

Effective July 1st, 2016, CLA members using the Library Materials Shipping Tool (EOE Secure) will only be able to pay for their shipments using either credit cards or stamps.

As originally communicated, payment by meter *for parcel shipments* will no longer be accepted effective July 1st, 2016. You may continue to use your meter to pay for the mailing of letters.

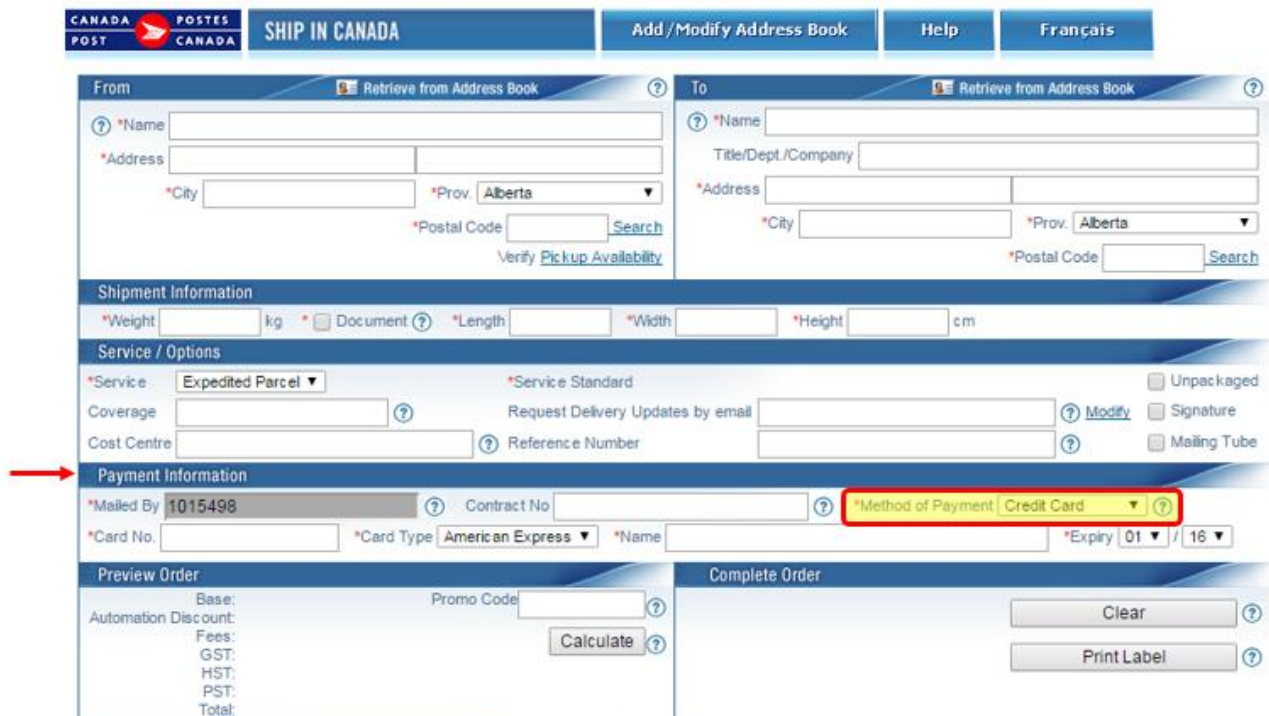
In February it was communicated that the option of Supplier Account would replace meter for parcels, however unfortunately that option cannot be offered in the shipping tool.

There is no change for libraries currently using credit cards or stamps to pay for parcel shipments.

To assist CLA members, we have prepared simple instructions on how to select credit cards or stamps when paying for parcel shipments using the shipping tool.

To pay for parcel shipments using credit cards or stamps:

1. In the “Payment Information” section, select “Credit Card” or “Stamps” from the “Method of Payment” drop-down list (downward pointing arrow to the right).
2. If paying by credit card, enter the card number, card type (VISA, Mastercard or American Express), name on the card and the expiry date.



The screenshot shows the Canada Post shipping tool interface. At the top, there are navigation buttons for "SHIP IN CANADA", "Add/Modify Address Book", "Help", and "Français". Below this, there are two address fields: "From" and "To", each with fields for Name, Address, City, Province (set to Alberta), and Postal Code. A "Verify Pickup Availability" link is present under the "From" address.

The "Shipment Information" section includes fields for Weight (kg), Document, Length, Width, and Height (cm).

The "Service / Options" section includes a Service dropdown (set to "Expedited Parcel"), Service Standard, Unpackaged checkbox, Coverage, Request Delivery Updates by email (with a Modify link), Signature checkbox, Cost Centre, Reference Number, and Mailing Tube checkbox.

The "Payment Information" section is highlighted with a red arrow. It includes fields for Mailed By (1015498), Contract No., Method of Payment (set to "Credit Card"), Card No., Card Type (set to "American Express"), Name, and Expiry (01 / 16).

At the bottom, there are two sections: "Preview Order" with fields for Base, Automation Discount, Fees (GST, HST, PST), Total, and Promo Code, and a "Calculate" button; and "Complete Order" with "Clear" and "Print Label" buttons.