Mailsort Online
XML to eManifest handling and data submission facility

This feature is available via our data processing website https://mailsortonline.com

The system supports submission of Mailmark manifest data to the Royal Mail eManifest Handling System (eMHS) directly to the users own eMHS poster upload account. The manifest data is imported from a compatible XML file, originating either from Mailmark jobs processed by our own systems or from DSAs, most of which can provide the manifest data in a compatible format.

Main features:
- Full support for the Royal Mail eManifest Handling System (eMHS).
- Import of manifest data originating from our own systems (free of charge).
- Compatible with manifest data originating from most DSAs.
- Can handle multiple jobs on the same manifest.
- Handles spreading of job data submission across multiple manifests.
- Our systems are fully accredited by the Royal Mail.

The XML to Mailmark system is separated into two sections. This guide describes the first section, about how the XML data is imported into the system. The second part is described in a separate guide: "How to manage eManifest and data submission".
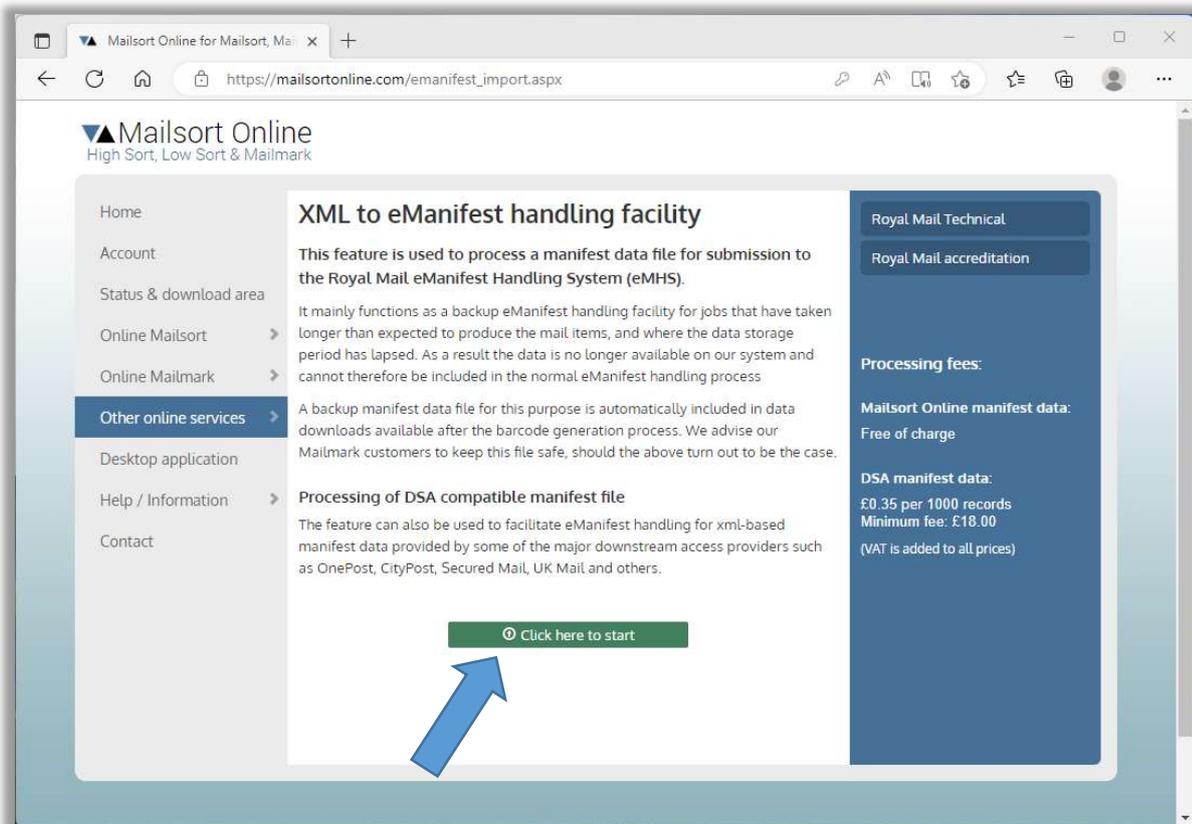
Get started:

Open your web browser and navigate to the website: https://mailsortonline.com
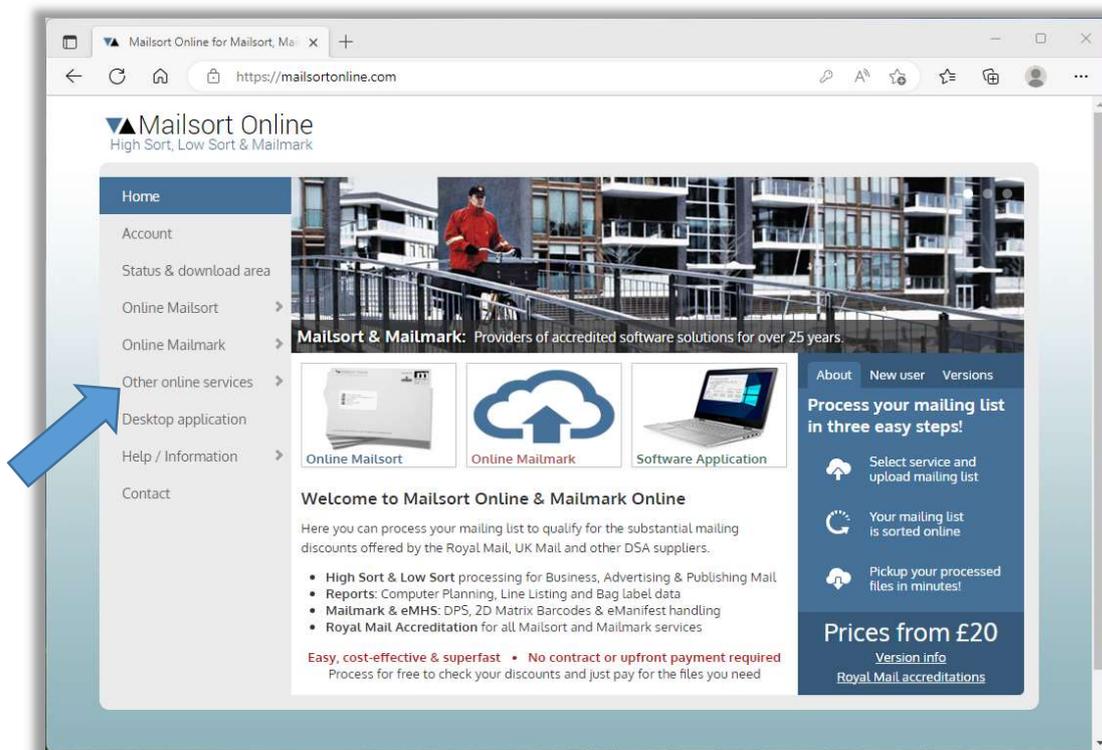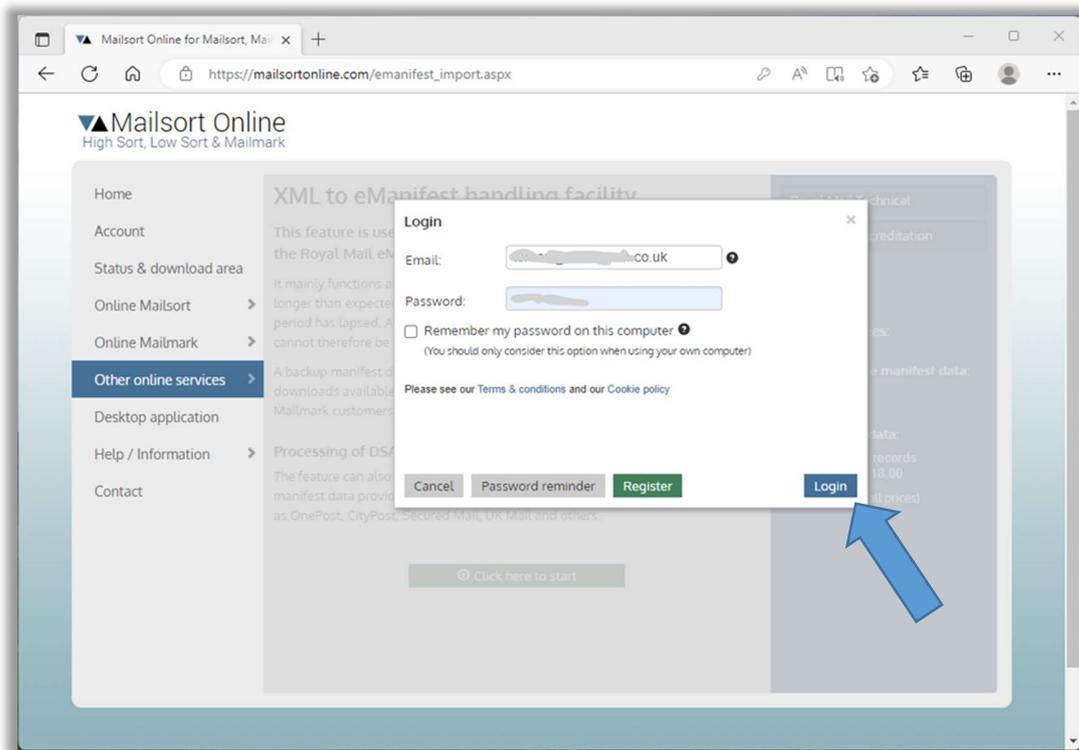

Click "Other online services" on the left menu…
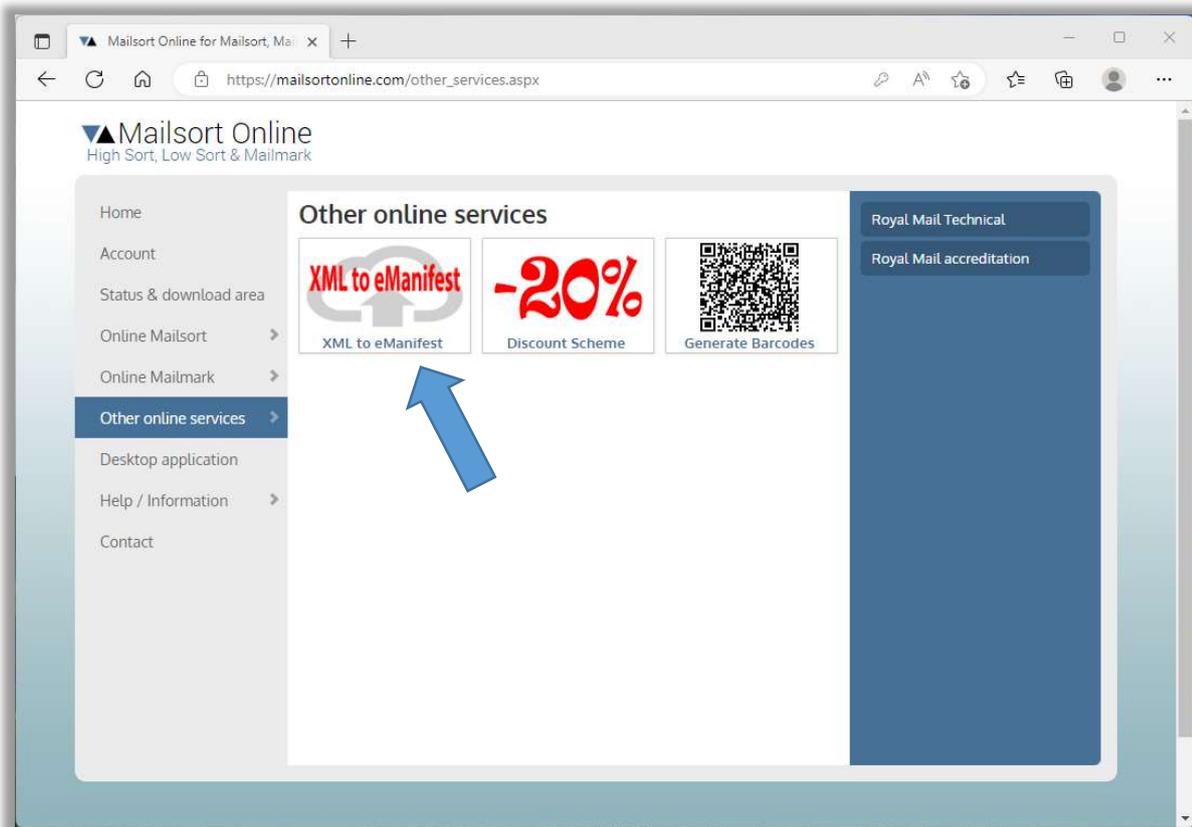
Then click the button "XML to eManifest"…

Click the button "Click here to start"…

Login:

I you haven't already logged in, you will be required to do so now.

NB! Logging in or registering on the mailsortonline.com website is described in a separate guide.
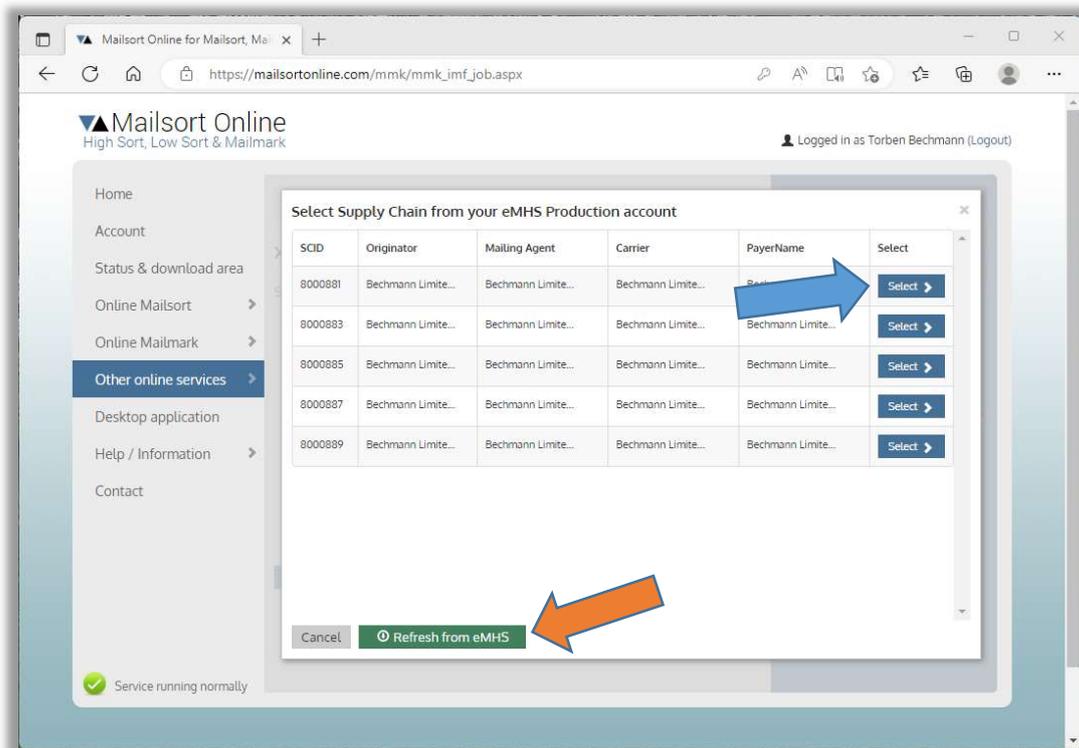
Specify process parameters:

For the data import you need to specify the supply chain and data range within the file, before proceeding to upload the manifest file.

Supply Chain

Click the "Select Supply Chain" button...
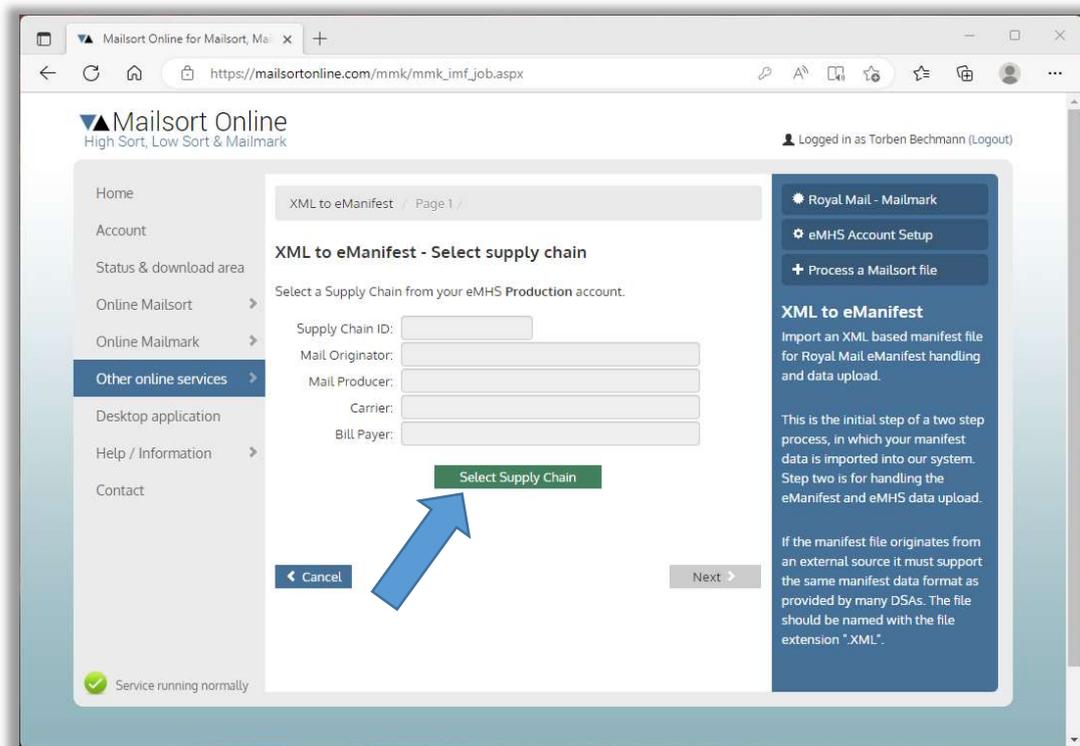
A popup window appears listing the available supply chains.

Click the "Select" button by the relevant supply chain…

NB!
This list is populated directly from the Royal Mail eMHS system. If the list is empty or is not reflecting all the supply chains associated with your OBA account, you can click the button "Refresh from eMHS" (red arrow). This will force the list to be repopulated.

You may also need to ensure that you are using the correct eMHS account. See our separate "eMHS Setup" guide how to do this. If you have switched to another account, you will also need to refresh this list.
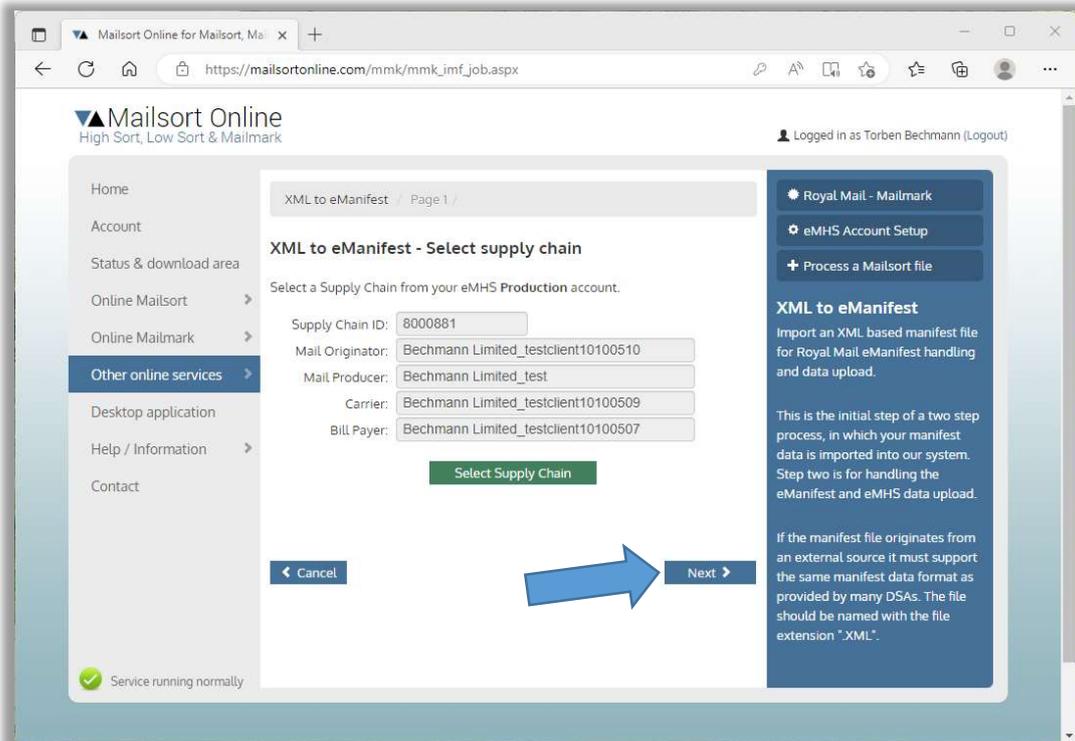
Check visually that the correct supply chain is chosen and click "Next" to continue…
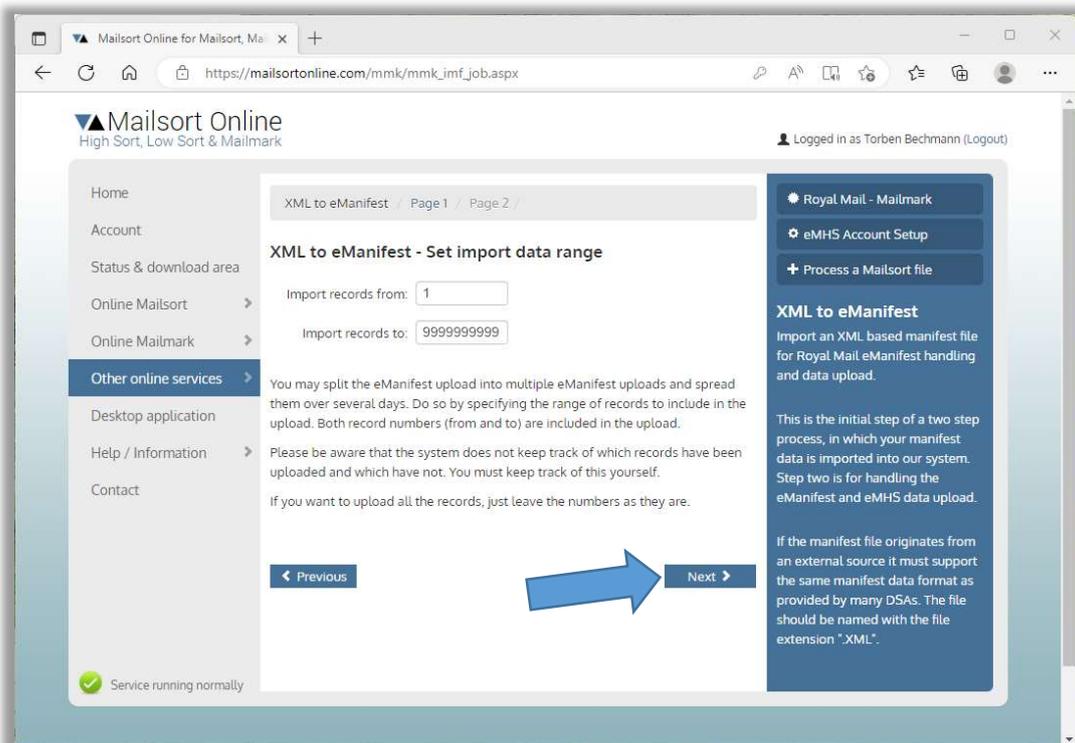
On this page it is possible to split the job into multiple manifests. This is useful if your mail production and hand over to the Royal Mail needs to take place over several days.

Specify the record numbers from and to (both included) if you want to do this. Otherwise just leave the numbers as they are and the whole job will be imported for upload in one go.

Click "Next" to continue…
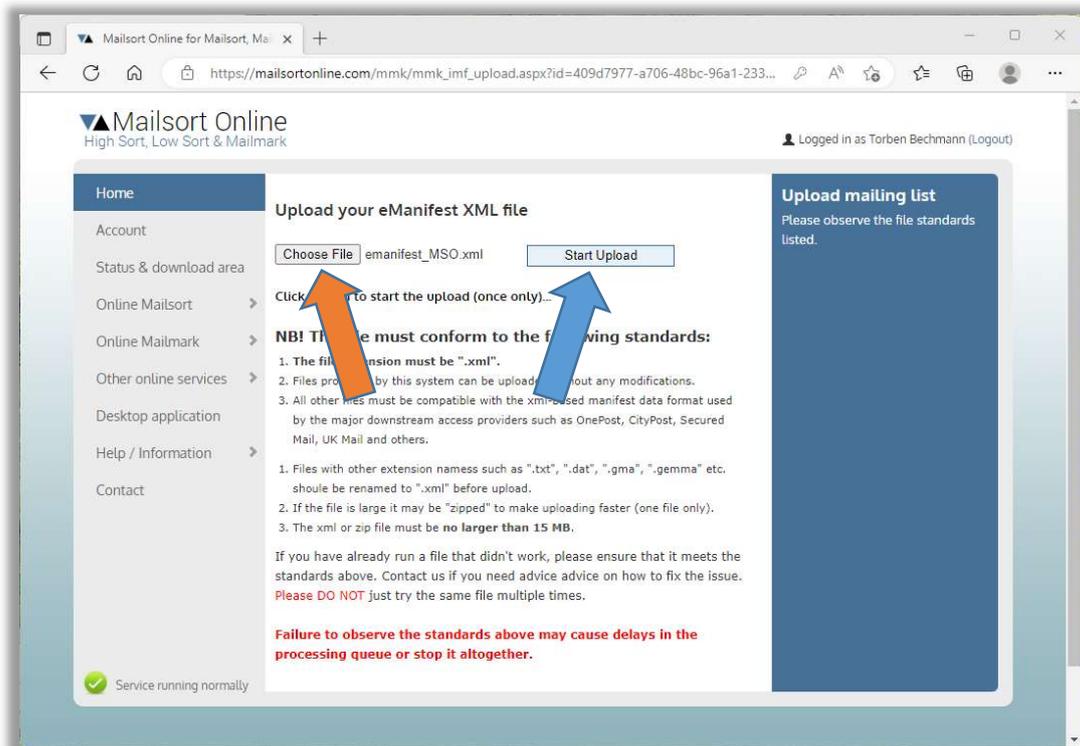
This page is for uploading your XML Manifest file.

NB! The file must conform to the following standards:
- The file extension must be ".xml".
- Files produced by this system can be uploaded without any modifications.
- All other files must be compatible with the xml-based manifest data format used by the major downstream access providers such as OnePost, CityPost, Secured Mail, UK Mail and others.
- Files with other extension names such as ".txt", ".dat", ".gma", ".gemma" etc. must be renamed to ".xml" before upload.
- If the file is large it may be "zipped" to make uploading faster (one file only).
- The xml or zip file must be no larger than 15 MB. If your file is larger than that please download and install our windows application. It does not have any size restrictions.
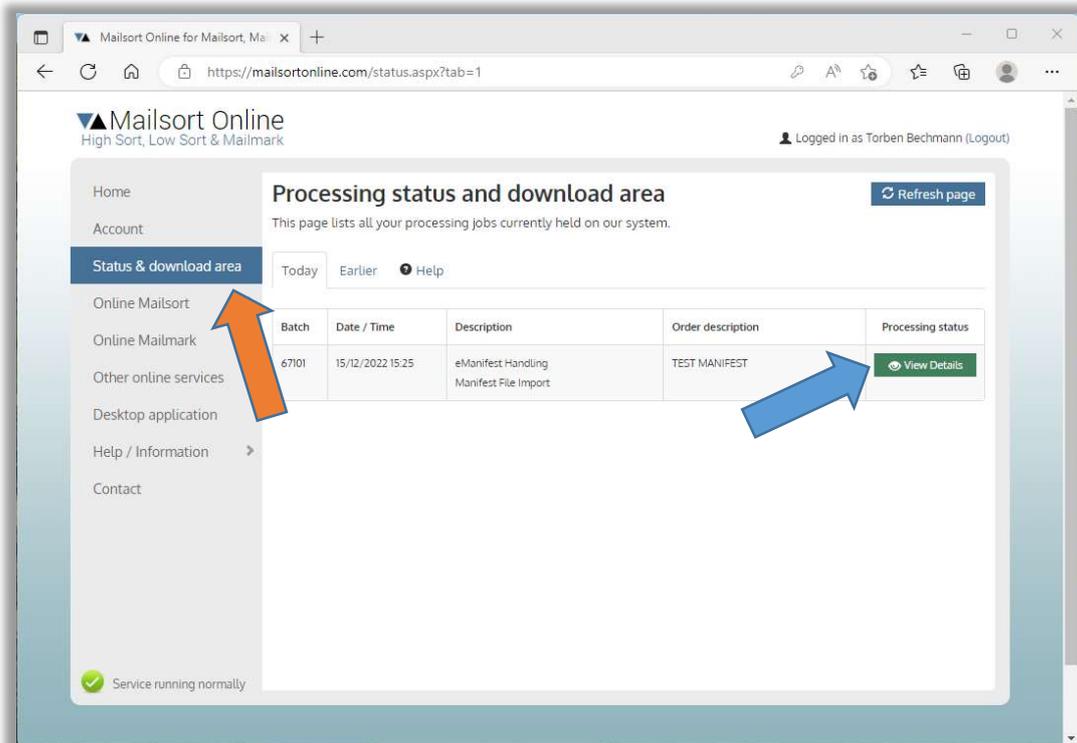
Click "Choose File" (red arrow) and select your XML Manifest file.
> NB! This button may have a different name depending on the browser you use.

Click "Start Upload" to continue…
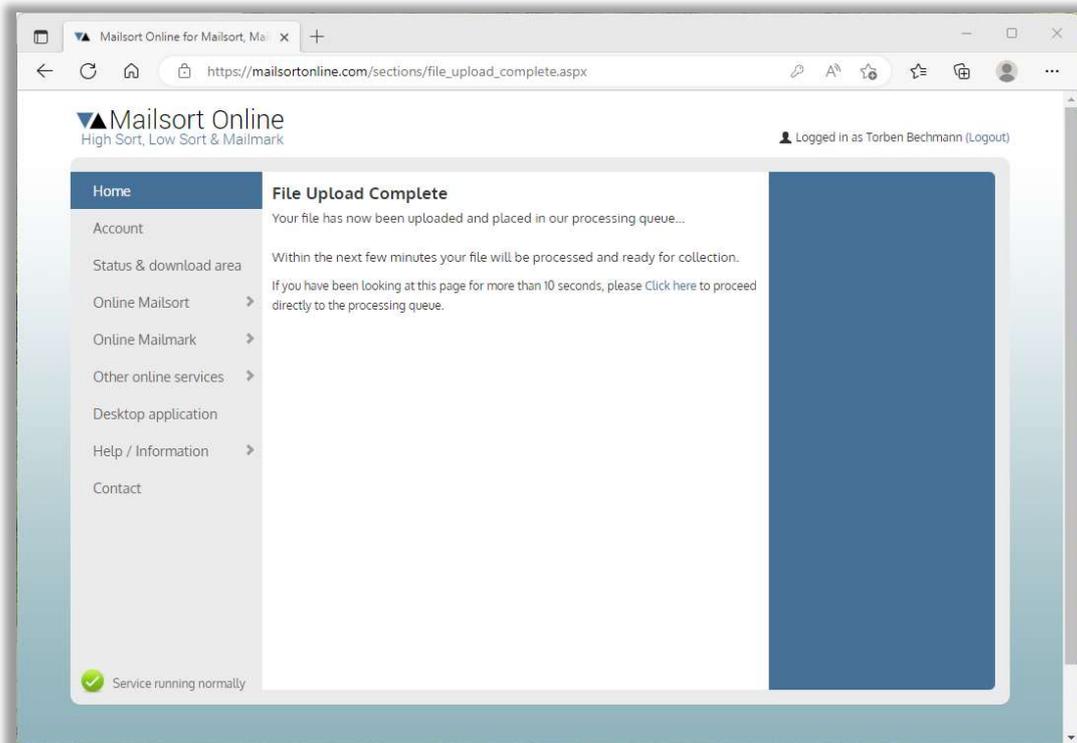
Once the file upload is complete a confirmation screen appears (as above) for a few seconds, after which the "Status and download area" page is displayed.

Click "View Details" to continue…

NB! You can always return to this page by clicking the "Status & download area" button on the left menu (red arrow).

Order acceptance:

On this screen you can evaluate the success of the data import before proceeding to the eManifest handling process.

Please perform a visual check of the parameters listed.

Check that the number of mail items correspond to the expected numbers. If you have performed a partial import, please check that the start and end numbers are correct (indicated by the green arrow on the images above and below). If the numbers are not correct, you can simply start again and specify the appropriate range.

If the XML data file was produced by one of our own systems, the following part of the process is provided for free. Click "Accept" to proceed…

Alternatively, if the XML data has come from a third party, the eManifest handling and upload is subject to a processing charge which must be settled before you are able to proceed beyond this point. See image below:
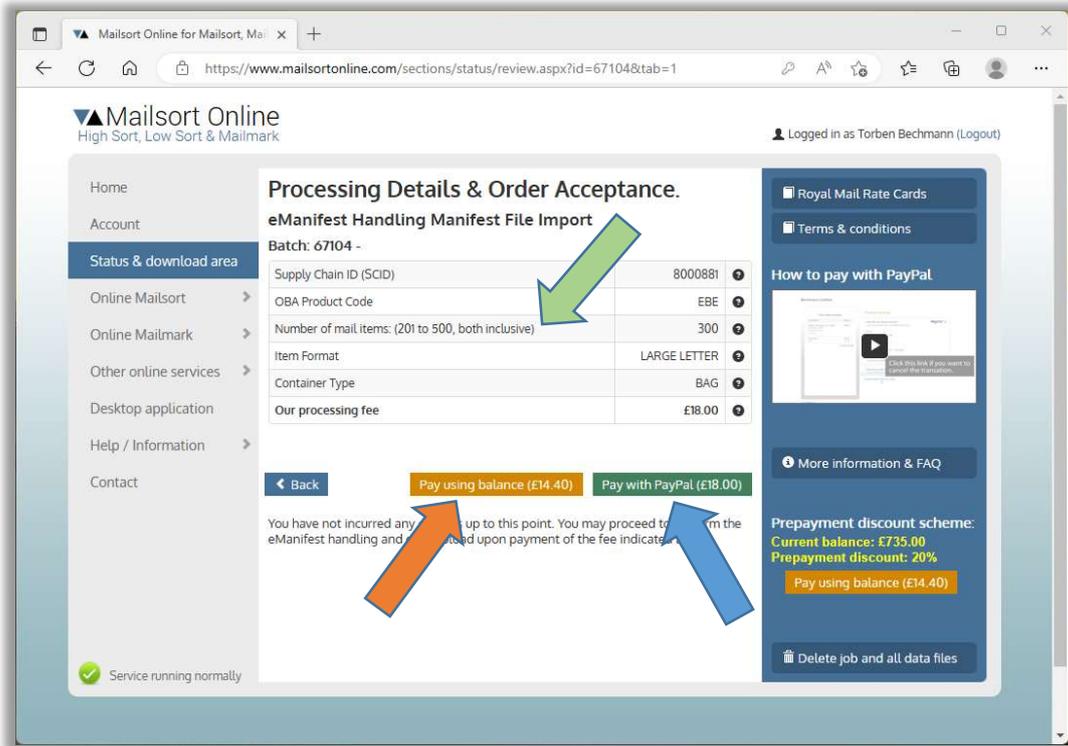

Ways to pay:
1. Pay via PayPal with a PayPal account or normal Credit or Debit card
2. Pay with available pre-paid balance.
3. If you have an annual account for Mailmark, this feature is included in the account.

Once the job has been accepted, or indeed paid for, the system returns to the processing status and download area. Please wait here until the button turns blue.
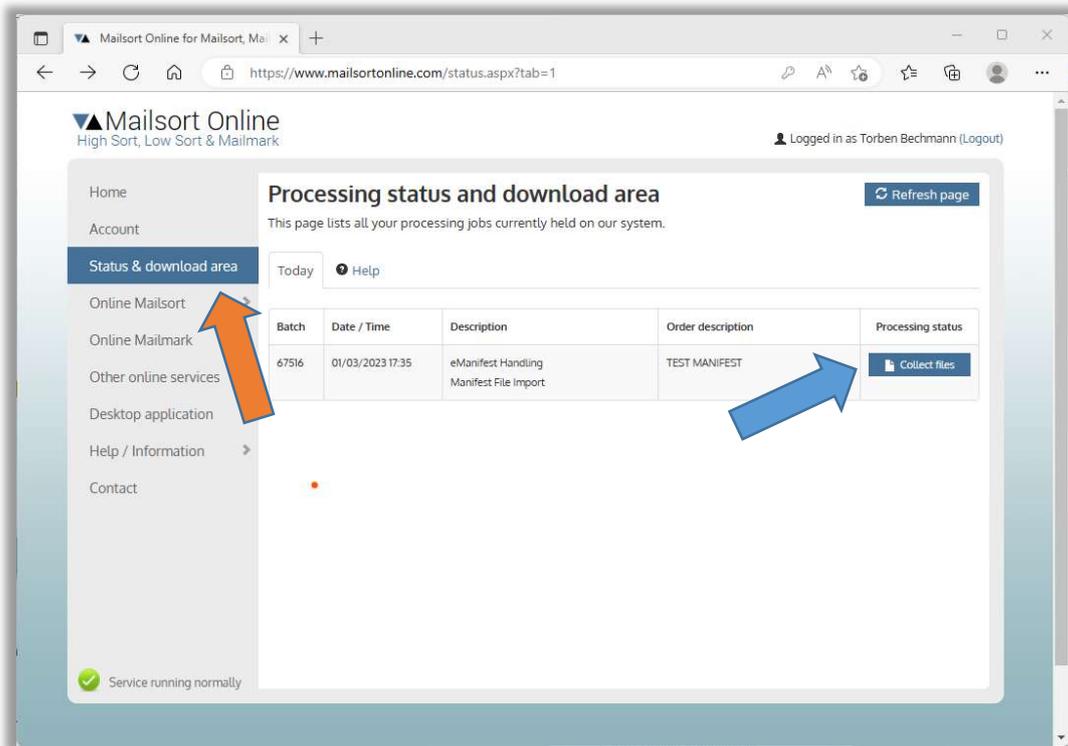
Click the "Collect files" button…
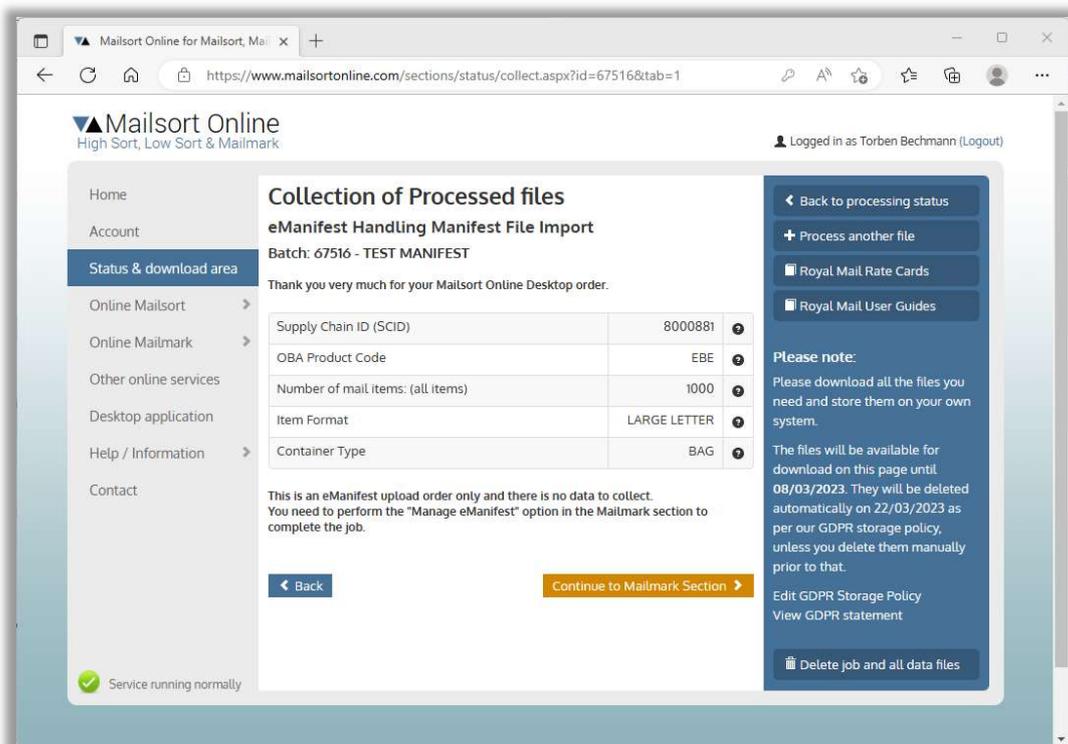
Followed by the "Continue to the Mailmark Section" button.

The remainder of the process is described in a separate guide: "How to manage eManifest and data submission".