



Test Environment for Mailers (TEM) Guide for: Electronic Verification System (eVS®)

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1 Getting Started

1.1 Test Environment for Mailers (TEM)

eVS mailers who wish to transmit manifest files through the Test Environment for Mailers (TEM) will access both the Product Tracking System (PTS) and eVS TEM environments. The TEM environments were implemented in 2010 for use by new and existing USPS customers who require testing of their electronic files either as part of the file/label certification process for Shipping Services or for internal manifest software changes post-certification.

Software and database changes made to the production environments are also applied to the TEM environments. TEM includes all database tables used by the production manifest and extract processes. The database tables included in TEM do not contain production data. Instead, they are loaded from the mailer test processes. As a result, eVS mailers accessing their TEM accounts will not see adjustment data based on sample data or scan events; however, mailers will have access to postage payment extracts and Confirmation-Error-Warning (CEW) reports that generated from submitted test manifests.

The TEM batch manifest processes will run 11 times per day at (03:00, 07:00, 08:00, 09:30, 11:00, 12:30, 14:00, 15:30, 17:00, 18:30 and 20:00 CST). The TEM extract processes will begin one hour after successful completion of the TEM manifest processes.

1.2 eVS Account Configuration

Customers will be able to use the same MID and Login ID in both the TEM and Production environments. The TEM environments mimic the production environment account configuration: after a Master Mailer Identification Number (MID) and eVS permit are linked to a Customer Registration Identification Number (CRID) via the Business Customer Gateway, that information is reproduced in the TEM environment. However, Business Customer Gateway users must request access separately for the Production and TEM environments.

1.3 Customer Services

Mailers can receive technical support for all processes described in this publication by contacting the Confirmation Service Support Team at 877-264-9693, option 4.

This document is intended as a specific reference for the eVS TEM process. Application and certification processes for manifest files and package labels are described in greater detail in these publications:

- Publication 205 – Electronic Verification System (eVS[®]) Business and Technical Guide
- Publication 199 – Intelligent Mail Package Barcode (IMpb) Implementation Guide for Confirmation Services and Electronic Verification System (eVS) Mailers

2 eVS Test File Submissions (via PTS)

2.1 PTS Test Environment for Mailers (TEM) Sending/Retrieving File Instructions

PTS and PostalOne! maintain separate test environments that duplicate the current functionality of their production counterparts. During the file certification process, mailers should submit their manifest files to the PTS TEM environment. eVS manifest files received in the PTS TEM are processed and routed to the PostalOne! TEM where eVS generates postage statements and all corresponding reports.

Customers will be able to use the same MID and Login ID in the both the TEM and Production environments. The TEM batch manifest processes will run seven days a week, 11 times per day at (03:00, 07:00, 08:00, 09:30, 11:00, 12:30, 14:00, 15:30, 17:00, 18:30 and 20:00 CST) in TEM. The TEM extract processes will begin 1 hour after successful completion of the TEM manifest processes.

All mailers are encouraged to continue their TEM use after they have begun live mailings; TEM allows mailers to validate internal software changes as needed without a formal testing schedule.

2.1.1 Communication Using Internet Server FTP

2.1.1.1 Internet FTP - Sending Shipping Services Files to PTS TEM

Throughout these instructions, the term “**server name**” refers to either the server name and the term “**logonid**” refers to the mailer’s Postal Service Logon ID; for example, mmc001.

When either the “**server name**” or “**logonid**” term is used, the appropriate server name and your Logon ID should be substituted in the commands. For security purposes, your Internet connection must have forward/reverse lookup enabled. All file names, directories, **logonid** and **password** are **case sensitive**.

The servers use standard FTP commands and can be accessed using any standard GUI or the command line. The example commands used here are typical for use of the of command line FTP client software. Please refer to your software’s documentation for specific information on using a GUI software application.

Step	Notes
Connect to the Internet, using FTP client software. pts-ftp-in-cat.usps.gov using your logonid and password .	<i>Example: pts-ftp-in-cat.usps.gov</i> using your logonid and password
Change the directory to /home/delconf/incoming (all lowercase)	This is the directory where you will be placing your Shipping Services files.
Set the transmission mode to ASCII. Files sent to the Postal Service Internet server must not be compressed.	
Files must be sent using the following naming convention: <logonid>.manifest	<i>Example: mmcw93.manifest</i>
If sending multiple separate files, <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <logonid><seq>.manifest	<i>Example: mmcw93a.manifest</i> Begin with the letter a for the sequence identifier and continue with b, c, etc. for subsequent files.
Use the put command to transfer the file to the directory: /home/delconf/incoming	<i>Example: put <localfilename></i> <logonid>.manifest
When sending Shipping Partner Event Code Files , use the following naming convention: <logonid>.consolid	
If sending multiple Shipping Partner Event Code Files , <i>in one session or in multiple sessions within a few minutes of each other</i> , use the following naming convention for subsequent files to avoid overwriting your previous file(s): <logonid><seq>.consolid	<i>Example: mmcw93a.consolid</i>

2.1.1.2 Retrieving Shipping Services files from PTS TEM

Step	Notes
Connect to the Internet, using FTP client software. pts-ftp-out-cat.usps.gov using your logonid and password .	<i>Example: pts-ftp-out-cat.usps.gov</i> using your <i>logonid</i> and <i>password</i>
Change the directory to /red/logonid/incoming (all lowercase).	This is the directory where you will be retrieving your Shipping Services files.
To see what files are available for pickup, use the directory list command. The command is: dir .	
Retrieve the file(s) using the name(s) from the directory: /red/logonid/incoming	<i>Example: get errwrno.rpt.11203520</i>
Copy the files to your local computer.	
The Postal Service maintains 30 days worth of files on the server. You may choose to delete the files from the Postal Service server. If you do not delete the files, the Postal Service will automatically delete the oldest copy of each file type on the 31 st day. To delete the file, use the del command.	<i>Example: del errwrno.rpt.MMddhmm</i>

3 eVS PostalOne! Reports (via the Business Customer Gateway)

3.1 Registering for eVS TEM Participation

To request access to the eVS TEM, the mailer must do the following:

- a. **Business Customer Gateway Account.** Access the Business Customer Gateway at <https://gateway.usps.com/bcg/login.htm> to create a user account. If a user account already exists, establish an eVS profile.
- b. **Business Location.** Ensure the corporate business location for the eVS mailing is accurately identified in the Business Customer Gateway or establish a new location as needed.
- c. **eVS Profile.** Log into the Business Customer Gateway to add eVS to current profile by selecting "Manage Electronic Verification Activity (eVS)" under the "Track & Report" heading. The first user requesting eVS for a business location will be prompted to assume the Business Service Administrator (BSA) role for eVS.
- d. **Test Environment for Mailers Profile.** Add the Test Environment for Mailers (TEM) access to the current eVS profile by selecting "Electronic Data Exchange (PostalOne!)" under the "Mail & Transport" heading. After the eVS TEM profile is created, the mailer can view postage statements, manifest errors, and reports generated from submitted test files.

3.2 Accessing eVS TEM

To access the eVS TEM:

- a. **Business Customer Gateway.** Log into the Business Customer Gateway.
- b. **TEM.** Click the "Electronic Data Exchange (PostalOne!)" link under the "Mail & Transport" heading.
- c. **PostalOne! TEM Profile.** Select "Mailing Reports" from the "Manage Mailing Activity" menu.
- d. **eVS Reports.** Click the "Electronic Verification Activity (EVS)" link to view eVS Customer Reports generated from submitted test manifests.