



CANADA POSTES
POST CANADA

Electronic
Shipping Tools

User Guide

Online Version



Help

Import File Specifications

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1.0 Introduction

Purpose

The Purpose of this document is to describe the Import File specifications available for use with the Online version of the Electronic Shipping Tools application.

Description of Import File Specifications

Currently, we offer the Address Book Import file that the customer can import into the Electronic Shipping Tools. In order to successfully import text files into the Electronic Shipping Tools application, the files must be comma delimited with the data between quotes. The file type is automatically defaulted to “Text (*.txt)”, although you still have the choice to select “All Files (*.*)”. You can select the character used as a delimiter, which include comma (,), semicolon (;), and pipe symbol (|).

Error Message Details

If your Import is not successful, messages 1668, 1669 and 1670 will be used to identify the record where the error was found. The details for each message are as follows:

- 1668: Invalid Country Code found at line number %1. Other errors may exist; verify your data.
- 1669: The Province/State is not valid for the Country at line number %1. Other errors may exist; verify your data.
- 1670: The Tax Id/IRS/VAT field of line number %1 must be blank as Country is equal to Canada. Other errors may exist; verify your data.

2.0 Import File Specifications for Parcel Services

2.1 Address Book Import

The Address Book Import File allows you to import addresses from an existing database into EST. The Import File must be a comma separated ASCII flat file where character and non-integer numeric fields are enclosed in double quotes (“”). Where no information is available, the system expects a blank entry (i.e. “”). Each record must start and end with a double-quote, have an even number of double-quotes, and a comma must separate each pair of double-quotes.

Note: You may import an address book that was exported from the desktop Address Book Import File Layout #2, and vice versa

Address Book Import File Layout

Field Number	Field	Type	Length ¹	Format / Comment
1*	Record Type	Integer	1	Record Type = 1 for Address Book Import File
2	Client Id	String	30	Leave blank - not used on the Internet
3	Contact Salutation	Long	15	Should be left blank on the Internet; if used, will be merged into Contact Name during import and Name may end up being truncated. Always blank on an exported file.
4	Contact First Name	String	30	Should be left blank on the Internet; if used, will be merged into Contact Name during import and Name may end up being truncated. Always blank on an exported file.
5	Contact Last Name	String	40	Free format
6	Contact Job Title	String	44	Leave blank - not used on the Internet.
7	Company Name	String	44	Free format
8	Additional Address Information	String	44	Leave blank - not used on the Internet.
9	Address Line 1	String	44	Free format
10	Address Line 2	String	44	Free format
11	City	String	40	Free format
12*	Province or State	String	20	Length for Canada = 3; US = 3, International = 20
13	Postal Code or Zip Code	String	14	Postal code – 6 characters with no spaces or 7 characters with space between FSA and LDU. Zip code – Free format.
14*	Country Code	String	3	Country Codes per SAP.

¹ The length column in the table below represents the maximum number of characters that will be kept in EST. The input can be of any length.

*This field is mandatory

15	Client Voice Phone	String	25	Free format
16	Client FAX Number	String	25	Free format
17	Client email Address	String	60	Free format
18	Tax Id / IRS / VAT	String	18	Free format
19	Email #2	String	60	Leave blank - not used on the Internet.

Appendix A – Province and State Codes

Click here for a listing of valid Province and State codes:

<http://www.canadapost.ca/common/tools/pg/manual/PGaddress-e.asp#1380608>

Appendix B – Country Codes

Click here for a listing of valid country codes (destination codes):

<http://www.canadapost.ca/tools/pg/manual/PGintdest-e.asp>