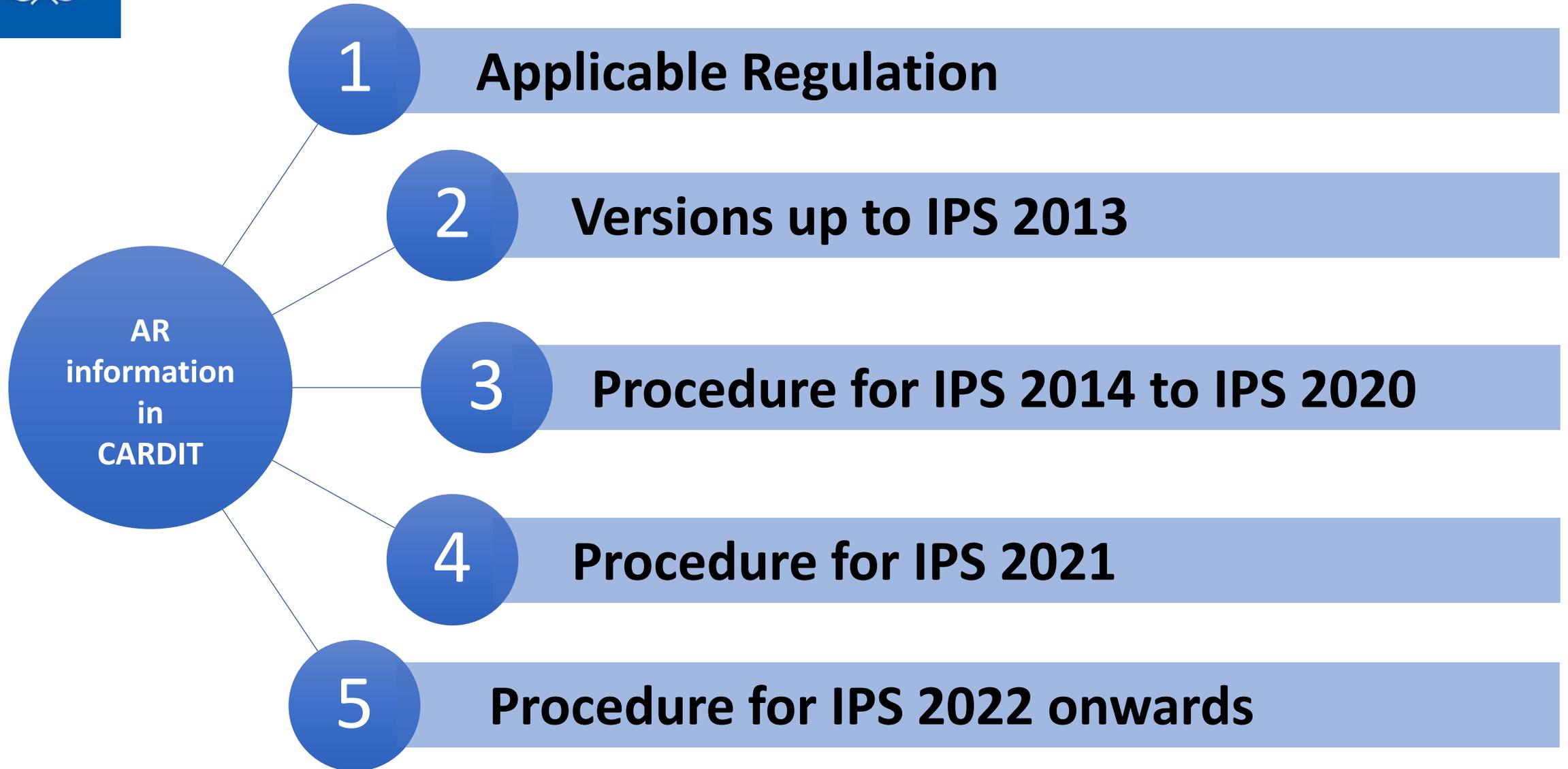




Configuration of Application Regulation information in IPS





1

Applicable Regulation



Applicable Regulation (AR) configuration

Standards Board has published **guidelines** for populating the applicable regulation information in CARDIT.

The 'CARDIT V2.1 – guidelines for populating the applicable regulation information' document is available at the following

link: <https://www.upu.int/en/Postal-Solutions/Programmes-Services/Standards>

The list of member countries and territories that have declared specific customs- or security-based requirements for the mandatory provision of **EAD** is available on the UPU website at:

<https://www.upu.int/getmedia/b606dcbc-c9d3-4709-9c1e-2f3e4e0d8db2/mandatoryEadCountries.pdf>



2

Versions up to IPS 2013



Versions up to IPS 2013

The IPS versions up to IPS 2013 do not include the AR Flag

**We strongly recommend that you upgrade to IPS 2022
(latest service pack and package) as soon as possible**



3

Procedure for IPS 2014 to IPS 2020



Applicable Regulation (AR) configuration

Consignment Security Declaration (CSD) and Applicable Regulation (AR) are managed in the same IPS function:
'National management > Routing plan > Consignment security declaration (CN70)'

A Consignment Security Declaration must be created and assigned to routes in order to include the AR Flag in CARDIT

Consignment Security Declaration template

Application regulation information



How to create a Consignment Security Declaration template

1. Run the function 'National management > Routing plan > Consignment security declaration (CN70)'
2. Click 'New'
3. Capture at least the minimum information required for a CSD template:

- CN 70 code
- Description
- Security status
- Party code

Consignment Security Information (CN70)

CN70 code: France

Description: Template for mail to France

Consignment Security Information

Security status: SPX (Secured for passenger flight)

Party code: XXX

Issuer:

Security Status Reason and detailed information

CS - Consignor status (Count: 0) SM - Screening method (Count: 0) SE - Screening exemption (Count: 0)

Code:

Consignor ID:

Name reference: Add Remove

Security textual statement information

Textual security status:

Add Remove

Items in list: 0

Applicable regulation

Transp. direction: Add Remove

Border agency authority:

Reference ID:

Flag: Add Remove

Items in list: 0

OK Cancel Help (F1)



How to include the AR information in the CSD template

4. Capture the Applicable Regulation information based on the 'CARDIT V2.1 – guidelines for populating the applicable regulation information' document
5. Click 'OK'
6. Click 'Store'
7. Repeat from 1 for each destination that has mandatory EAD

Applicable regulation

Transp. direction

Items in list: 1

2 - Import		
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Border agency authority

Reference ID

Flag

Items in list: 1

Border agency authority	Reference ID	Flag
CUS	IMP-ES-20210429-E...	1 - Required adv...

Transport direction

Value must be: 2 - Import

Border agency authority

Value must be: CUS

Flag

Value must be: 1

Reference ID

- Information can be found in the list of 'Mandatory EAD countries'
- The prefix '**IMP-**' must be added to the reference ID
- If the destination country has not published any reference ID, the value must have the following format: **IMP-'country code'-not-available** (replace 'country code' with the country code of the destination, e.g. for Chile: **IMP-CL-not-available**)



How to assign to CSD template to a route

For all the routes to destinations with mandatory EAD:

1. Run the function 'National management > Routing plan > International > Air and SAL routes'
2. Click 'Search'
3. Select a route for which a CSD template (including AR Flag) should be added and click 'Edit'
4. Click 'Next'
5. Tick the checkbox 'Override office/national CN70 template for the route with:' and select the CSD template matching the route.
6. Click 'OK'
7. Repeat from 1 for each route then click 'Store'

Edit route schedule (2nd part)

Operating days
Every day Mon. Tue. Wed. Thur. Fri. Sat. Sun.

Validity range
Valid from 01/05/2023 To 31/10/2023 Maximum range: 01/05/2023 - 31/10/2023
Invalid from [][] Inq. [][] Maximum range: 01/05/2023 - 31/10/2023

Miscellaneous properties
Weight limit [] kg Route type Normal Alternate
(Only available when changing departure or when forcing usage of all routes at dispatch/consignment creation)

Select CN70 type
 Override office/national CN70 template for this route with: Spain (Template for mail to Spain) Print CN70 on paper when closing consignment
 This route uses a restricted set of receptacle types

< Previous OK Cancel (Esc) Help (F1)



Additional information

How many CSD templates should be created?

You have to create one CSD template for each destination that has made EAD mandatory.

You already have CSD templates

In the case you already have created CSD templates for some or all destinations, you must update them with AR information.

Then you need to check that all the routes for destinations with mandatory EAD have a CSD template associated.

The configuration of AR information has been simplified in IPS 2022 and can be provided by script.

We strongly recommend that you upgrade to IPS 2022 (latest package) as soon as possible



4

Procedure for IPS 2021



Applicable Regulation (AR) configuration



The latest package of IPS 2021 or IPS 2021 Service Pack 1 must be applied to enable the automatic inclusion of the prefix in the Reference ID element:

- **IPS 2021 Package 18 onwards**
- **IPS 2021 Service Pack 1 Package 25 onwards**



Applicable Regulation (AR) configuration

Consignment Security Declaration (CSD) and Applicable Regulation (AR) are managed in the same IPS function:
'National management > Routing plan > Consignment security declaration (CN70)'

A Consignment Security Declaration must be created and assigned to routes in order to include the AR Flag in CARDIT

Consignment Security Declaration template

Application regulation information



How to create a Consignment Security Declaration template

1. Run the function 'National management > Routing plan > Consignment security declaration (CN70)'
2. Click 'New'
3. Capture at least the minimum information required for a CSD template:

- CN 70 code
- Description
- Security status
- Party code



How to include the AR information in the CSD template

4. Capture the Applicable Regulation information based on the 'CARDIT V2.1 – guidelines for populating the applicable regulation information' document
5. Click 'OK'
6. Click 'Store'
7. Repeat from 1 for each destination that has mandatory EAD

Applicable regulation

Transp. direction

Items in list: 1

2 - Import

Border agency authority

Reference ID

Items in list: 1

Border agency authority	Reference ID	Flag
CUS (Customs)	IMP-ES-20210429-E...	1 - All applicable r...

Transport direction

Value must be: 2 - Import

Border agency authority

Value must be: CUS

Flag

Value is automatically populated

Reference ID

- Information can be found in the list of 'Mandatory EAD countries'
- The prefix is automatically added
- If the destination country has not published any reference ID, the value must have the following format: **'country code'-not-available** (replace 'country code' with the country code of the destination, e.g. for Chile: [CL-not-available](#))



How to assign to CSD template to a route

For all the routes to destinations with mandatory EAD:

1. Run the function 'National management > Routing plan > International > Air and SAL routes'
2. Click 'Search'
3. Select a route for which a CSD template (including AR Flag) should be added and click 'Edit'
4. Click 'Next'
5. Tick the checkbox 'Override office/national CN70 template for the route with:' and select the CSD template matching the route.
6. Click 'OK'
7. Repeat from 1 for each route then click 'Store'

Edit route schedule (2nd part)

Operating days
Every day Mon. Tue. Wed. Thur. Fri. Sat. Sun.

Validity range
Valid from 01/05/2023 To 31/10/2023 Maximum range: 01/05/2023 - 31/10/2023
Invalid from [][] Inq. [][] Maximum range: 01/05/2023 - 31/10/2023

Miscellaneous properties
Weight limit [] kg Route type Normal Alternate
(Only available when changing departure or when forcing usage of all routes at dispatch/consignment creation)

Select CN70 type
 Override office/national CN70 template for this route with: Spain (Template for mail to Spain) Print CN70 on paper when closing consignment
 This route uses a restricted set of receptacle types

< Previous OK Cancel (Esc) Help (F1)



Additional information

How many CSD templates should be created?

You have to create one CSD template for each destination that has made EAD mandatory.

You already have CSD templates

In the case you already have created CSD templates for some or all destinations, you must update them with AR information.

Then you need to check that all the routes for destinations with mandatory EAD have a CSD template associated.

The configuration of AR information has been simplified in IPS 2022 and can be provided by script.

We strongly recommend that you upgrade to IPS 2022 (latest package) as soon as possible



5

Procedure for IPS 2022 onwards



Applicable Regulation (AR) configuration



The latest package of IPS 2022 or IPS 2022 Service Pack 1 must be applied to enable the automatic inclusion of the prefix in the Reference ID element:

- **IPS 2022 Package 5 onwards**
- **IPS 2022 Service Pack 1 Package 1 onwards**



Applicable Regulation (AR) configuration

Automatic configuration by script

AR information can be imported into IPS by running the SQL script *“Import of AR information in IPS 2022 and above.sql”*

The script will import information on the 97 countries that have mandatory requirement as of 22 May 2023

Procedure:

1. Backup the IPS production database
2. Restore the database in a test environment
3. Run the script against the IPS database
4. Restart IPS
5. Run the function ‘National management > Routing plan > Applicable regulation (AR) configuration’ and check that information for 97 countries has been imported
6. Proceed from step 3 on the IPS production database

Routing plan: Applicable regulation (AR) configuration (MAN727)

Search criteria

Country: ...

Direction: ...

Search (F3)

Items in list: 97

Country	Transport direction	Reference ID	Border agency authority
AT (Austria)	2 (Import)	AT-20210429-EU185/2010	CUS (Customs)
BE (Belgium)	2 (Import)	BE-20210429-EU185/2010	CUS (Customs)
BG (Bulgaria)	2 (Import)	BG-20210429-EU185/2010	CUS (Customs)
HR (Croatia)	2 (Import)	HR-20210429-EU185/2010	CUS (Customs)
CY (Cyprus)	2 (Import)	CY-20210429-EU185/2010	CUS (Customs)
CZ (Czech Republic (the))	2 (Import)	CZ-20210429-EU185/2010	CUS (Customs)
DK (Denmark)	2 (Import)	DK-20210429-EU185/2010	CUS (Customs)
EE (Estonia)	2 (Import)	EE-20210429-EU185/2010	CUS (Customs)
FI (Finland)	2 (Import)	FI-20210429-EU185/2010	CUS (Customs)
AX (Aland Islands)	2 (Import)	FI-20210429-EU185/2010	CUS (Customs)
FR (France)	2 (Import)	FR-20210429-EU185/2010	CUS (Customs)
DE (Germany)	2 (Import)	DE-20210429-EU185/2010	CUS (Customs)
GR (Greece)	2 (Import)	GR-20210429-EU185/2010	CUS (Customs)
HU (Hungary)	2 (Import)	HU-20210429-EU185/2010	CUS (Customs)
IS (Iceland)	2 (Import)	IS-20210429-EU185/2010	CUS (Customs)
IE (Ireland)	2 (Import)	IE-20210429-EU185/2010	CUS (Customs)
IT (Italy)	2 (Import)	IT-20210429-EU185/2010	CUS (Customs)
LV (Latvia)	2 (Import)	LV-20210429-EU185/2010	CUS (Customs)

Buttons: New (Ins)... Edit (F5)... Remove Copy (F6)... Store (F2) Exit (Esc) Help (F1)



Applicable Regulation (AR) configuration

Manual configuration and updates

It is recommended to automate the import of AR information by running the script. However it is possible to manually configure AR information, the procedure is described below.

Application Regulation (AR) must be configured for each destination with mandatory EAD.

Procedure:

1. Run the function '**National management > Routing plan > Applicable regulation (AR) configuration**'
2. Click 'New'
3. Capture the Applicable Regulation information based on the 'CARDIT V2.1 – guidelines for populating the applicable regulation information' document
4. Click 'OK'
5. Repeat from 1 for each destination with mandatory EAD
6. Click 'Store'



Applicable Regulation (AR) configuration

Routing plan: Applicable regulation (AR) configuration (MAN727)

Search criteria

Country ...

Direction ...

Search (F3)

Items in list: 0

Country	Transport direction	Reference ID	Border agency authority	New (Ins)...
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Store (F2)

USJFKA INTERNAL\PC10117

Edit applicable regulation configuration

Country* ...

Transport direction ...

Reference Id*

Border agency authority* ...

OK Cancel Help (F1)

Country of destination

Transport direction

Value is always: 2 - Import

Reference ID

- Information can be found in the list of 'Mandatory EAD countries'
- The prefix is automatically added
- If the destination country has not published any reference ID, the value must have the following format: '**country code**'-not-available (replace 'country code' with the country code of the destination, e.g. for Chile: **CL-not-available**)

Border agency authority

Value is always: CUS