



# Data File Invoice User Guide

## Retrieval and Import Procedures

Connect - Version 26

November 2023

A blurred screenshot of a data table with five columns and multiple rows. The table contains numerical values, some of which are bolded. A thick black horizontal line is drawn across the table, separating a group of rows from the bottom-most row. The values in the bottom-most row are significantly larger than the others, indicating a total or summary row.

|              |              |              |             |              |
|--------------|--------------|--------------|-------------|--------------|
| 0,00         | 8,40         | 2,00         | 0,00        | 2,00         |
| 0,00         | 7,00         | 2,00         | 0,00        | 2,00         |
| 0,00         | 2,40         | 0,00         | 0,00        | 0,00         |
| 0,00         | 7,00         | 2,75         | 0,00        | 0,75         |
| 0,00         | 0,10         | 0,00         | 0,00        | 0,00         |
| 3,00         | 2,00         | 5,75         | 0,00        | 0,75         |
| <b>51,00</b> | <b>13,10</b> | <b>60,85</b> | <b>9,50</b> | <b>17,75</b> |
| 77,00        | 19,00        | 90,00        | 7,50        | 19,00        |

## Table of Contents

|  |    |
|--|----|
| Introduction .....   | 3  |
| Export Your Data File Invoice from a TXT File to a Microsoft Excel Spreadsheet ..... | 4  |
| Export Your TXT File to a Microsoft Access Database.....                             | 9  |
| APPENDIX A – Layout and File specifications.....                                     | 12 |

## Introduction

### [How to export and use your data file invoice?](#)

Canada Post can provide your invoice data file, in addition to traditional summary invoices. The data file is in a TXT format and provides complete invoice details. If you have requested a data file, you will receive it at the same time as your regular invoices.

Customers who have multiple locations and a central payer can simply analyze the combined invoices for multiple accounts in a single data file.

### [Use your data file to:](#)

- Export information from the TXT file into a spreadsheet (e.g. Microsoft Excel) or database (e.g. Microsoft Access)
- Review your Canada Post invoice data for all products
- Review invoice data for multiple accounts
- Conduct a more comprehensive analysis of your invoice by integrating it with your internal data

### [Retrieving your data file invoice](#)

The data file invoice is sent through Connect, Canada Post's secure electronic delivery method.

### [Sign up to receive a data file invoice](#)

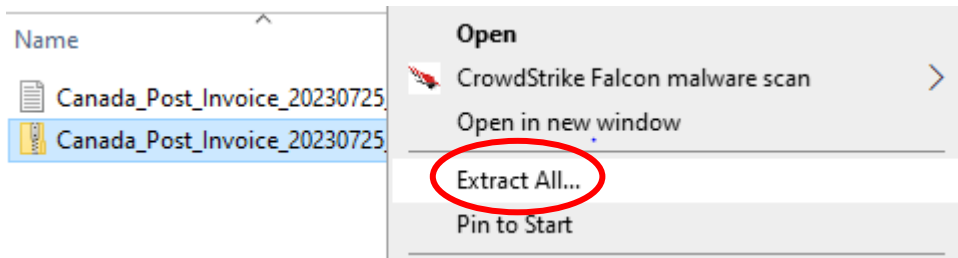
Update your invoice preferences at [canadapost.ca/billing](http://canadapost.ca/billing) or contact Credit Management at 1-800-267-7651.

## Export Your Data File Invoice from a TXT File to a Microsoft Excel Spreadsheet

The following instructions and screenshots show how you can export your Data File Invoice from a TXT file to a spreadsheet using Microsoft Excel.

### Instructions

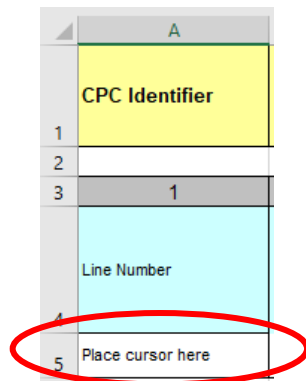
1. Save the ZIP file provided by Canada Post.
2. Right-click on the ZIP file and select “Extract All...” to open a prompt.



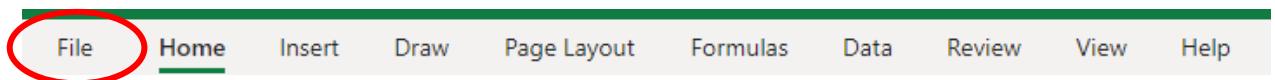
3. Select “Browse...” if you wish to browse through your files and select a different destination for the saved TXT file.
4. Select “Extract” in the prompt to extract the TXT file you wish to import.
5. Open the blank data file template provided on the Canada Post billing webpage [Billing and invoices | Business | Canada Post](#)

### [Download Data File Invoice template](#)

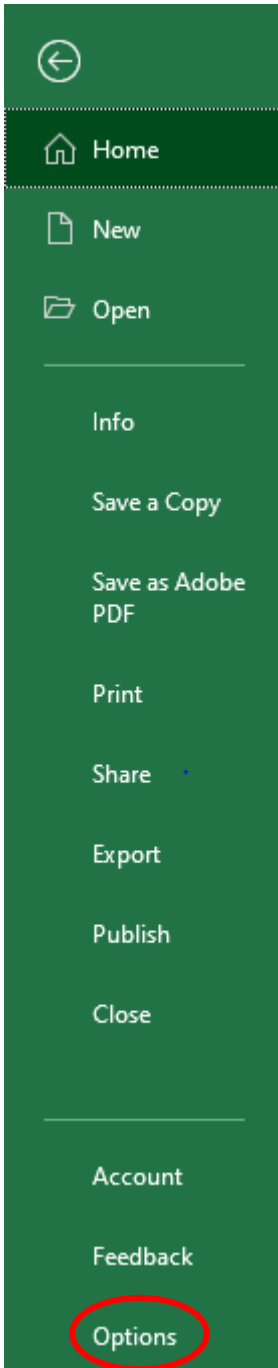
6. Place your cursor in Row 5, column A to ensure the cell is highlighted.



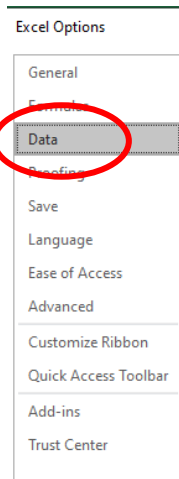
7. Select “File” at the top left of the spreadsheet.



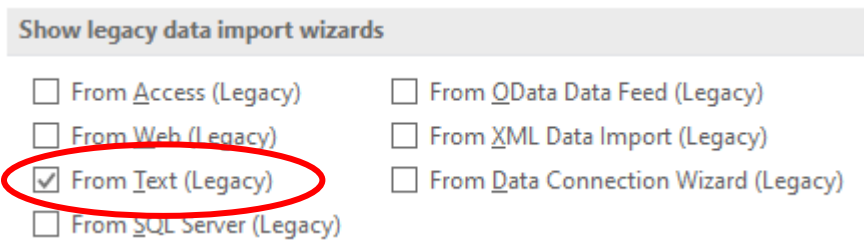
8. Select "Options" from the "File" drop down list



9. Select “Data” from the left hand side menu



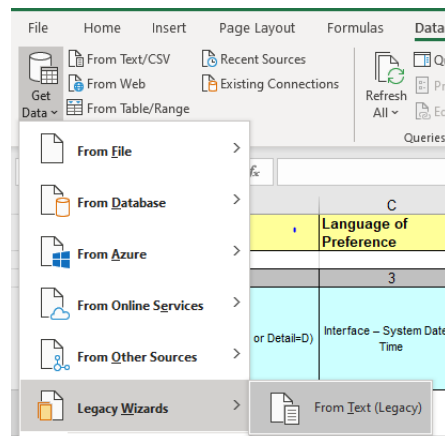
10. Under the “Show legacy data import wizards” section add a check mark to “From Text (Legacy)” and click on OK



11. Select “Data” from the top menu ribbon of the spreadsheet

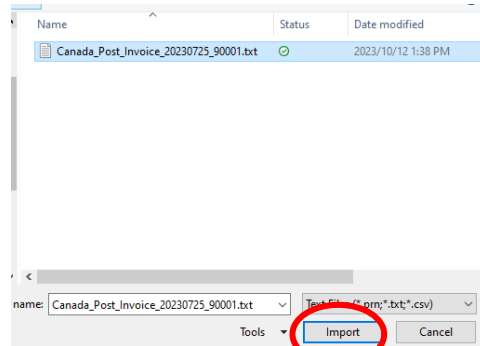


12. Select “Get Data” > Legacy Wizard > From Text Legacy

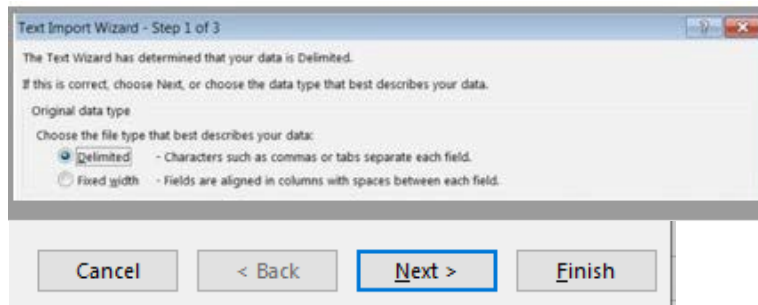


13. Import Text File screen will open. Browse through the folders in the dialog box to select the path where you have saved your TXT data file.

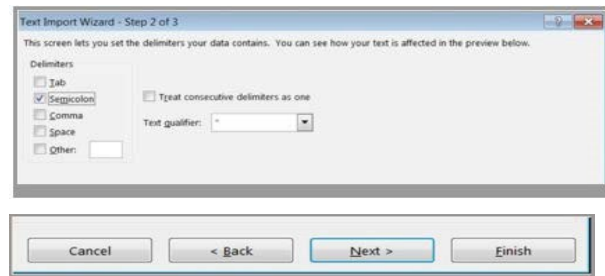
14. Highlight the TXT data file you wish to upload and select “Import” at the bottom right of the dialog box.



15. Select “Delimited” as the file type that best describes your data in the Text Import Wizard. Select “Next” at the bottom right of the window, then move to Text Import Wizard - Step 2 of 3.



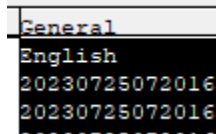
16. Deselect the “Tab” checkbox in the Delimiters section so that it is empty. Select the “Semicolon” checkbox in the Delimiters section and select “Next”.



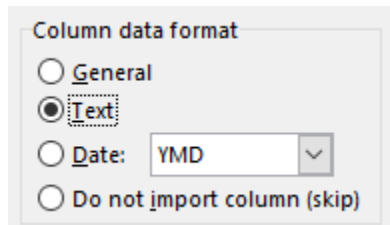
## Important next steps

The next steps need to be completed in order to ensure the data is imported accurately. If these steps are not completed, the data in these fields will be truncated and misrepresented.

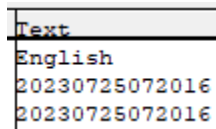
17. Click on the 3<sup>rd</sup> column to highlight it.



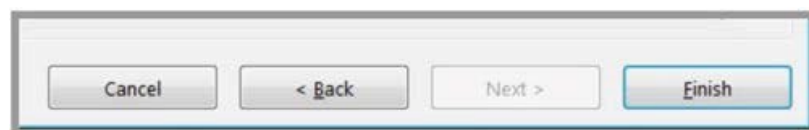
18. Select “Text” at the top left in the Column data format section of the Text Import Wizard.



This will change the header of the column from General to Text

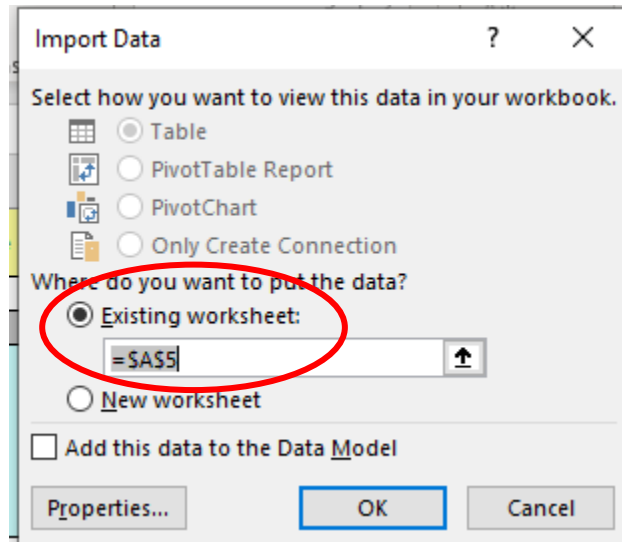


19. Click on the 4th column to highlight it and select “Text” at the top left in the Column data format
20. Scroll 9 more columns to the right to find the 13th column and click on it to highlight it. Select “Text” at the top left in the Column data format.
21. Scroll 3 more columns to the right to find the 16th column and click on it to highlight it. Select “Text” at the top left in the Column data format.
22. Scroll 2 more columns to the right to find the 18th column and click on it to highlight it. Select “Text” at the top left in the Column data format.
23. Scroll 29 more columns to the right to find the 47th column and click on it to highlight it. Select “Text” at the top left in the Column data format.
24. Select “Finish” at the bottom right of the window.





25. A new Import Data pop up screen will appear. Select “Existing Worksheet” Ensure you are in field A5 as seen below and click on OK



#### Import final step!

26. Save this document and provide a unique filename. This will ensure that you don't overwrite the blank data file template provided by Canada Post.

## Export Your TXT File to a Microsoft Access Database

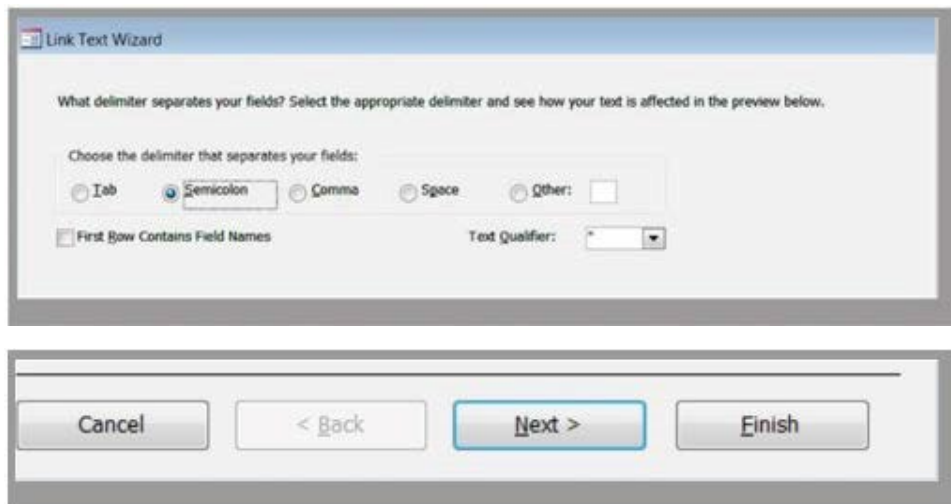
The following instructions and screenshots show how you can export your TXT file to a database using Microsoft Access 2013. If you are using a different version of Microsoft Access, instructions may vary.

#### Instructions

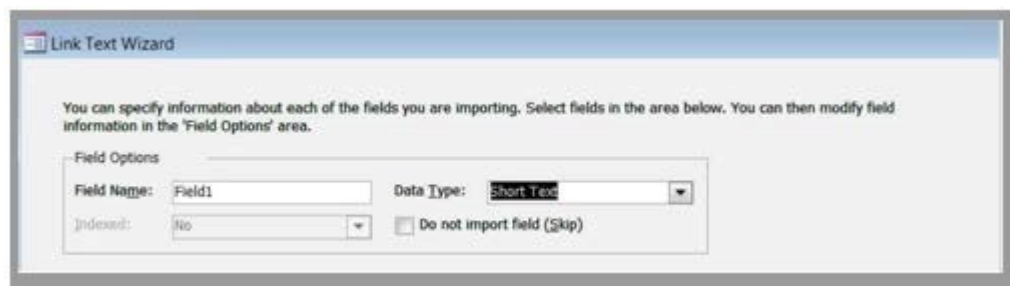
1. Save the ZIP file provided by Canada Post.
2. Right-click on the ZIP file and select “Extract All...” to open a prompt.
3. Select “Browse...” if you wish to browse through your files and select a different destination for the TXT file. Save the TXT file.
4. Open the saved TXT file in Microsoft Access. A Link Text Wizard will appear.
5. Select “Delimited” as the format that best describes your data in the Link Text Wizard. Select “Next” at the bottom right of the window.



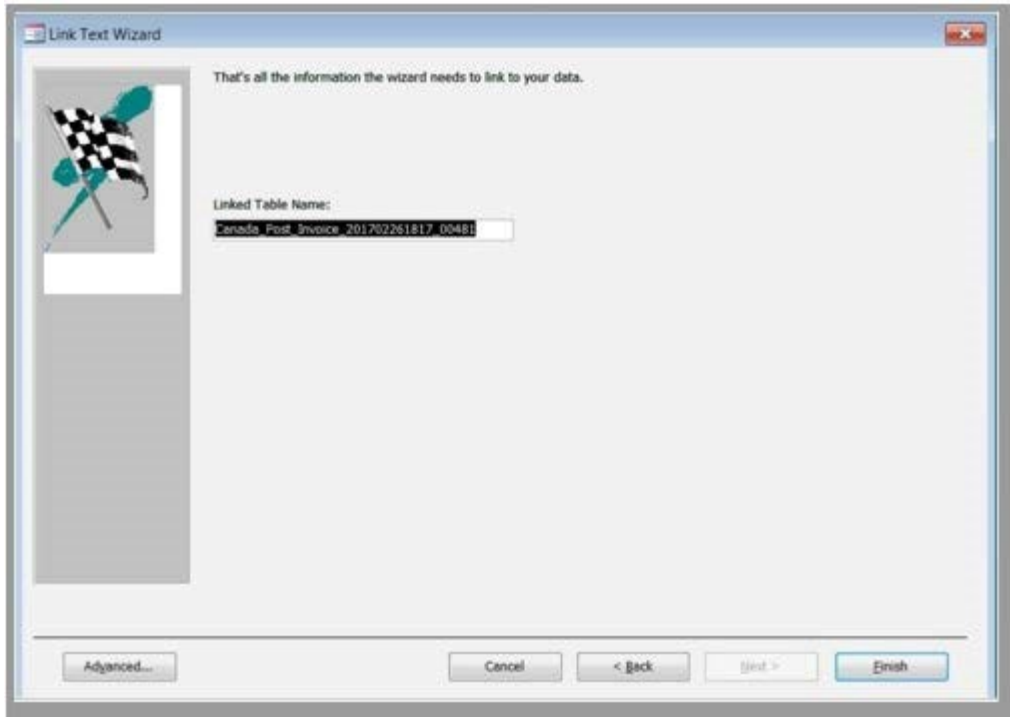
6. Select "Semicolon" as the delimiter that separates your fields and select quotation mark (") in the Text Qualifier Field, then select "Next" at the bottom right of the window.



7. Select "Short Text" as the Data Type in the drop-down menu at the top right of the window. Select "Next" at the bottom right of the window.



8. Select "Finish" at the bottom right of the window



9. The Link Text Wizard will notify you that it had finished linking the table to the file. Select "OK". Your data should now be imported into your database.

## APPENDIX A – Layout and File specifications

The Electronic Invoice Data File is a variable-length delimited text (.txt) file that can easily be imported into database applications such as MS Access or spreadsheet applications such as MS Excel

Data values are enclosed in double quotes ("" ) as the text qualifier and are separated by a semi-colon (;) as the delimiter

The Electronic Invoice Data file consists of Header and Detail record layouts

The Header record provides information that can be used to identify the sender, the date and time the file was created and the email recipient. There are also data control values such as total documents (invoices), total dollar value of all transactions and total number of lines on the file that are used by Canada Post to validate that the file is complete and to ensure all transactions are accounted for. The Header record is a single line of data and is the very first line included in the file.

The Detail record contains transaction summary and line level detail information applicable to each invoice and adjustment transaction included in the file

Within the Detail record, transactions will be sorted by customer number and then invoice number sequence

All transactions on the file will consist of a single summary line and one or more lines containing details. The summary lines are designated with an "S" and will appear first in the file followed by the detail lines, which are designated with a "D". Files containing more than one invoice or adjustment for the same customer number will consist of multiple summary line items followed by detail line items as depicted in the example below.

Summary – Cust # 1 – Invoice 123  
Summary – Cust # 1 – Invoice 789  
Summary – Cust # 2 – Invoice 345  
Summary – Cust # 3 – Invoice 234  
Detail – Cust # 1 – Invoice 123 – Line A  
Detail – Cust # 1 – Invoice 123 – Line B  
Detail – Cust # 1 – Invoice 123 – Line C  
Detail – Cust # 1 – Invoice 789 – Line A  
Detail – Cust # 1 – Invoice 789 – Line B  
Detail – Cust # 2 – Invoice 345 – Line A  
Detail – Cust # 2 – Invoice 345 – Line B  
Detail – Cust # 2 – Invoice 345 – Line C  
Detail – Cust # 3 – Invoice 234 – Line A  
Detail – Cust # 3 – Invoice 234 – Line B  
Detail – Cust # 3 – Invoice 234 – Line C

**Note 1** Acceptable characters for columns 35, 36, 37, 38, and 39 inclusive:

|         |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| English | a | b | c | d | e | f | g | h | i | j | k | l | m | n | o | p | q | r | s | t | u | v | w | x | y | z |
|         | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z |
| French  | à | â | é | è | ê | ë | î | ï | ô | ù | û | ÿ |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|         | À | Â | Ç | É | È | Ê | Ë | Î | Ï | Ô | Ù | Û | Ü |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Numbers | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Others  | # | / | , | . | - |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Please note any character that is **not** listed in the above table will be replaced by a question mark (?).

### File record layout

The record layout detailed below provides a list of the data elements and their specific location on the electronic data file.

| # | Element  | Format | Description   |
|---|--|--------|---|
| 1 | CPC identification (based on language of preference) | Text   | Canada Post or Postes Canada – identifies the sender of the invoice data file   |
| 2 | Email recipient                                      | Text   | Email address of customer receiving the file (as per Department Z100 in master data of the payer partner function)      |
| 3 | Language of preference (LOP)                         | Text   | English or French   |
| 4 | Interface – System date and time                     | Text   | System generated date and time for reference – ex: 20050418041508 (YYYYMMDDHHMMSS)                                      |
| 5 | Total document count                                 | Text   | Provides a count of the total number of documents (invoices) included in the file                                       |
| 6 | Total file line count (excluding header)             | Text   | Provides a count of the number of lines in the detail record  |
| 7 | Total detail amount                                  | Text   | Total amount of all invoices in the file. A sum of the total amount field from the detail record.                       |
| 8 | Credit Terms (based on LOP)                          | Text   | "Annual interest of 18% on unpaid balances" or "Des intérêts de 18% par année seront ajoutés au solde après l'échéance" |

| #  | Element                           | Format | Description  |
|----|-----------------------------------|--------|--|
| 9  | Remittance address (based on LOP) | Text   | Language of Preference driven, if LOP = E then "CANADA POST CORPORATION, ACCOUNTS MANAGEMENT GROUP, 2701 RIVERSIDE DR, OTTAWA, ON, K1A 1L7", else "SOCIETE CANADIENNE DES POSTES, GESTION DES COMPTES, 2701 PROM RIVERSIDE, OTTAWA, ON, K1A 1L7" |
| 10 | Tax registration number           | Text   | CPC registration no./No d'enregistrement de la SCP: GST/TPS 119321495, QST/TVQ 1006393299  |
| 11 | Account enquiries                 | Text   | Account inquiries/Renseignements sur le compte: 1-800-267-7651, cmg@canadapost.ca/cmg@postescanada.ca  |
| 12 | Security                          | Text   | Subject line from secure email   |

### Detail Record

| #  | Data Element                     | Format | Length | Description   |
|----|----------------------------------|--------|--------|---|
| 1  | Line Number                      | Text   | 10     | Provides a reference point for each line on the invoice file                        |
| 2  | Record Type                      | Text   | 2      | Indicates the line as summery (S) or detail (D)                                     |
| 3  | Interface – System date and time | Text   | 20     | System-generated date and time for reference – e.g. 20050418041508 (YYYYMMDDHHMMSS) |
| 4  | Payer customer number            | Text   | 10     | Customer number of the payer partner  |
| 5  | Payer customer name              | Text   | 40     | Customer name of the payer partner  |
| 6  | Payer customer address Street 1  | Text   | 40     | Customer address Street 1 of the payer partner                                      |
| 7  | Payer customer address Street 2  | Text   | 40     | Customer address Street 2 of the payer partner                                      |
| 8  | Payer customer city              | Text   | 30     | Customer city of the payer partner  |
| 9  | Payer customer province          | Text   | 2      | Customer province of the payer partner  |
| 10 | Payer customer postal code       | Text   | 10     | Customer postal code of the payer partner   |

| #  | Data Element                                | Format | Length | Description   |
|----|---|--------|--------|---|
| 11 | Document Type                               | Text   | 10     | Billing type – possible values are:<br>(ZR1) Shipping and Delivery Services<br>(ZR2) Communications Business Services<br>(ZR3) Business Reply Mail<br>(ZR4) Volume Electronic Mail<br>(ZR8) Commercial Pre-Paid<br>(ZR9) Mail Management Services<br>(ZG2) Credit Memo<br>(ZL2) Debit Memo<br>(ZL3) Communication Adjustment<br>(F2) Shipment Based Order<br>(G2) Credit Memo<br>(L2) Debit Memo<br>(RE) Returns<br>(RA) Late Payment Fees<br>(Z2) Package Redirection<br>(Z13) Publications Annual Fee |
| 12 | Invoice number                              | Text   | 10     | Used for the Invoice #, Debit Adjustment # or the Credit Adjustment #   |
| 13 | Manifest, Statement of Mailing or PO Number | Text   | 20     | Identifies the induction order document or the purchase order   |
| 14 | Manifest, Statement of Mailing or PO date   | Text   | 10     | The induction date or the shipment date   |
| 15 | Customer Order Reference                    | Text   | 20     | A 12-character alphanumeric order level reference that is captured from manual orders (Your Reference Number) or transmitted electronically from the Electronic Shipping Tools software (Customer/Shipper Reference Number) or from capable Third-party Shipping systems or for parcel returns, the customer return policy identifier   |
| 16 | Cost Centre reference                       | Text   | 30     | A 30-character alphanumeric line level reference transmitted electronically from the Electronic Shipping tools software (Cost Centre reference) or from capable Third-Party Shipping Systems  |
| 17 | Induction Site Name                         | Text   | 30     | Name of the Canada Post mail induction site   |
| 18 | Order Number / Original PIN ID              | Text   | 20     | Order #: required for shipment-based order invoices / original PIN ID for parcel returns  |

| #  | Data Element                                   | Format | Length | Description   |
|----|--|--------|--------|---|
| 19 | Delivery number / Original Manifest            | Text   | 20     | Delivery #: required for shipment-based order invoices / original manifest number for parcel returns  |
| 20 | Delivery date / Return reason / PO Box renewal | Text   | 20     | Date of delivery: required for shipment-based order invoices / reason for return / renewal dates from-to for PO Box   |
| 21 | Sold-to customer number                        | Text   | 10     | Customer number of the sold-to customer for the given document  |
| 22 | Sold-to customer name                          | Text   | 40     | Customer name of the sold-to partner for the given document   |
| 23 | Sold-to customer identification                | Text   | 30     | 4 <sup>th</sup> field of the customer name in master data   |
| 24 | Operating as name                              | Text   | 40     | Customer operating as name  |
| 25 | Sold-to customer address Street 2              | Text   | 40     | Customer address Street 2 of the sold-to partner for the given document   |
| 26 | Sold-to customer city                          | Text   | 30     | Customer city of the sold-to partner for the given document   |
| 27 | Sold-to customer province                      | Text   | 2      | Customer province of the sold-to partner for the given document   |
| 28 | Sold-to customer postal code                   | Text   | 10     | Customer postal code of the sold-to partner for the given document  |
| 29 | Mail prepared by customer number               | Text   | 10     | Customer number of the mail prepared-by partner for the given document  |
| 30 | Mail prepared by customer name                 | Text   | 40     | Customer name of the mail prepared-by partner for the given document  |
| 31 | Mailed on behalf of customer number            | Text   | 10     | Customer number of the mailed-on-behalf-of partner for the given document   |
| 32 | Mailed on behalf of customer name              | Text   | 40     | Customer name of the mailed-on-behalf-of partner for the given document   |
| 33 | Ship-to customer number                        | Text   | 10     | Customer number of the ship-to partner for the given document   |
| 34 | Ship-to customer name                          | Text   | 40     | Customer name of the ship-to partner for the given document   |
| 35 | Ship-to customer country                       | Text   | 40     | Customer country of destination for international parcel  |
| 36 | Ship-to address Street 1                       | Text   | 40     | Customer address Street 1 of the ship-to partner; destination address /new partner data for parcel and PO Box location information for the given document for the |



| #  | Data Element                                     | Format | Length | Description   |
|----|--|--------|--------|---|
|    |  |        |        | given document / on demand pickup location<br><i>Acceptable characters – refer to Layout and File Specification section under Note 1</i>  |
| 37 | Ship-to customer city                            | Text   | 30     | Customer city of the ship-to partner; destination address /new partner data for parcel and PO Box location information for the given document for the given document / on demand pickup location<br><i>Acceptable characters – refer to Layout and File Specification section under Note 1</i>                    |
| 38 | Ship-to customer province                        | Text   | 2      | Customer province of the ship-to partner; destination address /new partner data for parcel and PO Box location information for the given document for the given document / on demand pickup location<br><i>Acceptable characters – refer to Layout and File Specification section under Note 1</i>                |
| 39 | Ship-to customer postal code                     | Text   | 10     | Customer postal code or zip code of the ship-to partner; destination address /new partner data for parcel and PO Box location information for the given document for the given document / on demand pickup location<br><i>Acceptable characters – refer to Layout and File Specification section under Note 1</i> |
| 40 | Agreement Number                                 | Text   | 10     | Contract/Agreement number for the given document  |
| 41 | Invoice date                                     | Text   | 10     | Invoice date  |
| 42 | Invoice Due Date                                 | Text   | 10     | Invoice due date (as per terms for the given customer)  |
| 43 | Payment Terms                                    | Text   | 40     | Payment terms of the invoice  |
| 44 | Declared, verified or original invoice number    | Text   | 20     | Applicable to adjustments only; each of these three elements will be presented on subsequent lines  |
| 45 | Article number                                   | Text   | 60     | Article number or blank if record pertains to Address Accuracy  |
| 46 | Service Description / Return Service description | Text   | 40     | Article description; any additional mailing info or additional charges will   |

| #  | Data Element                     | Format | Length | Description   |
|----|----------------------------------|--------|--------|---|
|    |                                  |        |        | appear as separate records / return service description   |
| 47 | Product identification           | Text   | 40     | Event Manager barcode item identifier (tracking) Number for Parcel invoices; late payment fee days overdue  |
| 48 | Additional information #1        | Text   | 80     | Postal / Zip Code of shipped-from location (parcels), or publications issue date, or Address Accuracy expiry date, or CPC code description for codes 6, 16 and 17 only, or the SIN of the loan Certificate located in the Student reference field           |
| 49 | Additional information #2        | Text   | 80     | Postal /Zip Code of the shipped-to location (parcel), or Address Accuracy %, or the certificate Number in the student loan application field or Start and End date of Publications Annual Fee   |
| 50 | Additional information #3        | Text   | 80     | Customer return policy identifier instructions for: <ul style="list-style-type: none"> <li>Parcel returns, label cancellation refund, length x Width x height dimensions (outbound/service</li> <li>Adjustment for parcels) or claims settlement</li> </ul> |
| 51 | Quantity shipped                 | Text   | 20     | Quantity of items shipped   |
| 52 | Weight/VE per piece              | Text   | 20     | Billed weight or volumetric equivalent of actual Weight (VE) is on per-piece basis (total weight/VE for summary record  |
| 53 | Price per piece/Rate             | Text   | 20     | Rate per piece  |
| 54 | Weight price                     | Text   | 20     | Additional rate per weight for communications business services   |
| 55 | Rate Code                        | Text   | 20     | Rate code used for parcel billing types to determine the price per piece based on origin and destination postal codes   |
| 56 | Base charge                      | Text   | 20     | Base charge associated with the article, before Taxes, surcharges and discounts   |
| 57 | Quantity for COD                 | Text   | 20     | Quantity for COD  |
| 58 | COD charge                       | Text   | 20     | COD charge applicable to the line item  |
| 59 | Quantity for additional coverage | Text   | 20     | Quantity for additional coverage  |

| #  | Data Element  | Format | Length | Description  |
|----|---|--------|--------|--|
| 60 | Additional coverage charge  | Text   | 20     | Additional coverage charges applicable to line item                                      |
| 61 | Quantity for delivery confirmation                                      | Text   | 20     | Quantity for delivery confirmation   |
| 62 | Delivery confirmation charge  | Text   | 20     | Delivery confirmation charge applicable to line item                                     |
| 63 | Quantity for signature option   | Text   | 20     | Quantity for signature option  |
| 64 | Signature option charge   | Text   | 20     | Signature option charge applicable to line item  |
| 65 | Quantity for Oversize / Not packaged                                    | Text   | 20     | Quantity for Oversize / Not packaged   |
| 66 | Oversize / Not packaged charge  | Text   | 20     | Oversize / Not packaged charge applicable to line item                                   |
| 67 | Quantity for mailing tubes  | Text   | 20     | Quantity for mailing tubes   |
| 68 | Mailing tubes charge  | Text   | 20     | Mailing tubes charge applicable to line item   |
| 69 | Delivery option description   | Text   | 20     | Delivery option description (ex, Monday evening, Saturday, etc.)                         |
| 70 | Quantity for Do Not Forward/ Personalized Mail Return Postage Guarantee | Text   | 20     | Quantity for Do Not Forward / Personalized Mail Return Postage Guarantee                 |
| 71 | Do Not Forward/Personalized Mail Postage Guarantee charge               | Text   | 20     | Do Not Forward/Personalized Mail Return Postage Guarantee charge applicable to line item |
| 72 | Quantity for Registered   | Text   | 20     | Quantity for Registered  |
| 73 | Registered charge   | Text   | 20     | Surcharge for registered pieces  |
| 74 | Quantity for machineability   | Text   | 20     | Quantity for machineability  |
| 75 | Machineability charge   | Text   | 20     | Surcharge for machineability   |
| 76 | Quantity for transportation   | Text   | 20     | Quantity for transportation  |
| 77 | Transportation charge   | Text   | 20     | Surcharge for transportation   |
| 78 | Quantify for Address Accuracy   | Text   | 20     | Quantify for Address Accuracy  |
| 79 | Address Accuracy percentage (%)   | Text   | 20     | Address Accuracy percentage (%)  |
| 80 | Address Accuracy expiry date  | Text   | 20     | Address Accuracy expiry date   |
| 81 | Address Accuracy charge   | Text   | 20     | Surcharge for Address Accuracy   |
| 82 | Quantity for phantom surcharge  | Text   | 20     | Quantity for phantom volume surcharge  |
| 83 | Phantom surcharge   | Text   | 20     | Phantom volume surcharge   |

| #   | Data Element   | Format | Length | Description  |
|-----|--|--------|--------|--|
| 84  | Quantity for Advice of Receipt                       | Text   | 20     | Quantity for Advice of Receipt   |
| 85  | Advice of receipt surcharge                          | Text   | 20     | Advice of receipt surcharge  |
| 86  | Declared weight                                      | Text   | 20     | Declared weight for parcels  |
| 87  | Automated Partner Payment                            | Text   | 20     | Commission Fees  |
| 88  | Automated Partner Payment                            | Text   | 20     | Transaction Fees   |
| 89  | Automated Partner Payment                            | Text   | 20     | Input Tax Credit   |
| 90  | Emergency Order Fee                                  | Text   | 20     | Emergency order fee  |
| 91  | SAA surcharge  | Text   | 20     | Application of a surcharge in the form of dollar value or percentage based on destination and origin address |
| 92  | SAA Discount   | Text   | 20     | Application of a discount in the form of dollar value or percentage based on destination and origin address  |
| 93  | On-Demand Pick Up / Barcode Quality anomaly quantity | Text   | 20     | On-Demand Pick Up / Barcode Quality anomaly quantity   |
| 94  | On-Demand Pick Up / Barcode Quality anomaly value    | Text   | 20     | On-Demand Pick Up / Barcode Quality anomaly value  |
| 95  | Signature Name                                       | Text   | 30     | Signature name for parcel returns  |
| 96  | Automation discount rate (%)                         | Text   | 20     | Automation discount rate (%)   |
| 97  | Automation discount value                            | Text   | 20     | Automation discount value  |
| 98  | Fuel surcharge rate (%)                              | Text   | 20     | Fuel surcharge rate (%)  |
| 99  | Fuel surcharge value                                 | Text   | 20     | Fuel surcharge value   |
| 100 | Delivery to Post Office / Home Quantity              | Text   | 20     | Delivery to Post Office / Home Quantity  |
| 101 | Delivery to Post Office / Home Quantity              | Text   | 20     | Delivery to Post Office / Home Quantity  |
| 102 | Manual Document Surcharge / Package Redirection Fee  | Text   | 20     | Manual Document Surcharge / Package Redirection Fee  |
| 103 | Future Use   | Text   | 20     | Future Use   |
| 104 | Future Use   | Text   | 20     | Future Use   |
| 105 | Future Use   | Text   | 20     | Future Use   |
| 106 | Future Use   | Text   | 20     | Future Use   |
| 107 | Future Use   | Text   | 20     | Future Use   |
| 108 | Future Use   | Text   | 20     | Future Use   |
| 109 | Future Use   | Text   | 20     | Future Use   |

| #   | Data Element   | Format | Length | Description   |
|-----|--|--------|--------|---|
| 110 | Quantity for Proof of Identity                                     | Text   | 20     | Quantity for Proof of Identity  |
| 111 | Proof of Identity Value  | Text   | 20     | Proof of Identity Value   |
| 112 | Quantity for Proof of Age  | Text   | 20     | Quantity for Proof of Age   |
| 113 | Proof of Age value   | Text   | 20     | Proof of Age value  |
| 114 | Neighbourhood Mail specific Start date                             | Text   | 20     | Neighbourhood Mail specific Start date  |
| 115 | Seasonality or Partner Discount / Neighbourhood Mail rural pricing | Text   | 20     | Seasonality or Partner Discount / Neighbourhood Mail rural value  |
| 116 | Auto-billing charge  | Text   | 20     | Auto-billing charge   |
| 117 | Supplier authorization number                                      | Text   | 20     | Unique identifier for the authorization of the account funds supplier to the customer   |
| 118 | Supplier transaction number  | Text   | 35     | Unique identifier for the transaction generated by the service provider; it must be possible to retrieve the original request through this transaction identifier |
| 119 | Supplier account number  | Text   | 20     | Unique identifier of the service provider account. The service provider uses the account of the supplier in the framework of the process of authorization.        |
| 120 | Out of Spec  | Text   | 20     | Parcel Out of Spec surcharge when an item exceeds the maximum allowable weight/size   |
| 121 | Customer ref # 1   | Text   | 20     | Used for account at the master data level (a reference that will appear on every invoice at the account level)  |
| 122 | Customer ref # 2   | Text   | 20     | Used for account at the master data level (a reference that will appear on every invoice at the account level)  |
| 123 | Reference # 1  | Text   | 20     | Reference at the line item level  |
| 124 | Reference # 2  | Text   | 20     | Reference at the line item level  |
| 125 | Additional information   | Text   | 20     | Reference at the line item level  |
| 126 | Transmitted Order value (before tax)                               | Text   | 20     | Transmitted order value (before tax) SD adjustments and LPF   |
| 127 | Contract discount 1 – Rate   | Text   | 20     | Agreement driven  |
| 128 | Contract discount 1 – Amount                                       | Text   | 20     | Agreement driven  |
| 129 | Contract discount 2 – Rate   | Text   | 20     | Agreement driven  |

| #   | Data Element                    | Format | Length | Description  |
|-----|---------------------------------|--------|--------|--|
| 130 | Contract discount 3 – Amount    | Text   | 20     | Agreement driven   |
| 131 | Promotional discount 1 – Rate   | Text   | 20     | Agreement driven / One-time discount / One day discount  |
| 132 | Promotional discount 1 – Amount | Text   | 20     | Agreement driven / One-time discount / One day discount  |
| 133 | Promotional discount 2 – Rate   | Text   | 20     | Agreement driven / Platform discount   |
| 134 | Promotional discount 2 – Amount | Text   | 20     | Agreement driven / Platform discount   |
| 135 | Promotional discount 3 – Rate   | Text   | 20     | Agreement driven / Registration discount   |
| 136 | Promotional discount 3 – Amount | Text   | 20     | Agreement driven / Registration discount   |
| 137 | Metered Amount                  | Text   | 20     | Full or partial metered amount   |
| 138 | Net charge                      | Text   | 20     | Amount for this line item (including the additional charges / discount fields 56, 58, 60, 62, 64, 66, 68, 71, 73, 75, 77, 81, 83, 85, 90, 91, 92, 94, 97, 99, 101, 102, 111, 113, 114, 115, 116, 128, 130, 132, 134, 136, 137) before applicable taxes |
| 139 | GST amount                      | Text   | 20     | GST amount for line item   |
| 140 | HST amount                      | Text   | 20     | HST amount for line item   |
| 141 | PST amount                      | Text   | 20     | PST amount for line item   |
| 142 | GST/HST status                  | Text   | 30     | To identify the GST/HST tax status for the line item (taxable, exempt, zero rated)   |
| 143 | PST status                      | Text   | 30     | To identify the PST tax status for the line item (taxable, exempt, zero rated)   |
| 144 | Payment                         | Text   | 20     | Credit Card Payment  |
| 145 | Total Charges                   | Text   | 20     | Sum of the Net Charge and applicable taxes   |
| 146 | Provincial tax code             | Text   | 2      | Province abbreviation related to taxes levied  |
| 147 | Message box (based on LOP)      | Text   | 360    | Canada Post message to the customer / included description for barcode anomaly   |