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SCMS – International Mail Processing Centre (IMPC) codes – User guide

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I.   Introduction to IMPCs

Designated postal operators of UPU member countries establish **offices of exchange** (OEs) from which all outbound mail is dispatched and at which all inbound mail is received. International mail exchanged between countries thus moves between OEs.

Postal operators train and equip staff in OEs to "internationalize" outbound mail based on UPU standards and regulations, and to "domesticate" inbound mail, to the extent possible, based on its own products and processes. An operator in a large country may have only one OE or it may have several.

Office of exchange versus mail unit

In the context of standards, an **OE creates or receives dispatches**. Thus, it creates or receives letter or parcel bills, or the EMS equivalent, as well as receptacles. An OE opens inbound receptacles and creates or receives PREDES and RESDES messages.

A **mail unit creates or receives consignments**. Thus, it creates or receives delivery bills such as the CN 37, CN 38 or CN 41. The term "mail unit" is a standards term. It is not used in regulations.

An international mail processing centre (IMPC) is typically both an OE and a mail unit. If, however, an OE creates dispatches (and thus receptacles) and forwards them to another office for consolidation onto transport (such as flights), then there is a delineation between the IMPC as OE and as mail unit.

An outbound (export) IMPC that is only a mail unit receives receptacles created by OEs, records them on a delivery bill and manages the handover to the carrier (airline). An inbound (import) IMPC that is only a mail unit receives receptacles from the carrier, endorses their receipt, and forwards them to an OE to be opened, or it may forward them onward in another consignment.

II.   IMPC codes

S34, Registration of international mail processing centres

UPU Technical Standard S34 provides for the maintenance of a register of IMPCs, with each IMPC being identified by a six-character IMPC code.

IMPC code and reference list

IMPCs are published in three lists:

–   Code list **108**: all IMPC codes, closed or opened (IMPCs closed more than five years ago are removed from the list)

–   Reference list **108a**: expired IMPC code registration entries and closed IMPCs

       N.B. – *If an IMPC attribute changes, then the previous registration with the older attributes will be in 108a. The office itself may not be closed.*

–   Reference list **108b**: valid (open) IMPC codes

The contents of reference lists 108a and 108b are subsets of the contents of code list 108.

Code list 108 provides multiple records for IMPC codes: each time the characteristics of an IMPC evolve over time, a new record is added. This way, the history of changes is retained.

N.B. – The presence of a particular entry in UPU code list 108 does not imply that mail may be dispatched to the IMPC concerned without prior consultation with the operator of that IMPC.

III. Editors and identified users

N.B. – *For information on accessing the SCMS, please see the Standards Code List Management System (SCMS) – User guide.*

Editors and identified users – Rights

There are two types of SCMS users with special rights concerning IMPCs: IMPC identified users and IMPC editors.

IMPC codes are created, modified and closed by an **IMPC editor**. An IMPC editor has the rights to submit requests through the SCMS to request a new IMPC code, the closure of an IMPC, or a change to the attributes of an IMPC code or other information such as contact information.

IMPC identified users can access all IMPC code information and can send a request to modify contact information.

It is recommended that there be only one IMPC editor per operator.

Editors and identified users – Credentials and access

Access to the SCMS for editors or identified users, or applications to become an IMPC editor or identified user, are made through the **SCMS – Registered users** link available on the UPU website at: (see figure 1):
https://www.upu.int/en/Postal-Solutions/Programmes-Services/Standards

On the next screen, either log in or click on "No credentials yet? Sign up" (figure 2a).

N.B. – Credentials valid for the Customs Compendium, for example, can be used to access the SCMS application. Unified credentials are used so that users have a single account to access all UPU applications.

Complete the UPU User Registration information. All fields marked with an asterisk (*) are mandatory.

Under "Organisation", the **Account Name** is required.

Click on the 🔍 icon to search for your organization and enter the **Account Name** in the field (figure 2b).

IV. IMPC code requests through the SCMS

Access to "My IMPC"

Logging in will bring the editor/identified user to the SCMS home page. Click on the icon on the right-hand side of the screen, (figure 3) to access "My IMPC".

The next screen is a list of all IMPC codes owned/operated by the editors/identified users organization.

Modification, closure or new IMPC code requests

Click on the icon at the top of the page to request a **new IMPC code** (see figure 4).

Click on the icon on the left-hand side of the screen (figure 4) to access the record that requires **modification** or **closure**.

New IMPC request

The new IMPC code icon [+] opens the request page ([figure 5](#)). All fields marked with an asterisk (*) are mandatory.

After completion click Save ▾ and the draft request will be stored in the system.
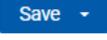
To send the request to the IB for validation and publication, open the record again and change IMPC Status* to Create Requested ▾ and then Save ▾ .
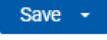
IMPC modification or closure request

The edit icon [✎] opens the screen of the IMPC record to be edited. The editor chooses one of the following from IMPC Status ([figure 6](#)):

– Close requested

– Change requested

– Reopen requested

Complete the new attributes and click Save ▾ .

To close an IMPC code, select IMPC Status* Close Requested and Save ▾ .

V.   **IMPC code contacts**

Click on the [icon] icon (right-hand side of the page just under "My IMPC") to access the list of IMPC contacts and their details.

The list can be sorted using the column names at the top of the list.
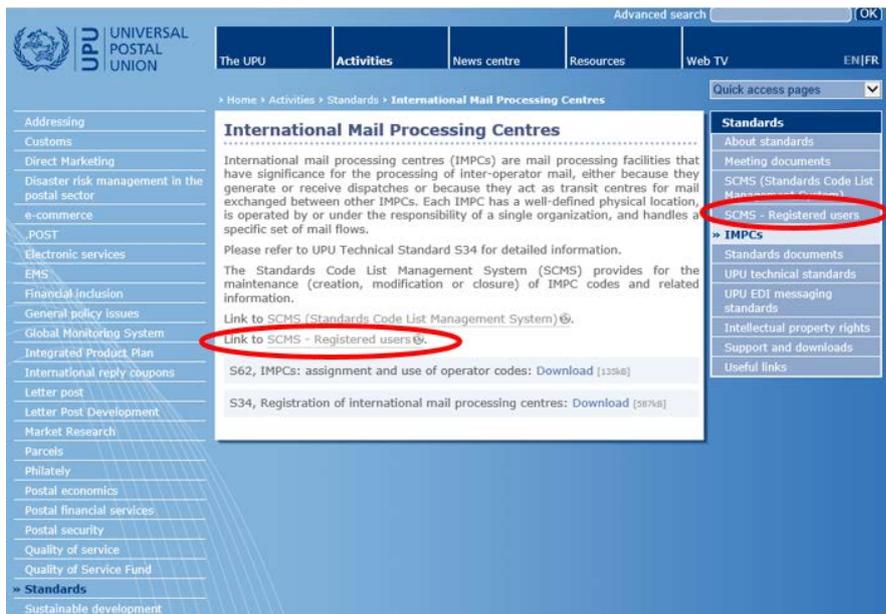
VI.   **Figures**

Figure 1 – Application to become an IMPC editor or a registered user

UPU Standards

Sign in

Username

Password

LOGIN

NO CREDENTIALS YET? SIGN UP

Contact Support

Figure 2a – Request credentials or sign in

— UPU User Registration ——

Save   Cancel   Profile « » 🖨

User Photo   Attach/Manage
                    Drag&Drop files

Gender:*   Mr   ▾

First Name:*

Last Name:*

Telephone

Email:*

Language:*   English   ▾

Organisation

Country   Choose one   ▾

Account Name:*   🔍

Title:

Save   Cancel   « »

Figure 2b – User registration
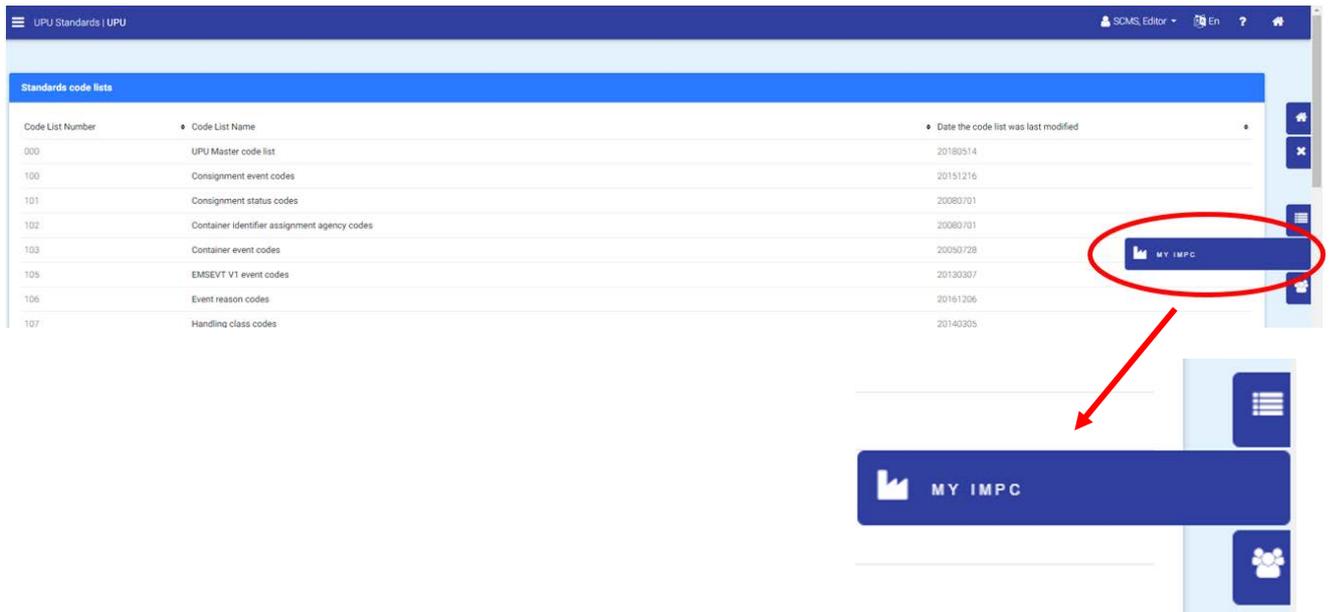
Figure 3 – Access to own IMPC code information
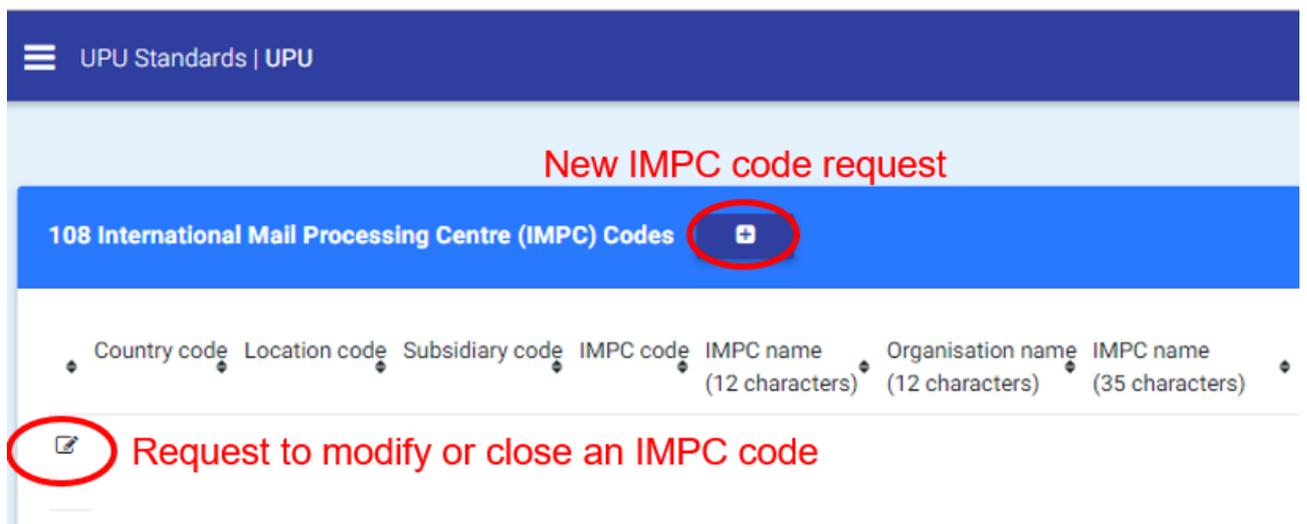
Figure 4 – Access for requests

When creating an IMPC, it is by default in the **Draft** state. You need to save first the push it in the **Created Requested** state to have it processed.

IMPC Status*   Registered ▾

Figure 5 – Request a new IMPC code

Figure 6 – Status request (close, change, reopen)