



14 August 2019

Royal Mail Wholesale

4th Floor
185 Farringdon Road
London
EC1A 1AA

MIXING SCIDs ROLL OUT

Dear Customer,

Following the success of the Mixing SCIDs Trial, we are rolling out the initiative as an optional requirement of the Access Letters Contract (**Contract**) from 21 February 2020.

We launched the trial as part of our overarching strategy to modernise and digitise Access systems and procedures with a view to improve the efficiency, productivity, transparency and accuracy of operational processes for Royal Mail and customers. The trial tested a solution that supports customers with reducing the number of containers used, and simplifying the handover process, by filling containers with items from different SCIDs.

Was the trial a success?

Working collaboratively with customers, participants have successfully implemented the trial process with ease. Feedback from our participating customer has been positive, in particular confirming they have seen the following benefits:

1. Improved machine use with a reduced need to clear down machines between each SCID run;
2. Improved container use with a reduced number of part filled containers; and
3. Clearer linkage between a unique item ID and a container ID, which assists in volume reconciliation between systems such as Dockethub, Mailmark reporting and customers' own systems.

We are pleased to say that we met all our desired outcomes, in particular being able to maintain accurate Mailmark reporting and billing. Therefore we are ready to add the requirements of the Mixing SCIDs trial as an optional schedule to the Contract.

Changes to the Access Letters Contract

To effect the roll out of the trial from 21 February 2020, we are introducing to the Contract a new optional Schedule 27: Mixing SCIDs. The appended change notice (052) details the launch of this new schedule.

Customers who are currently participating in the trial and wish to make it a permanent change to their Contract may continue on the trial until 21 February 2020, when Schedule 27: Mixing SCIDs becomes active. Please contact your Account Director if you would like to add Schedule 27 to your Contract. If you are not currently participating in the trial, and you wish to do so before 21 February 2020, or if you have any queries regarding the trial, please contact your Account Director.

I trust that you find this a positive move to support participants in the mail supply chain.

Yours sincerely,

Tim Cable
Wholesale Products Director
Royal Mail Letters

Royal Mail is a trading name of Royal Mail Group Ltd. Registered number 4138203. Registered in England and Wales. Registered office:
100 Victoria Embankment, London, EC4Y 0HQ

ACCESS LETTERS CONTRACT CHANGE NOTICE: NUMBER 052

Date: 14 August 2019

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 100 Victoria Embankment, London, EC4Y 0HQ.


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 13.2.1(a) of the General Access Terms and Conditions, we hereby notify you of the addition of Schedule 27: Mixing SCIDs to the to the Contract.
- 2.2 Schedule 27: Mixing SCIDs is published at www.royalmailwholesale.com.
- 2.3 The changes detailed in paragraphs 2.1 and 2.2 will take effect from 21 February 2020.

Yours sincerely,



Tim Cable
Wholesale Products Director
Royal Mail Letters