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Consignor Live Import Specification Version 2.6

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DOCUMENT VERSION CONTROL

| Version | Date | Detail | Author |
|---------|------------|---|--------------|
| v1.x | unknown | First Draft - No version control applied to earlier versions | UKM |
| v2.0 | 8/01/2019 | Update using new branding and formatting Update service codes Include JIC Opt In/Out | Dave Roberts |
| v2.1 | 20/05/2020 | Added new Products: Partial Addressed Mail Bag/Tray (620 - 627) Magazine Subscriptions Bag/Tray (628 -629) Pollsort Tray (630) Added Zonal reference in import format table Removed Products: 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 | Remove services no longer offered: Responsible E & I A3 Packets STL International Economy STL 2 Day Packets (803, 827) Renamed Services 804, 828 | Dave Roberts |
| v2.6 | 31/01/2025 | Services updated | Graham Day |

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 |
| v12 | 30/11/2024 | Unsorted 5 day ADVN & MECH Services |

INTRODUCTION

Purpose

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

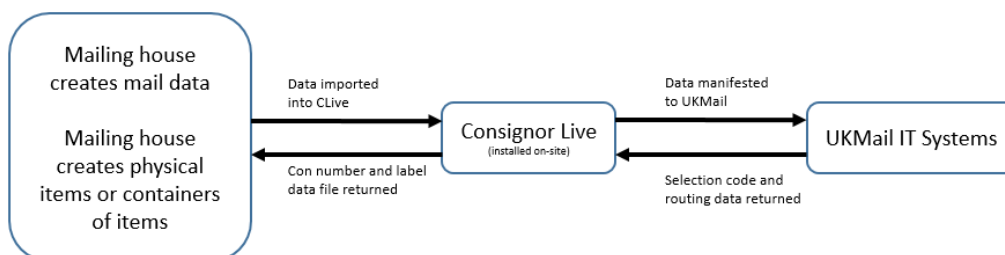
Intended Audience

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

Consignor Live Process

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

To drive this process, the CLive system is fed with data from the customer/mailing house mailsort systems. CLive integrates with your existing mailsort software by importing flat text data files from your system. CLive integrates with a variety of mailsort software; provided the specifications in pages 5 to 17 of this document are adhered to.



The CLive system either integrates with Mailsort data at:
Item level or Mailbag/tray level (more accurate & requires less user interaction)

Downstream Access

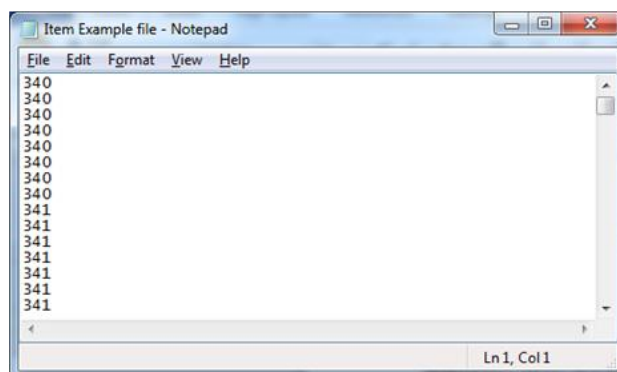
With downstream access, the accuracy of the number of items in each individual mailbag/tray is important rather than just the overall totals. For each mailbag the minimum data required to despatch through UK Mail is:

- 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 & contains a line for each mail item. The file has the following contents:

- Item level file may 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 CLive system just takes the selection code from every line & totals up the number of mail items for each selection code. The average item weight is entered before the file is imported (as shown below), 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.

Import Mailsort Line Listing

Profile

☒ Existing Profile: EXAMPLE TEST

☐ New Profile:

Mailsort

Schema: test Schema Manager...

Import Directory: C:\Users\jaychapman\Documents\Consignor Live\Item Import Browse...

File Extension (e.g. *.csv): *.txt

Defaults

Invoice Account: F371120 - RED MIST (1) IT TESTING (ANDY)

Access Mail Type: Access 70 Presented As: Bag

Mail Format: Letters Machineable: ☐

Environmental Mail Option: Not Applicable Declared Types: MECH

Unsorted Mail Type: Standard Tariff Business Class (2 Day)

Av. Item Weight (g): 30

Mailing ID: Example line listing

Bag Reference:

Progress

Import Save Cancel

MAILSORT INTEGRATION AT BAG LEVEL

Accurate item fill by bag is very important for downstream access. When importing files at an item level, the CLive 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 & then edge mark the letters at the enclosing machine to enable easy accurate item fill for their operators.

In this scenario it is easier, & much more accurate, to send a bag/tray level file to CLive. When passing data at bag/tray level, the number of items in each mail bag or tray can be accurately forwarded to CLive 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 & to do so a custom export file is usually required. Pages 6/7 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, which cannot be provided or is left blank, will have to be either defaulted where possible or captured manually using the UK Mail CLive system.

The file presented to the UK Mail CLive 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

Extended Consignor Live import file length

= 234 Characters + line feed carriage return

Extended Consignor Live import file length for Zonal Optimisation

= 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. 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. See full service code listing below. (Mandatory to accept bag/tray). |
| UK Mail Account | Alpha | 10 | UK Mail Acct. No. 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's printed on the UK Mail bag/tray label & 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 (aka SPARE8 for items) | 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. May be left blank, in which case it will default to today's date, but must be padded. Format type DDMMYYYY |
| Batch/Cell ID | Alpha | 20 | Optional field allowing the breakdown of a mailing ID into further sub divisions. This may be useful if a large mailing is split across several enclosing machines in the production process. Labels may be selected & printed by Mailing ID & Batch/Cell ID. If 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: If the number of items for zone A = 111, zone B = 222, zone C = 333, zone D = 444, zone E = 555 (No longer used but must be padded) & zone Z = 666 The values are specified in this field as follows: 00111002220033300444 00666 If this field is left blank it must be padded. |
| Standard File Plus Zonal | | | 154 Characters |
| RMS Customer Reference 1 | Alpha | 20 | Optional field. This is an analysis field that's passed through to Royal Mail for reporting purposes. If left blank it must be padded. Optional field. This is an analysis field that's passed through to Royal Mail for reporting purposes. If left blank it must be padded. Optional field. This is an analysis field that's passed through to Royal Mail for reporting purposes. If left blank it must be padded. 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. |
| RMS Customer Reference 2 | Alpha | 20 | |
| RMS Customer Reference 3 | Alpha | 20 | |
| RMS Customer Reference 4 | Alpha | 20 | |
| 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

| | | | | | |
|----|-------|-----|------------------|-----------------|--|
| 1 | 30400 | 14 | 420LY514Z123456 | 231229100524121 | GZ123456t30452100001GZ123456t30452100001 |
| 2 | 30700 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100002GZ123456t30452100002 |
| 3 | 31000 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100003GZ123456t30452100003 |
| 4 | 31300 | 121 | 3630LY514Z123456 | 231229100524121 | GZ123456t30452100004GZ123456t30452100004 |
| 5 | 31600 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100005GZ123456t30452100005 |
| 6 | 39300 | 81 | 2430LY514Z123456 | 231229100524121 | GZ123456t30452100006GZ123456t30452100006 |
| 7 | 39400 | 5 | 150LY514Z123456 | 231229100524121 | GZ123456t30452100007GZ123456t30452100007 |
| 8 | 40400 | 110 | 3300LY514Z123456 | 231229100524121 | GZ123456t30452100008GZ123456t30452100008 |
| 9 | 38800 | 84 | 2520LY514Z123456 | 231229100524121 | GZ123456t30452100009GZ123456t30452100009 |
| 10 | 38900 | 169 | 5070LY514Z123456 | 231229100524121 | GZ123456t30452100010GZ123456t30452100010 |
| 11 | 40200 | 71 | 2130LY514Z123456 | 231229100524121 | GZ123456t30452100011GZ123456t30452100011 |
| 12 | 40300 | 98 | 2940LY514Z123456 | 231229100524121 | GZ123456t30452100012GZ123456t30452100012 |
| 13 | 39600 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100013GZ123456t30452100013 |
| 14 | 39800 | 117 | 3510LY514Z123456 | 231229100524121 | GZ123456t30452100014GZ123456t30452100014 |
| 15 | 35800 | 183 | 5490LY514Z123456 | 231229100524121 | GZ123456t30452100015GZ123456t30452100015 |
| 16 | 36000 | 198 | 5940LY514Z123456 | 231229100524121 | GZ123456t30452100016GZ123456t30452100016 |
| 17 | 36300 | 144 | 4320LY514Z123456 | 231229100524121 | GZ123456t30452100017GZ123456t30452100017 |
| 18 | 36700 | 151 | 4530LY514Z123456 | 231229100524121 | GZ123456t30452100018GZ123456t30452100018 |
| 19 | 36900 | 149 | 4470LY514Z123456 | 231229100524121 | GZ123456t30452100019GZ123456t30452100019 |
| 20 | 37500 | 182 | 5460LY514Z123456 | 231229100524121 | GZ123456t30452100020GZ123456t30452100020 |
| 21 | 37700 | 57 | 1710LY514Z123456 | 231229100524121 | GZ123456t30452100021GZ123456t30452100021 |
| 22 | 37800 | 98 | 2940LY514Z123456 | 231229100524121 | GZ123456t30452100022GZ123456t30452100022 |
| 23 | 38400 | 197 | 5910LY514Z123456 | 231229100524121 | GZ123456t30452100023GZ123456t30452100023 |
| 24 | 38500 | 50 | 1500LY514Z123456 | 231229100524121 | GZ123456t30452100024GZ123456t30452100024 |
| 25 | 31800 | 106 | 3180LY514Z123456 | 231229100524121 | GZ123456t30452100025GZ123456t30452100025 |
| 26 | 31900 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100026GZ123456t30452100026 |
| 27 | 32200 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100027GZ123456t30452100027 |
| 28 | 32400 | 186 | 5580LY514Z123456 | 231229100524121 | GZ123456t30452100028GZ123456t30452100028 |
| 29 | 32500 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100029GZ123456t30452100029 |
| 30 | 32700 | 188 | 5640LY514Z123456 | 231229100524121 | GZ123456t30452100030GZ123456t30452100030 |
| 31 | 32900 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100031GZ123456t30452100031 |
| 32 | 33000 | 189 | 5670LY514Z123456 | 231229100524121 | GZ123456t30452100032GZ123456t30452100032 |
| 33 | 33900 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100033GZ123456t30452100033 |
| 34 | 33300 | 31 | 930LY514Z123456 | 231229100524121 | GZ123456t30452100034GZ123456t30452100034 |
| 35 | 33400 | 175 | 5250LY514Z123456 | 231229100524121 | GZ123456t30452100035GZ123456t30452100035 |
| 36 | 33600 | 173 | 5190LY514Z123456 | 231229100524121 | GZ123456t30452100036GZ123456t30452100036 |
| 37 | 33800 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100037GZ123456t30452100037 |
| 38 | 35500 | 91 | 2730LY514Z123456 | 231229100524121 | GZ123456t30452100038GZ123456t30452100038 |
| 39 | 35700 | 94 | 2820LY514Z123456 | 231229100524121 | GZ123456t30452100039GZ123456t30452100039 |
| 40 | 34300 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100040GZ123456t30452100040 |
| 41 | 34400 | 42 | 1260LY514Z123456 | 231229100524121 | GZ123456t30452100041GZ123456t30452100041 |
| 42 | 34500 | 50 | 1500LY514Z123456 | 231229100524121 | GZ123456t30452100042GZ123456t30452100042 |
| 43 | 34600 | 200 | 6000LY514Z123456 | 231229100524121 | GZ123456t30452100043GZ123456t30452100043 |
| 44 | 34700 | 178 | 5340LY514Z123456 | 231229100524121 | GZ123456t30452100044GZ123456t30452100044 |
| 45 | 35200 | 161 | 4830LY514Z123456 | 231229100524121 | GZ123456t30452100045GZ123456t30452100045 |
| 46 | 999** | 3 | 90LY811Z123456 | 231229100524121 | GZ123456t30452100046GZ123456t30452100046 |

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 & simply contains two fields, the unique identifier for the bag you want to deduct items from (previously passed in customer reference) & 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 & 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 & file extension are configurable but the customer reference & 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 & imported depending on the file extension (usually .txt). This may vary depending on the setup.

APPENDIX A

Service to Mail Format Table (listed alphabetically by Description)

This table specifies the mail format code & the options for the Machineable flag for each UK Mail service code. Royal Mail OBA/DocketHub/Product codes included, for reference.

| Service Code | DocketHub Nat/Zon (for reference) | Service Description – Presentation Type | Mail Format Code | Machineable |
|--------------|---|---|------------------|-------------|
| 747 | DTT/ZE5 | Access 70 ADVM Large Letters (Manual) - Bag | F | N |
| 770 | DXG/ZJB | Access 70 ADVM Large Letters (Manual) - Tray | F | N |
| 717 | DUJ/ZFS | Access 70 ADVM Letters (Manual) - Bag | L | Y/N |
| 769 | DW5/ZH4 | Access 70 ADVM Letters (Manual) - Tray | L | Y/N |
| 502 | DS2/ZD2 | Access 70 Business Mail Large Letters - Bag | F | N |
| 559 | DXB/ZIV | Access 70 Business Mail Large Letters - Tray | F | N |
| 599 | DAP/ZBO | Access 70 Catalogue Large Letters (Manual) - Bag | F | Y |
| 598 | DAQ/ZBP | Access 70 Catalogue Large Letters (Manual) - Tray | F | Y |
| 593 | DAJ/ZBI | Access 70 Catalogue Letters (Manual) - Bag | L | Y |
| 592 | DAK/ZBJ | Access 70 Catalogue Letters (Manual) - Tray | L | Y |
| 501 | DS1/ZD1 | Access 70 Letters - Bag | L | Y/N |
| 558 | DVV/ZGU | Access 70 Letters - Tray | L | Y/N |
| 635 | DKI/ZLO | Access 70 Magazine Subscription Manual Large Letters - Bag | F | N |
| 636 | DKH/ZLN | Access 70 Magazine Subscription Manual Large Letters - Tray | F | N |
| 865 | DCA/ZJ1 | Access 70 Mailmark ADVM Large Letters - Bag | F | Y |
| 868 | DCB/ZJ2 | Access 70 Mailmark ADVM Large Letters - Tray | F | Y |
| 859 | DX5/ZMZ | Access 70 Mailmark ADVM Letters - Bag | L | Y |
| 862 | DX4/ZMY | Access 70 Mailmark ADVM Letters - Tray | L | Y |
| 515 | DCH/ZJ5 | Access 70 Mailmark Business Mail Large Letters - Bag | F | Y |
| 516 | DCI/ZJ6 | Access 70 Mailmark Business Mail Large Letters - Tray | F | Y |
| 638 | DJX/ZLC | Access 70 Mailmark Economy ADVM Letters - Bag | L | Y |
| 639 | DJW/ZLB | Access 70 Mailmark Economy ADVM Letters - Tray | L | Y |
| 631 | DJV/ZLA | Access 70 Mailmark Economy Letters - Bag | L | Y |
| 632 | DJU/ZCY | Access 70 Mailmark Economy Letters - Tray | L | Y |
| 633 | DKD/ZLI | Access 70 Mailmark Economy Partial Addressed Letters - Bag | L | Y |
| 634 | DKC/ZLH | Access 70 Mailmark Economy Partial Addressed Letters - Tray | L | Y |
| 517 | DCF/ZJ4 | Access 70 Mailmark General Mail Large Letters - Bag | F | Y |
| 518 | DYY/ZKS | Access 70 Mailmark General Mail Large Letters - Tray | F | Y |
| 645 | DL3/ZL7 | Access 70 Mailmark General Mail Manual Large Letters - Bag | F | Y |
| 644 | DL1/ZL5 | Access 70 Mailmark General Mail Manual Large Letters - Tray | F | Y |
| 513 | DZY/ZNF | Access 70 Mailmark Letters - Bag | L | Y |
| 514 | DZX/ZNE | Access 70 Mailmark Letters - Tray | L | Y |
| 628 | DJA/ZSA | Access 70 Mailmark Magazine Subscriptions Large Letters - Bag | F | Y |
| 629 | DJB/ZSB | Access 70 Mailmark Magazine Subscriptions Large Letters - Tray | F | Y |
| 646 | DN7/ZT1 | Access 70 Mailmark Manual Packets - Bag | P | N |
| 626 | DFK/ZZN | Access 70 Mailmark Partial Addressed Large Letters - Bag | F | Y |
| 627 | DFL/ZZO | Access 70 Mailmark Partial Addressed Large Letters - Tray | F | Y |
| 620 | DFI/ZZL | Access 70 Mailmark Partial Addressed Letters - Bag | L | Y |
| 621 | DFJ/ZZM | Access 70 Mailmark Partial Addressed Letters - Tray | L | Y |
| 830 | | International Priority Large Letters - Bag | F | N |
| 835 | | International Priority Large Letters - Tray | F | N |
| 829 | | International Priority Letters - Bag | L | N |
| 834 | | International Priority Letters - Tray | L | N |
| 832 | | International Priority Mixed Packets - Bag | P | N |
| 837 | | International Priority Mixed Packets - Tray | P | N |
| 831 | | International Priority Packets - Bag | P | N |
| 836 | | International Priority Packets - Tray | P | N |
| 630 | DAT/ZBT | Pollsort Manual Letters - Tray | L | N |
| 873 | | STL 2 Day Business Mail declared as Mailmark Large Letters - Bag | F | N |
| 874 | | STL 2 Day Business Mail declared as Mailmark Large Letters - Tray | F | N |
| 788 | | STL 2 Day Business Mail declared as Mech Large Letters - Bag | F | N |
| 812 | | STL 2 Day Business Mail declared as Mech Large Letters - Tray | F | N |
| 871 | | STL 2 Day declared as Mailmark Letters - Bag | L | N |
| 872 | | STL 2 Day declared as Mailmark Letters - Tray | L | N |
| 787 | | STL 2 Day declared as Mech Letters - Bag | L | N |
| 811 | | STL 2 Day declared as Mech Letters - Tray | L | N |
| 797 | | STL 2 Day declared as Mixed Letters - Bag | L | N |
| 821 | | STL 2 Day declared as Mixed Letters - Tray | L | N |
| 875 | | STL 2 Day General Mail declared as Mailmark Large Letters - Bag | F | N |
| 876 | | STL 2 Day General Mail declared as Mailmark Large Letters - Tray | F | N |
| 703 | | STL 2 Day General Mail declared as Mech Large Letters - Bag | F | N |

| Service Code | DocketHub Nat/Zon (for reference) | Service Description – Presentation Type | Mail Format Code | Machineable |
|--------------|---|---|------------------|-------------|
| 711 | | STL 2 Day General Mail declared as Mech Large Letters - Tray | F | N |
| 795 | | STL 3 Day Business Mail declared as Handsort Large Letters - Bag | F | N |
| 819 | | STL 3 Day Business Mail declared as Handsort Large Letters - Tray | F | N |
| 879 | | STL 3 Day Business Mail declared as Mailmark Large Letters - Bag | F | N |
| 880 | | STL 3 Day Business Mail declared as Mailmark Large Letters - Tray | F | N |
| 790 | | STL 3 Day Business Mail declared as Mech Large Letters - Bag | F | N |
| 814 | | STL 3 Day Business Mail declared as Mech Large Letters - Tray | F | N |
| 801 | | STL 3 Day Business Mail declared as Mixed Large Letters - Bag | F | N |
| 825 | | STL 3 Day Business Mail declared as Mixed Large Letters - Tray | F | N |
| 794 | | STL 3 Day declared as Handsort Letters - Bag | L | N |
| 818 | | STL 3 Day declared as Handsort Letters - Tray | L | N |
| 796 | | STL 3 Day declared as Handsort Packets - Bag | P | N |
| 820 | | STL 3 Day declared as Handsort Packets - Tray | P | N |
| 877 | | STL 3 Day declared as Mailmark Letters - Bag | L | N |
| 878 | | STL 3 Day declared as Mailmark Letters - Tray | L | N |
| 789 | | STL 3 Day declared as Mech Letters - Bag | L | N |
| 813 | | STL 3 Day declared as Mech Letters - Tray | L | N |
| 800 | | STL 3 Day declared as Mixed Letters - Bag | L | N |
| 824 | | STL 3 Day declared as Mixed Letters - Tray | L | N |
| 802 | | STL 3 Day declared as Mixed Packets - Bag | P | N |
| 804 | | STL 3 Day declared as Mixed Packets - Bag | P | N |
| 826 | | STL 3 Day declared as Mixed Packets - Tray | P | N |
| 828 | | STL 3 Day declared as Mixed Packets - Tray | P | N |
| 708 | | STL 3 Day General Mail declared as Handsort Large Letters - Bag | F | N |
| 714 | | STL 3 Day General Mail declared as Handsort Large Letters - Tray | F | N |
| 881 | | STL 3 Day General Mail declared as Mailmark Large Letters - Bag | F | N |
| 882 | | STL 3 Day General Mail declared as Mailmark Large Letters - Tray | F | N |
| 704 | | STL 3 Day General Mail declared as Mech Large Letters - Bag | F | N |
| 712 | | STL 3 Day General Mail declared as Mech Large Letters - Tray | F | N |
| 706 | | STL 3 Day General Mail declared as Mixed Large Letters - Bag | F | N |
| 716 | | STL 3 Day General Mail declared as Mixed Large Letters - Tray | F | N |
| 650 | | STL 5 Day 70 Mailmark Economy Letters - Tray | L | N |

The Machineable type is Y, N or Y/N depending on the Royal Mail specifications for machinable Letters & Large Letters. Please ensure any machinable items meet this requirement.

Service to Mail Format Table (listed ascending by Service Code)

This table specifies the mail format code & the options for the Machineable flag for each UK Mail service code. Royal Mail OBA/DocketHub/Product codes included, for reference..

| Service Code | DocketHub Nat/Zon (for reference) | Service Description – Presentation Type | Mail Format Code | Machineable |
|--------------|---|---|------------------|-------------|
| 501 | DS1/ZD1 | Access 70 Letters - Bag | L | Y/N |
| 502 | DS2/ZD2 | Access 70 Business Mail Large Letters - Bag | F | N |
| 513 | DZY/ZNF | Access 70 Mailmark Letters - Bag | L | Y |
| 514 | DZX/ZNE | Access 70 Mailmark Letters - Tray | L | Y |
| 515 | DCH/ZJ5 | Access 70 Mailmark Business Mail Large Letters - Bag | F | Y |
| 516 | DCI/ZJ6 | Access 70 Mailmark Business Mail Large Letters - Tray | F | Y |
| 517 | DCF/ZJ4 | Access 70 Mailmark General Mail Large Letters - Bag | F | Y |
| 518 | DYY/ZKS | Access 70 Mailmark General Mail Large Letters - Tray | F | Y |
| 558 | DVV/ZGU | Access 70 Letters - Tray | L | Y/N |
| 559 | DXB/ZIV | Access 70 Business Mail Large Letters - Tray | F | N |
| 592 | DAK/ZBJ | Access 70 Catalogue Letters (Manual) - Tray | L | Y |
| 593 | DAJ/ZBI | Access 70 Catalogue Letters (Manual) - Bag | L | Y |
| 598 | DAQ/ZBP | Access 70 Catalogue Large Letters (Manual) - Tray | F | Y |
| 599 | DAP/ZBO | Access 70 Catalogue Large Letters (Manual) - Bag | F | Y |
| 620 | DFI/ZZL | Access 70 Mailmark Partial Addressed Letters - Bag | L | Y |
| 621 | DFJ/ZZM | Access 70 Mailmark Partial Addressed Letters - Tray | L | Y |
| 626 | DFK/ZZN | Access 70 Mailmark Partial Addressed Large Letters - Bag | F | Y |
| 627 | DFL/ZZO | Access 70 Mailmark Partial Addressed Large Letters - Tray | F | Y |
| 628 | DJA/ZSA | Access 70 Mailmark Magazine Subscriptions Large Letters - Bag | F | Y |
| 629 | DJB/ZSB | Access 70 Mailmark Magazine Subscriptions Large Letters - Tray | F | Y |
| 630 | DAT/ZBT | Pollsort Manual Letters - Tray | L | N |
| 631 | DJV/ZLA | Access 70 Mailmark Economy Letters - Bag | L | Y |
| 632 | DJU/ZCY | Access 70 Mailmark Economy Letters - Tray | L | Y |
| 633 | DKD/ZLI | Access 70 Mailmark Economy Partial Addressed Letters - Bag | L | Y |
| 634 | DKC/ZLH | Access 70 Mailmark Economy Partial Addressed Letters - Tray | L | Y |
| 635 | DKI/ZLO | Access 70 Magazine Subscription Manual Large Letters - Bag | F | N |
| 636 | DKH/ZLN | Access 70 Magazine Subscription Manual Large Letters - Tray | F | N |
| 638 | DJX/ZLC | Access 70 Mailmark Economy ADVM Letters - Bag | L | Y |
| 639 | DJW/ZLB | Access 70 Mailmark Economy ADVM Letters - Tray | L | Y |
| 644 | DL1/ZL5 | Access 70 Mailmark General Mail Manual Large Letters - Tray | F | Y |
| 645 | DL3/ZL7 | Access 70 Mailmark General Mail Manual Large Letters - Bag | F | Y |
| 646 | DN7/ZT1 | Access 70 Mailmark Manual Packets - Bag | P | N |
| 650 | | STL 5 Day 70 Mailmark Economy Letters - Tray | L | N |
| 703 | | STL 2 Day General Mail declared as Mech Large Letters - Bag | F | N |
| 704 | | STL 3 Day General Mail declared as Mech Large Letters - Bag | F | N |
| 706 | | STL 3 Day General Mail declared as Mixed Large Letters - Bag | F | N |
| 708 | | STL 3 Day General Mail declared as Handsort Large Letters - Bag | F | N |
| 711 | | STL 2 Day General Mail declared as Mech Large Letters - Tray | F | N |
| 712 | | STL 3 Day General Mail declared as Mech Large Letters - Tray | F | N |
| 714 | | STL 3 Day General Mail declared as Handsort Large Letters - Tray | F | N |
| 716 | | STL 3 Day General Mail declared as Mixed Large Letters - Tray | F | N |
| 717 | DUJ/ZFS | Access 70 ADVM Letters (Manual) - Bag | L | Y/N |
| 747 | DTT/ZE5 | Access 70 ADVM Large Letters (Manual) - Bag | F | N |
| 769 | DW5/ZH4 | Access 70 ADVM Letters (Manual) - Tray | L | Y/N |
| 770 | DXG/ZJB | Access 70 ADVM Large Letters (Manual) - Tray | F | N |
| 787 | | STL 2 Day declared as Mech Letters - Bag | L | N |
| 788 | | STL 2 Day Business Mail declared as Mech Large Letters - Bag | F | N |
| 789 | | STL 3 Day declared as Mech Letters - Bag | L | N |
| 790 | | STL 3 Day Business Mail declared as Mech Large Letters - Bag | F | N |
| 794 | | STL 3 Day declared as Handsort Letters - Bag | L | N |
| 795 | | STL 3 Day Business Mail declared as Handsort Large Letters - Bag | F | N |
| 796 | | STL 3 Day declared as Handsort Packets - Bag | P | N |
| 797 | | STL 2 Day declared as Mixed Letters - Bag | L | N |
| 800 | | STL 3 Day declared as Mixed Letters - Bag | L | N |
| 801 | | STL 3 Day Business Mail declared as Mixed Large Letters - Bag | F | N |
| 802 | | STL 3 Day declared as Mixed Packets - Bag | P | N |
| 804 | | STL 3 Day declared as Mixed Packets - Bag | P | N |
| 811 | | STL 2 Day declared as Mech Letters - Tray | L | N |
| 812 | | STL 2 Day Business Mail declared as Mech Large Letters - Tray | F | N |
| 813 | | STL 3 Day declared as Mech Letters - Tray | L | N |
| 814 | | STL 3 Day Business Mail declared as Mech Large Letters - Tray | F | N |
| 818 | | STL 3 Day declared as Handsort Letters - Tray | L | N |
| 819 | | STL 3 Day Business Mail declared as Handsort Large Letters - Tray | F | N |
| 820 | | STL 3 Day declared as Handsort Packets - Tray | P | N |

| Service Code | DocketHub Nat/Zon (for reference) | Service Description – Presentation Type | Mail Format Code | Machineable |
|--------------|---|---|------------------|-------------|
| 821 | | STL 2 Day declared as Mixed Letters - Tray | L | N |
| 824 | | STL 3 Day declared as Mixed Letters - Tray | L | N |
| 825 | | STL 3 Day Business Mail declared as Mixed Large Letters - Tray | F | N |
| 826 | | STL 3 Day declared as Mixed Packets - Tray | P | N |
| 828 | | STL 3 Day declared as Mixed Packets - Tray | P | N |
| 829 | | International Priority Letters - Bag | L | N |
| 830 | | International Priority Large Letters - Bag | F | N |
| 831 | | International Priority Packets - Bag | P | N |
| 832 | | International Priority Mixed Packets - Bag | P | N |
| 834 | | International Priority Letters - Tray | L | N |
| 835 | | International Priority Large Letters - Tray | F | N |
| 836 | | International Priority Packets - Tray | P | N |
| 837 | | International Priority Mixed Packets - Tray | P | N |
| 859 | DX5/ZMZ | Access 70 Mailmark ADVN Letters - Bag | L | Y |
| 862 | DX4/ZMY | Access 70 Mailmark ADVN Letters - Tray | L | Y |
| 865 | DCA/ZJ1 | Access 70 Mailmark ADVN Large Letters - Bag | F | Y |
| 868 | DCB/ZJ2 | Access 70 Mailmark ADVN Large Letters - Tray | F | Y |
| 871 | | STL 2 Day declared as Mailmark Letters - Bag | L | N |
| 872 | | STL 2 Day declared as Mailmark Letters - Tray | L | N |
| 873 | | STL 2 Day Business Mail declared as Mailmark Large Letters - Bag | F | N |
| 874 | | STL 2 Day Business Mail declared as Mailmark Large Letters - Tray | F | N |
| 875 | | STL 2 Day General Mail declared as Mailmark Large Letters - Bag | F | N |
| 876 | | STL 2 Day General Mail declared as Mailmark Large Letters - Tray | F | N |
| 877 | | STL 3 Day declared as Mailmark Letters - Bag | L | N |
| 878 | | STL 3 Day declared as Mailmark Letters - Tray | L | N |
| 879 | | STL 3 Day Business Mail declared as Mailmark Large Letters - Bag | F | N |
| 880 | | STL 3 Day Business Mail declared as Mailmark Large Letters - Tray | F | N |
| 881 | | STL 3 Day General Mail declared as Mailmark Large Letters - Bag | F | N |
| 882 | | STL 3 Day General Mail declared as Mailmark Large Letters - Tray | F | N |

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