

Creating an Order



International Incentive Letter-post™

IMPORTANT UPDATES

DESCRIPTION OF CHANGE		LOCATION
Amendment v1.0	Posted on November 16, 2018	Effective on January 14, 2019
No updates.		

When the document is amended or revised, the version number will be modified as follows:

- an amendment increases the first digit in the version (e.g., version, 3.0)
- a revision increases the second digit in the version (e.g., version 1.1, 1.2)
- the version number restarts at 1.0 every January of a given year.

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CREATING AN ORDER

The Creating an Order module tells you what you will need before deposit your mail. It includes scheduling requirements and information regarding Electronic Shipping Tools (EST).

1 SCHEDULING

You must give 24 hours notice of any planned deposit of 20,000 items or more so that Canada Post can arrange for necessary transportation. This information will help efficient deposit and processing of your mailings.

2 CREATING AN ORDER (*STATEMENT OF MAILING*)

An *Order (Statement of Mailing)* must be properly completed and transmitted using the Electronic Shipping Tools (EST) and submitted at the time of mailing for each single deposit of Premium Incentive, Per Item Incentive or Standard Incentive Letter-post. These services may not be combined on the same *Order (Statement of Mailing)* that are not transmitted electronically may be subject to a surcharge.

To access International Incentive Letter-post prices, you must use the EST to prepare and transmit *Orders (Statements of Mailing)*. Manually prepared *Orders (Statements of Mailing)* will be priced at the applicable Meter or Postal Indicia Letter-post prices in effect at the time of mailing.

At the time of mailing, you must submit two printed copies of the electronically prepared and transmitted *Order (Statement of Mailing)*.

2.1 Electronic Shipping Tools (EST)

You have the option of using either the EST Online version or the EST 2.0 version. The EST 2.0 can be downloaded to prepare and transmit *Orders (Statements of Mailing)*.

The EST software is free and can be accessed through the Canada Post website at canadapost.ca/newuser. For technical enquiries, customers can call the Technical Help Line at 1-877-376-1212.