

An SCID represents a unique combination of 4 Participant roles:

- Mail Originator (End Client)
- Mail Agent/Producer (Mail House - usually)
- Carrier (The Delivery Group)
- Bill Payer (The Delivery Group)

To be a part of a Supply Chain an organisation **must** first be created as a Participant.

## SCID Process

1. Complete the '**SCID & Participant Request Form**' – fill in each column as outlined below, E to I columns are only required if the Originator is not currently a Participant – *if the form is incomplete your request will not be processed until the required information is provided.*
2. Send to mailmark@securedmail.co.uk
3. SCID requests take a minimum of **3** working days to be completed upon receipt of a fully complete form and/or Participant Registration.
4. If sending multiple SCID requests please send a maximum of 30 per form

## Required information for SCID

- **Requirement Date for requested SCID** - *This is the date you are first planning on using the new SCID.*
- **Barcode** – *2D or 4 State or Consolidator – If more than one Barcode type is required please complete a line for each.*
- **Mail Originator** – *The Participant name of the originator of the mail – If not yet created please leave blank and go to columns E-I as below.*
- **Mail Originator Participant ID** – *The Participant ID number of the Originator – If not yet created please leave blank and go to columns E-I as below.*
- **Mailing Agent/Producer** – *The Participant name of the Agent/Producer.*
- **Mailing Agent/Producer Participant ID** – *The Participant ID number for the Agent/Producer .*
- **National or Zonal** – *If both are required please complete a line for each .*
- **Software being used for eManifest Upload** – *Confirm the software you use to upload your eManifest, if The Delivery Group process your data on your behalf please state 'The Delivery Group' in this column.*
- **The Delivery Group Docket Hub Poster Account being used** – *This is the Poster account you will login/use when uploading your data for this requested SCID – If you are unsure of this please contact your account manager.*
- **The Delivery Group Docket Hub Client Account being used** – *This is the Client account you will select/state when uploading your data for this requested SCID – If you are unsure of this please contact your account manager.*



## Required Information for Originator Participant ID (Columns E – I)

- **Does Originator have Business Account set up on Royal Mail (Y/N)?** - *if the answer is No then the SCID request cannot be completed until the email stated in column I has been registered as a business user on Royal Mail's website – please see additional instructions on how to do this.*
- **Company Name** - *these are the details of the Originator .*
- **Company Address** - *these are the details of the Originator .*
- **Name** - *these are the details of the Originator.*
- **Email** - *these are the details of the Originator that must be registered as a business user on Royal Mail's website – please see additional instruction on how to do this.*