

Software Vendor Authorization for Electronic Documentation (eDoc) and Full Service

Mail.Dat Guide

Version 1.2

Mail Entry & Payment Technology

October 28, 2012

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1. Introduction and Overview

The USPS requires that mailers new to electronic documentation (eDoc) complete a validation process in a test environment prior to sending electronic files to the USPS production environment. Electronic documentation generates postage statements and supporting documentation that are critical to mailing with the U.S. Postal Service system. The Test Environment for Mailers (TEM) is designed to allow practice and testing for the ability to send electronic documentation to the USPS. The TEM process eliminates common production issues and provides confidence about software readiness. After passing testing in TEM, mailers can submit eDoc for production mailings.

Software vendor/developers have the opportunity to have their product(s) authorized in the Test Environment for Mailers (TEM) before mailers attempt to use their products. Software vendor/developers should consider this option if their product is designed for mailers attempting to produce electronic documentation (eDoc) or Full Service mailings.

If mailers intend to use full-service, they should submit a full-service test mailing in TEM. Following TEM testing, a mailer will submit a physical mailing and corresponding full-service compliant electronic documentation. Both items are reviewed to ensure that all full-service criteria have been followed.

Mailers (and vendors/developers who are testing for full-service certification) should gain access to the Business Customer Gateway (BCG) in order to apply for TEM testing and to interact with the USPS Help Desk. Details are provided in Section 2, below.

Additionally, it is important to review the reference materials (below) and the “Detailed Information” section of the TEM Enrollment Tool.

DISCLAIMER

Authorizations of the software product (including version number, Mail.dat version number, etc.) only relates to the specific capabilities concerning such software product. The authorization is intended to demonstrate the ability of a software product to support specific mailing capabilities (e.g., population of the required fields in the electronic documentation (eDoc) for each mailing capability). The USPS cannot guarantee that mailers using authorized software will fulfill all USPS data accuracy requirements, since the authorized software is contingent on mailer-provided data input, over which the USPS has no control.

1.1. Materials to Reference before Beginning TEM (Mail.dat)

NOTE: Prior to testing in TEM, vendor/developers are required to develop their software according to the following documentation:

1. The Publication to Streamline Acceptance for Letters and Flats
 - a. Link: <https://postalpro.usps.com/node/581>
2. The IDEAlliance Mail.dat Technical Specification

- a. Link: <http://www.idealliance.org/specifications/maildat/specifications>
3. The USPS Mail.dat Technical Specification
 - a. Link: <http://postalpro.usps.com/operations/maildat-and-mailxml-technical-specifications>
4. The User Access to Electronic Mailing Information & Reports Guide
 - a. Link: <https://postalpro.usps.com/node/738>

1.2. TEM Enrollment and Testing Process for Software Vendor/Developers

In TEM, vendor/developers will be able to send and receive Mail.dat files that will use the same field validations and business rules for mail acceptance as with the production environment. Prior to postage statement finalization, TEM will capture, log, and display error information in the same manner as in the production environment. Vendor/developers can make adjustments or modifications to their software code and Mail.dat population, as needed, based on the test results.

There are six steps for identifying and testing vendor/developer software capabilities for electronic documentation capabilities. Once all steps have been completed successfully, the vendor/developer software will be authorized for the tested capabilities. Available capabilities range from simple mailings to Full Service copalletization.

The six steps for software vendor/developer testing in TEM are listed below with additional details included in the next section of this document.

1. Gain Access to TEM
2. Fill Out Enrollment Tool to Determine Relevant Test Scenarios
3. Generate, Submit and Review Test Files
4. Submit Completed TEM Enrollment Tool with Test File Job Identification Numbers
5. Review Finalize Postage Statements and Review Outputs of Test Scenarios
6. Record Capabilities and Issue Authorization

2. Basic eDoc and Full Service Authorization Based on Capabilities Supported

The steps below give an overview of the TEM process for Mail.dat electronic documentation authorization. The TEM process will test to confirm that a vendor/developer's software is set up and configured properly to generate Mail.dat files that meet required criteria for class and capability.

2.1 Gain Access to TEM

Vendors/developers must register for a business account through the Business Customer Gateway (BCG). During this registration, the system will automatically assign a Customer Registration ID (CRID). The CRID obtained during the BCG registration is used to uniquely identify the vendor/developer in the *PostalOne!* system.

The next step is for the vendor/developer to request access to the TEM portal, also called the Manage Mailing Activity (MMA) service. This is completed by accessing their BCG profile, selecting the MMA service within the “Request Access” tab and under the “Track & Report” header. Once submitted, the vendor/developer waits for e-mail confirmation of access.

If the vendor/developer does not already have access to this environment they should follow the instructions in the [User Access to Electronic Mailing Information and Reports Guide](#) located on PostalPro

Once the vendor/developer has confirmed access to the MMA service, they should perform the following steps:

1. Log on to BCG
2. Click the “Electronic Data Exchange” (EDE) link from the Gateway homepage
3. Once inside the “Electronic Data Exchange” download the TEM-specific Mail.dat client
 - a. This downloadable application allows the submission and validation of *PostalOne!* ready Mail.dat files in the TEM environment only.

A file validator is also provided in the Mail.dat client to verify files before transferring them to USPS *PostalOne!*. This tool will test the validity of the data elements in the file(s) submitted and records error messages and warnings. During sessions in TEM, vendor/developers will be able to view file warnings and fix errors before and after submitting test files for postage statement finalization and USPS internal review in TEM.

NOTE: Some errors only generate after submission to *PostalOne!* and postage statement finalization.

Vendors/developers should navigate through TEM and become familiar with the available tools such as the Dashboard (from the MMA menu), Mailing Reports Data Quality Reports (from the Mailing Reports link), and *PostalOne!* reports (from the Dashboard).

For more information on accessing TEM and *PostalOne!* Reports, refer to the [Electronic Mailing Information and Reports Guide](#) on PostalPro.

Vendors will also need to be issued a Mailer ID (MID). The most common way to obtain a MID is through BCG. Vendors can obtain a MID online by accessing the Mailer ID system. Refer to the [Electronic Mailing Information and Reports Guide](#) on PostalPro for a step-by- step approach to requesting access to the Mailer ID system through the gateway.

2.2 Fill Out Enrollment Tool to Determine Relevant Test Scenarios.

Software vendors/developers will locate the TEM Enrollment Tool on PostalPro and the BCG (<https://www.uspspostalone.com/postal1/view.cfm>).

1. First, complete Step 1 within the Enrollment Tool and save the file:

UNITED STATES POSTAL SERVICE Version 4
Vendor Mail.dat TEM Enrollment Survey
[Click here to go back to the landing page](#)

Instructions: Please complete all yellow prompts in the survey. Click the 'Submit' button when you have completed the survey. After you click the 'Submit' button, the scenarios you need to complete will appear at the bottom of this page.

Step 1: Input Identification Information

| | | | |
|--|---|----------------------------------|--|
| Vendor Name*: | <input type="text"/> | Customer Registration ID (CRID): | <input type="text"/> |
| Software Product Name*: | <input type="text"/> | eDoc User ID: | <input type="text"/> |
| Software Product Version Number**: | <input type="text"/> | Mail.dat version*: | <input type="text" value="Mail.dat 12-1"/> |
| Corporate Mailing Address: | Street <input type="text"/> | Permit Number #1 (optional): | <input type="text"/> |
| | City <input type="text"/> State <input type="text"/> ZIP <input type="text"/> | Permit #1 Type (optional): | <input type="text"/> |
| Corporate Phone Number: | <input type="text"/> | Permit #1 ZIP Code (optional): | <input type="text"/> |
| Corporate Website Address: | <input type="text"/> | Permit Number #2 (optional): | <input type="text"/> |
| Vendor POC Name: | <input type="text"/> | Permit #2 Type (optional): | <input type="text"/> |
| POC Phone Number for Capability Matrix*: | <input type="text"/> | Permit #2 ZIP Code (optional): | <input type="text"/> |
| POC Email Address for Capability Matrix*: | <input type="text"/> | Permit Number #3 (optional): | <input type="text"/> |
| Primary Technical Contact Name: | <input type="text"/> | Permit #3 Type (optional): | <input type="text"/> |
| Primary Technical Contact Phone Number: | <input type="text"/> | Permit #3 ZIP Code (optional): | <input type="text"/> |
| Primary Technical Contact Email Address: | <input type="text"/> | | |
| Secondary Technical Contact Name: | <input type="text"/> | | |
| Secondary Technical Contact Phone Number: | <input type="text"/> | | |
| Secondary Technical Contact Email Address: | <input type="text"/> | | |

OPT-OUT: Fields marked with a red asterisk (*) will be included in the Vendor Capability Matrix posted on RIBBS. Check this box if you do not wish to be included in the Vendor Capability Matrix.

****The software product version should be the version that is being tested. All subsequent versions of the software product will maintain authorization without additional testing per the re-authorization process noted in the Vendor Enrollment Guide.**

2. Log on to BCG
3. Click the “Electronic Data Exchange” link from the Gateway homepage
4. Once inside the “Electronic Data Exchange” click the “TEM Testing for Full Service eDocs” as shown below:

[Home](#) > [Electronic Data Exchange](#)

Electronic Data Exchange

| | |
|---|--|
| Mail.dat Support for Production | |
| 11-2 / 12-1 Mail.dat Production | Mail.xml |
| Download Client Application (Windows) | Download Mail.xml WSDL Files |
| Download Client Application (Solaris) | |

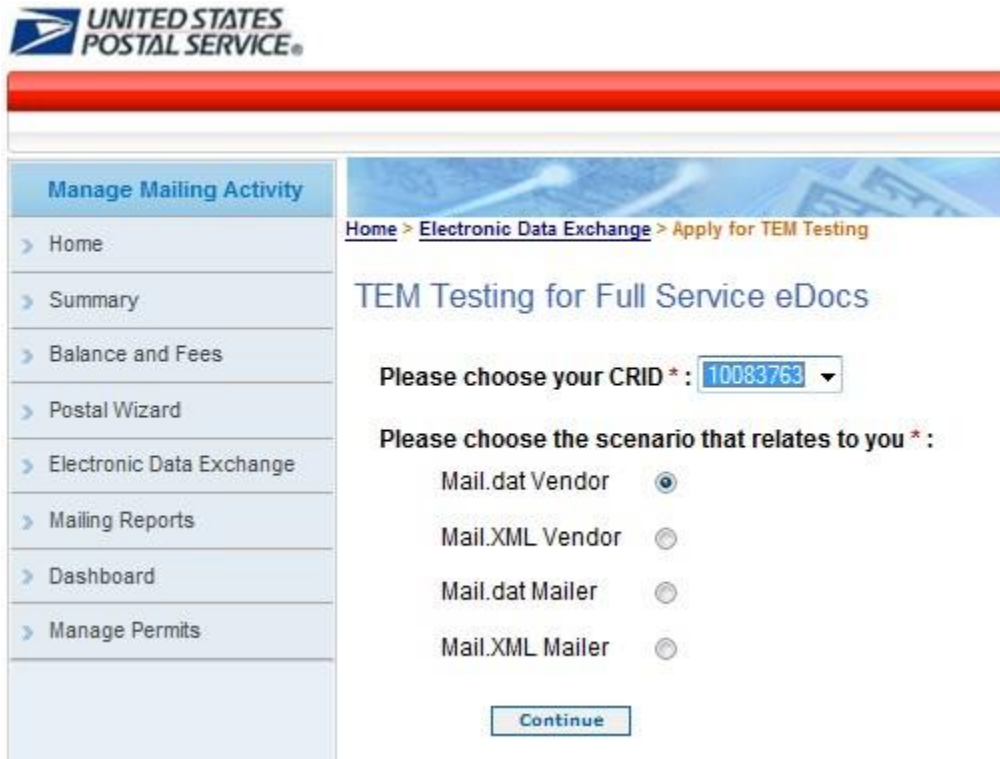
Data exchange testing with *PostalOne!* Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The *PostalOne!* system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will provide mailers a way to test their file layouts and corresponding file submission/creation software prior to submitting jobs to the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the mailers use in updating file layout and software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process by sending the Help Desk an email notifying them they are ready to begin testing. This email should include:

- Company Name
- Contact Name
- Phone Number
- Data Exchange Method (Mail.dat, Mail.XML, etc) and version (if applicable)

| | |
|---|--|
| Test Environment for Mailers (TEM) | |
| 11-2 / 12-1 Mail.dat | Apply for TEM Testing |
| 09-1 Mail.dat Guide | TEM Testing for Full Service eDocs |
| Download Client Application (Windows) | TEM Testing for FAST Scheduling and CSAs (Coming soon) |
| Download Client Application (Solaris) | TEM Testing for Full Service Data Distribution (IV) and Quality Data (Coming soon) |
| Start Testing - Notify Help Desk | TEM Testing for MID/CRID/Account and Incentives Enrollment (Coming soon) |
| Go to TEM | Check Application Status |

5. On the next screen, choose a CRID from the drop down and then select Mail.dat Vendor. Click Continue.



The screenshot shows the United States Postal Service web application interface. On the left is a navigation menu with the following items: Manage Mailing Activity, Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, Mailing Reports, Dashboard, and Manage Permits. The main content area displays the title 'TEM Testing for Full Service eDocs' and a breadcrumb trail: Home > Electronic Data Exchange > Apply for TEM Testing. Below the breadcrumb, there is a dropdown menu for 'Please choose your CRID *' with the value '10083763' selected. Underneath is a section titled 'Please choose the scenario that relates to you *' with four radio button options: Mail.dat Vendor (selected), Mail.XML Vendor, Mail.dat Mailer, and Mail.XML Mailer. A 'Continue' button is located at the bottom of the form.

6. Complete the web form, upload the saved TEM Enrollment Tool from Step 1, and submit:

[Home](#) > [Electronic Data Exchange](#) > [Apply for TEM Testing](#) > [TEM Testing for Full Service eDocs](#)

TEM Testing for Full Service eDocs (Mail.dat Vendor)

| | |
|---------------------------------|--|
| Corporate Name | HARDIN & SONS |
| Corporate Mailing Address | 4414 BOARDWALK AVE, LOS ANGELES, CA, 90040 |
| Corporate Phone Number | |
| Primary Contact Person | Chris Hardin |
| Primary Contact Person Phone # | (202) 268-3911 |
| Primary Contact Person Email | christopher.a.hardin@usps.gov |
| Customer Registration ID (CRID) | 10083763 |

Input Identification Information

| | |
|---------------------------|----------------------|
| Corporate Website Address | <input type="text"/> |
| * Software Name | <input type="text"/> |
| * Software Version # | <input type="text"/> |
| * eDoc User ID | <input type="text"/> |
| * Mail.dat Version # | <input type="text"/> |
| Mail Anywhere Pstg. # | <input type="text"/> |

* Comments to Help Desk
Max 500 characters.

* Upload Your Completed "TEM Testing Enrollment Tool"
Max file size is 5MB.

Upload supporting file if applicable
Max file size is 5MB.

7. While the Help Desk reviews the initial application, the vendor/developer can complete the remainder of the Enrollment Tool through Step 7. The application status (which can be checked as described in the next section) will be set to “New”. The vendor/developer will receive an email once the Help Desk completes their initial review.

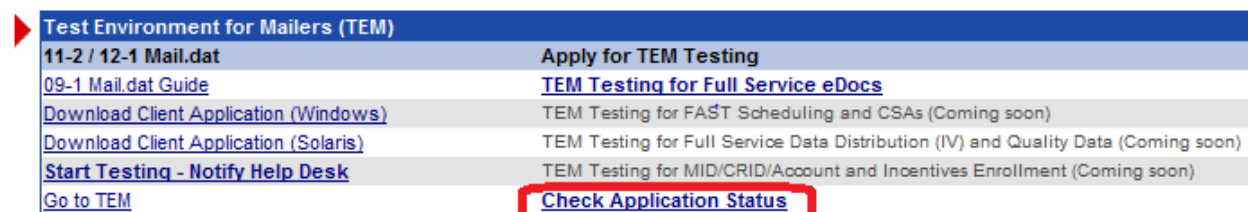
Before beginning the testing process, the vendor/developer will use this tool to identify the specific capabilities they wish to test by answering a series of yes/no questions. These questions will identify the eDoc submission method, company name, software name, and the specific software product/version to test. Through this tool, the vendor/developer will then identify the specific capabilities the software will support across Mail Classes in the production *PostalOne!*

environment. The selected capabilities will be recorded for vendor/developer TEM Authorization and referenced when mailers complete their TEM authorization process using authorized software.

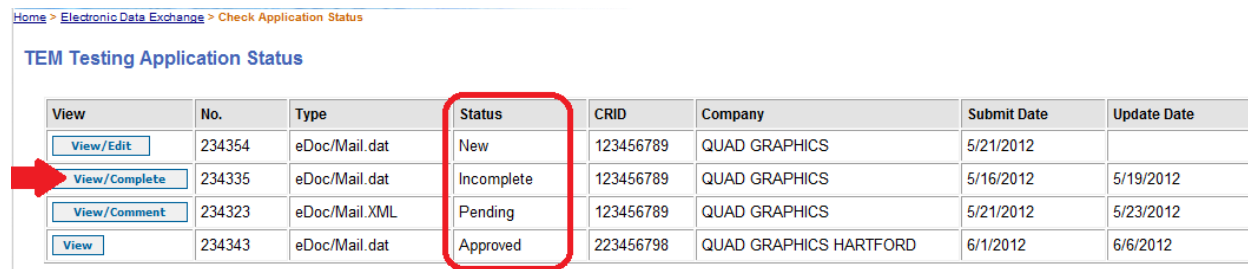
Upon identifying the capabilities for testing, the TEM Enrollment Tool will generate a list of test scenarios across mail classes that the vendor/developer must complete in order to be authorized for their selected capabilities. The vendor/developer may select the “Click here to see additional information about capabilities” link within the TEM Enrollment Tool to access additional directions on the inputs and outputs of each required test scenario.

2.3 Generate, Submit, and Review Test Files

The vendor/developer can check the application status at any time by returning to the Electronic Data Exchange page within BCG and clicking “Check Application Status” as shown:



After initial submission of the application the status will be shown as “New”. Once the Help Desk has reviewed this submission and determined that the vendor/developer is able to begin testing, the status will be “Incomplete” and the vendor/developer can click “View/Complete” in order to upload the completed Enrollment Tool.



Note: Whenever the status changes to Incomplete (from New or Pending) the vendor/developer receives an email from USPS instructing the vendor/developer to begin testing or retest certain capabilities.

Before clicking “View/Complete” the vendor/developer should:

1. Submit test mailing jobs meeting the test scenarios identified in the Vendor TEM Enrollment Tool
 - a. Note: A vendor/developer may submit as many practice files as needed.
2. Use the *PostalOne!* Mail.dat client application to check the Validation/ Upload History and Common Errors of the Mail.dat files submitted

- a. Confirm that no error messages were received
3. Navigate to the BCG Tools & Wizard section (or EDE) to access *PostalOne!* Dashboard for certain test outputs such as the Postage Statement and Qualification Report
 - a. Confirm that *PostalOne!* dashboard outputs were accurately generated
4. If any submitted job was for Full Service, navigate to the same BCG Tools & Wizard section (or EDE) to access Mailing Reports (*PostalOne!*) and then the “Full Service Seamless Acceptance Failure Jobs”.



The screenshot shows the 'Mailing Reports' section of the PostalOne! interface. A left-hand navigation menu includes 'Manage Mailing Activity', 'Home', 'Summary', 'Balance and Fees', 'Postal Wizard', 'Electronic Data Exchange', 'Mailing Reports', 'Dashboard', and 'Manage Permits'. The main content area displays a breadcrumb trail 'Home > Mailing Reports' and a title 'Mailing Reports'. Below this, there are two main sections of report links. The first section includes links for 'View Transactions', 'Pending Postage Statements', 'Induction Activity Report (eInduction)', 'Electronic Verification Activity (EVS)', 'BRM Invoice Detail Report', 'eDocs Preparation / Entry Warnings Report', 'Mailing Summary Report', 'Mail Quality Reports', 'View Historical Permit Transactions', and 'Carbon Accounting Statement'. The second section, titled 'Full Service', includes links for 'Data Distribution/Informed Visibility Dashboard', 'Push Subscription Profile', and 'Full Service Seamless Acceptance Failure Jobs', which is highlighted with a red rectangular box.

- a. Confirm that none of the test jobs appear on the report.



The screenshot shows the 'Full Service Seamless Acceptance Failure Jobs' report page. At the top left is the United States Postal Service logo. The breadcrumb trail reads 'Gateway Home > Reports > Full Service Seamless Acceptance Failure Jobs'. The page title is 'Full Service Seamless Acceptance Failure Jobs'. Below the title is a search interface with a 'Job/Mailing Group ID' field, a 'Search' button, and a 'Report Date Range' section with 'Begin Date' (05/22/2012) and 'End Date' (05/29/2012) fields. Below the search interface is a table with the following data:

| Mailer Name | Address | CRID | Job/Mailing Group ID | Job Name | Date Submitted | Container/Piece Level | Reasons for failure |
|-------------|----------------|--------|----------------------|----------|----------------|-----------------------|---|
| ADV0 NEWARK | Washington, DC | 831015 | 10002 | Job 2 | 3/03/2012 | 1 | <ul style="list-style-type: none"> • No Tickets |
| ADV0 NEWARK | Washington, DC | 159327 | 10001 | Job 1 | 3/03/2012 | 1 | <ul style="list-style-type: none"> • No Tickets • No items • Additional Items Here |

NOTE: Additional information about submitting and validating test files can be found on the Enrollment Tool tab entitled “Scenarios (Mail.dat)”.

5. Complete the remainder of the Enrollment Tool through Step 7 noting the job ID number(s) and save the file.

2.4 Submit Completed TEM Enrollment Tool with Test File Job Identification Numbers

Once the vendor/developer has submitted and reviewed their test files, they will upload the completed TEM Enrollment Tool in the Electronic Data Exchange. The completed TEM Enrollment Tool must include the appropriate Job Identification Numbers for each test scenario in Section 7. These Job Identification Numbers must match the Job IDs in the submitted test files.

2.5 Finalize Postage Statements and Review Outputs of Test Scenarios

Once the vendor/developer has performed all validations possible within TEM for the capabilities which they plan to support, the USPS Help Desk will be notified to view the pending application and retrieve the Enrollment Tool identifying the submitted job numbers and indicating that they are ready for postage statement finalization and USPS Customer Acceptance Testing (CAT) review.

The USPS CAT will finalize the postage statements for any job that is ready for internal review. The USPS CAT will then confirm that the expected outputs are in place and the files were prepared and submitted according the Mail.dat technical specifications and the Guide to Intelligent Mail for Letters and Flats.

If the submissions pass USPS CAT review, the vendor/developer will be notified of those capabilities that were approved. However, if any do not pass, the Help Desk will send comments to the vendor/developer via the application status view page and the application will remain in “Pending” status. The vendor/developer should continue testing certain scenarios until they have passed all requested capabilities. A vendor/developer will be authorized for the capabilities which have passed TEM even though the vendor/developer may continue to test additional capabilities.

2.6 Record Capabilities and Issue Authorization

The Help Desk will record the vendor name, software name, software version number, and approved capabilities in the Software Vendor Capability Matrix posted on PostalPro in the next weekly posting. If a vendor/developer does not wish to be included in the Capability Tracking Matrix posted on PostalPro, they may opt out by indicating this preference in the Section 1 of the TEM Enrollment Tool.

Once all submissions pass USPS CAT review, the vendor/developer will be notified via e-mail that the application is in Approved status. The vendor/developer should check the application status to read any comments from USPS.

NOTE: If mailers choose to proceed with the Full Service option, then they will be required to complete additional Full Service Authorization of physical mailings.

Software Vendor Capability Matrix Example:

Capability Matrix Last Updated On: 6/6/12

| Demographic & Technical Information | | | | | | | Mail Preparation Capabilities (*'x' denotes capability has been certified. Detailed definitions available on Definitions tab) | | | | | | | | | | |
|-------------------------------------|--------------------|---------------|--------------------|----------------------------------|----------------------|-----------------------------|---|----------------------|--------------------------------|------------------------------------|--|--------------------------------|------------|----------------------------|-------------|----------------|--|
| Unique Identifier | Vendor Information | | | | | | Capabilities | General Capabilities | | | | | | Capabilities by Mail Class | | | |
| | Vendor Name | Software Name | Software Version # | Vendor POC (email and phone) | Mail.dat-or-Mail XML | Mail.Dat/Mail.XML Version # | | Submit eDoc | Barcode Uniqueness: Containers | Barcode Uniqueness: Handling Units | Barcode Uniqueness: Nesting: Pieces into Trays | Nesting: Trays into Containers | Mail Class | Generate eDoc | Modify eDoc | Simple Mailing | |
| Example | Vendor ABC | XYZ Software | 1.3.2.5 | johnsmith@abc.com (123) 456-7890 | Mail.dat | 12-1 | eDoc | | | | | | FCM | | | | |
| | | | | | | | FS | x | x | x | x | x | FCM | x | x | x | |
| | | | | | | | | | | | | | STD | x | x | x | |
| | | | | | | | | | | | | | BPM | x | x | x | |
| | | | | | | | | | | | | | PER | x | x | x | |

2.7 Re-authorization process

To maintain or update TEM authorization, the vendor/developer may be required to re-test specific capabilities due to the following:

- The vendor/developer releases a new version of their software with substantive changes to the code base generating electronic documentation
- The vendor/developer wishes to add a new capability to their profile
 - If this is the case, then the vendor/developer only needs to test for that capability in their re-testing
- A new major release of Mail.Dat is published and implemented in *PostalOne!*

For each major new *PostalOne!* release, the following re-authorization process will be followed:

- The USPS will identify the mailing capabilities impacted for each new version of the Mail.Dat specification is released or major release in *PostalOne!* and post this information at the time the Post-Design Release Notes are posted. In addition, the USPS will identify at that time any new mailing capabilities that will be added to the list of available capabilities to test in TEM.
- The USPS will contact all vendors with authorized software products to provide notification with the impacted or new mailing capabilities.
- Vendors will need to retest only the impacted capabilities in order to remain current in their authorization.
- For all other capabilities, the USPS will “roll forward” the software product’s authorization to the new Mail.Dat specification once the vendor notifies the USPS that their software product has been updated to support the new Mail.Dat specification.
- Vendors will only be authorized for new mailing capabilities by successfully completing the associated test scenario(s) for those capabilities for all appropriate Mail.Dat versions.
- When vendors make large code changes to their software, they are asked to self-report this to USPS and undergo authorization testing again for their full set of mailing capabilities
- Vendors will not be asked to re-test for minor software updates. The capability matrix will reflect that the software version listed is the first version authorized by the USPS and that later versions are assumed by USPS to also be compliant with the same mailing capabilities.

3. Glossary

| | |
|-------------|------------------------------|
| BCG | Business Customer Gateway |
| CRID | Customer Registration ID |
| EDE | Electronic Data Exchange |
| MID | Mailer ID |
| MMA | Manage Mailing Activity |
| TEM | Test Environment for Mailers |