# **Mailsort** Online

# XML to eManifest handling and data submission facility

This feature is available via our data processing website https://mailsortonline.com

The system supports submission of Mailmark manifest data to the Royal Mail eManifest Handling System (eMHS) directly to the users own eMHS poster upload account. The manifest data is imported from a compatible XML file, originating either from Mailmark jobs processed by our own systems or from DSAs, most of which can provide the manifest data in a compatible format.

#### Main features:

- Full support for the Royal Mail eManifest Handling System (eMHS).
- Import of manifest data originating from our own systems (free of charge).
- Compatible with manifest data originating from most DSAs.
- Can handle multiple jobs on the same manifest.
- Handles spreading of job data submission across multiple manifests.
- Our systems are fully accredited by the Royal Mail.

The XML to Mailmark system is separated into two sections. This guide describes the first section, about how the XML data is imported into the system. The second part is described in a separate guide: "How to manage eManifest and data submission".

### Get started:

Open your web browser and navigate to the website: https://mailsortonline.com



Click "Other online services" on the left menu...



Then click the button "XML to eManifest"...



Click the button "Click here to start"...

# Login:

I you haven't already logged in, you will be required to do so now.

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Home	XML to eMa	nifest handling facility			chnic			
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Other online services	> A backup manifest o	Please see our Terms & conditions and our Cookie policy			e ma			
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		; Secured Mail, UK Mail and others.			3			
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NB! Logging in or registering on the mailsortonline.com website is described in a separate guide.

# Specify process parameters:

For the data import you need to specify the supply chain and data range within the file, before proceeding to upload the manifest file.

#### Supply Chain

Click the "Select Supply Chain" button...

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	Mailsort Onl High Sort, Low Sort & Mai	ine <sup>mark</sup>	Logged in as Torben Bec	hmann (Logou	Jt)	
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	Online Mailsort	Select a Supply Chain from your eMHS Production account.	XML to eManifest			
	Online Mailmark	Supply Chain ID:	Import an XML based ma	nifest file		
Ł	Other online services	Mail Originator:	for Royal Mail eManifest and data upload.	handling		
1	Derkten application	Carrier				
	Desktop application	Bill Payer:	This is the initial step of a process, in which your ma	two step anifest		
	Help / Information	Select Supply Chain	data is imported into our Step two is for handling t	system. be		
	Contact		eManifest and eMHS dat	a upload.		
			If the manifest file origina	ites from		
			an external source it mus	t support		
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		· · · · · · · · · · · · · · · · · · ·	should be named with the	e file		
			extension ".XML".			
	-					

A popup window appears listing the available supply chains.



Click the "Select" button by the relevant supply chain...

#### NB!

This list is populated directly from the Royal Mail eMHS system. If the list is empty or is not reflecting all the supply chains associated with your OBA account, you can click the button "Refresh from eMHS" (red arrow). This will force the list to be repopulated.

You may also need to ensure that you are using the correct eMHS account. See our separate "eMHS Setup" guide how to do this. If you have switched to another account, you will also need to refresh this list.



Check visually that the correct supply chain is chosen and click "Next" to continue...



On this page it is possible to split the job into multiple manifests. This is useful if your mail production and hand over to the Royal Mail needs to take place over several days.

Specify the record numbers from and to (both included) if you want to do this. Otherwise just leave the numbers as they are and the whole job will be imported for upload in one go.

Click "Next" to continue ...

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High Sort, Low Sort & M	ailmark	Logged in as Torben Bechr	nann (Log
Home	Unload your Manifest VML file	Upload mailing list	
Account	optoad your emainest xide nee	Please observe the file star	idards
Status & download area	Choose File emanifest_MSO.xml Start Upload		
Online Mailsort	Click rto start the upload (once only)		
Online Mailmark	> NB! The must conform to the f ving standards:		
Other online services	1. The file unsion must be ".xml". 2. Files pro by this system can be upload thout any modifications.		
Desktop application	<ol> <li>All other mes must be compatible with the xmr-s sed manifest data format used by the major downstream access providers such as OnePost. CityPost. Secured</li> </ol>		
Help / Information	Mail, UK Mail and others.		
Contact	<ol> <li>Files with other extension namess such as ".txt", ".dat", ".gma", ".gemma" etc. should be repared to ".yml" before unload</li> </ol>		
Contact	<ol> <li>If the file is large it may be "zipped" to make uploading faster (one file only).</li> </ol>		
	3. The xml or zip file must be no larger than 15 MB.		
	If you have already run a file that didn't work, please ensure that it meets the		
	Please DO NOT just try the same file multiple times.		
	Failure to observe the standards above may cause delays in the		
	processing queue or stop it altogether.		

This page is for uploading your XML Manifest file.

NB! The file must conform to the following standards:

- The file extension must be ".xml".
- Files produced by this system can be uploaded without any modifications.
- All other files must be compatible with the xml-based manifest data format used by the major downstream access providers such as OnePost, CityPost, Secured Mail, UK Mail and others.
- Files with other extension names such as ".txt", ".dat", ".gma", ".gemma" etc. must be renamed to ".xml" before upload.
- If the file is large it may be "zipped" to make uploading faster (one file only).
- The xml or zip file must be no larger than 15 MB. If your file is larger than that please download and install our windows application. It does not have any size restrictions.

Click "Choose File" (red arrow) and select your XML Manifest file. NB! This button may have a different name depending on the browser you use.

Click "Start Upload" to continue...



Once the file upload is complete a confirmation screen appears (as above) for a few seconds, after which the "Status and download area" page is displayed.

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Other online services	67101	15/12/2022 15:25	eManifest Handling Manifest File Import	TEST MANIFEST		💿 View D	etails		
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Click "View Details" to continue...

NB! You can always return to this page by clicking the "Status & download area" button on the left menu (red arrow).

### Order acceptance:

On this screen you can evaluate the success of the data import before proceeding to the eManifest handling process.

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Home	Processing Details & Order	Acceptance.	Roj	yal Mail Rat	e Cards		
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Other online services	Container Type	BAG	0		cancel the trans	Allon	
Desktop application	Our processing fee	£0.00	0				
Help / Information	Sack	Accept	3 Ma	ore informati	ion & FAG	Q	
	The uploaded file was made by our system and your	whout charge	Prepay	/ment disc	ount sc	heme:	
	Please click the "Accept" button to proceed. The so from there click "Collect Files" to proceed.	n will return to the status p	age, Current Prepay	t balance: £ ment disco 3 More info	735.00 unt: 20%	6	
			fii De	lete iob and	all data	files	

Please perform a visual check of the parameters listed.

Check that the number of mail items correspond to the expected numbers. If you have performed a partial import, please check that the start and end numbers are correct (indicated by the green arrow on the images above and below). If the numbers are not correct, you can simply start again and specify the appropriate range.

If the XML data file was produced by one of our own systems, the following part of the process is provided for free. Click "Accept" to proceed...

Alternatively, if the XML data has come from a third party, the eManifest handling and upload is subject to a processing charge which must be settled before you are able to proceed beyond this point. See image below:



Ways to pay:

- 1. Pay via PayPal with a PayPal account or normal Credit or Debit card
- 2. Pay with available pre-paid balance.
- 3. If you have an annual account for Mailmark, this feature is included in the account.

Once the job has been accepted, or indeed paid for, the system returns to the processing status and download area. Please wait here until the button turns blue.

Mailsort Online     Logged in as Torben Bechmann (       High Sort, Low Sort & Mailmark     Processing status and download area								
Home	Processing status and download area This page lists all your processing jobs currently held on our system.						ge	
Status & download area	Today	🛛 Help						
Online Mailsort	Batch	Date / Time	Description	Order description	Processi	ng status		
Other online services	67516	01/03/2023 17:35	eManifest Handling Manifest File Import	TEST MANIFEST	Cou	ect files		
Desktop application								
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Click the "Collect files" button...

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Home	Collection of Processed files			Back to processing st	atus	
Account	eManifest Handling Manifest File Import			+ Process another file		
Status & download area	Thank you very much for your Mailsort Online Desktop order.			Royal Mail Rate Card	s	
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Other online services	Number of mail items: (all items)	1000	9	Please download all the fi	les you	
Desktop application	Item Format	ARGE LETTER	0	need and store them on y system.	our own	
Help / Information	Container Type	BAG	0	The files will be available	for	
Contact	This is an eManifest upload order only and there is no data to collo You need to perform the "Manage eManifest" option in the Mailma complete the job.	ect. ark section to ailmark Section	n <b>&gt;</b> .	obwintation of this page on 08/03/2023. They will be automatically on 22/03/2 per our GDPR storage pol unless you delete them m prior to that. Edit GDPR Storage Policy View GDPR statement	deleted 023 as icy, anually	
Service running normally				Delete job and all dat	ta files	

Followed by the "Continue to the Mailmark Section" button.

The remainder of the process is described in a separate guide: "How to manage eManifest and data submission".