



Guide to eInduction

V 14.1

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REVISION HISTORY

The Changes from Version 13.7 (05/01/2015) to Version 14.0 (07/15/2015)

Date	Section	Reason For Changes	Version
8/10/2015	Footer & cover	Deleted "draft" watermark	14.1
7/08/2015	Table of Contents	Updated Table of Contents	14.0
6/25/2015	12	Updated May 2015 Release Notes with Final Version of those documents	13.9
6/25/2015	1	Updated eInduction Process Diagram in Section 1	13.9
6/25/2015	11.1, 11.2	Updated Screenshots in Section 11.1 and 11.2 based on new releases	13.9
06/16/2015	2.1	Updated Finalization of Postage Statement section with suggestion for mailers to find a 2 hour window where containers are not being entered before reversing and resubmitting postage statements.	13.9
06/16/2015	8.2	Reiterated comment above in this section.	13.9
06/16/2015	9	Added eInduction Verification Formulas and restructured section	13.9

1 Introduction

This document is as a reference guide for mailers participating in the electronic induction (eInduction) program. It is intended to guide mailers through all the processes needed to align their current mailing systems to the USPS® eInduction system.

eInduction Program Description

Leveraging the foundation of Full-Service Intelligent Mail, the Postal Service worked actively with the industry to design, develop, and deploy programs to streamline the acceptance and entry of commercial mailings. The electronic Induction (eInduction) process streamlines the preparation and induction (how and where the mail physically enters the USPS mailstream) of drop shipments and expedited plant load mailings. eInduction leverages existing electronic documentation (eDoc), Intelligent Mail container barcode (IMcb - a barcode with greater data capacity), and handheld scanner technologies to verify payment and preparation of commercial mail containers. In doing so, eInduction eliminates the need for paper PS Forms 8125 and 8017 and manual reconciliation at the entry facility. The eInduction program was successfully deployed in October 2013 with minimal disruption at entry docks in this significant transformation.

Over 46.5% of total plant-verified drop shipment (PVDS) containers are participating in the eInduction program as of July 2015.

eInduction Benefits

Participating mailers enjoy 3 key benefits:

1. **A streamlined mail induction process:** Increased use of data through eInduction speeds mail induction of containers. It enables quicker appointment processing in the Facility Access Shipment Tracking (FAST) online system, it eliminates the need for clerks to manually reconcile containers against paper documentation (PS Forms 8125 and 8017), and it provides 24/7 appointment resolution.
2. **A more accurate mail preparation process:** Electronic processes simplify mail preparation, improve accuracy, and reduce delays, errors, and the possibility of rejection of shipment by an entry facility. This greatly increases the likelihood of seamless induction into the mailstream and on-time delivery.
3. **A data-driven process enabling transparency and future improvements:** Improved reporting, coupled with scanning technologies deployed throughout the Postal Service network, enable an unprecedented level of visibility into the mailstream. Mailers have the tools to actively manage their accounts and understand what is happening to their mail at a container level.

In addition, eInduction supports special mailing preparation/processes mailers:

1. **Continuous Mailers:** In the normal eInduction process, containers must be finalized to be accepted at locations and mailers must wait 2 hours after finalization to induct containers. With special approval and registration, the Postal Service allows mailers to induct containers at Postal facilities prior to postage payment by issuing them a Continuous Mailer ID (MID). For continuous mailers, any container with a continuous MID in the IMcb will be accepted when scanned at the dock. All containers accepted under a "continuous" MID are subject to post induction validations. Mailers using continuous MIDs should identify the container as eInduction in their eDoc. See [Appendix 13](#) for information on Continuous Mailer Registration.
2. **Continuous Mailing Sites:** eInduction supports continuous mailing sites. These are sites in which a mailer produces and ships mail non-stop over a several day period or in which a MLOCR mailer sorts and ships mail throughout the day and submits one postage statement at the end of the day.

3. **Drop Ship Management (DSMS) Consolidators:** In addition, eInduction supports drop ship management (DSMS) consolidators. DSMS authorization allows a mailer to ship mail to a consolidating facility prior to finalization of the postage statements for the mailing. The consolidating facility may only deliver mail to USPS after finalization of the postage statement.

New DSMS Agreements: USPS will only approve new applications for Drop Shipment Management Systems (DSMS) when the requesting site is using eInduction for 100% of dropship volume submitted via electronic documentation. Mailers must complete a DSMS application to obtain a new DSMS license. Mailers should contact their USPS Business Mailer Support Analyst. Following approval of a DSMS authorization, the mailer may ship any eInduction pallet/container to the consolidating facility as mail is produced. Verifications must be complete on a mailing prior to release for shipment to a USPS entry point. USPS mail acceptance clerks will continue to identify containers for release using the mailers DSMS tool. The DSMS tool must suppress any eInduction volume from an 8125CD form. USPS will allow the removal of the clerk release approval process if the mailer is 100% eInduction, can demonstrate that their DSMS tool will only identify containers as eligible for release once payment is received for the mailing, and can demonstrate that the DSMS tool suppresses eInduction volume on any 8125CD forms produced.

Existing DSMS Agreements: If a mailer is currently using a consolidator's DSMS system and is not 100% eInduction, the clerk is required to release non-eInduction containers, as well as eInduction containers, in the DSMS program. The purpose is to generate a FORM 8125-CD for all eInduction containers.

Note: It is important to note that DSMS is necessary for some consolidation vendors, although it is not necessary for USPS eInduction.

4. **Upgrade Non-eInduction Containers:** eInduction also allows consolidators and transportation companies to upgrade non-eInduction containers to eInduction using the ContainerManifestCreateRequest Mail.XML message. Reference [Section 6 Container Update Request Message](#).
5. **Logical Mailings:** A physical mailing provides nesting information at the handling unit level. It records the exact nesting relationship between a piece, handling unit, and container. A logical mailing, which eInduction supports, provides nesting information at the presort level for handling units and containers. For logical mailings, physical "sibling" containers inherit (link) characteristics of the parent or logical container. This includes inheriting the eInduction status and most of the eDoc fields. Logical mailers must provide at least one physical container. Reference the [Identification of eInduction Container](#) section for more information.
6. **Override of Misshipped Containers:** In cases where a container is shipped to a wrong facility and is offloaded (misshipped) the SV system defaults to reject the container. eInduction allows mailers to set an indicator for the USPS to accept this misshipped container. Mailers pay any additional postage assessments associated to the misshipped containers that are accepted. Reference the [Override of Misshipped Containers](#) section for more information.
7. **Mailers Using Consolidators (Co-pal):** eInduction supports mailers using consolidators. In using consolidators, mailers must set up the original job as "sorting to trays" and not "sorting to containers," and the co-pal originators must refrain from creating valid container types as it may result in rejected containers. They should only be creating pieces and trays in eDoc. They do not flag containers for eInduction. The co-pal consolidator must create the container/container record and meet the eInduction requirements specified in the subsequent sections. It is important to note that both the originator and consolidator must submit their portion of the eDoc to prevent errors and it is recommended that they both be on the eInduction CRID filter. It is important to verify the interaction between the mailer's eDoc submissions and the consolidator's eDoc submissions before submitting live eInduction mailings.
8. **Seamless Mailers:** eInduction is a requirement to be a Seamless mailer

eInduction Process at a High-Level

Mailers receive destination entry discounts when they bypass mail processing by drop-shipping mailings closer to the final destination. From a mailer perspective, the mail preparation process is the same, regardless of drop ship location type. Before this process is outlined however, it is important to highlight that there are two distinctions in the type of scan based induction occurring at USPS sites: whether the drop location has a Surface Visibility Scanner (SV Site) or whether the site does not have an SV scanner (Non-SV Site), and instead utilizes the Intelligent Mail Data Acquisition System software (IMDAS) scanner.

Scan-Based Induction at SV Sites

USPS eInduction sites equipped with Surface Visibility (SV) scanning technology download information on expected containers from *PostalOne!* upon acceptance. *PostalOne!* is the information management system that provides an electronic linkage between a customer's mailing information and the Postal Service's business mail acceptance and induction processes. It produces postage statements and supporting documentation. As a result of the scanner and management system's relationship, mailers can measure the accuracy of their mail preparation and whether the number of actual containers matches the number of containers scheduled - all in real-time.

Scan-Based Induction at non-SV Sites

The Postal Service improved the induction process for mailers who enter containers at Postal Facilities **without** Surface Visibility (non-SV sites). This includes processing facilities, hubs, and delivery units. As a result, all Postal drop-shipment facilities have scan capability to collect barcode scans, appointment ID's, and container count data from mailings. The induction process uses updated Intelligent Mail Data Acquisition System (IMDAS) software, enabling the Postal Service to accept mail through eInduction and to perform verifications post-induction. eInduction mailers must continue to schedule appointments through FAST for drops at both SV and non-SV Network Distribution Centers (NDCs), Sectional Center Facilities (SCFs), and Area Distribution Centers (ADCs). However, the changes eliminate the requirement for mailers to associate containers (content) to a specific Appointment ID in FAST. Mailers dropping at non-SV sites will be able to view metrics and measure mail preparation accuracy through USPS's online reporting tools, described in [Section 11](#).

To reiterate, the mail preparation process is the same from a mailer perspective, regardless of the drop location types mentioned above. These ensuing steps provide a high-level view of a typical eInduction process, and provide high-level actions mailers must follow to be eligible to participate in eInduction. If applicable, mailers should communicate with their software providers to ensure the provider supports eInduction mailings. For Mail Owners using logistics providers and consolidators, mailers should ensure both parties are in sync prior to going live with eInduction.

Pre-Induction:

1. Ensure mailings are eligible for eInduction based on eligible rate, processing categories, container types, and facility types.
2. Prepare mail with Intelligent Mail Container barcodes (IMcb) that are unique and not reused for at least 45 days. Affix the barcodes to all eInduction containers in accordance with the Domestic Mail Manual (DMM), and if applicable, the mailers active Customer/Supplier Agreement (CSA).
3. Notify the Postal Service when the preceding steps have been completed and identify Customer Registration ID's (CRID) to be activated for eInduction (For more information on Mailer Onboarding, reference Section 3: [eInduction Mailer Onboarding](#)).
4. Mailers dropping at both SV and non-SV network USPS Processing Facilities and Hubs must schedule appointments through the Facility Access Shipment Tracking (FAST) online system. Mailers dropping at

destination delivery units (DDUs) do not schedule appointments. Mailers are no longer required to associate containers (content) to a specific Appointment ID in FAST.

5. Mailers must flag (identify) their containers as eInduction in Mail.dat, Mail.XML or Postal Wizard (PW) and submit the electronic document (eDoc) to upload into *PostalOne!*.
6. The eInduction module in *PostalOne!* creates container records and automatically transmits these records to the SV and FAST systems.

Induction:

7. Mailers take containers to the destination facility based on the FAST appointment or to the destination delivery unit (DDU). When the containers arrive at a Postal facility:
 - a. **With** SV capability, SV scanners interact with the 45-day unique Intelligent Mail container barcodes on the containers to verify payment status and induction location.
 - b. **Without** SV scanners (non-SV sites), the Postal Service acceptance employees use an IMDAS scanner to scan the Intelligent Mail Container Barcode and collect appointment data (processing facility or hub only). No validations take place at the entry point at Non-SV locations.

Post-Induction:

8. Once inducted, SV and Non-SV scanned information is uploaded into the Postal Service's information management systems. Additional validations detect the presence of duplicate barcodes and measure whether the containers are entitled to the claimed entry point discount level. For containers inducted at a Non-SV facility, all verifications occur post-induction. These verifications include (Extra) Undocumented, Payment, Duplicate, Misshipped, Entry Point Discount (EPD) and Zone Discount (Periodicals and BPM Only).
9. Throughout the eInduction process, real-time reporting informs the mailer through payment, induction, and delivery notifications. *PostalOne!* reports summarize eInduction activity, allowing mailers to track the real time status of their eInduction containers. MicroStrategy reports summarize eInduction performance history, allowing mailers to view trending and error information on mailings within 48-hours of container induction.

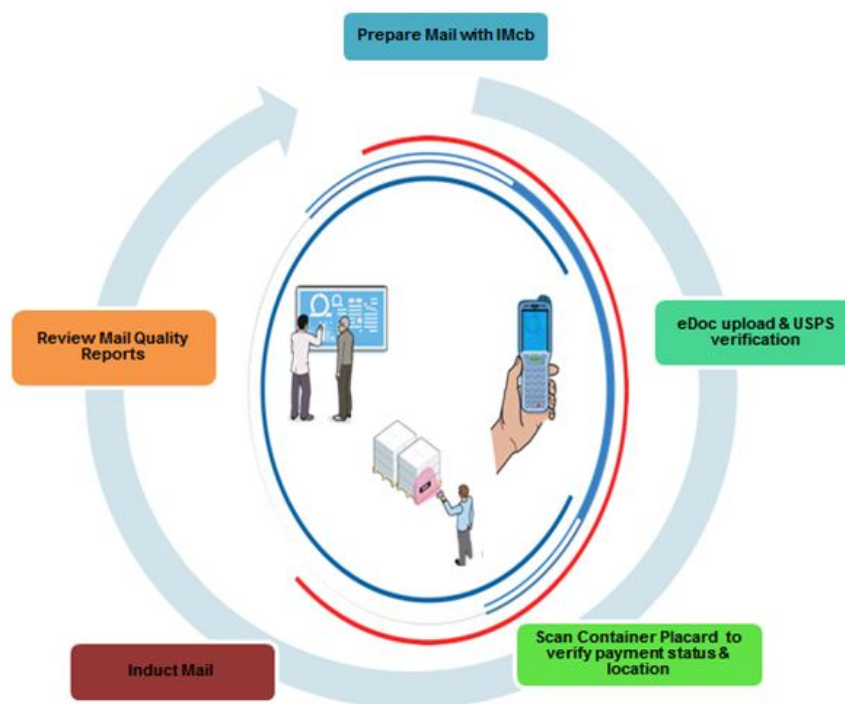


Figure 1-1: eInduction Process

Outlined below are the key milestones and initiatives completed from the program's inception to its current state. These strong foundations will enable future improvements to the program, which will benefit both the Postal Service and the mailing industry.

eInduction Timeline

The high-level eInduction timeline of past, present, and future improvements is presented below (chart and table).

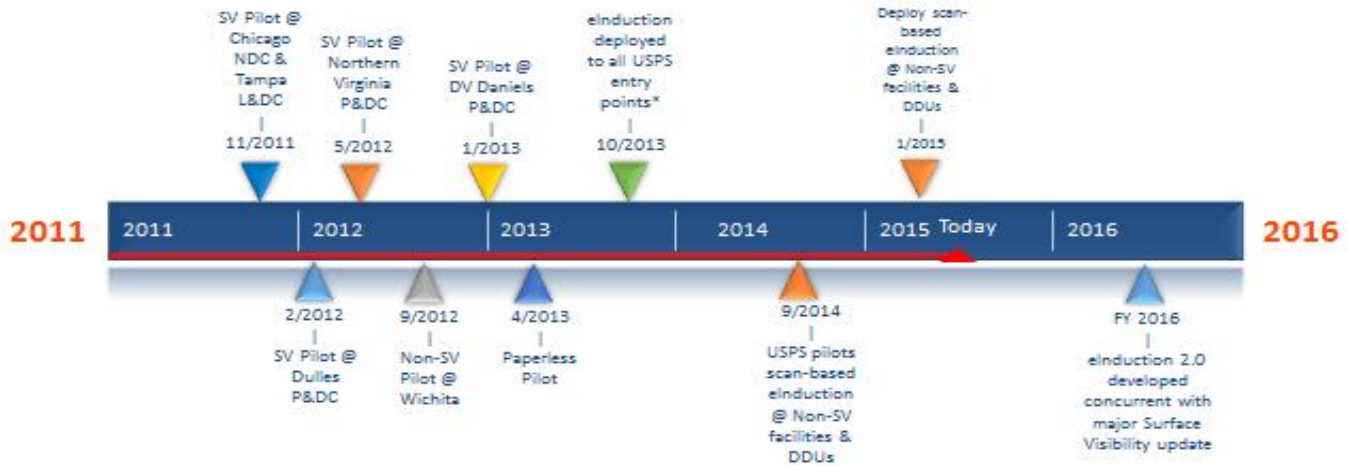


Figure 1-2: eInduction Timeline

Date	eInduction
October 2013	eInduction, allowing paperless entry at the dock, deployed to all USPS processing sites
June 2014	30% of drop-ship containers in eInduction
August 2014	<p>August 2014 Release: R 38.0.0</p> <p>The eInduction general enhancements implemented in the August 2014 <i>PostalOne!</i> release allows mailers to have greater visibility into the eInduction process, and increased accuracy and turnaround time as they identify issues with the induction process. For <i>PostalOne!</i>, the Postal Service updated the Shipping Summary Report, the Periodicals Register Entry/Pallet Count Report, and the Non-Periodicals Register Entry/Pallet Count Report. The release reduced mailer's visibility issues by changing and updating the Appointment Close Out and Container Status Request messages, and by supporting carrier CRID information submission in FAST, Mail.XML and <i>PostalOne!</i>.</p> <p>Regarding MicroStrategy Reporting, the Postal Service added a Daily eInduction Metrics Report and a Daily % of Containers with Status Issues at Induction Report. The Mailer Scorecard was enhanced and new fields were added, including Mis-shipped, Duplicate Barcode, Payment, Entry Point Discount, Zone and Duplicate Container fields. FAST Appointments were enhanced to add One-Time appointments.</p> <p>For more detailed information reference the August 2014 Release Section of this Guide and the August 2014 Release Notes on RIBBS.</p>
September	Pilot scan-based process at non-SV processing facilities, hubs, and DDUs.

2014	eInduction manual postage assessment against egregious thresholds
November 2014	<p>November 2014 Release: R 39.0.0</p> <p>In the <i>PostalOne!</i> Release 39.0.0, the Postal Service updated and enhanced the eInduction system. The <i>PostalOne!</i> Shipping Summary Report was updated so as to not double count containers for each Job ID. The release updated the system to correctly handle reversals for tray-based co-palletized mailings and updated eInduction processing to send the most recent content associated information to the FAST system. The Postal Service updated the eInduction Unmanifested Reconciliation Report to correct an issue so that no errors are generated when users attempt to search for a container. The Unmanifested Reconciliation Report runs successfully when accessed through the Business Customer Gateway Mailing Reports menu.</p> <p>For more detailed information reference the November 2014 Release Section of this Guide and the November 2014 Release Notes on RIBBS.</p>
January 2015	<p>On January 26, 2015, USPS activated scan-based eInduction at all non-SV USPS facilities (including DDUs).</p> <p>January 2015 Release: R 40.0.0</p> <p>The eInduction January 2015 release introduced software upgrades to the <i>PostalOne!</i> system and updates to existing products and applications. The Postal Service added two new reports to improve payment and induction status visibility. The reports are the eInduction Quick Status Report and the MicroStrategy Errors by Transportation Carrier Report. The Quick Status report is a snapshot of information found in the Shipping Summary report. It provides real-time payment and induction status on the <i>PostalOne!</i> dashboard for up to 30 Intelligent Mail Container Barcodes. The Errors by Transportation Carrier Report displays eInduction Misshipped errors, errors broken out by individual jobs, as well as CRIDs for the transportation carrier and appointment scheduler. This release also included enhancements to the verification errors and warnings for Misshipped and Entry Point Discount, Entry Facility Warning, and Entry Point Discount.</p> <p>For more detailed information reference the January 2015 Release Section of this Guide and the January 2015 Release Notes on RIBBS.</p>
May 2015	<p>May 2015 Release: R 41.0.0</p> <p>The May 2015 Release 41.0.0 introduced software upgrades to the <i>PostalOne!</i> System. The eInduction Container Management Report was updated and the eInduction tab of the Mailer Scorecard and the <i>PostalOne!</i> Shipping Summary Report Job Summary view were updated to display the correct SV status. The eInduction postage assessment logic was updated to correctly assess the postage reflected. Mail.dat postage statements in FPP status can no longer be cancelled. The metrics for number and percentage of Misshipped eInduction containers are now correctly reflected on the MicroStrategy Mailer Scorecard Job Details report. Logical and physical container logic updated for proper invoicing. eInduction containers received from IMDAS are correctly linked to their associated entry facility from FAST scans.</p> <p>For more information reference the May 2015 Release Section of this Guide and the May 2015</p>

Table 1-1: eInduction Timeline

In order to participate and benefit from the eInduction program and its processes, mailers must meet certain requirements to be eligible for eInduction and to be able to submit eInduction mailings.

2 eInduction Participation Criteria

Participation in the eInduction process is limited to mailings and mailers that meet specific rules governing container preparation and electronic and physical mail preparation. Validations of the eInduction requirements take place throughout the eInduction process at eDoc upload, pre-induction, and induction. Verifications take place post induction to measure the quality and accuracy of drop-shipment preparation. Mailers and USPS personnel can access reports to review the verification results.

eInduction High-Level Participation Criteria

- Use eDoc submission (Mail.dat, Mail.MXL, Postal Wizard)
- Apply unique IMcb to containers
- Finalize postage statements prior to induction (unless registering Continuous Mailer ID)
- Use eInduction Eligible Mail Class/Processing Category
- Use eInduction Eligible Container Types
- Entry Point Facility Type Considerations:
 - The entry location has to be correct per the Mail Direction File
 - With multiple facilities at same address---use the locale key that is correct for the entry discount claimed
 - Plants, NDCs, Annex, Delivery Unit Unites (DDUs), Service HUBS are permitted
 - Origin and destination entry shipments are eligible
 - Mail verified at a BMEU is only eligible when entered at another facility
 - eInduction is **not** supported at Air Facilities, or non-Postal facilities

The following sub-sections outline the detailed requirements for a mailer to be eligible for eInduction.

2.1 Container Criteria

Mail containers (pallet, gaylord, all-purpose container (APC), etc.) are the vehicle through which aggregates of handling units are carried. The following sub-sections outline container requirements, valid container/service types, identification of eInduction containers, container preparation, override for misshipped containers, and finalization of postage statements to conduct eInduction mailings:

Container Preparation/Requirements

Mailers must prepare eInduction containers per all requirement in the Domestic Mail Manual (DMM) and if applicable the mailers active Customer/Supplier Agreement (CSA). All eInduction containers must ship with a unique Intelligent Mail Barcode (IMcb) printed on the pallet placard. The barcode must not be reused for at least 45 days. For additional detail on Intelligent Mail container barcodes refer to the [Intelligent Mail Container Barcode Specifications](#) (USPS-B-3215) in the Appendix.

Valid Container/Service Types

The following rate classes/processing categories/container types are eligible for eInduction. They are processed through Mail.XML, Mail.dat and Postal Wizard, which is explained in the Electronic Mail Preparation section.

Rate Class	Valid Processing Categories
First Class	Letters, Flats, Cards
Periodicals	Letters, Flats
Standard (inc. Non-Profit)	Letters, Flats
Bound Printed Matter	Flats, Parcels
Packages	
<i>Mailing types not eligible for eInduction include Parcel mailings or mailings with Express Mail, Priority Mail, Package Select, Media Mail, Library Mail, or Parcel Return Service rate class.</i>	

Eligible Container Types
P-Pallet, M-Logical Pallet, H-Hamper (Large Canvas), A-Hamper (Large Plastic), G-PMC, D-ERMC, R-Wire Container (Rigid), C-Collapsible Wire Container, Z-User Pallet, AB-Air Boxes
Loose sacks or trays are not permitted

Table 2-1: Valid Container/Service Types

Identification of eInduction Container

To participate in eInduction, mailers must identify containers as eInduction. eInduction is at the container level – not at the piece level. To identify containers as eInduction, mailers must set the eInduction Indicator field on the electronic postage statement to **“Y”**. Mailers should not just blanket flag all containers as **“Y”** for eInduction. Mailers should check with their software provider to see if the provider supports the option of identifying containers as eInduction selectively or to the entire mailing. For further information reference the link to the Postal Service Mail.XML Technical Specification in the [Appendix](#).

Once containers are identified as eInduction, the system loads the containers into the eInduction module within *PostalOne!* and processes the containers for release to Surface Visibility sites.

Prior to induction, third party users with valid user ID, password and container information can update the eInduction Indicator from **“N” to “Y” and “Y” to “N”** for finalized postage statements. eDoc submitters can also update the eInduction Indicator from **“N” to “Y” and “Y” to “N”** at any time, before and after it has been finalized.

There are mailers, due to the process they use (typically Multi-Line Optical Character Readers), who cannot resolve which piece is in which tray and which tray is on which pallet. These mailers use the logical pallet concept in order to use eInduction. A logical pallet is created in the eDoc for a given destination and presort level. Most of the eDoc fields are set on the logical pallet. All of the pieces for the destination/presort are linked to the logical pallet. During the production, the mailer will place pieces into physical trays, and physical trays onto physical pallets. Each physical tray/pallet will have a unique intelligent mail barcode. Once the sorting is complete, the mailer will add the barcodes from the physical trays/pallets to the eDoc, and link them to the logical pallet. This makes the physical trays/pallets "siblings" of the logical tray/pallet. The siblings inherit key attributes of the logical pallet, such as the eInduction (EIN) flag and entry point. Only the physical trays/pallets are imported into Shipping Assistant (SA) or eInduction, with the

inherited data from the logical container. To check payment, *PostalOne!* has to go back to the logical pallet. It checks that all pieces on the logical pallet are paid in order for any of the sibling containers to be considered paid.

For all other mailers, only physical pallets are added to the eDoc.

Linkage of Content to Appointments (Optional)

Mailers are **no longer** required to link containers to appointments as a result of the IMDAS scanning solution at non-SV processing facilities and DDUs. While mailers are no longer required to link containers to appointments, it is encouraged to do so in order to provide the Postal Service with improved logistics information.

Override for Misshipped Containers

At induction, eInduction will determine if a container is at the correct location. In the rare event that containers are shipped to the wrong location, they will be flagged as misshipped, rejected, and returned to the mailer. The Postal Service will attribute these misshipped errors to the eDoc submitter.

Mailers can opt to override the misshipped validation and pay any additional postage associated with a misshipped container. This allows the container to be inducted. Mailers must set the `Accept_Misshipped` field to **Y** in `Mail.dat` or `Mail.XML` to override the misshipped validation at induction. Additional postage, if any, is collected on a per month basis.

Finalization of Postage Statement

eInduction containers cannot ship until they are paid for. Containers release to SV once the postage statement is in a **FIN** or **FPP** status and provided the containers do not fail any pre-induction validations. A Postal Service clerk finalizes the associated postage statement at the acceptance location. Containers not finalized will be rejected at induction and returned to the mailer.

Please note that the SV process relies on the transfer of information contained in the electronic documentation to the SV scanning systems. If a postage statement is reversed while the associated containers are being entered at a destination facility the transfer of data is broken. This could result in containers being held at the destination facility. If a postage statement needs to be reversed and re-submitted, it is strongly recommended that mailers find a 2 hour window where containers are not being entered before reversing and resubmitting the postage statement.

2.2 Electronic Mail Preparation

This section discusses the general guidelines for electronic documentation (eDoc) submission, along with specific eDoc settings which must be present for eInduction. If the settings are not met the eInduction on-boarding process will be disrupted.

Electronic Documentation (eDoc) Mailing Preparation

Mailers participating in eInduction will submit postage statements in an electronic documentation format (eDoc) through *PostalOne!*. eDoc consists of postage statements and supporting paperwork that are submitted electronically rather than through printed hardcopies (PS Forms 8125 and 8017).

For eInduction, postage statements must be submitted using one of the general eDoc submission formats: `Mail.dat`, `Mail.XML`, or *Postal Wizard*. Mailer's determine which submission format to use based on their software preferences. `Mail.dat` and `Mail.XML` are used based on the software the mailer contracts to use. *Postal Wizard* is generally used by smaller mailers.

For additional information about creating eDocs refer to [A Guide to Intelligent Mail for Letters and Flats](#).

2.2.1 eInduction Guidelines for Mail.dat

For mailers using Mail.dat, the following guidelines must be met for eInduction. Refer to the Appendix to find the complete list of required fields and the Postal Service Mail.dat Technical Specifications.

Mail.dat fields	File	Action
eInduction Indicator	CSM file for pallets and mother pallets	Must set to Y
Container Type	CSM	Must set to P, M, H, A, G, D, R, C, Z, or AB
IM Container Barcode	CSM	Must populate barcode; should be unique within the 45 day period across all jobs from the postage statement mailing date
Entry Point – Actual/Delivery Locale Key	CSM	Must populate local key
Accept Misship (Optional)	CSM	Set to Y (optional) if misshipped containers are to be accepted

Table 2-2: eInduction Guidelines for Mail.dat

- There must be a physical sibling container if there is a logical container in eDoc.
- Mail Owner and Mail Preparer (By/For) fields can be populated following existing Full-Service By/For rules identified in the Intelligent Mail Guide to Letters and Flats.
- The By/For rules, as well as the Transportation Carrier in the eDocs (Mail.dat CSM file Transportation carrier and Mail.XML Container Info Data Transportation Carrier field) and scheduler in FAST system or in eDocs (FAST Scheduler ID in Mail.dat CSM or in Mail.XML Container Info Data), will allow the different roles to be able to query pallet data through Mail.XML as long as they are identified as the owner, preparer or transporter of the pallets in the eDocs or if they are identified as the Scheduler of the pallets in the FAST system.
- Refer to the By/For Order of Precedence information located in Section 15, Appendix C: By/For Order of Precedence Reference Tables
- The Transportation carrier, Scheduler, eDoc submitter or Preparer in eDocs can be the Customer Registration ID (CRID) or Mailer Identifier (MID) of the business entity. The Scheduler in the FAST system is the CRID of the business entity in the FAST system. If identified via a MID in eDocs, the Postal Service can translate to a CRID.

For the complete list of required fields in Mail.dat eDocs refer to the [Postal Service Mail.dat Technical Specifications](#).

Notes: The CRID identified in the Transportation Carrier field in the Mail.dat CSM file or Mail.XML ContainerInfoData can allow the Transportation Carrier or Scheduler to query the pre-induction and post-induction issues with a pallet.

The Scheduler identified through CRID in the FAST system can also query the data through Mail.XML Container Status Query message sets.

2.2.2 eInduction Guidelines for Mail.XML

The following guidelines must be met when completing Mail.XML files for eInduction. Refer to the [Appendix](#) to find the complete list of required fields:

Mail.XML fields	Location	Action
eInduction	ContainerInfoData block of the	Must set to Y

Mail.XML fields	Location	Action
Indicator	Qualification Report Create Report Message or the <i>Qualification Report Detail Create Request</i> message	
eInduction Indicator	ContainerInfoData	Must set to Y for pallets and mother pallets
ContainerType	ContainerInfoData	Must be set to P, H, A, G, D, R, C, Z, or AB
ContainerBarcode (IMcb)	ContainerInfoData	<ul style="list-style-type: none"> • Must populate barcode • Should be unique within the 45 day period across all jobs from the postage statement mailing date • Must be twenty one characters long • Must begin with 99M • The MID in the IMcb must be numeric
EntryLocalKey	ContainerInfoData	Must populate local key
Sibling Indicator	ContainerInfoData	When this is set to Y any logical container (in eDoc) must be referenced to at least one physical container

Table 2-3: eInduction Guidelines for Mail.XML

- Mailer must use Mail.XML 13.0A or higher and FAST 12.0 or higher for eDocs.
- Mail Owner and Mail Preparer (By/For) fields can be populated following existing Full-Service By/For rules as identified in the Intelligent Mail Guide to Letters and Flats.
- The By/For rules, as well as the Transportation Carrier in an eDoc and Scheduler in FAST, will allow the different roles to be able to query a pallet's data through Mail.XML as long as they are identified as the Scheduler of the pallet in the FAST system.

When using Mail.XML, containers and postage statements must be linked. There are two methods to populate the required container information and create a linkage between containers and postage statements.

- 1) LineltemData block: A single LineltemData block is needed for each container represented on each line of the postage statement. The container ID, a mailer created sequence number, must match that from a previously submitted qualification report. If a ContainerPostage block is provided it will be ignored.
- 2) ContainerPostage block: All containers are represented in the Container Postage blocks with the number of pieces and copies for each container. The container IDs must match those provided in a previously submitted qualification report. If any container ID is provided the container postage block will be disregarded.

2.2.3 eInduction Guidelines for Postal Wizard

Mailers who currently submit postage statements through Postal Wizard or hard copy documentation can participate in eInduction using a simplified container manifest. This manifest will be supported through *PostalOne!*. Mailers will supply the following information through the Mail.XML *Container Manifest Create Request* message set:

- Unique container barcode (IMcb) within forty five days across all jobs from the postage statement mailing date

- Container ID, a mailer created sequence number
- Postage Statement ID retrieved from the *PostalOne!* dashboard or from Mail.XML message
- Destination ZIP
- Entry Facility Locale Key (optional)
- Scheduled Induction Date (optional)

For additional detail on the Mail.XML *Container Manifest Create Request* refer to the [Postal Service Mail.XML eDoc Guide for Postage Payment and Reporting](#).

eInduction eDoc Guidelines for Consolidators

A consolidator is a mailing agent who combines plant-verified drop shipment (PVDS) mailings prepared by individual mailers and cleared at the origin office. The consolidator then transports the mailings to a destination facility specified by the Postal Service. Mailers can take the mailings to these consolidators and provide the consolidator with the postage statement ID. The consolidator then schedules the FAST appointment, creates the IMcb, and labels the pallets. The consolidator creates the container manifest, populated with the postage statement IDs, to be sent to *PostalOne!* for pre-induction validations.

Postage statements that are submitted through Postal Wizard may be updated for eInduction by consolidators.

Mailers are **no longer** required to link containers to appointments.

2.3 Physical Mail Preparation

Mailers must prepare and present their mail to specified criteria to participate in the eInduction program. Mailer participation in other USPS mail programs impacts the number of additional mail preparation requirements that must be performed. Additional mail preparation criteria are outlined below based on the mailers participation in the Full-Service program.

Mailers Participating in Full-Service

For mailers already participating in the Full-Service program no additional physical mail preparation is needed to qualify for the eInduction program. As a requirement of Full-Service, mailers already submit eDocs, and label all containers, handling units, and pieces with the appropriate Intelligent Mail barcode – Intelligent Mail container barcode (IMcb), Intelligent Mail tray barcode (IMtb), and Intelligent Mail package barcode (IMpb).

Mailers Not Participating in Full-Service

Mailers not participating in Full-Service are required to prepare pallet placards with unique IMcb and affix the barcodes to all eInduction pallets in accordance with the Domestic Mail Manual (DMM), which contains standards and descriptions surrounding mail services, and if applicable, the mailers active Customer/Supplier Agreement (CSA). IMcb used on pallet placards must be listed in the eDoc and must be unique over a forty five day period. For additional detail on Intelligent Mail container barcodes refer to the [Appendix](#) for the link to the Intelligent Mail Container Barcode Specifications (USPS-B-3215).

99M Placards



Optional for eInduction



Once mailers meet the requirements for eInduction listed above, as well as understand the program and its processes, they may begin the eInduction Onboarding process, which enables them to submit eInduction mailings.

3 eInduction Mailer Onboarding

After fulfilling the requirements for eInduction, mailers will initiate the onboarding process by requesting to participate in eInduction via the FAST Helpdesk (1.877.569.6614 or FAST@usps.gov). Mailers will identify the Customer Registration ID's (CRID), a unique number that identifies a specific business location that will be involved in eInduction mailings. Helpdesk Representatives create and assign remedy tickets for each mailer after CRIDs are identified. The Helpdesk notifies the assigned Business Mailer Support (BMS) Analysts that the mailers have decided to participate in eInduction. A Business Mail Support (BMS) analyst will review the eDoc for eInduction readiness, ensure that the mailer has fulfilled all the eInduction requirements, and resolve any outstanding issues with the mailer. The analyst then verifies that the Business Mail Entry (BME)/ Delivery Mail Unit (DMU) personnel are trained and ready for eInduction participation. The BMS analyst adds the mailer to the eInduction CRID filter via a weekly upload and notifies the mailer upon activation. The complete onboarding process should take an average of 2-3 weeks, with a maximum of 4 weeks, from initiation to mailer activation.

Upon activation, the mailer may schedule appointments in the Facility Access Shipment Tracking (FAST) system and submit eInduction mailings. To submit the mailings, the mailer must identify containers as eInduction in the electronic mailing documentation (eDoc) and submit the eDoc to permit the creation of eInduction container records and automated verifications. A BMS analyst and the mailer work together for the next 2-3 weeks to resolve any potential issues. Review the Figure below for a high level representation of the previously described Mailer Onboarding process previously.

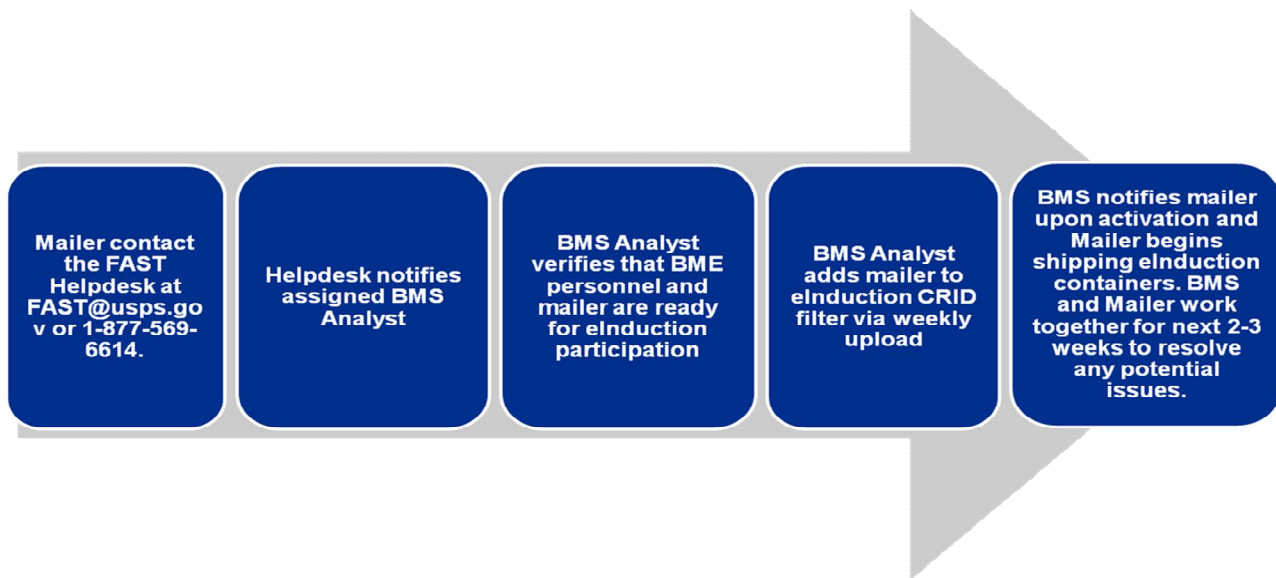


Figure 3-1: Mailer Onboarding

Once a mailer is onboarded onto eInduction, the mailer may begin scheduling appointments. This process is described below.

4 Scheduling Drop Shipment Appointments

After activation, mailers may proceed to drop shipment appointment scheduling. Mailers dropping at both SV and Non-SV USPS Processing Facilities and Hubs must schedule appointments through the Facility Access and Shipment Tracking (FAST) online system. Mailers dropping at destination delivery units (DDUs) **do not** schedule appointments. All mailer shipment appointments will be handled using the **same process** regardless of the type of facility (SV or Non-SV) at which the shipment is being dropped.

Surface Visibility (SV) Sites

To determine if a facility is a SV site, the mailer should check the Mail Direction File, V3 (MDF). The MDF is located in the resources section of FAST.

This document is located at: <https://fast.usps.com/userguide/CustomerUserGuide.pdf>

The SV indicator as well as all drop shipment files is also available to download in FAST resources. If the SV Device Enabled indicator is set to **Yes** in the MDF then the facility has SV scanning capability.

Non-Surface Visibility (non-SV) Sites

The scan-based process at Postal non-Surface Visibility (non-SV) sites **no longer** requires mailers to link containers to appointments.

Valid Facility Type

The following facility types are valid drop ship destinations for mailers using the eInduction program:

- Plant
- Annex
- NDC (aka BMC)

- Destination Delivery Unit (DDU) (no appointment scheduling)
- Service HUBS

The eInduction program is compatible with Destination Delivery Unit facilities and Postal non-SV processing facilities as of January 26, 2015. In addition, origin and destination entry shipments are eligible for eInduction. Mail verified at a BMEU is only eligible when entered at another facility. eInduction is not supported at non-Postal Facilities.

To schedule a drop shipment appointment in FAST, mailers must follow the process described below.

5 Scheduling an Appointment in FAST

Mailers must schedule appointments in the FAST system using either the *PostalOne!* Mail.XML web services interface or the FAST User Interface available through the Business Customer Gateway. FAST appointments can be scheduled based on the timetable requirements of the eDoc:

- Mail.dat: Minimum of 2 hours before desired appointment date and time for recurring appointments.
- Mail.XML: Minimum of 2 hours, but no greater than 14 days, before desired appointment date and time.
- Mail.XML: Must be used for one-time appointments created online in order to obtain the IMcb information.

There are various options to schedule one-time or recurring appointments as described in Table 5-1 and Table 5-2.

Appointment Function	Online	FAST Mail.XML Only	FAST Mail.XML with Mail.dat	Container Updates via Mail.dat	Container Updates via Mail.XML
Logistics Create	X	X	X	—	X
Logistics Update	X	X	X	—	X
Content Create	X	X	X	—	X
Content Update	X	X	X	—	X

Table 5-1: One Time Appointments

Appointment Function	Online	FAST Mail.XML Only	FAST Mail.XML with Mail.dat	Container Updates via Mail.dat	Container Updates via Mail.XML
Logistics Create	X	X	X	—	—
Logistic Update	X	X	X	—	—
Content Create	X	X	X	—	X
Content Update	X	X	X	X	X

Table 5-2: Recurring Appointment Instances

For additional details and more scenarios on FAST appointment creation and FAST stand-alone content creation process refer to the FAST items listed in the [FAST Resources User Guide](#).

Transportation Updates

Transportation updates may still be made for recurring appointments. Mailers may send a content update for recurring appointments, but not for one-time appointments. The Transportation update may be used either through

- The Mail.dat updates process.
- The Mail.XML container update message that is used against the Mail.dat CSM file.

c) The Mail.XML Qualification report (ContainerInfoData).

a) Mailers can then submit a Mail.dat CSM file with the following required fields

Mail.dat fields	File	Action
ContainerStatus	CSM	Flag of T
ReservationNumber	CSM	<ul style="list-style-type: none"> This is the FAST appointment ID Customers receive this when appointments are scheduled through FAST online
RecurringApptID	CSM	<ul style="list-style-type: none"> Composed of five numeric values followed by the letter R (signifies recurring appointments) Should be entered into the Reservation number field; e.g. 23456R
ScheduledInductionDate	CSM	The planned appointment date that was scheduled by the customer through FAST online
FASTContentID	CSM	This is associated with the recurring appointment in the FAST system
Content ID	CSM	9 digit numeric field which can be obtained through the FAST online system

Table 5-3: Transportation Update Fields for Mail.dat

Mailers can submit a Mail.XML *Container Update Request* message set for a Mail.dat Job (with Mail.dat Job ID and User license code) or for a Mail.XML Qualification report (with Mail.XML mailing Group ID and Customer Group ID) with these required fields:

Mail.dat fields	File	Action
ContainerStatus	CSM	Flag of T
ReservationNumber	CSM	<ul style="list-style-type: none"> This is the FAST appointment ID Customers receive this when appointments are scheduled through FAST online
RecurringApptID	CSM	<ul style="list-style-type: none"> Composed of five numeric values followed by the letter R (signifies recurring appointments) Should be entered into the Reservation number field; e.g. 23456R
ScheduledInductionDate	CSM	The planned appointment date that was scheduled by the customer through FAST online
FASTContentID	CSM	This is associated with the recurring appointment in the FAST system
Content ID	CSM	9 digit numeric field which can be obtained through the FAST online system

Table 5-4: Transportation Update Fields for Mail.XML

6 Container Update Request Message

The *Container Update Request* Message allows third party consolidators to update the eInduction status on containers with the container barcodes. The third party must have valid user ID/password and container information to update the eInduction indicator of a container filed through Mail.dat or Mail.XML eDoc from “N” to “Y” and “Y” to “N”.

Refer to the [Appendix](#) for further information on container update request messages.

7 Container Status Query Request Message

The *Container Status Query Request* Message allows mailers and third parties to see if a container has been flagged for eInduction. The third party can query the container status for containers inducted in the last 45 days on the basis of the container barcode alone. Third parties are not required to provide the User License Code, Mail.dat Job ID or Container ID, Mailing Group ID, Mail.XML Customer Group ID or Container ID to query the Container status and shall only require IMcb.

Refer to the [Appendix](#) for further information on container status query request messages.

Now that mailers understand eInduction, its process, its benefits, its eligibility requirements, its onboarding process, and its appointment scheduling process, it is important to next address the processes, procedures, and systems in place to monitor mailer’s participating in eInduction by validating and verifying their mail quality against established Postal Service thresholds.

8 eInduction Validations

At Surface Visibility (SV) sites and Non-Surface Visibility (non-SV) sites, the eInduction system uses automated validations and data transfers to replace the information conveyed and reviewed on the paper PS Form 8125 or PS Form 8107. The automated validations take place throughout the eInduction process at eDoc upload, pre-induction and induction to ensure mail quality. Reference the Appendix for information regarding error codes and warning and verification error codes.

8.1 Upload Validations

Upload validation occurs when a Mail.dat or Mail.XML eDoc is submitted to *PostalOne!*. Upload validations can result in an error that blocks eDoc upload, or a warning that is provided for informational purposes but still allows eDoc upload. Upload validations will be displayed during the upload process through the Mail.dat client or Mail.XML harness, and on downstream reporting.

Validation Name	Definition	System*	Result
Barcode Presence	Container barcode is not present for containers flagged for eInduction	MDX	eDoc Upload Fail
Barcode Format	Container barcode is not twenty one characters or does not start with 99M	MDX	eDoc Upload Fail
Duplicate Barcode	Container barcode must be unique amongst all finalized containers associated to the eDoc Sender CRID over the last forty five days.	MDX	Warning at eDoc upload
Duplicate Barcode	Container barcode must be unique amongst all finalized containers over the last forty five days	MDX	Warning at eDoc upload

Duplicate Barcode	Container barcode must be unique within the submitted job	MDX	eDoc Upload Fail
Zone Discount	Zone on the postage statement does not match the zone retrieved from zone chart based on containers origin and destination ZIP.	MDX	Warning at eDoc upload
Labeling List	Labeling is incorrect for destination provided in eDoc	MDX	Warning at eDoc upload
<i>MDX equals either Mail.dat or MAIL.XML</i>			

Table 8-1 Upload Validations

8.2 Pre-Induction Validations

Pre-Induction validations take place in the *PostalOne!* system after containers have been loaded to the eInduction tables. The pre-induction validations, before triggering e8125/e8107 communication (the message sent from *PostalOne!* to Surface Visibility sites), include:

- Postage is paid/finalized
- Entry Point Discount is valid
- IMcb Barcode is present and valid
- Barcode is on a single appointment, if linked with appointments (Optional)

These validations run when containers are initially loaded to the tables, then re-run with any update to the container record (payment, appointment association, etc.). Validations that result in a warning do not prevent the release of a container to FAST or SV.

Validation Name	Definition	System	Result
USPS Transported	A container marked with USPS Pick Up equal to Y should not be associated to an appointment	EIN	Pre-induction validation warning logged
Entry Point Discount	Locale key claimed in eDoc does not match a locale retrieved from the Mail Direction File based on the eDoc Entry Point for Entry Discount, Mail Class, Processing Category, and destination discount type.	MDX	Warning at eDoc upload
Entry Facility Warning	Planned Entry Location (Locale Key) does not equal the Valid Entry Facility (Locale Key) from the active Mail Direction File per the Mail Class, Processing Category, Container Destination ZIP & entry discount claimed	MDX	Pre-Induction validation warning logged

Table 8-2 Pre-Induction Validations

Container Release Criteria

The eInduction system will verify whether all postage statements associated to an eInduction container are in **FIN** (finalized) or **FPP** (finalized pending postage) status prior to releasing a container to SV or FAST. The system completes this after filtering out reversed, cancelled, and consolidated postage statements, which are either outdated or cannot actually be finalized. Business Mail Acceptance (BMA) supervisors and managers are able to manually override eInduction system and manually dispatch eInduction containers that have pre-induction errors to SV scanning sites.

To reiterate a previous point, if a postage statement needs to be reversed and re-submitted it is strongly recommended that mailers find a 2 hour window where containers are not being entered before reversing and resubmitting the postage statement.

8.3 Induction Validations

Surface Visibility (SV) Site

The *PostalOne!* system releases containers to SV, creating an electronic e8125 or e8107 record for each container released. These containers are loaded to the local and central SV servers. Records are only sent to the local servers at authorized induction locations (determined based on mail destination, class, category, and the Mail Direction File).

When a container barcode is scanned at induction, SV checks the facility's local server for the presence of an e8125 or e8107 record to determine payment and validation status. If the record is not located on the local server, the central server is checked. Containers located on the central server are considered paid, but also identified as misshipped, since they were brought to a different location than expected based on eDoc.

If the Misshipped Accept field is set to "Y" by the mailer the containers are identified as misshipped but are not automatically rejected. If the Misshipped Accept field is set to "Y" and the container is unloaded during a multi-stop appointment, the SV device will also display a warning. This enables the user to re-load the container.

Surface Visibility also detects if an IMcb is scanned multiple times during the same appointment. The scanning device allows the user to determine if the scan is the result of a duplicate container placard or a repeated scan by a user.

Validation Name	Definition	System	Result
Payment (Expected)	The SV system has received no e8125 or e8017 from the eInduction system due to validation or payment issue.	SV	Container is not expected, requires resolution
Induction Location (Misshipped)	Container is at incorrect induction location as specified in the eDoc or by redirects	SV	Container is misshipped, rejected
Duplicate Scan	Same container barcode with valid e8125 was placed on multiple pallets in a shipment	SV	First Container: Container is expected, accepted Subsequent Containers: Container is duplicate, rejected
Multi-Stop Appointment Warning	Container unloaded from a different location on a multi-stop appointment	SV	User is directed to re-load container

Table 8-3 Induction Validations

Non-Surface Visibility (Non-SV) Site

At induction at non-SV sites, IMDAS scanners simply collect data and all barcoded containers are accepted. Verifications are then performed post induction. This process is explained in the subsequent section.

9 eInduction Verification

Verifications

Through eInduction, the Postal Service has a process to measure the quality and accuracy of drop-shipment preparation and entry-point validation. At a high-level, *PostalOne!* compares scans collected at the point of induction to information submitted in the eDoc to verify payment and preparation of commercial mail containers. The system

performs six verifications listed in Table 9-1 below. Errors are logged if the proper conditions are not met. For more information on each of these eInduction Verifications, aside from what is listed in the table, reference [Appendix F](#).

Error Type	Mailer Contact Threshold	Egregious Threshold	What is it?
(Extra) Undocumented	0.00%	0.00%	An Undocumented error is logged when a scanned Intelligent Mail container barcode (IMcb) is not in any eDoc. Mailers have a 10 day grace period to upload the eDoc after the container is scanned. No additional verifications are performed on Undocumented containers.
Payment	0.00%	0.00%	A Payment error is logged when the postage statements for a scanned container are not in a finalized (FIN) or finalized pending payment (FPP) status.
Duplicate	0.17%	0.33%	A Duplicate error is logged when the same IMcb is used on two or more containers within 45 days of the eDoc Postage Statement Mailing Date. An error is logged for the second and any subsequent containers received on different appointments.
Misshipped	1.05%	2.00%	A Misshipped error is logged when the container is scanned at an incorrect entry location, per the Mail Direction File. The correct entry location is based on the Container Destination ZIP and container-level entry facility type provided in the eDoc. Misshipped errors are only logged on containers that claim a destination entry discount.
Entry Point Discount (EPD)	TBD	TBD	An Entry Point Discount error is logged when one or more pieces on a container claim an entry discount level that is not available at the location where the container was entered. The Mail Direction File defines the available entry discount levels for each entry location. EPD errors are only logged on containers that claim a destination entry discount.
Zone Discount (Periodicals and BPM Only)	0.01%	0.02%	A Zone error is logged when one or more pieces on a container claim a lower entry Zone than the Zone calculated between the location where the container was entered and the destination from the eDoc. Zones are defined using the USPS Zone chart. Zone errors are only logged on containers that claim a zone discount.

Table 9-1 - eInduction Verification Thresholds

Note: When a container is found to be misshipped, an EPD validation is not performed. Misshipped takes precedence to EPD, and ensures Mailers are not assessed for the same container error.

For eInduction mailers, the Postal Service calculates a “% in error” for each of the verifications listed in the preceding table. The “% in error” for a mailer is the ratio of the number of containers with errors logged in the system to the total number (documented and undocumented) of scanned containers. The “% in error” for the six verifications is calculated as follows:

(Extra) Undocumented % in Error =

$$\frac{\text{\# of scanned containers with undocumented errors}}{\text{\# of scanned containers (documented and undocumented)}}$$

Payment % in Error =

$$\frac{\text{\# of scanned containers with payment errors}}{\text{\# of scanned containers (documented and undocumented)}}$$

Duplicate % in Error =

$$\frac{\text{\# of scanned containers with duplicate errors}}{\text{\# of scanned containers (documented and undocumented)}}$$

Misshipped % in Error =

$$\frac{\text{\# of scanned containers with misshipped errors}}{\text{\# of scanned containers (documented and undocumented)}}$$

Entry Point Discount (EPD) % in Error =

$$\frac{\text{\# of scanned containers with EPD errors}}{\text{\# of scanned containers (documented and undocumented)}}$$

Zone Discount % in Error =

$$\frac{\text{\# of scanned containers with zone discount errors}}{\text{\# of scanned containers (documented and undocumented)}}$$

eInduction Thresholds

Each month, the Postal Service measures mailer performance on each verification and its respective “% in error” and compares them against two mailer quality data thresholds, the Mailer Contact threshold and the Egregious threshold. (Note: Metrics reset on the first day of the month). The thresholds, listed in Table 9-1, represent the percentage of the mail that did not successfully meet the standard for that specific verification. Mail quality errors exceeding the Mailer Contact threshold indicate that a mailer is not consistently meeting the desired standard for that element of mail preparation. Mail quality errors exceeding the egregious threshold indicate that a mailer has a potentially significant concern for that element of mail preparation.

Mailer performance verifications continue to be performed and errors are calculated on the mailings submitted during that month up until the 10th day of the following month. This aggregated data is updated daily, measured against the established thresholds, and displayed on the eInduction tab of the Mailer Scorecard. The eInduction tab within the Mailer Scorecard provides an overview of the number of containers on eInduction and the number of eInduction validation errors (count and % in error tabs). The information provided on the Mailer Scorecard is “information only” at this time. For more information on the Mailer Scorecard, please reference section 11.3.1 in this Guide and the [Guide to the Mailer Scorecard](#). The next section describes how the thresholds were established.

Threshold Methodology

The eInduction error thresholds are set at an achievable level as demonstrated by mailers within the mailing industry who were participating in eInduction. The thresholds are established at the lower of:

- 1) The 99th percentile of %-in-error for each error type, meaning the highest 1% of CRIDS with errors will be above threshold.
or
- 2) The %-in-error which results in a material financial risk for the Postal Service.

To calculate the error thresholds, the eInduction team retrieved data for all jobs with eInduction content from 3/1/2014 to 5/31/2014. Of all jobs, 70% of them were randomly selected to be part of this analysis. Each record included an error % for all eInduction mailer errors, count of containers with errors, count of containers in job, and count of containers with an induction scan record.

eInduction mailer errors are generated from the eInduction post-induction verifications for scanned and accepted containers. Error thresholds were calculated for each of the current eInduction mailer errors, except for Entry Point Discount (EPD). EPD has not been set due to open systems defects for that verification. A threshold for EPD will be set when systems defects are resolved.

For each job within the population, and for each eInduction mailer error within the respective job, an error rate was calculated. The error rate is the percentage of containers with errors out from the population of containers undergoing each verification. For example, Job 1234 would have a percentage of duplicate errors, a percentage of misshipped errors, etc. These values could be either zero or greater than zero. For all jobs, an average and standard deviation was calculated for each error type. After removing jobs greater than 3 standard deviations away from the mean as outliers, these averages and standard deviations were recalculated and used to calculate the new thresholds.

In alignment with Seamless Acceptance, this analysis created two proposed error thresholds for each error type. The mailer contact threshold is the mean + one standard deviation. The assessment threshold is the mean + two standard deviations.

The error thresholds were calculated at a job level to increase the sample size and prevent the loss of data when rolled up to the mailer. The current eInduction error thresholds are based on data from SV-enabled locations. The Postal Service is re-evaluating error thresholds once sufficient mailer shipment data is collected from the non-SV sites.

Now that mailers understand the eInduction verification process, how the six “% in errors” are calculated, and how the Mailer Contact and Egregious thresholds were established, it is important to discuss the postage assessment process for when a mailer’s percentage of containers in error exceeds the egregious threshold for a given verification.

10 eInduction Postage Assessment

A Business Mailer Support Analyst reviews mail quality for each mailer set to eInduction. Mailers and BMS analysts review reports such as the Mailer Scorecard and Shipping Summary report for errors. BMS analysts will contact mailers with errors in excess of the established thresholds, signifying mail quality issues. Contact with mailers will focus on identifying root causes of errors, and on developing a plan to resolve mail quality errors in order to lower the %-in-error below thresholds, prior to the close of the month. If the percentage of containers in error exceeds the egregious threshold for a given verification at the close of the month, the Postal Service will charge additional postage on all containers in error. The Postage Assessment process is explained in the subsequent section.

eInduction Postage Assessment Process

*Note: **No automated assessments** are being generated at this time.*

The following error types have been identified as being postage assessment eligible. While automated assessments are not being generated at this time and are displayed as “information only,” additional postage is currently being assessed manually for errors above the egregious threshold if no additional documentation can be provided to support the issue.

Error Type	Mailer Contact Threshold	Egregious Threshold	Additional Postage Assessment
(Extra) Undocumented	0.00%	0.00%	Containers not associated to an eDoc will be assessed the 30-day average postage for containers mailed by the eDoc submitter CRID. Mailers fully participating in Seamless Acceptance are not invoiced for payment errors on containers. These containers still show as unpaid in reporting; no dollar calculation or counted against threshold.
Payment	0.00%	0.00%	Containers associated to an eDoc but without proof of payment will be assessed the 30-day average postage for containers mailed by the eDoc submitter CRID. Mailers fully participating in Seamless Acceptance are not invoiced for payment errors on containers. These containers still show as unpaid in reporting; no dollar calculation or counted against threshold.
Duplicate	0.17%	0.33%	Containers that are duplicate will be assessed the postage paid for the original instance of the duplicate container to all subsequent duplicates.
Misshipped	1.05%	2.00%	Containers with a mis-shipped error will be assessed the difference between the origin entry rate and the original drop-ship discount provided.

Entry Point Discount (EPD)	TBD	TBD	Containers with an EPD error will be assessed the difference between the deepest Entry Discount claimed for pieces linked to the container and the actual entry location, Mail Class, and Processing Category. Validation is being developed Note: <i>When a container is found to be misshipped, an EPD validation is not performed. Misshipped takes precedence to EPD, and ensures Mailers are not assessed for the same container error.</i>
Zone Discount (Periodicals and BPM Only)	0.01%	0.02%	Containers with a zone error will be assessed the difference between the actual zone and eDoc zone.

Table 10-1 – eInduction Assessment Thresholds

While the automated postage assessments for eInduction errors are not being generated at this time, the Postal Service is providing **“For Review Only”** postage assessment information. When the systems are fixed, the automated postage assessment process follows what is outlined in the [Guide to Postage Assessment](#). A short introduction to this process is described below:

In calculating eInduction assessments, *PostalOne!* identifies containers for payment, undocumented, misshipped, entry point discount, zone, and duplicate errors and generates an assessment report in MicroStrategy for those errors above the thresholds throughout the month. The results of the verifications are displayed on the Mailer Scorecard and used to generate the Mail Entry Assessment Report. The Mail Entry Postage Assessment Report displays the total number of invoiceable errors—in contrast to the Mailer Scorecard, which displays ALL errors for the month.

Postage Assessment reports are generated at the eDoc submitter CRID level on the 11th day of the month and an email is sent to mailers’ self-appointed Verification Assessment Evaluator (VAE) upon assessment of postage. Mailers must either pay the assessed amount upon receipt or request review of the postage assessment charges within 10 business days of the email notification. BME Acceptance employees/BMS analysts will work with the mailers who dispute the charges to resolve the issue and may request additional supporting documentation from mailers if needed. Finally, BME/BMS analysts will make a decision based on their findings and a review of the documentation provided by the mailer by the end of that month. The updated amount of postage assessed will be due three business days later.

If payment is not received within 10 business days of initial notification (or three business days after a dispute is resolved), then the Postage Assessment will be considered “Overdue.” BME/BMS analysts will escalate any overdue postage to their designated Managers. If the designated Manager is unable to work with the mailer to resolve the postage review request, postage due will be escalated to Revenue and Field Accounting (RAFA) for collection.

Figure 10-2 (below) provides a high level overview of the Postage Assessment process. For more information on the assessment process, reference the [Guide to Postage Assessment](#) in RIBBS.

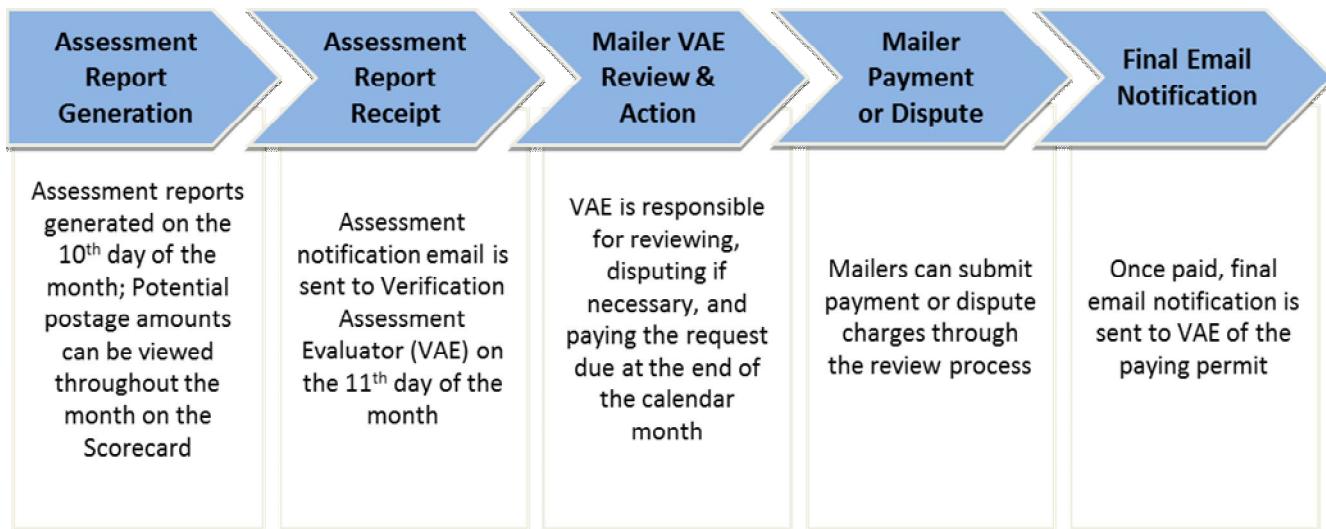


Figure 10-2: Postage Assessment Process

11 eInduction Reporting

To enable participants to better manage and track eInduction mailings, the Postal Service has created reports available through *PostalOne!* and MicroStrategy. This section provides information on how to access and use these reports. It includes an overview of each report as well as screenshots demonstrating how to generate them.

Mailers access reports in both *PostalOne!* and MicroStrategy:

- A) *PostalOne!* reports summarize eInduction activity, allowing mailers to track the real time **status** of their eInduction containers.
- B) MicroStrategy reports summarize eInduction performance **history**, allowing mailers to view trending and error information on mailings within 48-hours of container induction.

Proof of Delivery

eInduction reporting constitutes for proof of delivery when a container unload scanned date time and unload status of “accepted” is displayed on an eInduction report.

Accessing *PostalOne!* Reports

Mailers access *PostalOne!* reports through the Business Customer Gateway. The Business Customer Gateway (BCG) is the web interface to United States Postal Service online offerings for customers. It gives customers a single, unified landing point to access the online business offerings from the Postal Service. The homepage presents task-oriented links referred to as services. These channels include the services that support the Intelligent Mail Full-Service option. In addition, the Gateway offers general information and customer support links that are useful to mailers and mail service providers. The Gateway is regularly enhanced to support new mail entry and payment technology services including Intelligent Mail Services. It is available to all business customers, ranging from the small business owner to service providers within the postal supply chain.

Once you are granted access to these services, direct links to the services are presented on your Business Customer Gateway homepage. Refer to Figure 11-1.

The Gateway is accessible from the [Business Customer Gateway](https://gateway.usps.com/eAdmin/view/signin) website. The resource can be found through: <https://gateway.usps.com/eAdmin/view/signin> and <https://www.usps.com/>.

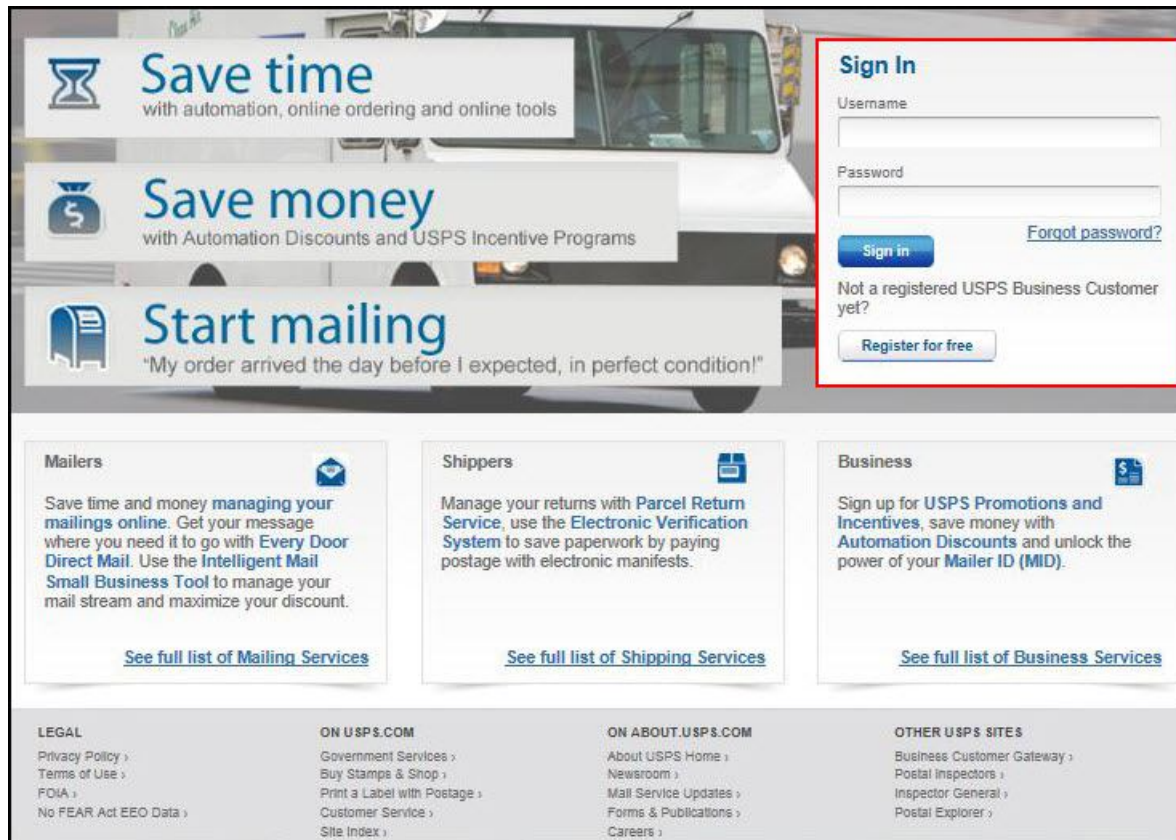


Figure 11-1: Business Customer Gateway (BCG) Sign In Page

All postal business customers log on to the Business Customer Gateway through a single sign on using Gateway usernames and passwords to access all online services. Customer profiles are integrated across all USPS services and applications. Through the Business Services Administrator (BSA) role - user who has the responsibility of granting Gateway service access to affiliated users - customers gain approval to access Business Customer Gateway services.

If you have questions, problems accessing your accounts, or submitting electronic documentation, the Gateway *PostalOne!* Help Desk is available at 1-800-522-9085.

11.1 *PostalOne!* Reports

PostalOne! eInduction reports provide real time **status** on eInduction containers. It allows mailers to determine the payment status of their containers before arrival at the entry facility (pre-induction). Post-induction, *PostalOne!* provides container level delivery and acceptance status, as well as post-induction validation status, for eInduction containers. These reports are to be used when looking for information on a specific container, mailing, or appointment.

Within one hour of close-out in SV, the following container information is available in *PostalOne!*:

- Job ID

- Mailing Group ID
- Customer Group ID
- Appointment ID used by the SV device
- Appointment close out data (all closeout fields)
- IMcb (IMtb data is available through container visibility reports)
- Container IDs
- Entry Point Actual/Physical Locale Key
- Unload Scan Date/Time.
- SV Container Indicator
- Unload Scan User ID

Errors such as the number of Extra Containers, Missing Containers, Misshipped Containers, and Container Irregularities transmit to *PostalOne!* as well. Mailers can utilize the Mail.XML Closeout message set to receive FAST closeout data and the Mail.XML *Container Status Query Request* message set to receive reporting on pre-induction and post-induction validation issues at the pallet level.

11.1.1 The Mailing Dashboard

The Dashboard is a tool for work flow management that allows users to submit and review jobs. Jobs that display on the Dashboard are those that mailers have submitted through electronic documentation (e.g., Postal Wizard, Mail.dat, and Mail.XML). A job can consist of either multiple postage statements or a single postage statement.

Users retrieve specific jobs by searching through the Dashboard search filters indicated below.

Once signed in, select the Dashboard link on the right-hand side of the Business Customer Gateway homepage (Figure 11-2).

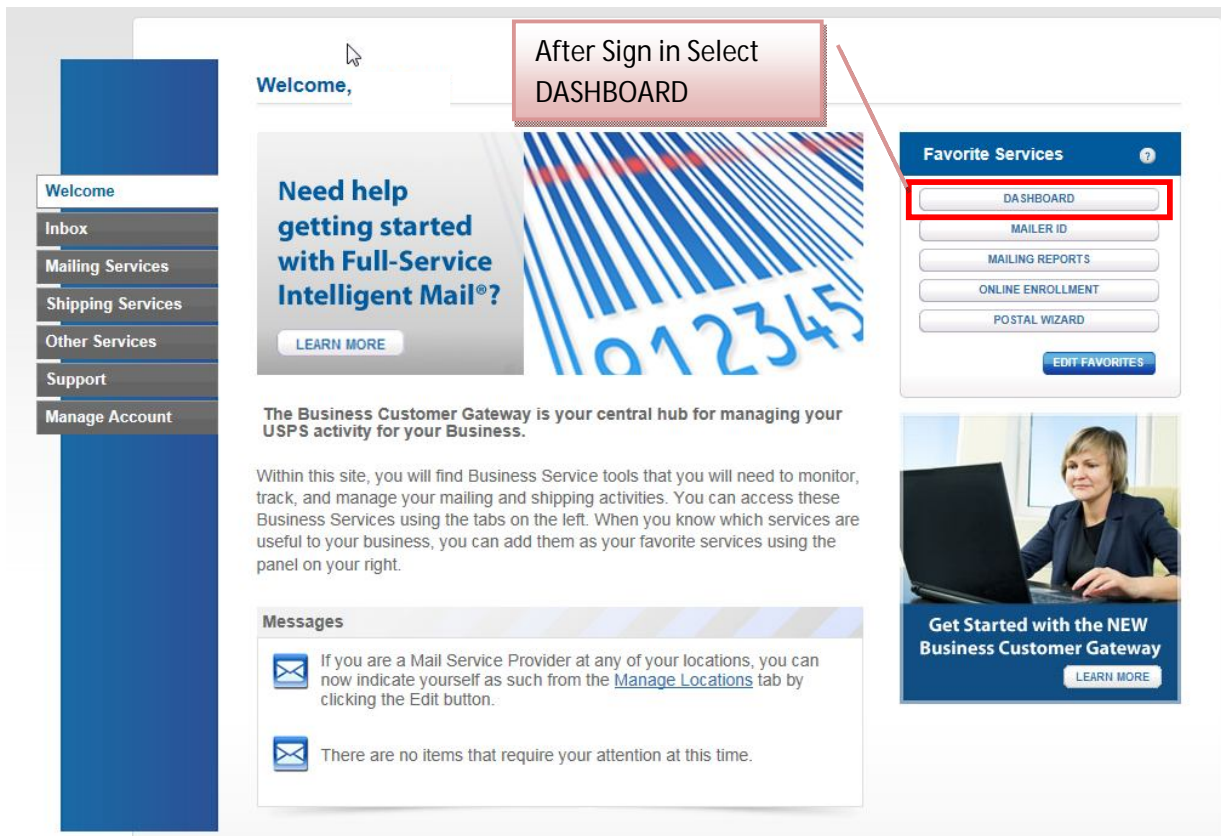


Figure 11-2: Business Customer Gateway homepage

Once on the landing page, the user can search for specific jobs through the following input fields (refer to Figure 11-2):

Search By:

Search By:	Description
Mailing Group ID (Mailing Group Field)	The Mailing Group ID is a unique USPS tacking sequence number. The Postal service creates this tracking ID for a Mail.dat job, for a Mail.XML mailing group, and for a Postage Statement Wizard postage statement.
Job ID (Mailer Job# Field)	The Job ID is a unique, 8-character maximum, alpha-numeric field in the Mail.dat file that is user-defined and managed.
Further Search Restrictions	The user has the option to restrict their search by: <ul style="list-style-type: none"> 1) Statement Statuses 2) Auto Finalization Statement Statuses 3) Job Statuses

Date Range:

The user can select the Start and End dates or enter a date using the Calendar functional icon for both the start and end dates. USPS will map the date range in the search criteria to the *PostalOne!* record creation date.

Display per Page:

The options from the menu define the number of search results (data rows) to be displayed per screen page. (10, 15, or 20 data rows per search page). The result set is paginated in fixed increments. The default is a maximum of 10 rows.

Users can also save their criteria selection and can select multiple filter criteria by holding down the Ctrl key while making additional selections.

Additional Search Selections:

The user can also restrict their searches by the following criteria:

- Post Office of Mailing
- IMsb Entry Method
- PW-IMsb Mailings
- Postage Statement ID
- Preparer CRID #
- Permit Holder Permit #
- Permit Holder CRID #
- Account Number
- Mailer Location
- Permit Holder Permit Type
- Incentive Type
- Include Closed Jobs

Manage Mailing Activity

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

e-VS Customer

- > e-VS Monthly Account and Sampling Summary
- > eVS/PRS Dashboard
- > Manifest Search
- > Mailer ID Report
- > Third Party Billing Reports
- > Dispute Queue
- > eVS Alerts
- > Print and Deliver Return Label Service

PRS Customer

- > PRS Monthly Account and Sampling Summary
- > eVS/PRS Dashboard

Home > Dashboard Management System

Dashboard Management System

Dashboard Alerts

- ALERT: [Uncollected ACS Fees](#)
- ALERT: [Review your Dormant Jobs](#)
- ALERT: [Refunds](#)

Dashboard Search advanced search: [show](#) / [hide](#)

Open Date: Begin: 06/10/2015 End:

Statement Statuses: **All - Include all Statement Statuses**
 AWW - Awaiting for Move Update Warnings
 CAN - Canceled
 CON - Consolidated
 ERR - Failed on Submission

Auto Finalization Statement Statuses: **All**

Job Statuses: **All - Include all Jobs**

Post Office of Mailing:

IMsb Entry Method: **All**

PW-IMsb Mailings:

Postage Statement ID:

Mailer Location: **All**

Mailing Group:

Preparer CRID #:

Permit Holder Permit #:

Permit Holder CRID #:

Account Number:

Permit Holder Permit Type: **All**

Permit Holder CRID #:

Incentive Type: **All**

Include Closed Jobs:

Status Chart [show](#) / [hide](#)

Mail Class Chart [show](#) / [hide](#)

Manage My Settings [show](#) / [hide](#)

- 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:

My existing queries: **USPS Defaults**

Figure 11-3: Dashboard Management System Search Page

In response to a user query, *PostalOne!* returns results in the format depicted in Figure 11-3 below. The results provide a single view of all Job IDs that meet the search criteria and displays alerts (red dots) to show which Job IDs have induction issues. Through the results, the user has access to various induction activity reports and resources for managing postage statements.

Search Results

My Search Criteria Selections [show](#) / [hide](#)

Legend: [!] for spoilage adjustment. [*] for USPS adjusted entry. [F] for Full-Service statements [M] for Mixed-Service statements [B] for Basic-Service statements [CB] for Copal Bundle mailings [CT] for Copal Tray mailings [A] Action is required to finalize PS [BS] for Bypass Seamless [SE] for Seamless [SP] for Seamless Parallel [MF] for Manually Finalize

8 jobs found, displaying all jobs.

1

Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Mail Entry Issues	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage (\$)	Statement Status	PO of Permit Fin No	IMsb Entry Method	Electronic File Count
SVRLSTST	61063970	Multiple		No	No			06/10/2015	06/18/2015	14-1 PE MASTER	Shipping Summary Report	22217258	PE 609	PE	105	\$3,191.38	FIN	517716		
SVRLSTST	61063969	Multiple		No	No			06/10/2015	06/18/2015	14-1 PE MASTER	Shipping Summary Report	22217258	PE 609	PE	105	\$3,191.38	UPD	517716		
SH051901	61016793	PS# 77946839 [F - 100%] [SE]				ROANOKE VA 24022-9998	ARLINGTON, VA. 22210-9998	05/11/2015	05/21/2015	Phys Std Mail LT 13-1 [Brian] / EINTERESTER2	Shipping Summary Report	2216114	PI 3000	SM	1,190	\$283.09	FIN	510306		

Figure 11-4: Dashboard Search Page Result

11.1.2 Accessing eInduction reports through the Business Customer Gateway

Once approved for access, the user logs in through the Business Customer Gateway and selects the Mailing Services link on the left side of the homepage. From the options that pop up, select the Postal Wizard (*PostalOne!*) option (Figure 11-5).

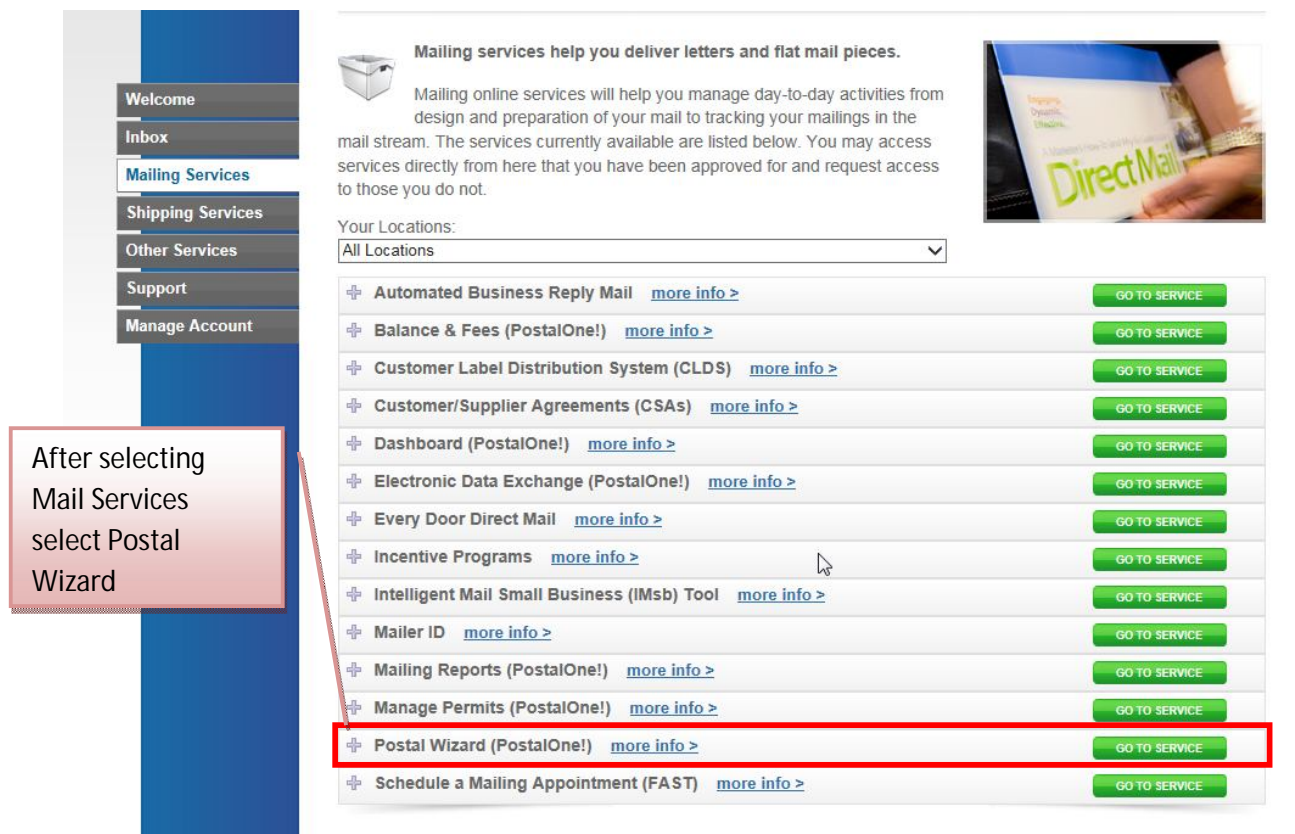


Figure 11-5: Tools & Wizard in User Login Page in BCG

Once on the Mailing Reports page, the user may access the eInduction reports by clicking on the Induction Activity Report (eInduction) link (Figure 11-6).

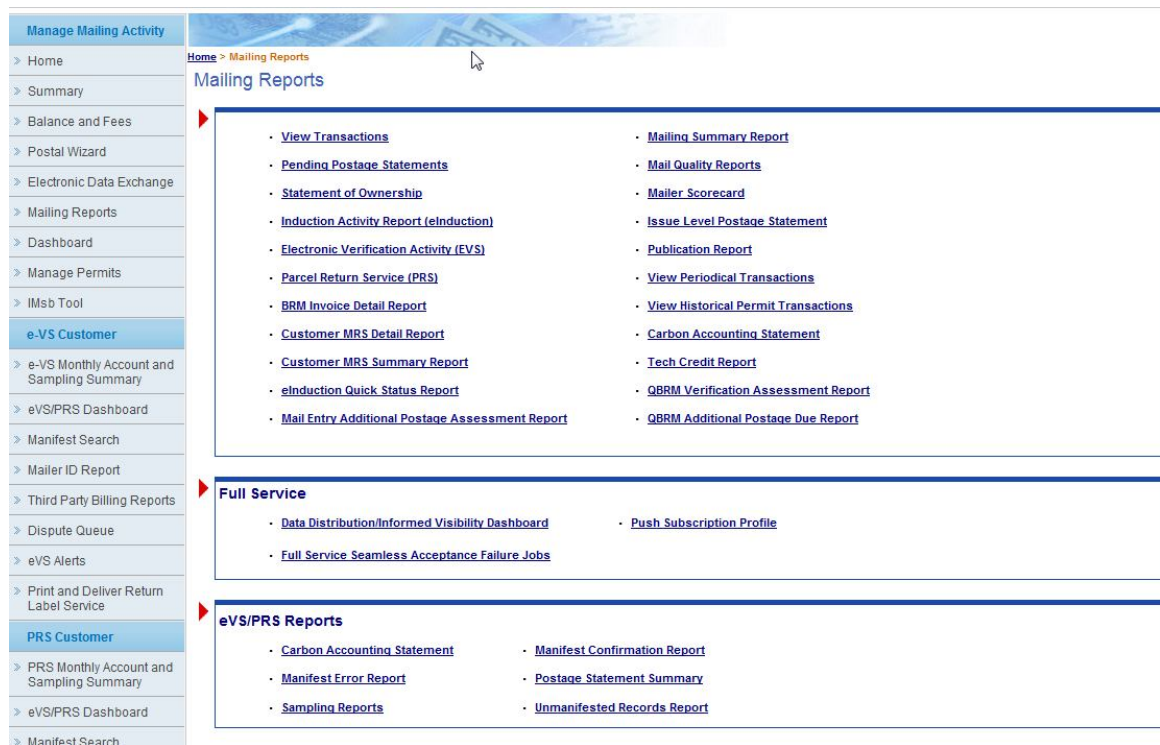


Figure 11-6: Mailing Reports Page

When the user clicks the Induction Activity Report (eInduction) link on the Mailing Reports page, the Induction Activity Reports page is displayed. The Induction Activity Reports page provides the links to the three types of eInduction reports, as shown below in Figure 11-77.



Figure 11-7: Induction Activity Reports Page

11.1.3 Accessing eInduction reports for Third Parties

The Postal Service constructed a solution for third party visibility of payment and induction/delivery status. Mailers will perform a barcode lookup via a web-based report on the Business Customer Gateway homepage. The mailer can enter single or multiple barcodes.


11.2 Shipping Summary Report

The Shipping Summary report is available on the *PostalOne!* dashboard once the eDoc is uploaded. The report displays the validation status of the container information uploaded and may be used to confirm the containers are ready for induction. The report also provides proof of delivery and post-induction validation status at the container level. In August 2014, improvements were made to the Shipping Summary report in both the quality and presentation of eInduction container data. The job summary report header displays correct eInduction container count and non-eInduction container count. The container detail section of the reports groups by destination entry point and allow drills to the containers planned or entered at the entry point.


Mailers can access the Shipping Summary Report by selecting Mailing Reports, then Induction Activity Report (eInduction) and then Shipping Summary Report. Reports for the Shipping Summary include Appointment Summary Report by Appointment and associated Job ID with links to containers, Job Summary Report, Container Detail Report, and Container Manifest Report.

While navigating the Shipping Summary Report, the user will encounter the following symbols associated with fields that give information on any Pre and Post-Induction issues:

- **Green** circles indicate no issues with the Job, Appointment, or Container under consideration.

	Pre-Induction State	Container Barcode ID
Container has passed all validations	 C	99M106654000000473196

- **Yellow** triangles indicate issues with the Job, Appointment, or Container under consideration. Acronyms often appear to the right of the triangle and provide more information on the specific issue that the system has flagged. The table below provides descriptions for the various acronyms that appear.

	Pre-Induction State	Container Barcode
Warnings exist for container validations	 LB	99M100020000000702007

- **Red** circles indicate issues with the Job, Appointment, or Container that prevent USPS from inducting. Mailers must correct containers that are flagged in this way and repair the issues before the containers can be inducted.

	Pre-Induction State	Container Barcode
Container has failed a validation	 AV	99M001126000003222546

Acronym	Description
AV	Appointment Validation. This will no longer be displayed in a future release since containers are no longer required to be linked to specific appointments for Non-SV sites.
BD	Duplicate Barcode responsible for container hold
BI	Invalid Barcode responsible for container hold
BM	Missing Barcode responsible for container hold
D	Scan duplicate Barcode responsible for container hold
C	Container cleared for release
EPD	Entry point discount claimed does not match entry point scheduled
P	No payment on record
PF	Payment not finalized
S	Scheduling issue responsible for container hold
Z	Verification issue responsible for zone validation
TR	Verification issue responsible for USPS Transporting
LB	Verification issue responsible for labeling validation
CM	Verification issue responsible for container manifest validation
CMP	Verification issue responsible for container manifest postage validation
E	Validation error
PP	Post-Induction Payment validation failure
PBD	Post-Induction Duplicate Barcode validation failure
PE	Post-Induction Extra Container
PEPD	Post-Induction Entry point Discount validation failure
PZ	Post-Induction Zone validation failure
PM	Post-Induction Misshipped validation failure
DDC	The deepest entry discount claimed at the piece level is greater than the entry discount claimed at the container level
EDU	An entry discount has been claimed on a USPS Pickup container
EF	Verification issue responsible for entry facility validation

After clicking on the Shipping Summary Report link in Figure 11-7 above, the user has the option to retrieve elnduction activity based on one of the following four key fields shown in the figure below:

- Appointment ID
- Job ID
- Mailing Group ID

- Container Manifest ID

Home > Mailing Reports > eInduction Reports > Shipping Summary Search

Shipping Summary Reports Search

Search By: Job ID ID Number:

Postage Statement Mailing Date Range: * From: To:

Search With: containing value Display per Page: 10 results

Please limit the Date Range to one month.
Each search will return maximum 1,000 records.

Please click on a job ID to view the shipping summary details for that job.

Job ID	Job Name	Postage Statement Mailing Date/Time
SJS0512A	First Class LT FS PDR Job 1	05/08/2015 12:00:00 AM
SJS0512W	Standard Mail FS PDR Job 1	05/08/2015 12:00:00 AM
SJS0512X	Standard Mail FS PDR Job 1	05/08/2015 12:00:00 AM
SJS0512Z	First Class LT FS PDR Job 1	05/08/2015 12:00:00 AM
SJS0521B	Phys Std Mail LT 13-1 [Brian]	05/21/2015 12:00:00 AM

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Figure 11-8: Shipping Summary Report Search

Note: The data in the pages presented in this section are fabricated. The mailer presented in the fields within the pages is an actual USPS customer. For the protection and preservation of the privacy rights of this customer, many of the fields were intentionally blurred.

Depending on which "Search By" the user selects, *PostalOne!* returns different views of the Shipping Summary Report:

- Appointment ID
- Job ID
- Mailing Group ID
- Container Barcode
- Container Manifest ID

Figure 11-9 below shows the results of a search based on "Appointment ID". The rows in green list all appointments for the mailer over the period specified.

Shipping Summary Reports Search

Search By: **Appointment ID**
 Job ID
 Mailing Group ID
 Container Manifest ID

Induction Date Range: *

Please limit the Date Range to one month. Each search will return maximum 1,000 records.

ID Number: 0

Search With: containing value

Display per Page: 10 results

Search

Please click on an appointment ID to view the shipping summary details for that appointment.

Appointment ID	Scheduled Induction Date/Time	Actual Induction Date/Time
010-10001	01/09/2015 11:23:24 AM	01/09/2015 11:23:24 AM
010-10002	01/09/2015 01:54:19 PM	01/09/2015 01:54:19 PM
010PM20109	01/05/2015 02:22:41 PM	01/05/2015 02:22:41 PM
15Z-54807	01/07/2015 11:35:56 AM	01/07/2015 11:35:56 AM
15Z-54808	01/08/2015 10:39:13 AM	01/08/2015 10:39:13 AM
15Z-55308	01/13/2015 12:01:42 PM	01/13/2015 12:01:42 PM
15Z-55806	01/13/2015 11:21:53 AM	01/13/2015 11:21:53 AM
15Z-55807	01/15/2015 11:11:46 AM	01/15/2015 11:11:46 AM
15Z-55810	01/16/2015 08:45:30 AM	01/16/2015 08:45:30 AM
15Z-56306	01/15/2015 12:43:39 PM	01/15/2015 12:43:39 PM

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Figure 11-9: Shipping Summary Report Search Results by Appointment ID

For a more detailed view on the contents associated with a particular appointment, the mailer clicks on the Appointment ID in blue above to retrieve an Appointment Summary Report.

11.2.1 Appointment Summary Report

The Appointment Summary Report lists all Jobs and Locations associated with a selected Appointment ID (Reference Figure 11-10 below). For a given Job ID for a given Destination Locale ZIP, the user receives information such as the number of Scheduled Containers, the Total Piece Count, and any Pre-Induction issues.

Home > Mailing Reports > eInduction Reports > Shipping Summary Search > Container Detail By Appointment Report

Today: Jun 25, 2015 08:29:33 AM

Planned Appointment Summary

Appointment Number: 010-10001 Total Containers: 1 Scheduled Arrival Date/Time: eInduction Percentage: 0 %
 Origin Plant Location: Destination Entry Location: USPS Transported Containers: 0 eInduction Containers: 0

Induction Appointment Summary

Entry Office: SPRINGFIELD MA Total Containers: 1 Arrival Date/Time: 01/09/2015 11:21:33 AM
 Transport Company: Started Unload: 01/09/2015 11:22:24 AM
 USPS Receiving Employee: BW45G0 Ended Unload: 01/09/2015 11:23:24 AM
 Mail Expeditor/Closer Clerk ID: BW45G0 Shipment Status: Closed Departure Date/Time:

Container Barcode	eInduction Container	Pre-Induction	Release Status	Container Destination	Destination Locale Key	Appointment Number	Date/Time Unloaded	Unload Status	Induction Status	Post-Induction	Continuous MID	USPS Pick Up
99M901023621377088601	No	C				010-10001	01/09/2015 11:22:24 AM		Accepted		Yes	
99M901023621377088601	Yes	LB EF	Paid	208	V22550	010-10001	01/09/2015 11:22:24 AM	Expected	Accepted	PP	Yes	No

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Key (used above to describe individual mailings)

Induction State: AV= Appointment validation. BD= Duplicate Barcode responsible for container hold. BE= Invalid Barcode responsible for container hold. BM= Missing Barcode responsible for container hold. D= Scan duplicate Barcode responsible for container hold. P= Container cleared for release.

Figure 11-10: Appointment Summary Report

From the Appointment Summary Report, the user can link to different views within the Shipping Summary Report:

- To link to the Job Summary Report for a given Job, click on a blue Job ID number in the Job ID column.

- To link to the Container Details Report, click on the blue number in the Scheduled Containers column.

11.2.2 Job Summary Report

The Job Summary Report provides detailed information for each entry point in a job, including the number of induction containers expected at the location. This report, figured below, may be used to verify if there were any container induction issues by entry point.

Note: When appointments are not linked to IMcb, a link from the jobs to the containers will show up by entry facility and appointment IDs will not be present in the pre-induction state.

Job Summary Information (Top Screenshot):

Job ID:	SJS0512A	Mailing Group ID:	61000575	Class:	Standard Mail
Job Name:	First Class LT FS PDR Job 1	Process Cat:	FL	Total Container Count:	5
Mail Preparer:	NA	Postage Statement Mailing Date:	05/08/2015 12:00:00 AM	eInduction Containers:	5
		USPS Transported Containers:	0		

Destination Locale Key	SV Facility	Pre-Induction	eDoc eInduction Container Count	Appointment Number	# Containers Unloaded	# Containers Expected	# Containers Not Expected	# Containers Missshipped	# Containers Manually Released	# Containers Accepted	# Containers Rejected
055444	Non-SV	● P ▲ EPD LB DDC EF	3		0	0	0	0	0	0	0
X1A542	SV	● P ▲ LB DDC EF	2		0	0	0	0	0	0	0

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Key (used above to describe individual mailings)

Induction Status: A17- Appointment validation

Job Summary Information (Bottom Screenshot):

Job ID:	SJS0512A	Mailing Group ID:	61000575	Class:	Standard Mail
Job Name:	First Class LT FS PDR Job 1	Process Cat:	FL	Total Container Count:	5
Mail Preparer:	NA	Postage Statement Mailing Date:	05/08/2015 12:00:00 AM	eInduction Containers:	5
		USPS Transported Containers:	0		

Destination Locale Key	SV Facility	Pre-Induction	eDoc eInduction Container Count	Appointment Number	# Containers Unloaded	# Containers Expected	# Containers Not Expected	# Containers Missshipped	# Containers Manually Released	# Containers Accepted	# Containers Rejected
055444	Non-SV	● P ▲ EPD LB DDC EF	3		0	0	0	0	0	0	0
X1A542	SV	● P ▲ LB DDC EF	2		0	0	0	0	0	0	0

Page 1 of 1

Key (used above to describe individual mailings)

Figure 11-11: Job Summary Report

From the Job Summary Report, the user can link to different views within the Shipping Summary Report:

- To link back to the Appointment Summary Report for a given Appointment ID, click on the blue Appointment ID number in the Appointment Number column.
- To link to the Container Details Report, click on a blue number in the Scheduled Containers column.

11.2.3 Container Details Report


The Container Detail Report lists information about each container. For each container, the report displays information such as:

- Unload date and time
- Pre-Induction Status
- Identified Post-Induction issues such as Misshipped, Extra, Mis-scheduled, and Missing.¹

¹ Pre and post induction errors are enhanced further in each release. The system now allows mailers with valid FAST profiles to search for any containers through Mail.XML Container Status Query message set. For more technical details on the Mail.XML Container Status Query message, please refer to the [Postage Payment](#)

Users can direct *PostalOne!* to display the Container Details Report in one of two ways:

- 1) By Job: The Container Detail by Job Report provides detail on each container associated to a given job (Figure 11-12)
- 2) By Appointment: The Container Detail by Appointment Report provides detail on each container associated to a given appointment (Figure 11-13)

Home > Mailing Reports > eInduction Reports > Shipping Summary Search > Job Summary Report > **Container Detail By Job Report**  Today: Jun 25, 2015 08:37:20 AM


Job Summary Information												
Job ID:	SJS0812A	Mailing Group ID:	61000575	Class:	Standard Mail							
Job Name:	First Class LT FS PDR Job 1	Process Cat:	FL	Total Container Count:	5							
Mail Preparer:	NA	Destination Locale Key:	Multiple	eInduction Containers:	5							
Postage Statement Mailing Date:	05/08/2015 12:00:00 AM	Destination Zip Code:	Multiple	USPS Transported Containers:	0							

Container Barcode	eInduction Container	Pre-Induction	Release Status	Container Destination	Destination Locale Key	Appointment Number	Date/Time Unloaded	Unload Status	Induction Status	Post-Induction	Continuous MID	USPS Pick Up
99M900018016345620971	Yes	● P ▲ EPD LB EF	Incomplete	941	055444						No	No
99M900018016345654945	Yes	● P ▲ EPD LB DDC EF	Incomplete	940	055444						No	No
99M900018016345658954	Yes	● P ▲ EPD DDC EF	Incomplete	940	055444						No	No

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Figure 11-12: Container Detail Report by Job

https://ribbs.usps.gov/intelligentmail_schedule2015/releases/jan2015/techspecs.cfm

Home > Mailing Reports > eInduction Reports > Shipping Summary Search > Job Summary Report > **Container Detail By Appointment Report**  Today: Jun 25, 2015 08:39:28 AM

Planned Appointment Summary					
Appointment Number:		Total Containers:	1	Scheduled Arrival Date/Time:	01/09/2015 12:10:00 PM
Origin Plant Location:		Destination Entry Location:	V22550	eInduction Percentage:	100 %
		USPS Transported Containers:	0	eInduction Containers:	1

Induction Appointment Summary					
Entry Office:		Total Containers:	1	Arrival Date/Time:	
Transport Company:				Started Unload:	01/09/2015 11:22:24 AM
USPS Receiving Employee:				Ended Unload:	01/09/2015 11:23:24 AM
Mail Expeditor/Closer Clerk ID:		Shipment Status:		Departure Date/Time:	

Container Barcode	eInduction Container	Pre-Induction	Release Status	Container Destination	Destination Locale Key	Appointment Number	Date/Time Unloaded	Unload Status	Induction Status	Post-Induction	Continuous MID	USPS Pick Up
99M901023621377088601	Yes	● C ▲ LB EF	Paid	208	V22550	010--10001	01/09/2015 11:22:24 AM	Expected	Accepted	● PP	Yes	No

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Key (used above to describe individual mailings)
 Induction Status: ● Appointment validation

Figure 11-13: Container Detail Report by Appointment

11.2.4 Quick Status Report

The Quick Status Report is a snapshot of the Shipping Summary Report. The report provides real-time payment status and induction status of all eInduction and non-eInduction containers for up to 30 IMcB within a 30 day window. The

[and reporting \(eDoc\) Guide](#). Mailers and shippers can also access barcodes on partner appointments by using the *Partner Query Request and Response* message through the FAST system. For FAST Mail.XML details, please refer to the [Appointment Scheduling \(FAST\) Guide](#).

report also provides pre-induction and scanned information on eInduction containers. Mailers are able to search for containers regardless of eInduction status.

To access the report from BCG, as depicted in the figure below, select:

1. Mailing Reports from Favorites
2. eInduction Quick Status Report Link

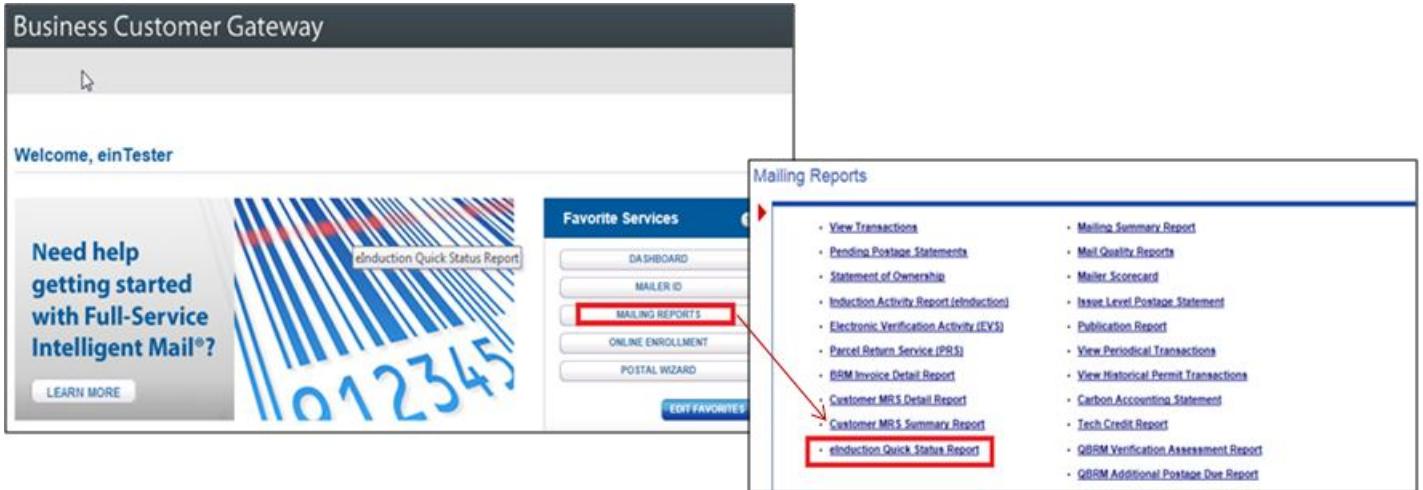


Figure 11-14: Quick Status Report Login

After mailers search for containers, given then 30IMcb and 30 day window constraints, the report results include:

- Container Barcode
- Postage Statement Mailing Date
- Release Status
- Scan Date/Time
- Facility Name
- Locale Key
- Unload Status
- Induction Status


The figure below shows the Quick Status Results for a give induction range and Intelligent Mail Container Barcodes.

Figure 11-15: Quick Status Report Results

As shown in the figure below, the Quick Status Report provides a status of:

- Release
- Scan date/time
- Scan facility Unload
- Induction

Release Status

-  = Container cleared for shipment
-  = Container cleared for shipment, but risk to fail eInduction verification
-  = Container not cleared for shipment








IMcb	Postage Statement Mailing Date	Release Status	Scan Date/Time	Scan Facility	Unload Status	Induction Status
99M-----001	7/26/2014	 Payment	None	None	None	None
99M-----002	7/26/2014	 Cleared	1000 7/29/2014	Dulles-X29745	Expected	Accepted
99M-----003	7/26/2014	 Payment	1001 7/29/2014	Dulles-X29745	Not-Expected	Rejected
99M-----004	7/26/2014	 Planned Entry Point	1230 7/29/2014	Suncoast-007646	misshipped	Rejected
99M-----005	7/26/2014	 Non-SV	1300 7/29/2104	Tucson-Z10944	None	Accepted
99M-----006	7/26/2014	 Continuous	1300 7/29/2014	Dulles-X29745	Expected	Accepted
99M-----007	7/26/2014	 Entry Point Discount	1300 7/29/2014	Dulles-X29745	Expected	Accepted
99M-----007	<i>Intelligent Mail Container Barcode has not been identified for eInduction in eDoc. Please check that barcode is included in the eDoc file and the eInduction Indicator = "Y".</i>					

Figure 11-16: Quick Status Report

11.3 MicroStrategy Reports

MicroStrategy reports summarize eInduction **history**, allowing a summary of the entire calendar month, trending reports, and detailed error information. This information is available within 48-hours of container induction.

MicroStrategy reports must be used to identify if a mailer is exceeding a threshold or to view additional postage due through a month. The MicroStrategy reports show data across all mailings for a CRID. The Mailer Scorecard is a MicroStrategy report.

MicroStrategy offers eInduction reporting on the eInduction tab of the Mailer Scorecard and the eInduction Mailer Summary Report. To navigate to these reports in MicroStrategy, select 'Shared Reports' and select the 'Mailer Scorecard' or eInduction Reporting folder which will take you to the 'eInduction Mailer Summary Report'.

11.3.1 The Mailer Scorecard

The Mailer Scorecard provides a dashboard view of the results of the eInduction verification over a calendar month. It includes a tab on eInduction metrics for a selected CRID over a specified date range. Data from the eDoc submitted by the Mailer [NOTE: the term "mailer" is used to refer to the electronic documentation (eDoc) submitter who could be either the Mail Owner or the Mail Service Preparer], the Intelligent Mail container barcodes and the physical scans feed the eInduction tab of the Mailer Scorecard. The data is available the next calendar day after the Postage Statement is finalized and is available the next calendar day after the scan sampling event. The Mailer Scorecard is available for both eDoc Submitters (Mail Preparers) and Mail Owners. Mail Owners will only see eInduction verification results for containers where they have pieces in which they are identified as the mail owner. For information on the Mailer Scorecard, reference the Guide to the Mailer Scorecard. For recent changes to the eInduction tab of the Mailer Scorecard, reference the R41 April Release notes in the Appendix.

The fields on the eInduction tab of the Mailer Scorecard are described below.

Field	Located:	What is It?	Postage Adjustment
# Containers Processed for eDoc validations	eInduction Tab	This represents the total – eInduction containers, scanned containers in eDoc.	N/A
(#/%)Containers eInduction	eInduction Tab	Containers flagged for eInduction	N/A
(#/%) eInduction Containers Misshipped	eInduction Tab	eInduction containers, shipped, scanned and accepted at the incorrect location with the following conditions: - Marked "accept_misship=y" in the eDoc OR -From a Continuous MID OR -Inducted at a non-SV entry point	<i>Any assessment amount displayed is "information only."</i> no automated assessments are being generated at this time. Additional postage will be determined by re-calculating the postage with entry discount ="None" and calculating the difference between the postage paid and the recalculated postage. The new postage amounts will be the difference between the correct postage and the postage paid.

Field	Located:	What is It?	Postage Adjustment
(#/%) eInduction Containers Duplicate Barcode	eInduction Tab	eInduction containers, scanned and inducted, that have been entered on a different appointment in the previous 45 days	<p><i>Any assessment amount displayed is "information only." no automated assessments are being generated at this time.</i></p> <p>Additional postage will be determined by applying the postage paid for the original instance of the duplicate container to all subsequent duplicates.</p>
(#/%) eInduction Containers Payment	eInduction Tab	eInduction containers, scanned and inducted, associated to an eDoc with unpaid postage statements 10 days after induction with the following conditions: -From a Continuous MID OR -Inducted at a non-SV entry point	<p><i>Any assessment amount displayed is "information only." no automated assessments are being generated at this time.</i></p> <p>Additional postage will be determined by calculating a 30-day average postage for containers mailed by the eDoc submitter CRID. The additional postage amount applied will be equal to the 30-day average for the CRID.</p>
(#/%) eInduction Containers Entry Point Discount (EPD)	eInduction Tab	eInduction containers, scanned and inducted, that have claimed an entry point discount (EPD) that is invalid at the entry point.	<p><i>Any assessment amount displayed is "information only." no automated assessments are being generated at this time.</i></p> <p>Additional postage will be determined by re-calculating the postage with the correct entry discount and calculating the difference between the postage paid and the recalculated postage. The new postage amount will be the difference between the correct postage and the postage paid.</p>

Field	Located:	What is It?	Postage Adjustment
(#/%) eInduction Containers Zone	eInduction Tab	eInduction containers, scanned and inducted, that have claimed a zone discount that is invalid at the entry point.	<i>Any assessment amount displayed is "information only." no automated assessments are being generated at this time.</i> Additional postage will be determined by re-calculating the postage with correct zone discount and calculating the difference between the postage paid and the recalculated postage. The new postage amounts will be the difference between the correct postage and the postage paid.
(#/%) eInduction Containers Extra	eInduction Tab	Continuous MID containers, scanned and inducted, not associated to an eDoc within 10 days after induction with the following conditions: -From a Continuous MID OR -Inducted at a non-SV entry point	<i>Any assessment amount displayed is "information only." no automated assessments are being generated at this time.</i> Additional postage will be determined by calculating a 30-day average postage for containers mailed by the eDoc submitter CRID. The additional postage amount applied will be equal to the 30-day average for the CRID
	eInduction Tab		
(#/%) PVDS eInduction Containers	eInduction Tab	eInduction containers claiming entry discount	N/A
	eInduction Tab		
(#/%) Mailer Transported eInduction Containers	eInduction Tab	eInduction containers delivered by mailer	N/A
(#/%) USPS Transported eInduction Containers	eInduction Tab	eInduction containers marked as USPS transported	N/A
(#/%) eInduction Containers Continuous	eInduction Tab	eInduction containers with a registered continuous MID	N/A
(#/%) eInduction Containers Non-SV	eInduction Tab	eInduction containers with an entry point that is not enabled for SV	N/A
(#/%) eInduction Containers with Manual Overrides	eInduction Tab	eInduction containers released by BME/Helpdesk	N/A

Field	Located:	What is It?	Postage Adjustment
(#/%) eInduction Containers Not Released	eInduction Tab	Uploaded eInduction containers that have not been released	N/A
(#/%) eInduction Containers Accepted	eInduction Tab	eInduction containers scanned and accepted at the entry point	N/A
(#/%) SV eInduction Containers Scanned and Accepted w/o Error	eInduction Tab	eInduction containers for SV entry points, scanned and accepted with no post-Induction errors	N/A

Table 11-1: Mailer Scorecard Fields

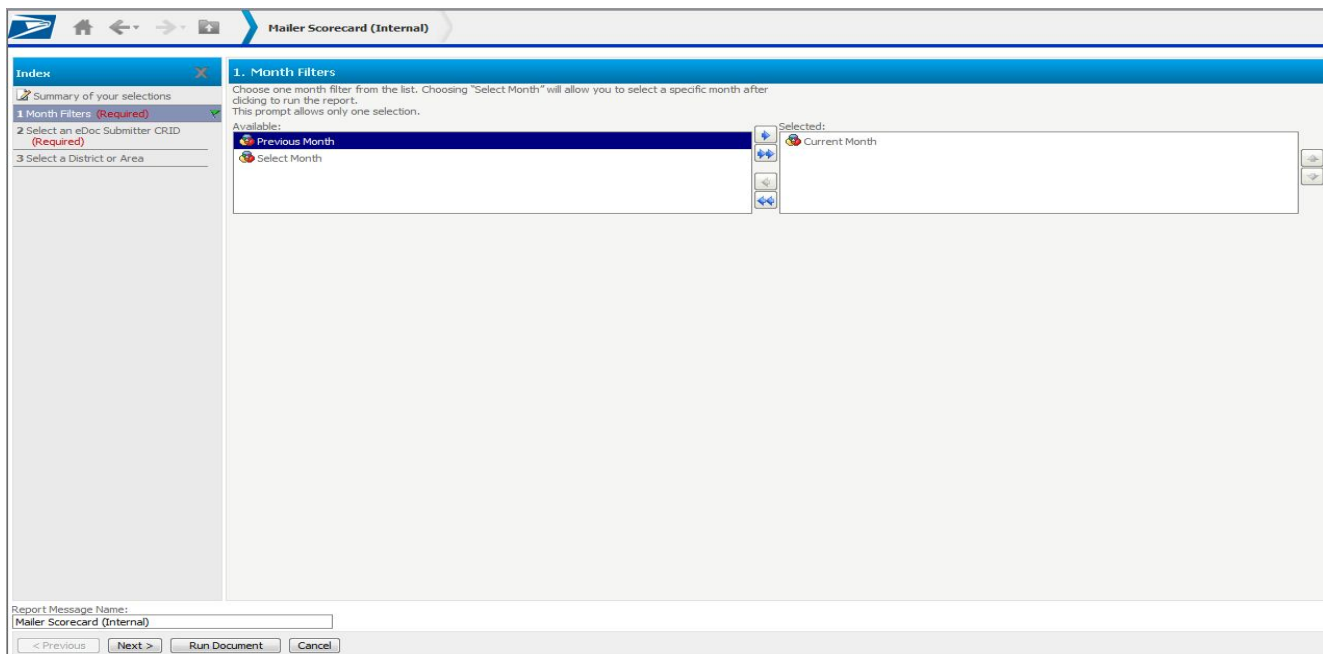


Figure 11-17: Mailer Scorecard Search by Month and CRID

The search function allows the mailer to filter by Month and CRID. The user can select multiple CRIDs to include in the report. The resulting Mailer Scorecard (see Figure 11-18) color-codes the metrics to indicate mailer performance:

- A metric indicates that the value has **improved** by more than 5% relative to the previous month
- A metric indicates that the metric has **exceeded** the threshold for the month
- A metric indicates that the value has **declined** by more than 5% relative to the previous month

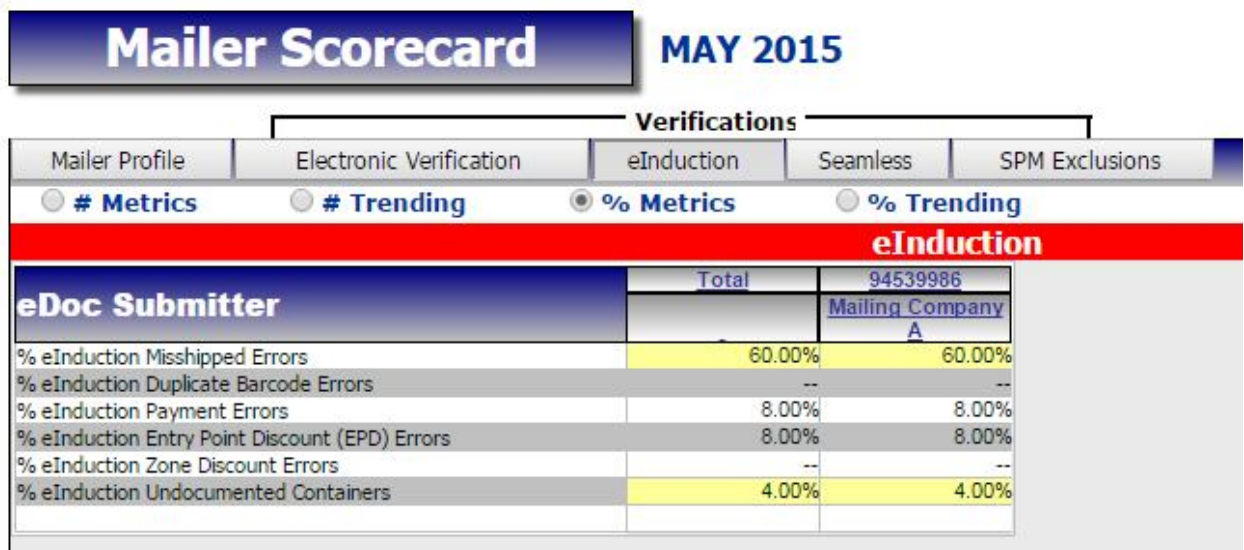


Figure 11-18: eInduction Tab of the Mailer Scorecard

11.3.2 eInduction Mailer Summary Report

The eInduction Mailer Summary Report provides a breakdown of all containers submitted over a selected date range and allows the user to drill-down to the level of the individual container.

The eInduction Mailer Summary Report includes the following elements:

Mailer Summary Report Elements
#Jobs
of eInduction Containers
#Containers Not Expected
#Containers Finalized/FPP for eInduction
#Manual Override Containers
#Containers with SV Unload Scan
#SV Unscannable Warnings (Scan)
#Payment Errors (Pre)
#Non-SV Missing Appointment Errors (Pre)
#EPD Warnings (Pre)
#Labeling List Warnings (Pre)
#Zone Based Warning (Pre)
#USPS Transported Appointment Warnings (Pre)
#Containers Sent to FAST
#Duplicate Barcode Errors (Post)
#Duplicate Containers within Appointment Warnings (Post)
#EPD Errors (Post)
#Payment Errors (Post)
#Unique Barcode Warnings (Post)
#Zone Based Errors (Post)

Table 11-2: Mailer Summary Report Fields

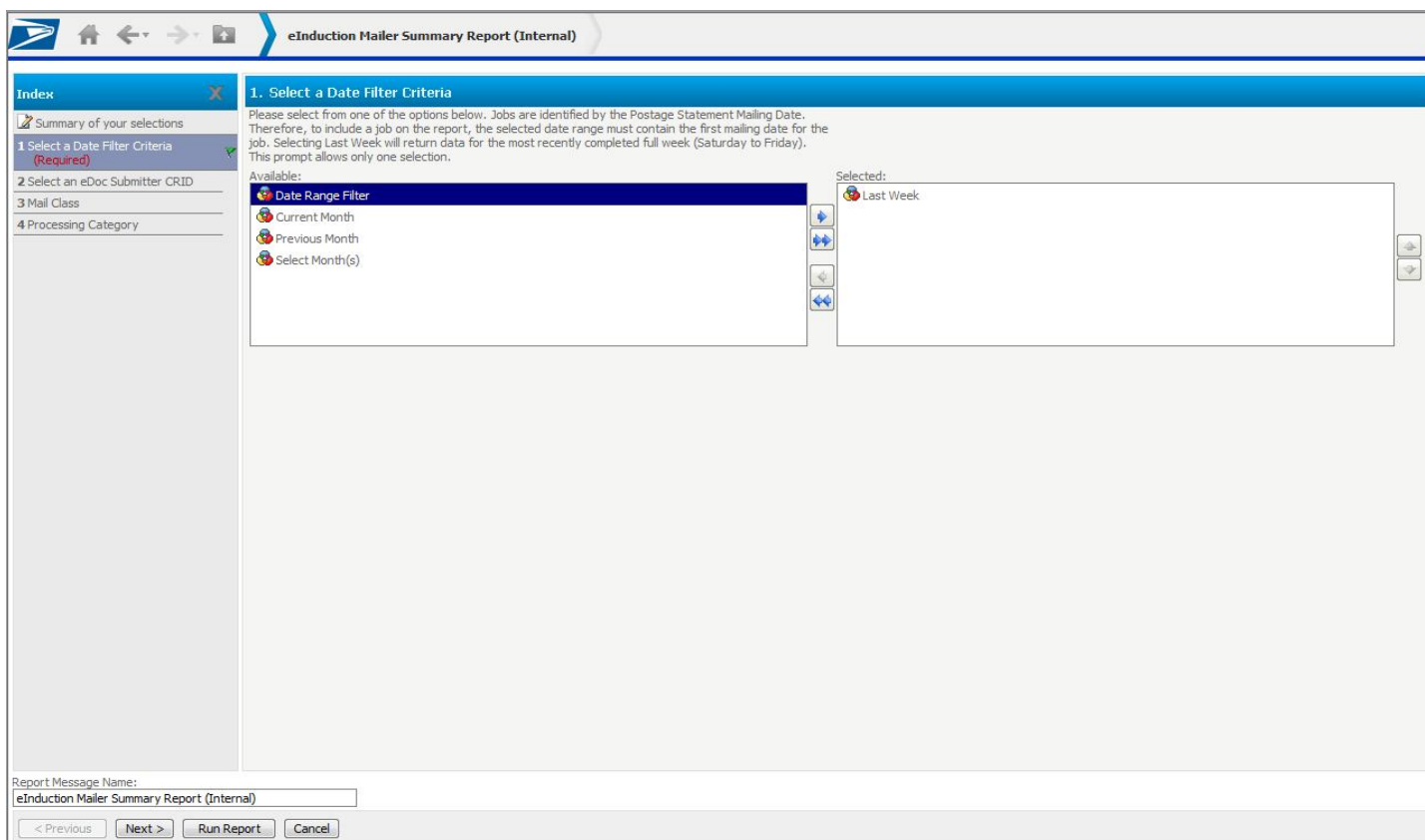


Figure 11-19 eInduction Mailer Summary Report Search

Users search based on a date range and further specify by adding eDoc Submitter CRID, Mail Class, and/or Processing Category filters. Figure 11-20 below displays the resulting report.

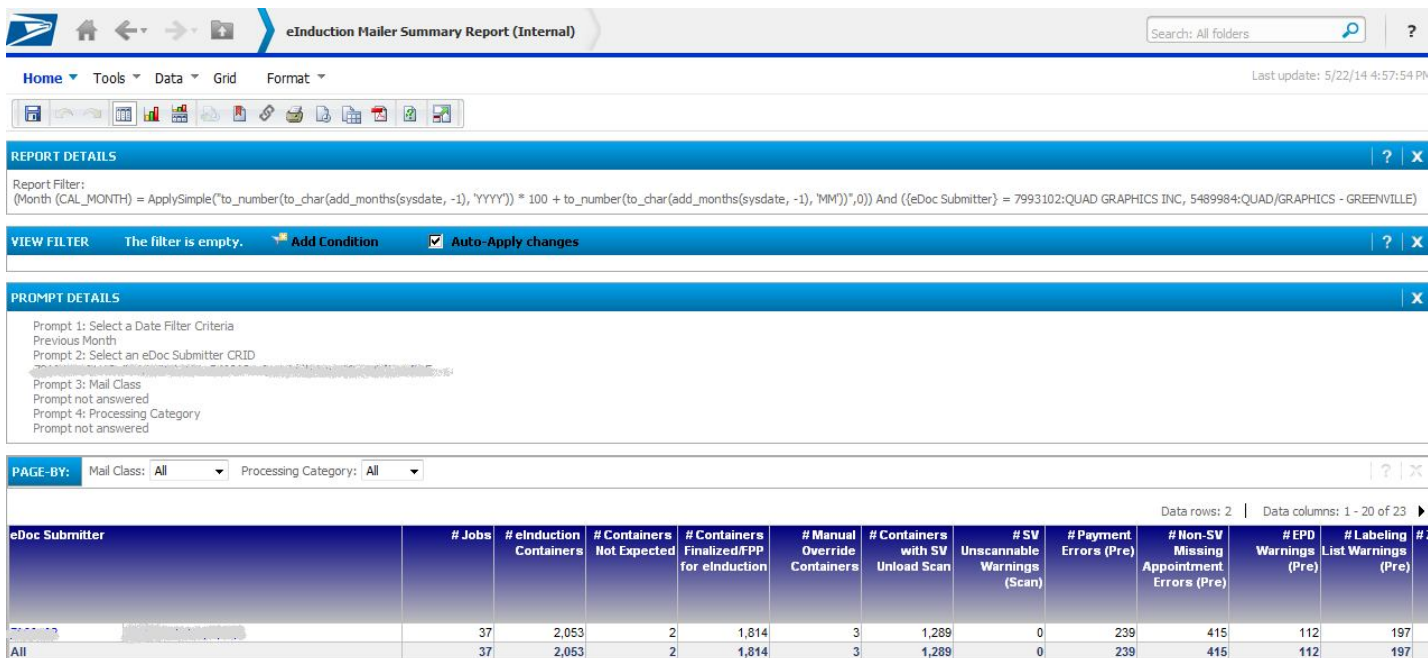


Figure 11-20: eInduction Mailer Summary Report

The Mailer Summary Report shows the metrics introduced above for a CRID over the selected date range. The user can drill into each CRID by left clicking the CRID or Mailer Name to view the details by Mailing Date or Job ID, as shown below in Figure 11-21.

eDoc Submitter	Mailing Date	Job ID	User License Code	Customer Group ID	Mailing Group ID	# eInduction Containers	# Containers Not Expected	# Containers Finalized/FPP for eInduction	# Manual Override Containers	# Containers with SV Unload Scan	Unscannable Warnings (Scan)	# Pa Error
	4/3/2014	040314Q0	DGT5		132790226	52	0	52	0	36	0	
		040314Q3	DGT5		132790582	49	0	49	1	42	0	
		040314Q1	DGT5		132795918	45	0	45	0	30	0	
	4/4/2014	040314Q2	DGT5		132795960	54	0	54	0	29	0	
		040314Q4	DGT5		132798730	57	0	57	0	35	0	
		040314Q5	DGT5		132798772	44	0	44	0	35	0	
	4/5/2014	040314Q6	DGT5		132802817	67	0	67	0	48	0	
	4/7/2014	040714Q1	DGT5		132922962	23	0	0	0	0	0	
	4/8/2014	040714QA	DGT5		132958808	77	1	77	0	60	0	
	4/10/2014	041014Q1	DGT5		133031064	72	0	72	0	45	0	
		041014Q2	DGT5		133031468	69	0	69	0	51	0	
	4/11/2014	041014Q3	DGT5		133082887	66	0	66	0	34	0	
		041014Q4	DGT5		133092152	54	0	54	0	50	0	
	4/12/2014	041014Q5	DGT5		133092197	59	0	59	0	47	0	
	4/14/2014	041414Q0	DGT5		133185912	54	0	54	0	37	0	
		041414Q1	DGT5		133211822	53	0	53	0	28	0	
	4/15/2014	041414Q2	DGT5		133212170	59	0	59	0	44	0	
		041414Q3	DGT5		133248925	75	0	75	0	38	0	
	4/16/2014	041414Q4	DGT5		133259836	55	0	55	0	48	0	

Figure 11-21: eInduction Mailer Summary Report Drill

11.3.3 Errors by Transportation Carrier Report

The Errors by Transportation Carrier Report displays eInduction Misshipped errors, errors broken out by individual jobs, and by transportation carrier CRIDs and appointment scheduler CRIDs. An eDoc submitter can view container errors for all Transportation carrier CRIDs and Appointment scheduler CRIDs. Transportation carriers and appointment schedulers can only view container errors for what they delivered.

To access the report from BCG, as depicted in the figure below, select:

1. Manage Activity Module
2. Mail Quality Reports link
3. Shared Reports
4. eInduction Reporting
5. Errors by Transportation Carrier Report

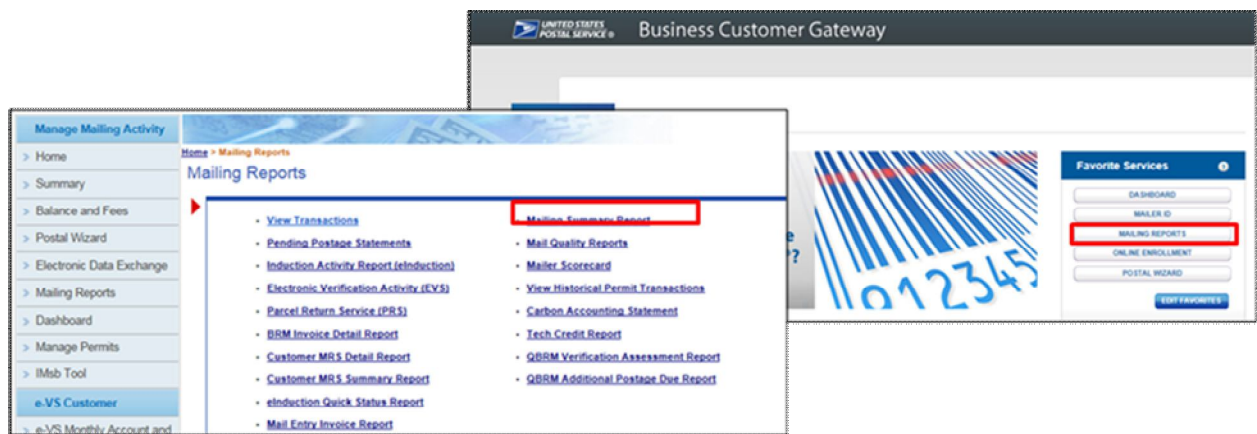


Figure 11-22: Errors by Transportation Carrier Report Login

The report shows, as seen in the figure below,

- Container errors for the CRIDs of the transportation carrier and appointment scheduler that delivered the eDoc submitter’s containers

Click on “Error Type” and “Error Code” to drill-down and access more information

eDoc Submitter	Transportation Carrier	Error Type	Error Code	# Errors
94539993 CHICAGO MAILER	12345678 SHAPIRO TRANSPORTATION	Appointment	E14	1
		Barcode Uniqueness	E45P	4
		Entry Facility	E29P	9
	87654321 ABC LOGISTICS	Appointment	E14	231
		Postage	E11P	5
		Entry Facility	E29P	5

Click to drill-down

eDoc Submitter	Transportation Carrier	Mailing Group ID	Customer Group ID	Job ID	User License Code	Mailing Date	Error Type	Error Code	# Errors
94539993 CHICAGO MAILER	12345678 SHAPIRO TRANSPORTATION	60545662		EIN00110	ZJSS	6/23/2014	Entry Facility	E29P	2
		60546965		EIN00403	ZJSS	6/23/2014	Entry Facility	E29P	2
		60556345		EIN01B02	ZJSS	6/23/2014	Entry Facility	E29P	1
		60588260		EIN00119	ZJSS	6/23/2014	Entry Facility	E29P	2

Figure 11-23: Errors by Transportation Carrier Report Results

12 eInduction Improvements

New eInduction functionality deployed between the August 2014 and April 2015 releases address the business needs of business mailers and close the remaining gaps identified to conduct seamless acceptance for eInduction mailings. The eInduction functionality will provide for a complete digital induction process that supports service performance measurement (SPM) and visibility for a larger set of mail.

Date	Functionality
FY 2016 (subject to change)	eInduction 2.0 developed concurrent with major Surface Visibility Update
TBD	Expansions to include non-USPS facilities

Table 12-1: eInduction Upcoming Improvements

August 2014 Release

The eInduction general enhancements implemented in the August 2014 *PostalOne!* release allow mailers to have greater visibility into the eInduction process, and increase accuracy and turnaround time as they identify issues with the induction process:

eInduction Reporting Enhancements

PostalOne! Shipping Summary Report updated to:

- Contain eInduction and non-eInduction container count
- Group the detail section of the Job Summary Report by destination entry point
- Display the following columns: Destination Entry Point, Pre-Induction Status, eDoc Container Count-eInduction, eDoc Container Count-Non-eInduction, Destination Entry Point Type, Appointment Numbers, Total Containers Unloaded, Number of Containers Expected, Number of Containers Not-Expected, Number of Containers Misshipped, Number of Containers Manually Released, Number of Containers Accepted, and Number of Containers Rejected
- Resolve defects with the display of container status, container counts, and non-eInduction containers
- Allow drills to the containers planned or entered at the entry point

PostalOne! Periodicals Register Entry/Pallet Count Report updated to:

- Add a column named "Number of eInduction Pallets" for the Destination Entry Point and job/ mailing group searched
- Add a column named "8125 Required" in order to determine if an 8125 is required for the destination entry point

PostalOne! Non-Periodicals Register Entry/Pallet Count Report updated to:

- Add a column named "Number of non-eInduction Pallets" for the Destination Entry Point and job/ mailing group searched.
- Add a column named "8125 Required" in order to determine if an 8125 is required for the destination entry point

Mailer Issue Visibility from *PostalOne!* updated to:

- Change the Appointment Close Out message to allow mailers to see if there were eInduction issues in the appointment through Mail.XML.
- Update *PostalOne!* to share container counts that have a Surface Visibility issue with mailers through the Close Out data in Mail.XML.
- Change the Container Status Request message to allow mailers to see if the container is flagged for eInduction, and if it has fatal pre-induction issues.
- Support carrier CRID information submission in FAST, Mail.ML and *PostalOne!*

MicroStrategy Reporting

- Update to add two new reports
 - Daily eInduction Metrics Report

- Daily % of Containers with Status Issues at Induction Report
- Enhance the following reports:
 - Mailer Scorecard displays the % in error for Post-induction validations that are above the configurable threshold
 - Mailer Scorecard displays the following new fields:
 - Percent eInduction Containers Mis-shipped
 - Percent eInduction Containers Duplicate Barcode
 - Percent eInduction Containers Payment
 - Percent eInduction Containers Entry Point Discount (EPD)
 - Percent eInduction Containers Zone
 - Percent eInduction Containers Extra, which means Duplicate eInduction Containers

eInduction Functionality Enhancements

FAST Appointments

- The USPS added the functionality of One-Time appointments to the FAST system with Intelligent Mail Carrier Barcode Scanner for instances that data is made available. This provides more flexibility to mailers that use the eInduction program.

Revisions to eInduction Post-Induction Validations

- Bypass the mis-shipped validation for containers identified as USPS Transported in mailer eDocs that are not unloaded during a mailer appointment at the entry point.
- Bypass the Entry Point Discount and Mis-shipped validations when the mailer claims no entry discount on an accepted eInduction Container.
- Perform the Entry Point Discount validation on Periodicals containers claiming entry point discounts on nested pieces.
- Bypass the Undocumented container validation for containers from an eDoc submitter CRID that is activated for Seamless Acceptance.

Enhancements to eInduction Pre-Induction Validations

- Conduct the eInduction Barcode, Entry Point Discount, USPS Transported, Labeling List, Zone, and Barcode Uniqueness validations when a container is in EST status.
- Conduct the eInduction Barcode, Entry Point Discount, USPS Transported, Labeling List, Zone, and Barcode Uniqueness validations when a container is updated to UPD status.

(Information Only) Calculation of Additional Postage for eInduction Errors

- Calculate a percent-in-error for the eInduction post-induction Payment, Undocumented (Extra), Duplicate, Mis-shipped, Entry Point Discount, and Zone discount validations.

- Calculate additional postage for eInduction errors only when the percent-in-error exceeds the configurable threshold for that error type. At this time, additional postage amounts for eInduction errors above thresholds are info-only, and no assessments are generated for mailers.
- Effective August 2014, mailers fully participating in Seamless Acceptance are not assessed for payment errors on containers. These containers show as unpaid in reporting; no dollar calculation is counted against the threshold.

Drop-Ship Product

- FAST system generates a listing of the SV status of each location for each release of the drop-ship product. This status will be appended to the Address file included in the Drop Ship Product.

Software Updates Enabling Barcode Association via Mail.dat for One-Time Appointments

- *PostalOne!* automatically associates barcode information to the FAST system for one-time appointments. This mirrors the process for recurring appointments and eliminates the need to prepare Mail.XML.

For more detailed information reference the [August 2014 Release Notes on RIBBS](#).

November 2014 Release

In the PostalOne! Release 39.0.0, the Postal Service updated and enhanced the eInduction system.

eInduction Reporting Enhancements

PostalOne! Shipping Summary Report

- Updated to correct an issue that incorrectly doubled the count of eInduction containers for each Job ID in the Shipping Content Summary section

eInduction Functionality Enhancements

- Release updated the system to correctly handle reversals for tray-based co-palletized mailings. After the consolidator job for a tray-based co-palletized mailing job is submitted, the pallet is imported to eInduction, and release messages are generated for SV. All of the postage statements associated to the job are then reversed and processed for the containers within eInduction.
- The release updated eInduction processing to send the most recent content associated information to the FAST system.
- The eInduction Unmanifested Reconciliation Report has been updated to correct an issue so that no errors are generated when users attempt to search for a container.
- eInduction processing has been updated to prevent post-induction validation from running on cancelled eInduction containers.
- The Unmanifested Reconciliation Report runs successfully when accessed through the Business Customer Gateway Mailing Reports menu.
- The Mail Direction File has been updated to provide values for mixed-class co-mail to allow eInduction to correctly identify the entry facility for the mailing.

For more detailed information reference the [November 2014 Release Notes on RIBBS](#).

January 2015 Release

The eInduction January 2015 Release 40.0.0 introduced software upgrades to the *PostalOne!* system and updates to existing products and applications. The Postal Service added two new reports to improve payment and induction status visibility and included enhancements to the verification errors and warnings for Misshipped and Entry Point Discount, Entry Facility Warning and Entry Point Discount Warning.

eInduction Reporting Enhancements

eInduction Quick Status Report

- Snapshot of information found in the Shipping Summary Report
- Provides real-time payment and induction status on the *PostalOne!* dashboard for up to 30 Intelligent Mail Container Barcodes
- Displays all eInduction and non-eInduction containers and allows a mailer to search for containers regardless of the eInduction status
- Provides mailers with pre-induction and scanned information on an eInduction container
- Possible values for the induction status are Accepted or Rejected
- Report now populates the Unload Status and Induction Status columns for containers that were not expected and were rejected by eInduction
- Misshipped containers display as Misshipped in the Container Status column

eInduction Shipping Summary Report

- Updated to enable internal and external users to access detailed container results on jobs found by the report

Misshipped Container Verification

- Record Misshipped verification errors when the active version of the mail direction file indicates the mailer delivered the container to the incorrect facility
- Mailings that fail the validation are displayed on the eInduction tab of the Mailer Scorecard as a "Containers Misshipped" error

Entry Facility Warning

- New warning notifies mailer if planned entry location is incorrect for container destination/contents
- Displays, after eDoc is uploaded, on the pre-induction column of the Shipping Summary Report

Entry Point Discount Verification

- Validates the entry discount claimed within the eDoc based on the active version of the mail direction file
- Verification errors are logged only when entry discount claimed at the piece level is invalid at the actual entry location

Entry Point Discount Warning

- Displays only when entry discount claimed at the piece level is invalid at the planned entry location
- Warning notifies the mailer the entry discount claimed at the piece level is invalid at the planned (eDoc or Appointment) entry location, per the active version of the MDF

- Warning displays for the mailer after eDoc upload, on Pre-Induction column of Shipping Summary Report

Entry Point Discount Mismatch Warning

- Notify mailer at eDoc upload that claimed entry point discount is greater at the piece level than the discount claimed at the container level
- Warning displays for mailer after eDoc upload on the pre-induction column of Shipping Summary Report

eInduction Functionality Enhancements

Errors by Transportation Carrier Report

- A new developed MicroStrategy report displays eInduction Misshipped errors, errors broken out by individual jobs, as well as CRIDs for the transportation carrier and appointment scheduler
- An eDoc submitter will be able to view container errors for all transportation carriers CRIDs and appointment scheduler CRIDs that delivered their mail
- Transportation carriers and appointment schedulers will only be able to view errors for the containers they delivered
- The Mail.dat logic for electronic documentation (eDoc) has been updated to make surcharges, discounts and extra services for Non-Periodicals available to eInduction in order to correctly assess additional charges. Previously, errors of physical pallets, and physical siblings of both physical and logical pallets were not taken into account when assessing these charges.
- Mail.XML processing has been updated to allow the ContainerStatusQuery to return both eInduction and non-eInduction container data in a single response when requesting pre-induction validation data.
- When a job containing eInduction containers is deleted those containers are removed from eInduction reports.
- The eInduction system will be updated to ensure that when multiple scans are received for the same containers, eInduction displays only one set of these scans.
- Ensure Mail.dat and Mail.XML container errors and warnings are pushed to eInduction to be visible in Shipping Summary reports.
- An eInduction report of payment and induction status was created which is capable of searching a list of or a single IMcb.

For more detailed information reference the [January 2015 Release Notes on RIBBS](#).

May 2015 Release

The May 2015 *PostalOne!* Release will include updates and enhancements to eInduction.

Mailer Scorecard

- Mailer Scorecard values that increase or decrease by more than 5% will no longer be indicated by a green or red color. The legend is changed to remove description of this color coding. Three new options (NA, --, and 0), were added to the filter when drilling to the Error Type report from the Mailer Scorecard: eDoc Nesting/Sortation and Move/Update

eInduction Enhancements

- The eInduction Container Management Report has been updated to enable users to navigate to the Shipping Summary Report by clicking the Mailing Group ID link or the Job ID link. Prior to this release, the Mailing Group ID and Job ID links were non-functional when accessed from the Container Management Report. 5463 {B}
- The eInduction tab of the Mailer Scorecard and the *PostalOne!* Shipping Summary Report Job Summary view have been updated to display the correct Surface Visibility (SV) status for planned/actual entry points.
 - On the eInduction Tab of the Mailer Scorecard, the # eInduction Containers Non-SV column displays the correct count/percentage of eInduction containers accepted at non-SV enabled entry points.
 - On the Shipping Summary Report Job Summary View, the SV Facility column displays the correct SV status for the planned/actual entry point. 5464 {B}
- The Dashboard and the Register of Postage Statements have been updated to display the correct eInduction container count after the eDoc is updated using the Container Update Request or Container Manifest Create Request Mail.XML. Prior to R41, the eInduction container count value would not change if the Mail.XML messages were used to update the eDoc after the initial upload. 1487 {B}
- The eInduction postage assessment logic has been updated to calculate correct additional postage amounts for Periodicals, Standard Mail, Co-Palletized, and Mixed Class Co-Mail mailings with verification errors. Incorrect assessment amounts were previously displayed on the Mailer Scorecard and in the Mail Entry Postage Assessment reports. For Mixed Class Co-Mail pallets, assessment amounts are calculated separately for the Periodicals portion and Standard Mail portion of the mailing. Assessments will be calculated using the existing business rules in place for either Standard Mail or Periodicals, as appropriate. 2125 {B}
- For Periodicals pallets, assessment calculations will account for advertising and non-advertising pound prices, container charges, and containers that claim non-numeric Zone rates. 2128 {B}
- eInduction invoicing logic has been updated to correctly assess the postage reflected on the Mailer Scorecard and the Mail Entry Invoicing Report for co-palletized mailings. For co-palletized mailings, assessment amounts are attributed to the submitter of the consolidated eDoc. For Standard Mail mailings, assessment calculations for Entry Point Discount (E4P) verification errors will disregard any pieces that claim a valid entry discount at the actual entry location. For Package Services Bound Printed Matter (Flats) mailings, the assessment calculations for Zone (E13P) and Entry Point Discount (E4P) verification errors will account for pieces that claim both a numeric zone and an entry discount. Prior to this release, the invoice amounts shown on the Mail Entry Invoicing Report and the Mailer Scorecard were incorrect for co-palletized mailings that exceeded the eInduction error threshold. As a workaround, the incorrect invoices could be disregarded since they are used for reporting purposes only and not for postage charged to the customer. 1451 {B}
- Performance has been improved for eInduction invoice finalization processing with this release. 5779 {E}
- The eInduction Mail Entry Assessment Report has been updated to properly reflect postage assessments. Prior to this release, the report displayed inaccurate postage assessments. This was a display issue only and did not affect postage. 6444 {B}
- MicroStrategy database methodology has been updated to enable the eInduction threshold values to be kept in sync in a timely manner with the up-to-date values in the *PostalOne!* system database. Previously, the eInduction threshold values in the MicroStrategy database were not updated dynamically; as a result, they were out of sync with the most recent values in the *PostalOne!* system. Since the eInduction threshold values

are used to determine the conditional formatting (yellow highlights) on the eInduction tab of the Mailer Scorecard, the outdated values gave the Mailer Scorecard the appearance of inaccuracy when compared with the *PostalOne!* system data. 6889 {B}

Electronic Data Exchange: Mail.dat Processing

- Mail.dat postage statements in FPP (Finalized Pending Payment) status can no longer be cancelled. Dashboard validation has been updated to enforce reversal in place of cancellation as the correct action for removal of a container belonging to a postage statement in FPP status. Then Cancel option is now disabled on the Dashboard when users access a postage statement in FPP status. Prior to this release, postage statements in FPP status were incorrectly allowed to be cancelled instead of reversed, which left the eInduction container barcode active in the database. This resulted in finalization errors on later postage statements when the container barcode was reused within a 45-day period 4772

Mailer.XML 17.0: QualificationReportDetailCreateRequest (Qualification Report Message)

- Removed unused field eInductionMisshippedContainerPayerCRID

eInduction Reports

- The metrics for number and percentage of Misshipped eInduction containers are now correctly reflected on the MicroStrategy Mailer Scorecard Job Details (eInduction) MicroStrategy report. Previously, the number of Misshipped eInduction containers shown on detail reports from the Mailer Scorecard was higher than it should have been due to the erroneous inclusion of misshipped containers that had not been invoiced. In addition, the total number of eInduction containers shown on the Mailer Scorecard previously failed to include containers from mailers whose Mailer ID (MID) was set up to be continuous. As a workaround, the Mailer Scorecard could be used to view the correct number of misshipped eInduction containers (“# Misshipped Errors” column) instead of obtaining the number from the Job Details report. As a workaround, users could obtain the accurate mail volume by viewing the number of eInduction containers accepted (“#eInduction Containers Accepted” column) rather than the total number of eInduction containers (“#eInduction Containers” column) on the Mailer Scorecard Job Details for eInduction

R 41.0.2.0 eInduction

- With this release, eInduction has been updated so that logical and physical containers that have multiple siblings are invoiced only one time per postage statement. Prior to this release, multiple siblings of logical and physical eInduction containers erroneously received multiple payment invoices

R41.0.3.0 eInduction

- The *PostalOne!* system no longer assesses additional postage for containers that are misshipped to locations that are downstream (excluding FSS and DDU facilities) of the correct facility (i.e., a location for which no additional transportation or handling cost is incurred by the USPS). When an eInduction container arrives at an entry facility that is downstream of the destination entry claimed within the eDoc, eInduction will not log an error nor invoice additional postage. When an eInduction container fails the misshipped verification by claiming a deeper container destination entry discount than the actual arrival facility, the additional postage calculation will adjust the postage by removing any container destination entry discounts claimed in the eDoc. 6385 {E}
- The *PostalOne!* eInduction system has been updated to correct the way in which scans from USPS Transported messages are handled in relation to scans from Mailer Transported messages. The updated method corrects

an issue that previously resulted in some containers being incorrectly reported as errors on the Mailer Scorecard for the Surface Visibility (SV) site. This occurred when the eInduction system received a scan from a USPS Transported message on the same container for which it had previously received a Mailer Transported scan. To correct this issue, the following business rules have been implemented: 7211 {E}

- eInduction processes a Mailer Transported scan on an eInduction container that is accepted.
- eInduction processes a USPS Transported scan on an eInduction container that is accepted.
- eInduction prioritizes Mailer Transported scans over USPS Transported scans for the same container within 45 days of the previous container's mailing date.
- eInduction bypasses post-induction validation of a USPS Transported container scan when a Mailer Transported scan was previously received and accepted for the same container within a 45-day timeframe.
- eInduction overrides USPS Transported scans with Mailer Transported scans for the same container within 45 days of the previous container's mailing date and reruns post-induction validations.

R41.1.0: External Trouble Reports (ETRs) and Engineering Change Requests (ECRs)

- eInduction containers received from the Intelligent Mail® Data Acquisition System (IMDAS) are now correctly linked to their associated entry facility from Facilities Access and Shipment Tracking (FAST®) scans. Previously, entry point location updates (from which the entry facility is derived) were not received from FAST scans for eInduction containers. As a result, the containers were incorrectly categorized as misshipped. 7242 {B}
- A data retrieval logic defect has been corrected which previously caused duplicate records to appear on the Dashboard under certain conditions. Prior to this release, duplicate records were displayed on the Dashboard for jobs that included both eInduction and non-eInduction containers within the same mailing. Duplicates were also displayed for jobs in which some containers received eInduction warnings and other containers were successfully inducted. A single row for the mailing is now displayed on the Dashboard in each of these scenarios, as distinguished by the eInduction status. Resolution of this issue also includes elimination of the display of duplicates for records that were created prior to the implementation Release 41.1.0. 5341 {E}

R41.1.1 eInduction

- eInduction processing has been updated to properly handle the condition where an eInduction job claims "D" (Destination Delivery Unit (DDU)) as the Entry Point Discount Facility Type. Previously, under this condition, if the facility was linked to more than one locale key, an Oracle error (primary key violation) was generated. This resulted in incorrect "Not Paid" pre-induction errors, and also impacted post-induction processing since the container failed finalization and was not updated to Paid status. Impacted eInduction containers could also have been rejected by Surface Visibility (SV). 7469 {B}

For more detailed information reference the [May 2015 Release Notes on RIBBS](#).

13 Appendix A: Continuous MID Registration

Continuous Mailers, mailers that have continuous mailing sites and that deliver shipments within 2 hours of finalization, are allowed to ship and induct containers prior to postage payment when they register for an eInduction

Continuous Mailer ID (MID). A Postal Service manager with the eInduction Master Role permissions will review and approve/disapprove the request. Mailers as well as administrators are allowed to remove MIDs identified as continuous mailers. *PostalOne!* MID Profile data by Customer Registration ID (CRID) and MIDs are transmitted electronically by eInduction to the SV system after the approval of the continuous mailer MIDs by business mail entry (BME). Mail Service Providers will flag MIDs as continuous in the BCG. A Continuous Mailer Reconciliation Report can be generated in the *PostalOne!* system to track unpaid containers until they are paid.

Registration Process

Mailers may register a Mailer ID (MID) as Continuous for eInduction by following the subsequent steps. Mailers begin the process by entering the landing page on the Business Customer Gateway (BCG) (Figure 13-1).

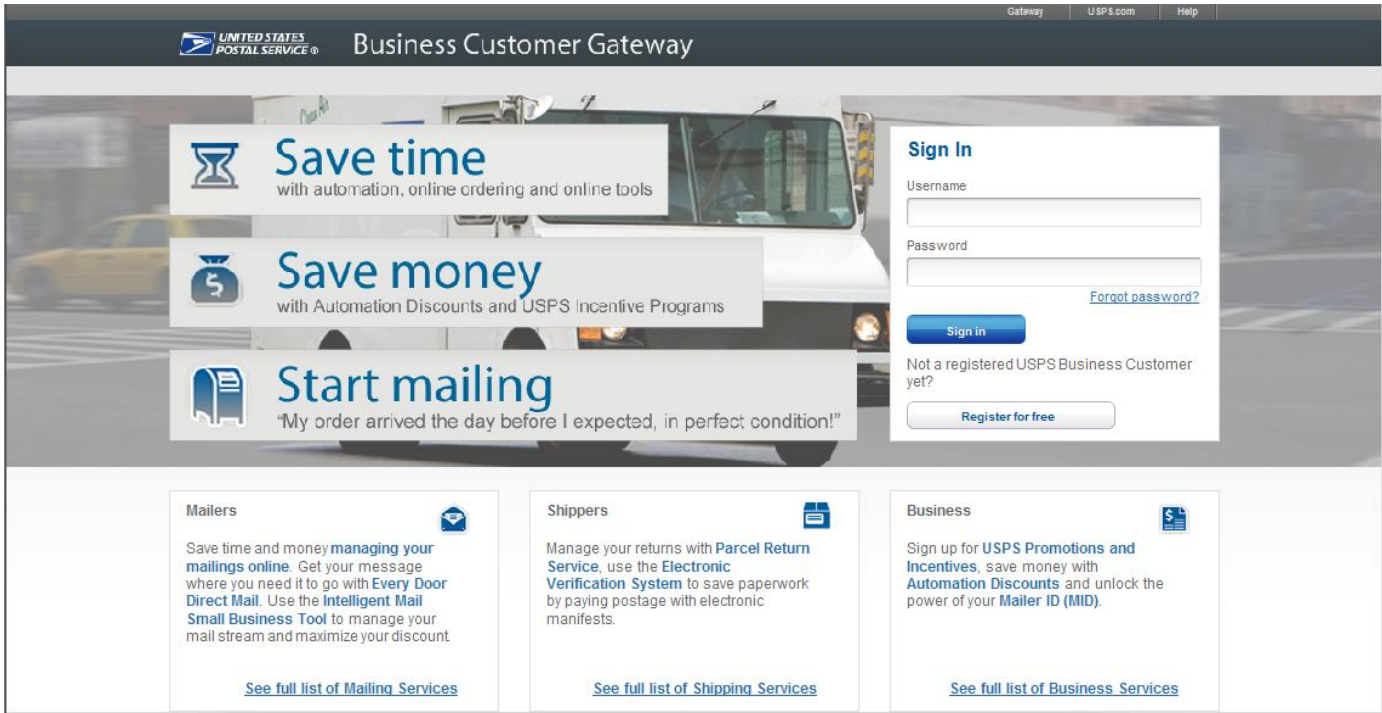


Figure 13-1 BCG

After signing in, mailers select the Mailer ID link under the Favorite Services Tab.

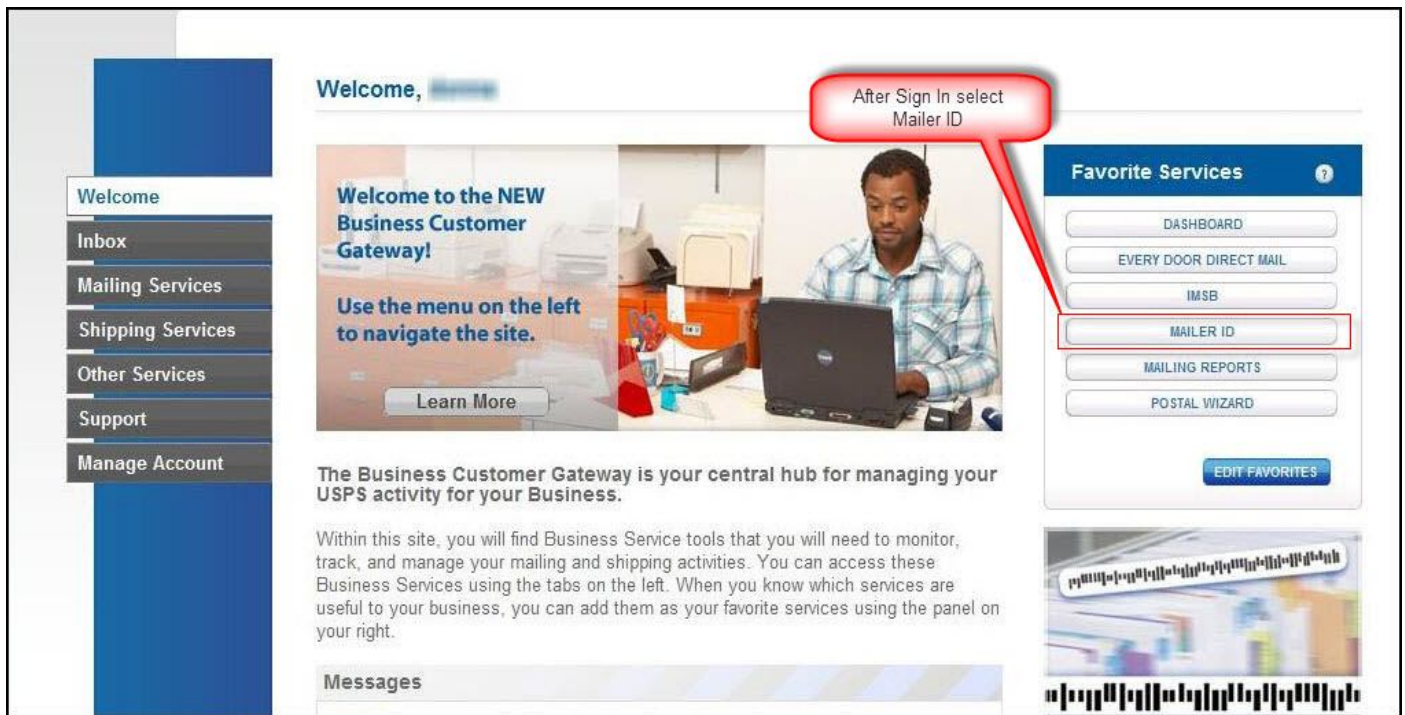


Figure 13-2 BCG User Page

From the Mailing Services or Shipping Services Tab, the customer should select the 'Go To Service' next to 'Mailer ID' (Figure 13-3).

Shipping Services

Shipping services help you deliver packages.

Shipping online services allow customers to enroll and manage the various package product lines the USPS has to offer. The services currently available are listed below. You may access services directly from here that you have been approved for and request access to those you do not.

Your Locations:

✦ Balance & Fees (PostalOne!) more info >	GO TO SERVICE
✦ Click-N-Ship Business Pro™ more info >	GO TO SERVICE
✦ Dashboard (PostalOne!) more info >	GO TO SERVICE
✦ Electronic Data Exchange (PostalOne!) more info >	GO TO SERVICE
✦ Electronic Verification Service (eVS) more info >	GO TO SERVICE
✦ Incentive Programs more info >	GO TO SERVICE
✦ Mailer ID more info >	GO TO SERVICE
✦ Mailing Reports (PostalOne!) more info >	GO TO SERVICE
✦ Manage Permits (PostalOne!) more info >	GO TO SERVICE
✦ Online Enrollment more info >	GO TO SERVICE
✦ Parcel Data Exchange (PDX) more info >	GO TO SERVICE
✦ Parcel Return Service (PRS) more info >	GO TO SERVICE
✦ Postal Wizard (PostalOne!) more info >	GO TO SERVICE
✦ Premium Forwarding Service Commercial™ more info >	GO TO SERVICE
✦ Print & Deliver Shipping Label more info >	GET ACCESS
✦ Scan Based Payment (SBP) more info >	GO TO SERVICE
✦ USPS Package Intercept more info >	GO TO SERVICE

Figure 13-3 Shipping Services Page

The customer must select the 'Edit Program Options' link, as shown below.

UNITED STATES POSTAL SERVICE®

USPS.COM | GATEWAY | HELP | SIGN OUT

Hello, **SUE REISLER**

Home Request MID MID Tools Export Data

Welcome to the Mailer ID System

Mailer ID Search

Business Location:

Mailer ID:

Customer Reference:

Display Options: [?](#)

- MID's owned by my business location(s)
- MID's delegated to my business location(s) for Data Distribution Management
- MID's whose Data Distribution Profile delegated to other CRIDs
- All of the above

Mailer ID Summary

Mailer ID	Business Location	Options
000000	GATEWAY - LATEST NEWS MID-302-GATEWAY-LATEST NEWS 2008-410	Edit Data Distribution Profile Edit Program Options More Info
000000	GATEWAY - LATEST NEWS MID-302-GATEWAY-LATEST NEWS 2008-410	Edit Data Distribution Profile Edit Program Options More Info

Figure 13-4 Mailer ID Search

To set the MID as a Continuous Mailer, the customer must select the 'Continuous Mailer/eInduction checkbox. A warning message will be displayed alerting the customer that there may be additional postage. USPS may approve or deny a user for Continuous Mailer/eInduction (see Figure 13-5 below).

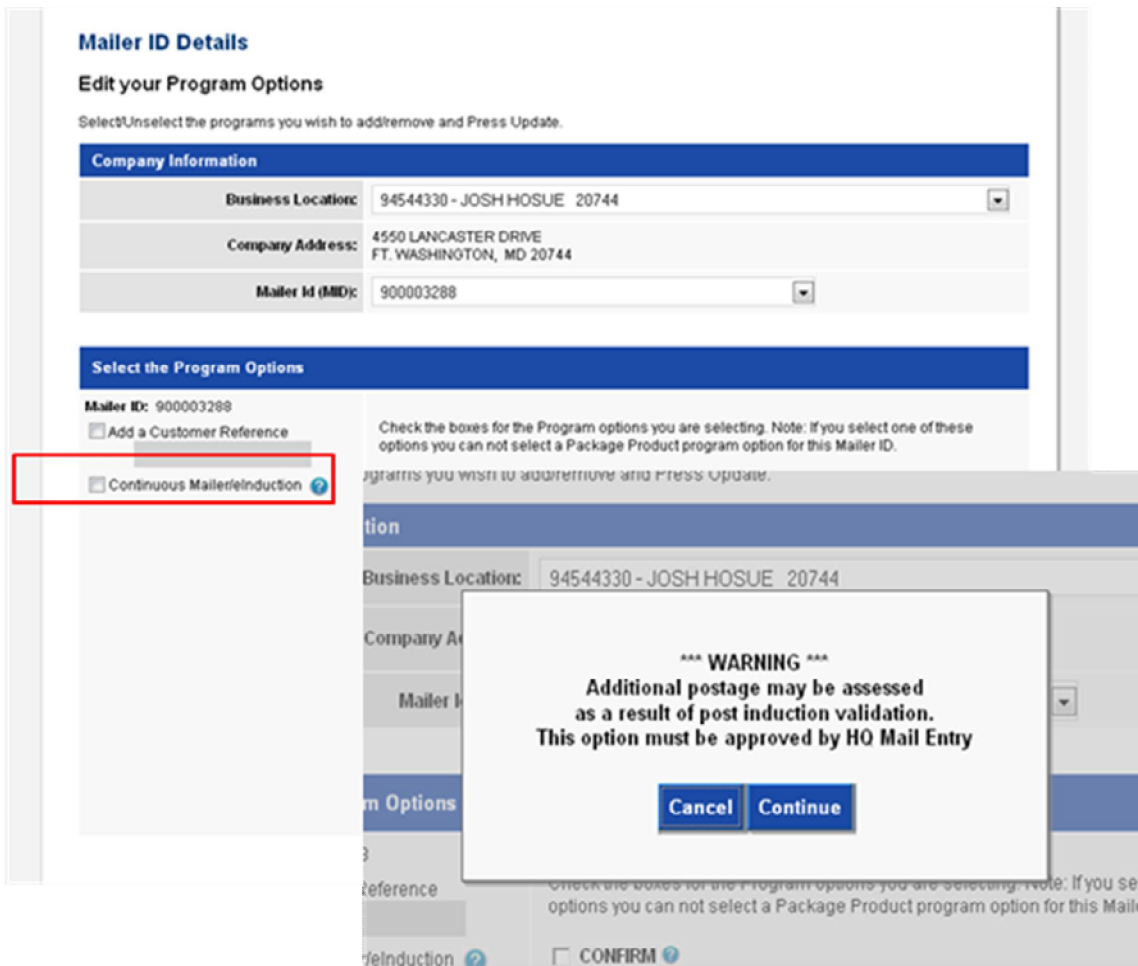


Figure 13-5 Mailer ID Details Page

14 Appendix B: Postal Wizard

To allow mailers with mailings of fewer than 10,000 pieces, USPS has added eInduction functionality to the Postal Wizard. Postal Wizard will be able to generate, print, and support e8017/e8125 forms; generate metric reports and assessments in order to monitor the eInduction process and mail quality requirements.

Postal Wizard users are now able to generate a unique IMcb from postage register; link the barcodes to a postage statement; generate container labels; and print the container labels.

1.1 Postal Wizard Registration Process

Postal Wizard provides a secure method for entering postage statements electronically in *PostalOne!*. Postal Wizard is typically used by mailers who mail fewer than 2,000 pieces per month. Once the user has access to the Postal Wizard application the following screenshots illustrate the step-by-step process to register in Postal Wizard:

- 1) Permit Entry Page
- 2) Account Verification Information Page
- 3) Postage Statement Entry Page
- 4) Add Register Mailing Entry for 8017/8125

- 5) View Register from Dashboard
- 6) View Register of Postage Payment
- 7) Generating PS 8125 after Review Page with Postage Statement ID
- 8) Viewing PS 8017 from Register Link

The page navigation described in this section requires that the user be registered through the Business Customer Gateway. Additionally, a user must have access to the Manage Mailing Activity service to access the Induction Activity reports and the Postal Wizard features described in this section.

1.1.1 Permit Entry Page

The screenshot shows the 'Permit Entry' page. The left sidebar contains navigation options like 'Manage Mailing Activity', 'Home', 'Summary', 'Balance and Fees', 'Postal Wizard', 'Electronic Data Exchange', 'Mailing Reports', 'Dashboard', 'Manage Permits', 'IMsb Tool', 'e-VS Customer', 'e-VS Monthly Account and Sampling Summary', 'eVS/PRS Dashboard', 'Manifest Search', 'Mailer ID Report', 'Third Party Billing Reports', and 'Dispute Queue'. The main content area displays the following information:

- Postage Statement:** Standard Mail - Permit Imprint
- Permit Entry:** (Active tab)
- Mailler Information:**
 - Account Holder:** Account Number: 25519809, Permit Number: 863, Permit Type: Metered, CRID: 170618808
 - Mailing Agent:** NEWTEST, 170618808 OR UNIT 702, RENO, NV 89509, 170618808
 - Mail Owner:** NEWTEST, 170618808 OR UNIT 702, RENO, NV 89509, 170618808
- Price Eligibility:** Regular
- Authorization No:** (Blank)
- Post Office Of Mailing:** RENO,NV 89510-9651
- Full-Service:**
- Mailing contains windowed letters or flats:** Yes No
- This is a Political Campaign mailing:** Yes No
- Special Postage Payment System:** None
- This is a consolidated statement:**
- Combined Mixed Class:**
- Combined Single Class:**

Figure 14-1 Permit Entry Page

1.1.2 Account Verification Information Page

The screenshot shows the 'Account Verification Information' page. The left sidebar contains navigation options like 'Summary', 'Balance and Fees', 'Postal Wizard', 'Electronic Data Exchange', 'Mailing Reports', 'Dashboard', 'Manage Permits', 'IMsb Tool', 'e-VS Customer', 'e-VS Monthly Account and Sampling Summary', 'eVS/PRS Dashboard', 'Manifest Search', 'Mailer ID Report', 'Third Party Billing Reports', 'Dispute Queue', 'eVS Alerts', 'PRS Customer', 'PRS Monthly Account and Sampling Summary', and 'Manifest Search'. The main content area displays the following information:

- Postage Statement:** Standard Mail - Postage Affixed
- Account Verification Information:** (Active tab)
- Mailing Group ID:** 125247975
- Postage Statement ID:** 170618808
- Accounts:**
 - Account Holder:** Account Number: 25519809, Metered No. 863, NEWTEST, 170618808 OR UNIT 702, RENO, NV 89509, 170618808
 - Mailing Agent:** NEWTEST, 170618808 OR UNIT 702, RENO, NV 89509, 170618808
 - Mail Owner:** NEWTEST, 170618808 OR UNIT 702, RENO, NV 89509, 170618808
- Price Eligibility:** Regular
- Standard Mail Fee Expiration:** 01/17/2007
- Account Balance:** n/a
- Mailing Characteristics:**

Incentive/Discount Claimed:	(Hold CTRL to claim multiple) None Available
Type of Fee:	No data available
Extra Services:	<input type="checkbox"/>
Repositionable Notes:	<input type="checkbox"/>
Price Eligibility:	Regular <input type="checkbox"/> Letters <input type="checkbox"/>
Processing Category:	<input type="checkbox"/>
Mailpiece is a product sample:	<input type="checkbox"/>
Mailpieces contain a DVD/CD or other Disk:	<input type="checkbox"/>
Destination Entry Discount:	None <input type="checkbox"/> DNDC <input type="checkbox"/> DSCF <input type="checkbox"/>

Figure 14-2: Account Verification Information Page

1.1.3 Postage Statement Entry Page

Entry Discount	None	A1	Presort/Automation Discounts	Price per Piece	Number of Pieces
		A1	5-Digit	0.247	
		A2	3-Digit	0.266	
		A3	AADC	0.266	
		A4	Mixed AADC	0.282	
DNDC		A5	5-Digit	0.214	
		A6	3-Digit	0.233	
		A7	AADC	0.233	
		A8	Mixed AADC	0.249	
DSCF		A9	5-Digit	0.204	
		A10	3-Digit	0.223	
		A11	AADC	0.223	


Entry Discount	None	A24	Presort/Automation Discounts	Price per Piece	Number of Pieces
		A24	DISPLAY ONLY Letters - Number of Pieces that Comply	0.001	

Previous Step: Account Verification Information Next Step: Confirmation
[Back](#) [Delete](#) [Save and Continue](#)

Permit Entry → [Verify Account](#) → Postage Statement Entry

Figure 14-3: Postage Statement Entry Page

1.1.4 Register Mailing Entry for 8017 or 8125



Manage Mailing Activity

- > Home
- > Summary
- > Balance and Fees
- > Postal Wizard
- > Electronic Data Exchange
- > Mailing Reports
- > Dashboard
- > Manage Permits
- > IIMsb Tool
- e-VS Customer**
- > e-VS Monthly Account and Sampling Summary
- > eVS/PRS Dashboard
- > Manifest Search
- > Mailer ID Report
- > Third Party Billing Reports
- > Dispute Queue
- > eVS Alerts
- PRS Customer**
- > PRS Monthly Account and Sampling Summary
- > Manifest Search
- > eVS/PRS Dashboard
- > Mailer ID Report
- SBP Customer**
- > SBP Monthly Account and Sampling Summary
- > SBP Mailer ID Report

Home > Postal Wizard > Postage Statement

Postage Statement

Standard Mail - Postage Affixed ▶ Postage Statement Submitted

[Printer Friendly Version](#) [Email](#)

▶ **Congratulations!**

Note to Mailer: Your electronic postage statement has been submitted to the USPS *PostalOne!* system on Sep 18, 2013 07:00 PM.

The labels and electronic mailing information associated to this form, **must** match the physical mailing being presented to the USPS® with this form.

Postage Statement ID:	11736-1133138
Post Office of Permit:	RENO, NV 89510-9991
Mailing Group ID:	123456789
Account Holder:	NEWTEST
Account Number:	12345678
Permit Holder:	NEWTEST
Permit Type and Number:	8017 8125
Mail Agent:	NEWTEST
Mail Owner Name:	NEWTEST
Mail Owner's Permit Type and Number:	
CRID:	11736-1133138
Customer Reference ID:	

Mail Class and Price Eligibility:	Standard Mail - Regular
Processing Category:	Letters
Single piece weight declared by mailer:	0.0125 lbs., (0.20 oz)
Total Mail Pieces:	500 pcs.
Total Weight:	6.2500 lbs.
Permit account for insufficient affixed postage:	
Total Postage Amount:	\$ 123.00
Total Postage Due:	\$ 0.00
Total Postage Amount - Prepaid by CAPS account:	\$ 0.00

1' MM Trays	2' MM Trays	2' EMM Trays	Flat Trays	Sacks	Pallets	Other
		5			5	

Important: Please bring your mailing by September 25, 2013 .

Post Office Of Mailing	Hours	
BMEU RENO	Mon, Tue, Wed, Thu, Fri	10:00 AM - 5:30 PM
2000 VASSAR ST	Sat	10:00 AM - 1:00 PM
RENO, NV 895109991	Sun	Closed

Note:
 *This mailing may be subject to additional verification at the time of acceptance.
 *This mailing cannot be processed at the self service terminal.

Please click on the link if you want to use PW to generate plant load documents and enter mail through elnduction
[Postage Register and 8017/8125](#)

Click Here to generate a PS Form 8017 or PS Form 8125

Figure 14-4 Register Mailing Entry for PS Form 8017 or PS Form 8125

1.1.5 View Register Entry

Figure 14-5: View Register Entry

1.1.6 View Register of Postage Payment

Entry Facility Name	Container Count	Palletized Container Type				Non-palletized Container Type				Entry Discount	Total Pieces	Total Gross Weight of Shipment	Total Postage	Appointment Number	FAST Scheduler ID	Paper Required	
		Sacks	Parcels	Trays	Bundles	Sacks	Parcels	Trays	Bundles								Other
LAS VEGAS NV 891	5	0	0	5	0	0	0	0	0	0	None	500	14.35	123.0000	123456	1212121	N

Figure 14-6: View Register of Postage Payment

15 Appendix C: By/For Order of Precedence Reference Tables

1.2 Mailpiece Mail Owner

BY/For Order of Precedence				
Mailpiece Mail Owner				
Order of Precedence	Mail.dat Field Reference	Field Name	Mail.XML Message Reference	Field Name
1	CPT	Mailer ID of mail owner	<i>MailPieceCreateRequest</i> message <i>MailPieceBlockGroup</i> <i>MailPieceBlock</i> <i>MailOwnerBlock</i>	MailOwnerMID6 MailOwnerMID9

2	MPA	Mailer ID of mail owner	<i>MailPieceCreateRequest</i> message <i>MailPieceBlockGroup</i> <i>MailPieceBlock</i> <i>MailOwnerBlock</i>	CRID
3	CPT	CRID of mail owner	<i>QualificationReportCreateRequest</i> message <i>ContainerInfoData</i>	MailOwnerCRID
4	MPA	CRID of mail owner	<i>MailPieceCreateRequest</i> message <i>MailPieceBlockGroup</i> <i>MailPieceBlock</i> <i>MailOwnerBlock</i>	Permit Number, Permit Type, PermitZIP4, or Publication Number (must be within the same finance number associated with the mailing group)
5	MPA	Mail Owners Lcl Permit Ref Num/Intl Bill Num and Type (must be within the same finance number of the Permit / Type / Zip+4 in the MPA)	N/A	N/A
6	MPA	USPS Publication Number	N/A	N/A

Table 15-1 Mail Piece Mail Owner

1.3 Mailpiece Mail Preparer

Mailpiece Mail Preparer				
Order of Precedence	Mail.dat Field Reference	Field Name	Mail.XML Message Reference	Field Name
1	MPA	Mailer ID of mail preparer	<i>QualificationReportCreateRequest</i> message <i>QualificationReportPreparer</i> block	MailOwnerMID6 MailOwnerMID9
2	MPA	CRID of mail preparer	<i>QualificationReportCreateRequest</i> message <i>QualificationReportPreparer</i> block	CRID
3	NA	N/A	<i>QualificationReportCreateRequest</i> message <i>QualificationReportPreparer</i> block	Permit Number, Permit Type, PermitZIP4, or Publication Number (must be within the same finance number associated with the mailing group)

Table 15-2: Mail Piece Mail Preparer

16 Appendix D- Mail.XML and Mail.dat fields

The following table is the complete list of required fields for mailers using **Mail.dat**:

Mail.dat fields	File	Action
Rate Type	CPT	If populated with the Rate Type B, Mail class of 4
Destination Entry	CQT	Must set to B, S, D, A, O, N, or P
Zone	CQT	Must populate with L, V, 1, 2, 3, 4, 5, 6
Destination Entry	CQT	Must set to B, S, D, A, O, N, or P
Container Type	CSM	Must set to P, M, H, A, G, D, R, C, Z, or AB
IM Container Barcode	CSM	Must populate barcode; should be unique within the 45 day period across all jobs from the postage statement mailing date
Entry Point – Actual/Delivery Locale Key	CSM	Must populate locale key
Accept Misship (Optional)	CSM	Set to Y (optional) if misshipped containers are to be accepted
USPS Pick-up	CSM	Must set to Y or N
Scheduled Ship Date	CSM	Must be Populate if USPS Pick-up indicator is set to Y
Scheduled Ship Time	CSM	Must be Populate if USPS Pick-up indicator is set to Y
Container Level	CSM	Must Set to A, B, D, E, F, G, H, I, J, K, M, N, O, T, U, X, Z, AA, AB, AC, AD, AE, AF, AG, AH, AI, AK, AL, AM, AN, AO, AP, AQ, AR, AS, or AT
Entry Point for Entry Discount - Postal code	CSM	Must populate with the postal code of the facility
Entry Point – Actual/Delivery Postal Code	CSM	Must populate with the ZIP + 4
Entry Point for Entry Discount - Facility Type	CSM	Must set to B, D, O, K, Q, Y, A, H, L, W, OT, S, R, or C
eInduction Indicator	CSM file for pallets and mother pallets	Must set to Y
Rate Type	MPU	If populated with the Rate Type B, Mail class of 4
Class Defining Preparation	SEG	Must populate with 1, 2, 3, 4, 6, or 9

Mail.dat fields	File	Action
Principal Processing Category	SEG	Must populate with LT, MP, FL, CD, CM, IR (IR and MP if rate type of B is used)

Table 16-1 Mail.dat Fields

The following table is the complete list of required fields for mailers using **Mail.XML**:

Mail.XML fields	Location	Action
eInduction Indicator	ContainerInfoData block of the Qualification Report Create Report Message or the Qualification Report Detail Create Request message	Must set to Y
ContainerType	ContainerInfoData	Must be set to P, H, A, G, D, R, C, Z, or AB
ContainerBarcode (IMcb)	ContainerInfoData	<ul style="list-style-type: none"> • Must populate barcode • Should be unique within the 45 day period across all jobs from the postage statement mailing date • Must be twenty one characters long • Must begin with 99M • The MID in the IMcb must be numeric
EntryLocalKey	ContainerInfoData	Must populate local key
Postage Statement Mailing Date	ContainerInfoData	Must populate with the YYYY-MM-DD format
FormType	QualificationReportSummary	Must be set to PM, FC, SM, BP, PE, PP, ML, IM, PS
EntryDiscountType	ContainerDetailData	Must be set to N, B, S, D, A, C, K, or P
Zone	ContainerDetailData	Must be set to N, M, LC, 1, 3, 4, 5, 6, 7, 8, 9, DDU, SCF, ADC, FSS
AcceptMisshipped	containerInfoDataType	Must populate with Yes or No
EntryPointFacilityType	ContainerInfoData	Must be set to O, B, S, D, A, W, or H
USPSPickup	ContainerInfoData	Must populate with Yes or No
eInductionMisshippedContainerPayerCRID	ContainerInfoData	Must populate with the USPS-assigned id, CRID.

Mail.XML fields	Location	Action
ServiceLevelIndicator	MailPieceBlockGroup	Must be set to F, B, P, or O
ProcessingCategory	PostageStatementLineItemData	Must populate with LT, FL, CD, MP, IR, CM, NP, SP, or MB
ChargeableContainerLevel	PostageStatementLineItemData	Must Populate with 3, 5, A, M, E or F
EntryDiscount	PostageStatementLineItemData	Must Populate with N, B, S, D, A, C, K, or P
EntryFacilityType	PostageStatementLineItemData	Must Populate with O, B, S, D, A, W, or H
Zone	PostageStatementLineItemData	Must Populate with N, M, LC, 1, 3, 4, 5, 6, 7, 8, 9, DDU, SCF, ADC, or FSS
ContainerType	PostageStatementLineItemData	Must be set to P, H, A, G, D, R, C, Z, or AB
FullServiceParticipationIndicator	PostageStatementLineItemData	Must populate with F or M
RateCategory	PostageStatementLineItemData	Must populate with RateCategory

Table 16-2 Mail.XML Fields

17 Appendix E – Container Status Query Process

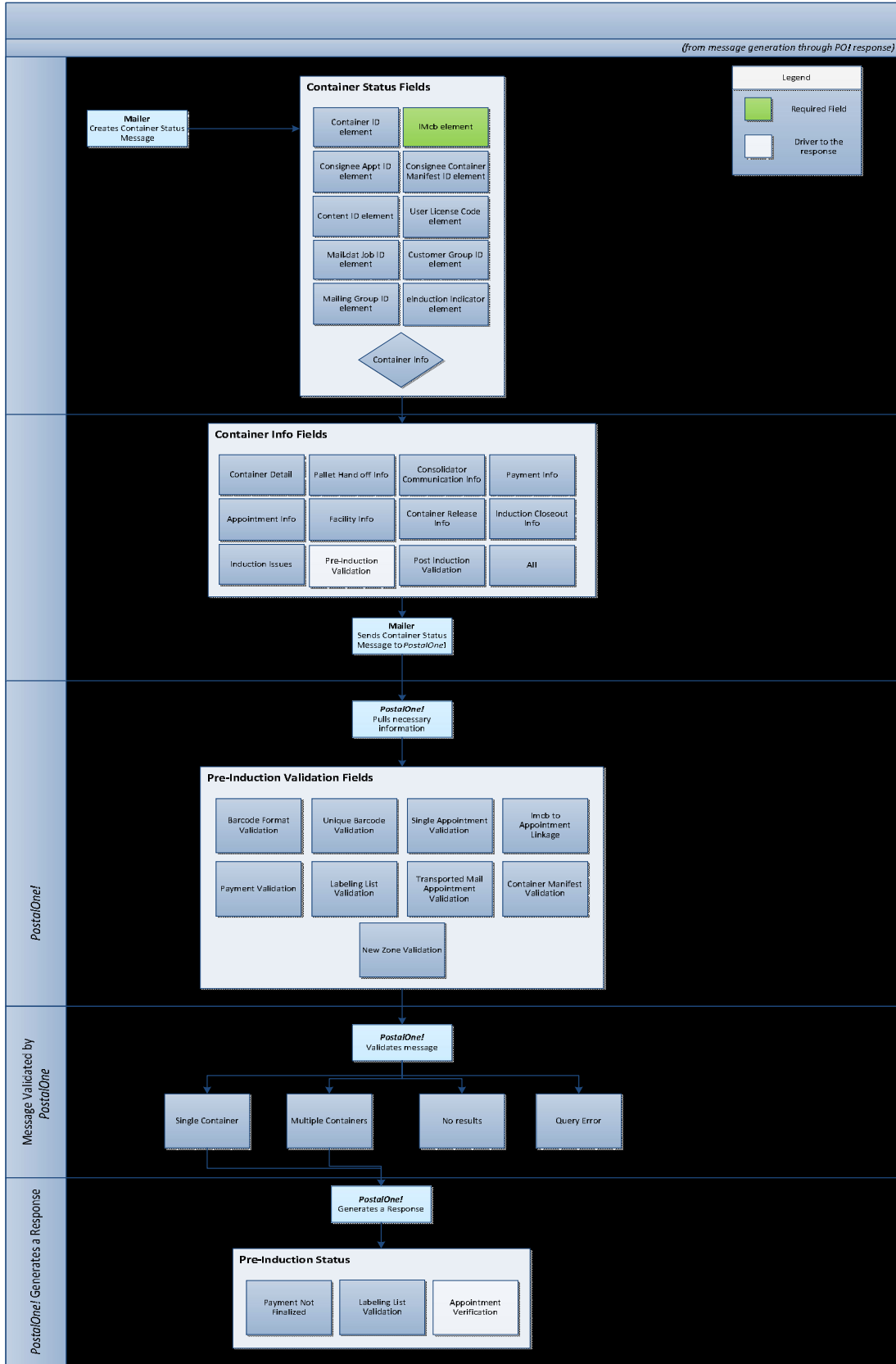


Figure 17-1 Container Status Query Process

Container Status Query Request Message

```
<?xml version="1.0" encoding="UTF-8"?>
<mailxml_sc:ContainerStatusQueryRequest xsi:schemaLocation="http://idealliance.org/Specs/mailxml12.0a/mailxml_sc
file:///C:/Users/lynora.washington/Desktop/MailXML12.0A/XSDs/mailxml_sc_12.0a.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-
instance" xmlns:mailxml_sc="http://idealliance.org/Specs/mailxml12.0a/mailxml_sc"
xmlns:mailxml_defs="http://idealliance.org/Specs/mailxml12.0a/mailxml_defs"><mailxml_sc:SubmittingParty
mailxml_defs:MailerID6="#####" mailxml_defs:MaildatUserLicense="@@@@"
mailxml_defs:CRID="#####"/><mailxml_sc:SubmittingSoftware mailxml_defs:Version="12.0" mailxml_defs:ApprovalDate="2013-01-03"
mailxml_defs:Vendor="PO" mailxml_defs:SoftwareName="MDX"
mailxml_defs:ApprovalKey="Mail.XML"/><mailxml_sc:SubmitterTrackingID>501413</mailxml_sc:SubmitterTrackingID><mailxml_sc:ContainerID
><mailxml_defs:MaildatContainer mailxml_defs:UniqueContainerBarcode="99M#####"
mailxml_defs:MaildatJobID="@@@@@@" mailxml_defs:ContainerID="000001"
mailxml_defs:UserLicenseCode="@@@@"/></mailxml_sc:ContainerID><mailxml_sc:ContainerInfoIncludedInResponseFlag>PreInductionValidati
on</mailxml_sc:ContainerInfoIncludedInResponseFlag>
<!--mailxml_sc:ContainerInfoIncludedInResponseFlag>InductionIssues</mailxml_sc:ContainerInfoIncludedInResponseFlag-->
</mailxml_sc:ContainerStatusQueryRequest>
```

Container Status Query Response Message

```
<soapenv:Envelope xmlns:soapenv="http://schemas.xmlsoap.org/soap/envelope/"
xmlns:soapenc="http://schemas.xmlsoap.org/soap/encoding/" xmlns:xsd="http://www.w3.org/2001/XMLSchema"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"><soapenv:Header><soapenv:Body><mailxml_sc:ContainerStatusQueryResponse
mailxml_defs:LastMessage="Yes" mailxml_defs:MessageGroupID="64201403270004621904" mailxml_defs:MessageSerialNumber="1"
mailxml_defs:TotalMessageCount="1" mailxml_defs:TotalRecordsAcrossMessages="2" mailxml_defs:TransmittedRecordCount="2"
xsi:schemaLocation="http://idealliance.org/Specs/mailxml15.0A/mailxml_15.0A.xsd http://idealliance.org/Specs/mailxml15.0A/base
mailxml_base_15.0A.xsd http://idealliance.org/Specs/mailxml15.0A/mailxml_defs_15.0A.xsd http://idealliance.org/Specs/mailxml15.0A/base
http://idealliance.org/Specs/mailxml15.0A/mailxml_sc_15.0A.xsd"
xmlns:mailxml_base="http://idealliance.org/Specs/mailxml15.0A/base"
xmlns:mailxml_defs="http://idealliance.org/Specs/mailxml15.0A/mailxml_defs"
xmlns:mailxml_sc="http://idealliance.org/Specs/mailxml15.0A/mailxml_sc" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

  <mailxml_sc:TrackingID>64201403270004621904</mailxml_sc:TrackingID>

  <mailxml_sc:SubmitterTrackingID>0548f5a7ac584d7c9944</mailxml_sc:SubmitterTrackingID>

  <mailxml_sc:QueryResults>

    <mailxml_sc:ContainerStatusInfoType>

      <mailxml_defs:UserLicenseCode>DGT5</mailxml_defs:UserLicenseCode>

      <mailxml_defs:MaildatJobID>@@@@@@"</mailxml_defs:MaildatJobID>

      <mailxml_defs:MailingGroupID>#####</mailxml_defs:MailingGroupID>

      <mailxml_defs:eInductionIndicator>No</mailxml_defs:eInductionIndicator>

      <mailxml_defs:ContainerKeysInfo>

        <mailxml_defs:IMcb>99M#####</mailxml_defs:IMcb>

        <mailxml_defs:ContainerID>007477</mailxml_defs:ContainerID>

        <mailxml_defs:ContainerType>P</mailxml_defs:ContainerType>

        <mailxml_defs:FSNonFSAAvailabilityDate>2014-03-20-05:00</mailxml_defs:FSNonFSAAvailabilityDate>

        <mailxml_defs:FullServiceIndicator>Yes</mailxml_defs:FullServiceIndicator>

      </mailxml_defs:ContainerKeysInfo>

      <mailxml_defs:PreInductionInfo>
```

```
<mailxml_defs:BarcodeFormatValidation>Yes</mailxml_defs:BarcodeFormatValidation>
<mailxml_defs:UniqueBarcodeValidation>Yes</mailxml_defs:UniqueBarcodeValidation>
<mailxml_defs:SingleAppointmentValidation>Yes</mailxml_defs:SingleAppointmentValidation>
<mailxml_defs:IMcbToAppointmentLinage>No</mailxml_defs:IMcbToAppointmentLinage>
<mailxml_defs:PaymentValidation>No</mailxml_defs:PaymentValidation>
<mailxml_defs:LabelingListValidation>No</mailxml_defs:LabelingListValidation>
<mailxml_defs:TransportedMailAppointmentValidation>Yes</mailxml_defs:TransportedMailAppointmentValidation>
<mailxml_defs:ContainerManifestValidation>Yes</mailxml_defs:ContainerManifestValidation>
<mailxml_defs:NewZoneValidation>Yes</mailxml_defs:NewZoneValidation>
<mailxml_defs:PreInductionStatus>Rejected</mailxml_defs:PreInductionStatus>
<mailxml_defs:ReturnInfo>
  <mailxml_defs:ErrorWarning>
    <mailxml_defs:Code>4057</mailxml_defs:Code>
    <mailxml_defs:ErrorDescription>Appointment Verification Error</mailxml_defs:ErrorDescription>
  </mailxml_defs:ErrorWarning>
  <mailxml_defs:ErrorWarning>
    <mailxml_defs:Code>4058</mailxml_defs:Code>
    <mailxml_defs:ErrorDescription>Payment Not Finalized Error</mailxml_defs:ErrorDescription>
  </mailxml_defs:ErrorWarning>
  <mailxml_defs:ErrorWarning>
    <mailxml_defs:Code>4061</mailxml_defs:Code>
    <mailxml_defs:ErrorDescription>Labeling List Validation Error</mailxml_defs:ErrorDescription>
  </mailxml_defs:ErrorWarning>
</mailxml_defs:ReturnInfo>
</mailxml_defs:PreInductionInfo>
</mailxml_sc:ContainerStatusInfoType>
<mailxml_sc:ContainerStatusInfoType>
  <mailxml_defs:UserLicenseCode>@@@@@</mailxml_defs:UserLicenseCode>
  <mailxml_defs:MaildatJobID>@@@@@</mailxml_defs:MaildatJobID>
  <mailxml_defs:MailingGroupID>#####</mailxml_defs:MailingGroupID>
  <mailxml_defs:eInductionIndicator>Yes</mailxml_defs:eInductionIndicator>
  <mailxml_defs:ContainerKeysInfo>
    <mailxml_defs:IMcb>99M#####</mailxml_defs:IMcb>
```

```
<mailxml_defs:ContainerID>007477</mailxml_defs:ContainerID>
<mailxml_defs:ContainerType>P</mailxml_defs:ContainerType>
<mailxml_defs:FSNonFSAvailabilityDate>2014-03-20-05:00</mailxml_defs:FSNonFSAvailabilityDate>
<mailxml_defs:FullServiceIndicator>Yes</mailxml_defs:FullServiceIndicator>
</mailxml_defs:ContainerKeysInfo>
<mailxml_defs:PreInductionInfo>
  <mailxml_defs:BarcodeFormatValidation>Yes</mailxml_defs:BarcodeFormatValidation>
  <mailxml_defs:UniqueBarcodeValidation>Yes</mailxml_defs:UniqueBarcodeValidation>
  <mailxml_defs:SingleAppointmentValidation>Yes</mailxml_defs:SingleAppointmentValidation>
  <mailxml_defs:IMcbToAppointmentLinage>No</mailxml_defs:IMcbToAppointmentLinage>
  <mailxml_defs:PaymentValidation>Yes</mailxml_defs:PaymentValidation>
  <mailxml_defs:LabelingListValidation>No</mailxml_defs:LabelingListValidation>
  <mailxml_defs:TransportedMailAppointmentValidation>Yes</mailxml_defs:TransportedMailAppointmentValidation>
  <mailxml_defs:ContainerManifestValidation>Yes</mailxml_defs:ContainerManifestValidation>
  <mailxml_defs:NewZoneValidation>Yes</mailxml_defs:NewZoneValidation>
  <mailxml_defs:PreInductionStatus>Rejected</mailxml_defs:PreInductionStatus>
  <mailxml_defs:ReturnInfo>
    <mailxml_defs:ErrorWarning>
      <mailxml_defs:Code>4057</mailxml_defs:Code>
      <mailxml_defs:ErrorDescription>Appointment Verification Error</mailxml_defs:ErrorDescription>
    </mailxml_defs:ErrorWarning>
    <mailxml_defs:ErrorWarning>
      <mailxml_defs:Code>4061</mailxml_defs:Code>
      <mailxml_defs:ErrorDescription>Labeling List Validation Error</mailxml_defs:ErrorDescription>
    </mailxml_defs:ErrorWarning>
  </mailxml_defs:ReturnInfo>
</mailxml_defs:PreInductionInfo>
</mailxml_sc:ContainerStatusInfoType>
</mailxml_sc:QueryResults>
</mailxml_sc:ContainerStatusQueryResponse></soapenv:Body></soapenv:Envelope>
```


18 Appendix F: eInduction Errors

The eInduction application both validates mailer eDocs and performs verifications using scan data to provide mailers with visibility into mail quality data. The eInduction application displays verifications and warnings to mailers via *PostalOne!* reporting and the Mailer Scorecard. The warnings occur at eDoc upload and when the eDoc or appointment data are updated. Warnings **do not** prevent shipment of a container. Warnings advise a mailer or logistics provider that a container is at risk of failing a verification. The verifications are logged after induction, if a container fails an eInduction verification. Verifications count against the mailer's error threshold for the calendar month. For additional Error Code descriptions reference Section 3 Appendix "Error Code Descriptions" in the Mail Quality User Guide for External Users.

https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/MailQualityReportingUserGuide.pdf

Barcode Uniqueness Warning (E10P)

Error Code	E10P	Error Message Text	Barcode Uniqueness Error: Scanned IMcb from this container is associated to multiple finalized eDocs in the previous 45 days from the postage statement mailing date.	
Description	Container barcodes on scanned containers have duplicates submitted on postage statements within the previous 45 days.			
Purpose	Avoid Duplicate Container Error by providing a warning that a scanned container has already been accepted on other finalized postage statements.			
Timing	Performed post-induction, when container scan information is received in <i>PostalOne!</i>			
Applies To	<ul style="list-style-type: none"> All eInduction Containers 			
Exclusions	<ul style="list-style-type: none"> Unload Status of "Rejected" 			
Verification Formulas				
PASSES	IMcB from Container Unload Scan	≠	Any IMcB scanned linked to a finalized postage statement in the last 45 days	
	IMcB from Container Unload Scan	=	Any IMcB scanned linked to a finalized postage statement in the last 45 days	
FAILS	IMcB from Container Unload Scan	=	Any IMcB scanned linked to a finalized postage statement in the last 45 days	
	IMcB from Container Unload Scan	≠	Any IMcB scanned linked to a finalized postage statement in the last 45 days	
Mailer Controlled Data-eDoc				

Mailers must maintain uniqueness for IMcB across all appointments.

Mailer Inputs and Reference Data:

Mail.dat File/Field	Mail.XML Block/Element
.CSM.IM Container Barcode	ContainerInfoData/ContainerBarcode (IMcB)

How to Correct Errors

- Check that an eDoc does not contain any IMcBs used across appointments for the previous 45 days.

Barcode Uniqueness Warning (E10)

Error Code	E10	Error Message Text	For eInduction processing, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field for IMcb(s)/pallets must be unique amongst all containers associated to the .seg eDoc Sender CRID value that were finalized within the last 45 days.
	7802		
	7803		
Description	IMcBs in the eDoc have duplicates submitted on postage statements within the previous 45 days.		
Purpose	Avoid Duplicate Container Error by providing a warning that an IMcB listed in the eDoc has already been accepted on other finalized postage statements.		
Timing	Pre-Induction		
Applies To	<ul style="list-style-type: none"> • All eInduction Containers 		
Exclusions	<ul style="list-style-type: none"> • None 		

Verification Formulas

PASSES	IMcB from eDoc	≠	Any IMcB submitted in an the last 45 days
	IMcB from eDoc	=	Any IMcB submitted in an the last 45 days

Mailer Controlled Data-eDoc

Mailers must maintain uniqueness for IMcB across all appointments.

Mailer Inputs and Reference Data:

Mail.dat File/Field	Mail.XML Block/Element
.CSM.IM Container Barcode	ContainerInfoData/ContainerBarcode (IMcB)

How to Correct Errors

- Check that an eDoc does not contain any IMcBs used across appointments for the previous 45 days.

Entry Facility Warning

Error Code	E29	Error Message Text	The eInduction container was misshipped.				
Description	The mailer plans to ship an eInduction container to an incorrect facility per the active version of the mail direction file, based on the mail class, processing category, container destination ZIP, and entry discount claimed on a container.						
Purpose	Warn mailers that a Misshipped Error will occur if the container is shipped to the planned entry location.						
Timing	Pre-Induction						
Applies To	<ul style="list-style-type: none"> • All eInduction containers 						
Exclusions	<ul style="list-style-type: none"> • Containers with an Entry Discount of NONE <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Mail.dat File/Field</th> <th>Mail.XML Block/Element</th> </tr> </thead> <tbody> <tr> <td>.CQT/Destination Entry = "N"</td> <td>PostageStatementLineItemData/EntryDiscount</td> </tr> </tbody> </table>			Mail.dat File/Field	Mail.XML Block/Element	.CQT/Destination Entry = "N"	PostageStatementLineItemData/EntryDiscount
Mail.dat File/Field	Mail.XML Block/Element						
.CQT/Destination Entry = "N"	PostageStatementLineItemData/EntryDiscount						

Verification Formulas

PASSES	Planned Entry Location (Locale Key)	=	Valid Entry Facility (Locale Key) from the active Mail Direction File per the Mail Class, Processing Category, Container Destination ZIP & entry discount claimed

FAILS	Planned Entry Location (Locale Key)	≠	Valid Entry Facility (Locale Key) from the active Mail Direction File per the Mail Class, Processing Category, Container Destination ZIP & entry discount claimed
	Mailer Controlled Data-eDoc		

Mailer Controlled Data-eDoc

The verification determines the valid entry location by performing a lookup on the Mail Direction File using eDoc information about the container.

Data Element	Mail.dat File/Field	Mail.XML Block/Element	MDF Field used in Verification
Mail Class	.SEG/ Class Defining Preparation	PostageStatementLineItemData/Rate Category	MAIL CLASS
Processing Category	.SEG/ Principal Processing Category	PostageStatementLineItemData/ ProcessingCategory	MAIL SHAPE
Container Destination ZIP	.CSM/ContainerDestinationZip	ContainerInfoData/DestinationZIP	DROPSHIP ZIP CODE
Entry Facility Type	.CSM/Entry Point for Entry Discount - Facility Type	PostageStatementLineItemData/ EntryFacilityType	DISCOUNT TYPE CODE
Planned Entry Location	.CSM/Entry Point Actual/Delivery-Locale Key	ContainerInfoData/EntryLocaleKey	DROPSHIP KEY (char 2-7)

The MDF lookup returns a Locale Key value (characters 2-7 of the DROPSITE KEY field in the MDF) for the default entry location and all re-direct entry locations.

The Unload Scan Date/Time is used to determine the MDF in effect for verification.

If the container is associated to an appointment, the Entry Facility (Locale Key) from the FAST appointment is used for the validation.

How to Correct Errors

- Logistics Planning: Ensure that planned container entry points are correct for the class, processing category and entry discount claimed
- Trailer Loading: Load trailer so that containers are separated by destination
- Trailer Loading: Load containers on correct trailer
- Driver Communication: Provide drivers with container counts per destination

Entry Point Discount (EPD) Warning

Error Code	E4	Error Message Text	Entry Point Discount Error (Pre-Induction): Entry Discount claimed for this eInduction container is incorrect for the planned entry location (eDoc or FAST Appointment), Mail Class (eDoc), Processing Category (eDoc) and Destination ZIP (eDoc)			
Description	The mailer claimed an entry facility discount that is invalid at the planned entry location.					
Purpose	Avoid Entry Point Discount Errors by warning that a claimed entry point discount is invalid at the planned entry location.					
Timing	Pre-Induction					
Applies To	<ul style="list-style-type: none"> All eInduction containers 					
Exclusions	<ul style="list-style-type: none"> Containers with an Entry Discount of NONE 					
	Mail.dat File/Field	Mail.XML Block/Element				
	.CQT/Destination Entry	PostageStatementLineItemData/EntryDiscount				
Verification Formulas						
PASSES	<table border="1"> <tr> <td>Deepest Entry Discount Claimed for pieces linked to container</td> <td>< or = to</td> <td>Deepest Entry Discount available at the Planned Entry Location (Locale Key) from the active Mail Direction File</td> </tr> </table>			Deepest Entry Discount Claimed for pieces linked to container	< or = to	Deepest Entry Discount available at the Planned Entry Location (Locale Key) from the active Mail Direction File
	Deepest Entry Discount Claimed for pieces linked to container	< or = to	Deepest Entry Discount available at the Planned Entry Location (Locale Key) from the active Mail Direction File			
FAILS	<table border="1"> <tr> <td>Deepest Entry Discount Claimed for pieces linked to container</td> <td>> than</td> <td>Deepest Entry Discount available at the Planned Entry Location (Locale Key) from the active Mail Direction File</td> </tr> </table>			Deepest Entry Discount Claimed for pieces linked to container	> than	Deepest Entry Discount available at the Planned Entry Location (Locale Key) from the active Mail Direction File
	Deepest Entry Discount Claimed for pieces linked to container	> than	Deepest Entry Discount available at the Planned Entry Location (Locale Key) from the active Mail Direction File			
Mailer Controlled Data-eDoc						

Data Element	Mail.dat File/Field	Mail.XML Block/Element	MDF Field used in Verification
Entry Discount Claimed for Pieces	.CQT/Destination Entry	PostageStatementLineItemData/EntryDiscount	DISCOUNT TYPE CODE
Planned Entry Location	.CSM/Entry Point Actual/Delivery-Locale Key	ContainerInfoData/EntryLocaleKey	DROPSHIP KEY (char 2-7)

The Postage Statement Mailing Date is used to determine the MDF in effect for the verification.

Entry Point Discount Order of Precedence:

Deepest to Least Discount Order	EPD Level	.CSM file or .XML	.CQT FILE
1	DDU	D	D
2	DFSS	W	P
3	DSCF	S	S
	Hub (Tran Hub)	H	S
4	DADC	R	A
5	DNDC	B	B
	ASF	A	B

How to Correct Errors

- eDoc Preparation: Verify that entry discounts claimed are valid at planned entry locations

USPS Transported on Appointment Warning

Error Code	E14	Error Message Text	The IMcb for a USPS transported container is associated to an appointment.
Description	The warning notifies a mailer that a USPS transported container is linked to a FAST appointment.		
Purpose	Ensure that a USPS transported container is linked to a FAST appointment.		
Timing	Pre-Induction		

Applies To	<ul style="list-style-type: none"> All eInduction Containers identified as USPS Transported 	
Exclusions	<ul style="list-style-type: none"> None 	
Verification Formulas		
PASSES	Appointment ID field in eInduction tables	Is Null
FAILS	Appointment ID field in eInduction tables	Has a Value
Mailer Controlled Data-eDoc		
Mailers Identify containers as USPS Transported using the following fields:		
Mail.dat File/Field		Mail.XML Block/Element
.CSM/USPS Pickup		ContainerInfoData/USPSPickup
<p>Association of containers to appointments is via FAST Mail.XML messages. Please see the eInduction Guide to Mailers posted to RIBBS and the FAST User Guides at fast.usps.com for more details on appointment association.</p> <p>Appointment association must be updated from the initial status to prevent unnecessary warnings.</p>		
How to Correct Errors		
<ul style="list-style-type: none"> Check that the Appointment ID field in the eInduction table is null. 		

Zone Discount Warning

Error Code	E13	Error Message Text	Zone Error (Pre-induction): Zone discount claimed for this container is incorrect for the planned entry location (eDoc or FAST Appointment) and Destination ZIP (eDoc)
Description	The mailer claimed a zone discount that was invalid at the actual entry location.		
Purpose	Avoid Zone Discount Errors by highlighting invalid zone discount claims.		
Timing	eDoc Upload		
Applies To	<ul style="list-style-type: none"> All eInduction containers claiming zone entry rates 		

Exclusions	• Containers with an Zone Discount of None	
	Mail.dat File/Field	Mail.XML Block/Element
	.CQT/Zone = "N"	PostageStatementLineItemData/Zone = "N"

Verification Formulas

PASSES	Deepest Zone Discount Claimed for pieces linked to container	< or = to	Zone from Planned Entry Point to Container Destination per the active Zone Chart
--------	--	--------------------	--

FAILS	Deepest Entry Discount Claimed for pieces linked to container	> than	Zone from Planned Entry Point to Container Destination per the active Zone Chart
-------	---	-----------	--

Mailer Controlled Data-eDoc

Data Element	Mail.dat File/Field	Mail.XML Block/Element
Zone Discount Claimed for Pieces	.CQT/Zone	PostageStatementLineItemData/Zone
Planned Entry Location	.CSM/Entry Point Actual/Delivery-Locale Key	ContainerInfoData/EntryLocaleKey

The Unload Scan Date/Time is used to determine the Zone Chart in effect for the verification.

The Locale Key of the planned entry location is converted to a ZIP code for use in the zone charts.

Mailer Controlled Data-Operational/Physical

- Unload Scan Location: The location where a mailer delivers a container for origin/destination entry, using mailer transportation.

How to Correct Errors

- eDoc Preparation: Verify that entry discounts claimed are valid at planned entry locations

Entry Point Discount (EPD) Mismatch Warning

Error Code	E7	Error Message Text	
------------	----	--------------------	--

Description	The mailer claimed an entry facility discount that is different at the piece and container level.		
Purpose	Avoid Entry Point Discount Errors by warning that the entry point discount claimed is different at the piece and container level.		
Timing	eDoc Upload		
Applies To	<ul style="list-style-type: none"> All eInduction containers 		
Exclusions	<ul style="list-style-type: none"> Containers with an Entry Discount of NONE 		
	Mail.dat File/Field	Mail.XML Block/Element	
	.CQT/Destination Entry	PostageStatementLineItemData/EntryDiscount	
Verification Formulas			
PASSES	Deepest Entry Discount Claimed for pieces linked to container		
	< or = to	Deepest Entry Discount claimed at the container level	
FAILS	Deepest Entry Discount Claimed for pieces linked to container		
	> than	Deepest Entry Discount claimed at the container level	
Mailer Controlled Data-eDoc			

Data Element	Mail.dat File/Field	Mail.XML Block/Element
Entry Discount Claimed for Pieces	.CQT/Destination Entry	PostageStatementLineItemData/EntryDiscount
Entry Discount Claimed for Containers	.CSM/Entry Point for Entry Discount – Facility Type	PostageStatementLineItemData/EntryFacilityType

The Postage Statement Mailing Date is used to determine the MDF in effect for the verification.

Entry Point Discount Order of Precedence:

Deepest to Least Discount Order	EPD Level	.CSM file or .XML	.COT FILE
1	DDU	D	D
2	DFSS	W	P
3	DSCF	S	S
	Hub (Tran Hub)	H	S
4	DADC	R	A
5	DNDC	B	B
	ASF	A	B

How to Correct Errors

- eDoc Preparation: Verify that entry discounts claimed are valid at planned entry locations

Duplicate Within Appointment Warning

Error Code	E45P	Error Message Text	Duplicate Barcode (Within appointments): The eInduction container had the same IMcb as another container from the same appointment.
Description	Containers within the same appointment also have the same IMcB as another container in that appointment.		
Purpose	Avoid Duplicate Barcode Errors by notifying a mailer that multiple containers with the same barcode were included on the same appointment.		
Timing	Induction (on the SV device)		

Applies To	<ul style="list-style-type: none"> All eInduction Containers inducted at SV locations 						
Exclusions	<ul style="list-style-type: none"> None 						
Verification Formulas							
PASSES	IMcB from Container Unload Scan	≠	Any IMcB scanned during the active appointment				
	IMcB from Container Unload Scan	=	Any IMcB scanned during the active appointment				
Mailer Controlled Data-eDoc							
<p>Barcodes on container placards must be unique within an appointment and across all containers submitted for a 45-day period.</p> <p>Mailer Inputs and Reference Data:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Mail.dat File/Field</th> <th style="width: 50%;">Mail.XML Block/Element</th> </tr> </thead> <tbody> <tr> <td>.CSM.IM Container Barcode</td> <td>ContainerInfoData/ContainerBarcode (IMcB)</td> </tr> </tbody> </table> <p>Note: This Error is logged after a USPS employee determines that there are duplicate containers on the appointment. The first container scanned is retained and inducted. The remaining containers are rejected.</p>				Mail.dat File/Field	Mail.XML Block/Element	.CSM.IM Container Barcode	ContainerInfoData/ContainerBarcode (IMcB)
Mail.dat File/Field	Mail.XML Block/Element						
.CSM.IM Container Barcode	ContainerInfoData/ContainerBarcode (IMcB)						
How to Correct Errors							
<ul style="list-style-type: none"> Check that an eDoc does not contain the same IMcB twice. 							

Undocumented Container Verification

Error Code	E7P	Error Message Text	Undocumented container: Scanned/inducted container was not linked to a paid electronic documentation.
Description	An eDoc has not been submitted for a scanned and inducted container.		
Purpose	Protect revenue by ensuring that proper documentation and payment has been received for all inducted mail.		

Timing	Performed post-induction, when container scan information is received in <i>PostalOne!</i>
Applies To	<ul style="list-style-type: none"> Continuous MID Containers Containers inducted at Non-SV sites
Exclusions	<ul style="list-style-type: none"> Unload Status of "Rejected"

Verification Formulas

PASSES			
	IMcB from Container Unload Scan	=	An IMcB listed in an eDoc file submitted before or within 10 days after Unload Scan Date/Time

FAILS			
	IMcB from Container Unload Scan	≠	An IMcB listed in an eDoc file submitted before or within 10 days after Unload Scan Date/Time

Mailer Controlled Data-eDoc

Mailer Inputs and Reference Data:

Mail.dat File/Field	Mail.XML Block/Element
.CSM/Container Status = "R" or "P"	Following message submission, the following accepted messages are received: OpenMailingGroupResponse QualificationReportSummaryCreateResponse QualificationReportCreateResponse ContainerBundleReportCreateResponse MailPieceCreateResponse

Mailer Controlled Data-Operational/Physical

- Mailers must successfully upload an eDoc.

How to Correct Errors

- Check that an eDoc has been successfully uploaded and accepted by *PostalOne!*
- Check that Container Status was updated to "R" or "P"

Entry Point Discount (EPD) Verification

Error Code	E4P	Error Message	Per the active Mail Direction File, the deepest Entry Discount claimed for pieces linked to the container is invalid for the actual entry
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	Text	location (scan location), Mail Class (eDoc), and Processing Category (eDoc).	
Description	The mailer claimed an entry facility discount that was invalid at the actual entry location.		
Purpose	Protect revenue by ensuring that a correct rate is paid for containers claiming entry discounts.		
Timing	Performed post-induction, when container scan information is received in <i>PostalOne!</i> and the scan record is matched to an eDoc container record.		
Applies To	<ul style="list-style-type: none"> All eInduction containers 		
Exclusions	<ul style="list-style-type: none"> Misshipped containers Containers with an Entry Discount of NONE 		
	Mail.dat File/Field	Mail.XML Block/Element	
	.CQT/Destination Entry	PostageStatementLineItemData/EntryDiscount	
	<ul style="list-style-type: none"> Container Scan records not matched to eDoc Unload Status of "Rejected" Containers unloaded from the wrong stop on a multi-stop appointment 		
Verification Formulas			
PASSES	Deepest Entry Discount Claimed for pieces linked to container		
	< or = to	Deepest Entry Discount available at Unload Scan Location (Locale Key) from the active Mail Direction File	
FAILS	Deepest Entry Discount Claimed for pieces linked to container		
	> than	Deepest Entry Discount available at Unload Scan Location (Locale Key) from the active Mail Direction File	
Mailer Controlled Data-eDoc			
Data Element	Mail.dat File/Field	Mail.XML Block/Element	MDF Field used in Verification
Entry Discount Claimed for Pieces	.CQT/Destination Entry	PostageStatementLineItemData/EntryDiscount	DISCOUNT TYPE CODE
The Unload Scan Date/Time is used to determine the MDF in effect for the verification.			

Mailer Controlled Data-Operational/Physical

- Unload Scan Location: The location where a mailer delivers a container for origin/destination entry, using mailer transportation.

How to Correct Errors

- eDoc Preparation: Verify that entry discounts claimed are valid at planned entry locations

Misshipped Container Verification

Error Code	E29P	Error Message Text	The eInduction container was misshipped.
Description	The mailer shipped an eInduction container to an incorrect facility per the active version of the mail direction file, based on the mail class, processing category, container destination ZIP, and entry discount claimed on a container.		
Purpose	Protect revenue by ensuring that a mailer container is shipped to the correct entry facility, preventing additional handling costs to USPS.		
Timing	Performed post-induction, when container scan information is received in <i>PostalOne!</i> and the scan record is matched to an eDoc container record.		
Applies To	<ul style="list-style-type: none"> • All eInduction containers inducted at a non-SV site • All containers with a Continuous MID in the IMcB 		
Exclusions	<ul style="list-style-type: none"> • Containers with an Entry Discount of NONE 		
	Mail.dat File/Field	Mail.XML Block/Element	
	.CQT/Destination Entry	PostageStatementLineItemData/EntryDiscount	
	<ul style="list-style-type: none"> • Containers Marked Accept_Misship = "N" in eDoc 		
	Mail.dat File/Field	Mail.XML Block/Element	
.CSM/Accept Misship	ContainerInfoDataType /AcceptMisshipped		
<ul style="list-style-type: none"> • Container Scan records not matched to eDoc • Unload Status of "Rejected" • Containers unloaded from the wrong stop on a multi-stop appointment 			
Verification Formulas			
PASSES	Unloaded Scan Location (Locale Key) from Surface Visibility		
	=	Valid Entry Facility (Locale Key) from the active Mail Direction File per the Mail Class, Processing Category, Container Destination ZIP & entry discount claimed	

FAILS	Unload Scan Location (Locale Key) from Surface Visibility	≠	Valid Entry Facility (Locale Key) from the active Mail Direction File per the Mail Class, Processing Category, Container Destination ZIP & entry discount claimed
	Mailer Controlled Data-eDoc		

The verification determines the valid entry location by performing a lookup on the Mail Direction File using eDoc information about the container.

Data Element	Mail.dat File/Field	Mail.XML Block/Element	MDF Field used in Verification
Mail Class	.SEG/ Class Defining Preparation	PostageStatementLineItemData/Rate Category	MAIL CLASS
Processing Category	.SEG/ Principal Processing Category	PostageStatementLineItemData/ ProcessingCategory	MAIL SHAPE
Container Destination ZIP	.CSM/ContainerDestinationZip	ContainerInfoData/DestinationZIP	DROPSHIP ZIP CODE
Entry Facility Type	.CSM/Entry Point for Entry Discount - Facility Type	PostageStatementLineItemData/ EntryFacilityType	DISCOUNT TYPE CODE

The MDF lookup returns a Locale Key value (characters 2-7 of the DROPSITE KEY field in the MDF) for the default entry location and all re-direct entry locations.

The Unload Scan Date/Time is used to determine the MDF in effect for the verification.

Mailer Controlled Data-Operational/Physical

- Unload Scan Location: The location where a mailer delivers a container for origin/destination entry, using mailer transportation.

How to Correct Errors

- Logistics Planning: Ensure that planned container entry points are correct for the class, processing category and entry discount claimed.
- Trailer Loading: Load trailer so that containers are separated by destination
- Trailer Loading: Load containers on correct trailer
- Driver Communication: Provide drivers with container counts per destination

Zone Discount Verification

Error Code	E13P	Error Message	Per the active Zone Chart, the zone discount claimed is invalid for the
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	Text	actual entry location (scan location) and Destination ZIP (eDoc).	
Description	The mailer claimed a zone discount that was invalid at the actual entry location.		
Purpose	Protect revenue by ensuring that a correct rate is paid for containers claiming zone discounts.		
Timing	Performed post-induction, when container scan information is received in <i>PostalOne!</i> and the scan record is matched to an eDoc container record.		
Applies To	<ul style="list-style-type: none"> All induction containers claiming zone entry rates 		
Exclusions	<ul style="list-style-type: none"> Misshipped containers Containers marked Accept_Misship = "N" in eDoc Containers with an Zone Discount of None 		
	Mail.dat File/Field	Mail.XML Block/Element	
	.CQT/Zone = "N"	PostageStatementLineItemData/Zone = "N"	
	<ul style="list-style-type: none"> Container Scan records not matched to eDoc Unload Status of "Rejected" Containers unloaded from the wrong stop on a multi-stop appointment 		
Verification Formulas			
PASSES	Deepest Zone Discount Claimed for pieces linked to container	< or = to	Zone from Actual Entry Point to Container Destination per the active Zone Chart
	Deepest Entry Discount Claimed for pieces linked to container	> than	Zone from Actual Entry Point to Container Destination per the active Zone Chart
Mailer Controlled Data-eDoc			
Data Element		Mail.dat File/Field	Mail.XML Block/Element
Zone Discount Claimed for Pieces		.CQT/Zone	PostageStatementLineItemData/Zone
The Unload Scan Date/Time is used to determine the MDF in effect for the verification.			
Mailer Controlled Data-Operational/Physical			
<ul style="list-style-type: none"> Unload Scan Location: The location where a mailer delivers a container for origin/destination entry, using mailer transportation. 			

How to Correct Errors

- eDoc Preparation: Verify that entry discounts claimed are valid at planned entry locations

Payment Verification

Error Code	E11P	Error Message Text	Payment error: eInduction container was not associated to a paid postage statement within 10 days of induction.
Description	Payment status is not FIN or FPP for a scanned and inducted container that was matched to an eDoc record.		
Purpose	Protect revenue by ensuring that payment has been received for all inducted mail.		
Timing	Performed post-induction, when container scan information is received in <i>PostalOne!</i> and the scan record is matched to an eDoc container record.		
Applies To	<ul style="list-style-type: none"> • All eInduction containers 		
Exclusions	<ul style="list-style-type: none"> • Container Scan records not matched to eDoc • Unload Status of "Rejected" 		

Verification Formulas

PASSES	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Postage Statement Payment Status for Container</td> <td style="width: 5%; text-align: center;">=</td> <td style="width: 45%;">FIN or FPP on or within 10 days of Unload Scan Date/Time</td> </tr> </table>			Postage Statement Payment Status for Container	=	FIN or FPP on or within 10 days of Unload Scan Date/Time
Postage Statement Payment Status for Container	=	FIN or FPP on or within 10 days of Unload Scan Date/Time				
FAILS	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Postage Statement Payment Status for Container</td> <td style="width: 5%; text-align: center;">≠</td> <td style="width: 45%;">FIN or FPP on or within 10 days of Unload Scan Date/Time</td> </tr> </table>			Postage Statement Payment Status for Container	≠	FIN or FPP on or within 10 days of Unload Scan Date/Time
Postage Statement Payment Status for Container	≠	FIN or FPP on or within 10 days of Unload Scan Date/Time				

Mailer Controlled Data-eDoc

To obtain FIN or FPP status for a container:

1. Mailer indicates that container/statement is ready for processing

Mail.dat	Mail.XML
Mailer sets .CSM/Container Status field to "R" in original or update message	<p>Most Mailers: Mailer submits PostageStatementCreateRequest or PeriodicalStatementCreateRequest message, linked to the containers being finalized</p> <p>Continuous Mailing Sites: May submit a Preliminary then UPD XML message</p> <p>The PostageStatementLineItemData block must contain the ContainerID of eInduction containers</p>

2. The USPS must finalize the postage statement for the container

Seamless Mailers: Autofinalization takes place on the date specified by the mailer.

Seamless Parallel/Non-Seamless Mailers: The Mail Acceptance Clerk must finalize the postage statement via the PostalOne! dashboard.

How to Correct Errors

- Check that container status was updated to "R"
- Check that update file transmission was successful. Upload error validations may prevent the processing of an updated eDoc file/message
- Ensure that USPS personnel have finalized UPD postage statements on the dashboard PRIOR to shipment of a container

Duplicate Container Verification

Error Code	E17P	Error Message Text	Duplicate Barcode (Across appointments): The IMcb for this scanned/inducted container has been previously scanned/inducted on different appointment in the previous 45 days.
Description	Container barcodes on scanned/inducted containers have duplicates submitted within the previous 45 days.		
Purpose	Ensure that each scanned and accepted container has not already been accepted on a different appointment.		
Timing	Performed post-induction, when container scan information is received in <i>PostalOne!</i>		
Applies To	<ul style="list-style-type: none"> • All eInduction Containers 		
Exclusions	<ul style="list-style-type: none"> • Unload Status of "Rejected" 		

Verification Formulas			
PASSES	IMcB from Container Unload Scan	≠	Any IMcB scanned and accepted on a previous appointment in the previous 45 days
	IMcB from Container Unload Scan	=	Any IMcB scanned and accepted on a previous appointment in the previous 45 days
Mailer Controlled Data-eDoc			
Mailers must maintain uniqueness for IMcB across all appointments.			
Mailer Inputs and Reference Data:			
Mail.dat File/Field		Mail.XML Block/Element	
.CSM.IM Container Barcode		ContainerInfoData/ContainerBarcode (IMcB)	
How to Correct Errors			
<ul style="list-style-type: none"> Check that an eDoc does not contain any IMcBs used across appointments for the previous 45 days. 			

PostalOne! eInduction Error Codes

Error Code	Error Description
E23P	Unreadable barcode: The Imcb for the container was not readable on USPS equipment and was manually entered by user. *Note: See MicroStrategy Error Code Chart for more information
E5	The eDoc Entry Point - Actual /Delivery - Locale Key is invalid. *Note: See MicroStrategy Error Code Chart for more information
E5P	The eDoc Entry Point - Actual /Delivery - Locale Key is invalid. *Note: See MicroStrategy Error Code Chart for more information
E15	The eDoc 3 Digit/5 Digit Container Division associated with this container IMcb was not found in the USPS labeling list file.
E18P	The Imcb on the container manifest message have been previously used in eDocs for eInduction.
E28P	Undocumented container: Container was not linked to a paid electronic documentation.

Figure 18-1 *PostalOne!* eInduction Error Codes

Mail.dat – Error Codes

Error Code	Error Severity	Error Type	Error Description	Action	Key ID
4263	1	ERROR	For eInduction processing, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field must be populated when the .csm Container Type field is populated with P = Pallet, H = EIRS 61 - Hamper, Large Canvas, A = EIRS 61P - Hamper, Large Plastic, G = EIRS 66 - General Purpose Mail Container w/Gate, D = EIRS 68 - Eastern Region Mail Container w/Web Door, R = EIRS 84 - Wire Container Rigid, C = EIRS 84C - Collapsible Wire Container, Z = User Pallet or AB = Air Box. The value provided was {1}.	Populate the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field when the .csm Container Type field is populated with P, H, A, G, D, R, C, Z, or AB.	Container ID
4264	1	ERROR	For eInduction processing, the .csm Entry Point - Actual / Delivery - Locale Key field must be populated when the .csm Container Type field is populated with P = Pallet, H = EIRS 61 - Hamper, Large Canvas, A = EIRS 61P - Hamper, Large Plastic, G = EIRS 66 - General Purpose Mail Container w/Gate, D = EIRS 68 - Eastern Region Mail Container w/Web Door, R = EIRS 84 - Wire Container Rigid, C = EIRS 84C - Collapsible Wire Container, Z = User Pallet, AB = Air Box, M = Logical Pallet (MLOCR), T = 2' Tray, O = 1' Tray, E = EMM Tray, F = Flat Tub, S = Sack (general), 1 = #1 Sack, 2 = #2 Sack, 3 = #3 Sack, or L = Logical Tray (MLOCR) and the .csm Sibling Container Indicator field is not populated.	Populate the .csm Entry Point - Actual / Delivery - Locale Key field when the .csm Container Type field is populated with P, H, A, G, D, R, C, Z, AB, M, T, O, E, F, S, 1, 2, 3, or L and the .csm Sibling Container Indicator field is not populated.	Container ID
4265	1	ERROR	For eInduction processing, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field must contain exactly 21 characters when the .csm Container Type field is populated with P = Pallet, H = EIRS 61 - Hamper, Large Canvas, A = EIRS 61P - Hamper, Large Plastic, G = EIRS 66 - General Purpose Mail Container w/Gate, D = EIRS 68 - Eastern Region Mail Container w/Web Door, R = EIRS 84 - Wire Container Rigid, Z = User Pallet or AB = Air Box. The value provided was {1}.	Populate the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field with exactly 21 characters when the .csm Container Type field is populated with P, H, A, G, D, R, C, Z, or AB.	Container ID
4266	1	ERROR	For eInduction processing, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field must begin with '99M' when the .csm Container Type field is populated with P = Pallet, H = EIRS 61 - Hamper, Large Canvas, A = EIRS 61P - Hamper, Large Plastic, G = EIRS 66 -	Populate the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field with a value that begins with '99M' when the .csm Container Type field is	Container ID

			General Purpose Mail Container w/Gate, D = EIRS 68 - Eastern Region Mail Container w/Web Door, R = EIRS 84 - Wire Container Rigid, Z = User Pallet or AB = Air Box. The value provided was {1}.	populated with P, H, A, G, D, R, C, Z, or AB.	
4270		ERRO R	The value provided for The .csm eInduction Indicator field was {1}, it must contain Y = Yes when populated.	Populate the .csm eInduction Indicator field with Y when populated.	Container ID
4297		ERRO R	The .cqt Zone field value provided was {1} L= Local, V= ADC (Priority/Periodicals/Package Services), S= SCF, D= DDU, or N= Not Zoned when the .csm Accept Misshipped field is populated with Y =Yes and the .csm eInduction Indicator is populated with Y=Yes.	Populate the .cqt Zone field with L, V, S, D, or N when the .csm Accept Misshipped field is populated with Y and the .csm eInduction Indicator is populated with Y.	CQT Database ID
4330		WARN	The .csm eInduction Indicator field must be blank when the .csm Parent Container Reference ID field is not populated and the .csm Container Type field is populated with S = Sack (general), V = Sack (Virtual), 1 = #1 Sack, 2 = #2 Sack, 3 = #3 Sack, 4 = 01V Sack, 5 = 03V Sack, O = 1' Tray, T = 2' Tray, E = EMM Tray, F = Flat Tub, or L =Logical Tray (MLOCR).	Verify that the .csm eInduction Indicator field is blank when the .csm Parent Container Reference ID field is not populated and the .csm Container Type field is populated with S, V, 1, 2, 3, 4, 5, O, T, E, F, or L.	Container ID
4422		ERRO R	The .csm eInduction Indicator field contains an invalid value; in a single job, all .csm records must have the eInduction Indicator field populated with Y - Yes or blank - No.	Update the .csm eInduction Indicator field to either all Y - Yes or all blank - No.	Container ID,eInduction Indicator
7082	2	WARN	For eInduction processing, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field for IMcb(s)/pallets must be unique amongst all containers associated to the .seg eDoc Sender CRID value that were finalized within the last 45 days.	Populate the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field for IMcb(s)/pallets with a unique value amongst all containers associated to the .seg eDoc Sender CRID value that were finalized within the last 45 days.	Container ID
7083	2	WARN	For eInduction processing, the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field for IMcb(s)/pallets must be unique amongst all containers finalized within the last 45 days.	Populate the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field for IMcb(s)/pallets with a unique amongst all containers finalized within the last 45 days.	Container ID
7091	1	ERRO R	For eInduction processing, the .csm Label: IM Container Or IM Tray Barcode field must be unique within the submitted job.	Populate the .csm Label: IM/TM/ Container Or IM/TM/ Tray Barcode field with a unique value within the submitted job.	Container ID
7113		WARN	For Seamless all physical containers with .csm Container Status set to R = Ready to pay must	Populate the .csm eInduction Indicator field	Container ID

			set the .csm eInduction Indicator to Y = Yes. If the .csm eInduction Indicator is not set to Y = Yes, the Postage Statement will not be auto-finalized.	with Y = Yes for all physical containers when the .csm Container Status field is populated with R = Ready to pay.	
7134		WARN	For Seamless Parallel Run, all physical containers with .csm Container Status set to R = Ready to pay must set the .csm eInduction Indicator to Y = Yes.	Populate the .csm eInduction Indicator with Y = Yes for Seamless Parallel Run when all physical containers in the .csm Container Status are set to R = Ready to pay.	

Figure 18-2 Mail.dat – Error Codes

Mail.XML – Error Codes

Error Code	Error Severity	Error Type	Error Message	Messages	Action
9179	1	ERROR	For eInduction processing, the ContainerBarcode field in the ContainerInfoData block must be populated when the corresponding ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, or Z, or AB.	QualificationReportCreateResponse (9.0C) QualificationReportDetailCreateResponse (10.0C)	Populate the ContainerBarcode field when the associated ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, or AB.
9180	1	ERROR	For eInduction processing, the EntryLocaleKey field in the ContainerInfoData block must be populated when the corresponding ContainerType is P, H, A, G, D, R, C, Z, AB, M, T, O, E, F, S, 1, 2, 3, or L and the container is not a sibling. Note: This validation will be configurable in that it can be turned on or off as necessary.	QualificationReportCreateResponse (9.0C) QualificationReportDetailCreateResponse (10.0C)	Populate the EntryLocaleKey field when ContainerType is P, H, A, G, D, R, C, Z, AB, M, T, O, E, F, S, 1, 2, 3, or L and the container is not a sibling.
9181	1	ERROR	For eInduction processing, the ContainerBarcode field in the ContainerInfoData block must contain exactly 21 characters when the corresponding ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, or AB.	QualificationReportCreateResponse (9.0C) QualificationReportDetailCreateResponse (10.0C)	Populate the ContainerBarcode field with exactly 21 characters when the associated ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, or AB.
9182	1	ERROR	For eInduction processing, the ContainerBarcode field in the ContainerInfoData block must begin with '99M' when the corresponding ContainerType	QualificationReportCreateResponse	Populate the ContainerBarcode field with a value that begins

			in the ContainerInfoData block is P, H, A, G, D, R, C, Z, or AB.	e (9.0C) Qualificatio nReportDet ailCreateRe sponse (10.0C)	with 99M when he associated ContainerType in the ContainerInfoData block is P, H, A, G, D, R, C, Z, or AB.
9183	1	ERROR	For eInduction processing, the ContainerBarcode field in the ContainerInfoData block for IMcb(s)/pallets must be unique within the mailing group and amongst all containers associated to the SubmittingParty CRID that were finalized within the last 45 days. Container Barcode: {1}, Container ID: {2}.	Qualificatio nReportCre ateRespons e (9.0C) Qualificatio nReportDet ailCreateRe sponse (10.0C)	Populate the ContainerBarcode for IMcb(s)/pallets with a unique value within the mailing group and amongst all containers associated to the SubmittingParty CRID that were finalized within the last 45 days.
9184	2	WARN	For eInduction processing, the ContainerBarcode field in the ContainerInfoData block for IMcb(s)/pallets must be unique within the mailing group and amongst all containers finalized within the last 45 days. Container Barcode: {1}, Container ID: {2}. Note: This validation will be a warning. In addition, this validation will be configurable in that it can be turned on or off as necessary.	Qualificatio nReportCre ateRespons e (9.0C) Qualificatio nReportDet ailCreateRe sponse (10.0C)	Populate the ContainerBarcode for IMcb(s)/pallets with a unique value within the mailing group and amongst all containers that were finalized within the last 45 days.
9333	1	ERROR	For eInduction processing, the IMBarcode must contain exactly 21 characters when the corresponding container type is P, H, A, G, D, R, C, Z, or AB.		Populate the ContainerBarcode field with exactly 21 characters when the corresponding ContainerType field is populated with P, H, A, G, D, R, C, Z, or AB.
9334	1	ERROR	For eInduction processing, the IMBarcode field in the ContainerInfoData block must begin with 99M when the corresponding container type is P, H, A, G, D, R, C, Z, or AB.		Populate the IMBarcode field with a value that begins with 99M when the associated ContainerType field is populated with P, H, A, G, D, R, C, Z, or AB.
9335	1	ERROR	For eInduction processing, the IMBarcode for IMcb(s)/pallets must be unique within the mailing group and amongst all containers associated to the SubmittingParty CRID that were finalized within the last 45 days.		Populate the IMBarcode field with a value that is unique within the mailing group and amongst all containers associated to the SubmittingParty CRID that were

					finalized within the last 45 days.
9336	2	WARN	For eInduction processing, the IMBarcode for IMcb(s)/pallets must be unique within the mailing group and amongst all containers finalized within the last 45 days.		Populate the IMBarcode field with a value that is unique within the mailing group and amongst all containers finalized within the last 45 days.
9455			The eInductionIndicator field within the ContainerInfoData block of the QualificationReportDetailCreateRequest message contains an invalid value; in a single job, all eInductionIndicator fields must be populated with the same value for all eInductionIndicator fields. The value provided was {}.		

Figure 18-3 Mail.XML – Error Codes

19 Appendix G – Resources

1.4 A Resource Map to Intelligent Mail Documents

A [Resource Map to Intelligent Mail Documents](#) lists all the documents and source materials that you will need in transitioning to Intelligent Mail services. It provides explanations of each document and information on how to find and print these documents. It is a reference source that will help you as you learn the ins-and-outs of Intelligent Mail services. This document can be found on RIBBS® at [Resource Map To Intelligent Mail](#).

<https://ribbs.usps.gov/index.cfm?page=intellmailguides>

1.5 A Beginners Overview to Intelligent Mail Services

In this Guide, A [Beginners Overview to Intelligent Mail Services](#), you will find fundamental information on what Intelligent Mail services offer and require, Intelligent Mail barcodes and their benefits, the two service level options being offered, how to get started with Intelligent Mail services and where to find additional resources to help you. A Beginners Overview to Intelligent Mail Services can be found on RIBBS.

<https://ribbs.usps.gov/index.cfm?page=intellmailguides>

1.6 A Guide to Intelligent Mail for Letters and Flats

A [Guide to Intelligent Mail for Letters and Flats](#) provides guidance on how to prepare your mail and electronic documentation and identifies the data that will be provided at no additional charge for Full-Service option compliance. In addition, the Guide also describes what will be available in the first release of Intelligent Mail services. A Guide to Intelligent Mail Letters and Flats can be found on RIBBS.

<https://ribbs.usps.gov/index.cfm?page=intellmailguides>

1.7 User Access to Electronic Mailing Information and Reports Guide

The purpose of this Guide is to provide information regarding Intelligent Mail Full-Service option reports and a walk through of the new Business Customer Gateway webpage, which will be accessible through the USPS.com home page. This guide is available on RIBBS at [Electronic Mailing Information Reports Guide](#).

<https://ribbs.usps.gov/index.cfm?page=intellmailguides>

1.8 Postal Service Mail.dat Technical Specification

The [Postal Service Mail.dat Technical Specification](#) provides detailed specifications for how to populate your Mail.dat files to comply with the requirements for the Full-Service option. This technical specification explains the eDoc, postage, and induction requirements on how to use Mail.dat with the *PostalOne!* system. The Postal Service Mail.dat Technical Specification for each release can be found on RIBBS.

Technical Specifications on RIBBS:

https://ribbs.usps.gov/intelligentmail_schedule2015/releases/jan2015/techspecs.cfm

Industry Version (IDEAlliance): <http://www.idealliance.org/specifications/mailxml/specifications>

1.9 Postal Service Mail.XML Technical Specifications

The Postal Service Mail.XML Technical Specification outlines the specifications for the messages used to send and receive data from the *PostalOne!* system. This technical specification explains FAST appointment scheduling, Full-Service Data Distribution (Change of Address (COA), Nixie, Start-The-Clock, and Container Visibility), eDoc postage and electronic induction status management through Mail.XML messaging. The Postal Service Mail.XML Technical Specification for each release can be found on RIBBS.

https://ribbs.usps.gov/intelligentmail_schedule2015/releases/jan2015/techspecs.cfm

1.10 Intelligent Mail Container Barcode

To create and print the Intelligent Mail Container Label, obtain the Intelligent Mail Container Barcode Technical Specification available on RIBBS.

Unlike tray labels, there is no ordering system – so for now, mailers must print their own or work with a third-party vendor.

[https://ribbs.usps.gov/intelligentmail_container_barcode/documents/tech_guides/IM_CONTAINER_BARCODE_SPECIFICATIONS_\(SPUSPS-B-3215B001\).pdf](https://ribbs.usps.gov/intelligentmail_container_barcode/documents/tech_guides/IM_CONTAINER_BARCODE_SPECIFICATIONS_(SPUSPS-B-3215B001).pdf)

1.11 Mail Direction File Publishing

The Mail Direction File will be published based on the dates posted at the Release Schedule for 2015 on RIBBS.

https://ribbs.usps.gov/intelligentmail_schedule2015/LabelingListandMDFSchedule.cfm

The Mail Direction File will be published six (6) times a year with six effective dates for year 2015 following are the set of publish dates and Effective dates.

Publish Date	Start Mail Induction Date	End Mail Induction Date
12/01/2014	01/01/2015	02/28/2015
03/01/2015	04/01/2015	05/31/2015
06/01/2015	07/01/2015	08/31/2015
09/01/2015	10/01/2015	11/30/2015

Table 19-1 Mail Direction File Publishing

Besides these publications, exceptions will also be handled by the system. Exceptions would be made in case of a disaster or other unavoidable or emergency situation. In those exception cases, the Effective Date and Publish Date will not follow the RIBBS posted dates. In addition, there will be no grace period for those exceptions; the Actual Drop End Date will be the same as Effective Start Date.

The Last Update Date in the Mail Direction File will reflect the Publish Date. The Publish Date (same as Last Update Date) will become more important in the processing of the Mail Directions; this date will be at least sixty (60) or more days in advance of the Effective Date (same as Effective Start Date). The Last Update Date will be treated as a notification to mailers of the upcoming Mail Direction change.

The Actual Drop End Date will be up to fourteen days after the Effective Start Date.

1.12 Drop Ship Product – Mail Direction File

To identify which facilities are non-SV enabled facilities a new version of the MDF file has been created which is available for download and usage. The Drop Ship Product files are available from the FAST Resources link available through the Business Customer Gateway. As a reminder, mailers are no longer required to link the IMcb from the eDocs with a FAST appointment.

MAIL DIRECTION V3 - COPYRIGHT RECORD				
FIELD REFERENCE NUMBER	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	CONTENT/NOTES
1	COPYRIGHT DETAIL CODE	01	001 001	C=COPYRIGHT
2	FILLER	05	002 006	
3	COPYRIGHT STATEMENT	12	007 018	COPYRIGHT(C)
4	FILE VERSION MONTH	02	019 020	01 Through 12
5	DASH	01	021 021	-
6	FILE VERSION DAY	02	022 023	01 Through 31
7	DASH	01	024 024	-
8	FILE VERSION YEAR	02	025 026	00 Through 99
9	COPYRIGHT OWNER	04	027 030	USPS
10	VOLUME SEQUENCE NUMBER	03	031 033	001
11	FILLER	98	034 131	
MAIL DIRECTION V3 - DETAIL RECORD.				
FIELD REFERENCE NUMBER	FIELD DESCRIPTION	LOGICAL LENGTH	RELATIVE POSITION FROM/THRU	CONTENT/NOTES
1	COPYRIGHT DETAIL CODE	01	001 001	D = DETAIL
2	DROPSHIP ZIP CODE	05	002 006	
3	CARRIER ROUTE ID	04	007 010	
4	DROPSHIP KEY	09	011 019	
5	DISCOUNT TYPE CODE	01	020 020	A = ADC B = BMC S = SCF D = DDU Y = PALLETIZED N = NON-PALLETIZED
6	PALLET CODE	01	021 021	NEWS = PERIODICALS NEWS PER = PERIODICALS PSVC = PACKAGE SERVICES PSVCS = PACKAGE SERVICES - PARCEL SELECT PSVCBLM = PACKAGE SERVICES - M/LIBRARY/MEDIA STD = STANDARD * -P IS APPENDED TO MAIL CLASS IF THE MAILING IS PERISHABLE
7	MAIL CLASS	10	022 031	FLATS = FLATS IRREG = IRREGULAR PARCELS LTRS = LETTERS MACH = MACHINABLE PARCELS NMACH = NON-MACHINABLE PARCELS
8	MAIL SHAPE	10	032 041	
9	EFFECTIVE START DATE	08	042 049	
10	EFFECTIVE END DATE	08	050 057	
11	ACTUAL DROP END DATE	08	058 065	
12	NASS CODE	05	066 070	
13	LAST UPDATE DATE	08	071 078	
14	TRUCK RANGE	02	079 080	
15	TRUCK LENGTH	03	081 083	
16	LABEL LIST	04	084 087	
17	LABEL	44	088 131	
18	SV DEVICE ENABLED	01	132 132	Y = SV DEVICE ENABLED N = SV DEVICE NOT ENABLED

Figure 19-1 Mail Direction Page Layout

20 Appendix H – Revision History

The Changes from Version 13.7 (05/01/2015) to Version 14.0 (07/15/2015):

Date	Section	Reason For Changes	Version
8/10/2015	Footer & cover	Deleted "draft" watermark	14.1
6/25/2015	12	Updated May 2015 Release Notes with Final Version of those documents	13.9
6/25/2015	1	Updated eInduction Process Diagram in Section 1	13.9
6/25/2015	11.1, 11.2	Updated Screenshots in Section 11.1 and 11.2 based on new releases	13.9
06/16/2015	2.1	Updated Finalization of Postage Statement section with suggestion for mailers to find a 2 hour window where containers are not being entered before reversing and resubmitting postage statements.	13.9
06/16/2015	8.2	Reiterated comment above in this section.	13.9
06/16/2015	9	Added eInduction Verification Formulas and restructured section	13.9
05/01/2015	1	Updated/reorganized sections: eInduction Program Description, Special mailing preparation/processes, eInduction Process at a High-Level, eInduction Timeline	13.7
05/01/2015	2	Updated/reorganized eInduction High-Level Eligibility Section and Valid Container/Service Types Section	13.7
05/01/2015	3	Updated eInduction Mailer Onboarding Section	13.7
05/01/2015	4	Updated content on Scheduling Drop Shipment Appointments	13.7
05/01/2015	5	Removed section on Appointment to Container Association and subsections.	13.7
05/01/2015	10	eInduction Postage Assessment Process section updated process and visuals	13.7
05/01/2015	11	Changed Appointment Validation description and updated content on the Mailer Scorecard. Chart updated	13.7
05/01/2015	12	Revised content. Released 41.0.0 draft notes added	13.7
		Updated screenshots: Business Customer Gateway Homepage, Dashboard Management System Search Page, Dashboard Search Page Result, Tools & Wizard in User Log in Page, Mailing Reports Page, Induction Activity Reports, Shipping Summary Report Search, Shipping Summary Report Search Results by Appointment ID, Appointment Summary Report, Job Summary Report, Container Detail Report by Job, Container Detail Report by Appointment	

Figure 20-1 Revision History