

Consignor Live Import Specification

Version 2.5 - ISSUED



Part of



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Document Version Control

Version	Date	Detail	Author
V1.x	N/A	First Draft - No version control applied to earlier versions	UKM
V2.0	8/01/2019	<ul style="list-style-type: none"> o Update using new branding and formatting o Update service codes o Include JIC Opt In/Out 	Dave Roberts
V2.1	20/05/2020	<p><u>Added new Products:</u></p> <ul style="list-style-type: none"> o Partial Addressed Mail Bag/Tray (620 - 627) o Magazine Subscriptions Bag/Tray (628 -629) o Pollsort Tray (630) <p>Added Zonal reference in import format table</p> <p><u>Removed Products:</u></p> <ul style="list-style-type: none"> o Catalogue Mail references (584 – 603) 	Dave Roberts
V2.2	15/09/2020	Added Access 1400 Catalogue Letters/Large Letters back to the Services table	Dave Roberts
V2.3	12/10/2020	Services updated	Dave Roberts
V2.4	10/12/2020	Updated to include new Economy and Mag Sub Large Letter products	Dave Roberts
V2.5	22/12/2021	<p>Remove services no longer offered:</p> <ul style="list-style-type: none"> o Responsible E & I o A3 Packets o STL International Economy o STL 2 Day Packets (803, 827) o Renamed Services 804, 828 	Dave Roberts

Consignor Live Version Control

Version	Issued	Features
V8	2017	Mailmark
V9	27/08/2019	Zonal Arbitrage Implementation
V10	14/06/2020	Magazine Subscription, Poll Sort, Partial Addressed Mail products
V11	01/02/2021	Economy Services

File: Consignor Live Import Specification
Version: 2.5
Document Type: Procedure
Section: Customer Integrations
Status: ISSUED

Classification: Restricted
Scope/System: All
 Uncontrolled if printed
Date of revision: 22/12/2021



Introduction

Purpose

Define the data format and services required to successfully import data files into Consignor Live.

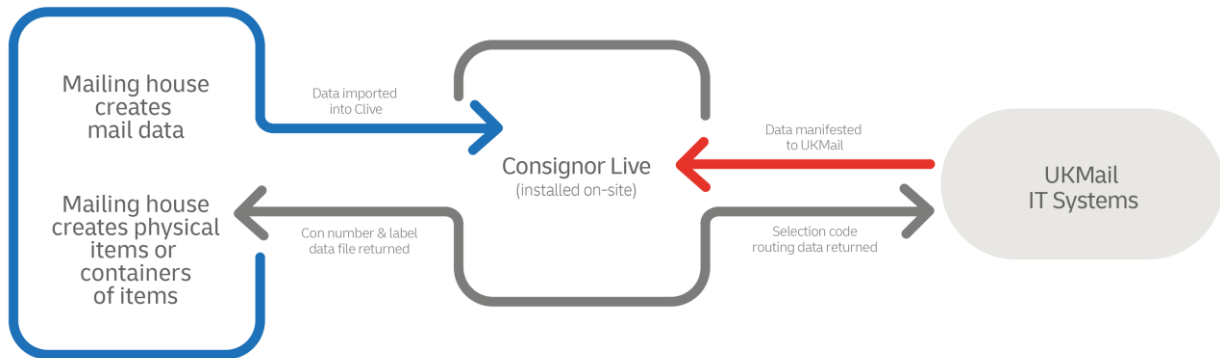
Intended Audience

Mail producers who need to produce an output file from their systems to be imported into Consignor Live.

Consignor Live Process

The UK Mail Consignor Live system collates information about the contents of mailbags/trays in a customer's mailing, prints mailbag/tray labels and then forwards the docket information to UKMail Central Systems, to be uploaded to the RM Docket Hub when enlivened by a UKMail scan of the barcode on each label.

To drive this process, the Consignor Live system needs to be fed with data from the customer/ mailing house files from your system. Consignor Live will integrate with a variety of mailsort software provided the specifications in pages 5 to 17 of this document are adhered to.



The Consignor Live system either integrates with Mailsort data at:

- o Item level or
- o Mailbag/tray level (more accurate and requires less user interaction)

Downstream Access

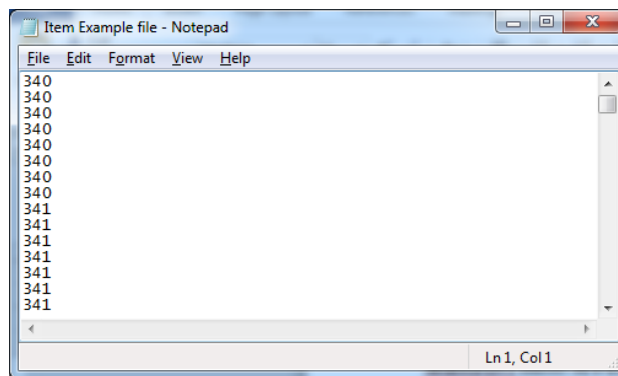
With downstream access, the accuracy of the number of items in each individual mailbag/tray is important rather than just the overall totals. For each mailbag the minimum data required to despatch through UK Mail is:

- Mailsort Selection Code.
- Number of mail items in the mailbag/tray.
- Overall weight of the mail items in the mailbag/tray.
- Service

Mailsort item level output file

The item level file needed for integration is usually the biggest file from the mailsort process and contains a line for each mail item. The file has the following contents:

- Item level file can be in CSV or TXT format
- One line for each mail item.
- Has the mailsort selection code on every line.
- Is in mailsort selection code order.



When this file is imported, the Consignor Live system just takes the selection code from every line and totals up the number of mail items for each selection code. The average item weight is entered before the file is imported (as shown right), so as the file is imported, if the total weight exceeds 10.8 kilos for a bag, 9.0 kilos for a tray or 6.4 kilos for a bundle, then extra mail bag or tray labels are produced.

Mailsort integration at bag level

Accurate item fill by bag is very important for downstream access. When importing files at an item level, the Consignor Live software will calculate the item fill per bag based on the average item weight entered. Some customer/mailling houses calculate which mail items are to go in which mailbags in advance and then edge mark the letters at the enclosing machine to enable easy accurate item fill for their operators.

In this scenario it is easier and much more accurate to send a bag/tray level file to Consignor Live. When passing data at bag/tray level, the number of items in each mail bag or tray can be accurately forwarded to Consignor Live resulting in UK Mail bag or tray labels that exactly match the edge marking or kicker on the enclosing machine.

Mailsort packages do commonly export data at bag level and to do so a custom export file is usually required. Pages 7/8 has the required file layout for passing data at bag level.

This interface details the information necessary for a mail bag or tray data to be accepted into the UK Mail network. Information that cannot be provided or is left blank will have to be either defaulted where possible or captured manually using the UK Mail Consignor Live system.

The file presented to the UK Mail Consignor Live System must be a flat ASCII file in a fixed length format. One record should be passed per bag. When multiple bags are needed for one selection code, then multiple lines should be in the file, one bag per line.

Consignor Live Accepted Import Files Lengths

Standard Consignor Live import file length	= 124 Characters + line feed carriage return
Standard Consignor Live import file length plus zonal	= 154 Characters + line feed carriage return

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Extended Consignor Live import file length
 Extended Consignor Live import file length for Zonal Optimisation

= 234 Characters + line feed carriage return
 = 235 Characters + line feed carriage return

Field Name	Type	Length	Description
SelectionCode	Alpha	10	Royal Mail Standard Selection Code. (Mandatory to accept bag/tray).
Items	Num	5	Number of Items in bag/tray. (Mandatory to accept bag/tray).
BagWeight	Num	6	Total weight of MailBag/tray in kilograms to 3 decimal places. 10012 in the data = 10.012 kg. (Mandatory to accept bag/tray).
MailFormat	Alpha	1	Mail Format i.e. L = Letters, F = Large Letters, P = Packets, B = Barcoded, O = OCRable. Can be left blank and defaulted if always the same format e.g. letters. (Mandatory to accept bag/tray).
Machineable	Alpha	1	Can mail be mechanised, Y/N, (Mandatory to accept bag/tray).
UK Mail Service Code	Alpha	3	UK Mail Service Code e.g. 501 = 70 - Letters - Bag, 551 = 1400 - Letters - Bag. See full service code listing below. (Mandatory to accept bag/tray).
UK Mail Account	Alpha	10	UK Mail Account Number to be used for this bag/tray. (Mandatory to accept bag/tray).
Mailing ID	Alpha	20	Mailing ID to group together a set of mailbags/trays into a mailing. This reference is printed on the UK Mail bag/tray label. Cannot be left blank. This reference appears on the UK Mail invoice. (Mandatory to accept bag/tray).
Customer Reference	Alpha	20	Customer's unique reference for this mailbag. This reference is commonly used as a unique bag/tray reference. It is printed on the UK Mail bag/tray label and if it also printed on the mail items it can help with accurate bag fill in the production process. This reference can also be used to track the mailbag/tray on the web. Can be left blank, but must be padded.
Alternative Ref	Alpha	20	Alternative reference for this unique mailbag/tray. Can be left blank, but must be padded. (Mandatory for Mailmark services)
Collection Date	Date	8	Date Mailbag/tray is to be collected by UK Mail. Can be left blank, in which case it will be defaulted to today's date, but must be padded. Format type DDMMYYYY
Batch/Cell ID	Alpha	20	This is an optional field that allows the breakdown of a mailing ID into further smaller sub divisions. This can be useful if a large mailing is to be split across several enclosing machines in the production process. Labels can be selected and printed by Mailing ID and Batch/Cell ID. If this field is left blank it must be padded.
From 124 Characters			Standard File Length
Zonal Item Counts	Alpha	30	This is an optional field where the zone breakdown of the mailing is specified. Example: Items for zone A are 111 Items for zone B are 222 Items for zone C are 333 Items for zone D are 444 Items for zone E are 555 (No longer used but must be padded) Items for zone Z are 666 (No longer used but must be padded)

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			The values are specified in this field as follows: "00111002220033300444" If this field is left blank it must be padded.
Standard File Plus Zonal			154 Characters
RMS Customer Reference 1	Alpha	20	This is an optional field. This is an analysis field that is passed through to Royal Mail for reporting purposes. If this field is left blank it must be padded.
RMS Customer Reference 2	Alpha	20	This is an optional field. This is an analysis field that is passed through to Royal Mail for reporting purposes. If this field is left blank it must be padded.
RMS Customer Reference 3	Alpha	20	This is an optional field. This is an analysis field that is passed through to Royal Mail for reporting purposes. If this field is left blank it must be padded.
RMS Customer Reference 4	Alpha	20	This position can be used for the JIC Opt In/Out. Must contain the word "out" to opt out of direct marketing. Otherwise, if the field is not blank, this is treated as an Opt In. If the position is blank, no option is recorded.
Total Extended Record Length		234	
Zonal Optimisation Reference	Alpha	1	Must be Z , N or blank Z denotes Zonal N denotes National
Total Extended Record Length incl. Zonal Optimisation		235	

Example Bag/tray Level File

```

303 00088008096BY727L369999 UKMORD501 UKMORD501-1
304 00108009936BY727L369999 UKMORD501 UKMORD501-2
304 00108009936BY727L369999 UKMORD501 UKMORD501-3
304 00060005520BY727L369999 UKMORD501 UKMORD501-4
305 00090008280BY727L369999 UKMORD501 UKMORD501-5
305 00025002300BY727L369999 UKMORD501 UKMORD501-6
306 00093008535BY727L369999 UKMORD501 UKMORD501-7
306 00025002300BY727L369999 UKMORD501 UKMORD501-8
307 00108009936BY727L369999 UKMORD501 UKMORD501-9
307 00089008188BY727L369999 UKMORD501 UKMORD501-10
308 00108009936BY727L369999 UKMORD501 UKMORD501-11
308 00108009936BY727L369999 UKMORD501 UKMORD501-12
308 00089008188BY727L369999 UKMORD501 UKMORD501-13
309 00094008648BY727L369999 UKMORD501 UKMORD501-14
309 00025002300BY727L369999 UKMORD501 UKMORD501-15
310 00108009936BY727L369999 UKMORD501 UKMORD501-16
310 00108009936BY727L369999 UKMORD501 UKMORD501-17
310 00039003588BY727L369999 UKMORD501 UKMORD501-18
312 00037003404BY727L369999 UKMORD501 UKMORD501-19
313 00108009936BY727L369999 UKMORD501 UKMORD501-20
313 00094008648BY727L369999 UKMORD501 UKMORD501-21
314 00087008004BY727L369999 UKMORD501 UKMORD501-22
314 00025002300BY727L369999 UKMORD501 UKMORD501-23
315 00108009936BY727L369999 UKMORD501 UKMORD501-24
315 00106009752BY727L369999 UKMORD501 UKMORD501-25
315 00025002300BY727L369999 UKMORD501 UKMORD501-26
316 00108009936BY727L369999 UKMORD501 UKMORD501-27
316 00108009936BY727L369999 UKMORD501 UKMORD501-28
316 00032002944BY727L369999 UKMORD501 UKMORD501-29
317 00108009936BY727L369999 UKMORD501 UKMORD501-30
317 00091008372BY727L369999 UKMORD501 UKMORD501-31
317 00025002300BY727L369999 UKMORD501 UKMORD501-32
318 00108009936BY727L369999 UKMORD501 UKMORD501-33
318 00108009936BY727L369999 UKMORD501 UKMORD501-34
318 00039003588BY727L369999 UKMORD501 UKMORD501-35

```

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Spoils/Remake Interface

Container Spoils

If using a bag/tray level file, then it is also possible to use the Consignor Live spoils interface. To use this facility you will need to know which bag/tray the spoils are to be deducted from on the day of collection. This must be on the day of collection because UK Mail must transmit the number of items for each bag to Royal Mail on the night of collection through the DocketHub system.

To use the spoils interface you must be using a unique bag/bag reference passed in the Customer Reference field in the bag file.

The spoils file contains one or many lines and simply contains two fields, the unique identifier for the bag you want to deduct items from (previously passed in customer reference) and the number of items you wish to deduct. An example file is shown below:

```
53773-10630-300003~10
53773-10630-300004~20
53773-10630-300005~12
```

On the first line 53773-10630-300003 is the unique bag/tray reference and 10 is the number of spoils to deduct from the previous number of items in the bag/tray.

The file is a delimited text file, the filename and file extension are configurable but the customer reference and number of items should be in this order separated by a tilde (~) delimiter as shown above.

This file should be put in the C:\Consignor Live\GatewaySpoilsIn\ folder on the Consignor Live server. It will be automatically polled for and imported depending on the file extension (usually .txt). This may vary depending on the setup.

Appendix A

Service to Mail Format Table

The following table specifies the mail format code and the options for the Machineable flag for each UK Mail service code.

Service Code	Description	Mail Format Code	Machineable	Presentation Type
501	Access 70 Letters Bag	L	Y/N	Bag

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717	Access 70 Letters ADVM Bag	L	Y/N	Bag
558	Access 70 Letters Tray	L	Y/N	Tray
769	Access 70 Letters ADVM Tray	L	Y/N	Tray
513	Access 70 Mailmark Letters Bag	L	Y	Bag
859	Access 70 Mailmark Letters ADVM Bag	L	Y	Bag
514	Access 70 Mailmark Letters Tray	L	Y	Tray
862	Access 70 Mailmark Letters ADVM Tray	L	Y	Tray
520	Access 70 OCR Letters Bag	O	Y	Bag
720	Access 70 OCR Letters ADVM Bag	O	Y	Bag
556	Access 70 OCR Letters Tray	O	Y	Tray
741	Access 70 OCR Letters ADVM Tray	O	Y	Tray
551	Access 1400 Letters Bag	L	Y/N	Bag
718	Access 1400 Letters ADVM Bag	L	Y/N	Bag
561	Access 1400 Letters Tray	L	Y/N	Tray
763	Access 1400 Letters ADVM Tray	L	Y/N	Tray
502	Access 70 Business Mail Bag	F	N	Bag
559	Access 70 Business Mail Tray	F	N	Tray
580	Access 70 General Mail Tray	F	N	Tray
581	Access 70 General Mail Bag	F	N	Bag
770	Access 70 Large Letters ADVM Tray	F	N	Tray
747	Access 70 Large Letters ADVM Bag	F	N	Bag
515	Access 70 Mailmark Business Mail Bag	F	Y	Bag
516	Access 70 Mailmark Business Mail Tray	F	Y	Tray
517	Access 70 Mailmark General Mail Bag	F	Y	Bag
518	Access 70 Mailmark General Mail Tray	F	Y	Tray
865	Access 70 Mailmark Large Letters ADVM Bag	F	Y	Bag
868	Access 70 Mailmark Large Letters ADVM Tray	F	Y	Tray
510	Access 70 OCR General Mail Bag	F	Y	Bag
583	Access 70 OCR General Mail Tray	F	Y	Tray
522	Access 70 OCR Business Mail Bag	F	Y	Bag
523	Access 70 OCR Business Mail Tray	F	Y	Tray

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775	Access 70 OCR Large Letters ADVM Bag	F	Y	Bag
778	Access 70 OCR Large Letters ADVM Tray	F	Y	Tray
552	Access 1400 Business Mail Bag	F	N	Bag
560	Access 1400 General Mail Bag	F	N	Bag
582	Access 1400 General Mail Tray	F	N	Tray
562	Access 1400 Business Mail Tray	F	N	Tray
748	Access 1400 Large Letter ADVM Bag	F	N	Bag
764	Access 1400 Large Letter ADVM Tray	F	N	Tray
503	Access 70 Packets Bag	P	N	Bag
553	Access 1400 Packets Bag	P	N	Bag
584	Access 1400 Catalogue Letters Bag	L	Y/N	Bag
585	Access 1400 Catalogue Letters Tray	L	Y/N	Tray
586	Access 1400 Catalogue Large Letters Bag	F	N	Bag
587	Access 1400 Catalogue Large Letters Tray	F	N	Tray
620	Access 70 Mailmark Partial Addressed Letters Bag	L	Y	Bag
621	Access 70 Mailmark Partial Addressed Letters Tray	L	Y	Tray
622	Access 1400 Partial Addressed Letters Bag	L	Y/N	Bag
623	Access 1400 Partial Addressed Letters Tray	L	Y/N	Tray
626	Access 70 Mailmark Partial Addressed Large Letters Bag	F	Y	Bag
627	Access 70 Mailmark Partial Addressed Large Letters Tray	F	Y	Tray
628	Access 70 Mailmark Magazine Subscriptions Large Letters Bag	F	Y	Bag
629	Access 70 Mailmark Magazine Subscriptions Large Letters Tray	F	Y	Tray
635	Access 70 Magazine Subscription Large Letter Manual Bag	F	N	Bag
636	Access 70 Magazine Subscription Large Letter Manual Tray	F	N	Tray
630	Pollsort Letters Manual Tray	L	N	Tray
631	Access 70 Economy Mailmark Letter Bag	L	Y	Bag
632	Access 70 Economy Mailmark Letter Tray	L	Y	Tray

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638	Access 70 Economy Mailmark Letter ADVM Bag	L	Y	Bag
639	Access 70 Economy Mailmark Letter ADVM Tray	L	Y	Tray
633	Access 70 Economy Partial Addressed Mailmark Letter Bag	L	Y	Bag
634	Access 70 Economy Partial Addressed Mailmark Letter Tray	L	Y	Tray
871	STL 2 Day Letters declared as Mailmark Bag	L	N	Bag
783	STL 2 Day Letters declared as OCR Bag	L	N	Bag
787	STL 2 Day Letters declared as Mech Bag	L	N	Bag
797	STL 2 Day Letters declared as Mixed Bag	L	N	Bag
872	STL 2 Day Letters declared as Mailmark Tray	L	N	Tray
807	STL 2 Day Letters declared as OCR Tray	L	N	Tray
811	STL 2 Day Letters declared as Mech Tray	L	N	Tray
821	STL 2 Day Letters declared as Mixed Tray	L	N	Tray
877	STL 3 Day Letters declared as Mailmark Bag	L	N	Bag
785	STL 3 Day Letters declared as OCR Bag	L	N	Bag
789	STL 3 Day Letters declared as Mech Bag	L	N	Bag
794	STL 3 Day Letters declared as HANDSORT Bag	L	N	Bag
800	STL 3 Day Letters declared as Mixed Bag	L	N	Bag
878	STL 3 Day Letters declared as Mailmark Tray	L	N	Tray
809	STL 3 Day Letters declared as OCR Tray	L	N	Tray
813	STL 3 Day Letters declared as MECH Tray	L	N	Tray
818	STL 3 Day Letters declared as HANDSORT Tray	L	N	Tray
824	STL 3 Day Letters declared as MIXED Tray	L	N	Tray
875	STL 2 Day General Mail declared as Mailmark Bag	F	N	Bag
701	STL 2 Day General Mail declared as OCR Bag	F	N	Bag
703	STL 2 Day General Mail declared as MECH Bag	F	N	Bag
876	STL 2 Day General Mail declared as Mailmark Tray	F	N	Tray
709	STL 2 Day General Mail declared as OCR Tray	F	N	Tray

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711	STL 2 Day General Mail declared as MECH Tray	F	N	Tray
873	STL 2 Day Business Mail declared as Mailmark Bag	F	N	Bag
784	STL 2 Day Business Mail declared as OCR Bag	F	N	Bag
788	STL 2 Day Business Mail declared as MECH Bag	F	N	Bag
874	STL 2 Day Business Mail declared as Mailmark Tray	F	N	Tray
808	STL 2 Day Business Mail declared as OCR Tray	F	N	Tray
812	STL 2 Day Business Mail declared as MECH Tray	F	N	Tray
881	STL 3 Day General Mail declared as Mailmark Bag	F	N	Bag
702	STL 3 Day General Mail declared as OCR Bag	F	N	Bag
704	STL 3 Day General Mail declared as MECH Bag	F	N	Bag
706	STL 3 Day General Mail declared as MIXED Bag	F	N	Bag
708	STL 3 Day General Mail declared as HANDSORT Bag	F	N	Bag
882	STL 3 Day General Mail declared as Mailmark Tray	F	N	Tray
710	STL 3 Day General Mail declared as OCR Tray	F	N	Tray
712	STL 3 Day General Mail declared as MECH Tray	F	N	Tray
714	STL 3 Day General Mail declared as HANDSORT Tray	F	N	Tray
716	STL 3 Day General Mail declared as MIXED Tray	F	N	Tray
879	STL 3 Day Business Mail declared as Mailmark Bag	F	N	Bag
786	STL 3 Day Business Mail declared as OCR Bag	F	N	Bag
790	STL 3 Day Business Mail declared as MECH Bag	F	N	Bag
795	STL 3 Day Business Mail declared as HANDSORT Bag	F	N	Bag
801	STL 3 Day Business Mail declared as MIXED Bag	F	N	Bag

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880	STL 3 Day Business Mail declared as Mailmark Tray	F	N	Tray
810	STL 3 Day Business Mail declared as OCR Tray	F	N	Tray
814	STL 3 Day Business Mail declared as MECH Tray	F	N	Tray
819	STL 3 Day Business Mail declared as HANDSORT Tray	F	N	Tray
825	STL 3 Day Business Mail declared as MIXED Tray	F	N	Tray
796	STL 3 Day Packets declared as HANDSORT Bag	P	N	Bag
802	STL 3 Day Packets declared as MIXED Bag	P	N	Bag
820	STL 3 Day Packets declared as HANDSORT Tray	P	N	Tray
826	STL 3 Day Packets declared as MIXED Tray	P	N	Tray
804	STL 3 Day Packets declared as MIXED Bag	P	N	Bag
828	STL 3 Day Packets declared as MIXED Tray	P	N	Tray
829	International Priority Letters Bag	L	N	Bag
834	International Priority Letters Tray	L	N	Tray
830	International Priority Large Letters Bag	F	N	Bag
835	International Priority Large Letters Tray	F	N	Tray
831	International Priority Packets Bag	P	N	Bag
832	International Priority Mixed Bag	P	N	Bag
836	International Priority Packets Tray	P	N	Tray
837	International Priority Mixed Tray	P	N	Tray

Where Machineable is Y/N, Y or N should be used dependent on whether the mail is suitable for Royal Mail Walk Sequencing machines.