Invoice Data Import Specifications

Overview

On July 2, 2025, Canada Post will move from our legacy SAP platform to the next-generation, cloud-based SAP solution. As a result of this transformation, you'll benefit from streamlined billing and invoicing.

In addition to the invoice PDF, Canada Post offers the same information in an invoice file for reconciliation purposes. Customers who have multiple locations and a central payer can simply analyze the combined invoices for multiple accounts in this single data file.

Use your data file to:
- Ingest information from the invoice file into a spreadsheet, database or financial reporting system.
- Review your Canada Post invoice data for all products
- Review invoice data for multiple accounts
- Conduct a more comprehensive analysis of your invoice by integrating it with your internal data

Changes to the data file:
The specifications for the invoice data file outlined in this document will come into effect July 2, 2025. There are some changes being made to the file compared to what you see today. To help you identify any adjustments you may need to make on your end, each change is outlined in this document. Please note that some changes are being made to the invoice data file received through Connect or SFTP, while others are already included in the Connect file and are now being incorporated into SFTP file.

Retrieving your data file invoice
If you have requested a data file, you will receive it at the same time as your regular invoices. The file invoice will continue to be sent through Connect or SFTP, Canada Post's secure electronic delivery method.

Layout and File specifications

The Electronic Invoice Data File is a variable-length delimited text file that can easily be imported into database applications such as MS Access or spreadsheet applications such as MS Excel. Starting July 2, 2025, there are both format and data structure changes to the invoice data file, please note the following:

- the number of fields in the file is not changing
- the content within certain fields, fields lengths and field types will be changing, please refer to the invoice specification
- the file extension / type will be .txt
- the naming convention for the file will be Canada_Post_Invoice_20241205124350_1.txt
- the new file will be delimited with semi-colons (;) and will contain quotes (") as text qualifiers

The Electronic Invoice Data file consists of Header and Detail record layouts. The Header record provides information that can be used to identify the sender, the date and time the file was created and the email recipient. There are also data control values such as total documents (invoices), total dollar value of all transactions and total number of lines on the file that are used by Canada Post to validate that the file is complete and to ensure all transactions are accounted for. The Header record is a single line of data and is the very first line included in the file.

The Detail record contains transaction summary and line level detail information applicable to each invoice and adjustment transaction included in the file. Within the Detail record, transactions will be sorted by customer number and then invoice number sequence. All transactions on the file will consist of a single summary line and one or more lines containing details. The summary lines are designated with an "S" and will appear first in the file followed by the detail lines, which are designated with a "D". Files containing more than one invoice or adjustment for the same customer number will consist of multiple summary line items followed by detail line items as depicted in the example below.

> Summary – Cust # 1 – Invoice 123
> Detail – Cust # 1 – Invoice 123 – Line A
> Detail – Cust # 1 – Invoice 123 – Line B
> Detail – Cust # 1 – Invoice 123 – Line C

Note 1 Acceptable characters for columns 35, 36, 37, 38, and 39 inclusive:

English	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
French	à	â	é	è	ê	ë	î	ï	ô	ù	û	ü	ÿ													
	À	Â	Ç	É	È	Ê	Ë	Ï	Î	Ô	Ù	Û	Ü													
Numbers	1	2	3	4	5	6	7	8	9	0																
Others	#	/	,	.	-																					

Please note any character that is **<u>not</u>** listed in the above table will be replaced by a question mark (?).

File record layout

The record layout detailed below provides a list of the data elements and their specific location on the electronic data file. There are no changes to the Header portion of the data file, but note that data values are now separated by a comma (,):

#	Element (all are text format)	Description
1	CPC identification (based on language of preference)	Canada Post or Postes Canada – identifies the sender of the invoice data file
2	Email recipient	Email address of customer receiving the file (as per Department Z100 in master data of the payer partner function)
3	Language of preference (LOP)	English or French
4	Interface – System date and time	System generated date and time for reference – ex: 20050418041508 (YYYYMMDDHHMMSS)
5	Total document count	Provides a count of the total number of documents (invoices) included in the file
6	Total file line count (excluding header)	Provides a count of the number of lines in the detail record
7	Total detail amount	Total amount of all invoices in the file. A sum of the total amount field from the detail record.
8	Credit Terms (based on LOP)	"Annual interest of 18% on unpaid balances" or "Des intérets de 18% par année seront ajoutés au solde après l'échéance"
9	Remittance address (based on LOP)	Language of Preference driven, if LOP = E then "CANADA POST CORPORATION, ACCOUNTS MANAGEMENT GROUP, 2701 RIVERSIDE DR, OTTAWA, ON, K1A 1L7", else "SOCIETE CANADIENNE DES POSTES, GESTION DES COMPTES, 2701 PROM RIVERSIDE, OTTAWA, ON, K1A 1L7"
10	Tax registration number	CPC registration no./No d'enregistrement de la SCP: GST/TPS 119321495, QST/TVQ 1006393299
11	Account enquiries	Account inquiries/Renseignements sur le compte: 1- 800-267-7651, cmg@canadapost.ca/cmg@postescanada.ca
12	Security	Subject line from secure email

Detail Record

The record layout detailed below provides a list of the data elements, their specific location on the electronic data file, and a description of the changes being made. Note that some changes are being made to the data file invoice received through Connect <u>or</u> SFTP, while others are already included in the Connect file and are now being incorporated <u>only</u> into the SFTP file. In all cases, data values are now separated by a comma (,) as the delimiter.

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
1	Line Number	10	Provides a reference point for each line on the invoice file	No change	-
2	Record Type	2	Indicates the line as summery (S) or detail (D)	No change	-
3	Interface – System date and time	20	System-generated date and time for reference – e.g. 20050418041508 (YYYYMMDDHHMMSS)	No change	-
4	Payer customer number	10	Customer number of the payer partner	No change	-
5	Payer customer name	40	Customer name of the payer partner	No change	-
6	Payer customer address Street 1	60	Customer address Street 1 of the payer partner	Field length is changing from 40 to 60 characters.	Connect SFTP
7	Payer customer address Street 2	40	Customer address Street 2 of the payer partner	No change	-
8	Payer customer city	40	Customer city of the payer partner	Field length is changing from 10 to 12 characters.	Connect SFTP
9	Payer customer province	2	Customer province of the payer partner	No change	-
10	Payer customer postal code	10	Customer postal code of the payer partner	No change	-
11	Document type	10	Billing type	Only one invoice type will appear in this field: (I1) CPC Common Invoice. Previous invoice types are no longer being used.	Connect SFTP
12	Invoice number	12	Used for the Invoice #, Debit Adjustment # or the Credit Adjustment #	Field length is changing from 10 to 12 characters. Invoice number will be 11 characters.	Connect SFTP

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
13	Manifest, Statement of Mailing or PO Number	20	Identifies the induction order document or the purchase order	No change	-
14	Manifest, Statement of Mailing or PO date	10	The induction date or the shipment date	No change	-
15	Customer Order Reference	20	A 12-character alphanumeric order level reference that is captured from manual orders (Your Reference Number) or transmitted electronically from the Electronic Shipping Tools software (Customer/Shipper Reference Number) or from capable Third-party Shipping systems or for parcel returns, the customer return policy identifier	No change	-
16	Cost Centre reference	30	A 30-character alphanumeric line level reference transmitted electronically from the Electronic Shipping tools software (Cost Centre reference) or from capable Third-Party Shipping Systems	No change	-
17	Induction Site Name	30	Name of the Canada Post mail induction site	No change	-
18	Order Number / Original PIN ID	20	Order #: required for shipment-based order invoices / original PIN ID for parcel returns	No change	-
19	Delivery number / Original Manifest	20	Delivery #: required for shipment-based order invoices / original manifest number for parcel returns	No change	-
20	Delivery date / Return reason / PO Box renewal	20	Date of delivery: required for shipment- based order invoices / reason for return / renewal dates from-to for PO Box	No change	-

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
21	Sold-to customer number	10	Customer number of the sold-to customer for the given document	No change	-
22	Sold-to customer name	40	Customer name of the sold-to partner for the given document	No change	-
23	Sold-to customer identification	40	4th field of the customer name in master data	Field length is changing from 30 to 40 characters	Connect SFTP
24	Operating as name	40	Customer operating as name	No change	-
25	Sold-to customer address Street 1	60	Customer address Street 1 of the sold-to partner for the given document	Title of this field is changing from "Street 2" to "Street 1". Field length is changing from 40 to 60 characters.	Connect SFTP
26	Sold-to customer city	40	Customer city of the sold-to partner for the given document	Field length is changing from 30 to 40 characters.	Connect SFTP
27	Sold-to customer province	2	Customer province of the sold-to partner for the given document	No change	-
28	Sold-to customer postal code	10	Customer postal code of the sold-to partner for the given document	No change	-
29	Mail prepared by customer number	10	Customer number of the mail prepared-by partner for the given document	No change	-
30	Mail prepared by customer name	40	Customer name of the mail prepared-by partner for the given document	No change	-
31	Mailed on behalf of customer number	10	Customer number of the mailed-on-behalf -of partner for the given document	No change	-
32	Mailed on behalf of customer name	40	Customer name of the mailed-on-behalf-of partner for the given document	No change	-
33	Key Transaction Reference number	10	Business Reply Mail (BRM) piece number or site number of retail transaction.	This field will no longer contains the Ship to customer number. It will contain the BRM number or retail site number, when applicable. The title of this field will change accordingly.	Connect SFTP

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
34	Key Transaction Reference Name	40	Example can be a site name for PO Box Rental for retail transaction.	This field will no longer contain the Ship to customer name. It will contain the name relevant to the BRM or retail site number in field 33. The title of this field will change accordingly.	Connect SFTP
35	Ship-to country	2	Country of destination for international parcel	1. The title of this field is changing from "Ship to Customer country" to "Ship to country". 2. Field length is changing from 40 to 2 characters. 3. Previously contained delivery address for inventory orders or defaulted to "sold to party delivery data". Will now contain data for parcel destination address.	1. Connect SFTP 2. Connect SFTP 3. SFTP
36	Ship-to address Street	40	Delivery street. Destination address /new partner data for parcel and PO Box location for the given document / on demand pickup location. *Acceptable characters – refer to Layout and File Specification section under Note 1*	1. The title of this field is changing from "Ship-to customer address street 1" to "Ship to address Street". 2. Previously contained delivery address for inventory orders or defaulted to "sold to party delivery data". Will now contain data for parcel destination address.	1. Connect SFTP 2. SFTP

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
37	Ship-to city	40	Delivery city. Destination address /new partner data for parcel and PO Box location information for the given document / on demand pickup location. *Acceptable characters – refer to Layout and File Specification section under Note 1*	1. The title of this field is changing from "Ship to Customer city" to "Ship to city". 2. Field length is changing from 30 to 40 characters. 3. Previously contained delivery address for inventory orders or defaulted to "sold to party delivery data". Will now contain data for parcel destination address.	1. Connect SFTP 2. SFTP 3. SFTP
38	Ship-to province	3	Delivery province / region / state. Destination address /new partner data for parcel and PO Box location information for the given document / on demand pickup location. *Acceptable characters – refer to Layout and File Specification section under Note 1*	1. The title of this field is changing from "Ship to Customer province" to "Ship to province". 2. Field length is changing from 2 to 3 characters. 3. Previously contained delivery address for inventory orders or defaulted to "sold to party delivery data". Will now contain data for parcel destination address.	1. Connect SFTP 2. Connect SFTP 3. SFTP
39	Ship-to postal code	10	Delivery postal code or zip code. Destination address /new partner data for parcel and PO Box location information for the given document / on demand pickup location *Acceptable characters – refer to Layout and File Specification section under Note 1*	1. The title of this field is changing from "Ship-to customer postal code" to "Ship to postal code". 2. Previously contained delivery address for inventory orders or defaulted to "sold to party delivery data". Will now contain data for parcel destination address.	1. Connect SFTP 2. SFTP
40	Future use	10	Future use	This field will not contain any data. Previously, this field contained the contract number which is no longer required.	Connect SFTP

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
41	Invoice date	10	Invoice date	No change	-
42	Invoice Due Date	10	Invoice due date (as per terms for the given customer)	No change	-
43	Payment Terms	40	Payment terms of the invoice	No change	-
44	Declared, verified or original invoice number	25	Applicable to adjustments only; each of these three elements will be presented on subsequent lines	Field length is changing from 20 to 25 characters.	Connect SFTP
45	Article number	60	Article number or blank if record pertains to Address Accuracy	No change	-

46	Service Description / Return Service description	40	Article description; any additional mailing info or additional charges will appear as separate records/ return service description	Type of Return Service is being added to this field. This data was previously included in field 55:
				    RTF - return to sender
				    ANTIC - anticipated
				    AUTH - authorized
					SFTP

47	Product identification	40	Event Manager barcode item identifier (tracking) Number for Parcel invoices; late payment fee days overdue	No change	-
48	Additional information #1	80	Postal / Zip Code of shipped-from location (parcels), or CPC code description for codes 6, 16 and 17 only	No change	-
49	Additional information #2	80	Postal /Zip Code of the shipped-to location (parcel), or Start and End date of Publications Annual Fee	No change	-
50	Additional information #3	80	Customer return policy identifier instructions for: • Parcel returns, label cancellation refund, length x Width x height dimensions (outbound/service • Adjustment for parcels) or claims settlement	No change	-

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
51	Quantity shipped	20	Quantity of items shipped	No change	-
52	Weight/VE per piece	20	Billed weight or volumetric equivalent of actual Weight (VE) is on per-piece basis (total weight/VE for summary record	No change	-
53	Price per piece/Rate	20	Rate per piece	No change	-
54	Weight price	20	Additional rate per weight for communications business services	No change	-
55	Rate Code	20	Rate code used for parcel billing types to determine the price per piece based on origin and destination postal codes	Return Service Description has been removed from this field and is now included in field 46.	SFTP
56	Base charge	20	Base charge associated with the article, before Taxes, surcharges and discounts	No change	-
57	Quantity for COD	20	Quantity for COD	No change	-
58	COD charge	20	COD charge applicable to the line item	No change	-
59	Quantity for additional coverage	20	Quantity for additional coverage	No change	-
60	Additional coverage charge	20	Additional coverage charges applicable to line item	No change	-
61	Quantity for delivery confirmation	20	Quantity for delivery confirmation	No change	-
62	Delivery confirmation charge	20	Delivery confirmation charge applicable to line item	No change	-
63	Quantity for signature option	20	Quantity for signature option	No change	-
64	Signature option charge	20	Signature option charge applicable to line item	No change	-
65	Quantity for Oversize / Not packaged	20	Quantity for Oversize / Not packaged	No change	-
66	Oversize / Not packaged charge	20	Oversize / Not packaged charge applicable to line item	No change	-

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
67	Quantity for mailing tubes	20	Quantity for mailing tubes	No change	-
68	Mailing tubes charge	20	Mailing tubes charge applicable to line item	No change	-
69	Delivery option description	20	Delivery option description (ex, Monday evening, Saturday, etc.)	No change	-
70	Quantity for Do Not Forward/ Personalized Mail Return Postage Guarantee	20	Quantity for Do Not Forward / Personalized Mail Return Postage Guarantee	No change	-
71	Do Not Forward/ Personalized Mail Postage Guarantee charge	20	Do Not Forward/ Personalized Mail Return Postage Guarantee charge applicable to line item	No change	-
72	Quantity for Registered	20	Quantity for Registered	No change	-
73	Registered charge	20	Surcharge for registered pieces	No change	-
74	Non-compliance quantity	20	Future use	Fields 74 & 75 will not contain quantity and charges for non-compliance/machineability. This data was previously rolled into the base charge.	Connect SFTP
75	Non-compliance charges	20	Future use		
76	Quantity for transportation	20	Quantity for transportation	No change	-
77	Transportation charge	20	Surcharge for transportation	No change	-
78	Quantity for Address Accuracy	20	Quantity for Address Accuracy	No change	-
79	Address Accuracy percentage (%)	20	Address Accuracy percentage (%)	No change	-
80	Address Accuracy expiry date	20	Address Accuracy expiry date	No change	-
81	Address Accuracy charge	20	Surcharge for Address Accuracy	No change	-
82	Quantity for phantom surcharge	20	Quantity for phantom volume surcharge	No change	-
83	Phantom surcharge	20	Phantom volume surcharge	No change	-
84	Quantity for Advice of Receipt	20	Quantity for Advice of Receipt	No change	-

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
85	Advice of receipt surcharge	20	Advice of receipt surcharge	No change	-
86	Declared weight	20	Declared weight for parcels	The title of this field is changing from "OCR adjustments" to "Declared weight" to better describe data contained in this field.	SFTP
87	Automated Partner Payment	20	Commission Fees	No change	-
88	Automated Partner Payment	20	Transaction Fees	No change	-
89	Automated Partner Payment	20	Input Tax Credit	No change	-
90	Emergency Order Fee	20	Emergency order fee	No change	-
91	SAA surcharge	20	Application of a surcharge in the form of dollar value or percentage based on destination and origin address	No change	-
92	SAA Discount	20	Application of a discount in the form of dollar value or percentage based on destination and origin address	No change	-
93	Barcode Quality anomaly quantity	20	Barcode Quality anomaly quantity	Removing "On-Demand Pick Up" from the title of this field to better describe the data contained here. Quantity for On-Demand Pick up is reported in field 51.	
94	On-Demand Pick Up / Barcode Quality anomaly value	20	On-Demand Pick Up / Barcode Quality anomaly value	No change	-
95	Signature Name	30	Signature name for parcel returns	No change	-
96	Future Use	20	Future Use	Fields 96 & 97 will not contain any data. They previously contained the Automation Discount Rate and Value no longer in use.	Connect SFTP
97	Future Use	20	Future Use		
98	Fuel surcharge rate (%)	20	Fuel surcharge rate (%)	No change	-

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
99	Fuel surcharge value	20	Fuel surcharge value	No change	-
100	Delivery to Post Office / Home Quantity	20	Delivery to Post Office / Home Quantity	No change	-
101	Delivery to Post Office / Home Quantity	20	Delivery to Post Office / Home Quantity	No change	-
102	Manual Document Surcharge / Package Redirection Fee	20	Manual Document Surcharge / Package Redirection Fee	No change	-
103	Future Use	20	Future Use	Fields 103 - 109 will not contain any data. They previously contained Adcard charges no longer in use.	SFTP
104	Future Use	20	Future Use		
105	Future Use	20	Future Use		
106	Future Use	20	Future Use		
107	Future Use	20	Future Use		
108	Future Use	20	Future Use		
109	Future Use	20	Future Use		
110	Quantity for Proof of Identity	20	Quantity for Proof of Identity	No change	-
111	Proof of Identity Value	20	Proof of Identity Value	No change	-
112	Quantity for Proof of Age	20	Quantity for Proof of Age	No change	-
113	Proof of Age value	20	Proof of Age value	No change	-
114	Neighbourhood Mail specific Start date	20	Neighbourhood Mail specific Start date	No change	-
115	Seasonality or Partner Discount / Neighbourhood Mail rural pricing	20	Seasonality or Partner Discount / Neighbourhood Mail rural value	No change	-
116	Auto-billing charge	20	Auto-billing charge	No change	-
117	Supplier authorization number	20	Unique identifier for the authorization of the account funds supplier to the customer	No change	-

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
118	Supplier transaction number	35	Unique identifier for the transaction generated by the service provider; it must be possible to retrieve the original request through this transaction identifier	No change	-
119	Supplier account number	20	Unique identifier of the service provider account. The service provider uses the account of the supplier in the framework of the process of authorization.	No change	-
120	Out of Spec	20	Parcel Out of Spec surcharge when an item exceeds the maximum allowable weight/size	No change	-
121	Customer ref # 1	60	Used for account at the master data level (a reference that will appear on every invoice at the account level)	1. This field in the SFTP file is currently empty. Starting July 2, it will contain customer requested reference data. 2. Field length is changing from 20 to 60 characters.	1.SFTP 2.Connect SFTP
122	Customer ref # 2	60	Used for account at the master data level (a reference that will appear on every invoice at the account level)	1. This field in the SFTP file is currently empty. Starting July 2, it will contain customer requested reference data. 2. Field length is changing from 20 to 60 characters.	1.SFTP 2.Connect SFTP
123	Reference # 1	35	Reference at the line item level	1. This field in the SFTP file is currently empty. Starting July 2, it will contain reference data provided by the customer from via a shipping tool. 2. Field length is changing from 20 to 35 characters.	1.SFTP 2.Connect SFTP

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
124	Reference # 2	35	Reference at the line item level	1. This field in the SFTP file is currently empty. Starting July 2, it will contain reference data provided by the customer from via a shipping tool. 2. Field length is changing from 20 to 35 characters.	1.SFTP 2.Connect SFTP
125	Additional information	20	Reference at the line item level	This field in the SFTP file is currently empty. Starting July 2, it will contain reference data provided by the customer from via a shipping tool.	SFTP
126	Transmitted Order value (before tax)	20	Transmitted order value (before tax) SD adjustments and LPF	No change	-
127	Contract discount 1 – Rate	20	Agreement driven	No change	-
128	Contract discount 1 – Amount	20	Agreement driven	No change	-
129	Contract discount 2 – Rate	20	Agreement driven	No change	-
130	Contract discount 2 – Amount	20	Agreement driven	Title of this field is changing from "Discount 3" to "Discount 2"	Connect SFTP
131	Promotional discount 1 – Rate	20	Promotional discounts applied to shipment charge	Fields 131 & 132 will contain promotional discount rate & amount applied to shipping charges. These fields previously contained charges for one-time/one day discounts.	Connect SFTP
132	Promotional discount 1 –Amount	20	Promotional discounts applied to shipment charge		
133	Promotional discount 2 – Rate	20	Promotional discount applied to option or surcharge	Fields 133 & 134 will contain promotional discount rate and amount applied to options or surcharges. These fields previously contained charges related to platform discount.	Connect SFTP
134	Promotional discount 2 –Amount	20	Promotional discount applied to option or surcharge		

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
135	Other	20	Example Donations given for Community Foundation	This field will contain any additional charges/donations not accounted for in other fields. It was previously titled "Promotional Discount 3 rate" and contained the rate(s) related to registration discounts.	Connect SFTP
136	Future use	20	Future use	This field will not contain any data. It was previously titled "Promotional discount 3 - amount" and contained charges related to registration discounts.	Connect SFTP
137	Metered Amount	20	Full or partial metered amount	No change	-
138	Net charge	20	Amount for this line item (including the additional charges / discount fields 56, 58, 60, 62, 64, 66, 68, 71, 73, 75, 77, 81, 83, 85, 90, 91, 92, 94, 99, 101, 102, 111, 113, 114, 115, 116, 128, 130, 132, 134, 135, 137) before applicable taxes	Updating the fields included in the Net Charge based on changes made to the file.	Connect SFTP
139	GST amount	20	GST amount for line item	No change	-
140	HST amount	20	HST amount for line item	No change	-
141	PST amount	20	PST amount for line item	No change	-
142	GST/HST status	30	To identify the GST/HST tax status for the line item (taxable, exempt, zero rated)	No change	-
143	PST status	30	To identify the PST tax status for the line item (taxable, exempt, zero rated)	No change	-
144	Payment	20	Credit Card Payment	No change	-
145	Total Charges	20	Sum of the Net Charge and applicable taxes	No change	-
146	Provincial tax code	3	Province abbreviation related to taxes levied	Field length is changing from 2 to 3 characters.	Connect SFTP

#	Data Element (all are text format)	Length	Element Description	Change Description	File being changed
147	Message box (based on LOP)	360	Canada Post message to the customer / included description for barcode anomaly	No change	-