

Addressed Admail™ Machineable Presort

From anywhere... to anyone

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This checklist is provided to help you meet and understand the requirements when preparing Machineable Presort mailings for the Addressed Admail service. This checklist is not exhaustive. For complete details, please see the *Mail Preparation and Presortation Guide - Addressed Admail™ Machineable Presort* at canadapost.ca/mailpreparation.

WHEN CREATING YOUR MACHINEABLE PRESORT MAILING, FOLLOW THESE STEPS ...		REFERENCE
Before you start, ensure that ...		
<input type="checkbox"/>	Your mail items meet our requirements for Machineable Short and Long (S/L) items.	Machineable Postal Standards
<input type="checkbox"/>	You are using a current version of the presortation software recognized by Canada Post to prepare the mailing.	section 2.2.1
Once your mailing has been presorted by the software, ensure that ...		
<input type="checkbox"/>	Your mailing is separated into 5 allowable levels of groupings: DMD, DF, DCF, FCP and Residue.	section 3.1.1
<input type="checkbox"/>	Each grouping has a minimum of 8 mail items.	section 3.1.1
<input type="checkbox"/>	Mail items within groupings all face the same direction.	section 3.1.2
<input type="checkbox"/>	DMD, DF and DCF groupings are separated using one of the acceptable methods: bundling, separator cards, or edgemarking.	section 3.1.2
<input type="checkbox"/>	FCP and Residue groupings remain loose.	section 3.1.2
<input type="checkbox"/>	DCF groupings are identified: <ul style="list-style-type: none"> when using bundling as a separation method: with a bundle label (also called a facing slip) or with the Optional Endorsement Line (OEL) when using separator cards as a separation method: with the DCF information printed on the separator cards. 	section 3.1.3
When placing groupings into containers, ensure that ...		
<input type="checkbox"/>	All groupings are placed into acceptable containers (lettertainers or Cardboard Lettertainers).	section 3.2
<input type="checkbox"/>	The weight of each filled lettertainer, including its lid, does not exceed 22.7 kg (50 lbs).	section 3.2
<input type="checkbox"/>	All lettertainers have lids. NOTE: Containers prepared in a Level 1 (DF) monotainer may be nested and deposited without lids.	section 3.2
<input type="checkbox"/>	Groupings in lettertainers all face the same direction.	section 3.2
<input type="checkbox"/>	Groupings are consolidated at the acceptable container levels: DF, DCF, FCP and Residue.	section 3.2.1
<input type="checkbox"/>	Groupings in DF and DCF containers are separated using bundling, separator cards, or edgemarking.	section 3.2.1
<input type="checkbox"/>	Groupings in FCP and Residue containers remain loose, with no bundling or separator cards.	section 3.2.1
<input type="checkbox"/>	All containers meet the minimum fill requirements: If only 1 container to a destination: <ul style="list-style-type: none"> 50% for a DF container 70% for a DCF container 95% for an FCP container no minimum requirement for a Residue container. If multiple containers to a destination: <ul style="list-style-type: none"> 95% for all FCP containers 95% for all except the last DF, DCF and Residue containers no minimum requirement for the last DF, DCF and Residue containers. 	section 3.2.2
<input type="checkbox"/>	For any container less than full, the integrity of your mail preparation is preserved by using bundle strapping or packing.	section 3.2.3
<input type="checkbox"/>	All containers are labelled using barcoded container labels produced by the presortation software.	section 3.2.4
<input type="checkbox"/>	The content of the label matches the content of the container.	section 3.2.4

WHEN CREATING YOUR MACHINEABLE PRESORT MAILING, FOLLOW THESE STEPS ...		REFERENCE
If using shipping units (monotainers or pallets), ensure that ...		
<input type="checkbox"/>	Containers are consolidated at the acceptable shipping unit levels: DF, City, DCF, FCP and Residue.	section 3.3.1
<input type="checkbox"/>	Monotainers or pallets meet all fill requirements.	section 3.3.2
<input type="checkbox"/>	Pallets are securely fastened using 3 layers of stretch-wrapping or cross-strapping.	section 3.3.3
<input type="checkbox"/>	Monotainers or pallets are properly labelled.	section 3.3.4
When completing your <i>Order (Statement of Mailing)</i>, ensure that ...		
<input type="checkbox"/>	Your <i>Order (Statement of Mailing)</i> is created using Canada Post's Electronic Shipping Tools (EST).	section 2.4
<input type="checkbox"/>	Mailing plans are imported into EST using the Presort Mailing Plan Import Program.	section 2.4
When you are ready to deposit, ensure that ...		
<input type="checkbox"/>	Your mailing will be deposited at one of 21 approved Canada Post plants for Short and Long (S/L) machineable mail.	section 4