

MACHINEABLE PRESORT PREPARATION OVERVIEW

Canada Post will be offering a new service option as of January 2011, for Short and Long (S/L) Addressed Admail[®]. This new option combines the workshare benefits of Presort Mail, with the processing efficiencies of Machineable Mail.

In order for Short and Long mail to be processed through our mechanized sorting equipment, Machineable Presort mail pieces will need to meet the same physical specifications in areas such as weight, formats, and graphics as our current Machineable Short and Long Addressed Admail service.

Unlike today's Machineable Mail service, this new option will leverage mail preparation and sortation software to assist you in sorting and bundling the mail to achieve workshare benefits. Similar to today's Letter Carrier Presort (LCP) service, this will be done through the presortation (SERP) software that is used by mailers to prepare LCP items.

Effective January 2011, the presortation software will include a new sortation schematic for the Machineable Presort service. There will continue to be the same 5 levels of sortation, as exists today for Letter Carrier Presort. However, one of the key differences you will notice is with the bundling and containerization of mail. Machineable presort mailings will require less bundling than current Letter Carrier Presort option (some groupings will remain unbundled).

MACHINEABLE PRESORT PREPARATION OVERVIEW

1 What is Machineable Mail

Machineable Mail is mail that is prepared in such a way that it can be processed through Canada Post's automated mail processing equipment. The specifications for preparing machineable items, including the requirements to maximize read rates are outlined in the *Postal Standards* found at canadapost.ca/postalstandards.

2 What is Mail Preparation and Presortation

Mail preparation is the process of facing and containerizing the items and labelling containers. It helps ensure machineability of mail (where applicable), protection of mail, identification of the type of mail and ease of handling.

Mail presortation is the process of grouping and containerizing the items and labelling containers to allow Canada Post to bypass various processing steps and facilities within its mail distribution network.

3 What is Machineable Presort (MP)

The new Machineable Presort option will allow you to presort *Machineable* items using presortation software recognized by Canada Post.

The Machineable Presort Requirements include:

3.1 Physical Characteristics

As with our Addressed Admail specifications today, each item of an Addressed Admail Machineable Presort mailing must have the same size, shape, type of envelope and physical characteristics, and originate from one (1) sender. Only the thickness, weight and colour of the exterior covers may vary.

Table # 1: Size and Weight – Machineable Presort Addressed Admail

Short and Long		Length	Width	Thickness	Weight
Envelopes and Self-mailers	Min.	140 mm (5.6 in)	90 mm (3.6 in)	0.18 mm (0.007 in)	3 g (0.11 oz)
	Max.	245 mm (9.6 in)	156 mm (6.1 in)	5 mm (0.2 in)	50 g (1.75 oz)
Cards	Min.	140 mm (5.6 in)	90 mm (3.6 in)	0.18 mm (0.007 in)	N/A
	Max.	235 mm (9.2 in)	120 mm (4.7 in)	5 mm (0.2 in)	50 g (1.75 oz)

3.2 Key Requirements

MACHINEABLE PRESORT PREPARATION OVERVIEW

Key Requirements	New Addressed Admail
	Short & Long Machineable Presort
Must meet size and weight requirements of Machineable Mail	Required (as per Table #1 above)
Must meet Machineable Mail specifications	Required (visit canadapost.ca/postalstandards)
Container requirements	Lettertainers with lids
Mail Type	Short & Long
Minimum volume*	To be determined
Delivery Mode Code	Required
Presort Mailing Plan Import Program	Required
Order (Statement of Mailing) electronically submitted using the Electronic Shipping Tools (EST)	Required
Machine readability target	95%
Minimum items per grouping	8 Items
Levels of consolidation for groupings	Delivery Mode Direct
	Level 1 . Urban/Rural Delivery Facility (DF)
	Level 3 - Distribution Centre Facility (DCF)
	Level 4 - Forward Consolidation Point (FCP)
Levels of consolidation for containers	Residue
	Level 1 . Urban/Rural Delivery Facility
	Level 2 . City
	Level 3 - Distribution Centre Facility
	Level 4 - Forward Consolidation Point
Levels of consolidation for shipping units	Residue
	Level 1 . Urban/Rural Delivery Facility
	Level 2 - City
	Level 3 - Distribution Centre Facility
	Level 4 - Forward Consolidation Point
Container label	Barcoded
Address accuracy**	95% for deposits of 5,000+ items
Evaluation of samples	Optional***
Induction locations	Approved Machineable deposit sites

* Customers may deposit less than the minimum volume requirement provided that the difference between the actual volume and the minimum volume is entered and paid at the applicable phantom price. The phantom price is only available for single deposits (not available on partial mailings).

** If the address accuracy of a mailing is less than 95%, Canada Post will adjust the charges applied to the mail items with inaccurate addresses.

*** Canada Post can help you assess the machineability and readability of your mailings (see section 4).

MACHINEABLE PRESORT PREPARATION OVERVIEW

4 Machine Readability Requirements and Evaluation of Samples

Items prepared and submitted using the Machineable Presort option must meet certain requirements, including machine readability. Machineable Presort mailings with read rate levels of less than 95% are subject to a price adjustment and/or surcharge. Visit canadapost.ca/aasupportdocuments for information on surcharges.

To reduce the risk of price adjustments and/or surcharges and permit efficient mail processing through Canada Post's automated processing equipment, it is recommended that you use Canada Post's free evaluation service to test the machineability/readability of your items. You remain responsible to meet all applicable requirements. Visit the *Machineable Mail Template* and *Do-It-Yourself Checklist for Creating Short and Long (S/L) Machineable Mail* at canadapost.ca/mailpreparation for key machineable elements and requirements.

If you wish to have your items assessed for machineability and readability, you should contact a Commercial Service Network (CSN) representative at 1.866.757.5480. Once you have contacted the CSN, you may have your mail assessed by:

- submitting an electronic version of your mail piece for review and feedback on the machineable elements of the mail piece
- submitting 200 samples of the final version to obtain a readability assessment of the samples. Visit canadapost.ca/postalstandards for more information.

5 Preparing the mail

The mail preparation and presortation process requires:

- grouping mail items destined for a common destination, based on the address and placing mail items within groupings in specific order, based on the address.
- containerizing groupings destined for a common destination into hard-sided containers (Lettertainers), in a specific order, and
- placing containers destined for a common destination onto shipping units (monotainers and pallets).

5.1 Grouping items

Mail items destined to the same Delivery Mode (Letter Carrier), Delivery Depot, Distribution Centre Facility or Forward Consolidation Point and which meet the established minimum bundle requirements must be grouped together.

Items placed in groupings must meet the consolidation requirements set out in the Canada Post Delivery Mode data and the National Presortation Schematic. A new

MACHINEABLE PRESORT PREPARATION OVERVIEW

National Presortation Schematic will be added to the Canada Post Delivery Mode Data, specific to this preparation option.

5.2 Containerizing groupings

Groupings must be containerized in Lettertainers. Groupings placed in containers must meet the consolidation requirements set out in the National Presortation Schematic, specific to this preparation option. The level of consolidation will vary, depending on the destination of the grouping.

Some containerization levels will require the groupings within the containers to be physically segregated by bundling the items or using separator cards/edge-marking, while some containerization levels will require the items to remain loose.

5.3 Creating Shipping Units

Where shipping units (monotainers or pallets) are used for depositing a mailing, lettertainers destined to the same Delivery Depot, City, Distribution Centre Facility or Forward Consolidation Point and which meet the established minimum fill rates for monotainers or pallets, must be containerized in direct shipping units to those destinations.

Containers placed in shipping units must meet the consolidation requirements set out in the National Presortation Schematic, specific to this preparation option.

MACHINEABLE PRESORT PREPARATION OVERVIEW

6 Depositing the Mail

6.1 Statement of Mailing

Each Machineable Presort deposit must be accompanied by an *Order (Statement of Mailing)* and sample(s) of the items being mailed. Machineable Presort mailings may not be combined with other Presort mailings on the same SOM.

Each deposit of Machineable Presort mail must include the exportable file of mailing plans generated and imported into the Canada Post[®] Electronic Shipping Tools (EST).

6.2 Where to Deposit

Machineable Presort items may only be inducted **at one of the Canada Post approved machineable sites**. Visit canadapost.ca/aasupportdocuments for the list of machineable induction sites and induction cut-off times.

6.3 Partial Deposits

If an Addressed Admail mailing is inducted in more than one (1) deposit:

~ the total mailing cost must be declared on the *Order (Statement of Mailing)* for the entire mailing accompanying the first portion of the mailing. You will be invoiced for the total mailing as declared on the *Order (Statement of Mailing)*

~ the *Order (Statement of Mailing)*, along with one (1) representative sample of each item must be deposited with the first partial mailing. A copy of this *Order (Statement of Mailing)* must accompany each subsequent individual partial mailing

~ you must select the Partial Mailing option when creating the *Order (Statement of Mailing)* in the EST.

~ all partial mailings within an *Order (Statement of Mailing)* must be deposited in full no later than fifteen (15) business days from the first deposit date.