



Adding Seeds, UCIDs & Mailing References for Adv Mail Services

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
Secured Mail
Calver Road
Winwick Quay
Warrington
WA2 8UD

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 Secured Mail Account Manager or by contacting ucid@securedmail.co.uk.

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 Bags: 0

Campaign: Not Assigned Edit

Department: No department

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

Mailing Reference: Edit

Cost Codes:

Secured Mail 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.

