

***STANDARD OPERATING PROCEDURE***

***ON***

***IPVS – TRANSACTIONS AND MISCELLENEOUS***

***Index***

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

### India Post Visibility System – IPVS

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

The screenshot displays the main interface of the India Post Visibility System. The browser address bar indicates the URL: [http://btectv1.indiapostdev.gov.in:8000/sap/bc/webdynpro/sap/zwdipvs\\_main?sap-langu](http://btectv1.indiapostdev.gov.in:8000/sap/bc/webdynpro/sap/zwdipvs_main?sap-langu). The page title is "India Post Visibility System - Main Screen" and the user name is "10035642".

The main content area is organized into several sections:

- Transactions:** Includes links for Bags Receive, Bag Open, Bag Close, Bag Reopen, Bags Dispatch, Bags Dispatch\_Cancel, Insured Bag Verification, Insured Article Verification, Deposit Bag Close, Bulk Addressee Bag Dispatch, Bulk Addressee Bag Delivery Confirmation, and Bulk Addressee Article Return.
- Reports:** Includes links for 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, and Bags Missing Scans.
- Forms:** Includes links for Print Bags Receive Report, Print Bag Manifest, Print Bags Dispatch Report, and Print Mail List.
- Bag Miscellaneous:** Includes links for Capture Bag Damage, Report Bag Lost, Set Bag Priority, Bag Barcode Change, Capture Carrier Dispatch, Bag Deletion, DB Set Change, Change Bag Status, and Unlock Bag ID.
- Article Miscellaneous:** Includes links for 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, and Electronic Proof Of Delivery.
- Sort Programs:** Includes National Sort Programs.
- Due Mail Sort list:** Includes Dispatch Schedules, Receive Schedules, and Sort List.
- Master Data:** Includes IPVS Configuration.
- Tracking Information:** Includes Bag Tracking, Bag Tracking (3 Months), Article Tracking OER, and Article Tracking.

## 1. Bag Receive

- Select **Schedule ID** from box and Click on **Fetch** and Scan the Bag Number in the **Bag ID** field.
- 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.
- The bag will appear in **Scanned Bags** option.
- Enter all bags by the mentioned method and click **Receive** button or use shortcut **Ctrl+R** to receive all bags.
- Click on **OK** button by confirming the total number of bags received.

## 2. Bag Open

- 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.
- Use the **Save as Draft** option to temporarily save the scanned articles to perform some other task.
- Use the Clear **Save as Draft** option to delete the temporarily saved scanned articles data.
- Click on **Submit** or **Ctrl+S** to save the data permanently.
- If the articles data received virtually; Click **Perform QA**.
- Scan all the articles and Click **Submit** to save data.

## Virtual Bag

**Bag Open**

**Bag Details**

\* Office ID: SP21308000850      Mysuru NSH      Set: GEN1  
 \* Bag ID: EBK1006283836      [Bags ready to Open](#)  
 Source: Mamballi S.O      Created By: test103 user/23

Article Number:

**Expected Articles**

Bag ID / Article Number	Booking Office	Article type	Article Weight	To Pincode	Insured Flag	Priority

**Scanned Articles**

Bag ID / Article Number	Facility ID Description	Article type	Article/Bag Weight	To Pincode	Insured Flag	Priority	Bag Destination
EK402817305IN	Mamballi S.O	Inland Speed P...	0.375	673001	<input type="checkbox"/>	<input type="checkbox"/>	

Scanned Articles Count: 1    Total Articles: 1    Total Articles Weight: 0.375 Kgs

**Bag Open Operations**

## Legacy BAG

**Legacy Bag Open**

**Bag Details**

\* Office ID: SP21308000850      Mysuru NSH  
 \* Bag ID: EBK0214587985  
 Bag received from: Arsikere NSH      SP21350000851  
 \* Article Type: SPEED POST INSURED  
 Article Number:

**Article Details**

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		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
EK546546581IN	SPEED POST	0.000		<input type="checkbox"/>	<input type="checkbox"/>		

Scanned Articles Count: 2

### 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  Mysuru NSH

\* Destination  Pincode  ← **A**

\* Bag Type  ← **B**

**Bag Close**

**Bag Details**

Destination  Origin  Bag Type  Set

Destination Pincode

Article Number

**Expected Article Details**

Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode	Article Weight
EK548548595IN	Inland Speed Post	<input checked="" type="checkbox"/>	<input type="checkbox"/>		0.000

**Scanned Article Details**

Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode	Article Weight
EK548548581IN	Inland Speed Post	<input type="checkbox"/>	<input type="checkbox"/>		0.000

Article Count 1 Bag Count 0 Total Articles Weight Kgs

**Bag Close Operations**

← **C**

4. **Bag Re-Open**(To re-open a closed bag)

- Click on **Transactions Bag Re-Open**
- 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**.

**Bag Reopen**

**Bag Details**

\* Office ID  Mysuru NSH Set

\* Bag ID  Bag Type

Destination

Article Number   ← **B**

**Expected Articles**

Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode
EK548548595IN	Inland Speed Post	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**Scanned Articles**

Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode
EK548548581IN	Inland Speed Post	<input type="checkbox"/>	<input type="checkbox"/>	

Article Count 1 Bag Count 0 Total Articles Weight

**Bag Close Operations**

← **B**

## 5. Bags Dispatch

- Click on **Transactions Bags Dispatch**
- Select the **Schedule ID**, The bags closed for the selected schedule will appear on **Ready for Dispatch** window.
- 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.

**Bags Dispatch**

Dispatch Header Details

\* Office ID: SP21308000850 Mysuru NSH Set: GEN1  
 \* Schedule ID: MYSNSH\_BGTMO\_2300\_MMS ZMMS 23:00  
 Dispatched To: Mysuru Sorting L1U,Bengaluru City TMO  
 Bag ID: \_\_\_\_\_ Weight: \_\_\_\_\_ Kgs

Ready for Dispatch

Dispatched To	Bag ID	Bag Type	Delivery Type	Bag Closed From	Bag Closed To	Priority

Scanned Bags

Dispatched To	Bag ID	Bag Type	Delivery Type	Bag Closed From	Bag Closed To	Bag Weight	Priority
Mysuru Sorting L1U	EBK0213599785	Speed post		Mysuru NSH	Bengaluru NSH	1,000	<input type="checkbox"/>

Count 1 Weight 1,000 Kgs

Dispatch Operations

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

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

**Bags Dispatch Cancel**

Header Details

\* Office ID: SP21308000850 Mysuru NSH Set: GEN1  
 Mail List ID: 0  
 Bag ID: \_\_\_\_\_  
  
 Cancel Reason: Schedule Missed Remarks: Cancelled

Bag Details

#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	EBK0213599785	30.03.2021	Speed post		Mysuru NSH	Bengaluru NSH	1,000

Bag Count 1

Dispatch 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.**

**Insured Bag Verification**

**Input Data**

Office ID: PH21150000761 Bengaluru Parcel Hub Set: GEN2

Pending for Verification  On Hold **B**

**Bag Details**

Bag Number:  **C**

Bag ID	Bag Type	Delivery Type	Bag Closed From	Bag Closed To	Priority
CB80003979640	Insured Parcel	Non Town Delivery	Patna PH	Bengaluru Parcel Hub	
CB80003980804	Insured Parcel		Patna PH	Bengaluru Parcel Hub	
CB80003984135	Insured Parcel		Patna PH	Bengaluru Parcel Hub	
CB10005855684	Insured Parcel		Indore PH	Bengaluru Parcel Hub	
CBK0003827431			Doorvaninagar S.O		
CBK3002710749	Insured Parcel	Town Delivery	Gudibanda S.O (Kolar)	Bengaluru Parcel Hub	
CBK50054028048	Insured Parcel	Non Town Delivery	ROBERTSONPET MDG	Bengaluru Parcel Hub	
CBK5006086705	Insured Parcel	Town Delivery	Rajajinagar IVth Block S.O	Bengaluru Parcel Hub	
CBK5006086730	Insured Parcel	Town Delivery	Rajajinagar IVth Block S.O	Chikkabanavara S.O	
CBK5006086762	Insured Parcel	Town Delivery	Rajajinagar IVth Block S.O	Bengaluru Parcel Hub	

Count: 1165

**Insured Bag Operations**

**D**

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.

**Insured Article Verification**

**Input Data**

Office ID: SP21308000650 Mysuru NSH Set: GEN1

Receive Verification  Close Verification  On Hold **B**

**Article Details**

Article Number:  **B**

Article Number	Article Type	Facility ID Description	Booking Date	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	EBK0214587965	10038642						

Count: 1

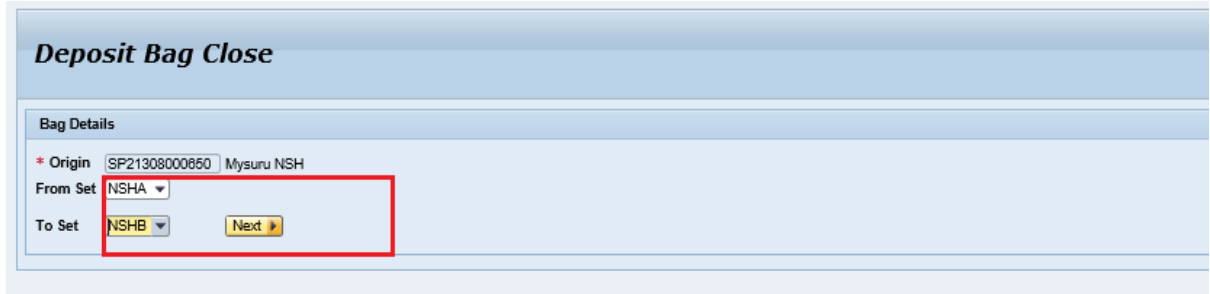
**Insured Article Operations**

**C**



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

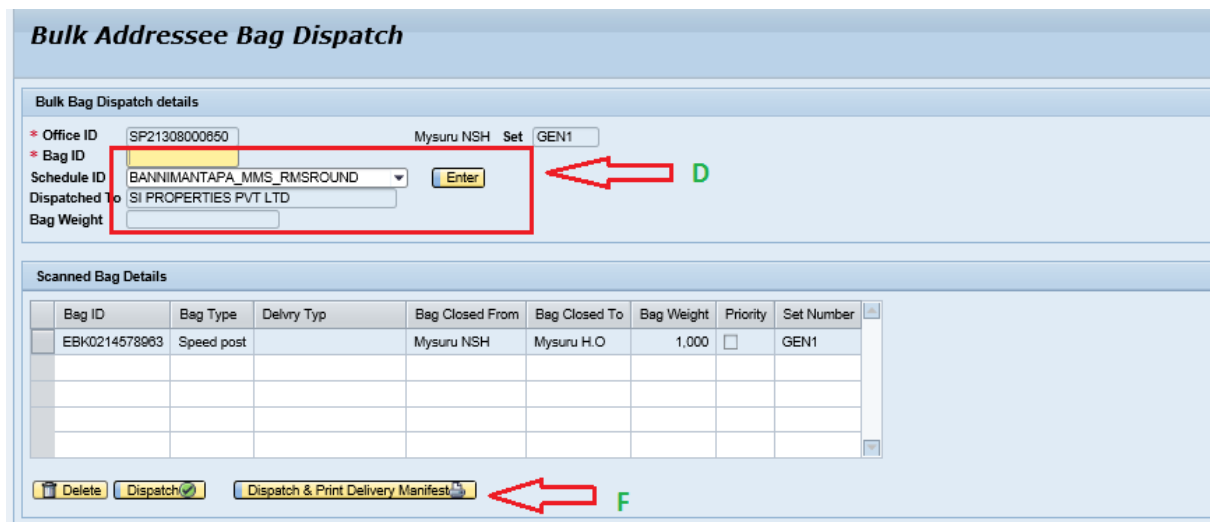
- a. Select **From Set** and **To Set** and click **Next**.
- b. Scan **Article Number** one by one and Click **Enter**.
- c. Click on **Finish** button to save the details.
- d. Transfer these Deposit Bags to concerned SET at the time of Set Closure.



### 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.



### 11. Bulk Addressee Bag Delivery Confirmation

To confirm the bulk bag delivery to the customer.

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

### 12. Bulk Addressee Article Return

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

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

## 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.

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

**Capture Bag Damage**

Damaged Bag details

\* Office ID: SP21308000950 | Mysuru NSH | Set: GEN1

\* Bag ID:   **B**

Scanned Bag Details

Bag ID	Bag Type	Delvry Type	Bag Closed From	Bag Closed To	Bag Weight	Priority	Set Number
EBK1008283836	Speed post	Non-Town Delivery	Mamballi S.O	Mysuru NSH	1.000	<input type="checkbox"/>	GEN1

**C**

**Bag Damaged**

**Damaged Bag Capture**

\* Comments:

\* Weight:

**D**

#### 2. Report Bag Lost

To report lost bag.

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

**Report Bag Lost**

Lost Bag Details

\* Office ID: SP21308000950 | Mysuru NSH | Set: GEN1

**B**

Details

Bag ID:

View: [Standard View] | Export

Mail List ID	Bag ID	Dispatch Schedule ID	Dispatch Weight	Dispatched Date	Dispatched Time	Set Number	Dispatched From	Dispatched To	Dispatched By
1830	CBK0829007890	MYS-SHARATH-MYS	0.000	17.07.2019	21:05:29		Mysuru H.O	Mysuru NSH	radhika A
1591	CBK0102021988	MYS-SHARATH-MYS	0.000	26.11.2018	15:08:06		Ittigegud S.O	Mysuru NSH	shiva kumar
1743	EBK0223201700	MMS_NSHPH_1	0.000	23.02.2017	18:39:48		Mysuru South S.O	Mysuru NSH	DARSHAN A
1669	EBK1802201799	MMS_NSHPH_1	0.000	18.02.2017	17:32:16		Mysuru South S.O	Mysuru NSH	AMITH A
1872	RBK7865348235	MYS-SHARATH-MYS	0.000	28.08.2019	12:33:17		Mysuru South S.O	Mysuru NSH	SAMPOORNA .
1883	CBK0302199210	MYS-SHARATH-MYS	0.000	22.02.2019	10:47:45		Mysuru South S.O	Mysuru NSH	SAMPOORNA .
1859	RBK2002201803	MYS-SHARATH-MYS	0.000	20.02.2019	15:44:38		Mysuru South S.O	Mysuru NSH	SAMPOORNA .
1858	RBK2002201802	MYS-SHARATH-MYS	0.000	20.02.2019	15:38:56		Mysuru South S.O	Mysuru NSH	SAMPOORNA .
1823	RBK0302191301	MYS-SHARATH-MYS	0.000	12.01.2018	14:34:14		Mysuru South S.O	Mysuru NSH	SAMPOORNA .
1883	RBK0302199810	MYS-SHARATH-MYS	0.000	22.02.2019	10:47:45		Mysuru South S.O	Mysuru NSH	SAMPOORNA .

**C**

**Lost Bag Remarks**

\* Comments:

**D**

### 3. Set Bag Priority.

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

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

**Set Bag Priority**

Bag Priority Details

\* Office ID SP21308000650 Mysuru NSH Set GEN1

\* Bag ID   **B**

Scanned Bag details

Bag ID	Bag Type Description	Delvry Typ	Bag Closed From	Bag Closed To	Bag Weight	Priority	Set Number
EBK0214578964	Speed post		Mysuru NSH	Bengaluru NSH	1.000	<input type="checkbox"/>	GEN1

**D**

### 4. Bag Barcode Change

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

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

**Bag Barcode Change**

Bag Barcode Details

Office ID SP21308000650 Mysuru NSH Set GEN1

Bag ID EBK1008232791  **B**

New Bag ID   **C**

Bag Details

Bag ID	Bag Type	Delvry Typ	Bag Closed From	Bag Closed To	Priority	Bag Weight	Set Number
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View: [Standard View] Print Version Export

Bag Item	Article Type	Insured Flag	Priority
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### 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.

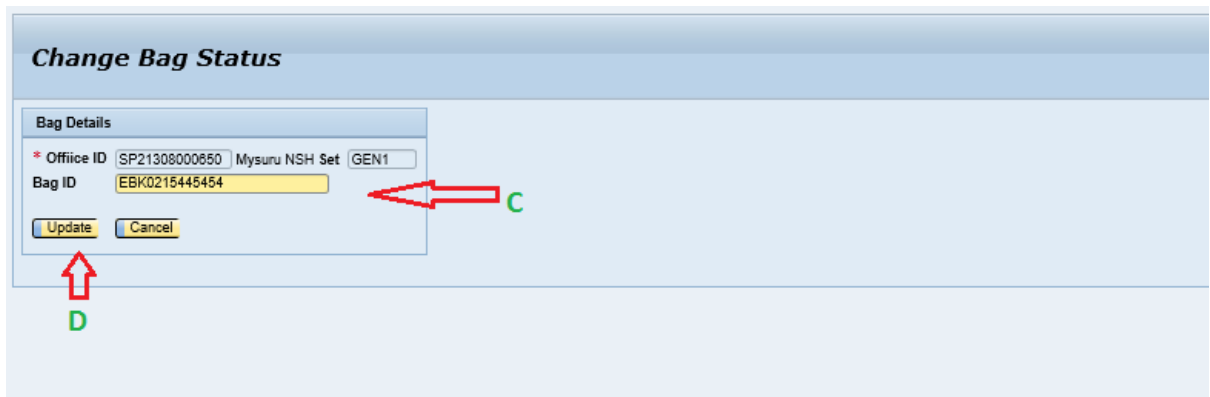
- Click **Capture Carrier Dispatch and Enter**.
- Select the **Schedule ID** for which the actual date and actual time are to be recorded
- Click **Capture**.



### 8. Change Bag Status

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

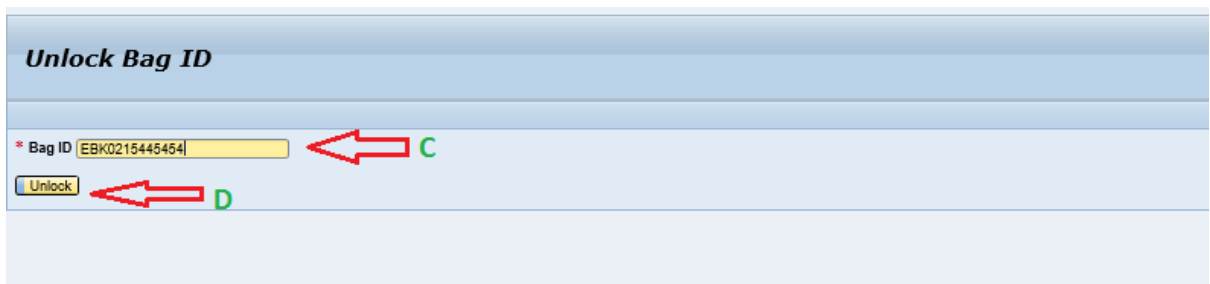
- a. Start the transaction from the IPVS Main Screen.
- b. Click **Change Bag Status** label.
- c. Scan the bag for which status need to be changed. Bag details will be displayed.
- d. Once the Update button is clicked, Bag ID status is changed successfully.



### 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.

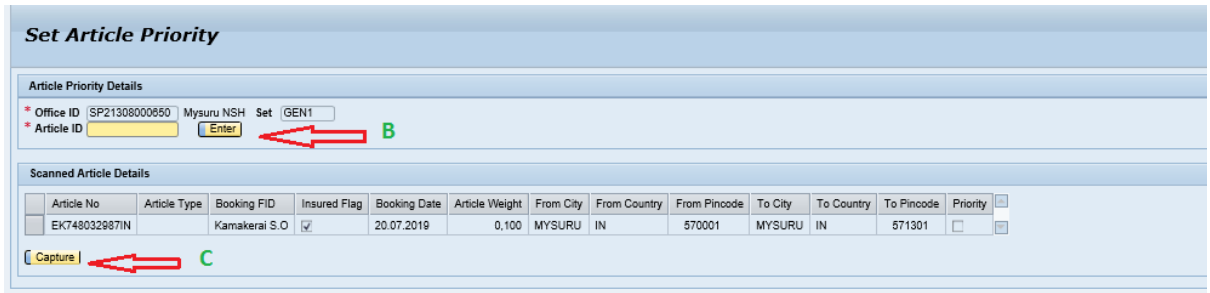


Article Miscellaneous

1. Set Article Priority

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

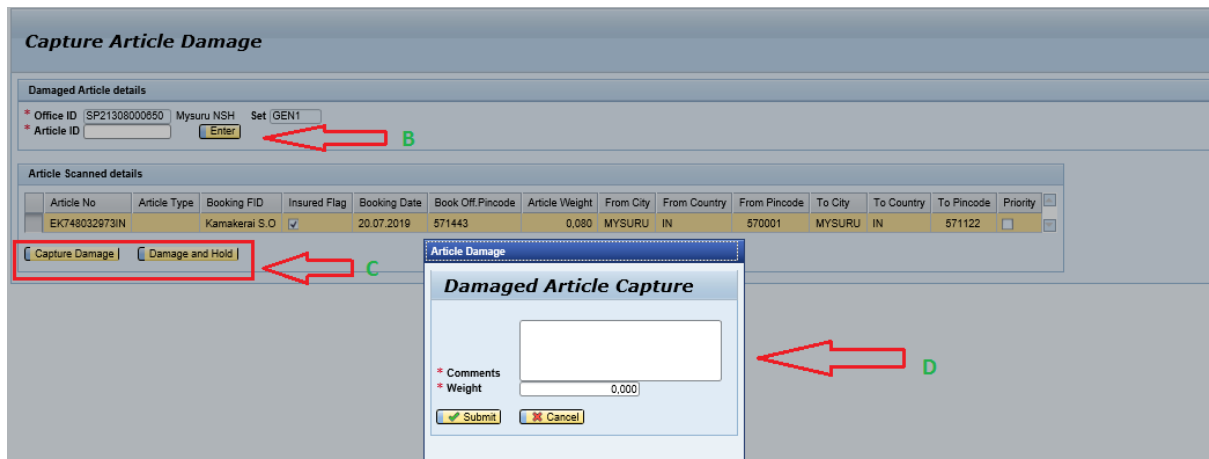
- a. Click **Set Article Priority**.
- b. Scan the article that needs to be flagged a priority article.
- c. Get populated with the scanned article details, click **Capture**.



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**.



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**.

**Article Barcode Change**

Article Barcode Details

\* Office ID  Mysuru NSH Set GEN1

\* Article ID   **B**

\* New Article ID   **C**

Article 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	<input checked="" type="checkbox"/>	20.07.2019		Kamakeral S.O	571443	0.080	MYSURU	IN	570001	MYSURU	IN	571122	<input type="checkbox"/>

#### 4. Report Article Lost

The user can report any lost article.

- Start the transaction from the IPVS main screen.
- Click **Report Article Lost**.
- Select **Consider Articles Available in Set** to fetch received articles in the set.
- Click **Fetch**, Scan or Select the article that needs to be reported as lost.
- Click **Remarks** and Fill in mandatory **Comments**.
- Click **Continue**.

**Report Article Lost**

Lost Article Details

\* Office ID  Mysuru NSH Set GEN1

\* Date:  **C**

Consider Articles Available in Set  **D**

**D**

Details

Article ID

View:  Print Version Export

Article Number	Facility ID Description	Article Discrepancy Type	Bag ID	Remarks	Created By	Created date	Created Time	Set Number	Print
EK546546595IN	Mysuru NSH				10035642	30.03.2021	10:49:55	GEN1	<input type="checkbox"/>
EK546546604IN	Mysuru NSH				10035642	30.03.2021	12:43:05	GEN1	<input type="checkbox"/>
EK546546618IN	Mysuru NSH				10035642	30.03.2021	12:43:05	GEN1	<input type="checkbox"/>
EK546546621IN	Mysuru NSH				10035642	30.03.2021	12:43:05	GEN1	<input type="checkbox"/>
EK546546635IN	Mysuru NSH				10035642	30.03.2021	12:43:05	GEN1	<input type="checkbox"/>

**E**

**Lost Article Remarks**

\* Comments

**F**

#### 5. Article Destination Pin Code Change

To change the article destination pin code.

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



**Article Destination Pincode Change**

Article Number Input

\* Office ID: SP21308000850 Mysuru NSH Set GEN1  
 \* Article Number: EK090233480IN  **C**

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
EK090233480IN	0.400	Inland Speed Post	Yelandur S O	<input type="checkbox"/>		17.03.2021	CHAMARAJANAGARA	IN	571441	KALABURAGI	IN	585101 <b>D</b>

\* New Destination Pincode: 585128  **E**

## 6. Article Type Modification

To add articles to already opened bag.

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

**Modify Article Type**

Article Details

\* Facility ID: SP21308000850 Mysuru NSH

\* Bag ID: RK8006788475 **B**

Article: RK835738898IN  **C**

Article Type: REGISTERED POST **C**

Remarks: OK  **D**

## 7. Alter an Opened Bag

To add articles to already opened bag.

- Go to **Article Miscellaneous Altering an Opened Bag**
- Enter **Bag Number** and enter the **Article Number** to be added and give a Remark.
- 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: SP21308000850 Mysuru NSH Set GEN1

\* Bag Number: EBK2007201913 **B**

Opened by User: 10036642

Opened On: 31.03.2021

Add or Modify Article

\* Article Number: EK546546668IN Type: SPEED POST

Remarks:

**C**

Created on 29-04-2021