

If you're a Canada Post Registered Mail™ business user, we have good news for you.

We've added a PIN file import capability to our Business Desktop Tool (BDT) that will save you time and effort, and provide you with advanced tracking capabilities for your Registered Mail.

What is PIN import?

As a Canada Post commercial customer, you now have the option of providing item tracking identifiers (i.e., PINs) when creating your Statement of Mailing (SOM).

Benefits

- Saves time and reduces errors by automating SOM creation
- Enables advanced tracking of your Registered Mail pieces
- Offers convenient bulk-tracking through Canada Post's Online Business Centre
- Enables searching capabilities for items based on their delivery status

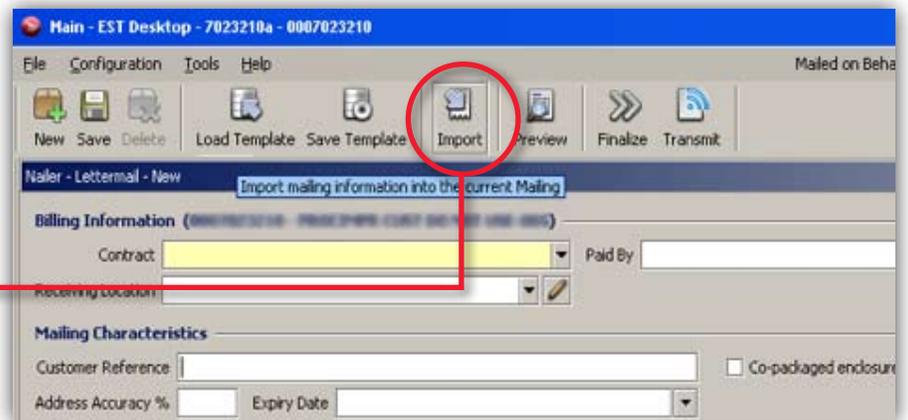
How to use Registered Mail PIN import

Prepare and produce your Registered Mail items as you do today and then follow these guidelines to import your files and take advantage of new advanced tracking capabilities.

Importing your file into BDT

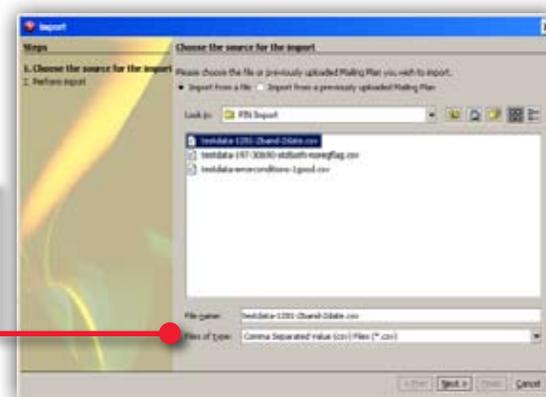
STEP 1

Start the Business Desktop, login and use the **New** button to create a new Lettermail™ mailing. Click on the **Import** button.



STEP 2

Browse for and then select your import file for mailing.



Notes:

Registered Mail uses the BDT "Machineable Mail" (type-11) comma separated file format which contains 14 fields.

If there are any errors during import, BDT will create an "Error Log" file in the folder containing the import file. You can use the error log file to troubleshoot import and file format errors.

Important:

You'll find complete file import specifications at canadapost.ca/mailpreparation.

STEP 3

After you import your file, most of your SOM will be pre-populated. Simply fill in any remaining fields and double check for completeness.

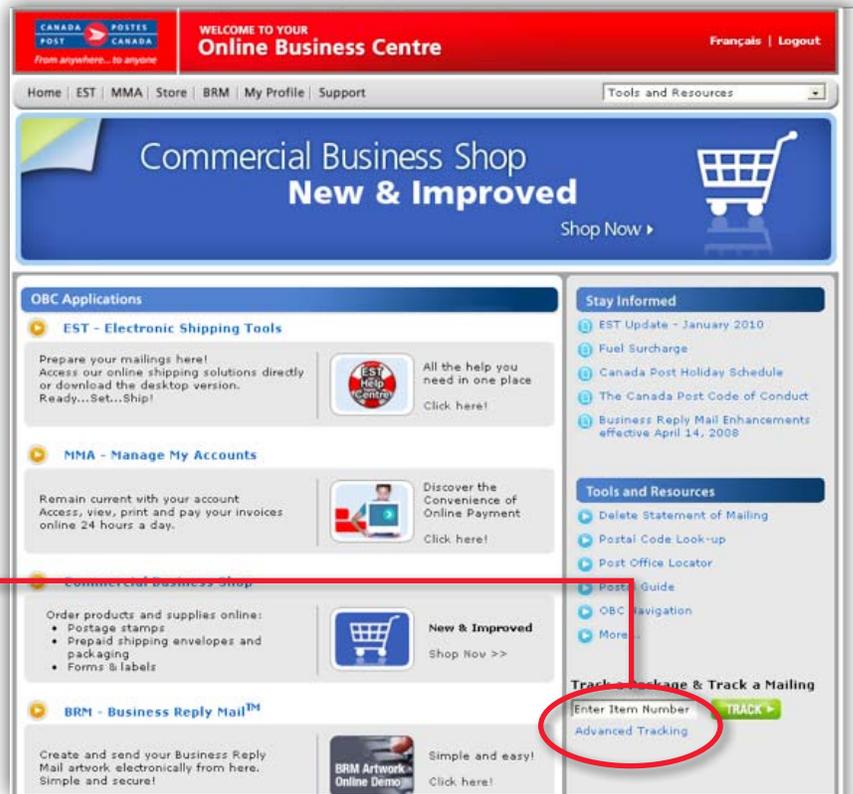
STEP 4

Transmit your SOM. BDT will upload all your PINs to Canada Post's tracking system. NEW! Each PIN imported through BDT receives an "Order Electronically Submitted" tracking event.

Tracking your mailing online

STEP 1

Log on to the Canada Post Online Business Centre at canadapost.ca/obc.

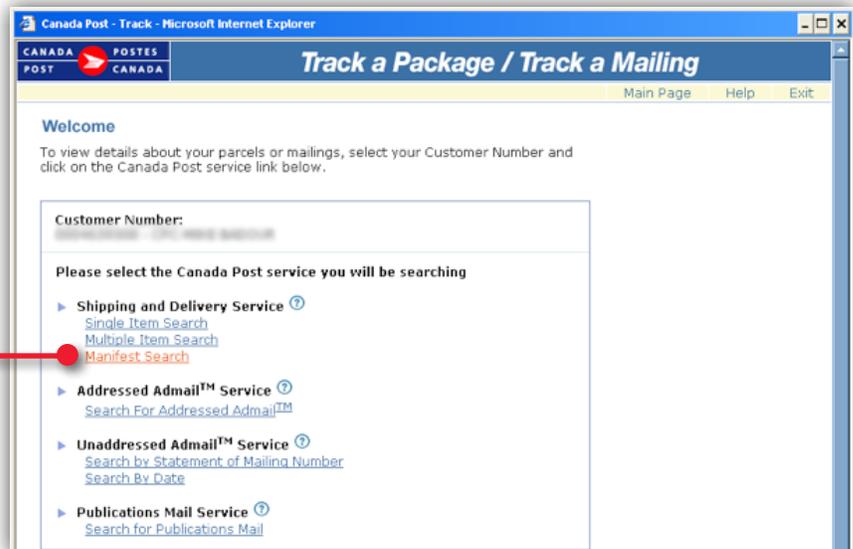


STEP 2

Select **Advanced Tracking**

STEP 3

Select **Manifest Search**



STEP 4

Enter your order (Statement of Mailing) number in the **Manifest Number** field and click on **Submit**.

STEP 5

On the **Manifest Summary Results** screen, click on your SOM number to view a list of the latest tracking for each PIN imported through BDT.



Tip:

You can click on any PIN to display per item tracking events. Click on **Go Back** to return to the mailing summary.



Tip:

Use the **Download** button from the **Item Summary Information** screen to obtain a spreadsheet-compatible file with your tracking results.