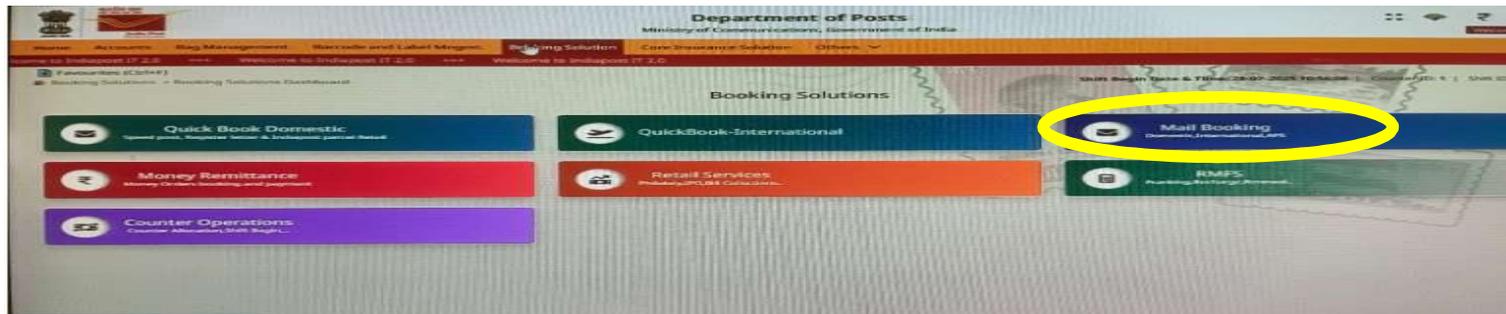




**India Post Booking Flow for
ECHS- Polyclinic
Booking through IT 2.0.**

Once Article Assigned and picked up from the post office identified and physical article needs to be cross checked and follow the steps for inducting the same in to system for further dispatch.

1. Select Mail Booking from Counter operations screen.(Booking solutions)



 Book Domestic Mail

 Book International Mail

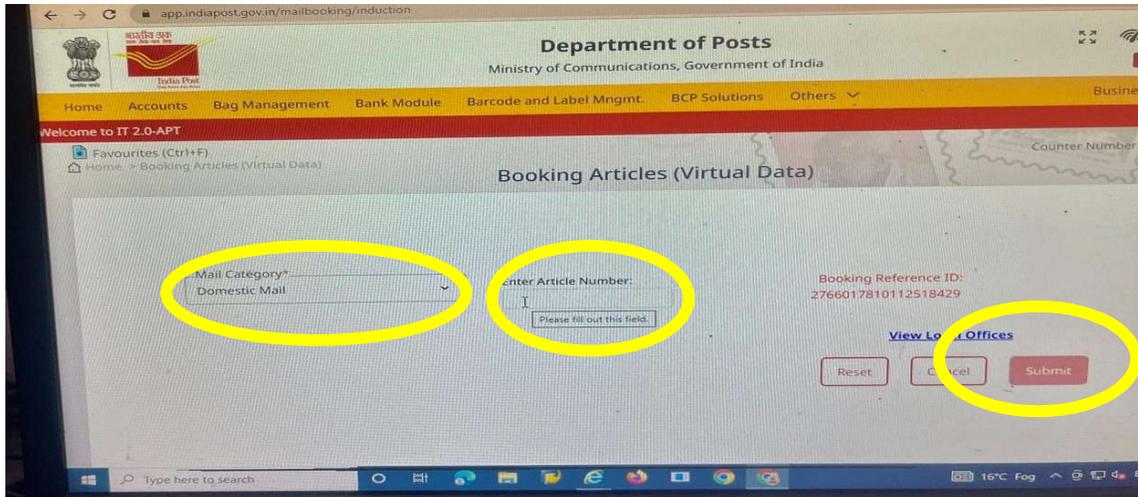
 Book Bulk Mails

 Bulk Booking (Temporal)

 Book Articles (Virtual Data)

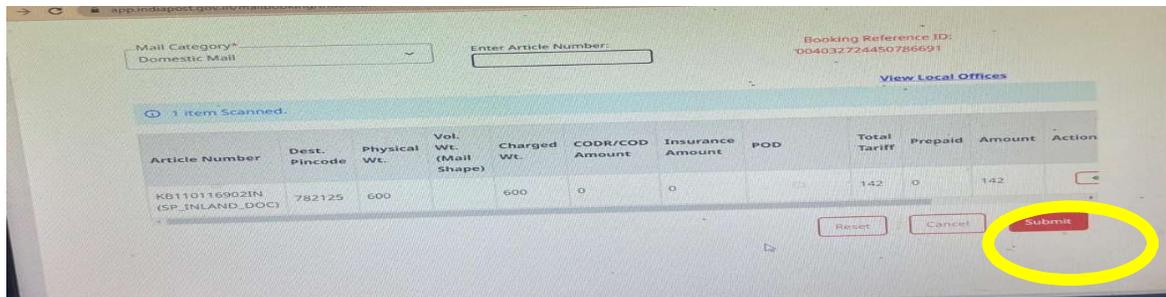
 Bulk Excel Validation Tool

3.

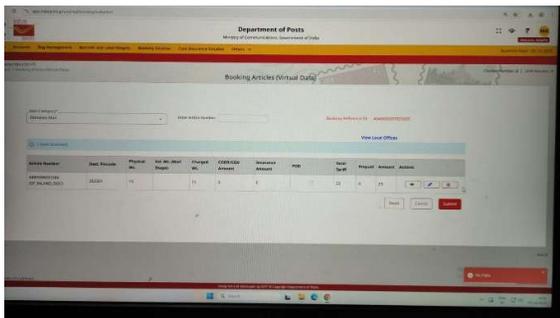


Articles only). Multiple

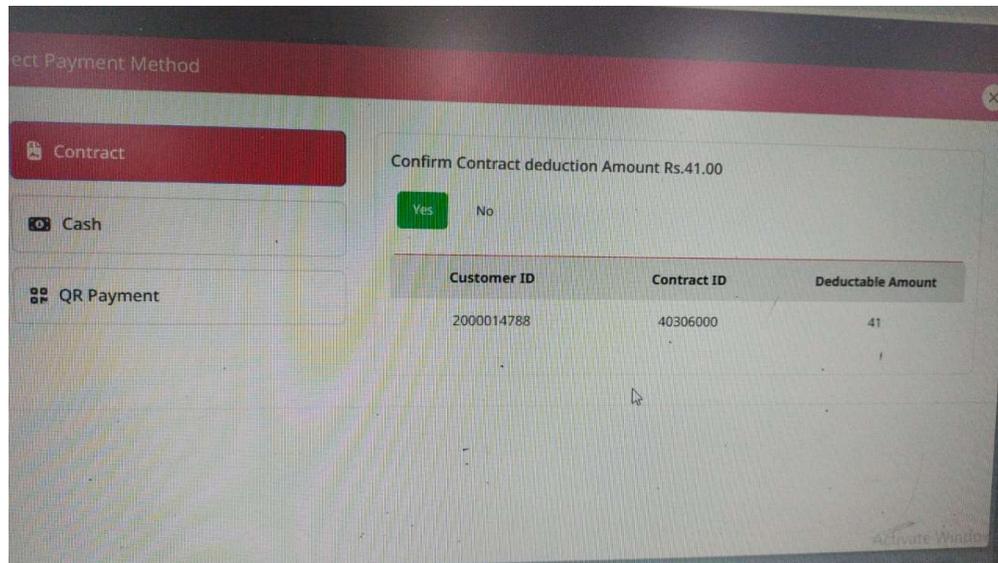
4. Once cross verified all the physical articles are scanned or entered into system. Enter the submit button for proceeding to payment screen



- Please verify the details of articles before submitting.
- Please note- **Note:** If the weight or any other details are found to be incorrect, kindly use edit button and recharges the articles to the seller.



5. Final payment updation can be done by selecting contract and check the customer id and contract and submit Yes for payment.



Customer ID : 2000014788
Contract ID: 40306000

6. After clicking the Submit option the article will be booked successfully and get the printout.



Note: Please check for pickup pincode office id and induction office id are same. The article to be booked in induction module only where the pickup is assigned or where physical article is present then only it will be available for bagging and dispatch.

Note: If pickup is available for the article, Please process the articles through pickup management by selecting pickup request and assign it to postman and get updated in the system. Then when physical article reaches the post office, use the virtual data induction module to book and dispatch.
