



## **Entry Information User Guide**

**Version: 3.0**

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# 1. How Entry Information Works

## Overview

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Entry Information allows you to track and receive electronic notification of the location, date, and time that your shipments enter the mailstream. This service is currently being tested with a pilot program of volunteer customers.

These customers may use Entry Information to:

- Track mail entry time and predict delivery.
- Receive information by email, electronic files, or through online reports.
- Send information to (1) the company that tenders the shipment and (2) the owners of individual mailings.
- Help postal service operational planning and operational efficiency through notification of incoming mail volumes.

## How it Works

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The customer first electronically transmits to the Postal Service Electronic Mailing Data (EMD) which describes the mail that will be a part of their shipments. The contents of the EMD are then stored in the Mail Tracking & Reporting mailing database. When the physical shipment is ready to be transported, the customer completes and adds a shipment barcode to the appropriate business mail PS Form (PS Forms 8125 or 3152-A) that is transported with the mailing(s). The PS Form used is dependent upon the mail type of the mailing and the induction method. When USPS takes ownership of the physical shipment (e.g., when the shipment has been unloaded at the destination entry facility), a USPS dock clerk scans the barcode and an Entry Scan recording the induction point and time for the shipment (and its respective mailings) is captured. The Mail Tracking & Reporting system then notifies the respective customer(s) of the scan times and locations via email and/or File Transfer Protocol (FTP).

Mail Tracking & Reporting integrates with PostalOne!® to further streamline the mail tracking process for customers. Customers of both Entry Information and PostalOne! now have the option of sending EMD to Mail Tracking & Reporting using Mail.dat®. Customers may submit a completed Mail.dat file set to PostalOne!. If the file set contains all the appropriate fields required for EMD submission, the information is automatically passed from PostalOne! to Mail Tracking & Reporting from which the customer will receive shipment induction notification. A separate EMD need not be submitted

Entry Information data and processes can be accessed through the Mail Tracking & Reporting site through the National and Premiere site on usps.com. The URL is [www.usps.com/nationalpremieraccounts](http://www.usps.com/nationalpremieraccounts).

## 2. How to Participate in Entry Information

To participate in the Entry Information service, follow these steps:

### Step 1:

Each company wishing to receive Entry notifications must complete an Entry Information Registration Form (e.g., if a mailer consolidates mailings for multiple mail owners who require Entry Scan notification, both the mailer and each mail owner must complete separate applications). The Entry Information Registration Form may either be completed and submitted online or downloaded and mailed to the National Customer Support Center (NCSC).

### Step 2:

For Mail Tracking & Reporting web site access, complete the PS Form 1357-S. Instructions are included on the form. If you plan to FTP Electronic Mailing Data (EMD) files, please indicate this on the form. Note: A PS Form 1357-S must be completed by each individual requiring access to the web site.

### Step 3:

Customers responsible for submitting EMD to USPS must produce and submit a sample EMD file in accordance with the EMD Specification to the NCSC for review. Customers can test their EMD files by utilizing the Test EMD function available from the Entry Information section of the navigation area. Customers that will only be receiving notification do not need to provide sample files.

### Step 4:

Customers responsible for submitting EMD must also produce and submit 20 sample shipment ID barcodes printed on either PS Form 8125 or 3152-A in accordance with the Barcode Specification for Mail Tracking & Reporting. Customers that will only be receiving notification do not need to provide sample barcodes.

### Step 5:

Customers that plan to submit EMD via Mail.dat must also be registered with PostalOne!. For more information about PostalOne! and its application process, visit the USPS PostalOne! Homepage. In addition to the basic Mail.dat standards, Mail.dat files submitted to PostalOne! containing EMD information must meet the formatting requirements contained in the Mail.dat 02-2 Specifications for Confirm® and Entry Information. The customer responsible for submitting EMD via Mail.dat must also produce and submit a sample Mail.dat file by utilizing the Test Mail.dat function available from the Entry Information section of the navigation area.

### Step 6:

The NCSC will test the quality of the sample EMD or Mail.dat files and barcodes. If errors are found, you will be required to submit corrected samples for retesting.

### Step 7:

Send the completed Registration Form (if not submitting online), original PS Form 1357-S, sample EMD or Mail.dat files, and sample shipment ID barcodes to:

National Customer Support Center  
United States Postal Service  
Entry Information  
6060 Primacy Pkwy Ste 201  
Memphis, TN 38188-0001

Phone: 1-877-640-0724

Email: [entryinf@email.usps.gov](mailto:entryinf@email.usps.gov)

Upon approval, the NCSC will notify you of your Mail Tracking & Reporting User ID and Password. If you have any questions regarding Entry Information please contact the NCSC at 1-877-640-0724 or by email at [entryinf@email.usps.gov](mailto:entryinf@email.usps.gov).

## 3. How to Submit Pre-Shipment Data

### Overview

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#### **What is the purpose of pre-shipment data?**

Pre-shipment data provides the Postal Service with an upfront profile of your mailing. This profile allows the Postal Service to generate accurate “start-the-clock” data and measure the service performance of the mailing using information provided by the mailer in a standard format. Pre-shipment data must be transmitted to the Postal Service prior to or at the time that shipments are dropped.

#### **When is pre-shipment data prepared and submitted?**

Pre-shipment data is prepared and submitted in advance of the mailing being processed at the Postal Service. Pre-shipment data should be submitted in advance of a shipment drop to allow the system adequate time to process information. In the event that the date, time, size, makeup, or location of mailings changes after initial submission of the information, mailers must refresh their pre-shipment data to reflect changes in mailing characteristics.

#### **What are the means for providing pre-shipment data to the Postal Service?**

The Postal Service offers two means for mailers to provide pre-shipment data:

- Electronic Mailing Data (EMD)
- Mail.dat

## Electronic Mailing Data

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### What is EMD?

The EMD data file is a single data file in comma-delimited, flat-file format. Each record is made up of a single row of data consisting of 24 data element fields. An entry is desired for all fields in each record. If an optional data element is not provided, the EMD file should indicate a null value by two commas adjacent to each other. For details on creating the EMD, please refer to Appendix A: "Electronic Mailing Data (EMD) Specification".

Customers complete the EMD preparation process by printing the proper Shipment ID barcode on the documentation (PS Form 8125 or PS Form 3152-A) accompanying the mail at the point of induction. The barcode is scanned by Postal Service personnel using handheld scanners to "start the clock" on the mail in a shipment.

### What is included in EMD?

Electronic Mailing Data (EMD) provides electronic notification of Postal Service shipment induction location and time to business mailing customers (including mail owners, mailers, consolidators, and transporters). There are four possible customer types in the EMD: Mail owner, mailer, consolidator, and transporter. The mail owner is the company for whom the mailing has been created. The mailer produces and addresses the mailpieces. The consolidator organizes and consolidates the shipment. The transporter physically ships the mailing.

The ability to update mailing and shipment information is limited to the customer that created the EMD. This person is called the creator. The creator can be the mailer owner, mailer, consolidator, or transporter depending on who is ultimately responsible for submitting the EMD. All customers associated with the mailing or shipment can access the mailing and shipment information to which they are associated and will receive notification of the scans in their preferred method.

### How do mailers prepare and submit an EMD?

EMD can be prepared and submitted any of three ways:

- The customer may manually enter and submit the data via the Mail Tracking & Reporting web site at <https://mailtracking.usps.com>. In order to manually create EMD online, you must create mailing and shipment information and then associate the mailings to the shipments. A shipment is defined as one load of any number of mailings identified by one PS Form 8125 or 3152-A to be dropped at one facility. Shipment IDs must be unique for a 12-month period.
- The customer may prepare a data file using a proprietary system and submit that file to the Postal Service via the Mail Tracking & Reporting web site. You can use the Test Pre-Shipment Data function to ensure that an EMD file is formatted correctly and to identify errors for correction prior to submission.

- The customer may prepare a data file using a proprietary system and submit that file to the Postal Service via FTP. You can use the Test Pre-Shipment Data function to ensure that an EMD file is formatted correctly and to identify errors for correction prior to submission.

There is no system limit on how far in advance EMD can be submitted. However, mailers should aim to submit the information close to the time that a mailing takes place. This will reduce the likelihood that changes in the mailing will occur and enable the system to associate the data with specific “start the clock” events.

## **How do mailers modify EMD after it has been submitted?**

In the event that the date, time, size, makeup, or location of mailings changes after initial submission of the information, the system enables mailers to delete or update their mailing profile via the Mail Tracking & Reporting web site. EMD can be updated, but not deleted, via file resubmission. Once an entry scan has been received for a shipment, data for that shipment can no longer be updated.

## **What information is available when an EMD is submitted?**

When a mailing is inducted and the Shipment ID barcode is scanned, you can receive Entry Scan notification information via email, FTP or both, and can also review entry scan data on the Mail Tracking & Reporting web site.

## **How is EMD submitted via FTP?**

In order to submit EMD files via FTP, you must first complete and submit PS Form 1357-S to the National Customer Support Center (NCSC). Upon application approval, the NCSC will send you a login and password for the Mail Tracking & Reporting FTP server. Using your own FTP client, you may then log in to the Mail Tracking & Reporting FTP server to submit EMD files.

Each customer that requests FTP access will be set up with two directories on the FTP server (Note that “[customer name]” refers to the login that was assigned to you by the NCSC):

- /incoming/tes/[customer name] – This is the directory that you will automatically access after logging in to the server. All EMD files must be sent to this directory in order to be processed. EMD files will be deleted from this directory once they are processed.
- /outgoing/tes/[customer name] – This is the directory that will host the EMD retrieval logs generated by the system each time EMD files are retrieved and processed from your directory. It is recommended that you check this directory on a regular basis to ensure that your EMD files are being processed properly by the system.

## **What is the FTP EMD Retrieval Log?**

An EMD retrieval log is created or updated each time Mail Tracking & Reporting processes EMD files from a customer directory. If the file is processed successfully an entry is written to the log with the name of the file processed and a message confirming its successful validation. If the file cannot be processed successfully an entry is written to the log with the name of the file processed and a message indicating the error(s) found in the file and the error location.

It is recommended that you check this directory on a regular basis to ensure that your EMD files are being processed properly by the system. Files that were not processed successfully may be fixed and resubmitted.

All FTP EMD retrieval logs are stored in the /outgoing/tes/[customer name] directory (“[customer name]” refers to the login that was assigned to you by the NCSC). The naming convention for the logs is as follows:

**emdretrieval\_[date log was generated].log**

(e.g., a log named “emdretrieval\_10022003.log” would be a log generated on October 2, 2003)

Only one log file will be created for each day, and a log file will be created only when there are files to process. When multiple files are processed, the system will automatically update the original file that was created for that day. Log files will be maintained in this directory for 30 days before being deleted from the server.

**Note:** you may also configure the system such that you will receive email notifications of failed EMD FTP submissions via the FTP notification function.

## Mail.dat

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### When to use Mail.dat

Mail Tracking & Reporting mailers should generate and submit pre-shipment data via Mail.dat if they are PostalOne! customers certified to submit Mail.dat files and can populate Mail.dat with the appropriate EMD information. Mailers submitting Mail.dat to PostalOne! are able to enjoy the services offered by Entry Information without having to submit additional files to other Postal Service systems.

### How do mailers prepare and submit Mail.dat files?

Mailers must correctly populate their Mail.dat files in order to take advantage of Entry Information services (see “PostalOne!: A Guide for Electronic Data Exchange”, available on the PostalOne! web site at [www.uspspostalone.com](http://www.uspspostalone.com), for details). The records within a file must be in accordance with the Mail.dat — Database Design Chart and Record Layout 02-2 Specifications. 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 tested to ensure they meet PostalOne! specifications using the PostalOne! validation tool available on the PostalOne! web site at <http://www.uspspostalone.com/filevalidator/validate.cfm>.

In addition, mailers should follow the “Mail.dat 02-2 Specifications for Confirm and Entry Information” (see Appendix B) document to help ensure proper creation of the files. Upon preparation and submission of the file(s), the system will automatically send the required data to Mail Tracking & Reporting. Mail.dat files can be tested to ensure they meet the additional requirements for Mail Tracking & Reporting by using the validation tool available on the Mail Tracking & Reporting web site at <https://mailtracking.usps.com>. A complete Mail.dat set includes the header file, container summary file, and the component file. The Mail.dat validator allows the customer to choose each of these files separately for validation, in addition to the optional segment file and package quantity record. Note: the Mail Tracking & Reporting Test Mail.dat function only validates business logic not handled by PostalOne! validation. Prior to executing the Mail Tracking & Reporting Test Mail.dat function, all Mail.dat file sets should be validated using the PostalOne! online validation tool.

PostalOne! will recognize a job as containing 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” and has a Confirm Barcode/Shipment ID in the container summary file.

Files are submitted via the PostalOne! pilot web site at <http://www.uspspostalone.com>.

As a general rule, the Mail.dat file should be submitted at least 4 hours prior to the scheduled induction date and time. The scheduled induction date cannot be more than a year in the future from when the file was submitted. Mailers should aim toward submitting the information close to the time that a mailing takes place in order to reduce the likelihood that changes in the mailing will occur.

Customers complete the preparation process by printing the proper Shipment ID barcode on the documentation (PS Form 8125 or PS Form 3152-A) accompanying the mail at the point of induction. The

barcode is scanned by Postal Service personnel using handheld scanners to “start the clock” on the mail in a shipment.

### **How do mailers update Mail.dat information once it has been submitted?**

In the event that the date, time, size, makeup, or location of mailings changes after initial submission of the information, the system enables mailers to delete or update their mailing profile via the Mail Tracking & Reporting web site. EMD for Mail.dat can be updated, but not deleted, via file resubmission. Once an entry scan has been received for a shipment, data for that shipment can no longer be updated.

### **What information is available once Mail.dat files are submitted?**

When a mailing is inducted and the Shipment ID barcode is scanned, mailers can receive Entry Scan notification information via email, FTP or both, and can also review their entry scan data on the Mail Tracking & Reporting web site. As PostalOne! customers, mailers also have access to associated reporting tools.

## 4. How to Receive Data

You can choose to be notified of Entry Scans via email, FTP, or both email and FTP. Reports displaying Entry Scans for mailings and shipments are also available from the Mail Tracking & Reporting web site.

### How do customers receive FTP Notification?

If you wish to receive Entry Scan notification via FTP, it is necessary to set up a Host and a Notification Schedule. By setting up a Notification Schedule you determine what time(s) the host server will receive a batch file of Entry Scans (note: you can select up to four file transmissions per day). Once the host receives data via FTP, an email confirmation is sent to the selected customer email addresses. If a Notification Schedule is not set up you will not receive scan data electronically by FTP. Please reference Appendix E – “FTP Sever Configuration” for details on how to configure your server to receive FTP notification files. Also reference Appendix F – “FTP Notification File Contents” for details on the format and content of the notification files.

### How do customers receive Email Notification?

If you wish to receive Entry Scan notification via email, an email of each Entry Scan will be sent to the email accounts defined as Contacts. Ensure that all Contacts and their respective email addresses are correctly recorded in the Contact Setup section of the Mail Tracking & Reporting web site.

### What reports are available?

The Reports section enables business-mailing customers and USPS personnel to view shared reports that track the entry status of mailings and shipments.

The **Mailing Data Report** enables you to view details for any mailing to which your company is associated. You may query on all mailings, mailing associated to only a specific Mail Owner Job Number, or mailings associated to a specific Mailer Job Number.

The **Shipment Data Report** enables you to view details for any shipment to which your company is associated. You may query on all shipments, by Shipment ID, or by mailing.

## 5. Customer Assistance

### For General Inquiries and Technical Difficulties

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For general assistance with Entry Information or troubleshooting technical difficulties, contact:

NATIONAL CUSTOMER SUPPORT CENTER  
ENTRY INFORMATION  
6060 PRIMACY PARKWAY SUITE 201  
MEMPHIS TN 38188-0001

Phone: 1-877-640-0724

Email: [entryinf@email.usps.gov](mailto:entryinf@email.usps.gov)

## Appendix A – Electronic Mailing Data Specification

### Electronic Mailing Data Specification *Version 4.0*

The USPS Entry Information initiative focuses on providing electronic notification of USPS receipt of a customer's shipment at a USPS facility. This Entry Information notification is a key data point in tracking the delivery of mail for induction at a USPS facility. Mail owners, printers, consolidators and transportation companies can all benefit from the knowledge of this event.

In addition to providing value to these companies, USPS will also benefit from the receipt of advance information on the expected volumes, drop locations and sortation levels of the shipment from its customers. This valuable data will be used to better plan USPS operations at induction facilities. The customer will provide advance notice by submitting Electronic Mailing Data (EMD) information to USPS through online interaction via the Entry Information web site; via Upload to the Entry Information system web site; or via an FTP of a file created on the customer's systems.

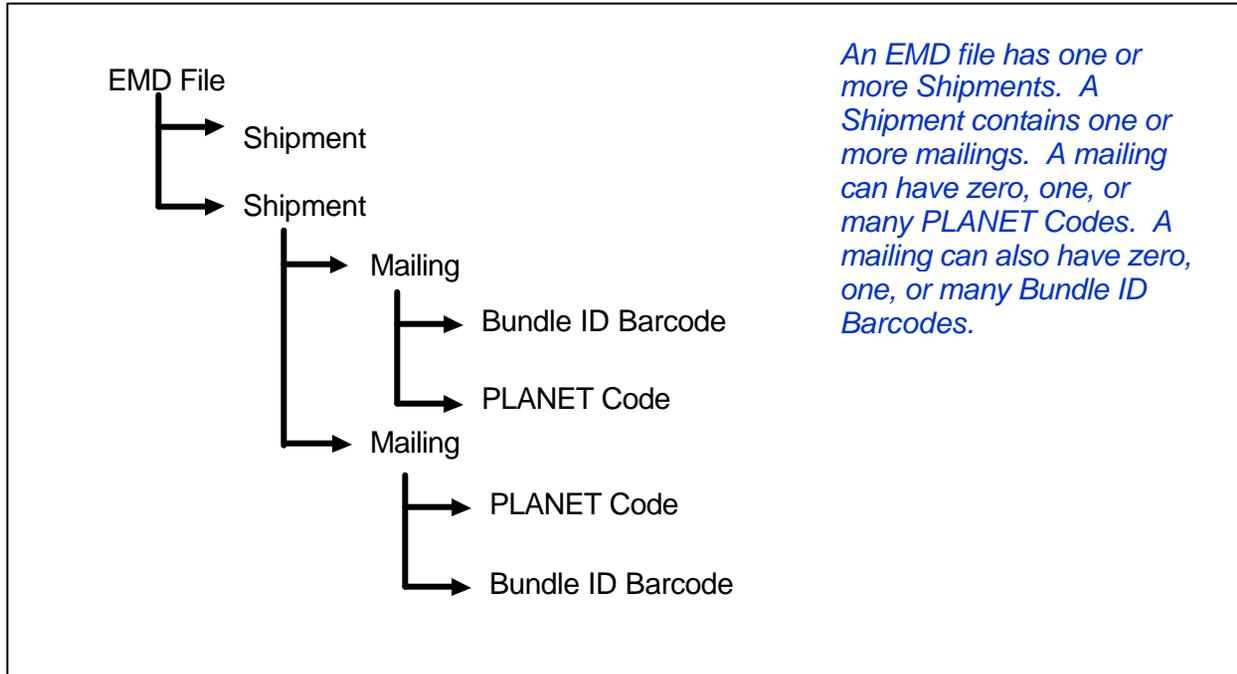
The Entry Information system matches customer Electronic Mail Data (EMD) to an Entry Information scan that occurs when USPS takes possession of the mail. To capture a scan, a Shipment ID barcode should be placed on all PS Forms 8125 (for plant verified drop shipments) and 3152-A (for plant loads). When USPS inducts the mail, the barcode is scanned. Matching a barcode on a USPS form to an Electronic Mailing Data (EMD) will inform both the customer and USPS of the time and location that USPS received and began processing the mailing.

Additional functionality has been included in Electronic Mailing Data (EMD). PLANET Code® customers may submit an EMD containing PLANET Coded data and Entry Information will send the pertinent PLANET Code information to Confirm®. Entry Information will notify the appropriate customers when USPS inducts the mail while Confirm will still send the raw MPE scan data to the subscriber associated to the PLANET Code. Customers participating in the Bundle Tracking Pilot Program may submit an EMD containing bundle information and Entry Information will notify the appropriate customers when the bundles are scanned at the destination delivery unit.

**Format**

The Electronic Mailing Data (EMD) data file is a single data text file in comma delimited flat file format. Since the file is comma delimited, the use of commas within any field is prohibited. Each record is made up of a single row of data consisting of 55 data elements (fields). An entry is desired for all fields in each record. If an optional data element is not provided, the Electronic Mailing Data (EMD) file should indicate a null value by two commas adjacent to each other. All date field values should be padded with leading 0s (if needed) to preserve MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003). All time field values should be padded with leading 0s (if needed) to preserve HHMM format (i.e., 2.30 AM should be written as 0230). Please note that some software programs may inadvertently truncate leading 0s. To avoid data loss set the field properties to "Text" or "String" values.

There is an implied hierarchy to the Electronic Mailing Data (EMD) file that indicates:



The following table provides the name, description and required format of each data element in a single Electronic Mailing Data (EMD) file record.

\*Indicates that populating the field is optional.

Shipment Elements

Position	Field	Length/Format	Description
1.	Shipment ID	20/Alphanumeric  <div style="text-align: center;"> </div>	<p>Unique Barcode ID for an individual shipment. The Shipment ID is comprised of the following components:</p> <ul style="list-style-type: none"> <li>The <b>Service Type Code</b> identifies the type of service USPS is providing by scanning the barcode. A service type code of “UT” must be used in order to identify shipments and receive the Entry and Acceptance scans.</li> <li>The <b>Creator D-U-N-S® Number</b> of the Electronic Mailing Data (EMD) is the D-U-N-S Number of the party creating the EMD.</li> <li>The <b>Sequential Shipment ID</b> allows the customer to create unique 20 character Shipment ID’s. This value should be padded with leading 0s to 8 digits.</li> <li>The <b>Check Digit</b> is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See the Barcode Specification for Mail Tracking &amp; Reporting document for details on calculating the check digit.</li> </ul> <p>Note: The Shipment ID will be used as the data content for a USS Code 128 Barcode to be affixed to the PS Form 8125 for plant verified drop shipments or the PS Form 3152A for bulk mailings accepted and verified at a BMEU. The Shipment ID must remain unique for a period of one year (i.e. do not use the same Shipment ID on different shipments for at least one year).</p> <p><b>For Consolidators:</b> The creator’s D-U-N-S Number in the Shipment ID will be the Consolidator’s own 9 digit D-U-N-S Number (issued by Dun and Bradstreet <a href="http://www.dnb.com">www.dnb.com</a>).</p>

Position	Field	Length/Format	Description																
2.	Mailer's D-U-N-S Number	9/Alphanumeric	The 9 digit D-U-N-S Number (issued by Dun and Bradstreet) of the party preparing the shipment.  Note: The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.																
3.	Drop Location Facility ZIP Code™	5/Alphanumeric	ZIP Code of the USPS facility where mail in this shipment is dropped (e.g., Northern VA P&DC = 22081). Mail dropped at additional facilities represents separate shipments and should have separate PS Forms with attached barcodes.  Note: The ZIP Code must be composed of numeric values. All other characters will not be accepted.																
4. *	Drop Location Facility Type Code	1/Alpha	Code to represent Drop Facility Type: <table style="margin-left: 40px;"> <tr><td>B</td><td>BMC</td></tr> <tr><td>D</td><td>DU</td></tr> <tr><td>A</td><td>ASF</td></tr> <tr><td>S</td><td>SCF</td></tr> <tr><td>M</td><td>AMF</td></tr> <tr><td>O</td><td>Origin</td></tr> <tr><td>I</td><td>ISC</td></tr> <tr><td>T</td><td>Other</td></tr> </table>	B	BMC	D	DU	A	ASF	S	SCF	M	AMF	O	Origin	I	ISC	T	Other
B	BMC																		
D	DU																		
A	ASF																		
S	SCF																		
M	AMF																		
O	Origin																		
I	ISC																		
T	Other																		
5. *	DSAS Appointment Number	12/Alphanumeric	DSAS appointment number applicable to this shipment where required (from PS Form 8125, assigned by DSAS).																
6. *	Transportation Owner's D-U-N-S Number	9/Alphanumeric	The 9 digit D-U-N-S Number (issued by Dun and Bradstreet) of the company responsible for physical shipment. If the transportation company is also the mailing company this field should be left as null.  Note: The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.																

Position	Field	Length/Format	Description
7.	Drop Date	8/Numeric, MMDDYYYY	Estimated date the mail is to be dropped at the USPS facility. All date field values should be padded with leading 0s (if needed) to preserve MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
8. *	DSAS Appointment Time	4/Numeric, HHMM	Estimated time the mail is to be dropped at the USPS facility. Note: time is 24 hour. All time field values should be padded with leading 0s (if needed) to preserve HHMM format (i.e., 2.30 AM should be written as 0230).

## Mailing Elements

Position	Field	Length/Format	Description
9.	Mail Owner's Job Number	20/Alphanumeric	A unique ID that represents a mailing. This is the initiating company's ID of the mailing. This ID should remain unique for at least 6 months. Please do not pad this with leading 0s.  Note: If the record (row) has PLANET Code data then this value cannot be over 8 digits long (and must be numeric).
10.	Mailing Name	50/Alphanumeric	Descriptive text for mailing. Please do not pad this with leading 0s.
11. *	Mail Owner's D-U-N-S Number	9/Alphanumeric	The 9 digit D-U-N-S Number (issued by Dun and Bradstreet) of the originating mail owner.  Note: The D-U-N-S Number must be composed of numeric values. All other characters will not be accepted.
12. *	Mailer's Job Number	20/Alphanumeric	A non-mail owner's unique job ID to represent a subset of the mail owners mailing. This ID should remain unique for at least 6 months. Please do not pad this with leading 0s.

Position	Field	Length/Format	Description
13. *	Mail Class Code	1/Numeric	Mail Class Code: 1 First-Class® 2 Periodicals 3 Standard 4 Package Services 5 Express® 6 International 9 Other
14. *	Mail Type Code	2/Alpha	Mail Type Code: LT Letter FL Flat IR Irregular parcel CD Card MP Machinable Parcel AC Automation Compatible NP Nonmachinabe Parcels
15. *	Presort Level	3/Numeric	Predominant CIN (Content Identifier Number) of the mailing.
16. *	In Home Delivery Start Date	8/Numeric, MMDDYYYY	The first day of the in-home delivery window. All date field values should be padded with leading 0s (if needed) to preserve MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
17. *	In Home Delivery End Date	8/Numeric, MMDDYYYY	The last day of the in-home delivery window. All date field values should be padded with leading 0s (if needed) to preserve MMDDYYYY format (i.e., January 1, 2003 should be written as 01012003).
18. *	Permit Account Number	8/Alphanumeric	PERMIT Account Number of the party responsible for paying USPS for the mailing.
19. *	Permit ZIP Code	9/Alphanumeric	ZIP Code where Permit Account Number is applicable.  Note: The ZIP Code must be composed of numeric values. All other characters will not be accepted.

Position	Field	Length/Format	Description
20.	Piece Count of the Mailing	9/Numeric	Total piece count for this entire mailing (Mail Owner's Job Number) regardless of what piece count is on the shipment. For example, if Mailing X has 1,000,000,000 pieces, 250,000 of which are on the shipment, then field 20 should have the value 1,000,000,000.

## Drop Elements

Position	Field	Length/Format	Description
21.	Piece Count of Mailing on the Shipment	9/Numeric	<p>Estimated pieces of a mailing associated with a shipment. This is a separate element than shipment and mailing and is used to support the following scenarios:</p> <ul style="list-style-type: none"> <li>• One mailing can be on many shipments.</li> <li>• Many mailings can be on one shipment.</li> </ul> <p>Therefore, the drop itself cannot be consistently attributed to either a mailing or a shipment, but rather link mailings and shipment together.</p> <p>For example, if Mailing X has 1,000,000,000 pieces, 250,000 of which are on the shipment, then field 21 should have the value 250,000</p>

PLANET Code Elements

Position	Field	Length/Format	Description
22. *	PLANET Code	13/Numeric	<p>PLANET Code on these particular mail pieces. If there are multiple PLANET Codes used in one mailing then a new row will be created in the EMD for each PLANET Code in the mailing.</p> <p>The PLANET Code cannot be less than 11 digits.</p> <p>PLANET Code data should only be included in the EMD if the file is submitted via FTP.</p> <p>If a PLANET Code is provided then the Number of Mail Pieces PLANET Coded (element 23) must also be provided.</p> <p>Do not pad with leading 0's.</p>
23. *	Number of Mail Pieces PLANET Coded	9/Numeric	<p>Pieces of mail that are tagged with this PLANET Code for the given drop.</p> <p>PLANET Code data should only be included in the EMD if the file is submitted via FTP.</p> <p>If the Number of Mail Pieces PLANET Coded is provided then the PLANET Code (element 22) must also be provided.</p> <p>Do not pad with leading 0's</p>

Version Elements

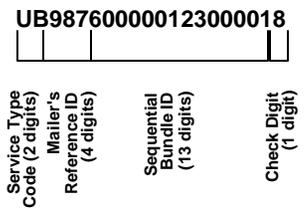
Position	Field	Length/Format	Description
24.	EMD Version	9/Alphanumeric	<p>The version number of the EMD specification that was used when the file was created. For this version of the EMD, the value that should be used in this field is: 4.0</p>

## Additional Shipment Elements

Position	Field	Length/Format	Description
25. *	Origin Plant Location	9/Numeric	ZIP Code of the mailer's Origin Plant.
26. *	Identical/NonIdentical – Weight Pieces	1/Alpha	Populate with an "I" to indicate that the shipment contains Identical-Weight Pieces. Populate with a "N" to indicate that the shipment contains Nonidentical-Weight Pieces.
27. *	Single Piece Weight	10/Alphanumeric	Weight of a single piece. (in pounds). Note: This field must be populated if the shipment is indicated to have Identical-Weight Pieces. The field must not be populated if the shipment is indicated to have Nonidentical-Weight Pieces. If single piece weight is less than one pound, please include decimal point. Values may be written with or without a leading zero (i.e. 0.01 or .01).
28. *	Total Gross Weight	10/Alphanumeric	Total gross weight of drop (verified at origin office).
29. *	Number of Pallets Containing Packages	5/Numeric	Total number of Pallets Containing Packages for the given drop
30. *	Number of Pallets Containing Trays	5/Numeric	Total Number of Pallets Containing Trays for the given drop.
31. *	Number of Pallets Containing Sacks	5/Numeric	Total Number of Pallets Containing Sacks for the given drop.
32. *	Number of Pallets Containing Parcels	5/Numeric	Total Number of Pallets Containing Parcels for the given drop.
33. *	Number of Non-Palletized Containers Containing Packages	5/Numeric	Total Number of Non-Palletized Containers Containing Packages for the given drop.
34. *	Number of Non-Palletized Containers Containing Trays	5/Numeric	Total Number of Non-Palletized Containers Containing Trays for the given drop.
35. *	Number of Non-Palletized Containers Containing Sacks	5/Numeric	Total Number of Non-Palletized Containers Containing Sacks for the given drop.

Position	Field	Length/Format	Description
36. *	Number of Non-Palletized Containers Containing Parcels	5/Numeric	Total Number of Non-Palletized Containers Containing Parcels for the given drop.
37. *	Number of Non-Palletized Containers Containing Others	5/Numeric	Total Number of Non-Palletized Containers Containing Others for the given drop.
38. *	Origin Post Office	9/Numeric	ZIP Code of Post Office where acceptance occurs.
39. *	Verification Location	1/Alpha	Verification Location Code: D DMU B BMEU or Post Office
40. *	Postage Payment Method	1/Alpha	Postage Payment Method Code: P Permit S Stamps M Meter
41. *	Total Weight of Mailing	10/Alphanumeric	Total weight of the mailing included for the given drop.
42. *	Vehicle PVDS Seal Number	20/Alphanumeric	PVDS seal number of the vehicle transporting shipment.
43. *	Vehicle ID Number	20/Alphanumeric	Identification number of the vehicle transporting shipment.
44. *	USPS Employee Verifying Mail	50/Alphanumeric	The name of the USPS employee verifying the shipment at the point of acceptance.
45. *	Employee's Phone Number	12/Alphanumeric	The phone number of the USPS employee verifying the shipment at the point of acceptance
46. *	USPS Contact Name	50/Alphanumeric	The name of the USPS point of contact for the mailer (if different than the employee verifying the shipment at the point of acceptance.
47. *	USPS Contact Phone Number	12/Alphanumeric	The phone number of the USPS employee verifying shipment at the point of acceptance.
48. *	Comments	100/Alphanumeric	Any specific comments related to the shipment.

Bundle Elements

Position	Field	Length/Format	Description
49. *	Bundle ID Barcode	20/Alphanumeric  	<p>The barcode on the particular bundle(s). The Bundle ID Barcode is comprised of the following components:</p> <ul style="list-style-type: none"> <li>The <b>Service Type Code</b> identifies the type of service USPS is providing by scanning the barcode. A service type code of "UB" must always be used for Bundle Tracking.</li> <li>The <b>Mailer's Reference ID</b> is the unique ID assigned to each mailer for Bundle Tracking.</li> <li>The <b>Sequential Bundle ID</b> allows the customer to uniquely identify each bundle on a given container.</li> <li>The <b>Check Digit</b> is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. See the Barcode Specification for Mail Tracking &amp; Reporting document for details on calculating the check digit.</li> </ul> <p>Note: The Bundle ID Barcode will be used as the data content for a USS Code 128 Barcode to be affixed to a facing slip or peelable label that is attached to a bundle. Once a Bundle ID Barcode is used, it cannot be used again for a period of six months.</p> <p>If there are multiple Bundle ID Barcodes used in one shipment then a new row will be created in the EMD for each unique combination of:</p> <ul style="list-style-type: none"> <li>Bundle ID Barcode</li> <li>Destination ZIP Code</li> <li>Destination Carrier Route</li> </ul> <p>Note: A Bundle ID Barcode can be:</p> <ul style="list-style-type: none"> <li>Unique for each bundle</li> <li>Generic within a drop (i.e. part of one mailing on one shipment)</li> <li>Generic within a mailing</li> </ul>

Position	Field	Length/Format	Description
50. * (Conditionally required)	Destination ZIP Code	5/Numeric	<p>ZIP Code the bundle will be delivered in.</p> <p><b>Note:</b> If Bundle ID Barcode (field 49) is populated then this field must be populated.</p>
51. *	Destination Carrier Route Number	4/Alphanumeric	<p>Carrier Route the bundle will be delivered in.</p>
52. * (Conditionally required)	Number of Bundles Barcoded	9/Numeric	<p>The number of bundles that are tagged with this Bundle ID Barcode for the given Destination ZIP Code and Destination Carrier Route.</p> <p><b>Note:</b> If Bundle ID Barcode (field 49) is populated then this field must be populated.</p> <p>If unique Bundle ID Barcodes are used then there will only be one bundle for each Bundle ID Barcode so this value will be 1.</p> <p>If unique Bundle ID Barcodes are not used then the same Bundle ID Barcode can be placed on different bundles. If the mailer only knows the bundle information to the 5 digit level (i.e. Destination Carrier Route field will be unpopulated), then the value for this field would be the number of bundles with the given Bundle ID Barcode destined for the given ZIP Code. If the mailer knows the bundle information to the carrier route level (i.e. the carrier route is populated in the EMD) then the value for this field would be the number of bundles with the given Bundle ID Barcode destined for the given Destination ZIP Code and Destination Carrier Route combination (i.e. destined for the specific carrier).</p>

Position	Field	Length/Format	Description
53. *	Piece Count of the Coded Bundle(s)	9/Numeric	<p>The piece count for the bundle(s) with this Bundle ID Barcode for the given Destination ZIP Code (and Destination Carrier Route if it is populated).</p> <p>If unique Bundle ID Barcodes are used then the value for this field will be the piece count for the one bundle that has the given Bundle ID Barcode.</p> <p>If unique Bundle ID Barcodes are not used then the value for this field will be the cumulative piece count of all the bundles containing the same Bundle ID Barcode for the given Destination ZIP Code (and Destination Carrier Route if it is populated). For example, if two bundles have the same Bundle ID Barcode (and those bundles are destined for the same carrier) then the value for this field will be the sum of the piece count of both of those bundles.</p>
54. *	Number of non-Barcoded Bundles	9/Numeric	The number of bundles that are not barcoded for the given Destination ZIP Code (and Destination Carrier Route if it is populated).
55. *	Piece Count of the non-Barcoded Bundles	9/Numeric	The piece count of bundle(s) that are not barcoded for the given Destination ZIP Code (and Destination Carrier Route if it is populated).

\*Indicates that populating the field is optional.

## Using the EMD

### Unique Mailings

There are four fields in the EMD that uniquely identify a mailing:

- Mailer's D-U-N-S Number
- Mailer's Job Number
- Mail Owner's D-U-N-S Number
- Mail Owner's Job Number

Changing any one of the four fields listed above will result in the creation of a new mailing.

**Note:** Mailing Name is not used as an element to uniquely identifying a mailing. This is merely a name for the mailer to label their mailings. Different mailings are allowed to have the same Mailing Name.

### Updating Shipments and Mailings

The EMD can be used to update shipment and mailing information.

The following table lists each method available for submitting EMDs and when updates can be performed on shipment and mailing information (based on the Entry Scan being received or not):

	No Entry Scan Received for Shipment		Entry Scan Received for Shipment	
FTP	Allowed to update shipment?	Yes	Allowed to update shipment?	No
	Allowed to update mailing?	Yes	Allowed to update mailing?	No
Upload	Allowed to update shipment?	Yes	Allowed to update shipment?	No
	Allowed to update mailing?	Yes	Allowed to update mailing?	No
Online	Allowed to update shipment?	Yes	Allowed to update shipment?	No
	Allowed to update mailing?	Yes	Allowed to update mailing?	Yes





**Example 3: A shipment to 1 facility that has multiple mailings.**

Example 3a: One PLANET Code was used on each piece in one of the mailings that is on this shipment.  
 The pieces for the other two mailings do not have PLANET Codes.  
 The submitted EMD does not include any bundle information.

**File Data:** Bullet points were added for readability, they will not be in the Electronic Mailing Data (EMD) file.

- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000106,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,12345678,Fall Fashions,903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000,43123450001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000106,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,83937634HI8940402936,Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,400000,24000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000106,22000,0100,1,100,6,600

Example 3b: One PLANET Code was used on each piece in one of the mailings that is on this shipment.  
 The pieces for the other two mailings do not have PLANET Codes.  
 The shipment includes a unique Bundle ID Barcode for each bundle sent to a DU. One mailing has multiple barcoded bundles.

**File Data:** Bullet points were added for readability, they will not be in the Electronic Mailing Data (EMD) file.

- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000203,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,M0199999957490000203,Business Catalog,901021031,M0100000057490000203,3,LT,101,10262002,10312002,,,3000,3000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000212,22000,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,12345678,Fall Fashions,903036222,FF012345678901234567,3,LT,101,10262002,10312002,,,3000,3000,43123450001,3000,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000226,22100,0100,1,100,6,600
- UT101231234000000032,101231234,91901,B,AX0129GH7623,502367493,10242002,1300,83937634HI8940402936,Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,400000,24000,,,4.0,,,,,,,,,,,,,,,,,,,,,,,,,UB00061111111000231,22100,0200,1,100,6,600



**Example 5: One truck with multiple mailings inducts mail at multiple facilities.**

Each drop location represents a different shipment and requires a separate Shipment ID.  
The pieces for the mailings on all these shipments have PLANET Codes.  
One of the mailings (Mailing Name = AOL version 500.1) utilized a generic barcode for all the bundles within the entire mailing.

**File Data:** Bullet points were added for readability, they will not be in the Electronic Mailing Data (EMD) file.

- UT101231234000000032,101231234,91901,B,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,7000,42567890001,7000, 4.0,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91901,1,1,,,,
- UT101231234000000032,101231234,91901,B,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,7000,42567890001,7000, 4.0,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91901,2,1,,,,
- UT101231234000000033,101231234,91902,M,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,3000,42567890001,3000, 4.0,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91902,1,1,,,,
- UT101231234000000033,101231234,91902,M,,,10242002,, 11111111,AOL version 500.1,901021031,M0100000057490000203,3,MP,101,10262002,10312002,,,10000,3000,42567890001,3000, 4.0,,,,,,,,,,,,,,,,,,,,, UB00061111111000352,91902,2,1,,,,
- UT101231234000000034,101231234,91903,B,,,10252002,, 98765432,Home Improvements,904637893,HOME8779312987645392,3,LT,101,10262002,10312002,,,40000,40000, 42957381111,400, 4.0,,,,,,,,,,,,,,,,,,,,,

## File Naming Standards

The file should be named as follows: EMD[EMD Creator's D-U-N-S Number][Date][Serial No].txt  
Where:

Field	Length/Format	Description
EMD Prefix	Fixed Alphanumeric (always use the value EMD)	An identifying prefix to note that the file is an Electronic Mailing Data (EMD) file.
EMD Creator's D-U-N-S Number	9/Numeric	The 9 digit D-U-N-S Number (issued by Dun and Bradstreet) of the company responsible for submitting the Electronic Mailing Data (EMD).
Date	8/Numeric (MMDDYYYY)	Date this file was created.
Serial No	5/Numeric	Customer incremented number used to differentiate files created on the same date. Field should be padded from the left with zeroes. Ex: 00123.

Sample File Name: EMD0000123450117200200001.txt

## Data Purge Schedule

Mailing data that is not associated with any shipments will be maintained in the Entry Information system for 180 days after its last edit/update. Mailing data that is associated with a shipment(s) will be maintained until either 180 days after the last edit/update or until the shipment(s) to which it is associated is deleted. Mailing data that fall into this category will be deleted from the system on the later of the two dates.

Shipment data that has not been inducted into the Postal Service will be maintained by the Entry Information system for 180 days after its scheduled induction date. Shipment data that has been inducted into the Postal Service will be maintained by the Entry Information system for 180 days after its actual induction scan date.

### EMD to ASN Mapping

The following table shows relationship between the EMD and ASN elements.

EMD v4.0 Field	ASN Field
Shipment ID	Shipment ID
Mailer's D-U-N-S Number	N/A
Drop Location Facility ZIP Code	Facility Code
Drop Location Facility Type Code	N/A
DSAS Appointment Number	Appointment Number
Transportation Owner's D-U-N-S Number	N/A
Drop Date	Estimated Drop Date
DSAS Appointment Time	Estimated Drop Time
Mail Owner's Job Number	Mailing ID
Mailing Name	Mailing Name
Mail Owner's D-U-N-S Number	N/A
Mailer's Job Number	N/A
Mail Class Code	N/A
Mail Type Code	N/A
Presort Level*	N/A
In Home Delivery Start Date	Delivery Window Start Date
In Home Delivery End Date	Delivery Window End Date
Permit Account Number	N/A
Permit ZIP Code	N/A
Piece count of the Mailing	N/A
Piece Count of Mailing on the Shipment	Total Number of Mail Pieces Dropped
PLANET Code	PLANET Code
Number of Mail Pieces PLANET Coded	Number of Mail Pieces PLANET Coded
EMD Version	N/A
8125 Elements (Fields 25-48)	N/A
Bundle Elements (Fields 49-55)	N/A

\* Different Presort Levels are used in the EMD (compared to the ASN). CINs (Content Identifier Numbers) are used as the Presort Level for the EMD.

Several fields in the ASN are not captured in the EMD because either the data is duplicated (i.e. Subscriber ID and Service Code elements) or the data can be internally calculated from the data within an EMD (i.e. Number of PLANET Codes in Mailing).

**Barcode Specification**

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

**XML capabilities request for comment:**

USPS is currently requesting comments from customer's planning to implement the Electronic Mailing Data (EMD) data specification as to their ability to implement the data file in an XML format. USPS is in the process of investigating XML for the file and methods of accepting the data. Early investigation indicates that Electronic Mailing Data (EMD) file size may be reduced in some cases with use of an XML file format.

Please submit comments in writing via email to Pat Laffey, USPS Information Platform. (PLAFFEY@email.usps.gov)

<b>Revision History</b>		
<b>Version Number</b>	<b>Document Location</b>	<b>Document Change</b>
Updates to EMD Specifications 4.0	Page 9, Positions 29-32, Field and Description columns	Changed EMD field name and description from "Number of Palletized Packages" to "Number of Pallets Containing Packages". Made identical changes for Trays, Sacks, and Parcels.
	Pages 9-10, Positions 33-37, Field and Description columns	Changed EMD field name and description from "Number of Non-Palletized Packages" to "Number of Non-Palletized Containers Containing Packages". Made identical changes for Trays, Sacks, Parcels, and Other.
	Page 14, Updating Shipments and Mailings section	Removed text outlining update rules for the EMD.

## Appendix B – Mail.dat 02-2 Specifications for Confirm and Entry Information

### Mail.dat 02-2 Specifications for Confirm and Entry Information *Version 2.2*

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/tes/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/mailling 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:

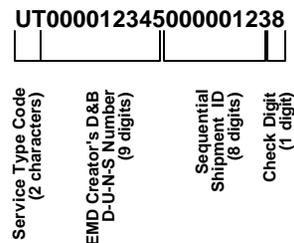
File Name	Field Name	Field Length*	Data Type*
Header (HDR)	Job Name/Title & Issue	30	A/N
Container Summary (CSM)	Entry Point – Actual/Physical – Postal Code	5	N
	Scheduled Induction Date	8	N
	Number of Pieces	8	N
	Confirm Sequential Shipment ID Barcode	20	A/N
Component (CPT)	D-U-N-S® Number – Mailing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

## Appendix C – Barcode Specification for Mail Tracking & Reporting EMD 4.0

### Barcode Specification for Mail Tracking & Reporting EMD 4.0 Version 4.0

Mailers must barcode their PS Forms 8125 or 3152-A to receive entry scan notifications from Mail Tracking & Reporting. The barcode to be generated and affixed to (or included in) a shipment's PS Forms 8125 or 3152-A is the Shipment ID Barcode. When USPS takes ownership of the physical shipment (e.g. when the shipment has been unloaded at the destination entry facility), a USPS dock clerk scans the Shipment ID Barcode. This entry scan records the induction point and time for the shipment. The entry scans are uploaded to the Product Tracking System (PTS) and then processed by Mail Tracking & Reporting. Mail Tracking & Reporting notifies the respective customer of the entry scan times and locations via E-mail and/or FTP.

Please note that the barcode specification may change in the coming months. Please consider this potential for change when creating Barcode Generation systems.

#### Shipment ID Barcode Elements

The Electronic Mailing Data (EMD) Shipment ID Barcode and all integrated barcode solutions will use a 20-digit package ID barcode. The symbology for this barcode type has a fixed length of 20 characters. The data elements include:

#### Barcode Elements

Data	Overhead
	<i>Start Code</i>
Service Type Code — 2 digits	
D-U-N-S® Number — 9-digit Number	
Sequential Shipment ID — 8 digits	
Check Digit — MOD 10	
	<i>MOD 103 (Code 128 only)</i>

	<i>Stop Code</i>
--	------------------

**Start Code**

All barcodes must have a symbol start code. USS Code 128 Subset B must begin with a start code B. The start character is not shown in the human-readable presentation nor is it manually keyed or transmitted.

**Service Type Code**

The Service Type Code for the Shipment ID Barcode is a two-character value of UT.

**D-U-N-S Number**

The creator of the Electronic Mailing Data (EMD)'s D-U-N-S Number is a 9-digit number.

Customers may request their 9-digit D-U-N-S Number by contacting Dun & Bradstreet by phone at 1-800-333-0505 or via the Internet at [www.dnb.com](http://www.dnb.com). This number uniquely identifies business entities at specific physical addresses. Customers generating mailings at multiple locations will be expected to use the D-U-N-S Number appropriate for each mailing location.

**Sequential Shipment ID**

Customers assign an 8-digit Sequential Shipment Identifier. The number must remain unique for at least 12 months. This string of numbers must contain a fixed string of 8 digits. (i.e. 00000012,00000123,etc)

**Mod 10 Check Digit**

A MOD 10 check digit is required in the last position of the barcode data for all barcodes and is used to detect errors resulting from manual data entry or data transmission errors. This check digit is included in the human readable characters of the printed bar code.

**Mod 103 Check Digit**

A MOD 103 check digit is required for USS Code 128 barcodes. This check digit follows immediately after the MOD 10 check digit and is not included in the human-readable presentation.

**Stop Code**

All barcodes must end with symbol stop code. The stop character is not shown in the human-readable presentation nor is it manually keyed or transmitted.

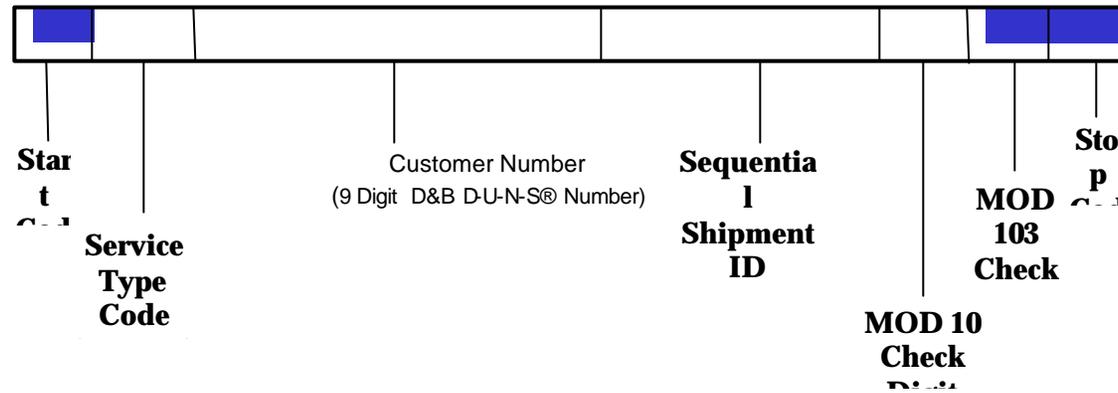
**Symbology**

The Shipment ID barcode must be printed using USS Code 128 - Subset B symbology.

**Barcode Layout**

A fixed length 20-digit barcode, in the format previously described, is required with the USS Code 128 symbology:

**Data Format USS Code 128**



**Check Digit (USS Code 128)**

Both MOD 10 and MOD 103 are used as checksums for USS Code 128 symbology. USS Code 128 symbology has a mandatory MOD 103 checksum digit. This additional digit is considered overhead; it is unique to the Code 128 symbology and is not a data element. The MOD 10 checksum is positioned as the last digit of the data and is part of the human-readable presentation of data. The MOD 10 checksum is also manually keyed and transmitted as data. The MOD 103 checksum is positioned as the last digit but is NOT part of the human-readable presentation of data. It is also NOT manually keyed nor transmitted as data.

**Print Specifications**

## Dimensions

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of any narrow bars or spaces shall be no less than 0.013 inch, nor greater than 0.021 inch. All bars shall be at least 0.75 inch high.

The ratio of wide to narrow element widths for Interleaved 2 of 5 and Code 3 of 9 symbologies referred to as N, shall be 2.5 to 3.0 inclusive.

## Clear Zone

No printing may appear in an area 0.125 inch above or below the barcode. A minimum clear or quiet zone equal to 10 times the average measured narrow element (bar or space) width shall be maintained on either side of the barcode per AIM specifications. When feasible, a left/right clear zone of 0.250 inches is recommended.

## Reflectance

When measured in the red spectral range between 630 nanometers to 675 nanometers, the minimum white space reflectance ( $R_s$ ) must be greater than 50%, and the maximum bar reflectance ( $R_b$ ) must be less than 25%. The minimum print reflectance difference ( $R_s - R_b$ ) is 40%. The measurements shall be made using a USPS specified reflectance meter or a USPS approved barcode verifier.

## Barcode Quality

At least 70% of the barcodes must measure American National Standards Institute (ANSI) grade A or B and none of the remaining portion can measure lower than ANSI grade C. Information concerning ANSI guideline X3.182-1990 may be obtained from:

AMERICAN NATIONAL STANDARD FOR INFORMATION SYSTEMS  
BARCODE PRINT QUALITY GUIDELINE  
AMERICAN NATIONAL STANDARDS INSTITUTE  
11 W 42ND ST  
NEW YORK NY 10036-8002

Telephone: 212-642-4900

Web site: [www.ansi.org](http://www.ansi.org)

### Barcode Construction

The symbol construction is based on AIM Uniform Symbology specifications:

#### Uniform Symbology Specification (USS) Code 128

These specifications can be obtained from:

AIM USA  
634 ALPHA DR  
PITTSBURGH PA 15238-2802

Telephone: 412-963-8588 (ask for Technical Department)

Web site: [www.aimi.org](http://www.aimi.org)

### Barcode Identification

#### Text

Bold text placed no less than 0.125 inch and no more than 0.5 inch above the barcode, must contain the appropriate service, i.e. USPS Electronic Mailing Data (EMD). The minimum size of this text is 12-point bold sans serif type. Larger text is preferred but should not exceed the length of the barcode.

#### Numbers

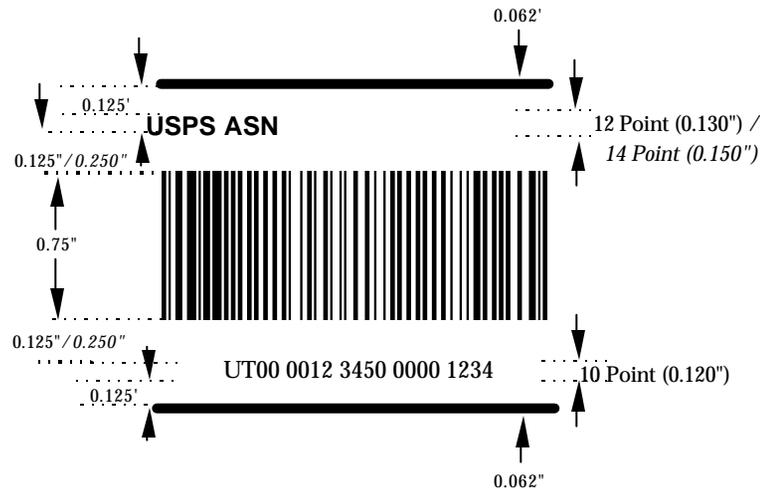
A human-readable numeric representation of the barcode must appear no less than 0.125 inch and no more than 0.5 inch below the barcode. It must be in bold sans-serif type and no less than 10 point. It is recommended that parsing of the human-readable numbers should be in groups no greater than four to facilitate manual entry when required.

#### Identification Bars

Bold horizontal lines at least 0.062 inch thick must appear between 0.125 inch and 0.5 inch above and below the human-readable text and numbers to segregate the USPS Electronic Mailing Data (EMD) Shipment ID barcode from other information on the shipping label. At a minimum, the line length must extend the width of the barcode, but it can extend the width of the label. For the Electronic Mailing Data (EMD) program, human-readable information, including the PIC, must meet the dimensional requirements below.

## Identification Bars (NOT TO SCALE)

Minimum Dimensions (Preferred sizes in Italics)



## Human-Readable Information

The human-readable information on the mail piece must meet the following requirements:

- The text above the barcode must read as appropriate: USPS ASN. See the following section for additional requirements for postage-evident items.
- The font must be sans serif bold, and the size must be a minimum of 12 point (14 point is preferred).
- The text must be printed in upper case letters and must be placed above the top clear zone of the barcode.
- The human-readable representation of the barcode symbol must be placed below the bottom clear zone of the barcode.
- The font must be sans serif bold, and the size must be a minimum of 10 point.

## Parsing

The human-readable representation of the barcode should be parsed into 5 groups where each group contains 4 characters.



**Calculating MOD 10 Check Digit for USS Code 128**

Character positions are numbered from right to left for this calculation so the Mod 10 character position counts as position 1. For this calculation only, alpha characters are to be converted to their equivalent numeric values (2 digits) using Table 2: Code 128 Symbol Character Set found in the AIM Uniform Symbology Specification Code 128 (Appendix A). For example, assume that a label identifier number is UT012345678901234565. The numeric equivalent equals 5352012345678901234565.

The modulo 10 check character would be calculated using the following five (5) steps:

**Step 1:**

Using the numeric equivalent representation, set up a two-row matrix, labeled 1 through the number of digits\* in the numeric equivalent representation (in this example 22). Position 1 is the most significant position in the matrix (the right most position). Starting from the least significant position of the matrix (position 22), copy each digit/character of the label ID all the way to position 2. Position 1 value is represented with a “?” as this is the check character to be calculated. Alpha characters are replaced with their equivalent numeric value identified in Table 2. For example, the “U” in the label ID above is replaced with the numeric value of 53 and the “T” is replaced with the value of 52.

POSITION	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
LABEL ID	5	3	5	2	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	?

\*Length of numeric equivalent representation varies depending upon the number of alpha characters. The total number of characters for this calculation is the number of characters (each alpha character equates to two characters) in the data plus one for the modulo 10 digit.

**Step 2:**

Starting from position 2 of the matrix, add up the values in the even numbered positions

POSITION	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
LABEL ID	5	3	5	2	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	?

*For example: 6 + 4 + 2 + 0 + 8 + 6 + 4 + 2 + 0 + 5 + 5 = 42*

**Step 3:**

Multiply the result of Step 1 by 3. For the example  $42 \times 3 = 126$

**Step 4:**

Starting from position 3 of the number, add up the values in the odd-numbered positions, skipping position 1 as it is the position of the (unknown) check character.

POSITION	22	21	20	19	18	17	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
LABEL ID	5	3	5	2	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	?

For the example:  $5 + 3 + 1 + 9 + 7 + 5 + 3 + 1 + 2 + 3 = 39$

**Step 5:**

Add up the results for steps 3 and 4. For the example:  $126 + 39 = 165$

**Step 6:**

The check character is the smallest number that when added to the result obtained through step 5 gives a number that is a multiple of 10. For the example:  $165 + X = 170$        $X = 5$

"5" is the smallest number that when added to 165 results in a multiple of 10. Therefore, the check character is 5.

**XML capabilities request for comment:**

USPS is currently requesting comments from customer's planning to implement the Electronic Mailing Data (EMD) data specification as to their ability to implement the data file in an XML format. USPS is in the process of investigating XML for the file and methods of accepting the data. Early investigation indicates that Electronic Mailing Data (EMD) file size may be reduced in some cases with use of an XML file format.

Please submit comments via E-mail to Pat Laffey, USPS IT Program Office, at [plaffey@email.usps.gov](mailto:plaffey@email.usps.gov).

**Appendix A – USS Code 128 Subset B Character Set**

## Bar Code 128 Subset B

<b>ASCII Char</b>	<b>Pos</b>	<b>Code B</b>	<b>Value</b>	<b>ASCII Char</b>	<b>Pos</b>	<b>Code B</b>	<b>Value</b>	<b>ASCII Char</b>	<b>Pos</b>	<b>Code B</b>	<b>Value</b>
space	174	Spa	00	D	68	D	36	h	104	h	72
!	33	!	01	E	69	E	37	i	105	i	73
"	34	"	02	F	70	F	38	j	106	j	74
#	35	#	03	G	71	G	39	k	107	k	75
\$	36	\$	04	H	72	H	40	l	108	l	76
%	37	%	05	I	73	I	41	m	109	m	77
&	38	&	06	J	74	J	42	n	110	n	78
'	39	'	07	K	75	K	43	o	111	o	79
(	40	(	08	L	76	L	44	p	112	p	80
)	41	)	09	M	77	M	45	q	113	q	81
*	42	*	10	N	78	N	46	r	114	r	82
+	43	+	11	O	79	O	47	s	115	s	83
,	44	,	12	P	80	P	48	t	116	t	84
-	45	-	13	Q	81	Q	49	u	117	u	85
.	46	.	14	R	82	R	50	v	118	v	86
/	47	/	15	S	83	S	51	w	119	w	87
0	48	0	16	T	84	T	52	x	120	x	88
1	49	1	17	U	85	U	53	y	121	y	89
2	50	2	18	V	86	V	54	z	122	z	90
3	51	3	19	W	87	W	55	ı	161	{	91
4	52	4	20	X	88	X	56	ç	162		92
5	53	5	21	Y	89	Y	57	£	163	}	93
6	54	6	22	Z	90	Z	58	¤	164	~	94
7	55	7	23	[	91	[	59	¥	165	DEL	95

ASCII Char		Code B	Value	ASCII Char Pos		Code B	Value	ASCII Char Pos		Code B	Value
8	56	8	24	\	92	\	60		166	FNC3	96
9	57	9	25	]	93	]	61	\$	167	FNC2	97
:	58	:	26	^	94	^	62	..	168	Shift	98
;	59	;	27	_	95	_	63	©	169	Code C	99
<	60	<	28	`	96	`	64	a	170	FNC4	100
=	61	=	29	a	97	a	65	«	171	Code A	101
>	62	>	30	b	98	b	66	¬	172	FNC1	102
?	63	?	31	c	99	c	67				
@	64	@	32	d	100	d	68	{	123	Start A	103
A	65	A	33	e	101	e	69		124	Start	104
B	66	B	34	f	102	f	70	}	125	Start	105
C	67	C	35	g	103	g	71	~	126	Stop	

## Appendix D - Customer Example Scenario

### Overview:

The purpose of this Appendix is to provide an example of a business mail process, from design through induction into the USPS mail stream. This scenario is drafted for informational purposes to illustrate the practical application of Entry Information services.

Note: Company names and descriptions are examples and do not really exist.

### Customer Types:

There are four possible customer types in the Mail Tracking & Reporting application: Mail Owner, Mailer, Consolidator and Transporter. The Mail Owner is the company for whom the mailing has been created. The Mailer is responsible for the production and addressing of the mailpieces. The consolidator is responsible for the organization and consolidation of the shipment. The Transporter physically ships the mailing.

The ability to update mailing and shipment information is limited to the customer that created the mailing and shipment. This person is called the creator. The creator can be the Mailer Owner, Mailer, Consolidator or Transporter, but ultimately is the company responsible for submitting the Electronic Mailing Data (EMD) to the Mail Tracking & Reporting application. All customers associated with the mailing or shipment have View Mailing Data access to the mailing and shipment information to which they are associated.

Note: Customers can play the role of several customer types.

### Example Scenario Customers:

There are four customers in the following scenario: Two mail owners, one mailer and one transporter. In this scenario the mailer also acts as the consolidator.

- **Mail owners:**

- **Clothing, Inc.** is a large department store chain located in Baltimore, MD, developing a June mailing detailing their Spring Linen sale. Clothing, Inc. seeks to drop roughly 30,000 pieces of their Spring Linen sale in the Northern Virginia area. Additionally, they want the catalogs to arrive in time for the Memorial Day weekend. Jane Smith works in logistics and will be the user for the site. Harry Jones, a marketing analyst at Clothing, Inc. wants to receive email notification that their mailer drops the catalogs at USPS in time for them to be delivered for the holiday.
- **Moneyandbanking.com** is an online bank specializing in home mortgages, planning to send out advertisements for their low summer mortgage rates. They would like the advertisements to be in the mail at the end of May. They are seeking to

drop 10,000 mortgage advertisements to the Northern Virginia area. Their headquarters is located in Newark, NJ. Kelly Anderson works in data processing and will be the user for the site. Kelly would also like to receive email notification of the Entry Scan.

- **Mailer/Consolidator:**

- **Consolidated Mailing, Inc.** (CMI) is a large mail consolidation house in Baltimore, MD, that produces, addresses and containerizes all the mail from their customers (Clothing, Inc. and Moneyandbanking.com). They plan the containerization of the mailpieces and generate the containerization labels for trays and pallets holding the mail. In addition, they arrange the load plans and if applicable, they schedule the Drop Ship Appointment System (DSAS) appointments. When possible, CMI consolidates pallets (with the same destination) from different customers onto the same shipment in order to save transportation costs. Finally, they prepare all necessary Postal documentation, including the PS Form 8125 or PS Form 3152-A and all postage statements. Thomas Adams oversees the mail production and logistics and will be the user for CMI. Susan Howe, the plant manager, wants to verify that National Trucking, their main transporter, is dropping their mail on-time and to the correct facility.

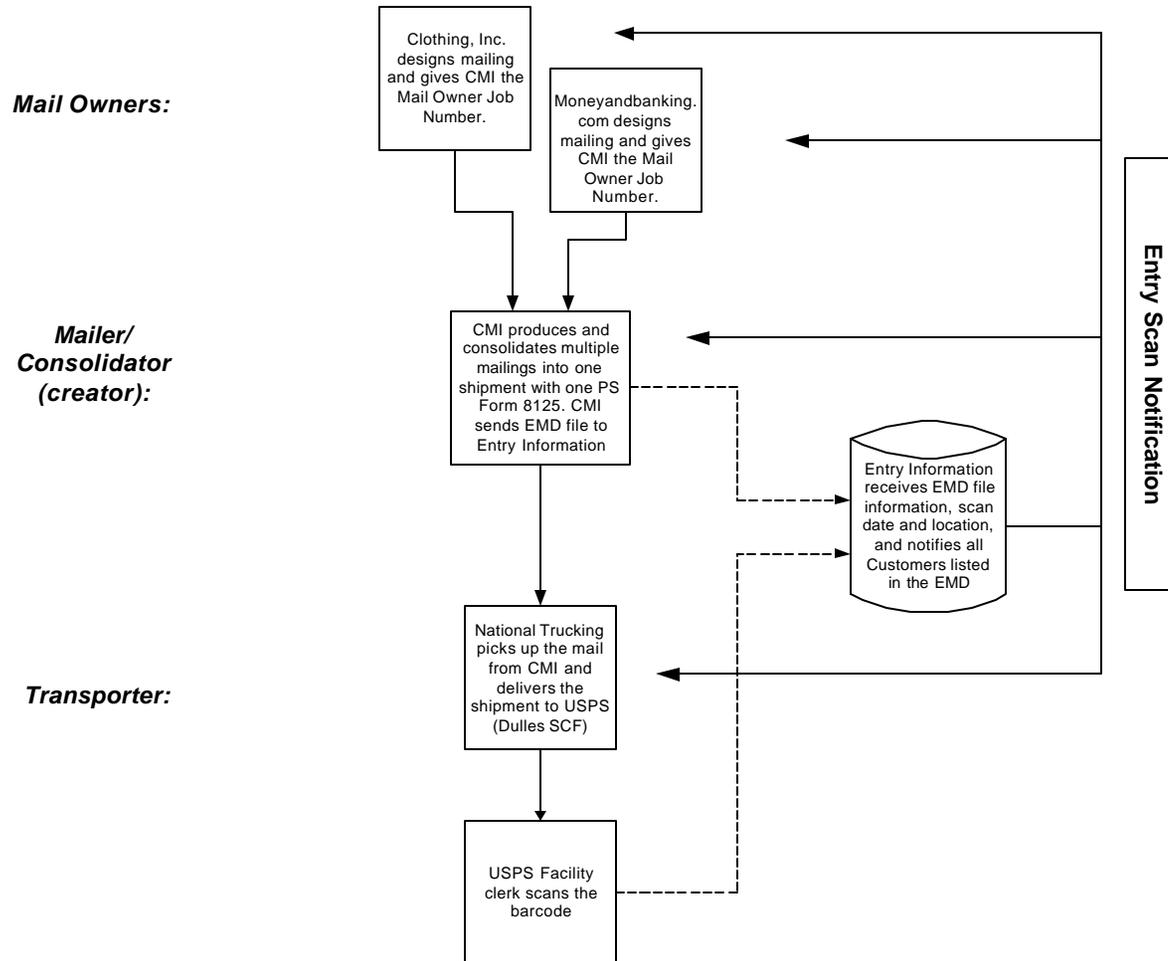
- **Transporter:**

- **National Trucking** is a transportation company that has been operating highway contract routes for 10 years in the Baltimore and Northern VA area. They have several operating terminals throughout the region, with the main hub located within five miles of the Baltimore airport. Brent Sanderson is the transportation planner and will enter in the customer data related to National Trucking. Brent wants to receive FTP notification of the Entry Scan in order to have electronic records of shipments handled by National Trucking.

### **Business Scenario:**

- The mail owners (Clothing, Inc. and Moneyandbanking.com) design all their mailings but outsource the production and consolidation to CMI.
- The mailer/consolidator (CMI) produces and addresses all the mailpieces for each separate mailing (e.g., Clothing, Inc.'s Spring Linen sale). The mailpieces are then containerized and placed on a pallet. CMI consolidates pallets (with the same destination) from multiple Mail Owners onto one shipment and creates one PS Form 8125 per destination once the shipment makeup is determined. CMI holds their own permit and directly pays the postage for each shipment.
- CMI creates the EMD for the shipment and submits it to Mail Tracking & Reporting via FTP. The EMD includes information on each mail owner's mailing included in the one shipment to Dulles. Each record will have the same shipment ID and Mailer Job Number, but a different Mail Owner Job Number.
- National Trucking picks up the mail from CMI in Baltimore and delivers the shipment and the barcoded PS Form 8125 to the SCF in Dulles.

Appendix 1.2: Customer Relationship Model



**Mail Owner Steps:****1. Mail Tracking & Reporting Application :**

Because each Mail Owner wishes to receive notification of the Entry Scan, an Entry Information Registration form must be completed for each company. In addition, each individual requiring access to the web site must complete and submit a PS Form 1357-S (e.g., Jane Smith and Kelly Anderson). Instructions for the application process can be found on the Apply for Entry Information page. Upon approval, the NCSC will notify each individual of his or her Mail Tracking & Reporting User ID and Password.

Note: The Mail Owners, in this particular scenario, will not be creating EMD files and therefore are not required to submit a sample EMD file or 20 sample shipment ID barcodes to the National Customer Support Center (NCSC).

**2. Contact:**

The user(s) for each company (e.g., Jane Smith and Kelly Anderson) must then enter the appropriate individual(s) requiring Entry Scan notification (e.g., Harry Jones and Kelly Anderson) as a Contact(s) in the Contact Setup section of the Mail Tracking & Reporting web site.

Note: While an individual can be both a user and a contact (e.g., Kelly Anderson), a user does not need to be a contact (e.g., Jane Smith) and a contact does not need to be a user (e.g., Harry Jones).

**3. Host:**

Because none of the Mail Owners require that they be sent a notification file via FTP, Host information does not have to be entered into the Host Setup section of the Mail Tracking & Reporting web site.

**4. Notification:**

The user must choose the method by which they wish to receive Entry Scan notification (in this case, email notification) and enter this into the Mail Tracking & Reporting site. Note that only one form of notification may be chosen for each company.

**\*Note:** Steps 1-4 are one-time activities to set up a new customer for Entry Information services. Additional PS 1357-S forms need only be submitted if the customer wishes to apply for access for a new user on their account. Steps 2-4 can be revisited at any time via the Mail Tracking & Reporting web site in order to edit customer contact, host, or notification settings, or to create new contacts or hosts.

**5. Provide Information to Creator (Mailer/Consolidator):**

Mail Owners provide CMI with the appropriate mailing information for each Mailing. The pertinent data that should be supplied to CMI for the example scenario is listed in the table below:

Table 1.1: Electronic Mailing Data (EMD) Fields Related to the Mail Owners

Mailer Owner Fields	Clothing, Inc.	Moneyandbanking.com
<b>Mail Owner Job Number</b> (*Field 9)	AAA5325433	CCC543854
<b>Mailing Name</b> (*Field 10)	Spring Linen Sale	Mortgage Mailing
<b>Mail Owner D-U-N-S Number</b> (*Field 11)	111111111	333333333
<b>Mail Class Code</b> (*Field 13)	3	3
<b>Mail Type Code</b> (*Field 14)	LT	LT
<b>Presort Level</b> (*Field 15)	333	333
<b>In Home Delivery Start Date</b> (*Field 16)	05/29/2002	05/30/2002
<b>In Home Delivery End Date</b> (*Field 17)	05/31/2002	06/02/2002
<b>Piece Count of Mailing</b> (*Field 20)	30000	10000
<b>Estimated Piece Count of Drop (to Dulles)</b> (*Field 21)	30000	10000
<b>PLANET Code</b> (*Field 22)	[none]	[none]
<b>Number of Mail Pieces PLANET Coded</b> (*Field 23)	[N/A]	[N/A]

\* Denotes the field number in the EMD Specifications document (see Appendix A).

**Mailer (Consolidator) Steps:****1. Mail Tracking & Reporting Application:**

Because CMI wishes to receive notification of the Entry Scan they must complete an Entry Information Registration form. In addition, each individual requiring access to the web site must complete and submit a PS Form 1357-S (e.g., Thomas Adams). Instructions for the application process can be found on the Apply for Entry Information page. Because CMI is the Creator of the EMD file, CMI must also submit a sample EMD file and 20 sample shipment ID barcodes to the NCSC for testing. Upon approval, the NCSC will notify CMI of their Mail Tracking & Reporting User ID and Password.

In addition, because CMI wishes to submit its EMD files to Mail Tracking & Reporting via FTP, the company must complete and submit a PS Form 1357-S for access to the Entry Information FTP Server. Upon approval, the NCSC will notify CMI of their login and password to the Mail Tracking & Reporting FTP Server.

**2. Contact:**

The CMI user(s) must then set up the appropriate individual requiring Entry Scan notification (e.g., Susan Howe) as a Contact.

**3. Host:**

Because CMI does not require a notification file to be sent via FTP, Host information does not need to be entered into the Host Setup section of the Mail Tracking & Reporting web site.

**4. Notification:**

The user must choose the method by which they wish to receive Entry Scan notification (in this case, email notification) and enter this into the Mail Tracking & Reporting site. Note that only one form of notification may be chosen for each company.

**\*Note:** Steps 1-4 are one-time activities to set up a new customer for Entry Information services. Additional PS 1357-S forms need only be submitted if the customer wishes to apply for access for a new user on their account. Steps 2-4 can be revisited at any time via the Mail Tracking & Reporting web site in order to edit customer contact, host, or notification settings, or to create new contacts or hosts.

**5. EMD File Creation:**

CMI is responsible for creating the EMD file for the shipment. This file contains two records, each containing the same Shipment ID and Mailer Job Number values, but different Mail Owner Job Numbers. Because the Mail Owners and Transporter require Entry Scan notification, the EMD should include the D-U-N-S Number of each Mail Owner and Transporter in the appropriate data row (See Appendix 1.1 for an example of the EMD to be submitted).

**6. PS Form Generation:**

- CMI generates a PS Form 8125 with the same barcode ID as included in the EMD.
- CMI places the PS Form 8125 with the mailings and prepares the shipment for pick up by National Trucking.

**Table 1.4: Electronic Mailing Data (EMD) Fields Related to Mailer/Consolidator**

Mailer Fields	Consolidated Mailings, Inc.
Shipment ID and Barcode For PS Form 8125 (*Field 1)	UT444555666000050105

<b>Mailer D-U-N-S Number</b> (*Field 2)	444555666
<b>Drop Location Facility ZIP Code</b> (*Field 3)	20101
<b>Drop Location Facility Type Code</b> (*Field 4)	SCF
<b>DSAS Appointment Number</b> (*Field 5)	36Z__0510001
<b>Drop Date</b> (*Field 7)	05/27/2002
<b>DSAS Appointment Time</b> (*Field 8)	13:30
<b>Mailer Job Number</b> (*Field 12)	CON003566
<b>Permit Account Number</b> (*Field 18)	22222222
<b>Permit ZIP Code</b> (*Field 19)	212339998
<b>Origin Plant Location</b> (*Field 25)	22204
<b>Identical/Nonidentical-Weight Pieces</b> (*Field 26)	1
<b>Single Piece Weight</b> (*Field 27)	.005
<b>Total Gross Wgt. Of Shipment</b> (*Field 28)	200
<b># of Palletized Packages</b> (*Field 29)	2
<b># of Palletized Trays</b> (*Field 30)	2
<b># of Palletized Sacks</b> (*Field 31)	2
<b># of Palletized Parcels</b> (*Field 32)	2
<b># of Non-Palletized Packages</b> (*Field 33)	2
<b># of Non-Palletized Trays</b> (*Field 34)	2
<b># of Non-Palletized Sacks</b> (*Field 35)	2
<b># of Non-Palletized Parcels</b> (*Field 36)	2

36)	
<b># of Other Containers</b> (*Field 37)	2
<b>Origin Post Office</b> (*Field 38)	220409999
<b>Verification Location</b> (*Field 39)	D
<b>Postage Payment Method</b> (*Field 40)	P
<b>Total Weight of Mailing</b> (*Field 41)	100
<b>Vehicle PVDS Seal Number</b> (*Field 42)	S456
<b>Vehicle ID Number</b> (*Field 43)	R233
<b>USPS Employee Verifying Mail</b> (*Field 44)	John Doe
<b>Employee's Phone Number</b> (*Field 45)	8005557777
<b>USPS Contact Name</b> (*Field 46)	Jane Doe
<b>USPS Contact Phone Number</b> (*Field 47)	8005556666
<b>Comments</b> (*Field 48)	Comment
<b>Bundle ID Barcode</b> (*Field 49)	UB444555666000050105
<b>Destination ZIP Code</b> (*Field 50)	22205
<b>Destination Carrier Route #</b> (*Field 51)	5
<b>Number of Bundles Barcoded</b> (*Field 52)	5
<b>Piece Ct. of Coded Bundles</b> (*Field 53)	100
<b># of Non-Barcoded Bundles</b> (*Field 54)	5
<b>Pc. Ct. of Non-Barcode Bund</b> (*Field 55)	100

\* Denotes the field number in the EMD Specifications document (see Appendix A).

**Transporter Steps:****1. Mail Tracking & Reporting Application:**

Because National Trucking wishes to receive notification of the Entry Scans, they must complete an Entry Information Registration form. In addition, each individual requiring access to the web site must complete and submit a PS Form 1357-S (e.g., Brent Sandersen). Instructions for the application process can be found on the Apply for Entry Information page. Upon approval, the NCSC will notify National Trucking of their Mail Tracking & Reporting User ID and Password.

Note: National Trucking will not be creating EMD files and therefore is not required to submit a sample EMD file or 20 sample shipment ID barcodes to the NCSC.

**2. Contacts:**

The user(s) for the company (e.g., Brent Sanderson) must then set the appropriate individual(s) up as a Contact(s). Because National Trucking wishes only to receive Entry Scan notification via FTP and not email, no Contact setup is needed for this customer.

**3. Host:**

Because National Trucking expects to receive Entry Scan notification via FTP they must complete the Host Setup section of the Mail Tracking & Reporting web site.

**4. Notification:**

The user must choose the method by which they wish to receive Entry Scan notification (in this case, FTP notification) and enter it into the Mail Tracking & Reporting site.

**\*Note:** Steps 1-4 are one-time activities to set up a new customer for Entry Information services. Additional PS 1357-S forms need only be submitted if the customer wishes to apply for access for a new user on their account. Steps 2-4 can be revisited at any time via the Mail Tracking & Reporting web site in order to edit customer contact, host, or notification settings, or to create new contacts or hosts.

**5. Provide Information to Creator:** National Trucking provides the Creator with their D-U-N-S Number for EMD file creation.

**Table 1.9: Electronic Mailing Data (EMD) Field Related to Transporter**

Transporter Fields	National Trucking
*Transportation Owner's D-U-N-S Number (*Field 6)	666666666

\*Denotes the field number in the Electronic Mailing Data (EMD) Specifications document (see Appendix A).

**6. Shipment Delivery:**

National Trucking delivers the shipment and PS Form 8125 to the designated USPS facility (Dulles SCF). Upon induction at the destination facility, the USPS dock clerk scans the barcode on the PS Form 8125.

**Mail Tracking & Reporting:**

- Mail Tracking & Reporting receives the EMD information submitted by CMI.
- Mail Tracking & Reporting receives scan data from the USPS facility where the shipment arrived at Dulles SCF.
- Mail Tracking & Reporting matches the Shipment ID field in the EMD with the Entry Scan record.
- Mail Tracking & Reporting sends out the scan time and location of the Shipment ID to the contacts associated with the customer mailings that were on the shipment. For each mailing in the shipment, Mail Tracking & Reporting cross-references the D-U-N-S Number with the Mail Tracking & Reporting customer database and sends Entry Scan notification to all individuals requiring notification (e.g., Harry Jones, Kelly Anderson, and Susan Howe) and sends summary files via FTP to the servers of any customers requiring FTP notification (e.g., National Trucking). Customers can also utilize the Mailing Data functionality on the Mail Tracking & Reporting web site to review the status of all mailings to which they are associated.

Appendix 1.1: Sample Electronic Mailing Data (EMD) Data - Example Scenario

Below is the sample Electronic Mailing Data (EMD) data based upon information presented in the above Example Scenario:

<b>Record 2:</b> Maoneyand banking.com UT444555666000050105	<b>Record 1: Clothing, Inc.</b> UT444555666000050105	<b>Field 1: Shipment ID</b> (20 digits)
444555666	444555666	<b>Field 2: Mailer's D-U-N-S® Number</b>
20101	20101	<b>Field 3: Drop Location Facility ZIP Code</b>
S	S	<b>Field 4: Drop Location Facility Type Code</b>
36Z__0510001	36Z__0510001	<b>Field 5: DSAS Appointment Number</b>
666666666	666666666	<b>Field 6: Transportation Owner's D-U-N-S® Number</b>
05272002	05272002	<b>Field 7: Drop Date</b>
1330	1330	<b>Field 8: DSAS Appointment Time</b>
CCC543854	AAA5325433	<b>Field 9: Mail Owner's Job Number</b>
Mortgage Mailing	Spring Linen Sale	<b>Field 10: Mailing Name</b>
333333333	111111111	<b>Field 11: Mail Owner's D&amp;B D-U-N-S® Number</b>
CON003566	CON003566	<b>Field 12: Mailer Job Number</b>
3	3	<b>Field 13: Mail Class Code</b>
LT	LT	<b>Field 14: Mail Type Code</b>
333	333	<b>Field 15: Presort Level</b>
05292002	05302002	<b>Field 16: In Home Delivery Start Date</b>
05312002	06022002	<b>Field 17: In Home Delivery End Date</b>
22222222	22222222	<b>Field 18: Permit Account Number</b>
212339998	212339998	<b>Field 19: Permit ZIP Code</b>
10000	30000	<b>Field 20: Piece Count of Mailing</b>
10000	30000	<b>Field 21: Estimated Piece Count of Mailing on Shipment</b>
[blank]	[blank]	<b>Field 22: PLANET™ Code</b>
[blank]	[blank]	<b>Field 23: Number of Mail Pieces PLANET™ Coded</b>
4.0	4.0	<b>Field 24: EMD Version</b>
22205	22204	<b>Field 25: Origin Plant Location</b>
		<b>Field 26: Identical/Nonidentical-Weight Pieces</b>
.006	.005	<b>Field 27: Single Piece Weight</b>
300	200	<b>Field 28: Total Gross Wgt. Of Shipment</b>

Fields 29 – 51 of EMD Continued on following page:

Record 2: Maoneyand banking.com	Record 1: Clothing, Inc.	Field 29: # of Palletized Packages
3	2	Field 30: # of Palletized Trays
3	2	Field 31: # of Palletized Sacks
3	2	Field 32: # of Palletized Parcels
3	2	Field 33: # of Non-Palletized Packages
3	2	Field 34: # of Non-Palletized Trays
3	2	Field 35: # of Non-Palletized Sacks
3	2	Field 36: # of Non-Palletized Parcels
3	2	Field 37: # of Other Containers
220409998	220409999	Field 38: Origin Post Office
D	D	Field 39: Verification Location
P	P	Field 40: Postage Payment Method
200	100	Field 41: Total Weight of Mailing
S457	S456	Field 42: Vehicle PVDS Seal Number
R234	R233	Field 43: Vehicle ID Number
John Smith	John Doe	Field 44: USPS Employee Verifying Mail
8005558888	8005557777	Field 45: Employee's Phone Number
Suzy Smith	Jane Doe	Field 46: USPS Contact Name
8005555555	8005556666	Field 47: USPS Contact Phone Number
Comment	Comment	Field 48: Comments
	UB444555666000050105	Field 49: Bundle ID Barcode
	22205	Field 50: Destination ZIP Code
	5	Field 51: Destination Carrier Route #

Fields 52 – 55 of EMD Continued on following page:



- UT444555666000050105, 444555666, 20101,S, 36Z\_\_0510001, 666666666, 05272002, 1330, CCC543854,Mortgage Mailing, 333333333, CON003566,3,LT,333, 05292002, 05312002, 22222222, 212339998, 10000, 10000,,,4.0,22205,l,.006,300,3,3,3,3,3,3,3,3,220409998,D,P,200,S457,R234,John Smith,8005558888,Suzy Smith,8005555555,Comment,,,,,,,,,

## Appendix E – FTP Server Configuration

### Configuration of File Transfer Protocol (FTP) Server

The purpose of this section is to assist you in configuring your FTP server to receive Entry Scan files. Below is a list outlining some simple procedures to help ensure that you will properly receive Entry Scan data via FTP:

- 1) Because all files are sent through the USPS FTP gateway, configure your firewall to accept all IP addresses beginning with the USPS domain of 56, i.e. 56.\*.\*.\*.
- 2) Ensure that the gateway selected is gk-e-ftp.srvs.usps.gov or gk-e-ftp.
- 3) Maintain complete and correct Domain Name Server (DNS) information about your host server. When a server is set up, a DNS entry is created with the DNS server for that domain. This allows other computers on the Internet to find the server. It is important to clearly enter the entire DNS name. The USPS FTP gateway executes a reverse lookup on the DNS information to ensure the address is complete and accurate. For example, it may look up 'ftp.server.com' to get an IP address of '111.222.222.111'. It then looks up '111.222.222.111' to try and get 'ftp.server.com'. If any other value is returned (e.g. server.com), the gateway will reject the request to open an FTP port and USPS will get an error when testing the host. If an error occurs, your host server will not receive any Entry Scan data from USPS.
- 4) In order to avoid DNS-related errors, check your DNS information by using the 'nslookup' function. In Windows™ NT, 2000, or XP or UNIX, open a DOS or command prompt session. At the command prompt enter 'nslookup' and either the IP address or domain name. 'Nslookup' returns an address. Complete the same steps above to use nslookup to look up the returned address. If you do not get the same domain name or address you typed the first time, then the your DNS information is not set up correctly. In that case, obtain the correct DNS information for your server. Contact your network administrator or your Internet Server Provider. An example is listed below:

```
Enter: c:\>nslookup ftp.server.com
```

```
Results:          Server: your.dnsserver.com  
                Address: 155.133.111.13  
                Name: ftp.server.com
```

---

<sup>1</sup> For the specific IP address please contact the NCSC help desk at 1(877) 640-0724.

Address: 111.222.222.111

Now Type the IP address returned from previous 'nslookup': c:\>nslookup 111.222.222.111

Results:           Server: UnKnown  
                  Address: 149.122.111.13  
                  Name: ftp.server.com  
                  Address: 111.222.333.111

In this case, the server domain name and IP address match. So, FTP access is available. However, if the server domain name and the IP address do not match, USPS will not be able to FTP scan data to you.

## Appendix F – FTP Notification File Contents

### File Data Elements

Customers who opt for Entry Scan notification via FTP will receive individual flat file(s) that compile all Entry Scans received during the defined period. You may select to receive up to 4 entry scan files per day. If no scans were received a file will not be sent.

Each record in the FTP Entry Scan notification file contains the following four fields of data:

	Field 1: Shipment ID	Field 2: Actual Drop Facility Name	Field 3: Actual Drop Facility ZIP Code	Field 4: Actual Drop Date and Time
Sample Data Record 1	UT037349393999999901	CAPARRA_HEIGHTS_00968	00968	03/03/2002 10:55:00
Sample Data Record 2	UT037349393999999907	OLYMPIA_98501	98501	03/03/2002 12:55:00

**Sample File Data:** Bullet points were added for readability and will not be present in the notification file.

- |   |
|---|
| <ul style="list-style-type: none"> <li>• UT037349393999999901,CAPARRA_HEIGHTS_00968,00968,03/03/2002 10:55:00</li> <li>• UT037349393999999907,OLYMPIA_98501,98501,03/03/2002 12:55:00</li> <li>• UT037349393999999906,NASHVILLE_NASHVILLE,37230,03/03/2002 12:59:00</li> <li>• UT037349393999999902,DAYTON_45401,45401,03/03/2002 15:45:00</li> </ul> |
|---|

### File Name Elements

Each FTP notification file will have an automatically-generated 8-character filename with “.pts” (Entry Scan) as the file extension to designate the type of scan. The filename will be generated according to the following convention:

Character	Data
-----------	------

1	"s" to signify Scan file
2-4	Month, day and hour of file creation (in Base 36)
5-6	Minute of file creation
7-8	Second of file creation

**Sample File Names:** s2bf4511.pts, s2re3110.pts

## Appendix G – Entry Information Glossary

### A

**Access Privileges** – The system access rights assigned to users of the Mail Tracking & Reporting application. These privileges provide the appropriate data-level security, as determined by the business need of the user. A user may be given Customer, System Administrator or Customer Support privileges.

**Add/View Mailings** – The capability to add mailings to a shipment, or view mailings previously associated with a shipment.

**Appointment Time** – The estimated time when the mail will be dropped at the USPS facility. Appointment information should only be entered for Plant Verified Drop Shipment mailings. This time should correspond to the Drop Shipment Appointment System (DSAS) appointment time. Note: Time is 24 hour.

### B

### C

**Contact Name** - The individual associated with a customer who will be receiving a notification. If “email” is the chosen method of Entry Scan notification, each individual contact associated with a customer will receive notification.

**Creator** - The creator can be the Mail Owner, Mailer, or Transporter, but ultimately is the person that adds the Electronic Mailing Data (EMD) mailing and shipment data to the Mail Tracking & Reporting application.

**Creation Success** - Used to determine whether or not a notification file to be sent via FTP to a customer was created correctly.

**Customer Name** - The title used to identify a Mail Tracking & Reporting customer.

### D

**D-U-N-S Number** – A nine-digit sequence number issued by Dun and Bradstreet®, to uniquely identify business entities, while linking corporate family structures together.

**Delete** – Functionality used to remove records from the Mail Tracking & Reporting database.

**Delete (Shipment)** - This link deletes the selected shipment and any given drops related to that shipment.

**Delivery Status** – The description regarding delivery of the Entry Scan notification file via FTP.

**Delivery Success** - Confirmation of the Entry Scan notification file delivery to the customer via FTP.

**Delivery Time** - The time that the Entry Scan notification file will be sent to a customer each day via FTP.

**Drop** – The portion of a mailing (either whole mailing or part of a mailing) on one truck delivered to a single USPS facility.

**Drop Date** – The estimated date when the mail will be dropped at the USPS facility. Appointment information should only be entered for Plant Verified Drop Shipment mailings. This date should correspond to the Drop Shipment Appointment System (DSAS) appointment date.

**Drop Location** – The USPS facility where mail in a particular shipment is dropped (e.g., Northern VA P&DC = 22081). Mail dropped at additional facilities represents a separate shipment.

**Drop Location Facility Type** - The type of USPS facility where mail in this shipment will be dropped (eg. SCF).

**DSAS Appointment Number** – Drop Shipment Appointment System (DSAS) appointment number applicable to this shipment where required (from PS form 8125, assigned by DSAS).

### E

**Email** - A method for transmitting Entry Scan notification to the customer. An email will be sent for each Entry Scan of a PS Form 8125 or 3152-A.

**Expected/Actual Drop** - The location at which the shipment is forecasted to be and is actually dropped at a USPS facility.

**Expected/Actual Drop Date and Time** - The date and time the shipment is forecasted to be and is actually dropped at a USPS facility.

### F

**File Creation Success** - A description to indicate whether or not the attempt to create an Entry Scan notification file was successful.

**File Name** - The identification name given to the Entry Scan notification file.

**File Transfer Format** - The FTP transfer format (ASCII or Binary) of the Entry Scan notification file the customer will receive.

**File Transfer Protocol (FTP)** - A protocol for transmitting Entry Scan notification to the customer and for submitting Electronic Mailing Data (EMD) files to the Entry Scan application.

### G

### H

**Host** - The address of the customer's server to which the Entry Scan notification file is sent via FTP.

**Host Description** - A description of the Host entered by the user in order to more easily identify a particular host.

**Host Name** - The Host Name or the TCP/IP address of the Host (dependent upon Host Name Type) to which the Entry Scan notification file will be sent via FTP.

**Host Name Type** – The identifier that distinguishes the address as either a Host Name or IP address.

**Host Password** - The Password associated with a Host User Name used to grant access to the customer FTP server.

**Host Proxy Name** – The proxy server, which routes a user's server request, used for non-USPS servers to allow information to be passed through the firewall.

**Host Target Directory** – The location of where in the directory structure the Entry Scan notification FTP file is placed.

**Host User Name** - The User ID the Mail Tracking & Reporting server requires in order to log into the customer's FTP server so that notification can be sent via FTP.

I

**In-home Delivery End Date** - The last day of the in-home delivery window.

**In-home Delivery Start Date** - The first day of the in-home delivery window.

J

K

L

M

**Mail Class** – The predominant mail class code of the mailing.

**Mailer** - The Mailer is responsible for the organization of the shipment (could also produce, consolidate, and transport the mail).

**Mail Owner** - The Mail Owner is the company for whom the mailing has been created.

**Mail Owner Job Number** - A unique identifier assigned by the Mail Owner and used for identification and internal tracking of a specific mailing.

**Mail Type** – The predominant mail type of the mailing.

**Mailer Job Number** - A unique identifier number assigned by the Mailer to a production run and used for identification and internal tracking of a specific production run.

**Mailer Number** - The nine-digit D-U-N-S Number (issued by Dun and Bradstreet®) of the company generating the shipment.

**Mailing Name** – The descriptive name assigned to a particular Mail Owner Job Number.

**Minimum Data Port** – The port used for certain customers that have firewall requirements. The Mail Tracking & Reporting application will put files in a Minimum Data Port for security purposes when sending Entry Scan notification via FTP.

**Most Recent Execution Attempt** – The date and time of the last attempt to send the Entry Scan notification file via FTP.

**Most Recent File Creation Attempt** – The date and time of the last Entry Scan notification file creation attempt.

N

**Note** - A possible error encountered when creating a file.

**Number of Pieces** – The total number of individual mailing items included in a particular mailing.

O

P

**Password** – The identifier associated with a User ID that grants access to the Mail Tracking & Reporting application.

**Permit Account Number** – The customer's PERMIT Account Number.

**Permit ZIP Code** – The ZIP Code where the PERMIT account is held.

**Piece Count** – The total number of individual mail pieces included in a particular mailing.

**Piece Count of Mailing on Shipment** – The estimated pieces of a mailing associated with a shipment.

**Presort Level** – The predominant Content Identification Number (CIN) of the mailing.

QR

**Resend** – The capability to resend a file again in instance of failure or data corruption.

S

**Schedule Date** - The date and time that an Entry Scan notification file is scheduled to be created and sent to a customer via FTP.

**Scheduled Host** - The host selected to receive Entry Scan notification via FTP.

**Selected Email Addresses** - The email addresses selected to receive the FTP Status Email of the Notification.

**Shipment ID** - A unique Barcode ID used to identify an individual shipment. The Shipment ID must be the same as the barcode placed on the PS Form 8125 or 3152-A.

**Status** - A description defining the customer's participation in the Entry Information application. A customer has a status of either Active or In-active.

T

**Transporter** - The Transporter physically ships the mailing.

**Transporter Number** - The nine digit D-U-N-S Number (issued by Dun and Bradstreet) of the company responsible for the physical shipment. Note: If the company generating the Electronic Mailing Data (EMD) information is also transporting the shipment, or if the transporter does not require notification, this field should be left blank.

U

**User ID** - The login ID assigned to a user by the National Customer Support Center (NCSC) that, in combination with a Password, grants access to the Mail Tracking & Reporting application.

**User Name** - The first and last name associated with a User ID.

V

W

X

Y

Z