

Electronic Shipping Tools (EST) – Desktop Solution

Enhancements to Unaddressed Admail™ –
Fully Featured



DK5735

Starting April 16, 2007

An enhanced tool to simplify and accelerate your Unaddressed Admail document creation

Thank you for using Canada Post's Electronic Shipping Tools (EST) for Unaddressed Admail™.

In response to customers' requests to make Unaddressed Admail EST software easier to use, we've made a few changes that we'd like to share with you. Improvements to EST will help you to streamline your business processes and enable you to prepare your Unaddressed Admail more efficiently than ever before.

This brochure highlights the key changes we've made to the EST software, and is for individuals who are familiar with EST Fully Featured Unaddressed Admail. Throughout the document, you'll find valuable information about new features as well as time-saving tips.



New!

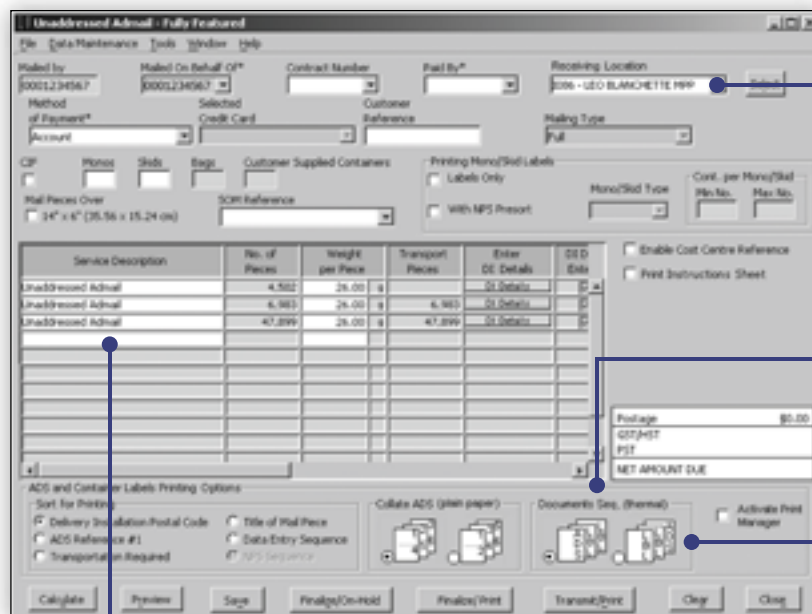
- ◆ Print Admail Delivery Slip (ADS) and container labels in advance of Order transmission to keep your processes moving.
- ◆ Reprint only the labels you need—eliminating the need to reprint an entire batch.
- ◆ Simplify the data entry of your mailing to save time and reduce the risk of mistakes.
- ◆ Create new mailing plans from existing ones to save time and expedite the mailing process.
- ◆ Easier, simplified process for importing and exporting mailing information from one system to another.

Looking for online support?

Starting April 2007, the Electronic Shipping Tools support network will offer you a wide range of technical support options. Now you can choose the level of support that best suits your needs:

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- ◆ Online Tutorial: www.canadapost.ca/obc. Click on the "EST Help Centre" icon to view the tutorial.
 - ◆ EST User Guides: www.canadapost.ca/estguides

Changes to the Statement of Mailing Window



The Receiving Location will be populated automatically when you've completed your mailing plan.

Select this radio button and print your thermal Admail Delivery Slips (ADS) labels first, followed by your container labels.

Select this radio button and print your thermal container labels first, followed by your ADS.

To make EST easier to use, this field automatically identifies the service that you're using.

We've added a new feature. This button allows you to print your container labels, ADS and Mono Skid Labels (non NPS), when you need them. You no longer have to wait until you transmit your mailing plan.

Finalize/Print function allows you to make changes to your Order up until you transmit your mailing plan.

The Finalize/Print function applies to thermal and plain paper printers.

Important information!

- ◆ Now you can save a previous Statement of Mailing (SOM) as a template for future use. Simply choose "Save as template" from the file menu.
- ◆ "Customer Reference", "SOM Reference" and "Cost Centre Reference" are now visible from the desktop main window.

Reminder!

- ✿ Don't forget... you must transmit your Order before depositing your mailing.

Changes to the Delivery Installation Selection Window

The Delivery Installation (DI) Selection window and Delivery Installation Default window have been combined to make the task of developing your mailing plan, faster and easier. Through the DI Default feature, all you have to do is enter the mailing data once and the software applies it to all of your forms.

[What*]

Enter the name of the mail piece along with any unique customer information that you would like to add.

[Where*]

There are two options available:

1. Direct to Delivery Installation. You transport your mail directly to each location in your mailing plan.
2. Transportation Required. Transport your mail to a Canada Post location, and Canada Post will transport your mail to each location in your mailing plan.

[When*]

Select the date when you will deposit your mail or select the date when you would like the delivery to start. This field is mandatory prior to any file imports.

[How*]

Select the type of container (box or bag) and enter the pieces per bundle, and bundles per container for all of your Admail Delivery Slips (ADS).

Select the Canada Post delivery installations within your mailing plan (i.e., the area which you would like to cover).

Select your target area and delivery mode defaults once for the entire mailing.

Important information!

- ◆ Title of Mail Piece, Date and Deposit Location are mandatory fields. Remember, you can modify these values later for each "DI Details" window.
- ◆ Consumers' Choice is always selected. Please see www.canadapost.ca/consumers_choice for more information.
- ◆ Deposit Location will list Locations configured in your "Outlets / Deposit Locations". You can add more using the "Data Maintenance" option from the main window.
- ◆ Clicking the "Next" button will take you to the NEW Mailing Plan Summary window.
- ◆ Need to do a more complex mailing? You can still adjust your delivery information from the Mailing Plan Summary and Delivery Installation Detail windows.
- ◆ There are various import types, depending on the file you choose to import; you may be redirected to the same window and prompted for additional information.

Changes to the Mailing Plan Summary Window

A check mark [✓] in this field indicates that all information has been provided.

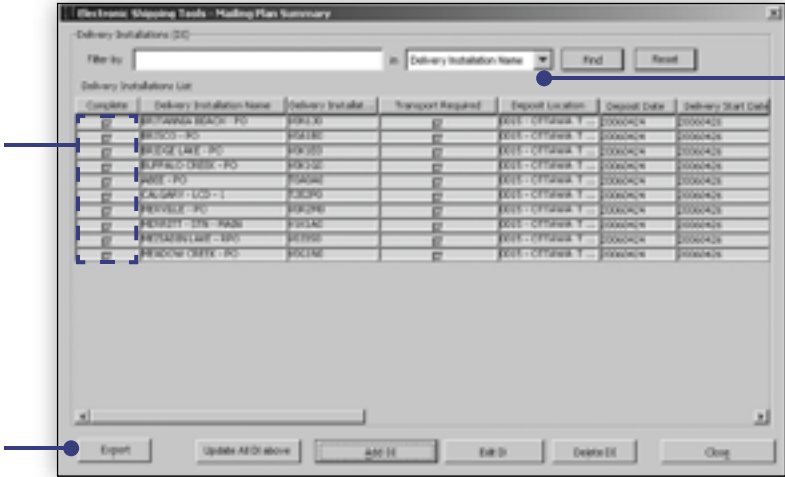
A box left blank in this field indicates that information is missing. This information is required before you can transmit.

A feature has been added to allow you to export the details of your mailing plan to a text file for use outside EST. You can also re-import at any time.

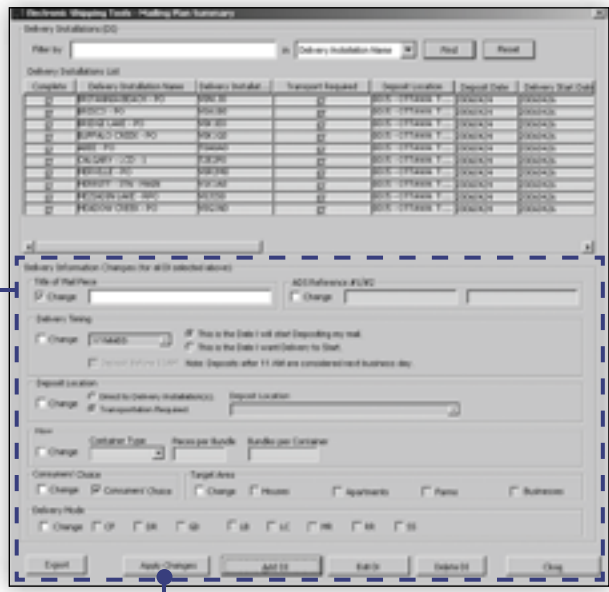
Select the field that you wish to change.

Be careful if you check [✓] any of the boxes and have left the field blank, you will remove information from your mailing plan.

If you choose not to use the "Filter" button, any changes that you make will apply to all DIs in your mailing plan.



The filter is a drop-down menu.



When you're satisfied with your changes, press the "Apply Changes" button.

Important information!

- ◆ When you have multiple deposits or dates, you'll have multiple lines on the SOM window. All SOM lines are displayed on the Mailing Plan Summary window.

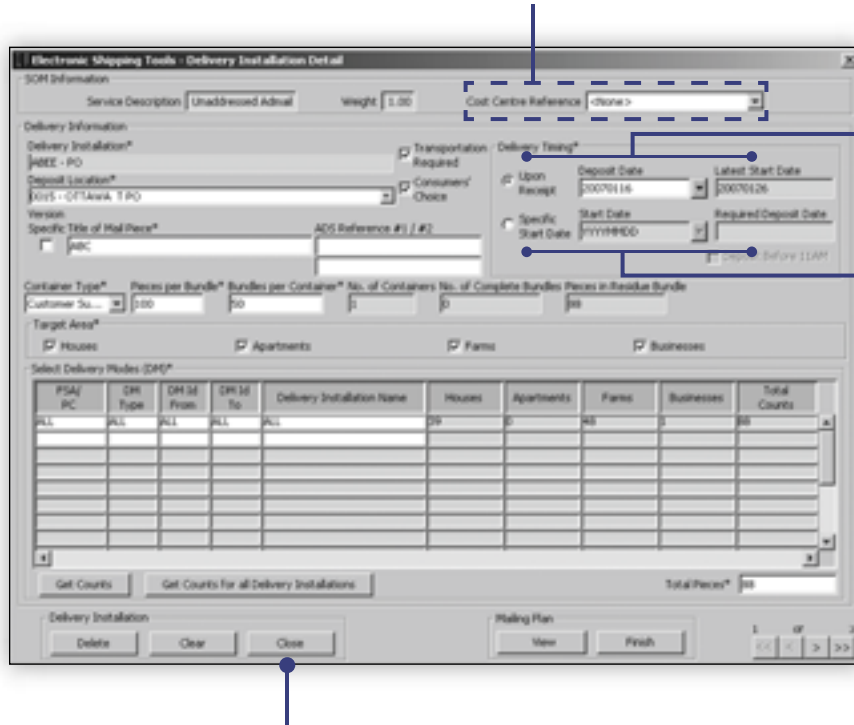
Reminder!

- ✿ Don't forget... you must transmit your Order before depositing your mailing.

Changes to the Delivery Installation Detail Window

PosteCS™ subscribers can benefit from the Cost Centre Reference field. This field allows you to better manage multiple-version mailings.

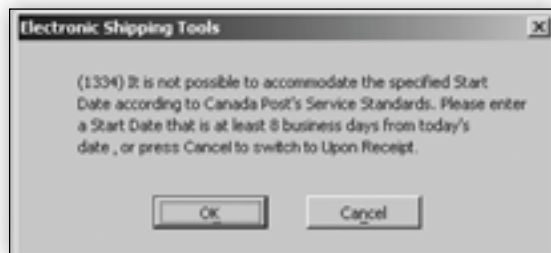
Any data that you choose to enter in this field will appear on your PosteCS™ invoice. For additional information, contact your Service Representative.



For "Upon Receipt" mailing, specify the date when the mailing will be deposited at Canada Post. Based on this date, EST will indicate the latest delivery start date.

In this field, specify the delivery start date. Based on this date, EST will identify when you must deposit based on the deposit locations. Canada Post will deliver starting on, or before, this date.

A new "Close" button allows you to stop and save your work at your convenience.

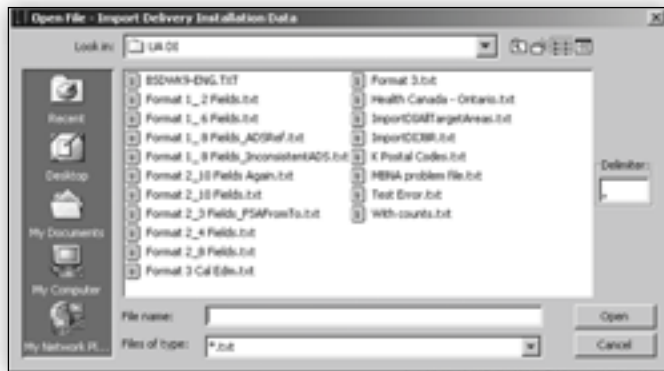


Important information!

- ◆ If the start date that you've selected cannot be accommodated, the system will display a warning message.

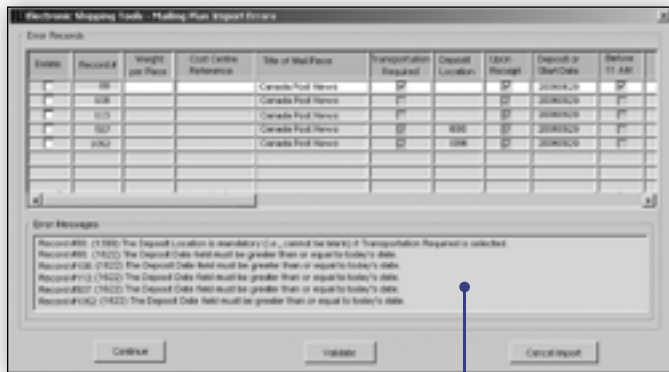
Changes to the Import Process

We have made it easier to find your import files.



Existing format
Type 1, 2, 3

The "Type 4" import file will allow you to fully automate your mailing plan. We've added a new feature to help you troubleshoot errors. Corrections can be made on the screen or you can choose to cancel and start over.



Additional fields
Type 4

The error message box displays all of your invalid records.

Fields available:

Type 4 Import Structure

- FSA / Postal Code
- From DMDMID
- To DMDMID
- Secondary Delivery Installation Name
- Houses
- Apartments
- Farms
- Businesses
- ADS Reference 1
- ADS Reference 2
- Weight per piece
- Cost Centre Reference
- Title of Mail Piece
- Transportation Required
- Deposit Location
- Upon Receipt or Specific Start Date
- Date
- Before 11:00 AM indicator
- Consumers' Choice
- Container Type
- Pieces per Bundle
- Bundles per Container
- Target area – houses
- Target area – apartments
- Target area – farms
- Target area – businesses
- Record type



Important information!

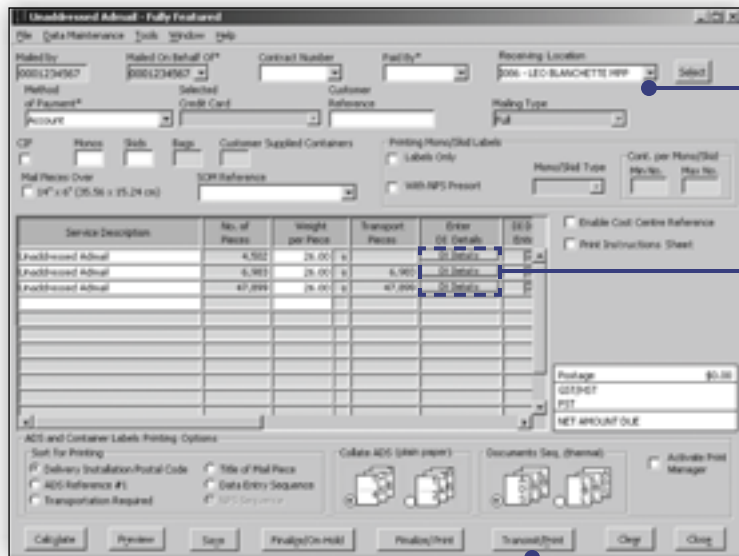
- ◆ The new import file is comma-separated text and contains 27 fields. We recommend that you consult the Import Specifications User Guide at www.canadapost.ca/estguides
- ◆ The import file enables you to take control of "Version Specific" mailings using key fields like Reference #1 and #2.

Making Changes

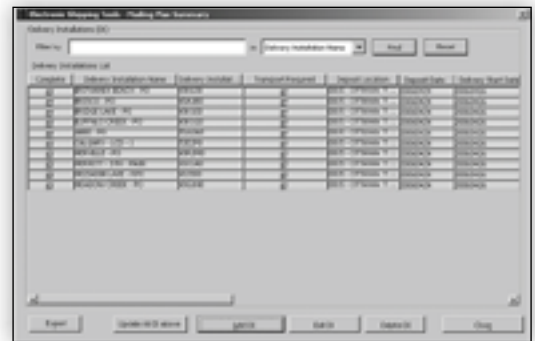
Need to make a change but haven't transmitted your mailing plan? Now you can.

First, return to the SOM window and then select the "DI Detail" button. Select the delivery installation where you need to make the change. If you make a change, don't forget to use updated ADS and container labels.

To make any changes, click on the "DI Detail" button from the SOM window. Your Mailing Plan Summary window will appear where you can make your changes. For more information, check out the online tutorial coming this spring at www.canadapost.ca/obc and click on the "EST Help Centre" icon.



If the receiving office displayed is not correct, click this button to display a list of sites.



Use the Mailing Plan Summary window to add, remove or edit delivery installations in your mailing plan.

Caution!

You must transmit the SOM prior to depositing any portion of your mailing. Failure to transmit will result in processing delays and may affect the delivery time.

Reminder!

For more information, check out the EST Update at www.canadapost.ca/obc