

Setting up Outbound Package Data Feeds in IV[®] Mail Tracking & Reporting (IV-MTR)

Fact Sheet

Instructions and references for setting up data feeds for USPS Ship IV-MTR Outbound Packages

Important Note: Only BSAs, BSA Delegates, and users that have been granted a Subscription Manager role can create and manage IV-MTR data feeds.

Create a New Data Feed

- 1. Log into the IV-MTR application. There are two ways:
 - a. Log into the USPS Business Customer Gateway (BCG), then select Mailing Services.
 - b. Log directly into Informed Visibility.
- Select Create & Manage Data Feeds.



- 3. Under "Create a New Feed", select your CRID from the **Subscription Owner CRID** drop-down menu.
- Select the Feed Data Type.

If you are enrolled in USPS Ship service, you will see an option for *Package Attributes* (a) and *Package Errors* and *Warnings* (b).

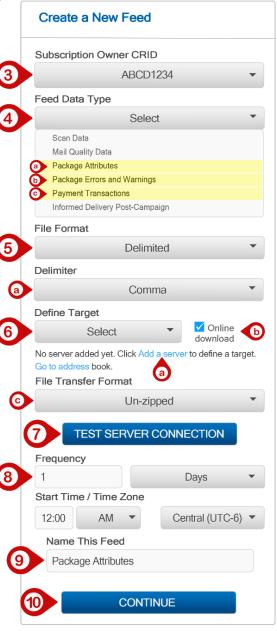
If enrolled in Enterprise Payment System (EPS) service, you will see *Payment Transactions* (c).

Note: To view Payment Transactions, you must be the Business Server Administrator (BSA) or the BSA Delegate for your CRID.

- 5. Select the File Format (Delimited File or JSON)
 - a. If you selected Delimited, choose an option (comma, tab, other) from the **Delimiter** drop-down menu.
- Select a server/web service from the **Define Target** dropdown menu.
 - If the server/web service you wish to use is not included, click Add a Server to add it to your address book.
 - b. Check the Online Download box if you prefer to a one-time direct download of the file. Online downloads are only available for seven (7) days.
 - Note: Online download is not available for PEW.

 It is only available for download to a server.
 - Select the file format (zipped/unzipped) from the menu that appears.
- Once your server is selected, Click Test Server Connection to make sure the server is available.
- Set the Frequency for how often you want your data push to occur, and the Start Time most convenient for your organization.
- 9. Enter a Name for your data feed.
- 10. Click Continue.

Go to next page, Step 11.



Did You Know?

Package Platform Concept (PPC) is now USPS Ship.

Links

Business Customer Gateway

https://gateway.usps.com

Informed Visibility

https://iv.usps.com

Additional Information

Provisioning EPS and USPS Ship Data Through IV

https://postalpro.usps.com/ informedvisibility/ provisionEPS_PPCdata

Note:

Online downloads are only available for seven (7) days.

Helpdesk

USPS Informed Visibility® Solutions Center

1-800-238-3150, Option 2

Fax: 901-681-4521

InformedVisibility@usps.gov

Mailing & Shipping Solutions
Center

1-877-672-0007

MSSC@usps.gov

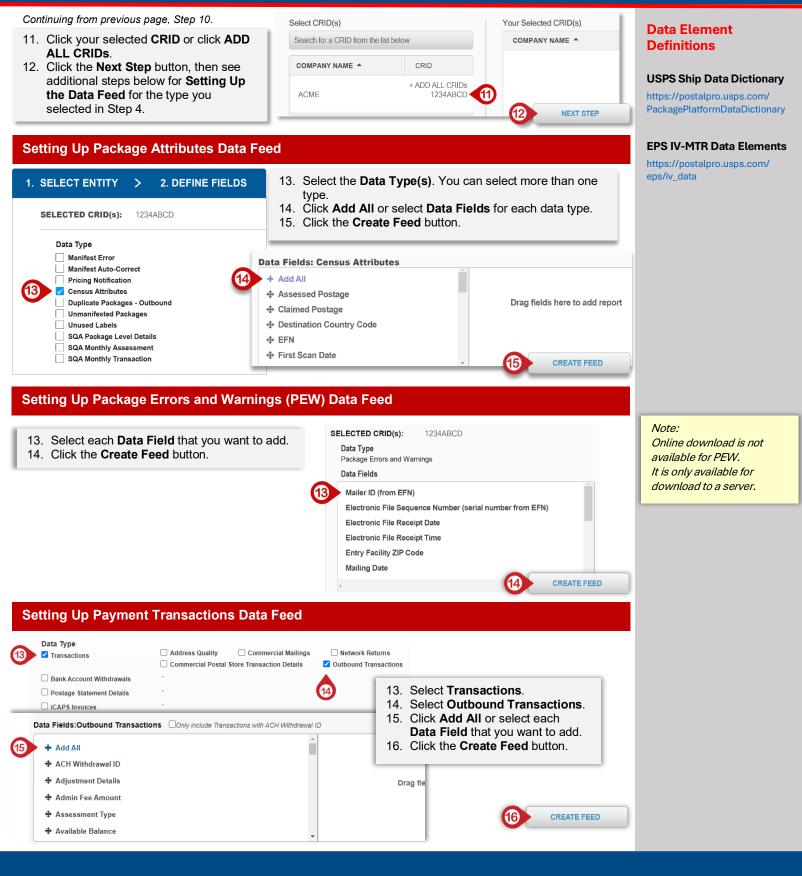
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