update	.8%	A Move Update error occurs when the address on the mailpiece has not been updated within 95 days of the COA move effective date or the COA record creation date, whichever is later

Table 5-9 - Move Update Verification

The following images contain a process flow and a detailed table of the Move Update process in Figure 5-10 and Table 5-11 respectively.

Figure 5-10 – Move Update Process Flow
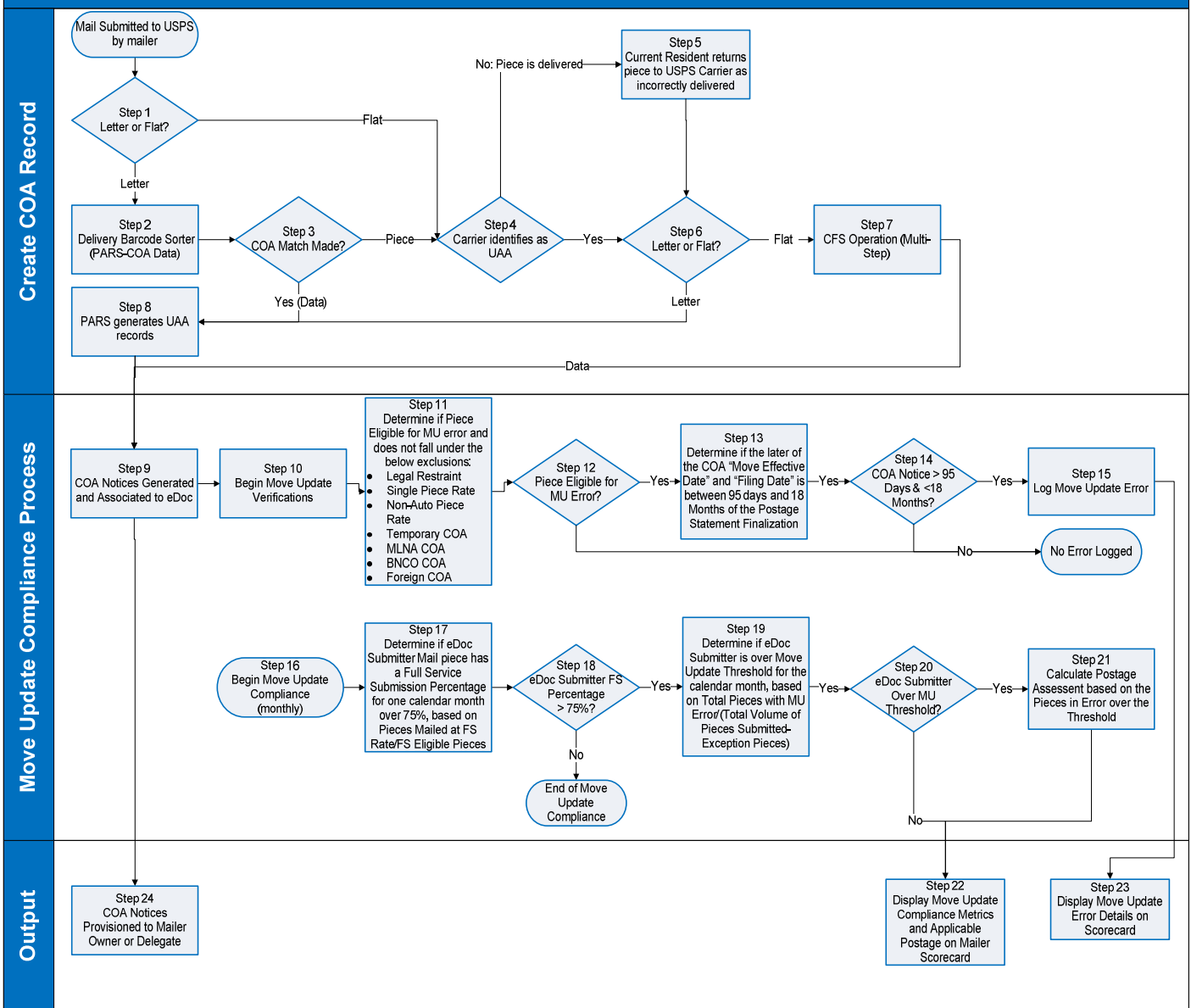
Step	Process Step Name	Description
1	Letter or Flat?	If the mail piece is a letter, proceed to Step 2. If the mail piece is a flat, proceed to Step 4.
2&3	Delivery Barcode Sorter (PARS-COA Data)	The letter is run through PARS Operation on MPE letters machine. ▪ If no COA is detected for the recipient and address on the mail piece, proceed to step 4 ▪ If a COA is detected for the recipient and address on the mail piece, the letter is labeled with a new IMb Code corresponding to the updated delivery zip code for the intended recipient. A COA record is created and the information (data) is passed to step 9. Proceed to Step 4.
4	Carrier identifies as UAA	Did the Carrier identify the mail piece as Undeliverable as Addressed (UAA)? If no, Carrier delivers the piece to the address -

Step	Process Step Name	Description
		proceed to step 5. If yes, Carrier initiates UAA processes - proceed to step 6.
5	Current Resident returns UAA	The current resident identifies pieces as UAA. When the current resident returns those pieces to the Carrier, the Carrier initiates UAA processes – proceed to step 6.
6	Letter or Flat?	If the mail piece is a letter, proceed to Step 8. If the mail piece is a flat, proceed to Step 7.
7	CFS Operation (Multi-Step)	Flat is forwarded and electronic notification is generated through Computerized Forwarding System (CFS) Manual Processing
8	Pieces processed on PARS in Carrier mode	Using information from the Carrier, UAA reasons are determined and associated with the pieces. The letter is labeled based on the UAA reasons and requested handling. A record is created and the information (data) is passed to step 9.
9	COA Notices generated and associated to eDoc	Electronic COA notification generated and IMB Code on the mail piece is associated to eDoc.
10	Begin Move Update Verifications	Move Update Verification Process begins
11	Determine if Piece Eligible for MU error and does not fall under the below exclusions: •Legal Restraint •Single Piece Rate •Non-Auto Piece Rate •Temporary COA •MLNA COA •BNCO COA •Foreign COA	Determine if the piece falls under any of the following Move Update Exceptions: Mail Owner is Legal Restraint Enrolled; COA notification is Temporary Move, P.O. Box Closed No Forwarding, Moved Left No Address, or Foreign Address, the mail was paid for at the Single Piece Rate, or the mail was paid for at a non-auto piece rate.
12	Piece Eligible for MU Error?	If piece does not fall under any of the exception scenarios, proceed to Step 13. Otherwise, no error logged.
13	Determine if the later of the COA "Move Effective Date" and "Filing Date" is between 95 days and 18 Months of the Postage Statement Finalization	Determine if the later of the COA "Move Effective Date" and "Filing Date" is between 95 days and 18 Months of the Postage Statement Finalization.
14	COA > 95 Days and < 18 months?	If the later of the COA "Move Effective Date" and "Filing Date" is between 95 days and 18 Months of the Postage Statement Finalization, proceed to Step 15. Otherwise, no error logged.
15	Log Move Update Error	Move Update Error is Logged. Proceed to step 23.
16	Begin Move Update Compliance	Monthly, Move Update Compliance process / calculation begins.
17	Determine if eDoc Submitter Mail piece has a Full Service Submission Percentage for one calendar month over 75%, based on Pieces Mailed at FS Rate/FS Eligible Pieces	Determine if eDoc Submitter Mail piece has a Full Service Submission Percentage for one calendar month over 75%, based on based on the below equation $$FS\ Submission\ \% = \frac{Pieces\ Mailed\ at\ FS}{FS\ Eligible\ Pieces}$$
18	eDoc Submitter FS Percentage >75%?	If eDoc Submitter FS percentage >75%, then proceed to Step 19. Otherwise the Move Update Compliance Process Concludes.

Step	Process Step Name	Description
19&20	eDoc Submitter Over MU Threshold	The percentage of Move Update errors is calculated for an eDoc Submitter over a calendar month, using the below equation: $$MU\ Error\ \% = \frac{MU\ Errors}{(Mailpiece\ volume - Exception\ pieces)}$$ Exception pieces include: • Legal Restraint • Single Piece Rate • Non-Auto Piece Rate If the eDoc Submitter is over the Move Update threshold, proceed to Step 21; if under threshold, proceed to Step 22.
21	Calculate Postage Assessment based on the Pieces in Error over the Threshold	Additional postage of the Move Update Assessment fee is due for the volume of Move Update Errors over the threshold.
22	Display Move Update Compliance Metrics and Applicable Postage on Mailer Scorecard	Total number of FS Piece with a Move Update Error, Total FS Pieces, Move Update Compliance Score, and Applicable Postage are displayed on the Mailer Scorecard.
23	Display Move Update Error Details on Scorecard	Pieces with Move Update Error and the respective associated COA Effective Date, Filing Date, and Postage Statement Finalization Date are displayed on the Mail Preparer and Mail Owner Scorecard
24	COA Notices Provisioned to Mailer Owner or Delegate	COA Notifications are provisioned to the Mail Owner or Delegate through Full Service, Single Source, OneCode, or Traditional ACS.

Table 5-11 – Move Update Process Table

5.6 Move Update Assessments

Move/Update verification identifies mail pieces that could not be delivered due to failure to make an address change. Move/Update errors will be logged on pieces where it is found that the mail piece received more than one associated COA record where the later of the COA create date and COA effective date is between 95 days and 18 months of the postage statement finalization date. Move/Update errors will be assessed when a mailer exceeds the established configurable threshold. **Note**: Only Move/Update COA failures will be considered errors. Other Move/Update verifications will be performed where failures would result as warnings.

The Move/Update percentage for each eDoc Submitter CRID by calendar month will be calculated as follows:

$$Move\ Update\ Error\ \% = \frac{Move\ Update\ Errors}{(Mailpiece\ volume - Exception\ pieces)}$$

If the move/update error percentage exceeds the configurable threshold set for this error, the mailer will be assessed a $.073 penalty per piece, for pieces in error above the threshold.

Move Update Verification	Error Code	Description
COA	6000	The mail piece received more than one associated COA record where the later of the COA create date and COA effective date is between 95 days and 18 months (configurable) of the postage statement finalization date.
	7907	A mail piece received an associated COA record where the later of the COA create date and COA effective date is between 95 days and 18 months.

Table 5-12 – Move Update Error Codes

6. Appendix A: Data Distribution Scenarios

The following scenarios illustrate how the data distribution rules defined above would be used. In these scenarios, assume the following companies are involved in a mailing.

Company A: Mail Owner (MID 912345678) Company B: Mail Preparer (MID 987654321) Company C: Service Provider (MID 911111111) Company D: Mail Owner (MID 000123456) Company E: Mail Preparer (MID 987654321)

6.1 Full-Service ACS Scenarios

Scenario 1:

Company A prepares their own mailings using their MID, 912345678. Company A wants to receive Full- Service ACS data.

- Company A would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static profile would be required.

6.1.1 Scenario 2:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company B as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.
- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static profile would be required.

6.1.2 Scenario 3:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company A would receive Full-Service ACS data through the By/For information in the electronic documentation.
- No Static profile would be required.

6.1.3 Scenario 4:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer.

- Company A has set up a static partial profile in the *PostalOne!* system authorizing Company B to receive the Full-Service ACS data for Company A when Company B prepares the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.

Company B would receive Full-Service ACS data through the static profile in the *PostalOne!* system.

6.1.4 Scenario 5:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company C.

Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.

Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.

Company C would receive Full-Service ACS data through the static profile in the *PostalOne!* system.

Scenario 6:

Company A hires Company B to prepare their mailing and Company B uses its own MID 987654321 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company C.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company C would receive Full-Service ACS data through a combination of the By/For information and the static profile in the *PostalOne!* system.

6.1.5 **Scenario 7:**

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company B for this mailing.

Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.

6.1.6 **Scenario 8:**

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send all of their Full-Service ACS data to Company B for this mailing.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would NOT receive Full-Service ACS data for the mailing.
- Company A would receive their Full-Service ACS data for the mailing.

6.1.7 **Scenario 9:**

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A has delegated all data access to Company B.

- Company A has transferred control of their MID to Company B in their static Delegated profile in the
- *PostalOne!* system. Company B has set up the profile to receive the Full-Service ACS data.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive the Full-Service ACS data through the profile.

6.1.8 **Scenario 10:**

Company A hires Company B and Company E to prepare their mailing and requests Company B and Company E to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system to indicate the MID on the mailpiece is that of the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system to indicate the MID on the mailpiece is that of the mail owner.

- Company A would receive Full-Service ACS data through the MID on the mailpiece.
- No Static profile would be required.

6.1.9 Scenario 11:

Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company A wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company A would receive Full-Service ACS data through the By/For information in the electronic documentation.
- No Static profile would be required.

6.1.10 Scenario 12:

Company A hires Company B and Company E to prepare their mailing and requests Company B and Company E to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer and Company E whenever Company E is their mail preparer.

- Company A has set up a static Partial profile in the *PostalOne!* system authorizing both Company B and Company E to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive Full-Service ACS data through the static profile in the *PostalOne!* system for the mailpieces they prepared
- Company E would receive Full-Service ACS data through the static profile in the *PostalOne!* system for the mailpieces they prepared.

6.1.11 Scenario 13:

Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company A wishes to send their Full-Service ACS data to Company B whenever Company B is their mail preparer and Company E whenever Company E is their mail preparer.

- Company A has set up a static Partial profile in the *PostalOne!* system authorizing Company B to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company A has NOT set up a static Partial profile in the *PostalOne!* system authorizing Company E to receive the Full-Service ACS data for Company A when they prepare the mail.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company E would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive Full-Service ACS data through the static profile in the *PostalOne!* system for the mailpieces they prepared
- Company E would NOT receive Full-Service ACS data for the mailpieces they prepared. Company A would receive their Full-Service ACS data for the mailing prepared by Company E.

6.1.12 Scenario 14:

Company A hires Company B and Company E to prepare their mailing and the mail preparers use their own MID (Company B, MID 987654321 and Company E, MID 987654321) on the mailpieces. Company A wishes to send their Full-Service ACS data to Company C.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service ACS data for Company A under all circumstances.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.

- Company E would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.

- Company C would receive Full-Service ACS data through a combination of the By/For information and the static profile in the *PostalOne!* system.

6.1.13 **Scenario 15:**

Company A and Company D hires Company B to prepare their mailing and the Company B uses their own MID, 987654321, on the mailpieces. Company A wishes to send their Full-Service ACS data to Company C for this mailing only. Company D wishes to receive Full-Service ACS data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A and Company D as the mail owners.

- Company D would receive Full-Service ACS data through the By/For in the electronic documentation.

6.2 IMb Tracing Scenarios

6.2.1 **Scenario 16:**

Company A prepares their own mailings using their MID, 912345678. Company A wants to receive Full- Service IMb Tracing scan data. Company A is an IMb Tracing subscriber.

- Company A would submit electronic documentation to the *PostalOne!* system indicating the MID on the mailpiece is that of the mail owner.

- Company A would receive Full-Service IMb Tracing scan data through the MID on the mailpiece.

- No Static profile would be required.

6.2.2 **Scenario 17:**

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company B wants to receive Full-Service IMb Tracing scan data. Company B is an IMb Tracing subscriber.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.

6.2.3 **Scenario 18:**

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A and Company B wants to receive Full-Service IMb Tracing scan data. Company A and Company B are IMb Tracing subscribers.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.

6.2.4 **Scenario 19:**

Company A hires Company B to prepare their mailing and Company B uses their own MID, 987654321, on the mailpieces. Company A wants to receive Full-Service IMb Tracing scan data. Company B does NOT want to receive Full-Service IMb Tracing scan data. Company A and Company B are IMb Tracing subscribers.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.

- Company B would NOT receive Full-Service IMb Tracing scan data.

6.2.5 Scenario 20:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive Full-Service IMb Tracing scan data. Company C is an IMb Tracing subscriber.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive the Full-Service IMb Tracing data for Company A.
- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company C would receive Full-Service IMb Tracing scan data through the static profile.

6.2.6 Scenario 21:

Company A hires Company B to prepare their mailing and requests Company B to use company C's (mail owner) MID 911111111 on the mailpieces. Company A wants Company C to receive Full-Service IMb Tracing scan data. Company C is an IMb Tracing subscriber.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company C would receive Full-Service IMb Tracing scan data through the MID on the mailpiece.
- No Static profile would be required.

6.2.7 Scenario 22:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive Full-Service IMb Tracing scan data. Company A is an IMB Tracing subscriber.

- Company A has set up a static profile in the *PostalOne!* system authorizing Company C to receive the Full-Service IMb Tracing scan data for Company A.
- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company C would receive Full-Service IMb Tracing scan data through the MID on the mailpieces.

6.2.8 Scenario 23:

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company B uses a Full-Service IMb Tracing STID on the mailpieces. Company A is not an IMb Tracing subscriber.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.
- Company A will not receive the Full-Service IMb Tracing scan data.

6.3 Start-the-Clock Scenarios

6.3.1 Scenario 24:

Company A hires Company B to prepare their mailing and Company B uses their own MID, 987654321, on the mailpieces. Company A and Company B both want to receive start-the-clock data.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company A as the mail owner.
- Company B would receive start-the-clock data through the MID on the mailpiece.
- Company A would receive start-the-clock data as the submitter of the electronic documentation.
- No Static profile would be required.

6.3.2 **Scenario 25:**

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A and Company B both want to receive start-the-clock data.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.

- Company A would receive start-the-clock data through the MID on the mailpiece.

- Company B would receive start-the-clock data as the submitter of the electronic documentation.

- No Static profile would be required.

6.3.3 **Scenario 26:**

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces. Company A wants Company C to receive start-the-clock data. Company B wants to receive start-the-clock data.

- Company A has set up a static Complete profile in the *PostalOne!* system authorizing Company C to receive the start-the-clock data for Company A.

- Company B would submit electronic documentation to the *PostalOne!* system indicating that the MID on the mailpiece is that of the mail owner.

- Company C would receive start-the-clock data through the static profile.

- Company B would receive start-the-clock data as the submitter of the electronic documentation.

6.4 Multiple Services

6.4.1 **Scenario 27:**

Company A hires Company B to prepare their mailing and requests Company B to use company A's (mail owner) MID 912345678 on the mailpieces.

Company A wants to receive Full-Service ACS information. Company A wants Full-Service IMb Tracing scan data to go to Company C only for this mailing. Company C is an IMb Tracing subscriber. Company A always wants start-the-clock data to go to a Company C. Company B wants to receive start-the-clock data.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive the start-the-clock data for Company A.

- Company A has set up a MID profile in the *PostalOne!* system authorizing Company C to receive the IMb Tracing scan data for Company A through the exception broker process.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company B as the mail preparer and indicate the MID on the mailpiece is that of the mail owner.

- Company A would receive Full-Service ACS data through the MID on the mailpieces.

- Company C would receive start-the-clock data through the static profile.

- Company B would receive start-the-clock data as the submitter of the electronic documentation.

6.4.2 **Scenario 28:**

Company A hires Company B to prepare their mailing and requests Company B to use their own MID 987654321 on the mailpieces.

Company A wants to receive Full-Service IMb Tracing scan. Company A wants Full-Service ACS information to go to Company F for this mailing only. Company A always wants Full-Service IMb Tracing scan data to go to Company C who has an IMb Tracing subscription. Company A and B want to receive start-the-clock data. Company E wishes to receive appointment close-out information.

- Company A has set up a static complete profile in the *PostalOne!* system authorizing Company C to receive Full-Service IMb Tracing scan data for Company A.

- Company A has set up a MID profile in the *PostalOne!* system authorizing Company F to receive the Full-Service ACS data for Company A.

- Company B would submit electronic documentation to the *PostalOne!* system including By/For information to identify Company B as the mail preparer and indicate Company A as the mail owner.

- Company A would receive start-the-clock data as the mail owner.

- Company C would receive Full-Service IMb Tracing scan data through the static profile.

- Company B would receive start-the-clock data as the submitter of the electronic documentation.

- Company E would receive appointment close-out information from the FAST system as the creator of the appointments.

Appendix B: Data Distribution Scenario Chart

Scenario Number	Notes	MID Used		Data Requested			Documentation Used					Data Sent to		
		Owner	Preparer or Agent	ACS	IMb Tracing	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Broker IMb Tracing	Owner	Preparer	Third Party
1	No Preparer Used	X		X								X		
2	One Owner, One Preparer	X		X								X		
3	One Owner, One Preparer		X	X			X					X		
4	One Owner, One Preparer		X	X						X			X	
5	Third Party	X		X					X					X
6	Third Party		X	X			X		X					X
8	Missing Profile, Owner wants data to go to 3rd Party	X		X								X		
9	Delegated Control	X		X				X					X	
10	Multiple Preparers, One Owner	X		X			X					X		
11	Multiple Preparers, One Owner		X	X			X					X		
12	Multiple Preparers, One Owner		X	X			X						X	
13	Two preparers, one static profile		X	X				One				One	One	
14	Multiple Preparers, One Owner, Third Party Receipt		X	X			X	X						X

Scenario Number	Notes	MID Used		Data Requested			Documentation Used						Data Sent to		
		Owner	Preparer or Agent	ACS	IMb Tracing	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Static Profile: Tracing	Broker IMb Tracing	Owner	Preparer	Third Party
15	Multiple Owners, One Preparer – Data from one mailing can go to multiple sources. Data for each owner only goes to one location		X	X			X					X	X		X
16	No Preparer Used	X			X								X		
17	Preparer is an IMb Tracing subscriber	X			X							X		X	
18	Owner and preparer both IMb Tracing subscribers	X			X							X	X	X	
19	Owner and preparer both IMb Tracing subscribers		X		X							X	X		
20	Third Party is an IMb Tracing subscriber	X			X				X						X
21	Third Party MID Used		X		X										X
22	Owner is an IMb Tracing subscriber	X			X				X						X
23	No IMb Tracing Subscription	X			X		X								
24	One owner, one preparer		X			X	X						X	X	

Scenario Number	Notes	MID Used		Data Requested		Documentation Used						Data Sent to		
		Owner	Preparer or Agent	ACS	IMb Tracing	Start-the-Clock	By/For	Static Profile: Delegated	Static Profile: Complete	Static Profile: Partial	Broker IMb Tracing	Owner	Preparer	Third Party
25	One owner, one preparer	X				X	X					X	X	
26	Owner delegates Start-the-Clock	X				X	X	X					X	X

Table 7-1 - Data Distribution Scenario Chart

8. Appendix C: Abbreviations and Acronyms

Abbreviation / Acronym	Definition
BCG	Business Customer Gateway (the main web site accessed by business mailers)
BMEU	Business Mail Entry Unit (A specialized USPS organization responsible for receiving, verifying, and accepting business (bulk) mail)
CAT	Critical Acceptance Time – 'cut-off' time by which mail must be received for acceptance and processing that day.
COA	Change of Address
CRID	Customer Registration ID (key customer identifier tied to a specific business location)
CSA	Customer/Supplier Agreement (formalized agreement between business mailers and USPS)
DMU	Detached Mail Unit (A BMEU located at a mailer's mail production plant)
DPV	Delivery Point Verification (checks made on ZIPCODE data within electronic documentation)
eDoc	Electronic Documentation (e.g., Mail.dat, Mail.XML, etc.)
HU	Handling Unit
HTTP/HTTPS	Hyper Text Transfer Protocol/Hyper Text Transfer Protocol Secure
IMb	Intelligent Mail barcode (piece level barcode)
Mail.dat, Mail.XML	Transmission Protocol of Mailers Files (aka electronic documentation or eDoc)
MDA	Mailpiece Design Analyst
NCSC	National Customer Support Center
PBV	Performance Based Verification
SASP	Seamless Acceptance Service Performance
STC	Start-the-Clock
URL	Uniform Resource Locator
STID	Service Type Identifiers within the Intelligent Mail barcode
USPS	United States Postal Service
ZIP	Zone Improvement Program
XML	eXtensible Markup Language

9. Change Log Archive

Changes from Version 8.6 to Version 8.7 (October 30, 2014)

Links have been updated throughout the document. Updates and revisions were made to the following sections:

- 2.1.3 - Full-Service Intelligent Mail
- 2.1.3.4 - Container Placard
- 2.1.4 - Summary of Full-Service Features and Basic Automation Option
- 2.1.5 - Seamless Option
- 5.1 - Mailer Scorecard
- 5.2 – Full-Service Verification and Assessment:
- 5.3 – Seamless Verification and Assessment

Changes from Version 8.5 to Version 8.6 (January 23, 2014)

Links have been updated throughout the document. Section 1: Purpose. Added key topics and descriptions:

- Chapter 2 – Intelligent Mail Requirements:
- Chapter 3 – Electronic Mailing Documentation and Postage Statements
- Chapter 4 – Full-Service and Seamless Feedback
- Chapter 5 – Full-Service Verification and Assessment:
- Chapter 6 – Seamless Verification and Assessment

Section 2: Intelligent Mail Requirements The entire section has been updated and renumbered.

Section 3.6.1 Periodicals Scenario Table 3-3 Title has been changed to Mail.dat for Periodicals Copalletization.
Section 3.6.1 Periodicals Scenario Table 3-4 Title has been changed to Mail.XML for Periodicals Copalletization.

Section 3.6.1 Periodicals Scenario Table 3-5 Title has been changed to Mail.dat for Standard Mail Flat Bundle Copalletization.

Section 3.6.1 Periodicals Scenario Table 3-6 Title has been changed to Mail.XML for Standard Mail Flat Bundle Copalletization.

Section 3.6.1 Periodicals Scenario Table 3-7 Title has been changed to Mail.dat for First-Class Mail Tray Copalletization.

Section 3.6.1 Periodicals Scenario Table 3-8 Title has been changed to Mail.XML for First-Class Mail Tray Copalletization.

Section 3.6.4 Standard Mail in Trays Scenario Table 3.9 Title has been changed to Mail.dat for Standard Mail Tray Copalletization

Section 3.6.4 Standard Mail in Trays Scenario Table 3.10 Title has been changed to Mail.XML for Standard Mail Tray Copalletization

Section 3.13.3 eInduction has been added.

Section 3.18.8 Changes to Nonprofit Eligibility has been added.

Section 4 Title has been changed from Full-Service Feedback to Feedback for IM Mailings. Section 4.1.1 Data Distribution to Third Parties has been added.

Section 4.1.2.2 Data Recipient Options Figure 4-1 Full Service ACS data distribution to recipient has been added.
Section 4.1.2.2 Data Recipient Options Figure 4-2 Tray Visibility Data Distribution to Recipient has been added.
Section 4.1.2.2 Data Recipient Options Figure 4-3 Bundle Visibility Distribution to Recipient has been added.

Section 4.1.2.2 Data Recipient Options Figure 4-4 IMb Tracing Data Distribution to Recipient has been added.
Section 4.1.2.2 Data Recipient Options Figure 4-5 Start-the-Clock/Container Visibility Data Distribution to

Recipient has been added.

Section 4.2 ACS Changed wording Full-Service ACS to ACS for IM mailings.

Section 4.2.1 Change-of-Address (COA) Added Seamless to Full-Service mailings.

Section 4.2.2 Nixie Changed Full-Service to IM mailings.

Section 4.4 Start-the-Clock Added and Seamless to Full-Service.

Section 4.4.1 Mailer-Transported Drop Ship and Origin-Entered Mail Added Seamless to Full-Service references.

Section 4.4.2 Plant-Load Mail Added Seamless to Full-Service references.

Section 4.4.3 Updated Start-the-Clock Approach for Drop-Ship Mailings Updated Table Numbers. Section 4.5 Container Visibility Induction Scans Added Seamless to Full-Service references.

Section 4.5.1 eInduction Reporting Added section. Added Figure 4-6 Shipping Summary Report. Section 4.6 Tray and Bundle Visibility Scans Added Seamless to Full-Service references.

Section 4.7 Title Change Deleted Full-Service from Data Quality Report

Section 4.10 Full-Service Data Distribution has been deleted. Affects numbering for the rest of the section. Section 4.10 Now How to Get Feedback on IM Mailings. Full-Service reference deleted.

Section 5 Full-Service Verifications and Assessments has been rewritten and renumbered. Section 6. Seamless Verifications and Assessments has been added.

Section 7 eInduction Verifications and Assessments has been added. Section 8 Intelligent Mail/Mail Entry Timeline has been added.

Appendix A: Ancillary Services – Service Type ID (STID) Detailed Explanation has been deleted and replaced by Data Distribution Scenarios.

Appendix B: Data Distribution Scenario Chart Renumbered from Appendix C. Appendix D: Full-Service Discount Assessment Errors has been removed.

Appendix C: Abbreviations and Acronyms changed from Appendix E. Index has been updated.

Changes from Version 8.4 to Version 8.5 (January 6, 2014)

Links have been updated throughout the document.

References to the "User Access to Electronic Information and Reports Guide," have been deleted because the document is under revision.

Indexed the following terms:

- ACS Enrollment
- Metered Mailings
- Mail Owner Identification
- Periodicals, Publication Numbers
- Locale Key
- Mail Direction File
- Mail Data Quality Report
- Customer Registration ID (CRID)
- Full-Service Acceptance Verification
- Full Service Electronic Verification

Section 1: Correction: The Full-Service option is 705.24 Full-Service Automation Option

Section 1: Purpose. The link to the FRN is was outdated. It now points to the more recent FRNs regarding Full-Service and/or synthesizing them to give the progression of events:

http://www.gpo.gov/fdsys/pkg/FR-2013-12-27/pdf/2013-30705.pdf (**Federal Register** / Vol. 78, No. 249 / Friday, December 27, 2013 / Rules and Regulations) and http://www.gpo.gov/fdsys/pkg/FR-2013-04- 18/pdf/2013-08721.pdf (**Federal Register** /Vol. 78, No. 75 /Thursday, April 18, 2013 /Rules and Regulations)

Removed text throughout the document dealing with possible future changes.

Section 2.1.3 The referenced Section number in the Customer Supplier Agreement has been updated. Section 2.1.4 Table 2.1 has been updated.

The list of Service Agreements and the corresponding STIDs has been updated in the following sections:

- 2.4.8.4

- 2.4.8.6

- 2.4.12.1

- 2.4.12.3

Section 3.4 The title of the section has been changed to include the words, "Single Piece," and a paragraph pertaining to single piece mail has been added.

Section 3.8.3 A paragraph has been deleted regarding Mail.dat update transmission. Section 3.17 A sentence has been deleted regarding DMM Section 705.22.4.3.

Section 5.3 and 5.4 Reference to "additional verifications" have been changed in Section 5.3 to "full service acceptance verification," and in Section 5.4 to "full service electronic verification."

Changes from Version 8.3 (September 13, 2013) to Version 8.4 (November 27, 2013)

Section 3.8 Removed text "The MLOCR mailer is allowed to combine mail from customers whoindividually provide less daily volume than 1% of the total average daily volume processed at the MLOCR mailer's facility or 3,000 pieces (whichever is less)." from Section 3.8 "MLOCR Mailers"

Section 3.17 Added "Mail owner identification is optional when the mail owner provided 5,000 or fewer pieces in the mailing."

Changes from Version 8.2 (August 30, 2013) to Version 8.3 (September 13, 2013)

Removed Mail Owner MID in Qualification report as a By/For option..

Removed Option 3 for By/For Range.

Changes from Version 8.1 to Version 8.2 ACS Changes

- Section 2.1.4 Replaced "A checkmark means that pieces…can receive Full-Service ACS notifications" with "A 'Yes 'means that…(This change was made in two places).

- Section 2.1.4 Replaced "an X means that ACS is available" with "A 'No' means that ACS is not available. Changed the wording "an 'X'" to "a No" throughout the section.

- Section 2.1.4 Changed "either machinable or nonmachinable" to "nonmachineable" (deleted "either machineable")

- Section 2.1.4.2 Spelled out COA (change-of-address)

- Section 2.1.4.2 Added "ACS before COA"

- Section 2.1.4.2 Changed "OneCode" to "SingleSource"

- Section 2.1.4.2 Added "fulfillment" to ACS process to read, "ACS fulfillment process'

- Section 2.1.4.2 Added a paragraph of text describing the SingleSource ACS fulfillment process. The description includes who may participate, charges and benefits and the process for setting up an account.

- Section 2.1.4.2 Changed "Full-service COA notices will include Foreign Address Information" to "Full- service COA notices may include Foreign NEW address information"

- Section 2.1.4.2 Added circumstance in which mailpieces with STIDs that cannot be matched may still receive COA or Nixie notices

- Section 2.1.4.2 Removed current paragraph regarding Mailer IDs not associated with OneCode accounts, and added a paragraph explaining that one will be created for billing of ACS notices. Added additional paragraphs describing the benefits of a SingleSource ACS account and explaining how to apply a Basic STID requesting ACS.

- Section 2.2 Added information for Mailers using a new MID requesting OneCode ACS.

- Section 2.2 Updated the zip code on the mailing address.

- Section 2.2 Removed Table 2-2 Default ACS Profile of Newly Assigned Mailer IDs and How to Change the Default Profile

- Section 2.4 Removed Table 2-4 Table of Service Type Identifiers, and text description of the table.

- Section 2.4 Removed several paragraphs of text pertaining to Full-Service mailings and STIDs.

- Section 2.4.2 Removed a portion of text pertaining to periodicals and the default treatment of UAA mail.

- Section 2.4.2 Revised the wording of several paragraphs to enhance the clarity.

- Section 2.4.3.2 Removed text pertaining to manual address corrections and added a brief note that manual address corrections are costly, along with a reference to Appendix A from which they may choose the appropriate STID.

- Section 2.4.3.3 Deleted existing text and added new text describing Traditional ACS (the original ACS program).

- Section 2.4.3.4 Deleted existing text and added new text describing Address Correction Options for Basic and Full-service Mailings

- Section 2.4.4 Added a paragraph on Address Corrections in basic automation and Full-Service mailings.

- Section 2.4.6 Added a note regarding the misuse of "Electronic Service Requested"

- Section 2.4.6 Added references to Appendix A.

- Section 2.4.6 Deleted Table 2.45 Partial Table of STID and text descriptions pertaining to the table.

- Section 2.4.7.2 Added reference to DMM 507. Deleted text describing contents of DMM 507.

- Section 2.4.7.3 Added to list of fees and STIDs associated with address corrections.

- Section 2.4.7.4 Added list of applicable fees and associated STIDs.

- Section 2.4.7.5 Added reference to DM 507 describing valid ASEs and deleted text regarding hard copy address corrections.

- Section 2.4.7.5 Added list of fees associated with address corrections using Traditional ACS. Deleted existing list.

- Section 2.4.7.5 Added list of fees associated with address correction information with the Basic Automation option using OneCode ACS. Deleted existing list.

- Section 2.4.7.6 A reference to DMM 507 was added and text deleted pertaining to hard copy address corrections.

- Section 2.4.7.6 Added a list of fees associated with the mailer's use of Traditional ACS. Removed existing list.

- Section 2.4.7.6 Added a list of STIDs eligible for receiving address corrections as part of First-Class Mail Full-Service.

- Section 2.4.9.1 A reference to DMM 507 was added and existing text pertaining to Standard Mail Nonautomation Purchasing Manual Address Correction Notices was deleted.

- Section 2.4.9.1 A list of fees was added pertaining to address corrections as part of the mailer's use of Traditional ACS. An existing list was deleted.

- Section 2.4.9.2 DMM 507 is referenced pertaining to valid ASEs and text was deleted pertaining to Standard Basic Automation Option Purchasing Manual Address Correction Notices

- Section 2.4.9.2 A list of fees was added pertaining to address corrections as part of the mailer's use of Traditional ACS. An existing list was deleted.

- Section 2.4.9.3 DMM 507 is referenced pertaining to valid ASEs and text was deleted pertaining to Standard Mail Full-Service Purchasing Manual Address Correction Notices.

- Section 2.4.9.3 A list of fees was added pertaining to address corrections as part of the mailer's use of Traditional ACS. An existing list was deleted.

- Section 2.4.9.3 A list of definitions of STIDs was added and existing text was deleted regarding Standard Mail Full-Service Requesting Full-Service ACS.

- Section 2.4.11.1 DMM 507 is referenced pertaining to valid ASEs and text was deleted pertaining to BPMN Nonautomation Purchasing Manual Address Correction Notices.

- Section 2.4.11.1 A list of fees was added pertaining to address corrections as part of the mailer's use of Traditional ACS. An existing list was deleted.

- Section 2.4.11.1 A list of definitions of STIDs was added and existing text was deleted regarding Nonautomation BPM Requesting OneCode ACS.

- Section 2.4.11.2 DMM 507 is referenced pertaining to valid ASEs and text was deleted pertaining to BPM Basic Automation Option Purchasing Manual Address Correction Notices.

- Section 2.4.11.2 A list of fees was added pertaining to address corrections as part of the mailer's use of Traditional ACS. An existing list was deleted.

- Section 2.4.11.2 Text was added pertaining to the purchase of electronic address information for BPM basic automation mailpieces.

- Section 2.4.11.2 A list of definitions of STIDs was added and existing text was deleted regarding Basic Automation Option BPM Requesting Electronic Address Correction via OneCode ACS.

- Section 2.4.11.3 DMM 507 is referenced pertaining to valid ASEs and text was deleted pertaining to BPM Flats Full-service Purchasing Manual Address Correction Notices.

- Section 2.4.11.3 A list of definitions of STIDs was added and existing text was deleted regarding BPM Full-service Purchasing Electronic Address Correction Information via Rational ACS.

- Section 2.4.11.3 A list of definitions of STIDs and text were added, pertaining to the BPM Full-service requesting Full-service ACS. The text identifies when Full-service ACS is, and is not available. Existing text was deleted.

- Editorial changes were made throughout Section 2.

- Section 4.3 A reference to Table 2-2 was deleted as the table itself has been deleted.

Range Changes

IMR and Mailpiece range items for Mail.dat and Mail.XML were removed from section 3, Appendix D and throughout the document. IMR in Mail.dat and Mailpiece Range in Mail.XML is no longer supported. The Postal Wizard application will continue to support the range sequence functionality for less than 10,000 pieces.

By/For

Section 3.17 was updated to show MID of Mail Owner as an option for Full-Service By/For precedence in the Qualification report detail request Container Info Data.

Changes from Version 8.0 (01/17/2013) to Version 8.1 (03/15/2013) Formatted the whole document

Changes from Version 7.8.6 (11/19/2012) to Version 8.0 (01/17/2013)

- Globally deleted PS Form 3573 replaced with ACSTM Enrollment Form.

- Globally corrected traditional ACS to Traditional ACS to reflect product name

- Section 2.2.1 - Deleted:

  "Mailers who plan to use a new MID for OneCode ACS must complete and submit the OneCode application form PS Form 3573, Address Change Service Application — OneCode ACS, so their account can be set up for record delivery and billing"

  Replaced with:

  "*Mailers who plan to use a new MID for OneCode ACS must complete and submit the OneCode application form ACS^{TM} Enrollment Form, so their account can be set up for record delivery and billing.*"

- Section 2.2.1 - Changed address from "6060 Primacy Pkwy Ste 101" to "225 N Humphreys Blvd #501".

- Section 2.2.1 - Changed Table 2 to reflect current policy (Removed references to Option 1 and Option 2).

- Section 2.4 – Updated Table 4: Partial Table of Service Type Identifiers

- Section 2.4.3.3 - 2nd paragraph changed to reflect current policy. (Removed reference to MID)

- Section 2.4.4 - Portions of 2nd and 3rd paragraphs changed to reflect current policy. (Removed reference to MID and undeliverable for reason other than customer move)

- Section 2.4.11.1.2 - Changed to reflect current policy concerning Periodicals Mail Nonautomation Purchasing Electronic Address Correction via Traditional ACS.

- Section 2.4.11.2.2 - Changed to reflect current policy concerning Periodicals Mail Basic Automation Option Purchasing Electronic Address Correction Using Traditional ACS.

- Section 2.4.11.3.2 - Changed to reflect current policy concerning Periodicals Mail Full-Service Purchasing Electronic Address Correction via Traditional ACS.

- Section 2.4.11.3.3 - Changed to reflect current policy concerning Periodicals Mail Full-service Requesting Full-Service ACS.

- Section 4.3 - the 5th, 6th, 10th 12th and 13th paragraphs were changed to reflect current policy concerning Three Formats of ACS.

- Mail.dat, Mail.XML and IDEAlliance are trademarks owned by the International Digital Enterprise Alliance.

Changes from Version 7.8.5 (3/16/2012) to Version 7.8.6 (10/29/2012):

- Section 2.1.3 – Added text calling for full service mail submitted to a DMU be containerized and marked with an Intelligent Mail Container Barcode (IMcb).

- Section 2.3.2 – Added text calling for full service mail submitted to a DMU to be containerized.

- Section 3.8 Returned previously deleted text "The MLOCR mailer is allowed to combine mail."

- Section 4.1 - Added Data Delegation text and table.

- Section 4.8.3 – Added section for Mailer ID Data Distribution.

- Made formatting changes.

- Made edits to clarify POSTNET retirement, bundle scans, range data retirement in several sections.

Changes from Version 7.8.4 (1/19/2012) to Version 7.8.5 (3/16/2012):

- Section 3.5.1 – Added clarification of origin and consolidator roles for bundle based co-paletized submissions.

Changes from Version 7.8.3 (1/6/2012) to Version 7.8.4 (1/19/2012):

- Section 2.4.7 – Updated Table for ACS Service Type Identifiers for Standard Mail and BPM ASR and CSR options

- Section 2.4.7 – Updated Table for ACS Service Type Identifiers table note "***"

- From: New STIDs are available for Reply Mail. For more information, see Section Error! Reference ource not found. Error! Reference source not found. .

- To: CRM, MRM, and PRM may continue to use STID 700. Mailers with exiting stock of CRM mail with STID 700 may exhaust their inventory without penalty.

Changes from Version 7.8.2 (12/21/2011) to Version 7.8.3 (1/6/2012):

- Section 1 – Added information on IMb based tracing and optional need of IMcb to appointment linkage and eInduction requirements.

- 2.1.4.1 Added Tray scan and piece scan data elaboration, which is new including processing scans.

- 2.4.1.1 Updated information on piece detail vs. Piece barcode data in Mail.dat and Mail.XML

- 3.2 Updated this section to provide links to guides. Added IMtb reference for trays

- 3.2.1.1 Updated TEM section to elaborate on data Distribution, eDoc and FAST requirements

- 3.5 Added links to Mail.XML guides

- 3.5.3 Added Internal copal requirements for June

- 3.11 Updated CSA section to clarify that CSAs only apply to First Class mail only and are also available through Mail.XML

- 3.12 Updated the section to identify eInduction needs with the FAST system

- 3.12.1 Made extensive changes to update the information that transportation updates are also available cross-functionally with Mail.XML for Mail.dat and Mail.XML quality reports

- 3.13.1 Removed version specificity for Mail.dat and Mail.XML

- 3.13.2 Added PBC Mail.dat new record details and usage

- 3.13.3 Identified the de-support plan for the IMR and piece range by the USPS in 2013 (January)

- 3.15.1 additional capabilities available for eDocs through Mail.XML

- 3.15.3.1 Updated information that piece data is not required prior to postage filing but must be present before postage finalization.

- 3.15.5 Added PBC option and usage clarifications

- 3.15.6 Added additional validations conducted by *PostalOne!* eInduction and available through Container Status Query messages for Full-Service and eInduction containers

- 3.16 Added eInduction support and availability of postage register, pallet barcode and label generation and e8125/e8017 requirements for eInduction available through PW

- 4 Added tray and pallet processing scan availability, postage owed for non-compliance report, By/For report

- 4.4 added processing scan clarification for pallets and trays

- 4.8 Added clarification on tray processing scans

Changes from Version 7.7.2 (11/16/2011) to Version 7.8.2 (12/21/2011):

- Updated multiple sections to remove references to Confirm and OneCode Confirm services, and add references to IMb Tracing.

- Clarified Section 2.1.3 "Full-service" on Postal Wizard.

- Updated Section 2.2 "Mailer ID", and 2.4 "STIDs" to include IMb Tracing

- Updated Section 2.3.1 to add "The Postal Services intends to phase out the use of the IMR by the end of calendar year 2012."

- Updated language in Sections 3.2 and 3.13 to reflect current date

- Updated 3.15.1, 4.7.2.1, Appendix C to remove references to Cast-of-Characters which Postal Service implementation of Mail.XML no longer supports.

Changes from Version 7.6.3 (9/20/2011) to Version 7.7.2 (11/16/2011:

- Updated language in Section 2.4 "Service Type Identifiers" and Section 4.2 "Three Kinds of ACS" to clarify OneCode ACS account establishment.

- Updated Section 3.2.1 Link to new TEM guides.

Changes from Version 7.5.9 (8/8/2011) to Version 7.6.3 (9/20/2011:

- Updated Section 2.1.4.2.2 "Non Full-Service ACS Eligible" to clarify

- Updated Section 2.4.2 on ASEs to clarify hard copy and electronic notices.

- Updated Section 3.2.1 on TEM to reference new Test Environment for Mailer guides.

- Removed references to Header Presentation values of "S" and "I" for Mail.dat, from Section 3.6 "Manifest Mailings".

- Updated to include current information on Mailer ID Application and Exceptions, in Section 2.2 "Mailer ID (MID)", Section 3.17.3 "Mailer ID System and MID Exceptions Using MID Hard-copy Application", and Section 4.2 "Three Kinds of ACS".

- Clarified wording in Section 4 "Full-Service Feedback", including new caption for Table 22.

- Updated Section 4.3.4 to clarify Start-the-Clock information.

- Updated Section 4.7.2 on data distribution to clarify options.

- Updated Section 5.1.2 on Full-Service Verification to clarify language.

Changes from Version 7.5.6 (6/17/2011) to Version 7.5.9 (8/8/2011):

- Clarified fulfillment of OneCode ACS in Section 2.4 "STIDs" and Section 4 "Full-Service Feedback"

- Added information on Mail.dat versions: discontinued support for version 09-1 and addition of version 11- 2.

- Showed creation of new document titled, sunsetting of document and new document eDoc and Full- Service Authorization Guide for Mail.dat and Mail.XML to replace parts of Test Environment for Mailers: Checklist and Troubleshooting Guide.

Changes from Version 7.5 (3/28/2011) to Version 7.5.6 (6/17/2011). Changes are marked with a red vertical line in the margin of the document:

- Changed wording for clarity in Section 2.3.1 "Mailpieces"

- Clarified treatment of UAA periodicals in Section 2.4.2 "Use of ASEs"

- Clarified use of ASEs with STIDs in Section 2.4.4 "ASEs"

- Added clarifying references to full table of Service Type Identifiers in Section 2.4.7 "Table of Service Type Identifiers".

- Removed text "The MLOCR mailer is allowed to combine mail from customers who individually provide less daily volume than 1% of the total average daily volume processed at the MLOCR mailer's facility or 3,000 pieces (whichever is less)." from Section 3.8 "MLOCR Mailers"

- Clarified CSA process in Section 3.9 "Continuous Mailers", Section 3.11 "Customer/Supplier Agreements (CSAs), Section 4.3.2 "Mailer-Transported Drop Ship and Origin-Entered Mail", and Section 4.3.3 "Plant- Load Mail"

- Clarified process for MID application in Section 3.17.3 "Mail ID System…"

- Updated latest Start-the-Clock process in Section 4.3.4 "Updated Start-the-Clock Approach for Drop-Ship Mailings"

- Clarified language in Section 4.5 "Full-Service Data Quality Reports"

- Updated Mail Quality Feedback messages in Section 4.6 "Electronic Documentation Quality Feedback"

- Updated eDoc errors verified by SASP in Section 5.1.2 "Full-Service Verification"

- Updated Section 5.13 "Mail Quality Reporting" to include reference to new reporting dashboards.

- Updated Appendix A "STID Matrix"

- Replaced Appendix D "Full-Service Discount Assessment Errors" with latest list of errors

- Added Appendix E "Abbreviations and Acronyms"

Changes made between 02/26/2011 and 3/28/2011:

- Corrected 3 STID values in Table 4.

Changes made between 10/5/2010 and 2/25/2011:

- Removed red lines marking previous changes.

- Updated Section 1 "Purpose" to add hyperlinks & cross-references, and to correct chapter titles

- Updated Section 2.1.4.2.2 "Non Full-Service ACS Eligible" to add reference to alternate fulfillment

- Removed Section 2.2 "Full-Service ACS Billing" due to policy change on invoicing Full-Service mailers for ACS charges. Removed subsections of Section 2.2, except for the following two subsections:

- Changed Section 2.2.2 "Non Full-Service ACS Eligible" to Section 2.1.4.2.2

- Changed Section 2.2.5 "Foreign Addresses" to Section to Section 2.1.4.2.1

- Updated Section 2.2.1 "Default ACS Profile of Newly Assigned MIDs" to correct name of "Change Service Requested" and clarify "No Address Corrections"

- Updated Section 2.3.1, "Mailpieces", and Section 3.16.1 "Piece Electronic Documentation for Sequential Intelligent Mail Barcodes" to clarify Postal Wizard range requirements

- Updated Section 2.4 "Service Type Identifiers (STIDs)" and subsections to clarify fulfillment of ACS records for undeliverable as addressed, to correct grammar, add Form 3579, to specify relevant mail classes, and to correct wording.

- Updated Section 2.4.7 "Table of Service Type Identifiers", to add reference to web version of STID table, to add Priority Mail and Critical Mail to Partial Table of STIDs (Table 4), and to reference expected updates for Reply Mail STIDs.

- Added Section 2.4.9 "New Service Type Identifiers for Reply Mail" to include DMM Advisory from 2/18/2011

- Update Section 2.5 "Barcode Identifier" to add reference to web version of Barcode ID table.

- Updated Section 3.2 "Electronic Submission Methods" to clarify language

- Updated Section 3.5 "Copalletization" and 3.5.2 "Standard Mail Flat-size Bundles Scenario" to clarify language

- Removed Section 3.7.6 "Outstanding Spoilage Issues", and changed numbering of section previously numbered 3.7.7 to 3.7.6

- Updated Section 3.13.6 "Postage Information" to clarify language

- Updated Section 3.16.1 "Piece Electronic Documentation for Sequential Intelligent Mail Barcodes" to clarify Postal Wizard range requirements

- Updated Section 4.6 "Electronic Documentation Quality Feedback" to clarify verifications supported for Mail.XML

- Updated Section 4.7.2.1 "Mailer ID Profile Setup" to correct grammar.

- Updated Section 4.8 "How to Get Full-Service Feedback" to clarify language

- Updated Section 5 "Full-Service Verification and Assessment" to show current name of "Full-Service Verification Invoice Report"

- Updated Section 5.0 "Full-Service Verification and Assessment", Section 5.1.2 "Full-Service Verification", and Appendix D "Full-Service Discount Assessment Errors" to include Delivery Point Verification

- Updated Section 5.1.4 "*PostalOne!*" to show 5 day overdue status threshold, and to clarify interaction with help desk

- Updated Appendix A "STID Matrix" directions for clarity

- Updated Appendix B "Data Distribution Scenario" to specify hyperlink

- Updated Appendix D "Full-Service Discount Assessment Errors" to add new errors and warnings and update language of existing ones as needed

- Updated the following sections to show delay of Full-Service discount removal from January 2, 2010:

- Section 5 "Full-Service Verification and Assessment"

- Section 5.1.2 "Full-Service Verification"

- Updated the following sections to show retirement of Mail.dat version 08-2:

- Section 3.2 "Electronic Submission Methods"

- Section 3.2.1 "Testing Environment for Mailers (TEM)

- Section 3.5 "Copalletization"

- Section 3.5.1 "Periodicals Scenario"

- Section 3.5.2 "Standard Mail Flat-size Bundles Scenario"

- Section 3.5.3 "First-Class Mail in Trays Scenario"

- Section 3.13 "Mail.dat"

- Section 3.13.1 "Mail.dat 09-1"

- Section 3.13.3 "Piece Electronic Documentation for Sequential Intelligent Mail Barcodes"
- Section 3.13.6 "Postage Information"
- Updated the following sections to reflect current date:
- Section 3.5 "Copalletization"
- Section 4.8 "How to Get Full-Service Feedback"
- Section 5 "Full-Service Verification and Assessment" and subsections

Changes through 10/4/2010:

- Updated Section 4.3 "Start-the-Clock" with revised detail.
- Updated Section 5 "Full-Service Verification and Assessment" to clarify that FAST Appointments errors will not result in the loss of Full-Service discounts.
- Updated Appendix D "Full-Service Discount Assessment Errors" with new block names and other wording

Changes through 9/24/2010:

- Updated Section 3.2 "Electronic Submission Methods" to show coming version of Mail.dat and remove earlier name "Wizard Web Services"
- Updated Section 3.3 "Mixed Mailings" header to clarify meaning of mixed mailings
- Updated Section 3.5 "Copalletization" to show coming version of Mail.dat
- Updated Section 3.12 "Creating Appointments" to clarify linking of containers to appointments, to remove earlier name "TM Specification"
- Updated Section 3.12.2 "Joint Scheduling" to clarify linking containers to appointments
- Updated Section 3.13.1 to reference coming version of Mail.dat
- Updated Section 3.16.1 and 3.16.2 text for clarity.
- Updated Section 4.3 "Start-the-Clock" with additional detail.
- Updated Section 4.7.2.2 "Submitting a Cast of Characters Message" to show that Cast of Characters functionality is currently suspended but will be supported at a later date.
- Updated Section 4.8 "How to Get Full-Service Feedback" for data exchange methods (Start-the-Clock and Container Visibility) and availability of Full-Service invoice reports.
- Updated Section 5 "Full-Service Verification and Assessment" to show new reports.
- Updated Appendix C "Data Distribution Scenario Chart" to show Cast of Characters

Changes through 9/14/2010:

- Moved location of change log to immediately after title page for consistency
- Updated Section 5 "Full-Service Verification and Assessment" to show January 2011 date for removal of Full-Service discounts
- Updated Section 5.1.2 "Full-Service Verification" to clarify Piece Range records
- Updated Section 3.16 "Postal Wizard" to show that a range required to receive Full-Service feedback
- Updated Section 4.3 "Start-the-Clock" to show updated approach for drop-ship mailings
- Changed capitalization of "Full-Service" where appropriate for consistency

Changes through 7/8/2010:

- Corrected reference to RIBBS in Section 5.1.3

Changes through 6/25/2010:

- Updated Change Log to be in reverse chronological order
- Updated section 3.7.6 "Outstanding Spoilage Issues" to reflect timing of Release 24.1.1.

Changes through 6/24/2010:

- Change Request 94: Replaced section 3.7 "Spoilage and Shortage."

- Updated section 5, "Full-Service Verification and Assessment" for clarification and description of

- *PostalOne!* Process.

- Updated previous Change Log entry ("Change Log – Version 7.0") to include CR 92 & 93 and to clarify Change Request numbers.

Changes through 5/26/2010:

- Updated section 1, "Purpose" to reflect latest changes

- Change Request 91: Updated section 2.2, "Full-Service ACS Notification" to reflect new billing process

- Change Request 92: Updated section 2.5.9.3.5, "Standard Mail Full-service Enhanced Carrier Route Mailpieces" to correct STID

- Change Request 93: Updated section 3.15.13 "Copalletization Mail Information" to include

- Change Request 91: Updated section 3.17, "Mail Owner and Mail Preparer Identification in Electronic Documentation" for batched reporting

- Change Request 91: Added new sections for "Full-Service eDoc Verification and Assessment": Section 5, Appendix D

- Updated Table of Contents, List of Tables, List of Figures

Changes through 3/07/2010:

- Revised copalletization scenarios to convey that copal mailings which include Full-Service pieces require electronic documentation. When no Full-Service pieces are part a copal mailing, eDoc is strongly recommend but not required, Section 3.5

- Added comment in 3.5.3 that tray based copalletization requires all postage must be finalized prior to *PostalOne!* receiving the copalletized job/mailing information.

- Updated spoilage and wasted postage adjustment and reporting only functionality, Section 3.7

- Removed section 3.7.1

- Updated Start-the-Clock calculation for CSA based USPS transported mailings to provide guidance, Section 3.11.2

- Updated Appointments and Joint scheduling, Section 3.12

- Updated note that the cast of characters message set is only supported in Mail.XML 6.0D version, which may be discontinued by the USPS in 2010, Section 4.7.2.2.

- Updated trademark block to remove IM and include IM

Changes through 2/26/2010:

- Added clarification for Mail.XML when to new BMEU file in the Drop Ship Product, section 3.15.3 (CR 83)

- Added section for Mail.XML Qualification Report (Mail.XML) 3.15.3.1. (CR 84)

- Added new text, *PostalOne!* Help Desk Questions for Full-Service ACS Troubleshooting, Section 2.7

- Updated Table 4: Table of Service Type Identifiers

- Corrected methods to obtain Mailer ID to include all options, Section 3.17.2

- Removed reference to obsolete, Getting Started Guide, Section 3.16

- Corrected Postal Wizard options regarding Periodicals, Bound Printed Matter, and international mail, Section 3.2

- Updated references to future charges, Section 2.2

Changes through 2/10/2010

- Revised guide purpose for clarity, section 1

- Made revisions to entire document for grammar and nomenclature consistency

- Crossed-referenced all tables for auto updating when changes are made

- Added numbering to unnumbered topics such that topics are presented in TOC

- Corrected "X" in table to "X" in column, Section 2.1.4, Table 1

- Changed references from "duplicate" notice to "subsequent" notices. Section 2.2

- Clarified that default ACS Profile occurs with newly Assigned MIDs, Section 2.3.1, Table 2

- Changed reference from Intelligent Mail Full-Service and Electronic Documentation Checklist to Test Environment for Mailers (TEM) Checklist and Troubleshooting Guide, Section 3.2.1

- Updated write-up on TEM, Section 3.2.1

- Changed all references from BMC to NDC per the Federal Register Notice published in February 2010, Section 3.5.2 and 3.5.4. (CR 82)

- Clarified that a third way to obtain a Mailer ID is using Mail.XML, Section 3.17.2

- Created Index

Changes made from version 6.5 to version 6.6:

- Change Request 077: Update copalletization, Sections 3.3 and 3.3.1

- Change Request 078: Clarify Section 2.3 regarding ACS and contacting NCSC Memphis

- Change Request 079: Add an example in 2.5 showing how to use a single MID with two STIDs in a mailing.

- Change Request 080: Clarify that only FAST XML messages update FAST System information

- Change Request 081: To ensure consistency with the DMM, change Full-Service to Full-Service and Basic to basic automation

Changes made from version 6.4 to version 6.5:

- Change Request 075: Remove Appendix D.

- Change Request 076: Use Autocaption for tables and figures. Create hyperlinked lists of tables and figures.

Changes made from version 6.3 to version 6.4:

- Change Request 072: Insert Data Distribution Methods as s 4.1 and Full-Service Data Quality Reports as section 4.6. Reorder / renumber other sections in 4.x accordingly.

- Change Request 073: STIDs 090 and 092 were reversed in 2.5.9.1.4 and 2.5.9.2.4.

- Change Request 074: Enhance Mail.XML sections in 3.15.4, 3.15.5, and 3.15.6 to clarify mail owner and mail preparer identification and the By/For order of precedence.

Changes made from version 6.2 to version 6.3:

- Change Request 056: Change Three STIDs in Table 4 - Update Appendix A to reflect change

- Change Request 057: Update and simplify section 3.13 (Mail.XML) for November release

- Change Request 058: Change Table 4 to have one STID per cell; clarify STIDs for reply mail

- Change Request 059: Ensure references to ACS are for Full-Service are called Full-Service ACS

- Change Request 060: Clarify Section 3.3 (Copalletization) Bullets

- Change Request 061: Clarify batching requirements in section 3.6 (single word insert: "individually")

- Change Request 062: Clarify how to use Traditional ACS in a Full-Service mailing in Section 4

- Change Request 063: Update figure 1 (and add language) to show Basic-option eligibility in Section 2

- Change Request 064: Make clear that two MIDs are required to use Traditional and FS ACS in a single mailing (Section 4)

- Change Request 065: Section 2: state explicitly that IMb can replace POSTNET now

- Change Request 066: Include Full-Service Feedback descriptions of eDoc-Quality reports' validations available in November 2009

- Change Request 067: Insert November 2009 approach for MLOCR and continuous mailers

- Change Request 068: Change Table 4 for Periodicals to request NCSC contact before using ASR/ASE

- Change Request 069: Note that the Guide will refer to three-volume Postal Service Mail.XML Technical

- Specification collectively as the Postal Service Mail.XML Technical Specification

- Change Request 070: Add chart and text in 2.3 to explain the default ACS profile created for newly assigned MIDs and how to change the default profile

- Change Request 071: Add section 4.6 - Barcode Identifier.

Changes made from version 6.0 to version 6.2:

- Change Request 049: Clarify Full-Service Feedback Descriptions and Methods in Sections 4.2-4.6

- Change Request 050: Update 3.15.4, Obtaining Mailer ID and Customer Registration ID

- Change Request 051: Update 3.12 and 3.13 with overview of Mail.XML Messages

- Change Request 052: Additional information on Copalletization in *PostalOne!* Release 20

- Change Request 053: Update Service Type ID Section 2.5 to Include Transition-Period Information

- Change Request 054: Add Subsection in Section 4 Describing Quality Feedback via Mail.XML

- Change Request 055: Change "Future Release" to "November 2009 Release" for Copalletization

Changes made from version 5 to version 6.0:

- Change Request 044: Add clarity to Full-Service ACS (Table 4, Section 4, Appendix A)

- Change Request 045: Full-Service mailings using Postal Wizard: only the permit holder will receive start- the-clock information

- Change Request 046: New section 3.11.6.1 for Periodicals Postage Payment

- Change Request 046: New section 3.11.6.2 for Centralized Postage Payment (CPP) customers

- Change Request 047: Update Postal Wizard information 3.14

- Change Request 048: Clarify Intelligent-Mail Barcode (Mailpiece) Uniqueness in Section 2.4

Changes made from version 4 to version 5:

- Change Request 016: Clarification of Postal Wizards Requirements for Full-Service

- Change Request 017: Update Manifest Mailings business rules in May 2009

- Change Request 018: Clarification of .IMR and .PDR file

- Change Request 019: Spoilage related postage adjustments

- Change Request 020: Clarification of Uniqueness for ACS data

- Change Request 021: Update Customer Supplier Agreements (CSA) – Add Palletization rules for First- Class Mail

- Change Request 022: Create a section for "*PostalOne!* Transportation Management Systems (TMS)"

- Change Request 023: Add Service Type Identifier Exception Section 2.5.1

- Change Request 024: Update Creating Appointments using the FAST system

- Change Request 026: Intelligent Mail Requirements – Update Full-Service Discount in November 29, 2009.

- Change Request 027: Intelligent Mail Requirements – Update "Not eligible for Full-Service benefits or discounts".

- Change Request 028: Update Mailer ID – Update Mailer ID

- Change Request 029: Update Unique Intelligent Mail Barcodes – Clarification of 45 days.

- Change Request 030: Update Periodicals Nonmachinable Service Type Identifiers

- Change Request 031 - Electronic Mailing Doc – *PostalOne!* account will change

- Change Request 032 - Setup of Non-Subscriber Delegates in Confirm

- Change Request 033: Update Copalletization – Will be supported in a future release

- Change Request 034: Update Piece Level Spoilage and Shortage - Clarification of May 2009 release vs. Future Release

- Change Request 035: Update Electronic Mailing Documentation and Postage Statements

- Change Request 036: Update Table 3, Specification and Guide Reference – Replace Mail.XML specification 6.0 A with 6.0 B, & remove Web Service Appointments and *PostalOne!* Technical Guide for Mail.XML 6.0 from Mail.XML (future release)

- Change Request 037: Clarification of Full-Service IMB Requirement

- Change Request 038 Update Customer Supplier Agreements (CSA) – Add Palletization rules for First- Class Mail

- Change Request 039: Update the eDoc grammar and formatting

- Change Request 040: Add Confirm Transition, non-auto with IMb, and Full-Service

- Change Request 041: Modify text to clarify usage of range record for comailing/copalletization

- Change Request 042: Update Mailer ID numbers examples – Appendix B

- Change Request 043: Change field names of Full-Service nixie Detail Report

Changes made from version 3 to version 4:

- Change Request 001: Clarification of Uniqueness Between Basic and Full-Service

- Change Request 003: Add Agency Scenario to Cast of Characters

- Change Request 004: Wording Change to 3.4 (IM Barcode Lower Repeated)

- Change Request 005: Add Appendix D "Future Capabilities and Development Resource Mapping"

- Change Request 006: Replace Mail.XML 5.0 with Mail.XML 6.0

- Change Request 007: Clarification of Spoilage Section

- Change Request 008: Update to Feedback Methods

- Change Request 009: Update to Reflect IMR

- Change Request 011: Better Define Nonautomation

- Change Request 012: Add FAST system Joint Scheduling Details

- Change Request 013: Update Mail.XML Message Names

- Change Request 014: Update to Reflect Release 1

- Change Request 015: Cast of Characters Timing

Changes made in version 3:

- Section 2: Added nonautomation definition for Intelligent Mail barcoded mailpieces.

- Section 2.2: Added BPM definition for Address Correction Information.

- Section 2.2: Updated Periodicals ACS data matching rules.

- Section 2.4: Clarified rules for Intelligent Mail barcode uniqueness.

- Section 2.5.2: Clarified the section applies to pieces with Intelligent Mail barcodes.

- Section 2.5.6: Added columns for Service Type IDs for nonautomation mailpieces.

- Section 2.5.8.3.5: Updated Service Type IDs for ECR mailpieces.

- Section 3: Updated language for Postal Wizard.

- Section 3.8.2.1: Clarified how to update eDoc for unscheduled trips.

- Section 3.9.2: Clarified required piece documentation for POSTNET mailpieces.

- Section 3.9.3: Removed restriction on including ECR mailpieces in IMR file.

- Section 4.4.9: Clarified timing rules for submitting electronic documentation and Cast of Characters for third-party data distribution.

- Various: Removed references to PDR.XML.

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