



Electronic Mailing Information and Reports Guide

**Version 9.0
October 9, 2012**

Change History

These are the changes from Version 8.0 (7/6/2012) to Version 9.0 (11/9/2012).

Section #	Title	Description
Entire	Page Numbering	Changed page numbers for Change History and TOC to small Roman numerals and began Introduction on Page 1.
Entire	Format	Made format changes
Entire	Name Change	From: User Access to Electronic Mailing Information & Reports Guide, Volume II: Access to Electronic Mailing Reports. To: Electronic Mailing Information and Reports Guide. All references to Volume I or Volume II corrected to document title.

These are the changes from Version 7.0 (1/6/2012) to Version 8.0 (7/6/2012).

Section #	Title	Description
1.2	Exhibit B: Full-Service Address Correction Data Elements	Removed outdated and obsolete versions of Mail.XML displayed in Exhibit B and replaced with current Data Distribution Mail.XML version 12.0A supporting Address Corrections notification, delivery, query request and query response.
Throughout		Corrected figure numberings

These are the changes from Version 6.7.2 (11/16/2011) to Version 6.8 (12/21/2011).

Section #	Title	Description
Chapter 1		Updated Images: 1-1, 1-2, 1-3, 1-4; 2-1, 2-2, 2-3, 2-4, 2-5, 2-6, 2-7, 2-8, 2-9, 2-10, 2-13; 3-1; 4-1 Removed Section 2.8 Accessing the Move Update Verification Report - Continuous Mailing Operation
Introduction	Finding Information	Added <i>eInduction Guide for Mailers</i>
Chapter 4	Full-Service Data Quality and Verification Reports	Updated MicroStrategy Start-the-Clock reports (Section 4.9) by introducing two new reports and modifying report flows. New Start-the-Clock Reports: - Start-the-Clock Mailing Group Exclusion Reason Drill - Start-the-Clock Container Level Drill Additionally, two new fields were added to Mailing Group Level Drill Report.
Various		Updated formatting

These are the changes from Version 6.5.8 (9/20/2011) to Version 6.7.2 (11/16/2011).

Section #	Title	Description
Intro	Finding Information	Updated links to guides, technical specifications and resources. Updated Section 1: access to full-service reports Note: version # 6.6 skipped to align versioning with Volume I
Chapter 1	Full-Service Reports	Replaced Figure 1-1 with new screenshot of Business Customer

Section #	Title	Description
		Gateway (BCG). Clarified Foreign new address fields in Exhibit B: Full-Service Address Correction Data Elements
Chapter 4	Full-Service Data Quality and Verification Reports	Added new screenshots for MicroStrategy reports and descriptions of additional elements.
Chapter 6	Reports for Periodicals mailers	Replaced Figure 6-1 with new screenshot of BCG.

These are the changes from Version 6.5 (6/13/2011) to Version 6.5.8 (9/20/2011).

Section #	Title	Description
Chapter 1	Full-Service Reports	Clarified interaction with NCSC regarding ACS
Chapter 4	Full-Service Data Quality and Verification Reports	Referenced new report functionality that will be added in Release 7, November 2011: new data elements, new prompts, handling of MLOCR jobs when user is Mail Owner Clarified inclusion of Service Performance Verification as an error type in Section 4.1.1 Clarified that discount removal not currently implemented. Inserted more recent screenshots for Start-the-Clock Yield Reporting.

These are the changes from Version 6.2 (4/14/2011) to Version 6.5.5 (6/13/2011).

Section #	Title	Description
Chapter 4	Full-Service Data Quality and Verification Reports	Added new section 4.8 "Mail Preparation and Data Quality" for new dashboard with access to reports. Added new section 4.9 "Start-the-Clock Yield Reporting Dashboard" for new dashboard giving access to new drill down reports and for explanation of Start-the-Clock Exclusions. Updated images and list of reports in Section 4.1 "Mailing Data Quality and Verification Reports."
Chapter 5	Electronic Mail Improvement Reporting (eMIR)	Added new chapter for new functionality on eMIR reports
Chapter 6	Reports for Periodicals Mail	Renumbered from Chapter 5 to reflect new chapter.

These are the changes from Version 6.0 (6/18/2010) to Version 6.2 (4/14/2011).

Section #	Title	Description
Chapter 1	Full-Service Reports	Updated list of reports available. updated Full-Service Address Correction Data Elements
Chapter 3	Mail Quality Report	Updated screenshots to new version.
Chapter 4	Full-Service Data Quality and Verification Reports	Added information for new and updated MicroStrategy Reports: new images for Mailing Data Quality and Verification Reports, new sections 4.6 & 4.7 for Full Service eDoc Verification Reports,

Section #	Title	Description
		references to the new reports. Added cross-references to Full-Service eDoc Error Report in Volume I, and to verification errors in A Guide to Intelligent Mail for Letters and Flats.
Change History		Moved to front of document for consistency with other documents.

These are the changes from Version 5.9 (5/4/2010) to Version 6.0 (6/18/2010)

Section #	Title	Description
Introduction	Introduction	Correct URLs of documents, Revised text for clarity.
Chapter 1	Full-Service Reports	Add mention of Container Visibility/Scan report and Data Quality Reports. Add PO! Create date column. Revise description of Start-the-Clock report. Add section on Container Information of Mismatched Appointment ID. Revise text for grammar.
Chapter 2	Move Update Verification Results	Correct name of Guide to Move Update. Revise text for grammar, punctuation.
Chapter 3	Mail Quality Report	Switch figures 3-11 and 3-12. Correct reference to Figure 3-10. Revise text for grammar, punctuation.
Chapter 4	Full-Service Data Quality and Verification Reports	Revise text for grammar.
Chapter 5	Reports for Periodicals Mailers	Correct screen flow names and steps. Correct order of Figures 5-2 and 5-3. Crop and resize figures 5-32, 5-38.

These are the changes from Version 5.5 (3/3/2010) to Version 5.9 (5/4/2010).

Section #	Title	Description
Chapter 3	Mail Quality Report	Revise introductory paragraph for accuracy and clarity.
Chapter 4	F-S Data Quality and Verification Reports	Revise introductory paragraph for accuracy and clarity. Add new Full-Service Reports access screen.

These are the changes from Version 5.4 (1/15/2010) to Version 5.5 (3/3/2010).

Section #	Title	Description
Document	Throughout	Removed references to November 15.
Document	Throughout	Changed Full-Service to full-service and basic to basic automation.
Section 1.1.2	Start-The-Clock Summary Report	Added the following to the Date Range required inputs: USPS will map the date range in the search criteria to <i>PostalOne!</i> record creation date.
Section 1.1.3	Download Full-Service ACS Reports	Added the following to the Record creation Date Range required inputs: USPS will map the date range in the search criteria to <i>PostalOne!</i> record creation date.
Section 1.1.4	Full-Service ACS Nixie Detail Report	Added the following to the Record creation Date Range required inputs: USPS will map the date range in the search criteria to <i>PostalOne!</i> record creation date.

Section #	Title	Description
Section 4.1	Mail Quality Verification Reports	Changed The Job ID, User License Code and Customer Group ID portions of "Figure 4- 9: Error Messages Types" include a note.
Section 4.2	Mailing Data Quality Summary Report	Changed to include new reporting data: containers and handling units.
Section 4.2	Figure 4-10	Updated images to reflect reporting changes: containers and handling units.

These are the changes from Version 5.5 (3/3/2010) to Version 5.6 (3/5/2010).

Section #	Title	Description
Page 1	Trademark info block	Updated trademark block to remove IM [™] and include IM [®] .
Page 6	Figure 1.1	Updated figure for User gateway homepage.
Page 7	Figure 1-3	Updated figure for Full-Service Reports Page.
Page 8	Figure 1-4	Updated figure for To access the Start-the-Clock Summary Report Search.
Page 8	Figure 1-5	Updated figure for Start-the-Clock Summary Search Parameters.
Page 62	Figure 5-1	Updated figure for Periodicals Reports are accessed through the Postal Wizard and then Dashboard.

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The Business Customer Gateway

The Business Customer Gateway is the Web interface to United States Postal Service® (USPS) online offerings from the small business owner to service providers within the postal supply chain. The Gateway unifies applications used by *PostalOne!* customers and is regularly enhanced with new functionality to support new mail entry and payment technologies including Intelligent Mail® Services. The Gateway is accessible directly from <https://gateway.usps.com/bcg/login.htm> or by clicking the link on the lower right corner of [USPS.com](https://usps.com).

About Electronic Mailing Information and Reports Guide

The purpose of the Electronic Mailing Information and Reports Guide is to provide information on how to access and use electronic mailing reports. This guide will also keep the user apprised of the continuous improvements to the reports as the Intelligent Mail Program matures. This guide describes what is currently available. In [Guide to the Business Customer Gateway On-line Services and Full Service Tools](#), Chapter 4 you will find information on how to access (*PostalOne!* reporting centered on postage statements transactions).

- A summary of key features in this guide include:
- Full-Service Reports Access
- Push Data Subscription
- Pull Method using Mail.XML
- Electronic Mail Improvement Reporting (eMIR)
- Move Update Report
- Full-Service Mail Quality Issues Report
- Full-Service Electronic Documentation Feedback Quality Reporting
- Reports Access for Periodicals Mailers and the Consolidated Payment Feature
- In [Guide to the Business Customer Gateway On-line Services and Full Service Tools](#) Chapter 4, you will find information on how to access *PostalOne!* Reporting, centered on postage statements transactions.

Finding Information

Detailed documentation and guides related to Intelligent Mail solutions are available on the RIBBS Web site at

<http://ribbs.usps.gov/index.cfm?page=intellmailguides>.

Test Environment for Mailers (TEM) Guides:

[eDoc and Full-Service Authorization Guide for Mail.dat](#)

[eDoc and Full-Service Authorization Guide for Mail.XML](#)

[FAST Authorization Guide for Mail.XML](#)

[Full-Service Data Feedback Authorization Guide for Mail.XML](#)

Comprehensive information on full-service and basic automation

[Guide to Intelligent Mail for Letters and Flats:](#)

A quick reference to Intelligent Mail documentation

[Resource Map to Intelligent Mail Documents:](#)

Electronic documentation (eDoc) and Mail.dat development

[Postal Service Mail.dat Technical Specification:](#)

Postal Service Mail.XML Technical Specifications – separated based on subject matter into the following volumes:

[Postal Service Mail.XML Technical Specification for Postage Payment & Reporting](#)

[Postal Service Mail.XML Technical Specification for Appointment Scheduling \(FAST](#)

[Postal Service Mail.XML Technical Specification for Profiles & Full-Service Feedback](#)

A Guide to Customer/Supplier Agreements: purpose and scope.

USPS IMb Getting Started Guide To understand the high-level steps for creating the IMb:

https://ribbs.usps.gov/onecode_solution/documents/getstrtd/USPSIMB_Getting_Started.pdf

Reference for mailers participating in eInduction

[eInduction Guide for Mailers:](#)

Chapter 1 Full-Service Reports

Under the full-service option, mailers receive Start-the-clock, Container Visibility, address correction data, nixie data, and full-service Data Quality reports. The Full-Service ACS data comprises both change-of-address (COA) and nixie information, and are available online via download in comma-separated values (CSV), Excel formats, or via Mail.XML push/pull methods. Mail owners or their delegates receive COA and nixie information. Full-Service Start-the-clock and Container Visibility feedback is available via online reports or via a Web Service and Mail.XML to mail owners, mail preparers, or to a business entity they delegate. Online reports are provided through the Manage Mailing Activity service, then Mailing Reports selection. Refer to Figure 1-1.

The Mailer ID tool provides a feature to manage Mailer ID data distribution; mail owners and preparers can create data distribution profiles that allow third parties to receive their data. For example, if a mail owner employs a list management company (third-party delegate) to manage their addresses and address change updates, a Mailer ID profile once set-up in conjunction with the eDoc identification, allows COA data to be routed to the designated third party. Refer to the section on Mailer ID set-up and profiles in [Guide to the Business Customer Gateway On-line Services, and Full-Service Tools.](#)

For Full-Service ACS, the electronic record format is different from those of both OneCode ACS and Traditional ACS. The information comes to the customer by a selection of different electronic channels and is a no-cost service. Refer to [A Guide to Intelligent Mail for Letters and Flats](#), section 4 for full details on the fulfillment methods.

1.1 Full-Service Reports Access

Reports for the Intelligent Mail full-service option include Full-Service Start-the-Clock, Full-Service Container Visibility/Scan, Full-Service ACS, and Full-Service Data Quality Reports. Full-Service ACS reports are downloadable, compressed COA and nixie files.

The Full-Service Reports are accessed from the new Business Customer Gateway landing page: the user selects **Mailing Reports** then chooses Data Distribution Dashboard under Full-Service. There are four primary reports: the Start-the-Clock, Container Visibility/Scan, ACS, and Data Quality Reports. Refer to Figure 1-2 and Figure 1-3.

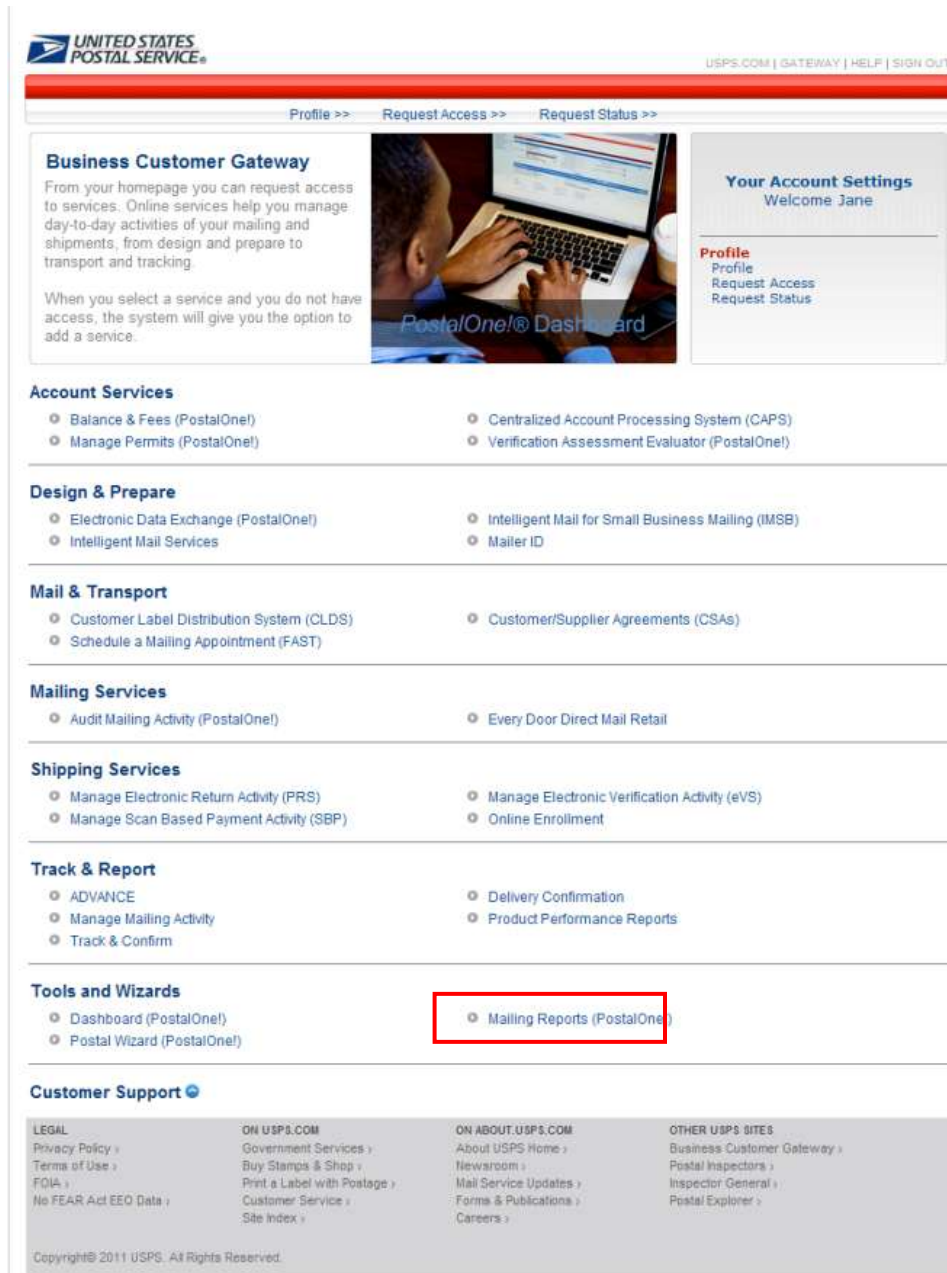


Figure 1-1: Mailing Reports Link

1.1.1 Data Distribution Dashboard Features

The Data Distribution Dashboard features are:

- Online & Downloadable Reports
 - Full-Service Start-the-Clock report shows container scans, appointment, dispatch information and, whether the mail is *origin* entered or *destination* entered.

- Full-Service Container Visibility/Scan report displays Container Visibility induction information: container-level, tray level, and piece level (initially through existing CONFIRM service, new name IMb Tracing™) information indicating when their mail is inducted, processed, or is en route.
- Full-Service ACS reports allow users to query ACS records, display sample data, and enables the ability to download COA and Nixie data in Excel and CSV formats.
- Full-Service Data Quality reports allow users to view mail quality (verification) results in another window
- Full-Service By/For Conflict Report
- Data Distribution Summary
- Container Scan Summary
- Full-Service COA/Nixie Summary
- User Download History

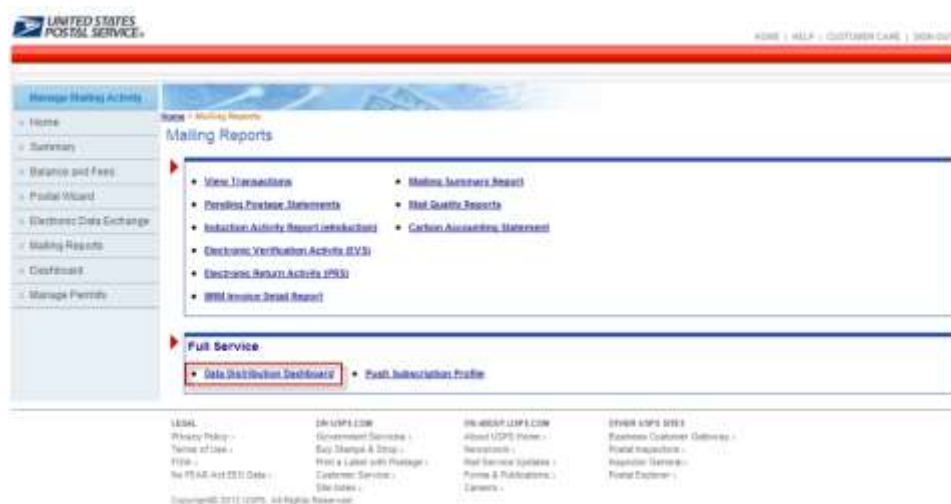


Figure 1-2: Mailing Reports Page

1.1.2 Online and Downloadable Report

Once the *Reports* link is selected from the Mailing Reports screen (Figure 1-2), the system will navigate the user to a new, Online and Downloadable Reports page (Figure 1-3). The Online and Downloadable Reports page displays four hyperlinks for accessing the reports. To access Full-Service Start-the-Clock Report information, select the Full-Service Start-the-Clock Report link (Figure 1-3). The system will navigate the user to the Full-Service Start-the-Clock search parameters (Figure 1-4). The same navigation applies to when accessing Full-Service Container Visibility/Scan information.

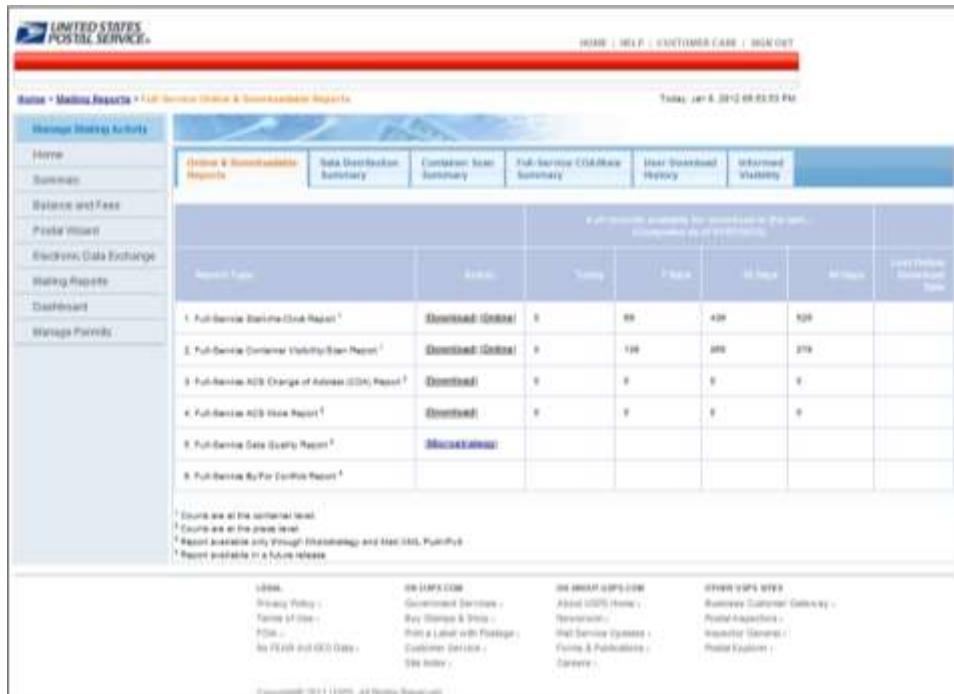


Figure 1-3: Online & Downloadable Reports Page

The Full-Service Start-the-Clock Summary Report allows a user to track shipment and start the clock with scheduling or dispatch information. The report has drill down functionality derived from the Start-the-Clock record (search results) to Job ID to Appointment Number and finally to the Container Visibility/Scan data. Depending on the user-selected search criteria, the report will display information based on the search parameters. Refer to Figure 1-5.

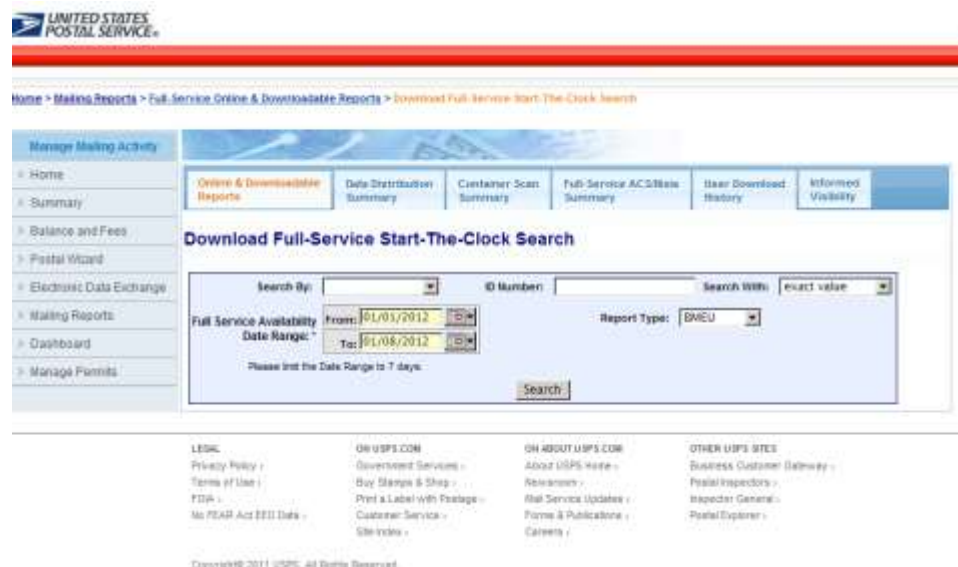


Figure 1-4: Full-Service Start-the-Clock Summary Search Parameters

The system allows the user to build the report with search criteria and filters for Start-the-Clock. The fields marked by an asterisk require user inputs and/or selections.

1.1.2.1 Required Input Fields (refer to Figure 1-5).

- Search By. The user selects an option from the dropdown menu, either Mailing Group ID or Job ID.
 - The Mailing Group ID is a unique USPS tracking sequence number. The USPS creates this tracking ID for a Mail.dat job, for a Mail.XML mailing group, and for a Postage Statement Wizard postage statement.
 - The Job ID is a unique, 8-character maximum, alpha-numeric field in the Mail.dat file that is user-defined and managed.
- ID Number. The user must enter a number (i.e., a Mailing Group ID or a Job ID number defined by the *Search By* field).
 - All Facility Types
 - BMEU Origin
 - Mailer Facility
 - USPS Induction Facility
- Search With. The user selects one option from the dropdown menu. The option is a value attribute within the job ID number.
 - exact value
 - starting value
 - ending value
 - containing value
- Date Range. The user can select the Start and End dates or enter a date using the Calendar functional icon for both the start and end dates. USPS will map the date range in the search criteria to *PostalOne!* record creation date.
- Display per Page. The options from the dropdown menu define the number of search results (data rows) to be displayed per screen page. The result set is paginated in fixed increments. The default is a maximum of 10 rows.
 - 10
 - 15
 - 20

When the user clicks the *Search* button, the system returns Start-the-Clock data based on the report parameters defined by the user. The presentation of the data will display below the search input fields.

Figure 1-5: Full-Service Container Visibility Report Search

The system displays the Full-Service Start-the-Clock Summary/Job ID report on a new separate page when the user selects the Job ID hyperlink from Start-the-Clock Summary Report (Figure 1-6)

The system displays the Start-the-Clock information per the associated Job ID. This view by Job ID, displays the Job ID Summary information and eight data columns (Figure 1-7).

The Job Summary Information section includes the following elements.

- Job ID/ Mailing Group ID
- Appt/CSA Trip ID
- Entry Point Type. There are two possible values Origin or Destination
- Facility
- Facility Locale Key
- IM Container Barcode
- Container Scan Date
- Full-Service Availability

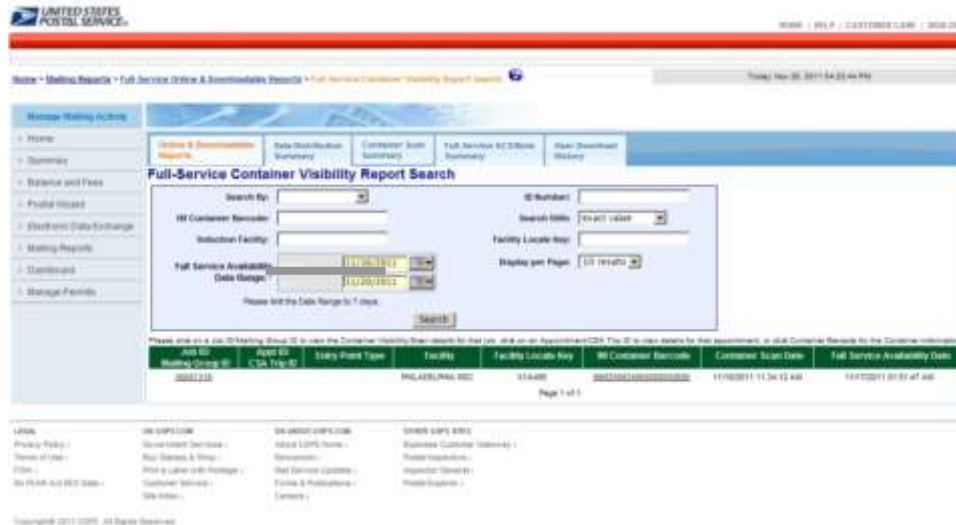


Figure 1-6: Full-Service Start-the-Clock/Container Visibility Report

The system displays the Start-the-Clock Appointment Summary by Appt Num Report on a new, separate page (Figure 1-8) when the user selects a single the Job ID Report hyperlink. This view displays the job summary information and ten data columns, including the following elements:

- Job ID/ Mailing Group ID
- Total Container Count
- The Container Visibility Scan information section includes:
 - Job ID/ Mailing Group ID
 - USPS Induction Facility
 - USPS Induction Facility Locale Key
 - IM Container Barcode
 - Container Scan Date Time
 - Induction Status
 - Induction Issue Date
 - Induction Issue Resolution
 - Compliance Indicator
 - Full-Service Availability Date

The IM Container Barcode hyperlink enables access to detailed information on Container Visibility/Scan Information (Figure 1-9).

Container Visibility Report

Job Summary Information: Job ID: 00011318 Staffing Group ID: Total Container Count: 26

Asset ID / CSM / Trip ID	USPS Production Facility	USPS Production Facility Location	IM Container Barcode	Container Scan Date/Time	Production Market	Production Scan Date	Production Scan Description	Compliance Indicator	Full-Service Availability Date
	WASHINGTON NDC	VD494	9992090240000002779	11/02/11 11:00:01 AM	0			No	11/10/2011 12:10:04 AM
	BALTIMORE	VD201	9992090240000002782	11/02/11 03:13:03 PM	0			No	11/10/2011 12:10:04 AM
	NEW JERSEY NDC	V1897	9992090240000002879	11/10/2011 07:31:22 PM	0			Yes	11/10/2011 10:42:08 AM
	PHILADELPHIA NDC	314491	9992090240000002812	11/10/2011 11:38:37 AM	0			Yes	11/10/2011 01:20:59 AM
	PHILADELPHIA NDC	314485	9992090240000002800	11/10/2011 11:34:12 AM	0			Yes	11/10/2011 01:20:59 AM
	PHILADELPHIA NDC	314483	9992090240000002875	11/10/2011 10:01:14 AM	0			Yes	11/10/2011 12:10:10 AM
	NEW JERSEY NDC	V1897	9992090240000002879	11/10/2011 07:31:22 PM	0			Yes	11/10/2011 12:10:10 AM
	WASHINGTON NDC	VD494	9992090240000002779	11/02/11 11:07:41 AM	0			No	11/10/2011 12:10:04 AM
	BALTIMORE	VD201	9992090240000002786	11/02/11 03:11:29 PM	0			No	11/10/2011 12:10:04 AM
	WASHINGTON NDC	VD494	9992090240000002779	11/02/11 11:07:58 AM	0			No	11/10/2011 12:10:04 AM
	WASHINGTON NDC	VD494	9992090240000002777	11/02/11 11:00:46 AM	0			No	11/10/2011 12:10:04 AM
	BALTIMORE	VD201	9992090240000002787	11/02/11 03:14:08 PM	0			No	11/10/2011 12:10:04 AM
	BALTIMORE	VD201	9992090240000002785	11/02/11 03:10:02 PM	0			No	11/10/2011 12:10:04 AM
	BALTIMORE	VD201	9992090240000002783	11/02/11 03:11:37 PM	0			No	11/10/2011 12:10:04 AM
	BALTIMORE	VD201	9992090240000002782	11/02/11 03:12:41 PM	0			No	11/10/2011 12:10:04 AM

Only listed above to describe individual containers. Selection Name: [unavailable]

Figure 1-7: Full-Service Start-the-Clock/Container Visibility Report by Job ID

The system displays the Container Visibility/Scan information on a new separate page (Figure 1-9) when the user selects the IM Container Barcode hyperlink.

UNITED STATES POSTAL SERVICE®		HOME HELP CUSTOMER CARE SIGN OUT
Home > Mailbox Reports > Full-Service Online & Downloadable Reports > Full-Service Container Visibility Report Search > Full Service		
Customer Visibility Detail Report		Tuesday, Nov 22, 2011 04:33:43 PM
Appointment Summary Information		
Appointment ID:	C5A Trip 03	Appointment Container Count:
Job Summary Information		
JOB ID:	0001218	Mailing Group ID:
		Total Container Count:
Container Visibility Scan Information		
IM Container Barcode: 994200240000002000 Customer Group ID: Beer License Code: AWT1 Mailer ID B: Mailer ID S: USPS Induction Facility: PHLADELPHIA DC USPS Induction Facility Local Key: X14400 Container Scan Date/Time: 11/17/2011 11:34:12 AM Induction Status: I Induction Issue Desc: Induction Issue Resolution: Full Service Availability Date: 11/17/2011 01:25:08 AM Compliance Indicator: Yes Non-Compliance Reason Code:		
Appointment Summary Information		
Appointment ID:	C5A Trip 03	Appointment Container Count:
Job Summary Information		
JOB ID:	0001218	Mailing Group ID:
		Total Container Count:
Container Visibility Scan Information		
IM Container Barcode: 994200240000002000 Customer Group ID: Beer License Code: AWT1 Mailer ID B: Mailer ID S: USPS Induction Facility: PHLADELPHIA DC USPS Induction Facility Local Key: X14400 Container Scan Date/Time: 11/17/2011 11:34:12 AM Induction Status: I Induction Issue Desc: Induction Issue Resolution: Full Service Availability Date: 11/17/2011 01:24:09 AM Compliance Indicator: Yes Non-Compliance Reason Code:		
Appointment Summary Information		
Appointment ID:	C5A Trip 03	Appointment Container Count:
Job Summary Information		
JOB ID:	0001218	Mailing Group ID:
		Total Container Count:
Container Visibility Scan Information		
IM Container Barcode: 994200240000002000 Customer Group ID: Beer License Code: AWT1 Mailer ID B: Mailer ID S: USPS Induction Facility: PHLADELPHIA DC USPS Induction Facility Local Key: X14400 Container Scan Date/Time: 11/17/2011 11:34:12 AM Induction Status: I Induction Issue Desc: Induction Issue Resolution: Full Service Availability Date: 11/17/2011 01:51:47 AM Compliance Indicator: Yes Non-Compliance Reason Code:		
Click here to download the individual container. Induction Status: I IM 9942002		

Figure 1-8: Start-the-Clock Container Visibility Report by IM Container Barcode

1.1.3 Download Full-Service ACS Reports

The system navigates the user to the new Full-Service ACS COA and Nixie Reports page when the “Full-Service ACS” hyperlink is selected from the Full-Service Reports page (Refer to Figure 1-3).



Figure 1-9: Full-Service ACS Reports

The Full-Service ACS report links enable two download options in a CSV or Excel format (Refer to Section 1.2 for the Full-Service ACS header column information and delimited file layout).

Download Full-Service ACS Change of Address (COA)

Download Full-Service ACS Nixie

The system displays the Download ACS Report and search criteria selections screen on a new separate page when the user selects the Download ACS Report link (Figure 1-11). The report can be queried by four required input parameters.

Note: Fields 1 - 4 below are Required Inputs.

- i) Mailing Group ID or Job ID (dropdown menu)
- ii) ID Number (user must enter a whole number)
- iii) Search With. The user selects one option from the dropdown menu. The option is a value attribute within the job ID number.
 - iv) Exact value
 - v) Starting value
 - vi) Ending value
 - vii) Containing value
- viii) Record creation Date Rang. The user can enter a date or select a date using the Calendar functional icon for both the start and end dates. USPS will map the date range in the search criteria to PostalOne! record creation date.

When the user clicks the Search button, the system displays the data online. The user has the option to download the data in CSV or Excel formats using the dropdown menu.

The system displays a system download message that will allow users the option to save the search results to their local (computer) drive.



Figure 1-10: Full-Service ACS COA Report

1.1.4 Full-Service ACS Nixie Detail Report

The system displays the Full-Service ACS Nixie Detail Report and search criteria selections screen on a new separate page when the user selects the Full-Service ACS Nixie Detail Report link. Refer to Figure 1-11. The report can be searched by four user-required input and/or selections. (Refer to 1.2 for the header record information for the Full-Service ACS Nixie delimited file layout).

NOTE: FIELDS 1 - 4 BELOW ARE REQUIRED INPUTS.

1. Mailing Group ID or Job ID (dropdown menu).

Mailing Group ID is a unique USPS tracking sequence number. The USPS creates this tracking ID for a Mail.dat job, for a Mail.XML mailing group, and for a Postage Statement Wizard postage statement. The Job ID is a unique, 8-character maximum, alpha-numeric field in the Mail.dat file that is user-defined and managed.

- a) ID Number. The user must enter a whole number (i.e., a Mailing Group ID or a Job ID number).
- b) Search With. The user selects one option from the dropdown menu. The option is a value attribute within the job ID number.
 - c) exact value
 - d) starting value
 - e) ending value
 - f) containing value
- g) Record creation Date Range. The user can enter a date or select a date using the Calendar functional icon for both the start and end dates. USPS will map the date range in the search criteria to *PostalOne!* record creation date.

When the user selects the Search button, the system displays the data online. The user has the option to download the data in CSV or Excel formats using the dropdown menu.

The system displays a system download dialog box that will allow users the option to save the search results to their local (computer) drive.



Figure 1-11: Full-Service ACS Nixie Report

1.2 Exhibit B: Full-Service Address Correction Data Elements

This section displays the current Data Structure and Layout of Full-Service ACS Nixie - Address Correction Data Elements based upon the Data Distribution Mail.XML version 12.0A.

1.2.1 AddressCorrectionNotification

This is the Notification message to customer for availability of address correction information.

Note: This message was formerly known as Address Correction Notification.

1.2.1.1 Prerequisites

Mailer has subscribed to receive AddressCorrection Notification messages

1.2.1.2 ACS Data Recipient Determination Process

Mailer submits eDOC for a Job, Postage Statement is Finalized

- USPS performs By/For Verification
- USPS validate whether Mail Owner MID provided in CPT/MPA/IMR record in eDOC.
- USPS identifies Mail Owner by MID based on Order of Preference
- USPS looks up Data Distribution Profile by Mailer Owner's MID
- USPS verifies whether Data Distribution Profile Exists
- USPS determines Data Recipient CRID based on Profile
- USPS attaches the Data Recipient CRID to the Piece/Piece Range Record

1.2.1.3 ACS Association and Feedback Process

- USPS receives ACS COA records
- USPS associates ACS COA records with Piece/Piece Range records
- USPS provides ACS Feedback to Data Recipient CRID attached to the Piece/Piece Range record
- USPS pushes the AddressCorrection Notification message to the Mailer's web service end point

1.2.1.4 Business Rules

With each AddressCorrection Notification message, if the customer has registered with the PostalOne! system to receive the message, the PostalOne! system will provide the

1. SubmittingParty – The PostalOne! system for all Notification and Delivery messages will always put a value of 'USPS' in the MaildatUserLicense field.

- i) SubmittingSoftware – The PostalOne! system for all Notification and Delivery messages will always put:
- ii) The value of 'PostalOne' in the SoftwareName element
- iii) The value of 'USPS' in the vendor element
- iv) The most current version number available, such as 19.0 or 20.0 in the Version element
- v) The PostalOne! system will not fill any values in the ApprovalDate and ApprovalKey elements
- vi) The CRID element is for industry usage and is optional. For the Delivery messages, the PostalOne! system will not populate this element.
- vii) The PostalOne! system will provide the job information, either the Mail.dat Job ID and User License Code, OR the Customer Group ID and MailingGroupID for Mail.XML/Postal Wizard to the customer.
- viii) The PostalOne! system will provide the NotificationDate, which is the date when the message is transmitted.

1.2.2 AddressCorrectionNotification Data Structure

Field Description

Field	Format	Acceptable Values	Business Rules
AddressCorrection Notification BEGINS			
SubmittingParty	participantIDType complex type	-	Optional
SubmittingSoftware	SubmittingSoftware complex type	-	Optional
CRID	CRIDType simple type	-	Optional
PushMessageID	String 25	-	Optional
Choice Block BEGINS			Optional Choice Block.
UserLicenseCode	UserLicenseCodeType simple type		Required when 8-02 version is used
MaildatJobID	jobIDType simple type	-	Required when 8-02 version is used
CustomerGroupID	String, 25 character	-	Optional
MailingGroupID	Non Negative Integer	-	Required when Mail.XML is used
Choice Block ENDS			
Notification Date	Date	yyyy-mm-dd	Required
FSNonFSAvailabilityDate	Date	yyyy-mm-dd	Required
AddressCorrection Notification ENDS			

1.2.3 AddressCorrection Delivery

This is a push message to provide address correction

1.2.3.1 Prerequisites

Mailer has subscribed to receive AddressCorrection Delivery messages

1.2.3.2 ACS Data Recipient Determination Process

- Mailer submits eDOC for a Job, Postage Statement is Finalized
- USPS performs By/For Verification
- USPS validate whether Mail Owner MID provided in CPT/MPA/IMR record in eDOC.
- USPS identifies Mail Owner by MID based on Order of Preference
- USPS looks up Data Distribution Profile by Mailer Owner's MID
- USPS verifies whether Data Distribution Profile Exists
- USPS determines Data Recipient CRID based on Profile
- USPS attaches the Data Recipient CRID to the Piece/Piece Range Record

1.2.3.3 ACS Association and Feedback Process

- USPS receives ACS COA records
- USPS associates ACS COA records with Piece/Piece Range records
- USPS provides ACS Feedback to Data Recipient CRID attached to the Piece/Piece Range record
- USPS pushes the AddressCorrection Delivery message to the Mailer's web service end point

1.2.3.4 Business Rules

With each AddressCorrection Delivery message, if the customer has registered with the *PostalOne!* system to receive the message, the *PostalOne!* system will provide the

1. OPTIONAL LargeTransactionDivideroptionalGroupType. This type is created to allow breaking up of any large data into multiple transactions, with Feet Ahead concept, where the sender of the large data is providing information about how many total transactions and records to expect and what is the current transaction number among the total expected transactions etc. as part of this one business transaction.
 - a. MessageGroupID – It is a Sequence Number and will remain the same until all the transactions are completed, e.g., MessageGroupID is 10, indicating all the transactions with MessageGroupID 10 are one business transaction.
 - b. TotalMessageCount - This element tells the receiver that for MessageGroupID of 10 expect a total of X transactions, the X is a positive integer.
 - c. MessageSerialNumber – Is a serial number that will always start with 1 for every MessageGroupID, so the receiver always know if this is the first, second, or third transaction from the TotalMessageCount and for the same MessageGroupID.
 - d. TransmittedRecordCount – is count of records in the current message transaction.
 - e. TotalRecordsAcrossMessages – This is the total expected record count when the receiver of the MessageGroupID has received all messages.
 - f. LastMessage – is a Yes or No indicator confirming for the receiver that this transaction is the last transaction of the MessageGroupID e.g., MessageGroupID 10.

- ix) SubmittingParty – The *PostalOne!* system for all Notification and Delivery messages will always put a value of 'USPS' in the MaildatUserLicense field.
- x) SubmittingSoftware – The *PostalOne!* system for all Notification and Delivery messages will always put:
 - g. The value of 'PostalOne' in the SoftwareName element
 - h. The value of 'USPS' in the vendor element
 - i. The most current version number available, such as 19.0 or 20.0 in the Version element
 - j. The *PostalOne!* system will not fill any values in the ApprovalDate and ApprovalKey elements
 - i) The CRID element is for industry usage and is optional. For the Delivery messages, the *PostalOne!* system will not populate this element.
 - ii) The *PostalOne!* system will provide the job information, either the Mail.dat Job ID and User License Code, OR the Customer Group ID and MailingGroupID for Mail.XML/Postal Wizard to the customer.
 - iii) The *PostalOne!* system will send one or more AddressCorrection blocks.
 - k. The *PostalOne!* system will provide Move Type to identify the type of move for Individual, Family or Business (indicated by values 'I', 'F', or 'B' respectively).
 - l. The COAName element will be used to identify the following:
 - Individual/Family Move Type = Last Name, First Name, Prefix and Suffix
 - Business Move Type = BusinessName will be utilize to provide business name information
 - m. The ClassNotificationType element will be used to identify the mail class of the mail piece that generated the ACS COA notification for the following values:
 - 'A' = Package Services (Bound Printed Matter)
 - 'B' = First-Class
 - 'C' = Periodicals Initial
 - 'D' = Standard Mail
 - 'F' = Periodicals Follow-up
 - n. The DeliverabilityCodeType element will be used to identify the deliverability status of the mailpiece that generated the ACS COA notification for the following values:
 - <blank> = COA Match with new address
 - 'K' = COA Match, no forwarding address
 - 'G' = COA Match, PO Box Closed, no forwarding address
 - 'W' = COA Match with a temporary COA
 - o. The Address Type element will be used to identify the type of address from which the customer is moving for the following values:
 - 'G' = General Delivery
 - 'H' = Highway Contract Route
 - 'P' = Post Office Box
 - 'R' = Rural Route
 - 'S' = Street Address

1.2.4 AddressCorrection Delivery Data Structure

Field Description

Field	Format	Acceptable Values	Business Rules
AddressCorrection Delivery BEGINS			
LargeTransactionDividerGroup OptionalType	LargeTransactionDividerGroup OptionalType Attribute block	-	Attribute block
SubmittingParty	participantIDType complex type	-	Optional
SubmittingSoftware	SubmittingSoftwareType complex type	-	Optional
DataRecipient	DataRecipient complex type	-	Optional
PushMessageID	String, Length 25	-	Optional
AddressCorrection	AddressCorrection Type Complex type	-	Required 1 to many
AddressCorrection Delivery ENDS			

1.2.5 AddressCorrectionQueryRequest

This is request message to pull COA data.

1.2.5.1 Prerequisites

- Customer uses Mail.XML 10.0 spec
- USPS validates the request messages
- USPS retrieves the data based on the search criteria provided in the request
- USPS returns response to the Customer

1.2.5.2 Business Rules

With each AddressCorrection QueryRequest message, the customer needs to provide information for all required blocks. The business rules defined below are not necessarily for required elements.

1. SubmittingParty – The PostalOne! system for all data distribution for full-service messages, i.e., non-FAST, non-eDoc messages, will only accept a MID or a CRID as a valid id.
 - a) SubmittingSoftware – The PostalOne! system for messages that it receives for the Mail.XML will always require
 - b) A valid software name in the SoftwareName element
 - c) A valid software vendor company name in the vendor element
 - d) The most current version number of the software in the Version element
 - e) A valid Approval Date and a valid Approval Key in the ApprovalDate and ApprovalKey elements. The approval date is the date when the USPS approved the software usage in the USPS production

environment and a valid Approval Key is what the USPS provided to the Software Vendor or Mailer (who may have developed their own software) as authorization to use in all messages.

- f) The OwningParty information can also be provided optionally, if the data is requested by third parties based upon existing profiles or cast of characters messages.
- g) The customer shall also provide piece information such as optional piece ranges and job info, as well as date ranges by providing one or more Piece Request blocks.

1.2.6 AddressCorrectionQueryRequest Data Structure

Field Description

Field	Format	Acceptable Values	Business Rules
AddressCorrection QueryRequest BEGINS			
SubmittingParty	participantIDType complex type	-	Optional
SubmittingSoftware	submittingSoftwareType complex type	-	Optional
SubmitterTrackingID	mailxml_base:s20		Optional
OwningParty	participantIDType complex type	-	Optional
Piece Request Block BEGIN			Required 1 to many allowed
Mail Class	mailClassType simple type	-	Optional
Choice Block BEGIN			Optional
LowerIMBRange	iMBType simple type	-	Required
UpperIMBRange	iMBType simple type	-	Required
Choice Block END			
Choice Block BEGINS			Optional Choice block. Either UserLicenceCode/MaildatJobID Or CustomerGroupID/MailingGroupID
UserLicenseCode	userLicenseCodeType simple type		Required when 8-02 version is used
MaildatJobID	jobIDType simple type	-	Required when 8-02 version is used
CustomerGroupID	String, 25 character	-	Optional
MailingGroupID	Non Negative Integer	-	Required when Mail.XML is used
Choice Block ENDS			
Date Range Block BEGIN			Required block
LowerDateRange	Date	yyyy-mm-dd	Required
UpperDateRange	Date	yyyy-mm-dd	Required
Date Range Block END			
Piece Request Block END			
AddressCorrection QueryRequest ENDS			

1.2.7 AddressCorrectionQueryResponse

This message sends the actual COA data back to the requestor.

1.2.7.1 Prerequisites

- Customer uses Mail.XML 10.0 spec
- USPS validates the request messages
- USPS retrieves the data based on the search criteria provided in the request
- USPS returns response to the Customer

1.2.7.2 Business Rule

With each AddressCorrection QueryResponse message, the *PostalOne!* system will provide the

1. Mandatory LargeTransactionDividerGroupType. This type is created to allow breaking up of any large data into multiple transactions, with Feet Ahead concept, where the sender of the large data is providing information about how many total transactions and records to expect, and what is the current transaction number among the total expected transactions etc. as part of this one business transaction.
 - a) MessageGroupID – It is a Sequence Number and will remain the same until all the transactions are completed, e.g., MessageGroupID is 10 and until the last transaction is received on this business transaction, the MessageGroupID will remain 10 for all transactions, so the receiver knows that all the transactions with MessageGroupID 10 are one business transaction.
 - b) TotalMessageCount - This element tells the receiver that for MessageGroupID of 10 expect a total of X transactions, the X is a positive integer.
 - c) MessageSerialNumber – Is a serial number that will always start with 1 for every MessageGroupID, so the receiver always know if this is the 1st, 2nd, 3rd transaction from the TotalMessageCount and for the same MessageGroupID.
 - d) TransmittedRecordCount – is count of records in the current message transaction.
 - e) TotalRecordsAcrossMessages – This is the total expected record count when all transactions have been received by the receiver for the MessageGroupID.
 - f) LastMessage – is an optional Yes or No indicator confirming for the receiver that this transaction is the last transaction of the MessageGroupID e.g., MessageGroupID 10.
 - g) The AddressCorrection QueryResponse has two major choice blocks one is QueryResults and the other is QueryErrors.
 - h) In QueryResults,
 - i) The customer will receive zero or more AddressCorrection blocks with job information and address correction information.
 - j) The customer may also optionally receive Return Codes and Descriptions as part of the Query Results.
 - k) The QueryError Block provides zero or more return codes and descriptions to communicate any issues with the response of the query.

1.2.8 AddressCorrectionQueryResponse Data Structure

Field Description

Field	Format	Acceptable Values	Business Rules
AddressCorrection QueryResponse BEGINS			
LargeTransactionDividerGroupType	LargeTransactionDividerGroupType attribute		Required
TrackingID	String 20	-	Optional Required when the block data is provided
SubmitterTrackingID	mailxml_base:s20		Optional
Choice Block BEGIN			Either QueryResults block Or QueryError block will be returned
QueryResult Block BEGINS			
LargeTransactionDividerResult	LargeTransactionDividerResult attribute	-	Optional
AddressCorrection	AddressCorrection Type Complex Type	-	Optional 0 to many
Query Result Block END			
Query Error Block BEGIN			
ReturnInfo	basicReturnInfo complex type	-	Required
Query Error Block END			
Choice Block ENDS			
AddressCorrection QueryResponse ENDS			

1.2.9 Revision History Exhibit B

Full-Service ACS Nixie Detail and Full-Service ACS COA Detail Report Download Code			
Description	Author	Version	Date
Changed Appendix A: Layout of Full-Service ACS Nixie Detail and Full-Service ACS COA Detail Report download file format.	USPS	1.0	3/20/2009
Changed Appendix A: Layout of Full-Service ACS Nixie Detail and Full-Service ACS COA Detail Report download file format. Revised to show data elements as currently provided by the software.	USPS	4.0	1/12/2009
Added Appendix B: Layout of Full-Service ACS Nixie Detail and Full-Service ACS COA Detail Report scheduled for July Release. Appendix B demonstrates data elements to be provisioned in the upcoming July patch release.	USPS	4.1	1/12/2009
Changed Appendix B: Layout of Full-Service ACS Nixie Detail and Full-Service ACS COA Detail Report scheduled for July Release. Changed date fields: RecordCreationDate, MoveEffectiveDate, and RecordCreationDate. All three fields are concatenated to include a timestamp.	USPS	4.2	1/25/2009
Changed Appendix B: Added footnotes for clarification	USPS	4.3	7/10/09
Removed Appendix A July Release provisions data elements as demonstrated in Appendix B	USPS	4.3	8/04/09
Renamed Appendix A to Appendix B	USPS	4.3	8/12/09
Updated downloadable files elements to match Mail.XML 7.0A names and order	USPS	4.3	8/12/09
Changed title from Appendix A to Exhibit B	USPS	4.3	8/04/09
Added footnote 4 to F-S ACS COA layout: Beginning in November 2009, no data will be populated in spreadsheet columns if no data was received from SASP. There will be no values between the commas in CSV if no data is available.	USPS	4.4	8/27/09
Added known issue to section 1.1.3 regarding Move Update record creation date instead of the Record Creation date for the query criteria	USPS	5.1	9/04/09
Added two fields OldDeliveryPoint11DigitZip and NewDeliveryPoint11DigitZip to the ACS Data Elements as shown in Appendix B. This change is for the Nov 2009 release and reflects Mail.XML 7.0B.	USPS	5.1	9/14/09
Updated Mail.XML support for the Nov 2009 release to Mail.XML 7.0C.	USPS	5.2	11/08/09
Updated to include data fields for Mail.XML version 8.1	USPS	6.2	3/31/11
Highlighted section showing elements for new foreign addresses		6.7	11/14/11
Replaced sections "Layout of Full-Service ACS Nixie - Address Correction Data Elements per Mail.XML 8.1" and "Layout of Full-Service ACS - Address Correction Data Elements per Mail.XML 8.1C" with material from Mail.XML v 12.0A	USPS	7.1	6/13/12

Chapter 2 Move Update Verification Results (PostalOne!)

2.1 Overview

This chapter replaced the Move Update Verifications section in the [User Access Guide](#) (version 4.2), and has been updated to incorporate the *Guide to Accessing Move Update Reports* contents.

The Postal Service has implemented standards for First-Class Mail[®] Discount Price mailings and all Standard Mail mailings to require that addresses used on pieces within a mailing must be updated through an approved Move Update method within 95 days prior to the date of mailing. Approved Move Update methods are outlined in the Guide to Move Update, available on the RIBBS[™] Move Update Web page at: <http://ribbs.usps.gov/index.cfm?page=moveupdate>.

The Postal Service has developed a Move Update verification process that will use live samples from the mailing. Initially, the Postal Service will share the results of the verifications and work with mail owners to improve mail addressing quality. We will use this information to assess additional postage on noncompliant First-Class Mail and Standard Mail mailings.

The verification process is used to evaluate the use of Move Update change-of-address information for discounted First-Class Mail and Standard Mail letter and flat mailings using the *PostalOne!* system. During business mail acceptance, a sample is selected from the mailing for processing on the Mail Evaluation Readability and Lookup Instrument (MERLIN). In addition to the current verifications performed, the MERLIN machine captures barcode, name and address information into a data file that is electronically transmitted to the National Customer Support Center (NCSC). The NCSC processes the data file using NCOA[®] and returns results to the *PostalOne!* system where the results are presented in a Move Update report. This process is completed before the postage statement is finalized in the *PostalOne!* system so that the results of the report can be discussed with the mailer. Move Update verification results are also processed nightly for display in Address Quality reports available in MicroStrategy the following day.

Pieces with addresses for which a change-of-address order is found are identified by a MERLIN mail piece ID and can be pulled from the MERLIN sample and provided to mailers. A sample of this report is shown in Figure 2.3. Additional information on the Move Update verification process can be found in the Mailer Advisement Policy and the FAQs posted on the RIBBS – Move Update page.

Move Update verification reports/worksheets are a part of the *PostalOne!* Performance Based Verification (PBV) process recently deployed to field acceptance sites. The reports are available to a mailer whose mailings are processed on MERLIN. Move Update verification results are displayed in three places:

2.2 *PostalOne!* Move Update Report

1. Associated with a postage statement
 - a) Move Update verification results are available by postage statement via a *PostalOne!* worksheet.
 - b) Results are displayed within minutes of performing a MERLIN verification.
 - c) Worksheet is viewable on the transaction page in *PostalOne!* for an individual postage statement for which the verification was performed.
2. Associated with continuous mail operation

Move Update verification reports are also available for mailers that have been identified as continuous mailing operations.
3. Associated with sampling of mailing

Reports are available through the Dashboard “View Verification Results” button.

2.3 MicroStrategy Address Quality (Move Update) Report

Move Update verification results are aggregated and displayed across mailings via the MicroStrategy tool. Results are compiled and updated overnight.

Move Update Verification Results are reported on either an individual postage statement basis as presented on the transaction page or the results are aggregated and displayed across mailings in a MicroStrategy reporting structure in the *PostalOne!* system. Results are compiled and updated overnight. To view Move Update reports, mailers are required to have access to the Business Customer Gateway.

Mailers whose detached mail unit operations are defined by the Postal Service as continuous mailing operations have access to the Move Update verification results through a “View verifications” button on their Dashboard. Continuous mailers are defined as mailers who continuously produce mail (over a varying timeframe) and release it for transport at different intervals; verification is performed by sampling portions of the mail prior to completion of the entire mail job. All continuous and non-continuous mailers have access to these types of verification data via the Dashboard in the *PostalOne!* Mailer view (refer to section 2.7 below).

2.4 Verification Results

To access the Verification Results, a user must first request the *Manage Mailing Activity* service using the Business Customer Gateway Request Access feature. Once the request for the Manage Mailing Activity access is approved by the Business System Administrator (user will receive a notification by email), the user can log in to the Business Customer Gateway and follow the instructions below to access the Move Update and other verification reports.

The following screens show how mailers can review verification results generated during sampling of their mail. Note that in this section the use of the term “user” also refers to “mailer”. When logged on to the Gateway, the user selects Mailing Reports from his/her homepage, then *View Transactions* (Figure 2-1).



Figure 2-1 : Accessing Move Update Report from *View Transactions* from the Mailing Reports

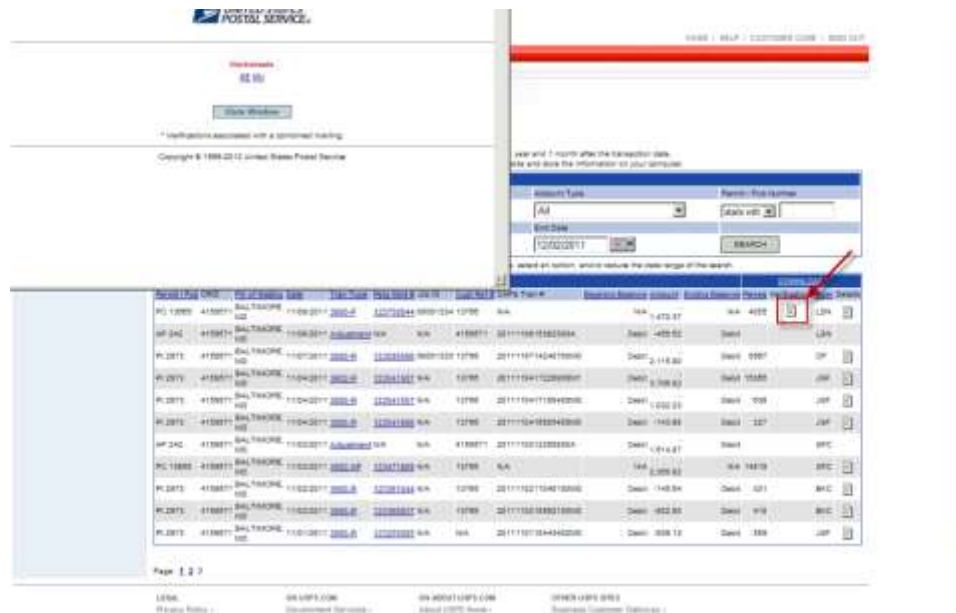


Figure 2-2: Transactions page

The Transaction page displays when the View Transaction link is selected. On the transactions page, figure 2.2, the user can search for postage statements using the filters in the upper section of the page. In the “Verifications” column there is an icon, click it to get the pop-up window and links to reports whenever a worksheet has been completed for the verification. In figure 2-2, the pop-up the links to two verification reports for the postage statement: ME (MERLIN) and MU (Move Update). The user can click on any of the links in the “Verifications” column to access the underlying results. The following types of verifications are available:

- ME = MERLIN
- MU = Move Update
- PS = Presort
- BP = Bundle Preparation
- SP = Short Paid (for First-Class Metered mailings)
- TT = Tap Test (for mailings with windowed envelopes)

Clicking on one of the ‘MU’ verification report link in the column will open the report. In figure 2.3, we show the Move Update verification report. Other verification reports are provided as shown in the verification column (i.e., the MERLIN report).

Mailing's Move Update Address Validation Report					
Mailing Information					
Permit Holder's Permit:	13065	Mailer's Job ID:	00001334	Total Pieces:	4055
Permit Holder's Name:	ART LITHO COMPANY	Postage Statement ID:	123750044	Total Postage:	1470.37
Mailing Agent's Permit:	2973	Mail Class:	First Class	Mailer MPTQM Certified:	
Mailing Agent's Name:	ART LITHO COMPANY BALTIMORE, MD	Processing Category:	Letters	Move Update Method:	NCOALink
MERLIN System Information					
MERLIN Job ID:	7816572	Cost Center Name:	BALTIMORE (PERMIT)	MERLIN Verification Run:	
MERLIN Serial #:	MER-00-0538	MERLIN Verification Sample Size:	321	Start Date/Time:	11/08/11 03:11:00 PM
Cost Center Code:	2303780964	MERLIN Verification Mailpieces Processed:	0	End Date/Time:	11/08/11 03:25:43 PM
Move Update Address Validation Summary Information					
Total # of mailpieces tested:	320				
Ranges	Total COA on File	Total COA updated by mailer	Total COA not updated by mailer	Total COA updated by mailer divided by Total COA on File	
Less than 95 days	0	0	0	100.00 %	
Between 95 days to 18 months	5	5	0	100.00 %	
Between 95 days to 48 months	12	12	0	100.00 %	
* COA = change of address					
Move Update Error Identification					
* Table displays mailpieces with Move Update address matches between 95 days and 48 months					
MERLIN MPID	Name	Address Block	Barcode	Range	COA Date

Print Form

Figure 2-3: Move Update Report

2.5 Move Update Worksheet Explanation

The following describes the information sections that are shown in the rows and columns of the Move Update report.

- The “Mailing Information” section of the Move Update report displays mailer profile and account information as recorded on the postage statement.
- The “[MERLIN System Information](#)” section displays information about the MERLIN run.
- The “[Move Update Address Validation Summary Information](#)” section displays the results of the verification and includes:
 - Total # of mailpieces tested – Number of mailpieces that were processed for Move Update out of the MERLIN sample.
 - Ranges - The first column displays the date ranges for the change of address (COA) information: Less than 95 days, 95 days to 13 months, 95 days to 18 months and 95 days to 48 months.
 - Total COA on File - The second column provides the number of mailpieces within the sample identified with a COA by the given date range.
 - Total COA Updated by Mailer - The third column provides the number of mailpieces with a COA on file for which the mailer updated the address on the mailpiece.
 - Total COA Not Updated by Mailer - The fourth column provides the number of pieces identified with a COA on file for which the mailer did not update the address and the old address was used on the mailpiece.
 - Total COA Updated by Mailer Divided by Total COA on File - The fifth column provides the percentage of pieces that were updated by the mailer within the given date range. The percentage is determined by dividing the value in column 3, Total COA updated by mailer, by the value in column 2, Total COA on file. This provides the percentage of mailpieces that were updated by the mailer within the sample tested on MERLIN. This is the verification passing percentage.

The 95 days to 18 months date range is used to determine the passing percentage. The information in the less than 95 days and from 95 days to 48 months date ranges is provided as information only. If pieces are found to have a COA that is over 18 months, they may not be deliverable. Mailers may want to consider having their address file processed by a vendor using the NCOA^{Link} 48 month database to identify and purge questionable addresses.

The “Move Update Error Identification” section at the bottom of the report displays information for the mailpieces that were identified with a COA on file between 95 days and 48 months for which the updated address was not applied. This information includes the MERLIN mailpiece identification number, the name as found on the piece, the address as found on the piece, the numerical interpretation of the barcode on the piece, the date range for the COA and the actual date for the COA.

2.6 Verification Threshold and Additional Postage Calculations

- A mailing with 5 or fewer pieces with a COA on file that was not updated by the mailer will pass the verification regardless of the passing percentage.
- A mailing with a passing score of 70% (tolerance 30%) or higher will pass verification.
- A mailing with a score below 70% will fail the verification if there are also more than 5 pieces with COAs that were not updated by the mailer.
- The passing score will be calculated using the total number of pieces with a Move Update on file divided into the number of pieces that the mailer updated with the change (within the date range, 95 days – 18 months).

- For example:

A total of 15 pieces with a change-of-address are found in a sample (total COAs). The mailer used the new address on 10 of the pieces. The score is 66.7% but since only 5 pieces were not updated by the mailer, the mailing passes.

A total of 20 pieces with a change of address are found in the sample (total COAs). For 13 of the pieces, the mailer used the new address (COAs updated by the mailer). Next, 13 divided by 20 = 65%. Since more than 5 pieces were not updated and the score is under 70%, the mailing fails.

- For a mailing that fails, both First-Class Mail and Standard Mail will be assessed as follows:
 - The assessment will be calculated based on only the percentage of failed pieces in excess of the tolerance (30%) multiplied by the total number of pieces in the mailing.
 - The fee will be \$0.07 per assessed piece.
 - For example:

A mailing with a score of 10% and more than 5 pieces that were not updated will be assessed additional postage of \$0.07 per piece for 10% of the pieces in the mailing. The 10% is the difference between the not-updated percentage (40%) and the tolerance (30%). If the mailing consisted of 100,000 pieces, 10,000 of the pieces would be charged \$0.07 per piece = \$700.00.

- Standard Mail and First-Class Mail mailings that have not performed Move Update are not eligible for the presorted (including automation, non-automation and carrier route) prices and must be mailed at a price that does not require Move Update e.g., First-Class Mail single-piece price.

2.7 Combined Multi-Client Mailings

The following combined multi-client mailing exception will be allowed for one year from the date of implementation of the Move Update verification. The verification results calculation for a combined multi-client mailing will be the same as stated for all other mailings. However, a mailer submitting a combined multi-client mailing that fails the Move Update verification may have additional postage attributed to individual clients within the mailing under the following conditions:

- If three or fewer clients are detected with Move Update errors, the mailer may request additional postage be attributed to each of the clients.
- The mailer will be allowed the opportunity to examine the sample and extract any piece found to be in error to identify the client to which the piece belongs.
- Pieces must be identifiable back to the client using some identification from the mailpiece such as return address, meter impression, or permit imprint that is verifiable by the acceptance clerk back to the detailed documentation.
- Additional postage will be applied to the mail volume for up to three clients whose pieces were found with Move Update errors.
- For example:

Total mailing is 100,000 pieces and the Move Update verification result is a 10% passing score with 10 pieces not updated within the sample.

Client A has 4 pieces not updated, Client B has 4 pieces not updated and Client C has 2 pieces not updated.

Client A volume is 5,000 pieces, Client B volume is 10,000 pieces and Client C is 10,000 pieces.

Total volume for Client A, B and C is 25,000 pieces.

The adjustment percentage is 10%, given the 70% threshold (i.e., tolerance is 30% tolerance minus the passing percentage 10% = 10%).

10% times the total volume (25,000 pieces) for the clients is 2500 pieces.

2500 times \$0.07 = \$175.00.

\$175.00 is the calculated additional postage.

- The mailer must provide detailed documentation to support the volume by client.
- If more than three clients are found with Move Update errors that cause the mailing to fail verification, the entire mailing will be subject to an additional postage calculation.

2.8 Accessing the Address Quality Report Move Update in MicroStrategy

Aggregated Address Quality reports are also provided for mail owners and mail preparers through the MicroStrategy environment. When the user is logged into the Business Customer Gateway the reports are accessed by clicking on the 'Mailing Reports' link under the Manage Mailing Activity menu. The user then selects the Mail Quality Reports link (Figure 2-4).

Selecting Mail Quality reports will take the user to the MicroStrategy reporting tool. A list of Mail Quality reports is available in the Mail Quality Reporting from the Shared Reports folder. The user clicks on the Shared reports folder to access the reports as shown in figure 2-5.

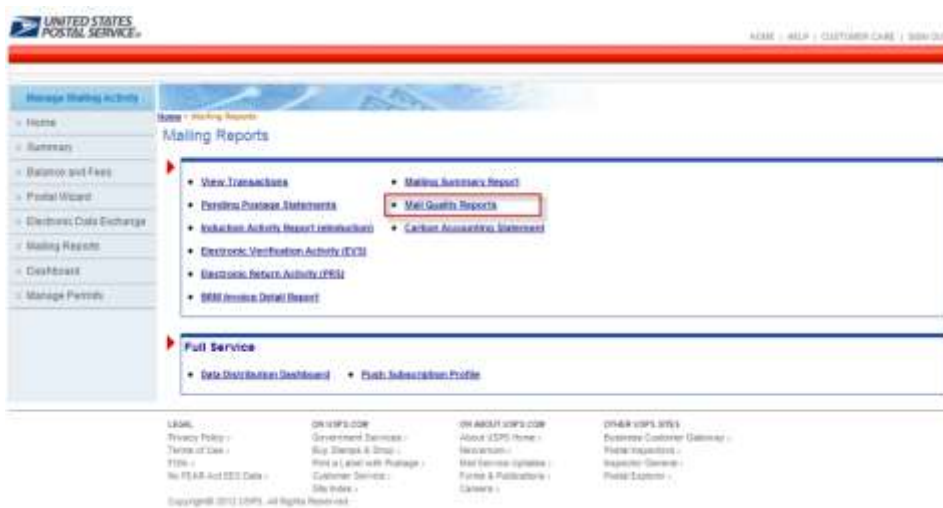


Figure 2-4: Select Mail Quality Reports to enter MicroStrategy environment



Figure 2-5: User selects the Shared Reports icon

MicroStrategy allows users to save reports so that they can come back and run them without having to re-select report prompts. These saved reports are then accessible through the My Reports folder. To save a report, use the File menu.

A Subscription can be assigned for any Saved reports. A subscription tells the system to process a saved report on a regular frequency and places the report in the Subscriptions folder.

Several report options are available under the Mail Quality Reporting folder (Figure 2-6). The Address Quality report contains Move Update verification results. Click on the Mail Quality Reporting folder to access the Mail Data Quality and Mail Preparation Quality reporting (Figure 2-7).



Figure 2-6: Mail Quality Reporting folder



Figure 2-7: Select Mail Preparation Quality reporting to access Address Quality Reporting

Select the Mail Preparation Quality folder to access the Address Quality Report (Figure 2-7).

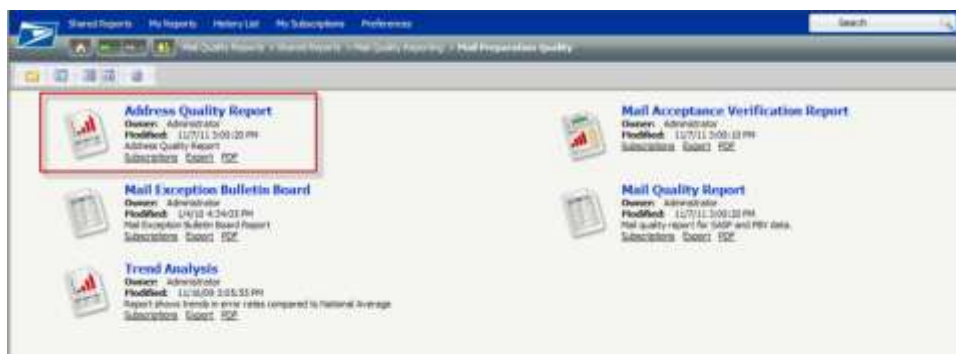


Figure 2-8: Reports available through Mail Data Quality folder

MicroStrategy provides a list of “Prompts” in the left-hand shaded column. The user must select a “Location” as shown in the figure 2-8. By selecting “All Areas” the report will show all locations where mail was deposited.

- The “Select Date Range” prompt defaults to the “last 30 days”. The user may click on the Select Date range prompt and select another option if you wish.
- The “Select Mail Class” prompt defaults to All Mail Classes but the user may click on the prompt and select another option if desired.
- The “Processing Category” prompt defaults to All Processing Categories. The user may click on the Processing Category prompt and select another option if desired.

The Selection is added by clicking on the selection in the “Available” box and clicking on the right pointing arrow to move the selection to the ‘Selected’ box as shown in Figure 2-9.

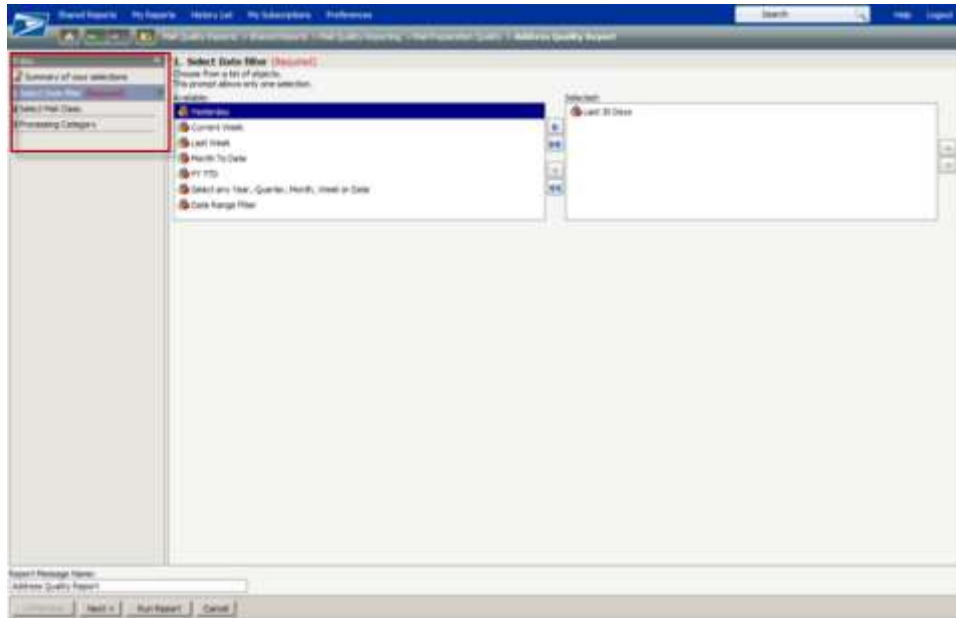


Figure 2-9: User selects from MicroStrategy selection criteria

After clicking on ‘Run Report’ the system will begin processing the report request. The Address Quality Report will be displayed as shown in Figure 2-10.



Figure 2-10: Address Quality Report drill down options, see also Figure 2-11

Facility	Facility	Date	Percentage	Statement ID/Number	Job ID/MAE	Owner	Confidence	Registration ID
BALTIMORE, MD (21200-2412)	BALTIMORE - BALTIMORE - (21223-9992)	10/18/2011	82.25%	00000468			-1	
		1/2/2012	82.25%	00000468			-1	
		1/2/2012	82.25%	00000468			-1	
		1/4/2012	82.25%	00000468			-1	
		4/6/2012	82.25%	00000468			-1	

Figure 2-11: Right-clicking enables more drill down options

Placing the cursor on the 'Facility' column header and clicking the right mouse button will display new menu selections. The 'drill' option will allow the user to select 'Move Update Issues Breakdown' to review a further breakdown of the Move Update verification results.

MAE	Preparer	Customer Registration ID	MAE	Preparer	Percent Number	MAE	Owner	Percent Number	Score	Total Pieces	Total COAs	MAEs Updated 95 Days to 18 Months
4159571	242		82740		100%				676	16		
4159571	13665		81231		100%				278	12		
4159571	13665		81231		100%				231	1		
4159571	13665		82260		100%				390	13		
4159571	242		81121		100%				989	26		
4159571	242		81531		100%				811	21		
4159571	242		81588		100%				152	7		

Figure 2-12 (continuation of image columns to right): Detailed view of right-clicking drill functionality provides Facility data.

COAs Updated 95 Days to 18 Months	COAs not updated < 95 Days	COAs not updated 95 Days to 18 Months	COAs not updated 18 to 48 Months
5	0	1	0
1	1	0	0
0	0	0	0
4	1	0	0
8	2	1	0
4	0	0	0
2	0	0	0

Figure 2-13 (continuation of image columns to far right): Detailed view of right-clicking drill functionality provides Facility data

2.9 MicroStrategy Report – Move Update Issues Breakdown – Mail Owner & Mail Preparer View

By clicking on any underlined “Facility” name (Internet California Co.) in Figure 2-14, the system will drill to the table as shown in Figure 2-14. Alternatively, you may right mouse click on the “Facility” column and a menu will appear. Click on “Drill” (figure 2-10) and the table shown in Figure 2-14 will be displayed.

After using this drill functionality to access the Move Update Issues Breakdown, the system will display the Address Quality Report details view as shown in Figure 2-15.

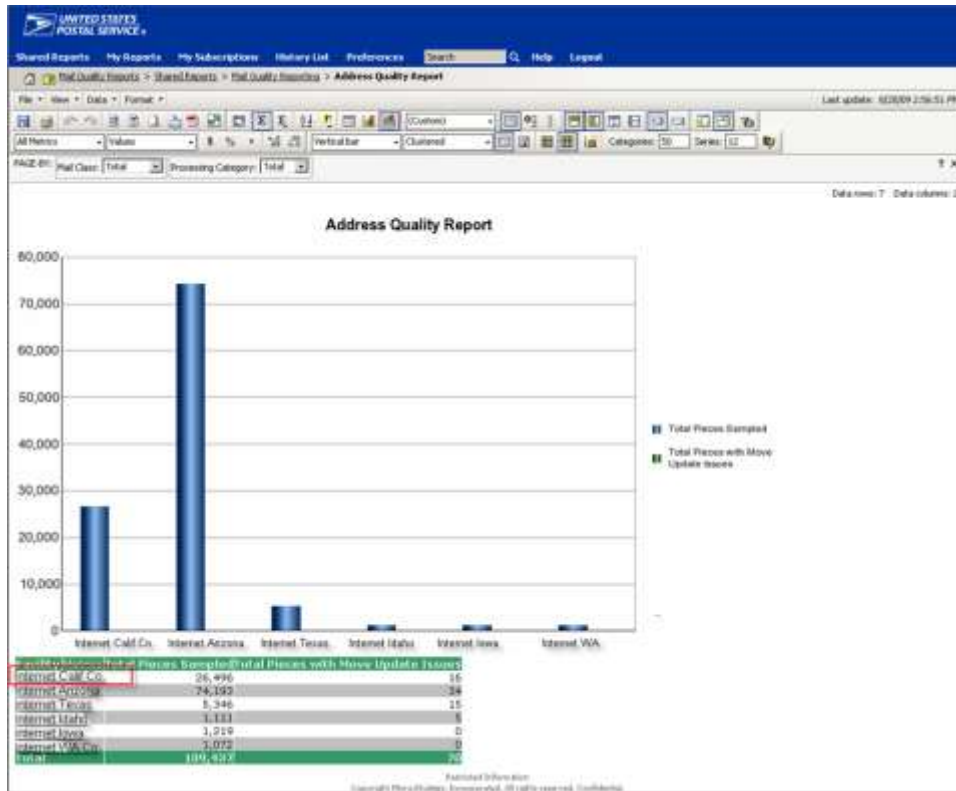


Figure 2-14: Right-clicking Internet Calif Co. will drill to Figure 2-17

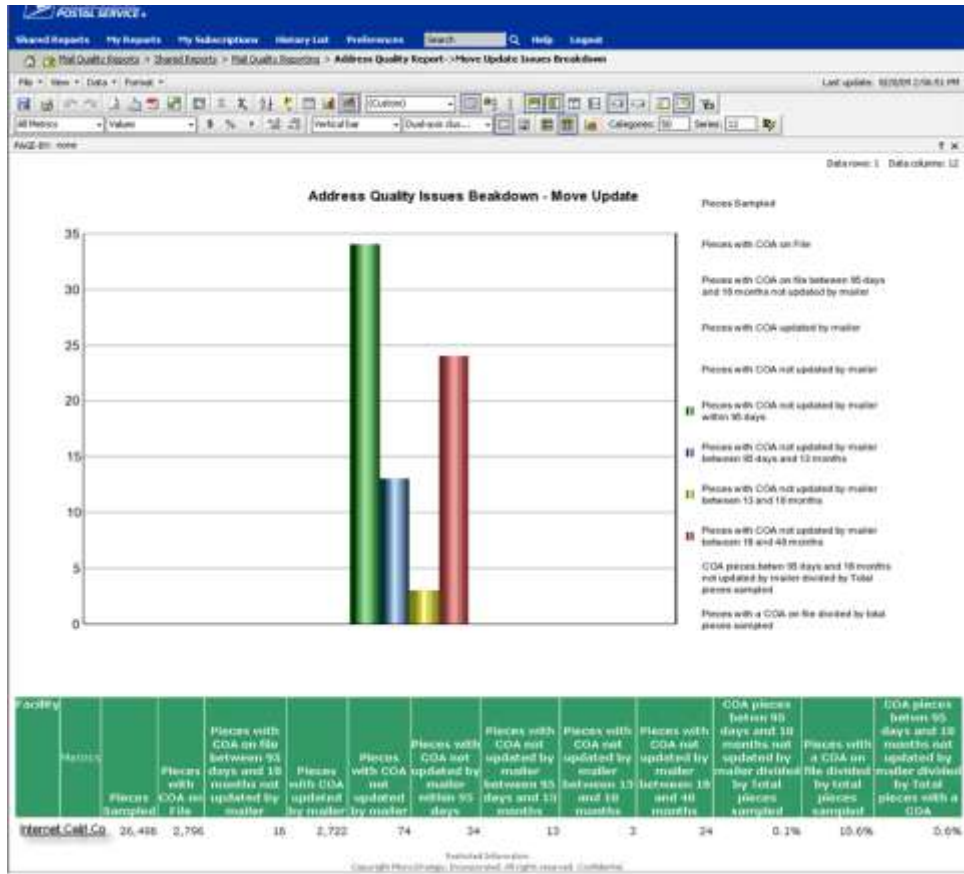


Figure 2-15: By right-clicking Internet Calif Co. the Address Quality report in the next figure displays

Mailer Job ID	Postage Statement ID	Date of Mailing	Verification Facility	Mail Class	Processing Category	Address	Move Effective Date	Days Between Mailing and Move
71447829	72656991	7/29/2009	Internet Calif Co.	First Class	Letters	2180 N 49TH ST, WARMINGTON, MI 480753004	11/6/2007	631
71447829	72656991	7/29/2009	Internet Calif Co.	First Class	Letters	2246 S ALDRICH ST, MILWAUKEE, WI 532073204	7/27/2006	1098
71447829	72656991	7/29/2009	Internet Calif Co.	First Class	Letters	4231 N 25TH ST, MILWAUKEE, WI 532096411	6/1/2006	1154
71498002	72716014	7/30/2009	Internet Calif Co.	First Class	Letters	3028 SUGAR CREEK CT, SAINT PETERS, MO 632763468	5/2/2006	1185
71550226	72774242	7/31/2009	Internet Calif Co.	First Class	Letters	246 ENGLEWOOD AVE, BELLWOOD, IL 600141301	9/19/2005	1411
71550227	72774243	7/31/2009	Internet Calif Co.	First Class	Letters	18094 SW LINCOLN CHAPEL, MEDICINE LODG, KS 672080017	8/30/2006	1066
71802114	73069919	8/7/2009	Internet Calif Co.	First Class	Letters	W DOUGLAS BLVD, APT 1A, CHICAGO, IL 606270824	1/8/2007	942
71946060	73263401	8/12/2009	Internet Calif Co.	First Class	Letters	536 BIRD ST, ELGIN, IL 601203025	7/10/2007	764
71992608	73313202	8/13/2009	Internet Calif Co.	First Class	Letters	1322 MADISON BROS, HINDSVILLE, AR 727380225	8/8/2007	736
71992608	73313202	8/13/2009	Internet Calif Co.	First Class	Letters	PO BOX 325, AR 727380225	7/11/2005	1494
71992610	73313204	8/13/2009	Internet Calif Co.	First Class	Letters	108 ADDISON DR, MANSFIELD, TX 760635112	6/15/2006	1155
71992610	73313204	8/13/2009	Internet Calif Co.	First Class	Letters	2230 CHARLESTON DR, MANSFIELD, TX 760635124	4/26/2006	1205
72036750	73373557	8/14/2009	Internet Calif Co.	First Class	Letters	4600 RICH RD, LOT 604, N LITTLE ROCK, AR 721178134	4/18/2007	849
72036750	73373557	8/14/2009	Internet Calif Co.	First Class	Letters	PO BOX 325, AR 727380225	3/30/2006	1233
72195821	73584952	8/19/2009	Internet Calif Co.	First Class	Letters	2775 S 136TH EAST PL, TULSA, OK 741342613	8/26/2005	1454
72379241	73799225	8/25/2009	Internet Calif Co.	First Class	Letters	523 BENTWOOD DR, LEANDER, TX 786434111	1/12/2008	591
72379241	73799225	8/25/2009	Internet Calif Co.	First Class	Letters	4776 BOYT RD, BEAUMONT, TX 777132908	10/1/2006	1059
72379241	73799225	8/25/2009	Internet Calif Co.	First Class	Letters	8882 CLOVER HAVEN ST, DALLAS, TX 752272801	12/23/2005	1341
72379241	73799225	8/25/2009	Internet Calif Co.	First Class	Letters	5809 COUGAR DR, APT 214, AUSTIN, TX 787453091	10/11/2006	1049
72379241	73799225	8/25/2009	Internet Calif Co.	First Class	Letters	PO BOX 213217, NY 119621217	1/16/2008	587
72379241	73799225	8/25/2009	Internet Calif Co.	First Class	Letters	PO BOX 3388, VA 221493388	5/24/2006	1189
72379241	73799225	8/25/2009	Internet Calif Co.	First Class	Letters	SCOTT STELL RD, SAHARAH, GA 304860011	1/9/2007	959
72379242	73799226	8/25/2009	Internet Calif Co.	First Class	Letters	5807 79TH ST, LUBBOCK, TX 794241725	6/25/2007	792
72427026	73854821	8/26/2009	Internet Calif Co.	First Class	Letters	4725 SANDRA LYNN DR, MESQUITE, TX 751500046	3/6/2007	904

Figure 2-16: By MicroStrategy – Address Quality Report (details view) – Mail Owner & Mail Preparer View

Figure 2-16 displays the mailpieces that had a Change of Address on file that was between 95 days and 18 months and the old address that was used on the piece. The Postage Statement ID and Mailing Job will be displayed for each piece in an individual mailing. The figure will also show the Date of Mailing, Verification Facility, Mail Class, Processing Category, the Address as it appeared on the piece, the Move Effective Date (date of the change of address) and Days between Mailing and move (the number of days between the date of mailing and the change of address date).

Chapter 3 Mail Quality Report

The Mail Quality Report is designed for customers to track and improve on the errors found with mail preparation. The reports are a feedback mechanism to customers as they can be easily pulled by the Mail Preparer or Mail Owner from the Mailing Reports menu when logged into the Business Customer Gateway. Permit data is validated in the *PostalOne!* system and mail quality validations are performed by other subsystems. During this validation process, error messages are compiled. This error processing enables the reporting of those errors found.

Error information is presented as “Jobs with Issues” in the Mail Quality Report. Data is initially presented as summary information with options to drill down to more granular levels as with the sub-error type reporting i.e., the barcode error type includes sub-error types including bar height, spacing, pitch etc.

3.1 Report (Top Level) Summary Information

- Customer Location
- Jobs Submitted
- Total Pieces
- Jobs with Issues
- Total Pieces in Jobs with Issues
- Jobs with Issues (as a % of the total per location)
- % of Jobs with Issues
- % of Pieces Impacted by Issues

To review the report, the user must gain access to the Manage Mailing Activity service. Once the user is approved for access, the user logs in to the Business Customer Gateway and selects **Manage Mailing Activity**, then **Mailing Reports** (Figure 3-1). Access to the reports is through the Mail Quality Reports link then Shared Reports icon (Figure 3-2). Next, the user must then select Mail Quality Reporting folder (Figure 3-3), then the Mail Data Quality folder (Figure 3-4), and finally the Mail Quality Report icon (Figure 3-5).

The error types the report is capable of reporting include the following:

- Barcode
- Digit String
- Presort
- Postage
- Bundle Integrity
- Mail Piece Design
- Container
- Move Update
- Metered Mail (short paid)
- Service or Service Type Identifier Issues
- Mailer ID

3.2 MicroStrategy Features

The report is built on the MicroStrategy platform and uses built-in features such as the report (build) prompts, drill down capacity, Page By functionality and exporting to Excel to name a few. For the Mail Quality Report, drill down presents error details by customer location, where location values are hyperlinked to more granular levels of detail.

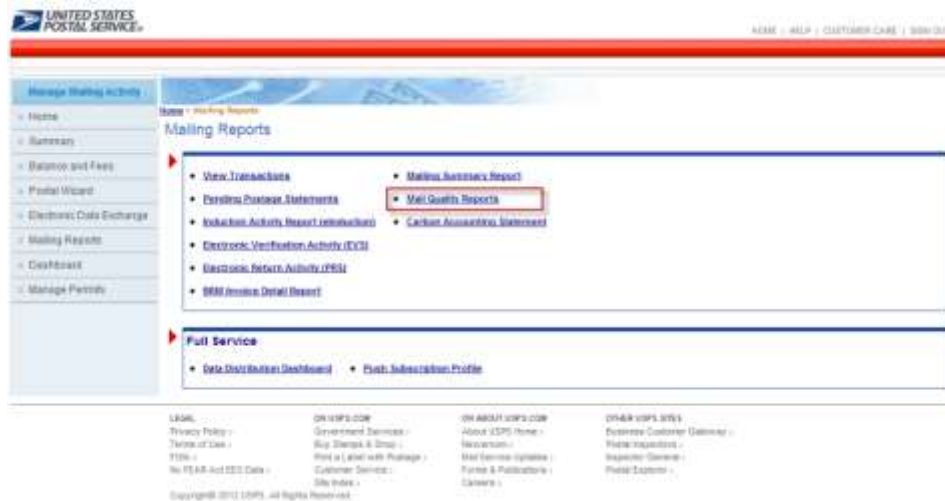


Figure 3-1: Mail Quality Reports link accesses Mail Quality Report

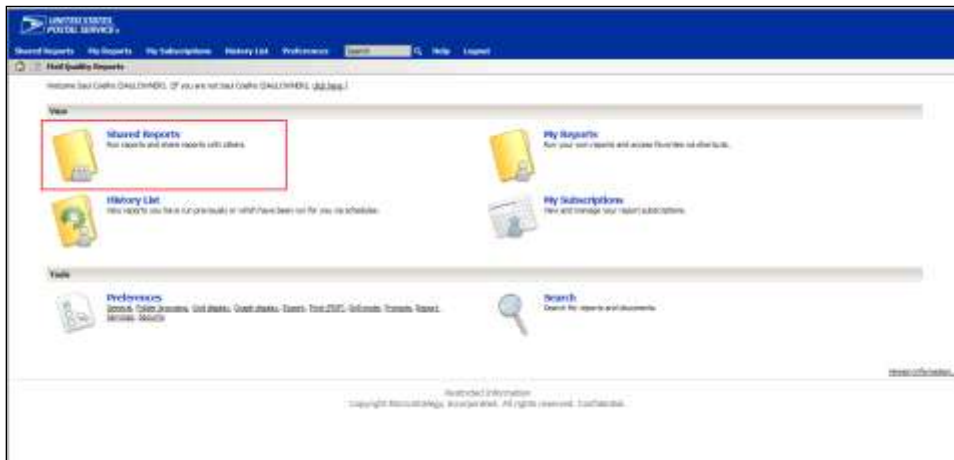


Figure 3-2: The Mail Quality Report is located within the Shared Reports folder



Figure 3-3: Mail Quality Reporting Folder from Shared Reports folder



Figure 3-4: Mail Preparation Quality Reporting Folder from Mail Quality Reporting



Figure 3-5: Mail Quality Report from Mail Preparation Quality

The first (report build) prompt requires the user to select from a list of date filter criteria (Figure 3-6). A second prompt requires the user to select from a list of customer locations or search for a Customer Location using the search box (Figure 3-7). These are the only required report prompts before the user selects Run Report in order for the system to begin compiling the report.

Optionally, the user can select by mail owner or mail preparer. To select contiguous items within the list, the user SHIFT then right points with the mouse. To select noncontiguous mailers from the list, the user CTRL then right points with the mouse.

3.2.1 Date Prompt



Figure 3-6: Report Build Prompt – Date Filter

3.2.2 Customer Location Prompt



Figure 3-7: Report build prompt – Customer Location



Figure 3-8: Mail Quality Report

The report prompts (Date Range and Customer Location) are required before the Run Report button can be selected and the system returns the Mail Quality Report (Figure 3-8). The following report columns are displayed at this summary level: Customer Location, Total Jobs, Total Pieces, Revenue, Jobs with Issues, Total Pieces for Jobs with Issues, % Jobs with Issues, and % of Pieces Impacted by Issues.

The Customer Location link (red high-lighted box in Figure 3-8) is drill-down enabled. There can be more than one customer location. The example in Figure 3-8, shows only one Customer Location, the Page By feature is always enabled for any attribute and does not require more than one row of data. Upon selecting the Customer Location link, the system returns the Mail Quality Issues breakdown graph and reports page. The jobs with issues are aggregated by Error Type (Figure 3-9).

The drill down from the Customer Location link displays the columns: Error Type, Number of Jobs with Errors, and Total Pieces in Jobs with Errors. The Error Type (red high-lighted box in Figure 3-9) is drill-down enabled to the sub-error. Upon selecting any one of the Error Type links, the system returns the Total Jobs with Sub Error by Error Detail page (Figure 3-10).

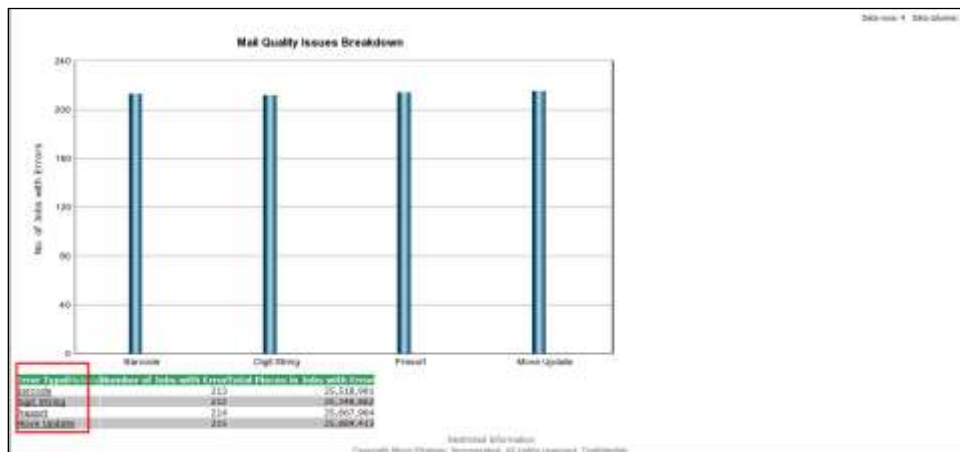


Figure 3-9: Mail Quality Issues breakdown graph and reports page

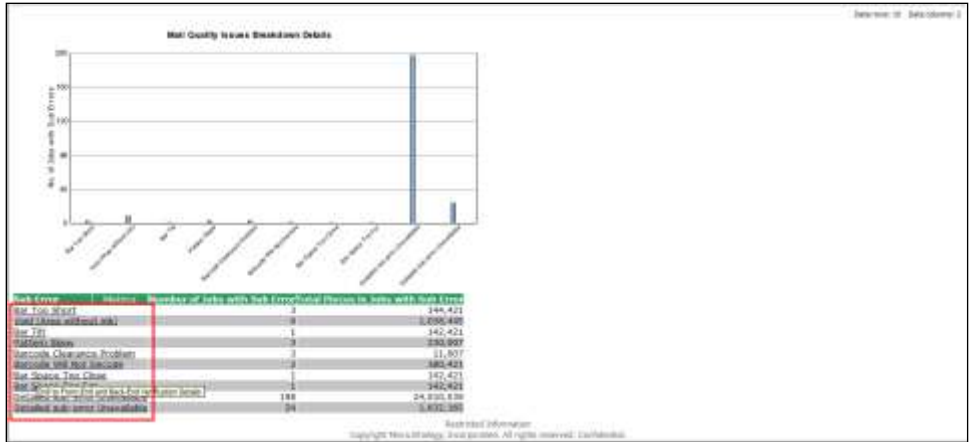


Figure 3-10: Mail Quality Issues Breakdown Details reports page.

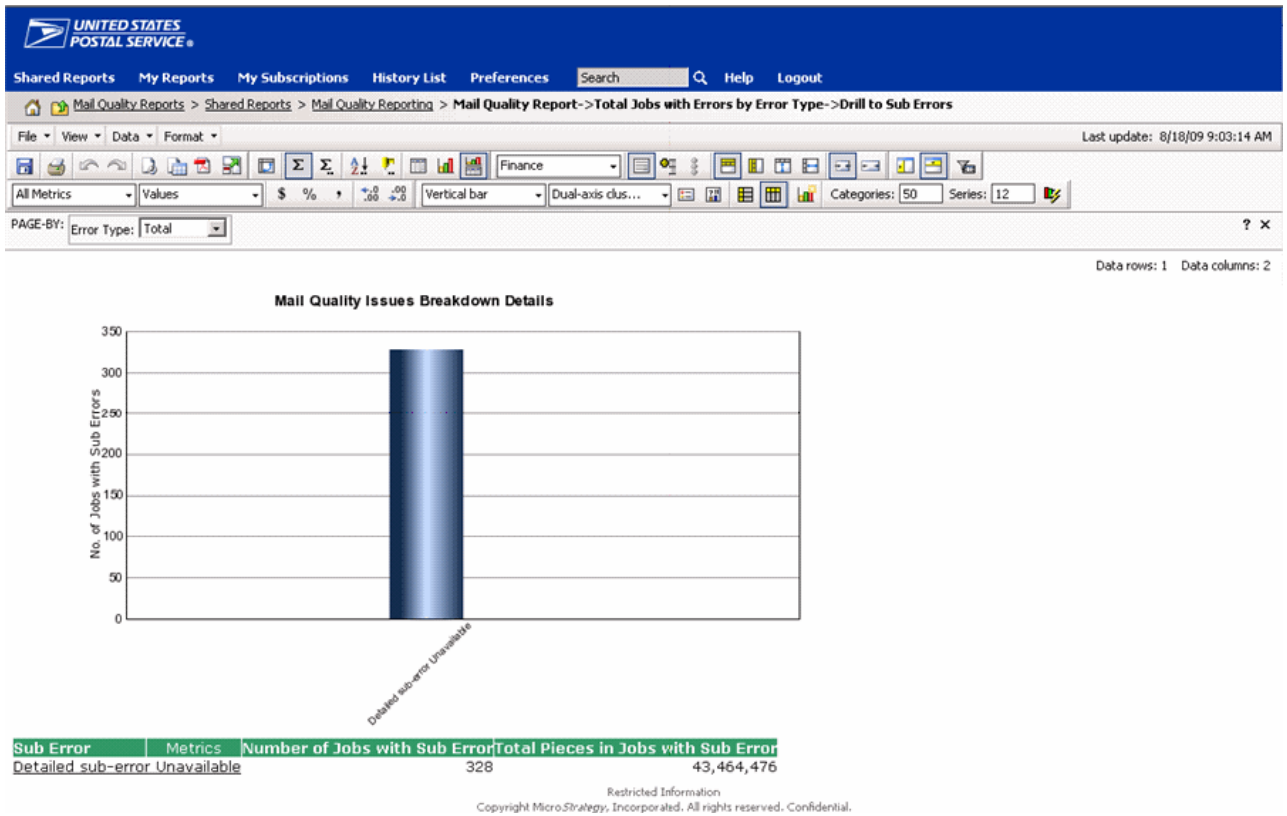


Figure 3-11: Mail Quality Issues Breakdown Details drill down from Digit String error type

In Figure 3-10, the sample report presents the sub-errors for the Barcode error type. The sub error column (red highlighted box in Figure 3-10) is drill-down enabled to the verification information. Upon selecting any one of the Error Type links, the system returns the details for issues related to full-service verifications (Figure 3-11).

The sub error (Detailed Sub-error Unavailable link) is drill-down enabled to the verification information. Upon selecting the Detailed Sub-error Unavailable link, the system returns the details for “Void Area without ink” related to full-service verification (Figure 3-12).

The following report columns are displayed at this final drill down level: Location, Cost Center, Mailer Job ID, Postage Statement ID, Mail Preparer Customer Registration ID, Mail Owner Customer Registration

ID, Mail Preparer Permit Number, Mail Owner Permit Number, Mail Owner, Verification Type, Error Type, Sub Error, Barcode Type, Job Start Date, Job End Date, Results, and Revenue. The Results data column refers to the pass rate of the verification performed and is expressed as a percentage. When *Detailed Sub Error Unavailable* is shown, it means the results in the system were manually entered, and not through MERLIN or using any detailed worksheet.

Location	Cart Carrier (alt. ID)	Mailpiece Measurement (ID)	Mail Preparer Customer Registration ID	Mail Owner Customer Registration ID	Mail Preparer Permit Number	Mail Owner Permit Number	Mail Class	Verification Type	Error Type	Sub Error	Barcode Type	Job Start Date	Job End Date	Results	Revenue
	128187-0009	88464021	2220034	2220034	585	585		MERLIN	Barcode Void (Area without ink)					203%	\$0.00

Figure 3-12: Verifications from Sub Error drill down on the barcode – Void (Area without ink)

Chapter 4 Full-Service Data Quality and Verification Reports

The Full-Service Data Quality and Verification Reports are available as a tool for mailers to track and improve on full-service electronic documentation non-compliance errors as provided by their Mail.dat, Mail.XML and Postal Wizard submissions. The reports are designed to present data detected by *PostalOne!* and subsystem error detection processing.

This verification process is intended to summarize compliance error counts and that full-service standards are met. A full-service mailing is checked to see that information in USPS systems match the appropriate data fields in the electronic documentation. Verification errors may lead to non-compliance with full-service, eventual loss of discounts and inability to receive start-the-clock, container scans, and ACS/Nixie data.

Note: A separate report, the “Full-Service Verification Invoice Report”, will show postage charges due to loss of discounts. It is described in the *Guide to the Business Customer Gateway On-line Services and Full Service Tools* in Section 5.5 “Full-Service Verification Invoice Report.” The verification errors themselves are explained in *A Guide to Intelligent Mail for Letters and Flats*, Chapter 5 “Full-Service Verification and Assessment”; a complete list of the errors is in that document, Appendix D.

Errors during eDoc submissions are captured by the *PostalOne!* subsystems and are based on post induction data run validations and verification on full-service compliance. The data quality reports present data by Location, Date Range, Mail Preparer, Mail Owner, and Error Type. To review the reports, a user must gain access to the Manage Mailing Activity service. Once the user is approved for access, the user logs in to the Business Customer Gateway and selects the Mailing Reports link from the homepage, then Mail Quality Reports. Refer to Figure 4-1..

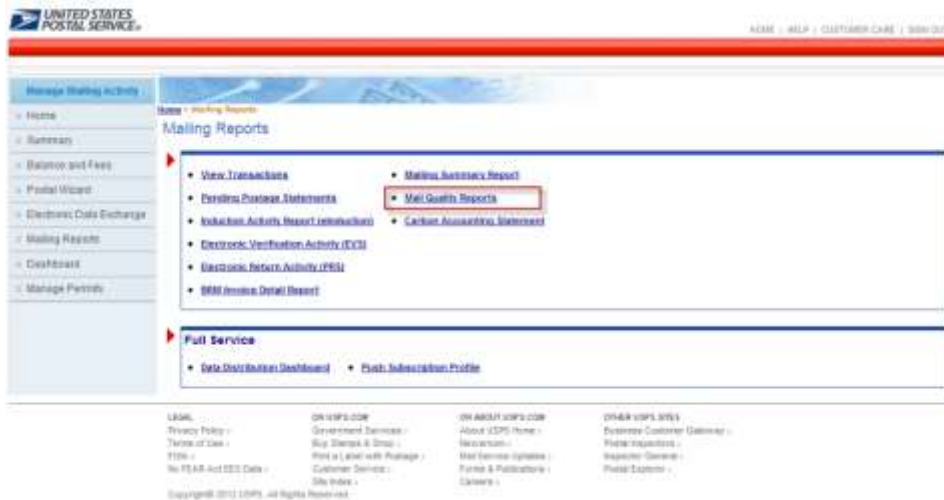


Figure 4-1: Select Mail Quality Reports link to access Full-Service Data Quality and Verification Reports

Mail Quality detail reports are located within a new full-service reports folder Shared Reports > Mail Quality Reporting > Mail Data Quality. (Figure 4-2, Figure 4-3 and Figure 4-4)

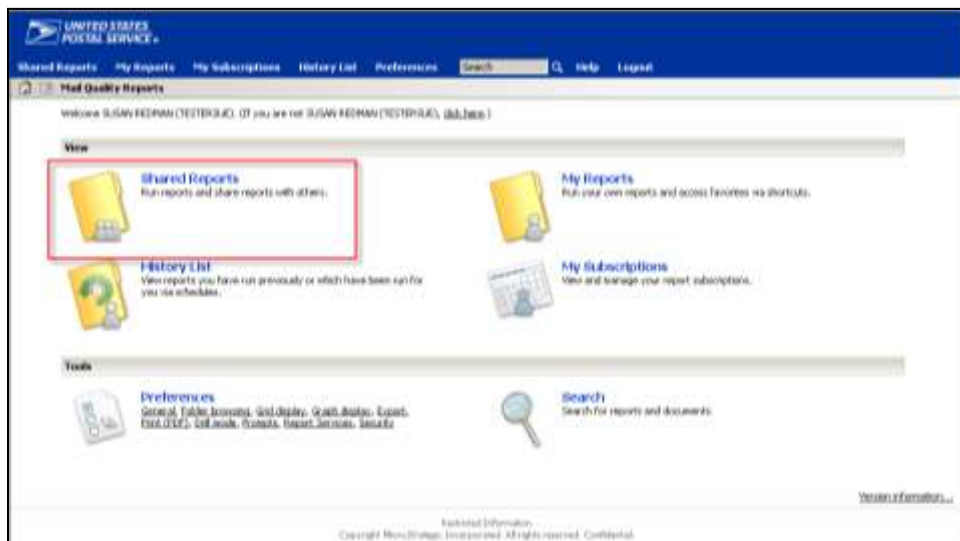


Figure 4-2: User selects the Shared Reports folder for access

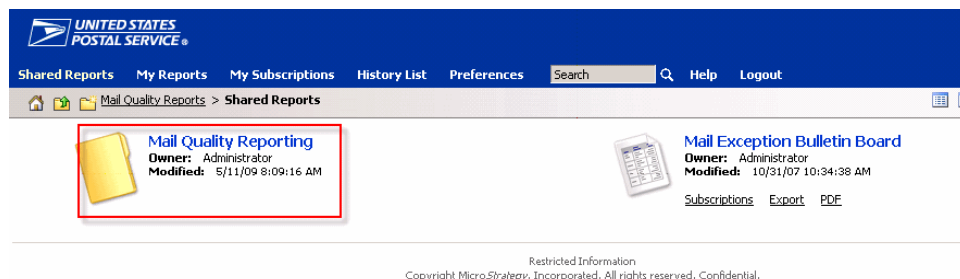


Figure 4-3: User selects the Shared Reports folder

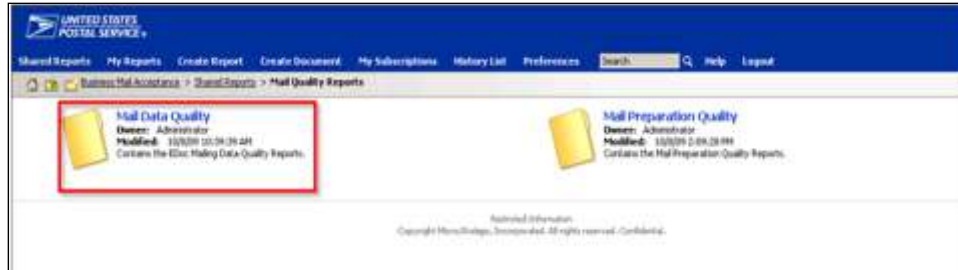


Figure 4-4: User selects Mail Data Quality for final access

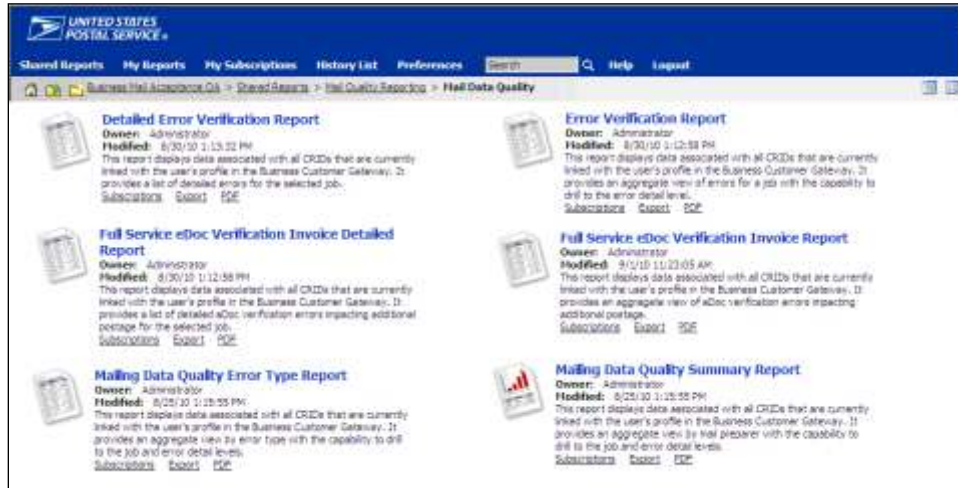


Figure 4-5: User selects the Mail Data Quality folder for report access

4.1 Mailing Data Quality and Verification Reports

Figure 4-5 shows the available reports within the Mail Data Quality folder.

- **Mailing Data Quality Summary Report:** displays the number of Jobs and associated errors by Customer Location. It lists the number of Containers, Handling Units and Pieces and their errors and warnings by Customer Location. The report provides the ability to drill through the customer location to the corresponding jobs using the mailing group link. The user additionally can drill from the job to the corresponding errors.
- **Mailing Data Quality Error Type Report:** displays the number of errors by Error Type, Mail Preparer CRID/ Name, and Mail Owner CRID/Name, Error Type, Total Errors, and Total Warnings. The report provides the ability to drill through the Error Type to the corresponding jobs. Additionally, the user can continue to drill from using the Mailing Group ID.
- **Error Verification Report:** displays the number of errors by Mail Preparer CRID/Name, Mailer Owner CRID/Name and Job Mailing Date, Mailing Group ID, Customer Group ID, Job ID, User License Code, Submission Type, Error Type, Total Errors, and Total Warnings. The report provides the ability to drill through the Error Type to the corresponding errors.
- **Detailed Error Verification Report:** displays detailed information about the errors in the Job, including: Error Mailing Date, Mail Preparer /Location, Mail Owner, Mailing Group ID, Mailer ID, Mail Class, Processing Category, Type, Lower Piece Range, Upper Piece Range, Affected Piece Count, IM Barcode, Container ID, Piece ID, Container Type, CSA ID, Appointment ID, Error Type, Error Description, Customer Group ID, Job ID, User License Code, Error/Warning Indicator, Error Code, and Error Data.

- Full Service eDoc Verification Invoice Report: displays all jobs (both jobs that contain errors and those that don't) for a specified date range. It displays the real-time count of affected pieces and additional postage amount. The user can drill on Mailing Group ID and then Container ID to view corresponding container information and error type counts.
- Full Service eDoc Verification Invoice Detailed Report: displays detailed information about a specified job's errors affecting additional postage. Information displayed includes Mailing Group ID, Customer Group ID, Job ID, User License Code, Container ID, Mail Owner, MPA ID, Mailer ID, Mail Class, Processing Category, Type, Lower Piece Range, Upper Piece Range, IM Barcode, Container Type, Piece ID, CSA ID, Appointment ID, Error Type, Error Description, Error Data, Total Affected Pieces, Error Code, and an Additional Information link.
- Mail Preparation and Data Quality Dashboard: displays a summary of FS eDoc Errors and Warnings, Start the Clock Exclusions, Acceptance Verifications, and Move Update Verifications. Each reporting section displays data aggregated according to each section's underlying report (by owner/preparer or eDoc submitter). Each section also provides the ability to drill to the underlying report. This report requires a date range and also displays a CRID prompt with all CRIDs associated to the user's profile in the Business Customer Gateway available for selection.
- Start-the-Clock Yield Reporting Dashboard: displays the counts and percentages of containers, handling units, and pieces that receive Start-the-Clock by Mail Class and Processing Category. The report provides the ability to drill by Entry Facility, eDoc Submitter, and Start-the-Clock Exclusion Reason to view counts and percentages of containers, handling units, and pieces that receive Start-the-Clock by Entry Facility, eDoc Submitter, and Start-the-Clock Exclusion Reason, accordingly. It also provides the ability to further drill through Entry Facility, eDoc Submitter, or Start-the-Clock Exclusion Reason to view detailed information at a mailing group level in the Start-the-Clock Mailing Group Drill Report.

Note: The User License Code (ULC) (sometimes called a provider code) is assigned by IDEAlliance to each Mail.dat user. The ULC uniquely identifies the customer to the Postal Service. Customers who generate, update, or pass along Mail.dat files for subsequent use must have a ULC.

4.1.1 Report Prompts

Each of the reports allows users to apply filter criteria that are referred to as report prompts in MicroStrategy. For the Mail Data Quality Reports the prompts include Date Filter Criteria (Figure 4-6), Error Type (Figure 4-7), and Job prompt (Figure 4-8 and Figure 4-9). Prompts are not all needed for each report as shown in Table 1. The table maps both required and optional filter criteria to each report.

Report Name	Drill 1	Drill 2	Date Filter Criteria	Error Type	Job Identifier	CRID
Mailing Data Quality Summary Report	Customer Location	Mailing Group ID	R			
Mailing Data Quality Error Type Report	Error Type	Mailing Group ID	R	O		
Error Verification Report	Error Type		R	R	O	
Detailed Error Verification Report				R	R	
Full Service eDoc Verification Invoice Report	Mailing Group ID	Container ID	R			
Full Service eDoc Verification Detailed Invoice Report			R	O	R	
Mail Preparation and Data Quality Dashboard			R			O
Start-the-Clock Yield Reporting Dashboard	Entry Facility, eDoc Submitter, or Exclusion Reason	Mailing Group	R			

Table 1: Required and Optional Prompts for each report (R – Required, O – Optional)

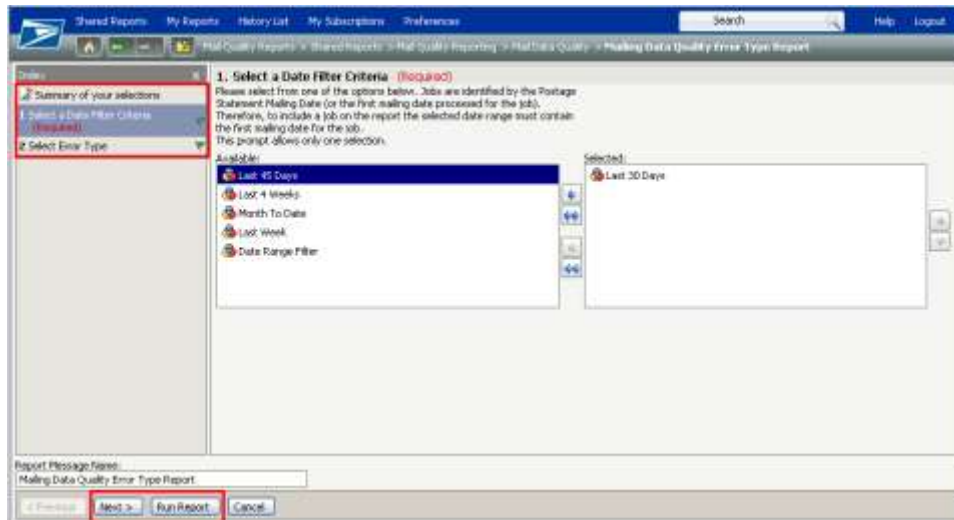




Figure 4-6: Working with prompts in MicroStrategy

As shown in Figure 4-6, the available prompts are displayed along the left pane. Users can filter the report by date, including: Last 30 Days (default), Last 45 Days, Last 4 Weeks, Month To Date, Last Week and Date Range Required prompts are highlighted as “(Required)”; the others are optional criteria.

Selecting from the ‘Available’ box is the same procedure for all the report prompts. The steps to select from the available selections are as follows: select one or more items from the ‘Available’ box, click the  button and the selection is transferred to the ‘Selected’ box. The user can also double-click

selections in the 'Available' box to move elements to the 'Selected' box. The  button moves all items from the 'Available' to the 'Selected' box.

To continue to the next prompt, the user clicks the 'Next' button. To run the report (after all required prompts have been answered), click the 'Run Report' button.

A description of each of the prompts used across all the reports can be seen below.

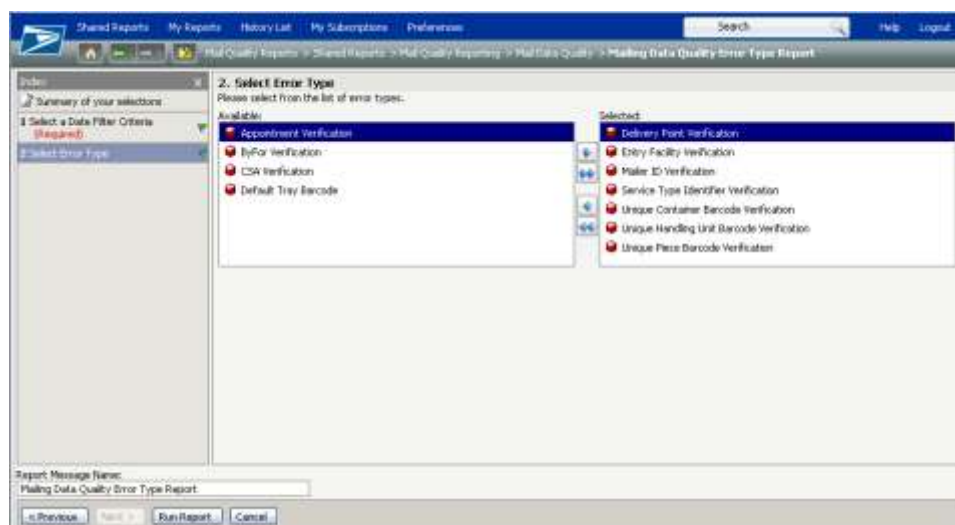


Figure 4-7: Report Prompt: Error Type Criteria

Users can select one or many error types including those listed below:

- **Appointment Verification:** appointment information contained in the submitted eDoc doesn't match against the appointment information received from FAST.
- **By/For Verification:** Mail Owner or Mail Preparer field is missing or if the mail preparer or owner identifiers in the form of CRIDs, MIDs and/or Permits are validated as invalid.
- **CSA Verification:** CSA information contained in the submitted eDoc doesn't match against the CSA information received from FAST.
- **Default Tray Barcode Verification:** copalletized trays are not linked to original mailing's trays.
- **Delivery Point Verification:** 5, 9, or 11 digit zip code is invalid or only 9s (or zeroes) are used on the address.
- **Entry Facility Verification:** an entry facility cannot be determined based on the eDoc locale key for destination entered or the eDoc entry point postal code is less than 5 digits or alphanumeric for origin entered.
- **Mailer ID Verification:** mail owner/preparer is identified by Mailer ID (MID) in the submitted eDoc, but the MID are not valid in Mailer ID system and supporting subsystems.
- **Service Performance Verification:** The Postage Statement Finalization Date is 2 or more days after the Scheduled Ship Date for the DMU Verified, USPS Transported Physical Container or Handling Unit.
- **Service Type ID (STID) Verification:** STID provided by the mailer in the IMb, is not a full-service STID and/or doesn't match the class of mail.

- Unique Barcode Verification: eDoc contains IMcbs (for containers), IMtbs (for handling units), IMbs (for pieces) that aren't unique within the mailing and/or across mailings within the configurable limit (currently 45 days).



Figure 4-8: Report Prompt: Job Identifier Prompt

Users can select one Job submission type. Based on the selection, the user is re-prompted to enter the specific Job information: Job ID and User License Code for Mail.dat, a Mailing Group ID and Customer Group ID for Mail.XML, and a Mailing Group ID for Postal Wizard (refer to Figure 4-9). Note: Obtain the User License Code from your mail preparer or the entity who will submit original Mail.dat files in the Production environment.

Mail.dat	Mail.XML	Postal Wizard
<p>User is first re-prompted to enter Job ID.</p> <p>3. Enter Job ID* (Required)</p> <p>Please enter the Job ID. (Note: This field is case sensitive) This prompt requires at least one selection.</p> <input type="text"/> <p>User chooses Next and enters the User License Code</p> <p>4. Enter User License Code* (Required)</p> <p>Please enter the User License Code. (Note: This field is case sensitive) This prompt requires at least one selection.</p> <input type="text"/>	<p>User is first re-prompted to enter Mailing Group ID.</p> <p>4. Enter Mailing Group ID* (Required)</p> <p>Please enter the Mailing Group ID. This prompt requires at least one selection.</p> <input type="text"/> <p>User chooses Next and enters the Customer Group ID</p> <p>4. Enter Customer Group ID* (Required)</p> <p>Please enter the Customer Group ID. (Note: This field is case sensitive) This prompt requires at least one selection.</p> <input type="text"/>	<p>User is re-prompted to enter Mailing Group ID.</p> <p>4. Enter Mailing Group ID* (Required)</p> <p>Please enter the Mailing Group ID. This prompt requires at least one selection.</p> <input type="text"/>

Figure 4-9: Specific Job Identifier Prompts

4.2 Mailing Data Quality Summary Report

The Mailing Data Quality Summary Report displays the aggregate data at the Customer Location level. The report comprises eleven data columns: customer's mailing facility, total number of containers that contain eDoc errors, total number of containers that contain warnings, total number of containers, and total number of handling units that contain eDoc errors, total number of handling units that contain warnings, total number of handling units, total number of pieces that contain eDoc errors, total number of pieces that contain warnings, total number of pieces and total number of jobs processed at the location.

Data is demonstrated in a report via data columns (Figure 4-10). The required report prompt is Date Range. The report displays the prompt selections (Date Filter) in the header section. The report is sorted by Customer Location in ascending order.

The report does not count container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Customer Location	# of Containers Errors	# of Containers Warnings	# of Containers	# of Handling Unit Errors	# of Handling Unit Warnings
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)	0	2	10	0	0
Total	0	4	14	0	0

# of Handling Units	# of Piece Errors	# of Piece Warnings	# of Pieces	# of Jobs
224	255	0	34,320	1
22	269	0	758	2
246	524	0	35,078	3

Figure 4-10: Example of the Mailing Data Quality Summary Report

The report allows the user to drill on *Customer Location* to view the corresponding Job level information. The report drill displays the Mail Preparer CRID/Name, Mail Owner CRID/Name, Job Mailing Date, Mailing Group ID, Customer Group ID, Job ID, User License Code of the submitter, Submission Type (Mail.dat, Mail.XML, Postal Wizard), the total number of containers with errors, total number of containers with warnings, total number of containers, total number of handling units with errors, total number of handling units with warnings, the total number of handling units, the total number of pieces with eDoc errors, total number of pieces with warnings, and the total number of pieces (Figure 4-11). The report drill is sorted by Mailing Group ID in ascending order. Additionally, the Customer Location that the user drilled on is displayed in the header for reference. The report does not count container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Mail Preparer	Mail Owner	Job Mailing Date	Mailing Group ID
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		12/21/2011	57015189
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		11/30/2011	57013944
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		11/30/2011	57062989
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		11/25/2011	57013240
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		11/23/2011	57013533
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		11/9/2011	57013911
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		11/9/2011	57082781
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		11/7/2011	57015181
Total			

Customer Group ID	Job ID	User License Code	Submission Type	# of Container Errors	# of Container Warnings	# of Containers	# of Handling Unit Errors
	POR70402	PHI1	MAIL_DAT	0	1	1	0
	POR70202	PHI1	MAIL_DAT	0	0	0	0
	POR70204	PHI1	MAIL_DAT	0	0	1	0
SASP0006			MAIL_XML	0	0	0	0
	POR70506	PHI1	MAIL_DAT	0	1	1	0
	POR70105	PHI1	MAIL_DAT	0	0	1	0
	POR70106	PHI1	MAIL_DAT	0	0	1	0
	POR70902	PHI1	MAIL_DAT	0	1	1	0
				0	2	6	0

# of Handling Unit Warnings	# of Handling Units	# of Piece Errors	# of Piece Warnings	# of Pieces
0	2	0	0	94
0	0	94	0	94
0	2	1	0	94
0	0	194	0	97
0	2	0	0	94
0	2	0	0	94
0	2	0	0	94
0	2	0	0	97
0	12	289	0	758

Figure 4-11: Example of first drill down on the Mailing Data Quality Summary Report from the Customer Location

The report allows the user to drill on *Mailing Group ID* to view the corresponding error level information. The report drill displays the Error Mailing Date, Mailer ID, Mail Class, Mailing Group ID, Customer Group ID, Job ID, User License Code, Type, Lower Piece Range, Upper Piece Range, Affected Piece Count, IM Barcode, Container ID, Piece ID, Container Type, CSA ID, Appointment ID, Error Type, Error/Warning Indicator, Error Code, Error Description, and Error Data. (Figure 4-12). An additional column contains a hyperlink to a document with more information about the error. In MicroStrategy, there is a standard Page By feature that allows the user to sort by different combinations of metrics. For this Mailing Data Quality Summary Drill, the user can Page By mail preparer, mail owner, or by both. Additionally, online reports can be downloaded in Excel, CSV or HTML formats. The report does not display container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Error Mailing Date	Mailbox ID	Mail Class	Mailing Group ID	Customer Group ID	Job ID	User License Code	Type
11/25/2011	200002	First Class	57013240	SASP0006			PIECE
11/25/2011	200002	First Class	57013240	SASP0006			PIECE
11/25/2011	200002	First Class	57013240	SASP0006			PIECE
11/25/2011	200002	First Class	57013240	SASP0006			PIECE
11/25/2011	200002	First Class	57013240	SASP0006			PIECE
11/25/2011	200002	First Class	57013240	SASP0006			PIECE

Lower Piece Range	Upper Piece Range	Affected Piece Count	IM Barcode	Container ID	Piece ID	Container Type
			0021225000215517000063101	000003	1	
			0021225000215517000063101	000003	1	
			0021225000215517000063101	000003	2	
			0021225000215517000063101	000003	2	
			0021225000215517000063101	000003	3	
			0021225000215517000063101	000003	3	

CSA ID	Appointed User ID	Error Type	Error / Warning Indicator	Error Code
		ByFor Verification	Error	7117
		Service Type Identifier Verification	Error	7401
		ByFor Verification	Error	7117
		Service Type Identifier Verification	Error	7401
		ByFor Verification	Error	7117
		Service Type Identifier Verification	Error	7401

Error Description	Error Data	Additional Information
The Mail Owner was not identified for the physical piece due to an invalid CRID (QualReport)	CRID = 2016A741	Click for additional information
The Service Type Identifier in the IM Barcode does not match the record (job or Mailpiece) is invalid	SERVICE TYPE ID = 212	Click for additional information
The Mail Owner was not identified for the physical piece due to an invalid CRID (QualReport)	CRID = 2016A741	Click for additional information
The Service Type Identifier in the IM Barcode does not match the record (job or Mailpiece) is invalid	SERVICE TYPE ID = 212	Click for additional information
The Mail Owner was not identified for the physical piece due to an invalid CRID (QualReport)	CRID = 2016A741	Click for additional information
The Service Type Identifier in the IM Barcode does not match the record (job or Mailpiece) is invalid	SERVICE TYPE ID = 212	Click for additional information

Figure 4-12: Example of second drill down by Mailing Group ID

4.3 Mailing Data Quality Error Type Report

The Mailing Data Quality Error Type Report displays aggregate data by Error Type. The report comprises five data columns, including: Mail Preparer / Location, Mail Owner, Error Type, Total Errors, and Total Warnings. The required report prompt is Date Range, and the optional report prompt is Error Type. The report will display the prompt selections (Date Filter) in the header section. The report is organized by Total Errors in descending order. (Figure 4-13) The report does not count container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Mail Preparer / Location	Mail Owner	Total Errors	Total Warnings
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		255	0
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		192	0
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		97	0
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		0	2
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		0	1
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-6027)		0	1
Total		544	4

Error Type	Total Errors	Total Warnings
ByFor Verification	255	0
Service Type Identifier Verification	192	0
ByFor Verification	97	0
Service Performance Verification	0	2
CSA Verification	0	1
Service Performance Verification	0	1
Total	544	4

Figure 4-13: Mailing Data Quality Error Type Report

The report allows the user to drill on *Error Type* to view the corresponding Job level information. The report drill displays the Job Mailing Date, Mailing Group ID, Customer Group ID, Job ID, User License Code, Submission Type, Total Errors, and Total Warnings. (Figure 4-14). The report is sorted by the number of errors in descending order. Additionally, the Customer Location, Mail Preparer, Mail Owner and Error Type are displayed in the header for reference. The report will not count container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Job Mailing Date	Mailing Group ID	Customer Group ID	Job ID	User License Code	Submission Type	Total Errors	Total Warnings
12/7/2011	57015188		POR70302	FRST	MAIL_DAT	255	0
Total						255	0

Figure 4-14: Example of first drill down on the Mailing Data Quality Error Type Report from the Error Type

This layer of the report allows the user to drill on *Mailing Group ID* to view the corresponding error information for the Job. The report drill down displays the Error Mailing Date, Mailer ID, Mail Class, Mailing Group ID, Customer Group ID, Job ID, User License Code, Type, Lower Piece Range, Upper Piece Range, Affected Piece Count, IM Barcode, Container ID, Piece ID, Container Type, CSA ID, Appointment ID, Error/Warning Indicator, Error Code, Error Description, and Error Data. (Figure 4-15). An additional column contains a hyperlink to a document with more information about the error. The data is sorted by Date of Mailing in ascending order, and secondly by IM Barcode in ascending order. The report does not display container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Error Mailing Date	Mailer ID	Mail Class	Mailing Group ID	Customer Group ID	Job ID	User License Code	Type
12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE
12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE
12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE
12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE
12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE
12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE

Lower Piece Range	Upper Piece Range	Affected Piece Count	IM Barcode	Container ID	Piece ID	Container Type
178000101	178000260	160		000001		
178000261	178000405	145		000001		
178000406	178000564	159		000001		
178000565	178000723	159		000001		
178000724	178000882	159		000001		
178000883	178000960	78		000001		

CSA ID	Appointment ID	Error / Warning Indicator	Error Code	Error Description
		Error	7128	The Mail Preparer was not identified for the piece range due to an invalid CRID.(imr)
		Error	7128	The Mail Preparer was not identified for the piece range due to an invalid CRID.(imr)
		Error	7128	The Mail Preparer was not identified for the piece range due to an invalid CRID.(imr)
		Error	7128	The Mail Preparer was not identified for the piece range due to an invalid CRID.(imr)
		Error	7128	The Mail Preparer was not identified for the piece range due to an invalid CRID.(imr)
		Error	7128	The Mail Preparer was not identified for the piece range due to an invalid CRID.(imr)

Error Data	Additional Information
CRID =	Click for additional information
CRID =	Click for additional information
CRID =	Click for additional information
CRID =	Click for additional information
CRID =	Click for additional information
CRID =	Click for additional information

Figure 4-15: Example of second drill down on the Mailing Data Quality Error Type Report from the Mailing Group ID

4.4 Error Verification Report

The Error Verification Report displays Job level data by Error Type. The report comprises eleven data columns, including: Mail Preparer / Location, Mail Owner, Job Mailing Date, Mailing Group ID, Customer Group ID, Job ID, User License Code, Submission Type, Error Type, Total Errors, and Total Warnings. The required report prompts are Date Range and Error Type and optional report prompt is Job Identifier. The report is organized by Total Errors in descending order. (Figure 4-16). The report does not count container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Mail Preparer / Location	Mail Owner	Job Mailing Date	Mailing Group ID
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-8027)		12/7/2011	57015188
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-8027)		11/26/2011	57015240
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-8027)		11/25/2011	57015240
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-8027)		11/30/2011	57015844
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-8027)		11/30/2011	57062989
4433945 - SHAPIRO PERFECT MAILING COMPANY (22209-8027)		12/7/2011	57015188

Customer Group ID	Job ID	User License Code	Subdivision Type	Error Type	Total Errors	Total Warnings
SASPD006	POR70302	FRST	MAIL_DAT	Byfar Verification	255	0
SASPD006			MAIL_XML	Byfar Verification	87	0
SASPD006			MAIL_XML	Byfar Verification	97	0
	POR70202	PHEI	MAIL_DAT	Service Type Identifier Verification	94	0
	POR70204	PHEI	MAIL_DAT	Service Type Identifier Verification	1	0
	POR70302	FRST	MAIL_DAT	Service Performance Verification	0	2

Figure 4-16: Error Verification Report

The report allows the user to drill on *Error Type* to view the corresponding error information. The report drill displays the Error Mailing Date, Mailer ID, Mail Class, Mailing Group ID, Customer Group ID, Job ID, User License Code, Type, Lower Piece Range, Upper Piece Range, Affected Piece Count, IM Barcode, Container ID, Piece ID, Container Type, CSA ID, Appointment ID, Error/Warning Indicator, Error Code, Error Description, and Error Data. (Figure 4-17). An additional column contains a hyperlink to a document with more information about the error. The data is sorted by Date of Mailing in ascending order, and secondly by IM Barcode in ascending order. Additionally, the Mailing Group ID and Error Type are displayed in the header for reference. In MicroStrategy, there is a standard Page By feature that allows the user to sort by different combinations of metrics. For this Error Verification Report Drill, the user can Page By mail preparer, mail owner, or by both (Figure 4-17). The report does not display container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Job ID	Mail Preparer	Mail Owner	Job Mailing Date	Mailer ID	Mail Class	Mailing Group ID	Customer Group ID	Job ID	User License Code	Type
			12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE
			12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE
			12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE
			12/7/2011	200002	Periodicals	57015188		POR70302	FRST	PIECE RANGE

Lower Piece Range	Upper Piece Range	Affected Piece Count	IM Barcode	Container ID	Piece ID	Container Type
1780002101	1780002050	160		000001		
1780002611	1780000401	148		000001		
1780004008	1780005054	159		000001		
1780005665	1780007213	159		000001		

CSA ID	Appointment ID	Error / Warning Indicator	Error Code	Error Description
		Error	7120	The Mail Preparer was not identified for the piece range due to an invalid CRID (inv)
		Error	7120	The Mail Preparer was not identified for the piece range due to an invalid CRID (inv)
		Error	7120	The Mail Preparer was not identified for the piece range due to an invalid CRID (inv)
		Error	7120	The Mail Preparer was not identified for the piece range due to an invalid CRID (inv)

Error Data	Additional Information
CRID =	Click for additional information
CRID =	Click for additional information
CRID =	Click for additional information
CRID =	Click for additional information

Figure 4-17: Example of drill down on Error Verification Report from the Error Type field

4.5 Detailed Error Verification Report

The Error Verification Report displays the individual errors that make up a Job. The report contains the following columns: Error Mailing Date, Mail Preparer, Mail Owner, Mailer ID, Mail Class, Mailing Group ID, Customer Group ID, Job ID, User License Code, Processing Category, Type, Lower Piece Range, Upper Piece Range, Affected Piece Count, IM Barcode, Container ID, Piece ID, Container Type, CSA ID, Appointment ID, Error/Warning Indicator, Error Type, Error Code, Error Description, and Error Data. An additional column contains a hyperlink to a document with more information about the error. The required report prompts are Error Type and Job. The report is organized by Mailing Date in ascending

order. (Figure 4-18). The report does not display container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

REPORT DETAILS

Report Filter:
 (Error Type = Appointment Verification, By/For Verification, CSA Verification, Default True Barcode, Delivery Point Verification, Error Facility Verification, Mailer ID Verification, Service Performance Verification, Service Type Identifier Ver, Container Barcode Verification, Unique Handling Unit Barcode Verification, Unique Piece Barcode Verification) And (Date: 12/7/2011 = 17011200 And UserComparesCRID = Detect CRID from PR_SECURITY_CRID_All, User Compares CRID = 4/27 Mail Preparer CRID, CRID_NUMBER, Upper Mailer SASP_Sub_ID = (AppComparesCRID = Detect CRID from PR_SECURITY_CRID_All, UserCompares CRID = 4/27 Mail Owner CRID, CRID_NUMBER, Lower Mailer SASP_Sub_ID) And (Mail Indicator = 0) = "Y" And (Error Level) = C, PCD

1 - 1* 2 2 3 3 of 6 pages

Date from: 1 - 31 of 2011

Error Mailing	Mail Preparer / Location	Mail Owner	Mailer ID
12/7/2011			200002
12/7/2011			200002
12/7/2011			200002

Mail Class	Mailing Group ID	Customer Group ID	Job ID	Mail License Code	Processing Category	Type	Lower Piece Range
Periodicals	3701188		POR7302	FRST	Flat	PRICE RANGE	170000101
Periodicals	3701188		POR7302	FRST	Flat	PRICE RANGE	170000201
Periodicals	3701188		POR7302	FRST	Flat	PRICE RANGE	170000400
Periodicals	3701188		POR7302	FRST	Flat	PRICE RANGE	170000500

Upper Piece Range	Affected Piece Count	IM Barcode	Container ID	Piece ID	Container Type	CSA ID
170000260	160		000001			
170000405	145		000001			
170000544	159		000001			
170000722	188		000001			

Appointment ID	Error / Warning Indicator	Error Type	Error Code
	Error	By/For Verification	7128
	Error	By/For Verification	7128
	Error	By/For Verification	7128
	Error	By/For Verification	7128

Error Description	Error Data	Additional Information
The Mail Preparer was not identified for the piece range due to an invalid CRID [see]	CRID =	Click for additional information
The Mail Preparer was not identified for the piece range due to an invalid CRID [see]	CRID =	Click for additional information
The Mail Preparer was not identified for the piece range due to an invalid CRID [see]	CRID =	Click for additional information
The Mail Preparer was not identified for the piece range due to an invalid CRID [see]	CRID =	Click for additional information

Figure 4-18: Detailed Error Verification Report

4.6 Full Service eDoc Verification Invoice Report

This report is accessible by the eDoc Submitter. A report security filter is applied so users will only see data for CRIDs tied to their username.

The report displays all jobs (both jobs that contain errors and those that don't) for a specified date range. Data is displayed in the following columns (Figure 4-19): eDoc Submitter, Earliest Job Mailing Date, Mailing Group ID, Customer Group ID, Job ID, User License Code, Mail Class, eDoc Verification Finalized indicator, Eligible for PO! [PostalOne!] Invoicing indicator, Total FS [Full-Service] Pieces, Total Affected Pieces, % FS Pieces Affected (Threshold >30%), Total Additional Postage, Appointment Verification Piece Count, CSA Verification Piece Count, Container Mailer ID Verification Piece Count, Unique Container Barcode Verification Piece Count, HU [Handling Unit] Mailer ID Verification Piece Count, Unique Handling Unit Barcode Verification Piece Count, By/For Verification Piece Count, Piece Mailer ID Verification Piece Count, Service Type Identifier Verification Piece Count, Unique Piece Barcode Verification Piece Count, and Delivery Point Verification Piece Count.

It displays the real-time count of affected pieces and additional postage amount; after the postage statement is finalized, the eDoc Verification Finalized indicator will be "Y" and the counts in this report will match the values displayed in *PostalOne!*

The required report prompt is Date Range. The report also has optional prompts for eDoc Submitter CRID and *PostalOne!* Invoice Eligibility.

REPORT DETAILS

Report Filter:
 (DocContainerID) in (select Cast(CID as VarChar(10)) From PS_MTR_SECURITY_DTD_ALL_7 where user(PB_USER_NAME) = '07',DocNumber(CID) (001,User="HQI_F08P0000") And Date (D) Between 01/01/2011 and 12/31/2011)

Details						
eDoc Submitter	Earliest Job Mailing Date	Mailing Group ID	Customer Group ID	Job ID	User License Code	
	11/3/2011	10105430				
	11/3/2011	101059731				
	11/3/2011	101060456				
	11/3/2011	101056090				
	11/3/2011	101057423			MT110990	PH1

Mail Class	eDoc Verification Finalized?	Eligible for POI Invoicing	Total FS Pieces	Total Affected Pieces	% FS Pieces Affected (Threshold > 20%)	Total Additional Postage	Appointment Verification Piece Count
First Class	No	No	400	0	0.00%	\$0.00	
First Class	No	No	1,617	1,617	100.00%	\$4.85	
First Class	No	No	1,617	1,617	100.00%	\$4.85	
Standard	No	No	1,600	0	0.00%	\$0.00	
First Class	No	No	94	94	100.00%	\$0.28	

CSA Verification Piece Count	Container Mailer ID Verification Piece Count	Unique Container Barcode Verification Piece Count	HU Mailer ID Verification Piece Count	Unique Handling Unit Barcode Verification Piece Count	By/For Verification Piece Count	Piece Mailer ID Verification Piece Count

Service Type Identifier Verification Piece Count	Unique Piece Barcode Verification Piece Count	Delivery Point Verification Piece Count

Figure 4-19: Example of the Full Service eDoc Verification Invoice Report

The user can drill on *Mailing Group ID* to view corresponding container information and error type counts. (Figure 4-20) The report drill displays the Mailing Group ID, Customer Group ID, Job ID, User License Code, Container ID, Total FS [Full Service] Pieces, Total Affected Pieces, % FS Pieces Affected, Total Additional Postage, Appointment Verification Piece Count, CSA Verification Piece Count, Container Mailer ID Verification Piece Count, Unique Container Barcode Verification Piece Count, HU [Handling Unit] Mailer ID Verification Piece Count, Unique Handling Unit Barcode Verification Piece Count, By/For Verification Piece Count, Piece Mailer ID Verification Piece Count, Service Type Identifier Verification Piece Count, Unique Piece Barcode Verification Piece Count, and Delivery Point Verification Piece Count.

The Page By function will allow users to filter the report by all containers, containers with errors or containers without errors, as shown in Figure 4-20. The report drill will display all containers (even if they did not contain errors). Since the discount assessment errors are not mutually exclusive, the sum of the pieces across error types may be larger than the Total Affected Pieces.

Large jobs can contain thousands of containers, so this report drill could span several pages. MicroStrategy will not display more than 64,000 rows.

PAGE-BY: Error Options: Containers with errors

- Containers with errors
- Containers without errors
- All Containers

Mailing Group ID	Customer Group ID	Job ID	User License Code	Container ID	Total FS Pieces	Total Affected Pieces	% FS Pieces Affected	Total Additional Postage
101057523		MF110399	PH1	000003	94	94	100.00%	\$0.28

Appointment Verification Piece Count	CSA Verification Piece Count	Container Mailer ID Verification Piece Count	Unique Container Barcode Verification Piece Count	IM Mailer ID Verification Piece Count	Unique Handling Unit Barcode Verification Piece Count	By/Facility Verification Piece Count	Piece Mailer ID Verification Piece Count
0	0	0	0	0	0	0	0

Service Type Identifier Verification Piece Count	Unique Piece Barcode Verification Piece Count	Delivery Point Verification Piece Count
94	0	0

Figure 4-20: Example of first drill down on the Full Service eDoc Verification Invoice Report from the Mailing Group ID

This view of the report allows the user to drill on *Container ID* to view the detailed error information for the selected container (Figure 4-21). The detailed view will display container, handling unit, piece and piece range errors depending on the errors that occurred. Piece errors will be listed individually.

The following columns will display: Mailing Group ID, Customer Group ID, Job ID, User License Code, Container ID, Mail Owner, MPA ID, Mailer ID, Mail Class, Processing Category, Type, Lower Piece Range, Upper Piece Range, IM Barcode, Container Type, Piece ID, CSA ID, Appointment ID, Error Type, Error Code, Error Description, Error Data, and Total Affected Pieces. An additional column contains a hyperlink to a document with more information about the error. (Figure 4-21)

Mailing Group ID	Customer Group ID	Job ID	User License Code	Container ID	Mail Owner
101057731				00009731	5598250 - CSI (20605-2602)

MPA ID	Mailer ID	Mail Class	Processing Category	Type	Lower Piece Range	Upper Piece Range
	111111	First Class	Letter	PIECE RANGE	900600300	900600300

IM Barcode	Container Type	Piece ID	CSA ID	Appointment ID	Error Type
Unique Piece Barcode Verification					

Error Description	Error Data
The same Piece Range Serialisation(IMb) from the eDoc(,str or PieceRange) was used more than once within 45 days from the Postage Statement Mailing Date, across Jobs with the same Mail Facility ID	DUPLICATE MAILING GROUP ID = 101060456

Additional Information	Total Affected Pieces
Click for additional information	1,617

Figure 4-21: Example of second drill down on the Full Service eDoc Verification Invoice Report from the Container ID

4.7 Full Service eDoc Verification Invoice Detailed Report

This report allows the user to view all errors for the specified job. Instead of drilling through the Full Service eDoc Verification Invoice Report, users can execute the detailed report to view all errors (affecting additional postage) for the specified job. The detailed report will contain the same columns as the detailed drill of the eDoc Verification Invoice Report. (Figure 4-21). This report has no drilling capability.

A report security filter will be applied so users will only see CRIDs that are tied to their username. The report will only be accessible by the eDoc Submitter.

The required prompts for this report are Date (as shown in Figure 4-6) and Job Identifier (Figure 4-8 and Figure 4-9). An optional prompt is Error Type, as shown in Figure 4-7.

4.8 Mail Preparation and Data Quality Dashboard

This report allows the user to see a summary of Discount Removal, Mail Receiving Start-the-Clock, Automated Verifications, Acceptance Verifications, and Address Move Update Verifications in a single dashboard display (as shown in Figure 4-22). The report is composed of five corresponding reporting sections. Each section displays data aggregated according to each section's underlying report (by owner/preparer or eDoc submitter). Each section also provides the ability to drill to the underlying report. The required prompt is Date Range. Users are optionally prompted on CRID, which allows them to select any of the CRIDs associated to their profile in the Business Customer Gateway.

FS eDoc Errors: This section displays information about errors that will result in Discount Removal. (That is, at a future date, the errors will result in the loss of the full-service discount. The timeframe for implementing this discount removal process is under review and will be announced in advance by the Postal Service.) The section shows the number and percentage of distinct pieces with Discount Removal as well as the number and percentage of pieces *without* Discount Removal. The Total (\$) Discount Removed is also displayed. When this section is selected, a graph of distinct affected pieces out of total pieces is displayed. This section aggregates by eDoc submitter.

This section also displays Top Reasons for Discount Removal. This area displays the top five error types (those with the most affected pieces), including an 'Other' category, along with the number of non-distinct errors (pieces) for each error. Percentages of total non-distinct errors (pieces) are also displayed. The user is able to drill to the Full Service eDoc Verification Invoice Report by clicking on the magnifying glass that appears in this section.

FS Start-the-Clock Exclusions: This section displays the number of distinct mail pieces with and without Start-the-Clock. When this section is selected, a graph of distinct pieces excluded out of total pieces is displayed. This section displays by owner and preparer.

This section also displays Top Reasons for not receiving Start-the-Clock. This area displays the top five exclusion reasons based on the number of affected pieces, including an 'Other' category, along with the non-distinct number of piece exclusions for each exclusion reason. Percentages of non-distinct piece exclusions are also displayed. The user is able to drill to the Start-the-Clock Mailing Group Drill report by clicking on the magnifying glass that appears in this section.

FS eDoc Errors and Warnings: This section displays the number of Automated Verification errors for containers, handling units, and pieces. This section displays by owner and preparer. When this section is selected, a graph of top errors by error type is displayed.

This section also displays Top Automated Verification Errors. This area displays the top five error types, including an 'Other' category, along with the number of non-distinct piece, handling unit, and container errors for each error type when the user selects the corresponding radio buttons. Percentages of total non-distinct errors for pieces, handling units, and containers are also displayed. The user is able to drill to the Mailing Data Quality Error Type Report by clicking on the magnifying glass that appears in this section. This section will not count container and handling unit errors or warnings for MLOCR jobs when the user is a Mail Owner.

Acceptance Verifications: This section displays the Total (\$) Additional Postage Collected. This section aggregates by owner and preparer.

This section also displays the top error types (those with the most pieces in affected jobs) along with the number of jobs affected and the number of pieces in those affected jobs. The user is able to drill to the Mail Quality Report by clicking on the magnifying glass that appears in this screen.

Move Update Verifications: This section displays the number and percentage of pieces for the following categories: Total Pieces Sampled, Pieces with COA, Pieces Updated by Mailer, Pieces Not Updated by Mailer for up to 95 Days, Pieces Not Updated by Mailer for 95 Days to 13 Months, and Pieces Not Updated by Mailer for 13 Months to 18 Months. This section displays by owner and preparer.

The user is able to drill to the Address Quality Report by clicking on the magnifying glass that appears in this section.

Users are able to export the Mail Preparation and Data Quality Dashboard by clicking the “** click to export to PDF” link in the lower right-hand corner of the dashboard.



Figure 4-22: Mail Preparation and Data Quality Dashboard

4.9 Start-the-Clock Yield Reporting Dashboard

The Start-the-Clock Yield Reporting Dashboard displays the counts and percentages of containers, handling units, and pieces that receive Start-the-Clock by Mail Class and Processing Category (Figure 4-23). The report comprises eleven data columns: Mail Class, Processing Category, Number of Containers, Number of Containers with Start-the-Clock, Percentage of Containers with Start-the-Clock, Number of Handling Units, Number of Handling Units with Start-the-Clock, Percentage of Handling Units with Start-the-Clock, Number of Pieces, Number of Pieces with Start-the-Clock, and Percentage of Pieces with Start-the-Clock.

Data is demonstrated in a report via data columns and by a graphical presentation of Number of Pieces with Start-the-Clock and Percentage of Pieces with Start-the-Clock for Mail Class and Processing Category combinations. The required report prompts are State Date and End Date.



Figure 4-23: Example of the Start-the-Clock Yield Reporting Dashboard

The report allows the user to drill by Entry Facility, eDoc Submitter, and Start-the-Clock Exclusion Reason to view counts and percentages of containers, handling units, and pieces that receive Start-the-Clock by Entry Facility, eDoc Submitter, and Start-the-Clock Exclusion Reason, accordingly.

When the user drills on Detailed Report by Entry Facility, the Start-the-Clock Detail Report by Entry Facility displays the following ten columns (Figure 4-24): Entry Facility, Number of Containers, Number of Containers with Start-the-Clock, Percentage of Containers with Start-the-Clock, Number of Handling Units, Number of Handling Units with Start-the-Clock, Percentage of Handling Units with Start-the-Clock, Number of Pieces, Number of Pieces with Start-the-Clock, and Percentage of Pieces with Start-the-Clock. The report allows the user to drill on Entry Facility to view corresponding Mailing Group level information.



Figure 4-24: Example of the drill down on Detailed Report by Entry Facility

When the user drills on Detailed Report by eDoc Submitter, the Start-the-Clock Detail Report by eDoc Submitter displays the following ten columns (Figure 4-25): eDoc Submitter, Number of Containers, Number of Containers with Start-the-Clock, Percentage of Containers with Start-the-Clock, Number of Handling Units, Number of Handling Units with Start-the-Clock, Percentage of Handling Units with Start-the-Clock, Number of Pieces, Number of Pieces with Start-the-Clock, and Percentage of Pieces with Start-the-Clock. The report allows the user to drill on eDoc Submitter to view corresponding Mailing Group level information.



Figure 4-25: Example of the drill down on Detailed Report by eDoc Submitter

When the user drills on Detailed Report by Start-the-Clock Exclusion Reason, the user will be required to select at least one Exclusion Reason. Data is demonstrated in the report via data columns and by a graphical presentation of Number of Containers, Handling Units, and Pieces Excluded by Start-the-Clock Exclusion Reason (Figure 4-26). The report also displays the following data columns: Start-the-Clock Exclusion Reason, Number of Containers Excluded, Number of Handling Units Excluded, and Number of Pieces Excluded. The report allows the user to drill on Start-the-Clock Exclusion Reason to view corresponding Mailing Group level information.



Figure 4-26: Example of the drill down on Detailed Report by Exclusion Reason

The Start-the-Clock Detailed Reports provide the ability to further drill through Entry Facility, eDoc Submitter, or Start-the-Clock Exclusion Reason to view detailed information at a Mailing Group level in the Start-the-Clock Mailing Group Drill Report.

When drilling from STC Detailed Report by Entry Facility and STC Detailed Report by eDoc Submitter, the user will be taken to the Mailing Group Level Drill. The Mailing Group Drill displays the following columns: Mailing Group ID, Customer Group ID, User License Code, Job ID, eDoc Submitter, Mail Owner, Mail Preparer, Mailing Date, Entry Facility, Number of Containers, Number of Containers with Start-the-Clock, Percentage of Containers with Start-the-Clock, Number of Handling Units with Start-the-Clock, Percentage of Handling Units with Start-the-Clock, Number of Pieces, Number of Pieces with Start-the-Clock, and Percentage of Pieces with Start-the-Clock. This report will drill to the STC Container Level Drill on Mailing Group ID.



Figure 4-27: Example of the drill down to Start-the-Clock Mailing Group Level Drill Report

When drilling from STC Detailed Report by Exclusion Reason, the user will be taken to the Mailing Group Exclusion Reason Drill. The Mailing Group Exclusion Reason Drill displays the following columns:

Exclusion Reason, Mail Preparer, Mail Owner, Mailing Group ID, Job ID, User License Code, Mailing Date, Number of Containers Excluded, Number of Handling Units Excluded, and Number of Pieces Excluded. This report will drill to the STC Container Level Drill on Mailing Group ID.

Exclusion Reason	Mail Preparer	Mail Owner	Job ID
No Schd Induction Date in eDisc	123456 - MSTR Demo CRD	2540553 - 123 STORE (94403-2533)	Test 3
No Schd Induction Date in eDisc	123456 - MSTR Demo CRD	2323333 -	Test 2
No Schd Induction Date in eDisc	123456 - MSTR Demo CRD	3275336 -	Test 1

User License Code	Mailing Date	Mailing Group ID	# Containers Excluded	# Handling Units Excluded	# Pieces Excluded
ULC1	1/10/2011	189582	4	40	400
ULC2	1/10/2011	189582	12	68	608
ULC3	1/10/2011	189582	8	84	604

Figure 4-28: Example of the drill down to Start-the-Clock Mailing Group Exclusion Reason Drill Report

Both the STC Mailing Group Level Drill Report and the STC Mailing Group Exclusion Reason Drill Report drill to the STC Container Level Drill Report on Mailing Group ID. This report will provide detailed container information relevant to Start-the-Clock reporting.

Mailing Group ID	Customer Group ID	Job ID	User License Code	Induction Method	STC Date	Entry Facility	Scan Facility	Scan Source
189582		Test 3	ULC3	123456 - MSTR Demo CRD	1/10/2011	SOUTH JERSEY		SARA

Business Date/Time	Mail Class	Processing Category	Customer ID	Container Level	Barcode	Logical / Physical Indicator	Holding Indicator	Logical Parcel Reference ID
Periodicals	Standard	990118	3	99M1803HE200000001				

Container Identification ID	CEI	Scheduled Ship Date/Time	Scheduled Appointment ID	Scheduled Appointment Date/Time	Scheduled Induction Date/Time	Actual Appointment ID	Actual Appointment Date/Time	Actual Appointment Status	Multistage Indicator	Early / Late / No Indicator
307	2300	1/10/2011								

Mailing Arrival Date/Time	STC Indicator	No STC Indicator	Error Code	Exclusion Reason
	N	SI		No Schd Induction Date in eDisc

Figure 4-29: Example of the drill down to Start-the-Clock Container Level Drill Report

The following exclusions may be encountered upon calculation of Start-the-Clock. The top reasons will be displayed on the dashboard and the all applicable exclusions will be displayed in the detailed reports. Each exclusion and corresponding description will provide the clarity into the reason Start-the-Clock was not determined for the container based on induction method.

Start-the-Clock Exclusion	Start-the-Clock Exclusion Description	Applicable Induction Method				
		BMEU Entered	Origin Verified Mailer Transported	DMU Verified USPS Transported	Drop Ship (NDC/ADC/SCF)	Drop Ship Delivery Unit
No Associated Appt	For a Dropship or Origin Verified Mailer Transported container, a FAST Appointment was not associated through: <ul style="list-style-type: none"> SV Unload Scan Electronic Documentation (.csm or ContainerInfoData block of the QualReport message) 		X		X	

Start-the-Clock Exclusion	Start-the-Clock Exclusion Description	Applicable Induction Method				
		BMEU Entered	Origin Verified Mailer Transported	DMU Verified USPS Transported	Drop Ship (NDC/ADC/SCF)	Drop Ship Delivery Unit
	<ul style="list-style-type: none"> • Electronic Documentation (.csm or ContainerInfoData block of the QualReport message) ▪ FAST Webservices 					
Associated Appt is not closed	<p>For a Dropship or Origin Verified Mailer Transported container, the associated Appointment's Status is Open, Cancelled, No Show, or Rejected.</p> <p>Start-the-Clock will only be calculated when the Appointment Status is Closed</p>		X		X	
Associated Appt missing info	<p>For a Dropship or Origin Verified Mailer Transported container, the associated FAST Appointment is missing one or more of the following information:</p> <ul style="list-style-type: none"> ▪ Actual Arrival Date/Time ▪ Appt Unload Start Date/Time ▪ Appt Unload End Date/Time 		X		X	
No Sched Induction Date in eDoc	For a BMEU entered or Delivery Unit Drop Ship container, the Scheduled Induction Date/Time is not provided in eDoc (.csm or ContainerInfoData block of the QualContainer message)	X				X
PW Job not checked-in	Postal Wizard Job was not checked in at the BMEU	X				

Table 2: Start-the-Clock Exclusions

Chapter 5 Electronic Mail Improvement Reporting (eMIR)

eMIR (electronic Mail Improvement Reporting) is a web-based system that provides a process for notifying mailers of irregularities and mailing issues in the preparation of mail they submit to USPS. Through eMIR, users will have access to online report information, digital images of problem mail pieces, and continuous submission feedback in order to enable the correction of reoccurring problems and the ability to improve the quality of future mailings.

5.1 eMIR Reports

- **Aggregate Report:** displays an aggregate summary of problems for a location. The report provides the ability to drill through Area -> District -> Facility to view aggregate summary of problems at each level. It also provides the ability to drill through the number of problems to view aggregate summary of problems by container type in the Container Type Distribution Report.
- **Container Type Distribution Report:** displays an aggregate summary of problems by container type. The report provides the ability to drill through container type to view aggregate summary of problems for a specified container type in the Problem Type Distribution Report.
- **Problem Type Distribution Report:** displays an aggregate summary of problems for a specified container type. The report provides the ability to drill through problems to view an aggregate summary of sub-problems for a selected problem in the Sub-Problem Type Distribution Report. It also provides the ability to drill through number of problems or sub-problems to view a graph displaying a trend-line for number of problems across a date range.
- **Date Distribution Report:** displays a graph trend-line for number of problems across a date range.
- **List of Issues Report:** displays issue information for an Issue ID, including: Origination Date, Facility, Mail Owner, Mail Preparer, Status, Container Type, Problem, and Sub-Problem. The report provides the ability to drill through the Issue ID to view detailed information about a specific issue.
- **Detail Issue Report:** displays detailed information for an Issue ID, including: Issue Information, Mailing Information, Stakeholders, Problems, and Resolution. There are five different types of Detail Issue Reports, differentiated by the following issue types: BMEU / DMU, Dock Operations, Processing Operations, Delivery, and Reply Mail. The Detail Issue Report also contains an Issue Images Link where the user can view up to four images submitted with the eMIR Issue.

5.1.1 Report Prompts

Each report allows users to apply filter criteria that are referred to as report prompts in MicroStrategy. For the eMIR Reports the prompts include the following:

Prompt	Aggregate	Container Type Distribution	Problem Type Distribution	Date Distribution	List of Issues	Detail Issue
Date Filter Criteria	R	R	R	R	R	-
Problem Container Type	-	-	R	-	-	-
Facility	O	O	O	O	O	-
Mail Class	O	O	O	O	O	-
Processing Category	O	O	O	O	O	-
Type of Print Material	O	O	O	O	O	-
Type of Transportation	O	O	O	O	O	-
Method of Postage Payment	O	O	O	O	O	-
Processing Area	O	O	O	O	O	-
Problem Type	O	O	O	O	O	-
Issue Type	O	O	O	O	O	-
Issue ID	-	-	-	-	-	R

Table 3: Required and Optional Prompts for each report (R – Required, O – Optional)

5.2 Aggregate Report

The Aggregate Report displays the aggregate summary of total problems for a location. (Figure 5-1) The report comprises two columns: Geography (Area, District, or Facility) and Total Problems. The required report prompt is Date Filter Criteria.

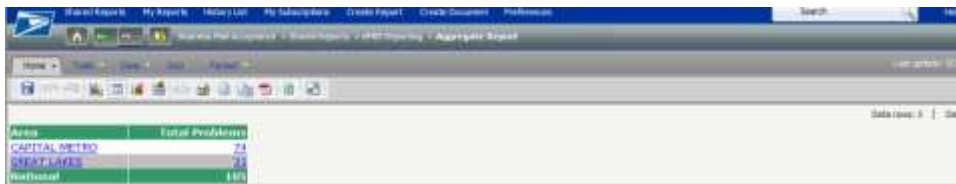


Figure 5-1: Example of the Aggregate Report

The report provides the ability to drill through Area -> District -> Facility to view aggregate summary of problems at each level. It also provides the ability to drill through the number of problems to view aggregate summary of problems by container type in the Container Type Distribution Report.

5.3 Container Type Distribution Report

The Container Type Distribution Report displays an aggregate summary of problems by container type (Figure 5-2). Data is demonstrated in the report via data columns by graphical presentation. The user can

access the Container Type Distribution Report directly through prompts or by drilling on Total Problems in the Aggregate Report. The required report prompt is Date Filter Criteria.

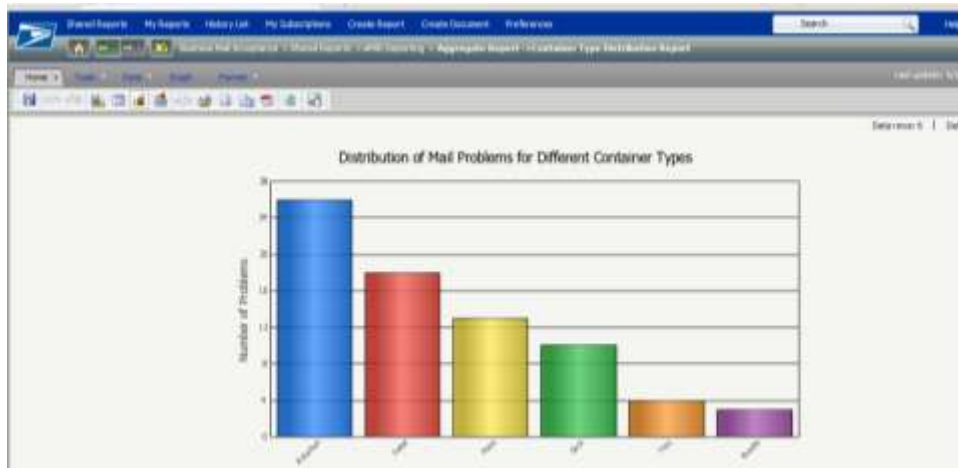


Figure 5-2: Example of the Container Type Distribution Report

The report provides the ability to drill through container type (by clicking on vertical risers) to view aggregate summary of problems for a specified container type in the Problem Type Distribution Report.

5.4 Problem Type Distribution Report

The Problem Type Distribution Report displays an aggregate summary of problems for a specified container type (Figure 5-3). Data is demonstrated in the report via data columns by graphical presentation. The user can access the Problem Type Distribution Report through prompts or by drilling on Container Type in the Container Type Distribution Report. The required report prompts are Date Filter Criteria and Problem Container Type.

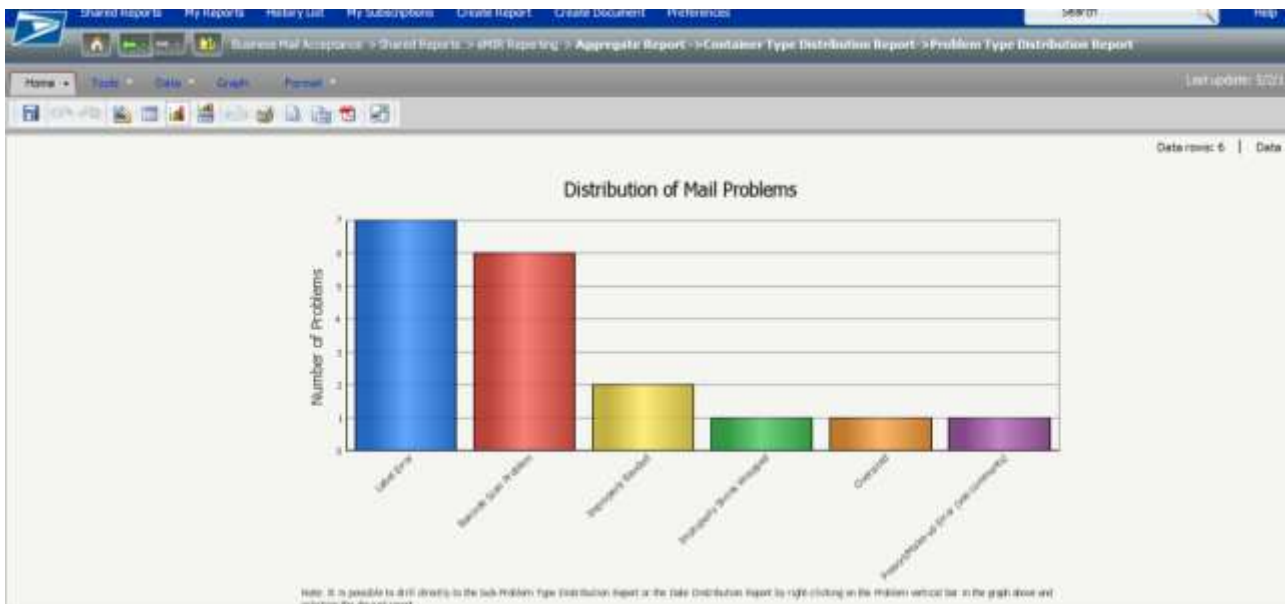


Figure 5-3: Example of the Problem Type Distribution Report

The report provides the ability to drill through problems by clicking on vertical risers to view an aggregate summary of sub-problems for a selected problem in the Sub-Problem Type Distribution Report. It also provides the ability to drill through problems to view a graph displaying a trend-line for number of problems across a date range in the Date Distribution Report by *right*-clicking on vertical risers (as shown in Figure 5-4).

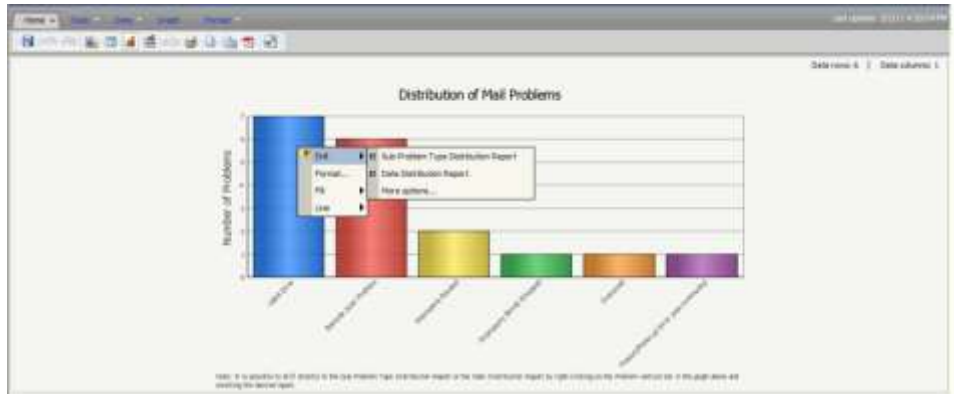


Figure 5-4: Problem Type Distribution Report dual drill options

5.4.1 Sub-Problem Type Distribution Report

The Sub-Problem Type Distribution Report displays an aggregate summary of sub-problems for a specified problem type (Figure 5-5). Data is demonstrated in the report via data columns by graphical presentation. The user can access the Sub-Problem Type Distribution Report by drilling on Problem Type in the Problem Type Distribution Report.

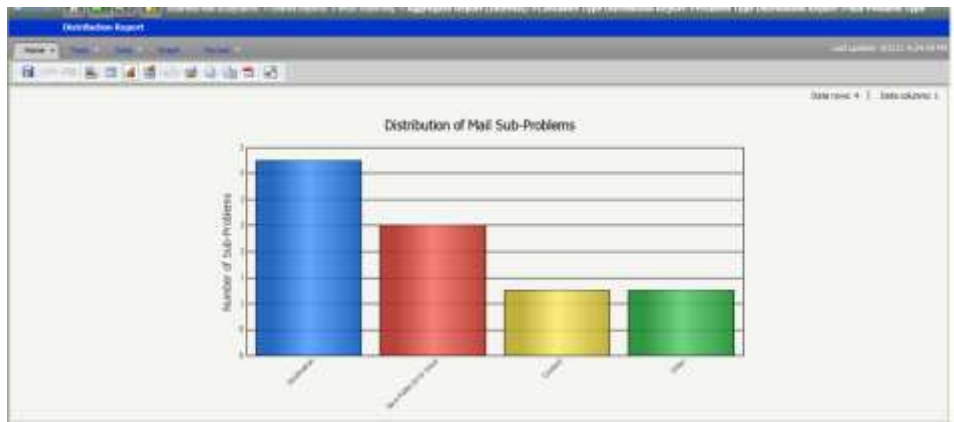


Figure 5-5: Example of Sub-Problem Type Distribution Report

It also provides the ability to drill through number of sub-problems to view a graph displaying a trend-line for number of problems across a date range in the Date Distribution Report (as shown in Figure 5-6).

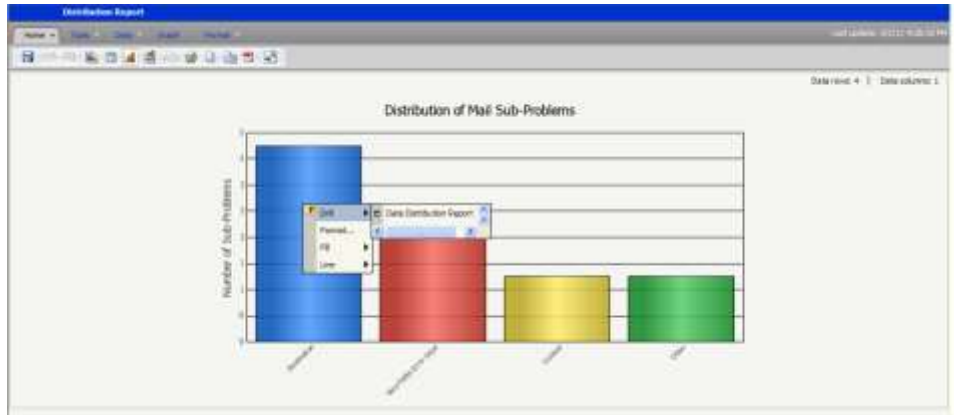


Figure 5-6: Problem Type Distribution Report drill

5.5 Date Distribution Report

The Date Distribution Report displays a graph trend-line for total number of problems across a date range. The user can access the report through prompts or by drilling on Problem or Sub-Problem Type in the Problem or Sub-Problem Type Distribution Reports. The required report prompt is Date Filter Criteria. The report will display a mouse-over image indicating the date and value represent at each data point. This report has no drilling capability.

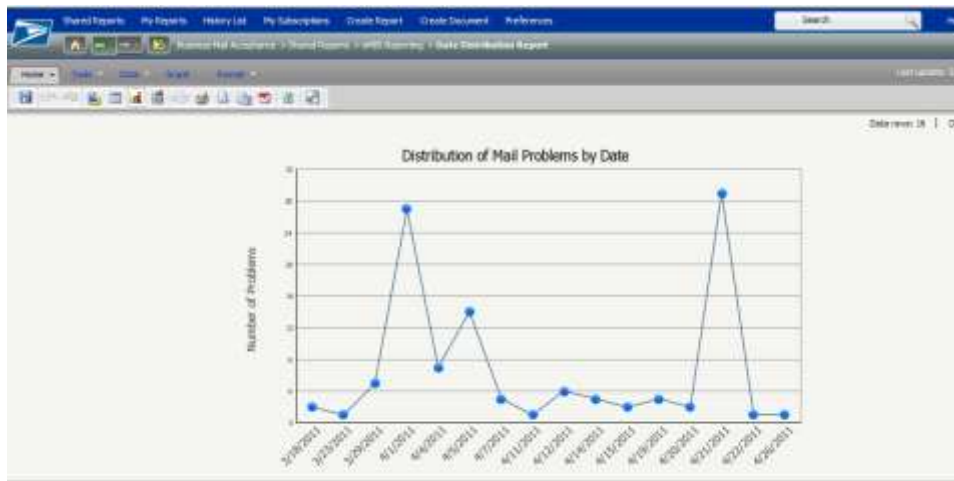


Figure 5-7: Example of Date Distribution Report

5.6 List of Issues Report

The List of Issues Report displays a list of issues and their associated problems and sub-problems. The user can access the report directly through prompts. The required report prompt is Date Filter Criteria. The List of Issues Report displays the following columns: Issue ID, Origination Date, Facility, Mail Owner, Mail Preparer, Status, Container Type, Problem, and Sub-Problem. It also provides the ability to drill through Issue ID to view detailed information for a specific issue.

Issue ID	Origination Date	Facility	Mail Owner	Mail Preparer
emir00000006	4/1/2011	1442332 - SAINT LOUIS BESSC		10000541 - Mail Preparer name cannot be found
emir00000007	4/13/2010	1442332 - SAINT LOUIS BESSC	2086935 - FESTUNG 10.0.0 (2000) 6000	3090485 - Mail Preparer name cannot be found

Status	Container Type	Problem	Sub-Problem
Resolved	Pallet	Barcode Scan Problem Label Error	Barcode Scan Problem Content
Open	Pallet	Improperly Shrink Wrapped No Top Cap Presort/Make-up Error (see comments)	Improperly Shrink Wrapped No Top Cap Presort/Make-up Error (see comments)

Figure 5-8: Example of List of Issues Report

5.7 Detail Issue Report

The Detail Issue Report displays detailed eMIR information for a specified Issue ID, including: Issue Information, Mailing Information, Stakeholders, Problems, and Resolution. There are five different types of Detail Issue Reports, differentiated by the following issue types: BMEU / DMU, Dock Operations, Processing Operations, Delivery, and Reply Mail. Specific fields displayed in the report will vary depending on the issue type of the entered Issue ID. The Detail Issue Report also contains an Issue Images Link (in the Problems tab) where the user can view up to four images submitted with the eMIR Issue. This report has no drilling capabilities.

The user can navigate through the report by selecting the following tabs: Issue Information, Mailing Information, Stakeholders, Problems, and Resolution. To export all five tabs to one concise PDF, the user can click the “Export to PDF” link located in the upper right-hand corner of the report. To exit the report and re-prompt on a different Issue ID, the user can click the “Return to Detail Issue Report Entry Portal” link located in the upper right-hand corner of the report.

Electronic Mail Improvement
- Dock Operations

Export to PDF
Return to Detail Issue Report Entry Portal

Issue Information | Mailing Information | Stakeholders | Problems | Resolution

<p>Issue Details</p> <p>Issue ID: emir000001007</p> <p>Facility: 1354113 - BARSTOW</p> <p>Status: Resolved</p> <p>Date Found: 4/1/2011</p> <p>Found By:</p> <p>Problem Origination Area: Dock Operations</p> <p>Processing Area: Letter Barcode Sorter Machines</p> <p>Work Tour: 2</p>	<p>Submitter Details</p> <p>Submission Date: 4/18/2011</p> <p>Submitter: BXYPD</p> <p>Submitter Phone: 314-340-2127</p> <p>Submitter E-Mail: andrey.b.levin@usps.gov</p> <p>Submitter Work Tour: 1</p>
--	---

Figure 5-9: Example of Detail Issue Report – Issue Information tab

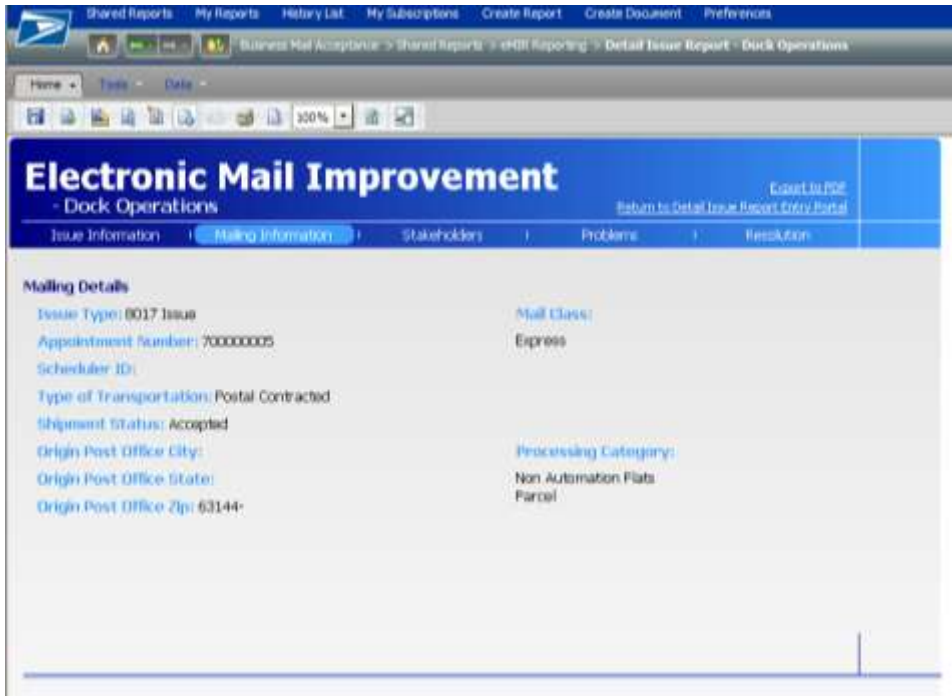


Figure 5-10: Example of Detail Issue Report – Mailing Information tab

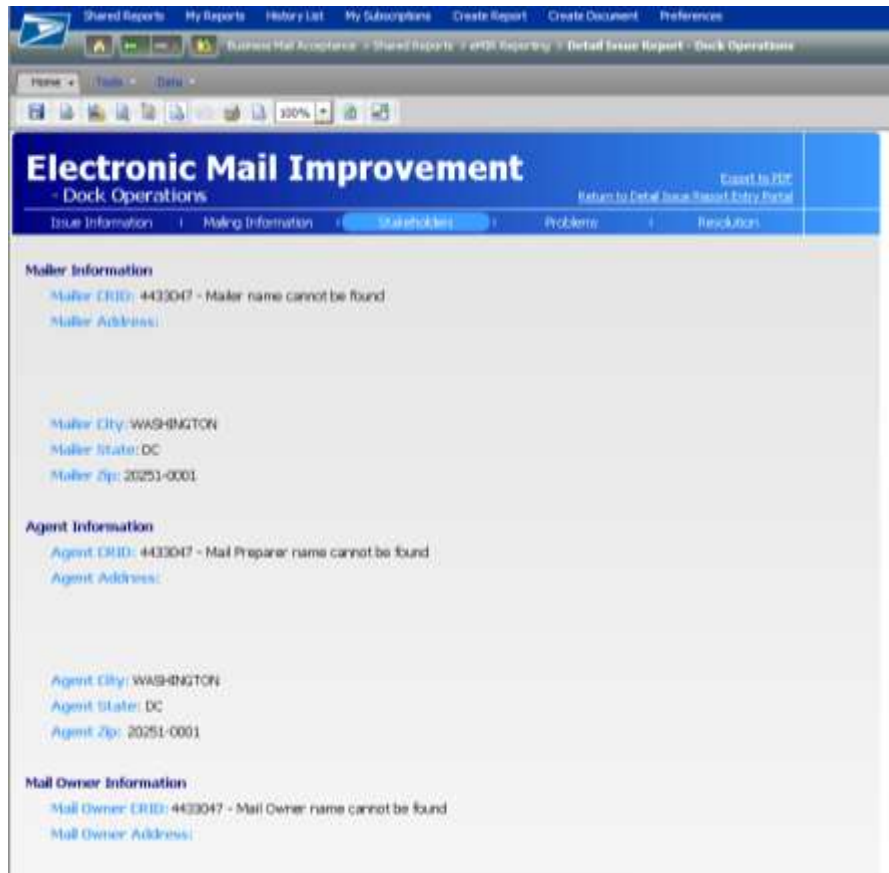


Figure 5-11: Example of Detail Issue Report – Stakeholders tab

Shared Reports | My Reports | History List | My Subscriptions | Create Report | Create Document | Preferences

Business Mail Assistance > Shared Reports > eMR Reporting > Detail Issue Report - Dock Operations

Home | Tools | Data

Electronic Mail Improvement

- Dock Operations

Export to PDF | Return to Detail Issue Report Entry Portal

Issue Information | Mailing Information | Stakeholders | **Problems** | Resolution

Issue Images Link

[Click to view the images page.](#)

Problems

Container Type	Problem	Sub-Problem
	Broken Pallets	Broken Pallets
	Container Counts Do Not Match Form	Container Counts Do Not Match Form
	Incorrect Class of Mail	Incorrect Class of Mail
	Missing Appointment Number	Missing Appointment Number
Induction	Pallets Too Tall	Pallets Too Tall
	Vehicle Size	Vehicle Size

Figure 5-12: Example of Detail Issue Report – Problems tab and Issue Images Link

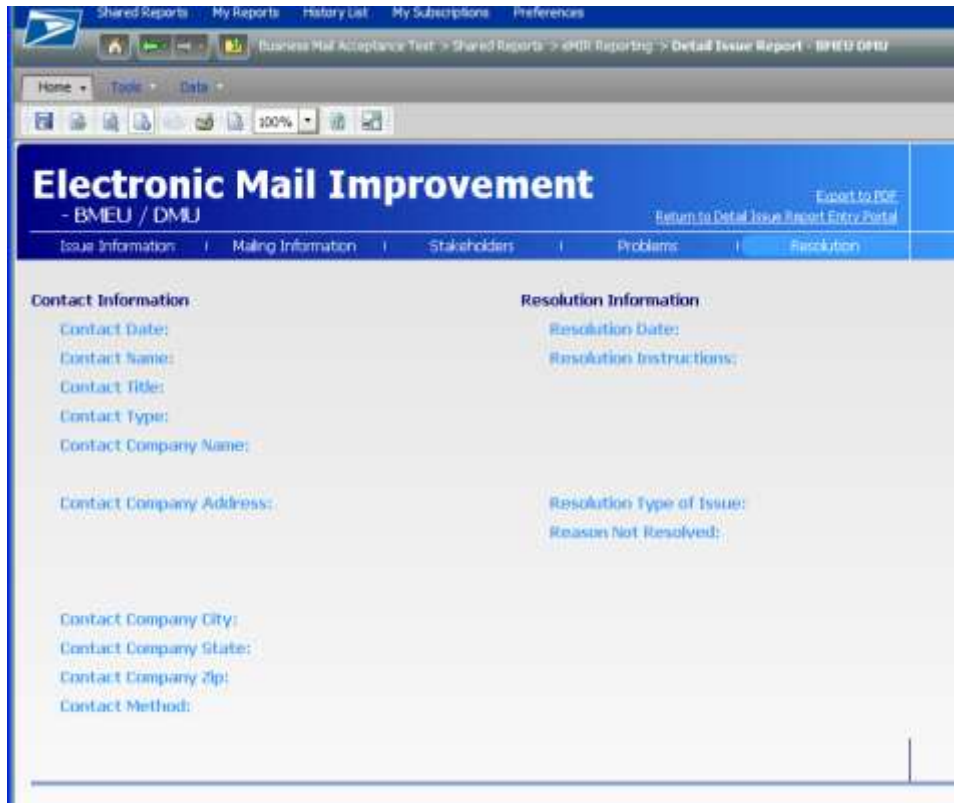


Figure 5-13: Example of Detail Issue Report – Resolution tab

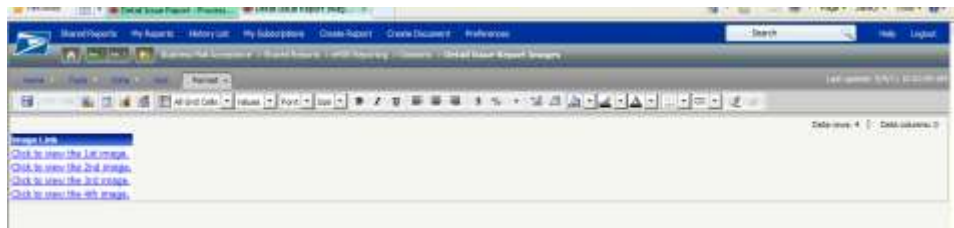


Figure 5-14: Example of Detail Issue Report – Image Links

Chapter 6 Reports for Periodicals Mailers

The Postage Statement Register, Postage Statement Register – Entry Facility Detail, Version Summary Report: Listing by Mailing Date and Entry Facility Listing by Mailing Date are available to all Periodicals mailers who submit their postage by Mail.dat. The Consolidated Payment functionality is available to phase out the Centralized Postage Payment for Periodicals mailers (CPP) program. Refer to Publication 401, a *Guide to the Centralized Postage Payment (CPP) System for Periodicals Mailers* for more detailed information.

The screen flows described in this section requires registering at the Business Customer Gateway where a username and password will be issued. Additionally, a user must have access to the Manage Mailing Activity service to access the reports and the Consolidated Payment feature described in this section.

The following screen flows are presented and are applicable to Periodicals mailers except for flows 4 and 5 which apply only to CPP mailers.

- Accessing The Dashboard - Screen Flow 1
- Updating the Advertising Percentage Worksheet - Screen Flow 2
- Accessing the Edition Weight Worksheet - Screen Flow 3
- Creating a Consolidated Payment Request for CPP Mailers - Screen Flow 4
- Creating a Consolidated Payment Request from the Dashboard– Screen Flow 5
- Accessing Postage Statement Register CPP Mailers - Screen Flow 6
- Accessing Issue Level Postage Statement – Screen Flow 7
- Reviewing Periodicals Transactions – Screen Flow 8

Note: The data in the screens presented in this section are fabricated. The mailer presented in the fields within the screens is an actual USPS customer. For the protection and preservation of the privacy rights of this customer, many of the fields were intentionally blurred.

6.1 Screen Flow 1: Accessing the Dashboard

Access the Dashboard to submit and review jobs through the Postal Wizard (Figure 6-1). Select Dashboard from the Manage Mailing Activity menu (Figure 6-2). You can also search by Submit Date range, Postage Statement ID, Mailing Group, Preparer Permit #, Permit Holder #, Mailer Location, Mailer Job#, Preparer Permit Type, and Permit Holder Type. You can Multi-filter by holding down the Ctrl key while making additional selections.

[Profile >>](#) [Request Access >>](#) [Request Status >>](#)

Business Customer Gateway

From your homepage you can request access to services. Online services help you manage day-to-day activities of your mailing and shipments, from design and prepare to transport and tracking.

When you select a service and you do not have access, the system will give you the option to add a service.



Your Account Settings
Welcome Jane

Profile

- [Profile](#)
- [Request Access](#)
- [Request Status](#)

Account Services

- [Balance & Fees \(PostalOne!\)](#)
- [Manage Permits \(PostalOne!\)](#)
- [Centralized Account Processing System \(CAPS\)](#)
- [Verification Assessment Evaluator \(PostalOne!\)](#)

Design & Prepare

- [Electronic Data Exchange \(PostalOne!\)](#)
- [Intelligent Mail Services](#)
- [Intelligent Mail for Small Business Mailing \(IMSB\)](#)
- [Mailer ID](#)

Mail & Transport

- [Customer Label Distribution System \(CLDS\)](#)
- [Schedule a Mailing Appointment \(FAST\)](#)
- [Customer/Supplier Agreements \(CSAs\)](#)

Mailing Services

- [Audit Mailing Activity \(PostalOne!\)](#)
- [Every Door Direct Mail Retail](#)

Shipping Services

- [Manage Electronic Return Activity \(PRS\)](#)
- [Manage Scan Based Payment Activity \(SBP\)](#)
- [Manage Electronic Verification Activity \(eVS\)](#)
- [Online Enrollment](#)

Track & Report

- [ADVANCE](#)
- [Manage Mailing Activity](#)
- [Track & Confirm](#)
- [Delivery Confirmation](#)
- [Product Performance Reports](#)

Tools and Wizards

- [Dashboard \(PostalOne!\)](#)
- [Postal Wizard \(PostalOne!\)](#)
- [Mailing Reports \(PostalOne!\)](#)

Customer Support

LEGAL	ON USPS.COM	ON ABOUT.USPS.COM	OTHER USPS SITES
Privacy Policy	Government Services	About USPS Home	Business Customer Gateway
Terms of Use	Buy Stamps & Shop	Newsroom	Postal Inspectors
FOIA	Print a Label with Postage	Mail Service Updates	Inspector General
No FEAR Act EEO Data	Customer Service	Forms & Publications	Postal Explorer
	Site Index	Careers	

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Figure 6-1: Periodicals Reports are accessed through the Postal Wizard and then Dashboard



Figure 6-2: Periodicals Reports Dashboard Access

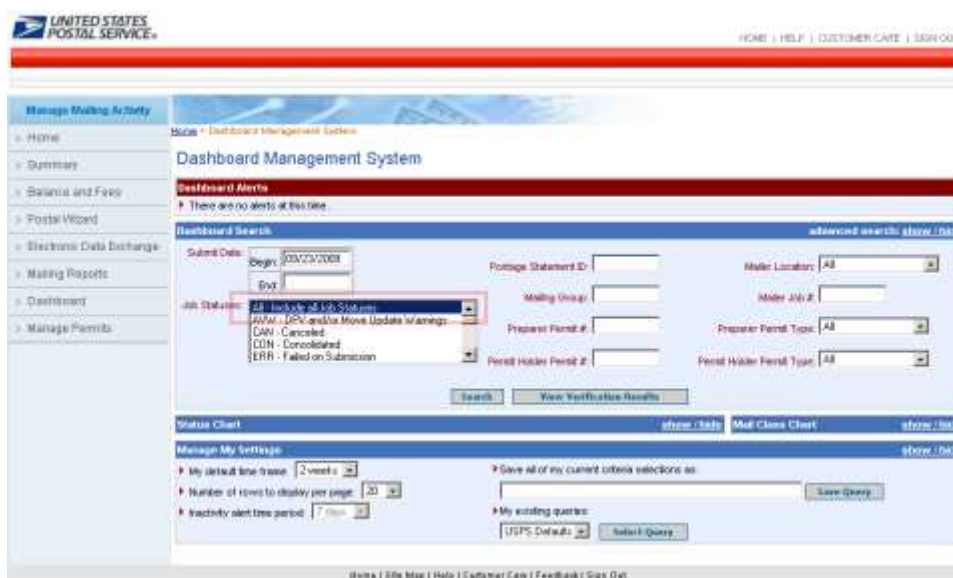


Figure 6-3: Upon selecting the Dashboard from the Manage Mailing Activity menu, the Dashboard Management System homepage displays

To access a job, users have options to search by Submit Date, Job Status (e.g., UPD, FPP, EST, FIN Postage Statement ID, and FIN), Postage Statement ID, Mailing Group, Preparer Permit #, Permit Holder Permit #, Mailer Location, Mailer Job #, Preparer Permit Type, and Permit Holder Permit Type. The most direct way is to search by Job Status. In the example screen, the user selected search criteria by *Include Job Status – All* (Figure 6-3).

6.2 Screen Flow 2: Updating Advertising Percentage

The advertising percentage worksheet is available for the PS Form 3541 Postage Statement – Periodicals after the Mail.dat file is sent with Container Summary field Container Status with value ready-to-pay.

The following screen flow demonstrates how Publisher or authorized agent can update Advertising Percentage using the worksheet. First, access the Dashboard and enter search criteria for the job (Figure 6-3).

The screenshot shows the USPS Dashboard interface. On the left is a navigation menu 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 'Search Results' and shows '14 jobs found, displaying all jobs'. Below this is a table with the following columns: Job ID, Mailing Group ID, Postage Statement ID, Verification Due, Mailing Date, Submit Date, Job Publication Name, Permit/USPS Number, Mail Class, Pieces, Postage (\$), and Job Status. The table contains 14 rows of data, each representing a mailing job with various details such as dates, postage amounts, and job statuses.

Job ID	Mailing Group ID	Postage Statement ID	Verification Due	Mailing Date	Submit Date	Job Publication Name	Permit/USPS Number	Mail Class	Pieces	Postage (\$)	Job Status
+ Change	69264883	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,284.79	UPD
+ Change	69264882	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,284.79	UPD
+ Change	69264881	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$45,777.79	Multiple
- Change	69264900				06/19/2009	20090608		PE	132,225		
+ Change	69264799	Multiple	No	06/18/2009	06/19/2009	20090608	Multiple	PE	132,225	\$46,284.79	UPD
+ Change	69264798	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,284.79	UPD
- Change	69264781				06/19/2009	20090608		PE	132,225		
+ Change	69264761	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,889.81	FIN
+ Change	69264758	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$47,588.87	FIN
+ Change	69264758	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$47,252.98	FIN
+ Change	69264671	Multiple	No	Multiple	06/18/2009	20090608	Multiple	PE	132,225	\$48,883.61	FIN
+ Change	69264407	Multiple	No	Multiple	06/16/2009	20090608	Multiple	PE	132,225	\$46,284.79	FIN
- Change	69264130				06/12/2009	20090608		PE	132,225		
+ Change	69264836	Multiple	No	Multiple	06/11/2009	20090608	Multiple	PE	132,225	\$46,284.79	Multiple

Export options: [CSV](#) | [Excel](#) | [PDF](#)

Buttons: [Refresh My Results](#) | [Modify My Search](#) | [Start New Search](#)

Charts: [Status Chart](#) [show / hide](#) | [Mail Class Chart](#) [show / hide](#)

Footer: [Home](#) | [Site Map](#) | [Help](#) | [Customer Care](#) | [Feedback](#) | [Sign Out](#)
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Figure 6-4: All Jobs ID display according to Dashboard search criteria entered by the user

The screenshot shows the USPS Dashboard Management System interface. On the left is a navigation menu with options like Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, and Manage Permits. The main area displays 'Search Results' with 'My Search Criteria Selections' and a legend. Below the legend, it states '14 jobs found, displaying all jobs.' A table lists various mailing jobs with columns for Job ID, Mailing Group ID, Postage Statement ID, Verification Due, Mailing Date, Submit Date, Job Publication Name, Permit/USPS Number, Mail Class, Pieces, Postage (\$), and Job Status. A red arrow points to the Job ID 69264798. Below the table are export options (CSV, Excel, PDF), search controls (Refresh My Results, Modify My Search, Start New Search), and status charts. The footer includes copyright information for 2009-2012 USPS.

Job ID	Mailing Group ID	Postage Statement ID	Verification Due	Mailing Date	Submit Date	Job Publication Name	Permit/USPS Number	Mail Class	Pieces	Postage (\$)	Job Status
69264803	Multiple	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,284.79	UPD
69264802	Multiple	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,284.79	UPD
69264801	Multiple	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$45,777.79	Multiple
69264800					06/19/2009	20090608		PE	132,225		
69264799	Multiple	Multiple	No	06/18/2009	06/19/2009	20090608	Multiple	PE	132,225	\$46,284.79	UPD
69264798	Multiple	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,284.79	UPD
PS# 70019841 cid 570235											
PS# 70019843 cid 570235											
PS# 70063990 cid 570235											
PS# 70019842 cid 570235											
69264781					06/19/2009	20090608		PE	132,225		
69264761	Multiple	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,889.81	FBI
69264760	Multiple	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$47,588.87	FBI
69264750	Multiple	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$47,252.98	FBI
69264671	Multiple	Multiple	No	Multiple	06/18/2009	20090608	Multiple	PE	132,225	\$48,883.81	FBI
69264607	Multiple	Multiple	No	Multiple	06/16/2009	20090608	Multiple	PE	132,225	\$46,284.79	FBI
69264130					06/12/2009	20090608		PE	132,225		
69264036	Multiple	Multiple	No	Multiple	06/11/2009	20090608	Multiple	PE	132,225	\$46,284.79	Multiple

Figure 6-5: Select Job ID by double clicking the Job ID or select “+” to expand Job ID, then select postage statement with customer ID number

To view a Periodicals postage statement contained within a consolidated postage statement, click the Job ID. For consolidated Periodicals postage statements, only the consolidated postage statement that contains the other postage statements appears on the Dashboard. On the Job Details page, click the Periodicals postage statement.

To view a combined Periodicals postage statement, click the plus sign next to the Job ID on the Dashboard. To view statements within the combined statement, click the **cid** link for the mailing. To view an individual statement within the combined statement, click the PS Number link on the combined page available from the cid link.

Job Detail. Select any one Job ID to access the Job Detail page, which displays all files associated with the selected job, file upload date and time, and upload status. A User can access the **Outside County Container Report, Qualification Report, Version Summary Report and the Reconciliation Report** from the links at the bottom of the page.

USPS MAIL SERVICES
POSTAL SERVICE®

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

Home > Dashboard Management System

Job Detail

Job Information Summary

Mailing Agent: [09254803](#) Mailing Date: 06/10/2009
 Job Name: [09254803](#) Submit Date: 06/10/2009
 Job ID: [09254803](#) Last Activity Date: 06/10/2009
 Mailing Group ID: 09254803 Mailing % Complete: 0.00

Legend: [A] for postage adjustment [M] for USPS adjusted entry [F] for Full-Service statements [M] for Mixed-Service statements

Postage Statement ID	Verifications	Available Report(s)	Permit/SPS Number	Status	# of Pieces	Postage \$	
PSF 20021211 Job 5702450			PE 09254	UPD	52,891	\$20,594.42	
PSF 20021012			PE 09254	CON	6	\$2.19	
PSF 20021019			PE 09254	CON	5	\$1.81	
PSF 20021019			PE 09254	CON	263	\$83.42	
PSF 20021020			PE 09254	CON	115	\$41.59	
PSF 20021021			PE 09254	CON	56	\$20.18	
PSF 20021022			PE 09254	CON	124	\$40.89	
PSF 20021022			PE 09254	CON	930	\$342.27	
PSF 20021024			PE 09254	CON	185	\$58.45	
PSF 20021025			PE 09254	CON	78	\$26.91	
PSF 20021273			PE 09254	CON	3	\$1.38	
PSF 20021274			PE 09254	CON	3	\$1.17	
PSF 20021275			PE 09254	CON	4	\$1.29	
PSF 20021276			PE 09254	CON	857	\$307.82	
PSF 0862330			PE 31000	LUN	248	\$91.07	
PSF 20021261			PE 31000	CON	1,158	\$335.28	
PSF 20021262			PE 31000	CON	201	\$71.29	
PSF 20021263			PE 31000	CON	45	\$15.14	
PSF 20021264			PE 31000	CON	48	\$18.92	
PSF 20021265			PE 31000	CON	120	\$46.67	
PSF 20021266			PE 31000	CON	12	\$4.49	
PSF 20021267			PE 31000	CON	152	\$48.88	
Note: EST, CAN, and CON statements are not included in the TOTALS.					TOTAL:	133,225	\$46,264.79

eDocumentation Summary

Name of Report Available	# of Reports	# of Pieces	Postage(s), (Estimated Actual)
Outside County Confirmation Report	1		
Qualification Report(s)	1	133,225	
Version Summary Report	1		
Reconciliation Report	1		

[Return To Search Results](#)

Home | Site Map | Help | Customer Care | Feedback | Sign Out

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Figure 6-6: The Job Detail page displays when a Job ID hyperlink is double clicked from the Search Results page. Note: This screen was cropped in several areas to allow a full page display



Figure 6-7: Combined mail Postage Statements display by permit number within the Job ID

To access the Advertising Percentage Worksheet, select one of the postage statements (highlighted in the red box in Figure 6-7). When a postage statement number is selected, the Verification Statement (PS Form 3541) displays (Figure 6-8). In the upper right hand corner there is a link labeled Advertising Percentage Worksheet highlighted by a red box in Figure 6-8.

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

Restricted Information

Dashboard > Verification Statement > Display Today's Date: 06/26/2009

Mailing Group Summary Information

Mailing Group ID: 60064300 Mailer's Job #: 00000000 Open Date: 06-19-09
 Preparer: 60064300 Finance No.: 00000000 Close Date:
 Description: 20000608

PS # 70019841, UPD Cancel | Register | Edition Weight Worksheet | **Advertising Percentage Worksheet**

Facsimile of Form 3541

PS Form 3541 - Periodicals - Combined Mailing **Planned**

United States Postal Service Classroom
 Nonprofit
 Regular
 Science-of-Agriculture Post Office: Note Mail Arrival Time

Periodicals - Combined Mailing

Periodicals mailings of different copyweights must be reported on separate statements.
 Noncommingled nonsubscriber copies over the 10% limit are notmailable at Periodicals prices.

Mailer Information

Publication Title and Owner or News Agent's Name <small>Publication Title and Owner or News Agent's Name Street or Postoffice address City or ZIP+4 Country - Mail ID (CIPF)</small>	Mailer's Name, Address, Telephone Number, and Email <small>Address Street or Postoffice address City or ZIP+4 Country - Mail ID (CIPF)</small>	Entry Post Office Name, State, and ZIP+4 <small>Post Office Name and State ZIP+4</small>
---	---	---

Mailing Information

Publication No. 8200	Edition/Code: 4	Process Category: Flat	Mailing Date: From 06/10/2009 to 06/10/2009	Statement Sequence No.: First: Last:
Issue Date: First: 06/01/2009 Last: 06/01/2009	Volume Number: 80	Issue Number: 23	Issue Frequency: 1/year	
Weight of Single Ride-Along Piece: N/A	Weight per Copy for Issue: N/A	Advertising Percentage in This Issue: N/A		
Total Addressed Pieces: 32683 pcs.		Total Postage: \$ 10,755.20		
No of Containers:	1' MM Trays:	2' MM Trays:	2' EMM Trays:	Flat Trays: Sacks: 1070 Pallets: 131 Other:
For Automation Price Pieces, Enter Date for Address Matching and Coding: 01/01/0001		For Carrier Route Price Pieces, Enter Date for Address Matching and Coding: 01/01/0001		For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing: 01/01/0001
Combined Mailing [X] Yes [] No				

Outside-County

Part B - Advertising Pound Price

Entry Zone	Subscriber Copies	Nonsubscriber Copies	Total Copies	Total Pounds	Advertising Pounds	Price	Postage
B2 DSCF	7788	7258	15046	2615	1318	0.200	263.6000
B3 DADC	1875	1941	3816	685	337	0.212	71.4440
B4 1 & 2	4397	4182	8579	1406	754	0.237	178.6980

Figure 6-8: Verification Statement (PS Form 3541 Periodicals Combined Mailing) displays. Note this screen was cropped to display fittingly in the document

The Advertising Percentage Worksheet (Figure 6-9) displays when the Advertising Percentage Worksheet link is selected.

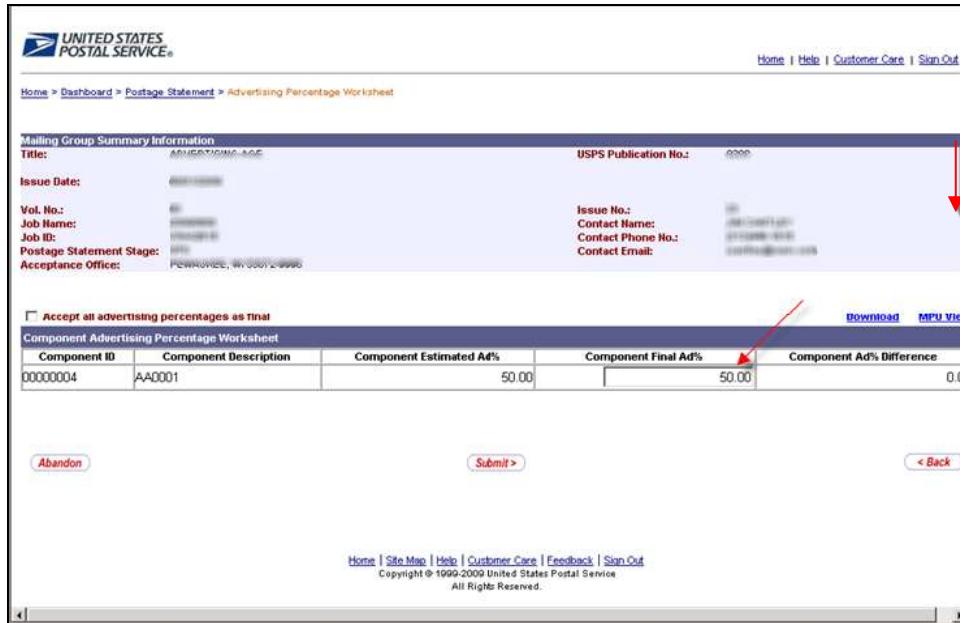


Figure 6-9: Advertising Percentage Worksheet (component view)

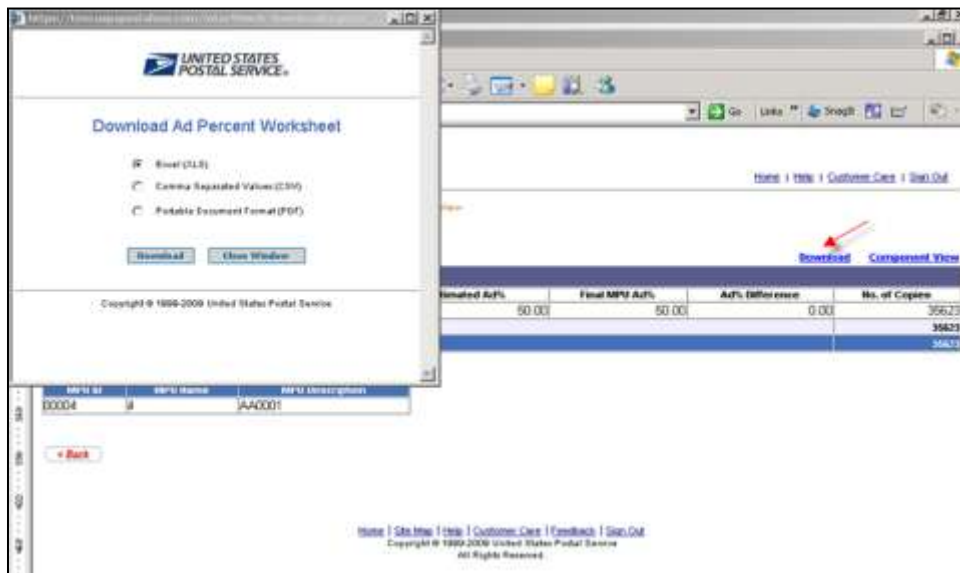


Figure 6-10: The Advertising Percentage Worksheet can be downloaded in .xls, .csv or .pdf

Microsoft Excel - report[1]

File Edit View Insert Format Tools Data Window Help Addge PDF Typ

75%

Arial 10 B I U

D23

Mailing Group Summary Information						
Title:	Advertisement Ad%	USPS Publication No.:				
Issue Date:		Issue No.:				
Vol. No.:		Contact Name:				
Job Name:		Contact Phone No.:				
Job ID:		Contact Email:				
Postage Statement						
Acceptance Office:						
Component Advertising Percentage Worksheet						
Component ID	Component Description	Component Estimated	Component Final	Component Ad%		
4 AA0001		50.00	50.00	0.00		
Component Advertising Percentage Worksheet - MPU View						
Mailing Date	Version ID	MPU Name	MPU Estimated Ad%	Final MPU Ad%	Ad%	No. of
20090610	4	4	50.00	50.00	0.00	35623
Subtotal No. of Copies						35623
Sum Total For Mailing						35623
MPU ID	MPU Name	MPU Description				
00004	4	AA0001				

Figure 6-11: The Advertising Percentage Worksheet download in .xls, .csv or .pdf

UNITED STATES POSTAL SERVICE®

Home | Help | Customer Care | Sign Out

Home > Dashboard > Postage Statements > Advertising Percentage Worksheet > MPU View

Download Component View

Component Advertising Percentage Worksheet - MPU Summary						
Mailing Date	Version ID	MPU Name	MPU Estimated Ad%	Final MPU Ad%	Ad% Difference	No. of Copies
20090610	00004	4	50.00	50.00	0.00	35623
Subtotal No. of Copies						35623
Sum Total For Mailing						35623
MPU ID	MPU Name	MPU Description				
00004	4	AA0001				

Back

Home | Site Map | Help | Customer Care | Feedback | Sign Out
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Figure 6-12: The Advertising Percentage MPU view, accessed from the Ad % Worksheet where the MPU link is provided (shown to Figure 5-9)

6.3 Screen Flow 3: Accessing the Edition Weight Worksheet

The Edition Weight Worksheet is available for the PS Form 3541 Postage Statement – Periodicals after the Mail.dat file is sent with Container Summary field Container Status with value ready-to-pay.

To access the Edition Weight Worksheet, follow the same steps below which is essentially the same screen flow for accessing the Advertising Percentage Worksheet.

1. Select the Dashboard from the Manage Mailing Activity Menu (Figure 6-3)
2. Enter Job search criteria (Figure 6-3)
3. Select the Job ID (Figure 6-4 or Figure 6-5)
4. Expand or double click the Job ID from the Search Results page (Figure 6-5)
5. Select the Postage Statement (CPP) (Figure 6-7)
6. From the Verification Statement (PS FORM 3541), select the Edition Weight link located at the top of the page (Figure 6-8). The Edition Weight Worksheet then appears (Figure 6-13).

The screenshot displays the USPS Edition Weight Worksheet interface. At the top, it shows the USPS logo and navigation links (Home, Help, Customer Care, Sign Out). Below the logo is a breadcrumb trail: Home > Dashboard > Postage Statement > Edition Weight Worksheet. The main content area is divided into two sections. The first section, titled 'Mailing Group Summary Information', contains key details such as Title, Issue Date, Vol. No., Job Name, Job ID, Postage Statement Stage, Acceptance Office, USPS Publication No., Issue No., Contact Name, Contact Phone No., and Contact Email. The second section, titled 'Component Edition Weight Worksheet', features a table with the following data:

Component ID	Component Description	Component Weight Source	Component Weight Status	Component Weight	USPS Verified Weight	Weight % Difference
00000004	A0001	C	N	00.1741	00.1741	00.0000

Below the table, there is a '< Back' button and a 'Download MPU View' link. At the bottom of the page, there are additional navigation links (Home, Site Map, Help, Customer Care, Feedback, Sign Out) and a copyright notice: Copyright © 1999-2009 United States Postal Service. All Rights Reserved.

Figure 6-13: The Edition Weight Worksheet (component view)

The screenshot displays the USPS Edition Weight Worksheet in Publisher view. It includes a header with the USPS logo and navigation links. Below the header, there are sections for 'Edition Information' and 'Edition Weight Worksheet'. The 'Edition Weight Worksheet' section contains a table with the following data:

Consolidated ID	Consolidated Description	Consolidated Weight Source	Consolidated Weight Status	Consolidated Weight	USPS Use-End Weight	Weight % Difference
00000001	JAN002	C	SI	00.5024	00.5000	00.1254
00000002	JAN015	C	SI	00.4249	00.4249	00.0000
00000003	JAN011	C	SI	00.4943	00.4011	-23.2361

Below the table, a message states: "There is 1 out of 3 (33.33%) weights that are outside the tolerance when compared to estimated weights." A "Back" button is visible at the bottom left of the table area.

Figure 6-14: The Edition Weight Worksheet (Publisher view – no data entry privilege)

6.4 Screen Flow 4: Creating a Consolidated Payment Request

Notes on Payment Requests

- The Publisher may make a payment request to consolidate the desired Mail.dat jobs together into one payment provided those jobs are in Finalized Pending Payment (FPP) status, at a single acceptance office and for a single publication title and issue. The payment request causes the statements to move to status FIN and one payment is deducted from the CAPs account at midnight central time.
- After 28 days from the first date of mailing, if the Mail Publisher does not make a payment request, the system automatically files the payment request. The payment request causes the statements to move to status FIN and one payment is deducted from the CAPs account at midnight central time.

The following screen flow demonstrates how to perform a payment request through the Postal Wizard and Consolidated Payment Request route. The alternate route is through the Dashboard (refer to the section that follows).

To create a consolidated payment request, first access the Postal Wizard, then click the Consolidated Payment Request link on the Postal Wizard page in *PostalOne!* (Figure 6-15).

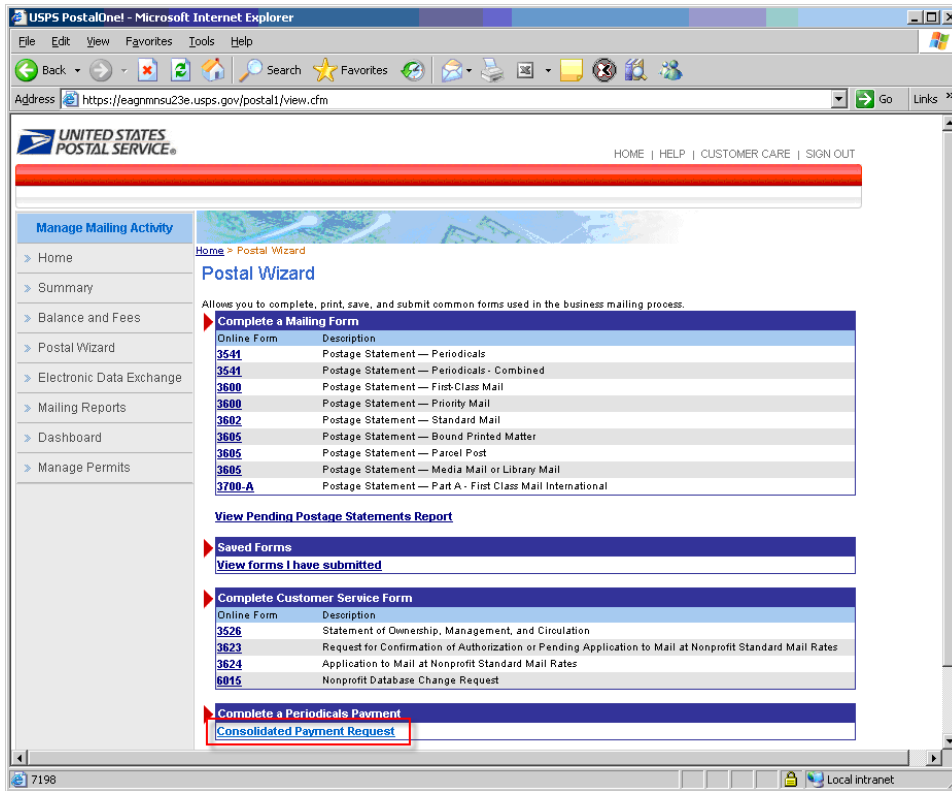


Figure 6-15: The Edition Weight Worksheet (Publisher view – no data entry privilege)

Consolidated Payment Request using the Postal Wizard

Select the consolidated Payment Request link at the bottom of the page, indicated by the red box. Once the Consolidated Payment Request link is selected, a list of eligible Publication Permits are displayed, which are available for creating a payment request (Figure 6-16).

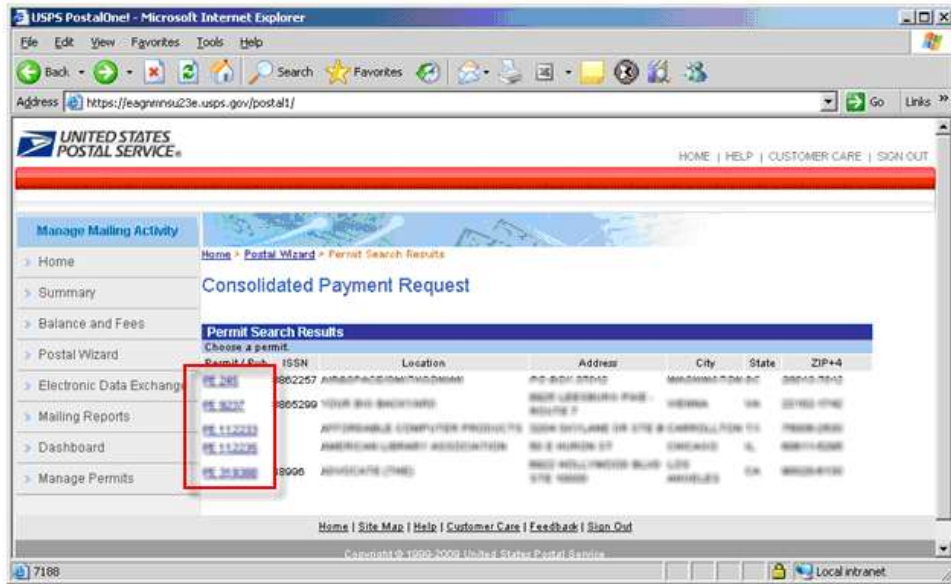


Figure 6-16: List of eligible publications (assessed from Consolidated Payment Request link on Dashboard)

After selecting a specific (PE permit link) publication (refer to the red box), the Consolidated Payment Request – Home screen for the publication displays (Figure 6-17). From this screen, you can view postage statements in FPP status, eligible to be added to a consolidated payment request, create new consolidated payment requests, modify existing consolidated payment requests, and view details of completed consolidated payment requests.

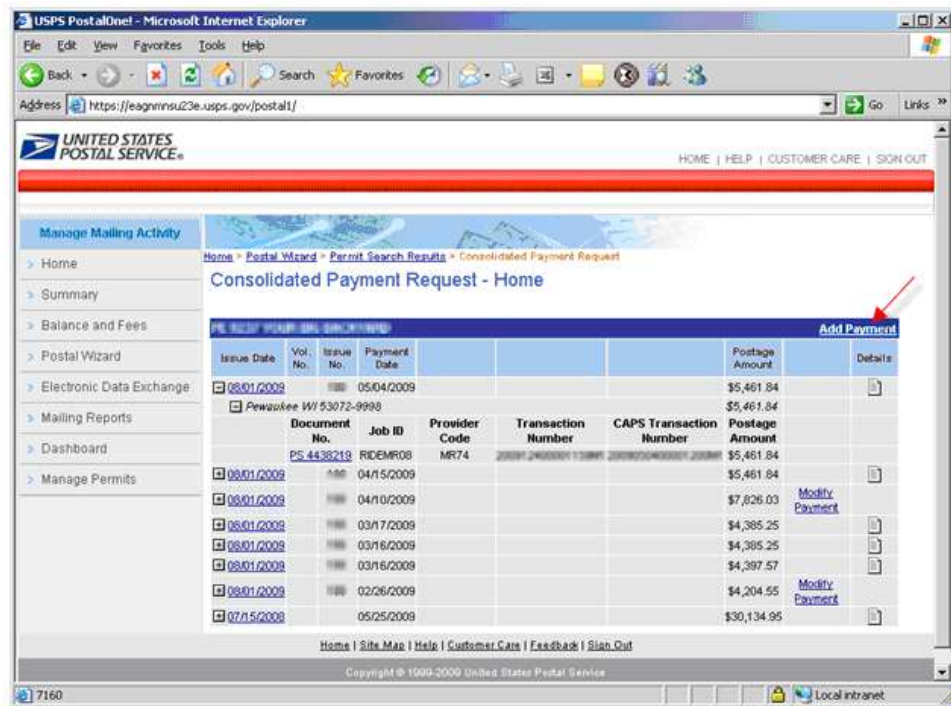


Figure 6-17: Consolidated Payment Request home screen for the publication displays

To create a consolidated payment request, select the Add Payment link. (Figure 6-17). The Consolidated Payment Request, Add Payment (Search) screen then displays (Figure 6-18).

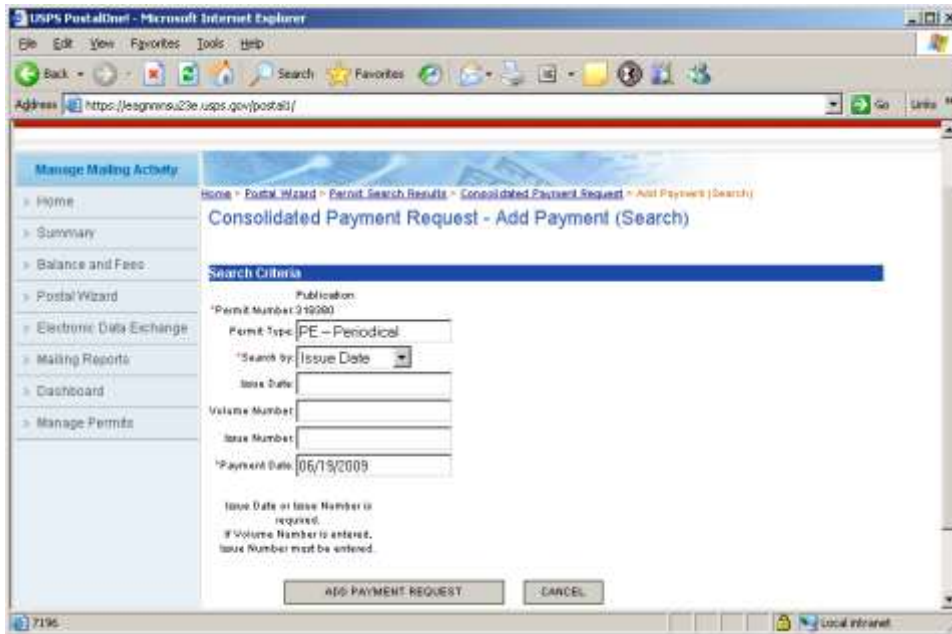


Figure 6-18: Consolidated Payment Request – Add Payment screen

You will be required to enter either the issue date or issue number and volume number (optional) to display the postage statements available for payment, then click the ADD PAYMENT REQUEST link (Figure 6-18). All matching postage statements in FPP status will be displayed (Figure 6-19).

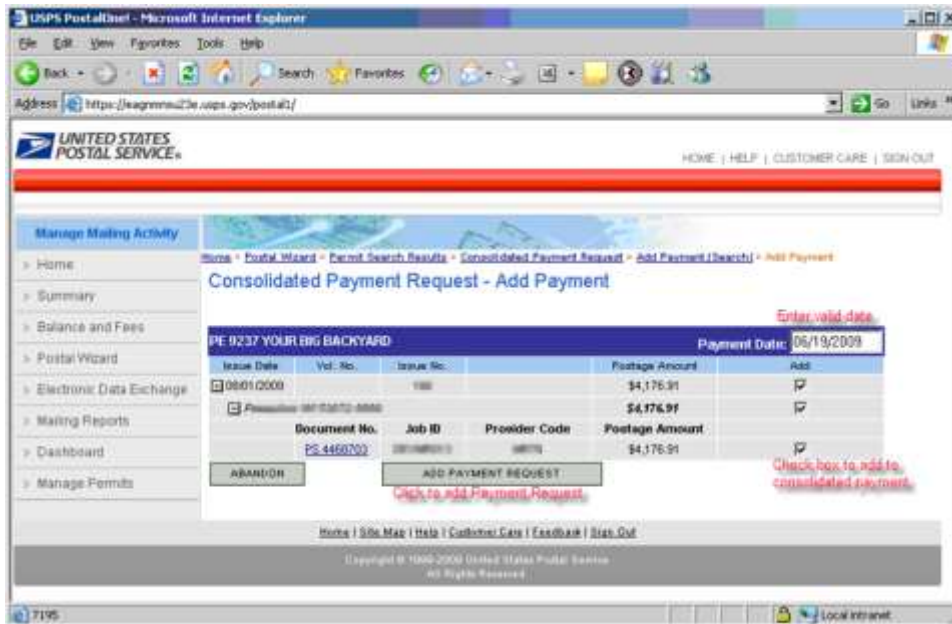


Figure 6-19: Consolidated Payment Request – Add Payment screen

You can select the postage statements to include in the consolidated payment request. A payment date field will be available to enter any payment date for the request provided that the date is not later than 28 days past the first mailing date in the selected postage statements (Figure 6-19). Click the ADD PAYMENT REQUEST button to create the payment request.

NOTE: The system presents the mail owner with a list of all active CAPS permits at the acceptance offices attached to their owner view with active CPP indicators at the original entry office.

For Mail.dat files, only postage statements where the advertising percentages have been finalized are eligible to be added to a payment.

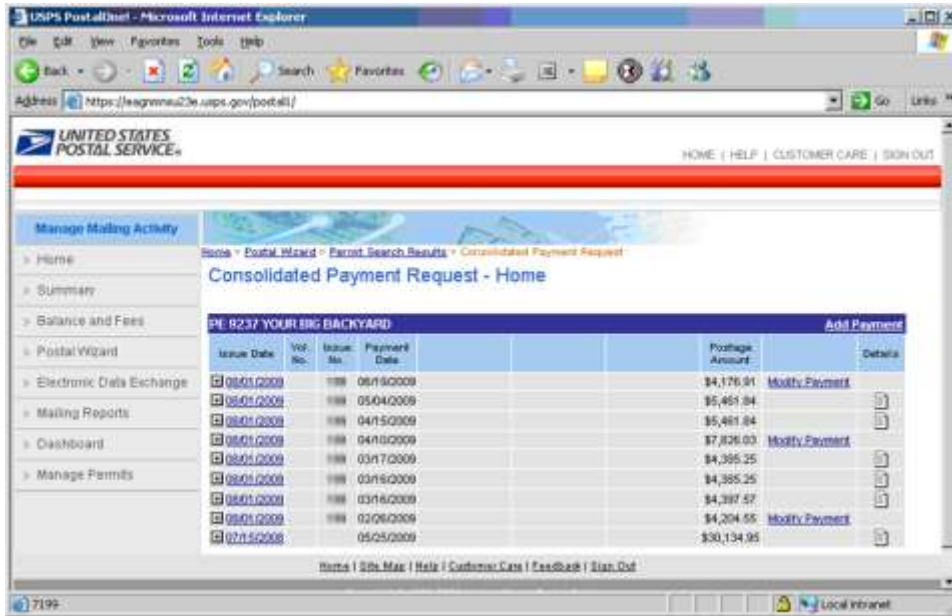


Figure 6-20: After the user clicks the Add Payment Request button (Figure 6-19), the user will be taken back to the Consolidated Payment Request – Home screen (Figure 6-17).

6.5 Screen Flow 5: Creating a Consolidated Payment Request from the Dashboard

To Create a Consolidated Payment Request from the Dashboard, follow the same steps below which are essentially the same screen flow for accessing the Advertising Percentage Worksheet for both combined and consolidated mailings. Note the Advertising Percentage must be marked as final when using the Ad % worksheet (versus update Mail.dat file).

NOTE: This screen flow also demonstrates how the Publisher needs to make the Ad % values final before a Consolidated Payment request can be performed.

1. Select the Dashboard from the Manage Mailing Activity Menu (Figure 6-3).
2. Enter Job search criteria (Figure 6-2).
3. Select the Job ID (Figure 6-4).
4. Expand or double click the Job ID from the Search Results page (Figure 6-5).
5. Select the Postage Statement from the Search Results page (Figure 6-6).
6. Select the Postage Statement No. from the list of Postage Statement No listing (Figure 6-21 below).
7. Select the Advertising Percentage Worksheet to access the Ad % Worksheet and update the Ad % value final (Figure 6-22 below).
8. Update the Ad % Worksheet.
9. Go back to the Dashboard and select the postage statement to create a Consolidated Payment, and then select the Add Payment link at the top corner of the page (Figure 6-24 below).

- Enter Job ID criteria Consolidated Payment Request – Add Payment (Search) screen (Figure 6-25 below).
- In the Consolidated Payment Request – Add Payment screen: enter date, check the issue Document number that applies and then select the “ADD PAYMENT REQUEST” (Figure 6-26 below).
- The system returns an error message that the Ad % Worksheet is not finalized (Figure 6-27).
- Re-access the Ad % Worksheet and finalize the Ad % Worksheet by checking the “Accept all advertising percentage as final” box (Figure 6-28).
- Return to the Consolidated Payment Request Home page, and then select the ADD PAYMENT LINK at the top right corner (Figure 6-29).
- Select the Issue date from the Consolidated Payment Request Home page (Figure 6-30).
- At the Consolidated Payment Request – Add Payment screen: enter the Payment Date, check the Add box (Postage Statement Doc No., Issue and Acceptance Unit) to add, then click the ADD PAYMENT REQUEST button (Figure 6-30).

NOTE: If the date entered does not fall within the 28 day range, an error warning message appears. You will be prompted to return to the Consolidated Payment Request – Add Payment screen to enter a valid date (Figure 6-31).

Job ID	Mailing Group ID	Postage Statement ID	Verification Date	Mailing Date	Submit Date	Job/Publication Name	Permit/USPS Number	Mail Class	Pieces	Postage(\$)	Job Status
-	69264881	Multiple	No	Multiple	06/19/2009	20090608	Multiple	PE	132,225	\$46,747.92	Multiple
-	PS# 70063976 [col: 570238] [**]			06/23/2009	06/19/2009	20090608		PE	132,225	N/A	FN
+	PS# 70020724			06/14/2009	06/19/2009	JOB# 08770300-0000 [Issue] 03/08/09 [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00]	PE 03760	PE	33,683	\$10,755.20	FPP
+	PS# 70020722			06/14/2009	06/19/2009	JOB# 08770300-0000 [Issue] 03/08/09 [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00]	PE 03760	PE	52,691	\$20,057.55	FPP
+	PS# 70020725			06/14/2009	06/19/2009	JOB# 08770300-0000 [Issue] 03/08/09 [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00] [19:00:00]	PE 03760	PE	45,851	\$14,935.17	FPP

Figure 6-21: Postage Statement from the Search Results page

Restricted Information

Dashboard > Verification Statement > Display Today's Date: 06/23/2009

Mailing Group Summary Information

Mailing Group ID: 00000001 Mailer's Job #: 00000001 Open Date: 06-19-09
 Preparer: 00000001 Finance No: 00000001 Close Date:

PS # 70020724, FPP (Processed by RUTH STOCK on 06/23/2009 01:46:16 PM) Cancel | Register | Edition/Weight Worksheet | Advertising Percentage Worksheet

Postage Summary Facsimile of Form 3541

United States Postal Service Finalized Pending Payment

Periodicals - Combined Mailing Post Office: Note Mail Arrival Time

Periodicals mailings of different copy weights must be reported on separate statements. Noncommercial nonsubscriber copies over the 10% limit are not available at Periodicals prices.

Mailer Information

Publication Title and Owner or News Agent's Name: 00000001-0001
 Mailer's Name, Address, Telephone Number, and Email: 00000001-0001
 Entry Post Office Name, State, and ZIP+4: 00000001-0001

Mailing Information

Publication No.: 0000 Edition/Code: 4 Process Category: Flats Mailing Date: From 06/14/2009 to 06/09/2009 Statement Sequence No.: First Last
 Issue Date: First: 06/01/2009 Volume Number: 80 Issue Number: 23 Issue Frequency: 1/year
 Last: 06/01/2009

Weight of Single Ride-Along Piece: N/A Weight per Copy for Issue: N/A Advertising Percentage in This Issue: N/A

Total Addressed Pieces: 33693 pos. Total Postage: \$ 10,755.20

1' MM Trays: 2' MM Trays: 2' EMM Trays: Flat Trays: Sacks: Pallets: Other:

Figure 6-22: Postage Statement in Status FPP displays from the Search Results page (Figure 5-21)

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Home > Dashboard > Postage Statement > Advertising Percentage Worksheet

Mailing Group Summary Information

Title: 00000001-0001 USPS Publication No.: 0000
 Issue Date: 06/01/2009
 Vol. No.: 80
 Job Name: 00000001
 Postage Statement Stage: 0000
 Acceptance Office: 00000001-0001

Issue No.: 00
 Contact Name: 00000001-0001
 Contact Phone No.: 00000001-0001
 Contact Email: 00000001-0001

Download MPU View

Component ID	Component Description	Component Estimated Ad%	Component Final Ad%	Component Ad% Difference
00000001	AN0002	55.00	55.00	0.90
00000002	AN0010	55.00	54.20	-1.48
00000003	AN0011	55.00	56.00	1.79

< Back

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Figure 6-23: Updating the Ad% Worksheet from Postage Statement page. In this example the Publisher changed the postage statement in FPP, the third one from 55 to 51.

Home > Postal Statement > Check Search Results > Consolidated Payment Request

Consolidated Payment Request - Home

Add Payment

Issue Date	Vol. No.	Issue No.	Payment Date	Postage Amount	Balance
06/01/2009	80	00		\$20,087.42	
				\$21,097.42	
				\$20,087.42	
				\$20,756.86	
				\$21,456.38	
				\$21,134.33	
				\$21,510.88	
				\$20,094.42	

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Figure 6-24: Consolidated Payment Request – Add Payment Search screen, select the Add Payment link to create a Consolidated Payment Request.

Home » Postal Wizard » Permit Search Results » Consolidated Payment Request » Add Payment (Search)

Consolidated Payment Request - Add Payment (Search)

Search Criteria:

Publication

*Permit Number: 28700

Permit Type: FE - Periodical

*Search by: Issue Date

Issue Date: 06/01/2009

Volume Number:

Issue Number:

*Payment Date: 07/14/2009

Issue Date or Issue Number is required.
If Volume Number is entered, Issue Number must be entered.

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Figure 6-25: Consolidated Payment Request – Add Payment Search screen

You will be required to enter either the issue date or issue number and volume number (optional) to display the postage statements available for payment. Then click the Add Payment link (Figure 6-25). All matching postage statements in FPP status will be displayed (Figure 6-21).

HOME | HELP | CUSTOMER CARE

Home » Postal Wizard » Permit Search Results » Consolidated Payment Request » Add Payment (Search) » Add Payment

Consolidated Payment Request - Add Payment

PS 70000723 - 00000000 - 00000000					Payment Date: 07/14/2009
Issue Date	Vol. No.	Issue No.	Postage Amount	Add:	
<input type="checkbox"/> 06/01/2009	83	20	\$20,087.42	<input type="checkbox"/>	
<input type="checkbox"/> Periodical - 00000000					
	Document No.	Job ID	Provider Code	Postage Amount	
	PS 70000723	00000000	ORR	\$20,087.42	

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Figure 6-26: Consolidated Payment Request – Add Payment screen, enter Payment Date, check the add box to add then click the ADD PAYMENT REQUEST button.



Figure 6-27: Error message appears is the Ad % Worksheet is not finalized.

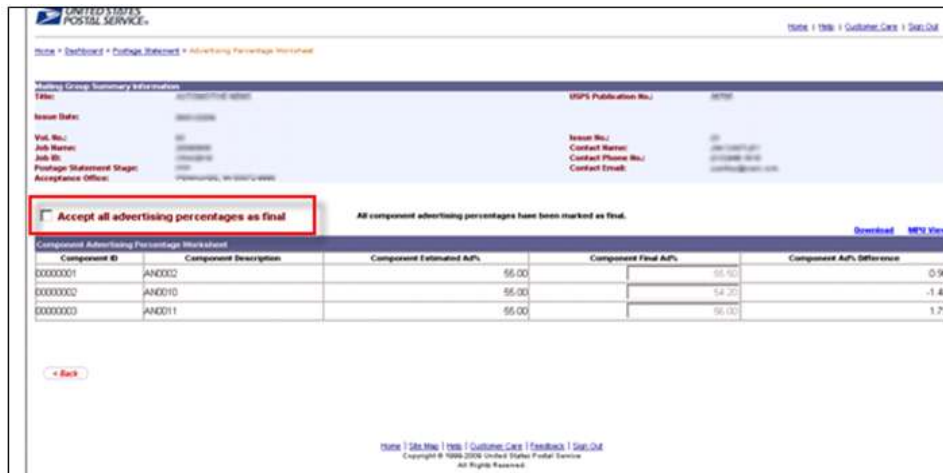


Figure 6-28: Check the Accept box to finalize the Ad % Worksheet.

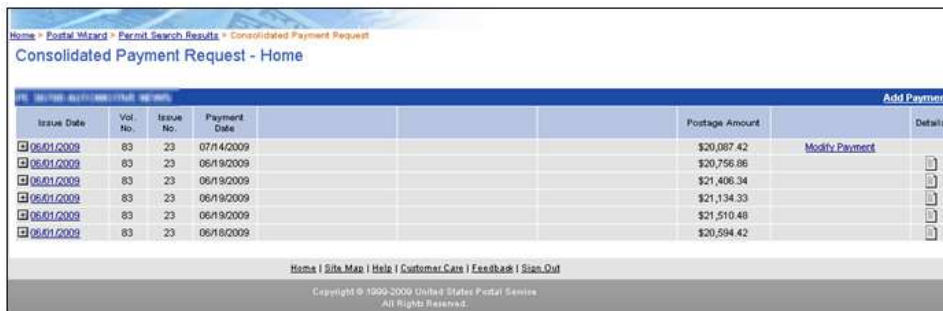


Figure 6-29: Return to the Consolidated Payment Request Homepage, then select the Add Payment link at the top right corner.

Consolidated Payment Request - Add Payment

Issue Date	Vol. No.	Issue No.	Postage Amount	Add
<input checked="" type="checkbox"/> 05/01/2009	93	23	\$20,087.42	<input type="checkbox"/>
PERMANENT ADVERTISING				
<input checked="" type="checkbox"/>	Document No. PS 70002723	Job ID	Provider Code	Postage Amount \$20,087.42
<input type="button" value="ABANDON"/> <input type="button" value="ADD PAYMENT REQUEST"/>				

Payment Date: 07/14/2009

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Figure 6-30: Return to the Consolidated Payment Request – Add Payment screen, enter Payment Date, check the add box to add then click the ADD PAYMENT REQUEST button.



[Home](#) > [Dashboard](#) > [Postage Statement](#) > [Advertising Percentage Worksheet](#) >

The payment date does not meet the payment rules. Payment date cannot exceed 07/14/2009.

Use the *Back* button on your web browser to return to the previous page and correct the listed problem(s).

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Figure 6-31: Note: If the date entered (previous figure) does not fall within the 28 day rule, an error warning message appear. You are required to enter a valid date. Refer to the section on the 28-Day rule.

6.6 Screen Flow 6: Accessing Postage Statement Register

To access the Postage Statement Register, follow the same steps below which is essentially the same screen flow for accessing the Advertising Percentage & Edition Worksheets.

1. Select the Dashboard from the Manage Mailing Activity Menu (Figure 6-2).
2. Enter Job search criteria (Figure 6-3).
3. Select the Job ID (Figure 6-4). Note enter search by selecting by All Job Status if unsure of specific of search criteria.
4. Expand or double click the Job ID from the Search Results page (Figure 6-5).
5. Select the Postage Statement (CPP) (Figure 6-7).
6. From the Verification Statement (PS Form 3541), select the Register link located at the top of the page (Figure 6-32 below). The Postage Statement Register then appears (Figure 6-33 below).

UNITED STATES POSTAL SERVICE®

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Restricted Information

Today's Date: 06/28/2009

Manage Mailing Activity

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

Dashboard > Copies

Mailing Group Summary Information

Mailing Group ID: [REDACTED] Mailer's Job #: 10013295 Open Date: 06-26-09
 Preparer: [REDACTED] Finance No.: 256160 Close Date: [REDACTED]
 Description: [REDACTED]

PS # 71408740, FIN - Transaction # 200917012300171W1 processed by CUM on 06/27/2009 12:33:09 PM Cancel Register [Edit Weight Worksheet](#) [Advertising Percentage Worksheet](#)

Facsimile of Form 3541

PS Form 3541 - Consolidated Periodicals **Final**

United States Postal Service Classroom Nonprofit Regular Science-of-Agriculture
 Consolidated Periodicals Post Office: Note Mail Arrival Time

Periodicals mailings of different copy weights must be reported on separate statements. Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals prices.

Mailer Information

Publication Title and Owner or News Agent's Name [REDACTED]	Mailer's Name, Address, Telephone Number, and Email [REDACTED]	Entry Post Office Name, State, and ZIP+4 MIDLAND MI 48640
Caps Customer Ref. ID: [REDACTED]		
Caps Transaction Number: 2009062712301000W1		

Figure 6-32: Verification Statement (PS For 3541) accessed from the Dashboard.

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Restricted Information

Dashboard > Postage Statement > Periodicals Postage Statement Register - Summary > Entry Facility Detail

Today's Date: 06/28/2009

Entry Facility Detail [Download](#)

Mailing Group Summary Information

Title: [REDACTED]	USPS Publication Number: [REDACTED]
Work Date: [REDACTED]	Issue Number: [REDACTED]
Volume Number: [REDACTED]	Contact Name: [REDACTED]
Job Name: [REDACTED]	Contact Phone Number: [REDACTED]
Job ID: [REDACTED]	Contact Email: [REDACTED]
Postage Statement Stage: FIN	Acceptance Office: EAST WISSEVILLE PA 19041-8999
Finance Number: 412246	

ADC 07089

Document Number	Mailing Date	Sequence Number	MPU ID	MPU Name	Weight Version ID	Version	Weight	Ad %	Total Copies	Total Pieces	Total Weight	Total Postage
14815241	06/27/2009	0000000001	00001		1	0.26910	47.7%		2191	2156	595	609.14
14815243	06/27/2009	0000000002	00002		2	0.26910	47.7%		2999	2999	607	840.33
Grand Total									5190	5155	1396	\$1449.47

ADC 100

Document Number	Mailing Date	Sequence Number	MPU ID	MPU Name	Weight Version ID	Version	Weight	Ad %	Total Copies	Total Pieces	Total Weight	Total Postage
14815241	06/27/2009	0000000002	00002		2	0.26910	47.7%		15074	15012	4056	4039.07
14815242	06/27/2009	0000000001	00001		1	0.26910	47.7%		13437	13069	3615	3291.03
14815245	06/27/2009	0000000003	00003		3	0.29240	65.2%		20000	16735	8502	6120.09
Grand Total									48511	46816	16173	\$13450.98

MPU ID	MPU Name	MPU Description
00001	1	Version 0001
00002	2	Version 0002
00003	3	Version 0003

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Figure 6-33: Postage Statement Register – Summary, accessed from the Verification Statement

Restricted Information

[Dashboard](#) > [Postage Statement](#) > [Periodicals Postage Statement Register - Summary](#)

Today's Date: 06/28/2009

Periodicals Postage Statement Register - Summary

[Download](#)

Mailing Group Summary Information

Title:	STANDARD NEWS (FORM 3825) BUSINESS	USPS Publication Number:	398
Issue Date:	06/27/2009	Issue Number:	25
Vol. Number:	25	Contact Name:	MICHAEL HETTLER
Job Name:	STANDARD NEWS BUSINESS	Contact Phone No.:	(717)946-1274
Job ID:	007922	Contact Email:	
Postage Statement Stage:	FIN		
Acceptance Office:	EAST GREENVILLE PA 18041-9998		

[View Version Summary](#)

[View Listing By Mailing Date](#)

Entry Facility	Container Count	Container Type				Mailing Date	Total Copies	Total Pieces	Total Pounds	Total Postage
		Pallets	Trays	Sacks	Other					
ADC 07099	3	2	0	1	0	06/27/2009	5190	5155	1396	1,449.47
ADC 100	20	13	0	7	0	06/27/2009	20000	18735	8502	6,120.08
ADC 100	85	6	0	79	0	06/27/2009	13437	13069	3615	3,291.03
ADC 100	101	7	0	94	0	06/27/2009	15074	15012	4056	4,039.87
Grand Total:	212	30	0	182	0		53701	51971	17569	\$14900.45

[Entry Facility Detail](#)

[Feedback](#) | [Logout](#) |

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Figure 6-34: Postage Statement-Entry Facility Detail, accessed from Postage Statement Register – Summary.

The Entry Facility Detail report button leads the user to the Postage Statement – Entry Facility Detail report (Figure 6-34).

6.7 Screen Flow 7: Issue Level Postage Statement

NOTE: The Publisher has access to the issue level postage statement. The Preparer has access to the issue level postage statement only for their authorized acceptance offices.

To access the Issue Level Postage Statement, first select Mailing Reports, Issue Level Postage Statement, and select Mailing Reports from the Manage Mailing Activity (Figure 6-35).

1. Select the Issue Level Postage Statement from the Mailing Reports menu (Figure 6-35)
2. The Permit Search Results screen appears, showing a list of Permit/Pub No. (Figure 6-36)
3. Select the Permit/Pub No. link, the Postage Statement - Permit Search page appears (Figure 6-36).
4. Enter the issue date, issue number and optional volume number to display the Issue Level Postage Statement (Figure 6-37).
5. Click on the “View Issue Level Postage Statement” button (Figure 6-37)
6. From the Issue Level Postage Statement page, select the Register link located at the top right of the page (Figure 6-38).

7. The Periodicals Issue Level Register appears, select the View Version Summary link located at the top left of the Periodicals Issue Level Register page (Figure 6-39). Only Mail.dat submissions display on the Register.
8. The Version Summary page appears (Figure 6-40). Only Mail.dat submissions display on the Version Summary.

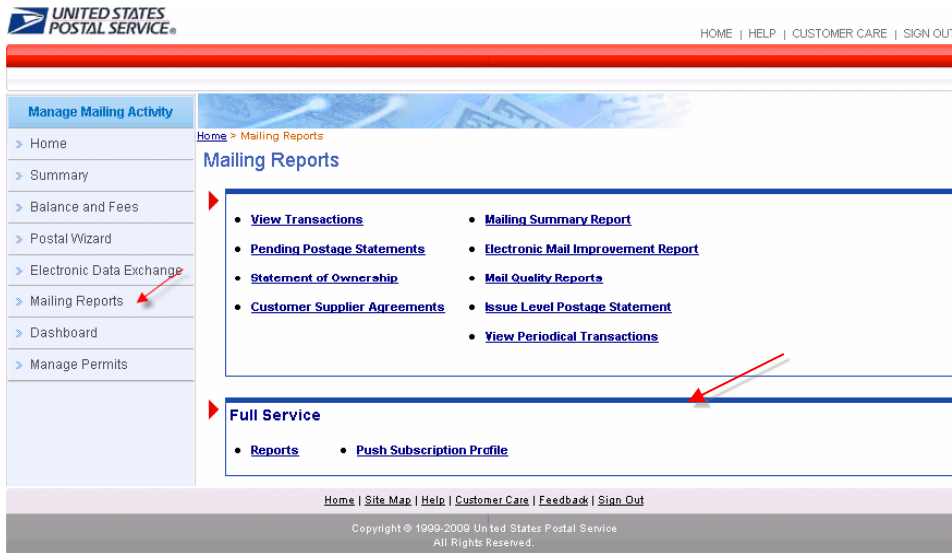


Figure 6-35: Issue Level Postage Statement, accessed from the Manage Mailing Activity menu.



Figure 6-36: Issue Level Postage Statement, accessed from the Manage Mailing Activity menu. Upon selecting the Permit number, the postage statement search criteria page displays.



Figure 6-37: Postage Statement Search for accessing the Issue Level view.

The user is required to enter either the issue date or issue number and volume number (optional) to display the postage statements issue level, then click the View Issue Level Postage Statement link (Figure 6-37) The matching issue level postage statement displays (Figure 6-38).

United States Postal Service
Periodicals - Issue Level

Classroom
Nonprofit
Regular
Science-of-Agriculture

Post Office: Note Mail Arrival Time

Periodicals mailings of different copy weights must be reported on separate statements. Noncommingled nonsubscriber copies over the 10% limit are not mailable at Periodicals prices.

Mailer Information

Publication Title and Owner or News Agent's Name	Mailer's Name, Address, Telephone Number, and Email	Entry Post Office Name, State, and ZIP+4
NEW YORK NY 10199		

Caps Customer Ref. ID:

Mailing Information

Publication No. 38700	Edition/Code:	Process Category: Flat	Mailing Date: 05/00/2009	Statement Sequence No.: 1
Issue Date: 06/01/2009	Volume Number:	Issue Number:	Issue Frequency:	
Advertising Percentage in This Issue: 0.00 %	Weight per Copy for Issue: 0.0000 lbs.			
Total Addressed Pieces: 52218 per.	Total Postage: \$ 17,197.32			

No. of Containers: 1" MM Trays: 2" MM Trays: 2" EMM Trays: Flat Trays: Sacks: 742.0000 Pallets: 108.0000 Other:

For Automation Price Pieces, Enter Date for Address Matching and Coding

For Carrier Route Price Pieces, Enter Date for Address Matching and Coding

For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing

Outside-County

Part B - Advertising Pound Prices

Entry Zone	Subscriber Copies	Nonsubscriber Copies	Total Copies	Total Pounds	Advertising Pounds	Prices	Postage
B2 DSCF	15278	102	15380	3328	1618	0.200	323.6000
B3 DADC	9201	39	9240	1999	972	0.212	206.0640
B4 1 & 2	14204	46	14250	3059	1509	0.237	357.8330
B5 3	7489	28	7494	1620	798	0.259	234.0920
B6 4	4818	9	4827	1003	489	0.317	155.0130
B7 5	1333	3	1336	289	141	0.404	56.9640
B8 6	805	2	807	174	85	0.496	42.1600
B9 7	159	0	159	34	17	0.607	10.3160
B10 8	128	0	128	28	14	0.701	9.8140
B11	Subtotal (Add lines B1 through B10)						\$ 1,365.0590

Part B - Nonadvertising Pound Prices

Entry Zone	Total Pounds	Advertising Pounds	Nonadvertising Pounds	Prices	Postage
B13 DSCF	3328	1618	1710	0.166	283.8600
B14 DADC	1999	972	1027	0.176	180.7520
B15 All Others	8237	3043	3194	0.197	626.2160
B16	Subtotal (Add lines B12 through B15)				\$ 1,093.8300
B17	Pound Rate Postage Total (B11 plus B16)				\$ 2,458.8890

Figure 6-38: Issue Level Postage Statement.

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You are in the Test Environment for Mailbox (TBM)
Restricted Information

Reports > Issue Level Postage Statement Report Summary > Issue Level Postage Statement > Periodicals Issue Level Postage Statement Today's Date: 11/18/2008

Register > Periodicals Issue Level Postage Summary

Information removed to protect customer privacy

Periodicals Issue Level Register

Mailing Group Summary Information

Title: [REDACTED] Publication Number: [REDACTED] Issue Number: [REDACTED]

Issue Date: [REDACTED]

New Mailing Summary

Stage	Acquisition Office	Container Count	Container Type				Total Copies	Total Pieces	Total Postage	Total Postage
			Periodic	Tray	Stack	Other				
R	DROMAS (OH, CA, 3026, 808)	1575	1881	0	615	0	37604	37429	13706	\$ 79,706.12
R	SARATOGA NEW YORK, 5180, 3099	882	617	0	45	0	365636	302483	111719	\$ 62,652.46
R	OKLAHOMA CITY, OK, 2315, 963	1886	1428	0	268	0	311474	300327	150472	\$ 67,021.78
Grand Total		3044	3924				993644	980119	359057	\$ 209,380.36

R=Finalized, R=Released

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Secure Mail

Figure 6-39: Periodicals Issue Level Register, accessed from the Issue Level Postage Statement (Register link is located at the top right of the page).

UNITED STATES POSTAL SERVICE® Feedback | Personal Profile | Logout

You are in the Test Environment for Mailbox (TBM)
Restricted Information

Reports > Issue Level Postage Statement Report Summary > Issue Level Postage Statement > Periodicals Issue Level Postage Statement Today's Date: 11/18/2008

Register > Periodicals Issue Level Postage Summary

Information removed to protect customer privacy

Version Summary

Mailing Group Summary Information

Title: [REDACTED] Publication Number: [REDACTED] Issue Number: [REDACTED]

Issue Date: [REDACTED]

ISSN #1	ISSN #2	Mailing Date	Issue Number	Ad %	Copies	Pieces	Weight	Postage
00000	9030066	20091105	0.34230	45.61	6	5	2	1.02
00001	9030067	20091105	0.34230	45.61	17	17	5	3.2
00001	9033470	20091104	0.36950	45.71	15609	15402	5705	3373.01
00001	9033596	20091106	0.35490	45.71	7516	7456	2665	1706.62
00002	9030068	20091105	0.34230	45.61	30	30	12	6.2
00002	9033470	20091104	0.36950	45.71	86	85	24	18.86
00002	9033596	20091106	0.35490	45.71	19622	19648	7027	4046.41
00003	9030069	20091105	0.34230	45.61	2	2	1	.45
00003	9033470	20091104	0.36950	45.71	12634	12504	4618	2647.62
00003	9033596	20091106	0.35490	45.71	494	491	175	110.15
00004	9030070	20091105	0.34230	45.61	6	5	2	1.13
00004	9033470	20091104	0.36950	45.71	10009	10027	6900	3675.6
00004	9033596	20091106	0.35490	45.71	505	504	179	104.89
00005	9030071	20091105	0.34230	45.61	7	7	3	1.54
00005	9033470	20091104	0.36950	45.71	10143	10069	3757	2100.11
00005	9033596	20091106	0.35490	45.71	12037	11979	4267	2619.13
00006	9030072	20091105	0.34230	45.61	39	39	14	8.28
00006	9033470	20091104	0.36950	45.71	9429	9379	3091	1821.02
00006	9033596	20091106	0.35490	45.71	13999	13824	4962	3257.35

Figure 6-40: Periodicals Issue Level Version Summary, accessed from the Issue Level Postage Statement (link is located in Figure 5-39 with a red arrow).

Screen Flow 8: Reviewing Periodicals Transactions

Access to Periodicals Transactions is through the Mailing Reports from the Mailing Reports from the Manage Mailing Activity menu. Through this feature, the system can perform a maximum search within a 125 day period unless a permit number is supplied. If a permit number is supplied, the maximum search is a 315 day stretch. Additionally, to view Periodicals Transaction and CAPS transaction numbers follow the steps below.

1. From the Manage Mailing Activity screen, select Mailing Reports then View Periodicals Transactions (Figure 6-42). The system displays a list of the ten most recent transactions from the past one month on the Periodicals Transactions screen (Figure 6-41).
2. Select any of the displayed (3541) Transaction Types (Figure 6-42). Or use the search options to narrow the results: Location, Issue Date, Customer Reference Number, Transaction Type, Issue Number, Account Type, Volume Number Permit/ Pub Number and by date range.
3. Upon selecting a PS 3541 Transaction Type link. A Facsimile of Form 3541 displays.

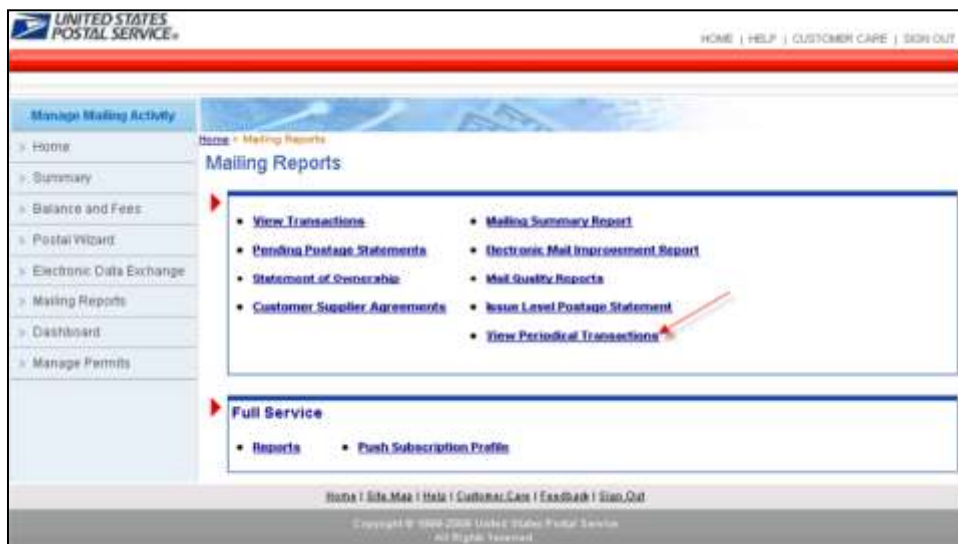


Figure 6-41: View Periodicals Transactions

To view Periodicals Transaction and CAPS transaction numbers, from the Manage Mailing Activity screen, select Mailing Reports then View Periodicals Transactions. The system displays a list of the ten most recent transactions from the past one month on the Periodicals Transactions screen. They do not reflect the default "Start Date" and "End Date" range (Figure 6-42).

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Manage Mailing Activity

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

[Home](#) > [Reports](#) > [View Periodical Transactions](#)

Periodical Transactions

Maximum search is within a 125 day period unless a permit number is supplied. If a permit number is supplied, the maximum search is a 365 day period.

Search for Periodical Transactions

Location CA 94108-0000	Transaction Type All	Account Type All	Permit / Pub Num
Issue Date to	Issue Number 	Volume Number 	
Customer Reference Number 	Start Date 06/05/2009	End Date 07/09/2009	<input type="button" value="SEARCH"/>

NOTE: These are the 10 most recent transactions from the past 6 months. They do not reflect the "Start Date" and "End Date" range.

Permit / Pub	Location	Date	Transaction Type	Postage Statement #	Customer Reference ID	Begin Balance Amount	End Balance	Pieces	Verifications Used	Usage
PE 387500	Permit	07/07/2009	3541	70085131	N/A	\$2,981,851.91	20,916.46	\$2,960,735.45	52691	TMF
PE 377500	Permit	07/07/2009	3541	70085130	N/A	\$2,960,735.45	14,401.47	\$2,946,333.98	45705	TMF
PE 8200	Permit	07/07/2009	3541	70085132	N/A	\$2,992,593.05	10,941.14	\$2,981,651.91	33683	TMF
PE 8200	Permit	07/07/2009	3541	70084919	N/A	\$3,003,536.64	11,043.59	\$2,992,593.05	33683	TMF
PE 377500	Permit	07/03/2009	3541	70084021	N/A	\$3,018,818.45	15,181.81	\$3,003,636.64	46851	TMF
PE 8200	Permit	07/03/2009	3541	70084020	N/A	\$3,050,676.58	10,936.47	\$3,039,740.11	33683	TMF
PE 387500	Permit	07/03/2009	3541	70084019	N/A	\$3,039,740.11	20,621.86	\$3,018,818.45	52691	TMF
PE 377500	Permit	07/03/2009	3541	70084018	N/A	\$3,065,809.36	14,932.78	\$3,050,676.58	46851	TMF
PE 387500	Permit	07/03/2009	3541	70084016	N/A	\$3,086,204.53	20,595.17	\$3,065,609.36	52691	TMF
PE 8200	Permit	07/03/2009	3541	70084017	N/A	\$3,096,961.24	10,756.71	\$3,086,204.53	33683	TMF

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Figure 6-42: Viewing a Postage Statement

To view a Postage Statement and the associated CAPS transaction number, select any (3541) Transaction Type. The user also has the option to use any of the search criteria to narrow the results: Location, Issue Date, Customer Reference Number, Transaction Type, Issue Number, Account Type, Volume Number Permit/ Pub Number and by date range.

Facsimile of Form 3541

PS Form 3541 - Periodicals - Combined Mailing **Final**

United States Postal Service Classroom **Post Office: Note Mail Arrival Time**
Periodicals - Combined Mailing Nonprofit
 Regular
 Science-of-Agriculture

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Caps Customer Ref. ID: (CPF)
Caps Transaction Number: 2000070700000000M1

Mailing Information

Publication No. 2770000	Edition/Code: 5	Process Category: Flats	Mailing Date: From 11/01/2009 to 11/01/2009	Statement Sequence No.: First: Last:
Issue Date: First: 06/01/2009 Last: 06/01/2009	Volume Number: 94	Issue Number: 06	Issue Frequency: 1/year	
Weight of Single Ride-Along Piece: N/A	Weight per Copy for Issue: N/A	Advertising Percentage in This Issue: N/A		
Total Addressed Pieces: 45705 pcs.		Total Adjusted Postage: \$ 14,401.47		
No of Containers:	1' MM Trays: 2' MM Trays: 2' EMM Trays: Flat Trays:	Sacks: 1006	Pallets: 56	Other:
For Automation Price Pieces, Enter Date for Address Matching and Coding: 01/01/0001	For Carrier Route Price Pieces, Enter Date for Address Matching and Coding: 01/01/0001	For Carrier Route Price Pieces, Enter Date of Carrier Route Sequencing: 01/01/0001		
Combined Mailing <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Comments:		CAPS Transaction number: 2000070700000000M1		

Outside-County

Part B - Advertising Pound Price

Entry Zone	Subscriber Copies	Nonsubscriber Copies	Total Copies	Total Pounds	Advertising Pounds	Price	Postage
B2 DSCF	17515	3331	20846	3584	1972	0.200	394.4000
B3 DADC	4385	529	4914	848	468	0.212	99.2160
B4 1 & 2	9905	1243	11148	1919	1056	0.237	250.2720

Figure 6-43: Upon selecting a PS 3541 Transaction Type link, A Facsimile of the Form 3541 displays, the CAPS transaction number are highlighted in red

Appendix A: Abbreviations and Acronyms

Abbreviation / Acronym	Definition
AMS	Address Management System
AVW	DPV and/or Move Update Warning
BCG	Business Customer Gateway
BME & PT	Business Mail Entry & Payment Technologies
BMEU	Business Mail Entry Unit
BMA	Business Mail Acceptance
BNS	Business Network Services
CAN	Canceled
CAT	Customer Acceptance Test
CAT	Critical Acceptance Time
COA	Change of Address
CON	Consolidated
CRID	Customer Registration ID
CSA	Customer/Supplier Agreement
DADC	Destination Area Distribution Center
DMU	Detached Mail Unit
eDoc	Standardized Electronic Documentation
FAI	Failed Verification
FIN	Finalized Statement
HU	Handling Unit
HTTP/HTTPS	Hyper Text Transfer Protocol/Hyper Text Transfer Protocol Secure
IMb	Intelligent Mail barcode
INC	Incomplete
ISM	Integrated Solutions Methodology
Mail.dat, Mail.XML	Transmission Protocol of Mailers Files
MDA	Mailpiece Design Analyst
MDR	Mail.dat Reengineering
MERLIN	Mail Evaluation Readability and Lookup Instrument
NAP	Not Available for Processing
PAS	Passed Verification without Auto-Finalize
PAV	Pending DPV and Move Update Results
PAVE	Presort Accuracy Validation and Evaluation
PBV	Performance Based Verification
PEN	Pending Verification Results
QMR	Quality Mail Review
REV	Reversed
SASP	Seamless Acceptance Service Performance
SQL	Sequel Database Transaction

SRS	Software Requirements Specification
STC	Start-the-Clock
URL	Uniform Resource Locator
STID	Service Type Identifiers
TAC	Tiered Access Control
UPD	USPS Processing Due
USPS	United States Postal Service
ZIP	Zone Improvement Program
XML	eXtensible Markup Language

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