

Supply Chain ID
&
Participant ID



Mail that
speaks volumes

Royal Mail Mailmark®



Supply Chain ID

- A **Supply Chain ID (SCID)**, coupled with an item reference number, is what gives a mailpiece uniqueness in Royal Mail's network
- In a 2D datamatrix it is a randomly generated 7 digit number
- In a 4 state barcode it is a randomly generated 6 digit number
- If both 2D and 4 state barcodes will be used against the same supply chain, then two SCIDs will be required
- A SCID represents a unique combination of 4 Participant roles:
 - Mail Originator
 - Mail Producer
 - Carrier
 - Bill Payer

What is a Participant

A 'Participant' is an organisation involved in a posting in one or more of the following roles:

1. the organisation which provides the data
(Mail Originator)
2. the organisation which produces the mail
(normally the Mailing House)
3. the carrier
(Royal Mail or a Network Access operator)
4. the organisation paying Royal Mail

To be a part of a Supply Chain an organisation must first be created as a Participant.

Participant ID

- If a Participant fulfils the role of Bill Payer, the Participant ID must be linked to a Royal Mail account
- Ideally only one Participant ID per Legal Entity
- At least one User must be linked to each Participant ID
- A maximum of 10 Users can be linked to one Participant ID
- A User can only be linked to one Participant ID
- A User must be registered on www.royalmail.com and the Mailmark Management System, with a company email address

General Principles

- eManifests are generated against one SCID – mail linked to multiple SCIDs cannot be uploaded in the same eManifest
- All Participants in a SCID can see reports generated against that SCID (unless the Bill Payer decides otherwise)
- Each SCID will be linked to a Royal Mail account, via the Bill Payer role
- Royal Mail will set up Participant IDs and SCIDs as customers request them. It will take 24 hours to create a new SCID
- More Participant IDs will generally mean more SCIDs, creating complexity

Suggestions to ease set up

- Use a generic email address to register on the Mailmark Management System – multiple users can then access using this email address
- Use meaningful batch names to facilitate interrogation of reports and reduce the need for multiple eManifests and reports
- Use just one Royal Mail OBA account for Mailmark mailings – this should be linked to the Participant ID

Contact Details

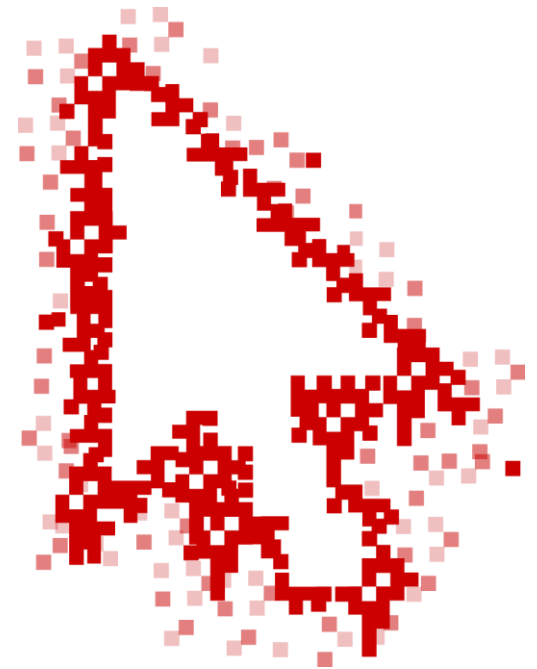
Do get in touch! We're always happy to hear from you...

You can visit our website:

- www.royalmail.com/mailmark

Or email us:

- mailmark@royalmail.com





Thank you

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