

Online Shipping Tool for Library Books

Now with **new address book functionality**
that makes shipping library books easier than ever.

Canada Post's Express Order Entry – Ship in Canada: **An online service that makes it easy to ship library books**

Express Order Entry (EOE) – Ship in Canada is a fast, convenient and free service that enables users to prepare and pay for library book shipments in Canada. EOE is available on—and was specifically designed for—the Canadian Library Association website, and is available for use by qualifying libraries.

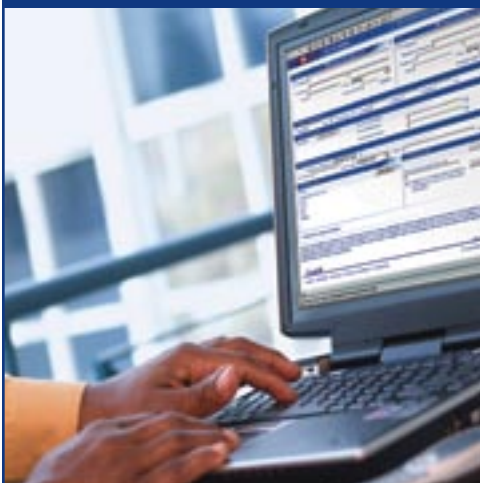


Additional benefits of the library book shipping tool include:

- One shipping screen to make library book shipments easy
- The ability to track shipments online
- A variety of payment methods, including credit card, meter, and postage stamps
- Automatic provision of rate information
- Validation of information prior to printing
- Printing of address labels on plain paper
- Automatic updates and no software downloads
- No manifests required

Ship in 3 easy steps

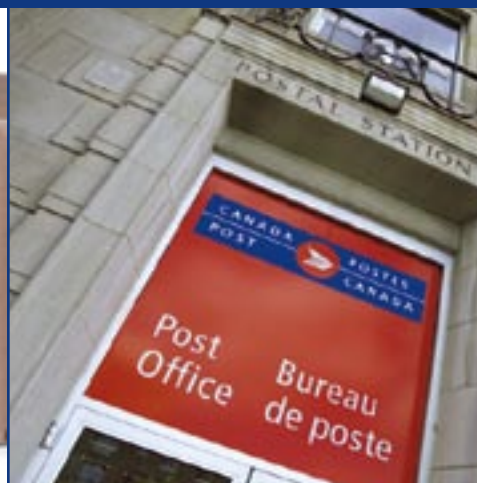
1. Fill in the appropriate fields.



2. Print label and affix to parcel.



3. Drop off at postal outlet.



New easy-to-use address book functionality

Shipping library books just got even easier with the addition of a brand new, user-friendly address book designed specifically to meet the needs of the Canadian Library Association. As simple as using an email address book, the online shipping tool address book enables you to select the person or organization to which you wish to send library books with the click of a mouse.

Address Books

Address Book for Mailed By Customer 7023210

Up to 10,000 Client Addresses can be stored in the Address Book. You are at: 16.
To add a new client address to the Address Book, click the appropriate button at the bottom of this screen.

Select Address Book

CLA

Search Criteria Search All Address Books

Name

Address

City or Postal Code

Country Province/State

Search Results

To update or remove a Client Address from Address Book, select a record below.

Name	City	Postal/Zip Code
Don Butcher	Ottawa	K2P 0X8

1 - 1 of 1

The address book function includes:

- The capacity has been expanded to hold up to 10,000 addresses
- An extensive quick search function that enables you to search by name, company, address, city and postal code
- Separate address books for multiple users
- Simple selection of shipping library address
- Easy import and export of address books
- The ability to retrieve addresses from the "From" and "To" sections of the shipping screen (See next page for Shipping screen.)

Checklist for completing Shipping Labels for Library Books

New address book functionality

The screenshot shows the 'SHIP IN CANADA' shipping label creation interface. The form is divided into several sections: 'From' and 'To' address fields, 'Statement Information' (Weight, Length, Width, Height), 'Service / Options' (Library Book, Email Notification, Reference Number), 'Payment Information' (Method of Payment, Card No., Card Type, Name, Expiry), 'Preview Order' (Base, Automation Discount, Fees, GST, HST, PST, Total), and 'Complete Order' (Password to Authorize User, Print Label). Red circles 1-13 and red boxes highlight specific fields and buttons. A red box at the top highlights the 'Add/Modify Address Book' link. A red box at the bottom right highlights the 'Print Label' button.

1. Select the name of the shipping library from the address book, or enter the name and complete the address of the shipping library.
2. Select the name of the recipient from the address book, or enter the complete name and address of the recipient and, if applicable, also enter title, department and company.
3. Enter the weight in kilograms.
4. Check document box.
5. Leave the length, width and height of the item blank.
6. Optional field. Enter the email address of the recipient if you wish to send out a notification.
7. Optional field. Enter a unique reference number. You can track the item later by either reference number or bar code item number.
8. Method of Payment:
 - choose either credit card, meter, or postage stamps
 - for meter or postage stamps, see NOTE
 - if credit card, enter card number, full name on card and expiry date
9. Click the Calculate button. This will automatically display the cost of your shipment.
10. If an error was made, click to clear all fields.
11. Enter password.
Write password here: _____
12. Click to indicate that you agree to the terms and conditions of Express Order Entry.
13. Click to print label.

NOTE:

If paying by postage meter or stamps, the postage amount will be indicated on the shipping label. Affix the meter impression or stamps (postage) to the shipping label where indicated. If you do not have your own meter or stamps, you may go to a postal outlet, where you will be able to purchase postage and have it affixed to your item.

* is mandatory field (except 5)

? is HELP function