



iAddress™ Updater

June 2015, Volume 8, Number 6

New Feature: 2D Barcode Release in July!



Canada Post has enabled the use of a 2D barcode on Machineable Mail to provide more flexibility to mailers. It will contain destination address information used by equipment for sorting. The benefits of using a 2D barcode are as follows:

- Script/handwriting, decorative and italicized fonts can be used
- Darker backgrounds (including dark black) allowed except for the barcode and its white space

If you are interested in using this feature for darker backgrounds, please let us know as Canada Post would like to test this on their machines before a live job is run. The barcode must be placed within the address zone (including through a window) which is at least 35mm from the top and 10mm from all other edges. It can also read barcodes immediately next to the postage zone which is 35mm from the top and up to 74mm from the right edge.

Canada Post recommends against placing the barcode in the upper or lower corners as they can be bent during processing which would make it difficult to read. Their testing has found the best place for the barcode is next to the address or the indicia, however, they are very open to testing other configurations.

The 2D barcode also contains a 21 alphanumeric spaces which can be used to hold mailer information, such as a docket number or account or membership number. This information could be used to facilitate production, returns or perhaps something even more creative! If you are interested in adding information to the 2D barcode, please feel free to contact support@flagshipsoftware.com to discuss how this would work and what would be required to scan the information in your facility.

This new feature will be released in the Full and ACV version of iAddress™ in early July at no additional charge. It will remain a standard feature in the Full version of the software. As of January, 2016, there will be a small additional charge to access this feature in the ACV version. Let us know if you have any questions!

LFTs and LTs

As of July 31, 2015, lettertainers (LTs) will no longer be supplied for Standard (formerly called short/long) mailings other than Unaddressed Admail. LTs are being removed from the system as they are returned to Canada Post. Letterflattainers (LFTs) will be required. Some depots are already moving to LFTs only. However, after July 31, mailers may inadvertently receive LTs from their depots or may have still have a supply on hand. Therefore, Canada Post will not be surcharging or otherwise penalizing mailers at induction. However, after this date, Canada Post will be following up with mailers still using LTs to assist them in moving to LFTs.

Specification Conflict

A recent change to the Addressed Admail Machineable offerings was the inclusion of a square envelope with maximum dimensions of 156mm x 156mm. As this size is still considered Standard, they require packing into LFTs for induction. However, the maximum allowable height of a piece in an LFT is 150mm.

Canada Post has confirmed that they have no issues accepting the square envelopes in LFTs although they exceed the maximum height specified in the Customer Guide. The issue is that the nesting feature or lid will only work with pieces that are 150mm or shorter. The result is that other LFTs will be stacked directly on the top of the mail pieces.

Canada Post has said that they will not permit stacking mail on its side in this circumstance because it impacts their operations. They will accept a slight tilting of pieces, however, we are concerned that this may lead to compliance issues with the RVU who may not feel the container meets fill or packing material requirements. The biggest issue with the mis-match in specifications is the potential damage to mail pieces when one or more LFTs are stacked together. Canada Post feels the pieces will have enough structural integrity to avoid damage, however mailers can place a cardboard separator on top of their mail if they are concerned.

The square piece is a valuable addition for many mailers and so would like to see it remain. However, mailers should be aware that there is a potential for damage to their mail pieces and take that into consideration when packing the containers.

Last Newsletter until September!

With summer approaching, we thought you might like to find some lighter reading material for your holidays! We won't be publishing a newsletter in July or August but will restart with industry and product updates in September. Whether your plans include travel or enjoying your neighbourhood, sports with the kids or gardening at home, we wish you a warm and relaxing summer!



iAddress™ Web Training

Flagship Software continues to offer **Web Training!**

If you are a new customer, would like a refresher course on **iAddress™** or if you have new hires, please contact Carolyn at 1-866-672-0007 ext. 3 or carolyn@flagshipsoftware.com to schedule a web session.

Copyright © 2015 Flagship Software Ltd., All rights reserved.

iAddress™ Updater is the electronic newsletter of Flagship Software Ltd.

Our mailing address is:

Flagship Software Ltd.

203-60 King Road

PO Box 2625

Richmond Hill, ON L4E 1A6

Canada