

CN22 (A6) label user guide

1. Login to eParcel
2. Click on Administration tab (select Merchant Location Details)
3. Locate International Express and Standard Label Defaults
4. Select A6 (CN22) radio button
5. Click save button

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AUSTRALIA POST eParcel

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Welcome to eParcel

Popular Links

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eParcel Online News

4th March 2019 - eParcel Online Replacement

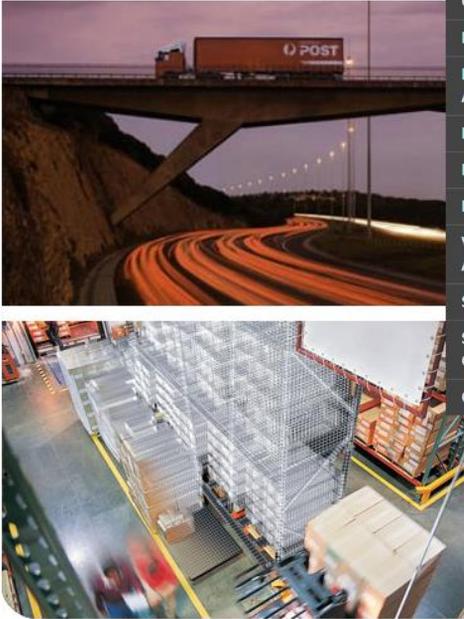
From March 2019 to March 2020, we'll be replacing eParcel Online with our new solution - Parcel Send, which provides access to both StarTrack and Australia Post parcel products and has improved security.

For the time being, please keep using your account as usual and we'll contact you about making the switch.

If you have any questions please email: lodgementmigration@auspost.com.au

Consignment Import

If importing a Consignment file into eParcel, it is recommended to limit the number of records to 200 – 250. This will ensure a smooth import of the file. Note that you can import more than one file if required.



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Merchant Location Details

Define Reference Fields

Reference 1: Print on label? Include in despatch email?

Reference 2: Print on label? Include in despatch email?

International Sender Customs Reference:

Define Signature Defaults

'Signature On Delivery' radio button defaults to: Authority to leave Authority to leave can be requested by receiver Signature required (card if not home)

Define Email Notification Defaults

'Email tracking notification' checkbox defaults to:

Define Return Labels Defaults

Print Return Labels with outward Label

3 Define International Express and Standard Label Defaults

Labels Preference default to: A5 (CN23) **4 A6 (CN22)**

Define Contains Alcohol (ID25) Defaults

'Contains alcohol – ID25' field defaults to: Yes No

Display 'Contains alcohol – ID25' field in Create Consignment screen: Enable

Define Consignment CSV Import File Format

CSV Import format is set to: Old Consignment CSV Import File Format New Consignment CSV Import File Format

5 Save Cancel

Once selected the label default preference will be applied to International Express and Standard consignments where possible. In certain circumstances International A6 (CN22) labels can't be utilised in order to comply with global labelling requirements. If this occurs when the default is set to A6 (CN22), an A5 (CN23) label will be provided instead. A different paper size or printer may be necessary. Note: All International Economy labels are automatically defaulted to A6 (CN22).