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# *IPS Light*

## *Enhancements for May 2005*

25 May 2005

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# Summary of IPS Light enhancements for May 2005

## Substitute delivery bill

It is now possible to generate a substitute delivery bill for inbound receptacles. When the original delivery bill is missing from receptacles that you receive at the airmail facility (AMF) or an inbound domestic location, you can create a substitute delivery bill. The mail carriers use the substitute delivery bill for record-keeping. To generate a substitute delivery bill, click **Reports → Manifest Reports → Create Manifest/DNL**.

EMS Letters Parcels Enquiry Customs Reports Consignments Accounting

Manifest Reports >> Create Manifest/DNL 100(ms)

Type  Mail Item DNL  Mail Item Manifest  Receptacle Manifest  **Substitute Delivery Bill**

Mail Class  All  EMS  Letter  Parcel

On Last Event [Receive receptacle (international) (RESDES, RESCON)]

From [2005] [May] [25]

To [2005] [May] [25]

Optional Parameters (leave blank to select all)

Created In Office

Flight No.

Delivery Agent

Next Office

Search

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Postal administration of origin **SUBSTITUTE DELIVERY BILL**  
Serial No. **RWKGLBRMA050525001**

Office of origin of the bill Date **25/05/05**

Office of destination of the bill  
**KIGALI EMS**  
**ONP Rwanda**  Priority  Non priority

Transport No **KE-1234** Date of arrival **25/05/05** Time **11:42**

Airport of offloading  
**KGL**

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Office of origin	Office of dest.	Mail cat / Sub-class	Year	Desp serial No	Tot in Disp	Recp serial No	Number of			Gross weight of bags, etc			Observations	
							letter-post bags	CP bags and loose parcels	sacks of empty bags	Letter post kg	CP kg	Empty bags kg		
							4	5	6	7	8	9	10	
USJFKA	RWKGLB	AED	4	0195	1	001	1			0.40				
										0.40			F	

## Closing consignments

A new **Close all** button has been added to facilitate the closing of multiple flights in the consignment handling screen. Simply click this button and IPS Light closes all consignments with closed despatches and prints out their CN38 forms.

The screenshot displays the 'Consignments' application window. At the top, there is a title bar with a logo and the text 'Consignments'. Below the title bar, the main window title is 'Create and Close Consignments (PRECON)' with a timestamp '711(ms)' on the right. The interface includes two dropdown menus: 'Mail Category' and 'Origin Office'. A central list titled 'Consignments: Open' shows two entries. The first entry is for carrier AA415/JFK, with a consignment BMSGEA006306 and a despatch BMSGEA USJFKA A CN 5 0118. The second entry is for carrier BA2232, with a consignment BMSGEA006254 and a despatch BMSGEA GBLONA B CN 5 0013. To the right of the list is a vertical column of buttons: 'New', 'Close', 'Close all' (circled in red), 'Reopen', 'Add Despatch', 'Add Receptacle', 'Remove', 'Cancel', and 'Refresh'. At the bottom of the window, a copyright notice reads 'Copyright © 2003 UPU - Postal Technology Centre'.

## Creating and closing despatches

IPS Light reduces the number of steps needed to create new despatches by first displaying the ten most frequently used destination offices. To set a new destination office, simply select the destination country, and then select the required office.

Outbound >> Despatches >> Create and Close Despatches (PREDES,EMC)

### Create Despatch

**Despatch Characteristics**

<b>Mail Category</b>	A (AIRMAIL OR PRIORITY MAIL)
<b>Mail SubClass</b>	CN (PARCELS - ORDINARY)
<b>Origin</b>	BMSGEA
<b>Destination</b>	<input type="text"/> * The most frequently used destinations.
<b>Serial No.</b>	<ul style="list-style-type: none"><li>USJFKA (ISC NEW YORK NY (USPS))</li><li>CAYTOA (TORONTO-A)</li><li>GBLONB (LONDON, MOUNT PLEASANT)</li><li>GBLONC (LONDON TOWN)</li><li>JMKINA (KINGSTON)</li><li>GBLONA (LONDON FOREIGN SECTION)</li><li>BBBGIA (BRIDGETOWN GPO)</li><li>BSNASA (NASSAU)</li><li>PTLISL (LISBOA EMS)</li><li>TTPOSA (PORT OF SPAIN)</li></ul>
<b>Orig. Location</b>	
<b>Departure time</b>	<input type="checkbox"/> 15 : 38
<b>Dest. Location</b>	
<b>Arrival Time</b>	2005 May 25 <input type="checkbox"/> 15 : 38
<b>Transport Type</b>	<input checked="" type="checkbox"/> PL (Plane)

## *ID enquiry for pre-advised items*

The ID enquiry screen searches for pre-advised item events (items which have not yet arrived in the country of destination but for which EDI messages have been received).

 **Enquiry**

**ID Enquiry** 35141(ms)

**EDI (External) Event Details: ER873529705US**

2 List item(s)

Event Code	Local Dt	Sender Id	Location Id	Condition	Retention Reason	Non Delivery Measure	Non Delivery Reason	Signatory	Delivery Location
Insert item into bag (EMC)	2004-06-30 02:22:00	US001 (UNITED STATES)	USMIAA	Item Received in good condition					
Receive item from customer (EMA)	2004-06-29 10:58:00	US001 (UNITED STATES)	33436	Item Received in good condition					

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## Sender and recipient details

When you receive an outbound item over the counter or record recipient details for an inbound item, it is no longer necessary to enter the origin and destination countries. The application automatically obtains the country information from the origin and destination countries of the items.

 EMS

Inbound >> Items >> Record Recipient details

**Identifier** EE00000306XBB

 Recipient Details

<b>Title:*</b>	Ent. ▾
<b>Name:*</b>	<input type="text"/>
<b>Forename:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>Zip Code:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>
<b>Fax:</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>
<b>Customer ID Type:</b>	<input type="text"/> ▾
<b>Customer ID No.:</b>	<input type="text"/>

## Capturing weights

When you receive items from the customer over the counter, you can now also capture the weight of the item.

Outbound >> Items >> Receive EMS item from Customer (EMA)

Identifier	<input type="text"/>
Date & Time(24hrs)	2005 <input type="text"/> May <input type="text"/> 31 <input type="text"/> 11 <input type="text"/> :0
Destination	<input type="text"/>
<b>Weight(Kg)</b>	<input type="text"/>

Sender Details  
 Recipient Details  
 Customs Details

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Outbound >> Items >> Receive EMS item from Customer Batch (EMA)

Identifier	<input type="text"/>
Date & Time(24hrs)	2005 <input type="text"/> May <input type="text"/> 31 <input type="text"/> 11 <input type="text"/> :3
Destination	<input type="text"/>
<b>Weight(Kg)</b>	<input type="text"/>

Item(s)

<input type="checkbox"/>	Identifier	Evt Local Dt	Dest. country	Weight
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