

United States Postal Service®

INDUSTRYALERT

December 29, 2023

Business Customer Gateway eDoc Training Series – Intelligent Mail for Small Business (IMsb) Tool

The Postal Service is hosting bi-weekly webinars on utilizing the Business Customer Gateway (BCG) for electronic documentation (eDoc) and postage statement submission. The topics alternate between using the Business Customer Gateway (BCG) / Postal Wizard (PW) and Intelligent Mail for Small Business (IMsb) Tool applications. Learn how to eliminate hard copy postage statements and submit Full-Service mail!

Software customers should work with the Software Provider to find eDoc Solutions.

As an additional tool to assist mailers with the conversion to Electronic Postage Statement submission, the Postal Service has published a video outlining how to use the Business Customer Gateway and Postal Wizard postage statement submission available on PostalPro: [Industry Session: Business Customer Gateway and Postal Wizard Recording | PostalPro \(usps.com\)](#). Also, a recording of the IMsb Tool session has been posted on PostalPro: [Industry Session: Intelligent Mail Small Business \(IMsb\) Tool Recording | PostalPro \(usps.com\)](#).

A different topic has been scheduled for the end of January: Service Performance Measurement (SPM) Mail Exclusion by CRID Application. The **SPM Exclusion by CRID** application allows mailers to identify Full-Service commercial mail that is excluded from measurement. The application allows mailers to:

- observe exclusions by the eDoc Submitter CRID
- identify patterns seen in the mail exclusions
- conduct an initial investigation into possible causes and solutions for the identified patterns
- connect with a Postal Service representative for collaboration with the investigation

This training introduces the application, provides instructions on how to access it, and explains the key features through a live demonstration of the application.

After this training, the topics will continue to alternate between using the Business Customer Gateway (BCG) / Postal Wizard (PW) and Intelligent Mail for Small Business (IMsb) Tool applications.

Upcoming webinars:

January 2	Intelligent Mail for Small Business (IMsb) Tool
January 16	Business Customer Gateway (BCG) / Postal Wizard (PW)
January 30	Training on SPM Exclusion by CRID Application

Join us for the next session – Intelligent Mail for Small Business (IMsb) Tool on Tuesday, January 2, 2024, at 1:00 PM EST.

Meeting URL:

<https://usps.zoomgov.com/j/1603767418?pwd=TTFONWNVMXQ2UW1wcUVCCcEt5WFIIz09>

Meeting ID: 160 376 7418

Password: 996767

- If requested, enter your name and email address.
- Enter meeting password: 996767

- **Join Audio by the options below:**
 - Call using Internet Audio
 - Dial: 1-855-860-4313, 1-678-317-3330 or 1-952-229-5070 & follow prompts

Note: Meeting links and presentations are also posted on PostalPro™ and can be found at [Mailing Services | PostalPro \(usps.com\)](#)

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