

Data File Invoice User Guide Retrieval and Import Procedures

Version 25.2 January 2020

ePost Connect

0,00	8,40	2,00	0,00	2,00
0,00	7,00	2,00	0,00	2,00
0,00	2,40	0,00	0,00	0,00
0,00	7,00	2,75	0,00	0,75
0,00	0,10	0,00	0,00	0,00
3,00	2,00	5,75	0,00	0,75
51,00	13,10	60,85	9,50	17,75
72,00	19,00	90,00	7,50	19,00

How to export and use your data file invoice?

Canada Post can provide your invoice data file, in addition to traditional invoices. The data file is in a TXT format and provides complete invoice details. If you have requested a data file, you will receive it at the same time as your regular invoices.

Customers who have multiple locations and a central payer can simply analyze the combined invoices for multiple accounts in a single data file.

Use your data file to:

- Export information from the TXT file into a spreadsheet (e.g. Microsoft Excel) or database (e.g. Microsoft Access)
- Review your Canada Post invoice data for all products
- Review invoice data for multiple accounts
- Conduct a more comprehensive analysis of your invoice by integrating it with your internal data

Retrieving your data file invoice

The data file invoice is sent through ePost Connect, Canada Post's secure electronic delivery method.

Sign up to receive a data file invoice

Update your invoice preferences at canadapost.ca/billing or contact Credit Management at 1-800-267-7651

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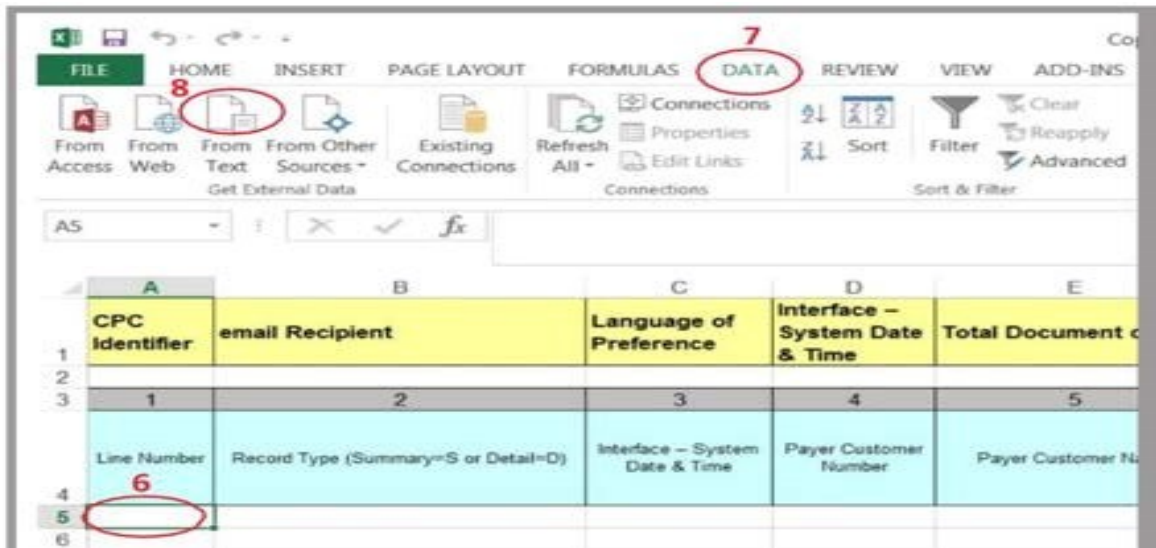
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How to export your TXT file to a Microsoft excel spreadsheet

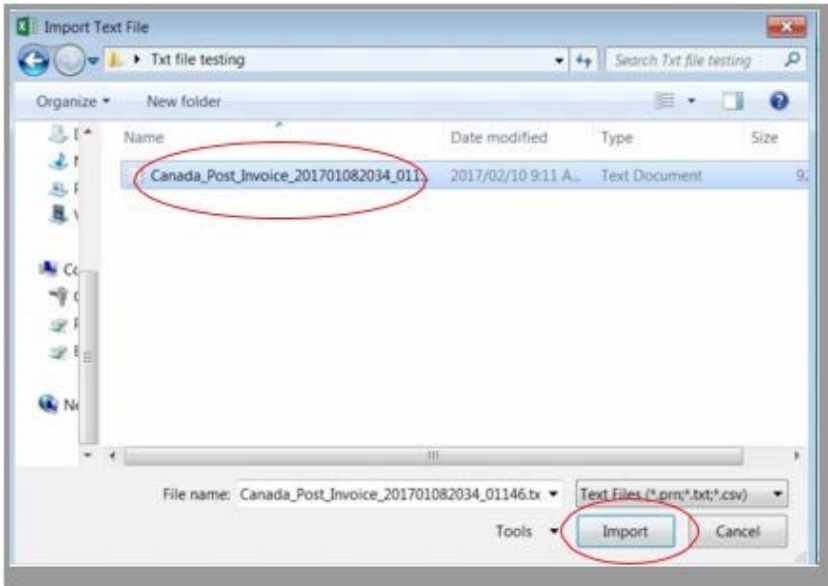
The following instructions and screenshots show how you can export your TXT file to a spreadsheet using Microsoft Excel 2013 (v15.0). If you are using a different version of Microsoft excel, instructions may vary.

Instructions

1. Save the ZIP file provided by Canada Post
2. Right-click on the ZIP file and select "Extract All..." to open a prompt
3. Select "Browse..." if you wish to browse through your files and select a different destination for the saved TXT file
4. Select "Extract" in the prompt to extract the TXT file you wish to import
5. Open the blank data file template provided in an email from Canada Post when you signed up to receive your data file
6. Place your cursor in Row 5, column A to ensure the cell is highlighted
7. Select the DATA tab at the top of the spreadsheet
8. Select "From Text" at the top left "Get External Data" section of the ribbon



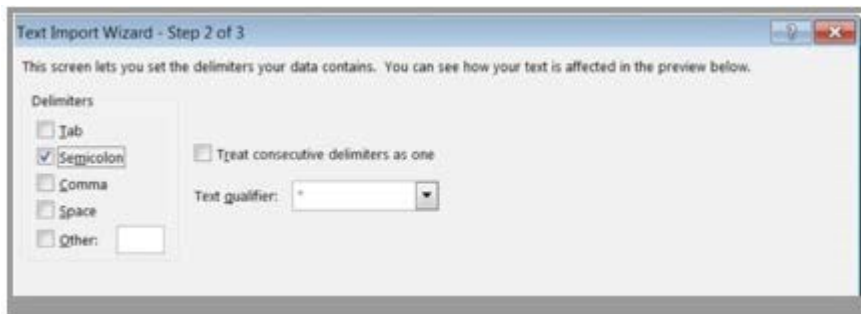
9. Browse through the folders in the dialog box to select the path where you have saved your TXT data file
10. Highlight the TXT data file you wish to upload and select "Import" at the bottom right of the dialog box.



11. Select "Delimited" as the file type that best describes your data in the Text Import Wizard. Select "Next" at the bottom right of the window, then move to step 2 of 3



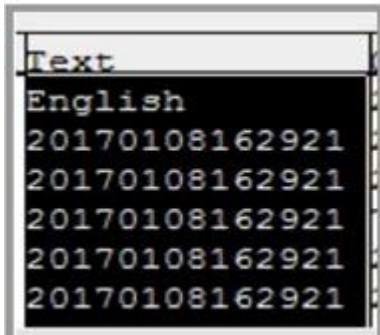
12. Deselect the "Tab" checkbox in the Delimiters section so that it is empty. Select the "Semicolon" checkbox in the Delimiters section and select "Next"



Note about next steps:

The next steps need to be completed in order to ensure the data is imported accurately. If these steps are not completed, the data in these fields will be truncated

13. Click on the 3rd column to highlight it



14. Select "Text" at the top left in the Column data format section of the Text Import Wizard

15. Click on the 4th column to highlight it and select "Text" at the top left in the Column data format section in the Text Import Wizard



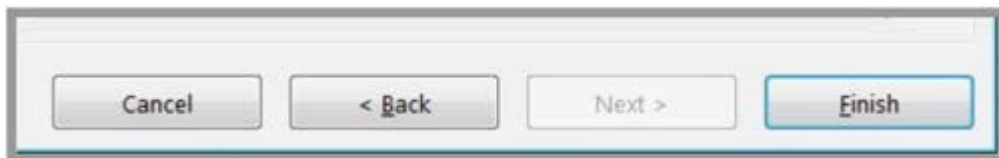
16. Scroll 9 more columns to the right to find the 13th column and click on it to highlight it. Select "Text" at the top left in the Column data format section of the Text Import Wizard

17. Scroll 3 more columns to the right to find the 16th column and click on it to highlight it. Select "Text" at the top left in the Column data format section of the Text Import Wizard

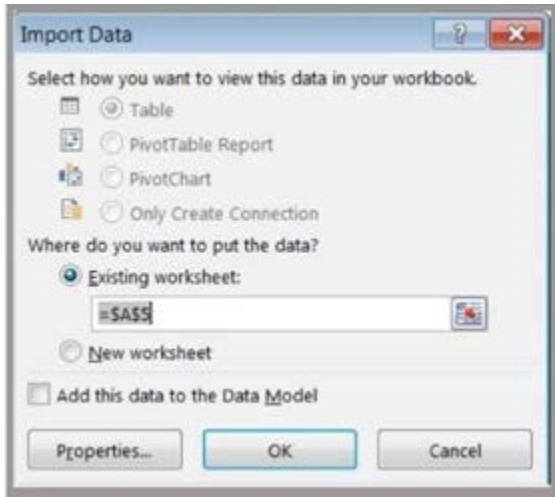
18. Scroll 2 more columns to the right to find the 18th column and click on it to highlight it. Select "Text" at the top left in the Column data format section of the Text Import Wizard

19. Scroll 29 more columns to the right to find the 47th column and click on it to highlight it. Select "Text" at the top left in the Column data format section of the Text Import Wizard

20. Select "Finish" at the bottom right of the window



21. Select "OK" in the Import Data prompt that appears. Your data should now be imported into your spreadsheet.



22. To import the header information, cut and paste row 5 (see A) and insert it into row 2 (see B)

	A	B	C	D	E
1	CPC Identifier	email Recipient	Language of Preference	Interface – System Date & Time	Total Document count
2					
3	1	2	3	4	5
4	Line Number	Record Type (Summary=S or Detail=D)	Interface – System Date & Time	Payer Customer Number	Payer Customer Name
5	Canada Post	test@canadapost.ca	English	1111111	3

A

Import final step!

23. Save this document and provide a unique filename. This will ensure that you don't overwrite the blank data file template provided by Canada Post.

How to export your TXT file to a Microsoft Access database

The following instructions and screenshots show how you can export your TXT file to a database using Microsoft Access 2013. If you are using a different version of Microsoft Access, instructions may vary.

Instructions

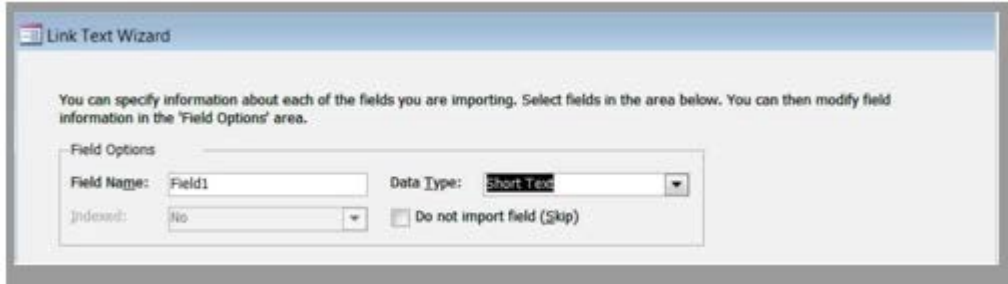
1. Save the ZIP file provided by Canada Post
2. Right-click on the ZIP file and select “Extract All...” to open a prompt
3. Select “Browse...” if you wish to browse through your files and select a different destination for the TXT file. Save the TXT file.
4. Open the saved TXT file in Microsoft Access. A Link Text Wizard will appear
5. Select “Delimited” as the format that best describes your data in the Link Text Wizard. Select “Next” at the bottom right of the window.



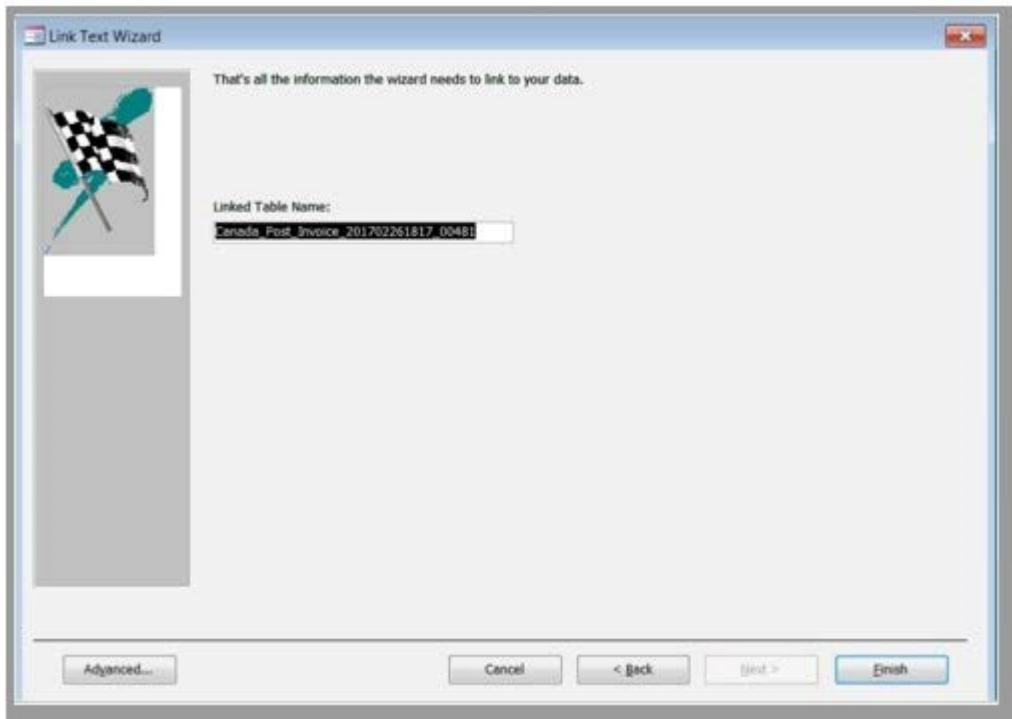
6. Select “Semicolon” as the delimiter that separates your fields and select quotation mark (”) in the Text Qualifier Field, then select “Next” at the bottom right of the window



7. Select "Short Text" as the Data Type in the drop down menu at the top right of the window. Select "Next" at the bottom right of the window.



8. Select "Finish" at the bottom right of the window



9. The Link Text Wizard will notify you that it had finished linking the table to the file. Select "OK". Your data should now be imported into your database.

Layout and File specifications

- The Electronic Invoice Data File is a variable-length delimited text (.txt) file that can easily be imported into database applications such as MS Access or spreadsheet applications such as MS Excel.
- Data values are enclosed in double quotes ("") as the text qualifier and are separated by a semi-colon (;) as the delimiter
- The Electronic Invoice Data file consists of Header and Detail record layouts
- The Header record provides information that can be used to identify the sender, the date and time the file was created and the email recipient. There are also data control values such as total documents (invoices), total dollar value of all transactions and total number of lines on the file that are used by Canada Post to validate that the file is complete and to ensure all transactions are accounted for. The Header record is a single line of data and is the very first line included in the file.
- The Detail record contains transaction summary and line level detail information applicable to each invoice and adjustment transaction included in the file.
- Within the Detail record, transactions will be sorted by customer number and then invoice number sequence.
 - All transactions on the file will consist of a single summary line and one or more lines containing details. The summary lines are designated with an "S" and will appear first in the file followed by the detail lines, which are designated with a "D". Files containing more than one invoice or adjustment for the same customer number will consist of multiple summary line items followed by detail line items as depicted in the example below.

Summary – Cust # 1 – Invoice 123
 Summary – Cust # 1 – Invoice 789
 Summary – Cust # 2 – Invoice 345
 Summary – Cust # 3 – Invoice 234
 Detail – Cust # 1 – Invoice 123 – Line A
 Detail – Cust # 1 – Invoice 123 – Line B
 Detail – Cust # 1 – Invoice 123 – Line C
 Detail – Cust # 1 – Invoice 789 – Line A
 Detail – Cust # 1 – Invoice 789 – Line B
 Detail – Cust # 2 – Invoice 345 – Line A
 Detail – Cust # 2 – Invoice 345 – Line B
 Detail – Cust # 2 – Invoice 345 – Line C
 Detail – Cust # 3 – Invoice 234 – Line A
 Detail – Cust # 3 – Invoice 234 – Line B
 Detail – Cust # 3 – Invoice 234 – Line C

Note 1 Acceptable characters for columns 35, 36, 37, 38, and 39 inclusive:

English	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
French	à	â	é	è	ê	ë	î	ï	ô	ù	û	ü	ÿ													
	À	Â	Ç	É	È	Ê	Ë	Î	Ï	Ô	Ù	Û	Ü													
Numbers	1	2	3	4	5	6	7	8	9	0																
Others	#	/	,	.	-																					

Please note any character that is not listed in the above table will be replaced by a question mark (?).

File record layout

The record layout detailed below provides a list of the data elements and their specific location on the electronic data file

#	Element	Format	Description
1	CPC identification (based on language of preference)	Text	Canada Post or Postes Canada – identifies the sender of the invoice data file
2	Email recipient	Text	Email address of customer receiving the file (as per Department Z100 in master data of the payer partner function)
3	Language of preference (LOP)	Text	English or French
4	Interface – System date and time	Text	System generated date and time for reference – ex: 20050418041508 (YYYYMMDDHHMMSS)
5	Total document count	Text	Provides a count of the total number of documents (invoices) included in the file
6	Total file line count (excluding header)	Text	Provides a count of the number of lines in the detail record
7	Total detail amount	Text	Total amount of all invoices in the file. A sum of the total amount field from the detail record.
8	Credit Terms (based on LOP)	Text	"Annual interest of 18% on unpaid balances" or "Des intérêts de 18% par année seront ajoutés au solde après l'échéance"
9	Remittance address (based on LOP)	Text	Language of Preference driven, if LOP = E then "CANADA POST CORPORATION, ACCOUNTS MANAGEMENT GROUP, 2701 RIVERSIDE DR, OTTAWA, ON, K1A 1L7", else "SOCIETE CANADIENNE DES POSTES, GESTION DES COMPTES, 2701 PROM RIVERSIDE, OTTAWA, ON, K1A 1L7"
10	Tax registration number	Text	CPC registration no./No d'enregistrement de la SCP: GST/TPS 119321495, QST/TVQ 1006393299
11	Account enquiries	Text	Account inquiries/Renseignements sur le compte: 1-800-267-7651, cmg@canadapost.ca/cmg@postescanada.ca
12	Security	Text	Subject line from secure email

Detail Record

#	Data Element	Format	Length	Description
1	Line Number	Text	10	Provides a reference point for each line on the invoice file
2	Record Type	Text	2	Indicates the line as summery (S) or detail (D)
3	Interface – System date and time	Text	20	System-generated date and time for reference – ex. 20050418041508 (YYYYMMDDHHMMSS)
4	Payer customer number	Text	10	Customer number of the payer partner
5	Payer customer name	Text	40	Customer name of the payer partner
6	Payer customer address Street 1	Text	40	Customer address Street 1 of the payer partner
7	Payer customer address Street 2	Text	40	Customer address Street 2 of the payer partner
8	Payer customer city	Text	30	Customer city of the payer partner
9	Payer customer province	Text	2	Customer province of the payer partner
10	Payer customer postal code	Text	10	Customer postal code of the payer partner
11	Document Type	Text	10	Billing type – possible values are: (ZR1) Shipping and Delivery Services (ZR2) Communications Business Services (ZR3) Business Reply Mail (ZR4) Volume Electronic Mail (ZR8) Commercial Pre-Paid (ZR9) Mail Management Services (ZG2) Credit Memo (ZL2) Debit Memo (ZL3) Communication Adjustment (F2) Shipment Based Order (G2) Credit Memo (L2) Debit Memo (RE) Returns (RA) Late Payment Fees (Z2) Package Redirection (Z13) Publications Annual Fee
12	Invoice number	Text	10	Used for the Invoice #, Debit Adjustment # or the Credit Adjustment #
13	Manifest, Statement of Mailing or PO Number	Text	20	Identifies the induction order document or the purchase order
14	Manifest, Statement of Mailing or PO date	Text	10	The induction date or the shipment date

#	Data Element	Format	Length	Description
15	Customer Order Reference	Text	20	A 12 character alphanumeric order level reference that is captured from manual orders (Your Reference Number) or transmitted electronically from the Electronic Shipping Tools software (Customer/Shipper Reference Number) or from capable Third-party Shipping systems or for parcel returns, the customer return policy identifier
16	Cost Centre reference	Text	30	A 30 character alphanumeric line level reference transmitted electronically from the Electronic Shipping tools software (Cost Centre reference) or from capable Third-Party Shipping Systems
17	Induction Site Name	Text	30	Name of the Canada Post mail induction site
18	Order Number / Original PIN ID	Text	20	Order #: required for shipment based order invoices / original PIN ID for parcel returns
19	Delivery number / Original Manifest	Text	20	Delivery #: required for shipment based order invoices / original manifest number for parcel returns
20	Delivery date / Return reason / PO Box renewal	Text	20	Date of delivery: required for shipment based order invoices / reason for return / renewal dates from-to for PO Box
21	Sold-to customer number	Text	10	Customer number of the sold-to customer for the given document
22	Sold-to customer name	Text	40	Customer name of the sold-to partner for the given document
23	Sold-to customer identification	Text	30	4 th field of the customer name in master data
24	Operating as name	Text	40	Customer operating as name
25	Sold-to customer address Street 2	Text	40	Customer address Street 2 of the sold-to partner for the given document
26	Sold-to customer city	Text	30	Customer city of the sold-to partner for the given document
27	Sold-to customer province	Text	2	Customer province of the sold-to partner for the given document
28	Sold-to customer postal code	Text	10	Customer postal code of the sold-to partner for the given document
29	Mail prepared by customer number	Text	10	Customer number of the mail prepared-by partner for the given document
30	Mail prepared by customer name	Text	40	Customer name of the mail prepared-by partner for the given document

#	Data Element	Format	Length	Description
31	Mailed on behalf of customer number	Text	10	Customer number of the mailed-on-behalf -of partner for the given document
32	Mailed on behalf of customer name	Text	40	Customer name of the mailed-on-behalf-of partner for the given document
33	Ship-to customer number	Text	10	Customer number of the ship-to partner for the given document
34	Ship-to customer name	Text	40	Customer name of the ship-to partner for the given document
35	Ship-to customer country	Text	40	Customer country of destination for international parcel
36	Ship-to address Street 1	Text	40	Customer address Street 1 of the ship-to partner; destination address /new partner data for parcel and PO Box location information for the given document for the given document / on demand pickup location <i>Acceptable characters refer to Layout and File Specification section under Note 1</i>
37	Ship-to customer city	Text	30	Customer city of the ship-to partner; destination address /new partner data for parcel and PO Box location information for the given document for the given document / on demand pickup location <i>Acceptable characters refer to Layout and File Specification section under Note 1</i>
38	Ship-to customer province	Text	2	Customer province of the ship-to partner; destination address /new partner data for parcel and PO Box location information for the given document for the given document / on demand pickup location <i>Acceptable characters refer to Layout and File Specification section under Note 1</i>
39	Ship-to customer postal code	Text	10	Customer postal code or zip code of the ship-to partner; destination address /new partner data for parcel and PO Box location information for the given document for the given document / on demand pickup location <i>Acceptable characters refer to Layout and File Specification section under Note 1</i>
40	Agreement Number	Text	10	Contract/Agreement number for the given document
41	Invoice date	Text	10	Invoice date
42	Invoice Due Date	Text	10	Invoice due date (as per terms for the given customer)
43	Payment Terms	Text	40	Payment terms of the invoice

#	Data Element	Format	Length	Description
44	Declared, verified or original invoice number	Text	20	Applicable to adjustments only; each of these three elements will be presented on subsequent lines
45	Article number	Text	60	Article number or blank if record pertains to Address Accuracy
46	Service Description	Text	40	Article description; any additional mailing info Or additional charges will appear as separate records
47	Product identification	Text	40	Event Manager barcode item identifier (tracking) Number for Parcel invoices; late payment fee days overdue
48	Additional information #1	Text	80	Postal / Zip Code of shipped-from location (parcels), or publications issue date, or Address Accuracy expiry date, or CPC code description for codes 6, 16 and 17 only, or the SIN of the loan Certificate located in the Student reference field
49	Additional information #2	Text	80	Postal /Zip Code of the shipped-to location (parcel), or Address Accuracy %, or the certificate Number in the student loan application field or Start and End date of Publications Annual Fee
50	Additional information #3	Text	80	Customer return policy identifier instructions for Parcel returns, label cancellation refund, length x Width x height dimensions (outbound/service Adjustment for parcels)or claims settlement
51	Quantity shipped	Text	20	Quantity of items shipped
52	Weight/VE per piece	Text	20	Billed weight or volumetric equivalent of actual Weight (VE) is on per-piece basis (total weight/VE for summary record
53	Price per piece/Rate	Text	20	Rate per piece
54	Weight price	Text	20	Additional rate per weight for communications business services
55	Rate Code / Return Service description	Text	20	Rate code used for parcel billing types to determine the price per piece based on origin and destination postal codes / return service description
56	Base charge	Text	20	Base charge associated with the article, before Taxes, surcharges and discounts
57	Quantity for COD	Text	20	Quantity for COD
58	COD charge	Text	20	COD charge applicable to the line item
59	Quantity for additional coverage	Text	20	Quantity for additional coverage
60	Additional coverage charge	Text	20	Additional coverage charge applicable to line item

#	Data Element	Format	Length	Description
61	Quantity for delivery confirmation	Text	20	Quantity for delivery confirmation
62	Delivery confirmation charge	Text	20	Delivery confirmation charge applicable to line item
63	Quantity for signature option	Text	20	Quantity for signature option
64	Signature option charge	Text	20	Signature option charge applicable to line item
65	Quantity for Oversize / Not packaged	Text	20	Quantity for Oversize / Not packaged
66	Oversize / Not packaged charge	Text	20	Oversize / Not packaged charge applicable to line item
67	Quantity for mailing tubes	Text	20	Quantity for mailing tubes
68	Mailing tubes charge	Text	20	Mailing tubes charge applicable to line item
69	Delivery option description	Text	20	Delivery option description (ex, Monday evening, Saturday, etc)
70	Quantity for Do Not Forward/ Personalized Mail Return Postage Guarantee	Text	20	Quantity for Do Not Forward/ Personalized Mail Return Postage Guarantee
71	Do Not Forward/Personalized Mail Postage Guarantee charge	Text	20	Do Not Forward/Personalized Mail Return Postage Guarantee charge applicable to line item
72	Quantity for Registered	Text	20	Quantity for Registered
73	Registered charge	Text	20	Surcharge for registered pieces
74	Quantity for machineability	Text	20	Quantity for machineability
75	Machineability charge	Text	20	Surcharge for machineability
76	Quantity for transportation	Text	20	Quantity for transportation
77	Transportation charge	Text	20	Surcharge for transportation
78	Quantify for Address Accuracy	Text	20	Quantify for Address Accuracy
79	Address Accuracy percentage (%)	Text	20	Address Accuracy percentage (%)
80	Address Accuracy expiry date	Text	20	Address Accuracy expiry date
81	Address Accuracy charge	Text	20	Surcharge for Address Accuracy
82	Quantity for phantom surcharge	Text	20	Quantity for phantom volume surcharge
83	Phantom surcharge	Text	20	Phantom volume surcharge
84	Quantity for Advice of Receipt	Text	20	Quantity for Advice of Receipt
85	Advice of receipt surcharge	Text	20	Advice of receipt surcharge
86	Declared weight	Text	20	Declared weight for parcels
87	Automated Partner Payment	Text	20	Commission Fees
88	Automated Partner Payment	Text	20	Transaction Fees
89	Automated Partner Payment	Text	20	Input Tax Credit
90	Emergency Order Fee	Text	20	Emergency order fee

#	Data Element	Format	Length	Description
91	SAA surcharge	Text	20	Application of a surcharge in the form of dollar value or percentage based on destination and origin address
92	SAA Discount	Text	20	Application of a discount in the form of dollar value or percentage based on destination and origin address
93	On-Demand Pick Up / Barcode Quality anomaly quantity	Text	20	On-Demand Pick Up / Barcode Quality anomaly quantity
94	On-Demand Pick Up / Barcode Quality anomaly value	Text	20	On-Demand Pick Up / Barcode Quality anomaly value
95	Signature Name	Text	30	Signature name for parcel returns
96	Automation discount rate (%)	Text	20	Automation discount rate (%)
97	Automation discount value	Text	20	Automation discount value
98	Fuel surcharge rate (%)	Text	20	Fuel surcharge rate (%)
99	Fuel surcharge value	Text	20	Fuel surcharge value
100	Delivery to Post Office / Home Quantity	Text	20	Delivery to Post Office / Home Quantity
101	Delivery to Post Office / Home Quantity	Text	20	Delivery to Post Office / Home Quantity
102	Manual Document Surcharge / Package Redirection Fee	Text	20	Manual Document Surcharge / Package Redirection Fee
103	Future Use	Text	20	Future Use
104	Future Use	Text	20	Future Use
105	Future Use	Text	20	Future Use
106	Future Use	Text	20	Future Use
107	Future Use	Text	20	Future Use
108	Future Use	Text	20	Future Use
109	Future Use	Text	20	Future Use
110	Quantity for Proof of Identity	Text	20	Quantity for Proof of Identity
111	Proof of Identity Value	Text	20	Proof of Identity Value
112	Quantity for Proof of Age	Text	20	Quantity for Proof of Age
113	Proof of Age value	Text	20	Proof of Age value
114	Neighbourhood Mail specific Start date	Text	20	Neighbourhood Mail specific Start date
115	Seasonality or Partner Discount / Neighbourhood Mail rural pricing	Text	20	Seasonality or Partner Discount / Neighbourhood Mail rural value
116	Auto-billing charge	Text	20	Auto-billing charge
117	Supplier authorization number	Text	20	Unique identifier for the authorization of the account funds supplier to the customer

#	Data Element	Format	Length	Description
118	Supplier transaction number	Text	35	Unique identifier for the transaction generated by the service provider; it must be possible to retrieve the original request through this transaction identifier
119	Supplier account number	Text	20	Unique identifier of the service provider account. The service provider uses the account of the supplier in the framework of the process of authorization.
120	Out of Spec	Text	20	Parcel Out of Spec surcharge when an item exceeds the maximum allowable weight/size
121	Customer ref # 1	Text	20	Used for account at the master data level (a reference that will appear on every invoice at the account level)
122	Customer ref # 2	Text	20	Used for account at the master data level (a reference that will appear on every invoice at the account level)
123	Reference # 1	Text	20	Reference at the line item level
124	Reference # 2	Text	20	Reference at the line item level
125	Additional information	Text	20	Reference at the line item level
126	Transmitted Order value (before tax)	Text	20	Transmitted order value (before tax) SD adjustments and LPF
127	Contract discount 1 – Rate	Text	20	Agreement driven
128	Contract discount 1 – Amount	Text	20	Agreement driven
129	Contract discount 2 – Rate	Text	20	Agreement driven
130	Contract discount 3 – Amount	Text	20	Agreement driven
131	Promotional discount 1 – Rate	Text	20	Agreement driven / One time discount / One day discount
132	Promotional discount 1 – Amount	Text	20	Agreement driven / One time discount / One day discount
133	Promotional discount 2 – Rate	Text	20	Agreement driven / Platform discount
134	Promotional discount 2 – Amount	Text	20	Agreement driven / Platform discount
135	Promotional discount 3 – Rate	Text	20	Agreement driven / Registration discount
136	Promotional discount 3 – Amount	Text	20	Agreement driven / Registration discount
137	Metered Amount	Text	20	Full or partial metered amount
138	Net charge	Text	20	Amount for this line item (including the additional charges / discount fields 56, 58, 60, 62, 64, 66, 68, 71, 73, 75, 77, 81, 83, 85, 90, 91, 92, 94, 97, 99, 101, 102, 111, 113, 114, 115, 116, 128, 130, 132, 134, 136, 137) before applicable taxes

#	Data Element	Format	Length	Description
139	GST amount	Text	20	GST amount for line item
140	HST amount	Text	20	HST amount for line item
141	PST amount	Text	20	PST amount for line item
142	GST/HST status	Text	30	To identify the GST/HST tax status for the line item (taxable, exempt, zero rated)
143	PST status	Text	30	To identify the PST tax status for the line item (taxable, exempt, zero rated)
144	Payment	Text	20	Credit Card Payment
145	Total Charges	Text	20	Sum of the Net Charge and applicable taxes
146	Provincial tax code	Text	2	Province abbreviation related to taxes levied
147	Message box (based on LOP)	Text	360	Canada Post message to the customer / included description for barcode anomaly