

For Full-Service compliance, the USPS requires a valid association of eDoc Customer/Supplier Agreement (CSA) information to the CSA information in the Facility Access and Shipment Tracking (FAST) system. Once the mailer and the USPS finalize and approve the CSA document, the information is entered into the FAST system and is made available to external users. Mailers can log into the FAST system to view their CSA information and get the information required to correctly associate their eDocs.

The CSA information in FAST is entered in one of three templates:

1. DMU Verified – Mailer Transported
2. DMU Verified – USPS Transported
3. BMEU Verified – Entry After CAT

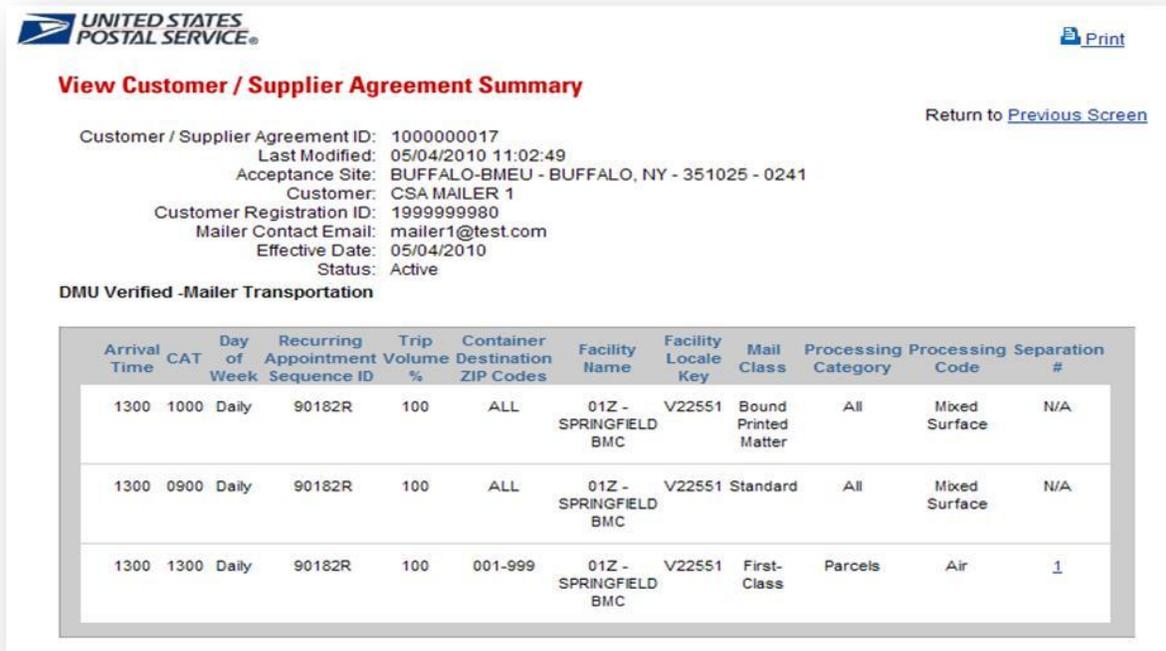
Details around correctly mapping CSA information from FAST to eDocs, for each case, are outlined in the following pages. Sample scenarios outlining the proper use of the letter 'P' (for Previous Day) for the Critical Acceptance Time (CAT) for CSAs are provided. If the letter 'P' is located in a specific CSA line, the Start the Clock (STC) will be modified to Previous Day for that specific trip if no match is found for that corresponding day of week.

PostalOne! Release 26 (January 2011) removed the Full-Service discount for containers that are not correctly associated to a valid Customer/Supplier Agreement (this is required for DMU Verified – USPS Transported). Mailers can monitor their CSA compliance by accessing the Full-Service Mail Quality Reports for their mailings. The Full-Service Mail Quality Reports are available via the Business Customer Gateway

The last section of this job aid focuses on the upcoming CSA changes between June and November 2011.

1 DMU Verified – Mailer Transported

The DMU Verified – Mailer Transported CSA template allows users to create a Customer / Supplier Agreement for mail that is verified at the Detached Mail Unit (DMU) and transported by the Mailer.



View Customer / Supplier Agreement Summary

Customer / Supplier Agreement ID: 1000000017
 Last Modified: 05/04/2010 11:02:49
 Acceptance Site: BUFFALO-BMEU - BUFFALO, NY - 351025 - 0241
 Customer: CSA MAILER 1
 Customer Registration ID: 1999999980
 Mailer Contact Email: mailer1@test.com
 Effective Date: 05/04/2010
 Status: Active

DMU Verified -Mailer Transportation

Arrival Time	CAT	Day of Week	Recurring Appointment Sequence ID	Trip Volume %	Container Destination ZIP Codes	Facility Name	Facility Locale Key	Mail Class	Processing Category	Processing Code	Separation #
1300	1000	Daily	90182R	100	ALL	01Z - SPRINGFIELD BMC	V22551	Bound Printed Matter	All	Mixed Surface	N/A
1300	0900	Daily	90182R	100	ALL	01Z - SPRINGFIELD BMC	V22551	Standard	All	Mixed Surface	N/A
1300	1300	Daily	90182R	100	001-999	01Z - SPRINGFIELD BMC	V22551	First-Class	Parcels	Air	1

Figure 1: FAST DMU Verified – Mailer Transported View

Mail.dat Field	Mail.XML Field	CSA Field	Additional Business Rules/Validations
CSA ID (.seg)	CSA ID (ContainerInfoData)	CSA ID	If the CSA ID is included it will be applied to <u>all</u> Origin Entry containers.
Scheduled Induction Date (.csm)	Scheduled Induction Date (ContainerInfoData)	CSA Effective Date	The CSA Effective Date must be <u>less than or equal</u> to the Scheduled Induction Date .
Class Defining Preparation (.seg)	Form Type (ContainerInfoData)	Mail Class	Mail Classes include: 1 = FCM (First-Class Mail) 2 = STD (Standard Mail) 3 = PER (Periodicals) 4 = BPM (Bound Printed Matter)
Principal Processing Category (.seg)	Processing Category (ContainerInfoData)	Processing Category	Processing Categories include: LT & CD = LTRS (Letters) FL = FLTS (Flats) IR,MP,NA,NB,NP,OS,PF = PARC (Parcels)

<p>Container Level (.csm)</p>	<p>SortationLevel (ContainerInfoData)</p>	<p>Processing Code</p>	<p>Processing Codes include:</p> <table border="1" data-bbox="873 380 1398 663"> <thead> <tr> <th>Mail.dat Value</th> <th>Container Level</th> </tr> </thead> <tbody> <tr> <td>A thru AK</td> <td>Mixed Surface (MXDS)</td> </tr> <tr> <td>AL</td> <td>Mixed Air (MXDA)</td> </tr> <tr> <td>AM</td> <td>Working (WKG)</td> </tr> <tr> <td>AN</td> <td>Single Piece – First-Class (SP)</td> </tr> <tr> <td>AO</td> <td>Surface (S)</td> </tr> <tr> <td>AP</td> <td>Air (A)</td> </tr> <tr> <td>AQ</td> <td>Local (L)</td> </tr> </tbody> </table>	Mail.dat Value	Container Level	A thru AK	Mixed Surface (MXDS)	AL	Mixed Air (MXDA)	AM	Working (WKG)	AN	Single Piece – First-Class (SP)	AO	Surface (S)	AP	Air (A)	AQ	Local (L)
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<p>Reservation Number (.csm)</p>	<p>AppointmentID (ContainerInfoData)</p>	<p>Recurring Appointment ID (optional)</p>	<p>If a Recurring Appointment ID is provided, it should be 5 digits with an upper case 'R' as the last digit.</p> <p>When the Appointment ID is not provided in the CSA, Appointment ID will not be used to match to a CSA line.</p> <p>The Recurring Appointment Sequence ID is only applicable for the DMU Verified – Mailer Transported.</p> <p>If the Recurring Appointment ID is included in the CSA, the same Recurring Appointment ID will be used to match the eDoc.</p> <table border="1" data-bbox="873 1247 1398 1499"> <thead> <tr> <th>eDoc/FAST</th> <th>CSA</th> </tr> </thead> <tbody> <tr> <td>Recurring Appt</td> <td>Same Recurring Appt</td> </tr> <tr> <td>Recurring Appt</td> <td>No Appt</td> </tr> <tr> <td>One-time</td> <td>No Appt</td> </tr> <tr> <td>Recurring Appointment Instance</td> <td>Recurring Appointment associated to Instance</td> </tr> </tbody> </table>	eDoc/FAST	CSA	Recurring Appt	Same Recurring Appt	Recurring Appt	No Appt	One-time	No Appt	Recurring Appointment Instance	Recurring Appointment associated to Instance						
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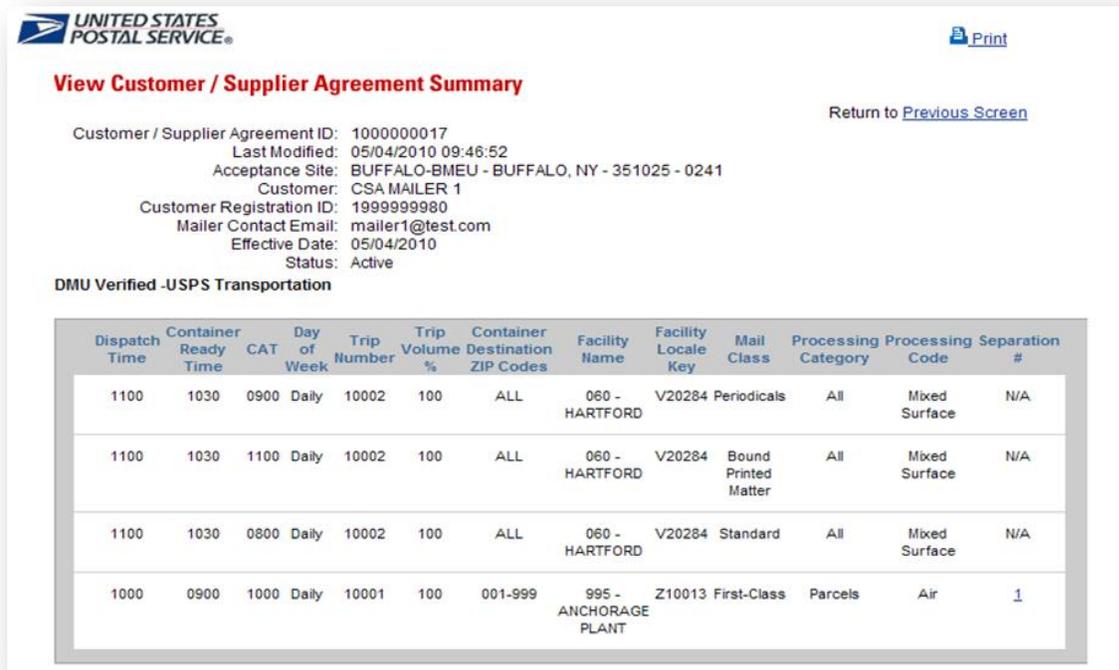
<p>Container Destination ZIP (.csm)</p>	<p>DestinationZIP (ContainerInfoData)</p>	<p>CSA Destination ZIP or CSA Label To ZIP</p>	<p>The .csm Container Destination ZIP must fall within the separation provided for the CSA.</p> <p>(ex. '22202' .csm Container Destination ZIP can apply to a 3-digit CSA Container Destination ZIP range of '200-250').</p> <table border="1" data-bbox="873 541 1286 737"> <thead> <tr> <th>Container ZIP</th> <th>CSA Zip</th> </tr> </thead> <tbody> <tr> <td>5-digit</td> <td>5-digit</td> </tr> <tr> <td>5-digit</td> <td>3-digit</td> </tr> <tr> <td>5-digit</td> <td>3-digit range</td> </tr> <tr> <td>3-digit</td> <td>3-digit</td> </tr> <tr> <td>3-digit</td> <td>3-digit range</td> </tr> </tbody> </table>	Container ZIP	CSA Zip	5-digit	5-digit	5-digit	3-digit	5-digit	3-digit range	3-digit	3-digit	3-digit	3-digit range
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<p>Entry Point – Actual/Delivery – Locale Key or Entry Point – Actual/Delivery – Postal Code (.csm)</p>	<p>EntryLocalKey or PhysicalPostalCode EntryPoint (ContainerInfoData)</p>	<p>Facility Locale Key</p>	<p>The Facility Locale Key must be provided in Mail.dat.</p> <p>Facility Locale Key is used only when the Appointment ID is not in the CSA.</p>												

Additional Validations:

- The CSA Status must be ACTIVE.
- The Day of Week is ignored for association if Day of Week is null and the CSA Type is one of the following:
 - DMU Verified – Mailer Transported (DMU-C) without a Recurring Appointment Sequence ID.

2 DMU Verified – USPS Transported

The DMU Verified – USPS Transported template allows users to create a Customer / Supplier Agreement for mail that is verified at the Detached Mail Unit (DMU) and transported by USPS.



View Customer / Supplier Agreement Summary

Customer / Supplier Agreement ID: 1000000017
 Last Modified: 05/04/2010 09:46:52
 Acceptance Site: BUFFALO-BMEU - BUFFALO, NY - 351025 - 0241
 Customer: CSA MAILER 1
 Customer Registration ID: 1999999980
 Mailer Contact Email: mailer1@test.com
 Effective Date: 05/04/2010
 Status: Active

DMU Verified -USPS Transportation

Dispatch Time	Container Ready Time	CAT	Day of Week	Trip Number	Trip Volume %	Container Destination ZIP Codes	Facility Name	Facility Locale Key	Mail Class	Processing Category	Processing Code	Separation #
1100	1030	0900	Daily	10002	100	ALL	060 - HARTFORD	V20284	Periodicals	All	Mixed Surface	N/A
1100	1030	1100	Daily	10002	100	ALL	060 - HARTFORD	V20284	Bound Printed Matter	All	Mixed Surface	N/A
1100	1030	0800	Daily	10002	100	ALL	060 - HARTFORD	V20284	Standard	All	Mixed Surface	N/A
1000	0900	1000	Daily	10001	100	001-999	995 - ANCHORAGE PLANT	Z10013	First-Class	Parcels	Air	1

Figure 2: FAST DMU Verified – USPS Transported View

Mail.dat Field	Mail.XML Field	CSA Field	Additional Business Rules/Validations
CSA ID (.seg)	CSA ID (ContainerInfoData)	CSA ID	If the CSA ID is included it will be applied to <u>all</u> Origin Entry containers.
Scheduled Ship Date (.csm)	Scheduled Ship Date (ContainerInfoData)	CSA Effective Date	The CSA Effective Date must be <u>less than or equal to</u> the Scheduled Ship Date .
Class Defining Preparation (.seg)	Form Type (ContainerInfoData)	Mail Class	Mail Classes include: 1 = FCM (First-Class Mail) 2 = STD (Standard Mail) 3 = PER (Periodicals) 4 = BPM (Bound Printed Matter)

Principal Processing Category (.seg)	Processing Category (ContainerInfoData)	Processing Category	<p>Processing Categories include: LT & CD = LTRS (Letters) FL = FLTS (Flats) IR,MP,NA,NB,NP,OS,PF = PARC (Parcels)</p>																
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CSA Trip ID from .csm	CSA Trip ID from ContainerInfoData	Trip Number	<p>The CSA Trip ID <u>must equal</u> the Trip Number.</p> <p>(ex. if the CSA Trip ID = 0001 then Trip Number = 0001).</p> <p>The Trip Number only applies for DMU – Verified USPS Transported or Unscheduled Trip.</p>																
Container Destination ZIP (.csm)	DestinationZIP (ContainerInfoData)	CSA Destination ZIP or CSA Label To ZIP	<p>The .csm Container Destination ZIP must fall within the separation provided for the CSA.</p> <p>(ex. '22202' .csm Container Destination ZIP can apply to a 3-digit CSA Container Destination ZIP range of '200-250').</p> <table border="1" data-bbox="911 1686 1321 1877"> <thead> <tr> <th>Container ZIP</th> <th>CSA Zip</th> </tr> </thead> <tbody> <tr> <td>5-digit</td> <td>5-digit</td> </tr> <tr> <td>5-digit</td> <td>3-digit</td> </tr> <tr> <td>5-digit</td> <td>3-digit range</td> </tr> <tr> <td>3-digit</td> <td>3-digit</td> </tr> <tr> <td>3-digit</td> <td>3-digit range</td> </tr> </tbody> </table>	Container ZIP	CSA Zip	5-digit	5-digit	5-digit	3-digit	5-digit	3-digit range	3-digit	3-digit	3-digit	3-digit range				
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Additional Validations:

- The CSA Status must be ACTIVE.

3 BMEU Verified – Entry After CAT

The BMEU Verified – Entry After CAT template allows users to create a Customer / Supplier Agreement for mail that is verified at the Business Mail Entry Unit (BMEU) and receives acceptance times later than the BMEU’s Critical Acceptance Time (CAT).

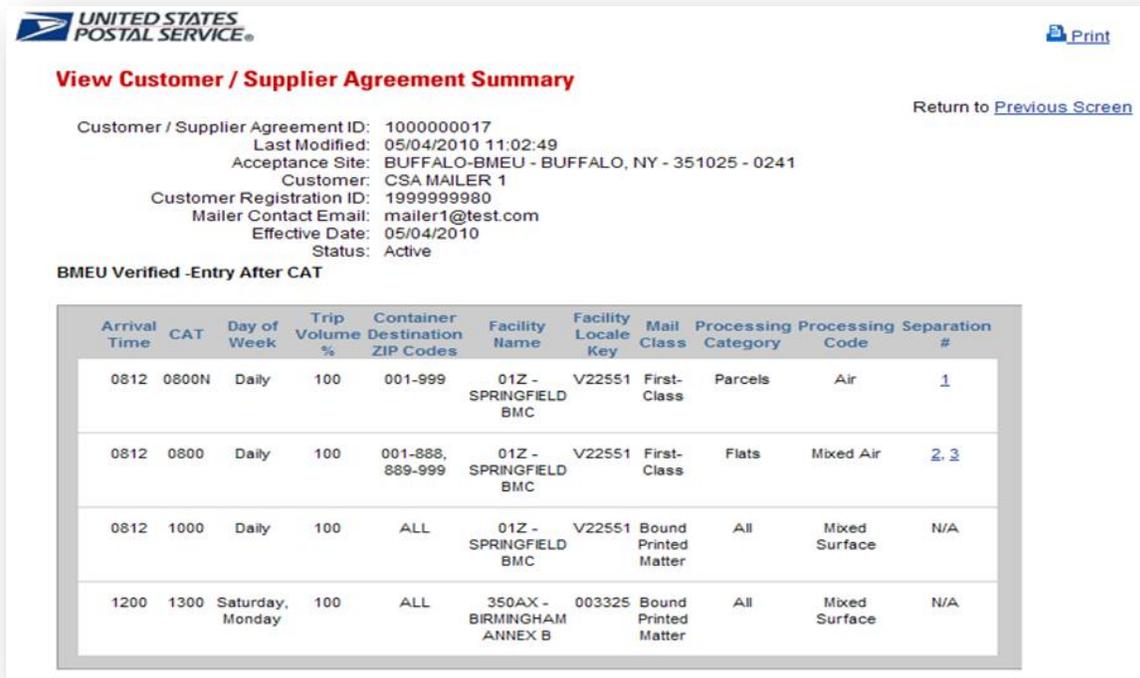


Figure 3: FAST BMEU Verified View

Mail.dat Field	Mail.XML Field	CSA Field	Additional Business Rules/Validations
CSA ID (.seg)	CSA ID (ContainerInfoData)	CSA ID	If the CSA ID is included it will be applied to <u>all</u> Origin Entry containers.
Scheduled Induction Date (.csm)	Scheduled Induction Date (ContainerInfoData)	CSA Effective Date	The CSA Effective Date must be <u>less than or equal to</u> the Scheduled Induction Date .
Class Defining Preparation (.seg)	Form Type (ContainerInfoData)	Mail Class	Mail Classes include: 1 = FCM (First-Class Mail) 2 = STD (Standard Mail) 3 = PER (Periodicals) 4 = BPM (Bound Printed Matter)

Principal Processing Category (.seg)	Processing Category (ContainerInfoData)	Processing Category	<p>Processing Categories include: LT & CD = LTRS (Letters) FL = FLTS (Flats) IR,MP,NA,NB,NP,OS,PF = PARC (Parcels)</p>																
Entry Point – Actual/Delivery – Locale Key or Entry Point – Actual/Delivery – Postal Code (.csm)	EntryLocalKey or PhysicalPostalCodeEntryPoint (ContainerInfoData)	Facility Locale Key	<p>The Facility Locale Key must be provided in Mail.dat.</p> <p>If Facility Locale Key is not provided, the Delivery ZIP of the BMEU will be matched and translated into the Facility Locale Key.</p>																
Container Level (.csm)	SortationLevel (ContainerInfoData)	Processing Code	<p>Processing Codes included:</p> <table border="1"> <thead> <tr> <th>Mail.dat Value</th> <th>Container Level</th> </tr> </thead> <tbody> <tr> <td>A thru AK</td> <td>Mixed Surface (MXDS)</td> </tr> <tr> <td>AL</td> <td>Mixed Air (MXDA)</td> </tr> <tr> <td>AM</td> <td>Working (WKG)</td> </tr> <tr> <td>AN</td> <td>Single Piece – First-Class (SP)</td> </tr> <tr> <td>AO</td> <td>Surface (S)</td> </tr> <tr> <td>AP</td> <td>Air (S)</td> </tr> <tr> <td>AQ</td> <td>Local (L)</td> </tr> </tbody> </table>	Mail.dat Value	Container Level	A thru AK	Mixed Surface (MXDS)	AL	Mixed Air (MXDA)	AM	Working (WKG)	AN	Single Piece – First-Class (SP)	AO	Surface (S)	AP	Air (S)	AQ	Local (L)
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<p>Scheduled Induction Date (.csm)</p>	<p>Scheduled Induction Date (ContainerInfoData)</p>	<p>Day of Week</p>	<p>Scheduled Induction Date is turned into Day-of-Week.</p> <p>Any Scheduled Induction Date can be specified for a CSA created for every day of the week.</p> <p>Otherwise, exact match is needed.</p> <p>The Date provided in the .csm record should fall within the Day of Week indicated in the CSA.</p> <p>If the day of the Scheduled Induction Date does not match to a Day of Week in the CSA, then the CSA will be checked for the Previous Day (P) indicator. If the CSA line has a CAT that ends in P, and Scheduled Induction Time is between midnight and CAT, one day will be deducted from Scheduled Induction Date for Day of Week comparison.</p>
<p>Scheduled Induction Time (.csm)</p>	<p>Scheduled Induction Time (ContainerInfoData)</p>	<p>Arrival Time</p>	<p>Scheduled Induction Time must be <u>equal to</u> the Arrival Time.</p>

Additional Validations:

- The CSA Status must be ACTIVE.

Start-the-Clock Scheduling Scenarios

When a specific CSA line has a CAT that ends in 'P', this indicates that the Start-the-Clock will be the previous day. If the CSA Dispatch is midnight or before and the CAT is after midnight or if the Dispatch and CAT are both after midnight, the letter 'P' should always be used to indicate that the Start-the-Clock will be for the previous day.

The following scenarios demonstrate when 'P' is located in the CAT line of a CSA. The following scenarios are all DMU Verified - USPS Transported.

Scenario # 1	Dispatch After Midnight, CAT before Midnight
Details:	· Scheduled Ship Date/Time: Wednesday, 8/18/2010, 12:30 AM
	· CSA Day-of-Week , Monday through Friday
	· Day-of-Week in this CSA = Wednesday
	· Trip Time (Dispatch Time) at 12:30am
	· CAT at 11:30pm
	· No CAT adjustment (No P/N)
Actual Result	STC of same day, Wednesday.

Scenario # 2	CAT and Dispatch after midnight
Details:	Scheduled Ship Date/Time: Wednesday, 8/18/2010, 12:30 AM
	· CSA Day-of-Week , Monday through Friday
	· Day-of-Week in this CSA = Wednesday
	· Trip Time (Dispatch Time) at 12:30am
	· CAT at 1:00am
	· CAT adjustment for Previous Day (P)
Actual Result	STC of Previous Day, Tuesday.

Scenario # 3	Dispatch midnight, CAT before Dispatch
Details:	Scheduled Ship Date/Time: Wednesday, 8/18/2010, 12:30 AM
	· CSA Day-of-Week , Monday through Friday
	· Day-of-Week in this CSA = Wednesday
	· Trip Time (Dispatch Time) at 12:00am
	· CAT at 11:30pm
	· No CAT adjustment (No P/N)
Actual Result	STC of same Day, Wednesday.

Scenario # 4	Dispatch after midnight, CAT before Dispatch, day-of-week does not match
Details	Scheduled Ship Date/Time: Saturday, 8/21/2010, 12:30 AM
	· CSA Day-of-Week , Monday through Friday
	· Day-of-Week in this CSA = Saturday since it does not fall under MF and there is no CAT Adjustment
	· Trip Time (Dispatch Time) at 12:30am

	· CAT at 12:15am
	· No CAT adjustment (No P/N)
Actual Result	No STC since CSA is for Monday through Friday only.

Scenario # 5	Dispatch after midnight, CAT before midnight
Details	Scheduled Ship Date/Time: Saturday, 8/21/2010, 12:30 AM
	· CSA Day-of-Week , Monday through Friday
	· Day-of-Week in this CSA = Saturday since it does not fall under MF and there is no CAT Adjustment
	· Trip Time (Dispatch Time) at 12:30am
	· CAT at 11:30pm
	· No CAT adjustment (No P/N)
Actual Result	No STC since CSA is for Monday through Friday only.

Scenario # 6	Dispatch Midnight of before, CAT after Midnight
Details	· Scheduled Ship Date/Time: Saturday, 8/21/2010, 12:30 AM
	· CSA Day-of-Week , Monday through Friday
	· Day-of-Week in this CSA = Friday
	· Trip Time (Dispatch Time) at 12:00am
	· CAT at 1:00am
	· CAT adjustment for Previous Day (P)
Actual Result	STC of Previous Day, Friday.

Upcoming changes to CSAs (June to November 2011)

June to October 2011

Between June and October 2011, the following fields will be ignored from existing CSAs (when applicable) and mailers are encouraged to not plan their operations around these fields as they may not be accurately reflected in their CSAs.

Field	CSA Template Type
Day of Week	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
Recurring Appointment ID	DMU Verified – Mailer Transported
Arrival Time	DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
Dispatch Time	DMU Verified – USPS Transported
CSA Trip ID	DMU Verified – USPS Transported
CAT	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
CAT Day-0	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT
Container Ready Time	DMU Verified – USPS Transported
Trip Volume %	DMU Verified – USPS Transported, DMU Verified – Mailer Transported, BMEU Verified – Entry After CAT

November 2011

Effective November 2011, CSAs will only contain the information necessary for First-Class separations. CSAs will therefore only be associated to First-Class mail and there will no longer be four transportation template types (Verified – Mailer Transported, DMU Verified – USPS Transported, BMEU Verified – Entry After CAT, and Unscheduled).

Please note that there will be no changes to existing FAST online application, web services (Mail.XML) and file formats (.csv) between June and November 2011. Users are encouraged to use certain fields and defaults when creating new CSAs during this timeframe which will assist with the transition to the simplified CSAs.

CSA to eDoc Association Reference in November 2011:

Mail.dat Field	Mail.XML Field	CSA Field	Additional Business Rules/Validations
CSA ID (.seg)	CSA ID (ContainerInfoData)	CSA ID	If the CSA ID is included it will be applied to <u>all</u> Origin Entry containers.
Scheduled Induction Date (.csm)	Scheduled Induction Date (ContainerInfoData)	CSA Effective Date	The CSA Effective Date must be <u>less than or equal</u> to the Scheduled Induction Date .
Class Defining Preparation (.seg)	Form Type (ContainerInfoData)	Mail Class	Mail Classes include: 1 = FCM (First-Class Mail)

Principal Processing Category (.seg)	Processing Category (ContainerInfoData)	Processing Category	<p>Processing Categories include: LT & CD = LTRS (Letters) FL = FLTS (Flats) IR,MP,NA,NB,NP,OS,PF = PARC (Parcels)</p>																
Container Level (.csm)	SortationLevel (ContainerInfoData)	Processing Code	<p>Processing Codes include:</p> <table border="1"> <thead> <tr> <th>Mail.dat Value</th> <th>Container Level</th> </tr> </thead> <tbody> <tr> <td>A thru AK</td> <td>Mixed Surface (MXDS)</td> </tr> <tr> <td>AL</td> <td>Mixed Air (MXDA)</td> </tr> <tr> <td>AM</td> <td>Working (WKG)</td> </tr> <tr> <td>AN</td> <td>Single Piece – First-Class (SP)</td> </tr> <tr> <td>AO</td> <td>Surface (S)</td> </tr> <tr> <td>AP</td> <td>Air (A)</td> </tr> <tr> <td>AQ</td> <td>Local (L)</td> </tr> </tbody> </table>	Mail.dat Value	Container Level	A thru AK	Mixed Surface (MXDS)	AL	Mixed Air (MXDA)	AM	Working (WKG)	AN	Single Piece – First-Class (SP)	AO	Surface (S)	AP	Air (A)	AQ	Local (L)
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Container Destination ZIP (.csm)	DestinationZIP (ContainerInfoData)	CSA Destination ZIP or CSA Label To ZIP	<p>The .csm Container Destination ZIP must fall within the separation provided for the CSA.</p> <p>(ex. '22202' .csm Container Destination ZIP can apply to a 3-digit CSA Container Destination ZIP range of '200-250').</p> <table border="1"> <thead> <tr> <th>Container ZIP</th> <th>CSA Zip</th> </tr> </thead> <tbody> <tr> <td>5-digit</td> <td>5-digit</td> </tr> <tr> <td>5-digit</td> <td>3-digit</td> </tr> <tr> <td>5-digit</td> <td>3-digit range</td> </tr> <tr> <td>3-digit</td> <td>3-digit</td> </tr> <tr> <td>3-digit</td> <td>3-digit range</td> </tr> </tbody> </table>	Container ZIP	CSA Zip	5-digit	5-digit	5-digit	3-digit	5-digit	3-digit range	3-digit	3-digit	3-digit	3-digit range				
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Entry Point – Actual/Delivery – Locale Key or Entry Point – Actual/Delivery – Postal Code (.csm)	EntryLocalKey or PhysicalPostalCode EntryPoint (ContainerInfoData)	Facility Locale Key	<p>The Facility Locale Key must be provided in Mail.dat.</p> <p>Facility Locale Key is used only when the Appointment ID is not in the CSA.</p>																



Questions?

For questions regarding FAST and CSAs, please contact FAST at fast@usps.gov.