

# Depositing



## Personalized Mail™

## IMPORTANT UPDATES

| DESCRIPTION OF CHANGE |                             | LOCATION                      |
|-----------------------|-----------------------------|-------------------------------|
| Amendment v1.0        | Posted on November 18, 2016 | Effective on January 16, 2017 |
| No updates.           |                             |                               |

When there is an amendment or a revision to the document, the version number will be modified as follows:

- an amendment increases the first digit in the version (e.g., version 2.0, 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.

# TABLE OF CONTENTS

|                                       |          |
|---------------------------------------|----------|
| Depositing .....                      | 1        |
| <b>1 Depositing the Mail .....</b>    | <b>1</b> |
| <b>2 At the Time of Deposit .....</b> | <b>1</b> |
| 2.1 Deposit location types .....      | 1        |
| 2.2 Where to deposit .....            | 2        |

# DEPOSITING

The “Depositing” module provides information on the documents you will require at the time of deposit. This section will help ensure that your mail is deposited at a location that is properly equipped and capable of handling your mail on time.

## 1 DEPOSITING THE MAIL

Personalized Mail items must be deposited in accordance with the requirements set out in the Agreement and its supporting documentation.

If mail items are deposited under a particular preparation option (Machineable Mail and Special Handling) and do not meet the requirements for that option, the customer may choose:

- to pay a surcharge, if applicable
- to re-work the mailing so as to meet the requirement
- to have the mail processed using another option, if the items qualify, or
- to use another appropriate Canada Post service.

## 2 AT THE TIME OF DEPOSIT

Each *Order (Statement of Mailing)* must be accompanied by:

- two printed copies of the electronically prepared and transmitted *Order (Statement of Mailing)* or the original of a manually prepared *Order (Statement of Mailing)*
- sample(s) of the item, including all enclosures, attachments and wrapping, identical to the item being mailed.

Each deposit of Special Handling mail must include the exportable file of Mailing Plans generated and imported into the EST.

Customers are not required to complete an Agreement but must fill out an *Order (Statement of Mailing)* for each deposit. The customer's signature on the *Order (Statement of Mailing)* confirms that the customer has acknowledged and read the Terms and Conditions on the back of the paper *Orders (Statements of Mailing)* or included with the electronic *Order (Statement of Mailing)*.

### 2.1 Deposit location types

We have assessed the capabilities of our deposit locations to ensure they are properly equipped and capable of handling your mail efficiently and on time. The type of mail and the volume which can be accepted in each of these facilities have been defined into the following Deposit Location Types:

| LOCATION TYPE                            | DEFINITION  |
|--|---|
| <b>Receipt Verification Units (RVUs)</b> | Accepts all products and all volumes with the exception of machineable mail (i.e.: mail prepared in accordance with the Machineable Mail Specifications). Not all RVUs are approved to accept all types of Machineable Mail.  |
| <b>Commercial Deposit Centres (CDCs)</b> | Facilities that are equipped to accept, verify, and process commercial mailings with the exception of Machineable Publications Mail (customers will be referred to the nearest RVU). Commercial mailings deposited at a CDC will continue to be processed at a Canada Post mail processing plant. Customers exceeding the acceptable volumes will be referred to the nearest RVU. |
| <b>Corporate Post Offices</b>            | Accepts all commercial products except Machineable Publications Mail. These deposit locations can accept up to the equivalent of five containers. Customers exceeding the acceptable volumes will be referred to the nearest CDC or RVU.  |
| <b>Delivery Facilities</b>               | Accepts Neighbourhood Mail™ for local delivery (to a maximum of full coverage for the Delivery facility).   |

## 2.2 Where to deposit

All items must be deposited with an authorized representative at the deposit location selected on the *Order (Statement of Mailing)*. Items cannot be deposited into street letter boxes or other mail receptacles.

Daily maximum volumes of mail apply for certain types of deposit locations.

| RECEIPT VERIFICATION UNIT (RVU) | COMMERCIAL DEPOSIT CENTRES (CDC)* |                    |                    | CORPORATE POST OFFICE* |               | DELIVERY FACILITY |
|---------------------------------|-----------------------------------|--------------------|--------------------|------------------------|---------------|-------------------|
|                                 | LEVEL 1                           | LEVEL 2            | LEVEL 3            | LEVEL 1                | LEVEL 2       |                   |
| No maximum                      | 2 shipping units**                | 3 shipping units** | 7 shipping units** | 5 containers           | 12 containers | N/A               |
|                                 | (monotainers/pallets)             |                    |                    |                        |               |                   |

\* This location type is not equipped to process mail received in monotainers or pallets that are double-stacked.

\*\* A monotainer can accommodate approximately 48 letterflainers (LFTs) (40 letterflainers with lids) or 24 Flats tubs.

**NOTE:** Commercial Deposit Centre (CDC) Levels 1, 2 and 3 and Delivery Facilities are not equipped to process mail received in monotainers or pallets that are double-stacked.

A look-up tool called **Find a Deposit Location** is available at [canadapost.ca/depositlocations](http://canadapost.ca/depositlocations) to help you identify the right deposit location for your mailing based on Postal Code<sup>OM</sup>, mail type and quantity. In addition, this tool will provide further information such as the deposit location address and deposit location cut-off times.

**NOTE:** Items deposited after the deposit location cut-off times are considered as being deposited on the next business day.