



# Greater Atlanta PCC Day – Lunch & Learn

## Accessing and Understanding Mail Quality Reporting

April 15, 2014

Bruce Klein, Technical Integration Specialist  
USPS Headquarters  
Bruce.r.klein@usps.gov  
678-404-1155

# Today's Agenda

- What is Mailer Scorecard
- Full Service Mailer Scorecard
- Investigating Full-Service Issue
- Tips & Tricks
- Additional Reports

# Mailer Scorecard

REPORT DETAILS

Report Filter:  
 ((eDoc Submitter} = 94539996:3JordanL) And ((Month (CAL\_MONTH) = ApplySimple("to\_number(to\_char(add\_months(sysdate, -1), 'YYYY')) \* 100 + to\_number(to\_char(add\_months(sysdate, -1), 'MM'))",0)) And ((eDoc Submitter} = 94539996:3JordanL))

Data rows: 15 | Data columns: 1 - 50 of 133

eDoc Submitter	Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group ID	Bypass Seamless	Auto-Finalization	CRID Seamless Status	# Containers	# Handling		
94539996	3JordanL	-	MAC4	FSC								
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			FSC									
			NET1	FSC								
			QUAD	CM								
				CM								

Mailer Scorecard

SEPTEMBER 2013

Verifications

Mailer Profile
Full-Service Electronic
eInduction
Seamless
Manual Sampling
Entry Point

# Metrics
# Trending
% Metrics
% Trending

Full-Service Electronic

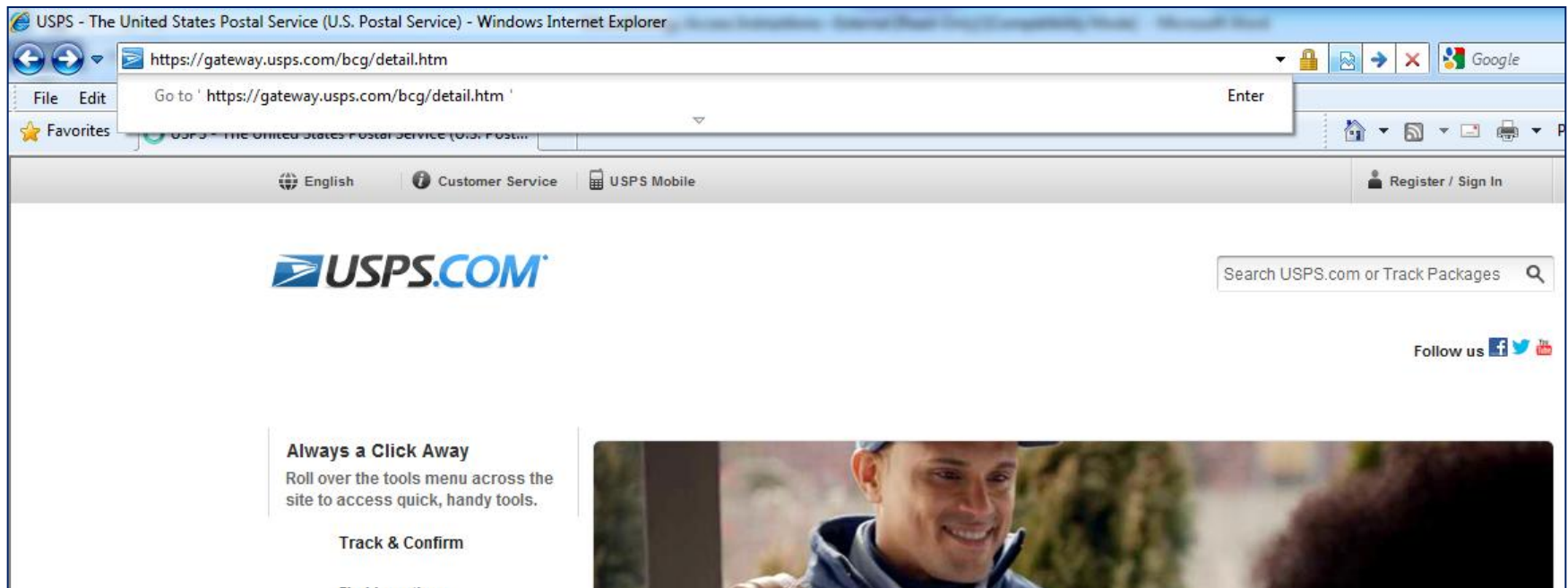
eDoc Submitter	Total	94539996	4433945
		3JordanL	SHAPIRO PERFECT MAILING COMPANY
# Containers	1,547	1,000	547
# Handling Units	516	300	216
# Pieces	40,128	19,025	21,103
% FS Mail Volume	90.03%	89.09%	90.88%
% OCI Errors	3.11%	2.00%	3.70%
% MID Container Errors	1.20%	1.88%	0.63%
% MID HU Errors	1.04%	2.00%	0.53%
% MID Piece Errors	0.44%	0.88%	0.04%
% STD Errors	1.45%	0.74%	2.09%
% ByiFor Errors (All)	0.95%	0.56%	1.30%
% ByiFor Invalid Errors	0.91%	0.52%	1.26%
% ByiFor Matching Errors	0.02%	0.02%	0.03%
% ByiFor Mail Owner Identified as MSP Errors	0.02%	0.02%	0.02%
% Barcode Uniqueness Container Errors	2.56%	3.75%	1.57%
% Barcode Uniqueness HU Errors	1.04%	2.00%	0.53%
% Barcode Uniqueness Piece Errors	4.57%	1.18%	7.58%
% Entry Facility Container Errors	2.62%	4.75%	0.84%
% Early Scheduled Ship Date Warnings	1.52%	5.71%	1.11%
% CSA Container Warnings	2.22%	3.50%	1.15%
% Default Tray Barcode Warnings	0.69%	0.00%	1.06%

# What is Mailer Scorecard

- The Mailer Scorecard provides a dashboard view summarizing performance
- Allows comparison across facilities
- Conditional formatting provides a trending view across months
- Drill reports provide a way to determine specific mail preparation errors
- Available for any company that submits electronic documentation
  - Data grouped by eDoc submitter CRID
  - Limited view for mail owners at this time

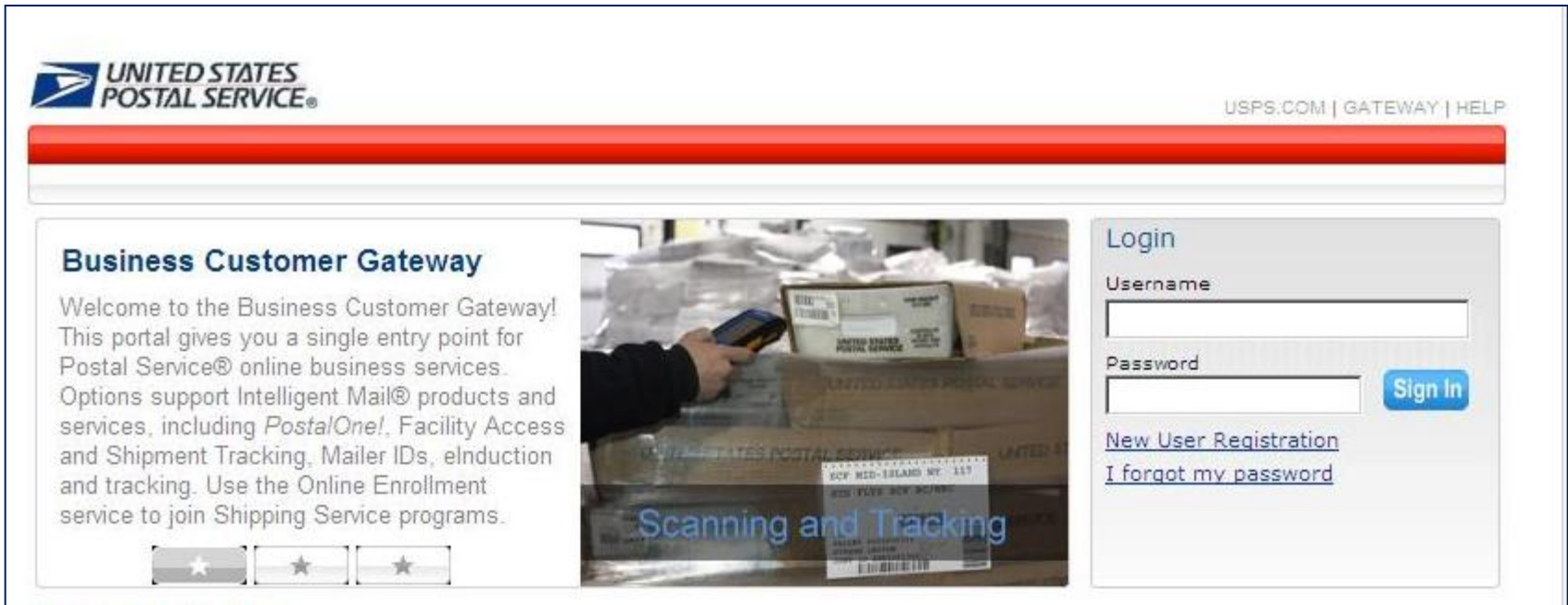
# How Are the Reports Accessed

- To access the Mailer Scorecards log in through the Business Customer Gateway
  - <https://gateway.usps.com/bcg/detail.htm>



# How Are the Reports Accessed

- Enter the appropriate user name and password
  - Select Sign In

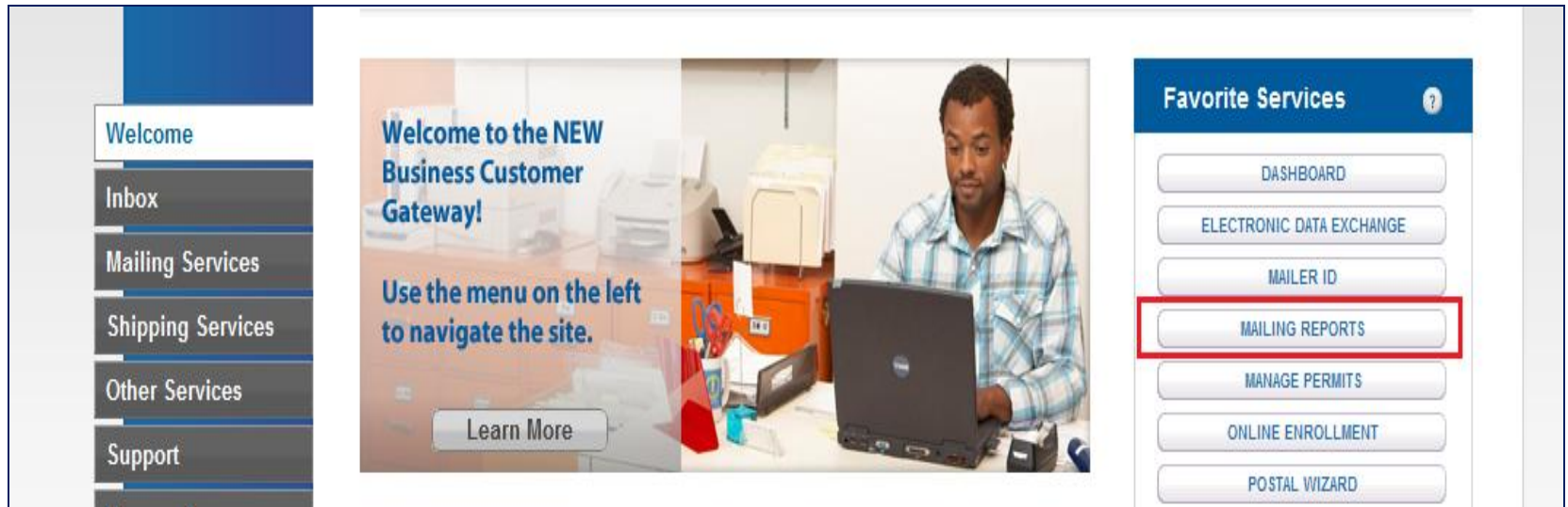


The screenshot shows the USPS Business Customer Gateway login page. At the top left is the United States Postal Service logo. At the top right are the links "USPS.COM | GATEWAY | HELP". A red horizontal bar is below the header. The main content area is divided into three sections:

- Business Customer Gateway:** A text block with a welcome message and a three-star rating bar at the bottom.
- Scanning and Tracking:** An image showing a person scanning a USPS box with a handheld device.
- Login:** A form with "Username" and "Password" input fields, a "Sign In" button, and links for "New User Registration" and "I forgot my password".

# How Are the Reports Accessed

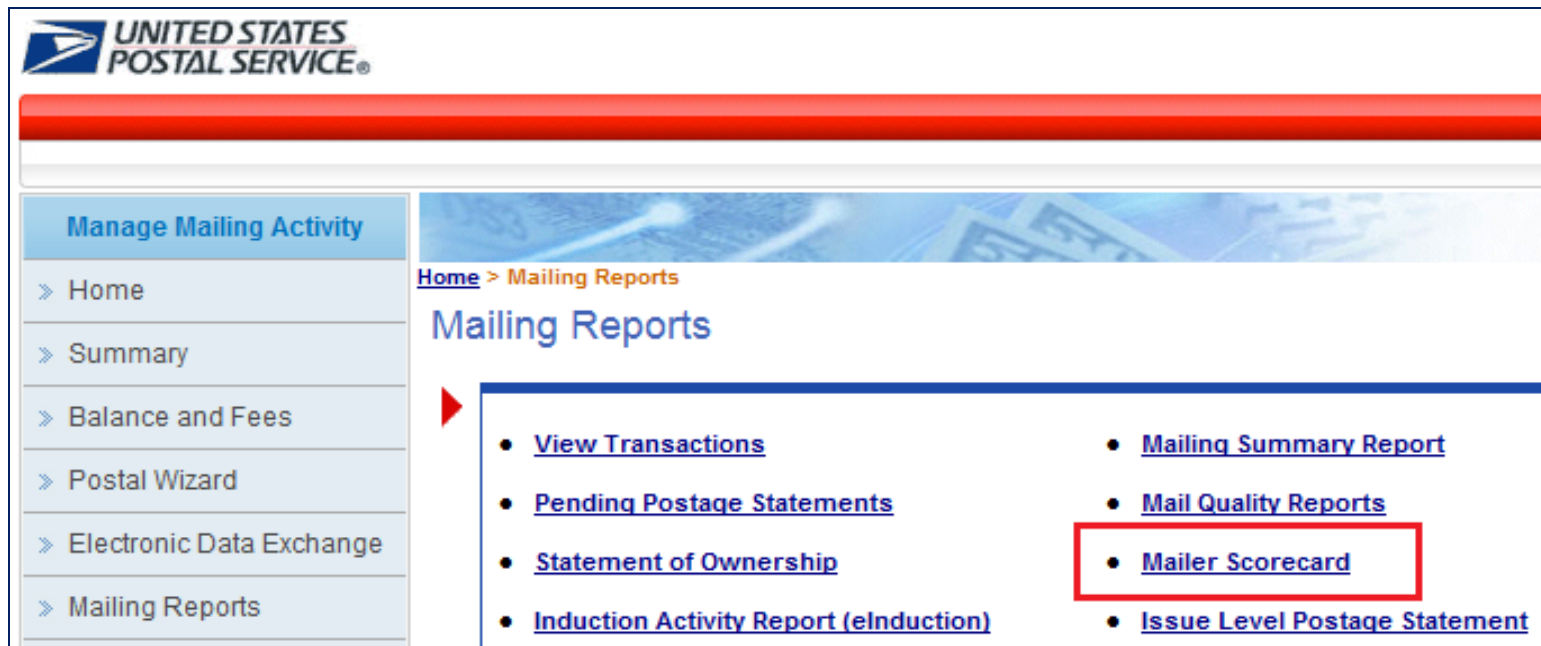
- Scroll down to the Tools & Wizard section
  - Select Mailing Reports



The screenshot displays a web application interface. On the left, a vertical navigation menu lists several options: Welcome, Inbox, Mailing Services, Shipping Services, Other Services, and Support. The 'Mailing Services' option is highlighted. In the center, a banner features a photograph of a man working at a desk with a laptop. The banner text reads: 'Welcome to the NEW Business Customer Gateway!' and 'Use the menu on the left to navigate the site.' Below the text is a 'Learn More' button. On the right, a 'Favorite Services' section is visible, containing a list of service buttons: DASHBOARD, ELECTRONIC DATA EXCHANGE, MAILER ID, MAILING REPORTS, MANAGE PERMITS, ONLINE ENROLLMENT, and POSTAL WIZARD. The 'MAILING REPORTS' button is highlighted with a red rectangular border.

# How Are the Reports Accessed

- Select Mailer Scorecard



The screenshot shows the United States Postal Service website interface. At the top left is the USPS logo. Below it is a red horizontal bar. On the left side, there is a navigation menu under the heading "Manage Mailing Activity" with links for Home, Summary, Balance and Fees, Postal Wizard, Electronic Data Exchange, and Mailing Reports. The main content area shows a breadcrumb trail "Home > Mailing Reports" and the title "Mailing Reports". Below this, there is a list of report options: View Transactions, Pending Postage Statements, Statement of Ownership, Induction Activity Report (eInduction), Mailing Summary Report, Mail Quality Reports, Mailer Scorecard (highlighted with a red box), and Issue Level Postage Statement.

UNITED STATES  
POSTAL SERVICE®

Manage Mailing Activity

- » Home
- » Summary
- » Balance and Fees
- » Postal Wizard
- » Electronic Data Exchange
- » Mailing Reports

Home > Mailing Reports

## Mailing Reports

- [View Transactions](#)
- [Pending Postage Statements](#)
- [Statement of Ownership](#)
- [Induction Activity Report \(eInduction\)](#)
- [Mailing Summary Report](#)
- [Mail Quality Reports](#)
- [Mailer Scorecard](#)
- [Issue Level Postage Statement](#)



# Mailer Scorecard

I'm an eDoc submitter



This report shows a breakdown of metrics by eDoc submitter CRID across several USPS programs, including Full-Service, Seamless Acceptance, and eInduction.

I'm a Mail Owner



This report shows a breakdown of Full-Service electronic verification metrics by mail owner and mail preparer and filtered by mail owner.



# Full Service Mailer Scorecard

# What Validations Are Performed

- Within 48 hours after the mailing is processed the following occurs:
  - Full-Service eDoc verification
    - Check every container, handling unit and piece in electronic documentation and evaluate for specific errors
  - Trend results are monitored for at least one month

Data Type	eDoc record level
Mailer ID	Container, Tray, Piece Barcode
Service Type ID	Piece Barcode
By/For	Piece
Unique Container Barcode	Container Barcode
Unique Tray Barcode	Tray Barcode
Unique Piece	Piece Barcode
Co-Palletization	Tray/Sack
Entry Facility	Container

# What Validations Are Performed

- All validations are performed by checking against values provided in the eDoc

Validation	What is it?
Mailer ID	Mailer ID provided in the IMb, IMtb, or IMcb is valid and registered with the USPS Mailer ID system
Service Type ID	Service Type ID provided in the IMb is valid, appropriate for the class of mail, and appropriate for the service level of the mailpiece
By/For	Mail Owner and Mail Preparer are provided for each mailpiece
Unique Container Barcode	IMcb is unique across all mailings from all eDoc submitters for the past 45 days
Unique Tray Barcode	IMtb is unique across all mailings from all eDoc submitters for the past 45 days
Unique Piece	IMb is unique across all mailings from all eDoc submitters for the past 45 days
Co-Palletization	Co-palletization files are submitted within 14 days for trays/virtual sacks marked for co-palletization at origin
Entry Facility	Entry facility provided in eDoc (Locale key or ZIP Code) is a valid USPS facility

# Full Service Mailer Scorecard

Mailer Scorecard | Thresholds

## Mailer Scorecard

SEPTEMBER 2013



### Verifications

Mailer Profile | Full-Service Electronic | eInduction | Seamless | Manual Sampling | Entry Point

# Metrics  # Trending  % Metrics  % Trending

### Full-Service Electronic

eDoc Submitter	Total	9453996	4433945
		3JordanL	SHAPIRO PERFECT MAILING COMPANY
# Containers	1,547	1,000	547
# Handling Units	516	300	216
# Pieces	40,128	19,025	21,103
% FS Mail Volume	90.03%	89.09%	90.88%
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% STD Errors	1.45%	0.74%	2.09%
% By/For Errors (All)	0.95%	0.56%	1.30%
% By/For Invalid Errors	0.91%	0.52%	1.26%
% By/For Matching Errors	0.02%	0.02%	0.03%
% By/For Mail Owner Identified as MSP Errors	0.02%	0.02%	0.02%
% Barcode Uniqueness Container Errors	2.56%	3.75%	1.57%
% Barcode Uniqueness HU Errors	1.04%	2.00%	0.53%
% Barcode Uniqueness Piece Errors	4.57%	1.18%	7.56%
% Entry Facility Container Errors	2.62%	4.75%	0.84%
% Early Scheduled Ship Date Warnings	1.52%	5.71%	1.11%
% CSA Container Warnings	2.22%	3.50%	1.15%
% Default Tray Barcode Warnings	0.69%	0.00%	1.06%

### Legend

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

Exceeds Threshold

Export All to Excel

Export All to PDF

# Full Service Mailer Scorecard

**Mailer Scorecard**

**SEPTEMBER 2013**



Verifications

Mailer Profile

Full-Service Electronic

eInduction

Seamless

Manual Sampling

Entry Point

# Metrics

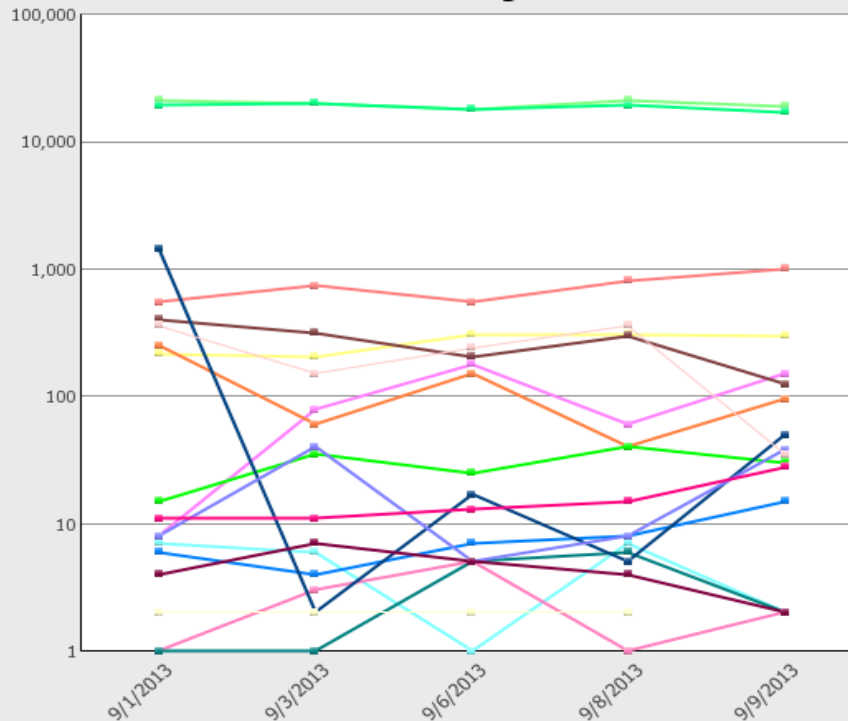
# Trending

% Metrics

% Trending

**Full-Service Electronic**

**# Trending**



Metric Selector

Graph Legend

- # Containers
- # Handling Units
- # Pieces
- # Full-Service Pieces
- # OCI Errors
- # MID Container Errors
- # MID HU Errors
- # MID Piece Errors
- # STID Errors
- # By/For Errors
- # Barcode Uniqueness Container Errors
- # Barcode Uniqueness HU Errors
- # Barcode Uniqueness Piece Errors
- # Entry Facility Container Errors
- # Early Scheduled Ship Date Warnings
- # CSA Container Warnings
- # DMU Verified USPS Transported Containers
- # Default Tray Barcode Warnings

Note: The Y axis scale is logarithmic (each tick mark is ten times the value of the previous tick mark), and values of zero are not displayed.

# Full Service Mailer Scorecard

Mailer Scorecard | Thresholds

## Mailer Scorecard

SEPTEMBER 2013



### Verifications

Mailer Profile	Full-Service Electronic	eInduction	Seamless	Manual Sampling	Entry Point
<input type="radio"/> # Metrics <input type="radio"/> # Trending <input checked="" type="radio"/> % Metrics <input type="radio"/> % Trending					
<b>Full-Service Electronic</b>					
<b>eDoc Submitter</b>	Total	94539996	4433945		
		3JordanL	SHAPIRO PERFECT MAILING COMPANY		
# Containers	1,547	1,000	547		
# Handling Units	516	300	216		
# Pieces	40,128	19,025	21,103		
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% By/For Errors (All)	0.95%	0.56%	1.30%		
% By/For Invalid Errors	0.91%	0.52%	1.26%		
% By/For Matching Errors	0.02%	0.02%	0.03%		
% By/For Mail Owner Identified as MSP Errors	0.02%	0.02%	0.02%		
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% CSA Container Warnings	2.22%	3.50%	1.15%		
% Default Tray Barcode Warnings	0.69%	0.00%	1.06%		

### Legend

- Percentage metric value has improved by more than 5% from previous month
- Percentage metric value has declined by more than 5% from previous month
- Exceeds Threshold

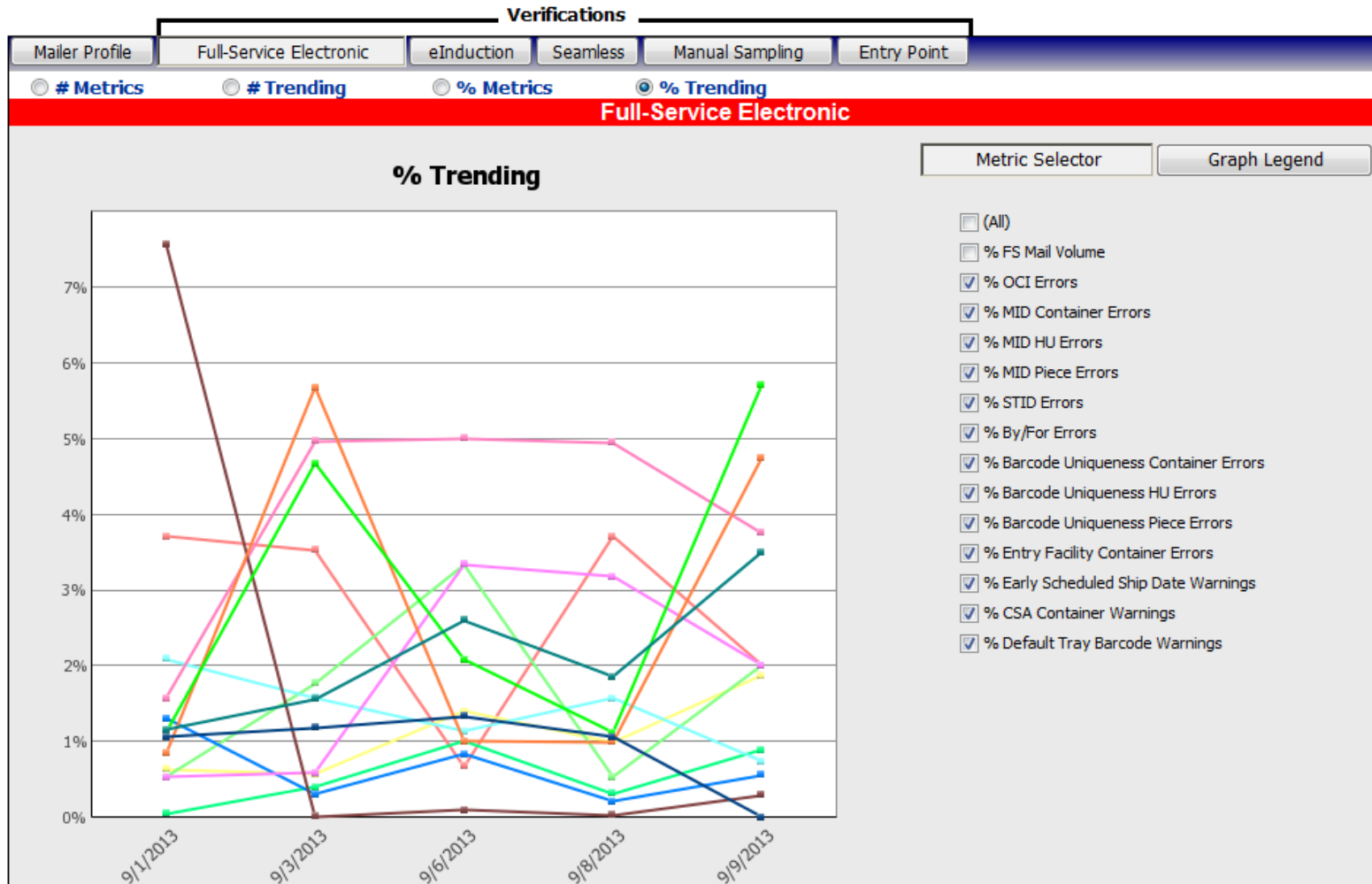
Export All to Excel

Export All to PDF

# Full Service Mailer Scorecard

**Mailer Scorecard**

**SEPTEMBER 2013**





# Full Service

Mailer Scorecard		SEPTEMBER 2013				
		Verifications				
Mailer Profile		Full-Service Electronic	eInduction	Seamless	Manual Sampling	Entr
<input type="radio"/> # Metrics <input type="radio"/> # Trending <input checked="" type="radio"/> % Metrics <input type="radio"/> % Trending		Full-Service Electronic				
eDoc Submitter		Total	9453996	4433945	SHAPIRO PERFECT MAILING COMPANY	
			JordanL			
# Containers		1,547	1,000	547		
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# Pieces		40,128	19,025	21,103		
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% By/For Mail Owner Identified as MSP Errors		0.02%	0.02%	0.02%		
% Barcode Uniqueness Container Errors		2.56%	3.75%	1.57%		
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% CSA Container Warnings		2.22%	3.50%	1.15%		
% Default Tray Barcode Warnings		0.69%	0.00%	1.06%		

- Changes in metrics since previous month are highlighted
  - Green: metric has improved by more than 5%
  - Red: metric as declined by more than 5%
  - Yellow: metric exceeds USPS threshold

# Thresholds

Mailer Scorecard **Thresholds**

## Thresholds



Full-Service Electronic	
Metric Name	Threshold
% FS Mail Volume	Greater than or Equal to 90.00%
% OCI Errors	Less than or Equal to 5.00%
% MID Container Errors	Less than or Equal to 2.00%
% MID HU Errors	Less than or Equal to 2.80%
% MID Piece Errors	Less than or Equal to 2.80%
% STID Errors	Less than or Equal to 2.00%
% By/For Errors	Less than or Equal to 5.00%
% Barcode Uniqueness Container Errors	Less than or Equal to 2.00%
% Barcode Uniqueness HU Errors	Less than or Equal to 2.80%
% Barcode Uniqueness Piece Errors	Less than or Equal to 2.80%
% Entry Facility Container Errors	Less than or Equal to 5.00%
Additional Postage Due (Full-Service Electronic)	Equal to \$0.00
% Early Scheduled Ship Date Warnings	Less than or Equal to 10.00%
% CSA Container Warnings	Less than or Equal to 10.00%

Seamless	
Metric Name	Threshold
% Seamless Acceptance Jobs not Auto-Finalized	Equal to 0%
Postage Adjustment Factor (PAF)	Less than or equal to PAF Threshold (1.015)
Additional Postage Due (Through Manual Sampling)	Equal to \$0.00
Additional Postage Due (Through Content Errors)	Equal to \$0.00
Additional Postage Due (Through MPE)	Equal to \$0.00
Additional Postage Due (Undocumented Pieces)	Equal to \$0.00
% Nesting/Sortation Errors (MPE)	Less than or Equal to 5.00%
% Nesting/Sortation Errors (Manual Sampling)	Less than or Equal to 10.00%
% Nesting/Sortation Errors (eDoc)	Less than or Equal to 2.80%
% Entry Facility Errors	Less than or Equal to 5.00%
% COA Errors	Less than or Equal to 2.00%
% DPV Errors	Less than or Equal to 2.00%
% Mail Characteristic Errors	Less than or Equal to 10.00%
% Postage Errors	Less than or Equal to 3.00%
% Weight Errors	Less than or Equal to 2.00%

eInduction	
Metric Name	Threshold
Total Additional Postage Due	Equal to \$0.00
Additional Postage Due (Misshipped/EPD/Zone)	Equal to \$0.00
Additional Postage Due (Undocumented)	Equal to \$0.00
Additional Postage Due (Duplicate Barcode)	Equal to \$0.00

Manual Sampling	
Metric Name	Threshold
% Mail Characteristic Container Errors	Less than or Equal to 10.00%
% Mail Characteristic HU Errors	Less than or Equal to 10.00%
% Mail Characteristic Piece Errors	Less than or Equal to 10.00%
% Nesting/Sortation Container Errors	Less than or Equal to 10.00%
% Nesting/Sortation HU Errors	Less than or Equal to 10.00%
% Nesting/Sortation Piece Errors	Less than or Equal to 10.00%
% Barcode Quality Container Errors	Less than or Equal to 5.00%
% Barcode Quality HU Errors	Less than or Equal to 5.00%
% Barcode Quality Piece Errors	Less than or Equal to 5.00%
% Weight Piece Errors	Less than or Equal to 2.00%
% Postage Piece Errors	Less than or Equal to 3.00%

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications					
Mailer Profile	Full-Service Electronic	eInduction	Seamless	Manual Sampling	Entry Point
<input type="radio"/> # Metrics <input type="radio"/> # Trending <input checked="" type="radio"/> % Metrics <input type="radio"/> % Trending					
Full-Service Electronic					
		Total	9453996	4433945	
eDoc Submitter			Total	9453996	4433945
# Containers	eDoc Submitter ▲				SHAPIRO PERFECT MAILING COMPANY
# Handling Units				3JordanL	
# Pieces					
% FS Mail Volume					
% OCI Errors		3.11%	2.00%	3.70%	
% MID Container Errors					
% MID HU Errors					
% MID Piece Errors					
% STID Errors					
% By/For Errors (All)		0.95%	0.56%	1.30%	
% By/For Invalid Errors		0.91%	0.52%	1.26%	
% By/For Matching Errors		0.02%	0.02%	0.03%	
% By/For Mail Owner Identified as MSP Errors		0.02%	0.02%	0.02%	
% Barcode Uniqueness Container Errors		2.56%	3.75%	1.57%	
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% CSA Container Warnings		2.22%	3.50%	1.15%	
% Default Tray Barcode Warnings		0.69%	0.00%	1.06%	

Legend  
 Percentage metric value has improved by more than 5% from previous month

CRID and Company Name provided by mailer in electronic documentation

# Full Service



## Mailer Scorecard

SEPTEMBER 2013

Verifications

Mailer Profile  
  Full-Service Electronic  
  eInduction  
  Seamless  
  Manual Sampling  
  Entry Point

# Metrics  
  # Trending  
  % Metrics  
  % Trending

Full-Service Electronic

eDoc Submitter	Total	9453996	4433945
			SHAPIRO PERFECT MAILING

**Legend**

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

hold

# Containers	# Containers	1,547	1,000	547
# Handling Units	# Handling Units	516	300	216
# Pieces	# Pieces	40,128	19,025	21,103

% FS Mail Volume				
% OCI Errors				
% MID Container Errors	1.20%	1.88%	0.63%	
% MID HU Errors	1.04%	2.00%	0.53%	
% MID Piece Errors	0.44%	0.88%	0.04%	
% STID Errors				
% By/For Errors (All)				
% By/For Invalid Errors				
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% CSA Container Warnings	2.22%	3.50%	1.15%	
% Default Tray Barcode Warnings	0.69%	0.00%	1.06%	

Number of Containers, Handling Units, and Mail pieces provided by mailer in electronic documentation in selected month

# Full Service



## Mailer Scorecard

SEPTEMBER 2013

### Verifications

Mailer Profile	Full-Service Electronic	eInduction	Seamless	Manual Sampling	Entry Point
<input type="radio"/> # Metrics <input type="radio"/> # Trending <input checked="" type="radio"/> % Metrics <input type="radio"/> % Trending					
<b>Full-Service Electronic</b>					
<b>eDoc Submitter</b>	Total	9453996	4433945		
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% FS Mail Volume	<b>% FS Mail Volume</b>		90.03%	89.09%	90.88%
% OCI Errors					
% MID Container Errors	1.20%	1.88%	0.63%		
% MID HU Errors	1.04%	2.00%	0.53%		
% MID Piece Errors	0.41%	0.88%	0.40%		
% STID Errors					
% By/For Errors (All)					
% By/For Invalid Errors					
% By/For Matching Errors	0.02%	0.02%	0.03%		
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% CSA Container Warnings	2.22%	3.50%	1.15%		
% Default Tray Barcode Warnings	0.69%	0.00%	1.06%		

**Legend**

- Percentage metric value has improved by more than 5% from previous month
- Percentage metric value has declined by more than 5% from previous month
- Exceeds Threshold

Percentage of mail volume that was prepared as Full-Service in the electronic documentation in selected month

# Full Service



## Mailer Scorecard

SEPTEMBER 2013

### Verifications

- Mailer Profile
- Full-Service Electronic
- eInduction
- Seamless
- Manual Sampling
- Entry Point

- # Metrics
- # Trending
- % Metrics
- % Trending

### Full-Service Electronic

eDoc Submitter	Total	94539996	4433945
		3JordanL	SHAPIRO PERFECT MAILING COMPANY

# Containers	1,547	1,000	547
# Handling Units			
# Pieces			
% FS Mail Volume			
% OCI Errors	3.11%	2.00%	3.70%
% MID Container Errors	1.20%		
% MID HU Errors	1.04%		
% MID Piece Errors	0.44%		
% STID Errors	1.45%		
% By/For Errors (All)	0.95%		
% By/For Invalid Errors	0.91%	0.52%	1.26%
% By/For Matching Errors			
% By/For Mail Owner Ident			
% Barcode Uniqueness Co			
% Barcode Uniqueness HU			
% Barcode Uniqueness Pie			
% Entry Facility Container E			
% Early Scheduled Ship Da			
% CSA Container Warnings			
% Default Tray Barcode W			

**Legend**

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

Exceeds Threshold

% OCI Errors	3.11%	2.00%	3.70%
--------------	-------	-------	-------

Trays/Virtual Sacks are marked for co-palletization at origin and no electronic documentation is submitted with tray/virtual sack on a pallet within 14 days

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Included in Other Documentation	I or O
Mail.XML	QualificationReportDetail CreateRequest	IncludedInOtherDoc	I or O

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications

Mailer Profile | Full-Service Electronic | eInduction | Seamless | Manual Sampling | Entry Point

# Metrics  # Trending  % Metrics  % Trending

**Full-Service Electronic**

eDoc Submitter	Total	9453996	4433945
			SHAPIRO PERFECT MAIL INC

# Containers	<b>% MID Container Errors</b>			1.20%	1.88%	0.63%
# Handling Units						
# Pieces	40,128	19,025	21,103			
% FS Mail Volume	90.03%	89.00%	89.88%			

Legend

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

The Mailer ID portion of the electronic documentation Intelligent Mail Container Barcode is invalid or does not exist

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Label: IM Container Or IM Tray Barcode	21 digit IMcb
Mail.XML	QualificationReportDetailCreateRequest	ContainerBarcode	21 digit IMcb



# Full Service

## Mailer Scorecard

SEPTEMBER 2013



### Verifications

Mailer Profile | Full-Service Electronic | eInduction | Seamless | Manual Sampling | Entry Point

# Metrics  # Trending  % Metrics  % Trending

### Full-Service Electronic

eDoc Submitter	Total	9453996	4433945
			SHAPIRO PERFECT MAILING

**Legend**

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from

# Containers	% MID HU Errors	1.04%	2.00%	0.53%
# Handling Units				
# Pieces		40,128	19,025	21,103
% FS Mail Volume		90.03%	89.09%	90.88%
% OCI Errors		3.11%	2.00%	3.70%
% MID Container Errors				
% MID HU Errors				
% MID Piece Errors				
% STID Errors				
% By/For Errors (All)		0.95%	0.56%	1.30%
% By/For Invalid Errors		0.04%	0.52%	1.26%

The Mailer ID portion of the electronic documentation Intelligent Mail Tray Barcode is invalid or does not exist

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Label: IM Container Or IM Tray Barcode	24 digit IMtb
Mail.XML	QualificationReportDetailCreateRequest	ContainerBarcode	24 digit IMtb



# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications					
Mailer Profile	Full-Service Electronic	eInduction	Seamless	Manual Sampling	Entry Point
<input type="radio"/> # Metrics <input type="radio"/> # Trending <input checked="" type="radio"/> % Metrics <input type="radio"/> % Trending					
Full-Service Electronic					
eDoc Submitter	Total	9453996	4433945		
			SHAPIRO PERFECT MAILING		
# Containers	% MID Piece Errors		0.44%	0.88%	0.04%
# Handling Units					
# Pieces		40,128	19,025	21,103	
% FS Mail Volume		90.03%	89.09%	90.88%	
% OCI Errors		3.11%	2.00%	3.70%	
% MID Container Errors					
% MID HU Errors					
% MID Piece Errors					
% STID Errors					
% By/For Errors (All)		0.95%	0.56%	1.30%	
% By/For Invalid Errors		0.91%	0.52%	1.26%	
% By/For Matching Errors		0.04%	0.04%	0.04%	
% By/For Mail O					
% Barcode Uniq					
% Barcode Uniq					
% Barcode Uniq					
% Entry Facility					
% Early Schedu					
% CSA Containe					
% Default Tray					

eDoc Type	File/Message	Field	Value
Mail.Dat	.pdr or .pbc	.pdr Piece Barcode .pbc Barcode	31 digit IMb
Mail.XML	MailPieceCreateRequest	IMB Block	31 digit IMb

**Legend**

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

The Mailer ID portion of the electronic documentation Intelligent Mail Barcode is invalid or does not exist

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



### Verifications

# Metrics   
  # Trending   
  % Metrics   
  % Trending

<b>% STID Errors</b>		1.45%	0.74%	2.09%
eDoc Submitter		3JordanL	MAILING COMPANY	
# Containers	1,547	1,000	547	
# Handling Units	51			
# Pieces	40,12			
% FS Mail Volume	90.03%			
% OCI Errors	3.11%			
% MID Container Errors	1.20%			
% MID HU Errors	1.04%			
% MID Piece Errors	0.44%			
% STID Errors	1.45%			
% By/For Errors (All)	0.95%			
% By/For Invalid Errors	0.91%	0.52%	1.26%	
% By/For Matching Errors	0.04%	0.00%	0.00%	
% By/For Mail Ow				
% Barcode Unique				
% Barcode Unique				
% Barcode Unique				
% Entry Facility Co				
% Early Scheduled				
% CSA Container				
% Default Tray Ba				

Percentage metric value has exceeded threshold

Percentage metric value has declined by more than 5% from previous month

Exceeds Threshold

eDoc Type	File/Message	Field	Value
Mail.Dat	.pdr or .pbc	.pdr Piece Barcode .pbc Barcode	31 digit IMb
Mail.XML	MailPieceCreateRequest	IMB Block	31 digit IMb

The STID portion of the IMb in the electronic documentation is invalid, does not exist, identifies a Mail Class that does not match the Mail Class in the eDoc, or identifies a piece as basic when the piece was identified as Full-Service in the eDoc

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications

Mailer Profile Full-Service Electronic

# Metrics # Trends

**% By/For Errors (All)** 0.95% 0.56% 1.30%

**Full-Service Electronic**

**eDoc Submitter**

Total	9453996	4433945
		SHAPIRO PERFECT

# Containers 1

# Handling Units

# Pieces 40,128 19,025 21,103

% FS Mail Volume 90.03% 89.09% 90.88%

improved by more than 5% from previous month

Percentage metric value has

A Mail Preparer or Mail Owner was not correctly identified for a piece

	eDoc Type	File/Message	Field	Value
% O	Mail.Dat	.cpt, .mpa	-Mailer ID of Mail Owner	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number
% MI			-CRID of Mail Owner	
% MI			-Mailer ID of Preparer	
% ST			-CRID of Preparer	
% By			-Permit Number	
% By			-Publication Number	
% Be				
% Be	Mail.XML	QualificationReportDetail CreateRequest	MailerID	-Valid CRID
% Be			CRID	-Valid Mailer ID
% En			PermitNumber	-Valid Permit Number
% Ea			PublicationNumber	-Valid Publication Number
% CS				
% De				

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications

Mailer Profile	Full-Service Electronic	eInduction	Seamless	Manual Sampling	Entry Point	Legend
# Metrics	# Trending	# Metrics	# Trending	# Metrics	# Trending	
% By/For Invalid Errors		0.91%	0.52%	1.26%		

eDoc Submitter	SHAPIRO PERFECT MAILING	Percentage metric value has declined by more than 5% from
# Containers	1	
# Handling Units		
# Pieces	40	
% FS Mail Volume	90.03%	89.09%
% OCI Errors	3.11%	2.00%

A Mail Preparer or Mail Owner could not be identified for a piece due to invalid MID, CRID, or Permit information

eDoc Type	File/Message	Field	Value
Mail.Dat	.cpt, .mpa	-Mailer ID of Mail Owner -CRID of Mail Owner Mailer ID of Preparer -CRID of Preparer -Permit Number -Publication Number	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number
Mail.XML	QualificationReportDetail CreateRequest	MailerID CRID PermitNumber PublicationNumber	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number

# Full Service



## Mailer Scorecard

SEPTEMBER 2013

Verifications

Mailer Profile: Full-Service Electronic | eInduction | Seamless | Manual Sampling | Entry Point

Legend

# Metric	% By/For Matching Errors	0.02%	0.02%	0.03%
----------	--------------------------	-------	-------	-------

eDoc Submitter

# Containers	1,547
# Handling Units	516
# Pieces	40,128
% FS Mail Volume	90.03%

Mail Owner and Mail Preparer are identified as the same Business Entity

eDoc Type	File/Message	Field	Value
Mail.Dat	.cpt, .mpa	-Mailer ID of Mail Owner -CRID of Mail Owner Mailer ID of Preparer -CRID of Preparer -Permit Number -Publication Number	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number
Mail.XML	QualificationReportDetailCreateRequest	MailerID CRID PermitNumber PublicationNumber	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications

Mailer Profile | Full-Service Electronic | eInduction | Seamless | Manual Sampling | Entry Point

# Metrics | # Trending | % Metrics | % Trending

**Full Service Electronic**

<b>eDoc Submitter</b>	% By/For Mail Owner Identified as MSP Errors	0.02%	0.02%	0.02%
-----------------------	--	-------	-------	-------

Legend: Percentage metric value has declined by more than 5% from previous month

3JordanL MAILING COMPANY

# Containers: 1,9...  
 # Handling Units: 8...  
 # Pieces: 40,128 | 19,025 | 21,103  
 % FS Mail Volume: 00.00% | 00.00% | 00.00%

Mail Owner is identified as Mail Service Provider (MSP)

eDoc Type	File/Message	Field	Value
Mail.Dat	.cpt, .mpa	-Mailer ID of Mail Owner -CRID of Mail Owner Mailer ID of Preparer -CRID of Preparer -Permit Number -Publication Number	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number
Mail.XML	QualificationReportDetailCreateRequest	MailerID CRID PermitNumber PublicationNumber	-Valid CRID -Valid Mailer ID -Valid Permit Number -Valid Publication Number

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications					
Mailer Profile	Full-Service Electronic	eInduction	Seamless	Manual Sampling	Entry Point
<input type="radio"/> # Metrics <input type="radio"/> # Trending <input checked="" type="radio"/> % Metrics <input type="radio"/> % Trending					
<b>Full-Service Electronic</b>					
	Total	9453996	4433945		
<b>eDoc Submitter</b>	<b>% Barcode Uniqueness Container Errors</b>		2.56%	3.75%	1.57%
# Containers	1,547	1,000	547		
# Handling Units	516	300	216		
# Pieces	40,128	19,025	21,103		

**Legend**

Percentage metric value has improved by more than 5% from previous month

Exceeds Threshold

% FS Mail Volume	90.03%
% OCI Errors	3.11%
% MID Container Errors	1.20%
% MID HU Errors	1.04%
% MID Piece Errors	0.44%
% STID Errors	1.45%
% By/For Errors (All)	0.95%
% By/For Invalid Errors	0.91%
% By/For Matching Errors	0.02%

The IMcb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Label: IM Container Or IM Tray Barcode	21 digit IMcb
Mail.XML	QualificationReportDetailCreateRequest	ContainerBarcode	21 digit IMcb

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications

Mailer Profile | Full-Service Electronic | eInduction | Seamless | Manual Sampling | Entry Point

# Metrics | # Trending | % Metrics | % Trending

**Full-Service Electronic**

Total	9,453,996	443,394
-------	-----------	---------

**eDoc Submitter**

% Barcode Uniqueness HU Errors	1.04%	2.00%	0.53%
--------------------------------	-------	-------	-------

Legend: Percentage metric value has improved by more than 5% from previous month

Exceeds Threshold

The IMtb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	Label: IM Container Or IM Tray Barcode	24 digit IMtb
Mail.XML	QualificationReportDetailCreateRequest	ContainerBarcode	24 digit IMtb



# Full Service

## Mailer Scorecard

SEPTEMBER 2013



Verifications

Mailer Profile: Full-Service Electronic | eInduction | Seamless | Manual Sampling | Entry Point

Legend: Percentage metric value has improved by more than 5% (green), Exceeds Threshold (yellow)

Full-Service Electronic				
eDoc Submitter	% Barcode Uniqueness Piece Errors	4.57%	1.18%	7.56%
# Containers	1,547	1,000	547	
# Handling Units	516	300	216	
# Pieces				
% FS Mail Volume				
% OCI Errors				
% MID Container Errors				
% MID HU Errors				
% MID Piece Errors				
% STID Errors				
% By/For Errors (All)				
% By/For Invalid Errors	0.91%	0.52%	1.26%	
% By/For Match				
% By/For Mail O				
% Barcode Uniq				
% Barcode Uniq				
% Barcode Uniq				
% Entry Facility				
% Early Schedu				
% CSA Containe				
% Default Tray Barcode warnings	0.00%	0.00%	1.00%	

The IMb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID

eDoc Type	File/Message	Field	Value
Mail.Dat	.pdr or .pbc	.pdr Piece Barcode .pbc Barcode	31 digit IMb
Mail.XML	MailPieceCreateRequest	IMB Block	31 digit IMb

# Full Service

## Mailer Scorecard

SEPTEMBER 2013



### Verifications

Mailer Profile	Full-Service Electronic	eInduction	Seamless	Manual Sampling	Entry Point	Legend
# Metrics	# Trendline	% Metric	% Trendline			
<b>% Entry Facility Container Errors</b>		2.62%	4.75%	0.84%	Percentage metric value has declined by more than 5% from previous month	
eDoc Submitter	3.Jordan	MAILING COMPANY				

The Entry Facility identified by the eDoc Locale Key or Postal Code for the container does not match the Entry Facility retrieved from the Mail Direction File (MDF) or the Facilities Database (FDB)

# Containers			
# Handling Units			
# Pieces	4		
% FS Mail Volume	90		
% OCI Errors	3		
% MID Container Errors	1		
% MID HU Errors	1		
% MID Piece Errors	0.44%	0.88%	0.04%
% STID Errors			

eDoc Type	File/Message	Field	Value
Mail.Dat	.csm	-Entry Point - Actual/Delivery Locale Key / Postal Code	-Valid Locale Key -Valid Postal Code
Mail.XML	QualificationReportDetailCreateRequest	-EntryLocaleKey -EntryPointZIP	-Valid Locale Key -Valid Postal Code <sup>34</sup>

# Tooltips

Mailer Scorecard
SEPTEMBER 2013

Verifications

Mailer Profile
Full-Service Electronic
eInduction
Seamless
Manual Sampling
Entry

# Metrics
 # Trending
 % Metrics
 % Trending

Full-Service Electronic

eDoc Submitter	Total	9453996	4433945
		<a href="#">3JordanL</a>	<a href="#">SHAPIRO PERFECT MAILING COMPANY</a>
# Containers	1,547	1,000	547
# Handling Units			
# Pieces			
% FS Mail Volume			
% OCI Errors			
% MID Container Errors			
% MID HU Errors			
% MID Piece Errors			
% STID Errors			
% By/For Errors (All)			
% By/For Invalid Errors			
% By/For Matching Errors			
% By/For Mail Owner Identified as MSP Errors			
% Barcode Uniqueness Container Errors	2.56%	3.75%	1.57%
% Barcode Uniqueness HU Errors	1.04%	2.00%	0.53%
% Barcode Uniqueness Piece Errors	4.57%	1.18%	7.56%
% Entry Facility Container Errors	2.62%	4.75%	0.84%
% Early Scheduled Ship Date Warnings	1.52%	5.71%	1.11%
% CSA Container Warnings	2.22%	3.50%	1.15%
% Default Tray Barcode Warnings	0.69%	0.00%	1.06%


**% Barcode Uniqueness Piece Errors**  
 The total number of full service piece barcode uniqueness validation errors as a percentage of full service pieces.

Tooltips will appear when you hover over a column or row header to explain the metric

# Drills

Mailer Scorecard

SEPTEMBER 2013



Verifications

Mailer Profile
Full-Service Electronic
eInduction
Seamless
Manual Sampling
Entry Point

# Metrics
# Trending
% Metrics
% Trending

Full-Service Electronic

eDoc Submitter	94539	3.JordanL	COMPANY	
# Containers		1,241	1,000	
# Handling Units		516	30	
# Pieces		40,128	19,000	
% FS Mail Volume		90.03%	89.09%	
% OCI Errors		3.11%	2.00%	
% MID Container Errors		1.20%	1.88%	
% MID HU Errors		1.04%	2.00%	
% MID Piece Errors		0.44%	0.88%	
% STID Errors		1.45%	0.74%	
% By/For Errors (All)		0.95%	0.56%	
% By/For Invalid Errors		0.91%	0.52%	
% By/For Matching Errors		0.02%	0.02%	
% By/For Mail Owner Identified as MSP Errors		0.02%	0.02%	0.02%
% Barcode Uniqueness Container Errors		2.56%	3.75%	1.57%
% Barcode Uniqueness HU Errors		1.04%	2.00%	0.53%
% Barcode Uniqueness Piece Errors		4.57%	1.18%	7.56%
% Entry Facility Container Errors		2.62%	4.70%	
% Early Scheduled Ship Date Warnings		1.52%	5.70%	
% CSA Container Warnings		2.22%	3.50%	
% Default Tray Barcode Warnings		0.69%	0.00%	

Drill

- View Error Details by Error Type
- Mailer Scorecard Job Details (All)
- Mailer Scorecard Job Details (Full-Service Electronic)
- Mailer Scorecard Job Details (eInduction)
- Mailer Scorecard Job Details (Seamless)
- Mailer Scorecard Job Details (Manual Sampling)
- Mailer Scorecard Job Details (Entry Point)
- eInduction Job Summary Report
- Undocumented Summary Report
- Invoice Summary Report
- Mailer Scorecard Weekly Trending
- System hierarchy

Legend

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

Exceeds Threshold

Clicking on a blue hyperlink in the report allows you to get additional detail on errors

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# Investigating Full-Service Issue

## Mailer Scorecard

SEPTEMBER 2013



### Verifications

Mailer Profile
  Full-Service Electronic
  eInduction
  Seamless
  Manual Sampling
  Entry Point

# Metrics
  # Trending
  % Metrics
  % Trending

### Full-Service Electronic

eDoc Submitter ▲	Total	94539996	4433945
			3JordanL
# Containers	1,547	1,000	547
# Handling Units	516	300	216
# Pieces	40,128	19,025	21,103
% FS Mail Volume	90.03%	89.09%	90.88%
% OCI Errors	3.11%	2.00%	3.70%
% MID Container Errors	1.20%	1.88%	0.63%
% MID HU Errors	1.04%	2.00%	0.53%
% MID Piece			
% STD Error			
% By/For Er			
% Barcode Uniqueness Piece Errors		4.21%	0.41%
% Barcode Uniqueness Container Errors	2.56%	3.75%	1.57%
% Barcode Uniqueness HU Errors	1.04%	2.00%	0.53%
% Barcode Uniqueness Piece Errors	4.21%	0.41%	7.56%
% Entry Facility Container Errors	2.62%	4.75%	0.84%
% Early Scheduled Ship Date Warnings	1.52%	5.71%	1.11%
% CSA Container Warnings	2.22%	3.50%	1.15%
% Default Tray Barcode Warnings	0.69%	0.00%	1.06%
% By/For Invalid Errors	0.94%	0.56%	1.27%
% By/For Matching Errors	0.01%	0.00%	0.02%
% By/For Mail Owner Identified as MSP Errors	0.01%	0.00%	0.02%

### Legend

Percentage metric value has improved by more than 5% from previous month

Percentage metric value has declined by more than 5% from previous month

Exceeds Threshold

## View Error Details by Error Type

eDoc Submitter		Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
4433945	SHAPIRO PERFECT MAILING COMPANY	Container	Entry Facility	5.00%	40	0.84%	0.36%
			Nesting/Sortation	10.00%	102	6.52%	0.54%
		Piece	Barcode Uniqueness	2.80%	1,450	7.56%	4.97%

## Mail Quality Job Error Type

eDoc Submitter		Mailing Group ID	Customer Group ID	Job ID	User License Code	Date	Level
4433945	SHAPIRO PERFECT MAILING COMPANY	60112825		FSCS2701	B2B1	9/2/2013	Piece
		60113005		FSCS2706	B2B1	9/9/2013	Piece

Error Type	Mail Class	Processing Category	Threshold	# Errors	% Errors	% Errors National Average
Barcode Uniqueness	First Class	Letters and Cards	2.80%	860	6.28%	4.97%
Barcode Uniqueness	Standard	Letters and Cards	2.80%	590	8.64%	4.97%

# Mail Quality Detailed Error Report

eDoc Submitter		Mailing Date	IM Barcode	Error Level	Source	Verification Type	Error Type
4433945	SHAPIRO PERFECT MAILING COMPANY	9/9/2013	001416655445414172019303636110	Piece	eDoc Verification		Barcode Uniqueness

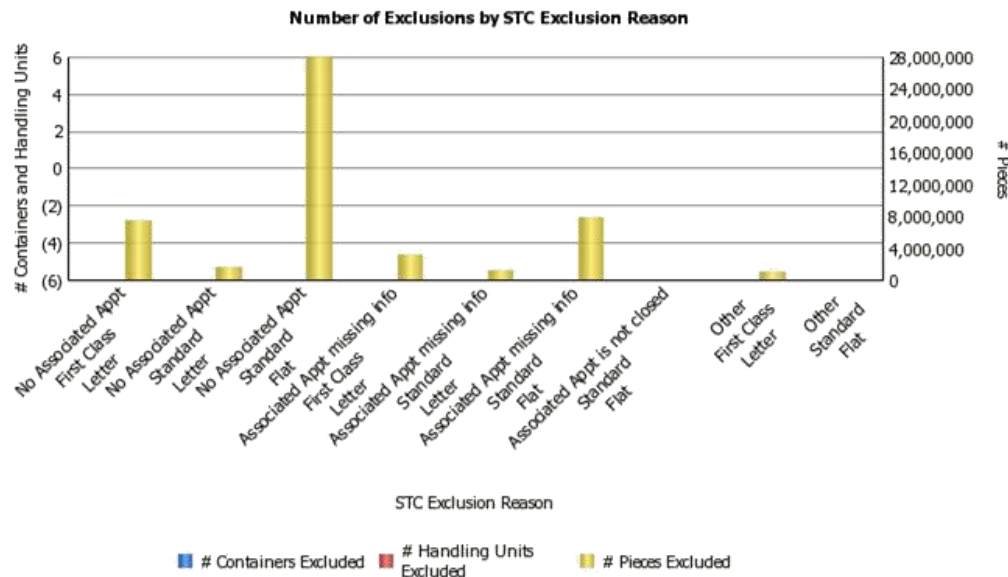
Error Code	Error Description	Sub-Error	Error Data	eDoc Job ID	eDoc User License Code
7702	The same Piece Barcode (IMb) from the eDoc (.csm or Mail.XML MailPiece) was used more than once across all eDoc Sender CRIDs within the 45 days based on the Postage Statement Mailing Date (.csm or Mail.XML QualReport)		DUPLICATE JOB ID = FSC1647, DUPLICATE MAILING GROUP ID = 6072342	FSCS2701	B2B1

eDoc Mailing Group ID	eDoc Customer Group ID	eDoc Type	eDoc Mail Class	eDoc Processing Category	Mailer ID	Mailer
60112825		MAIL_DAT	First Class	Letters and Cards	301428	4433945 SHAPIRO PERFECT MAILING COMPANY

Container Level	Container Type	Container Destination ZIP	Container ID	Handling Unit ID	Piece ID	Piece Range ID	Lower Piece Range	Upper Piece Range	Mail Preparer	Mail Owner
					00000000000000000000463				94539993 - 1Jordan (22201-4914)	94539993 - 1Jordan (22201-4914)

# Start-the-Clock Exception Report

The Start-the-Clock Exception Report provides reasons why mailpieces did not receive a Start-the-Clock and will not be included in service performance measurement



STC Exclusion Reason ▲	Mail Class ▲	Processing Category ▲	# Containers Excluded ▼	# Handling Units Excluded ▼	# Pieces Excluded ▼
<a href="#">No Associated Appt</a>	First Class	Letter			7,407,687
<a href="#">No Associated Appt</a>	Standard	Letter			1,585,698
<a href="#">No Associated Appt</a>	Standard	Flat			27,962,679
<a href="#">Associated Appt missing info</a>	First Class	Letter			3,059,024
<a href="#">Associated Appt missing info</a>	Standard	Letter			1,111,044
<a href="#">Associated Appt missing info</a>	Standard	Flat			7,891,007
<a href="#">Associated Appt is not closed</a>	Standard	Flat			20,549
<a href="#">Other</a>	First Class	Letter			1,062,132
<a href="#">Other</a>	Standard	Flat			26,856



# Mail Owner Reports

Folder	Report	Available
Shared Reports	Mailer Scorecard	Jan-14
	User Guides	Y
Shared Reports > Mail Preparation Quality	Address Quality Report	Y
	Mail Acceptance Verification Report (Mail Owner)	Y
	Mail Exception Bulletin Board	Y
	Trend Analysis	Y
Shared Reports > Mail Quality	Full Service Percentage by Permit Report	Y
	Mail Preparation and Data Quality Dashboard	Y
Shared Reports > Mail Quality > Mail Quality (Mail Owner)	Mail Quality Dashboard (Mail Owner)	Y
	Mail Quality Detailed Error Report (Mail Owner)	Y
	Mail Quality Error Type Report (Mail Owner)	Y
	Mail Quality Summary Report (Mail Owner)	Y
Shared Reports > Postage and Volume Reports	Postage and Volume Summary Report	Y
Shared Reports > STC	STC Yield Reporting Dashboard	Y

# How to Access Mail Owner Reports

- To access the mail owner Mail Quality reports, log in through the Business Customer Gateway
  - <https://gateway.usps.com/bcg/detail.htm>

**UNITED STATES POSTAL SERVICE®**

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## Business Customer Gateway

Welcome to the Business Customer Gateway! This portal gives you a single entry point for Postal Service® online business services. Options support Intelligent Mail® products and services, including *PostalOne!*, Facility Access and Shipment Tracking, Mailer IDs, eInduction and tracking. Use the Online Enrollment service to join Shipping Service programs.

★ ★ ★

**Scanning and Tracking**

### Login

Username

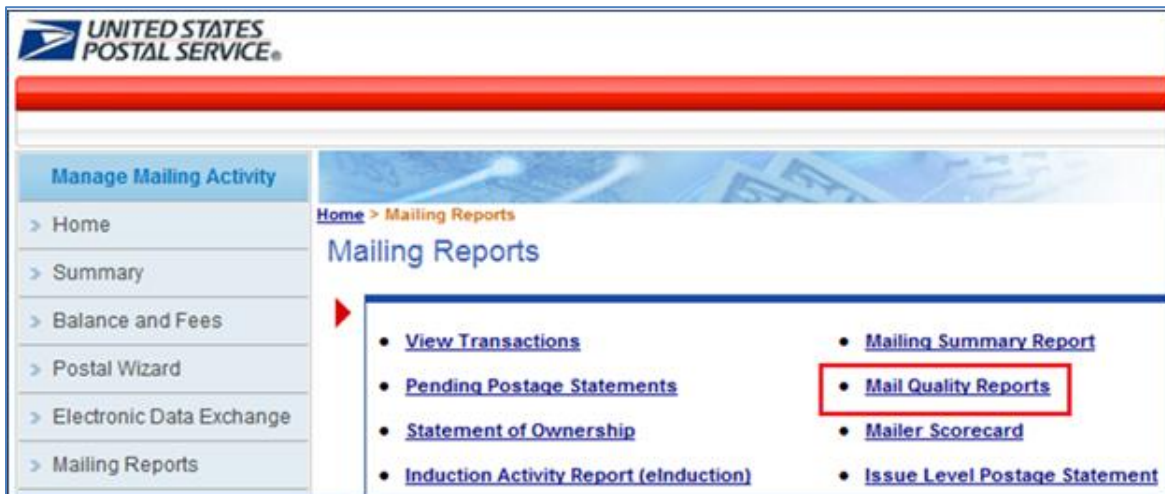
Password

[Sign In](#)

[New User Registration](#)

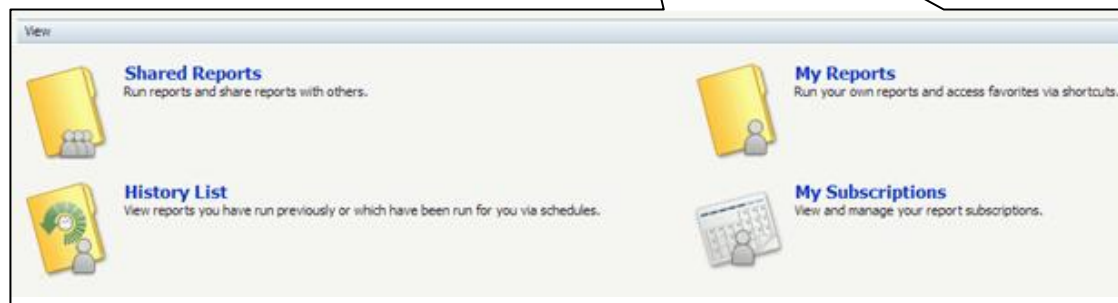
[I forgot my password](#)

# Accessing Mail Owner Reports



In the BCG, select 'Mail Quality Reports'

Next, select 'Shared Reports'



# Accessing Mail Owner Reports

- Next, the Mail Owner will select 'Mail Quality'



The screenshot displays a dashboard with several report categories, each with a folder icon and descriptive text:

- eInduction Reporting**  
Owner: Administrator  
Modified: 7/15/13 3:50:45 PM  
This folder contains eInduction reports.
- Mail Preparation Quality**  
Owner: Administrator  
Modified: 7/15/13 4:03:38 PM  
Contains the Mail Preparation Quality Reports.
- STC**  
Owner: Administrator  
Modified: 7/15/13 3:51:24 PM  
This folder contains STC Reports.
- User Guides**  
Owner: Administrator  
Modified: 7/15/13 3:58:22 PM  
This report contains links to relevant report documentation and user guides.  
Subscriptions Export PDF
- eMIR Reporting**  
Owner: Administrator  
Modified: 7/15/13 3:50:09 PM  
This folder contains eMIR Reports.
- Mail Quality** (highlighted with a red box)  
Owner: Administrator  
Modified: 7/15/13 4:03:45 PM  
This folder contains Mail Quality reports.
- Mailer Scorecard**  
Owner: Administrator  
Modified: 7/15/13 4:02:31 PM  
Shows the performance of a mailer across various key performance indicators related to mail entry.  
Subscriptions Export PDF

# Accessing Mail Owner Reports

- It is key on the next screen, that the Mail Owner selects the 'Mail Quality (Mail Owner) folder



The screenshot displays a grid of report folders and dashboards. The 'Mail Quality (Mail Owner)' folder is highlighted with a red border. Each item includes an icon, a title, owner information, a modification date, and a brief description.

Item	Icon	Title	Owner	Modified	Description
Mail Data Quality (October 2013 Retirement)	Folder	Mail Data Quality (October 2013 Retirement)	Administrator	7/15/13 3:50:45 PM	These are legacy Mail Data Quality Reports that are being replaced by new Mail Quality Reports. These reports will be discontinued in October 2013.
Mail Quality (Mail Owner)	Folder	Mail Quality (Mail Owner)	Administrator	7/15/13 3:50:45 PM	This folder contains Mail Quality (Mail Owner) reports.
Mail Preparation and Data Quality Dashboard	Dashboard	Mail Preparation and Data Quality Dashboard	Administrator	7/31/13 1:13:15 PM	This report shows a summary of PS eDoc Errors & Warnings, Acceptance Verifications, STC Exclusions, Sampling Verifications, and Mail Quality Subscriptions.
Mail Quality (eDoc Submitter)	Folder	Mail Quality (eDoc Submitter)	Administrator	7/15/13 3:50:45 PM	This folder contains Mail Quality (eDoc Submitter) reports.
Mail Quality (Mail Preparer)	Folder	Mail Quality (Mail Preparer)	Administrator	7/15/13 3:50:45 PM	This folder contains Mail Quality (Mail Preparer) reports.
Undocumented Summary Report	Report	Undocumented Summary Report	Administrator	7/15/13 3:59:09 PM	Provides aggregated counts of container, handling unit, and piece scans that could not be associated to an eDoc in SASP by mailer ID with the ability to drill into more detailed reports. Subscriptions: Export EDE.

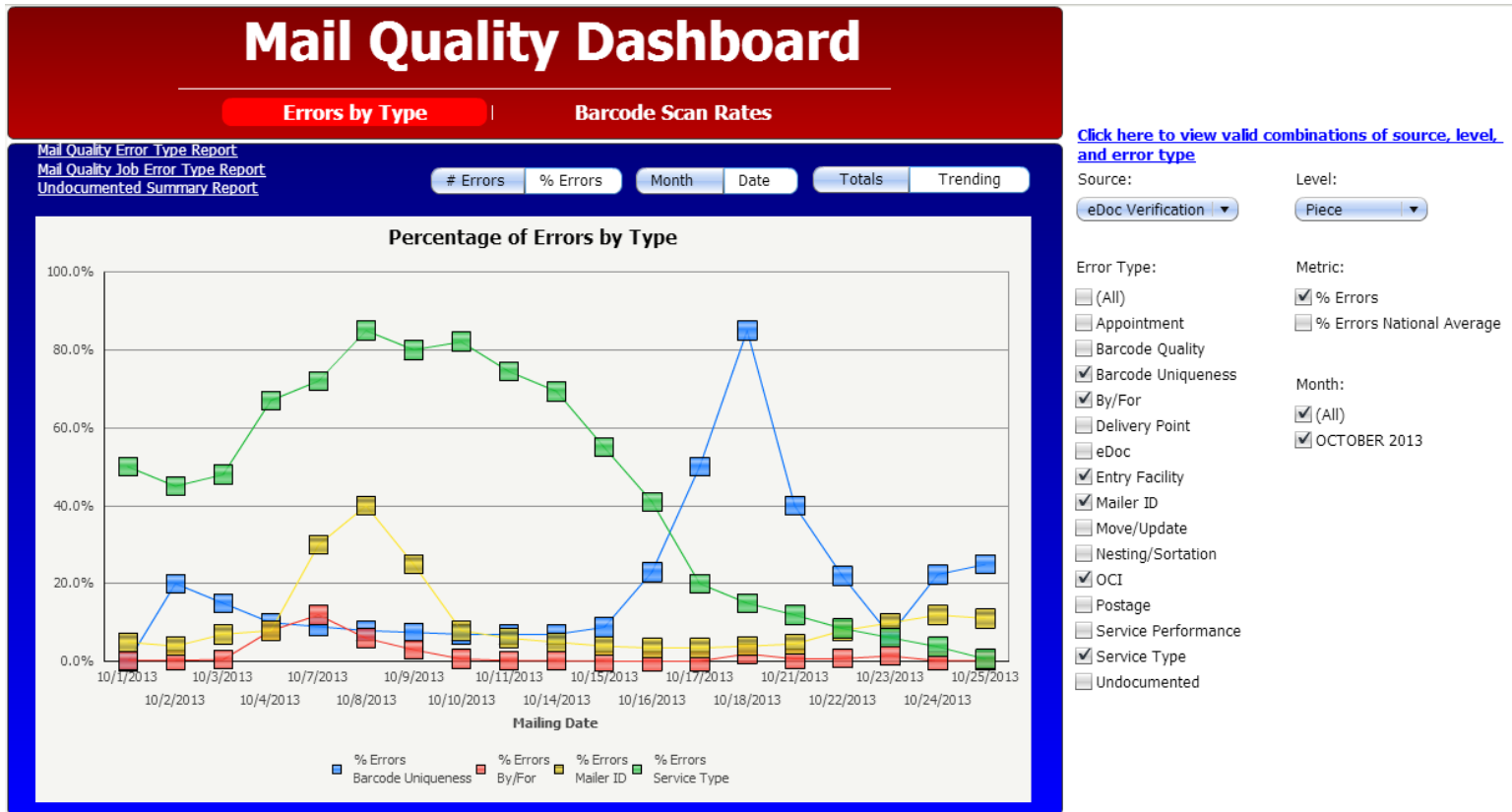
# Accessing Mail Owner Reports

- Mail Owners may choose from one of the available Mail Owner reports available to them, including:
  - Mail Quality Dashboard
  - Mail Quality Summary Report
  - Mail Quality Error Type Report

	<b>Mail Quality Dashboard (Mail Owner)</b> <b>Owner:</b> Administrator <b>Modified:</b> 7/15/13 4:02:26 PM Provides a high level overview of eDoc Verification, Manual Sampling, MPE, and eInduction errors, as well as barcode scan rates, with the ability to drill into related reports for more detail. <a href="#">Subscriptions</a> <a href="#">Export</a> <a href="#">PDF</a>		<b>Mail Quality Error Type Report (Mail Owner)</b> <b>Owner:</b> Administrator <b>Modified:</b> 7/15/13 4:02:36 PM Provides a summary of eDoc Verification, Manual Sampling, MPE, and eInduction errors for selected mail owners by error type with the ability to drill into more detailed reports. <a href="#">Subscriptions</a> <a href="#">Export</a> <a href="#">PDF</a>
	<b>Mail Quality Summary Report (Mail Owner)</b> <b>Owner:</b> Administrator <b>Modified:</b> 7/15/13 4:02:23 PM Provides a summary of barcode scan rates and select errors by mail owner with the ability to drill into more detailed reports. <a href="#">Subscriptions</a> <a href="#">Export</a> <a href="#">PDF</a>		

# Mail Quality Dashboard

- If the Mail Owner selects the Mail Quality Dashboard, they can view Error Type Percentages as well as Barcode Scan Rates
  - Mail Owners can then drill down to Error Type, Metric and Month





# Mail Quality Error Type Report

- The Mail Quality Error Type Report provides Mail Owners with detailed views of all errors, including:
  - Error Type
  - Threshold
  - % of Errors
  - % of Errors National Average

PAGE-BY: Source:  Errors/Warnings:

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
654321	Container	<a href="#">Barcode Uniqueness</a>	2.00%	9	4.74%	4.74%
		<a href="#">Entry Facility</a>	5.00%	3	1.58%	1.58%
		<a href="#">Mailer ID</a>	2.00%	5	2.63%	2.63%
	Handling Unit	<a href="#">Barcode Uniqueness</a>	2.00%	15	2.63%	2.63%
		<a href="#">Entry Facility</a>	5.00%	3	0.53%	0.53%
		<a href="#">Mailer ID</a>	2.00%	12	2.11%	2.11%
		<a href="#">OCI</a>	5.00%	10	1.75%	1.75%
	Piece	<a href="#">Barcode Uniqueness</a>	2.00%	3,735	19.66%	19.66%
		<a href="#">By/For</a>	5.00%	372	1.96%	1.96%
		<a href="#">Mailer ID</a>	2.00%	1,985	10.45%	10.45%
		<a href="#">Service Type</a>	2.00%	8,352	43.96%	43.96%

- If Mail Owners wish to see metrics similar to those on the Mailer Scorecard Full-Service perspective, they can select 'eDoc Verification' from the Source drop-down selector



# Mail Quality Error Type Report

Container		Barcode Uniqueness	2.00%	9	4.74%	4.74%		
		Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average	
654321	Midwest Mailer	Container	Barcode Uniqueness	2.00%	9	4.74%	4.74%	
			Entry Facility	5.00%	3	1.58%	1.58%	
			Mailer ID	2.00%	5	2.63%	2.63%	
		Handling Unit	Barcode Uniqueness	2.00%	15	2.63%	2.63%	
			Entry Facility	5.00%	3	0.53%	0.53%	
			Mailer ID	2.00%	12	2.11%	2.11%	
		Piece	OCI	5.00%	10	1.75%	1.75%	
			Barcode Uniqueness	2.00%	3,735	19.66%	19.66%	
			By/For	5.00%	372	1.96%	1.96%	
			Mailer ID	2.00%	1,985	10.45%	10.45%	
				Service Type	2.00%	8,352	43.96%	43.96%

% Barcode Uniqueness Container Errors	2.56%	3.75%	1.57%
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The IMcb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID

# Mail Quality Error Type Report

Container		Entry Facility	5.00%	3	1.58%	1.58%		
654321	Midwest Mailer	Container	Barcode Uniqueness	2.00%	9	4.74%	4.74%	
			Entry Facility	5.00%	3	1.58%	1.58%	
			Mailer ID	2.00%	5	2.63%	2.63%	
		Handling Unit	Barcode Uniqueness	2.00%	15	2.63%	2.63%	
			Entry Facility	5.00%	3	0.53%	0.53%	
			Mailer ID	2.00%	12	2.11%	2.11%	
		Piece	QC1	5.00%	10	1.75%	1.75%	
			Barcode Uniqueness	2.00%	3,735	19.66%	19.66%	
			By/For	5.00%	372	1.96%	1.96%	
			Mailer ID	2.00%	1,985	10.45%	10.45%	
				Service Type	2.00%	8,352	43.96%	43.96%
		<b>Average</b>						

% Entry Facility Container Errors	2.62%	4.75%	0.84%
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The Entry Facility identified by the eDoc Locale Key or Postal Code for the container does not match the Entry Facility retrieved from the Mail Direction File (MDF) or the Facilities Database (FDB)

# Mail Quality Error Type Report

Container		Mailer ID	2.00%	5	2.63%	2.63%	
654321	Midwest Mailer	Container	Entry Facility	5.00%	3	1.58%	1.58%
			Mailer ID	2.00%	5	2.63%	2.63%
		Handling Unit	Barcode Uniqueness	2.00%	15	2.63%	2.63%
			Entry Facility	5.00%	3	0.53%	0.53%
			Mailer ID	2.00%	12	2.11%	2.11%
			OCI	5.00%	10	1.75%	1.75%
		Piece	Barcode Uniqueness	2.00%	3,735	19.66%	19.66%
			By/For	5.00%	372	1.96%	1.96%
			Mailer ID	2.00%	1,985	10.45%	10.45%
			Service Type	2.00%	8,352	43.96%	43.96%

% OCI Errors	3.11%	2.00%	3.70%
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The Mailer ID portion of the electronic documentation Intelligent Mail Container Barcode is invalid or does not exist

# Mail Quality Error Type Report

PAGE-BY: Source: eDoc Verification Errors/Warnings: Errors

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National
Handling Unit		<a href="#">Barcode Uniqueness</a>	2.00%	15	2.63%	2.63%
	Handling Unit	<a href="#">Mailer ID</a>	2.00%	5	2.63%	2.63%
		<a href="#">Barcode Uniqueness</a>	2.00%	15	2.63%	2.63%
		<a href="#">Entry Facility</a>	5.00%	3	0.53%	0.53%
		<a href="#">Mailer ID</a>	2.00%	12	2.11%	2.11%
		<a href="#">OCI</a>	5.00%	10	1.75%	1.75%
	Piece	<a href="#">Barcode Uniqueness</a>	2.00%	3,735	19.66%	19.66%
		<a href="#">By/For</a>	5.00%	372	1.96%	1.96%
		<a href="#">Mailer ID</a>	2.00%	1,985	10.45%	10.45%
		<a href="#">Service Type</a>	2.00%	8,352	43.96%	43.96%

% Barcode Uniqueness HU Errors	1.04%	2.00%	0.53%
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The IMtb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID

# Mail Quality Error Type Report

PAGE-BY: Source: eDoc Verification Errors/Warnings: Errors

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
		<a href="#">Barcode Uniqueness</a>	2.00%	9	4.74%	4.74%
	<a href="#">Entry Facility</a>		5.00%	3	0.53%	0.53%
	Handling Unit	<a href="#">Barcode Uniqueness</a>	2.00%	13	2.65%	2.65%
		<a href="#">Entry Facility</a>	5.00%	3	0.53%	0.53%
		<a href="#">Mailer ID</a>	2.00%	12	2.11%	2.11%
		<a href="#">OCI</a>	5.00%	10	1.75%	1.75%
	Piece	<a href="#">Barcode Uniqueness</a>	2.00%	3,735	19.66%	19.66%
		<a href="#">By/For</a>	5.00%	372	1.96%	1.96%
		<a href="#">Mailer ID</a>	2.00%	1,985	10.45%	10.45%
		<a href="#">Service Type</a>	2.00%	8,352	43.96%	43.96%

Handling Unit

# Mail Quality Error Type Report

PAGE-BY: Source: eDoc Verification Errors/Warnings: Errors

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
Handling Unit	Container	Barcode Uniqueness	2.00%	9	4.74%	4.74%
		Entry Facility	5.00%	3	1.58%	1.58%
		Mailer ID	2.00%	5	2.63%	2.63%
		<b>Mailer ID</b>	<b>2.00%</b>	<b>12</b>	<b>2.11%</b>	<b>2.11%</b>
	Piece	Mailer ID	2.00%	12	2.11%	2.11%
		OCI	5.00%	10	1.75%	1.75%
		Barcode Uniqueness	2.00%	3,735	19.66%	19.66%
		By/For	5.00%	372	1.96%	1.96%
		Mailer ID	2.00%	1,985	10.45%	10.45%
		Service Type	2.00%	8,352	43.96%	43.96%

% MID HU Errors	1.04%	2.00%	0.53%
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The Mailer ID portion of the electronic documentation Intelligent Mail Tray Barcode is invalid or does not exist

# Mail Quality Error Type Report

PAGE-BY: Source: eDoc Verification Errors/Warnings: Errors

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
Handling Unit	Container	Barcode Uniqueness	2.00%	9	4.74%	4.74%
		Entry Facility	5.00%	3	1.58%	1.58%
		Mailer ID	2.00%	5	2.63%	2.63%
		Barcode Uniqueness	2.00%	15	2.63%	2.63%
	OCI	5.00%	10	1.75%	1.75%	
	Piece	Barcode Uniqueness	2.00%	3,735	19.66%	19.66%
		By/For	5.00%	372	1.96%	1.96%
		Mailer ID	2.00%	1,985	10.45%	10.45%
		Service Type	2.00%	8,352	43.96%	43.96%

% OCI Errors	3.11%	2.00%	3.70%
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Trays/Virtual Sacks are marked for co-palletization at origin and no electronic documentation is submitted with tray/virtual sack on a pallet within 14 days



# Mail Quality Error Type Report

PAGE-BY: Source: eDoc Verification Errors/Warnings: Errors

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
	Container	<a href="#">Barcode Uniqueness</a>	2.00%	9	4.74%	4.74%
		<a href="#">Entry Facility</a>	5.00%	3	1.58%	1.58%
		<a href="#">Mailer ID</a>	2.00%	5	2.63%	2.63%
		<a href="#">Barcode Uniqueness</a>	2.00%	15	2.63%	2.63%
Piece	Piece	<a href="#">Barcode Uniqueness</a>	2.00%	3,735	19.66%	19.66%
		<a href="#">CCI</a>	5.00%	10	1.75%	1.75%
		<a href="#">Barcode Uniqueness</a>	2.00%	3,735	19.66%	19.66%
		<a href="#">By/For</a>	5.00%	372	1.96%	1.96%
		<a href="#">Mailer ID</a>	2.00%	1,985	10.45%	10.45%
		<a href="#">Service Type</a>	2.00%	8,352	43.96%	43.96%

% Barcode Uniqueness Piece Errors	4.57%	1.18%	7.56%
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The IMb in the electronic documentation was used more than once within 45 days of the Postage Statement Mailing Date within the same job and CRID, across jobs and CRIDs, or across jobs within the same CRID



# Mail Quality Error Type Report

PAGE-BY: Source: eDoc Verification Errors/Warnings: Errors

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
	Container	<a href="#">Barcode Uniqueness</a>	2.00%	9	4.74%	4.74%
		<a href="#">Entry Facility</a>	5.00%	3	1.58%	1.58%
		<a href="#">Mailer ID</a>	2.00%	5	2.63%	2.63%
	Handling Unit	<a href="#">Barcode Uniqueness</a>	2.00%	15	2.63%	2.63%
		<a href="#">Entry Facility</a>	5.00%	3	0.53%	0.53%
		<a href="#">Mailer ID</a>	2.00%	12	2.11%	2.11%
Piece	Piece	<a href="#">By/For</a>	5.00%	372	1.96%	1.96%
		<a href="#">By/For</a>	5.00%	372	1.96%	1.96%
		<a href="#">Mailer ID</a>	2.00%	1,985	10.45%	10.45%
		<a href="#">Service Type</a>	2.00%	8,352	43.96%	43.96%

% By/For Errors (All) 0.95% 0.56% 1.30%

A Mail Preparer or Mail Owner was not correctly identified for a piece

# Mail Quality Error Type Report

PAGE-BY: Source: eDoc Verification Errors/Warnings: Errors

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
Piece	Container	Barcode Uniqueness	2.00%	9	4.74%	4.74%
		Entry Facility	5.00%	3	1.58%	1.58%
		Mailer ID	2.00%	5	2.63%	2.63%
	Handling Unit	Barcode Uniqueness	2.00%	15	2.63%	2.63%
		Entry Facility	5.00%	3	0.53%	0.53%
		Mailer ID	2.00%	12	2.11%	2.11%
		OCI	5.00%	10	1.75%	1.75%
		Barcode Uniqueness	2.00%	2,725	10.00%	10.00%
	Mailer ID	2.00%	1,985	10.45%	10.45%	
	Service Type	2.00%	8,352	43.96%	43.96%	

% MID Piece Errors

0.44%

0.88%

0.04%

The Mailer ID portion of the electronic documentation Intelligent Mail Barcode is invalid or does not exist

# Mail Quality Error Type Report

PAGE-BY: Source: eDoc Verification Errors/Warnings: Errors

Mail Owner	Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
Piece	Container	Barcode Uniqueness	2.00%	9	4.74%	4.74%
		Entry Facility	5.00%	3	1.58%	1.58%
		Mailer ID	2.00%	5	2.63%	2.63%
	Handling Unit	Barcode Uniqueness	2.00%	15	2.63%	2.63%
		Entry Facility	5.00%	3	0.53%	0.53%
		Mailer ID	2.00%	12	2.11%	2.11%
		OCI	5.00%	10	1.75%	1.75%
	Service Type	Barcode Uniqueness	2.00%	3,735	19.66%	19.66%
		Bv/For	5.00%	372	1.96%	1.96%
	<b>Service Type</b>			<b>2.00%</b>	<b>8,352</b>	<b>43.96%</b>
<b>% STID Errors</b>			<b>1.45%</b>	<b>0.74%</b>	<b>2.09%</b>	

The STID portion of the IMb in the electronic documentation is invalid, does not exist, identifies a Mail Class that does not match the Mail Class in the eDoc, or identifies a piece as basic when the piece was identified as Full-Service in the eDoc

# Mailer Scorecard Metrics for Mail Owners

Mailer Scorecard Metric(s)	Where mail owners can find in Mail Quality reports
Number of containers, handling units, and pieces	Mail Quality Summary Report (Mail Owner)
% FS Mail Volume	Not currently available
Number and percentage of errors for the following error types: <ul style="list-style-type: none"> <li>• OCI</li> <li>• Mailer ID (MID)</li> <li>• Service Type (STID)</li> <li>• By/For</li> <li>• Barcode Uniqueness</li> <li>• Entry Facility</li> </ul>	Mail Quality Error Type Report (Mail Owner). Select 'eDoc Verification' from the Source selector and 'Errors' from the Errors/Warnings selector. The report will display the number and percentage of Full-Service Electronic errors for each error type and level.

## View Mail Quality Error Type

eDoc Submitter		Level	Error Type	Threshold	# Errors	% Errors	% Errors National Average
4433945	SHAPIRO PERFECT MAILING COMPANY	Container	Entry Facility	5.00%	40	0.84%	0.36%
			Nesting/Sortation	10.00%	102	6.52%	0.54%
		Piece	Barcode Uniqueness	2.80%	1,450	7.56%	4.97%

## Mail Quality Job Error Type

eDoc Submitter		Mailing Group ID	Customer Group ID	Job ID	User License Code	Date	Level
4433945	SHAPIRO PERFECT MAILING COMPANY	60112825		FSCS2701	B2B1	9/2/2013	Piece
		60113005		FSCS2706	B2B1	9/9/2013	Piece

Error Type	Mail Class	Processing Category	Threshold	# Errors	% Errors	% Errors National Average
Barcode Uniqueness	First Class	Letters and Cards	2.80%	860	6.28%	4.97%
Barcode Uniqueness	Standard	Letters and Cards	2.80%	590	8.64%	4.97%

# Mail Quality Detailed Error Report

eDoc Submitter		Mailing Date	IM Barcode	Error Level	Source	Verification Type	Error Type
4433945	SHAPIRO PERFECT MAILING COMPANY	9/9/2013	001416655445414172019303636110	Piece	eDoc Verification		Barcode Uniqueness

Error Code	Error Description	Sub-Error	Error Data	eDoc Job ID	eDoc User License Code
7702	The same Piece Barcode (IMb) from the eDoc (.csm or Mail.XML MailPiece) was used more than once across all eDoc Sender CRIDs within the 45 days based on the Postage Statement Mailing Date (.csm or Mail.XML QualReport)		DUPLICATE JOB ID = FSC1647, DUPLICATE MAILING GROUP ID = 6072342	FSCS2701	B2B1

eDoc Mailing Group ID	eDoc Customer Group ID	eDoc Type	eDoc Mail Class	eDoc Processing Category	Mailer ID	Mailer
60112825		MAIL_DAT	First Class	Letters and Cards	301428	4433945 SHAPIRO PERFECT MAILING COMPANY


Container Level	Container Type	Container Destination ZIP	Container ID	Handling Unit ID	Piece ID	Piece Range ID	Lower Piece Range	Upper Piece Range	Mail Preparer	Mail Owner
					00000000000000000000463				94539993 - 1Jordan (22201-4914)	94539993 - 1Jordan (22201-4914)

# Tips & Tricks - Drill

To drill down to a lower-level report, you can left-click the blue hyperlink in the report. If you want to see if the report has multiple drill paths, **right-click** the blue hyperlink to view all drill options.

eDoc Submitter	Mail Class	Processing Category	# Und
	First Class	Letters and Cards	
	Periodicals	Flat	

<a href="#">945399</a>	 Drill	
	Filter on Selections	
Total		

- Mail Quality Error Type Report (eDoc Submitter)
- Mail Quality Job Report (eDoc Submitter)
- Barcode Scan Rates by Facility (eDoc Submitter)
- More options...

# Tips & Tricks – Filter

To move a report column into the Page-By axis, which will allow you to filter your report results:

1. Right-click the desired column header
2. Click 'Move'
3. Click 'To Page-by Axis'

Job ID	Mailing Date	Mailing Group ID	Bypass Seamless Acceptance Indicator	Auto-Finalization Indicator
S2708302	6/20/2013			N/A
FSCS2301	6/21/2013			N/A
FSCS2402	6/28/2013			
1701	6/21/2013			
1801	6/28/2013			
1901	6/21/2013			
2001	6/28/2013			N/A
2101	6/21/2013			N/A
2202	6/28/2013			N/A

**PAGE-BY:** Mailing Date: 6/20/2013

**eDoc Submitter**

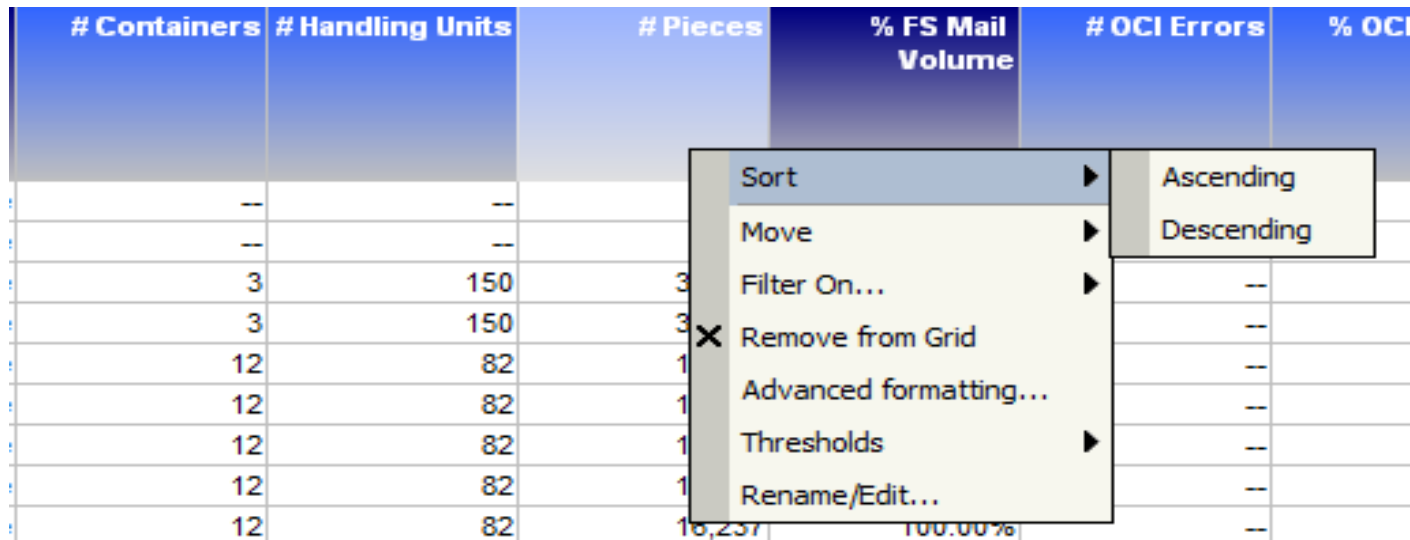
4433945	SHAPIRO PERFECT MAILING COMPANY
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# Tips & Tricks - Sort

To sort report results by a specified column:

1. Right-click the column header
2. Click 'Sort'
3. Select either 'Ascending' or 'Descending'. The report will update based on selection

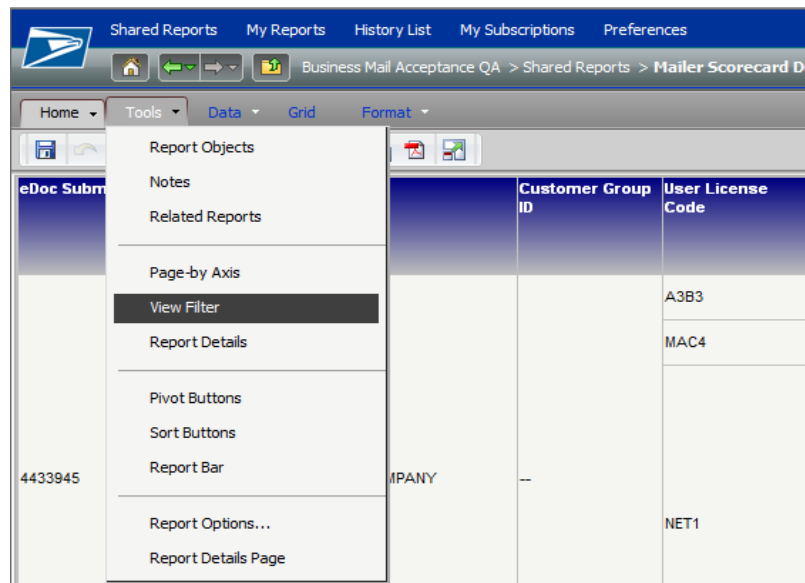


# Containers	# Handling Units	# Pieces	% FS Mail Volume	# OCI Errors	% OCI
--	--				
--	--				
3	150	3		--	
3	150	3		--	
12	82	1		--	
12	82	1		--	
12	82	1		--	
12	82	1		--	
12	82	16,237	100.00%	--	

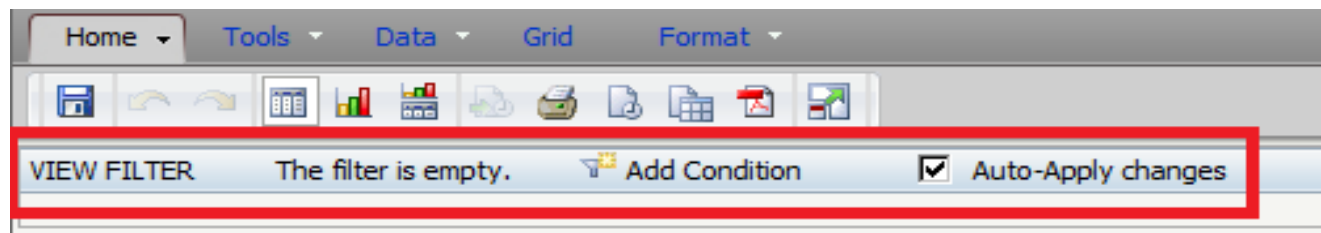
# Tips & Tricks – Filter

To filter on any attribute or metric on the report:

1. Enable the view filter by clicking the arrow next to 'Tools'
2. Click 'View Filter'



The view filter is now displayed at the top of the report



# Tips & Tricks

3. Click 'Add Condition' to add a filter criteria to the report
4. Select any attribute or metric you wish to filter on

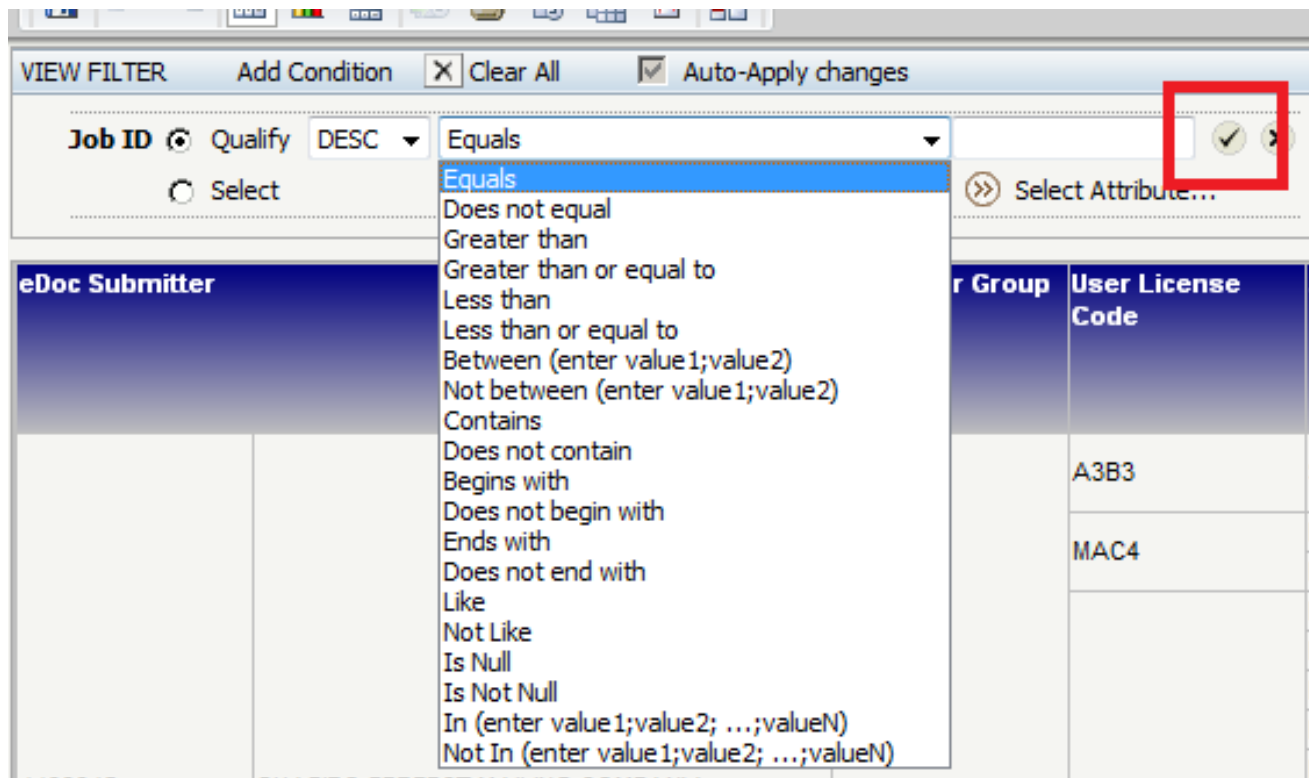
The screenshot shows a 'VIEW FILTER' dialog box with the text 'The filter is empty.' and 'Add Condition'. A checkbox for 'Auto-Apply changes' is checked. Below this, there is a 'Filter On:' dropdown menu with a 'Cancel' button. A list of filterable attributes is shown, with 'Job ID' selected. To the right, a data table is visible with columns: Customer Group ID, User License Code, Job ID, Mailing Date, and Mailing Group. The table contains several rows of data, including one with 'A3B3' as the User License Code and another with 'MAC4'.

Customer Group ID	User License Code	Job ID	Mailing Date	Mailing Group
	A3B3	S2708302	6/20/2013	<a href="#">60100717</a>
	MAC4	FSCS2301	6/21/2013	<a href="#">60113005</a>
		FSCS2402	6/28/2013	<a href="#">60114129</a>
		FSCS1701	6/21/2013	<a href="#">60114154</a>

5. The attribute or metric values can be selected using prompt (with search) by moving selections from the 'Available' box to the 'Selected' box and clicking the 'Apply' checkmark

# Tips & Tricks

The attribute or metric values can also be selected by inputting a value and selecting a qualifier and clicking the 'Apply' checkmark



# Tips & Tricks - Performance

- Make prompt selections as specific as possible (i.e. a single month or small number of locations selected)
- Clear History List to ensure there are no pending reports that may impact current executions
- Set subscriptions of long running reports to execute overnight and avoid wait time
- Drill on specific records instead of column headers

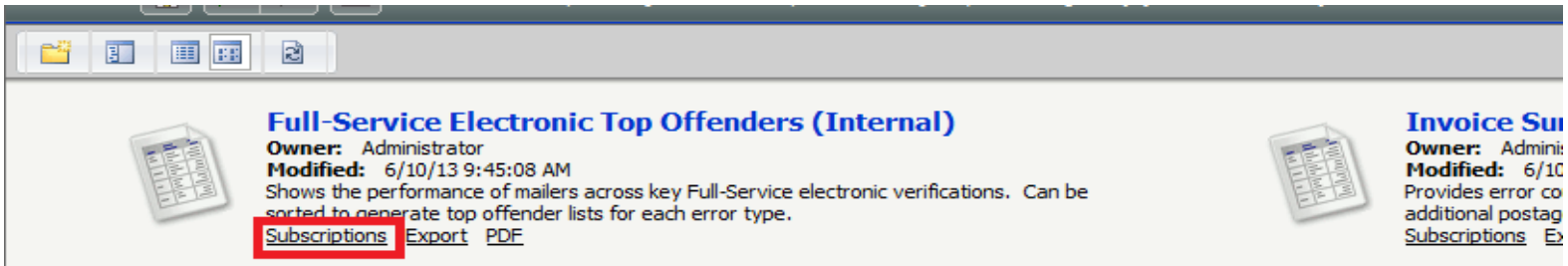
Error Type	Threshold	# Container Errors	# Handling Unit Errors	# Piece Errors	# Job Errors
<a href="#">Nesting/Sortation</a>	10.00%	31	0	0	
<a href="#">Undocumented</a>	0.01%	0	0	168,467	
<a href="#">Undocumented</a>	0.01%	0	0	68,368	
<a href="#">Nesting/Sortation</a>	10.00%	1	0	0	
<a href="#">Nesting/Sortation</a>	10.00%	1	0	0	
<a href="#">Postage</a>	3.00%	10	0	0	
<a href="#">Nesting/Sortation</a>	10.00%	16	0	0	
<a href="#">Postage</a>	3.00%	15	0	0	

The screenshot shows a navigation bar with the following items: Shared Reports, My Reports, History List (highlighted in red), My Subscriptions, and Create Report. Below the navigation bar, there is a breadcrumb trail: Business Mail Acceptance (BMA) DEV 2 > History List. A 'Close' button is visible. Below the breadcrumb, a table header is partially visible with columns for Name and Status. A red box highlights a message box that says "Your History List is empty."

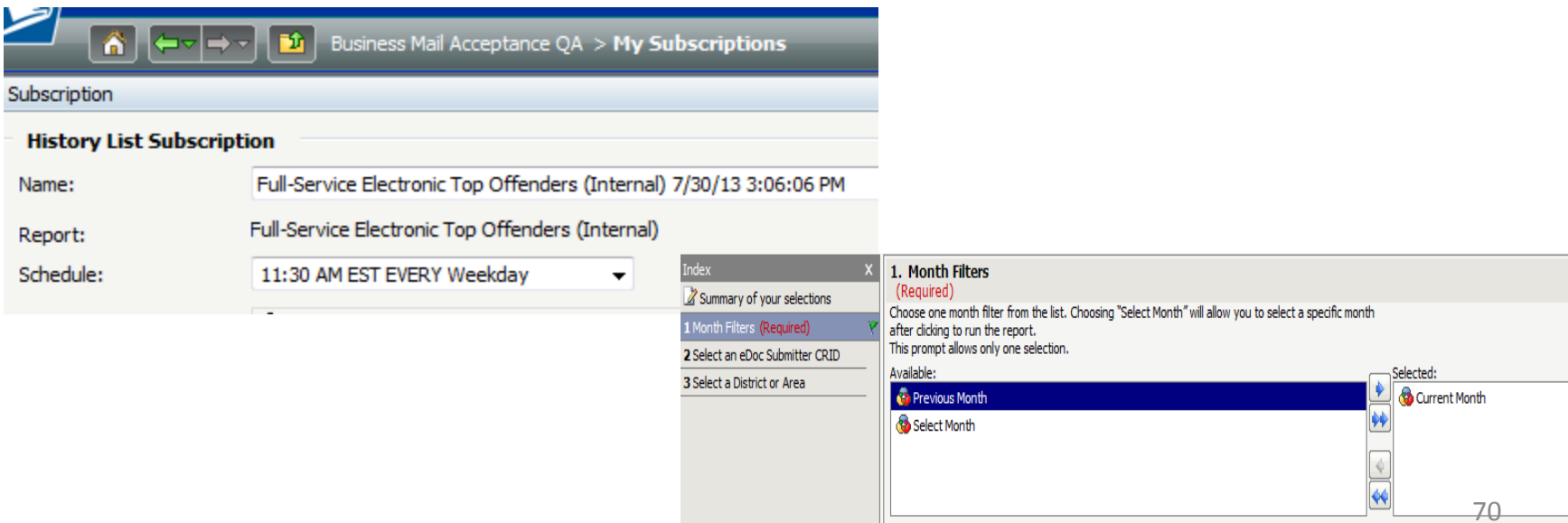
# Subscriptions

If there is a report to plan to repeatedly run, schedule a subscription:

1. Click the 'Subscriptions' link under the report icon

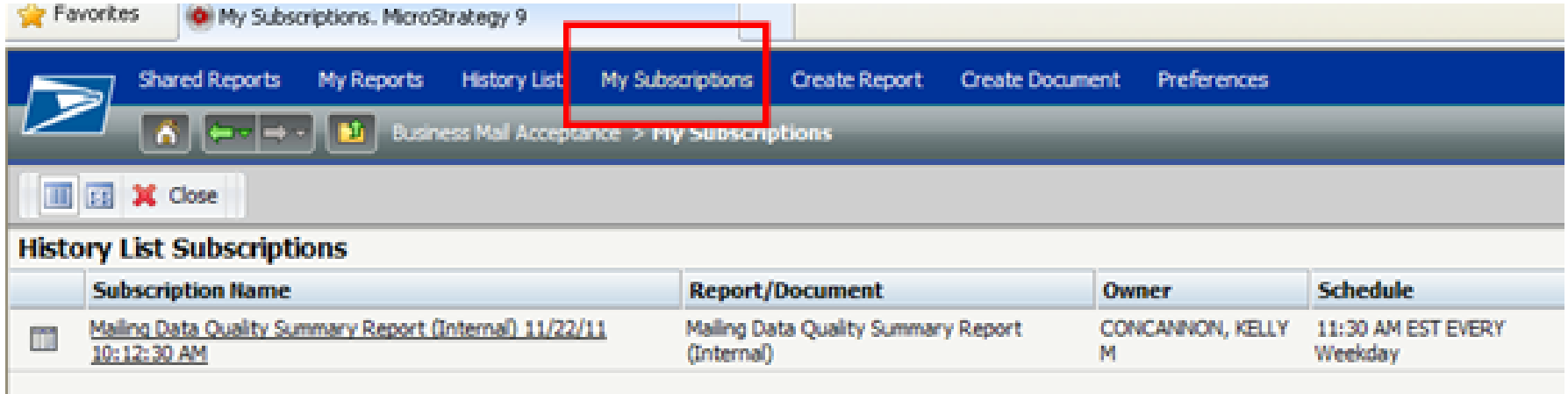


2. Select a run schedule and any other preferences you may have




# Subscriptions

3. Click 'OK'
4. You can access your subscriptions by clicking 'My Subscriptions'



The screenshot shows the MicroStrategy user interface. At the top, there is a navigation bar with several menu items: 'Shared Reports', 'My Reports', 'History List', 'My Subscriptions', 'Create Report', 'Create Document', and 'Preferences'. The 'My Subscriptions' menu item is highlighted with a red rectangular box. Below the navigation bar, there is a breadcrumb trail: 'Business Mail Acceptance > My Subscriptions'. Below the breadcrumb trail, there is a 'Close' button. Below the 'Close' button, there is a section titled 'History List Subscriptions' which contains a table with the following data:

	Subscription Name	Report/Document	Owner	Schedule
	<u>Mailing Data Quality Summary Report (Internal) 11/23/11 10:12:30 AM</u>	Mailing Data Quality Summary Report (Internal)	CONCANNON, KELLY M	11:30 AM EST EVERY Weekday

# User Guide (RIBBS)

outs of Intelligent Mail services.

## **A Guide to Intelligent Mail for Letters and Flats** [\(PDF\)](#)

A Guide to Intelligent Mail for Letters and Flats provides guidance on how to prepare your mail and electronic documentation and identifies the data that will be provided at no additional charge for Full-Service compliance. In addition, the Guide also describes what will be available in the first release of Intelligent Mail services.

## **[Postal Service Mail.dat Technical Specification](#)**

The Postal Service Mail.dat Technical Specification provides detailed

specifications for how to populate your Mail.dat files to comply with the requirements for

[Postal Service™ Mail.dat® Specific Documents](#)

[Postal Service™ Mail.XML® Specific Documents](#)

[Guide to Customer Supplier Agreements \(PDF\)](#)

[eInduction Guide for Mailers \(PDF\)](#)

[MicroStrategy Seamless Acceptance User Guide \(PDF\)](#)

[MicroStrategy eInduction User Guide \(PDF\)](#)

[Mailer Scorecard User Guide \(PDF\)](#)

[MicroStrategy Tips and Tricks \(PDF\)](#)

[PostalOne! Transportation Management \(TMS\) Guide \(PDF\)](#)



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# User Guide Error Type Appendix

Error Type	Seamless Verifications	Additional Reported Validations
<b>Barcode Uniqueness</b>	A Barcode Uniqueness error will be logged if the following condition is met: <ul style="list-style-type: none"><li>• Container Barcode in eDoc is not unique when compared to all the eDocs submitted within 45 days of the Postage Statement Mailing Date (across all jobs submitted for all mailers)</li></ul>	A Barcode Uniqueness error will be logged if any of the following conditions are met: <ul style="list-style-type: none"><li>• Container/HU/Piece Barcode from sample scan is not unique when compared to all the eDocs submitted within 45 days of the Postage Statement Mailing Date (across all jobs submitted for all mailers)</li><li>• HU/Piece Barcode in eDoc is not unique when compared to all the eDocs submitted within 45 days of the Postage Statement Mailing Date (across all jobs submitted for all mailers)</li></ul>



# Additional Reports

The following reports provide access to the detail data that is compiled to produce the Mailer Scorecards.

# Additional Reports

Report Name	Description
Mailer Scorecard Job Details	Users will access the Mailer Scorecard Job Details drills to review Full-Service Electronic Verification by job.
Mailer Scorecard Weekly Trending	Users will access the Mailer Scorecard Weekly Trending report to see how percentage metrics that are reported on the Mailer Scorecard have been trending week-by-week.
Mail Quality Error Type Report	Users will access the Mail Quality Error Type Report to see the details of errors grouped by error type.
Mail Quality Job Error Type Report	Users will access the Mail Quality Job Error Type Report to see the details by job and error type.