UNITED STATES POSTAL SERVICE

Parcel Data Exchange

PDX Web Application

Customer Guide

Version: 19

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02/12/2017	08	Updated for PDX Release 3.6. for multi-file uploads
09/05/2017	09	Updated to replace RIBBS with PostalPro
03/29/2018	10	Added BCG password reset section; .podsub extension
05/09/2018	11	Updated contact information, manifest processing, initial extracts page, filtering, remove tables & TOC
08/06/2018	12	Updated to add Documentation tab, removed list of figures and clarified other functionality
09/24/2018	13	Added MID updates functionality
01/01/2019	14	Added manifest file name reserved characters
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08/05/2020	18	Added manifest filenames and contents must be alphanumeric text without encoding
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1. Introduction

1.1 Purpose of Document

The Parcel Data Exchange (PDX) application is a Web and Application Programming Interface (API) based application that allows customers to send manifest files to and receive outbound files from the United States Postal Service® (USPS®). This document provides the information necessary to use the PDX application through a web browser.

1.2 Intended Audience

This document is intended for users of the PDX application. Users can use this document as a guide for the process of submitting manifest files to, and receiving outbound files from USPS® through the Web Interface.

1.3 Application Overview

Connection to PDX is via the USPS® Business Customer Gateway (BCG) using a web browser. The browser should minimally support the following protocols: HTTP1.1 and TLSv1.2. PDX supports the following browsers:

- Internet Explorer® 10+ (Compatibility Mode should not be used with this browser)
  Internet Explorer® 9 supported with limited functionality
- Mozilla Firefox 26®+
- Google Chrome® 32+
- Apple Safari® 6+

1.4 USPS® Help Desk Assistance

This guide describes how to submit manifest files and receiving outbound files via PDX. Contact the USPS® Help Desk at: 800-522-9085 to help walk you through the process.

2. Business Customer Gateway (BCG)

The PDX application is accessed via the BCG. To create a BCG account, navigate to the URL: https://gateway.usps.com/eAdmin/view/signin and click the 'Sign Up' button. For information and help with BCG registration, navigate to the URL: https://postalpro.usps.com/shipping/parcel-data-exchange-pdx-api
Follow the steps below to get access to the PDX. The BCG can be accessed using the following hyperlink: https://gateway.usps.com/

- To use PDX for Uploading Manifest Files:
  - Create a BCG account, if you have not already done so
  - Login to BCG and access PDX via the Shipping Services tab
- To use PDX for Receiving Outbound Files (Extracts):
  - Contact the USPS® HelpDesk at: 800-522-9085 to configure the MID you want to use to receive outbound files via web services
  - To configure the MID, you must either be the owner of that MID or you will need to be granted access by your account Business Service Administrator (BSA)
- For questions on either uploading files or receiving outbound files:
  - Contact the HelpDesk at: (800) 522-9085

Resetting Passwords

If your BCG password has expired (e.g., your PDX API requests fail authentication), it must be reset.
To reset your BCG password, please contact the USPS help desk at: (800) 522-9085.
During business hours, use option 3, then option 6.

Alternatively, access the Business Customer Gateway via https://gateway.usps.com, enter the account name above and click on "Forgot password?" (refer to the screenshot below). Answer the security questions and follow the steps provided.

3. Parcel Data Exchange (PDX)

The steps below will guide you through the process of acquiring the PDX service within the BCG (assuming a BCG account has been successfully created) and describe the necessary actions for submitting manifest files and receiving outbound files. After successfully creating a BCG account, you are now ready to access and begin using the PDX application. All times displayed in PDX are in Central Standard Time (CST).

3.1 Access Shipping Services

Login to the BCG and select 'Shipping Services' from the left panel, as shown in Figure 1. Clicking this button will lead you to the Shipping Services page where you can access PDX.

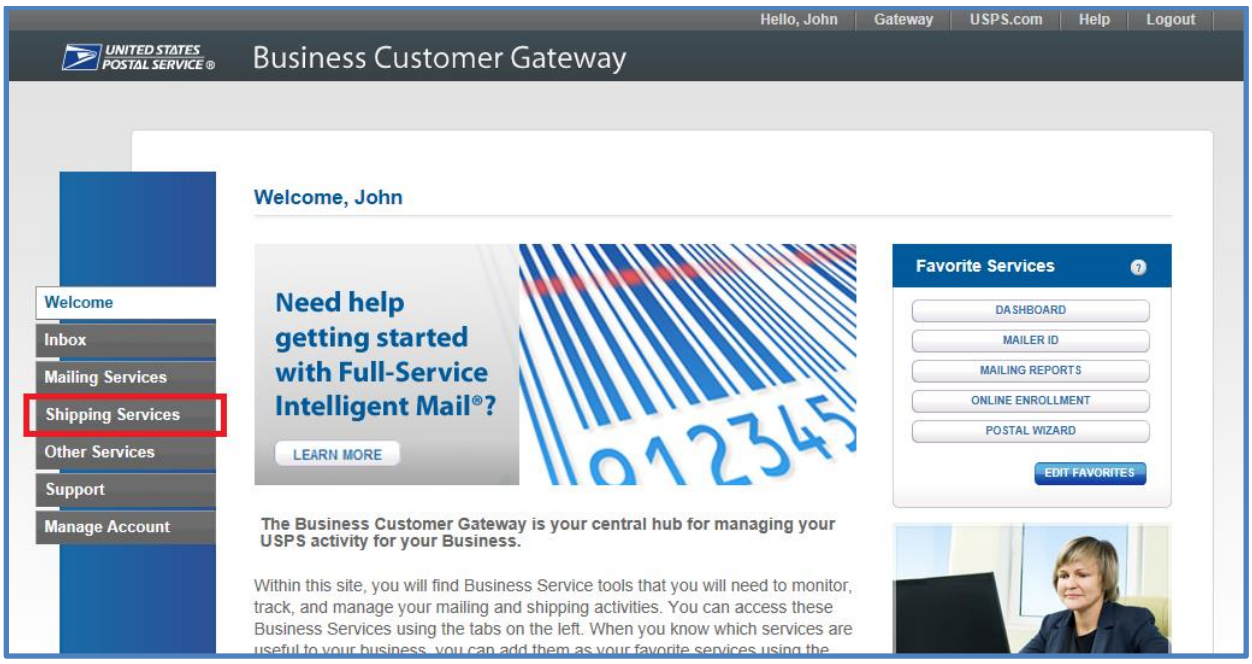

Figure 1: Access Shipping Services from the BCG Homepage

3.2 Navigate to PDX

Select 'GO TO SERVICE' for PDX, as shown in Figure 2 to access the PDX landing page. If you have not yet been approved to access PDX by your BSA, you will see 'Pending BSA' rather than the green 'GO TO SERVICE' button. If this message is shown, you will need to follow up your BSA and have them approve you for the service.

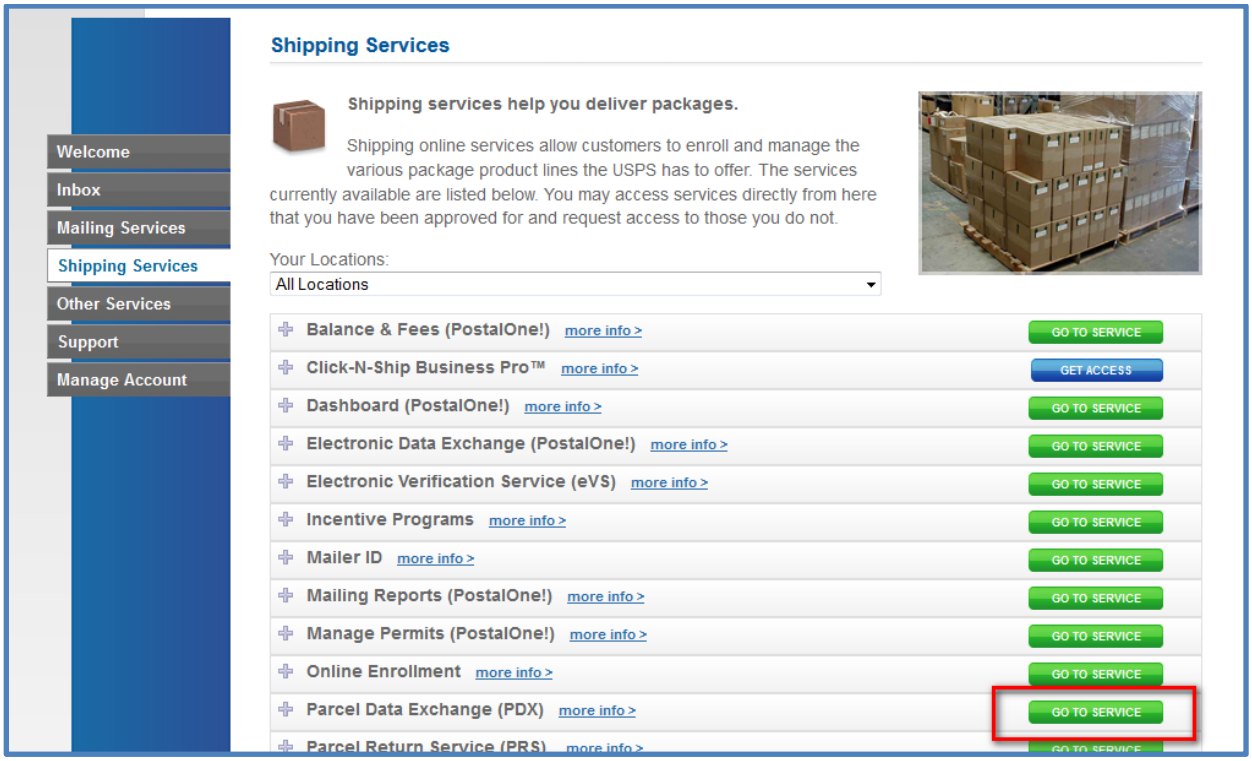

Figure 2: Select 'GO TO SERVICE' on the Shipping Services Page

3.3 PDX Application Functions

The default landing page for the PDX application is the 'Upload Manifest Files' page (Manifest Files tab) shown by Figure 3 below. The top portion of this page is used to upload manifests (Section 3.3.1) while the bottom portion displays a table with uploaded manifest history (Section 3.3.3).

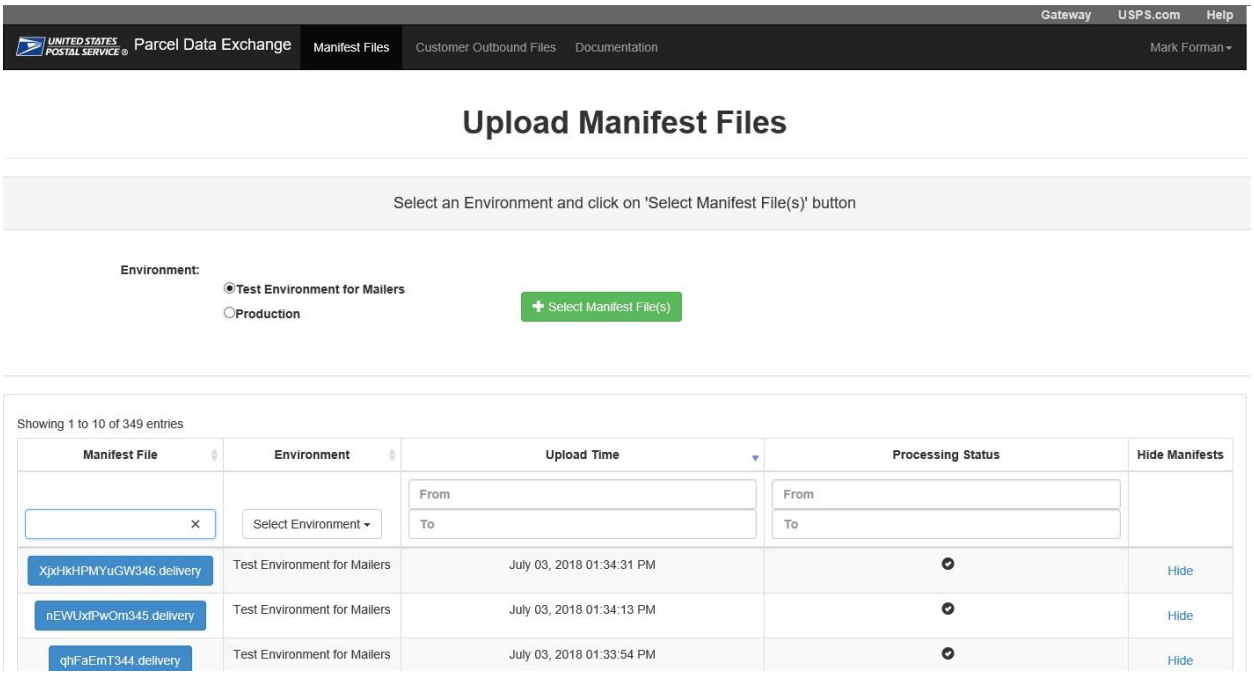

Figure 3: PDX Landing Page - Upload Manifest Files

3.3.1 Upload Manifest Files

To upload a manifest file for processing, first choose the upload environment, as shown in Figure 4. The two environment options are: Test Environment for Mailers (TEM) or Production (PROD). Please note that after selecting an environment, the environment radio button will default to the previous environment selection for successive uploads. For more information on TEM, reference Publication 199: Intelligent Mail Package Barcode or Publication 205: Electronic Verification System (eVS®) Business and Technical Guide: https://postalpro.usps.com/pub199_draft

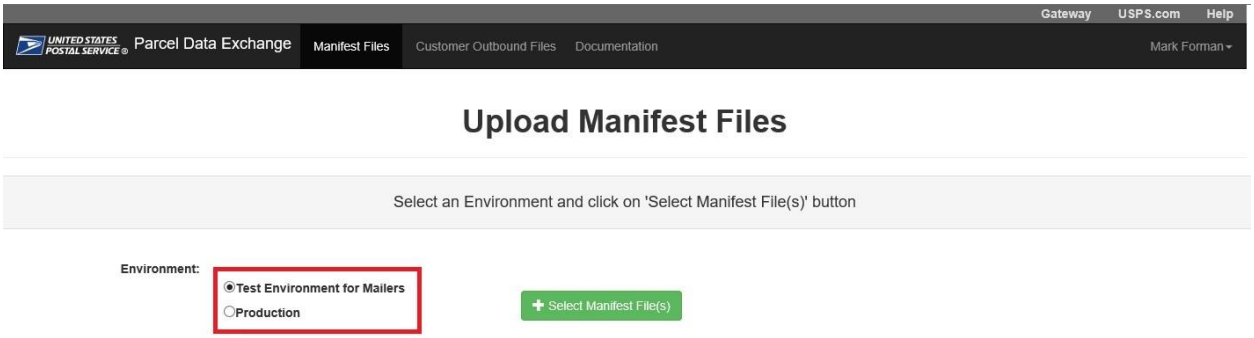

Figure 4: Choose an Upload Environment Option

To choose a file to upload to the selected environment, click on the '+ Select Manifest File(s)' button, as shown in Figure 5.

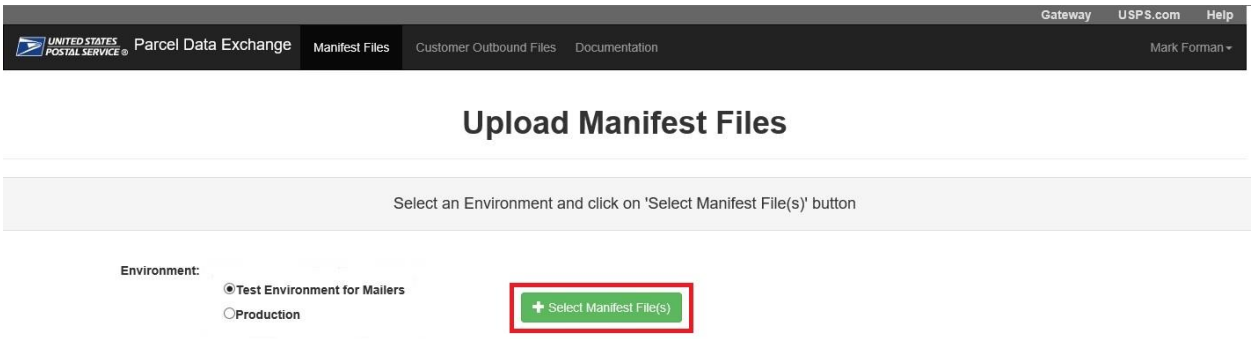

Figure 5: Select Manifest File(s)

After clicking the '+ Select Manifest File(s)' button, a file selection dialog box will open. Select the files to upload, then click 'Open' as shown in Figure 6. Up to 25 files with a maximum total size of 250 MB may be selected. Manifest filenames are limited to less than 180 characters; manifests with filenames of 180 or more characters will fail to upload. Keep manifest filenames unique (example: add a date/timestamp). Manifest filenames should be alphanumeric characters without encoding. Manifest file contents must be alphanumeric text without encoding; special characters or encoding will cause manifest processing to fail.

Reserved characters found in manifest filenames will be converted by PDX to underscore (_) characters. The following reserved characters will be converted: Pipe (|), Percent sign (%), Dollar sign ($), Greater than (>), Less than (<), Ampersand (&) and Single quote (‘).

For example, a manifest file named **Sprockets&01%2019.manifest** will be renamed **Sprockets_01_2019.manifest** once uploaded to PDX.

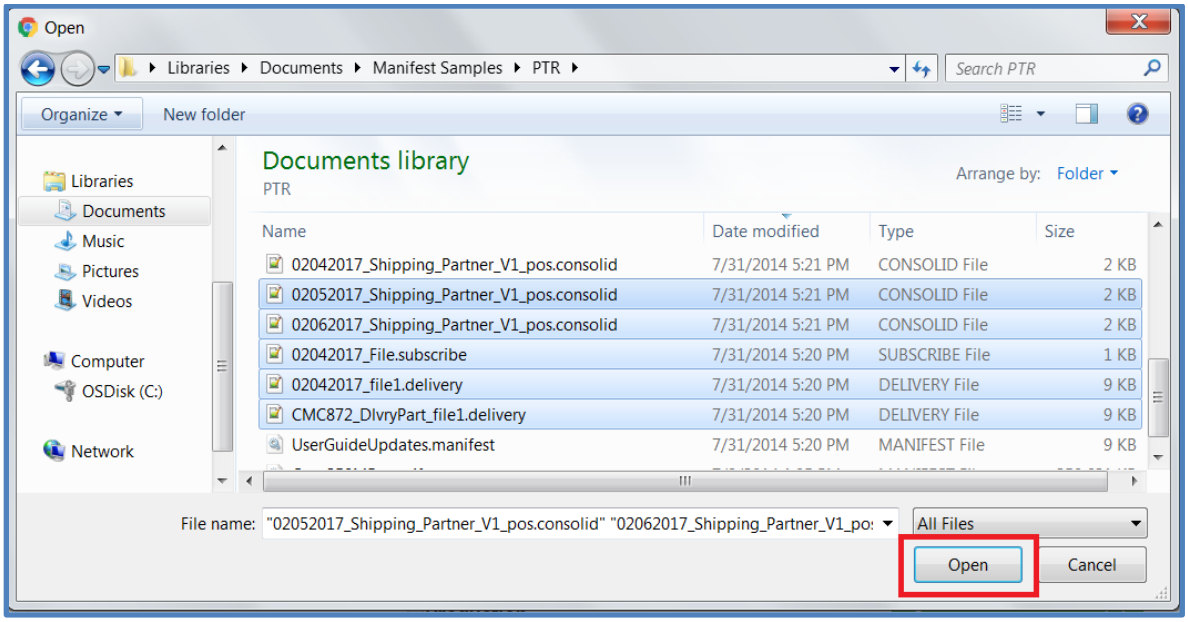

Figure 6: Choose files to upload

After clicking on ‘Open’, two new buttons, ‘Start Upload’ and ‘Cancel Upload’ will be displayed to the right of the ‘+ Select Manifest File(s)’ button (see Figure 7). If satisfied with the list of selected files, proceed by clicking the ‘Start Upload’ button. To cancel the upload, click the ‘Cancel Upload’ button.

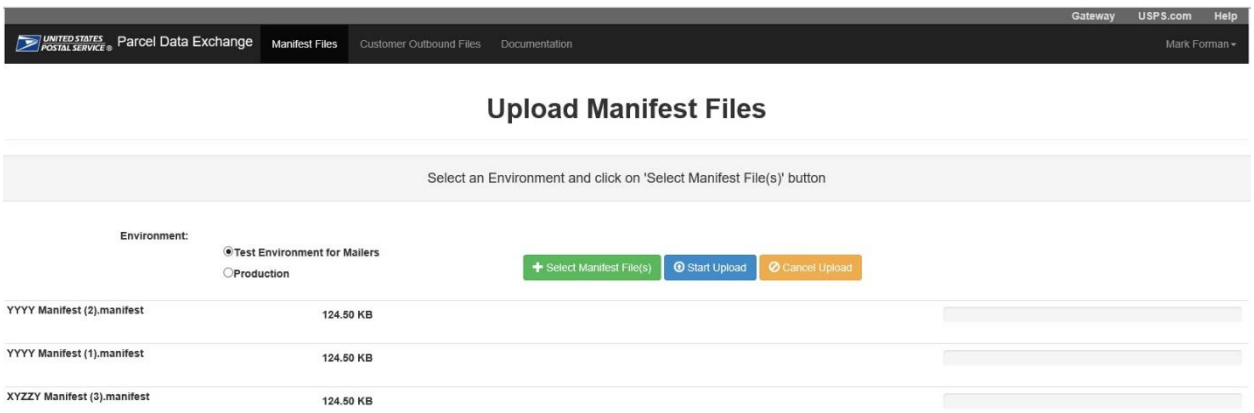

Figure 7: Start Upload or Cancel Upload

While uploading, the page will display a progress bar for each file. After the upload has completed, the status bar will show that the file was either uploaded successfully or encountered an error (see Figure 8). Successfully uploaded files will be displayed in the Upload Manifest Files table. Section 3.3.3 of this document describes the layout of the table and how to search for previously uploaded manifest files.

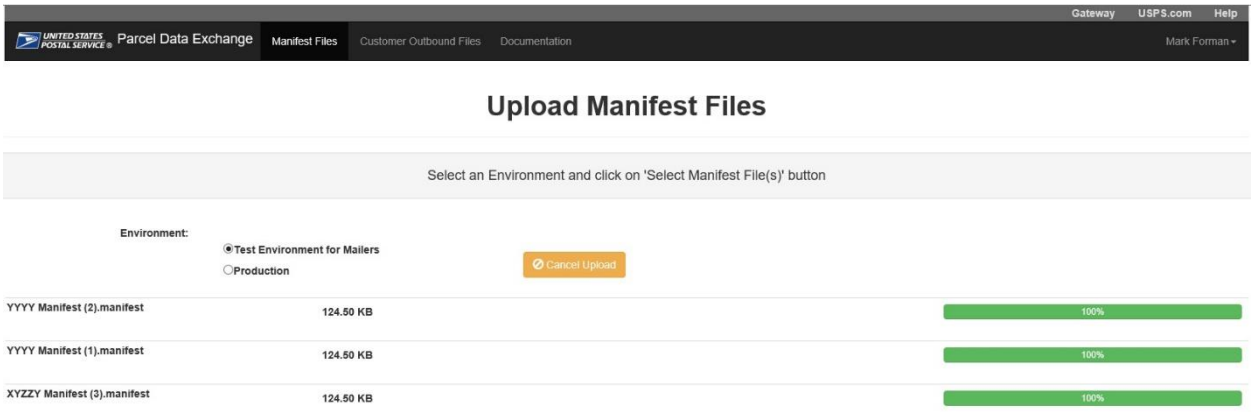

Figure 8: Upload Complete

3.3.2 Manifest File Types

The following table outlines the manifest file types accepted by PDX.

File	File Naming Convention
Shipping Services File v1.3, v1.4, v1.6, v1.7, v2.0	".manifest" (lowercase) in any node of the filename. Preferred: Single: <logonid>.manifest Example: mmcw93.manifest Multiple: <logonid><seq>.manifest Example: mmcw93a.manifest (Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.)
Shipping Partner Event File v1.0, v2.0, v3.0	".consolid" (lowercase) in any node of the filename. Preferred: Single: <logonid>.consolid Example: mmcw93.consolid Multiple: <logonid><seq>.consolid Example: mmcw93a.consolid (Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.)
Subscription Trigger File v1.0	".subscribe" (lowercase) in any node of the filename. Preferred: Single: <logonid>.subscribe Example: mmcw93.subscribe
Delivery Partner Event File v1.0	".delivery" (lowercase) in any node of the filename. Preferred: Single: <logonid>.delivery Example: mmcw93.delivery
Request BPOD/TPOD letters	".podsub" (lowercase) in any node of the filename. Preferred: Single: <logonid>.podsub Example: mmcw93.podsub

For descriptions of these files, please refer to Publication 199: Intelligent Mail Package Barcode at: https://postalpro.usps.com/pub199_draft

File limitations are listed below in section 3.2.4 Limitations on Inbound and Outbound Files.

3.3.3 Search and Download Previously Uploaded Manifest Files

The Manifest Upload History table shows all files uploaded by the user during the previous 45 days. Manifest files can be searched for, downloaded, or hidden within the table as shown by Figure 9.

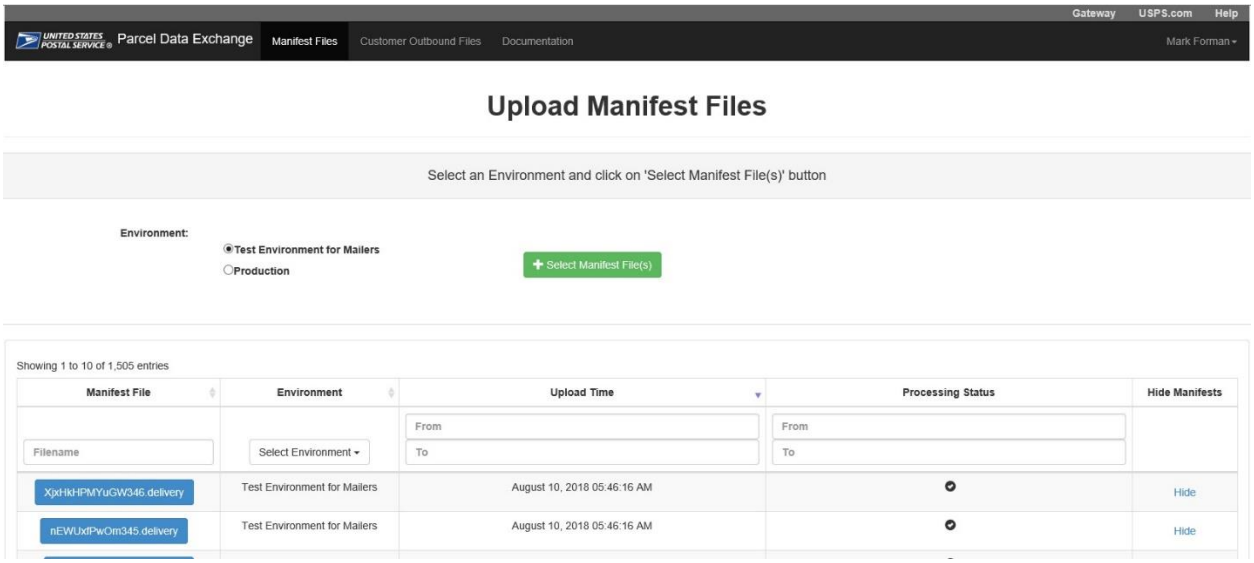

Figure 9: Manifest Files Page

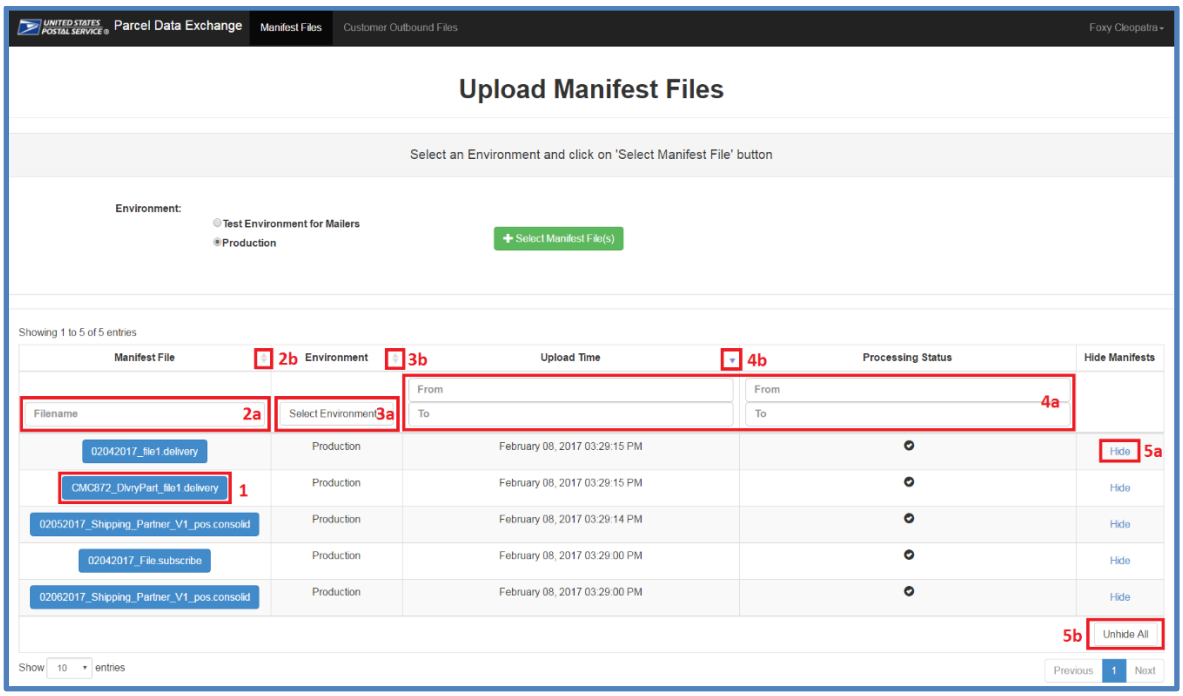

Figure 10: Search and Download Manifest Files

1. Manifest File Download

To download a copy of the uploaded file, click on the blue button containing the filename as shown by Figure 10, box 1.

2. Manifest File Search

To filter by filename, click inside the 'Filename' input field and type the full or partial name (case insensitive) of the desired file as shown by Figure 10, box 2a. To sort by alphanumeric or reverse-alphanumeric order, click on the up/down carets to the right of the header of the Manifest File column as shown by Figure 10, box 2b.

3. Environment

To filter by environment, select 'Test Environment for Mailers' (TEM) or 'Production' (PROD) from the dropdown within the Environment column as shown by Figure 10, box 3a. To sort the table to display either TEM or PROD files first, click on the up/down carets to the right of the header of the Environment column as shown by Figure 10, box 3b.

4. Upload Time

'Upload Time' refers to the time when the file was uploaded in Central Standard Time (CST).

To filter by Upload Time, select the respective 'From' and 'To' dates by clicking in the input fields, as shown by Figure 10, box 4a, and clicking on the desired month and day inside of the selection calendar. To clear the date filter, click the 'Clear' button at the bottom of each calendar and the default date range will be restored (previous 45 days). To sort by chronological or reverse-chronological order, select the up/down carets to the right of the column header of the Upload Time as shown by Figure 10, box 4b.

5. Processing Status

'Processing Status' reflects the time (in CST) when the file was sent for processing to the destination application. If this field is empty, the file has not yet been sent for processing.

To filter by Processing Status date, select the respective 'From' and 'To' dates by clicking in the input fields, as shown by Figure 10, box 4a, and clicking on the desired month and day inside of the selection calendar. To clear the date filter, click the 'Clear' button at the bottom of each calendar and the default date range will be restored (previous 45 days).

Hovering the cursor over the check mark will display additional manifest processing information similar to the following: Sent for processing on Wed 04/18/18 06:20 AM CDT.

6. Hide Manifests

To hide a manifest row in the table, click the 'Hide' button in the Hide Manifests column within the same row as shown by Figure 10, box 5a. The manifest will still exist in the PDX file system, but will no longer be displayed in the Manifest Upload History Table. To unhide all previously hidden manifests, click the 'Unhide All' button as shown by Figure 10, box 5b.

7. Common Errors

- **File upload is limited to {size} in total size per request**
  The file chosen exceeds the maximum size PDX will process. Split the file.
- **File upload is limited to 25 files per request.**
  A maximum of 25 files can be uploaded at one time. Only the first 25 will be processed.

3.3.4 View and Download Customer Outbound Files

To begin receiving outbound files through the PDX application, your account must be configured in the USPS® Program Registration system. To configure your account to receive outbound files via PDX, contact the Help Desk at (800) 522-9085 to request Web Services as the outbound file transmission option.

To access Customer Outbound Files (Extracts), click on the 'Customer Outbound Files' tab in the top banner of the application, as shown by Figure 11.

Figure 11: Customer Outbound Files Page

All outbound files generated during the last 45 days for all MIDs associated with your account will be displayed in the table. Populate the various filters (i.e. MID, Filename, Environment, Created Time, Previously Downloaded, File Type) to determine which files to display. Outbound files can be searched for or downloaded as shown by Figure 12.

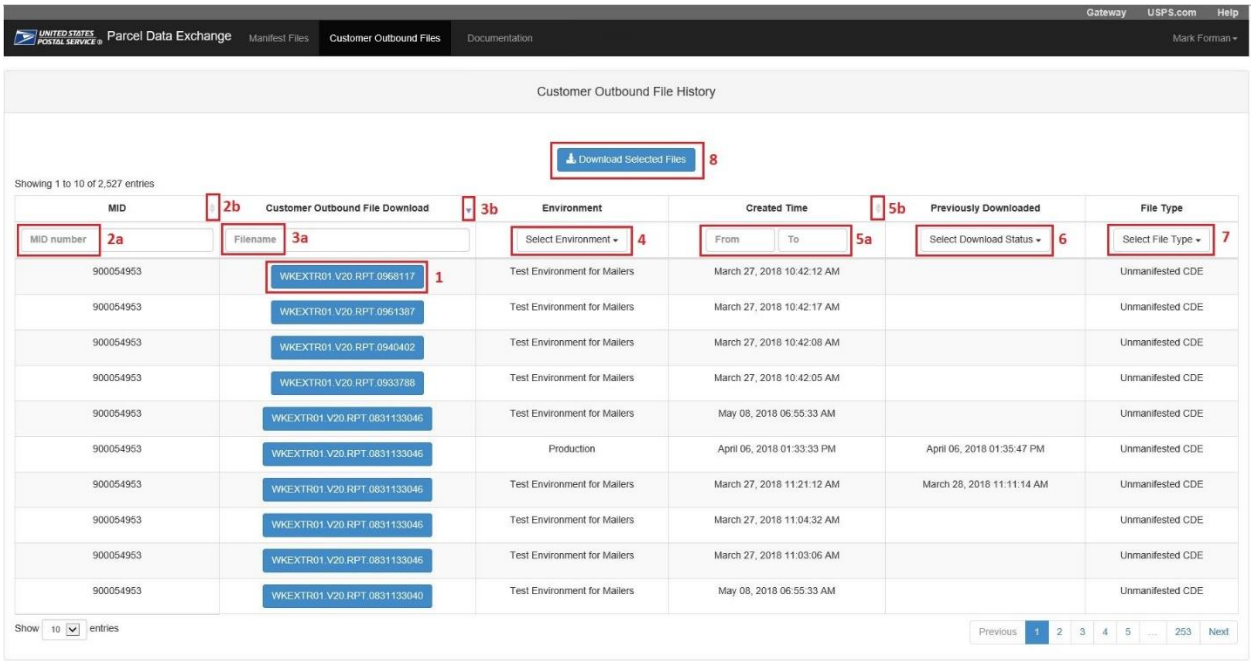

Figure 12: View and Download Customer Outbound Files

1. Customer Outbound File Download

To download a copy of an outbound file, click on the blue button containing the filename as shown by Figure 12, box 1.

2. Mailer Identifier (MID)

To filter by the Mailer Identifier (MID), click inside the 'MID number' input field and enter a full or partial MID as shown by Figure 12, box 2a. To sort by ascending or descending numeric

order, click on the up/down carets to the right of the header of the MID column as shown by Figure 12, box 2b.

3. Customer Outbound File

To filter by filename, click inside the 'Filename' input field and enter the full or partial file name as shown by Figure 12, box 3a. To sort by alphabetical or reverse-alphabetical order, click on the up/down carets to the right of the header of the Customer Outbound File Download column as shown by Figure 12, box 3b.

4. Environment

To filter by environment, click on the 'Select Environment' dropdown menu and choose from: 'TEM', 'PROD' or 'Select Environment' (default for both TEM and PROD); as shown by Figure 12, box 4.

5. Created Time

To filter by Created Time, select the respective 'From' and/or 'To' dates by clicking in the input fields, as shown by Figure 12, box 5a, and clicking on the desired month and day inside of the selection calendar. To clear the date filter, click the 'Clear' button at the bottom of each calendar and the default date range will be restored (previous 45 days). To sort by chronological or reverse-chronological order, select the up/down carets to the right of the column header of the date field as shown by Figure 12, box 5b. All times are displayed in CST.

6. Previously Downloaded

To filter by whether or not files were previously downloaded, click on the 'Select Download Status' dropdown menu and choose from: 'Previously Downloaded', 'Not Downloaded' or 'Select Download Status' (default for both previously and not downloaded); as shown by Figure 12, box 6.

7. File Type

To filter by file type, click on the 'Select File Type' dropdown in the File Type column and choose one entry from the list of file types; as shown by Figure 12, box 7.

8. Bulk Download

To download multiple Customer Outbound Files at one time, click the 'Download Selected Files' button above the table as shown by Figure 12, box 8. Files fitting the filter criteria entered in each column of the table will be downloaded in a zip file. If no filter criteria are entered before clicking the bulk download button, all files from the past 45 days will be downloaded. If no files fit the filter criteria, the 'Download Select Files' button while be ghosted/unavailable for selection. If the results contain too many files, or too much data, the download will fail with an appropriate message similar to the following:

- Total count of Selected Files exceeds the Max ZIP File Count Limit {max file count}
- Total byte size of Selected Files Exceeds the Max ZIP Bytes Size Limit {max size}

9. Common Errors

- **Total count of Selected Files exceeds the Max ZIP File Count Limit {count}**
  The number of extracts matching the filter criteria is too many. Change or add filters to decrease the number of files.
- **Total byte size of Selected Files Exceeds the Max ZIP Byte Size Limit {size}**
  A maximum of 1GB worth of files can be downloaded at one time. Change or add filters to decrease the total size of all the selected files below the maximum.

3.3.5 Outbound File Types

Outbound files that may be expected from Product Tracking and Reporting (PTR) are shown in the following table:

File	File Naming Convention
Shipping Services CEW Data v1.3	ERRWRNO.RPT.MMDDhhmmss
Shipping Services CEW Data v1.5	ERRWRNO.V15.RPT.MMDDhhmmss
Shipping Services CEW Data v1.7	ERRWRNO.V17.RPT.MMDDhhmmss
Shipping Services CEW Report v1.3	ERRWRNO.RPT.MMDDhhmmss
Shipping Services CEW Report v1.5	ERRWRNO.V15.RPT.MMDDhhmmss
Shipping Services CEW Report v1.7	ERRWRNO.V17.RPT.MMDDhhmmss
Shipping Partner CEW Data v1.0	ERRWRNO1.RPT.MMDDhhmmss
Shipping Partner CEW Data v2.0	ERRWRNO1.V20.MMDDhhmmss
Shipping Partner CEW Report v1.0	ERRWRNO1.RPT.MMDDhhmmss
Shipping Partner CEW Report v2.0	ERRWRNO1.V20.MMDDhhmmss
Subscription Scan CEW v1.0	EWSUBSCRIBE.V10.RPT.MMDDhhmmss
Delivery Partner Event CEW v1.0	EWDELIVERY.V10.RPT.MMDDhhmmss Example: EWDELIVERY.V10.RPT.0103153115
Customer Daily Extract (CDE) v1.3	DETEXTRO.RPT.MMDDhhmmss
Customer Daily Extract (CDE) v1.5	DETEXTRO.V15.RPT.MMDDhhmmss

File	File Naming Convention
Customer Daily Extract (CDE) v1.6	DETEXTRO.V16.RPT.MMDDhhmmss
Customer Daily Extract (CDE) v2.0	DETEXTRO.V20.RPT.MMDDhhmmss
Weekly Unmanifested Extract v1.3	WKEXTR01.RPT.MMDDhhmmss (number "0", not letter "O")
Weekly Unmanifested Extract v1.5	WKEXTR01.V15.RPT.MMDDhhmmss (number "0", not letter "O")
Weekly Unmanifested Extract v1.6	WKEXTR01.V16.RPT.MMDDhhmmss (number "0", not letter "O")
Weekly Unmanifested Extract v2.0	WKEXTR01.V20.RPT.MMDDhhmmss (number "0", not letter "O")
Subscription Scan Event Extract 1.0	SUBEXTRO.V10.RPT.MMDDhhmmss
eVS Postage Payment Extract	eVSPaymentComplete-<6 or 9 Character Mailer MID>-YYYYMMDDhhmmss.pse or eVSPaymentPartial-<6 or 9 Character Mailer MID>-YYYYMMDDhhmmss.pse
eVS Reconciliation Extract	eVSReconciliationExtract-<6 or 9 Character Mailer MID>-YYYYMMDDhhmmss.rxt
Firm Sheet Extract	FRMEXTRO1.RPT.MMDDhhmmss
BPOD Confirmation Letter – Combined pdf (contains more than one PDF BPOD letter) Recipient is a Customer	podMMDDYYXXXX.pdf where XXXX is a sequence ID
BPOD Confirmation Letter – Combined pdf (contains more than one PDF BPOD letter) Recipient is a Third Party	d<*6 or 9 Digit MID Number*>.podMMDDYYXXXX.pdf where XXXX is a sequence ID

File	File Naming Convention
BPOD Confirmation Letter – Individual pdf Recipient is a Customer	podMMDDYYXXXX.tar where XXXX is a sequence ID
BPOD Confirmation Letter – Individual pdf Recipient is a Third Party	d<*6 or 9 Digit MID Number*>.podMMDDYYXXXX.tar where XXXX is a sequence ID
BPOD Table Of Contents Recipient is a Customer	tocMMDDYYXXXX.pdf where XXXX is a sequence ID
BPOD Table Of Contents Recipient is a Third Party	d<*6 or 9-digit MID Number*>.tocMMDDYYXXXX.pdf where XXXX is a sequence ID

For descriptions of these files, please refer to Publication 199: Intelligent Mail Package Barcode at: https://postalpro.usps.com/pub199_draft

3.3.6 Limitations on Inbound and Outbound Files

File Type	Business Rule
Inbound (manifests)	• Files cannot be larger than 250MB. • No more than 25 files can be uploaded simultaneously. • Manifest Upload History displays all files uploaded within the past 45 days. • Valid file type extensions for inbound files include: .manifest, .consolid, .delivery, .podsub and .subscribe. All other file types will be rejected. • Files are time stamped in CST.
Outbound (extracts)	• Customer Outbound Files History displays all files created within the past 45 days. • Files are time stamped in CST. • Bulk downloads (ZIP files) are limited in size to 1GB. • Count of files to be bulk downloaded (ZIP) are limited to 1,000 files.

3.4 PDX Documentation

The Documentation tab displays PDX documentation available for download. To download a document, click on the blue button containing the name of the document as shown by Figure 13, box 1 (e.g. PDX API User Guide.pdf).

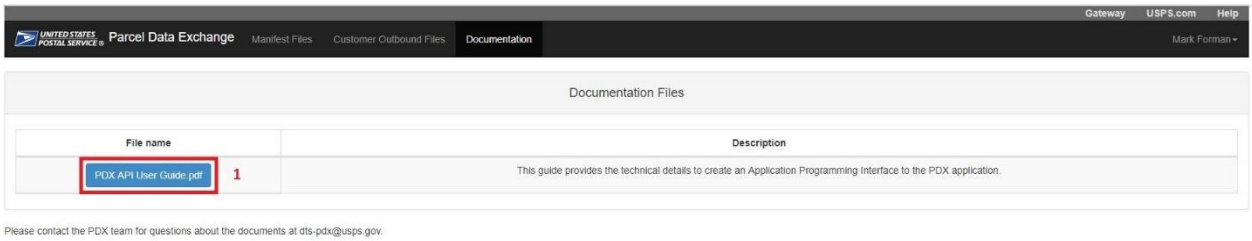

Figure 13: View and Download PDX Documentation

3.5 User Information Display

A drop down menu in the top right corner displays the logged in user's name, email, and phone number. To change the user information that is displayed here, login to the BCG and select 'Manage Account' from the left panel. Click on the "EDIT PROFILE" button and change the appropriate data. The change will take affect the next time you log into the BCG.

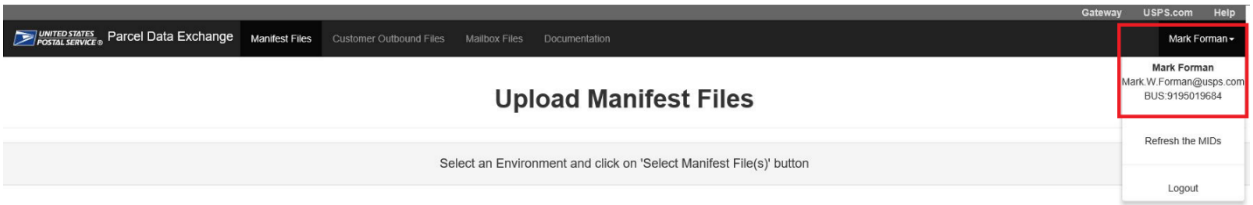

Figure 14: User information

3.6 Refresh the MIDs

If MID information has changed (e.g. MIDs were added to the PDX account), the user can refresh the MID information in PDX by clicking on the dropdown located in the top right corner of the page (by the customer name) and selecting 'Refresh the MIDs'.

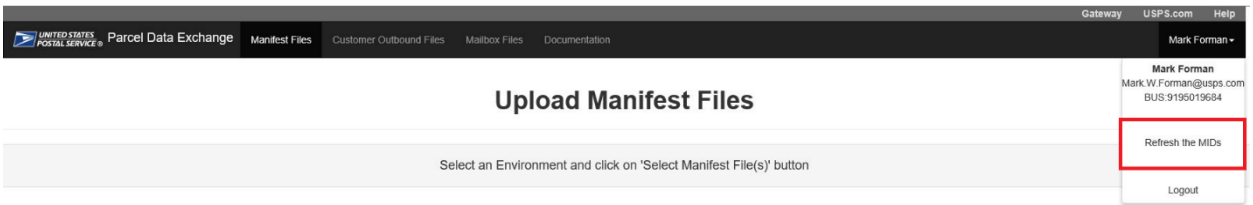

Figure 15: Refresh the MIDs

Information will be displayed that the MIDs are being updated on the PDX account.

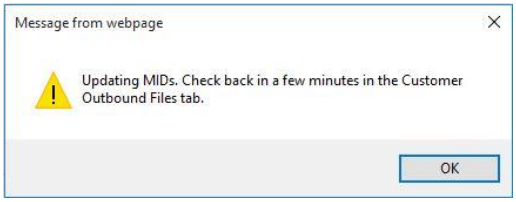

Figure 16: Updating MIDs informational message

3.7 Logout

To log out of the system, click on the dropdown located in the top right corner of the page and select 'Logout'. The session will be logged out and redirected to the BCG homepage.

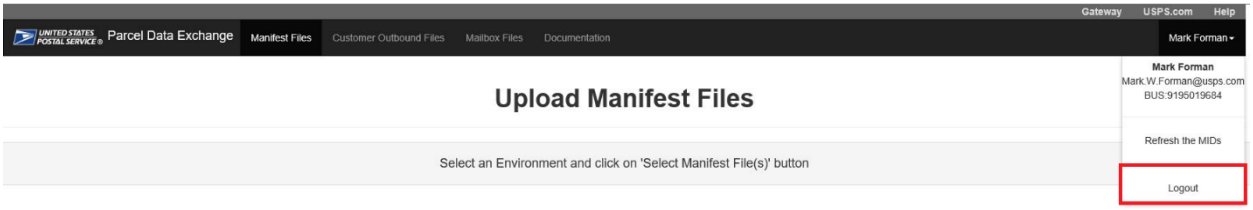

Figure 17: Logout link

3.8 Help

Help is available via email or phone. Click on the 'Help' link in the top banner for contact information.

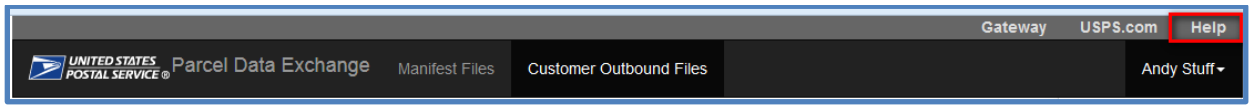

Figure 18: Help link

3.9 Links

Also available in the top header are links to USPS.com and the Gateway (BCG landing page).

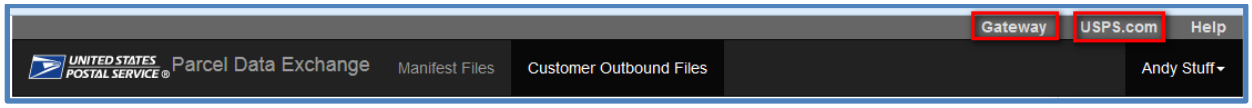

Figure 19: Links to the BCG and USPS.com

3.10 Support Information

Questions or comments can be sent directly to the PDX team via dts-pdx@usps.gov. Alternatively, the USPS help desk can be reached at: (800) 522-9085.