Supplier Account now available

Introducing Supplier Account



A better solution for meter customers

On January 11, 2016, Canada Post introduced **Supplier Account**, a new way for meter customers to pay for parcel shipments when using Canada Post's Electronic Shipping Tools (EST) or other approved electronic shipping platforms. If you are using EST, your meter supplier will provide you with a new Supplier Account number; otherwise you may use an alternative method of payment such as a credit card or your Canada Post Account (some conditions apply).

Note: The meter method of payment for parcels will be removed from EST on June 30, 2016.

Take advantage of these benefits using Supplier Account

- Access your Canada Post commercial prices.
- Continue to leverage your meter supplier relationship, support and benefits.
- Forget printing and applying meter impressions on parcels.
- Track your parcels using standard shipping labels.
- Receive transaction-level data for parcels on your supplier statement.



Supplier Account can be accessed through the following applications:

JANUARY 11, 2016:

- » EST Online (Express Order Entry can also be accessed through EST online)
- » EST Desktop 2.0

Note: The meter method of payment for parcels will be removed from EST on June 30, 2016.

What do you need to do?

Step 1: Get a Canada Post customer number and a Supplier Account number

If you are using EST, your meter supplier will provide you with a new Supplier Account number; otherwise you may use an alternative method of payment such as a credit card or your Canada Post Account (some conditions apply).

As of January 11, 2016:

>> Step 2: Create a Canada Post online profile (applicable to all methods of payment)



- Go to canadapost.ca
- Click on **Sign in** at the top right hand corner



• New users must click **Sign up** to create their profile



CARLON > POSTIS. POST CANLON		Complete the required fields
Create your profile	() Safe & Secure	• Click on Create profile at the
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Canada Post is committed to ensuring the privacy of your contact details.		
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Untername 🚱		
Password @		
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Security question		



Ext (in

Add another number

- Select one of the two levels:
 - » Small Business or
 - » Enterprise
- Complete the required fields
- Click on Create Profile

• Complete the required fields and click on **Continue**. This will bring you back to the main page

Note: T	he images	above	may	differ	slightly	from	what	is on	your	screen.
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Job title

First name

Last name

Phone type

Please solect Contact Address Start typing address here. Manually odd your address FDBGAFDVBA Language English

Contin

Phone number

Format: 555-555-5555

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Cancel



You will see that you are logged in

as a user

CANADA POSTES

Managing Mail , Sending , Business Solutions .



• You will see that you have successfully added your Supplier Account information

Step 3: Access EST **>>**





• Select the EST version that fits your business needs



- When EST Online is selected
- Click on Go to EST Online now



When EST Desktop 2.0 is selected

• Click on Get started

Step 4: Set up Supplier Account as your default method of payment through EST



For EST Online

 Under Shipping, select where you want to ship; you may also select Express Order Entry

 For EST shipments (Canada, USA & International), set your method of payment as illustrated

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• For Express Order Entry, **set your method of payment** as illustrated

 For Desktop 2.0, set your method of payment as illustrated

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	Preferences	and Def	aults Alt-N	
New	Data Mainte	enance	Alt-D	
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	Method of Payment Supplier Account	•
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Farcermonnation		
Service and Options	My shipments are picked up by C	anada Post
Service and Options Additional Information	My shipments are picked up by C	anada Post
Service and Options Additional Information Request Delivery Updates	My shipments are picked up by C	anada Post
Service and Options Additional Information Request Delivery Updates Customs Values	My shipments are picked up by C	anada Post
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Service and Options Additional Information Request Delivery Updates Customs Values Billing Information Defaults for Output Shipping Label Defaults for System Actions On Start-up On Create Shipment On Process/Print	My shipments are picked up by C	anada Post

Getting support

For support using EST for Supplier Account or another Canada Post method of payment, contact the Commercial Service Network at 1-866-757-5480.

To obtain a Supplier Account number and for support related to payment authorization or supplier invoicing, contact your meter supplier directly.