Bilateral Agreements Management System

User Guide

version 1.03

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Contact

Postal Technology Centre - Universal Postal Union Weltpoststrasse 4, 3015 Bern - Switzerland

Phone: +41 31 350 31 11

Service Desk Portal: https://support.upu.int

UNIVERSAL POSTAL UNION

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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.
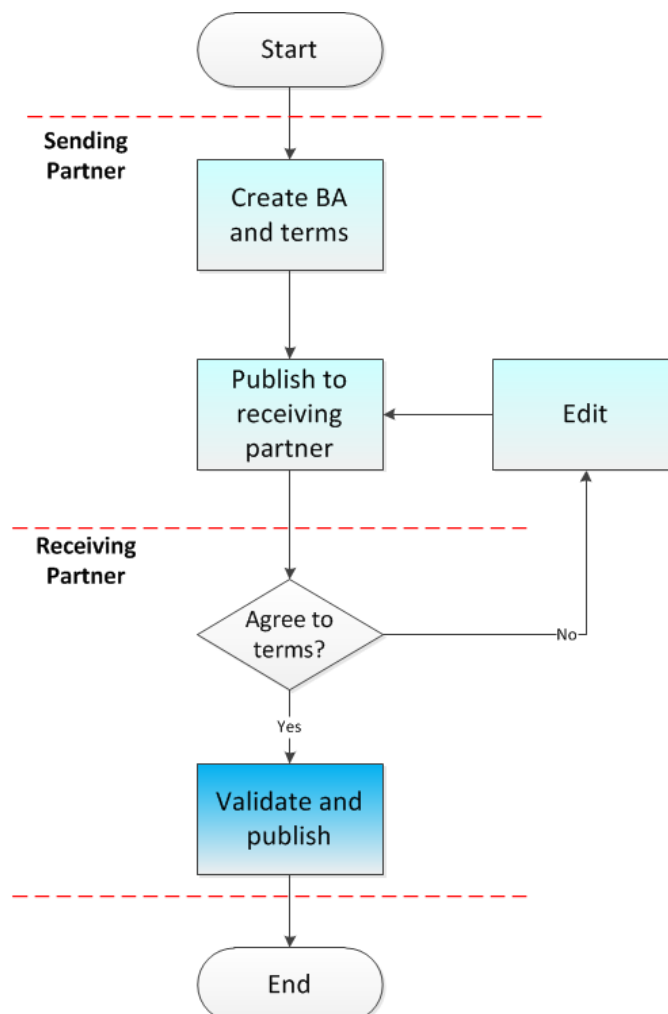
Logging in

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). ✎ This guide does not cover the functions accessible to Master administrators.

- **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, copies existing bilateral agreement requests and creates new ones from them, 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. ✎ This function is available to all BAMS users.

Select the function	If you want to...
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.
Search 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 agreement and re-send it to the receiving partner. 📝 Only a **Power operations** user can cancel a bilateral agreement request created in your organization.
Search 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. 📝 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. See "Requesting a BAMS API token" on page 9 for details.

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.

The LoadAgreements Web Service

BAMS exposes the **LoadAgreements** web service which has a single input parameter object named **SearchCriteria** with the following attributes:

Name	Data type	Required (Y/N)	Description
SecurityToken	Guid	Y	User security token to get agreement information
BAPid	String	N	Bilateral agreement unique identifier (Guid format)
IssuingOrg	String	N	Only agreement requests with issuing organization code matching the three-character value entered are returned
PayingOrg	String	N	Only agreement requests with paying organization code matching the three-character value entered are returned
CurrentState	Integer	N	Only agreement requests with current state matching the value entered are returned. See "Inquiry states" on the next page for details.
AsOnGMTDt	DateTime	N	Only agreement requests that are valid as of the entered date are returned. The date format is yyyy-mm-ddThh:mm:ss

Inquiry states

The inquiry states indicate the status of the agreements. The states are maintained in the M_ INQUIRY_STATES table.

CurrentState - Inquiry State Cd	Description
0	Draft
1	Under negotiation
10	Validated by partner
20	Closed, production ready
30	Cancelled

BAMS Online API Help

You can access the relevant documentation links below to learn more about BAMS API.

SOAP: https://upu.api.post/BAMS_SOAP_APIDocumentation/api/index.html

REST: https://api.post/BAMS_REST_APIDocumentation
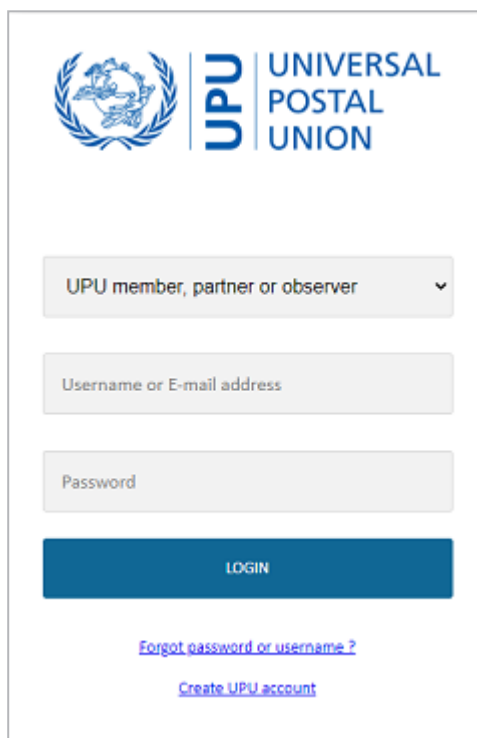
Requesting a BAMS API token

Request a security token from the PTC

Before you can access BAMS Web Service for downloading agreement information, you must have a token.

Procedure
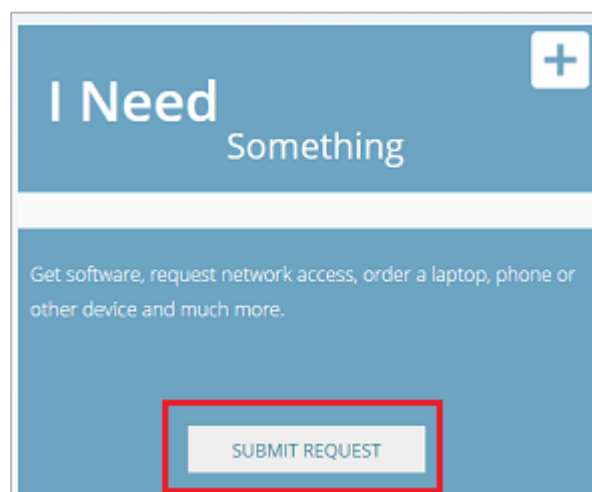
1. Go to https://support.upu.int/ and log in as a UPU member, partner or observer with your credentials. ✏️ You must have already created a UPU account. If you haven't done so, click the **Create UPU account** link to create one.

2. Click the **SUBMIT REQUEST** button.

3. Under **Category**, select **Postal Payment Services**.
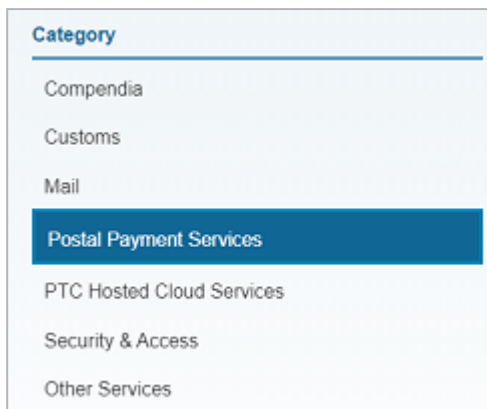
4. Click **POST*NET Finance** then complete the request.

During the pre-production integration, the user must select BAMS as the product and create a request for a new token in the pre-prod environment. If pre-prod integration is successful, the user must subsequently submit a similar request for a token for the production environment.

Local administrator functions

Managing preferences

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

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

Procedure

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

2. To change your password, click **Change password**.

3. Enter your **Old password** then your **New password** and the new password confirmation in the **Confirm new password** field.

4. Click **Store**. The system brings you back to the **MANAGE MY PREFERENCES** page.

5. To change the default language, select the desired language from the **Default language** drop-down list.

6. Click **Store** to save the change.

✏️ 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.

Add a new user

1. From the **Home** page, click the **Manage users** option.
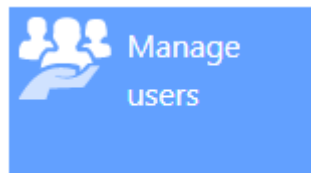
2. Click **Add new user**. The **ADD/EDIT USER** page is displayed.

3. Specify the **Username**, **Name** and **Password** of the user you wish to add.

4. Specify the **User group** where the user belongs by checking the appropriate check box.

5. Select the office to associate with the user from the **Office** drop-down list.

6. Click **Store**.

7. 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.

By default, this function is not enabled. To enable this function for your organization, please contact the PTC at https://support.upu.int.

Add or edit a function

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

2. Click the **Add function** button or the **Edit** link of the function you wish to edit.

3. 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**.

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.

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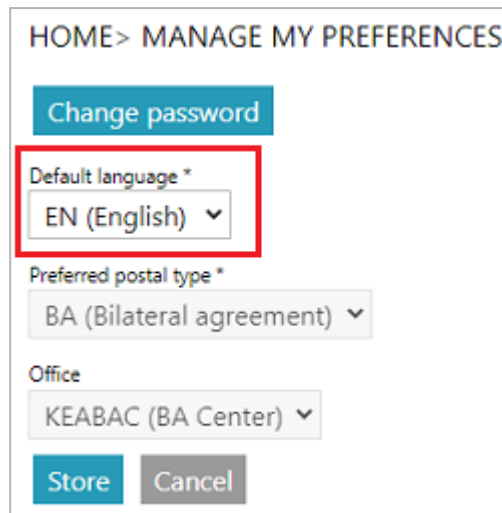
Procedure

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

2. To change your password, click **Change password**.

3. Enter your **Old password** then your **New password** and the new password confirmation in the **Confirm new password** field.

4. Click **Store**. The system brings you back to the **MANAGE MY PREFERENCES** page.

5. To change the default language, select the desired language from the **Default language** drop-down list.

6. Click **Store** to save the change.

📝 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 organization for validation.

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

Procedure

1. From the **Home** page, click the **Create new BA request** option.
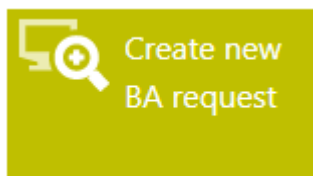
A window where you can enter the key agreement details appears.

2. Select the receiving organization from the **Receiving org.** drop-down list.

3. Select the product from the **Product** drop-down list. Your options are:

   - GT (Giro Transfer): The sender deposits postal payment in an account at the sending organization and it gets credited to the beneficiary's account at the receiving organization.

   - IN (Cash-to-account postal payment): The sender deposits cash in an account at the sending organization, and it gets credited to the beneficiary's account at the receiving organization.

   - OR (Cash postal payment): The sender deposits the postal payment in cash at the sending organization, and the receiving organization credits the payment in cash to the beneficiary.

   - OT (Account-to-cash postal payment): The sender deposits the postal payment in an account at the sending organization, the receiving organization credits the payment in cash to the beneficiary.

4. Select the type of bilateral agreement from the **Agreement between** drop-down list. The type you choose determines the options available in the **Details** section.

   - BAH2 (UPU-IP <-> IFS v2): The bilateral agreement from the UPU-IP is exported to an IFS 4 receiving organization using XML v2.

   - BAH4 (UPU-IP <-> IFS v4): The bilateral agreement from the UPU-IP is exported to an IFS 4 receiving organization using XML v4.

   - BAHH (UPU-IP <-> UPU-IP) - Both issuing and receiving organizations connect their national system directly to the UPU-IP via their WS client application and access the details of the bilateral agreement using BAMS.

5. Select the product type from the **Product type** drop-down list: N (Normal) or U (Urgent).

6. Enter the start date of the bilateral agreement's validity period in the **Valid from** field.

7. Click **OK**. BAMS generates the bilateral agreement request name.

HOME> CREATE NEW BA REQUEST

—BA request name—

KEA UGA BAH2 OR N 20220413   OK   Key details

8. Click **OK** to continue entering the agreement details, otherwise, click **Key details** to go back to the previous screen and make changes to the key details you specified.

If you are creating a bilateral agreement with an IFS v4 organization as the receiving organization, you must fill in information in the required fields under each of the four tabs: **Main characteristics**, **Clearing**, **Emission** and **Payment**.

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 and the currencies you will use with the receiving organization.

—Details—

| Main characteristics | Clearing | Services and fees | Remuneration | Emission | Payment |

Agreement

| Marketing name | Product | Product type | Valid from | Valid to |
| | IN (Cash-to-account money order) | N (Normal) | 16 / 08 / 2022 | 16 / 08 / 2024 |

Use secret code as local identifier
No

Currency

| Transferred | Deposited | Paid |
| ex. EUR | ex. EUR | ex. EUR |

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

Marketing name	An optional, user-friendly name to define the BA request, for example, UrgentCashAgreement2022_ESA.
Product	The postal payment product you specified for this agreement in the **Agreement Key Details** page.
Product type	The product type you specified for this agreement in the **Agreement Key Details** page.
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. By default, the agreement is valid for two years from the date of issue.
Use secret code as local identifier	For all BA types (BAH2, BAH4, BAHH) whose payments are to be done in cash (products OR, OT), this new property is displayed as a dropdown. The default value is 'No'. If the BA request is saved with the value 'Yes', then BAMS will ignore the local identifier provided at the time of emission and allow the paying organization to retrieve (GET) postal payments issued against the said bilateral agreement with the value of the secret code entered in the **Local identifier** field.

2. Under **Currency**, 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.
Deposited	The currency your local organization uses when postal payments are purchased or reimbursed.
Paid	The currency that the partner organization uses for postal payments.

The Clearing tab - defining clearing and service amounts details

In this tab, you define how long it takes to clear payments and set the minimum and maximum service amounts.

1. Under **Clearing**, define details about the clearing that apply to postal payments associated with this bilateral agreement.

FP automatic generation (in minutes)	The number of minutes that the payment is finalized.

2. Under **Service**, specify information for the service amount and postal payment validity.

Minimum amount	Enter the minimum transferred amount for this agreement.
Maximum amount	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.
Postal payment's validity (days)	The number of days that the postal payment can remain valid and payable under this agreement. The day of issue counts as day one of the validity period.

The Services and fees tab - defining services and fees

Five types of services exist:

- Transfer service - the postal payment transfer service

- Payment to addressee only - the service indicating whether the postal payment is to be paid to the addressee only

- Notify payee - the service indicating whether the organization receiving the postal payment must notify the beneficiary

- Free of charge - the service indicating whether the postal payment is free of charge

- Poste restante - indicates whether the postal payment is payable through the Poste restante service

—Details—

| Main characteristics | Clearing | Services and fees | Remuneration | Emission | Payment |

Services and fees

| Transfer service | Payment to addressee only | Notify payee | Free of Charge | Poste restante |

Service Details

Type   **Default**

Name   **Transfer service**

☑ Associate customer fee

Customer fee details

Applied customer fee   [▾]

1. Under **Services and fees**, define the types of services and associated fees, if there are any.

If you select	Perform these steps to associate a fee
Any of the services	1. Check the **Associate customer fee** check box. 2. Under **Customer fee details**, indicate the calculation method for the customer fee to be associated with the service by selecting from the **Applied customer fee** drop-down list. If you select the **Fee for fixed value** option, fill in the following fields: • Number of ranges - set the number of levels or ranges for which the customer fee applies, by selecting the value from the drop-down list. • Deposited amount from - the minimum deposited amount for which the customer fee applies • Deposited amount to - the maximum deposited amount for which the customer fee applies • Fee value - the fixed amount to pay for the service • Applied tax on fee - the tax to be applied on the service fee, either as a percentage or as a fixed amount • Paying organization remuneration share (%) - by default, this displays 50%

The Remuneration tab - defining the type of remuneration

—Details—

Main characteristics	Clearing	Services and fees	Remuneration	Emission	Payment

Remuneration
Type

In the **Remuneration** tab, you specify the type of remuneration or 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	The remuneration currency displayed is determined by what is entered in the **Transferred** currency field on the **Main characteristics** tab. 1. Indicate the **Number of ranges** or the number of levels of payment by selecting the value from the drop-down list. 2. In the **Transferred amount from** and **Transferred amount to** 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. 3. 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	The remuneration currency displayed is determined by what is entered in the **Transferred** currency field on the **Main characteristics** tab. 1. Indicate the **Number of ranges** or the number of levels of payment by selecting the value from the drop-down list. 2. In the **Transferred amount from** and **Transferred amount to** 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 auto-

If you select	Perform these steps
Pay for performance	matically filled in as the low value. 3. In the **Remuneration %** field for each level, type a fixed amount that will be paid for postal payments between these amounts. ✐ The remuneration currency displayed is determined by what is entered in the **Transferred** currency field on the **Main characteristics** tab. 1. 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. 2. In the **Date To** field, select the event to define the end of the payment delay. Time of payment is the date and time of the actual payment. Time of payment 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. 3. Indicate the **Number of ranges** or the number of levels of payment by selecting the value from the drop-down list. 4. In the **Delay from (days)** and **Delay to (days)**, specify the number of days for the payment delay for this level. Notice

If you select	Perform these steps
	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. 5. In the **Remuneration** field, enter the amount for the remuneration for each level of performance. The remuneration currency displayed is determined by what is entered in the **Transferred** currency field on the **Main characteristics** tab.
Pay a share of customer fees	There are no values to specify for this option. 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 sending organization's transaction cost currency in the **Currency** field. 2. In the **Paying organization remuneration share %** field, specify the percentage of the customer fees margin that the destination partner receives. 3. In the **Transaction costs currency** field, select the currency for the transaction costs. 4. In the **Issuing organization costs** field, enter the sending organization's transaction costs. 5. In the **Paying organization costs** field,

If you select	Perform these steps
	enter the receiving organization's transaction costs.

The Emission tab - defining parameters for the Monord message

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

- Monord messages are sent by the sending organization who created the bilateral agreement request. The Monord message contains details of the postal payment.

- Resord messages are sent by the receiving organization paying the postal payments. The Resord message contains details of the pay-out transaction and returns the payment's tracking information to the sending organization.

1. Define the elements and attributes of the XML files as required, optional or excluded.

    a. Click the **Emission** 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. (⬒ Most of the fields are self-explanatory. Where information about a field is necessary, a description is provided.

Postal payment details	
Local Identifier	Identifier of the postal payment, unique within the organization.
Postal payment emission values	
Deposited amount	Amount that the sender deposited at the time of purchase.
Exchange rate	Currency rate exchange between the deposited

	amount and the transferred value.
Remuneration amount	Remuneration transferred to the paying organization.
Postal payment emission details	
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.
Declaration code	A code that describes how transaction costs are handled.
Declaration description	Customer's declared purpose of the transaction.
Sender's details	This section contains fields for the postal address, contact information, and personal details of the customer who purchased the postal payment.
Payee's details	This section contains fields for the postal address, contact information, and personal details of the beneficiary of the postal payment.

The Payment tab - defining parameters for the Resord message

1. Specify whether the Resord parameter is required, optional or excluded by selecting from the parameter's drop-down box.

Postal payment details	
Local Identifier	Identifier of the postal payment, unique within the organization.
Payment details	This section contains fields for the personal details and identification of the postal payment beneficiary.

📝 Some of the properties are required by default as per the business rule and the product selected. For example, if the postal payment is to be credited to the bank account of the beneficiary (product IN, GT), some extra properties are displayed under the **Payment** tab that would not otherwise be visible for a cash postal payment. By default, these fields are required: Bank identifier, Bank name, Account number. Similarly, when emission occurs from an account (product OT, GT) some extra required properties related to bank account details shall be displayed under the **Emission** tab.

Specifying the IFS version and taking action on a new BA request

After you have specified the terms of the bilateral agreement, you can now specify the IFS version where the bilateral agreement will be exported to, and take action on the bilateral agreement request.

1. In the **IFS integration** section, select the IFS version from the **Export for IFS version** drop-down list. ⚠ By using this field, both sending and receiving organizations can export bilateral agreements as XML to their IFS application. It is recommended to export the bilateral agreements once the agreement request has reached its final stage: Closed and ready for pro-

duction. The exported XML file can be used for IFS versions 4.15 and later.
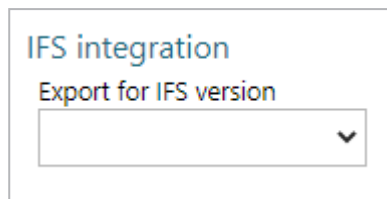
2. In the **Actions on a BA request** section, select an action from the **Select action** drop-down list. Your options are:

- **2 (Create and send to partner)** - Select this to save the new bilateral agreement request and send it to the receiving organization. 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 (Save as draft)** - 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 organization. To forward the bilateral agreement after you have made all the changes, select the **2 (Create and send to partner)** option.

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

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

4. Click **X** 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 organization. If the agreement has been validated by the receiving organization, you can either mark it as closed and move it to production or make further changes to the agreement and resend it for validation.

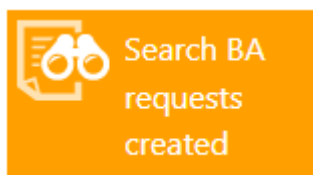You cannot modify canceled agreements, or agreements that have been moved to another office.

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**.

Procedure

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

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

Receiving org.	Select the receiving 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 in draft state • Show only BA requests under negotiation • Show only validated BA requests • Show only closed and moved to production BA requests
BA request 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.

3. Click **Search**. BAMS displays the bilateral agreements that correspond to your search criteria.

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

3. Click on the relevant **Select** 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. BAMS displays the **CHECK BA REQUEST** page.

2. Enter changes to the bilateral agreement's details.

3. Click **Save**. BAMS displays a confirmation message that the changes have been successfully stored.

4. Click **X** 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 **Actions on a BA request**, select **35 (Resend for validation)** from the **Select 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 organization.

5. Click **X** 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 **Actions on a BA request**, select **61 (Mark as closed)** from the **Select action** drop-down list.

3. Click **Save**. BAMS moves the bilateral agreement request to production. You can no longer modify the bilateral agreement.
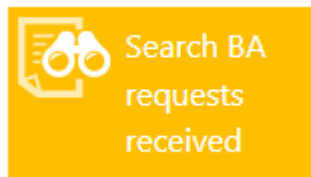
Copying

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 organization.

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**.

Procedure

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

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

Sending org.	Select the sending 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 in draft state • Show only BA requests under negotiation • Show only validated BA requests • Show only closed and moved to production BA requests
BA request 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.

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

If you do not specify any search criteria, BAMS displays all bilateral agreements assigned to your organization.
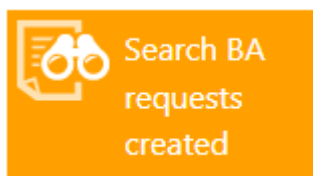
Editing bilateral agreement requests received

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 organization 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 **10 (Validate)** in the **Select 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 organization.

6. Click **X** to close the dialog box.

Copying an existing BA request

You can copy an existing bilateral agreement request that has been canceled, or closed and moved to production. Copying speeds up the process of creating a new agreement between you and another organization. Instead of creating an agreement from scratch, you can simply copy and modify an existing one with similar characteristics.

Procedure

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

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

Receiving org.	Select the receiving 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 in draft state

	• Show only BA requests under negotiation • Show only validated BA requests • Show only closed and moved to production BA requests
BA request 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.

3. Click **Search**. BAMS displays the bilateral agreements that correspond to your search criteria.

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

4. Click the **Copy** link of the bilateral agreement request you wish to copy. BAMS displays the **Agreement Key Details** window. A message asking the user whether to create an overlapping bilateral agreement is displayed.

5. Specify new values for the **Receiving org**, **Product type** and **Valid from** date. You will not be able modify the **Product** and **Agreement between** fields.

6. Click **OK**. BAMS generates a new bilateral agreement request name.

HOME> CREATE NEW BA REQUEST

—BA request name—

KEA FIA BAH2 OR N 20220413   OK   Key details

7. Click **OK**. The **CREATE NEW BA REQUEST** page is displayed. The bilateral agreement request status is in a "Draft" state. Modify the details as necessary. Refer to the "Creating a new bilateral agreement request" on page 16 for a description of the fields.

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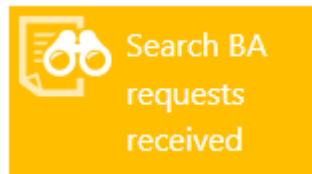
📝 You can display bilateral agreements assigned to your organization directly from the **Activity bar**.

Navigation

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

Procedure

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

   Search BA requests received

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

Sending org.	Select the sending 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 in draft state • Show only BA requests under negotiation • Show only validated BA requests • Show only closed and moved to production BA requests
BA request 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.

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

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

4. Click the **Select** link of the bilateral agreement that you wish to validate. BAMS displays the details of the agreement in the **CHECK BA REQUEST** page.

5. Under **Actions on a BA request**, select **10 (Validate)** from the **Select action** drop-down list. BAMS forwards the validated bilateral agreement to the sending organization. It is now ready to be marked as closed and production ready.
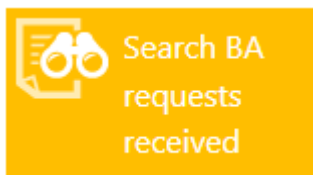
When validating a bilateral agreement request, be sure to fill in the **Paid** field under **Currency** in the **Main characteristics** tab if the **BA request type** specified is BAHH (Sending org. UPU-IP <-> Receiving org. UPU-IP). A validation error occurs if the value is missing.

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.

Procedure

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

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

Sending org.	Select the sending 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 in draft state • Show only BA requests under negotiation • Show only validated BA requests • Show only closed and moved to production BA requests
BA request 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.

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

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

4. Click the **Select** link of the bilateral agreement that you wish to cancel. BAMS displays the details of the agreement in the **CHECK BA REQUEST** page.

5. Under **Actions on a BA request**, select **70 (Cancel)** from the **Select action** drop-down list.

6. Click **Save**.