Adding Seeds / UCIDs for Digital Stamp Mailings

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.

SM Digital Stamp Sample / (Insert UCID)	RM Digital Stamp Sample / (Insert UCID)
SM Digital Stamp Team	RM Digital Stamp Team
The Delivery Group	PO Box 73733
Calver Road	LONDON
Winwick Quay	EC1P 1JX
Warrington	
WA2 8UD	

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 'Client Reference' column.

Cont. No	Container Identifier	Cont. Type	SSC	Job Reference	Order Number	Client Reference	Item Count	Item Weight	Cont. Weight	First ItemNo	Last ItemNo	Upload Status
1	3146H100122505	Bag	10805	test1	20130711	608000-8530	38	750	28500	1	38	Cancelled
2	3146H100122506	Bag	14321	test1	20130711	608000-8530	49	750	36750	39	87	Cancelled
3	3146H100122507	Bag	14453	test1	20130711	608000-8530	28	750	21000	88	115	Cancelled
4	3146H100122508	Bag	14579	test1	20130711	608000-8530	69	750	51750	116	184	Cancelled
5	3146H100122509	Bag	14751	test1	20130711	608000-8530	30	750	22500	185	214	Cancelled
6	3146H100122510	Bag	14755	test1	20130711	608000-8530	53	750	39750	215	267	Cancelled
7	3146H100122511	Bag	15338	test1	20130711	608000-8530	39	750	29250	268	306	Cancelled
8	3146H100122512	Bag	15726	test1	20130711	608000-8530	53	750	39750	307	359	Cancelled
9	3146H100122513	Bag	15843	test1	20130711	608000-8530	41	750	30750	360	400	Cancelled
10	3146H100122514	Bag	19507	test1	20130711	608000-8530	47	750	35250	401	447	Cancelled
11	3146H100122515	Bag	103	test1	20130711	608000-8530	10	750	7500	448	457	Cancelled
12	3146H100122516	Bag	104	test1	20130711	608000-8530	6	750	4500	458	463	Cancelled
13	3146H100122517	Bag	107	test1	20130711	608000-8530	9	750	6750	464	472	Cancelled

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