

Electronic Shipping Tools Updates (2013)

September 2013 updates to shipping tools include:

EST Online – SOM Only version to be discontinued in January 2014

We are streamlining order entry options and discontinuing the SOM Only version of EST effective Jan. 13, 2014. After this date, to complete your mailing documentation, you must use [Precision Targeter](#), [EST Online](#) or [EST 2.0](#).

EST 2.0 – Updates to Unaddressed Admail

- **Delivery Coverage Window**
Depending on the coverage area you select, the geographic area selection tree will automatically open/expand to your selected area.
- **Edit button added to Review Mailing Plan tab**
You can now edit Delivery installation information by selecting the new edit button or double-clicking the line.

EST 2.0 – Size of Update Files Increased

The size of EST 2.0 update files has increased to 47 MB from 16 MB. As a result, it may take longer to download your updates.

EST 2.0, EST Online – Update to SOM and Manifest Preview Text

The text at the bottom of the SOM/Manifest Previews has been updated to highlight the proper procedure for transmitting an order prior to deposit to Canada Post.

New Text for SOM Preview:

Please ensure correct prior to transmitting to Canada Post.

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

The electronic SOM must be transmitted to Canada Post prior to drop-off or pickup of the mailing. A printed copy of the SOM must accompany the 1st drop-off of the mailing.

Failure to follow this process may result in a surcharge or a delay in processing.

Refer to EST Help Text for instructions on SOM transmission.

New Text for Manifest Preview:

Please ensure correct prior to transmitting to Canada Post.

This preview is for review and correctional purposes only. It does not replace the manifest, which must accompany your shipment to a Canada Post induction site.

The electronic manifest must be transmitted to Canada Post on the same day and prior to drop-off or pickup of the shipment. All items must be manifested.

Failure to follow this process may result in a surcharge.

Refer to EST Help Text for instructions on manifest transmission.

June 2013 updates to shipping tools include:

Internal-use barcodes added to *Small Packet*™ services

Beginning June 17, 2013, *Small Packet* – USA Air and *Small Packet* – International Air will contain barcodes. These are for Canada Post internal use only and do not provide tracking capability.

New *VentureOne*™ discount on *Unaddressed Admail*™

Members of the *VentureOne* program will now receive a 5% discount on the non-contract rate for *Unaddressed Admail*. This applies to orders created through our electronic shipping tools and Precision Targeter.

New links for EST Online Reporting

If you have bookmarked the links for EST Online reporting (for EST 2.0, EST Online or Express Order Entry), please note that the links have changed as follows:

| Old EST Online Reporting Link | New EST Online Reporting Link |
|---|---|
| https://est-oee.canadapost-postescanada.ca/consolidatedreports/reportLanding.jsp?LOCAL=en | https://est.canadapost.ca/consolidatedreports/reportLanding.jsp?LOCALE=en |

Reduction in automation discount for electronic shipping

Effective June 17, 2013, we are reducing the automation discount we offer to parcel services customers who use electronic shipping tools.

The program was launched in 2004 to help companies adopt electronic order processes. As most of our customers now use this option, we are lowering the original rate of incentive.

April 2013 updates to shipping tools include:

All versions of EST will reflect Canada Post's new mail deposit practices

On April 15, you may notice improvements when you use EST, particularly when selecting your mail deposit location. For detailed information on mail deposit practices please visit www.canadapost.ca/depositlocations.

Other EST changes effective April 15 that you should know about:

- If you use saved "Preferences", "Order Templates", or "Profiles" to create orders, any prior reference to deposit locations that may be outdated or incompatible with the new mail deposit practices will trigger an error message. You will then be guided to your saved deposit locations list to make the necessary updates. This way, you will always be directed to the appropriate deposit locations.
- A new checkbox called '**My shipments are picked up by Canada Post**' will be added to the EST deposit location selection screen for applicable services. If Canada Post normally picks up your orders, select this box and skip having to enter a deposit location. **Please note that**

selecting this checkbox does not initiate a pickup request. You must continue to arrange for your pickup as per the existing process.

- If you select meter as your method of payment, you will be required to enter your 7-digit meter number in your EST order. Your meter number can be found on the meter impression next to the barcode or obtained by contacting your meter supplier. You can update your 'Sender Information' or 'Templates' with your meter number to prevent entering this information for each order.



January 2013 updates to shipping tools include:

- **Enhancements to EST Online**
Several updates have been made to EST Online. [View details.](#)
- **New shipping service**
Tracked Packet™ is a new shipping service for small, lightweight items to the United States and 20 international destinations.
 - Delivery in 4-7 days to the United States and 6-10 days worldwide.
 - Delivery confirmation and the ability to track your items online.
 - Coverage of up to \$100 for loss or damage.
 - Delivery to Post Office boxes (where available).
- **Removal of the base Liability Coverage (up to \$100) included with the following services:**
Small Packet™ – USA (Air)
Small Packet™ – International (Air and Surface)
- **Removal of the *Small Packet™* - USA Surface service**
- **New container option: Letterflattainer**
A new container—the Letterflattainer—is now available for machineable mail.
[Read more.](#)
- **Elimination of the high demand route premium – *Unaddressed Admail***

The premium for high demand routes for *Unaddressed Admail™* will be eliminated as of Jan. 14, 2013.

Although you may still come across references to high demand routes within our shipping tools and Precision Targeter, the routes will no longer display and the premium will not be applied.