# Mailmark poly wrapped Large Letter test process & criteria for mail producers

Promoting migration of Mailmark poly wrapped Large Letters

June 2017

**Royal Mail**

# The testing process

1. Mail Producer sends test items to Mailmark QA test team (see QA test application below)

2. QA test team will send Mail Producer confirmation email of passed test

3. Mail Producer submits a requests to DSACC ([dsacc@royalmail.com](mailto:dsacc@royalmail.com)) to participate in the test and provides the following information:

   Confirmation that they have passed Mailmark QA testing (copy of email received from QA team)

   Date the test period will start (must be Monday)

   Participant code/s relating to Mail Producer

4. DSACC records details and confirms test acceptance or request further information by return email.

5. Throughout the test period Mail Producer must send IRP ([irp@royalmail.com](mailto:irp@royalmail.com))

   1. The ID of the eManifest carrying the test items

   2. Where a mixture of test and non test items are posted against the same eManifest, the mail producer must include the batch reference number of the test items.

   **Note**: on each day that a Mail Producer has uploaded an eManifest that contains test items iRP should be sent <u>one</u> email with details of <u>all</u> eManifest s that included test mail. The spreadsheet shown below should be used to record details of test mail and should be attached to the email

6. At end of test period IRP will send the Mail Producer a high level result report

**Mailmark QATest**

**Mailmark poly test**

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# Test criteria

- The period for tests closes on the 2 September 2017

- Each test is limited to a maximum test period of 4 weeks and must commence on Monday

- Each test may continue for 4 weeks (28 days) or until maximum volume of 1m items has been exceeded, whichever is triggered first.

- Eligible test items will be subject to standard RP manual presentational checks and any errors will result in surcharge.

- Eligible test items will be exempt from surcharges relating to "Mailmark unable to resolve" and "Not Machine Processed "

- If during the test period we identify that mailing items are not able to be processed through our machines the Mail Producer will be informed by DSACC and their test will cease immediately.

- At the end of each test IRP will produce and share a high level report on Mail Producer performance

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# We will continue to charge non-compliant items in the following cases

iRP will not charge the **adjustments** shown in Red throughout test period.  They will charge all the other adjustments:

- Missorts – items presented at the wrong Mail Centre
- Machine readability related errors including:

  <span style="color:red">Unable to resolve</span>

  <span style="color:red">Not machine processed</span>

  Postcode accuracy

  Delivery Point Suffix (DPS) accuracy

- eManifest ID is missing from or incorrect in the Bag Manifest
- Un-manifested volumes
- Duplicates manifested or seen
- Incorrect SCID used
- Item ID mismatch

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