

## Preparing a Sorted Mailing

### NOTE:

**This guide does not include address correction or the production of the Validation Report. Please refer to the manual or call Flagship Software Ltd. technical support (1-866-672-0007. X 3) for questions on address cleaning.**

You will need the following information before you start your mailing:

- Canada Post Account Number
- Canada Post Personalized Mail™ or Publications Mail Agreement Number
- Online Business Centre login and password (register online)

### TO SORT A JOB WITHOUT CLEANING YOUR DATABASE FIRST, START HERE:

1. Open iAddress™
2. Cancel out of the opening screen
3. File/Create Job
4. Browse until you find your database then click OK
5. Make sure the address, city, province and postal code all appear in the correct columns then click OK
6. Continue to Step 7 below

### TO SORT A JOB AFTER CLEANING YOUR DATABASE, START HERE:

7. Presort/Sort
8. Enter the following information:
  - a. Date of mailing (date mail will be taken to Canada Post)
  - b. Office of Deposit - set to your mail drop (i.e. Montreal)
  - c. Mailing type (Personalized Mail™ Special Handling, Publications SH, etc.)
  - d. Mail Size (regular mail is S/L, larger items are Oversized)
  - e. Container Type (Letterflatainer (LFT) for S/L, Flats tub for Oversized)
  - f. Mail Characteristics – width
  - g. Mail Characteristics – weight
9. Click Process
10. When the Statement of Mailing appears, the sort is done. Note the following:
  - a. Any Uncoded pieces – this is a mail piece where the postal code is missing or does not exist. These pieces should be deleted from the mailing (use the Delete Uncoded button) or pieces must be sent using a stamp.

- b. How many containers you will require. Make sure you have this number on hand before starting the mailing. A 1,000-piece mailing will take between 5 and 10 containers.
  - c. Print the Statement of Mailing
11. Presort/Print All Labels or Presort/Print Container Labels
- a. Cut labels. Corner marks are indicated.
  - b. Container labels slide into the plastic holder on the outside of the containers. There will be 1 label for each container.
  - c. Bundle labels are placed in the front of a bundle under the elastics/strapping. NOT ALL BUNDLES WILL REQUIRE A LABEL. Each bundle label will indicate the container and bundle number on it: (1/3) indicates container 1, bundle 3.  
*Bundle labels are optional! You can also use the Optional Endorsement Line which can be printed directly on your label. Please see OEL printing instructions below.*
12. Presort/Print All Reports
13. Print your labels or envelopes:
- a. Print/Export Addresses for Printing will allow you to create a database to be used with other software, such as Word Mailmerge or AstroPrint.
  - b. Print/Windows Print will allow you to print Avery-Dennison labels. Select the appropriate label and ensure the address is formatted properly. Text2 will show the Bag/Bundle and DMC code information required by Canada Post.

Whether you use option a. or b., you will now need the following information:

The Bag/Bundle and DMC code information is produced by iAddress. They look like this:

<<bagbun>> - Bag/Bundle Code

<<DMC>> - DMC Code

When printed, the information might look like this:

2/6 (2 is the container number, 6 is the bundle number)

xx7(E) (Canada Post information)

An example printed address might look like this:

Mary Smith  
123 Main Street  
Anytown, PR PC

You need to make sure that the Bag/Bun and DMC codes DO NOT appear on the same line as your address information. It CAN appear on the same line as your name information. If you need to keep this information on one line to conserve space, there must be AT LEAST 4 spaces between each piece of information. For example:

Mary Smith            2/6   xx7(E)  
123 Main Street  
Anytown, PR PC

Or

                                 2/6   xx7(E)  
Mary Smith  
123 Main Street  
Anytown, PR PC

**IMPORTANT INFORMATION FOR PUBLICATIONS MAIL DELIVERY FACILITY PRESORT MAILINGS:**

Publications Delivery Facility Presort sorts do not use the DMC code. The field will be created but there will be no codes in the field. If you are doing a Publications Delivery Facility Presort sort, you do not need to use the DMC code.

**USING THE OPTIONAL ENDORSEMENT LINE (OEL):**

Instead of using bundle slips, you can print the OEL code on your mail piece. It must be the first line of information on your label. No other information should appear on this line or above it. An example of the OEL line is below:

                                 \*\*L0J9Z0 MISSISSAUGA ON FWD\*\*  
                                 2/6   xx7(E)  
Mary Smith  
123 Main Street  
Anytown, PR PC

14. Make sure you keep your pieces in order. An easy way to do this is to print the field ListOrder on your envelopes. List Order numbers your envelope from the first (1) to the last piece in the correct sequence. This way, if you drop a piece, you will know where to re-insert it. An example of ListOrder printed on a label is as follows:

**343**                      2/6    xx7(E)  
 Mary Smith  
 123 Main Street  
 Anytown, PR PC

**344**                      2/6    xx7(E)  
 Peter Piper  
 65 Anywhere Street  
 Anytown, PR PC

15. Bundle your envelopes according to the bundle markings printed. All pieces will be printed in order. Bundle markings are as follows:

- \*\*      Indicates the start of a container and bundle
- \*      Indicates the start of a bundle

An example of bundling is as follows (only the names are shown). There will be many more pieces in a bundle; this is just an abbreviated example.

Name	Bundle Info	What it Means
Mary Smith	** 1/1 **	Start of container 1, bundle 1
Peter Piper	1/1	Continuation of container 1, bundle 1
Zip Ididoodah	* 1/2 *	Start of container 1, bundle 2
Paul Jones	1/2	Continuation of container 1, bundle 2
Freda Frimp	1/2	Continuation of container 1, bundle 2
Terry Cloth	** 2/1 **	Start of container 2, bundle 1

16. Strap or elastic band your bundles (2 elastic bands – one around the mail vertically, one horizontally). Pack your bundles into the appropriate container. Make sure your containers are labeled. Label any bundles for which you printed labels.
17. If you are preparing a Personalized Mail™ Special Handling or Publications Mail SH, you will need to produce a mailing plan. In iAddress™, select Presort/Mailing Plan. Choose a location for your Mailing Plan and click OK.

18. Login to the Online Business Centre at [www.canadapost.ca](http://www.canadapost.ca) and following the links to the Online Business Centre. Enter your OBC Login and password, then click on "EST – Electronic Shipping Tools".
19. Select the type of mailing from the list of links. For Special Handling mailings, there is a section called Presort Mailing Plan. Click on Browse to find your Mailing Plan file.  
  
Enter any additional information on the electronic form from the Statement of Mailing generated by the software. When finished, click "Preview". If the information is correct, submit to Canada Post by clicking the button.
20. Print the pdf document that is generated. There will be 3 copies; 2 are to accompany your mailing to the depot and 1 is your reference copy. You can have your copy stamped at the depot if you wish.
21. Take the following to the approved Canada Post 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)
  - The Statement of Mailing generated by the software (for Pubs NDG sorts)
  - The Delivery Office Volume Summary report (for Pubs Delivery Facility Presort sorts)
  - The Bag/Bundle/Container report (for Pubs Delivery Facility Presort sorts)

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.

Please see these mail preparation and presortation guides from Canada Post:

[https://www.canadapost.ca/tools/pg/4\\_Preparing/MPspecial\\_handling-e.pdf](https://www.canadapost.ca/tools/pg/4_Preparing/MPspecial_handling-e.pdf)

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

[http://www.canadapost.ca/cpo/mc/business/tools/advisors/mmadvisor/resources.jsf;CPO\\_JSES\\_SIONID=ByqcRQ1XyY1lhdxCJZp9YJTXfqjq9ryrK7MhbTb64pvjp14tfP1Q!1723113793](http://www.canadapost.ca/cpo/mc/business/tools/advisors/mmadvisor/resources.jsf;CPO_JSES_SIONID=ByqcRQ1XyY1lhdxCJZp9YJTXfqjq9ryrK7MhbTb64pvjp14tfP1Q!1723113793)