



AccuZIP Mail Concierge Service
the strength of our collective network™

User Manual



Table of Contents

AccuZIP Mail Concierge Service	3
<u>Configuring AccuZIP6.....</u>	<u>3</u>
Mail Queue and Job Management.....	13
Pending Tab	14
How to Submit a Mailing.....	17
Scheduled Job Tab – Next Steps	18
Print Bill of Lading	
Cancel Jobs	21
Finalized Job Tab	22
Accounting	24
Pending Transactions	24
Posted Transactions	25
Mailing Cost Report.....	26

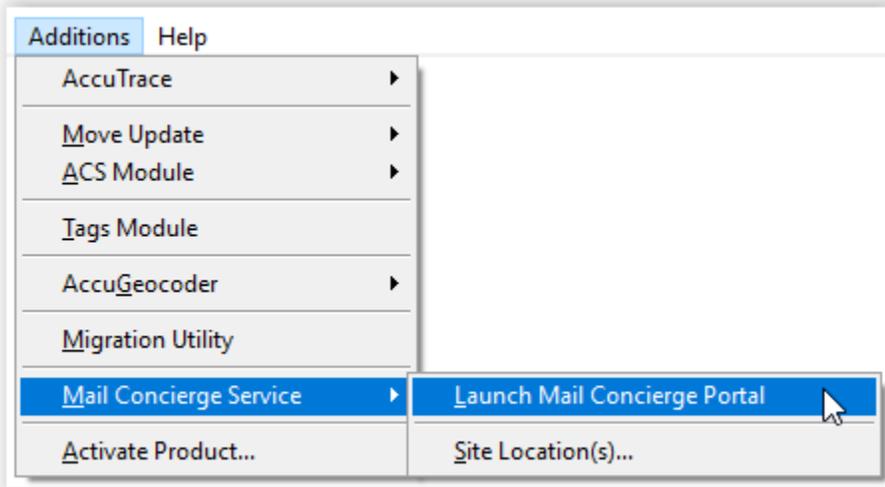


Configuring the AccuZIP Mail Concierge Service in AccuZIP6

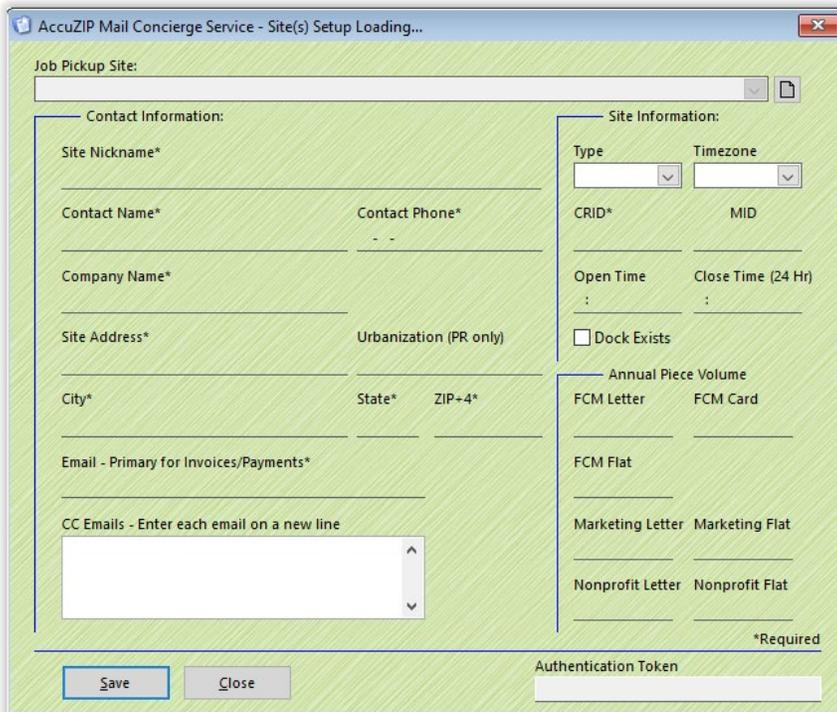
1) Contact support@accuzip.com to enable AccuZIP Mail Concierge Services
(Include 10-digit AccuZIP Account Number in email request)

2) Complete: [Required AccuZIP Mail Concierge Services Payment Setup Instructions](#)

3) In AccuZIP6, pull the **Additions** Menu down to **Mail Concierge Services -> Site Location(s)...**



4) Complete **ACCUZIP MAIL CONCIERGE SERVICE SITE LOCATION SETUP** Screen

A screenshot of the 'AccuZIP Mail Concierge Service - Site(s) Setup Loading...' window. The window has a light green background and a blue title bar. It contains two main sections: 'Contact Information' and 'Site Information'. The 'Contact Information' section has fields for Site Nickname*, Contact Name*, Contact Phone*, Company Name*, Site Address*, Urbanization (PR only), City*, State*, and ZIP+4*. The 'Site Information' section has fields for Type, Timezone, CRID*, MID, Open Time, Close Time (24 Hr), Dock Exists, and Annual Piece Volume (FCM Letter, FCM Card, FCM Flat, Marketing Letter, Marketing Flat, Nonprofit Letter, Nonprofit Flat). There are 'Save' and 'Close' buttons at the bottom left, and an 'Authentication Token' field at the bottom right. A '*Required' label is at the bottom right.

AccuZIP Mail Concierge Service support for multiple sites

- You can choose your default site by selecting it from the “Job Pickup Site” drop down. You can click the “Add Site” button to create a new pickup site.

Job Pickup Site:
 TEXAS 3 (7700001101.3) [v] [📄]

Contact Information:		Site Information:	
Site Nickname*	TEXAS 3	Type	Timezone
Contact Name*	STEVE BELMONTE	Presort [v]	Central [v]
Contact Phone*	805-440-8528	CRID*	MID
Company Name*	ACCUZIP INC.	1234567	123456789
Site Address*	2451 N STEMMONS FWY	Open Time	Close Time (24 Hr)
Urbanization (PR only)		08:00	17:00
City*	DALLAS	<input type="checkbox"/> Dock Exists	
State*	TX	Annual Piece Volume	
ZIP+4*	75207-2601	FCM Letter	FCM Card
Email - Primary for Invoices/Payments*	steve@accuzip.com	100,000	100,000
CC Emails - Enter each email on a new line	np@accuzip.com	FCM Flat	
		100,000	
		Marketing Letter	Marketing Flat
		100,000	100,000
		Nonprofit Letter	Nonprofit Flat
		100,000	100,000

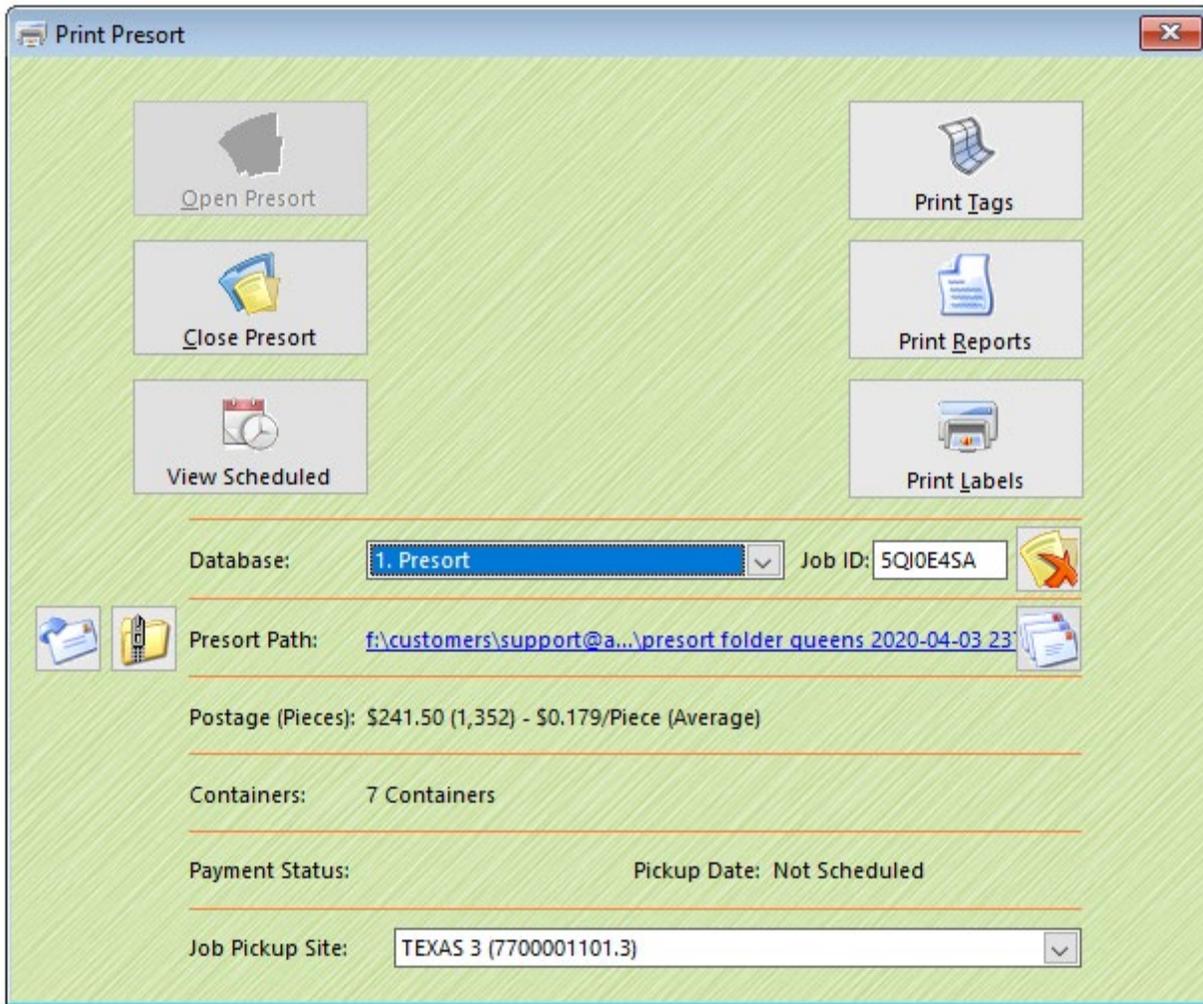
*Required

Save **Close**

Authentication Token
 e37c785b80f0499ba19376a8257b29ff

If this is the first time the list has been presorted and/or uploaded to the AccuZIP Commingle Site, the “Job Pickup Site” location match the item selected in the “AccuZIP Commingle Service – Site(s) Setup” window. When the MAIL.dat files are uploaded to the AccuZIP Commingle Mail Service site, the [COMMINGLE SERVICES] section (below) is written to the Presort.ini file.

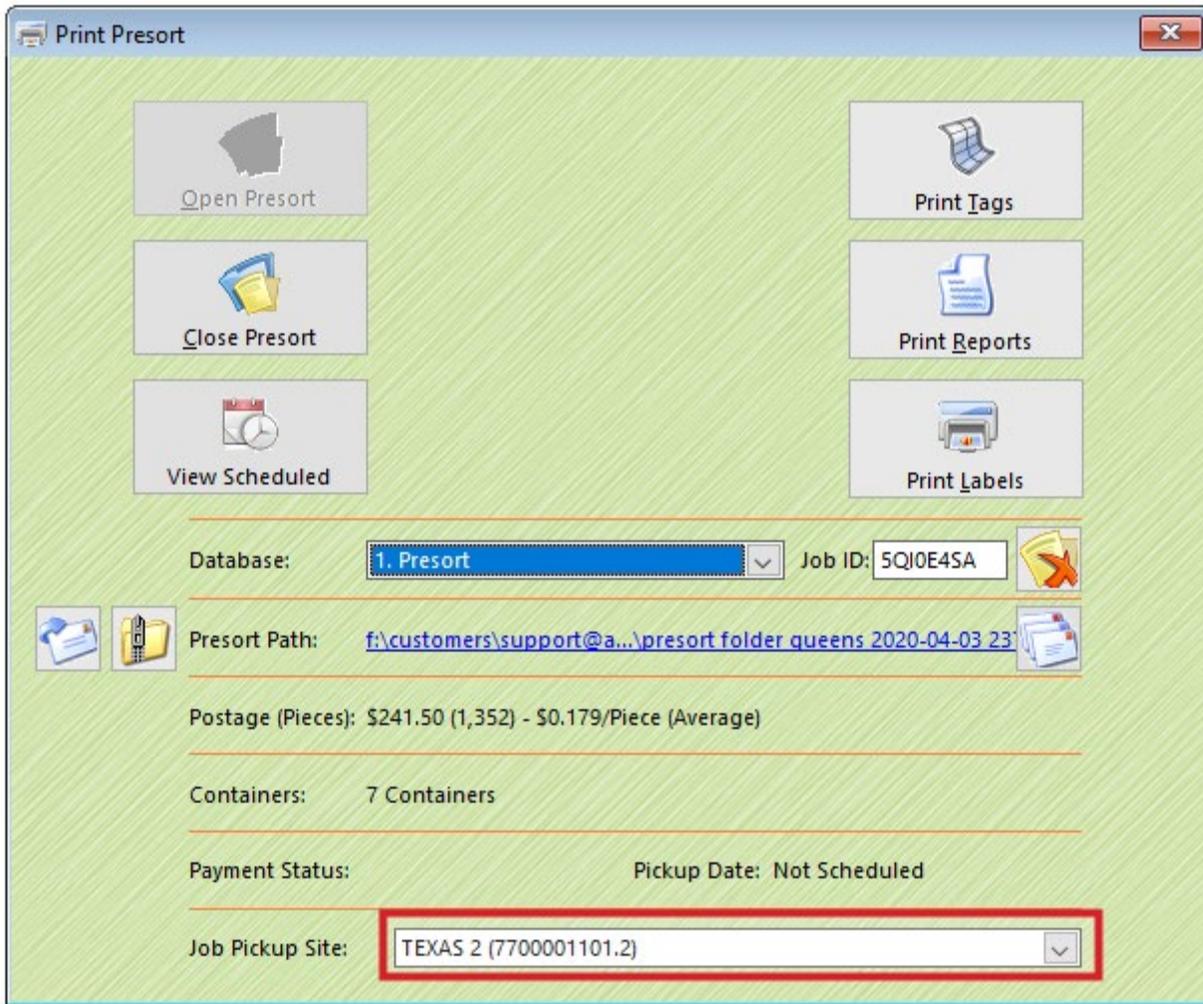




The "SITE ID" that appears in the Presort.ini takes precedence if it exists in the Presort.ini. This way when the user clicks "View Scheduled" it will open the correct SITE ID - AccuZIP Commingle Portal where the MAIL.dat was originally uploaded.

[COMMINGLE SERVICES]
CREATED_DATETIME.UTC=2020-04-03T15:38:13.592Z
MAILDAT=5QI0E4SA.ZIP
TOKEN=a7805f9d485543b3919f1a276856bcc0
SITE ID=7700001101.3





[COMMINGLE SERVICES]
CREATED_DATETIME.UTC=2020-04-03T15:38:13.592Z
MAILDAT=5QI0E4SA.ZIP
TOKEN=a7805f9d485543b3919f1a276856bcc0
SITE ID=7700001101.2

Note: Because it is cloud based, either site can setup the multiple sites under the Company and both will see all of the sites. You can presort and upload a job for pickup at the other site and the other site could login to the portal and see that job.

So each location that has **AccuZIP** selects their own Job Pickup Site as the default in the AccuZIP Commingle Service – Site(s) Setup window.



PREPARE AND PRESORT JOB AS NORMAL

5) PRINT TAGS AND REPORTS

IMPORTANT: YOU MUST FIRST PRINT THE TAGS AND REPORTS TO PRINTER OR PDF BEFORE SCHEDULING PICKUP

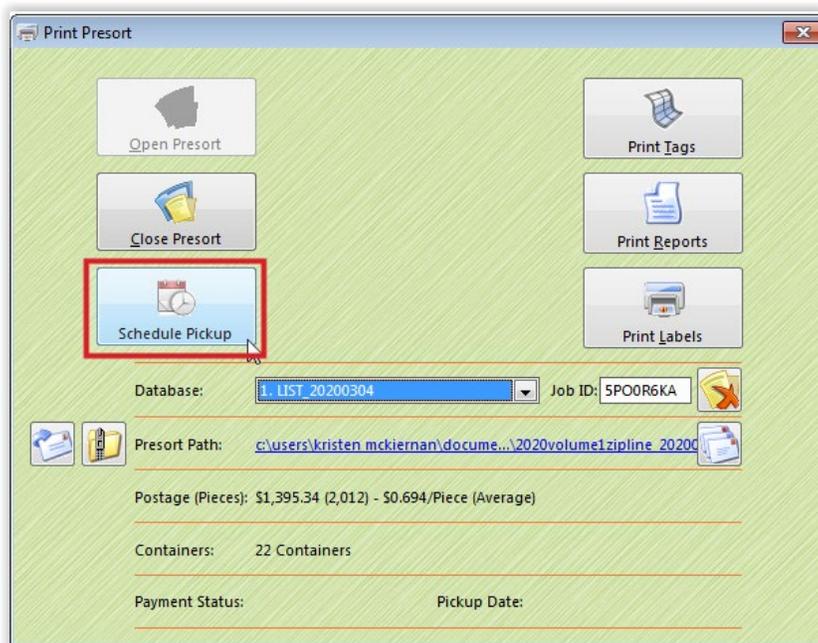
Note:

CONTAINER TAGS will contain **ZONE** and **PALLET #** indicating which Pallet(s) the Container(s) should be placed on.



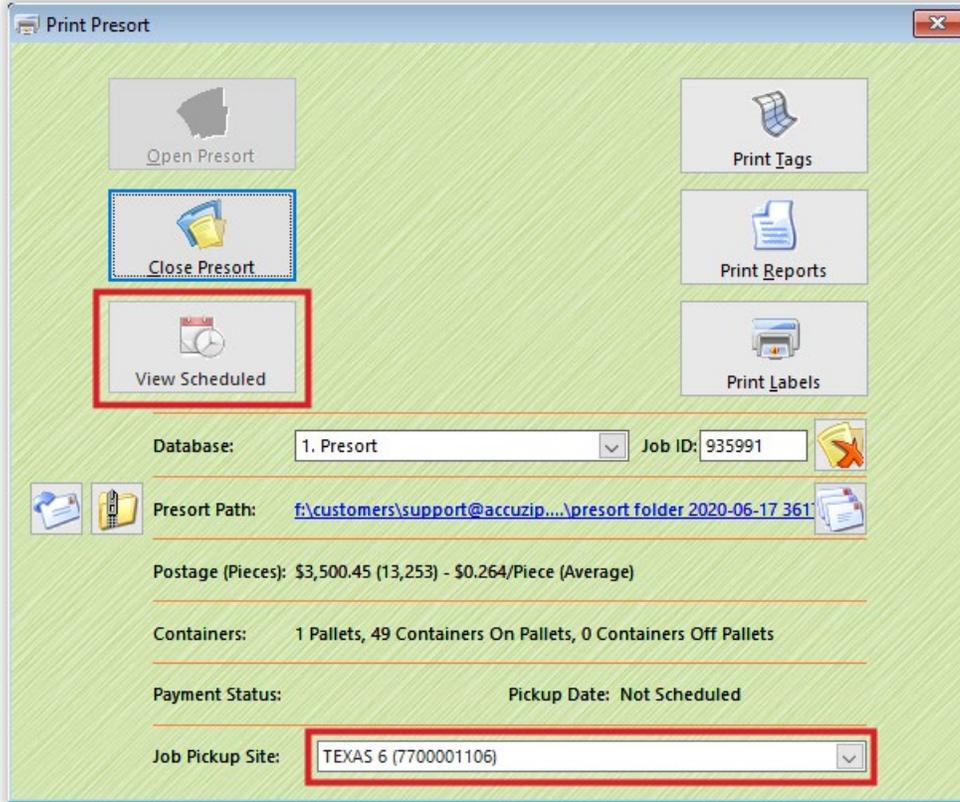
6) SCHEDULE PICKUP AND PRINT PALLET PLACARDS

1. In the Print Presort screen, click **Schedule Pickup**. This step uploads the list to the AccuZIP Commingle Mail Service
2. Schedule the Shipment in the AccuZIP Comingle Mail Service
3. Once the Scheduled Shipment is accepted, the Print Presort window will automatically generate the new Hub Placard PDF



❖ **STEPS TO REUPLOAD A JOB TO A NEW SITE**

Below are screen shots of an AccuZIP Mail Concierge Job previously uploaded. Notice the button states **View Scheduled**. Then when you change the Job Pickup Site: it **changes to Schedule Pickup** so you can **RE-UPLOAD the job to the new site**.



Print Presort

Open Presort

Close Presort

View Scheduled

Print Tags

Print Reports

Print Labels

Database: 1. Presort Job ID: 935991

Presort Path: f:\customers\support@accuzip....\presort folder 2020-06-17 361

Postage (Pieces): \$3,500.45 (13,253) - \$0.264/Piece (Average)

Containers: 1 Pallets, 49 Containers On Pallets, 0 Containers Off Pallets

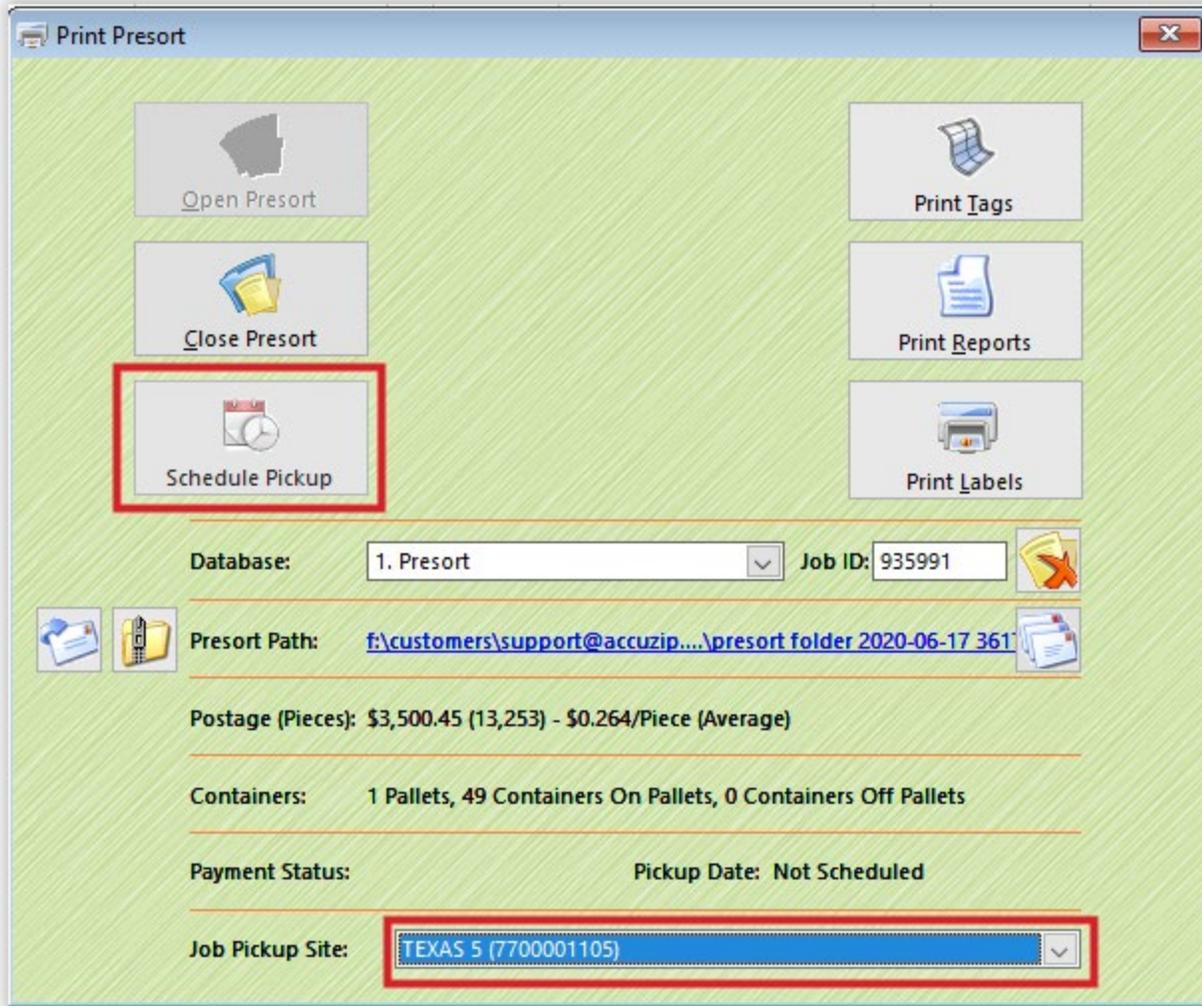
Payment Status: Pickup Date: Not Scheduled

Job Pickup Site:

- TEXAS 6 (7700001106)
- TEXAS SITE LOCATION (7700001101)
- TEXAS 2 (7700001101.2)
- TEXAS 3.3 (7700001101.3)
- TEXAS 4 (7700001101.4)
- TEXAS 5 (7700001105)**
- TEXAS 6 (7700001106)
- TEST 20200529 (7700001107)

Select New Job Pickup Site





Click **Schedule Pickup** to **Reupload** to the New Job Pickup Site Selected



The Mail Queue will auto-launch in your default browser. From the Mail Queue Portal, Check the Box for the job to schedule and choose Schedule Mailing. Enter Pickup Date, Pickup Time, Skid Count and Click CONFIRM.

The screenshot displays the 'Mail Queue Accounting' interface. At the top, there is a 'Scheduling Summary' section with the following details:

Pickup Date:		Current Costs (Estimated)		New Total Cost	
Pickup Time:		Current Postage Cost:	\$55.15	Total Job Cost:	\$
Est. Delivery Date:		Est. Logistics/Drop ship:	\$150.00	Amount Due:	\$
Number of Skids:		Est. Total Job Cost:	\$205.15		
Total Volume:	202				

Below the summary, a note states: "NOTE: BOL/Pallet Placards/Separation instructions will be provided once shipment has been scheduled."

The main interface shows a list of files under the 'Pending' tab. A 'Schedule Mailing' button is highlighted with a red box. A modal window titled 'Schedule Mailing' is open, containing the following fields:

- Job Reference:
- Pickup Date: 9/21/2020
- Pickup Time CDT: 9:59 AM
- Skid Count: 1
- Confirm button

The file list below the modal shows several 'Ready' files with names like 'AccuZIP_test.zip' and '5J80NJAZ (1) (1) (1) (1).ZIP'. The first 'Ready' file has a checked checkbox, also highlighted with a red box.



PALLET:1

Customer Name: MARKITPLACE
File Name: I240012M-7749142301
Mail Type: MARKETING
Mail Size: LETTER
Volume: 36,408
Weight (lbs): 455.11
Zone: JACKPOT

<u>ZONE</u>	<u>TRAYS</u>
999	57

PALLET:1



PALLET:2

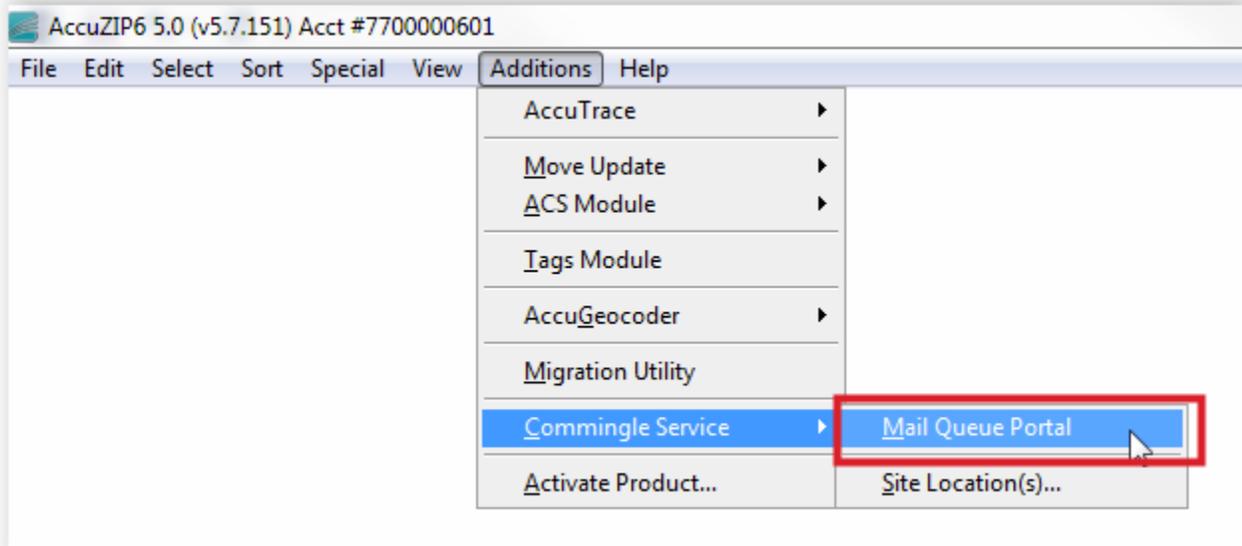
Customer Name: MARKITPLACE
File Name: I240012M-7749142301
Mail Type: MARKETING
Mail Size: LETTER
Volume: 69,283
Weight (lbs): 866.06
Zone: JACKPOT

<u>ZONE</u>	<u>TRAYS</u>
1	7
10	22
11	13
12	27
13	6
14	5
15	4
16	1

PALLET:2



Mail Queue



Mail Queue is a project management view of all jobs. Mail Queue views are broken out by Mail Class (First-Class and Marketing Mail). Each Mail Class has three tabs designated for job status. A job can be in a Pending, Scheduled or Finalized status.

PORTAL VIEW AND JOB MANAGEMENT

Pending Tab – A view of all jobs in the Mail Queue available to submit for mailing

Scheduled Tab – Jobs listed here are ready for pickup, in transit to the receiving facility or in commingle processing

Finalized Tab – A job that has been processed and submitted to USPS by the receiving facility

The screenshot displays the Mail Queue web application interface. The top navigation bar includes the AccuZIP logo, 'Mail Queue Accounting', and user information 'Welcome John Doe' and 'Site Location'. Below the navigation bar, there are tabs for 'Pending', 'Scheduled', and 'Finalized', with 'Pending' selected. A search bar and 'Archived Jobs' link are also present. The main content area shows a table of job details with columns for File Status, Job Id, Actions, Uploaded On, Mail Class, Type, Volume, and Postage C... The table lists several jobs, mostly in 'Ready' status, with one job in 'Processing' status. The bottom of the interface shows a pagination control set to '100 items per page' and a page indicator '1 - 8 of 8 items'.

File Status	Job Id	Actions	Uploaded On	Mail Class	Type	Volume	Postage C...
Ready	5F10XR94	[Icons]	03/06/2019 03:48:43 PM	First Class	Letter	274,560	\$140,025.60
Ready	5F10X19S	[Icons]	03/06/2019 03:43:58 PM	First Class	Letter	128,532	\$65,551.32
Ready	5F10XDFB	[Icons]	03/06/2019 03:37:50 PM	First Class	Letter	318,378	\$162,372.78
Ready	00210423	[Icons]	03/05/2019 12:04:41 PM	First Class	Letter	29,432	\$11,969.65
Ready	5FB0U7VC	[Icons]	03/01/2019 02:20:26 PM	First Class	Letter	25,000	\$9,581.12
Ready	5FB0U9YQ	[Icons]	03/01/2019 02:18:42 PM	First Class	Letter	100,000	\$38,722.14
Ready	5FB0UBKU	[Icons]	03/01/2019 10:50:04 AM	First Class	Letter	50,000	\$18,909.33
Processing	PFC11702	[Icons]	02/19/2019 02:09:08 PM	First Class	Letter	144,242	\$57,762.37



Pending Tab

The Pending tab is divided into two tables, First-Class and Marketing. Each Mail Class table displays a bubble showing the Ready status count.

Once the data for a job is loaded in the Mail Queue, users will find the following information specific to each job:

- A. File Status
 - a. Processing
 - b. Error - Upload error out
 - c. Ready - All files have uploaded correctly and are available to perform an action on
- B. Job ID
 - a. File ID from Mail.dat
- C. Uploaded On
 - a. Date and time the file was uploaded
- D. Mail Class
 - a. Mail Class in Mail.dat
- E. Type
 - a. Mail shape in Mail.dat
- F. Volume
 - a. Total volume of barcodes from .pdr or .pbc from the Mail.dat
- G. Postage Cost
 - a. Current cost of postage as standalone mailing

The **Actions** column gives the user options to view detailed information about the data for the project.

- A. Delete
 - a. If data is added to the Mail Queue in error, users may select the Trash Can icon under the Actions column
- B. Download
 - a. Select the download icon to download data for detailed review
- C. Attachments
 - a. Allows users to attach other Associated Files to a project for artifact retention by either drag and drop or browsing for a file



Associated Files

Other files associated with this Job ID:

File Name	Type
SF10XR94.ZIP_original.zip	Items from Mail.DAT

Add Files:

Upload New Files
 Drag and drop files here

Or

[Browse](#)

Done

D. Mail Profiles – Summary of all individual jobs included within the Mail.dat. Data contained in the Mail Profiles table is exportable to Excel.

Mail Profiles

Postage: Standard Mail Job Ref: 3004694 Job Date: 09/24/2020 02:50:30 AM CDT

Scheduled

[Export to Excel](#) Barcode Search: [Search](#)

Actions	Customer	Description	CRID	MID	STID	Type	Rate Affixed	Reg/NP	Mail Type	Weight	Volume	Caps	Promo
	MPU FILE	MAILDAT	2715390	901493431	271	Permit	0.000	regular	Letter	0.0192	7,587	N/A	N/A

1 - 1 of 1 items

- a. Actions
 - i. 36** Reports based on each individual profile
- b. Customer
 - i. Populated from profile inside maildat.mpu
- c. Description
 - i. Populated from profile inside maildat.mpu
- d. CRID
 - i. By/For of Mail Owner from maildat.cpt
- e. MID
 - i. By/For of Mail Owner from maildat.cpt
- f. STID
 - i. Service Type Identifier from barcodes listed in maildat.pdr or maildat.pbc
- g. Type
 - i. Postage Type from maildat.mpu
- h. Rate Affixed
 - i. Postage Rate from maildat.mpu
- i. Reg/NP
 - i. Regular or Nonprofit indicator from maildat.mpu
- j. Mail Type
 - i. Description of mailpiece: Letter, Flat, Postcard



- k. Weight
 - i. Mailpiece weight from maildat.mpu
- l. Volume
 - i. Total barcodes by customer profile
- m. CAPS
 - i. Populates as Yes when maildat.mpa contains T for CAPS designation
- n. Promo
 - i. Populates as Yes when maildat.ccr contains applicable USPS promotional codes
- o. Barcode Search
 - i. Search by barcode to identify associated profile
 - ii. Returns back table of search results

- E. Reports – Pending tab
 - a. Initial 36** Report – Based on Mail Class
 - b. Zip Codes/Volume
 - c. Duplicate Barcodes



- F. Reports – Scheduled and Finalized tab
 - a. Bill of Lading
 - b. Zip Codes/Volume
 - c. Duplicate Barcodes
 - d. Missing Mail Pieces
 - e. Initial 36** Reports – Based on Mail Class
 - f. Merged 36** Reports – Based on Mail Class



- E. Archived Jobs
 - a. Jobs selected will move from Pending tab to Archived Job table and will no longer be displayed on Pending tab table.



How to Submit a Mailing

The file must be in Ready status in order to select the job. Users can select one or multiple check boxes to the left of **File Status** to **Schedule Mailing**.

Mail Queue | Welcome Test Me | Site Location | Site Map

Scheduling Summary

Pickup Date: | **Current Costs (Estimated)** | **New Total Cost** | **Jobs Included:**

Pickup Time: | Current Postage Cost: **\$143,508.45** | Total Job Cost: **\$142,615.67** | X RA051619 X RA042319

Est. Delivery Date: | Est. Logistics/Drop ship: **\$250.00** | Amount Due: **\$48,340.52**

Number of Skids: | Est. Total Job Cost: **\$143,758.45** | Est. Savings: **\$1,142.78**

Total Volume: **352,595**

NOTE: BOL/Pallet Placards/Separation instructions will be provided once shipment has been scheduled.

Pending | Scheduled | Finalized | Archived Jobs

First Class | Marketing | Schedule Mailing | More Actions

File Status	Job Id	Actions	Uploaded On	Mail Class	Type	Volume	Postage Cost
<input checked="" type="checkbox"/> Ready	RA051619	[Icons]	06/03/2019 01:49:16 PM CDT	First Class	Letter	166,841	\$68,255.003
<input checked="" type="checkbox"/> Ready	RA042319	[Icons]	05/02/2019 10:39:09 AM CDT	First Class	Letter	185,754	\$75,253.447
<input type="checkbox"/> Ready	RA042319	[Icons]	05/02/2019 10:28:15 AM CDT	First Class	Letter	185,754	\$75,253.447
<input type="checkbox"/> Ready	RA042319	[Icons]	05/02/2019 10:24:43 AM CDT	First Class	Letter	185,754	\$75,253.447
<input type="checkbox"/> Ready	RA042319	[Icons]	05/02/2019 10:13:55 AM CDT	First Class	Letter	185,754	\$75,253.447

1 - 5 of 5 items

Once the jobs have been selected, the screen will drop down where the **Scheduling Summary** details are visible.

Scheduling Summary

Pickup Date: | **Current Costs (Estimated)** | **New Total Cost** | **Jobs Included:**

Pickup Time: | Current Postage Cost: **\$73,808.06** | Total Job Cost: **\$72,570.86** | X RA062320

Est. Delivery Date: | Postage Affixed: **\$11,350.49** | Postage Affixed: **\$11,350.49** | Est. Savings: **\$2,655.33**

Number of Skids: | Est. Logistics/Drop ship: **\$1,418.13** | Amount Due: **\$61,220.38**

Total Volume: **177,233** | Est. Total Job Cost: **\$75,226.19**

NOTE: BOL/Pallet Placards/Separation instructions will be provided once shipment has been scheduled.

Est. Logistics/Drop Ship Calculation
 - First Class: Volume * 0.001
 - Marketing: Volume * 0.008
 You can replace our Est. Logistics/Drop Ship cost with your actual cost. Changing this value will automatically update the "Est. savings"

Scheduling Summary

Pickup Date: | **Current Costs (Estimated)** | **New Total Cost** | **Jobs Included:**

Pickup Time: | Current Postage Cost: **\$70,047.71** | Total Job Cost: **\$68,976.69** | X SRV0X9BV

Est. Delivery Date: | Est. Logistics/Drop ship: **\$2,185.40** | Est. EPS/CAPS Credit: **\$63,649.78** | Est. Savings: **\$3,256.42**

Number of Skids: | Est. Total Job Cost: **\$72,233.11** | Est. EPS/CAPS Credit: **\$5,326.91**

Total Volume: **273,175**

NOTE: BOL/Pallet Placards/Separation instructions will be provided once shipment has been scheduled.

Estimated postage pulled by USPS based on best possible USPS rate. Once postage has been finalized, a credit could be applied. Never paying more than the "Total Job Cost"

Est. EPS/CAPS Calculation:
 - First Class - Volume * 5-Digit USPS rate
 - Marketing - Volume * 5-Digit SCF USPS rate

Scheduling Summary

Pickup Date: | **Current Costs (Estimated)** | **New Total Cost** | **Jobs Included:**

Pickup Time: | Current Postage Cost: **\$70,047.71** | Total Job Cost: **\$68,976.69** | X SRV0X9BV

Est. Delivery Date: | Est. Logistics/Drop ship: **\$150.00** | Pickup Fee: **\$60.00** | Est. Savings: **\$1,221.02**

Number of Skids: | Est. Total Job Cost: **\$70,197.71** | Est. EPS/CAPS Credit: **\$63,649.78**

Total Volume: **273,175** | Amount Due: **\$5,326.91**

NOTE: BOL/Pallet Placards/Separation instructions will be provided once shipment has been scheduled.

The **Scheduling Summary** is compiling an aggregated view of all jobs scheduled for shipment.



Select **Schedule Mailing** and select the **Pickup Date**, **Pickup Time** and enter the **Skid Count** then **Confirm**.

If there is more than one lane created, this will display all of the available receiving facilities based on Mail Class and Mail Shape.

If the pickup date, time or the number of skids needs to be adjusted, select **Edit Scheduling** located in the Schedule Summary to return to the **Schedule Mailing** screen to make the adjustment.

Scheduled Job Tab – Next Steps

The job(s) scheduled for pickup are now viewable on the **Scheduled** tab.

<input type="checkbox"/>	Shipment Status	Job Id	Actions	Scheduled Date	Mail Class	Mail Shape	Volume	Total Job Cost
<input type="checkbox"/>	Scheduled	I24001JU 3		12/09/2019 03:49:00 PM CST	Standard Mail	Letter	174,174	\$41,801.98
<input type="checkbox"/>		37657-AW-T2D1		12/09/2019 03:47:29 PM CST	Standard Mail	Letter	122,721	\$31,124.42
<input type="checkbox"/>		37657-AW-T3D1		12/09/2019 03:41:30 PM CST	Standard Mail	Letter	25,578	\$6,722.58
<input type="checkbox"/>		37657-AW-T4D1		12/09/2019 03:41:54 PM CST	Standard Mail	Letter	25,875	\$6,799.46

A new Job Ref / Parent File ID based on input field from scheduling modal from pending tab, the original Mail.dats is grouping child files and rolling up to create a new parent / shipment. The new Job Ref is visible with all Child (original) Job IDs visible by selecting the orange count bubble.

<input type="checkbox"/>	Shipment Status	Job Id
<input type="checkbox"/>	Scheduled	I24001JU 3
<input type="checkbox"/>		37657-AW-T2D1
<input type="checkbox"/>		37657-AW-T3D1
<input type="checkbox"/>		37657-AW-T4D1

If the maildat.mpu has a single profile, it will display with the naming convention of that mpu description. If the maildat.mpu has multiple profiles, it displays with the naming convention of **Multiple Profiles**. The Job IDs from each child Mail.dat file is displayed under the Parent Job ID.



In the **Scheduled** tab, you may see this tab divided into two tables.

Shipment Status	Job ID	Actions	Scheduled Date	Mail Class	Mail Shape	Volume	Total Job Cost
Awaiting Payment	00028977	[Icons]	08/21/2019 11:05:00 AM CDT	First Class	Letter	81,432	\$22,763.64
Awaiting Payment	RA012219	[Icons]	08/21/2019 11:00:00 AM CDT	First Class	Letter	264,230	\$60,373.64
Awaiting Payment	RA012219	[Icons]	07/19/2019 03:30:00 PM CDT	First Class	Letter	264,230	\$60,373.64
Awaiting Payment	00028977	[Icons]	07/19/2019 03:30:00 PM CDT	First Class	Letter	81,432	\$22,763.64
Awaiting Payment	PFC11590	[Icons]	08/04/2019 10:31:00 AM CDT	First Class	Letter	103,954	\$23,104.18
Scheduled	PFC11590	[Icons]	04/04/2019 07:00:00 AM CDT	First Class	Letter	103,954	\$23,104.18

The top table will be for shipments in **Awaiting Payment** status or **Future Shipment**.

All files in **Awaiting Payment** status indicate the invoice has been sent but payment has not cleared.

All files in **Future Shipment** status indicate payment has cleared and the job is ready to release for the scheduled pickup.

The bottom table will be for all jobs in **Scheduled** status.

All files in **Scheduled** status have either reached their scheduled pickup date, are in transit or in commingle processing.

The following information is available from the Scheduled tab:

- A. Shipment Status
 - a. Awaiting Payment or Future Shipment
- B. Job ID
 - a. New Parent Job ID
- C. Download
 - a. Downloads Mail.dat
- D. Attachments
 - a. Opens Attachment Modal (Ability to browse files to upload or drag and drop files)
- E. Shipment Information
 - a. Origination
 - i. Location of origin pickup
 - b. Destination
 - i. Location of receiving facility
 - ii. Receiving facility contact information
 - c. Logistics Company
 - i. Name and location of Logistics Company
 - ii. Logistics contact information
 - d. Mailing Information
 - i. References Scheduled Job ID
 - ii. Volume (Aggregated volume when more than one job was selected at Schedule Mailing)
 - e. Shipping Information
 - i. Pickup date and time
 - ii. Estimated delivery date
 - iii. Service level
 - 1. Local Pickup
 - 2. LTL
 - 3. FTL
 - iv. Date and time delivered to receiving facility
 - v. Skid count



- vi. Trucks – Number of trucks to carry total volume, when FTL is required
- vii. Weight – Total volume of all jobs included in the Scheduled Mailing

← ✓ This shipment was approved

Origination		Destination		Logistics Company	
AccuZip GPP to GPP Site	Contact: Frank Phone:	Testing Hub GPP	RA231 - Contact Name (123) 456-7891	New Site 123 Street New City, TX 76064	RA59 - Contact Name (123) 456-7890
Irving, TX 75063		8600 Freepoint Parkway Irving, TX 75063			

Mailing Information				Shipping Information	
Scheduled Job ID:	00028977	Volume:	81,432	DAT Version:	15-1
Job Reference Number:		Scheduled By:	Phone:	Pick-up Date & Time:	08/20/2019 11:05:00 PM CDT
Associated By:	Phone:	Est. Delivery Date:		Service Level:	Local Pickup
Total Job Cost:	\$32,763.64	Date and Time Delivered:		Skid Count:	1
		Trucks:		Weight:	1425.06 lbs

- F. Mail Profiles - Redirects to Mail Profiles landing page
- G. Reports
 - a. Bill of Lading
 - b. Zip Code/Volume



Print Bill of Lading

From the **Scheduled** tab, under **Actions**, select the **Reports** icon.
 Select the **Bill of Lading** link to export the .pdf document. The **Bill of Lading** is required with each mailing.

Monday, December 9, 2019 **BILL OF LADING** **JOB ID:I24001JU**

SHIP FROM				LOAD INFORMATION			
ACCUZIP GPP TO GPP SITE 8600 FREEPORT PARKWAY IRVING, TX 75063 FRANK 2143334444							
SHIP TO				CARRIER INFORMATION			
TESTING HUB SITE TESTING HUB SITE IRVING, TX 12345 RA219 - CONTACT NAME 2143334444				New Site# 1234 NEW STREET NEW CITY, TN 75605 RA129 - CONTACT NAME 8217667272			
THIRD PARTY FREIGHT CHARGES BILL TO				DRIVER INSTRUCTIONS:			
ROYAL ALLIANCES 8600 FREEPORT PARKWAY, #200 IRVING TX 75063							
Freight Charge Terms (Freight charges are prepaid unless marked otherwise): Prepaid Collect 3rd Party X							
SHIPMENT INFORMATION							
Handling Unit		Package				LTL Only	
Qty	Type	Qty	Type	Weight	HM (X)	Commodity Description <small>Commodities requiring special or additional care or attention in handling or stowing must be so marked and packaged as to ensure safe transportation with ordinary care. See Section 2(e) of NMFC Item 360.</small>	NMFC No. Class
1	Pallet(s)					PRINTED MATERIAL	
	Tray(s)					PRINTED MATERIAL	
Where the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property as follows: *The agreed or declared value of the property is specifically stated by the shipper to be not exceeding _____ per _____.				COD Amount: \$ _____ Fee terms: Collect Prepaid Customer check acceptable			
Note: Liability limitation for loss or damage in this shipment may be applicable. See 49 USC § 14706(c)(1)(A) and (B).							
Received, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and shipper, if applicable, otherwise to the rates, classifications, and rules that have been established by the carrier and are available to the shipper, on request, and to all applicable state and federal regulations.				The carrier shall not make delivery of this shipment without payment of charges and all other lawful fees.			
				Shipper Signature _____			
SHIPPER SIGNATURE / DATE		CARRIER SIGNATURE / PICK UP DATE		CONSIGNEE SIGNATURE / DELIVERY DATE			
This is to certify that the above named materials are properly classified, packaged, marked, and labeled, and are in proper condition for transportation according to the applicable regulations of the DOT.		Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.		Carrier acknowledges receipt of packages and required placards. Carrier certifies emergency response information was made available and/or carrier has the DOT emergency response guidebook or equivalent documentation in the vehicle. Property described above is received in good order, except as noted.			
Signature _____	Date _____	Signature _____	Date _____	Signature _____	Date _____		

Scheduled Job Tab – Cancel Jobs

Customers have the ability to cancel jobs 6hrs prior to the pick-up date/time with no additional cost

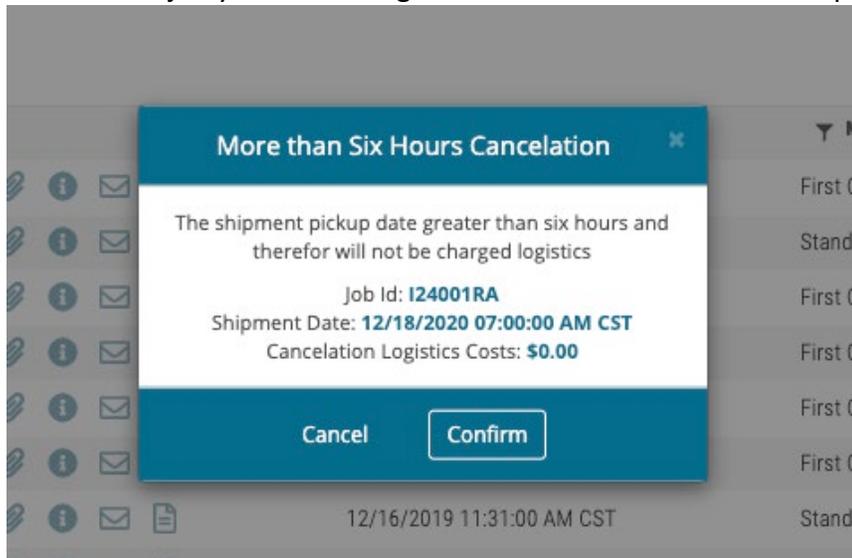
The screenshot shows the 'Mail Queue Accounting' interface. At the top, there are tabs for 'Pending', 'Scheduled', and 'Finalized'. Below the tabs is a table with columns: Shipment Status, Job Ref, Actions, Scheduled Date, Mail Class, Mail Shape, Volume, and Total Job Cost. The table lists three items:

Shipment Status	Job Ref	Actions	Scheduled Date	Mail Class	Mail Shape	Volume	Total Job Cost
Future Shipment	3005236	[Icons]	12/18/2020 07:00:00 AM CST	First Class	Letter	1,581	\$695.72
Awaiting Payment	AccuZIP_test2	[Icons]	10/01/2020 07:00:00 AM CDT	First Class	Post Card	202	\$78.10
Awaiting Payment	I24001KI-SSS	[Icons]	12/16/2019 12:15:00 PM CST	First Class	Letter	148,492	\$22,893.59

At the bottom of the table, there is a pagination control showing '1' of 5 items per page and '1 - 3 of 3 items'.



Cancel a job select the “X” next to the job you’re wanting to cancel
 Confirm the job you’re wanting to cancel to kick off cancelation process



Canceled jobs will move to the Finalized tab as “Canceled” status

Shipment Status	Job Ref	Actions	Scheduled Date	Mail Class	Mail Shape	Volume	Total Job Cost
Canceled	3005236		12/18/2020 07:00:00 AM CST	First Class	Letter	1,581	\$695.72
USPS Submitted	SEMCA		11/18/2020 07:00:00 AM CST	Standard Mail	Letter	2,514	\$664.89
USPS Submitted	WCC Ltr Mailing		11/18/2020 07:00:00 AM CST	Standard Mail	Letter	2,569	\$369.60
USPS Submitted	BB11092020		11/18/2020 07:00:00 AM CST	First Class	Letter	913	\$412.21

Canceled jobs will also show in posted accounting section as “Canceled” with a \$0 transaction if the job was canceled 6hrs prior to the pick-up date/time.

If the job is needing the be canceled within the 6hr window of the pick-up date/time, a cost can be associated to the cancelation.

08/04/2020 11:10:02 AM CDT	I24005H9-7742379801	Canceled	Standard Mail	Letter	Freedom Graphic-GP		\$0.00
08/04/2020 10:57:43 AM CDT	I24005FN-7742379801	Canceled	Standard Mail	Letter	Freedom Graphic-GP		\$0.00

Finalized Job Tab

Files that have been finalized from the shipping information page will move from the Scheduled tab to the Finalized tab. All jobs listed here will have the USPS Submitted status.

Shipment Status	Job Id	Actions	Uploaded On	Mail Class	Mail Shape	Volume	Postage Cost
USPS Submitted	PFC11702		02/25/2019 10:00:00 AM	First Class	Letter	144,242	\$31,841.45

Actions and Information from this tab are the same as those seen in the Scheduled tab.

- A. Job ID
 - a. New Parent Job ID



- B. Download
 - a. Downloads Mail.dat
- C. Attachments
 - a. Opens Attachment Modal (Ability to browse files to upload or drag and drop files)
- D. Shipping Information
 - a. Opens and lands on shipping information page
- E. Mail Profiles
 - a. Redirects to Mail Profiles landing page
- F. Reports
 - a. Bill of Lading
 - b. Zip Codes/Volume
 - c. Duplicate Barcodes
- G. Shipment Date
 - a. Date and time the job was shipped (Awaiting Payment will need to show Date/Time that was selected from the Schedule Modal on the pending tab)
- H. Mail Class
 - a. Mail.dat Mail Class
- I. Type
 - a. Mail Shape Mail.dat
- J. Volume
 - a. Total volume of the Merge file
- K. Postage Cost
 - a. Amount Due from "Scheduling Summary" of the Pending Tab



Accounting

The Accounting details page is a view of all pending and posted transactions. The page is divided into two tables—Pending and Posted Transactions.

The screenshot displays the Accounting Details page with two main sections: Pending Transactions and Posted Transactions.

Pending Transactions: This section shows a table with columns for Date, Activity, Hub Reference, Partner, Actions, and Transaction Amount. The Pending Account Balance is (\$299,957.05). The table lists five transactions with their respective dates, activities (e.g., I24001JV, I24001JU), partners (Testing Hub Site, Testing Hub GPP), and transaction amounts.

Posted Transactions: This section includes filters for Start Date (11/11/2019), End Date (12/11/2019), and a Last 30 Days dropdown. It also features an Export to Excel button and a Barcode Search field. The table has columns for Date, Activity, Hub Reference, Partner, Actions, Transaction Amount, and Rolling Balance. The Posted Account Balance is \$3,439,571.53. Two transactions are listed, both for 'Fill Royal Account'.

Pending Transactions

This screenshot provides a detailed view of the Pending Transactions table. The Pending Account Balance is (\$299,957.05). The table contains the following data:

Date	Activity	Hub Reference	Partner	Actions	Transaction Amount
12/09/2019 05:06:04 PM CST	I24001JV		Testing Hub Site	[Info] [Email] [Print]	(\$7,649.84)
12/09/2019 03:55:05 PM CST	I24001JU		Testing Hub Site	[Info] [Email] [Print]	(\$41,801.98)
08/19/2019 10:58:48 AM CDT	00028977		Testing Hub GPP	[Info] [Email] [Print]	(\$32,763.64)
08/19/2019 10:57:42 AM CDT	RA012219		Testing Hub GPP	[Info] [Email] [Print]	(\$90,373.64)
07/16/2019 03:30:05 PM CDT	RA012219		Testing Hub GPP	[Info] [Email] [Print]	(\$90,373.64)

- A. Pending Account Balance
 - a. Located in the top right-hand corner
 - b. Amount of current account balance minus total amount of jobs in pending status
- B. Date
 - a. Date of shipment, with the most recent shipments at the top
- C. Activity
 - a. Job ID
 - b. Manual Credit - manual credit to the customer performed by admin user
 - c. Manual Debit - manual debit to the customer performed by admin user
- D. Hub Reference
 - a. Reference entered by receiving facility when accepting job(s)
- E. Partner
 - a. Receiving facility name
- B. Actions
 - a. Shipping Information
 - i. Opens and lands on shipping information page
 - b. Mail Profile
 - i. Redirects to Mail Profiles landing page



- c. Reports
 - i. Bill of Lading
 - ii. Zip Codes/Volume
 - iii. Duplicate Barcodes
 - iv. Missing Pieces Report
- C. Pending Transaction Amount
 - a. Displays the preliminary total amount of Job
 - i. CAPS and Promo are not calculated until finalization

Posted Transactions

Accounting Details Posted Transactions							Posted Account Balance: \$3,439,571.53
Date	Activity	Hub Reference	Partner	Actions	Transaction Amount	Rolling Balance	
12/09/2019 05:05:14 PM CST	Fill Royal Account				\$7,649.84	\$3,439,571.53	
12/09/2019 03:54:53 PM CST	Fill Royal Account				\$41,801.98	\$3,431,921.69	

- A. Posted Account Balance
 - a. Located in the top right-hand corner of the Posted Transactions table
- B. Start Date – End Date Calendar Selection
 - a. Filtering available by dates
- C. Predetermined Reporting Ranges
 - a. Last 30 Days - Display last 30 Days of Posted Transactions
 - b. Last 90 Days - Display last 90 Days of Posted Transactions
 - c. Last 120 Days - Display last 120 Days of Posted Transactions
 - d. Last Year - Display last 365 Days of Posted Transactions
- D. Export to Excel - download excel workbook based on selected date range
- E. Date
 - a. Date of shipment, with the most recent shipments at the top
- F. Activity
 - a. Job ID
 - b. Manual Credit - manual credit to the customer performed by admin user
 - c. Manual Debit - manual debit to the customer performed by admin user
- G. Hub Reference
 - a. Reference entered by receiving facility when accepting job(s)
- H. Partner
 - a. Receiving facility name
- I. Actions
 - a. Shipping Information
 - i. Opens and lands on shipping information page
 - b. Mail Profile
 - i. Redirects to Mail Profiles landing page
 - c. Attachments
 - d. Reports



Reports

- Accounting PDF Reports
- Accounting Excel Reports
- Duplicate Barcodes
- Missing Mail Pieces

- i. Accounting PDF Reports
 - ii. Accounting Excel Reports
 - iii. Duplicate Barcodes
 - iv. Missing Mail Pieces
- J. Transaction Amount
- a. Total amount of Job
- K. Rolling Balance
- a. Balance minus Transaction Amount

Mailing Cost Report

Selecting the **Transaction Amount** link will launch the **Mailing Cost Report**. This report is printable and downloadable.

Mailing Cost Report		AccuZip GPP to GPP Site	
Job ID: I24001JV	Hub Ref:	Volume: 19,215	Mail Pickup Date: 12/9/2019
Mailing Cost Summary			
Postage Cost			\$7,781.84
Service Charges			\$0.00
Total Job Cost			\$7,781.84
Customer Postage Credits			\$132.00
Transaction Total			(\$7,649.84)
▼ Show More			
Download 			

- A. Job ID
- a. Parent Job ID
- B. Hub Ref
- a. Reference ID entered by the receiving facility to associate which pool the mailing went into
- C. Volume
- a. Total volume of the job



- D. Mail Pickup Date
 - a. Date that was selected on the schedule mailing modal from the pending tab
- E. Mailing Cost Summary
 - a. Postage Cost
 - i. Total Postage of the job
 - b. Service Charges
 - i. Any service charges applied to the shipment. Ex. Pickup fee \$50
 - c. Total Job Cost
 - i. Sum of "Postage Cost" + "Service Charges"
 - d. Customer Postage Credits
 - i. Includes (Meter Affixed, CAPS, Stamped Affixed, and PROMO)
 - e. Transaction Total
 - i. Sum of "Total Job Cost" less "Customer Postage Credits"
- F. Show More – unfolds to show details for calculations
 - a. Divided into two sections: Postage and Service Charges

^ Show Less

Postage		Service Charges	
Automation Postage Costs:		Charges:	
Letter Postage Cost	\$0.4010		
Letter Volume	103,954		
Letter Cost	\$41,685.55		
 Customer Postage Credits:			
Metered Affixed	\$18,581.38		
Total Customer Postage Credits:	\$18,581.38		
Total Postage Cost		Total Service Charges	
	\$23,104.18		\$0.00

- G. Postage
 - a. Automation – GPP (Guaranteed Per Piece Cost) * Volume – Based on Mail Class and Mail Type
 - b. Non-Automation
 - i. First Class
 - 1. Presort Rate – Included in GPP
 - 2. Single Piece – Full rate – Feeder is charged based on initial postage cost
 - ii. Marketing – All nonautomation is charged based on initial postage cost
 - c. Customer Postage Credits
 - i. Meter Affixed – Looks at maildat.mpu for meter profile rates and sums up total
 - ii. CAPS – Finalized CAPS postage
 - iii. Stamped Affixed – Looks at maildat.mpu for stamped profiles and sums up total
 - iv. PROMO – is a debit, as it's discounted from USPS
- H. Service Charges
 - a. Credit Adjustment – Any manual credit applied
 - b. Debit Adjustment - Any manual debits applied
 - c. Service Fee – Ex. Pickup fee, metering fee, rejects, storage of physical mail

