

DAT-MAIL[™]



Palletization Guide

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ABOUT THIS GUIDE

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REVISION HISTORY

This section contains a list of any significant changes that were made from the previously published version of this Guide, including a brief description of the change, the type of change made (i.e. Revision, New, or Deletion), a link to the location in the Guide where the change occurred, and any pertinent details relating to the change.

CHANGE	TYPE	LOCATION IN GUIDE	DETAIL
Added section	New	OVERVIEW	Added section to provide an overall look at what the Palletization Module is and what it does.
Added section	New	WHY USE DAT-MAIL'S PALLETIZATION MODULE	Added section to provide important reasons for using the Palletization Module.
Revised section	Revision	<u>Standard/Periodical/Package</u> <u>Mailings</u>	Added information about the various settings and options available in each of the six, coinciding plans for this mail type.
Added section	New	Creating A Palletization Plan	Added instructions on how to create a Palletization Plan.
Added Section	New	Running A Palletization Plan	Added instructions on how to run a Palletization Plan on a Mail.dat file.
Added Section	New	PALLET TRACKING DATABASE	Added information about the Pallet Tracking Database.

TABLE OF CONTENTS

ABOUT THIS GUIDE	2
CONTACT INFORMATION	2
REVISION HISTORY	3
TABLE OF CONTENTS	4
BEFORE YOU BEGIN	5
SYMBOLS YOU SHOULD KNOW	5
REQUIREMENTS	5
OVERVIEW	5
WHY USE DAT-MAIL'S PALLETIZATION MODULE	6
PALLETIZATION	7
VIEW THE LOOSE CONTAINERS	7
PALLETIZATION BY MAILING TYPE	8
Standard/Periodical/Package Mailings	9
PLAN #1: COURTESY BY PRODUCTION SEQUENCE	
PLAN #2: COURTESY BY ENTRY POINT	
PLAN #3: USPS SORTED	
PLAN #4: PRODUCTION PALLET BY ENTRY POINT	
PLAN #5: COPAL COURTESY PALLET	15
PLAN #6: USPS SORTED COPAL	
First Class (FC) Mailings	
PLAN #1: FIRST CLASS COURTESY	
PLAN #2: USPS SORTED FC	
PLAN #3: CSA PALLETIZATION FC	
DELETING & SPLITTING PALLETS	
How To Delete A Pallet	
How To Split A Pallet	24
Creating A Palletization Plan	27
Running A Palletization Plan	
PALLET TRACKING DATABASE	
SETUP	
USING THE PALLET TRACKING DATABASE	
PALLET SHIPPING REPORT	

BEFORE YOU BEGIN

SYMBOLS YOU SHOULD KNOW

The following symbols appear throughout this document:



Where displayed, this Information icon denotes important information regarding the subject matter at hand. The information is intended to provide helpful hints, references to other locations in the document to help further understanding about the current subject-matter, and/or include special requirements pertaining to specific subject-matter. It is important that the information provided be read and thoroughly understood before proceeding.



Where displayed, this Attention icon is intended to make the reader take special notice as the information provided is critical in nature to the subject matter at hand. It is not intended to lessen the importance of the information provided with the Information icon noted above; but to bring additional attention in situations of extreme necessity.



Where displayed, this Troubleshooting icon denotes helpful hints and tips for the subject matter at hand. The information in the troubleshooting tip is intended to provide helpful hints and resolutions for some of the more common issues that can occur during operation.

REQUIREMENTS

The requirements to be able to perform the functions documented in this Guide are as follows:

- DAT-MAIL[™] software must be installed installed and registered on the server and then any workstations (if applicable); and
- DAT-MAIL's Palletization Module must be enabled.

OVERVIEW

The DAT-MAIL Palletization Module creates 'mother pallets' which are pallets that hold sacks and trays. It does not palletize flats or bundles of flats directly onto a pallet. This must be done by a presort program.

When running the Palletization Module you have options to palletize only mail that is not already on pallets, or repalletize an entire job. You can also palletize each segment individually (each segment is

Before You Begin

usually a separate production run or presort) or palletize across all segments (usually done for copalletization).

This Palletization Module is NOT designed as a replacement for your presort program's palletization option. A presort program's palletization routines can palletize flats on pallets and can also change the production sequence of the mail in pallet order, so that pallets can always be built as mail comes off the production line. Creating USPS[®] sorted pallets with this module can require you to stage multiple pallets at the same time since an unpalletized file may not be produced in pallet sequence. This is not a problem for mailers who co-palletize nor mailers who produce a job on multiple production lines who often find themselves in this situation.

The DAT-MAIL[™] Palletization Module is designed to be a supplement to a presort program's palletization program by creating what was formerly known as 'courtesy pallets' for all loose trays and sacks that are left over after the presort program's palletization program is done. It can also be used to create USPS sorted pallets for non-palletized Mail.dat files that come from outside vendors.

Another important use for this module is co-palletizing multiple jobs or versions together by merging the Mail.dat files for such jobs and versions, then running the palletization program across segments. This will reduce the number of total pallets you create, and maximize the cost-effectiveness of drop shipping. The challenging aspect of co-palletizing is the logistics of combining sacks or trays from different production runs without the necessary labor costing you more than is saved.

Most palletization options can be run automatically at the end of the import process, so that you can easily enjoy the benefits of this program without changing your standard operating procedures. The option to create USPS sorted pallets cannot be run automatically, because you have to run Quick Plan or Planalyzer after the palletization is complete.

WHY USE DAT-MAIL'S PALLETIZATION MODULE

Some very important reasons to use DAT-MAIL[™]'s Palletization Module include, but are not limited to:

- Palletization ensures that all mail is electronically represented on pallets within a Mail.dat, which can be passed to USPS *PostalOne*![®];
- Palletized mail is easier to transport and track using the USPS FAST system;
- By electronically representing all of your mail on pallets, you can use DATMAIL to print barcoded pallet placards and skid sheets for every pallet;
- The Sack/Trays on Pallet Reports can provide concise instructions to your shop floor for producing the pallets. If you are co-palletizing, the Copalletization Breakout Report will show you the make-up of each pallet by original job; and
- DAT-MAIL[™] features a Pallet Tracking Database that crosses all jobs which will provide valuable reporting and eventually provide the basis of some exciting new capabilities. In order for any of these reports or features to be useful, all mail has to be represented on pallets, and all pallets must carry our system generated UCID.

PALLETIZATION

This section of the Guide provides descriptive and 'how to' information regarding using the Palletization Module within DAT-MAIL.

VIEW THE LOOSE CONTAINERS

To view the loose containers that can be palletized, perform the following:

- Within DAT-MAIL, launch the Advanced Navigator by selecting a job from the Jobs List;
- In the Advanced Navigator, click the **Palletize** button located in the vertical menu on the right side of the screen;

estination Facility	types	Planabyzer
Туре	Pieces	r sanary zer
NDC Origin	8,046 461	Apply Mass Update
		Convert Job To Logical
		Palletize

If the PALLETIZE button is not visible in the vertical menu, click the customization icon in the top right corner of the screen and make sure the PALLETIZE button is selected to be displayed.

×	Advanced Navigator Settings	×
	Button Location	Scope:
10G Tags 3002	Vertical Panel	Global
	Select buttons to appear on bars	
	Available Options:	Using Options in Order:
	SEPARATOR> Postioning	Check for Pending Actions
	Paletize) Offault	Downgrade to Basic Service
	Center O Center	C
	Wew Manfest O Spread	Scan IMTL Codes
		Export To Tagger
	Add 🗢	<> SEPARATOR>
	<- Remov	Planalyzer
		Convert Job To Logical
		N
	Use Defaults	Save as Global Cancel

• The *Mother Pallet View* screen will display. All the available loose containers that can be palletized will be listed;

Palletization

Palet D Unique
Pallet View - 37462v32 37462v32 X Related Reports Utilities Help Assign CSA Paletize einduction Pallet Count Image: Count Im
Pallet ID Unique
hange <u>D</u> elete
Containers to Pallet
í

PALLETIZATION BY MAILING TYPE

This section of the Guide explains the individual palletization plans available through Window Book's Palletization Module for the different mail types (i.e. Standard/Periodicals/Packaging and First Class mailings).

Standard/Periodical/Package Mailings

To create one or multiple pallets for Standard, Periodical or Package mailings, use the 'Palletize' option on the top of the *Mother Pallet View* screen.

	Assign CSA	Palletize	eInduction Pallet Count	0	1 41 X	Tag by Range		Tags X
ry Point <u>P</u>	Pallet ID		Recalculate elnduction	Pallet Count				
Entry Po	int Entry Facility	1	eInductio	n Seg ID S	egment Description	Pallet Grp ID	Pallet ID	Unique

This will open the *Browse the Palletization Plans* screen.

Browse th	ne Palletization Plans					×
by Plan ID						
Plan ID	Plan Type	Segment	Containers	Description	Fin. Sort Lvl	1st Palet #
1 Cou 2 Cou 3 Cou 4 Cou 5 USP 6 Prod 9 Cop 10 USP	tosy by Production Seq tesy by Entry Point tesy by Production Seq tesy by Entry Point 'S Sorted Pallets fuction Pallet by Entry Pt al Courtesy Pallet 'S Sorted - CoPal	Across By Segment Across Across Across Across Across Across	Loose Loose Al Loose Al Loose Loose Al	Actoss / Loose By Segment / Loose By Segment / Loose Actoss / Loose Actoss / Loose Actoss / Loose Actoss / Loose Actoss / Loose Actoss / All	SCF SCF SCF SCF CRAT SCF SCF CRAT	1
<						>
				Select Insert	Change	Delete
					Close	Help

There are six types of plans:

- <u>Courtesy by Production Sequence</u>;
- <u>Courtesy by Entry Point;</u>
- <u>USPS Sorted</u>;
- <u>Production Pallet by Entry Point;</u>
- <u>CoPal Courtesy Pallet</u>; and
- USPS Sorted CoPal.

Palletization

Each plan has various settings and options, which are explained below:

- Segments (choose from):
 - Across: Across all segments treats the entire Mail.dat file as a single mailing. Use this if copalletizing or if your file is 'oversegmented' where there is more than one segment in a qualification, such as one segment per drop ship destination;
 - ~ *By Segment*: To palletize segments individually when each segment is usually a separate mailing and could be mailed separately;
- **Containers** (choose from):
 - ~ *All*: This will wipe out existing Palletization scheme and re-create it for all containers when creating Postal Pallets;
 - Loose: Only palletizes mail not already on pallets. When you select the option to only create Courtesy Pallets, only non-palletized mail is palletized no matter how this is set;
- **Finest Sort Level** (choose from): Carrier Route; 5-Digit; 3-Digit; SCF; NDC (not all palletization plans will have all of these options available);
- First Pallet Number: Allows you to choose a starting pallet for control purposes If you are adding courtesy pallets we recommend setting the starting number high, like 5000, so it does not create duplicate pallet numbers with those already present. If you enter 0, the first number will start where the last existing pallet number leaves off.

You also have the option to Set your pallets for elnduction, Set Accept Misshipped Value to Yes, and Include Origin pallets within certain palletization plans;

- **Minimum/Maximum Weights** (prefilled): Not all palletization plans will have both options available. Not all options within the 'Weights Menu' can be modified;
- Other options might include the ability to:
 - ~ Set USPS Pick Up;
 - ~ Use APC;
 - Skip 3D pallets (an option which allows you to build larer SCF pallets on certain mail types -Window Book recommend activating this option since you are not requried to build 3D pallets. And in most cases, you will create larger, more economical pallets when you create SCF pallets);
 - Do Not Palletize Origin Sacks (if you bedload your origin sacks going to the local post office, check this box – it will not palletize your residual origin sacks);
 - ~ Use FSS Scheme; and Link to Logical Pallets when doing copal;
 - ~ Link to Logical Pallets (when doing copal); and
 - You can select to do Partial Copal and enter your own Origin Zip for the palletization process.

• The Tare Weights are set to a default value, but can be modified if needed.

General	Tare Weights	
	Sacks:	0.1130
	1 Foot Tray:	1.1000
	2 Foot Tray	1.7000
	Emm Tray:	2.1000
	Fit Tray	3.0000
	Pallet Box	24.0000
	Palet:	19.0000
	Large Container:	0.0000
	Other:	0.0000

USPS SORTED PALLETS: The original entry point designations for the containers on these pallets are stripped off and will therefore, require you to run Quick Plan or Planalyzer after your palletization process is complete to assign the appropriate entry points.

COURTESY PALLETS: A Courtesy Pallet is essentially a 'mother pallet' of sacks or trays that did not get palletized in the original presort. These are not truly postal pallets in that there is no pallet presort level defined and these pallets usually do not meet minimums for USPS sorted pallets. Though the USPS officially discourages the use of these pallets, they aid in the effective transport of mail and most transportation companies insist that loose trays and sacks be placed on such pallets. It is very important that these courtesy pallets be marked appropriately. The production sequence option will create a new courtesy pallet every time the entry point changes. If you find that there are too many pallets being created, use the Courtesy Pallet by Entry Point option which will create the same kind of pallet except there will only be one per entry point unless a maximum height or weight is reached.

PLAN #1: COURTESY BY PRODUCTION SEQUENCE

This palletization plan allows you to create courtesy pallets by using your production sequence. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** of your containers or just the **loose** ones. There are a few other options that can be set within this plan as seen below.

			Maximum Weights (Mail plus Tares)
			NDC: 2,200 🔅
Chanoing a Pallet	ization Plan		× SCF: 2,200 ¢
General Tare We	ights	Plan ID: 1	5D/CR-RT: 2,200 (\$
Plan Type:	Courtesy by Pro	duction Seq 🗸 2	USPS Pick Up: Yes No None Use APC Link to Logical Pallet
Description	Across / Loose		
Segments:	Across	Set Pallets for elinduction	Do Not Palletize Origin Sacks
Containers:	Loose	Set Accept Misshipped	
Finest Sort Level	SCF	Value to YES	
1st Pallet Number:		1 Include Origin Pallets	Origin ZIP: 12345
		44 (F) 4530 (F) (F)	1 35

PLAN #2: COURTESY BY ENTRY POINT

This palletization plan allows you to create courtesy pallets by using the Entry Point. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** your containers or just the **loose** ones. There are a few other options that can be set within this plan as seen below.

		Maximum Weights (Mail plus Tares)
Changing a Pallet	ization Plan X	NDC: 2,200 ¢ SCF: 2,200 ¢
General Tare We	ights Plan ID: 2	5D/CR-RT: 2,200 (\$
Plan Type: Description:	Courtesy by Entry Point S	USPS Pick Up: Yes No None.
Segments:	By Segment 👽 🗹 Set Pallets for eInduction	Do Not Pallelize Origin Sacks
Containers:	Loose Set Accept Misshipped	
Finest Sort Level:	SCF Value to YES	
1st Pallet Number:	1 Include Origin Pallets	Origin ZIP:

PLAN #3: USPS SORTED

This palletization plan allows you to create pallets by using the USPS requirements. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** your containers or just the **loose** ones. You can also designate the **Finest Sortation level** you'd like to use. There are a few other options that can be set within this plan as seen below.

		Plan ID: 5	
General Tare We	lights	rand. 3	
Plan Type:	USPS Sorte	d Pallets 🔍 1	
Description:	Across / All		
Segments:	Across	Set Pallets for elinduction	
Containers:	All	Set Accept Misshipped	
Finest Sort Level:	CR-RT	Value to YES	
1st Pallet Number:		1 Include Origin Pallets	
Minimum Weights(NDC:	Mail)	Maximum Weights (Mail plus Tares)	
☑ Weight [Linear Feet	NDC: 2,200 😂	
250 😫	36 ᅌ	SCF: 2,200 🛊	
SCF:		5D/CR-RT: 2,200 🕏	
⊠Weight [Linear Feet		-1
250 🜲	36 🗘	USPS Pick Up: Yes No Nor	e
5D/CR-RT:		Use APC Link to Logical Palle	H.
⊠Weight [🗌 Linear Feet	Skip 3D Pallets	
250 🔄	36 0	Use FSS Scheme	
Partial Copal			
		Ungin ZIP: 12345	
Defaulte		OK Cancel He	lo.

PLAN #4: PRODUCTION PALLET BY ENTRY POINT

This palletization plan allows you to create production pallets by using the Entry Points. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** your containers or just the **loose** ones. There are a few other options that can be set within this plan as seen below.

General Tare We	ights	Fianio: 6
Plan Type:	Production P	Pallet by Entry Pt 😼 4
Description:	Across / Loo	16e
Segments:	Across	Set Pallets for elinduction
Containers:	Loose	Set Accept Misshipped
Finest Sort Level:	SCF	Value to YES
ist Pallet Number:		1 Include Origin Pallets
Minimum Weights (1 NDC: Veight 250 (*) SCF: Veight 250 (*) SD/CR-RT: Veight 250 (*)	1ai) Linear Feet 36 (\$ Linear Feet 36 (\$ Linear Feet 36 (\$	Maximum Weights (Mail plus T ares) NDC: 2,200 SCF: 2,200 5D/CR-RT: 2,200 USPS Pick Up: Yes No None USPS Pick Up: Yes No None Use APC Link to Logical Pallet Do Not Palletize Origin Sacks
Partial Copal		Origin ZIP: 60139

PLAN #5: COPAL COURTESY PALLET

This palletization plan is for copal mailers and logistic companies that do copal. This allows you to create production sequence pallets while ignoring the Entry Points. This will only include trays or flat tubs which have the CSM **Included in other Docs= "I" or "O"** and will change the CSM Container Group ID filed to **"COPAL"**. You can set it to either palletize **all** your containers or just the **loose** ones. There are a few other options that can be set within this plan as seen below.

Adding a Palletizati	on Plan	×
General Tare Weig	Plan ID: 13	
Plan Type: Description: Segments:	Copal Courtesy Pallet 9 Across Set Pallets for ein	duction
Containers: Finest Sort Level: 1st Pallet Number:	Loose Set Accept Missh SCF Value to YES 1 Include Origin Pal	pped lets
	Maximum Weights (Mail plus Tares NDC: 2,200 (s) SCF: 2,200 (s) 5D/CR-RT: 2,200 (s) USPS Pick Up: Yes Use APC Link to Do Not Palletize Origin S	No None Logical Pallet
	Origin ZIP:	
Defaults	0K Cancel	Help

PLAN #6: USPS SORTED COPAL

This palletization plan requires the use of our freight planner once done. This allows you to put AADC, MxADC, and MXAADC containers on a pallet. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. There are a few other options that can be set within this plan as seen below.

Plan Type: USPS Sorted - CoPal 6 Description: Across / All Segments: Across / All Containers: All Containers: All Chainers: All Set Palets for elinduction Containers: All Set Palet Number: Image: Set Accept Misshipped Value to YES st Palet Number: Image: Set Accept Misshipped Value to YES st Palet Number: Image: Set Palets (Mail) Veight Linear Feet 250 \$1000000000000000000000000000000000000	General Tare Weig	hts	Plan ID: 10
Description: Across / All Segments: Across Containers: All Containers: All Set Accept Misshipped Finest Sott Level: CR-RT Value to YES 1 Include Drigin Pallets Minimum Weights (Mail) Maximum Weights NDC: 1 Veight Linear Feet 250 (*) 36 (*) SD/CR-RT: Skip 3D Pallets Veight Linear Feet 250 (*) 36 (*) Stip 3D Pallets Do Not Palletize Origin Sacks Minimum Tray Ft: 0 (*) Origin ZIP:	Plan Type:	USPS Sorted	d CoPal 🗸 6
Segments: Across Set Pallets for elnduction Containers: All Set Accept Misshipped Finest Sott Level: CR-RT Value to YES Ist Palet Number: 1 Include Origin Pallets Minimum Weights (Mail) (Mail plus Tares) NDC: 220 \$ 36 \$ Veight Linear Feet SCF: 250 \$ 36 \$ SD/CR-RT: Skip 3D Pallets Veight Linear Feet 250 \$ 36 \$ SD/CR-RT: Use APC Link to Logical Pallet Skip 3D Pallets Do Not Palletize Origin Sacks Minimum Tray Ft: 0 \$ Origin ZIP: Infimum Tray Ft	Description	Across / All	
Containers: All Set Accept Misshipped Finest Sott Levet. CR-RT Value to YES 1st Pallet Number: 1 Include Origin Pallets Minimum Weights (Mail) Maximum Weights (Mail plus Tares) NDC: Veright Linear Feet SD/CR-RT: 2200 (*) Veright Linear Feet Stip 3D Pallets Stip 3D Pallets Skip 3D Pallets Veright Linear Feet Do Not Palletize Origin Sacks Minimum Tray Ft: 0 (*) Origin ZIP: Iminimum Tray Ft: 0 (*)	Segments:	Across	Set Pallets for eInduction
Finest Sott Level: CR-RT Value to YES 1st Palet Number: 1 Include Origin Palets Minimum Weights (Mail) Maximum Weights (Mail plus Tares) NDC: 220 \$ 36 \$ Veight Linear Feet SCF: 2,200 \$ Veight Linear Feet 5D/CR-RT: 2,200 \$ Veight Linear Feet Skip 3D Pallets Stip 3D Pallets Do Not Paletize Origin Sacks Minimum Tray Ft: 0 \$ Origin ZIP: 1	Containers:	All	Set Accept Misshipped
1st Palet Number: 1 Include Origin Palets Minimum Weights (Mail) Maximum Weights (Mail) NDC: (Mail plus Tares) Weight Linear Feet 250 (*) 36 (*) SCF: 2,200 (*) Weight Linear Feet 250 (*) 36 (*) 5D/CR-RT: 2,200 (*) Weight Linear Feet 250 (*) 36 (*) 5D/CR-RT: Use APC Weight Linear Feet 250 (*) 36 (*) Weight Dinear Feet 250 (*) 36 (*) Minimum Tray Ft: 0 (*) 0 (*) Jin ZIP: 0 (*)	Finest Sort Level	CR-RT	Value to YES
Minimum Weights (Mail) NDC: Weight Linear Feet 250 36 SCF: Weight Linear Feet 250 36 SD/CR-RT: Weight Linear Feet 250 36 SD/CR-RT: Weight Linear Feet 250 36 SD/CR-RT: Weight Linear Feet 250 36 SD/CR-RT: Weight Linear Feet 250 36 SD/CR-RT: Maximum Weights SCF: 2,200 SD/CR-RT: Stip 3D Pallets Do Not Palletize Origin Sacks Minimum Tray Ft: 0 Minimum Tray Ft: Minimum Tray Ft: Minimu	1st Pallet Number:		1 Include Drigin Pallets
Weight Linear Feet 250 (*) 36 (*) SCF: 2,200 (*) Weight Linear Feet 250 (*) 36 (*) 5D/CR-RT: 2,200 (*) Weight Linear Feet 250 (*) 36 (*) 5D/CR-RT: Use APC Weight Linear Feet 250 (*) 36 (*) Skip 3D Pallets Do Not Palletize Origin Sacks Minimum Tray Ft: 0 (*) Origin ZIP:	Minimum Weights (M NDC:	ait)	Maximum Weights (Mail plus Tares)
250 (a) 36 (c) SCF: 2.200 (a) Veight Linear Feet 250 (a) 36 (c) 5D/CR-RT: 2.200 (a) Veight Linear Feet 250 (a) 36 (c) SD/CR-RT: Use APC Veight Linear Feet 250 (a) 36 (c) Minimum Tray Ft: 0 (a) Origin ZIP: 0 (a)	🗹 Weight 🛛 🗌	Linear Feet	NDC: 2,200
SCF: 5D/CR-RT: 2,200 € 250 € 36 € □ 5D/CR-RT: 0 □ Weight □ Linear Feet 250 € 36 € □ Weight □ Linear Feet 250 € 36 € □ Weight □ Linear Feet 0 Not Palletize Origin Sacks 0 Noimum Tray Ft 0 € 0rigin ZIP: □	250 🚖	36 \$	SCF: 2,200 🜩
Weight Linear Feet 250 (*) 36 (*) 5D/CR-RT: Use APC Link to Logical Pallet Weight Linear Feet Skip 3D Pallets 250 (*) 36 (*) Do Not Palletize Origin Sacks Minimum Tray Ft: 0 (*) Origin ZIP:	SCF:		5D/CR-RT: 2,200
250 (a) 36 (b) 5D/CR-RT: Use APC Link to Logical Pallet Veight Linear Feet Skip 3D Pallets 250 (a) 36 (b) Do Not Palletize Origin Sacks Minimum Tray Ft 0 (a) Origin ZIP: 0 (a)	🗹 Weight 🛛	Linear Feet	
5D/CR-RT: Use APC Link to Logical Pater Veight Linear Feet Skip 3D Pallets 250 (a) 36 (b) Do Not Palletize Origin Sacks Minimum Tray Ft: 0 (a) Origin ZIP: 0	250 🏚	36 \$	
Weight Linear Feet 250 (a) 36 (c) Minimum Tray Ft: 0 (a) Origin ZIP: 0 (a)	5D/CR-RT:		Chie 20 Ballate
250 36 Minimum Tray Ft: 0 Origin ZIP:	🗹 Weight 🛛	Linear Feet	Do Not Pallatize Origin Sacks
Minimum Tray Ft: 0 🔯 Origin ZIP:	250 🔤	36 0	C DO NOLL GIELES OUT DOCK2
Origin ZIP:			Minimum Tray Ft 0
			Origin ZIP:
	Defaults		OK Cancel Help

First Class (FC) Mailings

To create one or multiple pallets for FC mailings, use the 'Palletize' option on the top of the *Mother Pallet View* screen.

	Assign CSA	Palletize	eInduction Pallet Ci	ount: 0	1 41 XK	Tag by Range		
try Point P	aliet ID		Recalculate einduc	tion Pallet Coun	ŧ			
Entry Po	int Entry Facility	1	einc	luction Seg ID	Segment Description	Pallet Grp ID	Pallet ID	Unique

This will open the *Browse the Palletization Plans* screen.

by Plan ID						
Plan ID	Plan Type	Segment	Containers	Description	Fin, Sort Lvl	1st Palet #
11 USP 12 CSA	<u>Class Courtesy Pallet</u> S Sorted Pallets - FC Palletization - FC	Across Across Across	AI AI AI	Across / Leose Across / All Across / All	SCF	
<		_ 0		Select Inset	Change	Delete

There are 3 types of plans:

- First Class Courtesy;
- USPS Sorted FC; and
- <u>CSA Palletization FC</u>.

Each plan has various settings and options, which are explained below:

• **Description:** a place to identify your Plan for easy reference in the listing;

Palletization

- Segments (choose from):
 - ~ Across: Across all segments treats the entire Mail.dat file as a single mailing. Use this if copalletizing or if your file is 'oversegmented' where there is more than one segment in a qualification such as one segment per drop ship destination.
 - ~ *By Segment:* To palletize segments individually when each segment is usually a separate mailing and could be mailed separately;
- **Containers** (choose from):
 - ~ All: This will wipe out existing Palletization scheme and recreate it for all containers when creating Postal Pallets;
 - ~ *Loose: O*nly palletizes mail not already on pallets. When you select the option to only create Courtesy Pallets, only non-palletized mail is palletized no matter how this is set.
- **Finest Sort Level** (choose from): Carrier Route; 5 Digit; 3 Digit; SCF; or NDC (not all palletization plans will have all these options available);
- **First Pallet Number**: Allows you to choose a starting pallet for control purposes. If you are adding courtesy pallets we recommend setting the starting number high, like 5000, so it does not create duplicate pallet numbers with those already present. If you enter 0, the first number will start where the last existing pallet number leaves off.
- You also have the option to *Set your pallets for elnduction* and *Set Accept Misshipped Value to Yes* within certain palletization plans;
- Maximum Weights (prefilled): Not all options within the 'Weights Menu' can be modified;
- Other options might include:
 - ~ Set USPS Pick Up;
 - ~ Use APC;
 - Do Not Palletize Origin Sacks (if you bedload your origin sacks going to the local post office, check this box. It will not palletize your residual origin sacks);
 - ~ Link to Logical Pallets (when doing copal); and
 - You can also select to do *Partial Copal*, *Set Cont Group to Copal* and enter your *Origin Zip* for the palletization process.

• The Tare Weights are set to a default value, but can be modified if needed.

General	Tare Weights	
	Sacks:	0.1130
	1 Foot Tray:	1.1000
	2 Foot Tray	1.7000
	Emm Tray:	2.1000
	Fit Tray	3.0000
	Pallet Box	24.0000
	Palet:	19.0000
	Large Container:	0.0000
	Other:	0.0000

PLAN #1: FIRST CLASS COURTESY

This palletization plan allows you to create courtesy pallets. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. There are a few other options that can be set within this plan as seen below.

General	Tare Weight	s	Plan I	D: 7	
Plan Type:	1	First Class Cour	tesy Pallet 🔍	5	
Description		Across / Loose]	
Segments:		By Segment	Set P.	allets for eInduct	tion
Containers:	1	Loose	Set A	ocept Misshippe	d
Finest Sort L	evel:		Value	to YES	
1st Pallet Nu	mber:		1		
			— Maximum Wei (Ma	ghts ail plus Tares)	
			Origin:	2,200 🖨	
			SCF:	2,200 \$	
			5D/CR-RT:	2,200 💠	
			USPS Pick Up:	Yes No	None
			Use APC	🗌 Link to Logi	cal Pallet
			Do Not Palle	atize Origin Sack	8
🔲 Partial C	Copal				
			Origin ZIP:		

PLAN #2: USPS SORTED FC

This palletization plan allows you to create pallets by using the USPS requirements. You can either create the pallets **by segment** or **across all segments** allowing for multiple segments to be on one pallet. You can also set it to either palletize **all** your containers or just the **loose** ones. You can also designate the **Finest Sortation level** you'd like to use. There are a few other options that can be set within this plan as seen below.

General	Tare Weigh	ts	Plan ID: 11
'lan Type:		USPS Sort	ed Pallets · FC 🔍 7
escription)		Across / Al	I
legments:		Across	Set Pallets for eInduction
Containers:		Al	Set Accept Misshipped
inest Sort	Level:	SCF	Value to YES
st Pallet N	umber:	_	1
			Maximum Weights (Mail plus Tares) 2.200 (\$) SCF: 2.200 (\$) SD/CR-RT: 2.200 (\$) USPS Pick Up: Yes No Nane Use APC Link to Logical Pallet Do Not Palletize Origin Sacks
] Partial	Copal		Origin ZIP:

PLAN #3: CSA PALLETIZATION FC

This palletization plan allows you to create pallets based on the USPS Zip code schemes and the specified separation as stated in the mailers' CSA (Customer Service Agreement) with the USPS. You must provide the CSA CSV file location. The CSA CSV file is generated by the USPS and may be downloaded from the Facility Shipment and Tracking System (FAST) website. There are a few other options that can be set within this plan as seen below.

Changing a Palletiz	ation Plan	>
General Tare Weig	hts	Plan ID: 12
Plan Type:	CSA Palletizati	on - FC 🚽 8
Description:	Across / All	
Segments:	Across	Set Pallets for eInduction
Containers: All		Set Accept Misshipped
Finest Sort Level:		Value to YES
1st Pallet Number:		1
 Use existing separa Do not update CSA Assign Separations do not retain Pall 	tion numbers Agreement ID only. ets	(Mail plus Tares) 2,200 ♀ SCF: 2,200 ♀ SD/CR-RT: 2,200 ♀ USPS Pick Up: Yes No None Use APC □ Link to Logical Pallet □ Set Cont Group to COPAL □ Do Not Palletize Origin Sacks
Partial Copal		Minimum Tray Ft 🛛 0 🕼
CSA CSV File Locati	on	Origin ZIP:
C:\WB\MDV\165170	07_FPP.CSV	

DELETING & SPLITTING PALLETS

The following sections illustrate how to delete and split pallets from within the *Mother Pallet View* screen.

How To Delete A Pallet

To delete a pallet within the *Mother Pallet View* screen, perform the following:

- 1. Within DAT-MAIL, launch the Advanced Navigator by selecting a job from the Jobs List;
- 2. In the Advanced Navigator, click the **Palletize** button located in the vertical menu on the right side of the screen;

esunation raciity	types	Planalyzer
Туре	Pieces	
NDC Origin	8,046	Apply Mass Update
		Convert Job To Logical
		Palletize

If the PALLETIZE button is not visible in the vertical menu, click the customization icon in the top right corner of the screen and make sure the PALLETIZE button is selected to be displayed.



3. The *Mother Pallet View* screen will display. The available pallets that can be deleted will be listed.

Assign CSA	Palletize	eInduction Palk	st Count:	0	~ ~	🖌 🔆 Taj	g t
t D		Recalculate el	nduction Pa	llet Coun	it		
Entry Facility			eInduction	Seg D	Segment Des	cription	P
SCF MCALLE	0, IL 60808 N, TX 785			0001	BATCH:032 BATCH:032	37462v32-Bra 37462v32-Bra	
	Assign CSA t D Entry Facility NDC CHICAGE SCF MCALLE	Assign CSA Palletize t D Entry Facility INDC CHICAGO, IL 60908 SCF MCALLEN, TX 785	Assign CSA Palletize elinduction Palletize elinduction Palletize elinduction Palletize el Recalculate el Recalc	Assign CSA Palletize eInduction Pallet Count t D Recalculate eInduction Pa Entry Facility eInduction NDC CHICAGO, IL 60808 SCF MCALLEN, TX 785	Assign CSA Palletize eInduction Pallet Count: 0 t D Recalculate eInduction Pallet Cour Entry Facility eInduction Seg D NDC CHICAGO, IL 60008 SCF MCALLEN, TX 785 0001	Assign CSA Palletize eInduction Pallet Count 0 ✓ ✓ t D Recalculate eInduction Pallet Count Entry Facility eInduction Seg D Segment Des NDC CHICAGO, IL 60808 0001 BATCH-032 SCF MCALLEN, TX 785 0001 BATCH-032	Assign CSA Palletize eInduction Pallet Count 0 V V Ta t D Recalculate eInduction Pallet Count Entry Facility eInduction Seg D Segment Description INDC CHICAGO, IL 60808 SCF MCALLEN, TX 785 0001 BATCH:032 37462v32-Bra

You can then select the pallet or pallets you wish to delete by using the single checkmark (select pallet first) or double checkmark (to select all);

3	Assign CSA	Palletize	einduction Pallet	t Count:	0	1 4	7 -XK			
Entry Point	Palet ID		Recalculate eln	duction Pa	llet Cour	t				
try	Point Entry Facility	Sec 20001	e	Induction	Seg ID	Segment Des	cription			
	NDC CHICAG	0, IL 60808 N. TX 785			0001	BATCH:032 BATCH:032	37462v328 37462v328			
4.	Once you se Delete butte	elect the one on;	es you'd like to	delete	e, clic	k the)nsert	Change	Delete

Solt Palet Assion Containers to Palets

When the **Delete** button is clicked note that the pallet(s) disappear and the containers are listed in the 'Available (loose) Containers' tab.

Mother P	Pallet View - 37462 Related Report	v32 37462V32 N. Utilities H	lein								>
	Assign CSA	Palletize	eInduction Pall	et Count:	0	4	4	*	Tag by Rang	je 📰	Tags 3602
Entry Point	Palet D	n fa	Recalculate el	nduction Palle	t Count	3					
Entry P	Point Entry Facility			elnduction §	Seg ID S	iegment l	Descrip	ption	Paliet Gr	D Palet 10	Unique (
14 44 4	2 2 22 22	<									>
Create Sit	bling Records (Logic	al Pallets Only)	Link to Logical Pallets						Insert	Shange	Delete
Containers (On Selected Palle	Available (loose)	Containers] Split Pi	allet 🗌 Ass	sign Containe	rs to Pallets
Ctnr Zip 740 741	Cont ID Seg ID 000037 0001 000038 0001	Ctnr Grp ID	Pieces Siblin 3 1	gs Containe 1' Tray 1' Tray	r						î

Palletization

How To Split A Pallet

To split a pallet within the *Mother Pallet View* screen, perform the following:

- 1. Within DAT-MAIL, launch the Advanced Navigator by selecting a job from the Jobs List;
- 2. In the Advanced Navigator, click the **Palletize** button located in the vertical menu on the right side of the screen;

Туре	Pieces	Planalyzer
NDC Origin	8,046	Apply Mass Update
		Convert Job To Logical
		Palletize

If the PALLETIZE button is not visible in the vertical menu, click the customization icon in the top right corner of the screen and make sure the PALLETIZE button is selected to be displayed.

Advanced Navigator Settings Button Location Vetical Panel	Scope: Global
Select buttons to appear on bars Available Options: Construction SEPARATOR Pateloci New Manfest AWAM Post-Import process	Liang Options in Order: Postioning Check for Pending Actions O Default Downgrade to Basic Service O Center Spread Spread Import Siblings Add -> SepARATOR
Use Defaults	Save as Global Cancel

3. The Mother Pallet View screen will display. The available pallets that can be split will be listed;

3	Assign CSA	Palletize	eInduction Pallet C	ount	0	× ×	∀ X	Tag t
Entry Point Pall	et ID		Recalculate elndu	ction Pa	llet Cour	ıt		
Entry Point	Entry Facility		eind	Suction	Seg D	Segment Des	cription	P
60808	NDC CHICAG	O, IL 60808			0001	BATCH:032	37462v32-B	ra
785	SCF MCALLE	N, TX 785			0001	BATCH-032	37462v32B	ira

4. Select a pallet to split by using the single checkmark (select pallet first) option. Once you select the pallet, check the "Split Pallet" box;

Entry Post	Entry Facility	ei	induction	Seg ID	Segment Des	cription	Paliet Grp D	Pallet ID	Unique
60808	NDC CHICAGO, L. 60808			0001	BATCH:032	37462v32Bra	- Wi	000002	RTC1P00
785	SCF MCALLEN, TX 785			0001	BATCH:032	37462v32Bra		000001	RTC1P0
4 44 4 ?		Link to Logical Datate		10 - 11 1			and Ch	2000) Dalata

5. The screen will update so that containers can be selected and moved from the current pallet, across to the 'New Pallet Record Containers' section of the screen (i.e. to the new pallet), using the right-facing arrow (to move a container from the new pallet back to the original pallet, select the container and click the left-facing arrow);

_		Assigne	ed Containers								Nev	v Pallet	Record Conta	iners	
Cont ID 000002 000028 000033 000034	Seg ID 0001 0001 0001 0001	Ctnr Grp ID	Pieces 3 303 97 1	Siblings	Cthr Les A MxAADi MxAADi MxAADi 3D Pres	**	Cont	D	Seg	1	Ctnr (àrp ID	Pieces	Siblings	Container
000035	0001 0001 0001 0001		302 31 1 2		MXAAD 3D Barc 3D Barc 3D Barc 3D Barc	*									
4 44 4	7 1 1	► FI <			> Y		4 44	•	?)	>>	•	<			

Palletization

6. Once the selected containers have been moved, click the **Apply** button;

Cont ID Seg ID Ctnr Grp ID Pieces Siblings Ctnr Level 000037 0001 3 3D Barcode 00002 0001 3 1' Tray 000038 0001 1 3D Barcode 44 000028 0001 97 1' Tray 000041 0001 1 3D Barcode 44 1' Tray 1' Tray 000041 0001 1 3D Barcode 4'' 1'' Tray 1'' Tray 000041 0001 1 1''' Tray 000030 0001 1'''' Tray 000041 0001 14''' 1''''''''''''''''''''''''''''''''''''	umber of C	ontainers	: 5				Number of	Container	s: 6	100	_	5
Cont ID Seg ID Ctnr Grp ID Pieces Siblings Ctnr Level 000037 0001 3 3D Barcode 000002 0001 3 1' Tray 000038 0001 1 3D Barcode 000028 0001 303 2' Tray 000024 0001 1 3D Barcode 000028 0001 303 2' Tray 0000241 0001 1 3D Barcode 1' Tray 1' Tray 1' Tray 0000241 0001 1 123 MxAADC 000036 0001 302 2' Tray	14 44 4	7 + +	⊁н <		>		14 44 4	7 1	н К			
Cont ID Seg ID Ctnr Grp ID Pieces Siblings Ctnr Level 000037 0001 3 3D Barcode 000002 0001 3 1' Tray 000038 0001 1 3D Barcode 000028 0001 303 2' Tray 000040 0001 2 3D Barcode 000033 0001 97 1' Tray 000040 0001 1 3D Barcode 000033 0001 97 1' Tray 000041 0001 143 MxAADC 00001 8 1' Tray 000054 0001 303 2' Tray 302 2' Tray						**				2005	_	
Cont ID Seg ID Ctnr Grp ID Pieces Siblings Ctnr Level Cont ID Seg ID Ctnr Grp ID Pieces Siblings Ctnr Level Cont ID Seg ID Ctnr Grp ID Pieces Siblings Containe 000037 0001 3 3D Barcode 000022 0001 303 2' Tray 000039 0001 2 3D Barcode 000033 0001 97 1' Tray 000040 0001 1 3D Barcode 000034 0001 1 1' Tray	000041	0001		143	MxAADC	-	00003	5 0001		302		1' Tray 2' Tray
Cont ID Seg ID Ctnr Grp ID Pieces Siblings Ctnr Level Cont ID Seg ID Ctnr Grp ID Pieces Siblings Containe 000037 0001 3 3D Barcode 000002 0001 3 1' Tray 000038 0001 1 3D Barcode 4 000028 0001 303 2' Tray 000038 0001 2 3D Barcode 4 000038 0001 303 2' Tray	000040	0001		1	3D Barcode		00003	4 0001		1		1" Tray
Cont ID Seg ID Ctnr Grp ID Pieces Siblings Ctnr Level Cont ID Seg ID Ctnr Grp ID Pieces Siblings Containe 1 000037 0001 3 3D Barcode 00002 0001 3 1' Tray	000038	0001		1	3D Barcode 3D Barcode	44	H 00002	8 0001		303		2' Tray
Cont ID Seg ID Chrir Grp ID Pieces Siblings Chrir Level Cont ID Seg ID Chrir Grp ID Pieces Siblings Containe	000037	0001	100000-2003	3	3D Barcode		00000	2 0001	3070702055005	3	1000	1º Tray
	Cont ID	Seg ID	Ctnr Grp ID	Pieces S	Siblings Ctnr Level		Cont E	Seg D	Ctnr Grp ID	Pieces	Siblinos	Container

The screen will update, and the new pallet DAT-MAIL created that includes the selected containers will be visible.

31	Assign CSA	Palletize	ein	duction Pall	et Count:	0	×	# *K	Та	g by Range		Tag
Entry Point	Pallet ID		Re	calculate el	nduction Pa	llet Cour	t 🗌					
Entry P	NDC CHICAGO	D, L. 60808 D, L. 60808			eInduction	Seg ID 0001 0001	Segment De BATCH:032 BATCH:032	scription 37462\ 37462	(32Bra (32Bra	Pallet Grp	D Pallet ID 000002 000046	Un RTC RTC
It It It	? ► ► ► ►	< al Pallets Only)	Link to Log	ical Pallets			1		.)	nsert	<u>C</u> hange	Dek
Containers o	n Pallet: 000046 🛛	vailable (loose)	Containers					🗌 Spill	Pallet	🗌 Assig	gn Container	s to F
Cont ID 5 000002 0 000028 0 000033 0 000034 0	eg D Ctnr Grp D 001 1001 1001 1001	Pieces 3 303 97 1	Siblings Ct M M 30	inr Level xAADC xAADC xAADC xAADC) Presort	Ctnr Zip 75197 75197 75197 747	Con 1' Tr 2' Tr 1' Tr 1' Tr	tainer T 'ay 'ay 'ay 'ay	ruck No.	Reserv	vation No.	In-Home De 9/30/20 9/30/20 9/30/20 9/30/20	016 016 016 016
000035 0	1001	8 302	M	xAADC xAADC	75197 75197	1'T	ay ay		t -		9/30/20 9/30/20	016

Creating A Palletization Plan

Before you can apply palletization, you must create at least one Palletization Plan that will determine how pallets will be created. Creating a Palletization Plan is done through the Palletization module.

There are two ways to access the Palletization Module: either through the 'Toolbox' menu from DAT-MAIL's main screen; or the <u>Advanced Navigator</u> once a job is selected for palletization.

Through the Toolbox menu:

In Datmail, select the 'ToolBox' menu, and then the 'Palletization' option;





This will open the Palletization Module. From the 'File' menu, you can perform the Palletization Setup (i.e. setup palletization import options) and the Printer Setup.

Selecting the 'Palletization Setup' menu displays the *Palletization Setup Options* screen. You can set the program to *Auto Palletize On Import* and you can *Select your Default Palletization Plans* for Standard, First Class, and Periodicals.

ort Options	
Auto palletize on Import	
Select Default Standard Palet Plan	
Selected Plan;	
Select Default First Class Pallet Plan	
Selected Plan:	
Select Default Periodicals Pallet Plan	
Selected Plan:	

Palletization

Selecting the 'Printer Setup' menu displays the *Print Setup* screen. The printer will automatically default to what was designated in the DAT-MAIL Editor printer settings.

Name	HP Photosmart Plus	B210 series (Network)	Properties
Status: Type: Where:	Ready HP Photosmart Plus CN18H3N0Z805J9	B210 series	
Paper		Orientz	tion
Size:	Letter	×	Portrait
Source:	Main Tray	A	○ Landscape

Clicking the 'Select MailDat File' menu will display the *Mail.dat Files Listing* screen, which allows you to view the current Mail.dat files that are in DAT-MAIL.

Job Number by Import Date	by Last Accessed By In	Home Delivery I)ate by Approver Ventied	First Mail Date d	by Job II) by Historic	al Job ID by	Job Name	by Client		
P1 Job Number	Job Nar	ne	Rev.	Simut Status	Tag P Palets	hint Status Tzaus/Sacks	Class	Ca	ategory T	otal Piece	Pen
000001_014498 001814-1F_atter 001814-1F_betore 003588-1F 003598-1F_new 00464/394 010317 STD 0C1 014948 022417 STD 0C1 022417 STD 0C1	007 (201 CEN Superi 007 (201 CEN Superi 00001 814-1F 00003568-1F 000003568-1F 000000000000000000000000000000000000	ook 1st Do RRENSBURG (1 1 1 1 1 1 1 1 1 1 2	Released Open Open Open Open Open Open Open Open	NPP NPP NPP NPP NPP NPP NPP NPP NPP NPP	N/P N/P N/P N/P N/P N/P N/P N/P N/P	Standard Standard First Class First Class First Class First Class First Class First Class Standard Standard Standard Standard	Letter Flat Flat Flat Flat Letter Letter Letter Letter		2,21: 5,73 5,73 68 66 1,99 143,01: 6,75 154,47 154,47	8 7 7 8 8 9 0 0 0 0 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5
⊻iew Validation Log A	proved Archive	Delete		Ĺ	Vajidate	View Rgl	eases Ci	ose job	View Import	Log	Select

DAT-MAIL[™] Palletization Guide

Clicking the 'Pallet Parameters' menu displays the *Browse the Palletization Plans* screen. Click the **Select** button to select an existing plan, the **Insert** button to create a new Palletization Plan based on the plan types and options previously discussed, the **Change** button to modify an existing plan, or the **Delete** button to delete an existing/selected plan.

11	R. I	611161	3MA	DOOK (100	
Browse	the Palletization Plans			3.67		and a lot
by Plan ID						
Plan ID	Plan Type	Segnent	Containers	Description	Fin Sort Ly	1st Palet
2 Cc 3 Cc 4 CC 6 Pr 7 Fi 9 Cc 10 US 11 US 12 CS	untery by Entity Point surtery by Production Seq untery by Entity Point SPS Sorted Pallets oduction Pallet by Entity Pt its Class Countery Pallet pail Countery Pallet SPS Sorted - CoPal SPS Sorted - CoPal SPS Sorted - CoPal SPS Sorted - Pallets - FC SA Palletization - FC	By Segment By Segment Across Across Across Across Across Across Across Across	Loose Loose All Loose Loose Loose Loose Loose All All All	By Segment / Loose By Segment / Loose Actoss / Loose Actoss / Loose Actoss / Loose Actoss / Loose Actoss / Loose Actoss / AI Actoss / AI Actoss / AI	SCF SCF CR-RT SCF SCF SCF CR-RT SCF	
Ha						

Through the Advanced Navigator:

In DAT-MAIL, select/open a Mail.dat file for palletization. The Advanced Navigator will display. In the Advanced Navigator, click the **Palletize** button located in the vertical menu on the right side of the screen.

	-		Palletize
]	Origin	6,204	Convert Job To Logical
-11	SCF NDC	74,767 8,629	Apply Mass Update
ě.	Туре	Pieces	Planalyzer
	eInduction Pallet Co	ount 1 Types	
			Export To Tagger
E	Mother Pallets		Scan IMTL Codes
SEG	Trays	15	Import Siblings

If the PALLETIZE button is not visible in the vertical menu, click the customization icon in the top right corner of the screen and make sure the PALLETIZE button is selected to be displayed.

×	Advanced Navigator Settings	×
	Button Location: Vertical Panel	Scope: Global
	Select buttons to appear on bars Available Options: Patistice SEPARATOR O Cent O Cent O View Manifest AWAM Post-Import process Add < Ret	Using Options in Order Chock for Rending Actions Downgrade to Basic Service SEPARATOR Scan IMTL Codes Export To Tagger Comert Job To Tagger Nove Nove Nove Nove Convert Job To Logical
	Use Defaults	Save as Global Cancel

The *Mother Pallet View* screen will display. Click the **Palletize** button.

	A	ssign CSA	- Browners									og og 100113	SU.,		m.	
ntry Poin	t <u>P</u> allet	o 📕			Recalculate el	nduction Pa	let Cour	ŧ.								
Entry	Point E	Intry Facility				elnduction	Seg D	Segmen	nt Descr	iption		Pallet Gr	p 1D	Palet ID	Uni	que
5371	4 1	ADISON WI 53	714			Υ.	0001	THE TIE	BARB	ROCHUR	ε	ORIGIN	A STATE	000034	RTC	120
600		SCE PALATINE.	L 600				0001	THE LE	DAN D	NUCHUN	a.	CUPAL		000033	HIC	190
													- 1			
Creato 1	4 ?) Sibling Re	• • • •	< Palets Orig)	Link to L	ogical Pallets							jnsert	Çha	inge	Delet	े १२
Create t	4 ?) Sibling Ri s on Palk	t 000034 Avi	c Palets Ority) Hable (bose) (Link to L Containers	ogical Paliets				(] Spik	Palet	þisert □ Asi	Qha sign C	inge Container	Deter s to Pr	je iliet
I4 44 Creato 3 ontainers Cont ID 000391 000392 000393 000394 000395 000395	Seg ID 0001 001 001 001 001 001 0001 0001 0	Chr Grp D ORIGN ORIGN ORIGN ORIGN ORIGN ORIGN ORIGN ORIGN	< Palets Only) Palets Cony) Places 278 278 278 278 277 277 277 277 277 277	Link to L Containers Siblings	ogical Pallets Chr Level MxAADC MxAADC MxAADC MxAADC AADC AADC AADC AADC	Cthr Zip 601 601 601 601 140 144 500	Con EMN EMN EMN EMN EMN EMN	tainer A Tray A Tray A Tray A Tray A Tray A Tray A Tray	Truc] Spill k No.	Palet	Insert Asi	Cha sign C	inge Container Home De	Deter) ilet
I4 44 Creato 3 ontainer: 000390 000391 000392 000394 000395 000395 000396	4 7 7 5 Sitting Ri s on Palle Seg ID 0001 0001 0001 0001 0001 0001 0001	the process (Legical records (Legical rf: 000034 Avia ORIGN ORIGN ORIGN ORIGN ORIGN ORIGN ORIGN ORIGN ORIGN ORIGN	Palets Orgy) Palets Orgy) Pleces 278 278 278 278 278 278 277 <	Link to L Containers Siblings	Ogical Pallets	Ctrr Zip 601 601 601 140 144 500 640 640	Con EMN EMN EMN EMN EMN EMN EMN	tainer A Tray A Tray A Tray A Tray A Tray A Tray A Tray A Tray	True] Spill k No.	Palet	Insert Ass	Cha sign C	inge Container Home De	Qeter s to Pi	3 ie A

The *Browse Palletization Plans* screen will display. Click the **Select** button to select an existing plan, the **Insert** button to <u>create a new Palletization Plan based on the plan types and options previously</u> <u>discussed</u>, the **Change** button to modify an existing plan, or the **Delete** button to delete an existing/selected plan.

by Plan ID						
Plan ID	Plan Type	Segment	Containers	Description	Fin. Sort Lvl	1st Pallet #
1 Cot 2 Cot 3 Cot 4 Cot 5 US 6 Pro 7 Fis 9 Cot 10 US 11 US 12 CS	utesy by Production Seq utesy by Entry Point utesy by Entry Point PS Sorted Palets duction Palet by Entry Pi t Class Courtesy Palet pal Courtesy Palet PS Sorted - CoPal PS Sorted Palets - FC A Paletization - FC	Across By Segment Across Across Across Across Across Across Across Across Across Across	Loose Loose Loose Al Loose Loose Loose Al Al Al	Across / Loose By Segment / Loose By Segment / Loose Across / All Across / All Across / All	SCF SCF SCF CR-RT SCF SCF SCF CR-RT SCF	
<		- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10			10 11	
				Select Inseit	Change	Delete
					Close	Help

Running A Palletization Plan

In the *Browse for Palletization Plans* screen, highlight the Palletization Plan you wish to run and click the **Select** button.

L	200220000000			001000000000		
on ID	Plan Type	Segment	Containers	Description	Fin, Sort Lvl	1st Pallet #
2 USPS	Sotted Palets - FC	By Segment	AI	FC USPS Sorted - Loose	SCF	
<				Select	<u>Q</u> hange	Delete

Palletization

The Palletization Parameters review screen will display, giving you the opportunity to review/edit the plan prior to applying it to the selected Mail.dat file.

Any edits made on the this screen are NOT saved to the original plan unless you click the Save Plan button.

Job: 00004732	Name: CLEA	NSED FILE	
Plan Type: First Class Courtesy F	Pallet FC Courtesy P	allets ID:	1
Palletize		Tare Weights	
Segments Contain	ers Finest Sort Level	Sack:	0.1130
By Segment Loose	· ·	1° Tray	1.1000
	Maximum Weights	2" Tray:	1.7000
	(Mail plus Tares)	EMM Tray.	2.1000
	Origin: 2,200	Flat Tray:	3.0000
	SCF. 2.200	Pallet Box	24.0000
	5D/CR-RT: 2,200 +	Pallet	19.0000
	III Line ABC	Large:	0.0000
		Other:	0.0000
	📋 Do Not Palletize Origin Sa	cks 🔄 Link to Logical Pallet	
	Beginning Pallet Number:	5,000 Origin Zip:	
	Maximum Sacks / Pallet	0 Max Height (Dropship)	55.50
Partial Copal		Max. Height: (Origin)	55.50
	USPS Pick Up:	Yes No Nane	

When ready, click the **Palletize** button to run or apply the plan. When complete, the **Defaults** button will change to a **View** button.

😑 Finish	√ Polletize	Undo	C View	🔛 Save Plan
			THE THEFT	

Click the **View** button to see the processed file (you can also click the **UNDO** button to reverse or remove palletization from the selected Mail.dat file).

DAT-MAIL[™] Palletization Guide

The *Browse the MDParent File* screen will display, providing the pallet list. Click the **View Details** button to view more info on a particular pallet.

The *View the MDParent Record* screen will display, providing the details for the pallet selected on the previous screen.

If you would like to see which containers were assigned to the selected pallet, click on the **View List of Containers** button. The *Containers On Pallet* screen will display, providing the container information.

							_	View	the MDP	arent Reco	ord					×
He	D Recurso the	MDDarant	Eile.				~	General								
l Se	m browse the	muParent	riie				^	Discount				Contai	ner Status:			
	by Pallet ID							Disc Sus	ID:		0	#1 5 20	40			
	Parent ID	Pallet ID	DestZip Le	v Copies	Pieces	Weight	^	Log Sue I	D-		429	#26-	dia.			
	803	000001	465 ×	7.7	28 7,72	8 302.16		Directed	b.		423	#258	2K.S:			0
	805	000002	01152 A	È 73	94 7,66	4 302.40	2	Dispatch	NO:			#3 Sad	sks:			0
	806	000004	07097 A	E 8,3	813 8,31	3 325.04	1	Containe	No:		803	1 R MN	Trays:			4
	807	000005	20799 A 32099 A	Ê 70	53 7,75)77 7,07	3 303.14	i	Mother P	allet ID:	000001		2 R MN	f Trays:			39
	809	000007	45900 A	E 8,1	15 8,11	5 317.30	2	Containe	r Dest Zip:	465		2 R MN	Trays (odbr	d):		0
	810	000008	483333 A	E 8,1	49 8,14	9 318.63	ŝ	Containe	Level:	X		2 8 FM	M Trays			-
	812	000010	75199 A	E 7.3	09 7,30	9 285.78	3	Number (16 Conies:		7 729	Elat Te				
-	814	000012	60199 Al	ā 11,1	26 11,12	5 231.41 6 435.03	3		n copies.		7,720	Legion	ayo. I Tanun			
	815	000013	60199 AI	a 11,4	57 11,45	7 447.97	7	Number	Ji Pieces:		7,728	Logica	i i reys.			0
	14 44 4 ?	F FF FI	٤			,	, v	Total We	ight:	30	2.16	Other:				0
					Vi	ew Details		Entry Poi	nt:	465		Pallet:				0
					_	Cle		Facility T	ype:	S		Virtual	Sacks:			0
			⊡ weig	nt		eet		View	1 ia Di C	ontainare				OK	1	Heb
•		CRR	-				00	VICV	- List Of C					01	0000	nep
	10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429 10000429		0001 T 0001 T	760 761 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 776 777 778	T00001 T00002 T00003 T00003 T00004 T00005 T00007 T00008 T00009 T00010 T00011 T00012 T00013 T00014 T00015 T00016 T00017 T00018 T00019 T00020	46514 46530 46530 46530 46530 46530 46530 46530 46530 46544 46544 46544 46545 46545 46545 46545 46556 46556 46601	P P P P P P P P P P P P P P P P P P P	48399 48399 48399 48399 48399 48399 48399 48399 48399 48399 48399 48399 48399 48399 48399 48399 48399 48399	465 465 465 465 465 465 465 465 465 465	467 467 467 467 467 467 467 467 467 467	6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6	803 803 803 803 803 803 803 803 803 803	000001 000001 000001 000001 000001 000001 000001 000001 000001 000001 000001 000001 000001 000001 000001 000001			465 465 465 465 465 465 465 465 465 465
1																
	· · · · · · /							ОК								

When you are ready to apply this palletization plan, click the **Finish** button.



Itease note, certain palletization plans will require you to either run a Quick Plan or the Planalyzer AFTER you palletize.

Attention	nt i	×
A	You must now run Quick Plan or Planalyzer to set these entry p	points.
	ОК	

The *Quick Plan* allows you to set Entry Rules based on where you would like to enter your mail such as NDC, SCF, or Origin. You will use minimums such as lbs or pieces. You will need to enter your Origin Entry Zip.

Entry Rules	Minimum	8							
O NDC Only		Pieces		Pounds		Container	5	Pallets	i.
) NDC/Origin	DDU:	0		0		0		0	¢
SCF/NDC/Origin	SCF:	0		500		0	1	0	1
) FSS/SCF/NDC/Origin	NDC:	0	TRI I	500		0	100 C	0	
DDU/FSS/SCF/NDC/Origin	FSS:	0			Less I		101	D	٠
Enter loose containers at Orig Send Origin Containers Priorit Skip MxNDC pallets (except c Protect Origin Pallets Exclude PR/HIVAK Send non-qualifying Myd traw	jin y Mail Open & ourtesy pallet s/sacks Origin	Distribute s)							
Enter loose containers at Orig Send Origin Containers Priorit Skip MxNDC pallets (except c Protect Origin Pallets Exclude PR/HVAK Send non-qualifying Mxd tray	in y Mail Open & ourtesy pallet s/sacks Origi	Distribute s)							

DAT-MAIL[™] Palletization Guide

The *Use Planalyzer* option allows you to use a designated freight table or tables with preset options to help palletize your mail.

Planalyzer			
O NDC Only	Select Freight Table	10H1352FAM Job:	
SCF/NDC/Origin SS/SCF/NDC/Origin	Shipping Report	Last Ship: / / Fuel S/C: 0.00 Origin ZIP: 604	0% 40
O DDU/FSS/SCF/NDC/Origin	⊻iew Freight Table	Origin Frt: \$0.0	00
Enter loose containers at Origi Send Origin Containers Priority Skip MxNDC pallets (except co Protect Origin Pallets Exclude PR/HVAK Send non-qualifying Mxd trays Auto Calculate Mailee Pote	n Mail Open & Distribute urtesy pallets) Jsacks Origin	Include SCF Palle Exclude NDC Entry p % Origin allowed on Select Copial Table	ts in Copal oint: NDC Pallets:0%
Auto Calculate Maining Date Print Postage Comparison	Maiing Date Settings	Copal Pallets	
		Transportation Scheme None Selected	
Process			Cancel

There are also additional options available with the Quick Plan or Planalyzer as seen above (the available options may vary).

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PALLET TRACKING DATABASE

The Pallet Tracking Database can be updated with the pallet information using the following:

- Existing pallets in your Mail.dat files;
- Pallets created from DAT-MAIL's Palletization Module; and
- Using the Mother Pallet view to manually create pallets.

Most changes made in the Mail.dat file are automatically updated to the related pallet records.

The pallet database currently serves two production purposes:

- It allows mailers to view pallets for a given ship date by entry point across multiple jobs and versions. This eliminates the need to merge Mail.dat files or generate statements in advance. This can be of great importance in evaluating drop ship opportunities, requesting quotes, or writing up purchase orders for freight charges; and
- It provides data across all jobs to the Trailer Assignment program Window Book offers its' Toolbox Clients. This feature will allow mailers to plan trailers and stops or just record trailer and stop information and they can then pass that information back to the Mail.dat files so that statements and 8125's can be generated for each trailer.

SETUP

To setup the Pallet Tracking Database, perform the following:

- 1. From DAT-MAIL's main screen, select 'File' > 'Program Settings' > 'Program Setup'. The *Setup* screen will display;
- 2. Select the 'Pallet Tracking/Intelligent Mail' tab;
- 3. Select (check) the 'Enable Pallet Tracking' option. The 'Generate Unique ID's for pallets' option will be automatically checked for you;

Setup				
Container Tare Weights		Export	Archive	
Import Defaults	Import Defaults Mailer Information		PostalOnel	Statement
Pallet Tracking/Int	teligent Mail	Mainter	nance	Labe
☑ General ☑ Enable	te Unique ID's for Pal Pallet Tracking	lets		

Pallet Tracking Database

4. In the Setup screen, select the 'Mailer Information' tab. Make sure your IDEAlliance User License Code is entered (this is the first four characters of the unique ID for each pallet, so that it is unique across all mailers;

Container Tare We	Export	Archive			Advanced Settings					
Pallet Tracking/Inde	1	Maint			Labeling	g List Validation				
mport Defaults	Mailer Information	Panalyzer	Post	alOnel	Statement Ger		neration	Start Up Options		
Mailer Inform	ation									
<u>M</u> ailer:	Window Boo	, Inc.			Mailer Dun		1			
Address	1: 300 Franklin	s		MD: CRID:		6.62.5 ⁷ 14:21.7				
Address	2									
Сіўу:	Cambridge									
State:	ма Діро	ode: 02133	-					-		
Phone:	((''')) ? ? (*'''))	((17)でてたで、 DEAliance Us					er License Code: VVBLB			
CSAID:										
CSAC	SV File Location	1						1		

USING THE PALLET TRACKING DATABASE

Whenever a Unique Container ID is assigned to a pallet, it creates a record in the new Pallet Tracking Database. These pallets will then be included in the Pallet Shipping Report and can be used in the Trailer Assignment program if you are using the DATMAIL[™] Toolbox.

After you have completed the setup of the database, all new Mail.dat file imports will have Unique Container ID's assigned automatically, as will any Pallets you create using the Palletization Module and any Pallets you manually create (insert) at the Mother Pallet View.

If you would like the Pallets in your existing Mail.dat files to be included in Pallet Tracking Database, and to appear on the Pallet Shipping Report, simply open each Mail.dat file to display the Advanced Navigator. In the Advanced Navigator open the CSM file (i.e. Container Summary View). Click the **Renumber Unique Cont. ID's (Pallets Only)** button located at the bottom of the screen.

🗿 Container	Summary F	ile View											×
Eile Maw	Rejated <u>T</u>	ag Cont	ainers <u>R</u>	eports 🛄	tilities <u>H</u> elp 450	Tog by	Range						Taga 3002
Job No.: 0 Version: 1	10004732 17-2			Job Nami	CLEANSE) FILE							
Container Zip	Container L	evel Co	ntainer (D	Entry Point	Mother Pallet	Contai	ner Grouping	ID Shi	Date Piec	e Count Co	rtainer Type		
Ctor Zip	Cont ID E00001	Seg ID	Contain EMM Tray	er Cin	r Level F	leces C	Palet ID	Sibling	einduction	Truck No.	Reservation No.	In-Home Deliv	Entry Facility Cheonical Trock 45234
										-			,
Pieces legend	- entirel	ly spolled	container	- ps	rtially spolled	containa	r.			Pieces Tag	ged 0		
Renumber Unique Cont. ID's (Pallets Only) Import Siblings						rs A	- 0	De	Delete Tray		ob To Logical		
Renumber Tray/Sack Display ID's with SN Apply Transportation Updates				Create S Create Si	Create Sibling Records (Logical Trays/Sacks Only) Create Sibling Records (Physical Trays/Sacks Only)					Combine Trays Cop Scan MTL Codes Receipt C		opy Origin Line c Container WeightsChange	

PALLET SHIPPING REPORT

The Pallet Shipping Report displays all pallets that are scheduled to ship for a selected date range. This report can be very useful to forecasting transportation needs and enable mailers to save postage and freight.

Minimum freight charges continue to increase and most mailers may not realize just how much this has inflated their freight costs. Avoid minimum charges from freight companies by combining multiple Jobs or Versions on a single freight PO. If the freight company bills from 8125's, you should also create 8125-C's for these mailings. When you request freight costs by Job or Version, you become subjected to freight company minimums by Job and Version. This report helps you overcome that problem by providing the data to create 'consolidated' freight quote requests that span multiple jobs and versions.

You can access this report either through DAT-MAIL Toolbox's Trailer Assignment program or from inside a Mail.dat file off DAT-MAIL's Report Menu.

Run: 1/22/18 11:51AM				Palle		Page: 3				
Entry Point Eacility				Date Range:	1/01/2018	to 1/22/2	2018		2017000-000	
Unique Ctnr. ID	Pallet ID	Gross Wgt	Job		Copies	Pieces		Containers/Packages	Scheduled Ship Date	In Home Date
SCF DV DANIEL	S, NJ 070									
RTC1P00007PJ	000037	704.0727	C010918		10,016	10,016	49 EMM		1/10/2018	1/10/2018
RTC1P00007PK	000038	714.4932	C010918		10,153	10,153	49 EMM		1/10/2018	1/10/2018
Total Count	2 Pallets	1,418.5659			20,169	20,169	98 EMM			
SCF NNJ METR	O, NJ 076									
RTC1P00007PL	000039	765.8946	C010918		10,864	10,864	49 EMM		1/10/2018	1/10/2018
Total Count	1 Pallets	765.8946			10,864	10,864	49 EMM			
BELLMAWR NJ	08031									
RTC1P00007OJ	000001	483.3347	C010918		6,826	6,826	29 EMM		1/10/2018	1/10/2018
RTC1P00007OL	000003	181.3915	C010918		2,457	2,457	10 EMM		1/10/2018	1/10/2018
RTC1P00007OM	000004	203,7557	C010918		3,098	3,098	13 EMM		1/10/2018	1/10/2018
RTC1P00007ON	000005	222.0549	C010918		3,144	3,144	14 EMM		1/10/2018	1/10/2018
Total Count	4 Pallets	1,090.5368			15,525	15,525	66 EMM			
SCF SOUTH JE	RSEY, NJ 080									
RTC1P00007PM	000040	599.9854	C010918		7,764	7,764	37 EMM		1/10/2018	1/10/2018
RTC1P00007PN	000041	591.2084	C010918		7,788	7,788	37 EMM		1/10/2018	1/10/2018
Total Count	2 Pallets	1,191.1938			15,552	15,552	74 EMM			
SCF TRENTON,	NJ 085									
RTC1P00007P0	000042	941.7516	C010918		13,194	13,194	62 EMM		1/10/2018	1/10/2018
Total Count	1 Pallets	941.7516			13,194	13,194	62 EMM			