



**ACCESS USER GUIDE AMENDMENT NOTICE NUMBER 072:  
DEFAULT POSTCODE OPTION FOR MAILMARK**

**Date: 8 SEPTEMBER 2023**

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(b)(ii) of the General Access Terms and Conditions of the Contract we hereby notify you of the following changes to the Access Letters User Guide:

2.1.1 Section 6 of Appendix M (Royal Mail Mailmark) shall be amended as follows:

***6 Mailmark Barcode requirements***

*6.1 You must ensure each Mailing Item within a Mailmark Mailing:*

- a. has a Mailmark Barcode printed on it in addition to any other marks that are required for the Access 70 Mailing Item in question;*
- b. has a Mailmark Barcode printed on it in a manner and location and in accordance with the specifications, as set out in the Mailmark Letters and Large Letters specification below; and*
- c. has, added to the postcode field in the Mailmark Barcode and the eManifest, either:*
  - i. the Postcode which the Mailing Item is destined for; or*
  - ii. a default postcode (see Paragraph 15 (Default Postcode option) below).*

2.1.2 Section 11.3(c) of Appendix M shall be amended as follows:

- c. you complete the mandatory fields within the eManifest which are:

**Header:**

1. *Supply Chain ID (SCID)*
2. *Mail Originator*
3. *Date (the date of the eManifest confirmation and the handover date)*
4. *eManifest status (open, finalised, test)*
5. *eManifest ID*

**Detail:**

1. *Unique Mailing Item ID*
2. *Batch ID*
3. *Address (whilst the full address is recommended, only the postcode and DPS are required. Recipient details must not be included. NOTE: The postcode declared in the eManifest must match the postcode declared in the Mailmark Barcode, for example if you are using the Default Postcode options (see Section 6 above) then the Default Postcode must be declared in the eManifest and Mailmark Barcode)*
4. *Product attributes (format, weight etc.)*

- 2.1.3 A new Section 5 shall be added to Appendix M (Royal Mail Mailmark) as follows:

**15      *Default postcode option***

- 15.1      *The default postcode allows customers to use a default postcode value of XY99 1AA in the Mailmark Barcode and eManifest. This default postcode option should be used where a Postcode or DPS cannot be captured but the Mailing Item otherwise meets the Mailmark specifications. The non-geographic postcode is recognised by Royal Mail systems so that the existing Mailmark Adjustment for incorrect postcode will not be applied. Instead a supplementary service charge will apply for all Mailing Items which exceed the 10% Postcode accuracy tolerance level (see Section 2.1 of this User Guide).*

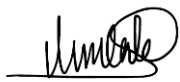
- 2.1.4 A new Section 8 shall be added to Appendix O (Royal Mail Manual Mailmark) as follows:

**8          *Default postcode option***

- 8.1          *The default postcode allows customers to use a default postcode value of XY99 1AA in the Mailmark Barcode and eManifest. This default postcode option should be used where a Postcode or DPS cannot be captured but the Mailing Item otherwise meets the Manual Mailmark specifications. The non-geographic postcode is recognised by Royal Mail systems so that the existing Mailmark Adjustment for incorrect postcode will not be applied. Instead a supplementary service charge will apply for all Mailing Items which exceed the 10% Postcode accuracy tolerance level (see Section 2.1 of this User Guide).*

- 2.2          The changes detailed in paragraph 2.1 will take effect from 2 January 2024.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Tim Cable', written over a horizontal line.

Tim Cable  
Wholesale Products Director  
Royal Mail Wholesale

# Appendix 1

	ATTRIBUTES													
ACCESS SERVICE	MACHINEABILITY			FORMAT		WEIGHT BAND					SORTATION			
	Mailmark	Machinable	Manual	Letter	Large Letter	1 – 100g	101 – 150g	101 – 250g	251 – 750g	Mixed Weight	48-Way Sort	Access 70	Access 1400	Access 70,000
Access 70	•	•	•	•	•	•		•	•	•		•		
Access 70 (48-way sort option)	•	•		•		•					•			
Access 1400		•	•	•	•	•		•	•	•			•	
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****	•	•	•		•	•		•	•	•		•		
OCR				•	•	•		•	•	•	•••••	•		