UNITED STATES POSTAL SERVICE

eInduction Electronic Verification
Automated Assessment Process Fact Sheet

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eInduction Electronic Verification

The eInduction program was successfully deployed in October 2013 and has 3 key benefits:

1. Streamlined mail induction process
2. More accurate mail preparation process
3. Data-driven process enabling transparency and future improvements

The following error types have been identified as being postage assessment eligible for eInduction:

- (Extra) Undocumented
- Payment
- Duplicate
- Misshipped
- Entry Point Discount (EPD)
- Zone Discount

For more information about the eInduction Electronic Verifications and Assessment process visit: https:/postalpro.usps.com/node/581

Current as of June 6, 2017

POSTAGE ASSESSMENT

The electronic Induction (eInduction) process streamlines the preparation and induction (how and where the mail physically enters the Postal Service mailstream) of drop shipments and expedited plant load mailings. eInduction links scans from Intelligent Mail Container Barcodes to eDoc information, allowing the Postal Service to verify that postage was paid prior to accepting a mailer shipped container. eInduction eliminates the need for paper PS Forms 8125, 8017, and 8125-CD, and the need for manual reconciliation at the entry facility. Correct postage payment is verified both at the entry facility and during post-induction processing in *PostalOne!.* eInduction assessments are aggregated at the eDoc submitter CRID level and distributed to the Mailer Scorecard and Mail Entry Postage Assessment reports. For mailers enrolled in the Seamless Acceptance Program, no additional eInduction assessments are charged for containers with Undocumented or Payment Errors. Containers with Misshipped Errors are not assessed for Entry Point Discount and non-numeric Zone Discount Errors.

AUTOMATED ASSESSMENT NOTIFICATION

On the 11th of each month the USPS will identify the eDoc submitters who have exceeded a threshold. The USPS will use the information within a Business Customer Gateway (BCG) user profile to identify the correct company to send the automated assessment email notification. To receive a notification, the eDoc submitter must have a BCG account and the correct combination of user roles and services as shown in the table below.

Order	System sends automated notification if:	Business Service	Business Service Role that receives automated notification:
1st Attempt	The system identifies an individual with a BSA/BSA Delegate or User role no additional attempts will be made	Verification Assessment Evaluator (VAE)	Business Service Administrator BSA)/BSA Delegate and User Role
2nd Attempt	1st attempt does not identify a VAE BSA/BSA Delegate or User	Managed Mailing Activity (MMA)	Business Service Administrator (BSA)/BSA Delegate
3rd Attempt	1st and 2nd attempt does not identify a VAE BSA/BSA Delegate or User or a BSA for Managed Mailing Activity	Audit Mailing Activity, eVs, PRS, Scan Based Payment	Business Service Administrator (BSA)/BSA Delegate

MAIL OWNER: AUTOMATED ASSESSMENT NOTIFICATION

There may be circumstances where an eDoc submitter chooses to pay a postage assessment using a Mail Owner's permit. When this occurs, the Mail Owner will be notified through the Automated Postage Assessment notification under the following guidelines:

- BCG account and the correct combination of user roles and services as shown in the table above
- The permit used to pay the postage assessment is linked to the Mail Owner's BCG profile

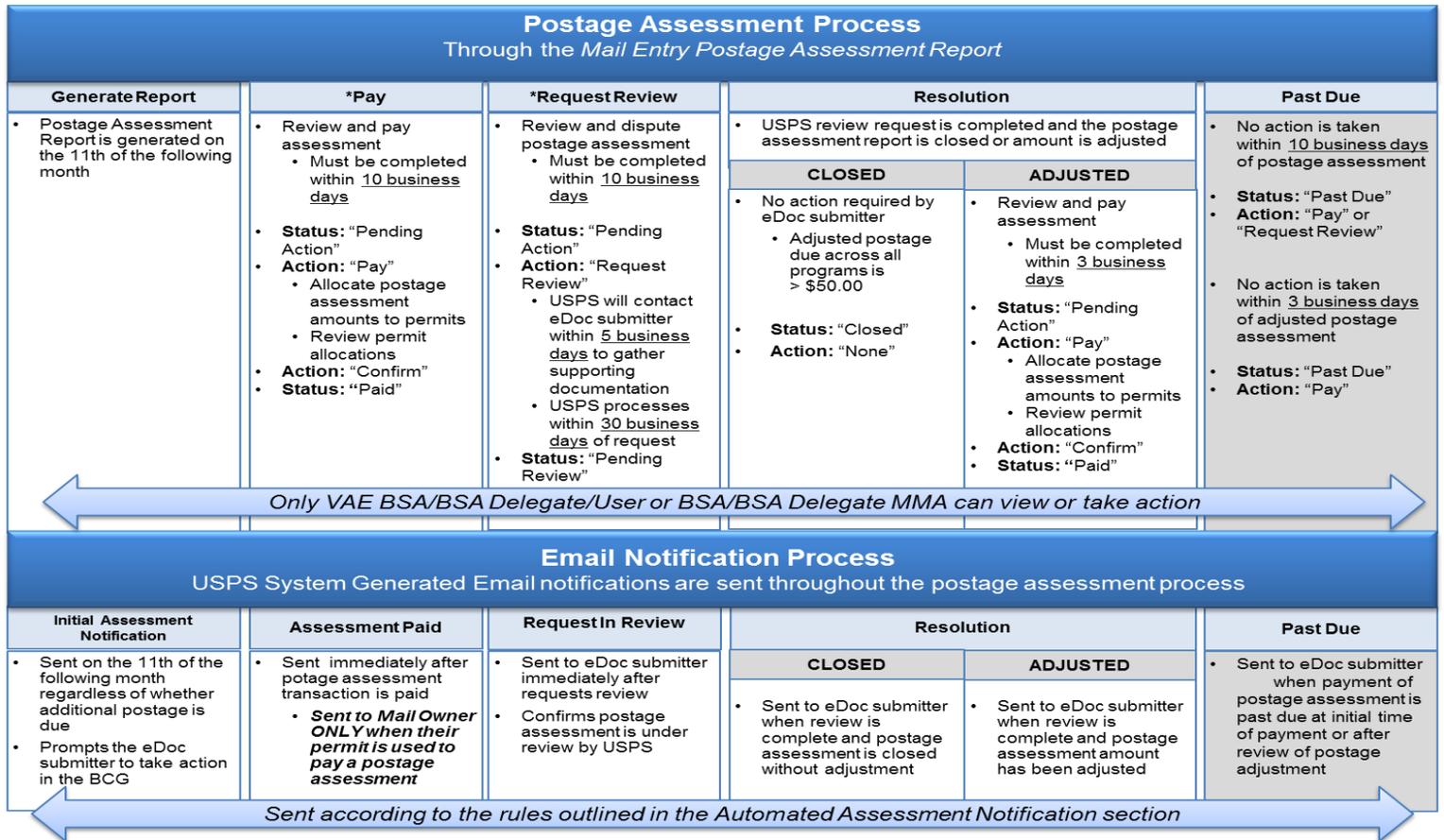For more information on setting the BCG profile visit :
http://postalpro.usps.com/bcg-account-management

eInduction Verification Explanations

Verification/ Threshold	Explanation	Threshold
(Extra) Undocumented	• Logged when a scanned Intelligent Mail container barcode (IMcb) is not found in any eDoc or is included in an eDoc and associated to a postage statement in estimated (EST) status • Containers will be flagged as Undocumented 10 days after the scan date/time if no eDoc has been uploaded or if the postage statement is still in EST status	0%
Payment	• Logged when the postage statements for a scanned container are not in FIN or FPP status	0%
Duplicate	• 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 a different appointments greater than 5 hours after the initial appointment	.17%
Mishipped	• 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	1.05%
Zone Discount (Periodicals and BPM Only)	• 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 Postal Service Zone chart • Zone Discount Errors are only logged on containers that claim a Zone Discount	.01%
Entry Point Discount	• 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	.5%

MAIL ENTRY POSTAGE ASSESSMENT REPORT

The Mail Entry Postage Assessment Report, located in the BCG, allows the designated BSA/BSA Delegate and/or user of VAE service and/or BSA/BSA Delegate of MMA Service for the eDoc submitter CRID, to review, dispute, and make payments based on the error information provided in the postage assessment report. The graphic below provides an overview of the postage assessment reporting process and the corresponding email notifications. The graphic also highlights the basic steps used to pay and request review of a postage assessment. For detailed information on this process visit: https://postalpro.usps.com/node/581

Postage Assessment Process
Through the *Mail Entry Postage Assessment Report*

Generate Report	*Pay	*Request Review	Resolution		Past Due

• Postage Assessment Report is generated on the 11th of the following month	• Review and pay assessment
	  • Must be completed within 10 business days
	• Status: "Pending Action"
	• Action: "Pay"
	  • Allocate postage assessment amounts to permits
	  • Review permit allocations
	• Action: "Confirm"
	• Status: "Paid"
		• Review and dispute postage assessment
		  • Must be completed within 10 business days
		• Status: "Pending Action"
		• Action: "Request Review"
		  • USPS will contact eDoc submitter within 5 business days to gather supporting documentation
		  • USPS processes within 30 business days of request
		• Status: "Pending Review"
			• USPS review request is completed and the postage assessment report is closed or amount is adjusted
			
			CLOSED
			• No action required by eDoc submitter
			  • Adjusted postage due across all programs is > $50.00
			• Status: "Closed"
			• Action: "None"
				ADJUSTED
				• Review and pay assessment
				  • Must be completed within 3 business days
				• Status: "Pending Action"
				• Action: "Pay"
				  • Allocate postage assessment amounts to permits
				  • Review permit allocations
				• Action: "Confirm"
				• Status: "Paid"
					• No action is taken within 10 business days of postage assessment
					• Status: "Past Due"
					• Action: "Pay" or "Request Review"
					
					• No action is taken within 3 business days of adjusted postage assessment
					• Status: "Past Due"
					• Action: "Pay"

Only VAE BSA/BSA Delegate/User or BSA/BSA Delegate MMA can view or take action

Email Notification Process
USPS System Generated Email notifications are sent throughout the postage assessment process

Initial Assessment Notification	Assessment Paid	Request In Review	Resolution		Past Due
• Sent on the 11th of the following month regardless of whether additional postage is due • Prompts the eDoc submitter to take action in the BCG	• Sent immediately after potage assessment transaction is paid • *Sent to Mail Owner ONLY when their permit is used to pay a postage assessment*	• Sent to eDoc submitter immediately after requests review • Confirms postage assessment is under review by USPS	**CLOSED** • Sent to eDoc submitter when review is complete and postage assessment is closed without adjustment	**ADJUSTED** • Sent to eDoc submitter when review is complete and postage assessment amount has been adjusted	• Sent to eDoc submitter when payment of postage assessment is past due at initial time of payment or after review of postage adjustment

Sent according to the rules outlined in the Automated Assessment Notification section

*PAY

The eDoc submitter has the ability to select any permit they own or Mail Owner permit used as a paying permit in the assessment month. eDoc submitters also have the ability to split payment of an assessment and distribute it across multiple permits. When an eDoc submitter selects a Mail Owner Permit for payment, the Mail Owner will be notified via email as long as they have an associated Business Customer Gateway account with valid services and roles associated. USPS Headquarters' employees can assist with adding a permit other than one used during the assessment period to pay some, or all, of the assessed amount.

Request to Add Permit

The eDoc submitter may request to add a permit. The request must be in writing to the *PostalOne!* Helpdesk and included the following:

- Postage Assessment Number
- Postage Assessment Month
- Mail Owner Permit Number
- Error Metric being Assessed
- Total Postage being Assessed

*Concurrence from the Mail Owner that they are aware their permit will be used to pay for an assessment must also be included.

*REQUEST REVIEW

USPS assigns a Business Mail Entry Acceptance employee or BMS Analyst to investigate all requests for review. If a review is requested, the entire assessment is placed in a pending review status and no further action can be taken by the eDoc Submitter until resolution.

The assigned reviewer will contact the mailer within five business days to gather any supporting documentation. Once the review is complete, the USPS employee will contact the mailer with the results of the review.

APPEAL

USPS will work with mailers to resolve any overdue assessments. A mailer who disagrees with the results of the review may send a written appeal to the Postmaster or Manager of Business Mail Entry (MBME) within 30 days.

The appeal is forwarded to the Pricing and Classification Service Center (PCSC). The PCSC issues the final agency decision.