Schedule Creation

- 1. Login to TM system.
- 2. Enter Tcode NWBC.SAPGUI screen will open up and select NWBC again over there.
- 3. Now Click on "ZS:TMS TRANSPORTATION MGR 2" then go to Master data tab.
- 4. Select create schedules.
- 5. A new screen appears.
- 6. Enter appropriate schedule type

ZAIR- Air Flight Schedule ZFTS- Foot Schedule ZMMS-MMS Schedule ZOTH-Other Schedule ZRMS-Rail Schedule ZRTC-RTC Schedule press Enter

New	
🧭 Continue	
Schedule Ty	pe: ZMMS D ZMMS MMS Schedules, S More Values (F4)

7. Maintain the following Fields:

<u>General Data Tab:</u>

a. <u>Schedule</u>: Combination of Source Destination locations and Departure Time suffixed by Schedule Type.

Source_Destination_DepartureTime(HHMM)_MMS Ex: BLR_Chennai_2130_MMS.

- b. <u>Description:</u> Details of the Schedule, ex:-Bangalore Chennai MMS Schedule 2130
- c. Valid From: Date and Time: Validity of Schedule
- d. Valid To: Date and Time: Validity of Schedule
- e. <u>Carrier</u>

New MMS Schedule			
🔛 Save 💥 Cancel 🥢 Edit 🛅 🖌 🎁			E 24
Schedule Data		Capacity	
Schedule:	MYNSH_CNR_1600_MMS	Weight:	
Description:	Mysore NSH to Chamrajnagar MMS at 1600	Volume:	
Valid From:	29.11.2019 🔯 00:00:00 INDIA	Pieces:	
Valid To:	28.11.2021 × 🔯 00:00:00 INDIA	Pieces 2:	
Туре:	ZMMS MMS Schedule		
Shipping Type:	đ	Administrative Data	
Transportation Mode:	Z1 DoP Mode	Changed By:	
Means of Transport:	C C	Changed On:	
Transportation Group:	٥	Created By:	
Deletion Flag:		Created On:	
Carrier Data		User data	
Carrier:		Payment made by Office:	
SCAC:	٥	Amount:	

8. <u>Standard Stop Sequence Tab:</u>

- a. Click "Create" and Enter the Location Facility Code in field "Location". Or you can search and add by Clicking on F4.
- b. Enter the distance between the two locations in field "Distance".
- c. Enter the Transit Duration and Length of Stay between the two locations.

-	Standard Stop	o Sequence										
c	reate 🗍 🗊											2,
Ð	Sequence	Location	Location Address	Transit Duration (Days)	Transit Duration (Hours)	Transit Duration (Minutes)	Distance	Distance Unit of M	Length of Stay (Length of Stay (Hours)	Length of Stay (Minutes)	1
	10	SP21308000650	Mysuru NSH / / 570001 Mysuru-Mysuru	0	1	0	40,000	KM				
	20	PO21309101000	Bannur S.O / / 571101 Mysuru-Mysuru	0	0	45	35,000	KM	0	0	10	
	30	PO21309115000	T Narasipura S.O / / 571124 Mysuru-Mysuru	0	0	30	25,000	KM	0	0	10	
	40	PO21309114000	Santhemaranahalli S.O / / 571115 Chamrajn	0	0	20	10,000	KM	0	0	15	
	50	PO21309102000	Chamarajanagara S.O / / 571313 Chamrajn	0	0	35	15,000	KM	0	0	10	
	60	PO21309118000	Yelandur S.O / / 571441 Chamrajnagar-Cha	0	1	0	45,000	KM	0	0	10	
	70	SP21308000650	Mysuru NSH / / 570001 Mysuru-Mysuru									1
	70	SP21308000650	Mysuru NSH / / 570001 Mysuru-Mysuru									

9. <u>Departures (Departure Rule) Tab:</u>

- a. On Departure Tab (Departure rule), Click "Create" Button. The Stage will automatically appear in Departure Tab.
- b. Check mark the Days on which schedule is operational.

▼ De	Departures (1) Departures (0)											
	↓ ↓↑ Create 1 Auto Fill Times: Yes	G	enerate Departures J		. Manadau	Turndari	Madaaad	Thursday	Friday	Octorio	Quarters	1
	 SP21308000650 - SP21308000650 	Rule 1	y of validity 19	28.11.2021	Monday	Tuesday ✓	vvednesd	Thursday	Filday	Saturday	Sunday	Factory
	 SP21308000650 - PO21309101000 		19	26.11.2021	1	4	4	1	4	1		
	 PO21309101000 - PO21309115000 		19	26.11.2021	4	4	4	4	4	4		
	 PO21309115000 - PO21309114000 		19	28.11.2021	1	1	4	1	4	4		
			•									

c. Maintain the Departure Time and click on Enter: this will automatically update the Arrival Time based on the Transit Duration.

▼ Departures															
Departure Rules (1) Departures (0)	Departure Rules (1) Departures (0)														
▶↓ ▶↑ Create 🍵 Auto Fill Times: Yes	v G	Generate D	Departures 🖌									8,			
To Stage	Rule	[:] riday	Saturday	Sunday	Factory	. Departure Time	Departure Time Zo	Arrival Offset (Days)	Arrival Time	Arrival Time Zone	Source Location				
SP21308000650 - SP21308000650	1	1	1			16:00:00	IN DIA	C	21:05:00	INDIA	SP21308000650	-			
 SP21308000650 - PO21309101000 		4	4			16:00:00	IN DIA	0	17:00:00	INDIA	SP21308000850				
PO21309101000 - PO21309115000		1	4			0 17:10:00	IN <mark>DIA</mark>	0	17:55:00	INDIA	PO21309101000				
PO21309115000 - PO21309114000		1	4			0 18:05:00	IN DIA	0	18:35:00	INDIA	PO21309115000				
		4				-						Þ			

Creating Departure:

d. Select the Stage on Departure Tab and click and then Select Validity Period Option:

▼ Departures													
Departure Rules (1) Departures (0)	Departure Rules (1) Departures (0)												
▶↓ ▶↑ Create 🗊 Auto Fill Times: Yes 👻 Generate Departures .													
The Stage	Rule	For Validit	y Period	inday	Factory		Departure Time	Departure Time Zo	Arrival Offset (Days)	Arrival Time			
SP21308000850 - SP21308000850		For Specif	ic Time Period				16:00:00	INDIA	0	21:05:00			
 SP21308000650 - PO21309101000 	 SP21308000650 - PO21309101000 							INDIA	0	17:00:00			
 PO21309101000 - PO21309115000 		1	4			0	17:10:00	INDIA	0	17:55:00			
 PO21309115000 - PO21309114000 		1	4			0	18:05:00	INDIA	0	18:35:00			

e. This will automatically create departures for all the valid period of schedule. Departures Created can be viewed on Departures (Departures)Tab:

Create																
Date	Time	Time Zone	Means of	Transport Ru	le V	Veight		W	/eight U	Volume	Volume Uo	м	Pieces	Pieces Unit of	Measure	Pieces 2
30.11.2019	16:00:00	INDIA		6	~											
02.12.2019	16:00:00	INDIA		6	~											
03.12.2019	16:00:00	INDIA		6	~											
04.12.2019	16:00:00	INDIA		E	~											
05.12.2019	16:00:00	INDIA		[1											
tual Stop Seq	uence															
Create 🧊																
u. Locati.	Location A	Transit Duration (D	Transit Duration (H	Transit Duration (M	De	De	Arr	Arr	Di	Dist. UoM	Ca.	Са	Av Av			
10 SP2130	080 Mysuru NS	0	1	0	29.11.2	16:00:0			40,000	KIM	29.1	1.2 00:00:0				
20 PO213	091 Bannur S.O	0	0	45	29.11.2	17:10:0	29.11.	2 17:00:0	35,000	KM	29.1	1.2 00:00:0 3	0.11.2 00:00:0			
30 PO213	091 T Narasipur	0	0	30	29.11.2	18:05:0	29.11.	2 17:55:0	25,000	KIM	29.1	1.2 00:00:0 3	0.11.2 00:00:0			
					20.11.2	18-50-0	29.11	2 18:35:0	10.000	KM	29.1	1.2 00:00:0 3	0.11.2 00:00:0			
40 PO213	091 Santhemar	0	0	20	20.11.2											

f. Click to save the Schedule.

Save (Ctrl+S) hedule MYNSH_CNR_16	00_MMS	
🔚 Save 🔰 Cancel 🥢 Edit 🗈 🖌 🗍		
No Mososgool - Display Message Log		
▼ General Data		
Schedule Data		Capacity
Schedule:	MYNSH_CNR_1600_MMS	
Description:	Mysore NSH to Chamrajnagar MMS at 1800	
Valid From:	29.11.2019 🔯 00:00:00 INDIA	
Valid To:	28.11.2021 🔯 00:00:00 INDIA	

Modify/Edit Schedule:

1. Carry the same step of schedule Creation till Sl No: 3, then Select Edit schedules.

SAP Easy Access - User Menu for TESTCEPT13	
[🧟 🔄 👌 🏂 🏂 🥒 🔻 🔺	
Favorites Schedules -> Carrier Schedule -> Create Carrier Schedule Schedules -> Carrier Schedule -> Edit Carrier Schedule Schedules -> Carrier Schedule -> Display Carrier Schedule O Schedules -> Carrier Schedule -> Display Carrier Schedule -> Carrier Schedule -> Display Carrier Schedule O Schedules -> Carrier Schedule -> Display Carrier S	

- 2. A new screen appears.
- 3. Enter appropriate schedule ID.

Continue		
Continue		
	* Schedule: MYNSH_CNR_1600_ ×	

4. Maintain the following Fields:

<u>General Data Tab:</u>

- a. Schedule: Which is Read only cannot be editable.
- b. Description: Details of the Schedule, ex:-Bangalore Chennai MMS Schedule 2130

- c. Valid From: Date and Time: Make sure that from date should be Present date
- d. Valid To: Date and Time: Validity of Schedule should not be more than 2 Years.

▼ General Data					
Schedule Data			Capacity		
Schedule:	MYNSH_CNR_1600_MMS			Weight:	
Description:	Mysore NSH to Chamrajnagar MMS at 1600			Volume:	
Valid From:	05.12.2019 × 🖻 00:00:00 IN	NDIA		Pieces:	
Valid To:	28.11.2021 🛅 00:00:00 IN	NDIA		Pieces 2:	
Type:	ZMMS MMS Schedule				
Shipping Type:	0		Administrative Data		
Transportation Mode:	Z1 DoP Mode			Changed By:	TESTCEPT13
Means of Transport:	0			Changed On:	29.11.2019 14:49:22

Standard Stop Sequence Tab:

- a. Stop sequence is read only.
- b. To modify the stop sequence, delete the departures and Departure Rules in Departures Tab.

Standard Stop Sequence	andard Stop Sequence											
Create 1												
Sequence Location Loc	cation Address		Transit Duration (Days)	Transit Dura	tion (Hours)	Transit Dura	ation (Minutes)	Distance	Dist	ance Unit of N	1	th of Stay (
10 SP21308000650 My	suru NSH / / 570001 N	lysuru-Mysuru	(1			0 40.	000 KM			
20 PO21309101000 Ba	nnur S.O / / 571101 M	ysuru-Mysuru	c		0		4	5 35,	000 KM			
30 PO21309115000 T N	Narasipura S.O / / 5711	24 Mysuru-Mysuru	C		0		3	0 25	000 KM			
40 PO21309114000 Sat	nthemaranahalli S.O /	/ 571115 Chamrajn	c		0		2	0 10.	000 KM			
50 PO21309102000 Ch	amarajanagara S.O / /	571313 Chamrajn	C		5 15.	000 KM						
60 PO21309118000 Yel	landur S.O / / 571441 (Chamrajnagar-Cha	c		1			0 45.	000 KM			
70 SP21308000650 My	suru NSH / / 570001 N	lysuru-Mysuru										
											_	
▼ Departures												
Departure Rule Delete eparture	es (625)											
▶↓ ▶↑ Create 🗍 Auto Fill	Times: Yes 🔻 Ge	enerate Departures 🖌										
To Stage	Rule	First Day of Validity	Last Day of Val	idity	Monday	Tuesday	Wednesd	Thursday	Friday	Saturday	Sunday	Factory
 SP21308000650 - SP2130800065 	50 1	29.11.2019	28.11.2021		V	✓	 ✓ 	V	V	✓		
 SP21308000650 - PO2130910 	01000	29.11.2019	26.11.2021		\checkmark	1	4	1	\checkmark	\checkmark		
 PO21309101000 - PO2130911 	 PO21309101000 - PO21309115000 29.11.2019 				1	1	1	\checkmark	\checkmark	1		
 PO21309115000 - PO2130911 	14000	29.11.2019	26.11.2021		1	1	1	1	\checkmark	1		
 PO21309115000 - PO2130911 	14000	29.11.2019	26.11.2021		\checkmark	\checkmark	1	\checkmark	\checkmark	\checkmark		

- c. Modify the stop sequence, by adding the Location Facility Code in field "Location". Or you can search and add by Clicking on F4.
- d. Following action can be performed for the stop sequences already created.
 - i. New stop sequence can be inserted by clicking Create Icon.
 - ii. Unwanted stop sequence can be deleted by delete Icon.
 - iii. Additional stop sequence between two intermediate stop sequences can be inserted by entering the 'Sequence 'number as 15, 25 etc..
- e. Enter the distance between the two locations in field "Distance".
- f. Enter the Transit Duration and Length of Stay between the two locations.

	standard st	op sequence												
C	ireate 🗊													2p
Ē	Sequence	Location	Location Address	Tran	sit Duration (Days)	Transit Duration (Hours)	Tra	ansit Duration (Minutes)	Distance	Distance Unit of M	Length of Stay (Length of Stay (Hours)	Leng	łh c
	1	SP21308000650	Mysuru NSH / / 570001 Mysuru-Mysuru		0	1		0	40,000	KM				-
	2	0 1 02 1008 10 1000	Dannur 3.077971101 Mysuru-Wysuru		0	0	r		00,000	10M	•	•	7	
	2	5 SP21308000650	Mysuru NSH / / 570001 Mysuru-Mysuru		0	0		55 X	45	KM	0	0		
	3	PO21309115000	T Narasipura S.O / / 571124 Mysuru-Mysuru		0	0		30	25.000	KM	0	0		
	4	PO21309114000	Santhemaranahalli S.O / / 571115 Chamrajn		0	0		20	10,000	KM	0	0		
	5	PO21309102000	Chamarajanagara S.O / / 571313 Chamrajn		0	0		35	15,000	KM	0	0		
	6	PO21309118000	Yelandur S.O / / 571441 Chamrajnagar-Cha											
	1													•
-														

Departures (Departure Rule) Tab:

- a. On Departure Tab (Departure rule), Click "Create" Button. The Stage will automatically appear in Departure Tab.
- b. Check mark the Days on which schedule is operational.

▼ Departures													
Departure Rules (1) Departures (0)													
▶↓ ▶↑ Create 🗇 Auto Fill Times: Ves 💌 Generate Departures ∡													
To Stage	y of Validity	Last Day of Validity		Monday	Tuesday	Wednesd	Thursday	Friday	Saturday	Sunday	Factory		
 SP21308000650 - SP21308000650 	1	19	28.11.2021		1	1	1	1	1	1			
 SP21308000650 - PO21309101000 		19	28.11.2021		1	1	4	1	1	1			
 PO21309101000 - PO21309115000 		19	28.11.2021		1	1	4	1	1	4			
 PO21309115000 - PO21309114000 		19	28.11.2021		1	1	4	1	1	4			
		4										1	

c. Maintain the Departure Time and click on Enter: this will automatically update the Arrival Time based on the Transit Duration.

▼ Departures													
Departure Rules (1) Departures (0)													
▶↓ ▶↑ Create 👘 Auto Fill Times: Yes 💌 Generate Departures ⊿													
To Stage	Rule	riday	Saturday	Sunday	Factory		Departure Time	Departure Time Zo	Arrival Offset (Days)	Arrival Time	Arrival Time Zone	Source Location	
 SP21308000650 - SP21308000650 	1	\checkmark	4				16:00:00	IN DIA		0 21:05:00	INDIA	SP21308000650	-
 SP21308000650 - PO21309101000 		1	4				16:00:00	IN DIA	(0 17:00:00	INDIA	SP21308000850	
 PO21309101000 - PO21309115000 		V	4				17:10:00	IN DIA	(0 17:55:00	INDIA	PO21309101000	
 PO21309115000 - PO21309114000 		V	4				18:05:00	IN DIA	(0 18:35:00	INDIA	PO21309115000	-
		4											Þ

Creating Departure:

a. Select the Stage on Departure Tab and click and then Select Validity Period Option:

	r Departures												
Departure Rules (1) Departures (0)													
	▶↓ ▶↑ Create 🍵 Auto Fill Times: Yes	•	Generate D	Generate Departures 🖌									
1	🛅 Stage	Rule	For Validity Period		inday	Factory		Departure Time	Departure Time Zo	Arrival Offset (Days)	Arrival Time		
	 SP21308000650 - SP21308000650 		For Specif	ic Time Period				16:00:00	INDIA	C	21:05:00		
	 SP21308000650 - PO21309101000 		1	4				16:00:00	INDIA	0	17:00:00		
	 PO21309101000 - PO21309115000 		1	4			0	17:10:00	INDIA	0	17:55:00		
	 PO21309115000 - PO21309114000 		1	1			0	18:05:00	INDIA	0	18:35:00		
			4										

b. Click to save the Schedule.

Save (Ctrl+S) hedule MYNSH_CNR_1600_MMS	
🔚 Save 🔉 Cancel 🖉 Edit 🖺 🖌 🗊	
Ale Meesagee - Display Message Log	
- General Data	
General Data	
Schedule Data	Capacity
Schedule: MYNSH_CNR_16	300_MMS 🗇
Description: Mysore NSH to Cl	hamrajnagar MMS at 1600
Valid From: 29.11.2019	100:00:00 INDIA
Valid To: 28.11.2021	00:00:00 INDIA

Schedule Deletion in PTM:

- a. Carry the same step of schedule Creation till Sl No: 3, then Select Edit schedules.
- b. Select Edit schedules.

b. Select Edit schedules.	
SAP Easy Access - User Menu for TESTCEPT13	
G 🔄 👌 📩 📩 🖉 🗠 🔺	
 Favorites Schedules -> Carrier Schedule -> Create Carrier Schedule Schedules -> Carrier Schedule -> Edit Carrier Schedule Schedules -> Carrier Schedule -> Display Carrier Schedule -> Display Carrier Schedule Schedules -> Carrier Schedule -> Display Carrier Schedule -> Display	
c. A new screen appears.	
Continue Continue * Schedule: MYNSH_CNR_1600 ×	

e. Click on Delete

Edit MMS Schedule SDNAGAR_GHY_LETTER											
🔚 Save 🗶 Cancel 🥢 Edit 🗈 🖌 🎁											
▼ General Data											
Schedule Data	Capacity										
Schedule:	SDNAGAR_GHY_LETTER										
Description:	SDNAGAR_GHY_LETTER										

f. Schedule got deleted in PTM.

Pulling of Schedules from TM to ECP

1. Go To T-code ZMOSCHDWNLD in SAP ECP

Download Schedules from	n TMS		
P			
Schedule ID		to	
✓ Display log			

2. Enter Schedule ID that is created in SAP PTM, Select Display LOG and Execute.

Download S	Schedules from TMS
Download Schedul	es from TMS
Schedule data do	wnloaded successfully

Schedule Deletion in ECP:

The schedule deleted in PTM is to be downloaded to ECP for effecting deletion in ECP. During Download system will check the schedule in PTM, if schedule is available it will download else deletion of schedule will be effected in ECP.

Download Schedules from TMS
Download Schedules from TMS
No Schedule data to download

Schedule Maintenance:

- a. Navigate to IPVS main screen. Tcode: ZMOIPVS
- b. Click Dispatch Schedule option under Due Mail Sort List.
- c. Select the schedule which is required to be maintained.
- d. Select the **Bag type** that is allowed in the schedule from the dropdown.
- e. Enter the Bag closed to locations for each bag type separately in the **Closed to Office ID Textbox.**

f.

D)ispatch Schedules												
			Dispatch Schedule			×							
0	office Details			Save 🛛 😭 Del	lete								
•	Office ID PO21309102000 Chamarajanag												
			Schedule Details										
s	chedules			Bag Dispatched To	MO21350000553 Mysuru Sorting L1U								
Г	View: [Standard View] Export	* Bag Type Expected Transit Time	Parcel Directorate General							_			
IH	Schedule ID	Schedule Description	Schedule		Express Parcel Flat Rate Parcel	^		il Timp				y Wednes	day Thu
	CNR_MYS_CK_0530HRS	CNR_MYS_CK_0530hrs	ZMMS		Insured Parcel			1,30	Parcel	Bag		x	×
	CRN_MYS_1730_MMS	CRN_MYS_1730_MMS	ZMMS	Bag Closed To Detail	Letter Mail M			1,30	L			×	х
	KSRTC_MYSORE_C NAGAR_MMS	MYSORE TO CHAMRAJNAGAR	ZMMS	Closed To Office ID	Ordinary Mail	hdd		2,00	17.09.2019 00:00:00	23.09.2021 00:00:00	х х	х	х
	MMS_KOLLEGAL_TRAINING	TRAINING SCHEDULE FOR KOLLEGAL	ZMMS		Paper cover	-		0,15	21.02.2019 00:00:00	20.02.2021 00:00:00	х х	х	х
	MMS_KOLLEGAL_TRAINING	TRAINING SCHEDULE FOR KOLLEGAL	ZMMS	View: [Standard View	Packet	V sport 4 2	•	0,30	21.02.2019 00:00:00	20.02.2021 00:00:00	х х	х	х
	MMS_KOLLEGAL_TRAINING	TRAINING SCHEDULE FOR KOLLEGAL	ZMMS	Facility ID	Parcel		~	0,10	21.02.2019 00:00:00	20.02.2021 00:00:00	х х	х	х
	MMS_KOLLEGAL_TRAINING	TRAINING SCHEDULE FOR KOLLEGAL	ZMMS	PH21350000763	Mysuru PH			0,05	21.02.2019 00:00:00	20.02.2021 00:00:00	х х	х	х
	MMS_KOLLEGAL_TRAINING	TRAINING SCHEDULE FOR KOLLEGAL	ZMMS					0,20	21.02.2019 00:00:00	20.02.2021 00:00:00	х х	х	х
	MMS_KOLLEGAL_TRAINING	TRAINING SCHEDULE FOR KOLLEGAL	ZMMS					0,05	21.02.2019 00:00:00	20.02.2021 00:00:00	х х	х	х
	RANCHIGPO_1630_RANCHIRMS_MMS	ranchi gpo to ranchi rms	ZMMS					1,30	24.09.2019 14:00:00	04.10.2019 14:00:00	х х	х	х
	🖉 Maintain 🛛 🖧 View 🗍 🗍 Delete 🗍												



L	Dispatch Schedules												
			Dispate	h Schedule			×						
(Office Details		Save 📔 🛱 Del	elete									
*	Office ID PO21309102000 Chamarajanag												
Schedules View: [Standard View] Export 4				dule Details ispatched To Type ted Transit Time	SP21 Bpee 1	1308000650 Mysuru NSH ed post v Hrs		Spee	d Post Ba	g			
	Schedule ID	Schedule Description						ected Transit Time	Valid From Date/Time	Valid To Date/T	Time	Monday	Tue
	CHAM_MSY_1730_MMS							1,30	24.09.2019 00:00:00	24.09.2020 00:0	00:00	х	Х
	CHNAGAR_MYSSORTING_1900_MMS	CHAMARAJNAGAR TO MYSORE SORTING At 1900	Bag C	Bag Closed To Detail	etails			1,30	25.09.2019 00:00:00	05.10.2019 00:0	00:00	х	х
	CHNAGAR_MYSURU_0600	CHNAGAR_MYSURU_0800	Closed To Office ID		D Sourch & Add			1,30	25.09.2019 00:00:00	05.10.2019 00:0	00:00	х	Х
	CH_MMS_MSRNSH_1500	CH_MMS_MSRNSH_1500	010 Jee					1,20	24.09.2019 00:00:00	03.10.2019 00:0	00:00	х	х
	CH_MMS_MSR_1500	CH_MMS_MSR_1500	View	: [Standard View	N]	Print Version Export 4	24	1,30	24.09.2019 00:00:00	03.10.2019 00:0	00:00	х	х
	CNAGAR_MSY_1700_MMS2	CNAGAR_MSY_1700_MSY2	PD F	acility ID		Facility ID Description	<u>~</u>	2,00	24.09.2019 00:00:00	03.10.2019 00:0	00:00	х	Х
	CNAGAR_MYS_1730_MMS	CNAGAR_MYS_1730_MMS	S	P21308000650		Mysuru NSH		1,30	24.09.2019 00:00:00	24.09.2020 00:0	00:00	х	Х
	CNAGAR_MYS_PUN_1730_MMS	CNAGAR_MYS_1730_MMS						1,30	24.09.2019 00:00:00	03.10.2019 00:0	00:00	х	х
	CNAG_MYS_1730_MMS	CNAG_MYS_1730_MMS						1,30	24.09.2019 00:00:00	03.10.2019 00:0	00:00	х	х
	CNGR_MYSRMS_1800_MMS_BY	01_CNGR_MYSRMS_1800_MMS_BY						1,30	24.09.2019 00:00:00	03.10.2019 00:0	00:00	х	х
C	Maintain & View Delete	Copy from Save											

	Dispatch Schedule			2	×			
tch Schedules	Save Dele	te			^			
ails	Schedule Details							
PO21308122000 Mysuru South S.O	Bag Dispatched To * Bag Type Expected Transit Time	PO21308136000 Mys	suru Sorting					
tandard View]	Bag Closed To Details	Mail - M Ordinary Mail Paper cover		Ordinar	y Mai	l Bag		
dule ID MYS_MMS VIMANTAP_01	Closed To Office ID View: [Standard View]	Packet Parcel Registered Registered Packet	Add ↓ port ∡ 🚑		Office o S.O on S.O	Departure Time 09:10:00 09:30:00	Cut off Time 00:00:00 00:00:00	Exp
VIMANTAP_01 VIMANTAP_MMS_SORTING1219 VIMANTAP_MMS_SORTING1219	Facility ID	Mail - S			>	09:30:00 00:00:00 00:00:00	00:00:00 00:00:00 00:00:00	
VIMANTAP_MMS_SORTING1219 MYS_555 CUMBLIM MARKAPUR ONCOLEDMS RAM					ing D	00:00:00	00:00:00 00:00:00	

	Dispatch Schedule				×		
patch Schedules	Schedule Details	Schedule Details					
	Bag Dispatched To * Bag Type	PO21308136000 Mysu	ru Sorting ▼		_		
Details 2e ID PO21308122000 Mysuru South S.O	Expected Transit Time	Paper cover Packet Parcel Registered	^				
tules	Bag Closed To Details Closed To Office ID	Registered Packet Mail - S Special	Add				
r: [[Standard View] Export a	View: [Standard View]	Speed post Transit World net express		Transit Bag			0.1.77
TP_MYS_MMS					o S.O	09:10:00	00:00:00
SANNIMANTAP_01					on S.O	09:30:00	00:00:00
SANNIMANTAP_01					>	09:30:00	00:00:00
ANNIMANTAP_MMS_SORTING1219						00:00:00	00:00:00
SANNIMANTAP_MMS_SORTING1219					0	00:00:00	00:00:00
ANNIMANTAP_MMS_SORTING1219					ing	00:00:00	00:00:00

	Dispatch Schedule		×		
edules	Save 🗍 Dele	te	^		
	Schedule Details				
000 Mysuru South S.O	Bag Dispatched To * Bag Type Expected Transit Time Bag Closed To Details Closed To Office ID View: [Standard View]	BO21308122005 Jayapura B.O Account Airmail Branch Office Bay Dussiness parcel Cash Camp Mail - D Deposit Directorate General	Office on S.C	Departure Time 0 09:30:00 0 09:30:00 0	
S_SORTING1219 S_SORTING1219 S_SORTING1219	Facility ID	Express Parcel	O ing D	00:00:00 00 00:00:00 00 00:00:00 00 10:00:00 00	

- g. Click **Save** button.
- h. To delete an entry from the table, select the entry by clicking highlighted control, Click **Delete** button.
- i. To View a schedule, select the schedule from the list, Click **View** button.

EDD related Data entry:

- Dispatch Cut Off time
- Delivery Cut off time

Dispatch Cut off time:

- a) Navigate to IPVS Schedule Maintenance Screen using the Tcode "ZMOIPVS" → Despatch Schedules option.
- b) Facility ID of the Office to be entered.
- c) The Schedule for which despatch Cut Off time to be entered is to be selected.
- d) Despatch Cut off time to be updated to all departures as shown below.
- e) After successful completion of fata entry for despatch cut off time , Save icon to be clicked.

Di	Dispatch Schedules													
Offic	ce Details													
* Of	fice ID SP21308000650	Mysuru NSH												
Sch	edules													
Vie	ew: * [Standard View]	Export 4												
	Schedule ID	Schedule Description	Schedule Type	Destination Office	Departure Time	Cut off Time	Expected Transit Time	Valid From Date/Time	Valid To Date/Time	Monday	Tuesday	Wednesday	Thursday	Friday
	MYNSH_CNR_1600_MMS	Mysore NSH to Chamrajnagar MMS at 1600	ZMMS	Bannur S.O	16:00:00	15:30:00	1,00	29.11.2019 00:00:00	26.11.2021 00:00:00	х	х	х	х	х
	MYNSH_CNR_1600_MMS	Mysore NSH to Chamrajnagar MMS at 1800	ZMMS	Chamarajanagara S.O	16:00:00	15:30:00	1,95	29.11.2019 00:00:00	26.11.2021 00:00:00	х	х	х	х	х
	MYNSH_CNR_1600_MMS	Mysore NSH to Chamrainagar MMS at 1600	ZMMS	Santhemaranahalli S.O	16:00:00	15:30:00	1.75	20 11 2010 00:00:00	26 11 2021 00:00:00	×	×	х	х	х
							1,10	28.11.2018 00.00.00	20.11.202100.00.00		^			
	MYNSH_CNR_1600_MMS	Mysore NSH to Chamrajnagar MMS at 1600	ZMMS	T Narasipura S.O	16:00:00	15:00:00	1.45	29.11.2019 00:00:00	28.11.2021 00:00:00	x	x	x	х	х
	MYNSH_CNR_1600_MMS MYNSH_CNR_1600_MMS	Mysore NSH to Chamrajnagar MMS at 1600 Mysore NSH to Chamrajnagar MMS at 1600	ZMMS ZMMS	T Narasipura S.O Yelandur S.O	16:00:00 16:00:00	15:00:00 15:00:00	1.45	29.11.2019 00:00:00 29.11.2019 00:00:00 29.11.2019 00:00:00	26.11.2021 00:00:00 26.11.2021 00:00:00	x x	x x	x x	x x	x x

Delivery Cut Off Time

Configuration of Delivery Cutt Off Time for Delivery Post Offices.

- a. Navigate to Delivery Cut-Off Time Capturing screen. Using Tcode : **ZDCUT.**
- b. Enter Appropriate Facility ID Circle, Region, Division and Facility ID.

Delivery Cut-off Time capturing						
P						
Circle Region Division Facility ID						
c. Enter Divis	sion Facility ID.					

Delivery Cut-off Time capturing						
(
Circle Region Division Facility ID	DV21103000000					

- d. A new screen appears.
- e. All the Delivery Post Office under that Division will be displayed.
- f. Enter the Time (Delivery Cut off Time).

L	Delivery Cut-off Time capturing								
9	0 a 7 1	7 🗗 🐴 🦂	5 🕒 🛛 🚹 I	i i					
	Circle	Circle Description	Region	Region Description	Division	Division Description	Facility ID	Facility Description	Time
	CR2100000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	HO21103100000	Basavanagudi H.O	14:00:00 🗗
	CR2100000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	HO21103200000	Jayanagar H.O	00:00:00
	CR2100000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103101000	Adugodi S.O	00:00:00
	CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103103000	Bnagalore Viswavidalaya S.O	00:00:00
	CR2100000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103104000	Carmelram S.O	00:00:00
	CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103105000	Chamrajpet S.O (Bengaluru)	00:00:00
	CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103106000	Chickpet S.O	00:00:00
¢	g. Click	to Views <u>S</u>	e. ettings S <u>v</u> stem	<u>H</u> elp					
0		• « [🚽 🔍 🔕 😡	⊖∥ ≬ €1	1) 1) 📮 🗖	🕜 🖳			
1	Delivery Cut	-off Ti <mark>ne ci</mark>	Save (Ctrl+S)						
9	1 🔁 🚢 📮 🕯	7 🗗 🖄 🤺	5 🕒 🔽 🚹	i					
	Circle	Circle Description	Region	Region Description	Division	Division Description	Facility ID	Facility Description	Time
	CR21000000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110300000	Bengaluru South Division	HO21103100000	Basavanagudi H.O	14:00:00 🗗
	CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV2110300000	Bengaluru South Division	HO21103200000	Jayanagar H.O	00:00:00
	CR21000000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV2110300000	Bengaluru South Division	PO21103101000	Adugodi S.O	00:00:00
	CR21000000000	Karnataka Circle	RN2110000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103103000	Bnagalore Viswavidalaya S.O	00:00:00

Similarly if Circle, Region is entered all the Delivery Post Office under that Circle/ Region will be displayed.

h. Enter Post Office Facility ID.

Delivery Cut-off Time capturing
Circle
Region 📑
Division
Facility ID
i. Enter the Time (Delivery Cut off Time).
Delivery Cut-off Time capturing
3. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2. 2.
Circle Circle Description Region Region Description Division Division Description Facility ID Facility Description CR21000000000 Karnataka Circle RN2130000000 South Karnataka Region DV21308000000 Mysuru Division PO21308122000 Mysuru South S.o 08:00:00 arg
j. Click on save.
译 List Edit Goto Views Settings System Help
Delivery Cut-off Time Care (Ctrl+S)
역 권 후 후 1 () 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Circle Circle Description Region Region Description Division Division Description Facility ID Facility Description Time CR21000000000 Karnataka Circle RN21300000000 South Karnataka Region DV21308000000 Mysuru Division PO21308122000 Mysuru South S.O 08:00:00 arg

Sort List

I. Prerequisites

- a. The user should have supervisor role.
- b. Facility should be HO, BO, PO, PC, BN.

II. Menu Path

a. IPVS Main Screen \rightarrow DMSL \rightarrow Sort List.

III. Procedure

- a. Start the transaction from the IPVS main screen
- b. Click **Sort List** label

IV. India Post Visibility System - Main Screen

India Post Visibility System - Main Screen							
Transactions	Reports	Forms	Bag Miscellaneous	Article Miscellaneous	Due Mail Sort list	Master Data	
Bags Receive Bag Open Bag Close Bag Reopen Bags Dispatch Bags Dispatch Cancel Insured Bag Verification Insured Article Verification Bag Transfer Deposit Bag Close Bulk Addressee Bag Dispatch Bulk Addressee Bag Delivery Confirmation	Baas Received Articles Received Virtual Sort Baas Dispatched Articles Dispatched Expected Workload Bag Discrepancy Article Discrepancy Office Abstract Insured Article Late Baas Transmission Analysis	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	Set Article Priority Copture Article Damage Article Barcode Change Report Article Lost Article Destination Pincode Change Report Article Found	Dispatch Schedules Receive Schedules Sort List	IPVS Configuration	

a. Click **Create** button.

Sort List		
Office Details		
* Office ID [\$P2130000080_]Pysore NSH		
Pincode (170001		
Sort List		
View:[Standard Vero] • Print Version Export		8
Cased To Office Bag Type Delivery Type From P	Incode To Pincode Created By	Created date Created Time
Contente Dente		

Sort List							
Save							
Office Details							
Bag Type		-					
Delivery Type	Ordinary Mail	-					
* Closed To Office ID	Paper cover		• Search & Add				
	Packet		<u>O ocaren o rau</u>				
	Parcel						
	Registered						
Sort List Pincode Detai	Registered Packet						
Erom Dipcode To P	Mail - S						
From Fine de Tor	Special						
	Speed Post						
	Transit	Ŧ					

b. Select **Bag type** from the dropdown E.g. Speed Post c. Click control **Town Delivery**.

c. diek control rown Denvery .						
Sort List		×				
Save						
Office Details						
Bag Type Delivery Type	Speed Post	•				
* Closed To Office ID	Town Delivery	• Search & Add				
	Station					
	Nodal					
Sort List Pincode Deta	International					
From Pincode To	Pincode					
d. Enter the tow	n delivery pin codes	in the table.				

Sort List	×
Save	
Office Details	
Вад Туре	Speed Post
Delivery Type	Town Delivery 👻
* Closed To Office ID	SP21308000650 Mysore Search & Add
Sort List Pincode Deta	ils
From Pincode To	Pincode
570020 570	
e. Click Save but	ton.

V. Non-**town** delivery should be maintained in the sort list for every town delivery. Click **Create** button on main Sort List Screen.

ort List								
Sort List successfully	/ updated							
fice Details								
Office ID SP213080	00650 Mysor	re NSH						
570001	1							
570001								
rt List								
View: [Standard Vi	ew] 🔻	Print Version	Export 4				2)	
Closed To Office	Bag Type	Delivery Type	From Pincode	To Pincode	Created By	Created date	Created Time	
Mysore NSH	Speed Post	Town Delivery	570020	570080	TCS867342	13.03.2015	10:10:54	

a. Select the same bag type as maintained for town delivery i.e. **Speed Post**.

Sort List			×
Save			
Office Details			
Вад Туре		-	
Delivery Type * Closed To Office ID	Ordinary Mail Paper cover	-	(+) Search & Add
closed to office ib	Packet Parcel		O Joan en la Mala
	Registered		
Sort List Pincode Detai	Registered Packet		
From Pincode To F	Mail - S Special		
	Speed Post		
	Transit	Ŧ	

b. Click control Non Town Delivery.

Sort List		×
Save		
Office Details		
Bag Type Delivery Type	Speed Post	•
* Closed To Office ID	Town Delivery Non Town Delivery	
	Station Nodal	
Sort List Pincode Detai	International	
From Pincode To I	Pincode	

c.	For non- town	delivery p	in codes nee	d not be entered	. Click Save button
----	---------------	------------	--------------	------------------	----------------------------

ort List		×
Save		
Office [Save		
Bag Type	Speed Post 👻	
Delivery Type	Non Town Delivery	
* Closed To Office	ID SP21308000650 Mysore 🕑 Search & Ad	d
Sort List Pincode [etails	
Sort List Pincode I	To Pincode	
Sort List Pincode I	To Pincode	
Sort List Pincode I	To Pincode	
Sort List Pincode I	To Pincode	
Sort List Pincode I	To Pincode	

VI. To delete an item from the Sort list, select the item by Click **Mysore NSH** list item by clicking on the item to be deleted E.g. Mysore NSH

rt Lis	t							
ice Details								
ffice ID SP	21308000650 Mys	ore NSH						
code 57	0001							
t Liet								
r clot								
/iew: [[Stan		Print Version Exp					2	
Closed 10	SH Speed Por	Delivery Type	From Pincode	FZ0080	Created By	Created date	Created Time	
Mysore N	SH Speed Pos	Non Town Delivery	570020	570000	TCS867342	13.03.2015	10:11:37	
C Court								
	Del	ete 👔						

- a. Click Delete button.
- b. Click **yes** button.

VII. Maintenance sorting list for direct bag closing

- a. Direct Bag closing in BNPL units, sort list should be maintained in that BNPL units to respective destination Hubs and Delivery Post Offices.
- b. Enter the Closed to Office and appropriate TD/NTD Pin range as follows.
 - To Close Bags for all Hubs, Enter the Delivery type as NTD , Closed to Office and appropriate Pin range for that destination HUB as in Point IV.

To Closing bags to Delivery Post Office, Enter the Delivery type as TD ,Closed to Office and appropriate delivery post office Pin range as in Point III.

acode	2000 Mysuri	a South S.O					
/iew: * [Standard View	1 -	Print Version Export	t.a				2
Closed To Office	Bag Type	Delivery Type =	From Pincode	To Pincode	Created By	Created date	Created Time
Mysuru H.O	Registered	Town Delivery	570001		10009987	03.08.2019	10:01:12
Mysuru CRC L1R	Registered	Non Town Delivery	570001	579999	10009987	03.08.2019	09:58:35
CCRC Bengaluru	Registered		560001	562999	10009987	03.08.2019	09:59:08