Registered Post Imprint

Imprint specifications

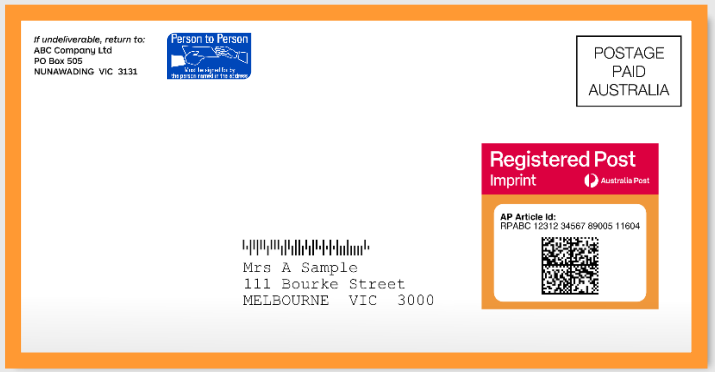
Australia Post

Registered Post Imprint
Envelope examples

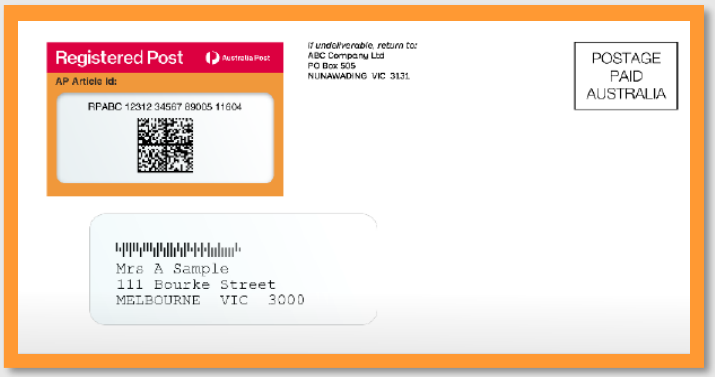
Envelopes must be printed with the Registered Post Imprint and include a 6mm border to wrap envelope edge with minimum 2mm visible on front of envelope in orange (Pantone PMS 151). Border should also be visible on back of envelope.

The following pages contain the detailed specifications for the imprint design, including the GS1 DataMatrix Barcode contained within it.

Example: Plain envelope with barcode imprint



Example: Clear window faced envelope with barcode imprint



Important information

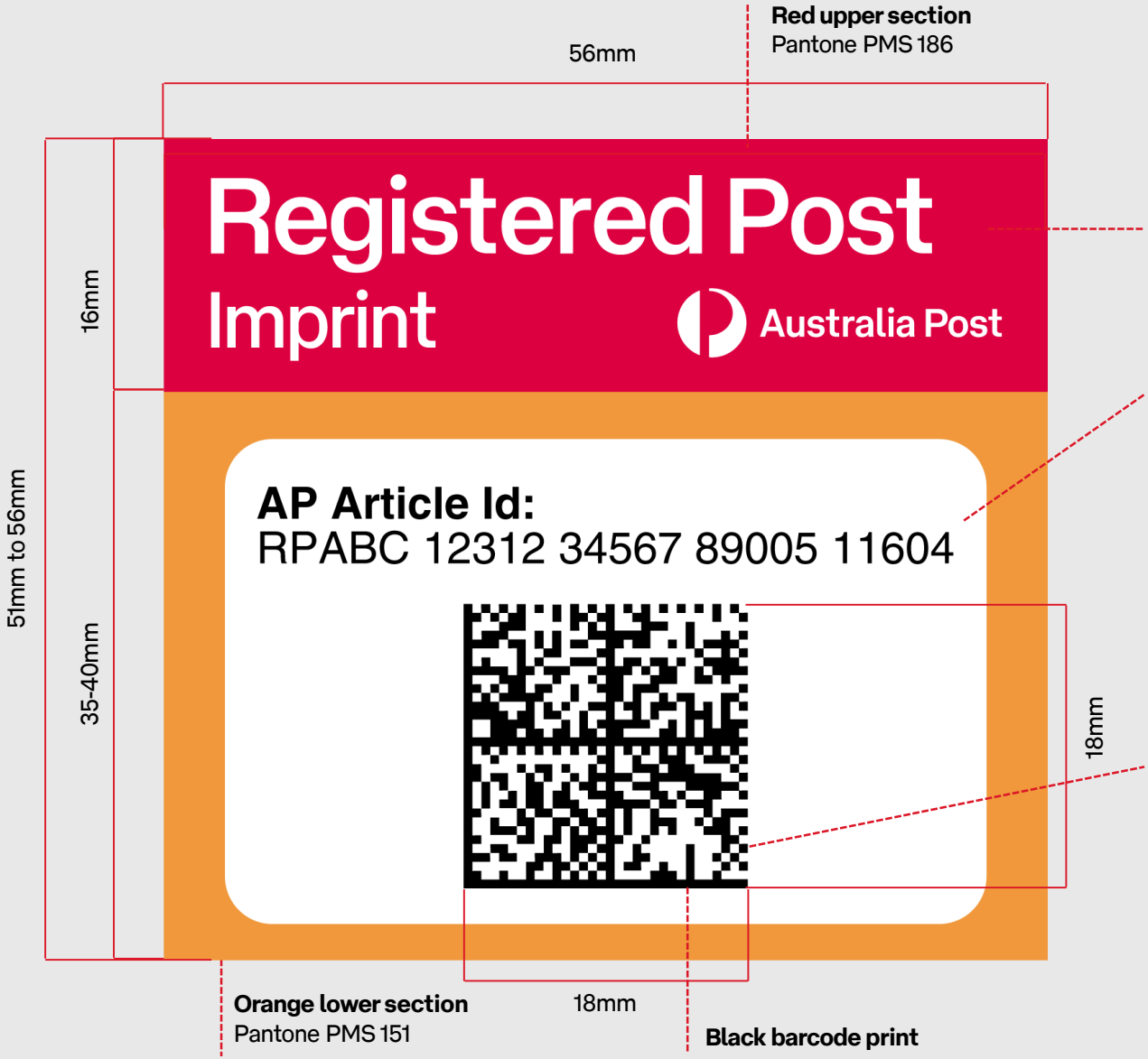
If you are using a clear window faced envelope:

- the 2D barcode must still be enclosed within the Registered Post Imprint design;
- the entirety of the 2D barcode and clear zone must be clearly visible at all times, even if the envelope content shifts.
- the entirety of the address and 4-state barcode (if using) must be clearly visible at all times, even if the envelope content shifts.

If you are using the person-to-person service:

- please ensure a blue (PMS Blue 293) person-to-person marking is clearly visible, as shown in the plain envelope example.
- a copy of this artwork can be obtained by emailing RPImprint@auspost.com.au.

Imprint artwork specifications



Actual size

Australia Post (AP) Article ID
A 25 character string, in Helvetica or Arial font at 8 or 9 point size, comprising:

- the fixed value 'RP'
- 6 character Customer Reference ID
- a 5 digit Sub Product
- a 9 digit Sequence Number
- a 2 digit Service Code and
- the calculated Check Digit
- a single space added after every 5 characters
- black print.

2D GS1 DataMatrix Barcode
See 2D Barcode specifications in this guide for details

- black print
- must be 18mm wide x 18mm high
- total module size incl. the finder patter is 32 x 32 when using a DPID or 26 x 26 when not using a DPID
- there must also be a quiet zone of two modules around the entirety of the barcode
- barcode print quality of grade 4 ISO/IEC 15415 GS1 DataMatrix required.

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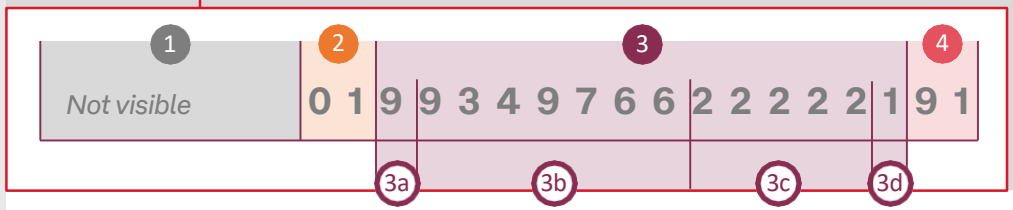
2D barcode specifications (example barcode)

Part 1: Machine readable characters (Fixed characters)

Not visible	01993497662222191	RPABC12312345678900511604	Not visible	4203000	Not visible	9230000001	Not visible	8008200417200000
	Machine readable characters	*Human readable characters (same as Australia Post article ID)*		*Machine readable characters*		*Machine readable characters*		*Machine readable characters*



1 **GS Separator or Function 1 Symbol (FNC1)**

Format: Not visible

Start sequence to differentiate the GS1 DataMatrix from other datamatrix symbols.

For more information on GS1 barcodes, please visit: www.gs1.org/

2 **Application Identifier (GTIN)**
GS1 standard method of encoding to indicate the following string is the 'GTIN'.

Format: Fixed value | *Value:* 01

3 **GTIN**

3a **Fixed Value Indicator:** Indicates the GTIN is fixed
Format: Fixed value | *Value:* 9

3b **Company Code:** A unique identifier for Australia Post
Format: Fixed value | *Value:* 9349766

3c **Item Reference:** Defines that the item is a Registered Post Imprint article
Format: Fixed Value | *Value:* 22222

3d **Check Digit:** Used to check for input errors
Format: Fixed value | *Value:* 1

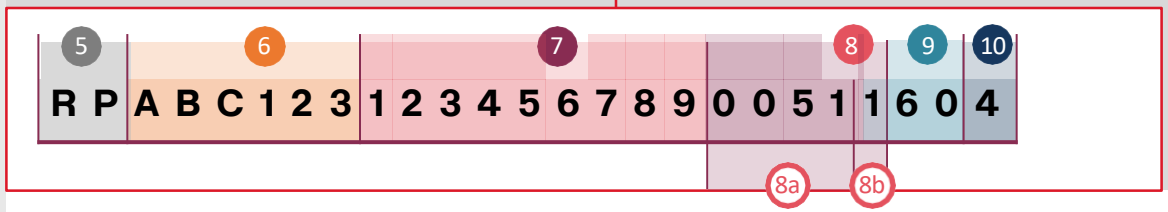
4 **Application Identifier (AP Article ID)**
GS1 standard method of encoding to indicate the following string is the 'Human Readable Article ID'.

Format: Fixed value | *Value:* 91

2D barcode specifications (example barcode) continued.

Part 2: Human readable characters (same as Australia Post Article ID)

Not visible	Machine readable characters	Human readable characters (same as Australia Post article ID)	Not visible	Machine readable characters	Not visible	Machine readable characters	Not visible	Machine readable characters
	01993497662222191	RPABC12312345678900511604		4203000		9230000001		8008200417200000



5 **Registered Post Key**
Format: Fixed value | *Value:* RP

6 **Customer Reference ID**
Alphanumeric value provided by Australia Post, specific to customer. A customer may be assigned more than one Customer Reference ID.

Format: XXXXXX | *Value (example):* ABC123

7 **Sequence Number**
The sequence number must be unique for each barcode and enables you to match each article to each specific recipient. You are responsible for assigning the unique sequence number to your articles.

Format: nnnnnnnnn | *Value (example):* 123456789

8 **Sub Product Code**

8a **Registered Post Imprint Code**
Format: Fixed value | *Value:* 0051

8b **Delivery Speed Code**
Format: Fixed value | *Value for Regular delivery:* 1
Value for Priority delivery:* 2

9 **Service Code**
Format: Fixed value | *Value for signature on delivery:* 60
Value for person-to-person: 61

10 **AP Article ID Check Digit**
The check digit is required for article IDs to be manually keyed into point of sale machines or 'on delivery' devices. This digit is calculated by using all the previous human readable characters in a formula and must be correct to be validated. Refer to instructions on page 7 of this guide.

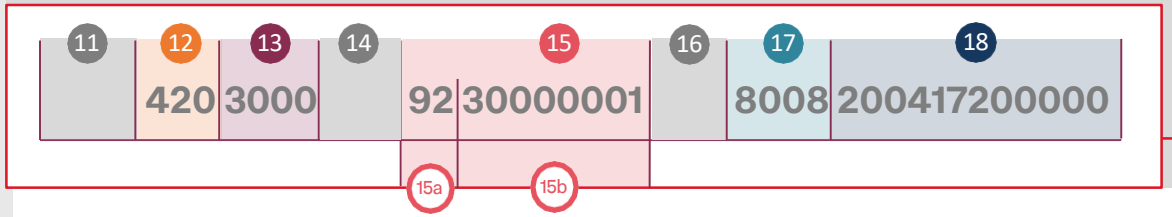
Format: n | *Value (example):* 4

**Additional charges will apply. For further information refer to https://auspost.com.au/bulkmail*

2D barcode specifications (example barcode) continued.

Part 2: Human readable characters (same as Australia Post Article ID)

Not visible	01993497662222191	RPABC1231234567890051160 4	4203000	Not visible	9230000001	Not visible	8008200417200000
	Machine readable characters	*Human readable characters (same as Australia Post article ID)*	*Machine readable characters*		*Machine readable characters*		*Machine readable characters*



11 GS Separator or Function 1 Symbol (FNC1)
Format: Not visible

12 Application Identifier (Post Code) GS1 standard method of encoding to indicate the next set of characters are the 'Delivery Post Code'

Format: Fixed value | *Value:* 420

13 Delivery Post Code
A variable numeric to be assigned by the imprint generator based on the article's delivery postcode.
Format: nnnn | *Value (example):* 3000

14 GS Separator or Function 1 Symbol (FNC1) (see step 1)
Format: Not visible

15 DPID information (only required if using DPID)

15a Application Identifier (DPID)
GS1 standard method of encoding to indicate the following string is the 'Australia Post DPID'.
Format: Fixed value | *Value:* 92

15b Australia Post DPID
The DPID is a variable numeric that is obtained through the Address Matching Approval System.

Format: nnnnnnnn | *Value (example):* 30000001

16 GS Separator or Function 1 Symbol Character (only required if using DPID)
Format: Not visible

17 Application Identifier (Date/Time)
GS1 standard method of encoding to indicate the following string is the 'Date and Time of Barcode Production'.

Format: Fixed value | *Value (example):* 8008

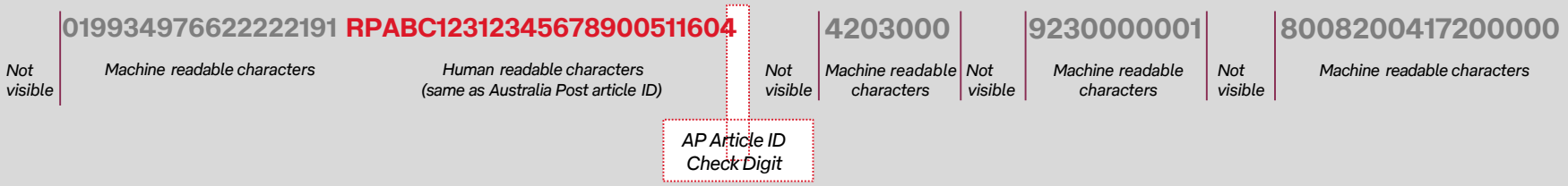
18 Date and time of Barcode Production

A variable numeric is to be assigned by the imprint generator, based on when the article's barcode was generated.

Format: YYMMDDHHMMSS | *Value (example):* 200417200000

Calculating the AP Article Check Digit

Calculating the check digit for a Registered Post Imprint GS1 2D barcode Example



An algorithm is required to produce a human readable check digit. The check digit will become the last (25th) character in the human readable barcode string.

1. Prior to the calculation, any alpha characters in the string must be replaced by a numerical character using the conversion table found on the next page.

   In this case; R = 2, P = 0, A = 5, B = 6, C = 7

   2 0 5 6 7 1 2 3 1 2 3 4 5 6 7 8 9 0 0 5 1 1 6 0

2. Starting with the last digit, add all the alternate numbers.

   (2 **0** 5 **6** 7 **1** 2 **3** 1 **2** 3 **4** 5 **6** 7 **8** 9 **0** 0 **5** 1 **1** 6 **0**)

   0 + 6 + 1 + 3 + 2 + 4 + 6 + 8 + 0 + 5 + 1 + 0 = 36

3. Multiple the result by 3

   36 x 3 = 108

4. Starting with the second last digit, add all the alternate numbers.

   (**2** 0 **5** 6 **7** 1 **2** 3 **1** 2 **3** 4 **5** 6 **7** 8 **9** 0 **0** 5 **1** 1 **6** 0)

   2 + 5 + 7 + 2 + 1 + 3 + 5 + 7 + 9 + 0 + 1 + 6 = 48

5. Add the results of step 3 and 4.

   108 + 48 = 156

6. Add the number needed to bring the total to the next multiple of ten. If the result is already divisible by 10, then the check digit is 0.

   In this case, the resulting Registered Post Imprint check digit will be ‘4’.

   RPABC 12312 34567 89005 1160**4**

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Conversion table for check digit

Character	Numerical Value	Character	Numerical Value
A	5	N	8
B	6	O	9
C	7	P	0
D	8	Q	1
E	9	R	2
F	0	S	3
G	1	T	4
H	2	U	5
I	3	V	6
J	4	W	7
K	5	X	8
L	6	Y	9
M	7	Z	0

For more information contact your Account Manager or RPImprint@auspost.com.au

Australia Post