

**Supplier Account  
now available**

# Introducing Supplier Account

## A better solution for meter customers

On January 11, 2016, Canada Post introduced **Supplier 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 are using EST, your meter supplier will provide you with a new Supplier Account number; otherwise you may use an alternative method of payment such as a credit card or your Canada Post Account (some conditions apply).

**Note:** The meter method of payment for parcels will be removed from EST on June 30, 2016.

## Take advantage of these benefits using Supplier Account

- » Access your Canada Post commercial prices.
- » 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

**Note:** The meter method of payment for parcels will be removed from EST on June 30, 2016.

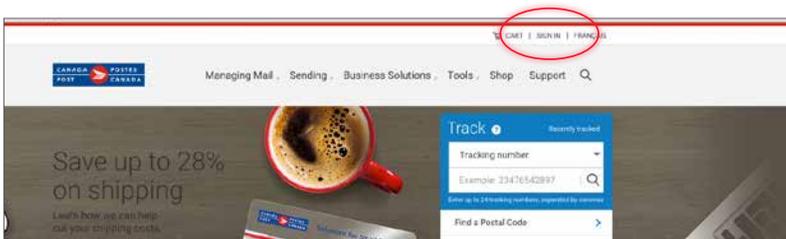
What do you need to do?

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

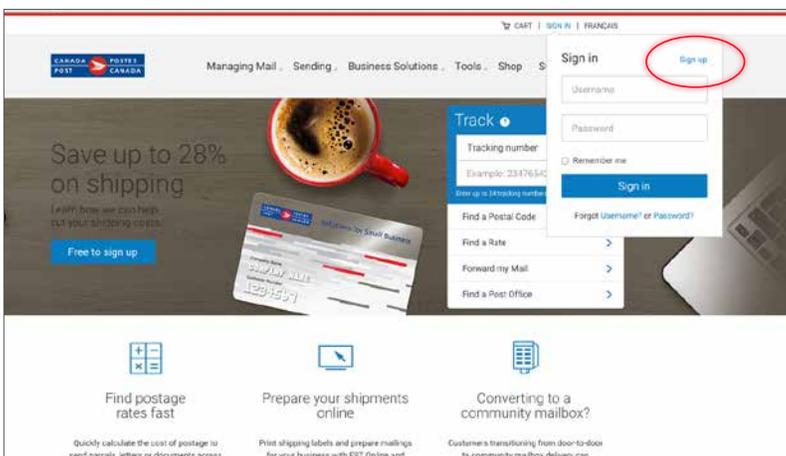
If you are using EST, your meter supplier will provide you with a new Supplier Account number; otherwise you may use an alternative method of payment such as a credit card or your Canada Post Account (some conditions apply).

As of January 11, 2016:

### » **Step 2:** Create a Canada Post online profile (applicable to all methods of payment)



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

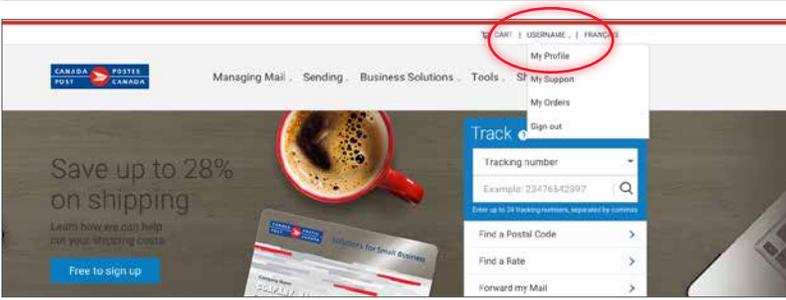


- **Existing users** can sign in using their username and password
- **New users** must click **Sign up** to create their profile

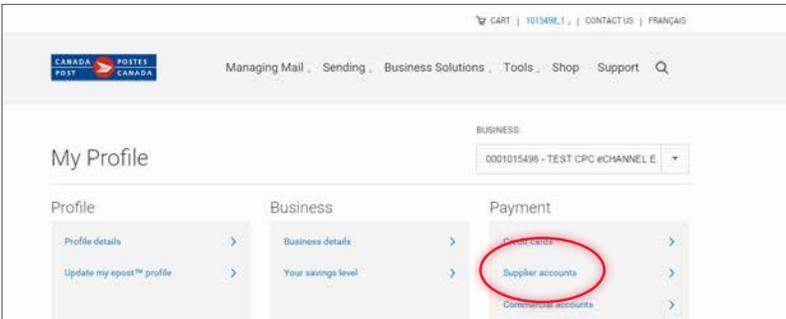
- Complete the required fields
- Click on **Create profile** at the bottom of the screen

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

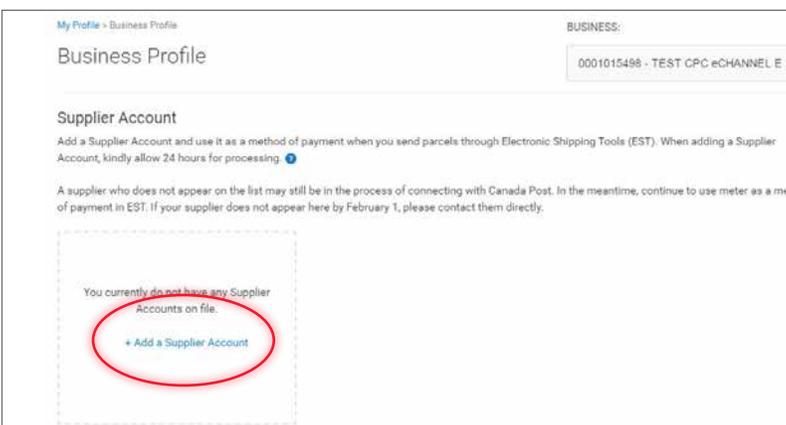
- Complete the required fields and click on **Continue**. This will bring you back to the main page



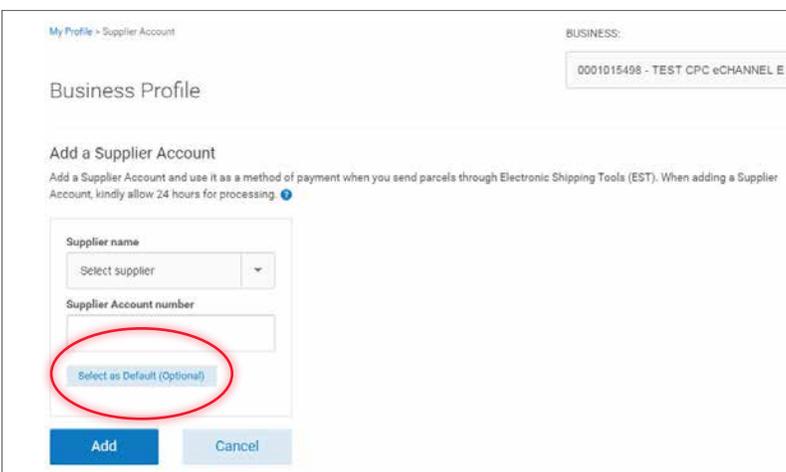
- You will see that you are logged in as a user
- Click on **My Profile** to access Supplier Account



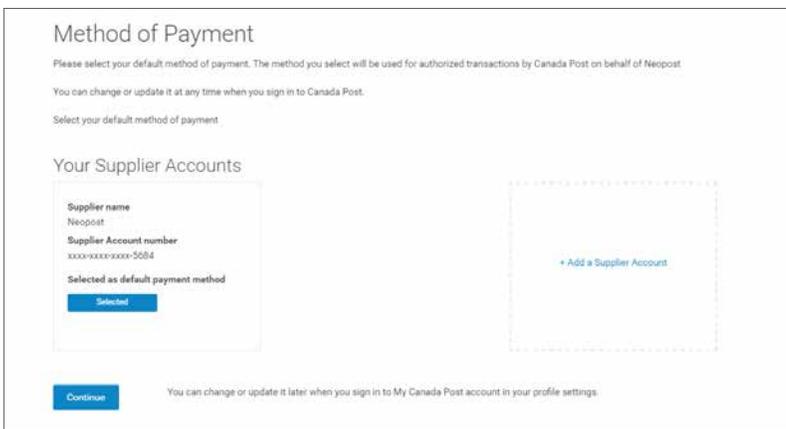
- Select **Supplier Account** in the Payment section.



- To set your method of payment preference, click on **Add a Supplier Account**

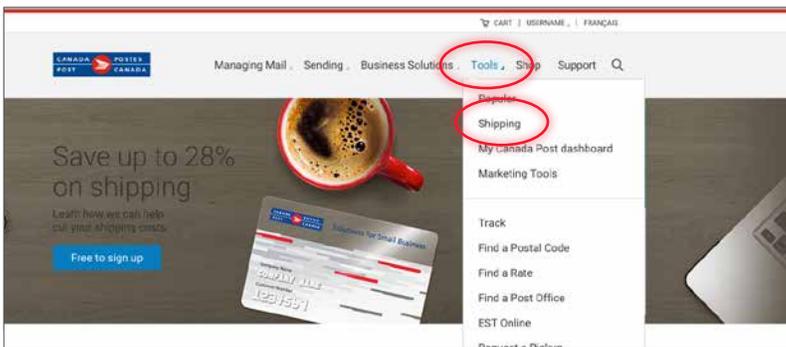


- Complete Supplier Account information
- Here you have the option of setting this Supplier Account number as a **Default** method of payment

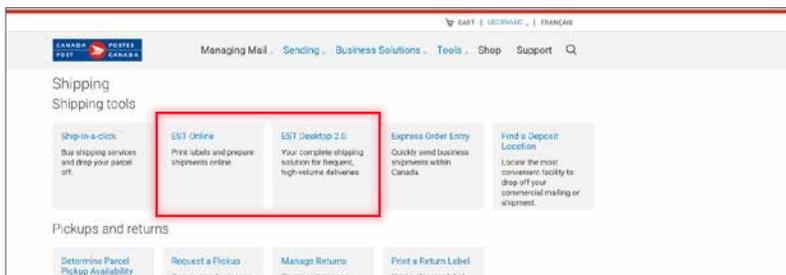


- You will see that you have successfully added your Supplier Account information

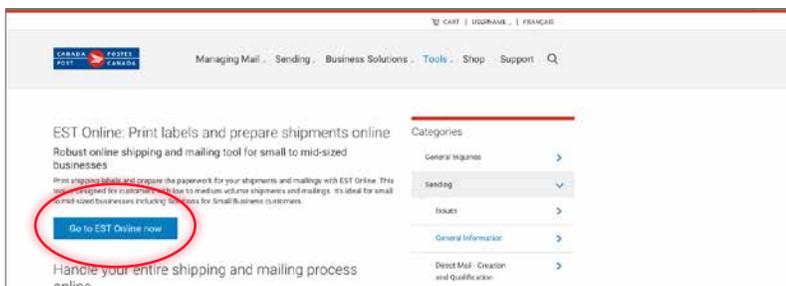
## » Step 3: Access EST



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

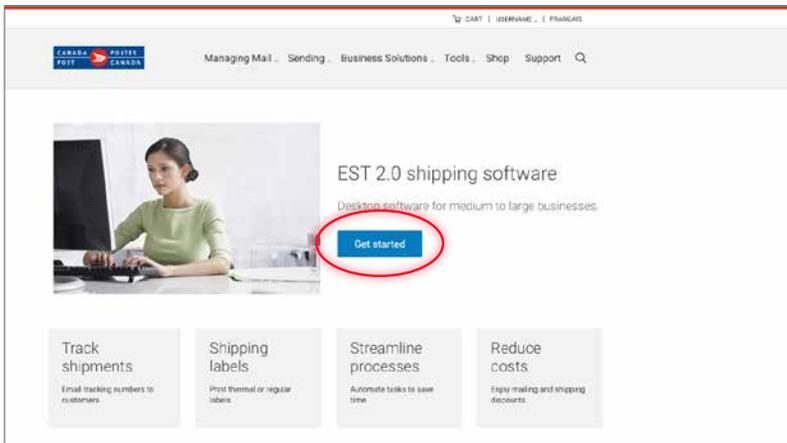


- **Select the EST version** that fits your business needs



When EST Online is selected

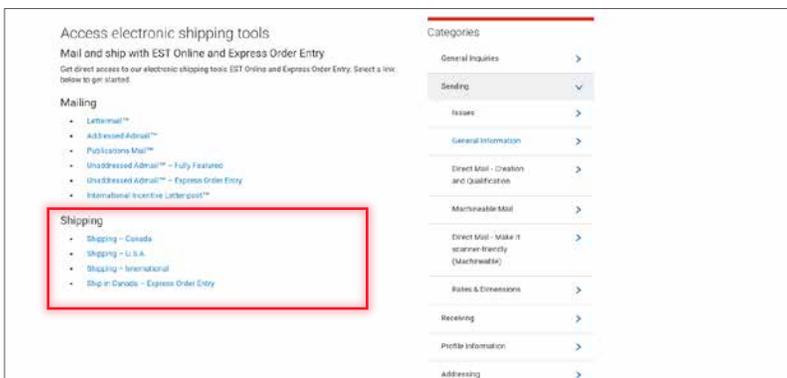
- Click on **Go to EST Online now**



When EST Desktop 2.0 is selected

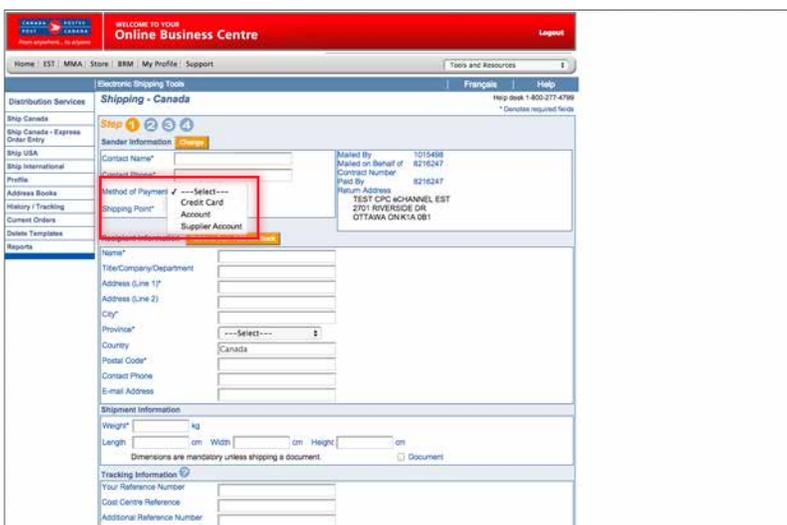
- Click on **Get started**

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

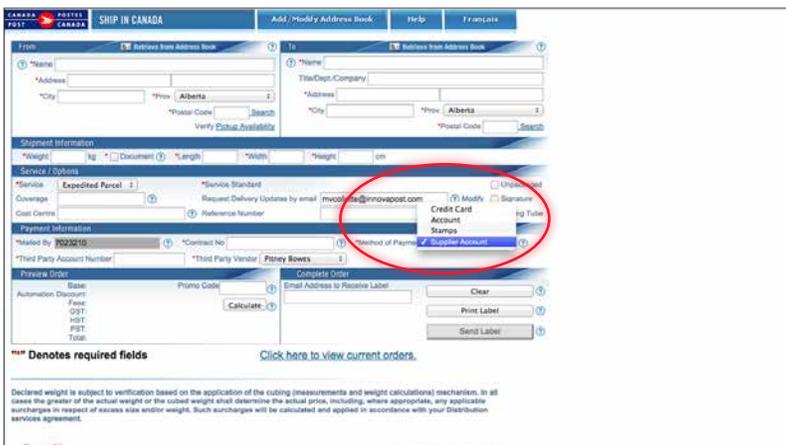


For EST Online

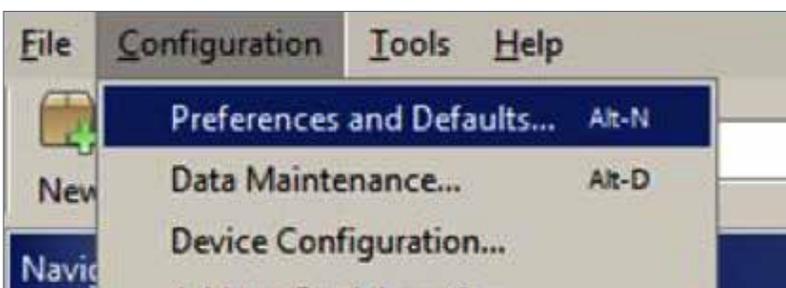
- Under Shipping, **select where you want to ship**; you may also select Express Order Entry



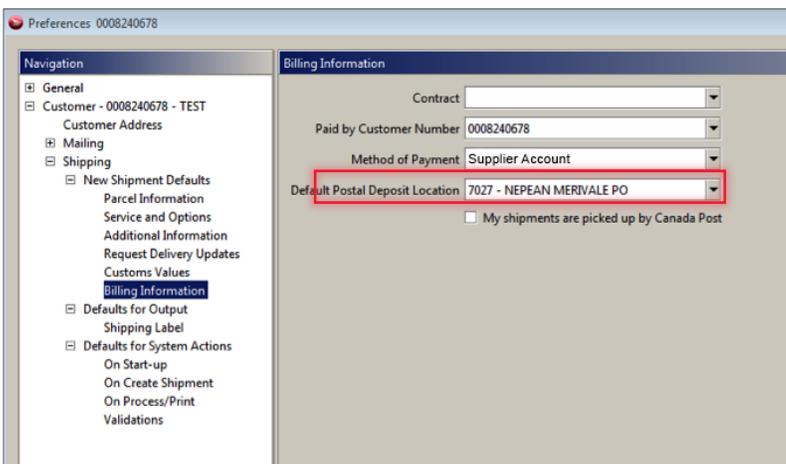
- For EST shipments (Canada, USA & International), **set your method of payment** as illustrated



- 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 for Supplier Account or another Canada Post method of payment, contact the Commercial Service Network at 1-866-757-5480.

To obtain a Supplier Account number and for support related to payment authorization or supplier invoicing, contact your meter supplier directly.