

# Mailsort® 2 120 Letters in Trays



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## **Mail in Trays for Second Class Mailsort 120 letters**

It is now possible to present Mailsort 120 letters in trays. This document explains how the Mailsort 120 traying option will work, when you can use trays with Mailsort 120 and what requirements you will need to meet.

### **Qualifying mail attributes:**

- Currently only available for second class Mailsort 120 letters
- Minimum entry level to access this method of containerisation is 20k letters per mailing cell on any one day
- Production parameters must be pre-set to ensure no more than one part-filled tray per selection and to avoid overfilling the trays
- Each tray must contain one selection only
- Each tray to be labelled to specification
- Cages must be loaded with trays as specified to ensure both efficient fill and a safe system of work (in accordance with Health and Safety guidelines)

As with all Mailsort postings, if Royal Mail discovers any problems with trayed postings your Customer Operations Manager will contact you in the usual way.

### **Tray Labelling**

Your Royal Mail Regional Distribution Centre (RDC) will supply tray labels (in rolls of 2500, 4 rolls to a box).

Customers who already have on site printers provided by Royal Mail will be provided with revised software to print appropriate tray labels.

Rewind units and guillotines for printers are available for customers to purchase – details will be supplied on request.

A specification for the label format will be provided to customers who want to use their own software to print labels.

### **Tray Supply**

Royal Mail has invested heavily in purchasing trays to support this new containerisation option. Careful control of this resource will be essential, however, to ensure enough trays are available to support all our customers' needs. For this reason:

- Trays will be supplied to customers no earlier than one day in advance of the day of posting

- .Trays will be supplied in full cage loads (72 trays to a Rigid Stackable Container – RSC)
- Trays will be provided based upon the forecast requirement provided by the customers and take into account any under or over provision on previous days
- To this end customers must provide robust forecasts of tray requirements to their supplying RDC at least 24 hours before the posting is to be made. The level of accuracy required is +/- 10%
- Customers must complete the Customer Collection Receipt to confirm the numbers of RSCs of trays supplied and collected from them.

Royal Mail will make every effort to provide the trays required. However if a situation arises where insufficient tray stocks are available, we will provide sufficient alternative Royal Mail containers (e.g. bags).

Trays supplied to the customer are to facilitate the posting of mail with Royal Mail. Customers are not authorised to use trays for other purposes (including sending trays to third parties).

### **Presentation of Postings**

Customers can only present high volumes (minimum 20k items in any one cell) of second class Mailsort 120 in trays. Each tray must hold no more than one Mailsort 120 selection.

All items in trays must be placed upside down with the indicia facing the tray label holder. Trays must be filled (as long as there are sufficient items remaining for that selection), but not overfull, i.e. you should be able to fit a hand between the mail and tray end.

The maximum tray weight is 10kg and this must not be exceeded during the production process.

Trays must be labelled with a yellow tray label inserted in the label holder at the end of the tray.

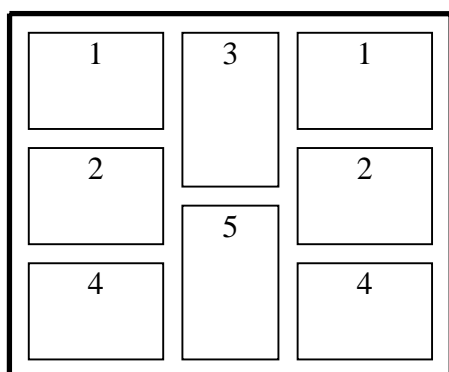
The standard cage for presentation of trayed Mailsort 120 postings will be the same as for bags, i.e. the RSC. Bags must not be mixed with trays in cages.

The RSC's maximum capacity is 40 trays (5 layers of 8). Trays must be loaded in layers of 8 where the RSC permits this. Appendix A describes the safe system of work for loading RSCs with trays.

## Appendix A - Safe System for Loading Trays to RSCs

Most RSCs (identifiable by having flush/internal gate catches) can hold 5 layers of 8 trays. The preferred method of loading is described below:-

The layout illustrated should be followed and the load balanced as evenly as possible i.e. complete layers where mail volume permits. The trays should not be loaded above the top height of the RSC.



### Recommended Tray Loading Process

- Remove front gate of RSC and store in suitable place where it will not present a tripping hazard or fall over.
- Walk into the cage to load trays into back corners (position 1). Load three layers before adding other trays, (provided there are enough trays to have three complete layers).
- Load trays in position 2.
- Slide trays into position 3.
- Load trays into position 4 and then 5.
- Replace the gate ensuring that all of the pins are located properly.