

Test Process for Full Service Not Pre-Approved Software

"The Test Environment for mailers (TEM) is a test platform designed to allow mailers to test their capability to submit electronic mailing information such as Full Service mailings to the Postal Service. In this platform mailers can submit their electronic mailing information generated from their presort software to the Postal Service. They can then view the resulting electronic mailing postage statements and qualification reports extracted from their electronic submissions."

Mailers using software not approved by the Postal Service need only complete the Vendor Software Authorization Process (outlined below) for each mailing scenario in order to be FS Authorized. Mailers should follow the steps below to acquire a Business Customer Gateway (BCG) account, download software to submit a file to TEM, complete the Vendor Enrollment Tool, upload electronic mailing information, and the process to review the electronic postage statement(s)/qualification report(s) in TEM test system to validate the Full Service file(s). A comprehensive list of scenarios and the desired outputs which may be required to test are located in Table 1 of this document.

Initiate Account on the Business Customer Gateway (BCG)	<ul style="list-style-type: none"> • Access BCG by going to: https://gateway.usps.com • Click on the "New User Registration" link on BCG Main Page. • Create a Business Account by entering the requested information to generate a business account username and password, and by clicking "Create Account". • Once your account is created, you will see a list of the available business services. • Under the "Track and Report" section, click on "Manage Mailing Activity" and complete the steps to add the service to your account.
Download TEM Mail.dat Client or Mail.XML WSDL files (skip if already completed)	<ul style="list-style-type: none"> • Click on "Go to TEM" link to mirror your production profile in TEM. • From the Gateway homepage, click the Electronic Data Exchange link (under the Design & Prepare section). • Under the Test Environment for Mailers (TEM) – • For Mail.dat, : Select the Download Client Application link (either Windows or Solaris depending on your operating system) • For Mail.XML: Download Mail.XML WSDL (Web Services Description Language) Files. <p>More detailed information how to submit your file to TEM can be located in the <i>Mail.dat Job Submission in the Test Environment for Mailers (TEM)</i>, click here and for Mail.XML, click here.</p>
Complete Vendor Enrollment Tool	<ul style="list-style-type: none"> • Complete the Vendor Enrollment Tool, click here, located under Important Links. The Vendor Enrollment Tool will guide you to identify mailing scenarios to test for FS Authorization. <ul style="list-style-type: none"> ◦ Enable Macros for the spreadsheet to open. • Save a copy of the Vendor Enrollment Tool to a file. • Send a copy of the Vendor Enrollment Tool to the <i>PostalOne!</i> Help Desk at TEMenrollment@usps.gov.
Upload Mailing Job Mail.dat & Mail.XML	<p>Mail.dat</p> <ul style="list-style-type: none"> • Create your Mail.dat Full-Service mailing job using your software. • Open the Mail.dat client and upload your job for submission. • Select the Validate & Upload option. If your file passes the initial validations it will automatically upload. If your file does not pass all validations, you will need to make corrections before uploading your file.
	<p>Mail.XML</p> <ul style="list-style-type: none"> • Use an XML web editor to create your XML messages for your Mail.XML mailings. • Use the WSDL files to upload your messages to the <i>PostalOne!</i> system.
Go to TEM Environment & Review Mailing Job	<ul style="list-style-type: none"> • Go back to the BCG home page by clicking the "Home" tab. • From the Gateway homepage, click the Electronic Data Exchange link (under the Design & Prepare section). • Under the Test Environment for Mailers (TEM) – Mail.dat or Mail.XML section, select the Go to TEM link. You will see a red banner at the top of the page which says "You are in the Test Environment for Mailers (TEM)". • Select Dashboard from the left menu bar. • In the Dashboard Search, in the first column – ensure the Open Date begins on or before your job submission date. Also, make sure "All – Include All Statement Statuses" is highlighted. In the third column, enter your mailing job ID in the Mailer Job # field. Also check the "Include Closed Jobs" box and click "Search".
Review & Compare	<p>Simple mailings – is a mailing submitted with a single permit with identical weight mailpieces.</p> <ul style="list-style-type: none"> • Click on the Postage Statement ID link in the third column. • Compare the electronic postage statement information displayed on the dashboard with Mail.dat file or Mail.XML message submitted. • Click on the Job ID link in the first column to locate the qualification report. • Compare the qualification report displayed with the Mail.dat file submitted. Total pieces and presort should be the same. <p>Complex mailings – are mailings with multiple permits and non-identical mailpieces presented under a Special Postage Payment System (SPPS).</p> <ul style="list-style-type: none"> • Reference Table 1 (attached) applies to mailers who are authorized Special Postage Payment Systems. Table 1 identifies the documents to review pertaining to the type of mailing you submitted. <ul style="list-style-type: none"> • Click on the Job Id link view those reports listed in Table 1. Validate the applicable reports. • Click on the Reconciliation Report link to view the total pieces and postage. • Remember to ensure the By/For information is correctly populated in your Mail.dat file to correctly identify mail owner and mail preparer information.

Complete BCG Web Form & Submit Vendor Enrollment Tool	<ul style="list-style-type: none"> • From the Gateway homepage, click the Electronic Data Exchange link (under Design & Prepare section). • Under the TEM Environment for Mailers (TEM) – Applying for TEM Testing section – select TEM Testing for Full Service eDocs link. • Enter your software information in the “Input Identification Information” section. • Any additional information can be included in the “Comments to Help Desk” section. • Upload a completed copy of your Vendor Enrollment Tool within the BCG Web Form in the box identified as “TEM Testing Enrollment Tool.” • The <i>PostalOne!</i> Help Desk will review your mailing information on the dashboard to ensure you have successfully submitted the job to TEM and send an email approving for FS Authorization. 				
Resolve Issues	<ul style="list-style-type: none"> • If you encounter issues with your test, please contact the Help Desk at 800-522-9085. Be prepared to supply the Job ID that you submitted. 				
Ready to Submit FS Mailings to <i>PostalOne!</i>	<table border="1"> <tr> <td data-bbox="285 516 310 636"> Mail.dat </td> <td data-bbox="318 516 1570 636"> <ul style="list-style-type: none"> • You are now ready to submit your files to <i>PostalOne!</i> • Click here to obtain instructions on how to migrate your mailing to production using the Mail.dat Submission Guide (offering a Step by Step process) how to submit jobs into <i>PostalOne!</i> </td> </tr> <tr> <td data-bbox="285 646 310 760"> Mail.XML </td> <td data-bbox="318 646 1570 760"> <ul style="list-style-type: none"> • You are now ready to submit your files to <i>PostalOne!</i> • Click here to obtain instructions on how to migrate your mailings to production using the Mail.XML Submission Guide (offering a Step by Step process) how to submit jobs into <i>PostalOne!</i> </td> </tr> </table>	Mail.dat	<ul style="list-style-type: none"> • You are now ready to submit your files to <i>PostalOne!</i> • Click here to obtain instructions on how to migrate your mailing to production using the Mail.dat Submission Guide (offering a Step by Step process) how to submit jobs into <i>PostalOne!</i> 	Mail.XML	<ul style="list-style-type: none"> • You are now ready to submit your files to <i>PostalOne!</i> • Click here to obtain instructions on how to migrate your mailings to production using the Mail.XML Submission Guide (offering a Step by Step process) how to submit jobs into <i>PostalOne!</i>
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* Vendor approved software means the software was tested to determine eDoc populates correctly on the dashboard, and postage statements and reports generate correctly.

** Unlike vendors, mailers going through this process will not have their authorization results posted on RIBBS.



Table 1
SPPS Complex Mailings for Non-Approved Software FS Scenario Listing
Mail.dat & Mail.XML

SPPS Type	Class of Mail	Desired TEM Document Outputs
OP	First-Class	1) Confirm no error messages were received 2) Confirm the following documents were generated on the PO! dashboard: *Applicable Postage Statement for class of mail - with FS discount included *Reconciliation Report *Qualification Report with FS indicator set to 'F' or 'M' *Version Summary
	Standard Mail	
MMS	First-Class	1) Confirm no error messages were received 2) Confirm the following documents were generated on the PO! dashboard: *Applicable Postage Statement for class of mail - with FS discount included *Reconciliation Report *Qualification Report with FS indicator set to 'F' or 'M' *Version Summary
	Standard Mail	
	Bound Printed Matter	
One Pass Finalization (OPF)	Standard Mail	1) Confirm no error messages were received 2) Confirm the following documents were generated on the PO! dashboard: *PS Form 3602 - Postage Statement – Standard Mail - with FS discount included *Reconciliation Report *Qualification Report with FS indicator set to 'F' or 'M' *Version Summary *Summary ZIP Destination Report *Postage Statement Summary Report *Customer Mail Report
Combined/CVAR (MLOCR mailings)	First-Class	1) Confirm no error messages were received 2) Confirm the following documents were generated on the PO! dashboard: *Applicable Postage Statement for class of mail - with FS discount included *Reconciliation Report *Qualification Report with FS indicator set to 'F' or 'M' *Version Summary *Summary ZIP Destination Report *Postage Statement Summary Report *Customer Mail Report
	Standard Mail	
AMS	First Class	1) Confirm no error messages were received 2) Confirm the following documents were generated on the PO! dashboard: *Applicable Postage Statement for the class of mail - with FS discount included *Reconciliation Report *Qualification Report with FS indicator set to 'F' or 'M' *Version Summary *Postage Statement Summary Report
	Standard Mail	
	Bound Printed Matter	

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Mail.dat & Mail.XML

SPPS Type	Class of Mail	Desired TEM Document Outputs
Copal Trays/Bundles	First Class	1) Confirm no error messages were received 2) Confirm the following documents were generated on the PO! dashboard: *Applicable Postage Statement for class of mail - with FS discount included *Reconciliation Report *Qualification Report with FS indicator set to 'F' or 'M' *Version Summary * Original Container Information (OCI) file (only required for Internal Copal First-Class mailings)
	Standard Mail	
Comail	Periodicals	1) Confirm no error messages were received 2) Confirm the following documents were generated on the PO! dashboard: *Applicable Postage Statement for class of mail - with FS discount included *Reconciliation Report *Qualification Report with FS indicator set to 'F' or 'M' *Version Summary
	Standard Mail	
MXD Class Comail	Periodicals & Standard Mail	1) Confirm no error messages were received 2) Confirm the following documents were generated on the PO! dashboard: *Applicable Postage Statement for class of mail - with FS discount included *Reconciliation Report *Qualification Report with FS indicator set to 'F' or 'M' *Version Summary