Bilateral Agreements Management System

User Guide

version 1.0

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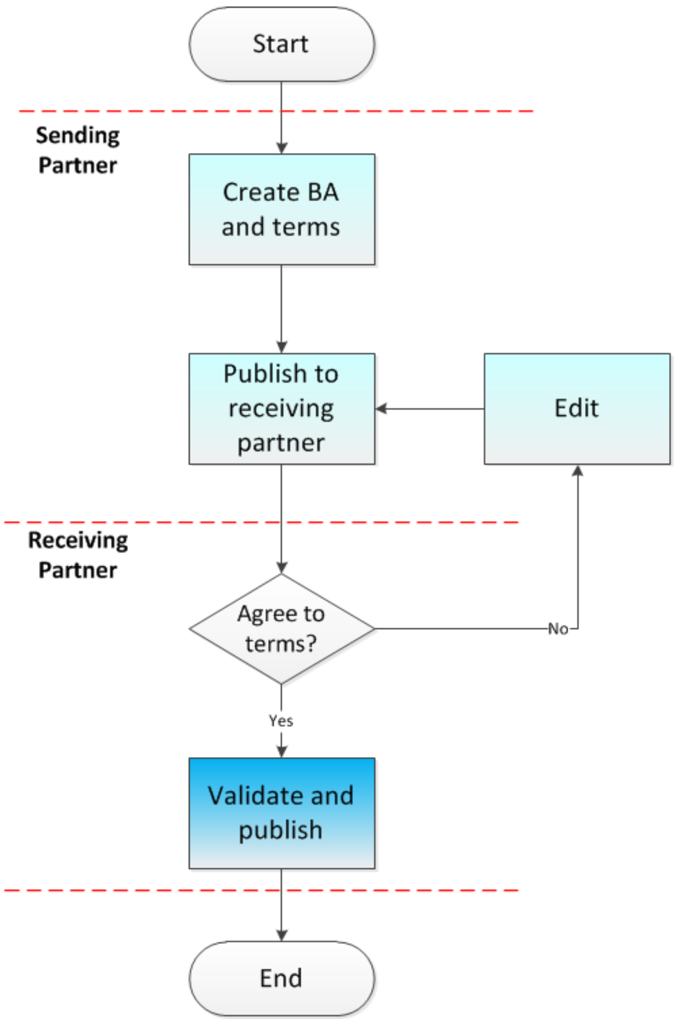
Introduction

What is BAMS?

The **Bilateral Agreements Management System (BAMS)** is a web-based tool to manage centrally hosted bilateral agreements. Through BAMS, business partners who connect their national system to the **UPU Interconnection Platform (UPU-IP)** using a web client application can create, edit, validate, close and push to production or cancel bilateral agreement requests.

The BAMS Work flow

The sending partner initiates the creation of a bilateral agreement, laying out the terms and conditions with the receiving partner. When the draft agreement is ready, the issuing partner sends it to the receiving business partner for validation. The receiving business partner examines the terms and conditions, proposes any required changes and sends it back. The sending partner reviews the proposed changes, modifies the bilateral agreement draft and re-sends the draft agreement to the receiving partner for validation. The process is repeated until both parties agree on the terms and conditions that constitute the bilateral agreement. When the receiving partner finally provides the validation, the sending partner can close the bilateral agreement request and move it to production.



Logging in

BAMS is available at https://bams.ptc.post. All users must have a user ID and password to be able to use BAMS. Your BAMS administrator assigns your user ID and password. You can later change your password using the **Manage my preferences** function after you have logged in.

If BAMS remains inactive for 15 minutes after you logged in, you must log in again.

Types of users

Users of BAMS are classified into four groups:

- **Local administrators** - The **Local administrators** manage users, add and edit functions and manage preferences for their organization.
- **Master administrator** - The **Master administrator** sets up country-level accounts (i.e. creates local administrators, manages organizations, etc.) This is somebody from the Postal Technology Centre (PTC).

- **Operations** - The **Operations** user is the typical user of BAMS who creates new bilateral agreement requests, performs searches for bilateral agreement requests created in their organization or assigned to their organization, or views and checks assigned bilateral agreement requests and performs action on these requests accordingly.
- **Power operations** - The **Power operations** user can perform all the functions of an operations user plus has the ability to validate bilateral agreement requests assigned to their organization and cancel bilateral agreement requests created in their organization.

The Home page

The **Home** page is displayed after you enter your BAMS log-in credentials. The functions that you see on this page depend on your access rights to BAMS.

If you are a local admin

As a local admin, you have access to the functions listed below.

Select the function	If you want to...
Manage users	Add, edit or delete users in your organization.
Manage my preferences	Set the current user's default language and change the user's password. The **Preferred postal type** field shows BA (Bilateral agreement) as its default value. This field cannot be edited. Note: This function is available to all BAMS users.
Add/edit functions	Add new functions or edit the characteristics, preferences and user group permissions of existing BAMS functions.

If you are an operator

After logging in with the user name and password provided by your BAMS administrator, you can start using the functions indicated in the table below.

Select the function	If you want to...
Manage my preferences	Set the default language in which BAMS is displayed and change your password. The values shown in the **Preferred postal type** and **Office** fields cannot be edited.
Create new BA request	Create a new bilateral agreement and send it to the receiving partner for validation.
Searches BA requests created	Search bilateral agreements that have been created in your organization by you or other users. If the agreement is assigned to your organization, you can update the agree-

Select the function	If you want to...
	ment and re-send it to the receiving partner. Note: Only a **Power operations** user can cancel a bilateral agreement request created in your organization.
Searches BA requests received	Search bilateral agreements that your organization received. You can then edit the terms of the agreement and send it back to the receiving partner. Note: Only a **Power operations** user can validate a bilateral agreement request received.

At the top of the functions listing is the activity bar. This is available on all operations pages. Use this to access quickly:

- bilateral agreement requests currently assigned to your organization that are already overdue
- bilateral agreement requests assigned to your organization with a deadline in the next 3 days
- bilateral agreement requests assigned to your organization with a deadline in more than 3 days
- bilateral agreement requests that were recently validated by the receiving business partner

If you are a Power operations user

As a **Power operations** user, you have access to the functions that are available to the **Operations** user. Moreover, you can perform additional actions on bilateral agreements: validating bilateral agreements received or assigned to your organization and canceling bilateral agreements created in your organization.

The BAMS Web Service

A Web Service (WS) exists within BAMS for the download of bilateral agreement field information. For each partner, this WS returns a list of bilateral agreements, both outgoing and incoming, with details of whether each field is required, optional or excluded.

The BAMS WS endpoint is: https://bams.ptc.post/Operational/BA/BAProviderService.asmx

To access this service, a business partner must have a unique security token provided by the PTC.

Note: The URL above is the current production environment endpoint. The URL for test environment endpoint is: https://bams.preprod.upu.org/Operational/BA/BAProviderService.asmx.

WS method

The BAMS WS exposes one method: LoadAgreements(securityToken, onlyAgreementsForProd). The two parameters required are described in the table.

Parameter	Data type	Description
securityToken	Guid	Unique to each business partner and supplied by the PTC. Enables a business partner to download details of both their outgoing and incoming bilateral agreements.
onlyAgreementsForProd	Boolean	Indicates whether the bilateral agreements to be downloaded have been validated and are in use (in production).

Local administrator functions

Managing preferences

You can change your password and the default language of the application at any time.

Note: The office associated with your user name can only be changed by a BAMS Master administrator (UPU admin).

Navigation

From the **Home** page, click the **Manage my preferences** option.

Procedure

1. To change your password, click **Change password**.
2. Enter your **Old password** then your **New password** and the new password confirmation in the **Confirm new password** field.
3. Click **Store**.
4. To change the default language, select the desired language from the **Default language** drop-down list.
5. Click **Store** to save the change.

Note: The **Preferred postal type** field shows BA (Bilateral agreement) as the default value. BAMS only handles bilateral agreements. This field cannot be edited.

Managing users

As a local administrator you can add, edit or delete users of your organization.

Navigation

From the **Home** page, click the **Manage users** option.

Add a new user

1. Click **Add new user**. The **Add/Edit User** page is displayed.
2. Specify the **Username**, **Name** and **Password** of the user you wish to add.
3. Specify the **User group** where the user belongs by checking the appropriate check box.
4. Select the office to associate with the user from the **Office** drop-down list.

5. Click **Store**.
6. Repeat the steps for each user you wish to add to the organization.

Edit or delete an existing user

1. To edit a user's details, click the **Edit** link of the user whose details you wish to change.
2. In the **Add/Edit User** page, enter the necessary changes.
3. Click **Store**.
4. To delete a user, click the **Delete** link of the user you wish to delete.
5. Click **OK** when prompted for confirmation. BAMS removes the user from the list.

Updating functions

Use **Add/edit functions** to add new functions, edit existing BAMS functions characteristics and preferences and clone existing functions. You can also modify the user group permissions for existing BAMS functions by associating user roles to the functions or removing their access.

Navigation

From the **Home** page, click the **Add/edit functions** option.

Add or edit a function

1. Click the **Add function** button or the **Edit** link of the function you wish to edit.
2. The **Add/Edit Function** page is displayed. Update any of the following parameters.

Parameter	Description
Function name	Descriptive name for the function.
URL	The function's .aspx file path relative to the BAMS root folder on the BAMS web application server.
URL parameters	Any parameters that are passed to the URL by default when this function is called from the home page.
Visible	Whether the function is visible on the user's home page, or hidden.
Preferences	These are used for creating different versions of the same function that receive different parameters when the functions are called. You can enter multiple parameter names and values. Check **Read-only** to make the screen's controls read-only.
Permissions	The user groups to which the function will be available.

3. Click **Store**.

Note: If you checked the **Visible** check box for a new function that you added, you will now see the new function appear on your home page.

Clone a function

1. Click the **Edit** link of the function you wish to clone.
2. Click **Clone and store**. The cloned function is added to the list.
3. Modify the cloned function's properties then click **Store** to save the changes.

Delete a function

1. Click the **Delete** link of the function you wish to delete.
2. BAMS prompts you for confirmation. Click **OK**.
3. The function is deleted from the list.

Operator functions

Managing preferences

You can change your password and the default language of the application at any time.

Note: The office associated with your user name can only be changed by a BAMS Master administrator (UPU admin).

Navigation

From the **Home** page, click the **Manage my preferences** option.

Procedure

1. To change your password, click **Change password**.
2. Enter your **Old password** then your **New password** and the new password confirmation in the **Confirm new password** field.
3. Click **Store**.
4. To change the default language, select the desired language from the **Default language** drop-down list.
5. Click **Store** to save the change.

Note: The **Preferred postal type** field shows BA (Bilateral agreement) as the default value. BAMS only handles bilateral agreements. This field cannot be edited.

Creating a new bilateral agreement request

Use the **Create new BA request** function to create a new bilateral agreement and send it to the receiving partner for validation.

Note: Before creating a new bilateral agreement request in BAMS, ensure that the receiving partner is active in BAMS. The application only allows you to create BA requests for active partners.

Navigation

From the **Home** page, click the **Create new BA request** option.

Procedure

1. Click the **Manual entry** button. The **BAMS** page is displayed.
2. Select the receiving party from the **Receiving party** drop-down list.
3. Select the product from the **Product** drop-down list.

4. Enter the start date of the bilateral agreement's validity period in the **Valid from** field.
5. Click **OK**.
6. BAMS generates the new bilateral agreement's name in the **BA name** field based on the values you entered. It follows the format XXX AAA BB YYYYMMDD where XXX is the 3-letter origin country code, AAA is the 3-letter destination country code, BB is the product code and YYYYMMDD (year/month/day) is the start of the bilateral agreement's validity period.
7. Click **OK**. BAMS displays the **Create New BA Request** page.
8. Under **General information**, select the type of bilateral agreement request from the **BA request type** drop-down list. The type you choose determines the options available in the **Details** section.
    - BAH2 (Bilateral agreement UPUIP-IFS4 XML v2 - The bilateral agreement from the UPU-IP is exported to an IFS 4 receiving partner using XML v2.
    - BAH4 (Bilateral agreement UPUIP-IFS4 XML v4 - The bilateral agreement from the UPU-IP is exported to an IFS 4 receiving partner using XML v4.
    - BAHH (Bilateral agreement UPUIP-UPUIP) - Both issuing and receiving partners connect their national system directly to the UPU-IP via their WS client application and access the details of the bilateral agreement using BAMS.
9. In the **Details** section, specify the characteristics of the bilateral agreement.

Note: If you are creating a bilateral agreement with an IFS v4 organization as the receiving partner, you must fill in information in the required fields under each of the four tabs: **Main characteristics**, **Clearing, Service and Partner renum**, **Issuing party** and **Paying party**. The required fields are indicated with an asterisk (*) in the procedures below. An asterisk appearing after a field heading means that all fields under that heading are required.

The Main characteristics tab - defining general parameters

The **Main characteristics** tab is displayed by default. In this tab you can specify details about the agreement, the currencies you will use with the receiving partner, the EDI messaging properties, the default language to use for sending documents, and the status of the export to IFS (for receiving partners who are using IFS v4).

1. Under **Agreement**, use the fields to define the type of product that this bilateral agreement will control.

Product*	Select the postal payment product for this agreement from the drop-down list.
Product type*	Specify whether the product is of type normal or urgent.
Valid from/Valid to	The first and last days of the agreement's validity. The day of issue counts as day one of the validity period. It is possible to define bilateral agreements with the same parameters, but with different validity dates that do not overlap. New postal payments can be issued if their date of purchase is within the validity range of an agreement.

2. Under **Currency**, use the fields to define details about the currencies that can be used for postal payments associated with this bilateral agreement.

Transferred*	The currency that will be used to express the amount of the postal payment.
Sender's operational*	The currency your local organization uses when postal payments are purchased or reimbursed.
Recipient's operational	The currency that the partner organization uses for postal payments.
Sender's counter value*	The second currency that your local organization uses for comparison purposes. This currency can appear on the postal payment. For example, the postal payment is denominated in Euros but the value is displayed in Swiss francs for comparison.
Recipient's counter value	The second currency that the partner organization uses for comparison purposes. This currency can appear on the postal payment.
Sender's operational partner*	The currency that the sending partner organization uses for postal payments. This is the currency of the amount that was paid in the partner organization.
Recipient's operational partner	The currency that the recipient partner organization uses for postal payments. This is the currency of the amount that was deposited in the partner organization.

3. Under **EDI Compatibility**, specify information about the EDI messages that you send or receive for this bilateral agreement.

EDI version	The version of the EDI message format (for Monord and Resord messages). It can be 02, 03 or 04.
Max no. events	The maximum number of events contained in one EDI message you send/receive.
Service suspended	Specify whether you want to suspend this bilateral agreement for any reason.

4. Under **International Documents**, select the default language to use for sending all international documents.

5. Under **Status**, if the receiving organization is an IFS user, enter the name of the **Environment** and select the IFS version where the bilateral agreement will be exported to from the **Export for IFS version** drop-down list.

The Clearing, Service and Partner remun. tab - defining clearing, service and partner remuneration details

1. Under **Clearing**, specify whether postal payments associated to this bilateral agreement are eligible for clearing in the **PPS*Clearing** system.

Adherence*	Specify if business partners perform clearing via the **PPS*Clearing** system.
Type*	Indicate whether clearing is to be done after payment or before payment.
Date of value	Specify the number of days for the payment delay. The payment delay is the number of days after purchase before a postal payment can be paid. Valid values are from 0 to 1 less than the maximum validity period.
Finalize payment (hours)	The number of hours that payment is finalized.

2. Under **Service**, specify information for the service fees.

Min amount (transferred currency)	Enter the minimum transferred amount for this agreement.
Max amount (transferred currency)	Enter the maximum transferred amount for this agreement. If you define more than one level of remuneration in the **Partner remuneration and ranges** section, this value is automatically displayed as the low value for the next higher level.
Minimum validity (days)	The minimum number of days that the postal payment can remain valid and payable under this agreement. (. Note: The day of issue counts as day one of the validity period).
Maximum validity (days)	The maximum number of days that the postal payment can remain valid and payable under this agreement. . Note: The day of issue counts as day one of the validity period).
Mobile*	If the receiving partner is using IFS 4.15, you must select "Yes" on this field.

3. Under **Partner remuneration and ranges**, indicate the type of remuneration. This is the payment that the issuing organization owes to the paying organization. This information is required.

If you select	Perform these steps
Pay for value percentage	1. Specify the payment currency in the **Currency** field. 2. Indicate the **No. of ranges** or the number of levels of payment by selecting the value from the drop-down list. 3. In the **Transferred** fields, specify the range for this level of remuneration. If you have defined more than one level of remuneration, the amount you specify as the high value for one level automatically becomes the low value for the next higher level. For example, if postal payments from 0 to 500 pay one percentage, in the second level, 500 is automatically filled in as the low value. 4. In the **Remuneration** field for each level, type the percentage of the transferred value of the postal payment that will be paid for postal payments between these amounts.
Pay for value fixed	1. Specify the payment currency in the **Currency** field. 2. Indicate the **No. of ranges** or the number of levels of payment by selecting the value from the drop-down list. 3. In the **Transferred** fields, specify the range for this level of remuneration. If you have defined more than one level of remuneration, the amount you specify as the high value for one level automatically becomes the low value for the next higher level. For example, if postal payments from 0 to 500 pay one percentage, in the second level, 500 is automatically filled in as the low value. 4. In the **Remuneration** field for each level, type a fixed amount that will be paid for postal payments between these amounts.
Pay for performance	1. Specify the payment currency in the **Currency** field. 2. In the **Date From** field, select the event to define the beginning of the remuneration delay. Time of purchase is the date and time that the customer purchased the postal payment. Time of reception is the date and time that the receiving country received the postal payment. 3. In the **Date To** field, select the event to define the

If you select	Perform these steps
	end of the payment delay. Time of payment is the date and time of the actual payment. Time of insertion is the date and time the transaction was recorded in the database in the paying country as paid (in transaction state EP). These two dates are usually different. For example, some organizations may enter the payment information into IFS directly at the time of payment. Others write down the payment information manually on paper forms instead, then submit a batch of completed forms to someone who later enters the payment information into the system. There could therefore be a difference of hours or even days between the actual time of payment and when the information is recorded in the database. 4. Indicate the **No. of ranges** or the number of levels of payment by selecting the value from the drop-down list. 5. In the **Performance (days)**, specify the number of days for the payment delay for this level. Notice that if you define more than one level of remuneration, the amount you specify as the ending value for one level is automatically listed as the beginning value for the next higher level. For example, if postal payments that are paid within two days pay one fee, you would enter 2 as the ending value. The beginning value for the next level automatically becomes 2. If the next level applies to postal payments paid within two to five days, you would enter 5 as the ending value. 6. In the **Remuneration** field, enter the amount for the remuneration for each level of performance.
Pay a share of customer fees	There are no values to specify for this option. Tip: If you choose this option, you must also define the Paying Organization Share (%) per customer fee (see below).
Pay transaction costs and share of customer fees	This remuneration consists of the paying organization's own transaction cost plus their share of the customer fees margin. 1. Specify the **Transaction Costs Currency**. 2. In the **Sender's organisation costs** field, enter the sending organization's transaction costs. 3. In the **Recipient's organisation costs** field, enter

If you select	Perform these steps
	the destination organization's transaction costs. 4. In the **Paying organization share of margin (%)**field specify the percentage of the customer fees margin that the destination partner receives.

The Issuing party tab - defining parameters for the Monord message

IFS or STEFI uses XML files to transmit information between two business partners:

- Monord messages are sent by the business partner who created the bilateral agreement request. The Monord message contains details of the postal payment.
- Resord messages are sent by the business partner receiving/paying the postal payments. The Resord message contains details of the pay-out transaction and returns the payment's tracking information to the sending business partner.

1. Define the elements and attributes of the XML files as required, optional or excluded.
   a. Click the **Issuing party** tab. The Monord parameters are displayed, grouped into sections.
   b. Specify whether the Monord parameter is required, optional or excluded by selecting from the parameter's drop-down box. (Note: Most of the fields are self-explanatory. Where information about a field is necessary, a description is provided.

Monord/Order	
Test	Value indicating whether the file contains only test data. If the field is left blank, the value is assumed to be N by default.
Local ID*	Identifier of the postal payment, unique within the organization.
Origin Office Code*	Identifier of the office that is the source of the event.
Origin Office Name*	Name of the originating office.
Monord/Order/Office Sending Details*	This section contains fields for the postal address and contact information of the sending business partner.
Monord/Order/Order Details/Details/Order Characteristics	
Addressee Only*	Indicate whether the postal payment is to be paid to the addressee only.
Notify Payee*	Value to indicate whether the organization receiving the postal payment must notify the

	beneficiary.
Free of Charge*	Whether the postal payment is free of charge.
Poste Restante*	Value indicating whether the postal payment is payable through the poste restante service.
Message*	Any message that the sender wishes to include in the postal payment.
Secret Code*	Any secret authentication code to help identify the beneficiary.
Fees Code*	A code that describes how transaction costs are handled.
Declaration*	Customer's declared purpose of the transaction.
Monord/Order/Order Details/Customers Sender*	This section contains fields for the postal address and contact information of the customer who purchased the postal payment. (. Note: The **Address/Subentity 1** and **Address/Subentity 2** fields refer to that portion of the address that indicate the state and country or region, respectively).
Monord/Order/Order Details/Details/Customers Payee*	This section contains fields for the postal address and contact information of the beneficiary of the postal payment. (.Note: The **Address/Subentity 1** and **Address/Subentity 2** fields refer to that portion of the address that indicate the state and country or region, respectively).
Payee bank account	
IBAN*	International bank account number.
Bank Id*	Identifier of the bank.
Bank name*	Name of the bank.
Account number*	The payee's bank account number.
Tax Payer Id*	Identifier of the tax payer.
Lcl Fgn Ind*	Indicator to describe whether the account is foreign or local.

Business Type Id1/Id2*	Identifier of the business type.
Monord/Order/Order Details/Values	
Counter*	Amount transferred to the paying organization, converted into a counter currency.
Deposited*	Amount that the sender deposited at the time of purchase.
Xch Rate*	Currency rate exchange between the deposited amount and the transferred value.
Remuneration*	Remuneration transferred to the paying organization.
Resord/Order/Reimbursement/Office Reimbursement Office*	This section contains fields for the postal address and contact information of the office reimbursing the postal payment. (Note: The **Address/Subentity 1** and **Address/Subentity 2** fields refer to that portion of the address that indicate the state and country or region, respectively).
Resord/Order/Reimbursement/Reimbursement Details/Beneficiary/Bank Account Reimbursement Beneficiary Bank Account*	This section contains fields for the reimbursement beneficiary's bank account number and other details. (Note: The fields are identical to those found under **Payee bank account**).

The Paying party tab - defining parameters for the Resord message

1. Click the **Paying party** tab. The Resord parameters are displayed.
2. Specify whether the Resord parameter is required, optional or excluded by selecting from the parameter's drop-down box.

Resord/Order	
Test	Value indicating whether the file contains only test data. If the field is left blank, the value is assumed to be N by default.
Local ID*	Identifier of the postal payment, unique within the organization.
Origin Office Code*	Code that indicates the source of the event.

Origin Office Name*	Name of the originating office.
Resord/Order/Payment/Office/Paying Office Details*	This section contains fields for the postal address and contact information of the office that is paying out the postal payment. (Note: The **Address/Subentity 1** and **Address/Subentity 2** fields refer to that portion of the address that indicate the state and country or region, respectively).
Resord/Order/Payment/Payment Details/Values Payment Details	
Counter*	Amount paid to the payee of the postal payment, converted into a counter currency.
Payee/Name*	Full name of the payee.
Payee/Title*	Title of the payee.
Payee/Middle*	Middle name of the payee.
Payee/Additional name(s)*	Additional name of the payee, if any.
Payee/Birth Place*	Birth place of the payee.
Payee/ID Type*	Details of the identification shown by the payee when claiming the postal payment.
Payee/ID No*	Identification number of the payee.
Payee/Id2*	Additional or secondary ID of the payee presented when claiming the postal payment, if any.
Payee/Id2 issuer*	Organization issuing the identifier.
Payee/Check*	Details about the check used to pay the postal payment.

Taking action on a new BA request

After you have specified the terms of the bilateral agreement, you can now take action on the bilateral agreement request.

1. In the **Take new action** section of the page, select an action from the **BA request new action** drop-down list. Your options are:
   - **2 (Create and send to partner)** - Select this to save the new bilateral agreement request and send it to the receiving partner. The **Show next party** button appears. If clicked, a dialog box is displayed containing information on the next party or office where the

request will be sent to.

- **1 (Create/update)** - If you intend to modify some of the terms of the agreement at a later time, select this to save the new bilateral agreement. The bilateral agreement will be saved and will remain in your organization. It will not be forwarded to the receiving party. To forward the bilateral agreement after you have made all the changes, select the **2 (Create and send to partner)** option.

Note: You can enter optional remarks in the **Comments** box.

2. Click **Save**. The system displays a confirmation message that the bilateral agreement request has been successfully stored and sent automatically to the receiving partner specified.

3. Click **Close** to close the dialog box.

Searching for bilateral agreement requests created

You can search for bilateral agreements that are created in your organization. You can view the details of the agreement and its current status and modify some of the agreement's terms and conditions based on comments provided by the receiving partner. If the agreement has been validated by the receiving partner, you can either mark it as closed and move it to production or make further changes to the agreement and resend it for validation.

Note: Only users with **Power operations** rights can cancel bilateral agreement requests created in your organization. To display the bilateral agreements assigned to your organization quickly, use the **Activity bar**.

Navigation

From the **Home** page, click the **Searches BA requests created** option.

Procedure

1. Define your search criteria using any of the following fields.

Destination Post	Select the receiving partner (paying organization) from the drop-down list. You can limit the search results to display by checking the check box of the desired option: • Show only BA requests currently assigned to my office/organization • Show only BA request under negotiation • Show only validated BA requests • Show only BA requests closed and moved to production
BA name	The system-generated name of the bilateral agreement.
BA request serial no	The serial number of the bilateral agreement.
Created after date	The date after which the bilateral agreement is created.

2. Click **Search**. BAMS displays the bilateral agreements that match your search criteria.

Note: If you do not specify any search criteria before clicking the **Search** button, BAMS displays all the bilateral agreements created in your organization.

2. Click on the **BA request name** link to view details of the bilateral agreement.

Editing bilateral agreement requests created

1. Click the **Select** link of the bilateral agreement that you wish to edit.
2. BAMS displays the **Check BA Request** page.
3. Enter changes to the bilateral agreement's details.
4. Click **Save**. BAMS displays a confirmation message that the changes have been successfully stored.
5. Click **Close** to close the dialog box.

Resending bilateral agreement requests for validation

1. Click the **Select** link of the bilateral agreement that you want to change and resend for validation.
2. Enter changes to the bilateral agreement's details.
3. Under **Take new action**, select **35 (Resend for validation)** from the **BA request new action** drop-down list.
4. Click **Save**. BAMS displays a confirmation message that the changes have been successfully stored and automatically sent to the receiving partner.
5. Click **Close** to close the dialog box.

Marking bilateral agreement requests as closed and production ready

1. Click the **Select** link of the bilateral agreement that you want to close and move to production.
2. Under **Take new action**, select **61 (Mark as closed, production ready)** from the **BA request new action** drop-down list.
3. Click **Save**. BAMS moves the bilateral agreement request to production. You can no longer modify the bilateral agreement.

Searching for bilateral agreement requests received

You can search for bilateral agreements that your organization receives. You can then view the details of the agreement, propose changes to its terms and conditions and send it back to the issuing partner.

Note: Only users with **Power operations** rights can validate bilateral agreement requests received. To display the bilateral agreements assigned to your organization quickly, use the **Activity bar**.

Navigation

From the **Home** page, click the **Searches BA requests received** option.

Procedure

1. Define your search criteria using any of the following fields.

Origin Post	Select the sending partner from the drop-down list. You can limit the search results to display by checking the check box of the desired option: • Show only BA requests currently assigned to my office/organization • Show only BA requests under negotiation • Show only validated BA requests • Show only BA requests closed and moved to production
BA name	The system-generated name of the bilateral agreement.
BA request serial no	The serial number of the bilateral agreement.
Created after date	The date after which the bilateral agreement is created.

2. Click **Search**. BAMS displays the bilateral agreements that meet your search criteria.

Note: If you do not specify any search criteria, BAMS displays all bilateral agreements assigned to your organization.

Editing bilateral agreement requests received

1. Click the **Select** link of the bilateral agreement that you wish to edit.
2. BAMS displays the **Check BA Request** page. Note the following important information:
   - The BA request validation deadline is displayed just below **General information**.
   - A **View history** link is displayed just below the **Current state** field. When clicked, BAMS shows the history of the BA request and its route up to the present moment. You can also view the same information by clicking the **View history** button at the bottom of the page.
   - If the forwarding partner added comments associated with the last action taken on the bilateral agreement, the comments appear under the **Last comment from partner DO** line at the lower part of the page.
3. Enter the necessary changes to the bilateral agreement's terms and conditions.
4. Select **1 (Create/Update)** in the **BA request new action** drop-down list.
5. Click **Save**. BAMS displays a confirmation message that the changes have been successfully stored. The agreement is then forwarded to the sending partner.
6. Click **Close** to close the dialog box.

Power user functions

Validating bilateral agreement requests received

In addition to the operations functions that are available to you, as a **Power operations** user you can validate bilateral agreement requests assigned to your organization.

Note: You can display bilateral agreements assigned to your organization directly from the **Activity bar**.

Navigation

From the **Home** page, click the **Searches BA requests received** option.

Procedure

1. Define your search criteria using any of the following fields.

Origin Post	Select the sending partner from the drop-down list. You can limit the search results to display by checking the check box of the desired option: • Show only BA requests currently assigned to my office/organization • Show only BA requests under negotiation • Show only validated BA requests • Show only BA requests closed and moved to production
BA name	The system-generated name of the bilateral agreement.
BA request serial no	The serial number of the bilateral agreement.
Created after date	The date after which the bilateral agreement is created.

2. Click **Search**. BAMS displays the bilateral agreements that meet your search criteria.

Note: If you do not specify any search criteria, BAMS displays all bilateral agreements assigned to your organization.

3. Click the **Select** link of the bilateral agreement that you wish to validate.
4. BAMS displays the details of the agreement in the **Check BA Request** page.
5. Under **Take new action**, select **10 (Validate)** from the **BA request new action** drop-down list.
6. BAMS forwards the validated bilateral agreement to the sending party. It is now ready to be marked as closed and production ready.

Important: When validating a bilateral agreement request, be sure to fill in the **Recipient's operational** field under **Currency** in the **Main characteristics** tab if the **BA request type** specified is Bilateral agreement hub-hub. A validation error occurs if the value is missing.

Canceling bilateral agreement requests created

Aside from being able to access all operations functions, as a **Power operations** user you can also cancel bilateral agreement requests that are created in your organization. For cancellation to be successful, the bilateral agreements must have been validated by the receiving partner or closed and moved to production.

Navigation

From the **Home** page, click the **Searches BA requests received** option.

Procedure

1. Define your search criteria using any of the following fields.

Origin Post	Select the sending partner from the drop-down list. You can limit the search results to display by checking the check box of the desired option: • Show only BA requests currently assigned to my office/organization • Show only BA requests under negotiation • Show only validated BA requests • Show only BA requests closed and moved to production
BA name	The system-generated name of the bilateral agreement.
BA request serial no	The serial number of the bilateral agreement.
Created after date	The date after which the bilateral agreement is created.

2. Click **Search**. BAMS displays the bilateral agreements that meet your search criteria.

Note: If you do not specify any search criteria, BAMS displays all bilateral agreements assigned to your organization.

3. Click the **Select** link of the bilateral agreement that you wish to cancel.
4. BAMS displays the details of the agreement in the **Check BA Request** page.
5. Under **Take new action**, select **70 (Cancel)** from the **BA request new action** drop-down list.
6. Click **Save**.