

## Appendix 5: Total Average Weight Entry as part of End of Day Process

This appendix is applicable to customers who have asked the DMO Help Desk to enable the optional feature of Total Weight Entry as part of the End of Day Process.

This option is relevant for customers who ship via DMO or Shipping API using Royal Mail services charged by average weight . It is therefore not applicable for services such Tracked 24, Tracked 48, Special Delivery, or Royal Mail standard on account service (STL) or the following International Services:

SAP Code	Service Description
OLA	INTERNATIONAL STANDARD ON ACCOUNT
OLS	INTERNATIONAL ECONOMY ON ACCOUNT
OTA	INTERNATIONAL TRACKED ON ACCOUNT
OTB	INTL TRACKED ON ACCOUNT EXTRA COMP
OTC	INTERNATIONAL TRACKED & SIGNED ON ACCT
OTD	INTL TRACKED & SIGNED ON ACCT EXTRA COMP

Where a user is activated for Average Weight User Interface areas of DMO will change, though the majority of change occurs in the End of Day there are some key differences which need highlighting

### Create Shipments screen

When creating a shipment from the user interface there is no Format input required, weight is also not required, Therefore these areas on the user interface have been greyed out.

The screenshot displays the 'Shipping' interface with the following sections and fields:

- Navigation:** Shipping Services, Shipments, End of Day, Archive, Addresses, Admin, Help, Log Off
- Shipping Header:** 22/Aug/2016, \* - Required Fields
- 1. Posting Information:**
  - Service Reference: Service Reference 1
  - Carrier: Royal Mail
  - Service type: First Class
  - Service: ROYAL MAIL 24\48
  - Service format: (Greyed out)
- 2. Address Information:** (Greyed out)
- 4. Service Enhancements:**
  - Consequential Loss Insurance: <None>
- 5. Shipment Details:** (Greyed out)
- 6. Item Details:**
  - Please provide Item Details:
  - \*Number of Items: (Greyed out)
  - \*Weight/Weight Band: 0.0 kg
- Buttons:** Pend, Reset, Process

## Current Shipments

For shipments that are being processed under Average Weight will have no format displayed with the weight information showing zero weight (0 KG).

## End of Day Process

When the shippers enters the End of Day screen the Average Weight services will appear as shown below.

### End of Day

16/Aug/2016

Enter the data you want the system to search for in the following fields.

**Service Reference**    **Carrier**    **Service**

ALL    ALL    ALL

You may include Your Reference and Your Description in the below optional field, the data will then be included in your manifest

**Your Reference**    **Your Description**

Reset

**NOTE:** Cancelled current shipments will be transferred to the archive when EOD is run.

**WARNING:** All Shipments will be charged for – please ensure all Cancels & Pends are completed prior to End of Day.

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
16/08/2016	First Class	ROYAL MAIL 24\48 / UNALLOCATED	3			20000
16/08/2016	First Class	ROYAL MAIL 24\48 / Inland Large Letter				750
16/08/2016	First Class	ROYAL MAIL 24\48 / Inland Parcel				20000
<b>Total : 3 Shipments</b>						

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
16/08/2016	Second Class	ROYAL MAIL 24\48 / UNALLOCATED	1			20000
16/08/2016	Second Class	ROYAL MAIL 24\48 / Inland Large Letter				750
16/08/2016	Second Class	ROYAL MAIL 24\48 / Inland Parcel				2000
<b>Total : 1 Shipments</b>						

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
16/08/2016	First Class	ROYAL MAIL 24 (LL) DAILY RATE / UNALLOCATED	3			0
16/08/2016	First Class	ROYAL MAIL 24 (LL) DAILY RATE / Inland Large Letter				750
<b>Total : 3 Shipments</b>						

Users need to allocate the volumes across the formats (if the service has more than 1 format), ensuring the unallocated Items field is then zero. The total weight for each service/ format needs to be entered (in grams). Once this is completed for all rows, the Submit button at the bottom right hand corner of the screen will no longer be greyed out, and needs to be clicked.

If one of the weight fields has not been completed for a Shipments row, then the warning message below will appear on the screen:

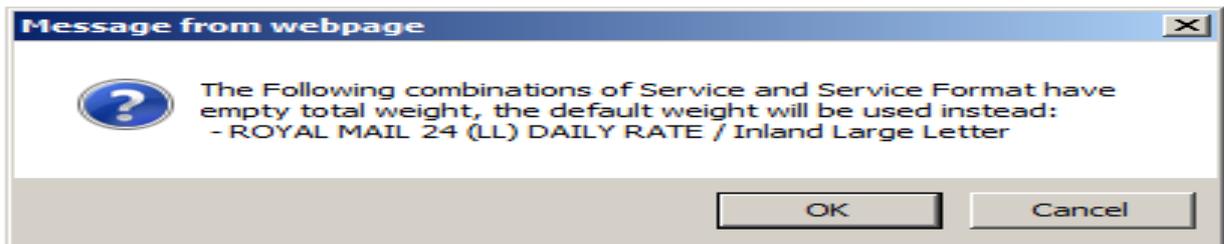
**WARNING:** All Shipments will be charged for – please ensure all Cancels & Pends are completed prior to End of Day.

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
16/08/2016	First Class	ROYAL MAIL 24\48 / UNALLOCATED	0			20000
16/08/2016	First Class	ROYAL MAIL 24\48 / Inland Large Letter	3	100	34	750
16/08/2016	First Class	ROYAL MAIL 24\48 / Inland Parcel				20000
<b>Total : 3 Shipments</b>						

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
16/08/2016	Second Class	ROYAL MAIL 24\48 / UNALLOCATED	0			20000
16/08/2016	Second Class	ROYAL MAIL 24\48 / Inland Large Letter	1	100	100	750
16/08/2016	Second Class	ROYAL MAIL 24\48 / Inland Parcel				2000
<b>Total : 1 Shipments</b>						

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
16/08/2016	First Class	ROYAL MAIL 24 (LL) DAILY RATE / UNALLOCATED	0			0
16/08/2016	First Class	ROYAL MAIL 24 (LL) DAILY RATE / Inland Large Letter	3		750	750
<b>Total : 3 Shipments</b>						

Cancel  Submit 



In order for the user to amend the end of day weight field they will need to Click Cancel on the Warning message,

If the User clicks on OK in the warning message the End of Day will be submitted, **the max weight for the Service/ format will be applied, and the End of Day Process completed, Shippers will be billed the highest weight and highest format.**

The right hand most column shows the Default (maximum) item weight (g) that is permitted for this Service/ format/ country,

The column second from the right, Average, calculates the average item weight (g) based on the volume and total weight entered for the row.

Example screen if the total weight entered is more than permitted for the volumes entered for that particular service/ format.

## End of Day

16/Aug/2016

Enter the data you want the system to search for in the following fields.

**Service Reference**    **Carrier**    **Service**

ALL    ALL    ALL

You may include Your Reference and Your Description in the below optional field, the data will then be included in your manifest

**Your Reference**    **Your Description**

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**Message from webpage**

 The weight entered must not exceed 1500

OK

**NOTE:** Cancelled current shipments will be transferred to the archive when EOD is run.

**WARNING:** All Shipments will be charged for – please ensure all Cancels & Pends are completed prior to End of Day.

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
16/08/2016	First Class	ROYAL MAIL 24\48 / UNALLOCATED	0			20000
16/08/2016	First Class	ROYAL MAIL 24\48 / Inland Large Letter	2	10000	750	750
16/08/2016	First Class	ROYAL MAIL 24\48 / Inland Parcel	1		20000	20000
<b>Total : 3 Shipments</b>						

NOTE: if multiple formats options are listed but there are no shipments for a format, leave the volume and weight BLANK. Do not enter a zero into these fields.

End of Day for International Services with Average Weight services, the screen will appear as below:

Shipping Services
Shipments
End of Day
Archive
Addresses
Admin
Help
Log Off

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**End of Day**
20/Aug/2016

Enter the data you want the system to search for in the following fields.

**Service Reference**    **Carrier**    **Service**

You may include Your Reference and Your Description in the below optional field, the data will then be included in your manifest

**Your Reference**                      **Your Description**

Reset

**NOTE:** Cancelled current shipments will be transferred to the archive when EOD is run.

**WARNING:** All Shipments will be charged for – please ensure all Cancels & Pends are completed prior to End of Day.

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
20/08/2016	First Class	ROYAL MAIL 24\48 / UNALLOCATED	3			20000
20/08/2016	First Class	ROYAL MAIL 24\48 / Inland Large Letter				750
20/08/2016	First Class	ROYAL MAIL 24\48 / Inland Parcel				20000
<b>Total : 3 Shipments</b>						

Shipping Date	Service Type	Service and Format Descriptions	Items	Total Weight	Average	Default Weight (g)
20/08/2016	International	INTL BUS MAIL TRACKED & SIGNED / EUU	6			5000
20/08/2016	International	INTL BUS MAIL TRACKED & SIGNED / LARGE LETTERS EUROPEAN UNION / International Large Letter				500
20/08/2016	International	INTL BUS MAIL TRACKED & SIGNED / LETTERS EUROPEAN UNION / International Letter				100
<b>Total : 6 Shipments</b>						

Enter number of items

Enter total weight

Where there is more than 1 format, allocate the total volume between the formats

### Archive Shipments

Average Weight Services will show the average weight in the Weight field in Archive shipments.

### Clean Sweep

If the User does not complete the End of Day Process by the agreed Clean Sweep time (default 18:00) the Average Weight services in Current Shipment will have maximum weight for the Service/format applied and charged in Royal Mail's OBA billing system.

### Batch Import Shipments

For customers who use Batch Importing, rather than manual shipment entry, for Average Weight Services, the weight field does not need to be completed. If it is left blank, a warning message will appear when importing the file. If a valid weight or zero is entered no error will appear when importing the file, and the value will not be used by DMO

### On Demand

For customers who use On Demand, rather than manual shipment entry, for Average Weight Services, the weight field does not need to be completed. If a weight is included this will not be used by DMO

## Shipping API Users

For customers who use Shipping API, rather than DMO, for Average Weight Services, the following differences to standard operation will occur:

### CreateShipment API call

- If weight field is populated (including zero) zero- CreateShipment response provides a successful response with an Average Weight warning message
- If weight is blank or not populated- the API will return an error and the shipment will not be made.

### CreateShipment API call- Offline Barcoding

Same as above, there is no difference between createShipment call if it is online or offline barcoding

### UpdateShipment API call

If the weight field is populated the response will include an Average Weight warning.

### EndofDay API call

Only non-Average Weight services can be manifested by the API and there is a warning message that weights entered will not be used for Average Weight services, and users need to use DMO End of Day Process to enter the weights for average Weight Services; else they will be defaulted to max weight for that service/ format.