

PostalOne! / FAST / DMU Verification User Guides

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PostalOne! Introduction

PostalOne! Introduction

What is PostalOne!® ?

The PostalOne!® system offers a Web-based alternative to existing manual mailing processes with an electronic suite of services designed exclusively for business mailers. It features an automated, streamlined alternative to the existing hard copy documentation used in the business mail acceptance process.

The system links a customer's mailing information electronically with the Postal Service™ acceptance, verification and payment systems - eliminating most of the physical paperwork. It also provides a wealth of online information customers can use to manage their businesses more efficiently.

PostalOne!® is an important USPS program that benefits mailers, 'mail owners', and our US Postal Service. Mailers who use Mail.dat® files to document their mailings can use them to do electronic postage payment and electronic acceptance and verification. The USPS can use that data to schedule their transportation, do business analysis and drive a number of internal applications designed to save the USPS money. Mail Owners can view information about their mailings on the PostalOne!® web site.

Why Participate in PostalOne!® ?

- Electronic documentation and postage statement alternatives
 - Reduce hard copy paperwork and handling costs
 - Simplify mail acceptance, verification, and postage payment.
 - Increase operations efficiency with the induction process
 - Improved access to mailing information and tracking
 - Online mailing irregularity reporting
 - Enhanced account management capabilities
 - Transportation management capabilities
-

Common Misconceptions About PostalOne!®

? Is it true that PostalOne!® participation is being limited to a handful of large mailers?

A - Mailers of all types and sizes are welcome into the program and you can get started almost right away.

? We've heard that PostalOne!®'s new electronic postage payment limits payment flexibility and will not be accepted by lettershop clients as proof of mailing. It would also make 'special' payment practices impossible.

A - Electronic postage payment from PostalOne!® does NOT affect the way you pay for your postage, and it can provide a round stamped statements to be used as legal proof of mailing. The difference is that lettershop customers will be able to view the electronic postage statements on the Internet, and download this postage data for their own use.

? How do we get started?

A - Although initial set up and testing requires some time and effort, once you have fully enabled PostalOne!® support in DAT-MAIL™, it can be almost automated. DAT-MAIL™ will allow you to totally automate PostalOne support in real-time if you implement PostalOne!®'s batch upload program. This program is free though you will need to buy a Verisign Security Certificate to implement it (about \$300). Once you take this step, participation in PostalOne!® will involve almost no additional labor!

USPS PostalOne!® Resources

Get started right now! Go to the USPS PostalOne page:

<http://www.usps.com/postalone/>

This page includes detailed instructions and sign-in access

USPS PostalOne!® Customer Care Center at

(800) 522-9085 or at postalone@email.usps.gov

PostalOne! Mail.dat

PostalOne! Mail.dat USPS PostalOne!® and Mail.dat®

Do you meet the current requirements for participation?

In order to SEND and VIEW information electronically, you must have Internet access and the ability to transmit Mail.dat® files.

That's it!

Apply online here <http://www.usps.com/postalone/howto.htm> in order to receive a Welcome Kit from the USPS and be on your way to e-verification.

How DAT-MAIL™ works with PostalOne!®

Participating in PostalOne!® is free and easy to do--if you use DAT-MAIL™. After you import your Mail.dat® file and set your tentative entry plan and ship dates, you generate your “original” upload file to PostalOne!®. This gives them a “heads-up” of what you plan to do. The first time you create a release file, the Mail.dat® file is specially validated to see if all info required by PostalOne!® is there. If it is not, you are given a single screen that will prompt you to fill in all missing data. Any corrections are then placed back in the Mail.dat® file and placed in the PostalOne!® release file.



You should not be doing PostalOne!® level import validation since the Mail.dat® files your presort program generates will not generally have all the info PostalOne!® requires. This validation option is present only to allow you to double check a PostalOne!® release file that has been created by DAT-MAIL™’s export (by re-importing it). PostalOne!® release files will be created using the IDEAlliance® naming convention (which starts with the your four-digit IDEAlliance® user code and ends with a serial number).



You MUST have an IDEAlliance® user number in order to participate in PostalOne!®. You can get this number at:

http://www.idealliance.org/maildat/become_user.html

The process of Statement Generation in DAT-MAIL™ is what marks each container within that statement as ‘ready to pay’, and can trigger an electronic postage statement to be created by PostalOne!®.



If you are in the habit of creating statements for multiple dates at once, and then going to the statement side of DAT-MAIL™ to edit or adjust or change information on your statements prior to printing them, BEWARE - these changes are not seen by PostalOne!®. The new USPS Web Services program will allow you to upload your statements from our DAT-MAIL™ Statements program. After you generate postage statements with DAT-MAIL™, go to the PostalOne!® menu and generate a new release file that “releases” the postage for those statements. **The updated release files only include records for the containers you have just generated statements for. In most cases, they are not complete Mail.dat® files.** You can keep creating releases until all the containers in the mailing have been mailed and statements generated. If you are mailing Standard or Periodicals mail, these “update” files you send can create

electronic postage statements which can trigger the deduction of postage from your permit account without having to submit a paper postage statement.

Automating PostalOne!® File Transfer

The sending of original and upload files to PostalOne!® can be automated using a free "Batch Upload" utility available from PostalOne!®. This utility looks for new PostalOne!® release files generated by DAT-MAIL™ and automatically submits them to PostalOne!® then moves them to another folder and downloads a text files that describes the processing outcome. The communications with PostalOne!® are secure and you must obtain a Verisign SSL Security Certificate in order to use the batch upload utility. Since most DAT-MAIL™ users running DAT-MAIL™ on multiple computers share their data on a network drive, this utility needs to only run on one computer that can access the network and only one SSL certificate is needed.

Electronic Acceptance, Verification and Postage Payment

A Detached Mail Unit "DMU" is required for participation in PostalOne!® at this time. Your uploaded Mail.dat® files can be viewed by your Detached Mail Unit clerk via the Internet using special PostalOne!® web based verification software. DAT-MAIL™ can already do electronic acceptance and verification at a detached mail unit, but the mailer is responsible for training the clerk. The advantage of having them use PostalOne!® to do the verification is that the USPS will do the training, and in an environment where you have a number of different clerks working in your Detached Mail Unit, this has real advantages. The web based model for PostalOne!® makes it ideal for doing electronic acceptance and verification at a Business Mail Entry Unit.

Participating in PostalOne!® is done in stages. First, you would sign up to be in the program at the USPS PostalOne!® web site www.uspspostalone.com. You will start validating your files and uploading them to the USPS production system in the first stage but not do electronic acceptance, verification and postage statements. When you have demonstrated that you can do this upload, you can enter phase two which would be to have your DMU (and soon BMEU) do electronic acceptance and verification of your mail. To participate in phase two, most of the mail you produce must be represented with Mail.dat® files and uploaded to the USPS. When you enter phase two, you have the option of doing electronic postage payment. This means you will not need to create paper postage statements though you can still do so with DAT-MAIL™ and your mail clerk can still round stamp them for your customers. The big difference is that your mail clerk will NOT have to input these statements into the USPS Permit System, making for more accurate postage deductions and happier DMU clerks. It is after you have implemented stage two that you would normally install and start using the Batch Upload Utility.

HOW TO SETUP DAT-MAIL™ FOR PostalOne!®

You can find the PostalOne!® setup screen at the PostalOne!® tab of the Program Setup option off the Main Menu.



A special registration code must be entered in order to access PostalOne!® functionality.

The screenshot shows the 'Setup' dialog box with the 'PostalOne!' tab selected. The 'Participate in PostalOne!' checkbox is checked. The 'Default PostalOne! Release Path' is set to 'C:\WB\PostalOne_Releases'. The 'Populate ASN/EMD data in MAIL.DAT' checkbox is checked, and 'Suppress Export of Original Release' is unchecked. Mailing Facility is 'Cambridge MA', Mailing Facility Zip is '02139-0000', and Mailer's E-mail Address is 'kshelow@windowbook.com'. The 'Generate Statements' radio button is selected. There are 'Login Info' and 'Permit Info' buttons. At the bottom, 'PostalOne! Web Services is active' is displayed, and 'OK' and 'Cancel' buttons are present.

Check the 'Participate in PostalOne!® checkbox to get started. Next, press the button to set a Default PostalOne!® Release Path. You should create a folder that is dedicated to receiving PostalOne!® release files. If you have multiple

users working with DAT-MAIL™, this path should be on a shared network drive.

If you are participating in USPS Confirm service and wish to pass that info through PostalOne!® instead of uploading EMD files, you should check the 'Populate ASN/EMD data in MAIL.DAT checkbox. (You will only see this option if you are registered to use our Confirm or Entry Info module).

Note: Embedding this data in the PostalOne!® release file may slow down the generation of the release file.

The checkbox for 'Suppress Export of Original Release' should only be set if you currently have an automated process in place to send the original release file to PostalOne!®.

Next, populate the facility information that we will be putting into the segment file when we export the data. You can use the city and state where your facility is located in the Mailing Facility field or put your company name there. You must populate all 9 digits of the Mailing Facility ZIP + 4 and include a valid e-mail address for a contact at your facility.

Step by Step

- Import Mail.dat® file (required)
- Enter final piece weight and Ad Percent if Periodicals (optional)
- Run Palletization (optional)
- Run Quick Plan or Planalyzer for transportation optimization (optional)
- From the Mail Schedule view, schedule ship dates (optional)
- Go to the PostalOne!® Menu from the Statement Generate view (you do not have to generate statements yet)
- Select the PostalOne!® option from the top-line menu, then press the 'Create a Release' button.

STEP 1 - Create the Original File

Header Information:

As previously mentioned, a four-digit IDEAlliance® User License Code is required in order to participate in PostalOne!®. If the User Code is entered in the Mailer Information in Program Setup, you will not be asked for it again here.

DUNS number information can be entered or edited here as well.



The two items that are most often omitted are the **Weight Source** and **Postage Payment Option** fields:

Weight Source – are weights estimated or actual? If actual, was the weight verified by your DMU clerk?

Postage Payment Option - If you are mailing a drop ship mailing, you can enter “PVDS”. If the permit is funded by CAPS, indicate CAPS. If it is just a normal permit transaction for a non-drop shipped mailing, enter OTHER.

The Permit info for a mailing can be placed in the MPA file (Mailer Postage Account) but if it does not appear here or is incorrect, press the lookup button next to Permit. This will give you access to do a lookup from your DAT-MAIL™ Permit File and make your selection. You must have a record in the MPA file in order to view/edit the Permit information listed on this screen. These options will

be grayed out (inaccessible) if the MPA file is blank.

Adding a MPA record when it is missing is quite simple. Go to the Mailer Postage Acct File View and click Insert. At the MPA – Unique Sequence/Grouping ID field, enter a number 1 (one) then click Save. If the Permit information for the Job is known you should go ahead and enter here as well.

Record Will Be Added

File Edit Help

Job Number: 50329 MAP - Unique Sequence/Grouping ID: 1

General

MPA Description:

USPS Publication Number:

Permit Number: ...

Permit City:

Permit State: Zip:

Local Permit Number:

Local Permit Type:

Postage Payment Option: C - CPP

Postage Payment Method: S - Stamp

CAPS Reference Number:

Duns Number - Mail Facility:

Duns Number - Permit Holder:

FACC:

Non-Profit Authorization No:

OK Cancel

Press OK to generate the Original Release.

STEP 2 - Upload the Original File to PostalOne!®

After you create the original file, you will see the file listed on the PostalOne!® release screen. Go to the PostalOne!® web site, log in, and press the button to upload a file. Select the files you want to upload from the PostalOne!® upload folder you created earlier. If you are using the USPS' batch upload program, you can forgo this action. It is strongly recommended to first test your upload file using the USPS File Validater

<http://www.uspspostalone.com/public/filevalidater/validate.cfm> site to ensure there are no errors or missing data in your file. Any errors or missing data can be corrected in your exported files using a text editor such as Text Pad (www.textpad.com) or UltraEdit.

STEP 3 - Generate Statements

After you upload your original file, it is time to generate the statements for the mail dropping that day, then Export a Release/Update file and upload that file to PostalOne!®.



Remember, changes that you make to the statements after they are generated are not reflected in the PostalOne!® release file.

Go back to the PostalOne!® Menu in the Statement Generation View and you will see that a release is ready for exporting for the statements you just generated.

Just highlight this entry, and press the Export Release button.

The screenshot shows the 'PostalOne! Release Mail...' window. At the top, there is a menu bar with 'File' and 'Export Release'. Below the menu bar, there is a status bar with 'User License Code: WBI5', 'Job Number: SPLIT', and 'Description: WK07 200511'. A yellow box on the right side of the status bar contains the text 'ALL PIECES HAVE BEEN RELEASED'. Below the status bar is a table with the following data:

Release #	PV No.	Ship Date	Total	Release	Release	Exported File Name
			Pcs Mailed	Type	Status	
17		4/11/2006	0	Original	Exported	WBI50001
18	18	4/11/2006	24,693	Update	Not Exported	

At the bottom of the window, there are several buttons: 'Create a Release', 'Export Release', 'Cancel Job', 'Close', and 'Generate POWS Qualification Report'.

STEP 4 - Upload Release/Update File

After you have exported your release file, you would upload the release file just like you uploaded the original. If you have installed the USPS' Batch Update utility, the upload of the file to PostalOne!® will take place automatically after you have exported the file.

PostalOne Web Services

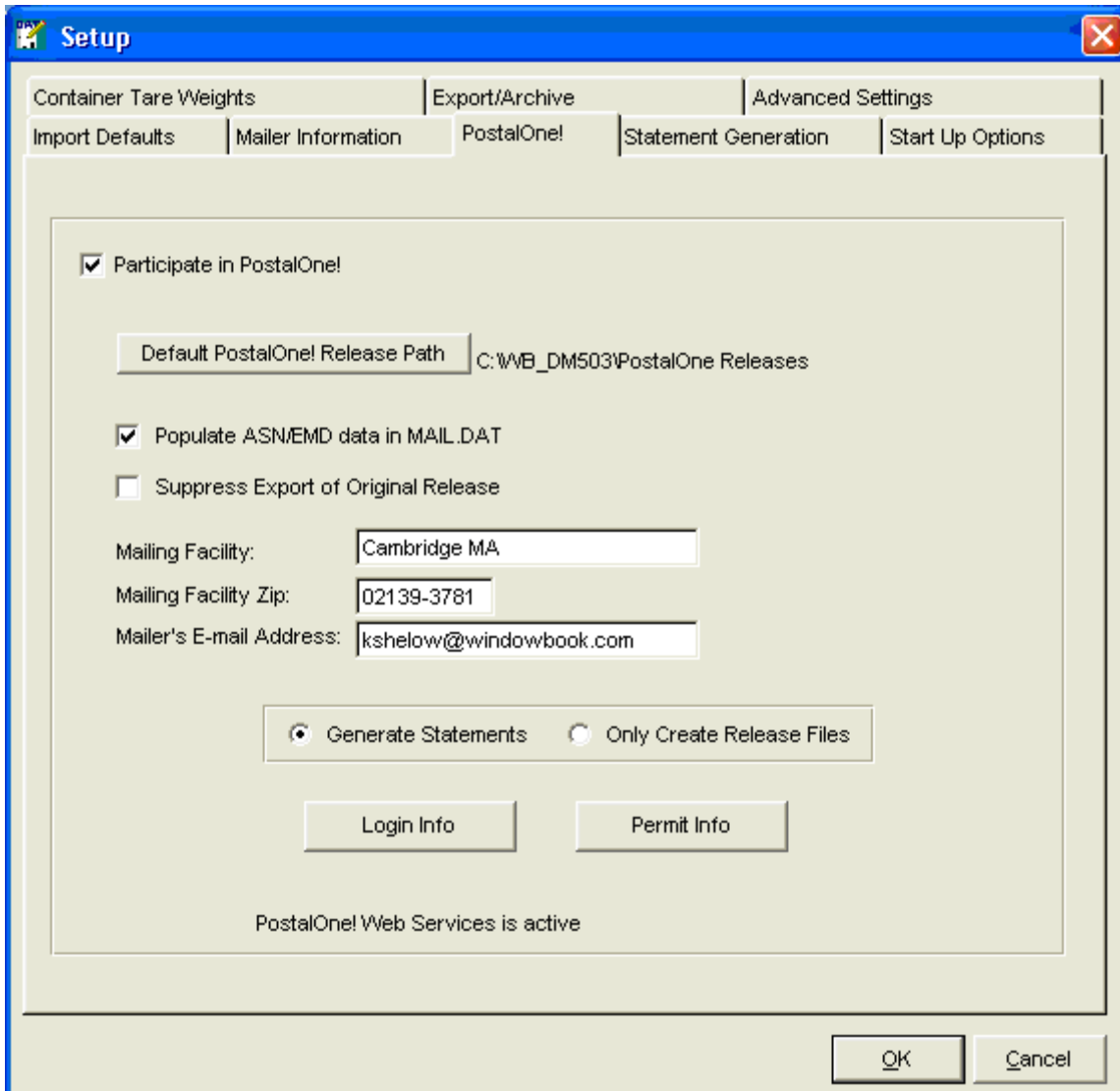
PostalOne!® Web Services

When you apply to participate in the USPS PostalOne!® program, you will need to provide your correct mailer's permit information. Once your application is accepted, you'll receive account login information which provides you access to USPS PostalOne!® services. The new service from the USPS named PostalOne!® Web Services (POWS) provides you with the ability to not only upload Mail.dat® files but also Qualification Reports and Postage Statements.

Our DAT-MAIL™ Editor and DAT-MAIL™ Toolbox products can upload Mail.dat® files, Qualification Reports (Mail.dat® file must be present) and Postage Statements. Our Post Master product will upload Postage Statements. The following explains how to set up and use this feature in either.

Setting up PostalOne!® Support for Mail.dat® and Qualification Reports

Activate PostalOne!® in the main DAT-MAIL™ program by clicking on File then Program Setup. Choose the PostalOne!® tab:



Check the box **Participate in PostalOne!**[®]. Set the **Default PostalOne!**[®] **Release Path** where your Mail.dat[®] files will be exported to. A separate guide for utilizing the Mail.dat[®] upload feature can be found here [USPS Programs Made Easy](http://www.windowbook.com/UserGuides/DM50UG/usps_programs_made_easy/PostalOne!®.htm)
http://www.windowbook.com/UserGuides/DM50UG/usps_programs_made_easy/PostalOne!®.htm

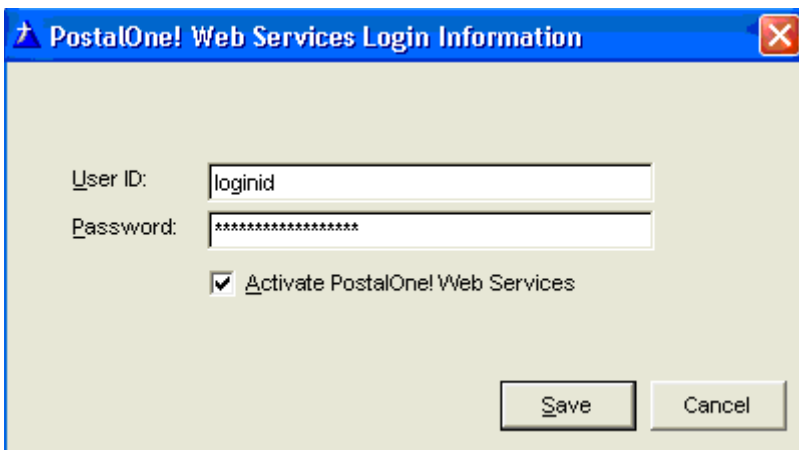
If you are also participating in the USPS program for Confirm and wish to pass that info through PostalOne![®] instead of uploading EMD files, you should check the **Populate ASN/EMD data in Mail.dat**[®] box. You will only see this option if you are registered to use our Confirm module. Note: Embedding this data in the PostalOne![®] release file can slow down the generation of the release file.

The USPS wants an 'original release' of the Mail.dat[®] file ASAP followed by updates whenever statements are created. Unless a mailer is sending the

original data through their own automated process outside of DAT-MAIL™, the **Suppress Export of Original Release** should not be touched

Next, you must populate the facility information that we will be putting the Segment (seg) file when we export the data. You may use the City and State where your facility is located in the **Mailing Facility** field or put your Company's name there. You must populate all 9 digits of the **Mailing Facility Zip** and enter a valid **Mailer's E-mail Address** for a contact located at your facility.

To enter your PostalOne!® account login info, click the **Login Info** button. You will see the following dialog:

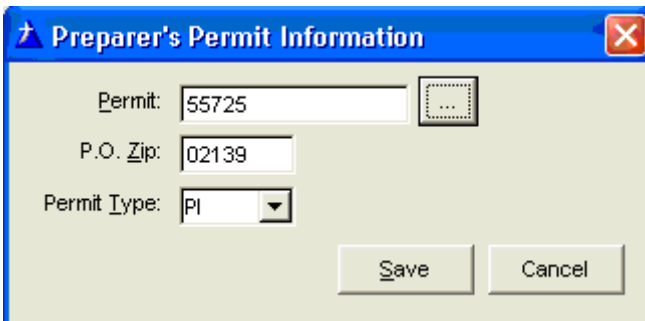


The dialog box titled "PostalOne! Web Services Login Information" contains the following fields and controls:

- User ID:
- Password:
- Activate PostalOne! Web Services
- Buttons: Save, Cancel

Enter your user id and password as assigned to you by USPS PostalOne!®. Check the **Activate PostalOne!® Web Services** box then click Save to save your new entries, or Cancel to ignore changes. Either button will close the dialog.

To enter your mailer's permit, click the **Permit Info** button. You will see the following dialog:



The dialog box titled "Preparer's Permit Information" contains the following fields and controls:

- Permit:
- P.O. Zip:
- Permit Type:
- Buttons: Save, Cancel

Click the lookup button to select a permit from your current permit file. Permit type defaults to PI (permit imprint), or you can select another type by clicking the drop down arrow. Click Save to save your new entries, or Cancel to ignore

changes. Either button will close the dialog.

The next step will be to decide whether you want to generate your Qualification Report file manually or at the time of statement generation. If you are not generating statements in our program then you will be required to do this process manually. Click on the Statement Generation tab:

The screenshot shows the 'Setup' dialog box with the 'Statement Generation' tab selected. The 'Run POWS Qualification Report before Stmt Generate' checkbox is checked. Other settings include 'Applied Method' set to 'Lowest', 'Balance Paid By' set to 'CHECK', and 'Applied Rate' set to '0.0000'. The 'Automatic Client Identification' section has 'Not Activated' selected, and 'Automatic Job Identification' has 'Start Pos' and 'Length' set to 0 for Job, SubJob, and Lot.

Automatic Client Identification	
<input checked="" type="radio"/>	Not Activated
<input type="radio"/>	First Characters of File Name
<input type="radio"/>	First Characters of Original Job ID
<input type="radio"/>	Characters of Header User Option Info
<input type="checkbox"/> Automatic Mailing Agent Identification	

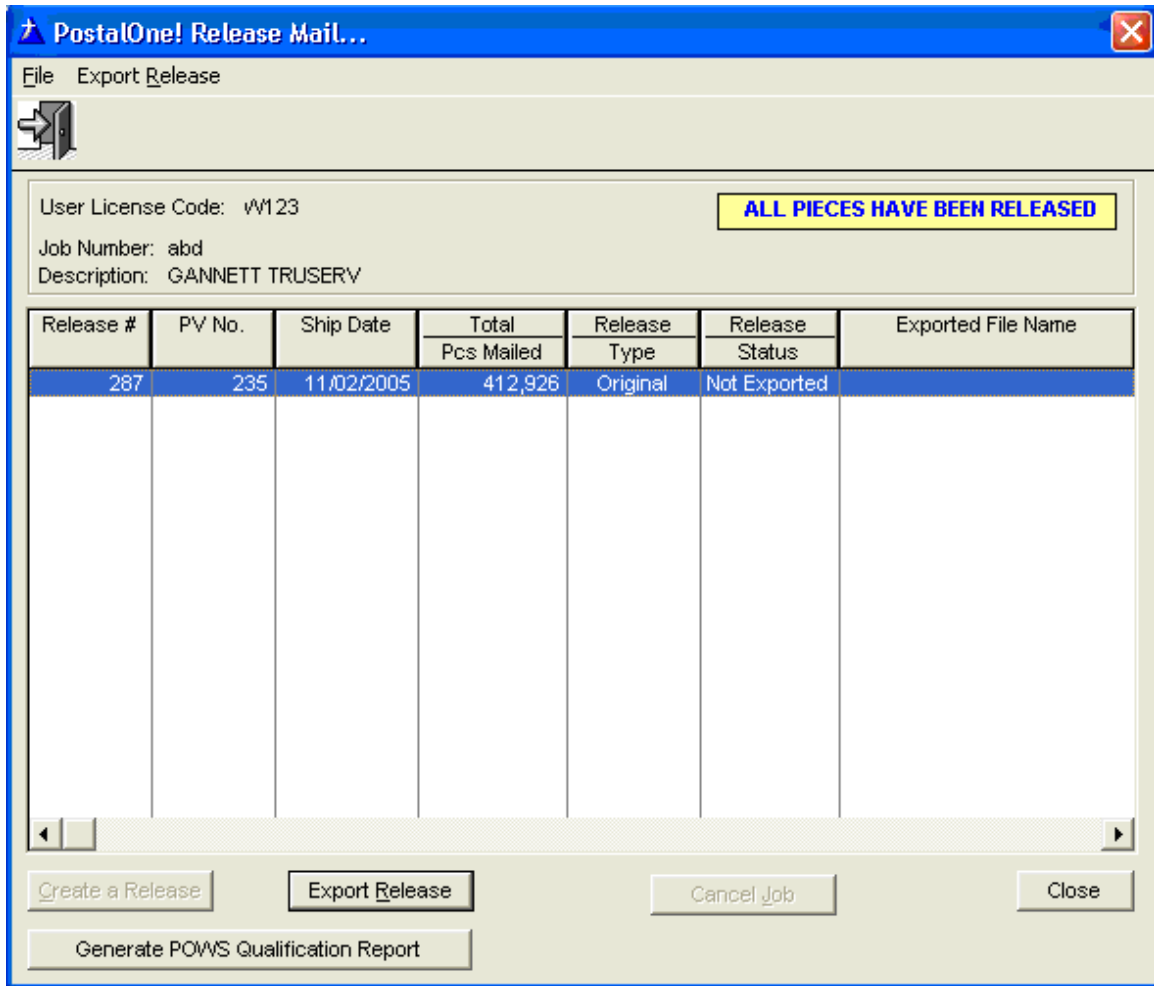
Automatic Job Identification		
	Start Pos	Length
Job:	0	0
SubJob:	0	0
Lot:	0	0

Check the box named **Run POWS Qualification Report before Stmt Generate** if you'd like our program to generate the Qualification Report upload file at the time of your statement generation process. This will add time to the beginning of the statement generation process and, as stated earlier, may be run as a separate step if you choose.

When finished making your selections, click on OK to save your settings and exit the Program Setup screen.

Generating the Qualification Report as a Separate Process

To generate the Qualification Report as a separate process, click on the PostalOne!® menu item to see this screen:



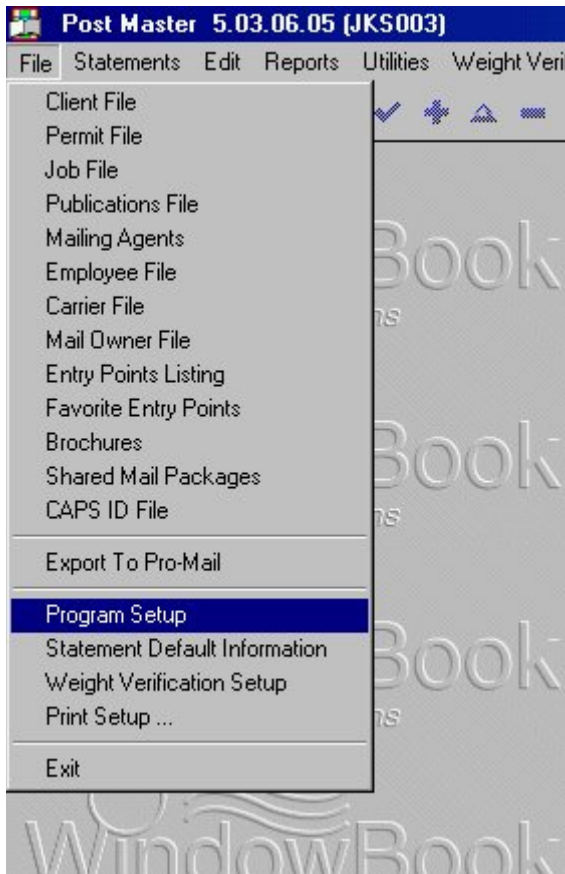
Click on the **Generate POWS Qualification Report** button and choose Yes when prompted to generate the report. As a quality control measure, if the Qualification Report for this Mail.dat® file has already been generated for PostalOne!®, this button will become disabled.

Setting up PostalOne!® Support for Postage Statements

For Post Master and DAT-MAIL™ Statements to be able to successfully access PostalOne!® services, this permit and account information must be entered in the

appropriate fields in Program Setup. If the following login information has already been performed in the main DAT-MAIL™ program then it will be automatically carried over into the DAT-MAIL™ Statements program and no further action needs to be taken.

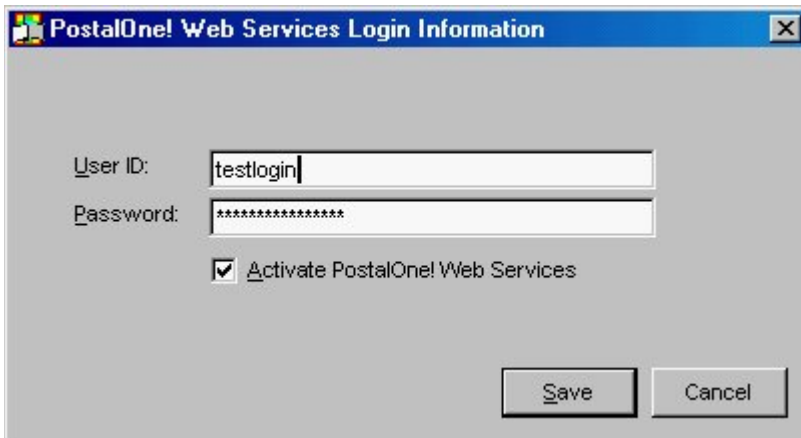
To access Program Setup inside Post Master or DAT-MAIL™ Statements, select the File menu option, then Program Setup:



Once inside the Program Setup dialog, select the PostalOne!® Web Services tab:

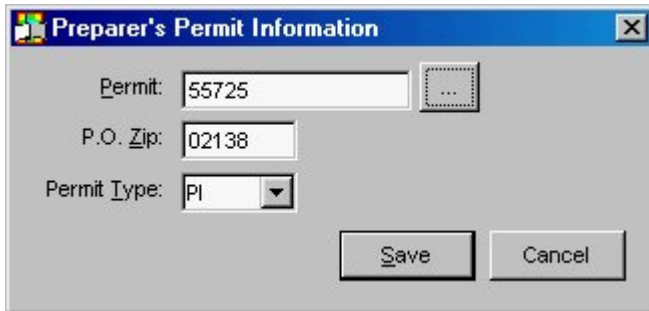


To enter your PostalOne!® account login information, click the **Login Info** button. You will see the following dialog:



Enter your user id and password as assigned to you by USPS PostalOne!®. Check the **Activate PostalOne!® Web Services** box then click Save to save your new entries, or Cancel to ignore changes. Either button will close the dialog.

To enter your mailer's permit, click the Permit Info button. You will see the following:



Click the lookup button to select a permit from your current permit file. Permit type defaults to PI (permit imprint), or you can select another type by clicking the drop down arrow. Click Save to save your new entries, or Cancel to ignore changes. Either button will close the dialog.

Once you are finished entering your PostalOne!® required information, click the Ok button to close the Program Setup dialog.

Using PostalOne!® Web Services

Submitting Qualification Reports to PostalOne!®

Once you have generated the Qualification Report for your Mail.dat® file, either manually or automatically at the time of statement generation, the file will appear in the PostalOne!® Web Services log browse. Review the Web Services section to learn how to Send your files and track their status with the USPS.

Submitting Postage Statements to PostalOne!®

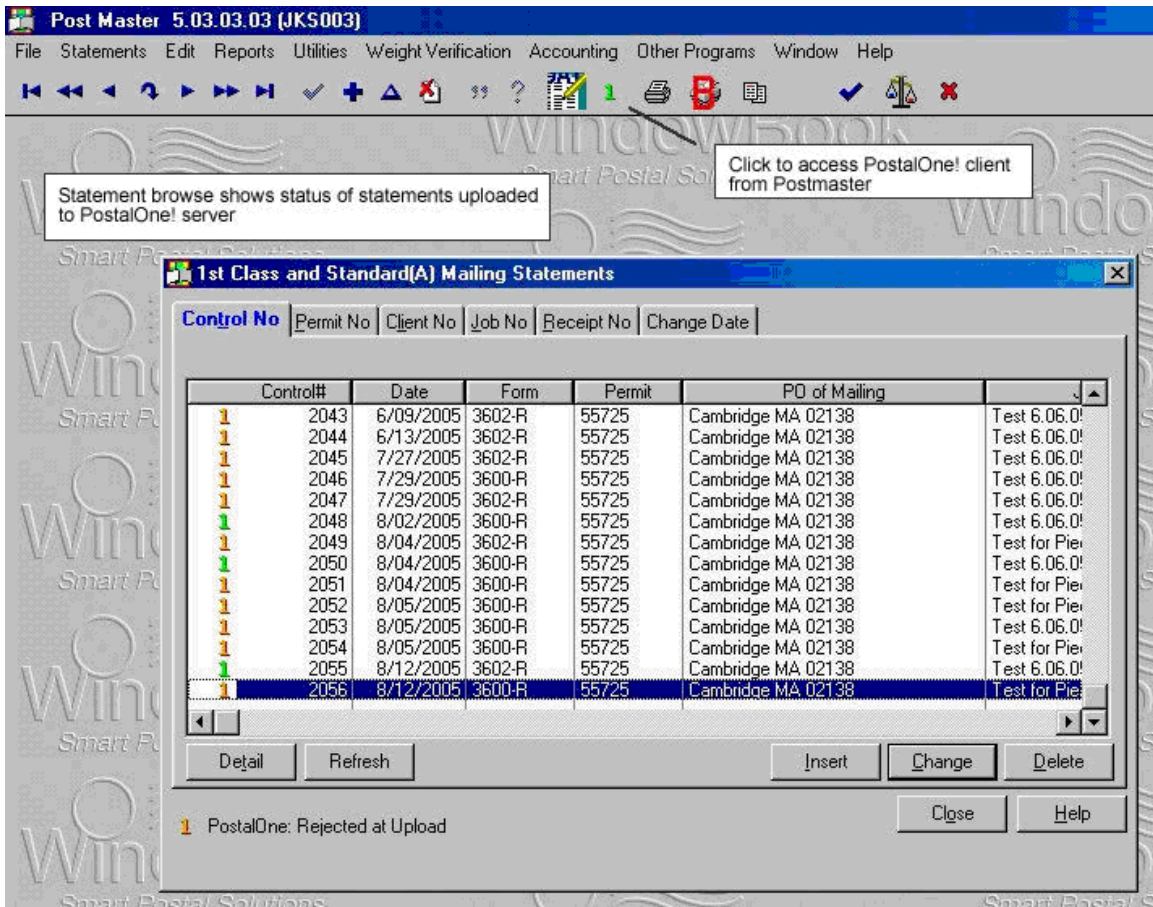
When your statements are completed and ready for transmission, you simply open the statement and click on the **Submit to PostalOne!®** checkbox in the lower right corner as shown the screen shot below:

Changing Mailing Statement#: 3797 Class: Std Regular Rates Part: A







Postage Statement | Calculations | Containers | User Info | 8125 Info | Accounting

Type: Normal Client: Window Book Inc
 Job: PostalOne! Job wBI Mail Seg: 2-114OP
 Owner's Job: Bill To: Window Book Inc Receipt: 00003797
 Lot: wBI Prepared By: KLS
 Desc: E-verification statement Permit: 2 CSR: SUP
 Date: 10/19/2005 Cambridge MA 02139 Salesman:
 Form (6/02): 3602-R Mailer: Window Book, Inc. Optional Procedure
 Payment Method: PERMIT CAPS ID: 200 List on Check Request
 Package: Select Entry Point
 Piece Type: ACL Totals:
 Weight Type: N Zip Reference: Pounds: 84,186
 Piece Weight: 0.0452 Fed Agency No: Pounds: 3,805.2072
 Unit of Measure: Pounds Postage: 16,683.8900
 Total Applied: 16,683.8930
 Submit to PostalOne!

If your postage statement is part of a Consolidated Statement, you must submit the entire mailing. The **Submit to PostalOne!** checkbox will not be present inside the individual statements but, instead, be available inside the Consolidated Statement. Click OK above the statement window to Save your setting and the postage statement information will be placed in the Web Services browse for transmittal.



The PostalOne!® screen icons on the statement browse windows will help you know the status of each within the PostalOne!® service. The legend is as follows:

-  Green - ready to send
-  Orange - rejected at upload
-  Yellow - Pending USPS verification
-  Red - Rejected by USPS verification
-  Blue - Statement Accepted by USPS
-  Grey - Other Error (see log)

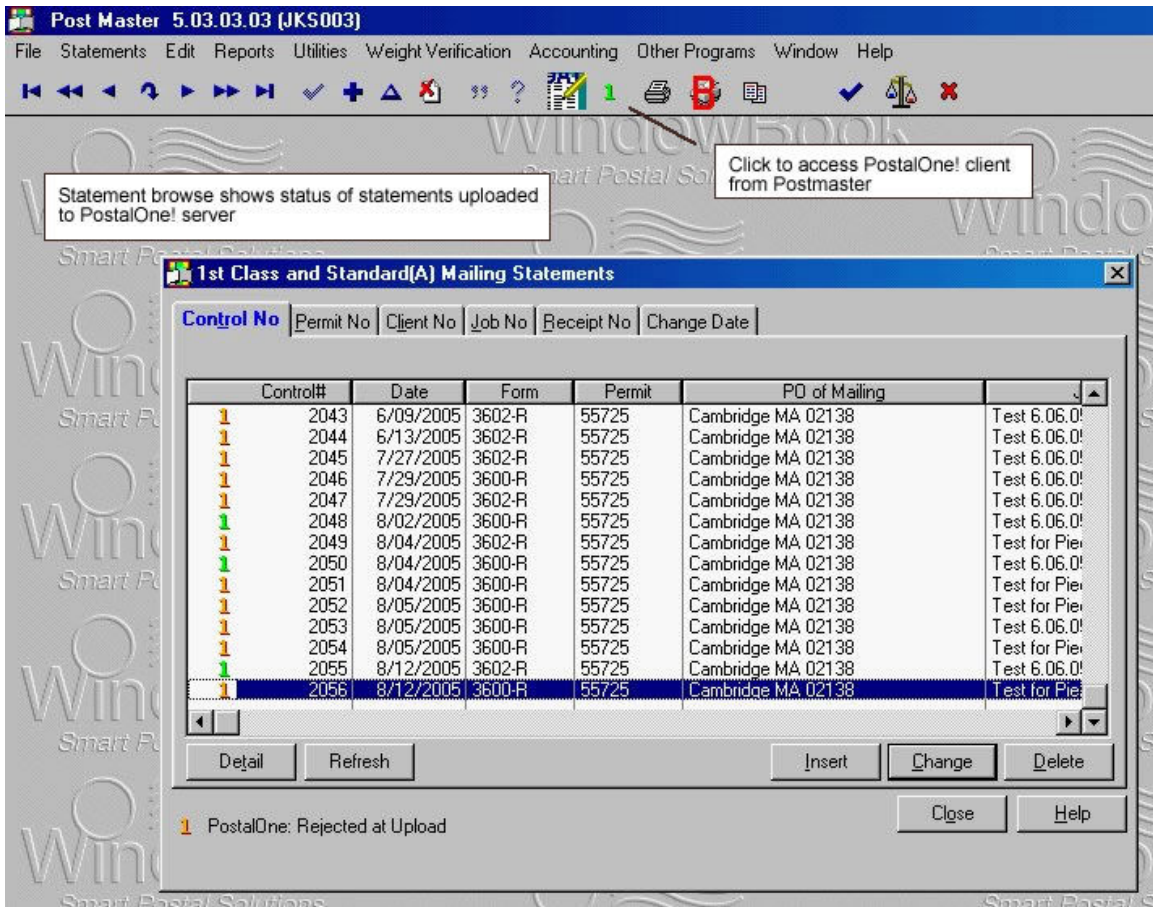
PostalOne! / FAST / DMU Verification User Guides

The screenshot displays the USPS PostalOne! Web Services interface. At the top, there is a title bar and a menu bar with icons for Login, Logoff, Print, Send, Remove, Refresh, Status, Cancel, Filter View, and Close. Below the menu bar, the main content area is titled "Statements for 55725" and contains a table with the following columns: Upload Stage, Group ID Status, Document Description, Form, Date, Control No., and US. The table lists various documents such as "Periodic Mailing", "Testing NCR Error", and "TEST JOB" with their respective statuses and dates. Below the table is a "Log" section with a table containing columns for Date, Time, and Entry, which records user actions like "Attempting to open mailing group" and "Checking document status".

Upload Stage	Group ID Status	Document Description	Form	Date	Control No.	US
Ready to upload	Active	Periodic Mailing	Qualification	8/08/2005	15	9
Ready to upload	Active	Testing NCR Error	Qualification	8/11/2005	18	9
Ready to upload	Inactive	TEST JOB	Postage	2/18/2005	2	9
Ready to upload	Active	TEST JOB	Postage	2/25/2005	4	9
Ready to upload	Active	TEST JOB	Postage	2/28/2005	5	9
Ready to upload	Active	TEST JOB	Postage	3/02/2005	6	9
Ready to upload	Active	TEST JOB	Postage	3/02/2005	7	9
Ready to upload	Pending	TEST JOB	Postage	3/04/2005	8	
Ready to upload	Active	TEST JOB	Postage	3/07/2005	10	9
Ready to upload	Active	60315	Postage	3/29/2005	2005	9
VWVS pending	Active	60299	Postage	4/07/2005	2000	9
Ready to upload	Active	60304	Postage	4/07/2005	1993	
Ready to upload	Pending	60331	Postage	4/28/2005	2001	
Ready to upload	Pending	TEST JOB	Postage	4/28/2005	11	
Ready to upload	Active	60256	Postage	4/29/2005	1995	9

Date	Time	Entry
8/ 8/2005	17:00:30	Attempting to open mailing group
8/ 8/2005	17:00:33	Operation successful
8/12/2005	12:38:34	Checking document status
8/12/2005	12:38:36	Operation completed
8/12/2005	12:43:37	Checking document status
8/12/2005	12:43:39	Operation completed

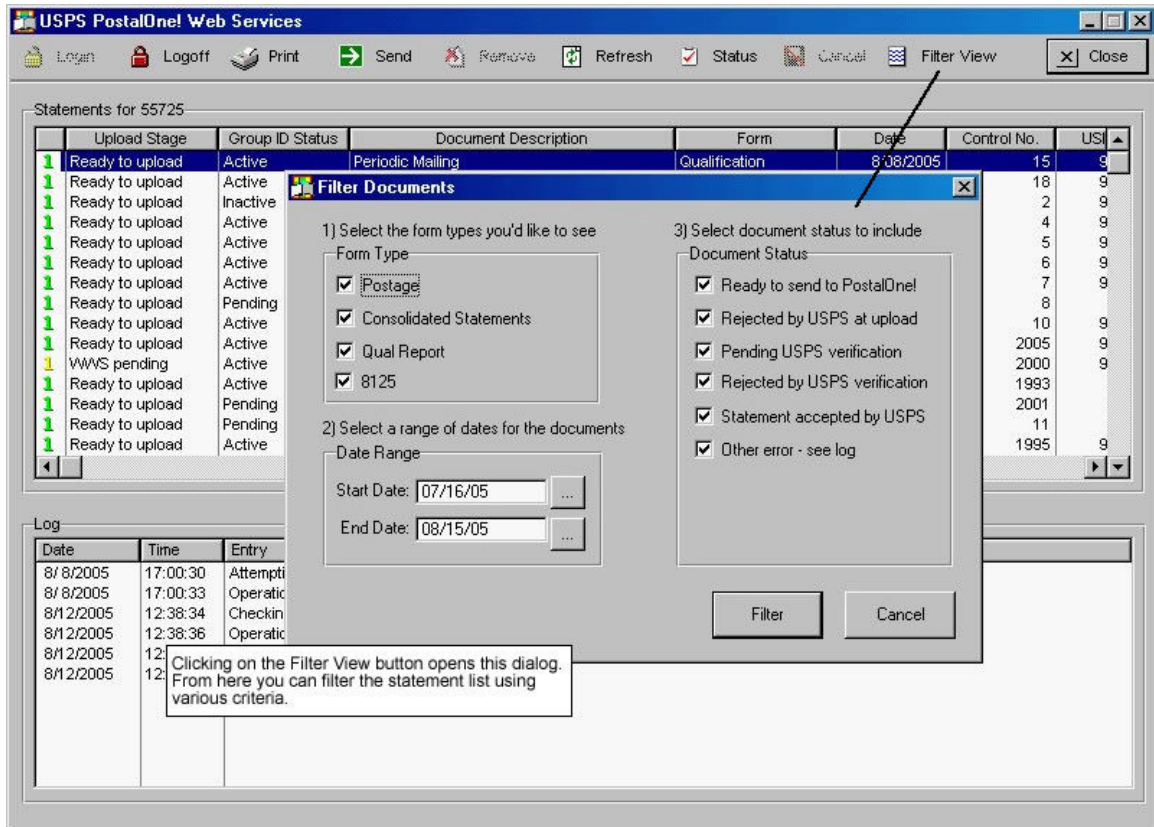
PostalOne! client main screen showing statements and qualification reports. Activity for each entry is maintained in the log. Send, Status, and Cancel operations are implemented as defined by PostalOne! services. Login, Logoff, Print, Remove, and Refresh provide enhanced functionality to the user.



Statement browse (above) shows status of statements uploaded to PostalOne!® server.

Click the green 1 to access PostalOne!® client.

PostalOne! / FAST / DMU Verification User Guides



Clicking on the Filter View button (above) opens this dialog. From here you can filter the statement list using various criteria you select.

FAST

FAST Basics

Facility Access and Shipment Tracking (FAST) is the replacement for the Drop Ship Appointment System (DSAS)

FAST is a USPS initiative that will improve the drop shipment process through dynamically allocating appointment availability and decreasing dock wait times. FAST is designed to interface with other postal applications and systems to enable ongoing transformation to an environment where the Postal Service and customers will have end-to-end visibility of the mail product from entry to delivery.

USPS FAST Resources

Get started right now! Go to the USPS FAST page:

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

this page includes detailed instructions and sign in access

There are also FAST Resources at the USPS RIBBS page here

<http://ribbs.usps.gov/index.html>

look for FAST/Surface Visibility on the left

Operations

At the FAST window, enter an Appointment Date in order to activate the buttons at the bottom:

FAST Appointment

PVDS Statement: 418 SCF COLORADO SPGS, CO 808 Class of Mail: Standard Mail

Appointment Information | Containers | Event Log

Request ID: 11ZN83D0000I Cancel Confirmation ID:

Consignee Request ID: Fault Tracking ID:

Appointment Status: Method Appt Made:

Mailing Date: 4/19/2006 Stop Number:

Appointment Type: * Pallet Pallet Position Count:

Appointment Date: * 4/24/2006 Scheduled In-Home Date: 5/03/2006

Appointment Time: * (HH:00 24 hr.) Scheduled In-Home End: 5/08/2006

Est. Time of Arrival: Closed Date/Time:

Request Available Appointment(s) Make Appointment Update Appointment

Check Availability of Appointment Cancel Appointment Close

You can now either leave the time blank and Request Available Appointment; or enter a time and Check Availability of Appointment.

Once a time is selected and available, click on Make Appointment to process. A message will come up to confirm the appointment, and automatically transfer the Appointment Number to the corresponding 8125 form!

Appointment accepted Consignee Appt. ID: 100002952

Request Available Appointment(s) Make Appointment

2. Drop Ship Appointment Number

100002952

Containers Tab

Mail.dat-generated statement

FAST Appointment ✖

PVDS Statement: Class of Mail:

Appointment Information | **Containers** | Event Log

Count	Container	Sortation Level	Container No.	Containers	Weight
3	Pallets (3)	BMC	000018	Bundles	2,408.0000
1	Pallets (1)	SCF	000009	Bundles	274.1250
2	Sacks	5 Digit (Auto/Presort)			17.1600
1	Sacks	5 Digit (Merged)			3.2250
4	Sacks	5 Digit (Barcode only)			17.9400
2	Sacks	5D Scheme (Auto, Presort)			11.9600
11	Sacks	5D Scheme (Barcode)			54.8600
12	Sacks	3 Digit (Auto, Presort)			164.5800
7	Sacks	3 Digit (Barcode)			52.0000
10	Sacks	Mixed CR in 5 Digit			35.1750
1	Sacks	CR - 5D Scheme			1.8200
1	Sacks	ADC			5.2000

Event Log Tab

FAST Event Log

PVDS Statement: SCF COLORADO SPGS, CO 808 Class of Mail:

Request ID:

Event Log | Request XML | Response XML | Result XML

Submitted		Reply		Code	Description	Service Name
Date	Time	Date	Time			
4/19/06	9:37:49	4/19/06	9:37:51	100002952	Appointment accepted	RequestDeliveryAppt

FAST Event Log

PVDS Statement: SCF SAN DIEGO, CA 920 Class of Mail:

Request ID:

Event Log

Submitted		Reply		Code	Description	Service Name
Date	Time	Date	Time			
4/19/06	9:53:34	4/19/06	9:53:37	1009	No slots available for that time / type -	QueryDeliveryAppt
4/19/06	9:53:50	4/19/06	9:53:52	100002954	Appointment accepted	RequestDeliveryAppt

Samples of event log information

8125 Browse Messages

8125 Statement Listing Appointment has been made

Control#	Date	Destination	Permit	Job	PV#
413	1/19/06	SCF COLORADO SPGS, CO 808	1	00004821	61
414	4/10/06	SCF COLORADO SPGS, CO 808	1	TEST	62
415	4/10/06	DDU DOWNTOWN RIVERSIDE	1	TEST	62
416	4/18/06	SCF COLORADO SPGS, CO 808	1	FAST	63
417	4/18/06	SCF COLORADO SPGS, CO 808	1	FAST	64
418	4/19/06	SCF COLORADO SPGS, CO 808	1	FAST	65
419	4/19/06	SCF BOSTON, MA 021	1	FAST	67
420	4/19/06	SCF COLORADO SPGS, CO 808	1	FAST	67
421	4/19/06	SCF LOS ANGELES, CA 900	1	FAST	67
422	4/19/06	SCF SAN FRANCISCO, CA 940	1	FAST	67
423	4/19/06	SCF SAN DIEGO, CA 920	1	FAST	68
424	4/19/06	SCF COLORADO SPGS, CO 808	1		

FAST All Closeout Request Close Help

From the 8125 Statement Listing, when you have a statement highlighted, messages in the upper right corner will give you valuable status information, such as "Appointment has been made".

8125 Statement Listing No attempts have been made to make an appointment

Control#	Date	Destination	Permit	Job	PV#
413	1/19/06	SCF COLORADO SPGS, CO 808	1	00004821	61
414	4/10/06	SCF COLORADO SPGS, CO 808	1	TEST	62
415	4/10/06	DDU DOWNTOWN RIVERSIDE	1	TEST	62
416	4/18/06	SCF COLORADO SPGS, CO 808	1	FAST	63
417	4/18/06	SCF COLORADO SPGS, CO 808	1	FAST	64
418	4/19/06	SCF COLORADO SPGS, CO 808	1	FAST	65
419	4/19/06	SCF BOSTON, MA 021	1	FAST	67
420	4/19/06	SCF COLORADO SPGS, CO 808	1	FAST	67
421	4/19/06	SCF LOS ANGELES, CA 900	1	FAST	67
422	4/19/06	SCF SAN FRANCISCO, CA 940	1	FAST	67
423	4/19/06	SCF SAN DIEGO, CA 920	1	FAST	68
424	4/19/06	SCF COLORADO SPGS, CO 808	1		

FAST All Closeout Request Close Help

or "No attempts have been made to make an appointment"

FAST MTEL PLACARDS



You must be registered to access FAST in DAT-MAIL™. To see if you will require a new registration code, go to Help; About; More About and look at the Registered Options tab. You should see FAST listed. If not, you will need to request a new code to enable the feature.

In order to print required FAST barcodes on your pallet placards, the following parameters need be set/enabled.

In DAT-MAIL™ program setups, Advanced Settings tab, make sure that Generate Unique ID's for Pallets or Enable Pallet Tracking (which will automatically select Generate Unique ID's for Pallets) is selected as shown:

t/Archive Advanced Settings

Generate Unique ID's for Pallets
 Enable Pallet Tracking
 Print Delivery Point Barcodes instead of Piece ID's

or

PostalOne! Statement Generation Start Up Options
port/Archive Advanced Settings

Generate Unique ID's for Pallets
 Enable Pallet Tracking
 Print Delivery Point Barcodes instead of Piece ID's

der 500 presort pieces

In Tag Set Ups, make sure the Print Pallet Placard for FAST is checked:

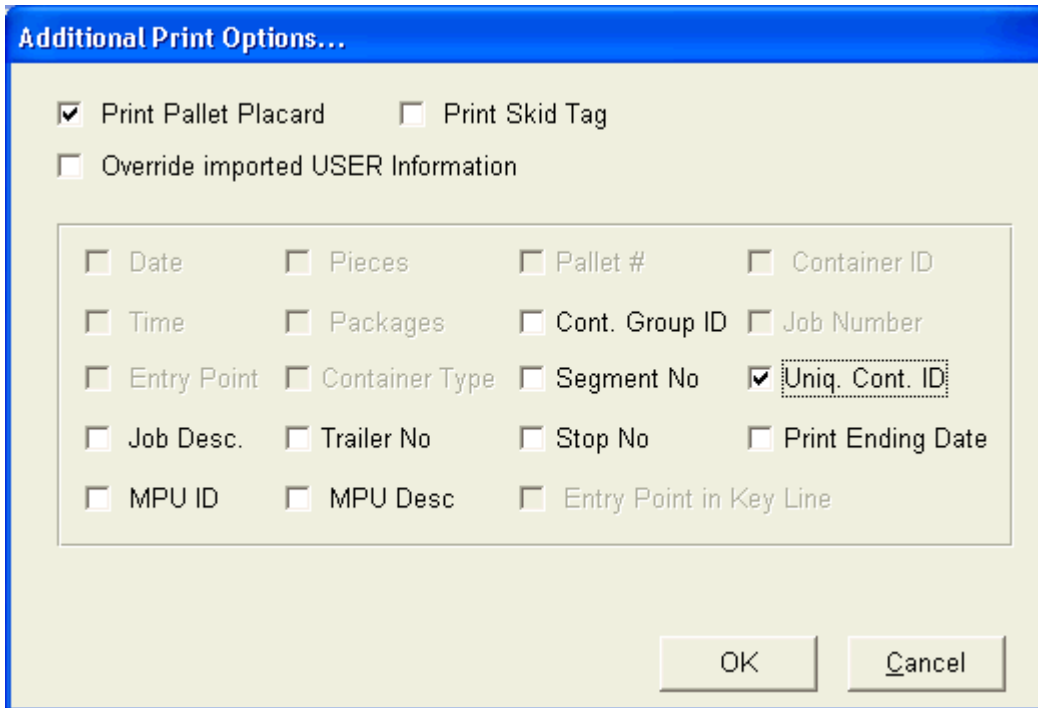
Select ACT Tag format

Default Copies: 1 Print Act on Label
Default Pallet Copies: 1 Print Pallet Placard for FAST



These setting must be applied prior to importing Mail.dat files that will be generating the Pallet Placards.

When printing placards, be sure to include Unique Container ID as one of the print options, as shown:



Pallet placards will have a unique barcode in the lower right hand corner:

MXD BMC JAXVILLE FL 32099
 STD LTRS BC/MACH WKG
 Origin Mailer: Window Book

2 ft EMM Trays: 19

Entry: BMC JAXVILLE, FL 32099
 Job: TEST Pcs: 3372
 Pallet No: 000001 Est. Gross Wgt: 98.2 Lbs
 In Home Date: 5/27/2005



Go to The USPS RIBBS Website here:

<http://ribbs.usps.gov/>

On the left, look for

[FAST/Surface Visibility](#)

You will need to review the document below, which details the individual Mailer barcode validation process. We have already submitted samples to FAST and have been approved, so you should have no difficulty getting site approval.

[Mailer Placard Barcode Validation Process - Job Aid](#)
from the RIBBS website

USPS DMU Verification

USPS Detached Mail Units Acceptance & Verification

Partner with you local USPS clerks to streamline verification and eliminate paperwork! Make it easy for your entry clerks to access the information they need, quickly and easily. Improve relations and communications with DAT-MAIL™ verification tools.

All of the reports needed and required by the USPS for mail verification purposes can be accessed quickly and easily by DAT-MAIL™. No more searching through reams of paper reports in order to find information on a particular tray or pallet! All reports can be previewed on the screen and/or printed for your records and use.

Workstation Set Up/Installation

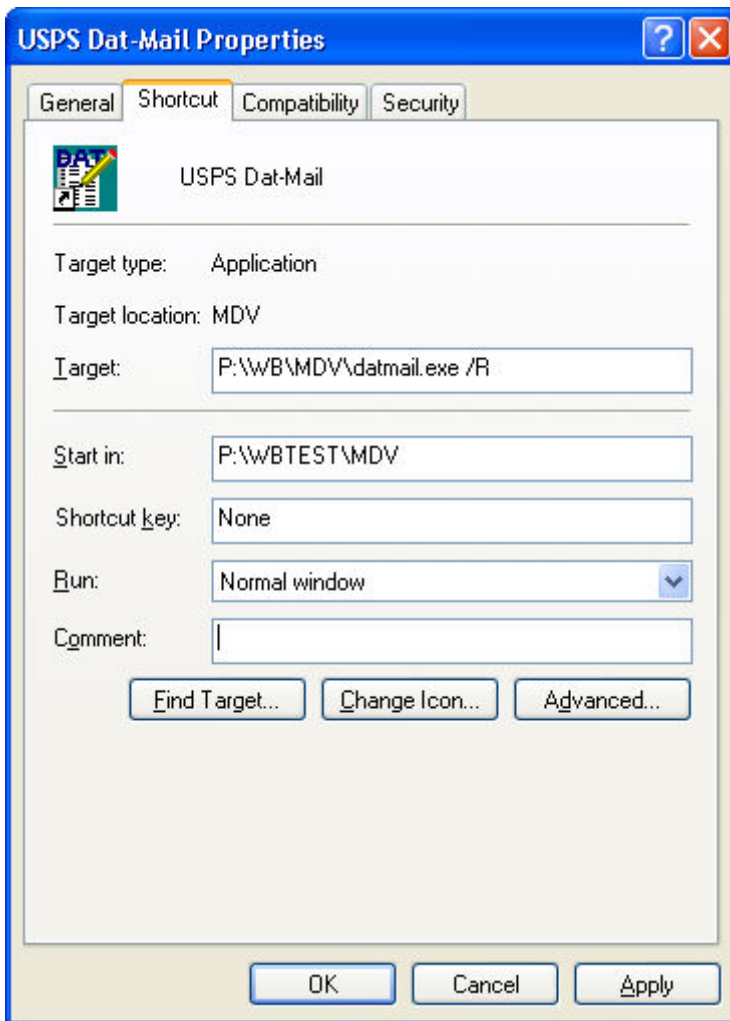
In order to use DAT-MAIL™ for mail acceptance and verification, with DAT-MAIL™ installed on a network:

Install a computer workstation accessible to the DMU clerk

Create a shortcut to start DAT-MAIL™.

On the desktop, right mouse click to open floating menu. Select "New" and then "Shortcut"

Edit the shortcut--place a **/R** in the command line after the program.



See example above: DAT-MAIL™ was installed on a on drive P: in a folder called WB\MDV. The shortcut for the mail clerk would be *P:\WB\MDV\DATMAIL.EXE /R*.

Mailer Set Up Options

From the Mailer's access to the program (regular user DAT-MAIL™ access, with no /R restriction)

DAT MAIL Program Setup, Setup Tab, Mailer Information:

Setup

Container Tare Weights | Export/Archive | Advanced Settings

Import Defaults | Mailer Information | PostalOne! | Statement Generation | Start Up Options

Mailer Information

Mailer: Window Book

Address 1: 300 Franklin Street

Address 2:

City: Cambridge

State: MA Zipcode: 02139

Phone: (617) 395-4570 User License Code:

DMU Verification

Allow USPS access to maintenance functions

Do not allow USPS to import mail.dat files

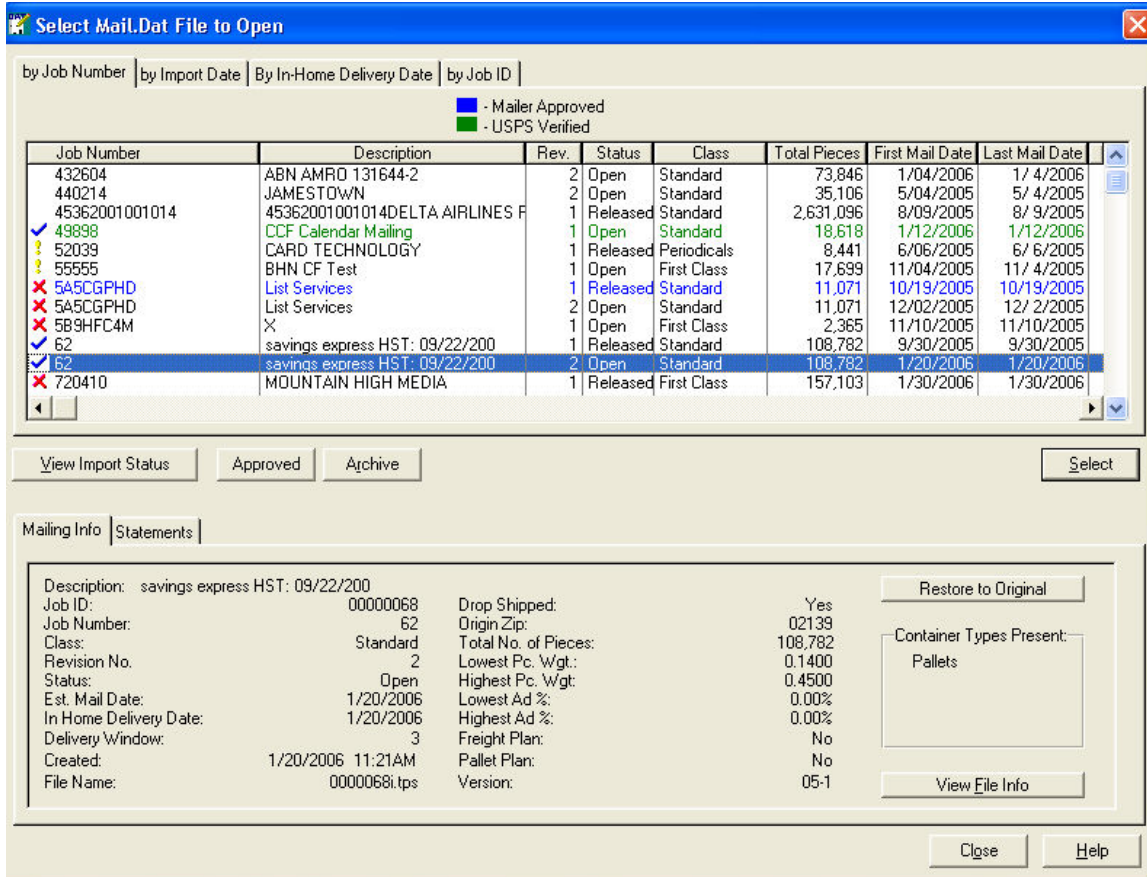
Display Mail Sortation Reports for USPS

OK Cancel

DMU Verification checkbox selections:

- Allow USPS access to maintenance functions - this would give the USPS access to updates from the USPS shortcut. We recommend that you restrict access in order to control updates.
- Do not allow USPS to import Mail.dat files - select based on your own internal practices.
- Display Mail Sortation Reports for USPS - We recommend that these reports be made available to the Verification clerks.

Open File View

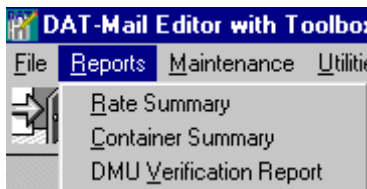


In order for the USPS Clerks to be able to access a file for a Mailing job, the mailer needs to APPROVE the job. Highlight the mailing that you wish to release to the USPS, and click the Approved button left center. The approved jobs will now be indicated in your list here in a blue color. The USPS clerks can ONLY see mailings that have been approved.

As the USPS clerks verify the mailing jobs, they will approve the jobs with a Verified button. The mailings highlighted as a green color (see above) are mailings that have been verified and approved by the USPS. See your status - real time - from the Open file view.

Verification Report

From the Mailer's access to the program, you can view and print a report "DMU Verification Report", detailing verified mailings. Access report from Main Menu (without any Mail.dat files open):



select a date range for the report, and all USPS verified mailings will appear on the report:

Run Date: 12/04/2002 1:23 PM

Page: 1

DMU Verification Report

1/01/2002 through 12/04/2002

Job Number	Verified by	Date/Time Verified
00000001	LMB	12/04/2002 11:31 AM


USPS Clerks/Verifiers:

USPS Verification

All of the reports needed and required by the USPS for mail verification purposes can be accessed quickly and easily by DAT-MAIL™. No more searching through reams of paper reports in order to find information on a particular tray or pallet! All reports can be previewed on the screen and/or printed for your records and use.

To get started:

1) If you are set up on a Workstation that has access to the Mailer's data, all you

will need to do is OPEN a file. Click on the OPEN FILE icon  for the job that is going to be mailed. You will see a list of Mailer Approved and USPS Verified files.

If you do not have access to the mailer's network, go to the Utilities Menu, insert the diskette provided by the mailer, select IMPORT JOB, and press the PROCESS BUTTON.

2) Select the mailing job file from the list.

Views

With a Mail.dat file opened, clerks can choose from different "Views" of the mailing information for the mail being verified. Users can always find an easy way to get the information needed. Access the different Views by clicking on "Views" from the menu bar

Qualification View: You can now see the information for the mailing listed by tray and use the filter buttons to view only the information you want. You can also find any tray or sack or pallet using the selector tabs at the top of the screen and typing in the tray number, zips, etc. desired. The line selection at the top of the screen is broken down in the lower information pane.

PostalOne! / FAST / DMU Verification User Guides

Qualification View - TSTDemo1 0001

File View Related Reports Utilities Help

Packages Containers Pieces Copies Record Filter Selection Entry Segment Pallet Clear All Query Reset

Container Zip | Container Level | Container ID | Container Entry | Container Mother Pallet | Container Trailer | Segment | Cont. Grouping ID | Ship Date

Ctnr Zip	Cont ID	Seg ID	Container	Ctnr Level	Pieces	Ctr Grp ID	Pallet ID	Trailer	Stop	Ttl Weight	Ship Date	Res
133	000015	0001	2' Tray	3D Scheme	318	06	000003			14.3	2/07/2006	
133	000016	0001	2' Tray	3D Scheme	318	06	000003			14.3	2/07/2006	
133	000017	0001	2' Tray	3D Scheme	318	06	000003			14.3	2/07/2006	
133	000023	0001	1' Tray	3D Scheme	24	06	000003			1.1	2/07/2006	
13309	000001	0001	2' Tray	5D Sch A/P	318	06	000003			14.3	2/07/2006	
13309	000020	0001	1' Tray	5D Sch A/P	121	06	000003			5.4	2/07/2006	
13317	000002	0001	2' Tray	5D Sch A/P	215	06	000003			9.7	2/07/2006	
13323	000003	0001	2' Tray	5D Sch A/P	318	06	000003			14.3	2/07/2006	
13323	000004	0001	2' Tray	5D Sch A/P	318	06	000003			14.3	2/07/2006	

Filter Selections:

Rate Level | Container Zip Code | View

Standard

Entry Discount Zone	Dest ZIP	Automation				Non-A BS	Non-Q S	Mail Piece Unit		
		5B	3B	AB	MB			ID	Weight	Unit Name
DBMC / Not Zoned	13317	1						00001	0.0450	X
DBMC / Not Zoned	13403	114						00001	0.0450	X
DBMC / Not Zoned	13460	1						00001	0.0450	X
DBMC / Not Zoned	13476	35						00001	0.0450	X
DBMC / Not Zoned	13480	64						00001	0.0450	X

Pieces for Container 000002: 215

Total Pieces: 111,012 79,161 26,084 922 2,986 1,490 369

View Close Help

Piece Detail File: Most Mail.dat files will not have a Piece Detail File, so do not be alarmed if the selection is grayed out. This file contains information on each individual piece in the mailing. It is most commonly used by manifest mailers.

Entry View: This view Shows a list of Entry points and lets you see a listing of pallets and non-palletized containers for each. To the left of each facility name folder you will see a [+]. Wherever you see this plus sign, you can click to expand the tree of information to keep showing more and more detail.

The screenshot shows a software window titled "Entry View - TSTDemo1 0001". The window has a menu bar with "File", "View", "Related", "Reports", "Utilities", and "Help". Below the menu bar are icons for navigation and status indicators for DBMC (blue), DSCF (red), and DDU (green). The main area displays a tree view of mail destinations. The tree is expanded to show a sub-entry for "BMC SPFLD, MA 05500", which includes a "Loose" folder and an "On Mother Pallets" folder. The "On Mother Pallets" folder contains a "Pallet ID: 000001 BMC" entry with a "Zip Code" of "05500". Below the tree view is a table with columns for "Destination", "Zip Code", "Pieces", "Copies", and "Weight". The table lists various destinations and their corresponding statistics. At the bottom of the window are buttons for "Explode All", "Collapse All", "Explode Node", "Collapse Node", "Verify", "View", "Close", and "Help".

Destination	Zip Code	Pieces	Copies	Weight
BMC SPFLD, MA 05500		9,550	9,550	429.8
Loose				
On Mother Pallets				
Pallet ID: 000001 BMC	05500	9,550	9,550	429.8
BMC DALLAS, TX 75199		37,730	37,730	1,697.5
BMC NEW JERSEY, NJ 00102		1,130	1,130	50.9
OLD SAYBROOK CT 06475		369	369	16.7
BMC PITTSBURGH, PA 15195		10,865	10,865	488.9
BMC CINCINN, OH 45900		2,345	2,345	105.5
BMC ATLANTA, GA 31195		3,409	3,409	153.3
BMC JAXVILLE, FL 32099		3,182	3,182	143.1
BMC DETROIT, MI 48399		10,687	10,687	480.8
ASF FARGO, ND 580		2,417	2,417	108.7
ASF BILLINGS, MT 590		3,241	3,241	145.7
BMC LOS ANGELS, CA 90901		15,680	15,680	705.5
BMC SEATTLE, WA 98000		10,407	10,407	468.1

Mail Schedule View: Displays the schedule drop dates for each entry point in the mailing.

PostalOne! / FAST / DMU Verification User Guides

Mail Schedule View

File View Related Tag Containers Reports Utilities Help

Job No.: TSTDemo1 Job Name: 0001 Version: 05-1

Sort Order and Detail Level: Prod. Sequence

Entry Facility	Seg. ID	Segment Desc	Est. Mail	Drop Ship		Pieces
			Date	Date	Time	
<input checked="" type="checkbox"/> BMC SPFLD, MA 05500			2/07/2006	2/07/2006	1:55AM	9,550
<input type="checkbox"/> BMC DALLAS, TX 75199			2/07/2006	2/07/2006	1:55AM	37,730
<input type="checkbox"/> BMC NEW JERSEY, NJ 00102			2/07/2006	2/07/2006	1:55AM	1,130
<input type="checkbox"/> BMC PITTSBURGH, PA 15195			2/07/2006	2/07/2006	1:55AM	10,865
<input type="checkbox"/> BMC CINCINN, OH 45900			2/07/2006	2/07/2006	1:55AM	2,345
<input type="checkbox"/> BMC ATLANTA, GA 31195			2/07/2006	2/07/2006	1:55AM	3,409
<input type="checkbox"/> BMC JAXVILLE, FL 32099			2/07/2006	2/07/2006	1:55AM	3,182
<input type="checkbox"/> BMC DETROIT, MI 48399			2/07/2006	2/07/2006	1:55AM	10,687
<input type="checkbox"/> ASF FARGO, ND 580			2/07/2006	2/07/2006	1:55AM	2,417
<input type="checkbox"/> ASF BILLINGS, MT 590			2/07/2006	2/07/2006	1:55AM	3,241
<input type="checkbox"/> BMC LOS ANGELES, CA 90901			2/07/2006	2/07/2006	1:55AM	15,680
<input type="checkbox"/> BMC SEATTLE, WA 98000			2/07/2006	2/07/2006	1:55AM	10,407
<input type="checkbox"/> OLD SAYBROOK CT 06475			2/07/2006	2/07/2006	1:55AM	369

Pieces Tagged: 0

Priority Mail Drop Ship Export View Close Help

Transportation View– gives you a view of Entry Points at the top of the screen, with the selected Entry Point containers broken down at the bottom.

Transportation View - TSTDEMO1 0001

File View Related Reports Utilities Help

By Entry Point | By Facility Type | By Production Sequence | **Standard**

Entry Facility	Pieces	Copies	Weight	Est. Mail Date	Drop Ship Date	Delivery Date	d
BMC NEW JERSEY, NJ 00102	1,130	1,130	50.90	2/07/2006	2/07/2006	9/25/2005	9
OLD SAYBROOK CT 06475	369	369	16.70	2/07/2006	2/07/2006	9/25/2005	9
BMC PITTSBURGH, PA 15195	10,865	10,865	488.90	2/07/2006	2/07/2006	9/25/2005	9
BMC CINCINN, OH 45900	2,345	2,345	105.50	2/07/2006	2/07/2006	9/25/2005	9
BMC ATLANTA, GA 31195	3,409	3,409	153.30	2/07/2006	2/07/2006	9/25/2005	9
BMC JAXVILLE, FL 32099	3,182	3,182	143.10	2/07/2006	2/07/2006	9/25/2005	9
BMC DETROIT, MI 48399	10,687	10,687	480.80	2/07/2006	2/07/2006	9/25/2005	9

View

Containers | **Mother Pallets**

Cont ID	Seg ID	Container	Cont Level	Cont Zip	Pieces	Copies	Pallet ID	Ctr Grp ID	Trailer	Stop
000001	0001	2' Tray	5D Barcode	44405	200	200	000002	06		
000002	0001	2' Tray	5D Barcode	44406	318	318	000002	06		
000003	0001	2' Tray	5D Barcode	44406	318	318	000002	06		
000004	0001	2' Tray	5D Barcode	44406	234	234	000002	06		
000005	0001	2' Tray	5D Barcode	44408	190	190	000002	06		
000006	0001	2' Tray	5D Barcode	44410	260	260	000002	06		
000007	0001	2' Tray	5D Barcode	44420	318	318	000002	06		
000008	0001	2' Tray	5D Barcode	44425	318	318	000002	06		
000009	0001	2' Tray	5D Barcode	44446	318	318	000002	06		

Display Only Pallets

View

Close Help

Floating Batch Manifest View: For Manifest Mailers to view detailed info

Container				Group	Piece ID		Automation				Nonauto	Batch
No.	Type	Level	Zip	Dest.	From	To	5B	3B	AB	MB	BS	Postage
1	2' Tray	5D Barcode	28012			1-310	310					96.5300
2	2' Tray	5D Barcode	28016			311-467	157					49.7210
3	2' Tray	5D Barcode	28027			468-640	173					57.9940
4	2' Tray	5D Barcode	28031			641-866	226					74.3030
5	2' Tray	5D Barcode	28034			867-1082	216					69.2730
6	2' Tray	5D Barcode	28037			1083-1244	162					52.0110
7	2' Tray	5D Barcode	28052			1245-1580	336					93.4080
8	2' Tray	5D Barcode	28054			1581-1919	339					94.2420
9	2' Tray	5D Barcode	28054			1920-2153	234					97.0020
10	2' Tray	5D Barcode	28056			2154-2482	329					91.4620
11	2' Tray	5D Barcode	28056			2483-2711	229					95.8370
12	2' Tray	5D Barcode	28078			2712-3034	323					90.2440
13	2' Tray	5D Barcode	28079			3035-3362	328					91.4090
14	2' Tray	5D Barcode	28079			3363-3523	161					68.8330
15	2' Tray	5D Barcode	28086			3524-3727	204					67.7370
16	2' Tray	5D Barcode	28103			3728-4036	309					97.3770
17	2' Tray	5D Barcode	28104			4037-4370	334					93.7520
18	2' Tray	5D Barcode	28104			4371-4530	160					65.1800
19	2' Tray	5D Barcode	28105			4531-4888	358					00.1990
20	2' Tray	5D Barcode	28105			4889-5175	287					95.7610
21	2' Tray	5D Barcode	28110			5176-5528	353					98.8090
22	2' Tray	5D Barcode	28110			5529-5831	303					84.2340
23	2' Tray	5D Barcode	28110			5832-6087	256					11.8930
24	2' Tray	5D Barcode	28112			6088-6422	335					93.3550
25	2' Tray	5D Barcode	28112			6423-6608	186					70.8330
26	2' Tray	5D Barcode	28115			6609-6838	230					76.5400
27	2' Tray	5D Barcode	28117			6839-7097	259					85.5020
28	2' Tray	5D Barcode	28120			7098-7395	298					98.3690

File Info – gives you information on the Mail.dat file, such as contact information for the file provider.

Reports

Access reports from the main menu bar.

Mailing Recap Report – provides a concise summary of mailing information by drop date and entry point and includes rate tier information, postage and tray counts.

Tray Audit Report – a report that sorts the mailing by entry point, sortation tier and container ID. It shows destination zip and packages in the container. There is a prefix to the container ID that represents the container type. Here is what they are:

P- Pallet S-Sack O-1' Tray T=2' tray E-EMM Tray F=Flat Tub, B=Bedload, L=Logical Tray (you will see this if the mail was sorted by an MLOCR), W=Walled Unit, U=Unit Load Device C=Misc.

This report is broken by Tray.

Floating Batch Manifest Report & Itemized Manifest Report

Unless the job is a Manifest Mailing, these reports will be grayed out. See section on Floating Batch Manifest verification.

Spoilage - 2 reports available, Spoilage Report and Spoilage Audit Report

Mail Verification Report – provides a checklist of all pallets and loose trays and

sacks in the mailing on order of drop date and entry point. Piece ID ranges for each sack, tray or pallet are also included on this report.

Rate Summary Report – provides a more detailed look at the postage information as you would expect to see it on the postage statements that will be submitted by the mailer.

Mailing Summary Report-can be broken out by Segment, Entry Point, Piece ID, packages on pallets, or by state.

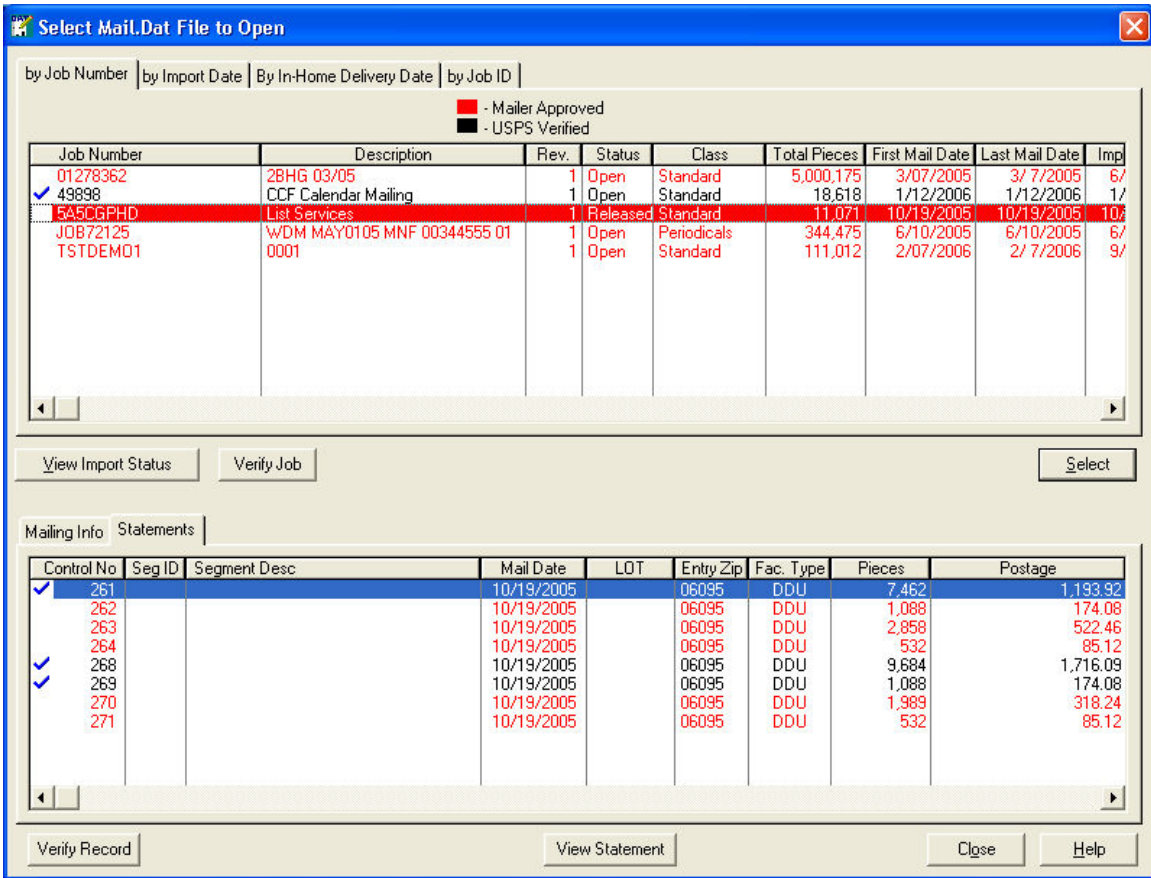
Container Summary Report – provides a simple spreadsheet showing how many containers of each type are going to each entry point in the mailing.

Pallet Production Report – This provides a concise summary of the content of each pallet in the mailing based on 3-digit SCF zip code. There would be multiple SCF zips on a single BMC level pallet and this will give you an easy way to see the content of each pallet and how it was produced.

Walk Sequence Report – If there is ECR mail present in the mailing, this report lets you print the information about whether the mail qualifies for ECR discounts.

USPS Verification Tools

When you are done with the verification and acceptance process, close the file. Go to the Open Files list again, highlight the job you just completed, and press the VERIFIED button at the bottom of the view. the job listing will change from red to black. The mailer will see this mailing in their list as green, and know that it has been verified by the USPS.



USPS Verification for Floating Batch Manifest Verification Special Reports

Floating Batch Manifest Report – you can print and view the floating batch manifest report in the same format as in Pub. 401. If there are spoiled pieces in that batch line, you will see an asterisk in the report.

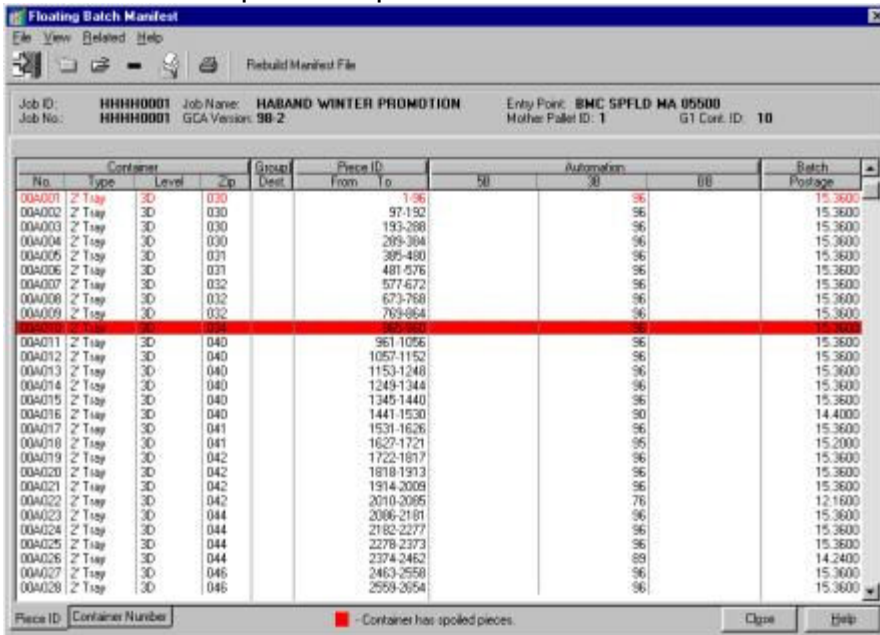
Spoilage Reports – if the mailer is using our Spoilage Tracking and Management System, we can provide detailed information on the spoilage with these two reports:

Spoilage Summary/Detail Reports – lets you see what pallets and trays/sacks the spoiled pieces are in (if our spoilage management system is used).

Spoilage Audit Report. Shows you which sacks or trays may no longer qualify for the rate levels claimed based on their contents after spoilage is removed and provides a statistical recap of spoilage for the job.

VIEW THE FLOATING BATCH MANIFEST

If you would like to view the manifest instead of printing it, you can go to the View Menu and select the Floating Batch Manifest which looks similar, but not quite the same as the printed report.



View Single Pieces - You can look at the individual pieces in any batch line by highlighting it, pressing the right mouse button and selecting SINGLE pieces. You will see a list of every piece in the mailing. Those that are preceded with a red X have been spoiled. Batch lines with spoiled pieces will appear in red. If the mailing was drop shipped you will see the entry facility in the upper right. If palletized, the pallet number will also appear in the upper right.

Print the Tray Audit Report – When you are highlighting a batch line, you can print a detailed report with all information pertaining to the tray or sack for that batch line by highlighting a batch line and pressing the Print Icon. Note: the Tray Audit Report can also be printed by viewing “Single Pieces” from the Qualification View.

Mark the file as VERIFIED: When you are done with the verification and acceptance process, close the file. Then press to OPEN file again, then highlight the job you just finished and press the “VERIFIED” button at the bottom of the screen. The job listing will change from red to black.

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