

Informed Delivery Promotion Validation Checklist for CAT Testing – Mail.dat

The following test scenarios are highly recommended for Mailers who are new to claiming the Informed Delivery Promotion on mailings submitted to PostalOne! These test scenarios can be submitted to the Customer Acceptance Testing (CAT) environment where application of the discount can be confirmed on the postage statement, or they could also submit preliminary jobs to Production to confirm the application of the discount before submitting the jobs as Ready to Pay.

Mailer Information

Mailer Name	
Mailer Email Address	
Mailer Phone Number	

Mail.dat Testing Scenarios

Test #	Test Name	Type	Test Description	Test Date
PostalOne! Created Campaigns				
1	RMR/RMS job to create campaign and claim ID discount. Postage Statement Mailing Date equal to campaign Start Date .	Positive	Submit a valid job containing RMR/RMS data and the CCR file claiming the ID Promotion. Set Postage Statement Mailing Date to the campaign Start Date. Threshold should be met (80% or higher) and discount received on statement.	
2	RMR/RMS job to create campaign and claim ID discount. Postage Statement Mailing Date to date INSIDE the campaign Start and End Date .	Positive	Submit a valid job containing RMR/RMS data and the CCR file claiming the ID Promotion. Set Postage Statement Mailing Date to a date WITHIN the campaign Start and End Date. Threshold should be met (80% or higher) and discount received on statement.	
3	RMR/RMS job to create campaign and claim ID discount. Postage Statement Mailing Date OUTSIDE of the campaign Start and End Date .	Negative	Submit a valid job containing RMR/RMS data and the CCR file claiming the ID Promotion. Set Postage Statement Mailing Date to a date OUTSIDE of the campaign Start and End Date. Threshold should NOT be met and discount not applied on statement.	
Mailer Campaign Portal (MCP) Created Campaigns				
4	Job that claims ID discount on a campaign created in the portal (MCP)* with Postage Statement Mailing Date equal to campaign Start Date .	Positive	Submit a valid job containing the CCR file claiming the ID Promotion on a campaign created in the portal. Set Postage Statement Mailing Date to the campaign Start Date. Threshold should be met (80% or higher) and discount received on statement.	
5	Job claiming ID discount on a campaign created in the portal (MCP)* with Postage Statement Mailing Date INSIDE of the campaign Start and End Date . Pick date midway through campaign.	Positive	Submit a valid job containing the CCR file claiming the ID Promotion on a campaign created in the portal. Set Postage Statement Mailing Date to a date WITHIN the Start and End Date. Threshold should be met (80% or higher) and discount received on statement.	
6	Job claiming ID discount on a campaign created in the portal (MCP)* with Postage Statement Mailing Date OUTSIDE of the campaign Start and End Date .	Negative	Submit a valid job containing the CCR file claiming the ID Promotion on a campaign created in the portal. Set Postage Statement Mailing Date to a date OUTSIDE the Start Date and End Date. Threshold should NOT be met and discount should NOT be received on statement.	

Test #	Test Name	Type	Test Description	Test Date
7	Job that claims ID discount but piece file contains IMbs with MID and/or serial ranges NOT associated with an Active/Submitted campaign in the Portal (MCP) . Set Postage Statement Mailing Date to campaign Start Date .	Negative	Submit a valid job containing the CCR file claiming the ID Promotion. Should have one MPU with piece file that has IMbs containing MID and/or serial numbers NOT associated with an Active/Submitted campaign in the MCP. Set Postage Statement Mailing Date to the campaign Start Date. Threshold should NOT be met and discount should NOT be received on statement.	
8	Job claiming ID discount on a campaign created in the portal (MCP)* with Postage Statement Mailing Date equal to the campaign Start Date . Make sure pieces within the MPU claiming the discount fall below the 80% threshold – 50% of pieces in the MPU can be associated with campaign in portal .	Negative	Submit a valid job containing the CCR file claiming the ID Promotion on campaign(s) created in the portal. Set Postage Statement Mailing Date to the campaign Start Date and make sure that less than 80% of IMbs associated to the MPU can be linked to Active/Submitted campaign(s) in the portal. (Example: 1,000 pieces in MPU – only 500 can be linked to a campaign by MID and serial number combination in the IMb). Threshold should NOT be met and discount should NOT be received on statement.	
9	Job claiming ID discount on a campaign created in the portal (MCP) via PostalOne! RMB Method* with Postage Statement Mailing Date equal to the campaign Start Date .	Positive	Submit a valid job containing the CCR file claiming the ID Promotion on a campaign created through the PostalOne! RMB Method. Set Postage Statement Mailing Date equal to the campaign Start Date. Threshold should be met and discount should be received on statement.	
Commingle Jobs – Multiple MPUs, Promotions and Mail Owners				
10	Job claiming ID discount a campaigns created in the portal (MCP)* with Postage Statement Mailing Date equal to the campaign Start Date . There should be 2 Mail Owners claiming two different discounts, each under their own MPU.	Positive	Submit a valid job with a CCR file claiming the ID Promotion on a campaign created in the portal. MPU 1 (Mail Owner 1) should claim the ID discount and MPU 2 (Mail Owner 2) should claim another promotion. Both Mail Owners should receive the discount claimed regardless of whether line items overlap. Threshold should be met and discount should be applied to each MPU at the Mail Owner level on the statement.	
11	Job claiming ID discount on campaigns created in the portal (MCP)* with Postage Statement Mailing Date equal to the campaign Start Date . There should be 2 Mail Owners claiming the ID Promotion.	Positive	Submit a valid job with a CCR file claiming the ID Promotion on two campaigns created in the portal – one MID and one Serial-Range campaign. MPU 1 (Mail Owner 1) should claim the ID discount on a MID campaign and MPU 2 (Mail Owner 2) should claim the ID discount on a Serial-Range campaign. Both Mail Owners should receive the discount as long as the MIDs are different for each campaign. Threshold should be met and discount should be applied to each MPU at the Mail Owner level on the statement.	

*For both the MCP and RMB method of creating campaigns, the campaigns must be created in the portal and in Submitted or Active status NO LATER THAN 2 pm EST the day BEFORE the mailing is submitted to PostalOne! Mailing must be submitted to PostalOne! after 6 am the following day to ensure the campaign is present in PostalOne! for validation processing.