Access Standard Service Guide

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Access Standard is a D+3 service that will be delivered within 2 weekdays following handover to Royal Mail.

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

Commercial attributes	Specification Change Yes/No	Specification requirement
Service name	No	The service will be given the name "Standard".
Handover to Inward Mail Centres	Yes	Customers may handover mail to Royal Mail Monday to Saturday. Note, Standard Mailing Items handed over on Saturday may not be processed until the following working day
Delivery Days	Yes	Core delivery days will be "Weekdays". Monday to Friday. See guide to delivery days at Annex 1
Service Standard	No	We aim to deliver 95% of Standard mailing items by D+3
Product codes	No	Customers will be required to use existing standard DSA product codes when declaring Mailing Items as Access Standard. There will be no change to the product names in DocketHUB or on invoices.
Addressing standards	No	Section 3.3 of the Access Letters User Guide shall apply.
Sortation options	No	Section 2.3 of the Access Letters User Guide shall apply.
Indicium	No	Section 3.4 of the Access Letters User Guide shall apply.
Mailmark Barcode	No	Customers will be required to apply the class identifier '9' within the 2D and 4-state barcode formats. References: Mailmark Barcode Definition Document Annex 2
Mailmark eManifest	No	Customers 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	Section 3.6 of the Access Letters User Guide shall apply.
Containers	No	Trays and/or bags containing Access Standard Mailing Items, Economy Mailing Items and Priority Mailmark Letters may be combined in the same York.
Tray / bag labels	No	Section 4 of the Access Letters User Guide shall apply.
York card		Section 6.5(b) of the Access Letters User Guide shall apply.
Forecasting	No	Section 8.2 and 8.3 of the Access Letters User Guide shall apply.

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Annex 1 – Delivery days

Expected delivery days based on handover to Royal Mail and product service standard

Assumed Collection Day from posting customer	Handover to Royal Mail	Service spec	Name	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Monday	Tuesday	D+2	Priority			■										
		D+3	Standard				■									
		D+5	Economy						■		■					
Tuesday	Wednesday	D+2	Priority				■									
		D+3	Standard					■								
		D+5	Economy								■					
Wednesday	Thursday	D+2	Priority					■								
		D+3	Standard								■					
		D+5	Economy										■			
Thursday	Friday	D+2	Priority						■							
		D+3	Standard								■	■				
		D+5	Economy											■		
Friday	Saturday	D+2	Priority								■					
		D+3	Standard									■	■			
		D+5	Economy								■	■	■	■		
Saturday	Monday	D+2	Priority										■			
		D+3	Standard											■		
		D+5	Economy										■	■	■	■

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Annex 2 – Mailmark Barcode D+3 Class Identifier

Field Name	Definition	Length (Start position)	Legitimate Value(s)
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 3 – 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.