

Mailsort Online User Guide

Sample and Result Files for the Mailmark Low Sort Services

This guide describes in brief the files produced by the Mailsort Online system when processing for Mailmark.

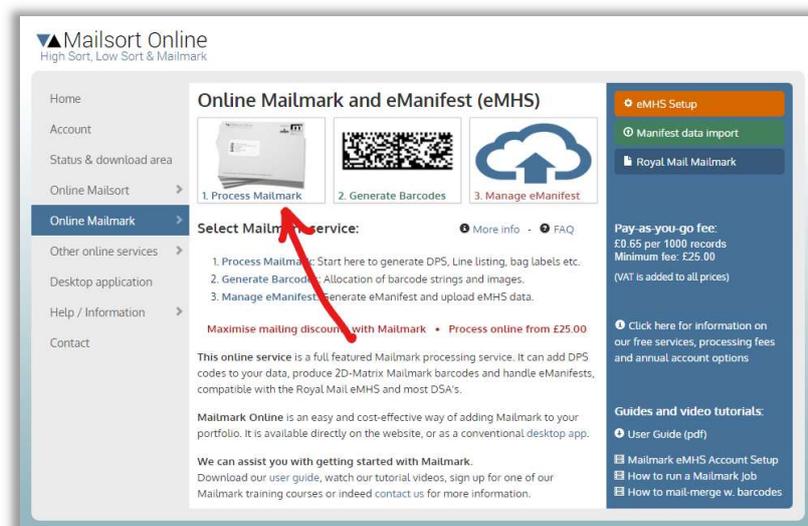
The Mailmark system is split into three main parts. You will need to complete steps one and two before you are ready to produce your mail items:

1. Process Mailmark
 - This step is for preparing the data and reports for Low Sort (or unsorted)
 - It generates computer planning and line listing reports
 - Allocates DPS codes to the data
 - It generates bag/tray label data and other data files needed for the chosen service.
2. Generate Barcodes
 - This step is for generating the Mailmark barcode strings and barcode images (optional)
 - Uses supply chain to embed into the barcodes.
 - Relies on the client's eManifest Handling System login credentials. (Obtained from the Royal Mail)
 - On completion of this step, the data is ready for production of mail items.
3. Manage eManifest
 - This step is for creating the eManifest and uploading data for the Mailmark job.
 - It should not be performed until the mail items are ready for dispatch.
 - Uploaded jobs can be cancelled and allocated to another manifest.

NB! Please be aware that Mailsort Online is a sorting service, and not a verification service. In order to comply with Royal Mail requirements you should only use PAF verified address data.

1. Process Mailmark

Click "Online Mailmark" on the left menu, followed by "1. Process Mailmark"



Select the Service you need. Business Mail, Advertising Mail, Publishing Mail or Subscription Mail. Low Sort or Unsorted.

Sample files available after pre-processing. No payment required:

[resultfiles_sample.zip](#)

This zip file is available for download free of charge after the processing is complete. It contains the following files:

- report_cpr.htm (Computer Planning Report – printable)
- addresses_sample.csv (sample of final addresses file, limited to max 200)
- addresses_not_matched.csv (records not included in mailing)
- addresses_post_towns_matched.csv (DO NOT MAIL – See detailed description below)
- dps_allocated.csv (records that were matched with a DPS – DPS not included)
- dps_default.csv (records that were matched with a default DPS)
- dps_none.csv (records that could not be matched with a DPS or default DPS)

You may use these files to determine the success of the processing and for making the judgment whether to go ahead with purchasing the final set of files.

See below for a more detailed description of the files.

Result files available after payment:

[0000000_resultfiles.zip](#)

This the main file for download, available after payment of the processing fee.

The zip file is prefixed with our batch number, and contains the following files:

- report_cpr.htm (Computer Planning Report – printable)
- report_cpr.xml (Computer Planning Report – for OBA upload)
- report_line_listing.htm (Line Listing Report – printable)
- report_line_listing.csv (Line Listing Report – for Excel or similar)
- addresses.csv (**DO NOT MAIL** – all addresses data file)
- addresses_not_matched.csv (records not included in mailing)
- addresses_post_towns_matched.csv (**DO NOT MAIL** – See detailed description below)
- containers.csv (Bag/Tray/Bundle label data)
- containers_rlb1.csv (Bag/Tray/Bundle label data – alternative 1)
- containers_rlb2.csv (Bag/Tray/Bundle label data – alternative 2)
- companyname_mailclass_jobref.xml (same content as report_cpr.xml)
- 0000000_invoice.pdf (VAT Invoice/Receipt if applicable)

After running step 2 (Generate Barcodes) the following additional files are available:

- 0000000_addresses_mailmark.csv (data file for production of mail items – replaces addresses.csv)
- 0000000_emanifest.xml (Manifest file for late manifest handling)
- 0000000_barcode_images.zip (Folder containing barcode image files - Optional)
- 0000000_labels.zip (PDF containing labels of addresses with barcodes - Optional)

See below for a more detailed description of the files.

Description of files:

report_cpr.htm

Available after both pre-processing and payment

This is the computer planning report required by the Royal Mail for all sorted services.

This is the mandatory computer planning report which allows you to assess the sortation, postcode and DPS matching success of your mailing. It also gives you price estimation of the mailing costs to the Royal Mail. It is an html file and can be viewed/printed from your preferred browser software.

It is divided into several sections such as:

- Sorting parameters:
 - Service used, class of mail, minimum selection, item weight, format, bag size etc.
- Presortation statistics:
 - Number of records processed, numbers matched, post towns, not matched and number suitable for mailing.
- Postcode statistics:
 - Number of full postcodes, outward postcode only, postcode level and no postcode.
- DPS Statistics
 - Number of records allocated to a DPS code, default DPS and no DPS allocated.
- Sortation statistics:
 - Number of selections (areas), items and bags for both Directs and Residues
- Cost and discounts:
 - Calculations of estimated mailing costs*).

*) Please be aware that the price calculation is only indicative and is not in any way guaranteed by us. You should always check the cost against the prevailing Royal Mail Rate cards:

https://www.royalmailtechnical.com/Pricing_Rate_Cards.cfm

Also note that price calculations are not made for the unsorted services.

report_cpr.xml

Available after payment only

This is a mandatory data file and includes the details from the computer planning and line listing combines. It is used for uploading to the OBA system.

The zip file also includes a further copy of this file named as follows: *companyname_mailclass_jobref.xml*

report_line_listing.htm

Available after payment only

This is the mandatory line listing report. It is an html file and can be viewed/printed from your preferred browser software.

The data is also included as a csv file, which can be opened in Excel or similar.

The report lists all the areas, items, bags and summaries, in the sequence they need to be printed in.

For first class mailing the sequencing is geographical, based on the “Poster postcode” you specify. This will result in the letters that have furthest to travel will be printed first, allowing you to hand them over to the Royal Mail as early as possible, while the nearer ones are still being printed.

This line listing is particularly useful to keep a check your progress during production of the mail items. All the address records included in the addresses.csv are listed in the same order.

[Report_line_listing.csv](#)

Available after payment only

This data file includes the same details as the line listing report described above. It is in a comma separated format and can be loaded into Excel or other similar software to assist the mail item production.

[addresses.csv & 0000000_addresses_mailmark.csv](#)

Available after payment only

addresses.csv is available after payment. **Do NOT** use this file for producing mail items. Can be deleted.

0000000_addresses_mailmark.csv is available after running step 2 (Barcode generation).

This is the file you should use to generate mail items. It contains the all the details from the addresses.csv file, plus all the additional data you need for producing Mailmark mail items.

The records in this file are all the items that qualified for mailsort, corresponding to the number listed in the planning report headed: “Number suitable for mailing”. In other words it includes all the normally matched records plus the ones matched by post town.

Presortation statistics		Postcode statistics	
Address records processed:	5973	Full postcode:	99.68% (5864)
Postcodes matched:	5864	Outward postcode only:	0.03% (2)
Post towns matched:	19	Postcode Level:	99.71% (5866)
Addresses not matched:	90	No Postcode:	0.29% (17)
Number suitable for mailing:	5883		

NB! Addresses not matched may be included at the end if you opted for this in the “Advanced options” section when preparing to process the file.

The file contains the fields/columns below:

Mailmark_ItemID: This column contains an Item ID number generated by the system. It is used by the Royal Mail to keep each mail item unique. They require it to be unique within the supply chain over a 90 day period. When processing for Mailmark, the system allocates a new number in sequence within the respective supply chain. It records the last one used in order to carry on the sequence on the subsequent job for that supply chain.

The ID number is embedded within the Mailmark barcode and it is therefore very important that the numbering isn't changed should you require to reprocess the data after the mail items have been produced.

It is possible to specify a start ID number manually when you run the Mailmark process (step 2), but if you do this, great care must be taken not to create ID numbers that will clash with previously used IDs. As indeed with future ones. All within the 90 day uniqueness period of course.

Mailmark_AddressLine1, Mailmark_AddressLine2,.....,Mailmark_AddressLine9: These columns contain the address details for the mail item as it will be uploaded to the eManifest system. Empty address lines, apart from the postcode and DPS, will be removed. You may use these columns to prepare the mail items, or simply ignore them if you prefer to use the original address columns which are located at the end (right) of the data.

Mailmark_NumberOfAddressLines: Is a count of address lines the record contained. It is used by the Royal Mail and can be ignored.

Mailmark_Postcode: The postcode used in the address, and in the barcode.

Mailmark_DPS: The corresponding DPS code in the barcode.

Mailmark_Barcode: This the full text string that makes up the Mailmark barcode. If you generate your own barcodes, this is the data string you need for this purpose.

Mailmark_Barcode_Image: If you opted to receive barcode image files, this is the name of the image file corresponding to the respective record.

Watch the video linked below to learn how to use our image files in a mail-merge with MS Word

https://www.youtube.com/watch?v=f8_dP2qo6A0

The next six columns are identical to the ones in the addresses.csv.

LineNo: Sequential numbering of each record. This order must be maintained when producing the mail items.

Tip: A useful quality assurance check is to verify that all the records are present. Open the file in Excel and check that the number matches the Excel row number (first record is the headers and therefore the row number should be one higher. See picture below).

3996	3995	86	404	
3997	3996	86	404	
3998	3997	86	404	
3999	3998	86	404	
4000	3999	86	404	
4001	4000	86	404	***
4002				
4003				

GroupNo: Increments by one each time there is a new Selection Code. Useful for grouping selections together while printing. Can otherwise be ignored.

SelectionCode: Royal Mail Standard Selection Code, also referred to as SSC. It should be printed on each mail item either above or below the address details.

It consists of five digits for HighSort mailings and three digits for LowSort Mailings. If unmatched data is included in this file the SelectionCode for those is 99999 or 999 respectively.

StopMarker: A text string used to indicate the last record in each selection. It is three asterixis (“***”) by default but can be changed in the “advanced options” section prior to processing.

In this section it is also possible to change this feature to place the marker each time the bag needs changing.

DPS: Delivery Point Suffix code which is only relevant for Mailmark mailings.

Barcode: No longer in use.

The remaining columns are as in the originally uploaded data file.

[addresses_sample.csv](#)

Available after pre-processing

This file is part of the sample data available prior to payment. It is identical to the addresses.csv file described above apart from the fact that it only contains the first 200 records from the file.

It is not a true representation of the final address file, as it doesn’t include the Mailmark barcode data which is generated in step two. It is therefore of limited value at this point, but it is included for consistency with the other Low Sort services.

Once the data is paid for you may proceed to step two and when done, the addresses file be replaced by new one. The old address.csv file will be obsolete and should be discarded.

The file addresses_not_matched.csv contains records that couldn’t be matched by postcode or post town and will be excluded from the sorted services. You may use this data to enhance or fix the address issues, should you wish to do so.

[addresses_post_towns_matched.csv](#)

Available after pre-processing

NB! DO NOT PRODUCE MAIL ITEMS FROM THIS FILE – It is included for information only

The system matches all the postcodes in your data to the Royal Mail Selection files. It uses the first part of the postcode plus the number from the second part. (eg. The postcode “DE73 6XL” is matched as “DE73 6”).

If the postcode is invalid or the system fails to match an address, it will try to match via the post town name. It uses the ten first characters to make this match.

This file contains all the records that the system was only match by post town.

In mailsort terms this is fine and therefore records are included in your main “addresses.csv” file. Albeit only as residue selections which for HighSort mailings attract a lower level of discount.

The only reason this file is produced is to assist you in improving your address quality, should you wish to do so. The number of records corresponds to the number listed in the planning report headed: “Post towns matched”.

Presortation statistics		Postcode statistics	
Address records processed:	5973	Full postcode:	99.68% (5864)
Postcodes matched:	5864	Outward postcode only:	0.03% (2)
Post towns matched:	19	Postcode Level:	99.71% (5866)
Addresses not matched:	90	No Postcode:	0.29% (17)
Number suitable for mailing:	5883		

addresses_not_matched.csv

Available after pre-processing

NB! THESE ADDRESSES ARE NOT INCLUDED IN YOUR MAILING DATA – SHOULD BE TREATED SEPARATELY

This file contains all the records (if any) that the system was unable to match, either by the post code or by the post town as described above.

They are not included in the addresses.csv file and you can either choose to mail these records manually or simply ignore them.

The number of records corresponds to the number listed in the planning report headed: “Addresses not matched”.

Presortation statistics		Postcode statistics	
Address records processed:	5973	Full postcode:	99.68% (5864)
Postcodes matched:	5864	Outward postcode only:	0.03% (2)
Post towns matched:	19	Postcode Level:	99.71% (5866)
Addresses not matched:	90	No Postcode:	0.29% (17)
Number suitable for mailing:	5883		

They are given the Standard Selection Code 99999. Under advanced options you may opt to have these records (if any) included at the end of the addresses file (rather than the separate file), making it easier to produce the mail items. They are still not included in the mailsort and must be paid for separately.

containers.csv, containers_rlb1.csv and containers_rlb2.csv

Available after payment

These three files contain the data needed for producing bag or tray labels. Which of the three files to use depends on the software package used to print the labels.

Please be aware that your Royal Mail Account Manager can usually arrange for the labels to be printed and sent out to you free of charge. Just send him/her all three files.

Dps_allocated.csv, dps_default.csv and dps_none.csv

Available after pre-processing

These three files contain the data matching the DPS Statistics section in the planning report. If your data didn't meet the Royal Mail DPS requirements (90%) you can use the data in the three files to improve the ones that were allocated a default DPS or didn't get one at all.

DPS Statistics

DPS matched:	99.60% (3984)
Default DPS allocated:	0.32% (13)
No DPS allocated:	0.08% (3)

If the data already contains DPS codes prior to processing, you can instruct our system to do this by checking the box "Use Existing DPS Codes" when entering the process parameters.

NB! Our system uses the Royal Mail PIF database for DPS matching. Please be aware that given the complexity of UK address formats and inconsistencies in how they are applied, this is not a set science. For the most part our system does it pretty well, but we are not able to guarantee 100% accuracy at all times. The accuracy depends largely on the quality of the data, how it is organised within the data file and the nature of addresses. I.e., straight forward house numbers are the easiest, while house names, business units, farms are less clear cut.

0000000_invoice.pdf

Available after payment only

Where the process has been paid for via paypal, a pdf VAT invoice/receipt will be issued and included in the zip file. Please pass this to your accounts payable department for their records.