

Addressed Admail™ service

Machineable Presort At a Glance

With the addition of **Machineable Presort to the Addressed Admail service** portfolio, you now have more choice and flexibility than ever when selecting a mail preparation option for your business.

Machineable Presort is an exciting new mail preparation and presortation option from Canada Post for Short and Long Addressed Admail items weighing up to 50 grams. The option combines the physical mail characteristics of Machineable Mail with the preparation and presortation requirements for Letter Carrier Presort (LCP), to deliver:

- work-share benefits
- greater efficiencies
- an attractive price option

Machineable Presort will **reduce the amount of bundling** required, resulting in **less mail preparation effort** for you.



Follow three easy steps to design, prepare and deposit your Machineable Presort Addressed Admail pieces.

1 Design your mail items for machine processing

Follow the requirements set out in our Machineable Postal Standards Guide to ensure that our automated equipment can read and process your mail.

- **The Machineable Postal Standards Guide** – has been simplified and streamlined to provide you with all of the information you need to create machineable mail items. Meeting the requirements set out in the guide will ensure that your mail is processed efficiently and that you avoid unnecessary surcharges.

Several other tools are also available to help you design machineable mail items, including:

- **The Machineable Mail Advisor** – a self-serve online resource centre to help you design creative, machine-friendly mailings. With this new tool, you'll be able to browse, preview and download machineable card and envelope templates,

complete with built-in guidelines. The tool is also designed to help you boost the marketing appeal of your mailing through demonstrated best practices in colours, fonts and graphics placement.

- **Do-it-Yourself Checklists** – handy checklists to guide you through our machineability and readability requirements.
- **Sizing Templates** – identifies areas that are reserved for Address, Postage and Quiet Zones, helping to ensure machine readability.
- **Assessment Process** – reduces the risk of surcharges and ensures efficient processing. We recommend using this free evaluation service to test the machineability/readability of your mail.

You'll find all of these tools, and more, at canadapost.ca/mp.

2 Prepare and presort your mail

The mail preparation and presortation requirements for Machineable Presort are very similar to those for the Letter Carrier Presort option. You must use Canada Post-approved presortation software to sort and group your mail according to five levels. Groupings must also be containerized.

The key difference between the two service options is that groupings within Forward Consolidation Point (FCP) and Residue containers do not require bundling for Machineable Presort.

Follow these important steps to prepare and presort your mail:

1. Ensure that you are using Software Evaluation and Recognition Program (SERP) software that is updated with the new Machineable Presort option.
2. Consult the *Mail Preparation and Presortation Guide for Machineable Presort* for complete information on how to prepare and presort your mailing.
3. Make sure that you have the proper containers.
4. Use the Do-it-Yourself Checklist to ensure that your mailing meets requirements.

The following table provides a comparison of the key mail preparation and presortation requirements for the new Machineable Presort option as they relate to Letter Carrier Presort and Machineable Mail in the Addressed Admail portfolio.

You'll find all the supporting information, including a copy of the detailed comparison table at canadapost.ca/mp.

Overview of Machineable Presort Requirements for the Addressed Admail Service Comparing and contrasting our portfolio of service options

	Machineable Mail (MM)	+	Letter Carrier Presort (LCP)	=	Machineable Presort (MP)
Mail Item Requirements	<ul style="list-style-type: none"> • Weight: up to 50 g • Size (envelopes and self-mailers): <ul style="list-style-type: none"> – Min. 140 mm x 90 mm x 0.18 mm – Max. 245 mm x 156 mm x 5 mm • Format: rectangular only • Address: horizontal only • Paper: no glossy finish • Sealing: fully sealed on all sides • Quiet Zones for Barcoding: required • Machine readability target: 95% 		<ul style="list-style-type: none"> • Weight: up to 100 g • Size (envelopes and self-mailers): <ul style="list-style-type: none"> – Min. 100 mm x 70 mm x 0.18 mm – Max. 245 mm x 156 mm x 5 mm • Format: any, including odd shapes • Address: vertical or horizontal • Paper: any stock/coating • Sealing: not required • Quiet Zones for Barcoding: not required • Machine readability target: not required 		<ul style="list-style-type: none"> • Weight: up to 50 g • Size (envelopes and self-mailers): <ul style="list-style-type: none"> – Min. 140 mm x 90 mm x 0.18 mm – Max. 245 mm x 156 mm x 5 mm • Format: rectangular only • Address: horizontal only • Paper: no glossy finish • Sealing: fully sealed on all sides • Quiet Zones for Barcoding: required • Machine readability target: 95%
Mail Preparation & Presortation Requirements	<ul style="list-style-type: none"> • Presortation software: not required 		<p>Sorting/sequencing</p> <ul style="list-style-type: none"> • Presortation software: required 		<ul style="list-style-type: none"> • Presortation software: required
	<ul style="list-style-type: none"> • Grouping levels: N/A • Separation of groupings (bundling, separator cards or edgemarking): N/A • Labelling groupings: N/A 		<p>Grouping</p> <ul style="list-style-type: none"> • Grouping levels: DMD, DF, DCF, FCP & Residue • Separation of groupings (bundling, separator cards or edgemarking): required for all containers (DF, City, DCF, FCP & Residue) • Labelling groupings: DCF, FCP & Residue groupings 		<ul style="list-style-type: none"> • Grouping levels: DMD, DF, DCF, FCP & Residue • Separation of groupings (bundling, separator cards or edgemarking): required for DF & DCF containers only • Labelling groupings: DCF groupings only
	<ul style="list-style-type: none"> • Container levels: N/A • Container type: lettertainers with lids only • Placing groupings in containers: items are loose, no separation required 		<p>Containerization</p> <ul style="list-style-type: none"> • Container levels: DF, City, DCF, FCP & Residue • Container type: lettertainers and Customer-supplied boxes • Placing groupings in containers: groupings in all containers are separated with bundles, separator cards or edgemarking 		<ul style="list-style-type: none"> • Container levels: DF, DCF, FCP & Residue • Container type: lettertainers with lids only • Placing groupings in containers: groupings in DF & DCF containers are separated with bundles, separator cards or edgemarking. Items in FCP & Residue containers are loose, no separation required
Deposit Requirements	<ul style="list-style-type: none"> • Machineable Mail Import File: optional • Deposit location: 21 approved plants 		<ul style="list-style-type: none"> • Presort Mailing Plan Import Program: mandatory • Deposit location: selected postal facilities 		<ul style="list-style-type: none"> • Presort Mailing Plan Import Program: mandatory • Deposit location: 21 approved plants

3 Create your Order (Statement of Mailing) and induct your mail

Like the Letter Carrier Presort option, Mailing Plans for Machineable Presort must be imported into the Electronic Shipping Tools (EST) using the Presort Mailing Plan Import Program available through the SERP software.

When your mail is ready for induction, the final step is to deposit it at one of Canada Post's 21 mechanized plants. It is important to deposit only at these locations, as they are the facilities equipped to receive and process Machineable Presort mailings.

Mail should be deposited prior to cut-off times in order to meet Addressed Admail service standards. The complete list of deposit locations for Machineable Presort mail is shown below. For information about cut-off times for different deposit locations, please visit canadapost.ca/mp.

Machineable Presort induction locations – 21 plants for Short and Long (S/L) mail

St. John's NL

98 KENMOUNT RD
ST. JOHN'S NL A1B 3T3

Ottawa ON

1424 SANDFORD FLEMING AVE
OTTAWA ON K1A 0C1

Kitchener ON

70 TRILLIUM DR
KITCHENER ON N2E 2C0

Regina SK

2200 SASKATCHEWAN DR
REGINA SK S4P 0B5

Halifax NS

6175 ALMON ST
HALIFAX NS B3K 5N2

Toronto BMF ON

4567 DIXIE RD
MISSISSAUGA ON L4W 1S2

London ON

951 Highbury Ave
LONDON ON N5Y 1B0

Saskatoon SK

817 51st St E
SASKATOON SK S7K 5C6

Saint John NB

125 ROTHESAY AVE
SAINT JOHN NB E2L 2B0

Toronto WLPP ON

4567 DIXIE RD
MISSISSAUGA ON L4W 1S2

Windsor ON

4255 WALKER RD
WINDSOR ON N8W 4W0

Calgary AB

1100 49th AVE NE
CALGARY AB T2E 0A0

Québec QC

5055 HUGUES-RANDIN ST
QUÉBEC QC G2C 1A0

Toronto SCLPP ON

969 EASTERN AVE
TORONTO ON M4L 1A5

Thunder Bay ON

1005 ALLOY DR
THUNDER BAY ON P7B 5W0

Edmonton AB

12135 149th ST
EDMONTON AB T5L 2J0

Montréal QC

555 MCARTHUR ST
SAINT-LAURENT QC H4T 1T4

Hamilton ON

393 MILLEN RD
STONE CREEK ON L8E 5A8

*** Winnipeg MB**

1870 WELLINGTON AVE
WINNIPEG MB R3H 3H3

*Note: new location

Vancouver BC

349 WEST GEORGIA ST
VANCOUVER BC V6B 2X0

Victoria BC

4181 GLANFORD AVE
VICTORIA BC V8Z 4B0

Have questions?

Contact the Canada Post Commercial Service Network at **1-866-757-5480**.