Royal Mail Mailsort Update

Royal mail offer reduced posting rates for pre-sorted mail. When unsorted mail is put into the Royal Mail system it is first sorted to a Mail Centre, then to an Intermediate Sorting Office, then to a Delivery Office where it is sorted into its postal walk. The purpose of Mailsort is to eliminate as far as possible the first of these stages. Bags of sorted mail, which are letter-sized, travel to the Mail Centre, where they are machine sorted to postal walks. This is achieved by using Postcodes to sort mail according to specific Mailsort plans supplied by Royal Mail.

The Royal Mail Mailsort codes may be imported into Gold in order to update each customer account with the appropriate Mailsort code based on their postcode.

This information may then be used when extracting a mailshot or printing customer address labels to sort them by the mailsort code.

Mailsort Database

The Royal Mail Mailsort Database first needs to be downloaded from the Royal Mail website. It is necessary to register with Royal Mail in order to do this.

The website is www.mailsorttechnical.com. Navigate to Downloads then Databases then Mailsort Database. The format to select is "Comma-separated".

The download is actually a compressed (zipped) folder. Standard Windows users should follow the instructions below. (Users of PKZIP, WinRAR, WinZip etc should consult the appropriate manual or help file).

- Double-click the folder
- Select *File*
- Select *Extract All*
- Within the Wizard, specify the directory to extract the files to, e.g. "C:\Tmp" (this directory must be shared).

Although several files are extracted from the zip file (Mailsort_DB2007_1_Comma.ZIP) only one file (MSORTA.DAT) is used.

Updating the Mailsort Codes in Gold

(System Management, Utilities, Mailsort Code Update)

This program reads through the customer file and updates the Mailsort code. An invalid or blank postcode results in a blank Mailsort code.

The standard File Transfer ID information is used to upload the file from the save directory, e.g. C:\Tmp.

Select a printer number to print the exception report.

Continue Update: Yes/No – select 'Yes' to continue.

File Transfer Details

File Transfer ID: **VDU1**

Transfer Type: Transfer File to Designated PC
Terminal ID: vdu1

Windows Share: tmp
File Path:
PC Filename: MSORTA.DAT

Transfer Format: ASCII

OK   Cancel

Ensure that the Windows Share displayed is where the Mailsort files were extracted and click "**OK**" to continue.

A printout is produced when the update is complete for all accounts where it was not possible to assign a Mailsort code.

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Company    1     Mailsort Update Error List                   04-NOV-2008   Page    1

Acct     Name                       Address line 1              Postcode
 1001    CASH SALE-DEPOT 1          THANK YOU FOR YOUR CUSTOM
 1002    CASH SALE-DEPOT 2          THANK YOU FOR YOUR CUSTOM
 1003    CASH SALE-DEPOT3           THANK YOU FOR YOUR CUSTOM
 1004    CASH SALE-DEPOT4           THANK YOU FOR YOUR CUSTOM
 1005    King & Sons                47a Bracken Avenue          KT6 8NG
 1006    R J SMITH                  10 The Crescent             BH24 5LH
 100A    Depot A
 1011    Cash till customer
 1100    Major C Smythe             Brooklands Farm             WR45 6YU
 1201    John Frost Imports         Lotts Street                N1
 1202    Mr T.Furber                Rose Hill                   NO13 1JK
 1203    Mr F Brown                 Orchard Farm                WR11 6QT
 1205    Mr G. Fyfe                 Hollow Farm                 90210
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