Canada Post

Unaddressed Admail
Partial Mailing

Tutorial for EST online

CANADA POSTES
POST CANADA

Introduction

This tutorial is to provide our Unaddressed Admail customers with step-by-step instructions for the preparation of Partial Mailings when using EST online.

The tutorial shows how to enter a Partial Mailing as a separate line with the applicable Deposit Date and associated volume.

It also provides instructions regarding the Statement of Mailing that must accompany the Partial Mailings at the deposit location.

Customers are reminded, all Partial Mailings must be deposited in full no later than 15 business days from the first deposit date.

Note: Deposit dates and associated volumes must be declared in EST when mailing "Upon Receipt" Unaddressed Admail as a Partial Mailing.

Initial Customer and Mailing Details

1. **Enter** _Billing Information-Contract #, Paid By, Method of Payment, Reference (Optional) and Size of Pieces._

2. **Select** _Outlet/Deposit Location._

3. **Enter** _Contact Information._

4. **Click on Add** to select your delivery coverage for 1st Partial Mailing.

Create My Order

step ① 2 3 4

Select Template: [▼] [Retrieve]

About My Mailing

①

Mailed By:	Mailed On Behalf Of:	Contract Number:	Paid By Customer:	Method of Payment:
7023210	7023210		7023210	Account ▼

My Reference (Optional): [Test] ⟨?⟩

Householder Counts Data Type: ◉ Consumers' Choice ⟨?⟩   ○ Total Points of Call

Size of the items in my mailing: ⟨?⟩

◉ Standard Up to 30.5 x 15.24 cm (12" x 6")
○ Oversize 1 Up to 30.5 x 22.85 cm (12" x 9")
○ Oversize 2 Up to 35.56 x 28 cm (14" x 11")

☐ Continuous Inbound Freight (CIF)

Outlet of Payment: **NOT SELECTED** ⟶ [Select Outlet]

My Contact Information

③

Contact Name: [test] ⟨?⟩

Contact Phone Number: [613-123-4563] ⟨?⟩ Example: "123-456-7890"

Contact e-mail Address (Optional): [ ] ⟨?⟩

Mail Pieces

④

Title of Mail Piece	Weight	Number of Pieces	Deposit Date	Transportation Required

[add ⊙]

Delivery Coverage for 1st Partial Mailing

1. **Enter** *Mailing Piece Description*- *Title of Mail Piece, Weight per Piece.*

2. **Select** *Drop-off Date- Deposit date.*

3. **Enter** *Bundle & Container information.*

4. **Select** *Delivery Coverage Filters*- *Target Areas & Delivery Modes.*

5. **Select** *Target Area -* *Province or first 3 characters of Postal Code and than* ***Click Add*** *to generate the list for the area selected.*

6. **Review** *Mailing Plan selected.*

7. ***Click on Finish*** *to upload your Points of Call list to this order.*

Create 2ⁿᵈ Partial Mailing

1. **View** *your first Partial Mailing line (i.e. Deposit location: Ottawa RVU – Deposit date 2015/08/14-7,060 pieces).*

2. **Click on Add** *to create 2ⁿᵈ Partial Mailing.*

Delivery Coverage for 2nd Partial Mailing

1. **Enter** *Mailing Piece Description*- *Title of Mail Piece, Weight per Piece.*

2. **Select** *Drop-off Date- Deposit date.*

3. **Enter** *Bundle & Container information.*

4. **Select** *Delivery Coverage Filters*- *Target Areas & Delivery Modes.*

5. **Select** *Target Area -* *Province or first 3 characters of Postal Code and than* **Click Add** *to generate the list for the area selected.*

6. **Review** *Mailing Plan selected.*

7. **Click on** *Finish* to upload your Points of Call list to this order.

Create 3rd Partial Mailing

1. **View** *your second Partial Mailing line (i.e. Deposit location: Ottawa RVU – Deposit date 2015/08/18- 16,619 pieces).*

2. **Click on Add** *to create 3rd Partial Mailing.*

Delivery Coverage for 3rd Partial Mailing

1. **Enter** *Mailing Piece Description*- *Title of Mail Piece, Weight per Piece.*

2. **Select** *Drop-off Date-* *Deposit date.*

3. **Enter** *Bundle & Container information.*

4. **Select** *Delivery Coverage Filters*- *Target Areas & Delivery Modes.*

5. **Select** *Target Area -* *Province or first 3 characters of Postal Code and than* **Click Add** *to generate the list for the area selected.*

6. **Review** *Mailing Plan selected.*

7. **Click on** *Finish to* upload your Points of Call list to this order.

Create My Order
step   1   (2)   3   4

Delivery Details for My Mailing Piece

(1) Title of Mail Piece [ABC Part 3] (?)
Weight in grams for Each Item [55]

Cost Centre Reference (optional) [ ]

(2) ⦿ Drop-off Date (Delivery will start upon receipt) [2015/08/21] yyyy/mm/dd **OR** ○ Specific Start Date [ ] yyyy/mm/dd ☐ Deposit before 11AM

⦿ I will drop-off at one location (Transportation charges will apply) OTTAWA RVU 1424 SANDFORD FLEMING AVE OTTAWA ON K1G1C0 **OR** ○ I will deliver directly to Delivery Installation(s)

(3) Number of Items per bundle [200] (?)   Number of bundles per container [5] (?)   Container Type [Customer Supplied ▼] (?)

Delivery Coverage

(4) **Filter Criteria**
Target Areas ☑ All Types   ☑ Houses   ☑ Apartments   ☑ Farms   ☑ Businesses
Delivery Modes ☐ All Types   ☐ CF   ☐ DR   ☐ GD   ☐ LB   ☑ LC   ☐ MR   ☐ RR   ☐ SS
☐ Auto complete split walks (?)

(5) **Search Criteria**
Postal Code (?) [K1Y] [add] **OR** Province (?) [▼]

(6) **Mailing Plan**
☑ [+]   **Total Number of containers 9**   **Total Number of Pieces 8911**
☑ [+] OTTAWA - STN - C   Containers 9   Desired Total 8911

[◁ Cancel]   **(7)** [Finish ▷]

CANADA POST / POSTES CANADA

Review all Partial Mailing and Generate your order

1. **View** *your third Partial Mailing line (i.e. Deposit location: Ottawa RVU – Deposit date 2015/08/21- 8,911 pieces).*

2. **Click on next step** *to upload all 3 Partial Mailings Plan.*

Review Statement of Mailing

1. **_View_** _your mailing summary._

2. **_View_** _your invoice detail, if needed **Enter** Promo Code._

3. **_View_** statement of Mailing and Distribution Plan.

4. **_Click on next step_** _to generate your order._

View My Order

step 1 2 ③ 4

Mailing Summary

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

⊞ **ABC Part 1**	**Total Number of containers 8**	**Total Number of Pieces 7060**
⊞ **ABC Part 2**	**Total Number of containers 17**	**Total Number of Pieces 16619**
⊞ **ABC Part 3**	**Total Number of containers 9**	**Total Number of Pieces 8911**

Paying for My Mailing

Number of Items:	32590
Price per Item:	0.181
Sub Total: $	5,898.79
SMB Savings: $	-294.93 ⑦
Partner Discount: $	-840.59
Transportation Fee: $	325.90 ⑦
Sub Total: $	5,929.76
GST/HST: $	661.58
PST: $	0.00
Total Amount Due: $	**5,750.75**

Promo Code: [　　　　　] [Apply] ⑦

Printing Documents

The following preview document can be printed or kept for reference purposes

📄 Preview Statement of Mailing

📄 Distribution Plan (Summary)

The following documents will be available for printing after you have successfully transmitted your mailing to Canada Post

☑ Statement of Mailing (Mandatory)

☑ Container Labels (Mandatory)

Sort Container Labels by: [Delivery Installation Postal Code ▼]

☐ Detailed Distribution Plan (Optional - can be quite large)

Number of monotainers or skid/pallets (if applicable):   Monos [　　]   Skids [　　]

☐ Save template as: [　　　　　　　　　]

[◀ back]   [next step ▶]

CANADA POST / POSTES CANADA

Submit your Order

Click on _Submit_ *to Finalize your Order.*

Complete Order

You have successfully complete your order

1. **Click on the _PDF files_**
   to print:

   - *Statement of Mailing (SOM)*
   - *Container labels*
   - *Distribution Plan*

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: **2015/08/12**
Order Number: **C907793028**

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

Instructions

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 Adobe® Reader® toolbar. Select "Actual Size" in print options to ensure labels print correctly.
3. You must click on the link below in order to ensure that the tool automatically generates the Statement of Mailing and Container Labels, required for this mailing.
4. Follow the instructions in the print dialog to print your document.
5. Documents can be reprinted within 24 hours from View Current Orders

[PDF] Statement of Mailing
Print on regular 21.5 x 28.0 cm (8.5" x 11") paper

[PDF] Container Labels
Print on 21.5 x 28.0 cm (8.5" x 11") label stock

[PDF] Distribution Plan - Summary
Print on regular 21.5 x 28.0 cm (8.5" x 11") paper

If you do not have Adobe Reader to view PDF documents, download it here

Complete your mailing for Drop-off

1. Ensure you have printed the Statement of Mailing 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. Attach the Container label(s) to your container(s). For information on how to order Container Labels click here
5. Drop-off your mailing at the identified drop-off location on **2015/08/14**
6. For detailed instructions on Mail preparation, click here

Close the session or **Start a new Order**

Statement of Mailing (SOM)- 1st Deposit

In this example the 1st deposit is on August 14th

On your 1st deposit

Submit the following copies:
- Accepting location
- Customer
- Data Entry

❖ With the associated volume for this date

SOM information

1. SOM Name

2. Location Name and Deposit Date

3. The volume associated to this deposit location and date

4. Detail of the entire Mailing

Statement of Mailing (SOM)- 2nd Deposit

In this example the 2nd deposit is on August 18th

On your 2nd deposit

Submit the following copies:
- *Accepting location*
- *Customer*

❖ *With the associated volume for this date*

Statement of Mailing (SOM)- 3rd Deposit

In this example the 3nd deposit is on August 21st

On your 3rd deposit

Submit the following copies:
- Accepting location
- Customer

❖ *With the associated volume for this date*