

***Standard Operating
Procedure
For
Facility Profiling
And
DWS Transactions***

Standard Operating Procedure for Facility Profiling

Facility Profiling is used to maintain the master data and pin ranges for DWS/PNOP machines sorting. These pin ranges data will be uploaded into DWS/PNOP machines and according to these pin ranges, Workstations & bins will be allocated to articles while scanning

This can be done by following below said procedure:

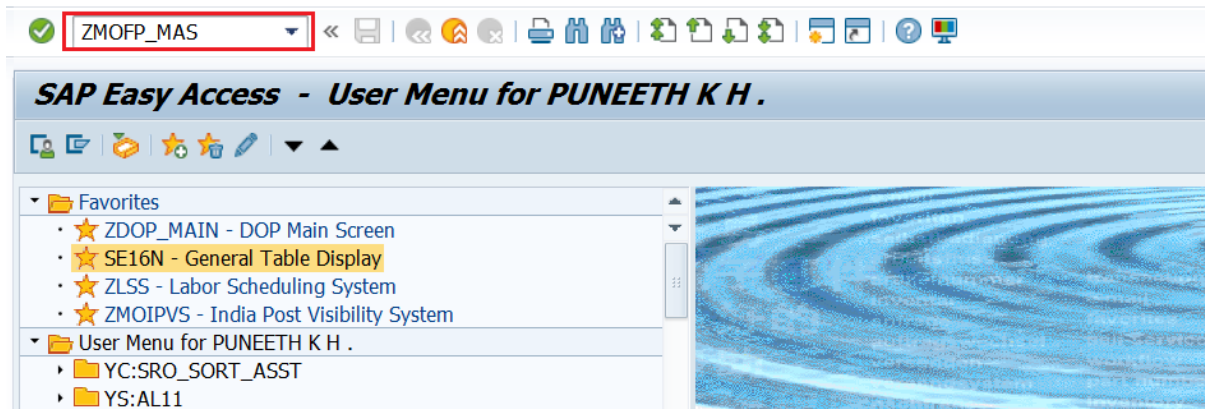
1. Facility Profiling Master Data Maintenance – To mark facility ID as “DWS” / “PNOP”.
2. Facility Profiling Pincode Mapping - Mapping of facility ID for which bag to be closed.

Facility Profiling Master Data Maintenance

To get the System assisted sorting, first a Facility ID should be marked as “DWS” / “PNOP”.

Menu: ZMOFP_MAS, ROLE: FAC_PROFILING. Preferably at Divisional Level.

- a. DWS – Offices in which Dynamic Weighment System was implemented
- b. PNOP – Offices in which Dynamic Weighment System not implemented but require the System assistant sorting feature.



Type “ZMOFP_MAS”

Facility Profiling Master Data Maintenance

Selection screen

Facility ID

☒ DWS
☐ PNOP
☐ Delete
☐ Delete Facility Profiling

DWS / PNOP: As per the preference selects “DWS” / “PNOP”.

Execute.

Facility Profiling Master Data Maintenance

Execute (F8)

Facility ID

☒ DWS
☐ PNOP
☐ Delete
☐ Delete Facility Profiling

☒ Mysuru NSH is maintained as DWS office

SAP

Message will be shown in the screen with type of Office.

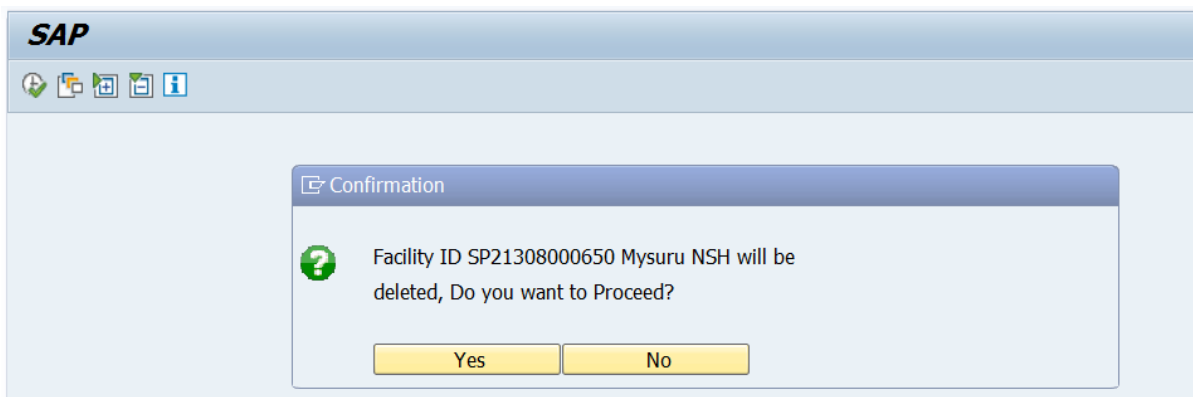
Facility Profiling Master Data Maintenance

Selection screen

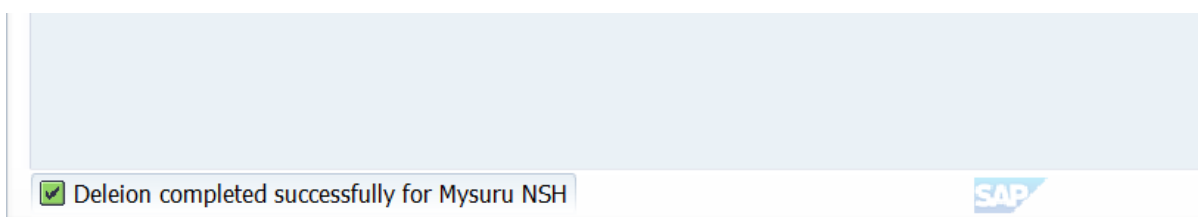
Facility ID

☐ DWS
☐ PNOP
☒ Delete
☐ Delete Facility Profiling

Delete: This deletes only the Office name from DWS / PNOP mapping.

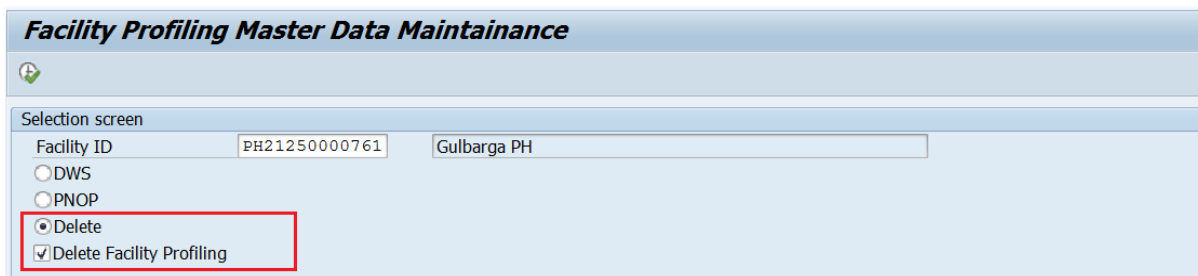


Confirmation popup will be shown in the screen. Click on “Yes” to proceed.

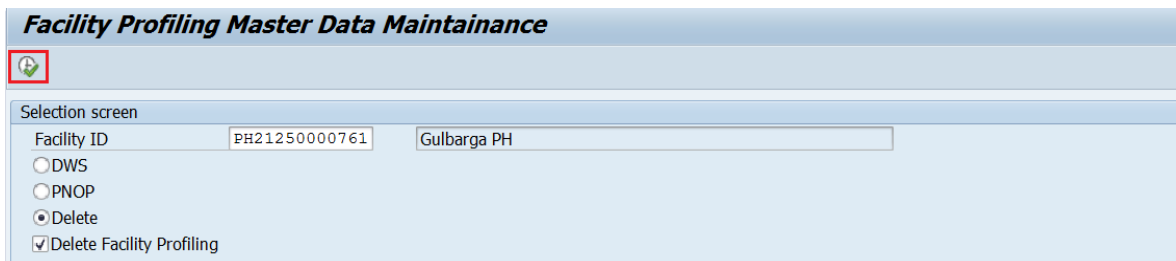


Message will be shown after deletion.

Delete Facility Profiling



Delete Facility Profiling: First select “Delete” and select “Delete Facility Profiling”. This deletes both office Name mapping from “DWS” / “PNOP” and facility profiling already done.



Execute.

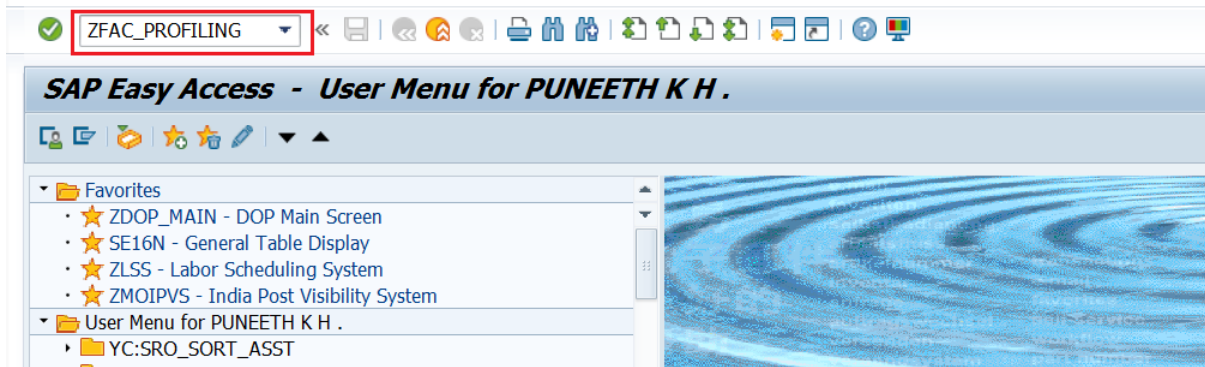
2. Facility Profiling Pincode Mapping –

After completing “Facility Profiling Master Data Maintenance”, this option is to be used.

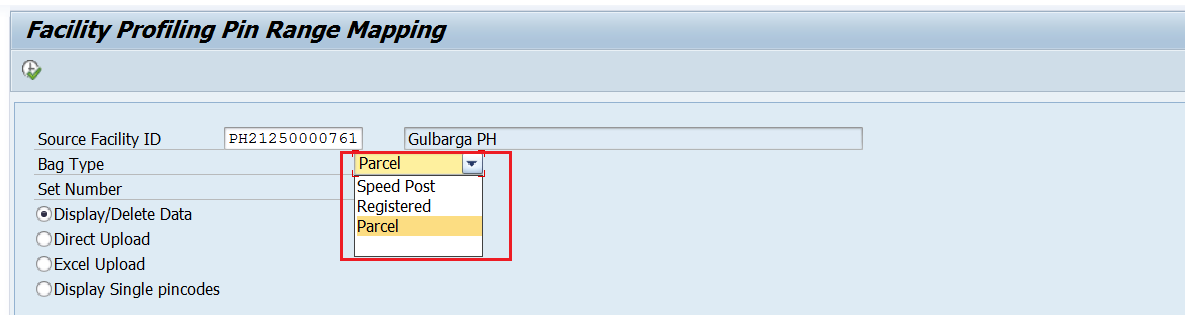
This option is used to make the CSI system to understand the mapping of Pincode with Destination office (ie. Offices to which this Facility ID is proposing to close the bag)

By using this option, Facility Profiling can be done for a particular facility ID and Set.

Menu: ZFAC_PROFILING, Role: FAC_PROFILING



Type ZFAC_PROFILING



Source Facility ID: Based on the user login credentials and role assignment, a user can configure the facility ID eg. DO user with FAC_PROFILING role can do facility profiling for any office under their control.

Bag Type: Configuration can be done for each Bag Type (Parcel / Speed Post / Registered / Parcel), separately.

- Excel Upload: Facility Profiling mapping can be uploaded from “Excel” in the prescribed format.
- Direct Upload: Facility Profiling mapping by single entry posting.
- Display / Delete Data: To View / Delete already mapped data.
- Display Single pincode: Gridview will display Destination office with Pincode, which can be used to upload in DWS machine.

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Parcel

Set Number: GEN1

☒ Display/Delete Data
☐ Direct Upload
☐ Excel Upload
☐ Display Single pincodes

Facility profiling need to be done for each SET separately. By this, each set can handle different type of articles (Speed / RL / Parcel). If all sets are handling same type of articles for each Set, same data must be uploaded.

a. Excel Upload

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Speed Post

Set Number: GEN1

☐ Display/Delete Data
☐ Direct Upload
☒ Excel Upload
☐ Display Single pincodes

File name: D:\Testing\AMPC\28032022\Workatation_SP.xlsx

Prepare data in the format mentioned in the below said templates.

Work Station	Bin Number	Destination Office Facility ID
AA	1	PH11250000761
AB	2	PH11450000761
AC	3	PH11550000761
AA	4	PH12250000761

Facility Profiling Pin Range Mapping

Execute (F8)

Source Facility ID: PH21250000761 Gulbarga PH

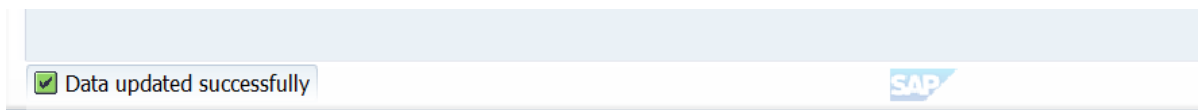
Bag Type: Speed Post

Set Number: GEN1

☐ Display/Delete Data
☐ Direct Upload
☒ Excel Upload
☐ Display Single pincodes

File name: D:\Testing\AMPC\28032022\Workatation_SP.xlsx

Select the file and Execute.



Message will display as “Data updated successfully.”

b. Direct Upload

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Parcel

Set Number: GEN1

☐ Display/Delete Data

☒ Direct Upload

☐ Excel Upload

☐ Display Single pincodes

Work Station(AA-ZZ): AA

Bin Number(1-99): 1

Destination Facility ID: PH21150000761 Bengaluru Parcel Hub

Select “Direct Upload”

Execute

Work station: From AA to ZZ.

Bin Number : From 0 to 99.

Destination Facility ID : Enter the Facility ID (Search option available).

Facility Profiling Pin Range Mapping

Source Facility ID: PH21250000761 Gulbarga PH

Bag Type: Parcel

Set Number: GEN1

☐ Display/Delete Data

☒ Direct Upload

☐ Excel Upload


☐ Display Single pincodes

Work Station(AA-ZZ): AA


Bin Number(1-99): 1

Destination Facility ID: PH21150000761 Bengaluru Parcel Hub

Execute.

Facility Profiling Pin Range Mapping												
												
Facility ID	Set Number	Bag Type	WS	BN	From Pin	To Pincode	Destination Ofc	Destination Desc	Created By	Created date	Crtd Time	Sync
PH21250000761	GEN1	PP	AA	1	560000	562999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	
PH21250000761	GEN1	PP	AA	1	563000	563999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	
PH21250000761	GEN1	PP	AA	1	572000	572999	PH21150000761	Bengaluru Parcel Hub	10035642	30.03.2022	14:07:36	


Select Individual Row

Facility Profiling Pin Range Mapping												
												
Facility ID	Set Number	Bag Type	WS	BN	From Pin	To Pincode	Destination Ofc	Destination Desc	Created By	Created date	Crtd Time	Sync
PH21250000761	GEN1	SP	AA	1	504000	505000	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	1	505001	505999	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	1	506000	506999	SP11150000650	Warangal NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	500000	503000	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	503001	503322	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	503323	503999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	508000		SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	508001	508999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	
PH21250000761	GEN1	SP	AA	2	509000	509999	SP11250000650	Hyderabad NSH	10035642	01.04.2022	10:11:49	


Select all Rows.

Click on “Delete”.

d. Display Single Pincode:

Facility Profiling Pin Range Mapping												
												
Source Facility ID	PH21250000761		Gulbarga PH									
Bag Type			Speed Post									
Set Number			GEN1									
<input type="radio"/> Display/Delete Data <input type="radio"/> Direct Upload <input type="radio"/> Excel Upload <input checked="" type="radio"/> Display Single pincodes												

Execute.

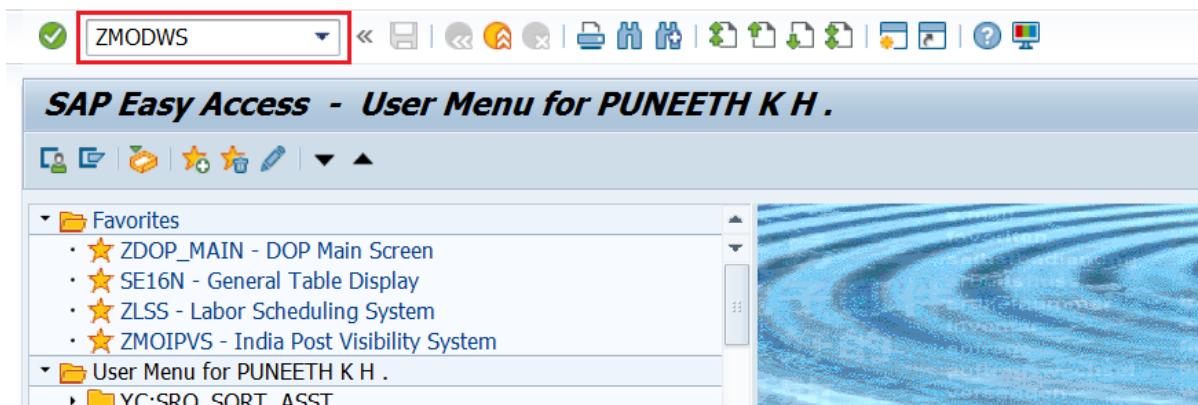
Facility Profiling Pin Range Mapping												
												
Facility ID	Set Number	Bag Type	WS	BN	From Pin	Destination Office	Dest Dsc					
PH21250000761	GEN1	SP	AA	1	504000	SP11150000650	Warangal NSH					
PH21250000761	GEN1	SP	AA	1	504001	SP11150000650	Warangal NSH					
PH21250000761	GEN1	SP	AA	1	504002	SP11150000650	Warangal NSH					
PH21250000761	GEN1	SP	AA	1	504003	SP11150000650	Warangal NSH					
PH21250000761	GEN1	SP	AA	1	504004	SP11150000650	Warangal NSH					

This will display Facility Profiling mapping for each pin code. This will help the field units to upload the facility profiling in DWS system.

Dynamic Weightment System & System assistant sorting feature.

Procedure to use DWS feature in offices where it is implemented

Menu: ZMODWS, Role: IPVS Operator (YS: MOIPVS_OPERATOR).



Type “ZMODWS”

India Post visibility system for DWS has the following transactions.

1. Bag Receive – Receive the incoming bags for this the office.
2. Bag Open – Apart from the existing Bag Open option, workstation ID(Sorting Table) and Destination office of the articles received will now be displayed against each article/item.
3. Add Articles to Bag – New feature. When articles are received/scanned, it will show the BIN (Pigeonhole) number and the Destination.
4. Bag Close – After selecting the Bag Type and Destination based on “Bag Open” and “Add Articles to Bag”, all articles for that Bag type and Destination will be displayed.

DWS/PNOP - Main Screen			User name: PUNEETH K H .		
Transactions	Reports	Forms	Bag Miscellaneous	Article Miscellaneous	Tracking Information
Bags Receive Bag Open Add articles to Bag Bag Close Bags Dispatch Bags Dispatch_Cancel Insured Bag Verification Insured Article Verification Deposit Bag Close	Bags Received Articles Received Virtual Sort Bags Dispatched Articles Dispatched Expected Workload Bag Discrepancy Article Discrepancy Office Abstract Consolidate Abstract Insured Article Late Bags Transmission Analysis Set Discrepancy Bags Missing Scans	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 Bag Deletion DB Set Change Change Bag Status Unlock Bag ID	Set Article Priority Capture Article Damage Article Barcode Change Report Article Lost Article Destination Pincode Change Report Article Found Article Type Modification Altering an Opened Bag Electronic Proof Of Delivery Recall Article Label Generation	Bag Tracking Bag Tracking (3 Months) Article Tracking OER Article Tracking

a) **Bag Receive**

Select Bag Receive.

Select Destination Office and Enter Weight.

Click on Receive.

a) **Bag Open**

In this option, for each article number, the system will show the Workstation ID and Destination office, based on the Facility Profile mapping.

Select Bag Open.

Scan the Received Bag number.

Bag Open

Bag Details

* Office ID: PH21350000763 Mysuru PH Set: GEN1
 * Bag ID: CBK500568846 [Bags ready to Open](#)
 Source: Yelandur S.O Created By: test212 F

Article Number:
 Article Number: CK725068201IN
 Destination Office: PH21150000761 Bengaluru Parcel Hub
 Work Station: AC

Expected Articles

View: [Standard View] Export

Bag ID / Article Number	Booking Office	Article type	Article Weight	Receiver Pincode	Insured Flag	Priority
CK725068246IN	Yelandur S.O	Registered Parcel	1,100	580003	<input type="checkbox"/>	<input type="checkbox"/>
CK725068250IN	Yelandur S.O	Registered Parcel	0,960	734101	<input type="checkbox"/>	<input type="checkbox"/>

Scanned Articles

View: [Standard View] Export Check Append Row Insert Row Delete Row

Bag ID / Article Number	Facility ID Description	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Pin
CK725068201IN	Yelandur S.O	Registered...	0,580	560001	AC	<input type="checkbox"/>	

Scan Article number.

Destination office and workstation ID will be displayed.

Bag Open

Bag Details

* Office ID: PH21350000763 Mysuru PH Set: GEN1
 * Bag ID: CBK500568846 [Bags ready to Open](#)
 Source: Yelandur S.O Created By: test212 F

Article Number:
 Article Number: CK725068250IN
 Destination Office: PH32350000761 Siliguri PH
 Work Station: AF

Expected Articles

View: [Standard View] Export

Bag ID / Article Number	Booking Office	Article type	Article Weight	Receiver Pincode	Insured Flag	Priority
CK725068246IN	Yelandur S.O	Registered Parcel	1,100	580003	<input type="checkbox"/>	<input type="checkbox"/>

Scanned Articles

View: [Standard View] Export Check Append Row Insert Row Delete Row

Bag ID / Article Number	Facility ID Description	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Pin
CK725068250IN	Yelandur S.O	Registered...	0,960	734101	AF	<input type="checkbox"/>	
CK725068201IN	Yelandur S.O	Registered...	0,580	560001	AC	<input type="checkbox"/>	

Scanned Articles Count: 2 Total Articles: 3 Total Articles Weight: 1,540 Kgs

Bag Open Operations

There is an option available to update the article received without Pincode and to modify the available Pincode against the article scanned.

Based on the article number, the Destination office and workstation ID will be displayed.

To guide the user better, the status of the last scanned article will be shown in “Red” colour. Also, this information will be available on the Right-side Grid View.

If the user fails to update the Pincode, the same will not be available in the DWS bag handling. These should be handled through the existing Bag Closing.

Legacy Bag Open

Bag Details

* Office ID: PH21350000763 Mysuru PH
* Bag ID: CBK2156365412
Bag received from: Agra PH PH30150000761
* Article Type: PARCEL
Article Number: CK546546578IN Enter
Destination Office: PH21150000761
Work Station: AC
Need to Handle in IPVS (Pincode blank)

Article Details

View: [Standard View] Export

Bag ID / Article Number	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destination	Facility ID Description
CK546546578IN	PARCEL	0.00						

Similarly, in "Legacy bag open", the Destination office and Workstation ID will be blank if booking data is missing.

Legacy Bag Open

Bag Details

* Office ID: PH21350000763 Mysuru PH
* Bag ID: CBK2156365412
Bag received from: Agra PH PH30150000761
* Article Type: PARCEL
Article Number: CK546546578IN Enter
Destination Office: PH21150000761 Bengaluru Parcel Hub
Work Station: AC

Article Details

View: [Standard View] Export

Bag ID / Article Number	Article type	Article/Bag Weight	To PIN code	Work station	Insured Flag	Priority	Bag Destination	Facility ID Description
CK546546578IN	PARCEL	0.00	560001	AC				

Update the Pin code for scanned article.

Destination office and Workstation ID will be displayed.

If the user fails to update the Pincode, the same will not be available in the DWS bag handling. These should be handled through the existing Bag Closing.

b) Add Article(s) to Bag

This option helps to identify the article for which Bin and Destination it relates.

Note: Articles received without Pincode will not be available in this processing. It should be handled in the existing Normal Closing Bag option.

Add Article(s) to Bag

Invoice Articles for Bag

Source Office: PH21350000763 Mysuru PH
 Work Station: AC
 Article Number:
 Article: CK5465465781IN
 Destination Office: PH21150000761 Bengaluru Parcel Hub
 Bin Number: 03
 Add Refresh

Scanned Articles

View: [Standard View] Export

Facility ID Description	Set Number	Article Number	Facility ID Description	Work station	Bin Number
Mysuru PH	GEN1	CK5465465781IN	Bengaluru Parcel Hub	AC	3
Mysuru PH	GEN1	CK445345546IN	Hubballi PH	AC	5
Mysuru PH	GEN1	CK725067223IN	Hubballi PH	AC	5

Scanned articles 1

Delete

Select Add Articles(s) to bag.

Scan Article numbers.

Destination office and Bin numbers are displayed for the Scanned article.

Add Article(s) to Bag

Invoice Articles for Bag

Source Office: PH21350000763 Mysuru PH
 Work Station: AC
 Article Number:
 Article: CK5465465811IN
 Destination Office: PH21150000761 Bengaluru Parcel Hub
 Bin Number: 03
 Add Refresh

Scanned Articles

View: [Standard View] Export

Facility ID Description	Set Number	Article Number	Facility ID Description	Work station	Bin Number
Mysuru PH	GEN1	CK5465465811IN	Bengaluru Parcel Hub	AC	3
Mysuru PH	GEN1	CK5465465781IN	Bengaluru Parcel Hub	AC	3
Mysuru PH	GEN1	CK445345546IN	Hubballi PH	AC	5
Mysuru PH	GEN1	CK725067223IN	Hubballi PH	AC	5

Scanned articles 2

Delete

Sort the Articles to respective BIN.

c) Bag Close

When articles are sufficient to close a Bag. Users must select this option.

Bag Close

Selection Screen

Facility ID: PH21350000793 Mysuru PH

* Bag Type: **Parcel**

* Destination Office: Mysuru PH

* Bag ID: 10

* Bag weight: 0.000

Article Type:

Transport Mode: ☒ Surface ☐ Air

Buttons: Close, Close & Print manifest, Generate Bag Barcode & Close

Scanned Articles

Article Number: Add

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
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Click Bag Close.

Select Bag type.

Bag Close

Selection Screen

Facility ID: PH21350000793 Mysuru PH

* Bag Type: Parcel

* Destination Office: **Ittigud S O**

* Bag ID: 10

* Bag weight: 0.000

Article Type:

Transport Mode: ☒ Surface ☐ Air

Buttons: Close, Close & Print manifest, Generate Bag Barcode & Close

Scanned Articles

Article Number: Add

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
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Select Destination office.

Bag Close

Selection Screen

Facility ID: PH21350000793 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S O

* Bag ID: 10

* Bag weight: 0.000

Article Type:

Transport Mode: ☒ Surface ☐ Air

Buttons: Close, Close & Print manifest, Generate Bag Barcode & Close

Scanned Articles

Article Number: Add

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000793	GEN1	CK405487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000793	GEN1	CK405487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51
PH21350000793	GEN1	RK405487970IN	Registered Printed Book	PO21308110000	BC	6	11000851	15.09.2022	16:54:35

Articles added to that destination office will be displayed.

Users must compare this information with physical articles. If any article is found left out, use the “Add” option to add this article. Also, users have an option to “Delete” an article.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type:

Transport Mode: ☒ Surface ☐ Air

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK485487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK485487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51
PH21350000783	GEN1	RK485487870IN	Registered Printed Book	PO21308110000	BC	6	11000851	15.09.2022	16:54:35

Article Type Filter:

Common bag has two colors of bag label- Orange and Blue. Orange will for Air Connectivity (First Class mails -Speed Post Parcel and Registered Parcel Paid with Air Surcharge) and Blue for surface connectivity (Second class mails- Business Parcel/Registered Parcel/RPs).Hence first class mails)Speed Post parcel , Register Parcel with Air Surcharges) are filtered by second class mail in Article Filter option.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type:

Transport Mode: ☒ Surface ☐ Air

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK485487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK485487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51
PH21350000783	GEN1	RK485487870IN	Registered Printed Book	PO21308110000	BC	6	11000851	15.09.2022	16:54:35

Click on Article Type.

Click on Filter.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type: ☐ Surface ☐ Air

Transport Mode:

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK495488022IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:13
PH21350000783	GEN1	CK495488036IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:09

Click on Multiple selection, if user want to select multiple article types.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type: ☐ Surface ☐ Air

Transport Mode:

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Multiple Selection

Option From

☒ Inland Speed Post Parcel

☒ Registered Parcel

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK495488022IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:13
PH21350000783	GEN1	CK495488036IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:09
PH21350000783	GEN1	EK495487968IN	Inland Speed Post Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:45:33
PH21350000783	GEN1	EK495487968IN	Inland Speed Post Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:45:33

Select Article types.

Click on Ok.

Click on Filter.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type: ☒ Inland Speed Post Parcel ☒ Registered Parcel

Transport Mode:

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK495488022IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:13
PH21350000783	GEN1	CK495488036IN	Registered Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:47:09
PH21350000783	GEN1	EK495487968IN	Inland Speed Post Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:45:33
PH21350000783	GEN1	EK495487968IN	Inland Speed Post Parcel	PO21308110000	BC	6	11000851	18.09.2022	10:45:42

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 0.000

Article Type: ☒ Registered Parcel

Transport Mode:

Scanned Articles

Article Number:

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK495487906IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK495487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51

Scan the Bag number.

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID: CK5478788967

* Bag weight: 1

Article Type: Registered Parcel

Transport Mode: ☒ Surface ☐ Air

Close **Close & Print manifest** **Generate Bag Barcode & Close**

Scanned Articles

Article Number: **Add**

View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK465487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK465487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51

Scan the Bag number.

Enter Bag weight

Click Close and print manifest/close.

A Manifest will be generated based on the Bag Close.

System Generated Bag Barcode:

Bag Close

Selection Screen

Facility ID: PH21350000783 Mysuru PH

* Bag Type: Parcel

* Destination Office: Ittigud S.O

Bag ID:

* Bag weight: 1

Article Type: Registered Parcel

Transport Mode: ☒ Surface ☐ Air

Close **Close & Print manifest** **Generate Bag Barcode & Close**

Scanned Articles

Article Number: **Add**



View: [Standard View] Print Version Export

Facility ID	Set Number	Article Number	Article Type	Destination facility ID	Work station	Bin Number	Received By	Received Date	Received Time
PH21350000783	GEN1	CK465487908IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:50:40
PH21350000783	GEN1	CK465487910IN	Registered Parcel	PO21308110000	BC	6	11000851	15.09.2022	16:52:51

Enter Bag weight.

Select transport Mode (Either Surface or Air).

Click on Generate Barcode and close.

Bag Type: Parcel (Surface)	
Destination Office: Ittigegud S.O	
Closure Date/Time: 16/09/22 10:04:24	
Weight: 1,000 Kg	
Closed By: 11000851(USER51 K51)	
	
CDD6200000077	
Bag Closing Office: Mysuru PH	

Manifest and Bag label will be generated based on the Bag Close.

Note:

1. The remaining India Post Visibility System transactions, Miscellaneous Transactions and Reports holds good as defined in IPVS Transactions in the link: https://utilities.cept.gov.in//CSI/CSI-SOP/IPVS_SOP.pdf .
2. Users have an option to shift from DWS transactions to normal IPVS based on their need.
3. But transactions initiated in normal IPVS can't be processed in DWS transactions

Modified on 18.09.2022