

# EMS EPOP Full Service Workflow Overview

1

**EPOP Mail Pieces** are grouped by an assigned **Mail Scheme Number**. The EPOP Scheme groups are optimized to target the **USPS 5-Digit SCF Postage discount**. The Schemed mail is passed through the EMS automated Postal sorting machines in small batches to allow for daily mail entry into the U.S. Postal system. The sorting machines are connected to a central server that manages and processes the postal sorting data generated by the machines.

2

The EPOP Supervisors, for each shift in the factory, use **NetSort** to generate the Mail.dat files from each of the day's designated Full Service Mail Scheme sort data.

3

**Postal Accounting personnel** download the generated Mail.dat files from the **NetSort** server, using a Web Browser.

4

The **downloaded** Mail.dat files, for each Scheme are imported into the **EMS EPOP Full Service Mail.dat Utility**. The utility is then used to update the **generic** NetSort Mail.dat files with the proper piece counts and Postage allocations for each of the customers' mailings that are represented among the comingled mail.

5

The **updated** Mail.dat files for each scheme are uploaded to the USPS Postage Payment system (**PostalOne!**) using the **Mail.dat Client Utility** that is provided by the USPS. The utility program reads the Mail.dat files for each scheme, performs validation, and posts the validated Mail.dat files to the PostalOne **"Dashboard"** Web Site. The uploaded Mail.dat files then appear as electronic postage statements and audit report links on the site. Our local Postal Service DMU Representatives [Tom/Kathy] then review the audit reports and **"finalize"** the electronic Postal Statements for payment, and release the mail for delivery.

6

As the **validated** Mail.dat files for each Scheme are uploaded to PostalOne, the PostalOne system automatically publishes PDF's of the resulting Postage Statements. These statements are manually downloaded and then used for internal book-keeping which involves reconciling postage payments with CAPS account balances.

