

Adding Seeds (Mandatory)

Initially the 2 seed addresses below must be added into the raw data before the data is run through the mail sort software so it is inserted into the correct container appropriately.

Royal Mail Sample UCID XXXXXX- XXXX
Mailing Reference OUT
Royal Mail Wholesale
PO Box 72662
London
E1W 9LD

Client Services UCID XXXXXX- XXXX
Mailing Reference OUT
The Delivery Group
Unit 2 Catalina Approach
Omega South
Warrington
WA5 3UY

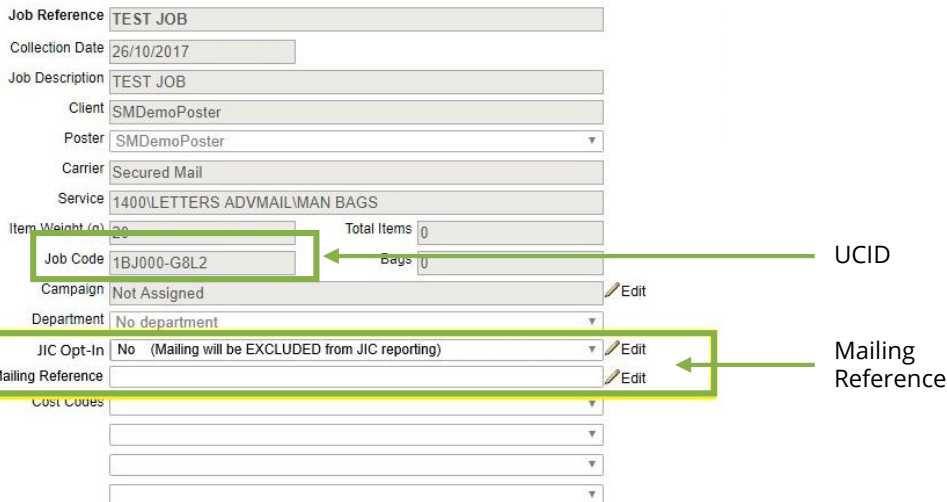
Adding UCIDs (Mandatory)

Once the data has been mail sorted the two addresses above need to be found and the UCID needs to be added into the output file that the mail sort has produced so that the mail piece then has this UCID printed on it upon production. This can be achieved using a 'find' function in notepad and searching for 'UCID' then changing the UCID from 'XXXXXX-XXXX' to the correct UCID number.

Adding Mailing References (Mandatory if 'opt in' to JIC chosen)

If you have chosen to 'opt in' to the JIC Initiative you must also print the Mailing Reference on the seed item replacing the 'OUT' text with the appropriate Mailing Reference. This can be achieved using a 'find' function in notepad and searching for 'Mailing Reference' then changing the Mailing Reference from 'OUT' to the applicable Mailing Reference.

The UCID and Mailing Reference can be found in the Mailing Summary Screen as outlined below. Your applicable UCIDs can also be obtained from your Delivery Group Account Manager or by contacting ucid@thedeliverygroup.co.uk



The screenshot shows a form with the following fields:

- Job Reference: TEST JOB
- Collection Date: 26/10/2017
- Job Description: TEST JOB
- Client: SMDemoPoster
- Poster: SMDemoPoster
- Carrier: Secured Mail
- Service: 1400\LETTERS ADVMAIL\MAN BAGS
- Item Weight (g): 20
- Total Items: 0
- Job Code: 1BJ000-G8L2 (Annotated with a green box and arrow pointing to 'UCID')
- Days: 0
- Campaign: Not Assigned
- Department: No department
- JIC Opt-In: No (Mailing will be EXCLUDED from JIC reporting)
- Mailing Reference: (Annotated with a green box and arrow pointing to 'Mailing Reference')
- Cost Codes: (Multiple empty dropdown menus)

The Delivery Group reserve the right to remove the advertising discount at any time before or after the mailing has been sent if it is found to be non-compliant or any of the above procedures have not been adhered to.