



10 May 2018

Royal Mail Wholesale

4th Floor
185 Farringdon Road
London
EC1A 1AA

Access Letters Contract Change: York Manifest

Dear Customer,

A customer has asked us to confirm what documentation they need to hand over if they use yorks and have agreed to Schedule 16: Segregation by Format and Schedule 18: Acceptance by Vehicle of the Access Letters Contract.

Under the terms of Schedule 16, carriers submit a York Manifest by 08:00 am each day of handover which details the contents of each York. Under the terms of Schedule 18, carriers also submit a Vehicle Manifest. The Vehicle Manifest contains all of the information we require relating to the contents of yorks (including york ID and the number of trays and bags per UCID the carrier is handing over at a mail centre).

In effect, carriers are providing us with duplicate york information. To improve efficiency for all, we no longer require carriers to submit a York Manifest if they are operating under the terms of Schedule 18 and providing us with a Vehicle Manifest. Carriers may continue to submit a York Manifest if they choose as long as they comply with the requirements of Schedule 18.

We have amended Schedule 18 of the Access Letters Contract and the Access Letters User Guide to reflect this and inform you of this change in accordance with Clause 13.2.1 of the Access Letters Contract. The changes take effect from 19 November 2018. We include with this letter the contract change notice (number 43) and the User Guide change notice (number 48).

If you have any queries regarding this change please contact your Account Director.

Yours sincerely,

Luisa Fulci
Regulated Products Director
Consumer and Network Access