

MTAC  
Payment & Acceptance

**February 18, 2015**

**Standard Mail**

- Action Item Review**
- Standard Specific**
  - **Non profit Validation**
  - **Misshipped at non SV Sites**
  - **Seamless Requirements for MLCOR flats**
- ME&PT Organization**
- Communications Update**
- Full-Service Status**
- eInduction Status**
- Seamless Status**
- Move Update Status**
- Postage Assessment Status**
- Detailed Error Data**
- ACS Distribution**

Action Item	Response / Corrective action / Update
USPS provide a written description on the exact logic for Move update explaining exclusions and logic behind exclusions – Legal Restraint, 99%, MLNA, Universities, etc. How are we flagging Legal Restraint? By CRID? MID?	In Roadmap
In the query that furnishes error data beyond the data that is furnished via the MicroStrategy reports, – can USPS highlight those pieces that would be excluded when the system accommodates for all exceptions such as Single Piece.	All exceptions have been addressed as of 2/9
Post the Query process on RIBBs in the latest news section.	Posted
Dennis Kaylor will review the Move Update reports	Deferred until after 2/9 enhancements
USPS will provide a written description for a PCC advisory on what we are doing to clean up the Non-Profit identifications.	Draft advisory will be circulated today (print)
USPS will inform industry when the clean-up and outreach efforts by the BMEU to the customers are complete.	Effort still ongoing (Roadmap)
The Postal Service will assess the options provided by the MTAC workgroup 163 and provide a response to the MTAC 163 workgroup and offer alternative options	USPS has responded and is developing an alternative. Alternative has been reviewed with UG1, UG1 reporting group, MTAC 163, and MTAC 143



- ❑ The mailpiece matches a Change of Addresses (COAs) old address and the COA “Move Effective Date” or COA “Filing Date” is between 95 days and 18 months of the postage statement finalization date.
- ❑ If the percentage of mailpieces within a calendar month is greater than the compliance threshold, any pieces above will be subject to the assessment.
- ❑ There are some exclusions to the assessment:
  - Single Piece
  - Temporary, Foreign, Moved Left No Address(MLNA), Box Closed No Order (BCNO)
  - Legal Restraint Approved Customers- This is identified by the CRID of the of the mail owner identified in the eDoc. These requests are authorized by the NCSC.
  - 99% Rule- Currently these are included in the metrics without any impact to the threshold. If it is found that these are resulting in a mailer exceeding the threshold these can be identified during the review process.

- Non-Profit Identification via eDoc
  - Permit, Mail Owner MID, Mail Owner CRID
- Available Tools:
  - Validation tool located in BCG: NPA, MID, CRID, Permit
    - Provide any of the following: Paying Permit, Mail Owner MID, Mail Owner CRID, Mail Owner Permit or NPA.
  - *PostalOne!* Help Desk (800) 522-9085
- Data Cleanup and Outreach

- ❑ Available Tools to assist in the linking process cont.:
  - PostalOne! Help Desk (800-522-9085)
    - ◆ Provide any of the following: Paying Permit, Mail Owner MID, Mail Owner CRID, Mail Owner Permit or NPA.
  - Help Desk will provide response within 5 business days

Before the November release...

❑ Mailers had two ways to provide Nonprofit Authorization by presenting a mailing on a:

- Paper postage statement
- Electronic document (eDoc)

❑ For paper postage statements, the mailer provides a list of the authorized nonprofit mailers in the mailing

❑ On an eDoc, either the paying permit or the Mail Owner permit (including ghost permits) in the eDoc must be linked to a Nonprofit Authorization

- At least one Mail Owner must be identified in the eDoc
- Remaining Mail Owners may be identified in a hardcopy spreadsheet and presented at the time of mailing





## Enhancements in November release:

- ❑ Mailers have additional options to identify the authorized nonprofit organization by:
  - Mail Owner Customer Registration ID (CRID)
  - Mail Owner Mailer ID (MID)
  
- ❑ An enhanced MSP Customer Validation Tool shows NPA status:
  - Authorized, Pending, Revoked or Denied
  - Official NPA organization name

## Enhancements in November release:

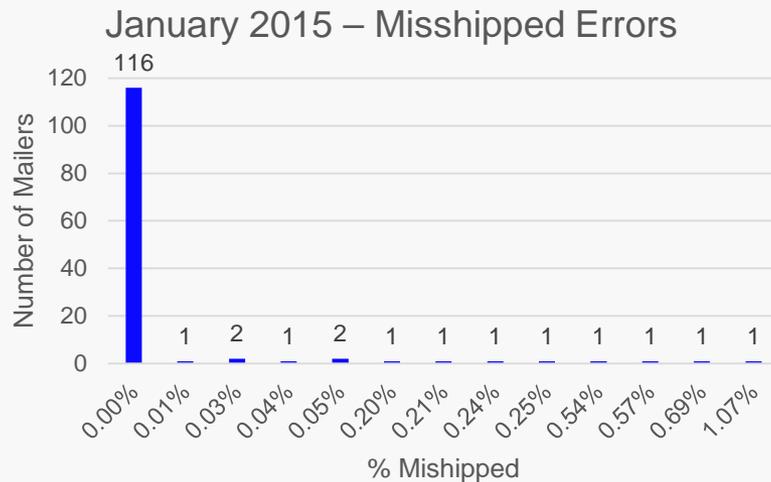
- New National NPA numbers replaced old (Additional Entry) NPA numbers:
  - ◆ In 2008, National NPA numbers were provided to all mailers
  - ◆ A letter of notification is being sent to mailers still using their old NPA number
  - ◆ *PostalOne!* system will update the last mailing date for the Post Office of Mailing so the PCSC knows to notify the Additional Entry Office
- Limited number of NPAs are not assigned a CRID
  - ◆ USPS will assign those NPAs a CRID by:
    - Using information on file with PCSC
    - Local BMEU contacting the NPO to either create a new CRID or associate the NPO with correct existing CRID

Mail.dat Order	Mail.XML Order
<ol style="list-style-type: none"> <li>1. .mpa Permit Number,</li> <li>2. .mpa Permit ZIP+4,</li> <li>3. .cpt Mailer ID of Mail Owner</li> <li>4. .mpa Mailer ID of Mail Owner</li> <li>5. .cpt CRID of Mail Owner</li> <li>6. .mpa CRID of Mail Owner</li> <li>7. .mpa Mail Owner's Lcl Permit Ref Num / Int'l Bill Num, .mpa Mail Owner's Lcl Permit Ref Num/ Int'l Bill Num - Type</li> </ol>	<ol style="list-style-type: none"> <li>1. PermitNumber/PermitType/PermitZip4</li> <li>2. MailOwnerMID6 or MailOwnerMID9</li> <li>3. MailOwner &gt; CRID</li> <li>4. <u>QualDetail</u> MailOwnerCRID</li> </ol>

- ❑ To verify a mailer's Nonprofit Authorization the *PostalOne!* system will check all allowable fields
- ❑ When one field fails the validation, the system will check the next field according to the order of precedence
- ❑ There will not be a validation to ensure provided MID, CRID, or permit are all associated to the same CRID or all associated to a Nonprofit Authorization

## All misshipped containers are identified post-induction at non-SV entry points

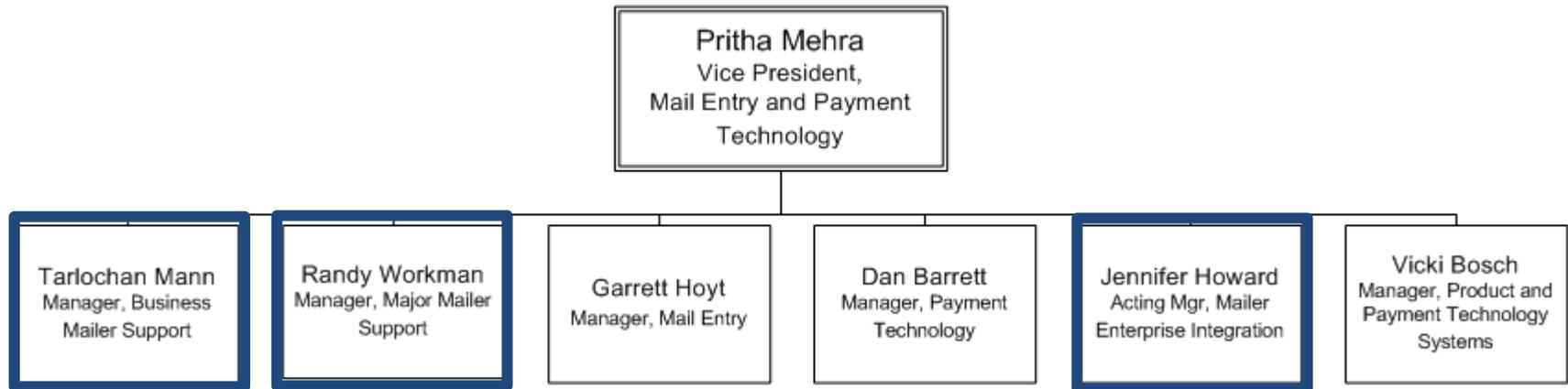
- ❑ All barcoded containers are accepted at non-SV entry points
- ❑ No misshipped warnings are provided on the dock
- ❑ Scan locale key matched to MDF locale key

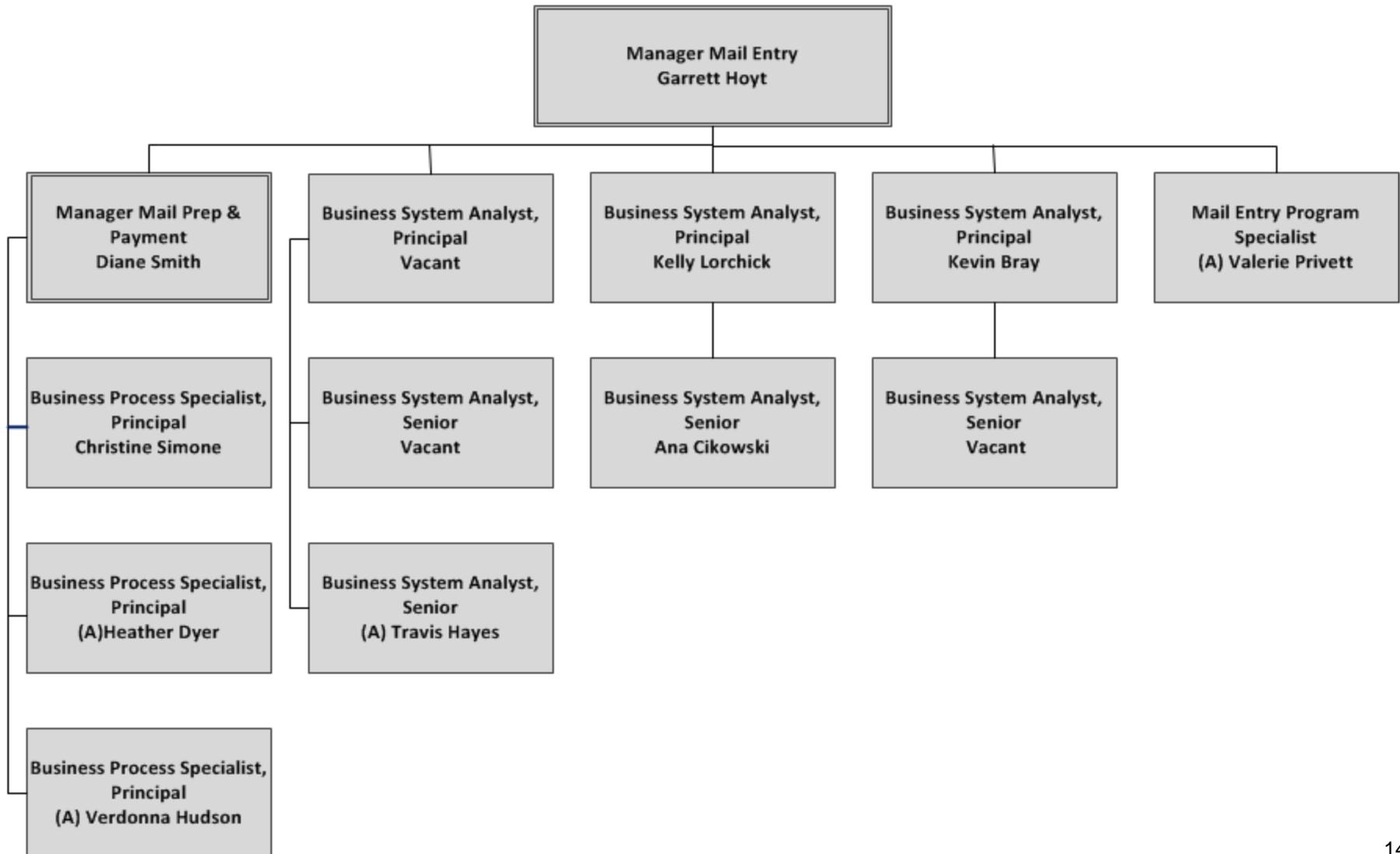


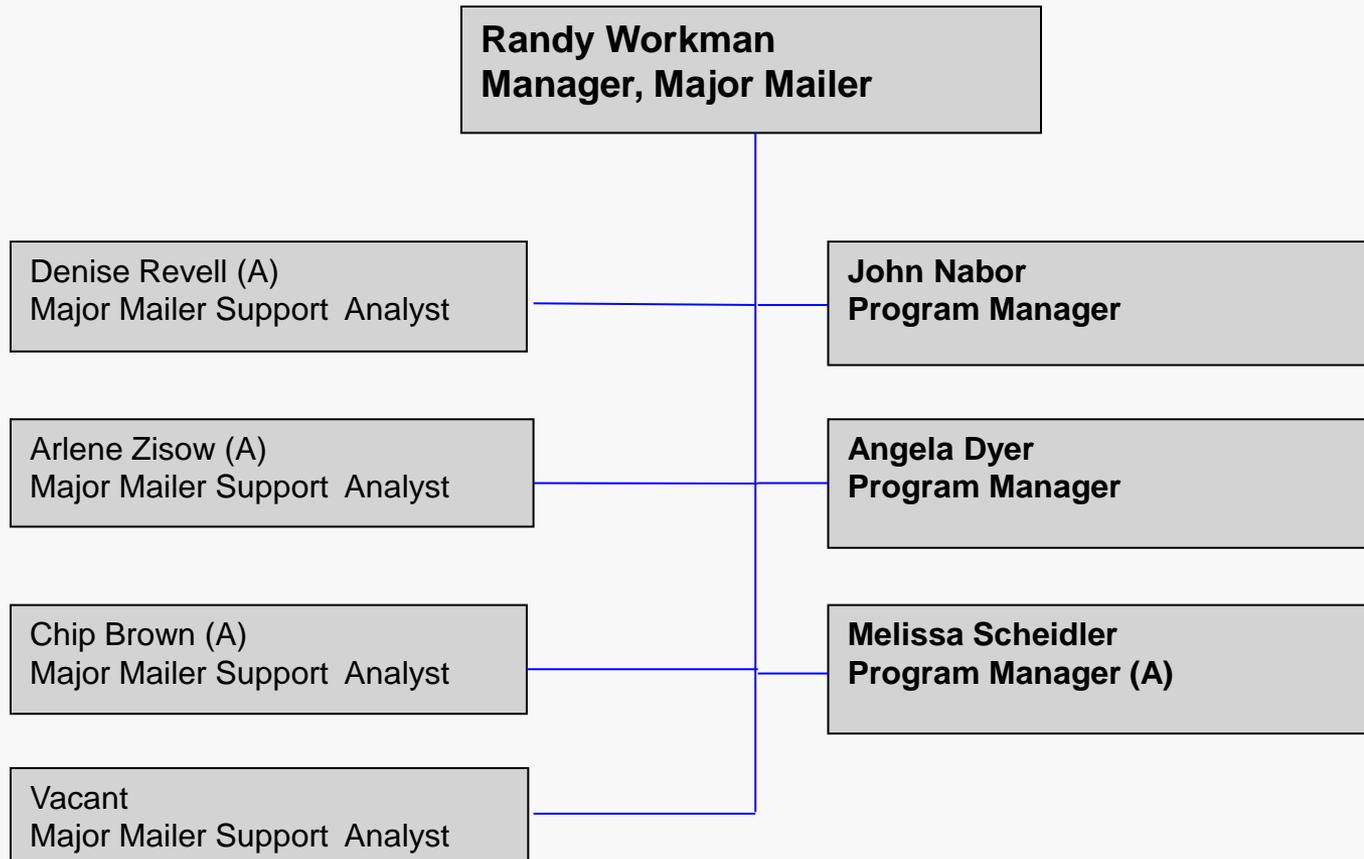
Misship Errors are an uncommon occurrence

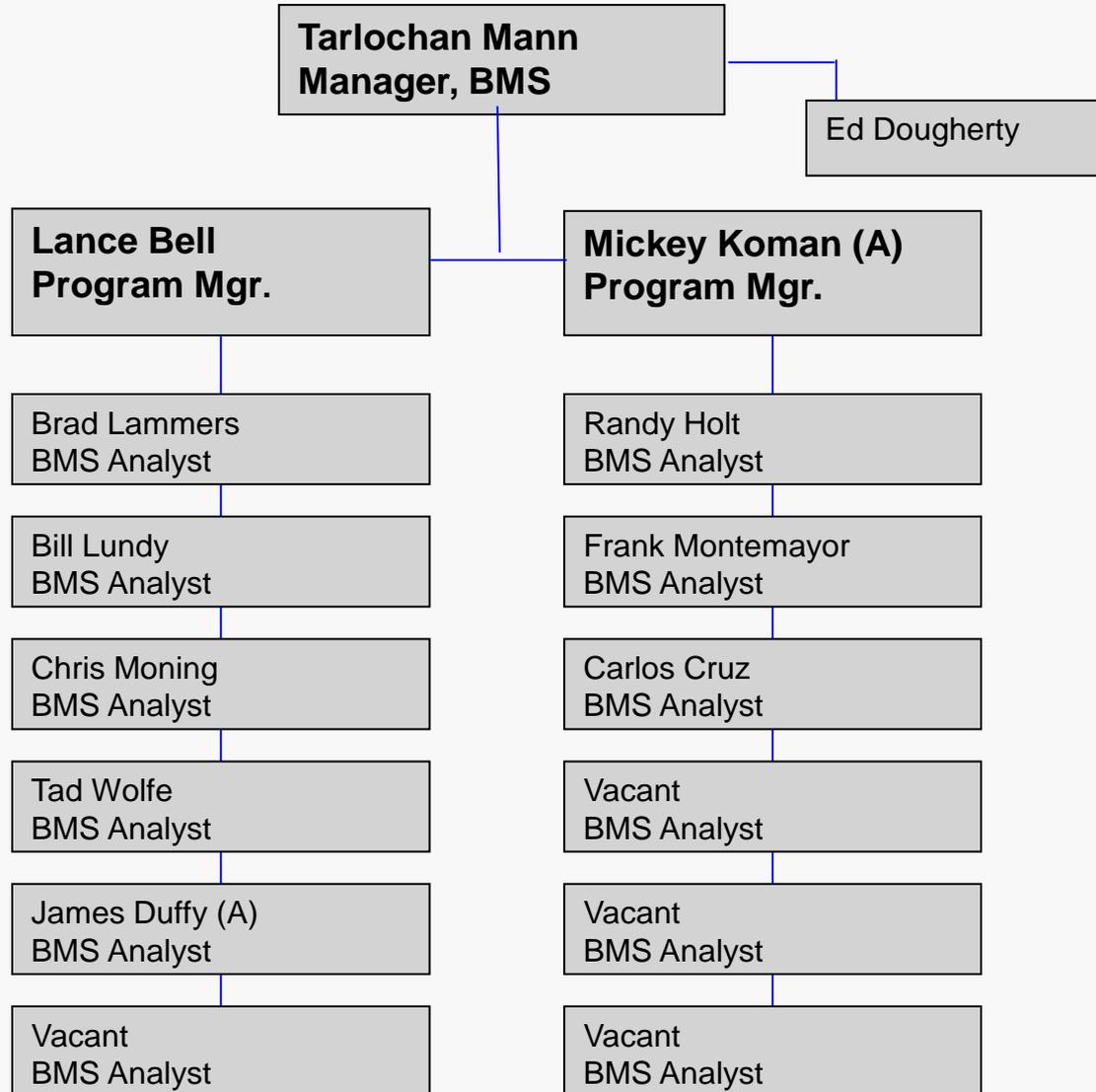
89% of mailer CRIDS had no misshipped errors in Jan 2015

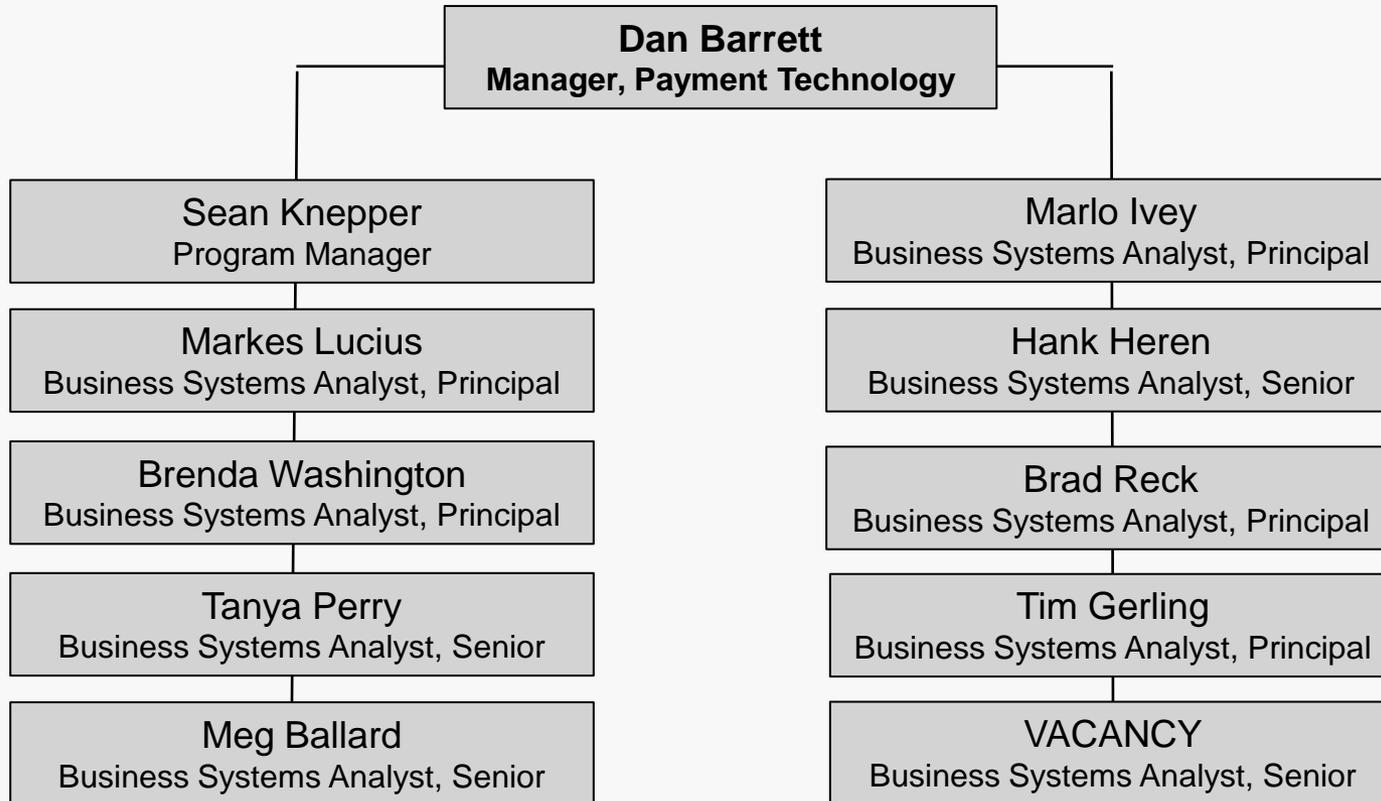
- ❑ Support of bundle-based MLCOR flats
  - Requires Seamless Acceptance
  - Requires tracking of bundle relocation
  - Requires bundle relocation to be identified in eDoc using “Supplemental Physical Container ID” field
  - Mailings will be sampled to confirm preparation



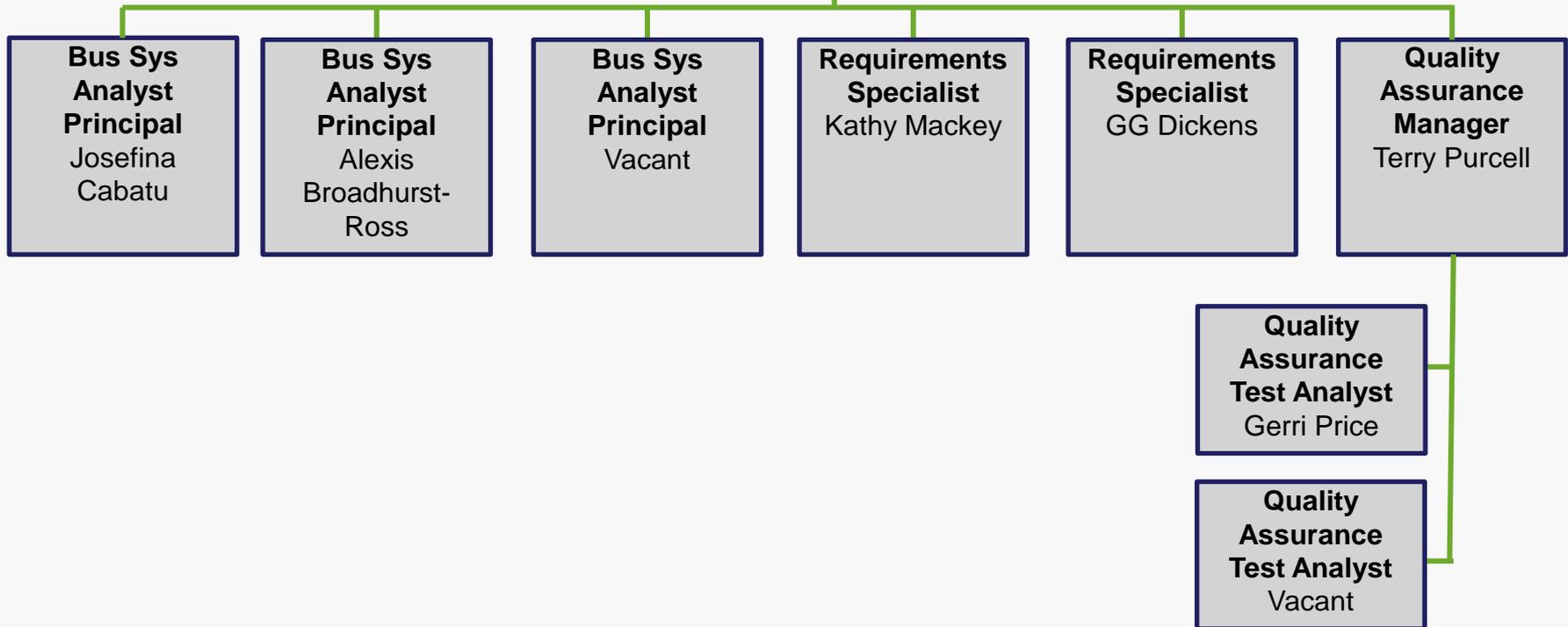


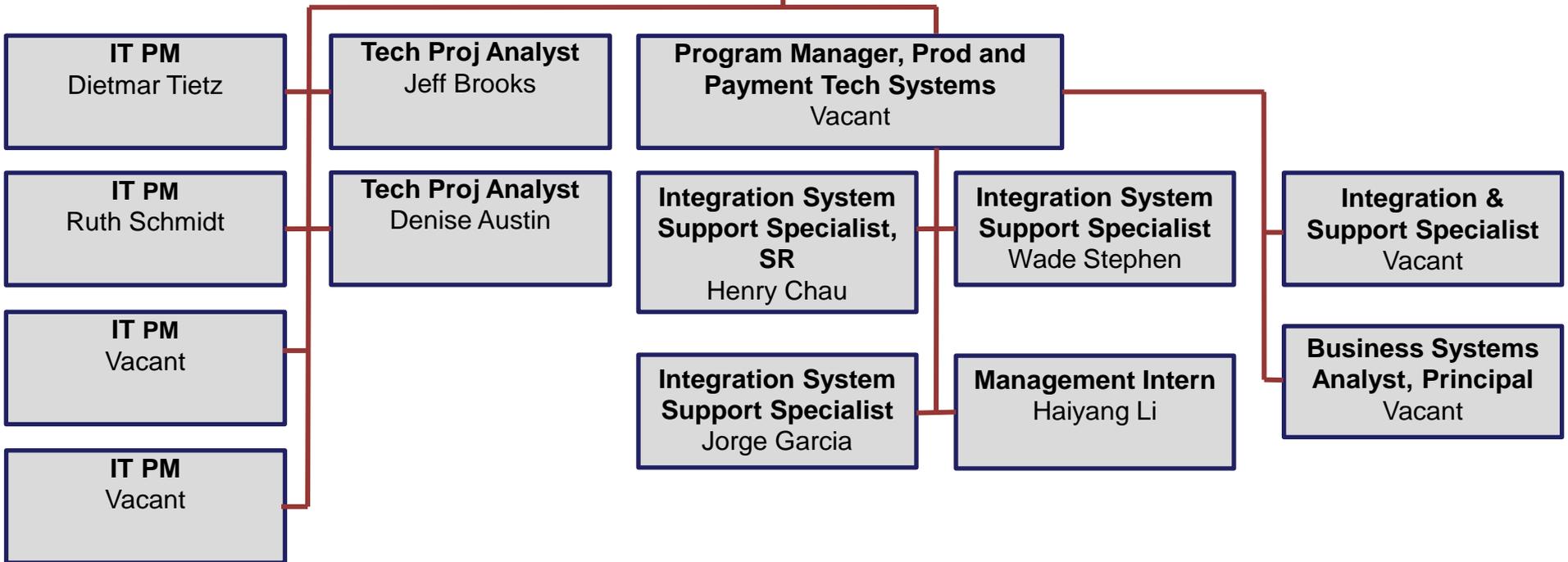






**Mailer Enterprise Integration**  
A/Manager: Jennifer Howard



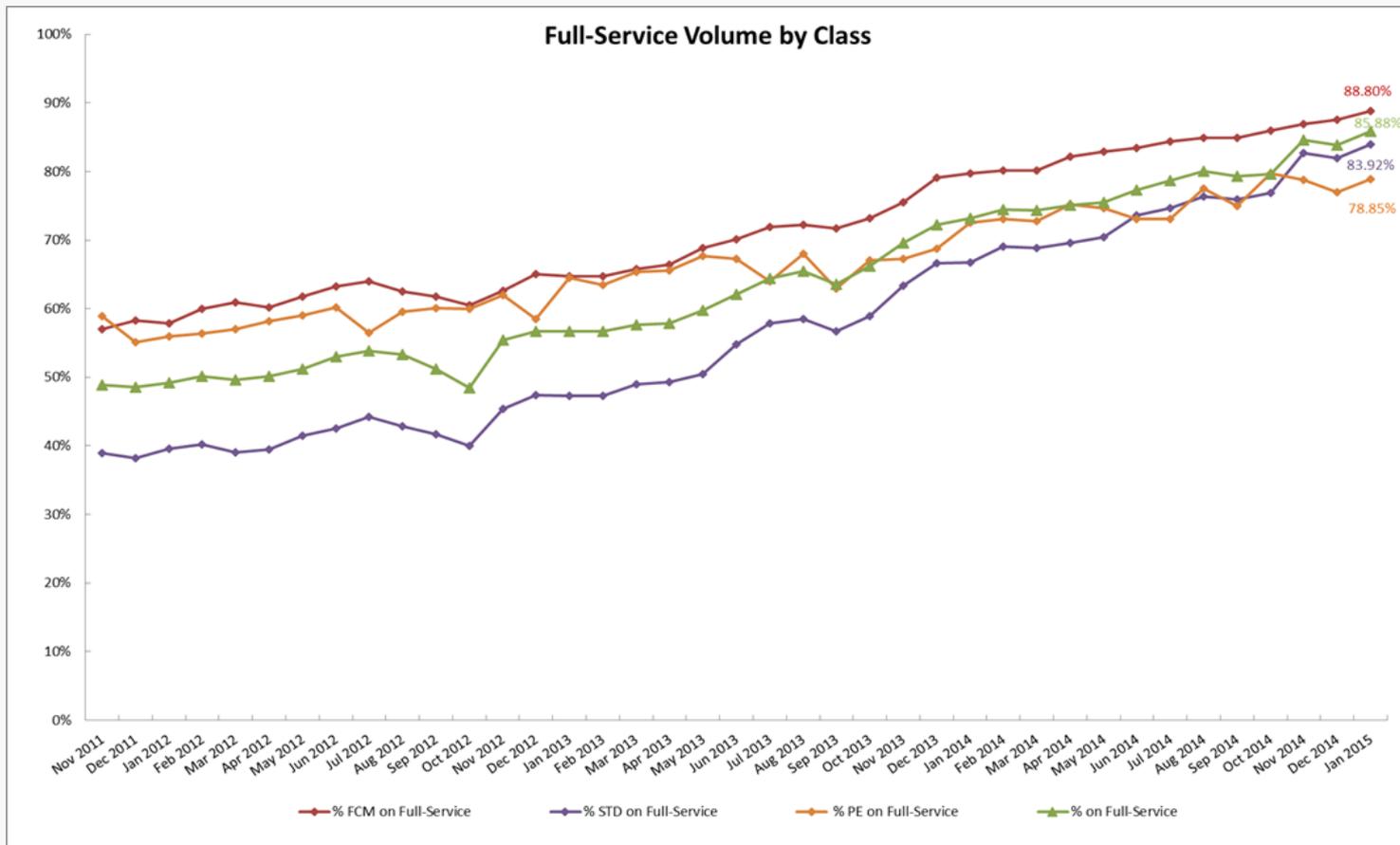


- Mail Entry Roadmap
- Guide to eInduction
- Guide to Seamless Acceptance
- Guide to Postage Assessment
- Guide to Mailer Scorecards
- Thresholds

- **Extensive Testing of Scorecards and Assessment Reports**
- **Outreach to Mailers exceeding Egregious Thresholds**
- **Data Synchronization across Mailer Scorecards**

<b>Program</b>	<b>Mailer Scorecard Corrected</b>	<b>Postage Assessment Corrected</b>
Move Update	2/23	2/23
Full-Service	3/23	3/23
Seamless Acceptance	3/23	3/23
eInduction	Good to Go	4/12

85.88% of eligible volume was on Full-Service in January 2015



## January 2015 Full-Service Compliance

Full-Service Verifications	Threshold	National % in Error
STID -Piece	2%	0.17%
MID - Container	2%	0.01%
MID - Handling Unit	2%	0.65%
MID - Piece	2%	0.03%
Barcode Uniqueness - Container	2%	1.04%
Barcode Uniqueness - Handling Unit	2%	0.29%
Barcode Uniqueness - Piece	2%	2.47%
Entry Facility - Container	5%	0.00%
Entry Facility - Handling Unit	5%	0.00%
By/For - Piece	5%	7.84%
OCI	5%	TBD

BME/BMS contacting all mailers over a full-service threshold

Working with mailers to explain full-service requirements and help understand and resolve the issues

BMS working with mailers who need customized by/for threshold

Mailer Scorecard Tab	Status	Issue and Impact
Electronic Verification	●	
Volume	●	Missing volume for full-service electronic verification due to: <ul style="list-style-type: none"> <li>USPS import issues               <ul style="list-style-type: none"> <li>Mixed eDoc co-palletization (1980) (1 large mailer; 54MM in Dec); 2/23</li> </ul> </li> </ul>
Verification	●	<ul style="list-style-type: none"> <li>OCI errors are not logged when OCI file is not submitted linking the origin and consolidator eDoc (2805); 3/23</li> <li>Barcode uniqueness errors missing when same IMb is used on 3+ pieces (2342); 2/23</li> <li>Missing by/for errors when mail owner CRID was set as a owner who prepares their own mailings and then that setting is turned off (2860); 3/9</li> </ul>
Postage Assessment	●	<ul style="list-style-type: none"> <li>Postage assessment being updated more frequently than mailer scorecard (6282)</li> <li>Unlinked copal errors are not included (2771); 3/23</li> </ul>

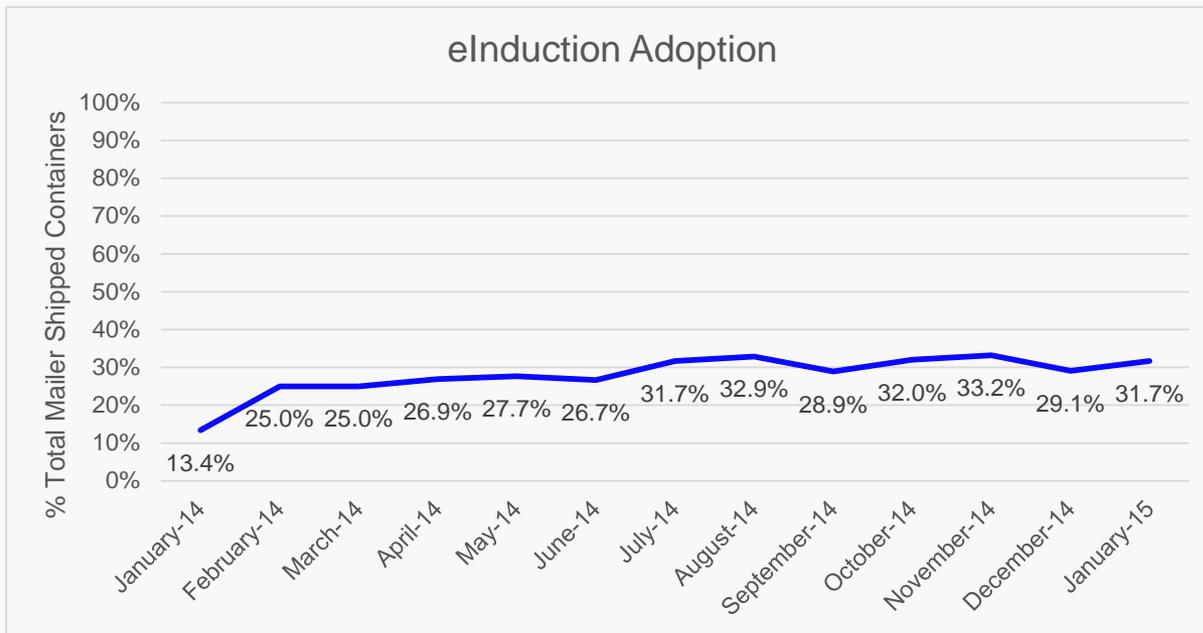
- USPS reviewing industry comments on initial draft of Federal Register Notice
- Enhancement on 2/9:
  - Exclude mailpieces from registered Legal Restraint mailers
  - Exclude mailpieces paid at Single Piece rate
  - Evaluate Periodicals for Move Update compliance
- Provide mailers visibility into all Move Update errors
  - Today: Request manual query of all data or use provided ACS data to identify aged pieces  
[https://ribbs.usps.gov/intelligentmail\\_latestnews/documents/tech\\_guides/MailerS\\_corecardDetailedErrorDataRequestProcess.pdf](https://ribbs.usps.gov/intelligentmail_latestnews/documents/tech_guides/MailerS_corecardDetailedErrorDataRequestProcess.pdf)
  - Next Steps: Working to deliver automated solution

January 2015

Move Update by Submitter		
eDoc Submitters submitted over 75% Full-Service Volume	eDoc Submitters > .8%	% eDoc Submitters failed
5,805	28	0.48%

Mailer Scorecard Tab	Status	Issue and Impact
Move Update		
Verification	●	<ul style="list-style-type: none"> <li>• Move Update Error % on Mailer Scorecard may not match the number of records in Drill Report but will match error count on the assessment report (6284, 2966); 2/23</li> <li>• Drill reports may include data not on the Mailer Scorecard if mailing was more than 45 days ago (2967); 2/23</li> </ul>
Postage Assessment	●	<p>Will be activated in production for internal users (6359); 2/18</p> <p>Error in calculation when there are more than 100,000 move update errors per month (TBD); 2/23</p>

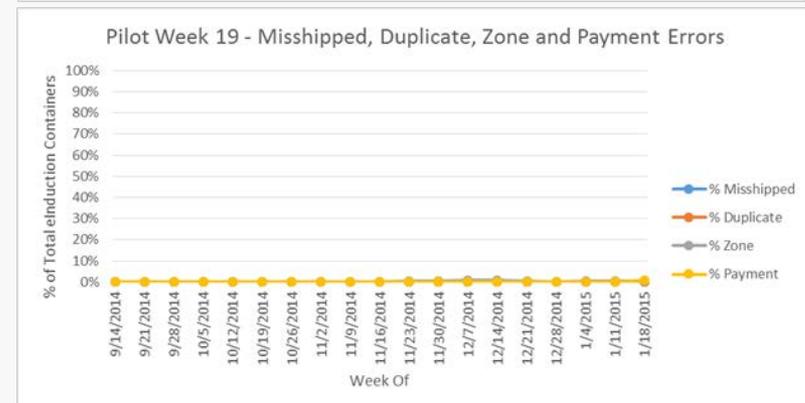
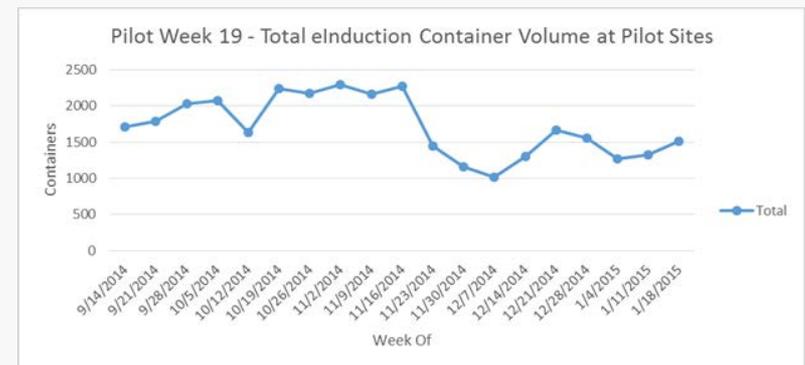
## eInduction adoption at 31.7%



- Over 100 mailers and 200 sites onboarded
- Some large mailers, many smaller mailers
- Opportunities to increase
  - 100% participation from large mailers/consolidators
  - Non-SV simplification

eInduction launched at Non-SV sites on Jan. 26, 2015

- ❑ Container-Appointment Linkage no longer required
- ❑ Pilot: 7 Mailers at 12 sites
- ❑ Addressed Scanner setup
- ❑ Streamlined Scanning process based on feedback from dock
- ❑ Confirmed system, data flows, reports



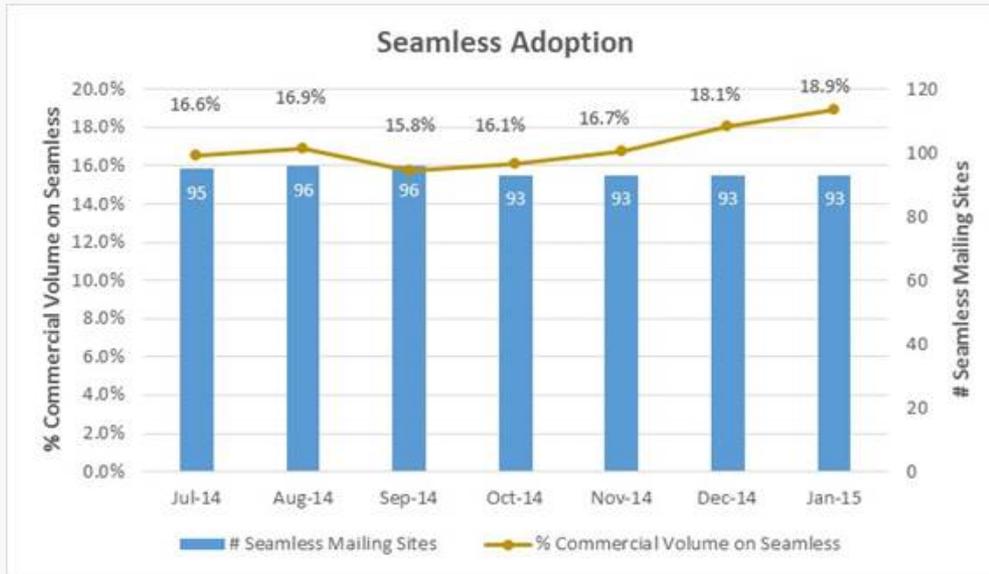
eInduction Verifications	Mailer Contact Threshold	Egregious Threshold	January Error %
Duplicate	0.17%	0.33%	0.13%
Misshipped	1.05%	2.00%	0.15%
Payment	0.00%	0.00%	0.00%
Zone	0.10%	0.20%	0.23%

EPD error tracking begins February 2015. EPD Threshold set no earlier than April 2015.

BMS is contacting any mailer who exceeds the mailer contact threshold on a weekly basis

Mailer Scorecard Tab	Status	Issue and Impact
eInduction	●	
Verification	●	
Postage Assessment	●	Incorrect postage assessment calculation for containers including periodicals (2128), mixed class co-mail (2125), and co-palletization (1451); 4/12

Good to Go; 4/12



- ❑ **Will open to additional mailers in Spring 2015**
- ❑ **Contact BMS analyst if you are interested in switching to Seamless Parallel today**

Mailer Scorecard Tab	Status	Issue and Impact
Seamless Acceptance	●	
Verification	●	<p>Invalid undocumented due to:</p> <ul style="list-style-type: none"> <li>• Missing consolidated file (OCI) for co-palletization mailing (2805) 3/23</li> <li>• USPS import issues               <ul style="list-style-type: none"> <li>• Mixed mail.dat and mail.XML eDoc co-palletization (1980); 2/23</li> <li>• New MIDs in Postal Wizard mailing (3/9)</li> </ul> </li> </ul> <p>Incorrect bookend categorization given to undocumented pieces (2697, 2696); 2/23</p> <p>Undocumented piece count on the Mailer Scorecard is may not match the error count in the drill report but will match the count on the invoice (2969); 3/23</p> <p>Drill reports may include data not on the Mailer Scorecard if mailing was more than 45 days ago (2968); 3/23</p>
Postage Assessment	●	<p>Invalid invoice calculations for mail.dat jobs with multiple segments (2824), 2/23; mailers with a mixture of copal and noncopal mailings (2832); 2/23; PAF calculation is excluding container/bundle charges (2701); 3/23</p>

## □ Timeline:

- Postage assessment posted on 11<sup>th</sup> of the month
- 10 business days to request review or pay before going to overdue status
- After a review, 3 business day to pay before going to overdue status

[Home](#) > [Mail Entry Additional Postage Assessment Report](#)

### Mail Entry Additional Postage Assessment Report

Please navigate to the [Microstrategy Reports](#) > Shared Reports > Mail Quality > Mail Quality (eDoc Submitter) > Postage Assessment Summary Report (eDoc Submitter) to see the detailed mail entry invoice information.

**Mail Entry Additional Postage Assessment Report Search**

Date From: December 2014      eDoc Submitter CRID: 20400393 [Show eDoc Submitter CRID Details](#)      Mail Job:       Status: All - Include all Statuses

Date To: December 2014      Mailing Group ID:       [Execute Search](#)

3 records found, displaying all records.  
1

eDoc Submitter CRID	Company Name	Assessment Period	Impact from Seamless	Impact from Move/Update	Impact from Induction	Impact from Full Service Electronic Verification	Additional Postage Due	Adjusted Additional Postage Due	Postage Due	Status	Action
20549548	ABC Company	December 2014	\$0.00	\$0.00	\$0.00	\$40.82	\$40.82	\$40.82	\$40.82	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
20550227	XYZ TEST COMPANY INC	December 2014	\$142.33	\$0.00	\$0.00	\$21.98	\$164.31	\$164.31	\$164.31	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
20550229	DEV TEST COMPANY	December 2014	\$0.00	\$0.00	\$0.00	\$6.02	\$6.02	\$6.02	\$6.02	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
<b>Totals:</b>			<b>\$142.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68.82</b>	<b>\$211.15</b>	<b>\$211.15</b>	<b>\$211.15</b>		

- [LEGAL](#)
- [Privacy Policy >](#)
- [Terms of Use >](#)
- [FOIA >](#)
- [No FEAR Act EEO Data >](#)

- [ON USPS.COM](#)
- [Government Services >](#)
- [Buy Stamps & Shop >](#)
- [Print a Label with Postage >](#)
- [Customer Service >](#)
- [Site Index >](#)

- [ON ABOUT.USPS.COM](#)
- [About USPS Home >](#)
- [Newsroom >](#)
- [Mail Service Updates >](#)
- [Forms & Publications >](#)
- [Careers >](#)

- [OTHER USPS SITES](#)
- [Business Customer Gateway >](#)
- [Postal Inspectors >](#)
- [Inspector General >](#)
- [Postal Explorer >](#)

[Home](#) > [Mail Entry Additional Postage Assessment Report](#)

### Mail Entry Additional Postage Assessment Report

Please navigate to the [Microstrategy Reports](#) > Shared Reports > Mail Quality > Mail Quality (eDoc Submitter) > Postage Assessment Summary Report (eDoc Submitter) to see the detailed mail entry invoice information.

**Mail Entry Additional Postage Assessment Report Search**

Date From: December 2014      eDoc Submitter CRID: 20400393 [Show eDoc Submitter CRID Details](#)      Mail Job:       Status: All - Include all Statuses

Date To: December 2014      Mailing Group ID:       [Execute Search](#)

3 records found, displaying all records.  
1

eDoc Submitter CRID	Company Name	Assessment Period	Impact from Seamless	Impact from Move/Update	Impact from Induction	Impact from Full Service Electronic Verification	Additional Postage Due	Adjusted Additional Postage Due	Postage Due	Status	Action
20549548	ABC Company	December 2014	\$0.00	\$0.00	\$0.00	\$40.82	\$40.82	\$40.82	\$40.82	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
20550227	XYZ TEST COMPANY INC	December 2014	\$142.33	\$0.00	\$0.00	\$21.98	\$164.31	\$164.31	\$164.31	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
20550229	DEV TEST COMPANY	December 2014	\$0.00	\$0.00	\$0.00	\$6.02	\$6.02	\$6.02	\$6.02	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
<b>Totals:</b>			<b>\$142.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68.82</b>	<b>\$211.15</b>	<b>\$211.15</b>	<b>\$211.15</b>		

**Additional Postage Assessment Detail Report**

Assessment Period: December 2014      eDoc Submitter CRID: 20549548      Company Name: ABC Company

Postage Assessment Number	MS-INV-126555
Postage Assessment Date	12/01/2014
Postage Assessment Status	Pending Action
Due Date	02/18/2015
<b>Customer Information</b>	
<b>USPS Correspondence Information</b>	
<b>Description</b>	

- [FOIA >](#)
- [No FEAR Act EEO Data >](#)
- [Print a Label with Postage >](#)
- [Customer Service >](#)
- [Site Index >](#)

- [Mail Service Updates >](#)
- [Forms & Publications >](#)
- [Careers >](#)

- [Inspector General >](#)
- [Postal Explorer >](#)

- ❑ Mail Service Providers insight into the Mail Owners that have contributed to each error type
- ❑ Link from the Assessment Detail to display the total error count percentage each mail owner contributed to the overall errors
- ❑ Allow MSP to identify the top offenders at the mail owner level to reallocate the assessment amounts back to the individual mail owners.
- ❑ Mail owners view their mail quality issues by accessing the Mail Owner Scorecard.

**Additional Postage Assessment Detail Report**

 Invoice Period:  
December 2014

 eDoc CRID:  
20549548

 Company Name:  
ABC Company

Invoice Number		MS-INV-125752			
Invoice Date		12/01/2014			
Invoice Status		Pending Action			
Due Date		02/18/2015			
Customer Information					
USPS Correspondence Information					
Description					
Errors		Additional Postage Amount	Adjusted Additional Postage Amount	Assessed Error Count	Assessed Error or PAF (%)
Impact from Seamless	Manual Sampling	General <sup>®</sup>			
		Barcode Quality			
		Mail Characteristic <sup>+</sup>			
	Census (eDoc) Delivery Point				
	Census (MPE) Nesting/Sortation				
Impact from Moved					
Impact from eInvoicing					
Impact from Full Service Electronic Verification	Mailer ID Piece	\$13.90 ~	\$13.90	8,276	98.00%
	Service Type ID	\$13.45 ~	\$13.45	7,909	93.60%
	By/For	\$33.68 ~	\$33.68	28,574	94.00%
	Unique Container Barcode				
	Unique Tray Barcode				
	Unique Piece Barcode				
	Co-Palletization				
Entry Facility Container					
Entry Facility Tray					
Additional Postage Amount <sup>®</sup>			\$40.82		
Adjusted Additional Postage Amount <sup>+</sup>			\$40.82		
Postage Due			\$40.82		
Account Number					

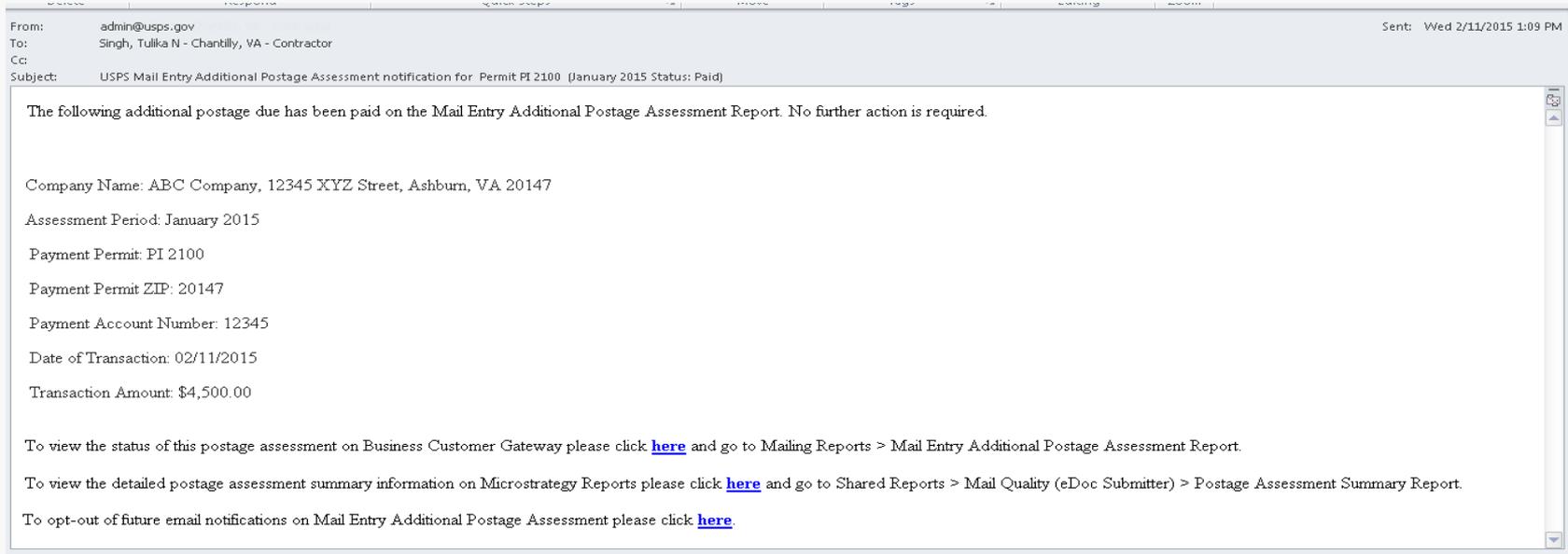
  

Mail Owner CRID	Mail Owner Name	Assessed Error Count
25789411	XYZ Company	50
2748965	ACB Company	26
24784152	EFG Company	30
Miscellaneous	N/A	70
		<b>176</b>
		<b>93.10%</b>

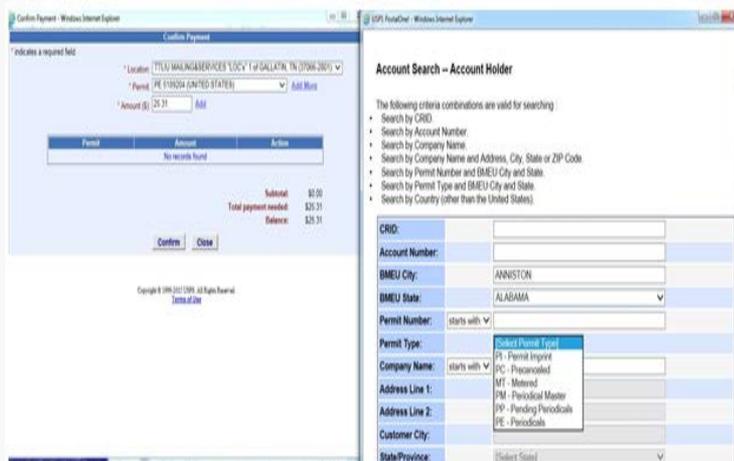
- Mail Owners can validate their error counts across Mail Service Providers by drilling into their reports on the Mailer Scorecard

Mail Owner Scorecard		JANUARY 2015		
		Verifications		
Mailer Profile	Electronic Verification	eInduction	Seamless	
<input checked="" type="radio"/> # Metrics <input type="radio"/> # Trending <input type="radio"/> % Metrics <input type="radio"/> % Trending				
Electronic Verification				
Mail Owner	Total	94539986		
Mail Preparer		Mailing Company A		
		94539996	94539986	
		KSHOON	Mailing Company A	
# Containers processed for eDoc validations	268	130	138	
# Handling Units processed for eDoc validations	33	15	18	
# Bundles processed for eDoc validations	202	84	118	
# Pieces processed for eDoc validations	5,943	341	5,602	
# Full-Service Containers processed for eDoc validations	268	130	138	
# Full-Service Handling Units processed for eDoc validations	33	15	18	
# Full-Service Orphan Handling Units processed for eDoc validation	--	--	--	
# Full-Service Pieces processed for eDoc validations	5,943	341	5,602	
<b>Full-Service Verifications</b>				
# MID Container Errors	130	130	--	
# MID HU Errors	15	15	--	
# MID Piece Errors	341	341	--	
# STID Errors	--	--	--	
# By/For Errors	341	341	--	
# Barcode Uniqueness Container Errors	--	--	--	
# Barcode Uniqueness HU Errors	--	--	--	
# Barcode Uniqueness Piece Errors	--	--	--	
# FS Entry Facility Container Errors	--	--	--	
# FS Entry Facility HU Errors	N/A	N/A	N/A	
# Unlinked Copal Tray Errors	--	--	--	
# Early Scheduled Ship Date Warnings	N/A	N/A	N/A	
# DMU Verified USPS Transported Containers	--	--	--	
# Default Tray Barcode Warnings	--	--	--	
# Unlinked Copal Tray Warnings	--	--	--	
# Unlinked Copal Bundle Warnings	--	--	--	
<b>Move/Update Validations – Info Only</b>				
# COA Errors	--	--	--	
<b>Entry Point Validations – Info Only</b>				
# eDoc/Appointment Entry Point Mismatch	--	--	--	
# No Valid MDF Match	--	--	--	
# Out of Date MDF Match	--	--	--	

- ❑ Revised wording on all notification emails based on recommendations from UG1.
- ❑ Mail Service Providers will receive notification when the assessment amount is zero
  - Future, include a link to “opt out” of zero assessment notifications
- ❑ Email sent to the Mail Owner when their permit is selected as a paying permit
  - Includes the option to “opt out” of future notifications



- ❑ Ability to pay an assessment from a permit other than one that was used during the assessment period
- ❑ Added to select internal users with administrative rights. They will have the ability to search all permits across the country and add the selected one to the drop down list of permits.



**Confirm Payment - Windows Internet Explorer**

Indicates a required field

\* Location:  [Add More](#)

\* Permit:  [Add More](#)

\* Amount (\$):  [Add](#)

Permit	Amount	Action
No records found		

Subtotal: \$0.00  
Total payment needed: \$25.31  
Balance: \$25.31

[Confirm](#) [Close](#)

Copyright © 1999-2011 USPS. All Rights Reserved. [Terms of Use](#)

---

**Account Search - Account Holder**

The following criteria combinations are valid for searching:

- Search by CRID
- Search by Account Number
- Search by Company Name
- Search by Company Name and Address, City, State or ZIP Code
- Search by Permit Number and BMEU City and State
- Search by Permit Type and BMEU City and State
- Search by Country (other than the United States)

CRID:

Account Number:

BMEU City:

BMEU State:  [v](#)

Permit Number: starts with

Permit Type:  [v](#)

- PS - Permit Inquire
- PC - Priced Called
- MT - Metered
- PM - Periodical Master
- PP - Pending Periodicals
- PE - Periodicals

Company Name: starts with

Address Line 1:

Address Line 2:

Customer City:

State/Province:  [v](#)



**Confirm Payment - Windows Internet Explorer**

Indicates a required field

\* Location:  [Add More](#)

\* Permit:  [Add More](#)

\* Amount (\$):  [Add](#)

Permit	Amount	Action
No records found		

Subtotal: \$0.00  
Total payment needed: \$25.31  
Balance: \$25.31

[Confirm](#) [Close](#)

Copyright © 1999-2011 USPS. All Rights Reserved. [Terms of Use](#)

- ❑ *PostalOne!* transaction summary report will include the comments Mail Entry Assessment-program type (FS- Full Service, MU-move update, IE-einduction, SE-seamless) and the two digit month and year of the assessment
  - External Customers view through BCG View Transactions Report
  
- ❑ CAPs transaction summary report will include the comments in the customer reference/reason code field
  - Accessed through CAPs Account Inquiry

**POSTAL SERVICE** CAPS Transaction History Report

**Account:** 11593  
**Customer Name:** PERRY JUDD'S INCORPORATED  
**Balance:** \$225,114.73 as of 02/05/2015 03:07:07 PM Central  
**Date Range:** 02/04/2015 thru 02/04/2015  
**Sorted by:** Transaction

Transaction Number	Date	City	State	Permit#USPSCA#	Type	Class	Pieces	Spoil/Damg	Mail Class	Transaction Amt	Balance	Customer Ref / Reason Co
2015020408220100A	02/04/2015	BARABOO	WI		226 PI					\$1.15	\$226,827.76	Job ID 30481302
2015020408310900A	02/04/2015	BARABOO	WI		226 PI					\$578.37	\$226,249.39	Job ID 80324301
2015020411550100A	02/04/2015	BARABOO	WI		226 PI					\$1,093.33	\$225,156.06	NA
2015020412004502A	02/04/2015	BARABOO	WI		226 PI					\$41.33	\$225,114.73	Amerimark 80278301

**Date Range Summary**

Start Date	02 / 04 / 2015
Opening Balance	\$226,828.91
Ending Date	02 / 04 / 2015
Closing Balance	\$225,114.73
Total Transactions	4
Withdrawals	0 For \$0.00
Deposits	0 For \$0.00
Other	4 For \$1,714.16

- ❑ **Objective:** Provide a recommendation for each program (Full-Service, Move Update, Seamless, eInduction) on the readiness of transitioning to trend based verification
  
- ❑ **Desired Results**
  - Validate data quality across key reports and invoices
  - Validate stability of systems to consistently meet establish SLAs
  - Validate attribution of data to the correct parties
  - USPS will share the approach for establishing thresholds for each program

## □ Task Team Members

### ● Industry

- ◆ Dave Horton - JP Morgan Chase
- ◆ Todd Black – American Catalog Mailers Association
- ◆ Mark Kolb – National Association of Presort Mailers
- ◆ Adam Collinson – Association for Electronic Enhancement

### ● USPS

- ◆ Pritha Mehra
- ◆ Jim Wilson
- ◆ Randy Workman
- ◆ Tarlochan Mann



MTAC Task Team  
23 - Readiness ...

- ❑ **Objective:** Provide a recommendation for each program (Full-Service, Move Update, Seamless, eInduction) on the readiness of transitioning to trend based verification
  
- ❑ **Desired Results**
  - 1. USPS will share the approach for establishing thresholds for each program**
  - 2. Validate attribution of data to the correct parties**
  - 3. Validate stability of systems via published metrics to consistently meet established SLAs for eDoc processing, report availability, data availability, and mailer feedback**
  - 4. Validate data quality across key reports and invoices**

## □ Task Team Members

### ● Industry

- ◆ Dave Horton - JP Morgan Chase
- ◆ Todd Black – American Catalog Mailers Association
- ◆ Mark Kolb – National Association of Presort Mailers
- ◆ Adam Collinson – Association for Electronic Enhancement

### ● USPS

- ◆ Pritha Mehra
- ◆ Jim Wilson
- ◆ Randy Workman
- ◆ Tarlochan Mann

### ● Met 3 Times, Minutes/Actions on MITS



MTAC Task Team  
23 - Readiness ...

1. USPS will share the approach for establishing thresholds for each program
  - USPS Developed and Shared Threshold document that describes approach for Threshold establishment
  - Group Provided Feedback and Requested Updates
  - Threshold document will be posted externally on RIBBS shortly
  
2. Validate Attribution of Data to the Correct Parties
  - Reviewed MTAC 163 recommendations and USPS compromise position
  - Reviewed changes proposed in April
  - Reviewed Guide to Postage Assessment
  - Provided Feedback
  - Guide to Postage Assessment will be posted externally on RIBBS

3. Validate stability of systems via published metrics to consistently meet established SLAs for eDoc processing
  - Reviewed Initial Set of Metrics
  - Working to finalize a comprehensive set of metrics and distribute across workgroups for comment
  
4. Validate data quality across key reports and invoices
  - Next Steps: Review Test Plan and approach for validating key reports and invoices and work through usergroups/workgroups to test

Desired Results from Task Team Issue Statement	Artifacts Related to Desired Result	Date Shared with Task Team	Date final Concurrence by Task Team
<b>Validate Data Quality Across key reports and invoices</b> <ul style="list-style-type: none"> <li>Validate the Full Service, Move Update metrics included in the Electronic Verification scorecard, eInduction metrics included in the eInduction scorecard and seamless metrics included in the seamless scorecard for accuracy.</li> <li>Validate the Full Service, Move Update, eInduction and Seamless Postage Assessments for accuracy.</li> </ul>	Report card for Mailer Scorecard and Postage Assessment		
	Test Plan for Mailer Scorecard and Assessments		
	Guide to Mailer Scorecard		
<b>Validate Stability of systems via published metrics to consistently meet established SLAs for eDoc processing, report availability, data availability, and mailer feedback</b>	Critical Metrics	02/11/2015	
<b>Validate data distribution</b> <ul style="list-style-type: none"> <li>USPS will provide the needed information to identify the responsible parties contributing to errors</li> <li>Provide notice to Permit Holders whose Permits are being charged for assessments due to errors.</li> </ul>	Guide to Postage Assessment	2/4/2015	
<b>USPS will share approach to how thresholds for each program were initially set and any plans to update the thresholds using more recent mailing results.</b>	Threshold Document	1/28/2015	02/11/2015

## ***Data availability after a postage statement is finalized differs across tabs on the Mailer Scorecard***

### **Mailer Profile**

Postage Statements finalized between 1am and 12:59am will be included on the mailer scorecard for that day

*Example:* Statements finalized at Sunday at 2am, Sunday at 8pm, and Monday at 12:30am will all be included on Monday's Mailer Scorecard

### **Full-Service (EV)**

Postage Statements finalized by 8am will be included on the mailer scorecard 48-72 hours later.

### **Move Update (EV)**

Postage Statements finalized by midnight and COA Scans received by 8am will be included on the mail scorecard 48-72 hours later.

### **Seamless**

Postage Statements finalized by 8am and census or sampling scans received by 8am will be included on the mail scorecard 48-72 hours later.

### **eInduction**

Postage Statements finalized by 1am and scans received by midnight will be included on the mailer scorecard that day

***The Mailer Scorecard is loaded once a day and is consistent with the primary drill down reports throughout the business day from 8am to 8pm***

\* All times in Eastern

Request process and form posted to RIBBS to receive all detailed error data

## Intelligent Mail® Services Latest News

[Printable View](#)[RSS](#)

### **PostalOne!® Release 40 Deployment**

PostalOne! Release 40.0.0.0 successfully deployed on January 25, 2015. This release included new business functionality, updates to existing functionality, and database maintenance activities. There is a mandatory Mail.dat® client download required for mailers. [Click Here](#) for PostalOne! Release 40 Known Issues and Release Notes.

### **Important Links**

[New! Mail Entry Roadmap \(PDF\)](#)[Guide to Seamless Acceptance \(PDF\)](#)[Guide to eInduction \(PDF\)](#)[Mailer Scorecard Detailed Error Data Request Process \(PDF\)](#)[Mailer Scorecard Detailed Error Data Request Form \(Word document\)](#)[Full-Service Frequently Asked Questions and Answers \(PDF\)](#)

- ❑ New City field was not populated properly causing transmission to mailers to fail.
  - Identified and corrected within a week
  - All data replayed
  
- ❑ Intermittent schedule issues experienced the weekend of January 10<sup>th</sup> and January 25<sup>th</sup> causing all weekend records to be sent on a single day.
  - Monitoring schedule to ensure records are sent evenly by day

# MTAC Payment & Acceptance

**February 18, 2015**

**Periodicals**

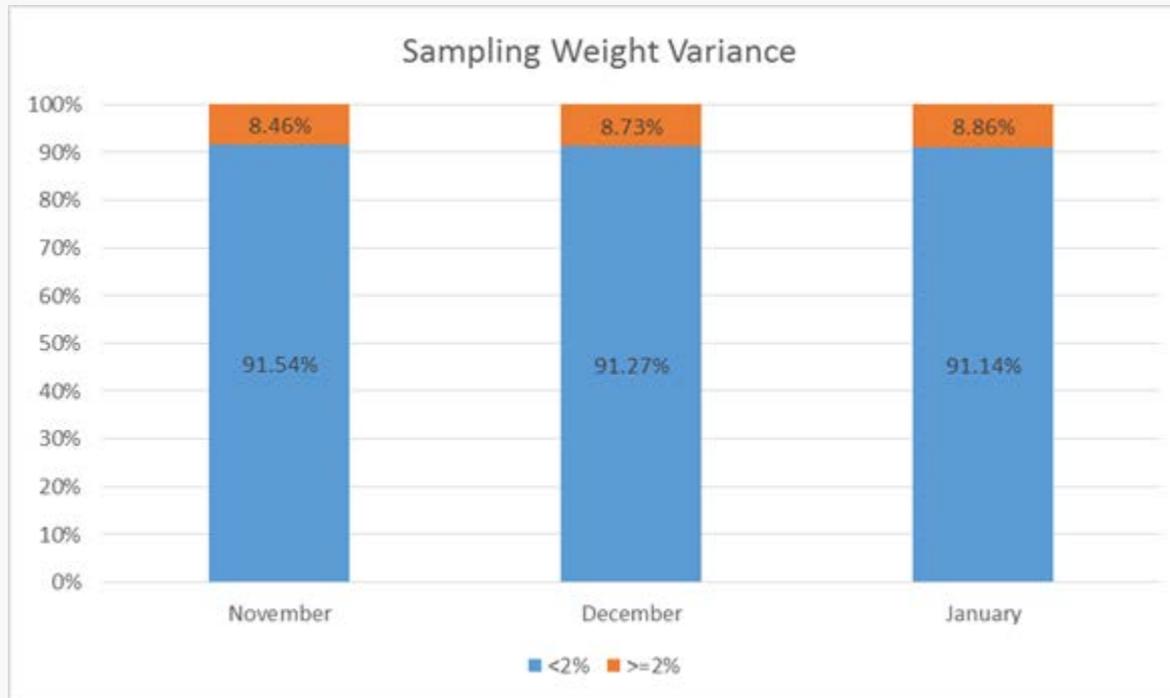
- ❑ **Action Item Review**
- ❑ **Periodicals Specific**
  - **Move Update**
  - **Elimination of required marked copy submission**
  - **WG151 Streamlined Weight and Add Percentage**

<b>Action Item</b>	<b>Response / Corrective action / Update</b>
Review of Move Update reports (John Stark and Kevin Elkin).	Deferred until after Periodicals enhancement on 2/9
WG 162: Review of complexity of polybag solution	Solution reviewed; based on number of mailings building an automated solution is not recommended at this time

## ❑ **Sampling Process**

- **Have system prompt when a marked copy should be submitted**

- ❑ Analyzing all collected Standard and Periodicals flat samples
- ❑ Work with industry to identify if there are systemic reason why more than 2% difference from eDoc weight

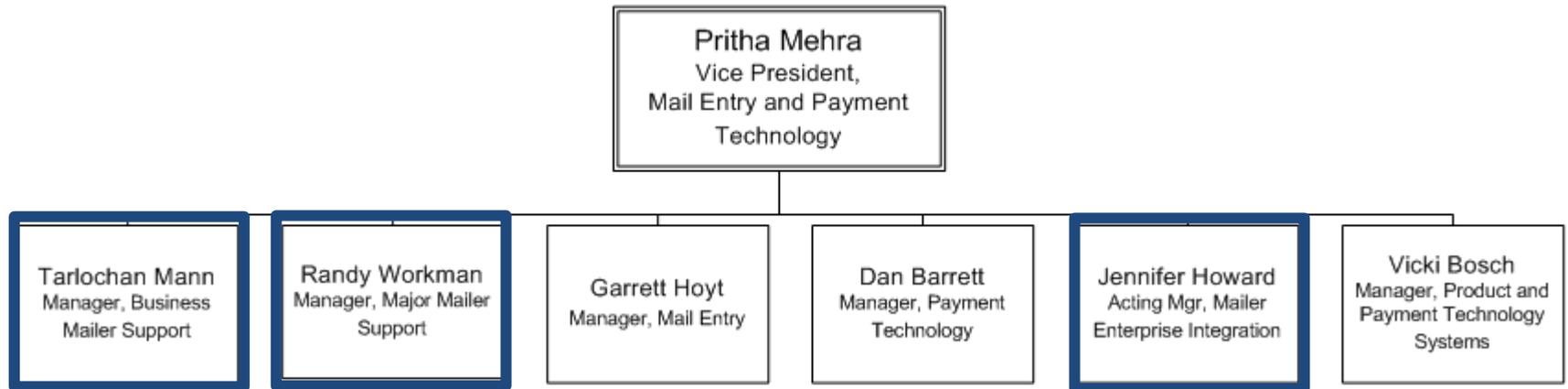


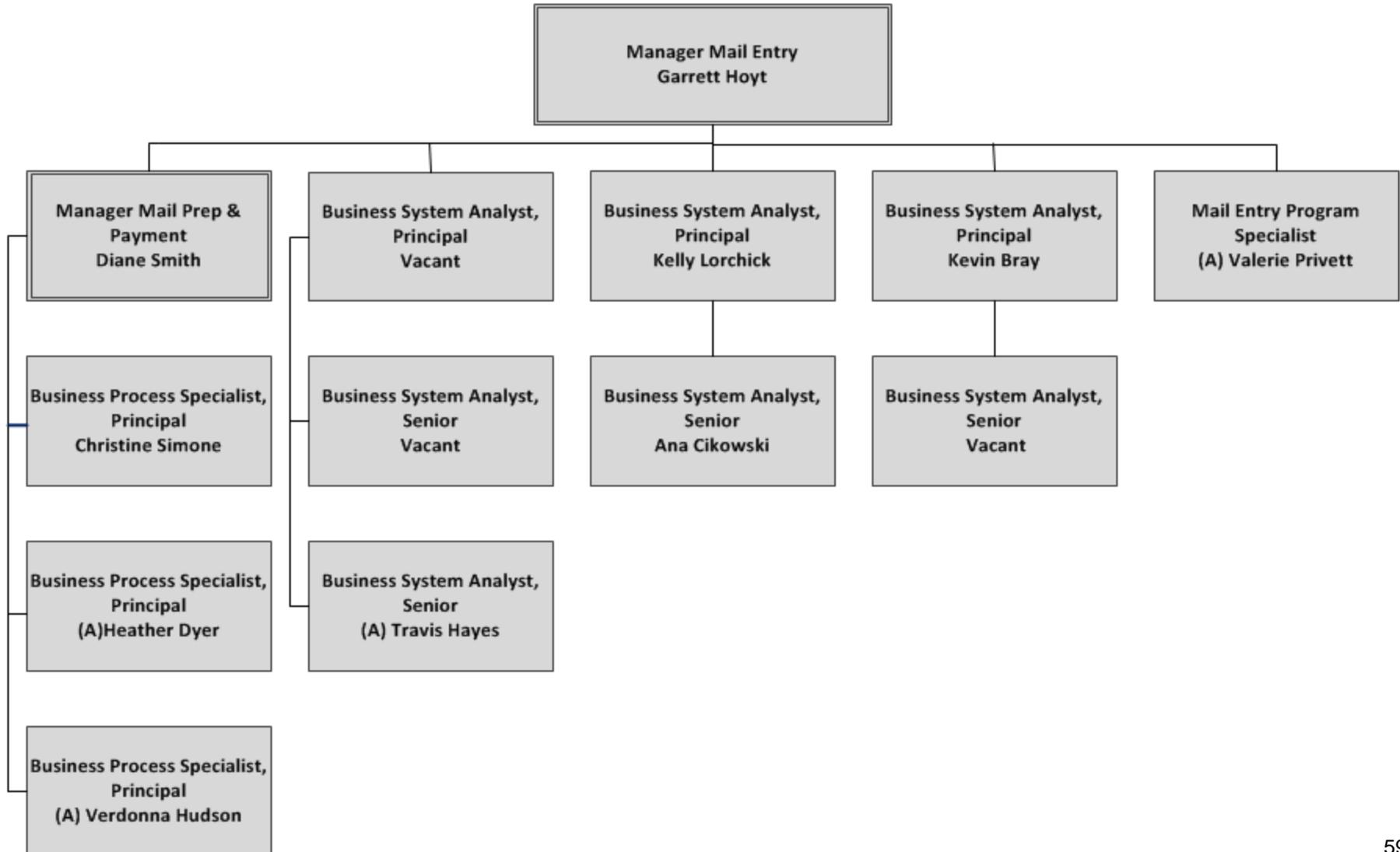
# MTAC Payment & Acceptance

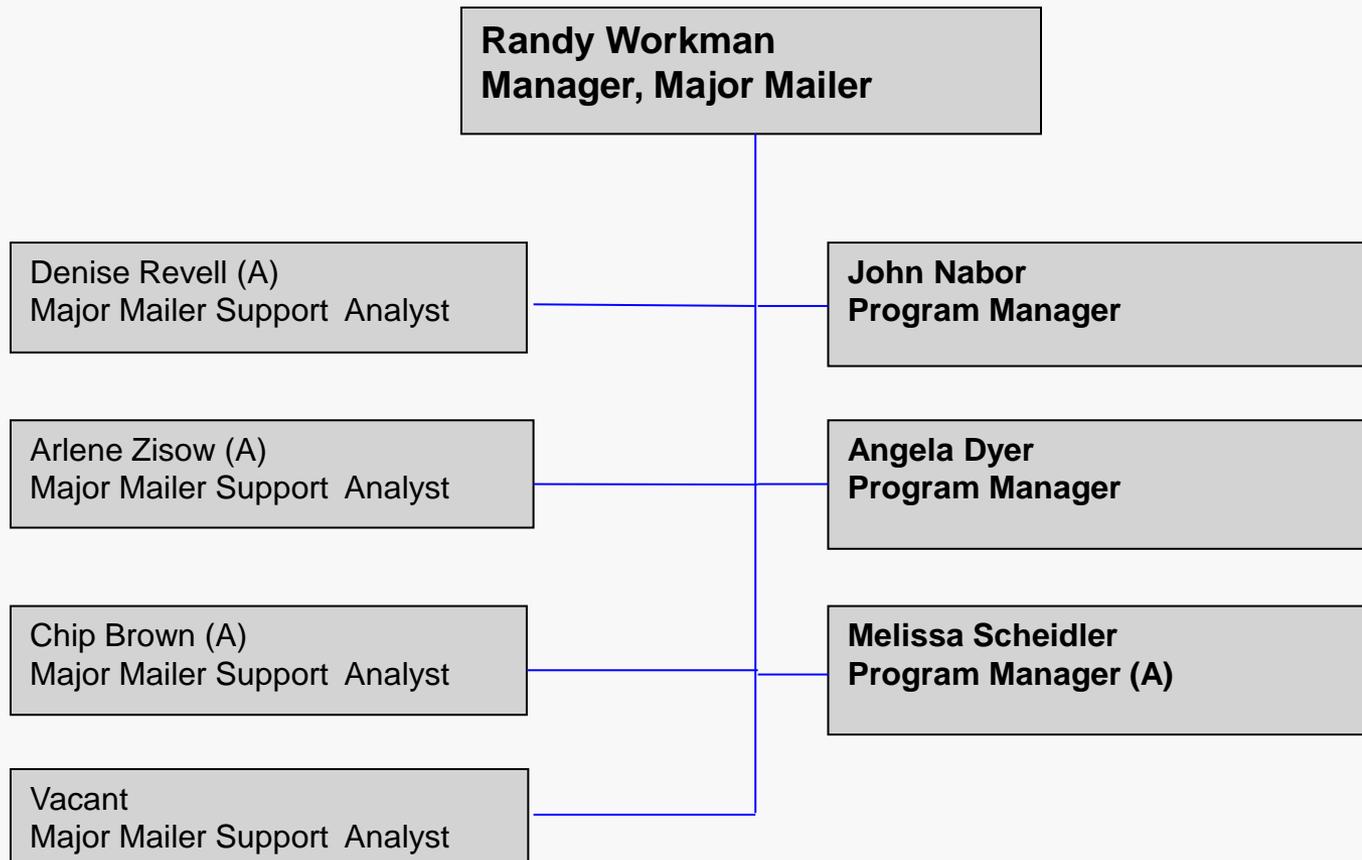
**February 18, 2015**

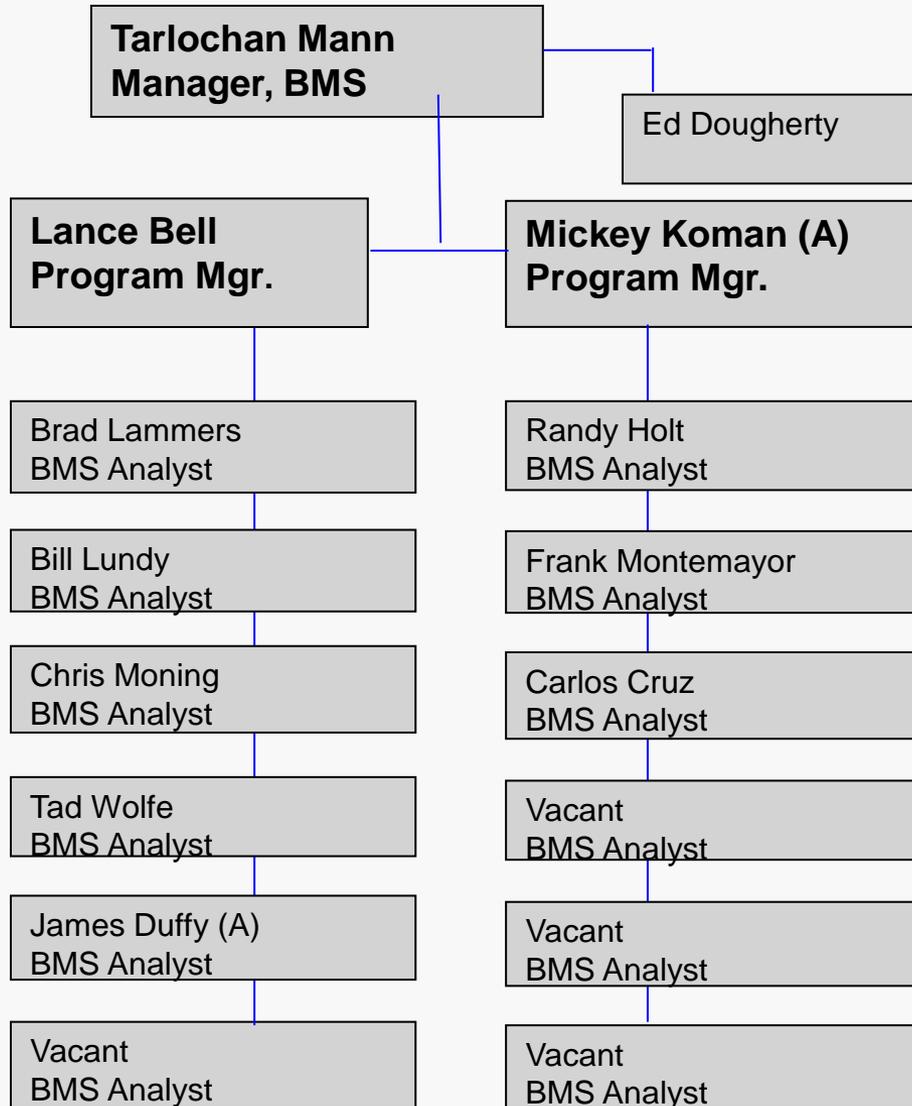
**Package Services**

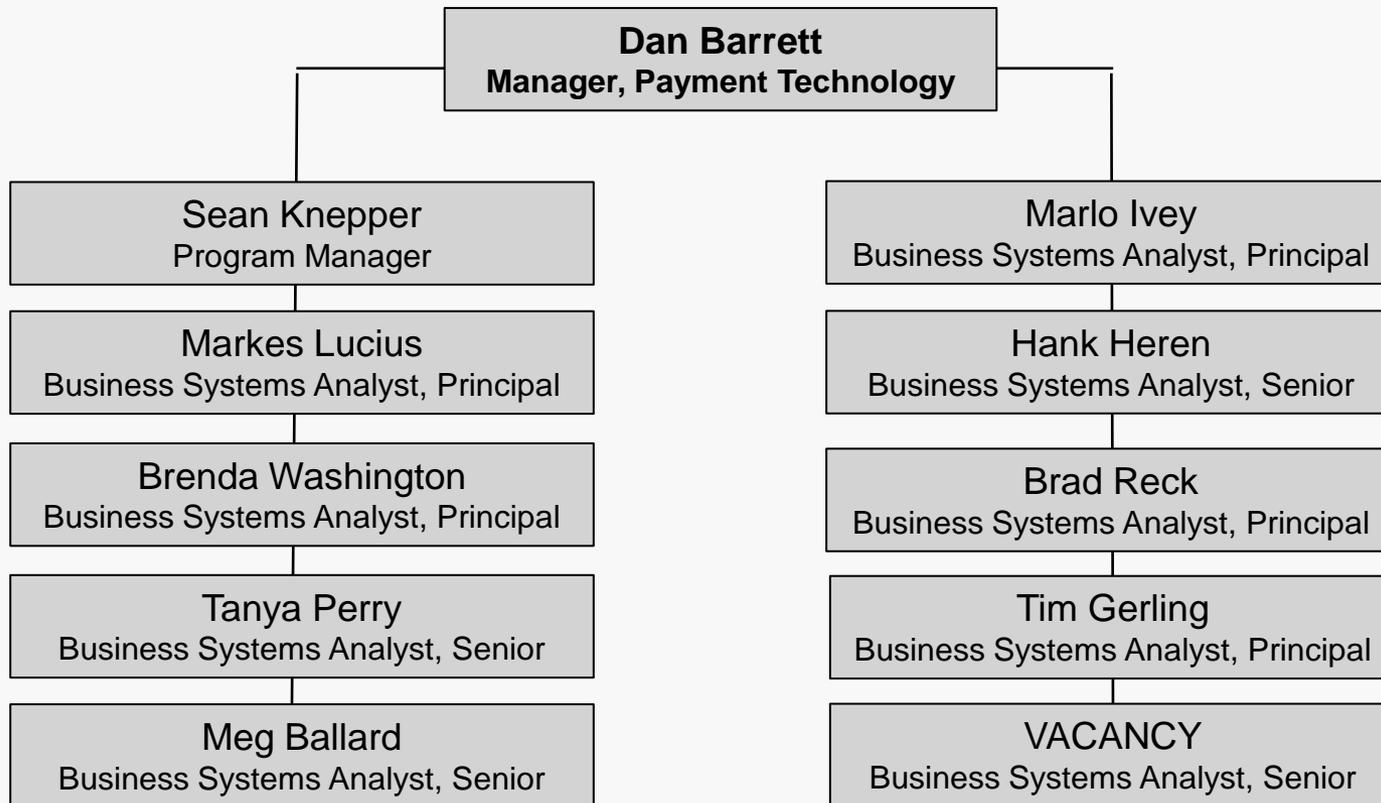
- ❑ **ME&PT Organization Chart**
- ❑ **Action Item Review**
- ❑ **Short paid Update**
- ❑ **eVS Update**
- ❑ **CAPS architecture upgrade**
- ❑ **Inaccuracies with sampling mix and actual volume comparison**
- ❑ **Mismatched in USPS data vs. MDF for destination entry facilities zips**
- ❑ **Update on visibility that was deployed and pulled back**
  - **Mismatched, unregistered, and flagged inactive MIDs**



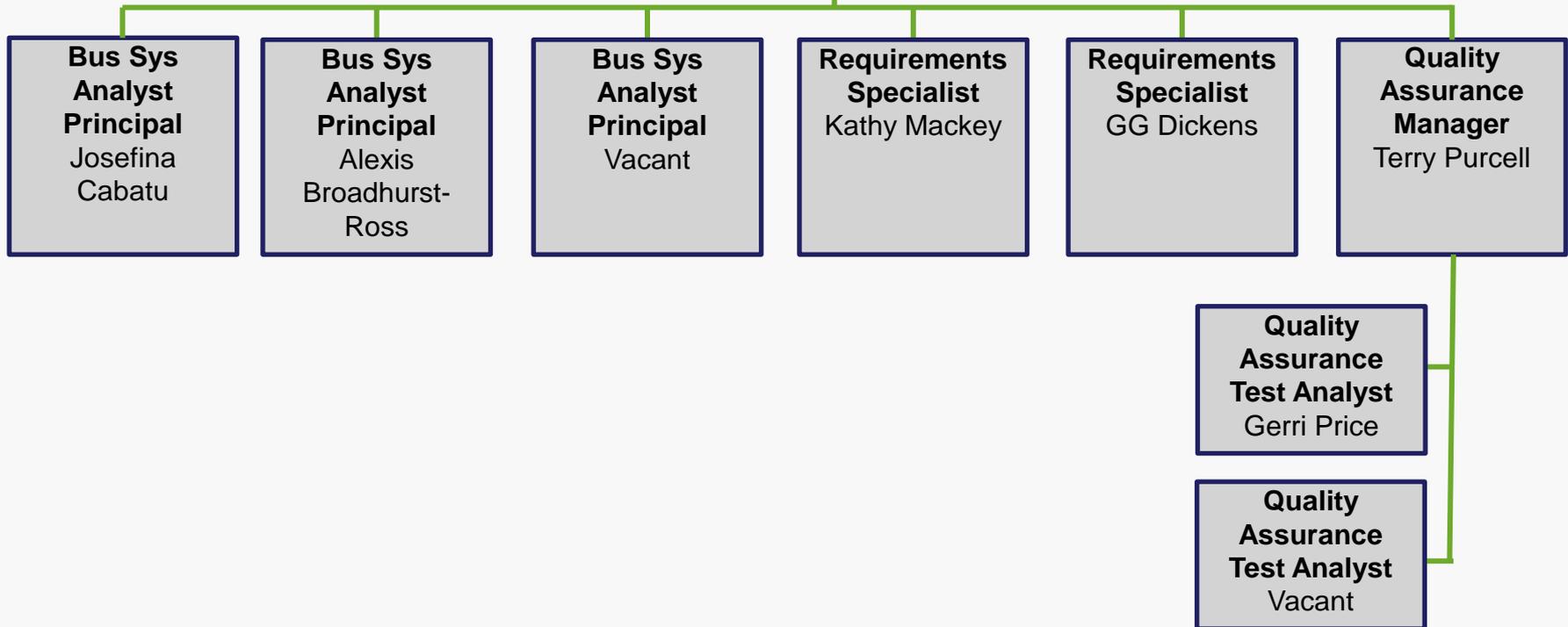


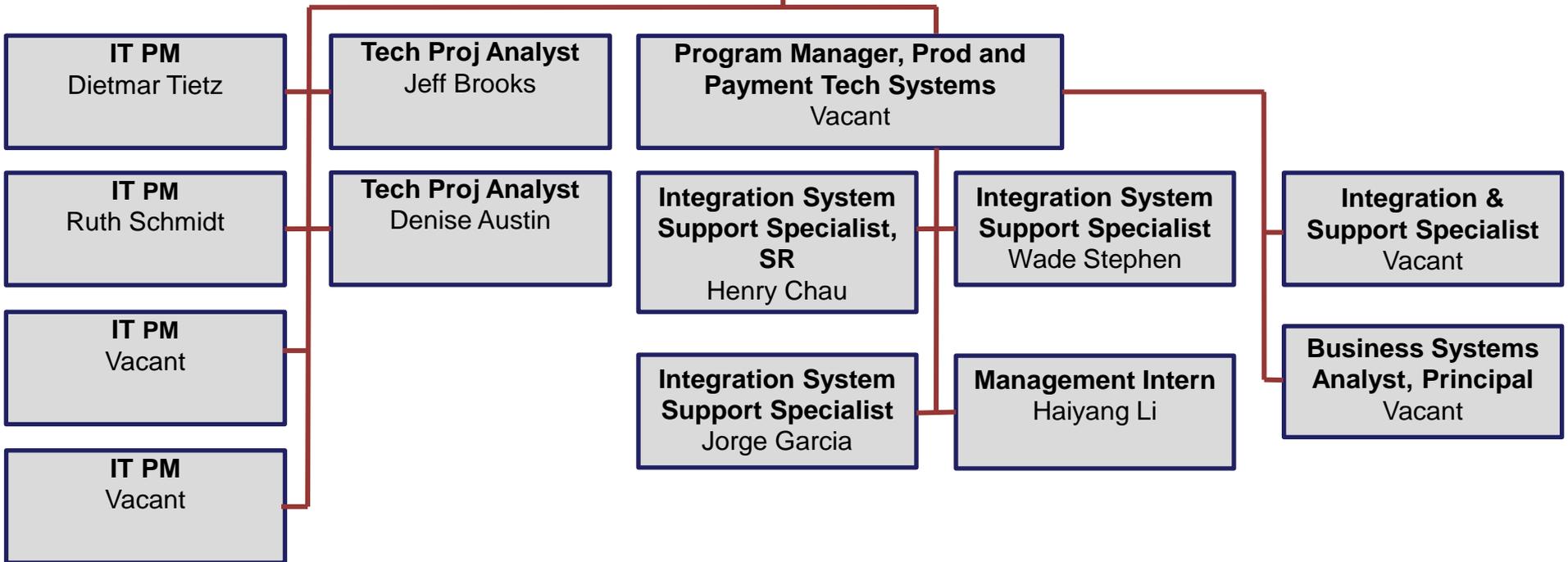




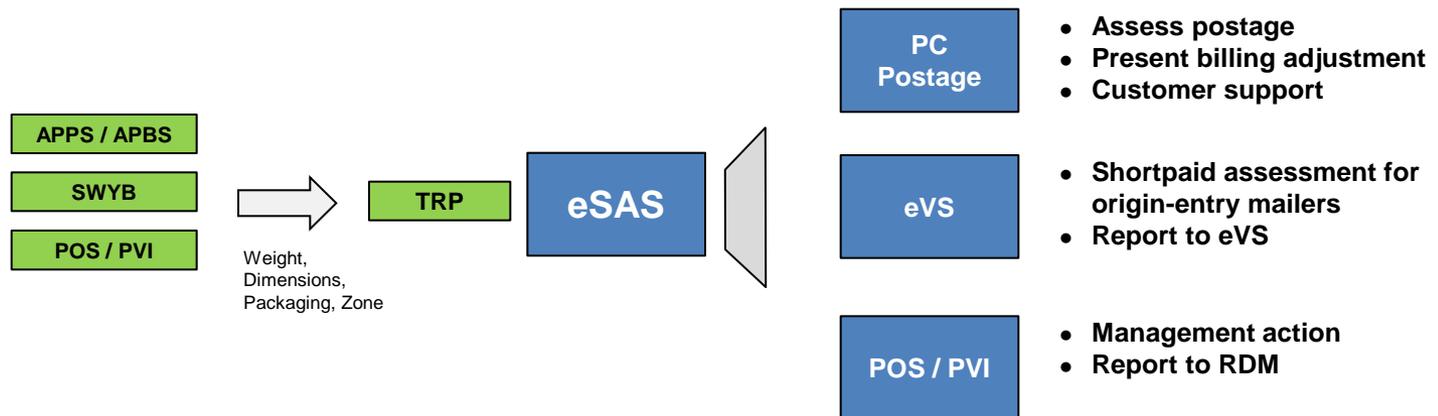
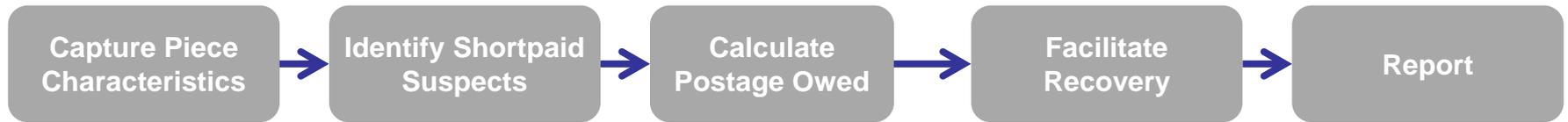


**Mailer Enterprise Integration**  
A/Manager: Jennifer Howard





Action Item	Response / Corrective action / Update
Ad-hoc PTR report on customized misused MID	PTR can provide this data upon request.
Share CAPS architecture details with mailers when available	Not available yet. Action item for later date.
Review sampling mix to validate accuracy	Sampling analysis completed. Details provided in the deck.
Destination Entry Validation Exceptions, ensure all exceptions are entered by 12/5.	All exceptions were entered in November. Mailers should notify eVS team if information is missing.
Concerns raised over mismatched USPS data vs Mail Direction Files	Reviewed the process for updating mail direction files and sharing with the industry. Issues should be raised to operations.
Visibility for mismatched, unregistered and flagged inactive MIDs deployed and pulled back from extracts via PTR.	Visibility will be restored in future release. Details provided in the deck.



### USPS role:

- Detect and log instances of postage disparity
- Provide files to vendors for billing purposes
- Provide reports in RDM for management action
- Field and resolve customer inquiries and disputes

- **Unmanifested**
- **IMpb non-compliance**
- **File versions**
- **CPP pricing**

## Unmanifested packages

During the processing of the eVS weekly and end of the month unmanifested extracts, PTR has been encountering a processing issue with greater frequency over time, beginning in Fall 2014.

- 2/17 extract will not be generated on Tuesday
- 2/18 PTR is deploying a fix to the unmanifested process, after which
  - 2/1, 2/10 and 2/17 unmanifested extracts will be generated
  - All weekly unmanifested files from 10/1/2014 – 1/31/2015 will be generated
- eVS will load the February data into the February unmanifested report
- The older unmanifested packages that remain unpaid to date
  - Off-line reconciliation process for eVS
  - No extract files to customers from PTR for these unmanifested packages
- Evaluating updating the process for unmanifested

## IMpb Non-compliance

- MTAC WG #166 – reviewing the business rules for IMpb adjustment – concerns over timeliness – any assessment for this issue deferred to April
- IMpb compliance for address validation
  - eVS reviewed data to determine if there are mailers who fall below thresholds (for pieces without delivery address or 11-digit DPV Code and below the 98% threshold)
  - eVS reviewing data to determine if there are mailers who do not manifest ( these will be missing file and address) and fall below the 97% threshold
  - Release 40.0.4.0 (2/19/15) – data format issues being fixed to ensure that the data is being loaded and all February will be loaded
  - Valid February data below the threshold may be assessed

## File versions

- **Mixed File Versions within a single transmission**
  - PTR and eVS expects within a file submission to have only a single file version
  - eVS cannot process and charge postage on any files transmitted with a set of mixing file format versions 1.6 and 1.7 or 2.0.

## Pricing issues

- **CPP Pricing - Between Jan 25 and Feb 6**
  - System errors caused some FCPS/PM files eligible for CPP prices to process incorrectly:
    - Some were charged Commercial Base instead of Commercial Plus Pricing.
    - Some were processed as Manifest Errors
  - Impacted customers require no actions.
  - We expect to resolve overpayment by February 25.
  - Contact your eVS analyst if you have any concerns

- Will provide in future MTAC

# Inaccuracies with Sampling Mix and Actual Volume Comparison

- Mailers raised concerns over sampling issues
- USPS investigated concerns and addressed several issues identified:

Sample Source	Issue	Resolution
STATS	Missing sample data due to configuration changes in data files	Updated file configuration and reloaded data. Appear to be receiving all data after 2/8
POS	Large sample data files were being truncated and not all samples loaded into eVS	Added more memory to be able to load more data
eVS IMD	Samples are being filtered due to invalid rate ingredients or missing manifest files	(see outstanding actions)

## Outstanding actions:

- Analyzing the samples that did not load into the system to determine:
  - Discrepancies for unmanifested and/or PAF expected completion 3/17
- Continue analyzing filtered samples to determine cause in order to take action to resolve

# Inaccuracies with Sampling Mix and Actual Volume Comparison

## Manifest Volume Breakout FY2015 Q1

Top 10 Mailers	Mail Class	Origin	NDC	SCF	DDU
	Parcel Select	0.2%	1.6%	1.6%	96.6%
	Parcel Select Lightweight	0.1%	3.7%	48.0%	48.2%
	Bound Printed Matter	0.5%	8.1%	26.6%	64.8%
	First Class	100.0%	0.0%	0.0%	0.0%
	Priority Mail	98.5%	0.0%	1.1%	0.4%

## Distribution for Reconciled January Samples FY2015

Top 10 Mailers	Mail Class	Origin	NDC	SCF	DDU
	Parcel Select	5.53%	44.00%	6.95%	43.52%
	Parcel Select*	1.80%	13.80%	3.80%	80.60%
	Parcel Select Lightweight	0.56%	5.42%	45.92%	48.10%
	Bound Printed Matter	3.26%	27.28%	24.76%	44.70%
	First Class	100.00%	0.00%	0.00%	0.00%
	Priority Mail	99.69%	0.00%	0.25%	0.06%

\* Including samples with 0 weights if they were reconciled

- Per operations there is no discrepancies in the current data.
- Redirections entered at the end of the month
- Cannot provide the actual MDF until the 1<sup>st</sup> of the month
  - Need time for manual inputs
  - Cannot impact cycle times for monthly publishing
- Operations can provide support if there are questions about file mismatches.
- MDF – monthly cycle
  - Post new MDF file 3/1
  - Effective 4/1
  - Actual move dates 4/18
  - Comply by 5/1

Labeling lists no longer posted on Postal Explorer, but reside in FAST.

There are directions below the link that tell you how to navigate to the lists in FAST.

<https://fast.usps.com/fast/main.action>

Resources > Label List Files Download >  
Label List Files (Link to Label List)

We are working on adding a link that will take you directly to the label list page in FAST.

- Action: Create an Ad-Hoc PTR report. Will validate the existence of a customized misused-MID report.
- PTR Deployed and pulled back: Visibility for Mismatched, Unregistered and flagged Inactive MIDs
  - PTR has built (R2.0) the extract report with 4 new Event Codes for Mismatched, Unregistered, and Flagged Inactive MIDs. Event and warning message being refined. PTR is scheduled an update for June 2015. May be as early as April 2015.

Scenario	MID Owner or Manifesting MID	Event Code	Event Description and Warning Message
Mismatched Owner/EFN	Manifesting MID	MP	ALERT – MID USER NOT REGISTERED TO EFN MID
Mismatched Owner/EFN	MID Owner	MK	ALERT – MID USED BY ANOTHER MID OWNER
Unregistered MID	Manifesting MID	MU	ALERT – MID USER NEEDS TO BE REGISTERED
Flagged Inactive	MID Owner and Manifesting MID, if different	MX	ALERT – MID HAS BEEN FLAGGED INACTIVE

MTAC  
Payment & Acceptance

**February 18, 2015**

**First-Class Mail**

- ❑ **Action Item Review**
  
- ❑ **First-Class Mail**
  - Palletization
  - Residual ACS
  - Proposed Business Rules on Assessments and Penalties
  - Undocumented Mail for single piece metered
  - Helpdesk Update
  - Seamless Invoicing Report Concerns
  - Postage appeal process
  
- ❑ **ME&PT Organization**
- ❑ **Communications Update**
- ❑ **Full-Service Status**
- ❑ **eInduction Status**
- ❑ **Seamless Status**
- ❑ **Move Update Status**
- ❑ **Postage Assessment Status**
- ❑ **Detailed Error Data**
- ❑ **ACS Distribution**

Action Item	Response / Corrective action / Update
Remove requirement for Single piece and Presort marking requirement for Seamless mailers/500 piece minimum.	At this time these requirements cannot remove this requirement as the rate markings are used by costing group in sampling.
Move Update: Review MTAC 163 suggestions and provide response and alternate approach if applicable.	USPS has responded and is developing an alternative. Alternative has been reviewed with UG1, UG1 reporting group, MTAC 163, MTAC 143, and TT 23.
Move Update: Provide optional email notification to the permit holders making them aware of any assessments.	This functionality will be included in the April release of PostalOne!
Move Update: Determine if we can send an email to VAE even if there are no assessments for a month.	This functionality will be included in the April release of PostalOne!
Move Update: Mury Salls, Sharon Harrison, Mark Kolb, David Marinelli volunteered to review their reports.	This was deferred until after the 2/9 release.
Share network rationalization FAQs being shared with BMEs with Bob Galaher and Mark Kolb for review.	This was completed.



- ❑ DMM rules summarized on Palletization fact sheet
- ❑ Palletization fact sheet has been reviewed by industry and will be posted to RIBBS
- ❑ Guide to Intelligent Mail for Letters and Flats will be updated

**Full-Service Palletization Fact Sheet - 2/11/2015**

**INTELLIGENT MAIL CONTAINER BARCODE (IMCb)**

The Intelligent Mail container barcode (IMCb) is required on the container placard.

This 21-digit IMCb includes four components:

- Application Identifier
- Type Indicator
- Mailer ID
- Serial Number

Mailers are required to uniquely number each container and NOT reuse any of the numbers for 45 days from the date of the mailing.

**PLACARD PLACEMENT REQUIREMENTS**

At least two clearly visible placards must be affixed on adjacent sides of each pallet, outside of any shrink wrap.

**PLACARD SIZE REQUIREMENTS**

Container placards can be two sizes:

- 8" minimum by 11"
- Self-Adhesive 4" by 7"

**ADDITIONAL RESOURCES**

For Container Placard and IMCb specifications, reference 10880, Intelligent Mail Services/ Suite of Barcodes/ Intelligent Mail Container Label and Barcode:

- <http://ribbs.ribbs.fcu/ribbs.cfm?ac=imcbmailcontainer>

The following guidelines should be followed when determining if a pallet should be prepared and placarded:

**STANDARD, PERIODICALS & RPM**

- Pallet preparation and placarding is always required when:
  - The mail on a pallet is equal to or greater than 500 pounds of bundles/bags or 72 feet of trays or 24 flat tubs
  - The pallet is flagged in electronic documentation as participating in the induction program.
- The pallet is prepared according to a labeling list destination and is:
  - Under 500 pounds of flats entered directly at a DOU
  - Between 100 and 249 pounds of bundles/bags or 12 feet of trays entered at a destination NDC, ASL, ADC or SCF
  - Between 250 and 499 pounds of bundles/bags or 36 feet of trays
  - Flagged in electronic documentation as participating in the induction program.
- Pallet preparation or placarding is never required, however they are preferred, when:
  - The mail on a pallet is less than 500 pounds of bundles/bags or 72 feet of trays or 24 flat tubs AND mail within the pallet is not prepared according to a labeling list destination
  - The pallet is not flagged in electronic documentation as participating in the induction program.

**FIRST CLASS**

- Pallet preparation and placarding is always required when:
  - The mail within a pallet or container (APC, Gaylord rolling stock) is prepared according to a labeling list destination and the pallet or container is equal to or greater than 48 feet of letter trays or 16 flat tubs
  - An origin SCF pallet created
  - A mailer has a CSA
  - The pallet is flagged in electronic documentation as participating in the induction program
- Pallet preparation or placarding is never required, however they are preferred, when:
  - The mail within a container (APC, Gaylord or rolling stock) or pallet is not prepared according to a labeling list destination and the pallet or container is less than 48 feet of letter trays or 16 flat tubs.
  - The pallet is not flagged in electronic documentation as participating in the induction program.

- ❑ Mailers participating Census Move Update verification will be eligible to receive Residual ACS for no-fee
  - Mailer submitting 75% or more of eligible volume as full-service
  - Intelligent Mail Barcode included in eDoc
  - IMb include electronic ACS service requested STID
  - Any rate category (single piece, basic, non-auto, carrier route, auto)
  - Available through either Full-Service or Single-Source data streams

## ❑ **As discussed in MTAC 143 - Seamless**

- USPS will pilot revised (piece count) approach with several mailers
  - USPS will share results of this pilot and determine any obstacles
  - USPS will not make any adjustments to postage assessments based on the pilot results
- During pilot, USPS will only move forward with onboarding mailers to Seamless who can stay below the undocumented threshold for a calendar month during the Seamless Parallel process
- Mailers who cannot stay under thresholds will not be eligible for Seamless activation at this time
- For mailers with the capability to provide eDoc for all barcoded pieces that is the preferred approach

- ❑ **Update from Dale Kennedy**

“Undocumented and time to validate errors”

Timeline:

- Postage assessment posted on 11<sup>th</sup> of the month
- 10 business days to request review or pay before going to overdue status
- After a review, 3 business day to pay before going to overdue status



Mail Entry Invoice Summary Report

Please navigate to the [Microstrategy Reports](#) > Shared Reports > Mail Quality > Mail Quality (eDoc Submitter) > Invoice Summary Report (eDoc Submitter) to see the detailed mailer entry invoice information.

Mail Entry Invoice Summary Report Search

Date From: December 2013  
Date To: March 2014

eDoc CRID: 94539986  
Mailing Group ID:

Execute Search

One record found.

Responsible CRID	Invoice Period	Impact from Semolina	Impact from Processing	Impact from Undocumented	Impact from Elimination	Impact from Full Service Electronic Verification	Total Postage Impact	Status	Action
94539986	March 2014	\$0.00	\$0.00	\$94.36	\$0.00	\$1,597.96	\$94.36	Past Due	Request Review Pay

Review Assignment - Windows Internet Explorer

https://cat1a.uspspostalone.com/mei/meireports/launchRequestReconciliationReview.html?eDocCRID=94539986&invoicePeriod=2014-03-0

### Request Review Submission

\* indicates a required field.

**Please select from the following error(s) to request a review on:**

Impact From Barcode Uniqueness Errors:  \$994.36

Impact From Copal Errors:  \$539.94

Impact From STID Errors:  \$63.66

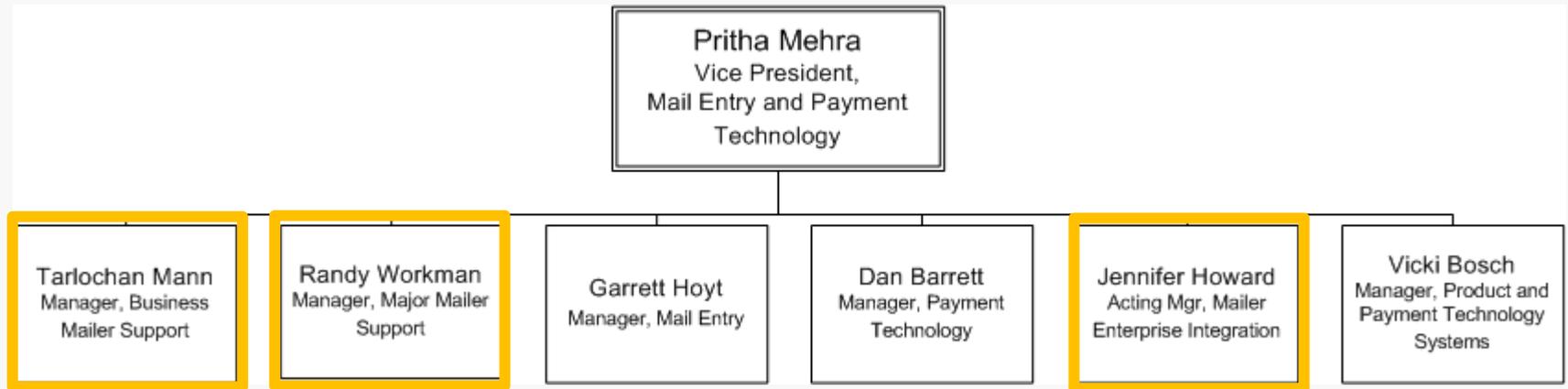
Report Type: Mail Entry Invoice Summary Report  
Date Period: March 2014  
eDoc CRID: 94539986

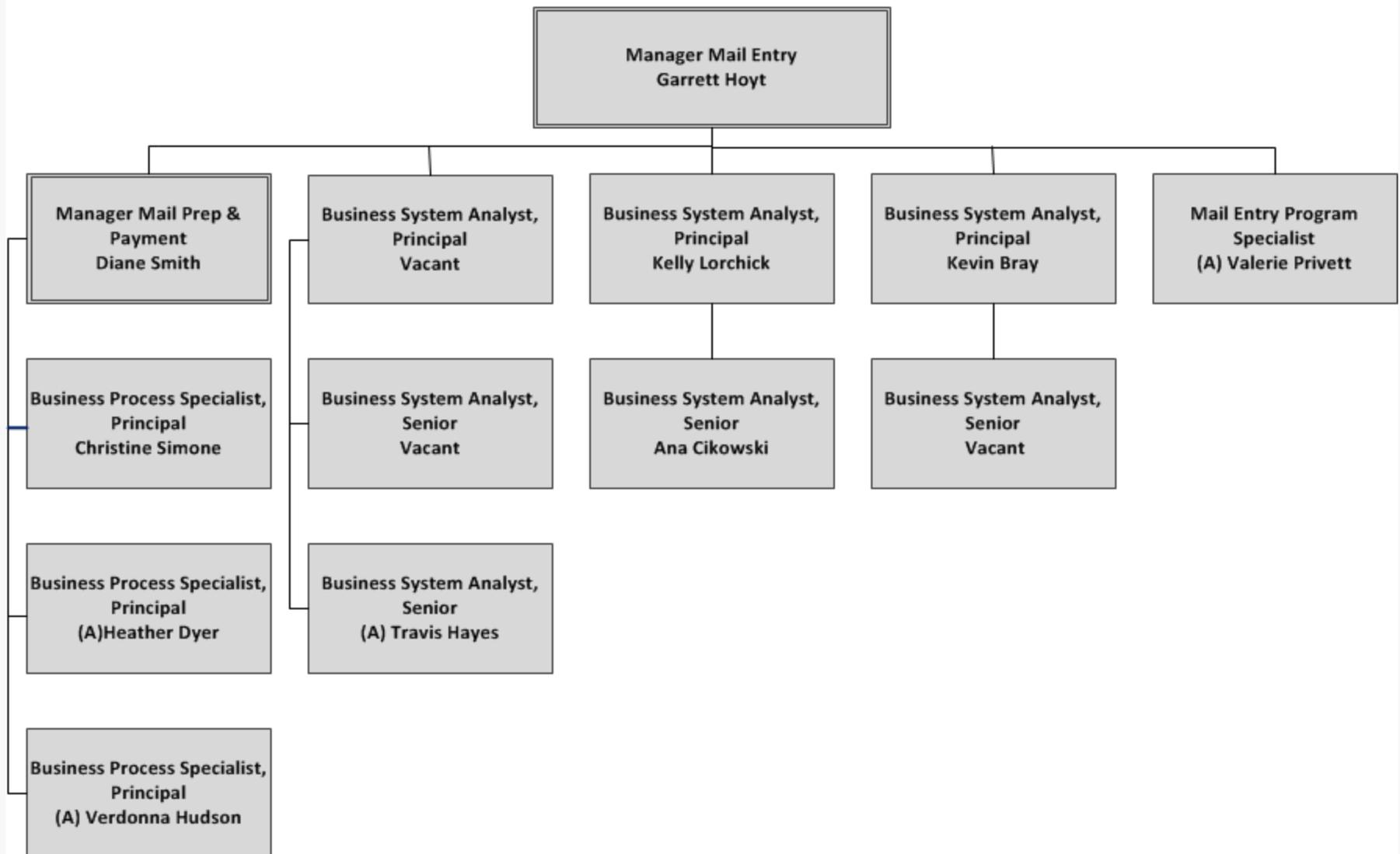
\* Contact Name: Sareen  
Email: sareen.devireddy@gmail.com  
\*Phone Number: 6514921542 (format: 000-000-0000 EXT. 12345)

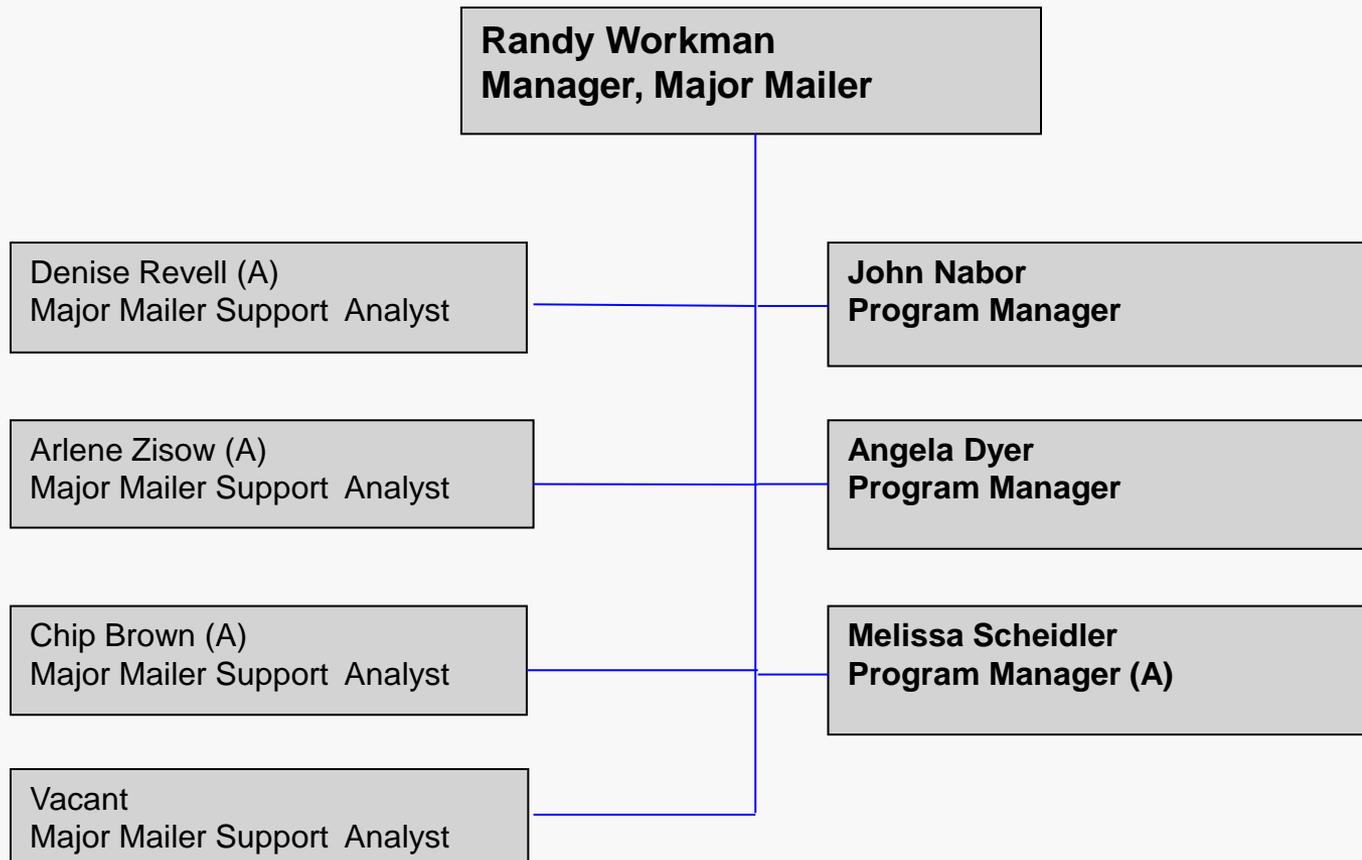
\*Reason For Requesting Review: disputing

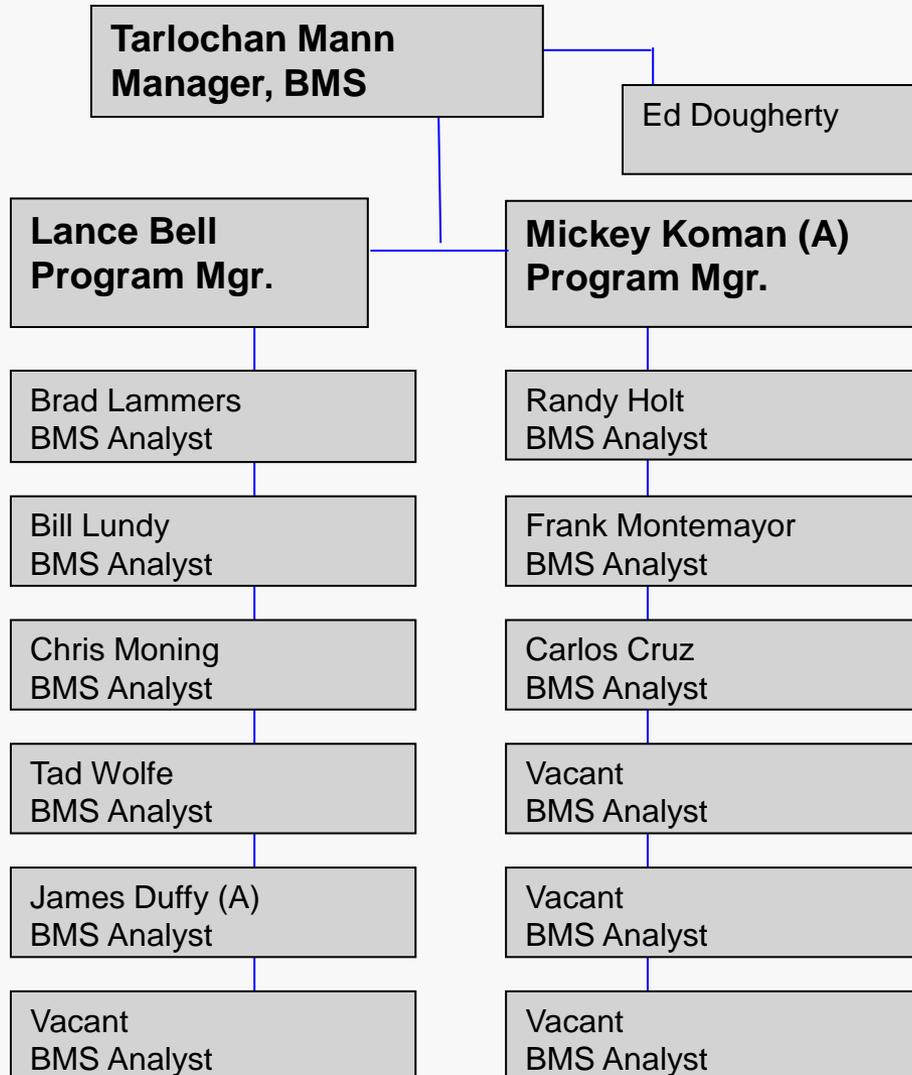
Submit Cancel

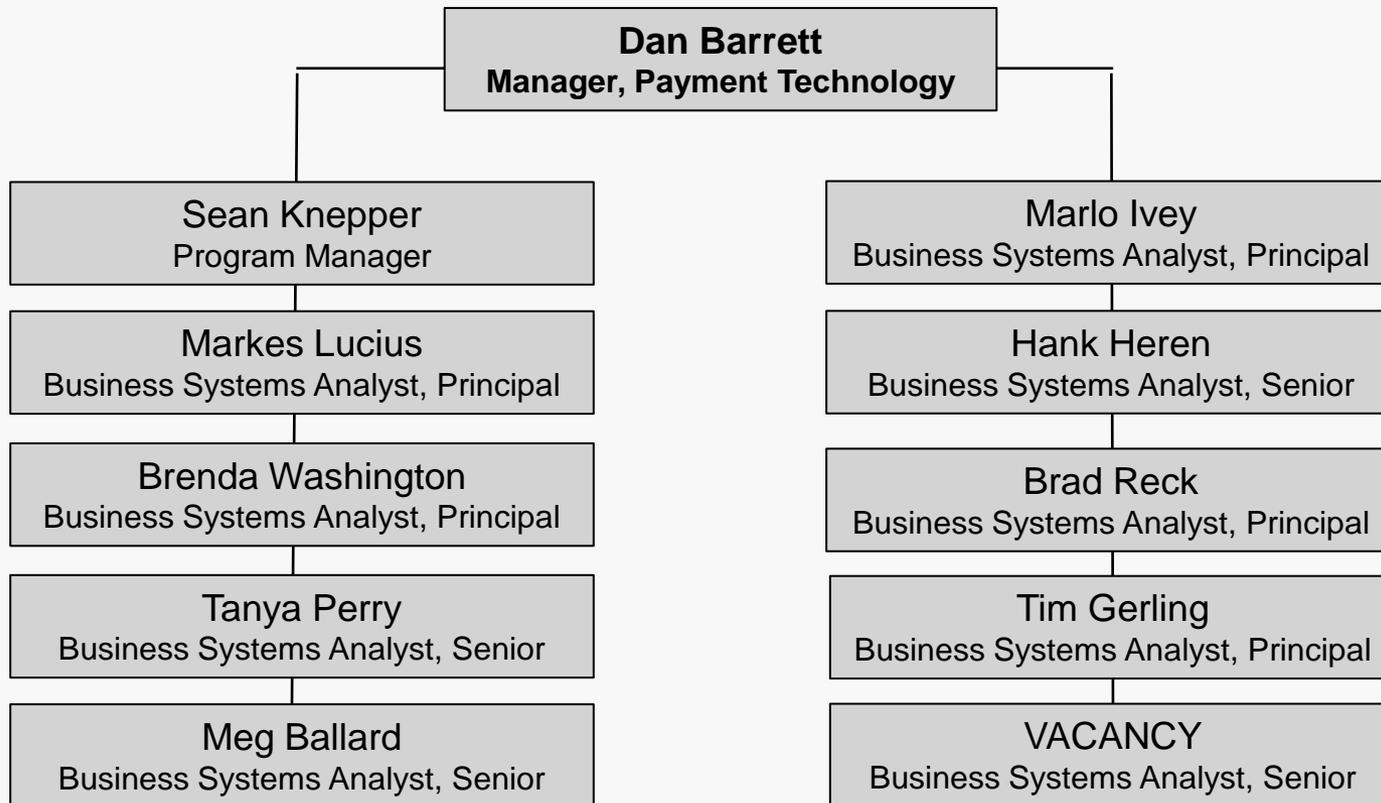
- Mailer will be contacted by assigned USPS representative
- Information needed for a successful dispute will vary on the error type(s) being disputed
- Example for Unlinked Co-pal Errors
  - Mail.dat OCI and Mail.dat receipt showing upload of OCI linking tray to pallet within 14 days of origin submission



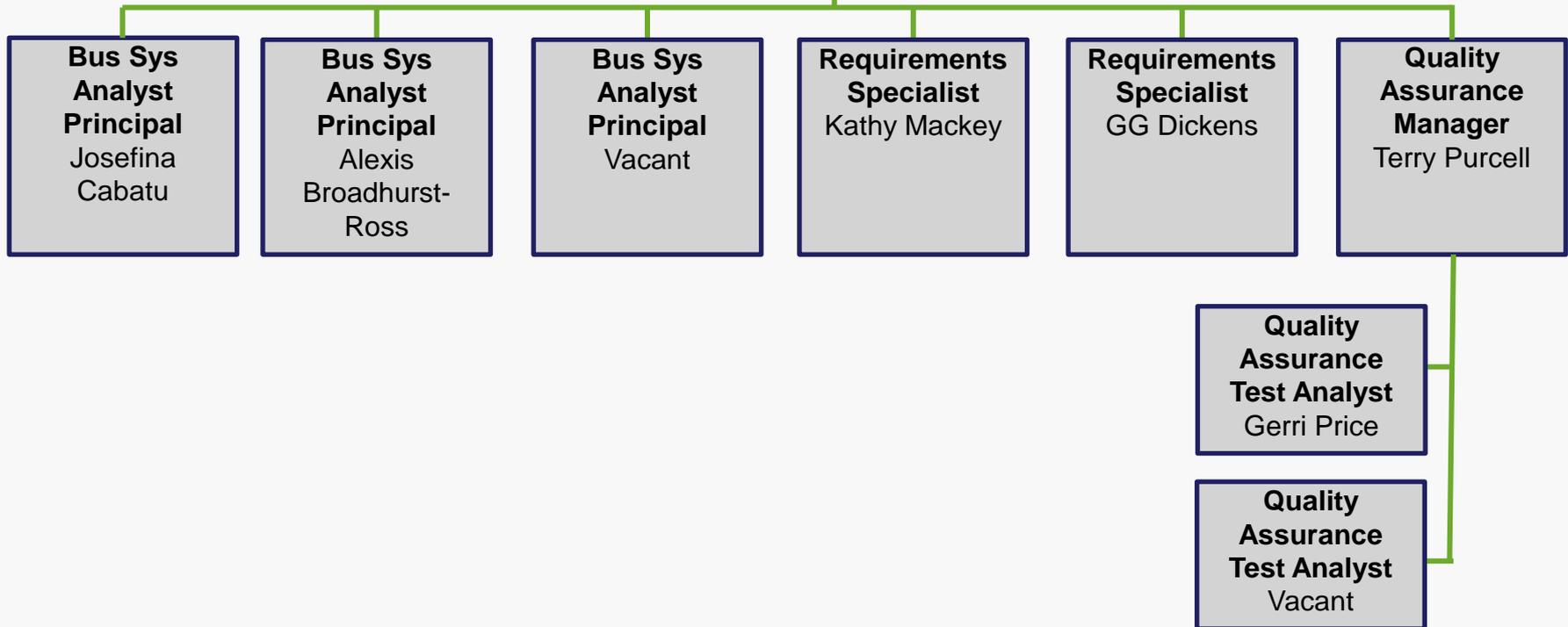


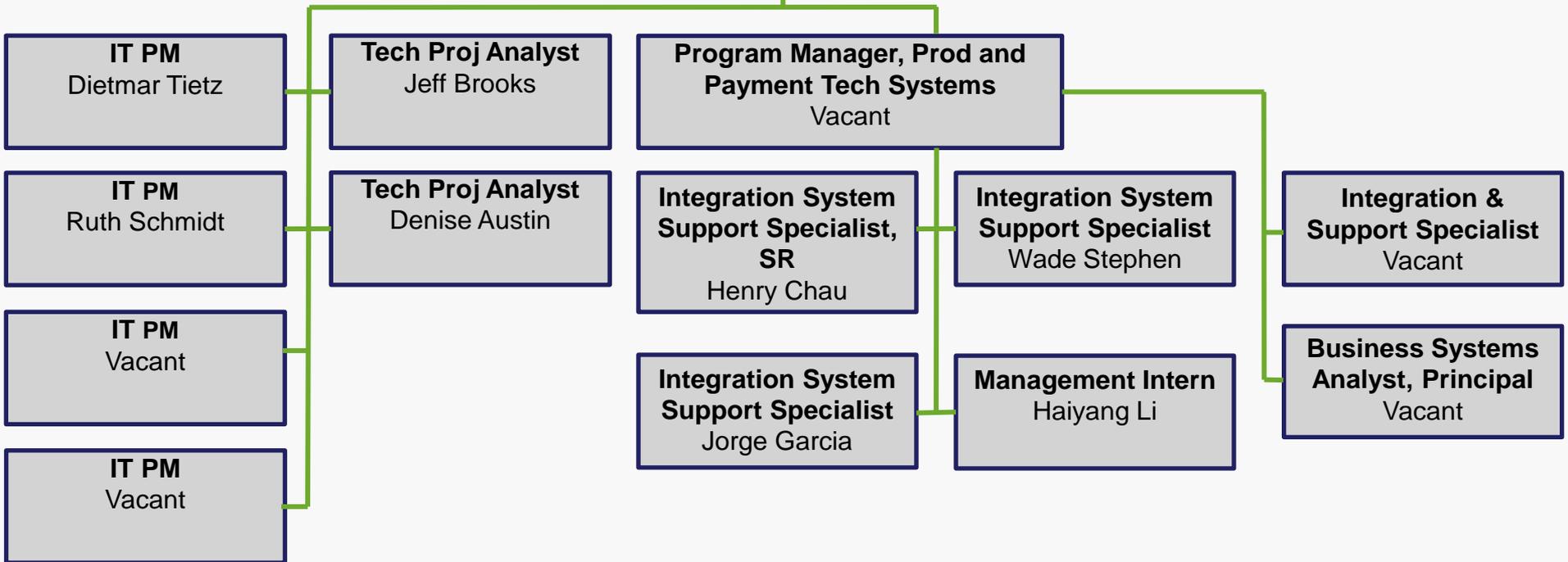






**Mailer Enterprise Integration**  
A/Manager: Jennifer Howard



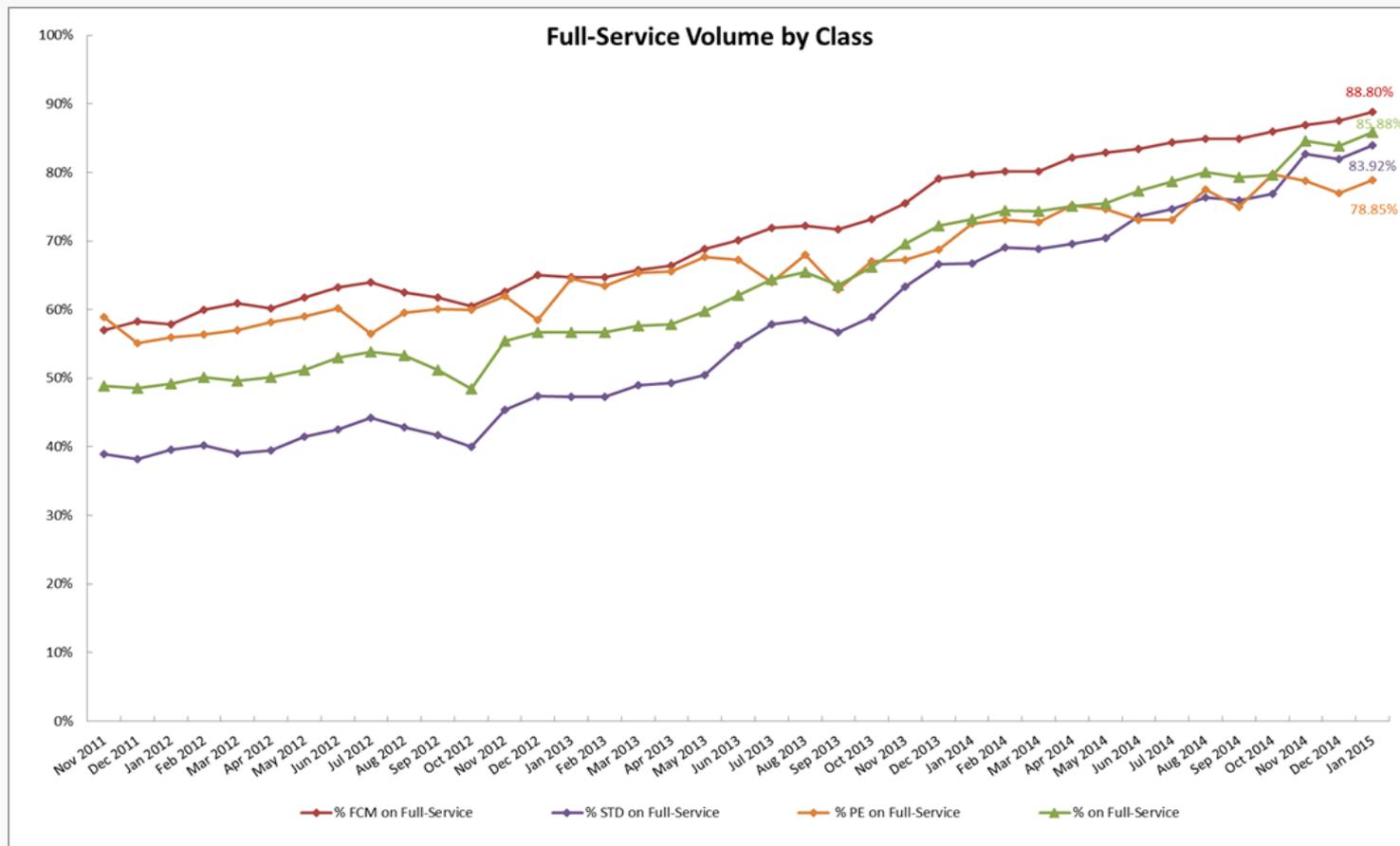


- Mail Entry Roadmap
- Guide to eInduction
- Guide to Seamless Acceptance
- Guide to Postage Assessment
- Guide to Mailer Scorecards
- Thresholds

- **Extensive Testing of Scorecards and Assessment Reports**
- **Outreach to Mailers exceeding Egregious Thresholds**
- **Data Synchronization across Mailer Scorecards**

<b>Program</b>	<b>Mailer Scorecard Corrected</b>	<b>Postage Assessment Corrected</b>
Move Update	2/23	2/23
Full-Service	3/23	3/23
Seamless Acceptance	3/23	3/23
eInduction	Good to Go	4/12

85.88% of eligible volume was on Full-Service in January 2015



## January 2015 Full-Service Compliance

Full-Service Verifications	Threshold	National % in Error
STID -Piece	2%	0.17%
MID - Container	2%	0.01%
MID - Handling Unit	2%	0.65%
MID - Piece	2%	0.03%
Barcode Uniqueness - Container	2%	1.04%
Barcode Uniqueness - Handling Unit	2%	0.29%
Barcode Uniqueness - Piece	2%	2.47%
Entry Facility - Container	5%	0.00%
Entry Facility - Handling Unit	5%	0.00%
By/For - Piece	5%	7.84%
OCI	5%	TBD

BME/BMS contacting all mailers over a full-service threshold

Working with mailers to explain full-service requirements and help understand and resolve the issues

BMS working with mailers who need customized by/for threshold

Mailer Scorecard Tab	Status	Issue and Impact
Electronic Verification	●	
Volume	●	Missing volume for full-service electronic verification due to: <ul style="list-style-type: none"> <li>USPS import issues               <ul style="list-style-type: none"> <li>Mixed eDoc co-palletization (1980) (1 large mailer; 54MM in Dec); 2/23</li> </ul> </li> </ul>
Verification	●	<ul style="list-style-type: none"> <li>OCI errors are not logged when OCI file is not submitted linking the origin and consolidator eDoc (2805); 3/23</li> <li>Barcode uniqueness errors missing when same IMb is used on 3+ pieces (2342); 2/23</li> <li>Missing by/for errors when mail owner CRID was set as a owner who prepares their own mailings and then that setting is turned off (2860); 3/9</li> </ul>
Postage Assessment	●	<ul style="list-style-type: none"> <li>Postage assessment being updated more frequently than mailer scorecard (6282)</li> <li>Unlinked copal errors are not included (2771); 3/23</li> </ul>

- USPS reviewing industry comments on initial draft of Federal Register Notice
- Enhancement on 2/9:
  - Exclude mailpieces from registered Legal Restraint mailers
  - Exclude mailpieces paid at Single Piece rate
  - Evaluate Periodicals for Move Update compliance
- Provide mailers visibility into all Move Update errors
  - Today: Request manual query of all data or use provided ACS data to identify aged pieces  
[https://ribbs.usps.gov/intelligentmail\\_latestnews/documents/tech\\_guides/MailerS\\_corecardDetailedErrorDataRequestProcess.pdf](https://ribbs.usps.gov/intelligentmail_latestnews/documents/tech_guides/MailerS_corecardDetailedErrorDataRequestProcess.pdf)
  - Next Steps: Working to deliver automated solution

January 2015

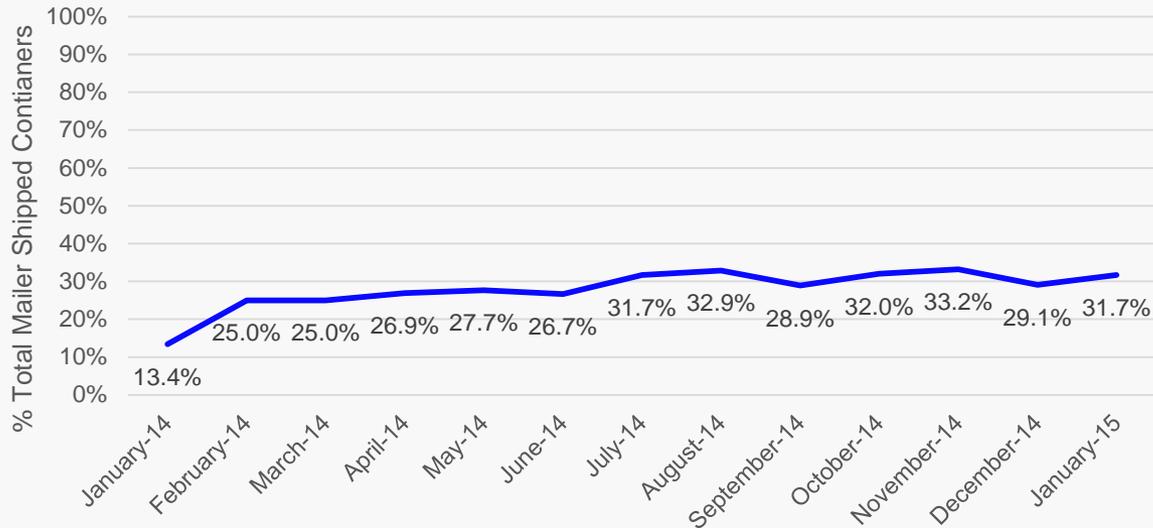
Move Update by Submitter		
eDoc Submitters submitted over 75% Full-Service Volume	eDoc Submitters > .8%	% eDoc Submitters failed
5,805	28	0.48%

Mailer Scorecard Tab	Status	Issue and Impact
Move Update		
Verification	●	<ul style="list-style-type: none"> <li>• Move Update Error % on Mailer Scorecard may not match the number of records in Drill Report but will match error count on the assessment report (6284, 2966); 2/23</li> <li>• Drill reports may include data not on the Mailer Scorecard if mailing was more than 45 days ago (2967); 2/23</li> </ul>
Postage Assessment	●	<p>Will be activated in production for internal users (6359); 2/18            Error in calculation when there are more than 100,000 move update errors per month (TBD); 2/23</p>

2/23; 2/23

## eInduction adoption at 31.7%

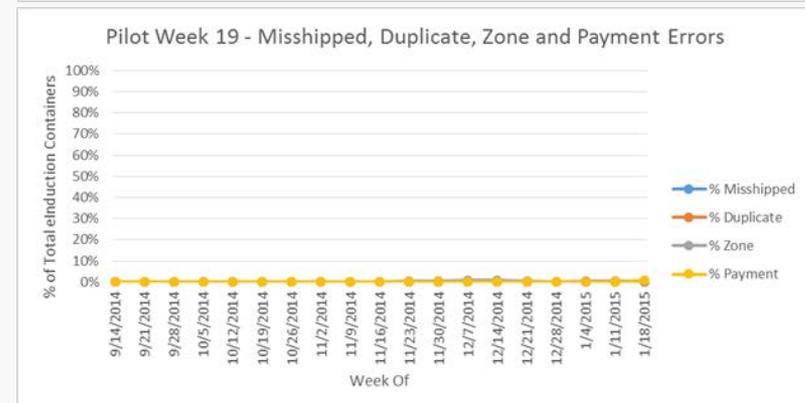
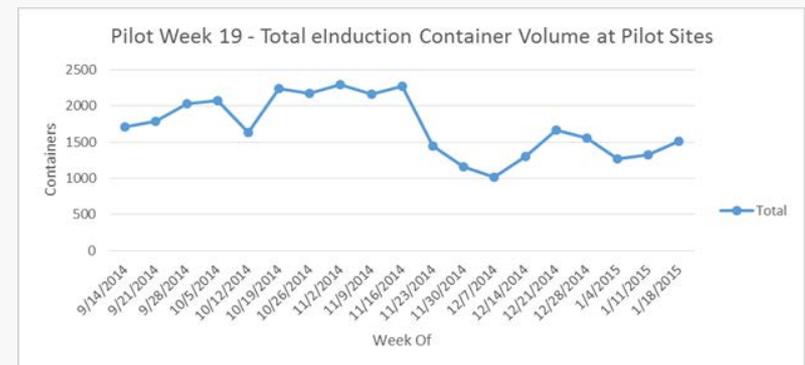
eInduction Adoption



- Over 100 mailers and 200 sites onboarded
- Some large mailers, many smaller mailers
- Opportunities to increase
  - 100% participation from large mailers/consolidators
  - Non-SV simplification

eInduction launched at Non-SV sites on Jan. 26, 2015

- ❑ Container-Appointment Linkage no longer required
- ❑ Pilot: 7 Mailers at 12 sites
- ❑ Addressed Scanner setup
- ❑ Streamlined Scanning process based on feedback from dock
- ❑ Confirmed system, data flows, reports



eInduction Verifications	Mailer Contact Threshold	Egregious Threshold	January Error %
Duplicate	0.17%	0.33%	0.13%
Misshipped	1.05%	2.00%	0.15%
Payment	0.00%	0.00%	0.00%
Zone	0.10%	0.20%	0.23%

EPD error tracking begins February 2015. EPD Threshold set no earlier than April 2015.

BMS is contacting any mailer who exceeds the mailer contact threshold on a weekly basis

Mailer Scorecard Tab	Status	Issue and Impact
eInduction	●	
Verification	●	
Postage Assessment	●	Incorrect postage assessment calculation for containers including periodicals (2128), mixed class co-mail (2125), and co-palletization (1451); 4/12

Good to Go; 4/12



- ❑ **Will open to additional mailers in Spring 2015**
- ❑ **Contact BMS analyst if you are interested in switching to Seamless Parallel today**

Mailer Scorecard Tab	Status	Issue and Impact
Seamless Acceptance	●	
Verification	●	<p>Invalid undocumented due to:</p> <ul style="list-style-type: none"> <li>• Missing consolidated file (OCI) for co-palletization mailing (2805) 3/23</li> <li>• USPS import issues               <ul style="list-style-type: none"> <li>• Mixed mail.dat and mail.XML eDoc co-palletization (1980); 2/23</li> <li>• New MIDs in Postal Wizard mailing (3/9)</li> </ul> </li> </ul> <p>Incorrect bookend categorization given to undocumented pieces (2697, 2696); 2/23</p> <p>Undocumented piece count on the Mailer Scorecard is may not match the error count in the drill report but will match the count on the invoice (2969); 3/23</p> <p>Drill reports may include data not on the Mailer Scorecard if mailing was more than 45 days ago (2968); 3/23</p>
Postage Assessment	●	<p>Invalid invoice calculations for mail.dat jobs with multiple segments (2824), 2/23; mailers with a mixture of copal and noncopal mailings (2832); 2/23; PAF calculation is excluding container/bundle charges (2701); 3/23</p>

## □ Timeline:

- Postage assessment posted on 11<sup>th</sup> of the month
- 10 business days to request review or pay before going to overdue status
- After a review, 3 business day to pay before going to overdue status

[Home](#) > [Mail Entry Additional Postage Assessment Report](#)

## Mail Entry Additional Postage Assessment Report

Please navigate to the [Microstrategy Reports](#) > Shared Reports > Mail Quality > Mail Quality (eDoc Submitter) > Postage Assessment Summary Report (eDoc Submitter) to see the detailed mail entry invoice information.

Mail Entry Additional Postage Assessment Report Search

Date From:   Date To:

eDoc Submitter CRID:     [Show eDoc Submitter CRID Details](#)

Mailing Group ID:

Mail Job:

Status:

3 records found, displaying all records.

1

eDoc Submitter CRID	Company Name	Assessment Period	Impact from Seamless	Impact from Move/Update	Impact from Induction	Impact from Full Service Electronic Verification	Additional Postage Due	Adjusted Additional Postage Due	Postage Due	Status	Action
20549548	ABC Company	December 2014	\$0.00	\$0.00	\$0.00	\$40.82	\$40.82	\$40.82	\$40.82	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
20550227	XYZ TEST COMPANY INC	December 2014	\$142.33	\$0.00	\$0.00	\$21.98	\$164.31	\$164.31	\$164.31	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
20550229	DEV TEST COMPANY	December 2014	\$0.00	\$0.00	\$0.00	\$6.02	\$6.02	\$6.02	\$6.02	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
<b>Totals:</b>			<b>\$142.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68.82</b>	<b>\$211.15</b>	<b>\$211.15</b>	<b>\$211.15</b>		

LEGAL  
Privacy Policy >  
Terms of Use >  
FOIA >  
No FEAR Act EEO Data >

ON USPS.COM  
Government Services >  
Buy Stamps & Shop >  
Print a Label with Postage >  
Customer Service >  
Site Index >

ON ABOUT.USPS.COM  
About USPS Home >  
Newsroom >  
Mail Service Updates >  
Forms & Publications >  
Careers >

OTHER USPS SITES  
Business Customer Gateway >  
Postal Inspectors >  
Inspector General >  
Postal Explorer >

[Home](#) > [Mail Entry Additional Postage Assessment Report](#)

## Mail Entry Additional Postage Assessment Report

Please navigate to the [Microstrategy Reports](#) > Shared Reports > Mail Quality > Mail Quality (eDoc Submitter) > Postage Assessment Summary Report (eDoc Submitter) to see the detailed mail entry invoice information.

Mail Entry Additional Postage Assessment Report Search

Date From:   Date To:

eDoc Submitter CRID:     [Show eDoc Submitter CRID Details](#)

Mailing Group ID:

Mail Job:

Status:

3 records found, displaying all records.

1

eDoc Submitter CRID	Company Name	Assessment Period	Impact from Seamless	Impact from Move/Update	Impact from Induction	Impact from Full Service Electronic Verification	Additional Postage Due	Adjusted Additional Postage Due	Postage Due	Status	Action
20549548	ABC Company	December 2014	\$0.00	\$0.00	\$0.00	\$40.82	\$40.82	\$40.82	\$40.82	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
20550227	XYZ TEST COMPANY INC	December 2014	\$142.33	\$0.00	\$0.00	\$21.98	\$164.31	\$164.31	\$164.31	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
20550229	DEV TEST COMPANY	December 2014	\$0.00	\$0.00	\$0.00	\$6.02	\$6.02	\$6.02	\$6.02	Pending Action	<a href="#">Request Review</a> <a href="#">Pay</a>
<b>Totals:</b>			<b>\$142.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$68.82</b>	<b>\$211.15</b>	<b>\$211.15</b>	<b>\$211.15</b>		

Additional Postage Assessment Detail Report

Assessment Period: December 2014

eDoc Submitter CRID: 20549548

Company Name: ABC Company

Postage Assessment Number	MS-INV-126555
Postage Assessment Date	12/01/2014
Postage Assessment Status	Pending Action
Due Date	02/18/2015
Customer Information	
USPS Correspondence Information	
Description	

FOIA >  
No FEAR Act EEO Data >

Print a Label with Postage >  
Customer Service >  
Site Index >

Mail Service Updates >  
Forms & Publications >  
Careers >

Inspector General >  
Postal Explorer >

- ❑ Mail Service Providers insight into the Mail Owners that have contributed to each error type
- ❑ Link from the Assessment Detail to display the total error count percentage each mail owner contributed to the overall errors
- ❑ Allow MSP to identify the top offenders at the mail owner level to reallocate the assessment amounts back to the individual mail owners.
- ❑ Mail owners view their mail quality issues by accessing the Mail Owner Scorecard.

**Additional Postage Assessment Detail Report**

 Invoice Period:  
December 2014

 eDoc CRID:  
20549548

 Company Name:  
ABC Company

Invoice Number		MS-INV-125752			
Invoice Date		12/01/2014			
Invoice Status		Pending Action			
Due Date		02/18/2015			
Customer Information					
USPS Correspondence Information					
Description					
Errors		Additional Postage Amount	Adjusted Additional Postage Amount	Assessed Error Count	Assessed Error or PAF (%)
Impact from Seamless	Manual Sampling	General <sup>®</sup>			
		Barcode Quality			
		Mail Characteristic <sup>+</sup>			
	Census (eDoc) Delivery Point				
	Census (MPE) Nesting/Sortation				
Impact from Moved					
Impact from eInvoicing					
Impact from Full Service Electronic Verification	Mailer ID Piece	\$13.90 ~	\$13.90	8,276	98.00%
	Service Type ID	\$13.45 ~	\$13.45	7,909	93.60%
	By/For	\$33.68 ~	\$33.68	28,574	94.00%
	Unique Container Barcode				
	Unique Tray Barcode				
	Unique Piece Barcode				
	Co-Palletization				
Entry Facility Container					
Entry Facility Tray					
Additional Postage Amount <sup>®</sup>			\$40.82		
Adjusted Additional Postage Amount <sup>+</sup>			\$40.82		
Postage Due			\$40.82		
Account Number					

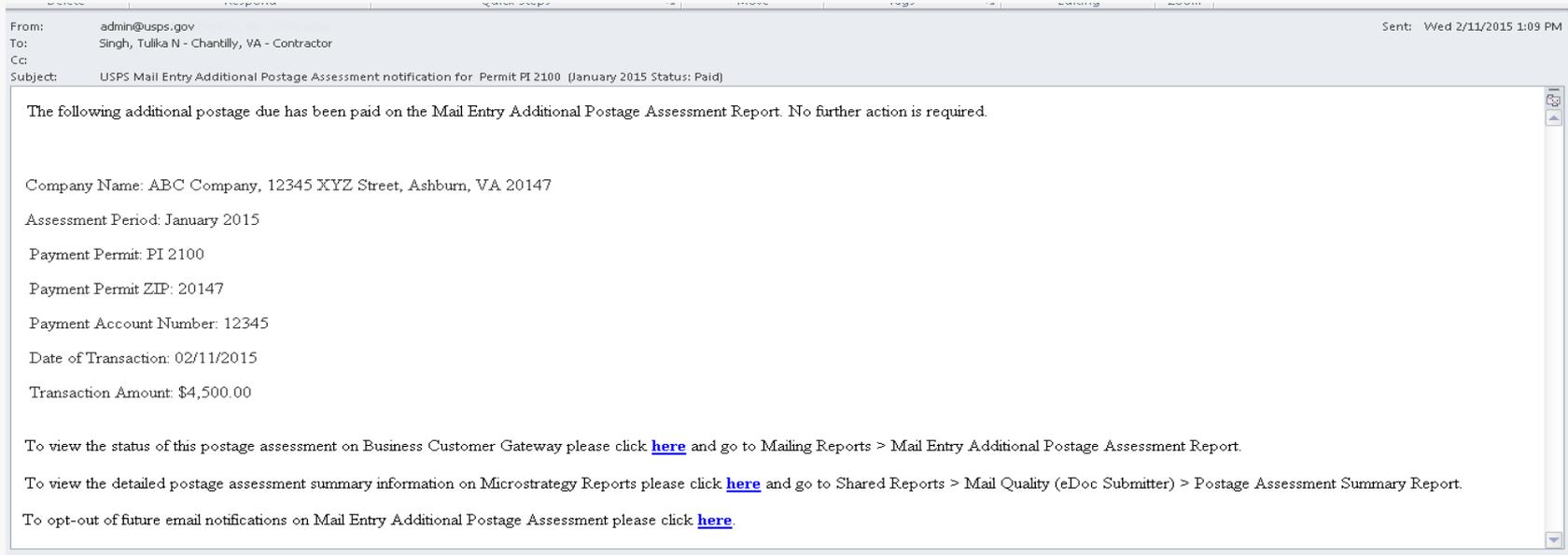
  

Mail Owner CRID	Mail Owner Name	Assessed Error Count
25789411	XYZ Company	50
2748965	ACB Company	26
24784152	EFG Company	30
Miscellaneous	N/A	70
		176
		101
		93.10%
		98.10%

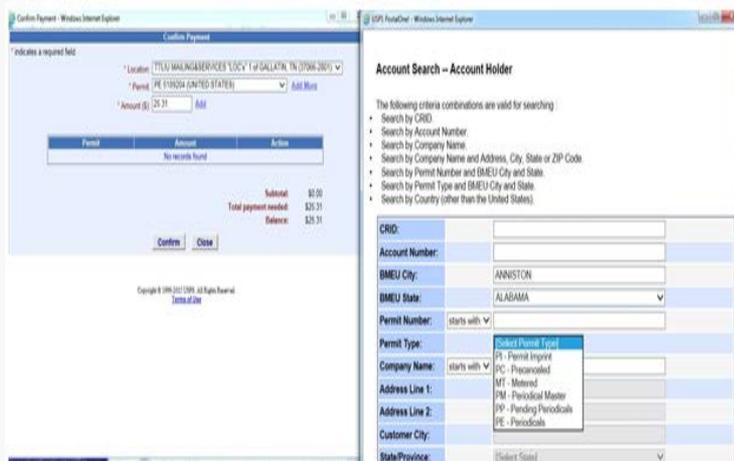
- Mail Owners can validate their error counts across Mail Service Providers by drilling into their reports on the Mailer Scorecard

Mail Owner Scorecard		JANUARY 2015		
		Verifications		
Mailer Profile	Electronic Verification	eInduction	Seamless	
<input checked="" type="radio"/> # Metrics <input type="radio"/> # Trending <input type="radio"/> % Metrics <input type="radio"/> % Trending				
Electronic Verification				
Mail Owner	Total	94539986		
Mail Preparer		Mailing Company A		
		94539996	94539986	
		KSHOON	Mailing Company A	
# Containers processed for eDoc validations	268	130	138	
# Handling Units processed for eDoc validations	33	15	18	
# Bundles processed for eDoc validations	202	84	118	
# Pieces processed for eDoc validations	5,943	341	5,602	
# Full-Service Containers processed for eDoc validations	268	130	138	
# Full-Service Handling Units processed for eDoc validations	33	15	18	
# Full-Service Orphan Handling Units processed for eDoc validation	--	--	--	
# Full-Service Pieces processed for eDoc validations	5,943	341	5,602	
<b>Full-Service Verifications</b>				
# MID Container Errors	130	130	--	
# MID HU Errors	15	15	--	
# MID Piece Errors	341	341	--	
# STID Errors	--	--	--	
# By/For Errors	341	341	--	
# Barcode Uniqueness Container Errors	--	--	--	
# Barcode Uniqueness HU Errors	--	--	--	
# Barcode Uniqueness Piece Errors	--	--	--	
# FS Entry Facility Container Errors	--	--	--	
# FS Entry Facility HU Errors	N/A	N/A	N/A	
# Unlinked Copal Tray Errors	--	--	--	
# Early Scheduled Ship Date Warnings	N/A	N/A	N/A	
# DMU Verified USPS Transported Containers	--	--	--	
# Default Tray Barcode Warnings	--	--	--	
# Unlinked Copal Tray Warnings	--	--	--	
# Unlinked Copal Bundle Warnings	--	--	--	
<b>Move/Update Validations – Info Only</b>				
# COA Errors	--	--	--	
<b>Entry Point Validations – Info Only</b>				
# eDoc/Appointment Entry Point Mismatch	--	--	--	
# No Valid MDF Match	--	--	--	
# Out of Date MDF Match	--	--	--	

- ❑ Revised wording on all notification emails based on recommendations from UG1.
- ❑ Mail Service Providers will receive notification when the assessment amount is zero
  - Future, include a link to “opt out” of zero assessment notifications
- ❑ Email sent to the Mail Owner when their permit is selected as a paying permit
  - Includes the option to “opt out” of future notifications



- ❑ Ability to pay an assessment from a permit other than one that was used during the assessment period
- ❑ Added to select internal users with administrative rights. They will have the ability to search all permits across the country and add the selected one to the drop down list of permits.



Confirm Payment - Windows Internet Explorer

Confirm Payment

\* indicates a required field

\* Location: TTIU MAILING&SERVICES 'LOC' 1 of GALLATIN, TN (37066-2801)

\* Permit: PE 11924 (GATED STATES)  [Add More](#)

\* Amount (\$): 25.31  [Add](#)

Permit	Amount	Action
No records found		

Subtotal: \$0.00  
Total payment needed: \$25.31  
Balance: \$25.31

[Confirm](#) [Close](#)

Copyright © 1999-2011 USPS. All Rights Reserved. [Terms of Use](#)

---

Account Search - Account Holder

The following criteria combinations are valid for searching:

- Search by CRID
- Search by Account Number
- Search by Company Name
- Search by Company Name and Address, City, State or ZIP Code
- Search by Permit Number and BMEU City and State
- Search by Permit Type and BMEU City and State
- Search by Country (other than the United States)

CRID:

Account Number:

BMEU City: ANNISTON

BMEU State: ALABAMA

Permit Number: starts with

Permit Type: 

- Select Permit Type
- PC - Permit Inquire
- PC - Pseudo-called
- MT - Metered
- PM - Periodical Master
- PP - Pending Periodicals
- PE - Periodicals

Company Name: starts with

Address Line 1:

Address Line 2:

Customer City:

State/Province:



Confirm Payment - Windows Internet Explorer

Confirm Payment

\* indicates a required field

\* Location: TTIU MAILING&SERVICES 'LOC' 1 of GALLATIN, TN (37066-2801)

\* Permit: PI 216 (EDWARD JONES)  [Add More](#)

\* Amount (\$): 25.31  [Add](#)

Permit	Amount	Action
No records found		

Subtotal: \$0.00  
Total payment needed: \$25.31  
Balance: \$25.31

[Confirm](#) [Close](#)

Copyright © 1999-2011 USPS. All Rights Reserved. [Terms of Use](#)

- ❑ *PostalOne!* transaction summary report will include the comments Mail Entry Assessment-program type (FS- Full Service, MU-move update, IE-einduction, SE-seamless) and the two digit month and year of the assessment
  - External Customers view through BCG View Transactions Report
  
- ❑ CAPs transaction summary report will include the comments in the customer reference/reason code field
  - Accessed through CAPs Account Inquiry

**POSTAL SERVICE** CAPS Transaction History Report

**Account:** 11593  
**Customer Name:** PERRY JUDD'S INCORPORATED  
**Balance:** \$225,114.73 as of 02/05/2015 03:07:07 PM Central  
**Date Range:** 02/04/2015 thru 02/04/2015  
**Sorted by:** Transaction

Transaction Number	Date	City	State	Permit#USPSCA#	Type	Class	Pieces	Spoil/Damg	Mail Class	Transaction Amt	Balance	Customer Ref / Reason Co
2015020408220100A	02/04/2015	BARABOO	WI		226 PI					\$1.15	\$226,827.76	Job ID 30481302
2015020408310900A	02/04/2015	BARABOO	WI		226 PI					\$578.37	\$226,249.39	Job ID 80324301
2015020411550100A	02/04/2015	BARABOO	WI		226 PI					\$1,093.33	\$225,156.06	NA
2015020412004502A	02/04/2015	BARABOO	WI		226 PI					\$41.33	\$225,114.73	Amerimark 80278301

**Date Range Summary**

Start Date	02 / 04 / 2015
Opening Balance	\$226,828.91
Ending Date	02 / 04 / 2015
Closing Balance	\$225,114.73
Total Transactions	4
Withdrawals	0 For \$0.00
Deposits	0 For \$0.00
Other	4 For \$1,714.16

- ❑ **Objective:** Provide a recommendation for each program (Full-Service, Move Update, Seamless, eInduction) on the readiness of transitioning to trend based verification
  
- ❑ **Desired Results**
  - Validate data quality across key reports and invoices
  - Validate stability of systems to consistently meet establish SLAs
  - Validate attribution of data to the correct parties
  - USPS will share the approach for establishing thresholds for each program

## □ Task Team Members

### ● Industry

- ◆ Dave Horton - JP Morgan Chase
- ◆ Todd Black – American Catalog Mailers Association
- ◆ Mark Kolb – National Association of Presort Mailers
- ◆ Adam Collinson – Association for Electronic Enhancement

### ● USPS

- ◆ Pritha Mehra
- ◆ Jim Wilson
- ◆ Randy Workman
- ◆ Tarlochan Mann



MTAC Task Team  
23 - Readiness ...

- ❑ **Objective:** Provide a recommendation for each program (Full-Service, Move Update, Seamless, eInduction) on the readiness of transitioning to trend based verification
  
- ❑ **Desired Results**
  - 1. USPS will share the approach for establishing thresholds for each program**
  - 2. Validate attribution of data to the correct parties**
  - 3. Validate stability of systems via published metrics to consistently meet established SLAs for eDoc processing, report availability, data availability, and mailer feedback**
  - 4. Validate data quality across key reports and invoices**

## □ Task Team Members

### ● Industry

- ◆ Dave Horton - JP Morgan Chase
- ◆ Todd Black – American Catalog Mailers Association
- ◆ Mark Kolb – National Association of Presort Mailers
- ◆ Adam Collinson – Association for Electronic Enhancement

### ● USPS

- ◆ Pritha Mehra
- ◆ Jim Wilson
- ◆ Randy Workman
- ◆ Tarlochan Mann

### ● Met 3 Times, Minutes/Actions on MITS



MTAC Task Team  
23 - Readiness ...

1. USPS will share the approach for establishing thresholds for each program
  - USPS Developed and Shared Threshold document that describes approach for Threshold establishment
  - Group Provided Feedback and Requested Updates
  - Threshold document will be posted externally on RIBBS shortly
  
2. Validate Attribution of Data to the Correct Parties
  - Reviewed MTAC 163 recommendations and USPS compromise position
  - Reviewed changes proposed in April
  - Reviewed Guide to Postage Assessment
  - Provided Feedback
  - Guide to Postage Assessment will be posted externally on RIBBS

3. Validate stability of systems via published metrics to consistently meet established SLAs for eDoc processing
  - Reviewed Initial Set of Metrics
  - Working to finalize a comprehensive set of metrics and distribute across workgroups for comment
  
4. Validate data quality across key reports and invoices
  - Next Steps: Review Test Plan and approach for validating key reports and invoices and work through usergroups/workgroups to test

Desired Results from Task Team Issue Statement	Artifacts Related to Desired Result	Date Shared with Task Team	Date final Concurrence by Task Team
<b>Validate Data Quality Across key reports and invoices</b> <ul style="list-style-type: none"> <li>Validate the Full Service, Move Update metrics included in the Electronic Verification scorecard, eInduction metrics included in the eInduction scorecard and seamless metrics included in the seamless scorecard for accuracy.</li> <li>Validate the Full Service, Move Update, eInduction and Seamless Postage Assessments for accuracy.</li> </ul>	Report card for Mailer Scorecard and Postage Assessment		
	Test Plan for Mailer Scorecard and Assessments		
	Guide to Mailer Scorecard		
<b>Validate Stability of systems via published metrics to consistently meet established SLAs for eDoc processing, report availability, data availability, and mailer feedback</b>	Critical Metrics	02/11/2015	
<b>Validate data distribution</b> <ul style="list-style-type: none"> <li>USPS will provide the needed information to identify the responsible parties contributing to errors</li> <li>Provide notice to Permit Holders whose Permits are being charged for assessments due to errors.</li> </ul>	Guide to Postage Assessment	2/4/2015	
<b>USPS will share approach to how thresholds for each program were initially set and any plans to update the thresholds using more recent mailing results.</b>	Threshold Document	1/28/2015	02/11/2015

## ***Data availability after a postage statement is finalized differs across tabs on the Mailer Scorecard***

### **Mailer Profile**

Postage Statements finalized between 1am and 12:59am will be included on the mailer scorecard for that day

*Example:* Statements finalized at Sunday at 2am, Sunday at 8pm, and Monday at 12:30am will all be included on Monday's Mailer Scorecard

### **Full-Service (EV)**

Postage Statements finalized by 8am will be included on the mailer scorecard 48-72 hours later.

### **Move Update (EV)**

Postage Statements finalized by midnight and COA Scans received by 8am will be included on the mail scorecard 48-72 hours later.

### **Seamless**

Postage Statements finalized by 8am and census or sampling scans received by 8am will be included on the mail scorecard 48-72 hours later.

### **eInduction**

Postage Statements finalized by 1am and scans received by midnight will be included on the mailer scorecard that day

***The Mailer Scorecard is loaded once a day and is consistent with the primary drill down reports throughout the business day from 8am to 8pm***

\* All times in Eastern

Request process and form posted to RIBBS to receive all detailed error data

## Intelligent Mail® Services Latest News

[Printable View](#)[RSS](#)

### **PostalOne!® Release 40 Deployment**

PostalOne! Release 40.0.0.0 successfully deployed on January 25, 2015. This release included new business functionality, updates to existing functionality, and database maintenance activities. There is a mandatory Mail.dat® client download required for mailers. [Click Here](#) for PostalOne! Release 40 Known Issues and Release Notes.

### **Important Links**

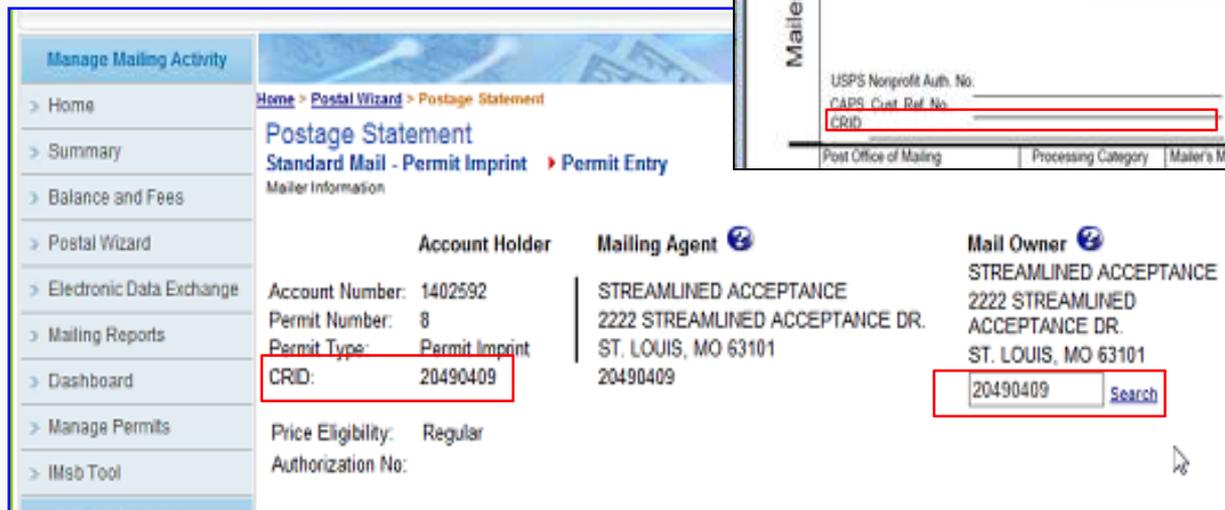
[New! Mail Entry Roadmap \(PDF\)](#)[Guide to Seamless Acceptance \(PDF\)](#)[Guide to eInduction \(PDF\)](#)[Mailer Scorecard Detailed Error Data Request Process \(PDF\)](#)[Mailer Scorecard Detailed Error Data Request Form \(Word document\)](#)[Full-Service Frequently Asked Questions and Answers \(PDF\)](#)

- ❑ New City field was not populated properly causing transmission to mailers to fail.
  - Identified and corrected within a week
  - All data replayed
  
- ❑ Intermittent schedule issues experienced the weekend of January 10<sup>th</sup> and January 25<sup>th</sup> causing all weekend records to be sent on a single day.
  - Monitoring schedule to ensure records are sent evenly by day

# **Appendix**

## **Non-Profit**

- Nonprofit Price validation will be on the Mail Owner and then Permit Holder CRID fields for Postal Wizard and Hardcopy entered statements



Manage Mailing Activity

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits
- > IMsb Tool

Home > Postal Wizard > Postage Statement

### Postage Statement

Standard Mail - Permit Imprint ▶ Permit Entry

Mailer Information

Account Holder	Mailing Agent	Mail Owner
Account Number: 1402592 Permit Number: 8 Permit Type: Permit Imprint <b>CRID: 20490409</b> Price Eligibility: Regular Authorization No:	STREAMLINED ACCEPTANCE 2222 STREAMLINED ACCEPTANCE DR. ST. LOUIS, MO 63101 20490409	STREAMLINED ACCEPTANCE 2222 STREAMLINED ACCEPTANCE DR. ST. LOUIS, MO 63101 <input type="text" value="20490409"/> <input type="button" value="Search"/>

United States Postal Service

## Postage Statement - Nonprofit Standard Mail

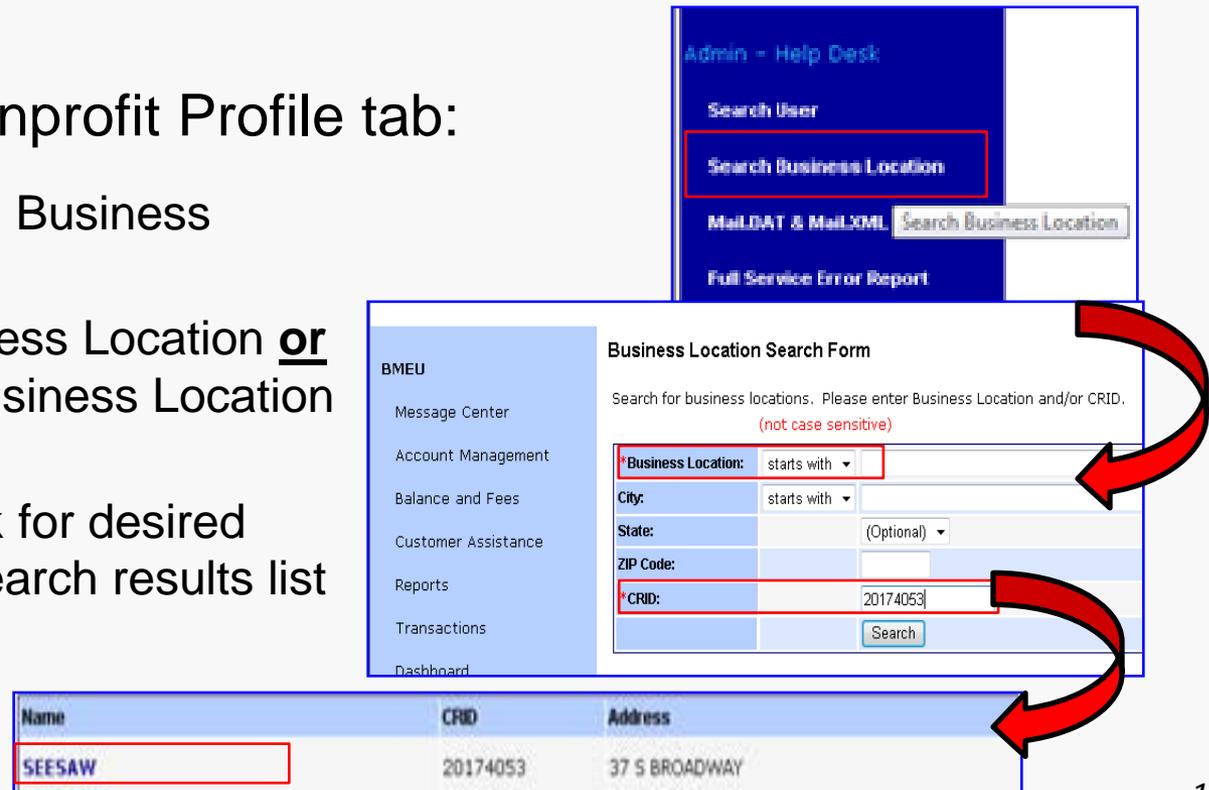
Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

Permit Holder's Name and Address and Email Address, if Any		Telephone	Name and Address of Mailing Agent (if other than permit holder)		Telephone	Name and Address of Mail Owner (if other than permit holder)	
USPS Nonprofit Auth. No. _____			USPS Nonprofit Auth. No. _____			USPS Nonprofit Auth. No. _____	
CARS Cust. Ref. No. _____			CRID _____			CRID _____	
CRID _____			CRID _____			CRID _____	
Post Office of Mailing	Processing Category	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	No. and Type of Containers		

- The new Nonprofit Profile tab has been added to the Search Business Location screen in *PostalOne!* under Admin-Help Desk

- To access the Nonprofit Profile tab:

- Click on Search Business Location
- Enter the Business Location or CRID on the Business Location Search Form
- Select hyperlink for desired location from search results list



Admin - Help Desk

Search User

Search Business Location

MailDAT & MailXML Search Business Location

Full Service Error Report

BMEU

Message Center

Account Management

Balance and Fees

Customer Assistance

Reports

Transactions

Dashboard

**Business Location Search Form**

Search for business locations. Please enter Business Location and/or CRID.  
(not case sensitive)

\*Business Location: starts with

City: starts with

State: (Optional)

ZIP Code:

\*CRID:

Search

Name	CRID	Address
SEESAW	20174053	37 S BROADWAY

- ❑ From the Nonprofit Profile tab, BMEU acceptance employees and the Help Desk can:
  - Search for a NPA number before it is linked to a CRID
  - Link NPA numbers that are in 'Pending' or 'Authorized' status
  - Unlink a NPA number from a business location (from CRID/NPA)

Location Attributes
Users
Permit Profile
Contact Information
Nonprofit Profile

Click the column title to change the sort order. Select the Nonprofit Authorization(s) then click the Unlink NPA to unlink a Nonprofit Authorization(s) from the business location. Click the Link NPA button to link the Nonprofit Authorization(s).

Select	Nonprofit Authorization	Organization Name	Organization Address	Status	Date of Status
<input type="checkbox"/>	154672	BENEVOLENT PROTECTIVE ORDER OF ELKS 161	75 WOODLAWN AVE SARATOGA SPRINGS, NY 12866 - 2154	AUTHORIZED	12/15/1959

Unlink NPA
Link NPA

❑ To search for NPA number before it is linked to a CRID:

- Enter the NPA number in the NPA field and click search



Location Information

NonProfit Search

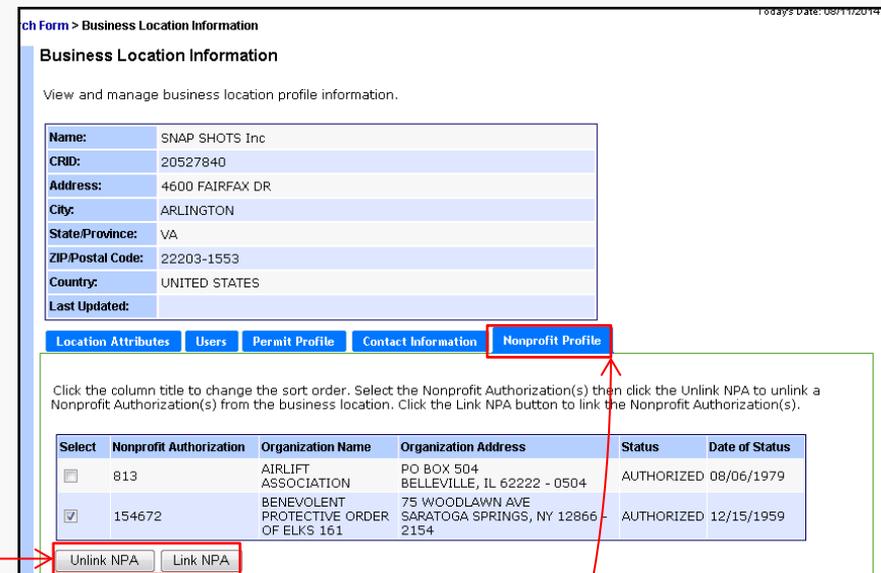
Nonprofit Search Form

Nonprofit Authorization Number:

Search

❑ To link or unlink a NPA number(s) to a CRID:

- Enter the NPA number in the NPA field and click search
- Select the NPA number
- Click the link or unlink NPA button
- Link multiple NPA numbers from the “Nonprofit Profile” tab



ch Form > Business Location Information

Business Location Information

View and manage business location profile information.

Name: SNAP SHOTS Inc  
 CRID: 20527840  
 Address: 4600 FAIRFAX DR  
 City: ARLINGTON  
 State/Province: VA  
 ZIP/Postal Code: 22203-1553  
 Country: UNITED STATES  
 Last Updated:

Location Attributes Users Permit Profile Contact Information **Nonprofit Profile**

Click the column title to change the sort order. Select the Nonprofit Authorization(s) then click the Unlink NPA to unlink a Nonprofit Authorization(s) from the business location. Click the Link NPA button to link the Nonprofit Authorization(s).

Select	Nonprofit Authorization	Organization Name	Organization Address	Status	Date of Status
<input type="checkbox"/>	813	AIRLIFT ASSOCIATION	PO BOX 504 BELLEVILLE, IL 62222 - 0504	AUTHORIZED	08/06/1979
<input checked="" type="checkbox"/>	154672	BENEVOLENT PROTECTIVE ORDER OF ELKS 161	75 WOODLAWN AVE SARATOGA SPRINGS, NY 12866 - 2154	AUTHORIZED	12/15/1959

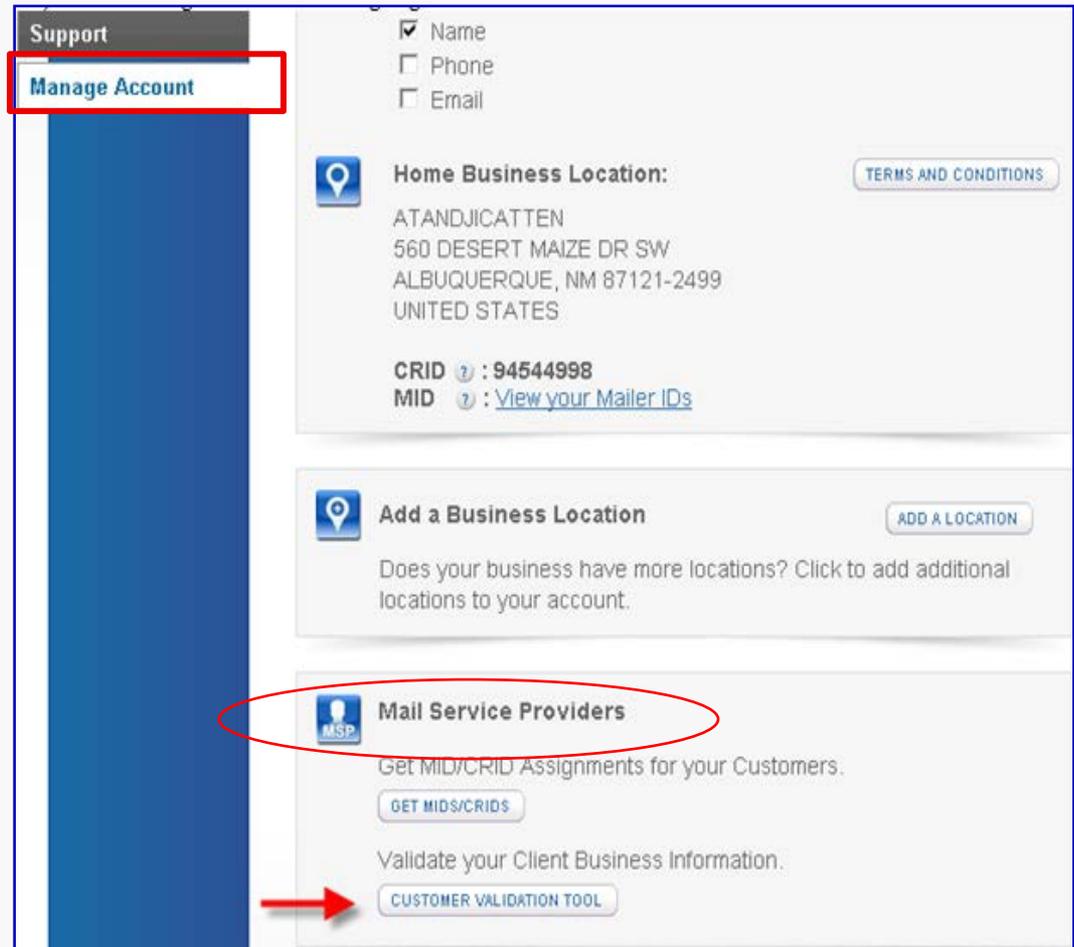
Unlink NPA Link NPA

## Current Tool:

- ❑ To validate the status of a customer's nonprofit authorization the USPS released the MSP Customer Validation tool in July 2013
- ❑ Mail Service Providers (MSPs) and Mailing Agents can access the tool via the Business Customer Gateway (BCG) to:
  - Look up/validate Mail Owners' information
  - Provide simple, quick method to validate accuracy of customer information
- ❑ The tool does not provide authorized nonprofit organization name, only the company name associated with the CRID

## Current Tool:

- ❑ To navigate to the MSP Customer Validation tool:
  - Navigate to the BCG
  - Select the Manage Account option in the BCG sidebar
  - Click the MSP Customer Validation Tool located under MSPs

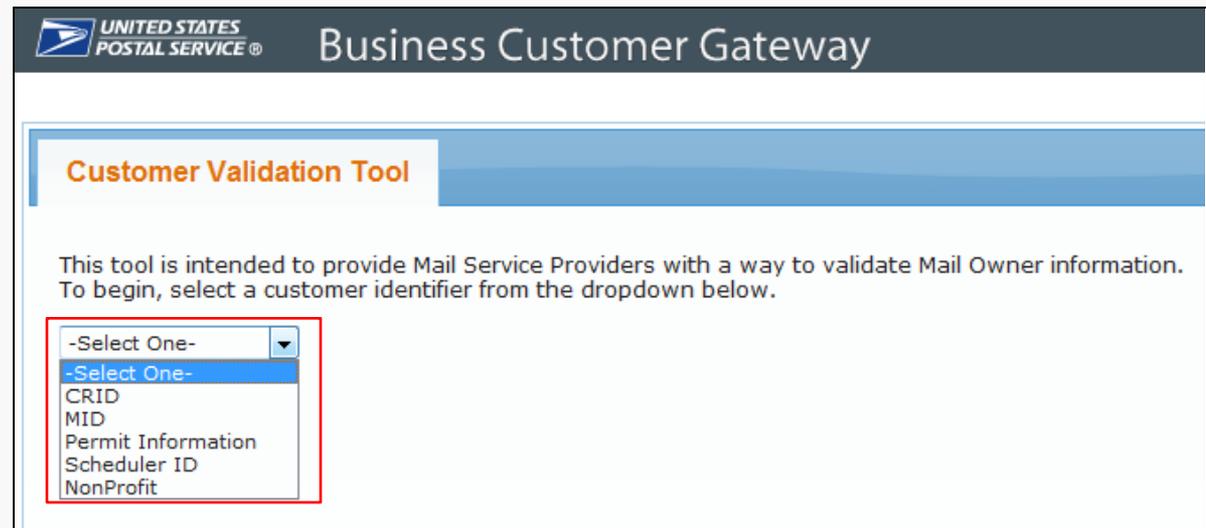


The screenshot displays the Business Customer Gateway (BCG) interface. On the left, a blue sidebar contains a 'Support' header and a 'Manage Account' link, which is highlighted with a red box. The main content area is divided into several sections:

- Home Business Location:** Includes a location pin icon, the address 'ATANDJICATTEN, 560 DESERT MAIZE DR SW, ALBUQUERQUE, NM 87121-2499, UNITED STATES', and a 'TERMS AND CONDITIONS' button.
- CRID and MID:** Shows 'CRID ? : 94544998' and 'MID ? : View your Mailer IDs'.
- Add a Business Location:** Features a location pin icon, the title 'Add a Business Location', an 'ADD A LOCATION' button, and a prompt: 'Does your business have more locations? Click to add additional locations to your account.'
- Mail Service Providers:** This section is circled in red. It includes an 'MSP' icon, the title 'Mail Service Providers', the text 'Get MID/CRID Assignments for your Customers.', a 'GET MIDS/CRIDS' button, and the text 'Validate your Client Business Information.' Below this is a 'CUSTOMER VALIDATION TOOL' button, which is pointed to by a red arrow.

## Current Tool:

- ❑ Today, the main page drop-down box allows MSPs to look up Mail Owner information using customer identifiers:
  - CRID
  - MID
  - Permit Information
  - Scheduler ID
  - Nonprofit



## Current Tool:

- ❑ Users may search by CRID, MID, or Scheduler ID:
  - Select an identifier from dropdown menu
  - Enter the appropriate # into the search field
  - Click Search button
  
- ❑ Search results include:
  - Company Name and Business Addresses associated with CRID
  - MSP may review the and its location



**Customer Validation Tool**

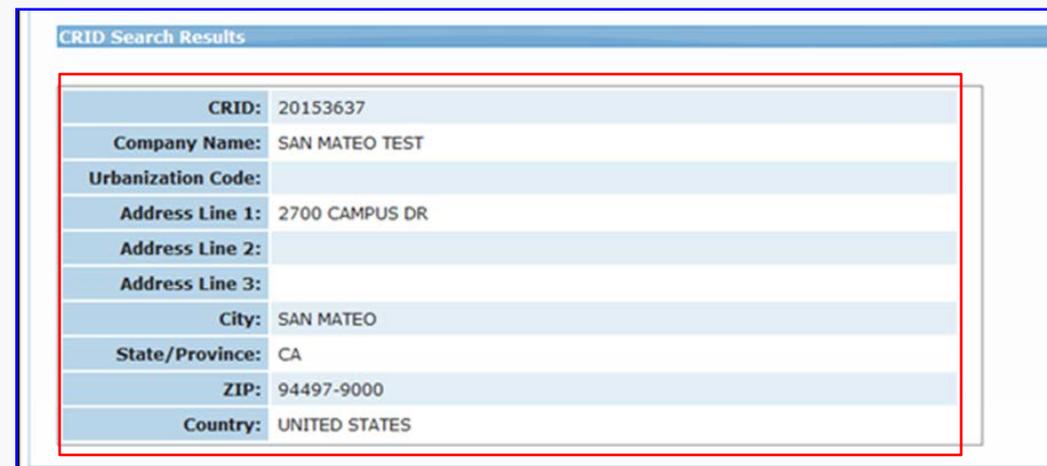
This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

CRID

\* Indicates a required field.

CRID: 20153637

Enter a CRID to retrieve the associated business address.



**CRID Search Results**

CRID:	20153637
Company Name:	SAN MATEO TEST
Urbanization Code:	
Address Line 1:	2700 CAMPUS DR
Address Line 2:	
Address Line 3:	
City:	SAN MATEO
State/Province:	CA
ZIP:	94497-9000
Country:	UNITED STATES

## Current Tool:

- ❑ MSPs may search Permit Information by entering:
  - Permit Number/Type
  - City where Permit is held
  - State where Permit is held
  
- ❑ Search results include:
  - Account Number
  - Permit Number
  - Permit Type
  - CRID Number
  - Company Name
  - Business Address

### Customer Validation Tool

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Permit Information ▾

\* indicates a required field.

Permit Number: 483000 \*

Permit Type: BR \*

City where Permit is Held: SAN MATEO \*

State where Permit is Held: CA \*

Enter a Permit to retrieve the associated Account Number, CRID, and business address.

#### Permit Information Search Results

Account Number:	
Permit Number:	483000
Permit Type:	BR
CRID:	20153637
Company Name:	SAN MATEO TEST
Urbanization Code:	
Address Line 1:	2700 CAMPUS DR
Address Line 2:	
Address Line 3:	
City:	SAN MATEO
State/Province:	CA
ZIP:	94497-9000
Country:	UNITED STATES

## Current Tool:

- ❑ MSPs may search Nonprofit by:

- Up to 50 CRIDS can be entered to retrieve each associated NPA number

**Customer Validation Tool**

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

NonProfit

\* indicates a required field.

**Data Type:**  CRID  Nonprofit Authorization Number

Enter one or more CRIDs (separated by a comma) to retrieve each associated Nonprofit Authorization Number, if one exists.

---

**Nonprofit Search Results**

**NOTE:** While a nonprofit authorization number may be associated with more than one CRID, multiple CRIDs may indicate a data quality issue. If you think the data you are seeing is incorrect, contact the PostalOne! Help Desk at (800)522-9085 or at postalone@usps.gov.

2 items found, displaying all items.  
1

CRID	Company Name	Address Line 1	Address Line 2	City	State/Province	Zip+4	Nonprofit Authorization Number
5161545	ABBEY LOCATION	123 TESTING DRIVE		LOS ANGELES	CA	99999-0000	1234
5161545	ABBEY LOCATION	123 TESTING DRIVE		LOS ANGELES	CA	99999-0000	1245

Export options: CSV | XML | PDF

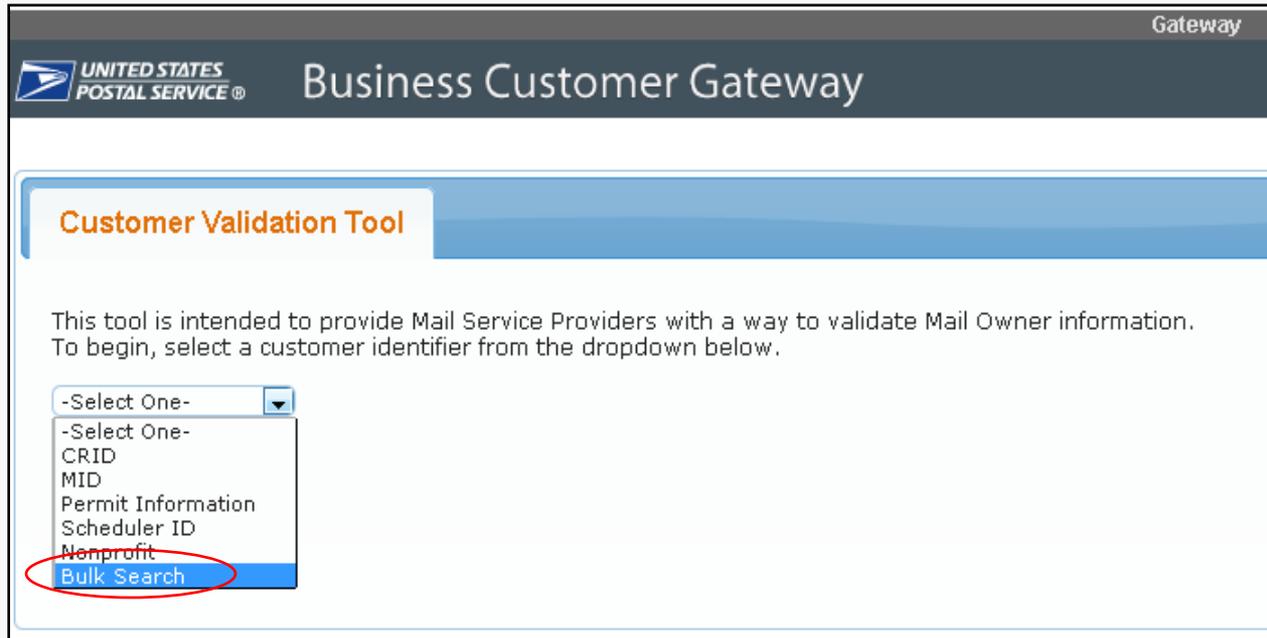


- ❑ Using the Bulk Search Report MSPs can:
  - Input up to 250 CRIDs, MIDs, Permit Numbers or NPA numbers
  
- ❑ The output file will produce the:
  - MID (optional selection) - MID Number, MID Owner CRID, MID User CRID
  
  - Permit (optional selection)- Permit Account Number, Permit Number, Permit Type, PermitZip+4, Publication Name, Permit Status



- ❑ The output file will produce the:
  - NPA number, NPA Organization Name, NPA Address, NPA Status and the NPA Status Date
    - 'No record found' will display if no data is found for the MID, Permit, or NPA number entered
  - Customer Input Reference Number will display
  - Allow mailers to upload a flat file, text file, with input data
  - Download a file with search results

- ❑ To generate a Bulk Search Report, select Bulk Search from the customer identification dropdown menu



Gateway

UNITED STATES  
POSTAL SERVICE® Business Customer Gateway

### Customer Validation Tool

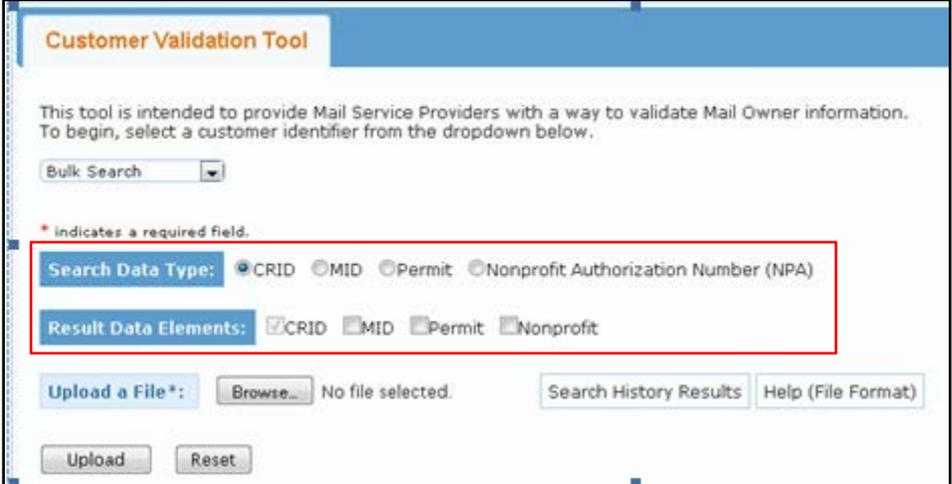
This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

-Select One- ▼

- Select One-
- CRID
- MID
- Permit Information
- Scheduler ID
- Nonprofit
- Bulk Search**

- Select appropriate Search Data Type and Result Data Elements
- Bulk Search Report includes the mailer's information for:
  - CRID
  - MID
  - Permit
  - Nonprofit
- Upload corresponding file to search

**Note:** An error message will display if the uploaded file is not in the proper format



**Customer Validation Tool**

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

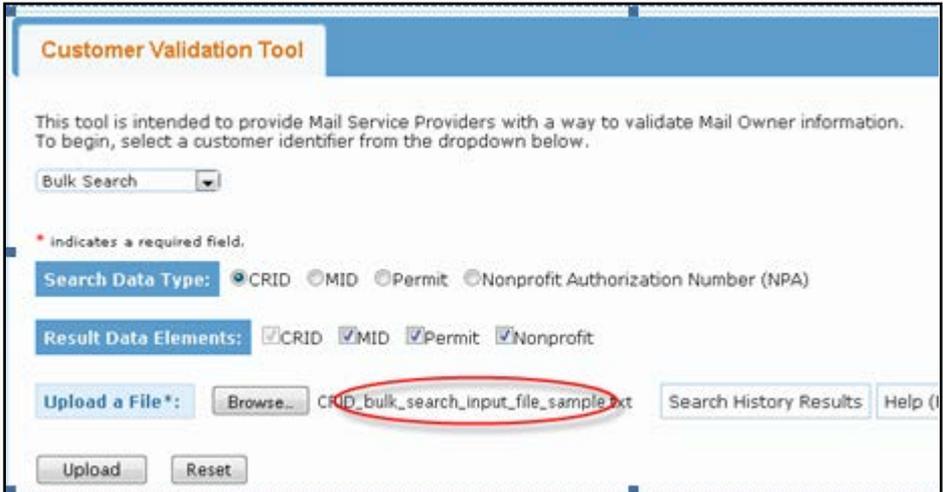
Bulk Search

\* indicates a required field.

**Search Data Type:**  CRID  MID  Permit  Nonprofit Authorization Number (NPA)

**Result Data Elements:**  CRID  MID  Permit  Nonprofit

**Upload a File\*:**  No file selected.



**Customer Validation Tool**

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Bulk Search

\* indicates a required field.

**Search Data Type:**  CRID  MID  Permit  Nonprofit Authorization Number (NPA)

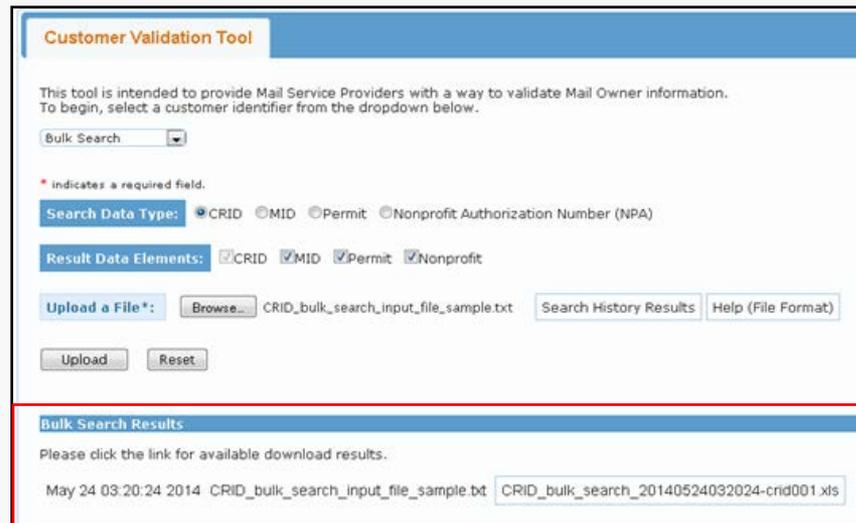
**Result Data Elements:**  CRID  MID  Permit  Nonprofit

**Upload a File\*:**  CRID\_bulk\_search\_input\_file\_sample.txt

## Bulk Search Result Files:

- Bulk Search results are displayed in the Bulk Search Results section for review and to download
- Processing these results may take the system 10 to 15 minutes

**Note:** To access results, user must be affiliated to one CRID, with MMA service approved for same CRID, and MSP indicator marked as “Yes”



**Customer Validation Tool**

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Bulk Search

\* indicates a required field.

Search Data Type:  CRID  MID  Permit  Nonprofit Authorization Number (NPA)

Result Data Elements:  CRID  MID  Permit  Nonprofit

Upload a File\*:  CRID\_bulk\_search\_input\_file\_sample.txt

---

**Bulk Search Results**

Please click the link for available download results.

May 24 03:20:24 2014 CRID\_bulk\_search\_input\_file\_sample.bt

## Bulk Search History:

- MSPs can access previously searched files by clicking on the Search History Results button
- The last 25 files searched by the mailer for the previous 7 days will be displayed
- These files can be reviewed and downloaded

**Customer Validation Tool**

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

Bulk Search

\* indicates a required field.

**Search Data Type:**  CRID  MID  Permit  Nonprofit Authorization Number (NPA)

**Result Data Elements:**  CRID  MID  Permit  Nonprofit

**Upload a File\*:**  No file selected. Search History Results

---

**Search History Results**

Please click the links for available download results.

Note: Output file for a 7 day period at which the file was uploaded will be automatically deleted and unavailable for download.

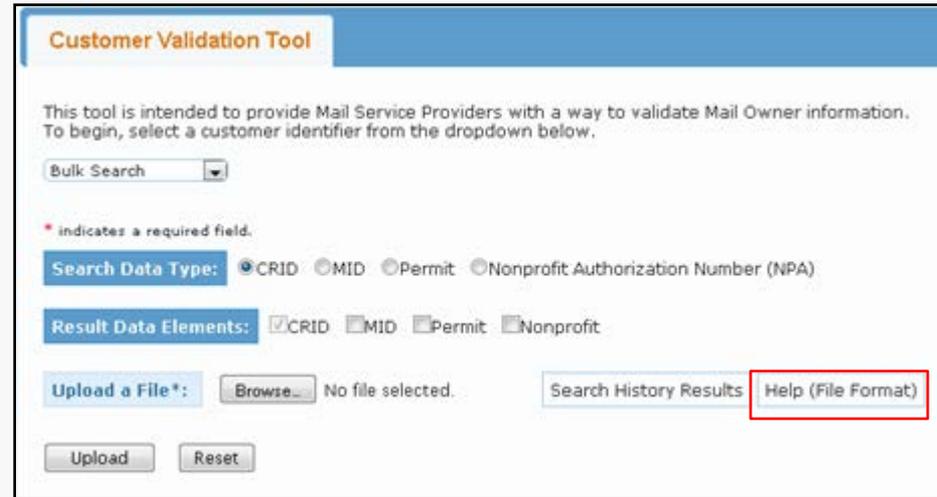
Upload Time	Upload File	Download File
May 24 03:20:24 2014	CRID_bulk_search_input_file_sample.txt	<a href="#">CRID_bulk_search_20140524032024-crid001.xls</a>
May 23 05:26:28 2014	MID_bulk_search_input_file_sample.txt	<a href="#">MID_bulk_search_20140523052628-mid002.xls</a>
May 15 11:15:08 2014	Permit_bulk_search_input_file_sample.txt	<a href="#">Permit_bulk_search_20140515111508-permit003.xls</a>

## ❑ Bulk Search Help:

### ■ Click the Help (file format) button for assistance with:

- Preparing an input file
- Uploading a file
- Downloading an output file

### ■ For example, the Help (file format) button provides instructions on how to create a pipe delimited .txt file



**Customer Validation Tool**

This tool is intended to provide Mail Service Providers with a way to validate Mail Owner information. To begin, select a customer identifier from the dropdown below.

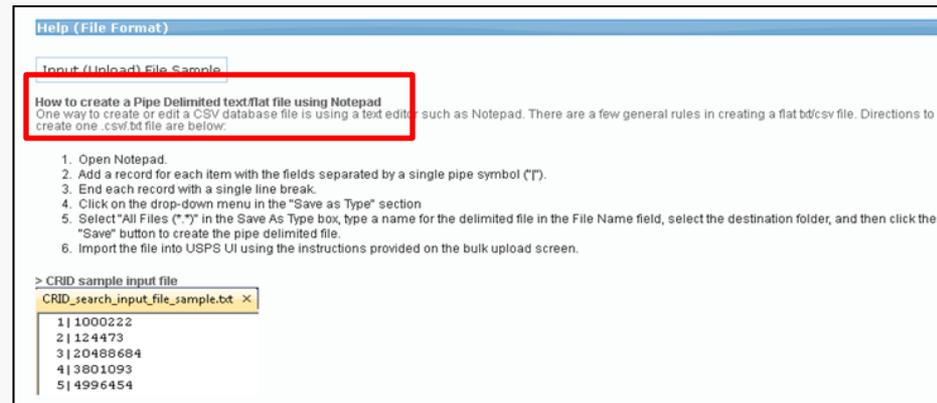
Bulk Search

\* indicates a required field.

Search Data Type:  CRID  MID  Permit  Nonprofit Authorization Number (NPA)

Result Data Elements:  CRID  MID  Permit  Nonprofit

Upload a File\*:  No file selected.



**Help (File Format)**

**How to create a Pipe Delimited text.flat file using Notepad**  
One way to create or edit a CSV database file is using a text editor such as Notepad. There are a few general rules in creating a flat flat/csv file. Directions to create one .csv file are below.

1. Open Notepad.
2. Add a record for each item with the fields separated by a single pipe symbol ("|").
3. End each record with a single line break.
4. Click on the drop-down menu in the "Save as Type" section.
5. Select "All Files (\*.\*)" in the Save As Type box, type a name for the delimited file in the File Name field, select the destination folder, and then click the "Save" button to create the pipe delimited file.
6. Import the file into USPS UI using the instructions provided on the bulk upload screen.

> CRID sample input file

CRID\_search\_input\_file\_sample.bt x

```
1|1000222
2|124473
3|20488684
4|3801093
5|4996454
```

## ❑ Permit Information Report:

- Fields have been added for the ZIP where the Permit is held and the Permit status

Permit Number: 77050000 \*

Permit Type: MR \*

City where Permit is Held: WASHINGTON \*

State where Permit is Held: DC \*

*Enter a Permit to retrieve the associated Account Number, CRID, and business address.*

**Permit Information Search Results**

<b>Account Number:</b>	
<b>Permit Number:</b>	77050000
<b>Permit Type:</b>	MR
<b>ZIP where Permit is Held:</b>	202600846
<b>Permit Status:</b>	ACTIVE
<b>CRID:</b>	20500442
<b>Company Name:</b>	FEDEX SMARTPOST

## ❑ Nonprofit Report:

- Added columns for Nonprofit address/status information in search results

Displays NPA status: Authorized, Revoked, Denied, or Pending

Nonprofit Search Results															
<p><b>NOTE:</b> While a nonprofit authorization number may be associated with more than one CRID, multiple CRIDs may indicate a data quality issue. If you think the data you are seeing is incorrect, contact the PostalOne! Help Desk at (800)522-9085 or at postalone@usps.gov.</p>															
3 items found, displaying all items.															
1															
CRID	Company Name	Address Line 1	Address Line 2	City	State/Province	ZIP+4	NPA Number	NPA Name	NPA Address1	NPA Address2	NPA City	NPA State/Province	NPA ZIP+4	NPA Status	Date of NPA Status
20515842	B523F0 NP NY LLAMA LODGE HQ	184 JAY ST		ALBANY	NY	12210-1808	1000237	B523F0 NP NY LLAMA LODGE HQ	184 JAY ST		ALBANY	NY	122101808	AUTHORIZED	2013-05-06 00:00:00
20514474	B523F0 NONPROFIT CHURCH TEMPLE 01	901 D ST SW STE 201		WASHINGTON	DC	20024-2130	CRID has no Nonprofit Authorization Number								