

Paper free transport in IPS

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PostalTechnologyCentre

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Background

The Committee 1 (Supply Chain Integration) of the Postal Operations Council endorsed Paper free transport guidelines for piloting (POC C 1 TG 2020.2–Doc 5c) in October 2020.

During the pilot phase, designated operators will stop printing paper delivery bills (CN38, CN41 and CN47) for airmail carriage for some airlines and destination designated operators.

The operational systems should be configured to support the pilot phase.

Paper free transport in IPS

Configuration

This section describes the steps in IPS to configure paper free transport for selected mail classes, UPU forms and destination designated operators.

1. Open the 'National management > System > Operational forms: number of copies' function

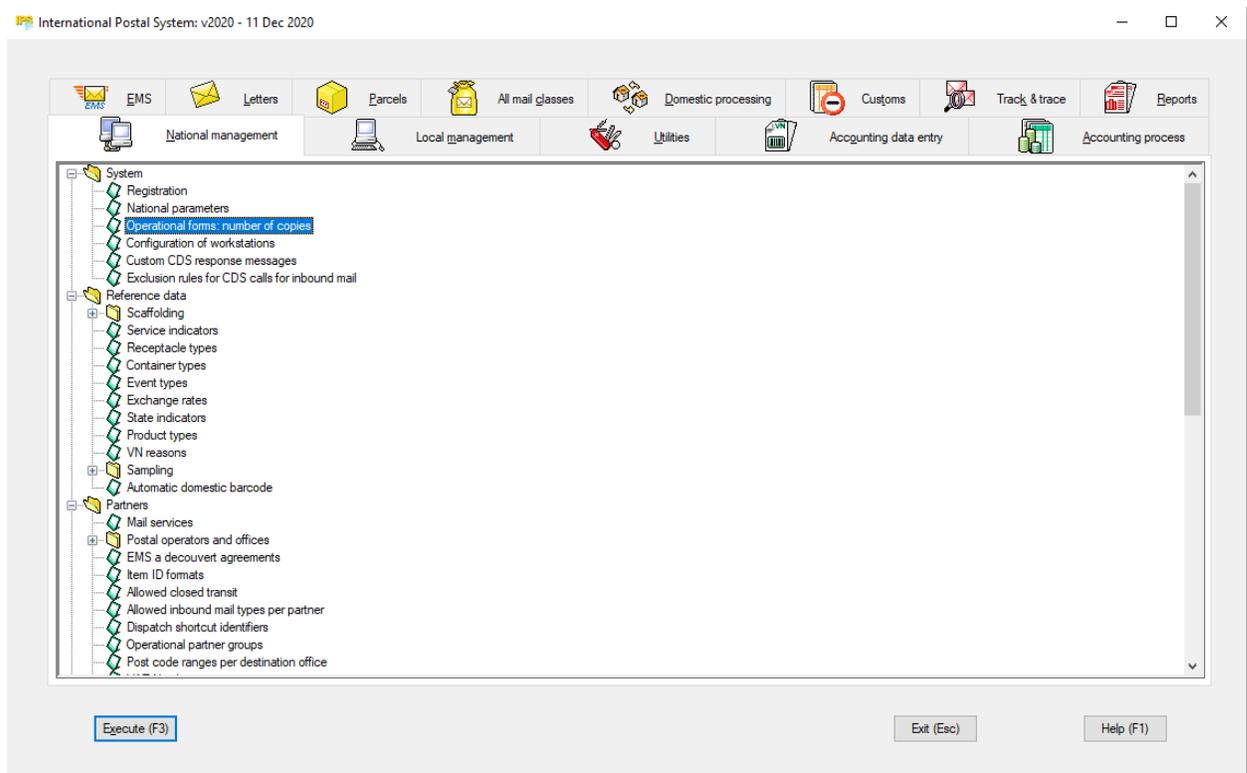


Figure 1

- Click 'New (Ins)...' to add a designated operator for which you no longer want to send operational forms

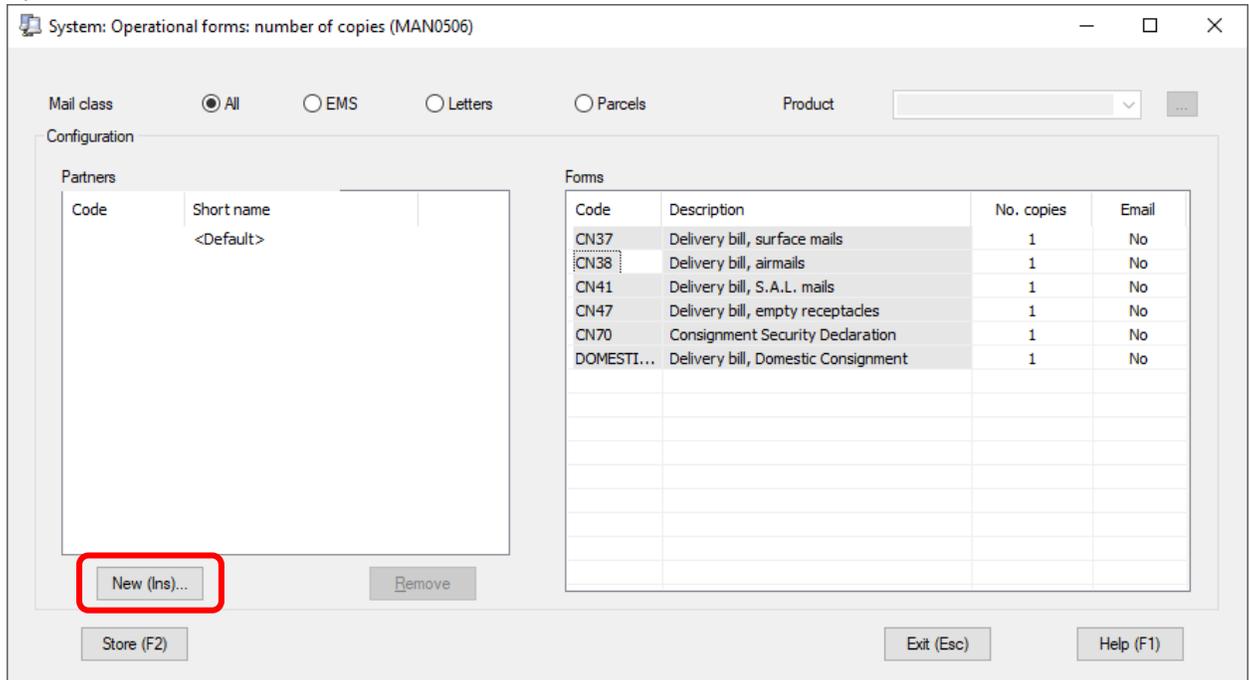


Figure 2

- Select a designated operator and click OK

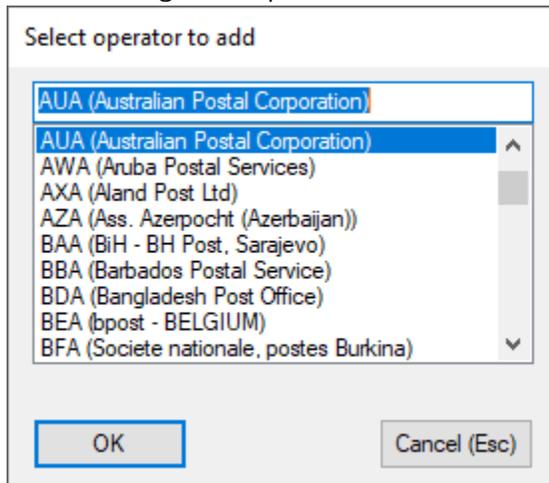
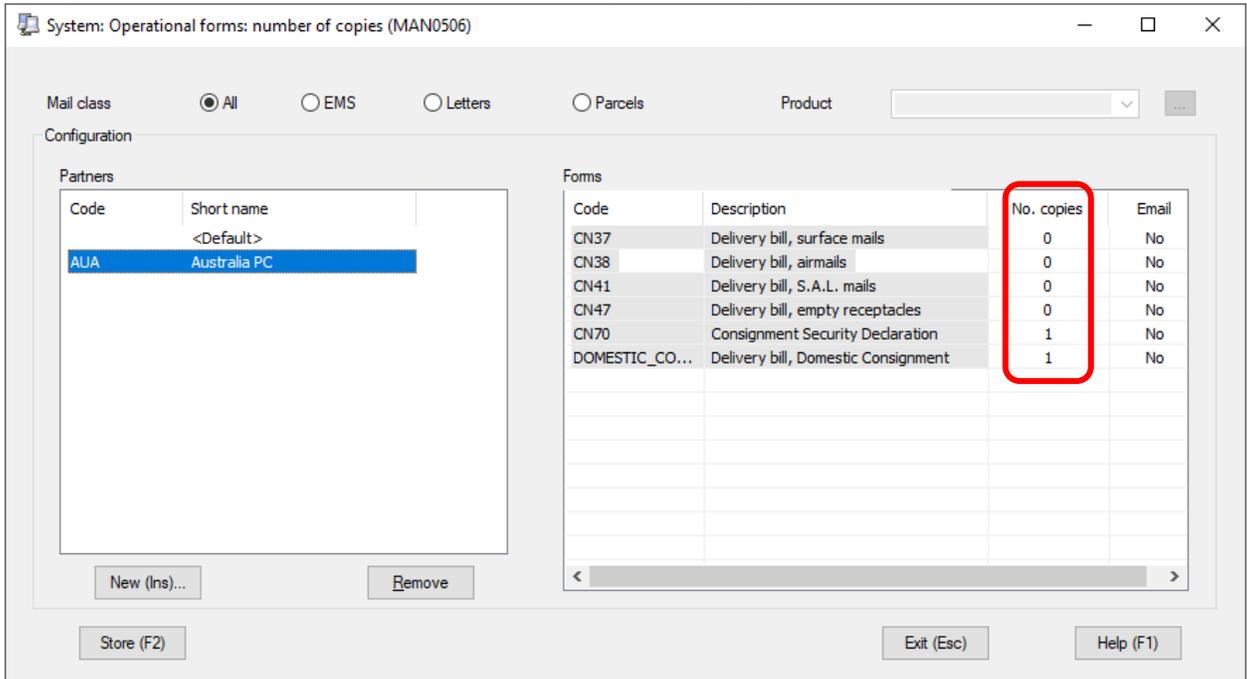


Figure 3

4. Change the number of copies to 0 for each form you no longer want to print



System: Operational forms: number of copies (MAN0506)

Mail class: All EMS Letters Parcels

Product: [Dropdown]

Configuration

Partners

| Code | Short name |
|-----------|--------------|
| <Default> | <Default> |
| AUA | Australia PC |

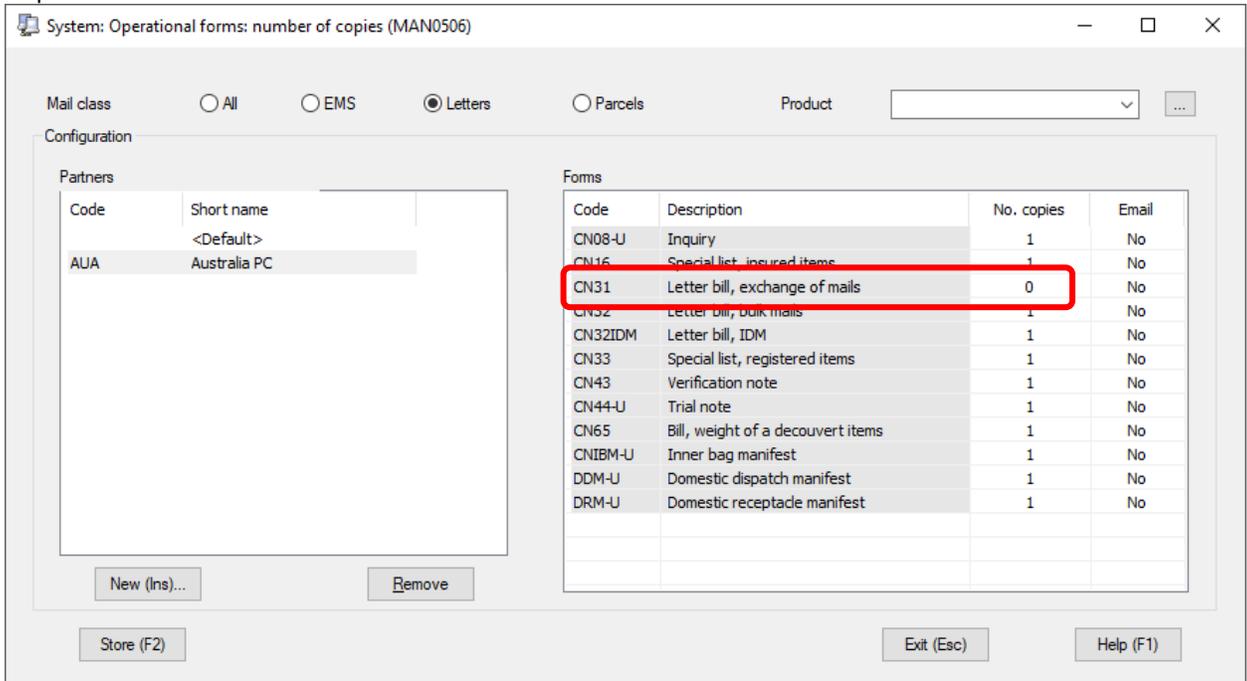
Forms

| Code | Description | No. copies | Email |
|----------------|-------------------------------------|------------|-------|
| CN37 | Delivery bill, surface mails | 0 | No |
| CN38 | Delivery bill, airmails | 0 | No |
| CN41 | Delivery bill, S.A.L. mails | 0 | No |
| CN47 | Delivery bill, empty receptacles | 0 | No |
| CN70 | Consignment Security Declaration | 1 | No |
| DOMESTIC_CO... | Delivery bill, Domestic Consignment | 1 | No |

Buttons: New (Ins)..., Remove, Store (F2), Exit (Esc), Help (F1)

Figure 4

5. Repeat the same action for additional forms if needed



System: Operational forms: number of copies (MAN0506)

Mail class: All EMS Letters Parcels

Product: [Dropdown]

Configuration

Partners

| Code | Short name |
|-----------|--------------|
| <Default> | <Default> |
| AUA | Australia PC |

Forms

| Code | Description | No. copies | Email |
|---------|-----------------------------------|------------|-------|
| CN08-U | Inquiry | 1 | No |
| CN16 | Special list, insured items | 1 | No |
| CN31 | Letter bill, exchange of mails | 0 | No |
| CN32 | Letter bill, bulk mails | 1 | No |
| CN32IDM | Letter bill, IDM | 1 | No |
| CN33 | Special list, registered items | 1 | No |
| CN43 | Verification note | 1 | No |
| CN44-U | Trial note | 1 | No |
| CN65 | Bill, weight of a decouvert items | 1 | No |
| CNIBM-U | Inner bag manifest | 1 | No |
| DDM-U | Domestic dispatch manifest | 1 | No |
| DRM-U | Domestic receptacle manifest | 1 | No |

Buttons: New (Ins)..., Remove, Store (F2), Exit (Esc), Help (F1)

Figure 5

6. Click 'Store (F2)' to save the configuration of the selected designated operator

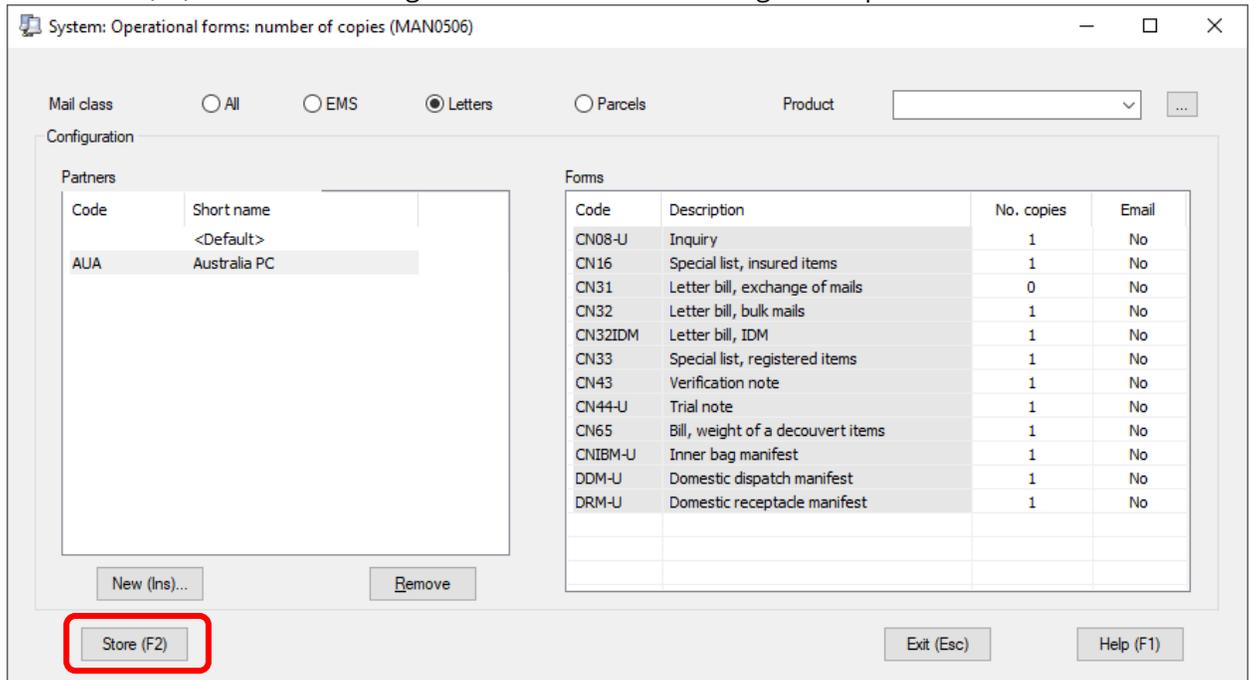


Figure 6

7. Repeat from step 2 for each designated operator for which you no longer want to send operational forms

Outbound operations

Once configured, IPS will no longer generate operational forms for the selected designated operators.

This configuration does not affect the EDI configuration. EDI messages will be still generated even if no form is printed.

The table below shows the forms that can be configured to not be printed, and the associated functions in IPS.

| | |
|----------------------|---|
| CN31EMS | EMS > Outbound > Dispatches > Create and close dispatches (EMC, EMK, PREDES) |
| CN31 CN16 CN33 | Letters > Outbound > Dispatches > Create and close dispatches (EMC, EMK, PREDES) |
| CP87 | Parcels > Outbound > Dispatches > Create and close dispatches (EMC, EMK, PREDES) |
| CN37 CN38 | All mail classes > Transports & Consignments > Create and close consignments (PRECON) |

| | |
|------|---|
| CN41 | <i>and</i> |
| CN47 | All mail classes > Transports & Consignments > Scan receptacles to transport (PRECON) |

Printing forms for outbound mail

In some cases, it could be necessary to print some forms even if IPS has been configured not to do so.

IPS users can print/re-print forms from the track and trace functions.

Procedure to print/re-print forms at dispatch level

1. Open the 'Track & Trace > International > Consignment track & trace' function

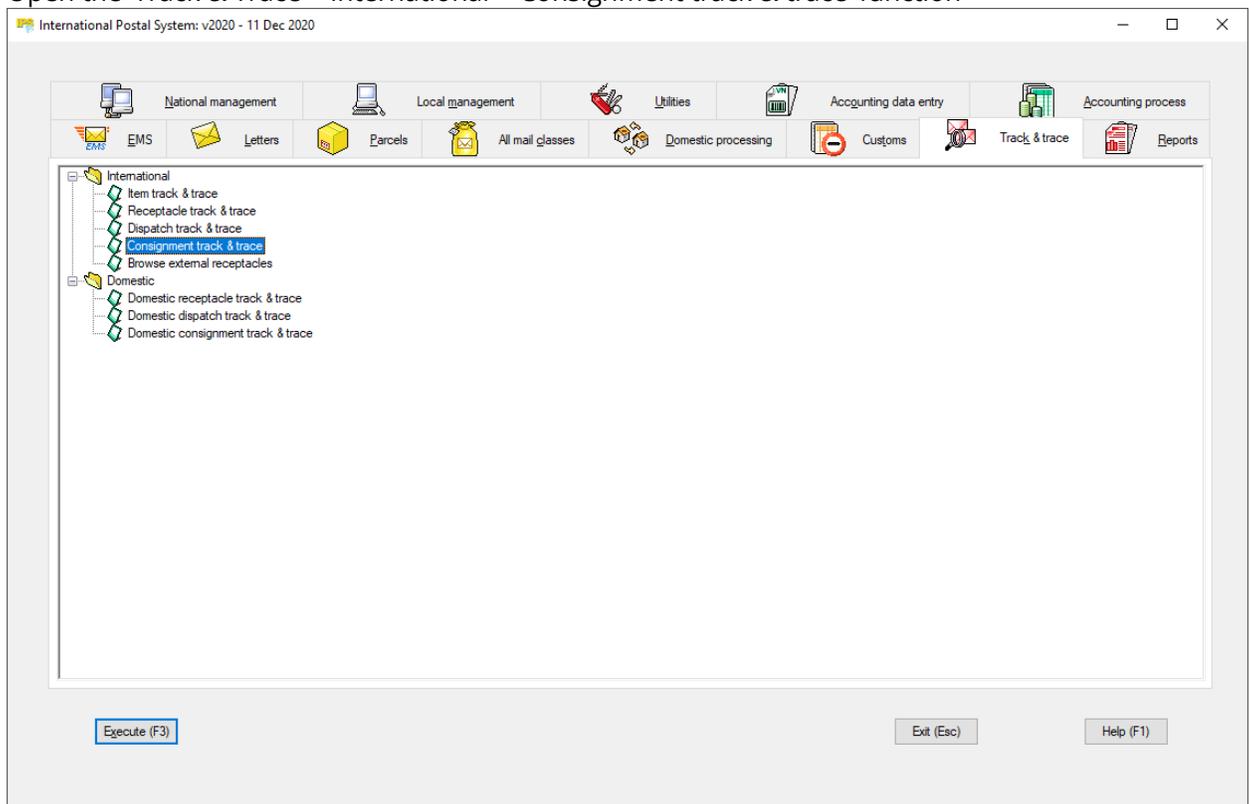
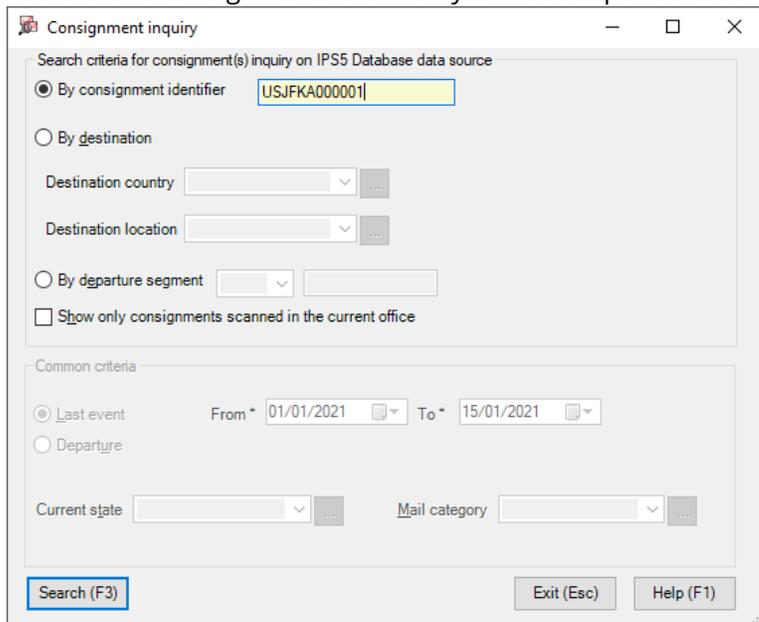


Figure 7

2. Search for a consignment for which you want to print the documentation

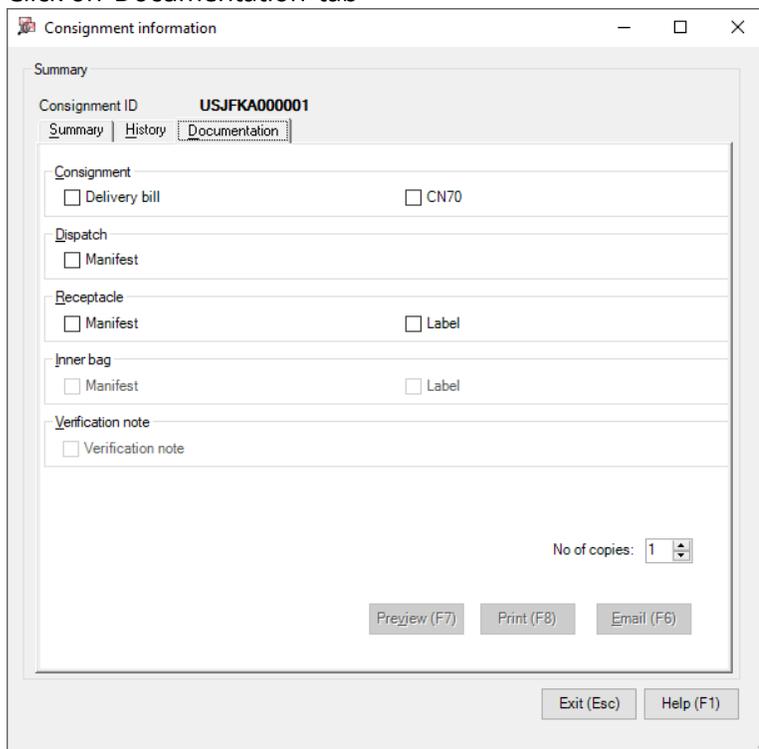


The screenshot shows a 'Consignment inquiry' window with the following fields and options:

- Search criteria for consignment(s) inquiry on IPS5 Database data source
 - By consignment identifier:
 - By destination
 - Destination country:
 - Destination location:
 - By departure segment:
 - Show only consignments scanned in the current office
- Common criteria
 - Last event: From: To:
 - Departure
 - Current state:
 - Mail category:
- Buttons: Search (F3), Exit (Esc), Help (F1)

Figure 9

3. Click on 'Documentation' tab



The screenshot shows a 'Consignment information' window for consignment ID USJFKA000001. It features a 'Documentation' tab and the following sections:

- Consignment: Delivery bill CN70
- Dispatch: Manifest
- Receptacle: Manifest Label
- Inner bag: Manifest Label
- Verification note: Verification note
- No of copies:
- Buttons: Preview (F7), Print (F8), Email (F6), Exit (Esc), Help (F1)

Figure 9

4. Select the forms you want to print and click 'Print'

Consignment information

Summary

Consignment ID **USJFKA000001**

Summary | History | Documentation

Consignment
 Delivery bill CN70

Dispatch
 Manifest

Receiptacle
 Manifest Label

Inner bag
 Manifest Label

Verification note
 Verification note

No of copies: 1

Preview (F7) Print (F8) Email (F6)

Exit (Esc) Help (F1)

Figure 10

5. The form is printed

Postal designated operator of origin
United States Postal Service

Office of origin of the bill
ISC NEW YORK NY (USPS)

Office of destination of the bill
**MELBOURNE
 Australian Postal Corporation**

DELIVERY BILL **CN 38**
 Airmails
 Date 12/01/2021 ConsignmentID USJFKA000001

Flight No. AA 0001 Priority By airmail
 Date of departure 12/01/2021 Time 00:00

Airport of direct transhipment Airport of offloading
 MEL

If container is used No of container No of seal

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| Office of origin | Office of dest | Mail cat / sub-class | Year | Desp serial No | Total in disp | Receipt No | Number of letter post bags | Number of CP bags and loose parcels | Number of sacks of empty bags | Gross weight of bags, etc | | | Observations | Seal No | | | | | |
|------------------|----------------|----------------------|------|----------------|---------------|------------|----------------------------|-------------------------------------|-------------------------------|---------------------------|-------|---------------|--------------|---------|-----|---|-----|---|---------|
| | | | | | | | | | | Letter post kg | CP kg | Empty bags kg | | | | | | | |
| USJFKA | AUMELA | AUN | 1 | 1 | 1 | 1 | 4 | 5 | 6 | 10.0 | + | + | = | 10.0 kg | | | | | |
| Page Subtotals | | | | | | | | | | 10.0 | + | + | = | 10.0 kg | | | | | |
| Grand Totals | | | | | | | | | | 1 | 0 | 0 | 10.0 | + | 0.0 | + | 0.0 | = | 10.0 kg |

Dispatching office of exchange ISC NEW YORK NY (USPS), 11/01/2021
 Signature Herrmann S

The official of the carrier of airport
 Date and signature

Office of exchange of destination
 Date and signature

1/16 <>

Figure 11

Printing forms for inbound mail

It is currently not possible to print operational forms for inbound mail.

A requirement could be added to the scope of a future version of IPS. Forms could be printed based on EDI received (e.g. PREDES for CN31, PRECON for CN38...).

To be confirmed with designated operators.