

Electronic Shipping Tools (EST) 2.0 Desktop and EST Online



Import File Specifications

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1 Introduction

This document provides the specifications for the files that you can import into Canada Post shipping applications EST 2.0 Desktop and EST Online.

1.1 Who Should Use Import Files

The purpose of import files is to save you time and prevent you from entering data manually into our shipping applications. In most cases, these import files are most useful if you can create them automatically. If you have to manually create your import files, we recommend entering the data into our shipping applications instead.

1.2 File Formats

You can import files into our shipping application in one of the following formats:

- Text (.csv or .txt)
- XML (not available for every import file. See **Section 1.4** below).

1.3 Text File Requirements

- Can be in .csv or .txt format.
- Character and non-integer numeric fields must be enclosed in double quotes (e.g., “example”).
- Where no information is available, you must include a blank entry (i.e., “”).
- .txt files can use one of the following delimiters: comma (,), semicolon (;), or pipe symbol (|).
- Records starting with a number sign (#) are considered comment lines and are skipped.
- Please note the length column represents the maximum number of characters that will be kept in EST. Your input can be of any length.

1.4 What You Can Import

The table below lists the type of information you can import, which applications accept import files and whether text or XML files are accepted.

| Information for import | Can import into EST 2.0 Desktop | | Can import into EST Online | |
|---|---------------------------------|-----|----------------------------|-----|
| | Text (.csv or .txt) | XML | Text (.csv or .txt) | XML |
| Address book | Y | Y | Y | N |
| Order entry | Y | Y | N | N |
| Cost centre | Y | Y | N | N |
| Pre-defined goods | Y | Y | N | N |
| Unaddressed Admail mailing plan data | Y | N | N | N |
| Lettermail, Addressed Admail, Publications Mail | Y | N | N | N |
| SERP (from a vendor) | Y | Y | Y | Y |

1.5 Error Files

If your file contains any errors, the import will fail and you'll get a corresponding error file with the same layout as your import file. The error file will contain one or more comment lines (starting with a number sign: #) inserted after each error record to describe the error(s).

You can edit the error file with any text editor and then use the error file as an import file.

2 Import File Specifications for Shipping and Delivery Services

2.1 Address Book

You can import the contents of an existing address book into EST 2.0 Desktop or EST Online. Importing an address book is useful if:

- you would like to have a backup copy of your address book, or
- you would like to use it as your main contact list within EST, or
- you frequently ship to the same recipients or ship an identical item to a number of recipients.

2.1.1 Address Book Text File

| Field Number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|--------------------------------|-------------------|---------|--------|--|
| 1 | Record Type | Required | Integer | 2 | Record Type = 1 for Address Book Import File |
| 2 | Client ID | Optional | String | 30 | Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop. |
| 3 | Title Name | Optional | String | 15 | Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field, you could enter Mrs. Joan Smith). |
| 4 | First Name | Optional | String | 30 | Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 5 | Last Name | Optional | String | 40 | Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 6 | Title/ Dept. | Optional | String | 44 | Free format |
| 7 | Company Name | Optional | String | 44 | Free format |
| 8 | Additional Address Information | Optional | String | 44 | Free format |

| Field Number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|-------------------------|------------------------|--------|--------|---|
| 9 | Address Line 1 | Conditionally required | String | 44 | Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. |
| 10 | Address Line 2 | Optional | String | 44 | Free format |
| 11 | City | Conditionally required | String | 25 | Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. |
| 12 | Province or State | Conditionally required | String | 20 | For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes. |
| 13 | Postal Code or Zip Code | Conditionally required | String | 14 | Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field. |
| 14 | Country Code | Required | String | 3 | Free Format – Must be a valid country code See Appendix B to look up country codes. |
| 15 | Client Voice Phone | Optional | String | 25 | Free format |
| 16 | Client Fax Number | Optional | String | 25 | Free format |
| 17 | Client Email Address | Optional | String | 60 | Free format |
| 18 | Tax ID / IRS / VAT | Optional | String | 18 | Free format This is the tax ID of the recipient for international shipments. |
| 19 | Email # 2 | Optional | String | 60 | Free format |

2.1.2 Address Book XML file

| Tag Name | Required/Optional | Type | Length | Format/Description |
|-------------------|------------------------|--------------|--------|---|
| <client-id> | Optional | Alphanumeric | 30 | An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop. |
| <contact-name> | Optional | Alphanumeric | 44 | The name of the contact/customer. |
| <company-name> | Optional | Alphanumeric | 44 | The company name for your contact/customer. |
| <additional-info> | Optional | Alphanumeric | 44 | Additional address information for your contact/customer. |
| <address-line-1> | Conditionally required | Alphanumeric | 44 | Address line 1 Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. |
| <address-line-2> | Optional | Alphanumeric | 44 | Address line 2 |
| <city> | Conditionally required | Alphanumeric | 25 | Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. |
| <prov-state> | Conditionally required | Alphanumeric | 20 | For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes. |
| <postal-zip-code> | Conditionally required | Alphanumeric | 14 | Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field. |
| <country-code> | Required | Alphanumeric | 3 | Free Format – Must be a valid country code |
| <contact-number> | Optional | Alphanumeric | 25 | Phone number of the contact. e.g. 613-734-5000 |
| <vat-number> | Optional | Alphanumeric | 18 | The tax ID of the recipient for international shipments. |
| <primary-email> | Optional | Alphanumeric | 60 | Primary email address for the contact. |
| <secondary-email> | Optional | Alphanumeric | 60 | Secondary email address for the contact. |

| Tag Name | Required/Optional | Type | Length | Format/Description |
|-----------------|-------------------|--------------|--------|--|
| <address-group> | Optional | Alphanumeric | 80 | The name of the group that the contact belongs, if applicable. e.g. Book of the month |

2.2 Order Entry

If you have the ability to export your shipping orders into a text file or XML file and can manipulate your file to comply with one of the following formats, you can import the file into EST 2.0 Desktop and save yourself from performing manual order entries.

Choose from one of six types of layouts for your text file. Select the format that contains the most data that you have available. See **Section 2.2.7** for the XML file format.

2.2.1 Order Entry – Layout Type 2

Use this layout if you do not know which shipping service you are going to use.

| Field number | Field | Required/Optional | Type | Length | Format/ Notes |
|--------------|--------------|-------------------|---------|--------|--|
| 1 | Record Type | Required | Integer | 2 | Record Type = 2 |
| 2 | Order Id/Ref | Required | String | 35 | Free format Your internal order ID (often called reference #1). |
| 3 | Client ID | Optional | String | 30 | Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop. |
| 4 | Title Name | Optional | String | 15 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field). |
| 5 | First Name | Optional | String | 30 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 6 | Last Name | Optional | String | 40 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). |

| Field number | Field | Required/ Optional | Type | Length | Format/ Notes |
|--------------|--------------------------------|------------------------|--------|--------|--|
| 7 | Title / Dept. | Optional | String | 44 | Free format |
| 8 | Company Name | Optional | String | 44 | Free format |
| 9 | Additional Address Information | Optional | String | 44 | Free format |
| 10 | Address Line 1 | Conditionally required | String | 44 | Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. |
| 11 | Address Line 2 | Optional | String | 44 | Free format |
| 12 | City | Conditionally required | String | 25 | Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. |
| 13 | Province or State | Conditionally required | String | 2 | For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes. |
| 14 | Postal Code or Zip Code | Conditionally required | String | 14 | Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field. |
| 15 | Country Code | Required | String | 3 | Free format Must be a valid country code. See Appendix B to look up country codes. |
| 16 | Client Voice Phone | Optional | String | 25 | Free format |
| 17 | Client Fax Number | Optional | String | 25 | Free format |
| 18 | Client Email Address | Optional | String | 60 | Free Format |

| Field number | Field | Required/Optional | Type | Length | Format/ Notes |
|--------------|--------|-------------------|------|--------|-------------------------|
| 19 | Weight | Optional | Long | 9 | In grams; Integer value |

2.2.2 Orders Entry – Layout Type 3

Use this layout if you know what shipping service you are going to use and you need additional options such as COD, Deliver to Post Office, or other delivery options.

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|--------------------------------|------------------------|---------|--------|--|
| 1 | Record Type | Required | Integer | 2 | Record Type = 3 |
| 2 | Order Id/Ref | Required | String | 35 | Free format Your internal order ID (often called reference #1). |
| 3 | Client ID | Optional | String | 30 | Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop. |
| 4 | Title Name | Optional | String | 15 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field). |
| 5 | First Name | Optional | String | 30 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 6 | Last Name | Optional | String | 40 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 7 | Title / Dept. | Optional | String | 44 | Free format |
| 8 | Company Name | Optional | String | 44 | Free format |
| 9 | Additional Address Information | Optional | String | 44 | Free format |
| 10 | Address Line 1 | Conditionally required | String | 44 | Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. |

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|-------------------------|------------------------|---------|--------|---|
| 11 | Address Line 2 | Optional | String | 44 | Free format |
| 12 | City | Conditionally required | String | 25 | Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. |
| 13 | Province or State | Conditionally required | String | 2 | For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes. |
| 14 | Postal Code or Zip Code | Conditionally required | String | 14 | Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field. |
| 15 | Country Code | Required | String | 3 | Free format Must be a valid country code. See Appendix B to look up country codes. |
| 16 | Client Voice Phone | Optional | String | 25 | Free format |
| 17 | Client Fax Number | Optional | String | 25 | Free format |
| 18 | Client Email Address | Optional | String | 60 | Free Format |
| 19 | Weight | Optional | Long | 9 | In grams; Integer value |
| 20 | Service | Required | Integer | 18 | Valid article code representing the service. Note that leading zeroes are not required. |
| 21 | Length | Optional | Long | 7 | Free format in mm |
| 22 | Width | Optional | Long | 7 | Free format in mm |

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|---------------------------------|-------------------|-------------|--------|--|
| 23 | Height | Optional | Long | 7 | Free format in mm |
| 24 | Document Indicator | Optional | Boolean | 1 | “1” indicates that the item is a document. |
| 25 | Oversize indicator | Optional | Boolean | 1 | “1” indicates that the item is oversize. |
| 26 | Delivery Confirmation indicator | Optional | Boolean | 1 | “1” indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here. |
| 27 | Signature Indicator | Optional | Boolean | 1 | “1” indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here. |
| 28 | Placeholder | Optional | Placeholder | 1 | leave empty: “” |
| 29 | Do Not Safe Drop indicator | Optional | Boolean | 1 | “1” indicates that the option was selected. |
| 30 | Card for Pickup indicator | Optional | Boolean | 1 | “1” indicates that the option was selected. |
| 31 | Proof of Age required (18) | Optional | Boolean | 1 | “1” indicates that the option was selected. |
| 32 | Proof of age required (19) | Optional | Boolean | 1 | “1” indicates that the option was selected. |
| 33 | Leave at Door indicator | Optional | Boolean | 1 | “1” indicates that the option was selected. |
| 34 | Registered Indicator | Optional | Boolean | 1 | “1” indicates that the option was selected. |
| 35 | Proof of Identity indicator | Optional | Boolean | 1 | “1” indicates that the option was selected. (You can select this option only if specified in your contract). |
| 36 | Placeholder | Optional | Boolean | 1 | leave empty: “” |
| 37 | Deliver to Post Office | Optional | Boolean | 1 | (only available in EST 2.0 Desktop) “1” indicates the option was selected. “0” indicates the option was not selected. |
| 38 | Destination Post Office | Optional | String | 10 | Post Office where mail is to be delivered; relevant only if Deliver to Post Office is |

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|------------------|-------------------|-------------|--------|---|
| | ID | | | | selected. |
| 39 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 40 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 41 | Notify Recipient | Optional | Boolean | 1 | "1" indicates the option was selected. "0" indicates the option was not selected. (an empty entry is also accepted, i.e., "") |
| 42 | Insured Amount | Optional | Numeric | 9.2 | A value greater than zero indicates that the option was selected and represents the amount the package has been insured for. |
| 43 | COD Value | Optional | Numeric | 9.2 | A value greater than zero indicates that the option was selected and represents the amount that must be collected upon the item's delivery. |
| 44 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |

2.2.3 Order Entry – Layout Type 4

Use this layout if you do not know which shipping service you are going to use but want to use the fields Item Reference #2, Email #2, and Cost Centre Reference.

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|--------------|-------------------|---------|--------|--|
| 1 | Record Type | Required | Integer | 2 | Record Type = 4 |
| 2 | Order Id/Ref | Required | String | 30 | Free format Your internal order ID (often called reference #1). |
| 3 | Client ID | Optional | String | 35 | Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop. |
| 4 | Title Name | Optional | String | 15 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field). |
| 5 | First Name | Optional | String | 30 | Free format Note that title name, first name and last name will be merged (up to a maximum |

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|--------------------------------|------------------------|--------|--------|---|
| | | | | | of 44 characters). |
| 6 | Last Name | Optional | String | 40 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 7 | Title / Dept. | Optional | String | 44 | Free format |
| 8 | Company Name | Optional | String | 44 | Free format |
| 9 | Additional Address Information | Optional | String | 44 | Free format |
| 10 | Address Line 1 | Conditionally required | String | 44 | Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. |
| 11 | Address Line 2 | Optional | String | 44 | Free format |
| 12 | City | Conditionally required | String | 25 | Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. |
| 13 | Province or State | Conditionally required | String | 2 | For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes. |
| 14 | Postal Code or Zip Code | Conditionally required | String | 14 | Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field. |
| 15 | Country Code | Required | String | 3 | Free format Must be a valid country code. See Appendix B to look up country |

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|-----------------------|-------------------|--------|--------|---|
| | | | | | codes . |
| 16 | Client Voice Phone | Optional | String | 25 | Free format |
| 17 | Client Fax Number | Optional | String | 25 | Free format |
| 18 | Client Email Address | Optional | String | 60 | Free Format |
| 19 | Weight | Optional | Long | 9 | In grams; Integer value |
| 20 | Tax ID/IRS/VAT | Optional | String | 18 | Free format This is the tax ID of the recipient for international shipments. |
| 21 | Item Reference #2 | Optional | String | 35 | Free format Used for your own reference. |
| 22 | Email #2 | Optional | String | 60 | Free format Recipient's secondary email. |
| 23 | Cost Centre Reference | Optional | String | 30 | Free Format Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. |

2.2.4 Order Entry – Layout Type 5

Use this layout format if:

- you know what shipping service you are going to use; **and**
- you need additional options such as COD, Deliver to Post Office, or other delivery options; **and**
- you want to use one of the following: delivery to a parcel box of a community mailbox, email notifications, or the Item ID field.

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|--------------------------------|------------------------|---------|--------|---|
| 1 | Record Type | Required | Integer | 2 | Record Type = 5 |
| 2 | Order Id/Ref | Required | String | 35 | Free format Your internal order ID (often called reference #1). |
| 3 | Client ID | Optional | String | 30 | Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop. |
| 4 | Title Name | Optional | String | 15 | Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field). |
| 5 | First Name | Optional | String | 30 | Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 6 | Last Name | Optional | String | 40 | Free format Note: title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 7 | Title / Dept. | Optional | String | 44 | Free format |
| 8 | Company Name | Optional | String | 44 | Free format |
| 9 | Additional Address Information | Optional | String | 44 | Free format |
| 10 | Address Line 1 | Conditionally required | String | 44 | Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. |
| 11 | Address Line 2 | Optional | String | 44 | Free format |
| 12 | City | Conditionally required | String | 25 | Free format Mandatory for Canadian and U.S. |

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|-------------------------|------------------------|--------|--------|---|
| | | | | | addresses unless you use Quickship in EST 2.0 Desktop. |
| 13 | Province or State | Conditionally required | String | 2 | <p>For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop.</p> <p>For international addresses: free format up to 20 characters (optional). We recommend you complete this field.</p> <p>See Appendix A to look up province and state codes.</p> |
| 14 | Postal Code or Zip Code | Conditionally required | String | 14 | <p>Mandatory for Canadian and U.S. addresses.</p> <p>Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9)</p> <p>U.S. addresses must be in one of the following formats:</p> <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 <p>We recommend you complete this field.</p> |
| 15 | Country Code | Required | String | 3 | <p>Free format</p> <p>Must be a valid country code.</p> <p>See Appendix B to look up country codes.</p> |
| 16 | Client Voice Phone | Optional | String | 25 | Free format |
| 17 | Client Fax Number | Optional | String | 25 | Free format |
| 18 | Client Email Address | Optional | String | 60 | Free Format |
| 19 | Weight | Optional | Long | 9 | In grams; Integer value |
| 20 | Tax ID/IRS/VAT | Optional | String | 18 | <p>Free format</p> <p>This is the tax ID of the recipient for international shipments.</p> |
| 21 | Item Reference #2 | Optional | String | 35 | <p>Free format</p> <p>Used for your own reference.</p> |
| 22 | Email #2 | Optional | String | 60 | <p>Free format</p> <p>Recipient's secondary email.</p> |
| 23 | Cost Centre | Optional | String | 30 | Free Format |

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|---------------------------------|-------------------|-------------|--------|--|
| | Reference | | | | Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. |
| 24 | Service | Required | Integer | 18 | Valid article code representing the service. Note that leading zeroes are not required. |
| 25 | Length | Optional | Long | 7 | Free format in mm |
| 26 | Width | Optional | Long | 7 | Free format in mm |
| 27 | Height | Optional | Long | 7 | Free format in mm |
| 28 | Document Indicator | Optional | Boolean | 1 | "1" indicates that the item is a document. |
| 29 | Oversize indicator | Optional | Boolean | 1 | "1" indicates that the item is oversize. |
| 30 | Delivery Confirmation Indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here. |
| 31 | Signature Indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here. |
| 32 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 33 | Do Not Safe Drop indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 34 | Card for Pickup indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 35 | Proof of Age required (18) | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 36 | Proof of age required (19) | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 37 | Leave at Door indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 38 | Registered indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 39 | Proof of Identity indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. (You can select this option only if specified in your contract). |
| 40 | Placeholder | Optional | Boolean | 1 | leave empty: "" |
| 41 | Deliver to Post Office | Optional | Boolean | 1 | (only available in EST 2.0 Desktop) "1" indicates the option was selected. "0" indicates the option was not selected. |
| 42 | Destination Post Office ID | Optional | String | 10 | Outlet where mail is to be delivered, relevant only if Deliver to Post Office is |

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|-----------------------|-------------------|-------------|--------|--|
| | | | | | selected. |
| 43 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 44 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 45 | Notify Recipient | Optional | Boolean | 1 | Indicates if email notifications are to be sent. "1" indicates the option was selected. "0" indicates the option was not selected. (an empty entry is also accepted, i.e., "") |
| 46 | Insured Amount | Optional | Numeric | 9.2 | A value greater than zero indicates that the option was selected and represents the amount the package has been insured for. |
| 47 | COD Value | Optional | Numeric | 9.2 | A value greater than zero indicates that the option was selected and represents the amount that must be collected upon the item's delivery. |
| 48 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 49 | Deliver to Door | Optional | Boolean | 1 | "1" indicates that "Deliver to Door" option was selected. (You can select this option only if specified in your contract). |
| 50 | Deliver to Parcel Box | Optional | Boolean | 1 | "1" indicates that "Parcel Box" option was selected. (You can select this option only if specified in your contract). |
| 51 | Email Notification | Optional | Boolean | 1 | Only valid if Notify Recipient option is selected. "0" indicates All notifications. "1" indicates Delivery Notification only. |
| 52 | Item ID | Optional | String | 16 | Item ID/PIN of the item. Needs to be supplied for some products that have a pre-printed barcode. You can use this field only if you have been authorized in your contract to create your own barcodes with numbers supplied by Canada Post. |

2.2.5 Order Entry – Layout Type 6

Use this format if you:

- want to import order entries for shipments to the U.S. and/or international locations, or
- want to import order entries for shipments within Canada, but you also ship to the U.S. or internationally and don't want to use two separate layout types, or
- need to add a Layout Type 7 to define a good in detail for a U.S. or international shipment.

| Field number | Field | Required/Optional | Type | Length | Format/notes |
|--------------|--------------------------------|------------------------|---------|--------|--|
| 1 | Record Type | Required | Integer | 2 | Record Type = 6 |
| 2 | Order Id/Ref | Required | String | 35 | Free format Your internal order ID (often called reference #1). |
| 3 | Client ID | Optional | String | 30 | Free format An optional field you can use to identify your customers. It can also be used as a search key in EST 2.0 Desktop. |
| 4 | Title Name | Optional | String | 15 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). You can also put the full name in one field (e.g., in the Last Name field). |
| 5 | First Name | Optional | String | 30 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 6 | Last Name | Optional | String | 40 | Free format Note that title name, first name and last name will be merged (up to a maximum of 44 characters). |
| 7 | Title / Dept. | Optional | String | 44 | Free format |
| 8 | Company Name | Optional | String | 44 | Free format |
| 9 | Additional Address Information | Optional | String | 44 | Free format |
| 10 | Address Line 1 | Conditionally required | String | 44 | Free format Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. |

| Field number | Field | Required/Optional | Type | Length | Format/notes |
|--------------|-------------------------|------------------------|--------|--------|---|
| 11 | Address Line 2 | Optional | String | 44 | Free format |
| 12 | City | Conditionally required | String | 25 | Free format Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. |
| 13 | Province or State | Conditionally required | String | 2 | For Canadian and U.S. addresses: valid two-character province or state code. Mandatory unless you use Quickship in EST 2.0 Desktop. For international addresses: free format up to 20 characters (optional). We recommend you complete this field. See Appendix A to look up province and state codes. |
| 14 | Postal Code or Zip Code | Conditionally required | String | 14 | Mandatory for Canadian and U.S. addresses. Canadian addresses must use six-character Postal Code with or without a space (e.g., A9A 9A9 or A9A9A9) . U.S. addresses must be in one of the following formats: <ul style="list-style-type: none"> • 99999 • 999999999 • 99999-9999 We recommend you complete this field. |
| 15 | Country Code | Required | String | 3 | Free format Must be a valid country code. See Appendix B to look up country codes. |
| 16 | Client Voice Phone | Optional | String | 25 | Free format |
| 17 | Client Fax Number | Optional | String | 25 | Free format |
| 18 | Client Email Address | Optional | String | 60 | Free format |
| 19 | Weight | Optional | Long | 9 | In grams; Integer value |
| 20 | Tax ID/IRS/VAT | Optional | String | 18 | Free format This is the tax ID of the recipient for international shipments. |
| 21 | Item Reference #2 | Optional | String | 35 | Free format |

| Field number | Field | Required/Optional | Type | Length | Format/notes |
|--------------|---------------------------------|-------------------|-------------|--------|--|
| | | | | | Used for your own reference. |
| 22 | Email #2 | Optional | String | 60 | Free format Recipient's secondary email. |
| 23 | Cost Centre Reference | Optional | String | 30 | Free format Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. |
| 24 | Service | Required | Integer | 18 | Valid article code representing the service. Note that leading zeroes are not required. |
| 25 | Length | Optional | Long | 7 | Free format in mm |
| 26 | Width | Optional | Long | 7 | Free format in mm |
| 27 | Height | Optional | Long | 7 | Free format in mm |
| 28 | Document Indicator | Optional | Boolean | 1 | "1" indicates that the item is a document. |
| 29 | Oversize indicator | Optional | Boolean | 1 | "1" indicates that the item is oversize. |
| 30 | Delivery Confirmation indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here. |
| 31 | Signature Indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. Note: When the shipping service includes this option, this field will be selected regardless of what you enter here. |
| 32 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 33 | Do Not Safe Drop indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 34 | Card for Pickup indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 35 | Proof of Age required (18) | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 36 | Proof of age required (19) | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 37 | Leave at Door indicator | Optional | Boolean | 1 | "1" indicates that the option was selected. |
| 38 | Registered | Optional | Boolean | 1 | "1" indicates that the option was |

| Field number | Field | Required/Optional | Type | Length | Format/notes |
|--------------|-----------------------------|-------------------|-------------|--------|---|
| | indicator | | | | selected. |
| 39 | Proof of Identity indicator | Optional | Boolean | 1 | “1” indicates that the option was selected. (You can select this option only if specified in your contract). |
| 40 | Placeholder | Optional | Boolean | 1 | leave empty: “” |
| 41 | Deliver to Post Office | Optional | Boolean | 1 | (only available in EST 2.0 Desktop) “1” indicates the option was selected. “0” indicates the option was not selected. |
| 42 | Destination Post Office Id | Optional | String | 10 | Outlet where mail is to be delivered, relevant only if Deliver to Post Office is selected. |
| 43 | Placeholder | Optional | Placeholder | 1 | leave empty: “” |
| 44 | Placeholder | Optional | Placeholder | 1 | leave empty: “” |
| 45 | Notify Recipient | Optional | Boolean | 1 | Indicates if email notifications are to be sent. “1” indicates that the option was selected. “0” indicates the option was not selected (an empty entry is also accepted, i.e., “”) |
| 46 | Insured Amount | Optional | Numeric | 9.2 | A value greater than zero indicates that the option was selected and represents the amount the package has been insured for. |
| 47 | COD Value | Optional | Numeric | 9.2 | A value greater than zero indicates that the option was selected and represents the amount that must be collected upon the item’s delivery. |
| 48 | Placeholder | Optional | Placeholder | 1 | leave empty: “” |
| 49 | Deliver to Door | Optional | Boolean | 1 | “1” indicates that “Deliver to Door” option was selected. |
| 50 | Deliver to Parcel Box | Optional | Boolean | 1 | “1” indicates that “Parcel Box” option was selected. Note: You can select this option only if specified in your contract. |
| 51 | Email notification | Optional | Boolean | 1 | Only valid if Notify Recipient option is selected. “0” indicates all notifications “1” indicates delivery notification |

| Field number | Field | Required/Optional | Type | Length | Format/notes |
|--------------|------------------------------------|-------------------|-------------|--------|--|
| | | | | | only |
| 52 | Item ID | Optional | String | 16 | Item ID/PIN of the item. Needs to be supplied for some products that have a pre-printed barcode. You can use this field only if you have been authorized in your contract to create your own barcodes with numbers supplied by Canada Post. |
| 53 | Customs Currency | Required | Alpha | 3 | ISO currency code for the dollar amounts. e.g. USD, CAD |
| 54 | Conversion from CAD | Optional | Numeric | 4.6 | Conversion rate from the stated currency to Canadian dollars. Format 9999.999999 Must be greater than zero. |
| 55 | Duties and Taxes prepaid by Sender | Optional | String | 1 | Reserved for future use "" |
| 56 | Amount of Duties and Taxes prepaid | Optional | Currency | 5.2 | Reserved for future use "" |
| 57 | placeholder | Optional | placeholder | 1 | leave empty: "" |
| 58 | placeholder | Optional | placeholder | 1 | leave empty: "" |
| 59 | Reason for Export | Required | Alpha | 3 | Valid codes are: <ul style="list-style-type: none"> • DOC for Document • GIF for Gift • OTH for Other/Not Applicable • REP for Repair Warranty • SAM for commercial sample • SOG for sale of good Note: this field can be left empty for shipments within Canada. |
| 60 | Reason for Export Comment | Optional | String | 35 | If OTH was selected in Reason for Export (field 59), you must define the reason for export. |
| 61 | Non Delivery Instructions | Optional | Alpha | 6 | <ul style="list-style-type: none"> • RETSND for Return to Sender • RETEXP for Return at sender's expense • TREABA for Treat as Abandoned |
| 62 | Certificate Number | Optional | String | 10 | For Customs purposes If required by customs at the destination, the number of the government/agency certificate or permit. |

| Field number | Field | Required/Optional | Type | Length | Format/notes |
|--------------|--------------------|-------------------|-------------|--------|---|
| 63 | Licence Number | Optional | String | 10 | For Customs purposes If required by customs at the destination, the number of the government/agency import or export licence. |
| 64 | Goods Record Count | Required | Numeric | 3 | Specifies the number of goods records (using Layout Type 7 below) you are associating with this file. If you are not associating any goods records, enter "0". |
| 65 | Invoice Number | Optional | String | 10 | For Customs purposes If required by customs at the destination, the commercial invoice number. |
| 66 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |

2.2.6 Customs Goods Record – Layout Type 7

Use this file to define in detail a single good that you are shipping to the U.S. or internationally. This file can only be used in conjunction with Layout Type 6 in which you specify in field 64—Goods Record Count—how many goods records you are associating with your Layout Type 6 file. If you always ship the same good, you can define it in EST 2.0 Desktop and set it as a default good.

| Field number | Field | Optional/Required | Type | Length | Format/Notes |
|--------------|------------------------------------|-------------------|---------|--------|---|
| 1 | Record Type | Required | Integer | 2 | Record Type = 7 |
| 2 | Link to Predefined goods indicator | Required | Boolean | 1 | Indicates whether the good is: "0" - defined in this file "1" - a predefined good stored in EST 2.0 Desktop. |
| 3 | Order Id/Ref | Required | String | 35 | This is the order number that links this file to the parent Order Item record you defined in Layout Type 6. The value in Layout Type 6, field 2 must be the same as the value you enter here. |
| 4 | Item / Part / SKU # | Optional | String | 15 | Item number, part number or SKU number. |
| 5 | Quantity | Required | Numeric | 4 | How many goods of this type. |
| 6 | Description | Required | String | 45 | Mandatory if Link to Predefined Goods Indicator (field 2) equals "0". |

| Field number | Field | Optional/Required | Type | Length | Format/Notes |
|--------------|-------------------|-------------------|-------------|--------|---|
| 7 | Unit Weight | Required | Numeric | 6.3 | Mandatory if Link to Predefined Goods Indicator (field 2) equals "0". |
| 8 | Customs Value | Required | Numeric | 7.2 | Mandatory if Link to Predefined Goods Indicator (field 2) equals "0". |
| 9 | Unit of Measure | Optional | String | 3 | <p>(Three-character ISO code)</p> <p>Identifies the unit of measure for the customs-number-of-units.</p> <p>PCE – Piece NMB – Number PAR – Pair PKG – Package ENV – Envelope LTR – Litre MLT – Millilitre BOX – Box BAG – Bag MTR – Metre MMT – Millimetre DZN – Dozen GRM – Gram KGM – Kilogram CTN – Carton BIN – Bin SET – Number of sets BOT – Bottle TBE – Tube KIT – Kit</p> |
| 10 | HS Code | Optional | Numeric | 13 | <p>Minimum of 6 digits.</p> <p>Must be in one of the following formats:</p> <ul style="list-style-type: none"> • xxxx.xx • xxxxx.xx.xx • xxxxx.xx.xx.xx |
| 11 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 12 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 13 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 14 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 15 | Placeholder | Optional | Placeholder | 1 | leave empty: "" |
| 16 | Country of Origin | Optional | Alpha | 2 | <p>Must be in two-character country code.</p> <p>See Appendix B to look up country</p> |

| Field number | Field | Optional/Required | Type | Length | Format/Notes |
|--------------|--------------------|-------------------|-------|--------|--|
| | | | | | codes. |
| 17 | Province of Origin | Optional | Alpha | 2 | two-character province code. Mandatory if country of origin is Canada. Not applicable otherwise. See Appendix A to look up province codes. |

2.2.7 XML File for Order Entry

| Tag name | Parent or Data | Description |
|---------------------------|----------------|--|
| <delivery-requests> | Parent | Delimits the entire set of shipments to import. |
| <delivery-request> | Parent | Holds details for one shipment. |
| <delivery-spec> | Parent | Specifications of the shipment or parcel. |
| <destination> | Parent | Details on the destination of the shipment. |
| <recipient> | Parent | Recipient details. |
| <client-id> | Data | Client ID of the recipient; it can be used as a search key in EST 2.0 Desktop. Only used if selected as the sort criterion. Truncated after 30 characters. |
| <contact-name> | Data | Name of the individual receiving the shipment. Truncated after 44 characters. |
| <company> | Data | Name of the company. Truncated after 44 characters. |
| <additional-address-info> | Data | Additional address information. Truncated after 44 characters. |
| <address-line-1> | Data | First line of address. Mandatory unless you use Quickship on the EST 2.0 Desktop. Truncated after 44 characters. |
| <address-line-2> | Data | Second line of address. Truncated after 44 characters. |
| <city> | Data | City. Mandatory for Canadian and U.S. addresses unless you use Quickship on the EST 2.0 Desktop. Truncated after 40 characters. |
| <prov-state> | Data | Two-digit province or state code for Canada or U.S.A. Mandatory unless you use Quickship on the EST 2.0 Desktop. For international locations (optional), province name truncated after 20 characters. |
| <postal-zip-code> | Data | Postal Code for Canada or international, Zip Code for U.S.A. Truncated after 14 characters. Mandatory for Canadian and U.S. addresses. |
| <country-code> | Data | Two-digit country code of the shipment. |

| Tag name | Parent or Data | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|--|--|--------------|-------------|--------|------------------|---------|---------------|--------|----------|--------|----------------|--------|------------|-------------|--|------------------|--|------------------|--|------------------|--|------------------|--|--------|---|------------|--------------------------|-------------|------------------------------|------------|---|------------|--------------------------------------|---------------|---|------------|--------------------------------|-------------|------------------------------------|--------|--------------------------------|--------|--------------------------|--------|----------------------|------------|---------------------------------|------------|----------------------------|---------------|-------------------------------|------------|----------------------|--------|----------------------|
| <client-voice-number> | Data | Phone number of the recipient. Truncated after 25 characters. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| </recipient> | End Parent Tag | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <deliver-to-post-office-id> | Data | ID of the Post Office where mail is to be delivered; only required when the D2PO option is selected. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| </destination> | End Parent Tag | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <product-id> | Data | <p>Service code for the service used to ship the parcel. This field is optional when <prepaid-sku> is supplied, but if both are supplied ,<product-id> must represent the product family of <prepaid-sku>.</p> <table border="1"> <thead> <tr> <th>Service Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>DOM.EP</td><td>Expedited Parcel</td></tr> <tr><td>DOM.LIB</td><td>Library Books</td></tr> <tr><td>DOM.PC</td><td>Priority</td></tr> <tr><td>DOM.RP</td><td>Regular Parcel</td></tr> <tr><td>DOM.XP</td><td>Xpresspost</td></tr> <tr><td>DOM.XP.CERT</td><td>Xpresspost Certified (if your contract allows)</td></tr> <tr><td>DOM.EP.INTERLINE</td><td>Expedited Parcel Interline (if your contract allows)</td></tr> <tr><td>DOM.PC.INTERLINE</td><td>Priority Interline (if your contract allows)</td></tr> <tr><td>DOM.RP.INTERLINE</td><td>Regular Parcel Interline (if your contract allows)</td></tr> <tr><td>DOM.XP.INTERLINE</td><td>Xpresspost Interline (if your contract allows)</td></tr> <tr><td>DOM.DT</td><td>Delivered Tonight (if your contract allows)</td></tr> <tr><td>INT.IP.AIR</td><td>International Parcel Air</td></tr> <tr><td>INT.IP.SURF</td><td>International Parcel Surface</td></tr> <tr><td>INT.PW.ENV</td><td>Priority Worldwide Envelope International</td></tr> <tr><td>INT.PW.PAK</td><td>Priority Worldwide Pak International</td></tr> <tr><td>INT.PW.PARCEL</td><td>Priority Worldwide Parcel International</td></tr> <tr><td>INT.SP.AIR</td><td>Small Packet International Air</td></tr> <tr><td>INT.SP.SURF</td><td>Small Packet International Surface</td></tr> <tr><td>INT.TP</td><td>Tracked Packet – International</td></tr> <tr><td>INT.XP</td><td>Xpresspost International</td></tr> <tr><td>USA.EP</td><td>Expedited Parcel USA</td></tr> <tr><td>USA.PW.ENV</td><td>Priority Worldwide Envelope USA</td></tr> <tr><td>USA.PW.PAK</td><td>Priority Worldwide Pak USA</td></tr> <tr><td>USA.PW.PARCEL</td><td>Priority Worldwide Parcel USA</td></tr> <tr><td>USA.SP.AIR</td><td>Small Packet USA Air</td></tr> <tr><td>USA.TP</td><td>Tracked Packet – USA</td></tr> </tbody> </table> | Service Code | Description | DOM.EP | Expedited Parcel | DOM.LIB | Library Books | DOM.PC | Priority | DOM.RP | Regular Parcel | DOM.XP | Xpresspost | DOM.XP.CERT | Xpresspost Certified (if your contract allows) | DOM.EP.INTERLINE | Expedited Parcel Interline (if your contract allows) | DOM.PC.INTERLINE | Priority Interline (if your contract allows) | DOM.RP.INTERLINE | Regular Parcel Interline (if your contract allows) | DOM.XP.INTERLINE | Xpresspost Interline (if your contract allows) | DOM.DT | Delivered Tonight (if your contract allows) | INT.IP.AIR | International Parcel Air | INT.IP.SURF | International Parcel Surface | INT.PW.ENV | Priority Worldwide Envelope International | INT.PW.PAK | Priority Worldwide Pak International | INT.PW.PARCEL | Priority Worldwide Parcel International | INT.SP.AIR | Small Packet International Air | INT.SP.SURF | Small Packet International Surface | INT.TP | Tracked Packet – International | INT.XP | Xpresspost International | USA.EP | Expedited Parcel USA | USA.PW.ENV | Priority Worldwide Envelope USA | USA.PW.PAK | Priority Worldwide Pak USA | USA.PW.PARCEL | Priority Worldwide Parcel USA | USA.SP.AIR | Small Packet USA Air | USA.TP | Tracked Packet – USA |
| Service Code | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.EP | Expedited Parcel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.LIB | Library Books | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.PC | Priority | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.RP | Regular Parcel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.XP | Xpresspost | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.XP.CERT | Xpresspost Certified (if your contract allows) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.EP.INTERLINE | Expedited Parcel Interline (if your contract allows) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.PC.INTERLINE | Priority Interline (if your contract allows) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.RP.INTERLINE | Regular Parcel Interline (if your contract allows) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.XP.INTERLINE | Xpresspost Interline (if your contract allows) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DOM.DT | Delivered Tonight (if your contract allows) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.IP.AIR | International Parcel Air | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.IP.SURF | International Parcel Surface | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.PW.ENV | Priority Worldwide Envelope International | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.PW.PAK | Priority Worldwide Pak International | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.PW.PARCEL | Priority Worldwide Parcel International | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.SP.AIR | Small Packet International Air | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.SP.SURF | Small Packet International Surface | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.TP | Tracked Packet – International | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| INT.XP | Xpresspost International | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USA.EP | Expedited Parcel USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USA.PW.ENV | Priority Worldwide Envelope USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USA.PW.PAK | Priority Worldwide Pak USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USA.PW.PARCEL | Priority Worldwide Parcel USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USA.SP.AIR | Small Packet USA Air | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USA.TP | Tracked Packet – USA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Tag name | Parent or Data | Description | | | | |
|----------------------------|---|--|------------|---|--------|----------------|
| | | <table border="1"> <tr> <td>USA.TP.LVM</td> <td>Tracked Packet – USA (LVM) (if your contract allows)</td> </tr> <tr> <td>USA.XP</td> <td>Xpresspost USA</td> </tr> </table> | USA.TP.LVM | Tracked Packet – USA (LVM) (if your contract allows) | USA.XP | Xpresspost USA |
| USA.TP.LVM | Tracked Packet – USA (LVM) (if your contract allows) | | | | | |
| USA.XP | Xpresspost USA | | | | | |
| <prepaid-sku> | Data | Product code/SKU printed on the prepaid envelope. When supplied, defines the shipment as prepaid. | | | | |
| <options> | Parent | <p>Options to add on the parcel. The rules that apply are:</p> <ul style="list-style-type: none"> Options included with the Service (such as DC) need not be supplied; Options not applicable to the selected Service will be discarded; An option mutually exclusive with a previous one will be ignored; A pre-requisite option will automatically be added. | | | | |
| <option code> | Parent + Attribute | <p>The “code” attribute of the element <option> must contain one of the following values:</p> <ul style="list-style-type: none"> COD – Collect on Delivery COV – Insurance Coverage D2D – Deliver to Door D2PB – Deliver to Parcel Box D2PO – Deliver to Post Office DC – Delivery Confirmation DNS – Do Not Safe Drop HFP – Card for Pickup LAD – Leave at Door – Do Not Card PA18 – Proof of Age Required – 18 PA19 – Proof of Age Required – 19 POID – Proof of Identification SO – Signature Option | | | | |
| <amount> | Data | Value related to the option (i.e. amount of COD or amount of coverage requested). | | | | |
| </option> | End Parent Tag | | | | | |
| </options> | End Parent Tag | | | | | |
| <item-specification> | Parent | Holds physical characteristics of the package and shipment type. | | | | |
| <physical-characteristics> | Parent | Holds numeric characteristics and additional attributes. | | | | |
| <length> | Data | Parcel length in millimetres. | | | | |
| <width> | Data | Parcel width in millimetres. | | | | |
| <height> | Data | Parcel height in millimetres. | | | | |
| <weight> | Data | Actual weight in grams. | | | | |
| <oversized> | Data | Indicates if the parcel was deemed to be oversized. | | | | |
| <document> | Data | Indicates if the parcel is a document. | | | | |

| Tag name | Parent or Data | Description |
|-----------------------------|----------------|---|
| <unpacked> | Data | Indicates if the parcel is unpackaged. |
| <mailing-tube> | Data | Indicates if the parcel is being shipped in a tube. |
| </physical-characteristics> | End Parent Tag | |
| <customs-summary> | Parent | Holds details related to customs information; disregarded for domestic shipments. |
| <reason-for-export-code> | Data | Code representing the reason for export: <ul style="list-style-type: none"> • DOC for Document • GIF for Gift • OTH for Other/Not Applicable • REP for Repair Warranty • SAM for Commercial Sample • SOG for Sale of Good |
| <reason-for-export> | Data | If OTH is selected as the reason-for-export-code, this must contain the reason for export explanation. Truncated after 35 characters. |
| <currency> | Data | Three-digit currency code used to specify the value of goods. |
| <cad-conversion-rate> | Data | Conversion rate from the stated currency to Canadian dollars. When supplied, must be numeric in format 9999.999999 and greater than zero. |
| <duties-paid-by-sender> | Data | Reserved for future use |
| <amount-duties-prepaid> | Data | Reserved for future use |
| <certificate-number> | Data | (Character String – up to 10 characters) If required by customs at the destination, the number of the government/agency certificate or permit. |
| <licence-number> | | (Character String – up to 10 characters) If required by customs at the destination, the number of the government/agency import or export licence. |
| <invoice-number> | Data | (Character String – up to 10 characters) If required by customs at the destination, the commercial invoice number. |
| <customs-detail> | Parent | Holds details for one line of goods. |
| <quantity> | Data | Number of items of this type in the package. |

| Tag name | Parent or Data | Description |
|---------------------------|----------------|--|
| <customs-unit-of-measure> | Data | (Three-character ISO code) Identifies the unit of measure for the customs-number-of-units. PCE – Piece NMB – Number PAR – Pair PKG – Package ENV – Envelope LTR – Litre MLT – Millilitre BOX – Box BAG – Bag MTR – Metre MMT – Millimetre DZN – Dozen GRM – Gram KGM – Kilogram CTN – Carton BIN – Bin SET – Number of sets BOT – Bottle TBE – Tube KIT – Kit |
| <specification> | Parent | Holds details of the type of good. |
| <description> | Data | Your description of the good. Truncated after 30 characters. |
| <sku> | Data | Your code for the good. Truncated after 15 characters. |
| <unit-weight> | Data | Weight of a single good, in grams. |
| <hs-tarif-code> | Data | Harmonized System code of the good. |
| <customs-value> | Data | Value of a single good. |
| <country-of-origin> | Data | Two-digit country code of the origin of the good. |
| <province-of-origin> | Data | Two-digit province code of the origin of the good, if origin is CA. |
| </specification> | End Parent Tag | |
| </customs-detail> | End Parent Tag | |
| </customs-summary> | End Parent Tag | |
| </item-specification> | End Parent Tag | |
| <notification> | Parent | Holds details related to generating emails for item tracking. |

| Tag name | Parent or Data | Description |
|--------------------------|----------------|---|
| <mailed-by-notif-email> | Parent | Holds details of emails to be sent to the mailed-by customer. |
| <email> | Data | Email address of the mailed-by customer. Truncated after 70 characters. |
| <on-shipment> | Data | Identifies if shipment related tracking events are to be sent to the email address above. |
| <on-exception> | Data | Identifies if exception related tracking events are to be sent to the email address above. |
| <on-delivery> | Data | Identifies if delivery related tracking events are to be sent to the email address above. |
| </mailed-by-notif-email> | End Parent Tag | |
| <mobo-notif-email> | Parent | Holds details of emails to be sent to the behalf-of customer. |
| <email> | Data | The email address recorded for the shipment for the behalf-of customer. Truncated after 70 characters. |
| <on-shipment> | Data | Identifies if shipment related tracking events are to be sent to the address above. |
| <on-exception> | Data | Identifies if exception related tracking events are to be sent to the address above. |
| <on-delivery> | Data | Identifies if delivery related tracking events are to be sent to the address above. |
| </mobo-notif-email> | End Parent Tag | |
| <client-notif-email2> | Parent | Holds details of emails to be sent to an alternate email address. |
| <email> | Data | Alternate email address. Truncated after 70 characters. |
| <on-shipment> | Data | Identifies if shipment related tracking events are to be sent to the email address above. |
| <on-exception> | Data | Identifies if exception related tracking events are to be sent to the email address above. |
| <on-delivery> | Data | Identifies if delivery related tracking events are to be sent to the email address above. |
| </client-notif-email2> | End Parent Tag | |
| <client-notif-email> | Parent | Holds details of emails to be sent to the recipient. |
| <email> | Data | The primary recipient's email address. Truncated after 70 characters. |
| <on-shipment> | Data | Identifies if shipment related tracking events are to be sent to the email address above. |
| <on-exception> | Data | Identifies if exception related tracking events are to be sent to the email address above. |
| <on-delivery> | Data | Identifies if delivery related tracking events are to be sent to the email address above. |

| Tag name | Parent or Data | Description |
|------------------------------|----------------|---|
| </client-notif-email> | End Parent Tag | |
| </notification> | End Parent Tag | |
| <non-deliv-instructions> | Data | Instructions on what to do if parcel cannot be delivered. If the value supplied is not applicable to the product, it will be discarded. If there is only one value applicable to the product, it would apply instead: <ul style="list-style-type: none"> • RETSND for Return to sender • RETEXP for Return at sender's expense • TREABA for Treat as Abandon |
| <reference> | Parent | Holds all reference numbers associated with the shipment. |
| <customer-item-id> | Data | Your own tracking number (PIN). When supplied, <customer-supplied-item-id> is set to True in the export file. |
| <cost-centre> | Data | Your cost centre value. Truncated after 30 characters. |
| <customer-ref1> | Data | Your Order ID / Reference 1. Truncated after 35 characters. |
| <customer-ref2> | Data | Your alternate reference number. Truncated after 35 characters. |
| </reference> | End Parent Tag | |
| </delivery-spec> | End Parent Tag | |
| <settlement-details> | Parent | |
| <tax-id> | Data | Tax ID/IRS/VAT of the recipient for customs purposes. Truncated after 18 characters. |
| </settlement-details> | End Parent Tag | |
| <continuous-inbound-freight> | Data | Indicates if the shipment met the legal requirements for the Continuous Inbound Freight designation. Ignored if the Allow CIF general billing preference in EST 2.0 Desktop is not selected. (In EST 2.0 Configuration> Preference and Defaults> General>Billing Information > Allow CIF .) |
| </delivery-request> | End Parent Tag | End of details for one shipment. |
| </delivery-requests> | End Parent Tag | End of the file. |

2.3 Pre-defined Goods

Use this file to define a good that you ship internationally. Once you have imported this file into EST 2.0 Desktop, you will be able to select the good within EST to associate with your Layout Type 6 and Layout Type 7 file imports.

2.3.1 Pre-defined Goods Text File

| Field # | Field Name | Type | Length | Description |
|---------|--------------------|--------------|--------|--|
| 1 | Item/Part/SKU # | Alphanumeric | 15 | Item number, part number or SKU number. |
| 2 | Description | Alphanumeric | 45 | A description of the item for customs purposes. |
| 3 | Unit Weight | Numeric | 3.3 | Weight (in grams) for the individual item. |
| 4 | Customs Value | Numeric | 7.2 | The per unit value for the item for customs purposes. |
| 5 | HS Code | Numeric | 13 | The Harmonized System number for the item. |
| 6 | Country of Origin | Alphanumeric | 2 | The country code where this item was manufactured. |
| 7 | Province of Origin | Alphanumeric | 2 | The province code where this item was manufactured if the Country of Origin is Canada. |

2.3.2 Pre-defined Goods XML File

| Tag Name | Parent or Data | Description |
|--------------------|----------------|--|
| <predefined-goods> | Parent | Delimits the start of the file. |
| <predefined-good> | Parent | Holds details for one Cost Centre. |
| <sku> | Data | Unique identifier for the Good. |
| <description> | Data | Description of the Good. |
| <unit-weight> | Data | Weight of the Good. |
| <declared-value> | Data | Value of the Good in Canadian dollars. |
| <tariff-code> | Data | HS Code representing the Good. |
| <country-code> | Data | Country where the Good originates from. |
| <region-code> | Data | Province where the Good originates from. |
| <unit-of-measure> | Data | Identifies the unit of measure for the customs-number-of-units |

2.4 Cost Centre

Use this file if you have multiple cost centres and you enter orders manually. Once you have imported your cost centre files into EST 2.0 Desktop, you will be able to select the cost centres from within EST when you are entering your orders

2.4.1 Cost Centre Text File

| Field number | Field | Required/Optional | Type | Length | Format/Notes |
|--------------|-------------|-------------------|--------|--------|--------------|
| 1 | Cost Centre | Required | String | 30 | Free format |

2.4.2 Cost Centre XML File

| Tag Name | Parent or Data | Description |
|--------------------|----------------|---|
| <cost-centre-list> | Parent | Delimits the start and end of the file. |
| <cost-centre> | Parent | Holds details for one Cost Centre. |
| <id> | Data | Name of the Cost Centre |

3 Import File Specifications for Mailings

3.1 Unaddressed Admail Mailing Plans

To create import files for Unaddressed Admail mailing plans, you will need information about the Canada Post delivery network structure such as the names of Delivery Installations, delivery modes and secondary installations. You can obtain this data from a number of sources such as the Canada Post Householder Counts and Maps located on the Canada Post website.

There are four layout types to choose from:

- **Layout 1** – Use to specify one or more individual routes (one row per route).
- **Layout 2** – Use to specify a range of routes (e.g., 1 – 20).
- **Layout 3** – Use if you have generic delivery requirements.
- **Layout 4** – Use if you want to import all of the information required for a mailing (the above three layouts only partially populate the required information).

3.1.1 Layout Type 1

If you know your precise area of coverage down to the level of delivery modes (walk or route), use Layout Type 1 or 2. Use Layout Type 1 to specify one or more individual routes (one row per route). Use Layout Type 2 to specify a range of routes (e.g., 1 – 20).

| Field # | Field Name | Required/Optional | Type | Length | Description |
|---------|-----------------------------|-------------------|---------|--------|---|
| 1 | FSADMDMID | Required | String | 9 | The route, composed of three components: <ul style="list-style-type: none"> • FSA (first three characters of Postal Code) • Delivery mode (DM) type – two alpha characters • DM Identifier – four digits e.g. K2HLC0001 |
| 2 | Secondary Installation Name | Required | String | 15 | A sub-location that makes a route unique. e.g. NEPEAN STN H |
| 3 | Houses | Optional | Numeric | 7 | The count of houses on the desired route. Leave blank if you want full coverage for houses on this route. Set to zero if you do not want to deliver to houses on this route. Note: This field must not exceed the total householder count of houses for this route. |
| 4 | Apartments | Optional | Numeric | 7 | The count of apartments on the desired route. Leave blank if you want full coverage for apartments on this route. Set to zero if you do not want to deliver to apartments on this route. |

| | | | | | |
|---|--------------|----------|---------|----|---|
| | | | | | Note: This field must not exceed the total householder count of apartments for this route. |
| 5 | Farms | Optional | Numeric | 7 | The count of farms on the desired route. Leave blank if you want full coverage for farms on this route. Set to zero if you do not want to deliver to farms on this route. Note: This field must not exceed the total householder count of farms for this route. |
| 6 | Businesses | Optional | Numeric | 7 | The count of businesses on the desired route. Leave blank if you want full coverage for businesses on this route. Set to zero if you do not want to deliver to businesses on this route. Note: This field must not exceed the total householder count of businesses for this route. |
| 7 | Reference #1 | Optional | String | 20 | A free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation. |
| 8 | Reference #2 | Optional | String | 20 | A second free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation. |

3.1.2 Layout Type 2

If you know your precise area of coverage down to the level of delivery modes (walk or route), use Layout Type 1 or 2. Use Layout Type 2 to specify a range of routes (e.g., 1 – 20). Use Layout Type 1 to specify one or more individual routes (one row per route).

| Field # | Field Name | Required/Optional | Type | Length | Description |
|---------|-------------|-------------------|--------|------------|--|
| 1 | FSA/PC | Required | String | 3, 6, or 7 | The FSA (for urban routes) or Postal Code (for rural routes) that you want to deliver to. Acceptable Formats: <ul style="list-style-type: none"> • A9A • A9A9A9 • A9A 9A9 |
| 2 | From DMDMID | Required | String | 6 | The beginning range of routes, composed of two components: <ul style="list-style-type: none"> • Delivery mode (DM) type – two alpha characters • DM Identifier – four digits e.g. LC0001 |
| 3 | To DMDMID | Required | String | 6 | The end range of routes, composed of two components: <ul style="list-style-type: none"> • Delivery mode (DM) type – two alpha characters • DM Identifier – four digits e.g. LC0009 |

| | | | | | |
|----|-----------------------------|----------|---------|----|--|
| | | | | | Note: If you are providing counts for houses, apartments, farms, or businesses (in fields 5-8), the To DMDMID must be the same as the From DMDMID (i.e., a single route). |
| 4 | Secondary Installation Name | Required | String | 15 | A sub-location that makes a route unique. e.g. NEPEAN STN H |
| 5 | Houses | Optional | Numeric | 7 | The count of houses on the desired route. Leave blank if you want full coverage for houses on this route. Set to zero if you do not want to deliver to houses on this route. Note: Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date. |
| 6 | Apartments | Optional | Numeric | 7 | The count of apartments on the desired route. Leave blank if you want full coverage for apartments on this route. Set to zero if you do not want to deliver to apartments on this route. Note: Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date. |
| 7 | Farms | Optional | Numeric | 7 | The count of farms on the desired route. Leave blank if you want full coverage for farms on this route. Set to zero if you do not want to deliver to farms on this route. Note: Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date. |
| 8 | Businesses | Optional | Numeric | 7 | The count of businesses on the desired route. Leave blank if you want full coverage for businesses on this route. Set to zero if you do not want to deliver to businesses on this route. Note: Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date. |
| 9 | Reference #1 | Optional | String | 20 | A free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation. |
| 10 | Reference #2 | Optional | String | 20 | A second free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation. |

3.1.3 Layout Type 3

Use this layout if you do not want route-level coverage, but are using Forward Sortation Area (FSA)-level coverage instead.

| Field # | Field Name | Optional/Required | Type | Length | Validation |
|---------|--------------|-------------------|--------|------------|---|
| 1 | Record Type | Required | Text | 2 | Value of 03 for this file format |
| 2 | FSA/PC | Required | String | 3, 6, or 7 | The FSA (for urban routes) or Postal Code (for rural routes) that you want to deliver to. Acceptable Formats: <ul style="list-style-type: none"> • A9A • A9A9A9 • A9A 9A9 |
| 3 | DM Type | Required | String | 4 | Delivery mode (DM) type Acceptable values are: GB, LC, LB, RR, SS, DR, MR, CF, ALL or TOUS. |
| 4 | Reference #1 | Optional | String | 20 | A free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation. |
| 5 | Reference #2 | Optional | String | 20 | A second free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation. |

3.1.4 Layout Type 4

Use this layout if you want to import all of the information required for a mailing (the above three layouts only partially populate the required information).

| Field | Field Name | Required/Optional | Type | Length | Description |
|-------|-----------------------|-------------------|---------|--------|--|
| 1 | Record Type | Required | Text | 2 | Value of 04 for this layout. |
| 2 | Weight per piece | Optional | Numeric | 5 | The weight of your mail piece in grams. If not supplied here, you will have to supply it within the shipping tool. The weight must either be supplied on all records in the file or not supplied on any. |
| 3 | Cost Centre Reference | Optional | String | 30 | Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. For every unique cost centre reference you supply, a separate Statement of Mailing line will be created. |
| 4 | Title of mail piece | Required | String | 30 | For every unique title you supply, a separate mail piece in the shipping tool will be |

| Field | Field Name | Required/ Optional | Type | Length | Description |
|-------|-----------------------------------|------------------------|---------|--------|--|
| | | | | | created. |
| 5 | Transportation required indicator | Required | String | 1 | Must be: Y or O – transportation required or N – transportation not required |
| 6 | Deposit location | Conditionally required | String | 4 | If you entered Y or O in field 5, (transportation required indicator), then this field is required. The four-digit code for the location where you are dropping off your mailings. |
| 7 | Delivery timing | Required | Numeric | 1 | Used to indicate when delivery of your mailing should begin. 0 - Upon receipt 1 - Specific start date. All records for a given delivery installation must have the same value. |
| 8 | Date | Required | String | 10 | Date of deposit or delivery start date. If delivery timing was 0, enter the deposit date. If delivery timing was 1, enter the specific start date. Accepted formats: yyyymmdd or yyyy/mm/dd |
| 9 | Before 11 indicator | Optional | String | 1 | Indicates if you will be dropping your mailing off at the delivery installation before 11 a.m. (Y or O) or not (N). A blank will be considered N. Will only be used if delivery timing = 1 and transportation required indicator = N |
| 10 | Consumer's Choice indicator | Optional | String | 1 | Use this field to respect consumers' choice not to receive Unaddressed Admail. Can be: Y or O – Yes, I respect Consumers' Choice or N - No, I will not respect Consumers' Choice. (Only public agencies should use N) A blank will be considered Yes. |
| 11 | Container Type | Required | String | 2 | Type of container you will use to drop off your mail: <ul style="list-style-type: none"> HS - Canada Post supplied hard-sided containers |

| Field | Field Name | Required/ Optional | Type | Length | Description |
|-------|------------------------------------|-----------------------|---------|--------|---|
| | | | | | <ul style="list-style-type: none"> FP - Flexipack pouches BX - Your own containers |
| 12 | Pieces per bundle | Required | Numeric | 3 | Must be less than or equal to 200. |
| 13 | Bundles per container | Required | Numeric | 5 | The number of bundles in each container. |
| 14 | Reference #1 | Optional | String | 20 | A free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation. |
| 15 | Reference #2 | Optional | String | 20 | A second free form field for your own reference. When supplied, it must be the same for all the routes within one delivery installation. |
| 16 | Target Area – Houses indicator | Required | String | 1 | <p>Indicates whether you want your mailing to target houses.</p> <p>Must be:</p> <p>Y or O – target houses</p> <p>or</p> <p>N – do not target houses</p> <p>Note: The value in the last record for a given delivery installation will be used.</p> |
| 17 | Target Area – Apartments indicator | Required | String | 1 | <p>Indicates whether you want your mailing to target apartments.</p> <p>Must be:</p> <p>Y or O – target apartments</p> <p>or</p> <p>N – do not target apartments</p> <p>Note: The value in the last record for a given delivery installation will be used.</p> |
| 18 | Target Area – Farms indicator | Required | String | 1 | <p>Indicates whether you want your mailing to target farms.</p> <p>Must be:</p> <p>Y or O – target farms</p> <p>or</p> <p>N – do not target farms</p> <p>Note: The value in the last record for a given delivery installation will be used.</p> |
| 19 | Target Area – Business indicator | Required | String | 1 | <p>Indicates whether you want your mailing to target businesses.</p> <p>Must be:</p> |

| Field | Field Name | Required/Optional | Type | Length | Description |
|-------|-----------------------------|-------------------|---------|--------|---|
| | | | | | Y or O – target businesses or N – do not target businesses Note: The value in the last record for a given delivery installation will be used. |
| 20 | FSA/PC | Required | String | 7 | The FSA (for urban routes) or Postal Code (for rural routes) that you want to deliver to. Acceptable Formats: <ul style="list-style-type: none"> • A9A • A9A9A9 • A9A 9A9 A Delivery Installation must exist in the Householder data for the FSA or Postal Code that you provide. |
| 21 | From DMDMID | Required | String | 6 | The beginning range of routes, composed of two components: <ul style="list-style-type: none"> • Delivery mode (DM) type – two alpha characters • DM Identifier – four digits e.g. LC0001 Note: Can also be ALL or TOUS. |
| 22 | To DMDMID | Required | String | 6 | The end range of routes, composed of two components: <ul style="list-style-type: none"> • Delivery mode (DM) type – 2 alpha characters • DM Identifier – 4 digits e.g. LC0009 Notes: If you are providing counts for houses, apartments, farms, or businesses, the To DMDMID must be the same as the From DMDMID (i.e., a single route). Can be ALL or TOUS |
| 23 | Secondary Installation Name | Required | String | 15 | A sub-location that makes a route unique. e.g. NEPEAN STN H Can also be ALL or TOUS. |
| 24 | Houses Count | Optional | Numeric | 7 | This field is ignored if the Target area – Houses Indicator is N or if the From DMDMID is ALL or TOUS Leave blank if you want to use the householder counts. Otherwise, the value |

| Field | Field Name | Required/ Optional | Type | Length | Description |
|-------|-------------------|-----------------------|---------|--------|--|
| | | | | | <p>supplied here overrides the householder counts.</p> <p>Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date.</p> |
| 25 | Apartments Counts | Optional | Numeric | 7 | <p>This field is ignored if the Target area – Apartments Indicator is N or if the From DMDMID is ALL or TOUS</p> <p>Leave blank if you want to use the householder counts. Otherwise, the value supplied here overrides the householder counts.</p> <p>Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date.</p> |
| 26 | Farms Count | Optional | Numeric | 7 | <p>This field is ignored if the Target area – Farms Indicator is N or if the From DMDMID is ALL or TOUS</p> <p>Leave blank if you want to use the householder counts. Otherwise, the value supplied here overrides the householder counts.</p> <p>Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date.</p> |
| 27 | Business Count | Optional | Numeric | 7 | <p>This field is ignored if the Target area – Business Indicator is N or if the From DMDMID is ALL or TOUS</p> <p>Leave blank if you want to use the householder counts. Otherwise, the value supplied here overrides the householder counts.</p> <p>Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date.</p> |

3.2 Lettermail, Addressed Admail and Publications Mail

Use Layout Type 11 or 12 to auto-create your mailings.

3.2.1 Layout Type 11

Use this layout when you are creating your address labels in your own system but want to import the information and quickly generate the mailing in EST 2.0 Desktop. It contains one record per piece of mail that you send.

| Field Number | Field | Required/Optional | Type | Length | Description |
|--------------|----------------------|-------------------|--------------|--------|--|
| 1 | Record Type | Required | Numeric | 2 | Value of 11 for this record type |
| 2 | Placeholder | n/a | Placeholder | n/a | leave empty: "" |
| 3 | Record Id | Optional | Numeric | 6 | Acts as a counter for the records within the file. |
| 4 | Item Tracking Number | Optional | Alphanumeric | 13 | Unique Item Id / PIN for the item, for the purpose of tracking the item. Only applicable to Registered Lettermail. |
| 5 | Deposit Location | Required | Alphanumeric | 4 | The 4-digit code for the location where you are dropping off your mailings. |
| 6 | Date of Deposit | Required | Numeric | 8 | Identifies the date when the item is to be inducted at Canada Post. Must be a valid date, in format "YYYYMMDD" |
| 7 | Shipment No. | Optional | Numeric | 2 | Allows for multiple deposits on same day. For example, deposits at 10 a.m. and 1:30 p.m. would be identified as Shipment Number 1 and 2 respectively. |
| 8 | Article Number | Required | Numeric | 18 | Article number representing the Canada Post mailing service you're using. Notes: <ul style="list-style-type: none"> The Article Number must belong to the same Product Type as the current open mailing in EST 2.0 Desktop. If Addressed Admail, all articles must be of the same Pieces Size. |
| 8 | Weight | Required | Numeric | 5.2 | Identifies weight, in grams. |
| 10 | Cost Centre | Optional | Alphanumeric | 30 | Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. For every unique cost centre reference you supply, a separate Statement of Mailing line will be created. |
| 11 | Item Destination | Required | Alphanumeric | 14 | Identifies the Postal Code, ZIP code or country code of mail piece: <ul style="list-style-type: none"> U.S.A. - ZIP Code must be provided as 99999 or 99999-9999. International - Country Code must be provided |

| Field Number | Field | Required/Optional | Type | Length | Description |
|--------------|-----------------------------|-------------------|---------|--------|--|
| | | | | | as 2 alpha characters. <ul style="list-style-type: none"> Domestic - Postal Code must be provided as either A9A9A9 or A9A 9A9 |
| 12 | Item Registered Flag | Optional | Boolean | 1 | "1" indicates that the item has option Registered selected. |
| 13 | Item Advice of Receipt Flag | Optional | Boolean | 1 | "1" indicates that the item has option Advice of Receipt selected. |
| 14 | Item Coverage Amount | Optional | Numeric | 6.2 | A value greater than zero indicates that the option was selected and represents the amount the package has been insured for. |

3.2.2 Layout Type 12 - Registered Mail Labels

This file is similar to Layout Type 11 but it contains enough data to allow you to printing a Registered Mail label in EST 2.0 Desktop.

| Field # | Field | Required/Optional | Type | Length | Validation |
|---------|----------------------|-------------------|--------------|--------|--|
| 1. | Record Type | Optional | Numeric | 2 | Value for this layout = 12 |
| 2. | Placeholder | Optional | Placeholder | n/a | Placeholder for future use. |
| 3. | Record Id | Optional | Numeric | 6 | Acts as a counter for the records within the file. |
| 4. | Deposit Location | Required | Alphanumeric | 4 | The four-digit code for the location where you are dropping off your mailings. |
| 5. | Date of Deposit | Required | Numeric | 8 | Identifies the date when the item is to be inducted at Canada Post. Must be a valid date, in format "YYYYMMDD". |
| 6. | Article Number | Required | Numeric | 18 | Article number representing the Canada Post mailing service The current mailing must be Lettermail. |
| 7. | Weight | Required | Numeric | 5.2 | Identifies weight, in grams. |
| 8. | Cost Centre | Optional | Alphanumeric | 30 | Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post. For every unique cost centre reference you supply, a separate Statement of Mailing line will be created. |
| 9. | Item Coverage Amount | Optional | Numeric | 6.2 | A value greater than zero indicates that the option was selected and represents the amount the package has been insured for. |

| Field # | Field | Required/Optional | Type | Length | Validation |
|---------|---------------------|-------------------|--------------|--------|---|
| 10. | Order Id/Ref | Optional | Alphanumeric | 35 | Your internal order ID (often called reference #1). |
| 11. | Item Reference #2 | Optional | Alphanumeric | 35 | Free format Used for your own reference |
| 12. | Name | Optional | Alphanumeric | 44 | Free format |
| 13. | Company | Optional | Alphanumeric | 44 | Free format |
| 14. | Address Line 1 | Optional | Alphanumeric | 44 | Free format |
| 15. | Address Line 2 | Optional | Alphanumeric | 44 | Free format |
| 16. | City | Optional | Alphanumeric | 40 | Free format |
| 17. | Province | Required | Alphanumeric | 2 | Must be two-character province code |
| 18. | Postal Code | Required | Alphanumeric | 6 or 7 | Free format |
| 19. | Country Code | Optional | Alphanumeric | 2 | Must be CA |
| 20. | Phone Number | Optional | Alphanumeric | 25 | Free format |
| 21. | Email Address #1 | Optional | Alphanumeric | 70 | Free format |
| 22. | Email Address #2 | Optional | Alphanumeric | 70 | Free format |
| 23. | Email Notifications | Optional | Numeric | 1 | “0” indicates All notifications “1” indicates On Ship only “2” indicates On Exception only “3” indicates Delivery only |

Appendix A – Province and State Codes

[Look up province, territory and state codes.](#)

Appendix B – Country Codes

[Look up country codes in our International Destination Listing.](#)

Appendix C – Article Numbers for Canada Post Services

The following are valid article numbers to be used in import files:

| Article Number | Article Description |
|----------------|---|
| 908 | Xpresspost Piece Rated |
| 966 | Regular Parcel Piece Rated |
| 967 | Expedited Parcel Piece Rated |
| 984 | International Parcel Surface |
| 985 | International Parcel Air |
| 989 | Regular Parcel Interline |
| 999 | Expedited Parcel Interline |
| 1107 | Xpresspost Interline |
| 1123 | USA Small Packet Air Mail |
| 1469 | Priority Piece Rated |
| 1523 | Priority Interline |
| 1917 | Xpresspost USA |
| 6210 | Xpresspost International |
| 6470 | Expedited Parcel – USA |
| 8370 | Library Books |
| 9610 | International Small Packet Air |
| 9611 | International Small Packet Surface |
| 10100 | Priority Worldwide Envelope International |
| 10101 | Priority Worldwide Pak International |
| 10102 | Priority Worldwide Parcel International |

| | |
|-------|---|
| 10103 | Priority Worldwide Envelope USA |
| 10104 | Priority Worldwide Pak USA |
| 10105 | Priority Worldwide Parcel USA |
| 12590 | Tracked Packet - USA |
| 12591 | Tracked Packet – USA (LVM) (large volume mailer) |
| 12592 | Tracked Packet – International |
| 14030 | Delivered Tonight |