

Alphanumeric Sorting

wc 27/07/2010

Operations Briefing

Audience: MC Processing Ops

Background

Royal Mail is introducing a simplified sorting method into our Mail Centres for both the Inward and Outward Tracked areas from the 10th August 2020.

You may have already noticed that many of our Tracked items now have a Black Font on a White Background and a White Font on a Black background alphanumeric codes printed on them just above the address (There are some examples of the new labels further in the brief). It is these codes we will be using to sort our Tracked products in the future.

Royal Mail has already been using Alphanumeric sorting in our RDCs to great effect for some time now and we've seen it have a really positive impact on reducing miss-sorts. Introducing this method to Mail Centres will make sorting easier and help increase speed and accuracy as it did in the RDCs.

At the primary sort stage, you will need to sort by 'Letter'. At the secondary sort, you will need to look at the 'Number' and match it to the correct York. This will reduce the amount of detailed knowledge of postcodes required and make sorting Tracked items easier for you.

Key Messages

- Alphanumeric sorting for Tracked items to be introduced from 10th August 2020
- The new Tracked labels have 2 alphanumeric codes
 - Example alphanumeric codes are 'L56' or 'E34'
 - These codes are used by RDCs to sort Tracked items
- The first alphanumeric code is for outward sorting (Mail Centre to Mail Centre)
 - This is the black text on a white background.
- The second code is for inward sorting (Mail Centre to Delivery Office)
 - **This is the white text on a black background.**

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Refer to the example image of the new Tracked labels

- The 'Alpha' (i.e. the alphabetical letter) is used for the primary sortation:
 - For outward sorting, this tells you which secondary area of a Mail Centre to sort to
 - For inward sorting, this tells you which secondary area of a Delivery Office to sort to
- A two-digit number is used for the secondary sortation:
 - For outward sorting this tells you which **Mail Centre selection** to sort to.
 - For inward sorting this tells you which **Delivery Office selection** to sort to
- Whilst the majority of our customers have changed over to the new sorting codes, not all customers have yet done so, therefore some Tracked labels will not have an alphanumeric code
 - If the Tracked item does not have an alphanumeric code on the label, then sort by post code as you do currently
- The furthest left, black on white alphanumeric code is used for outward sorting
- The **white on black** code is used for inward sorting.

Sorting Aids

- To assist with the sorting you Sort aids have been designed which include the new alphanumeric codes and the postcode information as before this will help us sort the Tracked items to the correct destination for both Outward and Inward sorting

Refer to the example images of the Sort Aids

Summary

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- Once your office has enough items with alphanumeric codes, then these codes will be used for sorting instead of post code
- Where an alphanumeric code doesn't appear, you will still be able to sort by the postcode (as now)
- The black on white code is used for Outward sorting
- The **white on black code** is used for Inward sorting
- New tracked sorting signs have been developed and sent to plants, which have both alphanumeric codes and post codes, so that both methods of sorting can take place as the new process is introduced.

Example of the New Label

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Outward Alphanumeric Sort Code. You will have already seen these appear on some Tracked items as they are already used by RDCs

Inward Alphanumeric Sort Code. This has been added to help Mail Centres sort to Delivery Offices.

Tracked 48		Delivered by 
No Signature		Postage on Account GB
Q25	D80	Parcel
37-012 22 9000-06D 559 6BF		250g
		
		VC 0000 8046 8GB
John Smith Intersoft Software Systems Ltd Blake House Wick Road, Englefield Green Egham TW20 0HJ		Return Address C Vaughan, Royal Mail Returns Dept 185 Farringdon Road London EC1A 1AA
Safespace	Greenhouse	
Customer reference: SO467474768 Department reference: 2000447196		 *TW20 0HJ*

New Standard Sorting Sign examples

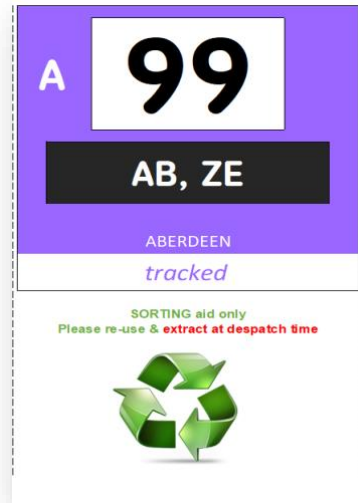
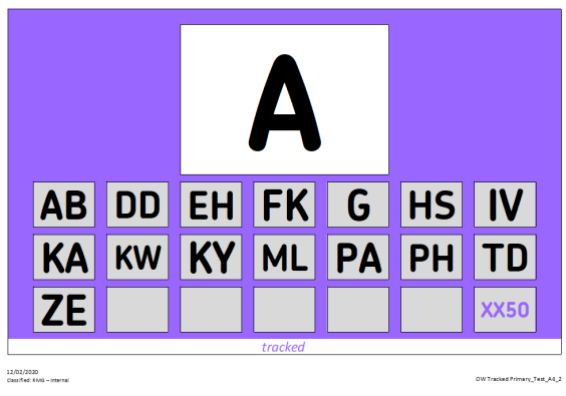
Outward Primary	Outward Secondary
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Inward Secondary

Inward Secondary

