

How to Complete a Manifest



From anywhere... to anyone

Bulk and Single Item Manifests – Common Fields

Elimination of Single Item Manifest

The Single Item Manifest (no. 533-086-564) will be discontinued in October 2006; however, you can continue to use your current stock until January 2007. To process your shipments, you will have access to the following alternatives:

- ✓ Our Electronic Shipping Tools;
- ✓ Our recently introduced Express Order Entry; or
- ✓ Bills of Lading.

		<input checked="" type="checkbox"/> Paid by Meter / Affranchissement à la machine Meter Serial No. / N° de série de la machine à affranchir 1 2 3 4 5 6		See terms and conditions on reverse. This manifest is subject to audit. Areas shaded in red are for Canada Post use only.		Voir les modalités au verso. Ce manifeste est sujet à vérification. Les espaces ombrés en rouge sont réservés à l'usage de Postes Canada.							
2	Your Reference No. / Votre n° de référence XYZ0067	3	Telephone No. / N° de téléphone 6137340000	4	Customer (Sold to) No. / N° du (vendu à) client 1234567	5	Agreement No. / N° de convention 12345678	6	Site No. / N° du bureau	7	Date	8	Page of/du
9	Shipper Name and Address / Nom et adresse de l'expéditeur ABC Company 123 Main St Ottawa ON		10	Shipper (Paid by) No. / N° de (payé par) l'expéditeur 3456789	For delivery confirmation: / Pour confirmation de la livraison : 1 888 550-6333 www.canadapost.ca www.postescanada.ca		11	Postal Code / Code postal K1A0B1	1	Manifest Number / N° du manifeste Z 23456789	12	Total No. of Postage Paid Items / Nbre total d'articles à port payé 3	

I hereby agree to the terms and conditions as stated on the back of copy 3. / J'accepte les modalités énoncées au verso de la copie 3.		13	Shipper's Name / Nom de l'expéditeur (please print) / (veuillez écrire en lettres moulées) Jane Doe	Shipper's Signature / Signature de l'expéditeur Jane Doe	14	Acceptance Signature / Signature d'acceptation
Dangerous goods are prohibited in the mail, unless the shipper has an existing agreement with Canada Post for the surface transport only of such items. / Il est interdit d'envoyer par la poste des produits dangereux, à moins que l'expéditeur n'ait conclu une entente avec Postes Canada limitant le mode d'acheminement de ces produits au transport de surface.		* See instructions on reverse / * Voir les instructions au verso		Shipper Record / Copie de l'expéditeur		1

Field	Field Name	Description
1	Paid by Meter	If payment is by meter impression, place a check mark in box. Enter the meter serial number below the meter box (see example). The meter tape(s) must be affixed to the back of the Data Processing Copy.
2	Your Reference No.	Use the reference field as required, i.e., purchase order number. This information will appear on your invoice.
3	Telephone No.	Enter the Shipper's telephone number.
4	Customer (Sold to) No.	Enter the Shipper's 7-digit customer number.
5	Agreement No.	Enter the Shipper's 8-digit agreement number.
6	Site No.	For Canada Post use only. To be completed by the accepting employee.
7	Date	For Canada Post use only. To be completed by the accepting employee.
8	Page Number	Enter the number of manifests used for the shipment.
9	Shipper's Name and Address	Enter the Shipper's company name and address.
10	Shipper (Paid by) No.	Enter the 7-digit customer number of the Party paying for the shipment.
11	Shipper's Postal Code	Enter the Shipper's 6-character postal code.
12	Total No. of Postage Paid Items	Enter the number of Postage Paid (prepaid) Items that are being shipped. This quantity will contribute to your scheduled pickup service fees. For information on purchasing additional options, see page 3.
13	Shipper's Name and Signature	Print the Shipper's name and sign each page of the manifest.
14	Acceptance Signature	For Canada Post use only. To be completed by the accepting employee.

Note

The **Single Item Manifest** is to be used for domestic shipments only.

The **Bulk Manifest** is to be used for Bulk (Piece-Kilo or Flat Rating), Book Presort, Air Stage, Library Book Rate, Literature for the Blind, Postage Paid (prepaid) with options, or USA/International shipments.

All information appearing in the fields of the samples found in this document, i.e., numbers, addresses and names, are for illustrative purposes only.

- Mandatory Fields
- Canada Post Fields

Automation Discount – Customers using an electronic shipping system may qualify for additional discounts. To learn about Electronic Shipping Tools, contact your sales representative or visit www.canadapost.ca/business/tools/default-e.asp

Bulk Manifest – Specific Fields

1	2	3	4	5	6	7	8	9	10	11	12
Product Code Code du produit	Shipped To: Name and Address Destinataire: Nom et adresse	Postal Code Code postal	No. of pieces Nombre d'articles	Weight Poids kg	Oversize unpacked Surdimensionné sans emballage	Delivery Confirmation Confirmation de livraison	Signature	C.O.D. Envoi CR	Declared value for coverage Valeur déclarée pour couverture	Total Fee Droit total	Optional Info Information optionnelle
676	¹ William Johns 678 Any St Toronto ON	M5H 3C5	2	10					\$		1 GL21000358CA GL21000453CA
1917	² Jane Smith 432 Tree St Miami Florida	FL	1	8.5					\$ 600	\$55.53	2 GL21000454CA
6210	³ Margaret Blair 1025 King Rd London England	GB	1	2.5					\$		3 GL21000446CA

Field	Field Name	Description
1	Product Code	Enter the appropriate numeric product code of the Item(s). Product codes are supplied by the sales representative and the commercial service Network (CSN).
2	Shipped To	Enter the destination address of the Item(s).
3	Postal Code	Domestic – Enter the postal code of the destination (<i>see back of manifest</i>). USA – Enter the State Code (<i>i.e., FL for Florida</i>). International – Enter the Country Code (<i>i.e., GB for England</i>).
4	Number of pieces	Enter the total number of Items applicable to the service identified on this line.
5	Weight	Enter the weight of the Item(s) in kilograms. Record the higher of the actual weight or the volumetric* weight. Piece-Kilo Rating – Enter the total weight of the Item(s) in kilograms. Flat Rating – All pieces indicated on the line must be the same weight. Enter the weight in kg of one item for the line.
6	Oversize / Unpackaged	Enter the number of Item(s) identified on this line, that are oversize (any dimension larger than 1 m) or unpackaged.
7	Delivery Confirmation**	Enter the number of Item(s) identified on this line, requiring Delivery Confirmation.
8	Signature**	Enter the number of Item(s) identified on this line, requiring the recipient's Signature.
9	C.O.D.**	Enter the number of Item(s) identified on this line requiring Collect On Delivery (C.O.D.).
10	Declared Value for Coverage**	Enter the declared value of the Item identified on this line for coverage against loss or damage – enter only one item per line.
11	Total Fee	Use as required to record the cost of all Items identified on this line.
12	Item ID	Affix or record the reference Item ID number from the shipping label to each line item.

Note

Bulk Manifest Fields are to be used for Domestic, Piece-Kilo, Flat Rating, Book Presort, Air Stage, Library Book Rate, Literature for the Blind and USA or International Shipments.

* Volumetric Weight

Example

An Xpresspost Item measures 100 cm x 60 cm x 40 cm and weighs 25 kg.
100 cm x 60 cm x 40 cm = 240,000 cm³ (volume)
240,000 ÷ 6,000 = 40 kg (volumetric weight)

** See *Shipping and Delivery Services Customer Guide* for product features and options.

Bulk Manifest – Postage Paid (Prepaid) Item requiring additional options

Scenario One – Purchasing Additional Options for Prepaid Items (Signature, C.O.D.)

		Postal Code Code postal		www.canadapost.ca www.postescanada.ca				4 Total No. of Postage Paid Items		Nbre total d'articles à port payé	
Product Code Code du produit	Shipped To: Name and Address Destinataire: Nom et adresse	Postal Code Code postal	No. of pieces Nombre d'articles	Weight Poids kg	Oversize unpacked Surdimensionné sans emballage	Delivery Confirmation Confirmation de livraison	Signature	C.O.D. Envoi CR	Declared value for coverage Valeur déclarée pour couverture	Total Fee Droit total	Optional Information Information optionnelle
1 926	¹ William Johns 678 Any St Toronto ON	M5H 3C5	1	2.5			2 1	1	\$		1

Field	Field Name	Description
1	Product Code	Enter the appropriate product code: 926 – Xpresspost postage paid (prepaid), 1654 – Priority Courier Postage Paid (prepaid). One item per line.
2	Delivery Confirmation, Signature, C.O.D.	Enter the total number of Items, in the appropriate box, receiving additional options.

Note

The **Bulk Manifest** must be used to purchase additional options on postage paid (prepaid) items.

Scenario Two – Purchasing Additional Options for Prepaid Items (Additional Coverage)

Product Code Code du produit		Shipped To: Name and Address	Destinataire : Nom et adresse	Postal Code Code postal	No. of pieces Nombre d'articles	Weight Poids	Number of pieces per category Nombre d'articles par catégorie	Declared value for coverage Valeur déclarée pour couverture	Optional Information Information optionnelle
1654	1	William Johns 678 Any St Toronto ON	M5H 3C5	1	2.5		\$	1	
1015	2						\$ 650	2	
	3						\$	3	

Complete form as per scenario one, in addition, a second line must be completed as follows:

Field	Field Name	Description
1	Product Code	Enter the product code for additional coverage: 1015 – Additional Coverage. One item per line.
2	Declared Value for Coverage	Enter the value of the Item being shipped, on line two.

Single Item Manifest – Specific Fields

Product Type Type de produit		Shipped To: Name and Address		Postal Code Code postal		Weight Poids	Oversize / Unpackaged Surdimensionné sans emballage	Delivery Confirmation Confirmation de livraison	Signature	C.O.D.	Declared Value for Coverage Valeur déclarée pour couverture	Total Fee Droit total	Item ID Affix or Enter Label Number	Information optionnelle Id. de l'article
XP	✓	1 William Johns 678 Any St Toronto ON		M5H3C5		2.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$ 600	18.50	GL21000358CA	
		2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$		2	
		3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$		3	

Field	Field Name	Description
1	Product Type	Place a check mark for the appropriate product type for the Item shipped.
2	Shipped To	Enter the destination address of the Item shipped.
3	Postal Code	Enter the destination postal code (see back of manifest).
4	Weight	Enter the weight of the Item in kilograms. Record the higher of the actual weight or the volumetric* (cubed) weight.
5	Oversize / Unpackaged	Place a check mark in box if the Item is oversize (any dimension larger than 1 m) or unpackaged.
6	Delivery Confirmation**	Place a check mark in box if Delivery Confirmation is required.
7	Signature**	Place a check mark in box if the recipient's Signature is required.
8	C.O.D.**	Place a check mark in box if Collect On Delivery (C.O.D.) is required.
9	Declared Value for Coverage**	Enter the declared (insurable) value of the Item on this line for coverage against loss or damage – enter only one item per line.
10	Total Fee	Use as required to record the cost of each Item.
11	Item ID	Affix or record the reference Item ID number from the shipping label to each line item.

Note

For Domestic Shipments only – excluding Piece-Kilo, Flat Rating, Book Presort, Air Stage, Library Book Rate and Literature for the Blind.

* Volumetric Weight

Example

An Xpresspost Item measures 100 cm x 60 cm x 40 cm and weighs 25 kg.
 $100 \text{ cm} \times 60 \text{ cm} \times 40 \text{ cm} = 240,000 \text{ cm}^3$ (volume)
 $240,000 \div 6,000 = 40 \text{ kg}$ (volumetric weight)

** See *Shipping and Delivery Services Customer Guide* for product features and options.