





## EST update NEWSLETTER

## **USA-bound shipments HS Code Search**

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#### Stay Informed...

#### p1 Desktop Automation

#### New HS Code Search Button

A Harmonized System (HS) Code lookup functionality has been added to the features of EST to assist customers with obtaining the Harmonized System Code. HS Codes are international customs codes used for classifying goods.

The tool allows you to search using text and/or words of the item being shipped.

Continued on p2 HS Code

### **Unaddressed Admail**

#### Enhancements

Enhancements to EST will:

- Ensure accurate Orders when Oversize 2 or piece weight exceeds 230 grams,
- · Give you flexibility to modifying the number of containers required
- Minimizing re-labelling when using "Finalize/Print" from EST Desktop
  - Including counts in Mailing Plan Export file from EST Desktop

Continued on p8 Unaddressed Admail

### **EST Desktop automation**

As of April 2008 additional automation will be implemented to verify electronic transactions and collect aggregated data to improve customer experience, usability and software functionality. When installing EST – Desktop software, a unique application number and an installation successful message are sent back to Canada Post (CPC). When transmitting, CPC automatically checks for updates and asks you to update your EST Desktop version. The EST Desktop software indexes and stores EST-related computer activity, including transaction information, features, options, and preferences selected. Such information may be collected for verification purposes and/or aggregated for reporting about EST Desktop performance and to improve the customer experience, usability and software functionality.



## HS Code continued from p1

### Desktop: Shipping to the USA

New **Search** functionality helps in choosing the appropriate Harmonized System Code for USA-bound shipments. Ensuring the proper H.S. Code assists in the processing of goods through Customs.

When the destination country is U.S.A. the Search button is accessible from two pages:

- Maintain Goods page
- Pre-Defined Goods Page.

If the destination is not known when these pages open the Search button will be enabled by default.

Maintain Goods:	Maintain Goods			N		
	Good					
	Item / Part / SKU #				Quantity*	Apply
	Description*					
	Unit Weight	Kg	Customs Value*			
Enter HS Code if known -	Tariff Code		HS Code			Search
OR	Duty Rate	%	Duty Amount			T
Click Search ———	Tax		Excise			
Chek Ocaron	Territory Tax		VAT			
	Country of Origin		Province	*		
						Cancel

	Pre-defined Go	o ds			N		×
	Goods List				5		
Pre-Defined Goods:	Item / Part / SKU #	Description	Country	Province	Weight	Tariff Cod	Delete
		book			0.200	<u> </u>	
	1234	pen	JCA	ON	0.100		Import
						<u> </u>	
	<					>	
	Good						
	Item / Part / SKU #						New
	Description*	book					Save
	Unit Weight	0.200 Kg	Customs Value	* 2.00			
Enter HS Code if known—	Tariff Code		HS Coo	le 🛛			Search
OR	Duty Rate	%	Duty Amou	nt			
Click Search	Tax		Exci	;e			
Cher Search	Territory Tax		VA	л			
	Country of Origin		V Provinc	:e		~	
							Close

For illustration purposes only

For illustration purposes only



### HS Code Desktop continued from p2

A **Notice Message** opens after clicking **Search** from either the Maintain Goods or Pre-Defined Goods page.



Click **OK** or **Cancel** (to close this message and return to the previous page)

	Harmonized System Code Search							
The <b>HS Code Search page</b> opens	Search Text:							
Enter Search Text	HS Code							
Click Search	To narrow a search by excluding certain words, please precede one or more of the search terms by "-".							
	For example, to search for a "pen", while omitting "blue" ones of the "ballpoint" variety, you would enter:							
	pen -blue -ballpoint							
	Ranked Search Results							

**Note:** enter the HS Code and/or Description of the Goods you are shipping, to a maximum of 60 characters. To narrow searches exclude words. Precede one or more search terms using "-". **For example:** search for "pen", omit "blue" ones of the "ballpoint" variety; **enter:** "pen –blue –ballpoint"

If your search query produces **no results** you will be advised to use additional or different words or phrases in your search and try again.

Ranked Search Results

Your search query produced no results. Please use additional or different words or phrases in your search and try again.



## **EST** update

### HS Code Desktop continued from p3

Ranked Search Results populates.	Harmonized System Code Search								
	Search Test: pens -blue -ballpoint Search								
<i>Note:</i> The HS Code <i>will not</i> automatically populate in the Desktop	Example: pens -blue -ballpoint								
You must <b>Copy and Paste</b> the results <b>manually</b> .	Ranked Search Results								
Find the appropriate HS Code	ball point pens; felt tipped and other porous-tipped pens and markers; fountain pens, stylograph pens and other pens; duplicating styli; propelling or sliding pencils (for example, mechanical pencils); pen-holders, pencil-holders and similar holders; parts (including caps and clips) of the foregoing articles, other than those of heading 9609								
<b>Copy</b> the HS Code (highlight code click and hold <b>Ctrl</b> and <b>C</b> )	9608.99 other   ball point pens; felt tipped and other porous-tipped pens and markers; fountain pens, stylograph pens and other pens; duplicating styli; propelling or sliding pencils (for example, mechanical pencils);								
Close or Minimize this window and return to the Good section	pens and other pens, duplicating styll, propeiling or stiding pencils (for example, mechanical pencils), pen-holders, pencil-holders and similar holders; parts (including caps and clips) of the foregoing articles, other than those of heading 9609								

You must Paste your result into the HS Code field	Good				
Tou must raste your result into the <b>his code</b> held	Item / Part / SKU #				Cancel
	Description*	ball point pens			Save
	Unit Weight	Kg	Customs Value*		
Paste the appropriate HS Code	Tariff Code		HS Code		Search
(click the HS Code field then click and hold Ctrl and V)	Duty Rate	%	Duty Amount		
	Tax		Excise		
	Territory Tax		VAT		
Volution also <b>conv</b> and <b>nacto</b> into the <b>Decorintion</b>	Country of Origin		Province	×	
You can also <b>copy</b> and <b>paste</b> into the <b>Description</b>					
field the same as for the HS Code field.					

Note: When copying the description from the HS Code Search into the Description field there is a 30 character maximum allowed. For example: copy and paste "ball point pens"; and "ball point pens" will populate the description field. However, if you copy "ball point pens, felt tipped and other" and paste into the description field the description field will remain blank. If this happens you must ensure you are copying less than 30 characters and copy and paste again.

#### Notice:

Complete and accurate address and customs information must be provided. The information provided may be transmitted to or shared with domestic Customs Administrations and/or international Customs and Postal Administrations. The use of the information will be restricted to facilitate customs formalities in respect of and delivery of postal items.

#### For additional information:

• View the How Do I video tutorial available April 14<sup>th</sup> under the Important Information / April section www.canadapost.ca/ESTHowDol



## HS Code Online continued from p1

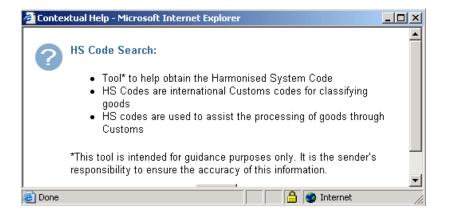
### **Online:** Shipping - USA

New **Search** functionality helps in choosing the appropriate Harmonized System Code for USA-bound shipments. Ensuring the proper H.S. Code assists in the processing of goods through Customs.

## Step 3: Customs Information

Contents	Contents			++
	Document (N	o further information is required if che	cked)	
	=ltem 1:			
	ltem/Part/SKU #			
	Quantity	Description	Unit Value	Unit Weight (kg)
	HS Code	Tariff Code	Country of Origin	Province of Origin
Enter HS Code if known —			•	
OR Click <b>HS Code Search</b> ——	HS Code Sea	arch 🛛 🖉		
	+Item 2:	T		
	+Item 3:			
Click 🕜 for information on	+Item 4:			
HS Code Search	+ Item 5:			
	+Item 6: Add lines			
		Back	Ne	xt

Clicking ② opens HS Code Search message





# **EST** update

## HS Code Online continued from p5

The HS Code Search page 🗿 Shipping : HS Code - 8.1.0b-1819 (20080109) - C.P.E. - Microsoft Internet Exp... 🔚 🗖 opens in a new window: Enter Search Text

Click Search

larmonized System Coo	le Search	
Search Text:	car	Sea
Example: pen -blue -b	allpoint	
Ranked Search Results		

*Note:* enter the HS Code and/or Description of the Goods you are shipping, to a maximum of 60 characters.

To narrow search exclude words. Precede one or more search terms using "-". For example: search for "pen", omit "blue" ones of the "ballpoint" variety; enter: "pen -blue -ballpoint"

If your search query produces no results you will be advised to use additional or different words or phrases in your search and try again.

**Ranked Search Results** Your search query produced no results. Please use additional or different words or phrases in your search and try again.

Ranked Search Results populates.	Shipping : HS Code - 8.1.0b-1819 (20080109) - C.P.E Microsoft Internet Explorer	
	Harmonized System Code Search	^
	Search Text: Search	
	Example: pen -blue -ballpoint	_
Find the appropriate HS Code	Ranked Search Results	
	4013100010	
	inner tubes, of rubber, used on motor cars (including station wagons and racing cars)	
Click the HS Code	4011105000	
	new pneumatic tires, of rubber, exc radial tires, used on motor cars (including station wagons and racing cars), nesoi	
This window closes and the HS Code	4011101070	
field will be automatically populated in	radial tires having a rim diameter greater than 45.72 cm (18 inches) of a kind used on motor cars (including station wagons and racing cars	
the Contents section in Step 3.	4011101010	
	radial tires having a rim diameter of 33.02 cm (13 inches) or less of a kind used on motor cars (including station wagons and racing cars	
	8606990160	
	other railway or tramway freight cars, not self-propelled, nesoi	



### HS Code Online continued from p6

	Contents		++
	Document (No further information	i is required if checked)	
	—Item 1:		
	Item/Part/SKU #		
	Quantity Description	Unit Value	Unit Weight (kg)
	HS Code Tariff Code	Country of Origin	Province of Origin
	9608	<b>•</b>	•
The <b>HS Code</b> field is populated ——•	HS Code Search 🕜 ball p	pint pens; felt tipped and other porous-tipped p	ens and markers; fountain
	+ Item 2:		
The <b>Description</b> field is populated	+ Item 3:		
The <b>Description</b> held is populated	+Item 4:		
	+Item 5:		
<i>Note:</i> the description field is read only	+ Item 6:		
and will not print on any customs	Add lines		
documentation.			

#### Notice:

Complete and accurate address and customs information must be provided. The information provided may be transmitted to or shared with domestic Customs Administrations and/or international Customs and Postal Administrations. The use of the information will be restricted to facilitate customs formalities in respect of and delivery of postal items.

#### For additional information:

• View the **How Do I** video tutorial available April 14<sup>th</sup> under the Important Information / April section <u>www.canadapost.ca/ESTHowDol</u>



### Unaddressed Admail continued from p1

#### Desktop: Upon Receipt

For Upon Receipt, Unaddressed Admail service standards are applied when Canada Post <u>receives</u> your mail. The "Latest Start Date" will no longer be displayed on screens when "Upon Receipt" is selected. You can obtain service standards online at canadapost.ca

Select "Upon Receipt"  Enter "Deposit Date"  "Latest Start Date"  Constraint of the Delivery  Timing section on the Delivery Installation Detail	ic Start Date Required Deposit Date
"Latest Start Date" no longer appears in the Delivery	
"Latest Start Date" no longer appears in the Delivery	Date YYYYMMDD V
5	Deposit Before 11AP
screen.	

A Notice Message opens	Microsof	t Internet Explorer 🔀
	⚠	(1747) Your deposit date reflects your expected deposit timeframe and your Service Standards will be adjusted based on your actual deposit date.
Click "OK"		• ок

An "Upon Receipt" Delivery Start Date ensures the Unaddressed Admail service standards are applied accurately when Canada Post receives the mail.

**Note:** Select the "**Date Specific**" check box if you need a specific delivery window for your campaign. When selecting this option you must deposit your mail on the date specified in order to meet your specified Delivery Start Date.

The Mailing Summary displays: Delivery Installations (DI) Transportation Required Delivery Start Total Title of Mail Deposit Version Select Completed Delivery Installation Name Deposit Location Date Pieces Specific Pieces ORLEANS - STN - ORLEANS Yes Yes NORTH YO eceipt 2610 No happy happy **Delivery Start** Date "Upon Receipt" Upon Receipt as the Delivery Start Date



## Unaddressed Admail Desktop continued from p8

The <b>Distribution Plan Preview</b> displays:					Unaddress	ed Admail	Distrib	ution Plan P	review						Page 1
	Custo Mailed o Comp Custo	any Nan mer Nur on Beha any Nan mer Nur ent of Ma	nber: If Of ne: nber: ailing No.:	PROCIMPR C 0007023210 Delivery Start Date	JST DO NOT JST DO NOT										
"Upon Receipt" ————	De	posit Dat	te: 2008/03/13	Upon receipt	Deposit	t Location:									
	DI			opon receipt				Total Pieces				D	elivery M	lode	
as the Delivery Start Date	Postal Code	ADS No.	ADS Reference	Title or Mail Piece	Delivery Start Date	No. of Containers	Trans. Req.	Shipped for Delivery	Version Specific	Target Area	FSA/PC	Туре	ld From	ld To	Secondary Delivery Installation Name
	K1C1L0	1		happy happy	Upon receipt	2	Yes	2,610	No	HAFB	ALL	LB	0001	0001	ALL

he Label displays:		Page	Page: 1 of/de 1					
	CPC Use Only	À l'usage de la SCP	CPC Use Only	À l'usage de la SCP				
	Unaddressed Admail	Médiaposte sans adresse	Unaddressed Admail	Médiaposte sans adresse				
	To Delivery Installation de Installation: Ilvraison destinée:	Control No.: Numéro de contrôle: C700455263 - 0001	To Delivery Installation de Installation: Ilvraison destinée:	Control No.: Numéro de contrôle: C700455263 - 0001				
	K1C1L0 ORLEANS ON ORLEANS - STN - ORLEANS	X Transportation Required Transport nécessaire	K1C1L0 ORLEANS ON ORLEANS - STN - ORLEANS	X Transportation Required Transport nécessaire				
"Upon Possint"	Number of Nombre de Containers: of conteneurs:	Delivery Start Premier jour Date: de livraison: Upon receipt	Number of Nombre de conteineurs: 0 of 2 de 2	Delivery Start Premier jour Date: de livralson: Upon receipt				
"Upon Receipt" as the Delivery Start Date			03 700 455 2	Sur réception 3 800 002				

#### Desktop: Delivery Modes available for selection

EST will allow you to select only the delivery modes available to you based on the size of the mail piece selected.

For example:

Oversize 2 or a weight exceeding 230 grams is only available to Non-Letter Carrier routes.

If Oversize 2 or a weight exceeding 230 grams is selected you will not be able to select a Letter Carrier Route (LC).

Select <b>Delivery Mode</b> LC is grayed out and cannot be selected	Delivery Mode	CF.	DR	D GD	LB	LC	MR	RR	55
If you select All Delivery Modes ——— LC is <i>not selected</i> —————	Delivery Mode	<b>▼</b> CF	<b>⊘</b> DR	GD	<b>∨</b> LB	LC	MR 🖉	₽RR	<b>√</b> 55



### Unaddressed Admail Desktop continued from p9

If you **Import** or **Open** a saved **Template** where Oversize 2 or a weight exceeding 230 grams was selected *and* Letter Carrier Route (LC) was selected, a message will display reminding you: "This size does not allow delivery on Letter Carrier routes".

You must edit the **Delivery Mode** or ensure your piece is not Oversize 2 or does not exceed the weight limit.

When entering Delivery Installation Detail: | Electronic Shipping Tools - Delivery Installation Detail SOM Information -Service Description Unaddressed Admail - Oversize Weight 20.00 Cost C Delivery Information Delivery Installation\* Required Delivery Ti ACTON - STN - MAIN O Upon Deposit Location\* Consumers' Receipt 1086 - LEO BLANCHETTE MPP Version ADS Reference #1 / #2 Specific Title of Mail Piece\* Start D test Container Type\* Pieces per Bundle\* Bundles per Container\* No. of Containers No. of Complete Bundles Pieces in Customer Supp... 💙 50 **Electronic Shipping Tools** Target Area\* ✓ Houses (1697) Items larger than 30.50 cm × 22.85 cm (12 × 9 in) and/or Select Delivery Modes Select Delivery Modes (DN weighing greater than 230 g (8.1 oz) can only be delivered to Non-Letter Carrier (NLC) delivery modesReminder: This size FSA/ DM Farms does not allow delivery on Letter Carrier routes. PC Туре 171 CE 173 LB OK L7J RR 171 Select DM Type ALL ACTON 71 LC < Select Get Counts Get Counts or all Delivery Installations Get Counts Note: If you select DM Type of LC (Letter Carrier) when Oversize 2 or a weight exceeding 230 grams was entered, a Reminder Message displays Click **OK** to close the message

You must change the DM Type selected to Get Counts and continue your order



### Unaddressed Admail Desktop continued from p10

#### Desktop: Modifying Container Counts

The **Number of Containers** field is now editable, if required, allowing you to enter a different number of containers than the number automatically calculated. This ensures the number of containers deposited corresponds to the number of containers indicated on your order (Statement Of Mailing) as well as prevent the creation of unnecessary container labels.

The <b>De</b>	livery Installation Detail screen	U Electronic Shipp	ing Tools -	Delivery	Installation Detail					
Enter <sup>.</sup>	"Container Type" ———	-SOM Information Se	ervice Descript	ion Unac	ddressed Admail - Oversize	Weight	20.00	Cost Ce	ntre Referenc	e <none></none>
Linter.	"Pieces per Bundle" "Bundles per Container"	Delivery Information Delivery Installation* OTTAWA - STN - J Deposit Location* IO86 - LEO BLANCHET	TE MPP				ransportation equired onsumers' hoice	⊙ Upon Receipt	Deposit D 2008032	:0 💌
EST au <b>Contai</b>	itomatically calculates " <b>No. of</b> ners"	Version Specific Title of Mail Pie Spring Container pe* Bag	Pieces per Bu	ndle* Bund	ADS Reference #1 / #2 volume 1 volume 2 deser Container* No. of Conta	iners No. of (	Complete Bund	Specific Start Date Start Date YYYYMMDD dles Pieces in Residue Bundle		DD
If requi	red, Edit " <b>No. of Containers</b> "	Target Area*	(7 - 1)/		Apartments		✓ Farms			Businesses
		FSA/ DW Typ		DM Id To ALL	Delivery Installation Name ALL	Houses 10692	Apartments 11913	Farms 0 	Businesses 1246	Total Counts 23851
	Click "Get Counts"	Get Counts	Get Coun	s for all De	livery Installations					Tota
Note: o	nation message displays Click <b>OK</b> or Click <b>Cancel</b> clicking Cancel will recalculate No. of hers back to the original number.			E	ectronic Shipping (1749) You have o This will change th per container. Do	hanged th e number	of containe to proceed	r labels ar		
Clickin	g OK recalculates: Bundles per Container,									

and No. of Complete Bundles and Pieces in Residue Bundle as necessary.

*Note:* Customers cannot change *both* No. of Containers and Bundles per Container. If you change No. of Containers then EST recalculates Bundles per Container. If you change Bundles per Container then EST recalculates No. of Containers. You cannot have more containers than the number of complete bundles. When brick-piling a Direct-to-Depot Skid, you can set the number of containers to 1.

*Also Note:* If Additional Walks are added this changes the **Total Count**. The No. of Containers will be cleared and calculations will be based on Bundles per Container.



## Unaddressed Admail Desktop continued from p11

An error message will display if the **No. of Containers** entered is: *not* numeric,

zero,

or greater than the number of complete bundles (plus 1 if any residue pieces)

Electronic Shipping Tools	×
(1748) Number of containers must be numeric, greater than zero and not greater than number of complete bundles (if no residue pieces).	
ОК	

#### Desktop: Minimizing Re-labeling

Customers using the "**Print Ahead**" feature will no longer be required to reprint container labels when making minor changes that do not affect the handling of the mailing. The "Print Ahead" feature enables customers to print container labels and make changes before transmitting their order (Statements Of Mailing). When making minor modifications customers were required to reprint their container labels.

This change will *reduce unnecessary printing and paper use.* 

Minor changes that do not require reprinting include:

- Title of Mail Piece
- Cost Centre
- Admail Delivery Slip reference 1 and 2
- Customer Reference
- and Container Type.

#### Desktop: Import / Export File Type 4 – including counts

Customers are able to modify counts for Houses, Apartment, Farms and Business using an Import or Export Type 4 file if the modification follows the Import or Export specifications.

For detailed information and specifications please refer to the EST User Guide Type 4 section Houses Count, Apartment Count, Farms Count and Business Count field.

Access the EST User Guide Desktop Version: Import File Specifications: http://www.canadapost.ca/offerings/eship\_tools/pdf/est\_import-e.pdf

Access the EST User Guide Desktop Version: Export File Specifications: http://www.canadapost.ca/offerings/eship\_tools/pdf/est\_export-e.pdf

#### For Additional Information:

- How Do I video tutorial available April 14<sup>th</sup> www.canadapost.ca/ESTHowDoI
- Unaddressed Admail Customer Guide at <u>www.canadapost.ca/postalservices</u>



## Unaddressed Admail Online continued from p1

#### **Online: Upon Receipt**

To ensure Unaddressed Admail service standards are applied accurately when Canada Post receives your mail, changes are being made to screens when "Upon Receipt" is selected.

	Delivery Timing
Select " <b>Upon Receipt</b> " Enter " <b>Deposit Date</b> " " <b>Latest Start Date</b> " no longer appears in the <i>Delivery</i> — <i>Timing</i> section on the <i>Delivery Installation Detail</i> <i>screen.</i>	Deposit Date     Deposit Date     Upon Receipt     Star Date     Required Deposit Date     Deposit before 11AM

A Notice Message opens	Microsoft Internet Explorer
5	(1747) Your deposit date reflects your expected deposit timeframe and your Service Standards will be adjusted based on your actual deposit date.
Click " <b>OK</b> " ————	• ок

An "Upon Receipt" Delivery Start Date ensures the Unaddressed Admail service standards are applied accurately when Canada Post receives the mail.

**Note:** Select the "**Date Specific**" check box if you need a specific delivery window for your campaign. When selecting this option you must deposit your mail on the date specified as the induction date to allow for the required transportation time and delivery cycle.

The Mailing Summary displays:	Deliv	ery Instal	lations (DI)								
	Select	Completed	Delivery Installation Name	Transportation Required	Depo	sit Location	Deposit Date	Delivery Start Date	Total Pieces	Version Specific	Title of Mail Pieces
		Yes	ORLEANS - STN - ORLEANS	Yes	NORTH YO		Start	Receipt	2610	No	happy happy
						-	Delivery Start Date				
"Upon Receipt" ————						Opon Rei	ceipt				
as the Delivery Start Date											



## Unaddressed Admail Online continued from p13

The <b>Distribution Plan Preview</b> displays:					Unaddress	ed Admail	Distrib	ution Plan Pi	eview						Page 1
	Mailed By Company Name: Customer Number: Mailed on Behalf Of Company Name: Customer Number: Statement of Mailing No.: Customer Reference:		0007023210	PR CUST DO NOT USE-005 10 PR CUST DO NOT USE-005 10											
"Upon Receipt" ————	De	posit Dat	te: 2008/03/13	Upon receipt	Deposi	t Location:									
	DI			opon receipt				Total Pieces				D	elivery N	ode	
as the Delivery Start Date	Postal Code	ADS No.	ADS Reference	Title of Mail Piece	Delivery Start Date	No. of Containers	Trans. Req.		Version Specific	Target Area	FSA/PC	Туре	ld From	ld To	Secondary Delivery Installation Name
	K1C1L0	1		happy happy	Upon receipt	2	Yes	2,610	No	HAFB	ALL	LB	0001	0001	ALL

The Label displays:			Page: 1 of/de 1					
The <b>Laber</b> displays.	CPC Use Only	À l'usage de la SCP	CPC Use Only	À l'usage de la SCP				
	Unaddressed Admail	Médiaposte sans adresse	Unaddressed Admail	Médiaposte sans adresse				
	To Delivery Installation de Installation: Ilvraison destinée K1C1L0	Control No.: Numéro de contrôle: C700455263 - 0001	To Delivery Installation de Installation: Ilvraison destinée: K1C1L0	Control No.: Numéro de contrôle: C700455263 - 0001				
	ORLEANS ON ORLEANS - STN - ORLEANS	X Transportation Required Transport nécessaire	ORLEANS ON ORLEANS - STN - ORLEANS	Transportation Required Transport nécessaire				
"Upon Receipt" ————	Number of Nombre de containers: of conteneurs:	Delivery Start Premier jour Date: de Ilvraison: Upon receipt Sur réception	Number of Nombre de containers: 0 of 2 de 2	Delivery Start Premier jour Date: de livraison: Upon receipt Sur réception				
as the Delivery Start Date	03 700 455 2	63 800 001						

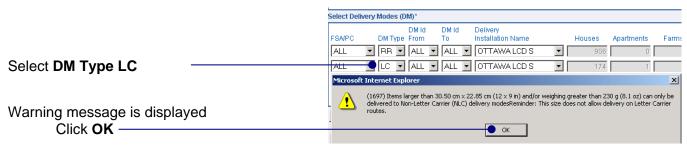
#### Online: Delivery Modes available for selection

EST will allow you to select only the delivery modes available to you based on the size of the mail piece selected.

For example:

Oversize 2 or a weight exceeding 230 grams is only available to Non-Letter Carrier routes.

If Oversize 2 or a weight exceeding 230 grams is selected you will not be able to select a Letter Carrier Route (LC).



A different DM Type must be selected



## Unaddressed Admail Online continued from p14

#### **Online: Modifying Container Counts**

The **Number of Containers** field is now editable, if required, allowing you to enter a different number of containers than the number automatically calculated. This ensures the number of containers deposited corresponds to the number of containers indicated on your order (Statement Of Mailing) as well as prevent the creation of unnecessary container labels.

The De	livery Installation Details:													
Mail Pr	reparation section	Mail Prepa	aration											
		Containe			Pieces F Bundle*	°er	Bundles per Container*	No.	of Con	tainers		nplete Bundle:	s Pieces in Re Bundle	sidue
Enter:	"Container Type"	Custom	er Sup	plied 💌	10		50		•		122		7	
	"Pieces per Bundle"	Target Are	ea*								-			
	"Bundles per Container"	🗹 Hous	ses			Z Apartm	ents		F F	arms	1	Businesse	s	
		Select Del	livery N	lodes (D	M)*									
EST au <b>Contai</b>	itomatically calculates " <b>No. of</b> ners"	FSA/PC ALL		DM Type RR 💌	ALL 💌		Delivery Installation Name	3		Houses 906	Apartments 0	Farms	Businesses	Total Counts 1006 221
					-				fi-	174			40	221
If requi	red,								ŧ-	¦				
	Edit "No. of Containers"	I		<u> </u>	•		•							
		Add	Delive	ry Mode	Lines			Get	Count	Total P	ieces Shippe	ed for Delivery	*	1227
	Click "Get Counts"								]					
Confirn	nation message displays Click <b>OK</b>		Micros	oft Inl	ernet Ex	plorer								2
	or Click Cancel		?				nged the number of ainer. Do you wish			r your mail	ing. This wil	l change the i	number of co	ntainer labels
Note: o	clicking Cancel will recalculate No.	of						ОК		Cancel				
	ners back to the original number.	0.												
Clickin	g OK recalculates:	Contai			Piece		Bundles per	N	lo. of C	ontainers	No. of C	complete Bund	les Pieces in	Residue

Bundles per Container, and No. of Complete Bundles and Pieces in Residue Bundle as necessary.

Container Type*	Pieces Per Bundle*	Bundles per Container*	No. of Containers	No. of Complete Bundles	Pieces in Residue Bundle		
Customer Supplied 💌	10	25	5	122	7		

*Note:* Customers cannot change *both* No. of Containers and Bundles per Container. If a customer changes No. of Containers then EST recalculates Bundles per Container. If customer then chooses to change Bundles per Container then EST recalculates No. of Containers. You cannot have more containers than the number of complete bundles. When brick-piling a Direct-to-Depot Skid, you can set the number of containers to 1.

*Also Note:* If Additional Walks are added this changes the **Total Count**. The No. of Containers will be cleared and calculations will be based on Bundles per Container.



## Unaddressed Admail Online continued from p15

An error message will display if the **No. of Containers** entered is: *not* numeric, zero, or greater than the number of complete bundles (plus 1 if any residue pieces)

lectronic Shipping Tools	]
(1748) Number of containers must be numeric, greater than zero and not greater than number of complete bundles (if no residue pieces).	
ОК	

#### For Additional Information:

- How Do I video tutorial available April 14<sup>th</sup> www.canadapost.ca/ESTHowDoI
- Unaddressed Admail Customer Guide at <u>www.canadapost.ca/postalservices</u>

### Unaddressed Admail Express Order Entry continued from p1

#### Express Order Entry: Upon Receipt

Unaddressed Admail service standards are applied when Canada Post receives your mail

After completing Step 1 a	Microsof	: Internet Explorer	<
Notice Message opens		(1747) Your deposit date reflects your expected deposit timeframe and your Service Standards will be adjusted based on your actual deposit date.	

OK.

Click "OK"

	View My Order	step 1 2 3 4	
"Latest Start Date" no longer appears in	Paying for My Mailing		
the Paying for My Mailing section in Step 3.	Postal Delivery Outlet	Drop-off Location	Drop-off Date
	BELLEVILLE - STN - MAIN 1- 85 dayy RD Belleville on K8P5J0	BELLE¥ILLE - STN - MAIN 1- 85 dayy Rd Belle¥ille on K8P530	2008/03/25



## Unaddressed Admail EOE continued from p16

The Mailing Summary displays:	Deliv	ery Insta	llations (DI)								
	Select	Completed	Delivery Installation Name	Transportation Required	Depo	osit Location	Deposit Date	Delivery Start Date	Total Pieces	Version Specific	Title of Mail Pieces
		Yes	ORLEANS - STN - ORLEANS	Yes	NORTH YO	Delivery	/ Start	Receipt	2610	No	happy happy
						Dat					
"Upon Receipt"						Upon Re	ceipt				
as the Delivery Start Date											

The <b>Distribution Plan Preview</b> displays:					Unaddress	ed Admail	Distrib	ution Plan Pi	eview						Page 1
	Custo Mailed o Comp Custo Stateme	any Nar mer Nur on Beha any Nar mer Nur nt of M	nber: If Of ne: nber: ailing No.:	PROCIMPR C 0007023210 R C Delivery Start Date	UST DO NOT UST DO NOT										
	Custom		ence: te: 2008/03/13	Upon receipt	Deposi	t Location:									
"Upon Receipt" as the Delivery Start Date	Di Postal Code	ADS No.	ADS Reference	Title of	Delivery Start Date	No. of Containers	Trans. Req.	Total Pieces Shipped for Delivery	Version Specific	Target Area	FSA/PC		ld From		Secondary Delivery Installation Name
,	K1C1L0	1		happy happy	Upon receipt	2	Yes	2,610	No	HAFB	ALL	LB	0001	0001	ALL

The I abel displays.

The <b>Label</b> displays:			Page	e: 1 of/de 1
	CPC Use Only	À l'usage de la SCP	CPC Use Only	À l'usage de la SCP
	Unaddressed Admail	Médiaposte sans adresse	Unaddressed Admail	Médiaposte sans adresse
	To Delivery Installation de Installation: Ilvraison destinée:	Control No.: Numéro de contrôle: C700455263 - 0001	To Delivery Installation de Installation: Ilvraison destinée:	Control No.: Numéro de contrôle: C700455263 - 0001
	K1C1L0 ORLEANS ON ORLEANS - STN - ORLEANS	X Transportation Required Transport nécessaire	K1C1L0 ORLEANS ON ORLEANS - STN - ORLEANS	X Transportation Required Transport nécessaire
"Unen Dessint"	Number of Nombre de Containers: conteneurs:	Delivery Start Premier jour Date: de livralson: Upon receipt	Number of Nombre de Containers: conteneurs:	Delivery Start Premier jour Date: de livraison: Upon receipt
"Upon Receipt"	03 700 455 2	Sur réception	03 700 455 2	Sur réception
as the Delivery Start Date				



## Unaddressed Admail EOE continued from p17

#### EOE: Delivery Modes available for selection

EST will allow you to select only the delivery modes available to you based on the size of the mail piece selected.

#### For example:

Oversize 2 or a weight exceeding 230 grams is only available to Non-Letter Carrier routes.

If Oversize 2 or a weight exceeding 230 grams is selected you will not be able to select a Letter Carrier Route (LC).

	Select	FSA/ PC	Delivery Mode	Delivery Installation Name	Houses	Apartments	Farms	Businesses	Total Distribution	Desired Total ?
	ALL ?		🔲 Auto comp	lete split walks 🔞						
If you select All Delivery Modes —	• 🗹	E K8N			3210	29	42	369	12311	3650
LC is not selected		•	CF 0000	BELLEVILLE	30	0	о	0	30	30
		~	DR 0000	BELLEVILLE	o	0	о	2	2	2
		•	GD 0001	BELLEVILLE	0	0	0	4	4	4
		~	LB 0001	BELLEVILLE CSC	o	0	ο	200	200	200
		~	LB 0001	BELLEVILLE CTR	41	5	ο	19	65	65
LC is grayed out and			LB 0001	BELLEVILLE EAST	80	4	o	10	94	94
cannot be selected			LC 0015	BELLEVILLE	28	154	o	19	201	0
			LC 0019	BELLEVILLE	342	0	o	47	389	0
		Г	LC 0020	BELLEVILLE	213	204	о	96	513	0

## **Unaddressed Admail Desktop, Online and EOE**

Where to Drop Off your mailing

If your **Deposit Location** is also the **single Delivery Installation** you are targeting, you need to make just one stop.

If you have **multiple Delivery Installations**, you can choose to:

1. **Deposit** your mailing (properly bundled and labelled and in approved containers) at a Revenue Verification Unit (RVU) or to an approved Corporate Post office only and Canada Post will transport it to the correct Delivery Installation on your behalf for an additional fee.

or...

2. Take your mailing to **each Delivery Installation** yourself. In this case, **transportation fees will not apply**.



## Unaddressed Admail continued from p18

### When to Drop Off your mailing

When to drop off your mailing depends on the type of mailing and where you deliver it.

Delivery Start Date Mailings - when you specify a delivery start date and the mailing is deposited:

Direct to the Delivery Installation	You must deposit the mailing no later than 11:00 a.m. on the day prior to the specified delivery start date.
responsible for local delivery in urban	Mailings cannot be deposited earlier than <b>72 hours (3</b>
centres	<b>Business Days)</b> prior to the delivery start date.
To Non-Letter Carrier offices for local	You may deposit your mailing any time on the business day
delivery (including corporate offices and	prior to the delivery start date.
depots approved to accept Unaddressed	Mailings cannot be deposited earlier than <b>72 hours (3</b>
Admail)	<b>Business Days)</b> prior to the delivery start date.
To a Drop-off Location for Canada Post to transport nationally or regionally to the local Delivery Installations	The date the mailing can be deposited is determined by the number of business days required by <u>Canada Post Service</u> <u>Standards</u> to meet the delivery start date. Mailings cannot be deposited earlier than <b>48 hours</b> prior to the determined deposit date. The delivery start date as indicated in the Statement of Mailing will be adjusted for all mailings deposited earlier or later than the required times as indicated above.

**Upon Receipt Mailings** - when you do not specify a delivery start date and the mailing is deposited "upon receipt":

Directly to the Delivery Installation responsible for local delivery in urban centres	Mail deposited by 11:00 a.m. may begin delivery the next business day. Mailings received after 11:00 a.m. may result in the delivery beginning the second business day after the deposit of the mailing.
To Non-Letter Carrier offices for local delivery (including corporate offices and depots approved to accept Unaddressed Admail)	Mail delivery may begin on the next business day.
To a Drop-off Location for Canada Post to transport nationally or regionally to the local Delivery Installations	Mail delivery may follow the above guidelines once it has arrived at the local Delivery Installation.