

# Unit Loading Devices (ULDs)

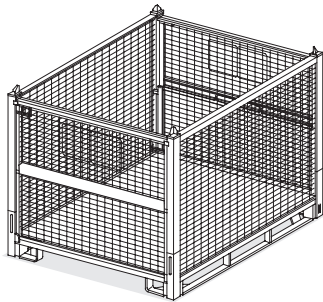
The bulk mail services have specific requirements when lodging articles in Unit Loading Devices (ULDs) for large volume lodgements.

## ULDs

Steel cage containers known as **Unit Loading Devices (ULDs)** can be obtained from Australia Post, subject to availability and in instances where large mail volumes are to be lodged. Contact your mail facility for further information.

ULDs remain the property of Australia Post and all other rules and regulations pertaining to the use of the ULD are applicable. Australia Post reserves the right to charge for any ULD that you damage or do not return.

The maximum weight for a loaded ULD is 600kg (including the weight of the ULD which weigh around 100kg). This means that **500kg** is available for the contents.



Be aware that ULDs will often exceed the maximum weight limit before they are completely full. In order to maximise transportation efficiency and ULD utilisation, mailers should ensure that each ULD is used as efficiently as possible.

## Use of pallets

Pallets can only be used to transport trays of articles to mail centres – they are not a substitute for ULDs and aren't eligible for the lodgement conditions detailed in this fact sheet.

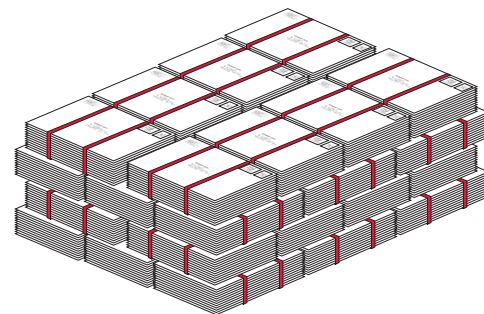
Where pallets are used to transport articles to the lodgement point, the dimensions of these pallets should conform with the Australian standards (1,165mm x 1,165mm) and total load must weigh less than 600kg.

Australia Post does not accept responsibility for the pallets and will not accept any transfer of hiring charges.



## What is meant by brick stacked?

Brick stacked is a term that describes how the articles are positioned into the ULD. It involves stacking the bundles in an overlapping fashion.



Brick stacking is available for Print Post and Unaddressed Mail lodgements of large articles as detailed on pages 2 and 3.

# Fact Sheet – Unit Loading Devices (ULDs)

## Print Post lodgements in ULDs

Articles can be arranged in ULDs in a number of ways, depending on article sizes.

### Size category

### How to arrange articles in ULDs

- Small**
- Prepare Small letter trays, with the tray label attached
  - Stack the trays in the ULD with the tray labels facing outwards.

- Large**
- Option 1 – trays in ULDs**
- Prepare Large letter trays, with the tray label attached
  - Stack the trays in the ULD with the tray labels facing outwards.

**Option 2 – bundles in ULDs (with prior approval)**

*Do not use for:*

- Residue to Same State
- Small Postcode Directs to Same State CBD Sort Divisions
- Large Postcode Directs to Same State CBD Sort Divisions.

- Bundle articles securely
- If the articles are for Other State Residue or CBD Sort Divisions, attach a Bundle Label.



- Brick stack the bundles in the ULD. See page 1 for details.

## Print Post articles within ULDs can be presented in three ways:

### 1 Single Sort Division

Contains articles for a single PSI.

### 2 Multi Local Sort Division

Contains articles for more than one PSI serviced by the same destination facility.

Local Sort Division prices apply when:

- the PSIs within the ULD are separated by an approved method
- each PSI is identified on the ULD.

A Local Sort Division cannot be contained in more than one mixed ULD.

### 3 Mixed (no sortation) and Residue

Contains articles for a mixture of PSIs or sort categories with no other sorting and Residue.

If there is spare capacity in the ULD, you may top-up with Print Post articles for different Sort Divisions and residue subject to conditions.

## Consolidation

Consolidation refers to Print Post bundles and trays from different jobs generated by various publishers into a common ULD. Only articles of the same size category can be consolidated – Small articles cannot be consolidated with Large articles. Each bundle or tray must contain the same publication. Each lodgement within a consolidated lodgement requires a *Print Post Supporting Document*.

Each ULD of a consolidated lodgement requires:

- a ULD Label affixed listing each of the job numbers and publication titles contained by the ULD
- a *Consolidated Supporting Document* detailing the contents of the ULD.

## Print Post ULD labelling

Once stacking of the ULD is complete, a label needs to be attached to the ULD. Australia Post does not provide preprinted ULD labels, so you need to produce your own. The label must be a minimum of 135mm x 90mm and follow the layout recommended below.

- 1 **Destination** – The postal facility that the ULD is being sent to.
- 2 **Lodgement date** – This is optional but must be the correct date of lodgement if shown.
- 3 **ULD Number**
- 4 **Gross weight** – The gross weight of the ULD (including the ULD itself). If an accurate weight cannot be obtained then the estimated weight is shown and the word ESTIMATE written under the weight).
- 5 **PSI** – The PSI sort division(s) contained within the ULD.
- 6 **Job Number** – Your job number (or numbers, if consolidated) contained in the ULD.
- 7 **Publication titles** – Title of publication (or publications, if consolidated) contained in the ULD.
- 8 **Total articles** – The total number of Print Post articles contained in the ULD.

To:	Dandenong Letter Facility 120 Nathan Rd DANDENONG SOUTH VIC 3175	1
Date:	4/9/2006	2
ULD Number:	1 of 2	3
ULD Gross Weight:	467kg ESTIMATE	4
PreSort Indicators:	313 314 315 316 Residue	5
Job No.:	145	6
Publication Titles:	ABC Magazine	7
Total Articles:	1104	8

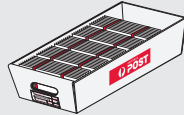
# Fact Sheet – Unit Loading Devices (ULDs)

## Unaddressed Mail large volume lodgements (more than one ULD per state)

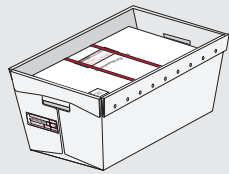
Articles can be arranged in ULDs in a number of ways, depending on article sizes.

### Size category How to arrange articles in ULDs

- Small**
- Prepare Small letter trays, with the tray label attached.
  - Stack the trays in the ULD with the tray labels facing outwards.

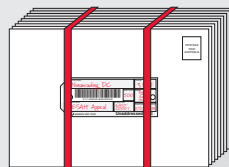


- Large**
- Option 1 – trays in ULDs**
- Prepare Large letter trays, with the tray label attached.
  - Stack the trays in the ULD with the tray labels facing outwards.



#### Option 2 – bundles in ULDs (with prior approval)

- Bundle articles securely, with the tray label attached.



- Brick stack the bundles in the ULD. See page 1 for details.

## Unaddressed Mail articles within ULDs can be sorted in four ways:

When Unaddressed Mail is organised by delivery office, sort division and mail centre, it can be processed more quickly.

Australia Post recommends that the highest level of sorting is achieved for each lodgement (i.e. Level 1: Direct Delivery Centre Level).

- 1 Direct Delivery Centre ULD**  
Contains articles destined for only *one delivery office* (eg. Waterloo Delivery Facility). This is the highest level of sort.

- 2 Single PSI Region ULD**  
Contains articles for delivery from different delivery offices that share *the same single PSI*.
- 3 Direct Mail Centre ULD**  
Contains articles for delivery from different delivery offices for a *particular mail centre*
- 4 State ULD**  
Contains articles for delivery by a *single state*. No further sorting is required. This is the lowest level of sort.

## Unaddressed Mail ULD labelling

After stacking, a label needs to be attached to the ULD. Australia Post does not provide preprinted ULD labels, so you need to produce your own. The label must follow the layout recommended below.

- 1 Sortation level:** The level to which the ULD has been sorted.
- 2 Destination:** The postal facility that the ULD is being sent to.
- 3 ULD type:** Identifies that the ULD contains Unaddressed Mail so that it can be processed in the correct manner.
- 4 State:** The destination state for the ULD.
- 5 PSI number:** The PSI sort division(s) contained in the ULD.
- 6 Lodged by:** The name of the organisation that actually lodged the articles with Australia Post.
- 7 Lodgement date:** It is critical that large lodgements of Unaddressed Mail are lodged on the nominated date.
- 8 Gross weight:** The gross weight of the ULD (including the ULD itself). If an accurate weight cannot be obtained then the estimated weight is shown and the word ESTIMATE written under the weight.
- 9 Delivery week commencing:** Monday of the week in which delivery is scheduled to commence.

Direct Delivery Centre ULD - All for:		NSW New South Wales	
<b>Waterloo DF</b>			
<b>Unaddressed Mail</b>			
PSI # <b>5</b> 208	Gross Weight <b>8</b> 512 ESTIMATE Kgs	At least 90mm	
Lodged by: <b>6</b> DEF Mailing House			
Lodgement Date: <b>7</b> 10/03/2008	Delivery Week Commencing: <b>9</b> Monday 17/03/2008		
At least 135mm			

# Fact Sheet – Unit Loading Devices (ULDs)

## Lodgements in ULDs for other bulk mail services

- PreSort Letters
- Charity Mail
- Clean Mail
- Impact Mail
- Acquisition Mail

Large volume lodgements for these services can be lodged using ULDs. The articles, regardless of their size, cannot be stacked directly into ULDs – they must first be prepared in letter trays with the appropriate tray label attached and then stacked into the ULDs. The trays must be positioned within the ULD with the tray labels facing outwards.

## ULD labelling

It is a requirement that you affix a label to each ULD declaring the lodging customer's name and the weight (actual or deemed).

Australia Post may request that a ULD Label be attached to the ULDs of lodgements. The ULD Label is a requirement for PreSort Letters lodgements and should contain the following information:

- 1 the name of the Mailing Agent
- 2 the lodgement date (optional, but must be the correct if shown)
- 3 the number of ULDs in the lodgement (eg 1 of 8, 2 of 8, etc)
- 4 the gross weight (actual or deemed) of the ULD and its contents
- 5 the Job Number (or reference), and customer name for each individual job contained in the ULD
- 6 the number of trays for each individual job contained in the ULD (optional, but must be the correct if shown).

Mailing Agent	Ajax Mail NSW		1
Date:	4/9/2006		2
ULD Number:	1 of 8		3
ULD Weight:	467kg		4
Job No.s:	Customer Name:	Trays:	
145	ABC Company	10	
153	123 Company	4	
158	XYZ Company	6	

## Want to know more?

If you need more information about the Australia Post bulk mail services or other terms referred to in this fact sheet, please call 13 11 18.

Alternatively, obtain a copy of the relevant Service Guide from your local Australia Post outlet or download from the Australia Post website:

- Unaddressed Mail [auspost.com.au/unaddressedmail](http://auspost.com.au/unaddressedmail)
- Acquisition Mail [auspost.com.au/acquisitionmail](http://auspost.com.au/acquisitionmail)
- Print Post [auspost.com.au/printpost](http://auspost.com.au/printpost)
- Charity Mail [auspost.com.au/charitymail](http://auspost.com.au/charitymail)
- PreSort Letters [auspost.com.au/presort](http://auspost.com.au/presort)
- Clean Mail [auspost.com.au/cleanmail](http://auspost.com.au/cleanmail)
- Impact Mail [auspost.com.au/impactmail](http://auspost.com.au/impactmail)

