



**ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 078:  
CHANGE FROM 48-WAY TO 49-WAY SORTATION**

**Date: 11 SEPTEMBER 2024**

This notice applies if you hold an **Access Letters Contract (Contract)** with **Royal Mail Group Limited**, a company registered in England and Wales (number 04138203) with its registered address at 185 Farringdon Road, London, EC1A 1AA.

**1 Definitions and interpretation**

- 1.1 If a word or expression is defined in this notice, it shall have the meaning given in this notice.
- 1.2 Any words or expressions which are not defined in this notice, but have an initial capital letter, shall have the meanings given to them in the Contract.
- 1.3 All of the rules about how to interpret the Contract shall apply to this notice.

**2 Changes to the Contract**

- 2.1 Under Clause 13.2(a)(i) of the General Terms and Conditions of the Contract, we hereby notify you of the following changes to the Access Letters User Guide:
  - 2.1.1 In Section 1, the table at "Figure 1" shall be replaced with the table included at Appendix 1 of this User Guide Amendment Notice;
  - 2.1.2 Point 1 under Section 2.3(a) shall be amended as follows:
    - 1. *49-way Sort: This sortation level is available if you are posting Letters using our Mailmark option. If you choose this sortation level you will be required to sort your Mailing Items to circa 49 selections based on grouped Postcode Areas. Manual Letter Items and all Large Letters must be sorted to Access 70.*
  - 2.1.3 Figure 8 under Section 5.1(b) shall be amended as follows:

<i>Access Service and Machinability</i>	<i>Format</i>		<i>CFL Data File</i>
	<i>Letters</i>	<i>Large Letters</i>	
	<i>Container Label Colour</i>		
<i>Access 70 Manual Item</i>	<i>White</i>	<i>White</i>	<i>DSAMAN.DAT</i>
<i>Access 70 (inc 49-way Sort) Mailmark Letter</i>	<i>Yellow</i>		<i>DSAMEC.DAT</i>
<i>Access 70 Mailmark Large Letter</i>		<i>Yellow</i>	<i>DSAMAN.DAT</i>
<i>Access 70 Manual Mailmark</i>		<i>White</i>	<i>DSAMAN.DAT</i>

2.1.4 Section 10.2.1(a) shall be amended as follows:

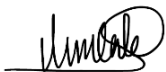
<p>a. <i>Mailing Items are declared as the incorrect sortation level actually used to hand over those Mailing Items as specified in Section 2.3 of this User Guide (for example, Large Letter Mailing Items are declared as Access 70 but actually sorted as 49-way).</i></p>	<p><i>We may:</i></p> <ol style="list-style-type: none"> <li><i>1. reject that Posting or relevant segment of the Posting; or</i></li> <li><i>2. if we believe it is reasonably practicable for us to do so, we will process the Posting or relevant segment of the Posting. In this case we will revert the Mailing Items to the correct Postage by amending the Posting Docket to reflect that all Mailing Items will be charged at the applicable Access Service and sortation level to which they have been sorted. Where we have statistically significant evidence that the error declared on the Manifest represents an error across all relevant segments, then we may amend the Postings based upon the statistically significant evidence.</i></li> </ol>
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2.1.5 Paragraph 5.1 of Appendix M (Royal Mail Mailmark) shall be amended as follows:

*5.1 Mailmark must be used with the Access 70 or 49-way Sort sortation option.*

2.2 The changes detailed in paragraph 2.1 above will take effect from 1 April 2025.

Yours sincerely,



Tim Cable  
Wholesale Products Director  
Royal Mail Wholesale

APPENDIX 1

ACCESS SERVICE	ATTRIBUTES												
	PROCESSING			FORMAT		WEIGHT BAND					SORTATION		
	Mailmark	Manual Mailmark	Manual	Letter	Large Letter	1 - 100g	101 - 150g	101 - 250g	251 - 750g	Mixed Weight	49-way Sort	Access 70	Access 70,000
Access 70	•	•	•	•	•	•	•	•	•	•		•	
Access 70 (49-way sort option)	•			•		•					•		
Business Mail Large Letter	•		•		•	•		•	•	•		•	
Advertising Mail	•		•	•	•	•		•	•	•	•****	•	
Catalogue Mail	•		•	•	•	•	•	•	•	•		•	
Partially Addressed Mail	•			•	•	•		•	•	•	•****	•	
Magazine Subscription Mail	•		••		•	•		•	•	•		•	
Royal Mail Mailmark	•			•	•	•		•	•	•	•****	•	
Mailmark Economy	•			•		•					•	•	
Manual Mailmark		•			•**	•		•	•	•		•	
Poll Sort			•	•		•							•
General Large Letter***	•	•			•	•		•	•	•		•	