

## Parcel Data Exchange

# Mailbox User Guide (External)

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The Parcel Data Exchange (PDX) system provides external customers the ability to upload manifest files for processing with the United States Postal Service (USPS) as well as downloading resultant extract files. There is a need for external customers to securely transfer files (that are not processed or forwarded) to internal USPS employees and vice versa. The mailbox solution described in this document supports such file transfers.

### Mailbox Access

To obtain access to a PDX mailbox, have your Postal representative submit an approval form. Before connecting to a PDX mailbox, obtain a valid Business Customer Gateway (BCG) account by using a browser and the URL: <u>https://gateway.usps.com</u> Click on "Sign up for the BCG" and enter appropriate data until the account is created.



Once the BCG account is created, navigate to Shipping Services → Parcel Data Exchange and click on "[Go To Service]". This will create the BCG account in the PDX system.

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Mailing Services Shipping Services HCR Services	Additional Services	●Alerts Pending Requests	🐣 Manage Account 🗸	USPS.com	Help
Shipping Services					
Shipping services help you deliver pact Shipping online services allow customers to lines the USPS has to offer. The services currently av directly from here that you have been approved for an	enroll and manage the va ailable are listed below. Yo	u may access services			
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Parcel Data Exchange (PDX) more info >			Go to Se	arvice	

The Mailbox File History tab will not be displayed until a successful mailbox connection has been made. For questions regarding mailboxes and access, contact the Help Desk at (877) 264-9693.

07/26/2023



### Mailbox File History

Files can be uploaded and/or downloaded from the Mailbox File History page where a table of summary information is displayed for each mailbox user regarding their active files. Each row in the table is for a specific file. Columns include:

- Mailbox the name of the mailbox in which the file resides
- Filename a drop down menu/button with the name of the file
- Upload Time the date/time the file was uploaded
- Upload By the user that uploaded the file
- Delete? a button to delete the file from the mailbox

Most columns are display-only except for the "Filename" and "Delete" columns which are populated with buttons. The Delete button is only available to the user who uploaded the file to the mailbox, for all others, the Delete button is ghosted. Only those files not marked as deleted will be displayed.

Several filters are provided on the table:

- Mailbox view files in specific mailbox(es)
- Filename view files that match specific full or partial filenames
- Upload Time view files by date ranges using the From and/or To date fields

The order of displayed files can be sorted by "Upload Time" only.

Mailboxes assigned to the user that are not displayed in the table are:

- new mailboxes with no files
- mailboxes with all files marked as deleted
- mailboxes whose files have all expired (greater than 45 days old)

The user can view the list of their assigned mailboxes using the "Select Mailbox for Upload" dropdown menu. Mailbox files will be automatically deleted 45 days after being uploaded (PDX provides no long term storage for uploaded files).



The mailbox user can perform the following functions on the Mailbox History File page:

- 1. File upload. The user must first select a mailbox by using the "Select Mailbox for Upload" dropdown menu (NOTE: the "Select File" button is ghosted until a mailbox selection is made). Then the user can click on the "Select File" button to select and upload a single file to their selected mailbox.
- 2. File download. Clicking on the actual filename (named button under the Filename column) will open a drop down menu. There are two options to download a file from the mailbox: download the originally named file or download the originally named file with ".txt" added as the extension. Some browsers block the download of files with certain extensions; these blocked extensions/files can be successfully downloaded with ".txt" extensions instead, then renamed on the client side.



- 3. File deletion. The user who uploaded the file is the only user who can delete it; therefore the "Delete <filename>" button will only be available (not ghosted) for files uploaded by the user. Clicking on the delete button will delete the file. The user will be prompted with a confirmation message "Are you sure you want to delete from Mailbox <mailbox name> the following file: <filename>?" If the user clicks on "Delete", the file will be deleted from the mailbox.
- 4. Bulk Download. Clicking on the "Download Selected Files" button will download all mailbox files displayed. If there are too many files, or if the size is too large, the download will fail. Use the Mailbox, Filename and Upload Time filters to pinpoint the search and resultant files. If successful, the bulk download will return a Zip file containing the displayed mailbox files. Creating Zip files is inherently slow since the processing and compression of many files is required. Simultaneous Zip requests will be denied and an error message similar to the following will be displayed:

#### A zip is still in progress. Please try later. Last started at: MM/DD/YYYY HH:MI:SS

If the Zip fails to complete (e.g. disk write failure) new Zip requests will continue to fail for up to 10 minutes (the restriction is automatically cleared after 10 minutes); Zip requests will then be accepted again.

UNITED STATES POSTAL SERVICE Mailbox File Example

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<u>NITED STATES</u> STAL SERVICE <sup>®</sup> Parcel Data Exchang	ge Manifest Files Customer Outbound Files	Mailbox Files Documentation		Shi					
Mailbox File History									
Select a mailbox from the drop down below to upload a file									
Upload to Mailbox:	+ Select File								
Select Mailbox for Upload	~								
	±	Download Selected Files							
X only retains the previous 45 days' worth	h of Mailbox Files								
ng 1 to 6 of 6 entries									
-									
Mailbox	Filename	Upload Time 🔻	Upload By	Delete?					
-	Filename	Upload Time	, Upload By	Delete?					
Mailbox			Upload By     Shruti Khandale	Delete? Delete WinSCP-5.9.4-Setup exe					
Mailbox Mailbox	Filename	From To							
Mailbox Mailbox 666	Filename WinSCP-5.9.4-Setup exe -	From To July 26, 2023 10:45:41 AM	Shruti Khandale	Delete WinSCP-5.9.4-Setup.exe					
Mailbox Mailbox 666 BOX13	Filename WinSCP-5.9.4-Setup exe • devsub vdi error.JPG •	From         To           July 26, 2023 10:45:41 AM         July 24, 2023 06:06:01 AM	Shruti Khandale Mark W Forman	Delete WinSCP-5.9.4-Setup.exe Delete devsub vdi error.JPG					
Mailbox Mailbox 666 BOX13 BOX13	Filename WinSCP-5.9.4-Setup exe + devsub vdi error.JPG + Telecom_7725327_06_09_23 docx +	From         To           July 26, 2023 10:45:41 AM         July 24, 2023 06:06:01 AM           July 24, 2023 06:06:01 AM         July 24, 2023 06:04:12 AM	Shruti Khandale Mark W Forman Shruti Khandale	Delete WinSCP-5.9.4-Setup.exe Delete devsub vdi error.JPG Delete Telecom_7725327_06_09_23.docx					



PDX Mailbox functionality can be accessed via a Representational State Transfer (REST) Application Program(ming) Interface (API). The REST API provides the following Mailbox functionality:

- upload a file to a mailbox
- download a file from a mailbox
- list files (the current user's files)
- list mailboxes (the current user's mailboxes)
- list user information

Parameters in parentheses are optional. URL's with {id} denote the file identifier required. All dates are in the format MM-DD-YYYY (MM is the two-digit month, DD is the two-digit day of month and YYYY is the four-digit year). Fields that contain whitespace (e.g. mailbox name "My Mailbox") may have to be encoded in the URL (e.g. "My%20Mailbox").

API Call	Function	URL	Body	Response
/mailbox/{id}/file/upload	Upload file (POST)	{id}=mailbox ID	filename; multipartFile	File Id, name, createdTime, size
/mailbox/file/{id}	Download file (GET)	{id}=file ID		Binary stream of data (file contents)
/mailbox/files	List files (current user) (GET)	Parameters: pageNumber={page number (defaults to pageSize={page size (defaults to 100)} fromDate={from date (default 45 days ag toDate={to date (default is end of today)} filename={full or partial filename} fullList={true: display all files; false(defau display not downloaded files} mailbox={mailbox name}	jo)}	List: file Id, mailboxName, fileName, createdTime, fileSize
/mailboxes	List mailboxes (current user) (GET)			List: mailbox ld, mailbox name, created time
/mailbox/files/bulk-download	Bulk download (GET)	Parameters: mailbox={mailbox id} filename={filename} uploadFromDate={from date} uploadToDate={to date}		Zip file stream (only one Zip at a time; simultaneous Zip requests will fail)

All API calls below are prefixed with: https://pdx.usps.com/api

### Example:

curl -u 'user:pass' -X GET 'https://pdx.usps.com/api/mailbox/files?pageNumber=3&pageSize=1'

### Response:



#### 1. Mailbox users can upload/download one file at a time through the UI or the API.

- 2. Files uploaded to mailboxes will be deleted after 45 days.
- 3. The maximum file size supported is 1 GB.
- 4. One user can have a maximum of 1,000 mailboxes.
- 5. The maximum files that can be in one zip is 1,000.
- 6. The maximum size of all files in a Zip is 1,000,000,000 bytes (~950 MB).
- 7. Only one bulk download (Zip) can run at a time.