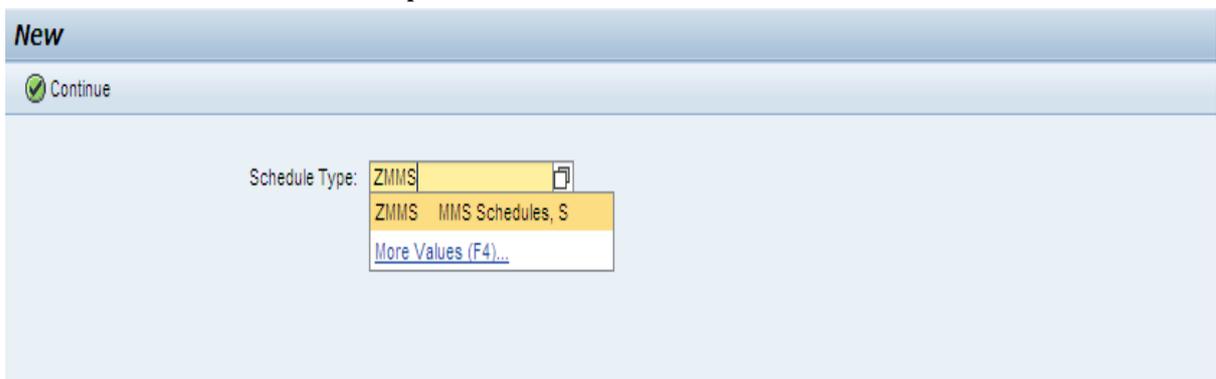


## Schedule Creation

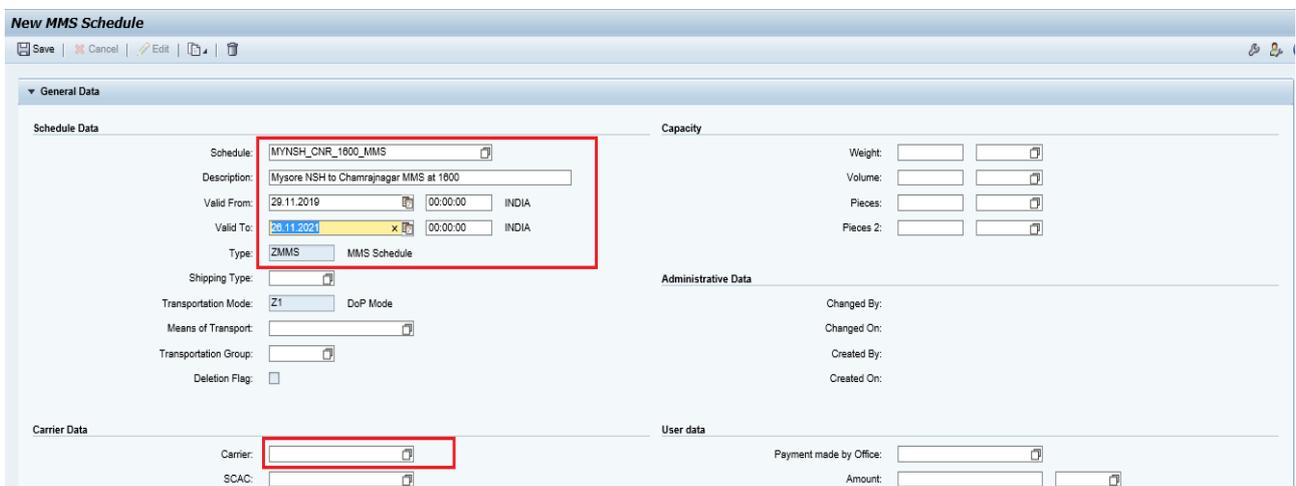
1. Login to TM system.
2. Enter Tcode NWBC.SAPGUI screen will open up and select NWBC again over there.
3. Now Click on “ZS:TMS TRANSPORTATION MGR 2” then go to Master data tab.
4. Select create schedules.
5. A new screen appears.
6. Enter appropriate schedule type
  - ZAIR- Air Flight Schedule
  - ZFTS- Foot Schedule
  - ZMMS-MMS Schedule
  - ZOTH-Other Schedule
  - ZRMS-Rail Schedule
  - ZRTC-RTC Schedule   press Enter



7. Maintain the following Fields:

### General Data Tab:

- a. Schedule: Combination of Source Destination locations and Departure Time suffixed by Schedule Type.  
Source\_Destination\_DepartureTime(HHMM)\_MMS Ex: BLR\_Chennai\_2130\_MMS.
- b. Description: 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. Carrier



## Standard Operating Procedure- DMSL Schedule Creation/ Modification

### 8. Standard Stop Sequence Tab:

- 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.

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)
10	SP21308000950	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	Santhamaranahalli 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	SP21308000950	Mysuru NSH // 570001 Mysuru-Mysuru								

### 9. 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.

Stage	Rule	Validity	Last Day of Validity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Factory ...
SP21308000850 - SP21308000850	1	19	28.11.2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
SP21308000850 - PO21309101000		19	28.11.2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
PO21309101000 - PO21309115000		19	28.11.2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
PO21309115000 - PO21309114000		19	28.11.2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

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

Stage	Rule	Validity	Factory ...	Departure Time	Departure Time Zo...	Arrival Offset (Days)	Arrival Time	Arrival Time Zone	Source Location
SP21308000850 - SP21308000850	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:00:00	INDIA	0	21:05:00	INDIA	SP21308000850
SP21308000850 - PO21309101000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:00:00	INDIA	0	17:00:00	INDIA	SP21308000850
PO21309101000 - PO21309115000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17:10:00	INDIA	0	17:55:00	INDIA	PO21309101000
PO21309115000 - PO21309114000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:05:00	INDIA	0	18:35:00	INDIA	PO21309115000

### Creating Departure:

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

Stage	Rule	Validity	Factory ...	Departure Time	Departure Time Zo...	Arrival Offset (Days)	Arrival Time
SP21308000850 - SP21308000850		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:00:00	INDIA	0	21:05:00
SP21308000850 - PO21309101000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:00:00	INDIA	0	17:00:00
PO21309101000 - PO21309115000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	17:10:00	INDIA	0	17:55:00
PO21309115000 - PO21309114000		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	18:05:00	INDIA	0	18:35:00

## Standard Operating Procedure- DMSL Schedule Creation/ Modification

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

The screenshot shows the SAP Departures (Departures) Tab. It is divided into two main sections: 'Departure Rules (1)' and 'Actual Stop Sequence (625)'. The 'Departure Rules' section contains a table with columns: Date, Time, Time Zone, Means of Transport, Rule, Weight, Weight U..., Volume, Volume UoM, Pieces, Pieces Unit of Measure, and Pieces 2. The 'Actual Stop Sequence' section contains a table with columns: Locat..., Location A..., Transit Duration (D..., Transit Duration (H..., Transit Duration (M..., De..., De..., Arr..., Arr..., Di..., Dist. UoM, Ca..., Ca..., Av..., Av....

- f. Click to save the Schedule.

The screenshot shows the SAP Schedule MYNSH\_CNR\_1600\_MMS. The 'Save (Ctrl+S)' button is highlighted with a red box. Below the title bar, there are buttons for 'Save', 'Cancel', 'Edit', and 'Display Message Log'. The 'General Data' section is visible, showing 'Schedule Data' and 'Capacity'.

### Modify/Edit Schedule:

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



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

The screenshot shows the SAP Continue dialog box. The 'Continue' button is highlighted with a red box. Below it, the 'Schedule: MYNSH\_CNR\_1600' field is highlighted with a red box.

4. Maintain the following Fields:

#### General Data Tab:

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

## Standard Operating Procedure- DMSL Schedule Creation/ Modification

- 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.

### 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.**

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

Stage	Rule	First Day of Validity	Last Day of Validity	Monday	Tuesday	Wednesd...	Thursday	Friday	Saturday	Sunday	Factory ...
1	SP21308000650 - SP21308000650	29.11.2019	28.11.2021	✓	✓	✓	✓	✓	✓	✓	
	SP21308000650 - PO21309101000	29.11.2019	28.11.2021	✓	✓	✓	✓	✓	✓	✓	
	PO21309101000 - PO21309115000	29.11.2019	28.11.2021	✓	✓	✓	✓	✓	✓	✓	
	PO21309115000 - PO21309114000	29.11.2019	28.11.2021	✓	✓	✓	✓	✓	✓	✓	

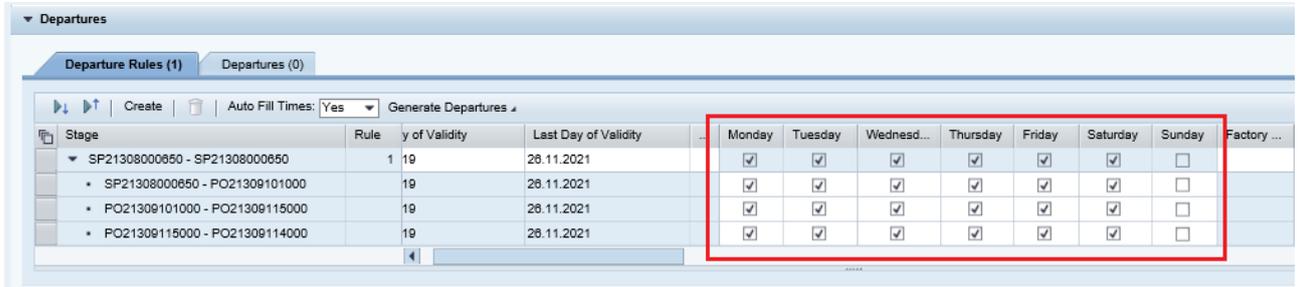
- c. Modify the stop sequence, by adding the Location Facility Code in field "Location". Or you can search and add by Clicking on F4.
- d. Following action can be performed for the stop sequences already created.
  - i. New stop sequence can be inserted by clicking Create Icon.
  - ii. Unwanted stop 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.

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 c
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			
25	SP21308000650	Mysuru NSH // 570001 Mysuru-Mysuru	0	0	0	45	KM	0	0	
30	PO21309115000	T Narasipura S.O // 571124 Mysuru-Mysuru	0	0	30	25,000	KM			
40	PO21309114000	Santhamaranahalli S.O // 571115 Chamrajn...	0	0	20	10,000	KM			
50	PO21309102000	Chamarajanagara S.O // 571313 Chamrajn...	0	0	35	15,000	KM			
60	PO21309118000	Yelandur S.O // 571441 Chamrajnagar-Cha...								

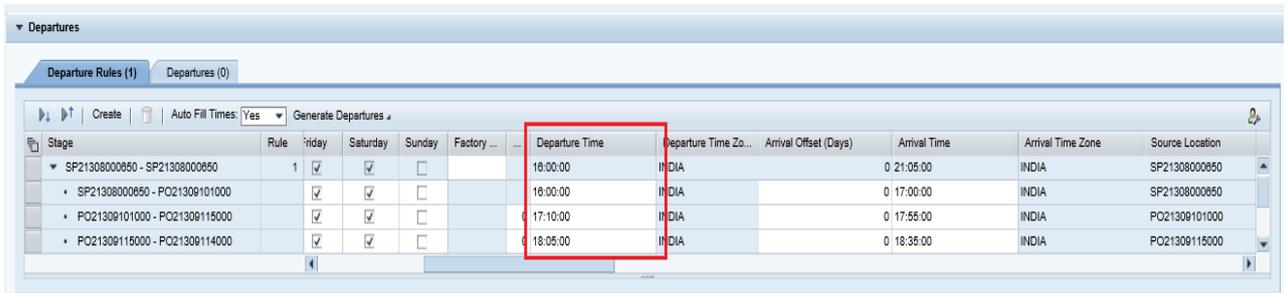
## Standard Operating Procedure- DMSL Schedule Creation/ Modification

### 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.

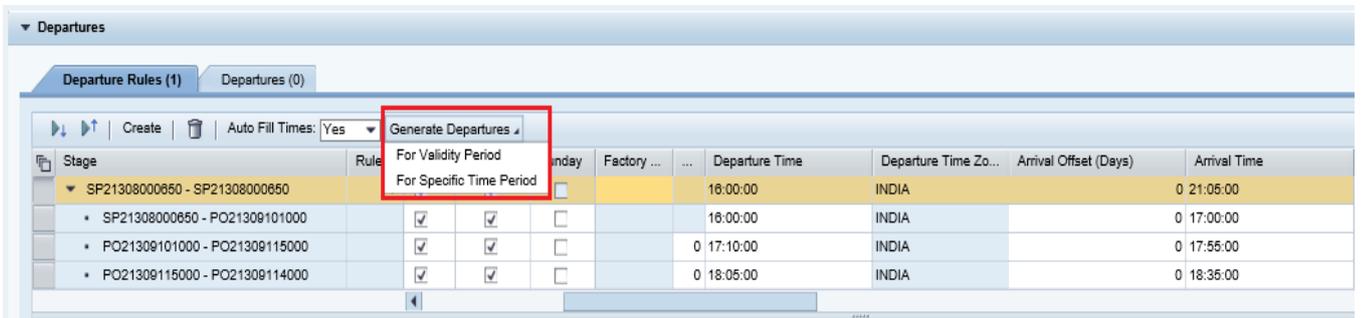


- c. Maintain the Departure Time and click on Enter: this will automatically update the Arrival Time based on the Transit Duration.

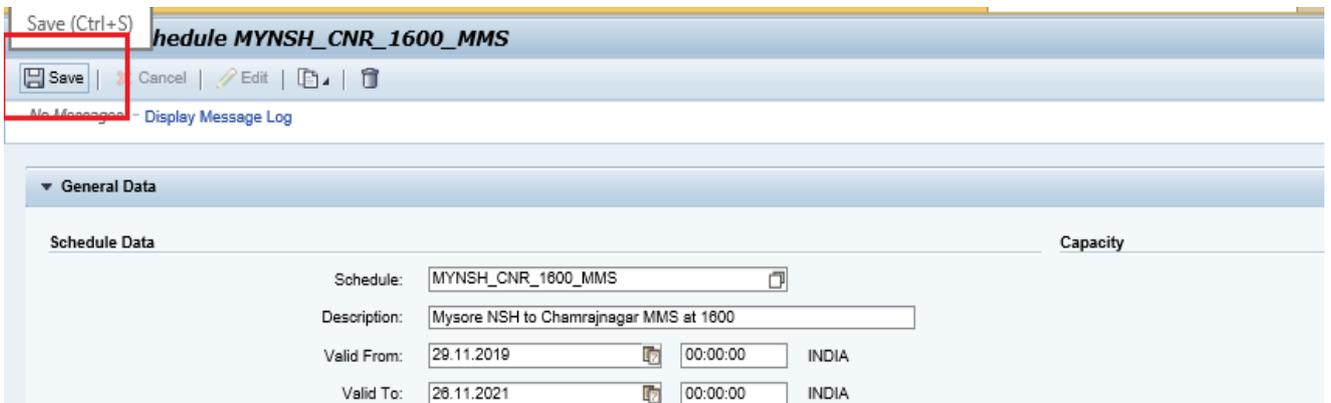


### Creating Departure:

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

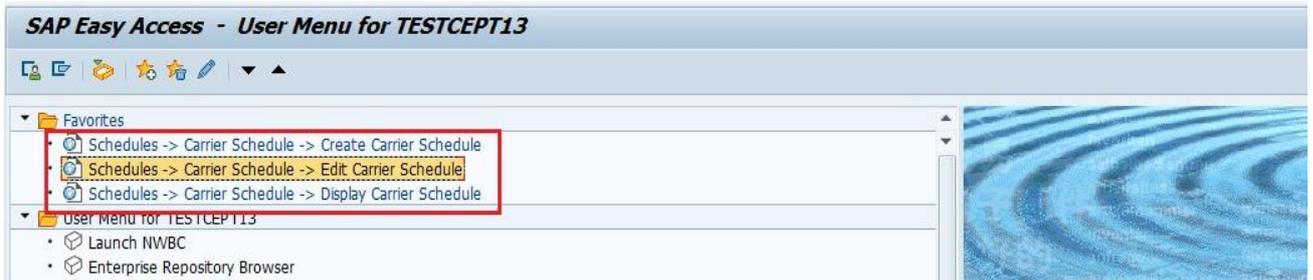


- b. Click to save the Schedule.

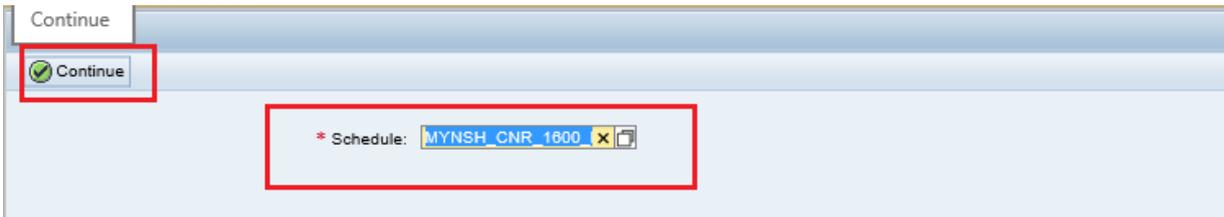


**Schedule Deletion in PTM:**

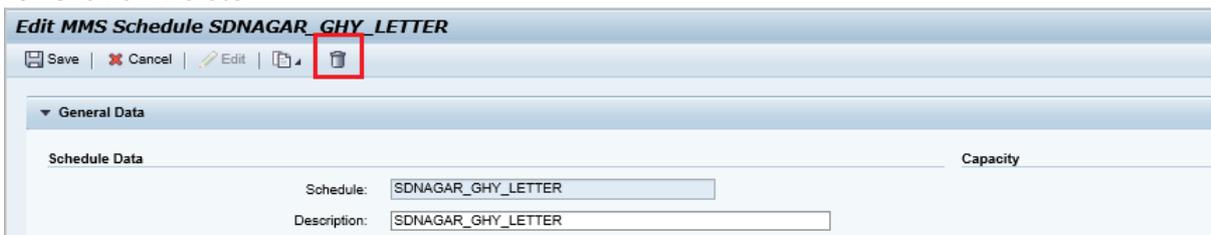
- a. Carry the same step of schedule Creation till Sl No: 3, then Select Edit schedules.
- b. Select Edit schedules.



- c. A new screen appears.
- d. Enter the schedule.



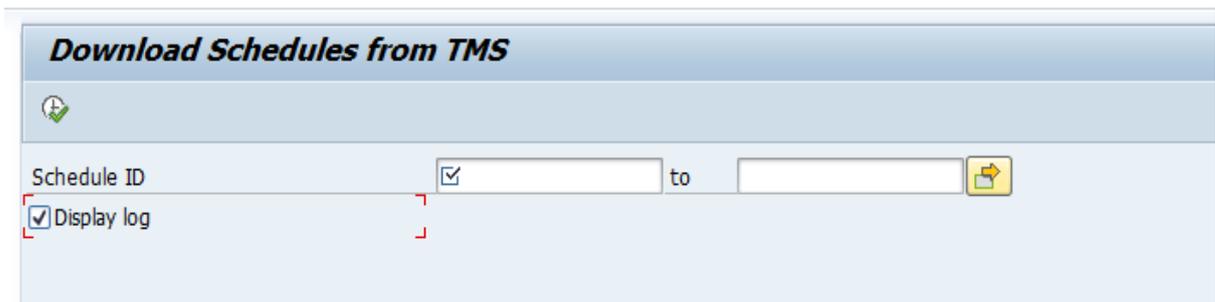
- e. Click on Delete



- f. Schedule got deleted in PTM.

**Pulling of Schedules from TM to ECP**

- 1. Go To T-code ZMOSCHDWNLD in SAP ECP

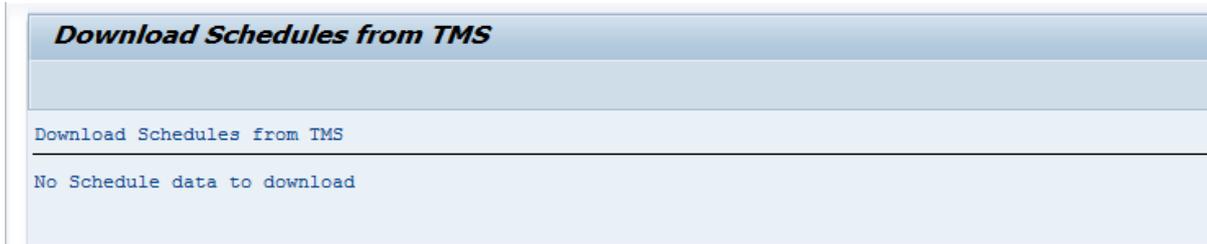


- 2. Enter Schedule ID that is created in SAP PTM, Select Display LOG and Execute.



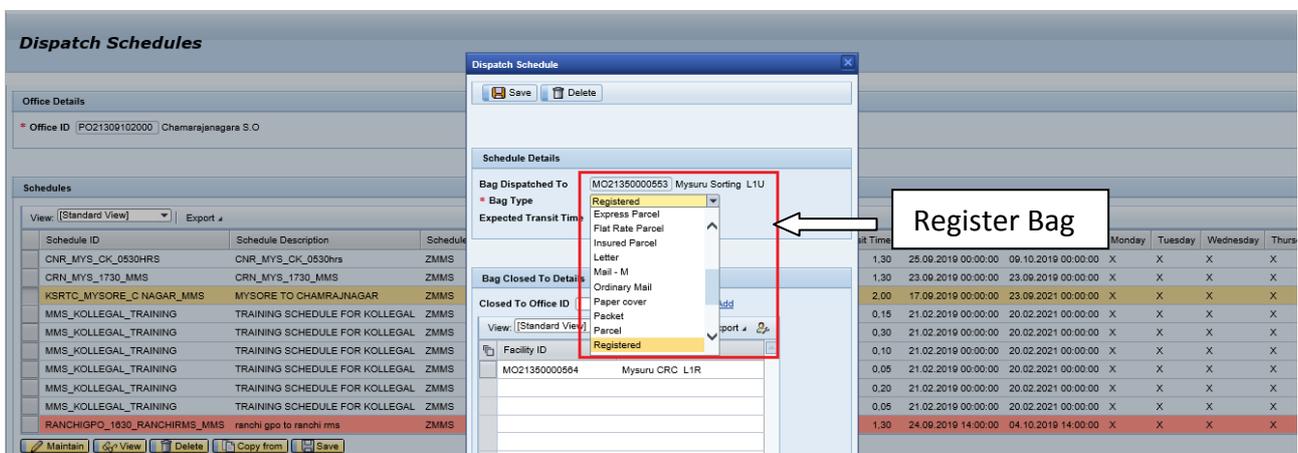
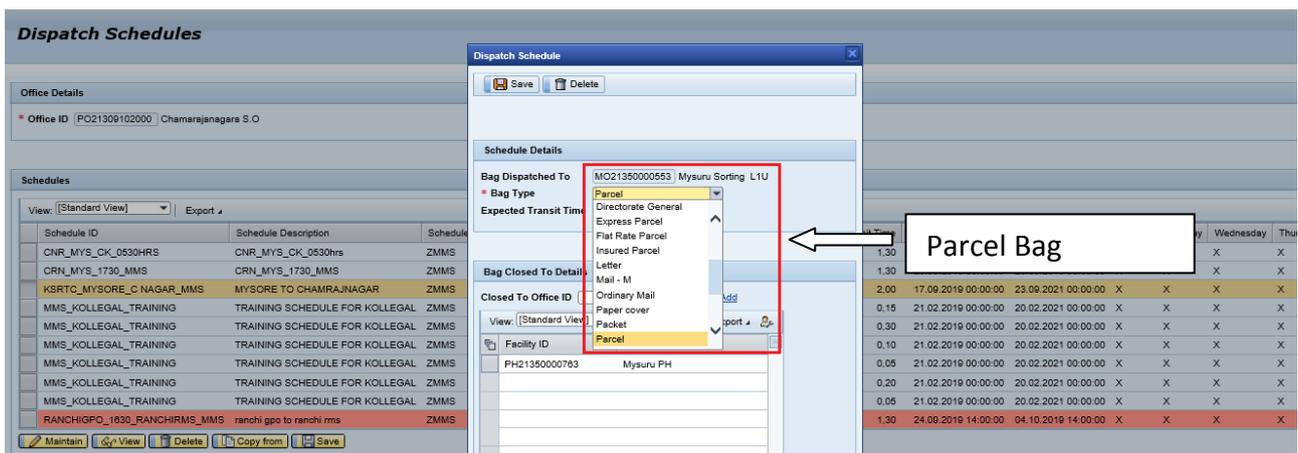
**Schedule Deletion in ECP:**

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.

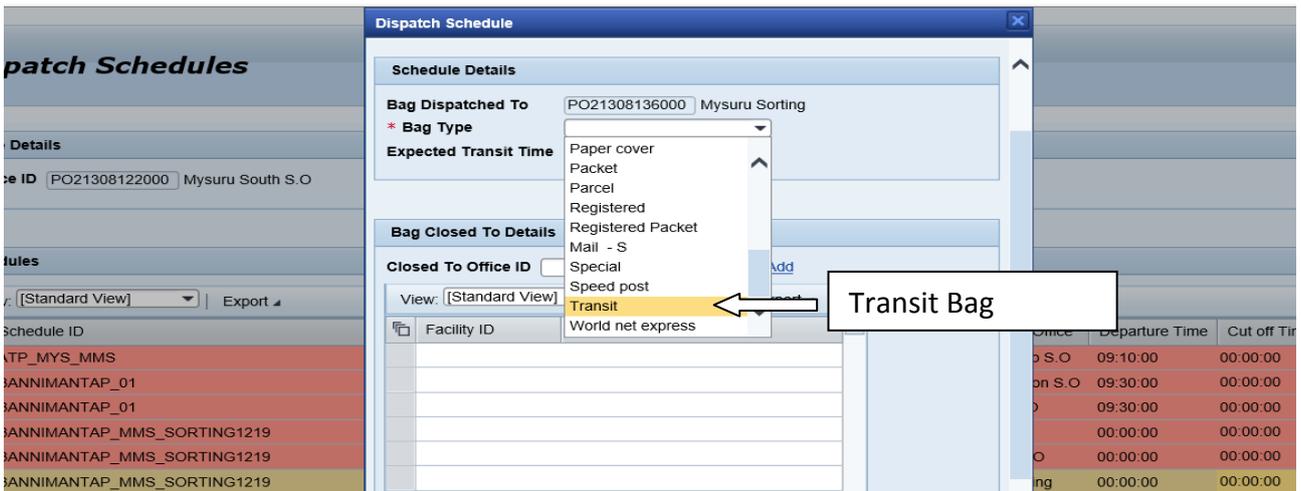
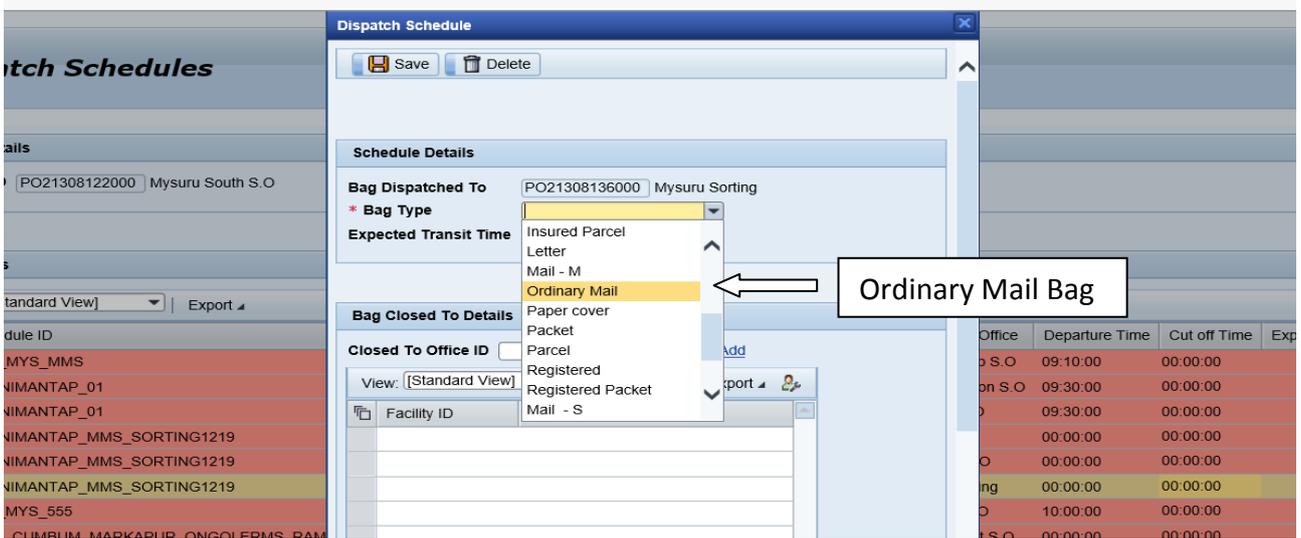
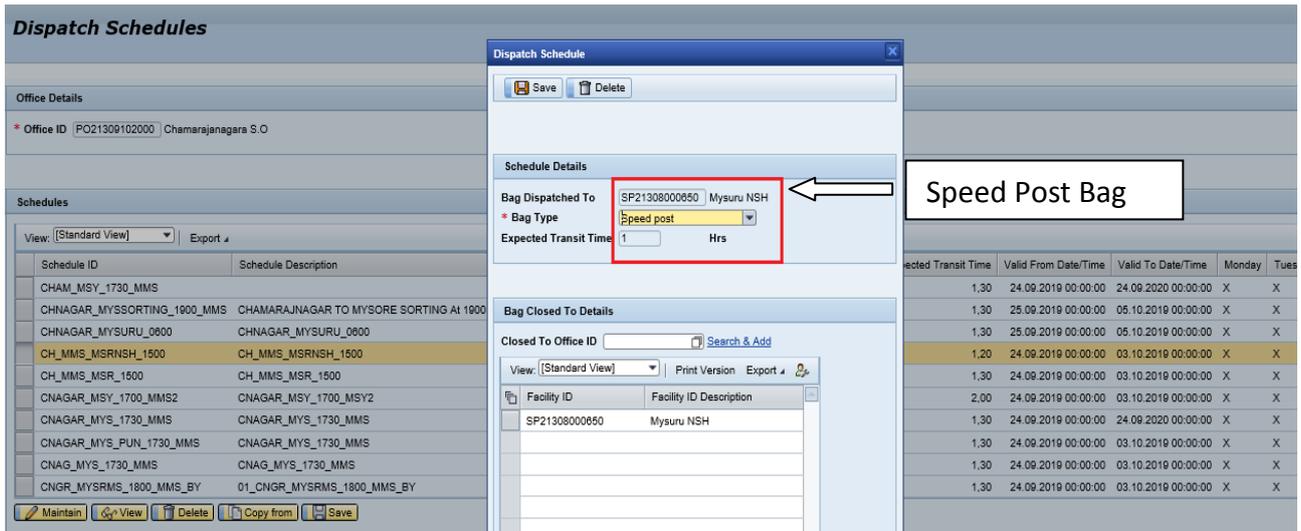


**Schedule Maintenance:**

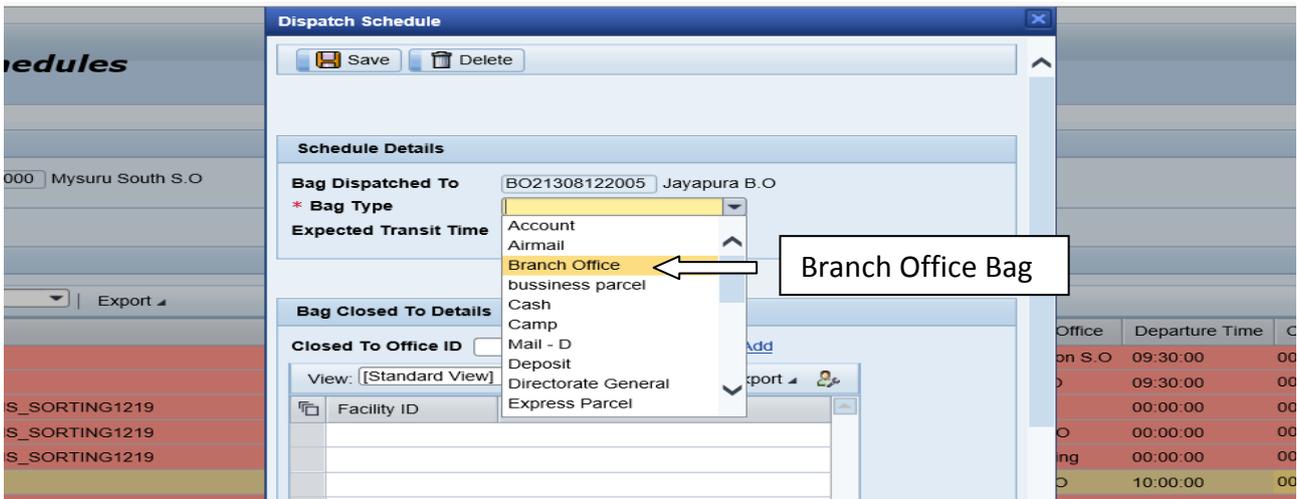
- Navigate to IPVS main screen. Tcode: **ZMOIPVS**
- Click Dispatch Schedule option under Due Mail Sort List.
- Select the schedule which is required to be maintained.
- Select the **Bag type** that is allowed in the schedule from the dropdown.
- Enter the Bag closed to locations for each bag type separately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



## Standard Operating Procedure- DMSL Schedule Creation/ Modification



## Standard Operating Procedure- DMSL Schedule Creation/ Modification



- 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 data entry for despatch cut off time , Save icon to be clicked.

Dispatch Schedules													
Office Details													
Office ID [SP2130800850] Mysuru NSH													
Schedules													
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_1800_MMS	Mysore NSH to Chamrajnagar MMS at 1600	ZMMS	Bannur S.O	16:00:00	15:30:00	1.00	28.11.2019 00:00:00	28.11.2021 00:00:00	X	X	X	X	X
MYNSH_CNR_1800_MMS	Mysore NSH to Chamrajnagar MMS at 1600	ZMMS	Chamarajanagara S.O	16:00:00	15:30:00	1.05	28.11.2019 00:00:00	28.11.2021 00:00:00	X	X	X	X	X
MYNSH_CNR_1800_MMS	Mysore NSH to Chamrajnagar MMS at 1600	ZMMS	Santhamaranahalli S.O	16:00:00	15:30:00	1.75	28.11.2019 00:00:00	28.11.2021 00:00:00	X	X	X	X	X
MYNSH_CNR_1800_MMS	Mysore NSH to Chamrajnagar MMS at 1600	ZMMS	T Narasipura S.O	16:00:00	15:00:00	1.45	28.11.2019 00:00:00	28.11.2021 00:00:00	X	X	X	X	X
MYNSH_CNR_1800_MMS	Mysore NSH to Chamrajnagar MMS at 1600	ZMMS	Yelandur S.O	16:00:00	15:00:00	2.30	28.11.2019 00:00:00	28.11.2021 00:00:00	X	X	X	X	X

Save Dispatch Cut-off Time

Maintain View Delete Copy from Save

### Delivery Cut Off Time

#### Configuration of Delivery Cut Off Time for Delivery Post Offices.

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

**Delivery Cut-off Time capturing**

Circle

Region

Division

Facility ID

- Enter Division Facility ID.

**Delivery Cut-off Time capturing**

Circle

Region

Division

Facility ID

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

**Delivery Cut-off Time capturing**

Circle	Circle Description	Region	Region Description	Division	Division Description	Facility ID	Facility Description	Time
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	HO21103100000	Basavanagudi H.O	14:00:00
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	HO21103200000	Jayanagar H.O	00:00:00
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103101000	Adegodi S.O	00:00:00
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103103000	Bnagalore Viswavidalaya S.O	00:00:00
CR21000000000	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

- Click on Save.

**Delivery Cut-off Time capturing**

Save (Ctrl+S)

Circle	Circle Description	Region	Region Description	Division	Division Description	Facility ID	Facility Description	Time
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	HO21103100000	Basavanagudi H.O	14:00:00
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	HO21103200000	Jayanagar H.O	00:00:00
CR21000000000	Karnataka Circle	RN21100000000	Bengaluru HQ Region	DV21103000000	Bengaluru South Division	PO21103101000	Adegodi S.O	00:00:00
CR21000000000	Karnataka Circle	RN21100000000	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.

- Enter Post Office Facility ID.

## Standard Operating Procedure- DMSL Schedule Creation/ Modification

**Delivery Cut-off Time capturing**

Circle

Region

Division

Facility ID

i. Enter the Time (Delivery Cut off Time).

**Delivery Cut-off Time capturing**

Circle	Circle Description	Region	Region Description	Division	Division Description	Facility ID	Facility Description	Time
CR2100000000	Karnataka Circle	RN2130000000	South Karnataka Region	DV2130800000	Mysuru Division	PO21308122000	Mysuru South S.O	08:00:00

j. Click on save.

List Edit Goto Views Settings System Help

Save (Ctrl+S)

**Delivery Cut-off Time capturing**

Circle	Circle Description	Region	Region Description	Division	Division Description	Facility ID	Facility Description	Time
CR2100000000	Karnataka Circle	RN2130000000	South Karnataka Region	DV2130800000	Mysuru Division	PO21308122000	Mysuru South S.O	08:00:00

## 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 → DMSL → Sort List.

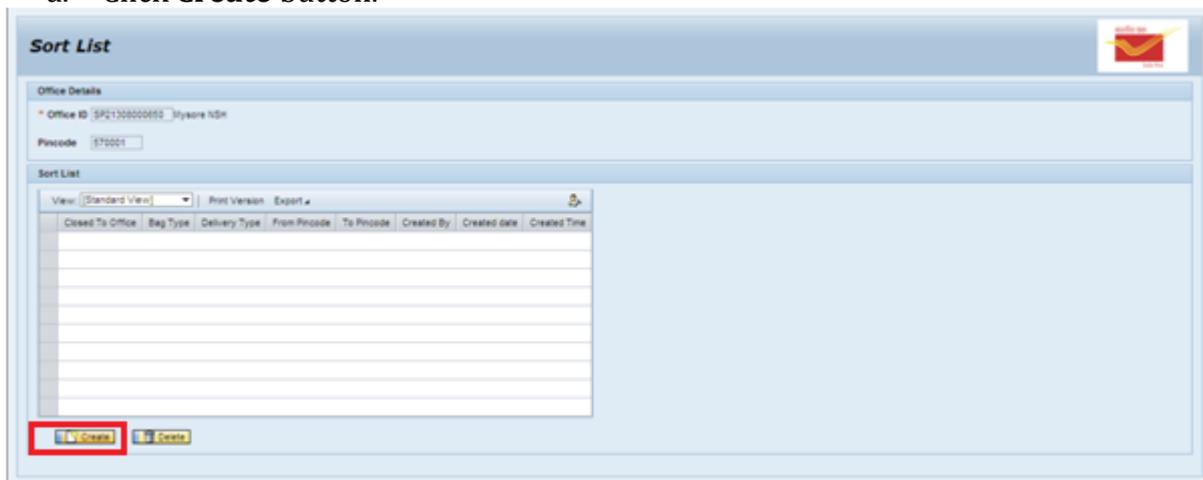
### III. Procedure

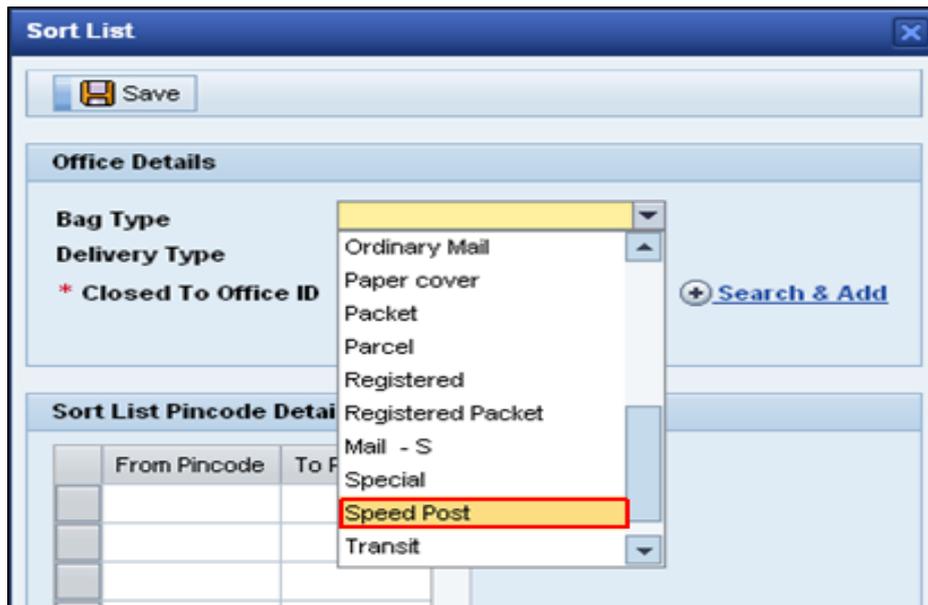
- a. Start the transaction from the IPVS main screen
- b. Click **Sort List** label

### IV. India Post Visibility System - Main Screen



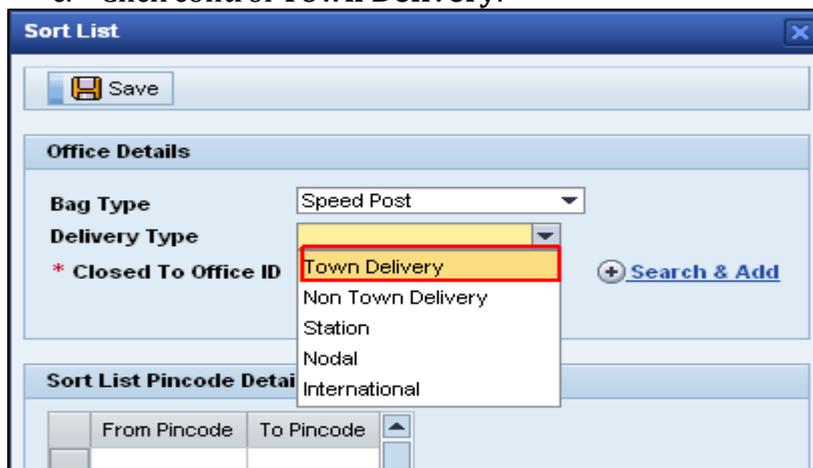
- a. Click **Create** button.



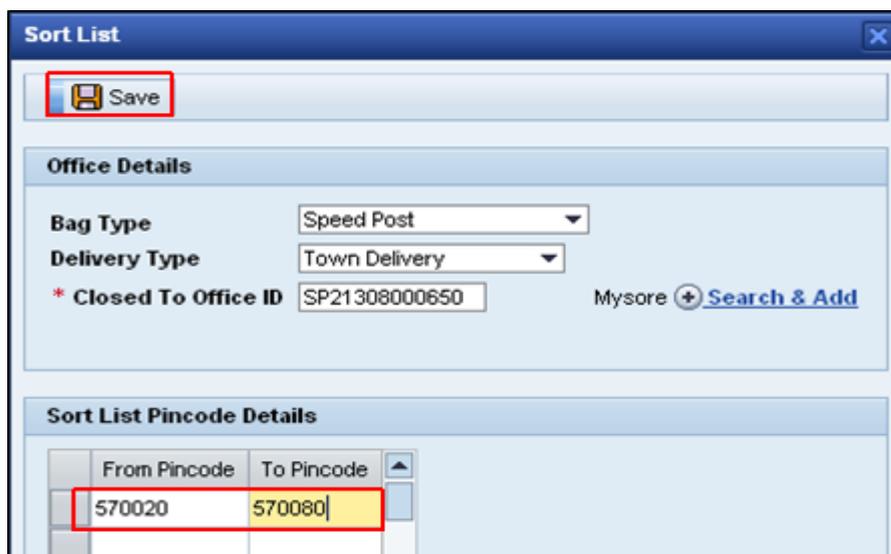


b. Select **Bag type** from the dropdown E.g. Speed Post

c. Click control **Town Delivery**.



d. Enter the town delivery pin codes in the table.



e. Click **Save** button.

## Standard Operating Procedure- DMSL Schedule Creation/ Modification

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

**Sort List**

Sort List successfully updated

Office Details

\* Office ID [SP21308000650] Mysore NSH

Pincode [570001]

Sort List

Closed To Office	Bag Type	Delivery Type	From Pincode	To Pincode	Created By	Created date	Created Time
Mysore NSH	Speed Post	Town Delivery	570020	570050	TCS867342	13.03.2015	10:10:54

[Create] [Delete]

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

**Sort List**

Save

Office Details

Bag Type

Delivery Type

\* Closed To Office ID

Sort List Pincode Detail

From Pincode	To Pincode

Speed Post

- b. Click control **Non Town Delivery**.

**Sort List**

Save

Office Details

Bag Type

Delivery Type

\* Closed To Office ID

Sort List Pincode Detail

From Pincode	To Pincode

Non Town Delivery

- c. For non- town delivery pin codes need not be entered. Click **Save** button.

The screenshot shows the 'Sort List' application window. At the top left, there is a 'Save' button with a floppy disk icon, which is highlighted with a red rectangular box. Below this, there is a section for 'Office ID' with a 'Save' button. The main form contains the following fields: 'Bag Type' is a dropdown menu set to 'Speed Post'; 'Delivery Type' is a dropdown menu set to 'Non Town Delivery'; and '\* Closed To Office ID' is a text input field containing 'SP21308000650'. To the right of the office ID is the text 'Mysore' followed by a plus sign and a 'Search & Add' button. Below the form is a section titled 'Sort List Pincode Details' which contains a table with two columns: 'From Pincode' and 'To Pincode'. The table has several empty rows and a vertical scrollbar on the right side.

- 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

The screenshot shows the 'Sort List' application window with a table of items. The table has the following columns: 'Closed To Office', 'Bag Type', 'Delivery Type', 'From Pincode', 'To Pincode', 'Created By', 'Created date', and 'Created Time'. The first row is highlighted in yellow and contains the following data: 'Mysore NSH', 'Speed Post', 'Town Delivery', '570020', '570080', 'TCS867342', '13.03.2015', and '10:10:54'. The second row contains: 'Mysore NSH', 'Speed Post', 'Non-Town Delivery', and 'TCS867342', '13.03.2015', and '10:11:37'. Below the table are 'Create' and 'Delete' buttons. The 'Delete' button is highlighted with a red rectangular box.

- 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.

## Standard Operating Procedure- DMSL Schedule Creation/ Modification

- 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.

**Office Details**

\* Office ID  Mysuru South S.O

Pincode

**Sort List**

View: \* [Standard View] | Print Version Export

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

Modified on 06-03-2020