

## SOP for Articles ON HOLD Report & Articles Due for Returns Report

1. The following two reports made available in DOP main screen→ DPMS Transaction & Reports under reports option.

[1] Articles on Hold report.

[2] Articles Due for Returns Report.

### ***DPMS Transaction and Reports***

#### Reports & T-Codes

##### REPORTS

Postman Performance Report-Articles

Postman Performance Report-EMO

EOD And Cash Dashboard

EMO Abstract Report

Office Undelivered Article Report

BO EMO Abstract Report

Cash Return Report (Before EOD)

Article Abstract Report

VPMO Booking Report

BO Article Abstract Report

Online Pickup Status Report

Articles Due For Returns Report

Articles On Hold Report


Recall Article Label Generation

## 2. Features of the report :-

- I. Articles on hold report displays the details of articles kept in deposit at a particular facility ID for a data range of 30 days based on hold from date & received date. The report displays the complete details of the articles kept on hold such as article type, received date, last invoiced date, hold from date, hold till date, next attempt date, hold days, mode of delivery, reason for non-delivery, postman employee ID and name. Provision available for invoicing to postman directly from the report screen.
- II. Articles due for returns report displays the details of articles due for returned to sender at a particular facility ID based on the hold till date. Complete details of articles exceeding the hold till date will be displayed in the report. Provision available to mark the article as RTS directly from the report screen.


## 3. Articles ON HOLD Report.


**Articles On Hold**




**Instructions**  
Date range should be within 30 days.

**Input Criteria**

Facility ID  

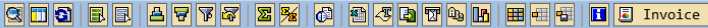
Article type  

Hold From Date  
 Received Date

Date  to  

Input criteria:- Facility ID, Article type, Hold/Received date within 30 days date range.

**Articles On Hold**

 Invoice

	Article Number	Article Type	Receive Date	Last Invoiced date	Hold From Date	Hold till date	Next Attempt Date
<input type="checkbox"/>	RT919508205IN	LETTER	23.03.2022	23.03.2022	02.04.2022	09.04.2022	
<input type="checkbox"/>	RT919508253IN	LETTER	23.03.2022	23.03.2022	02.04.2022	09.04.2022	
<input type="checkbox"/>	RT919508430IN	LETTER	23.03.2022	23.03.2022	02.04.2022	09.04.2022	
<input type="checkbox"/>	RT919508655IN	LETTER	23.03.2022	23.03.2022	02.04.2022	09.04.2022	
<input type="checkbox"/>	RT919845539IN	LETTER	04.04.2022	04.04.2022	05.04.2022	12.04.2022	
<input type="checkbox"/>	PP379796913IN	SP_INLAND	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/>	RT862151775IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/>	RT862151563IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/>	RT925749854IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/>	RT925749868IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/>	RT925749871IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/>	RT925749899IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	

Articles On Hold

Hold till date	Next Attempt Date	Hold Days	Mode of Delivery	Reason for nondeliv...	Postman Employee ID	Postman Name
09.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
09.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
09.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
09.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
12.04.2022		0	B029404101001	Addressee cannot be...	50504693	SIVA
13.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
13.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
13.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
13.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
13.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
13.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
13.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S
13.04.2022		0	B029404101002	DOOR LOCKED	50121124	MARIYAMMAL S

- a. The details of articles on hold in the office will be displayed.
- b. The invoice option available can be selected if the article has to be invoiced to any beat.

Articles On Hold

Article Number	Article Type	Receive Date	Last Invoiced date	Hold From Date	Hold till date	Next Attempt Date
<input type="checkbox"/> RT919508205IN	LETTER	23.03.2022	23.03.2022	02.04.2022	09.04.2022	
<input type="checkbox"/> RT919508253IN	LETTER	23.03.2022	23.03.2022	02.04.2022	09.04.2022	
<input type="checkbox"/> RT919508430IN	LETTER	23.03.2022	23.03.2022	02.04.2022	09.04.2022	
<input type="checkbox"/> RT919508655IN	LETTER	23.03.2022	23.03.2022	02.04.2022	09.04.2022	
<input type="checkbox"/> RT919845539IN	LETTER	04.04.2022	04.04.2022	05.04.2022	12.04.2022	
<input type="checkbox"/> PP379796913IN	SP_INLAND	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/> RT862151775IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/> RT862151563IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/> RT925749854IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/> RT925749868IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/> RT925749871IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	
<input type="checkbox"/> RT925749899IN	LETTER	06.04.2022	06.04.2022	06.04.2022	13.04.2022	

- c. The details for invoicing will be shown similar to EOD screen and article once invoiced to selected beat then save.

Articles On Hold

FACILITY ID: P029404101000 Akkur S.O (Nagapat)    SHIFT NO: GEN2    BATCH ID: BATCH1    08:00:00-16:00:00    DATE OF DEL CONFIRM: 07.04.2022 PINCODE: 609301    BEAT ID: B1    AKKUR S.O (NAGAPATTI)    EMPLOYEE ID: 10174849    RAJAMURUGAN KANAGASABAI							
Beat no	Pernr	Postman Name	BO ID	Hold date	Hold Till date	Next Attempt Date	Reason for nondeliv...
B0	50121124	MARIYAMMAL S	B029404101002	02.04.2022	09.04.2022		DOOR LOCKED

Pennr	Postman Name	BO ID	Hold date	Hold Till date	Next Attempt Date	Reason for nondeliv...
50121124	MARIYAMMAL S	B029404101002	02.04.2022	09.04.2022		DOOR LOCKED

#### 4. Articles Due for Returns Report

##### Articles Due For Returns

**Instructions**  
Date range should be within 30 days.

Facility id:

Article type:

Hold Till Date:  to

- Input criteria :- Facility ID, article type, hold till date within 30days date range.
- Articles exceeding the Hold till date will be displayed in Articles due for Returns report.

**Articles Due For Returns**

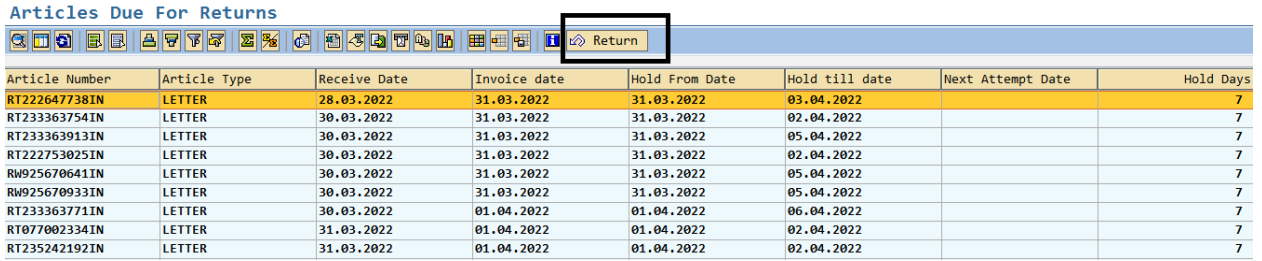
Article Number	Article Type	Receive Date	Invoice date	Hold From Date	Hold till date	Next Attempt Date	Hold Days
RT222647738IN	LETTER	28.03.2022	31.03.2022	31.03.2022	03.04.2022		7
RT233363754IN	LETTER	30.03.2022	31.03.2022	31.03.2022	02.04.2022		7
RT233363913IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RT222753025IN	LETTER	30.03.2022	31.03.2022	31.03.2022	02.04.2022		7
RW925670641IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RW925670933IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RT233363771IN	LETTER	30.03.2022	01.04.2022	01.04.2022	06.04.2022		7
RT077002334IN	LETTER	31.03.2022	01.04.2022	01.04.2022	02.04.2022		7
RT235242192IN	LETTER	31.03.2022	01.04.2022	01.04.2022	02.04.2022		7
RT23330495IN	LETTER	31.03.2022	01.04.2022	01.04.2022	06.04.2022		7

**Articles Due For Returns**

Next Attempt Date	Hold Days	Mode of Delivery	Reason for nondeliv...	Postman Employee ID	Postman Name
	7	B25	DOOR LOCKED	10079412	LOGANATHANS
	7	B26	DOOR LOCKED	10186852	VEERAPPANM
	7	B1	DOOR LOCKED	10276403	SUBBULAKSHMIA
	7	B26	DOOR LOCKED	10186852	VEERAPPANM
	7	B24	DOOR LOCKED	10079527	SRINIVASANR
	7	B24	DOOR LOCKED	10079527	SRINIVASANR
	7	B23	DOOR LOCKED	10079360	ELANGOD
	7	B26	DOOR LOCKED	10186852	VEERAPPANM
	7	B26	DOOR LOCKED	10186852	VEERAPPANM

- c. The Return option is provided in the screen to select the article and mark it as RTS through Direct Return option in DPMS main screen.

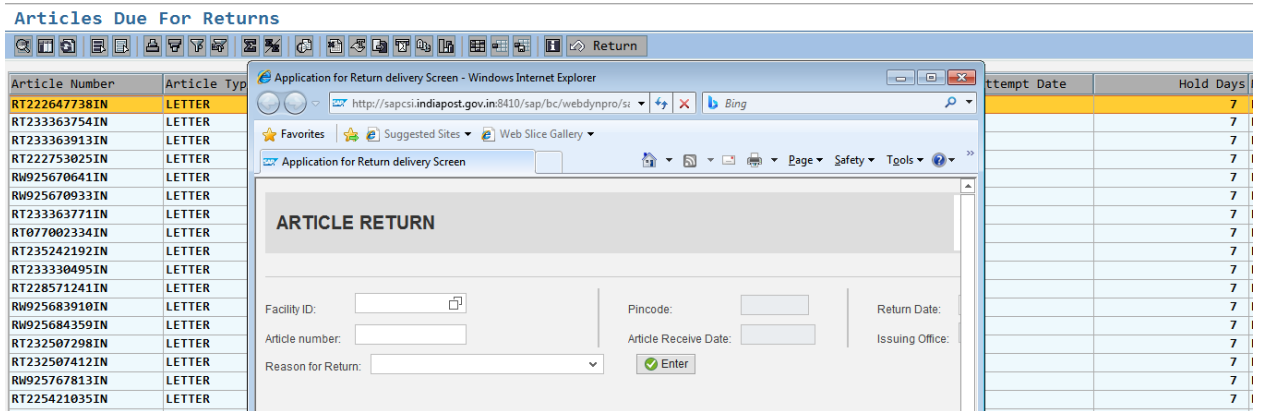
Articles Due For Returns



Article Number	Article Type	Receive Date	Invoice date	Hold From Date	Hold till date	Next Attempt Date	Hold Days
RT222647738IN	LETTER	28.03.2022	31.03.2022	31.03.2022	03.04.2022		7
RT233363754IN	LETTER	30.03.2022	31.03.2022	31.03.2022	02.04.2022		7
RT233363913IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RT222753025IN	LETTER	30.03.2022	31.03.2022	31.03.2022	02.04.2022		7
RW925670641IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RW925670933IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RT233363771IN	LETTER	30.03.2022	01.04.2022	01.04.2022	06.04.2022		7
RT077002334IN	LETTER	31.03.2022	01.04.2022	01.04.2022	02.04.2022		7
RT235242192IN	LETTER	31.03.2022	01.04.2022	01.04.2022	02.04.2022		7

- d. On clicking the “Return” button Direct Article Return screen opens through which the articles can be marked as Returned to sender.

Articles Due For Returns



Application for Return delivery Screen - Windows Internet Explorer

http://sapcsi.indiapost.gov.in:8410/sap/bc/webdynpro/si

ARTICLE RETURN

Facility ID:

Article number:

Reason for Return:

Pincode:

Article Receive Date:

Return Date:

Issuing Office:

Article Number	Article Type	Receive Date	Invoice date	Hold From Date	Hold till date	Next Attempt Date	Hold Days
RT222647738IN	LETTER	28.03.2022	31.03.2022	31.03.2022	03.04.2022		7
RT233363754IN	LETTER	30.03.2022	31.03.2022	31.03.2022	02.04.2022		7
RT233363913IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RT222753025IN	LETTER	30.03.2022	31.03.2022	31.03.2022	02.04.2022		7
RW925670641IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RW925670933IN	LETTER	30.03.2022	31.03.2022	31.03.2022	05.04.2022		7
RT233363771IN	LETTER	30.03.2022	01.04.2022	01.04.2022	06.04.2022		7
RT077002334IN	LETTER	31.03.2022	01.04.2022	01.04.2022	02.04.2022		7
RT235242192IN	LETTER	31.03.2022	01.04.2022	01.04.2022	02.04.2022		7
RT2333639495IN	LETTER						7
RT228571241IN	LETTER						7
RW925683910IN	LETTER						7
RW925684359IN	LETTER						7
RT232507298IN	LETTER						7
RT232507412IN	LETTER						7
RW925767813IN	LETTER						7
RT225421035IN	LETTER						7

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