

## 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
Neighbourhood Mail mailing plan data	Y	N	N	N
Lettermail, Personalized Mail, 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 be saved in the same location where the original import file is located. 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. This field should normally be provided instead of Contact Name (fields 3, 4 or 5), but if both are provided, Title / Department would be moved to (or override) Add'l Address Information (field 8) as there are not enough lines available on labels for all these fields. Here is how Name and Address of recipient would print on labels: 1. Contact Name or Title/Department; 2. Company Name; 3. Additional Information, or Title / Department if that one and Contact Name were both provided; 4. Address Line 1;

Field Number	Field	Required/ Optional	Type	Length	Format/Notes
					5. Address Line 2; 6. City/Prov/PC (or City/State/Zip) 7. Country (if not Canada)
7	Company Name	Optional	String	44	Free format
8	Additional Address Information	Optional	String	44	Free format. This field would not print if too many lines of address are provided; see Title / Department above.
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"> <li>• 99999</li> <li>• 999999999</li> <li>• 99999-9999</li> </ul> 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	Optional	String	18	Free format

Field Number	Field	Required/ Optional	Type	Length	Format/Notes
	/ VAT/IOSS				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"> <li>• 99999</li> <li>• 999999999</li> <li>• 99999-9999</li> </ul> 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.

Tag Name	Required/Optional	Type	Length	Format/Description
<primary-email>	Optional	Alphanumeric	60	Primary email address for the contact.
<secondary-email>	Optional	Alphanumeric	60	Secondary email address for the contact.
<address-group>	Optional	Alphanumeric	80	The name of the group that the contact belongs, if applicable. e.g. Book of the month

## 2.2 Shipping 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. See **Section 2.2.8** for the Field Level Restrictions for USA/International Shipping.

### 2.2.1 Shipping 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 (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric). 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 (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).
6	Last Name	Optional	String	40	Free format Note that title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).



Field number	Field	Required/Optional	Type	Length	Format/ Notes
7	Title / Department	Optional	String	44	<p>Free format.</p> <p>This field should normally be provided instead of Contact Name (fields 4, 5, or 6), but if both are provided, Title / Department would be moved to Add'l Address Information (field 9), or override it if also supplied as there are not enough lines available on labels for all these fields.</p> <p>Here is how Name and Address of recipient would print on labels:</p> <ol style="list-style-type: none"> <li>1. Contact Name or Title/Department;</li> <li>2. Company Name;</li> <li>3. Additional Information, or Title / Department as explained above;</li> <li>4. Address Line 1;</li> <li>5. Address Line 2;</li> <li>6. City/Prov/PC (or City/State/Zip)</li> <li>7. Country (if not Canada)</li> </ol>
8	Company Name	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric
9	Additional Address Information	Optional	String	44	<p>Free format.</p> <p>This field would not print if too many lines of address are provided; see Title / Department above.</p>
10	Address Line 1	Conditionally required	String	44	<p>Mandatory unless you use Quickship in EST 2.0 Desktop.</p> <p>We recommend you complete this field.</p> <p>USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.</p>
11	Address Line 2	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
12	City	Conditionally required	String	25	<p>Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop.</p> <p>USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.</p>
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>

Field number	Field	Required/ Optional	Type	Length	Format/ Notes
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: 99999 999999999 99999-9999 (the last 4 digits are optional) Minimum 2 - Maximum 14 alphanumeric for other countries. 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	Minimum 2 – Maximum 25 alphanumeric
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

### 2.2.2 Shipping 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 (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric). You can also put the full name in one field (e.g., in the Last Name field).

Field number	Field	Required/ Optional	Type	Length	Format/Notes
5	First Name	Optional	String	30	Free format Note that title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).
6	Last Name	Optional	String	40	Free format Note that title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).
7	Title / Department	Optional	String	44	Free format. This field should normally be provided instead of Contact Name (fields 4, 5, or 6), but if both are provided, Title / Department would be moved to Add'l Address Information (field 9), or override it if also supplied as there are not enough lines available on labels for all these fields. Here is how Name and Address of recipient would print on labels: 1. Contact Name or Title/Department; 2. Company Name; 3. Additional Information, or Title / Department as explained above; 4. Address Line 1; 5. Address Line 2; 6. City/Prov/PC (or City/State/Zip) 7. Country (if not Canada)
8	Company Name	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric
9	Additional Address Information	Optional	String	44	Free format. This field would not print if too many lines of address are provided; see Title / Department above.
10	Address Line 1	Conditionally required	String	44	Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
11	Address Line 2	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.

Field number	Field	Required/Optional	Type	Length	Format/Notes
12	City	Conditionally required	String	25	Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
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: 99999 999999999 99999-9999 (the last 4 digits are optional) Minimum 2 - Maximum 14 alphanumeric for other countries. 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	Minimum 2 – Maximum 25 alphanumeric
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 cm
22	Width	Optional	Long	7	Free format in cm
23	Height	Optional	Long	7	Free format in cm
24	Document Indicator	Optional	Boolean	1	“1” indicates that the item is a document.

Field number	Field	Required/ Optional	Type	Length	Format/Notes
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. <b>Note:</b> 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. <b>Note:</b> 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. Will eventually be decommissioned; using field 40 is recommended
32	Proof of age required (19)	Optional	Boolean	1	“1” indicates that the option was selected. Will eventually be decommissioned; using field 40 is recommended
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	Placeholder	Optional	Placeholder	1	leave empty: “”.
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 ID	Optional	String	10	Post Office where mail is to be delivered; relevant only if Deliver to Post Office is selected
39	Placeholder	Optional	Placeholder	1	leave empty: “”

Field number	Field	Required/Optional	Type	Length	Format/Notes
40	Proof of Age	Optional	Integer	2	A numeric value which indicates that the Proof of Age option was selected and represents the minimum Age of the recipient.  Valid values are 18, 19 and 21.  Note: Fields 31 and 32 above are still supported for 18 and 19 years, but this one overrides if both are used.
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	Maximum Allowable Coverage	Optional	Boolean	1	“1” indicates Maximum Insurance Coverage was selected.

### 2.2.3 Shipping 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 (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric). You can also put the full name in one field (e.g., in the Last Name field).

Field number	Field	Required/Optional	Type	Length	Format/Notes
5	First Name	Optional	String	30	Free format Note that title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).
6	Last Name	Optional	String	40	Free format Note that title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).
7	Title / Department	Optional	String	44	Free format. This field should normally be provided instead of Contact Name (fields 4, 5, or 6), but if both are provided, Title / Department would be moved to Add'l Address Information (field 9), or override it if also supplied as there are not enough lines available on labels for all these fields. Here is how Name and Address of recipient would print on labels: 1. Contact Name or Title/Department; 2. Company Name; 3. Additional Information, or Title / Department as explained above; 4. Address Line 1; 5. Address Line 2; 6. City/Prov/PC (or City/State/Zip) 7. Country (if not Canada)
8	Company Name	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric
9	Additional Address Information	Optional	String	44	Free format. This field would not print if too many lines of address are provided; see Title / Department above.
10	Address Line 1	Conditionally required	String	44	Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
11	Address Line 2	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.

Field number	Field	Required/Optional	Type	Length	Format/Notes
12	City	Conditionally required	String	25	Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
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: 99999 999999999 99999-9999 (the last 4 digits are optional) Minimum 2 - Maximum 14 alphanumeric for other countries. 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	Minimum 2 – Maximum 25 alphanumeric
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/IOSS	Optional	String	18	Free format This is the tax ID of the recipient for international shipments.



Field number	Field	Required/Optional	Type	Length	Format/Notes
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 Shipping 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 <b>Note:</b> title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric). 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 <b>Note:</b> title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).

Field number	Field	Required/Optional	Type	Length	Format/Notes
6	Last Name	Optional	String	40	Free format <b>Note:</b> title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).
7	Title / Department	Optional	String	44	Free format. This field should normally be provided instead of Contact Name (fields 4, 5, or 6), but if both are provided, Title / Department would be moved to Add'l Address Information (field 9), or override it if also supplied as there are not enough lines available on labels for all these fields. Here is how Name and Address of recipient would print on labels: 1. Contact Name or Title/Department; 2. Company Name; 3. Additional Information, or Title / Department as explained above; 4. Address Line 1; 5. Address Line 2; 6. City/Prov/PC (or City/State/Zip) 7. Country (if not Canada)
8	Company Name	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric
9	Additional Address Information	Optional	String	44	Free format. This field would not print if too many lines of address are provided; see Title / Department above.
10	Address Line 1	Conditionally required	String	44	Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
11	Address Line 2	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
12	City	Conditionally required	String	25	Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.

Field number	Field	Required/Optional	Type	Length	Format/Notes
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: 99999 999999999 99999-9999 (the last 4 digits are optional) Minimum 2 - Maximum 14 alphanumeric for other countries. 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	Minimum 2 – Maximum 25 alphanumeric
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/IOSS	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 secondar Used for internal shipping cost chargebacks and will appear on the invoice you receive from Canada Post.y email.
23	Cost Centre Reference	Optional	String	30	Free Format
24	Service	Required	Integer	18	Valid article code representing the service. Note that leading zeroes are not required.

Field number	Field	Required/Optional	Type	Length	Format/Notes
25	Length	Optional	Long	7	Free format in cm
26	Width	Optional	Long	7	Free format in cm
27	Height	Optional	Long	7	Free format in cm
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. <b>Note:</b> 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. <b>Note:</b> 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. Will eventually be decommissioned; using field 40 is recommended
36	Proof of age required (19)	Optional	Boolean	1	“1” indicates that the option was selected. Will eventually be decommissioned; using field 40 is recommended
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	Placeholder	Optional	Placeholder	1	leave empty: “”.
40	Proof of Age	Optional	Integer	2	A numeric value which indicates that the Proof of Age option was selected and represents the minimum Age of the recipient.  Valid values are 18, 19 and 21.  Note: Fields 35 and 36 above are still supported for 18 and 19 years, but this one overrides if both are used.
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.

Field number	Field	Required/Optional	Type	Length	Format/Notes
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 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	Maximum Allowable Coverage	Optional	Boolean	1	"1" indicates Maximum Insurance Coverage was selected.
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 Shipping 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	Note that title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric). You can also put the full name in one field (e.g., in the Last Name field).
5	First Name	Optional	String	30	Note that title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).
6	Last Name	Optional	String	40	Note that title name, first name and last name will be merged (USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric).
7	Title / Department	Optional	String	44	Free format. This field should normally be provided instead of Contact Name (fields 4, 5, or 6), but if both are provided, Title / Department would be moved to Add'l Address Information (field 9), or override it if also supplied as there are not enough lines available on labels for all these fields. Here is how Name and Address of recipient would print on labels: 1. Contact Name or Title/Department; 2. Company Name; 3. Additional Information, or Title / Department as explained above;

Field number	Field	Required/Optional	Type	Length	Format/notes
					4. Address Line 1; 5. Address Line 2; 6. City/Prov/PC (or City/State/Zip) 7. Country (if not Canada)
8	Company Name	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric
9	Additional Address Information	Optional	String	44	Free format. This field would not print if too many lines of address are provided; see Title / Department above.
10	Address Line 1	Conditionally required	String	44	Mandatory unless you use Quickship in EST 2.0 Desktop. We recommend you complete this field. USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
11	Address Line 2	Optional	String	44	USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
12	City	Conditionally required	String	25	Mandatory for Canadian and U.S. addresses unless you use Quickship in EST 2.0 Desktop. USA/International - minimum 2 – maximum 44 alphanumeric; Canada – no minimum - maximum 44 alphanumeric.
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"> <li>• 99999</li> <li>• 999999999</li> <li>• 99999-9999 (the last 4 digits are optional)</li> </ul> Minimum 2 - Maximum 14 alphanumeric for other countries. We recommend you complete this field.

Field number	Field	Required/Optional	Type	Length	Format/notes
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	Minimum 2 – Maximum 25 alphanumeric
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/IOSS	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.
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 cm
26	Width	Optional	Long	7	Free format in cm
27	Height	Optional	Long	7	Free format in cm
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. <b>Note:</b> 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. <b>Note:</b> 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.



Field number	Field	Required/Optional	Type	Length	Format/notes
35	Proof of Age required (18)	Optional	Boolean	1	“1” indicates that the option was selected. Will eventually be decommissioned; using field 40 is recommended
36	Proof of age required (19)	Optional	Boolean	1	“1” indicates that the option was selected. Will eventually be decommissioned; using field 40 is recommended
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	Placeholder	Optional	Placeholder	1	leave empty: “”.
40	Proof of Age	Optional	Integer		A numeric value which indicates that the Proof of Age option was selected and represents the minimum Age of the recipient. Valid values are 18, 19 and 21. Note: Fields 35 and 36 above are still supported for 18 and 19 years, but this one overrides if both are used.
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	Maximum Allowable Coverage	Optional	Boolean	1	“1” indicates Maximum Insurance Coverage was selected.
49	Deliver to Door	Optional	Boolean	1	“1” indicates that “Deliver to Door” option was selected.

Field number	Field	Required/Optional	Type	Length	Format/notes
50	Deliver to Parcel Box	Optional	Boolean	1	“1” indicates that “Parcel Box” option was selected. <b>Note:</b> 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.
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"> <li>• DOC for Document</li> <li>• OTH for Other/Not Applicable</li> <li>• REP for Repair Warranty</li> <li>• SAM for commercial sample</li> <li>• SOG for sale of good</li> <li>• Note: this field can be left empty for shipments within Canada.</li> </ul>
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"> <li>• RETSND for Return to Sender</li> <li>• RETEXP for Return at sender's expense</li> <li>• TREABA for Treat as Abandoned</li> </ul>

Field number	Field	Required/Optional	Type	Length	Format/notes
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.
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”.
7	Unit Weight	Required	Numeric	6.3	Mandatory if Link to Predefined Goods Indicator (field 2) equals “0”.

Field number	Field	Required/Optional	Type	Length	Format/notes
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	(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
10	HS Code	Optional	Numeric	13	Minimum of 6 digits. Must be in one of the following formats: <ul style="list-style-type: none"> <li>• 1234.76</li> <li>• 1234.76.78</li> <li>• 1234.76.78.90</li> </ul>
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	Must be in two-character country code. See Appendix B to look up country 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 Shipping 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.
<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	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

Tag name	Parent or Data	Description																																																										
		<p data-bbox="771 275 932 300">&lt;prepaid-sku&gt;.</p> <table border="1" data-bbox="771 306 1435 1524"> <thead> <tr> <th data-bbox="771 306 1057 352">Service Code</th> <th data-bbox="1057 306 1435 352">Description</th> </tr> </thead> <tbody> <tr><td data-bbox="771 352 1057 384">DOM.EP</td><td data-bbox="1057 352 1435 384">Expedited Parcel</td></tr> <tr><td data-bbox="771 384 1057 415">DOM.LIB</td><td data-bbox="1057 384 1435 415">Library Materials</td></tr> <tr><td data-bbox="771 415 1057 447">DOM.PC</td><td data-bbox="1057 415 1435 447">Priority</td></tr> <tr><td data-bbox="771 447 1057 478">DOM.RP</td><td data-bbox="1057 447 1435 478">Regular Parcel</td></tr> <tr><td data-bbox="771 478 1057 510">DOM.XP</td><td data-bbox="1057 478 1435 510">Xpresspost</td></tr> <tr><td data-bbox="771 510 1057 573">DOM.XP.CERT</td><td data-bbox="1057 510 1435 573">Xpresspost Certified (if your contract allows)</td></tr> <tr><td data-bbox="771 573 1057 636">DOM.EP.INTERLINE</td><td data-bbox="1057 573 1435 636">Expedited Parcel Interline (if your contract allows)</td></tr> <tr><td data-bbox="771 636 1057 699">DOM.PC.INTERLINE</td><td data-bbox="1057 636 1435 699">Priority Interline (if your contract allows)</td></tr> <tr><td data-bbox="771 699 1057 762">DOM.RP.INTERLINE</td><td data-bbox="1057 699 1435 762">Regular Parcel Interline (if your contract allows)</td></tr> <tr><td data-bbox="771 762 1057 825">DOM.XP.INTERLINE</td><td data-bbox="1057 762 1435 825">Xpresspost Interline (if your contract allows)</td></tr> <tr><td data-bbox="771 825 1057 888">DOM.DT</td><td data-bbox="1057 825 1435 888">Delivered Tonight (if your contract allows)</td></tr> <tr><td data-bbox="771 888 1057 919">INT.IP.AIR</td><td data-bbox="1057 888 1435 919">International Parcel Air</td></tr> <tr><td data-bbox="771 919 1057 951">INT.IP.SURF</td><td data-bbox="1057 919 1435 951">International Parcel Surface</td></tr> <tr><td data-bbox="771 951 1057 1014">INT.PW.ENV</td><td data-bbox="1057 951 1435 1014">Priority Worldwide Envelope International</td></tr> <tr><td data-bbox="771 1014 1057 1077">INT.PW.PAK</td><td data-bbox="1057 1014 1435 1077">Priority Worldwide Pak International</td></tr> <tr><td data-bbox="771 1077 1057 1140">INT.PW.PARCEL</td><td data-bbox="1057 1077 1435 1140">Priority Worldwide Parcel International</td></tr> <tr><td data-bbox="771 1140 1057 1171">INT.SP.AIR</td><td data-bbox="1057 1140 1435 1171">Small Packet International Air</td></tr> <tr><td data-bbox="771 1171 1057 1203">INT.SP.SURF</td><td data-bbox="1057 1171 1435 1203">Small Packet International Surface</td></tr> <tr><td data-bbox="771 1203 1057 1234">INT.TP</td><td data-bbox="1057 1203 1435 1234">Tracked Packet – International</td></tr> <tr><td data-bbox="771 1234 1057 1266">INT.XP</td><td data-bbox="1057 1234 1435 1266">Xpresspost International</td></tr> <tr><td data-bbox="771 1266 1057 1297">USA.EP</td><td data-bbox="1057 1266 1435 1297">Expedited Parcel USA</td></tr> <tr><td data-bbox="771 1297 1057 1329">USA.PW.ENV</td><td data-bbox="1057 1297 1435 1329">Priority Worldwide Envelope USA</td></tr> <tr><td data-bbox="771 1329 1057 1360">USA.PW.PAK</td><td data-bbox="1057 1329 1435 1360">Priority Worldwide Pak USA</td></tr> <tr><td data-bbox="771 1360 1057 1392">USA.PW.PARCEL</td><td data-bbox="1057 1360 1435 1392">Priority Worldwide Parcel USA</td></tr> <tr><td data-bbox="771 1392 1057 1423">USA.SP.AIR</td><td data-bbox="1057 1392 1435 1423">Small Packet USA Air</td></tr> <tr><td data-bbox="771 1423 1057 1455">USA.TP</td><td data-bbox="1057 1423 1435 1455">Tracked Packet – USA</td></tr> <tr><td data-bbox="771 1455 1057 1518">USA.TP.LVM</td><td data-bbox="1057 1455 1435 1518">Tracked Packet – USA (LVM) (if your contract allows)</td></tr> <tr><td data-bbox="771 1518 1057 1549">USA.XP</td><td data-bbox="1057 1518 1435 1549">Xpresspost USA</td></tr> </tbody> </table>	Service Code	Description	DOM.EP	Expedited Parcel	DOM.LIB	Library Materials	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 – 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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																																																											
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 data-bbox="771 1608 1330 1633">Options to add on the parcel. The rules that apply are:</p> <ul data-bbox="771 1650 1484 1829" style="list-style-type: none"> <li>• Options included with the Service (such as DC) need not be supplied;</li> <li>• Options not applicable to the selected Service will be discarded;</li> <li>• An option mutually exclusive with a previous one will be ignored;</li> <li>• A pre-requisite option will automatically be added.</li> </ul>																																																										
<option code>	Parent +	The “code” attribute of the element <option> must contain one of the																																																										

Tag name	Parent or Data	Description
	Attribute	<p>following values:</p> <ul style="list-style-type: none"> <li>• COD – Collect on Delivery</li> <li>• COV – Insurance Coverage</li> <li>• D2D – Deliver to Door</li> <li>• D2PB – Deliver to Parcel Box</li> <li>• D2PO – Deliver to Post Office</li> <li>• DC – Delivery Confirmation</li> <li>• DNS – Do Not Safe Drop</li> <li>• HFP – Card for Pickup</li> <li>• LAD – Leave at Door – Do Not Card</li> <li>• PA18 – Proof of Age Required – 18</li> <li>• PA19 – Proof of Age Required – 19</li> <li>• PA21 – Proof of Age Required – 21</li> <li>• POID – Proof of Identification</li> <li>• SO – Signature Option</li> </ul>
<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 centimetres.
<width>	Data	Parcel width in centimetres.
<height>	Data	Parcel height in centimetres.
<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.
<unpackaged>	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	<p>Code representing the reason for export:</p> <ul style="list-style-type: none"> <li>• DOC for Document</li> <li>• OTH for Other/Not Applicable</li> <li>• REP for Repair Warranty</li> </ul>

Tag name	Parent or Data	Description
		<ul style="list-style-type: none"> <li>• SAM for Commercial Sample</li> <li>• SOG for Sale of Good</li> </ul>
<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.
<customs-unit-of-measure>	Data	(Three-character ISO code) Identifies the unit of measure for the customs-number-of-units. <ul style="list-style-type: none"> <li>• PCE – Piece NMB – Number</li> <li>• PAR – Pair PKG – Package</li> <li>• ENV – Envelope LTR – Litre</li> <li>• MLT – Millilitre BOX – Box</li> <li>• BAG – Bag</li> <li>• MTR – Metre</li> <li>• MMT – Millimetre</li> <li>• DZN – Dozen</li> <li>• GRM – Gram</li> <li>• KGM – Kilogram</li> <li>• CTN – Carton</li> <li>• BIN – Bin</li> <li>• SET – Number of sets</li> <li>• BOT – Bottle</li> <li>• TBE – Tube KIT – Kit</li> </ul>
<specification>	Parent	Holds details of the type of good.
<description>	Data	Your description of the good. Minimum 4 alphanumeric characters - maximum 30 alphanumeric characters.



Tag name	Parent or Data	Description
<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.
<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	

Tag name	Parent or Data	Description
<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.
</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"> <li>• RETSND for Return to sender</li> <li>• RETEXP for Return at sender's expense</li> <li>• TREABA for Treat as Abandon</li> </ul>
<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/IOSS of the recipient for customs purposes.

Tag name	Parent or Data	Description
		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 <b>Allow CIF</b> general billing preference in EST 2.0 Desktop is not selected. (In EST 2.0 Configuration> Preference and Defaults> General>Billing Information > <b>Allow CIF</b> .)
</delivery-request>	End Parent Tag	End of details for one shipment.
</delivery-requests>	End Parent Tag	End of the file.

## 2.2.8 Field Level Restrictions for USA/International Shipping

Restricted Entry Types - What is Permitted								
Field	Any single character	All same characters	Any sequential entries	Only numeric characters	Only special characters	Only numeric/special characters	Specific words/terms	Generic content descriptors
Name (First and Last name)	No	No	No	No	No	No	No	N/A
Company Name	No	No	No	No	No	No	No	N/A
Telephone	No	No	No	Yes	No	Yes	No	N/A
Address (line 1 and line 2)	No	No	No	No	No	No	No	N/A
City	No	No	No	No	No	No	No	N/A
Postal code	No	Yes	Yes	Yes	No	Yes	No	N/A
Description of Contents	No	No	No	No	No	No	No	No
HS Tariff code	No	No	No	Yes	No	Yes	No	N/A

Restricted Entry Types	Examples
Any single character	1 / A / - / .
All same characters	0000000000 / 999999
Any sequential entries	987654321 / ABCDEFGHI
Only numeric characters	100648 / 29 / 5687
Only special characters	#\$%&@
Only numeric/special characters	#12 / 2774& / 2*3
Specific words / terms	Customs Description cannot contain the following words: Unknown / Unk / Inconnu / Inc / Other / Autre / None / Aucun(e) / Not Available / N/A / Non-disponible / Pas disponible / See label EF / See Parcel EF
Generic content descriptors	Customs Description cannot contain the following words: Gift(s), Cadeau(x), Document(s), Doc(s), Mail, Courier, Miscellaneous, Mixed, Divers, Varié, Mixte, Goods, Biens, Merchandise, Marchandise(s)

## 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 Neighbourhood Mail Mailing Plans

To create import files for Neighbourhood Mail 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 Delivery area 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	FSADMID	Required	String	9	The route, composed of three components: <ul style="list-style-type: none"> <li>• FSA (first three characters of Postal Code)</li> <li>• Delivery mode (DM) type – two alpha characters</li> <li>• DM Identifier – four digits</li> </ul> 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. <b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically based on the supplied or calculated start date.
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. <b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file). If you supply a count that is above

Field #	Field Name	Required/Optional	Type	Length	Description
					the maximum number it will be adjusted automatically based on the supplied or calculated start date.
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. <b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically based on the supplied or calculated start date.
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. <b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically based on the supplied or calculated start date.
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"> <li>• A9A</li> <li>• A9A9A9</li> <li>• A9A 9A9</li> </ul>
2	From DMDMID	Required	String	6	The beginning range of routes, composed of two components: <ul style="list-style-type: none"> <li>• Delivery mode (DM) type – two alpha characters</li> </ul>

Field #	Field Name	Required/Optional	Type	Length	Description
					<ul style="list-style-type: none"> <li>DM Identifier – four digits e.g. LC0001</li> </ul>
3	To DMDMID	Required	String	6	<p>The end range of routes, composed of two components:</p> <ul style="list-style-type: none"> <li>Delivery mode (DM) type – two alpha characters</li> <li>DM Identifier – four digits e.g. LC0009</li> </ul> <p><b>Note:</b> 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).</p>
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	<p>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.</p> <p><b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically based on the supplied or calculated start date.</p>
6	Apartments	Optional	Numeric	7	<p>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.</p> <p><b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically based on the supplied or calculated start date.</p>
7	Farms	Optional	Numeric	7	<p>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.</p> <p><b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically based on the supplied or calculated start date.</p>
8	Businesses	Optional	Numeric	7	<p>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.</p>



Field #	Field Name	Required/ Optional	Type	Length	Description
					<b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer's Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically 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"> <li>• A9A</li> <li>• A9A9A9</li> <li>• A9A 9A9</li> </ul>
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 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: yyyyymmdd 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

Field	Field Name	Required/Optional	Type	Length	Description
10	Consumer's Choice indicator	Optional	String	1	Use this field to respect consumers' choice not to receive Neighbourhood Mail. 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"> <li>• HS - Canada Post supplied hard-sided containers</li> <li>• FP - Flexipack pouches</li> <li>• BX - Your own containers</li> </ul>
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	Indicates whether you want your mailing to target houses. Must be: Y or O – target houses or N – do not target houses <b>Note:</b> The value in the last record for a given delivery installation will be used.
17	Target Area – Apartments indicator	Required	String	1	Indicates whether you want your mailing to target apartments. Must be: Y or O – target apartments or N – do not target apartments <b>Note:</b> The value in the last record for a given delivery installation will be used.
18	Target Area – Farms indicator	Required	String	1	Indicates whether you want your mailing to target farms. Must be: Y or O – target farms or N – do not target farms <b>Note:</b> The value in the last record for a given delivery installation will be used.

Field	Field Name	Required/Optional	Type	Length	Description
19	Target Area – Business indicator	Required	String	1	Indicates whether you want your mailing to target businesses. Must be: Y or O – target businesses or N – do not target businesses <b>Note:</b> 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"> <li>• A9A</li> <li>• A9A9A9</li> <li>• A9A 9A9</li> </ul> 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"> <li>• Delivery mode (DM) type – two alpha characters</li> <li>• DM Identifier – four digits</li> </ul> e.g. LC0001 <b>Note:</b> 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"> <li>• Delivery mode (DM) type – 2 alpha characters</li> <li>• DM Identifier – 4 digits</li> </ul> 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.

Field	Field Name	Required/Optional	Type	Length	Description
24	Houses Count	Optional	Numeric	7	<p>This field is ignored if the Target area – Houses 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><b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer’s Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically 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><b>Note:</b> Must be less than or equal to the Total Points of Call or Consumer’s Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically 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>Note: Must be less than or equal to the Total Points of Call or Consumer’s Choice (per selection in import file). If you supply a count that is above the maximum number it will be adjusted automatically based on the supplied or calculated start date.</p>

## 3.2 Lettermail, Personalized Mail 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"> <li>The Article Number must belong to the same Product Type as the current open mailing in EST 2.0 Desktop.</li> <li>If Personalized Mail, all articles must be of the same Pieces Size.</li> </ul>
9	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.

Field Number	Field	Required/Optional	Type	Length	Description
11	Item Destination	Required	Alphanumeric	14	Identifies the Postal Code, ZIP code or country code of mail piece: <ul style="list-style-type: none"> <li>• <b>U.S.A.</b> - ZIP Code must be provided as 99999 or 99999-9999.</li> <li>• <b>International</b> - Country Code must be provided as 2 alpha characters.</li> <li>• <b>Domestic</b> - Postal Code must be provided as either A9A9A9 or A9A 9A9</li> </ul>
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 Number	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.

Field Number	Field	Required/Optional	Type	Length	Validation
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.
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 Materials
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