



Royal Mail Group- Wholesale Letters

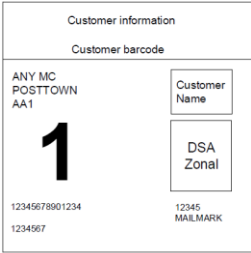
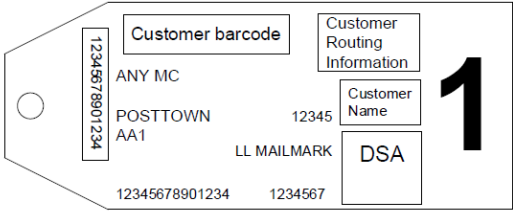
Wholesale D+2 Service Specification

Overview

The purpose of this document is to provide details of the changes required to the D+2 service when a D+3 service becomes part of the Access product portfolio.

Commercial attributes	Customer change	Specification Requirement
Service name	Change required	The service will be renamed to 'TBD' - "Priority" is the working title. In the Access User Guide the D+2 service will be referred to as 'Priority'.
Price Plans	No change required	Available on all Access Letter Price Plans
Delivery Days	No change required	Items will be delivered Monday to Saturday.
Service Standard	TBD	TBD
Compensation Target and Framework	TBD	TBD Amendments will be made to the existing D+2 and D+5 service standard provisions to clarify that only D+2/D+5 Mailing Items (as applicable) are counted when calculating our performance against that service standard (and not any Mailing Items delivered to any other service standard e.g. D+3).
Basic entry requirements	Customer change	Specification Requirement
Product codes	Change required	You will be required to use new D+2 service product codes when declaring Mailing Items using the D+2 product as specified in the Royal Mail Service Status List. This lists all Access Services with their corresponding DocketHUB and SAP codes. See Annex 1 for example product code list.
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.
Indicia	Change required	You will be required to add a '1' to identify the service speed – such change will only be required from the date the regulatory changes take effect. <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>Small Indicia</p>  </div> <div style="text-align: center;"> <p>Large Indicia</p>  </div> </div> <p>You will not be able to use Digital Stamp Indicators with the D+2 service.</p>
Mailmark Barcode	Change required	You will be required to apply the class identifier '8' within the 2D and 4-state barcode formats. References: Mailmark Barcode Definition Document
Mailmark eManifest	Change required	You will be required to apply the class identifier '8' 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.

Royal Mail Group- Wholesale Letters

Presentation requirements	Customer change	Specification requirement
Containers	Change required	Trays and/or bags containing D+2 Manual Items and Mailmark Large Letters may be combined in a single York but must be kept separate from Yorks containing D+3 Mailing Items, Economy Mailing Items and D+2 Mailmark Letters. For the avoidance of doubt, D+2 Mailmark Letters may be combined in Yorks which comprise D+3 Mailing Items and/or Economy Mailing Items.
Container Weights	No change required	Section 4 of the Access Letters User Guide shall apply.
Tray / Bag Labels	Change required	<p>You will be required to add a '1' to identify the service speed as per the following examples.</p> <p>Example Tray Label:</p>  <p>Example Bag Label:</p>  <p>Optional field can be used for customer information as current.</p>
York Card	Change required	Where the York contains D+2 Manual Items and/or Mailmark Large Letters, you will be required to add '1' on the York Card to identify the service speed. See example shown in Annex 4.
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.

Annex 1 - Product Code list

Service	Code to be Used on Manifest	
70__ LETTER ECONOMY EIB T	DJU	
70__ LETTER ECONOMY EIB T	ZCY	
70__ LETTER ECONOMY EIB	DJV	
70__ LETTER ECONOMY EIB	ZLA	
70__ LETTER ECONOMY A	DJW	
70__ LETTER ECONOMY	ZLB	
70__ LETTER ECONOMY	DJX	
70__ LETTER ECONOMY	ZLC	
70__ LETTER ECONO	RAY N	DKC
70__ LETTER ECONO	RAY Z	ZLH
70__ LETTER ECONO	BAG N	DKD
70__ LETTER ECONO	BAG Z	ZLI

Example

Royal Mail Group- Wholesale Letters

Annex 2 – Mailmark Barcode D+3 Class Identifier

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

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

Annex 4 - D+2 York Card

1. York ID	→	York ID																																										
2. Carrier name	→	Carrier Name																																										
3. IMC - Name of the IMC being accessed	→	Mail Centre Name																																										
4. Either Letter or Large Letter	→	Mail Format																																										
5. Service Speed	→	DSA 1																																										
6. List all the customers contained within the York by Customer name, Contract Type and number of Containers NAT- National ZON- Zonal MXN- Mixed Weight National MXZ -Mixed Weight Zonal	→	<table border="1"> <thead> <tr> <th>Customer</th> <th>Contract Type</th> <th>No of Trays/Bags</th> <th>Customer</th> <th>Contract Type</th> <th>No of Trays/Bags</th> </tr> </thead> <tbody> <tr> <td>AN Other</td> <td>NAT</td> <td>X</td> <td>AN Other</td> <td>MIXZ</td> <td>X</td> </tr> <tr> <td>AN Other</td> <td>NAT</td> <td>X</td> <td>AN Other</td> <td>MIXZ</td> <td>X</td> </tr> <tr> <td>AN Other</td> <td>NAT</td> <td>X</td> <td>AN Other</td> <td>MIXZ</td> <td>X</td> </tr> <tr> <td>AN Other</td> <td>ZON</td> <td>X</td> <td>AN Other</td> <td>MIXN</td> <td>X</td> </tr> <tr> <td>AN Other</td> <td>ZON</td> <td>X</td> <td>AN Other</td> <td>MIXN</td> <td>X</td> </tr> <tr> <td>AN Other</td> <td>ZON</td> <td>X</td> <td>AN Other</td> <td>MIXN</td> <td>X</td> </tr> </tbody> </table>	Customer	Contract Type	No of Trays/Bags	Customer	Contract Type	No of Trays/Bags	AN Other	NAT	X	AN Other	MIXZ	X	AN Other	NAT	X	AN Other	MIXZ	X	AN Other	NAT	X	AN Other	MIXZ	X	AN Other	ZON	X	AN Other	MIXN	X	AN Other	ZON	X	AN Other	MIXN	X	AN Other	ZON	X	AN Other	MIXN	X
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7. Date and number – you must enter the date of handover to the IMC and the total number of Containers within the York	→	<p>Date of Handover:</p> <p>Total No. of Trays/Bags/Bundles</p>																																										