



Electronic Shipping Tools (EST) 2.0 Desktop and EST Online



Import File Specifications

Table of Contents

1	INTRODUCTION	1
1.1	Who Should Use Import Files	1
1.2	File Formats.....	1
1.3	Text File Requirements	1
1.4	What You Can Import	1
1.5	Error Files.....	2
2	IMPORT FILE SPECIFICATIONS FOR SHIPPING AND DELIVERY SERVICES	2
2.1	Address Book.....	2
2.1.1	Address Book Text File.....	2
2.1.2	Address Book XML file	4
2.2	Order Entry.....	5
2.2.1	Order Entry – Layout Type 2.....	5
2.2.2	Orders Entry – Layout Type 3.....	7
2.2.3	Order Entry – Layout Type 4.....	10
2.2.4	Order Entry – Layout Type 5.....	13
2.2.5	Order Entry – Layout Type 6.....	17
2.2.6	Customs Goods Record – Layout Type 7	22
2.2.7	XML File for Order Entry	24
2.3	Pre-defined Goods	30
2.3.1	Pre-defined Goods Text File	31
2.3.2	Pre-defined Goods XML File	32
2.4	Cost Centre	32
2.4.1	Cost Centre Text File.....	32
2.4.2	Cost Centre XML File	32
3	IMPORT FILE SPECIFICATIONS FOR MAILINGS	33
3.1	Neighbourhood Mail Mailing Plans.....	33
3.1.1	Layout Type 1.....	33
3.1.2	Layout Type 2.....	34
3.1.3	Layout Type 3.....	36

3.1.4	Layout Type 4.....	36
3.2	Lettermail, Personalized Mail and Publications Mail	41
3.2.1	Layout Type 11	41
3.2.2	Layout Type 12 - Registered Mail Labels	42
APPENDIX A – PROVINCE AND STATE CODES		44
APPENDIX B – COUNTRY CODES		44
APPENDIX C – ARTICLE NUMBERS FOR CANADA POST SERVICES		44

1 Introduction

This document provides the specifications for the files that you can import into Canada Post shipping applications EST 2.0 Desktop and EST Online.

1.1 Who Should Use Import Files

The purpose of import files is to save you time and prevent you from entering data manually into our shipping applications. In most cases, these import files are most useful if you can create them automatically. If you have to manually create your import files, we recommend entering the data into our shipping applications instead.

1.2 File Formats

You can import files into our shipping application in one of the following formats:

- Text (.csv or .txt)
- XML (not available for every import file. See **Section 1.4** below).

1.3 Text File Requirements

- Can be in .csv or .txt format.
- Character and non-integer numeric fields must be enclosed in double quotes (e.g., “example”).
- Where no information is available, you must include a blank entry (i.e. “”).
- .txt files can use one of the following delimiters: comma (,), semicolon (;), or pipe symbol (|).
- Records starting with a number sign (#) are considered comment lines and are skipped.
- Please note the length column represents the maximum number of characters that will be kept in EST. Your input can be of any length.

1.4 What You Can Import

The table below lists the type of information you can import, which applications accept import files and whether text or XML files are accepted.

Information for import	Can import into EST 2.0 Desktop		Can import into EST Online	
	Text (.csv or .txt)	XML	Text (.csv or .txt)	XML
Address book	Y	Y	Y	N
Order entry	Y	Y	N	N
Cost centre	Y	Y	N	N
Pre-defined goods	Y	Y	N	N
Neighbourhood Mail mailing plan data	Y	N	N	N
Lettermail, Personalized Mail, Publications Mail	Y	N	N	N
SERP (from a vendor)	Y	Y	Y	Y

1.5 Error Files

If your file contains any errors, the import will fail and you'll get a corresponding error file with the same layout as your import file. The error file will be saved in the same location where the original import file is located. The error file will contain one or more comment lines (starting with a number sign: #) inserted after each error record to describe the error(s).

You can edit the error file with any text editor and then use the error file as an import file.

2 Import File Specifications for Shipping and Delivery Services

2.1 Address Book

You can import the contents of an existing address book into EST 2.0 Desktop or EST Online. Importing an address book is useful if:

- you would like to have a backup copy of your address book, or
- you would like to use it as your main contact list within EST, or
- you frequently ship to the same recipients or ship an identical item to a number of recipients.

2.1.1 Address Book Text File

Field Number	Field	Required/Optional	Type	Length	Format/Notes
1	Record Type	Required	Integer	2	Record Type = 1 for Address Book Import File
2	Client ID	Optional	String	30	Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop.
3	Title Name	Optional	String	15	Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field, you could enter Mrs. Joan Smith).
4	First Name	Optional	String	30	Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters).
5	Last Name	Optional	String	40	Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters).
6	Title/ Dept.	Optional	String	44	Free format
7	Company Name	Optional	String	44	Free format
8	Additional Address Information	Optional	String	44	Free format

Field Number	Field	Required/Optional	Type	Length	Format/Notes
9	Address Line 1	Conditionally required	String	44	Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field.
10	Address Line 2	Optional	String	44	Free format
11	City	Conditionally required	String	25	Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop.
12	Province or State	Conditionally required	String	20	For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes.
13	Postal Code or Zip Code	Conditionally required	String	14	Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field.
14	Country Code	Required	String	3	Free Format – Must be a valid country code See Appendix B to look up country codes.
15	Client Voice Phone	Optional	String	25	Free format
16	Client Fax Number	Optional	String	25	Free format
17	Client Email Address	Optional	String	60	Free format
18	Tax ID / IRS / VAT	Optional	String	18	Free format This is the tax ID of the recipient for international shipments.
19	Email # 2	Optional	String	60	Free format

2.1.2 Address Book XML file

Tag Name	Required/Optional	Type	Length	Format/Description
<client-id>	Optional	Alphanumeric	30	An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop.
<contact-name>	Optional	Alphanumeric	44	The name of the contact/customer.
<company-name>	Optional	Alphanumeric	44	The company name for your contact/customer.
<additional-info>	Optional	Alphanumeric	44	Additional address information for your contact/customer.
<address-line-1>	Conditionally required	Alphanumeric	44	Address line 1 Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field.
<address-line-2>	Optional	Alphanumeric	44	Address line 2
<city>	Conditionally required	Alphanumeric	25	Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop.
<prov-state>	Conditionally required	Alphanumeric	20	For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes.
<postal-zip-code>	Conditionally required	Alphanumeric	14	Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field.
<country-code>	Required	Alphanumeric	3	Free Format – Must be a valid country code
<contact-number>	Optional	Alphanumeric	25	Phone number of the contact. e.g. 613-734-5000
<vat-number>	Optional	Alphanumeric	18	The tax ID of the recipient for international shipments.
<primary-email>	Optional	Alphanumeric	60	Primary email address for the contact.
<secondary-email>	Optional	Alphanumeric	60	Secondary email address for the contact.

Tag Name	Required/Optional	Type	Length	Format/Description
<address-group>	Optional	Alphanumeric	80	The name of the group that the contact belongs, if applicable. e.g. Book of the month

2.2 Order Entry

If you have the ability to export your shipping orders into a text file or XML file and can manipulate your file to comply with one of the following formats, you can import the file into EST 2.0 Desktop and save yourself from performing manual order entries.

Choose from one of six types of layouts for your text file. Select the format that contains the most data that you have available. See **Section 2.2.7** for the XML file format.

2.2.1 Order Entry – Layout Type 2

Use this layout if you do not know which shipping service you are going to use.

Field number	Field	Required/Optional	Type	Length	Format/ Notes
1	Record Type	Required	Integer	2	Record Type = 2
2	Order Id/Ref	Required	String	35	Free format Your internal order ID (often called reference #1).
3	Client ID	Optional	String	30	Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop.
4	Title Name	Optional	String	15	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field).
5	First Name	Optional	String	30	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters).
6	Last Name	Optional	String	40	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters).

Field number	Field	Required/Optional	Type	Length	Format/ Notes
7	Title / Dept.	Optional	String	44	Free format
8	Company Name	Optional	String	44	Free format
9	Additional Address Information	Optional	String	44	Free format
10	Address Line 1	Conditionally required	String	44	Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field.
11	Address Line 2	Optional	String	44	Free format
12	City	Conditionally required	String	25	Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop.
13	Province or State	Conditionally required	String	2	For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes.
14	Postal Code or Zip Code	Conditionally required	String	14	Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field.
15	Country Code	Required	String	3	Free format Must be a valid country code. See Appendix B to look up country codes.
16	Client Voice Phone	Optional	String	25	Free format
17	Client Fax Number	Optional	String	25	Free format
18	Client Email Address	Optional	String	60	Free Format

Field number	Field	Required/Optional	Type	Length	Format/ Notes
19	Weight	Optional	Long	9	In grams; Integer value

2.2.2 Orders Entry – Layout Type 3

Use this layout if you know what shipping service you are going to use and you need additional options such as COD, Deliver to Post Office, or other delivery options.

Field number	Field	Required/Optional	Type	Length	Format/Notes
1	Record Type	Required	Integer	2	Record Type = 3
2	Order Id/Ref	Required	String	35	Free format Your internal order ID (often called reference #1).
3	Client ID	Optional	String	30	Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop.
4	Title Name	Optional	String	15	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field).
5	First Name	Optional	String	30	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters).
6	Last Name	Optional	String	40	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters).
7	Title / Dept.	Optional	String	44	Free format
8	Company Name	Optional	String	44	Free format
9	Additional Address Information	Optional	String	44	Free format
10	Address Line 1	Conditionally required	String	44	Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field.

Field number	Field	Required/Optional	Type	Length	Format/Notes
11	Address Line 2	Optional	String	44	Free format
12	City	Conditionally required	String	25	Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop.
13	Province or State	Conditionally required	String	2	For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes.
14	Postal Code or Zip Code	Conditionally required	String	14	Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field.
15	Country Code	Required	String	3	Free format Must be a valid country code. See Appendix B to look up country codes.
16	Client Voice Phone	Optional	String	25	Free format
17	Client Fax Number	Optional	String	25	Free format
18	Client Email Address	Optional	String	60	Free Format
19	Weight	Optional	Long	9	In grams; Integer value
20	Service	Required	Integer	18	Valid article code representing the service. Note that leading zeroes are not required.
21	Length	Optional	Long	7	Free format in mm
22	Width	Optional	Long	7	Free format in mm

Field number	Field	Required/Optional	Type	Length	Format/Notes
23	Height	Optional	Long	7	Free format in mm
24	Document Indicator	Optional	Boolean	1	“1” indicates that the item is a document.
25	Oversize indicator	Optional	Boolean	1	“1” indicates that the item is oversize.
26	Delivery Confirmation indicator	Optional	Boolean	1	“1” indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here.
27	Signature Indicator	Optional	Boolean	1	“1” indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here.
28	Placeholder	Optional	Placeholder	1	leave empty: “”
29	Do Not Safe Drop indicator	Optional	Boolean	1	“1” indicates that the option was selected.
30	Card for Pickup indicator	Optional	Boolean	1	“1” indicates that the option was selected.
31	Proof of Age required (18)	Optional	Boolean	1	“1” indicates that the option was selected.
32	Proof of age required (19)	Optional	Boolean	1	“1” indicates that the option was selected.
33	Leave at Door indicator	Optional	Boolean	1	“1” indicates that the option was selected.
34	Registered Indicator	Optional	Boolean	1	“1” indicates that the option was selected.
35	Proof of Identity indicator	Optional	Boolean	1	“1” indicates that the option was selected. (You can select this option only if specified in your contract).
36	Placeholder	Optional	Boolean	1	leave empty: “”
37	Deliver to Post Office	Optional	Boolean	1	(only available in EST 2.0 Desktop) “1” indicates the option was selected. “0” indicates the option was not selected.
38	Destination Post Office	Optional	String	10	Post Office where mail is to be delivered; relevant only if Deliver to Post Office is

Field number	Field	Required/Optional	Type	Length	Format/Notes
	ID				selected.
39	Placeholder	Optional	Placeholder	1	leave empty: ""
40	Placeholder	Optional	Placeholder	1	leave empty: ""
41	Notify Recipient	Optional	Boolean	1	"1" indicates the option was selected. "0" indicates the option was not selected. (an empty entry is also accepted, i.e., "")
42	Insured Amount	Optional	Numeric	9.2	A value greater than zero indicates that the option was selected and represents the amount the package has been insured for.
43	COD Value	Optional	Numeric	9.2	A value greater than zero indicates that the option was selected and represents the amount that must be collected upon the item's delivery.
44	Maximum Allowable Coverage	Optional	Boolean	1	"1" indicates Maximum Insurance Coverage was selected.

2.2.3 Order Entry – Layout Type 4

Use this layout if you do not know which shipping service you are going to use but want to use the fields Item Reference #2, Email #2, and Cost Centre Reference.

Field number	Field	Required/Optional	Type	Length	Format/Notes
1	Record Type	Required	Integer	2	Record Type = 4
2	Order Id/Ref	Required	String	30	Free format Your internal order ID (often called reference #1).
3	Client ID	Optional	String	35	Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop.
4	Title Name	Optional	String	15	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field).
5	First Name	Optional	String	30	Free format

Field number	Field	Required/Optional	Type	Length	Format/Notes
					Note that title name, first name and last name will be merged (up to a maximum of 44 characters).
6	Last Name	Optional	String	40	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters).
7	Title / Dept.	Optional	String	44	Free format
8	Company Name	Optional	String	44	Free format
9	Additional Address Information	Optional	String	44	Free format
10	Address Line 1	Conditionally required	String	44	Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field.
11	Address Line 2	Optional	String	44	Free format
12	City	Conditionally required	String	25	Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop.
13	Province or State	Conditionally required	String	2	For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes.
14	Postal Code or Zip Code	Conditionally required	String	14	Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field.
15	Country Code	Required	String	3	Free format

Field number	Field	Required/Optional	Type	Length	Format/Notes
					Must be a valid country code. See Appendix B to look up country codes.
16	Client Voice Phone	Optional	String	25	Free format
17	Client Fax Number	Optional	String	25	Free format
18	Client Email Address	Optional	String	60	Free Format
19	Weight	Optional	Long	9	In grams; Integer value
20	Tax ID/IRS/VAT	Optional	String	18	Free format This is the tax ID of the recipient for international shipments.
21	Item Reference #2	Optional	String	35	Free format Used for your own reference.
22	Email #2	Optional	String	60	Free format Recipient's secondary email.
23	Cost Centre Reference	Optional	String	30	Free Format Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post.

2.2.4 Order Entry – Layout Type 5

Use this layout format if:

- you know what shipping service you are going to use; **and**
- you need additional options such as COD, Deliver to Post Office, or other delivery options; **and**
- you want to use one of the following: delivery to a parcel box of a community mailbox, email notifications, or the Item ID field.

Field number	Field	Required/Optional	Type	Length	Format/Notes
1	Record Type	Required	Integer	2	Record Type = 5
2	Order Id/Ref	Required	String	35	Free format Your internal order ID (often called reference #1).
3	Client ID	Optional	String	30	Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop.
4	Title Name	Optional	String	15	Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field).
5	First Name	Optional	String	30	Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters).
6	Last Name	Optional	String	40	Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters).
7	Title / Dept.	Optional	String	44	Free format
8	Company Name	Optional	String	44	Free format
9	Additional Address Information	Optional	String	44	Free format
10	Address Line 1	Conditionally required	String	44	Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field.
11	Address Line 2	Optional	String	44	Free format
12	City	Conditionally required	String	25	Free format Mandatory for Canadian and U.S.

Field number	Field	Required/Optional	Type	Length	Format/Notes
					addresses unless you use Quickship in EST 2.0 Desktop.
13	Province or State	Conditionally required	String	2	For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes.
14	Postal Code or Zip Code	Conditionally required	String	14	Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field.
15	Country Code	Required	String	3	Free format Must be a valid country code. See Appendix B to look up country codes.
16	Client Voice Phone	Optional	String	25	Free format
17	Client Fax Number	Optional	String	25	Free format
18	Client Email Address	Optional	String	60	Free Format
19	Weight	Optional	Long	9	In grams; Integer value
20	Tax ID/IRS/VAT	Optional	String	18	Free format This is the tax ID of the recipient for international shipments.
21	Item Reference #2	Optional	String	35	Free format Used for your own reference.
22	Email #2	Optional	String	60	Free format Recipient's secondary email.
23	Cost Centre	Optional	String	30	Free Format

Field number	Field	Required/Optional	Type	Length	Format/Notes
	Reference				Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post.
24	Service	Required	Integer	18	Valid article code representing the service. Note that leading zeroes are not required.
25	Length	Optional	Long	7	Free format in mm
26	Width	Optional	Long	7	Free format in mm
27	Height	Optional	Long	7	Free format in mm
28	Document Indicator	Optional	Boolean	1	“1” indicates that the item is a document.
29	Oversize indicator	Optional	Boolean	1	“1” indicates that the item is oversize.
30	Delivery Confirmation Indicator	Optional	Boolean	1	“1” indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here.
31	Signature Indicator	Optional	Boolean	1	“1” indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here.
32	Placeholder	Optional	Placeholder	1	leave empty: “”
33	Do Not Safe Drop indicator	Optional	Boolean	1	“1” indicates that the option was selected.
34	Card for Pickup indicator	Optional	Boolean	1	“1” indicates that the option was selected.
35	Proof of Age required (18)	Optional	Boolean	1	“1” indicates that the option was selected.
36	Proof of age required (19)	Optional	Boolean	1	“1” indicates that the option was selected.
37	Leave at Door indicator	Optional	Boolean	1	“1” indicates that the option was selected.
38	Registered indicator	Optional	Boolean	1	“1” indicates that the option was selected.
39	Proof of Identity indicator	Optional	Boolean	1	“1” indicates that the option was selected. (You can select this option only if specified in your contract).
40	Placeholder	Optional	Boolean	1	leave empty: “”
41	Deliver to Post Office	Optional	Boolean	1	(only available in EST 2.0 Desktop) “1” indicates the option was selected. “0” indicates the option was not selected.
42	Destination Post Office ID	Optional	String	10	Outlet where mail is to be delivered, relevant only if Deliver to Post Office is

Field number	Field	Required/Optional	Type	Length	Format/Notes
					selected.
43	Placeholder	Optional	Placeholder	1	leave empty: ""
44	Placeholder	Optional	Placeholder	1	leave empty: ""
45	Notify Recipient	Optional	Boolean	1	Indicates if email notifications are to be sent. "1" indicates the option was selected. "0" indicates the option was not selected. (an empty entry is also accepted, i.e., "")
46	Insured Amount	Optional	Numeric	9.2	A value greater than zero indicates that the option was selected and represents the amount the package has been insured for.
47	COD Value	Optional	Numeric	9.2	A value greater than zero indicates that the option was selected and represents the amount that must be collected upon the item's delivery.
48	Maximum Allowable Coverage	Optional	Boolean	1	"1" indicates Maximum Insurance Coverage was selected.
49	Deliver to Door	Optional	Boolean	1	"1" indicates that "Deliver to Door" option was selected. (You can select this option only if specified in your contract).
50	Deliver to Parcel Box	Optional	Boolean	1	"1" indicates that "Parcel Box" option was selected. (You can select this option only if specified in your contract).
51	Email Notification	Optional	Boolean	1	Only valid if Notify Recipient option is selected. "0" indicates All notifications. "1" indicates Delivery Notification only.
52	Item ID	Optional	String	16	Item ID/PIN of the item. Needs to be supplied for some products that have a pre-printed barcode. You can use this field only if you have been authorized in your contract to create your own barcodes with numbers supplied by Canada Post.

2.2.5 Order Entry – Layout Type 6

Use this format if you:

- want to import order entries for shipments to the U.S. and/or international locations, or
- want to import order entries for shipments within Canada, but you also ship to the U.S. or internationally and don't want to use two separate layout types, or
- need to add a Layout Type 7 to define a good in detail for a U.S. or international shipment.

Field number	Field	Required/Optional	Type	Length	Format/notes
1	Record Type	Required	Integer	2	Record Type = 6
2	Order Id/Ref	Required	String	35	Free format Your internal order ID (often called reference #1).
3	Client ID	Optional	String	30	Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop.
4	Title Name	Optional	String	15	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field).
5	First Name	Optional	String	30	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters).
6	Last Name	Optional	String	40	Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters).
7	Title / Dept.	Optional	String	44	Free format
8	Company Name	Optional	String	44	Free format
9	Additional Address Information	Optional	String	44	Free format
10	Address Line 1	Conditionally required	String	44	Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field.

Field number	Field	Required/Optional	Type	Length	Format/notes
11	Address Line 2	Optional	String	44	Free format
12	City	Conditionally required	String	25	Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop.
13	Province or State	Conditionally required	String	2	For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes.
14	Postal Code or Zip Code	Conditionally required	String	14	Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) . U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field.
15	Country Code	Required	String	3	Free format Must be a valid country code. See Appendix B to look up country codes.
16	Client Voice Phone	Optional	String	25	Free format
17	Client Fax Number	Optional	String	25	Free format
18	Client Email Address	Optional	String	60	Free format
19	Weight	Optional	Long	9	In grams; Integer value
20	Tax ID/IRS/VAT	Optional	String	18	Free format This is the tax ID of the recipient for international shipments.
21	Item Reference #2	Optional	String	35	Free format

Field number	Field	Required/Optional	Type	Length	Format/notes
					Used for your own reference.
22	Email #2	Optional	String	60	Free format Recipient's secondary email.
23	Cost Centre Reference	Optional	String	30	Free format Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post.
24	Service	Required	Integer	18	Valid article code representing the service. Note that leading zeroes are not required.
25	Length	Optional	Long	7	Free format in mm
26	Width	Optional	Long	7	Free format in mm
27	Height	Optional	Long	7	Free format in mm
28	Document Indicator	Optional	Boolean	1	"1" indicates that the item is a document.
29	Oversize indicator	Optional	Boolean	1	"1" indicates that the item is oversize.
30	Delivery Confirmation indicator	Optional	Boolean	1	"1" indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here.
31	Signature Indicator	Optional	Boolean	1	"1" indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here.
32	Placeholder	Optional	Placeholder	1	leave empty: ""
33	Do Not Safe Drop indicator	Optional	Boolean	1	"1" indicates that the option was selected.
34	Card for Pickup indicator	Optional	Boolean	1	"1" indicates that the option was selected.
35	Proof of Age required (18)	Optional	Boolean	1	"1" indicates that the option was selected.
36	Proof of age required (19)	Optional	Boolean	1	"1" indicates that the option was selected.
37	Leave at Door indicator	Optional	Boolean	1	"1" indicates that the option was selected.
38	Registered	Optional	Boolean	1	"1" indicates that the option was

Field number	Field	Required/Optional	Type	Length	Format/notes
	indicator				selected.
39	Proof of Identity indicator	Optional	Boolean	1	“1” indicates that the option was selected. (You can select this option only if specified in your contract).
40	Placeholder	Optional	Boolean	1	leave empty: “”
41	Deliver to Post Office	Optional	Boolean	1	(only available in EST 2.0 Desktop) “1” indicates the option was selected. “0” indicates the option was not selected.
42	Destination Post Office Id	Optional	String	10	Outlet where mail is to be delivered, relevant only if Deliver to Post Office is selected.
43	Placeholder	Optional	Placeholder	1	leave empty: “”
44	Placeholder	Optional	Placeholder	1	leave empty: “”
45	Notify Recipient	Optional	Boolean	1	Indicates if email notifications are to be sent. “1” indicates that the option was selected. “0” indicates the option was not selected (an empty entry is also accepted, i.e., “”)
46	Insured Amount	Optional	Numeric	9.2	A value greater than zero indicates that the option was selected and represents the amount the package has been insured for.
47	COD Value	Optional	Numeric	9.2	A value greater than zero indicates that the option was selected and represents the amount that must be collected upon the item’s delivery.
48	Maximum Allowable Coverage	Optional	Boolean	1	“1” indicates Maximum Insurance Coverage was selected.
49	Deliver to Door	Optional	Boolean	1	“1” indicates that “Deliver to Door” option was selected.
50	Deliver to Parcel Box	Optional	Boolean	1	“1” indicates that “Parcel Box” option was selected. Note: You can select this option only if specified in your contract.
51	Email notification	Optional	Boolean	1	Only valid if Notify Recipient option is selected. “0” indicates all notifications

Field number	Field	Required/Optional	Type	Length	Format/notes
					"1" indicates delivery notification only
52	Item ID	Optional	String	16	Item ID/PIN of the item. Needs to be supplied for some products that have a pre-printed barcode. You can use this field only if you have been authorized in your contract to create your own barcodes with numbers supplied by Canada Post.
53	Customs Currency	Required	Alpha	3	ISO currency code for the dollar amounts. e.g. USD, CAD
54	Conversion from CAD	Optional	Numeric	4.6	Conversion rate from the stated currency to Canadian dollars. Format 9999.999999 Must be greater than zero.
55	Duties and Taxes prepaid by Sender	Optional	String	1	Reserved for future use ""
56	Amount of Duties and Taxes prepaid	Optional	Currency	5.2	Reserved for future use ""
57	placeholder	Optional	placeholder	1	leave empty: ""
58	placeholder	Optional	placeholder	1	leave empty: ""
59	Reason for Export	Required	Alpha	3	Valid codes are: <ul style="list-style-type: none"> • DOC for Document • OTH for Other/Not Applicable • REP for Repair Warranty • SAM for commercial sample • SOG for sale of good Note: this field can be left empty for shipments within Canada.
60	Reason for Export Comment	Optional	String	35	If OTH was selected in Reason for Export (field 59), you must define the reason for export.
61	Non Delivery Instructions	Optional	Alpha	6	<ul style="list-style-type: none"> • RETSND for Return to Sender • RETEXP for Return at sender's expense • TREABA for Treat as Abandoned
62	Certificate Number	Optional	String	10	For Customs purposes If required by customs at the destination, the number of the government/agency certificate or permit.

Field number	Field	Required/Optional	Type	Length	Format/notes
63	Licence Number	Optional	String	10	For Customs purposes If required by customs at the destination, the number of the government/agency import or export licence.
64	Goods Record Count	Required	Numeric	3	Specifies the number of goods records (using Layout Type 7 below) you are associating with this file. If you are not associating any goods records, enter "0".
65	Invoice Number	Optional	String	10	For Customs purposes If required by customs at the destination, the commercial invoice number.
66	Placeholder	Optional	Placeholder	1	leave empty: ""

2.2.6 Customs Goods Record – Layout Type 7

Use this file to define in detail a single good that you are shipping to the U.S. or internationally. This file can only be used in conjunction with Layout Type 6 in which you specify in field 64—Goods Record Count—how many goods records you are associating with your Layout Type 6 file. If you always ship the same good, you can define it in EST 2.0 Desktop and set it as a default good.

Field number	Field	Optional/Required	Type	Length	Format/Notes
1	Record Type	Required	Integer	2	Record Type = 7
2	Link to Predefined goods indicator	Required	Boolean	1	Indicates whether the good is: "0" - defined in this file "1" - a predefined good stored in EST 2.0 Desktop.
3	Order Id/Ref	Required	String	35	This is the order number that links this file to the parent Order Item record you defined in Layout Type 6. The value in Layout Type 6, field 2 must be the same as the value you enter here.
4	Item / Part / SKU #	Optional	String	15	Item number, part number or SKU number.
5	Quantity	Required	Numeric	4	How many goods of this type.
6	Description	Required	String	45	Mandatory if Link to Predefined Goods Indicator (field 2) equals "0".

Field number	Field	Optional/Required	Type	Length	Format/Notes
7	Unit Weight	Required	Numeric	6.3	Mandatory if Link to Predefined Goods Indicator (field 2) equals "0".
8	Customs Value	Required	Numeric	7.2	Mandatory if Link to Predefined Goods Indicator (field 2) equals "0".
9	Unit of Measure	Optional	String	3	<p>(Three-character ISO code)</p> <p>Identifies the unit of measure for the customs-number-of-units.</p> <p>PCE – Piece NMB – Number PAR – Pair PKG – Package ENV – Envelope LTR – Litre MLT – Millilitre BOX – Box BAG – Bag MTR – Metre MMT – Millimetre DZN – Dozen GRM – Gram KGM – Kilogram CTN – Carton BIN – Bin SET – Number of sets BOT – Bottle TBE – Tube KIT – Kit</p>
10	HS Code	Optional	Numeric	13	<p>Minimum of 6 digits.</p> <p>Must be in one of the following formats:</p> <ul style="list-style-type: none"> • xxxx.xx • xxxxx.xx.xx • xxxxx.xx.xx.xx
11	Placeholder	Optional	Placeholder	1	leave empty: ""
12	Placeholder	Optional	Placeholder	1	leave empty: ""
13	Placeholder	Optional	Placeholder	1	leave empty: ""
14	Placeholder	Optional	Placeholder	1	leave empty: ""
15	Placeholder	Optional	Placeholder	1	leave empty: ""
16	Country of Origin	Optional	Alpha	2	<p>Must be in two-character country code.</p> <p>See Appendix B to look up country</p>

Field number	Field	Optional/Required	Type	Length	Format/Notes
					codes .
17	Province of Origin	Optional	Alpha	2	Two-character province code. Mandatory if country of origin is Canada. Not applicable otherwise. See Appendix A to look up province codes .

2.2.7 XML File for Order Entry

Tag name	Parent or Data	Description
<delivery-requests>	Parent	Delimits the entire set of shipments to import.
<delivery-request>	Parent	Holds details for one shipment.
<delivery-spec>	Parent	Specifications of the shipment or parcel.
<destination>	Parent	Details on the destination of the shipment.
<recipient>	Parent	Recipient details.
<client-id>	Data	Client ID of the recipient; it can be used as a search key in EST 2.0 Desktop. Only used if selected as the sort criterion. Truncated after 30 characters.
<contact-name>	Data	Name of the individual receiving the shipment. Truncated after 44 characters.
<company>	Data	Name of the company. Truncated after 44 characters.
<additional-address-info>	Data	Additional address information. Truncated after 44 characters.
<address-line-1>	Data	First line of address. Mandatory unless you use Quickship on the EST 2.0 Desktop. Truncated after 44 characters.
<address-line-2>	Data	Second line of address. Truncated after 44 characters.
<city>	Data	City. Mandatory for Canadian and U.S. addresses unless you use Quickship on the EST 2.0 Desktop. Truncated after 40 characters.
<prov-state>	Data	Two-digit province or state code for Canada or U.S.A. Mandatory unless you use Quickship on the EST 2.0 Desktop. For international locations (optional), province name truncated after 20 characters.
<postal-zip-code>	Data	Postal Code for Canada or international, Zip Code for U.S.A. Truncated after 14 characters. Mandatory for Canadian and U.S. addresses.
<country-code>	Data	Two-digit country code of the shipment.

Tag name	Parent or Data	Description																																																						
<client-voice-number>	Data	Phone number of the recipient. Truncated after 25 characters.																																																						
</recipient>	End Parent Tag																																																							
<deliver-to-post-office-id>	Data	ID of the Post Office where mail is to be delivered; only required when the D2PO option is selected.																																																						
</destination>	End Parent Tag																																																							
<product-id>	Data	<p>Service code for the service used to ship the parcel. This field is optional when <prepaid-sku> is supplied, but if both are supplied ,<product-id> must represent the product family of <prepaid-sku>.</p> <table border="1"> <thead> <tr> <th>Service Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>DOM.EP</td><td>Expedited Parcel</td></tr> <tr><td>DOM.LIB</td><td>Library Materials</td></tr> <tr><td>DOM.PC</td><td>Priority</td></tr> <tr><td>DOM.RP</td><td>Regular Parcel</td></tr> <tr><td>DOM.XP</td><td>Xpresspost</td></tr> <tr><td>DOM.XP.CERT</td><td>Xpresspost Certified (if your contract allows)</td></tr> <tr><td>DOM.EP.INTERLINE</td><td>Expedited Parcel Interline (if your contract allows)</td></tr> <tr><td>DOM.PC.INTERLINE</td><td>Priority Interline (if your contract allows)</td></tr> <tr><td>DOM.RP.INTERLINE</td><td>Regular Parcel Interline (if your contract allows)</td></tr> <tr><td>DOM.XP.INTERLINE</td><td>Xpresspost Interline (if your contract allows)</td></tr> <tr><td>DOM.DT</td><td>Delivered Tonight (if your contract allows)</td></tr> <tr><td>INT.IP.AIR</td><td>International Parcel Air</td></tr> <tr><td>INT.IP.SURF</td><td>International Parcel Surface</td></tr> <tr><td>INT.PW.ENV</td><td>Priority Worldwide Envelope International</td></tr> <tr><td>INT.PW.PAK</td><td>Priority Worldwide Pak International</td></tr> <tr><td>INT.PW.PARCEL</td><td>Priority Worldwide Parcel International</td></tr> <tr><td>INT.SP.AIR</td><td>Small Packet International Air</td></tr> <tr><td>INT.SP.SURF</td><td>Small Packet International Surface</td></tr> <tr><td>INT.TP</td><td>Tracked Packet – International</td></tr> <tr><td>INT.XP</td><td>Xpresspost International</td></tr> <tr><td>USA.EP</td><td>Expedited Parcel USA</td></tr> <tr><td>USA.PW.ENV</td><td>Priority Worldwide Envelope USA</td></tr> <tr><td>USA.PW.PAK</td><td>Priority Worldwide Pak USA</td></tr> <tr><td>USA.PW.PARCEL</td><td>Priority Worldwide Parcel USA</td></tr> <tr><td>USA.SP.AIR</td><td>Small Packet USA Air</td></tr> <tr><td>USA.TP</td><td>Tracked Packet – USA</td></tr> </tbody> </table>	Service Code	Description	DOM.EP	Expedited Parcel	DOM.LIB	Library Materials	DOM.PC	Priority	DOM.RP	Regular Parcel	DOM.XP	Xpresspost	DOM.XP.CERT	Xpresspost Certified (if your contract allows)	DOM.EP.INTERLINE	Expedited Parcel Interline (if your contract allows)	DOM.PC.INTERLINE	Priority Interline (if your contract allows)	DOM.RP.INTERLINE	Regular Parcel Interline (if your contract allows)	DOM.XP.INTERLINE	Xpresspost Interline (if your contract allows)	DOM.DT	Delivered Tonight (if your contract allows)	INT.IP.AIR	International Parcel Air	INT.IP.SURF	International Parcel Surface	INT.PW.ENV	Priority Worldwide Envelope International	INT.PW.PAK	Priority Worldwide Pak International	INT.PW.PARCEL	Priority Worldwide Parcel International	INT.SP.AIR	Small Packet International Air	INT.SP.SURF	Small Packet International Surface	INT.TP	Tracked Packet – International	INT.XP	Xpresspost International	USA.EP	Expedited Parcel USA	USA.PW.ENV	Priority Worldwide Envelope USA	USA.PW.PAK	Priority Worldwide Pak USA	USA.PW.PARCEL	Priority Worldwide Parcel USA	USA.SP.AIR	Small Packet USA Air	USA.TP	Tracked Packet – USA
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Tag name	Parent or Data	Description				
		<table border="1"> <tr> <td>USA.TP.LVM</td> <td>Tracked Packet – USA (LVM) (if your contract allows)</td> </tr> <tr> <td>USA.XP</td> <td>Xpresspost USA</td> </tr> </table>	USA.TP.LVM	Tracked Packet – USA (LVM) (if your contract allows)	USA.XP	Xpresspost USA
USA.TP.LVM	Tracked Packet – USA (LVM) (if your contract allows)					
USA.XP	Xpresspost USA					
<prepaid-sku>	Data	Product code/SKU printed on the prepaid envelope. When supplied, defines the shipment as prepaid.				
<options>	Parent	<p>Options to add on the parcel. The rules that apply are:</p> <ul style="list-style-type: none"> Options included with the Service (such as DC) need not be supplied; Options not applicable to the selected Service will be discarded; An option mutually exclusive with a previous one will be ignored; A pre-requisite option will automatically be added. 				
<option code>	Parent + Attribute	<p>The “code” attribute of the element <option> must contain one of the following values:</p> <ul style="list-style-type: none"> COD – Collect on Delivery COV – Insurance Coverage D2D – Deliver to Door D2PB – Deliver to Parcel Box D2PO – Deliver to Post Office DC – Delivery Confirmation DNS – Do Not Safe Drop HFP – Card for Pickup LAD – Leave at Door – Do Not Card PA18 – Proof of Age Required – 18 PA19 – Proof of Age Required – 19 POID – Proof of Identification SO – Signature Option 				
<amount>	Data	Value related to the option (i.e. amount of COD or amount of coverage requested).				
</option>	End Parent Tag					
</options>	End Parent Tag					
<item-specification>	Parent	Holds physical characteristics of the package and shipment type.				
<physical-characteristics>	Parent	Holds numeric characteristics and additional attributes.				
<length>	Data	Parcel length in millimetres.				
<width>	Data	Parcel width in millimetres.				
<height>	Data	Parcel height in millimetres.				
<weight>	Data	Actual weight in grams.				
<oversized>	Data	Indicates if the parcel was deemed to be oversized.				
<document>	Data	Indicates if the parcel is a document.				

Tag name	Parent or Data	Description
<unpacked>	Data	Indicates if the parcel is unpackaged.
<mailing-tube>	Data	Indicates if the parcel is being shipped in a tube.
</physical-characteristics>	End Parent Tag	
<customs-summary>	Parent	Holds details related to customs information; disregarded for domestic shipments.
<reason-for-export-code>	Data	Code representing the reason for export: <ul style="list-style-type: none"> • DOC for Document • OTH for Other/Not Applicable • REP for Repair Warranty • SAM for Commercial Sample • SOG for Sale of Good
<reason-for-export>	Data	If OTH is selected as the reason-for-export-code, this must contain the reason for export explanation. Truncated after 35 characters.
<currency>	Data	Three-digit currency code used to specify the value of goods.
<cad-conversion-rate>	Data	Conversion rate from the stated currency to Canadian dollars. When supplied, must be numeric in format 9999.999999 and greater than zero.
<duties-paid-by-sender>	Data	Reserved for future use
<amount-duties-prepaid>	Data	Reserved for future use
<certificate-number>	Data	(Character String – up to 10 characters) If required by customs at the destination, the number of the government/agency certificate or permit.
<licence-number>		(Character String – up to 10 characters) If required by customs at the destination, the number of the government/agency import or export licence.
<invoice-number>	Data	(Character String – up to 10 characters) If required by customs at the destination, the commercial invoice number.
<customs-detail>	Parent	Holds details for one line of goods.
<quantity>	Data	Number of items of this type in the package.

Tag name	Parent or Data	Description
<customs-unit-of-measure>	Data	(Three-character ISO code) Identifies the unit of measure for the customs-number-of-units. PCE – Piece NMB – Number PAR – Pair PKG – Package ENV – Envelope LTR – Litre MLT – Millilitre BOX – Box BAG – Bag MTR – Metre MMT – Millimetre DZN – Dozen GRM – Gram KGM – Kilogram CTN – Carton BIN – Bin SET – Number of sets BOT – Bottle TBE – Tube KIT – Kit
<specification>	Parent	Holds details of the type of good.
<description>	Data	Your description of the good. Truncated after 30 characters.
<sku>	Data	Your code for the good. Truncated after 15 characters.
<unit-weight>	Data	Weight of a single good, in grams.
<hs-tarif-code>	Data	Harmonized System code of the good.
<customs-value>	Data	Value of a single good.
<country-of-origin>	Data	Two-digit country code of the origin of the good.
<province-of-origin>	Data	Two-digit province code of the origin of the good, if origin is CA.
</specification>	End Parent Tag	
</customs-detail>	End Parent Tag	
</customs-summary>	End Parent Tag	
</item-specification>	End Parent Tag	
<notification>	Parent	Holds details related to generating emails for item tracking.

Tag name	Parent or Data	Description
<mailed-by-notif-email>	Parent	Holds details of emails to be sent to the mailed-by customer.
<email>	Data	Email address of the mailed-by customer. Truncated after 70 characters.
<on-shipment>	Data	Identifies if shipment related tracking events are to be sent to the email address above.
<on-exception>	Data	Identifies if exception related tracking events are to be sent to the email address above.
<on-delivery>	Data	Identifies if delivery related tracking events are to be sent to the email address above.
</mailed-by-notif-email>	End Parent Tag	
<mobo-notif-email>	Parent	Holds details of emails to be sent to the behalf-of customer.
<email>	Data	The email address recorded for the shipment for the behalf-of customer. Truncated after 70 characters.
<on-shipment>	Data	Identifies if shipment related tracking events are to be sent to the address above.
<on-exception>	Data	Identifies if exception related tracking events are to be sent to the address above.
<on-delivery>	Data	Identifies if delivery related tracking events are to be sent to the address above.
</mobo-notif-email>	End Parent Tag	
<client-notif-email2>	Parent	Holds details of emails to be sent to an alternate email address.
<email>	Data	Alternate email address. Truncated after 70 characters.
<on-shipment>	Data	Identifies if shipment related tracking events are to be sent to the email address above.
<on-exception>	Data	Identifies if exception related tracking events are to be sent to the email address above.
<on-delivery>	Data	Identifies if delivery related tracking events are to be sent to the email address above.
</client-notif-email2>	End Parent Tag	
<client-notif-email>	Parent	Holds details of emails to be sent to the recipient.
<email>	Data	The primary recipient's email address. Truncated after 70 characters.
<on-shipment>	Data	Identifies if shipment related tracking events are to be sent to the email address above.
<on-exception>	Data	Identifies if exception related tracking events are to be sent to the email address above.
<on-delivery>	Data	Identifies if delivery related tracking events are to be sent to the email address above.

Tag name	Parent or Data	Description
</client-notif-email>	End Parent Tag	
</notification>	End Parent Tag	
<non-deliv-instructions>	Data	Instructions on what to do if parcel cannot be delivered. If the value supplied is not applicable to the product, it will be discarded. If there is only one value applicable to the product, it would apply instead: <ul style="list-style-type: none"> • RETSND for Return to sender • RETEXP for Return at sender's expense • TREABA for Treat as Abandon
<reference>	Parent	Holds all reference numbers associated with the shipment.
<customer-item-id>	Data	Your own tracking number (PIN). When supplied, <customer-supplied-item-id> is set to True in the export file.
<cost-centre>	Data	Your cost centre value. Truncated after 30 characters.
<customer-ref1>	Data	Your Order ID / Reference 1. Truncated after 35 characters.
<customer-ref2>	Data	Your alternate reference number. Truncated after 35 characters.
</reference>	End Parent Tag	
</delivery-spec>	End Parent Tag	
<settlement-details>	Parent	
<tax-id>	Data	Tax ID/IRS/VAT of the recipient for customs purposes. Truncated after 18 characters.
</settlement-details>	End Parent Tag	
<continuous-inbound-freight>	Data	Indicates if the shipment met the legal requirements for the Continuous Inbound Freight designation. Ignored if the Allow CIF general billing preference in EST 2.0 Desktop is not selected. (In EST 2.0 Configuration> Preference and Defaults> General>Billing Information > Allow CIF .)
</delivery-request>	End Parent Tag	End of details for one shipment.
</delivery-requests>	End Parent Tag	End of the file.

2.3 Pre-defined Goods

Use this file to define a good that you ship internationally. Once you have imported this file into EST 2.0 Desktop, you will be able to select the good within EST to associate with your Layout Type 6 and Layout Type 7 file imports.

2.3.1 Pre-defined Goods Text File

Field #	Field Name	Type	Length	Description
1	Item/Part/SKU #	Alphanumeric	15	Item number, part number or SKU number.
2	Description	Alphanumeric	45	A description of the item for customs purposes.
3	Unit Weight	Numeric	3.3	Weight (in grams) for the individual item.
4	Customs Value	Numeric	7.2	The per unit value for the item for customs purposes.
5	HS Code	Numeric	13	The Harmonized System number for the item.
6	Country of Origin	Alphanumeric	2	The country code where this item was manufactured.
7	Province of Origin	Alphanumeric	2	The province code where this item was manufactured if the Country of Origin is Canada.

2.3.2 Pre-defined Goods XML File

Tag Name	Parent or Data	Description
<predefined-goods>	Parent	Delimits the start of the file.
<predefined-good>	Parent	Holds details for one Cost Centre.
<sku>	Data	Unique identifier for the Good.
<description>	Data	Description of the Good.
<unit-weight>	Data	Weight of the Good.
<declared-value>	Data	Value of the Good in Canadian dollars.
<tariff-code>	Data	HS Code representing the Good.
<country-code>	Data	Country where the Good originates from.
<region-code>	Data	Province where the Good originates from.
<unit-of-measure>	Data	Identifies the unit of measure for the customs-number-of-units

2.4 Cost Centre

Use this file if you have multiple cost centres and you enter orders manually. Once you have imported your cost centre files into EST 2.0 Desktop, you will be able to select the cost centres from within EST when you are entering your orders

2.4.1 Cost Centre Text File

Field number	Field	Required/Optional	Type	Length	Format/Notes
1	Cost Centre	Required	String	30	Free format

2.4.2 Cost Centre XML File

Tag Name	Parent or Data	Description
<cost-centre-list>	Parent	Delimits the start and end of the file.
<cost-centre>	Parent	Holds details for one Cost Centre.
<id>	Data	Name of the Cost Centre

3 Import File Specifications for Mailings

3.1 Neighbourhood Mail Mailing Plans

To create import files for Neighbourhood Mail mailing plans, you will need information about the Canada Post delivery network structure such as the names of Delivery Installations, delivery modes and secondary installations. You can obtain this data from a number of sources such as the Canada Post Delivery area counts and maps located on the Canada Post website.

There are four layout types to choose from:

- **Layout 1** – Use to specify one or more individual routes (one row per route).
- **Layout 2** – Use to specify a range of routes (e.g., 1 – 20).
- **Layout 3** – Use if you have generic delivery requirements.
- **Layout 4** – Use if you want to import all of the information required for a mailing (the above three layouts only partially populate the required information).

3.1.1 Layout Type 1

If you know your precise area of coverage down to the level of delivery modes (walk or route), use Layout Type 1 or 2. Use Layout Type 1 to specify one or more individual routes (one row per route). Use Layout Type 2 to specify a range of routes (e.g., 1 – 20).

Field #	Field Name	Required/Optional	Type	Length	Description
1	FSADMID	Required	String	9	The route, composed of three components: <ul style="list-style-type: none"> • FSA (first three characters of Postal Code) • Delivery mode (DM) type – two alpha characters • DM Identifier – four digits e.g. K2HLC0001
2	Secondary Installation Name	Required	String	15	A sub-location that makes a route unique. e.g. NEPEAN STN H
3	Houses	Optional	Numeric	7	The count of houses on the desired route. Leave blank if you want full coverage for houses on this route. Set to zero if you do not want to deliver to houses on this route. Note: This field must not exceed the total Delivery area counts of houses for this route.
4	Apartments	Optional	Numeric	7	The count of apartments on the desired route. Leave blank if you want full coverage for apartments on this route. Set to zero if you do not want to deliver to apartments on this route.

					Note: This field must not exceed the total Delivery area counts of apartments for this route.
5	Farms	Optional	Numeric	7	The count of farms on the desired route. Leave blank if you want full coverage for farms on this route. Set to zero if you do not want to deliver to farms on this route. Note: This field must not exceed the total Delivery area counts of farms for this route.
6	Businesses	Optional	Numeric	7	The count of businesses on the desired route. Leave blank if you want full coverage for businesses on this route. Set to zero if you do not want to deliver to businesses on this route. Note: This field must not exceed the total Delivery area counts of businesses for this route.
7	Reference #1	Optional	String	20	A free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation.
8	Reference #2	Optional	String	20	A second free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation.

3.1.2 Layout Type 2

If you know your precise area of coverage down to the level of delivery modes (walk or route), use Layout Type 1 or 2. Use Layout Type 2 to specify a range of routes (e.g., 1 – 20). Use Layout Type 1 to specify one or more individual routes (one row per route).

Field #	Field Name	Required/Optional	Type	Length	Description
1	FSA/PC	Required	String	3, 6, or 7	The FSA (for urban routes) or Postal Code (for rural routes) that you want to deliver to. Acceptable Formats: <ul style="list-style-type: none"> • A9A • A9A9A9 • A9A 9A9
2	From DMDMID	Required	String	6	The beginning range of routes, composed of two components: <ul style="list-style-type: none"> • Delivery mode (DM) type – two alpha characters • DM Identifier – four digits e.g. LC0001
3	To DMDMID	Required	String	6	The end range of routes, composed of two components: <ul style="list-style-type: none"> • Delivery mode (DM) type – two alpha characters • DM Identifier – four digits e.g. LC0009

					Note: If you are providing counts for houses, apartments, farms, or businesses (in fields 5-8), the To DMDMID must be the same as the From DMDMID (i.e., a single route).
4	Secondary Installation Name	Required	String	15	A sub-location that makes a route unique. e.g. NEPEAN STN H
5	Houses	Optional	Numeric	7	The count of houses on the desired route. Leave blank if you want full coverage for houses on this route. Set to zero if you do not want to deliver to houses on this route. Note: Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Delivery area amount plus allowed excess (10%) based on the supplied or calculated start date.
6	Apartments	Optional	Numeric	7	The count of apartments on the desired route. Leave blank if you want full coverage for apartments on this route. Set to zero if you do not want to deliver to apartments on this route. Note: Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Delivery area amount plus allowed excess (10%) based on the supplied or calculated start date.
7	Farms	Optional	Numeric	7	The count of farms on the desired route. Leave blank if you want full coverage for farms on this route. Set to zero if you do not want to deliver to farms on this route. Note: Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Delivery area amount plus allowed excess (10%) based on the supplied or calculated start date.
8	Businesses	Optional	Numeric	7	The count of businesses on the desired route. Leave blank if you want full coverage for businesses on this route. Set to zero if you do not want to deliver to businesses on this route. Note: Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Delivery area amount plus allowed excess (10%) based on the supplied or calculated start date.
9	Reference #1	Optional	String	20	A free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation.
10	Reference #2	Optional	String	20	A second free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation.

3.1.3 Layout Type 3

Use this layout if you do not want route-level coverage, but are using Forward Sortation Area (FSA)-level coverage instead.

Field #	Field Name	Optional/Required	Type	Length	Validation
1	Record Type	Required	Text	2	Value of 03 for this file format
2	FSA/PC	Required	String	3, 6, or 7	The FSA (for urban routes) or Postal Code (for rural routes) that you want to deliver to. Acceptable Formats: <ul style="list-style-type: none"> • A9A • A9A9A9 • A9A 9A9
3	DM Type	Required	String	4	Delivery mode (DM) type Acceptable values are: GB, LC, LB, RR, SS, DR, MR, CF, ALL or TOUS.
4	Reference #1	Optional	String	20	A free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation.
5	Reference #2	Optional	String	20	A second free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation.

3.1.4 Layout Type 4

Use this layout if you want to import all of the information required for a mailing (the above three layouts only partially populate the required information).

Field	Field Name	Required/Optional	Type	Length	Description
1	Record Type	Required	Text	2	Value of 04 for this layout.
2	Weight per piece	Optional	Numeric	5	The weight of your mail piece in grams. If not supplied here, you will have to supply it within the shipping tool. The weight must either be supplied on all records in the file or not supplied on any.
3	Cost Centre Reference	Optional	String	30	Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. For every unique cost centre reference you supply, a separate Statement of Mailing line will be created.
4	Title of mail piece	Required	String	30	For every unique title you supply, a separate mail piece in the shipping tool will be

Field	Field Name	Required/Optional	Type	Length	Description
					created.
5	Transportation required indicator	Required	String	1	Must be: Y or O – transportation required or N – transportation not required
6	Deposit location	Conditionally required	String	4	If you entered Y or O in field 5, (transportation required indicator), then this field is required. The four-digit code for the location where you are dropping off your mailings.
7	Delivery timing	Required	Numeric	1	Used to indicate when delivery of your mailing should begin. 0 - Upon receipt 1 - Specific start date. All records for a given delivery installation must have the same value.
8	Date	Required	String	10	Date of deposit or delivery start date. If delivery timing was 0, enter the deposit date. If delivery timing was 1, enter the specific start date. Accepted formats: yyyymmdd or yyyy/mm/dd
9	Before 11 indicator	Optional	String	1	Indicates if you will be dropping your mailing off at the delivery installation before 11 a.m. (Y or O) or not (N). A blank will be considered N. Will only be used if delivery timing = 1 and transportation required indicator = N
10	Consumer's Choice indicator	Optional	String	1	Use this field to respect consumers' choice not to receive Neighbourhood Mail. Can be: Y or O – Yes, I respect Consumers' Choice or N - No, I will not respect Consumers' Choice. (Only public agencies should use N) A blank will be considered Yes.
11	Container Type	Required	String	2	Type of container you will use to drop off your mail: <ul style="list-style-type: none"> HS - Canada Post supplied hard-sided containers

Field	Field Name	Required/Optional	Type	Length	Description
					<ul style="list-style-type: none"> FP - Flexipack pouches BX - Your own containers
12	Pieces per bundle	Required	Numeric	3	Must be less than or equal to 200.
13	Bundles per container	Required	Numeric	5	The number of bundles in each container.
14	Reference #1	Optional	String	20	A free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation.
15	Reference #2	Optional	String	20	A second free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation.
16	Target Area – Houses indicator	Required	String	1	<p>Indicates whether you want your mailing to target houses.</p> <p>Must be:</p> <p>Y or O – target houses</p> <p>or</p> <p>N – do not target houses</p> <p>Note: The value in the last record for a given delivery installation will be used.</p>
17	Target Area – Apartments indicator	Required	String	1	<p>Indicates whether you want your mailing to target apartments.</p> <p>Must be:</p> <p>Y or O – target apartments</p> <p>or</p> <p>N – do not target apartments</p> <p>Note: The value in the last record for a given delivery installation will be used.</p>
18	Target Area – Farms indicator	Required	String	1	<p>Indicates whether you want your mailing to target farms.</p> <p>Must be:</p> <p>Y or O – target farms</p> <p>or</p> <p>N – do not target farms</p> <p>Note: The value in the last record for a given delivery installation will be used.</p>
19	Target Area – Business indicator	Required	String	1	<p>Indicates whether you want your mailing to target businesses.</p> <p>Must be:</p>

Field	Field Name	Required/Optional	Type	Length	Description
					Y or O – target businesses or N – do not target businesses Note: The value in the last record for a given delivery installation will be used.
20	FSA/PC	Required	String	7	The FSA (for urban routes) or Postal Code (for rural routes) that you want to deliver to. Acceptable Formats: <ul style="list-style-type: none"> • A9A • A9A9A9 • A9A 9A9 A Delivery Installation must exist in the Householder data for the FSA or Postal Code that you provide.
21	From DMDMID	Required	String	6	The beginning range of routes, composed of two components: <ul style="list-style-type: none"> • Delivery mode (DM) type – two alpha characters • DM Identifier – four digits e.g. LC0001 Note: Can also be ALL or TOUS.
22	To DMDMID	Required	String	6	The end range of routes, composed of two components: <ul style="list-style-type: none"> • Delivery mode (DM) type – 2 alpha characters • DM Identifier – 4 digits e.g. LC0009 Notes: If you are providing counts for houses, apartments, farms, or businesses, the To DMDMID must be the same as the From DMDMID (i.e., a single route). Can be ALL or TOUS
23	Secondary Installation Name	Required	String	15	A sub-location that makes a route unique. e.g. NEPEAN STN H Can also be ALL or TOUS.
24	Houses Count	Optional	Numeric	7	This field is ignored if the Target area – Houses Indicator is N or if the From DMDMID is ALL or TOUS Leave blank if you want to use the householder counts. Otherwise, the value

Field	Field Name	Required/Optional	Type	Length	Description
					<p>supplied here overrides the householder counts.</p> <p>Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date.</p>
25	Apartments Counts	Optional	Numeric	7	<p>This field is ignored if the Target area – Apartments Indicator is N or if the From DMDMID is ALL or TOUS</p> <p>Leave blank if you want to use the householder counts. Otherwise, the value supplied here overrides the householder counts.</p> <p>Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date.</p>
26	Farms Count	Optional	Numeric	7	<p>This field is ignored if the Target area – Farms Indicator is N or if the From DMDMID is ALL or TOUS</p> <p>Leave blank if you want to use the householder counts. Otherwise, the value supplied here overrides the householder counts.</p> <p>Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date.</p>
27	Business Count	Optional	Numeric	7	<p>This field is ignored if the Target area – Business Indicator is N or if the From DMDMID is ALL or TOUS</p> <p>Leave blank if you want to use the householder counts. Otherwise, the value supplied here overrides the householder counts.</p> <p>Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date.</p>

3.2 Lettermail, Personalized Mail and Publications Mail

Use Layout Type 11 or 12 to auto-create your mailings.

3.2.1 Layout Type 11

Use this layout when you are creating your address labels in your own system but want to import the information and quickly generate the mailing in EST 2.0 Desktop. It contains one record per piece of mail that you send.

Field Number	Field	Required/Optional	Type	Length	Description
1	Record Type	Required	Numeric	2	Value of 11 for this record type
2	Placeholder	n/a	Placeholder	n/a	leave empty: ""
3	Record Id	Optional	Numeric	6	Acts as a counter for the records within the file.
4	Item Tracking Number	Optional	Alphanumeric	13	Unique Item Id / PIN for the item, for the purpose of tracking the item. Only applicable to Registered Lettermail.
5	Deposit Location	Required	Alphanumeric	4	The 4-digit code for the location where you are dropping off your mailings.
6	Date of Deposit	Required	Numeric	8	Identifies the date when the item is to be inducted at Canada Post. Must be a valid date, in format "YYYYMMDD"
7	Shipment No.	Optional	Numeric	2	Allows for multiple deposits on same day. For example, deposits at 10 a.m. and 1:30 p.m. would be identified as Shipment Number 1 and 2 respectively.
8	Article Number	Required	Numeric	18	Article number representing the Canada Post mailing service you're using. Notes: <ul style="list-style-type: none"> The Article Number must belong to the same Product Type as the current open mailing in EST 2.0 Desktop. If Personalized Mail, all articles must be of the same Pieces Size.
8	Weight	Required	Numeric	5.2	Identifies weight, in grams.
10	Cost Centre	Optional	Alphanumeric	30	Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. For every unique cost centre reference you supply, a separate Statement of Mailing line will be created.
11	Item Destination	Required	Alphanumeric	14	Identifies the Postal Code, ZIP code or country code of mail piece: <ul style="list-style-type: none"> U.S.A. - ZIP Code must be provided as 99999 or 99999-9999. International - Country Code must be provided

Field Number	Field	Required/Optional	Type	Length	Description
					as 2 alpha characters. <ul style="list-style-type: none"> Domestic - Postal Code must be provided as either A9A9A9 or A9A 9A9
12	Item Registered Flag	Optional	Boolean	1	“1” indicates that the item has option Registered selected.
13	Item Advice of Receipt Flag	Optional	Boolean	1	“1” indicates that the item has option Advice of Receipt selected.
14	Item Coverage Amount	Optional	Numeric	6.2	A value greater than zero indicates that the option was selected and represents the amount the package has been insured for.

3.2.2 Layout Type 12 - Registered Mail Labels

This file is similar to Layout Type 11 but it contains enough data to allow you to printing a Registered Mail label in EST 2.0 Desktop.

Field #	Field	Required/Optional	Type	Length	Validation
1.	Record Type	Optional	Numeric	2	Value for this layout = 12
2.	Placeholder	Optional	Placeholder	n/a	Placeholder for future use.
3.	Record Id	Optional	Numeric	6	Acts as a counter for the records within the file.
4.	Deposit Location	Required	Alphanumeric	4	The four-digit code for the location where you are dropping off your mailings.
5.	Date of Deposit	Required	Numeric	8	Identifies the date when the item is to be inducted at Canada Post. Must be a valid date, in format “YYYYMMDD”.
6.	Article Number	Required	Numeric	18	Article number representing the Canada Post mailing service The current mailing must be Lettermail.
7.	Weight	Required	Numeric	5.2	Identifies weight, in grams.
8.	Cost Centre	Optional	Alphanumeric	30	Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. For every unique cost centre reference you supply, a separate Statement of Mailing line will be created.
9.	Item Coverage Amount	Optional	Numeric	6.2	A value greater than zero indicates that the option was selected and represents the amount the package has been insured for.

Field #	Field	Required/ Optional	Type	Length	Validation
10.	Order Id/Ref	Optional	Alphanumeric	35	Your internal order ID (often called reference #1).
11.	Item Reference #2	Optional	Alphanumeric	35	Free format Used for your own reference
12.	Name	Optional	Alphanumeric	44	Free format
13.	Company	Optional	Alphanumeric	44	Free format
14.	Address Line 1	Optional	Alphanumeric	44	Free format
15.	Address Line 2	Optional	Alphanumeric	44	Free format
16.	City	Optional	Alphanumeric	40	Free format
17.	Province	Required	Alphanumeric	2	Must be two-character province code
18.	Postal Code	Required	Alphanumeric	6 or 7	Free format
19.	Country Code	Optional	Alphanumeric	2	Must be CA
20.	Phone Number	Optional	Alphanumeric	25	Free format
21.	Email Address #1	Optional	Alphanumeric	70	Free format
22.	Email Address #2	Optional	Alphanumeric	70	Free format
23.	Email Notifications	Optional	Numeric	1	“0” indicates All notifications “1” indicates On Ship only “2” indicates On Exception only “3” indicates Delivery only

Appendix A – Province and State Codes

[Look up province, territory and state codes.](#)

Appendix B – Country Codes

[Look up country codes in our International Destination Listing.](#)

Appendix C – Article Numbers for Canada Post Services

The following are valid article numbers to be used in import files:

Article Number	Article Description
908	Xpresspost Piece Rated
966	Regular Parcel Piece Rated
967	Expedited Parcel Piece Rated
984	International Parcel Surface
985	International Parcel Air
989	Regular Parcel Interline
999	Expedited Parcel Interline
1107	Xpresspost Interline
1123	USA Small Packet Air Mail
1469	Priority Piece Rated
1523	Priority Interline
1917	Xpresspost USA
6210	Xpresspost International
6470	Expedited Parcel – USA
8370	Library Materials
9610	International Small Packet Air
9611	International Small Packet Surface
10100	Priority Worldwide Envelope International
10101	Priority Worldwide Pak International
10102	Priority Worldwide Parcel International

10103	Priority Worldwide Envelope USA
10104	Priority Worldwide Pak USA
10105	Priority Worldwide Parcel USA
12590	Tracked Packet - USA
12591	Tracked Packet – USA (LVM) (large volume mailer)
12592	Tracked Packet – International
14030	Delivered Tonight