

The Test Environment for Mailers (TEM)

Presented to NAPM
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TEM enables mailers to test electronic documentation submissions Mail.dat and Mail.XML

- Mail.dat
 - Mailers may submit Mail.dat 09-1, 11-1 or 11-2 for testing in TEM
 - Full-Service option requires Mailers to submit Mail.dat versions 09-1, 11-1 and 11-2

Note: Support for 09-1 will stop after Nov 7, 2011; support for 11-1 will stop after Jan 22, 2012; updates will be allowed for these version.



▪ **Mail.XML supported versions**

- eDoc & Full-Service: 9.0B, 9.0C, 10.0C

Note: support for 9.0B, 9.0C will stop after Jan 22, 2012; only updates will be allowed; 11.0 support starts on Jan 8, 2012

- Data Distribution – Mail.XML 7.0C, 8.0B, 8.1 & 10.0A

Note: support for 7.0c and 8.0B ends on Oct 28, 2011; 8.1 support stops on April 1, 2012; 11.0* starts on Jan 8, 2012

- FAST 6.0D, 8.0B, 10.0

Note: support for 6.0D stops on Oct 28, 2011)

Support Schedule

https://ribbs.usps.gov/intelligentmail_schedule/documents/tech_guides/specs/IDEAllianceSpecs.pdf



- Mailers that use Postal Wizard are **not** required to send postage statements to the TEM. To receive authorization contact the BMEU.
- Authorization is from local Manager Business Mail Entry Unit (BMEU) to send the electronic postage statement through Postal Wizard.

- TEM documentation and parallel process have been recently revised based on customer feedback and internal stakeholders' review
 - Simplified process and supporting documentation
 - Standardized process across eDoc methods
 - Updated scenarios to match system capabilities
 - Added full-service scenarios and criteria for on-boarding full-service mailers
 - **Created new TEM Guides**

- The previous user guide, *Test Environment for Mailers (TEM) Checklist and Troubleshooting* is now split into four separate guides on RIBBS

https://ribbs.usps.gov/intelligentmail_guides/documents/tech_guides/temguides/temguides.htm

- New guides become effective September 16, 2011:
 - eDoc and Full Service Authorization for Mail.dat
 - eDoc and Full Service Authorization for Mail.XML
 - FAST Authorization
 - Full-Service Data Feedback Authorization

- Overview of (mailer) steps for eDoc authorization for Postage Statements
 1. Choose Electronic Documentation Method (Mail.dat or Mail.XML). Use the appropriate TEM document.
 2. Complete Survey to Identify Test Scenarios attach to email when contacting the Help Desk.
 3. Get Access to Manage Mailing Activity service (*PostalOne!*, TEM, Dashboard, Reporting, Link Permits)
 4. Practice scenarios. When ready for eDoc verification submit Test Files to TEM based on Tests identified in the Survey.
 5. Check Results in *PostalOne!* TEM (Dashboard, qualification reports, etc.). Attach Results worksheet to email to Help Desk.
 6. Wait for Authorization from Help Desk to Use Electronic Documentation for Postage Statements and Supporting Documentation

- *Note: Same steps apply to Mail.dat and Mail.XML*

- If enrolling in full-service, the mailer will need to complete eDoc authorization first, may need to conduct parallel tests.
- If a mailer is already submitting eDoc in production, needs only complete the full-service steps:
 - Notify BME he will be delivering test mailings for TEM process
 - Prepare and submit practice jobs for Acceptance and Verification
 - Complete Full-Service Test Verification. Attach Results Sheet when notifying Help Desk through e-mail.
 - Wait for Authorization for Full-Service from the Help Desk
 - After completing these steps, the mailer will be authorized to send full-service mailings in the production environment
 - If a mailer will use a Special Postage Payment System (SPPS), he must complete parallel tests before authorized to submit files in the production environment.
 - MBME and Help Desk to kick-off parallel process
 - If test review unsuccessful, Help Desk assist with MBME, MBME to notify Help Desk when parallel process is completed

- Mailers can attempt full-service authorization after receiving eDoc Authorization
 1. Complete (eDoc) authorization for postage statements and supporting documentation
 2. Notify Help Desk. *Note TEM Team will link permits in TEM.*
 3. Prepare and Submit Practice Jobs for Acceptance and Verification
 4. Complete Full-Service Test Verification. Email and attach Results Sheet to Help Desk.
 5. Wait for Authorization for Full-Service *
 - * Mailer must complete additional CSA Verification steps only if sending First-Class Mail under a CSA:
 - Placard data matches CSA
 - CSA matches eDoc
 - Sign-off by Operations on process

Postal teams complete Full-Service Test The verification

- After the mailer submits the eDoc to TEM, the mailer contacts the BME and deliver the physical test mailings to the BMEU for verification
- TEM team will validate all submitted jobs for the test mailings to ensure that there are no Mail Data Quality (MDQ) errors in MicroStrategy for TEM jobs.
- TEM team will notify the Help Desk if there are still MDQ errors for the physical test mailings
 - If MDQ errors are found, the mailer will need to make adjustments to software and re-submit the test mailings until passing all applicable full-service mailing criteria.
 - The mailer can review their job for MDQ errors in the MicroStrategy reporting environment for TEM, which captures and reports any errors the mailings create.
- Help Desk will notify the mailer regarding scenario failures and MDQ errors (copy the MBME)

4. BME completes Full-Service Test Verification Physical Test of Mailings

- Once all of the full-service criteria have been met, the mailer will notify the BME and deliver the physical test mailings to the BME for verification in the production environment
 - The mailer must submit the electronic documentation to production (second job) to pay for the test mailing without the full-service participation indicator (i.e., place Blank = None in the Segment file Full-service Participation Indicator)
 - Note: If the mailer uses the current hard copy process and the clerk is checking-in the statement, the full-service option will not be applied. Mailings submitted for TEM will need to be paid for at the non-discounted rate until testing is complete.

- Additional enhancements to the process are being reviewed for potential inclusion in the future
 - Consolidate scenarios across First-Class, Standard, Bound Printed Matter
 - Software vendor certification
 - Split eDoc authorization into multiple guides for mailers with simple environments and complex environments
 - Add more scenarios to reflect new mailing standards
 - Mixed Class Co-mail
 - FSS
 - Modify error messages to include technical description and simpler description