

# Mailsort Online User Guide

## Sample and Result Files for “Low Sort – Manual” Services

This guide describes in brief the files produced by the Mailsort Online system. They include computer planning and line listing reports, data for production of mail items and bag labels, files for information only as well as a pdf VAT invoice/receipt if applicable.

### Sample files available after pre-processing. No payment required:

[resultfiles\\_sample.zip](#)

This zip file is available for download free of charge after the processing is complete. It contains the following files:

- addresses\_sample.csv (sample of final addresses file, limited to max 200 records)
- addresses\_not\_matched.csv (records not included in mailing)
- addresses\_post\_towns\_matched.csv (**DO NOT USE FOR MAILING** – See detailed description below)
- report\_cpr.htm (Computer Planning Report – printable)

The planning report allows you to assess the statistics and price estimation of the sorting process.

The address\_sample.csv file shows you a reduced sample of what the final address file will look like (the one you use when producing your mail items). The other files you may use to easily identify addresses not matched or with post town matching, allowing you enhance or fix the data, should you wish to do so.

Line listing and bag label data is not provided at this stage but will be included in the full data set available after payment.

**NB! Although the online system will display a warning message if certain Royal Mail requirements have not been met, it doesn't check for all eventualities. You are yourself responsible for the interpretation of the reports, the accuracy of the data and that it is eligible for the service chosen. The desktop system does not display any such message.**

You are welcome to contact us for any assistance.

Click here for our contact details: <https://www.mailsortonline.com/contact.aspx>

## Result files available after payment:

### [0000000\\_resultfiles.zip](#)

This is the main file for download, available after payment of the processing fee.

The zip file is prefixed with our batch number, and contains the following files:

- 0000000\_invoice.pdf (VAT Invoice if applicable)
- addresses.csv (data file for production of mail items)
- addresses\_not\_matched.csv (records not included in mailing)
- addresses\_post\_towns\_matched.csv (**DO NOT USE FOR MAILING** – See detailed description below)
- containers.csv (Bag/Tray/Bundle label data)
- containers\_rlb1.csv (Bag/Tray/Bundle label data – alternative 1)
- containers\_rlb2.csv (Bag/Tray/Bundle label data – alternative 2)
- report\_cpr.htm (Computer Planning Report – printable)
- report\_cpr.xml (Computer Planning Report – for OBA upload)
- report\_line\_listing.htm (Line Listing Report – printable)
- report\_line\_listing.csv (Line Listing Report – for Excel or similar)
- companyname\_mailclass\_jobref.xml (same content as report\_cpr.xml)

See below for further details on each file:

### [0000000\\_invoice.pdf](#)

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Where the process has been paid for via paypal, a pdf VAT invoice/receipt will be issued and included in the zip file. Please pass this to your accounts payable department for their records.

### [report\\_cpr.htm](#)

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This is the mandatory computer planning report. It is an html file and can be viewed/printed from your preferred browser software.

It is divided into several sections such as:

- Sorting parameters:
  - Service used, class of mail, minimum selection, item weight, format, bag size etc.
- Presortation statistics:
  - Number of records processed, numbers matched, post towns, not matched and number suitable for mailing.
- Postcode statistics:
  - Number of full postcodes, outward postcode only, postcode level and no postcode,
- Sortation statistics:
  - Number of selections (areas), items and bags for both Directs and Residues
- Cost and discounts:
  - Calculations of estimated mailing costs.

## [report\\_cpr.xml](#)

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This is a mandatory data file and includes the details from the computer planning and line listing combines. It is used for uploading to the OBA system.

The zip files also includes a copy of this file named as follows: `companyname_mailclass_jobref.xml`

## [report\\_line\\_listing.htm](#)

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This is the mandatory line listing report. It is an html file and can be viewed/printed from your preferred browser software.

The data is also included as a csv file, which can be opened in Excel or similar.

The report lists all the areas, items, bags and summaries, in the sequence they need to be printed in. For first class mailing the sequencing is geographical, based on the "Poster postcode" you specify. This will result in the letters that have furthest to travel will be printed first, allowing you to hand them over to the Royal Mail as early as possible, while the nearer ones are still being printed.

This line listing is particularly useful to keep a check your progress during production of the mail items. All the address records included in the `addresses.csv` are listed in the same order.

This file contains all the items that qualified for mailsort, corresponding to the number listed in the planning report headed: "Number suitable for mailing". It includes all the normally matched records plus the ones matched by post town.

Presortation statistics		Postcode statistics	
Address records processed:	5973	Full postcode:	99.68% (5864)
Postcodes matched:	5864	Outward postcode only:	0.03% (2)
Post towns matched:	19	Postcode Level:	99.71% (5866)
Addresses not matched:	90	No Postcode:	0.29% (17)
<b>Number suitable for mailing:</b>	<b>5883</b>		

NB! Addresses not matched may be included at the end if you opted for this in the "Advanced options" section when preparing to process the file.

The file contains the fields below:

**LineNo:** Sequential numbering of each record. This order must be maintained when producing the mail items.

Tip: A useful quality assurance check is to verify that all the records are present. Open the file in Excel and check that the number matches the Excel row number (first record is the headers and therefore the row number should be one higher. See picture below).

3996	3995	86	404	
3997	3996	86	404	
3998	3997	86	404	
3999	3998	86	404	
4000	3999	86	404	
4001	4000	86	404	***
4002				
4003				

**GroupNo:** Increments by one each time there is a new Selection Code. Useful for grouping selections together while printing. Can otherwise be ignored.

**SelectionCode:** Royal Mail Standard Selection Code, also referred to as SSC. It should be printed on each mail item either above or below the address details.

It consists of five digits for HighSort mailings and three digits for LowSort Mailings. If unmatched data is included in this file the SelectionCode for those is 99999 or 999 respectively.

**StopMarker:** A text string used to indicate the last record in each selection. It is three asterixis ("\*\*\*") by default but can be changed in the "advanced options" section prior to processing.

In the "advanced options" section you can also to choose to have a stop marker placed each time the bag needs changing. I.e. each time the bag reaches its total container weight.

**DPS:** Delivery Point Suffix code which is only relevant for Mailmark mailings.

**Barcode:** No longer in use.

The remaining columns are as they were in the original uploaded data file.

This file is part of the sample data available prior to payment. It is identical to the addresses.csv file described above apart from the fact that it only contains the first 200 records from the file. It is produced for the purpose of showing you what the finished will look like and allows you to prepare for the mail item production ahead of purchasing the whole data set.

**NB! DO NOT PRODUCE MAIL ITEMS FROM THIS FILE – It is included for information only**

The system matches all the postcodes in your data to the Royal Mail Selection files. It uses the first part of the postcode plus the number from the second part. (eg. The postcode “DE73 6XL” is matched as “DE73 6”.

If the postcode is invalid or the system fails to match an address, it will try to match via the post town name. It uses the ten first characters to make this match.

This file contains all the records that the system was only able to match this way. In mailsort terms this is fine and the records are therefore included in your main “addresses.csv” file. Albeit, if there too many addresses matched by post town this will affect the postcode statistics and bring the postcode level below the required 90%.

The number of records corresponds to the number listed in the planning report headed: “Post towns matched”.

Presortation statistics		Postcode statistics	
Address records processed:	5973	Full postcode:	99.68% (5864)
Postcodes matched:	5864	Outward postcode only:	0.03% (2)
Post towns matched:	19	Postcode Level:	99.71% (5866)
Addresses not matched:	90	No Postcode:	0.29% (17)
Number suitable for mailing:	5883		

As the records are already included in your main “addresses.csv” file you can simply ignore this file. The only reason it is produced is to assist you with improving your address quality, should you choose to do so.

Mailsort Online does not automatically improve your data quality. It is a sorting service, and not a data verification service.

**NB! THESE ADDRESSES ARE NOT INCLUDED IN YOUR MAILING DATA – SHOULD BE TREATED SEPARATELY**

This file contains all the records (if any) that the system was unable to match, either by the post code or by the post town as described above.

They are not included in the addresses.csv file and you can either choose to mail these records on other ways or simply ignore them.

The number of records corresponds to the number listed in the planning report headed: “Addresses not matched”.

Presortation statistics		Postcode statistics	
Address records processed:	5973	Full postcode:	99.68% (5864)
Postcodes matched:	5864	Outward postcode only:	0.03% (2)
Post towns matched:	19	Postcode Level:	99.71% (5866)
Addresses not matched:	90	No Postcode:	0.29% (17)
Number suitable for mailing:	5883		

They are given the Standard Selection Code 99999. Under advanced options you may opt to have these records (if any) included at the end of the addresses file (rather than the separate file), making it easier to produce the mail items. They are still not included in the mailsort and must be paid for separately.

These three files contain the data needed for producing bag or tray labels. Which of the three files to use depends on the software package used to print the labels.

Please be aware that your Royal Mail Account Manager can usually arrange for the labels to printed and sent out to you free of charge. Just send him/her all three files.