



**Business
Mail Advanced
Next steps**



Now you have applied for Business Mail Advanced you will soon be able to access postal savings, from 10.5% on First Class and 16.5% on Second Class.

To get started, there are some steps that need to be completed.

Step 1

Your Account Manager will now submit your order for processing. Northern Services will liaise with Royal Mail to advise of your intent to create a Business Mail Advanced account.

Royal Mail will send you Terms & Conditions for Business Mail Advanced. When you receive these you will need to sign and return them to Royal Mail.

Step 2

On receipt of the signed Terms & Conditions, Royal Mail will set up your account. You will be allocated a Business Mail Advanced licence number for both 1st and 2nd Class mail. Royal Mail will send these licence numbers directly to Northern Services too.

If your franking machine is a **DM model**, Northern Services will create a Business Mail Advanced Licence graphic for both 1st and 2nd Class.

If your franking machine is a **Connect+ model** please retain the licence numbers and you will be prompted to enter these on your franking machine.

Step 3

If your franking machine is a **DM model**, you will now need to connect your machine and download the new graphics.

Simply connect as if recrediting your franking machine and the licence graphic will be downloaded.

If your franking machine is a **Connect+ model**, then you will need to enter the licence number when selecting the Business Mail Advanced rates in the rate table on your franking machine.

At this stage it is recommended that you create presets or jobs which will create a quick and effective shortcut on selecting Business Mail Advanced in the future.

Step 4

As part of your licence pack you will be sent an authorisation code to set up your Royal Mail Online Business Account. Go to the Royal Mail website as per their instructions and enter your authorisation code and complete details as prompted.

Once completed, your Online Business Account will be ready to use.

You should also have been contacted by Royal Mail and supplied with trays and labels so your Business Mail Advanced mail can be presented correctly to Royal Mail on collection.

You are now ready to start processing Business Mail Advanced letters and access your savings.

Processing Mail

It is always recommended to contact your Royal Mail sorting office 24 hours before any mailings are submitted using Business Mail Advanced.

You need to ensure that you have at least 500 items of the same class in a single mailing to access Business Mail Advanced.

You should frank your mail using the job/preset for Business Mail Advanced, this will ensure that the correct amount is franked and will enable you to track usage of the postal service.

Once you have finished franking your mailing you need to load your mailing in to the tray upside down, face forward with the correct label on the front. Then enter the volumes via Royal Mail's Online Business Account and print off the docket and provide this with the trays to Royal Mail when they arrive to collect the mailing.

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Royal Mail will sort the mail in their sorting office and account for qualifying and non-qualifying mail. You will be sent a statement showing the volumes and confirming the rebate amount.

If the rebate amount exceeds £1,000 this will be refunded immediately but if less than £1,000 it will be accumulated until the end of the calendar month and refunded by 15th of the following month.



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