Introducing Supplier Account



A better solution for meter customers

On January 11, 2016, Canada Post and your meter supplier will introduce Supplier Account (formerly known as Third-Party Account), a new way for meter customers to pay for parcel shipments when using Canada Post's Electronic Shipping Tools (EST) or other approved electronic shipping platforms. If you're using EST, your meter supplier will be contacting you to provide your Canada Post customer number and your new Supplier Account number. Benefit from the fact that Supplier Account accesses payments from the same account you use to fill your postage meter.

Take advantage of these benefits using Supplier Account

- Continue to leverage your meter supplier relationship, support and benefits.
- Forget printing and applying meter impressions on parcels.
- Track your parcels using standard shipping labels.
- Receive transaction-level data for parcels on your supplier statement.



Supplier Account can be accessed through the following applications:

JANUARY 11, 2016:

- » EST Online (Express Order Entry can also be accessed through EST online)
- » EST Desktop 2.0

What do you need to do?

Step 1: Get a Canada Post customer number and a Supplier Account number

Your meter supplier will be contacting you to provide your Canada Post customer number and your new **Supplier Account number**. If you want to use Canada Post's Electronic Shipping Tools for your parcel shipments and have not received your supplier number by January 18, 2016, contact your meter supplier.

As of January 11, 2016:

» **Step 2:** Create a Canada Post online profile



- Go to canadapost.ca
- Click on **Sign in** at the top right hand corner



- Existing users can sign in using their username and password. Follow the steps beginning on page 4
- New users must click **Sign up** to create their profile

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- Select one of the two levels:
 - » Small Business or
 - » Enterprise
- Complete the required fields
- Click on Create Profile

• Complete the required fields and click on **Continue**. This will bring you back to the main page

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Contact details and password Business summary and savings

Contact details and password

Business summary and savings

When adding a Supplier Account please allow 24 hours for processing.

Billing details Credit Cards

Supplier Accounts

SUPPLIER NAME

SET AS DEFAULT (optional)

Supplier Account number

Cancel

Billing details Credit Cards

Supplier Accounts

- You will see that you are logged in as a user
- Click on **My profile** to access your billing details

To set your method of payment preference:

- Click on Billing details
- Click + add a Supplier Account



Add a Supplier Account and you can use it as a method of payment when you send parcels through Electronic Shipping Tools (EST)

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- Complete Supplier Account information
- Here you have the option of setting this Supplier Account number as a **default** method of payment

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SUPPLIER NAME	X SUPPLIER NAME	×

• You will receive confirmation that you have successfully added your Supplier Account information

» Step 3: How to access EST



• Go to Tools and select Shipping

• Select the EST version that fits your business needs

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- When EST Online is selected
- Click on Go to EST Online now

When EST Desktop 2.0 is selected

• Click on **Get started**



Step 4: Set up Supplier Account as your default method of payment through EST



For EST Online

 Under Shipping, select where you want to ship; you may also select Express Order Entry

 For EST shipments (Canada, USA & International), set your method of payment as illustrated



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• For Express Order Entry, **set your method of payment** as illustrated





• For Desktop 2.0, **set your method of payment** as illustrated

Getting support

For support using EST, contact the Commercial Service Network at 1-866-757-5480.

For support using Supplier Account (i.e. payment authorization and invoicing), contact your meter supplier directly.