



Electronic Shipping Tools (EST)

Unaddressed Admail™ User Guide

On-line Version

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1.0 Introduction

This document is written with the assumption that the reader is familiar with the Electronic Shipping Tools for Unaddressed Admail™.

Information on the current EST version is available on the Canada Post website address:
http://www.canadapost.ca/business/offerings/eship_tools/can/resources_guides-e.asp

From the main page click on "Business Needs" and under the drop down menu "Shipping and Delivery", select "Electronic Shipping Tools". Now select "Resources and Support" from the list on the right hand side of your screen. Choose "User Guides/Check Lists".

Data Entry Page

Upon selecting *EST* from the Online Business Centre (OBC), the service offerings available for Communications Services are listed in the box titled *Online Version*. In the top right-hand corner, you can access the OBC help and toggle between English and French screens.

Navigating Around Electronic Shipping Tools

To select from the Menu on the Navigation bar or to activate a command button:

- Use the mouse to point and click on the desired option.

To move from field to field:

- Use <TAB> or your mouse to move from one field to the next or point and click with the mouse.
- Use the left and right arrow keys to move between choices for a single field (e.g. radio buttons). Click on your choice to select it.
- Click on the down arrow to display a selection/drop-down list.

As you move from field to field, the application performs validation on the data type and format. You must acknowledge the message and make the necessary correction to the field in order to continue with the entry of data.

2.0 Creating an Unaddressed Admail Statement Of Mailing (SOM)

The Admail Delivery Slip (ADS) functionality for Unaddressed Admail is a feature of Electronic Shipping Tools that allows you to capture the ADS information required to produce the [ADS forms](#), the [Distribution Plan](#) and [Container labels](#).

You may select to create an Unaddressed Admail SOM without Delivery Installation Details –

SOM Only

OR, create an Unaddressed Admail SOM with Delivery Installation Details –

Fully Featured

The steps involved in entering Unaddressed Admail data for the first time are as follows:

1. Select Unaddressed Admail (**SOM Only or Fully Featured**) from the left hand side menu underneath Communications Services. Enter your Mailing Information. Mandatory fields are identified by an asterisk (*).

Two options are available for Unaddressed Admail: **Unaddressed Admail - SOM only (without Delivery Installation Details)**, and **Unaddressed Admail – Fully Featured (with Delivery Installation Details)**.

- a. **SOM only option:** You will be provided a SOM only without associated forms / labels / reports (the print preview other similar functions, e.g. reports, are not included in this). DI Details buttons & fields, NPS Consolidation fields, E-mail Notification fields, Sort ADS Forms, Collate ADS forms, Mail Piece over 14" X 6" field and Print Container Label button will be disabled with this option. EST will include the appropriate contract price in the price calculation when you choose this option
 - b. **Fully Featured EST with incentive:** You will be provided a SOM with all associated forms / labels / reports. You will receive a 2% discount for Unaddressed Admail orders when you complete all mailing plan details as required for the Fully Featured option. EST will include the "fully featured" incentive in the price calculations for contract and non-contract customers. When you choose Fully Featured, all mailing plan data and bar-coded documents must accompany the mailing, including:
 - i. Statement of Mailing (SOM)
 - ii. Distribution Plan
 - iii. Packing Slips
 - iv. Unaddressed Admail Delivery Slips
 - v. Container Labels
2. Select an Outlet of Payment by clicking the **Select Outlet** button. Select either "Major Postal Facilities only" or "All postal facilities". Select a province from the drop down list and then enter a city name. You can also search by Outlet number. Once you have selected your search criteria, click **Search**. The Outlet list will be populated with Outlets matching your search criteria. Select which outlet you want from the populated list by clicking on the Outlet Name. This outlet will now appear on your Statement of Mailing (SOM).

Select Outlet/Induction Point - Microsoft Internet Explorer

Search Outlet/Induction Point

Please select the mail induction facility at which the mailing will be deposited or paid for by entering the following search criteria or by entering the Outlet No. directly.

Major postal facilities only Province: [dropdown] City: [text] Outlet No.: [text] Or [text] [Search]

All postal facilities

Outlet List

Outlet Name	Outlet Number	Address	City	Province	Postal Code
-------------	---------------	---------	------	----------	-------------

[Cancel]

Note: Once the Outlet of Payment has been selected you will be returned to the Unaddressed Admail data entry page.

3. Select Method of Payment from drop-down menu
4. The Customer Reference Number is an alphanumeric field that is for your internal use, and will appear on your Invoice/Transaction Record. It is not a mandatory field.

5. Check the Continuous Inbound Freight box if your mail originates outside Canada and is to be delivered directly to a CPC plant. If the box is checked, you are required to provide CPC with documentation that shows proof of origin, such as a Canadian Customs document or Bill of Lading, in order to be exempt from Canadian sales taxes
6. **For Unaddressed Admail SOM Only:** Click on the "Full" radio button if entire mailing is deposited at one time. Click on the "Partial" radio button if the mail corresponding to the SOM will be inducted in multiple shipments over one or more days (not to exceed 5 days).

When "partial" is selected as the Mailing Type, the Date of Mailing and Shipment No. can be specified at the line item level.

For Unaddressed Admail Fully Featured: Mailing Type of Partial means that there are different Deposit Dates on the Delivery Installation Details pages AND at least one of the Details pages has the Deposit Location field DIFFERENT from the Delivery Installation field (this means that Transportation Required needs to be selected, because the mail is being brought from the Deposit Location to the Delivery Installation). An Order is determined to be Mailing Type of Partial by the application based on the data entered by the user. **This field is display-only.**

Note: For partial mailings, you must pay for the entire mailing with the first deposit.

7. Enter the number of Monos or Skids in the corresponding fields.

Note: The application will automatically populate the other container types based on the data entered at the Delivery Installation Details page.

Attention: Selecting either Monos or Skids in the Online Version will not print the labels for them.

8. **For Unaddressed Admail Fully Featured only:** Under Items, a new selection box "Mail Pieces over 14" x 6" (35.56 x 15.4cm). When selected, a validation occurs to ensure that all Delivery Installations related to the Statement of Mailing (SOM) have only "Business" area selected if there are any Letter Carrier Delivery Modes selected for this Delivery Installation.
9. If you wish to allocate costs internally at the line item level, select the Enable Cost Centre Reference checkbox. This will cause the Cost Centre Reference field to appear (see below).
10. Select the Service Description and enter the weight in grams.

Attention: If you wish to use two or more different types of containers for an order, you will be required to create a separate line item on the SOM data entry page.

11. Select how to sort your mailing under **ADS Sorting** and if you would like to save the form as a Template. You must name the template if you choose this command.
12. Click the **Enter DI Details** button for the requested service description. This produces the "Select Delivery Installation(s) for Mailing Plan" page.
13. Select the Delivery Installation(s) for your mailing plan and click **Apply**. Click [here](#) for a more detailed description of this step.

Note: Statements of Mailings that require more than 75 Admail Delivery Slips or 300 labels **cannot** be processed using this Internet application. The desktop version of the Electronic Shipping Tools application should be used for large mailings.

14. Enter all the Delivery Installation Detail Information required. Click [here](#) for a more detailed description of this step.
15. Once Delivery Information Details is completed, select the **Get Count** button. This will refresh your screen with your totals.
16. Click on the **View Mailing Plan** button. Select the applicable Mailing Plan, then click on the **Close** button. This will take you back to the Delivery Installation Details screen. Click [here](#) for a more detailed description on this step.
17. Select **Finish** when you have completed the form. This will take you back to the Statement of Mailing Data Entry page.
18. Enter the cost centre data applicable to this line item. You may enter up to 30 characters. This data appears on your electronic invoice file via PosteCS.
19. Select [Preview](#) to preview and verify your Statement of Mailing (SOM) and Distribution Plan.

20. [Transmit](#) information to Canada Post once you are satisfied that the information is correct.
21. [Print SOM](#) and Distribution Plan, ADS forms and Container Labels. If the order is for multiple Deposit Locations, print Summary of Mailing and Packing Slip(s).
22. [Admail Delivery Slips](#) (ADS), [SOMs](#) and [Distribution Plans](#) can be printed on regular 8 ½ x 11-inch sheets of regular bond paper. To obtain the adhesive labels to print tie-on-tags and labels, please contact your Canada Post Representative, Commercial outlet, calling our Business Hotline at 1-800-260-7678 or order online at <http://www.canadapost.ca/business/obc/products-e.asp>.

2.1 Selecting the Delivery Installation for Your Mailing Plan

Once the Unaddressed Admail data is entered for an associated line item on the SOM page, click the **Enter DI Details** button to initiate delivery installation data entry. This display the **Select Delivery Installation(s) for Mailing Plan** page below if no ADS data exists.

The **Select Delivery Installation(s) for Mailing Plan** window allows you to search for delivery installation names based on the following search criteria: Province, Delivery Area and/or FSA/Postal Code. These fields are located at the top of the window. To initiate the search, click the **Search** command button.

Once the search results are returned, make your selection of the Delivery Installation(s) that will be added to the Mailing Plan. Multiple searches can also be performed in order to create your list of Delivery Installations.

1. You can search for Delivery Installation names as follows. First select a **Province** from the drop-down list. You can filter the search even more by entering a **Delivery Area** and/or **FSA/Postal Code**. Partial searches on Delivery Area name and FSA/Postal Code are also supported. For example, entering "C" only for Delivery Area would result in all Delivery Installations that service Delivery Areas that begin with the letter "C" for the Province in question. Entering just "K" for FSA/PC would result in all FSA/PC's beginning with the letter "K" for the Province in question. At a minimum, one search criterion must be specified. However, more than one search criterion can be entered.

Note: You can do a search with only the Province. However, your list of results may be too long. You can also do a search with just entering either the Delivery Area name or FSA/PC.

ATTENTION: Search criterion is not case-sensitive, as data entered is converted to uppercase. For the FSA/PC, even if you type lower-case letters, they immediately appear as upper case letters.

2. Delivery Installation Name(s) that match the search criteria are listed alphabetically in the Search Results list.
3. You can highlight one or more Delivery Installation Name(s) in the Search Results list and click the **Add >** button in order to add the selected Delivery Installation(s) to the Mailing Plan. The **Add All >>** button is enabled when the Search Results list is populated. The **Add >** button is enabled when you make one or more selections.

Note: You can use the <SHIFT> key to select a block of records in the Search Results list. You can use the <CTRL> key to select non-adjacent records.

4. To remove one or more Delivery Installation Name(s) in the Delivery Installation(s) Added to Mailing Plan list, highlight one or more Delivery Installation Name(s) and click the **< Remove** button. The **<< Remove All** button is enabled when the Delivery Installation(s) Added to Mailing Plan list is populated. The **< Remove** button is enabled when you make one or more selections.

Note: If you attempt to remove a Delivery Installation that was previously selected and has user-entered data associated to it, then an error message will be displayed to inform you that all associated Delivery information will be deleted.

5. The Delivery Installation Name(s) in the Delivery Installation(s) Added to Mailing Plan list are sorted in the order that the Delivery Installations are selected. Once the list is complete, click the **Apply** command button. This will populate the Delivery Installation Detail pages with the names of each of the Delivery Installations selected. The Delivery Installation Detail page(s) will be displayed in the same order as in the Delivery Installation(s) Added to Mailing Plan list.

You can add a Delivery Installation to the same Mailing Plan more than once. One situation that requires this is when you want your mail to be transported from the same Deposit Location but on different Deposit Dates. Hence you need a Delivery Installation Details page, with the same Delivery Installation, for each Deposit Date.

Command and Navigation Control Definitions

Search

This button is enabled when data has been entered in at least one search criteria field. It generates and initiates a query based on the search criteria entered. If no Delivery Installations are found that match the search criteria, then a message is displayed.

If one or more Delivery Installations are found, they will be listed in the Search Results field.

Add >

This button is enabled when one or more Delivery Installation Name(s) are highlighted. When you click on it, it will add the selected Delivery Installation Name(s) to the Delivery Installation(s) Added to Mailing Plan list.

< Remove

This button is enabled when one or more Delivery Installation Name(s) are highlighted. It removes the selected Delivery Installation Name(s) from the Delivery Installation(s) Added to Mailing Plan list.

Add All >>

This button is enabled when the Search Results list is populated. It adds all the Delivery Installation Names from the Search Results list to the Delivery Installation(s) Added to Mailing Plan list.

<<Remove All

This button is enabled when the Delivery Installation(s) Added to Mailing Plan list is populated. It removes all the Delivery Installation Name(s) from the Delivery Installation(s) Added to Mailing Plan list back to the Search Results list (except if they are imported Delivery Installation Names).

Apply

Clicking this button will apply the selected Delivery Installation Name(s) to the Delivery Installation Details page(s). Each Delivery Installation Name is associated to one page.

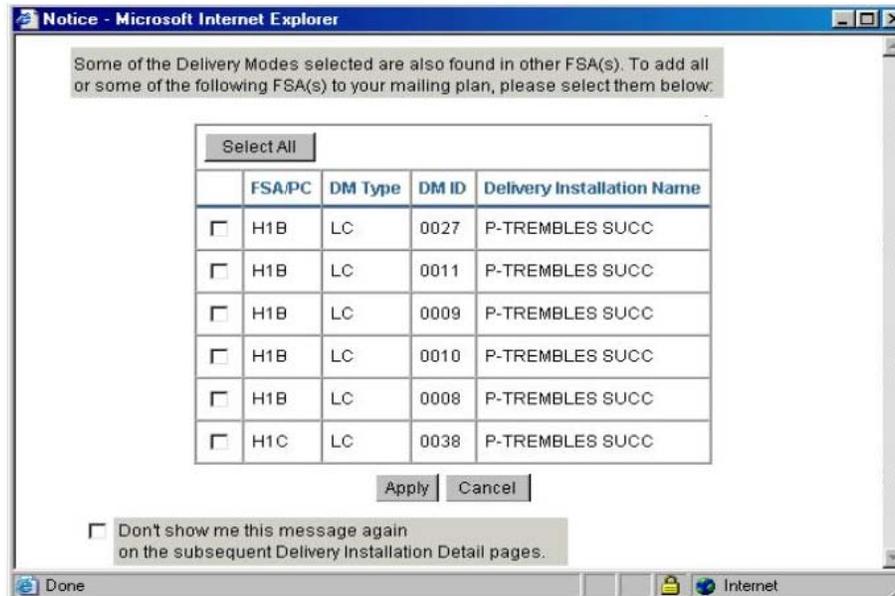
When this button is selected, the Select Delivery Installation(s) for Mailing Plan window is closed, and the first Delivery Installation Details page is displayed.

Cancel

Clicking this button will close the window, without requesting confirmation.

2.2 Delivery Installations Details – Split Walks

A letter carrier route may consist of more than one FSA. This is referred as a “split walk”. You can choose the FSA within the split walk route you wish to have covered. Once you have select either the ‘Get Counts’ button or the ‘Get Count for all Delivery Installations’ button on the Delivery Installation Detail page and if you have selected any Delivery Modes and Delivery Mode IDs that contain a “split walk”, a Notice page will pop-up on the screen. The Notice page gives you the opportunity to select the certain FSA's or all FSA's you wish to add to your mailing.



Command Buttons

Select All

Clicking this button will select all of the FSA displayed in the table

Apply

Clicking this button will apply the selected FSA(s) to your mailing plan

Cancel

Clicking this button will close the notice window, and bring you to the “Delivery Installation Details” page.

Don't show ...

'Don't ... again'. This checkbox is available should you not want this message to appear on each subsequent Delivery Installation Details Page. It is only enabled when you choose “Select All” and it is disabled if you only select certain FSA's.

2.3 Enter Delivery Installation Details

The Delivery Installation Details page captures the detailed data by Delivery Installation required for the Unaddressed Admail Delivery Slips. As well, the page performs online queries against the Householder Count data.

The window can be divided into the following sections:

- SOM Information
- Delivery Information
- Delivery Timing
- Target Area
- Mail Preparation
- Select Delivery Modes (DM)
- Command Buttons at the bottom of the page allow you to Add Delivery Mode Lines, View Mailing Plan, Delete, Clear, Finish or Get Counts

SOM Information

The SOM Information section contains display-only information (Service Description and Weight) as captured from the SOM line item in the data entry page.

Delivery Information

This section requires you to provide details on your mailing. An asterisk indicates that the field is mandatory.

Delivery Installation – Pre-populated from the Select Delivery Installation(s) for Mailing Plan function. This field is display-only and identifies the Delivery Installation Name of the Delivery Installation in question.

Deposit Location * - If you are not directly dropping off your mail at the Delivery Installation in question, select from the drop-down list the outlet where you are inducing your mail. CPC then needs to transport your mail from the Deposit Location to the Delivery Installation. **If you set the Deposit Location different from the Delivery Installation, then you must choose the Transport Required option.**

This field defaults to the Payment Outlet selected on the Unaddressed Admail data entry page (since the Transport Required option initially defaults to being selected).

The Deposit Location selected (if different from the Delivery Installation) factors into CPC's decision of whether it can meet the Delivery Timing specified by you.

ATTENTION: If you set the Deposit Location equal to the Delivery Installation, the Transport Required checkbox does NOT automatically become deselected.

Transport Required – This checkbox is defaulted as selected. Choose this option if you set the Deposit Location different from the Delivery Installation. This means that you are inducing your mailing at an outlet different from the Delivery Installation in question, and thus CPC needs to transport your mail from this outlet to the Delivery

Installation. **If you choose the Transport Required option, then you must set the Deposit Location different from the Delivery Installation.**

Note: Make sure that you verify whether or not the Transport Required option is checked or not on the Delivery Installation Details page as it is automatically defaulted to checked.

ATTENTION: If you deselect the Transport Required option, then the Deposit Location automatically changes to be the same as the Delivery Installation.

Consumers' Choice - This box is defaulted as selected when the Delivery Installation Detail page is first displayed for a particular Delivery Installation. It is used to identify your Target Area with respect to those customers who do not wish to receive Unaddressed material (i.e. Consumers' Choice or Total Points of Call).

Version Specific - Click this box to identify that the mailing has several versions (e.g. different store addresses appear on mail pieces that are otherwise the same). The 'Title of the Mail Piece' remains a mandatory field. When 'Version Specific' is selected, the 'Version Specific' and 'Title of the Mail Piece' fields are disabled on the subsequent Delivery Installation Details pages. Each different version must be entered on separate lines at the Statement of Mailing (SOM) Data Entry page.

Title of Mail Piece * - Enter a descriptive name or title of the mail pieces for easy identification.

ADS Reference - This is a user-defined field whereby you can enter your won reference number, such as an internal tracking number (maximum of 20 characters).

Delivery Timing *

Automatic calculation of the Delivery Timing will help the user to adjust his mailing plan to ensure that his desired initial Start Date can be respected.

Upon Receipt - Click this radio button to identify that the delivery can start upon receipt of mailing. You must enter the Deposit Date (i.e. when you will induct your mailing either directly at the Delivery Installation in question or at the Deposit Location chosen).

Deposit Date - Enter the Deposit Date (YYYYMMDD) on which you will be depositing the mail either directly at the Delivery Installation in question or at the Deposit Location chosen. This field is mandatory if you select the Upon Receipt option.

Latest Start Date - Display Only. This field will become populated once the Deposit Date has been entered.

Specific Start Date - To use the Specific Start Date command you must click this radio button to identify that the delivery will be starting on a specific date.

Start Date - Enter the specific date (YYYYMMDD) on which you want delivery of your mail to start. This field is mandatory if you select the Specific Start Date option.

Required Start Date - Display Only. The application will automatically calculate this field based on the Specific Start Date Entered. The Required Deposit Date identifies when you will need to have your mailing at the Delivery Installation to ensure that your product is delivered on time. Once populated you must verify that the Required Start Date has not already passed.

Deposit Before 11AM - This becomes automatically selected when the Delivery Installation and the Deposit Location are the same, Transport Required is **not** selected and the Specific Start Date command is being used. It tells you that they must have their order at the Delivery Installation before 11AM.

Note: For **Letter carrier Delivery Installations** the delivery cycle reflects the number of business days required by the letter carriers to complete delivery of unaddressed items. It applies to weekdays and excluded statutory holidays. Ensure your items are deposited or arrived at the Delivery Installation by 11:00 AM the day before the delivery cycle begins. For **Non Letter carrier Delivery Installations** you can deposit your mailing anytime during normal business hours for local delivery cycle to begin the following day.

Mail Preparation

This section contains options for you to choose how you would like your mail pieces to be prepared. You will be able to choose the type of containers from a drop down list at the Delivery Installation Detail Page.

Container Type - Select the type of container you would like the mail pieces to be enclosed in from the drop down list. If you wish to use two or more different types of containers for an order, you will be required to create a separate line item on the SOM data entry page.

Pieces per Bundle * - Enter the number of pieces in a non-standard bundle size. **The value must be less than or equal to 200.** Otherwise you get an error message when you try to leave the page.

Bundles per Container * – Enter the number of bundles per container/bag being shipped to the Delivery Installation.
No. of Containers – This is a calculated field. It cannot be altered by the user. No. of Containers/Bags being shipped to the Delivery Installation = No. of Complete Bundles / Bundles per Container (rounded to the next full value, if not fully divisible).

No. of Complete Bundles – This is a calculated field. It cannot be altered by the user. No. of Complete Bundles = Total Counts for all DM's selected / Pieces per Bundle (rounded to the next full value).

Pieces in Residue Bundle – This is a calculated field. It cannot be altered by the user. Pieces in Residue Bundle = value left over from No. of Complete Bundles calculation if Total Counts is not fully divisible by Pieces per Bundle.

Target Area

This section allows you to select the type of coverage for your mailing. At least one Target Area selection must be checked.

Houses - Select if delivery is required to houses. A house is a building with one or two dwelling units. If a business is operated in a house that is also used as a dwelling, it is classified as a house.

Apartments - Select if delivery is required to apartments. An apartment is a self-contained dwelling unit within a multiple unit residential building of three or more such dwelling units in which: all the units share a common main entrance and civic address but have individual suite numbers. For the purpose of this definition, common entrance means entrance to the building or to the complex (e.g. private lane or road). For urban areas, each unit has a separate mail receptacle, which normally forms part of a centralized mail receiving facility. If a business is operated in an apartment that is also used as a dwelling, it is classified as an apartment.

Farms - Select if delivery is required to farms. A farm is a dwelling or a point of call associated with a tract of land used to raise crops, animals or fish as a source of income or revenue.

Businesses - Select if delivery is required to businesses. A business is defined as a point of call where the primary activity is commercial or industrial. If a business is operated from a house or an apartment, which is also used as a dwelling, it is classified as a house or an apartment.

Reminder – Letter Carrier Delivery only:

If you select Businesses, your item can now measure 35.56 cm (14 inches) in length and 25.4 cm (10 inches) in width.

If you select Residential distribution (Houses, Apts or Farms) your item can now measure up to 35.56 cm (14 inches) in length and 15.24 cm (6 inches) in width.

The minimum size is no longer determined by the length and width but by a minimum area of 70 cm² for both Business and Residential distribution.

The maximum weight for either Business or Residential distribution for Letter Carrier delivery is 230 g.

For more information, please consult the Canada Post Guide.

<http://www.canadapost.ca/tools/pg/manual/c12-e.asp>

Select Delivery Modes (DM)

This section allows you to select the Delivery Mode(s) you wish to target. The Select Delivery Modes (DM) grid on this page contains only 20 line items for data entry since the ADS report can accommodate only 20 route ranges.

FSA/PC - Select from the drop-down list the Forward Sortation Area (FSA) or Postal Code (PC) for the delivery mode selected. The FSA is the first three characters (alpha-numeric-alpha) of the postal code, which represent a geographic area.

For urban Delivery Installations, the FSA/PC drop-down list for Delivery Installation contains only the FSA's available for the Delivery Installation selected. The 'ALL' value at the top of the list allows you to select all FSA's available within the Delivery Installation.

For rural Delivery Installations, the FSA/PC drop-down list for Delivery Installation contains the list of Postal Codes for that installation as recorded in the Householder data, as well as an 'ALL' value at the top of the list.

DM Type - Select from the drop-down list the DM Type. The DM Type drop-down list contains the list of all DM Types (e.g. Letter Carrier (LC), Rural Route (RR)) available for the Delivery Installation selected. The 'ALL' value at the top of the list allows you to select all DM types available within the Delivery Installation.

Should the FSA/PC field be blank, the DM Type drop-down list will also be blank. Should the FSA/PC field be modified, the value in the DM Type field will automatically be reset to reflect the new FSA/PC selected.

DM ID From / DM ID To – Select from the drop-down lists the DM ID. If you wish to enter a range, then select your starting point "DM ID From" and your end point "DM ID To". For example, you may enter a range of LC 0001 – 0009. If you are selecting only one DM ID, you need to select this value in both the DM ID From and DM ID To fields.

The DM ID From and DM ID To drop-down lists contain only the ID's available for the Delivery Installation selected. The 'ALL' value at the top of the list allows you to select all the DM ID's available within the Delivery Installation you have selected.

Should the DM Type field be blank, then the DM ID drop-down lists will also be blank. Should the FSA/PC or DM Type fields be modified, the value in the DM ID fields will automatically be reset to reflect the new FSA/PC and/or DM Type selected.

Note: *Ranges maximize available space on the Unaddressed Admail Delivery Slip.*

Delivery Installation Name – Select from the drop-down list the abbreviated name of the postal facility that will provide the delivery services for the selected delivery mode. The Delivery Installation Name drop-down list contains the list of Secondary Delivery Installation Names for the Delivery Installation selected, and has an 'ALL' value at the bottom of the list. The Delivery Installation Name drop-down list is filtered by the selected FSA/PC, DM Type and DM ID's. If a "DM ID From" and "DM ID To" have not been selected, then this drop-down list is blank. Should the FSA/PC, DM Type or DM ID fields be modified, then the Delivery Installation Name field will automatically be reset to reflect the new FSA/PC, DM Type or DM ID's selected. All information is as recorded in the Householder data.

If 'ALL' is selected for both the DM Type and DM ID From fields, the system will automatically populate the DM ID To and Delivery Installation Name fields with 'ALL' (this will be the only value available in the drop-down list).

If the Delivery Installation Name list contains only one value (i.e. one value other than 'ALL'), then the system will automatically populate the Delivery Installation Name field with this Delivery Installation Name. If the Delivery Installation drop-down list contains two or more values, then you must select the appropriate Delivery Installation Name. Where a range of DM ID's is entered for which more than one Delivery Installation Name can apply, then the Delivery Installation Name drop-down list will only contain the DI's that are common to all DM's selected.

Command Buttons

Add Delivery Mode Lines

The system provides you with five (5) lines to data capture the Delivery Mode information. Should you require more lines, click this button, and the system will provide you additional lines.

View Mailing Plan

This button becomes enabled only after the Get Counts functionality has been applied. It invokes validations.

If a route contains a Split Delivery Mode indicator, then an error message will be displayed. Note the 'other FSA' (i.e. other half of the route) can be found by searching for another record in the Householder data or the Delivery Installation that has the same DM Type, DM Id and Delivery Installation (abbreviated) Name.

If validations are successful, the Mailing Plan Summary window is displayed and the Delivery Installation Details page is closed.

When you click Close on the Mailing Plan Summary window, you are returned to the Delivery Installation Details page.

Delete

When this button is selected, a warning message is displayed to confirm deletion. If the warning message is confirmed, the Delivery Installation (DI) Details data is deleted and the next DI Details window is displayed.

Finish

This button becomes enabled only after the Get Counts functionality has been applied. It invokes validations.

If a route contains a Split Delivery Mode indicator, then an error message is displayed. Note that complete coverage of a Delivery Mode is required.

If a route contains a Split FSA indicator, then displays a warning message.

If a Delivery Installation Details page exists with no user-entered data, then a warning message is displayed. If the user presses Cancel on the warning message window, then the Finish process continues with the exception that instead of displaying the SOM data entry window, the Mailing Plan Summary window is displayed.

If validations are successful, the data is saved, the Delivery Installation Details page is closed, and the SOM data entry window is displayed.

If you click on the Finish button and there are Delivery Installation Details pages for which the user has not entered any data, a warning message will be displayed indicating that the associated Delivery Installations will be deleted from the mailing plan. The close page function, that is the 'X' icon at the top of the page, has the same functionality as the Finish button.

Clear

When this button is selected, a warning message will ask you to confirm that you wish to clear the page. If the warning message is confirmed, the page is refreshed, all fields on the data entry page are cleared, and the cursor is positioned on the first field.

If you click Cancel, then no changes are made to the data entry page.

Get Counts

This button is enabled when there is one complete line item in the Select Delivery Modes (DM) grid, and will invoke validations. The **Get Counts** button invokes a query on the Householder data and retrieves the counts for the specified target area, route selection and count type (e.g. Consumers' Choice vs. Total Points of Call). Note that if a range of routes was entered (e.g. A9A LC 0001-0009), the Householder data will be summed over that range.

If count data does not exist for the given mailing date and complete route range entered for a Delivery Mode line item, then an error message is displayed. If validations are successful, the page is refreshed and count data is displayed.

Note that if the DM From Id equals 'All', the system populates the DM From Id with the smallest DM Id number and the DM To Id with the largest DM Id number for the given FSA and DM Type combination.

Online queries against the Householder Count data can be performed by capturing the target area data, selecting the required route data (i.e. FSA/PC, DM Type, DM ID and Delivery Installation Name), and by clicking the **Get Counts** button.

2.4 Delivery Installations (DI)

The Mailing Plan Summary page allows the user to view a list of the Delivery Installations in the Mailing Plan (if there is more than one), add to selected mailing plans, navigate to a particular Delivery Installation, delete multiple Delivery Installations or close the page.

Delivery Installations (DI)									
Select	Completed	Delivery Installation Name	Transportation Required	Deposit Location	Deposit Date	Delivery Start Date	Total Pieces	Version Specific	Title of Mail Pieces
<input checked="" type="checkbox"/>	No	CALGARY - LCD - 11	Yes	ALMONTE PO	20031008	20031020	34423	No	letters

Add to Mailing Plan	Go To DI	Delete Selected DI(s)	Close
---------------------	----------	-----------------------	-------

Complete – This checkbox indicates whether mandatory ADS data already exists for the Delivery Installation in question.

Delivery Installation Name – This field identifies the Delivery Installation Name in question. It corresponds to the Delivery Installation Area Name, Delivery Installation Type description and Delivery Installation Qualifier Name.

Transport Required – This checkbox indicates whether transportation is needed for the mailing. This means that you are not dropping off your mail directly at the Delivery Installation in question, but at another Outlet (i.e. Deposit Location). Thus CPC will charge you for transporting the mail from the Deposit Location to the Delivery Installation.

Deposit Location – This field identifies the Outlet where you will drop off your mail for the Delivery Installation in question. If it is equal to the Delivery Installation in question, then it is a direct drop-off (and the application does not consider the Delivery Installation as having a Deposit Location). If it is different from the Delivery Installation, then CPC needs to transport the mail from the Deposit Location to the Delivery Installation.

Deposit Date – This field identifies the date when you will drop off your mail for the Delivery Installation in question (either at the Delivery Installation itself or at another Deposit Location). This date is either manually entered by the user (because the mailing is to start upon receipt) or calculated by the application based on CPC's standards (because the user wants the mailing to start on a specific date).

Delivery Start Date – This field identifies the date when CPC will start to distribute the mailing for the Delivery Installation in question. This date is either calculated by the application (because the user had manually entered a Deposit Date) or manually entered by the user because he wants the mailing to start on a specific date.

Total Pieces – This field identifies the total number of pieces being shipped for delivery to the Delivery Installation in question.

Version Specific – Identifies whether the mailing has several versions (e.g. different store addresses appear on mail pieces that are otherwise the same).

Title of Mail Piece – This field identifies a descriptive name or title of the mail piece for easy identification.

Command Buttons

Add to Mailing Plan

Clicking on this button displays the Select Delivery Installation(s) for Mailing Plan window and closes the Mailing Plan Summary window to allow for additional Delivery Installations to be included in the Mailing Plan.

Go To DI

This button is enabled when one or more Delivery Installations are selected from the list. When you click on this button, the Delivery Installation Details page is displayed for the selected Delivery Installation and the Mailing Plan Summary window is closed.

Delete Selected DI's

This button is enabled when one or more Delivery Installations are selected from the list. It will display a warning message to confirm deletion of data.

If the warning message is confirmed, the Delivery Installation Details data will be deleted, and the window refreshed.

Close

Clicking on this button will close the window, and return you to either the Unaddressed Admail data entry window, or a Delivery Installation Details page (depending on where the Mailing Plan Summary window was invoked).

3.0 SOM Management

3.1 Previewing your SOM

The Preview function allows you to preview your SOM information with the price rating of your order so that you can visually validate the results prior to finalizing and transmitting your completed SOM to Canada Post. For Unaddressed Admail, the Distribution Plan is displayed after the SOM Preview.

You simply click the **Preview** button on the data entry page when all required information has been properly entered on the form. This event triggers cross-field validations. If no errors are found, Adobe Acrobat will be launched in your browser window. If an error is found, a message dialog box is displayed with details on the error.

If changes are required to your SOM:

- Return to the data entry field(s) that needs to be corrected.

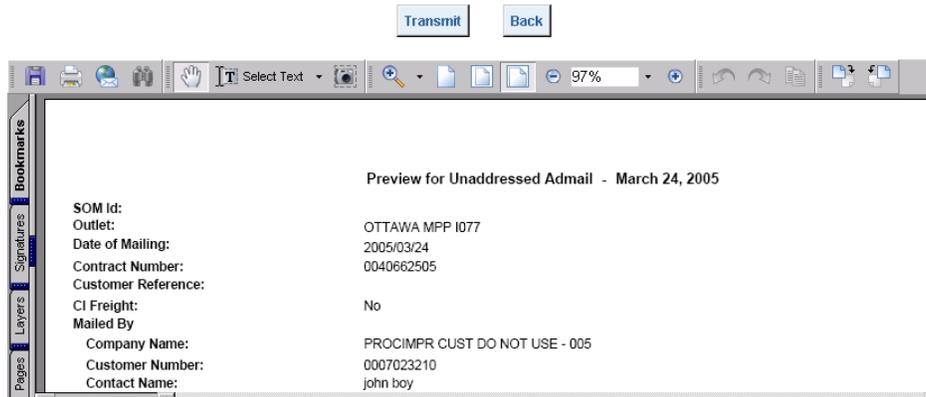
- Make your changes or corrections.
- Preview your SOM again.

Note: Your SOM preview will display all Delivery Installations based on deposit date as a separate group starting with the earliest deposit date. Your Deposit location equals your Outlet of Payment selected at the data entry page, whether or not that is where you are inducting the mail. This allows you to pay the entire mailing at one outlet location while depositing the mail at a different location.

Please review and ensure correct prior to transmitting to Canada Post

This preview is for review and correction purposes only. It does not replace the statement of mailing, which must accompany your mailing to a CPC induction site.

Note the information provided to Canada Post is subject to verification. Therefore, if items actually presented to Canada Post are inconsistent with the information provided (incorrect category, volumes, weights, preparation missing surcharges etc.) prices may be adjusted and/or additional charges added as provided for in Customer's agreement with Canada Post. Customer agrees such price changes are to be automatically applied to Customer through the same method of payment chosen by Customer for the order (credit card or Canada Post account), with no further notice required to Customer from Canada Post.



Note: Following the preview of your SOM you can continue to preview your Distribution Plan and review for any changes that you may wish to make.

3.2 Transmitting your SOM

The **Transmit** button is located on the Unaddressed Admail Distribution Plan Preview window, which you access by clicking on the **Preview Distribution Plan** button. Clicking this button will electronically send the SOM transaction to Canada Post.

Prior to transmission, a pop-up disclaimer message will appear that is in line with the verification of the information provided to Canada Post.

After verifying that the information in the Preview is correct, click the **Transmit** button located at the top of the window.

Note: Once you have transmitted a SOM, you cannot press the **Back** button to return to the Preview page and then click on the Transmit to CPC button again. The message "Unable to transmit" will be displayed.

If Canada Post has successfully received the transaction, you will be taken to the Print SOM page.

As part of the transmission process, the following information is generated:

- An ADS Sequential Number is generated for each Delivery Installation Details record, starting at one for each SOM. The four-digit number is sequentially generated at the SOM level by the sort criterion selected on the Unaddressed Admail data entry window.
- If the ADS Reference sort criterion is selected, the sequential number is generated by ADS Reference and then by Delivery Installation Postal Code.
- If the Title of Mail Piece sort criterion is selected, the sequential number is generated by Title of Mail Piece and then by Delivery Installation Postal Code.

If the transmission fails, an appropriate message will be displayed. Please note the error message and message number if additional help is required. This will assist the Help desk in expediting error resolution.

Note: Warning messages may be triggered during the Transmit/Print process (e.g. "blocked" due to credit issues). However, the order is still considered to be successfully transmitted.

3.3 Printing your SOM

The Print SOM page below is displayed upon the completion of the "Transmit" function. For Unaddressed Admail, a completed SOM (3 copies) is displayed and is available for printing.

To print your documents simply click on the printer icon on the tool bar. You can also scroll through the pages using the arrow keys.

After the SOM is printed (**For Fully Featured option only**) you may click to continue printing the Distribution Plan, the ADS Forms and the Container Labels as well as the Packing Slips and the Summary of Mailing if they apply. It is important to remember that if you continue forward without printing a form you may not click **Back** to print it later.

If for some reason you receive a warning message indicating that the order has been "blocked", you will see this information printed on the SOM next to the Method of Payment field. Please call the Help Desk or Business hotline for additional information.

For Unaddressed Admail, the report frame positioned at the top of the browser window will also contain the message "Before printing, ensure a copy of the Statement of Mailing is printed".

4.0 Documentation and Forms

4.1 Statement of Mailing

A complete Statement of Mailing (SOM) can only be printed *after* electronic transmission of the order to Canada Post. A SOM preview is available for printing prior to transmission but the SOM number will not be provided. A barcode will be printed on the SOM for a Single Deposit location. For Multiple Deposit locations, the barcode will not appear on the SOM but will be printed on the Packing Slips.

There will be three copies of the Statement of Mailing printed. One called Data Entry, one for the Accepting Location and one for the Customer.

The Statement of Mailing, a sample of the mail piece and a copy of the Distribution Plan* and the payment must be submitted to the Payment Outlet Location before the mail can be accepted at Canada Post.

When the Statement of Mailing is displayed on screen, **print SOM** by clicking on the **printer icon below this message**. Before continuing, ensure a copy of the Statement of Mailing is printed.

[Continue to Generate Distribution Plan.](#)

Monos	Skills Palettes	Flats, Tubes Conf. obj Flats	Lettres/lettres Conf. a Lettres	Boîtes Boîtes	Bags SACS
					35

Service Description / Description du service	Pieces	Weight / Poids Poids / pièce	Price / Pièce (\$) Tarif / pièce (\$)	Price / Kg (\$) Tarif / Kg (\$)	Transportation / Transport	
					Pieces	Poids / Pièce (\$) Total Cost (\$) Total des frais (\$)
Unaddr. Admail - Resendertes	34.423	3.00g	\$0.07000		34.423	0.00950 \$2,581.73

4.2 Distribution Plan

The distribution plan is currently generated and printed during the transmission process **only when** 'Transportation required' has been selected for some delivery installations and not for others within the same mailing plan.

Only when you have selected this combination are you required to provide a copy of the distribution plan with your mailing.

A distribution plan will not be automatically printed if **all** delivery installations in the mailing plan require **transportation, or none require transportation**. The printing is optional.

A Delivery Installation summary level report will be available for the Unaddressed Admail Distribution Report from the Reports menu along with the existing Delivery Mode detailed Unaddressed Admail Distribution Report. The reprint option now allows you to preview and print the new summarized report.

The Distribution Plan is sorted by Outlet Name, Date of Mailing and Shipment Number. All pages of copy one are printed, then all pages of copy two.

Unaddressed Admail Distribution Plan														
Page 1 of 1														
MAILED BY Mailed By: PRODCIMPR CLUST DO NOT USE-005 Customer Number: 0007023210 MAILED ON BEHALF OF Mailed on Behalf Of: PRODCIMPR CLUST DO NOT USE-005 Customer Number: 0007023210 Statement of Mailing No.: C000055805 Customer Reference:														
Deposit Date: 20040301				Deposit Location:				Delivery Mode:						
DS Plant Code	ADS No.	ADS Reference	Title of Mail Piece	Delivery Start Date	No. of Containers	Trans. Req.	Total Pieces Shipped for Delivery	Version Specific	Target Area	FSA/PC	Type	IS From	IS To	Secondary Delivery Installation Name
R02490	2	APOLLO	APOLLO NEWS	Upon receipt	1	No	4	No	HB	R02	DR	0000	0000	OT LCO MERVILLE
TOTAL:					1		4							
Deposit Date: 20040301				Deposit Location:				Delivery Mode:						
DS Plant Code	ADS No.	ADS Reference	Title of Mail Piece	Delivery Start Date	No. of Containers	Trans. Req.	Total Pieces Shipped for Delivery	Version Specific	Target Area	FSA/PC	Type	IS From	IS To	Secondary Delivery Installation Name
R0K1A0	1	APOLLO	APOLLO NEWS	Upon receipt	1	No	2,000	No	HB	R0K	LC	0001	0000	OTTAWA-KANATA
TOTAL:					1		2,000							
This document must accompany your mailing to a Canada Post induction site.														

The Preview window is opened and displays a copy of the SOM. The user clicks on the **Preview Distribution Plan** button to view the Distribution Plan. To physically print the document, the user clicks on the 'Print' button.

4.3 Unaddressed Admail Delivery Slips (ADS)

After your Unaddressed Admail SOM and Distribution Plan have successfully been printed, click on the link to generate your ADS forms for the Delivery Installation Detail records. As with the Print SOM window, click on the Printer icon to print your ADS forms.

There are a number of requirements for printing your ADS forms:

- ADS forms must be printed on 8 ½ x 11-paper stock that is perforated horizontally in the middle in portrait layout. Two ADS forms are printed on one page.
- ADS forms must be printed on a laser printer.

The ADS forms produced by *Electronic Shipping Tools* are equivalent to a 'back stamped' ADS form (i.e. considered paid for) in the manual process.

One copy of the ADS form is generated for each Delivery Installation Detail record associated to each line item on the SOM. The ADS form(s) are sorted by the ADS Sequential Number generated as part of the SOM Preview.

The ADS form provides information about the Customer, the Statement of Mailing and the Delivery Instructions. The information displayed is derived from the Delivery Installation Detail page with the exception of the following:

- The Statement of Mailing Number is the Order ID generated when the Order is transmitted to Canada Post.
- The Control Number is composed of the Statement of Mailing number and the ADS Sequential Number.
- The Barcode displayed on the ADS form is generated from the Control Number.

When the ADS forms are displayed on screen, print Forms by clicking on the printer icon on the tool bar below. Before continuing, ensure the ADS forms are printed.

[Continue to Generate Container Labels](#)

When less than full coverage is identified on the Delivery Installation Details page at the Delivery Mode (DM) level, each Unaddressed Admail Delivery Slip is printed with “Less than full coverage” watermark and the quantities for the Delivery Modes are printed between brackets. When less than full coverage is identified on the Delivery Installation Details page at the Delivery Installation level, the last Unaddressed Admail Delivery Slip based on the sequence you provided is printed with “Less than full coverage” watermark.

CANADA POSTES CANADA		Unaddressed Admail Delivery Slip	Feuille de dépôt Médiaposte sans adresse	<input checked="" type="checkbox"/> Upon receipt Sur réception	Delivery Start Date Premier jour de livraison
Customer Information		Identification du client		Delivery Instructions	
Mailed on behalf of Expédié au nom de PROCIMPR CUST DO NOT USE-005		Customer No. N° du client 0007023210		Delivery Installation Address Adresse de l'installation de livraison KANATA - STN - KANATA 2 THE PARKWAY KANATA - STN - KAN, ON K2K1A0	
Mailed by Expédié par PROCIMPR CUST DO NOT USE-005 502 MAIN ST N MOOSE JAW SK S6H 3K3		Customer No. N° du client 0007023210		FSAs, Delivery Mode(s) and number(s) RTA, mode(s) de livraison et numéro(s) K2K;K2L;K2M;K2W	
Title of Mail Piece Titre de la pièce FAB		<input type="checkbox"/> Version Spécifique		All (20506) DMs	
Statement of Mailing No. N° de déclaration de dépôt C000305514		Office of Payment Bureau de paiement OTTAWA MPP		Target Area Secteur cible <input checked="" type="checkbox"/> Houses Domiciles <input checked="" type="checkbox"/> Apartments Appartements <input checked="" type="checkbox"/> Farms Fermes <input checked="" type="checkbox"/> Businesses Commerces	
Weight per piece (g) Poids par pièce (g) 10,000		No. of containers N° de conteneurs 1		No. of bundles N° de liasses 75	
Pieces per bundle Pièces par liasse 200		No. of resacks N° de pièces rés. 0		Total No. of Pieces N° total de pièces 15000	
Control No. N° de contrôle C000305514-0001		Reference Référence FAB		Size Dimensions <input type="checkbox"/> Mail Pieces Over 14"x6" (35.56x15.24 cm) Articles mesurant plus de 14"x6" (35.56x15.24 cm)	
Date Transmitted Date de transmission 2004/02/26		Insert in last bag - Delivery Inst. Insérer dans le dernier sac - Inst. de livraison			

4.4 Container Labels

You can also automatically create Container labels with the delivery Installation Detail and Statement of Mailing data captured in the Electronic Shipping Tools application. These labels are affixed to all mail containers to identify the sender, Delivery Installation name and address and then number of containers going to a Delivery Installation. The number of labels printed per Delivery installation Detail record is dependent on the value calculated for the Number of Containers field based on values entered in the Pieces per Bundle and Bundles per Container fields and the derived Total Householder Count. The maximum number of labels that can be generated is limited to 300 labels.

To get to the labels page after you have printed your ADS forms, click on the **Continue to Generate Container Labels** button on the ADS form page. The Labels are sorted by the ADS Sequential Number and by Container Number.

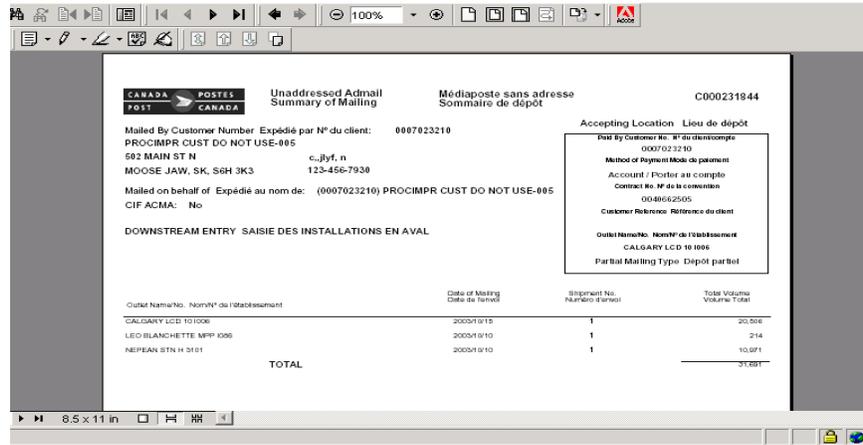
Note: You must change the print orientation prior to clicking on the printer icon and ensure that you have labels in your printer tray. To change the orientation from the Min Menu of Adobe Acrobat, select File, Print. Click on the Properties button and select the Layout Tab. Select Landscape from the Orientation options, followed by OK.

By simply clicking on the printer icon on the toolbar, your labels will be printed in your laser printer.

To obtain the adhesive labels to print tie-on-tags and labels, please contact your Canada Post Representative, Commercial Outlet, call our Business Hotline at 1-800-260-7678 or order online at <http://www.canadapost.ca/business/obc/default-e.asp>

When the Document Plan is displayed on screen, **print document** by clicking on the **printer icon below this message**.
 Before continuing, ensure a copy of the document is printed.

[Continue to Generate Statement of Mailing](#)



Note: For Multi Deposit location orders the Summary of Mailing will be printed first.

5.0 Technical Assistance

Technical assistance is available as follows:

If you have set-up or technical questions contact the Electronic Shipping Tools Help Desk weekdays from 7AM to 8 PM (Eastern Standard Time) at 1-800-277-4799.

Appendix

Page Set-Up for Unaddressed Admail Documentation and Forms

Documents and Forms Name	Page Set-up Requirements
Statement of Mailing (SOM)	Page set-up 8"x11", orientation "Portrait"
Distribution Plan	Page set-up 8"x11", orientation "Landscape"
Unaddressed Admail Delivery Slip	Page set-up 8"x11", orientation "Landscape"
Container Label	Page set-up form #34 099-600EST (03/04), orientation "Portrait"
Packing Slip	Page set-up 8"x11", orientation "Portrait"
Summary of Mailing	Page set-up 8"x 11", orientation "Portrait"