PostalOne! System

Release 47.4.0.0

Program Registration

Release 19.3.0.0

Pre-Release Notes

CHANGE 5.0

SCHEDULED DEPLOYMENT DATE: SEPTEMBER 23, 2018

PRE-RELEASE NOTES PUBLISH DATE: SEPTEMBER 21, 2018

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NOTE: *PostalOne!* System issues are identified by ALM Item ID and cross-referenced with ALM Requirement ID (*99999-R*) where available. Program Registration issues are identified by ALM Requirement ID followed by "-P".

NOTE: The information in this document concerns planned revisions that are not historical facts. Actual results may differ from these forward-looking statements.

ALM INDEX

1.0 Introduction

On Sunday, September 23, 2018, the United States Postal Service will implement the following software changes:

- *PostalOne!* System Release 47.4.0.0
- Program Registration Release 19.3.0.0

These Pre-Release Notes provide the contents of the release and affected subsystems.

The sections titled ***Corrections to Known Issues*** are derived from External Trouble Reports (ETRs) and Engineering Change Requests (ECRs) for inclusion in this release.

This document is prepared based on the knowledge available at the time of its publication and any element may be subject to change prior to publication.

2.0 Mail.dat Client Support

Please note the following regarding the Mail.dat client download.

There is no new Mail.dat client version with this release. Users should continue to use Mail.dat client version 47.3.0.0_PROD. The current Mail.dat Client may be downloaded from the Business Customer Gateway (BCG) using the following path: Mailing Services ☐ Electronic Data Exchange [Go to Service] ☐ Mail.dat download (Windows 32-bit, Windows 64-bit or Solaris).

3.0 *PostalOne!* System - Corrections to Known Issues

3.1 Business Customer Gateway (BCG)

The *PostalOne!* System Business Customer Gateway (BCG) will be updated to display mailing fee dollar amount and fee due dates for the next permit fee due (by order of due date) based on the Customer Registration ID (CRID) provided. 12092 (19538-R)

3.2 Electronic Verification System (eVS®)

- Performance will be improved on the eVS Monthly Account and Sampling Summary page ("Landing Page") and the Manifest Error Report. 12399 (19556-R)
- eVS Unused Label Refund processing will be updated to handle refunds for mailers who submit a request for an unused label refund after they have switched to a new master Mailer ID (MID). Currently, the system is unable to create a dispute case for Package Identification Codes (PICs) that were manifested under a mailer's previous master MID. 12439 (19545-R, 19633-R)

3.3 Fee Payment

- For Enterprise Payment System (EPS) accounts, a payment reporting defect will be corrected that currently causes the *PostalOne!* System to incorrectly report the Business Reply Mail Annual Maintenance Fee. This fee is reported to EPS as $690.00. However, the collection transaction is incorrectly created for $685.00, leaving a $5.00 difference owed by the customer. 12541 (19636-R)
- With this release, Fee Renewal Letters for Enterprise Payment System (EPS) accounts will be enabled. Fee Renewal Letters will be sent to EPS customers prior to the invoice due date. 12528 (19640-R)

3.4 Postage Statement Processing

- A valid customs declaration form must be provided for international postage statements that contain packages. Mailers and clerks are required to enter a valid Receptacle ID and Item ID, to be verified by the *PostalOne!* System BMEU and Postal Wizard against the Electronic Manifest Central Database (EMCDB). 12369

- For Periodicals (PE) postage statements submitted using an Enterprise Payment System (EPS) account, the Postage Statement Details Report will be updated to properly handle display of the Mail Entry and Presort Discount fields. Currently, these fields are incorrectly split on the report display for 3-Digit and 5-Digit PE mail pieces in sections A and B. 12537

3.5 Postal Wizard

- The Postal Wizard will be updated to correctly populate dates entered for Address Matching and Sequencing. Currently, when creating a postage statement through the Postal Wizard, Address Matching Dates entered for Automation Pieces or Carrier Route Pieces are not saved when the statement is submitted. Carrier Route Sequencing Dates entered through the Postal Wizard are also affected by the issue and are not saved upon submission of the statement. 12521 (19637-R)

- Validation will be added to the *PostalOne!* System to prevent a user from submitting statements for Periodicals (PE) with a statement Advertising Percent over 100%. 12524 (19631-R)

3.6 Refunds

The *PostalOne!* System refund processing will be updated to properly account for punctuation marks contained within a company name associated to the Customer Registration ID (CRID) for permits linked to Enterprise Payment System (EPS) accounts. Currently, the refund approval process fails for permits linked to EPS accounts where the CRID's company name contains an apostrophe. 12507

3.7 Reports

The logic for creation of the Mailer Scorecard drill reports will be updated to consistently include eInduction pre-induction warnings. These warnings are currently not available for inclusion on the Scorecard drill reports due to a timing defect that requires a scan event to occur prior to the validation in order for the pre-induction warnings to be included. This logic suppresses the majority of the eInduction pre-induction warnings since their validation usually occurs before a scan. As a temporary workaround until the issue is resolved, the eInduction pre-induction warning data is available on the Shipping Summary Report in the *PostalOne!* System or the Mail Quality Data (MQD) data download. 12473 (19638-R)

4.0 Program Registration – Updates, Enhancements, and New Functionality

4.1 Standing Delivery Orders (PS Form 3801)

Program Registration will be updated to add functionality to enable Standing Delivery Orders (PS Form 3801) to be maintained. The new functionality is described in the sections below. 2106-P

4.1.1 Dashboard

- The Dashboard will contain the options "Add Agent" and "Update Agent", which will navigate users to the respective page to add or update an agent in the listing. Tabs will be available below the Add Agent and Update Agent options for Facility View, Agent View, and Company View.
  - The Facility view is the default view and will list all facilities with a plus sign preceding each facility. Select the plus sign to expand it to view the company name, Customer Registration ID (CRID) and all agents listed for each facility. Indicators for Restricted Delivery and/or Adult Signature are displayed (as applicable) under the Agent Name.
  - The Agent View will list all agents. Select the plus sign preceding each agent to expand it to view the facility name, company name, and CRID.
  - The Company View will list all company info (name and CRID). Select on the plus sign preceding each company to view the facilities and all available agents for each facility. 2111-P

- A message will appear on the Dashboard for users who have Standing Delivery Order forms (PS Form 3801) expiring within the next month. The orders expire 1 year from the Authorization Date on the form. The message will state: "You have 3801 standing delivery orders expiring in the next month". 2058-P

4.1.2 Add Agent

The Add Agent page will display a list of agents for the selected company and/or facility to which the user may add a new agent. If no agents exist for the selected company and/or facility, the Agent Listing will be blank. The Agent Listing will display the Agent Name, along with indicators denoting whether the agent is allowed to pick up Restricted Delivery mail, whether they are allowed to pick up Adult Signature mail, or both.

To add a new agent to the listing, the user must:

- o   enter a valid First Name and Last Name, with an optional middle name; and
- o   select a Company Name from a list of companies presented for which the user is a Business Service Administrator (BSA); and
- o   select a Facility Name from the Facility Selection window; and
- o   select a check box indicating whether the new agent will be allowed to pick up Restricted Delivery mail, Adult Signature mail, or both; and
- o   click the Add button to add the agent.

Upon successful validation of the new agent information, the Add Agent page display will be updated to include the newly added agent on the Agent List. The selected company and/or facility information will be displayed on the new listing, along with the Agent Name and type(s) of mail they can pick up. 2110-P, 2112-P

A search function for selection of a different facility will be available within the Add Agent page. To search , the user must enter at least 3 characters in the Facility/City field, and can optionally select a state from the drop-down menu. Upon clicking the Search button, the user will be presented with a list of facilities meeting the search criteria, along with radio buttons to enable selection of a facility. When the user selects a facility and clicks Save, the selected facility will be reflected in the Facility Name field on the Add Agent page. A Cancel button will enable the user to navigate back to the Add Agent page with no change in facility. 2089-P

4.1.3 Update or Delete Agent

The Update Agent page accessed from the Dashboard will display a Search Agent Records page. To search for an agent to update, the user can filter by Company Name (CRID) and/or Facility Name. The Company Name selection list will display all existing CRID locations to which the agent has already been assigned. The Facility Name selection list will display all existing facilities to which the agent has already been assigned. Clicking "Search" will display a list of all agents for the selected location and/or facility. Clicking "Home" will return the user to the Dashboard. The search results will display the Agent Name along with checkmarks as appropriate according to whether the agent can pick up Restricted Delivery or Adult Signature mail. Clicking a row in the search results navigates the user to the Authorized Agent Record page.

The Authorized Agent Record page will contain options for Cancel, Home, Delete, and Update. The Authorized Agent Record page will allow the following fields to be updated: First Name, Middle Name, Last Name, Restricted Delivery, and Adult Signature. The Company Name (CRID) and Facility Name cannot be updated. Upon modification of information in one or more editable fields and clicking "Update", the information is updated for the selected agent. Upon clicking Delete, the user will be asked to confirm that they wish to delete the selected agent (Yes = delete; No = return to page with no deletion). The Home button returns the user to the Dashboard, and the Cancel button returns the user to the Search page with the previous search results displayed. 2108-P

4.2 Printer Directory

- The Printer Directory will be updated to improve workflow and usability. 2107-P

- A new status, "Update Required", will be added for Printer Directory applications that are under review to notify applicants that their application is in need of an update in order for the approval process to continue. The Dashboard will display such applications with the status "Update Required". The vendor will be notified via email that action is needed to update the application. The applicant will be provided with functionality to modify the fields in need of update: Every Door Direct Mail (EDDM) documents and/or the Website Uniform Resource Locator (URL), and then resubmit the application. 2066-P

- Any changes made to a listing location's required services will be saved so they will be accurately reflected on subsequent visits to the directory listing. If user removes any required service(s) (EDDM, Prep and Entry, or Printing), the listing for that service is disabled, and the removed service will not show up as active when the listing is renewed. 2072-P

5.0 Document History

Date	Version	Section	Description
09/21/2018	4.0	2.0 3.2 3.3	• Removed "*New*" Mail.dat Client • Removed Electronic Data Exchange • Removed eInduction
09/17/2018	3.0	4.0 5.0	• Added FAST content (*Section 4.0*) • Added Program Registration content (*Section 5.0*)
08/24/2018	2.0		The importance of this release was re-evaluated and the initial 09/23/2018 deployment date has been re-instated.
08/17/2018	1.0		Due to USPS internal mandates, scheduled release date changed from 09/23/2018 to 10/14/2018.