
CANADA POST
POSTES CANADA
Electronic Shipping Tools
User Guide
Desktop Version
Help
Import File Specifications

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1.0 Introduction

Purpose

The purpose of this document is to provide you with a detailed listing of the various Import File specifications available to use with the Electronic Shipping Tools (EST) application.

Description of Import File Specifications

There are different file formats that the customer can import into the Electronic Shipping Tools. They are: the Address Book Import, Order Entry Import, Cost Centre, Pre-defined Goods and Admail Delivery Slips (ADS) Import. In order to successfully import text files into the Electronic Shipping Tools application, the files must be comma delimited with the data between quotes. The file type is automatically defaulted to "Text (*.txt)", although you still have the choice to select "All Files (*.*). You can select the character used as a delimiter, which include comma (,), semicolon (;), and pipe symbol (|).

Imported Items Error File Layout

For each Import File type there is a corresponding error file, which will have exactly the same layout as the corresponding Import File, with the error record being copied as is, from the Import File to the error file. One or more comment lines [i.e. starting with a number sign (#)] will be inserted after each error record to describe the error(s), in English and French.

The error file can be used as an Import file after having been edited with any text-processing tool, such as Notepad.

2.0 Import File Specifications for Shipping & Delivery Services

2.1 Address Book Import

The Address Book Import File allows you to import addresses from an existing database into EST. The Import File must be a comma separated ASCII flat file where character and non-integer numeric fields are enclosed in double quotes ("). Where no information is available, the system expects a blank entry (i.e. ""). Each record must start and end with a double-quote, have an even number of double-quotes, and a comma must separate each pair of double-quotes.

Layout #1 is the <u>original</u> layout.

Layout #2 is a <u>new</u> layout with an additional field to be used with Commercial Expedited USA.

Address Book Import File Layout #1

* Indicate that this field is mandatory

Field Number	Field	Type	Length[1]	Format/ Notes
1*	Record Type	Integer	1	Record Type = 1 for Address Book Import File
2	Client ID	String	30	Free format
3	Title Name	String	15	Free format
4	First Name	String	30	Free format
5	Last Name	String	40	Free format
6	Title / Dept.	String	44	Free format
7	Company Name	String	44	Free format
8	Add'l Address Information	String	44	Free format
9	Address Line 1	String	44	Free format
10	Address Line 2	String	44	Free format
11	City	String	25	Free format
12	Province or State	String	20	Length of field for Canada =3; US = 3 and Int'l = 20
13	Postal Code or Zip Code	String	14	Postal Codes: expect a 6 character postal code with no space. Zip Code = free format.
14*	Country Code	String	3	Free Format – Must be a valid Country code
15	Client Voice Phone	String	25	Free format
16	Client FAX Number	String	25	Free format
17	Client Email Address	String	60	Free format

Address Book Import File Layout #2

* Indicate that this field is mandatory

Field Number	Field	Type	Length[2]	Format/ Notes
1*	Record Type	Integer	1	Record Type = 1 for Address Book Import File
2	Client ID	String	30	Free format
3	Title Name	String	15	Free format
4	First Name	String	30	Free format
5	Last Name	String	40	Free format
6	Title / Dept.	String	44	Free format
7	Company Name	String	44	Free format

[1] The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length.

[2] The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length.

*This field is mandatory

8	Add'l Address Information	String	44	Free format
9	Address Line 1	String	44	Free format
10	Address Line 2	String	44	Free format
11	City	String	25	Free format
12	Province or State	String	20	Length of field for Canada =3; US = 3 and Int'l = 20
13	Postal Code or Zip Code	String	14	Postal Codes: expect a 6 character postal code with no space. Zip Code = free format.
14*	Country Code	String	3	Free Format – Must be a valid Country code
15	Client Voice Phone	String	25	Free format
16	Client FAX Number	String	25	Free format
17	Client Email Address	String	60	Free format
18	Tax ID / IRS / VAT	String	18	Free format
19	Email # 2	String	60	Free Format

2.2 Order Entry Import

The Order Entry Import File allows you to enter shipping information via another application, convert the data into a text file, and then, import the information into EST for processing via a distribution list or the order entry field on the shipping window. The Import File must be a comma separated ASCII flat file where character and non-integer numeric fields are enclosed in double quotes ("). Where no information is available, the system expects a blank entry (i.e. "").

Each record must start and end with double-quotes, have an even number of double quotes, and a comma must separate each pair of double-quotes. Records starting with a number sign (#) are considered Comment Lines and are skipped. There are 6 types of records that can be imported for order entry.

2.2.1 Import Orders Items Records - Layout Type 2

* Indicate that this field is mandatory

Field number	Field	Type	Length[3]	Format/ Notes
1*	Record Type	Integer	2	Record Type = 2 For Original Client Data Only
2*	Imported Order ID	String	30	Free format
3	Client ID	String	30	Free format
4	Title Name	String	15	Free format
5	First Name	String	30	Free format
6	Last Name	String	40	Free format
7	Title / Dept.	String	44	Free format
8	Company Name	String	44	Free format
9	Add'l Address Information	String	44	Free format

[3] The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length.

*This field is mandatory

10	Address Line 1	String	44	Free format
11	Address Line 2	String	44	Free format
12	City	String	25	Free format
13	Province or State	String	2	Free format - Must be a valid Province/ State code
14	Postal Code or Zip Code	String	14	Free format
15*	Country Code	String	3	Free format - Must be a valid Country code
16	Client Voice Phone	String	25	Free format
17	Client FAX Number	String	25	Free format
18	Client Email Address	String	60	Free Format
19	Weight	Long	9	In grams; Integer value

2.2.2 Import Orders Items Records - Layout Type 3

* Indicate that this field is mandatory

Field number	Field	Type	Length[4]	Format/Notes
1*	Record Type	Integer	2	Record Type = 3 for For Original Client plus Service Data
2*	Imported Order ID	String	30	Free format
3	Client ID	String	30	Free format
4	Title Name	String	15	Free format
5	First Name	String	30	Free format
6	Last Name	String	40	Free format
7	Title / Dept.	String	44	Free format
8	Company Name	String	44	Free format
9	Add'l Address Information	String	44	Free format
10	Address Line 1	String	44	Free format
11	Address Line 2	String	44	Free format
12	City	String	25	Free format
13	Province or State	String	2	Free format - Must be a valid Province/ State code
14	Postal Code or Zip Code	String	14	Free format
15*	Country Code	String	3	Free format - Must be a valid Country code
16	Client Voice Phone	String	25	Free format
17	Client FAX Number	String	25	Free format
18	Client Email Address	String	60	Free Format

[4] The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length.

*This field is mandatory

19	Weight	Long	9	In grams; Integer value
20*	Service	Integer	18	Article code representing the service. Must be a valid article code. For Bulk and Flat Rate Service types, the Service identifies the Rating Service type.
21	Length	Long	7	Free format
22	Width	Long	7	Free format
23	Height	Long	7	Free format
24	Document Indicator	Boolean	1	“1” indicates that the item is a document
25	Oversize indicator	Boolean	1	“1” indicates that the item is oversize
26	Delivery Confirmation indicator	Boolean	1	“1” indicates that the option was selected
27	Signature Indicator	Boolean	1	“1” indicates that the option was selected
28	US Postal Box indicator	Placeholder	1	“1” indicates that the field is blank.
29	Do Not Safe Drop indicator	Boolean	1	“1” indicates that the option was selected
30	Card for Pick-up indicator	Boolean	1	“1” indicates that the option was selected
31	Proof of Age required (18)	Boolean	1	“1” indicates that the option was selected
32	Proof of age required (19)	Boolean	1	“1” indicates that the option was selected
33	Leave at Door indicator	Boolean	1	“1” indicates that the option was selected
34	Registered indicator	Boolean	1	“1” indicates that the option was selected
35	Special Delivery indicator	Boolean	1	“1” indicates that the option was selected
36	Advice of Receipt indicator	Boolean	1	“1” indicates that the option was selected
37	Pick-up @ the Post Office	Boolean	1	“1” indicates that the shipment was prepaid
38	Notification Method	Boolean	1	This field identifies the notification method selected for the Pick Up @ The Office option: “1” indicates that the telephone option was selected “2” indicate that the Email option was selected.
39	Evening Indicator	Placeholder	2	”2” indicates that the field is blank.
40	Saturday Indicator	Placeholder	3	“3” indicates that the field is blank.
41	Notify Recipient	Boolean	1	“1” indicates that the option was selected.
42	Insured Amount	Currency	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	Currency	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	Method of Collection	Integer	TBD	For COD shipments, identifies the method of collection selected: "1" for Cash "2" for Cheque "3" for Money Order / Certified Cheque

2.2.3 Import Orders Items Records - Layout Type 4

* Indicate that this field is mandatory

Field number	Field	Type	Length5	Format/Notes
1*	Record Type	Integer	2	Record Type = 4 for Extended Client Data only.
2*	Imported Order ID	String	30	Free format
3	Client ID	String	30	Free format
4	Title Name	String	15	Free format
5	First Name	String	30	Free format
6	Last Name	String	40	Free format
7	Title / Dept.	String	44	Free format
8	Company Name	String	44	Free format
9	Add'l Address Information	String	44	Free format
10	Address Line 1	String	44	Free format
11	Address Line 2	String	44	Free format
12	City	String	25	Free format
13	Province or State	String	2	Free format - Must be a valid Province/ State code
14	Postal Code or Zip Code	String	14	Free format
15*	Country Code	String	3	Free format - Must be a valid Country code
16	Client Voice Phone	String	25	Free format
17	Client FAX Number	String	25	Free format
18	Client Email Address	String	60	Free Format
19	Weight	Long	9	In grams; Integer value
20	Tax ID/IRS/VAT	String	18	Free format
21	Item Ref #2	String	30	Free format
22	Email #2	String	60	Free format
23	Cost Centre Reference	String	30	Free Format

The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length.
*This field is mandatory

2.2.4 Import Orders Items Records - Layout Type 5

* Indicate that this field is mandatory

Field number	Field	Type	Length[6]	Format/Notes
1*	Record Type	Integer	2	Record Type = 5 For Extended Client plus Service Data
2*	Imported Order ID	String	30	Free format
3	Client ID	String	30	Free format
4	Title Name	String	15	Free format
5	First Name	String	30	Free format
6	Last Name	String	40	Free format
7	Title / Dept.	String	44	Free format
8	Company Name	String	44	Free format
9	Add'l Address Information	String	44	Free format
10	Address Line 1	String	44	Free format
11	Address Line 2	String	44	Free format
12	City	String	25	Free format
13	Province or State	String	2	Free format - Must be a valid Province/ State code
14	Postal Code or Zip Code	String	14	Free format
15*	Country Code	String	3	Free format - Must be a valid Country code
16	Client Voice Phone	String	25	Free format
17	Client FAX Number	String	25	Free format
18	Client Email Address	String	60	Free Format
19	Weight	Long	9	In grams; Integer value
20	Tax ID/IRS/VAT	String	18	Free format
21	Item Ref #2	String	30	Free format
22	Email #2	String	60	Free format
23	Cost Centre Reference	String	30	Free Format
24*	Service	Integer	18	Article code representing the service. Must be a valid article code. For Bulk and Flat Rate Service types, the Service identifies the Rating Service type.
25	Length	Long	7	Free format
26	Width	Long	7	Free format
27	Height	Long	7	Free format
28	Document Indicator	Boolean	1	"1" indicates that the item is a document
29	Oversize indicator	Boolean	1	"1" indicates that the item is oversize

The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length.

*This field is mandatory

30	Delivery Confirmation indicator	Boolean	1	“1” indicates that the option was selected
31	Signature Indicator	Boolean	1	“1” indicates that the option was selected
32	US Postal Box indicator	Placeholder	1	“1” indicates that the field is blank.
33	Do Not Safe Drop indicator	Boolean	1	“1” indicates that the option was selected
34	Card for Pick-up indicator	Boolean	1	“1” indicates that the option was selected
35	Proof of Age required (18)	Boolean	1	“1” indicates that the option was selected
36	Proof of age required (19)	Boolean	1	“1” indicates that the option was selected
37	Leave at Door indicator	Boolean	1	“1” indicates that the option was selected
38	Registered indicator	Boolean	1	“1” indicates that the option was selected
39	Special Delivery indicator	Boolean	1	“1” indicates that the option was selected
40	Advice of Receipt indicator	Boolean	1	“1” indicates that the option was selected
41	Pick-up @ the Post Office	Boolean	1	“1” indicates that the shipment was prepaid
42	Notification Method	Boolean	1	This field identifies the notification method selected for the Pick Up @ The Office option: “1” indicates that the telephone option was selected “2” indicate that the Emailoption was selected.
43	Evening Indicator	Placeholder	2	”2” indicates that the field is blank.
44	Saturday Indicator	Placeholder	3	“3” indicates that the field is blank.
45	Notify Recipient	Boolean	1	“1” indicates that the option was selected.
46	Insured Amount	Currency	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	Currency	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	Method of Collection	Integer	1	For COD shipments, identifies the method of collection selected: “1” for Cash “2” for Cheque “3” for Money Order / Certified Cheque
49	Deliver to Door	Boolean	1	“1” indicates that “Deliver to Door” option was selected
50	Deliver to Parcel Box	Boolean	1	“1” indicates that “Parce Box” option was selected

51	Email Notification	Boolean	1	“0” indicates “All notifications” “1” indicates “Delivery Notification”
52	Item ID	String	16	Item Id/PIN of the item. Needs to be supplied for some products that have a pre-printed barcode.

2.2.5 Import Orders Items Records - Layout Type 6

* Indicate that this field is mandatory

Field number	Field	Type	Length7	Format/notes
1*	Record Type	Integer	2	Record Type = 6 For Extended Client plus Service data plus Customs data
2*	Imported Order ID	String	30	Free format
3	Client ID	String	30	Free format
4	Title Name	String	15	Free format
5	First Name	String	30	Free format
6	Last Name	String	40	Free format
7	Title / Dept.	String	44	Free format
8	Company Name	String	44	Free format
9	Add’l Address Information	String	44	Free format
10	Address Line 1	String	44	Free format
11	Address Line 2	String	44	Free format
12	City	String	25	Free format
13	Province or State	String	2	Free format - Must be a valid Province/ State code
14	Postal Code or Zip Code	String	14	Free format
15*	Country Code	String	3	Free format - Must be a valid Country code
16	Client Voice Phone	String	25	Free format
17	Client FAX Number	String	25	Free format
18	Client Email Address	String	60	Free Format
19	Weight	Long	9	In grams; Integer value
20	Tax ID/IRS/VAT	String	18	Free format
21	Item Ref #2	String	30	Free format
22	Email #2	String	60	Free format
23	Cost Centre Reference	String	30	Free Format
24*	Service	Integer	18	Article code representing the service. Must be a valid article code. For Bulk and Flat Rate Service types, the Service identifies the Rating Service type.
25	Length	Long	7	Free format
26	Width	Long	7	Free format

The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length. *This field is mandatory

27	Height	Long	7	Free format
28	Document Indicator	Boolean	1	“1” indicates that the item is a document
29	Oversize indicator	Boolean	1	“1” indicates that the item is oversize
30	Delivery Confirmation indicator	Boolean	1	“1” indicates that the option was selected
31	Signature Indicator	Boolean	1	“1” indicates that the option was selected
32	US Postal Box indicator	Placeholder	1	“1” indicates that the field is blank.
33	Do Not Safe Drop indicator	Boolean	1	“1” indicates that the option was selected
34	Card for Pick-up indicator	Boolean	1	“1” indicates that the option was selected
35	Proof of Age required (18)	Boolean	1	“1” indicates that the option was selected
36	Proof of age required (19)	Boolean	1	“1” indicates that the option was selected
37	Leave at Door indicator	Boolean	1	“1” indicates that the option was selected
38	Registered indicator	Boolean	1	“1” indicates that the option was selected
39	Special Delivery indicator	Boolean	1	“1” indicates that the option was selected
40	Advice of Receipt indicator	Boolean	1	“1” indicates that the option was selected
41	Pick-up @ the Post Office	Boolean	1	“1” indicates that the shipment was prepaid
42	Notification Method	Boolean	1	This field identifies the notification method selected for the Pick Up @ The Office option: “1” indicates that the telephone option was selected “2” indicate that the Emailoption was selected.
43	Evening Indicator	Placeholder	2	”2” indicates that the field is blank.
44	Saturday Indicator	Placeholder	3	“3” indicates that the field is blank.
45	Notify Recipient	Boolean	1	“1” indicates that the option was selected.
46	Insured Amount	Currency	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	Currency	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	Method of Collection	Integer	1	For COD shipments, identifies the method of collection selected: “1” for Cash “2” for Cheque “3” for Money Order / Certified Cheque

49	Deliver to Door	Boolean	1	"1" indicates that "Deliver to Door" option was selected
50	Deliver to Parcel Box	Boolean	1	"1" indicates that "Parce Box" option was selected
51	Card Notification Only Indicator	Boolean	1	"1" indicates that "Card Notification" option was selected. If not supplied or false "All Notifications" is the default.
52	Item ID	String	16	Item Id/PIN of the item. Needs to be supplied for some products that have a pre-printed barcode.
53*	Customs Currency	Alpha	3	Acronym of the currency used to define dollar amounts – such as USD
54	Customs Value	Currency	10.2	Total declared value of the goods for Customs purposes. Needed only when goods are not individually supplied. (i.e. total cannot be calculated)
55	Duty & Tax	Currency	8.2	Total Duty & Tax applicable to the shipment
56	Reference Number	String	15	User reference information to print on Customs document
57	General Description	String	30	General description of the shipment to print on the Customs document when individual goods are not printed (such as the Purolator Bill of Lading)
58	Additional Information	String	80	Additional Customs information to print on the Commercial Invoice
59*	Reason for Export	Alpha	3	Valid codes are: - DOC for Document - GIF for Gift - OTH for Other/Not Applicable - REP for Repair Warranty - SAM for commercial Sample TRD for Trade Show
60	Reason for Export Comment	String	35	Define the reason for Export when reason for Export is "Other"
61	Non Delivery Instructions	Alpha	6	Valid codes are: - RETAIR for Return via Air - RETSUR for Return via Surface - TREABA for Treat as Abandoned
62	Primary origin of Goods – Country	String	3	The Country of Origin of Goods to be displayed on the Customs document when only one country can be printed (as opposed to printing the one for each individual goods in the shipment)
63	Primary Origin of Goods – Province	String	2	The Canadian Province of Origin of Goods to be displayed on the Customs document when only one province can be specified

64	Goods Record Count*	Numeric	3	Specifies the number of Record Type 7 (Goods) records associated to the Record Type 6. Valid range from 0 to 6 inclusive
65	Customs Placeholder 1	TBD	TBD	For future use.
66	Customs Placeholder 2	TBD	TBD	For future use.

2.2.6 Import Customs Goods Records - Layout Type 7

* Indicate that this field is mandatory

Field number	Field	Type	Length8	Format/Notes
1*	Record Type	Integer	2	Record Type = 7 Goods Data records
2*	Link to Predefined goods indicator	Boolean	1	Indicate whether the record is self-contained, i.e. fully defines the Good, or links to a Predefined Good stored in the VCD database
3*	Imported Order ID	String	30	Link to parent Order Item
4	Item / Part / SKU #	Alphanumeric	15	
5*	Quantity	Numeric	4	
6*	Description	Alphanumeric	30	Mandatory if Link to "Predefined Goods Indicator" equals FALSE
7*	Unit Weight	Numeric	6.3	Mandatory if Link to "Predefined Goods Indicator" equals FALSE
8*	Customs Value	Dollar Amount	7.2	Mandatory if Link to "Predefined Goods Indicator" equals FALSE
9	Tariff Code	Alphanumeric	3	
10	HS Code	Numeric	13	Must be in the format xxxx.xx.xx.xx
11	Duty Rate	Numeric	8.4	
12	Tax	Dollar Amount	8.2	
13	Excise	Dollar Amount	8.2	
14	Territory Tax	Dollar Amount	8.2	
15	VAT (Value Added Tax)	Dollar Amount	8.2	
16	Country of Origin	Alpha	3	
17	Province of Origin	Alpha	20	

2.3 Cost Centre

The Import File must be line separated (i.e.: CR, LF). The system loads the first 40 characters up to the carriage return – line feed, of every line in the file. No parsing is made on the data provided by the user. Any special characters leading embedded or following the Cost Centre Name will be loaded in the application database without being edited by the application.

The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length.
*This field is mandatory

Cost Centre Import File Layout

Field number	Field	Type	Length	Format/Notes
1	Cost Centre*	String	40	Free format. Validate that the record is not a duplicate record.

2.4 Pre-defined Goods

The Import File must be a comma separated ASCII flat file where character and non-integer numeric fields are enclosed in double quotes ("). Where no information is available the system expects a blank entry (i.e. "). A carriage return, line feed must separate each record. Records starting with a number sign (#) are considered comment lines and are skipped. Fields, with type Alphanumeric which are longer than the specified maximum size, will be truncated prior to applying the identified validations.

Pre-defined Goods Import File Layout

#	Field Number	Type	Length	Description
1	Item/Part/SKU #	Alphanumeric	15	Identifies a code for the item
2	Description	Alphanumeric	30	Uniquely identifies a description for the item
3	Unit Weight	Numeric	6	Identifies a weight (in grams) for the individual item
4	Customs Value	Numeric	7.2	Identifies the value for the item for customs purposes
5	Tariff Code	Alphanumeric	3	Identifies the tariff code for the item based on the origin of the goods
6	HS Code	Numeric	13	Identifies the Harmonized System number for the item
7	Duty Rate	Numeric	8.4	Identifies the percentage duty rate that applies to the item
8	Tax	Numeric	8.2	Identifies the tax payable for the item
9	Excise	Numeric	8.2	Identifies the excise tax payable for the item
10	Territory Tax	Numeric	8.2	Identifies the territory tax payable for the item
11	VAT (Value Added Tax)	Numeric	8.2	Identifies the Value Added Tax payable for the item
12	Country of Origin	Alphanumeric	3	Identifies the CPC Country code where this item was manufactured
13	Province of Origin	Alphanumeric	3	Identifies the CPC Province code where this item was manufactured if the Country of Origin is Canada

Import File Specifications for Communication Services

3.1 ADS (Admail Delivery Slip) Import File

The Import File must be an ASCII flat file where character and non-integer numeric fields are enclosed in double quotes (") and delimited by the selected file delimiter character. Where no information is available, the system expects a blank entry (i.e. ""). Each record is separated by a carriage return. Records starting with a number sign (#) are considered comment lines and are skipped.

Three distinct file formats are valid for the Delivery Installations Import function.

Formats 1 and 2 are very specific, by Delivery Mode, and are aimed at customers having precise delivery requirements and good knowledge of the Canada Post network.

Format 3 is aimed at an audience with generic delivery requirements.

The purpose of the following tables is to outline the information Electronic Shipping Tool is expecting during the Delivery Installations Data import process.

ADS Import File – Layout 1 and 2

Records of layout #1 must have either 6 or 8 fields (to support the first version of file, where the last 3 fields did not exist) and those of layout #2 must have 8 or 10 fields. When there are 8 fields, if the first field has a length of 9, the record is considered of format #1.

Layout Type # 1

* Indicate that this field is mandatory

#	Field – Format #1	Type	Length	Validation
1	FSADMDMID[9]*	String	9	Validate Mandatory. If validation fails, record error message 2665 in the error file. Validate for format (ANAAANNNN). If validation fails, record error message 2666 in the error file. Validate that a Delivery Installation exists in the Householder data for the FSAMDMID provided. If validation fails, record error message 1278 (for invalid FSA), 1279 (for invalid DM Type), and/or 1280 (for invalid DM Id) in the error file.
2	Secondary Delivery Installation (Abbreviated) Name	String	15	Validate that it exists in the Householder data for the Delivery Installation retrieved based on FSADMDMID provided. If validation fails, record error message 1283 in the error file. Validate for mandatory if data for Houses, Apartments, Farms, or Businesses has been supplied. If the validation fails, record message 1443.

[9] The FSA within the FSADMDMID data field above maps uniquely to a primary Delivery Installation Name and is used to populate the Delivery Installation Name field on both the Select Delivery Installation(s) for Mailing Plan window and the Delivery Installation Detail window.

3	Houses	String	7	Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
4	Apartments	String	7	Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
5	Farms	String	7	Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
6	Businesses	String	7	Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
7	ADS Reference #1	String	20	Free form, but must be the same for all records of a given FSADMDMID. If a discrepancy is found, display message 1649. If user replies OK, assign the ADS Reference #1 from the first record of the DI to all subsequent records. If user replies Cancel, stop processing the file(see task step End Process later)
8	ADS Reference #2	String	20	Free form, and same rule as ADS Reference #1 (i.e. must be same for all DI records)

Layout Type 2

* Indicate that this field is mandatory

#	Field – Format #2	Type	Length	Validation
1	FSA/PC[10]*	String	3, 6, or 7	Validate Mandatory. If validation fails, record error message 1284 in the error file. Validate format for (ANA, or ANANAN, or ANA NAN). If validation fails, record error message 2664 in the error file. Validate that a Delivery Installation exists in the Householder data for the FSA provided. If validation fails, record error message 1278 in the error file.
2	"From" **DMDMID***	String	6	Validate Mandatory. If validation fails, record error message 2667 in the error file. Validate format for (AANNNN). If validation fails, record error message 2668 in the error file. Validate that it exist in Householder data for the Delivery Installation retrieved based on the FSA/PC provided. If validation fails, record error message 1279 (for invalid DM Type) and/or 1280 (for invalid DM Id) in the error file.
3	"To" **DMDMID**	String	6	Validate format for (AANNNN). If validation fails, record error message 2669 in the error file. Validate that is greater than or equal to the "from DMDMID". If validation fails, record error message 1281 in the error file. Validate that the 'To' DM Type is the same as the 'From' DM Type. If the validation fails, display error message 2670 in the error file. Validate that it exist in Householder data for the Delivery Installation retrieved based on the FSA/PC provided. If validation fails, record error message 1279 (for invalid DM Type) and/or 1282 (for invalid DM Id) in the error file. Validate that the 'From' Id equals the 'To' Id if data for Houses, Apartments, Farms, or Businesses has been supplied. If the validation fails, record message 1443.
4	Secondary Delivery Installation (Abbreviated) Name	String	15	Validate that it exist in Householder data for the Delivery Installation retrieved based on the FSA/PC, DM Type, and DM Id range provided. If validation fails, record error message 1283 in the error file. Validate for mandatory if data for Houses, Apartments, Farms, or Businesses has been supplied. If the validation fails, record message 1443.

[10] The FSA within the FSA/PC data field above maps uniquely to a primary Delivery Installation Name and is used to populate the Delivery Installation Name field on both the Select Delivery Installation(s) for Mailing Plan window and the Delivery Installation Detail window.

5	Houses	String	7	Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
6	Apartments	String	7	Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
7	Farms	String	7	Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
8	Businesses	String	7	Validate for numeric and length of 7. If validation fails, record error message 1196 in the error file. Validate less than or equal to the Total Points of Call, Householder amount based on the supplied start date. If the validation fails, record message 1440.
9	ADS Reference #1	String	20	Free form, but must be the same for all records of a given FSA/PC. If a discrepancy is found, display message 1649: If user replies OK, assign the ADS Reference #1 from the first record of the DI to all subsequent records. If user replies Cancel, stop processing the file (see task step End Process later)
10	ADS Reference #2	String	20	Free form and same rule as ADS Reference #1 (i.e. must be same for all DI records)

Layout Type 3

The Delivery Installation postal Code maps uniquely to a primary Delivery Installation Name and is used to populate the Delivery Installation name field on both the Select Delivery Installation(s) for Mailing Plan window and the Delivery Installation Detail window.

The Delivery Mode data (i.e. FSA, DM type, DM Id, DI Name) will be grouped by Delivery Installation Postal Code, Houses, Apartments, Farms, and Businesses. That is, all the data associated to the same Delivery Installation Postal Code will be saved onto a Delivery Installation Detail page.

If an import file containing Coverage values is imported, the following rules will apply:

The appropriate Coverage on the Delivery Installation Detail record will be selected. A Coverage value of 0 implies that this coverage is included. A Coverage value of null implies that this coverage is not included.

Each Coverage value for the Delivery Mode will be stored on the Delivery Installation Detail record.

Coverage values will be summed and populated in the Total Pieces Shipped for the Delivery field.

* Indicate that this field is mandatory

#	Field – Format #3	Type	Length	Validation
1	Record Type*	Text	2	Value of '03' for this file format
2	FSA/PC[11]*	String	3, 6, or 7	Validate Mandatory. If validation fails, record error message 1284 in the error file. Validate format for (ANA, or ANANAN, or ANA NAN). If validation fails, record error message 2664 in the error file. Validate that a Delivery Installation exists in the Householder data for the FSA provided. If validation fails, record error message 1278 in the error file.
3	DM Type*	String	4	Validate Mandatory. If validation fails, record error message 2667 in the error file. Validate format for valid DM Type (GB, LC, LB, RR, SS, DR, MR, CF, or 'ALL' or 'TOUS'). If validation fails, record error message 2702 in the error file.
4	ADS Reference #1	String	20	Free form, but must be the same for all records of a given FSA/PC. If a discrepancy is found, display message 1649: If user replies OK, assign the ADS Reference #1 from the first record of the DI to all subsequent records. If user replies Cancel, stop processing the file (see task step End Process later).
5	ADS Reference #2	String	20	Free form and same rule as ADS Reference #1 (i.e. must be same for all DI records). ADS Reference #2 must be supplied, even if null (i.e. ""), when ADS Reference #1 is supplied.

All the data associated to the same Delivery Installation postal Code will be saved onto a Delivery Installation Detail page, and the following fields are initialized:

- Set FSA/PC to the input FSA/PC;
- Set DM Type to the input (which can 'ALL' or 'TOUS'); and
- Set DM Id From, DM Id To, and (Secondary) DI Name to 'ALL'

Layout Type 4

The import file must be an ASCII flat file where character and non-integer numeric fields are enclosed in double quotes (") and delimited by the selected file delimiter character. Where no information is available the system expects a blank entry (i.e. ""). Each record is separated by a carriage return. Records starting with a number sign (#) are considered comments lines and are skipped. Format 04 also uses a coma-delimited file but the number of fields in each record is fixed and has to be 27.

* Indicate that this field is mandatory

[11] The FSA within the FSA/PC data field above maps uniquely to a primary Delivery Installation Name and is used to populate the Delivery Installation Name field on both the Select Delivery Installation(s) for Mailing Plan window and the Delivery Installation Detail window.

#	Field – Format 04	Type	Length	Validation
1	Record Type*	Text	2	New record type = 04
2	Weight per piece	Numeric	5	When supplied, will populate the SOM page and override any weight already entered. New SOM lines will be created for each different value, and therefore separate ADS. Otherwise, the value from the SOM page will be used (as done today for other import formats). Must either be supplied on all records in the file or not be supplied on any record.
3	Cost Centre Reference	String	30	When supplied, will populate the SOM page and override any cost centre already entered. New SOM line will be created for each different value, and therefore separate ADS.
4	Title of mail piece*	String	30	Separate ADS will be created for each different value. Note that *Version specific* will always be set to No (i.e. not selected) when importing this type of file.
5	Transportation required indicator*	String	1	Must be Y or O (selected) or N (not selected). Note: Converted to upper case.
6	Deposit location	String	14	Mandatory or Optional If Transportation required = Y, Deposit location must be supplied, as a 4-digit Outlet number. If Transportation required = N, Deposit location do not have to be supplied. Note: Converted to upper case.
7	Delivery timing*	String	1	Must be 0 (Upon Receipt) or 1 (Specific Start Date). All records for a given ADS must have the same value.
8	Date*	String	10	Deposit Date when Delivery Timing = 0, Specific Start Date when Delivery Timing = 1. Formats accepted are yyyymmdd and yyyy/mm/dd.
9	Before 11 indicator	String	1	Will only be used if Delivery Timing = 1. Can be Y or N; blank will be considered N. Note: Converted to upper case.
10	Consumer's Choice indicator	String	1	Can Y/O (selected) or N (not selected); blank will be considered Y. Note: Converted to upper case.
11	Container Type*	String	2	Must be 'BG' for Bags or 'BX' for Customer Supplied Containers. Note: Converted to upper case.
12	Pieces per bundle*	Numeric	3	Must be numeric and less than or equal to 200.
13	Bundles per container*	Numeric	5	Numeric field
14	ADS Reference #1	String	20	If one record in the import file has an ADS Reference #1 or #2, all records must have an ADS Reference #1 or #2. Otherwise both ADS Reference fields must be blank in all records.
15	ADS Reference #2	String	20	Same rules as ADS Reference #1 above.

16	Target Area – Houses indicator*	String	1	Must be Y or O (selected) or N (not selected). Note: Converted to upper case. The value in the last record of a given ADS will be used.
17	Target Area – Apartments indicator*	String	1	Must be Y or O (selected) or N (not selected). Note: Converter to upper case. The value in the last record of a given ADS will be used.
18	Target Area – Farms indicator*	String	1	Must be Y or O (selected) or N (not selected). Note: Converter to upper case. The value in the last record of a given ADS will be used.
19	Target Area – Business indicator*	String	1	Must be Y or O (selected) or N (not selected). Note: Converter to upper case. The value in the last record of a given ADS will be used.
20	FSA/PC*	String	7	Must be FSA only for urban areas and full Postal Code for rural areas (i.e. when second digit of FSA is zero). A Delivery Installation must exist in the Householder data for the FSA/PC provided. Note: Converted to upper case.
21	From DM Type/DM Id*	String	6	Must exist in Householder data for the DI. Can also be ALL or TOUS. Note: Converted to upper case.
22	To DM Type/DM Id*	String	6	Must be same DM Type as From DM Type/DM Id and DM Id must be greater than or equal to the From DM Id, unless counts for Houses, Apartments, Farms and/or Businesses have been supplied, in which case it must be equal to From DM Id. Must exist in Householder data for the DI. Can be ALL or TOUS, or be equal to From DM Type/DM Id. Note: Converted to upper case.
23	Secondary DI Name*	String	15	Must exist in the Householder data for the DI retrieved based on the FSA/PC, DM Type and DM ID range provided. Can be ALL or TOUS. Note: Converted to upper case.
24	Houses Count	Numeric	7	If From DM Type/DM ID is “All” or “Tous”, it is ignored; otherwise, it overrides the DM count when supplied. If target area – Houses Indicator is N, it is ignored; otherwise, it overrides the DM count when supplied. If supplied, must be numeric, max length of 7 digits; display message 1196 otherwise. Must be less than or equal to the Total Points of Call or Consumer Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date; display message 1440 otherwise.

25	Apartments Counts	Numeric	7	If From DM Type/DM ID is "All" or "Tous", it is ignored; otherwise, it overrides the DM count when supplied. If target area – Apartments Indicator is N, it is ignored; otherwise, it overrides the DM count when supplied. If supplied, must be numeric, max length of 7 digits; display message 1196 otherwise. Must be less than or equal to the Total Points of Call or Consumer Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date; display message 1440 otherwise.
26	Farms Count	Numeric	7	If From DM Type/DM ID is "All" or "Tous", it is ignored; otherwise, it overrides the DM count when supplied. If target area –Farms Indicator is N, it is ignored; otherwise, it overrides the DM count when supplied. If supplied, must be numeric, max length of 7 digits; display message 1196 otherwise. Must be less than or equal to the Total Points of Call or Consumer Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date; display message 1440 otherwise.
27	Business Count	Numeric	7	If From DM Type/DM ID is "All" or "Tous", it is ignored; otherwise, it overrides the DM count when supplied. If target area –Businesses Indicator is N, it is ignored; otherwise, it overrides the DM count when supplied. If supplied, must be numeric, max length of 7 digits; display message 1196 otherwise. Must be less than or equal to the Total Points of Call or Consumer Choice (per selection in import file) Householder amount plus allowed excess (10%) based on the supplied or calculated start date; display message 1440 otherwise.

Appendix A – Province and State Codes

Click for a listing of valid Province and State codes.
http://www.canadapost.ca/common/tools/pg/manual/PGaddress-e.asp#1380608

Appendix B – Country Codes

Click for a listing of valid country codes.

http://www.canadapost.ca/tools/pg/manual/PGintdest-e.asp

Appendix C – Service

The following are valid **ARTICLE NUMBERS** to be used in the EST application Order Entry Import File:

Article Number	English Article Description	French Article Description
475	USA Parcel Surface	Colis de surface É-U
908	Xpresspost Piece Rated	Tarif par pièce-Xpresspost
926	Xpresspost PP Induction	Dépôt PP-Xpresspost
966	Regular Parcel Piece Rated	Tarif par pièce
967	Expedited Parcel Piece Rated	Tarif par pièce – Colis accéléré
984	International Parcel Surface	Colis de surface-Intl
985	International Parcel Air	Colis-avion-Intl
989	Regular Parcel Interline	Intertransporteur-colis standard
999	Expedited Parcel Interline	Intertransporteur-colis accéléré
1107	Xpresspost Interline	Intertransporteur Xpresspost
1123	USA Small Packets Air Mail	Petits paquets – Avion vers É-U
1124	USA Small Packets Surface	Petits paquets – surface vers É-U
1235	USA Parcel Air	Colis-avion des États-Unis
1469	Priority courier Piece Rated	Mess. Prioritaire-Tarif/pièce
1523	Priority Courier Interline	Intertransporteur Mess prioritaire
1654	Priority Courier PP Induction	Dépôt PP Mess prioritaire
1829	Priority Courier Multi Piece	Envois groupés-mess prioritaire
1917	Xpresspost USA	Xpresspost É-U
2125	Xpresspost USA PP Induction	Dépôt PP-Xpresspost É-U
3620	Regular Literature for the Blind	Cécogrammes-Régime intérieur
3630	US Air Literature for the Blind	Cécogrammes-États-Unis-Air
3640	US Surface literature for the Blind	Cécogrammes-États-Unis-Surface
3650	Intl Air Literature for the Blind	Cécogrammes-Régime international - Air
3660	Intl Surface Literature for the Blind	Cécogrammes- Régime international - Surface
3670	Xpresspost Literature for the Blind	Cécogrammes-Xpresspost
5561	Reg. Parcel Piece/Kilo	Colis standard-Pièce/Kilo
5562	Exp. Parcel Piece/Kilo	Colis Accéléré – Pièce/Kilo
5720	Flat Rate Regular	Tarif fixe Standard
5721	Flat Rate Expedited	Tarif fixe Accéléré
6470	Expedited-USA	Colis accélérés É-U
6461	Commercial* Expedited-USA	Colis accélérés É-U commerciaux
9610	Intl Small Packets Air	Petits paquets-Avion-Intl
9611	Intl Small Packets Surface	Petite paquets – Surface - Intl
10100	Priority™ Worldwide Envelope Int'l	Priorité^MC Mondial -enveloppe Int'l
10101	Priority™ Worldwide Pak Int'l	Priorité^MC Mondial -pak Int'l
10102	Priority™ Worldwide Parcel Int'l	Priorité^MC Mondial -colis Int'l
10103	Priority™ Worldwide Envelope USA	Priorité^MC Mondial -enveloppe É.U.
10104	Priority™ Worldwide Pak USA	Priorité^MC Mondial -pak É.U.
10105	Priority™ Worldwide Parcel USA	Priorité^MC Mondial -colis É.U.