User Guide V19

Condition 9 Access Services for Inward Mail Centres

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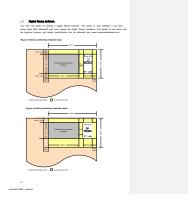
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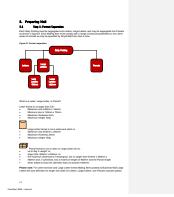
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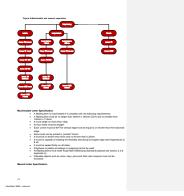
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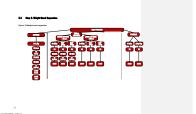


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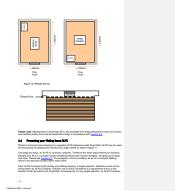
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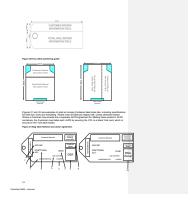
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8. Equipment for Posting

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		If Royal Mail agrees that it is measurably practicable it will present the Pooling(s) or relevant segment of the Pooling(s) provided the
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	is the areas that the Continues has not unbosed drawn blacking larms shorting the following Working Day, Republish shall be no silled to keep a sharpy in some the resembled must all storages. In our event that the schools following drawn, have not been moderated by the Continues within Elicidety Days, Republish-inserves for spirits objected the Elicidety been such seen, for each large of material the Continues is some for exemptable made in hearings.
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Making items designed on Makingst option lied to mast the Makingst openituation or require manual or other intervention	Filleheads Making Samulatin measter for specification or myster massed or other stemanism. Regal filled only, where probable, many processes and other for our completed Medical planes and their level adjustment sharpen in the soft the applicable Medical Medicalizes, my validated on the Westella. Medicalizes are soft to the probable Medicalizes of the Medicalizes of the Westelland Medicalizes of the Medicali
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	So. For agent half it is reasonably producible to do so we will process the Producibly or relevant segment of the Producibly produced.
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dense Malmark	Eyec fall is segargate Maling Sens, attitut a Posting in assentance with Appendix C, or you fall to maintain any such segargation on hand user of the Maling Sens, then we may reject the Posting(s) or relevant segment of the Posting(s). The Posting(s) or
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	The agree that it is reasonably predicable to do so we will present the Penlag(s) or elevant segment of the Penlag(s) p revided you agree to pay a Sunsharps.
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intervention.	those Maling laws, solvedly meet or reject the relevant Maling laws, in which case you will be required in collect the Maling laws, we are unable to process.
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15.7.3 Transmight of any Reput Mell approved	The solution involver off the half and Engel Mel off content the Contents. The Contents that refers the converged Contents and Engel Mel reserves the right to large in sever the masonable each of handing.
Container exceeds the meximum weight specified for it	Collections of Premium Malling Sens, shall lake place either during that day's Premium Assess. Window or during the rest day's Election Assess Window.
	Fibe Continues has not collected for Continues after gifter billioning (Striking Day, Royal Black had be existed in large a design or come the measurable model of striking. Fibe Continues have subtimes collected by the Continues within 15 Working Days, Royal Bad exercises the right to diagonal of the Stating (Isron as a trans it and large a sharpe against the Continues to cover the measurable solds of branding.

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County		Not required

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Please note: Sooth these options need to be positioned outside of any Chear Zones. A clear zone indexed as an area, which may be amended from time to Sine, which is the from print graphics or parameters.

The simplest way to ensure an address is correct is to check that the minimum address elements.

Connect advice for prior quality & finishing
Digital prioring processes apply a pigment layer that adheres to the surface of the paper. The layer does not easie into the paper and is softer than standard inks.

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Appendix C: Reyal Mell Access Selection Files

Obtaining a copy of the Access Selection Files

Assess Selections are derived from the Royal Mad Access Selection Files which are available free of
charge in a surrelate of assepant formats from the Access Selectical Heighter on IZEY 371 3727. It can
also be developed from year content inhibitionable soon;

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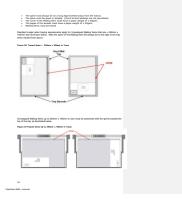
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Contract Name - Code of Opported Action and Click for Colombia Chinese Action 2 (1997) and Code of Code



Assess Agency Operator Assessed	An agreement between Royal Mail and a postal operator (as the term is defined in the Act following a request by such postal operator
	under Condition to of the Licence which permits access to the Postal Facilities and which permits such operator to act for Agency Customers;
Access 70	The sotation by the Customer of Postings in to circa 88 selections based on Postcode Areas
Agency Overlay Report	The document on which the Customer submits information on the Daily Posting of each Agency Customer, an example of which is found at section 9.5
ALPS (Auto Level Stocker Steere)	Auto Level Packet Steeve as defined in the ALPS Agreement
Container	A Royal Mail bag, stay, ALPS or any other primary Container type accrowed by Royal Mail from time to time.
Delivery Point Sulfix or DPS	A two character (number then letter) code which enables Royal Mail: to identify each Delivery Point
Dockethus	Royal Mains electronic system for the production and submission of forecasts and vehicle details.
06ACC	
9460	Royal Mail's Postcode Address File;
PPs	Royal Mai's Postcode Information File;
Portude Sector	The first two, three, or four alphanumeric digits of an outward. Postcode plus the first numeric digit of the inward Postcode, and is used to identify a geographical area for delivery of mair,
Unwapped hen	A titaling item that is not enclosed in an envelope or in a polymer wap
York	Means a Royal Mail caged trafey used for the purposes of moving or transporting Mailing Items
York Card	A card attached to each York (where a York Agreement has been signed) specifying the number of Containers for each discrete Customer Postino in each York at each IMC

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Order additional supply of containers	- 2 weeks	Carrier to order	
Fall to earth for each day of handover (in Excel format) This, must match the forecast provided.	-P Working Days	Information required see Annex C	
Formal confirmation of poeting dates	-P Working Days	Confirm dates, format & dans weights to us	
Include KNP in 7 day forecast	-P Working Days	Opioad into DockseHLB	
Upload KVP data to relevant posting dockets	By 06:30 am on day of bendown	Upload into DucketHUR.	

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The Customer must provide detailed stat to each in the farmer detailed below in EXCEL two weeks accessor. The sout Daily Posting volume of fabriling famous handled over must be detailed by farmer, number of items, number of commission, sortation level, SSEC, Postcode Delivery Office and BIEC.

base of bandover	Format	No or dense	No of Containers	Sortation level	ssc	Postcodes	Office	Mail Centre
dalminyy	Large Letters	134		1400	12345	5561	Morpeth	Tyneside

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Appendix IV. Zonal Access Option

1. Introduction

Control of the signal for the Zonal Access Option are required to meet carrier additional processing on requirements. The obtaining sections piposing the detail of those requirements, the additional sufficient suf

Differentiates that it is available to aid those requirements and the seminary prompt.

2. What is a Zooff
Reyor Min it is assigned the c.11000 Postcode Section in the United Kingdom and have each of these to a zone according to the criterio as per the stable below.

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Appendix L Premium Access

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12. Access Service Survey.

Autoes Premium Services require the Customer to sort, segregors and present its Malling terms in may find service and Large Letter formating stops (for Pacinity of Instead Mall Centres in accordance with the Access Premium Agreement and this Liber Calles, A nummary of exercises is shown in tigue.

1.3. Addressing Standards:
The Customer must ensure that the addressing standards set out in Appendix A ser met and that at least tiffs, of Malling between set will an addressing standards and Protocoded in accordance with.
Rayly Mark's Protocol Address if Am (PM-R).

2. Sortisin 5 Presentation
Mail Presentation, Letters and Large Letters can only be presented in trays except when presenting
Large Letters in Yolkins Asia, In which case they must be presented in ALPS, and Precent can only be
presented in high or ALPS.



13. Martings houses:

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Sach day staking benns are handed cover, by midday of the following day (blanday-disturbley) DSACC
will periorize an entail necessary or soften the Customer that their Clear's Report is available to view.

The Clear Report enables Royal Mail to advise the Customer of any adjustments made to the Daily
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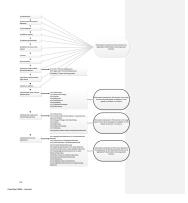
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TRANSPORT CONTRACT	Optional	e.g. ZWISET
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	Thoroughters	300 Western Road
elements Locality elements	Double dependent locality	Ottories
	Dependent locality	Hedge lind
Parade	Postcode	OX4 522
* see Address structs	are and layout for details on MDI	
To costimize the perfo	mance of your Mailmark Mallin	we recommend that every Mailing term has an
address set out in a r	namer that makes it machine to	adable. We recommend that
	swrapped over two or more line	
 where two of 	ements appear on the same line	(e.g. premise and thoroughtave elements (e.g.
	Road) they are only separated	
 no seo esena 	ents are separated by punctuations are more than firm apart.	et.
• Demando		
· all feat in the	e Delivery Address are left justill	at .
 the Postcode 	is the last element of the Delive	ry Address and is on a line of its own;
	not included; and	
 the Country in 	e not included.	
The recommended in	would be the last two lines of a Pa	elivery Address is set out below:
Post Town		
POSTCODE		
The following layouts from of the Mailton in	are not recommended but are a em or inset that looks like an ad	coepsible as long as there is no other text on the
man or the season of the	and there was boat the at an	LIFE.
Post Town 6	Courty	County
POSTCODE		POSTCODE
Post Town		Thoroughbare or Locality element
County POS	TC006	Post Town POSTCODS
Premise elements		
You must include at I	east one of these 4 elements, so	that a single delivery point is defined. You don't are included in PAF+ but building numbers must
be applied on the sai		
		econor
Cirporation		Krya War
		Royal Mar South Work
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Organisation Sub-building Building name Building number		South Wind Bell House
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Cirpanisation Sub-building Sub-building Sub-building name Stutions number Thoroughtare eleme PAP* will give one of 1. the dependent	HISS 3 possible combinations but ple Socooghtam descriptor (i.e. Avr	South York. Intel House Complex 2.5 Seet Complex ase note that now, Road, Street, Lane, etc.) must be applied
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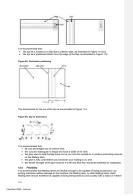


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Restricted Goods for Restricted Steen, Jacobs July 13

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