

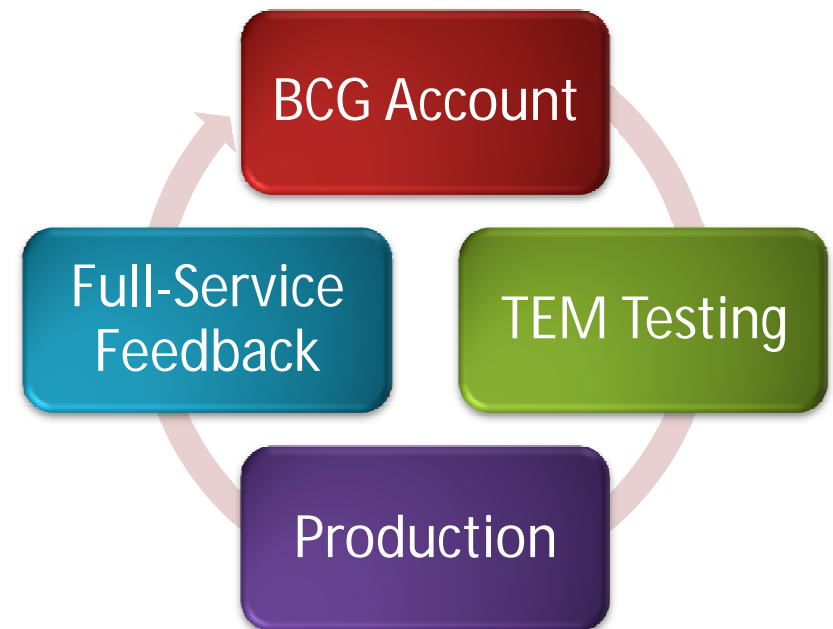


Business Customer Gateway (BCG)

Lifecycle of a Full-Service Mailing
within the BCG

Agenda

- **Review of Full-Service requirements and terms**
- **Business Customer Gateway (BCG) Account**
 - Establishing an account
 - Assignment of Customer Registration ID (CRID)
 - Assignment of Mailer ID (MID)
 - Linking your permits
- **Test Environment for Mailers (TEM) to test eDoc**
 - Who requires TEM testing
 - How to submit Mail.dat and Mail.XML files through TEM
 - View status of mailings through the BCG
- **Submitting files to Production**
 - How to submit Mail.dat and Mail.XML files through Production
 - View status of mailings through BCG
- **Full-Service Feedback**
 - Quality of Full-Service mailing
 - Tracking data



Full-Service Intelligent Mail

- The following categories are eligible for a per piece Full-Service discount
 - **First-Class Mail® postcards, letters and flats**
 - **Standard Mail® letters and flats**
 - **Periodicals letters and flats**
 - **Bound Printed Matter flats**
 - **Standard Mail Basic Carrier Route (CR) flats**
 - **Standard Mail High Density CR flats**
 - **Standard Mail High Density Plus CR flats**
 - **Periodicals CR flats**
- *Not Eligible (even with an IMb)*
 - **Standard Mail Saturation CR flats**
 - **Bound Printed Matter CR flats or DDU-entered flats**
 - **Business Reply Mail (BRM), QBRM, CRM or PRM**

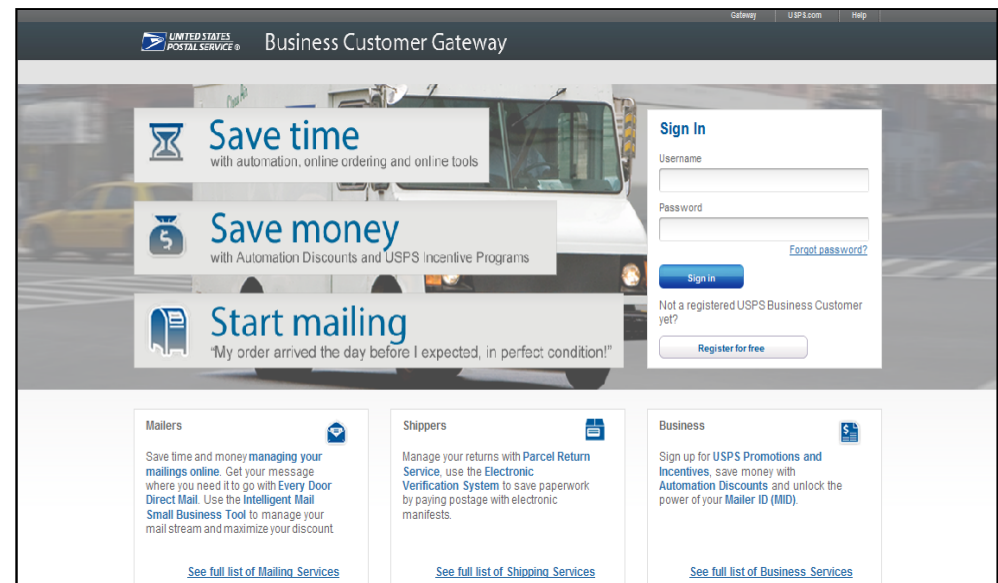
Common Terms and Definitions

Term	Definition	Uses
Electronic Documentation (eDoc)	<ul style="list-style-type: none"> Electronic mailing Information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission 	<ul style="list-style-type: none"> eDoc is a requirement for Full-Service
Customer Registration ID (CRID)	<ul style="list-style-type: none"> A unique ID number issued by USPS to identify a customer's physical business <u>location</u> (address) 	<ul style="list-style-type: none"> Used to identify Mail Owners and Mail Preparers within eDoc Used to determine to whom mailing information and reports should be distributed
Mailer ID (MID)	<ul style="list-style-type: none"> A six- or nine-digit number issued by USPS to a mail owner or mail service provider. 	<ul style="list-style-type: none"> Used in IMb barcodes Also used to identify Mail Owners and Mail Preparers within eDoc Used to determine to whom mailing information and reports should be distributed
Business Services	<ul style="list-style-type: none"> Services that cover basic business functionality within the BCG Depending on your company's needs, different employees may need access to different services Access to services is regulated by the Business Service Administrator (BSA) of <u>each</u> service 	<ul style="list-style-type: none"> Used to obtain access to certain functionality within the BCG
Business Service Administrator (BSA)	<ul style="list-style-type: none"> If you are the first user to request a service for your location, you will become the Business Service Administrator (BSA) <u>of that service</u>; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location 	<ul style="list-style-type: none"> Role used to grant or deny other users access to a business service/functionality within the BCG

What is the Business Customer Gateway (BCG)?

The Business Customer Gateway provides a single entry point for Postal Service® online business services.

- Users can access multiple services essential to full-service to monitor balances and fees for ease of mailing, to submit mailing information and postage statements electronically using Mail.dat or Mail.XML and receive Full-Service Reports
- Access to multiple services is provided through a single user name and password.



New User: 1) Register

<https://gateway.usps.com>

The screenshot shows the USPS Business Customer Gateway homepage. The header includes the USPS logo and the text "Business Customer Gateway". The main content area features three large promotional banners: "Save time with automation, online ordering and online tools", "Save money with Automation Discounts and USPS Incentive Programs", and "Start mailing 'My order arrived the day before I expected, in perfect condition!'". To the right of these banners is a "Sign In" section with fields for "Username" and "Password", a "Sign in" button, and a link for "Forgot password?". Below the "Sign In" section, the text "Not a registered USPS Business Customer" is displayed, followed by a button labeled "Register for free" which is highlighted with a red rectangular box. A blue callout bubble with a pointer directed at the "Register for free" button contains the text "A new user clicks on 'Register for free'". At the bottom of the page, there are three columns of links: "Mailing" (managing mailings online), "Shippers" (Parcel Return Service, Electronic Verification System), and "Business" (USPS Promotions, Incentives, Automation Discounts). Each column has a corresponding "See full list of..." link at the bottom.

United States Postal Service® Business Customer Gateway

Save time
with automation, online ordering and online tools

Save money
with Automation Discounts and USPS Incentive Programs

Start mailing
"My order arrived the day before I expected, in perfect condition!"

Sign In

Username

Password

[Forgot password?](#)

Sign in

Not a registered USPS Business Customer

Register for free

Mailing
Save time and money **managing your mailings online**. Get your message where you need it to go with **Every Door Direct Mail**. Use the **Intelligent Mail Small Business Tool** to manage your mail stream and maximize your discount.
[See full list of Mailing Services](#)

Shippers
Manage your returns with **Parcel Return Service**, use the **Electronic Verification System** to save paperwork by paying postage with electronic manifests.
[See full list of Shipping Services](#)

Business
Sign up for **USPS Promotions and Incentives**, save money with **Automation Discounts** and unlock the power of your **Mailer ID (MID)**.
[See full list of Business Services](#)

A new user clicks on "Register for free"

New User: 2) Complete Registration Form

Account type
Business

Create a username & password
* Indicates a required field

*Pick a Username
Usernames need 8 characters. You can use your email address. (i)

*Pick a Password
Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than two repeat characters in a row. (i)

*Pick Two Security Questions
Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.

*Pick Your First Security Question
Select

Your Answer
Answers are not case-sensitive. (i)

Re-Type Password

Re-Type Your Answer

CONFIRM FIRST SECURITY ANSWER

CLICK THIS NAME

CONFIRM FIRST SECURITY ANSWER

To establish a new account, create a user name, password and two security questions

Enter name, business information, phone number and email address

After reviewing the Privacy Policy, click on "Create Account" and a confirmation email will be sent to the email address you provided

Next, we need your name and contact info
* Indicates a required field

Enter Your Name
Title
Select

Enter Your Company Identifier (CIDI)
If you know the company identifier (CIDI) for your location, please enter the number here. (i)

CIDI
CLICK THIS CIDI

Enter Your Phone Number
Type Phone Ext.
US Phone Ext.

Type Fax
US Fax

Enter Your Email Address
Re-Type Your Email Address

Can we contact you?
Get communications from USPS and our partners.
☒ From USPS
☒ From USPS Partners

*First Name M.I. Last Name

Suffix
Select

*Country
UNITED STATES

*Company Name

*Street Address

Apt/Suite/Other

*City

*State ZIP Code™

Select

I've read our privacy policy.

Privacy Act Statement: Your information will be used to provide online registration capability for Internet-based services. Collection is authorized by 39 U.S.C. 401, 402, & 404. Providing the information is voluntary, but if not provided, we may not process your registration request. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as

Create Account

New User: 3) Terms and Conditions

Business services are used to obtain access to basic functionality within the BCG. The first user at a business location to request a particular service will become the Business Service Administrator (BSA) for that application or service.

A business service allows a mailer to monitor balances & fees, manage permit information for business locations, submit their mailing information and postage statements electronically or provide access to schedule a mailing appointment.

The screenshot shows the 'Welcome to the Business Customer Gateway' page. At the top, a progress bar indicates three steps: 'Register Your Account' (completed), 'Getting Started' (current step), and 'You're signed up!'. The main heading is 'Welcome to the Business Customer Gateway'. Below it, a note states: 'You've successfully registered your business account, and you are almost ready to use the Business Customer Gateway. We've got you signed up as:'. A box displays 'Your Business Location' with the address: BCGTEST1234, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-0004, UNITED STATES, and a CRID of 94545290. Below this, a section titled 'You will be given permission to use several USPS Business Services allowing you to do things like:' lists various services. The 'Terms and Conditions' section follows, explaining that the first user becomes the Business Service Administrator (BSA). A checkbox is checked, indicating agreement to the terms and conditions. A red box highlights the 'Continue' button at the bottom.

Register Your Account Getting Started You're signed up!

Welcome to the Business Customer Gateway

* Indicates a required field

You've successfully registered your business account, and you are almost ready to use the Business Customer Gateway. We've got you signed up as:

Your Business Location:

BCGTEST1234
475 LENFANT PLZ SW
WASHINGTON, DC 20260-0004
UNITED STATES

CRID ⓘ : 94545290

You will be given permission to use several [USPS Business Services](#) allowing you to do things like:

- Prepare, track and monitor your 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 On Top of USPS Promotions and Incentive Programs

Terms and Conditions *

If you are the first user to request a service for your location, you will become the **Business Service Administrator (BSA)** for that service; you will be able to manage that service for any future users, controlling who can and cannot use it at your business location.

☒ I have read and agree to the [terms and conditions](#) of the Business Customer Gateway.

Continue

All users must agree to the terms and conditions, which can be viewed and printed from the link shown here

Clicking **Continue** takes the new user to a confirmation page

Confirmation Page: CRIDs and MIDs

When a new business account is created, a CRID is automatically assigned

During registration, new business locations will automatically be assigned a 9-digit Mailer

The screenshot shows the USPS Business Customer Gateway confirmation page. At the top, the header includes the USPS logo, the text "Business Customer Gateway", and navigation links: "Hello, Mel", "Gateway", "USPS.com", "Help", and "Logout". Below the header, a progress bar shows three steps: "Your Account", "Getting Started", and "You're signed up!". The main content area features a green checkmark icon and the text "Congratulations, your account is set up with business services." followed by a paragraph explaining service access. Below this, a section titled "Your Business Location:" with a location pin icon displays the address: "BCGTEST1234", "475 LENFANT PLZ SW", "WASHINGTON, DC 20260-0004", and "UNITED STATES". A red box highlights this address and the "CRID ? : 94545290" below it. To the right, another red box highlights the text "We have automatically assigned you a Mailer ID (MID): 900004055 ?" with a tag icon. Below that, a question "Is this location a Mail Service Provider (MSP)? ?" is followed by an unchecked checkbox and the word "Yes". At the bottom, a blue "Continue" button is highlighted with a red box. A link "ADD A LOCATION ?" is also visible near the business location details.

UNITED STATES POSTAL SERVICE® Business Customer Gateway

Hello, Mel Gateway USPS.com Help Logout

Your Account Getting Started You're signed up!

You're signed up!

✓ Congratulations, your account is set up with business services.

You now have access to the services that cover basic business functionality. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:

BCGTEST1234
475 LENFANT PLZ SW
WASHINGTON, DC 20260-0004
UNITED STATES

CRID ? : 94545290

[ADD A LOCATION ?](#)

We have automatically assigned you a Mailer ID (MID): 900004055 ?

Is this location a Mail Service Provider (MSP)? ?

☐ Yes

Don't see the business services you need? [GET ACCESS TO ADDITIONAL SERVICES](#)

[Continue](#)

New User: 4) Confirmation Page

New business users will be eligible to use popular business applications or “services” pertinent to Full-Service as well to as access other services.

The Mailer ID service allows mailers to request and manage MIDs.

The Manage Mailing Activity service provides access to important Full-Service capabilities to:

- Manage permit information
- Monitor balances and fees for ease of mailing
- Submit mailing information and postage statements electronically using Mail.dat, Mail.XML
- Provide immediate access to detailed mailing reports, including pending postage statements, mail quality, electronic mail improvement

Register Your Account Getting Started You're signed up!

You're signed up!

Congratulations, your account is set up with business services.

You now have access to the services that cover basic business functionality. Having access to a service means that you can see and use it freely. Depending on your company's needs, different employees may need access to different services. The access is regulated by the Business Service Administrator (BSA) of each service.

Your Business Location:

BCGTEST1234
475 LENFANT PLZ SW
WASHINGTON, DC 20260-0004
UNITED STATES

CRID : 94545290
[ADD A LOCATION](#)

We have automatically assigned you a Mailer ID (MID): 900004055

Is this location a Mail Service Provider (MSP)?
☐ Yes

You can begin using these business services. Services with an asterisk (*) indicate you have become the BSA.

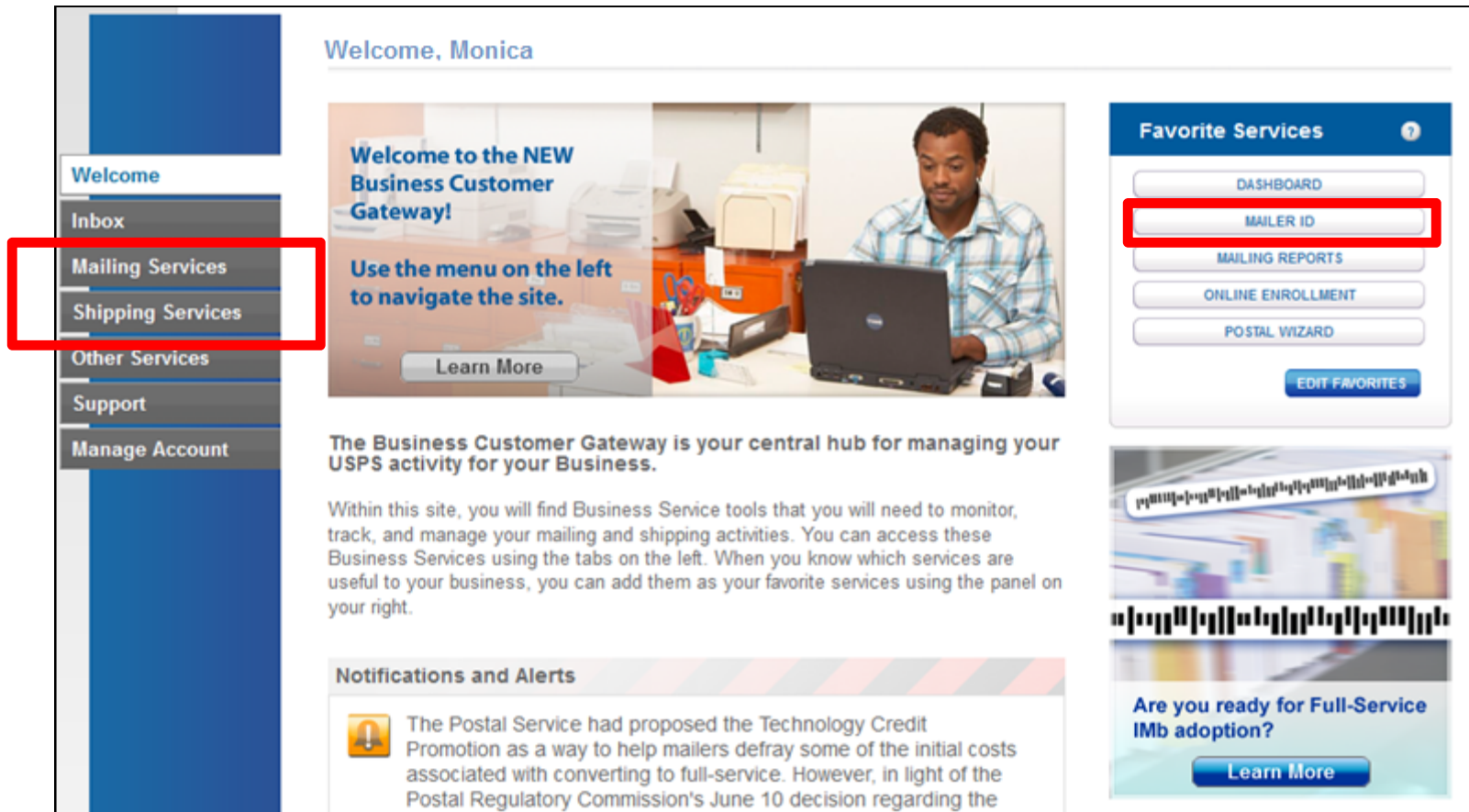
SERVICE
Customer Label Distribution System (CLDS) - Order bulk, collated or DMM labels online.
Customer/Supplier Agreements (CSAs) * - CSAs define mail preparation requirements and acceptance times.
Electronic Verification Service (eVS) * - Package mailers can use an electronic manifest to document and pay postage.
Every Door Direct Mail - EDDM is designed to help you reach every home, every address, every time.
Incentive Programs * - Participate in promotions and incentives for business mail.
Intelligent Mail Small Business (IMb) Tool - Produce the IMb for your mailings.
Mailer ID * - Request and manage Mailer IDs.
Manage Mailing Activity * - Manage your business mailings.
Online Enrollment * - Get started online to apply for eligibility.
Parcel Return Service (PRS) * - Work share solution for returning merchandise.
Scan Based Payment (SBP) * - Scanning = revenue collection.
Schedule a Mailing Appointment (FAST) * - Schedule a mailing appointment.
USPS Package Intercept * - Redirect your mailpiece if it hasn't been delivered.

Don't see the business services you need? [GET ACCESS TO ALL SERVICES](#)

[Continue](#)

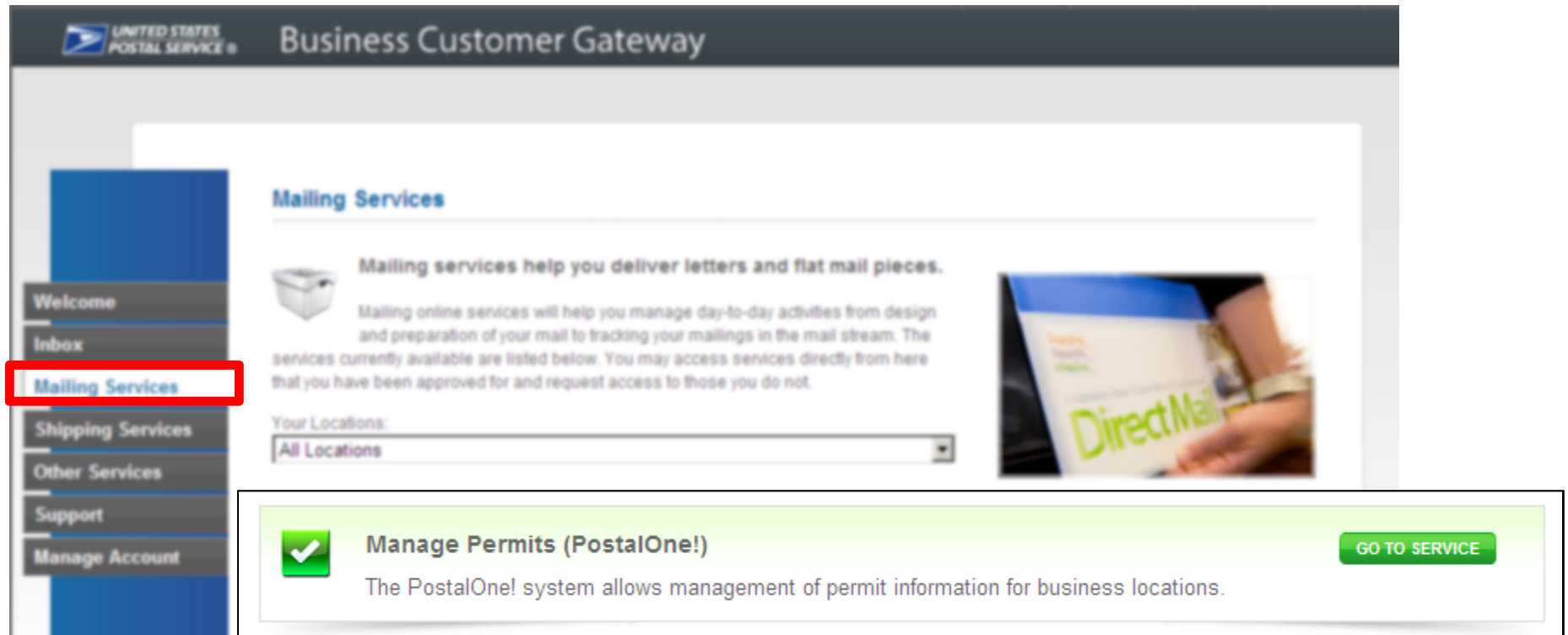
Clicking **Continue** completes the process and takes the new user to the home page

As an Existing Customer, how do I obtain an additional MID?



- Customers can obtain additional MIDs through the BCG “Mailer ID” portal, which can be accessed one of three ways:
 - Mailing Services menu
 - Shipping Services menu
 - Click on the “Mailer ID” button within the Favorite Services panel

Linking Your Permits



- Before you can view any of your mailing information, you must establish a link between your new BCG account and your mailing permit, if you have one. There are two ways to establish this link:
 - Contact the Help Desk for assistance
 - Utilize the BCG:
 - Click Mailing Service
 - Go to the “Manage Permits” service

Linking Your Permits

Manage Mailing Activity

> Home

> Summary

> Balance and Fees

> Postal Wizard

> Electronic Data Exchange

> Mailing Reports

> Dashboard

> Manage Permits

> IMsb Tool

Associated Business Locations

The Manage Permits service allows you to view and/or manage permit data for your authorized PostalOne! locations.

Set Low Balance AlertReceive Fee Notice

Name	CRID	Address	City	State/Province	ZIP/Postal Code	Country
HardinTest1	9241801	475 LENFANT PLZ SW RM 3546	WASHINGTON	DC	20260-0004	UNITED STATES

Permit ProfileAssociated Business LocationsPermit ValidationContact InformationManage Additional Info

Permit Search Form

All the permits linked to the selected business location are displayed below the search form. Use the below search to find the specific permits within the displayed result set.

Permit No:	is	
Permit Type:		
Permit City:	is	
State:		
Permit ZIP:		
		Search

All Permits Linked to the selected Business Location

Use the checkboxes below if you wish to extend or retract the viewing of permit account balance and fee information to any mailing agent presenting mail on your behalf. Please confirm your selections using the Update View Status button.

Extend Balance and Fees	Permit No	Permit Type	PO of Mailing	Owner Name	Address	Permit Status	Finance No
No Permits are currently available.							

- Click your business location link
 - Any linked permits will display in “Permit Profile” tab
 - Click the “Permit Validation” tab

NOTE: only the Business Service Administrator can access this tab

Linking Your Permits

Permit Profile	Associated Business Locations	Permit Validation	Contact Information	Manage Additional Info										
Permit Validation														
<p>You may validate your access to permit accounts currently in the system. Please enter the exact Account Number, Account Type, Post Office of Mailing ZIP Code, and the exact dollar value of one of last 10 transactions performed on that account. After successful authentication the permit account will be linked to your currently selected business location and will be visible on the Permit Profile tab.</p> <p>Click here to see additional information on permit validation rules.</p> <p>*Required</p> <table border="1"><tr><td>*Account (permit/publication) Number:</td><td><input type="text" value="1"/></td></tr><tr><td>*Account Type:</td><td><input type="text" value="PI-Permit Imprint"/></td></tr><tr><td>*Post Office of Mailing ZIP Code:</td><td><input type="text" value="20260"/></td></tr><tr><td>*Amount of one of last 10 transactions on this account:</td><td><input type="text" value="120.13"/></td></tr><tr><td colspan="2"><input type="button" value="Validate"/></td></tr></table>					*Account (permit/publication) Number:	<input type="text" value="1"/>	*Account Type:	<input type="text" value="PI-Permit Imprint"/>	*Post Office of Mailing ZIP Code:	<input type="text" value="20260"/>	*Amount of one of last 10 transactions on this account:	<input type="text" value="120.13"/>	<input type="button" value="Validate"/>	
*Account (permit/publication) Number:	<input type="text" value="1"/>													
*Account Type:	<input type="text" value="PI-Permit Imprint"/>													
*Post Office of Mailing ZIP Code:	<input type="text" value="20260"/>													
*Amount of one of last 10 transactions on this account:	<input type="text" value="120.13"/>													
<input type="button" value="Validate"/>														

- Enter the Permit Type, Permit Number, and Permit ZIP of Post Office where the mailing permit is held
- Enter one of the last 10 transaction amounts for your permit and click “Validate”
- Once validated, the permit will appear on the “Permit Profile” tab. You will now be able to view all applicable mailing activity for this permit
- If you don’t know your transaction amount or have not yet mailed with this permit, contact the *PostalOne!* Help Desk for permit linkage assistance

What is TEM and who is required to use it?

- The Test Environment for mailers (TEM) is designed to simulate your live mailing environment so that the user experience in TEM is reflective of production functionality
- Mailers can submit their electronic mailing information generated from their presort software to the Postal Service and view the resulting electronic mailing postage statements and qualification reports extracted from their electronic submissions

Type of Mailer	Required to use TEM?
Mail Owners and Mail Service Providers <u>using vendor approved software</u> that has been validated for eDoc and Full-Service with the Postal Service	No
Mail Owners and Mail Service Providers <u>not using vendor approved software</u> that has been validated for eDoc and Full-Service with the Postal Service	Yes

eDoc Requirement and TEM

eDoc is electronic mailing Information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission

- The options for submitting electronic documentation are:

eDoc Method	Requirement	Required to use TEM?
Mail.dat or Mail.XML	Required for mailings of 10,000 pieces or more	Yes
Postal Wizard	For mailings of less than 10,000 identical-weight pieces	No
Intelligent Mail for Small Business (IMsb) Tool	For mailers who mail less than 10,000 pieces per mailing and less than 250,000 pieces annually	No

TEM Submission – Download the TEM Mail.dat client

In order to submit a Mail.dat file in the TEM environment, you must first download the TEM Mail.dat client. The Mail.dat client is used to send mailing data files to *PostalOne!*

The screenshot displays the USPS Business Customer Gateway interface. On the left, a vertical navigation menu has the 'Services' tab highlighted with a red box. A red arrow points from this tab to the 'Electronic Data Exchange (PostalOne!)' service listed in the main content area, where its 'GO TO SERVICE' button is also highlighted with a red box. The main content area includes a welcome message, a list of favorite services (Dashboard, Incentive Program, Mailer ID, Mailing Reports, Online Enrollment, Postal Wizard), and a list of available services with descriptions and 'GO TO SERVICE' buttons. A red arrow also points from the 'Favorite Services' section towards the 'Electronic Data Exchange' service.

Welcome, Randy

Welcome to the NEW Business Customer Gateway!

Use the menu on the left to navigate the site.

Learn More

The Business Customer Gateway is your central hub for managing your USPS activity for your Business.

Within this site, you will find Business Service tools that you can use to track, and manage your mailing and shipping activities. You can use Business Services using the tabs on the left. When you know a service is useful to your business, you can add them as your favorite services on your right.

Notifications and Alerts

The Postal Service had proposed the Technology Credit Promotion as a way to help mailers defray some of the costs associated with converting to full-service. However, the Postal Regulatory Commission's June 10 decision on the proposed treatment of the Technology Credit Promotion is still pending.

Favorite Services

DASHBOARD
INCENTIVE PROGRAM
MAILER ID
MAILING REPORTS
ONLINE ENROLLMENT
POSTAL WIZARD
EDIT FAVORITES

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Automated Business Reply Mail
Automated Business Reply Mail® (ABRM) website, an online, self-service tool that allows Reply Mail customers to create approved USPS camera-ready artwork for domestic Reply Mail pieces in just a few steps. [GO TO SERVICE](#)

Balance & Fees (PostalOne!)
Monitor Balances & Fees associated to permit or publication accounts. [GO TO SERVICE](#)

Customer Label Distribution System (CLDS)
The Customer Label Distribution System (CLDS) provides mailers with the capability to create, edit, and submit bulk, collated or DMM Intelligent Mail tray label orders online. [GO TO SERVICE](#)

Customer/Supplier Agreements (CSAs)
Customer/Supplier Agreements are used to approve acceptance times and describe separation and containerization standards requested of a mailer that are not covered in the optional containerization requirements described in the Domestic Mail Manual (DMM). [GO TO SERVICE](#)

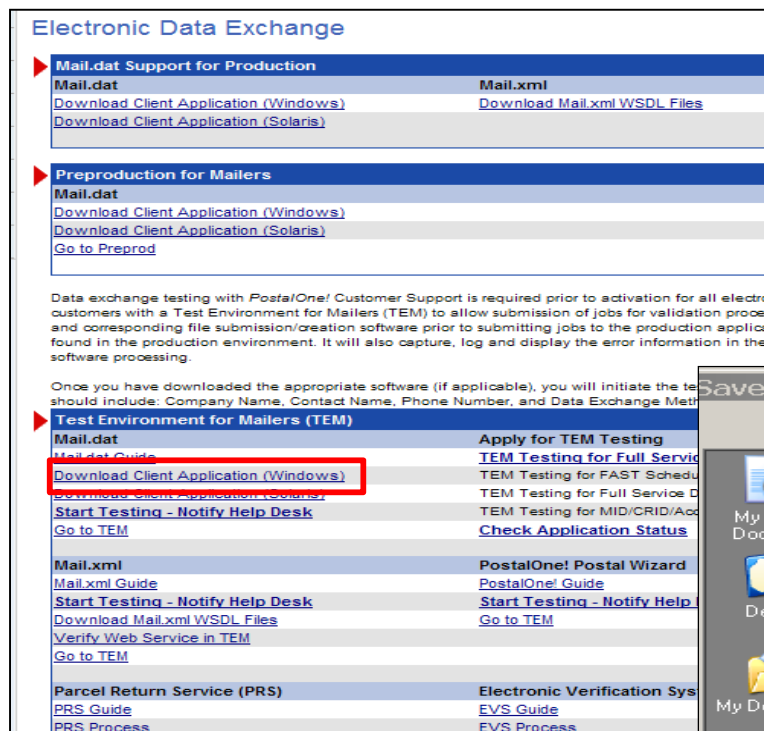
Dashboard (PostalOne!)
The PostalOne! Dashboard allows users to submit, search for and view jobs submitted electronically. [GO TO SERVICE](#)

Electronic Data Exchange (PostalOne!)
PostalOne! establishes an electronic link between customers and the Postal Service, which helps manage every point of the business mailing process for time-efficient and cost-effective mailings. [GO TO SERVICE](#)

To download the TEM Mail.dat client, select “Mailing Services” on the Welcome page and then, under the Electronic Data Exchange header, select “Go To Service”

TEM Submission – Download the TEM Mail.dat client

Download the Mail.dat client by selecting the Download Client Application (Windows) link located in the Mail.dat Support for Test Environment for Mailers (TEM) area.



Electronic Data Exchange

Mail.dat Support for Production

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

Preproduction for Mailers

Mail.dat

Download Client Application (Windows)
Download Client Application (Solaris)
Go to Preprod

Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation process and corresponding file submission/creation software prior to submitting jobs to the production application found in the production environment. It will also capture, log and display the error information in the software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process. The test process should include: Company Name, Contact Name, Phone Number, and Data Exchange Method.

Test Environment for Mailers (TEM)

Mail.dat	Apply for TEM Testing
Mail.dat Guide	TEM Testing for Full Service
Download Client Application (Windows)	TEM Testing for FAST Schedule
Download Client Application (Solaris)	TEM Testing for Full Service D
Start Testing - Notify Help Desk	TEM Testing for MID/CRID/Ad
Go to TEM	Check Application Status

Mail.xml

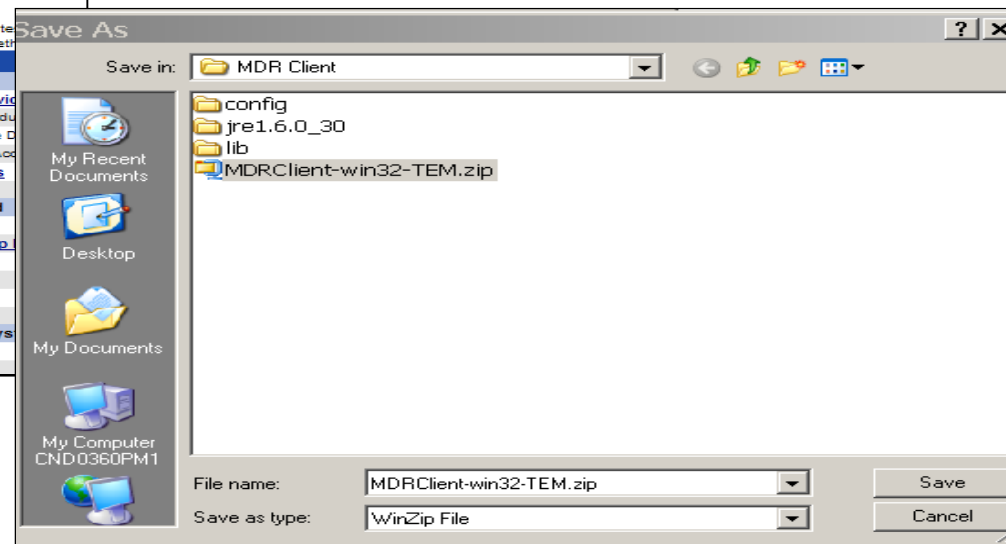
Mail.xml Guide	PostalOne! Postal Wizard
Start Testing - Notify Help Desk	PostalOne! Guide
Download Mail.xml WSDL Files	Start Testing - Notify Help Desk
Verify Web Service in TEM	Go to TEM
Go to TEM	

Parcel Return Service (PRS)

PRS Guide	Electronic Verification Sys
PRS Process	EVS Guide
	EVS Process



Save the **DRClient~win32~TEM.zip** file to your computer. Right-click on the downloaded zip-file and “extract all” to unzip the files.



TEM Submission – Download the TEM Mail.dat client

Once the Mail.dat client has been installed, you can upload a Mail.dat file to TEM.

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



Name	Date modified	Type	Size
config	2/24/2013 6:41 AM	File folder	
inc1.6.0_30	2/24/2013 6:40 AM	File folder	
lib	2/24/2013 6:41 AM	File folder	
client.log	2/25/2013 12:56 PM	Text Document	549 KB
debug.log	2/25/2013 12:56 PM	Text Document	1,232 KB
debug_mdclient.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
icp.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runBatchUpload.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runBatchVersionCheck.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run_client_credentials_tool.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-jsc_checker.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-mdclient.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runReceiptPoller.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
update.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
Validation.log	2/25/2013 11:35 AM	Text Document	17 KB

Enter the appropriate log-in information on the Client's Sign In screen. This is the same user name and password that you use to log into the BCG.

PostalOne! Mail.dat Client Application 33.0.0.TEM

UNITED STATES POSTAL SERVICE®

PostalOne! SITE | HELP

Sign In

Existing Users

Fill in the following information:

Username: poneProd0

Password: *****

[Forgot Password](#)

Sign In >

New Users

Register now for USPS PostalOne! services through the Business Customer Gateway. When the registration is complete, a username and password will be provided to access this application.

Sign Up >

Restricted Information

WARNING: FOR OFFICIAL USE ONLY

is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may not violate administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal one policies and these terms.

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[ON USPS.COM](#) | [Government Services](#) | [Buy Stamps & Shop](#) | [Print a Label with Postage](#) | [Customer Service](#) | [Site Index](#)

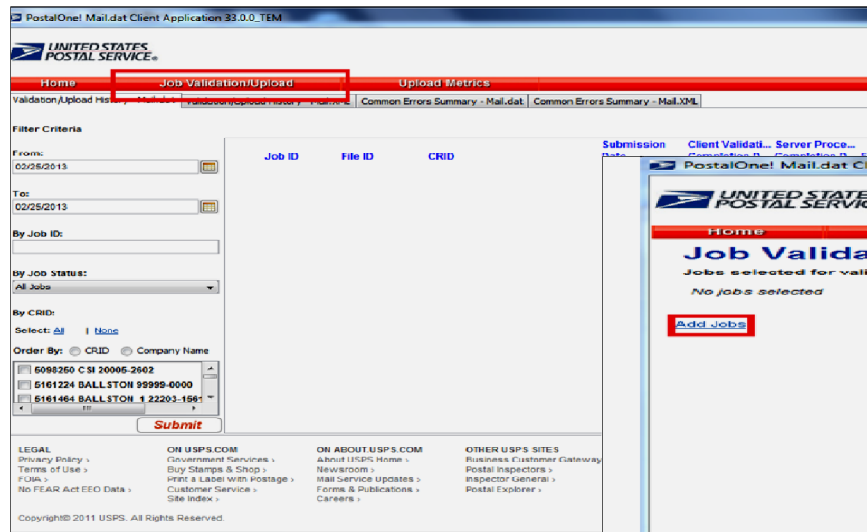
[ON ABOUT USPS.COM](#) | [About USPS Home](#) | [Newsroom](#) | [Mail Service Updates](#) | [Forms & Publications](#) | [Careers](#)

[OTHER USPS SITES](#) | [Business Customer Gateway](#) | [Postal Inspectors](#) | [Inspector General](#) | [Postal Explorer](#)

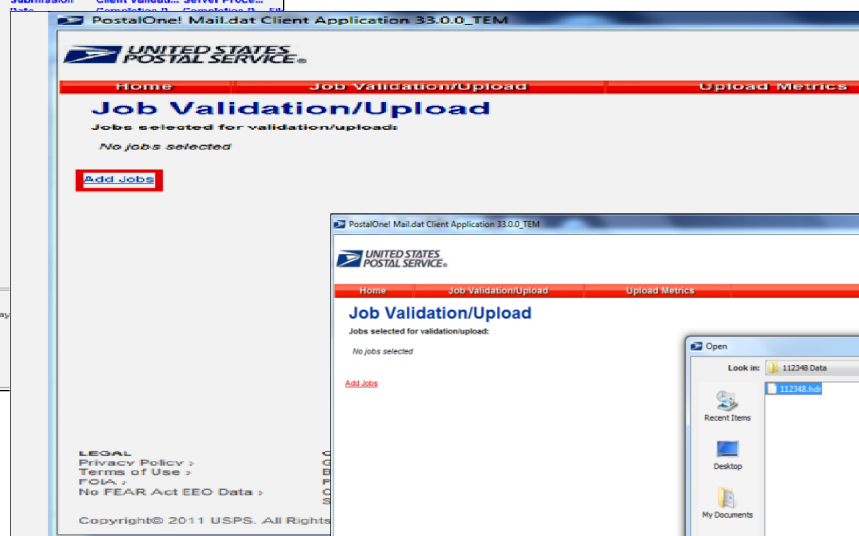
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TEM Submission – Upload the Mail.dat job

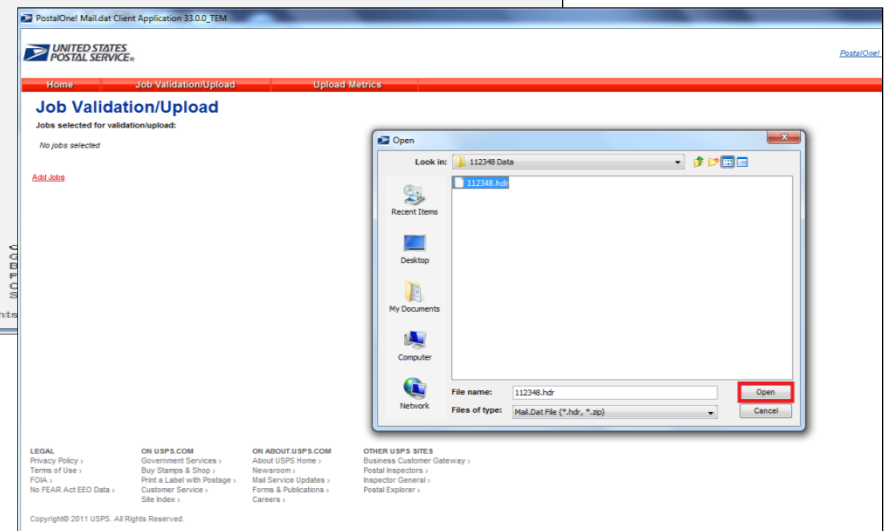
Upload the desired job by first selecting the Job Validation/Upload link.



Select the “Add Jobs” link

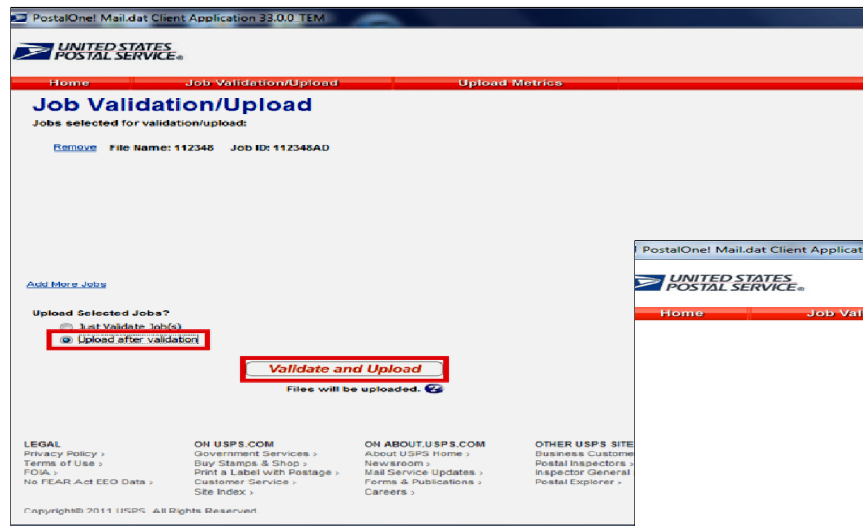


Search for the desired job and select “Open”.

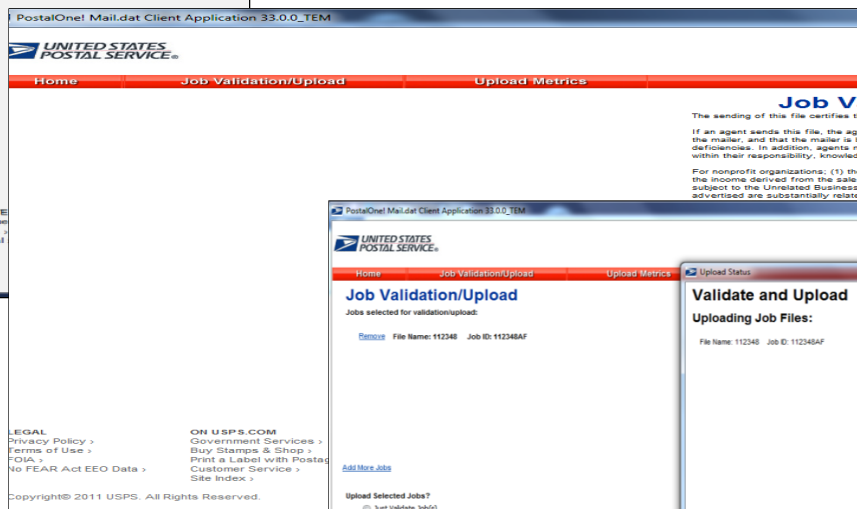


TEM Submission – Upload the Mail.dat job

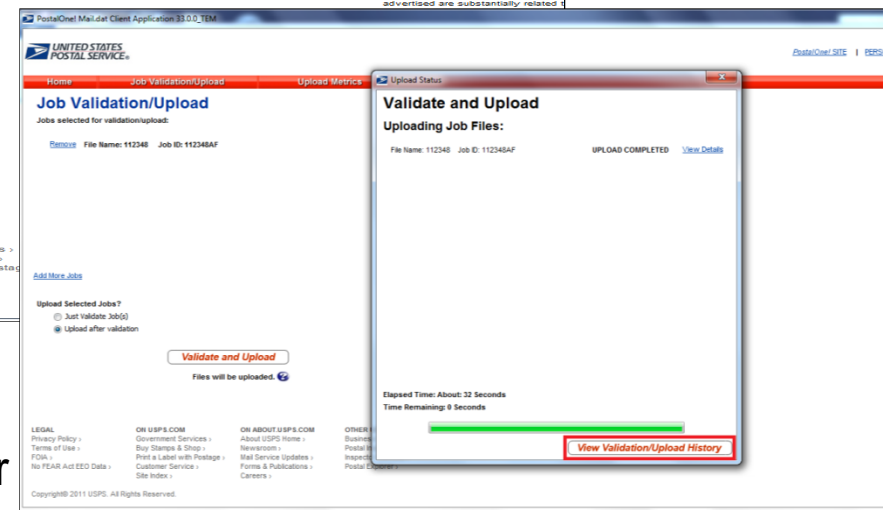
Select the Upload after validation radio button and then select “Validate and Upload”.



Select “Accept Agreement”.



Once the job has finished processing through the Client, select the “View Validation/Upload” history link in order to view the job’s results.



TEM Submission – Upload the Mail.dat job

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

Select the checkboxes next to all of the relevant CRIDs. Select the “Submit” link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear.

PostalOne! Mail.dat Client Application 33.0.0. TEM

UNITED STATES POSTAL SERVICE

Home Job Validation/Upload Upload Metrics

Validation/Upload History - Mail.dat Validation/Upload History - Mail.XML Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: All None

Order By: CRID Company Name

5098250 CSI 20005-2602

5161224 BALLSTON 99999-0000

5161464 BALLSTON 1 22203-1561

Submit

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PostalOne! Mail.dat Client Application 33.0.0. TEM

UNITED STATES POSTAL SERVICE

Home Job Validation/Upload Upload Metrics

Validation/Upload History - Mail.dat Validation/Upload History - Mail.XML Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: All None

Order By: CRID Company Name

5098250 CSI 20005-2602

5161224 BALLSTON 99999-0000

5161464 BALLSTON 1 22203-1561

Submit

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Job ID	File ID	CRID	Submission Date	Client Validation Completion Date	Server Process Completion Date	File Size	Status	Type	Submission Status	Postage Statement	Qual Report
112380A	112348	5161545 ABBEY LOCATION 9999	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.348	Original	Validation/Upload	Complete	Y	Y 15
112380B	112348	5161545 ABBEY LOCATION 9999	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31.348	Original	Validation/Upload	Complete	Y	Y 15
112380C	112348	5161545 ABBEY LOCATION 9999	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.348	Original	Validation/Upload	Complete	Y	Y 15

PostalOne! Mail.dat Client Application 33.0.0. TEM

UNITED STATES POSTAL SERVICE

Home Job Validation/Upload Upload Metrics

Validation/Upload History - Mail.dat Validation/Upload History - Mail.XML Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: All None

Order By: CRID Company Name

5098250 CSI 20005-2602

5161224 BALLSTON 99999-0000

5161464 BALLSTON 1 22203-1561

Submit

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Job ID	File ID	CRID	Submission Date	Client Validation Completion Date	Server Process Completion Date	File Size	Status	Type	Submission Status	Postage Statement	Qual Report	Client Version
112380A	112348	5161545 ABBEY LOCATION 9999	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.348	Original	Validation/Upload	Complete	Y	Y 15-1	33.0.0_TEM
112380B	112348	5161545 ABBEY LOCATION 9999	02/25/13 13:47	02/25/13 13:48	02/25/13 13:48	31.348	Original	Validation/Upload	Complete	Y	Y 15-1	33.0.0_TEM
112380C	112348	5161545 ABBEY LOCATION 9999	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.348	Original	Validation/Upload	Complete	Y	Y 15-1	33.0.0_TEM

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

TEM Submission – Mail.XML

In order to submit a Mail.XML file in the TEM environment, you must first download the Mail.XML WSDL files. WSDL files are utilized for .XML software developed by the Mailer to know how .XML messages should be defined and sent.

The sequence of screenshots illustrates the steps to download Mail.XML WSDL files from the USPS Business Customer Gateway (BCG) website:

- Step 1:** The first screenshot shows the BCG Welcome page. In the left sidebar, the **Mailing Services** link is highlighted with a red box.
- Step 2:** The second screenshot shows the **Electronic Data Exchange (PostalOne!)** section. The **Electronic Data Exchange (PostalOne!)** link is highlighted with a red box.
- Step 3:** The third screenshot shows the **Test Environment for Mailers (TEM)** section. Under the **Mail.xml** header, the **Download Mail.XML WSDL Files** link is highlighted with a red box.

To download the Mail.XML. WSDL files on the BCG Welcome page, select “Mailing Services.” Then select “Electronic Data Exchange”. Under the Test Environment for Mailers, Mail.XML header, select “Download Mail.XML WSDL files.”

TEM Submission – Upload Mailing Job in TEM

TEM Mail.dat files are uploaded via the TEM Mail.dat client. Mail.XML messages are sent from the mailer software to the Postal Service.

Uploading Mail.dat and Mail.XML files

Mail.dat

- Create your Mail.dat Full-Service mailing job using your software.
- Open the Mail.dat client and upload your job for submission.
- If your file passes the initial validations it will automatically upload. If your file does not pass all validations, you will need to make corrections before uploading your file.

Mail.XML

- Create your Mail.XML Full-Service messages using your software.
- Send messages from your software to the *PostalOne!* system
- Receive status message(s) from USPS with Accept or Reject status

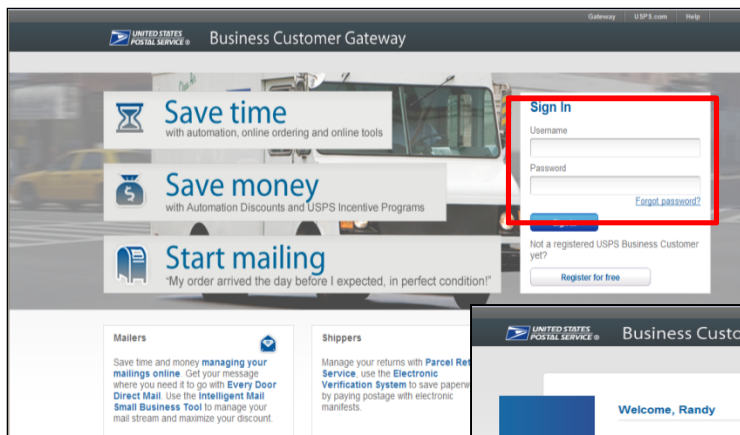
Additional information on the TEM process and how to submit files to TEM can be found on:

RIBBS.usps.gov→Certifications→eDoc & Full-Service

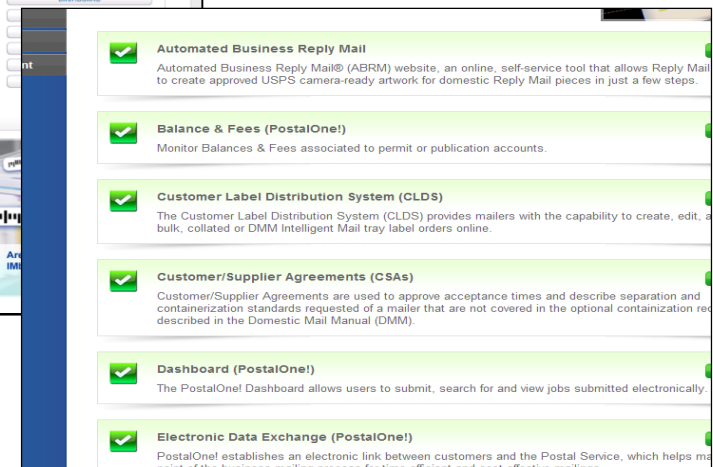
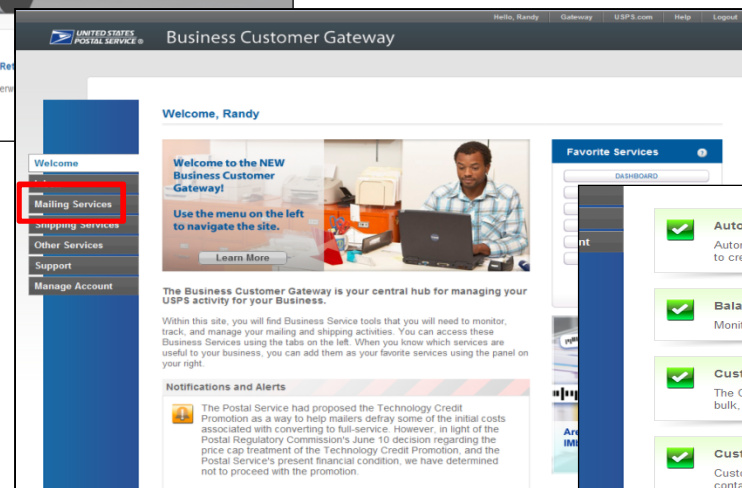
- [How to submit Mail.dat files to TEM](#)
- [How to submit Mail.XML files to TEM](#)
- [TEM Process for Mailings Using Mail.dat or Mail.XML](#)
- [TEM Process for Mailings using Software Not Tested](#)

Review the Mailing Job in TEM

Once the Mail.dat or Mail.XML file(s) have been successfully uploaded, Mailers may review the TEM mailing job.



Log into the BCG, click on “Mailing Services” and then select “Go To Service” under the Electronic Data Exchange header



Review the Mailing Job in TEM

Links are provided for both Mail.dat and Mail.XML TEM environments to review postage statements, qualification reports and other mailing documentation.

[Home](#) > [Electronic Data Exchange](#)

Electronic Data Exchange

PROD

- Mail.dat Support for Production**
 - Mail.dat
 - Download Client Application (Windows)
 - Download Client Application (Solaris)
- Preproduction for Mailers**
 - Mail.dat
 - Download Client Application (Windows)
 - Download Client Application (Solaris)
 - Go to Preprod

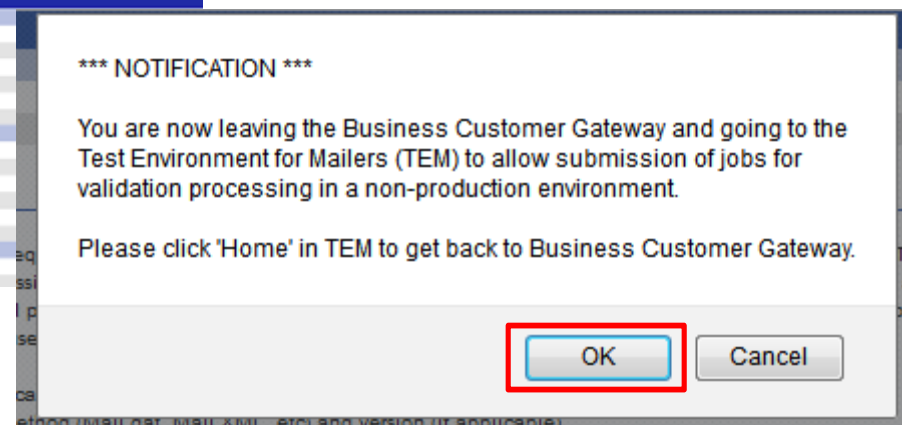
Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The PostalOne! system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production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

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

TEM

- Test Environment for Mailers (TEM)**
 - Mail.dat
 - Apply for TEM Testing
 - TEM Testing for Full Service eDocs
 - TEM Testing for FAST Scheduling and CSAs (Coming soon)
 - TEM Testing for Full Service Data Distribution (JV) and Quality Data (Coming soon)
 - TEM Testing for MID/CRI/Account and Incentives Enrollment (Coming soon)
 - Check Application Status
 - Mail.xml
 - PostalOne! Postal Wizard
 - PostalOne! Guide
 - Start Testing - Notify Help Desk
 - Go to TEM
 - Download Mail.xml WSDL Files
 - Go to TEM
 - WebMail Service in TEM
 - Go to TEM
 - Parcel Return Service (PRS)
 - Electronic Verification System (EVS)
 - EVS Guide
 - EVS Process

Under the Test Environment for Mailers (TEM), under the appropriate Mail.dat or Mail.XML section, select the “Go to TEM” link. You will see a notification message stating you are being directed to the TEM environment. Click “OK.”



Review the Mailing Job in TEM

A red banner at the top of the pages confirms, “You are in the Test Environment for Mailers (TEM)”.

Click on the
“Dashboard” link

UNITED STATES POSTAL SERVICE®

You are in the Test Environment for Mailers (TEM)

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

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

Transaction Information

No.	Date	Permit / Pub	CRID	PO of Mailing	Transaction Type	Customer Reference ID	Begin Balance	Amount	End Balance	Pieces
1	02/24/2013	PI 3	5161224	BALLSTON, VA 3600-R	None		\$996,215,266.02	-\$131.53	\$996,215,134.49	108
2	02/24/2013	PI 144	5098250	BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,470.07	-\$685.87	\$21,784.20	1202
3	02/24/2013	PI 144	5098250	BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,605.61	-\$135.54	\$22,470.07	310
4	02/24/2013	PI 144	5098250	BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,728.40	-\$122.79	\$22,605.61	210
5	02/24/2013	PE 292929	5161224	BALLSTON, VA 3541 reversal	N/A		\$868,950.78	\$42.65	\$868,993.43	-100

Summary Information

Activity Summary	YTD Totals
Number of Mailings	117
Number of Pieces	998,050
Total Postage	\$502,019.25
Number of Deposits	4
Total Deposits	\$235,000.00

Fee Expiration

MARCH 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[View Fee Calendar](#)

Library

- [Mailing Guide\(DMM 300\)](#)
- [Postal Explorer](#)
- [Business Mail 101](#)
- [Domestic Mail Manual](#)
- [International Mail Manual](#)
- [Network Distribution Centers \(NDCs\)](#)
- [Get the Latest News](#)

Number of Mailings

[Mailing Summary](#)

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About USPS Home
Newsroom
Mail Service Updates

OTHER USPS SITES
Business Customer Gateway
Postal Inspectors
Inspector General

Review the Mailing Job in TEM

Enter the criteria in the Dashboard search to view the corresponding postage documentation.

The screenshot shows the USPS Dashboard Management System interface. At the top, it says "UNITED STATES POSTAL SERVICE" and "You are in the Test Environment for Mailers (TEM)". The left sidebar contains navigation links: Manage Mailing Activity, Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, and Manage Permits. The main content area is titled "Dashboard Management System" and includes "Dashboard Alerts" and a "Dashboard Search" section. The "Dashboard Search" section has several fields: "Open Date" (set to 02/25/2013), "Statement Status" (set to "All - Include all Statement Statuses"), "Job Statuses" (set to "All - Include all Jobs"), "Post Office of Mailing", "Mail Entry Method" (set to "All"), "PV-Mailings" (checked), "Postage Statement ID", "Mailing Group", "Preparer Permit #", "Preparer CRD #", "Permit Holder Permit #", "Permit Holder CRD #", "Account Number", "Mailer Location" (set to "All"), "Mailer Job #", "Preparer Permit Type" (set to "All"), "Permit Holder Permit Type" (set to "All"), "Incentive Type" (set to "All"), and "Include Closed Jobs" (checked). A "Search" button is at the bottom of the search section. Below the search section are "Status Chart" and "Mail Class Chart" links. At the bottom, there is a "Manage My Settings" section with options for default time frame, rows per page, and alert time period, and a "Save Query" button.

In the Dashboard Search:

- Ensure the Open Date begins on or before your job submission date.
- Make sure “All – Include All Statement Statuses” is highlighted.
- Enter your mailing job ID in the Mailer Job # field.
- Check the “Include Closed Jobs” box
- Click Search.

Search results should display your Job ID.

Compare the electronic postage statement information displayed on the dashboard with the values used to populate the Mail.dat or Mail.XML file submitted.



Note the legend at the top denoting the abbreviations used in the Postage Statement ID column. [F] denotes Full-Service statements.

The job's postage statement will appear.

29

Review the Mailing Job in TEM – Qualification Report

Compare the qualification report displayed with the Mail.dat or Mail.XML file submitted. Total pieces and presort should be the same.

UNITED STATES POSTAL SERVICE®

You are in the Test Environment for Mailers (TEM)

Manage Mailing Activity

- Home
- Summary
- Balance and Fees
- Postal Wizard
- Electronic Data Exchange
- Mailing Reports
- Dashboard
- Manage Permits
- e-VS Customer
- e-VS Monthly Account and Sampling Summary
- Manifest Search
- Mailer ID Report
- View Staffing Audit Reports
- Dispute Queue
- Help
- eVS Alerts
- PRS Customer
- PRS Monthly Account and Sampling Summary
- Manifest Search

Search Results

Legend: [T] for spoilage adjustment, [*] for USPS adjusted entry, [F] for Full Service statements, [SE] for Mixed Service statements, [CE] for Copal Bundle mailings, [CT] for Copal Tray mailings
[A] Action is required to finalize PS, [BS] for Bypass Seamless, [SE] for Seamless, [SP] for Seamless Parallel, [MP] for Manually Finance

37 jobs found, displaying 1 to 20 (Prev) [1] 2 (Next) [Last]

Job ID	Mailbox Group ID	Package Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Packaging Name	Mail Entry Issues	Account Number	Permit/USPS Number	Main Class	Paid Class
Ela FC at parcel box	69737117	PS# 84176714	Cancel Job			Baltimore, VA	Baltimore, VA	09/18/2013	09/18/2013	Ela FC parcels / MARBELLA CLUB RESORTS, MARBELLA CLUB RESORTS UTILITY BILLS / MARBELLA		1189301	PI 270	FC	1,000
TN305191	9736860	PS# 84176339 [F]	Cancel Job			Baltimore, VA	Baltimore, VA								
J2246E1	69736114	PS# 84176636 [F]	Cancel Job			Baltimore, VA	Baltimore, VA								
X04ed61	69735850	Multiple	Cancel Job	No	No										
X04ed61	69735847	Multiple	Cancel Job	No	No										
X04ed61	69735743	Multiple	Cancel Job	No	No										
X04ed61	69735726	Multiple	Cancel Job	No	No										
X04ed61	69735672	Multiple	Cancel Job	No	No										
M6A4652	69735385	PS# 84693151	Cancel Job			Baltimore, VA	Baltimore, VA								
M6A4652	69735382	PS# 84693150 [F]	Cancel Job			Baltimore, VA	Baltimore, VA								

Home • Dashboard Management System

Job Detail

Legend: [*] for spoilage adjustment, [**] for USPS adjusted entry.

Postage Statement ID	Incentive Type
PS# 84176339 [M]	

Name of Report A

Qualification Report(s)

Web/URL: Find a Qualification Report

Version Summary Report
Reconciliation Report

Click on the “Job ID” link to locate the qualification report

Click on “Qualification Report(s)” link to locate the qualification report.

The qualification report will appear.

[illegible]

Review the Mailing Job in TEM – Reconciliation Report

Access the Reconciliation Report to view the total pieces and postage.

UNITED STATES POSTAL SERVICE® You are in the Test Environment for Mailers (TEM)

Home | Help | Customer Care | Sign Out

Manage Mailing Activity

- Home
- Summary
- Balance and Fees
- Postal Wizard
- Electronic Data Exchange
- Mailing Reports
- Dashboard
- Manage Permits
- e-VS Customer
- e-VS Monthly Account and Sampling Summary
- Manifest Search
- Mail ID Report
- View Staffing Audit Reports
- Dispute Queue
- Help
- eVS Alerts
- PRS Customer
- PRS Monthly Account and Sampling Summary
- Manifest Search

Search Results

My Search Criteria Selections

Legend: [*] for spoilage adjustment. [**] for USPS adjusted entry. [F] for Full-Service statements. [M] for Mailed-Service statements. [C] for Copied Bundle mailings. [CT] for Copied Tray mailings. [A] Action is required to realize PS. [B] for Bypass Seamless. [SE] for Seamless. [SP] for Seamless Parallel. [MP] for Manually Finalize. 37 jobs found, displaying 1 to 20 (First/Prev 1 2 Next/Last)

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	FD of Permit	FD of Mailing	Mailing Date	Cost Date	Job Publication Date	Mail Entry Number	Account Number	Permit/USPS Number	Mail Class	Process
1247C-01	68001808	69737117	PS# 84178714	Cancel Job											
23000791	69736650	PS# 84718339	Cancel Job												
12234871	69736114	PS# 84718636	Cancel Job												
20066801	69736880	Multiple	Cancel Job	No	No										
20066801	69736847	Multiple	Cancel Job	No	No										
20066801	69736743	Multiple	Cancel Job	No	No										
20066801	69736736	Multiple	Cancel Job	No	No										
20066801	69736732	Multiple	Cancel Job	No	No										
10434602	69735385	PS# 84699151	Cancel Job												
8454602	69735382	PS# 84699150	Cancel Job												

Click on the “Job ID” link

Home > Dashboard Management System

Job Detail

Mailing Agent: PRESTO SERVICE
Job Name: UTILITY BILLS
Job ID: TM305701
Mailing Group ID: 69736650

Legend: [*] for spoilage adjustment. [**] for USPS adjusted entry. [F] for Full-Service statement

Postage Statement ID	Incentive Type	Incentive Pieces	Incentive Amount
PS# 84718339 [M]			

Note: EST, CAN, and CON

Click on the “Reconciliation Report” link

The reconciliation report will appear.

UNITED STATES POSTAL SERVICE® You are in the Test Environment for Mailers (TEM)

Home | Help | Customer Care | Sign Out

Dashboard > Reconciliation Report

Mailing Group Summary Information

Mailing Group ID	Mailing Agent	Mailing Date	Postage Statement ID
69736650	244620-PRESTO SERVICES INC.	09-17-2013	PS# 84718339

Reconciliation Report

Price Category	Pieces	Postage	Spilled/Damaged	Postage	Spilled/Damaged	Postage	Spilled/Damaged	Postage
Auto 5-Digit	8,960	\$0.00	Auto 5-Digit	0	\$0.00	Auto 5-Digit	0	\$0.00
Auto 3-Digit	797	\$0.00	Auto 3-Digit	0	\$0.00	Auto 3-Digit	0	\$0.00
Auto ADD/ADD	380	\$0.00	Auto ADD/ADD	0	\$0.00	Auto ADD/ADD	0	\$0.00
Auto VMS ADD/ADD	844	\$0.00	Auto VMS ADD/ADD	0	\$0.00	Auto VMS ADD/ADD	0	\$0.00
Presorted	747	\$0.00	Presorted	0	\$0.00	Presorted	0	\$0.00
Sub-Total	11,688	\$0.00	Sub-Total	0	\$0.00	Sub-Total	0	\$0.00
Total	11,688	\$0.00	Total	0	\$0.00	Total	0	\$0.00

Reconciliation Report Summary

Spilled/Damaged	Postage	Spilled/Damaged	Postage
0	\$0.00	0	\$0.00

Current Status: Not Reconciled

Other Information

Number of Occurrences	Reversals	Reversed
0	0	0

Reminder on the TEM Environment

- Remember that if you are using vendor approved software you don't need to use TEM
- If you are required to use TEM, once you complete the TEM process, inform your BMEU that you are going to Full-Service. Then submit your files to production

Type of Mailer	Required to use TEM?
Mail Owners and Mail Service Providers <u>using vendor approved software</u> that has been validated for eDoc and Full-Service with the Postal Service	No
Mail Owners and Mail Service Providers <u>not using vendor approved software</u> that has been validated for eDoc and Full-Service with the Postal Service	Yes

Production Submission – Mail.dat

The process for submitting Mail.dat files in production closely mirrors the TEM process. In order to submit a Mail.dat file in the production environment, you must first download the production Mail.dat client.

The screenshot displays the USPS Business Customer Gateway interface. On the left, a vertical navigation menu lists 'Welcome', 'Inbox', 'Mailing Services', 'Shipping Services', 'Other Services', 'Support', and 'Manage Account'. The 'Mailing Services' option is highlighted with a red box. A red arrow points from this menu item to the 'Electronic Data Exchange (PostalOne!)' service card on the right. This card features a green checkmark, a description of the service, and a 'GO TO SERVICE' button, which is also highlighted with a red box. A red arrow points from the 'GO TO SERVICE' button to the 'Electronic Data Exchange (PostalOne!)' service card.

Welcome, Randy

Welcome to the NEW Business Customer Gateway!

Use the menu on the left to navigate the site.

Learn More

The Business Customer Gateway is your central hub for managing your USPS activity for your Business.

Within this site, you will find Business Service tools that you can use to track, and manage your mailing and shipping activities. You can access Business Services using the tabs on the left. When you know a service is useful to your business, you can add them as your favorite services.

Notifications and Alerts

The Postal Service had proposed the Technology Credit Promotion as a way to help mailers defray some of the costs associated with converting to full-service. However, the Postal Regulatory Commission's June 10 decision on the proposed price cap treatment of the Technology Credit Promotion is still pending.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Automated Business Reply Mail

Automated Business Reply Mail® (ABRM) website, an online, self-service tool that allows Reply Mail customers to create approved USPS camera-ready artwork for domestic Reply Mail pieces in just a few steps.

Balance & Fees (PostalOne!)

Monitor Balances & Fees associated to permit or publication accounts.

Customer Label Distribution System (CLDS)

The Customer Label Distribution System (CLDS) provides mailers with the capability to create, edit, and submit bulk, collated or DMM Intelligent Mail tray label orders online.

Customer/Supplier Agreements (CSAs)

Customer/Supplier Agreements are used to approve acceptance times and describe separation and containerization standards requested of a mailer that are not covered in the optional containerization requirements described in the Domestic Mail Manual (DMM).

Dashboard (PostalOne!)

The PostalOne! Dashboard allows users to submit, search for and view jobs submitted electronically.

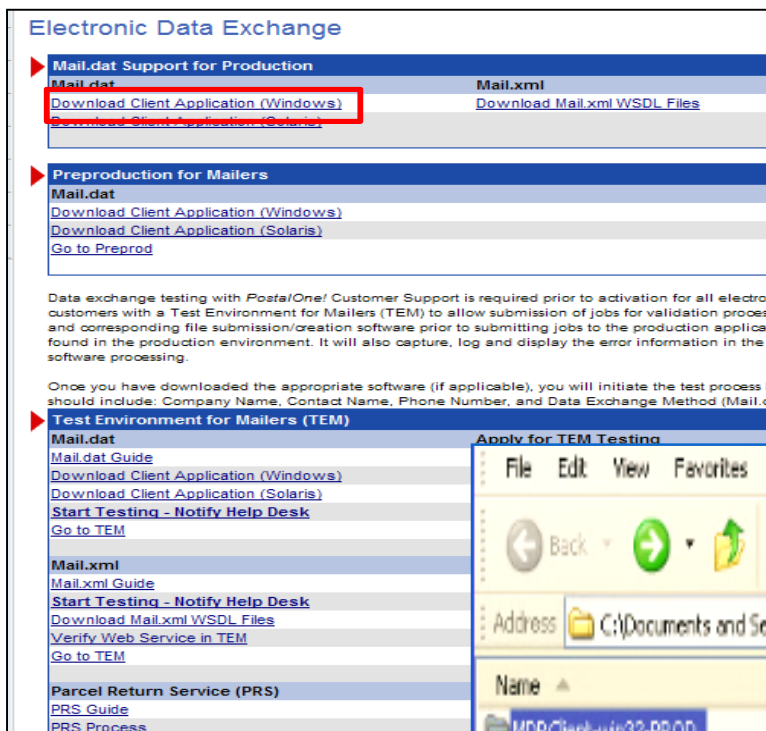
Electronic Data Exchange (PostalOne!)

PostalOne! establishes an electronic link between customers and the Postal Service, which helps manage every point of the business mailing process for time-efficient and cost-effective mailings.

To download the production Mail.dat client, select “Mailing Services” on the Welcome page and then, under the Electronic Data Exchange header, select “Go To Service”

Production Submission – Mail.dat

Download the Mail.dat client by selecting the Download Client Application (Windows) link located in the Mail.dat Support for Test Environment for Mailers (TEM) area.



Electronic Data Exchange

Mail.dat Support for Production

Mail.dat

[Download Client Application \(Windows\)](#)

[Download Client Application \(Solaris\)](#)

[Download Mail.xml WSDL Files](#)

Preproduction for Mailers

Mail.dat

[Download Client Application \(Windows\)](#)

[Download Client Application \(Solaris\)](#)

[Go to Preprod](#)

Data exchange testing with Postal/One! Customer Support is required prior to activation for all electronic customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation process and corresponding file submission/creation software prior to submitting jobs to the production application found in the production environment. It will also capture, log and display the error information in the software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process should include: Company Name, Contact Name, Phone Number, and Data Exchange Method (Mail.dat)

Test Environment for Mailers (TEM)

Mail.dat

[Mail.dat Guide](#)

[Download Client Application \(Windows\)](#)

[Download Client Application \(Solaris\)](#)

[Start Testing - Notify Help Desk](#)

[Go to TEM](#)

Mail.xml

[Mail.xml Guide](#)

[Start Testing - Notify Help Desk](#)

[Download Mail.xml WSDL Files](#)

[Verify Web Service in TEM](#)

[Go to TEM](#)

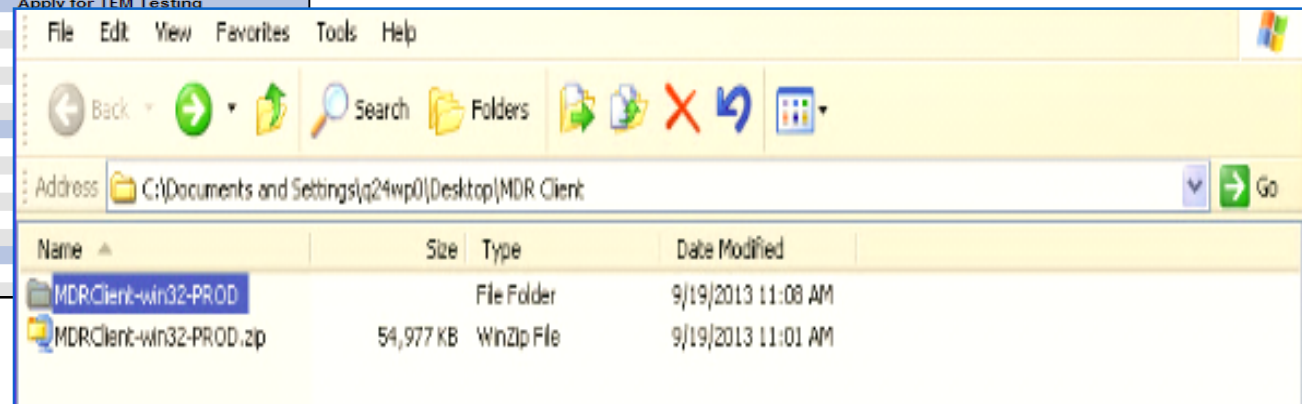
Parcel Return Service (PRS)

[PRS Guide](#)

[PRS Process](#)



Save the **MDRClient~win32~PROD.zip** file to your computer. Right-click on the downloaded zip-file and “extract all” to unzip the files.



File Edit View Favorites Tools Help

Back Forward Stop Search Folders

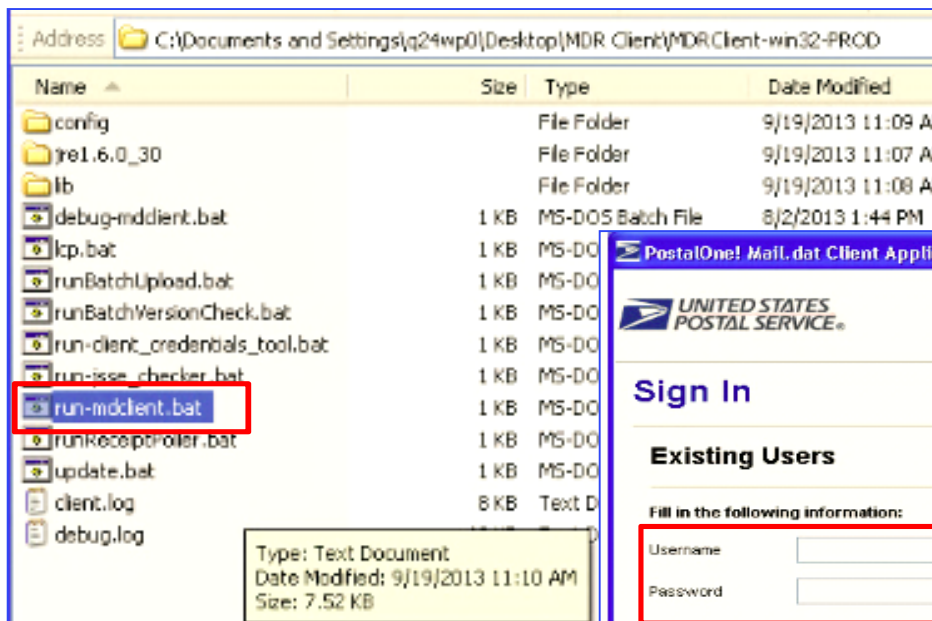
Address C:\Documents and Settings\q24wp0\Desktop\MDR Client

Name	Size	Type	Date Modified
MDRClient-win32-PROD		File Folder	9/19/2013 11:08 AM
MDRClient-win32-PROD.zip	54,977 KB	WinZip File	9/19/2013 11:01 AM

Production Submission – Mail.dat

Once the Mail.dat client has been installed, you can upload a Mail.dat file to production.

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



Enter the appropriate log-in information on the Client's Sign In screen. This is the same user name and password that you use to log into the BCG.

PostalOne! Mail.dat Client Application 35.0.1.1.1_PROD

UNITED STATES POSTAL SERVICE®

Sign In

Existing Users

Fill in the following information:

Username

Password

[Forgot Password](#)

[Sign In >](#)

New Users

Register now for USPS PostalOne! services through the Business Customer Gateway. When the registration is complete, a username and password will be provided to access this application.

[Sign Up >](#)

Restricted Information

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

Production Submission – Upload the Mail.dat job

To upload the file in Production, follow the same steps that were outlined in TEM.

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

PostalOne! Mail.dat Client Application 33.0.0_TEM

UNITED STATES POSTAL SERVICE®

Home Job Validation/Upload Upload Metrics

Validation/Upload History Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: Add Jobs

Order By: CRID Company Name

6088260 C M 20005-2902

5161224 BALL STON 99999-0000

5161464 BALL STON 1 22203-1561

Submit

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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

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Select the “Add Jobs” link

Search for the desired job and select “Open”.

PostalOne! Mail.dat Client Application 33.0.0_TEM

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Home Job Validation/Upload Upload Metrics

Job Validation/Upload

Jobs selected for validation/upload:

No jobs selected

Add Jobs

Open

Look in: 112348 Data

Recent Items Desktop My Documents Computer Network

File name: 112348.hdr

Files of type: Mail Dat File (*.hdr; *.qpf)

Open Cancel

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Production Submission – Upload the Mail.dat job

Select the Upload after validation radio button and then select “Validate and Upload”.

PostalOne! Mail.dat Client Application 33.0.0_TEM

UNITED STATES POSTAL SERVICE®

Home Job Validation/Upload Upload Metrics

Job Validation/Upload

Jobs selected for validation/upload:

[Remove](#) File Name: 112348 Job ID: 112348AD

[Add More Jobs](#)

Upload Selected Jobs?

☐ Just Validate Job(s)

☒ Upload after validation

Validate and Upload

Files will be uploaded.

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Select “Accept Agreement”.

PostalOne! Mail.dat Client Application 33.0.0_TEM

UNITED STATES POSTAL SERVICE®

Home Job Validation/Upload Upload Metrics

Job Validation/Upload

Jobs selected for validation/upload:

[Remove](#) File Name: 112348 Job ID: 112348AF

[Add More Jobs](#)

Upload Selected Jobs?

☐ Just Validate Job(s)

☒ Upload after validation

Validate and Upload

Files will be uploaded.

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Once the job has finished processing through the Client, select the “View Validation/Upload” history link in order to view the job’s results.

PostalOne! Mail.dat Client Application 33.0.0_TEM

UNITED STATES POSTAL SERVICE®

Home Job Validation/Upload Upload Metrics

Upload Status

Validate and Upload

Uploading Job Files:

File Name: 112348 Job ID: 112348AF

UPLOAD COMPLETED [View Details](#)

Elapsed Time: About: 33 Seconds

Time Remaining: 0 Seconds

View Validation/Upload History

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Production Submission – Upload the Mail.dat job

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

Select the checkboxes next to all of the relevant CRIDs. Select the “Submit” link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear.

PostalOne! Mail.dat Client Application 33.0.0.TEM

UNITED STATES POSTAL SERVICE

Home Job Validation/Upload Upload Metrics

Validation/Upload History - Mail.dat Validation/Upload History - Mail.XML Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: All None

Order By: CRID Company Name

5098250 CSI 20005-2602

5161224 BALLSTON 99999-0000

5161464 BALLSTON 1 22203-1561

Submit

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PostalOne! Mail.dat Client Application 33.0.0.TEM

UNITED STATES POSTAL SERVICE

Home Job Validation/Upload Upload Metrics

Validation/Upload History - Mail.dat Validation/Upload History - Mail.XML Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: All None

Order By: CRID Company Name

5098250 CSI 20005-2602

5161224 BALLSTON 99999-0000

5161464 BALLSTON 1 22203-1561

Submit

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Job ID	File ID	CRID	Submission Date	Client Validation Completion Date	Server Process Completion Date	File Size	Status	Type	Submission Status	Postage Statement	Qual
New 112380A	112380	5161464 ABBEY LOCATION 9999	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.368	Original	Validation/Upload	Complete	Y	Y 15
112380B	112380	5161464 ABBEY LOCATION 9999	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31.368	Original	Validation/Upload	Complete	Y	Y 15
112380C	112380	5161464 ABBEY LOCATION 9999	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.368	Original	Validation/Upload	Complete	Y	Y 15
112380D	112380	5161464 ABBEY LOCATION 9999	02/25/13 11:21	02/25/13 11:21	02/25/13 11:21	31.368	Original	Validation/Upload	Complete	Y	Y 15

PostalOne! Mail.dat Client Application 33.0.0.TEM

UNITED STATES POSTAL SERVICE

Home Job Validation/Upload Upload Metrics

Validation/Upload History - Mail.dat Validation/Upload History - Mail.XML Common Errors Summary - Mail.dat Common Errors Summary - Mail.XML

Filter Criteria

From: 02/25/2013

To: 02/25/2013

By Job ID:

By Job Status: All Jobs

By CRID:

Select: All None

Order By: CRID Company Name

5098250 CSI 20005-2602

5161224 BALLSTON 99999-0000

5161464 BALLSTON 1 22203-1561

Submit

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ON USPS.COM Government Services Buy Stamps & Ship Newsroom Mail Service Updates Customer Service Site Index

ON ABOUT USPS.COM About USPS Home Newsroom Mail Service Updates Forms & Publications Careers

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Job ID	File ID	CRID	Submission Date	Client Validation Completion Date	Server Process Completion Date	File Size	Status	Type	Submission Status	Postage Statement	Qual
New 112380A	112380	5161464 ABBEY LOCATION 9999	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.368	Original	Validation/Upload	Complete	Y	Y 15
112380B	112380	5161464 ABBEY LOCATION 9999	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31.368	Original	Validation/Upload	Complete	Y	Y 15
112380C	112380	5161464 ABBEY LOCATION 9999	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.368	Original	Validation/Upload	Complete	Y	Y 15
112380D	112380	5161464 ABBEY LOCATION 9999	02/25/13 11:21	02/25/13 11:21	02/25/13 11:21	31.368	Original	Validation/Upload	Complete	Y	Y 15

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

Production Submission – Mail.XML

Similar to the TEM environment, to submit a Mail.XML file in the production environment, you must first download the production Mail.XML WSDL files.

To download the Mail.XML WSDL files on the BCG Welcome page, select “Mailing Services.” Under the “Electronic Data Exchange” header select “Go To Service”. Go to the “Mail.dat Support for Production” → “Mail.XML” header → select “Download Mail.XML WSDL files.”

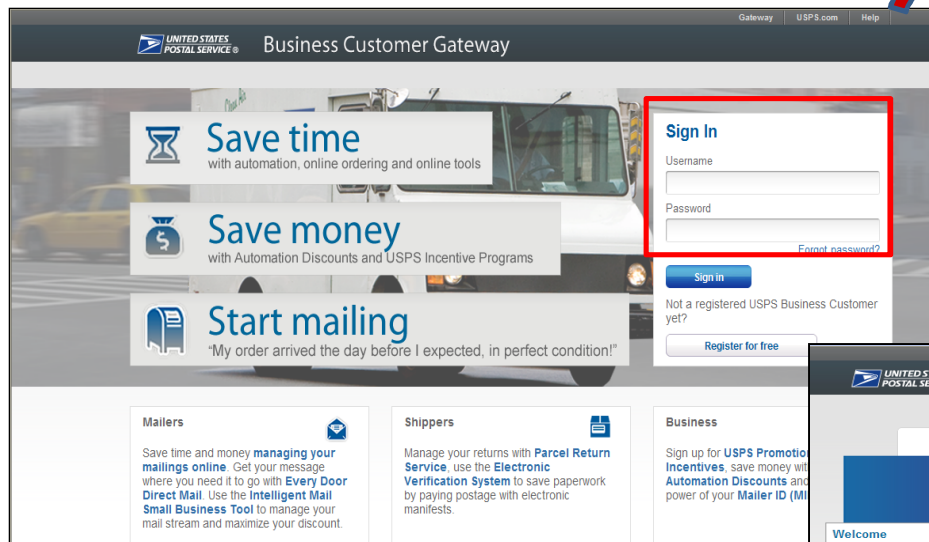
The first screenshot shows the USPS Business Customer Gateway welcome page. In the left-hand navigation menu, the 'Mailing Services' link is highlighted with a red box. A red arrow points from this link to the second screenshot.

The second screenshot shows the 'Electronic Data Exchange' section. Under the 'Mail.dat Support for Production' header, the 'Download Mail.XML WSDL Files' link is highlighted with a red box. A red arrow points from this link to the third screenshot.

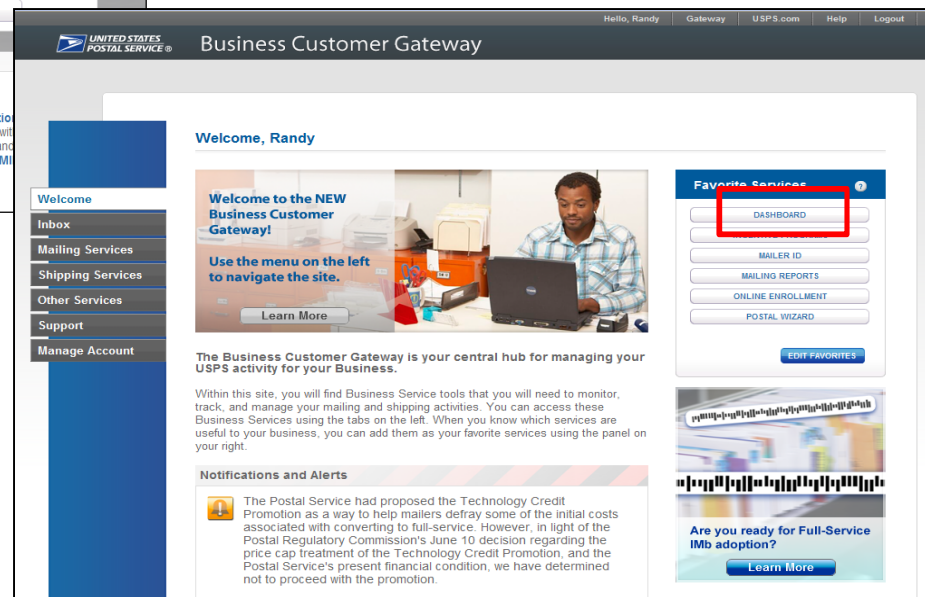
The third screenshot shows the 'Mail.dat Support for Production' page. Under the 'Mail.XML' header, the 'Download Mail.XML WSDL Files' link is highlighted with a red box.

Review the Mailing Job - Production

Once the Mail.dat or Mail.XML file(s) have been successfully uploaded, Mailers may review the production mailing job.



Log into the BCG, click on “Mailing Services” and then select “Dashboard”



Review the Mailing Job - Production

Once at this screen, follow the same steps that were outlined in the TEM environment to view mailing reports corresponding to the jobs that were submitted.

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You are in the Test Environment for Mailers (TEM)

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

Home > Dashboard Management System

Dashboard Management System

Dashboard Alerts

ALERT: Review your [Dormant Jobs](#)

ALERT: [Refunds](#)

Dashboard Search

Open Date: 02/25/2013

Statement Status: All - Include all Statement Statuses

Job Statuses: All - Include all Jobs

Post Office of Mailing:

Mail Entry Method: All

PV-MSB Mailings: ☐

Postage Statement ID:

Mailing Group:

Preparer Permit #:

Preparer CRD #:

Permit Holder Permit #:

Permit Holder CRD #:

Account Number:

Mailer Location: All

Mailer Job #: 112348AD

Preparer Permit Type: All

Permit Holder Permit Type: All

Incentive Type:

Include Closed Jobs: ☒

Search

Status Chart

Mail Class Chart

Manage My Settings

My default time frame: 2 weeks

Number of rows to display per page: 20

Inactivity alert time period: 7 days

Save all of my current criteria selections as:

My existing queries: USPS Defaults

In the Dashboard Search:

- Ensure the Open Date begins on or before your job submission date.
- Make sure “All – Include All Statement Statuses” is highlighted.
- Enter your mailing job ID in the Mailer Job # field.
- Check the “Include Closed Jobs” box
- Click Search.

Search results should display your Job ID.

Production Reports

Similar to the TEM environment, within the production environment, Mailers can view postage statements, qualification reports and other mailing documentation

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HOME | HELP | CUSTOMER CARE | SIGN OUT

Restricted Information

Dashboard > Display

Today's Date: 09/19/2013

Mailing Group Summary Information

Mailing Group ID: 125239104 Mailer's Job #: AMTAEQ Open Date: 09-18-13
Preparer: 607-PI-QUIK PRINT PO of Mailing Finance No: 396138 Close Date:

PS # 169518746, FIN - Transaction # 201326120480799M1 (processed by LEP on 09/19/2013)

PS Form 3602-R - Standard Mail - Permit Imprint

Postage Summary

Account Holder: QUIK PRINT OF OKC INC
4233 CHARTER AVE
OKLAHOMA CITY, OK 73108
Contact: CHRIS GRAVLEY
405 943 - 3222
info@quik.com

Account Number: 478324

Permit: Permit Imprint 607

Post Office Of Mailing: OKLAHOMA CITY OK 73125

Post Office Of Permit: OKLAHOMA CITY OK 73125

Total Pieces: 1,026 pgs

Sequencing Date:

No of Containers: 1 MM Trays

Move Update Method: NCOALink

Mailpiece is a product sample: NO

Incentive/Discount Claimed: NO

Mail Arrival Date and Time: 09-18-2013 16:31

Comments:

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HOME | HELP | CUSTOMER CARE

Dashboard > Qualification Report

USPS Qualification Report

Mailing Group Summary Information

Mailing Group ID: 125239104 Mailer's Job #: AMTAEQ Open Date: 09-18-2013 Finance Number: 396138
Preparer: 5951524-QUIK PRINT PO of Mailing Finance No: 396138 Close Date:

Post Office of Mailing: OKLAHOMA CITY OK 73125-9553

Mail Class: Standard Mail

Full Service: Full Service

Incentives Claimed:

Qualification Report Summary Information

Preparation Date: 09-17-2013 Presentation Category: Conventional
Submit Date: 09-18-20

Processing Category: Letters

DM: DM

None

Search by:

Container

IMb/IMb

1 515015421901093313020248

2 515105421901093313020258

3 681005441901093313020268

4 730005461901093313020278

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HOME | HELP | CUSTOMER CARE | SIGN OUT

Dashboard > Reconciliation Report

Mailing Group Summary Information

Mailing Group ID: 125239104 Mailer's Job #: AMTAEQ Open Date: 09-18-2013 Finance Number: 396138
Preparer: 5951524-QUIK PRINT PO of Mailing Finance No: 396138 Close Date:

Reconciliation Report

Qualification Report

Price Category

Pieces

Closed/Withdrawn

Price Category

Pieces

Finalized Postage Statements*

Price Category

Pieces

Postage

USPS Processing Due*

Pieces

Postage

Auto 5-Digit 640 Auto 5-Digit 0 Auto 5-Digit 640 \$158.08 0 \$0.00

Auto 3-Digit 344 Auto 3-Digit 0 Auto 3-Digit 344 \$91.504 0 \$0.00

Auto Mixed ADC/AADC 42 Auto Mixed ADC/AADC 0 Auto Mixed ADC/AADC 42 \$11.844 0 \$0.00

Presorted 0 Presorted 0 Presorted 1,026 \$1.026 0 \$0.00

Sub-Total 1,026 \$260.40 0 \$0.00

Total 1,026 Total 0 Total Spoiled/Damaged 0 \$0.00 0 \$0.00

* Reflects current number of pieces mailed; subtracting reversed pieces and adding in finalized pieces.

Reconciliation Report Summary

Closed/Withdrawn 0

Spoiled/Damaged - Postage Adjustment Transaction Or Spoiled/Damaged Piece Detail Transaction 0

Finalized** 1,026

Qualification Report Pieces: 1,026 Pieces Accounted For: 1,026

* Reflects current number of pieces mailed; subtracting reversed pieces and adding in finalized pieces.

Current Status: Reconciled

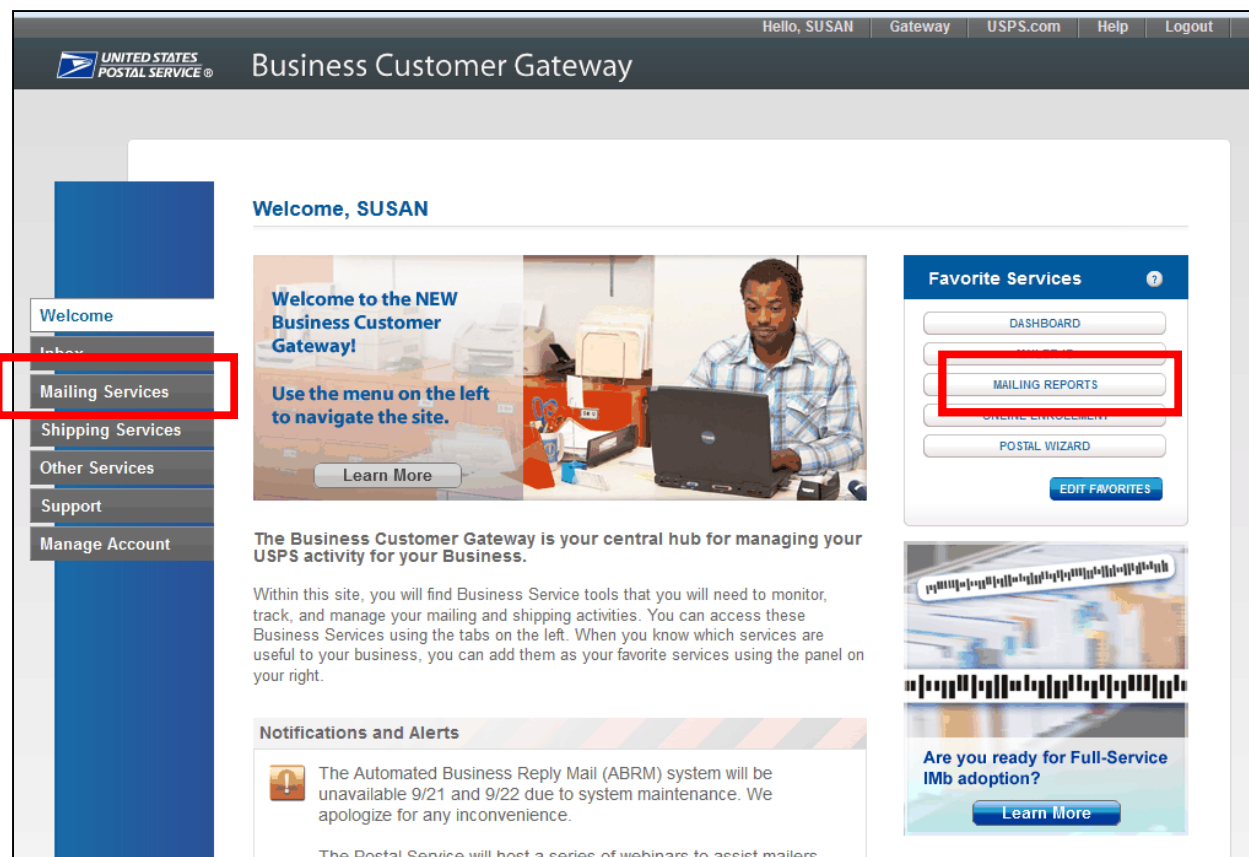
Other Information

Number of Occurrences

Reversals 0

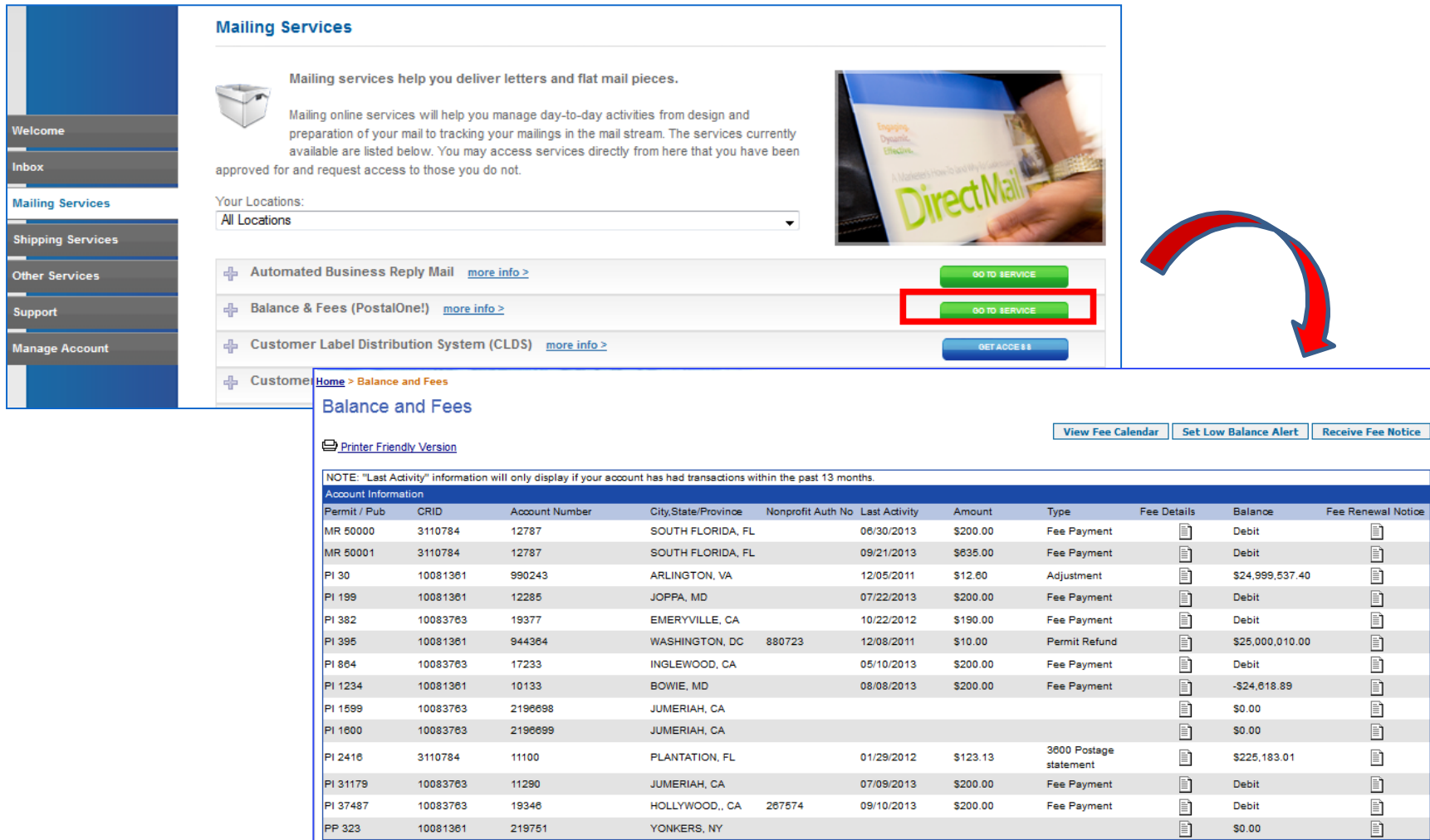
How to Access Mailing Reports

Full-Service reports can be accessed through the Welcome page of the BCG by clicking on “Mailing Services” on the left or by accessing “Mailing Reports” under Favorite Services.



Reports – Balance & Fees

To monitor Balances & Fees associated to permit or publication accounts, under “Mailing Services” select Balance and Fees “Go To Service”



Mailing Services

Mailing services help you deliver letters and flat mail pieces.

Mailing online services will help you manage day-to-day activities from design and preparation of your mail to tracking your mailings in the mail stream. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Your Locations:
All Locations

- Automated Business Reply Mail [more info >](#) [GO TO SERVICE](#)
- Balance & Fees (PostalOne!) [more info >](#) [GO TO SERVICE](#)**
- Customer Label Distribution System (CLDS) [more info >](#) [GET ACCESS](#)
- Customer

[Home > Balance and Fees](#)

Balance and Fees

[Printer Friendly Version](#) [View Fee Calendar](#) [Set Low Balance Alert](#) [Receive Fee Notice](#)

NOTE: "Last Activity" information will only display if your account has had transactions within the past 13 months.

Permit / Pub	CRID	Account Number	City, State/Province	Nonprofit Auth No	Last Activity	Amount	Type	Fee Details	Balance	Fee Renewal Notice
MR 50000	3110784	12787	SOUTH FLORIDA, FL		06/30/2013	\$200.00	Fee Payment		Debit	
MR 50001	3110784	12787	SOUTH FLORIDA, FL		09/21/2013	\$635.00	Fee Payment		Debit	
PI 30	10081361	990243	ARLINGTON, VA		12/05/2011	\$12.00	Adjustment		\$24,999,537.40	
PI 199	10081361	12285	JOPPA, MD		07/22/2013	\$200.00	Fee Payment		Debit	
PI 382	10083763	19377	EMERYVILLE, CA		10/22/2012	\$190.00	Fee Payment		Debit	
PI 395	10081361	944364	WASHINGTON, DC	880723	12/08/2011	\$10.00	Permit Refund		\$25,000,010.00	
PI 864	10083763	17233	INGLEWOOD, CA		05/10/2013	\$200.00	Fee Payment		Debit	
PI 1234	10081361	10133	BOWIE, MD		08/08/2013	\$200.00	Fee Payment		-\$24,618.89	
PI 1599	10083763	2196698	JUMERIAH, CA						\$0.00	
PI 1600	10083763	2196699	JUMERIAH, CA						\$0.00	
PI 2416	3110784	11100	PLANTATION, FL		01/29/2012	\$123.13	3600 Postage statement		\$225,183.01	
PI 31179	10083763	11290	JUMERIAH, CA		07/09/2013	\$200.00	Fee Payment		Debit	
PI 37487	10083763	19346	HOLLYWOOD, CA	267574	09/10/2013	\$200.00	Fee Payment		Debit	
PP 323	10081361	219751	YONKERS, NY						\$0.00	

Reports – Mailer Scorecard

The **Mailing Reports** Page has links to several reports for feedback and data quality

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HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits
- > IMsb Tool
- e-VS Customer**
 - > e-VS Monthly Account and Sampling Summary
 - > eVS/PRS Dashboard
 - > Manifest Search
 - > Mailer ID Report
 - > Third Party Billing Reports
 - > Dispute Queue
 - > eVS Alerts
- PRS Customer**
 - > PRS Monthly Account and Sampling Summary
 - > Manifest Search
 - > eVS/PRS Dashboard
 - > Mailer ID Report

Home > Mailing Reports

Mailing Reports

- [View Transactions](#)
- [Pending Postage Statements](#)
- [Induction Activity Report \(eInduction\)](#)
- [Electronic Verification Activity \(EVS\)](#)
- [Parcel Return Service \(PRS\)](#)
- [BRM Invoice Detail Report](#)
- [eDocs Preparation / Entry Warnings Report](#)
- [Customer MRS Detail Report](#)
- [Customer MRS Summary Report](#)
- [Mailing Summary Report](#)
- [Mail Quality Reports](#)
- **[Mailer Scorecard](#)**
- [View Historical Permit Transactions](#)
- [Carbon Accounting Statement](#)
- [Tech Credit Report](#)

Full Service

- [Data Distribution/Informed Visibility Dashboard](#)
- [Push Subscription Profile](#)
- [Full Service Seamless Acceptance Failure Jobs](#)
- [Full Service Seamless Invoice Reports](#)

eVS/PRS Reports

- [Carbon Footprint Report](#)
- [Manifest Confirmation Report](#)
- [Manifest Error Report](#)
- [Postage Statement Summary](#)
- [Sampling Reports](#)
- [Unmanifested Records Report](#)

Reports – Mailer Scorecard

The Mailer Scorecard provides a dashboard view summarizing performance, allowing comparisons across facilities. It is available for any mailer submitting eDoc.

Mailer Scorecard				SEPTEMBER 2013
Verifications				
Mailer Profile	Full-Service Electronic	eInduction	Seamless	Manual Sampling
<input checked="" type="radio"/> # Metrics <input type="radio"/> # Trending <input type="radio"/> % Metrics <input type="radio"/> % Trending				
Full-Service Electronic				
eDoc Submitter	Total	20169446 Chicago Mailing Company	20170530 Presort Mailing, LLC	
# Containers	8	8	0	
# Handling Units	198	0	198	
# Pieces	10,110	282	9,828	
# Full-Service Pieces	10,110	282	9,828	
# OCI Errors	0	N/A	0	
# MID Container Errors	8	8	N/A	
# MID HU Errors	66	N/A	66	
# MID Piece Errors	6,670	282	6,388	
# STID Errors	282	282	0	
# By/For Errors (All)	13,668	564	13,104	
# By/For Invalid Errors	13,104	0	13,104	
# By/For Matching Errors	282	282	0	
# By/For Mail Owner Identified as MSP Errors	282	282	0	
# Barcode Uniqueness Container Errors	0	0	N/A	
# Barcode Uniqueness HU Errors	66	N/A	66	
# Barcode Uniqueness Piece Errors	470	282	188	
# Entry Facility Container Errors	0	0	N/A	
Additional Postage Due (Full-Service Electronic)	\$1,199.41	\$143.17	\$1,056.24	
# Early Scheduled Ship Date Warnings	0	N/A	N/A	
# CSA Container Warnings	0	0	N/A	
# DMU Verified USPS Transported Containers	0	0	0	
# Default Tray Barcode Warnings	0	0	0	

- Changes in metrics since previous month are highlighted
 - Green:** metric has improved by more than 5%
 - Red:** metric as declined by more than 5%
 - Yellow:** metric exceeds USPS threshold

Full-Service Reports Overview

- **Start-the-Clock** - The time that USPS has taken possession of the mail and the starting point at which the mail will be measured against the appropriate service standards. Mailers can use Start-the-Clock to anticipate when their mail will be delivered.
- **Container, Tray and Bundle Scan Reports** – Provides mailers with scan events received when a container, tray or bundle is being handled by USPS. Mailers can use visibility data to anticipate when their mail will be delivered or if issues were encountered during processing.
- **Change of Address ACS** - This data can be used to determine when a mailpiece has been sent to an invalid address Change of Address (COA) detail records provide new and old address information so a mailer can update their mailing list
- **Nixie**- This data can be used to determine when a mailpiece has been sent to an invalid address

How to Access Mailing Reports

To access the Data Distribution/Informed Visibility Dashboard reports, click on the link under the Full-Service header.

UNITED STATES POSTAL SERVICE®

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits
- > IMsb Tool
- e-VS Customer**
 - > e-VS Monthly Account and Sampling Summary
 - > eVS/PRS Dashboard
 - > Manifest Search
 - > Mailer ID Report
 - > Third Party Billing Reports
 - > Dispute Queue
 - > eVS Alerts
- PRS Customer**
 - > PRS Monthly Account and Sampling Summary
 - > Manifest Search
 - > eVS/PRS Dashboard
 - > Mailer ID Report

Home > Mailing Reports

Mailing Reports

- [View Transactions](#)
- [Pending Postage Statements](#)
- [Induction Activity Report \(eInduction\)](#)
- [Electronic Verification Activity \(EVS\)](#)
- [Parcel Return Service \(PRS\)](#)
- [BRM Invoice Detail Report](#)
- [eDocs Preparation / Entry Warnings Report](#)
- [Customer MRS Detail Report](#)
- [Customer MRS Summary Report](#)
- [Mailing Summary Report](#)
- [Mail Quality Reports](#)
- [Mailer Scorecard](#)
- [View Historical Permit Transactions](#)
- [Carbon Accounting Statement](#)
- [Tech Credit Report](#)

Full Service

- [Data Distribution/Informed Visibility Dashboard](#)
- [Full Service Seamless Acceptance Failure Jobs](#)
- [Push Subscription Profile](#)
- [Full Service Seamless Invoice Reports](#)

eVS/PRS Reports

- [Carbon Footprint Report](#)
- [Manifest Confirmation Report](#)
- [Manifest Error Report](#)
- [Postage Statement Summary](#)
- [Sampling Reports](#)
- [Unmanifested Records Report](#)

Full-Service Feedback

Clicking Data Distribution/Informed Visibility Dashboard displays a dashboard with links to feedback information

UNITED STATES POSTAL SERVICE®

HOME | HELP | CUSTOMER CARE | SIGN OUT

Home > Mailing Reports > Full-Service Online & Downloadable Reports

Today: Sep 17, 2013 02:54:16 PM

Manage Mailing Activity

- > Home
- > Summary
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- > Dashboard
- > Manage Permits
- > IMsb Tool
- e-VS Customer**
- > e-VS Monthly Account and Sampling Summary
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- > Third Party Billing Reports
- > Dispute Queue
- > eVS Alerts
- PRS Customer**
- > PRS Monthly Account and Sampling Summary
- > Manifest Search
- > eVS/PRS Dashboard
- > Mailer ID Report

Online & Downloadable Reports

Data Distribution Summary

Container Scan Summary

Full-Service COA/Mixie Summary

By/For Conflict Summary

User Download History

Informed Visibility

Data Delegation History

		# of records available for download in the last... (As of 09/16/2013):				Last Online Download Date
Report Type	Action	Today	7 Days	30 Days	45 Days	
1. Full-Service Start-the-Clock Report ¹	[Download] [Online]	0	0	0	0	
2. Informed Visibility Report ¹	[Download/Online]	0	0	0	0	
3. Full-Service ACS Change of Address (COA) Report ²	[Download]	0	0	0	0	
4. Full-Service ACS Mixie Report ²	[Download]	0	0	0	0	
5. Full-Service Data Quality Report ³	[Microstrategy]					
6. Full-Service By/For Conflict Report	[Download]					

¹ Counts are at the container level.
² Counts are at the piece level.
³ Report available only through Microstrategy and Mail.XML Push/Pull.

Full-Service Start-the-Clock Report

The BCG system displays the Full-Service Start-the-Clock Summary as an online report.

UNITED STATES POSTAL SERVICE®

HOME | HELP | CUSTOMER CARE | SIGN OUT

Home > Mailing

Manage Mailing

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

Job ID/ Mailing Group ID	Appt ID	Entry Point Type	Facility	STC Date
Pu1DD01	107484652	Drop Ship	WASHINGTON NDC	01/28/2013

Full-Service Start-the-Clock Report Search

Search By: ID Number: Search With:

Full Service Availability Date Range: * From: 01/21/2013 To: 01/28/2013

Display per Page: 10 results

Please limit the Date Range to 7 days.

[Advance Search](#)

Please click on a job ID or mailing group ID to view the start-the-clock status for that job, or click on an Appointment ID to view the start-the-clock status for that appointment.

Job ID/ Mailing Group ID	Appt ID	Entry Point Type	Facility	City	State	Zip	STC Date	Full Service Availability Date
Pu1DD01	107484652	Drop Ship	WASHINGTON NDC	CAPITOL HEIGHTS	MD	20799999	01/28/2013	01/28/2013 11:53:55 AM
Pu1DD01	BMEU	BMEU	PHILADELPHIA	PHILADELPHIA	PA	19176999	01/28/2013	01/28/2013 11:53:54 AM
Pu1DD01	00009999	Plant Load	QUEBECOR WORLD	EVANS	GA	308094027	01/28/2013	01/28/2013 11:53:55 AM
Pu1DD02	00009999	Plant Load	QUEBECOR WORLD	EVANS	GA	308094027	01/28/2013	01/28/2013 11:57:38 AM
Pu1DD02	00009999	Plant Load	QUEBECOR WORLD	EVANS	GA	308094027	01/28/2013	01/28/2013 11:57:27 AM
Pu1DD02	00009999	Plant Load	QUEBECOR WORLD	EVANS	GA	308094027	01/28/2013	01/28/2013 11:57:33 AM
Pu1DD02	00009999	Plant Load	QUEBECOR WORLD	EVANS	GA	308094027	01/28/2013	01/28/2013 11:57:34 AM
Pu1DD02	00009999	Plant Load	QUEBECOR WORLD	EVANS	GA	308094027	01/28/2013	01/28/2013 11:57:42 AM
Pu1DD02	107484652	Drop Ship	WASHINGTON NDC	CAPITOL HEIGHTS	MD	20799999	01/28/2013	01/28/2013 11:57:31 AM
Pu1DD02	107484652	Drop Ship	WASHINGTON NDC	CAPITOL HEIGHTS	MD	20799999	01/28/2013	01/28/2013 11:57:42 AM

Page 1 of 4 [Next >>](#)

Container, Tray and Bundle Scan Data Reports

Facility
HENRY W WHEELER

Barcode Type
IMb

Barcode
1024309000109231000163102171299

Initial Scan Date
2012-09-24 03:03:10

Bundles only

Bundle/Package ID:

Mailer ID on the Piece:

Bundle Scan Type:

¹ Choose whether to download the results or view the results online, and select whether to include results for at least one of the following: Containers, Handling Units, Pieces.
² IMb, IMtb, or IMb value.
³ A maximum of 1000 records will be returned for an Online query.

Total number of records returned: 162.

Job ID▲	Mailing Group ID	Appt ID	Facility	Facility Locale Key	Barcode Type	Barcode	Initial Scan Date	Full-Serv Avail. Da
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000163102171299</u>	2012-09-24 03:03:10	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000263102171299</u>	2012-09-24 03:03:13	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000363102171299</u>	2012-09-24 03:03:16	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000463102171299</u>	2012-09-24 03:03:19	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000563102171299</u>	2012-09-24 03:03:22	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000663102171299</u>	2012-09-24 03:03:25	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000763102171299</u>	2012-09-24 03:03:28	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000863102171299</u>	2012-09-24 03:03:31	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231000963102171299</u>	2012-09-24 03:03:34	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231001063102171299</u>	2012-09-24 03:03:37	2012-10-2
TEST0923	59255615		HENRY W WHEELER	W16741	IMb	<u>1024309000109231001163102171299</u>	2012-09-24 03:03:40	2012-10-2

ACS – Change of Address

OriginalIMB

0024389999918694735421201409403

OldPrimaryNumber

218

OldStreetName

CHARLES

OldCity

BALTIMORE

Old State

MD

OldZipCode

21201

MoveEffectiveDate

01/18/2013 00:00:00

NewPrimaryNumber

251

NewStreetName

101ST

NewCity

NEW YORK

NewState

NY

NewZipCode

10025

	G	I	L	M	S	U	Z	AA	AB	AF	AH	AL	AM	AN
	OriginalIMB	MoveEffectiveDate	LastNa	FirstNa	OldPrimary	OldStreetName	OldCity	OldState	OldZipCode	NewPrimary	NewStreetName	NewCity	NewState	NewZipCode
1	0024389999918694735421201409403	01/18/2013 00:00:00	DOE	JOHN	218	CHARLES	BALTIMORE	MD	21201	251	101ST	NEW YORK	NY	10025
2	00243899999186994455336302172323	12/03/2012 00:00:00	DOE	JOHN	1723	PO BOX	DOTHAN	AL	36302	1307	OSCEOLA	DOTHAN	AL	36303
3	0024389999918699442636109461729	12/27/2012 00:00:00	DOE	JOHN	529	MOYE	MONTGOMERY	AL	36109	24	WHITE OAKS	HATTIESBURG	MS	39402
4	0024389999918699441836107141636	01/22/2013 00:00:00	DOE	JOHN	36	LEWIS	MONTGOMERY	AL	36107	115	MERIWETHER	PIKE ROAD	AL	36064
5	0024389999918694852121244235973	07/22/2012 00:00:00	DOE	JOHN	7141	ROLLING BEND	BALTIMORE	MD	21244	10913	STUART	WILLIAMSPORT	MD	21795
6	0024389999918694845721237353076	01/29/2013 00:00:00	DOE	JOHN	28	LEATHERWOOD	BALTIMORE	MD	21237	316	BARRETT	NEWARK	DE	19702
7	0024389999918694831221231271540	01/23/2013 00:00:00	DOE	JOHN	2040	BANK	BALTIMORE	MD	21231	1215	WEST	SILVER SPRING	MD	20910
8	0024389999918694830621231192720	12/02/2012 00:00:00	DOE	JOHN	1920	PRATT	BALTIMORE	MD	21231	123	CHAPEL	BALTIMORE	MD	21231
9	0024389999918694825221230402236	01/18/2013 00:00:00	DOE	JOHN	36	POULTNEY	BALTIMORE	MD	21230	8	LOVETON FARMS	SPARKS	MD	21152
10	0024389999918690559303861656120	01/11/2013 00:00:00	DOE	JOHN	396	PACKERS FALLS	LEE	NH	03861	4	ASHLEY	RAYMOND	NH	03077
11	0024389999918690542703801592804	01/27/2013 00:00:00	DOE	JOHN	8	FREEDOM	PORTSMOUTH	NH	03801	25	LANE	ALLENSTOWN	NH	03275
12	0024389999918690481903060736767	01/09/2013 00:00:00	DOE	JOHN	7367	PO BOX	NASHUA	NH	03060	10429	MARY	CUPERTINO	CA	95014
13	0024389999918702061360712381732	01/28/2013 00:00:00	DOE	JOHN	6432	SPAULDING	LINCOLNWOOD	IL	60712	6712	KIMBALL	LINCOLNWOOD	IL	60712
14	0024389999918696549930033345225	02/01/2013 00:00:00	DOE	JOHN	1425	HIGHLAND LAKE	DECATUR	GA	30033	104	LADSON	DECATUR	GA	30033
15	0024389999918696545430030458830	01/20/2013 00:00:00	DOE	JOHN	604	KIRK	DECATUR	GA	30030	604	KIRK	DECATUR	GA	30030
16	0024389999918696543630030176507	01/29/2013 00:00:00	DOE	JOHN	8207	JEFFERSON SQUARE	DECATUR	GA	30030	6304	JEFFERSON SQUARE	DECATUR	GA	30030
17	0024389999918696516330019002988	01/19/2013 00:00:00	DOE	NA	1688	PO BOX	DACULA	GA	30019	824036	PO BOX	PEMBROKE PNES	FL	33082
18	0024389999918696500130005257350	02/01/2013 00:00:00	DOE	JOHN	750	ELLSBOROUGH	ALPHARETTA	GA	30005	12490	MAGNOLIA	ALPHARETTA	GA	30005
19	0024389999918696496430005896970	10/21/2012 00:00:00	DOE	JOHN	5670	MILLWICK	ALPHARETTA	GA	30005	NA	TEMPORARILY AWAY	NA	NA	00000
20	0024389999918696494730005386906	01/02/2013 00:00:00	DOE	JOHN	11306	JEFFERSON	ALPHARETTA	GA	30005	613	DEERFIELD	ALPHARETTA	GA	30004
21	0024389999918696487230004747306	01/27/2013 00:00:00	DOE	JOHN	19006	LAKE UNION HILL	ALPHARETTA	GA	30004	11012	LAKE UNION HILL	ALPHARETTA	GA	30004
22	0024389999918692731311357183210	03/03/2009 00:00:00	DOE	JOHN	1210	151ST	WHITESTONE	NY	11357	NA	TEMPORARILY AWAY	NA	NA	00000
23	0024389999918692559811106418603	05/18/2009 00:00:00	DOE	JOHN	3218	23RD	ASTORIA	NY	11106	150	JAVA	BROOKLYN	NY	11222
24	0024389999918692542411102360201	06/20/2008 00:00:00	DOE	JOHN	1427	29TH	ASTORIA	NY	11102	3005	ROYAL OAKS	SEBRING	FL	33875
25	0024389999918692540611102132534	05/18/2009 00:00:00	DOE	JOHN	3118	NEWTOWN	ASTORIA	NY	11102	2538	41ST	ASTORIA	NY	11103
26	0024389999918692540511102132799	05/18/2009 00:00:00	DOE	JOHN	3118	NEWTOWN	ASTORIA	NY	11102	2538	41ST	ASTORIA	NY	11103

Nixie Report

This data can be used to determine when a mailpiece has been sent to an invalid address

OriginalIMB

4009289999900008708864068848701

OnPieceCity StateZip

LIBERTY MO 64068

ParsedAddressOnPiece

1901 CLAY WOODS PKWY

ReasonCode

Q

	G	H	I	J	K	L	M	N	P	Q
	OriginalIMB	RecordCreationDate	ActionCode	ParsedAddressOnPiece	OnPieceCity StateZip	ReasonCode	ClassNotificationType	FeeNotification		
1	4009289999900008708864068848701	02/14/2013 00:00:00	W	1901 CLAY WOODS PKWY	LIBERTY MO 64068	Q	C	No		
2	0024389999918696895530308411399	02/14/2013 00:00:00	W	116 PONCE DE LEON AVE NE	ATLANTA GA 30308	Q	C	No		
3	0024389999918704172877375860610	02/13/2013 00:00:00	W	10810 SPRING CYPRESS RD	TOMBALL TX 77375	I	C	No		
4	0024389999918704642778717102236	02/13/2013 00:00:00	W	13425 RANCH ROAD 620 N APT	AUSTIN TX 78717	Q	C	No		
5	0024389999918704040777070681072	02/13/2013 00:00:00	W	7700 WILLOW CHASE BLVD APT	HOUSTON TX 77070	Q	C	No		
6	0024389999918703959777030221099	02/13/2013 00:00:00	W	1020 HOLCOMBE BLVD	HOUSTON TX 77030	I	C	No		
7	0024389999918703207574137368799	02/13/2013 00:00:00	W	9311 S COLLEGE AVE	TULSA OK 74137	I	C	No		
8	0024389999918702729766839051414	02/13/2013 00:00:00	W	514 PO BOX	NEW STRAWN KS 66839	Q	C	No		
9	0024389999918702470264079761791	02/13/2013 00:00:00	W	2900 WILLIAMSBURG TER APT	PLATTE CITY MO 64079	Q	C	No		
10	0024389999918701081650315320714	02/13/2013 00:00:00	W	1800 WATROUS AVE APT	DES MOINES IA 50315	Q	C	No		
11	0024389999918699646637212550119	02/13/2013 00:00:00	W	1719 BEECHWOOD AVE	NASHVILLE TN 37212	I	C	No		
12	0024389999918699646437212291901	02/13/2013 00:00:00	W	1208 16TH AVE S APT	NASHVILLE TN 37212	I	C	No		
13	0024389999918699591237128485250	02/13/2013 00:00:00	W		37128	I	C	No		
14	0024389999918699528237042158484	02/13/2013 00:00:00	W		37042	Q	C	No		
15	0024389999918699526337042568394	02/13/2013 00:00:00	W	3366 DURRETT DR APT	CLARKSVILLE TN 37042	Q	C	No		
16	0024389999918699069334428380620	02/13/2013 00:00:00	W	520 NW7TH AVE	CRYSTAL RIVER FL 34428	M	C	No		
17	0024389999918698846733913666776	02/13/2013 00:00:00	W	10710 RAVENNA WAY UNIT	FORT MYERS FL 33913	Q	C	No		
18	0024389999918698845733913665099	02/13/2013 00:00:00	W	10112 COLONIAL COUNTRY CLUB BLVD	FORT MYERS FL 33913	I	C	No		
19	0024389999918698793333845059393	02/13/2013 00:00:00	W	593 PO BOX	HAINES CITY FL 33845	Q	C	No		
20	0024389999918698219333305272219	02/13/2013 00:00:00	W	2419 FRYER PT	FORT LAUDERDALE FL 33305	A	C	No		
21	0024389999918698201533193335799	02/13/2013 00:00:00	W	15635 SW74TH CIRCLE DR	MIAMI FL 33193	I	C	No		
22	0024389999918698175533183183933	02/13/2013 00:00:00	W	13785 SW66TH ST APT	MIAMI FL 33183	V	C	No		
23	0024389999918698142033175737499	02/13/2013 00:00:00	W	2055 SW122ND AVE	MIAMI FL 33175	I	C	No		

Resources for Mailers

- **RIBBS Website:** <https://ribbs.usps.gov>
 - Getting Started Page: <https://ribbs.usps.gov/gettingstarted/>
 - Business Customer Gateway Information:
<https://ribbs.usps.gov/gateway/>
 - Education:
<https://ribbs.usps.gov/index.cfm?page=intellmailpresentations>
- **Mailpiece Design Analyst**
 - Phone: 855-593-6093
 - Email: mda@usps.gov
- ***PostalOne!* Help Desk**
 - Phone: 800-522-9085
 - Email: postalone@usps.gov

Questions

