

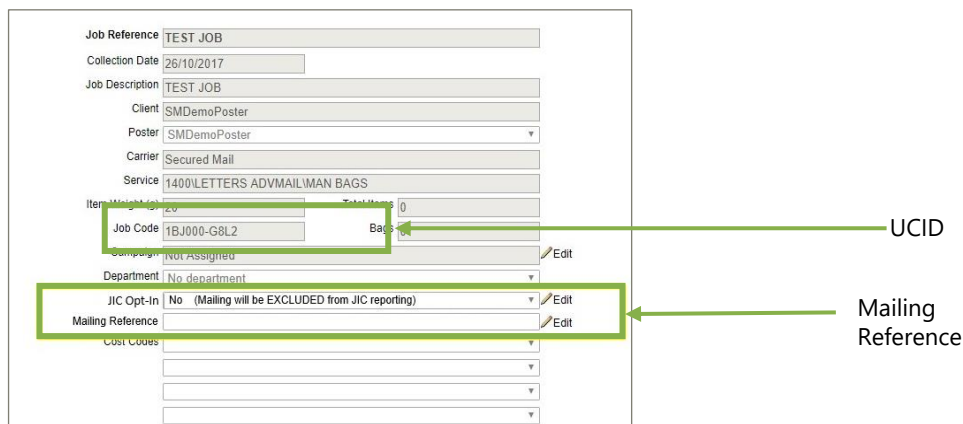
Please use the below as a guide on how to add the required seeds for any mailings bearing the TDG Digital Stamp Indicia. If The Delivery Group is mail sorting the data on your behalf, you must inform The Delivery Group Data Team that the mailing will be bearing a digital stamp so this process can be followed applicably by The Delivery Group Data Team.

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 bag appropriately.

TDG Digital Stamp Sample / (Insert UCID)	RM Digital Stamp Sample / (Insert UCID) RM
TDG Digital Stamp Team	Digital Stamp Team
The Delivery Group	PO Box 73733
Unit 2, Catalina Approach	LONDON
Omega South	EC1P 1JX
Warrington	
WA5 3UY	

Once the data has been mail sorted, the two addresses above need to be found and the UCID needs to be added into the .OUT file that the mail sort has produced so that the mail piece then has this UCID printed on it upon production. This can be done using a 'find' function in the note pad and searching for 'UCID' then changing the UCID from '[Insert UCID]' to the correct number.

The UCID number can be found in the mailing details screen of the mailing on the Docket Hub website (Mailing Status – Detail – Mailing Detail) in the 'Job Code' section.



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: 2.00 Total Weight: 0

Job Code: 1B\000-G8L2 Bag: 0

Company: Not Assigned

Department: No department

JIC Opt-In: No (Mailing will be EXCLUDED from JIC reporting)

Mailing Reference:

Cost Codes:

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.