

Mail.dat[®] 02-2 Specifications for Confirm[®] and Entry Information

Version 2.2

Release: October 2003

Mailers submitting Mail.dat (02-2 specification) to PostalOne![®] are able to enjoy the services offered by Confirm and/or Entry Information without having to submit additional files to these USPS systems. Mailers will continue to submit Mail.dat files to PostalOne! and any data that relates to Confirm and/or Entry Information will automatically be loaded into the appropriate system(s). PostalOne! transfers files containing a Shipment ID (CSM.Confirm Barcode) to a transformation engine whereby EMD elements are extracted/manipulated to generate an EMD file.

This document provides specifications for Mail.dat version 02-2 creation, defining the business rules and field mappings necessary to ensure that mailers correctly populate files comprising Mail.dat file sets to take advantage of the Confirm and/or Entry Information services. Please reference the Barcode Specification for Entry Information document to view the specifications for creating the Shipment ID barcode to be placed on the PS Forms 8125 or 3152-A for each shipment.

Note: These specifications must be followed in order for information in Mail.dat to be loaded into Confirm and/or Entry Information. These specifications are in addition to the Mail.dat Specifications for version 02-2 (developed by IDEAlliance). Successfully submitting Mail.dat to PostalOne! does not ensure that the files are properly populated for Entry Information and Confirm. It is highly recommended that Confirm and/or Entry Information system customers utilize the Test Mail.dat functionality on the Mail Tracking & Reporting site located at <https://mailtracking.usps.com/mtr/emd/testmaildat/testMailDat.pge>, in conjunction with the PostalOne! file validation tool prior to submission.

1.0 Business Rules

The following business rules define how Mail.dat must be populated in order for the information to be successfully translated by Confirm and/or Entry Information.

1.1 File Format

The records within a file must be in accordance with the Mail.dat – Database Design Chart and Record Layout 02-2 Specifications (i.e. duplicate rows are not allowed within a file such that two rows have the same key fields). The records between files must also be in accordance with the Mail.dat – Database Design Chart and Record Layout 02-2 Specifications (i.e. child records can only exist if a parent record exists in the parent file). Mail.dat files can be validated using the PostalOne! validation tool available on the PostalOne! website.

Note: Additional validation will be performed by Confirm/Entry Information to ensure that the files meet the additional business rules for the applications.

1.2 Job Status

A Job will be recognized as containing Confirm and/or Entry Information data if the Job is current and at least one of the related containers of the Job is marked as Ready to Pay or Transportation Information Update and the same container has a valid Confirm Barcode. This logic can be stated as follows:

Mail.dat contains Confirm and/or Entry Information data if:

- HDR.HeaderHistory Status = "C"
- and

At least one Container for the given Job is returned where:

- CSM.Container Status = "R" or "T"
- and
- CSM.Confirm Barcode = 20 alphanumeric characters

Note: Only the containers that meet the above criteria will be utilized to generate an EMD file.

1.3 Mandatory Files

The following files must be submitted to PostalOne! at a minimum (for Confirm and Entry Information programs) to derive an EMD extract:

- Header
- Component
- Container Summary

1.4 File Updates

Customers submitting Mail.dat to PostalOne! for EMD have two methods of updating EMD: online via Confirm and/or Entry Information sites, or via a subsequent file set submission to PostalOne! with updated data, provided the mailing has not been dropped at the induction facility. Shipment/ mailing data mapped to an EMD may only be deleted online.

If the customer creates any of the following files, they should be included with any updates to PostalOne!. This applies to any update that modifies a Job recognized as containing Confirm and/or Entry Information data (see Job Status for the criteria of a Job to contain Confirm and/or Entry Information):

- Header
- Component
- Container Summary
- Container Label
- Mail Piece Unit
- Seed Name
- Single Piece
- Manifest Individual

Note: For a submission with record status of Update, please ensure all files necessary for the EMD extract are included in this submission, not only the particular files containing the updated data. These files should be submitted even if the information in the given files does not contain updates. Submitting the files again is necessary so that the appropriate information can be passed to Confirm and/or Entry Information.

Warning: Data may not be loaded into Confirm and/or Entry Information if an update is submitted shortly after the original (or another update) is submitted for a given Job. As a general rule, a Job should not be submitted to PostalOne! within 4 hours of the last submission for the same Job.

1.5 Mandatory Fields

The following fields must be populated and must meet the formatting requirements listed below:

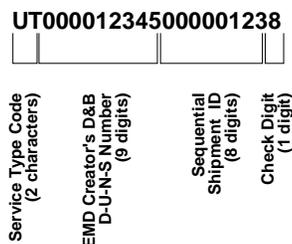
File Name	Field Name	Field Length*	Data Type*
Header (HDR)	Job Name/Title & Issue	30	A/N
Container Summary (CSM)	Entry Point – Actual/Physical – Postal Code	5	N
	Scheduled Induction Date	8	N
	Number of Pieces	8	N
	Confirm Sequential Shipment ID Barcode	20	A/N
Component (CPT)	D-U-N-S® Number – Mailing Facility	9	N
	Mail Owner's Mailing Reference ID	20	A/N

* The Field Length and Data Type are requirements per the EMD version 4.0 specification.

Note: The following fields have special rules:

Confirm Barcode

- This field must be exactly 20 alphanumeric characters. It is a unique barcode ID for an individual shipment. The Confirm Barcode must correspond to the Shipment ID barcode placed on the PS Form 8125 or 3152-A. The barcode must be comprised of the following components:



- Please refer to the Barcode Specification for Entry Information document for the details of creating the Shipment ID Barcode to be placed on the PS Forms 8125 or 3152-A for each shipment.
- All Mail.dat users for a given D-U-N-S Number – Mailing Facility need to ensure that they do not submit the same Confirm Barcode for two different shipments within a calendar year.

D-U-N-S Number – Mailing Facility

- This field can only be populated with numbers.
- This field should still be treated as an alphanumeric field per the Mail.dat 02-2 specifications (i.e. the values in it should be left justified) but only numbers should be populated in the field.
- Do not pad with leading zeros.
- The first 9 positions (positions 183-191) of the field must be populated with the D&B Number. Only the values from the first 9 positions will be loaded into Entry Information.

Entry Point – Actual/Physical – Postal Code

- This field can only be populated with numbers.
- This field must be exactly 5 or 9 numbers.
- This field should still be treated as an alphanumeric field per the Mail.dat 02-2 specifications (i.e. the values in it should be left justified) but only numbers should be populated in the field.
- Do not pad with zeros, or apply trailing zeros.
- This must be a valid USPS recognized facility ZIP Code.

Mail Owner's Mailing Reference ID

- If the mailing is PLANET Coded®:
 - This field can only be populated with numbers.
 - This field should still be treated as an alphanumeric field per the Mail.dat 02-2 specifications (i.e. the values in it should be left justified) but only numbers should be populated in the field.
 - Do not pad with leading zeros.
 - Only the values from the first 8 positions of the field (positions 268 – 275) will be loaded into Confirm and Entry Information.
- If the mailing is not PLANET Coded:

- This field can be populated with alphanumeric characters.
- Only the values from the first 20 positions of the field (positions 268 – 287) will be loaded into Entry Information.

1.6 Other Business Rules

Multiple Mail Owner Job Numbers processed by one Job

From the Component file, only the first Mail Owner's Mailing Reference ID (Mail Owner Job Number in Entry Information and Mailing ID in ASN) will be used for a given Job ID (Mailer Job Number in Entry Information) when transforming the data to Confirm and/or Entry Information. Jobs that are used to process/prepare mail from multiple Mail Owner Job Numbers are not supported in the transformation to Confirm and/or Entry Information.

One Mail Owner Job Number split across multiple Jobs

From the Component file, only the first D-U-N-S Number – Mailing Facility, D-U-N-S Number – Mail Owner, Permit Number, and Permit ZIP + 4 will be used for a given Job ID when transforming the data to Confirm and/or Entry Information.

If multiple Jobs are used to process/prepare the mail for one Mail Owner Job Number, then the following fields for those Jobs should all be consistent:

- HDR.Job Name/Title & Issue
- CPT.Duns Number – Mailing Facility
- CPT.Duns Number – Mail Owner
- CPT.Permit Number
- CPT.Permit ZIP + 4

Container Values

The container values for a given shipment are assumed to be the same (except for the number of pieces). The Mail.dat data structure supports different attributes for the same Shipment ID but only one record will be used to determine the following for a shipment:

- CSM.Entry Point – Actual/Physical – Postal Code
- CSM.Entry Point – Actual/Physical – Facility Type
- CSM.Reservation Number
- CSM.Scheduled Induction Date
- CSM.Scheduled Induction Time

1.7 PLANET Coded Mailings

If the mailing is PLANET Coded then the following rules must also be followed:

Valid Service Codes must be used when populating any of the following fields:

- SEG.Static Confirm Code
- SNR.PLANET Codes
- SPR.PLANET Codes
- MIR.PLANET Codes

The Scheduled Induction Date cannot be more than a year in the future.

If the Scheduled In-Home Date is populated, then the Additional In-Home Range must also be populated.

The Scheduled In-Home Date cannot be less than either the current date or the Scheduled Induction Date.

All containers on a given shipment (i.e. Confirm Barcode) must have the same value for the following fields:

- CSM.Scheduled Induction Date
- CSM.Scheduled Induction Time
- CSM.Entry Point – Actual/Physical – Postal Code
- CSM.Scheduled In-Home Date
- CSM.Additional In-Home Date

A Job can only be PLANET Coded using one method (static or variable). Different Segments cannot be used within a Job to differentiate the PLANET Coding method. Only the first Confirm Indicator for a given Job will be accepted.

If the Job (with multiple segments) uses a static PLANET Code, each segment must use the same PLANET Code. Only the first PLANET Code from the first segment will be used.

If a static PLANET Code is used then it is assumed that all mail pieces in the Job contain the same PLANET Code and you must:

- Set the Segment.Confirm Indicator = "S"
- Populate the Static Confirm Code in the Segment file with the PLANET Code to be used for the Job.
Note: The Static Confirm Code must be 11 to 13 numeric characters

If variable PLANET Codes are used then one of the following options must be used:

i. Using the Seed Name file:

- Set the Segment.Confirm Indicator = "N"
 - The Seed Name file must exist
 - Populate the PLANET Code in the Seed Name file
- Note:** The PLANET Code must be 11 to 13 numeric characters

ii. Using the Single Piece file

- Set the Segment.Confirm Indicator = "P"
 - The Single Piece file must exist
 - Populate the PLANET Code in the Single Piece file
- Note:** The PLANET Code must be 11 to 13 numeric characters

iii. Using the Manifest Individual file:

- Set the Segment.Confirm Indicator = "R"
 - The Manifest Individual file must exist
 - Populate the PLANET Code in the Manifest Individual file
- Note:** The PLANET Code must be 11 to 13 numeric characters

2.0 Barcode Specifications

Please refer to the Barcode Specification for Entry Information document for the details of creating the Shipment ID Barcode to be placed on the PS Forms 8125 or 3152-A for each shipment.

3.0 EMD to Mail.dat Mapping

For mailers currently utilizing the EMD file format to submit data to Entry Information, the following table depicts the field mappings between the EMD and Mail.dat files. The fields are not mapped directly. As such, some manipulation/joining of the data takes place in generation of the EMD file.

EMD v4 Field	Mail.dat	
	File Name	Field Name
Shipment ID	Container Summary	Confirm Barcode
Mailer's D&B Number	Component	D-U-N-S Number – Mailing Facility
Drop Location Facility ZIP Code	Container Summary	Entry Point – Actual/Physical – Postal Code
Drop Location Facility Type Code	Container Summary	Entry Point – Actual/Physical – Facility Type
DSAS Appointment Number	Container Summary	Reservation Number
Transportation Owner's D&B Number	Container Summary	Transportation D-U-N-S Number
Drop Date	Container Summary	Scheduled Induction Date

EMD v4 Field	Mail.dat	
	File Name	Field Name
DSAS Appointment Time	Container Summary	Scheduled Induction Time
Mail Owner's Job Number	Component	Mail Owner's Mailing Reference ID
Mailing Name	Header	Job Name/Title & Issue
Mail Owner's D&B Number	Component	D-U-N-S Number – Mail Owner
Mailer's Job Number	Header	Job ID
Mail Class Code	Mail Piece Unit	Mail Piece Unit – Class
Mail Type Code	Mail Piece Unit	Mail Piece Unit-Processing Category
Presort Level	Container Label	Container Label CIN Code
In Home Delivery Start Date	Container Summary	Scheduled In-Home Date
In Home Delivery End Date	Container Summary	Additional In-Home Range
Permit Account Number	Component	Permit Number
Permit ZIP Code	Component	Permit ZIP+4
Piece Count of the Mailing	Container Summary	Number of Pieces

EMD v4 Field	Mail.dat	
	File Name	Field Name
Estimated Piece Count of Drop	Container Summary	Number of Pieces
PLANET Code	If Segment.Confirm Indicator = "S" then use the Segment file	Static Confirm Code
	If Segment.Confirm Indicator = "N" then use the Seed Name file	PLANET Code
	If Segment.Confirm Indicator = "P" then use the Single Piece file	PLANET Code
	If Segment.Confirm Indicator = "R" then use the Manifest Individual file	PLANET Code
Number of Mail Pieces PLANET Coded	If Segment.Confirm Indicator = "S" then use the Container Summary file	Number of Pieces
	If Segment.Confirm Indicator = "N" then use the Seed Name file	N/A
	If Segment.Confirm Indicator = "P" then use the Single Piece file	N/A
	If Segment.Confirm Indicator = "R" then use the Manifest Individual file	N/A
EMD Version	N/A	N/A

EMD v4 Field	Mail.dat	
	File Name	Field Name
Bundle Id Barcode	If Segment.EMD Barcode Indicator (SEG position 234) = "P" then use the Container Summary file and Package Quantity file	Unique Container ID (4 A/N + 8 N) + Package Id
	If Segment.EMD Barcode Indicator (SEG position 234) = "S" then use the Container Summary file	Unique Container ID (4 A/N + 8 N) + Entry Point – Actual/Physical – Postal Code
	If Segment.EMD Barcode Indicator (SEG position 234) = "M" then use the Segment file	EMD Generic Package Barcode
ZIP Code	Package Quantity Record	Package ZIP Code
Carrier Route Number	Package Quantity Record	Package Carrier Route
Number of Bundles Barcoded	Package Quantity Record	N/A
Piece Count of Coded Bundles	Package Quantity Record	Number of Copies
Number of non-Barcoded Bundles	N/A	N/A
Piece Count of non-Barcoded Budles	N/A	N/A