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.
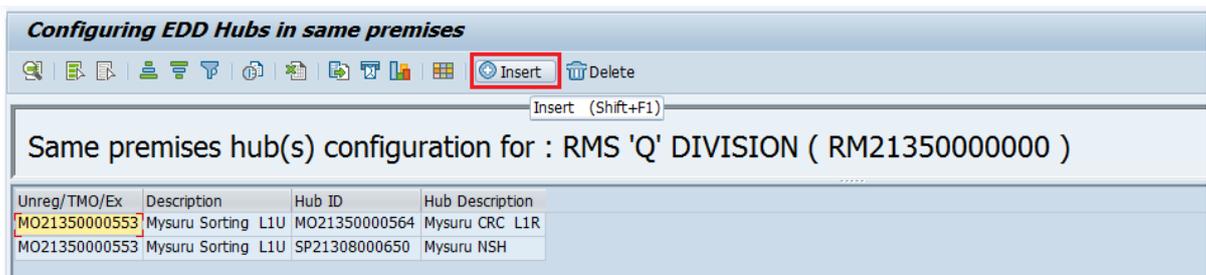   b. Enter T-code: **ZCHUB**
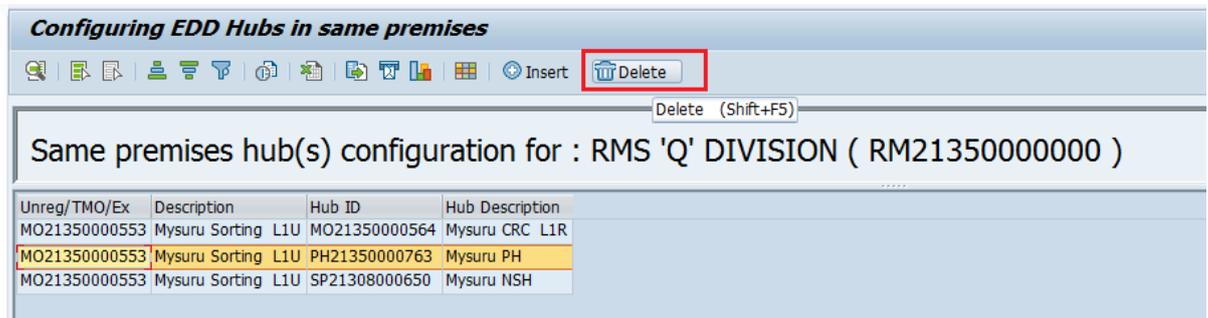   c. Click on Execute.

   d. Click on Insert.

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).
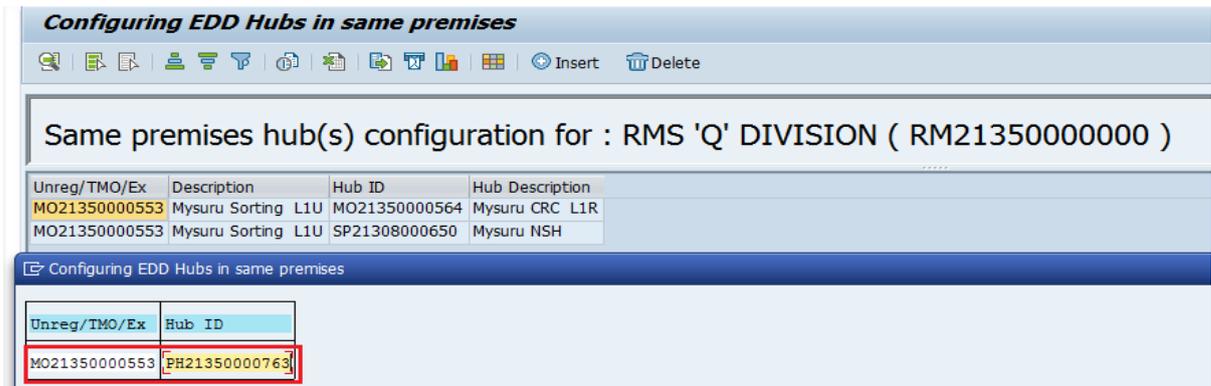
f. Click on Continue.
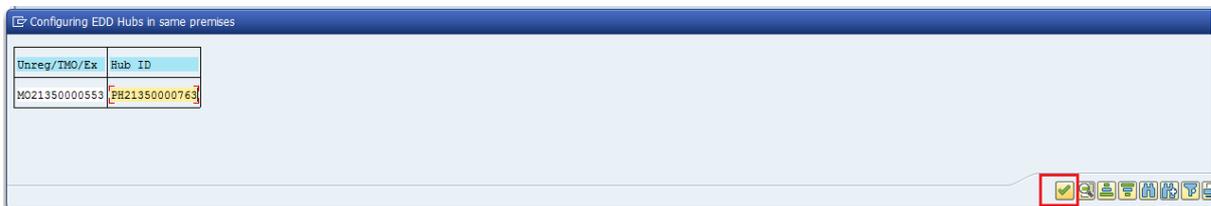
g. To delete wrong/unwanted entries.

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.

Bag Receipt:-

a. Receive the Bag at Mail Exchange Offices.

b. Select **Schedule ID** from box and Click on **Fetch** and Scan the Bag Number in the **Bag ID** field.

c. 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.

d. The bag will appear in **Scanned Bags** option.

e. Enter all bags by the mentioned method and click **Receive** button or use shortcut **Ctrl+R** to receive all bags.

f. Click on **OK** button by confirming the total number of bags received.

Bag Open:-

a. Open the Bag at respective Hub (NSH/ICH/CRC/PH).

b. Scan the Bag Number in the Bag Id and Article Number one by one. The scanned articles will be shown in the list.

c. Click on **Submit** or **Ctrl+S** to save the data permanently.

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 :-

a. Close the bag at respective Hub (NSH/ICH/CRC/PH).

b. Select the **Destination** from the drop down menu and Select **Bag Type.**

c. Click **Next** button.

d. Scan articles and click **Finish (Ctrl+F).**

Bag Dispatch:-

a. Dispatch the bag from Mail Exchange Offices.

b. Select the **Schedule ID**, The bags closed from HUB for the selected schedule will appear on **Ready for Dispatch** window.

c. 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).

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.

a. Select Bag Missing Scan report at Mail Exchange Offices.

b. Select 'Receive But not dispatched'.

c. Select 'Mapped Hub Details'.

d. Click on Search.

Bag Closed but not Dispatched: -

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

a. Select Bag Missing Scan report at HUB.

b. Select 'Bag Closed but not dispatched'.

c. Click on Search.

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

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.

a. Go to **Staff Scheduling System** Click on **Mail Office** below the **Set Closure** at Hub.

b. Transfer **Unopened Bags** to next set using **Shift Transfer.**

c. Click on **Set close**.

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.

a. Go to **Staff Scheduling System** Click on **Mail Office** below the **Set Closure** at Mail Exchange Offices.

b. Transfer **None-dispatched bags** to next set using **Shift Transfer.**

c. 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).

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.

a. Go to **Staff Scheduling System** Click on **Mail Office** below the **Office Set Open.**

b. Transferred Bags from some other sets are available, if so go to **Transferred Bag Details** and Select those bags and click on **Move** button.

c. Click **Accept** option for receiving them.

d. Click on **Set Open,** Shift has been opened successfully message will appear.

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