STANDARD OPERATING PROCEDURE

ON

IPVS – TRANSACTIONS AND MISCELLENEOUS

Index

SI.No.	Topics	Page No.
1	IPVS- Transactions	03-10
2	IPVS- Bag Miscellaneous	11-14
3	IPVS- Article Miscellaneous	15-17

India Post Visibility System Transaction

Indian Post Visibility System (IPVS) is the enterprise-wide traceability platform which offers the following features

- Captures scan events from booking till delivery
- Tracks accountable mail articles as well as mail bags in postal network chain
- Ordinary mail bags handling
- Offline module is operational in booking locations
- Online module is operational in Mail Processing Centres

Pre-requisites:-

Creation and maintenance of the Due Mail Sorting List (DMSL) to dispatch ordinary and accountable articles should be ensuring by the Division.

Schedules are to be created for each office. One schedule to Parcel Hub (Bag having Parcels & insured parcels), NSH (Bag having Speed post, Insured SP & SPCOD articles), CRC (Bag having Registered & Insured articles) and Mail office (Bags having ordinary articles) should be created.

(Note: Refer <u>http://utilities.cept.gov.in/csi/CSI-SOP/CSIIPVSSCHEDULECREATION.pdf</u> for creation of DMSL)

India Post Visibility System - IPVS

Thttp://btecctv1.indiapost	dev.gov.in:8000/sap/bc/v	vebdynpro/sap/zwdipvs_mai	n?sap-langu 🔎 🕇 💆	7 India Post Visibility System 🛛 🗙
India Post Visibility Sys	stem - Main Sc	reen	Ban Miscellaneous	User name: 10035
Bags Receive Bag Open Bag Close Bag Reopen Bags Dispatch Bags Dispatch Cancel Insured Article Verification Deposit Bag Close Bulk Addressee Bag Dispatch Bulk Addressee Bag Delivery Confirmation Bulk Addressee Article Return	Bags Received Articles Received Virtual Sort Bags Dispatched Articles Dispatched Expected Workload Bag Discrepancy Article Discrepancy Office Abstract Consolidate Abstract Insured Article Late Bags Transmission Analysis Set Discrepancy Bags Missing Scans	Print Bags Receive Report Print Bag Manifest Print Bags Dispatch Report Print Mail List	Capture Bag Damage Report Bag Lost Set Bag Priority Bag Barcode Change Capture Carrier Dispatch Bag Deletion DB Set Change Change Bag Status Unlock Bag ID	Set Article Priority Capture Article Damage Article Barcode Change Report Article Lost Article Destination Pincode Change Report Article Found Article Type Modification Altering an Opened Bag Electronic Proof Of Delivery
Sort Programs National Sort Programs	Due Mail Sort list Dispatch Schedules Receive Schedules Sort List	Master Data	Tracking Information Bag Tracking Bag Tracking (3 Months) Article Tracking OER Article Tracking	

a. Enter the T-Code **ZMOIPVS**

1. Bag Receive

- **a.** Select **Schedule ID** from box and Click on **Fetch** and Scan the Bag Number in the **Bag ID** field.
- b. Enter the bag Weight. If it is a legacy bag select the From Office ID from the drop down box. If it is a forward bag Change the Bag destination as Forward Bag otherwise use Receive at Destination. Then click Receive Button or use Shortcut Ctrl+L to receive bag.
- c. The bag will appear in **Scanned Bags** option.
- d. Enter all bags by the mentioned method and click **Receive** button or use shortcut **Ctrl+R** to receive all bags.
- e. Click on **OK** button by confirming the total number of bags received.

Bags Receive	
Receive Header Details	
* Office ID SP21308000850 Mysuru NSH Set GEN1	
Schedule ID. CANSALORE_MYSORE_NM	
* Actual Arrival Date 30.03.2021 * Actual Arrival Time 10:25:43 24 Hrs	
Mail List ID 0 Bag ID Weight Kgs Enter B	
Expected Bags	Scanned Bags
View IStandard View Print Varsion Evront	View [Standard View] Print Version Evont
Schedule ID Mail List ID Bas ID Bas Tune Delivery Tune Bas Closed Srom Bas Closed To Princip	CP CP
MMS_MAMBALLI_TRAINING_751 EBK100223330 Speed post_Town DeliveryMemballi_S.OMvsum_NSH	BANGALOPE MYSORE NM 0 EEK/014587065 Snaad Post * Arsivara NSH Mysum NSH 1000
MMS NAMBALLI TRAINING 758 EBK1008283838 Soeed post. Non Town Delivery Mamballi S.O. Mysuru NSH	
MMS MAMBALLI TRAINING 769 EBK1008283880 Speed post Non Town Delivery Mamballi S.O. Mysuru NSH	
MMS KAMAKERAI S.O 770 EBK8547895412 Speed post Non Town Delivery Kamakerai S.O Mysuru NSH	
MMS_MAMBALLI_TRAINING 781 EBK1008283874 Speed post Non Town Delivery Mamballi S.O Mysuru NSH	C
MMS_MAMBALLI_TRAINING 782 EBK1008283873 Speed post Non Town Delivery Mamballi S.O Mysuru NSH	
MMS_MAMBALLI_TRAINING 783 EBK1008283888 Speed post Non Town Delivery Mamballi S.O Mysuru NSH	
MMS_MAMBALLI_TRAINING 785 EBK1008283887 Speed post Non Town Delivery Mamballi S.O Mysuru NSH	
MMS_MAMBALLI_TRAINING 787 EBK1008283875 Speed post Non Town Delivery Mamballi S.O Mysuru NSH	
MMS_MAMBALLI_TRAINING 788 EBK1008283885 Speed post Non Town Delivery Mamballi S.O Mysuru NSH 🗌 💌	
	Count 1 Weight 1 000 Kar
	Count 1 Preignt 1,000 hgs
Receive Operations	
C Delete C A Receive	

2. Bag Open

- a. Scan the Bag Number in the **Bag Id** and **Article Number** one by one. The scanned articles will be shown in the list. Use the **Delete** button to delete an article from the scanned list by selecting the article to be deleted in case of any discrepancy.
- b. Use the **Save as Draft** option to temporarily save the scanned articles to perform some other task.
- c. Use the Clear **Save as Draft** option to delete the temporarily saved scanned articles data.
- d. Click on **Submit** or **Ctrl+S** to save the data permanently.
- e. If the articles data received virtually; Click **Perform QA**.
- f. Scan all the articles and Click **Submit** to save data.

Virtual Bag

Bag Open	
Bag Details	
Office ID SP21008000660 Mysuru NSH Bag ID EEKT002233380 A Bags ready to Open Source Mambell S.O Created By feet103 user23 Article Number A	Set GENT
Expected Articles	Scanned Articles
View: [Standard View] Export 2	View: [Standard View] View] Export Check Append Row Insert Row Delete Row
Bag ID / Article Number Booking Office Article type Article Weight To Pincode Insured Flag Priority	Bag ID / Article Number Facility ID Description Article type Article/Bag Weight To Pincode Insured Flag Priority Bag Destination
	A Scanned Articles Count 1 Total Articles Weight 0.375 Kgs
Bag Own Operations	
Delete Delete D	

Legacy BAG

Bag Details Office ID SP21309000650 Mysuru NSH Bag ID EBK0214587985 Bag received from Arsikere NSH SP21350000951 Article Type SPEED POST INSURED Article Details View: [Standard View] Export Article/Bag Weight To Pincode Insured Flag Priority Bag Destination Facility ID Description EK5465465951N SPEED POST INSUR 0.000 EK5465465951N SPEED POST INSUR B C Surgend Article Courd 2	Legacy Bag O	pen							
Office ID SP21308000850 Mysuru NSH Bag ID EBK0214587985 SP2130000851 Article Type SPEED POST INSURED Article Details View: [Standard View] Export a Ex54654659651N SPEED POST INSUR. 0,000 EK54654659651N SPEED POST INSUR. 0,000 EK5465465851N SPEED POST INSUR. 0,000 EK546546586581N SPEED POST INSUR. 0,000 EK546546581N SPEED POST INSUR. 0,000 EK546546581N SPEED POST INSUR (SHE POST INSUR (SH	Bag Details								
Article Details View: Export a 2/ Bag ID / Article Number Article Yope Article/Bag Weight To Pincode Insured Flag Facility ID Description EK546546595IN SPEED POST 0,000 2 2 EK546546585IN SPEED POST 0,000 2 2 Bag Destination Facility ID Description 3 3 EK546546581IN SPEED POST 0,000 3 3 Bag Destination SPEED POST 3 3 3	Office ID SP21308 Bag ID EBK0214 Bag received from Arsikere Article Type SPEED Article Number	8000850 4587985 NSH POST INSURED	Mysuru NSH SP21350000851 Enter	,	Ą				
View: [Standard View] Export a Export a </td <td>Article Details</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Article Details								
Beg ID / Article Number Article type Article/Bag Weight To Pincode Insured Flag Priority Bag Destination Facility ID Description EK546546595IN SPEED POST 0.000 Image: Control of Con	View: [Standard View]	▼ Export ₄							2,
EK546546595IN SPEED POST INSUR 0,000 C EK546546581IN SPEED POST 0,000 C EK546546581IN SPEED POST 0,000 C B C C C C C C C C C C C C C C C C C C C	Bag ID / Article Number	Article type	Article/Bag Weight	To Pincode	Insured Flag	Priority	Bag Destination	Facility ID Description	
	EK546546595IN	SPEED POST INSUR	0,000		\checkmark				
	EK546546581IN B	SPEED POST	0,000						

3. Bag Close

- a. Select the **Destination** from the drop down menu and Select **Bag Type**
- b. Click Next button.
- c. Scan articles and click Finish (Ctrl+F)

Bag Close
Bag Details * Origin SP21308000650 Mysuru NSH * Destination Bengaluru NSH Pincode 580001 A * Bag Type Speed Post B Next > B
Bag Close Bag Details Destination Bengaluru NSH Origin Mysuru NSH Bag Type Speed post Set GEN1 Destination Pincode 600001 Article Number Enter
Expected Article Details View: [Standard View] Export , Exposed Article Number Article View] Exposed Article Number Named Flag Pisagi 10 / Article Number Article View] Exposed Article Standard View] Export , Exposed Article Number Article View] Exposed Article Number Bag 10 / Article Number Exposed Article Standard View] Export , Exposed Article View] Export , Exposed Article Standard View] Export , Exposed Article Standard View] Export , Exposed Article Number 0.000 C C C C Article Count 1 Bag Count 0 Total Articles Weight Kgs
Bag Close Operations

- 4. **Bag Re-Open**(To re-open a closed bag)
 - a. Click on Transactions Bag Re-Open
- b. Enter the Closed Bag Number in the Bag ID and press enter key. Enter the article numbers and click Finish. Give a reason of reopening in the window pops up and click Ok.

ag Details				-			_						
Office ID	P21308000	0850		M	lysuru NSH S	et	GEN	11					
Bag ID E	BK021358	9785		'	Sag Type	peed p	ost						
estination	engaluru N				-			В					
rticle Number	K54854859	B2IN			Enter			-					
						_	Sec	unned Articles					
xpected Articles							304	anneu Arucies					
View: [Standard)	/iew]	Export a			ł	30	Vi	ew: [Standard View]	Export a			2	e.
Bag ID / Articl	e Number	Article Type	Insured Flag	Priority	To Pincode			Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode	
EK546546595	IN	Inland Speed Post						EK546546581IN	Inland Speed Post				
						-							-
							Arti	le Count 1 Bag Count (0 Total Articles Wei	ight			

5. Bags Dispatch

- a. Click on Transactions Bags Dispatch
- b. Select the **Schedule ID**, The bags closed for the selected schedule will appear on **Ready for Dispatch** window.
- c. Scan the Bag Number in Bag ID. The scanned bags will get listed on scanned Bags window. After scanning all bags, click Dispatch option for dispatch only and click Dispatch and Print Mail List option for printing Mail List. This will generate Mail List ID.

6. Bags Dispatch Cancel (To Cancel a Bag from a Dispatch/Cancel a Schedule)

- a. Click on Transactions Bags Dispatch Cancel
- **b.** Enter the **Mail List ID** and **Bag ID** in the respective fields and click **Enter**
- c. Select a reason from the drop down menu and add a remark.
- d. Click **Delete** after selecting a particular bag from a dispatch schedule.
- e. To cancel an entire schedule click **Dispatch Cancel** option.

Bags Dispatch	Cancel									
leader Details										
Office ID SP21308000 lail List ID 0 lag ID Enter	0850 Mysuru NSH	<u></u>	В	Set	GEN1					
ancel Reason	• Remarks			Apply	\sim	⊐ c				
Pag Details										
ag Details										
View: [Standard View]	Export a								2,	
*Reason Code	*Remarks	Mail List ID	Bag ID	Created date	Bag Type	Delivery Type	Closed From Office	Closed To Office	Bag Weight 🔄	
Schedule Missed	 Cancelled 	14906	EBK0213569785	30.03.2021	Speed post		Mysuru NSH	Bengaluru NSH	1,000	
									×	
ag Count 1										
Disputch Cancel Operations										

- 7. **Insured Bag Verification (**To verify the Received/Closed Insured Parcel Bag)
 - a. Click on Insured Bag verification.
 - b. Click on **Pending for Verification.**
 - c. Scan the Bag number.
 - d. Click on Approve.

- 8. Insured Article Verification (To verify the Insured articles)
 - a. Go to Transactions Insured Article Verification.
 - b. Click on **Receive verification** and **Select All** (Article can be verified individually by scanning each article).
 - c. Click on Approve.
 - d. Click on Close verification and the same procedure may be followed before closing of Insured Articles.

Input Data										
• Office ID (SP21308000650 🗇 Mysuru N	SH Set GEN1									
Receive Verification Close Verification	on 🔿 On Hold									
Article Details		_								
B										
Standard View] Print V	arsion Export J								2,	
C Article Number Article Type	Facility ID Description Booking Dat	te Article Weight Bag ID	Bag Received By	From City	From Country	From Pincode	To City	To Country	To Pincode 🕒	
EK546546595IN Inland Speed Post		0,000 EBK0214	587965 10035642							
ount 1										
count 1										

9. Deposit Bag Close (To transfer from One Set to other set)

- a. Select From Set and To Set and click Next.
- b. Scan Article Number one by one and Click Enter.
- c. Click on **Finish** button to save the details.
- d. Transfer these Deposit Bags to concerned SET at the time of Set Closure.

Deposit Bag Close
Bag Details
* Origin SP21308000650 Mysuru NSH From Set NSHA ▼ To Set NSHB ▼ Next ▶

10. Bulk Addressee Bag Dispatch.

Bulk addressee bags directly dispatched to the customer from the sorting office instead of sending them to delivery post office.

- a. The prerequisite for Bulk Addressee Bag Dispatch is that there has to be a customer bag closed from the facility. Closing a customer bag follows the normal bag close procedure except that a customer needs to be selected from the customer box dropdown as shown above.
- b. Click Transactions Bulk Addressee Bag Dispatch.
- c. Scan the Bag closed for Bulk Customer and enter the bag weight.
- d. Click **Enter** button.
- e. Click **Dispatch** button.

		ag Dispat	ch					
Diffice ID SP213 Bag ID BANN patched To SI PRC g Weight	08000850 MANTAPA_M DPERTIES PV	MS_RMSROUND	Mysuru NSH Set	GEN1	🗖 D			
anned Bag Details								
	Bag Type	Delvry Typ	Bag Closed From	Bag Closed To	Bag Weight	Priority	Set Number	
Bag ID	0.16-							
Bag ID EBK0214578963	Speed post		Mysuru NSH	Mysuru H.O	1,000		GEN1	
Bag ID EBK0214578963	Speed post		Mysuru NSH	Mysuru H.O	1,000		GEN1	
Bag ID EBK0214578963	Speed post		Mysuru NSH	Mysuru H.O	1,000		GEN1	

11. Bulk Addressee Bag Delivery Confirmation

To confirm the bulk bag delivery to the customer.

- a. Click on Bulk Addressee Bag Delivery Confirmation
- b. Enter the **Bag ID** of the Bulk Bag that has been delivered.
- c. Select **Delivered / Revert from bulk addressee /Refused** appropriately, from the Delivery Confirmation dropdown.
- d. Click Save Button.

Bu	ilk Addre:	ssee B	ag Deliv	ery (Confi	irmat	tion				
Bul	k Addressee Bag d	lelivery Deta	ils								
* Of * Ba	fice ID SP2130800 ag ID	0650 Mysu	ru NSH Set Gi	EN1	C						
Sca	nned Bag Details										
	Bag ID	Bag Type	Delvry Typ		Bag Clos	sed From	Bag Closed To	Bag Weight	Priority	Set Number	
	EBK0214578963	Speed post			Mysuru N	NSH	Mysuru H.O	1,000		GEN1	
	Bag ID / Article No.	Article Typ	e To Pincode	Article V	Neight	Insured Fla	ag Priority 📥				
	EK546546652IN	SP_INLAM	D 570001		0,000 [
_		_									
						_					
Deliv	very Confirmation:	Delivered		•	\leq)	D				
38		E									

12. Bulk Addressee Article Return

This transaction is used to record the article that has been returned by customer from the customer bag.

- a. Click Bulk Addressee Article Return label
- b. Select the corresponding HO/PO to which the customer is tagged to.
- c. Enter the **Article** that is returned by the customer.
- d. Select reason for non-delivery **Refused** if the article is refused by customer and reason type **Return to Sender (RTS)**.
- e. Select reason for non-delivery **Revert from Bulk Addressee** if the article is reverted by customer and reason type **Reversion**.
- f. Click Save Button

Return Remarks for Bulk Addresse Articles
Facility ID: SP21308000650 Mysuru NSH Set: GEN1
Facility Id: H021308100000 Vysuru H.O 🗢 C Article Number: EK548548652IN
Article Number: Delivery Date: Delivery Address:
Reason for Non Delivery: Reason Type: Action: G
Revert from Bulk Addressee
ሳት ጎስ ¹
E '

Bag and Article Miscellaneous Transactions

The transactions include reporting of lost articles and bags, changing bag or Article IDs in case of tampered IDs, flagging article or bag of high priority etc.

Bag Miscellaneous

1. Capture Bag Damage

To capture any damage that has happened to a Bag.

- a. Go to IPVS main screen \rightarrow **Capture Bag Damage**. The Capture Bag Damage screen opens.
- b. Enter or scan Received Bag ID that has to be reported damaged.
- c. Click **Capture** Damage.
- d. Enter the mandatory data in **Comments** and **Weight**, and click **Submit**.

	3							Bag Damaged		
Damaged Bag details	•							Damag	ed Bag Capture	
Office ID SP213080 Bag ID Scanned Bag Details	00850	Mysuru NSH	Set GEN1	В				* Comments		
Bag ID	Bag Type	Delvry Typ	Bag Closed From	Bag Closed To	Bag Weight	Priority	Set Number	* Weight		
EBK1008283836	Speed post	Non Town Delivery	Mamballi S.O	Mysuru NSH	1,000		GEN1	Submit	Cancel	
Capture Damage	Damage ar	nd Hold		с						

2. Report Bag Lost

To report lost bag.

- a. Click **Report Bag Lost** label.
- b. Select the bag/ Enter Bag ID that is lost.
- c. Click Capture.
- d. Fill in the mandatory **Comments** text box and Click Continue.

						Lo	ost Bag Remarks				
st Bag Details	5										
Office ID SP21	1308000650 Mysur	u NSH Set GEN1									
Fetch						*	Comments				
							Continue 🖌 [💥	Cancel			
tails											
JID:											
. (Decider	d formed and a large	~	- 0								
liew: ([Standard	o viewj 💌	Export 4							2,	y.	
Mail Link ID	Bag ID	Dispatab Cabadula ID	EX	Dissectable of Data	Dispatched Time	Sof Number	Dispatched From	Dispatched To	Dispatched By		
Mail List ID		Dispatori Schedule ID	Dispatch weight	Dispatched Date	Dispatoried nine	Serivanioer	Dispatorico From	Dispatoried 10	Dispatoried by		
1630	CBK0829007860	MYS-SHARATH-MYS	0,000	17.07.2019	21:05:29	Jerrumber	Mysuru H.O	Mysuru NSH	radhika A		
1630 1591	CBK0829007860 CBK0102021988	MYS-SHARATH-MYS MYS-SHARATH-MYS	0,000 0,000	17.07.2019 26.11.2018	21:05:29 15:08:08	Sermander	Mysuru H.O Ittigegud S.O	Mysuru NSH Mysuru NSH	radhika A shiva kumar		
1630 1591 1743	CBK0829007860 CBK0102021988 EBK0223201700	MYS-SHARATH-MYS MYS-SHARATH-MYS MMS_NSHPH_1	0,000 0,000 0,000	17.07.2019 26.11.2018 23.02.2017	21:05:29 15:08:08 18:39:48	det Number	Mysuru H.O Ittigegud S.O Mysuru South S.O	Mysuru NSH Mysuru NSH Mysuru NSH	radhika A shiva kumar DARSHAN A		
1630 1591 1743 1689	CBK0829007880 CBK0102021988 EBK0223201700 EBK1802201799	MYS-SHARATH-MYS MYS-SHARATH-MYS MMS_NSHPH_1 MMS_NSHPH_1	0,000 0,000 0,000 0,000 0,000	17.07.2019 26.11.2018 23.02.2017 18.02.2017	21:05:29 15:08:08 16:39:48 17:32:18	Sermanuel	Mysuru H.O Ittigegud S.O Mysuru South S.O Mysuru South S.O	Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH	radhika A shiva kumar DARSHAN A AMITH A		
1630 1591 1743 1669 1872	CBK0829007880 CBK0102021988 EBK0223201700 EBK1802201799 RBK7865346235	MYS-SHARATH-MYS MYS-SHARATH-MYS MMS_NSHPH_1 MMS_NSHPH_1 MYS-SHARATH-MYS	0,000 0,000 0,000 0,000 0,000 0,000	Dispatched Date 17.07.2019 26.11.2018 23.02.2017 18.02.2017 28.08.2019	21:05:29 15:06:06 16:39:48 17:32:16 12:33:17	Sermanuel	Mysuru H.O Ittigegud S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O	Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH	radhika A shiva kumar DARSHAN A AMITH A SAMPOORNA.		
1630 1591 1743 1669 1872 1863	CBK0829007880 CBK0102021988 EBK0223201700 EBK1802201799 RBK7885346235 CBK0302169210	MYS-SHARATH-MYS MYS-SHARATH-MYS MMS_NSHPH_1 MMS_NSHPH_1 MYS-SHARATH-MYS MYS-SHARATH-MYS	0,000 0,000 0,000 0,000 0,000 0,000 0,000	17.07.2019 26.11.2018 23.02.2017 18.02.2017 28.08.2019 22.02.2019	21:05:29 15:08:08 16:39:48 17:32:18 12:33:17 10:47:45		Mysuru H.O Ittigegud S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O	Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH	radhika A shiva kumar DARSHAN A AMITH A SAMPOORNA . SAMPOORNA .		
Item Item 1630 1591 1743 1669 1872 1863 1859 1859	CBK0829007880 CBK0102021988 EBK0223201700 EBK1802201799 RBK7886348235 CBK0302189210 RBK2002201803	MYS-SHARATH-MYS MYS-SHARATH-MYS MMS_NSHPH_1 MMS_NSHPH_1 MYS-SHARATH-MYS MYS-SHARATH-MYS MYS-SHARATH-MYS	0,000 0,000 0,000 0,000 0,000 0,000 0,000	17.07.2019 26.11.2018 23.02.2017 18.02.2017 28.08.2019 22.02.2019 20.02.2019	21:05:29 15:08:08 16:39:48 17:32:16 12:33:17 10:47:45 15:44:38		Mysuru H.O Ittigegud S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O	Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH	radhika A shiva kumar DARSHAN A AMITH A SAMPOORNA . SAMPOORNA . SAMPOORNA .		
Item Item 1630 1591 1743 1689 1872 1863 1859 1858	CBK0829007880 CBK0102021988 EBK0223201700 EBK1802201799 RBK7885348235 CBK0302169210 RBK2002201803 RBK2002201802	MYS-SHARATH-MYS MYS-SHARATH-MYS MMS_NSHPH_1 MMS_NSHPH_1 MYS-SHARATH-MYS MYS-SHARATH-MYS MYS-SHARATH-MYS	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	Dispatched Date 17.07.2019 26.11.2018 23.02.2017 18.02.2017 28.08.2019 22.02.2019 20.02.2019 20.02.2019	21:05:29 15:08:08 16:39:48 17:32:18 12:33:17 10:47:45 15:38:58		Mysuru H.O Ittigegud S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O Mysuru South S.O	Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH	radhika A shiva kumar DARSHAN A AMITH A SAMPOORNA . SAMPOORNA . SAMPOORNA .		
Item Item 1630 1591 1743 1669 1872 1863 1859 1858 1858 1823	CBK0829007880 CBK0102021988 EBK0223201700 EBK1802201799 RBK7885348235 CBK0302169210 RBK2002201803 RBK2002201802 RBK0302191301	MYS-SHARATH-MYS MYS-SHARATH-MYS MMS_NSHPH_1 MMS_NSHPH_1 MYS-SHARATH-MYS MYS-SHARATH-MYS MYS-SHARATH-MYS MYS-SHARATH-MYS	0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000	Dispetched Date 17.07.2019 28.11.2018 23.02.2017 18.02.2017 28.08.2019 20.02.2019 20.02.2019 20.02.2019 20.02.2019 20.02.2019	21:05:29 15:08:08 16:39:48 17:32:16 12:33:17 10:47:45 15:44:38 15:38:58 14:34:14		Mysuru H.O Ittigegud S.O Mysuru South S.O	Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH Mysuru NSH	radhika A shiva kumar DARSHAN A AMITH A SAMPOORNA. SAMPOORNA. SAMPOORNA. SAMPOORNA.		

3. Set Bag Priority.

Enable the user to set a high priority status for a bag.

- a. Click **Set Bag Priority** label.
- b. Scan the Closed **Bag Id** which needs to be flagged a priority bag.
- c. Get populated with the bag details
- d. Click Capture.

Set Bag Pri	ority							
Bag Priority Details								
* Office ID SP2130800 * Bag ID	00850	Mysuru NSH Set GEI	N1	в				
Scanned Bag details								
Bag ID	Bag Type Description	Delvry Typ	Bag Closed From	Bag Closed To	Bag Weight	Priority	Set Number C	
EBK0214578964	Speed post		Mysuru NSH	Bengaluru NSH	1,000		GEN1	
Capture -								

4. Bag Barcode Change

Enable the user to change the damaged barcode of a bag.

- a. Click **Bag Barcode** Change.
- b. Enter the **Bag ID** that has to be given the new barcode and Click Fetch.
- c. Enter the new Bag ID and Click Change Bar Code

ag Barcod	ie Detalis									
ffice ID	SP2130800	10650	Mysuru NS	SH Set GEN1	\sim		B			
ag ID ew Bag ID	EBK100828	32791	Fetch	hange Bar Code						
ů					-	_				
Bag Detalls	1									
Bag ID	вад туре	Delvry Typ	Bag Closed From	Bag Closed To	Priority	Bag vveight	Set Number			
Bag Ite	mdard Vlew] m Artici	e Type in	rint Version Export sured Flag Prio	rtty						
Bag ite	ndard View] m Artici	Type in	rint Version Export	rty						

5. Capture Carrier Dispatch

Transaction enables user to capture the exact time and date details of a dispatched bag. This is the time when exactly the Vehicle or train or flight assigned to the schedule has started from the dispatch facility.

- a. Click Capture Carrier Dispatch and Enter.
- b. Select the **Schedule ID** for which the actual date and actual time are to be recorded
- c. Click Capture.

nsolidate Details	;							
ce ID SP21308	000650 Mysuru NSH	Set GEN1						
Enter								
nsolidate Detail:								
iew: * (Standard)	View] T Print)	Version Export					۵.	1
	Disastahard Ta	Cohodula ID	Created data	Created Time	Actual Data	Actual Time	Disastahad Pu	
				The second se	matrix real 19070	CONTRACTOR OF A DESCRIPTION	CONTRACT DESCRIPTION OF THE OWNER	
14006	Mysuru Sorting 111	MYSNSH BGTMO 2300 MMS	30.03.2021	12-27-27	/ local/ Date	00:00:00	10035642	
14906	Mysuru Sorting L1U	MYSNSH_BGTMO_2300_MMS	30.03.2021	12:27:27	, and built	00:00:00	10035642	С В
14906	Mysuru Sorting L1U	MYSNSH_BGTMO_2300_MMS	30.03.2021	12:27:27	, totali Date	00:00:00	10035642	<⊐ B
14906	Mysuru Sorting L1U	Schedule ID MYSNSH_BGTMO_2300_MMS	30.03.2021	12:27:27	, totabi bate	00:00:00	10035642	B
14906	Mysuru Sorting L1U	NYSNSH_BGTMO_2300_MMS	30.03.2021	12:27:27		00:00:00	10035842	< → B
14908	Mysuru Sorting L1U	Schedule ID	30.03.2021	12:27:27		00:00:00	10035642	<,⊐В
14908	Mysuru Sorting L1U	Schedule ID	30.03.2021	12:27:27		00:00:00	10035642	S B
14906	Utspatched ro	Schedule ID	30.03.2021	12:27:27		00:00:00	10035642	S B

6. Bag Deletion

To delete a bag that is closed to a wrong destination.

- a. Start the transaction from the IPVS Main Screen.
- b. Click Bag Deletion label
- c. Scan The Bag ID which needs to be deleted ad click Delete.

K Bag ID EBK0001010214 deleted sucessfully
Bag Deletion
* Facility ID (SP21208000850 m) Mysuru NSH
Ball D

7. Deposit Bag Set Change

To Change the "To set" of the deposit Bag

- a. Start the transaction from the IPVS Main Screen.
- b. Click **DB Set Change label**
- c. Scan the Bag ID for which set need to be changed.
- d. Change the set to the correct set and click on Change button

Deposit Bag Set Modify
Bag Details
* Origin SP21308000850 Mysuru NSH Bag ID C From Set GEN1 To Set AFT1 V D Change Cancel D
1

8. Change Bag Status

To Change the bag status from "Received" to "Received at destination" ie., to open the bag at the received destination.

- a. Start the transaction from the IPVS Main Screen.
- b. Click Change Bag Status label.
- c. Scan the bag for which status need to be changed. Bag details will be displayed.
- d. Once the Update button is clicked, Bag ID status is changed successfully.

Change Bag Status	
Bag Details * Offlice ID SP21308000650 Mysuru NSH Set GEN1 Bag ID EBK0215445454 Update Cancel	<mark>, → c</mark>
D	

9. Unlock Bag ID

- To unlock the locked bag ID from other user.
- a. Start the transaction from the IPVS Main Screen.
- b. Click Unlock Bag ID.
- c. Scan the bag for which bag needs to be unlock.
- d. Once the Unlock button is clicked, Bag ID will be unlocked successfully.

Unlock Bag ID
Bag ID EBK0215445454

Article Miscellaneous

1. Set Article Priority

Transaction enables user to set a high priority flag to an article.

- a. Click **Set Article** Priority.
- b. Scan the article that needs to be flagged a priority article.
- c. Get populated with the scanned article details, click **Capture**.

Se	t Article	Priorit	У											
Artic	le Priority Detail	s												
* Off * Art	ice ID SP213080 icle ID	000650 Mysu	Iru NSH Set GI	EN1	В									
Sca	nned Article Deta	iils												
	Article No	Article Type	Booking FID	Insured Flag	Booking Date	Article Weight	From City	From Country	From Pincode	To City	To Country	To Pincode	Priority	
	EK748032987IN		Kamakerai S.O	1	20.07.2019	0,100	MYSURU	IN	570001	MYSURU	IN	571301		
(Ca	pture	_ (2											

2. Capture Article Damage

The transaction enables the user to report any damage to the article. Damaged article can be further transmitted through the network. If the article is damaged and held then it can't be transmitted further.

- a. Click Capture Article Damage.
- b. Enter or scan the **Article Id** that needs to be captured damaged.
- c. Click **Capture Damage**.
- d. Fill in the **Comments** field and Click on **Submit**.

Capture Artic	le Damage												
Damaged Article details													
* Office ID SP21308000650 * Article ID	0 Mysuru NSH Set G	EN1	в										
Article Scanned details													
Article No Artic	le Type Booking FID	Insured Flag	Booking Date	Book Off.Pincode	Article Weight	From City	From Country	From Pincode	To City	To Country	To Pincode	Priority	
EK748032973IN	Kamakerai S.O	V	20.07.2019	571443	0,080	MYSURU	IN	570001	MYSURU	IN	571122		
Capture Damage Da	amage and Hold J	Ţ	I C	Article Damage Damage * Comments * Weight & Submit	ed Articl	e Cap	ture	<	{]	,	D		

3. Article Barcode Change.

The transaction enables user to change the barcode of an article that is damaged.

- a. Click Article Barcode Change.
- b. Enter the **Article ID** that needs to be changed, Click **Fetch**.
- c. Enter the new Article ID in the New **Article ID** text Box and Click Change Bar Code.

Ai	ticle Bar	code Cl	hange												
Art	cle Barcode Detai	ils													
* Of * Ar * Ne	fice ID SP21 ticle ID EK74 w Article ID EK12	1308000650 48032973IN 20547899IN	Mysuru NSH So Fetch • Change	et GEN1		∎ B ■ C									
Art	cle Details														
	Article No	Insured Flag	Booking Date	Article Type	Booking FID	Book Off.Pincode	Article Weight	From City	From Country	From Pincode	To City	To Country	To Pincode	Priority	
	EK748032973IN	4	20.07.2019		Kamakerai S.O	571443	0,080	MYSURU	IN	570001	MYSURU	IN	571122		

4. Report Article Lost

The user can report any lost article.

a. Start the transaction from the IPVS main screen.

- b. Click **Report Article Lost**.
- c. Select **Consider Articles Available in Set** to fetch received articles in the set.
- d. Click **Fetch**, Scan or Select the article that needs to be reported as lost.
- e. Click **Remarks** and Fill in mandatory **Comments**.
- f. Click **Continue**.

Report Article Lost											
Lost Article Details											
* Office ID SP21308000650 Mysuru NSH Set GEN1		Lost Articl	e Remarks								
,								<u> </u>	_		
* Date: 🔳 30.03.2021 👘							\sim	-	L E		
Consider Articles Available in Set: 🗹 🦟 C											
		* Commer	ts								
		Continue		ancal	<u> </u>	-					
Details		Contande									
Article ID]				
View: [*[Standard View] Print Version Export _					24						
Article Number Facility ID Description Article Discrepancy Type Bag ID Remarks	Created By Cr	eated date	Created Time	Set Number	Print 🖻						
EK546546595IN Mysuru NSH	10035642 30.0	03.2021	10:49:55	GEN1							
EK546546804IN Mysuru NSH	10035642 30.	03.2021	12:43:05	GEN1							
EK546548618IN Mysuru NSH	10035642 30.0	03.2021	12:43:05	GEN1							
EK546546621IN Mysuru NSH	10035642 30.0	03.2021	12:43:05	GEN1							
EK548548635IN Mysuru NSH	10035642 30.0	03.2021	12:43:05	GEN1							
Remarks & Re-print											

5. Article Destination Pin Code Change

To change the article destination pin code.

- a. Start the transaction from the IPVS main screen.
- b. Click Article Destination Pin code Change.
- c. Enter or scan the article that has to be given a **new pin code**.
- d. Click **Fetch**, Enter the new destination pin code in the **New Destination Pin code** text box.
- e. Click Change Pin code.

Article Des	tination	Pincode	Change											
Article Number Input	:													
* Office ID SP. * Article Number EK	21308000650 060233489IN	Aysuru NSH Set C	BEN1		с									
Article Details														
Article No	Article Weight	Article Type	Booking FID	Insured Flag	Priority	Booking Date	From City	From Country	From Pincode	To City	To Country	To Pincode	-	
EK060233489IN	0,400	Inland Speed Post	Yelandur S.O			17.03.2021	CHAMARAJANAGARA	IN	571441	KALABURAGI	IN	585101		
* New Destination Pir	1code 585128	Cha	nge Pincode	<	⊐ E									

6. Article Type Modification

To add articles to already opened bag.

- a. Go to Article Miscellaneous Article Type Modification.
- b. Enter **Bag Number** and enter the **Article Number** to be modifying the Article Type.
- c. Select article type and give a Remark.
- d. Click on **Update**.

Modify Article Type	
Article Details	
Facility ID: SP21308000650 Mysuru NSH Beg ID RBK8006788475	
Article (RK835738898IN)	
Remarks: OK Update	

7. Alter an Opened Bag

To add articles to already opened bag.

- a. Go to Article Miscellaneous Altering an Opened Bag
- b. Enter **Bag Number** and enter the **Article Number** to be added and give a Remark.
- c. Click on **Save**. For more than 1 article, have to add the article one by one following the same procedure.

Altering an Open Bag - Adding an Article
Bag Details
* Office ID SP21308000650 Mysuru NSH Set GEN1 * Bag Number EBK2007201913 Opened by Use 10036642 Opened On 31.03.2021 BB
Add or Modify Article
* Artiole Numbe: EK546546868iN Type: SPEED POST Remarks:

Created on 29-04-2021