

ELECTRONIC SHIPPING TOOL

HOW TO PROCESS A SHIPMENT

- Click on the **VCD** icon on your desktop and wait for the program to open up
 - Click on **Connect** to obtain the latest updates
 - Click on **File** then Select **New Shipment** or simply
 - Click **Ship a Package** command button
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 - Complete the name and address of addressee, or Search from the Address Book and select from the drop down menu
 - Enter an email address into the appropriate field if you wish to use **Email Notification**
****Optional**
 - Click on the **Cost center** button and select from the drop down menu ****Optional**
 - Fill in the **Weight** or click the **Refresh** button if a scale is configured
 - Fill in the **Dimensions**
 - Select the **Service type** from the drop down menu
 - Select on any applicable **Options** you require
 - Click on **Rate Shop** to compare rates ****Optional**
 - Click on **Calculate** to see total cost of shipment ****Optional, but recommended**
 - Click **Process/Print** to generate a parcel label
 - Click on **End of Day**
 - Select one or many Manifest(s) you wish to transmit from the list presented on the End of Day page
 - Click on **Transmit/Print** to process the shipment
 - A pop up box will appear explaining that the greater of either the actual or the cubed weight will be used for pricing
 - Click OK
 - Logon EST Server pop up box will appear
 - Enter your user ID and password
 - Click OK
 - A pop up box will appear explaining the system is checking for any new updates
 - A pop up box will appear with your **Transmission Results**
 - Click OK
 - A pop up box will appear stating the \$ value of your automation savings
 - Click OK
 - Click **Clear** to clear the address information and begin the next parcel
- TIP-** Click on **EST Desktop** on the menu bar to switch between the EST desktop and the Shipping screen

Before Pick-up /Inducting your shipment(s)

Transmit the Manifest ONLY on the day of pick-up or prior to induct your shipment

- Click **Opened Manifests** folder on EST desktop screen
- Highlight the Manifest you wish to transmit
- Click on the **Finalize / On Hold** button at the bottom of the screen
- Click on **Finalized Manifests** folder on EST desktop screen
- Select one or many Manifest(s) you wish to transmit
- Click on **Transmit/Print** button at the bottom of the screen
- A pop up box will appear explaining that the greater of either the actual or the cubed weight will be used for pricing
- Click OK

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- Logon EST Server pop up box will appear
- Enter your user id and password
- Click **OK**
- A pop up box will appear with your **Transmission Results**
- 3 copies of the Manifest will print
- Repeat process for all Manifests

How to void an item within a manifest

Two Ways:

1. From the EST Desktop page
 - Click on **Opened manifest** on EST Desktop page
 - Highlight the manifest in the List pane that contains the item to be voided
 - Highlight the item you wish to void in the Detail pane
 - Click on **Void an Item** command button
 - A pop up box will appear asking if you are sure?
 - Click **Yes**
2. From the Tools on EST Desktop page
 - Select **Search and Manage Orders**
 - Search by date, Order Type (Manifest), order ID or by status (Open)
 - Click on the **Search** button
 - Highlight the Manifest in the **Search Results** pane that contains the item you wish to be voided
 - Highlight the item you wish to void in the Detail pane
 - Click on the **Void** button
 - A pop up box will appear asking if you are sure?
 - Click **Yes**

DO NOT CLICK THE DELETE BUTTON ON THE SHIPPING SCREEN UNLESS YOU WANT TO DELETE THE ENTIRE MANIFEST

FAQ

- **How do I add names to the address book?**
 - Click on **Address Book** command button
 - Select an Address Book
 - Click **ADD**
 - Enter the information
 - Click **Save**
- **How can I check Delivery status?**
 - Click on **Reports**
 - Select **Delivery confirmation**
 - Select search criteria from the drop down list (name, postal code, etc.)
 - Click **Search**
 - Highlight item
 - Click **Submit**
- **How do I print a report?**
 - Click on **Print a Report** command button
 - Select a report
 - Enter start/end date
 - Click **Preview**
- **What if I need more detailed help?**
Click on **Help** command button, or on the web visit

http://www.canadapost.ca/business/offerings/eship_tools/pdf/est_reference_guide-e.pdf

Do not click the Delete button on the shipping screen unless you want to delete the entire manifest

EST Help 1 800 277-4799

Supplies and Service 1-866-757-5480

Labels Stock # 33-086-594 (for thermal printers)

Labelopes Stock # 33-086-570 (for laser printers)