Royal Mail Group– Wholesale Letters

Wholesale D+3 Service Specification

The D+3 service will introduce a new delivery timeframe 2 Weekdays from handover into Mail Centres.

This technical guide provides details of the specification particulars customers will need to meet to post using the new service.

Commercial attributes	Customer change	Specification requirement
Service name	No change required	The service will be given the name "TBD". "Standard" is the working title. In the Access User Guide the D+3 service will be referred to as 'Standard'.
Price Plans	No change required	Available on all Access Letter Price Plans
Delivery Days	Change required	Items will be delivered "Weekdays" i.e. Monday to Friday, excluding public holidays or non-service days approved as such by Ofcom.
Service Standard	No change required	95%
Compensation Target and Framework	No change required	92% The same compensation framework and compensation rates which currently applies to the D+2 service shall apply to the D+3 service.
Basic entry requirements	**Customer change**	**Specification requirement**
Product codes	No change required	You will be required to use existing standard DSA (D+2) product codes when declaring Mailing Items using the D+3 Service. There will be no change to the product names you see in DocketHUB or on your invoice.
Addressing standards	No change required	Section 3.3 of the Access Letters User Guide shall apply.
Sortation options	No change required	Section 2.3 of the Access Letters User Guide shall apply.
Indicium	No change required	Section 3.4 of the Access Letters User Guide shall apply.
Mailmark Barcode	No change required	You will be required to apply the class identifier '9' within the 2D and 4-state barcode formats. References: Mailmark Barcode Definition Document
Mailmark eManifest	No change required	You will be required to apply the class identifier '9' within the class section of the eManifest. References: eManifest Handling System (eMHS) Customer Upload Interface Specification
Format	No change required	Section 3.6 of the Access Letters User Guide shall apply.
Volume	No change required	The volume thresholds as specified in the Access Letters Contract and The Access User Guide shall apply.
Presentation requirements	**Customer change**	**Specification requirement**
Containers	Change required	Trays and/or bags containing D+3 Mailing Items, Economy Mailing Items and D+2 Mailmark Letters respectively may be combined in the same York. D+2 Manual Items and Mailmark Large Letters must be presented separately.
Container weights	No change required	Section 4 of the Access Letters User Guide shall apply.

Tray / bag labels	No change required	Section 4 of the Access Letters User Guide shall apply. You may use the optional field for customer information as current.
York card	No change required	Section 6.5(b) of the Access Letters User Guide shall apply.
Forecasting	No change required	Section 8.2 and 8.3 of the Access Letters User Guide shall apply.
Handover	No change required	Mail can be handed over into Mail Centres on Monday to Saturday, excluding public holidays or non-service days approved as such by Ofcom. D+3 Mailing Items handed over on Saturday will be deemed to have been handed over on the following Weekday.

Annex 1 – Mailmark Barcode D+3 Class Identifier

Class	Identifies the class of the item.	1 (7)	"0" – Null or Test "**1**" – 1C (Retail) "**2**" – 2C (Retail) "**3**" – Economy (Retail) "4" – Premium (Retail Publishing Mail) "**5**" – Deferred (Retail) "6" – Air (Retail) "7" – Surface (Retail) "**8**" – Premium (Network Access) "**9**" – Standard (Network Access) "A" to "D" and "F to Z" – Spare "**E**" – 4 Day Economy (Network Access)

Annex 2 – Mailmark eManifest Class Section

Class	Char(1)	Mandatory	The declared class for the mail item: 0 = Null/Test 1 = 1c (Retail) 2 = 2c (Retail) 3 = 3c (Retail) 4 = Premium (Retail Publishing Mail) 5 = Deferred (Retail) - For use with Deferred mail Supply Chains only. 6 = Not in use 7 = Not in use 8 = Premium (Network Access) 9 = Standard (Network Access) "E" – Economy (Network Access) "A to D" and "F to Z" – Spare **This value must match the declared product.**