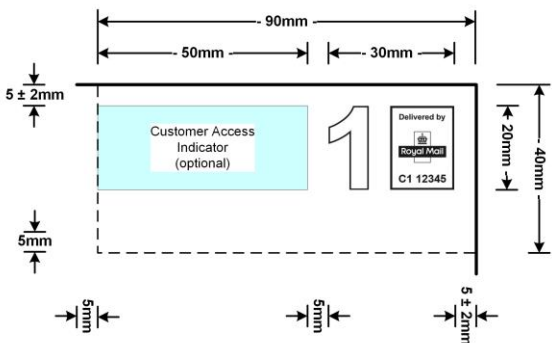
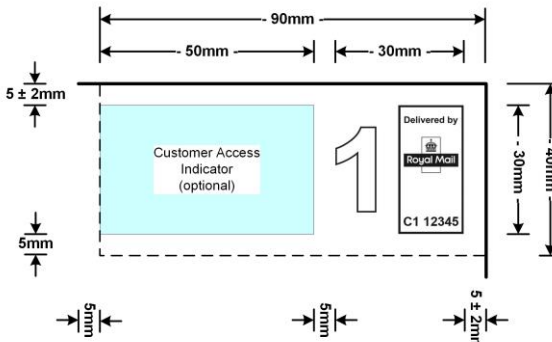


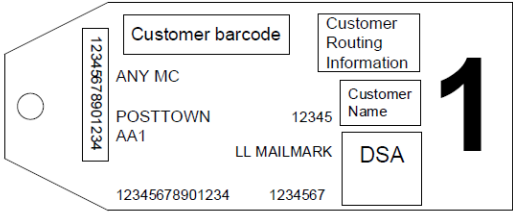
Access Priority Service Guide

Wholesale Priority Service Guide

Wholesale Priority is a D+2 service that will be delivered within 1 day following handover to Royal Mail

This guide provides details of the specification particulars customers will need to meet to post using the new service.

Commercial attributes	Specification Change Yes/ No	Specification Requirement
Service name	Yes	The new service will be named as "Priority".
Handover to Inward Mail Centres	No	Customers may handover mail to Royal Mail Monday to Saturday.
Delivery Days	No	Priority Items will be delivered Monday to Saturday.
Service Standard	Yes	TBD
Format	Yes	Priority is available for Letters (excluding postcards) & Large Letters
Product codes	Yes	Customers will be required to use new Priority service product codes (Annex 1) when declaring Mailing Items. The Service Status List, lists all Access Services with their corresponding DocketHUB and SAP codes. Please note there is currently a customer consultation in process and some of the product codes in Annex 1 could be withdrawn.
Addressing standards	No	Section 3.3 of the Access Letters User Guide shall apply.
Sortation options	No	Section 2.3 of the Access Letters User Guide shall apply.
Indicum	Yes	Customers will be required to add a '1' to identify the service speed – such change will only be required from the date the regulatory changes take effect. Contract holders will need to go through the normal accreditation process before use The below figures demonstrate the size and positioning requirements Small Access Indicia  Large Access Indicia 

		You must ensure that you position and lay out the Indicum and Class Identifier in line with our requirements set out. Digital Stamp Indicators will not be available for use with the Wholesale Priority service.
Mailmark Barcode	Yes	Customers will be required to apply the class identifier '8' within the 2D and 4-state barcode formats. References: Mailmark Barcode Definition Document See Annex 2
Mailmark eManifest	Yes	Customers will be required to apply the class identifier '8' within the class section of the eManifest. References: eManifest Handling System (eMHS) Customer Upload Interface Specification See Annex 3
Format	No	Section 3.6 of the Access Letters User Guide shall apply.
Containers	Yes	Trays and/or bags containing Wholesale Priority Mailing Items, Economy Mailing Items and Wholesale Standard Mailmark Letters may be combined in the same York. Trays and/ or bags containing Priority Manual letters and Priority Large Letters must be presented in their own separate Yorks. Please see Annex 4 for the new York Card design
Tray / Bag Labels	Yes	Customers will be required to add a '1' on labels to identify the service speed as per the following examples. Example Tray Label:  Example Bag Label:  Optional field can be used for customer information as current. See Annex 5 for dimensions
York Card	Yes	For Yorks containing Priority Manual Letters or Priority Large Letters, you will be required to add '1' on the York Card to identify the service speed. See example shown in Annex 5.
Forecasting	No change required	Section 8.2 and 8.3 of the Access Letters User Guide shall apply.

Annex 1 - Product Code list

Please note that the highlighted services will be withdrawn after Ofcom have updated the Access conditions for USO reform

National D+2 Products		Zonal D+2 Products	
Product Code	Product Description	Product Code	Product Description
DLK	70 LETTERS PRTY ADVMAIL EIB TRAY N	ZPA	70 LETTERS PRTY ADVMAIL EIB TRAY Z
DLL	70 LETTERS PRTY ADVMAIL EIB BAGS N	ZPB	70 LETTERS PRTY ADVMAIL EIB BAGS Z
DLM	70 LETTERS PRTY EIB TRAY N	ZPC	70 LETTERS PRTY EIB TRAY Z
DLN	70 LETTERS PRTY EIB BAGS N	ZPD	70 LETTERS PRTY EIB BAGS Z
DLO	70 LETTERS PRTY ADVMAIL MAN TRAY N	ZPE	70 LETTERS PRTY ADVMAIL MAN TRAY Z
DLP	70 LETTERS PRTY ADVMAIL MAN BAGS N	ZPF	70 LETTERS PRTY ADVMAIL MAN BAGS Z
DLQ	70 LETTERS PRTY MAN TRAY N	ZPG	70 LETTERS PRTY MAN TRAY Z
DLR	70 LETTERS PRTY MAN BAGS N	ZPH	70 LETTERS PRTY MAN BAGS Z
DLS	70 LRG LTR PRTY ADVMAIL EIB TRAY N	ZPI	70 LRG LTR PRTY ADVMAIL EIB TRAY Z
DLT	70 LRG LTR PRTY ADVMAIL EIB BAGS N	ZPJ	70 LRG LTR PRTY ADVMAIL EIB BAGS Z
DLW	70 LRG LTR PRTY EIB TRAY N	ZPM	70 LRG LTR PRTY EIB TRAY Z
DLX	70 LRG LTR PRTY EIB BAGS N	ZPN	70 LRG LTR PRTY EIB BAGS Z
DLY	70 LRG LTR PRTY ADVMAIL MAN TRAY N	ZPO	70 LRG LTR PRTY ADVMAIL MAN TRAY Z
DLZ	70 LRG LTR PRTY ADVMAIL MAN BAGS N	ZPP	70 LRG LTR PRTY ADVMAIL MAN BAGS Z
DNF	70 LRG LTR PRTY MAN TRAY N	ZPQ	70 LRG LTR PRTY MAN TRAY Z
DNG	70 LRG LTR PRTY MAN BAGS N	ZPR	70 LRG LTR PRTY MAN BAGS Z
DNH	70 LETTERS PRTY PARTIAL EIB TRAY N	ZPS	70 LETTERS PRTY PARTIAL EIB TRAY Z
DNI	70 LETTERS PRTY PARTIAL EIB BAGS N	ZPT	70 LETTERS PRTY PARTIAL EIB BAGS Z
DNJ	70 LRG LTR PRTY PARTIAL EIB TRAY N	ZPU	70 LRG LTR PRTY PARTIAL EIB TRAY Z
DNK	70 LRG LTR PRTY PARTIAL EIB BAGS N	ZPV	70 LRG LTR PRTY PARTIAL EIB BAGS Z
DNL	70 LRG LTR PRTY MAG SUB EIB TRAY N	ZPW	70 LRG LTR PRTY MAG SUB EIB TRAY Z
DNM	70 LRG LTR PRTY MAG SUB EIB BAGS N	ZPX	70 LRG LTR PRTY MAG SUB EIB BAGS Z
DNW	70 LRG LTR PRTY MAG SUB TRAY N	ZSO	70 LRG LTR PRTY MAG SUB TRAY Z
DNX	70 LRG LTR PRTY MAG SUB BAG N	ZSP	70 LRG LTR PRTY MAG SUB BAG Z
DQC	70 LETTERS PRTY CATALOG MAN TRAY N	ZST	70 LETTERS PRTY CATALOG MAN TRAY Z
DQD	70 LETTERS PRTY CATALOG MAN BAGS N	ZSU	70 LETTERS PRTY CATALOG MAN BAGS Z
DQE	70 LRG LTR PRTY CATALOG MAN TRAY N	ZSV	70 LRG LTR PRTY CATALOG MAN TRAY Z
DQF	70 LRG LTR PRTY CATALOG MAN BAGS N	ZSW	70 LRG LTR PRTY CATALOG MAN BAGS Z
DQG	70 LETTER PRTY CATALOG EIB TRAY N	ZSX	70 LETTER PRTY CATALOG EIB TRAY Z
DQH	70 LETTER PRTY CATALOG EIB BAG N	ZSY	70 LETTER PRTY CATALOG EIB BAG Z
DQI	70 LRG LTR PRTY CATALOG EIB TRAY N	ZSZ	70 LRG LTR PRTY CATALOG EIB TRAY Z
DQJ	70 LRG LTR PRTY CATALOG EIB BAG N	ZTA	70 LRG LTR PRTY CATALOG EIB BAG Z

Annex 2 – Mailmark Barcode D+3 Class Identifier

Field Name	Definition	Length (Start position)	Legitimate Value(s)
Class	Identifies the class of the item.	1 (7)	"0" - Null or Test "1" - 1C (Retail) "2" - 2C (Retail) "3" - Economy (Retail) "4" - Premium (Retail Publishing Mail) "5" - Deferred (Retail) "6" - Air (Retail) "7" - Surface (Retail) "8" - Premium (Network Access) "9" - Standard (Network Access) "A" to "D" and "F to Z" - Spare "E" - 4 Day Economy (Network Access)

Annex 3 – Mailmark eManifest Class Section

Class	Char(1)	Mandatory	The declared class for the mail item: 0 = Null/Test 1 = 1c (Retail) 2 = 2c (Retail) 3 = 3c (Retail) 4 = Premium (Retail Publishing Mail) 5 = Deferred (Retail) - For use with Deferred mail Supply Chains only. 6 = Not in use 7 = Not in use 8 = Premium (Network Access) 9 = Standard (Network Access) "E" - Economy (Network Access) "A to D" and "F to Z" - Spare <i>This value must match the declared product.</i>
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Annex 4 – Bag and Tray label font height

Bag label dimensions

CHARACTERISTIC	FONT SIZE (HELVETICA BOLD AND ARIAL BOLD ARE BOTH ACCEPTABLE AS FONT TYPES)	FONT HEIGHT	MAXIMUM NO OF CHARACTERS
Unique Bag Identification Number	11pt	3mm	14
Unique Originating Customer/Customer Identification Number	11pt	3mm	15
Format	13pt	4mm	15
Customer Name	11pt	3mm	
Customer Type indicator	28pt (DSA or AGY) 21pt (DSA/XXX or AGY/XXX) 21pt (CDA/XXX) 8pt ADVN min 8pt	12mm (DSA or AGY) 6mm DSA/XXX or AGY/XXX) 6mm (CDA/XXX) 3mm	(DSA or AGY) 3+3 DSA/XXX or AGY/XXX) 3+3 (CDA/XXX) 6
Destination Office	17pt	7mm	25
Standard Selection Code Name	14pt	5mm	25
Standard Selection Code	14pt	5mm	5
Standard Selection Code Description	14pt	5mm	14
Database Version Indicator (optional)	10pt Oriented 90 degrees	3mm	3
Zonal option Indicator (optional)	Minimum 10pt	3mm	5
Mixed Weight identifier	17pt	7mm	2
Class identifier	56pt	12mm	1

Tray Label Dimensions

CHARACTERISTIC	FONT SIZE (HELVETICA BOLD AND ARIAL BOLD ARE BOTH ACCEPTABLE AS FONT TYPES)	FONT HEIGHT	MAXIMUM NO OF CHARACTERS
Unique Tray Identification Number	10pt	3mm	14
Unique Originating Customer/Customer Identification Number	10pt	3mm	15
Format	12pt	4mm	15
Customer Name	8pt	3mm	
Customer Type Indicator	28pt (DSA or AGY) 18pt (DSA/XXX or AGY/XXX) 18pt (CDA/XXX) 8pt ADVm min 8pt	12mm DSA or AGY) 6mm (DSA/XXX or AGY/XXX) 6 mm (CDA/XXX) 3mm	(DSA or AGY) 3+3 (DSA/XXX or AGY/XXX) 3+3 (CDA/XXX) 6
Destination Office	16pt	7mm	25
Standard Selection Code Name	14pt	5mm	25
Standard Selection Code	14pt	5mm	5
Standard Selection Code Description	14pt	5mm	14
Database Version Indicator (optional)	10pt Oriented 90 degrees	3mm	3
Zonal option Indicator (optional)	Minimum 10pt	3mm	5
Mixed Weight identifier	16pt	7mm	2
Class identifier	56pt	12mm	1

Annex 5 – Priority York Card

1. York ID

2. Carrier name

3. IMC - Name of the IMC being accessed

4. Either Letter or Large Letter

5. Service Speed

6. List all the customers contained within the York by Customer name, Contract Type and number of Containers
NAT- National
ZON- Zonal
MXN- Mixed Weight National
MXZ –Mixed Weight Zonal

7. Date and number – you must enter the date of handover to the IMC and the total number of Containers within the York

York ID

Carrier Name

Mail Centre Name

Mail Format

DSA 1

Customer	Contract Type	No of Trays/ Bags	Customer	Contract Type	No of Trays/ Bags
AN Other	NAT	X	AN Other	MIXZ	X
AN Other	NAT	X	AN Other	MIXZ	X
AN Other	NAT	X	AN Other	MIXZ	X
AN Other	ZON	X	AN Other	MIXN	X
AN Other	ZON	X	AN Other	MIXN	X
AN Other	ZON	X	AN Other	MIXN	X

Date of Handover:

Total No. of Trays/Bags/Bundles