

CANADA POSTES
POST CANADA



Electronic
Shipping Tools

User Guide

Online Version

Express Order Entry



Unaddressed Admail - Secure solution

Revised January /2018

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1.0 Introduction

About *Express Order Entry* – **Neighbourhood Mail** – Secure solution

Express Order Entry - Neighbourhood Mail is an easy solution to use, accessible via your secured corporate Website. The *Express Order Entry* option is aimed at Neighbourhood Mail mailers who choose to mail to only one delivery area at a time and is a fast, free and convenient way to target, prepare and pay for your Neighbourhood Mail Orders in 4 easy steps. It automatically prepares all the required bar-coded documentation, applies the applicable contract price and deducts the automation incentive. *Express Order Entry* via the Canada Post's website provides access to Total Points of Call and respect Consumer's Choice coverage.

The key features of *Express Order Entry* (EOE) - Neighbourhood Mail include ease of use, simple order creation, and quick and easy online credit card payment (no bills to worry about; accurate and cost effective).

There are 4 steps to create your Neighbourhood Mail EOE order. As follows:

- Step 1: Create My Order page
- Step 2: Delivery Details - Target Area and Coverage;
- Step 3: Paying For My Mailing and Submitting my Order;
- Step 4: Printing My Express Order Entry documentation.

To successfully complete the ordering process, Adobe Reader version 4.0 or higher must be installed on your system, you must have a valid credit card (American Express, Master Card or Visa), and your system must be connected to a printer capable of printing on 21.5 x 28.0 cm (8.5" x 11") sheets of paper

2.0 Creating an Order – Step 1

2.1 "About My Mailing" page

The screenshot shows the 'Create My Order' page for 'About My Mailing'. The page is titled 'Create My Order' and is step 1 of a 4-step process. It includes a 'Postal Code Look Up' section with a 'Click here to find a postal code' link. There is also an 'Online Maps' section with a 'Click here if you need to determine the delivery area.' link. The 'First 3 characters of the Postal Code' field is empty. The 'Title of Mail Piece' field is empty. The 'Drop-off Date' is set to '2007/12/07 (Fri)'. The 'My Reference (Optional)' field is empty. The 'Householder Counts Data' section has 'Consumers' Choice' selected. The 'Size of the items in my mailing' section has 'Standard' selected, with options for 'Standard', 'Oversize 1', and 'Oversize 2'. The 'Standard' option is described as 'Up to 30.5 x 35.24 cm (12" x 8")'. The 'Oversize 1' option is described as 'Up to 30.5 x 22.85 cm (12" x 9")'. The 'Oversize 2' option is described as 'Up to 35.56 x 28 cm (14" x 11")'. The 'Each Item is less than or equal to 50 g (1.8 oz)' option is selected. The 'Enter the weight in grams for Items over 50 g (1.8 oz)' field is empty.

This page allows you to capture all necessary mailing information to create your *Express Order Entry* - Neighbourhood Mail orders.

You may consult the Postal Code Look Up and/or Online Maps by clicking on the direct link.

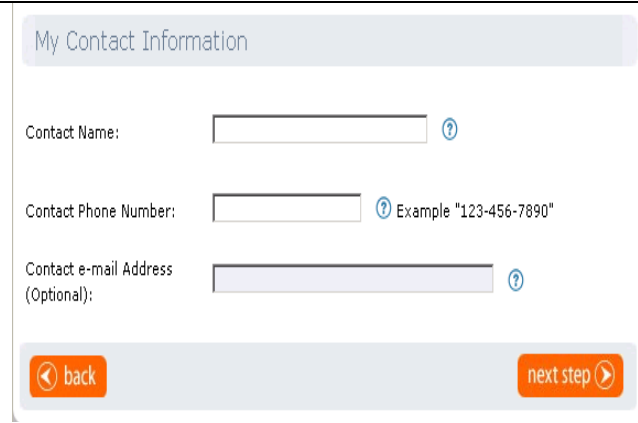
Each field is described below. For a step by step demonstration, click here to consult the [HOW DO I](http://www.canadapost.ca/ESTHowDoI) tutorial.

For further Neighbourhood Mail Express Order Entry information see: www.canadapost.ca/business/offerings/est_light/default-e.asp

The following table provides a description of the FIELDS component

Fields	Description
First three characters of the Postal Code	Enter the first three characters of the postal code - known as the Forward Sortation Area (FSA) – for the area you wish to have your items delivered to or click Postal Code look up or online maps (see example below) to determine the appropriate postal code characters to enter in this field. Please note that you may only select one Delivery Installation per order.
Title of Mail Piece	You may enter an alpha or numeric description that can be used to identify your mail item for your reference, e.g. “Bill Smith 123 Main ST – Nov. 1”.
Drop-off date	The drop-off date for your mailing is today’s date or any business day within the subsequent 7 calendar days. Mail items must be dropped-off on business days only i.e. excluding weekends and statutory holidays. Orders received beyond the subsequent 7 calendar days, from the date your order was created will not be accepted.
My reference (Optional)	This field is reserved for your own use. You may enter up to 12 characters in this field e.g. file number, campaign code, etc. This is not a mandatory field.
Householder Counts Data Type	<i>Consumers’ Choice</i> data reflects the number of Canadian households wishing to receive unaddressed advertising material. <i>Total Points of Call</i> data reflects all Canadian households where Canada Post delivers mail and is only available for certain types of Neighbourhood Mail mailings; House of Commons mailings, community newspapers, Elections Canada and provincial chief electoral officers’ mailings and, municipal electoral mailings.
Size of the items in my mailings* Indicate if the thickness of the item is thicker than 1.9 cm (0.75 in.) by selecting in the checkbox.	It is mandatory to select one of three Size options: <ul style="list-style-type: none"> - Standard up to 30.5 x 15.24cm (12” x 6”) - Oversize 1 up to 30.5 x x 28 cm (12" x 11") - Oversize 2 up to 35.56 x 28 cm (14” x 11”) Indicating the size of your mail piece is critical as this determines the Delivery Cycle as well as the Delivery Modes your business can target. Note: If Oversize 2 is selected, a warning message will appear indicating that mail pieces of this size can only be delivered to Non-Letter Carrier routes.
Each item is less than or equal to 50 g (1.8 oz)	This box is checked by default. If your items weigh less than or equal 50 grams (1.8 oz), you simply go to the next section. To help determine the weight of an item, you may visit our local Post Office to have your item weighed. Your items will be subject to verification at the drop-off location. Note that an average size postcard of approximately 13.9 x 21.5 cm (5.5 x 8.5 in) weighs approximately 6 g (0.2 oz).
Enter the weight in grams for items over 50 g (1.8 oz.)	If the weight of each item is greater than 50 g (1.8 oz), you must indicate the exact weight of each item, as this will determine your price per item. To help determine the weight of an item you may visit your local Postal Outlet to have your item weighed. Your items will be subject to verification at the drop-off location.



2.2 “My Contact Information” page

	<p>Enter your Contact Name, telephone number and the Email address (optional).</p> <p>Then press the <i>Next Step</i> command button to continue the creation of your order or the <i>Back</i> button to return to the previous page to make changes.</p>
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The following table provides a description of the FIELDS component.


Command Button	Result of Invocation
Contact Name	Enter the name of the person you would like Canada Post to contact should there be a need.
Contact Phone Number	Enter the phone number for the contact person you would like Canada Post to contact should there be a need to.
Contact Email address (Optional)	Enter the Email address for the contact person you would like Canada Post to contact should there be a need to. This is not a mandatory field.

The following table provides a description of the COMMAND BUTTONS functionality.

Command Buttons	Result of Invocation
	Takes you back to the previous page;
	Takes you to the next step of creating your order.

3.0 Capturing Delivery Details - Target Area and Coverage – Step 2

3.1 Delivery Details for the Mailing

 <p>The screenshot shows the 'Create My Order' page at step 2. The 'Delivery Details for My Mailing' section is highlighted. It displays: 'First 3 characters of the Postal Code you selected: JBL', 'Postal Delivery Outlet: GATINEAU - STN - BUCKINGHAM, 107 MACLAREN RUE E, GATINEAU QC J8L2G0', and a link to 'Carrier (LC) walk maps'.</p>	<p>This section allows you to capture all necessary delivery details for your mailing. The FSA/PC you have selected in Step 1 is displayed here; if you wish to modify it, you must return to Step 1 using the <i>Back</i> command button.</p> <p>The address associated to the FSA of the Post Office that will deliver your items is also displayed here.</p> <p>You may also consult the FSA Maps and associated Letter Carrier (LC) walk maps by clicking on the direct link.</p> <p>If you are satisfied with the information, you may scroll down the page to select your Target Area.</p>
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The following table provides a description of the FIELDS component.

Fields	Description
First 3 characters of the Postal Code you selected	The first 3 characters of the Postal Code you have entered in Step 1: to change this value, use the <i>Back</i> button to return to the previous screen.
Post Office	This is the Post Office address that will deliver your items.
FSA Maps and associated Letter Carrier (LC) walk maps	After selecting “Online Maps” follow the steps described hereafter to locate the first characters of the postal code, known as the FSA and to locate the area where you wish your Items to be delivered: <ol style="list-style-type: none"> 1. If the date you will be dropping-off your mailing is after the valid end date indicated under the heading “CURRENT DATA” on the screen, select “PENDING DATA”; 2. Select the map for the Province or Territory for your mailing; 3. Select the map for the city where you wish your Items to be delivered;

4. Select the FSA (first three characters of the postal code) where you wish your Items to be delivered. This can be done by clicking on the selected FSA shown on the FSA map, or by clicking on the FSA listed in the legend, found at the bottom of the map;
5. Select the Letter Carrier Walk Map” for the FSA selected – this will display a map showing all of the Letter Carrier walk numbers within the FSA you have selected;
6. Record the FSA and Letter Carrier walk number(s) where you wish your items to be delivered;
7. Close down all pages and return to “Create my Order”;
8. Record the Letter Carrier walks where you wish your Items to be delivered.

3.2 Selecting the Target Area

Target Area

You may select to have your pieces delivered to Houses, Apartments, Farms and / or Businesses or any combination of the four.

- Houses Apartments
 Farms Businesses

This section requires that you select your **Target Area**, which will then determine the total number of items required for your mailing.

First, you need to define your Target Area by selecting **Houses, Apartments, Farms or Businesses**, or any combination of the four.

Note: Indicating the size of your mail piece is critical as this determines the Delivery Cycle as well as the Target Area and Delivery Modes your business can target. (see section 2.1)

1. ALL DM

Select	FSA/ PC	Delivery Mode	Delivery Installation Name	Houses	Apartments	Farms	Businesses	Total Distribution	Desired Total
<input checked="" type="checkbox"/>	ALL	Auto complete split walks							
<input checked="" type="checkbox"/>	H3A			54	2019	0	1918	3991	3991
<input checked="" type="checkbox"/>	H3B			505	14	0	2644	3163	3163
<input checked="" type="checkbox"/>	H3C			705	2188	0	1339	4232	4232
<input checked="" type="checkbox"/>	H3J			1243	3235	0	306	4784	4784
<input checked="" type="checkbox"/>	H4C			5148	2240	0	1312	8707	8707
<input checked="" type="checkbox"/>	H5A			0	0	0	39	39	39
Totals:				7653	9705	0	7558	24916	24916

This section allows you to select the desired **Delivery Modes (DM)** for your mailing.

1. You may choose to cover **all** the Delivery Modes from all of the Delivery Installations simply by clicking on the “All” command button. The total distribution is automatically calculated by the system.

Note: By selecting the “ALL” button, the FSA checkboxes will be populated automatically.

2. Specific DM

Select	FSA/ PC	Delivery Mode	Delivery Installation Name	Houses	Apartments	Farms	Businesses	Total Distribution	Desired Total
<input checked="" type="checkbox"/>	H3A			0	0	0	0	3991	0
<input checked="" type="checkbox"/>	H3B			0	0	0	0	3163	0
<input checked="" type="checkbox"/>	H3C			543	1994	0	615	4332	2784
<input checked="" type="checkbox"/>	DR 0000	MONTREAL PDF A		0	0	0	1	1	1
<input checked="" type="checkbox"/>	LB 0001	MTL-ST-JACQUES		74	0	0	144	218	0
<input checked="" type="checkbox"/>	LC 0009	MONTREAL PDF A		0	0	0	61	61	61
<input checked="" type="checkbox"/>	LC 0010	MONTREAL PDF A		0	68	0	94	162	162
<input checked="" type="checkbox"/>	LC 0011	MONTREAL PDF A		0	0	0	1	1	1
<input checked="" type="checkbox"/>	LC 0012	MONTREAL PDF A		127	71	0	62	260	260
<input checked="" type="checkbox"/>	LC 0015	MONTREAL PDF A		0	74	0	4	78	78
<input checked="" type="checkbox"/>	LC 0016	MONTREAL PDF A		37	369	0	16	451	0
<input checked="" type="checkbox"/>	LC 0017	MONTREAL PDF A		147	209	0	10	366	365
<input checked="" type="checkbox"/>	LC 0027	MONTREAL PDF A		146	0	0	25	171	171
<input checked="" type="checkbox"/>	LC 0028	MONTREAL PDF A		51	194	0	128	373	0

2. Or, you may select **specific** Delivery Modes within the FSA (routes that will cover where you wish to have your items delivered). This option requires that you select each line of the required Delivery Mode. The Total Distribution for each line will automatically be calculated by the system.

Note: You select one or several Delivery Modes within an FSA by checking the checkboxes at the line level. The FSA checkbox will then be checked, but its box will be greyed out. This will identify that a selection was made within that FSA.

3. Auto complete split walks

Select	FSA/ PC	Delivery Mode	Delivery Installation Name	Houses	Apartments	Farms	Businesses	Total Distribution	Desired Total
<input checked="" type="checkbox"/>	ALL	Auto complete split walks							
<input type="checkbox"/>	H3A			0	0	0	0	3991	0
<input checked="" type="checkbox"/>	H3B			0	0	0	130	3163	130
<input checked="" type="checkbox"/>	H3C			434	1994	0	807	4232	3035
<input checked="" type="checkbox"/>	DR 0000	MONTREAL PDF A		0	0	0	1	1	1
<input type="checkbox"/>	LB 0001	CENTRE VILLE		0	0	0	435	435	0
<input type="checkbox"/>	LB 0001	MTL-ST-JACQUES		74	0	0	144	218	0
<input checked="" type="checkbox"/>	LC 0009	MONTREAL PDF A		0	0	0	61	61	61
<input checked="" type="checkbox"/>	LC 0010	MONTREAL PDF A		0	68	0	94	162	162
<input checked="" type="checkbox"/>	LC 0011	MONTREAL PDF A		0	0	0	1	1	1
<input checked="" type="checkbox"/>	LC 0012	MONTREAL PDF A		127	71	0	62	260	260
<input checked="" type="checkbox"/>	LC 0015	MONTREAL PDF A		0	74	0	4	78	78

3. Some letter carrier walks cover more than one FSA. These are Split Walks. Split walk lines are initially highlighted in yellow.

To ensure complete coverage for each Letter Carrier walk selected, you must check the **Auto complete split walk** box. This will ensure that all split walks in subsequent FSAs are selected, and their Total Distributions are included in the mailing.

You may also choose to only select specific FSAs within the split walk. Simply checking the split walk line and note that the system will then automatically highlight it in green, and calculate /add the Total Distribution for the line.

Select	FSA/ PC	Delivery Mode	Delivery Installation Name	Houses	Apartments	Farms	Businesses	Total Distribution	Desired Total
<input type="checkbox"/>	H3A			0	0	0	0	3991	0
<input checked="" type="checkbox"/>	H3B			0	0	0	130	3163	130
<input checked="" type="checkbox"/>	H3C			434	1994	0	607	4232	3032
<input checked="" type="checkbox"/>	DR 0000	MONTREAL PDF A		0	0	0	1	1	1
<input type="checkbox"/>	LB 0001	CENTRE VILLE		0	0	0	425	435	0
<input type="checkbox"/>	LB 0001	MTL-ST-JACQUES		74	0	0	144	218	0
<input checked="" type="checkbox"/>	LC 0009	MONTREAL PDF A		0	0	0	61	61	61
<input checked="" type="checkbox"/>	LC 0010	MONTREAL PDF A		0	68	0	94	162	162
<input checked="" type="checkbox"/>	LC 0011	MONTREAL PDF A		0	0	0	1	1	1
<input checked="" type="checkbox"/>	LC 0012	MONTREAL PDF A		127	71	0	62	260	260
<input checked="" type="checkbox"/>	LC 0015	MONTREAL PDF A		0	74	0	4	78	75
<input checked="" type="checkbox"/>	LC 0016	MONTREAL PDF A		37	398	0	16	451	451

Take a look at line LC0011 on the above screen (2) highlighted in yellow, indicating that this is a split walk route. Now look at the same row in the next screen (3) and you will notice that following the selection of the Auto Complete split walks and checking that specific walk, the system has automatically calculated the total distribution and the line is now displayed in green.

Note: The FSA checkbox of the Split Walk will automatically be checked, but greyed out.

You may modify the Counts (total for each line) by selecting a line and simply typing the desired count in the Desired Total column: modifications will appear in red. The Totals, including modified counts, will be calculated automatically by the system. If you click **Reset Totals**, the previous totals will reappear for all rows.

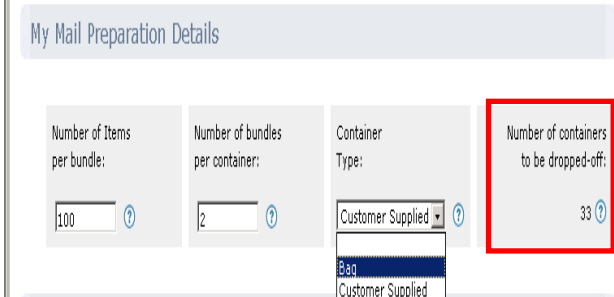
The following table provides a description of the FIELDS component.

Field	Description
Select	Select row(s) that correspond to the Delivery Mode where your item will be delivered.
FSA/PC	A listing of all Forward Sortation Areas (FSA) associated with the Delivery Installation for this mailing. The FSA is the first three characters (alpha-numeric-alpha) of the postal code, which represent a geographical area. Click on the (+) to the left of an FSA to display a drop-down list of all of its available Delivery Modes
Delivery Mode	Select the Delivery Mode, which corresponds to the sector (point of call) where your item will be delivered. <i>Note:</i> Indicating the size of your mail piece is critical as this determines the Delivery Cycle as well as the Target Area and Delivery Modes your business can target. (see section 2.1)
Delivery Installation Name	Select from the drop-down list the abbreviated name of the Post Office that will provide the delivery services for the selected Delivery Mode (DM).
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. It a business if operated from a house or an apartment which is also used as a dwelling, it is classified as a house of an apartment.
Total Distribution	This field identifies the total number of items, including the modified counts, for each Delivery Mode (DM), which is calculated and displayed automatically.
Desired Total	You may modify the Counts (Desired Total for each row) by selecting a row and entering the desired amount in the Desired Total column box. <i>Note:</i> Modifications will appear in RED. The Totals including any modified counts will be calculated automatically by this tool and displayed in the bottom right hand box.

The following table provides a description of the COMMAND BUTTONS functionality.

Command Button	Result of activation
All	By selecting "All", you will automatically select all FSA's and Delivery Modes included in this Delivery Installation.
Auto complete split-walks	In some FSAs, Letter Carrier routes may cover more than one (1) FSA. This is referred to as a "split walk". By checking the "Auto complete split walk" checkbox, you will ensure that all corresponding Letter carrier routes found within the other FSAs will automatically be selected.
Clear All	By selecting "Clear All", you will automatically clear all FSA's and Delivery Modes previously selected, allowing you to restart the selection of FSA's and Delivery Modes.

3.3 Mail Preparation Details

	<p>This section refers to Mail Preparation Details and allows you to enter the following information:</p> <ul style="list-style-type: none"> Number of Items per Bundle, Number of Bundles, Container Type (Bag, Customer Supplied), and Number of Containers* to be dropped-off (the system calculates automatically the Number of containers to be dropped-off based on the Number of Items per bundle, the Number of bundles per container and the Container Type). <p>* This field CANNOT BE ALTERED</p>
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The following table provides a description of the FIELDS component.

Fields	Description
Number of Items per Bundle	Neighbourhood Mail Items, including inserts and samples, should be bundled so that each bundle can be held comfortably in one hand. A bundle must not exceed 100 millimetres in height for Items weighing up to 500 grams and 200 millimetres in height for items weighing over 500 grams to 1,000 grams, or consist of more than 200 items per bundle. All bundles should contain equal quantities, except the last bundle of a mailing, which may be smaller and is referred to as a "residue" bundle.
Number of Bundles per Container	The maximum weight of the container with enclosed bundles cannot exceed 25 kg (900 oz). When using containers, the automatically prepared labels generated by this Order entry tool must be affixed to each container.
Container Type	Bundles are to be enclosed in a suitable container. For help in determining if your container is suitable, please contact our Business Help Desk at 1-800-260-7678.
Number of containers to be dropped-off	This field cannot be modified. The number appearing was calculated systematically by the application based on the number appearing in the Desired Total field and the information indicated in the Number of Items per bundle and Number of bundles per container fields. This represents the number of containers you will drop-off based on the number of Items per bundle and the number of bundles per container that you have identified. This will determine the quantity of container labels that will be automatically generated for this mailing.

3.4 Where to drop-off the Mailing

	<p>This section allows you to either accept the drop-off location identified here as the Post Office that will deliver your Items or, to select another Post Office by clicking the “I would like to select an alternate Drop-off location” option, which will bring you to the Search Outlet/ Distribution page.</p> <p>Note that when a customer chooses an alternate drop-off Post Office, transportation fees will apply.</p>
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The following table provides a description of the FIELDS component.

Fields	Description
I will Drop-off my mailing at the Post Office indicated below.	This field automatically identifies the Post Office where your mailing will be dropped-off based on the FSA/PC selected.
I would like to select an alternate Drop-off location.	Click here to select an alternate drop-off location. It will bring you to the Search Office/Distribution page where you can select your desired drop-off location.
Transportation Fee	When the Customer selects an alternative drop-off location, transportation fees will apply to each Item at the price indicated on the Neighbourhood Mail price sheet. When the drop-off location selected is the pre-determined drop-off location or does not require transportation by Canada Post to the Post Office, then no transportation fee will apply.

3.5 Search/Distribution page

<table border="1"> <thead> <tr> <th>Outlet Name</th> <th>Outlet Number</th> <th>Address</th> <th>City</th> <th>Province</th> <th>Postal Code</th> </tr> </thead> <tbody> <tr><td>SOUTH CENTRAL MPP</td><td>1389</td><td>969 EASTERN AVE</td><td>TORONTO</td><td>ON</td><td>M4L 1A6</td></tr> <tr><td>TORONTO ADMIN OFFICE</td><td>0918</td><td>1 DUNDAS ST W</td><td>TORONTO</td><td>ON</td><td>M5G 2L5</td></tr> <tr><td>TORONTO DEPOT L</td><td>4979</td><td>473 OAKWOOD AVE</td><td>TORONTO</td><td>ON</td><td>M6E 2W0</td></tr> <tr><td>TORONTO LCCO-ADELAIDE</td><td>7687</td><td>1 YONGE ST</td><td>TORONTO</td><td>ON</td><td>M5E 1Y6</td></tr> <tr><td>TORONTO STN L1 ST CAN PLACE</td><td>7100</td><td>100 KING ST W</td><td>TORONTO</td><td>ON</td><td>M5X 1C0</td></tr> <tr><td>TORONTO STN ADELAIDE</td><td>3752</td><td>31 ADELAIDE ST E</td><td>TORONTO</td><td>ON</td><td>M5C 2J0</td></tr> <tr><td>TORONTO STN ATRIUM ON BAY</td><td>6763</td><td>595 BAY ST</td><td>TORONTO</td><td>ON</td><td>M5G 2C0</td></tr> <tr><td>TORONTO STN B</td><td>3753</td><td>119 SPADINA AVE</td><td>TORONTO</td><td>ON</td><td>M5V 2L0</td></tr> <tr><td>TORONTO STN C</td><td>3754</td><td>1117 QUEEN ST W</td><td>TORONTO</td><td>ON</td><td>M6J 1J0</td></tr> <tr><td>TORONTO STN COMMERCE COURT</td><td>3769</td><td>25 KING ST W</td><td>TORONTO</td><td>ON</td><td>M5L 1A0</td></tr> <tr><td>TORONTO STN D</td><td>7209</td><td>338 KEELE ST</td><td>TORONTO</td><td>ON</td><td>M6P 2Y0</td></tr> <tr><td>TORONTO STN E</td><td>3755</td><td>772 DOVERCROFT RD</td><td>TORONTO</td><td>ON</td><td>M6H 2H0</td></tr> <tr><td>TORONTO STN F</td><td>3756</td><td>50 CHARLES ST E</td><td>TORONTO</td><td>ON</td><td>M4Y 1T0</td></tr> <tr><td>TORONTO STN J</td><td>4887</td><td>695 DANFORTH AVE</td><td>TORONTO</td><td>ON</td><td>M4J 1L0</td></tr> <tr><td>TORONTO STN K</td><td>7102</td><td>2384 YONGE ST</td><td>TORONTO</td><td>ON</td><td>M4P 2E0</td></tr> <tr><td>TORONTO STN P</td><td>3770</td><td>704 SPADINA AVE</td><td>TORONTO</td><td>ON</td><td>M5S 2J0</td></tr> <tr><td>TORONTO STN Q</td><td>3767</td><td>27 ST CLAIR E</td><td>TORONTO</td><td>ON</td><td>M4T 1L0</td></tr> <tr><td>TORONTO STN R</td><td>3760</td><td>2 LARG DR</td><td>TORONTO</td><td>ON</td><td>M4G 3T0</td></tr> <tr><td>TORONTO STN S</td><td>4889</td><td>1700 AVENUE ROAD</td><td>TORONTO</td><td>ON</td><td>M6M 3Y0</td></tr> <tr><td>TORONTO STN T</td><td>0115</td><td>3019 DUFFERIN ST</td><td>TORONTO</td><td>ON</td><td>M6B 3T0</td></tr> </tbody> </table>	Outlet Name	Outlet Number	Address	City	Province	Postal Code	SOUTH CENTRAL MPP	1389	969 EASTERN AVE	TORONTO	ON	M4L 1A6	TORONTO ADMIN OFFICE	0918	1 DUNDAS ST W	TORONTO	ON	M5G 2L5	TORONTO DEPOT L	4979	473 OAKWOOD AVE	TORONTO	ON	M6E 2W0	TORONTO LCCO-ADELAIDE	7687	1 YONGE ST	TORONTO	ON	M5E 1Y6	TORONTO STN L1 ST CAN PLACE	7100	100 KING ST W	TORONTO	ON	M5X 1C0	TORONTO STN ADELAIDE	3752	31 ADELAIDE ST E	TORONTO	ON	M5C 2J0	TORONTO STN ATRIUM ON BAY	6763	595 BAY ST	TORONTO	ON	M5G 2C0	TORONTO STN B	3753	119 SPADINA AVE	TORONTO	ON	M5V 2L0	TORONTO STN C	3754	1117 QUEEN ST W	TORONTO	ON	M6J 1J0	TORONTO STN COMMERCE COURT	3769	25 KING ST W	TORONTO	ON	M5L 1A0	TORONTO STN D	7209	338 KEELE ST	TORONTO	ON	M6P 2Y0	TORONTO STN E	3755	772 DOVERCROFT RD	TORONTO	ON	M6H 2H0	TORONTO STN F	3756	50 CHARLES ST E	TORONTO	ON	M4Y 1T0	TORONTO STN J	4887	695 DANFORTH AVE	TORONTO	ON	M4J 1L0	TORONTO STN K	7102	2384 YONGE ST	TORONTO	ON	M4P 2E0	TORONTO STN P	3770	704 SPADINA AVE	TORONTO	ON	M5S 2J0	TORONTO STN Q	3767	27 ST CLAIR E	TORONTO	ON	M4T 1L0	TORONTO STN R	3760	2 LARG DR	TORONTO	ON	M4G 3T0	TORONTO STN S	4889	1700 AVENUE ROAD	TORONTO	ON	M6M 3Y0	TORONTO STN T	0115	3019 DUFFERIN ST	TORONTO	ON	M6B 3T0	<p>If you have chosen to deposit your Items at an alternate drop-off Post Office, the Search Office/Distribution page will be displayed. Simply follow the instructions</p> <ul style="list-style-type: none"> Select the Province Select the City Click Search <p>A list of Office Names will be displayed. Select an Office and your new selected drop-off location will be displayed on your Drop-off My Mailing page.</p>
Outlet Name	Outlet Number	Address	City	Province	Postal Code																																																																																																																										
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4.0 Paying for the Mailing – Step 3

4.1 “Previewing the Order” page

Postal Delivery Outlet	Drop-off Location	Drop-off Date	Latest Start Date
GATINEAU - STN - BUCKINGHAM 107 MACLAREN RUE E GATINEAU QC J8L2G0	BP BUCKINGHAM 107 RUE MACLAREN E BUCKINGHAM QC J8L 2G0	2005/11/23	2005/11/25

The following table is a summary of the selected Target Area and Delivery Mode(s).

FSA/PC	Delivery Mode	Delivery Installation Name	Target Area				Total Distribution	Desired Total
			Houses	Apartments	Farms	Businesses		
J8L	GD 0001	GAT-BUCKINGHAM	3	0	0	0	3	3
J8L	LB 0001	GAT-BUCKINGHAM	87	0	0	38	125	87
J8L	LC 0001	GAT-BUCKINGHAM	547	4	0	0	551	551
J8L	LC 0002	GAT-BUCKINGHAM	834	6	0	12	852	640
J8L	LC 0003	GAT-BUCKINGHAM	461	17	0	8	506	498
J8L	LC 0004	GAT-BUCKINGHAM	508	143	0	105	756	651
J8L	LC 0005	GAT-BUCKINGHAM	436	106	0	21	563	542
J8L	LC 0006	GAT-BUCKINGHAM	404	60	0	93	647	554
J8L	LC 0007	GAT-BUCKINGHAM	240	62	0	3	305	302
J8L	LC 0008	GAT-BUCKINGHAM	328	0	0	38	367	328
J8L	LC 0009	GAT-BUCKINGHAM	198	19	0	13	230	217
J8L	RR 0001	GAT-BUCKINGHAM	695	0	0	11	706	695
J8L	RR 0003	GAT-BUCKINGHAM	739	0	41	9	789	739

This page allows you to review the Post Office, the Drop-off location, the Drop-off date and the latest start date of your mailing.

Once you have fully completed the credit card information, you may choose to print this page for your records; simply click on the Printing icon on the top navigation bar.

4.2 “Paying for the Mailing” page

<p>Total Amount Due: \$ 744.88 ←</p> <p>The total amount due will be applied to your credit card when you drop off your mailing.</p> <div style="border: 2px solid red; padding: 5px;"> <p>Credit Card Type: <input type="text"/></p> <p>Credit Card Number: <input type="text"/></p> <p>Name: (as it appears on Credit Card) <input type="text"/></p> <p>Expiry Date : (MM/YY) <input type="text"/></p> <p>Security Feature Credit Card Verification Value (CVV): <input type="text"/></p> </div> <p>Please Note: You may print this page for your records. An official receipt (Statement of Mailing) for this Order will be automatically generated by this Order entry system.</p> <div style="border: 2px solid red; padding: 5px;"> <input type="checkbox"/> I agree to the Terms and Conditions. Click here to view the Terms and Conditions </div> <p><input type="button" value="back"/> <input type="button" value="next step"/></p>	<p>This section allows you to review the Total Amount Due that will be applied to your credit card at time of drop-off of your mailing</p> <p>Simply enter the requested credit card information; all fields are mandatory: Credit Card Type, Credit Card Number, Name (as it appears on the card), Expiry date (as per the format indicated, and Security Feature – Credit Card Verification Value (Venture 1 Customers only))</p> <p><i>Note:</i> You may wish to print this page for your records. An official receipt (Statement of Mailing) must accompany your order at time of deposit. At Step 4 – Printing my Express Order Entry documentation, you will be required to print all the documents. (see section 6.0)</p> <p>YOU MUST CHECK <i>I agree to the Terms and Conditions</i> box to be able to continue the creation of your order.</p>
--	---

The following table provides a description of the FIELDS component.

Fields	Description
Credit Card Type	Select from the drop down list the type of credit card you wish to use.
Credit Card Number	Enter the number corresponding to the credit card selected.
Name	Enter the name of the credit card's owner, as it appears on the card.
Expiry Date	Enter the expiry date (MM/YY) as it appears on the credit card
I agree to the Terms and conditions	This field must be checked to enable you to go to the next step.

5.0 Submitting the Order



Once you have selected *Submit*, your order will be sent and can no longer be modified.

Prior to the transmission of your order to CPC, a pop-up disclaimer message is displayed that is in line with the verification of the information provided to Canada Post.

The mailing charges will be applied to your credit card at time of your mailing drop off.

6.0 Printing the documentation – Step 4

6.1 “Preparing My Mailing” page

Preparing My Mailing step 1 2 3 4

Your Order has been successfully created. Follow the instructions below to prepare your mailing for drop-off.

Order Date: 2005/01/21
Order Number: C000000059
Credit Card Authorization Code: M38545

Please Note: You may print this page for your records. The Statement of Mailing below is your official receipt.

Instructions:

- 1. Print your documents**
 1. Click on each of the document links below to open a PDF window.
 2. In the new PDF window, click on the print icon on the Acrobat Reader toolbar.
 3. Follow the instructions in the print dialog to print your document.

[Statement of Mailing and Unaddressed Admail Delivery Slip \(ADS\)](#)
Print on regular 8.5x11 paper

[Container Labels](#)
Print on 8.5x11 label stock

If you do not have Acrobat Reader to view PDF documents, [download it here](#).
- 2. Complete your mailing for Drop-off**
 1. Ensure you have printed the Statement of Mailing, Unaddressed Admail Delivery Slip, and your Container label(s).
 2. To confirm your mail items meet Unaddressed Admail specifications (e.g. size, weight) a representative sample of the Item must be provided to the drop-off location on or before the drop-off date.
 3. Bring the first and second copy of the Statement of Mailing with your mailing to the drop-off location, and keep one copy as your Order receipt for your records.
 4. Place the Unaddressed Admail Delivery Slip (ADS) in the smallest or last bundle.
 5. Attach the Container label(s) to your container(s). For information on how to order Container Labels [click here](#)
 6. Drop-off your mailing at the identified drop-off location on 2005/01/21
- 3. Close the session or Start a new Order**

You are now in Step 4 (the last step) of Create My Order. Simply follow the instructions to prepare your mailing for drop-off. Ensure that a Statement of Mailing (SOM), the Neighbourhood Mail Delivery Slips (NMDS) and Container label(s) accompany your mailing, as they are mandatory at time of drop-off. See the next section for a sample of each document and specific printing instructions.

You may also print this page for your personal records; however, take note that the Statement of Mailing is your official receipt.

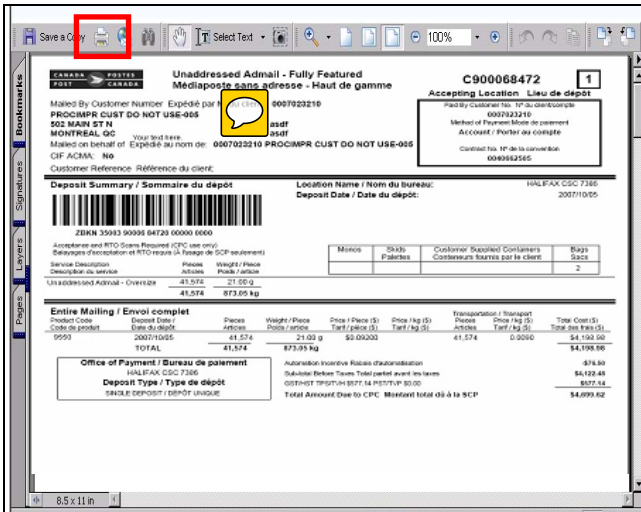
To print the official Statement of Mailing and all other required documentation, you must ensure that your Acrobat Reader is installed on your computer.

If not, click [download it here](#) to view PDF documents.

Following the printing of your documents, if you wish to end your session, click *Close the session* and a pop up screen will be displayed (see section 6.4); click *Yes* if you want to close the session or click *Start a new Order* if you wish to create another order.

6.2 Printing Instructions

To print your documents, click on each of the document links below to open a PDF page. In the new PDF page, click the print icon on the Acrobat Reader toolbar and follow the instructions in the print dialog to print your documents. To confirm you mail items meet Neighbourhood Mail specifications (e.g. size, weight), a representative sample of the Item must be provided to the drop-off location on or before the drop-off date.



Neighbourhood Mail Statement of Mailing

Click on the PDF icon to print the Statement of Mailing and the Neighbourhood Mail Delivery Slip (NMDS)



Once displayed click on the Printer icon

Three (3) copies of your Statement of Mailing will automatically be generated; you must bring Copy 1 and 2 with your mailing to the drop-off location and keep Copy 3 for your records.

CANADA POSTES / MÉDIAPOSTE SANS ADRESSE		Unaddressed Admail / Médiaposte sans adresse	
Mailed on behalf of / Expédié au nom de ABC Company Incorporated		Customer Number / N° du client 45 859 87	
Mailed by / Expédié par 123 Mailhouse Corporation 45 Main Street OTTAWA ON K1A 0B1		Customer Number / N° du client 76 127 38 Phone Number / No du téléphone (613) 999-1111	
Statement of Mailing Number / N° de déclaration de dépôt C003565238		Office of Payment / Bureau de paiement 1067 - Edmonton MPP	
Weight per piece (g) / Poids par pièce (g) 20.000	No. of containers / N° de contenants 16	No. of bundles / N° de boîtes 213	
Pieces per Bundle / Pièces par boîtes 200	No. of received pieces / N° de pièces reçues 175	Total No. of pieces / N° total des pièces 42,775	
ADR Reference / Référence ADR Ver 126 Stock 2	Reference 2 / Référence 2 Docket 123456789		
Client Reference / Référence du client Order 123gt456kuz	Control Number / Numéro de contrôle C003565238-0001		
Title of Mail Piece / Titre de la pièce July Promotional Mailing	<input checked="" type="checkbox"/> Version Specific / Version spécifique	<input type="checkbox"/> Vac / OUI	Transportation / Transport
Delivery instructions / Instructions de livraison Vegreville STN Main T9C 1A0		<input checked="" type="checkbox"/> Articles std d'au plus 30.50x22.85 cm	
<input checked="" type="checkbox"/> Houses / Maisons	<input checked="" type="checkbox"/> Apartments / Appartements	<input checked="" type="checkbox"/> Farms / Fermes	<input checked="" type="checkbox"/> Businesses / Commerces
Delivery Mode(s), RSA(s), and Number(s) / Mode(s) de livraison, RSA et numéro(s) T9C DR 0000 YEGREVILLE T9C GD 0001 YEGREVILLE T9C LB 0001 YEGREVILLE T9C RR 0002 YEGREVILLE T9C RR 0003 YEGREVILLE T9C SS 0001 YEGREVILLE			
Upon Receipt / Sur réception <input checked="" type="checkbox"/>	Delivery Start Date / Premier jour de livraison		

Neighbourhood Mail Delivery Slip

Once you have printed your Statement of Mailing, Neighbourhood Mail Delivery Slips (NMDS) will also be automatically generated. This document must be placed with the smallest or last bundle of your mailing.



CPC Use Only		À l'usage de la SCP	
Unaddressed Admail		Médiaposte sans adresse	
To Delivery Installation: K2K1A0 KANATA ON KANATA - STN - KANATA	Installation de livraison destinée:	Control No.: C80001292 - 0002	Numéro de contrôle:
Number of Containers: 1 of 2	Nombre de conteneurs:	<input checked="" type="checkbox"/> Transportation Required Transport nécessaire	
03 800 001 292 700 004		Delivery Start Date: Upon receipt Sur réception	
			
Customer Use Only		À l'usage du client	
Delivery Installation: KANATA - STN - KANATA 2 THE PARKWAY KANATA ON K2K1A0	Installation de livraison:	Mailed by: DOLLCO PRINTING INC 2340 ST LAURENT BLVD OTTAWA ON	Expédié par:
Statement of Mailing: C80001292	Déclaration de dépôt:	Mailed on Behalf of: DOLLCO PRINTING INC	Expédié au nom de:
Title of Mail Piece: sdf	Titre de l'article de courrie:	Customer Reference:	Reference du client:
ADS Reference:	Référence FDM:	Reference 2:	Référence 2:
No. of Bundles: 111	No. of residue pieces: 0	Total No. of Pieces: 12321	
Date of Deposit: 20060502		Date de dépôt:	

Container labels

Then you must click on the PDF icon shown here to print your Container labels.



A container label must be affixed to each container.

6.3 View Current Orders

To simplify the creation flow, and to allow you to always have the opportunity to successfully print your documents, a **View Current Orders** link is on the data entry page.

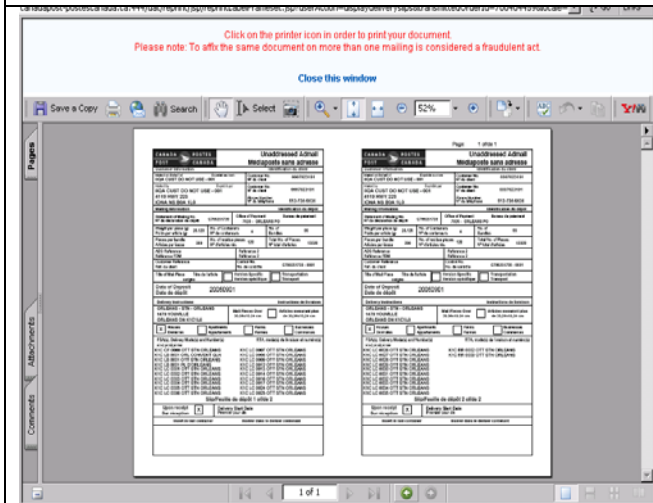
Your documents can be reprinted up to 24 hours after their transmission.

Current Orders - 6.2.0b-1025 (20060320) - C.P.E. - Microsoft Internet Explorer

Order number(s) identified below have been successfully transmitted. If required, documents can be reprinted within 24 hours. When clicking on the appropriate document link, the document will be displayed in a PDF format. Click on the printer icon in order to print your document. Please note that this functionality is intended to enable reproducing the original output documents for your records or in the event the documents were damaged or you experience a printer failure. To affix the same document on more than one mailing is considered a fraudulent act.

Order Number	Print Count	Service	Document Name	Mailed on Behalf of	Total Cost
C700008699	1	Unaddressed Admail	Statement of Mailing	7023210	\$13.25
	1		Container Labels		
	1		Admail Delivery Slips		
C700008683	1	Unaddressed Admail	Statement of Mailing	7023210	\$4,449.83
	1		Statement of Mailing		
	1		Summary of Mailing		
	1		Summary of Mailing		
	1		Distribution Plan - Detail		
	1		Distribution Plan - Detail		
	1		Distribution Plan - Summary		
	1		Distribution Plan - Summary		
	1		Container Labels		
	1		Container Labels		
	1		Admail Delivery Slips		
C700008356	1	Unaddressed Admail	Statement of Mailing	7023210	\$110.21
	1		Packing Slip		
C700008355	1	Unaddressed Admail	Statement of Mailing	7023210	\$110.21

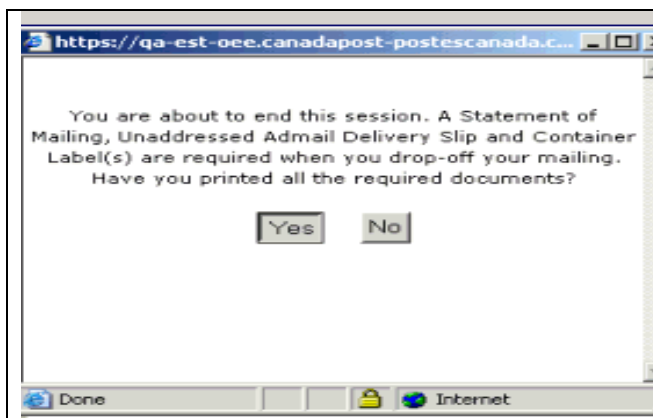
Once Current Orders displays simply click on the appropriate document name.



The document will then be displayed.

Click on the printer icon in order to print your document.

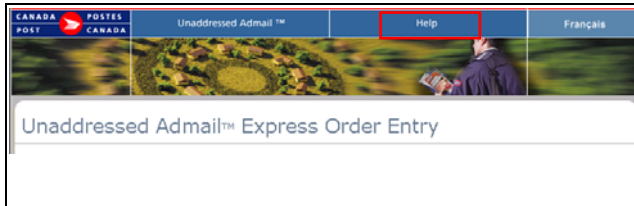
6.4 Ending My Express Order Entry session



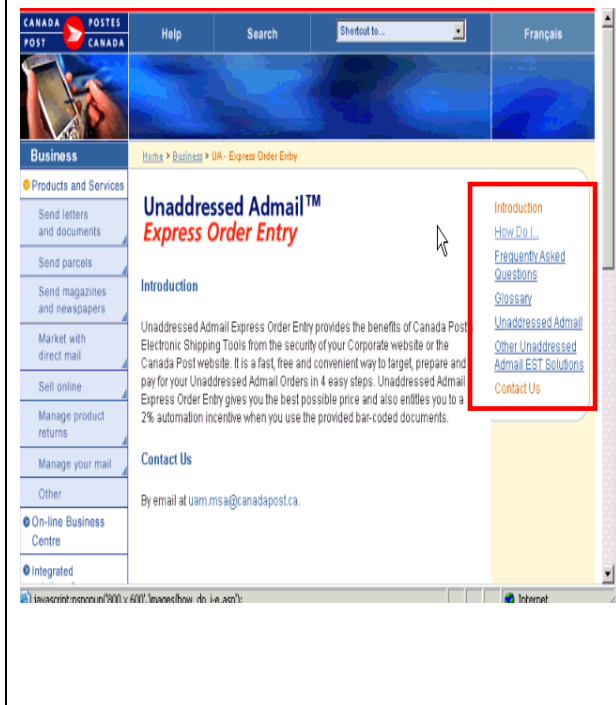
After printing all necessary documents you may *Close my Session*. This is the last step before ending your session. A warning message is displayed to ensure you have printed all mandatory documents for dropping-off your mailing.

If you click Yes, the session will end.
If you click No, you will remain at the Step 4 page - Preparing my Mailing until you select either *Close my Session* or *Start a new order*.

7.0 Help Section



Help is a direct link to the **EST Help Centre** where you can click on the **How Do I** to consult the automated tutorials demonstrating the features and functionalities of both the generic and secure versions, consult the latest version of the **EST Update Newsletter**, the **EST User Guides** and other types of supporting documentation/tools.



Within the **EST Help Centre** under **Support** select **Express Order Entry – Neighbourhood Mail**.

Or visit:

http://www.canadapost.ca/offerings/est_light/default-e.asp

From the menu simply click on the topic you wish to consult:

- How Do I
- Frequently Asked Questions (FAQs)
- Glossary
- Neighbourhood Mail
- Other Neighbourhood Mail EST solutions
- Contact us at uam.msa@canadapost.ca