



Mailmark – Technical Product changes Bundling of Paperwrap postings

Background

Customers are permitted to present mail which is unbagged and un-trayed providing the bundles are wrapped in poly or cross strapped. This requirement forms part of our T&Cs in the Retail and Network Access User Guides.

Customers are permitted to use 'paperwrap' for our machineable products. Paperwrap is in lieu of a traditional envelope and is when a sheet of paper is folded, and sealed, around the insert(s). Some reasons customers use paperwrap are for: environmental concerns and sustainability provenance of the mail enabling the outer to be recycled and for co-sharing cost i.e. space within the pack can be sold for advertising purposes.

Customers have sought our support to ensure that their paper wrapped postings can be presented without damage and to support the permanent seal the edges being maintained prior to and during handover. The specific ask was that the bundles are not strapped along the length of the pack but are instead securely strapped more than at intervals across the width of the pack.

Summary of change Network Access

Current:

Bundles must be either:

- a. *Securely double strapped i.e. each bundle must be cross strapped, both lengthways and widthways. This additional strapping serves the same purpose as bags and helps protect the bundles whilst in transit.*
- b. *Wrapped with polywrap (30 microns).*
- c. *Postings that include bundles that are not strapped securely will be returned or subject to price adjustment. It is your responsibility to safeguard the hygiene of mail presented for posting " e.g. mail is free of moisture, clean and undamaged. The tension of any strapping applied to bundles should be such that there is no damage to the mailpiece and that the edges of the mailpiece are not damaged in any way when the strapping is removed and the edges of the mailpiece are not torn or turned up.*

New:

Bundles must be either:

- a. *Securely double strapped i.e. each bundle must be cross strapped, both lengthways and widthways. This additional strapping serves the same purpose as bags and helps protect the bundles whilst in transit.*
For Royal Mail Mailmark Letters and Large Letters presented in paper-wrap, customers are permitted to cross strap bundles across the width of the item on the proviso there are a minimum of two straps which are located towards the edge of each bundle. The strength of the strappex application and distance from each strap must be such that there is no risk of the contents of the bundle becoming loose during transit and the bundle being damaged or torn.
- b. No change
- c. No change

Summary of change Retail

Current:

- a. *Bundles must be either Securely double-strapped: cross strapped, both lengthways and width ways, as per the selections on the Royal Mail Selection Files, or securely wrapped with polywrap (30 microns).*
- b. *You must ensure that the tension of any strapping applied to bundles should be such that there is no damage to the mail piece and that the edges of the mail piece are not damaged in any way when the strapping is removed and the edges of the mail piece are not torn or turned up Elastic bands must not be used for holding bundles together. Whichever method is used, the bundles must be securely tied. We do not provide the material for bundling*

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- b. No change.

Permitted for: Mailmark paper wrapped items only.

Rationale: Due to the nature of how paperwrap mailings are created, there are only 2 layers of paper and one layer of glue on the two short edges of the mailpiece. This does not provide the traditional robustness you would see with a traditional envelope which has the edges tucked in and sealed, creating a 3 to 4 layered short edge. Despite customers meeting our paper and adhesive requirements for paperwrap mailers, when the bundles are cross strapped, the horizontal strap can cause damage to the edges of the item. This damage can in turn affect the processing of the items once it's on our letter automation. Our requirements state that the edges of the mailpiece are not torn or turned up and the nature of this type of mailpiece does not enable the customer to meet this requirement.

Visual:

Not to scale (strappex example visual as orange band)

