

Guide to Streamlined Mail Acceptance for Letters and Flats Reporting

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1. INTRODUCTION TO THE GUIDE TO STREAMLINED MAIL ACCEPTANCE FOR LETTERS AND FLATS REPORTING

USPS publishes two user guides to inform the mailing industry about available mail quality and visibility reporting. The *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting* provides detailed instructions on the Mailer Scorecard and other mail quality reports. This guide includes explanations of all data elements on the report as well as details on the error codes shown. The *Container, Tray, and Bundle Visibility User Guide* provides the mailing industry steps to request and view detailed tracking information mailings prepared using Intelligent Mail® standards. For policy details related to these programs please refer to *Publication ###, Streamlined Mail Acceptance for Letters and Flats*. For details on the requirements for preparation and entry of business mailings, refer to the *Domestic Mail Manual (DMM)*.

USPS updates the *Guide to Streamlined Mail Acceptance for Letters and Flats Reporting* alongside the release schedule, as well as periodically due to changes in the DMM or process improvement efforts.

1.1 Streamlined Mail Acceptance

The Postal Service[™] has several key initiatives to streamline the acceptance, induction, and verification of commercial card, letter, and flat mailings: Intelligent Mail full-service, Move Update, electronic Induction (eInduction), and Seamless Acceptance. These key initiatives leverage existing technology to:

- Improve mail quality by sharing information on mail preparation, identification of trends, and trend-based quality measurements.
- Simplify the induction of mailings through automated and standardized acceptance, verification, and induction processes.
- Provide end-to-end visibility through scan data.
- Enable mailers, through an account management portal, to manage account activities, view account balances, and generate reports based on mailings.

Streamlined mail acceptance is achieved through the adoption and implementation of the Postal Service's key initiatives, including:

- Intelligent Mail Full-Service: Full-service uses Intelligent Mail barcodes (IMb[™]) on mail containers, handling units (trays, sacks) and mailpieces to provide end-to-end visibility into the mailstream. It is available for automation and carrier-route First-Class Mail® (cards, letters, and flats), Periodicals (letters and flats), Standard Mail® (cards, letters, and flats), and Bound Printed Matter (BPM) flats. Electronic Verifications are performed to ensure mailer compliance with the program requirements.
- **Move Update**: USPS® is proposing to update the verification of Move Update compliance from sampling at the job level on Mail Evaluation Readability Lookup Instrument (MERLIN®) to census verification using Mail Process Equipment (MPE). The Move Update standard requires the periodic matching of a mailer's address records with customer-filed change-of-address orders maintained by the USPS. Mailers are required to reconcile their mailing address list within 95 days prior to the postage statement finalization date utilizing one of the USPS-approved methods. Mailers will be assessed additional postage on pieces not meeting the Move Update requirements. Currently, the verifications performed are not postage eligible at this time.

- **eInduction**: The electronic Induction process simplifies the induction of drop shipments and expedited plant load mailings by leveraging eDoc, Intelligent Mail container barcodes (IMcb), and handheld scanner technologies to verify the payment and preparation of commercial mail containers. eInduction eliminates the need for paper PS Forms 8125, 8017, 8125-CD and manual reconciliation at the entry facility.
- Seamless Acceptance: Seamless Acceptance automates the verification of commercial mailings by leveraging eDoc, IMcb's, Intelligent Mail tray barcodes (IMtb)'s, IMb's, and information collected from both handheld sampling devices and mail processing equipment scans.

1.2 Mailer Scorecard and Its Role in USPS Initiatives

The Mailer Scorecard provides a dashboard view of the mail quality verification results of the letter and flat mailing activity with the Postal Service over a calendar month. This scorecard is available to both the mailer who submitted the electronic documentation for the mailing (eDoc submitter) and the Mail Owner/Mail Preparer.

2 THE MAILER SCORECARD

2.1 Mailer Scorecard Overview

The Mailer Scorecard measures mail quality per mailing location, identified by Customer Registration ID (CRID). The Mailer Scorecard allows mailers to track mailing performance by providing a summary of mailing metrics statistics based on components of electronic documentation, physical scans of containers or pieces, or both. Ultimately, information located within the Scorecard helps mailers determine if they are meeting mail quality standards or if they need to improve performance for specific preparation requirements. To the extent that a mailer exceeds a threshold, it might be subject to assessments by USPS until corrective action is taken. Currently, metrics related to full-service electronic verification, Move Update, elnduction, and Seamless Acceptance verifications are displayed on the Mailer Scorecard. Additionally, Service Performance Measurement (SPM) Exclusions and a Mailer Profile tab that includes general information about the mailer are components of the Scorecard.

2.1.1 What is the Mailer Scorecard?

For each of the mail entry initiatives a mailer is enrolled in, the Mailer Scorecard provides an aggregate view of all mailings submitted in a calendar month based on postage statement mailing date. Data is updated throughout the month as new jobs are finalized and new scans are processed. On the Electronic Verification, Move Update, elnduction, and Seamless Acceptance tabs, mail quality and mail preparation results are measured against established thresholds. At the end of each month, the Scorecard closes and a final score for the month displays.

Maile	r Scorecard	-	DECEM	BE	R 2015	
			Verification	5		
Mailer Profile	Electronic Verification		eInduction	S	eamless 9	SPM Exclusions
# Metrics	# Trending	0%	Metrics		🔘 % Trendin	g
					Seamles	iS
	Data disp	layed 1	for a Seamle	ss P	arallel or non	-Seamless CRIE
			Total		4430796	1
eDoc Submitte	r				AUTOMATED	
cooc oublinee					MAILING SYSTEMS	
CRID Seamless Status			-	N/A	Inactive	
# Seamless Acceptance	Jobs			4	4	-
# Containers processed	# Containers processed for Seamless validations			2	2	2
# Handling Units processed for Seamless validations				14	14	-
# Pieces processed for Seamless validations			4,	998	4,998	
# Seamless Acceptance	# Seamless Acceptance Jobs not Auto-Finalized			4	4	•
# Seamless Documented	# Seamless Documented Piece Scans				-	
# Adjusted Seamless Do	cumented Piece Scans				-	
# Undocumented Pieces	1				-	

Figure 1: Mailer Scorecard

2.1.2 What Information is Included in the Mailer Scorecard

The scorecard is separated into tabs representing the various USPS initiatives.

Mailer Profile	Electronic Verification	eInduction	Seamless	SPM Exclusions

Figure 2: Mailer Scorecard Tabs

- Mailer Profile Tab: For mailers submitting letter and flat mail, this tab provides a summary of volume by mail class, volume by postage statement submission method (mail.dat[™], mail.XML[™], postal wizard, IMsb, and hard-copy), and total postage paid to the USPS.
- Electronic Verification Tab: The Electronic Verification tab includes data for five groups of metrics: electronically submitted (eDoc) volume, full-service electronic verifications, Move Update census verification, Entry Point verification, and eDoc Nesting/Sortation verification. Currently, only full-service verifications are eligible for assessment.
- **eInduction Tab:** For mailers participating in eInduction, this tab provides an overview of the number of containers inducted at postal facilities and the number of eInduction verification errors.
- Seamless Acceptance Tab: For mailers participating in Seamless Acceptance or Seamless Parallel, this tab provides an overview of the automated verification results from MPE and sampling. For mailers not participating in Seamless or Seamless Parallel information is displayed for informational purposes only.
- SPM Exclusions Tab: For mailers participating in full-service, this tab provides information on pieces not included in USPS SPM. The USPS measures the time for each full-service mailpiece from induction to delivery to identify if the USPS is meeting its published service standards. This tab includes information about the mailpieces that could not be measured due to the exclusion rules.

Other features of the scorecard include:

- Drill-down reports to view detailed verification results.
- An export of all tabs (with the exception of SPM) in a single PDF or Excel file using the buttons at the bottom right of the report. This is useful for users who want to see everything on a single page or want to perform manual calculations on the data.
- Tool tips providing additional information when a user hovers the mouse over a metric name.

- Conditional formatting of metric values:
 - Zero values are replaced with '--'.
 - \circ $\;$ Metrics with no applicable mailings have values replaced with "N/A"
 - When a value is highlighted in yellow, the month-to-date performance for that metric exceeds the USPS threshold

Mailer Scorecard	DECEMBE	R 2015		
	Verifications -			
Mailer Profile Electronic Verification	eloduction	Seamless SPI		
O # Moteles O # Transfing	Dr. Motelor	O Re Tronding		
• # Metrics • # Trending	s % metrics	9% irrending		
		Seamless		
Data display	red for a Seamless F	Parallel or non-S		
	Total	4430796		
eDoc Submitter		AUTOMATED		
		SYSTEMS		
CRID Seamless Status	N/A	Inactive		
% Seamless Acceptance Jobs	22.22%	22.22%		
# Containers processed for Seamless validations	2	2		
# Handling Units processed for Seamless validations	14	14		
# Pieces processed for Seamless validations	4,998	4,998		
% Volume Seamless Acceptance	65.71%	65.71%		
Sampling Quality Score	N/A	50.00%		
% Seamless Acceptance Jobs not Auto-Finalized	100.00%	100.00%		
Piece Scan Rate	N/A	N/A		
Adjusted Piece Scan Rate	N/A	N/A		
% Undocumented Pieces	51/A	N/A		
Protocol Piece Errors (MPE)			_	
So Delivery Point Piece Errors	2.14%	2,14%	>	
Sampling Verifications				
# Containers Sampled				
# Handling Units Sampled				
# Pieces Sampled		**		
% Weight Piece Errors	N/A	N/A		
% Postage Piece Errors	N/A	N/A		
% Mail Characteristic Piece Errors	N/A	N/A		
% Barcode Quality Piece Errors	N/A	N/A		
Complexity in the same interview				

Figure 3: Values Exceeding the Threshold Appear in Yellow

2.1.3 How is Data Fed Into the Mailer Scorecard?

Data appears in Mailer Scorecard reports at various intervals and from various sources, depending on the nature of the data sought (see Table 1 for details).

		Data Availability			
Scorecard Tab	Data Source	After Postage Statement Finalization	After Scan Sampling Event		
Mailer Profile	eDoc submitted by Mailer	Data is available the next calendar day after the Statement is finalized	N/A		
Electronic Verification (Full-Service)	eDoc submitted by Mailer	Data is available three calendar days after the Statement is finalized	N/A		
Electronic Verification (Move Update)	eDoc submitted by Mailer	Data is available four calendar days after the Statement is finalized	Data is available three calendar days after the event		
eInduction	eDoc submitted by Mailer, Intelligent Mail container barcodes and physical scans	N/A	Data is available the next calendar day		
Seamless (Seamless Acceptance)	eDoc submitted by Mailer, MPE and physical scans	Data is available three calendar days after the Statement is finalized	Data is available three calendar days after the event*		
SPM Exclusions	eDoc submitted by Mailer, MPE and physical scans	N/A	24-48 hours after sample or MPE scan		
*Note: For Undocumented errors, data is available four calendar days after the event					

Table 1: Scorecard Data Sources and Timing

The recommended Mailer Scorecard viewing time is between 8:00 am and 8:00 pm Eastern Standard Time.

2.1.4 How is the Mailer Scorecard Used to Assess for Errors

Each month, USPS will use data in the Mailer Scorecard to determine if any of the established error thresholds are exceeded. If a mailer exceeds any of the error thresholds, the Mailer Scorecard data is used to populate the Mail Entry Assessment Report in *PostalOne!*. Please see Section 3 of this guide for more information.

3 MAILER SCORECARD FUNCTIONALITY

3.1 How Can I Access the Mailer Scorecard?

Access to the Mailer Scorecard is granted through the Business Customer Gateway (BCG) (<u>https://gateway.usps.com/bcg/detail.htm</u>). A step-by-step explanation of how to view the Scorecard from the BCG landing page is detailed below:

1. Enter the mailer's log-in credentials in the sign-in box on the landing page. If the log-in is successful, a welcome bar will appear on the left side of the screen, as shown in Step Two.



Figure 4: BCG Landing Page

2. There are two ways to access the Mailer Scorecard through the BCG. The first is by clicking on the Mailing Services tab underneath the welcome bar on the left side of the screen. Mailers may also click on the Mailing Reports button if it is listed under the Favorite Services section on the right side. Both options will take you to Step 3.



Figure 5: Mailer Scorecard Access Options

3. From here, select "Mailer Scorecard" in the list of mailing reports



Figure 6: Mailing Reports

4. Finally, select either the eDoc Submitter or Mail Owner/Mail Preparer view



Figure 7: Mailer Scorecard View Options

3.1.1 System Requirements for Accessing the Mailer Scorecard

MicroStrategy reports are accessed using a web browser such as Internet Explorer, Chrome, or Firefox. The USPS recommends that mailers use the latest available browser version to ensure the best experience. For more detailed information on supported browsers, operating systems, and secondary applications, please see the official MicroStrategy *Web System Requirements and Compatibility*, found here:

https://microstrategyhelp.atlassian.net/wiki/display/README10/Web+System+Requirements+and+Comp atibility#WebSystemRequirementsandCompatibility-Webclient

3.1.2 Customer Registration Identifier (CRID)

Access to the Mailer Scorecard is controlled by the CRID associated to the user logged into the BCG. The USPS assigns a unique identification, the CRID, to identify a customer's physical business location (address).

There should only be one CRID for each physical location. If a company has more than one CRID per location, they should contact the *PostalOne!*® Helpdesk (1-800-522-9085 or postalone@usps.gov) to consolidate.

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 Business Customer Gateway homepage. Another way to obtain a CRID is to open a permit at a BMEU location.

Data will be available on the eDoc Submitter view of the Mailer Scorecard if the user is associated to a CRID that was used to submit an eDoc during the calendar month.

Data will be available on the Mail Owner/Mail Preparer view of the Mailer Scorecard if the user associated to a CRID was included in electronic documentation as either a Mail Owner or Mail Preparer during the calendar month.

3.1.3 The Business Customer Gateway (BCG)

The Business Customer Gateway provides a single entry point for USPS online business services. Users can access Intelligent Mail® products and services, including *PostalOne!*, Facility Access and Shipment Tracking (FAST), Mailer IDs, eInduction and tracking. Access to multiple services is provided through a single user name and password.

Customers can utilize the Gateway to:

- Prepare, track, and monitor mailings
- Manage Mailer IDs and permits
- Simplify full-service mailing and customer returns
- Target areas with direct mail
- Send and manage large shipments
- Order mailing and shipping labels
- Enroll for shipping services
- Generate mail and transaction history reports
- Stay informed of USPS promotions and incentive programs

If you would like to learn how to access the BCG, please see Section 3.1.

3.2 What are the Different Views on the Mailer Scorecard?

The mailer scorecard can be displayed by eDoc Submitter and by Mail Owner / Mail Preparer.

3.2.1 eDoc Submitter View of the Mailer Scorecard

The eDoc Submitter view includes five tabs at the top of the scorecard: Mailer Profile, Electronic Verification, eInduction, Seamless, and SPM (Service Performance Measurement) Exclusions. This view provides a snapshot of all mailings submitted by the selected CRID(s). If any of the established thresholds are exceeded, the impacted metrics are highlighted and a postage assessment is generated.

Maile	r Scorecard		DECEM	IBER	2015		
		_	Verification	15			
Mailer Profile	Electronic Verification		eInduction	Sea	mless	SP	M Exclusions
# Metrics	# Trending	. %	Metrics	0	% Trend	ling	
	-			Flect	ronic V	erif	ication
			Total	LICC	4430796		reactor
eDoc Submitt	er		100	A	MAILING SYSTEMS	2	
# Containers processed	for eDoc validations			11		11	
# Handling Units process	sed for eDoc validations			70		70	
# Bundles processed for	eDoc validations			90		90	
# Pieces processed for e	Doc validations		7	,606	7,	606	
# Full-Service Containers	s processed for eDoc validations	_		3	_	3	
# Full-Service Handling U	Inits processed for eDoc validation	S		- 17		17	
# Full-Service Orphan Ha	andling Units processed for eDoc v	alidation	1				
# Full-Service Pieces pro	cessed for eDoc validations		5	,001	ર,	201	
Full-	Service vermcations	_				-	
% Containers with MID E	rrors						
% Flos with MID Errors							
% Pieces with FTD Error						-	
% Pieces with Shith End	15		80	01%	80 (2196	
% Containers with Barco	de Uniqueners Errors		00.			-	
% Hile with Barcode Link	nuenece Errore						
% Pieces with Barrode II	Iniqueness Errors						
% Containers with Entry	Facility Errors						
% HUS with Entry Eacility	Frons			N/A		N/A	
% HUs with Unlinked Coo	al Errors						
% Early Scheduled Ship I	Date Warnings			N/A		N/A	
% Default Tray Barcode	Warnings						
% Unlinked Copal Tray W	/arnings						
Move	/Update Verifications						
Type of Move/Update ver	Type of Move/Update verification			N/A	Automa	ated	
% COA Errors	% COA Errors						
Entry Poi	Entry Point Validations – Info Only						
% eDoc/Appointment Entry Point Mismatch							
% No Valid MDF Match							
% Out of Date MDF Match							
eDoc Nesting/S	eDoc Nesting/Sortation Validations – Info Only					_	
% CSA Container Errors	% CSA Container Errors					**	
% Minimum Piece Count/	% Minimum Piece Count/Weight Bundle Errors			-		-	
% Rate Category Bundle	Errors						
% Destination ZIP Code I	HU Errors						
% Depth of Sort HU Erro	IS Mainha MU Frances						
Cost minimum) Piece Column	Wexton, Fou Fritos'S		1	**			

Figure 8: eDoc Submitter View of the Mailer Scorecard

3.2.2 Mail Owner / Preparer View of the Mailer Scorecard

The Mail Owner / Mail Preparer view includes four tabs at the top of the scorecard: Mailer Profile, Electronic Verification, elnduction, and Seamless. This view does not include a tab for SPM Exclusions and several metrics only available to eDoc submitters (CRID Seamless Status, undocumented scans, postage assessment, etc). Additionally, because thresholds are only defined for eDoc submitter performance, there is no metric highlighting on the owner/preparer view.

The Mail Owner view allows the Mail Owner to view metrics against their mailpieces across all the Mail Service Providers that have prepared mailings for them. Mail Owners can only see results for mailpieces where they are identified as the Mail Owner in the eDoc. Mail Owners can only see verification results for handling units and containers where they are identified as the Mail Owner for one or more pieces in the handling unit/container.

The Mail Preparer view provides the MSP with a breakdown of Mail Owners whose mail contributed to the MSP's overall monthly volume.

Note that the eDoc submitter CRID and the Mail Preparer identified in eDoc do not need to represent the same entity.

Mail Owner So	orecard	JANUARY	2016	
		Verifications		
Mailor Profile Electr	onic Varification	oInductio	n Cooml	
Mallel Frome Elecu	onic venification	emuucuo	ii Seama	255
# Metrics # Tren	ding 📃 % M	etrics	% Trending]
		Ele	ectronic Veri	fication
		Total	20163414	20164982
Mail Owner			NEW COMPANY	
-			NAME	Walmert
			20163414	20163414
Mail Preparer			NEW COMPANY	NEW COMPANY
			NAME	NAME
# Containers processed for eDoc validation	5		N/A	
# Handling Units processed for eDoc validat	tions		N/A	
# Bundles processed for eDoc validations			N/A	
# Pieces processed for eDoc validations	A		N/A	
# Full-Service Containers processed for eDo	c validations		N/A	
# Full-Service Handing Units processed for	eDoc validations		N/A	
# Full-Service Orphan Handling Units proce	ssed for eDoc validation		N/A	
# Full-Service Pieces processed for eDoc va	lidations	NA	N/A	. N/A
Pull-Service vehicau	ons	11/4	AL/A	N/A
% MID HILFmore		N/A	N/A	N/A
% MID Diaca Errore		N/A	N/A	N/A
% STID Froms		N/A	N/A	N/A
% By/For Errors		N/A	N/A	N/A
% Barcode Uniqueness Container Errors		N/A	N/A	N/A
% Barcode Uniqueness HU Errors		N/A	N/A	N/A
% Barcode Uniqueness Piece Errors		N/A	N/A	N/A
% Entry Facility Container Errors		N/A	N/A	N/A
% Entry Facility HU Errors		N/A	N/A	N/A
% Unlinked Copal Tray Errors		N/A	N/A	N/A
% Early Scheduled Ship Date Warnings		N/A	N/A	N/A
% Default Tray Barcode Warnings		N/A	N/A	. N/A
% Unlinked Copal Tray Warnings		N/A	N/A	N/A
Move/Update Verifica	tions			
% COA Errors		N/A	N/A	N/A
Entry Point Validations – I	nfo Only			
% eDoc/Appointment Entry Point Mismatch		N/A	N/A	N/A
% No Valid MDF Match		N/A	N/A	N/A
% Out of Date MDF Match		N/A	N/A	N/A

Figure 9: Mailer Owner / Preparer View of the Mailer Scorecard

3.3 How do I Navigate the Mailer Scorecard?

After selecting the Mailer Scorecard eDoc submitter view, the user will be prompted to enter a month and CRID for the data to be displayed. Select a month by choosing Current Month, Previous Month, or Select Month from the first prompt. The system will automatically default to the Current Month option if an alternative month is not selected.

Note: if the Select Month option is chosen, the user will later be re-prompted to select a specific month from the last 13 months.

In the second prompt, search for the desired CRID(s) in the initial field and move it the field on the right by double clicking your selection or using the arrow button. Upon completion, select "Run Document" at the bottom of the page. This button is circled in red in Figure 10.

After choosing the owner/preparer view, the user will be prompted to enter a month (again, the system will default to the current month) and select either the Mail Owner or Mail Preparer role filter. Check the box associated with the selected role and click "Run Document." The user will then be prompted to select a CRID. Select the appropriate CRID from the prompt by double clicking the desired option or by using the arrow button to move the selection to the field on the right. Click "Run Document" again to generate the scorecard.

File Edit View Favorites Tools Help 🚡 ▼ 🔄 → 🔤 ▼ Page▼ Safety▼ Tools▼ 🕢 ♥ 🛞 🖟					
🔁 A 🗧 🔶 🗈	Mailer Scorecard				
	1 Month Filters (Benuited)				
Index ▲ I Month Filters (Required) ¥ 2 Select an eDoc Submitter CRID (Required) ¥	Concore one month filter from the list. Choosing "Select Month" will allow you to select a specific month after chicking to rander report: This prompt allows only one selection. Concern Month				
Report Message Name: Mailer Scorecard (Internal)					
< Previous Next > (Run Document) Cancel					

Figure 10: Mailer Scorecard Navigation

When the scorecard is first opened, the default view is in number metrics. To view the same information as percentages, click on the "% Metrics" button. To view trends for the month, click on either "# Trending" or "% Trending."

Maile	r Scorecard	DECEN	1BER 2015	5	UNITED STATES POSTAL SERVICE ®
		Verification	ns		Execution Time: 1/5/2016 12:29:09 PM
Mailer Profile	Electronic Verification	eInduction	Seamless	SPM Exclusions	
# Metrics	🔍 # Trending 🛛 🌔	% Metrics	🔘 % Tre	nding	
# metrics	• # frending	v % metrics	0 % ITE	nanng	
			Click	here to view inform	ation by percentage Metrics

Figure 11: Choosing the % Metrics View

Within daily trending graphs, specific metrics are reviewed by using a metric selector. Certain metrics on the metric selector may be deselected to remove them from the display. There is also a CRID dropdown selector which is defaulted to display the daily trending graph for all CRIDs. Users can change this selector to filter on a single CRID.

3.4 How do I Access and Use Mailer Scorecard Drill Reports?

Once a Scorecard has been generated, right click on any of the links for CRID to reveal a menu with drill options. Scroll to the desired drill report, highlight your selection, and then left click to open. The drill reports available will depend upon whether the user is accessing the system as an eDoc submitter or as a Mail Owner/Preparer.

Please note that there are several reasons why data may not appear in the reports, including:

- The Mail Preparer is not identifying the Mail Owner correctly in the eDoc
- There is no available data for the selected month and CRID(s)

The Mailer Scorecard is updated daily to reflect cumulative data for the month, so users should check periodically throughout the month to ensure mail quality is within defined thresholds. For any reported errors, especially errors over threshold, users should investigate further to determine the root cause and identify necessary steps to correct the errors. The following table provides recommended drill paths to investigate common issues. More information on drill reports can be found in <u>Section 5.2</u>.

I want to	Recommended Drill Path
Investigate full-service errors	From the scorecard, click any CRID to drill to the default Error Details by Error Type Report. In the prompt, select "full-service Errors" and click "Run Report'. To view the distribution of errors for a given error type by job, click the Error Type or Error Code link to drill to the Job Error Type Report. To view error details, including a description of the problem, resolution actions, and other relevant information, click the Error Type or Error Code link to drill to the Detailed Error Report.
Investigate Move Update errors	From the scorecard, click any CRID to drill to the default Error Details by Error Type Report. In the prompt, select "Move/Update Errors" and click "Run Report'. To view the distribution of errors for a given error type by job, click the Error Type or Error Code link to drill to the Job Error Type Report. To view error details, including a description of the problem, resolution actions, and other relevant information, click the Error Type or Error Code link to drill to the Detailed Error Report.
Investigate Seamless Acceptance errors from sampling or MPE	From the scorecard, click any CRID to drill to the default Error Details by Error Type Report. In the prompt, select "Seamless Acceptance Errors" and click "Run Report'. To view the distribution of errors for a given error type by job, click the Error Type or Error Code link to drill to the Job Error Type Report. To view error details, including a description of the problem, resolution actions, and other relevant information, click the Error Type or Error Code link to drill to the Detailed Error Report.

I want to	Recommended Drill Path
Investigate Seamless Acceptance undocumented pieces	From the scorecard, right click any CRID to pull up the drill menu. Select the Undocumented Summary Report option to see a breakdown of Seamless undocumented piece scans by CRID and MID. Right click any MID to drill into a report to show distribution by facility or trending over time. From either drill report, drill again to see detailed information about the selected undocumented pieces including barcode, scan date, scan facility, and categorization.
Investigate eInduction errors	From the scorecard, click any CRID to drill to the default Error Details by Error Type Report. In the prompt, select "elnduction Errors" and click "Run Report". To view the distribution of errors for a given error type by job, click the Error Type or Error Code link to drill to the Job Error Type Report. To view error details, including a description of the problem, resolution actions, and other relevant information, click the Error Type or Error Code link to drill to the Detailed Error Report.
Investigate eInduction undocumented containers	From the scorecard, right click any CRID to pull up the drill menu. Select the elnduction Undocumented Detailed Report option to see a listing of elnduction undocumented container scans, including data such as barcode, scan facility, and scan date for each scan.

Table 2: Recommended Drill Paths by Error or Program Type

4 MAILER SCORECARD COMPONENTS

4.1 Mailer Profile Tab

The first tab on the scorecard is the Mailer Profile tab, which is a summary of mailings for a month, including mail submitted via eDoc, as well as by hardcopy postage statement. The data is populated based on the Mailer's postage statement mailing date.

Mailer Scorecard DECEMBER 2015						
			Verifications *			
Mailer Profile	Electronic Verif	ication	eInductio	n	Seam	ess
	0	1000		·· .		
# Metrics	# Trending	٩	% Metrics	0 9	% Trend	ing
				Ма	iler Pr	ofile
			Total	174	4356	94539993
eDoc Submitte	eDoc Submitter Mailing Mailing Company B					
Mail Service Provider?		Total V/	luma: from oD	~~	No	14E 48
# Pieces		Total vo		oc	N/A N/A	140,10
% Non Full-Service Pieces	% Neo Sull-Service Pieces		rd copy Postag	e	N/A	88.409
% First-Class - Letters & Cards % First-Class - Letters & Cards % First-Class - All Other Categories		Statements		N/A	13.129	
			2.69%		N/A	0.689
					N/A	
% Standard - Letters & Can	ds	Mail Cla	isses/		N/A	0.689
% Standard - Flats		Process	sing Categories	from	N/A	1.129
% Standard - All Other Categories		eDoc and Hard Copy				
% Periodicals - Flats					N/A	7.089
% Periodicals - All Other Ca	tegories		4.59%		N/A	
% All Other Classes - Letter	5		10 50%		NVA	72 70
% All Other Classes - Hads	her Categories	r	18.00%		T N/A	3.629
% Full-Service Jobs	ner categories	Full-Se	rvice Volume	from	N/A	97.379
% Non Full-Service Jobs		eDoc a	nd Hard Conv		N/A	2.639
% Mail.dat Jobs					N/A	97.379
% Mail.XML Jobs		N		N/A	2.639	
% Postal Wizard Jobs		eDoc Si	ubmission Type	* from	N/A	
% Full-Service Jobs IMsb		eDoc or	nly		N/A	
% Full-Service Jobs SST					N/A	100.009

Figure 12: Mailer Profile Tab of the Mailer Scorecard

This tab provides a summary of the mailings submitted including:

- The total volume for all mailpieces, Non-full-service and full-service pieces. Note that mailers can submit an eDoc for mailings and not claim the full-service discount on all mailpieces.
- The mail classes, including First Class, Standard, Periodicals and all other classes for the mail
- The mail processing categories, including letters, cards, flats, and all other categories of mail
- The eDoc Submission Types, including Mail.Dat, Mail.XML, Postal Wizard, and IMsb

4.2 Electronic Verification Tab

Mailer Scorecard	DECEME	BER 201	5	
	Verifications			_
Mailer Profile	eInduction	Seamless	SDM	Exclusions
	canduction	Scanness		Exclusions
# Metrics # Trending @ %	Metrics	🔍 % Tre	nding	
	E	ectronic	Verific	ation
	Total	443079	6	
eDoc Submitter		AUTOMAT MAILING SYSTEM	ED G IS	
# Containers processed for eDoc validations		11	11	
# Handling Units processed for eDoc validations		70	70	
# Bundles processed for eDoc validations		90	90	
# Pieces processed for eDoc validations	7,6	06	7,606	
# Full-Service Containers processed for eDoc validations		3	3	
# Full-Service Handling Units processed for eDoc validations		17	17	
# Full-Service Orphan Handling Units processed for eDoc validation	ri			
# Full-Service Pieces processed for eDoc validations	5,5	51	5,551	
Full-Service Verifications			_	
% Containers with MID Errors				
% HUs with MID Errors				
% Pieces with MID Errors				
% Pieces with STID Errors				
% Pieces with By/For Errors 89.91% 89.91%				
% Containers with Barcode Uniqueness Errors	Containers with Barcode Uniqueness Errors			
% HUs with Barcode Uniqueness Errors				
% Pieces with Barcode Uniqueness Errors				
% Containers with Entry Facility Errors				
% HUs with Entry Facility Errors	N	1/A	N/A	
W HUS with Unlinked Copal Errors			NI/A	
% Early Scheduled Ship Date Warnings	J Ship Date Warnings N/A N/A			
% Default Tray Barcode Warnings	Default Tray Barcode Warnings			
% Unlinked Copal Tray Warnings				
move/ Update verifications	N	VA Auto	mated	
rype or move/opdate verification	Move/Update verification N/A Automated			
The COA Errors				
2/ oDec/Appointment Entry Daint Microstrik			-	
% Do Valid MDE Match				
Out of Data MDE Match				
aDoc Nesting /Sortation Validations - Info Only				
% CSA Container Errore				
Concontainer Errors Mointainer Errors Mointainer Errors		-		
% Date Category Bundle Errors	// Data Catagony Weight Dundle Errors			
A Decision 210 Code All Emore				
% Death of Sart H L Front				
% Minimum Piece Count/Weight HIL Errors				

Figure 13: Electronic Verification Tab of the Mailer Scorecard

The Electronic Verification tab is broken into five components:

- **Volume Information**: Provides the count of containers, handling units, and mailpieces that were provided in the eDoc and included in the verification results on this tab
- **Full-Service Verification**: Displays the results of full-service verifications performed by validating information provided in eDoc
- Move Update Validation: Provides results from Move Update compliance
- Entry Point Validation: Checks the accuracy of the USPS entry facility in the eDoc against the Mail Direction File (MDF) to ensure the entry point in the eDoc is valid for the combination of container, destination, and entry discount claimed
- **eDoc Nesting/Sortation Validation**: Checks if the bundles, trays, sacks, or containers in the eDoc were created as required by the DMM and whether active labeling lists were used. This includes checks for depth-of-sort, minimum piece counts, weights, and rates paid.

4.2.1 Volume Information

The first component of the Electronic Verification tab provides the count of containers, handling units, and pieces that were provided in the eDoc and included in the verification results on this tab.

Field	Definition
# Containers processed for eDoc validations	The number of containers processed for eDoc validations. Includes First-Class (FC)/Standard (SM)/Periodical (PE) Letters, Flats; First-Class Cards, Bound Printed Matter, Standard Mail/Periodical Co-Mail Flats
# Handling Units processed for eDoc validations	The number of handling units processed for eDoc validations. Includes First Class (FC)/Standard (SM)/Periodical (PE) Letters, Flats; FC Cards, Bound Printed Matter, SM/PE Co-Mail Flats
# Bundles processed for eDoc validations	The number of bundles processed for eDoc validations. Includes First Class (FC)/Standard (SM)/Periodical (PE) Letters, Flats; FC Cards, Bound Printed Matter, SM/PE Co-Mail Flats
# Pieces processed for eDoc validations	The number of pieces processed for eDoc validations. Includes First-Class (FC)/Standard (SM)/Periodical (PE) Letters, Flats; FC Cards, Bound Printed Matter, SM/PE Co-Mail Flats.
# Full-service Containers processed for eDoc validations	The number of containers that are full-service
# Full-service Handling Units processed for eDoc validations	The number of handling units that are full-service
# Full-service Orphan Handling Units processed for eDoc validations	The number of orphan handling units that are full-service
# Full-service Pieces processed for eDoc validations	Number of pieces that were prepared as full-service in the electronic documentation

Table 3: Electronic Verification Tab Volume Information

4.2.2 Full-Service Verifications

Full-service Intelligent Mail provides automation prices for eligible classes and categories. Verifications will be performed to ensure that the full-service discounts claimed are valid. Errors will be logged against pieces that fail any of the verifications listed below. The results of this verification process are aggregated over a calendar month and measured against established thresholds. For each full-service error type, this section will provide the number of errors, as well as the total number of unique containers/handling units/pieces, impacted by that error type. Percentage metrics are calculated using the number of unique containers/handling units/pieces impacted by the error type. 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).

Mail Owner Scorecard	JANUAR	7 2016	
	 Verification 	s	
Mailer Profile Electronic Verification	eInductio	on Seam	ess
# Motrics # Tronding	Moteles	0 % Trondin	
© # Metrics © # Heliding Solve	Metrics	● % Hellull	y (* 11
	El	ectronic Veri	fication
	Total	20163414	20164982
Mail Owner	_	NEW COMPANY	
		NAME	Walmert
		20163414	20163414
Mall Preparer		NEW COMPANY	NEW COMPANY
# Containers processed for aDec validations		NAME	NAPIE
# Handling Units processed for eDoc validations		N/A	
# Bundles processed for eDoc validations		N/A	
# Pieces processed for eDoc validations		N/4	
# Full-Service Containers processed for eDoc validations		N/A	
# Full-Service Handling Units processed for eDoc validations		N/A	
# Full-Service Orphan Handling Units processed for eDoc validation		N/A	
# Full Can be Diversion of the Descent detines	N/A		N
Full-Service Verifications			
% MID Container Errors	N/A	N/A	N N
% MID HU Errors	N/A	N/A	N N
% MID Piece Errors	N/A	N/A	N
% STID Errors	N/A	N/A	(N
% By/For Errors	N/A	N/A	N N
% Barcode Uniqueness Container Errors	N/A	N/A	N
% Barcode Uniqueness HU Errors	N/A	N/A	N
% Barcode Uniqueness Piece Errors	N/A	N/A	
% Entry Facility Container Errors	IN/A N/A	N/A	N N
% Unlinked Conal Tray Errors	N/A	N/A	N
% Early Scheduled Shin Date Warnings	N/A	N/A	N
% Default Tray Barcode Warnings	N/A	N/A	N
Unlinked Conal Tray Warnings	N/A	N/A	N
Move/Update Vernications			
% COA Errors	N/A	N/A	N
Entry Point Validations – Info Only			
% eDoc/Appointment Entry Point Mismatch	N/A	N/A	N
% No Valid MDF Match	N/A	N/A	N N
% Out of Date MDF Match	N/A	N/A	N

Figure 14: Full-Service Verifications

The following error types have been identified as being postage assessment eligible. The definition of each field is included in the table below.

Field	Definition
% MID Container Errors	The percentage of MID Container Errors. Calculation: Number of full-service containers where the Mailer ID portion of the electronic documentation Intelligent Mail Container Barcode is invalid or does not exist divided by total full-service containers.
% MID HU Errors	The percentage of MID Handling Unit Errors. Calculation: Number of full-service handling units where the Mailer ID portion of the electronic documentation Intelligent Mail Tray Barcode is invalid or does not exist divided by total full-service handling units.

Field	Definition
% MID Piece Errors	The percentage of MID Piece Errors. Calculation: Number of full-service pieces where the Mailer ID portion of the electronic documentation Intelligent Mail Barcode is invalid or does not exist divided by total full-service pieces.
% STID Errors	Percentage of STID Errors. Calculation: Number of full-service pieces where the STID in the eDoc IMb is invalid, does not exist, identifies a Mail Class that does not match the eDoc Mail Class, or identifies a piece as basic when the piece was identified as full-service in the eDoc divided by full-service pieces
% By/For Errors	Percentage of By/For Errors. Calculation: Number of full-service pieces where the Mail Preparer (MSP) or Mail Owner (MO) could not be identified due to invalid MID, CRID, or Permit, the MO and MSP are identified as the same entity, or the MO was used as an MSP in the last 90 days divided by full-service pieces
% Barcode Uniqueness Container Errors	Percentage of Barcode Uniqueness Container Errors. Calculation: Number of full-service pieces where the IMcb in the eDoc was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs within the same CRID, or across jobs for any CRID divided by total full-service containers
% Barcode Uniqueness HU Errors	Percentage of Barcode Uniqueness Handling Unit Errors. Calculation: Number of handling units where the IMtb in the eDoc was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs within the same CRID, or across jobs for any CRID divided by total FS HU's.
% Barcode Uniqueness Piece Errors	Percentage of Barcode Uniqueness Piece Errors. Calculation: Number of FS pieces where the IMb in eDoc was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs within the same CRID, or across jobs for any CRID divided by total FS pieces.
% FS Entry Facility Container Errors	Percentage of full-service Entry Facility Container Errors. Calculation: Number of FS containers where the Entry Facility identified by the eDoc Locale Key or Postal Code does not match the Entry Facility retrieved from the Mail Direction File (MDF) or the Facilities Database (FDB) divided by total FS containers.

Field	Definition
% FS Entry Facility HU Errors	Percentage of full-serviice Entry Facility Handling Unit Errors. Calculation: Number of FS orphan HU's where the Entry Facility identified by the eDoc Locale Key or Postal Code does not match the Entry Facility retrieved from the Mail Direction File (MDF) or the Facilities Database (FDB) divided by total FS orphan HU's.
% Unlinked Copal Tray Errors	Percentage of Unlinked Copal Tray Errors. Calculation: Number of trays/virtual sacks marked for co-palletization at origin without electronic documentation submitted to link the tray/virtual sack to a pallet within 14 days divided by total handling units.
% Early Scheduled Ship Date Warnings	Percentage of Early Scheduled Ship Date Warnings. Calculation: Number of FS DMU Verified USPS Transported containers where the Scheduled Ship Date in the eDoc was set to two or more days prior to postage statement finalization divided by total FS DMU Verified USPS Transported containers.
% Default Tray Barcode Warnings	Percentage of Default Tray Barcode Warnings. Calculation: Number of full-service handling units where the eDoc tray barcode(.csm or Mail.XML QualReport) provided is 24 characters and consists entirely of the digit 9 (i.e. 9999999999999999999999999999) divided by total full- service handling units.
% Unlinked Copal Tray Warnings	Percentage of Unlinked Copal Tray Warnings. Calculation: Number of trays/virtual sacks marked for co-palletization at origin without electronic documentation submitted to link the tray/virtual sack to a pallet to date divided by total handling units. After 15 days, these warnings becomes errors.

Table 4: Electronic Verification Tab Full-Service Information

4.2.3 Move Update Verification

The Move Update metric is available to view on the Electronic Verification tab of the Mailer Scorecard. The definition of each verification is included in the table below.

Field	Definition
Type of Move/Update	Indicates if Move Update data was evaluated by manual or automated verification for the selected month
% COA Errors	The number of piece Change-of-Address (COA) validation errors as a percentage of the number of move/update eligible pieces

Table 5: Electronic Verification Tab Move Update Information

USPS utilizes Mail Processing Equipment 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 mailpiece is forwarded or identified as Undeliverable-As-Addressed. These electronic records include the change effective date and date the COA was filed with the Postal Service. If the electronic COA was on file or effective between 95 days and 18 months before the postage statement mailing date, a COA error will be generated. Mail Processing scans are compared to the address information listed for the piece in the eDoc to measure Move Update quality.

4.2.4 Entry Point Validation

The fourth section of the Electronic Verification tab covers Entry Point validation, which checks the correctness of the USPS entry facility included in the eDoc against the MDF. This validation ensures the entry point in the eDoc is valid for the combination of container, destination, and entry discount claimed on the postage statement mailing date. These verifications are not eligible for postage assessment at this time.

Field	Definition
% eDoc/Appointment Entry Point Mismatch	The number of mismatched eDoc and Appointment Entry Points as a percentage of the total number of full-service containers and full-service orphan handling units
% No Valid MDF Match	The number of invalid MDF match validations as a percentage of the total number of full service containers and full service orphan handling units
% Out of Date MDF Match	The number of MDF match validations in invalid date range as a percentage of the total number of full service containers and full service orphan handling units

The definition of each field is included in the table below.

Table 6: Electronic Verification Tab Entry Point Validations

4.2.5 eDoc Nesting / Sortation Validation

The fifth section of the Electronic Verification tab covers the eDoc Nesting/Sortation validation. This validation checks if the containers, bundles, trays, or sacks in the eDoc were created as required by *DMM* and whether active labeling lists were used, based on the postage statement mailing date. This includes checks for depth-of-sort, minimum piece counts, weights, and rates paid. These checks are not eligible for postage assessment at this time.

The definition of each field is included in the table below.

Field	Definition
% Entry Facility Container Errors	eDoc Entry Facility Container Errors, as a percentage of total number of containers processed for eDoc validations
% CSA Container Errors	CSA Container Errors, as a percentage of total number of containers processed for eDoc validations
% Minimum Piece Count/Weight Bundle Errors	The number of bundles that do not meet the required piece or weight minimums, as a percentage of the total number of bundles processed for eDoc validations
% Rate Category Bundle Errors	The number of bundles with pieces whose Rate Category does not match the container level of the parent bundle, as a percentage of the total number of bundles processed for eDoc validations
% Destination ZIP Code HU Errors	Destination ZIP Code Errors, as a percentage of total number of handling units processed for eDoc validations
% Depth of Sort HU Errors	Depth of Sort HU Errors, as a percentage of total number of handling units processed for eDoc validations
% Minimum Piece Count/Weight HU Errors	Minimum Piece Count/Weight Errors, as a percentage of total number of handling units processed for eDoc validations
% Overflow HU Errors	Overflow Errors, as a percentage of total number of handling units processed for eDoc validations
# Entry Facility HU Errors	eDoc Entry Facility HU Errors, as a percentage of total number of handling units processed for eDoc validations
# Rate Category Piece Errors	Rate Category Piece Errors, as a percentage of total number of pieces processed for eDoc validations

Table 7: Electronic Verification Tab eDoc Nesting/Sorting Validations

4.3 elnduction Tab

The elnduction Tab provides a dashboard view of the results from elnduction verifications over a calendar month. Data from both the eDoc and physical induction scans feed the elnduction tab of the Mailer Scorecard. This data is available one calendar day after the mail is scanned.

Maile	осто	BER	2015			
			Verificatio	ons		
Mailer Profile	Electronic Verification		eInduction	D Sea	amless S	PM Exclusions
• # Metrics	○ # Trending	0%	• Metrics	(○ % Trending	9
					eInductio	on
eDoc Submit	ter		Total	M	94539993 lailing Company B	
CRID eInduction Status			N/A	Active		
# eInduction Containers	# eInduction Containers Accepted			3	3	
# eInduction Container	Scans Pending eDoc				-	
# eInduction Misshipped Errors			2	2		
# eInduction Duplicate Barcode Errors						
# eInduction Payment Errors						
# eInduction Entry Point Discount (EPD) Errors			1	1		
# eInduction Zone Discount Errors				2	2	
# eInduction Undocume	nted Containers					

Figure 15: elnduction Tab of the Mailer Scorecard

Field	Definition
% eInduction Misshipped Errors	Percentage of scanned and inducted eInduction containers that were shipped to an incorrect facility
% eInduction Duplicate Barcode Errors	Percentage of scanned and inducted eInduction containers with barcodes that were previously inducted on a different appointment
% elnduction Containers Payment Errors	Percentage of scanned and inducted elnduction containers that were not associated to a paid postage statement within 10 days of induction
% eInduction Entry Point Discount (EPD) Errors	Percentage of scanned and inducted eInduction containers that claimed an incorrect entry point discount
% eInduction Zone Discount Errors	Percentage of scanned and inducted eInduction containers that claimed an incorrect zone discount
% elnduction Undocumented Containers	Percentage of scanned and inducted elnduction containers that were not linked to any electronic documentation

Table 8: elnduction Tab Fields

4.4 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, and Sampling. Mail is verified by comparing data within the eDoc with both MPE and sampling scans.

Mailer Scorecard JANUARY 2016						
Verifications						
Mailer Profile	Electronic Verification	eInduction 🤇	Seamless D SF	PM Exclusions		
# Metrics	# Trending	Metrics Metrics	% Trending	1		
	Data disp	layed for a Seamles	Seamles s Parallel or non-	S Seamless CRID		
eDoc Submitte		Total	<u>94540743</u> <u>SASP_CAT1</u>			
CRID Seamless Status			V/A Seamless			
# Seamless Acceptance :	lobs		1 1			
# Containers processed t	or Seamless validations		5 5			
# Handling Units process	ed for Seamless validations		19 19			
# Pieces processed for 5	eamless validations	3	980 980			
# Seamless Acceptance . # Coomless Desumanted	Obs not Auto-Finalized		1 1			
# Seamless Documented # Adjusted Seamlass Doc	riece Scans					
# Lindocumented Pieces						
# Necting/ Sortation Pieces	e Errors (MPE)					
# Delivery Point Piece Err	ors					
Sampling Verifications						
# Containers Sampled						
# Handling Units Samples	d		2 2			
# Pieces Sampled						
# Weight Piece Errors		1	V/A N/A			
# Postage Piece Errors			VA NA			
# Mail Characteristic Piece Errors		1	N/A N/A			
# Barcode Quality Piece I	Errors		N/A N/A			
Sampling	y Validations - Info Only					
# Nesting/ Sortation Con	tainer Warnings		v/A N/A			
# Nesting/ Sortation Han	dling Unit Warnings					
# Necting/ Sortation Piec	e Warnings		VA N/A			

Figure 16: Seamless Acceptance Tab of the Mailer Scorecard

The definition of each field is included in the table below.

Seamless Acceptance Tab Fields (% view)				
Field	Data Source			
CRID Seamless Status	Indicates if the eDoc submitter CRID is enabled for Seamless Acceptance or Seamless Acceptance Parallel Processing	PostalOne!		
% Seamless Acceptance Jobs	The number of Seamless Acceptance Jobs as a percentage of the total number of jobs	eDoc		
# Seamless Acceptance Containers	The number of containers marked for Seamless Acceptance processing	eDoc		
# Seamless Acceptance Handling Units	The number of handling units marked for Seamless Acceptance processing	eDoc		
# Seamless Acceptance Pieces	The number of pieces marked for Seamless Acceptance processing	eDoc		

Seamless Acceptance Tab Fields (% view)				
Field	Definition	Data Source		
% Volume Seamless Acceptance	The number of pieces marked for Seamless Acceptance processing as a percentage of the total number of pieces claimed in eDoc	eDoc		
Sampling Quality Score	Mailer Quality based on a weighted average of manual sampling errors and piece barcode scan rates over the previous 3 months	Sampling, MPE		
% Seamless Acceptance Jobs not Auto-Finalized	The number of Seamless Acceptance jobs that were not auto-finalized as a percentage of the number of Seamless Acceptance jobs	PostalOne!		
Piece Scan Rate	The total number of unique piece scans as a percentage of the total number of unique pieces associated to an eDoc	MPE		
Adjusted Piece Scan Rate	Number of unique piece scans as % of number of unique pieces associated to eDoc excluding pieces where scan isn't expected based on mail class, processing category, rate category, entry type facility, non-automation zones or high reject MPE machine runs	MPE		
% Undocumented Pieces	The number of piece scans from Mail Processing Equipment and Sampling that could not be associated to an eDoc as a percentage of the total number of undocumented pieces and pieces from eDoc	MPE, Sampling		
% Nesting/Sortation Errors (MPE)	The number of piece scans from Mail Processing Equipment and Sampling that could not be associated to an eDoc as a percentage of the total number of undocumented pieces and pieces from eDoc	MPE		
% Delivery Point (DPV) Errors	The number of piece Delivery Point verification (DPV) validation errors as a percentage of the number of pieces processed for eDoc validations	eDoc Verification		
	Sampling Validations			
# of Containers Sampled	The number of container samples taken	Sampling		

Seamless Acceptance Tab Fields (% view)				
Field	Definition	Data Source		
# of Handling Units (HU) Sampled	The number of handling units samples taken	Sampling		
# Pieces Sampled	The number of piece samples taken	Sampling		
% Nesting/Sortation Piece Errors	The total number of Nesting/Sortation validation errors as a percentage of the total number of piece samples	Sampling		
% Weight Piece Errors	The total number of piece weight validation errors as a percentage of the total number of pieces sampled	Sampling		
% Postage Piece Errors	The total number of piece postage validation errors as a percentage of the total number of pieces sampled	Sampling		
% Mail Characteristics Piece Errors	The total number of mail characteristic validation errors as a percentage of the total number of piece samples	Sampling		
% Barcode Quality Piece Errors	The total number of barcode quality validation errors as a percentage of the total number of piece samples.	Sampling		

 Table 9: Seamless Acceptance Tab Fields

4.5 Service Performance Measurement (SPM) Tab

The SPM Exclusions tab provides the percentage of mail excluded from measurement along with the reasons for their exclusion. The Mailer Scorecard allows mailers to filter their SPM exclusion information by Mail Product. To access the filter dropdown, click on the triangle to the right of the Mail Products field. The mail products that appear in the drop-down list are determined by the products that were excluded from SPM during the month for which the Scorecard report has been run. Data on this tab is updated weekly.

Mailer Scoreca	rd JA	NUARY 20	16
Mailer Profile Electronic Verification	verif	tion Seamles	IS SPM Exclusions
Mail Product First Class Mail Letters	×		
		SPN	I Exclusions
This data is not available when	selecting a specific Are	ea, District, Finance N.	umber, or Cost Center. Export funct
eDoc Submitter	2522159 Edoc submitter name cannot be found	20163414 NEW COMPANY NAME	
Exclusion Reason			
Total Full Service Volume for SPM	45,983,112	6,904,648	
% Excluded due to Mailer Attributable Error	2.00%	3.04%	
Undeliverable-as-Addressed / PARS	59.37%	54.45%	
Non-Unique IMb	31.06%	0.65%	
Non-Unique IMD	3.1076	44 516	
Non-Unique Physical Inco Trevalid Palivary Drink	0.39%	99.01%	
andra benery rank	0.35%	0.40.30	

Figure 17: SPM Exclusions Tab of the Mailer Scorecard

5 MAILER SCORECARD REPORTS

5.1 Mail Quality Drill Reports

If a verification fails, an error is recorded and displayed on the Mailer Scorecard. When investigating an error, a mailer can select their CRID on the Scorecard to reveal a listing by error type. The mailer can then open detailed reports that isolate the source of an error. Although the results of the verification process are compiled over a one calendar month period, the results are refreshed on the Mailer Scorecard on a daily basis to provide current mail quality trend information.

Report provides a tabular view of	REPORT 2: Drill DownMail Quality Job Error Type		
each error type, threshold, number of errors, and percent of errors.	This report lists every mailing included for that specific error type.	<u>Report 3</u> : Drill DownQuality Detailed Error Report	
The different error types are hyperlinks in this report, so that a user can click on a specific error type and access the "Mail Quality Job Error Type" report related to that error type.	From the "Mail Quality Job Error Type" report, click on the blue Mailer ID hyperlink for one of the mailings.	This report captures the finest level of detail available in the Microstrategy reports and provides a single row of data for each container, piece, or handling unit with an error.	
		The total number of errors that can be viewed on this report is capped at 100 errors, per error type, per mailing.	

Figure 18: View Error Report Process

5.2 Error Drill Reports

Once the Scorecard has been opened, any CRID link can be right-clicked to reveal a dropdown menu containing several drill reports. Scroll to the desired report, highlight your selection, and then click. The drill reports available will vary depending on whether the user is viewing the Scorecard as an eDoc Submitter or a Mail Owner/Mail Preparer.

Maile	er Scorecard	DECEMBER 20	15		UNITED STATES POSTAL SERVICE ®
		Verifications			Execution Time: 5/5/2015 12:51:30 PM
Mailer Profile	Electronic Verification	eInduction Seamles	SPM Exclusions		
O # Metrics	O # Trending	% Metrics 0 %	Trending	_	
		S	eamless		
eDoc Submit	ter	Total 94	P Drill	•	View Error Details by Error Type
CRID Seamless Status		N/A	Filter on Selections		Mailer Scorecard Job Detaile (All)
% Seamless Acceptance	e Jobs	77.78%			Mariel Scorecard Sob Details (Mr)
# Seamless Acceptance Containers		158	100	E	Mailer Scorecard Job Details (Electronic Verification)
# Seamless Acceptance Handling Units		163	163		
# Seamless Acceptance Pieces		19,508	19,508	8	Mailer Scorecard Job Details (eInduction)
% Volume Seamless Acceptance		89.46%	89.46%		
Sampling Quality Score		N/A	76.30%	8	Mailer Scorecard Job Details (Seamless)
% Seamless Acceptance Jobs not Auto-Finalized		100.00%	100.00%		
Piece Scan Rate		0.00%	0.00%	8	eInduction Job Summary Report
Adjusted Piece Scan Rat	te	0.00%	0.00%		
% Undocumented Pieces		-	-	8	Undocumented Category Report
% Nesting/ Sortation Piece Errors (MPE)		-			
% Delivery Point Piece Errors				8	Undocumented Summary Report
Sa	ampling Validations				
# Containers Sampled		+		8	Postage Assessment Summary Report - Informational Only
# Handling Units Sample	ed	-			
# Pieces Sampled				8	By/For Visibility Summary Report
General PAF		N/A	N/A		

Figure 19: Mailer Scorecard Reports Dropdown

5.2.1 Reports for the Mail Owner/Mail Preparer

The following reports are available to Mail Owners and Mail Preparers:

Report Title	Report Definition	Why would a user access this report?
View Errors by Error Type	Provides a display by error type and error code for all errors that had been logged against the selected Mail Owner/Preparer combination	To view specific validations that have failed and as a starting point to more detailed drills for job and individual errors
Mail Owner Scorecard Job Details (All)	Gives a listing of all scorecard metrics by job	To see a breakdown of all scorecard metrics across all jobs submitted in the selected month
Mail Owner Scorecard Job Details (Electronic Verification)	Gives a listing of all Electronic Verification scorecard metrics by job	To see a breakdown of all scorecard electronic verification metrics across all jobs submitted in the selected month
Report Title	Report Definition	Why would a user access this report?
---	--	--
Mail Owner Scorecard Job Details (eInduction)	Gives a listing of all elnduction scorecard metrics by job	To see a breakdown of all scorecard eInduction metrics across all jobs submitted in the selected month
Mail Owner Scorecard Job Details (Seamless)	Gives a listing of all Seamless scorecard metrics by job.	To see a breakdown of all scorecard Seamless metrics across all jobs submitted in the selected month

Table 10: Mail Owner/Mail Preparer Reports

5.2.2 Reports for the eDoc Submitter

The following reports are available to eDoc Submitters:

Report Title	Report Definition	Why would a user access this report?
View Errors by Error Type	Provides a display by error type and error code for all errors that had been logged against the selected eDoc Submitter	To view specific validations that have failed and as a starting point to more detailed drills for job and individual errors
Mail Scorecard Job Details (All)	Gives a listing of all scorecard metrics by job	To see a breakdown of all scorecard metrics across all jobs submitted in the selected month
Mail Scorecard Job Details (Electronic Verification)	Gives a listing of all Electronic Verification scorecard metrics by job	To see a breakdown of all scorecard Electronic Verification metrics across all jobs submitted in the selected month
Mail Scorecard Job Details (eInduction)	Gives a listing of all eInduction scorecard metrics by job	To see a breakdown of all scorecard eInduction metrics across all jobs submitted in the selected month
Mail Scorecard Job Details (Seamless Acceptance)	Gives a listing of all Seamless Acceptance scorecard metrics by job	To see a breakdown of all scorecard Seamless metrics across all jobs submitted in the selected month
eInduction Job Summary Report	Rollup of eInduction Container counts and errors at the Job level. Drill to container-level detail	eDoc submitter uses this report to view e2e data about EIN containers including some metrics not included on the scorecard such as pre-induction validations
eInduction Undocumented Detailed Report	Provides a detailed listing of all undocumented eInduction container scans.	eDoc submitter would use to start investigation of eInduction undoc issues

Report Title	Report Definition	Why would a user access this report?
Undocumented Summary Report	Provides a rollup of Seamless undocumented piece counts by CRID and MID	eDoc submitter would use to start investigation of Seamless undocumented issues
Postage Assessment Summary Report – Information Only	Provides CRID level summary of Postage Assessments, month to date	Seamless Parallel mailers would use this report to see mail quality for only assessment eligible volume.
View Errors by Error Type	Provides a display by error type and error code for all errors that had been logged against the selected eDoc Submitter	To view specific validations that have failed and as a starting point to more detailed drills for job and individual errors.
Mail Scorecard Job Details (All)	Gives a listing of all scorecard metrics by job	To see a breakdown of all scorecard metrics across all jobs submitted in the selected month.
Mail Scorecard Job Details (Electronic Verification)	Gives a listing of all Electronic Verification scorecard metrics by job	To see a breakdown of all scorecard Electronic Verification metrics across all jobs submitted in the selected month
Mail Scorecard Job Details (eInduction)	Gives a listing of all eInduction scorecard metrics by job	To see a breakdown of all scorecard eInduction metrics across all jobs submitted in the selected month
Mail Scorecard Job Details (Seamless)	Gives a listing of all Seamless scorecard metrics by job.	To see a breakdown of all scorecard Seamless metrics across all jobs submitted in the selected month

 Table 11: eDoc Submitter Reports

5.2.3 Error Details by Error Type Report

The Error Details by Error Type report is the default drill from the <u>Mailer Scorecard</u> and provides the listing of error codes and number of errors. The report will also include a Source dropdown and Errors/Warnings dropdown in the Page-By, allowing the user to filter the report by the data source (eDoc verification, manual sampling, MPE scan, eInduction or all sources) and/or by errors/warnings (errors, warnings or all). Each error code will have a tooltip description appear when hovering over the error code with your mouse, containing the error type, error source, error level, indication of an error or warning, description, and resolution action.



Figure 20: Error Details by Error Type Report

Users can drill further by right-clicking the hyperlinks in the "Error Type" or "Error Code" column. When drilling by an error type, the results for that CRID and error type will be displayed. When drilling by an error code, the results for that CRID and error code will be displayed.

001	M4002		5.00%	20	0.00%
	Drill	_	Mail Quality Job Erro	or Type Report (el	Doc Submitter)
	Filter on Selections		More options	or Type Report (e	Doc Submitter)

Figure 21: Error Details by Error Type Drill Down

When drilling on "Error Type" or "Error Code", users can also drill to the <u>Mail Quality Job Error Type</u> <u>Report.</u>

5.2.4 Mail Quality Job Error Type Report

The Mail Quality Job Error Type Report can be accessed by drilling from the <u>Error Details by Error Type</u> <u>Report</u>, which will display job information and corresponding error type information, aggregated by job and error code.

The report will include a Source dropdown and Errors/Warnings dropdown in the page-by, allowing the user to filter the report on the source of the data (eDoc Verification, Manual Sampling, MPE Scan, eInduction or All Sources) and/or by Errors/Warnings (Errors, Warnings or All). Each error code will have a tooltip description appear upon mouse over, which will consist of the Error Type, Error Source, Error Level, Error/Warning, Description, and Resolution Action.

\mathbb{N}	🛜 👫 < -> 🔝 Mailer Scorecard Details Report->View Error Details by Error Type->Mail Quality Job Error Type Report (eDoc Submitter) Search: All folders 👂 ?												
Home × Tools × Data × Grid Format × Last update: 2/4/16 9:25:31													
VIEW FIL	VIEW FILTER The filter is empty. 🖗 Add Condition 🔽 Auto-Apply changes 🕴 🤶												
PAGE-BY:	PAGE-BY: Errors/Warnings: Error V Source: All V												
											c	Data rows: 9	Data columns:
eDoc Subi	mitter	Mailing Group ID	Customer Group ID	Job ID	User License Code	Date	Level	Error Type	Error Code	Mail Class	Processing Category	# E	irrors
		61357196		CAT12345	QUAD	1/6/2016	Container	Entry Facility	7016	Periodicals	Flat		2
		61358195		CAT11111	QUAD	1/7/2016	Container	Entry Facility	7016	Periodicals	Flat		2
4430796	AUTOMATED MAILING SYSTEMS	61371149		CAT111MF	QUAD	1/7/2016	Container	Entry Facility	E13P E29P	Periodicals Periodicals	Flat		2
1100100		61371197		CAT112MF	QUAD	1/14/2016	Container	Entry Facility	7016	Periodicals	Flat		2
		61371225		QG7IHS08	QUAD	1/14/2016	Container	Entry Facility	E29P	Standard	Flat		2
		61374945		QG7IHS07	QUAD	1/14/2016	Container	Entry Facility	7016 E29P	Standard Standard	Flat Flat		1

Figure 22: Mail Quality Job Error Type Report

Users can drill further by right-clicking the hyperlinks in the Error Type or Error Code column. When drilling by an error type, the results for that CRID and error type will be displayed. When drilling by an error code, the results for that CRID and error code will be displayed.

OCL		M4005		Mixed	Miyad
<u> </u>	۶	Drill	⊞	Mail Quality Detailed Error Repo	rt (eDoc Submitter)
oc					
<u>oc</u>		Filter on Selections		More options	
00				INIXED	MUX PO

Figure 23: Mail Quality Job Error Type Drill Down

When drilling on Error Type or Error Code, users will have the ability to drill to the <u>Mail Quality Detailed</u> <u>Error Report</u>.

5.2.5 Mail Quality Detailed Error Report

The Mail Quality Detailed Error Report can be accessed by drilling from the <u>Mail Quality Job Error Type</u> <u>Report</u>. The report will display detailed error information in the following columns:

Mail Quality Detailed Error Report Columns						
eDoc Submitter	Verification Type	eDoc User License Code	Container Level			
Transportation Carrier	Error Type	eDoc Mailing Group ID	Container Type			
Appointment Scheduler	Error Code	eDoc Customer Group ID	Container Destination Zip			
Mailing Date	Error Description	eDoc Type	Container ID			
IM Barcode	Error Data	eDoc Mail Class	Handling Unit ID			
Error Level	Resolution Action	eDoc Processing Category	Piece ID			
Source	eDoc Job ID	Mailer ID, Mailer	Piece Range ID			
Lower Piece Range	CSA ID	Scan Date	Scan Processing Category			
Upper Piece Range	Manual Sample ID	Scan Facility	Planned Entry Point Facility			
Mail Preparer	Scan Job ID	Scan Postage Statement ID	Actual Entry Point Facility			
Mail Owner	Scan Mailing Group ID	Scan Mail Class				

Table 12: Mail Quality Detail Error Report Fields

This report supplies many different information points, and not all errors will populate all the fields listed above. As a starting point, users should focus on the following key fields:

- Mailing Group ID / Job ID Used to identify the mailing where the error occurred.
- **IM Barcode** Used to identify the specific container, handling unit, or piece impacted.
- Error Code / Error Description Used to describe the type of validation failure.
- **Resolution Action** Includes general recommendations for correcting the identified error.
- Error Data Provides additional information relevant to the specific error instance. Note that not all error codes will provide data in this field.

The report also includes an Errors/Warnings dropdown in the page-by, allowing the user to filter the report by Errors/Warnings (Errors, Warnings or All). This is the most granular level of detail and will have no drilling capabilities.

Note: The report will always display Mail Owner and Mail Preparer for piece errors when available. However, Mail Owner and Mail Preparer information will not be supplied for container and handling unit errors when viewing as an eDoc submitter.

5.3 Full-Service Reports

5.3.1 Mailer Scorecard Job Details Report

Users can drill from the Mailer Scorecard to the Mailer Scorecard Job Details (All) report. This report encompasses all Electronic Verification, elnduction, and Seamless metrics by job and is intended for users who want a holistic view of a job's performance across all programs. However, the user can drill from the Mailer Scorecard to the Mailer Scorecard Job Details (Electronic Verification), Mailer Scorecard Job Details (elnduction), or Mailer Scorecard Job Details (Seamless Acceptance) reports, which present program specific views of a job's performance.

Mailer Scorecard Job Details Legend		
eDoc Submitter Attributes		
Electronic Verification Metrics		
eInduction Metrics		
Seamless Attributes/Metrics		

Table 13: Mailer Scorecard Job Details Legend

This section of the report will display the following data for the selected CRID:

Mailer Scorecard Job Details: All
eDoc Submitter
Customer Group ID
User License Code
Job ID
Mailing Date
Mailing Group ID
Auto-Finalization Indicator
Number of Containers Processed for eDoc Validations
Number of Handling Units Processed for eDoc Validations
Number of Bundles Processed for eDoc Validations
Number of Full-Service Containers Processed for eDoc Validations
Number of Full-Service Handling Units Processed for eDoc Validations

Mailer Scorecard Job Details: All					
Number of Full-Service Orphan Handling Units Processed For eDoc Validations					
Number of Full-Service Pieces Processed For eDoc Validations					
Number of MID Container Errors	Percent of MID Container Errors				
Number of MID Handling Unit Errors	Percent of MID Handling Unit Errors				
Number of MID Piece Errors	Percent of MID Piece Errors				
Number of STID Errors	Percent of STID Errors				
Number of By/For Errors	Percent of By/For Errors				
Number of Barcode Uniqueness Container Errors	Percent of Barcode Uniqueness Container Errors				
Number of Barcode Uniqueness Handling Unit Errors	Percent of Barcode Uniqueness Handling Unit Errors				
Number of Barcode Uniqueness Piece Errors	Percent of Barcode Uniqueness Piece Errors				
Number of Full-Service Entry Facility Container Errors	Percent of Full-Service Entry Facility Container Errors				
Number of Full-Service Entry Facility Handling Unit Errors	Percent of Full-Service Entry Facility Handling Unit Errors				
Number of Unlinked Copal Tray Errors	Percent of Unlinked Copal Tray Errors				
Number of Early Scheduled Ship Date Warnings	Percent of Early Scheduled Ship Date Warnings				
Number of DMU Verified USPS Transported Containers	N/A				
Number of Default Tray Barcode Warnings	Percent of Default Tray Barcode Warnings				
Number of Unlinked Copal Tray Warnings	Percent of Unlinked Copal Tray Warnings				
Number of Unlinked Copal Bundle Warnings	N/A				
Number of COA Errors	N/A				
Number of eDoc/Appointment Entry Point Mismatch	Percent of eDoc/Appointment Entry Point Mismatch				
Number of No Valid MDF Match	Percent of No Valid MDF Match				
Number of Out of Date MDF Match	Percent of Out of Date MDF Match				
Number of Entry Facility Container Errors	Percent of Entry Facility Container Errors				
Number of CSA Container Errors	Percent of CSA Container Errors				
Number of Minimum Piece Count/Weight Bundle Errors	Percent of Minimum Piece Count/Weight Bundle Errors				
Number of Rate Category Bundle Errors	Percent of Rate Category Bundle Errors				

Mailer Scorecard Job Details: All					
Number of Destination ZIP Code Handling Unit Errors	Percent of Destination ZIP Code Handling Unit Errors				
Number of Depth of Sort Handling Unit Errors	Percent of Depth of Sort Handling Unit Errors				
Number of Minimum Piece Count/Weight Handling Unit Errors	Percent of Minimum Piece Count/Weight Handling Unit Errors				
Number of Overflow Handling Unit Errors	Percent of Overflow Handling Unit Errors				
Number of Entry Facility Handling Unit Errors	Percent of Entry Facility Handling Unit Errors				
Number of Rate Piece Errors	Percent of Rate Piece Errors				
Number of Containers eInduction	Percent of Containers eInduction				
Number of eInduction Containers Misshipped	Percent of eInduction Containers Misshipped				
Number of eInduction Containers Duplicate Barcode	Percent of eInduction Containers Duplicate Barcode				
Number of eInduction Containers Payment	Percent of eInduction Containers Payment				
Number of eInduction Containers Entry Point Discount (EPD)	Percent of eInduction Containers Entry Point Discount (EPD)				
Number of eInduction Containers Zone	Percent of eInduction Containers Zone				
Number of PVDS eInduction Containers	Percent of PVDS eInduction Containers				
Number of Mailer Transported eInduction Containers	Percent of Mailer Transported eInduction Containers				
Number of USPS Transported eInduction Containers	Percent of USPS Transported eInduction Containers				
Number of eInduction Containers Continuous	Percent of eInduction Containers Continuous				
Number of eInduction Containers Non-SV	Percent of eInduction Containers Non-SV				
Number of eInduction Containers With Manual Overrides	Percent of eInduction Containers With Manual Overrides				
Number of eInduction Containers Not Released	Percent of eInduction Containers Not Released				
Number of eInduction Containers Accepted	Percent of eInduction Containers Accepted				
Number of SV eInduction Containers Scanned And Accepted Without Error	Percent of SV eInduction Containers Scanned And Accepted Without Error				
Crid Seam	less Status				
Number of Seamless /	Acceptance Containers				
Number of Seamless Ac	ceptance Handling Units				
Number of Seamless Acceptance Pieces	Percent of Volume Seamless Acceptance				

Mailer Scorecard Job Details: All					
Number of Seamless Documented Piece Scans	Piece Scan Rate				
Number of Adjusted Seamless Documented Piece Scans	Adjusted Piece Scan Rate				
Number of Entry Facility Container Errors	Percent of Entry Facility Container Errors				
Number of Nesting/Sortation Piece Errors (MPE)	Percent of Nesting/Sortation Piece Errors (MPE)				
Number of Delivery Point Piece Errors	Percent of Delivery Point Piece Errors				
Number of Containers Sampled					
Number of Handling Units Sampled					
Number of Pie	eces Sampled				
Number of Nesting/Sortation Piece Errors	Percent of Nesting/Sortation Piece Errors				
Number of Weight Piece Errors	Percent of Weight Piece Errors				
Number of Postage Piece Errors	Percent of Postage Piece Errors				
Number of Mail Characteristic Piece Errors	Percent of Mail Characteristic Piece Errors				
Number of Barcode Quality Piece Errors	Percent of Barcode Quality Piece Errors				

Table 14: Mailer Scorecard Job Details (All) Metrics and Attributes

5.3.2 By/For Visibility Summary Report

The By/For Visibility Summary Report can be viewed by drilling from the Mailer Scorecard. It shows error counts for different By/For Error types, as well as Piece counts, aggregated first by eDoc Submitter, and then by Mail Owner. This report will sort descending by subtotal of total By/For errors per eDoc Submitter.

eDoc Subn	nitter	Mail Owne	r	# By/For Invalid Errors	# By/For Matching Errors	# By/f Ident MSP
20488611	Chicago Mailing Company			41	76	
		20400555	A1 Mailing	18	31	
		20490408	Albuquerque Mailers	23	45	
20490409	New York Presort Mailing, LLC			62	105	
		94501342	Chicago Presort	35	62	
		94531518	New York Presort Company	27	43	
Total				103	181	

Figure 24: By/For Visibility Summary Report

The By/For Visibility Summary Report has only one drill path, which can be viewed by right-clicking the eDoc Submitter column header or by selecting a specific eDoc Submitter, as pictured below.

mpany						41	76		166		
		Drill							75		
	T	Dilli		E	By/For Visibility Ti	rending Rep)	91			
Mailin		Filter on Selections			More options						
_							49				
		94531518	New Yor	k Pres	ort Company	27	43		51		

Figure 25: By/For Visibility Summary Drop Down

Users will have the ability to drill to the By/For Visibility Trending Report, a daily trending graph of the By/For and Piece counts for a specific CRID versus the National Average (all CRIDs).

5.3.3 Intelligent Mail Data Distribution Reports

Details on the Intelligent Mail Data Distribution Reports can be found in the *Container, Tray, and Bundle Visibility User Guide:*

https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/ContainerTrayBundleVisibilityUserG_uide.pdf.

5.4 elnduction Reports

5.4.1 Misshipped Errors by Owner/Preparer/Scheduler Report

The Misshipped Errors by Owner/Preparer/Scheduler report allows Mailer Scorecard users to determine the distribution of elnduction Misshipped errors across appointment schedulers over the course of a calendar month.

€• ⇒• 🖬	Mailer Scorecard I	eport		Search: /					
Home 🔻 Tools 🎽 Data 🎽 Grid 🛛 Format 👻									
		Appointment Scheduler △	Mail Owner 🔺		Error Type 🔺	Error Code 🔺	# Errors⊽	Postage In ▽	npact
NEW YORK MAILING COMP	ANY	20548194 - EINTESTER 22178455 - EIN Team D	20527228 20489045 20527228 20489045	A1 MAILERS AB MAILING A1 MAILERS AB MAILING	Entry Facility Entry Facility Entry Facility Entry Facility	E29P E29P E29P E29P		26 85 118 91	0.02 0.06 0.08 0.06
	← · → · Data · Grid F s · Data · Grid F i i i i i i i i i i i i i i i i i i i	Hailer Scorecard I s * Data * Grid Format * iiii # Image: Scorecard I iiii # Image: Scorecard I NEW YORK MAILING COMPANY	Image: Second and the second and th	Mailer Scorecard Details Report (Internal)->eInduct s * Data * Grid Format * Indiana * Grid Format * Indiana * Grid Image: Scheduler * Scheduler * 20527228 EINTESTER 20489045 20197455 - EIN 20527228 Team D 20489045	Mailer Scorecard Details Report (Internal)->eInduction Misshipped I s * Data * Grid Format * Influence Internal Int	Appointment Sch Mailer Scorecard Details Report (Internal)->eInduction Misshipped by Appointment Sch s * Data * Grid Format * Image: Scheduler - Schedule	Appointment Mailer Scorecard Details Report (Internal)->eInduction Misshipped by Appointment Scheduler Summary Rows s * Data * Grid Format * Image: Image	Appointment Mailer Scorecard Details Report (Internal)->eInduction Misshipped by Appointment Scheduler Summary Report s * Data * Grid Format * Image: Scheduler * Image: Scheduler * Scheduler * Image: Scheduler * NEW YORK MAILING COMPANY 20549194 - 20527228 Participation And Mailers * Participation 20489045 AB MAILING Entry Facility Participation 20489045	Appointment Mailer Scorecard Details Report (Internal)->eInduction Misshipped by Appointment Scheduler Summary Report s * Data * Grid Format * Image: Scheduler 200 Image: Scheduler 200 Image: Scheduler 200 Image: Scheduler 200 V Appointment 200 Image: Scheduler 200 Image: Scheduler 200 V Appointment 200 V Postage In 200 Scheduler 200 Image: Scheduler 200 VORK MAILING COMPANY 20527228 PUN YORK MAILING COMPANY 20489045 PUN YORK MAILING COMPANY 20489045 PUN YORK MAILING Entry Facility E292 PUN YORK MAILING Entry Facility E292 PUN YORK MAILING Entry Facility E292 PUN YORK PUN YORK

Figure 26: Misshipped Error by Owner/Preparer Scheduler Report

5.4.2 elnduction Job Summary Report

Users can right-click from the Mailer Scorecard and select the elnduction Job Summary Report to see pre-induction and post-induction metrics by job.

eDoc Submitter	Mailing Date	Job ID	User License Code	Customer Group ID	Mailing Group ID	# elnduction Containers	# Containers Not Expected	# Containers Finalized/FPP for eInduction	# Containers with SV Unload Scan	# SV Unscannable Warnings (Scan)
20488611 A1 Mailing Company	12/31/2014	SA0D0208	A05A		60666551	61	2	54	1	0
Total						61	2	54	1	0

Figure 27: eInduction Job Summary Report

Users can view detailed container information for the selected job by drilling to the <u>eInduction Container</u> <u>Status Report</u>. This is done by clicking the hyperlink in the Mailing Group ID column.



Figure 28: eInduction Job Summary Drill Down

5.4.3 elnduction Container Status Report

The elnduction Container Status Report can be accessed by drilling from the <u>elnduction Job Summary</u> <u>Report</u>. This report displays eDoc, appointment, and operational data, and shows the pre- and postinduction validation statuses for scanned elnduction containers. The various fields found in the Container Status Report are listed in the table below:

	eInduction Conta	iner Status Report			
eDoc Submitter	Container Not Expected Indicator	Payment Error (Post)	Origin City		
Mailing Date	Reload Indicator	Unique Barcode Warning (Post)	Mail Class		
Actual Arrival Date/Time	Payment error (Pre)	Zone Based Error (Post)	Processing Category		
Actual Entry Point Facility	Non-SV Missing Appointment Error (Pre)	Misshipped Error (Scan)	Container Destination ZIP		
Appointment ID	EPD Warning (Pre)	Multistep Misshipped Override Indicator	Container Level		
Container Unload Date/Time	Labeling List Warning (Pre)	Unscannable Warning (Scan)	Mail Preparer		
Container ID	Zone Based Warning (Pre)	Extra Warning (Scan)	Deepest Discount Claimed		

	eInduction Conta	iner Status Report	
Container Barcode	USPS Transported Appointment Warning (Pre)	Unload User ID	Planned Entry Point Facility
Finalized Indicator	Sent to SV Indicator	Job ID	eDoc Scheduled Induction Date
Container Release Status	Sent to FAST Indicator	User License Code	Appointment Scheduler
Manual Override Indicator	Duplicate Barcode Error (Post)	Mailing Group ID	Planned Arrival Date/Time
Container Release Rejection Reason	Duplicate with Appointment Warning (Post)	Customer Group ID	Appointment Start Unload Date/Time
Container Induction Status	EPD Error (Post)	Origin Finance Number	Appointment End Unload Date/Time

Table 15: Container Status Report Fields

This report supplies many different information points, and not all errors will populate all the fields listed above. As a starting point, users should focus on the following key fields:

- Mailing Group ID / Job ID Used to identify the mailing where the error occurred.
- **Container Barcode** Used to identify the specific container scanned.
- Validation Results (any column with the word Error or Warning) Shows if each preinduction and post-induction validation passed, failed, or threw a warning.
- Appointment ID Indicates which appointment the container scan appeared on.
- **Container Unload Date/Time** Shows the date and time of the container unload scan.
- Actual Entry Point Facility Shows the location of the container unload scan.

There are no drills from the elnduction Container Status Report.

5.4.4 elnduction Undocumented Detailed Report

The elnduction Undocumented Detailed Report is a drill from the Mailer Scorecard that is used to investigate detailed information of scanned elnduction containers that were marked as Undocumented.

eDoc Submit	ter	Container Barcode	Actual Entry Point Facility	Appointment ID	Container Unload Date/Time	Container Induction Status
ORD#	Maling Company A	99M222222555353350012	013196 - SPRINGFIELD LDC	010PM31609	5/12/2015 3:37:33 PM	ACCEPTED

Figure 29: eInduction Undocumented Detailed Report

The elnduction Undocumented Details Summary report highlights the Actual Entry Point Facility, the Appointment ID, the time and date the container was unloaded, and the container induction status.

5.4.5 Shipping Summary Reports

The Shipping Summary report is available on the *PostalOne!* dashboard once the eDoc has been uploaded. When accessing *PostalOne!*, you will see a Shipping Summary Report icon on the dashboard. If there is no icon, then there are no elnduction containers in the mailing.

All mailings fall into one of three elnduction categories:

- Some where both eInduction and non-eInduction containers are in the mailing (icon will appear)
- None where no elnduction containers are in the mailing or (no icon will appear)
- All where all of the containers in the mailing are elnduction (icon will appear)

Only elnduction containers will be listed in the Shipping Summary report. The report displays the validation status of the uploaded container information 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 mail quality reports.



Figure 30: Container Status Symbols on Shipping Summary Report for Pre and Post Induction

It is important to note that when looking at the Shipping Summary Report, there are symbols that indicate the status of a mailing. This table lists the most common status symbols and their descriptions, broken out by when they occur: during pre-induction or post-induction.

Container Status Symbol	Pre-Induction Descriptions	Post-Induction Descriptions
	No pre-induction warnings Container/mailing can be shipped to the entry point.	No post-induction verification errors
\bigtriangleup	Pre-induction warnings. The mailer releases the shipment. Post-induction errors may be logged if issues remain uncorrected.	N/A
	Pre-induction errors/unpaid containers. Shipment cannot be released to entry point.	eInduction verification failures. Mailer may be assessed for errors in excess of thresholds.

Table 16: Status Symbols on Shipping Summary Report

5.4.6 Job Summary

By clicking on the "Shipping Summary Report" icon, the Job Summary report will appear. The Job Summary report provides detailed information on every elnduction container in the job. The report displays all elnduction containers (and only elnduction containers) and includes all destinations for those containers.



Figure 31: Job Summary Report

All of the containers in the job display are grouped by entry point location. The report displays the validation status of uploaded container information and is used to confirm that the containers are ready for induction. The report also provides proof of delivery and post-induction validation status at the container level. In the Job Summary Report, all of the containers in the job "mailing" display are grouped by entry point location. The table below defines each field of the Job Summary Report

Column	Definition
Destination Locale Key	Indicates the USPS assigned unique 6-digit alpha numeric number assigned to each location that accepts drop-shipments. This locale key is used in the eDoc to identify where mail will be dropped.
SV Facility	Indicates that the facility accepts shipments using Surface Visibility IMD (SV-IMD) scanners. SV-IMD scanners indicate to the dock employee whether they should accept or reject the container based on what is in the eDoc. Populated with SV for SV-enabled facilities, Non-SV for non-SV-enabled facilities.
Pre-Induction	Indicates if the information in the eDoc was completed correctly per USPS standards
eDoc eInduction Container Count	Indicates the number of eInduction containers destined for that location during a given appointment
Appointment Number	Indicates the FAST appointment number
# Containers Unloaded	Indicates the actual number of containers received at the locale at the current point in time
# Containers Expected	Indicates how many containers were anticipated to arrive during the appointment
# Containers Not Expected	Indicates how many containers scanned during the unload process were not expected as part of the appointment
# Containers Misshipped	Indicates containers that were shipped to the wrong location by the mailer. Additional postage for accepted misshipped containers is collected when the mailer has selected container mishap=Yhappnercontainers that were shipped to the wrong location by the mailer.
# Containers Manually Released	Indicates how many containers required contacting the FAST Helpdesk due to technical difficulties or other issues in order to be released
# Containers Accepted	Indicates the number of containers that were accepted during an appointment
# Containers Rejected	Indicates the number of containers that were rejected during an appointment

Table 17: Job Summary Report Fields

5.4.7 Container Details Report

From the <u>Job Summary Report</u>, click on the eDoc eInduction Container Count number to get to the Container Detail by Job Report. This will display all containers that were inducted at the same entry point within a job itself.



Figure 32: Container Detail by Job Report - Step 1

Click on the individual number.



Figure 33: Container Detail by Job Report - Step 2

This will display all containers within a job that were inducted at the same entry point.

Dashboard Management System > Jo Finance Number : \$17716	xb Summary Re	port > Container De	tail By Job R	eport 🧐							Today: A	ug 21, 2015 12:2	9:12 PM
Job Summary Information	S.												
Job ID:	CATp	1188	Mai	Mailing Group ID:			61107876	Class:		4	Standard Mai		
Job Name:	BNS7	BNS79 E2EFin Process Cat:					FL	Total Container Count:		-	2		1
Mail Preparer:	MAGN	NETS USA	Der	Destination Locale Key:		Multiple	eInducti	on Containers:	:	2			
			Der	Destination Zip Code:			941						
Postage Statement Mailing Date:	07/28	/2015 12:00:00 AM	USF	PS Transporte	d Containers:	l.	0						
Container Barcode	eInduction Container	Pre-Induction	Release Status	Container Destination	Destination Locale Key	Appointment Number	t Date/Time Unloade	d	Unload Status	Induction Status	Post- Induction	Continuous MID	USPS Pick Up
99M123456120012345774	Yes	C	Released	941	V22550	01024001	07/30/2015 11:00:	41 AM	Not Expected	Accepted	•	No	No

Figure 34: Container Detail by Job Report - Step 3

You will notice that the information section above the table provides general information on the job. Here is a run-down of all of the fields on this report:

Column	Definition
Container Barcode	Indicates the barcode found on the container placard
eInduction Container	Indicates whether or not the container was accepted under the eInduction program. If not, then the container needs to be accounted for on a PS Form 8125.
Pre-Induction	Indicates if the information included in the eDoc was completed correctly per USPS standards
Release Status	Indicates whether the container was released to SV by <i>PostalOne!</i> for processing
Container Destination	Indicates where the container should be dropped
Destination Locale Key	Indicates the USPS assigned unique 6-digit alpha numeric number assigned to each location that accepts drop-shipments. This locale key is used in the eDoc to identify where mail will be dropped.
Appointment Number	Indicates the FAST appointment number
Date/Time unloaded	Indicates the time and date when the container was unloaded from the truck and scanned
Unload Status	Identifies whether the container was expected or not-expected at the drop shipment site
Induction Status	Indicates whether a container was accepted or rejected at the drop shipment site
Post-Induction	Indicates if the container failed any validations after it was inducted
Continuous MID	Is an assigned number for mailers who run mail on a continuous basis and might not have a clear break between one mailing and the next. When assigned a continuous MID, the SV scanners will never reject a container as unpaid. Continuous MID customers have three days to upload their documentation. If after that time a container shows as unpaid, the customer will be billed for the container.
USPS Pickup	Indicates that the container travels to the entry point on USPS transportation. These containers are included in elnduction to support Seamless Acceptance.

Table 18: Container Detail Report by Section

5.4.8 Appointment Summary Report

If you click on the Appointment Number link on the Shipping Summary Report <u>Job Summary</u>, it takes you to the Container Detail by Appointment Report.



Figure 35: Appointment Summary Report – Step 1

This displays all of the containers that were entered at a specific appointment, even though containers may be coming from different jobs.

Dashboard Management System > Job Finance Number : 517718	Summary Re	port : Container De	tail By Appoi	intment Report	t 🥝						Today: Au	ig 21, 2015 12:3	30:30 PM
Planned Appointment Summary													
Appointment Number: Origin Plant Location:	01024001			Total Containers: Destination Entry Location:			1 Scheduled Arrival Date/Time: V22550 eInduction Percentage:		07/21/2015 10:00:00 AM 100 %				
Induction Appointment Summary													
Entry Office: Transport Company:	SPRI	NGFIELD MA	Tot	al Containers:			1	Arrival Date/Time: Started Unload:			07/30/2015 10:59:28 AM 07/30/2015 11:00:41 AM		
USPS Receiving Employee: Mail Expeditor/Closer Clerk ID:	SVTE SVTE	ST07 ST07	Shi	pment Status:			Closed	Ended Unload: Departure Date/Time:		(07/30/2015 1	1:01:41 AM	
Container Barcode	elnduction Container	Pre-Induction	Release Status	Container Destination	Destination Locale Key	Appointmen Number	t Date/Time Unloaded	d	Unload Status	Induction Status	Post- Induction	Continuous MID	USPS Pick Up
99M123456120012345774	Yes	C C C C C C C C C C C C C C	Released	941	√22550	01024001	07/30/2015 11:00:4	41 AM	Not Expected	Accepted	•	No	No

Figure 36: Appointment Summary Report – Step 2

The Induction Appointment Summary Report includes the same fields as the Container Detail by Job Report. Reference <u>Container Details Report</u> for more information. The Induction Appointment Summary Report has the following fields:

- Container Barcode
- eInduction Container
- Release Status
- Кеу

Destination Locale

- Appointment Number
 - Date/Time Unloaded
- Induction Status
- Post-Induction
- Continuous MID
- USPS Pick UP

- Container
 Destination
 U
 - Unload Status

5.4.9 elnduction Quick Status Report

The elnduction Quick Status Report is a snapshot of the <u>Shipping Summary Report</u>. The report provides real-time payment status and induction status of all elnduction and non-elnduction containers for up to 30 IMcb within a 30 day window. The report also provides pre-induction and scanned information on elnduction containers. Mailers are able to search for containers regardless of elnduction status.

To access the report from BCG, as depicted in the figure below, select:

- 1. Mailing Reports from Favorites
- 2. eInduction Quick Status Report Link

Business Customer Gateway			
⊶r Welcome, einTester	Mail	ing Reports	
Need help getting started with Full-Service Intelligent Mail®?	Favorite Services DASHDOARD MALER 0 MALER 0 MALER 60 MALER 60 MALER EPROLIMENT POSTAL NEOMO	View Transactions Pandina Rostaus Statements Statement d'Ownership Induction Activity Report Jeindections Electronic Verification Activity (IVS) Parcel Retem Service (IPRS) BitM Invoice, Datal Report Castomer MR3. Journary, Report Castomer MR3. Service	Mailing Jammary Report Mail Quality, Report Mailer, Sconsord Issue, Level Destace, Statement Dublication, Report View Periodical Tennections View Reliabodical Tennections Cardio Accounting Statement Issue, Credit Report Quality Verification, Assessment, Report

Figure 37: eInduction Quick Status Report Login – Step 1

After mailers search for containers, given then 30IMcb30 IMcb and 30 day window constraints, the report results include:

- Container Barcode
- Postage Statement Mailing Date
- Release Status
- Scan Date/Time

- Facility Name
- Locale Key
- Unload Status
- Induction Status

The figure below shows the elnduction Quick Status Results for a give induction range and Intelligent Mail Container Barcodes.

Home > Mailing Reports > eind	tuction Quick Status Report Search Induction Date From Range: Please limit the Date Rang Each search will return a right of the Art least one Container Ba	m: 10/22/2014	Submit	Intelligent Mail Cc 992900050480 992900050480 993900050480 993900050480 993900050480 9929000050480	201tainer Barcode 00015536 00015537 00015500 00015601 00015602 00015602	HOME HELP	Today: Nov 21, 2014 06:33:30 AM
Container Darrada	Doctors Statement Mailing Date	Deloses Status	Econ Onte/Time	Excilibu Mama	Locals Key	Unload Status	Induction Status
954/900005048000015536	11/10/2014	Channel Entry Entry	scan bate/Time	Facinty Name	000801	Omoad Status	induction status
99M900005048000015537	11/10/2014	Canad Entry Packey			000801		
96M900005048000015538	11/10/2014	Discond Entry Pacific			000801		
96M900005048000015600	11/10/2014	Classed			000801		
00440000005340000015401	11/10/0014	- Greated			000001		

Figure 38: elnduction Quick Status Report Login - Overview

As shown in the figure below, the elnduction Quick Status Report provides a status of:

- Release
- Scan date/time
- Scan facility Unload
- Induction



IMcb	Postage Statement Mailing Date	Re St	elease 🖌	Scan Date/Time	Scan Facility	Unload Status	Induction Status	
99M001	7/26/2014	•	Payment	None	None	None	None	
99M002	7/26/2014	0	Cleared	1000 7/29/2014	Dulles-X29745	Expected	Accepted	
99M003	7/26/2014	•	Payment	1001 7/29/2014	Dulles-X29745	Not-Expected	Rejected	
99M004	7/26/2014	0	Planned Entry Point	1230 7/29/2014	Suncoast-007646	misshipped	Rejected	
99M005	7/26/2014	0	Non-SV	1300 7/29/2104	Tucson-Z10944	None	Accepted	
99M006	7/26/2014	0	Continuous	1300 7/29/2014	Dulles-X29745	Expected	Accepted	
99M007	7/26/2014	0	Entry Point Discount	1300 7/29/2014	Dulles-X29745	Expected	Accepted	
99M007								

Figure 39: eInduction Quick Status Report –Release Status Explanation

5.5 Seamless Acceptance Reports

5.5.1 Seamless Acceptance Job Exception Report

The Seamless Acceptance Job Exception Report is available only to eDoc Submitters. It displays a summary of jobs that were not auto-finalized because of exceeded dollar/percentage thresholds, including jobs with finalization delays. This data is aggregated by eDoc Submitter and month.

The Seamless Acceptance Job Exception Report will prompt the user to enter the following information:

- 1. Month Filter: Required. Users can select current, previous or multiple months.
- 2. eDoc Submitter CRID(s): Required. The CRID prompt will include all CRIDs that have been used in the past.

Month	eDoc Submitter	# Jobs Not Auto-Finalized Due to Exceeding the Dollar Threshold	# Jobs Not Auto-Finalized Due to Exceeding the Percentage Threshold	# Jobs Delayed to be Auto-Finalized
DECEMBER 2014	20490409 New York Presort Mailing, LLC	10	0	4

Figure 40: Seamless Acceptance Job Exception Report

The Seamless Acceptance Job Exception Report will have one drill path which can be viewed by **rightclicking** the hyperlinks in the eDoc Submitter column, as pictured below (left-clicking will also allow user to drill).

Users will have the ability to drill to the <u>Seamless Acceptance Job Exception Detail Report</u>, which provides similar metrics broken out by job.



Figure 41: Seamless Acceptance Job Exception Drill Down

5.5.2 Seamless Acceptance Job Exception Detail Report

The Seamless Acceptance Job Exception Detail Report can be accessed by drilling from the <u>Seamless</u> <u>Acceptance Job Exception Report</u>. This report will display jobs that were not auto-finalized due to exceeding dollar/percentage thresholds, including jobs with finalization delays.

eDoc Submitter	Mailing Date	Customer Group ID	Job ID	User License Code	Mailing Group ID	Not Auto-Finalized Due to Exceeding the Dollar Threshold	Not Auto-Finalized Due to Exceeding the Percentage Threshold	Delayed to be Auto-Finalized	Delay Time (Days)
20490409 New York Presort Mailing, LLC	12/31/2014	NN186615	NN186615	BRTS	60714038	N	N	Υ	28

Figure 42: Seamless Acceptance Job Exception Detail Report

The Seamless Acceptance Job Exception Detail Report has one drill path that can be viewed by **rightclicking** the hyperlinks in the Mailing Group ID column, as pictured below (left-clicking will also allow user to drill).

₽.	Drill	6	Seamless Acceptance Job Exception Postage Statement Report
	Sort		More options

Figure 43: Seamless Acceptance Job Exception Detail Drill Down

From the Seamless Acceptace Job Exception Detail Report, users will have the option to drill to the <u>Seamless Acceptance Job Exception Postage Statement Report</u>.

5.5.3 Seamless Acceptance Job Exception Postage Statement Report

The Seamless Acceptance Job Exception Postage Statement Report can be accessed by drilling from the <u>Seamless Acceptance Job Exception Detail Report</u>. This report will display jobs at the postage statement level that were not auto-finalized due to exceeding dollar/percentage thresholds, including jobs with finalization delays and bypasses.

eDoc Submitter	Mailing Date	Customer Group ID	Jop ID	User License Code	Mailing Group ID	Postage Statement ID	Not Auto-Finalized Due to Exceeding the Dollar Threshold	Not Auto-Finalized Due to Exceeding the Percentage Threshold	Delayed to be Auto- Finalized	Manually Finalized Ind	Delay Time (Days)
20490409 New York Presort Mailing	LLC 12/31/20	14 NN186615	NN186615	BRTS	60714038	75645138	N	N	Y	Y	28

Figure 44: Seamless Acceptance Job Exception Postage Statement

There are no drills from the Seamless Acceptance Job Exception Postage Statement Report.

5.5.4 Seamless Acceptance Undocumented Summary Report

The Undocumented Summary Report is a drill from the Mailer Scorecard. When accessed directly, it requires the user to select the current, previous or multiple months. It also prompts the user to select a Mailer CRID.

The report sprovide aggregated counts of piece scans that could not be associated to an eDoc, as well as access to more detailed reports. It also displays the number of pieces in an eDoc that failed to import, which may account for a portion of the undocumented piece count. This report is sorted by number of undocumented pieces (descending) to allow the user to quickly identify the largest issues. Additionally, the Undocumented Summary Report will display a Page-By on Source, allowing the user to filter report results to display the source of MPE scan, source of manual sampling, or both.

🔁 🕆 🔶 🖬	Undocumented Summary Repo	ort						
Home 🕆 Tools 🔻 Data 🎽 Grid Format 🎽								
🕞 🗠 🕋 🖬 🏭 💽 💽 💽 🔁 🖅 🕄 😤 👌								
PAGE-BY: Source: All Sources								
Mailer	Mailer ID	# Undocumented Pieces	# Pieces Not Imported					
4430796 AUTOMATED MAILING	4430796 AUTOMATED MAILING SYSTEMS 808080 4,800 0							
94539993 Mailing Company B 94539986 Mailing Company A	453453 920020000	25 0	25,305 197					

Figure 45: Undocumented Summary Report

The Undocumented Summary Report will has three drill paths that can be viewed by right-clicking the Mailer ID hyperlinks, as pictured below.

	🕆 🔶 🔿 🔝 🔹 Undocumented S	umma ry Rep	ort				
Home T	Home Tools Data Grid Format PAGE-BY: Source: All Sources						
Mailer		Mailer ID	# Undocumented Pieces	# Pieces Not			
4430796	AUTOMATED MAILING SYSTEMS	808080	4.800	0			
94539993 94539986	Mailing Company B Mailing Company A	4534 9200	Drill	Undocumented Report by Scan Facility			
			Filter on Selections	Undocumented Trending Report			
				 Undocumented Detailed Report 			
				More options			

Figure 46: Undocumented Summary Drill Down

Users have the option to drill to the following reports:

- 1. <u>Undocumented Report by Scan Facility</u>: View aggregated counts of containers, handling units and pieces that could not be associated to an eDoc in SASP by scan location and Mailer ID.
- 2. <u>Undocumented Trending Report</u>: View graphical aggregated counts of containers, handling units and pieces that could not be associated to an eDoc in SASP over a selected date range.
- 3. <u>Undocumented Detailed Report</u>: View detailed information for Undocumented scans.

5.5.5 Seamless Acceptance Undocumented Report by Scan Facility

The Undocumented Report by Scan Facility can be accessed by drilling from the <u>Undocumented</u> <u>Summary Report</u>. This report displays aggregate counts of pieces that could not be associated to an eDoc by scan location and Mailer ID.

> + + →	Undocum	ented Summary Report->Undocumented F	Report by Scan Fac	lity				
Home 🔻 Tools 🔻 Data 👻 Grid Format 👻								
Scan Facility	Mailer		Mailer ID	# Undocumented Pieces				
SOMERVILLE	4430796	AUTOMATED MAILING SYSTEMS	808080	1,391				
OAKLAND	4430796	AUTOMATED MAILING SYSTEMS	808080	1,279				
EADS	4430796	AUTOMATED MAILING SYSTEMS	808080	469				
MOSCOW	4430796	AUTOMATED MAILING SYSTEMS	808080	353				
ROSSVILLE	4430796	AUTOMATED MAILING SYSTEMS	808080	353				
COLLIERVILLE	4430796	AUTOMATED MAILING SYSTEMS	808080	326				
ARLINGTON	4430796	AUTOMATED MAILING SYSTEMS	808080	133				
STANTON	4430796	AUTOMATED MAILING SYSTEMS	808080	102				
JNKNWN	4430796	AUTOMATED MAILING SYSTEMS	808080	101				
MASON	4430796	AUTOMATED MAILING SYSTEMS	808080	88				
<u>BYHALIA</u>	4430796	AUTOMATED MAILING SYSTEMS	808080	25				
WHITEVILLE	4430796	AUTOMATED MAILING SYSTEMS	808080	19				
BOLIVAR	4430796	AUTOMATED MAILING SYSTEMS	808080	16				
<u>SERMANTOWN</u>	4430796	AUTOMATED MAILING SYSTEMS	808080	11				
BARTLETT	4430796	AUTOMATED MAILING SYSTEMS	808080	7				
MENDENHALL	4430796	AUTOMATED MAILING SYSTEMS	808080	6				

Figure 47: Seamless Acceptance Undocumented Report by Scan Facility

The Undocumented Report by Scan Facility has one drill path that can be viewed by right-clicking the hyperlinks in the Scan Facility column, as pictured below (left-clicking will also allow user to drill).

📝 👬 🚓 🔿 🔯 🛛 Undocumented Summary Report->Undocumented Report by Scan Facility									
Home 🔻 Tools 🔻 Data 🎽 Grid Format 👻									
Scan Facility	Mailer	Mailer ID	# Undocumented Pieces						
SOMERVILLE	4430796 AUTOMATED MAILIN	G SYSTEMS 808080	1,391						
OAKLAND IN ANY		SYSTEMS 808080	1,279						
EADS	 Undocumented Detailed Report 	SYSTEMS 808080	469						
MOSCOW		SYSTEMS 808080	353						
ROSSVILLE Filter on Selections	More options	SYSTEMS 808080	353						
COLLIERVIL		SYSTEMS 808080	326						
ARLINGTON	4430796 AUTOMATED MAILIN	G SYSTEMS 808080	133						

Figure 48: Seamless Acceptance Undocumented Report by Scan Facility Drill Down

Users also have the option to drill to the Undocumented Detailed Report.

5.5.6 Seamless Acceptance Undocumented Trending Report

The Undocumented Trending Report can be accessed by drilling from the Undocumented Summary Report. This report displays graphical aggregate counts of pieces that could not be associated to an eDoc over the selected date range, as well as number of pieces that failed to import.



Figure 49: Seamless Acceptance Undocumented Trending Report

The Undocumented Trending Report has one drill path that can be viewed by right-clicking the data points or dates in the horizontal axis, as pictured below (left-clicking the dates on the x-axis will also allow the user to drill).



Figure 50: Seamless Acceptance Undocumented Trending Drill Down

Users will also have the ability to drill to the Undocumented Detailed Report.

5.5.7 Seamless Acceptance Undocumented Detailed Report

The Undocumented Detailed Report can be accessed by drilling from the <u>Undocumented Summary</u> <u>Report</u>, <u>Undocumented Report by Scan Facility</u> and <u>Undocumented Trending Report</u>. This report displays detailed error information in the following columns: Scan Date, Scan Facility, Mailer CRID, Mailer ID, Full-Service Indicator, Category, IM Barcode, Scan Level, Manual Sample ID, Scan Mailing Group ID, Scan Job ID, Scan Postage Statement ID, Scan Mail Class and Scan Processing Category. If the job information was manually entered on the FS-IMD device, it will be displayed on this report. Scans with job information from the device are still considered undocumented if the barcode could not be associated to electronic documentation. Only a maximum of 100 piece records will be shown per scan date, mailer ID, scan facility, and category.

	🕆 🚓 🗦 🖬 🔷 Undocur	mented Summary f	Report->Undocumented Detailed Report)			Search: /	All folders 🔎 ?		
Home 💌	Home * Tools * Data * Grid Format * Last update: 2/4/16 9:21:07 A4									
VIEW FILTE	TEW FILTER Add Condition Image: Clear All image:									
Scan Date	Scan Facility	Mailer		Mailer ID	Full-	Undocumented Ca	itegory	IM Barcode		
					Service					
8/16/2015	PEABODY PLACE POSTAL RET CTR	4430796	AUTOMATED MAILING SYSTEMS	808080	Y	13	Undocumented piece has no categorization if a piece was scanned between a configurable number of ma pieces and all of the other pieces had discernable pattern	il 2060280808000543901238103200742		
8/16/2015	UNKNWN	4430796	AUTOMATED MAILING SYSTEMS	808080	N	11	Undocumented piece grouped within series of undocumented pieces and A of the undocumented pieces have the same MID	1060080808000543000538076310555		
8/16/2015	UNKNWN	4430796	AUTOMATED MAILING SYSTEMS	808080	N	11	Undocumented piece grouped within series of undocumented pieces and A of the undocumented pieces have the same MID	LL 1060080808000543000638076310555		

Figure 51: Seamless Acceptance Undocumented Detailed Report

For categorized piece scans, users will have the ability to drill to one report by clicking on the blue hyperlink. For details on bookended piece scans, see <u>Undocumented Bookend Report</u>.

🎽 if 🔶 b	Undocumented Summary I	documented Detailed Report					Search: A	il folders 👂 ?		
Home * Tools * Data * Grid Format * Last update: 24/16 9:21:07 AM										
									? X	
								Data rov	is: 1 - 500 of 1194 Data columns: 1	
stegory	IM Barcode	Scan Level	Manual Sample ID	Scan Mailing Group ID	Scan Job IC	Scan Postage Statement ID	Scan Mail Class	Scan Processing Category	See all bookended piece scans	
Undocumented piece has no categorization if a piece was scanned between a configurable number of mail pieces and all of the other pieces had no discernable pattern	2060280808000543901238103200742	Piece							See bookended piece scans	
Undocumented piece grouped within a series of undocumented pieces and ALL of the undocumented pieces have the same MID	1060080808000543000538076310555	Piece							See bookended piece scans	
Undocumented piece grouped within a series of undocumented pieces and ALL of the undocumented pieces have the same MID	1060080808000543000638076310555	Piece							See bookended piece scans	

Figure 52: Seamless Acceptance Undocumented Detailed Drill Down

5.5.8 Seamless Acceptance Undocumented Bookend Report

The **Undocumented Bookend Report** can be opened by drilling down from the Undocumented Detailed Report, and provides piece scan information from other MPE piece scans that occurred before and after the selected Undocumented scan. The eDoc Submitter, Mailer ID, and IM Barcode will only be visible if the piece can be associated to a CRID owned by the current user.

Scan Date	Scan Facility	eDoc Submitter		Mailer ID	IM Barcode	Scan Level
05/01/14 12:00 AM	BAYVILLE	123456	A1 Mailing Company	121101	002700003656524706884331141859	Piece
05/07/14 12:00 AM	BAYVILLE	20488611	New York Mailing Company	160351	002700003656524706884331141858	Piece
05/16/14 12:00 AM	BAYVILLE	20488611	New York Mailing Company	160351	002700003656524706884331141857	Piece
05/19/14 12:00 AM	BAYVILLE	123456	A1 Mailing Company	121101	002700003656524706884331141856	Piece
05/24/14 12:00 AM	BAYVILLE	123456	A1 Mailing Company	121101	002700003656524706884331141855	Piece

Figure 53: Undocumented Bookend Report

5.5.9 Seamless Acceptance Undocumented Category Report

The Undocumented Category Report is accessed as a drill from the Mailer Scorecard and provides the number of undocumented pieces by category. From the Undocumented Category Report, the user may drill to the <u>Undocumented Summary Report</u>.



Figure 54: Undocumented Category Report

5.5.10 Barcode Scan Rate (eDoc Submitter)

The Barcode Scan Rate Report can be accessed by drilling from the Mailer Scorecard. This report displays a summary of raw and adjusted barcode scan rate metrics by area, district, and facility for the selected eDoc Submitter. Additionally, users can select a specific Mail Class, Processing Category, Facility Type, or Rate Category from the Page-By selectors. Users can also use the "+" and "-" buttons to expand and collapse areas and districts as needed.

Area	District	Entry Point Facility	Piece Scan	Adjusted	Adjusted	Handling	Container	Adjusted
			Rate	Piece Scan	Piece Scan Date	Unit Scan Date	Scan Rate	Container Scan
				Threshold	NILC	Mate		Rate
EASTERN (All)			91.12%		91.48%	44.21%	43.60%	50.66%
	EKENTUCKIANA (AII)				98.88%	1.79%	57.96%	60.42%
		X14398 - BOWLING GREEN				8.41%	45.00%	
		X15573 - LEXINGTON	94.14%		98.88%	1.50%	58.53%	60.42%
	NORTHERN OHIO (All)		90.65%		90.75%	52.30%	39.42%	48.09%
		X20034 - AKRON	90.22%		90.23%	51.60%	63.64%	82.74%
		X20577 - CLEVELAND	90.87%		91.03%	52.67%	27.65%	33.89%
All			91.12%		91.48%	44.21%	43.60%	50.66%

Figure 55: Barcode Scan Rate Report

The Barcode Scan Rate Report will have no drilling capabilities.

6 POSTAGE ASSESSMENT

6.1 **Program Overview**

Mail quality results displayed in the Mailer Scorecard are used to determine when additional postage should be assessed. If the total pieces in error exceed an established error threshold for a calendar month, Postage Assessments are generated and sent to the eDoc submitter only. eDoc submitters are then responsible for reviewing, disputing, and making payments based on the error information provided in these assessments.

If the percentage of error is below the established error threshold or if the additional postage due is less than \$50, then no additional postage is assessed. The results of verifications performed on mailings throughout the calendar month are finalized on the 10th day of the following month.

Mail Owners can use the Mailer Scorecard to view a summary of their error counts across MSPs and to drill into detailed error reports. eDoc submitters can view assessable error information in two ways: first, the Mailer Scorecard displays results for mailpieces, handling units, and containers for the mailings they prepared. Second, the Mail Entry Postage Assessment Report lists errors by Mail Owner.

The Mail Entry Postage Assessment Report displays the total number of assessable errors, in contrast to the Mailer Scorecard which displays ALL errors for the month. A hyperlink from the Assessment Detail Report displays the total error count and total percentage each Mail Owner contributed to the overall errors, not just the assessable pieces displayed on the Assessment Report. This drill down matches the total errors on the Mailer Scorecard and allows MSPs to identify top offenders at the Mail Owner level.

On the 11th of every month, the designated Mailer VAE associated to the eDoc submitter CRID is alerted of postage due via automated postage assessment notification email if a postage assessment is generated. If no VAE is assigned, the email notification will be sent to the BSA for the CRID. If there are multiple BSAs/VAEs assigned, a notification will be sent to each one. To validate the assessment amounts and view further detailed error information, the VAE should refer to the Mailer Scorecard.

To pay for the Mail Entry Postage Assessment, the MSP/eDoc submitter receiving the assessment is able to select any permit they own or Mail Owner permit they used as a paying permit in the calendar month. When an MSP selects a Mail Owner Permit for payment, the Mail Owner will be notified by email. MSPs also have the ability to split payment of an assessment and distribute it across permits. USPS employees can assist with adding a permit other than one used during the assessment period to pay some, or all, of the assessed amount. Permit holders can view adjustments made to their permit accounts associated with Mail Entry Postage Assessments through the BCG and/or the Centralized Account Processing System (CAPS), where comments in the transaction summary report will indicate the Mail Entry Assessment-program type (full-service, Move Update, eInduction, or Seamless Acceptance), and the two digit month and year of the assessment.

6.2 Postage Assessment Reporting

Postage Assessment reports are generated at the eDoc submitter CRID level on the 11th day of the month and an email is sent to mailers' self-appointed Verification Assessment Evaluator (VAE) upon assessment of postage. If the mailer does not designate a VAE, the Business Service Administrator (BSA) defaults to having the VAE responsibilities. The first user to request a service for a location becomes the BSA of that service and is able to manage that service for any future users, controlling who can and cannot use it at that business location.

eDoc submitters must either pay the assessed amount upon receipt or request review of the postage assessment charges within 10 business days of the email notification. BME/BMS analysts will work with the mailers who dispute the charges to resolve the issue and may request additional supporting documentation from mailers if needed. Finally, BME/BMS analysts will make a decision based on their findings and a review of the documentation provided by the mailer by the end of that month. The updated amount of postage assessed will be due three business days later.

Postage assessments that remain unpaid 10 business days after initial email notification, or three business days after a review request has been resolved, will be considered "Overdue." Mailers will receive an email indicating that postage is due immediately. "Overdue" postage assessments will be communicated to Manager, BMS/BME and Manager, Mail Entry HQ who will attempt to resolve the overdue postage assessment before the end of the following month, when the matter is turned over to RAFA. RAFA will open an accounts receivable (AR) and the mailer will no longer be able to pay the assessment through *PostalOne!*.

Note: Postage Assessments will not be generated for assessments less than \$50. This \$50 is the total across all streamlined mail acceptance initiatives, not at the individual level.

6.2.1 MicroStrategy Postage Assessment Reports

6.2.1.1 Postage Assessment Summary Report

The MicroStrategy Postage Assessment Summary Report is available as a standalone report and as a drill from the Mailer Scorecard. It provides a rolling summary of performance and postage impact across all initiatives. After the 11th of the month, data for the previous month is finalized and should correspond to any invoices generated in PostalOne!. Note that each Seamless metric reported has an "assessment eligible" counterpart. For Seamless mailers, the "assessment eligible" counterpart should match the original metric as all volume submitted by a Seamless mailer is eligible for assessment. For Seamless Parallel mailers, only the subset of mail volume eligible for Seamless assessment is included in the "assessment eligible" metrics.

eDoc Submitter	Mailing Date	Customer Group	Job ID	User License	Mailing Group ID	# Unlinked Copal Tray Errors	% Unlinked Copal Tray Errors	# MID Container Errors
				Code	or other		ing Linere	
			00019392	MWKS	161415068		İ	
			00019416	MWKS	161440216			
			00019419	MWKS	161441736			
			00019421	MWKS	<u>161447191</u>			
	1/20/2016		00019425	MWKS	161426716			
	1/28/2010		00019535	MWKS	<u>161432447</u>			
			00019537	MWKS	161279944			
			00019539	MWKS	<u>161440598</u>			
			00019545	MWKS	161394225			
			00019546	MWKS	<u>161398119</u>			
			00019381	MWKS	<u>161328484</u>			
			00019383	MWKS	161365652	0	0.00%	0
			00019387	MWKS	<u>161332437</u>			
	1/28/2016		00019389	MWKS	161347596			
			00019401	MWKS	161332215			
			00019408	MWKS	<u>161341339</u>	0	0.00%	0
			00019414	MWKS	161327736			
			00019417	MWKS	161327529			

Figure 56: Postage Assessment Summary Report

This report includes drilling functionality to see a breakdown of assessable error types by job, a summary of Seamless undocumented pieces, and elnduction containers.

Assessment Period	eDoc Submitter				Assessment Status	Total Additional Postage Due (Full- Service Electronic) - Info Only	# Unlinked Copa Tray Errors	# HUs with Unlinked Copal Errors	% HUs with Unlinked Copal Errors	# MID Contai Err
JANUARY 2016	<u>5048329</u>	MAILWOR					(0	0.00%	
lotal			🚩 Drill	Ħ	Postage Assessment	Job Report - Informat	tional Only	0 0	0.00%	
			Filter on Selections	Ħ	Undocumented Sum	mary Report				
				Ð	eInduction Container	Assessment Report				
					More options					



6.2.2 PostalOne! Postage Assessment Reports

6.2.2.1 Mail Entry Assessment Summary Report

The Mail Entry Postage Assessment Report is generated on the 11th of the month and is available to the Mail Service Provider through the Business Customer Gateway.

1. To access the Mail Entry Postage Assessment Report, MSP must navigate to the Business Customer Gateway and log in with their user credentials:



Figure 58: BCG Login Page

2. MSP will then select "Mailing Services" option from BCG left sidebar and click on the green "Go to Service" button next to Mailing Reports (*PostalOne!*):

	Mailing Services
	Mailing services help you deliver letters and flat mail pieces.
Welcome	design and preparation of your mail to tracking your mailings in the
Inbox	mail strengthe services currently available are listed below. You may access
Mailing Services	arrectly from here that you have been approved for and request access
	Those you do not.
Shipping Services	Your Locations:
Other Services	All Locations V
Support	Automated Business Reply Mail more info >
Manage Account	Balance & Fees (PostalOne!) more info >
	Customer Label Distribution System (CLDS) more info >
	Customer/Supplier Agreements (CSAs) more info >
	Dashboard (PostalOne!) more info >
	+ Electronic Data Exchange (PostalOne!) more info > CO TO SERVICE
	Every Door Direct Mail more info >
	Incentive Programs more info ≥ 00 to service
	+ Intelligent Mail Small Business (IMsb) Tool more info > Co to service
	Mailer ID more info >
	Mailing Reports (PostalOne!) more info >
	Manage Permits (PostalOne!) more info >
	Postal Wizard (PostalOne!) more info ≥
	Schedule a Mailing Appointment (FAST) more info > GOTO SERVICE

Figure 59: Go To Mailing Reports

3. MSP will then select "Mail Entry Additional Postage Assessment Report":

UNITED STATES POSTAL SERVICE®		HOME HELP CUSTOMER CARE SIGN OUT
Manage Mailing Activity > Home > Summary	Home > Mailing Reports Mailing Reports	
» Balance and Fees	View Transactions	• Mailino Summary Report
» Postal Wizard	Pending Postage Statements	• Mail Quality Reports
> Electronic Data Exchange	- Statement of Ownershin	- Mailer Scorecard
» Mailing Reports	Induction Activity Depart (enduction)	- Inclusion Constants
» Dashboard	Electronic Verification Activity (EVS)	Issue Level Postage Statement Publication Report
» Manage Permits	Parcel Return Service (PRS)	<u>View Periodical Transactions</u>
» IMsb Tool	BRM Invoice Detail Report	View Historical Permit Transactions
e-VS Customer	<u>Customer MRS Detail Report</u>	Carbon Accounting Statement
» Mailer ID Report	<u>Customer MRS Summary Report</u>	<u>Tech Credit Report</u>
» e-VS Monthly Account and Sampling Summary	eInduction Quick Status Report Mail Entry Additional Postage Assessment Report	ORM Monte Sessent Report Sessent Report
» eVS/PRS Dashboard		

Figure 60: Mail Entry Assessment Report Bullet

5. The landing page of the report displays a summary of all assessments due for a calendar month. Mail Owners do not have access to view this report.

HOME I HELP; CUSTOMER CARE I SCH OUT											
CONTRACTOR DE		1000 F									
many - Mail Entry Additiona	Postage Assessment Report										
				Mail	Entry Additional Pos	tage Assessment R	leport				
Please navioate to the Micro	strategy Reports - Shared Reports	- Mail Quality - Mail Quality (#Cos	Submitter) + Postace Assessme	rt Summary Report (eDoc Submit	ter i to see the detailed mail entry	nvote information					
					Mail Entry Additional Posta	e Assessment Report Search					
1				20400393 +							
				20400408							
Date From: J	anuary • 2016 •		eDoc Submitter (HUD 20548136 * Show to	oc Submitter CRID Details		N	dol. lat		Status: All - Include all Sta	tures *
Dete To: 2	anuary • 2015 •		Maling Crow	p ID	1						
				Lacited Local							
					4 records found, o	Sapleying all records.					
-						1					
ellos: Submitter CRID	Company Name	Assessment Period	Impact from Scansicas	Impact from Move Update	Impact from elindection	Impact from Full Service Electronic Verification	Additional Postage Date	Adjusted Additional Postage Dat	Pentage Due	Status	Action
20500624	AB MALERS	February 2015	50.00	55.40	50.00	\$0.00	55.40	55.45	58.40	Pending Action	Report Breity Day
20556229	DEV TEST COMPANY	January 2015	50.00	\$2.00	\$2.00	\$14.26	\$14.26	114.25	50.00	Pad	Part .
20550231	TOMO1	January 2015	\$0.00	\$0.00	\$0.00	\$16.15	\$16.15	\$16.15	\$0.00	Paid	Paid
ater :	200 March 1990		\$0.00	\$1.40	\$0.00	\$85.72	\$64.12	\$64.52	\$5.40		
				15041	ON USES COM	ON ABOUT USES FOR	OTHER LISPS SPEED				
				Privacy Policy >	Government Services -	About USPS Home (Businese Customer Geteway				
				FO(A) Pr	tint a Label with Postage -	Mail Service Updates >	Inspector General -				
			has	FEAR AD EEO CMB -	Site Index +	Coreers /	Postar Explorer x				
			Capy	ightő 2015 USPS. All Righta Resi	erved.						

Figure 61: Mail Entry Assessment Summary Report

6. Once the report is open, the MSP can search for a postage assessment by entering the eDoc submitter CRID and/or date range (if left blank, assessments for all CRIDs to which the user has VAE access will appear), then click "Execute Search":

Home > Mail Entry Invoice Summary Report											
	Mail Entry Additional Postage Assessment Report										
Please navigate to the Microstrategy Reports > Shared Reports > Mail Quality > Mail Quality (eDoc Submitter) > Invoice Summary Report (eDoc Submitter) to see the detailed mailer entry invoice information.											
		Mail Entry Invoice S	ummary Report Search								
Date From February 2014 - Date To: February 2014 - 2014 -	Date From: February 2014 Control Cont										
	LEGAL Privacy Policy > Terms of Use > FOIA > No FEAR Act EEO Data >	ON USPS.COM Government Services > Buy Stamps & Shop > Print a Label with Postage > Customer Service > Site Index >	ON ABOUT.USPS.COM About USPS Home > Newsroom > Mail Service Updates > Forms & Publications > Careers >	OTHER USPS SITES Business Customer Gateway > Postal Inspectors > Inspector General > Postal Explorer >							

Figure 62: Search for Postage Assessment

6.2.2.2 Mail Entry Assessment Detail Report

When selecting the hyperlink on the CRID in the Mail Entry Assessment Summary Report, the user is brought to the Additional Postage Assessment Detail Report which will provide the piece counts and assessment amount for each error type.



Figure 63: eDoc Submitter CRID Hyperlinks to Additional Postage Assessment Detail Report



Figure 64: Mail Entry Assessment Detail Report
6.2.2.3 Mail Entry Postage Assessment Report

Once the Assessment Detail Report is displayed, Mail Service Providers can drill down from hyperlinks displayed on the error count and assessment amount totals to see the Mail Owners who contributed to errors that caused the threshold to be exceeded. Unlike the summary, this will include all errors—not just invoiceable errors—for the month displayed at a percentage and piece count level. This allows Mail Service Providers to identify the top offenders at the Mail Owner level in order to reallocate the assessment amounts back to the individual Mail Owners.



Figure 65: Viewing Assessed Errors by Mail Owner CRID

6.3 Postage Assessment Roles and Processes

6.3.1 Mailer Verification Assessment Evaluator

Mailers should designate a Verification Assessment Evaluator (VAE) for each CRID and all permits associated with that CRID through the USPS Business Customer Gateway. Multiple VAE users can be assigned per CRID. The VAE will be responsible for reviewing and paying or requesting a USPS review of postage assessments. The VAE may also gain access to Mail Quality and Postage Assessment Reports upon request.

If a mailer does not designate a VAE, the Business Service Administrator (BSA) defaults to having the VAE responsibilities (for more information see the BCG presentation located here: <u>https://ribbs.usps.gov/index.cfm?page=intellmailgateway</u>). The first user to request a service for a location becomes the BSA of that service and is able to manage that service for any future users, controlling who can and cannot use it at that business location.

1. Postage assessment reports will be generated for mailers on the 11th day of the month with a default postage assessment status of "Unpaid"

- 2. An email is sent to the VAE notifying them of the postage assessment, whether or not additional postage is due
- 3. Mailer reviews postage assessment summary and submits payment
- 4. Once payment is made, an email notification is sent to confirm payment
 - o Mail Owners will have the option to opt out of future notifications



Figure 66: Mailer VAE Steps in the Postage Assessment Process

6.3.2 Mailer VAE Reviews Postage Assessment

1. The designated Mailer VAE is alerted of postage due via an automated postage assessment notification email when a postage assessment is generated:

Subject: eDoc Submitter Postage Assessment for Mail Quality Errors: 1st Notice								
(Body)								
United States Postal Service eDoc Submitter Postage Assessment for Mail Quality Errors: 1 st Notice								
CRID: 94539986 Name: Mailing Company A Address: 123 Main Street Dallas, TX 75201								
You are receiving this notification to inform you that your company owes no additional postage due over the last calendar month, while participating in the Full Service, <u>eInduction</u> , and/or Seamless Acceptance program(s).								
Postage Assessment Date:August 11, 2014Postage Assessment Month:JULY 2014Total Postage Due:\$0.00								
To view the detailed mail entry postage assessment information on <u>Microstrategy</u> Reports please click <u>here</u> and go to Shared Reports > Mail Quality (<u>eDOC</u> Submitter) > Postage Assessment Summary Report (eDoc Submitter)								

Figure 67: Automated Postage Assessment Notification

2. Mailer VAE can search for postage assessment by entering the eDoc submitter CRID and/or date range (if left blank, assessments for all CRIDs to which the user has VAE access will appear), then click "Execute Search":

Home > Mail Entry Invoice Summary Report	17EF											
Mail Entry Additional Postage Assessment Report												
Please navigate to the Microstrategy Reports > Shared Reports	lease navigate to the Microstrateov Reports > Shared Reports > Mail Quality > Mail Quality (eDoc Submitter) > Invoice Summary Report (eDoc Submitter) to see the detailed mailer entry invoice information.											
	Mail Entry Invoice Summary Report Search											
Date From: February V 2014 V			eDoc CRID:		Mail Job:							
Date To: February V 2014 V			Mailing Group ID:									
		Execution	e search									
	LEGAL Privacy Policy > Terms of Use > FOIA > No FEAR Act EEO Data >	ON USPS.COM Government Services > Buy Stamps & Shop > Print a Label with Postage > Customer Service > Site Index >	ON ABOUT.USPS.COM About USPS Home > Newsroom > Mail Service Updates > Forms & Publications > Careers >	OTHER USPS SITES Business Customer Gateway > Postal Inspectors > Inspector General > Postal Explorer >								

Figure 68: Search for Postage Assessment

3. Review assessment amounts:

POSTAL	STATES SERVICE								нол	E HELP CUSTOMER CARE SIGN (
A Mail Entry In	2.	2	IS	AT THE	32						
- man boury o		and take			Mail Entry	Additional Postage	Assessment Report	t			
e navigate to the	Microstrat	egy Repo	ns > Shared Re	ports > Mail Quality > Mail Qual	ity (eDoc Submitter) > Invoice Si	ummary Report (eDoc Subm	tter) to see the detailed mail ent	ry invoice information.			
						ail Entry Invoice Summary F	Report Search				
Date From	June	v 2	014 🗸		20400417 20400486 20400573 eDoc CRID: 20488982	Show CRID Details	Ма	FJob:	Status All - In	clude al Statuses 💙	
Date To:	June	~ 2	014 🗸	M	aling Group ID.]					
28 records track, daplaying 28 to 28. [EinsTeed] 2, PlantLant]											
							Impact from Full Service	Total Destroy Impact	for a second		
Responsible (RID	Invol	e Period	Impact from Seamless	Impact from Move/Update	Impact from eleduction		TOTAL POSTACE INDUCT	Station	Action	
Responsible C	RID	<u>Invoi</u>	e Period	Impact from Seamless \$105.00	Impact from Move/Update \$15.00	Impact from elinduction \$108.75	Electronic Verification \$206.70	\$495.45	Pending Action	Request Review Pay	
Responsible C		<u>Inivoi</u> Jur Jur	e Period e 2014 e 2014	Impact from Seamless \$165.00 \$22.00	Impact from Move/Update \$15.00 \$2.00	Impact from einduction \$108.75 \$14.50	Electronic Verification \$205.70 \$27.56	\$495.45 \$66.06	Pending Action Pending Action	Request Review Pay Request Review Pay	

Figure 69: Review Assessment Amounts

4. If there is a disagreement on the amount, select Request Review:

UNITED STATES POSTAL SERVICE®							HOME CUSTOMER CARE SIGN OUT				
Home > Mail Entry Invoice Summary Report	the + Mail Ective Invoices Summary Report										
Please navigate to the <u>Microstrategy Reports</u> > Shared	Mail Entry Additional Postage Assessment Report seve navgate to the <u>Microstrateory Resorts</u> - Shared Reports - Mail Quality - Mail Quality (eDec Submiter) - Invoice Submiter) is see the dataled maker entry twoice information.										
		Mail Fetry levoir	e Summary Report Search								
Date From: December - 2	013 -		eDec CRID: 94539986	5		Mail Job:] [
Date To: March - 2	014 -	Exec	Mailing Group ID:								
	One record found.										
Responsible CRID Invoice Period	Impact from Sampling Impact fro	m Processing Impact from	Impact from elinduction	act from Full Service	Total Postage Impact	Status	-				
94539986 March 2014	\$0.00	\$0.00 \$0.00	\$0.00	\$1,597.96	\$1,597.96	Past Due	Regu st Review Pay				

Figure 70: Ability to Request Review

6.3.3 Mailer VAE Reviews Detailed Errors

Display of detailed errors is capped at 100 errors for mailing, Mail Owner, and error code. Detailed error data will be available to mailers through the MicroStrategy reports. Mailers are able to access MicroStrategy reports through the BCG in order to review detailed error data.

If uncapped errors are needed, a bulk data request form must be completed and submitted to the PostalOne! Help Desk.

6.3.4 Mailer VAE Requests Postage Assessment Review

Mailers can request review of any postage assessment with which they disagree but must provide documentation to support their dispute. Upon initiating the review process, the mailer will have the option to select which individual errors they would like the USPS to review. Once a review is requested the entire assessment is placed in a "review status" and mailers will not be allowed to pay the assessments for error types not being disputed until the review is finalized.

 Mailer VAE should click on "Request Review" in the Action column next to the postage assessment they would like the USPS to review. Note: If the mailer agrees with the assessment amount, skip these steps and follow the guidance in the next section entitled "Mailer VAE Pays Postage Assessed."

UNITED STATES POSTAL SERVICE®										
~	2 24		Dati i					Action	ם	
> Mail Entry Invoice Summ	ary Report		м	ail Entry Additional F	ostage Assessment i	₹.	Reque	est Revi	ew Pay	
e navigate to the <u>Microstrategy Reports</u> > Shared Reports > Mal Quality (xBoc Submitter) > Invice Summary Report (xBoc Submitter) to see the detailed maler entry invice information.										
Data Erro	December • 2013	•		Mail Entry Invoice Sumi	shee com 94539966					
Date 7	2014	-		Execute Sea	Maling Group ID:					
				One record	found.			_		
				1						
Responsible CRID	Invoice Period	Impact from Sampling Imp	act from Processing	Impact from Impact and Impac	t from elnduction Electro	nic Verification	Total Postage Impact	Status	Action	
94539986	March 2014	\$0.00	\$0.00	\$0.00	\$0.00	\$1,597.96	\$1,597.96	Past Due	Request Review Pay	

Figure 71: Request Review Button

- 2. Mailer has 10 business days to review the assessment in order to determine the facts and produce supporting or disputing information necessary for resolution:
 - Mailer requests a review for the specific error types in question
 - Postage assessment status is updated to "Review Requested"
 - Requestor's name, phone number, email, date, and reason for request are saved in the system

- 3. USPS assigns a reviewer to the requested review:
 - BMS analysts or a BME employee will check the Mail Entry Postage Assessment Management Report daily for review requests on postage assessments
 - o The Reviewer, due date, and relevant comments are saved in the system
 - NOTE: If a CRID has a default BMS analyst or BME employee assigned, the system will automatically assign the postage assessment to the default analyst
- 4. BMS reviewer or BME employee will have until the end of the reconciliation month to investigate and make a decision:
 - If the additional documentation provided reduces the amount of the assessment the reviewer will adjust the additional postage due and the status will change to "pending"
 - If the additional documentation provided reduces the errors to below the established error thresholds, the BMS analyst or BME employee will update postage assessment status to "Closed" and the mailer will not be charged
 - If reviewer updated the amount or rejected the review, the postage assessment status will be updated to "Pending" and an updated Assessment Summary with Review Details will be sent to the mailer
 - The decision is saved in the system along with the reviewer's phone number, response, reason for decision, and revised amount (if applicable).\

			x
onciliationReview.html?eDoc0	CRID=94539986&invoicePeric	d=2014-03-0	
w Submission			-
✓ \$994.36			
\$539.94			
\$63.66			
Mail Entry Invoice Summary	Report		
March 2014			
94539986			
Sareen			
sareen.devireddy@gmail.com			
6514921542	(format: 000-000-0000@ EXT	r. 12345)	
disputing		~	
		Ŧ	L
Submit Cancel			
	sareen devireddy@gmail.com 6514921542 disputing Submit Cancel	Submit Cancel Submit Cancel	Submit Cancel CRID=945399868&invoicePeriod=2014-03-0 W Submit Cancel

Figure 72: Initiate a Review Process

6.3.5 Mailer VAE Pays Postage Assessment

Mailers are required to pay assessed postage within 10 business days of postage assessment. Once the mailer receives review results for any errors under review, the assessed portion must be paid within three business days.

1. Select action for postage assessment to be paid by clicking on "Pay" next to postage assessment:

tang - Gal Cirly Invisits Sammay Report	Action
Mail Entry Additional Postage Assessment F Press navgate to the <u>Microstrateou Reports</u> > Shared Reports > Mail Qualty - Mail Qualty («Dic Submitar) > Invice Summary Report («Dic Submitar) to see the detailed maker entry invice into	Request Review Pay
Deterfrom: December 2013 etcoc dBc, 145/30966 Deterfrom: December 2014 Maing Group (D) Deterfrom: December 2014 Execute Sector	Mai Job
One record from. t Ressonable_CR0 Insect.from.standing Insect.from.fracesakes Undecumented Insect.from.standing Insect.from.fracesakes	Cold Postinge Impact Materia Action

Figure 73: Pay Button for Postage Assessment

- 2. To allocate postage assessment amounts to permits:
 - o Select the location where the desired permit is located from the "Location" drop down menu
 - Select the desired permit from the "Permit" drop down menu
 - Enter the amount to pay in the "Amount (\$)" field
 - o Click "Add." Permits and amounts allocated will show up in the table after you press "Add".
 - Repeat these steps if you wish to utilize more permits and additional amounts until all amounts/permit combinations have been entered
 - o Note: Mailer may split payment of assessment and distribute across any associated permit

	Confirm Paymen		
 indicates a required field. 			
* Location:	AUTOMATED MAILING S	YSTEMS of WASHINGTON, DC (20260	-0004) 🔻
* Permit:	PI 168 (ARTS COUNCIL	OF THE BLUE RIDGE)	*
* Amount (\$):	100 Add		
concern (a).			
Permit		Amount	Action
PE 16921 (CHURCH SOLUTIONS)		\$5.00	Remove
PE 325 (LOOKING FIT)		\$5.00	Remove
PI 2025 (ETR_80195_PERMIT)		\$100.00	Remove
PI 168 (ARTS COUNCIL OF THE BLUE RIDGE)		\$100.00	Remove
		Subtotal: Total payment needed:	\$210.00 \$26,784.79
		Balance:	\$26,574.79
	Confirm Cance		

Figure 74: Allocate Postage Assessment Amounts to Permits

- 3. Review permit allocations and confirm payment:
 - o Review permit allocations entered by looking at the table below
 - If an allocation was made incorrectly, click "Remove" next to the incorrect amount to remove payment and add new payment
 - o Click "Confirm" once all allocations have been verified to complete payment

	Confirm Payment		
* indicates a required field.			
* Locat	ON: AUTOMATED MAILING SY	STEMS of WASHINGTON, DC (20260	-0004) 🔻
* Per	mit: PI 168 (ARTS COUNCIL OF	THE BLUE RIDGE)	•
* Amount	(\$): 100 <u>Add</u>		
Permit		Amount	Action
PE 16921 (CHURCH SOLUTIONS)		\$5.00	Remove
PE 325 (LOOKING FIT)		\$5.00	Remove
PI 2025 (ETR_80195_PERMIT)		\$100.00	Remove
PI 168 (ARTS COUNCIL OF THE BLUE RIDG	E)	\$100.00	Remove
		Subtotal: Total payment needed: Balance:	\$210.00 \$26,784.79 \$26,574.79
	Confirm Cancel		

Figure 75: Review Permit Allocations and Confirm Payment

- 4. Mail Service Providers can request that an additional permit be added as a payment option:
 - This functionality will be added to select internal (i.e., USPS) users with administrative rights
 - They will have the ability to search all permits across the country and add the selected one to the drop down list of permits
 - This will allow an additional permit to be included as a payment option for the assessment
- 5. Mail Owners will receive an automatically generated email when their permit is used to pay for an assessment

From:	admin @usps.gov		
To: Co			
Subject:	eDoc Submitter Postaç	e Assessment for Mail Quality Errors: Payment Receipt	
United	States Postal Service		100
eDoc St	ubmitter Postage Ass	essment for Mail Quality Errors: Payment Receipt	1
Mail Se	ervice Provider Name	LAHEEB PLANTS 80	
Addres	IS:	513 GREAT FALLS ST STE 902	
		FALLS CHURCH, VA 22046	
You are Assessn	e receiving this notific nent Report. No furth	ration because the following postage assessment has been paid on the Mail Entry Additional Postage er action is required.	
Postage	e Assessment Date:	May 06, 2015	
Postage	e Assessment Month	October 2014	
Postage	e Paid:	\$15.31	
Date P	aid:	June 23, 2015	
Paymer	nt Permit:	PI 184	
Paymen	nt Permit Location:	FALLS CHURCH, VA 22046	
Paymer	nt Account Number:	1622945	
To opt-	out of future email no onal Postage Assessm	ptifications on Business Customer Gateway please click <u>here</u> and go to Mailing Reports > Mail Entry ent Report.	

Figure 76: Automatically Generated Email when a Permit is used to Pay an Assessment

6.4 Viewing Assessment Transactions

Once the assessment is paid, mailers can access the transaction history for their permits to view the adjustments associated with Mail Entry Postage Assessments either through the Business Customer Gateway (BCG) or in the Centralized Account Payment System (CAPS). These transactions will display as an adjustment in the transaction reports. Adjustments in the BCG will contain a note in the comments with the Mail Entry Assessment-program type (full-service, Move Update, elnduction, Seamless), and the two digit month and year that the eDoc submitter CRID was assessed. For example, "elnduction 01 15" refers to a postage assessment for elnduction errors above threshold assessed in January 2015. Adjustments in CAPS will contain these comments in the Customer Reference field. The following are the comments that may display:

- Full-service 01 15 ADJ
- Move Update 01 15 ADJ
- elnduction 01 15 ADJ
- Seamless 01 15 ADJ

The steps below outline how a mailer can access their transaction history through either portal.

6.4.1 Viewing Paid Assessment Transactions Through the Business Customer Gateway

1. Mail Service Providers and Mail Owners can view transactions that have been processed against their permits by logging into the BCG, selecting "Mailer Services" on the left-hand navigation panel, and choosing "Mailing Reports" by selecting the green "Go To Service" button on the right. Then, select "View Transactions," as shown below:

UNITED STATES POSTAL SERVICE.			HOME HELP CUSTOMER CARE SIGN OUT
Manage Mailing Activity	12	THE STATE	
> Home	Home > Mailing Reports		
> Summary	Maning Reports		
> Balance and Fees	· View Transactions	Mailing Summary Report	
> Postal Wizard	Pending Postage Statements	Mail Quality Reports	
> Electronic Data Exchange	<u>Statement of Ownership</u>	Mailer Scorecard	
> Mailing Reports	Induction Activity Report (eInduction)	Issue Level Postage Statement	
> Dashboard	BRM Invoice Detail Report eDocs Preparation / Entry Warnings Report	<u>Publication Report</u> View Periodical Transactions	
> Manage Permits	<u>Customer MRS Detail Report</u>	<u>View Historical Permit Transactions</u>	
> IMsb Tool	<u>Customer MRS Summary Report</u>	<u>Carbon Accounting Statement</u>	
		<u>Tech Credit Report</u>	
	Full Service		
	Data Distribution/Informed Visibility Dashboard	Push Subscription Profile	
	Full Service Seamless Acceptance Failure Jobs		

Figure 77: Select "View Transactions

2. Clicking on View Transactions will display all transactions performed against the permit account (with the option of viewing adjustments only), as shown below:

											F	HOME HELP CUSTO	MER CARE SIGN OUT
and the second second	and the second second					and the second second second		and the second second			and the second second		
1833	No.		2 /	55	A								
ome > <u>Mail</u>	ing Reports	> View Tra	insactions										
Transa	ctions												
The date ra	ange for any	search mu:	st be 125 day:	s or less. Trans	sactions only	appear on this data while	report for 1 ye	ear and 1 r	nonth after the transaction the information on your	n date.			
ii you need	to retain th	is data ior a	nonger perio	a or unie, pres	ase downloa	o the data with	e It is avanaur	e and store	sine momation on your	computer.			
Search for	Transactio	ns											
Location						Transactio	n Type		Account Type			Permit / Pub Numb	er
All Loca	ations					Adjustn	nents 💌		All	•		starts with 💌	
Customer	Reference N	lumber				Start Date			End Date				
						03/13/2	015 🛛 🖻		03/13/2015			SEARCH	
lf you enco	unter an err	or or slow p	erformance d	uring a search	, please try t	he following: E	inter a value, s	select an or	ption, and/or reduce the d	late range of the se	arch.		
Transactio	ns Search R	esults											DOWNLOAD
Account #	Permit / Pul	CRID	PO of Permit	PO of Mailing	1 Date	Tran Type Ps	tq Stmt # Job /	ID Cust Re	f#CAPS Tran #	Begining Balance A	Amount	Ending Balance Pieces V	erifications <u>User</u> Details
1402444	МТ З	20490409	ANNISTON, AL	ANNISTON, AL	03/13/2015	Adjustment N/	A N/A	N/A	N/A	\$40.00 -	1,208.00	-\$1,168.00	DN
1624902	MT 80000	20488611	ARLINGTON VA	ANNISTON,	03/13/2015	Adjustment N/	A N/A	N/A	N/A	\$0.00 -	1,113.00	\$0.00	DN
1625322	PI 230	20400393	DES MOINES, IA	DES MOINES, IA	03/13/2015	Adjustment N/	A N/A	N/A	N/A	\$10,000,000.00	-174.57	\$9,999,825.43	SKD
10293	PI 172	4432968	ANNISTON, AL	ANNISTON, AL	03/13/2015	Adjustment N/	A N/A	N/A	2015031310390000A	Debit	-18.00	Debit	SKD

Figure 78: All Transactions Performed Against the Permit Account

3. In the example shown below, payment was made for an elnduction assessment in January 2015.

Account Information				
Account Number:	1625322			
Permit	PI 230		Current Balance	\$9,999,825.43
Company.	ABC Company		Contast	poneDev poneDe
Address:	56 DUPLANVILLE RD SARATOGA SPGS, N	Y 12886-9020	Phose Number:	703-125-8899
Where Issued:	n/a		Finance Number	18-2412
Comments	Created using Create	Permit web service request	See Wellinger	No. 29 (1995)
Adjustment Tra	Insaction			
Transaction N	lumber: 20150721051565	64		
Date of Adjust	stment: 03/13/2015			
Referenced Trans. N	lumber: N/A	Referenced Trans. Date: N/A		
Beginning B	Balance: \$10,000,000	00		
Amount of Adjust	stment: - \$174	57		
New 8	Salance: \$9,999,825	43		
	Reason: Additional Posta	29		
Com	ments: elnduction 01 15	Adj		
Postag	e Type:			
Mai	(Class:			
Number of	Pieces:			
L	ocation: None Chosen			
	Lawrence CKD			

Figure 79: elnduction Assessment Transaction Summary Example

6.4.2 Viewing Paid Assessment Transactions Through the Centralized Account Process System (CAPS)

1. To view detailed CAPS transactions, customers log into the CAPS system and navigate to "Account Inquiry," enter the account number and password, and click "Get CAPS Account Information".

Centralized Account Processing System	
CAPS Home Overview	Services and Support FAQ Account Inquiry Account Inquiry Help Forms
Account Inquiry	
System Bulletin (Last Update: Sunday, January 12, 2014)	•
Account Number	
Password	
Activity Type	Transaction History - by transaction USPSCA #
Start Date (MMDDYY)	
End Date (MMDDYY)	031815
Results	View in the browser Get CAPS Account Information Reset

Figure 80: Viewing Detailed CAPS Transactions

2. The CAPS transaction summary report will include comments in the customer reference field explaining that the debited amount was associated with the Mail Entry Postage Assessment.

	D STATI	ES CE e c	APS T	ransac	tion History Report							
Account:	115	93										
Customer Na	me: PER	RRY JU	DD'S	INCO	RPORATED							
Balance:	\$22	5,114.7	3 as	of 02	/05/2015 03:07:0	7 PM	Centr	al				
Date Range	: 02/0	4/2015	thru (2/04/2	2015							
Sorted by:	Tra	nsaction	n									
Transaction Number	Date	City	Sta	te	Permit#/USPSCA# Type	Class	Pieces	Spoil/Damg	Mail Class	Transaction Amt	Balance	Customer Ref / Reason Co
2015020408220100A	02/04/2015	BARABOO	WI C		226 PI					\$1.15	\$226,827.76 J	ob ID 30491302
2015020408310900A	02/04/2015	BARABOO	IW C		226 PI					\$578.37	\$226,249.39 e	Induction 01 15 Adj
2015020411550100A	02/04/2015	BARABOO	wi c		226 PI					\$1,093.33	\$225,156.06 N	IA
2015020412004502A	02/04/2015	BARABOO	w w		226 PI					\$41.33	\$225,114.73 A	merimark 80278301
Date Range Summary					0							
Start Date	02/	04/2015										
Opening Balance	\$2	26,828.91										
Ending Date	02/	04/2015										
Closing Balance	\$2	25,114.73										
Total Transactions		4										
Withdrawals		0	For	\$0.00)							
Deposits		0	For	\$0.00)							
Other		4	For	\$1,714.18	3							

Figure 81: CAPS Transaction Summary Report

3. This allows Mail Service Providers and Mail Owners visibility into adjustments that have been made against their permits in relation to Mail Entry Postage Assessments.

7 ADMINISTRATIVE FUNCTIONALITY

7.1 Seamless Acceptance Profile Page

Each unique business location as defined by the CRID is set to Seamless Parallel (and later Seamless) using the Seamless Admin Page. This is performed by designated personnel at the USPS. This page is viewable by the mailer on the Business Customer Gateway (BCG) and displays your Seamless settings.

To access the page, follow these steps:

1. Click on "Mailing Services":



Figure 82: Seamless Admin Page Access

2. Once you have clicked on "Mailing Services", click on "Manage Permits" to access your associated business locations.



Figure 83: Seamless Admin Page Manage Permits

3. Select a business location:

Associated Busine	ess Locatio	ns					
The Manage Permits	service allows	s you to viev	v and/or manage permit data for y	our authorized PostalOne!	locations.	Raceiva For	Notico
				Jet Los	v Dalance Alerc	Receiver rea	notice
Name		CRID	Address	City	State/Province	ZIP/Postal Code	Country
САТ ТЕАМ		4430515	475 LENFANT PLZ SW	WASHINGTON	DC	20260-1500	UNITED STATES
AUTOMATED MAILI SYSTEMS	NG	4430796	475 LENFANT PLZ SW	WASHINGTON	DC	20260-0004	UNITED STATES

Figure 84: Seamless Admin Page Business Locations

4. Once you have selected a business location, if that location is set to Seamless Parallel or Seamless Acceptance (Seamless Account Option) the link to your Seamless Account Profile will be enabled. Click on "Seamless Account Profile" at the bottom of your screen:

Business Location Information	tion
View and manage business loca	tion profile information.
Name:	Mailing Company A
CRID:	94539986
Address:	222 Test Street
City:	Arlington
State/Province:	VA
ZIP/Postal Code:	22201
Country:	UNITED STATES
Mail Facility ID:	22201-3097
Discounts and Rebates:	
eVS Participant:	
PRS Participant:	
Web Service Enabled:	
Mail Service Provider:	
By/For Verification Threshold (%):	
Seamless Account Option:	Seamless Acceptance Seamless Account Profile

Figure 85: Seamless Admin Page Account Profile

5. Once you have clicked on the "Seamless Account Profile" link, you will be able to view the Seamless settings for that specific CRID:

Name:	Mailing Company A
CRID:	94539986
Address:	222 Test Street
City:	Arlington
State/Province:	VA
ZIP/PostalCode:	22201
Country:	UNITED STATES
Last Updated:	2014-07-22
Last Updated: Account Status: Email Addres	2014-07-22 Seamless Acceptance
Last Updated: Account Status: Email Addree Mail Owner M Authorized F Eligible Post Authorized F Quality Meas	2014-07-22 Seamless Acceptance
Last Updated: Account Status: Email Addree Mail Owner M Authorized F Eligible Post Authorized F Quality Meas Auto-Finaliza	2014-07-22 Seamless Acceptance

Figure 86: Seamless Admin Page

6. Email addresses linked to your business location will be listed:

Email Addresses

Currently no Emails are associated.

Figure 87: Seamless Admin Page Email Addresses

7. In Seamless, there is the option to assign a specified MID to an MSP's CRID for payment of undocumented pieces. The mailer can request to be responsible for all undocumented pieces for a specific MID, if mailing exclusively for that MID. The data distribution, the ACS distribution and Mail Quality reports will continue to be sent to the Mail Owner:

>	Mail Owner MIDs	
	Currently no MIDs are associated.	
L		

Figure 88: Seamless Admin Page MIDs

8. The Processing Categories enabled for Seamless processing will be listed under Authorized Processing Categories:

Authorized Processing Catego	ries
Letters (LT)	✓
Cards (CD)	
Flats (FL)	
Outside Parcel (OS)	
Machinable Parcel (MP)	
Irregular Parcel (IR)	
First Class Parcel (PF)	
Custom Mail (CM)	
Non-Machinable Parcel(NP)	
Non-Flat Machinable Piece < 6 oz (NA)	
Non-Flat Machinable Piece > 6 oz (NB)	
Manifest (MM)	

Figure 89: Seamless Admin Page Authorized Processing Categories

9. The Postage Statements enabled for Seamless processing will be listed under Eligible Postage Statements:

Eligible Postage Stat	tements
PS-3600 FCM	
PS-3600 PM	
PS-3602	
PS-3541	
PS-3605	

Figure 90: Seamless Admin Page Eligible Postage Statements

10. The Rate Qualifications enabled for Seamless processing will be listed under Authorized Rate Qualification:

>	Authorized Rate Qualit	fication	_
	Full Service Intelligent Mail		
	Mixed Service		
	Non Full Service		

Figure 91: Seamless Admin Page Authorized Rate Qualification

11. Any traditional verifications that have been enabled will be listed under Quality Measures and Associated Verifications:

aluality Measures and Associated Verifications			
Quality Measurement Controls	Verification Method	Active	
Barcode	Manual Barcode, MERLIN		
Bundle Preparation	Bundle Preparation		
Content	Content Eligibility		
Co-Palletized Mailing Errors	Co-Palletized Mailings		
Co-Palletized Consolidated Mailing Errors	Co-Palletized Consolidated Mailings		
Deflection Testing	Deflection Testing		
Digit String	MERLIN		
Documentation/Postage Statement Review	Documentation/Postage Statement Review		
Drop Shipment Management System Verification	Drop Shipment Management System Verification		
Full Service Error	Full Service Verification		
Labeling Review	Labeling Review		
Mailing Review	Mailing Review		
Mailpiece Review	Mailpiece Review		
Manifest Mail Sampling Error	Manifest Mail Sampling		
Move Update Validation	MERLIN		
Piece Count and Postage (PCP)	Mail Piece Count Verification		
Presort	MERLIN, Manual Presort		
Plant Verified Drop Shipment Verification	Plant Verified Drop Shipment Verification		
Short Paid	Manual Shortpaid		
Tap Test	Tap Test		
Weigh Verification Error	Weigh Entire Mailing		

Figure 92: Seamless Admin Page Quality Measures and Associated Verifications

12. Auto-finalization settings, including thresholds for negative balances, are listed under Auto-Finalization Thresholds and Assessment Reports:

uto-Finalization Thresholds and	I Invoice Reports
Enable Auto-Finalization	◎ Yes ◎ No
Auto-Finalization Difference Threshold(\$)	100
Auto-Finalization Percentage(%)	
Auto-Finalization Number of Days	0
Generate Invoice Reports	

Figure 93: Seamless Admin Page Auto-Finalization Thresholds

13. The BMS/BME employees assigned to investigate postage assessment reconciliations are listed under Analyst Assignment:

Analyst Assignment	
Primary Reconciliation Analyst	
Secondary Reconciliation Analyst	
Default Refund Analyst	
Default Refund Analyst	

Figure 94: Seamless Admin Page Analyst Assignment

14. The settings for reconciliation notifications are listed under "Reconciliation Notifications":

Reconciliation Notific	ations
Disable Notification	
Proposed (1st)	
Pending (11th)	
Processed (21st/actual)	
Recurring Cancellation	
Proposed (1st)	
Pending (11th)	
Processed (21st/actual)	

Figure 95: Seamless Admin Page Reconciliation Notifications

15. If a Detached Mail Unit (DMU) cost center has been associated to a CRID, it will appear under DMU Profile:

DMU Profile Currently no DMU Cost Centers are associated.

Figure 96: Seamless Admin Page DMU Profile

If anything is listed here that you do not agree with please contact your BMS Analyst or BME Employee to discuss.

7.2 Custom By/For Threshold

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. If you do have a custom by/for threshold set, it will be displayed on the mailer scorecard threshold page instead of the default threshold page.

7.3 MID/CRID Validation

This section provides an overview of the methods customers can use to validate or request a Mailer ID (MID) or Customer Registration ID (CRID) from the Postal Service.

7.3.1 Customer Registration ID (CRID)

A Customer Registration Identification number (CRID) is a USPS-generated numeric code of up to 15 digits that uniquely identifies a business at a location:

- Each MID is owned by a single CRID at any given time
- Each mailing permit is owned by a single CRID at any given time

7.3.2 Mailer ID (MID)

A Mailer Identification number (MID) is a 6-digit or 9-digit numeric code the USPS assigns to a Mail Owner or Mail Service Provider based on calendar-year mail volume, as verified by volume reported in *PostalOne!:*

- 6-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is greater than 10 million pieces
- 9-digit MIDs are assigned to Mail Owners or Mail Service Providers whose annual volume is less than 10 million pieces. Mail Owners or Mail Service Providers may qualify for multiple 9-digit MIDs based on annual volume increments of one million pieces.



Figure 97: MID/CRID Validation Tool

7.3.3 Acquisition Methods for Mail Owners

7.3.3.1 Method 1 – New User Registration

When new USPS business customers register on the Business Customer Gateway, a CRID and MID are automatically assigned. A mailer can register as a user on the Business Customer Gateway at <u>https://www.gateway.usps.com/</u>. Upon account creation, the system will automatically assign a CRID and a 9-digit Mailer ID

7.3.3.2 Method 2 – Access Mailer ID Service

- Existing BCG users who need a new MID can obtain one through the Mailer ID service on the Business Customer Gateway. To obtain a MID, log-in to the Business Customer Gateway at <u>https://www.gateway.usps.com/</u>
- 2. On the Business Customer Gateway home page select the "Mailing Services" tab
- Click the "Mailer ID" Go to Service link to access the "Mailer ID" tool and request a MID in the "Mailer ID" tool by pressing the "Request a MID" button.



Figure 98: MID/CRID Validation Tool

This tool is intended to pro	vide Mail Service Providers with a way to validate Mail Owner information.
CRID	denciner from the dropdown below.
Indicates a required field.	= associated business address.
Search Reset	
CRID:	
	10002456
Company Name:	10002456 ABC COMPANY
Company Name: Urbanization Code:	10002456 ABC COMPANY
Company Name: Urbanization Code: Address Line 1:	ABC COMPANY 1222 S THOMAS ST
Company Name: Urbanization Code: Address Line 1: Address Line 2:	10002456 ABC COMPANY 1222 S THOMAS ST
Company Name: Urbanization Code: Address Line 1: Address Line 2: Address Line 3:	10002456 ABC COMPANY 1222 S THOMAS ST
Company Name: Urbanization Code: Address Line 1: Address Line 2: Address Line 3: City:	ABC COMPANY 1222 S THOMAS ST ARLINGTON
Company Name: Urbanization Code: Address Line 1: Address Line 2: Address Line 3: City: State/Province:	ABC COMPANY 1222 S THOMAS ST ARLINGTON VA
Company Name: Urbanization Code: Address Line 1: Address Line 2: Address Line 3: City: State/Province: ZIP:	ABC COMPANY 1222 S THOMAS ST ARLINGTON VA 22204-3665

Figure 99: MID/CRID Validation Tool

7.3.4 MID/CRID Request Methods for Mail Service Providers (MSPs)

7.3.4.1 Method 1 – MID/CRID Request Service

MSPs can request CRIDs and/or MIDs for themselves or on their customer's behalf. MSPs may also use the Mail Owner methods to obtain CRIDs and MIDs for themselves. Individual and bulk requests can be made, but it is important to note that only 9-digit MID requests are supported with this method. 6-digit MIDs must be requested by the Mail Owner or by the MSP through the Mailer ID exception process on RIBBS.

- 1. To use this service, log-in to the Business Customer Gateway at https://www.gateway.usps.com/ (Note: the MSP indicator in the account profile must be checked to enable this service)
- 2. On the Business Customer Gateway home page select the "Manage Account" tab
- 3. Click the "Get MIDs/CRIDs" link
 - The online interface supports bulk requests up to 10 CRIDs/MIDs
 - A CSV/Excel upload supports bulk requests up to 100 CRIDs/MIDs

7.3.4.2 Method 2 – Mail.XML Message

MSPs can request CRIDs and/or MIDs for themselves or on their customer's behalf. This method requires the ability to generate and submit Mail.XML messages to the Postal Service. Individual and bulk requests are supported with this method. Nine-digit MIDs and CRIDs are acquired through the use of the USPSCRIDCreateValidateRequest and USPSMIDCreateValidateRequest Mail.XML messages

7.3.5 Data Validation Tools for Mail Service Providers

7.3.5.1 Method 1 – Customer Validation Tool

Registered MSPs have the ability to conduct queries of customer identifiers to validate the data of their Mail Owners.

- 1. To use this service, log-in to the Business Customer Gateway at https://www.gateway.usps.com/ (Note: the MSP indicator in the account profile must be checked to enable this service)
- 2. On the Business Customer Gateway home page select the "Manage Account" tab
- 3. Click the "Customer Validation Tool" link

Current data queries include:

Data Queries	Description			
CRID Lookup	Enter a CRID to retrieve the associated business address.			
MID Lookup	Enter a MID to retrieve the associated CRID & business address			
Permit Lookup	Enter the identifying permit information to retrieve the CRID, Company Name, & Address of the business location that owns the permit			
FAST Scheduler ID Lookup	Enter a FAST Scheduler ID to retrieve the associated CRID and business address			
Nonprofit Authorization Number	 Enter up to 50 CRIDs to retrieve the associated nonprofit authorization number(s), if applicable Enter up to 50 nonprofit authorization numbers to retrieve the associated CRID(s) and business address(es) 			

Table 19: MID/CRID Validation Tool Data Queries

7.3.5.2 Method 2 – Mail.XML Message

In order to use this validation tool, MSPs will need software to generate an electronic Mail.XML message. MID and CRID assignments can be validated through the use of the USPSCRIDCreateValidateRequest and USPSMIDCreateValidateRequest Mail.XML messages. More information can be found in the *Postal Service Mail.XML Technical Specifications,* found here:

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

7.4 VAE Setup Process

1. The person designated to become the VAE for their business signs into Business Customer Gateway by navigating to https://gateway.usps.com and logging in with their Mailer credentials:



2. VAE candidate selects "Manage Account" from the left side bar and "Manage Services" from the top menu to make changes to the account:



Figure 101: BCG Access to Manage Services Page

3. VAE candidate then selects the desired CRID from the dropdown menu and clicks "Get Access" next to Verification Assessment Evaluator to request access:

come	Manage your access to services. Manage Services is your one-stop shop	Manage your access to services. Manage Services is your one-stop shop for anything services-				
ox	related. You can request access to servi	ices and view the services	To manage multiple locations by service, click below.			
ailing Services	you already have access to.					
ipping Services			(MARINGE D	(JERNICE)		
her Services						
pport	CRID: 94539986 MAILING COMPANY A 2	anage: 22 TEST STREET ARUNGTON 1	/A 22201			
nago Assount	OND. 94933300, WHILING COM HIT A, 2	22 TEOT OTHEET, AREINGTON,	17(22201			
mage Account	Business Services					
	SERVICE 🗢	STATUS ≑	BSA 😨	ACTION		
	Audit Mailing Activity (PostalOne!)	Approved	You	N/A		
	Click-N-Ship Business Pro™	Approved	You	N/A		
	Customer Label Distribution System (CLDS)	Approved	N/A	REMOVE		
	Customer/Supplier Agreements (CSAs)	Available	Not You	GET ACCESS		
	Electronic Verification Service (eVS)	Available	Not You	GET ACCESS		
	Every Door Direct Mail	Approved	N/A	REMOVE		
	Incentive Programs	Approved	You	N/A		
	Intelligent Mail Small Business (IMsb) Tool	Approved	N/A	REMOVE		
	Logistics Condition Reporting System (LCRS)	Available	Not You	GET ACCESS		
	Mail Transport Equipment Ordering System (MTEOR)	Available	Not You	GET ACCESS		
	Mailer ID	Approved	You	N/A		
	Manage Mailing Activity	Approved	You	N/A		
	Online Enrollment	 Approved 	You	N/A		
	Parcel Return Service (PRS)	Available	Not You	GET ACCESS		
	Scan Based Payment (SBP)	Available	Not You	GET ACCESS		
	Schedule a Mailing Appointment (FAST)	Available	Not You	GET ACCESS		
	USPS Package Intercept	 Available 	Not You	GET ACCESS		
		Aupilabla		(Common 1997)		

Figure 102: Verification Assessment Evaluator Request Access

4. The status of the VAE request will be updated to "Pending BSA":

Verification Assessment Evaluator (PostalOne!)	0	Pending BSA 👔		Not You	CANCEL
			•		

Figure 103: Pending BSA Status

7.4.1 Mailer BSA Approves VAE Request

The mailer's BSA must approve any VAE requests from additional users. Upon receiving that approval, the additional user will be established as VAE for the account. The following steps outline this process:

1. The mailer's BSA signs into Business Customer Gateway

2. BSA reviews pending requests by selecting the "Manage Account" option from the left sidebar and then "Manage Users" from the top menu

POSTAL SERVICE ®	Busir _{Manag}	e Profile Manage Preferences Manage Servi	es Manage Locations Man	nage Users
	Manag	e Profile	· _	
elcome		User:	EDIT PROFILE	Favorite Services
box		PONEPROD PONEPROD		DASHBOARD
ailing Services		bradford.allen@accenturefederal.com (703) 123-4567		ELECTRONIC DATA EXCHANGE
hinning Services		Display contact info to users		MAILER ID
apping services		requesting your approval for services:		MAILING REPORTS
ther Services		Phone		MANAGE PERMITS
upport		Email		ONLINE ENROLLMENT
anage Account				POSTAL WIZARD
		Home Business Location: TEST COMPANY 1023 15TH ST NW WASHINGTON, DC 20005-2602 UNITED STATES CRID (2) : 5098250 MID (2) : View your Mailer IDs	TERMS AND CONDITIONS	EDIT FAVORITES

Figure 104: BCG Access to Manage Users Page

3. BSA selects "Access" from the dropdown in the Access Level column to approve the VAE access request

come	Control access to y	your services.		
×	 Use this page to con specific user, service 	trol who can or cannot acces e, or location, use the filters t	is the services for which you are the E o narrow down the list.	3SA. To find a
ing Services				
ping Services	Filter by Location:	2)		
r Services	ALL			•
port	Filter by Service: 3		Show only Pending	requests
age Account	Filter by User: (1)	Filter by	Access Level: (1)	
	ALL	ALL		RESET ALL FILTERS
	Manage User Access BUSINESS NAME & LOCATION	USER	SERVICE	ACCESS LEVEL 🖓
	Manage User Access BUSINESS NAME & LOCATION 4JORDANL 555 TEST STREET READING, PA 19540 CRID: 94539997	USER MICHAEL WALSH	SERVICE Incentive Programs	ACCESS LEVEL
	Manage User Access BUSINESS HAME & LOCATION 4JORDANL 555 TEST STREET READING, PA 19540 CRID: 94539997 4JORDANL 555 TEST STREET READING, PA 19540 CRID: 94539997	USER MICHAEL WALSH MICHAEL WALSH	SERVICE Incentive Programs Mailer ID	ACCESS LEVEL No Access
	Manage User Access BUSINESS NAME & LOCATION 4UORDANL 555 TEST STREET READING, PA 19540 CRID: 94539997 4JORDANL 555 TEST STREET READING, PA 19540 CRID: 9453997 S55 TEST STREET READING, PA 19540 CRID: 9453997	USER MICHAEL WALSH MICHAEL WALSH	SERVICE Incentive Programs Mailer ID Manage Mailing Activity	Access Level No Access No Access Access

Figure 105: Approve VAE Access Request

4. The BSA then notifies VAE that the request has been approved and VAE status for the user will appear as "Approved"

Verification Assessment Evaluator (PostalOne!)	Verification Assessment Evaluator (PostalOne!)	 Approved 	Not You REMOVE	
--	--	------------------------------	----------------	--

Figure 106: VAE Approved Status

7.5 eInduction Continuous MID Registration

Continuous Mailers, mailers that have continuous mailing sites and that deliver shipments within 2 hours of finalization, are allowed to ship and induct containers prior to postage payment when they register for an eInduction Continuous Mailer ID (MID). A Postal Service manager with the eInduction Master Role permissions will review and approve/disapprove the request. Mailers as well as administrators are allowed to remove MIDs identified as continuous mailers. *PostalOne!* MID Profile data by Customer Registration ID (CRID) and MIDs are transmitted electronically by eInduction to the SV system after the approval of the continuous mailer MIDs by business mail entry (BME). Mail Service Providers will flag MIDs as continuous in the BCG. A Continuous Mailer Reconciliation Report can be generated in the *PostalOne!* system to track unpaid containers until they are paid.

7.5.1 Registration Process

Mailers may register a Mailer ID (MID) as Continuous for elnduction by following the steps below:

1. Login to the BCG by navigating to https://gateway.usps.com and use your Mailer credentials



Figure 107: BCG Login Page

2. After signing in, select the Mailer ID link under the Favorite Services Tab



Figure 108: MID Link Under Favorite Services

3. From the Mailing Services or Shipping Services Tab, select the "Go To Service" button next to "Mailer ID"



Figure 109: Go To Service Selection

4. Select the "Edit Program Options" link, as shown below

POSTAL SERVICE.			USPS.COM	GATEWAY HELP SIGN
				Hello, Bult, Marin
Home Request MID N	IID Tools Export I	Data		
	١	Velcome to the Mailer ID System	m	
Mailer ID Search				
Business Location:	H07002 GA	TEAUXY - LATEST NEWS 2020 HIT		•
Mailer ID:				
Customer Reference:		0		~
Display Options: 🔮	C MIDs owne C MIDs deleg C MIDs whos	d by my business location(s) ated to my business location(s) for Data Distribut e Data Distribution Profile delegated to other CRIL	ion Management Ds	Enter- appropriate- data-for-MID- search
	· Aronale au	Search		
		Mailer ID Summary		
Mailer ID	$\bigtriangleup \nabla$	Business Location		Options 🕜
processa		Guildenkon - Guildenk Indense Bassing Strander Str MRUNG STRANG NA 202010 AND	Edit Da Edit	ta Distribution Profile Program Options More Info
accelute and the second	uit det	Gardenver - Gardener indense Bessive prejaden pri Meganativen, um statest-answ	Edit Da Edit	ta Distribution Profile Program Options More Info

Figure 110: Edit Program Options

5. To set the MID as a Continuous Mailer, select the "Continuous Mailer/elnduction" checkbox. A warning message will be displayed alerting the customer that there may be additional postage. USPS may approve or deny a user for Continuous Mailer/elnduction.

Edit your Program Options SelectUnselect the programs you wish to a	additemove and Press Up	date.	
Company Information			
Business Location	94544330 - JOSH HO	SUE 20744	•
Company Address:	4550 LANCASTER DRIV FT. WASHINGTON, MD	E 20744	
Mailer Id (MID):	900003288		
Select the Program Options			
Mailer ID: 900003298	Check the boxes for the	Program options you are selecting. Note: If you select one of these	
Continuous Mailerleinduction	options you can not set	et a Package Product program option for this Mailer ID. doirennuve and Press: Opdane.	
	Business Location:	94544330 - JOSH HOSUE 20744	
	Company A Mailer I	"" WARNING "" Additional postage may be assessed as a result of post induction validation.	
	m Options	This option must be approved by HQ Mail Entry Cancel Continue	
	3 teference	onecware boxes for the rifegram options you are select options you can not select a Package Product program o	ngrivole: If yo

Figure 111: Setting the MID as a Continuous Mailer

APPENDIX A: VERIFICATION ERROR CODES

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
1	FS-IMD Container Sampling Scans to FS-IMD Tray Sampling Scans nesting does not match nesting in the eDoc	Nesting/Sortation	Container	Warning	Ν
2	FS-IMD Container Sampling Scans to FS-IMD Piece in a Range Sampling scans nesting does not match nesting in the eDoc	Nesting/Sortation	Container	Warning	Ν
3	FS-IMD Container Sampling Scans to FS-IMD Piece Sampling Scans nesting does not match nesting in the eDoc	Nesting/Sortation	Container	Warning	Ν
4	The FS-IMD Container Scan Barcode is associated to a non- unique Container Barcode in SASP	Barcode Uniqueness	Container	Warning	Ν
5	The Mailer ID parsed from the FS-IMD Container Scan Barcode (IMcb) does not match a valid Mailer ID in SASP	Mailer ID	Container	Warning	Ν
6	The Processing Category identified in the FS-IMD Container Scan does not match the Mail Category of the Job associated to the matching eDoc Container Barcode in SASP	Mail Characteristic	Container	Warning	Ν
7	The Mail Class identified in the FS-IMD Container Scan does not match the Mail Class of the Job associated to the matching eDoc Container Barcode in SASP	Mail Characteristic	Container	Warning	Ν
8	The Presort Level identified in the FS-IMD Container Scan does not match the Presort Level of the associated eDoc Container Barcode	Nesting/Sortation	Container	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
9	The Facility Locale Key from FS- IMD Container Scan does not match the Facility Locale Key associated to the matching eDoc Container Barcode in SASP	Entry Facility	Container	Warning	Ν
10	FS-IMD Tray Sampling Scans to FS-IMD Container Sampling Scans nesting does not match nesting in the eDoc	Nesting/Sortation	Handling Unit	Warning	N
11	FS-IMD Tray Sampling Scans to FS-IMD Piece in a Range sampling scans nesting does not match nesting in the eDoc	Nesting/Sortation	Handling Unit	Warning	N
12	FS-IMD Tray Sampling Scans to FS-IMD Piece Sampling Scans nesting does not match nesting in the eDoc	Nesting/Sortation	Handling Unit	Warning	Ν
13	The FS-IMD Tray Scan Barcode is associated to a non-unique Tray Barcode within SASP	Barcode Uniqueness	Handling Unit	Warning	Ν
14	The Mailer ID parsed from the FS-IMD Tray Scan Barcode does not match a valid Mailer ID in SASP	Mailer ID	Handling Unit	Warning	Ν
15	The Processing Category identified in the FS-IMD Tray Scan does not match the Processing Category of the Job associated to the matching eDoc Tray Barcode	Mail Characteristic	Handling Unit	Warning	Ν
16	The Mail Class identified in the FS-IMD Tray Scan does not match the Mail Class of the Job associated to the matching eDoc Tray Barcode	Mail Characteristic	Handling Unit	Warning	Ν
17	FS-IMD Piece in a Range Sampling Scans to FS-IMD Container Sampling Scans nesting does not match nesting in the eDoc	Nesting/Sortation	Piece	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
18	FS-IMD Piece in a Range Sampling Scans to FS-IMD Tray Sampling Scans nesting does not match nesting in the eDoc	Nesting/Sortation	Piece	Warning	Ν
19	FS-IMD Piece Sampling Scans to FS-IMD Container Sampling Scans nesting does not match nesting in the eDoc	Nesting/Sortation	Piece	Warning	Ν
20	FS-IMD Piece Sampling Scans to FS-IMD Tray Sampling Scans nesting does not match nesting in the eDoc	Nesting/Sortation	Piece	Warning	Ν
21	The FS-IMD Piece In a Range Scan Barcode is associated to a non-unique Piece or Piece in a Range within SASP	Barcode Uniqueness	Piece	Warning	Ν
22	The Mailer ID parsed from the FS-IMD Piece in a Range Scan does not match a valid Mailer ID in SASP	Mailer ID	Piece	Warning	Ν
23	The Processing Category identified in the FS-IMD Piece in a Range Scan does not match the Processing Category of the Job associated to the matching eDoc Piece in a Range Barcode	Mail Characteristic	Piece	Warning	Ν
24	The Service Type ID parsed from the FS-IMD Piece in a Range Scan Barcode does not match a valid Service Type ID in SASP	Service Type	Piece	Warning	Ν
25	The FS-IMD Piece Scan Barcode is associated to a non- unique Piece Barcode in SASP	Barcode Uniqueness	Piece	Warning	Ν
26	The Mailer ID parsed from the FS-IMD Piece Scan Barcode does not match a valid Mailer ID in SASP	Mailer ID	Piece	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
27	The Processing Category identified in the FS-IMD Piece Scan does not match the Processing Category of the Job associated to the matching eDoc Piece Barcode	Mail Characteristic	Piece	Error	Ν
28	The Service Type ID parsed from the FS-IMD Piece Scan Barcode does not match a valid Service Type ID in SASP	Service Type	Piece	Warning	Ν
29	The Permit Type from the FS- IMD Piece Scan does not match the Permit Type from the matching eDoc Piece Barcode	Postage	Piece	Warning	Ν
30	The Piece Weight from the FS- IMD Piece Scan is more than the Piece Weight from the matching eDoc Piece Barcode	Weight	Piece	Error	Ν
500	Ineligible for Standard Mail Rates - Content Error from the FS-IMD Piece Scan	Mail Characteristic	Piece	Error	Ν
501	Ineligible for Non-Profit Rates - Content Error from the FS-IMD Piece Scan (Cooperative Mailing)	Mail Characteristic	Piece	Error	N
502	Ineligible for Non-Profit Rates - Content Error from the FS-IMD Piece Scan (Prohibited Advertisement - Insurance Policy)	Mail Characteristic	Piece	Error	Ν
503	Ineligible for Non-Profit Rates - Content Error from the FS-IMD Piece Scan (Prohibited Advertisement - Credit Card)	Mail Characteristic	Piece	Error	Ν
504	Ineligible for Non-Profit Rates - Content Error from the FS-IMD Piece Scan (Prohibited Advertisement - Travel Arrangements)	Mail Characteristic	Piece	Error	Ν
505	Other - Content Error from the FS-IMD Piece Scan	Mail Characteristic	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
506	Processing Category does not match - Processing Category Error from the FS-IMD Piece Scan	Mail Characteristic	Piece	Warning	Ν
507	Not Automation Compatible - Automation Compatibility Error from the FS-IMD Piece Scan (Dimension or Shape)	Mail Characteristic	Piece	Warning	N
508	Not Automation Compatible - Automation Compatibility Error from the FS-IMD Piece Scan (Aspect Ratio)	Mail Characteristic	Piece	Warning	Ν
509	Not Automation Compatible - Automation Compatibility Error from the FS-IMD Piece Scan (Weight)	Mail Characteristic	Piece	Warning	N
510	Not Automation Compatible - Automation Compatibility Error from the FS-IMD Piece Scan (CD/DVD Size or Placement)	Mail Characteristic	Piece	Warning	N
511	Not Automation Compatible - Automation Compatibility Error from the FS-IMD Piece Scan (Folder Self-Mailer)	Mail Characteristic	Piece	Warning	Ν
512	Not Automation Compatible - Automation Compatibility Error from the FS-IMD Piece Scan (Booklet Self-Mailer)	Mail Characteristic	Piece	Warning	N
513	Not Automation Compatible - Automation Compatibility Error from the FS-IMD Piece Scan (Other)	Mail Characteristic	Piece	Warning	N
514	Does not meet deflection standards - Deflection Testing (Flats) Error from the FS-IMD Piece Scan	Mail Characteristic	Piece	Warning	N
515	Other - Deflection Testing (Flats) Error from the FS-IMD Piece Scan	Mail Characteristic	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
516	Strapping/Banding - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Broken)	Mail Characteristic	Piece	Warning	Ν
517	Strapping/Banding - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Broken at Seam)	Mail Characteristic	Piece	Warning	Ν
518	Strapping/Banding - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Loose Fitting)	Mail Characteristic	Piece	Warning	Ν
519	Strapping/Banding - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Slipped Off/Poorly Tied)	Mail Characteristic	Piece	Warning	Ν
520	Strapping/Banding - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Other)	Mail Characteristic	Piece	Warning	Ν
521	Shrinkwrap - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Ripped)	Mail Characteristic	Piece	Warning	Ν
522	Shrinkwrap - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Insufficient Amount)	Mail Characteristic	Piece	Warning	N
523	Shrinkwrap - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Insufficient Strength)	Mail Characteristic	Piece	Warning	Ν
524	Shrinkwrap - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Broken at Seam)	Mail Characteristic	Piece	Warning	Ν
525	Shrinkwrap - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Loose Fitting)	Mail Characteristic	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
526	Shrinkwrap - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Excess Shrinkwrap)	Mail Characteristic	Piece	Warning	N
527	Shrinkwrap - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Visibility of Address)	Mail Characteristic	Piece	Warning	N
528	Shrinkwrap - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Other)	Mail Characteristic	Piece	Warning	N
529	Plastic Strap - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Broken)	Mail Characteristic	Piece	Warning	N
530	Plastic Strap - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Broken at Seam)	Mail Characteristic	Piece	Warning	N
531	Plastic Strap - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Loose Fitting)	Mail Characteristic	Piece	Warning	N
532	Plastic Strap - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Slipped Off/Poorly Tied)	Mail Characteristic	Piece	Warning	Ν
533	Plastic Strap - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Insufficient Amount)	Mail Characteristic	Piece	Warning	Ν
534	Plastic Strap - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Other)	Mail Characteristic	Piece	Warning	Ν
535	Rubberbands - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Broken)	Mail Characteristic	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
536	Rubberbands - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Broken at Seam)	Mail Characteristic	Piece	Warning	N
537	Rubberbands - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Loose Fitting)	Mail Characteristic	Piece	Warning	N
538	Rubberbands - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Slipped Off/Poorly Tied)	Mail Characteristic	Piece	Warning	N
539	Rubberbands - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Insufficient Amount)	Mail Characteristic	Piece	Warning	N
540	Rubberbands - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Other)	Mail Characteristic	Piece	Warning	N
541	String - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Broken)	Mail Characteristic	Piece	Warning	Ν
542	String - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Broken at Seam)	Mail Characteristic	Piece	Warning	N
543	String - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Loose Fitting)	Mail Characteristic	Piece	Warning	Ν
544	String - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Slipped Off/Poorly Tied)	Mail Characteristic	Piece	Warning	Ν
545	String - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Insufficient Amount)	Mail Characteristic	Piece	Warning	N
546	String - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Other)	Mail Characteristic	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
547	Size Issue - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Exceeds Maximum (DMM))	Mail Characteristic	Piece	Warning	N
548	Size Issue - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Below Minimum (DMM))	Mail Characteristic	Piece	Warning	Ν
549	Overweight - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Other)	Mail Characteristic	Piece	Warning	Ν
550	Visibility of Address - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Crinkled)	Mail Characteristic	Piece	Warning	Ν
551	Visibility of Address - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Excess Shrinkwrap)	Mail Characteristic	Piece	Warning	N
552	Visibility of Address - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Seam Over Address)	Mail Characteristic	Piece	Warning	Ν
553	Visibility of Address - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle (Address Covered by Strapping or Facing Slips)	Mail Characteristic	Piece	Warning	N
554	Optional Endorsement Line - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Crinkled)	Mail Characteristic	Piece	Warning	Ν
555	Optional Endorsement Line - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Excess Shrinkwrap)	Mail Characteristic	Piece	Warning	Ν
556	Optional Endorsement Line - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Seam Over Address)	Mail Characteristic	Piece	Warning	N
Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
---------------	--	------------------------	-----------	---------------------	-------------------
557	Optional Endorsement Line - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle (Address Covered by Strapping or Facing Slips)	Mail Characteristic	Piece	Warning	N
558	Contains Loose Mail - Bundle Preparation Error from the FS- IMD Piece Scan in a Bundle	Mail Characteristic	Piece	Warning	Ν
559	Other - Bundle Preparation Error from the FS-IMD Piece Scan in a Bundle	Mail Characteristic	Piece	Warning	Ν
560	Vertical Shift - Tap Test Error from the FS-IMD Piece Scan	Mail Characteristic	Piece	Warning	Ν
561	Horizontal Shift - Tap Test Error from the FS-IMD Piece Scan	Mail Characteristic	Piece	Warning	Ν
562	Both Vertical and Horizontal Shift - Tap Test Error from the FS-IMD Piece Scan	Mail Characteristic	Piece	Warning	Ν
563	Insufficient Postage - Amount of Postage Applied Error from the FS-IMD Piece Scan	Postage	Piece	Warning	Ν
564	Surcharge not paid - Amount of Postage Applied Error from the FS-IMD Piece Scan	Postage	Piece	Warning	Ν
565	Other - Amount of Postage Applied Error from the FS-IMD Piece Scan	Postage	Piece	Warning	Ν
566	Piece Weight Does Not Match - Piece Weight Error from the FS- IMD Piece Scan	Weight	Piece	Error	Ν
567	Non Readable/Scan Problem - Barcode Error from the FS-IMD Container Scan	Barcode Quality	Container	Warning	Ν
568	Incorrect Barcode - Barcode Error from the FS-IMD Container Scan (General)	Barcode Quality	Container	Warning	Ν
569	Incorrect Barcode - Barcode Error from the FS-IMD Container Scan (Symbology)	Barcode Quality	Container	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
570	Incorrect Barcode - Barcode Error from the FS-IMD Container Scan (Character Length)	Barcode Quality	Container	Warning	Ν
571	Incorrect Barcode - Barcode Error from the FS-IMD Container Scan (MID)	Barcode Quality	Container	Warning	Ν
572	Incorrect Barcode - Barcode Error from the FS-IMD Container Scan (App ID)	Barcode Quality	Container	Warning	Ν
573	Incorrect Barcode - Barcode Error from the FS-IMD Container Scan (Type Indicator)	Barcode Quality	Container	Warning	Ν
574	Placement - Barcode Error from the FS-IMD Container Scan	Barcode Quality	Container	Warning	N
575	Other - Barcode Error from the FS-IMD Container Scan	Barcode Quality	Container	Warning	N
576	Non Readable/Scan Problem - Barcode Error from the FS-IMD Tray Scan on a Sack	Barcode Quality	Handling Unit	Warning	Ν
577	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan on a Sack (General)	Barcode Quality	Handling Unit	Warning	Ν
578	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan on a Sack (Symbology)	Barcode Quality	Handling Unit	Warning	Ν
579	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan on a Sack (Character Length)	Barcode Quality	Handling Unit	Warning	Ν
580	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan on a Sack (MID)	Barcode Quality	Handling Unit	Warning	N
581	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan on a Sack (CIN)	Barcode Quality	Handling Unit	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
582	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan on a Sack (Processing Code)	Barcode Quality	Handling Unit	Warning	N
583	Placement Barcode - Barcode Error from the FS-IMD Tray Scan on a Sack	Barcode Quality	Handling Unit	Warning	Ν
584	Other Barcode - Barcode Error from the FS-IMD Tray Scan on a Sack	Barcode Quality	Handling Unit	Warning	Ν
585	Non Readable/Scan Problem - Barcode Error from the FS-IMD Tray Scan	Barcode Quality	Handling Unit	Warning	Ν
586	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan (General)	Barcode Quality	Handling Unit	Warning	Ν
587	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan (Symbology)	Barcode Quality	Handling Unit	Warning	Ν
588	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan (Character Length)	Barcode Quality	Handling Unit	Warning	Ν
589	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan (MID)	Barcode Quality	Handling Unit	Warning	Ν
590	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan (CIN)	Barcode Quality	Handling Unit	Warning	Ν
591	Incorrect Barcode - Barcode Error from the FS-IMD Tray Scan (Processing Code)	Barcode Quality	Handling Unit	Warning	Ν
592	Placement - Barcode Error from the FS-IMD Tray Scan	Barcode Quality	Handling Unit	Warning	Ν
593	Other - Barcode Error from the FS-IMD Tray Scan	Barcode Quality	Handling Unit	Warning	Ν
594	Non Visible barcode (window envelope) - Barcode Error from the FS-IMD Piece Scan in a Bundle	Barcode Quality	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
595	Non Readable/Scan Problem - Barcode Error from the FS-IMD Piece Scan in a Bundle	Barcode Quality	Piece	Warning	Ν
596	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan in a Bundle (General)	Barcode Quality	Piece	Warning	Ν
597	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan in a Bundle (Symbology)	Barcode Quality	Piece	Warning	Ν
598	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan in a Bundle (Character Length)	Barcode Quality	Piece	Warning	Ν
599	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan in a Bundle (MID)	Barcode Quality	Piece	Warning	Ν
600	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan in a Bundle (STID)	Barcode Quality	Piece	Warning	Ν
601	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan in a Bundle (OEL)	Barcode Quality	Piece	Warning	Ν
602	Placement Barcode - Barcode Error from the FS-IMD Piece Scan in a Bundle	Barcode Quality	Piece	Warning	Ν
603	Other Barcode - Barcode Error from the FS-IMD Piece Scan in a Bundle	Barcode Quality	Piece	Warning	Ν
604	Non Visible barcode (window envelops) - Barcode Error from the FS-IMD Piece Scan	Barcode Quality	Piece	Warning	Ν
605	Non Readable/Scan Problem - Barcode Error from the FS-IMD Piece Scan	Barcode Quality	Piece	Warning	N
606	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan (General)	Barcode Quality	Piece	Warning	N
607	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan (Symbology)	Barcode Quality	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
608	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan (Character Length)	Barcode Quality	Piece	Warning	Ν
609	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan (MID)	Barcode Quality	Piece	Warning	Ν
610	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan (STID)	Barcode Quality	Piece	Warning	Ν
611	Incorrect barcode - Barcode Error from the FS-IMD Piece Scan (OEL)	Barcode Quality	Piece	Warning	Ν
612	Placement - Barcode Error from the FS-IMD Piece Scan	Barcode Quality	Piece	Warning	Ν
613	Other - Barcode Error from the FS-IMD Piece Scan	Barcode Quality	Piece	Warning	N
614	Label Error - Presort Error from the FS-IMD Container Scan (Destination)	Nesting/Sortation	Container	Warning	Ν
615	Label Error - Presort Error from the FS-IMD Container Scan (Content)	Nesting/Sortation	Container	Warning	Ν
616	Label Error - Presort Error from the FS-IMD Container Scan (Missing Label)	Nesting/Sortation	Container	Warning	Ν
617	Label Error - Presort Error from the FS-IMD Container Scan (Label Not Legible)	Nesting/Sortation	Container	Warning	Ν
618	Label Error - Presort Error from the FS-IMD Container Scan (Other)	Nesting/Sortation	Container	Warning	Ν
619	Incorrect Presort - Presort Error from the FS-IMD Container Scan	Nesting/Sortation	Container	Warning	N
620	Other - Presort Error from the FS-IMD Container Scan	Nesting/Sortation	Container	Warning	N
621	Label Error - Presort Error from the FS-IMD Tray Scan on a Sack (Destination)	Nesting/Sortation	Handling Unit	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
622	Label Error - Presort Error from the FS-IMD Tray Scan on a Sack (Content)	Nesting/Sortation	Handling Unit	Warning	Ν
623	Label Error - Presort Error from the FS-IMD Tray Scan on a Sack (Missing Label)	Nesting/Sortation	Handling Unit	Warning	Ν
624	Label Error - Presort Error from the FS-IMD Tray Scan on a Sack (Label Not Legible)	Nesting/Sortation	Handling Unit	Warning	Ν
625	Label Error - Presort Error from the FS-IMD Tray Scan on a Sack (Other)	Nesting/Sortation	Handling Unit	Warning	Ν
626	Incorrect Presort - Presort Error from the FS-IMD Tray Scan on a Sack	Nesting/Sortation	Handling Unit	Warning	Ν
627	Other - Presort Error from the FS-IMD Tray Scan on a Sack	Nesting/Sortation	Handling Unit	Warning	N
628	Label Error - Presort Error from the FS-IMD Tray Scan (Destination)	Nesting/Sortation	Handling Unit	Warning	N
629	Label Error - Presort Error from the FS-IMD Tray Scan (Content)	Nesting/Sortation	Handling Unit	Warning	N
630	Label Error - Presort Error from the FS-IMD Tray Scan (Missing Label)	Nesting/Sortation	Handling Unit	Warning	Ν
631	Label Error - Presort Error from the FS-IMD Tray Scan (Label Not Legible)	Nesting/Sortation	Handling Unit	Warning	N
632	Other - Presort Error from the FS-IMD Tray Scan (Other)	Nesting/Sortation	Handling Unit	Warning	Ν
633	Incorrect Presort - Presort Error from the FS-IMD Tray Scan	Nesting/Sortation	Handling Unit	Warning	N
634	Other - Presort Error from the FS-IMD Tray Scan	Nesting/Sortation	Handling Unit	Warning	N
635	Label Error - Presort Error from the FS-IMD Piece Scan on a Bundle (Destination)	Nesting/Sortation	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
636	Label Error - Presort Error from the FS-IMD Piece Scan on a Bundle (Content)	Nesting/Sortation	Piece	Warning	Ν
637	Label Error - Presort Error from the FS-IMD Piece Scan on a Bundle (Missing Label)	Nesting/Sortation	Piece	Warning	Ν
638	Label Error - Presort Error from the FS-IMD Piece Scan on a Bundle (Label not Legible)	Nesting/Sortation	Piece	Warning	Ν
639	Label Error - Presort Error from the FS-IMD Piece Scan on a Bundle (Other)	Nesting/Sortation	Piece	Warning	Ν
640	Incorrect Presort - Presort Error from the FS-IMD Piece Scan on a Bundle	Nesting/Sortation	Piece	Warning	Ν
641	Other Presort - Presort Error from the FS-IMD Piece Scan on a Bundle	Nesting/Sortation	Piece	Warning	Ν
642	Incorrect Presort - Presort Error from the FS-IMD Piece Scan	Nesting/Sortation	Piece	Warning	Ν
643	Addressing - Presort Error from the FS-IMD Piece Scan (No Zip Code)	Nesting/Sortation	Piece	Warning	Ν
644	Addressing - Presort Error from the FS-IMD Piece Scan (Incorrect Zip Code)	Nesting/Sortation	Piece	Warning	Ν
645	Addressing - Presort Error from the FS-IMD Piece Scan (Other)	Nesting/Sortation	Piece	Warning	N
646	Incorrect Line of Travel - Presort Error from the FS-IMD Piece Scan (Other)	Nesting/Sortation	Piece	Warning	N
647	Incorrect Walk of Sequence - Presort Error from the FS-IMD Piece Scan (Other)	Nesting/Sortation	Piece	Warning	Ν
648	Other - Presort Error from the FS-IMD Piece Scan	Nesting/Sortation	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
649	Postage Payment Method Does Not Match - Postage Payment Method Error from the FS-IMD Piece Scan (Mailer claimed metered, found precancelled stamp)	Postage	Piece	Warning	Ν
650	Postage Payment Method Does Not Match - Postage Payment Method Error from the FS-IMD Piece Scan (Mailer claimed metered, found permit imprint)	Postage	Piece	Warning	Ν
651	Postage Payment Method Does Not Match - Postage Payment Method Error from the FS-IMD Piece Scan (Mailer claimed precancelled stamp, found metered)	Postage	Piece	Warning	Ν
652	Postage Payment Method Does Not Match - Postage Payment Method Error from the FS-IMD Piece Scan (Mailer claimed precancelled stamp, found permit imprint)	Postage	Piece	Warning	Ν
653	Postage Payment Method Does Not Match - Postage Payment Method Error from the FS-IMD Piece Scan (Mailer claimed permit imprint, found metered)	Postage	Piece	Warning	N
654	Label Error - CSA Sortation Error from the FS-IMD Container Scan (Destination)	Nesting/Sortation	Container	Warning	N
655	Label Error - CSA Sortation Error from the FS-IMD Container Scan (Content)	Nesting/Sortation	Container	Warning	N
656	Label Error - CSA Sortation Error from the FS-IMD Container Scan (Missing Label)	Nesting/Sortation	Container	Warning	N
657	Label Error - CSA Sortation Error from the FS-IMD Container Scan (Label Not Legible)	Nesting/Sortation	Container	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
658	Label Error - CSA Sortation Error from the FS-IMD Container Scan (Other)	Nesting/Sortation	Container	Warning	Ν
659	Incorrect Presort - CSA Sortation Error from the FS-IMD Container Scan	Nesting/Sortation	Container	Warning	Ν
660	Other - CSA Sortation Error from the FS-IMD Container Scan	Nesting/Sortation	Container	Warning	N
661	Label Error - CSA Sortation Error from the FS-IMD Tray Scan on a Sack (Destination)	Nesting/Sortation	Handling Unit	Warning	Ν
662	Label Error - CSA Sortation Error from the FS-IMD Tray Scan on a Sack (Content)	Nesting/Sortation	Handling Unit	Warning	Ν
663	Label Error - CSA Sortation Error from the FS-IMD Tray Scan on a Sack (Missing Label)	Nesting/Sortation	Handling Unit	Warning	Ν
664	Label Error - CSA Sortation Error from the FS-IMD Tray Scan on a Sack (Label Not Legible)	Nesting/Sortation	Handling Unit	Warning	Ν
665	Label Error - CSA Sortation Error from the FS-IMD Tray Scan on a Sack (Other)	Nesting/Sortation	Handling Unit	Warning	Ν
666	Incorrect Presort - CSA Sortation Error from the FS-IMD Tray Scan on a Sack	Nesting/Sortation	Handling Unit	Warning	Ν
667	Other - CSA Sortation Error from the FS-IMD Tray Scan on a Sack	Nesting/Sortation	Handling Unit	Warning	Ν
668	Label Error - CSA Sortation Error from the FS-IMD Tray Scan (Destination)	Nesting/Sortation	Handling Unit	Warning	Ν
669	Label Error - CSA Sortation Error from the FS-IMD Tray Scan (Content)	Nesting/Sortation	Handling Unit	Warning	Ν
670	Label Error - CSA Sortation Error from the FS-IMD Tray Scan (Missing Label)	Nesting/Sortation	Handling Unit	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
671	Label Error - CSA Sortation Error from the FS-IMD Tray Scan (Label Not Legible)	Nesting/Sortation	Handling Unit	Warning	Ν
672	Label Error - CSA Sortation Error from the FS-IMD Tray Scan (Other)	Nesting/Sortation	Handling Unit	Warning	Ν
673	Incorrect Presort - CSA Sortation Error from the FS-IMD Tray Scan	Nesting/Sortation	Handling Unit	Warning	Ν
674	Other - CSA Sortation Error from the FS-IMD Tray Scan	Nesting/Sortation	Handling Unit	Warning	N
675	Label Error - CSA Sortation Error from the FS-IMD Piece Scan on a Bundle (Destination)	Nesting/Sortation	Piece	Warning	N
676	Label Error - CSA Sortation Error from the FS-IMD Piece Scan on a Bundle (Content)	Nesting/Sortation	Piece	Warning	Ν
677	Label Error - CSA Sortation Error from the FS-IMD Piece Scan on a Bundle (Missing Label)	Nesting/Sortation	Piece	Warning	Ν
678	Label Error - CSA Sortation Error from the FS-IMD Piece Scan on a Bundle (Label not Legible)	Nesting/Sortation	Piece	Warning	Ν
679	Label Error - CSA Sortation Error from the FS-IMD Piece Scan on a Bundle (Other)	Nesting/Sortation	Piece	Warning	Ν
680	Incorrect Presort - CSA Sortation Error from the FS-IMD Piece Scan on a Bundle	Nesting/Sortation	Piece	Warning	Ν
681	Other - CSA Sortation Error from the FS-IMD Piece Scan on a Bundle	Nesting/Sortation	Piece	Warning	N
682	Ineligible for rate - CSA Sortation Error from the FS-IMD Piece Scan (Not eligible for Standard Mail rate)	Mail Characteristic	Piece	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
683	The IMb in the FS-IMD piece scan was not found in eDoc and the IMb was nested in a Handling Unit or Container that was found in eDoc	Undocumented	Piece	Warning	Ν
684	The presort level of the FS-IMD Piece Scans parent FS-IMD Handling Unit does not match the presort level of the associated eDoc piece's parent Handling Unit	Nesting/Sortation	Piece	Error	Ν
685	The Postage Affixed from the FS-IMD Piece Scan does not match the Postage Affixed from the eDoc	Postage	Piece	Error	Ν
686	The destination ZIP code of the FS-IMD Piece Scans parent FS- IMD HU does not match the destination ZIP code of the associated eDoc piece's parent Handling Unit	Nesting/Sortation	Piece	Error	N
5000	The piece scan was performed at a location different than the container acceptance location in the eDoc when a Misshipped container was not identified through eInduction	Entry Facility	Container	Warning	N
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	Move/Update	Piece	Error	Ν
6001	The mail piece was undeliverable as addressed and received an associated Nixie (Return) record	Move/Update	Piece	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
6002	The mail piece was undeliverable as addressed because the IMb delivery point and USPS identified routing delivery point do not match	Move/Update	Piece	Warning	Ν
6003	The STID on a piece scan is full- service (FS) and the piece is not associated to any eDoc	Undocumented	Piece	Warning	Ν
6004	The STID on a piece scan is not full-service, the piece was scanned in a full-service handling unit, and the eDoc identified only full-service mail in the job	Undocumented	Piece	Warning	N
6005	The barcode on the piece scan is a Postnet barcode and the eDoc identified only full-service mail in the job	Undocumented	Piece	Warning	Ν
6006	The barcode on the piece scan was unable to be read by the Mail Processing Equipment	Barcode Quality	Piece	Warning	Ν
6007	An associated piece was placed in the rejected bin	Barcode Quality	Piece	Warning	Ν
6008	The piece was scanned in a different tray that was identified in eDoc	Nesting/Sortation	Piece	Error	Ν
6009	The presort level the piece was scanned in was different than the presort level of the tray identified in eDoc	Nesting/Sortation	Piece	Error	N
6010	The destination ZIP code of tray the piece was scanned in was different than the destination ZIP the piece was nested in eDoc	Nesting/Sortation	Piece	Error	Ν
6011	The piece was scanned on a different machine as compared to the majority of the other pieces in its bundle	Nesting/Sortation	Piece	Error	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
6012	The piece was scanned outside of a configurable timeframe as compared to the majority of the other pieces in its bundle	Nesting/Sortation	Piece	Error	N
690	Mailing Review - Containers and/or handling units are not stable or safe for transport	Mailing Review	Job	Error	N
691	Labeling Review - Containers and/or handling units are not properly labeled	Mailing Review	Job	Error	N
692	Mailpiece Review - Processing category claimed on the postage statement is incorrect	Mailing Review	Job	Error	N
693	Mailpiece Review - Mailpiece does not meet any non- machinable criteria	Mailing Review	Job	Error	N
694	Mailpiece Review - Postage payment method does not meet format and legibility requirements	Mailing Review	Job	Error	N
695	Documentation/Postage Statement Review - Mailer has not completed all applicable sections of the postage statement	Mailing Review	Job	Error	Ν
696	Documentation/Postage Statement Review - Mailer provided documentation does not support the pieces and rates claimed on the postage statement	Mailing Review	Job	Error	Ν
7001	The mailer provided Appointment ID is invalid or no match found in FAST for the associated container based on the Reservation Number from Mail.dat (.csm) or the Appointment ID from Mail.XML (QualReport)	Appointment	Container	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7002	The mailer provided Appointment ID is invalid or no match found in FAST for the associated orphan HU based on the Reservation Number from Mail.dat (.csm) or the Appointment ID from Mail.XML (QualReport)	Appointment	Handling Unit	Warning	Ν
7003	The mailer provided Appointment ID from the eDoc(.csm or Mail.XML QualReport) was null for a container where the Entry Point Facility Type is Dropship	Appointment	Container	Warning	Ν
7004	The FAST Appointment on the associated container has Contents Different than 8125 Irregularity Indicator	Appointment	Container	Warning	Ν
7005	The FAST Appointment on the associated container has a different Entry Point for Entry Discount Facility than the Destination Facility specified in the FAST Appointment	Appointment	Container	Warning	N
7006	The mailer provided Appointment ID from the eDoc(.csm or Mail.XML QualReport) was null for the orphan HU where the Entry Point Facility Type is Dropship	Appointment	Handling Unit	Warning	Ν
7007	The FAST Appointment on the associated handling unit has Contents Different than 8125 Irregularity Indicator	Appointment	Handling Unit	Warning	Ν
7008	The FAST Appointment on the associated handling unit has a different Entry Point for Entry Discount Facility than the Destination Facility specified in the FAST Appointment	Appointment	Handling Unit	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7009	The FAST Appointment on the associated container has Damaged Mail Irregularity Indicator	Appointment	Container	Warning	Ν
7010	The appointment on the associated container scan record does not match the appointment on the container in the eDoc	Appointment	Container	Error	Ν
7011	The container was entered at a dropship location that is not valid within the FAST Mail Direction File	Appointment	Container	Warning	Ν
7012	The container was entered at a dropship location within the FAST Mail Direction File, but after the allowable grace period	Appointment	Container	Warning	Ν
7013	The FAST Appointment on the associated container has Damaged Mail Irregularity Indicator	Appointment	Handling Unit	Warning	Ν
7014	The handling unit was entered at a dropship location that is not valid within the FAST Mail Direction File	Appointment	Handling Unit	Warning	Ν
7015	The handling unit was entered at a dropship location within the FAST Mail Direction File after the grace period	Appointment	Handling Unit	Warning	N
7016	The entry facility identified by the Locale Key for the container within the eDoc was unknown	Entry Facility	Container	Error	Y
7017	The entry facility identified by the Postal Code for the container within the eDoc was unknown	Entry Facility	Container	Error	Y
7018	The entry facility identified by the Locale Key for the orphan handling unit within the eDoc was unknown	Entry Facility	Handling Unit	Error	Y

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7019	The entry facility identified by the Postal Code for the orphan handling unit within the eDoc was unknown	Entry Facility	Handling Unit	Error	Y
7020	The postage statement was finalized more than 1 day after the Scheduled Ship Date for a DMU Verified, USPS Transported Container	Service Performance	Container	Error	Ν
7021	The postage statement was finalized more than 1 day after the Scheduled Ship Date for a DMU Verified, USPS Transported Handling Unit	Service Performance	Handling Unit	Error	Ν
7022	The Orphan Handling Unit does not have an Induction method of BMEU	Service Performance	Handling Unit	Warning	Ν
7030	The Physical Container has multiple associated SV Unload scans which include different appointment IDs	Service Performance	Container	Error	Ν
7101	The Mail Preparer was not identified for the piece range due to an invalid Mailer ID(.imr) or By/For piece range Mail Preparer identifiers not provided	By/For	Piece Range	Warning	Ν
7102	The Mail Owner was not identified for the piece range due to an invalid MID (.imr or Mail.XML PieceRange) or invalid CRID (.imr, Mail.XML PieceRange or QualReport)	By/For	Piece Range	Error	Ν
7103	The Mail Owner was not identified for the piece because the permit number in the .mpa file is not associated to a CRID	By/For	Piece	Error	Ν
7104	The Mail Preparer was not identified for the piece due to an invalid Mailer ID (.mpa or Mail.XML QualReport) or invalid CRID (.mpa or Mail.XML QualReport)	By/For	Piece	Error	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7105	The Mail Preparer was not identified for the piece due to an invalid Mailer ID (.cpt, mpa or Mail.XML MailPiece) or invalid CRID (.mpa, .cpt, Mail.XML MailPiece, or Mail.XML QualReport) or invalid permit number/publication number (.mpa)	By/For	Piece	Error	Ν
7106	The Mail Preparer was not identified for the piece due to an invalid Mailer ID(.mpa)	By/For	Piece	Error	Y
7107	The Mail Preparer was not identified for the piece due to an invalid CRID(.mpa)	By/For	Piece	Error	Y
7108	The Mail Preparer was not identified for the piece due to an invalid Mailer ID(Mail.XML QualReport)	By/For	Piece	Error	Y
7109	The Mail Preparer was not identified for the piece due to an invalid CRID(Mail.XML QualReport)	By/For	Piece	Error	Y
7110	The Mail Preparer was not identified for the piece due to no Mail Preparer identifiers in the eDoc	By/For	Piece	Error	Y
7111	The Mail Owner was not identified for the piece due to an invalid Mailer ID(.cpt)	By/For	Piece	Error	Y
7112	The Mail Owner was not identified for the piece due to an invalid Mailer ID(.mpa)	By/For	Piece	Error	Y
7113	The Mail Owner was not identified for the piece due to an invalid CRID(.cpt)	By/For	Piece	Error	Y
7114	The Mail Owner was not identified for the piece due to an invalid CRID(.mpa)	By/For	Piece	Error	Y

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7115	The Mail Owner was not identified for the piece due to an invalid Mailer ID(Mail.XML MailPiece)	By/For	Piece	Error	Y
7116	The Mail Owner was not identified for the piece due to an invalid CRID(Mail.XML MailPiece)	By/For	Piece	Error	Y
7117	The Mail Owner was not identified for the piece due to an invalid CRID(Mail.XML QualReport)	By/For	Piece	Error	Y
7118	The Mail Owner was not identified for the piece due to no Mail Owner identifiers in the eDoc	By/For	Piece	Error	Y
7119	The Mail Owner was not identified for the piece due to invalid permit information(.mpa)	By/For	Piece	Error	Y
7120	The Mail Owner was not identified for the piece due to invalid permit information(Mail.XML MailPiece)	By/For	Piece	Error	Y
7121	The Mail Preparer was not identified for the piece due to invalid permit information(Mail.XML QualReport)	By/For	Piece	Error	Y
7122	The Mail Preparer was not identified for the piece range due to invalid permit information(Mail.XML QualReport)	By/For	Piece Range	Error	Y
7123	The Mail Owner was not identified for the piece due to an invalid publication number(.mpa)	By/For	Piece	Error	Y
7124	The Mail Owner was not identified for the piece due to an invalid publication number(Mail.XML MailPiece)	By/For	Piece	Error	Y

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7125	The Mail Preparer was not identified for the piece due to an invalid publication number(Mail.XML QualReport)	By/For	Piece	Error	Y
7126	The Mail Preparer was not identified for the piece range due to an invalid publication number(Mail.XML QualReport)	By/For	Piece Range	Error	Ν
7127	The Mail Preparer was not identified for the piece range due to an invalid Mailer ID(.imr)	By/For	Piece Range	Error	Ν
7128	The Mail Preparer was not identified for the piece range due to an invalid CRID(.imr)	By/For	Piece Range	Error	Ν
7129	The Mail Preparer was not identified for the piece range due to an invalid Mailer ID(Mail.XML PieceRange)	By/For	Piece Range	Error	Ν
7130	The Mail Preparer was not identified for the piece range due to an invalid Mailer ID(Mail.XML QualReport)	By/For	Piece Range	Error	N
7131	The Mail Preparer was not identified for the piece range due to an invalid CRID(Mail.XML PieceRange)	By/For	Piece Range	Error	Ν
7132	The Mail Preparer was not identified for the piece range due to an invalid CRID(Mail.XML QualReport)	By/For	Piece Range	Error	Ν
7133	The Mail Preparer was not identified for the piece range due to no Mail Preparer identifiers in the eDoc	By/For	Piece Range	Error	Ν
7134	The Mail Owner was not identified for the piece range due to an invalid Mailer ID(.imr)	By/For	Piece Range	Error	N
7135	The Mail Owner was not identified for the piece range due to an invalid CRID(.imr)	By/For	Piece Range	Error	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7136	The Mail Owner was not identified for the piece range due to an invalid Mailer ID(Piece Range)	By/For	Piece Range	Error	N
7137	The Mail Owner was not identified for the piece range due to an invalid CRID(Mail.XML PieceRange)	By/For	Piece Range	Error	N
7138	The Mail Owner was not identified for the piece range due to an invalid CRID(Mail.XML QualReport)	By/For	Piece Range	Error	Ν
7139	The Mail Owner was not identified for the piece range due to no Mail Owner identifiers in the eDoc	By/For	Piece Range	Error	N
7140	The Mail Owner and Mail Preparer were identified as same Business entity	By/For	Piece	Error	Y
7141	The Mail Owner and Mail Preparer were identified as same Business entity	By/For	Piece Range	Error	Ν
7142	The Mail Owner was identified as a Mail Preparer within the past 90 days	By/For	Piece	Error	Y
7143	The Mail Owner was identified as a service provider on a configurable list of CRIDs	By/For	Piece	Error	Y
7201	The CSA ID from the eDoc container record (.csm or Mail.XML QualReport) is invalid or a match cannot be found for the associated container in the FAST system	Nesting/Sortation	Container	Error	Ν
7202	The CSA ID from the eDoc handling unit record (.csm or Mail.XML QualReport) is invalid or a match cannot be found for the associated handling unit in the FAST system	Nesting/Sortation	Handling Unit	Error	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7203	The CSA ID from the eDoc container record (.csm or Mail.XML QualReport) is invalid or a match cannot be found for the associated container in the FAST system	Nesting/Sortation	Container	Error	Ν
7204	The CSA ID from the eDoc(.csm or Mail.XML QualReport) was null for a container where the Entry Point Facility Type is DMU Verified, USPS Transported	Nesting/Sortation	Container	Error	Ν
7205	The CSA ID associated to an eDoc Container record (.csm or Mail.XML QualReport) does not have an Active status in FAST	Nesting/Sortation	Container	Error	Ν
7206	The eDoc Mail Class(.seg or Mail.XML QualReport) does not match the CSA Mail Class in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Error	N
7207	The eDoc Principal Processing Category(.seg or Mail.XML QualReport) does not match the CSA Processing Category in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Error	Ν
7208	The eDoc Container Level Code(.csm or Mail.XML QualReport) does not match the CSA Processing Code in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Error	Ν
7209	The eDoc Container Destination ZIP(.csm or Mail.XML QualReport) does not match the CSA Container Destination ZIP in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Error	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7210	The eDoc Scheduled Ship Date(.csm or Mail.XML QualReport) is before the CSA Effective Date in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for DMU Verified, USPS Transported	Nesting/Sortation	Container	Error	Ν
7211	The eDoc Scheduled Ship Date(.csm or Mail.XML QualReport) is not the same CSA Day of Week in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for DMU Verified, USPS Transported, Scheduled Trip	Nesting/Sortation	Container	Error	Ν
7212	The eDoc CSA Trip ID(.csm or Mail.MXML QualReport) does not match the CSA Trip ID in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for DMU Verified, USPS Transported	Nesting/Sortation	Container	Error	N
7213	The eDoc Scheduled Induction Date(.csm or Mail.XML QualReport) is before the CSA Effective Date in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for BMEU	Nesting/Sortation	Container	Error	Ν
7214	The eDoc Scheduled Induction Date(.csm or Mail.XML QualReport) is not the same CSA Day of Week in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for BMEU, Scheduled Trip	Nesting/Sortation	Container	Error	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7215	The eDoc Entry Point Locale Key(.csm or Mail.XML QualReport) does not match the CSA Facility Locale Key in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for BMEU	Nesting/Sortation	Container	Error	Ν
7216	The eDoc Scheduled Induction Date(.csm or Mail.XML QualReport) is before the CSA Effective Date in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for DMU Verified, Mailer Transported	Nesting/Sortation	Container	Error	Ν
7217	The eDoc Scheduled Induction Date(.csm or Mail.XML QualReport) is not the same CSA Day of Week for the associated eDoc container record(.csm or Mail.XML QualReport) for DMU Verified, Mailer Transported Scheduled Trip	Nesting/Sortation	Container	Error	Ν
7218	The eDoc Appointment ID(.csm or Mail.XML QualReport) does not match CSA Recurring Appointment ID in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for DMU Verified, Mailer Transported	Nesting/Sortation	Container	Error	N
7219	The CSA ID from the eDoc orphan HU record (.csm or Mail.XML QualReport) is invalid or a match cannot be found for the associated orphan HU in the FAST system	Nesting/Sortation	Handling Unit	Error	Ν
7220	The CSA ID from the eDoc(.csm or Mail.XML QualReport) was null for an orphan HU where the Entry Point Facility Type is DMU Verified, USPS Transported	Nesting/Sortation	Handling Unit	Error	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7221	The CSA ID associated to an eDoc orphan HU record (.csm or Mail.XML QualReport) does not have an Active status in FAST	Nesting/Sortation	Handling Unit	Error	Ν
7222	The eDoc Mail Class(.seg or Mail.XML QualReport) does not match the CSA Mail Class in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport)	Nesting/Sortation	Handling Unit	Error	Ν
7223	The eDoc Principal Processing Category(.seg or Mail.XML QualReport) does not match the CSA Processing Category in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport)	Nesting/Sortation	Handling Unit	Error	Ν
7224	The eDoc Container Level Code(.csm or Mail.XML QualReport) does not match the CSA Processing Code in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport)	Nesting/Sortation	Handling Unit	Error	Ν
7225	The eDoc Container Destination ZIP(.csm or Mail.XML QualReport) does not match the CSA Container Destination ZIP in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport)	Nesting/Sortation	Handling Unit	Error	Ν
7226	The eDoc Scheduled Ship Date(.csm or Mail.XML QualReport) is before the CSA Effective Date in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for DMU Verified, USPS Transported	Nesting/Sortation	Handling Unit	Error	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7227	The eDoc Scheduled Ship Date(.csm or Mail.XML QualReport) is not the same CSA Day of Week in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for DMU Verified, USPS Transported, Scheduled Trip	Nesting/Sortation	Handling Unit	Error	Ν
7228	The eDoc CSA Trip ID(.csm or Mail.XML QualReport) does not match the CSA Trip ID in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for DMU Verified, USPS Transported	Nesting/Sortation	Handling Unit	Error	Ν
7229	The eDoc Scheduled Induction Date(.csm or Mail.XML QualReport) is before the CSA Effective Date in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for BMEU	Nesting/Sortation	Handling Unit	Error	Ν
7230	The eDoc Scheduled Induction Date(.csm or Mail.XML QualReport) is not the same CSA Day of Week in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for BMEU, Scheduled Trip	Nesting/Sortation	Handling Unit	Error	Ν
7231	The eDoc Entry Point Locale Key(.csm or Mail.XML QualReport) does not match the CSA Facility Locale Key in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for BMEU	Nesting/Sortation	Handling Unit	Error	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7232	The eDoc Scheduled Induction Date(.csm or Mail.XML QualReport) is before the CSA Effective Date in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for DMU Verified, Mailer Transported	Nesting/Sortation	Handling Unit	Error	Ν
7233	The eDoc Scheduled Induction Date(.csm or Mail.XML QualReport) is not the same CSA Day of Week in FAST for the eDoc orphan HU record(.csm or Mail.XML QualReport) for DMU Verified, Mailer Transported, Scheduled Trip	Nesting/Sortation	Handling Unit	Error	N
7234	The eDoc Appointment ID(.csm or Mail.XML QualReport) does not match CSA Recurring Appointment ID in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for DMU Verified, Mailer Transported	Nesting/Sortation	Handling Unit	Error	Ν
7235	The eDoc Scheduled Induction Date/Time(.csm or Mail.XML QualReport) is after the CSA Arrival Time in FAST for the associated eDoc HU record(.csm or Mail.XML QualReport) for BMEU	Nesting/Sortation	Handling Unit	Error	Ν
7236	The eDoc Scheduled Induction Date/Time(.csm or Mail.XML QualReport) is after the CSA Arrival Time in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for BMEU	Nesting/Sortation	Container	Error	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7237	The eDoc EP Locale Key(.csm or Mail.XML QualReport) does not match the CSA Facility Locale Key in FAST for the associated eDoc container record(.csm or Mail.XML QualReport) for DMU Verified, Mailer Transported	Nesting/Sortation	Container	Error	Ν
7238	The eDoc EP Locale Key(.csm or Mail.XML QualReport) does not match the CSA Facility Locale Key in FAST for the associated eDoc orphan HU record(.csm or Mail.XML QualReport) for DMU Verified, Mailer Transported	Nesting/Sortation	Handling Unit	Error	Ν
7239	The CSA ID was not provided in the eDoc(.seg/.csm or Mail.XML QualReport) for the Origin entered Container when a First Class CSA Exists in FAST based on the eDoc Sender CRID and Processing Category	Nesting/Sortation	Container	Warning	N
7240	The CSA from the eDoc(.seg/.csm or Mail.XML QualReport) is invalid or a match cannot be found in FAST for the associated container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Warning	Ν
7242	The CSA ID associated to an eDoc Container record(.csm or Mail.XML QualReport) does not have an Active status in FAST	Nesting/Sortation	Container	Warning	Ν
7243	The eDoc Scheduled Ship/Induction Date(.csm or Mail.XML QualReport) is before the CSA Effective Date in FAST for the associated container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7244	The eDoc Principal Processing Category(.seg or Mail.XML QualReport) does not match the CSA Processing Category in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Warning	Ν
7245	The eDoc Container Level Code(.csm or Mail.XML QualReport) does not match the CSA Processing Code in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Warning	Ν
7246	The eDoc Container Destination ZIP(.csm or Mail.XML QualReport) does not match the CSA Container Destination ZIP in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Warning	Ν
7247	The eDoc Entry Point Locale Key(.csm or Mail.XML QualReport) does not match the CSA Facility Locale Key in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Warning	Ν
7248	The eDoc Scheduled Ship/Induction Date(.csm or Mail.XML QualReport) does not match the CSA Day of Week in FAST for the associated eDoc container record(.csm or Mail.XML QualReport)	Nesting/Sortation	Container	Warning	Ν
7301	The Mailer ID in the IMcb from the eDoc container record (.csm or Mail.XML QualReport) is invalid or cannot be found	Mailer ID	Container	Error	Y
7302	The Mailer ID in the IMtb from the eDoc handling unit record (.csm or Mail.XML QualReport) is invalid or cannot be found	Mailer ID	Handling Unit	Error	Y

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7303	The Mailer ID in the Piece Range serialization from the eDoc piece range (.imr or Mail.XML PieceRange) is invalid or cannot be found	Mailer ID	Piece Range	Error	Ν
7304	The Mailer ID in the IMb from the eDoc piece record (.pdr or Mail.XML MailPiece) is invalid or cannot be found	Mailer ID	Piece	Error	Y
7401	The Service Type Identifier in the IMb from the eDoc piece record (.pdr or MailPiece) is invalid	Service Type	Piece	Error	Y
7402	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)	Service Type	Piece	Error	Y
7403	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)	Service Type	Piece	Error	Y
7404	The Service Type Identifier in the IMb from the eDoc piece range record (PieceRange) is invalid	Service Type	Piece Range	Error	Ν
7405	The Service Type Identifier in the eDoc piece range record (Mail.XML PieceRange) indicates the piece is basic when the piece range record was indicated in eDoc to be Full- Service (Mail.XML PieceRange)	Service Type	Piece Range	Error	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7406	The Service Type Identifier in the IMb from the eDoc piece range record (PieceRange) indicates a Mail Class that does not match the Mail Class in the eDoc (QualReport)	Service Type	Piece Range	Error	Ν
7407	The Service Type Identifier in the IMb from the eDoc piece record (.pdr/.pbc or MailPiece) is invalid	Service Type	Piece	Error	Y
7501	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)	Barcode Uniqueness	Container	Error	Y
7502	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	Barcode Uniqueness	Container	Error	Y
7503	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	Barcode Uniqueness	Container	Error	Y
7504	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	Container	Error	Y

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7601	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)	Barcode Uniqueness	Handling Unit	Error	Y
7602	The eDoc tray barcode(.csm or Mail.XML QualReport) provided is 24 characters and consists entirely of the digit 9 (i.e. 99999999999999999999999999999999999	Barcode Uniqueness	Handling Unit	Warning	Ν
7603	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	Barcode Uniqueness	Handling Unit	Error	Y
7604	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	Barcode Uniqueness	Handling Unit	Error	Y
7605	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	Handling Unit	Error	Y
7701	The same Piece Serialization (IMb) from the eDoc (.imr or Mail.XML PieceRange) 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)	Barcode Uniqueness	Piece Range	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7702	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)	Barcode Uniqueness	Piece	Error	Y
7703	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	Barcode Uniqueness	Piece	Error	Y
7704	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	Barcode Uniqueness	Piece	Error	Y
7705	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	Barcode Uniqueness	Piece	Error	Y
7706	The same Piece Range Serialization(IMb) from the eDoc(.imr or Mail.XML PieceRange) was used more than once within the 45 days from the Postage Statement Mailing Date, across eDoc Sender CRIDs	Barcode Uniqueness	Piece Range	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
7707	The same Piece Range Serialization from eDoc(.imr or Mail.XML PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and eDoc Sender CRID	Barcode Uniqueness	Piece Range	Error	Ν
7708	The same Piece Range Serialization) from eDoc(.imr or Mail.XML PieceRange) was used more than once within 45 days from the postage statement mailing date, across Jobs with the same eDoc Sender CRID	Barcode Uniqueness	Piece Range	Error	N
7901	IMb does not have a valid 11, 9, or 5 digit routing code or the 11, 9, or 5 digit delivery point was not active within allowable period of time from the postage statement mailing date.	Delivery Point	Piece	Error	Ν
7902	IMb has a value of 0000 within positions 6-9 of the routing code	Delivery Point	Piece	Error	Ν
7903	IMb has a value of 9999 within positions 6-9 of the routing code and the address record type is not General Delivery	Delivery Point	Piece	Error	Ν
7904	IMb within the range does not have a valid 11, 9, or 5 digit routing code or the 11, 9, or 5 digit routing code was not active within allowable period of time from the postage statement mailing date	Delivery Point	Piece Range	Error	Ν
7905	IMb within the range has a value of 0000 within positions 6-9 of the routing code	Delivery Point	Piece Range	Error	Ν
7906	IMb within the range has a value of 9999 within positions 6-9 of the routing code and the address record type is not General Delivery	Delivery Point	Piece Range	Error	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
E4	Per the active Mail Direction File, the Entry Discount claimed for the container is invalid for the planned entry location (eDoc or FAST appointment), Mail Class (eDoc), and Processing Category (eDoc)	Entry Facility	Container	Warning	Ν
E4P	Per the active Mail Direction File, the Entry Discount claimed for the container is invalid for the actual entry location (scan location), Mail Class (eDoc), and Processing Category (eDoc)	Entry Facility	Container	Warning	Ν
E5	The eDoc Entry Point - Actual /Delivery - Locale Key is invalid	Entry Facility	Container	Error	Ν
E5P	The eDoc Entry Point - Actual /Delivery - Locale Key is invalid	Entry Facility	Container	Warning	N
E7	No Payment found on record The container was not released for induction to the field	Postage	Container	Error	Ν
E7P	No Payment found on record	Postage	Container	Warning	N
E10P	The scanned IMcb for this container is associated to multiple finalized eDocs in the previous 45 days from the postage statement mailing date	Barcode Uniqueness	Container	Warning	N
E11P	One or more postage statements associated to this container are not in FIN or FPP status. This Container will not be released to Surface Visibility/FAST until all statements are in FIN or FPP status.	Postage	Container	Warning	N
E13	Per the active Zone Chart, the zone discount claimed is invalid for the entry location (eDoc) and Destination ZIP (eDoc)	Entry Facility	Container	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
E13P	Per the active Zone Chart, the zone discount claimed is invalid for the actual entry location (scan location) and Destination ZIP (eDoc)	Entry Facility	Container	Error	Ν
E14	The IMcb for a USPS transported container is associated to an appointment	Appointment	Container	Warning	Ν
E15	The eDoc 3 Digit/5 Digit Container Division was not found in the USPS labeling list file	Nesting/Sortation	Container	Warning	Ν
E17P	Duplicate Container (between appointments): The IMcb for this container has been previously scanned/inducted at a destination facility, on a different appointment, in the previous 45 days	Barcode Uniqueness	Container	Error	Ν
E18P	Containers on container manifest message linked to postage statements previously used in eDocs for eInduction	Postage	Container	Error	Ν
E23P	The IMCB for the container was not readable on USPS equipment and was manually entered	Barcode Quality	Container	Warning	Ν
E28P	The container was not expected at induction The container is non-elnduction or did not meet the criteria (payment status, validation status) for release to Surface Visibility /FAST	Undocumented	Container	Warning	Ν
E29P	The eInduction container was misshipped	Entry Facility	Container	Error	N
E45P	Container had the same IMcb as another container from the same appointment	Barcode Uniqueness	Container	Warning	Ν
UC2	The container barcode could not be associated to an eDoc	Undocumented	Container	Warning	N
UH2	The handling unit barcode could not be associated to an eDoc	Undocumented	Handling Unit	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
UP2	The piece barcode could not be associated to an eDoc	Undocumented	Piece	Warning	Ν
UC3	The container barcode could not be associated to an eDoc	Undocumented	Container	Warning	Ν
UH3	The handling unit barcode could not be associated to an eDoc	Undocumented	Handling Unit	Warning	Ν
UP3	The piece barcode could not be associated to an eDoc	Undocumented	Piece	Error	Ν
M4000	An .oci file or an OriginalContainerLinkageCreate Request message in a consolidator job has not linked the origin tray as required	OCI	Handling Unit	Error	Y
M4001	An .oci file or an OriginalContainerLinkageCreate Request message in a consolidator job has not linked the origin bundle as required	OCI	Handling Unit	Error	Y
M4002	An OriginalContainerLinkageCreate Request message has not linked the origin tray as required	OCI	Handling Unit	Error	Y
M4003	An OriginalContainerLinkageCreate Request message has not linked the origin bundle as required	OCI	Handling Unit	Error	Y
M4005	An .oci file or an OriginalContainerLinkageCreate Request message in a consolidator job has not linked the origin tray within 14 days of the .csm Postage Statement Mailing Date	OCI	Handling Unit	Warning	Ζ
M4006	An .oci file or an OriginalContainerLinkageCreate Request message in a consolidator job has not linked the origin bundle within 14 days of the .csm Postage Statement Mailing Date	OCI	Handling Unit	Warning	Ν
Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
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M4007	An OriginalContainerLinkageCreate Request message has not linked the origin tray within 14 days of the PostageStatementMailingDate field in the PostageStatementCreateReque st message	OCI	Handling Unit	Warning	Ν
M4008	An OriginalContainerLinkageCreate Request message has not linked the origin bundle within 14 days of the PostageStatementMailingDate field in the QualificationReportDetailCreate Request message or within 14 days of the Submission Date of the QualificationReportDetailCreate Request message if the PostageStatementMailingDate was not provided	OCI	Handling Unit	Warning	Ν
M4397	The eDoc Entry Point - Actual / Delivery - Locale Key does not match the Locale Key retrieved from the active Mail Direction File	Nesting/Sortation	Job	Warning	N
M7096	The permit balance of the .mpa Permit Number and Permit ZIP+4 provided will be negative after postage statement processing	Postage	Job	Warning	Ν
M7097	The balance of .mpa USPS Publication Number and Permit ZIP+4 provided will be negative after postage statement processing	Postage	Job	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M7100	The additional postage permit balance associated to the .mpa Permit Number for Pre- Cancelled Stamps and Permit ZIP+4 provided will be negative after postage statement processing	Postage	Job	Warning	Ν
M7104	For Streamlined, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field must contain exactly 21 characters when the .csm Container Type is P, H, A, G, D, R, C, Z, B, U, and W	Barcode Quality	Job	Warning	Ν
M7105	For Streamlined, the Label: IM Container Or IM Tray Barcode must begin with 99M when the corresponding Container type in the ContainerInfoData block is P, H, A, G, D, R, C, Z, B, U, or W	Barcode Quality	Job	Warning	Ν
M7106	For Streamlined, the .csm Label: IM Container Or IM Tray Barcode field must be unique within the submitted job and amongst all physical pallets associated to the .seg eDoc Sender CRID value that were finalized within the last 45 days of the Postage Statement Mailing Date	Barcode Uniqueness	Job	Warning	Ν
M7107	For Streamlined, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field contains an invalid value; it must contain a 24 character IMtb	Barcode Quality	Job	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M7108	For Streamlined, the .csm Label: IM Container Or IM Tray Barcode field must be unique within the submitted job and amongst all physical handling units associated to the .seg eDoc Sender CRID value that were finalized within the last 45 days of the Postage Statement Mailing Date	Barcode Uniqueness	Job	Warning	Ν
M7109	For Streamlined, containers with container type M must be referenced by a physical sibling with .csm Sibling Container Indicator populated with Y	eDoc	Job	Warning	Ν
M7110	For Streamlined, containers with container type L must be referenced by a physical sibling with .csm Sibling Container Indicator populated with Y	eDoc	Job	Warning	Ν
M7111	For Streamlined, original containers referenced by a physical sibling with Sibling Container Indicator populated with Y must have .csm Container Type of M or L	eDoc	Job	Warning	Ν
M7112	For Streamlined, the .csm Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not ORIGIN or LOCORIGIN	Entry Facility	Job	Warning	Ν
M7113	For Seamless, all physical containers with .csm Container Status set to R = Ready to pay must set the .csm eInduction Indicator to Y = Yes	eDoc	Job	Warning	Ν
M7116	For Streamlined Parallel Run, the Label: IM Container Or IM Tray Barcode must begin with 99M when the corresponding ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, B, U, or W	Barcode Quality	Job	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M7117	For Streamlined Parallel Run, the .csm Label: IM Container Or IM Tray Barcode field must be unique within the submitted job and amongst all physical pallets associated to the .seg eDoc Sender CRID value that were finalized within the last 45 days of the Postage Statement Mailing Date	Barcode Uniqueness	Job	Warning	Ν
M7118	For Streamlined Parallel Run, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field contains an invalid value; it must contain a 24 character IMtb	Barcode Quality	Job	Warning	Ν
M7119	For Streamlined Parallel Run, the .csm Label: IM Container Or IM Tray Barcode field must be unique within the submitted job and amongst all physical handling units associated to the .seg eDoc Sender CRID value that were finalized within the last 45 days of the Postage Statement Mailing Date	Barcode Uniqueness	Job	Warning	Ν
M7120	For Streamlined Parallel Run, containers with container type M must be referenced by a physical sibling with .csm Sibling Container Indicator populated with Y	eDoc	Job	Warning	N
M7121	For Streamlined Parallel Run, containers with container type L must be referenced by a physical sibling with .csm Sibling Container Indicator populated with Y	eDoc	Job	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M7122	For Streamlined Parallel Run, original containers referenced by a physical sibling with Sibling Container Indicator populated with Y must have .csm Container Type of M or L	eDoc	Job	Warning	Ν
M7123	For Streamlined Parallel Run, the .csm Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not ORIGIN or LOCORIGIN	Entry Facility	Job	Warning	Ν
M7124	For Streamlined Parallel Run, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field must contain exactly 21 characters when the .csm Container Type is P, H, A, G, D, R, C, Z, B, U, and W	Barcode Quality	Job	Warning	Ν
M7125	The eDoc 3 Digit/5 Digit Container Division for the handling unit does not match a 3 Digit/5 Digit Container Division retrieved from the active labeling list	Nesting/Sortation	Job	Warning	Ν
M7126	The eDoc Container Destination Zip of the handling unit does not match its Parents Container Destination Zip based on the labeling list data retrieved	Nesting/Sortation	Job	Warning	Ν
M7134	For Seamless Parallel Run, all physical containers with .csm Container Status set to R = Ready to pay must set the .csm eInduction Indicator to Y = Yes	eDoc	Job	Warning	Ν
M7138	The permit balance of the .mpa Permit Number and Permit ZIP+4 provided will be negative after postage statement processing. OI Permit; First Class, Standard Mail, or Pkg Service	Postage	Job	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M7139	The permit balance of the .mpa Permit Number and Permit ZIP+4 provided will be negative after postage statement processing. MT Permit; First Class or Standard Mail.	Postage	Job	Warning	Ν
M7140	The permit balance of the .mpa Permit Number and Permit ZIP+4 provided will be negative after postage statement processing. OM Permit; First Class or Standard Mail.	Postage	Job	Warning	Ν
M7141	The permit balance of the .mpa Permit Number and Permit ZIP+4 provided will be negative after postage statement processing. PP Permit; Std/Periodical Comail or Periodical.	Postage	Job	Warning	Ν
M9288	The balance associated to the PermitNumber and PermitZIP+4 provided in the PermitHolderData block will be negative after Postage Statement processing	Postage	Job	Warning	Ν
M9295	The balance associated to the PublicationNumber provided within the PermitPublicationData block will be negative after Postage Statement processing. Periodical mail class	Postage	Job	Warning	Ν
M9296	The balance associated to the PublicationNumber provided within the PermitPublicationData block will be negative after Postage Statement processing. Consolidated periodical mail class	Postage	Job	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M9299	For Streamlined, the ContainerBarcode field in the ContainerInfoData block must contain exactly 21 characters when the corresponding ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, B, U, or W.	Barcode Quality	Job	Warning	Ν
M9300	For Streamlined, the ContainerBarcode field in the ContainerInfoData block must begin with 99M when the corresponding ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, B, U, or W	Barcode Quality	Job	Warning	Ν
M9301	For Streamlined, ContainerBarcode must be populated with 24 characters when the ContainerType in the ContainerInfoData block is populated with S, 1, 2, 3, 4, 5, E, F, O, or T	Barcode Quality	Job	Warning	Ν
M9302	For Streamlined, the ContainerBarcode field in the ContainerInfoData block must be unique within the mailing group and amongst all containers with container types associated to physical handling units finalized within the last 45 days of the PostageStatementMailingDate.	Barcode Uniqueness	Job	Warning	Ν
M9303	For Streamlined, the EntryLocaleKey must be populated with a 6-digit alphanumeric value that does not contain ORIGIN	Entry Facility	Job	Warning	Ν
M9304	For Seamless processing, the eInductionIndicator for ContainerType P, S, 1, 2, 3, 4, 5, F, O, T, E, F, B, U, W, H, A, G, D, R, C, or Z must be set to Yes	eDoc	Job	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M9305	For Streamlined, the ContainerBarcode field in the ContainerInfoData block must be unique within the mailing group and amongst all containers with container types associated to physical pallets finalized within the last 45 days of the PostageStatementMailingDate	Barcode Uniqueness	Job	Warning	Ν
M9339	When the CRID is eligible for Streamlined and the ContainerType is M or L, the logical container must be referenced by a physical sibling with the SiblingContainerID populated	eDoc	Job	Warning	Ν
M9349	For Streamlined Parallel Run, the ContainerBarcode field in the ContainerInfoData block must contain exactly 21 characters when the corresponding ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, B, U, or W	Barcode Quality	Job	Warning	Ν
M9350	For Streamlined Parallel Run, the ContainerBarcode field in the ContainerInfoData block must begin with 99M when the corresponding ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, B, U, or W	Barcode Quality	Job	Warning	Ν
M9351	For Streamlined Parallel Run, the ContainerBarcode field in the ContainerInfoData block must be unique within the mailing group and amongst all containers with container types associated to physical pallets finalized within the last 45 days of the PostageStatementMailingDate	Barcode Uniqueness	Job	Warning	Ν

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M9352	For Streamlined Parallel Run, ContainerBarcode must be populated with 24 characters when the ContainerType in the ContainerInfoData block is populated with S, 1, 2, 3, 4, 5, E, F, O, or T	Barcode Quality	Job	Warning	Ν
M9353	For Streamlined Parallel Run, the ContainerBarcode field in the ContainerInfoData block must be unique within the mailing group and amongst all containers with container types associated to physical handling units finalized within the last 45 days of the PostageStatementMailingDate	Barcode Uniqueness	Job	Warning	Ν
M9354	When the CRID is eligible for Streamlined Parallel Run and the ContainerType is M or L, the logical container must be referenced by a physical sibling with the SiblingContainerID populated	eDoc	Job	Warning	N
M9355	For Streamlined Parallel Run, the EntryLocaleKey must be populated with a 6-digit alphanumeric value that does not contain ORIGIN	Entry Facility	Job	Warning	Ν
M9390	The eDoc EntryZip for the handling unit does not match an EntryZip retrieved from the active labeling list	Nesting/Sortation	Job	Warning	N
M9391	The eDoc DestinationZip of the handling unit does not match its Parents DestinationZip based on the labeling list data retrieved	Nesting/Sortation	Job	Warning	N
M9392	The eDoc EntryLocaleKey does not match the Locale Key retrieved from the active Mail Direction File	Nesting/Sortation	Job	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M9445	For Seamless Parallel Run processing, the eInductionIndicator for ContainerType P, S, 1, 2, 3, 4, 5, F, O, T, E, F, B, U, W, H, A, G, D, R, C, or Z must be set to Yes	eDoc	Job	Warning	Ν
M9477	The balance associated to the PermitNumber and PermitZIP+4 provided in the PermitHolderData block will be negative after Postage Statement processing. OI Permit; First Class, Standard Mail, or Pkg Service.	Postage	Job	Warning	Ν
M9478	The balance associated to the PermitNumber and PermitZIP+4 provided in the PermitHolderData block will be negative after Postage Statement processing. OM Permit; First Class or Standard Mail.	Postage	Job	Warning	Ν
M9479	The balance associated to the PermitNumber and PermitZIP+4 provided in the PermitHolderData block will be negative after Postage Statement processing. MT Permit; First Class or Standard Mail.	Postage	Job	Warning	Ν
M9480	The balance associated to the PermitNumber and PermitZIP+4 provided in the PermitHolderData block will be negative after Postage Statement processing. PP Permit; Std/Periodical Comail or Periodical.	Postage	Job	Warning	N

Error Code	Error Description	Error Type	Level	Error or Warning	FS Invoiceable
M9481	The balance associated to the PermitNumber and PermitZIP+4 provided in the PermitHolderData block will be negative after Postage Statement processing. PC Permit; First Class or Standard Mail.	Postage	Job	Warning	Ν

 Table 20: Verification Error Codes

APPENDIX B: MICROSTRATEGY TIPS AND TRICKS

1. If a prompt is required, it will have a red (Required) note.

🔁 🕯 🔶 🦻 🗹	Mail Quality Error Type Report (eDoc Submitter)
Index X	Month Filters (Request) Choose one month filter from the list. Choosing "Select Month(s)" will allow you to select one or more months after doing to run the report.
1 Month Fiters Required) 2 Select an eDoc Submitter CRID (Required) 3 Warnings or Errors	Tris propt alons only one selection. Available:
4 Select Error Type	

Figure 112: Required Prompts

2. If a prompt has been answered, it will have a green flag on the left-hand side of the screen.

> 🗎 🖌 🦻		Hail Quality Error Type Report (eDoc Submitter)		
Index	X I	4. Select Error Type		A
Summary of your selections		Please select from the list of error types.		
1 Month Filters (Required)	٣	Search for:		
2 Select an eDoc Submitter CRID	*	Available:	_	Selected:
(Required)	-	😝 Appointment	^	(none)
3 Warnings or Errors	*	😝 Barcode Quality		•
4 Select Error Type		Barcode Uniqueness	1	**
		😝 By/For	٦,	
		Delivery Point		
		😝 eDoc		60
		🖨 Entry Facility		
		A stat threads to be	-	

Figure 113: Answered Prompts

3. The user can navigate through prompts by clicking the prompt titles on the left-hand side of the screen or by clicking the 'Next' button on the bottom left-hand side of the screen.



Figure 114: Navigating Through Prompts

- 4. To update prompt visibility to view all prompts on one page (instead of displaying each prompt on a separate page):
 - a. Click "Preferences"

	$\oplus \leftrightarrow \to \square$	Mail Quality Reports QA				?
+					Welcome	Sign Out
0						
			Search: All folders			
Ŀ						_
1	Browse					
×						
	Shared Reports	My Reports	History List	My Subscriptions		

Figure 115: Preferences

- b. Click "Prompts"
- c. Select "All on one page" radio button
- d. Click "Apply"

🔁 🕯 🔶 🔶	User Preferences	Search: All folders	P	?
Apply to all projects on the	current MicroStrategy Intelligence Server (EAGNMIMEQ9C3) 👻 💢 Close			
PREFERENCES	Prompts			
• <u>General</u> • <u>Grid display</u> • <u>Graph display</u>	Vew prompts: Alon one page Provide and an an an and an			
<u>Export Reports</u> <u>Print Reports (PDF)</u> <u>Drill mode</u>	Apply to all projects on the current MicroStrategy Intelligence Server (EAGNMMEQSC3)			
Prompts Report Services Security	Apply Load Default Values			
Change Password				

Figure 116: Selecting All on One Page

e. All prompts will now be visible on one page

2 Montantial And and a matching The set of a mark that the field is blocked by the is block that a new new the interval of a mark that is blocked to any	testes X	1. Month Filters
2. Solution Solution (SAD) The Section (SAD) The Section (SAD) The Section Section (SAD) The Section (SAD) The Section Sect	Summary of your selections (Month Kiter) (Required) 2 Select an eDoc Submitter CRID (Required) 3 Warnings or Errors 4 Select Error Type	Course are avaited from faire fair. Courseng: "select HornFolgs" and allow see to anticit one or more months the deading to use the respective. Interface
Image: Control of the sector of the sect		2. Refer to a store followither CHDI (Response) Plana and in the field of the field of the store of the only these CHDIs that have been react as an effect destrone of the grant.
The set of the se		Notable Commentation Commentati
Section 2		
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4, Solvet Error Type Pouse olection the lat of one types.		The activation (14 b) for (14 b) The activation (14 b) for (14 b) f
Search for:		S. Solida E. Error. Type: Solida E. Error. Soli

Figure 117: All Prompts Visible

When in a report, the top navigation pane will tell the name of the report that is currently being viewed. Clicking on the top navigation pane will expand to show the path taken to get there.
 (Note: click on the report path to navigate backwards.)

> # •	e-⇒-⊡	Mail Quality Reports	QA > Shared Report	ts > Mail Quality > Mail	Quality (eDoc Submit	Mail Quality	Error Type Report	t (eDoc Submitter)	Search	: All folders	?
Home Tool	s * Data * Grid	Format *								Last update: 1	1/30/14 11:18:37 AM
	i i ii 👌 👌	8 🎿 🗟 🛅 🔁	2								
PAGE-BY: Source	e: Al 🔹	Errors/Warnings: Al	•								? X
										Data rows: 12	Data columns: 4
eDoc Submitter			Level	Error Type	Error Code	Threshold	#Errors	% Errors	% Errors National Average		
			Container	Entry Facility	<u>E4</u>	5.00%	6	1.01%	19.70%		
and the second se	Contraction of Contra	in the		Nesting/Sortation	£15	10.00%	1	0.17%	3.12%		
				ByiFor	7140	5.00%	82,661	26.79%	26.78%		
				Service Type	7402	2.00%	114,159	37.00%	36.98%		
test ment	Autoritant.		Job	Entry Facility	M9303	5.00%	1	0.00%	0.00%		

Figure 118: Report Name and Navigation

6. The navigation arrows allow navigation between reports when not drilling. The user can also click the small green down arrow to select from past screens that you wish to return to. (**Note:** These arrows work much better than using internet browser arrows.)

≥ #	🗲 🛛 🚽 🖿 🕹 Mai Quality Reports QA > Si	hared Report	ts > Mail Quailty > Ma	il Quality (eDoc Submit	Mail Quality I	irror Type Report	(eDoc Submitter)	Search	: All folders	٩	?
Home Too	Mail Quality Error Type Report (eDoc Submitter) - Prompt								Last update	: 1/30/14 11:	:18:37 AM
	Mail Quality (eDoc Submitter)	5									
PAGE-BY: Sour	Mail Quality										$? \times$
	Home								Data rows: 12	Data col	umns: 4
eDoc Submitter	Mail Quality (eDoc Submitter)		Error Type	Error Code	Threshold	#Errors	% Errors	% Errors National Average			
-	Mail Quality	er	Entry Facility Nesting/Sortation	E4 E15	5.00%	6	1.01%	19.70%			
	Mail Quality (eDoc Submitter)		By/For	7140	5.00%	82,661	26.79%	26.78%			
ALC: NO	Mail Quality Error Type Report (eDoc Submitter) - Prompt		Entry Facility	M9303	5.00%	114,159	0.00%	0.00%			

Figure 119: Navigation Arrows

- 7. To export a report into Excel or PDF format, do either of the following:
 - a. Click the arrow next to "Home"
 - b. Click "Export"
 - c. Select "PDF" or "Excel with formatting"

Save									Lanc optimes a			
	b ≠ ∰ 0, 0, 15 (b) 31											
Save As	Errors/Warnings: Al											
										Deta columns		
		Level	Error Type	Error Code	Threshold	#Errors	% Errors % Er	rors National				
Grid		Container	Entry Facility Nesting/Sortation	E4 E15	5.00%	6	1.01%	19.70%				
Graph		Piece	Buffor Service Type	7140	5.00%	82,661	26.79%	26.78%				
Grid and Graph		Job	Entry Facility	M9303	5.00%	1	0.00%	0.00%				
Add to History List		Container	Entry Facility	E12 E4	5.00%	110	6.71%	3.08%				
Create Decennal View			Nesting/Sortation	£15	10.00%	340	20.74%	3.12%				
COUNTRY FOR DWINE VIEW	NUMBER OF STREET	Handling Unit	OCI	M4002	5.00%	2,193	100.00%	2.25%				
Share		Inh	Destana	1/2006	3.00%	63	0.00%	0.00%				
Subscribe to		Piece	BylEar	7120	5.00%	190	100.00%	0.06%				
Export												
Print	Excel with plain text											
Pull Screen Mode	CSV file format											
	Excel with formatting											
	HTML											

Figure 120: Exporting to PDF or Excel - Option 1

-OR-

- a. Click "Home"
- b. Click the PDF or Excel Icon as desired

2 🕯	 ↔ ⇒ bi 	Mail Quality Error	Type Report (e	eDoc Submitter)					Search	: All folders	P	?
Home Too	ls 👻 Data 👻 Grid	Format *	a 21							Last update: 1	1/30/14 10:	:38:27 AM
PAGE-BY: Sour	ce: Al 🔹	Errors/Warnings: Al	•							Data rous: 18	Data col	? X
eDoc Submitter			Level	Error Type	Error Code	Threshold	#Errors	% Errors	% Errors National Average			
			Container	Entry Facility Nesting/Sortation	E4 E15	5.00%	6	1.01%	19.70%			
and the second se				By/For	7140	5.00%	82,661	26.79%	26.78%			
and common	Contan.		Container	Entry Facility Nesting/Sortation By/For	E4 E15 7140	5.00% 10.00% 5.00%	6 1 82,661	1.01% 0.17% 26.79%	19.70% 3.12% 26.78%			

Figure 121: Exporting to PDF or Excel - Option 2

- 5. To export a report into excel format without running the report in MicroStrategy web first:
 - a. Move your mouse over the name of the report
 - b. Click the "Export" link below the report icon (Note: This link only appears upon mouse over)
 - c. Answer prompts as desired
 - d. Click "Export"

	$\leftarrow \Rightarrow$	El eInduction Reporting	Search: eInduction Reporting
• • •		eInduction Container Status Report Ommer Administrator Hodfried: 12/2/13 1:32:56 FM This report provides eDoc, appointment, and operational data as well as pre- and post- induction values authause for containers flagged for elinduction. Subscriptions Lauret JCP.	eInduction Facility Report Owner Admisstrator Modiled: 12/3/13 3:32:57PM This report provides aggregated counts of containers, container scans, and pre- and post- induction validation errors by planned entry point facility with the ability to drill to view detailed container information.
0 1		eInduction Mailer Exception Report Owner: Administrator Hoddlied: 12/3/13 3:32:57 PM This report provides mailer defect metrics by eDoc submitter for containers processed by enductors.	eInduction Mailer Summary Report Owner Administrator Modified: 12/J/J3 3:32:56 PM This report provides aggregated ounts of containers, container scans, and pre- and post- induction validation errors by eOoc submitter with the ability to dril to view detailed information by pb.

Figure 122: Exporting to Excel Without Running Report

e. The report results will be displayed directly into Excel format. (**Note:** You can also run a report directly into PDF format by clicking the 'PDF' link below the report icon.)

Process Process Parts Process	$\begin{array}{cccc} \mathbf{d} & & & & & & & & \\ & & & & & & & & \\ & & & & & & & \\ & & & & & & & & \\ & & & & & & & & \\ & & & & & & & \\ & & & & & & & \\ & & & & & & & \\ & & & & & & & \\ & & & & & & & \\ & & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & \\ & & & & & & \\ & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & & \\ & & & & & \\ & & & & & \\$	- Report[1].sto - - Report 	Microsoft Excel View Addition (1977) 100 Free fact (1977) 100 Free fact	Presso Labora Presso	Han Dagas D Rocert Langest		iiiiii Factori	E Andrew - Deal A	111 E 2
	on Container Status Rep	Mailing Bala	Actual Artival Date/Time	Actual Entry Point Facility	Approximition of	Conterver Westered	e container He	Container Barcoste	=
		1/27/2014					0000000 0000420 0000421 0000422 0000422	100011004001000000001722 10001100401000000001723 100011004010000000001723 100011004010000000001724 10001100401000000001724 1000110040100000003231	erece
Genter Genter							000043	99400004400000000001 9940000440000000000	2 2 2
	and the state of t	1/7/2014					******	99440000944000000000000000000000000000	
2712							000094	99440029440002000004 W84400004400000000000	

Figure 123: Report Exported to Excel

6. To return to the prompt screen and re-prompt on your current report, click the green question mark icon. (**Note:** This re-prompt icon will only work if you answered prompts to access the report. So, for example, if you drilled through another report to access your current report, you will not be allowed to re-prompt, since you didn't answer prompts to access the current report.)

2 🕯 🗸	e-⇒-⊡	eInduction Container	r Status Repor	t)			(Search: All fol	ders 🔎	?		
Home Tool	s * Data * Grid	Format *						Last update: 1/30/14 10:31:34 AM				
	n 🖬 🔮 👌 🕯	/ 🖬 🖪 🖿 🖻	-									
H 4 1 • 2 3 4 5	of 22 pages 🕨 🕅							Data rows: 1	- 250 of 5430 Data colum	ns: 1		
eDoc Submitter		Μ.	ailing Date	Actual Arrival Date/Time	Actual Entry Point Facility	Appointment ID	Container Unload Date/Time	Container ID	Container Barcode	Fin		
(***)	linter	1/2	27/2014		jamon jamon			000397 000398 000420 000421 000422 000593	99M10649100000081722 99M10649100000081723 99M10649100000081664 99M10649100000081665 99M10649100000081724 99M10649100000081724	Y		

Figure 124: Returning to Prompt Screen

7. To drill down to a lower-level report, you can left-click the blue hyperlink in the report. If you want to see if the report has multiple drill paths, right-click the blue hyperlink to view all drill options.

2 🕯 <	🕂 🔶 👔 🔪 Mailer Scorecard	Details Report -	>Mailer Scoreca	rd Job Details (A	II)				Search: All folders	Q		
Home * Took	🔻 Data 🔻 Grid 🛛 Format 👻								Last updat	e: 1/30/14 10:44		
									Data rows: 71	Data columns:		
eDoc Submitter 🔺		Customer Group ID 📥	User License Code 📥	▲ Ol doL	Mailing Date 🔺	Mailing Group II) Bypass Seamless Acceptance Indicator △	Auto- Finalization Indicator ▼	CRID Seamless Status 🔻	s 🗢 # Handling		
20400000	125 67046		USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1		
			ACC1	NAPR37AA	1/26/2014	609805		817A	N			
			AMZN	V5R372Y	1/15/2014	61527! 🥍 Dril		View Error I	Details by Job and Error Type			
			AMZIN	V5R372Z	1/15/2014	615276						
			BCSL	WATT37AA	1/11/2014	61304: Filt	er on Selections	Invoice Job	Report - Informational Only			
					1/4/2014	61629						
			BPC1	4331091M	1/5/2014	616296 Cre	ate Group	More option	15			
					1/13/2014	61629	ate Calculation	WA.	None			
				01DS6UCH	1/26/2014	<u>60414</u>		WA.	None			

Figure 125: Drill Down Tips

8. If you want to drill to the next report on everything (as opposed to one individual blue hyperlink) you can right-click the column header to drill on all rows by clicking "Drill" and drilling to next report.



Figure 126: Drilling on All Rows

- 9. To view the filters that have been applied to the report (prompts, drills, etc.):
 - a. Click the arrow next to "Tools"
 - b. Click "Report Details"

	₩ ← → №	Mailer Scorecard D	etails Report	->Mailer Scoreca	rd Job Details (#	AII)				Search: All fol	ders	
Home 🔻	Tools 🔻 Data 🕆 Grid	Format 🔻									Last update:	1/30/14 11:27:
	New		I 🗄 🕶	0 🛃 🤮	I)							
	Create Document									Da	ta rours 71	Data columna
eDoc Subm	Create Dashboard		Customer Group ID 🔺 👔	User License Code 📥	Job ID 📥	Mailing Date 📥	Mailing Group II	Bypass Seamless	Auto- Finalization	CRID Seamless Status 🔻	# Containers	#Handling
	Report Objects							Acceptance Indicator 스	Indicator 🔻			
These sectors and	All Objects			USE1	JOB ID	1/2/2014	123456789	No	N/A	None		1
_	Notes		-	ACC1	NAPR37AA	1/26/2014	609805		N/A	None		-
					V5R372Y	1/15/2014	615279		N/A	None		
	Related Reports			AMZN	V5R372Z	1/15/2014	615276		N/A	None		
				BCSL	WATT37AA	1/11/2014	613043		N/A	None		
	Page-by Axis					1/4/2014	616296		N/A	None		
	Manu Tilan			BPC1	4331091M	1/5/2014	616296		N/A	None		
	view Hiter					1/13/2014	616296		N/A	None		
	Report Details				01DS6UCH	1/26/2014	604145		N/A	None		
L L					01DS7UCH	1/26/2014	605239		N/A	None		
	Direct Directory				0QC685TH	1/26/2014	616356		N/A	None		
	PIVOT BUTTONS				SCDS13KM	1/26/2014	614204		N/A	None		
	 Sort Buttons 			IDI 4	SCDS6UAA	1/26/2014	605119		N/A	None		
				JULI	SCDS6UBB	1/26/2014	605123		N/A	None		
	 Report Bai 				SCDS6UCC	1/26/2014	605125		N/A	None		
					SCDS6UDD	1/26/2014	605221		N/A	None		
	Report Options				SCDS7UCG	1/26/2014	605210	-	N/A	None		
	Denest Dataila Danas				SCDS8UCG	1/26/2014	605214		N/A	None		
	Report Details Page			JOCO	INCT0016	1/27/2014	616300		N/A	None		

Figure 127: Report Details

c. A "Report Details" section will display above the report that will include all filters applied to the report.

🔀 👫 🔶 $ ightarrow$ Mailer Scorecard	Details Report -	>Mailer Scorecar	d Job Details (A	II)				Search: All fold	lers	?	
Home * Tools * Data * Grid Format *	II 📑 🏹	D 🖉 🧙 😭							Last update: 1/30/14 11:3	32:50	
REPORT DETAILS	DRT DETAILS										
Report Filter: ({eDoc Submitter} =) And (Month (CAL_MONTH)	TFIEr: toc Submitter) = () And (Month (CAL_MONTH) = ApplySimple("to_number(to_dhar(add_months(sysdate, 0), "YYYY)) * 100 + to_number(to_char(add_months(sysdate, 0), "MM"))",0)) And ((eDoc Submitter) =)										
								Da	ata rows: 1 Data column	ns: 13	
Doc Submitter ▲ Customer User License User License Group ID ▲ User License Code ▲ Cod											
25+60000 1425-5704E		USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1		

Figure 128: Report Filters

- 10. To move a report column into the Page-By axis, which will allow you to filter your report results, you may do either of the following:
 - c. Click the arrow next to "Tools"
 - d. Click "Page-by Axis"

	# ← → ₪	Mailer Scorecard Det	ails Report-	>Mailer Scoreca	rd Job Details (A	AII)				Search: All fol	ders	
Home 👻	Tools 🔻 Data 👻 Grid Fo	rmat 🔻									Last update: 1	/30/14 11:41
	New		- Y-	0 🛃 🤬 😭								
	Create Document									Da	ta rowe: 71	Data columns
eDoc Subm	Create Dashboard	Cu Gr	stomer oup ID 🔺	User License Code 🔺	Job ID 🔺	Mailing Date 🔺	Mailing Group I	D Bypass Seamless	Auto- Finalization	CRID Seamless Status 🗸	# Containers 🗸	#Handling
	Report Objects							Acceptance Indicator 🛆	Indicator 🔻			
	All Objects			11054	100.00	100011	400 450700	N -		Need		
(Department)	Neter			USF1	JOBID	1/2/2014	123456789	No	N/A	None		1
	Notes			ACCI	NAPR37AA	1/26/2014	609805	-	N/A	None	-	-
	Related Reports			AMZN	V5R3/21	1/15/2014	015279	-	N/A	None	-	-
				PCSI	V5R5/2Z	1/10/2014	613042	-	N/A	None	-	-
	Page-by Avis			DUGL	WATISTAA	1/1/2014	616006		N/A	None	-	-
	rage by roab			BDC1	4331001M	1/5/2014	616296	-	N/A	None	-	-
	View Filter			brei	45510511	1/13/2014	616296		N/A	None	-	-
	Report Details				01056000	1/26/2014	604145	-	N/A	None		-
	Report Details				01057000	1/26/2014	605239	_	N/A	None		
					00C685TH	1/26/2014	616356		N/A	None		
	Pivot Buttons				SCDS13KM	1/26/2014	614204		N/A	None	-	-
	 Sort Buttons 				SCDS6UAA	1/26/2014	605119		N/A	None	-	-
				JDL1	SCDS6UBB	1/26/2014	605123		N/A	None	-	-
	 Report Bar 				SCDS6UCC	1/26/2014	605125		N/A	None	-	-
		_			SCDS6UDD	1/26/2014	605221	-	N/A	None	-	-
	Report Options				SCDS7UCG	1/26/2014	605210		N/A	None	-	-
					SCDS8UCG	1/26/2014	605214		N/A	None	-	-
	Report Details Page			JOCO	INCT0016	1/27/2014	616300		N/A	None	-	-

Figure 129: Page-by Axis

e. Click the desired column header and drag it into the Page-by Axis.

> 👫 🗲	• ->- 🗈	Mailer Scorecard D)etails Report ⊦>	>Mailer Scoreca	rd Job Details (A	ui)				Search: All folders		0
Home 🔻 Tools 🔻	Data 🔻 Grid	Format 🔻								l	ast update: 1/30/	14 11:45
	III 🕍 🗋 🛙	i ii 🖬 🖬 🖬	II 🖻 🔨 G) e 🤁 🐨								
PAGE-BY: none	Mailing Date	B										?
										Data r	ows: 71 Data	i columns:
eDoc Submitter 🔺			Customer Group ID 📥	User License Code ▲	🔺 Ol doL	Mailing Date 🔺	Mailing Group II) Bypass Seamless Acceptance Indicator 🛆	Auto- Finalization Indicator 🔽	CRID Seamless Status 🔻	# Containers ▽	# Handl
25+600000 (12)	1704			USF1 ACC1	JOB ID NAPR37AA	1/2/2014 1/26/2014	123456789 609805	No 	N/A N/A	None	1	-

Figure 130: Moving Column Header to Page-by Axis

f. Release the desired column header in the Page-by Axis. You will now be able to filter your report results by this column.

2 🕯 🗹	← → 🗈	Mailer Scorecard	Details Report->	Mailer Scorecar	d Job Details (Al	II)				Search: All fol	ders	?
Home 🔻 Tool	s 🔻 Data 👻 Grid	Format 🔻	T = 7-6		n						Last update: 1	/30/14 11:45:06
PAGE-BY: Mailin	PAGE-BY: Maling Date: 1/2/2014 1/2/2014 1/3/2014 1/3/2014 1/3/2014 1/3/2014 1/3/2014 1/3/2014 1/3/2014											
eDoc Submitter 🔺	1/5/2014 1/11/2014 1/13/2014 1/15/2014 1/26/2014		Customer Group ID 📥	User License Code ▲	Job ID 📥	Mailing Group II	Bypass Seamless Acceptance Indicator 🛆	Auto- Finalization Indicator ▼	CRID Seamless Status ▼	# Containers 🔽	#Handling Units	# Pieces
Department	1/27/2014 1/28/2014 1/30/2014		-	USF1	JOB ID PCKSV239	123456789 605115	No	N/A N/A	None	1	:	3
20400011	1/31/2014		ETR 120094 OM1 VALID22			580333 609602	-	N/A N/A	None	-		-

Figure 131: Filtering Results with Page-by Axis

-OR-

- a. Right-click the desired column header
- b. Click "Move"
- c. Click "To Page-by Axis"

2 🖷	<>- ⊠	Mailer Scorecard Details Report -	>Mailer Scoreca	rd Job Details (#	AII)					Search: All fold	iers 👂
Home 🔻 Too	ls 🔻 Data 👻 Grid	Format 🔻									Last update: 1/30/14 11:49
				T							
	📉 🔟 🛗 🛄) 🗗 🔁 🖆								
										Dai	a rows: 71 Data columns
eDoc Submitter	\	Customer	User License	Job ID	Mailing Date		Mailing Group ID Bypass		Auto	CRID Seamless	# Containers 🔽 # Handling
		Group ID 📥	Code 🔺				Seamle: Accepta Indicato	ss nce r 🛆	Finalization Indicator 🔽	Status 🔻	
-Traction of	121-07040	-	USE1	IOB ID	1/2/2014	₽	Drill	•	N/A	None	1
			ACC1	NAPR37AA	1/26/2014				N/A	None	_
				V5R372Y	1/15/2014		Sort	•	N/A	None	-
	AMZN VSR372Z 11/5/2014 N/A										
			BCSL	WATT37AA	1/11/2014		Insert Metric	•	N/A	None	-
					1/4/2014	014			None	-	
			BPC1	4331091M	1/5/2014	Move		'	To Page-by Axis	None	
					1/13/2014		Elhar On		Ta Calumna	None	-
				01DS6UCH	1/26/2014		Filter On		To Columns	None	-
				01DS7UCH	1/26/2014		Keen on grid		Left	None	
				0QC685TH	1/26/2014				Lere	None	-
				SCDS13KM	1/26/2014	x	Remove from Grid		Right	None	-
			IDI 4	SCDS6UAA	1/26/2014					None	-
			JULI	SCDS6UBB	1/26/2014	х	Remove from Report		N/A	None	-
				SCDS6UCC	1/26/2014				N/A	None	-
				SCDS6UDD	1/26/2014		Advanced formatting		N/A	None	-
				SCDS7UCG	1/26/2014				N/A	None	-
				SCDS8UCG	1/26/2014		Rename/Edit		N/A	None	-
			JOCO	INCT0016	1/27/2014				N/A	None	-
	VI					2014 Attribute Forms	'	N/A	None		
			NET1	V01R37EF	1/3/2014	14 Derived Elements		N/A	None	-	
				V01R37EJ	1/3/2014		Derived Lieffents		N/A	None	-
				1 10 1 00 7 0 1	41010044		000,000		ALCA.	Mana	

Figure 132: Moving Column Header to Page-by Axis

d. You will now be able to filter your report results by this column

2 🕯	← → 国	Mailer Scorecard I	Details Report->	Mailer Scorecar	d Job Details (Al	II)				Search: All fol	ders	?
Home * Tool	s 🔻 Data 👻 Grid	Format 🔻									Last update: 1	/30/14 11:45:06
	s 🔟 🔛 🔟	1 F 🖬 🖬 🖬	I 📑 🔨 🕻) 🖉 🤰 😭								
PAGE-BY: Mailin	g Date: 1/2/2014 💌											2 2
	1/2/2014 1/3/2014 1/4/2014 Data rows: 4 Data columns: 13											
eDoc Submitter 🔺	1/5/2014 1/11/2014 1/13/2014 1/15/2014 1/26/2014		Customer Group ID 📥	User License Code 🔺	Job ID 📥	Mailing Group ID	Bypass Seamless Acceptance Indicator 스	Auto- Finalization Indicator ▼	CRID Seamless Status 🔻	# Containers 🗸	# Handling Units	s #Pieces
(Training)	1/27/2014 1/28/2014			USF1	JOB ID	123456789	No	N/A	None	1	:	3
(Contraction)	1/30/2014 1/31/2014		 ETR 120094 OM1	SC21	PCKSV239	605115 580333	-	N/A N/A	None		-	-
			VALID22			609602		N/A	None		-	-

Figure 133: Filtering Results with Page-by Axis

- 11. To filter on any attribute or metric on the report:
 - g. Enable the view filter by clicking the arrow next to "Tools"
 - h. Click "View Filter"

	# ← → 11	Mailer Scorecard Details F	Report ->Mailer Scorec	ard Job Details ((All)				Search: All fold	ers 🔎
Home 🔻	Tools Data Grid Fo	ormat 👻								Last update: 1/30/14 11:55
	New		- O 🗗 🛃 🖆	7						
C	Create Document								D-1	
eDoc Subm	Create Dashboard	Custon Group I	ner User License D 🔺 Code 🔺	Job ID 🔺	Mailing Date 📥	Mailing Group	ID Bypass Seamless	Auto- Finalization	CRID Seamless	Containers 🗸 #Handling
	Report Objects						Acceptance Indicator 🛆	Indicator 🔻		
10.400000	All Objects		USE1	IORID	1/2/2014	122456790	No	NZA	None	1
	Notes		ACC1	NAPR37AA	1/26/2014	609805		N/A	None	
	1000		A001	V5R372Y	1/15/2014	615279		N/A	None	
	Related Reports		AMZN	V5R3727	1/15/2014	615276		N/A	None	
			BCSL	WATT37AA	1/11/2014	613043		N/A	None	
	Page-by Axis				1/4/2014	616296		N/A	None	-
			BPC1	4331091M	1/5/2014	616296		N/A	None	-
	View Filter				1/13/2014	616296		N/A	None	-
	Report Details			01DS6UCH	1/26/2014	604145		N/A	None	
				01DS7UCH	1/26/2014	605239		N/A	None	
	27 - 1 D - 11			0QC685TH	1/26/2014	616356		N/A	None	-
	Pivot Buttons			SCDS13KM	1/26/2014	614204		N/A	None	
	✓ Sort Buttons		101.4	SCDS6UAA	1/26/2014	605119		N/A	None	
			JULI	SCDS6UBB	1/26/2014	605123		N/A	None	-
	 Report bar 			SCDS6UCC	1/26/2014	605125		N/A	None	-
		_		SCDS6UDD	1/26/2014	605221		N/A	None	-
	Report Options			SCDS7UCG	1/26/2014	605210		N/A	None	-
	Depart Dataila Daea			SCDS8UCG	1/26/2014	605214		N/A	None	-
	Report Details Page		JOCO	INCT0016	1/27/2014	616300	-	N/A	None	-
				10000000	410,004.4	005040		11/1		

Figure 134: Tools to View Filter

i. The view filter is now displayed at the top of the report

🔀 👫 🔶 🗦 🔯 🛛 Mailer Scorecard	Details Report-:	>Mailer Scorecar	d Job Details ((All)				Search: All folders	•			
Home 🔻 Tools 🔻 Data 👻 Grid 🛛 Format 👻								L	ast update: 1/30/14 11:55			
W FILTER The filter is empty. 🎌 Add Condition 🖉 Auto-Apply changes 🕴												
								Data ro	ws: 71 Data columns			
Joc Submitter A Customer User License Job ID A Mailing Date A Mailing Group ID Bypass Auto- CRID Seamless # Containers V # Hand Soc Submitter A Group ID A User License Loo ID A Mailing Date A Mailing Group ID Bypass Auto- CRID Seamless Finalization Slatus V # Containers V # Hand												
20400108 X25 \$704E		USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1			

Figure 135: View Filter Added to Report

j. Click "Add Condition" to add a filter criteria to the report

k. Select any attribute or metric you wish to filter on

🔁 👫 🔶 🔄 🕅 Mailer Scorecard I	etails Report	>Mailer Scoreca	d Job Details (A	ll)				Search: All folders	٩
Home 🕆 Tools 🔻 Data 🔻 Grid 🛛 Format 👻								L	ast update: 1/30/14 11:55:
			n						
[[@ ~~ % [# # # #		0 🖉 2± 🕾							
VIEW FILTER The filter is empty. Add Condition 🛛	Auto-Apply	hanges							2
Filter On: Filter On: Bypass Seamless Acceptance Indicator	Cancel]							
Job ID	-							Data ro	ws: 71 Data columns:
CDO (Maling Date Maling Corole 10 User License Code eDoc Submitter # Adjusted Seamless Documented Piece Scans	= stomer oup ID ▲	User License Code 📥	Job ID 📥	Mailing Date 🔺	Mailing Group ID	Bypass Seamless Acceptance Indicator 스	Auto- Finalization Indicator ▼	CRID Seamless Status ▼	# Containers
# Adjusted Seamess Total Adjusted Pieces # Barcode Uniqueness Container Errors		USF1	JOB ID	1/2/2014	123456789	No	N/A	None	1
# Barcode Uniqueness HU Errors		ACC1	NAPR37AA	1/26/2014	<u>609805</u>		N/A	None	-
# Barcode Uniqueness Piece Errors		AMZN	V5R372Y	1/15/2014	<u>615279</u>		N/A	None	-
# By/For Errors # COA Errors		-m21	V5R372Z	1/15/2014	<u>615276</u>		N/A	None	-
# CSA Container Warnings		BCSL	WATT37AA	1/11/2014	<u>613043</u>		N/A	None	
# Containers				1/4/2014	616296		N/A	None	
# Containers Sampled # Containers eInduction		BPC1	4331091M	1/5/2014	<u>616296</u>		N/A	None	-
# DMU Verified USPS Transported Containers				1/13/2014	616296		N/A	None	
# DPV Errors			01DS6UCH	1/26/2014	604145		N/A	None	
# Default Tray Barcode Warnings			01DS7UCH	1/26/2014	605239		N/A	None	-
# Early Scheduled Ship Date Warnings # Entry Eacility Container Errors			0QC685TH	1/26/2014	616356		N/A	None	-
# Entry Facility HU Errors			SCDS13KM	1/26/2014	614204		N/A	None	-
# Entry Facility Seamless Errors		101.4	SCDS6UAA	1/26/2014	605119		N/A	None	
# Full-Service Containers # Full-Service Containers and Orphan Handling Units		JULI	SCDS6UBB	1/26/2014	605123		N/A	None	
# Full-Service HU			SCDS6UCC	1/26/2014	605125		N/A	None	
# Full-Service Orphan Handling Units	-		SCDS6UDD	1/26/2014	605221		N/A	None	-

Figure 136: Selecting a Condition to Filter Criteria

e. The attribute or metric values can be selected using a cart prompt (with search) by moving selections from the "Available" box to the "Selected" box and clicking "Apply"



Figure 137: Applying a Condition via Search or Cart

f. The attribute or metric values can also be selected by inputting a value and selecting a qualifier and clicking the "Apply" checkmark

🔁 🕯 🔶 🖮 🔪	Mailer Scorecard Details Report ->Mai	iler Scorecar	d Job Details (All)				Search: All fol	ders 🎝	D
Home 🔻 Tools 🔻 Data 👻 Grid For	rmat *	₽ <u>2</u> ! ₽							Last update: 1/30/1	14 11:55
VIEW FILTER Add Condition X Clear	All 🛛 🗹 Auto-Apply changes									?
Mailing Group ID C Qualify ID C G	Equals	609805	Apply	Cancel	Mailing Group ID	Bmass	Auto	Da	ta rows: 71 Data	columns
	Between (enter value1;value2) Not between (enter value1;value2) Contains Does not contain Begins with	de 🔺				Seamless Acceptance Indicator 스	Finalization Indicator 🗢	Status 🗸		
Diversion N23 STORE	Does not begin with	1	JOB ID	1/2/2014	<u>123456789</u>	No	N/A	None	1	
	Does not end with	01	NAPR37AA	1/26/2014	609805		N/A	None		
Li	Like	ZN	V5R372Y	1/15/2014	615279		N/A	None		
I	Is Null	21	V5R3722	1/15/2014	615276		N/A	None		
Is T	Is Not Null	36	MATISTAA	1/4/2014	616296		N/A	None		
I N	Not In (enter value1;value2;;valueN)	:1	4331091M	1/5/2014	616296		N/A	None	-	

Figure 138: Applying a Condition via Qualifier

- 12. To sort report results by a specified column:
 - I. Right-click the column header
 - m. Click "Sort"
 - n. Select either "Ascending" or "Descending"

2 🕯	🔶 🔶 🖿 💽 🔪 Mail Quality	Error Type Report (e	Doc Submitter)					Search: All folders	?
Home 🔻 T	°ools ▼ Data ▼ Grid Format ▼							Last upda	te: 1/30/14 12:12:50 PM
	i 🔟 🖬 🚔 💩 🖪 🔗 🍏 🖪 🎼	1 2 2							
PAGE-BY: So	ource: All Errors/Warnings:	All 👻							? X
								Data rows: 49	Data columns: 4
eDoc Submitte	r	Level	Error Type	Error Code	Threshold	# Errors	% Errors % Errors	s National Average	
		Container	Entry Facility	<u>E4</u>	5.00%	e	Sort	Ascending	
August Transmiss	T. includes	Container	Nesting/Sortation	E15	10.00%	1-		_	
		Piece	By/For	7140	5.00%	82,661	Move	Descending	
		1000	Service Type	7402	2.00%	114,159			
\$401.100007	ALTER BALL	Job	Entry Facility	<u>M9303</u>	5.00%	1	Filter On	0.00%	
			Appointment	<u>E14</u>	15.00%	\$		0.01%	
				<u>E13</u>	5.00%	151	Keep on grid	3.08%	
		Container	Entry Facility	E29P	5.00%			0.00%	
				<u>E4</u>	5.00%	1,46(Remove from Grid 	9.70%	
100700700	AUTOMATIC RALAD C. CTMM			E4P	5.00%	1		0.00%	
			Nesting/Sortation	<u>E15</u>	10.00%	302	Advanced formatting	3.12%	
				<u>M4000</u>	5.00%	٤	Thresholds	1.83%	
		Handling Unit	<u>oci</u>	<u>M4001</u>	5.00%	4	TH Carloida	0.00%	
				<u>M4005</u>	5.00%	9(Rename/Edit	5.27%	
		Job	Postage	<u>M7096</u>	3.00%	2	recommendation	0.00%	
and because	BCC SOFTIME BC	Container	Nesting/Sortation	E15	10.00%	10	71.43%	3.12%	

Figure 139: Sorting Report Results

o. The report will update based on selection

	<- → 🖬	Mail Quality Error Type Report (el	Doc Submitter))				Search: All	folders)	?		
Home v To	ols 🔻 Data 👻 Grid	Format *							Last update: 1/30/14	12:12:5	i0 PM		
PAGE-BY: Sou	BY: Source: All Frons/Warnings: All												
									Data rows: 49 Data	columns	:: 4		
eDoc Submitter		Level	Error Type	Error Code	Threshold	#Errors	% Errors	% Errors National Average					
ALC: NOT THE OWNER.	a local data	Binne	Service Type	7402	2.00%	114,159	37.00%	36.98%					
	100.000	Piece	By/For	7140	5.00%	82,661	26.79%	26.78%					
5114362	GLAD/GRAPHES	Container	Entry Facility	E4	5.00%	8,595	18.19%	19.70%					
(ma()+7)	HINDOW BOOK, INC.	Handling Unit	<u>OCI</u>	M4005	5.00%	5,051	0.00%	5.27%					
5114381	Gund-GAMPHES	Container	Entry Facility	<u>E4</u>	5.00%	2,394	19.85%	19.70%					

Figure 140: Report Updated After Sort

- 13. To perform multiple sorts on a single report:
 - p. Click the arrow next to "Data"
 - q. Click "Sort..."

	•	🔶 - 💽 🔪 Mail Quality Err	or Type Report (e	Doc Submitter)					Search: All	folders	P	?
Home 👻 T	Fools ₹	Data 🕆 Grid Format 🕆								Last update:	1/30/14 12:4	40:12 PM
		Add View Filter Condition										
C		Sort										
PAGE-BY: S	iource:	Drill	-								1	? X
		Filter on Selections								Data rows: 49	Data colu	umns: 4
eDoc Submitte	er	Hide Nulls/Zeros	evel	Error Type	Error Code	Threshold	# Errors	% Errors	% Errors National Average			
				Entry Facility	<u>E4</u>	5.00%	6	1.01%	19.70%			
burn research		Reset Data	ontainer	Nesting/Sortation	<u>E15</u>	10.00%	1	0.17%	3.12%			
		Befresh	iece	By/For	7140	5.00%	82,661	26.79%	26.78%			
		i con con		Service Type	7402	2.00%	114,159	37.00%	36.98%			
\$45.38887		Re-prompt	ob	Entry Facility	<u>M9303</u>	5.00%	1	0.00%	0.00%			
				Appointment	<u>E14</u>	15.00%	9	0.17%	0.01%			
		Swap Rows and Columns			<u>E13</u>	5.00%	151	2.82%	3.08%			
			ontainer	Entry Facility	E29P	5.00%	1	0.02%	0.00%			
		Rename/Edit Objects			<u>E4</u>	5.00%	1,460	27.29%	19.70%			
100700	-	Edit Attribute Forms			E4P	5.00%	1	0.02%	0.00%			
		Edit Attabate Formorri		Nesting/Sortation	<u>E15</u>	10.00%	302	5.64%	3.12%			
		 Show Totals 			<u>M4000</u>	5.00%	8	0.00%	1.83%			
		Edit Totale	andling Unit	<u>OCI</u>	<u>M4001</u>	5.00%	4	0.00%	0.00%			
		Luit Totais			<u>M4005</u>	5.00%	90	0.00%	5.27%			
			ob	Postage	M7096	3.00%	2	0.00%	0.00%			
And STREET,		 Toggle Thresholds 	ontainer	Nesting/Sortation	<u>E15</u>	10.00%	10	71.43%	3.12%			
04042070	0	Visual Threshold Editor	ontainer	Nesting/Sortation	<u>E15</u>	10.00%	2	100.00%	3.12%			
And 1008007		Thomas The Carlord Editor	ontainer	Nesting/Sortation	<u>E15</u>	10.00%	18	31.03%	3.12%			
Automatical States		Advanced Thresholds Editor	ontainer	Entry Facility	<u>E4</u>	5.00%	3	100.00%	19.70%			
				Nesting/Sortation	E15	10.00%	3	100.00%	3.12%			

Figure 141: Performing Multiple Sorts

	🖌 🔶 - 🏊 🛛 🔪 Mail Qual	ity Error Type Report (e	Doc Submitter)						Search: All	folders	P	?
Home 🔻	Tools 🕆 Data 🕆 Grid Format 🕆									Last update:	1/30/14 12:	:40:12 PM
	🐚 📶 🛗 (Custom) 🔹 🗎 🔮	=										
PAGE-BY:	Source: All Errors/Warnin	gs: All 🔻										? X
										Data rows: 49	Data coli	umns: 4
eDoc Submitt	er	Level	Error Type	Error Code	Threshold	#Erro	rs	% Errors	Kerrors National & Average			
			Entry Facility	<u>E4</u>	5.00%		6	1.01%	19.70%			
		Container	Nesting/Sortation	E15	10.00%		1	0.17%	3.12%			
Sector Sector	C. ST. COLOR	Dines	By/For	7140	5.00%	82,6	61	26.79%	26.78%			
		Piece	Service Type	7402	2.00%	114,	59	37.00%	36.98%			
\$45.38887	Autoritanti,	SORT					2	.00%	0.00%			
		JORT						.17%	0.01%			
		Row Column						.82%	3.08%			
		Coldmit						.02%	0.00%			
		1. Sort by: #			A			.29%	19.70%			
4400798	AUTOMATED BALING SYSTEMS	#	Errors		Ascence	ing 🔮 Des	cenaing	.02%	0.00%			
		2. Then by:			 Ascend 	ling 🔘 Des	cending	0.04%	3.1276			
		3. Then by:	a 1 (1) (10)		Accent	ing 🔘 Dec	rending	00%	0.00%			
		eDi	oc Submitter (ID)		 Abcene 	ing Obes	centaing	00%	5 27%			
		eDi	oc Submitter (CRID)					.00%	0.00%			
44030808	BCC SOFTEME BC	Lev	rel (ID) rel (DESC)					.43%	3.12%			
94542879	COME BALERTINO	Err	or Type (ID)					.00%	3.12%			
44030897	CON TARGET MEDIA	Err	or Type (DESC)		Apply	UK	Lancel	.03%	3.12%			
-	NUMBER OF THE OWNER.	Ern	or Code eshold					.00%	19.70%			
	and a second sec	# E	rrors		0.00%		3	100.00%	3.12%			
100000000	NONTRELLO SOLUTIONS	Container %	Errors		5.00%		11	18.64%	19.70%			
	and the second second second	%	cirors National Average				3	5.08%	3 12%			

r. A "Sort" window will open to allow you to choose multiple sorting options

Figure 142: Sort Window for Multiple Sorting Options

- 14. If you would like to rearrange the columns in order to better understand the information:
 - a. Click and hold the column header you wish to move
 - b. Drag it to the desired location
 - c. Drop (unclick) the column header

	Here and Mail Quality Error Type Report (eDoc Submitter)								folders	P	?	
Home 🔻 Tools	s ▼ Data ▼ Grid Format ▼								Last update:	1/30/14 12:4	40:12 PM	
	11 🖬 🛗 (Custom) 💌 🗐 🍯 🛅											
PAGE-BY: Source: All v Errors/Warnings: All v												
									Data rows: 49	Data colu	mns: 4	
eDoc Submitter		Level	Error Type	irror Code	Threshold	# Errors	% Errors	% Errors National				
		Containor	Entry Facility		5.00%	6	1.01%	Average 19.70%				
Sectors and	(in the	Container	Nesting/Sortation	<u>15</u>	10.00%	1	0.17%	3.12%				
		Piece	By/For	7140	5.00%	82,661	26.79%	26.78%				
			Service Type	<u>7402</u>	2.00%	114,159	37.00%	36.98%				
940.100007	Autoritiers.	Job	Entry Facility	<u>19303</u>	5.00%	1	0.00%	0.00%				
			Appointment	14	15.00%	9	0.17%	0.01%				
				<u>13</u>	5.00%	151	2.82%	3.08%				
		Container	Entry Facility	29P	5.00%	1	0.02%	0.00%				
				4	5.00%	1,460	27.29%	19.70%				
44710798	ANTOINE AND			<u>:4P</u>	5.00%	1	0.02%	0.00%				
HOLDER DE LE		Nesting/Sortation	<u>15</u>	10.00%	302	5.64%	3.12%					
				<u>14000</u>	5.00%	8	0.00%	1.83%				
		Handling Unit OCI	<u>44001</u>	5.00%	4	0.00%	0.00%					
				<u>44005</u>	5.00%	90	0.00%	5.27%				
		Job	Postage	17096	3.00%	2	0.00%	0.00%				

Figure 143: Rearranging Columns – Method 1

-OR-

- s. Right-click the column header you wish to move
- t. Click "Move"
- u. Select "Left" or "Right". (Note: MicroStrategy reports will always display attributes to the left of metrics. Therefore you will not be able to move metrics to the left of attributes. An attribute is a non-calculable field such as User License Code or Error Type. A metric is a calculable field such as Total Errors or Total Additional Postage.)

2 🕯	←· →· 🖬 🔪	Mail Quality Error	Type Report (eDe	oc Submitter)							Search: All	folders	٩] ?
Home 👻 Too	ls - Data - Grid Fo	ormat 👻										Last update	1/30/14	12:40:12 PM
	🔟 📶 🚟 (Custom) 🔹	= •] = I		3										
PAGE-BY: Sour	PAGE-BY: Source: All Errors/Warnings: All ? X													? X
												Data rows: 49	Data	columns: 4
eDoc Submitter			Level	Error Type	Error Code	Threshold	# Erro	ors	% Errors % E	rrors	Average			
			Container	Entry Facility	<u>E4</u>	5.00%			Sort	•	19.70%			
August Statements	1. inclusion		Container	Nesting/Sortation	E15	10.00%					3 12%			
			Piece	By/For	<u>7140</u>	5.00%	82,6	1	Move	•	Left			
			1000	Service Type	7402	2.00%	114,							
\$45.38887	Autoritari,		Job	Entry Facility	M9303	5.00%		1	Filter On	•	Right			
				Appointment	E14	15.00%					0.0110			
					E13	5.00%		1	Keep on grid		3.08%			
			Container	Entry Eacility	E29P	5.00%					0.00%			
			Container	child ruony	<u>E4</u>	5.00%	1,4	XI	Remove from Grid		19.70%			
10000	ACCOUNTS AND ADD IN CO.	THE			<u>E4P</u>	5.00%					0.00%			
	 AUTORATED RAILING SYSTEMS 			Nesting/Sortation	E15	10.00%	4		Advanced formatting	·	3.12%			
					M4000	5.00%			Threaderlate		1.83%			
		Handling Unit Q	OCI	M4001	5.00%			Inresnoids	•	0.00%				
					M4005	5.00%			Dename /Edit		5.27%			
			Job	Postage	<u>M7096</u>	3.00%			Renamercultar		0.00%			

Figure 144: Rearranging Columns – Method 2

- 15. If there are certain columns/rows you are not interested in, and they are causing too much clutter:
 - v. Right-click the column/rows header you wish to remove
 - w. Click "Remove from Grid". (**Note:** Clicking "Remove from Report" can modify the actual SQL behind the report which may unintentionally update the report results.)

Error Type	Error Cod	le	Threshold	ħ	Errors	% Errors	% Errors National
		1.00					Average
Entry Facility	<u>E4</u>		Drill	•	6	1.01%	19.70%
Nesting/Sortation	E15				1	0.17%	3.12%
By/For	7140		Sort	►	82,661	26.79%	26.78%
Service Type	7402				114,159	37.00%	36.98%
Entry Facility	M9303		Move	►	1	0.00%	0.00%
Appointment	<u>E14</u>				9	0.17%	0.01%
	<u>E13</u>		Filter On		151	2.82%	3.08%
Entry English	E29P		Filter On Keep on grid		1	0.02%	0.00%
Chu y Facility	<u>E4</u>				1,460	27.29%	19.70%
	E4P	~	Domous from Crid		1	0.02%	0.00%
Nesting/Sortation	<u>E15</u>	^	Remove from Grid		302	5.64%	3.12%
	<u>M4000</u>		Advanced formatting		8	0.00%	1.83%
<u>OCI</u>	<u>M4001</u>		Advanced formatalig		4	0.00%	0.00%
	M4005		Rename/Edit		90	0.00%	5.27%
Postage	M7096				2	0.00%	0.00%
Nesting/Sortation	E15		Attribute Forms	►	10	71.43%	3.12%
Nesting/Sortation	E15				2	100.00%	3.12%

Figure 145: Removing Columm/Rows

- 16. After you have removed columns/rows you are not interested in, you can save the report. This will allow you to return to the saved report and the items you removed will remain absent from the report:
 - x. Click the arrow next to "Home"
 - y. Click "Save As..."

🔁 🕆 🔶 🗈	Mail Quality Error	r Type Report (e	Doc Submitter)					Search: A	Il folders	•	?
Home 🔻 Tools 👻 Data 👻 Grin	d Format 🔻								Last update:	1/30/14 1:01	1:30 PM
Save) B Ø 🖻 D 🖿	🔁 🖻 🛃									
Save As	🗴 👎 Add Condition 🕤	🗹 Auto-A	Apply changes							2	x
Undo Ctrl+Z Redo Ctrl+Y	Errors/Warnings: All	-								?	X
Design	-								Data rows: 8	Data colum	nns: 4
✓ Grid		Level 🔺	Error Type 🔺	Error Code 🔺	Threshold 🗸	# Errors 🔻	% Errors 🔻 🧐	% Errors National Average ▽			
Graph			Barcode Quality	E23P	5.00%	1	0.05%	0.06%			
Grid and Graph		Container	Entry Facility	<u>E13</u> <u>E4</u>	5.00%	140	8.78%	9.26%			
:		Container		E5P	5.00%	1	0.05%	0.06%			
Add to History List			Nesting/Sortation	7861 F15	10.00%	3 172	9.21%	9.45%			
Create Personal View		Handling Linit	001	M4002	5.00%	20	2.55%	100.00%			
= Share		nanding one		<u>M4005</u>	5.00%	8	1.02%	100.00%			
Subscribe to											
Export											
Print											
Full Screen Mode											

Figure 146: Saving the Report

- z. "Save As" pop-up will appear, allowing you to make the following specifications:
 - i. Name
 - ii. Description
 - iii. Prompts
 - 1. Save report as static Saved report will not be prompted when run
 - 2. Save report as prompted

ave As	?	x
Report Filter Template		
Save in: My Reports		
This folder is empty.		
0 item(s) found		
Name: Mail Quality Error Type Report (eDoc Submitter) OK		
Description: Provides a summary of eDoc Verification, Manual Sampling, MPE, and eInduction errors for selected eDoc submitters by error type with the shifts to drill into more detailed		
Keep report prompted.		
Keep template as linked object.		
Advanced Options		
Prompts		۱ ۲
\bigcirc Save report as static - Saved report will not be prompted when run		
Save report as prompted		
Only filter will be prompted		
Only template will be prompted		
Filter and template will be prompted		
\fbox Set the current prompt answers to be the default prompt answers		
Shortcuts		
This report uses a shortcut to a template. You can choose to keep the shortcut to existing object, or embed a copy of the object into your report.	the	
Keep snortcut to tempiate: Mail Quality Error Type Report (eDoc Submitter)		

Figure 147: Save As Report

aa. After clicking "OK", you can access your saved report under "My Reports"



Figure 148: My Reports

17. To add a report to a History List for easy access, click "Add to History List" in the menu bar at the top of the report.

	<- > ⊠	Mail Quality Summary Report (eDoc Su	ibmitter)						Search: Al	l folders	P	?
Home Too	ols 🔻 Data 🔻 Grid	Format 🔻								Last up	date: 1/30/14	1:23:49 PM
	🔌 🔟 🖬 🔛 I	1 8 🥌 D 🔚 🔁 名 🕄										
VIEW FILTER	W FILTER The filter is empty. Add to History List n 🔽 Auto-Apply changes 🕴 🦹 🗙											
										Data rows: 1	2 Data co	umns: 21
eDoc Submitter 4		Mail Class 🔺	Processing Category	#Undocumented Pieces 🔻	Piece Scan Rate ▼	Adjusted Piece Scan Rate Threshold 🗢	Adjusted Piece Scan Rate 🛆	Container Scan Rate V	Adjusted Container Scan Rate	# Pieces 🔻	#Handling Units 🔻	# Containe
20400000	121.57046	First Class	Letters and Cards			97.23%				30	3	
		First Class	Letters and Cards	0		97.23%						
			Flat	0		96.32%						
		Mixed	Mixed	0								
		Package Services	Flat			30.18%						
104000	Charace Hading LLC	Periodicals	Letters and Cards	0								
			Flat	0		18.02%						1,6
		Standard	Letters and Cards	0		39.78%				6,520	784	
		oundere	Flat	0		60.19%						
		Undoc	Undoc	12								
20400.4030	New York Present Halling	Undoc	Undoc	13								
Total				25						6,550	787	1,8

Figure 149: Add to History List

18. To view a list of reports in your History List, click "History List". A list of the added reports will display. They can be re-run by clicking on the report name hyperlink.

	•	← → III History List	Seard	Search: All folders				
•		Name 4	Status 4	Message Creation Time 🔻	Actions	Remove		
		Mail Quality Error Type Report (eDoc Submitter)->Mail Quality Job Error Type Report (eDoc Submitter)	Ready [mark as "unread"]	1/30/14 1:38:17 PM	🗎 🔂 🚯 ab			
<i>•</i> •		Mail Quality Error Type Report (eDoc Submitter)	Ready [mark as "unread"]	1/30/14 1:37:39 PM	🗎 🔂 📵 ab			
	► III	Mailer Scorecard	Ready [mark as "unread"]	1/30/14 1:36:40 PM	🛅 🔂 ab			
Ŀ	History Lis							
*								

Figure 150: History of Reports

a. To remove a report from the History List, click the checkbox on the right-hand side and click "Remove".

	*	← → I History List	Seard	n: All folders	?	
•		Name 4	Status 4	Message Creation Time 🔻	Actions	Remove
*		Mail Quality Error Type Report (eDoc Submitter)->Mail Quality Job Error Type Report (eDoc Submitter)	Ready [mark as "unread"]	1/30/14 1:38:17 PM	🗎 🔂 🚯 ab	
<i>•</i> ••		Mail Quality Error Type Report (eDoc Submitter)	Ready [mark as "unread"]	1/30/14 1:37:39 PM	🗎 🔂 ab	
	► III	Mailer Scorecard	Ready [mark as "unread"]	1/30/14 1:36:40 PM	🛅 🔂 ab	
Ŀ						
2						
×						

Figure 151: Removing Repors From History List

- 22. If there is a report planned to continually run, you can schedule a subscription to that report:
 - a. Click the "Subscriptions" link under the report icon

	* ₩ ← →	eInduction Reporting		Search: eInduction Reporting	ρ	?	
► Q		eInduction Container Status Report Owner: Administrator Modified: 12/3/13 3:35:33 PM This report provides eDoc, appointment, and operational data as well as pre- and post- induction validation statuses for containers flagged for eInduction.		eInduction Facility Report Owner Administrator Modified: 12/3/13 3:35:33 PM This report provides aggregated counts of container induction validation errors by planned entry point fac detailed container information. Subscriptions Export PDE	s, container scans, and pre- and post clity with the ability to drill to view	-	
		eInduction Mailer Exception Report Owner: Administrator Modified: 12/3/13.3:35:33 PM This report provides mailer defect metrics by eDoc submitter for containers processed by eInduction.		eInduction Mailer Summary Report Owner Administrator Hodified: 12/3/13 3:35:33 PM This report provides aggregated counts of container induction validation errors by eDoc submitter with the information by job.	rt s, container scans, and pre- and post e ability to drill to view detailed	-	
		Site Performance Report Owner: Administrator Modified: 12/3/13.3:55:33 PM This report provides operational data such as aggregated counts of dosed appointments and einduction containers expected by actual entry point facility with the ability to drill to view metrics broken out by appointment.					

Figure 152: Subscribing to Reports

-OR-

- bb. When in the report, click the arrow next to "Home"
- cc. Click "Subscribe to"
- dd. Click "History List..."

🔰 👫 🔶 🎐 🖬	eInduction	Facility Report							(Search: All folders	, ,	2 ?
Home 🔻 Tools 👻 Data 👻 Grid	Format 🔻										Last update: 1/30/	14 1:49:39 PM
Save) D & (1) (1) (2) (3)											
Save As	- 🕈 Add Condition 🛛 🔽 Auto-Apply changes									? X		
Undo Ctrl+Z												
Redo Ctrl+Y	 Processing C 	ategory: All	•									? X
Darian										Data n	ows: 163 Data	columns: 21
✓ Grid Graph	# elnduction Containers 🔻	# Containers Not Expected	# Containers Finalized/FPP for eInduction 🗢	# Appointments with elnduction Containers Scanned \(\not\)	# Containers with SV Unload Scan \rightarrow	# SV Unscannable Warnings (Scan) ▽	# Payment Errors (Pre)	# Non-SV Missing Appointment Errors (Pre)	# EPD Warnings (Pre) ▼	# Labeling List Warnings (Pre) ▽	# Zone Based Warnings (Pre) A	# USPS ransported ppointment Warnings
Grid and Graph	60	0	0	0	0	0	60	4	31	6	4	(Pre) V
	5	0	0	0	0	0	5	5	0	0	0	0
Add to History List	10	0	0	0	0	0	10	10	0	0	0	0
Craate Recentral View	26	0	0	0	0	0	26	0	0	0	3	0
Create Personal view	15	0	0	0	0	0	15	15	0	0	0	0
Share	14	0	0	0	0	0	14	14	14	0	0	0
Subscribe to	Linker Link	0	0	0	0	0	5	5	0	0	0	0
	History List		0	0	0	0	10	10	0	0	0	0
- Frank	5	0	0	0	0	0	5	0	0	0	0	0
Export	5	0	0	0	0	0	5	0	0	0	0	0
Print	5	0	0	0	0	0	5	5	0	0	0	0
·	11	0	0	0	0	0	11	11	0	0	0	0
Full Screen Mode	26	0	0	0	0	0	26	26	26	0	0	0
NEX NEX	49	0	0	0	0	0	49	49	8	0	0	0

Figure 153: History List

ee. Select a run schedule and any other preferences you may have

Subscribe to History List	t	? X
You have 0 subscription(s) to	o this report.	
History List Subscri	ption	
Name:	eInduction Facility Report 1/30/14 1:50:32 PM	
Report:	eInduction Facility Report	
Schedule:	BMA Mailer Scorecard - Monthly 👻	
To:	🖞. PAN, LILA S	
. Run subscription im	mediately	
- Advanced Option	15	
. 📝 The new sch	eduled report will overwrite older versions of itself.	
Delivery		
🔲 Do not deliv	ver after	
-	OK	Cancel

Figure 154: Selecting Run Schedule

- ff. Click "OK"
- gg. You can access your subscriptions by clicking "My Subscriptions"

	≥ .	👬 🔶 🔶 🔯 🔪 My Subs	criptions					Sear	ch: All folders	?
•	His	story List Subscriptions								3
		Subscription Name	Re	eport/Document	Owner	Schedule	Recipient	Personalized	Action	Unsubscribe
$^{\circ}$	T	eInduction Facility Report 1/30/14 1:5	0:32 PM eI	Induction Facility Report	PAN, LILA S	BMA Mailer Scorecard - Monthly	PAN, LILA S		🔌 🗿	
Ŀ										
- *	My Si	ubscriptions								

Figure 155: My Subscriptions

- 23. To modify the way you view folders and reports in folder navigation:
 - a. Click the "View: Icon" image to view as icons

	$f \leftarrow \to$	Shared Reports	Search: Shared Reports	?
► Q 🔄		eInduction Reporting Owner: Administrator Modified: 12/3/13 3:35:32 PM This folder contains eInduction reports.	eMIR Reporting Owner: Administrator Modified: 12/3/13 3:35:58 PM This folder contains eMIR Reports.	
		Mail Preparation Quality Owner: Administrator Modified: 12/3/13 3:35:56 PM Contains the Mail Preparation Quality Reports.	Mail Quality Owner: Administrator Modified: 1/23/13:35:10 PM Modified: 1/23/13:35:10 PM This faider contains Mail Quality reports.	
<i></i>		Postage and Volume Reports Owner: Administrator Hodified: 12/3/13 3:35:49 PM	STC Ovmer: Administrator Modified: 12/3/13 3:35:39 PM This failder contains STC Reports.	
		Mailer Scorecard Owner: Administator Modified: 1/29/149:33:36 AM Shows the performance of a maller across various key performance indicators related to mall entry.	PostalOne! Data Status Owner: Administrator Modified: 12/3/13 3:35:07 PM This report daglays the most recent date from which PostalOne! data has been successfully processed and loaded in the hereorting tables. All PostalOne! data through the date daplayed on this report is considered complete and accurate.	
		User Guides Owne: Admisitrator Modified: 12/3/13 3:35:07 PM This report contains links to relevant report documentation and user guides.		
	View: Icon			



-OR-

a. Click the "View: List" image to view in list format

	₹ 1	🕆 🔶 🍌 Shared Repo	ts			Search: Shared Report	s 👂	?
•		Name	Owner	Modified	Description		Actions	
\$	-	eInduction Reporting	Administrator	12/3/13 3:35:32 PM	This folder contains eInduction reports.			
	-	eMIR Reporting	Administrator	12/3/13 3:35:58 PM	This folder contains eMIR Reports.			
	-	Mail Preparation Quality	Administrator	12/3/13 3:35:56 PM	Contains the Mail Preparation Quality Reports.			
	-	Mail Quality	Administrator	12/3/13 3:35:10 PM	This folder contains Mail Quality reports.			
×	-	Postage and Volume Reports	Administrator	12/3/13 3:35:49 PM				
	-	STC	Administrator	12/3/13 3:35:39 PM	This folder contains STC Reports.			
	i	Mailer Scorecard	Administrator	1/29/14 9:33:36 AM	Shows the performance of a mailer across various key perf	formance indicator		
	Π	PostalOne! Data Status	Administrator	12/3/13 3:35:07 PM	This report displays the most recent date from which Posta	IOne! data has bee		
	Π	User Guides	Administrator	12/3/13 3:35:07 PM	This report contains links to relevant report documentation	and user guides.		
	View:	List						

Figure 157: View List

- 24. To view or modify your personal MicroStrategy preferences:
 - a. Click "Preferences"

	$\# \leftarrow \Rightarrow h$	Mail Quality Reports QA				?
•					Welcome	Sign Out
0						
			Search: All folders			
Ŀ						_
<u>.</u>	Browse					-
×	R		O			
	Shared Reports	My Reports	History List	My Subscriptions		

Figure 158: Preferences

۵ 🔶 🍝 🖌 🔰	User Preferences		Search: All folders	•	?
Apply to all projects on the current	nt MicroStrategy Intelligence Serve	r (EAGNMNMEQ9C3) V X Close			
PREFERENCES	General				
General Grid display Graph display	Default start page:	Home 👻			
Export Reports Print Reports (PDF) Drill mode	Color Theme:	postalBlue Show Theme Preview			
<u>Prompts</u> <u>Report Services</u> <u>Security</u>	Language:	Default Show advanced options			
Change Password		Time Zone: Default -			
	Dynamic HTML:	Use Dynamic HTML? Determine automatically Violation Note: Browser versions above Internet Explorer 6 SP1, Safari 3.1.1 or Mozilla Firefox 2.0 fully support DHTML			
	Accessibility mode:	Enable screen reader compatibility			
	Drop down menus:	V Require mouse click to open menus			
	Font style:	Fonts Use Default Catalogue Available:			

b. Use the list on the left-side toolbar to navigate through your personal preferences

Figure 159: Preferences Toolbar

c. MicroStrategy defaults to displaying the first 20 columns in any report, with the ability to arrow-over to view additional columns. As some reports have more than 20 columns, you can expand your default setting by clicking "Grid display" and increasing the "Maximum columns in grid" option. By clicking "Apply", this setting will apply itself to all reports.

🔁 🕆 🔶 🗈	User Preferences		Search: All folders	?
Apply to all projects on the curre	nt MicroStrategy Intelligence Server (EAGNMNM	IEQ9C3) V 🔀 Close		
PREFERENCES General	Grid display			
 Grid display Graph display 	Grid style:	Use the format stored in the report definition	" will disable all custom grid formatting in Reports.	
Export Reports Print Reports (PDF)	Default grid style:	Accounting		
Drill mode Prompts	Maximum rows in grid:	250		
Report Services	Maximum columns in grid:	250		
<u>Security</u>	Show attribute form names:	Read from report 💌		
Change Password	Show pivot buttons			
	Show sort buttons			
	Show unused attributes in page-by pa	nel		
	Display empty grid axes in view mode			
	Enable sorting by attribute forms that a	are not displayed on the grid		
	Automatic page-by			
	Show page-by axis by default			
	Use images for depicting expand and co	ontract in outline mode		
	Apply to all projects on the current Micros	Strategy Intelligence Server (EAGNMNMEQ9C3) 🔻		
	Apply Load Default Values	1		

Figure 160: Increasing Maximum Columns in Grid

25. If you would like to adjust the template (coloring & formatting) of a report, you can modify the template by clicking "Grid" then the down arrow next to "Custom".

2 🕯 <	€- →-		Mail Quality Su	ımmary Rep	port (eDoc Subr	mitter)						Search: All	folders	P	?
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		Test Design Tracks		an 2007 Rooten Lan	Sector Restor	lat	0)							
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	Periodicals				als	Letters and Cards	0								3
				i choalca		Flat	0		18.02%						1,5

Figure 161: Customizing a Report

a. Here you can view various template formats that will adjust the coloring of your report.

2 🕯 🤇	Mail Quality Summary Report (eDoc Submitter)											
Home 👻 Tools	T Data T Grid Format T									Last up	date: 1/30/14	12:24:10 PM
	🗓 📶 🛗 Agent 💌 🗏 🗐 🛄 🖪											
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		Other	Flat	0								
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345.3999.7		Mixed	Mixed	0								
		First Class	Letters and Cards	0		97.23%						7
			Flat	0		96.32%						1
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		Other	Flat	0		20.100						1
	AUTOMATUR MALLING STRUCTOR	Package Services	Flat	0		30.18%						10
		Periodicals	Elst	0		19.02%						1 57
			Letters and Cards	0		39.78%						1,57
		Standard	Flat	0		60,19%						3.24
		First Class	Letters and Cards	0		97.23%						1
11,10823	BUL SUFTRAKE INC	Standard	Letters and Cards	0		39.78%						
94542825	CORE MAILERTING	First Class	Letters and Cards	0		97.23%						
/	and a second sec		Letters and Cards	0		39.78%						4
	COR. DARGET, PERSON	Standard	Flat	0		60.19%						1
Total				0						308,527	96,152	6,01

Figure 162: Report Color Templates

APPENDIX C: ISSUE RESOLUTIONS

C.1. Full-Service

C.1.1. MID Errors and Resolutions

Error Code	Error Description	Error Resolution							
7301	The Mailer ID in the IMcb from the eDoc container record (.csm or QualContainer) is invalid or cannot be found								
7302	The Mailer ID in the IMtb from the eDoc handling unit record (.csm or QualContainer) is invalid or cannot be found	Confirm that the MID exists in the Business Customer Gateway (BCG)							
7303	The Mailer ID in the Piece Range serialization from the eDoc piece range (.imr or Mail.XML PieceRange) is invalid or cannot be found	 Confirm that the MID is placed correctly in the field that represents the IMb*, IMtb, or the IMcb file in the eDoc 							
7304	The Mailer ID in the IMb from the eDoc piece record (.pdr or Mail.XML MailPiece) is invalid or cannot be found								
*Note: Mailers using Postal Wizard must check their reference materials, barcode lists, and other documentation to ensure that the information is correct in the IMb for each mailing									

Table 21: MID Errors and Resolutions

Common Root Causes for MID Verification Errors:

- MID provided is not registered with the USPS anywhere
- An invalid MID was provided to the eDoc submitter
- eDoc submitter incorrectly entered a valid MID in their software settings or mailing setup
C.1.2. STID Errors and Resolutions

Error Code	Error Description	Error Resolution	
7401	The STID in the IMb from the eDoc piece record (.pdr or MailPiece) is invalid or cannot be found		
7402	The STID in the IMb from the eDoc piece record (.pdr/.pbc or Mail.XML MailPiece) indicates the piece is basic for a Full-Service job as indicated in eDoc (.cqt or invalid or Mail.XML MailPiece)		
7403	The STID 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)	• Mailer confirms STID is valid using the Service Type Identifier Table: <u>https://ribbs.usps.gov/intel</u>	
7404	The STID in the IMb from the eDoc piece range record (Mail.XML PieceRange) is invalid	 ligentmail mailpieces/doc uments/tech_guides/stid.p df Mailer confirms STID is placed correctly in the IMb* 	
7405	The STID in the IMb from the eDoc piece range record (Mail.XML PieceRange) indicates the piece is basic when the piece range record was indicated in the eDoc to be Full- Service (Mail.XML PieceRange)		
7406	The STID in the IMb from the eDoc piece range record (PieceRange) indicates a Mail Class that does not match the Mail Class in the eDoc (QualReport)		
7407	The STID in the IMb from the eDoc piece range record (.pdr/.pbc or MailPiece) is invalid		
*Note: Mailers using Postal Wizard must check their reference materials, barcode lists, and other documentation to ensure that the information is correct in the IMb for each mailing			

Table 22: STID Errors and Resolutions

Common Root Causes for STID Verification Errors:

- Software is generating invalid STID codes
- Error in manual entry of STID code
- Using a Full-Service STID for a mailing when it should be a basic STID

C.1.3. By/For Errors and Resolutions

Error Code	Error Description	Error Resolution
7106	The Mail Preparer was not identified for the piece due to an invalid Mailer ID (.mpa)	Check the field listed in error code for an invalid value
7107	The Mail Preparer was not identified for the piece due to an invalid CRID (.mpa)	
7108	The Mail Preparer was not identified for the piece due to an invalid Mailer ID (Mail.XML QualReport)	
7109	The Mail Preparer was not identified for the piece due to an invalid CRID (Mail.XML QualReport)	
7110	The Mail Preparer was not identified for the piece due to no Mail Preparer identifiers in the eDoc	
7111	The Mail Owner was not identified for the piece due to an invalid Mailer ID (.cpt)	
7112	The Mail Owner was not identified for the piece due to an invalid Mailer ID (.mpa)	
7113	The Mail Owner was not identified for the piece due to an invalid CRID (.cpt)	
7114	The Mail Owner was not identified for the piece due to an invalid CRID (.mpa)	
7115	The Mail Owner was not identified for the piece due to an invalid Mailer ID (Mail.XML MailPiece)	
7116	The Mail Owner was not identified for the piece due to an invalid CRID (Mail.XML MailPiece)	
7117	The Mail Owner was not identified for the piece due to an invalid CRID (Mail.XML QualReport)	
7118	The Mail Owner was not identified for the piece due to no Mail Owner identifiers in the eDoc	
7119	The Mail Owner was not identified for the piece due to invalid permit information (.mpa)	

Error Code	Error Description	Error Resolution
7120	The Mail Owner was not identified for the piece due to invalid permit information (Mail.XML MailPiece)	Check the field listed in error code for an invalid value
7121	The Mail Preparer was not identified for the piece due to invalid permit information (Mail.XML QualReport)	
7123	The Mail Owner was not identified for the piece due to an invalid publication number (.mpa)	
7124	The Mail Owner was not identified for the piece due to an invalid publication number (Mail.XML MailPiece)	
7125	The Mail Preparer was not identified for the piece due to an invalid publication number (Mail.XML QualReport)	
7140*	The Mail Owner and Mail Preparer were identified by the same CRID	
7142*	The Mail Owner was identified as a Mail Preparer within the past 90 days	Check that that same entity is not listed in both a Mail Owner and Mail Preparer field
7143*	The Mail Owner was identified as a service provider on a configurable list of CRIDs	Ask the BMS or the PostalOne! Helpdesk to check the list of service provider CRIDs
*Note: Applies only to Postal Wizard mailers		

Table 23: By/For Errors and Resolutions

Common Root Causes for By/For Verification Errors:

- Mail Owner/Mail Preparer was not identified in the eDoc
- Mail Owner/Mail Preparer MID, CRID, or permit information provided in the eDoc was invalid
- Mail Owner and Mail Preparer were identified in the eDoc as the same business entity
- Mail Owner CRID or permit/MID associated to the CRID was used to identify a Mail Preparer in an eDoc within the past 90 days
- Mail Owner is designated as a Mail Service provider in the Mailing Locations tab of the BCG
- Mail Owner is designated as a Mail Service Provider in the CRID's BCG profile

C.1.4. Barcode Uniqueness Errors and Resolutions

Error Code	Error Description	Error Resolution
7501	The same Container Barcode (IMcb) for the eDoc (.csm or QualContainer) was used more than once across all mailings within 45 days based on the Postage Statement Mailing Date (.csm or QualContainer)	
7601	The same Tray Barcode (IMtb) for the eDoc (.csm or QualContainer) was used more than once across all mailings within 45 days based on the Postage Statement Mailing Date (.csm or QualContainer)	 At the container and handling unit level: MID + Serial Number At the mailpiece level: Class of STID + MID + Serial Number Check the source of the barcode: Work with the Mail Owner to crrect the errors with each of their Mail Preparers or Mail Service Providers Mail Owner determines if all the barcodes are being reused by speaking to the Mail Preparers Work with the Mail Owner to resolve the Barcode Uniqueness error
7701	The same Piece Serialization (IMb) for the eDoc (.csm or QualContainer) was used more than once across all mailings within 45 days based on the Postage Statement Mailing Date (.csm or QualContainer)	
7702	The same Piece Serialization (IMb) for the eDoc (.pdr or Mail.XML MailPiece) was used more than once across all mailings within 45 days based on the Postage Statement Mailing Date (.csm or QualContainer)	
7502	The same Container Barcode (IMcb) for 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, across Jobs and eDoc Sender CRIDs	
7503	The same Container Barcode (IMcb) for 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, within the same Job and eDoc Sender CRID	
7504	The same Container Barcode (IMcb) for 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, across Jobs with the same eDoc Sender CRID	
7605	The same Tray Barcode (IMtb) for 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, across Jobs and eDoc Sender CRIDs	
7603	The same Tray Barcode (IMtb) for 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, within the same Job and eDoc Sender CRID	

Error Code	Error Description	Error Resolution
7604	The same Tray Barcode (IMtb) for 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, across Jobs with the same eDoc Sender CRID	 At the container and handling unit level: MID + Serial Number At the mailpiece level: Class of STID + MID + Serial Number Check the source of the barcode: Work with the Mail Owner to crrect the errors with each of their Mail Preparers or Mail Service Providers Mail Owner determines if all the barcodes are being reused by speaking to the Mail Preparers Work with the Mail Owner to resolve the Barcode Uniqueness error
7703	The same Piece Barcode (IMb) for the eDoc (.pdr or Mail.XML MailPiece) was used more than once across all mailings within 45 days based on the Postage Statement Mailing Date, across Jobs and eDoc Sender CRIDs	
7704	The same Piece Barcode (IMb) for the eDoc (.pdr or Mail.XML MailPiece) was used more than once across all mailings within 45 days based on the Postage Statement Mailing Date, within the same Job and eDoc Sender CRID	
7705	The same Piece Barcode (IMb) for the eDoc (.pdr or Mail.XML MailPiece) was used more than once across all mailings within 45 days based on the Postage Statement Mailing Date, across Jobs with the same eDoc Sender CRID	
7706	The same Piece Range Serialization (IMb) from the eDoc (.imr or Mail.XML PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, across eDoc Sender CRIDs	
7707	The same Piece Range Serialization (IMb) from the eDoc (.imr or PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, within the same Job and Mail Facility ID	
7708	The same Piece Range Serialization (IMb) from the eDoc (.imr or Mail.XML PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same eDoc Sender CRID	
*Note: Mailers using Postal Wizard must check their reference materials, barcode lists, and other documentation to ensure that the information is correct in the IMb for each mailing.		

Table 24: Barcode Uniqueness Errors and Resolutions

APPENDIX D: REFERENCE LIST

- DMM
 - o http://pe.usps.com/text/dmm300/dmm300_landing.htm
- IMcb Reference Page
 - <u>https://ribbs.usps.gov/index.cfm?page=intellmailcontainer</u>
- IM Tray Label Reference Page
 - o https://ribbs.usps.gov/index.cfm?page=intellmailtraylabel
- IMb for Mailpieces Reference Page
 - o https://ribbs.usps.gov/index.cfm?page=intellmailmailpieces
- Full-Service Palletization Fact Sheet
 - <u>https://ribbs.usps.gov/intelligentmail/documents/tech_guides/FullServicePalletizationFact</u> <u>Sheet.pdf</u>
- Guide to Customer Supplier Agreements
 - <u>https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/CustomerSupplierA</u> <u>greementGuide.pdf</u>
- Quick Step Guide to MID and/or CRID Acquisition
 - <u>https://ribbs.usps.gov/intelligentmail_mail_id_app/documents/tech_guides/MIDCRIDAcqu_isitionQuickStep.pdf</u>
- Mail.dat and Mail.XML Technical Specifications
 - o https://ribbs.usps.gov/intelligentmail_schedule2016/releases/jan2016/techspecs.cfm
- TEM Guides
 - <u>https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/temguides/temguide</u> <u>s.htm</u>
- Notice 123
 - o http://pe.usps.com/cpim/ftp/manuals/dmm300/Notice123.pdf
- Ancillary Services STID Detailed Explanation
 - <u>https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/AncillaryServices_S</u> <u>TID_Detailed_Explanation.pdf</u>
- Drop Ship File Download
 - o <u>https://fast.usps.com/fast/fastApp/resources/dropShipFileDownload.action</u>
- Guide to Move Update

- o https://ribbs.usps.gov/move_update/documents/tech_guides/GuidetoMoveUpdate.pdf
- 99 Percent Testing Page
 - o <u>https://ribbs.usps.gov/index.cfm?page=99testing</u>
- Publication 804
 - o http://about.usps.com/publications/pub804.pdf
- Nonprofit Qualifications
 - o http://pe.usps.com/businessmail101/misc/nonprofitQualifications.htm
- Automation Guidelines for Letters and Cards
 - o http://pe.usps.com/businessmail101/misc/autoLetters.htm
- Automation Guidelines for Flats
 - o <u>http://pe.usps.com/businessmail101/misc/autoFlats.htm</u>
- Guide to Intelligent Mail
 - o https://ribbs.usps.gov/index.cfm?page=intellmailfullservice
- Guide to elnduction
 - o https://ribbs.usps.gov/index.cfm?page=intellmaileinduction
- Guide to Seamless Acceptance
 - <u>https://ribbs.usps.gov/index.cfm?page=intellmailseamless</u>