

Electronic Shipping Tools Updates (2011)

September updates to EST 2.0 include:

- **Delete obsolete contracts for your Mailed on Behalf of customers**

If you have more than one contract for a Mailed on Behalf of customer, and at least one of the contracts is obsolete, you can delete the entry for that contract. From Data Maintenance, when the Mailed on behalf of customer is the active customer, select the entry containing the obsolete contract and select Delete.
- **Import Canadian and international shipments within one file**

For Order Entry Imports using file layout type 6, you can now import a file of shipment records that contain both domestic and international shipments. Previously you had to import Canadian and international shipments separately when you used layout type 6.

June Updates to EST 2.0 include:

- **New – Local Modes**

In shipping mode, you can now use local mode features:
Create shipments faster with our new local mode feature. Create and store shipments locally on your computer, rather than on the Canada Post server, for performance improvements. When you print your shipping labels, they'll automatically be uploaded to the server. If you usually create shipments and print labels on the same computer, we recommend that you use this new local mode feature.
- **Export file includes two additional fields**

The order history export files (SOMADS.txt files) for Unaddressed Admail™ mailings now include the fields Customer Reference #1 and Customer Reference #2. Read the [Export File Specifications](#) (PDF)

April Updates to EST 2.0 include:

- **Foodmail discontinuation**

Effective April 1st, 2011, Canada Post will no longer offer the Foodmail Program. For more information on the Foodmail Program discontinuation, please click [here](#).

- **New – Ability to VOID a SOM is now available**
In EST 2.0, any transmitted SOMs can now be deleted by right-clicking on the mailing in the History screen and selecting “Void mailing”. Please note: This allows you to re-use a SERP mailing plan that you may have transmitted before realising you had errors to correct. You may void the mailing in the history screen, and create a new mailing with the same SERP file. However, if you void a transmitted mailing, you must still follow the current process to send a SOM Cancellation Request online (there’s a link in the Help menu), or you will be invoiced for the voided mailing.
- **New - Address Book Location Wizard**
EST 2.0 users now have the ability to change the location of their address book, which you could previously only do at installation time. The Address Book Location Wizard is found under the Configuration drop-down menu within the application.
- **Coming soon – live chat support – May 2nd**
Starting on May 2nd, Canada Post is introducing Live Chat support for customers using EST 2.0. Look for the Live Chat icon in the toolbar of the application and click it to start a support conversation with a live agent.

February Updates to EST 2.0 include:

- **Important update for parcel customers!**
On Feb. 26, 2011, Canada Post will delete all shipments from EST 2.0 that are over 90 days old and have not been printed, processed or reconciled. This means that all orders more than 90 days old with a status of Accepted or Incomplete will be removed. After Feb. 26, shipments over 90 days old with a status of Accepted or Incomplete will continue to be removed as part of daily maintenance. This change is required to maintain performance of EST 2.0.
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January Updates to EST 2.0 include:

- **New – Bulk Edit your mailing pieces!**

For all mailing types (Addressed Admail, Lettermail, International Incentive Letter-Post, Publications Mail, and Unaddressed Admail), you now have the ability to perform a Bulk Edit of the Deposit Location, Deposit Date and Type, Cost Centre, and Weight Per Piece in the new Bulk Update Mailing Pieces screen. Just click the Bulk Update button on the Mailing Pieces section of your new mailing screen.

- **New – Multi-select addresses and assign them to an Address Group!**

Now you can easily assign multiple addresses to an Address Group. Just multi-select your addresses in the Address Book folder and right-click to select an existing group to assign them to.

- **New – Machineable Presort mail preparation option for the Addressed Admail service!**

Canada Post is offering a new Machineable Presort mail preparation option for Short and Long Addressed Admail effective January 17th, 2011. EST 2.0 and EST Online will be updated to include Machineable Presort to the mail preparation options available for the Addressed Admail service. For more information on Machineable Presort, visit our website at www.canadapost.ca/mp.

- **Improved – Unaddressed Admail Householder data!**

In EST 2.0, both current and pending householder data for the delivery start date of your mailing piece will be used when selecting your mailing pieces geographical coverage. For further information, visit the Delivery Coverage section of the Unaddressed Admail Help content in EST 2.0.

In EST Online, both current and pending householder data is used when displaying the list of Delivery Installations that match your coverage parameters. In instances where there are multiple Delivery Installations with the same name in the search results window, ensure you select them all. When you specify your deposit date on the Delivery Installation Details screen, the system will determine which Delivery Installation is valid for the expected delivery start date.

In Express Order Entry, step 2 of the Create My Order screen has been modified to allow you to select your drop-off location before specifying your delivery target area. The counts shown in the Delivery Mode table will reflect the valid householder data for the expected delivery start date based on your drop-off location.