Parcel Data Exchange

PDX Web Application

Customer Guide

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Table of Contents

Table of Contents 2
List of Figures 3
List of Tables 3
1. Introduction 4
1.1 Purpose of Document 4
1.2 Intended Audience 4
1.3 Application Overview 4
1.4 USPS® Help Desk Assistance 4
2. Business Customer Gateway (BCG) 5
3. Parcel Data Exchange (PDX) 6
3.1 Access Shipping Services 6
3.2 Navigate to PDX 7
3.3 PDX Application Functions 8
3.3.1 Upload Manifest Files 8
3.3.2 Manifest File Types 11
3.3.3 Search and Download Previously Uploaded Manifest Files 12
3.3.4 View and Download Customer Outbound Files 14
3.3.5 Outbound File Types 17
3.3.6 Limitations on Inbound and Outbound Files 19
3.4 User Information Display 20
3.5 Logout 20
3.6 Help 20
3.7 Links 20

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List of Figures

Figure 1: Access Shipping Services from the BCG Homepage 6

Figure 2: Select 'GO TO SERVICE' on the Shipping Services Page 7

Figure 3: PDX Landing Page - Upload Manifest Files 8

Figure 4: Choose an Upload Environment Option 8

Figure 5: Select a Manifest File 9

Figure 6: Choose a file to upload 9

Figure 7: Start Upload or Cancel Upload 10

Figure 8: Upload Complete 10

Figure 9: Manifest Files Page 12

Figure 10: Search and Download Manifest Files 13

Figure 11: Customer Outbound Files Page 14

Figure 12: Filtering for MIDs 14

Figure 13: View and Download Customer Outbound Files 16

Figure 14: User information 20

Figure 15: Logout link 20

Figure 16: Help link 20

Figure 17: Links to the BCG and USPS.com 20

List of Tables

Table 1: Allowable File Types for Uploading to PDX 11

Table 2: Outbound File Types 17

Table 3: PDX Limitations for Manifest and Outbound Files 19

1. Introduction

1.1 Purpose of Document

The Parcel Data Exchange (PDX) application is a web-based 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 begin using the web-based portion of the PDX application using a web browser.

1.2 Intended Audience

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

1.3 Application Overview

You may connect to PDX via the USPS® Business Customer Gateway (BCG) using a web browser. PDX supports the following browsers:

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

1.4 USPS® Help Desk Assistance

Although this guide will help you understand the process of submitting manifest files and receiving outbound files via PDX, USPS® also has a Help Desk center that will gladly take your call and walk you through the process. You may contact the Help Desk at: 877-264-9693.

2. Business Customer Gateway (BCG)

Before you can access the PDX web application, you must have an account on the BCG. You will access the PDX application via the BCG. If you do not already have a BCG account, go to https://gateway.usps.com/eAdmin/view/signin and click the 'Register for free' button. Information and help for BCG registration can be found here: https://ribbs.usps.gov/intelligentmail_gateway/documents/tech_guides/BusinessCustomerGateway.pdf. The bullets below describe how 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 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: 877-264-9693 to configure the MID you want to use to receive outbound files via web services
  - In order 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: 877-264-9693

3. Parcel Data Exchange (PDX)

After you have successfully set up a BCG account, you are now ready to access and begin using the PDX application. The steps below will guide you through the process of acquiring the PDX service within the BCG and describe the necessary actions for submitting manifest files and receiving outbound files.

3.1 Access Shipping Services

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

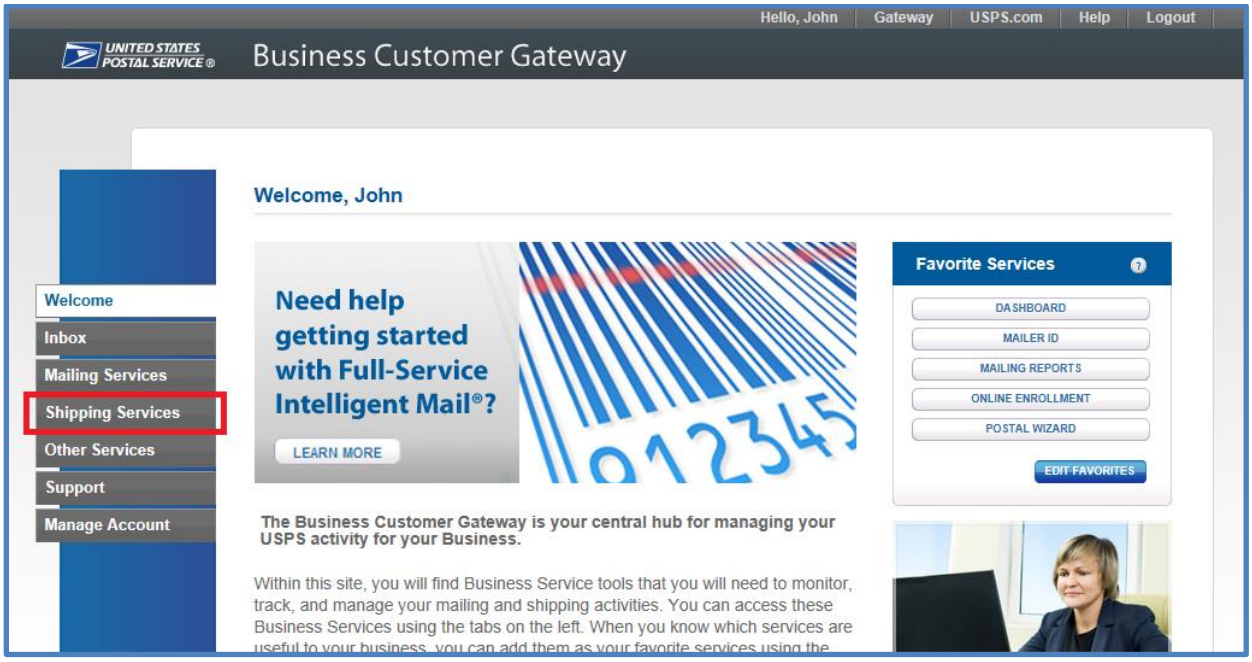

Figure 1: Access Shipping Services from the BCG Homepage

3.2 Navigate to PDX

Select 'GO TO SERVICE' for PDX, as highlighted 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 him or her approve you for the service.

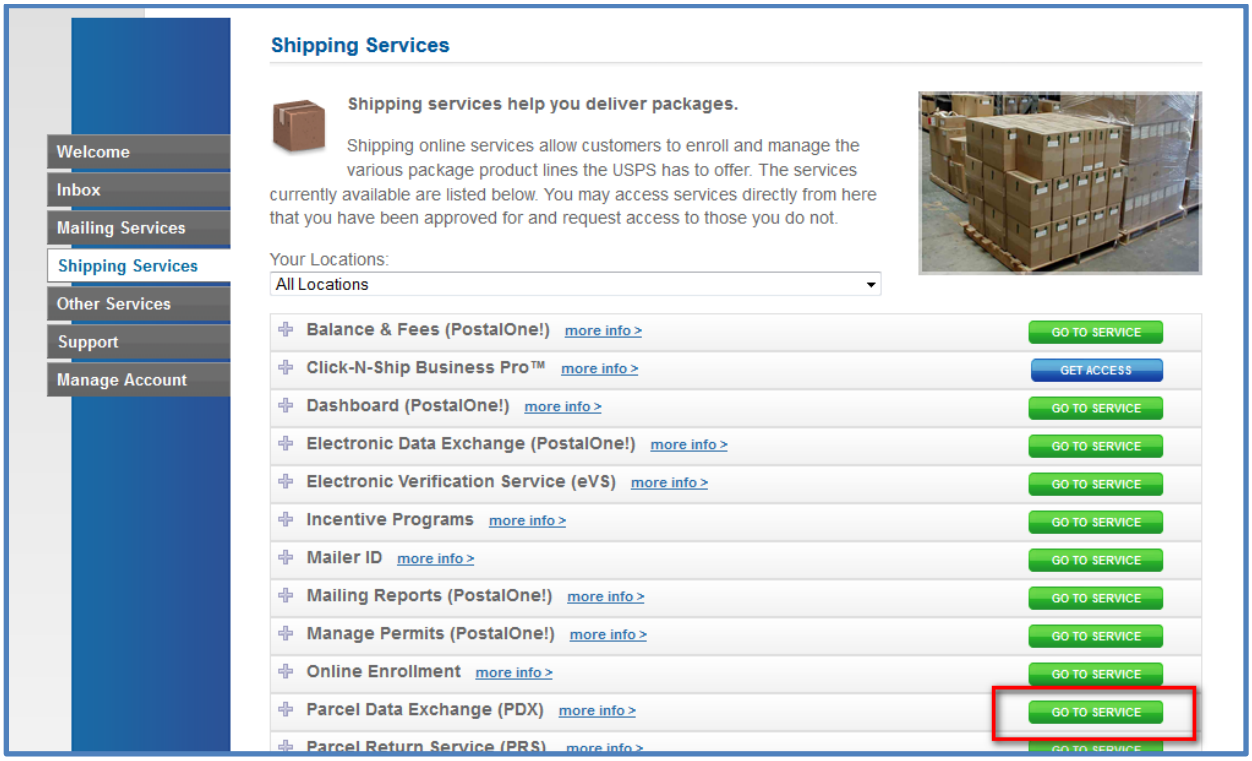

Figure 2: Select 'GO TO SERVICE' on the Shipping Services Page

3.3 PDX Application Functions

The default landing page for the PDX application is the 'Upload Manifest Files' page (Manifest Files tab) highlighted by Figure 3 below.

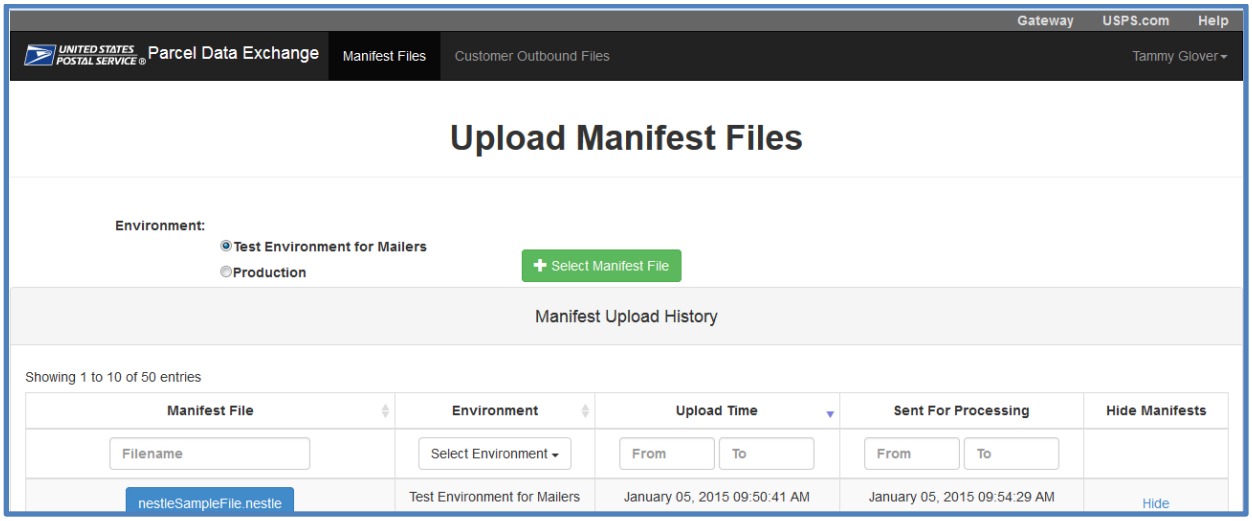

Figure 3: PDX Landing Page - Upload Manifest Files

3.3.1 Upload Manifest Files

This section describes the steps necessary to upload and submit a manifest file for processing.

The first step is selecting to which environment you would like to upload by clicking on the corresponding radio button, as highlighted in Figure 4. The two environment options are: Test Environment for Mailers (TEM) and Production. Please note that after you select an environment, the environment radio button will default to the previous environment selection for successive uploads. For more information on TEM, reference the Publication 199: Intelligent Mail Package Barcode or Publication 205: Electronic Verification System (eVS®) Business and Technical Guide documentation: https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf

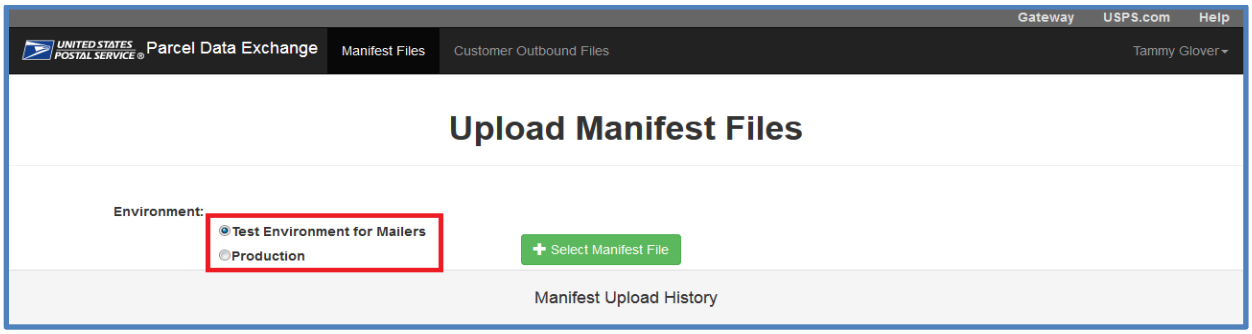

Figure 4: Choose an Upload Environment Option

To choose a file to upload to the selected environment, click on the 'Select Manifest File' button, as highlighted in Figure 5.

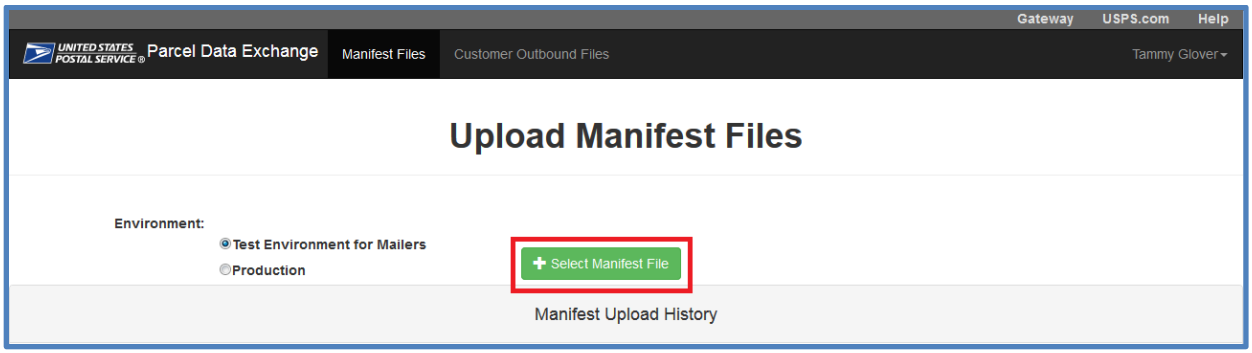

Figure 5: Select a Manifest File

After clicking the button, a file selection dialog box will open, allowing you to select the file you would like to upload. Double-click the desired file, or select it and click 'Open' as highlighted in Figure 6.

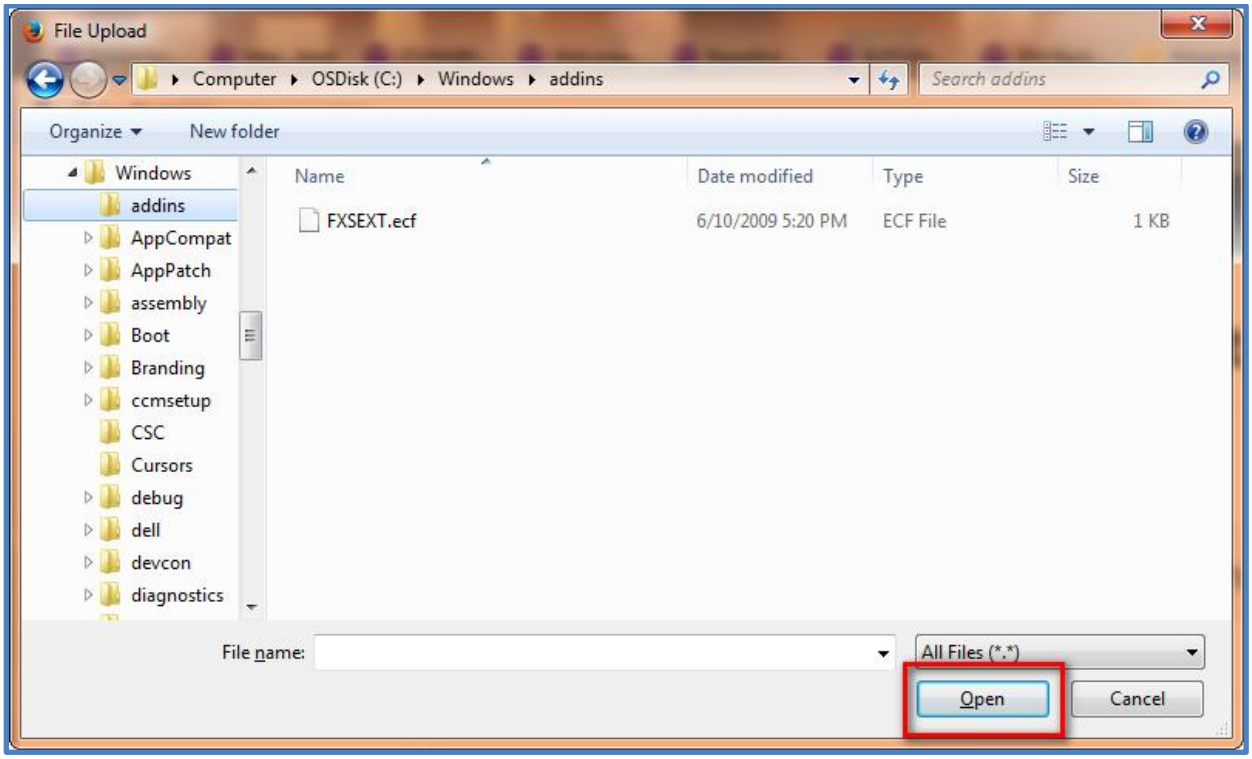

Figure 6: Choose a file to upload

Once you click 'Open,' the green 'Select Manifest File' button will be replaced by two buttons, 'Start Upload' and 'Cancel upload' as highlighted in Figure 7. If you are satisfied with the selected file, you can proceed by clicking the 'Start Upload' button. If you selected the wrong file or want to cancel upload for some reason, select the 'Cancel Upload' button.

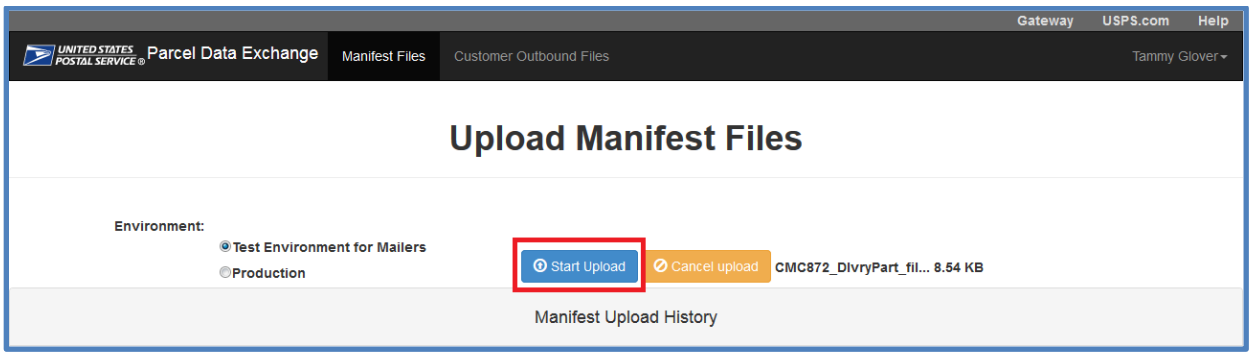

Figure 7: Start Upload or Cancel Upload

While uploading, the page will display a progress bar. After successfully uploading a file, the page will display 'Upload Complete' and the file name will appear in the Manifest Upload History table just below the progress bar. Section 3.3.3 of this document describes the layout of the table and how to search for previously uploaded manifest files.

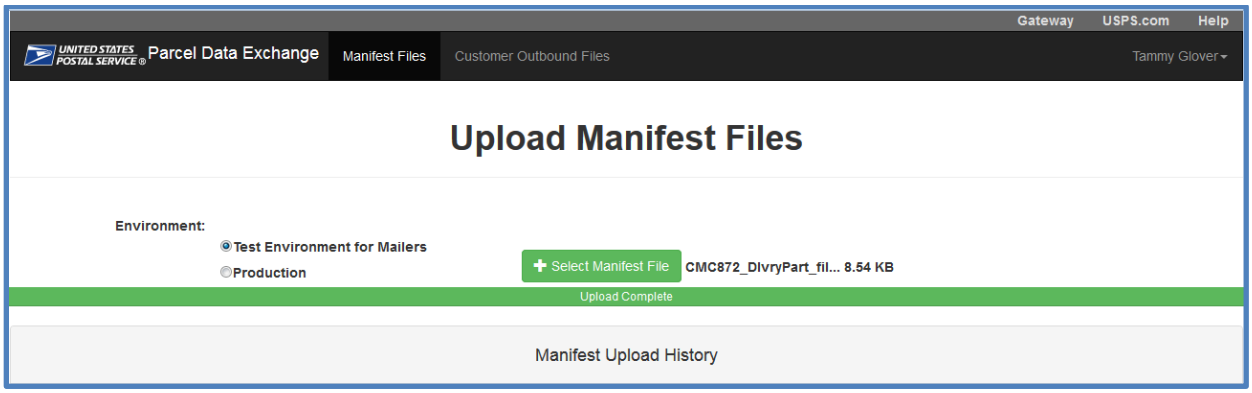

Figure 8: Upload Complete

3.3.2 Manifest File Types

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

Table 1: Allowable File Types for Uploading to 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

For descriptions of these files, please refer to Publication 199: Intelligent Mail Package Barcode at: https://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf.

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. You may search for, download, or hide specific files within the table as highlighted by Figure 9.

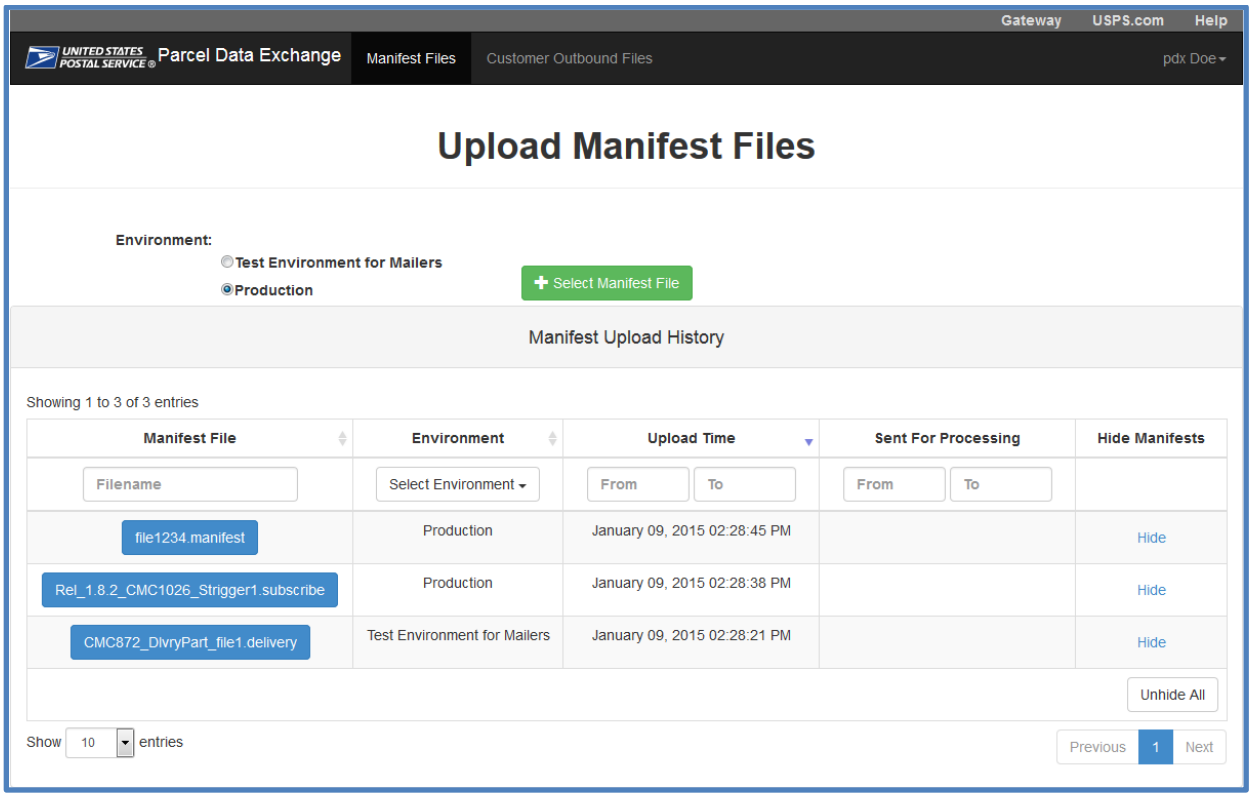

Figure 9: Manifest Files Page

1. Manifest File Download:

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

2. Manifest File Search:

To search by filename, click inside the 'Filename' input field and type the name of the desired file as highlighted 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 highlighted by Figure 10, box 2b.

3. Environment:

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

4. Upload Time/ Sent for Processing:

'Upload Time' refers to the time when the file was uploaded in Central Standard Time (CST). 'Sent For Processing' reflects the time (in CST) when the file was sent for processing by the destination application. If this field is empty, the file has not yet been sent for processing.

To filter by date in either column, select the respective 'From' and 'To' dates by clicking in the input fields, as highlighted 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 date field you choose to sort as highlighted by Figure 10, box 4b.

5. Hide Manifests:

To hide a manifest row in the table, click the 'Hide' button in the Hide Manifests column within the same row as highlighted 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 highlighted by Figure 10, box 5b.

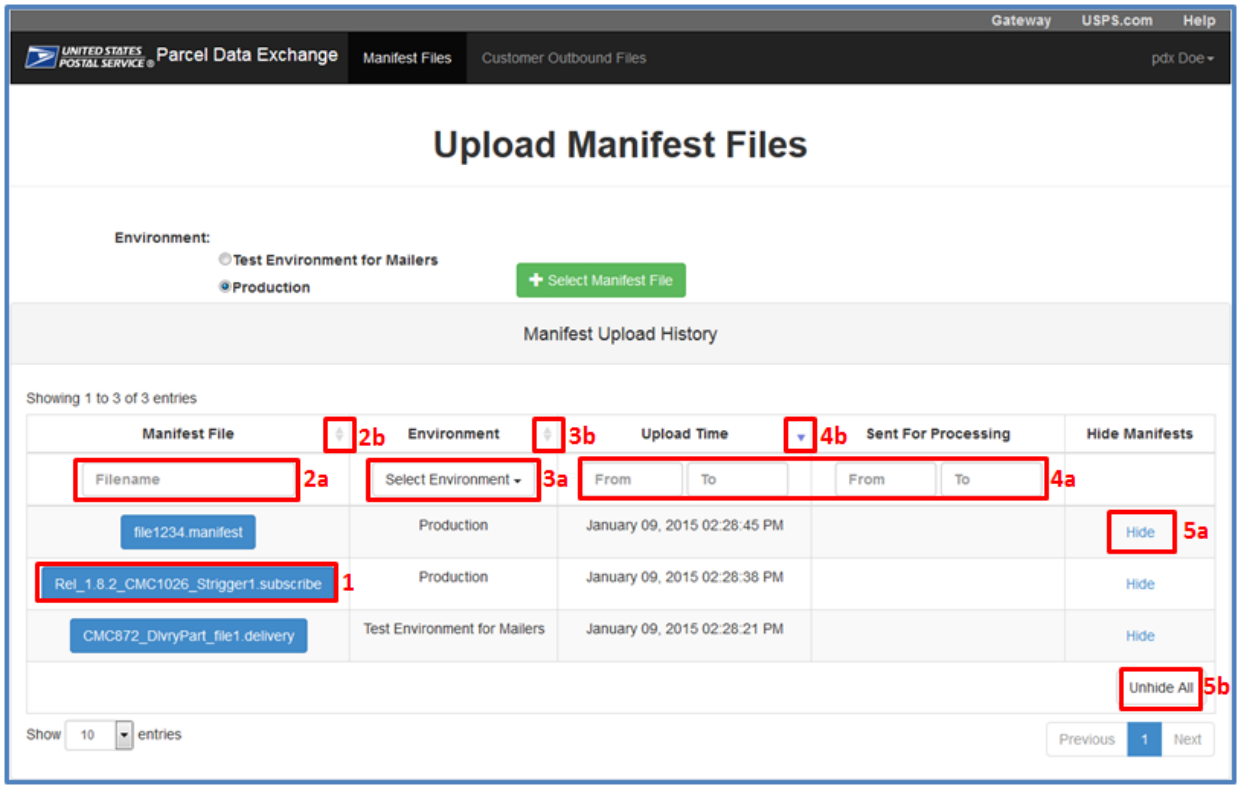

Figure 10: Search and Download Manifest Files

3.3.4 View and Download Customer Outbound Files

In order to begin receiving outbound files through the PDX application, you must be set up to do so in USPS® Program Registration. If you wish to receive your output files via PDX contact the Help Desk at: 877-264-9693 to request Web Services as your outbound file transmission option.

To see response files from the USPS® system, click on the 'Customer Outbound Files' tab in the top banner of the application, as highlighted by Figure 11, box 1.

A table of MIDs associated to your user account will be displayed, with the option of 'Test Environment for Mailers' and 'Production' for each MID as highlighted by Figure 11, box 2.

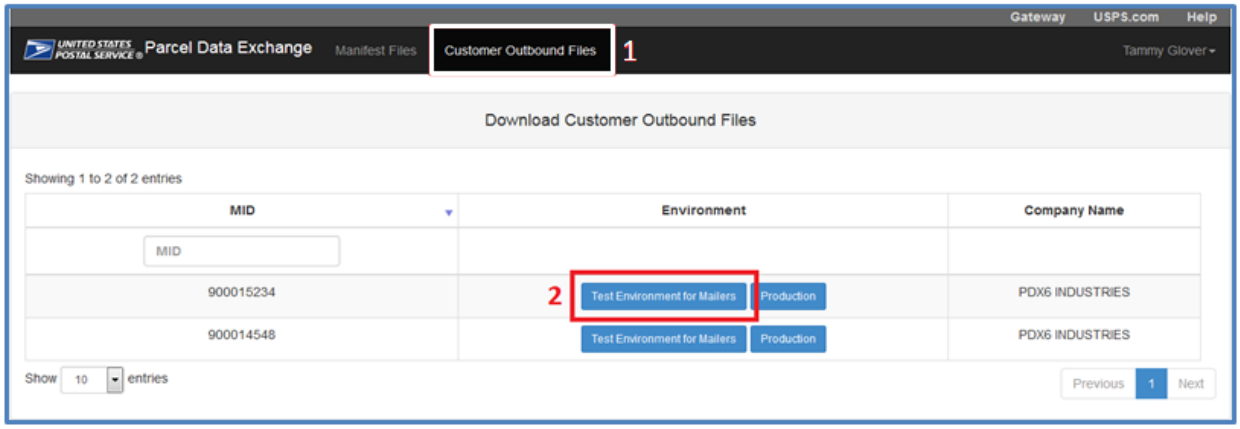

Figure 11: Customer Outbound Files Page

If you have a large number of MIDs and the desired MID is not initially displayed, you can search by MID number via the search box as highlighted in Figure 12. The system will filter the table for the matching MID numbers even when the full MID is not entered in its entirety, as long as it partially matches.

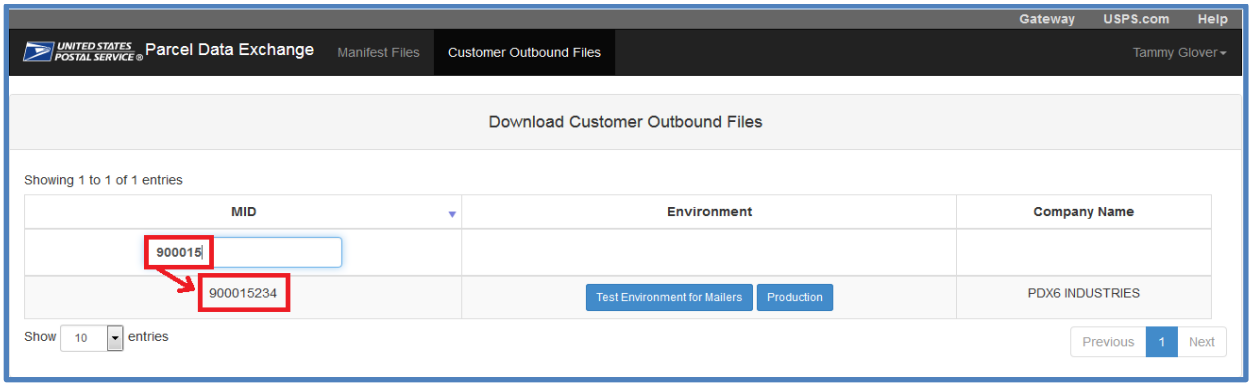

Figure 12: Filtering for MIDs

To view outbound files for a specific MID and environment, click on the corresponding environment button to the right of the MID. The Customer Outbound Files table for the specified MID and environment will be displayed, as highlighted by Figure 13. All outbound files generated during the last 45 days will be displayed in the table. From here, you may view and download any of the outbound files for that MID.

1. Customer Outbound File Download:

To download a copy of an outbound file, click on the blue button containing the filename as highlighted by Figure 13, box 1.

2. Customer Outbound File Search:

To search by filename, click inside the 'Filename' input field and type the name of the desired file as highlighted by Figure 13, box 2a. To sort by alphanumeric or reverse-alphanumeric order, click on the up/down carets to the right of the header of the Customer Outbound File Download column as highlighted by Figure 10, box 2b.

3. Created Time/Previously Downloaded:

Each outbound file has associated 'Created Time' and 'Previously Downloaded' times displayed in CST. If the file has not been previously downloaded, the 'Previously Downloaded' field will be blank; otherwise it will show the last time the file was downloaded.

To filter by Created Time, select the respective 'From' and 'To' dates by clicking in the input fields, as highlighted by Figure 13, box 3a, 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 highlighted by Figure 13, box 3b. To filter by download status, select either 'Previously Downloaded' or 'Not Downloaded' from the dropdown in the Previously Downloaded column as highlighted by Figure 13, box 3c.

4. File Type:

To filter by file type, select the desired file type using the 'Select File Type' dropdown in the File Type column as highlighted by Figure 13, box 4.

5. Bulk Download:

To download multiple Customer Outbound Files at one time, you may click the 'Download Selected Files' button above the table as highlighted by Figure 13, box 5. Files fitting the search criteria entered in each column of the table will be downloaded in a zip file. If no search criteria are entered before clicking the bulk download button, all files from the past 45 days will be downloaded. If no files fit the search criteria, the following error message will be displayed: "There are no files to be downloaded in the specified dates. Please choose another date range."

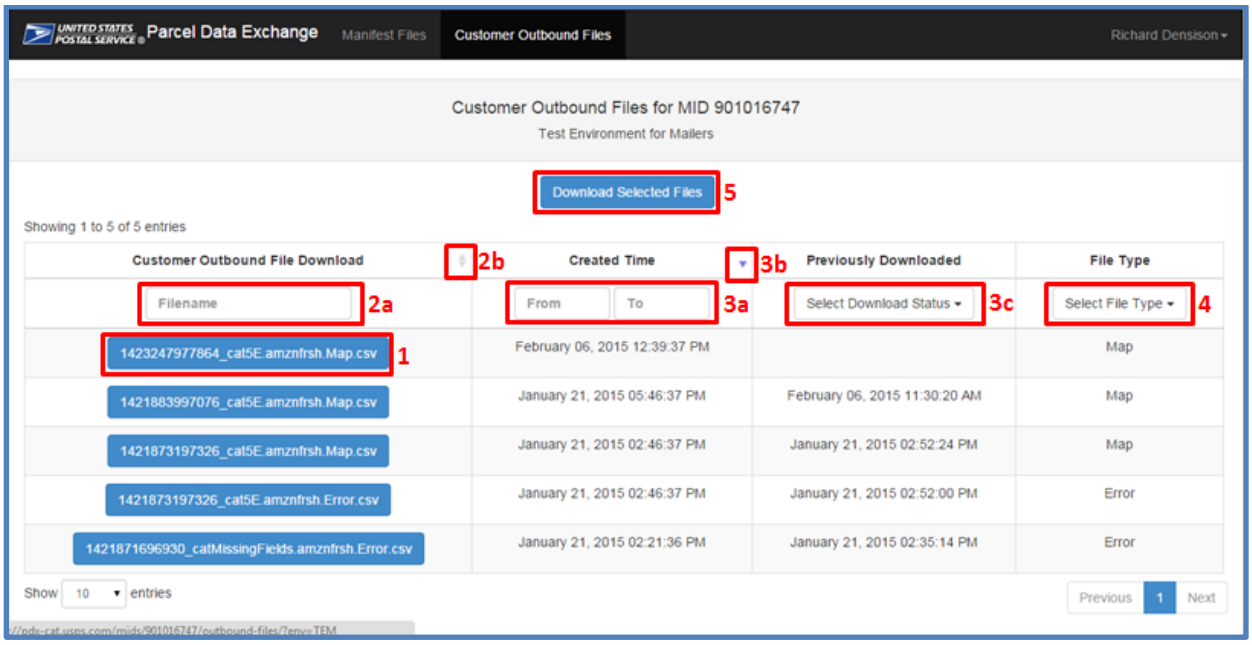

Figure 13: View and Download Customer Outbound Files

3.3.5 Outbound File Types

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

Table 2: Outbound File Types

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.MMDDHHMMS Example: EWDELIVERY.V10.RPT.0103153115
Customer Daily Extract (CDE) v1.3	DETEXTRO.RPT.MMddhhmmss
Customer Daily Extract (CDE) v1.5	DETEXTRO.V15.RPT.MMDDhhmmss
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")

File	File Naming Convention
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 v1.0	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
BPOD Confirmation Letter – Individual pdf Recipient is a Customer	podMMDDYYXXXX.tar where XXXX is a sequence ID

File	File Naming Convention
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://ribbs.usps.gov/intelligentmail_package/documents/tech_guides/PUB199IMPBImpGuide.pdf.

3.3.6 Limitations on Inbound and Outbound Files

Table 3: PDX Limitations for Manifest and Outbound Files

File Type	Business Rule
Inbound	• Files cannot be larger than 250MB. • Manifest Upload History screen shows all files uploaded within the past 45 days. • Valid file type extensions for inbound files include: .manifest, .consolid, .delivery, .subscribe. All other file types will be rejected. • Files are time stamped in CST.
Outbound	• Download Customer Outbound History screen displays all files created within the past 45 days. • Files are time stamped in CST.

3.4 User Information Display

A drop down menu in the top right corner displays your name, email, and phone number. To change the user information that is displayed here, please visit the BCG Account Management page at: https://gateway.usps.com/eAdmin/action/preferences

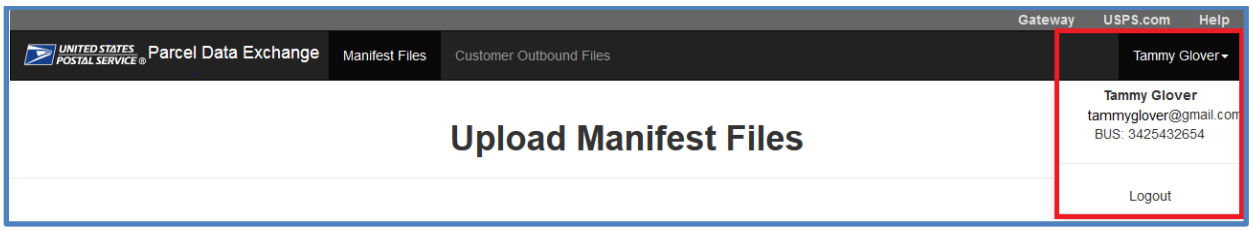

Figure 14: User information

3.5 Logout

To log out of the system, you may click on the dropdown located in the top right corner of the page and select 'Logout'. You will be logged out and sent back to the BCG homepage.

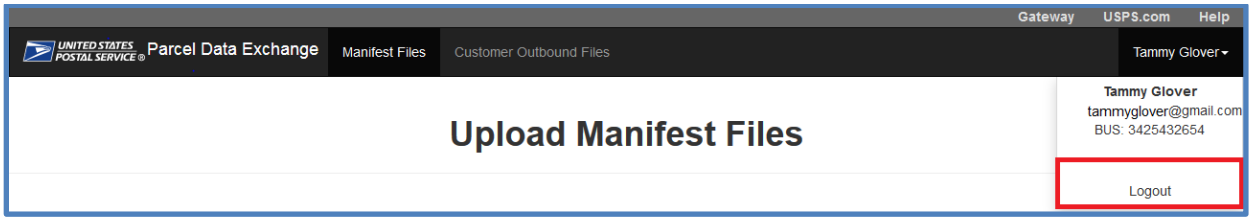

Figure 15: Logout link

3.6 Help

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

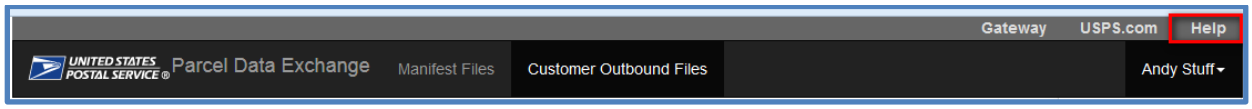

Figure 16: Help link

3.7 Links

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

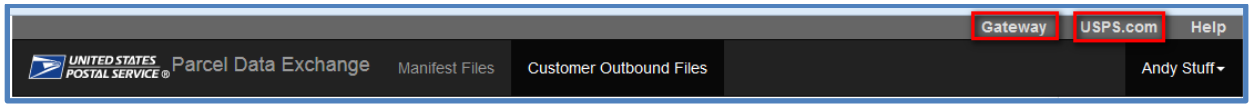

Figure 17: Links to the BCG and USPS.com