

Standard Operating Procedure- Multiple RMS / Hub units in same premises

Multiple RMS / Hub units in same premises

In case of multiple RMS / Hub units working in same premises, bag received at the Mail Exchange office is available in the respective Hub in the same premise for bag opening. Also, bags closed from the respective Hub is available in the Mail Exchange Office for dispatch.

- Bags received at Mail Exchange Offices (TMOs / L1U/ L2U) are available for bag opening in the respective Hubs (NSH/ICH/CRC/PH).
- Bags closed from the respective Hubs (NSH/ICH/CRC/PH) are available for dispatch in Mail Exchange Offices (TMOs / L1U/ L2U).

Pre-Requisite:

Assign role **IPVS role for EDD (YS: IPVS_EDD)** to the required User through RDA.

Office Mapping:-

Office mapping should be done using the T-code: **ZCHUB**

- a. Login to ECP system.
- b. Enter T-code: **ZCHUB**
- c. Click on Execute.

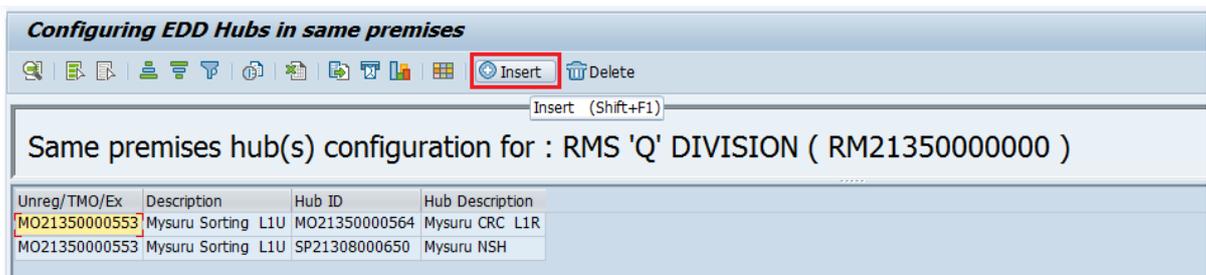


Configuring EDD Hubs in same premises

Execute (F8)

Division ID: RM2135000000 RMS 'Q' DIVISION

- d. Click on Insert.



Configuring EDD Hubs in same premises

Insert Delete

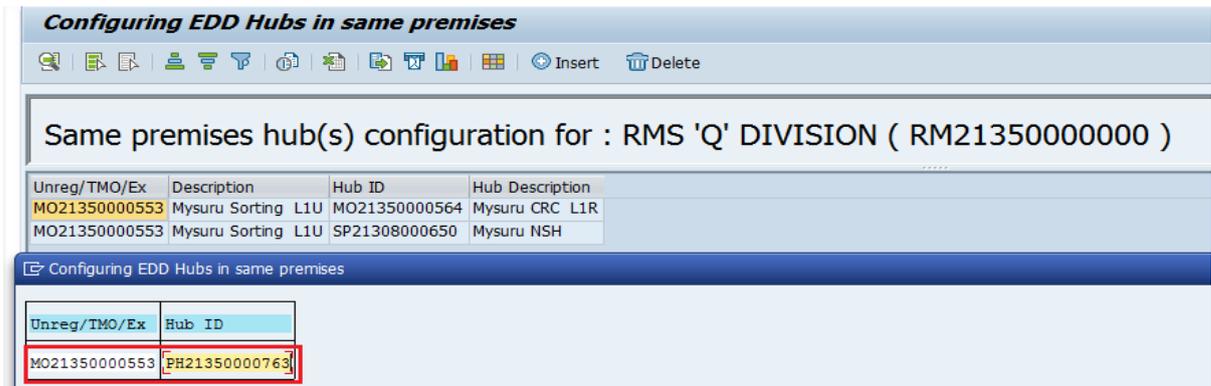
Insert (Shift+F1)

Same premises hub(s) configuration for : RMS 'Q' DIVISION (RM2135000000)

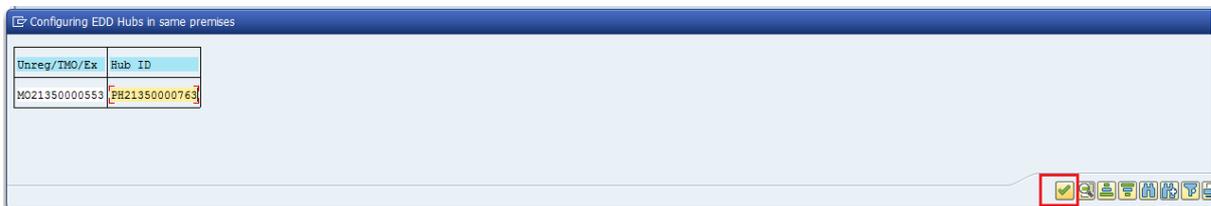
Unreg/TMO/Ex	Description	Hub ID	Hub Description
MO21350000553	Mysuru Sorting L1U	MO21350000564	Mysuru CRC L1R
MO21350000553	Mysuru Sorting L1U	SP21308000650	Mysuru NSH

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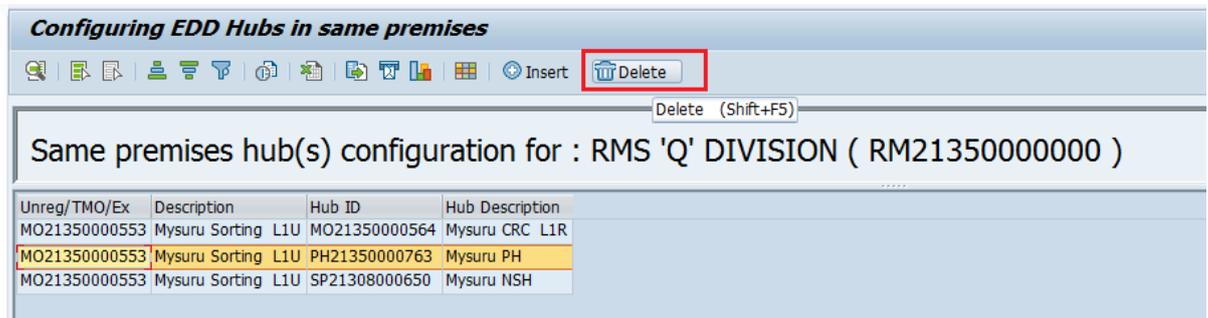
- e. Enter Facility Id for mapping offices working in same premises. (First Office ID is Mail Exchange Offices facility Id and second office Id is Hub facility Id).



- f. Click on Continue.



- g. To delete wrong/unwanted entries.
h. Select wrong entry.
i. Click on Delete.



Note:-

1. If Mail Exchange Office and Hub are under two different divisions then mapping should be done from the Hub Division and cannot be done from the Mail Exchange Office Division.
2. Multiple RMS / Hub working in same premises mapped in the above way, bag received at Mail Exchange Office will be available in the respective hub for Bag opening. Similarly bags closed from the respective hub will be available in the Mail Exchange office for Bag dispatching.

Bag Receipt and Open

Bag received at Mail Exchange Offices is available for Opening at respective Hubs (NSH/ICH/CRC/PH) in the same premises.

Standard Operating Procedure- Multiple RMS / Hub units in same premises

Bag Receipt:-

- Receive the Bag at Mail Exchange Offices.
- 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. **Bag destination** as **Forward Bag**. 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.

The screenshot shows the 'Receive Header Details' section with the following information:

- Office ID: MO21350000553
- Mysuru Sorting L1U
- Set: GEN1
- Schedule ID: IBANI_RTC_1818
- Actual Arrival Date: 27.05.2020
- Actual Arrival Time: 13:56:56
- Mail List ID: 0
- Bag ID: [Empty]
- Weight: [Empty] Kgs

The 'Scanned Bags' table contains the following data:

Schedule ID	Mail List ID	Bag ID	Bag Type	Delivery Type	Bag Closed From	Bag Closed To
	0	CBK5003163900	Parcel		Mysuru PH	Bengaluru Parcel Hub
	0	CBK5003163778	Parcel		Mysuru PH	Bengaluru Parcel Hub
MMS_MAHADESHWARAMALAI_TRAINING	0	RBK2018042722	Registered	NT	Mahadeshwara Malai S.O	Mysuru CRC L1R
MMS_MAMBALLI_TRAINING	0	RBK3005237936	Registered	NT	Mamballi S.O	Mysuru CRC L1R
MMS_SANTHEMARANAHALLI_TRAINING	0	EBK5004604041	Speed post	TD	Santhamaranahalli S.O	Mysuru NSH
MMS_KAMAKKERAI S.O	0	EBK0803199130	Speed post	TD	Kamakeral S.O	Mysuru NSH

Bag Open:-

- Open the Bag at respective Hub (NSH/ICH/CRC/PH).
- Scan the Bag Number in the Bag Id and Article Number one by one. The scanned articles will be shown in the list.
- Click on **Submit** or **Ctrl+S** to save the data permanently.

The screenshot shows the 'Bag Open' interface with the following details:

- Office ID: SP21306000850
- Mysuru NSH
- Set: GEN1
- Bag ID: EBK0803199130
- Source: Kamakeral S.O
- Article Number: [Empty]

The 'Scanned Articles' table contains the following data:

Bag ID / Article Number	Article type	Article/Bag Weight	To Pincode	Insured Flag	Priority	Bag Destination	Facility ID Description
EBK080543710IN	Inland Speed Post	0.030	570001	<input type="checkbox"/>	<input type="checkbox"/>		

Standard Operating Procedure- Multiple RMS / Hub units in same premises

Bag Closing and Dispatch:-

Bags closed at respective Hubs (NSH/ICH/CRC/PH). are available for dispatch at Mail Exchange Offices.

Prerequisite:-

A foot schedule is created from Hub to Mail Exchange Office and all the destination offices to concerned bag type are maintained in that schedule.

Create and maintain Due Mail Sorting List (DMSL) for concerned bag type to dispatch all the bags from Mail Exchange Offices to respective destination.

Bag Close :-

- Close the bag at respective Hub (NSH/ICH/CRC/PH).
- Select the **Destination** from the drop down menu and Select **Bag Type**.
- Click **Next** button.
- Scan articles and click **Finish (Ctrl+F)**.

Bag Dispatch:-

- Dispatch the bag from Mail Exchange Offices.
- Select the **Schedule ID**, The bags closed from HUB for the selected schedule will appear on **Ready for Dispatch** window.
- Scan the Bag Number in **Bag ID**. Click **Dispatch and Print Mail List** option for printing Mail List. This will generate Mail List ID.

(Note: - To avoid unwanted set to set transfer of bags, please make sure closed bags are dispatched for direct schedule from Hub before set close of Mail Exchange Offices).

Dispatched To	Bag ID	Bag Type	Delivery Type	Bag Closed From	Bag Closed To	Priority
Bengaluru City TMO	EBK0000060235	Speed post		Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000060699	Speed post		Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000012478	Speed post		Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000029495	Speed post		Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000033332	Speed post	Non Town Delivery	Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000045000	Speed post	Non Town Delivery	Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000048481	Speed post		Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000055555	Speed post	Non Town Delivery	Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000085412	Speed post	Non Town Delivery	Mysuru NSH	Bengaluru NSH	[X]
Bengaluru City TMO	EBK0000123386	Speed post	Non Town Delivery	Mysuru NSH	Bengaluru NSH	[X]

Dispatched To	Bag ID	Bag Type	Delivery Type	Bag Closed From	Bag Closed To	Bag Weight	Priority
Bengaluru City TMO	CBK8793749753	Parcel		Mysuru PH	Delhi Parcel Hub	1,000	[X]
Bengaluru City TMO	RBK3825428735	Registered		Mysuru CRC L1R	Delhi RMS Bhawan CRC L1R	1,000	[X]
Bengaluru City TMO	EBK7253478523	Speed post		Mysuru NSH	New Delhi NSH	1,000	[X]

Bag Missing Scan Report:-

Bag Received but not Dispatched :-

Bags received at Mail Exchange Offices but are not opened at respective Hub are available in 'Mapped Hub details' of 'Bag Received but not dispatch' are available at Mail Exchange Offices.

Standard Operating Procedure- Multiple RMS / Hub units in same premises

- Select Bag Missing Scan report at Mail Exchange Offices.
- Select 'Receive But not dispatched'.
- Select 'Mapped Hub Details'.
- Click on Search.

Bags Missing Scans

Input Data

* Office ID: MO21350000553 Mysuru Sorting L1U
Set: [Dropdown]
* Date: 10.06.2020
 Received But Not Opened Closed But Not Dispatched Opened But Not Closed Received But Not Dispatched
 Mapped Hub Details

Bags Closed But Not Dispatched Details

View: [Standard View]	Export
Bagtype	Bag Count
Speed post	2

View: [Standard View]	Export		
Bag ID	Received From	Bag Type	Received Date
EBK9004902843	Kamakerai S.O	Speed post	10.06.2020
EBT1230214569	Agra NSH	Speed post	10.06.2020

Bag Closed but not Dispatched: -

Bags closed from Hub but are not dispatched from the Mail Exchange Offices are shown at Hub.

- Select Bag Missing Scan report at HUB.
- Select 'Bag Closed but not dispatched'.
- Click on Search.

Bags Missing Scans

Input Data

* Office ID: SP21308000850 Mysuru NSH
Set: [Dropdown]
* Date: 10.06.2020
 Received But Not Opened Closed But Not Dispatched Opened But Not Closed Received But Not Dispatched

Bags Closed But Not Dispatched Details

View: [Standard View]	Export
Bagtype	Bag Count
Speed post	1

View: [Standard View]	Export		
Bag ID	Closed to	Bag Type	Closed Date
EBK1203568796	New Delhi NSH	Speed post	10.06.2020

(Note: - All Other IPVS Reports are remain unchanged).

Standard Operating Procedure- Multiple RMS / Hub units in same premises

Transfer of Bags:-

Received but not Opened:-

Bag Received at Mail Exchange Offices and are not opened are available at Hub to transfer bag from one set to another set.

- Go to **Staff Scheduling System** Click on **Mail Office** below the **Set Closure** at Hub.
- Transfer **Unopened Bags** to next set using **Shift Transfer**.
- Click on **Set close**.

Employee ID	Employee	Select	Bag ID	Bag Type	Bag Weight	Article Count
11073237	TEST T	<input checked="" type="checkbox"/>	EBK5004602643	SP	1,000	1
11073197	TEST T					

Bag Closed but not Dispatched: - Bags closed from Hub but are not dispatched from the Mail Exchange Offices or Hub is available at Mail Exchange Offices to transfer bag from one set to another set.

- Go to **Staff Scheduling System** Click on **Mail Office** below the **Set Closure** at Mail Exchange Offices.
- Transfer **None-dispatched bags** to next set using **Shift Transfer**.
- Click on **Set close**.

(Note: - Bag Closed to Bulk Delivery Customer and deposit Bag is transferred from one set to another set at Closed Hub itself).

Employee ID	Employee	Select	Bag ID	Bag Type	Bag Weight	Article Count
11000841	US	<input checked="" type="checkbox"/>	EBT1230214569	SP	1,000	0
		<input checked="" type="checkbox"/>	EBK1203568796	SP	1,000	1

Standard Operating Procedure- Multiple RMS / Hub units in same premises

Accepting/Receiving transferred bags:-

Bag received at Mail Exchange Offices and are not opened and transferred from the previous set at Hub are available for accepting while Office Set Open at Hub.

Bags closed from Hub but are not dispatched from the Mail Exchange Offices and transferred from the previous set at Mail Exchange Offices are available for accepting while Office Set Open at Mail Exchange Offices.

- Go to **Staff Scheduling System** Click on **Mail Office** below the **Office Set Open**.
- Transferred Bags from some other sets are available, if so go to **Transferred Bag Details** and Select those bags and click on **Move** button.
- Click **Accept** option for receiving them.
- Click on **Set Open**, Shift has been opened successfully message will appear.

Application For Shift transfer

* Office Type: MAIL OFFICE * Office ID: Mysuru Sorting L1U
* Set No: * Start Date:

Transferred Bag Details Expected Workload Set Open

Header

Supervisor Name: USER41 K41
Supervisor ID: 11000841
Shift No: GEN1

Selection	Bag ID	Bag Type	Bag Weight	Status	Remarks
<input type="checkbox"/>	CBK1203030356	PP	1.750	Closed	Ok
<input type="checkbox"/>	EBK0003214562	SP	0.000	Closed	Ok
<input type="checkbox"/>	EBK0021000321	SP	0.000	Closed	Ok
<input type="checkbox"/>	EBK0021458779	SP	0.000	Closed	Ok
<input type="checkbox"/>	EBK0032654555	DB	0.000	Closed	Ok
<input type="checkbox"/>	EBK3856645645	SP	0.000	Closed	Ok

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