



# **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**

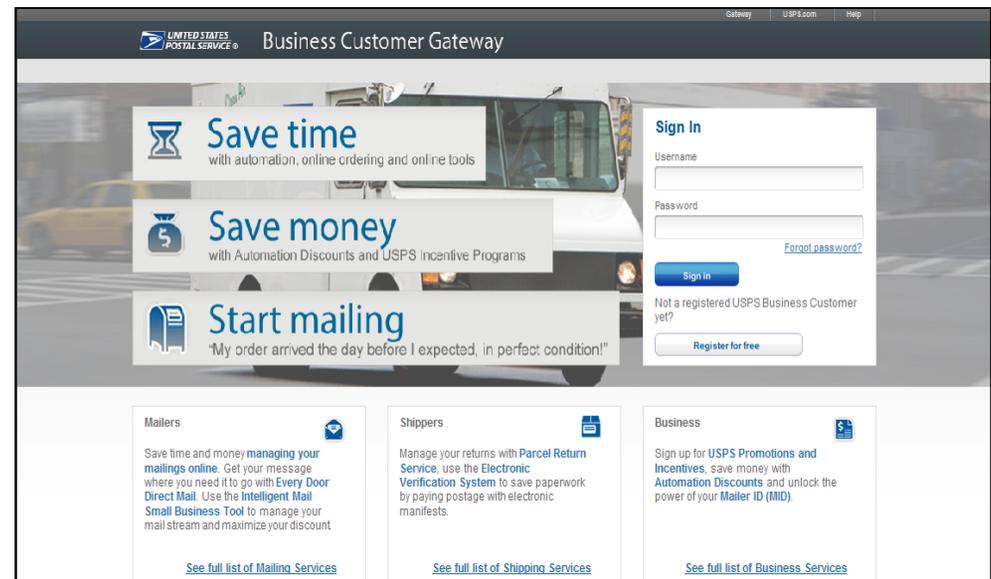
# Common Terms and Definitions

Term	Definition	Uses
Electronic Documentation (eDoc)	<ul style="list-style-type: none"> <li>Electronic mailing Information that replaces the use of hardcopy postage statements and supporting documentation (e.g. the qualification report) with electronic submission</li> </ul>	<ul style="list-style-type: none"> <li>eDoc is a requirement for Full-Service</li> </ul>
Customer Registration ID (CRID)	<ul style="list-style-type: none"> <li>A unique ID number issued by USPS to identify a customer's physical business <u>location</u> (address)</li> </ul>	<ul style="list-style-type: none"> <li>Used to identify Mail Owners and Mail Preparers within eDoc</li> <li>Used to determine to whom mailing information and reports should be distributed</li> </ul>
Mailer ID (MID)	<ul style="list-style-type: none"> <li>A six- or nine-digit number issued by USPS to a mail owner or mail service provider.</li> </ul>	<ul style="list-style-type: none"> <li>Used in IMb barcodes</li> <li>Also used to identify Mail Owners and Mail Preparers within eDoc</li> <li>Used to determine to whom mailing information and reports should be distributed</li> </ul>
Business Services	<ul style="list-style-type: none"> <li>Services that cover basic business functionality within the BCG</li> <li>Depending on your company's needs, different employees may need access to different services</li> <li>Access to services is regulated by the Business Service Administrator (BSA) of <u>each</u> service</li> </ul>	<ul style="list-style-type: none"> <li>Used to obtain access to certain functionality within the BCG</li> </ul>
Business Service Administrator (BSA)	<ul style="list-style-type: none"> <li>If you are the first user to request a service for your location, you will become the <b>Business Service Administrator (BSA)</b> <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</li> </ul>	<ul style="list-style-type: none"> <li>Role used to grant or deny other users access to a business service/functionality within the BCG</li> </ul>

# 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. At the top, there is a navigation bar with the USPS logo and the text "Business Customer Gateway". Below this, there are three main 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!'". On the right side, there is a "Sign In" form with fields for "Username" and "Password", a "Sign in" button, and a link for "Forgot password?". Below the sign-in form, there is a section for "Not a registered USPS Business Customer" with a "Register for free" button highlighted by a red box. A blue callout box points to this button with the text "A new user clicks on 'Register for free'". At the bottom of the page, there are three columns: "Mailers" (managing mailings online), "Shippers" (managing returns with Parcel Return Service), and "Business" (signing up for USPS Promotions and Incentives). Each column has a "See full list of [Service] Services" link.

# 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. ⓘ

**\*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. ⓘ

**\*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**

Re-Type Password

Re-Type Your Answer

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  
First Name M.I. Last Name  
Suffix

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

CRID

Enter Your Address  
Country  
Company Name  
Street Address  
Apt./Suite/Other  
City  
State ZIP Code

Enter Your Phone Number  
Type Phone Ext.  
Type 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

\*These need 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, 403, & 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 a registration page for the Business Customer Gateway. At the top, there is a progress bar with 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 this, there is a note: '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' information: BCGTEST1234, 475 LENFANT PLZ SW, WASHINGTON, DC 20260-0004, UNITED STATES, and CRID: 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 is highlighted with a red circle around the acronym '(BSA)'. A checkbox is checked, indicating agreement to the terms and conditions. A 'Continue' button is highlighted with a red box.

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

Business Customer Gateway

Hello, Mel | Gateway | USPS.com | Help | Logout

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

**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 (IMsb) Tool - Produce the IMb for your mailings.
<b>Mailer ID * - Request and manage Mailer IDs. ⓘ</b>
<b>Manage Mailing Activity * - Manage your business mailings. ⓘ</b>
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?

Welcome, Monica

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 will need to monitor, track, and manage your mailing and shipping activities. You can access these Business Services using the tabs on the left. When you know which services are useful to your business, you can add them as your favorite services using the panel 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 initial costs associated with converting to full-service. However, in light of the Postal Regulatory Commission's June 10 decision regarding the

**Favorite Services**

[DASHBOARD](#)

[MAILER ID](#)

[MAILING REPORTS](#)

[ONLINE ENROLLMENT](#)

[POSTAL WIZARD](#)

[EDIT FAVORITES](#)

**Are you ready for Full-Service IMb adoption?**

[Learn More](#)

- 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

The screenshot displays the United States Postal Service Business Customer Gateway interface. On the left, a navigation sidebar includes links for Welcome, Inbox, Mailing Services (highlighted with a red box), Shipping Services, Other Services, Support, and Manage Account. The main content area is titled 'Mailing Services' and features a description of mailing services, a 'Your Locations' dropdown menu set to 'All Locations', and a 'Direct Mail' image. A prominent green service card at the bottom is titled 'Manage Permits (PostalOne!)' and includes a green checkmark icon and a 'GO TO SERVICE' button. The text below the title states: 'The PostalOne! system allows management of permit information for business locations.'

- 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

**Associated Business Locations**

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

[Set Low Balance Alert](#) [Receive Fee Notice](#)

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

**Permit Profile** | **Associated Business Locations** | Permit Validation | Contact Information | Manage 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:		
<input type="button" value="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
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**Permit Validation**

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.

[Click here](#) to see additional information on permit validation rules.

\*Required

*Account (permit/publication) Number:	<input type="text" value="1"/>
*Account Type:	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 navigation menu has "Mailing Services" highlighted with a red box. A red arrow points from this menu item to the "Favorite Services" section on the right. Below this, a list of services is shown, with the "Electronic Data Exchange (PostalOne!)" service highlighted by a red box around its "GO TO SERVICE" button. A red arrow also points from the "GO TO SERVICE" button to the text below.

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 track, and manage your mailing and shipping activities. You can add 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 to your right.

Notifications and Alerts

The Postal Service had proposed the Technology 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.

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).

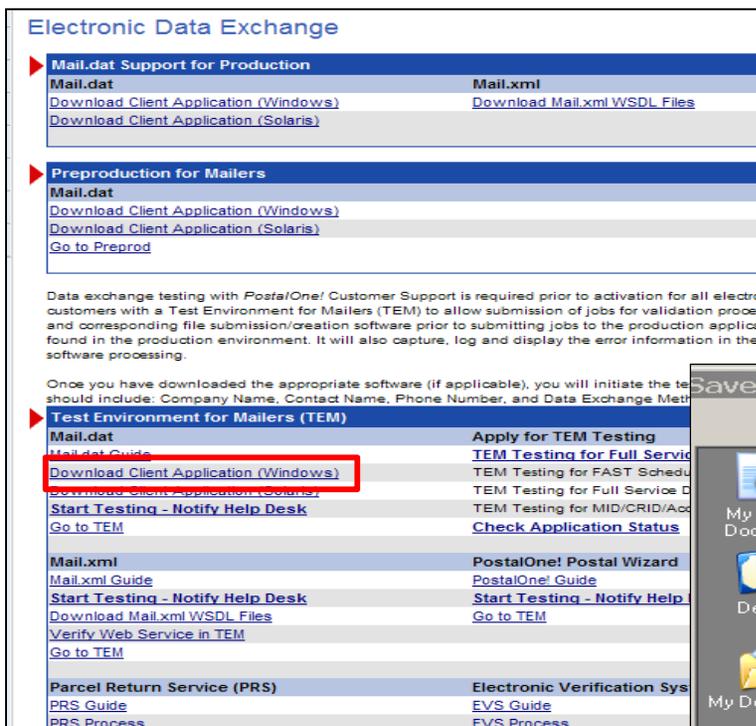
Dashboard (PostalOne!)  
The PostalOne! Dashboard allows users to submit, search for and view jobs submitted electronically.

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 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
  - 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 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 environment. The test environment should include: Company Name, Contact Name, Phone Number, and Data Exchange Method.

- ▶ **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

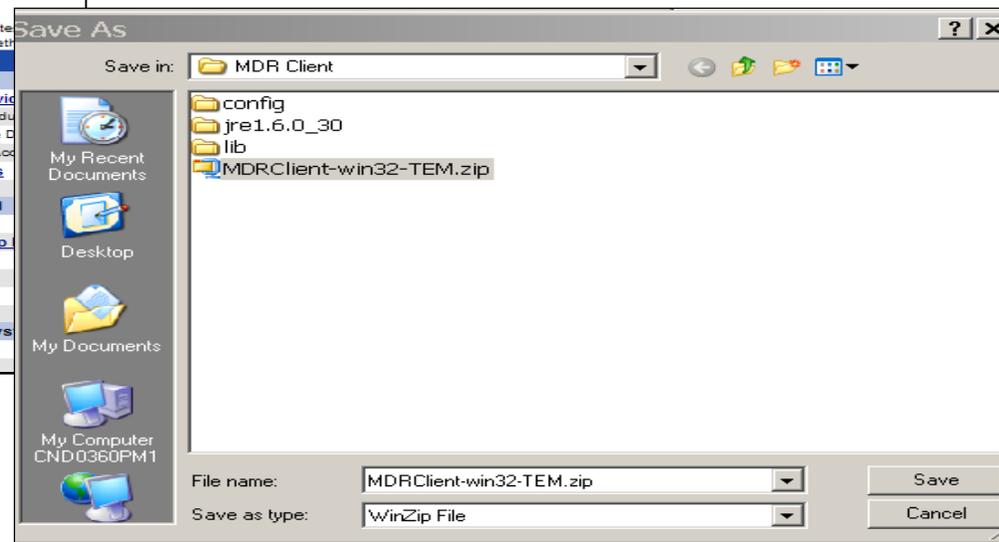
Apply for TEM Testing  
TEM Testing for Full Service  
TEM Testing for FAST Scheduling  
TEM Testing for Full Service Download  
TEM Testing for MID/CRID/Account  
Check Application Status

PostalOne! Postal Wizard  
PostalOne! Guide  
Start Testing - Notify Help Desk  
Go to TEM

Electronic Verification System  
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.



Save As

Save in: MDR Client

- My Recent Documents
- Desktop
- My Documents
- My Computer CND0360PM1

config  
jre1.6.0\_30  
lib  
MDRClient-win32-TEM.zip

File name: MDRClient-win32-TEM.zip

Save as type: WinZip File

Save Cancel

# 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.



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.

Name	Date modified	Type	Size
config	2/24/2013 6:41 AM	File folder	
prd.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
tcp.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-ssc_checker.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
<b>run-mdclient.bat</b>	2/24/2013 6:41 AM	Windows Batch File	1 KB
runReceiptPoller.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
update.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
Validation.log	2/25/2013 11:25 AM	Text Document	17 KB

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:

Password:

[Forgot Password](#)

**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.

**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 result in 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 use, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal One policies and these terms.

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

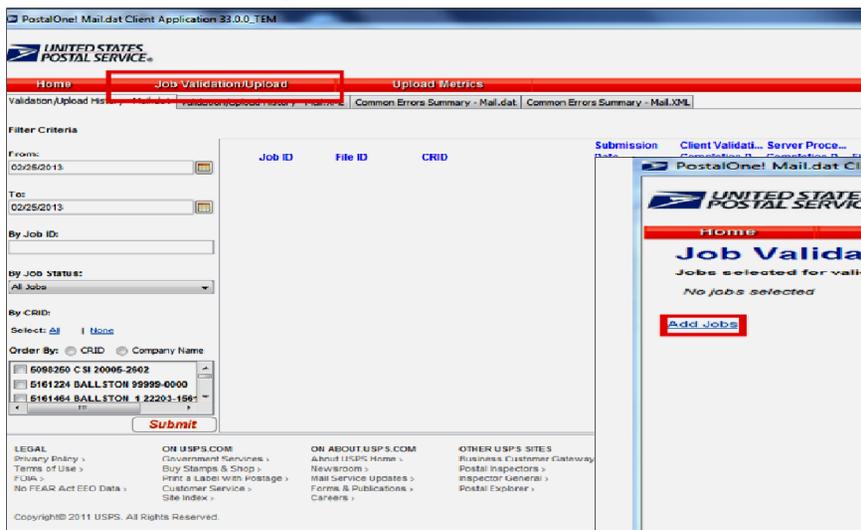
ON ABOUT USPS.COM: [About USPS Home >](#), [Newsroom >](#), [Mail Service Updates >](#), [Forms & Publications >](#), [Careers >](#)

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

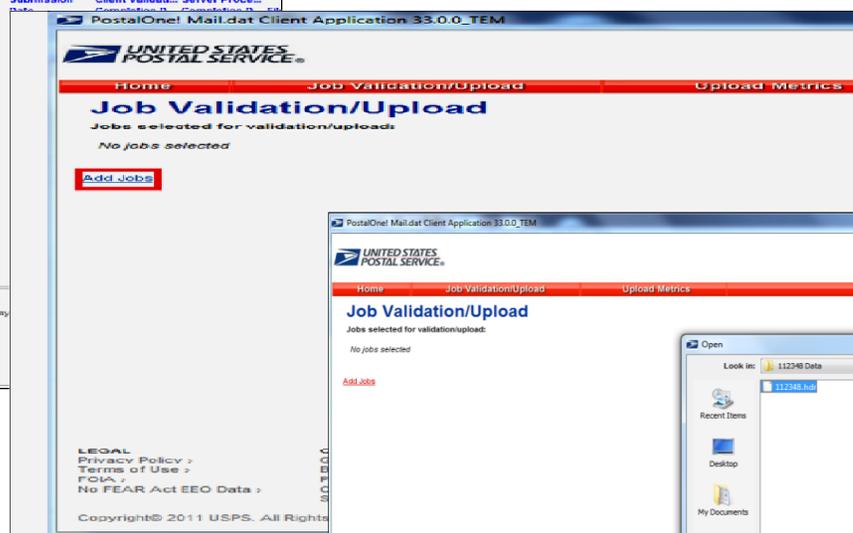
© 2011 USPS. All Rights Reserved.

# TEM Submission – Upload the Mail.dat job

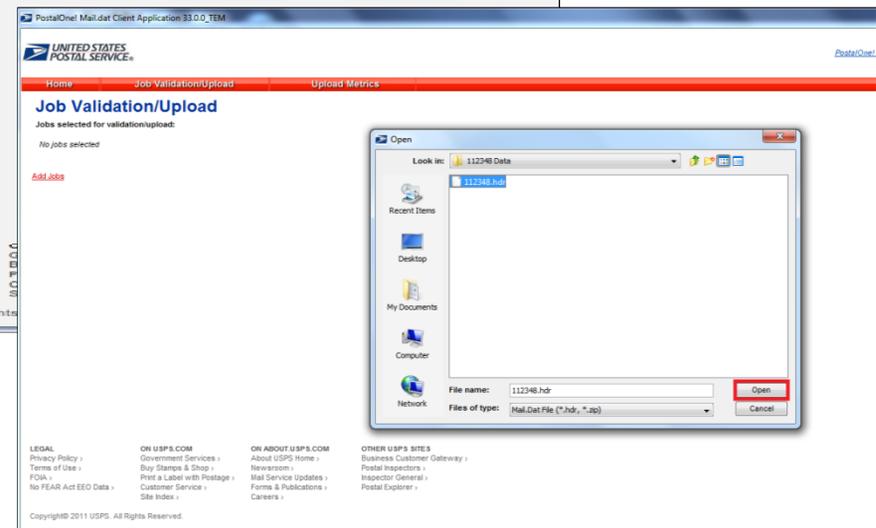
Upload the desired job by first selecting the Job Validation/Upload link.



Select the “Add Jobs” link

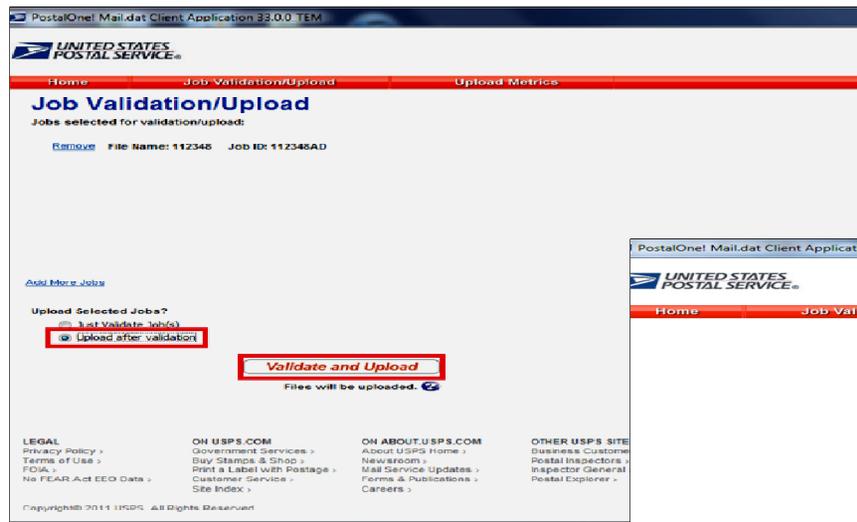


Search for the desired job and select “Open”.

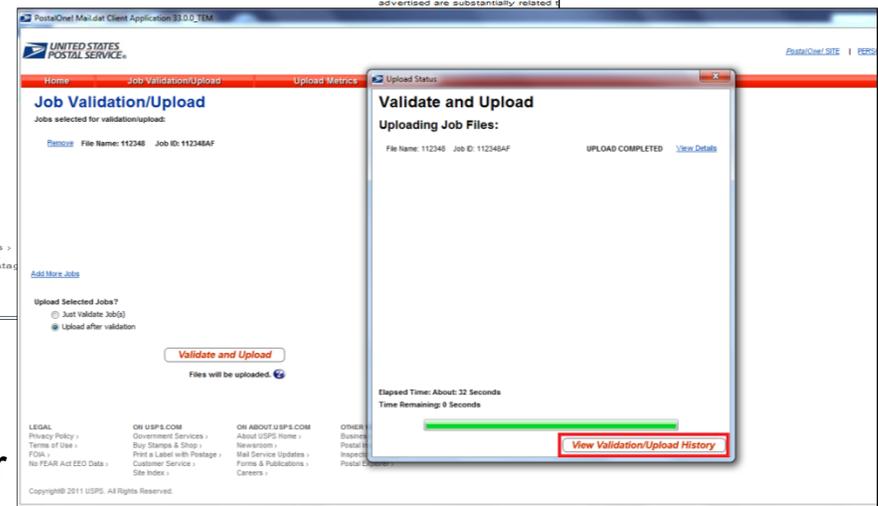
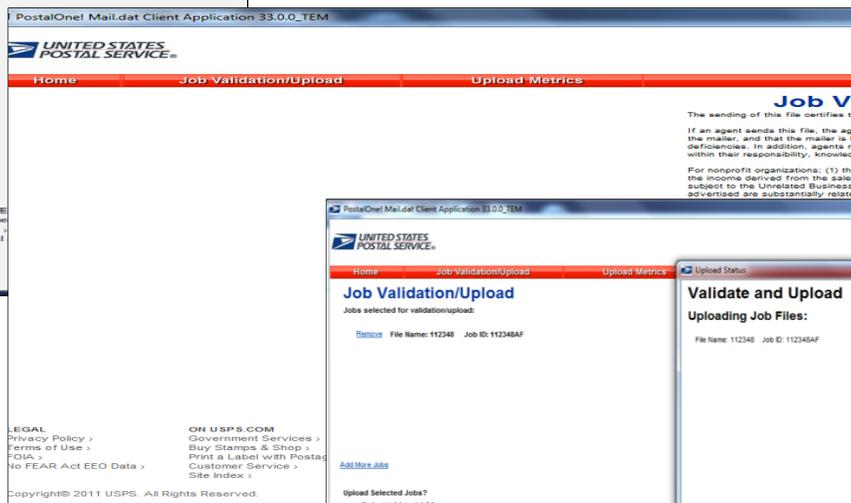


# TEM Submission – Upload the Mail.dat job

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 preceding 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

LEGAL: Privacy Policy, Terms of Use, FOIA, No FEAR Act EEO Data

ON USPS.COM: Government Services, Buy Stamps & Shop, Print & Label with Postage, Customer Service, Site Index

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

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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

Submission Date	Client Validat... Completion D...	Server Proce... Completion D...	File Size	Status	Type	Submission Status	Postage Statement	Qual Report
02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31,368	Original	Validation/Upload	Complete	Y	Y 151
02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31,368	Original	Validation/Upload	Complete	Y	Y 151
02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31,368	Original	Validation/Upload	Complete	Y	Y 151
02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31,368	Original	Validation/Upload	Complete	Y	Y 151

Submit

LEGAL: Privacy Policy, Terms of Use, FOIA, No FEAR Act EEO Data

ON USPS.COM: Government Services, Buy Stamps & Shop, Print & 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 Postal Inspectors, Inspector General, Postal Explorer

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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

Submission Date	Client Validat... Completion D...	Server Proce... Completion D...	File Size	Status	Type	Submission Status	Postage Statement	Qual Report
02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31,368	Original	Validation/Upload	Complete	Y	Y 151
02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31,368	Original	Validation/Upload	Complete	Y	Y 151
02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31,368	Original	Validation/Upload	Complete	Y	Y 151
02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31,368	Original	Validation/Upload	Complete	Y	Y 151

Submit

LEGAL: Privacy Policy, Terms of Use, FOIA, No FEAR Act EEO Data

ON USPS.COM: Government Services, Buy Stamps & Shop, Print & 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 Postal Inspectors, Inspector General, Postal Explorer

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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 image is a composite of three screenshots from the USPS Business Customer Gateway (BCG) website, illustrating the process to download Mail.XML WSDL files. Red arrows indicate the flow from the 'Mailing Services' menu to the 'Electronic Data Exchange' section, and then to the 'Test Environment for Mailers' section where the 'Download Mail.xml WSDL Files' link is highlighted.

**Step 1: Mailing Services**  
The first screenshot shows the 'Mailing Services' menu item highlighted in the left-hand navigation pane of the Business Customer Gateway.

**Step 2: Electronic Data Exchange**  
The second screenshot shows the 'Electronic Data Exchange' section. The 'Test Environment for Mailers (TEM)' link is highlighted in red.

**Step 3: Download Mail.xml WSDL Files**  
The third screenshot shows the 'Test Environment for Mailers (TEM)' page. Under the 'Mail.xml' header, the 'Download Mail.xml WSDL Files' link is highlighted in red.

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/creation 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 (TV) and Quality Data (Coming soon)
    - TEM Testing for MID/CRID/Account and Incentives Enrollment (Coming soon)
    - Check Application Status
  - Mail.xml
    - PostalOne! Postal Wizard
    - PostalOne! Guide
    - Start Testing - Notify Help Desk
    - 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.”

\*\*\* NOTIFICATION \*\*\*

You are now leaving the Business Customer Gateway and going to the Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment.

Please click 'Home' in TEM to get back to Business Customer Gateway.

OK Cancel

etnod (Mail.dat, Mail.XML, etc) and version (if applicable)

# 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		\$22,805.61	-\$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

LEGAL  
Privacy Policy ;  
Terms of Use ;  
FOIA ;

ON USPS.COM  
Government Services ;  
Buy Stamps & Shop ;  
Print a Label with Postage ;

ON ABOUT.USPS.COM  
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 displays the USPS Mailer Job Search interface. The top navigation bar includes the USPS logo, the text "You are in the Test Environment for Mailers (TEM)", and links for HOME, HELP, CUSTOMER CARE, and SIGN OUT. The left sidebar contains a navigation menu with options like "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 features a "Dashboard Alerts" section with links for "ALERT: Review your Dormant Jobs" and "ALERT: Refunds". Below this is the "Dashboard Search" section, which contains a search form with the following fields and options:

- Open Date: 02/25/2013
- Statement Status: All - Include all Statement Statuses (dropdown menu)
- Job Statuses: All - Include all Jobs
- Post Office of Mailing: (empty)
- MSB Entry Method: All
- PV-MSB Mailings: (checkbox)
- Postage Statement ID: (empty)
- Mailing Group: (empty)
- Preparer Permit #: (empty)
- Preparer CRD #: (empty)
- Permit Holder Permit #: (empty)
- Permit Holder CRD #: (empty)
- Account Number: (empty)
- Mailer Location: All
- Mailer Job #: 112348AD
- Preparer Permit Type: All
- Permit Holder Permit Type: All
- Incentive Type: (empty)
- Include Closed Jobs: (checkbox)

A "Search" button is located at the bottom of the search form. Below the search form are sections for "Status Chart", "Mail Class Chart", and "Manage My Settings".

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.

# Review the Mailing Job in TEM – Postage Statement

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

Open the job's postage statement by selecting the job's Postage Statement ID.



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

Manage Mailing Activity

Home > Dashboard Management System

Search Results

My Search Criteria Selections

Legend: [!] for spoilage adjustment. [\*] for USPS adjusted entry. [F] for Full-Service statements [M] for Mixed-Service statements [CB] 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 [MF] for Manually Finalize

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Mail Entry Issues	Account Number	Permit/USPS Number	Mail Class	Pieces
69737117		<b>PS# 84178714</b>	Cancel Job							Ella FC parcels / MARBELLA					
69736680		PS# 84718339 [M]	Cancel Job												
738114		PS# 84718636 [F]	Cancel Job												
6880	Multiple		Cancel Job	No	No										
6887	Multiple		Cancel Job	No	No										
	Multiple		Cancel Job	No	No										
	Multiple		Cancel Job	No	No										
		6899151	Cancel Job												
		6899150	Cancel Job												

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

Ballston, Ballston

Dashboard > Display Today's Date: 09/18/2013

Mailing Group Summary Information

Mailing Group ID: 69737117 Mailer's Job #: Ella FC all parcel lines  
 Preparer: 270-PI-ABBEY LOCATION PO of Mailing Finance No: 999922 Open Date: 09-18-13  
 Description: Ella FC parcels Submission Type: Mail.xml Close Date:

PS # 84178714, UPD Cancel | Container List | Piece-Weight Info

PS Form 3600-R - First-Class Mail and First-Class Package Service - Permit Imprint

Postage Summary

Account Holder:	MARBELLA CLUB RESORTS 472 LENFANT PLZ SW WASHINGTON, DC 20024 Contact: AA (703) 379-1023	Mailing Agent:	ABBEY LOCATION 123 TESTING DRIVE LOS ANGELES, CA 99999-0000	Orig. For Mailing is Prepared:	
Account Number:	1186361	Permit:	Permit Imprint 270 CRID: 5161545	Processing Category:	Parcels
Post Office of Mailing:	Ballston, VA	Mailer's Mailing Date:	09/18/2013	Weight of Single Piece:	Non-identical
Total Pieces:	1,000 pcs	Total Weight:	137.4400 lbs.	Total Postage:	\$ 2,487.00
Sequencing Date:	09/18/2013	Address Matching Date - Automation:	09/18/2013	Address Matching Date - Carrier Route:	09/18/2013
No of Containers:	1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks
Statement Sequence No	020216	Move Update Method:	Not declared	NSA:	
Mailpieces contain reply postcard or reply envelope:	NO	Mailpieces contain Only contents that are not required to be mailed FCM:	NO	Election Mail:	NO
Mailpieces contain a DVD/CD or other Disk:	NO	Round Trip Only: 1 DVD/CD or other Disk:	NO	Type of Fee:	N/A
Incentive/Discount Claimed:	NO	Payment Date and Time:	N/A		
Mail Arrival Date and Time:	N/A				
Copal Mailing Type:					

Part B: Nonautomation Prices

Line Number	Title	Description	Price	Quantity	Subtotal Postage	Discount Total*	Fee Total
B15	Single-Piece Does not meet content stds.	Parcels	2.070	100pcs	\$ 207.0000	\$ 0.0000	\$ 207.0000
Part B Total (Add lines B1-B19)							\$ 207.0000

Part C: Parcels

The job's postage statement will appear.

# 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 > Dashboard Management System

Search Results

My Search Criteria Selections

Legend: [\*] for spoilage adjustment. [\*\*] for USPS adjusted entry. [F] for Full-Service statements [M] for Mixed-Service statements [CB] for Copal Bundle mailings [CT] for Copal Tray mailings [A] Action is required to finalize PS [B] for Bypass Seamless [SE] for Seamless [SP] for Seamless Parallel [MF] for Manually Finalize

37 jobs found, displaying 1 to 20 (first/prev 1, 2 (last/next))

Job ID	Mailbox Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Parcel	PO of Mailbox	Mailbox's Mailing Date	Open Date	Job/Publication Name	Mail Entry Issues	Account Number	Form/USPS Number	Mail Class	Prices
EM_EC_01 98204588	69737117	ES# 64172714	Cancel Job						09/18/2013	09/18/2013	EM FC parcels / MARDELLA CLUB RESORTS, MARDELLA CLUB RESORTS UTILITY BILLS / MARDELLA	1189361	PI 270	FC	1,000
TM205701	69736860	ES# 84718339	Cancel Job												
12214871	69736114	ES# 84718636	Cancel Job												
3006601	69735890	Multiple	Cancel Job	No	No										
3006601	69735847	Multiple	Cancel Job	No	No										
3006601	69735743	Multiple	Cancel Job	No	No										
3006601	69735736	Multiple	Cancel Job	No	No										
3006601	69735672	Multiple	Cancel Job	No	No										
MM24502	69735385	ES# 84899151	Cancel Job												
MM24502	69735382	ES# 84899150	Cancel Job												

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

Home > Dashboard Management System

Job Detail

Mailing Agent: PRESTO SERVICE  
Job Name: UTILITY BILLS  
Job ID: TM305701  
Mailing Group ID: 69736860

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

The qualification report will appear.

Name of Report Available

[Qualification Report\(s\) \(IMch/IMth\)](#) Find a Qualification Report

[Version Summary Report](#)

[Reconciliation Report](#)

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

HOME | HELP | CUSTOMER CARE | SIGN OUT

Dashboard > Qualification Report

USPS Qualification Report

Mailing Agent: PRESTO SERVICE  
Job Name: UTILITY BILLS  
Job ID: TM305701  
Mailing Group ID: 69736860

Container Search | Version Summary Information

Search by: Container ID Starts with: Search Reset

Container	Relat	RelatID	Job	Box	Condition	Class	CF	Class Desc	Full Service	Rate/Prices	Totals			
										PS	IM	MB	CTIS	Burning Total
00001		01180201044700001171	2	Y		8008		0760	Y	212				212
00002		01180201044700001180	2	Y		8008		0760	Y	212				428
00003		01180201044700001190	2	Y		8008		0760	Y	212				640
00004		01180201044700001200	2	Y		8008		0760	Y	212				852
00005		01180201044700001210	2	Y		8008		0760	Y	212				1068
00006		01180201044700001220	2	Y		8008		0760	Y	212				1280
00007		01180201044700001230	2	Y		8008		0760	Y	212				1492
00008		01180201044700001240	2	Y		8008		0760	Y	212				1704
00009		01180201044700001250	2	Y		8008		0760	Y	212				1916
00010		01180201044700001260	2	Y		8008		0760	Y	212				2128
00011		01180201044700001270	2	Y		8008		0760	Y	212				2340
00012		01180201044700001280	2	Y		8008		0760	Y	212				2552
00013		01180201044700001290	2	Y		8008		0760	Y	212				2764
00014		01180201044700001300	2	Y		8008		0760	Y	212				2976
00015		01180201044700001310	2	Y		8008		0760	Y	212				3188
00016		01180201044700001320	2	Y		8008		0760	Y	212				3400
00017		01180201044700001330	2	Y		8008		0760	Y	212				3612
00018		01180201044700001340	2	Y		8008		0760	Y	212				3824

# 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)

Manage Mailing Activity

Home > Dashboard Management System

Search Results

My Search Criteria Selections

Legend: [\*] for spoilage adjustment. [\*\*] for USPS adjusted entry. [F] for Full-Service statements [M] for Mixed-Service statements [CBI] for Copal Bundle mailings [CTI] 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 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's Mailing Date	Dates Date	Job/Publication Name	Mail Entry Issues	Account Number	Percent/USPS Number	Mail Class	Process
<a href="#">Ela FC all 84631808</a>	09737117	PS# 84178714	Cancel Job							Ela FC parcels / 1/14/2011,1.A					
<a href="#">26300791</a>	09736660	PS# 84718339	Cancel Job	[M]											
<a href="#">12234871</a>	09736114	PS# 84718636	Cancel Job	[F]											
<a href="#">20066801</a>	09736860	Multiple	Cancel Job	No	No										
<a href="#">20066801</a>	09736867	Multiple	Cancel Job	No	No										
<a href="#">20066801</a>	09736743	Multiple	Cancel Job	No	No										
<a href="#">20066801</a>	09736736	Multiple	Cancel Job	No	No										
<a href="#">20066801</a>	09736672	Multiple	Cancel Job	No	No										
<a href="#">8454602</a>	09735385	PS# 84699151	Cancel Job												
<a href="#">8454602</a>	09735382	PS# 84699150	Cancel Job	[F]											

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: 89736660

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

Qualification Report(s)

IMcb/IMtb:

Version Summary Report

**Reconciliation Report**

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	89736660	Mailing Job ID	TM305701	Process Number	99922
Header	244820-PRESTO SERVICES INC.	Open Date	08-17-2013	Close Date	
Destination	UTILITY BILLS				

Reconciliation Report

Qualification Report	Closed/Withdrawn	Finalized Postage Statements*	USPS Processing Due*			
Price Category	Pieces	Price Category	Pieces	Postage	Pieces	Postage
Auto 5-Digit	8,960	Auto 5-Digit	0	Auto 5-Digit	0	\$0.00
Auto 3-Digit	797	Auto 3-Digit	0	Auto 3-Digit	797	\$308.048
Auto ADD/AMDC	380	Auto ADD/AMDC	0	Auto ADD/AMDC	0	\$0.00
Auto Mixed ADD/AMDC	844	Auto Mixed ADD/AMDC	0	Auto Mixed ADD/AMDC	844	\$314.82
Presorted	747	Presorted	0	Presorted	747	\$323.451
		Sub-Total	0	Sub-Total	11,688	\$4,286.47
		Spooled/Damaged	0	Spooled/Damaged	0	\$0.00
<b>Total</b>	<b>11,688</b>	<b>Total</b>	<b>0</b>	<b>Total</b>	<b>11,688</b>	<b>\$4,286.47</b>

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

Reconciliation Report Summary

Closed/Withdrawn	0		
Spooled/Damaged - Postage Adjustment Transaction Or Spooled/Damaged Piece	0		
Date Transaction	0		
Finalized	0		
Qualification Report Pieces	11,688	Pieces Accounted For:	0

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

Current Status: **Not Reconciled**

Other Information

Number of Occurrences	
Reversed	0
Revised	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 shows the USPS Business Customer Gateway interface. On the left, a navigation menu includes 'Mailing Services', which is highlighted with a red box. A large red arrow points from this box to the 'GO TO SERVICE' button for 'Electronic Data Exchange (PostalOne!)' in the main content area. The main content area lists several services, each with a 'GO TO SERVICE' button. The 'Electronic Data Exchange (PostalOne!)' button is highlighted with a red box.

**Favorite Services**

- DASHBOARD
- INCENTIVE PROGRAM
- MAILER ID
- MAILING REPORTS
- ONLINE ENROLLMENT
- POSTAL WIZARD

**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](#)

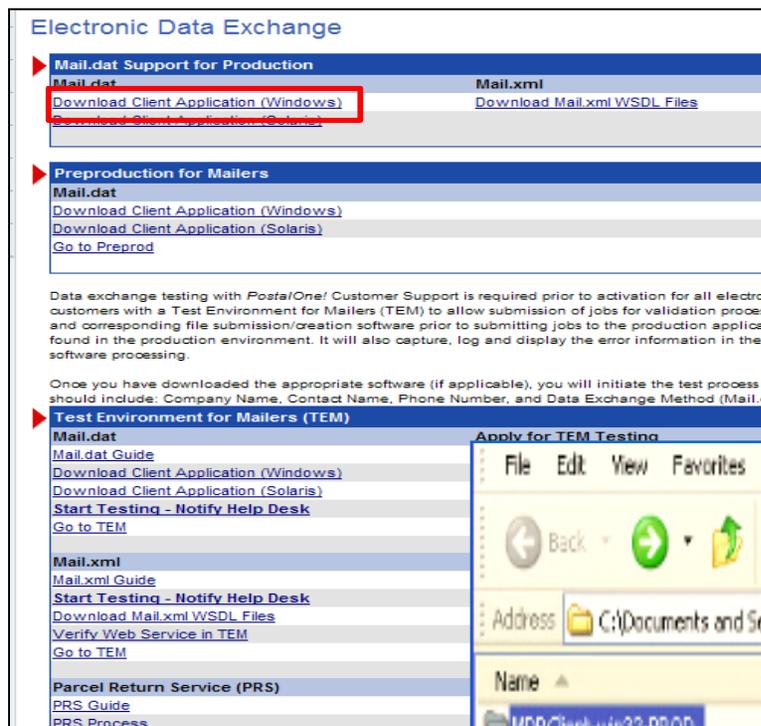
**Dashboard (PostalOne!)**  
The PostalOne! Dashboard allows users to submit, search for and view jobs submitted electronically. [GO TO SERVICE](#)

**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 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.

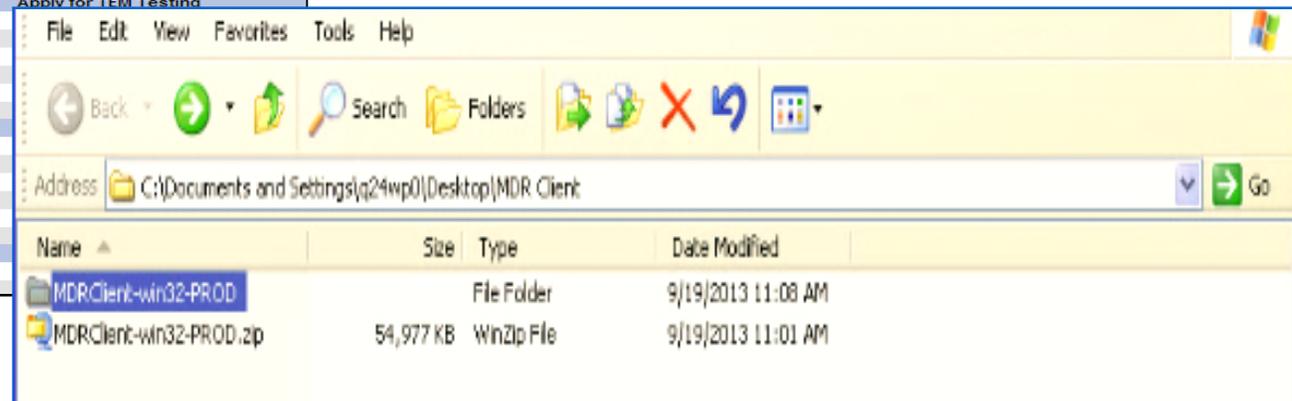


Electronic Data Exchange

- Mail.dat Support for Production
  - Mail.dat
    - Download Client Application (Windows)**
    - Download 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 Posta/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)
  - Apply for TEM Testing
  - 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

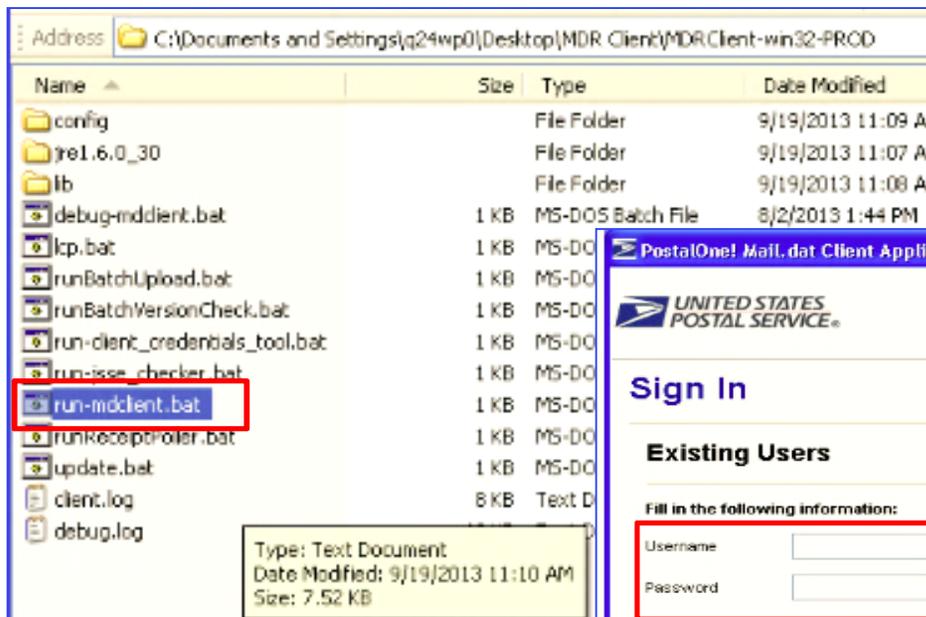
Address C:\Documents and Settings\q24wp0\Desktop\MDR Client

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.



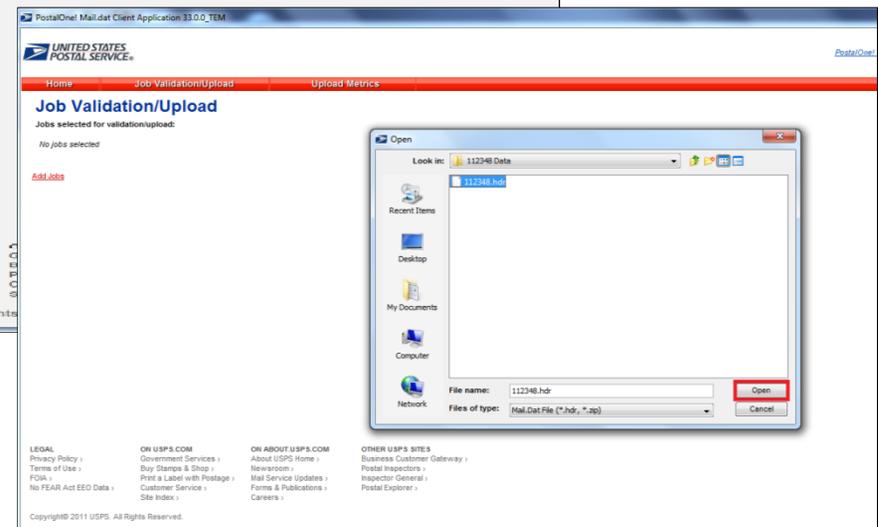
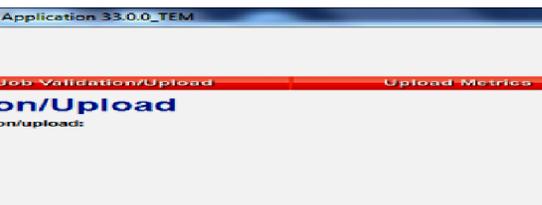
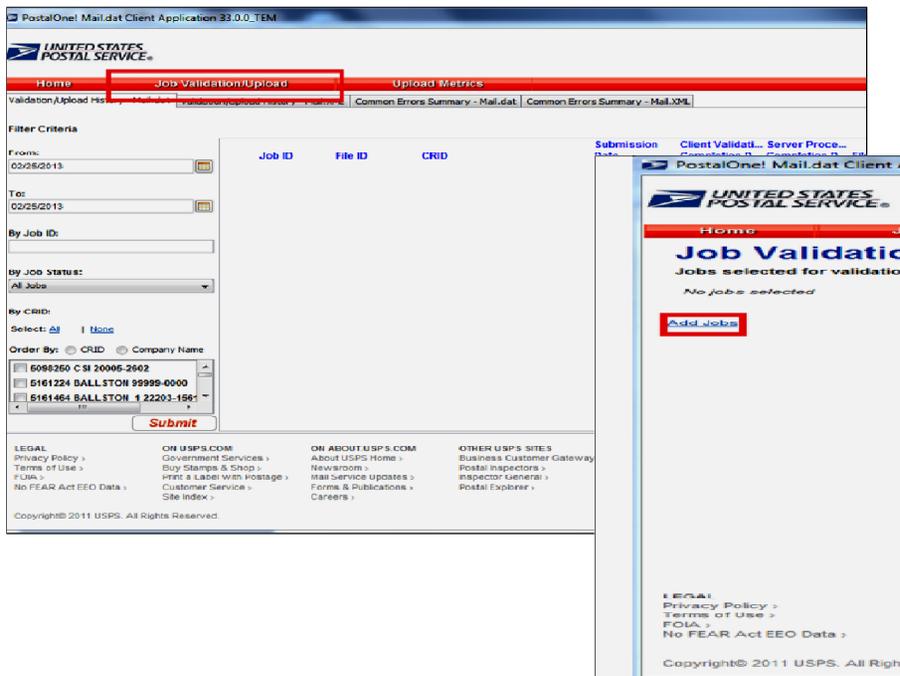
# Production Submission – Upload the Mail.dat job

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.



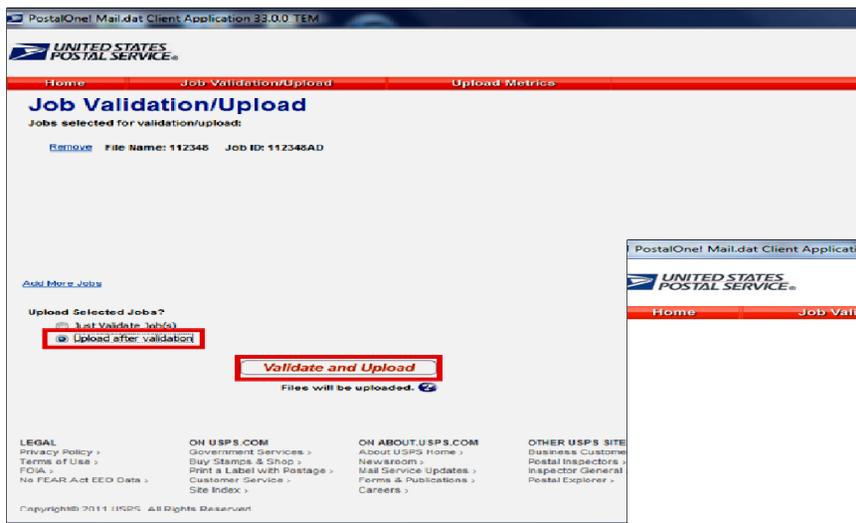
Select the “Add Jobs” link



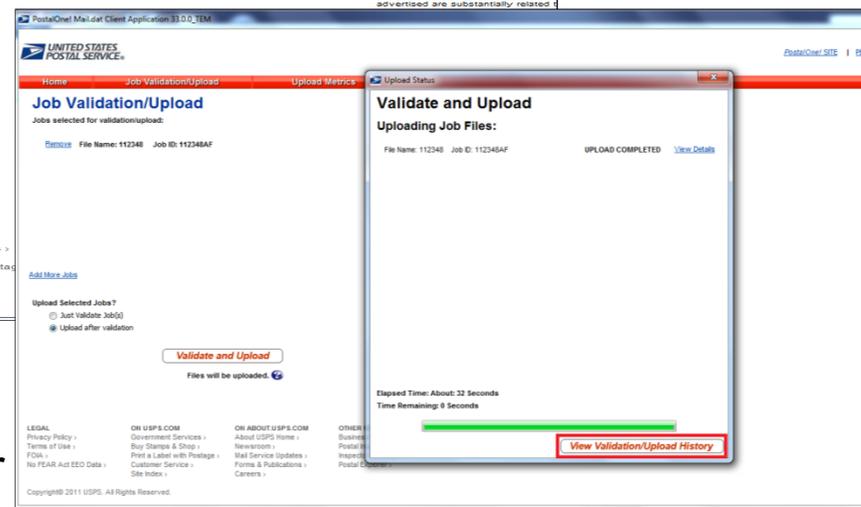
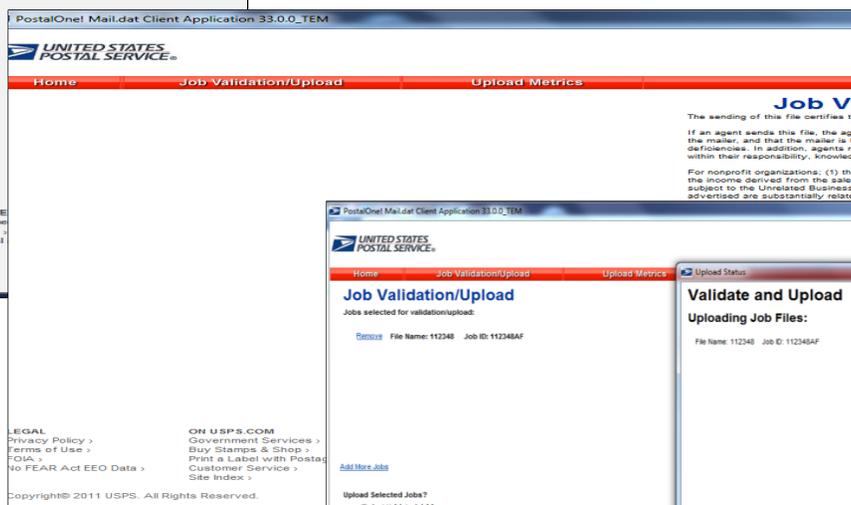
Search for the desired job and select “Open”.

# Production 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.

# Production Submission – Upload the Mail.dat job

On the preceding 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.

The screenshot shows the 'Filter Criteria' section of the application. The 'From' and 'To' date fields are highlighted with a red box and set to 02/25/2013. The 'By Job ID' and 'By Job Status' fields are also visible. The 'By CRID' section shows a list of CRIDs with checkboxes next to them. The 'Submit' button is located at the bottom of the filter section.

The screenshot shows the 'Job Validation/Upload' screen with a table of jobs. The table has columns for Job ID, File ID, CRID, Submission Date, Client Validation Date, Server Process Completion Date, File Size, Status, Type, Submission Status, Postage Statement, and Quality Report. The table contains several rows of data, with the first row highlighted in green. The 'Submit' button is visible at the bottom of the screen.

Job ID	File ID	CRID	Submission Date	Client Validation Date	Server Process Completion Date	File Size	Status	Type	Submission Status	Postage Statement	Quality Report
112382AF	112348	5161545 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
112382AE	112348	5161545 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
112382AD	112348	5161545 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
112382AC	112348	5161545 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

The screenshot shows the 'Job Validation/Upload' screen with a table of jobs. The table has columns for Job ID, File ID, CRID, Submission Date, Client Validation Date, Server Process Completion Date, File Size, Status, Type, Submission Status, Postage Statement, and Quality Report. The table contains several rows of data, with the first row highlighted in green. The 'Client Validation Errors' column is highlighted with a red box. The 'Submit' button is visible at the bottom of the screen.

Job ID	File ID	CRID	Submission Date	Client Validation Date	Server Process Completion Date	File Size	Status	Type	Submission Status	Postage Statement	Quality Report	Client
112382AF	112348	5161545 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 15-1	33.0_2_TEM
112382AE	112348	5161545 ABBEY LOCATION 9999	02/25/13 13:47	02/25/13 13:48	02/25/13 13:48	31,368	Original	Validation/Upload	Complete	Y	Y 15-1	33.0_2_TEM
112382AD	112348	5161545 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 15-1	33.0_2_TEM
112382AC	112348	5161545 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 15-1	33.0_2_TEM

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 image displays three screenshots from the USPS Business Customer Gateway website, illustrating the steps to download Mail.XML WSDL files for production submission.

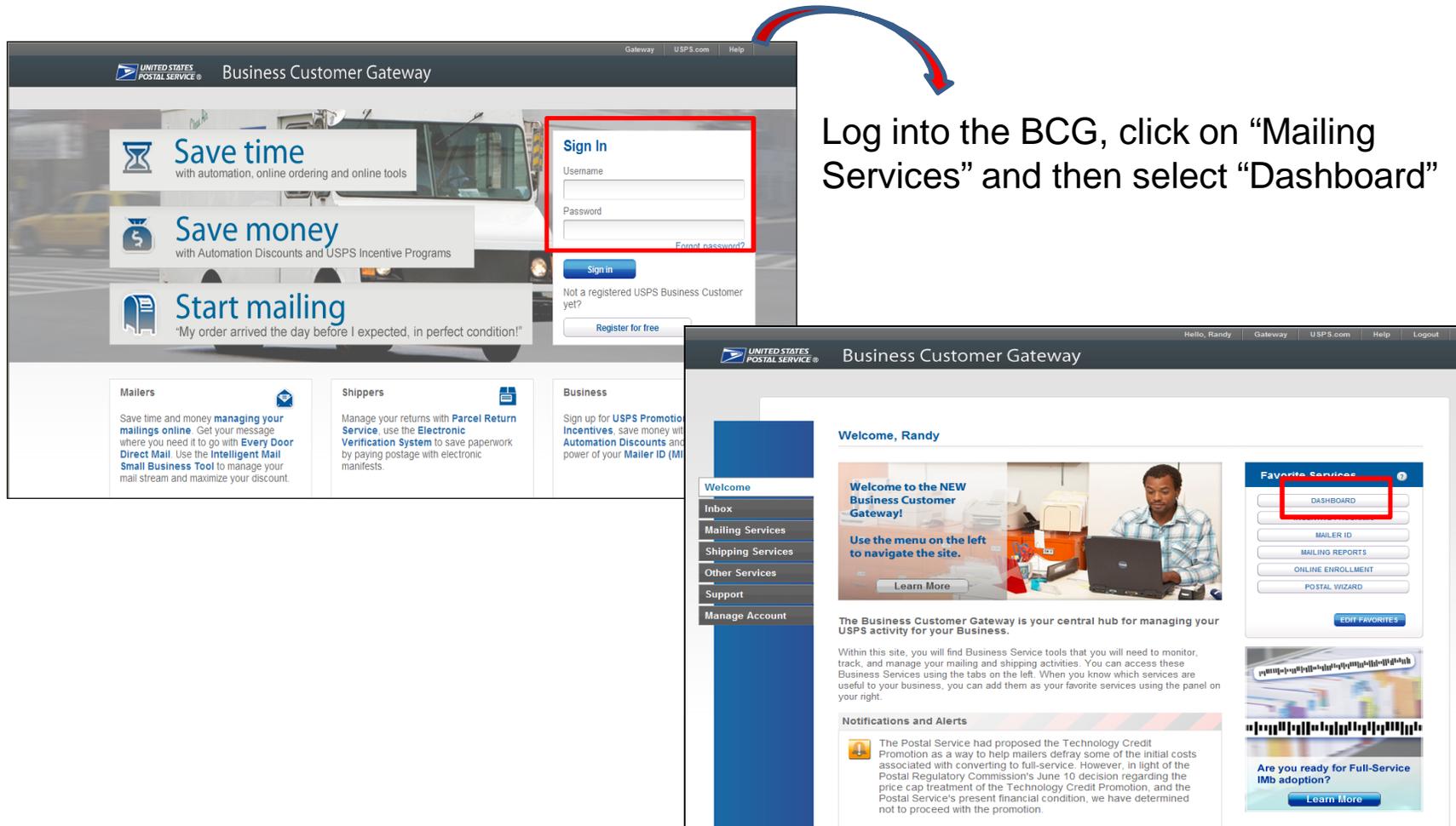
**Screenshot 1: Business Customer Gateway Welcome Page**  
The page shows the "Mailing Services" menu item highlighted in red. The "Electronic Data Exchange" section is visible, with a red box around the "Download Mail.XML WSDL Files" link.

**Screenshot 2: Electronic Data Exchange Section**  
The page shows the "Electronic Data Exchange" section. The "Mail.dat Support for Production" link is highlighted in red. The "Download Mail.XML WSDL Files" link is also highlighted in red.

**Screenshot 3: Mail.dat Support for Production Section**  
The page shows the "Mail.dat Support for Production" section. The "Download Mail.XML WSDL Files" link is highlighted in red.

# 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.

UNITED STATES POSTAL SERVICE  
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 advanced search: show / hide  
Open Date: Begin: 02/25/2013 End: [ ]  
Statement Status: All - Include all Statement Statuses  
Job Statuses: All - Include all Jobs  
Post Office of Mailing: [ ]  
Msb Entry Method: All  
Piv-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: [X]  
Search  
Status Chart show / hide Mail Class Chart show / hide  
Manage My Settings show / hide  
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: [ ] Save Query  
My existing queries: USPS Defaults Select Query

- 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

The screenshot displays a USPS production reports interface with several key sections:

- Mailing Group Summary Information:**
  - Mailing Group ID: 125239104
  - Preparer: 007-PI-QUIK PRINT
  - Description: omni
  - Mailers Job #: AMTAEQ
  - PO of Mailing Finance No: 396138
  - Open Date: 09-18-13
  - Close Date: 09-18-13
- Postage Summary:**
  - Account Holder: QUIK PRINT OF OKC INC, 4233 CHARTER AVE, OKLAHOMA CITY, OK 73105
  - Contact: CHRIS GRAVLEY, 405 943 - 3222, info@ppkic.com
  - Account Number: 478324
  - Permit: Permit Imprint 607
  - Post Office of Mailing: OKLAHOMA CITY OK 73125-9553
  - 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:
- USPS Qualification Report:**
  - Mailing Group Summary Information: AMTAEQ, 125239104, 09-18-2013, Finance Number: 396138
  - Mail Group ID: 5951524-QUIK PRINT
  - Origin: MXML 13.0
  - Description: omni
  - Qualification Report Summary Information: Letters, DMM, 09-17-2013, Presentation Category: Conventional, Submit Date: 09-18-20
  - Software: Processing Category: Letters, Cooperation Indicator: None
  - Mail Class: Standard Mail
  - Full Service: Full Service
  - Incentives Claimed:
- Reconciliation Report:**
  - Mailing Group Summary Information: AMTAEQ, 125239104, 09-18-2013, Finance Number: 396138
  - Preparer: 5951524-QUIK PRINT
  - Description: omni
  - Reconciliation Report Table:

Qualification Report		Closed/Withdrawn		Finalized Postage Statements*		USPS Processing Due*	
Price Category	Pieces	Price Category	Pieces	Price Category	Pieces	Postage	Pieces
Auto 5-Digit	640	Auto 5-Digit	0	Auto 5-Digit	640	\$158.08	0
Auto 3-Digit	344	Auto 3-Digit	0	Auto 3-Digit	344	\$91.504	0
Auto Mixed ADC/AADC	42	Auto Mixed ADC/AADC	0	Auto Mixed ADC/AADC	42	\$11.844	0
Presorted	0	Presorted	0	Presorted	1,026	\$1,026.00	0
				Sub-Total	1,026	\$260.40	0
				Spilled/Damaged	0	\$0.00	0
<b>Total</b>	<b>1,026</b>	<b>Total</b>	<b>0</b>	<b>Total</b>	<b>1,026</b>	<b>\$260.40</b>	<b>0</b>

  - \* Reflects current number of pieces mailed, subtracting reversed pieces and adding in finalized pieces.
- Reconciliation Report Summary:**
  - Closed/Withdrawn: 0
  - Spilled/Damaged - Postage Adjustment Transaction Or Spilled/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: 0
  - 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.

The screenshot displays the USPS Business Customer Gateway (BCG) interface. At the top, the header includes the USPS logo, the text "Business Customer Gateway", and user information: "Hello, SUSAN", "Gateway", "USPS.com", "Help", and "Logout".

On the left side, there is a vertical navigation menu with the following items: "Welcome", "Mailing Services" (highlighted with a red box), "Shipping Services", "Other Services", "Support", and "Manage Account".

The main content area is titled "Welcome, SUSAN". It features a large banner with the text "Welcome to the NEW Business Customer Gateway!" and "Use the menu on the left to navigate the site." Below the banner is a "Learn More" button.

To the right of the banner is a "Favorite Services" panel. It contains several buttons: "DASHBOARD", "MAILING REPORTS" (highlighted with a red box), "ONLINE ENROLLMENT", "POSTAL WIZARD", and "EDIT FAVORITES".

Below the "Favorite Services" panel, there is a section titled "Notifications and Alerts". It contains a notification with a warning icon: "The Automated Business Reply Mail (ABRM) system will be unavailable 9/21 and 9/22 due to system maintenance. We apologize for any inconvenience." Below this notification, there is a partially visible line of text: "The Postal Service will host a series of webinars to assist mailers".

# Reports – Balance & Fees

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

Welcome

Inbox

**Mailing Services**

Shipping Services

Other Services

Support

Manage Account

### 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:

- [+ 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](#)

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

[Printer Friendly Version](#)

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

Account Information										
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

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 Error Report](#)
- [Sampling Reports](#)
- [Manifest Confirmation Report](#)
- [Postage Statement Summary](#)
- [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 Profile		Verifications			
Full-Service Electronic		eInduction	Seamless	Manual Sampling	Er
<input checked="" type="radio"/> # Metrics <input type="radio"/> # Trending <input type="radio"/> % Metrics <input type="radio"/> % Trending		Full-Service Electronic			
eDoc Submitter	Total	20169446	20170530		
		Chicago Mailing Company	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.

The screenshot shows the United States Postal Service website interface. At the top left is the USPS logo. At the top right are links for HOME, HELP, CUSTOMER CARE, and SIGN OUT. A left-hand navigation menu includes categories like 'Manage Mailing Activity', 'e-VS Customer', and 'PRS Customer'. The main content area is titled 'Mailing Reports' and contains three sections: 'Mailing Reports', 'Full Service', and 'eVS/PRS Reports'. The 'Full Service' section has a red box around the link 'Data Distribution/Informed Visibility Dashboard'.

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 Error Report](#)
- [Sampling Reports](#)
- [Manifest Confirmation Report](#)
- [Postage Statement Summary](#)
- [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 02:54:18 PM

**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

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

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

<sup>1</sup> Counts are at the container level.  
<sup>2</sup> Counts are at the piece level.  
<sup>3</sup> 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
- > Summary
- > Balance and Fees
- > Postal Wizard
- > 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: exact value

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 details for that job, or click on an Appointment ID to view the details for that appointment.

Job ID/ Mailing Group ID	Appt ID	Entry Point Type	Facility	City	State	Zip	STC Date	Full Service Availability Date
<u>Pu1DD01</u>	<u>107484652</u>	Drop Ship	WASHINGTON NDC	CAPITOL HEIGHTS	MD	20799998	01/28/2013	01/28/2013 11:53:55 AM
Pu1DD01	BMEU	BMEU	PHILADELPHIA	PHILADELPHIA	PA	191769997	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	207999998	01/28/2013	01/28/2013 11:57:31 AM
Pu1DD02	107484652	Drop Ship	WASHINGTON NDC	CAPITOL HEIGHTS	MD	207999998	01/28/2013	01/28/2013 11:57:42 AM

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# 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:

<sup>1</sup> 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.  
<sup>2</sup> IMcb, IMtb, or IMb value.  
<sup>3</sup> 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 03:03:15	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

## Original IIMB

0024389999918694735421201409403

## OldPrimaryNumber

218

## OldStreetName

CHARLES

## OldCity

BALTIMORE

## OldState

MD

## OldZipCode

21201

## MoveEffectiveDate

01/18/2013 00:00:00

## NewPrimaryNumber

251

## NewStreetName

101ST

## NewCity

NEW YORK

## NewState

NY

## NewZipCode

10025

	G	L	M	S	U	Z	AA	AB	AF	AH	AL	AM	AN	
	OriginalIIMB	MoveEffectiveDate	LastNa	FirstNa	OldPrimar	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
3	0024389999918699455336302172323	12/03/2012 00:00:00	DOE	JOHN	1723	PO BOX	DOTHAN	AL	36302	1307	OSCEOLA	DOTHAN	AL	36303
4	0024389999918699442636109461729	12/27/2012 00:00:00	DOE	JOHN	529	MOYE	MONTGOMERY	AL	36109	24	WHITE OAKS	HATTIESBURG	MS	39402
5	0024389999918699441836107141636	01/22/2013 00:00:00	DOE	JOHN	36	LEWIS	MONTGOMERY	AL	36107	115	MERIWETHER	PIKE ROAD	AL	36064
6	0024389999918694852121244235973	07/22/2012 00:00:00	DOE	JOHN	7141	ROLLING BEND	BALTIMORE	MD	21244	10913	STUART	WILLIAMSPORT	MD	21795
7	0024389999918694845721237353076	01/29/2013 00:00:00	DOE	JOHN	28	LEATHERWOOD	BALTIMORE	MD	21237	316	BARRETT	NEWARK	DE	19702
8	0024389999918694831221231271540	01/23/2013 00:00:00	DOE	JOHN	2040	BANK	BALTIMORE	MD	21231	1215	WEST	SILVER SPRING	MD	20910
9	0024389999918694830621231192720	12/02/2012 00:00:00	DOE	JOHN	1920	PRATT	BALTIMORE	MD	21231	123	CHAPEL	BALTIMORE	MD	21231
10	0024389999918694825221230402236	01/18/2013 00:00:00	DOE	JOHN	36	POULTNEY	BALTIMORE	MD	21230	8	LOVETON FARMS	SPARKS	MD	21152
11	0024389999918690559303861656120	01/11/2013 00:00:00	DOE	JOHN	396	PACKERS FALLS	LEE	NH	03861	4	ASHLEY	RAYMOND	NH	03077
12	0024389999918690542703801592804	01/27/2013 00:00:00	DOE	JOHN	8	FREEDOM	PORTSMOUTH	NH	03801	25	LANE	ALLENSTOWN	NH	03275
13	0024389999918690481903060736767	01/09/2013 00:00:00	DOE	JOHN	7367	PO BOX	NASHUA	NH	03060	10429	MARY	CUPERTINO	CA	95014
14	0024389999918702061360712381732	01/28/2013 00:00:00	DOE	JOHN	6432	SPAULDING	LINCOLNWOOD	IL	60712	6712	KIMBALL	LINCOLNWOOD	IL	60712
15	0024389999918696549930033345225	02/01/2013 00:00:00	DOE	JOHN	1425	HIGHLAND LAKE	DECATUR	GA	30033	104	LADSON	DECATUR	GA	30033
16	0024389999918696545430030458830	01/20/2013 00:00:00	DOE	JOHN	604	KIRK	DECATUR	GA	30030	604	KIRK	DECATUR	GA	30030
17	0024389999918696543630030176507	01/29/2013 00:00:00	DOE	JOHN	8207	JEFFERSON SQUARE	DECATUR	GA	30030	6304	JEFFERSON SQUARE	DECATUR	GA	30030
18	0024389999918696516330019002988	01/19/2013 00:00:00	DOE	NA	1688	PO BOX	DACULA	GA	30019	824036	PO BOX	PEMBROKE PNES	FL	33082
19	0024389999918696500130005257350	02/01/2013 00:00:00	DOE	JOHN	750	ELLSBOROUGH	ALPHARETTA	GA	30005	12490	MAGNOLIA	ALPHARETTA	GA	30005
20	0024389999918696496430005896970	10/21/2012 00:00:00	DOE	JOHN	5670	MILLWICK	ALPHARETTA	GA	30005	NA	TEMPORARILY AWAY	NA	NA	00000
21	0024389999918696494730005386906	01/02/2013 00:00:00	DOE	JOHN	11306	JEFFERSON	ALPHARETTA	GA	30005	613	DEERFIELD	ALPHARETTA	GA	30004
22	0024389999918696487230004747306	01/27/2013 00:00:00	DOE	JOHN	19006	LAKE UNION HILL	ALPHARETTA	GA	30004	11012	LAKE UNION HILL	ALPHARETTA	GA	30004
23	0024389999918692731311357183210	03/03/2009 00:00:00	DOE	JOHN	1210	151ST	WHITESTONE	NY	11357	NA	TEMPORARILY AWAY	NA	NA	00000
24	0024389999918692559811106418603	05/18/2009 00:00:00	DOE	JOHN	3218	23RD	ASTORIA	NY	11106	150	JAVA	BROOKLYN	NY	11222
25	0024389999918692542411102360201	06/20/2008 00:00:00	DOE	JOHN	1427	29TH	ASTORIA	NY	11102	3005	ROYAL OAKS	SEBRING	FL	33875
26	0024389999918692540611102132534	05/18/2009 00:00:00	DOE	JOHN	3118	NEWTOWN	ASTORIA	NY	11102	2538	41ST	ASTORIA	NY	11103
27	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

OnPieceCityStateZip

LIBERTY MO 64068

ParsedAddressOnPiece

1901 CLAY WOODS PKWY

ReasonCode

Q

	G	H	I	J	K	L	M	N	O	P	Q
	OriginalIMB	RecordCreationDate	ActionCode	ParsedAddressOnPiece		OnPieceCityStateZip		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](mailto:mda@usps.gov)
- ***PostalOne!* Help Desk**
  - Phone: 800-522-9085
  - Email: [postalone@usps.gov](mailto:postalone@usps.gov)

# Questions

