Registered Post Imprint
Onboarding Guide

How to get started with Registered Post Imprint

1

Submit your request to use Registered Post Imprint

Contact your Australia Post Account Manager, or email your request to rpimprint@auspost.com.au and provide your Australia Post Business Credit Account Name and Number, and if you wish to opt in for Delivery Status Reporting.

2

Receive your Customer Reference Id & data extract user guide

Australia Post will provide you with a Customer Reference Id and Registered Post data extract user guide.

3

Submit your unique Registered Post Imprint Barcode and Sample

As per this guide, create your unique barcode and sample, and submit digital copies to rpimprint@auspost.com.au for approval.

Detailed specifications are located on page 2 of this guide.

4

Approvals of Barcode and Sample

Australia Post will test and validate your Registered Post Imprint barcode and sample.

Australia Post will provide unique test and production login details to access data extract files containing the scan data of your articles.

5

Lodge your articles

Following approval of your barcode and sample, you're ready to lodge your Registered Post Imprint articles with Australia Post.

Important – Allow up to 15 business days for this process to take place.

GS1 DataMatrix Barcode

GS1 DataMatrix is a matrix (2D or two-dimensional), square barcode made up of individual dots or squares (see Registered Post Imprint Examples).

To create your unique Registered Post barcode and access the Registered Post Imprint service, you require software capable of generating a GS1 DataMatrix barcode.

For more general information and specifications of GS1 Barcodes, visit https://www.gs1.org/ or click the following links:

GS1 Barcodes
https://www.gs1.org/

GS1 General Specifications
https://www.gs1.org/sites/default files/docs/barcodes/GS1_General Specifications.pdf

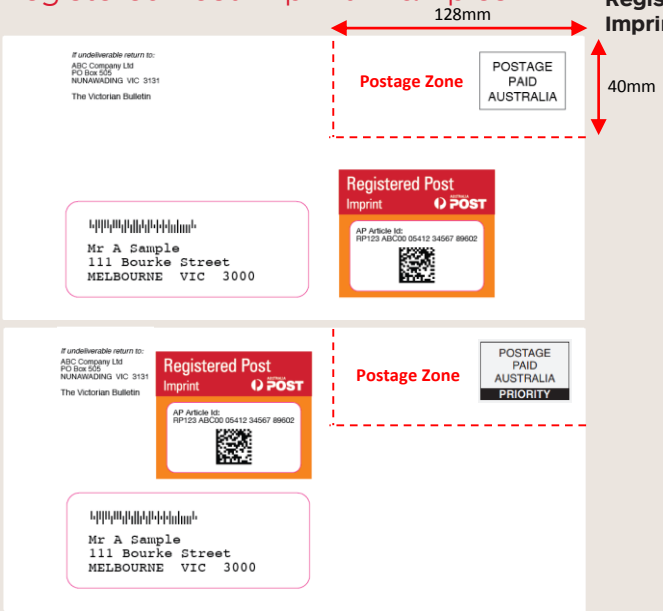
GS1 DataMatrix Guidelines
https://www.gs1.org/docs/barcodes/GS1_DataMatrix_Guideline.pdf

Find out more

For more information about Registered Post Imprint and how to get started, visit auspost.com.au/RegisteredPostImprint or for alternative prepaid options, visit https://auspost.com.au/RegisteredPost.

Registered Post Imprint Examples

Example Registered Post Imprint designs



- The Registered Post Imprint is not to be printed within the postage zone as outlined in the above examples.
- The appropriate priority insignia is required for sending Registered Post Imprint articles via the priority speed. For information regarding how to send your articles priority please see Australia Post's PreSort Letter Service Guide https://auspost.com.au/content/dam/auspost_corp/media/documents/presort-letters-service-guide.pdf

Registered Post Imprint

Artwork Specifications

1. Imprint Width

- 56mm

2. Imprint Depth

- 16mm red upper section
- 35-40mm orange lower section
- Max 56mm total

3. Imprint Ink Colours

- Pantone PMS 186 red upper section
- Pantone PMS 151 orange lower section

4. AP Article Id

- A 25 character string, 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 within the AP Article Id.
- Black print, 9 point, Helvetica or Arial font.

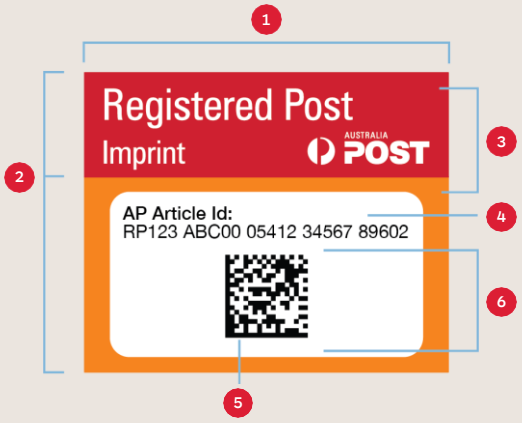
5. 2D Barcode

- GS1 DataMatrix Barcode. See 2D Barcode Specifications below for details.
- Physical dimensions must be 18mm x 18mm
- Total module size is 22 x 22 – data region of 20 x 20 plus the finder pattern.
- Black print

6. Clear Zone

- There must be a quiet zone of at least 2 modules around the entirety of the barcode.

Example Only



Important - If you are placing the Registered Post Imprint inside a plain clear window faced envelope:

- the Registered Post Imprint barcode must still be enclosed within the Registered Post Imprint design and the orange section of the imprint should be over-printed to house the window;
- the entirety of the 2D barcode and clear zone must be clearly visible at all times, even if the envelope content shifts.

2D Barcode Specifications

Example Only

Machine Readable Characters (Fixed characters)

Not Visible **01 99349766 22222 91**

1 2 3 4

Human Readable Characters (same as AP Article Id)

RP 123ABC 00054 123456789 6 0 6

5 6 7 8 9 10

1. Function 1 Symbol (FNC1)
Start sequence to differentiate the GS1 DataMatrix from other data matrix symbols.

Further details can be found by clicking on the link:

https://www.gs1.org/sites/default files/docs/barcodes/GS1_General Specifications.pdf

2. Application Identifier
GS1 standard method of encoding to indicate the following string is the GTIN.
Format: Fixed Value
Value: 01

3. GTIN

- Indicator – Id if barcoded item is fixed or variable in nature. RPI will always be fixed.
  Format: Fixed Value
  Value: 9
- Company Code – issued to Australia Post, is a unique identifier for the company.
  Format: Fixed Value
  Value: 9349766
- Item Reference – defines that the item is a Registered Post article.
  Format: Fixed Value
  Value: 22222
- Check Digit – used to check for input errors.
  Format: Fixed Value
  Value: 1

4. Application Identifier
GS1 standard method of encoding to indicate the following string is Human Readable Characters – "AP Article Id".
Format: Fixed Value
Value: 91

5. Registered Post Key
Format: Fixed Value
Value: RP

6. Customer Reference Id
Alphanumeric value provided by Australia Post, specific to customer. A company may be assigned more than one Customer Reference Id.
Format: nnnAAA
Example: 123ABC

7. Sub Product
Assigned to RP Imprint in Australia Post's systems.
Format: Fixed Value
Value: 00054

8. Sequence Number
You are responsible for assigning the unique sequence number to your articles. This enables you to match each article to each specific recipient. The sequence number must be unique for each barcode.
Format: nnnnnnnnn
Example: 123456789

9. Service Code
Standard service (default) service code is 60. Person-to-Person service code is 61. Please contact rpimprint@auspost.com.au prior to mailing Person-to-Person as supplementary information is required.
Format: selectable 2 digit option
Example: 60

10. Check Digit
This digit is calculated by using all the previous human readable characters in a formula and must be correct to be validated. More information can be found in the next section of this document
Format: n
Example: 6

How to calculate the Registered Post Imprint check digit

Check Digit Calculation Steps

For Registered Post Imprint barcodes a check digit algorithm is required to produce a human readable check digit. The check digit is required for article Ids to be manually keyed into either point of sale machines or on delivery devices. The check digit will become the 25th character in the human readable barcode string.

The following is an example of a check digit calculation procedure for a Registered Post Imprint GS1 2D barcode of

01993497662222219 1RP123ABC0005412345678960

***note** – the human readable part of the barcode is highlighted in red and consists of 24 alpha numerical characters. These are the only characters used to calculate the check digit.

Step 1: Prior to the calculation, any alpha characters in the string must be replaced by a numerical character. This character is the second digit of the equivalent value in the ASCII character set found in the table below.

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

20123**567**0005412345678960

Step 2: Starting with the last digit, add all the alternate numbers. Multiply the result by three.

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

0 + 9 + 7 + 5 + 3 + 1 + 5 + 0 + 7 + 5 + 2 + 0 = 44 x 3 = **132**

Step 3: Starting with the second last digit, add all the alternate numbers.

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

6 + 8 + 6 + 4 + 2 + 4 + 0 + 0 + 6 + 3 + 1 + 2 = **42**

Step 4: Add the results of step 2 and 3.

132 + 42 = 1**74**

Step 5: Add the number needed to bring the total to the next multiple of ten. In this case it is 6, which is the check digit. If the result is already divisible by 10, then the check digit is 0.

In this case, the resulting Registered Post Article Id will be

RP123 ABC00 05412 34567 89606

ASCII Character Conversion Table

Character	ASCII Code	Character	ASCII Code
A	65	N	78
B	66	O	79
C	67	P	80
D	68	Q	81
E	69	R	82
F	70	S	83
G	71	T	84
H	72	U	85
I	73	V	86
J	74	W	87
K	75	X	88
L	76	Y	89
M	77	Z	90

Important Information

- In order to access and download your data extract files, you will need to be provided with test and production login details and a customer data extract user guide. If you have not been provided these credentials, you will be unable to access your scan event data. Please contact rpimprint@auspost.com.au for further information.
- If you are having trouble identifying the correct FNC1 characters, please consult the support material for the software you are using to generate the barcode. A correct FNC1 symbol can be checked by downloading the NeoReader QR & Barcode Scanner application onto a smart device, scanning the generated barcode and observing a "]d2" at the beginning of the barcode string. See www.neom.com for further details.
- If you plan on adding Person-to-Person to your Registered Post Imprint lodgement, you will be required to include additional (coloured) Person-to-Person markings on the front of your article. Please contact rpimprint@auspost.com.au prior to your lodgement for further information.