CANADA POST POSTES CANADA

# How to add your vendor account number

As a vendor currently using EST 2.0 (Canada Post's Electronic Shipping Tools), you can add your vendor's account number to your EST 2.0 profile using MOBO (mailed on behalf of). The following guide will walk you through adding your vendor's account number and setting your preferences and defaults.
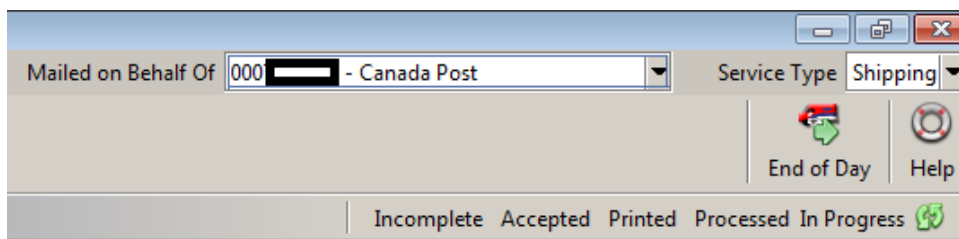
Go to EST 2.0

- Sign into EST 2.0 with your user ID
- Click on **Configuration**, then **Data Maintenance**
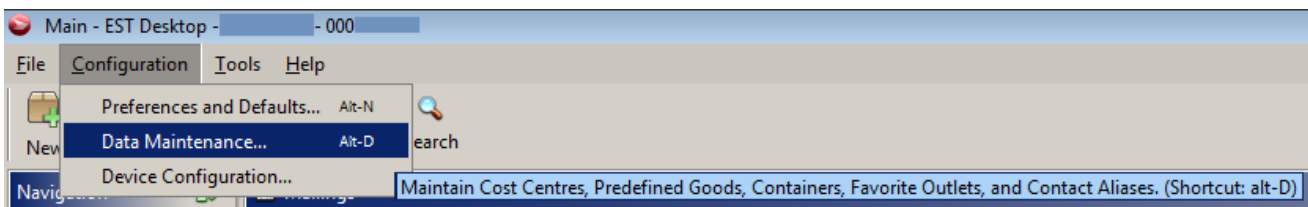
- Click on **Mailed on Behalf of Customers**
- Enter your new Account and Contract Number
- Click on **Add** then **Close**
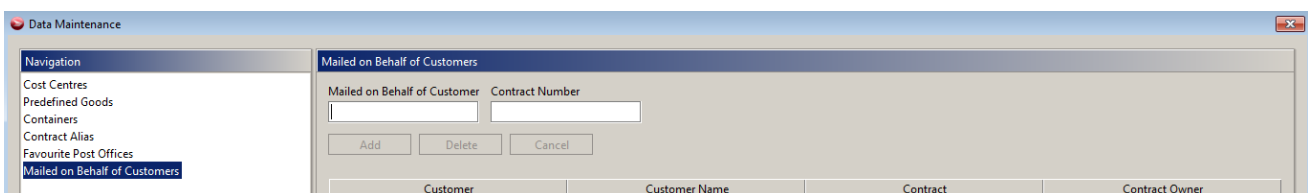
- At the top right, in the drop-down menu, select **Mailed on Behalf Of** and then select your customer number.

Now set your preferences and defaults:

- Click on **Configuration**
- Click on **Preferences and Defaults**
  - Change **Site Address** to your physical address.
  - Deactivate the mailing side under **Service Types** (if this is for shipping only).
  - Change **Customer Address** (Address displayed on Label) to your merchant's address.
  - Under **Service and Options**, select **Expedited**.
  - Also select any options your merchant has asked for (ex., Do not safe drop).
  - Under **Shipping** then **Billing Information**, assign the contract number. Note that there is a **Mailing** and then **Billing Information**.
  - Under **Return Label**, choose **Expedited** as the service, and under **Return address**, use from address.
  - Under **Manifest**, check the **Always print detailed manifest** checkbox.
  - Under **Start-up**, check the **Open New Shipment Windows** checkbox.
  - On **Process/Print**, click on the **Open new/next Shipment** radio button and check the **Clear Shipping data** checkbox.
  - Under **Validations**, select **Ref #1** or **Cost Centre** fields as mandatory, as directed by your Merchant.

End of day

A Manifest must be completed daily for all your shipments created in EST desktop 2.0 in order to send the tracking numbers to Canada Post electronically.

NOTE if end of day is not completed, then each parcel will have a surcharge applied

- Click on End of day
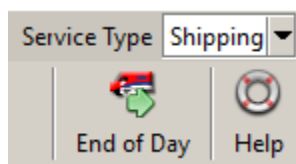
- Only printed shipping labels are going to be in the end of day
- If you have more than one Shipment folder, you can uncheck one and **Refresh Manifests** to only transmit the checked folder
- Click on **My Shipments are picked up by Canada Post** or change the address in Configuration, then Data Maintenance then Favourite Post Office
- Then click on Transmit/Print