



How to Submit Mail.XML Jobs to *PostalOne!*

Version 4
October 25, 2021

USPS Headquarters
Product Acceptance & Support

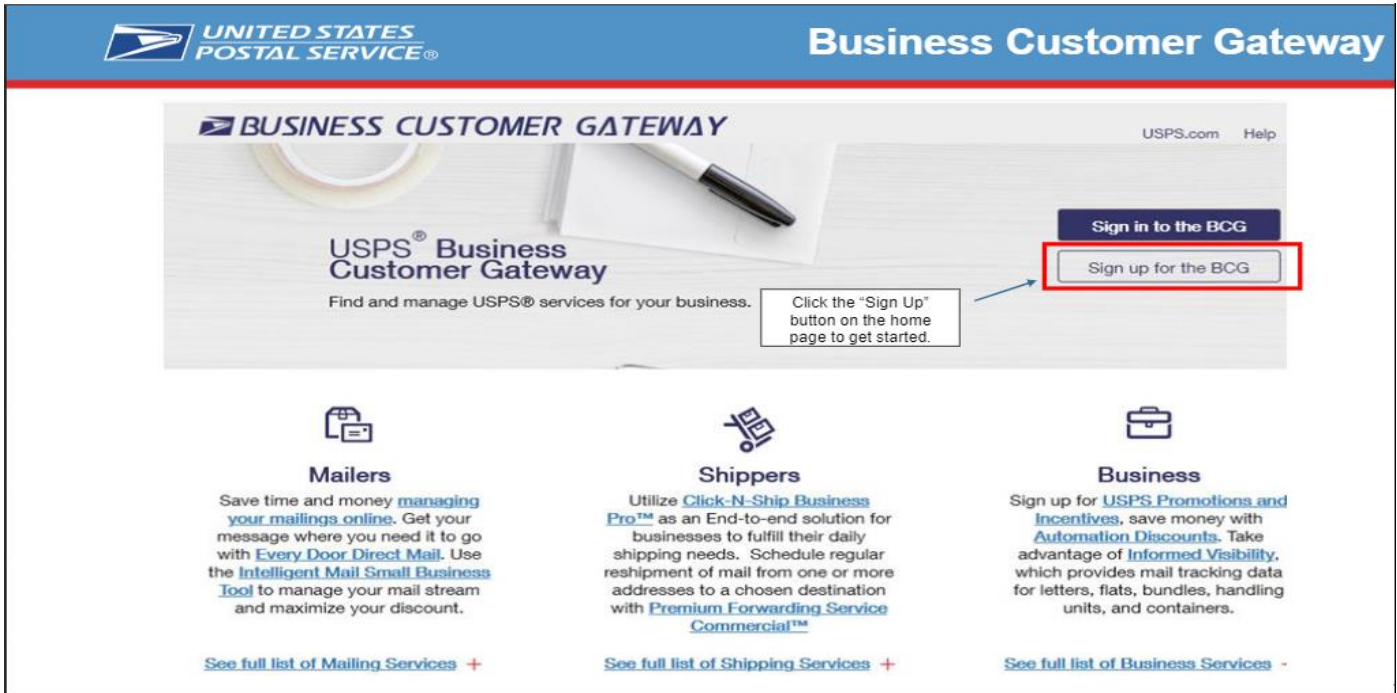
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This guide provides step-by-step instructions for submitting electronic mailing information into the USPS for Full-Service letter & flat mailings using Mail.XML.

New User Registration on the Business Customer Gateway

1. First time users must register prior to accessing the mailing information. (<https://gateway.usps.com>)
2. New users must click “Sign up for the BCG” to begin the registration process.



Complete Registration Form to create a new account

1. Create a username and password.
2. Answer the two security question.
3. Enter all of your business information.
4. Review the Privacy Policy.
5. Confirm the email address provided.

New User: Complete Registration Form

Create Your USPS.com Business Account

Step 1: Pick a username

Please enter a username which will identify you with the United States Postal Service.
- indicates a required field

Step 2: Enter your security information

Please create a password for your account. We highly recommend you create a unique password - one that you don't use for other websites.
- indicates a required field

Passwords must be at least 8 characters in length and include at least one uppercase letter, one lowercase letter, and one number. They are case sensitive and cannot include any characters or more than two consecutive identical characters.

Please answer two secret questions. Answers are not case sensitive. If you forget your password, you will be asked for this information to re-gain access to our site.
- indicates a required field

Pick Two Security Questions

Select First Question

Select Second Question

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

Step 3: Enter your contact information

Please review and edit your contact information for your USPS account.
- indicates a required field

Name

Title

* First Name

M.I.

* Last Name

Suffix

Email & Phone

* Email Address

* Re-Type Email Address

* Type

* Phone

Ext.

Mobile (U.S. Only)

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

 From USPS

 From USPS Partners

2

1

Enter name, phone number and email address

Step 4: Find address by...

Please enter the address so USPS can find the best deliverable option for you.

Please choose how you would like to find your address

- Address
 ZipCode™
 Company Identifier

1

Choose the method to look up the business address, by either Address, ZIP Code, or if you have an **existing** CRID, click "Company Identifier"

Choose from list of possible addresses or original entry if necessary

Step 5: Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Please choose a valid mailing location

The address you provided corresponds to a number of more specific addresses, some of which may have different ZIP+4 Codes. Please choose a more specific address from the list provided below.

Original Address:

- USPS
 475 LENFANT PLZ SW
 WASHINGTON DC 20260

Possible Addresses:

- 475 LENFANT PLZ SW
WASHINGTON DC 20260-0001
- 475 LENFANT PLZ SW RM 1910
WASHINGTON DC 20260-0002
- 475 LENFANT PLZ SW
WASHINGTON DC 20260-0006
- 475 LENFANT PLZ SW
WASHINGTON DC 20260-0007
- 475 LENFANT PLZ SW

Back

Continue

2

Step 5: Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

- indicates a required field

Existing Company?

The company information you submitted seems to be similar to one of our existing company records. Please review existing records and if you can find a matching record, please select the best option and then select the Continue Button.

Original Address:

- USPS
 475 LENFANT PLZ SW
 WASHINGTON DC 20260-0001

Existing Records:

- USPS
475 LENFANT PLZ SW
WASHINGTON DC 20260-0004
CRID: 94821655
Affiliated Users: 93
CRID Creation Date: 8/31/2018
- USPS
475 LENFANT PLZ SW
WASHINGTON DC 20260-0004
CRID: 1363763
Affiliated Users: 46

Back

Continue

3

Choose from list of existing companies or original entry if necessary

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

1

Business Verification

Thank you for validating your mailing address. Now please help us verify your business.

- VAUGHN CONSTRUCTION INC
1901 ROYAL LN
DALLAS TX 75229-1193
- WISON ENCLOSURE
412 W BETHEL RD
COPPELL TX 75019-4401
- VAUGHN CONSTRUCTION, INC
1901 ROYAL LN
DALLAS TX 75229
- None of the above

Making this selection will not impact your mailing address.

Continue

Choose from list of existing verified business location or original entry if necessary

Read privacy policy and click Create Account

Find by address

Fill out all the required fields and validate your address so it can be verified as a valid delivery address.

Congratulations!

The address you've provided has been verified as a valid delivery address.

- USPS
 475 LENFANT PLZ SW
 WASHINGTON DC 20260-0004

Change This Address

Please read our privacy policy.

Privacy Act Statement: Your information will be used to provide online registration capability for Internet-based services. Collection is authorized by 39 U.S.C. 401, 403, & 404. Providing the information is voluntary, but if not provided, we may not

Create Account

2

Terms and Conditions for new users

1. The first user to register will become the Business Service Administrator (BSA) in charge of managing who can and cannot use a service at the business location.
2. Users must agree to the terms and conditions.
3. Users can click **Continue** to move to the confirmation page.



The first user at a business location will become the Business Service Administrator (BSA) for a USPS business application or “service,” in charge of managing who can and cannot use a service at a business location. This can be changed later, if someone else needs to be made BSA.

Welcome To The Business Customer Gateway

You've successfully registered your account, and you are almost ready to use the Business Customer Gateway.

We've got you signed up as:

Your Business Location:

USPS
2649 N KEDZIE AVE APT 4G
CHICAGO, IL 60647-1637
UNITED STATES
CRID: 94828093

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

- Prepare, track and monitor your mailings
- Manage Mailer IDs and Permits
- Simplify Full Service Mailing and Customer Returns
- Target Areas with Direct Mail
- Send and Manage Large Shipments
- Order Mailing and Shipping Labels
- Enroll for Shipping Services
- Generate Mail and Transaction History reports
- Stay On Top of USPS Promotions and Incentive Programs

Terms and Conditions *

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

By clicking Continue you agree to the [terms and conditions](#) of the Business Customer Gateway and consent to any future updates.

[Continue](#)

The terms and conditions can be viewed (and printed, if desired) from the link shown here

Clicking Continue takes the new user to a confirmation page

Confirmation Page

1. Users will automatically be registered to use the popular business applications and services.
2. To begin using the BCG the user must click **Continue**.



New business users will be enrolled to use popular business applications or “services”

Register Your Account Getting Started You're signed up

You're Signed Up!

Congratulations, your account is set up with business services.
Review the status of your service access below. 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: We have automatically assigned you a Mailer ID (MID):
USPS 901061585
2649 N KEDZIE AVE APT 4G
CHICAGO, IL 60647-1637 Is this location a Mail Service Provider (MSP)?
UNITED STATES Yes
CRID: 94828093
[Add a Location](#)

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

Service
Click-N-Ship Business Pro™ - End-to-end solution for businesses to fulfill their daily shipping needs. ?
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.

[Get Access to Additional Services](#)

[Continue](#)

Access to additional services may be requested by clicking here

Customer Registration IDs (CRID) and Mailer IDs (MID)

1. New Users registering will create a new business account and by doing so will be given a CRID automatically.
2. Through the same process the system will automatically assign a MID.



Confirmation Page: CRIDs and MIDs

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

Your Business Location:

USPS
2649 N KEDZIE AVE APT 4G
CHICAGO, IL 60647-1637
UNITED STATES

CRID: 94828093 ⓘ

[Add a Location](#)

During registration, new business locations will automatically be assigned a Mailer ID

We have automatically assigned you a **Mailer ID (MID):** 901061585 ⓘ

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

The MSP Indicator is displayed on the Confirmation Page under the MID information. Only users who are the BSA of Manage Mailing Activity will be asked this question

Existing Users that have an account can Log on the Business Customer Gateway

1. Access BCG by going to: <https://gateway.usps.com>
2. Enter Username and Password on BCG Main Page
3. Click **Sign In**

The New BCG Homepage

1. Business Services are now located under the Mailing Services, Shipping Services, and Other Services links.
2. Users will now receive alerts on any pending services through the BCG Messages.
3. Users can now bookmark their most commonly used services in their Favorite Services.

The screenshot displays the BCG homepage for user Ed Walsh. At the top, navigation links for Mailing Services, Shipping Services, HCR Services, and Additional Services are highlighted with a red box. The user's account information, including address and next permit fee, is shown. The main dashboard is divided into three sections: Account Overview, Mailer Scorecard, and Favorite Services. The Account Overview shows a current balance of \$8,061,861.03 and pending transactions of \$0.00. The Mailer Scorecard provides a breakdown of program status and top errors. The Favorite Services section lists various services like Customer Label Distribution and CSAs. Below these sections is a table of Recent Mailings with a filter dropdown set to 'Finalized'.

Account Overview

By EPS# | By Permit#

Select EPS#

Test EPS Account

\$8,061,861.03

Current Balance

\$0.00

Pending Transactions

Debit transactions are aggregated and withdrawn at 6:00 PM Eastern.

Account Status: ACTIVE

[Enterprise Payment System](#)

Mailer Scorecard

eDoc Submitter | Mail Preparer | Mail Owner

January 2021

Program Status

- ! Full Service ①
- ! Move/Update ①
- ! Seamless ①
- eInduction ①

Top Errors

- ! Seamless - Nesting/Sortation **2.87%**
- ! Full Service - Bar. Uniq. Piece **2.95%**
- ! Move/Update - COA **2.87%**
- Full Service - Bar. Uniq. Handling Unit **0.95%**

[Mailer Scorecard](#)

Favorite Services [Edit](#)

- Customer Label Distribution >
- CSAs >
- eVS >
- Every Door Direct Mail >
- Incentive Programs >
- Manage Permits >
- PFS Local >
- Printer Directory >
- Scan Based Payment >
- FAST >

Recent Mailings

Finalized | 06/08/2020

Job ID	Mail Class	Mailers Mailing Date	Mailing Group ID	No.	Post Office Of Mailing	Postage	Postage Statement ID	Statement Status	Submission Date	
CT12127Z	FC	05/30/20	67583360	111	n/a	105000	\$44.18	124621267	FIN	06/02/20
CT12127Z	FC	05/30/20	67583360	30	n/a	105000	\$35.34	124621266	FIN	06/02/20

Accessing the Mail.XML WSDL files

1. Select **Mailing Services** located on the BCG Home page to get to the Electronic Data Exchange (EDE) **Go to Service** link. This **Go to Service** link will allow the user to gain access to the EDE where the Mail.XML WSDL link is located.

BUSINESS CUSTOMER GATEWAY Home

Mailing Services Shipping Services HCR Services Additional Services Alerts Pending Requests Manage Account ▾ USF

Mailing Services Shipping Services HCR Services Additional Services Alerts Pending Requests Manage Account ▾ USPS.com Help

Mailing Services

Mailing services help you deliver letters and flat mail pieces.

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

Your Locations:
All Locations ▾

Automated Business Reply Mail more info >	Go to Service
Balance & Fees (PostalOne!) more info >	Go to Service
Customer Label Distribution System (CLDS) more info >	Go to Service
Customer/Supplier Agreements (CSAs) more info >	Go to Service
Dashboard (PostalOne!) more info >	Go to Service
Electronic Data Exchange (PostalOne!) more info >	Go to Service
Every Door Direct Mail more info >	Go to Service
Incentive Programs more info >	Go to Service

- The user can download the **Mail.xml WSDL Files** by selecting the link located under Mail.dat Support for Production:

The screenshot shows the USPS Postal Service website interface. At the top left is the USPS logo, and at the top right are links for HOME, HELP, CUSTOMER CARE, and SIGN OUT. A red horizontal bar is positioned below the header. On the left side, there is a navigation menu under 'Manage Mailing Activity' with options like Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, and Manage Permits. The main content area is titled 'Electronic Data Exchange' and contains several sections:

- Mail.dat Support for Production:** This section includes links for 'Download Client Application (Windows)', 'Download Client Application (Solaris)', and 'Mail.xml' (highlighted with a red box). Below 'Mail.xml' is a link for 'Download Mail.xml WSDL Files'.
- Preproduction for Mailers:** This section includes links for 'Download Client Application (Windows)', 'Download Client Application (Solaris)', and 'Go to Preprod'.
- Test Environment for Mailers (TEM):** This section is divided into two columns. The left column includes links for 'Mail.dat Guide', 'Download Client Application (Windows)', 'Download Client Application (Solaris)', 'Start Testing - Notify Help Desk', and 'Go to TEM'. The right column includes links for '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 (IV) and Quality Data (Coming soon)', 'TEM Testing for MID/CRID/Account and Incentives Enrollment (Coming soon)', and 'Check Application Status'.
- Mail.xml:** This section includes links for 'Mail.xml Guide', 'Start Testing - Notify Help Desk', 'Download Mail.xml WSDL Files', 'Verify Web Service in TEM', and 'Go to TEM'.
- Parcel Return Service (PRS):** This section includes links for 'PRS Guide' and 'PRS Process'.
- Electronic Verification System (EVS):** This section includes links for 'EVS Guide' and 'EVS Process'.

Below these sections, there is a paragraph of text explaining that data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. It also mentions that the TEM environment will process the submitted files for the same validations that will be found in the production environment.

Using Mail.XML

Mailers who are interested in testing Mail.XML Pull and Push methods must complete some preparatory work prior to entering Production, such as developing or purchasing Mail.XML software, acquiring a signed certificate from a Certification Authority (if doing the Push method), obtaining the USPS-provided schemata i.e., Web Services Description Language (WSDL) and XML schema document and templates (XSD) used to ensure conformity and standardization of data exchange between the *PostalOne!* system and customers.

When programming to create Mail.XML software, developers must use USPS-provided Web Services Description Language (WSDL) and XML schema document and templates (XSD). This ensures conformity and standardization of data exchange between the *PostalOne!* system and customers. As Mail.XML technical specifications develop, WSDLs and XSDs will be revised, replaced, or made obsolete. Take care to use the correct WSDLs.

There are technical guides available to assist in creating/using Mail.XML.

Mail.XML Technical Specifications document: <https://postalpro.usps.com/mailing/techspecs/xml53.0>

Go to *PostalOne!* & Review Mailing Job

1. To view the job's postage statement, sign-in to the Business Customer Gateway.



Mailers

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

[See full list of Mailing Services](#) +



Shippers

Utilize [Click-N-Ship Business Pro™](#) as an End-to-end solution for businesses to fulfill their daily shipping needs. Schedule regular reshipment of mail from one or more addresses to a chosen destination with [Premium Forwarding Service Commercial™](#)

[See full list of Shipping Services](#) +

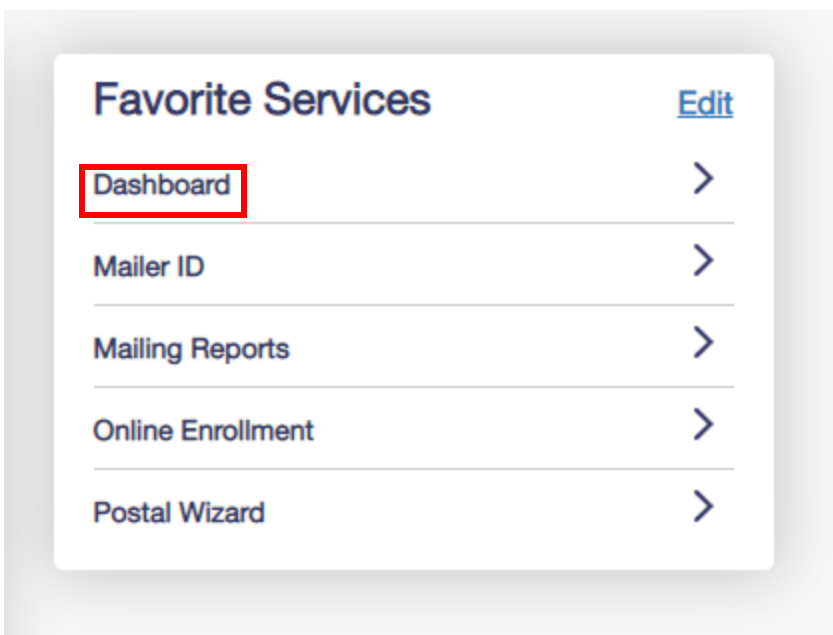


Business

Sign up for [USPS Promotions and Incentives](#), save money with [Automation Discounts](#). Take advantage of [Informed Visibility](#), which provides mail tracking data for letters, flats, bundles, handling units, and containers.

[See full list of Business Services](#) +

2. Select the **Dashboard** link located under Favorite Services (Favorites will have a default list of services). Users may edit their Favorite Services to their desired choices by selecting the Edit link.



3. Select the **Dashboard** link:

The screenshot shows the USPS Mailer's Dashboard 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 "Manage Mailing Activity" menu with options: Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, **Dashboard** (highlighted with a red box), and Manage Permits. The main content area is divided into several sections: "Transaction Information" with a table of 5 transactions, "Summary Information" with a table of activity totals, "Fee Expiration" with a calendar for March 2013, a "Library" of manuals, and a "Number of Mailings" bar chart. The bottom of the page features a footer with various links like LEGAL, ON USPS.COM, ON ABOUT.USPS.COM, and OTHER USPS SITES.

4. Locate the job's postage statement by entering the Job ID and appropriate date criteria. Make sure Statement Status is set to "ALL" and the *Include Closed Jobs* box is checked before clicking the Search button:

The screenshot shows the "Dashboard Management System" search interface. The top navigation bar is identical to the previous screenshot. The left sidebar is also identical. The main content area is titled "Dashboard Alerts" and "Dashboard Search". The "Dashboard Search" section contains several input fields and dropdown menus. Two red arrows point to specific elements: one points to the "Statement Statuses" dropdown menu, which is currently set to "All - Include all Statement Statuses"; the other points to the "Include Closed Jobs" checkbox, which is checked. Other search criteria include "Open Date" (Begin: 02/25/2013), "Postage Statement ID", "Mailing Group", "Preparer Permit #", "Preparer CRD #", "Permit Holder Permit #", "Permit Holder CRD #", "Account Number", "Mailer Location" (set to All), "Preparer Permit Type" (set to All), "Permit Holder Permit Type" (set to All), "Incentive Type" (set to All), and "MSB Entry Method" (set to All). A "Search" button is located at the bottom of the search criteria. Below the search section are "Status Chart" and "Mail Class Chart" links, and a "Manage My Settings" section with options for default time frame, rows per page, and inactivity alert period.

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

UNITED STATES POSTAL SERVICE® HOME | HELP | CUSTOMER CARE | SIGN OUT

ment for Mailers (TEM)

Management Activity

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

Home > Dashboard Management System

Search Results

My Search Criteria Selections show / hide

Legend: [!] for spoilage adjustment. [U] for USPS adjusted entry. [F] for Full-Service statements [M] for Mixed-Service statements [CB] for Copal Bundle mailings [CT] for Copal Tray mailings

60 jobs found, displaying 1 to 20 (First|Prev 1, 2, 3 |Next|Last)

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	Production Issue & Report	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage(\$)	Statement Status	PO of Permit Fin. No.	Insb Entry Method
SM LT BS A9 B5	117831314	Multiple	No	No				01/28/2013	02/24/2013	Ela SM LT BS GREENWICH MAGAZINE			Multiple	SM	0	\$0.00	CAN	999922	
sb401o04	117831312	Multiple	No	No				11/27/2012	02/24/2013	GREENWICH MAGAZINE			Multiple	Multiple	3,444	\$2,037.91	Multiple	999922	
SM LT BS A9 B5	117831151					Ballston, VA	Ballston, VA		02/24/2013	Ela SM LT BS				SM	1,642			999922	
MANUAL	117831144	PS# 158225605				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	AMERICAN EXPRESS FINANCIAL SERVICES		1000991	PI 18	FC	100	\$74.00	INC	999922	
SB110836	117831141	Multiple	Cancel Job	No	No			01/18/2013	02/24/2013	From 50 jobs 1/18/2013			Multiple	SM	561,182	\$143,054.87	UPD	999922	
TW234801	117831139	Multiple	Cancel Job	No	No			Multiple	02/24/2013	Full maildat: QGCXAT			PI 270	SM	797,517	\$207,896.74	UPD	999922	
sb401o03	117831138					Ballston, VA	Ballston, VA		02/24/2013	GREENWICH MAGAZINE				PE	1,722			999922	
CONPER COMAL	117831136	Multiple		No	No			02/05/2013	02/24/2013				Multiple	FC	1,127,790	\$427,796.14	FIN	999922	
sb865o04	117831131	Multiple	Cancel Job	No	No			02/10/2013	02/24/2013	Melinda			Multiple	FC	37	\$39.48	UPD	999922	
PW Msb	117831122	PS# 155883878	Cancel Job			Ballston, VA	Ballston, VA	02/28/2013	02/24/2013	ELVISH LETTERS INC		990630	PI 14	SM	1,000	\$284.92	UPD	999922	RETAIL
SM LT BS A9 B5	117831119	Multiple	No	No				01/28/2013	02/24/2013	Ela SM LT BS			Multiple	SM	1,643	\$335.23	FIN	999922	
112348AA	117831112	Multiple	Cancel Job	No	No			Multiple	02/24/2013	WAR014 Regular Statements Day			MT 118	SM	100	\$24.66	UPD	999922	
SM11089v	117831104	PS# 158208887				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	MC FINAL NOTICES / TOMS STANDARD PI MC FINAL			PI 989	SM	78	\$15.12	UPD	999922	

6. The job's postage statement will appear:

UNITED STATES POSTAL SERVICE® HOME | HELP | CUSTOMER CARE | SIGN OUT

ment for Mailers (TEM)

ment for Mailers (TEM)

Restricted Information

Dashboard > Display Today's Date: 03/01/2013

Mailing Group Summary Information

Mailing Group ID:	69664952	Mailers Job #:	ME064202	Open Date:	02-28-13
Preparer:	14-PI-ELVISH LETTERS INC	PO of Mailing Finance No.:	999922	Close Date:	
Description:	ST JUDE WKLY TOTE BAG 467	Submission Type:		Mail dat	

PS # 82619149, UPD [Cancel](#) | [Register](#) | [Piece-Weight In](#)

PS Form 3602-R - Standard Mail - Permit Imprint

Postage Summary

Account Holder:	MARBELLA CLUB RESORTS 472 LENFANT PLZ SW WASHINGTON, DC 20024 Contact: AA (703) 379 - 1023	Mailing Agent:	ELVISH LETTERS INC 800 MAIN STREET FAIRFAX, VA 22004 -1111	Org. For Mailing Is Prepared:	
Account Number:	1188381	Permit:	Permit Imprint 270	Processing Category:	Marketing Par
Price Eligibility:	Regular	CRID:	5161545		
Post Office Of Mailing:	Ballston, VA	Mailer's Mailing Date:	02/26/2013	Weight of Single Piece:	0.1692 lbs.
Post Office of Permit:	Ballston, VA	Total Weight:	127.8768 lbs	Total Postage:	\$ 1,113.66
Total Pieces:	754 pcs.	Address Matching Date - Automation:	02/21/2013	Address Matching Date - Carrier Route:	02/21/2013
Sequencing Date:	02/21/2013				
No of Containers:	1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks
					13
Customer Reference ID.:	10775	NSA:	NO		
Move Update Method:	NCOALink				
Mailpiece is a product sample:	NO	Mailpieces contain a DVD/CD or other Disk:	NO		
Incentive/Discount Claimed:	N/A	Payment Date and Time:	N/A	Type of Fee:	N/A
Mail Arrival Date and Time:	N/A				
Container Grouping ID:					
Copial Mailing Type:					

Part G: Marketing Parcels

Line Number	Entry Discount	Title	Description	Price	Quantity	Subtotal Postage	Discount Total	Fee Total
G2	NONE	Mixed NDC	Presorted 3.3 oz. (0.2063 lbs) or less	1.477	754pcs.	1,113.6580	\$ 0.0000	\$ 0.0000
						Part G Total (Add Lines G1, G18)		\$ 1,113.6580

7. Click on the mailing Job ID to view the Qualification Report.

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

Search Results

My Search Criteria Selections show / hide

Legend: [] for sprague 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

60 jobs found, displaying 1 to 20 [First/Prev] 1, 2, 3 [Next/Last]

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Perm	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Induction Issue & Report	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage(\$)	Statement Status	PO of Perm Fin No	Insb Entry Method
SM LT BS A9 B5	11783134	Multiple		No	No			01/28/2013	02/24/2013	Ela SM LT BS		Multiple		SM	0	\$0.00	CAH	999922	
sb401o04	11783132	Multiple		No	No			11/27/2012	02/24/2013	GREENWICH MAGAZINE		Multiple		Multiple	3,444	\$2,037.91	Multiple	999922	
SM LT BS A9 B5	117831151					Ballston, VA	Ballston, VA		02/24/2013	Ela SM LT BS				SM	1,642			999922	
MANUAL	117831144	IS# 156225605				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	AMERICAN EXPRESS FINANCIAL SERVICES		1000991	PI 18	FC	100	\$74.00	INC	999922	
SB110636	117831141	Multiple	Cancel Job	No	No			01/18/2013	02/24/2013	From 50 jobs 1/18/2013	Shipping Summary Report		Multiple	SM	561,182	\$143,054.87	UPD	999922	
TW234601	117831139	Multiple	Cancel Job	No	No			Multiple	02/24/2013	Full maildat: GQCXAT	Shipping Summary Report		PI 270	SM	797,517	\$207,896.74	UPD	999922	
sb401o03	117831138					Ballston, VA	Ballston, VA		02/24/2013	GREENWICH MAGAZINE				PE	1,722			999922	
CONPER COMAIL	117831136	Multiple		No	No			02/05/2013	02/24/2013			Multiple		FC	1,127,790	\$427,796.14	FIN	999922	
sb965o04	117831131	Multiple	Cancel Job	No	No			02/10/2013	02/24/2013	Melinda		Multiple		FC	37	\$39.48	UPD	999922	
PW MAb	117831122	PS# 155683878	Cancel Job			Ballston, VA	Ballston, VA	02/28/2013	02/24/2013	ELVISH LETTERS INC	990030	PI 14	SM	1,000	\$284.92	UPD	999922	RETAIL	
SM LT BS A9 B5	117831119	Multiple		No	No			01/28/2013	02/24/2013	Ela SM LT BS		Multiple		SM	1,643	\$335.23	FIN	999922	
112348AA	117831112	Multiple	Cancel Job	No	No			Multiple	02/24/2013	WAR014 Regular Statements Day	Shipping Summary Report		MT 118	SM	100	\$24.66	UPD	999922	
SM11069y	117831104	PS# 156206687				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	MC FINAL NOTICES / TOMS STANDARD PI MC FINAL		PI 989	SM	76	\$15.12	UPD	999922		

8. Qualification Report view

UNITED STATES POSTAL SERVICE® t for Mailers (TEM)

HOME | HELP | CUSTOMER CARE | SIGN OUT

Dashboard > Qualification Report

USPS Qualification Report

Mailing Group Summary Information

Mailer's Job #: MIE054202
 Mail Group ID: 60964962
 Preparer: 14-PI-ELVISH LETTERS INC

Open Date: 02-28-2013
 Origin: MDAT
 Description: ST JUDE WKLY TOTE BAG 487

Finance Number: 999922

Qualification Report Summary Information

Post Office of Mailing: Ballston, VA
 Mail Class: Standard Mail
 Full Service: Non-Auto
 Incentives Claimed: NF

Software: Anchor Software LLC, Anchor Mail Dat Creator 8.03.016
 Processing Category: Irregular Parcels
 Copalitzation Indicator: None

Prepare Date: 02-26-2013
 DMM: None

Presentation Category: Conventional Presort
 Submit Date: 02-28-2013

[Container Search](#) | [Version Summary Information](#)

Search by: Starts with:

#	IMcb/IMtb	Size	Type	Overflow	Level	ZIP	Group Dest	Rate/Pieces		Totals
								Machinable	MP	
000001	001025707106560010747481		S		NDC	00102	00102	49		49
000002	001025707106560010747481		S		NDC	00102	00102	47		96
000003	192055707106560010747501		S		NDC	19205	19205	54		150
000004	207895707106560010747511		S		NDC	20789	20789	51		201
000005	270755707106560010747521		S		NDC	27075	27075	53		284
000006	311955707106560010747531		S		NDC	31195	31195	53		317
000007	320995707106560010747541		S		NDC	32099	32099	71		388
000008	751995707106560010747551		S		NDC	75199	75199	54		452
000009	608085947106560010747561		S		MNDC	60808	60808	51		513
000010	608085947106560010747571		S		MNDC	60808	60808	51		574
000011	608085947106560010747591		S		MNDC	60808	60808	51		535
000012	608085947106560010747591		S		MNDC	60808	60808	51		596
000013	608085947106560010747601		S		MNDC	60808	60808	58		754

1-13/13

Review & Compare

Compare the electronic postage statement and qualification report displayed on the dashboard with the Mail.XML file submitted.

Ensure the accuracy of the information.

Resolve Issues

If you encounter issues with your test, please contact the Mailing & Shipping Solutions Center at 877-672-0007. Be prepared to supply the job ID that you submitted.