

# U.S. Direct Entry Letter-post Forms Completion



From anywhere... to anyone

## EST Order:

- Complete EST Order (Statement of Mailing).  
*NOTE: Within the data field entitled "Lettertainer", indicate the number of boxes being shipped. Sign the Order.*

## EST Shipping Label / US Mail Receipt:

- The following fields will automatically be populated when the EST Order is prepared:
  - Mailed By
  - Date
  - SOM ID No.
  - Mail Class (First Class and/or Standard)
  - Letters
  - Flats
  - Total Pieces
  - Boxes
- Sign, date and provide any comments within the data field entitled "Prepared by".

## Livingston

Combination: Invoice – Declaration by Foreign Shipper

Complete the following data fields:

- click Buffalo/Niagara Falls
- enter Company name, Company address, City, Province, Postal Code, CANADA
- enter IMS OF WESTERN NEW YORK, 1800 BROADWAY BLDG 4A, BUFFALO NY 14212-2001 USA
- enter 16-1172904
- click on box next to NOT RELATED
- click on box next to EXPORTER
- click box to the right of US
- enter CANADA
- enter PRINTED MATTER
- enter 4901.10
- enter number of items being shipped in current line item
- enter the "unit cost" (actual value) of each item being shipped in current line item (eg: an envelope containing a one page invoice, might be valued at \$0.03 (cost of paper used to produce the envelope and contents))
- the "Invoice Total" field will populate automatically, based on data input in fields 11 and 12
- the "Invoice Total" field will populate automatically, based on data input from field 13
- enter name of preparer, if other than exporter
- enter name of responsible employee of exporter
- signature of person depicted in field 15 or 16
- enter the date this document is prepared
- Note:** Affix one (1) Pre-arrival Processing System (PAPS) barcode label to the bottom of data field "9", entitled "Description of goods".

## North American Free Trade Agreement (NAFTA) – Certificate Of Origin

Complete the following data fields:

- 1 enter Company name, Company address, City, Province, Postal Code, CANADA
- 2 in the "FROM" data field, enter January 1<sup>st</sup> of current year. In the "TO" data field, enter December 31<sup>st</sup> of the current year.
- 3 enter AVAILABLE UPON REQUEST
- 4 enter VARIOUS
- 5 enter PRINTED MATTER
- 6 enter 4901.10
- 7 refer to page 2 of Certificate of Origin (instructions) – see FIELD 7
- 8 refer to page 2 of Certificate of Origin (instructions) – see FIELD 8
- 9 refer to page 2 of Certificate of Origin (instructions) – see FIELD 9
- 10 enter CA
- 11 (a – f) refer to page 2 of Certificate of Origin (instructions) – see FIELD 11

**Note:** The individual signing the NAFTA certificate of origin must have knowledge of NAFTA regulations and the product components. The person signing must understand their liability, as customs authorities will question certification by individuals (such as clerks) who are neither knowledgeable nor authorized to represent the exporter.

**Please note that the NAFTA Certificate of Origin needs to be completed on an annual basis. If the description of goods changes during the year, an updated NAFTA Certificate of Origin must be completed to reflect the change.**

**Note: Once completed, this document must be e-mailed to: Steve Pepi at [witmersales@livingstonintl.com](mailto:witmersales@livingstonintl.com). Please reference: Set-up for Canada Post Printed Matter Customer.**

The image shows a 'NORTH AMERICAN FREE TRADE AGREEMENT CERTIFICATE OF ORIGIN INSTRUCTIONS' form. It includes fields for 'FROM' and 'TO' dates, 'EXPORTER'S NAME AND ADDRESS', 'IMPORTER'S NAME AND ADDRESS', 'DESCRIPTION OF GOODS', and 'AUTHORIZED SIGNATURE'. Red circles with numbers 1 through 11 are placed over various fields to indicate where information should be entered according to the instructions.

## Power of Attorney – Completion Instructions

Note that by signing the Power of Attorney, the Customer acknowledges Livingston International's Terms and Conditions of Service and Reasonable Care notice found on their website at [www.livingstonintl.com](http://www.livingstonintl.com).

- 1 Check appropriate box that best describes your business enterprise.
- 2 Federal I.D. number (I.R.S. #), U.S. Customs-assigned number or Social Security number. **Not applicable for Canadian businesses.**
- 3 Full legal name of corporation, individual, partnership, etc. If a partnership, the full name of all partners (Addendum may be used if necessary) and a copy of the partnership agreement must be provided.
- 4 If operating under a name other than the name in #3 above, indicate it here.
- 5 Complete name of state or province of incorporation (i.e., headquarters may be located in one state but company may be incorporated in another - check first.)
- 6 Complete business address (for individual, may be a residential address) including state or province and zip/postal code.
- 7 Complete name as in #3.
- 8 Signature of individual, or, for partnerships, one partner. For corporations, an officer of the corporation should sign (President, Vice President, Treasurer, or Secretary of the corporation). Other titles are acceptable if accompanied by Articles of Incorporation, a resolution of the Board of Directors, or a letter from the Corporate Secretary authorizing the named officer to sign for the corporation.
- 9 Typed name and title of individual named in #8.
- 10 Date signed.

The image shows a 'U.S. Power of Attorney (POA)' form from Livingston International. It includes sections for 'Check appropriate box', 'Federal I.D. number', 'Full legal name', 'Business address', 'Name of state or province', 'Signature', and 'Typed name and title'. Red circles with numbers 1 through 10 are placed over various fields to indicate where information should be entered according to the instructions.

Power of Attorney – Completion Instructions continued

## Certificate by Nonresident Corporation

Only to be completed for corporations residing outside of the U.S.

- 11 Name of a second corporate officer (President, Vice President, Treasurer, or Secretary, other than the one that signed the face of the Power of Attorney).
- 12 Second corporate officer's title.
- 13 Complete name as in #3.
- 14 Complete name of the province of incorporation.
- 15 Name of the first officer who signed the Power of Attorney.
- 16 Title of the first officer who signed the Power of Attorney.
- 17 City where the Power of Attorney is being signed.
- 18 Province where the Power of Attorney is being signed.
- 19 Date signed.
- 20 Signature of the second officer.

**Note: The Power of Attorney/Certification by Nonresident Corporation needs to be completed only once (at the time of Customer Set-up). Once completed, this document must be e-mailed to: Steve Pepi at [witmersales@livingstonintl.com](mailto:witmersales@livingstonintl.com). Please reference: Set-up for Canada Post Printed Matter Customer.**

The form is titled "Certification by Nonresident Corporation U.S. Brokerage" and includes fields for company name, address, and officer information. Red circles with numbers 11 through 20 are placed over the corresponding fields to indicate where to enter the information specified in the instructions.

## Third Party Billing Agreement U.S. Brokerage

- 1 Enter your legal company name
  - 2 Enter "Canada Post Corporation"
  - 3 Leave blank
  - 4 Within "Importer of Record" data fields:
    - 4a) Enter name of employee completing this document
    - 4b) Enter official title of employee completing this document
    - 4c) Enter your legal company name
    - 4d) Signature of employee completing this document
  - 5 Within "Third Party" data fields:
    - 5a) Leave blank
    - 5b) Leave blank
    - 5c) Leave blank
    - 5d) Leave blank
- Data fields 5a, 5b, 5c and 5d to be completed by Canada Post Sales/Serve Representative

**Note: This document needs to be completed only once (at the time of Customer Set-up). Once completed, this document must be e-mailed to: Steve Pepi at [witmersales@livingstonintl.com](mailto:witmersales@livingstonintl.com). Please reference: Set-up for Canada Post Printed Matter Customer.**

The form is titled "Third Party Billing Agreement U.S. Brokerage" and contains several sections of text and a table. Red circles with numbers 1 through 5d are placed over the relevant fields and sections to indicate completion points.

Importer of Record		Third Party	
Name	4a	Name	5a
Address	4b	Title	5b
City	4c	Signature	5c
Province	4d	Signature	5d

## Client Profile & Credit Application

Complete the following data fields:

- 1 Click on box to the left data field containing the letters "LI,I"
- 2 Click on box to the left of the words "Southern Border"
- 3 Enter the complete and legal name of your company
- 4 Within the section of the document entitled "Importer's Physical Address" complete the following fields:
  - 4a) enter your company's street address
  - 4b) enter city
  - 4c) enter province
  - 4d) enter CANADA
  - 4e) enter postal code
  - 4f) enter company telephone number (including area code)
  - 4g) enter company fax number (including area code)
  - 4h) enter name of parent company (if applicable)
- 5 Within "Contact Information" data fields:
  - 5a) enter company contact name
  - 5b) enter contact's telephone number (including area code)
  - 5c) enter contact name's official title
  - 5d) enter contact's fax number (including area code)
  - 5e) enter contact's email address
  - 5f) select language of choice

**Note:** This document needs to be completed only once (at the time of Customer Set-up). There is no requirement to complete the information requested on page 2 of this document. Once completed, this document must be e-mailed to: Steve Pepi at [witmersales@livingstonintl.com](mailto:witmersales@livingstonintl.com). Please reference: Set-up for Canada Post Printed Matter Customer.

The screenshot shows the 'Client Profile & Credit Application' form for U.S. Brokerage. Red callouts are placed over various fields: 1 points to the 'Business Unit' dropdown; 2 points to the 'Account Type' dropdown; 3 points to the 'Company Name' field; 4 points to the 'Importer's Physical Address' section, with sub-callouts 4a-4h pointing to specific address and contact fields; 5 points to the 'Contact Information' section, with sub-callouts 5a-5f pointing to contact name, phone, title, fax, email, and language fields.

The screenshot shows the second page of the 'Client Profile & Credit Application' form. A red callout '1' points to the 'Payment System' section, which includes checkboxes for 'Direct Billing' and 'Credit Card'.

## Final Steps:

Once all documentation is prepared, place the documents in the pouch provided by Canada Post in the following order:

- 1 U.S. Customs Invoice with PAPS barcode label affixed
- 2 EST Order
- 3 EST Shipping Label / US Mail Receipt (folded in half, such that the shipping label portion of the form is facing outward).

Place the pouch in the "last box" of the deposit (eg: Box 2 of 2).

Place one preprinted, prepaid Xpresspost label (provided by Canada Post) on each box in the deposit. Note that the weight of each box cannot exceed 5 kg.

In the "From" portion of the label, identify the box number (eg: Box 1 of 2, Box 2 of 2).

The image shows a sample Xpresspost shipping label. The label is white with black and red text. At the top left, it says 'Canada Post / Postes Canada'. The main heading is 'Xpresspost'. To the right of the heading is a large black box with the number '1'. Below the heading, there are fields for 'From / Expéditeur' and 'CUSTOMER NAME / CUSTOMER ADDRESS'. A red circle highlights the 'BOX \_\_\_ OF \_\_\_' field. To the right of these fields is a barcode and the number 'MW 131 922 095 CA'. Below the barcode, it says 'ATTENTION'. At the bottom left, there is a 'To / Destinataire' field with the address: 'ATTENTION: PATRICK MILLER, PARCEL DIVISION M.O.F.L., MISSISSAUGA DEPOT 2, MISSISSAUGA ONTARIO L4W 0B9, CANADA'. At the bottom right, there is another red circle around the number 'MW 131 922 095 CA'. There are also some smaller text boxes and a logo on the right side of the label.

**Note:** Please retain the duplicate barcode number sticker(s) for each Xpresspost label used in your deposit, for your records. (This sticker is located in the lower right hand side of the Xpresspost label). The sticker(s) should be affixed to your own copy of the accompanying Electronic Order (Statement of Mailing).

## Mail Collection:

- In urban centres, contact the Customer Relationship Network to arrange for on-demand pick-up of your boxes. (1-888-550-6333)
- Ensure that you inform the agent that the pick-up request is for Xpresspost.
- Provide the agent with the CUST number depicted on the Xpresspost label-7198825.