Producing Machineable Personalized Mail

1. Finalize mailing database.

2. Create job in iAddress™. Select address fields and click OK.

3. Select Address Management, Correction / Validation.

4. Put in the date you expect to take the mail to Canada Post. Select the MACHINEABLE mail formatting option. Click Start.

5. When the file is finished being processed, the Validation Report will appear. Check to make sure Percent Valid is at least 95% and print the report.

6. Select Address Management/Field Formatting, and select Change Field Casing. Click all non-address fields you will be printing on the envelopes. Select All Upper Case and click OK.

7. If desired, remove duplicate addresses using the Priority Duplicate Extraction option on the Address Management menu.

8. Use the following instructions depending on the software you use for your printer:

Using iEnvelope	Using another software to print
• Select Print/iEnvelope. The database will load. • Design your envelope layout and click File/Print. Select your pause options and print your envelopes.	• Select File/Export Database. Use the drop-down to select the file type you are exporting to. Click Export Database and select a filename and location. • Use this file to print your envelopes.

9. Pack envelopes into LFT (Letterflatainers for short/long mail) or Flats tubs (for oversized mail).

10. Print and insert container labels into each container.

11. Log onto Canada Post's Online Business Centre and select the Electronic Shipping Tools.

12. Select Personalized Mail (Machineable) under Order Entry. Fill in the header information.

13. Enter the number of containers you will be shipping. Under Items, select short/long or oversized.

14. Use the drop-down box to select Add Personalized Mail Machineable – S/L (or Add Personalized Mail Machineable – O/S, if applicable). Enter the number of pieces and the weight per piece.

15. When you have finished entering your information, click the Preview button at the bottom of the screen. Review the information. When you are satisfied everything is correct, click the Transmit to CPC button.

16. A pdf document will appear on the screen. Print 1 copy of this document. It is 3 pages that will appear identical with the exception of the wording in the top, right corner. One is for the Accepting Location, one is for Data Entry and one is for the Customer.

17. Take the following to a Canada Post approved Machineable mail depot:
    - All the containers of mail
    - A sample of your mailing (exact materials including packaging)
    - The Validation Report generated by the software
    - The electronically generated Statement of Mailing (2 copies)

For additional questions on dropping the mail at Canada Post, please contact your depot or Canada Post Commercial Service Network at 1-800-260-7678.

NOTE:
IT IS YOUR RESPONSIBILITY TO ENSURE YOUR MAIL MEETS THE CANADA POST MACHINEABILITY STANDARDS. INFORMATION ON THESE STANDARDS CAN BE FOUND ON THE CANADA POST WEBSITE AT:

https://www.canadapost.ca/tools/pg/manual/default-e.asp

http://www.canadapost.ca/tools/pg/preparation/MPmachmail-e.pdf