



## Access User Guide Amendment notice number 048 (UGA048): York Manifest

Date: 10 May 2018

Dear Customer,

We notify you that we are changing the following User Guides in line with the associated contract as shown in the table below:

User Guide	Associated Contract Type	Contract Notice
Access Letters User Guide	Access Letters Contract	Clause 13.3.3
Wholesale Parcels User Guide	Wholesale Parcels Contract	Clause 13.3.3

The change removes the requirement for carriers to submit a York Manifest on the day of handover of their mail, if they are operating under the terms of the Acceptance by Vehicle schedule,

### Timescales

The change comes into effect from 19 November 2018, and will appear in the next published versions of the User Guides.

### Changes

1. In the Access Letters User Guide we amend Section 9.11: York Manifest to read as follows:

*“Unless you have agreed to an ‘Acceptance by Vehicle’ Schedule, you are required to submit an accurate York Manifest if you have agreed to a ‘Segregation By Format’ Schedule as part of your Contract. Figure 33 illustrates the minimum information that is required on the York Manifest.*

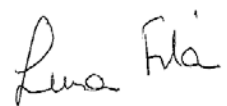
*The York Manifest must be presented in a CSV file format, or such other format as specified by us from time to time, and must be sent electronically to us by no later than 08:00am on each Handover Day. If Exceptions have been uploaded by you, creating a possible error to the 08:00 York Manifest, a second and final accurate York Manifest must be sent electronically to us by no later than 10:15am on each Handover Day.”*

2. In the Parcels User Guide we amend Section 9.10: York Manifest to read as follows:

*“Unless you have agreed to an ‘Acceptance by Vehicle’ Schedule, you are required to submit an accurate York Manifest if you have agreed to a ‘Segregation By Format’ Schedule as part of your Contract. Figure 24 illustrates the minimum information that is required on the York Manifest.*

*The York Manifest must be presented in a CSV file format, or such other format as specified by us from time to time, and must be sent electronically to us by no later than 08:00am on each Handover Day. If Exceptions have been uploaded by you, creating a possible error to the 08:00 York Manifest, a second and final accurate York Manifest must be sent electronically to us by no later than 10:15am on each Handover Day.”*

Yours sincerely,

A handwritten signature in black ink that reads "Luisa Fulci". The signature is written in a cursive style with a large initial 'L'.

Luisa Fulci  
Regulated Products Director  
Consumer and Network Access