UNITED STATES POSTAL SERVICE™

Guide to eInduction

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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.

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 A 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 days 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.

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3. **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.
4. **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.
5. **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.
6. **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.
7. **Seamless Mailers:** eInduction is a requirement to be a Seamless Detached Mail Unit (DMU) mailer and BMEU Seamless mailers that create drop shipments.

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

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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, Sectional Center Facilities (SCFs), and. 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

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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.

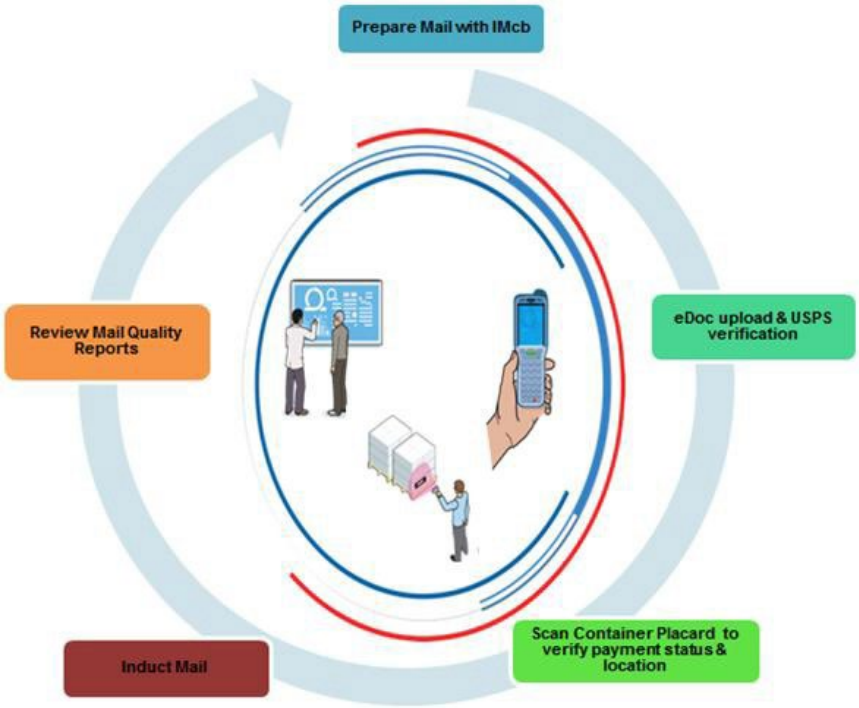

Figure 1-1: eInduction Process

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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.

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 at induction and post induction to measure the quality and accuracy of drop-shipment containers. Mailers and USPS personnel can access reports to review the verification results.

eInduction High-Level Participation Criteria

- Use eDoc submission (Mail.dat, Mail.XML, 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
    - SCFs RPDC, LPC, , Annex, Destination Delivery Unit (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 requirements 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 details on Intelligent Mail container barcodes refer to the Intelligent Mail Container Barcode Technical Specifications | PostalPro.

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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	
Mailing types not eligible for eInduction include Parcel mailings or mailings with Express Mail, Priority Mail, Parcel Select, Media Mail, or Library Mail rate class.	

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 Postal Service Mail.XML Technical Specification in PostalPro USPS Technical Specifications for Mail.dat and Mail.xml.

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 physical trays/pallets are imported into Shipping Assistant (SA) or eInduction, with the

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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. Any additional postage changes are assessed and collected monthly through the Mailer Scorecard assessment process.

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 that are 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. Mailers 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.

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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 D and USPS Technical Specifications for Mail.dat and Mail.xml in PostalPro to find the complete list of required fields.

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 Pub 685: Publication for Streamlined Mail Acceptance for Letters and Flats found in PostalPro.
- 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 USPS Technical Specifications for Mail.dat and Mail.xml in PostalPro. 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 in PostalPro.

> ***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.*

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2.2.2 eInduction Guidelines for Mail.XML

The following guidelines must be met when completing Mail.XML files for eInduction. Refer to USPS Technical Specifications for Mail.dat and Mail.xml in PostalPro to find the complete list of required fields:

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**
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	• 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 current supported versions of Mail.XML and FAST 14.0 or 16.0 for eDocs.
- Mail Owner and Mail Preparer (By/For) fields can be populated following existing Full-Service By/For rules as identified in Pub 685: Publication for Streamlined Mail Acceptance for 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) LineItemData block: A single LineItemData 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.

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2.2.3 eInduction Guidelines for Postal Wizard

Mailers who currently submit postage statements through Postal Wizard 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 details on the Mail.XML *Container Manifest Create Request* refer to the USPS Technical Specifications for Mail.dat and Mail.xml in PostalPro.

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 mailer's 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 details on Intelligent Mail container barcodes refer the Intelligent Mail Container Barcode Technical Specifications in PostalPro

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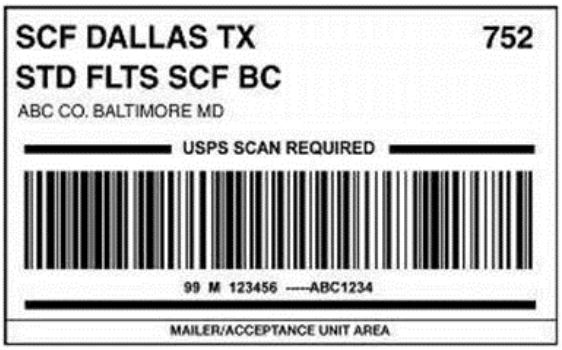
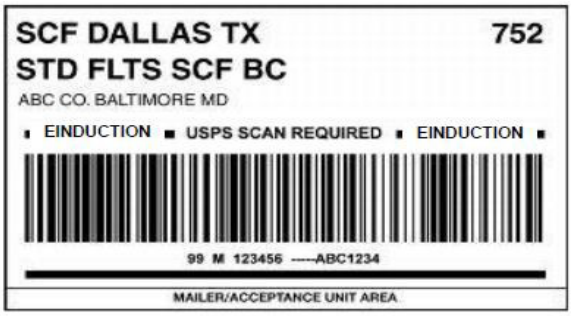
99M Placards



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 Major Mailer Support Analyst (MMS)/Manager Business Acceptance Performance (MBAP) that the mailers have decided to participate in eInduction. A MMS/MBAP 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 MMS/MBAP 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. The MMS/MBAP 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.

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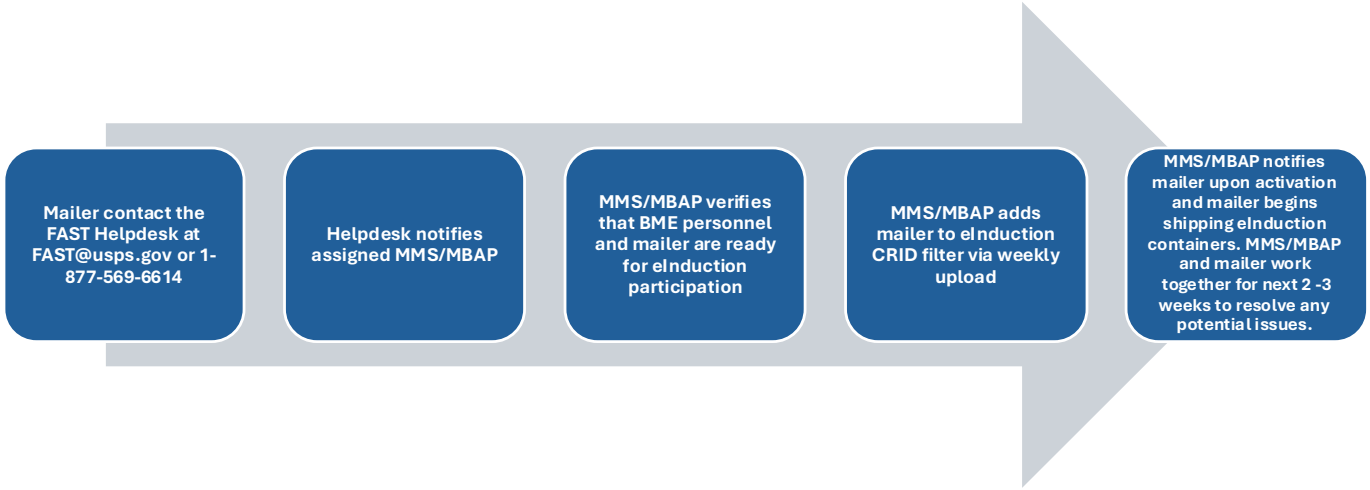

Figure 3-1: Mailer Onboarding

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

Mailers can identify if a facility has SV scanning capability by checking the Mail Direction File (MDF) V4 and confirm a **Yes** is listed in the SV Enabled indicator field.

The MDF is located in the resources section of FAST https://fast.usps.com/.

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
- 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.

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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.
- API options can be found in API Catalog | devportal under Appointments.

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 https://fast.usps.com/ under Resources – Reference Documents.

Transportation Updates

Transportation updates may still be made for recurring appointments. Mailers may send a content update for recurring appointments. The Transportation update may be used either through

a) The Mail.dat updates process.

b) The Mail.XML container update message that is used against the Mail.dat CSM file.

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

d) API – Update Appointment Request

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	• This is the FAST appointment ID • Customers receive this when appointments are scheduled through FAST online
RecurringApptID	CSM	• 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	• This is the FAST appointment ID • Customers receive this when appointments are scheduled through FAST online
RecurringApptID	CSM	• 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

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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".**

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.

Now that mailers understand eInduction, its process, its benefits, its eligibility requirements, its onboarding process, and its appointment scheduling process, it is important to 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 Form8017. The automated validations take place throughout the eInduction process at eDoc upload, pre-induction and induction to ensure mail quality.

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

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Labeling List	Labeling is incorrect for destination provided in eDoc	MDX	Warning at eDoc upload
MDX equals either Mail.dat or MAIL.XML			

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/e8017 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 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.

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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 e8017 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 e8017 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 reload 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

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performs six verifications listed in Table 9-1 below. Errors are logged if the proper conditions are not met. For additional details on error codes and warning and verification error codes refer to the USPS Technical Specifications for Mail.dat and Mail.xml in PostalPro.

Error Type	Threshold	What is it?
(Extra) Undocumented	0.00%	An Undocumented Error is 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 EST status. Continuous 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%	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%	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%	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)	0.50%	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%	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

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***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 =

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

Payment % in Error =

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

Duplicate % in Error =

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

Misshipped % in Error =

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

Entry Point Discount (EPD) % in Error =

$$\frac{\text{\# of scanned eInduction containers with EDP errors}}{\text{Total \# of scanned eInduction containers (documented \& undocumented)}}$$

Zone Discount % in Error =

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

eInduction Thresholds

Each month, the Postal Service measures mailer performance on each verification and its respective "% in error" in the Mailer Contact 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.

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

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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 Pub 685: Publication for Streamlined Mail Acceptance for Letters and Flats found in PostalPro. 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.

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.

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10 eInduction Postage Assessment

A MMS or BME reviews mail quality for each mailer set to eInduction. Mailers and MMS/BME review reports such as the Mailer Scorecard and Shipping Summary report for errors. MMS/BME 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 threshold for a given verification at the close of the month, the Postal Service will charge additional postage on all containers over threshold error. The Postage Assessment process is explained in the subsequent section.

eInduction Postage Assessment Process

The following error types have been identified as being postage assessment eligible.

Error Type	Threshold	Additional Postage Assessment
(Extra) Undocumented	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%	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%	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%	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)	0.50%	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: 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.
Zone Discount (Periodicals and BPM Only)	0.01%	Containers with a zone error will be assessed the difference between the actual zone and eDoc zone.

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Table 10-1 – eInduction Assessment Thresholds

The automated postage assessment process follows what is outlined in Pub 685: Publication for Streamlined Mail Acceptance for Letters and Flats found in PostalPro. 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/MMS 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/MMS 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/MMS 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.

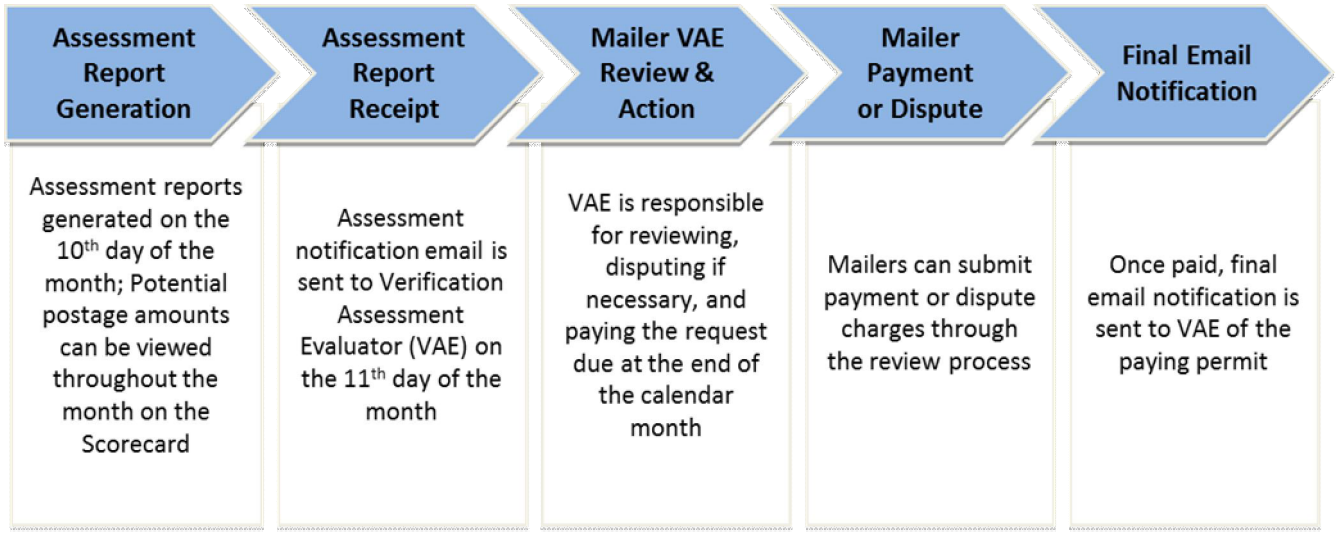

Figure 10-2: Postage Assessment Process

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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 website. The resource can be found through: https://gateway.usps.com/eAdmin/view/signin and https://www.usps.com/.

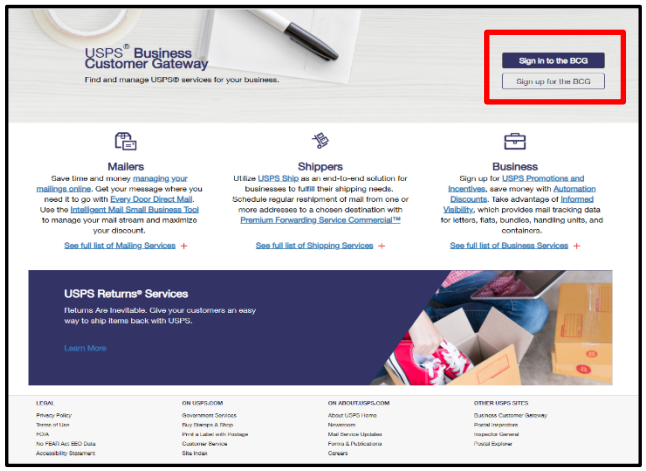

Figure 11-1: Business Customer Gateway (BCG) Sign In Page

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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.

If you have questions, problems accessing your accounts, or submitting electronic documentation, contact the Mailing and Shipping Solutions Center (MSSC) at 1-877-672-00074 or mssc@usps.gov.

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 workflow 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).

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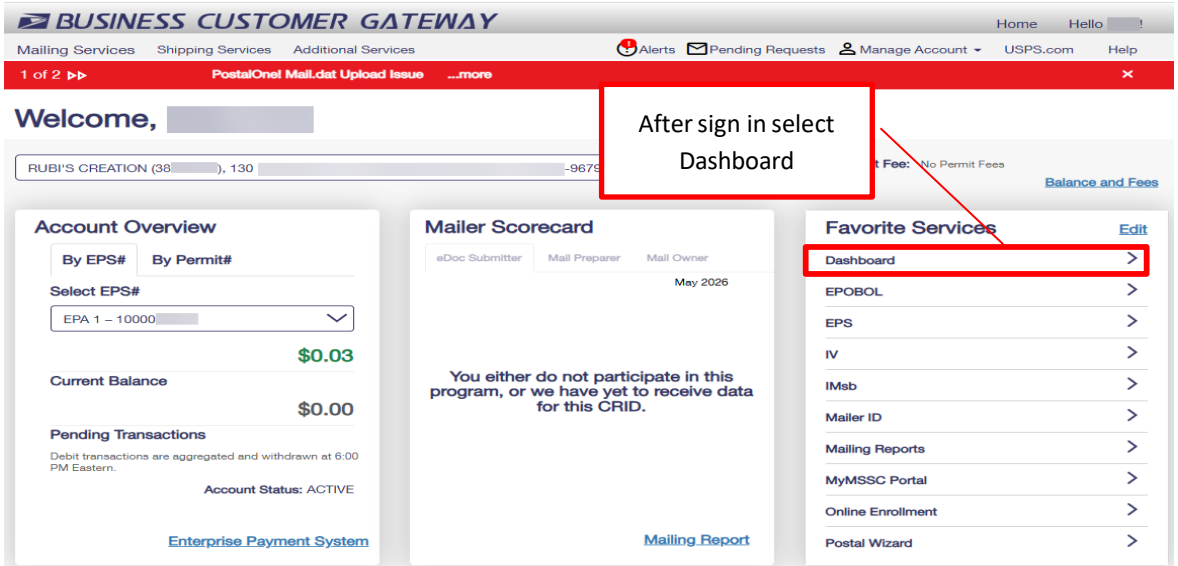

Figure 11-2: Business Customer Gateway homepage

Once on the Dashboard page, the user can search for specific jobs through multiple input fields.

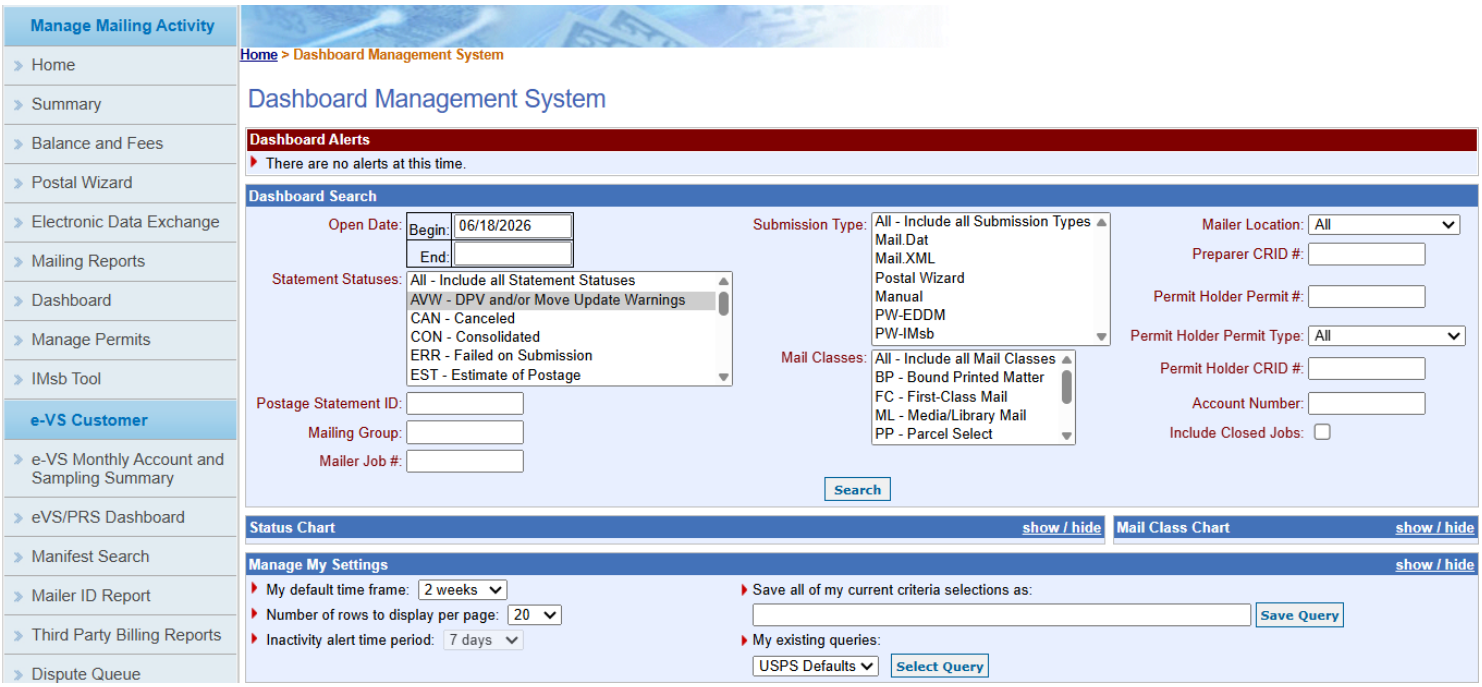

Figure 11-3: Dashboard Management System Search Page

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In response to a user query, *PostalOne!* returns results in the format depicted in Figure 11-4 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 eInduction 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] / EINTESTER2	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).

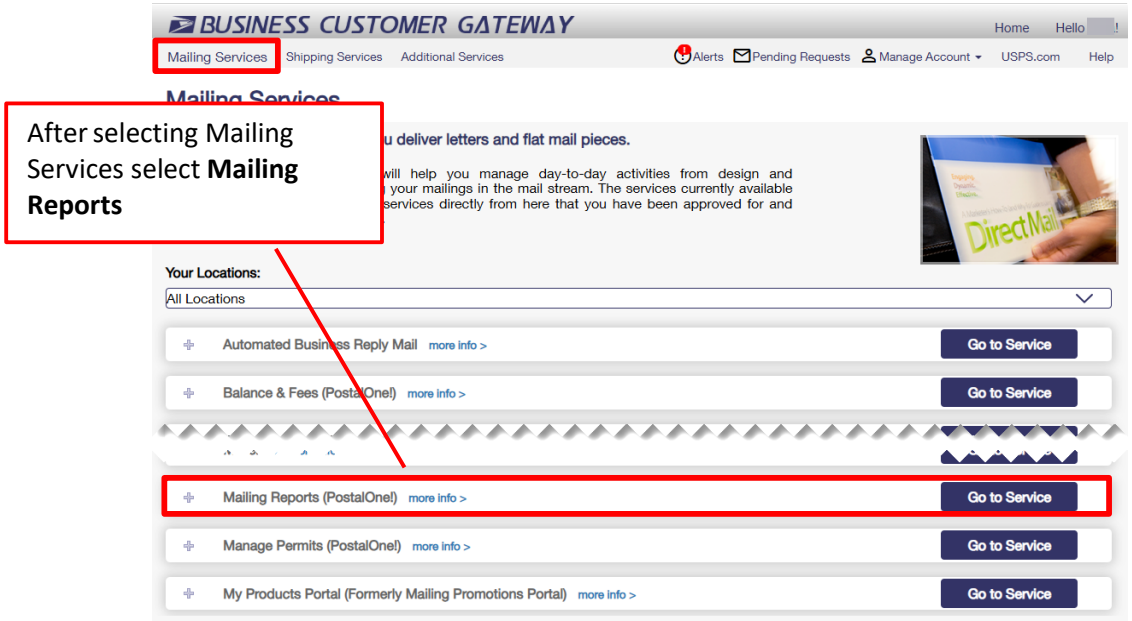

Figure 11-5: Mailing Reports in BCG

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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).

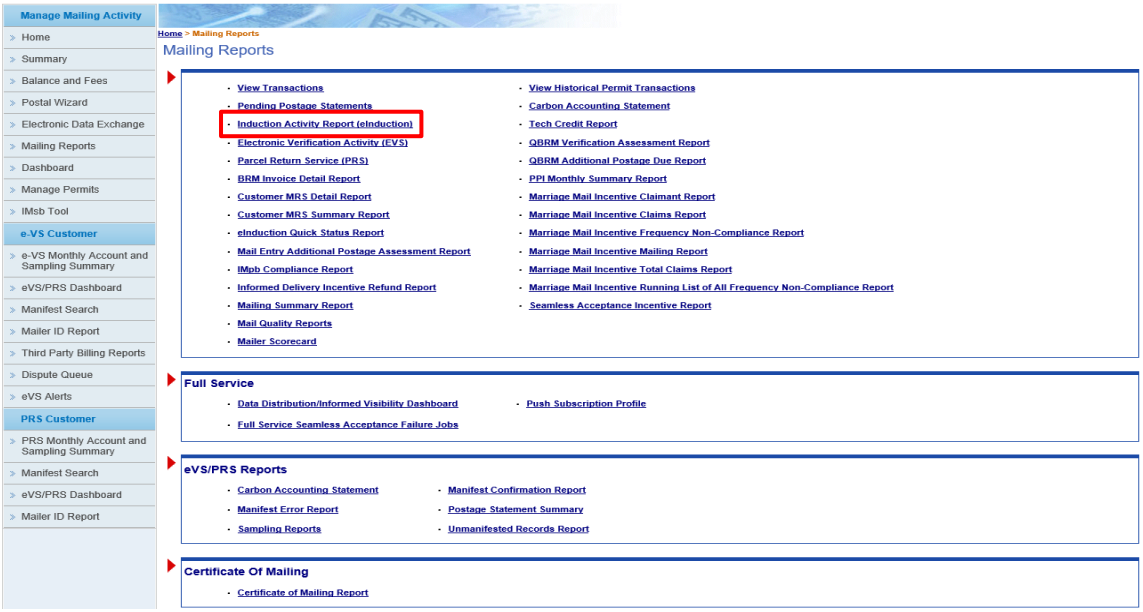

Figure 11-6: Mailing Reports Page

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 links to the available eInduction reports, as shown below in Figure 11-7.

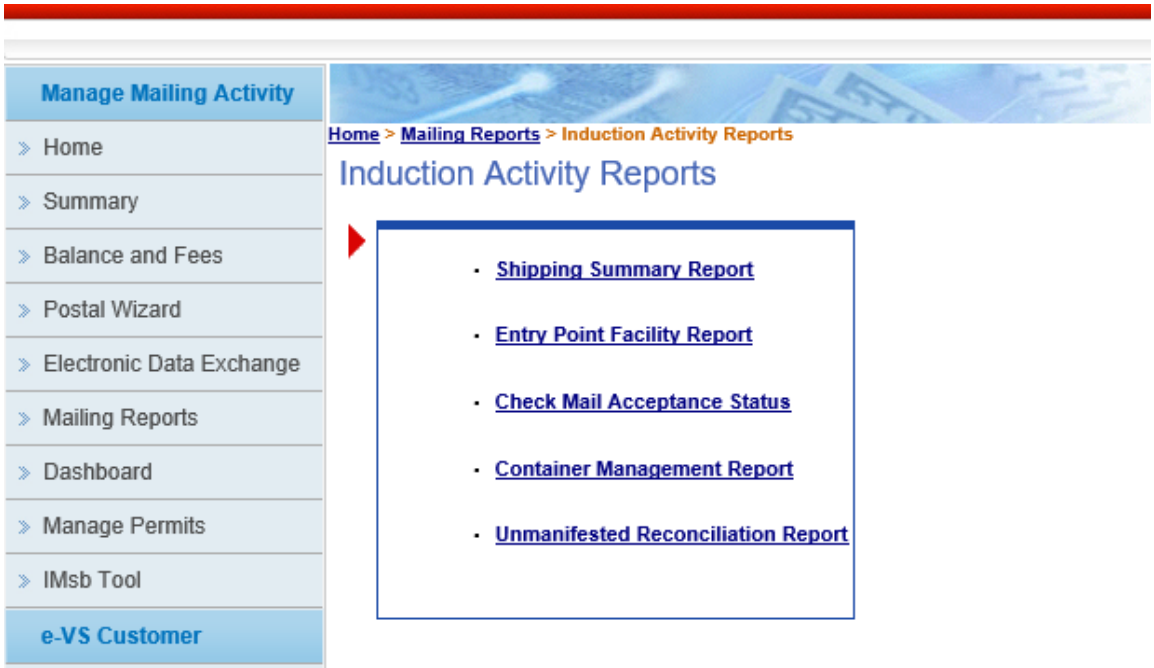

Figure 11-7: Induction Activity Reports Page

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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.

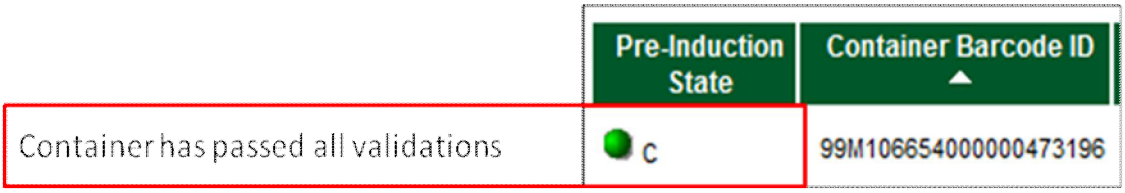
11.2 Shipping Summary Report

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. The job summary report header displays correct eInduction container count and non-eInduction container count. The container detail section of the report 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.



- **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.

- **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.

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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, the user has the option to retrieve eInduction activity based on one of the following four key fields shown in the figure below:

- Appointment ID
- Job ID
- Mailing Group ID

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- Container Manifest ID

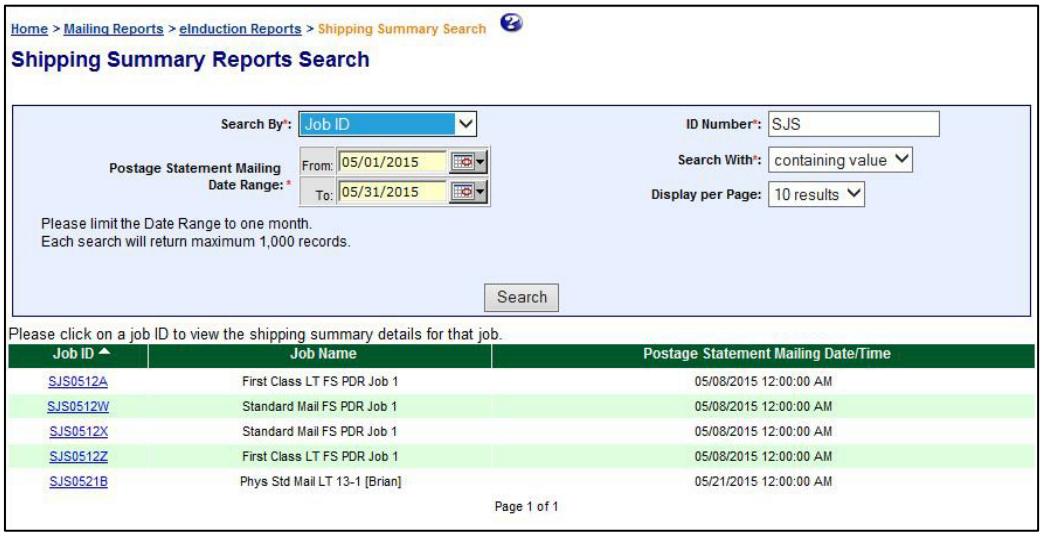

Figure 11-8: Shipping Summary Report Search

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.

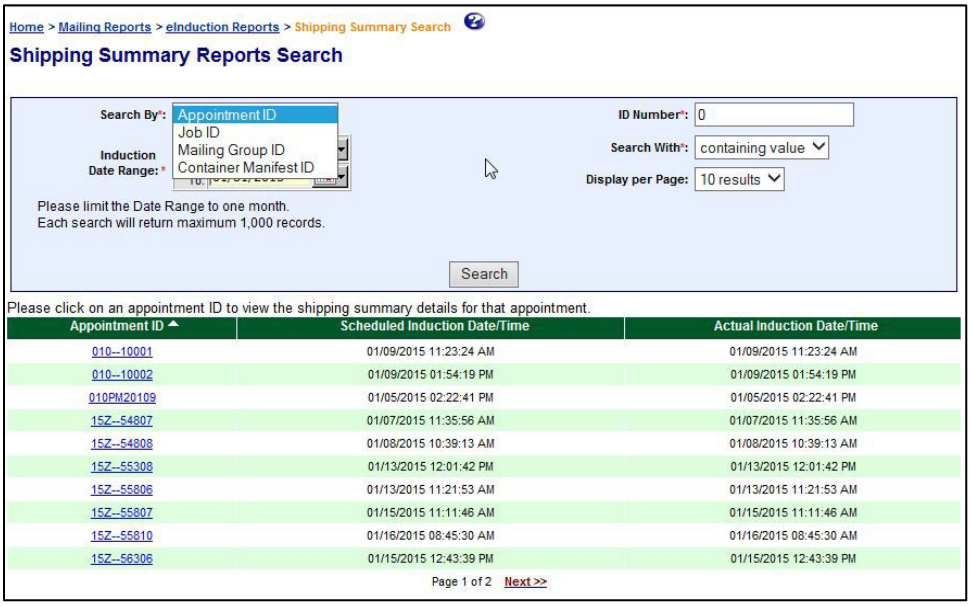

Figure 11-9: Shipping Summary Report Search Results by Appointment ID

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.

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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 and 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:	
Origin Plant Location:		Destination Entry Location:		eInduction Percentage:	0 %
		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					010--10001	01/09/2015 11:22:24 AM		Accepted		Yes	
99M901023621377088601	Yes	C LB EF	Paid	208	V22550	010--10001	01/09/2015 11:22:24 AM	Expected	Accepted	PP	Yes	No

Page 1 of 1

Figure 11-10: Appointment Summary Report

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

- To access the Job Summary Report for a given Job, click on a blue Job ID number in the Job ID column.
- To access 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 eInduction containers expected at the location. This report, shown below, can be accessed through the Dashboard Management System or through Mailing Reports. It 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.*

Dashboard Management System > Job Summary Report

Today: Jun 25, 2015 08:33:35 AM

Job Summary Information

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 Misshipped	# 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

Home > Mailing Reports > eInduction Reports > Shipping Summary Search > Job Summary Report

Today: Jun 25, 2015 08:35:49 AM

Job Summary Information

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 Misshipped	# 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

Figure 11-11: Job Summary Report

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

- To access the Appointment Summary Report for a given Appointment ID, click on the blue Appointment ID number in the Appointment Number column.
- To access 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.

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)

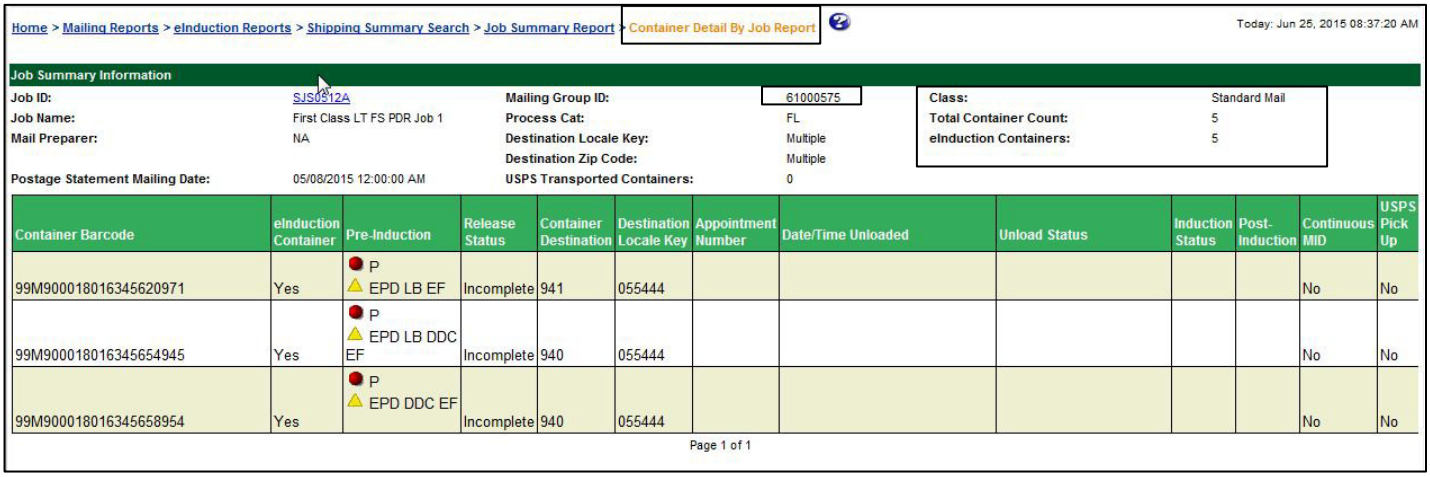

Figure 11-12: Container Detail Report by Job

Figure 11-13: Container Detail Report by Appointment

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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 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 30 IMcb 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

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

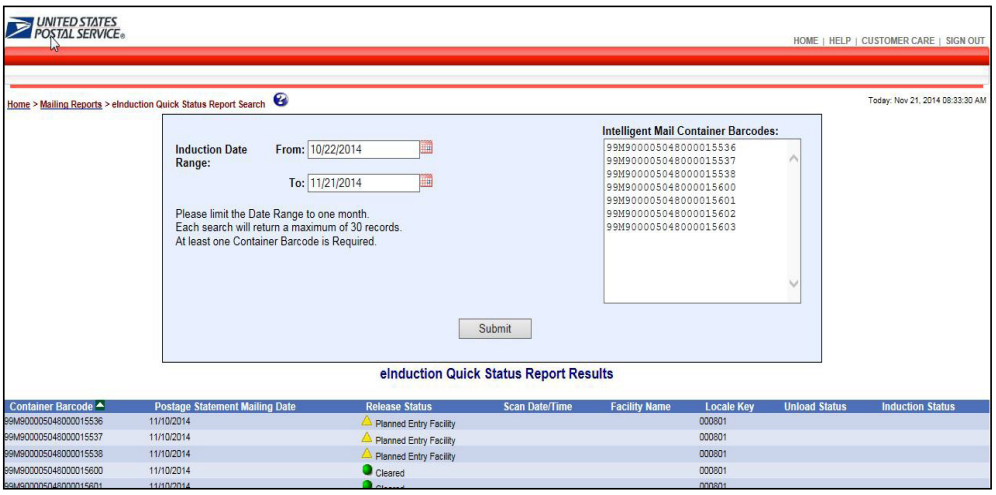

Figure 11-15: Quick Status Report Results

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	*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".*					

Figure 11-16: Quick Status Report

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11.3 The Mailer Scorecard

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 Pub 685: Publication for Streamlined Mail Acceptance for Letters and Flats found in PostalPro.

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

Field	Located:	What is It?	Postage Adjustment
# eInduction Containers Accepted	eInduction Tab	This represents the total – eInduction containers, scanned and accepted	N/A
# eInduction Containers Scans Pending eDoc	eInduction Tab	Number of eInduction scans that have not yet been linked to eDoc and have not yet thrown an Undocumented Error.	N/A
(#/%) eInduction Misshipped Errors	eInduction Tab	eInduction containers, shipped, scanned and accepted at the incorrect facility with the following conditions: - Marked "accept_misship=y' in the eDoc OR -From a Continuous MID OR -Inducted at a non-SV entry point	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.

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Field	Located:	What is It?	Postage Adjustment
(#/%) eInduction Duplicate Barcode Errors	eInduction Tab	eInduction containers, scanned and inducted, that have been entered on a different appointment in the previous 45 days.	Additional postage will be determined by applying the postage paid for the original instance of the duplicate container to all subsequent duplicates.
(#/%) eInduction Payment Errors	eInduction Tab	eInduction containers, scanned and inducted, not associated to apaid postage statements within 10 days of induction with the following conditions: -From a Continuous MID OR -Inducted at a non-SV entry point	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 Entry Point Discount (EPD) Errors	eInduction Tab	eInduction containers, scanned and inducted, that have claimed an entry point discount (EPD) that is invalid at the entry point.	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.

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Field	Located:	What is It?	Postage Adjustment
(#/%) eInduction Zone Discount Errors	eInduction Tab	eInduction containers, scanned and inducted, that have claimed a zone discount that is invalid at the entry point.	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 Undocumented Errors	eInduction Tab	Number of errors due to the scanned and inducted container not being associated to pieces in finalized electronic documentation within 10 days of induction.	*The assessment amount will be equal to the average postage paid for each container mailed by the eDoc submitter CRID over the current invoice period.* *Exception: For mailers participating in Seamless Acceptance, eInduction Undocumented Errors are logged but containers are not subject to assessment.*

Table 11-1: Mailer Scorecard Fields

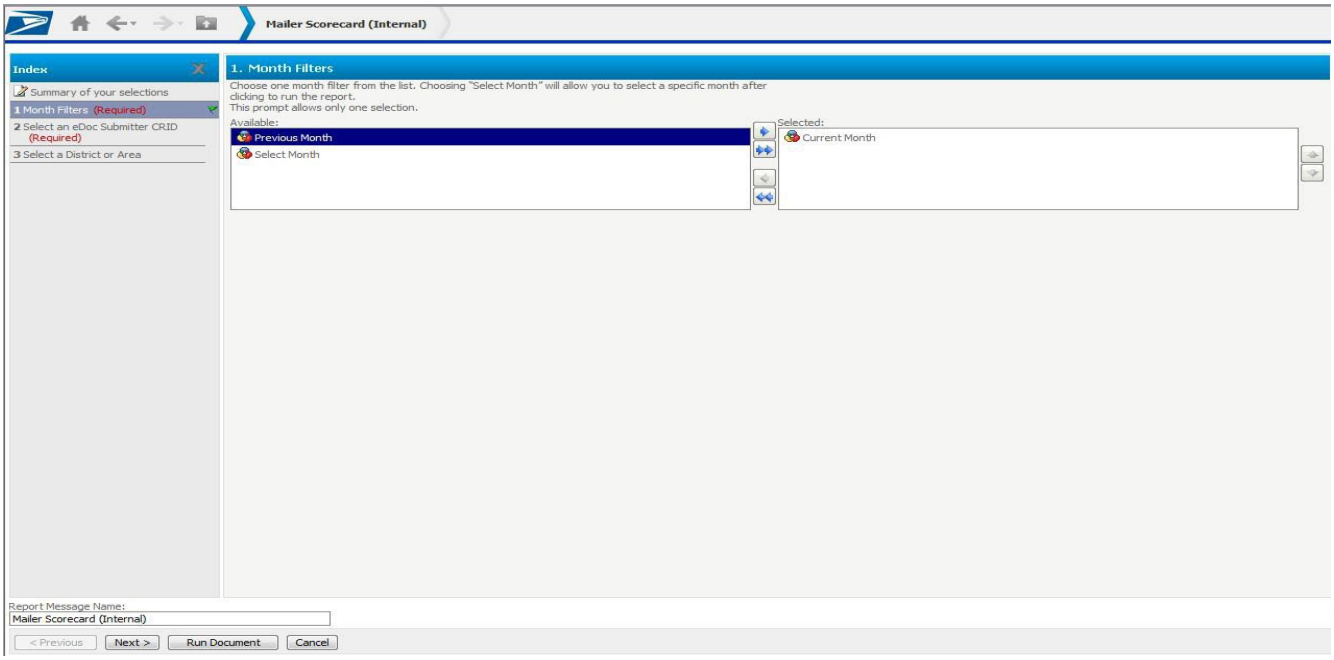

Figure 11-17: Mailer Scorecard Search by Month and CRID

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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:

- If a metric exceeds the threshold, both the # and % values are highlighted in red.
- If a metric exceeds 50% of the threshold, both the # and % values are highlighted in yellow.

Mailer Scorecard APRIL 2026

Verifications

Mailer Profile | Electronic Verification | eInduction | Seamless / Automated Verifications | Mail Irregularities

○ # Metrics ○ # Trending ◉ % Metrics ○ % Trending

eInduction

eDoc Submitter	Total	12345678 Company A
% eInduction Misshipped Errors	--	--
% eInduction Duplicate Barcode Errors	0.79%	0.79%
% eInduction Payment Errors	--	--
% eInduction Entry Point Discount (EPD) Errors	--	--
% eInduction Zone Discount Errors	--	--
% eInduction Undocumented Errors	--	--
% eInduction Undocumented Warnings	--	--
% PVDS eInduction Containers	--	--
% Mailer Transported eInduction Containers	--	--
% USPS Transported eInduction Containers	--	--
% eInduction Containers Continuous	79.05%	79.05%
% eInduction Containers non-SV	79.05%	79.05%
% eInduction Containers with Manual Overrides	--	--
% eInduction Containers not Released	79.05%	79.05%
% SV eInduction Containers Scanned & Accepted w/o Error	100.00%	100.00%

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
# 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 SV
#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

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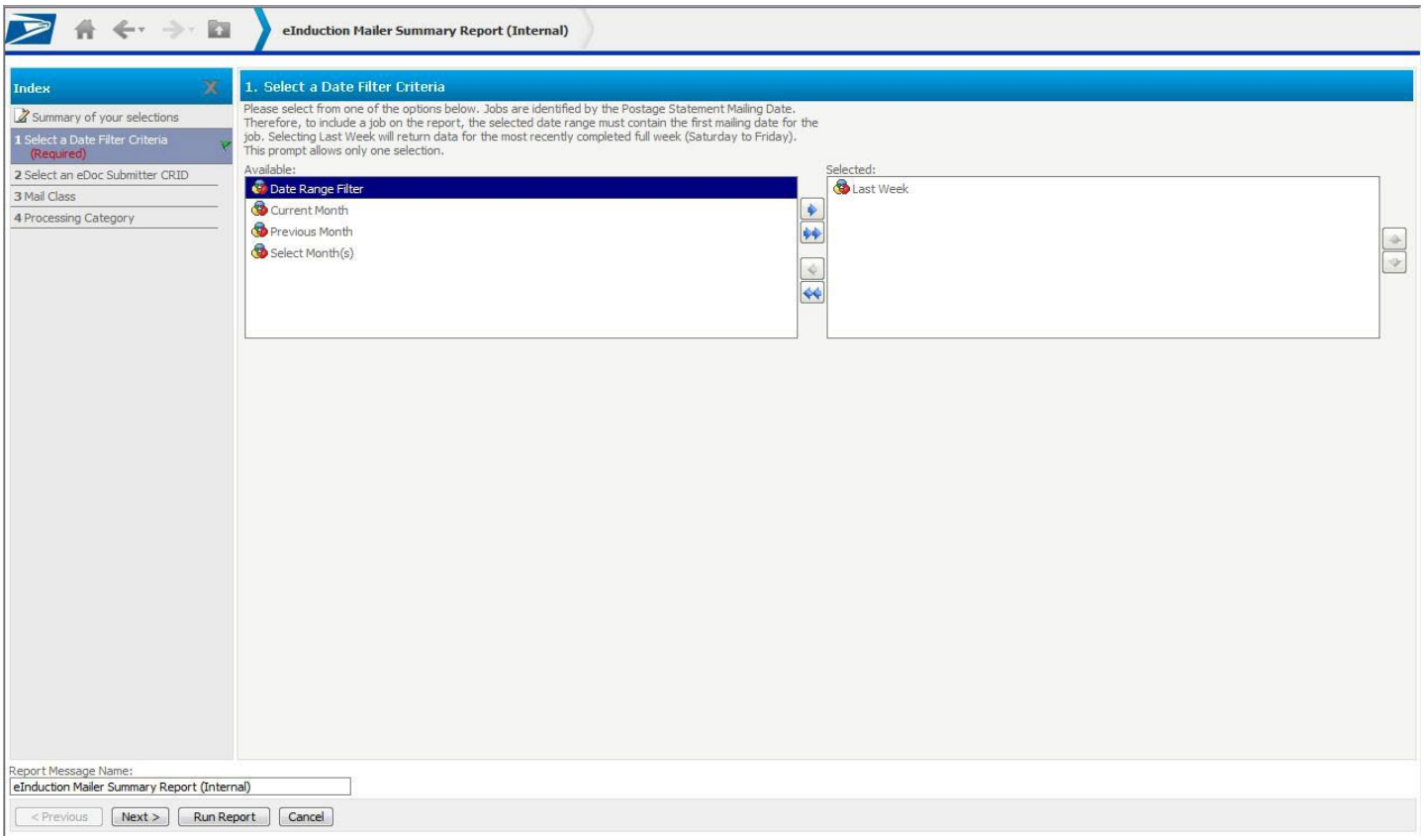
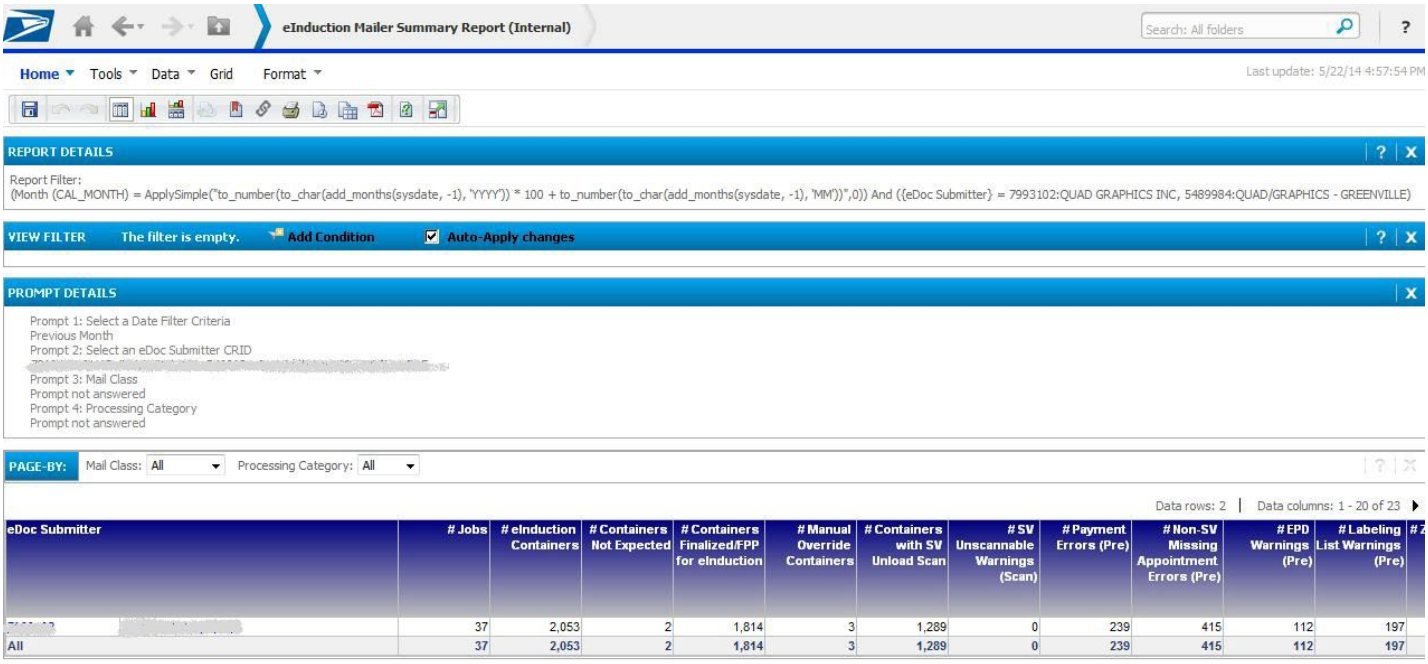


Figure 11-19 eInduction Mailer Summary Report Search

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.



eDoc Submitter	# Jobs	# 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)
	37	2,053	2	1,814	3	1,289	0	239	415	112	197
All	37	2,053	2	1,814	3	1,289	0	239	415	112	197

Figure 11-20: eInduction Mailer Summary Report

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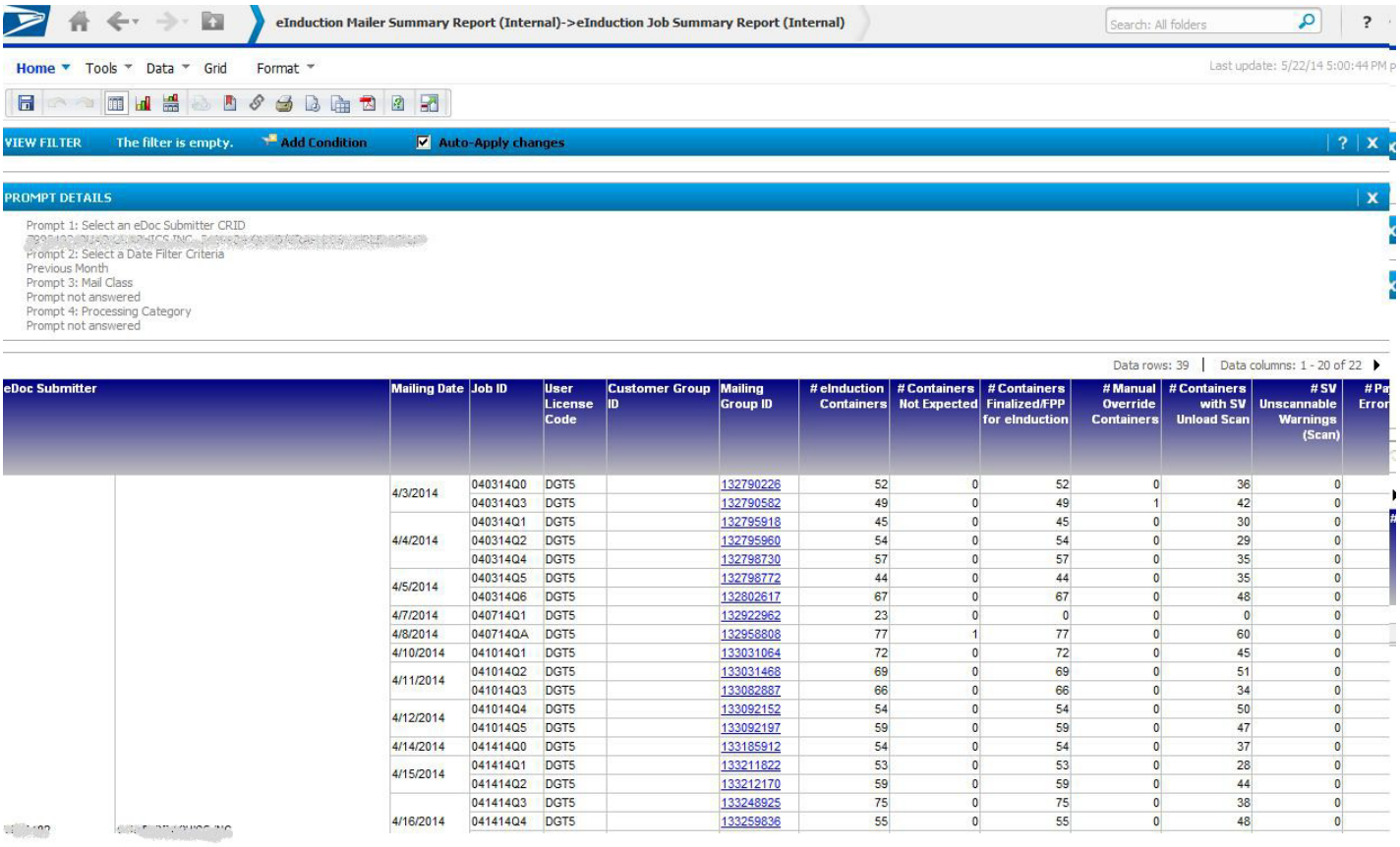
The Mailer Summary Report shows the metrics introduced above for a CRID over the selected date range. The user can drill into each CRID by left clicking the CRID or Mailer Name to view the details by Mailing Date or Job ID, as shown below in Figure 11-21.



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	# SV 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	
	4/4/2014	040314Q1	DGT5		132795918	45	0	45	0	30	0	
		040314Q2	DGT5		132795960	54	0	54	0	29	0	
		040314Q4	DGT5		132798730	57	0	57	0	35	0	
	4/5/2014	040314Q5	DGT5		132798772	44	0	44	0	35	0	
		040314Q6	DGT5		132802617	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	
	4/11/2014	041014Q2	DGT5		133031468	69	0	69	0	51	0	
		041014Q3	DGT5		133082887	66	0	66	0	34	0	
	4/12/2014	041014Q4	DGT5		133092152	54	0	54	0	50	0	
		041014Q5	DGT5		133092197	59	0	59	0	47	0	
	4/14/2014	041414Q0	DGT5		133185912	54	0	54	0	37	0	
	4/15/2014	041414Q1	DGT5		133211822	53	0	53	0	28	0	
		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

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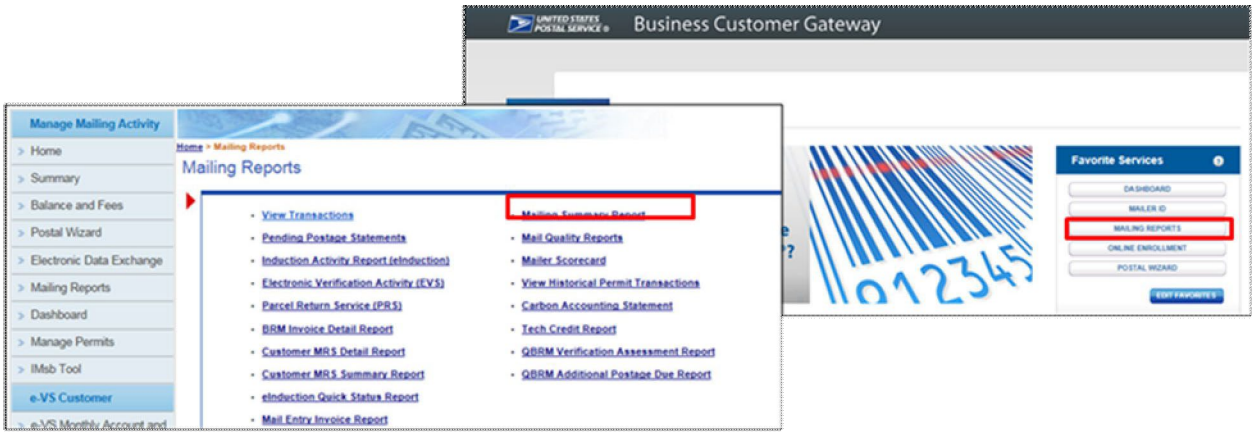

Figure 11-22: Errors by Transportation Carrier Report Login

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

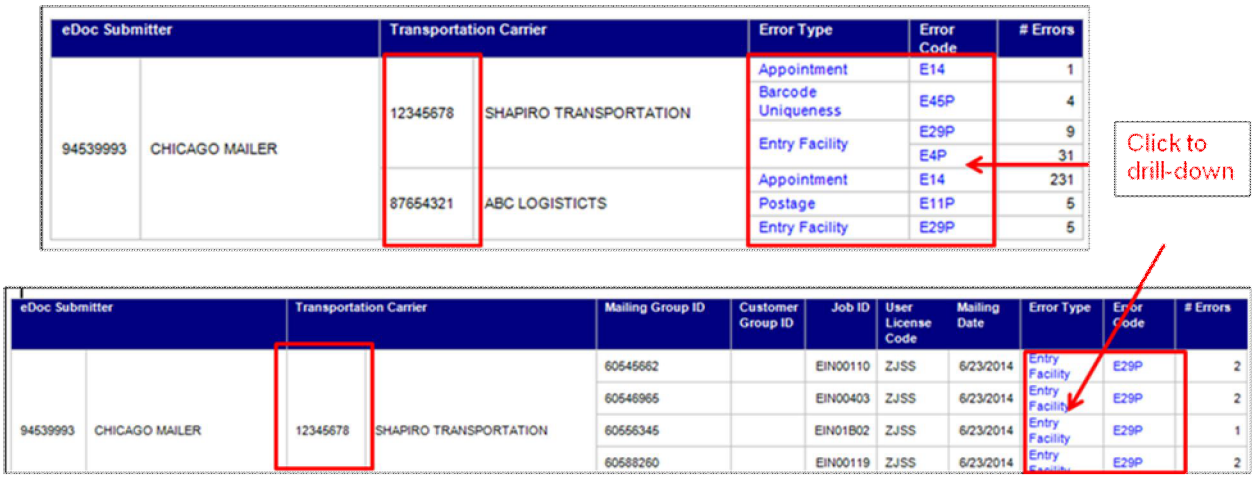

Figure 11-23: Errors by Transportation Carrier Report Results

12 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). A Continuous Mailer Reconciliation Report can be generated in the *PostalOne!* system to track unpaid containers until they are paid.

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Registration Process

Mailers may request to register a Mailer ID (MID) as Continuous for eInduction by sending an email to Recon@usps.gov. Be sure to include the following company information in the body of the email.

- Business Location/CRID
- Company Address
- Mailer ID (MID)

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

1,1 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	*MailPieceCreateRequest* message *MailPieceBlockGroup* *MailPieceBlock* *MailOwnerBlock*	MailOwnerMID6 MailOwnerMID9
2	MPA	Mailer ID of mail owner	*MailPieceCreateRequest* message *MailPieceBlockGroup* *MailPieceBlock* *MailOwnerBlock*	CRID
3	CPT	CRID of mail owner	*QualificationReportCreateRequest* message *ContainerInfoData*	MailOwnerCRID
4	MPA	CRID of mail owner	*MailPieceCreateRequest* message *MailPieceBlockGroup* *MailPieceBlock* *MailOwnerBlock*	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 13-1 Mail Piece Mail Owner

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1.2 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	*QualificationReportCreateRequest* message *QualificationReportPreparer* block	MailOwnerMID6 MailOwnerMID9
2	MPA	CRID of mail preparer	*QualificationReportCreateRequest* message *QualificationReportPreparer* block	CRID
3	NA	N/A	*QualificationReportCreateRequest* message *QualificationReportPreparer* block	Permit Number, Permit Type, PermitZIP4, or Publication Number (must be within the same finance number associated with the mailing group)

Table 13-2: Mail Piece Mail Preparer

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14 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

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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 14-1 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	• 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.

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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 14-2 Mail.XML Fields

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15 Appendix E – Resources

1.1 Intelligent Mail Guides and Specs

For those new to Full-Service Intelligent Mail, there are several guides, specifications and manuals that will get you started and give a broad overview of the fundamentals of the program. https://postalpro.usps.com/GuidesandSpecs

1.2 Publication for Streamlined Mail Acceptance for Letters and Flats (Pub 685)

Streamlined Mail Acceptance for Letters and Flats (Pub 685) contains the policies and processes for the verification of eligible business mailings using tools provided by Intelligent Mail® Full-Service, eInduction, and Seamless Acceptance. https://postalpro.usps.com/StreamlinedMailAcceptLettersFlatsPub685

1.3 Guide to Mailer Scorecard

The Postal Service provides mailers with access to a mail quality tool, the Mailer Scorecard, which displays a dashboard view of the results of the letter and flat mailing activity within each of these initiatives over a calendar month. This view is available to both the mailer who submitted the electronic documentation for the mailing (eDoc submitter) and the mail owner. https://postalpro.usps.gov/MailAcceptanceReportingGuide

1.4 USPS Technical Specifications for Mail.dat and Mail.xml

The USPS provides a comprehensive technical guide that outlines steps for exchanging electronic data with the PostalOne! ® system using the Mail.dat® file format. It also provides Mail.XML technical support for mailers/vendors and support is only specific to the business rules it pertains to implementation of business transactions, error codes/descriptions, and exception handling with the Mail.XML implementations. https://postalpro.usps.com/node/3839

1.5 Intelligent Mail Container Barcode (IMcb)

The Intelligent Mail® Container barcode (IMcb) will be applied to Mailer-generated container labels and is designed to be scanned at acceptance and at other points throughout transportation and processing. The Intelligent Mail Container barcode allows each container to be associated with a unique mailing and facilitates tracking of containers throughout the mail processing network. Intelligent Mail Container Barcode Technical Specifications | PostalPro

1.6 Facility Access and Shipment Tracking (FAST)

The Facility Access and Shipment Tracking (FAST®) system allows mailers to provide advanced notification of drop shipment and origin entered mailings into postal facilities. FAST provides business mail owners, preparers, and schedulers enhanced visibility of their scheduled mailings at each facility. To make an appointment, log in to your FAST account. https://postalpro.usps.com/operations/FAST

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16 Appendix H – Revision History

The Changes from Version 14.1 (05/01/2015) to Version 14.2 (07/10/2026):

Date	Section	Reason For Changes	Version
7/10/26	14	Removed Appendix B: Postal Wizard – information on Postal Wizard can be found on PostalPro	14.1
7/10/26	17	Removed Appendix E: Container Status Query Process	14.1
7/10/26	18	Removed Appendix F: eInduction Errors – information available in Pub 685	14.1
7/10/26	General	Updated information on different sections with policy changes	14.1

Figure 16-1 Revision History

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