Switch to Supplier Account starting January 11, 2016

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.

CANADA POST / POSTES CANADA

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

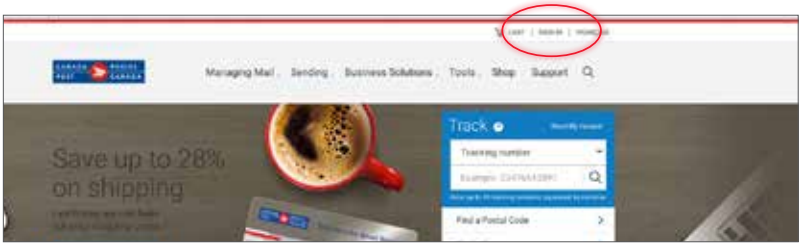
What do you need to do?

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

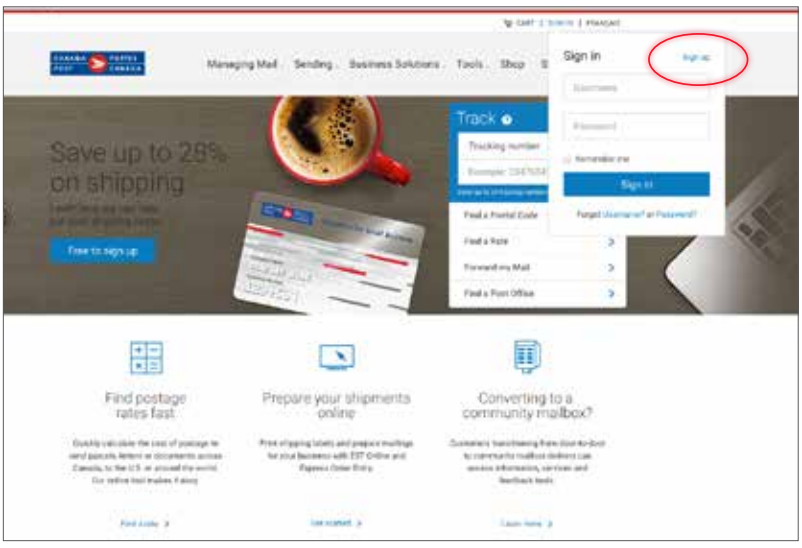
Your meter supplier will be contacting you to provide your Canada Post customer number and your new **Supplier Account number**. If you want to use Canada Post's Electronic Shipping Tools for your parcel shipments and have not received your supplier number by January 18, 2016, contact your meter supplier.

As of January 11, 2016:

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

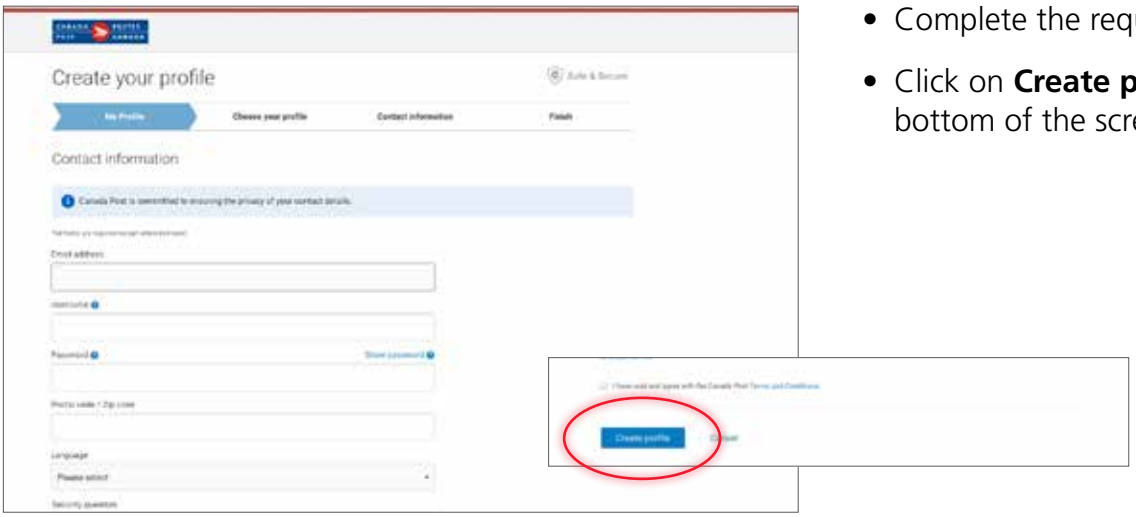


- Go to canadapost.ca
- Click on **Sign in** at the top right hand corner

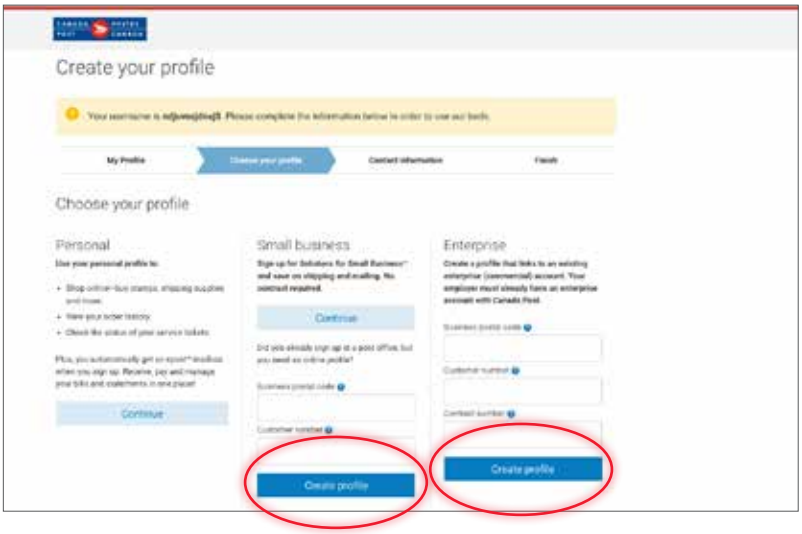


- **Existing users** can sign in using their username and password. Follow the steps beginning on **page 4**
- **New users** must click **Sign up** to create their profile

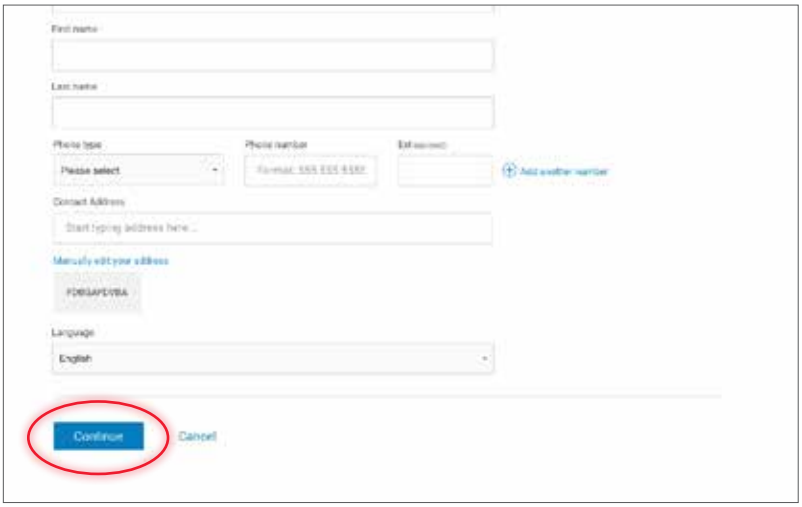
Note: The images above may differ slightly from what is on your screen.



- Complete the required fields
- Click on **Create profile** at the bottom of the screen

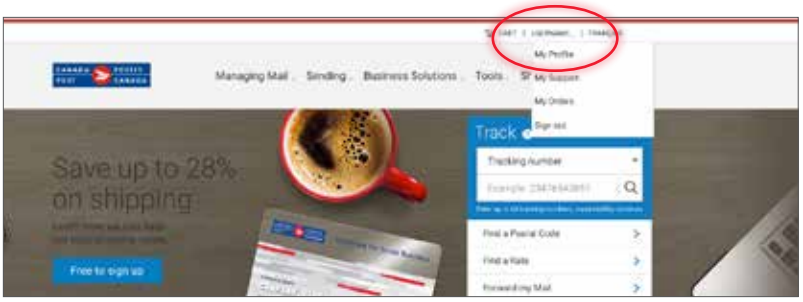


- Select one of the two levels:
  - » **Small Business** or
  - » **Enterprise**
- Complete the required fields
- Click on **Create Profile**

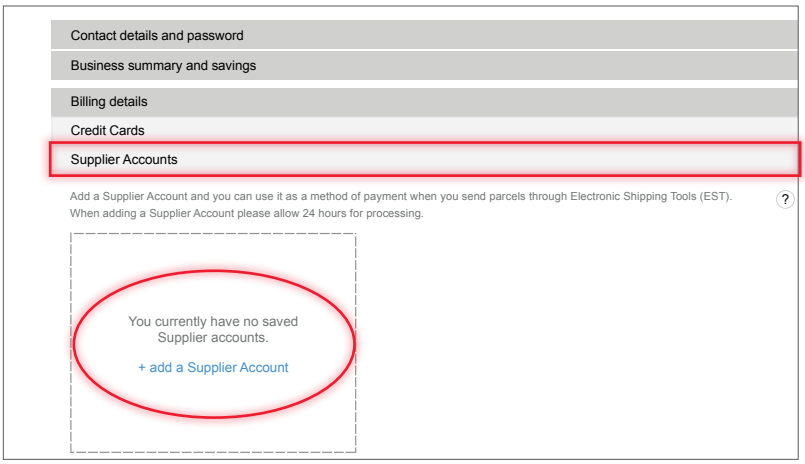


- Complete the required fields and click on **Continue**. This will bring you back to the main page

Note: The images above may differ slightly from what is on your screen.

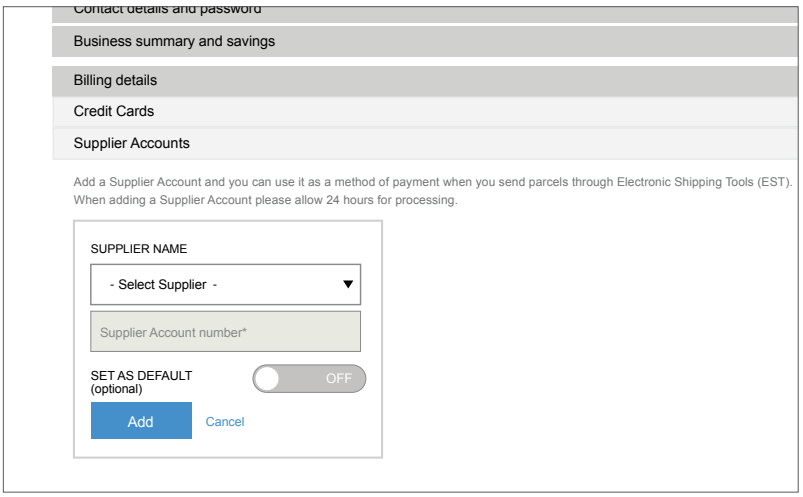


- You will see that you are logged in as a user
- Click on **My profile** to access your billing details

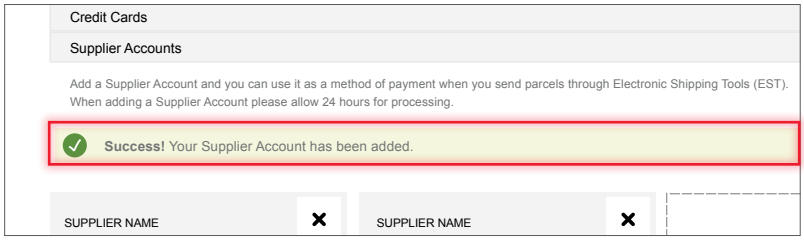


To set your method of payment preference:

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



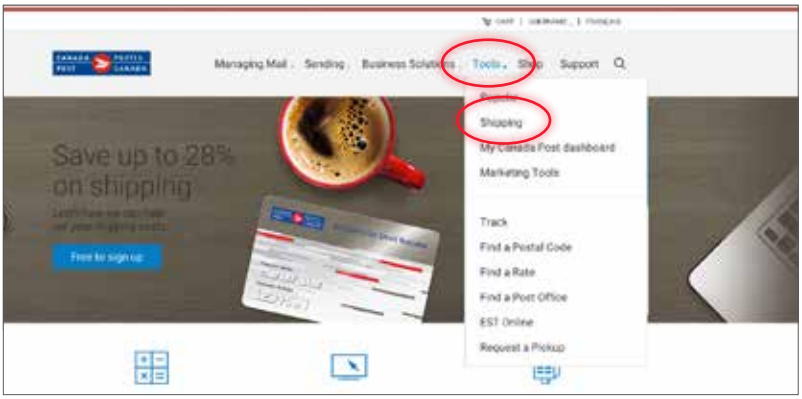
- Complete Supplier Account information
- Here you have the option of setting this Supplier Account number as a **default** method of payment



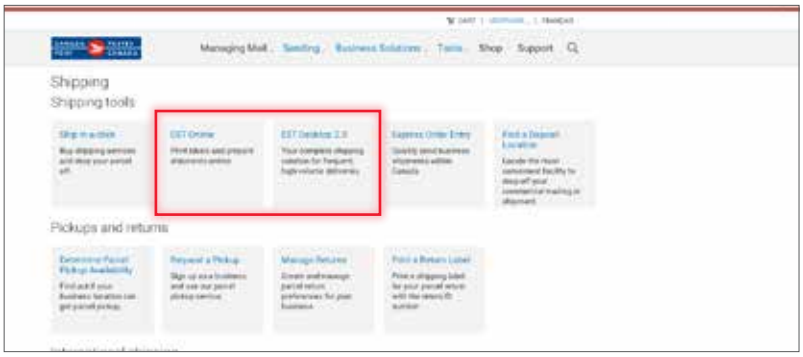
- You will receive confirmation that you have successfully added your Supplier Account information

Note: The images above may differ slightly from what is on your screen.

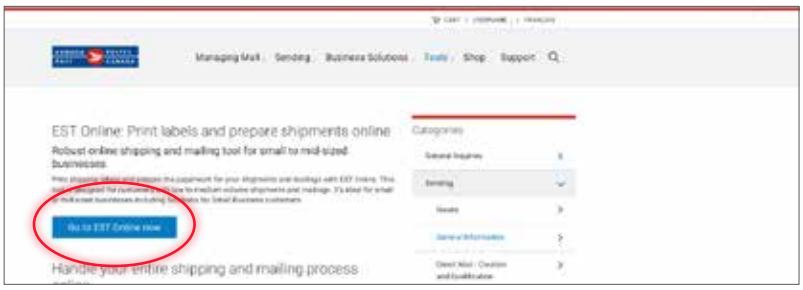
» **Step 3:** How to access EST



- Go to **Tools** and select **Shipping**

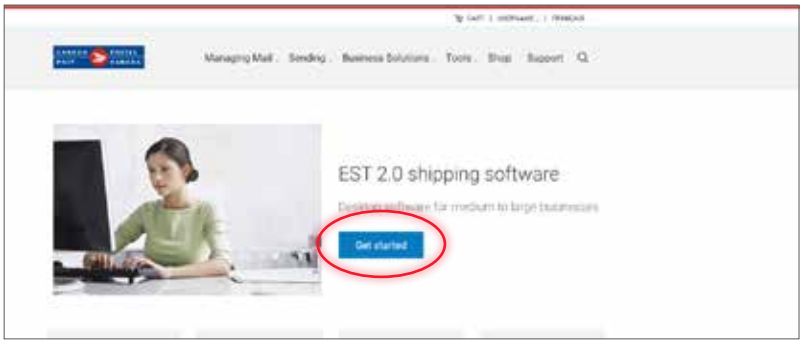


- **Select the EST version** that fits your business needs



When EST Online is selected

- Click on **Go to EST Online now**

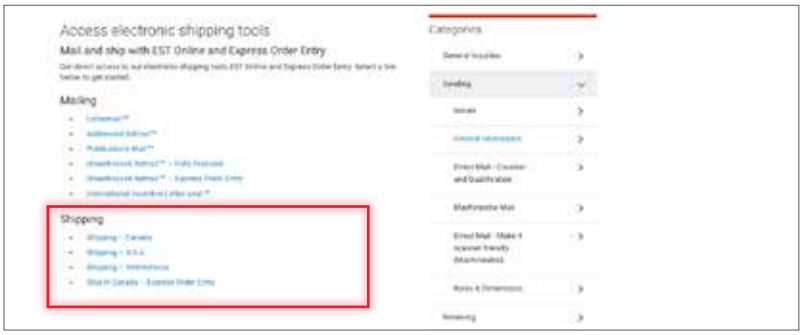


When EST Desktop 2.0 is selected

- Click on **Get started**

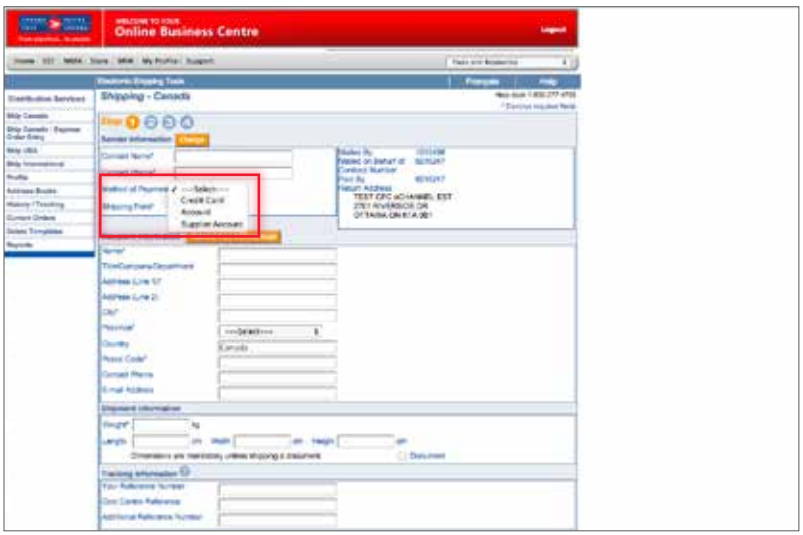
Note: The images above may differ slightly from what is on your screen.

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

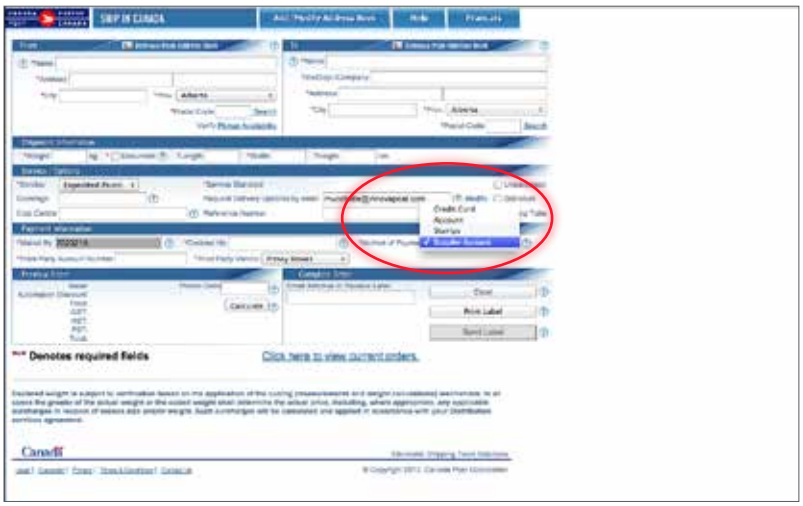


For EST Online

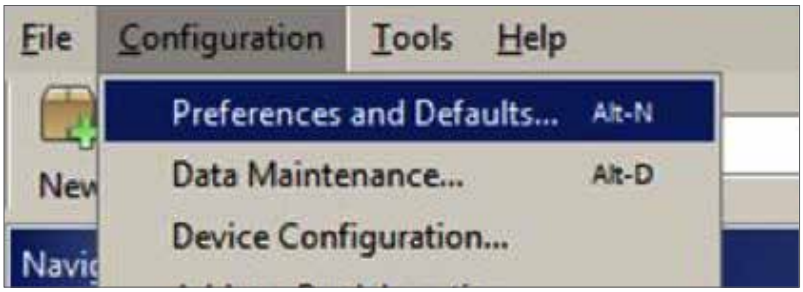
- Under Shipping, **select where you want to ship;** you may also select Express Order Entry



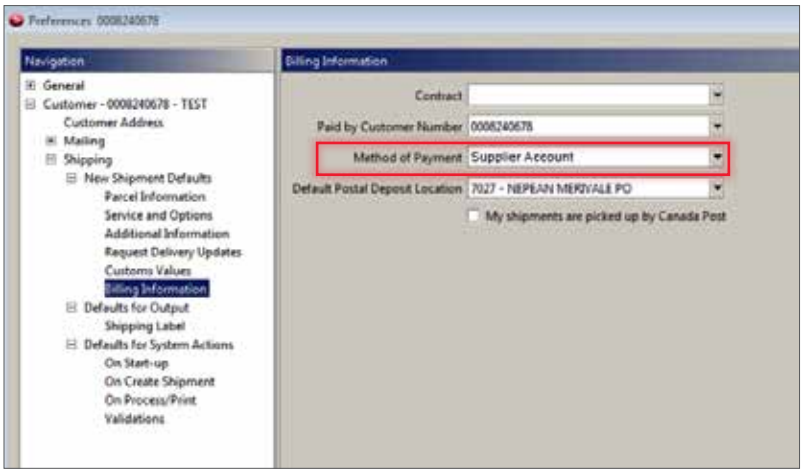
- For EST shipments (Canada, USA & International), **set your method of payment** as illustrated



- 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.

Note: The images above may differ slightly from what is on your screen.