# Test Process for Full Service Mail.dat & Mail.XML Mailings

"The Test Environment for mailers (TEM) is a test platform designed to allow mailers to test their ability to submit electronic mailing information such as Full Service (FS) mailings to the Postal Service. In this platform mailers can submit their electronic mailing information generated from their presort software to the Postal Service. They can then view the resulting electronic mailing postage statements and qualification reports extracted from their electronic submissions."  Simple mailing presented with a single permit and identical weight pieces.  A Complex mailing is a mailing with non-identical weight pieces and has a type of Special Postage Payment System (SPPS) approved by Business Mailer Support (i.e., MLOCR, Comail, Copal, OP, MMS).

Mail Owners and Service Providers preparing Simple mailings and Complex mailings using vendor approved software* that has already been validated with the Postal Service need only submit one test file to TEM for FS Auth (to locate and view the list of approved vendors under "Important Links", click here).  Mailers can follow the steps below to acquire an account, download software to submit your file, submit your electronic mailing information and view the electronic postage statement and qualification reports in our test system.

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| Initiate Account on the Business Customer Gateway (BCG) | • Access BCG by going to: https://gateway.usps.com<br>• Click on the "New User Registration" link on BCG Main Page.<br>• Create a Business Account by entering the requested information to generate a business account username and password, and by clicking "Create Account".<br>• Once your account is created, you will see a list of the available business services.<br>• Under the "Track and Report" section, click on "Manage Mailing Activity" and complete the steps to add the service to your account. |
| Download TEM Mail.dat Client or Mail.XML WSDL files (skip if already completed) | • Click on "Go to TEM" link to mirror your production profile in TEM.<br>• From the Gateway homepage, click the Electronic Data Exchange link (under the Design & Prepare section).<br>• Under the Test Environment for Mailers (TEM) –<br>• For Mail.dat, : Select the Download Client Application link (either Windows or Solaris depending on your operating system)<br>• For Mail.XML: Download Mail.XML WSDL (Web Services Description Language) Files.<br>More detailed information how to submit your file to TEM can be located in the *Mail.dat Job Submission in the Test Environment for Mailers (TEM),* click here  and for Mail.XML, click here. |
| Upload Mailing Job Mail.dat & Mail.XML | **Mail.dat**<br>• Create your Mail.dat Full-Service mailing job using your software.<br>• Open the Mail.dat client and upload your job for submission.<br>• Select the Validate & Upload option.  If your file passes the initial validations it will automatically upload.  If your file does not pass all validations, you will need to make corrections before uploading your file.<br>• To identify the scenarios and the desired outputs required to test using your software under "Important Links" click here.<br>• Reference Table 1 to identify the scenarios for any Special Postage Payment System (SPPS) you may be authorized for the desired outputs to review.<br><br>**Mail.XML**<br>• Use an XML web editor to create your XML messages for your Mail.XML mailings.<br>• Use the WSDL files to upload your messages to the *PostalOne!* system.<br>• To identify the scenarios and the desired outputs required to test using your software under "Important Links" click here.<br>Use Table 2 to identify the scenarios for any Special Postage Payment System (SPPS) you may be authorized for the desired outputs to review. |
| Go to TEM Environment & Review Mailing Job | • Go back to the BCG home page by clicking the "Home" tab.<br>• From the Gateway homepage, click the Electronic Data Exchange link (under the Design & Prepare section).<br>• Under the Test Environment for Mailers (TEM) – Mail.dat section, select the Go to TEM link.  You will see a red banner at the top of the page which says "You are in the Test Environment for Mailers (TEM)".<br>• Select Dashboard from the left menu bar.<br>• In the Dashboard Search, in the first column – ensure the Open Date begins on or before your job submission date.  Also, make sure "All – Include All Statement Statuses" is highlighted.  In the third column, enter your mailing job ID in the Mailer Job # field.  Also check the Include Closed Jobs box.  Click Search.<br>• Search results should display your Job ID. |
| Review & Compare | • Click on the Postage Statement ID link in the third column.<br>• Compare the electronic postage statement information displayed on the dashboard with Mail.dat file submitted.<br>• Click on the Job ID link in the first column to locate the qualification report.<br>• Compare the qualification report displayed with the Mail.dat file submitted. Total pieces and presort should be the same.<br>• For Complex Mailings only - Reference Table 1 (attached) to identify the documents to review pertaining to the type of  mailing you submitted.<br>    • Click on the Job Id link view those reports listed in Table 1.  Validate the applicable reports.<br>    • Click on the Reconciliation Report link to view the total pieces and postage.<br>• Remember to ensure the By/For information is correctly populated in your Mail.dat file to correctly identify mail owner and mail preparer information. |

| TEM Test Complete | • After reviewing your successful job, send an email to the Help Desk at **PostalOne@usps.gov** with your Company name & address, CRID, Job ID, and a message that your electronic information populated correctly.  If you wish to receive an email notification from Help Desk that your FS job successfully processed in the TEM environment indicate that in the email request.<br>• If you wish to receive immediate feedback that your FS job successfully processed in the TEM Environment, contact the Help Desk at 1-800-522-9085. |
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| Ready to Submit FS Mailings to *Postalone!* | **Mail.dat**<br>• You are now ready to submit your files to *PostalOne!*<br>• Click **here** to obtain instructions on how to migrate your mailings to production, *Technical Specifications and Guides* located in 2.2 of the Guide.  (Look for the Mail.dat Submission Guide (offering a Step by Step process) how to submit jobs into *PostalOne!* to be posted soon) |
| | **Mail.XML**<br>• You are now ready to submit your files to *PostalOne!*<br>• Click **here** to obtain instructions on how to migrate your mailings to production; *Postal Service Mail.XML Technical Specifications* section then under Profiles and Full Service Feedback (Data Distribution-(DD)) Release 34 section select your software version number.  (Look for the Mail.XML Submission Guide (offering a Step by Step process) how to submit jobs into *PostalOne!* to be posted soon) |
| Resolve Issues | • If you encounter issues with your test, please contact the Help Desk at 800-522-9085.  Be prepared to supply the job ID that you submitted. |

\* Vendor approved software means the software was tested to determine eDoc populates correctly on the dashboard, and postage statements and reports generate correctly.

**UNITED STATES POSTAL SERVICE** ®

Table 1

# SPPS Complex Mailings for FS Scenario Listing

## Mail.dat & Mail.XML

| SPPS Type | Class of Mail | Desired TEM Document Outputs |
|---|---|---|
| Optional Procedure (OP) | First-Class | 1) Confirm no error messages were received<br>2) Confirm the following documents were generated on the PO! dashboard:<br>    *Applicable Postage Statement for class of mail - with FS discount included<br>    *Reconciliation Report<br>    *Qualification Report with FS indicator set to 'F' or 'M'<br>    *Version Summary |
| | Standard Mail | |
| Manifest Mailing System (MMS) | First-Class | 1) Confirm no error messages were received<br>2) Confirm the following documents were generated on the PO! dashboard:<br>    *Applicable Postage Statement for class of mail - with FS discount included<br>    *Reconciliation Report<br>    *Qualification Report with FS indicator set to 'F' or 'M'<br>    *Version Summary |
| | Standard Mail | |
| | Bound Printed Matter | |
| One Pass Finalization (OPF) | Standard Mail | 1) Confirm no error messages were received<br>2) Confirm the following documents were generated on the PO! dashboard:<br>    *PS Form 3602 - Postage Statement – Standard Mail - with FS discount included<br>    *Reconciliation Report<br>    *Qualification Report with FS indicator set to 'F' or 'M'<br>    *Version Summary<br>    *Summary ZIP Destination Report<br>    *Postage Statement Summary Report<br>    *Customer Mail Report |
| Combined/CVAR (MLOCR mailings) | First-Class | 1) Confirm no error messages were received<br>2) Confirm the following documents were generated on the PO! dashboard:<br>    *Applicable Postage Statement for class of mail - with FS discount included<br>    *Reconciliation Report<br>    *Qualification Report with FS indicator set to 'F' or 'M'<br>    *Version Summary<br>    *Summary ZIP Destination Report<br>    *Postage Statement Summary Report<br>    *Customer Mail Report |
| | Standard Mail | |
| Alternate Mailing System (AMS) | First Class | 1) Confirm no error messages were received<br>2) Confirm the following documents were generated on the PO! dashboard:<br>    *Applicable Postage Statement for the class of mail - with FS discount included<br>    *Reconciliation Report<br>    *Qualification Report with FS indicator set to 'F' or 'M'<br>    *Version Summary<br>    *Postage Statement Summary Report |
| | Standard Mail | |
| | Bound Printed Matter | |

# SPPS Complex Mailings for FS Scenario Listing
## Mail.dat & Mail.XML

| SPPS Type | Class of Mail | Desired TEM Document Outputs |
|---|---|---|
| Copal Trays/Bundles | First Class | 1) Confirm no error messages were received<br>2) Confirm the following documents were generated on the PO! dashboard:<br>    *Applicable Postage Statement for class of mail - with FS discount included<br>    *Reconciliation Report<br>    *Qualification Report with FS indicator set to 'F' or 'M'<br>    *Version Summary<br>    * Original Container Information (OCI) file (only required for Internal Copal First-Class mailings) |
| | Standard Mail | |
| Comail | Periodicals | 1) Confirm no error messages were received<br>2) Confirm the following documents were generated on the PO! dashboard:<br>    *Applicable Postage Statement for class of mail - with FS discount included<br>    *Reconciliation Report<br>    *Qualification Report with FS indicator set to 'F' or 'M'<br>    *Version Summary |
| | Standard Mail | |
| MXD Class Comail | Periodicals & Standard Mail | 1) Confirm no error messages were received<br>2) Confirm the following documents were generated on the PO! dashboard:<br>    *Applicable Postage Statement for class of mail - with FS discount included<br>    *Reconciliation Report<br>    *Qualification Report with FS indicator set to 'F' or 'M'<br>    *Version Summary |