



Mail.dat Job Submission in the Test Environment for Mailers (TEM)

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USPS Headquarters
Mail Entry & Payment Technology

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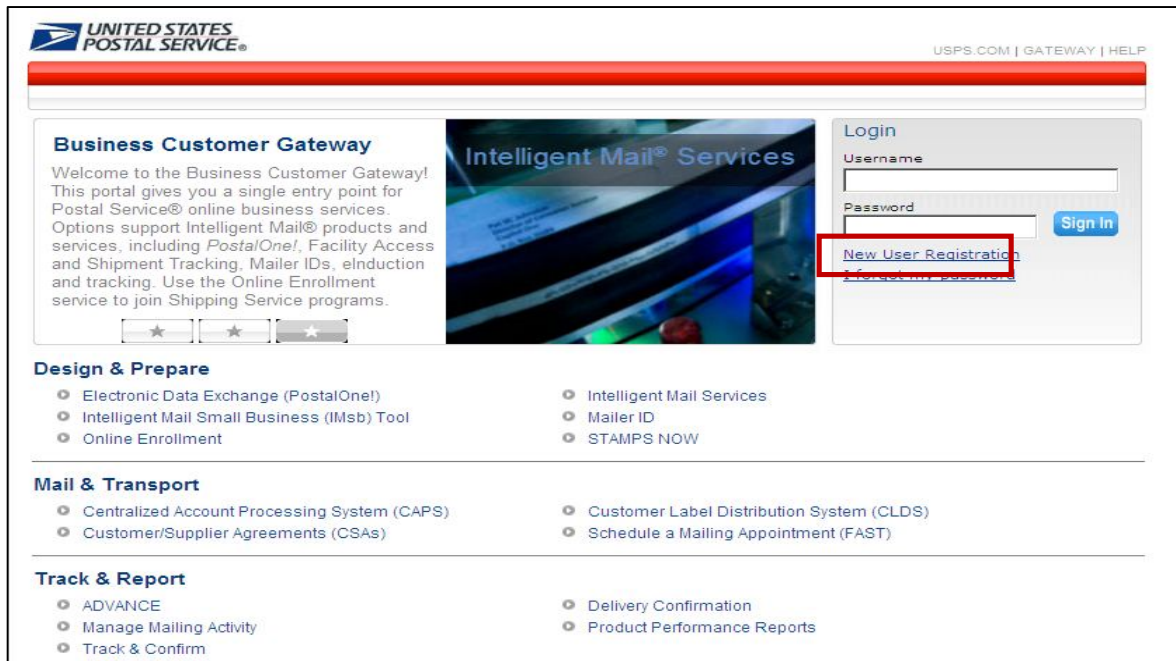
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This guide provides step-by-step instructions for submitting electronic mailing information into the USPS for Full-Service letters & flats.

Create Gateway Account

1. Access BCG by going to: <https://gateway.usps.com>
2. Click on the New User Registration link on BCG Main Page



3. Begin by creating a Business Account Profile. Enter the requested information, as shown to generate a business account username and password.

Account type

Business

Create a username & password
* Indicates a required field

***Pick a Username**
Usernames need 6 characters.
You can use your email address. ⓘ

***Pick a Password**
Passwords need 7 characters, including a letter and number. They are case-sensitive. They can include special characters, but not your username or more than two repeat characters in a row. ⓘ

Password

Password Strength
0% Too Short

Re-Type Password

***Pick Two Security Questions**
Please answer two secret questions. If you forget your password, you will be asked for this information to re-gain access to our site.

***Pick Your First Security Question**

Select

Your Answer

Answers are not case-sensitive. ⓘ

Re-Type Your Answer

Next, we need your name and contact info
* Indicates a required field

4. Once all the information has been entered, click the **Create Account** button located on the bottom right of the screen

* indicates a required field

Enter Your Name

Title
Select

*First Name M.I. *Last Name

Suffix
Select

Enter Your Address

*Country
UNITED STATES

*Company Name

*Street Address

Apt/Suite/Other

*City

*State *ZIP Code™

Select

Enter Your Phone Number

*Type *Phone Ext.

US

Type Fax
US

*Enter Your Email Address

*Re-Type Your Email Address

Can we contact you?
Get communications from USPS and our partners.

From USPS
 From USPS Partners

Please read our privacy policy.

Privacy Act notice: The information you supply will be used to provide you online registration capability for Internet-based services, and to provide those services. Please be aware that this service is voluntary, but that requested information is required to provide the service. Collection of information for this service is authorized by 39 U.S.C. 401, 403, & 404. We do not disclose your information without your consent to third parties, except to facilitate the

Create Account

5. Once you are registered, the above screen will appear. Wait a few seconds and the screen will automatically update so that you can then select the Business Services you wish to be accessible to your account.

Back Customer Service USPS Mobile Hi, Melvin

USPS.COM

And you're registered!

You've registered the username Thom1775. Check your inbox for an email with details on your new account.
Now, you'll be directed to your account, where you can explore its tools.

6. You will see a list of the available business services. Click on **“Manage Mailing Activity”** to add the service to your account. This will allow you to access the TEM environment.

Intelligent Mail® Small Business (IMsb) Tool requires the access to following three (3) business services:

- Manage Mailing Activity
- Mailer ID
- Intelligent Mail® Small Business (IMsb) Tool

Online Enrollment requires the access to following three (3) business services:

- Manage Mailing Activity
- Mailer ID
- Online Enrollment

To search for a specific service, enter a key word about that service and then click the **Submit** button for a customized result set.

Locate service where contains:

- Small Business Services**
 - Select Multiple Services (details)
- Account Services**
 - Incentive Programs (details)
 - Verification Assessment Evaluator (PostalOne!) (details)
- Design & Prepare**
 - Intelligent Mail Small Business (IMsb) Tool (details)
 - Mailer ID (details)
- Mail & Transport**
 - Customer Label Distribution System (CLDS) (details)
 - Customer/Supplier Agreements (CSAs) (details)
 - Schedule a Mailing Appointment (FAST) (details)
 - Transportation Location Service (TLS) (details)
- Mailing Services**
 - Audit Mailing Activity (PostalOne!) (details)
 - Every Door Direct Mail (details)
- Shipping Services**
 - Manage Electronic Return Activity (PRS) (details)
 - Manage Electronic Verification Activity (eVS) (details)
 - Manage Scan Based Payment Activity (SBP) (details)
 - Online Enrollment (details)
- Track & Report**
 - Manage Mailing Activity** (details)

7. The service you selected now appears. Notice that the CRID was automatically created behind the scenes when you selected your service(s) from the previous screen. Click on the checkbox to associate this service with this location and click on “Next”.

Select Business Locations

Select at least one business location to associate to a service. This enables you to access the data for that business location.

You have selected the following online service:

Service
Manage Mailing Activity

When using this service, you will be linked with the business locations you add to your user profile. If you would like to be linked with a business location that is not shown in the table below, click the **Add Location** button to add a new location to your profile.

After you have entered all of the desired business locations, attach them to the business service by selecting the check box next to each business name, and then click the **Next** button.

Click the **Cancel** button to return to the previous screen.

Existing Business Locations

<input type="checkbox"/>	Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
<input checked="" type="checkbox"/>	KOL	8484289	701 YOUNG DR	NEW LENOX	IL	60451-3331

8. Review the information and confirm your selection to associate this service with this business location.

Add a Service

Review the information below and click the **Confirm** button to complete the request.

Click the **Back** button to go to the previous page or the **Cancel** button to return to the **Select a Business Location** page.

Service
 Manage Mailing Activity

Business Locations

Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
KOL	8484289	701 YOUNG DR	NEW LENOX	IL	60451-3331

< Back Cancel **Confirm**

9. When creating a new user account, if no one from this location has previously logged in and accepted the overall BSA role, you will be prompted to accept it. **If you do not accept it, all requests for services will be pending and you will be unable to proceed until someone accepts this role.**

Business Service Administrator Approval

The Business Service Administrator (BSA) role must be in place to manage requests for access to a business location(s).

Click the **No Thanks** button if you do not want to assume the BSA role. Your request for access will be placed in a queue until the BSA role is filled. The BSA for this location will act on all requests for access to this Business Service.

Please review the following Terms and Conditions:

CONTENTS

Section 1 GENERAL
 Section 2 TRANSACTION TERMS
 Section 3 USPS OBLIGATIONS
 Section 4 PARTICIPANT OBLIGATIONS
 Section 5 PARTICIPANT LIABILITY
 Section 6 GENERAL TERMS AND CONDITIONS
 Section 7 PRIVACY ACT
 Section 8 USER RESPONSIBILITY STATEMENT
 Section 9 EXECUTION

This Agreement entered into between the United States Postal Service® ("Postal Service" or "USPS") and Participant describes the terms and conditions pertaining to the Participant's participation in and use of Postal Service computer systems as described and authorized by the USPS. These terms and conditions are subordinate to, and do not supersede, any provisions of the Domestic Mail Manual (DMM®) or any other regulations or rulings of the USPS applicable to mail presented pursuant to this Agreement or any other service agreement Participant has with the Postal Service.

WHEREAS, the USPS provides computer systems to a company for the submission of electronic files,

WHEREAS, Participant may designate representative(s) of such company who desires and enables its Users to access USPS computer systems.

By selecting this box, I agree to the USPS Online Agreement.

Please select which of the following companies for which you wish to become the BSA:

	Business Name	CRID	Address	City	State/Province	ZIP/Postal Code
<input checked="" type="checkbox"/>	KOL	8484289	701 YOUNG DR	NEW LENOX	IL	60451-3331

No Thanks Print **Yes**

10. After accepting the BSA role, the above screen will appear. Click "Continue" to advance to the BCG home page where you will be able to download the TEM Mail.dat client.

Business Service Administrator (BSA) Access Granted

You have been granted BSA privileges for the following business location(s):

Business Name	CRID	Address	City	State/ Province	ZIP/ Postal Code
KOL	8484289	701 YOUNG DR	NEW LENOX	IL	60451-3331

[Continue](#)

Download TEM Mail.dat Client

1. Select the *Electronic Data Exchange (PostalOne!)* link:

The screenshot shows the USPS Business Customer Gateway interface. At the top, there is a navigation bar with links for Profile, Request Access, Request Status, Request Inbox, and Manage User Access. The main content area is divided into several sections: Business Customer Gateway, Your Account Settings, Account Services, Design & Prepare, Mail & Transport, and Mailing Services. The 'Design & Prepare' section contains a list of services, with 'Electronic Data Exchange (PostalOne!)' highlighted by a red box. Other services listed include Automated Business Reply Mail, Intelligent Mail Services, Mailer ID, Incentive Programs, Verification Assessment Evaluator, Intelligent Mail Small Business (IMsb) Tool, and Tech Credit Program.

2. Download the Test Environment for Mailers (TEM) Client by selecting the *Download Client Application (Windows)* link:

UNITED STATES POSTAL SERVICE® HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

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

Home > Electronic Data Exchange

Electronic Data Exchange

Mail.dat Support for Production

Mail.dat	Mail.xml
Download Client Application (Windows)	Download Mail.xml WSDL Files
Download Client Application (Solaris)	

Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The PostalOne! system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will provide mailers a way to test their file layouts and corresponding file submission/creation software prior to submitting jobs to the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the mailers use in updating file layout and software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process by sending the Help Desk an email notifying them they are ready to begin testing. This email should include:

- a. Company Name
- b. Contact Name
- c. Phone Number
- d. Data Exchange Method (Mail.dat, Mail XML, etc) and version (if applicable)

Test Environment for Mailers (TEM)

Mail.dat	Apply for TEM Testing
Mail.dat Guide	TEM Testing for Full Service eDocs
Download Client Application (Windows)	TEM Testing for PAST scheduling and CSAs (Coming soon)
Download Client Application (Solaris)	TEM Testing for Full Service Data Distribution (IV) and Quality Data (Coming soon)
Start Testing - Notify Help Desk	TEM Testing for MID/CRID/Account and Incentives Enrollment (Coming soon)
Go to TEM	Check Application Status

Mail.xml	PostalOne! Postal Wizard
Mail.xml Guide	PostalOne! Guide
Start Testing - Notify Help Desk	Start Testing - Notify Help Desk
Download Mail.xml WSDL Files	Go to TEM
Verify Web Service in TEM	
Go to TEM	

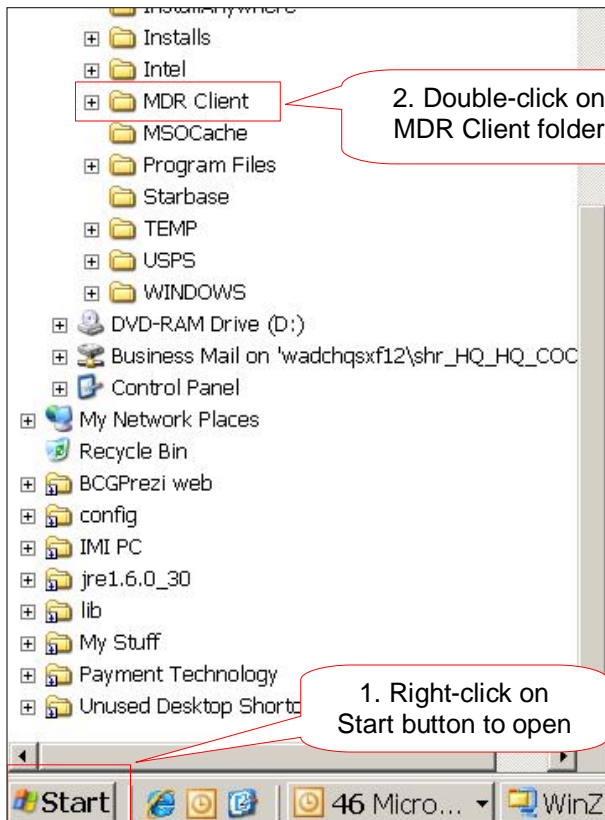
Parcel Return Service (PRS)	Electronic Verification System (EVS)
PRS Guide	EVS Guide
PRS Process	EVS Process
Start Testing - Notify Help Desk	Start Testing - Notify Help Desk
Go to TEM	Go to TEM

3. Save the Client to your operating system:

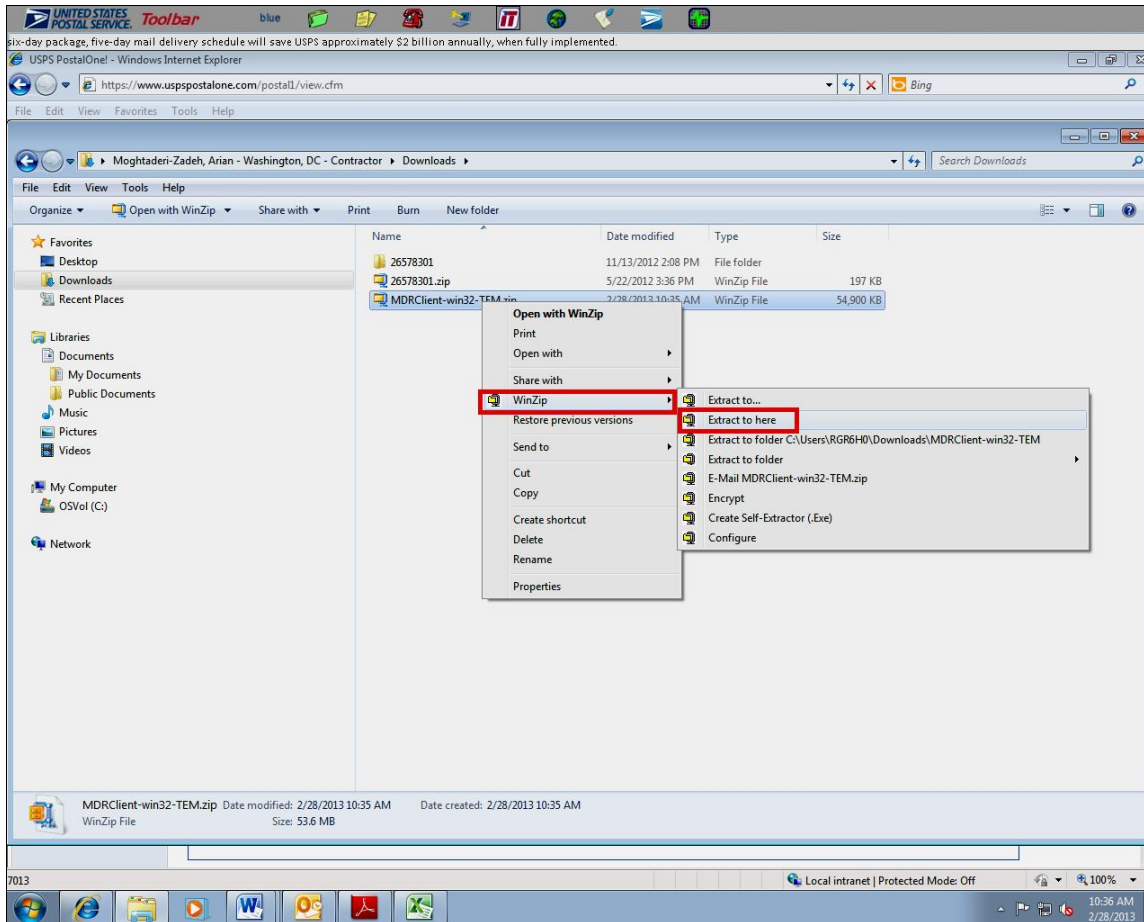
The screenshot shows a 'Save As' dialog box with the following details:

- Save in:** MDR Client
- File list:**
 - config
 - jre1.6.0_30
 - lib
 - MDRClient-win32-TEM.zip** (selected)
- File name:** MDRClient-win32-TEM.zip
- Save as type:** WinZip File
- Buttons:** Save, Cancel

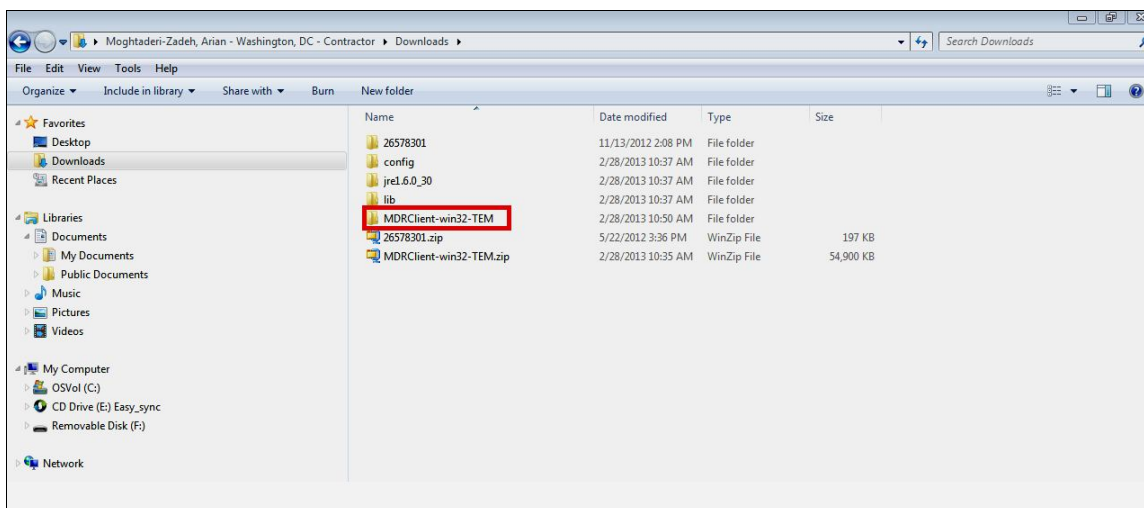
4. Access Client Folder on your system by right-clicking the Start button and select Explore, then double click on the MDR Client folder:



5. Right-click on the downloaded zip-file and unzip the Client by selecting *Extract to here*:



6. Open the unzipped folder:



Upload Mailing Job

1. Open the Client by selecting the *run-mdclient.bat* link within the folder that has been downloaded:

Name	Date modified	Type	Size
config	2/24/2013 6:41 AM	File folder	
jre1.6.0_30	2/24/2013 6:40 AM	File folder	
lib	2/24/2013 6:41 AM	File folder	
client.log	2/25/2013 12:56 PM	Text Document	549 KB
debug.log	2/25/2013 12:56 PM	Text Document	1,232 KB
debug-mdclient.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
lcp.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runBatchUpload.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runBatchVersionCheck.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-client_credentials_tool.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-jsse_checker.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
run-mdclient.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
runReceiptPoller.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
update.bat	2/24/2013 6:41 AM	Windows Batch File	1 KB
Validation.log	2/25/2013 11:25 AM	Text Document	17 KB

2. As an existing user, enter the appropriate log-in information on the Client's Sign In screen:

PostalOne! Mail.dat Client Application 33.0.0_TEM

UNITED STATES POSTAL SERVICE®

PostalOne! SITE | HELP | SETTINGS

Sign In

Existing Users

Fill in the following information:

Username

Password

[Forgot Password](#)

New Users

Register now for USPS PostalOne! services through the Business Customer Gateway. When the registration is complete, a username and password will be provided to access this application.

Restricted Information

WARNING! FOR OFFICIAL USE ONLY

This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

LEGAL

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[Terms of Use >](#)

[FOIA >](#)

[No FEAR Act EEO Data >](#)

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[Customer Service >](#)

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[Careers >](#)

OTHER USPS SITES

[Business Customer Gateway >](#)

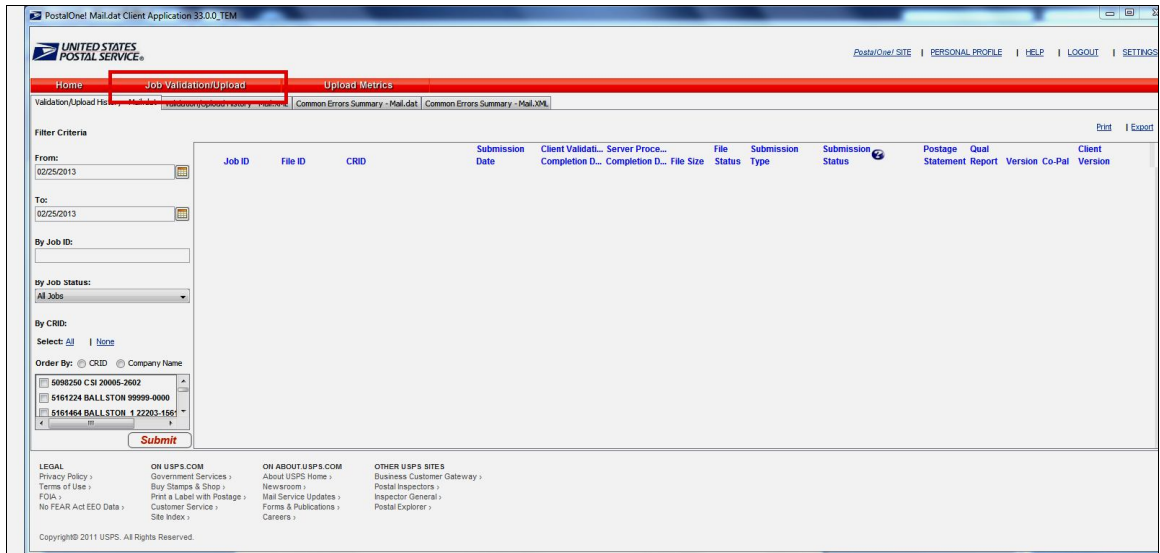
[Postal Inspectors >](#)

[Inspector General >](#)

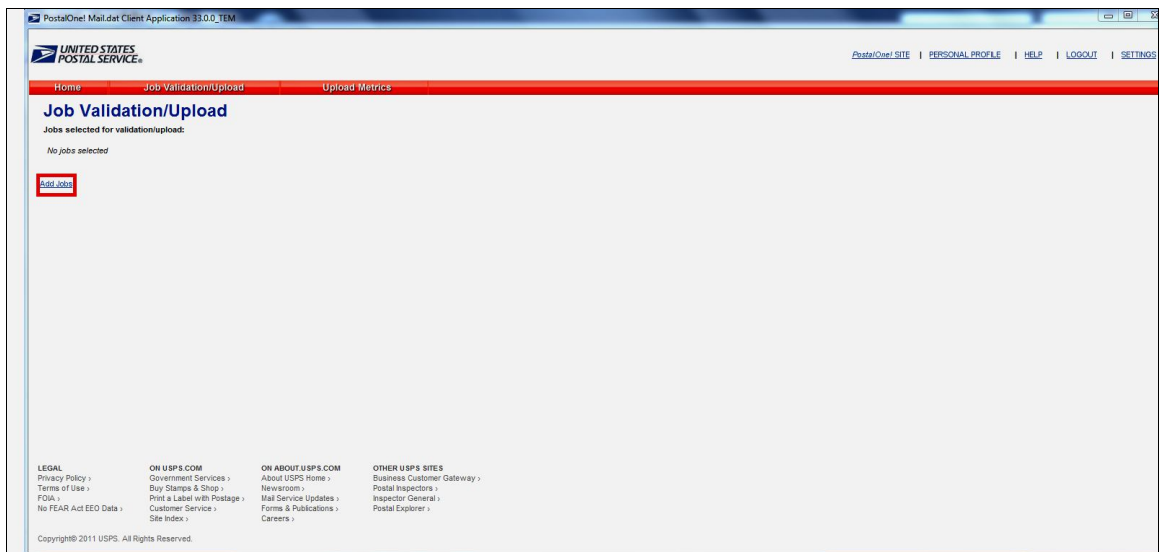
[Postal Explorer >](#)

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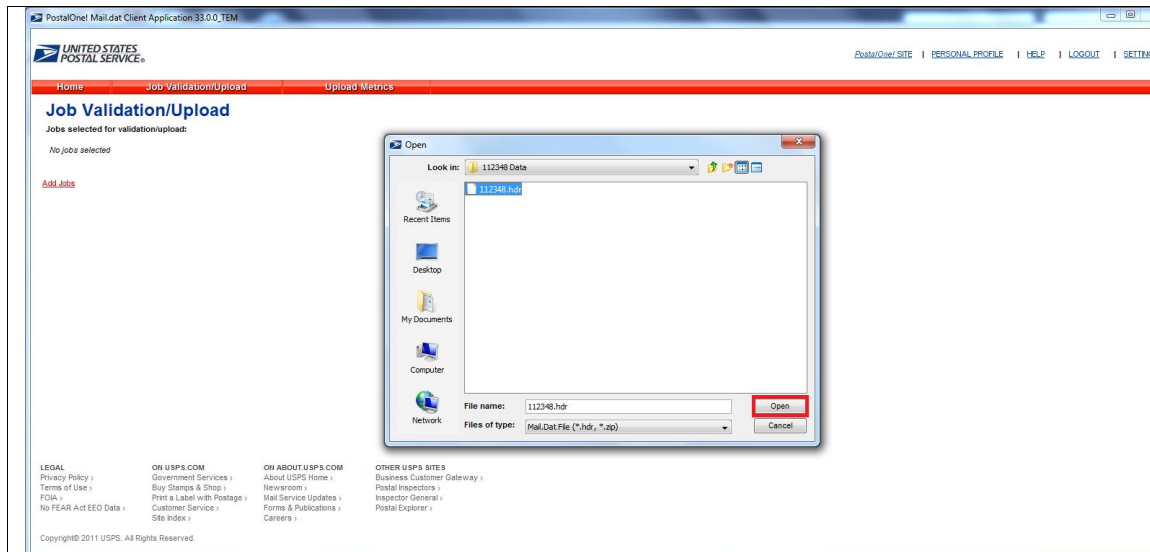
3. Upload the desired job by first selecting the *Job Validation/Upload* link:



4. Select the *Add Jobs* link:

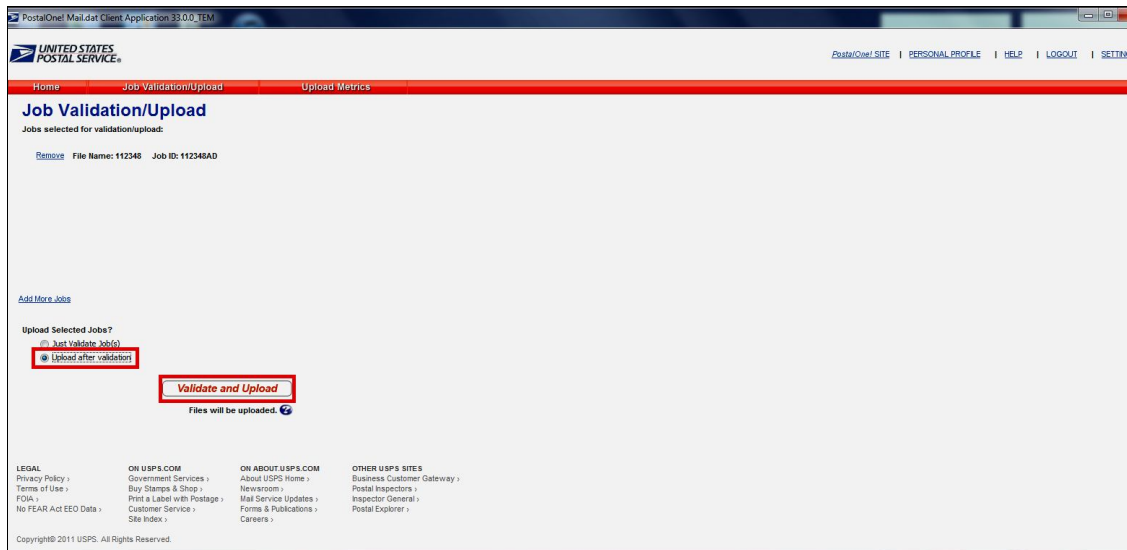


5. Search for the desired job and select *Open*:

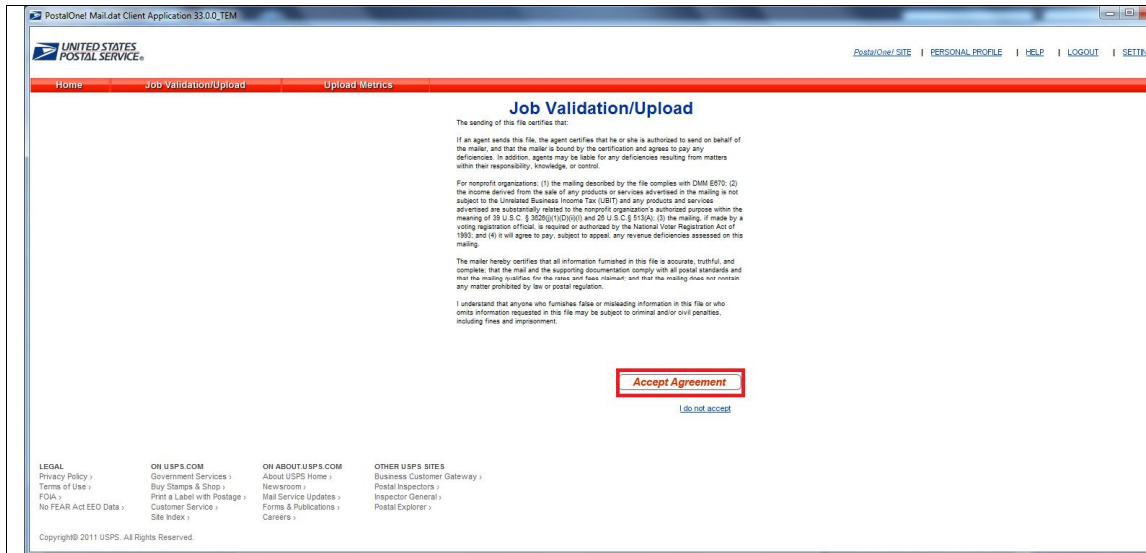


6. Select the *Upload after validation* radio button.

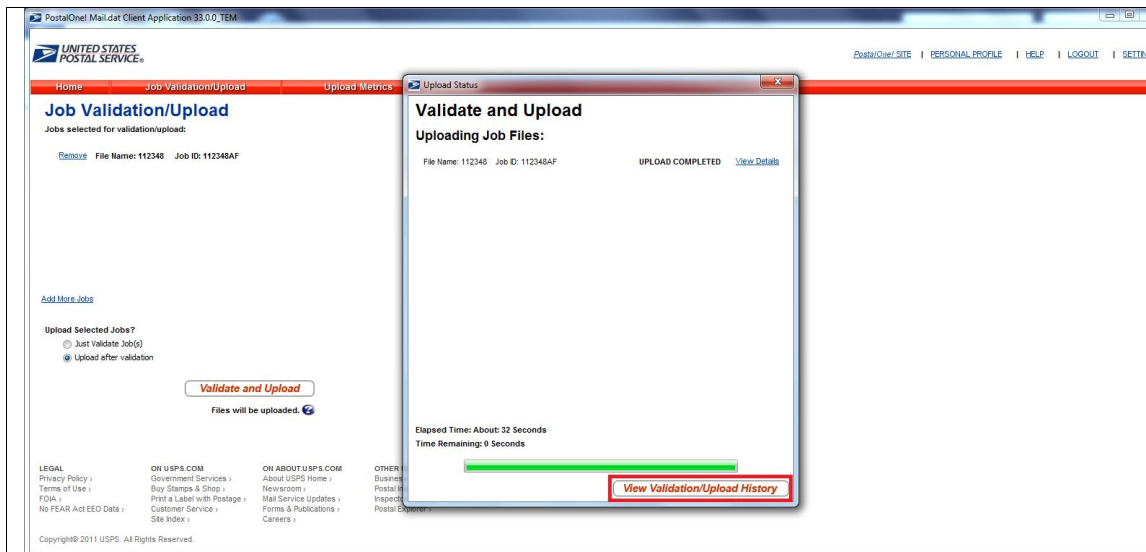
7. Select *Validate and Upload*:



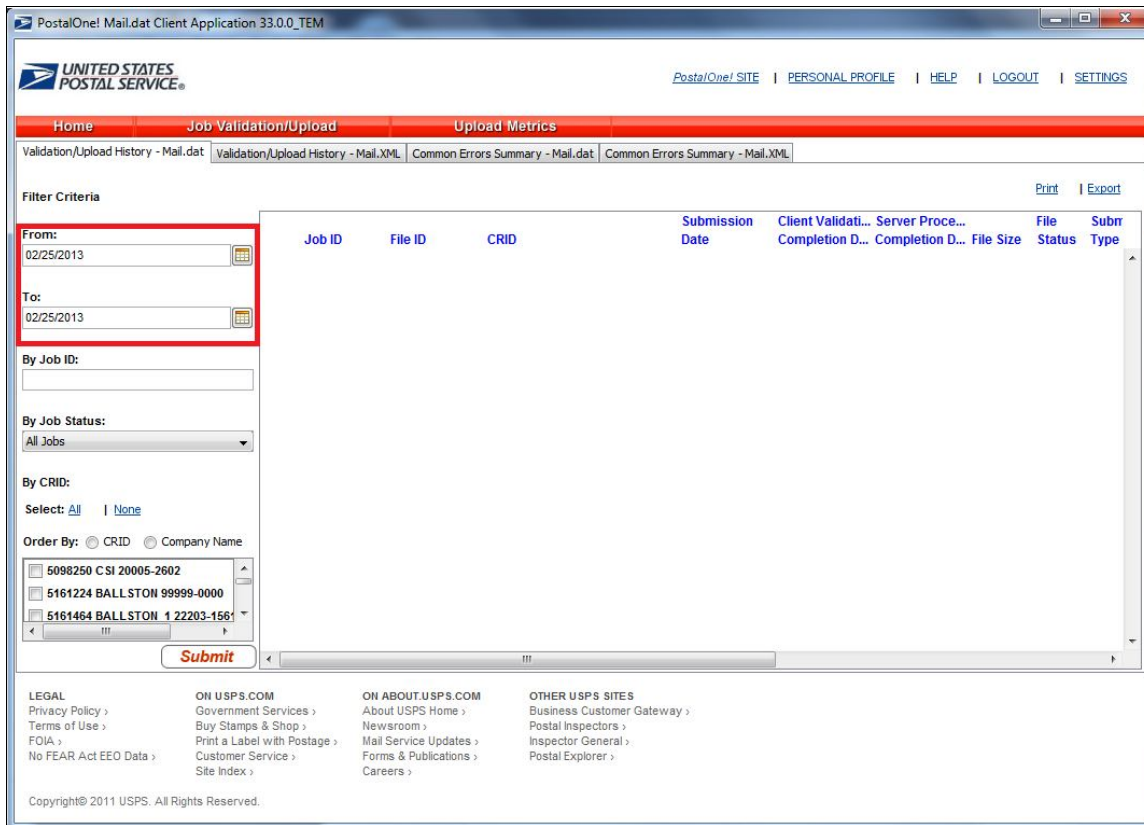
8. Select *Accept Agreement*:



9. Once the job has finished processing through the Client, select the *View Validation/Upload History* link in order to view the job's results:

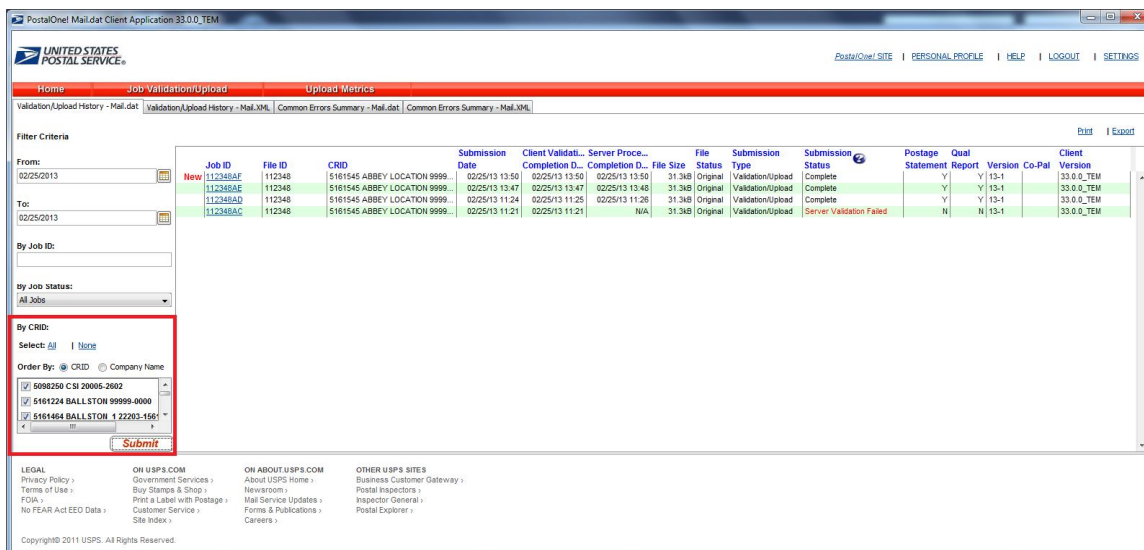


10. On the proceeding screen, select appropriate criteria range for the Date Filter:



11. Select the checkboxes next to all of the relevant CRIDs.

12. Select the *Submit* link at the bottom of the screen. Any relevant job matching the specified search criteria will now appear:



13. If the job has any Client or Server Validation Errors, it will be displayed in the field illustrated below:

The screenshot shows the 'Job Validation/Upload' section of the PostalOne! Mail.dat Client Application. A table displays job details, with the row for Job ID 112348AC highlighted in red. The 'Submission Status' for this job is 'Server Validation Failed', and the 'Postage Statement' and 'Qual Report' are both 'N'.

Job ID	File ID	CRID	Submission Date	Client Validati... Completion D.	Server Proce... Completion D.	File Size	File Status	Submission Type	Submission Status	Postage Statement	Qual Report	Version	Co-Pal	Client Version
New 112348AF	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33.0.0_TEM
112348AE	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33.0.0_TEM
112348AD	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31.3kB	Original	Validation/Upload	Complete	Y	Y	13-1		33.0.0_TEM
112348AC	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:21	02/25/13 11:21	N/A	31.3kB	Original	Validation/Upload	Server Validation Failed	N	N	13-1		33.0.0_TEM

14. Investigate the nature of the error by selecting the Job ID:

The screenshot shows the same 'Job Validation/Upload' section, but the 'Filter Criteria' section on the left now has '112348AC' selected in the 'By Job ID' field. The table below still shows the same data, with the red row for Job ID 112348AC.

15. Any errors appearing within the job will be displayed:

Job Validation / Upload Details
 Job ID: 112348AC
 Submission Date: 02/25/13 11:21
 Submission Type: Validation/Upload
 Version: 13-1
 Validation/Upload Duration: 00:00:18.000
 Status: Server Validation Failed

File Extension	File Size	Key ID's	Field Name	Position	Code	Severity	Description	Action
N/A		Container ID: 000001	N/A	0 - 0	7112	ERROR	For Seamless, the .cam Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCCORIGIN'.	Populate the .cam Entry Point - Actual/Delivery - Locale Key field with 'ORIGIN' or 'LOCCORIGIN'.
N/A		Container ID: 000002	N/A	0 - 0	7112	ERROR	For Seamless, the .cam Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCCORIGIN'.	Populate the .cam Entry Point - Actual/Delivery - Locale Key field with 'ORIGIN' or 'LOCCORIGIN'.
N/A		Container ID: 000003	N/A	0 - 0	7112	ERROR	For Seamless, the .cam Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCCORIGIN'.	Populate the .cam Entry Point - Actual/Delivery - Locale Key field with 'ORIGIN' or 'LOCCORIGIN'.
N/A		Container ID: 000004	N/A	0 - 0	7112	ERROR	For Seamless, the .cam Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCCORIGIN'.	Populate the .cam Entry Point - Actual/Delivery - Locale Key field with 'ORIGIN' or 'LOCCORIGIN'.
N/A		Container ID: 000005	N/A	0 - 0	7112	ERROR	For Seamless, the .cam Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCCORIGIN'.	Populate the .cam Entry Point - Actual/Delivery - Locale Key field with 'ORIGIN' or 'LOCCORIGIN'.
N/A		Container ID: 000006	N/A	0 - 0	7112	ERROR	For Seamless, the .cam Entry Point - Actual/Delivery - Locale Key must be populated with a 9 digit alphanumeric value that is not 'ORIGIN' or 'LOCCORIGIN'.	Populate the .cam Entry Point - Actual/Delivery - Locale Key field with 'ORIGIN' or 'LOCCORIGIN'.
112348.cot	5508	N/A	N/A	0 - 0	3763	INFO	Loaded COT file	N/A
112348.sng	3928	N/A	N/A	0 - 0	3760	INFO	Loaded SEG file	N/A
112348.mpr	2246	N/A	N/A	0 - 0	3761	INFO	Loaded MPR file	N/A
112348.hdr	5 988	N/A	N/A	0 - 0	3782	INFO	Loaded HDR file	N/A
112348.pst	5508	N/A	N/A	0 - 0	3754	INFO	Loaded POT file	N/A

16. Take the necessary measures to correct any errors within the job, ensuring it is now ready to be fully uploaded to the TEM Environment.

17. Resubmit the job through the TEM Client using the aforementioned steps.

Electronic Data Exchange

Mail.dat Support for Production

- Download Client Application (Windows)
- Download Client Application (Solaris)

Test Environment for Mailers (TEM)

- Apply for TEM Testing
- Mail.dat Guide
- Download Client Application (Windows)
- Download Client Application (Solaris)
- Start Testing - Notify Help Desk
- Go to TEM
- Check Application Status

Parcel Return Service (PRS)

- PRS Guide
- PRS Process
- Start Testing - Notify Help Desk
- Go to TEM

Electronic Verification System (EVS)

- EVS Guide
- EVS Process
- Start Testing - Notify Help Desk
- Go to TEM

File Download Dialog:
 Name: MDRClient-win32-TEM.zip
 Type: Compressed (zipped) Folder, 53.6MB
 From: mdrtem.usps.com
 Buttons: Open, Save, Cancel
 Always ask before opening this type of file

18. Once the job has been fully uploaded through the Client to the TEM Environment, it will appear as displayed:

Job ID	File ID	CRID	Submission Date	Client Validati...	Server Proce...	File Status	Submission Type	Submission Status	Postage Statement	Qual Report	Version	Co-Pal	Client Version
112348AF	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:50	02/25/13 13:50	02/25/13 13:50	31 3kB Original	ValidationUpload	Complete	Y	Y	13-1		33.0.0_TEM
112348BF	112348	5161545 ABBEY LOCATION 9999...	02/25/13 13:47	02/25/13 13:47	02/25/13 13:48	31 3kB Original	ValidationUpload	Complete	Y	Y	13-1		33.0.0_TEM
112348AD	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:24	02/25/13 11:25	02/25/13 11:26	31 3kB Original	ValidationUpload	Complete	Y	Y	13-1		33.0.0_TEM
112348AC	112348	5161545 ABBEY LOCATION 9999...	02/25/13 11:21	02/25/13 11:21	N/A	31 3kB Original	ValidationUpload	Server Validation Failed	N	N	13-1		33.0.0_TEM

Go to TEM Environment & Review Mailing Job

1. To view the job's postage statement, log-in to the Business Customer Gateway.
2. Select the *Electronic Data Exchange (PostalOne!)* link:

Business Customer Gateway

From your homepage you can request access to services. Online services help you manage day-to-day activities of your mailing and shipments, from design and prepare to transport and tracking.

When you select a service and you do not have access, the system will give you the option to add a service.

Your Account Settings
Welcome PONEPROD

Profile
Profile
Request Access
Request Status

User Management
Request Inbox
Manage User Access

Account Services

- Balance & Fees (PostalOne!)
- Manage Permits (PostalOne!)
- Incentive Programs
- Verification Assessment Evaluator (PostalOne!)

Design & Prepare

- Automated Business Reply Mail
- Intelligent Mail Services
- Mailer ID
- Electronic Data Exchange (PostalOne!)**
- Intelligent Mail Small Business (IMsb) Tool
- Tech Credit Program

Mail & Transport

- Centralized Account Processing System (CAPS)
- Customer/Supplier Agreements (CSAs)
- Schedule a Mailing Appointment (FAST)
- Customer Label Distribution System (CLDS)
- Mail Transport Equipment Ordering System (MTEOR)
- USPS Package Intercept

Mailing Services

- Audit Mailing Activity (PostalOne!)
- Every Door Direct Mail

Shipping Services

- Manage Electronic Return Activity (PRS)
- Manage Ship Based Payment Activity (SRBP)
- Manage Electronic Verification Activity (eVS)
- Online Enrollment

3. Under the *Mail.dat* category, select the *Go to TEM* link:

United States Postal Service

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

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

Home > Electronic Data Exchange

Electronic Data Exchange

Mail.dat Support for Production

Mail.dat	Mail.xml
Download Client Application (Windows)	Download Mail.xml WSDL Files
Download Client Application (Solaris)	

Data exchange testing with PostalOne! Customer Support is required prior to activation for all electronic data exchange methods other than Postal Wizard. The PostalOne! system provides customers with a Test Environment for Mailers (TEM) to allow submission of jobs for validation processing in a non-production environment. This will provide mailers a way to test their file layouts and corresponding file submission/creation software prior to submitting jobs to the production application. The TEM environment will process the submitted files for the same validations that will be found in the production environment. It will also capture, log and display the error information in the same manner as the production environment for the mailers use in updating file layout and software processing.

Once you have downloaded the appropriate software (if applicable), you will initiate the test process by sending the Help Desk an email notifying them they are ready to begin testing. This email should include:

- Company Name
- Contact Name
- Phone Number
- Data Exchange Method (Mail.dat, Mail.XML, etc) and version (if applicable)

Test Environment for Mailers (TEM)

Mail.dat	Apply for TEM Testing
Mail.dat Guide	TEM Testing for Full Service eDocs
Download Client Application (Windows)	TEM Testing for FAST Scheduling and CSAs (Coming soon)
Download Client Application (Solaris)	TEM Testing for Full Service Data Distribution (IV) and Quality Data (Coming soon)
Start Testing - Notify Help Desk	TEM Testing for MID/CRID/Account and Incentives Enrollment (Coming soon)
Go to TEM	Check Application Status

Mail.xml	PostalOne! Postal Wizard
Mail.xml Guide	PostalOne! Guide
Start Testing - Notify Help Desk	Start Testing - Notify Help Desk
Download Mail.xml WSDL Files	Go to TEM
Verify Web Service in TEM	
Go to TEM	

Parcel Return Service (PRS)

PRS Guide	Electronic Verification System (EVS)
PRS Process	EVS Guide
Start Testing - Notify Help Desk	EVS Process
Go to TEM	Start Testing - Notify Help Desk
	Go to TEM

7194 Local intranet | Protected Mode: Off

4. Select the *Dashboard* link:

United States Postal Service

You are in the Test Environment for Mailers (TEM)

HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity

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

Transaction Information

No.	Date	Permit / Pub/CRID	PO of Mailing	Transaction Type	Customer Reference ID	Begin Balance	Amount	End Balance	Pieces
1	02/24/2013	PI 3	5161224 BALLSTON, VA 3600-R	None		\$996,215,266.02	-\$131.53	\$996,215,134.49	108
2	02/24/2013	PI 144	5098250 BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,470.07	-\$685.87	\$21,784.20	1202
3	02/24/2013	PI 144	5098250 BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,605.61	-\$135.54	\$22,470.07	310
4	02/24/2013	PI 144	5098250 BALLSTON, VA 3602-R	GR - DEC 2012 - L1S1		\$22,728.40	-\$122.79	\$22,605.61	210
5	02/24/2013	PE 282929	5161224 BALLSTON, VA 3541 reversal	N/A		\$868,950.78	\$42.65	\$868,993.43	-100

Summary Information

Activity Summary	YTD Totals
Number of Mailings	117
Number of Pieces	998,650
Total Postage	\$502,019.25
Number of Deposits	4
Total Deposits	\$235,000.00

Fee Expiration

MARCH 2013						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[View Fee Calendar](#)

Library

- [Mailing Guide \(DMM 300\)](#)
- [Postal Explorer](#)
- [Business Mail 101](#)
- [Domestic Mail Manual](#)
- [International Mail Manual](#)
- [Network Distribution Centers \(NDCs\)](#)
- [Get the Latest News](#)

Number of Mailings

Mailing Summary

LEGAL: Privacy Policy >, Terms of Use >, FOIA >

ON USPS.COM: Government Services >, Buy Stamps & Shop >, Print a Label with Postage >

ON ABOUT.USPS.COM: About USPS Home >, Newsroom >, Mail Service Updates >

OTHER USPS SITES: Business Customer Gateway >, Postal Inspectors >, Inspector General >

5. Locate the job's postage statement by entering the Job ID and appropriate date criteria. Make sure Statement Status is set to "ALL" and the Include Closed Jobs box is checked:

UNITED STATES POSTAL SERVICE® You are in the Test Environment for Mailers (TEM) HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity Home > Dashboard Management System

Dashboard Alerts
 ALERT: Review your Dormant Jobs.
 ALERT: Returns

Dashboard Search advanced search show / hide

Open Date: Begin: 02/25/2013 End: []

Statement Statuses: AWW - DDU or Business Update Warnings
 CAN - Canceled
 CON - Consolidated
 ERR - Failed on Submission

Job Statuses: All - Include all Jobs

Post Office of Mailing: []
 Mdb Entry Method: All
 PV-Mdb Mailings: []

Postage Statement ID: []
 Mailing Group: []
 Preparer Permit #: []
 Preparer CRD #: []
 Permit Holder Permit #: []
 Permit Holder CRD #: []
 Account Number: []

Maker Location: All
 Maker Job #: 112348AD
 Preparer Permit Type: All
 Permit Holder Permit Type: All
 Incentive Type: All
 Include Closed Job: []

Status Chart show / hide Mail Class Chart show / hide

Manage My Settings
 My default time frame: 2 weeks
 Number of rows to display per page: 20
 Inactivity alert time period: 7 days

Save all of my current criteria selections as: [] Save Query
 My existing queries: USPS Defaults Select Query

6. Open the job's postage statement by selecting the job's Postage Statement ID:

UNITED STATES POSTAL SERVICE® You are in the Test Environment for Mailers (TEM) HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity Home > Dashboard Management System

Search Results show / hide

My Search Criteria Selections

Legend: [] for spoilage adjustment. [] for USPS adjusted entry. [] for Full-Service statements [] for Mixed-Service statements [CB] for Copal Bundle mailings [CT] for Copal Tray mailings
 60 jobs found, displaying 1 to 20 (First Prev 1, 2, 3 (Next) Last)

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailing Date	Open Date	Job/Publication Name	Production Issue & Report	Account Number	Permit/USPS Number	Mail Class	Receiv	Postage(s)	Statement Status	PO of Permit Entry Method	Inact. Entry Method
SM LT BS A9 BS	11783194	Multiple		No	No			01/28/2013	02/04/2013	Ela SM LT BS			Multiple	SM	0	\$0.00	CAN	999922	
88401024	11783192	Multiple		No	No			11/27/2012	02/24/2013	GREENWICH MAGAZINE			Multiple	Multiple	3,444	\$2,037.91	Multiple	999922	
SM LT BS A9 BS	11783195					Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	Ela SM LT BS				SM	1,642			999922	
MANUAL	11783144	PSR 15822600				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	AMERICAN EXPRESS FINANCIAL SERVICES		1000991	PI 18	FC	100	\$74.00	INC	999922	
SB110638	11783141	Multiple	Cancel Job	No	No			01/18/2013	02/04/2013	From 50 jobs 1/18/2013	Shipops Summary Report		Multiple	SM	561,182	\$143,054.87	UPD	999922	
TV224501	11783139	Multiple	Cancel Job	No	No			Multiple	02/24/2013	Full mailStat OGCKAT	Shipops Summary Report		PI 270	SM	797,517	\$287,896.74	UPD	999922	
88401003	11783138					Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	GREENWICH MAGAZINE				PE	1,722			999922	
COOPER.COM/AL	11783136	Multiple		No	No			02/05/2013	02/24/2013				Multiple	FC	1,127,790	\$427,796.14	FIH	999922	
88565804	11783131	Multiple	Cancel Job	No	No			02/10/2013	02/24/2013	Melinda			Multiple	FC	37	\$39.48	UPD	999922	
PV-Mdb	11783122	PSR 155683878	Cancel Job			Ballston, VA	Ballston, VA	02/28/2013	02/24/2013	ELVISH LETTERS INC		990030	PI 14	SM	1,000	\$284.92	UPD	999922	RETAIL
SM LT BS A9 BS	11783119	Multiple		No	No			01/28/2013	02/24/2013	Ela SM LT BS			Multiple	SM	1,643	\$335.23	FIH	999922	
112348AA	11783112	Multiple	Cancel Job	No	No			Multiple	02/24/2013	WAR14 Regular Statements Day	Shipops Summary Report		MT 118	SM	100	\$24.66	UPD	999922	
SM11089v	11783104	PSR 156206697				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	NOTICES / TOMS STANDARD PI			PI 989	SM	76	\$15.12	UPD	999922	
								02/24/2013	02/24/2013	MC FINAL									

7. The job's postage statement will appear:

UNITED STATES POSTAL SERVICE® You are in the Test Environment for Mailers (TEM) HOME | HELP | CUSTOMER CARE | SIGN OUT

You are in the Test Environment for Mailers (TEM) Restricted Information

Dashboard > Display Today's Date: 03/01/2013

Mailing Group Summary Information

Mailing Group ID:	6964962	Mailer's Job #:	ME04202	Open Date:	02-28-13
Preparer:	14-PI-ELVISH LETTERS INC	PO of Mailing Finance No:	999922	Close Date:	
Description:	ST. JUDE WKLY TOTE BAG 467	Submission Type:		Mailing Date:	

PS # 82519149, UPD [Cancel](#) | [Register](#) | [Piece-Weight In](#)

PS Form 3602-R - Standard Mail - Permit Imprint

Postage Summary

Account Holder:	MARBELLA CLUB RESORTS 472 LENFANT PLZ SW WASHINGTON, DC 20024 Contact: AA (703) 379 - 1023	Mailing Agent:	ELVISH LETTERS INC 800 MAIN STREET FAIRFAX, VA 22004-1111	Org. For Mailing Is Prepared:	
Account Number:	1188361	Permit:	Permit Imprint 270	Processing Category:	Marketing Part:
Price Eligibility:	Regular	CRID:	5161545		
Post Office Of Mailing:	Ballston, VA	Mailers Mailing Date:	02/26/2013	Weight of Single Piece:	0.1692 lbs.
Post Office of Permit:	Ballston, VA	CRID:	5161224		
Total Pieces:	754 pcs.	Total Weight:	127.6768 lbs.	Total Postage:	\$ 1,113.66
Sequencing Date:	02/21/2013	Address Matching Date - Automation:	02/21/2013	Address Matching Date - Carrier Route:	02/21/2013
No. of Containers:	1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks
					13
Customer Reference ID:	10778	NSA:	NO	Mailpieces contain a DVD/CD or other Disk:	NO
Move Update Method:	NCOALink	Payment Date and Time:	N/A	Type of Fee:	N/A
Mailpiece is a product sample:	NO				
Incentive/Discount Claimed:	N/A				
Mail Arrival Date and Time:	N/A				
Container Grouping ID:					
Copial Mailing Type:					

Part 9: Marketing Parcels

Line Number	Entry Discount	Title	Description	Price	Quantity	Subtotal Postage	Discount Total	Fee Total
02	NONE	Mixed NDC	Presorted 3.3 oz (0.2093 lbs) or less	1.477	754pcs	1,113.660	\$ 0.0000	\$ 1,113.66

8. Click on the mailing Job ID to view the Qualification Report.

UNITED STATES POSTAL SERVICE® You are in the Test Environment for Mailers (TEM) HOME | HELP | CUSTOMER CARE | SIGN OUT

Manage Mailing Activity Home > Dashboard Management System

Summary Search Results

Balance and Fees My Search Criteria Selections show / hide

Postal Wizard Legend: [] for spoilage adjustment, [] for USPS adjusted entry, [F] for Full-Service statements, [M] for Mixed-Service statements, [CB] for Copial Bundle mailings, [CT] for Copial Tray mailings

Electronic Data Exchange 60 jobs found, displaying 1 to 20 (First/Prev 1, 2, 3 (Next/Last)

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailing Date	Open Date	Job/Publication Name	Production Issue & Report	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage (\$)	Statement Status	PO of Permit Fin No	Input Entry Method
SM LT BS A9 BS	117831314	Multiple	No	No	No			01/28/2013	02/24/2013	Ela SM LT BS				Multiple	0	\$0.00	CAN	999922	
82501024	117831312	Multiple	No	No	No			11/27/2012	02/24/2013	GREENWICH MAGAZINE				Multiple	3,444	\$2,037.91	Multiple	999922	
SM LT BS A9 BS	117831151					Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	Ela SM LT BS				SM	1,642			999922	
MANUAL	117831144	PS# 155225695				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	AMERICAN EXPRESS FINANCIAL SERVICES		1009991	PI 18	FC	100	\$74.00	INC	999922	
SR110636	117831141	Multiple	Cancel Job	No	No			01/18/2013	02/24/2013	From 50 jobs 1/18/2013	Shipping Summary Report			Multiple	SM	\$61,162	\$143,054.87	UPD	999922
TV224501	117831139	Multiple	Cancel Job	No	No			Multiple	02/24/2013	Full mailcat: GGCIAT	Shipping Summary Report			PI 270	SM	\$97,517	\$207,896.74	UPD	999922
82501023	117831138					Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	GREENWICH MAGAZINE				PE	1,722			999922	
COVER CD MAIL	117831136	Multiple	Cancel Job	No	No			02/05/2013	02/24/2013					Multiple	FC	\$127,790	\$407,796.14	FIN	999922
82505654	117831131	Multiple	Cancel Job	No	No			02/19/2013	02/24/2013	Melinda				Multiple	FC	\$39.48		UPD	999922
PI Mail	117831122	PS# 155683279	Cancel Job			Ballston, VA	Ballston, VA	02/28/2013	02/24/2013	ELVISH LETTERS INC		990030	PI 14	SM	1,000	\$294.92	UPD	999922	RETAIL
SM LT BS A9 BS	117831119	Multiple	No	No	No	Ballston, VA	Ballston, VA	01/28/2013	02/24/2013	Ela SM LT BS				Multiple	SM	\$335.23		FIN	999922
112148AA	117831112	Multiple	Cancel Job	No	No			Multiple	02/24/2013	WAR114 Regular Statements Day	Shipping Summary Report			MT 118	SM	\$24.66		UPD	999922
SU11088v	117831104	PS# 156206697				Ballston, VA	Ballston, VA	02/24/2013	02/24/2013	NOTICES / TOMS STANDARD FI				PI 989	SM	\$16.12		UPD	999922

9. Qualification Report view

UNITED STATES POSTAL SERVICE® You are in the Test Environment for Mailers (TEM) HOME | HELP | CUSTOMER CARE | SIGN OUT

Dashboard > Qualification Report

USPS Qualification Report

Mailing Group Summary Information			
Mailer's Job #:	ME04202	Open Date:	02-28-2013
Finance Number:	99922	Origin:	MDAT
Mail Group ID:	0904952	Description:	ST JUDE WKLY TOTE BAG 467
Preparer:	14-PI-ELVISH LETTERS INC		

Qualification Report Summary Information			
Post Office of Mailing:	Ballston, VA	Software:	Anchor Software LLC, Anchor Mail Dat
Anchor Software LLC, Anchor Mail Dat	Creator: 6.03.9.16	Prepare Date:	02-28-2013
Mail Class:	Standard Mail	Processing Category:	Regular Parcels
Full Service:	Non-Auto	Copalletization Indicator:	None
Incentives Claimed:	NF	Submission Category:	Conventional Presort
		Submit Date:	02-28-2013

Container Search | Version Summary Information

Search by: Starts with:

#	IMcbIMtb	001025707105660010747481	Size	Type	Overflow	Level	ZIP	Group Dest	Rate/Pieces		Totals
									MP	Machinable	
000001				S		NDC	00102	00102	49		49
000002				S		NDC	00102	00102	47		96
000003				S		NDC	19205	19205	54		150
000004				S		NDC	20799	20799	61		201
000005				S		NDC	27075	27075	63		264
000006				S		NDC	31195	31195	63		317
000007				S		NDC	32099	32099	71		388
000008				S		NDC	75199	75199	64		452
000009				S		MNDC	60808	60808	61		513
000010				S		MNDC	60808	60808	61		574
000011				S		MNDC	60808	60808	61		635
000012				S		MNDC	60808	60808	61		696
000013				S		MNDC	60808	60808	68		754

1-13/13

Review & Compare

Compare the electronic postage statement and qualification report displayed on the dashboard with the postage statement and supporting documentation that was previously submitted.

Total pieces, weight, permit, should be the same. Total postage may be different in that the electronically submitted job will be Full-Service while the original may not have been.

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.

Complete Test

If the review of your postage statement is successful, please 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.

Visit the RIBBS website at <https://ribbs.usps.gov/index.cfm?page=electronicdoc> to obtain instructions on how to migrate your mailings to production.