

Royal Mail Wholesale

CONSULTATION ON RENAMING OUR ACCESS PRODUCTS

On 2nd April we replaced Database 2010 with the new Access Selection Files 2012 and launched the Access 70 tray only services. We are now embarking on the next stage of the journey for our products: consolidation of products and the alignment of product names.

With the changes that we made in April, the Access 70, 120 and 700 products now sort to the same 88 selections, enabling us to consolidate these products to remove duplication. Our proposal now therefore is to:

- i) rename products to add the explicit reference of the container;
- ii) remove duplicate products;
- iii) apply a consistent approach to the naming of products within our systems; and
- iv) remove redundant Walksort codes.

Full details of all of the above can be found in Annex 1.

We hope to minimise the impact on our customers as much as possible, and therefore from a systems perspective, there will be no changes to product codes or the products they map to; it is only the product names that are changing. We plan to make these changes in October 2012 and welcome your feedback on the proposals.

Impact on you

Our understanding of the potential impact this proposal may have on you is as follows:

1. Forecasting data provision – no proposals for changes at this stage. However an internal review of the forecasting requirements to streamline the forecasting data provision is in progress;
2. Line Listing upload – the removal of duplicated codes for Access 700 and some Premium product codes will require remapping to equivalent alternative products e.g. Access 700 CBC will map to Access 70 CBC in bags (see Annex 1 for further details);
3. Exceptions upload – as above, the remapping of a handful of Access 700 and Premium products codes;
4. Client report – users will need to be made aware of the changes to the product names (see the Epro list at Annex 1 for details); and
5. Invoices – users will need to be made aware of the changes to the product names (see the SAP list at Annex 1 for details).

Next Steps

The proposal is to introduce the product name changes in October 2012. We are sharing our plans now to give advance notice of our proposals and to invite our customers to provide their views on:

- 1) How do the proposed product name changes affect you and are there any issues we need to be aware of?
- 2) Do you have any suggestions as to how the naming convention could be simplified? If yes please provide the rationale.
- 3) How much notice do you need of the final list of product names for implementation in October?

In order for us to complete our proposals in sufficient time to allow you and ourselves to implement the necessary changes to systems we request that your feedback is sent to Mike Griffin at mike.griffin@royalmail.com **by the 18th May 2012**.