



# Machineable Mail Import File

## IMPORTANT UPDATES

**Any description of change is provided for reference and convenience purposes only. The description of change does not form part of the Agreement between the Customer and Canada Post.**

Customers should ensure they are using the most current version of the *Mail Preparation and Presortation Guides*, including all amendments and other applicable documents, which are posted on the Canada Post website. See in particular, [canadapost.ca/postalservices](http://canadapost.ca/postalservices) for key support documents.

### Important Updates Effective January 17, 2011:

| AMENDMENT/REVISION          | POSTED DATE      | EFFECTIVE DATE                                  | VERSION #   |
|-----------------------------|------------------|---|-------------|
| Amendment                   | January 17, 2011 | January 17, 2011                                | Version 1.0 |
| DESCRIPTION OF CHANGE       |                  | LOCATION  |             |
| Updated System Requirements |                  | <a href="#">section 1 "System Requirements"</a> |             |

**NOTE :** This amendment updates the January 2009 version 3.0 guide.

When there is an amendment or a revision to the document, the version number will be modified as follows:

- an amendment increases the first digit in the version (e.g., version 2.0, 3.0)
- a revision increases the second digit in the version (e.g., version 1.1, 1.2)
- the version number restarts at 1.0 every January of a given year.

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# INTRODUCTION

In January 2009 Canada Post implemented changes to our receiving process to help us serve you better. The implementation of new technology provides a faster, more efficient acceptance process resulting in a more consistent and positive customer experience for you.

To support the new receiving process, Canada Post has developed an optional file import functionality for Machineable Mail products. The new functionality allows you to import your mailing data directly into the EST 2.0 version of the Electronic Shipping Tools (EST). The good news is that this feature reduces the amount of data that you need to enter when completing *Orders (Statements of Mailing)*.

The file import functionality is available to customers who prepare:

- Addressed Admail™ - Machineable Mail (MM)
- Publications Mail™ - Machineable Mail (MM)
- Incentive Lettermail™ - Machineable Mail (MM)

Also, Canada Post and SERP (Software Evaluation Recognition Program) vendors have developed a file import functionality that is available to customers who prepare:

- Addressed Admail - Letter Carrier Presort (LCP)
- Addressed Admail - Machineable Presort (MP)
- Publications Mail - Letter Carrier Presort (LCP)
- Incentive Lettermail (optional) - Lettermail Presort

For a complete listing of certified SERP vendors, please visit [canadapost.ca/presortationsoftware](http://canadapost.ca/presortationsoftware).

## 1 SYSTEM REQUIREMENTS

**Table 1: System Requirements**

| EQUIPMENT                     | REQUIREMENTS  |
|-------------------------------|---|
| Internet connection           | Mandatory, high-speed preferred   |
| Processor                     | Pentium III processor (recommended Pentium IV 1.2 GHz or better)  |
| RAM                           | 256 MB of RAM or better   |
| Hard-drive space              | 300 MB of available space   |
| Monitor resolution            | 1024 x 768  |
| Operating system              | Windows 2000/XP   |
| Scale (Desktop version only)  | Serial connected  |
| Bar code scanner              | Optional  |
| Browser (Online version only) | Firefox version 1.5, Internet Explorer version 5.5+, and Netscape Navigator version 4.7+ (128-bit encryption recommended) |
| SOM/Manifest/Report Printer   | Windows 2000/XP supported laser   |
| Label Printer                 | Windows 2000/XP supported laser, or thermal printer   |

## 2 FILE EXTENSIONS AND NAMING CONVENTION

The following is the required file extension: Comma Separated Value (CSV) format.

The following table illustrates recommended naming conventions:

**Table 2: Naming Conventions**

| STRUCTURE | NAMING CONVENTION               | EXAMPLE                   |
|-----------|---------------------------------|---------------------------|
| CSV       | "EST_"+YYMMDDHHMMSS_mech+".csv" | EST_080613033011_mech.csv |

**NOTE :** A file must contain data from the same product family.

## 3 FILE LAYOUT DESCRIPTION

| #  | FIELD                                | DATA TYPE     | MAX FIELD SIZE | MANDATORY/OPTIONAL | SOM REQUIRED YES/NO | DESCRIPTION   |
|----|--------------------------------------|---------------|----------------|--------------------|---------------------|---|
| 1  | Record Type                          | Numeric       | 2              | M                  | N                   | For Machineable Mail enter the number "11".   |
| 2  | Unique Mailing ID                    |               |                |                    | N                   | Field left blank for future use.  |
| 3  | Record ID                            | Numeric       | 6              | O                  | N                   | Acts as a counter for the records within the file.  |
| 4  | Unique Item ID                       |               |                |                    |                     | Field left blank for future use.  |
| 5  | Outlet Number                        | Alpha Numeric | 4              | M                  | Y                   | Identifies the outlet number of the deposit location.   |
| 6  | Date of Deposit                      | Numeric       | 8              | M                  | Y                   | Identifies the date of deposit.   |
| 7  | Shipment No.                         | Numeric       | 2              | M                  | Y                   | This field is the location to identify partial mailings, if applicable.   |
| 8  | Article Number (Refer to Appendix A) | Numeric       | 18             | M                  | Y                   | Identifies the article number that represents the service type.   |
| 9  | Weight                               | Numeric       | 7.2            | M                  | Y                   | Identifies the weight, in grams and must be entered in the following format: ###.##   |
| 10 | Cost Centre Reference                | Alpha Numeric | 30             | O                  | Y                   | Reserved for customer's internal cost centre.   |
| 11 | Item Destination                     | Alpha Numeric | 14             | M                  | N                   | Identifies the Postal Code, ZIP Code or Country Code of the mail piece.   |
| 12 | Item Registered Mail Flag            | Boolean       | 1              | O                  | Y                   | "1" indicates that the item has an option - Registered selected.  |
| 13 | Item Registered Mail AR Flag         | Boolean       | 1              | O                  | Y                   | "1" indicates that the item has an option - Advice of Receipt selected.   |
| 14 | Item Registered Mail Coverage Amount | Numeric       | 6.2            | O                  | Y                   | A value greater than zero indicates that the option was selected. The value represents the amount for which the package insured and must be entered in the following format: ###.## |

## 4 VALIDATION RULES

The following table defines the validation rules applicable to the fields in the Machineable Mail import file:

| #  | FIELD                                 | VALIDATION  |
|----|---------------------------------------|---|
| 1  | Article number                        | Mandatory, and must contain a valid article number (i.e. "1867").   |
| 2  | Article number                        | The article number for each record in the file must belong to the same service offering (i.e. Addressed Admail, Lettermail or Publications Mail). Refer to Appendix A.  |
| 3  | Article number                        | If associated with Addressed Admail, it must be one size.   |
| 4  | Item Destination                      | <ul style="list-style-type: none"> <li>If a domestic article is selected, the Electronic Shipping Tools (EST) will evaluate if the Postal Code is in the correct format.</li> <li>If a U.S. article is selected, EST will evaluate if the ZIP Code is in the correct format.</li> <li>If an International article is selected, EST will evaluate if the Country Code is in the correct format.</li> </ul> |
| 5  | Weight                                | Mandatory.  |
| 6  | Weight                                | Must be numeric and in a valid format (i.e. "40.00").   |
| 7  | Outlet                                | Mandatory and must contain a valid outlet number (i.e. "1085").   |
| 8  | Date of Deposit                       | Mandatory.  |
| 9  | Date of Deposit                       | Must be a valid date, in format "YYYYMMDD".   |
| 10 | Coverage Amount                       | Must be numeric and valid format (i.e. "4.59").   |
| 11 | Outlet, Date of Deposit, Shipment No. | If articles within the Machineable Mail file are associated with Lettermail, ensure there is one Outlet, Date of Deposit and Shipment No.   |

## APPENDIX A – ARTICLE NUMBERS

The following table provides a list article numbers applicable to the Machineable Mail File Import Process:

| SERVICE           | ARTICLE # | EST ARTICLE DESCRIPTION                                     |
|-------------------|-----------|---|
| Addressed Admail  | 1867      | Addressed Admail - Machineable Mail - Short and Long (S/L)  |
| Addressed Admail  | 1868      | Addressed Admail - Machineable Mail - Oversize (O/S)        |
| Publications Mail | 1883      | Publications Mail - Machineable Mail - Short and Long (S/L) |
| Publications Mail | 2056      | Publications Mail - Machineable Mail - Oversize (O/S)       |
| Publications Mail | 421       | Publications Mail - Single Samples/Promo                    |
| Publications Mail | 608       | Publications Mail - Bundles Unaddressed Copies              |
| Publications Mail | 2101      | Publications Mail - Multi Samples/Promo                     |
| Lettermail        | 2         | Other Letters   |
| Lettermail        | 20        | Standard Letters  |
| Lettermail        | 26        | International Letter-post™ Standard                         |
| Lettermail        | 118       | USA Letter-post™ Standard                                   |
| Lettermail        | 482       | USA Letter-post™  |
| Lettermail        | 1861      | Lettermail - Machineable Mail - Standard                    |
| Lettermail        | 1864      | Lettermail - Machineable Mail - Oversize (O/S)              |
| Lettermail        | 5421      | International Other Letter-post™                            |
| Lettermail        | 8900      | Z_Lettermail with returns                                   |