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# Dat-mail: Practical Applications in the Editing and Creation of Postage Statements

**Monthly GPPCC Meeting**  
**Thursday, April 10, 2025**

# What is Dat-Mail?



Dat-Mail is a Mailing Data Management software that lets you edit your mailing documentation and generate postal statements & comprehensive postage reports.

## Who can use it?

Any mailer who submits postage statements to the USPS.

## What are the benefits?

- It eliminates the need for in-depth Mail.dat knowledge, centralizing access and updates in a single location.
- Streamlines mailing program management by allowing comprehensive edits like mail date changes to mail owner information all on a singular screen.
- Automates USPS file updates: eliminating manual download requirements.

# Mail.Dats

## What is it?

An industry standard database file set that consists of detailed presort mailing information.

It's a group of files that together represent virtually all the detailed information regarding a mailing

These are the files that are used to create eDoc postage statements that are submitted to the USPS

The screenshot shows the 'Select Mail.Dat File to Open' window in a software application. The window has a menu bar (File, Reports, PostalOne!, Utilities, ToolBox, Other Programs, Logistics, Security, Help) and a toolbar with various icons. Below the menu bar, there are tabs for 'by Job Number', 'by Import Date', 'by Last Accessed', 'By In-Home Delivery Date', 'by First Mail Date', 'by Job ID', 'by Historical Job ID', 'by Job Name', and 'by Client'. A search box is present with the text 'Enter data to search for:'. There are also checkboxes for 'Mailer Approved' (blue) and 'USPS Verified' (green). The main area contains a table with columns: P1 Job Number, Job Name, Rev., Stmt Status, Tag Print Status (Pallets, Trays/Sacks), Class, Processing Category, Total Pieces, Pending Spoils, and Total Pcs. The table lists several jobs, with the first one (56404-50598) selected. Below the table are buttons for 'View Validation Log', 'Approved', 'Archive', 'Delete', 'Copy', 'Validate', 'View Releases', 'View Import Log', and 'Select'. At the bottom, there is a 'Mailing Info' section with tabs for 'Mailing Info' and 'Statements'. This section displays various job details such as Job Name, Job ID, Job Number, Class, Revision No., Status, First Mail Date, Last Mail Date, Est. Mail Date, In Home Delivery Date, Delivery Window, File Name, Created, Modified, Drop Shipped, Origin Zip, Total No. of Pieces, Lowest Pc. Wgt., Highest Pc. Wgt., Lowest Ad %, Highest Ad %, Freight Plan, Pallet Plan, Version, PBC records exist, P1 Paid status, IM Barcode Assignments, Tray/Pallet barcodes registered, Overwrite pallet barcodes, Overwrite tray barcodes, Assigned/Logged at, Piece barcodes registered, Label data added to IM database, Category, and File Name. There are also buttons for 'Restore to Original', 'View File Info', 'Delete Unpaid Trays', 'Export', and 'Close'. A note at the bottom right states '\* Denotes job has not been converted to MSSQL.'

P1 Job Number	Job Name	Rev.	Stmt Status	Tag Print Status Pallets	Trays/Sacks	Class	Processing Category	Total Pieces	Pending Spoils	Total Pcs
56404-50598	[REDACTED]	1	Open	Printed	Printed	Standard	Letter	106,355		
56407-NO_MATCH	[REDACTED]	0	1 Open	N/P	N/P	Standard	Letter	87,505		
56407-NO_MATCH	[REDACTED]	0	1 Open	N/P	N/P	Standard	Letter	50,005		
56407001	[REDACTED]	0	1 Open	Printed	Printed	Standard	Letter	79,217		
56407002	[REDACTED]	0	1 Open	Printed	Printed	Standard	Letter	36,618		
5640701N	[REDACTED]	0	1 Open	Printed	Printed	Standard	Letter	8,288		
5640702N	[REDACTED]	0	1 Open	Printed	Printed	Standard	Letter	13,387		
56411001	[REDACTED]	1	Released	Printed	Printed	First Class	Letter	248,448		
56412	[REDACTED]	1	Released	Printed	Printed	First Class	Letter	85		
56414001	[REDACTED]	1	Open	N/P	N/P	Standard	Letter	11,568		
56414002	[REDACTED]	1	Open	N/P	N/P	Standard	Letter	127,624		

# Common Mail.Dat Edits

## Promos/Incentives/Add-ons

- Mail Growth Incentive
- Tactile, Sensory, & Interactive Promo
- Integrated Technology Promo
- Continuous Contact Promo
- First Class Mail Advertising Promo
- Reply Mail IMbA Promo
- Informed Delivery Add-On
- Sustainability Add-On

## Postage permit/postage type

- Switch the permit # that's being used
- Pick between stamp, meter and indicia

## Mail date

- Move up or push out mail dates

Advanced Navigator  
File View Related Reports Utilities Help  
AWAM Service is active, last import was started at 04/09/2025 - 05:30:52PM

JOB ID: 00145312 Presentation Category: P - Conventional Presort Total Pieces: 106,355  
Job Number: 56404-50598 Rev 1 Mixed Full Service 99.9% FS P1 Pieces Mailed: 0 P1 Pieces Paid: 0%  
Job Name: [REDACTED] Standard Letter Pieces Spoiled: 0  
Historical Job ID: 56404001 Status: Open Remaining: 106,355 100.0%

Mailing Date: 04/09/2025  
Piece Weight(lbs): 0.0353

USPS Promotion / Fee:  
Incentive: None  
Fee: None  
Content: None

eDoc Sender CRID  
HDR/SEG: 3098730

By / For  
Mail Preparer MID: [REDACTED]  
Not linked to Mailing Agent record.  
Mail Owner MID: [REDACTED]

Move Update Method:  
NCOA

Address Hygiene Dates  
Auto Coding Date: 04/01/2025  
CRRT Coding Date: 04/01/2025  
CRRT Seq. Date: / /

Trays, Sacks & Pallets  
Trays  
Mother Pallets

Category: Production / Prod  
eInduction Pallet Count: 8

Postage Payment Permit  
Permit: 908 PORTLAND OR 97208-9998

Verification (Origin) Facility:  
Portland, OR 97218-9997

Destination Facility Types

Type	Pieces
Origin	106,355

Local Permit Number:  
Mail Owner:  
Type: None

Misc Info  
Non-Profit Auth No.:  
Customer Ref ID:  
Fed Agency Cost Cd:

XML Postage Export

Other Mail.Dat Files Other Views Reports Actions

Validation Info Statement Generate PostalOne! Releases View Statements


Check for Pending Actions  
Downgrade to Basic Service  
Import Siblings  
Scan IMTL Codes  
Export To Tagger  
Quick Plan  
Apply Mass Update  
Convert Job To Logical  
Palletize

# Changing The Mail Date

Mailing Date:  
04/09/2025

Piece Weight(lbs):  
0.0353

Lbs Oz



Click on the calendar button to open the calendar window

Calendar


Cancel Go To Display 3 Months

April 2025

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

◀◀ Prev Year  
◀ Prey Month  
= Today  
▶ Next Month  
▶▶ Next Year

✓ Save  
✗ Cancel



Select new mail date and save

# Adding or Editing Promos, Incentives, and Add-Ons

Click on the CCR magnifying glass to bring up the file view window

Advanced Navigator  
File View Related Reports Utilities Help  
AWAM Service is active, last import was started at 04/09/2025 - 05:30:52PM

JOB ID: 00145312 Presentation Category: P - Conventional Presort Total Pieces: 106,355  
 Job Number: 56404-50598 Rev 1 Mixed Full Service 99.9% FS P1 Pieces Mailed: 0 P1 Pieces Paid: 0%  
 Job Name: [Redacted] Standard Letter Pieces Spoiled: 0  
 Historical Job ID: 56404001 Status: Open Remaining: 106,355 100.0%

Mailing Date: 04/09/2025 USPS Promotion / Fee: Incentive: None  
 Piece Weight(lbs): 0.0353 Fee: None  
 Content: None

By / For Mail Preparer MID: [Redacted] MPA  
 Not linked to Mailing Agent record.  
 Mail Owner MID: [Redacted]

Postage Payment Permit Permit: 908 PORTLAND OR 97208-9998

Local Permit Number: [Redacted]  
 Mail Owner: [Redacted]  
 Type: None

Misc Info Non-Profit Auth No.: [Redacted]  
 Customer Ref ID: [Redacted]  
 Fed Agency Cost Cd: [Redacted]

Move Update Method: NCOA  
 Address Hygiene Dates Auto Coding Date: 04/01/2025  
 CRRT Coding Date: 04/01/2025  
 CRRT Seq. Date: / /

Verification (Origin) Facility: Portland, OR 97218-9997

eDoc Sender CRID  
 HDR/SEG: 3098730

Trays, Sacks & Pallets  
 Trays  
 Mother Pallets

Category: Production / Prod  
 eInduction Pallet Count: 8  
 Destination Facility Types

Type	Pieces
Origin	106,355

XML Postage Export

Check for Pending Actions  
 Downgrade to Basic Service  
 Import Siblings  
 Scan IMTL Codes  
 Export To Tagger  
 Quick Plan  
 Apply Mass Update  
 Convert Job To Logical  
 Palletize

Other Mail.Dat Files Other Views Reports Actions

Validation Info Statement Generate PostalOne! Releases View Statements

Component Characteristic File View  
File View Related Tag Characteristics Reports Utilities Help

Job No.: 56404-50598  
 Job Name: [Redacted]  
 Version: 25-1

Component ID	Characteristic Type	Characteristic	Max. Credit Amt.	USPS

Period Discount Char. Type Name Classes Proc. Cat.

Insert Change Delete Close

Then click on the **Insert** button to choose or edit which promo, incentive, or add-on will be applied

Record Will Be Added  
File Edit

Job Number: 56404-50598  
 Component ID: [Redacted]  
 Characteristic Type: Content Incentive Fee Add-on  Show All  
 Characteristic: CB - Certificate of Bulk Mailing

Maximum Credit Amount:	Description	USPS
	FA - Advertising with FCM	Promo Credit
	FG - FCM Growth Credit Redemption	Promo Credit
	IT - Integrated Technology	Undefined
	IV - Invoice	Undefined
	MG - MM Growth Credit Redemption	Undefined
	MM - Marriage Mail	Undefined
	NF - Contents NDT req. to be mailed	Undefined
	NP - PACT act	Undefined
	PL - Informed Delivery Campaign	Undefined
	PM - Political Mail	Undefined

OK Cancel

After

USPS Promotion / Fee:  
 Incentive: Tactile Sensory and Interact.  
 Fee: None  
 Content: None

CCR

Click ok and then close out of the previous file view window

# Changing the Postage Permit

Click the MPA magnifying glass to edit the postage permit

The screenshot shows the 'Advanced Navigator' window with various job details. A red circle highlights the 'MPA' magnifying glass icon in the 'By / For' section. Other visible details include Job ID: 00145312, Job Number: 56404-50598 Rev 1, and a Postage Payment Permit of 908 PORTLAND OR 97208-9998.

Next click the **Change** button

The screenshot shows a table with columns: Unique ID, Description, Mail Owner MID, Mail Owner CRID, Non Profit Auth No, USPS Pub No, and Permit Number. The first row is selected. A red circle highlights the 'Change' button at the bottom of the window.

Then click the 3 dots next to the Permit Number

The screenshot shows a table with columns: Permit Number, Permit Holder, City/State/ZIP, and Profit Status. The first row (Permit Number: 908) is selected. A red circle highlights the 'Select' button at the bottom left.

Select the permit you want to use

The screenshot shows the 'Changing Mailer Postage Information' dialog box. A red circle highlights a dropdown menu next to the 'Permit Number' field, which currently shows '908'.

# Changing the Postage Type

Click the 3 dots next to the Postage Payment Permit

The screenshot shows the 'Advanced Navigator' window with the following details:

- JOB ID:** 00145312
- Job Number:** 56404-50598 Rev 1
- Job Name:** [Redacted]
- Historical Job ID:** 56404001
- Presentation Category:** P - Conventional Presort
- Mixed Full Service:** 99.9% FS
- Standard Letter**
- Status:** Open
- Total Pieces:** 106,355
- P1 Pieces Mailed:** 0
- Pieces Spoiled:** 0
- Remaining:** 106,355
- P1 Pieces Paid:** 0%
- Mailing Date:** 04/09/2025
- Piece Weight(lbs):** 0.0353
- USPS Promotion / Fee:** Incentive: None, Fee: None, Content: None
- By / For:** Mail Preparer MID: [Redacted], Mail Owner MID: [Redacted]
- Postage Payment Permit:** Permit: 908 PORTLAND OR 97208-9998 (with a red circle around the dropdown arrow)
- Local Permit Number:** Mail Owner: Type: None
- Move Update Method:** NCOA
- Address Hygiene Dates:** Auto Coding Date: 04/01/2025, CRRT Coding Date: 04/01/2025, CRRT Seq. Date: / /
- Verification (Origin) Facility:** Portland, OR 97218-9997
- Trays, Sacks & Pallets:** Trays, Mother Pallets
- Category:** Production / Prod
- Destination Facility Types:**

Type	Pieces
Origin	106,355

Then choose between permit, meter, or stamp and press ok

The 'Quick Edit of Payment Information' dialog box shows the following configuration:

- Permit Payment:** Permit: 908 PORTLAND OR 97208-9998
- Meter/Stamp Affixed:** Postage Payment Method: S - Stamp, Permit: 908 PORTLAND OR 97208-9998, Pre-Denominated Amount: 25.0 (Cents)
- Table:**

Seg ID	MPU ID	Name	Description	Pre-Denom. Amt	Affixed Type
W1_T	W1_TM	W1_TM_C	W1_TM_C	0.0	*
- Balance paid for:** Permit: 908 PORTLAND OR 97208-9998

Note: if it's a meter or stamp, you'll be required to specify the denominated amount that's being applied to the mail

# Less Common Mail.Dat Edits

## Splitting Mail.Dat Files

### Why split Mail.dat files?

- The file is so large that you are having trouble submitting it to PostalOne!
- You plan to ship using different logistics providers and you do not want to send them the same Mail.dat that others receive
- A customer/client contacts you saying they don't want to mail a portion of the mailing.

### How can a Mail.dat can be split?

- By mother pallet, entry point, container zip code, NDC and more

The screenshot shows the 'Advanced Navigator' software interface. The 'File' menu is open, and the 'Split Mail.Dat File' option is highlighted with a red box. The interface displays various settings and statistics for a mailing job.

**File Menu:**

- New Mail.Dat Import (Ctrl-Insert)
- Open Mail.Dat File (Ctrl-O)
- Export Mail.Dat File (Ctrl-E)
- Split Mail.Dat File (Ctrl-S)**
- Exit (Ctrl-X)

**Job Summary:**

- Service is active, last import was started at 04/09/2025 - 05:30:52PM
- Presentation Category: P - Conventional Presort
- Mixed Full Service: 99.9% FS
- Standard Letter
- Status: Open
- Total Pieces: 106,355
- P1 Pieces Mailed: 0
- Pieces Spoiled: 0
- Remaining: 106,355 (100.0%)
- P1 Pieces Paid: 0%

**Mailing Date:** 04/09/2025  
**Piece Weight(lbs):** 0.0353

**USPS Promotion / Fee:**  
 Incentive: None  
 Fee: None  
 Content: None

**By / For:**  
 Mail Preparer MID: 106941  
 Not linked to Mailing Agent record.  
 Mail Owner MID: 902913442

**Postage Payment Permit:**  
 Permit: 908 PORTLAND OR 97208-9998

**Local Permit Number:**  
 Mail Owner: None  
 Type: None

**Misc Info:**  
 Non-Profit Auth No.:  
 Customer Ref ID:  
 Fed Agency Cost Cd:

**Move Update Method:** NCOA

**Address Hygiene Dates:**  
 Auto Coding Date: 04/01/2025  
 CRRT Coding Date: 04/01/2025  
 CRRT Seq. Date: / /

**Verification (Origin) Facility:**  
 Portland, OR 97218-9997

**eDoc Sender CRID:** HDR/SEG: 3098730

**Trays, Sacks & Pallets:**  
 Trays  
 Mother Pallets

**Category:** Production / Prod  
**eInduction Pallet Count:** 8

**Destination Facility Types:**

Origin	Type	Pieces
		106,355

**XML Postage Export**

**Buttons:** Check for Pending Actions, Downgrade to Basic Service, Import Siblings, Scan IMTL Codes, Export To Tagger, Quick Plan, Apply Mass Update, Convert Job To Logical, Palletize.

**Footer:** Other Mail.Dat Files, Other Views, Reports, Actions, Validation Info, Statement Generate, PostalOne! Releases, View Statements.

# So How Do You Split a Mail.Dat?

Go to the File tab and click 'Split Mail.Dat File'

Then, if splitting by mother pallet, go to the 'Mother Pallet' tab and right click on the Pallet ID(s) you want to split off and select 'Tag Container'

Finally, click 'Add Containers' and then press 'Process Split'

Once the pallets are tagged, create a job name for the selection you're splitting off and hit 'Ok'

Go to the File tab and click 'Split Mail.Dat File'

Then, if splitting by mother pallet, go to the 'Mother Pallet' tab and right click on the Pallet ID(s) you want to split off and select 'Tag Container'

Tag Containers

Split by Container

Split by MPU

Pallet ID	Cont ZIP	Cont ID	Seg ID	Seg Desc	User Person	Container	Ctr Level	Pieces	CG	Trail
1	339	000044	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	525	CG 4	
1	339	000045	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	204	CG 5	
2	250	000046	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	284	CG 5	
2	400	000047	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	468	CG 5	
2	400	000048	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	468	CG 5	
2	400	000049	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	468	CG 5	
2	400	000050	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	468	CG 5	
2	400	000051	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	496	CG 5	
2	400	000052	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	496	CG 5	
2	400	000053	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	468	CG 5	
2	400	000054	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	468	CG 5	
2	400	000055	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	469	CG 5	
2	400	000056	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	468	CG 5	
2	400	000057	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	469	CG 5	
2	400	000058	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	468	CG 5	
2	430	000059	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	504	CG 5	
2	430	000060	W1_T	W1_TM_C	W1_TM_C	2' Tray	AADC	504	CG 5	

Number of Pieces Tagged: 0

Source Category: Keep existing Target Category: Same as source Category

Override Global Barcode Assignment Settings

Process Split

Once the pallets are tagged, create a job name for the selection you're splitting off and hit 'Ok'

Job Name: EXAMPLE 123

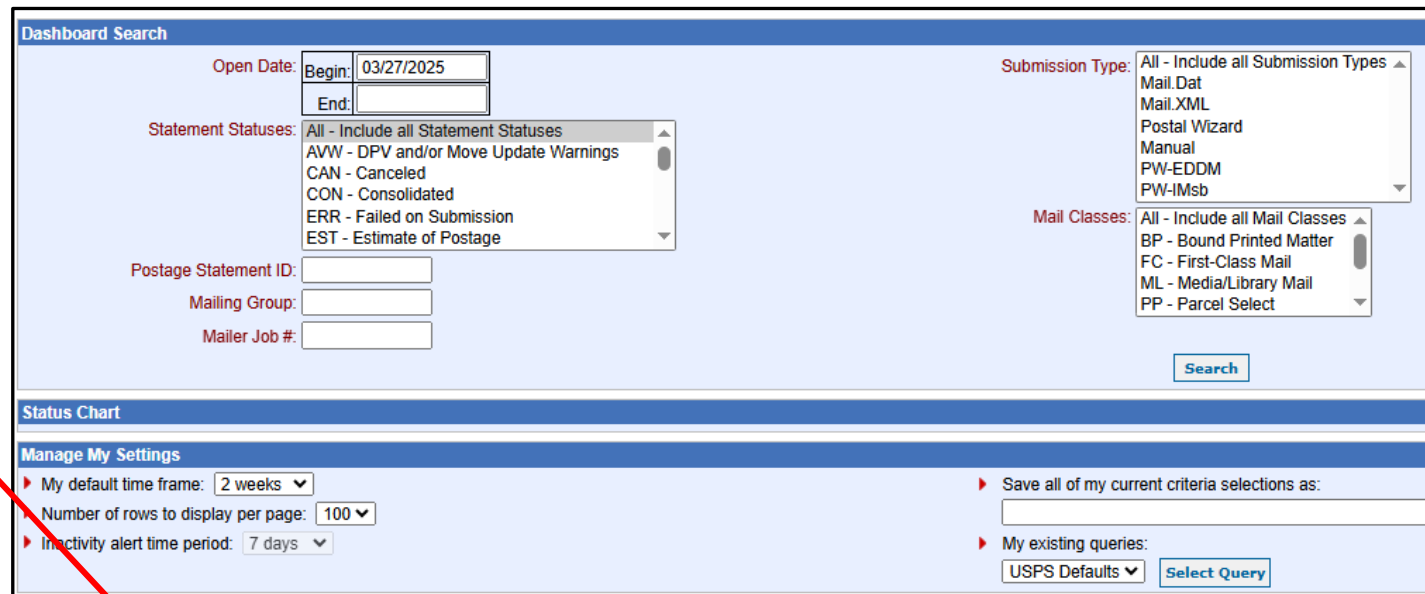
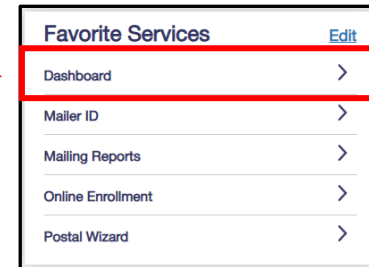
OK

# Fixing Postage Statement Errors After Submission

## Request a reversal!



1. Login to your Business Customer Gateway Account
2. Go to your Dashboard
3. Find the job that needs to be reversed
4. Copy and paste an image of that job into an email and send it to your local BMEU supervisor or manager explaining why you need the job reversed.
5. Make sure the Postage Statement # is included
6. If you are a major mailer, first send the email to your Major Mailer Rep and they will authorize the local BMEU to make the reversal



Job ID	Mailing Group ID	Postage Statement ID	Cancel Job	Verification Due	Verification Performed	PO of Permit	PO of Mailing	Mailer's Mailing Date	Open Date	Job/Publication Name	Mail Entry Issues	Account Number	Permit/USPS Number	Mail Class	Pieces	Postage(\$)	Statement Status
		See 654 M - 100% (SE)				PORTLAND OR 97208- 9998	PORTLAND OR 97208- 9998	04/02/2025	04/02/2025		Shipping Summary Report	1000034840	PC 2947	FC	4,453		FIN

# Questions?

