

STANDARD OPERATING PROCEDURE (SOP)

International Article Booking through IMA by Branch Postmaster (BPM)

Section–A : Role Assignment in APT IT 2.0 (Mandatory)

Role Assignment by ASP/IP in APT IT 2.0 ASP/IP logs into APT IT 2.0 portal using APT ID and assigns the role International Article Booking under the Roll Management module to the concerned BPM.

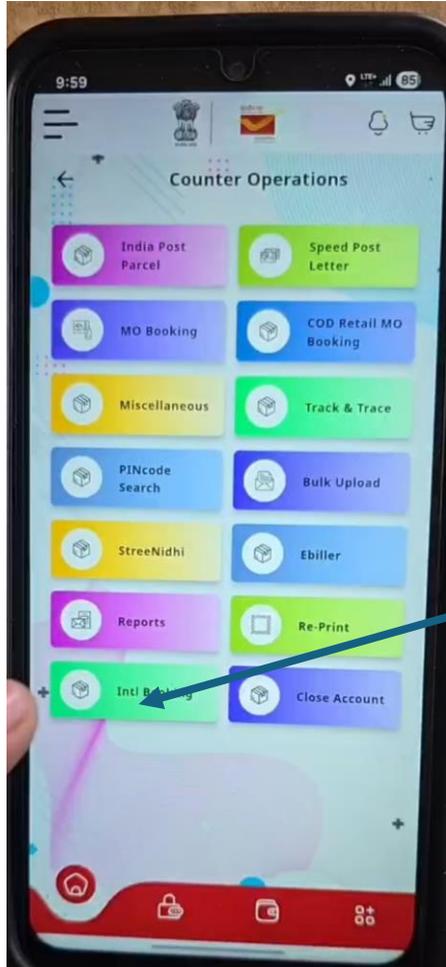


Module	Role Name	Actions
Internal Mobile App	International Article Booking	Add
Internal Mobile App	Letter Box Clearance	Add

Module	Role Name	Actions
Internal Mobile App	Branch Post Master	Delete
Internal Mobile App	Letter Box Peon	Delete
Internal Mobile App	Mail Deliverer	Delete

Save Changes

Section-B : International Booking Process in IMA



Only after this role assignment,

BPM can book international articles through IMA by

Open **Counter Operations** in IMA and tap on **International Booking (Intl. Booking)**

Section-B : International Booking Process in IMA

The screenshot shows the 'International Booking' app interface. At the top, there are navigation tabs: 'Country Details', 'Article Details', 'Sender Details', and 'Add'. The 'Country Details' tab is active. Below the tabs, there are several input fields with dropdown menus:

- Mail Type Nature:** A dropdown menu with 'Gift' selected.
- Country:** A dropdown menu with 'Nepal - NP' selected.
- Mail Service Type:** A dropdown menu with 'International Tracked Packet Service' selected.
- Weight (in grams)*:** An empty text input field.
- Non Delivery Instructions:** A dropdown menu with 'RTS-Non Priority' selected.
- Total Declared Value (INR)*:** An empty text input field.
- No. of Quantity units*:** An empty text input field.

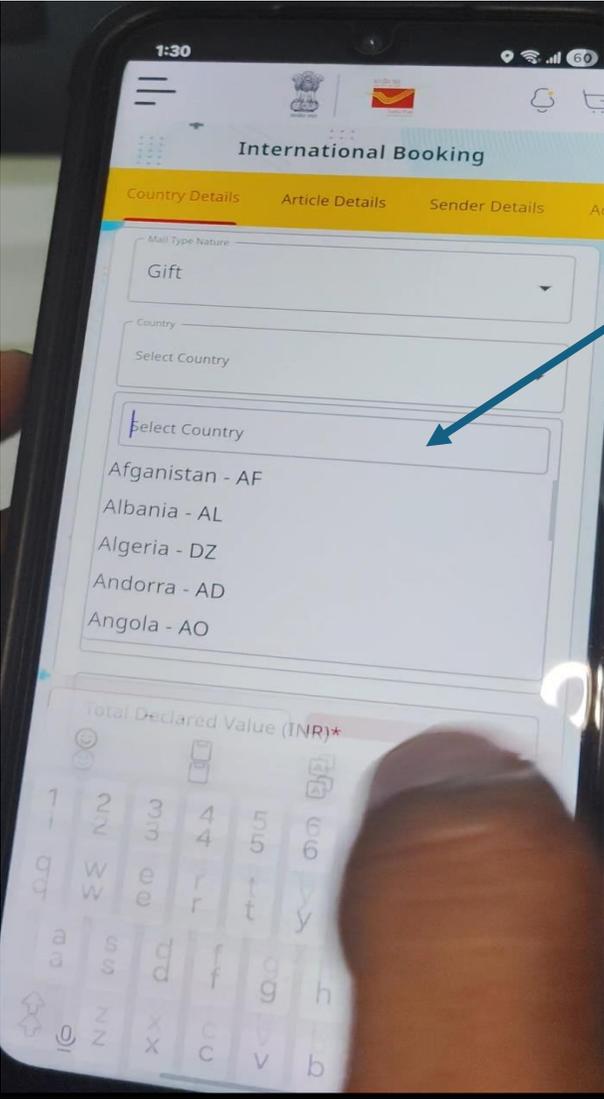
The screenshot shows the 'International Booking' app interface. At the top, there are navigation tabs: 'Country Details', 'Article Details', 'Sender Details', and 'Add'. The 'Article Details' tab is active. Below the tabs, there are several input fields with dropdown menus:

- Mail Type Nature:** A dropdown menu with 'Document' selected. A blue arrow points to this field from a text box on the right.
- Document:** A dropdown menu with 'Document', 'Gift', 'Others (Transaction Not covered by Part I)', and 'Returned Goods' listed.
- Weight (in grams)*:** An empty text input field.
- Non Delivery Instructions:** A dropdown menu with 'RTS-Non Priority' selected.
- Total Declared Value (INR)*:** An empty text input field.
- No. of Quantity units*:** An empty text input field.

At the bottom of the screen, there are two buttons: 'Back' and 'Next'.

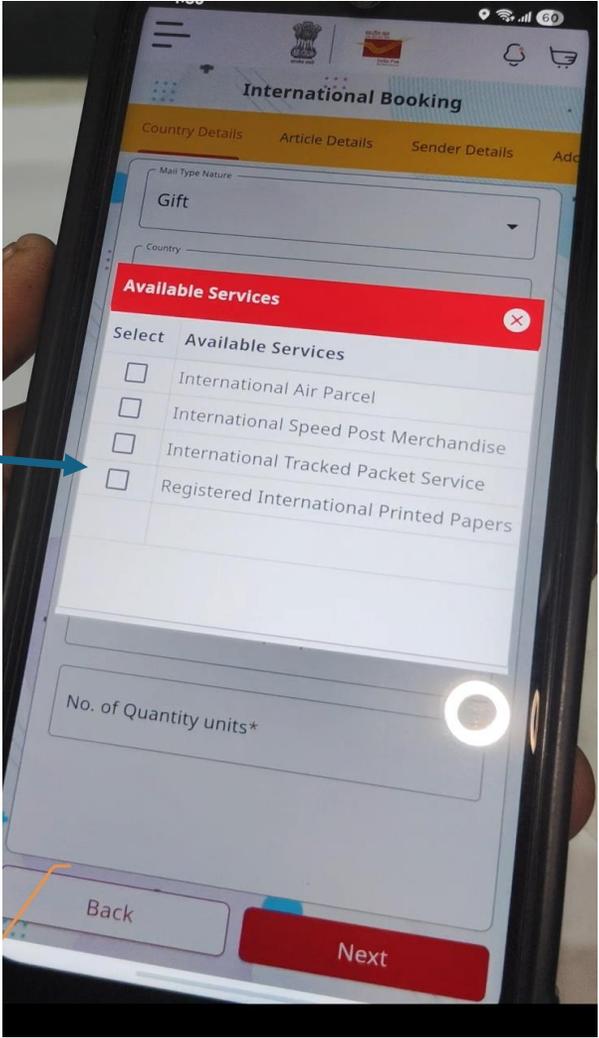
Select **Mail Type Nature** such as
Document, Gift, Returned Goods or Others

Section-B : International Booking Process in IMA

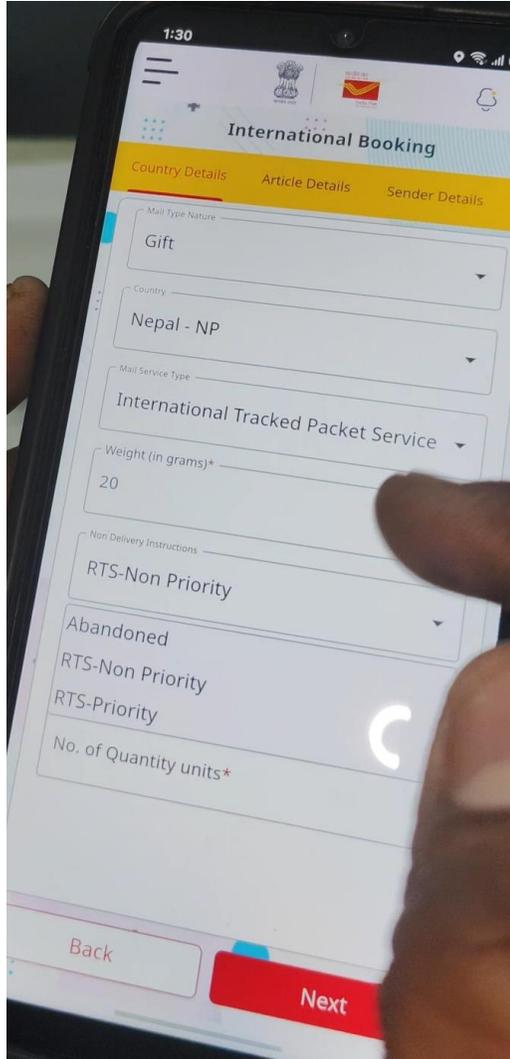


Select the **Destination Country** for international transmission.

Select the applicable International Mail Service (**Tracked Packet / Speed Post / Air Parcel**).

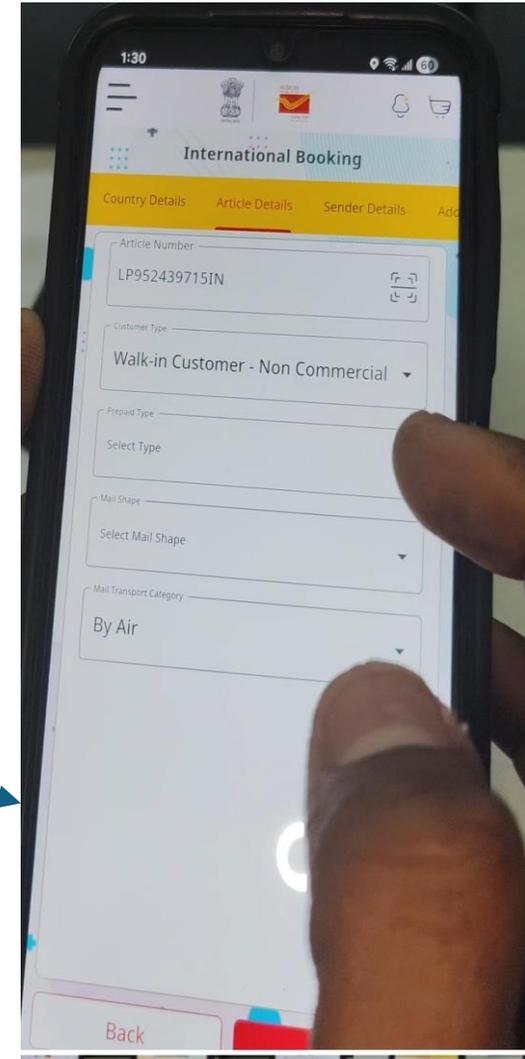


Section-B : International Booking Process in IMA

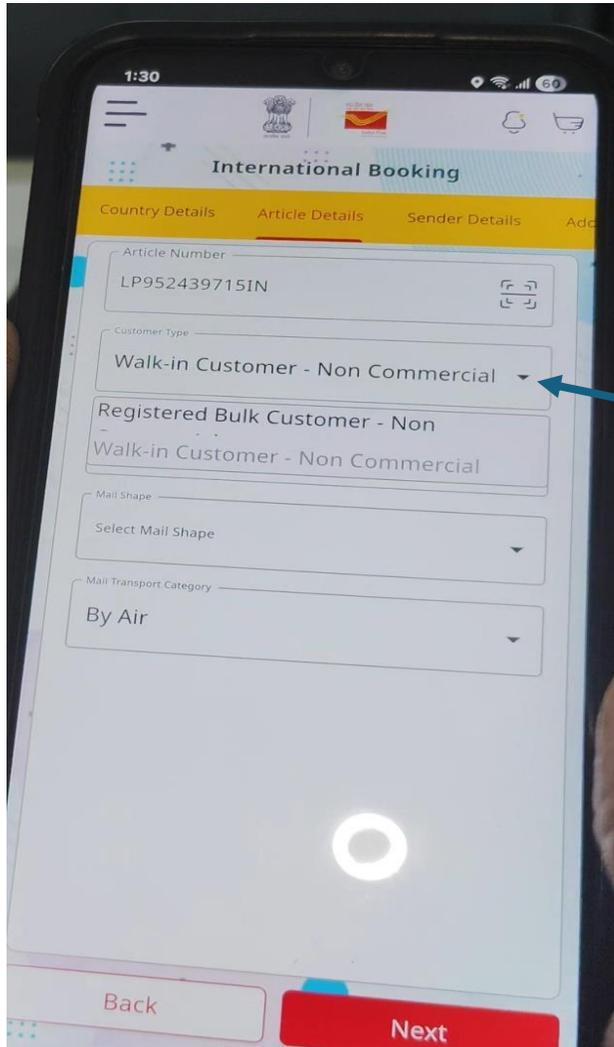


- Enter Weight (grams),
- select Non-Delivery Instructions,
- enter Total Declared Value (INR) and
- No. of Quantity units.
- then click on **Next button**

Article Number is to be scanned or entered manually using the scanner icon;



Section-B : International Booking Process in IMA



The screenshot shows the 'International Booking' screen in the IMA application. The top navigation bar includes 'Country Details', 'Article Details', 'Sender Details', and 'Add'. The main form contains the following fields:

- Article Number: LP952439715IN
- Customer Type: Walk-in Customer - Non Commercial (selected)
- Registered Bulk Customer - Non Walk-in Customer - Non Commercial
- Mail Shape: Select Mail Shape
- Mail Transport Category: By Air

At the bottom, there are 'Back' and 'Next' buttons.

Select **Customer Type** as **Walk-in Customer (Non-Commercial)** or **Registered Customer**

then select **Mail Transport Category**.

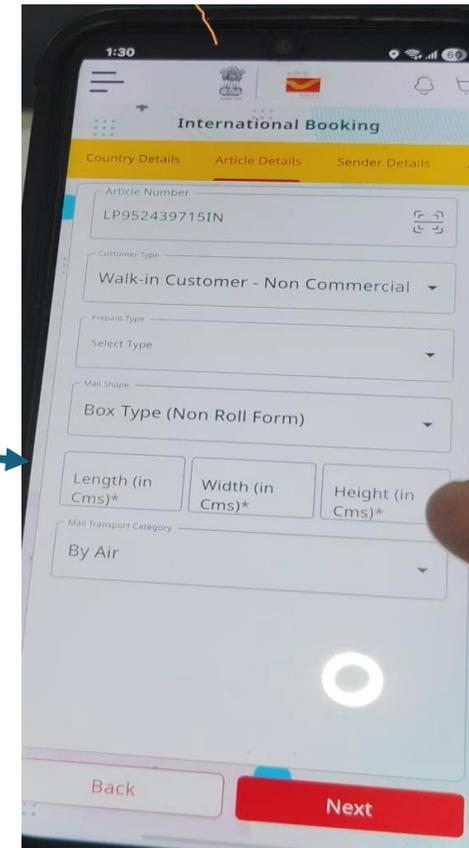
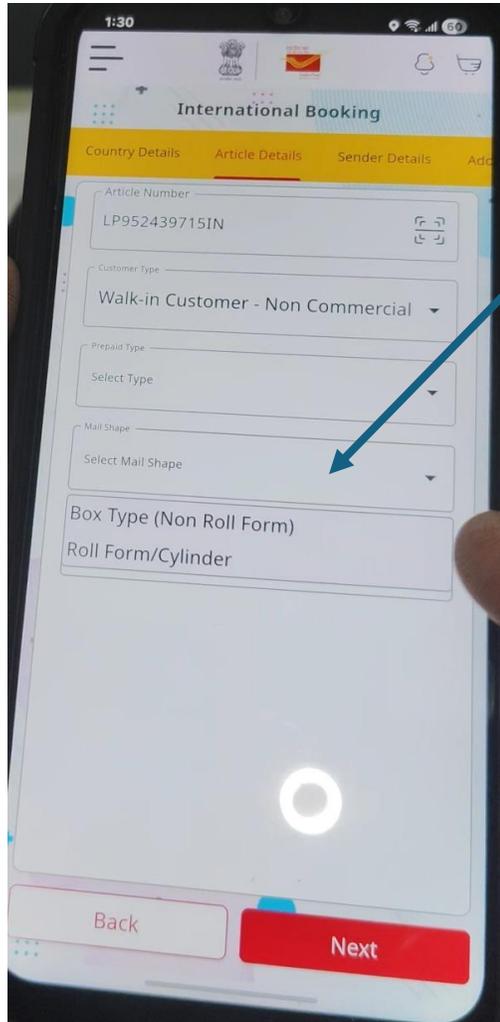
Select **Prepaid Type**, if applicable

Section-B : International Booking Process in IMA

Choose **Mail Shape** as **Box Type or Roll Form**.

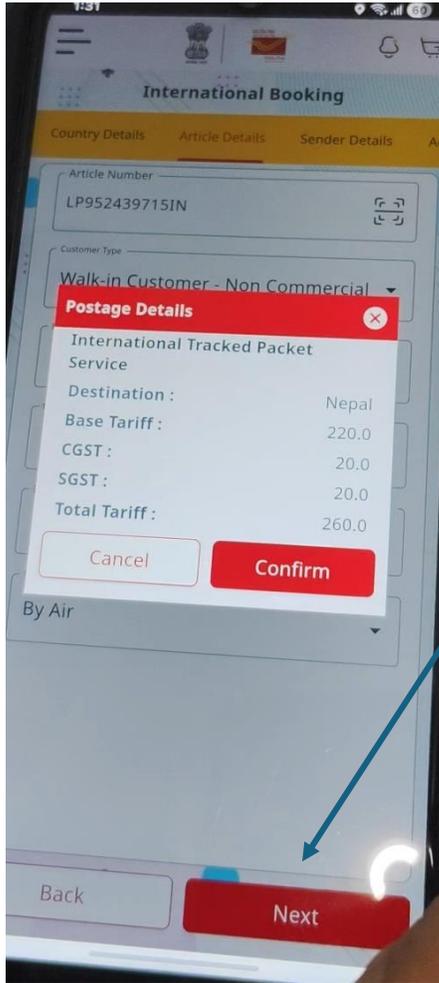
For Box Type articles, enter Length, Width and Height in centimetres.

if Non Roll form selected then enter correct Length, width and height in cms (please note minimum length is 14 width is 9 height is 1)

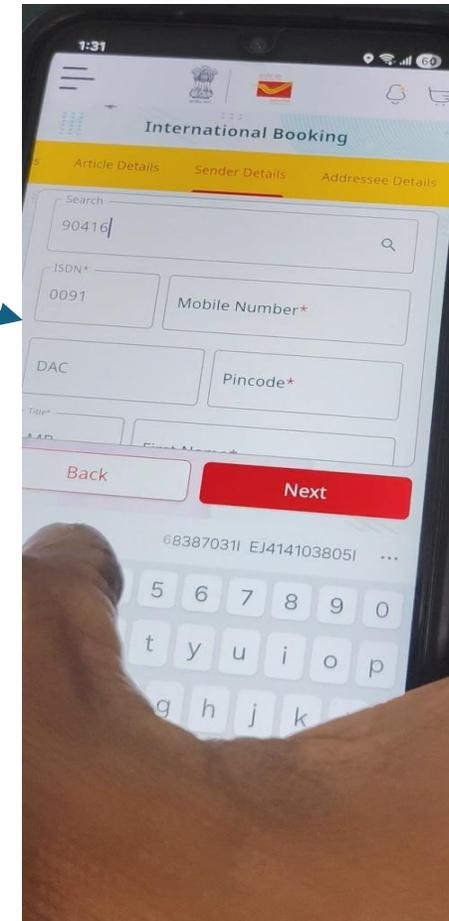


Section-B : International Booking Process in IMA

Verify the **Postage Details** displayed by the system and **confirm the tariff** and then click **Next button**



Enter complete **sender details**



Section-B : International Booking Process in IMA

Enter complete and correct Addressee Details including Country and postal code.

International Booking

Sender Details Addressee Details Shipping Details

ISDN 9779851230138

Mobile Number* 9779851230138

DAC 44600

Zip Code* 44600

Title* MR First Name* MANAGER

Middle Name OMANA HOTEL

Address Line 1* KATHMANDU

Address Line 2* NEPAL

City/District* KATHMANDU

Province/State* Kathmandu

Country* Nepal

Email

Fax/Alternate Number

Tax Importer Ref. Number

KYC Reference

Retain Details for Next Booking

Back Next

after entering complete details then click next button

International Booking

Sender Details Addressee Details Shipping Details

Country* Nepal

City/District* KATHMANDU

Province/State* Kathmandu

Email

Fax/Alternate Number

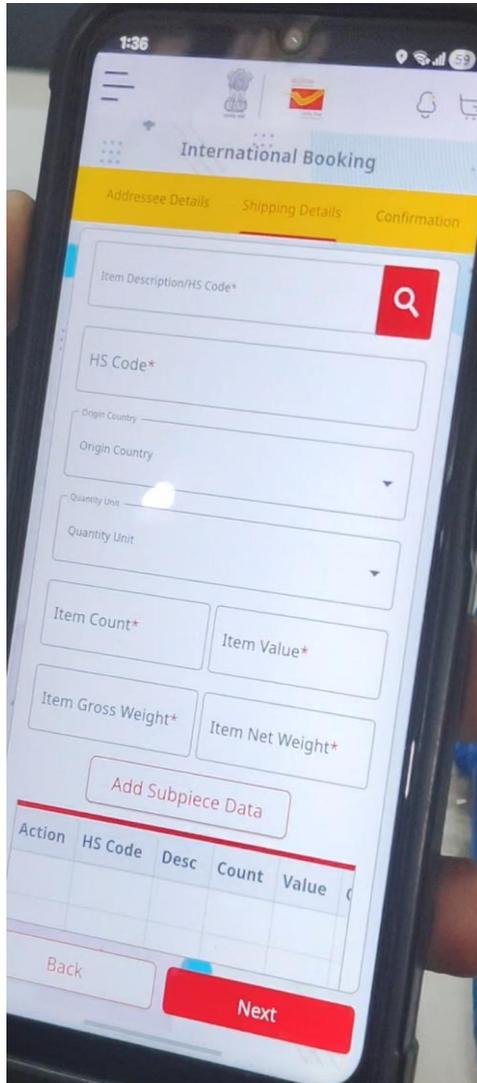
Tax Importer Ref. Number

KYC Reference

Retain Details for Next Booking

Back Next

Section-B : International Booking Process in IMA



Fill Shipping Details including Item Description and mandatory HS Code.

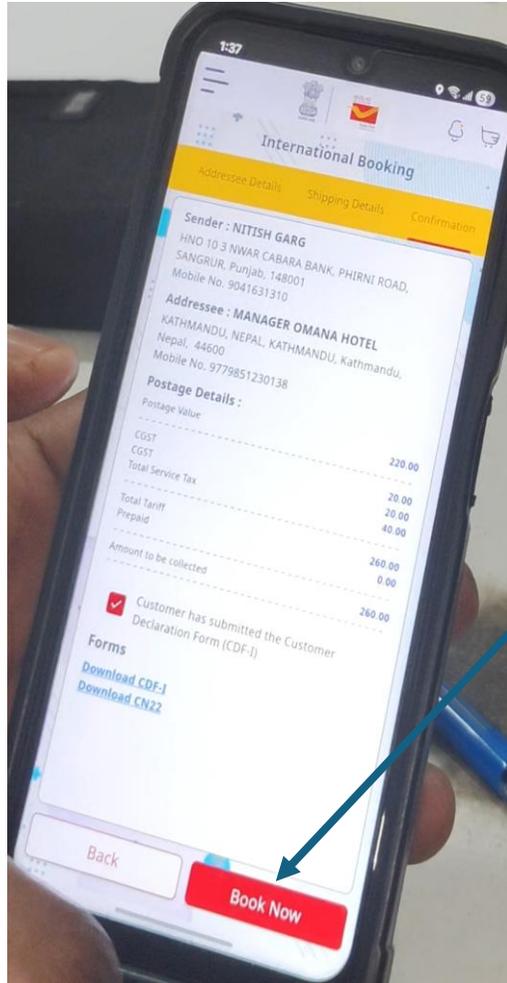
PLEASE NOTE ENTER CORRECT HS CODE OF EACH ITEM CONTAINED IN THE ARTICLE. IT MUST BE SPECIFIC i.e. HSCOD OF LINEN T-SHIRT etc INSTEAD OF USING GENERAL WORDS.

Enter **Origin country** (of item), **Quantity of Units** (means number of item inside the box as declared by customer), **Item Count**, **Item Value** (value of each item)(if more than one item in a single article then enter particulars of each items one by one after clicking Add Subpiece Data, Item Gross Weight , Item Net Weight

Then click on Add Subpiece Data

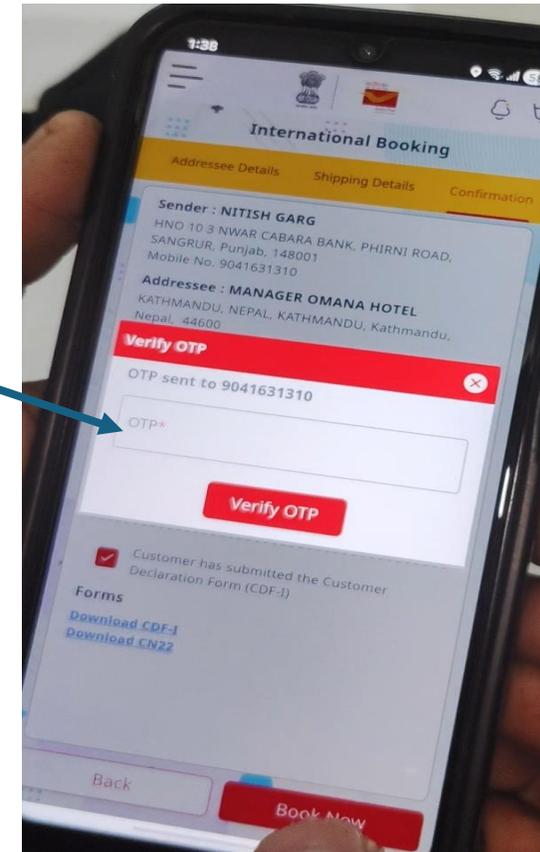
Then Click on **Next**

Section-B : International Booking Process in IMA

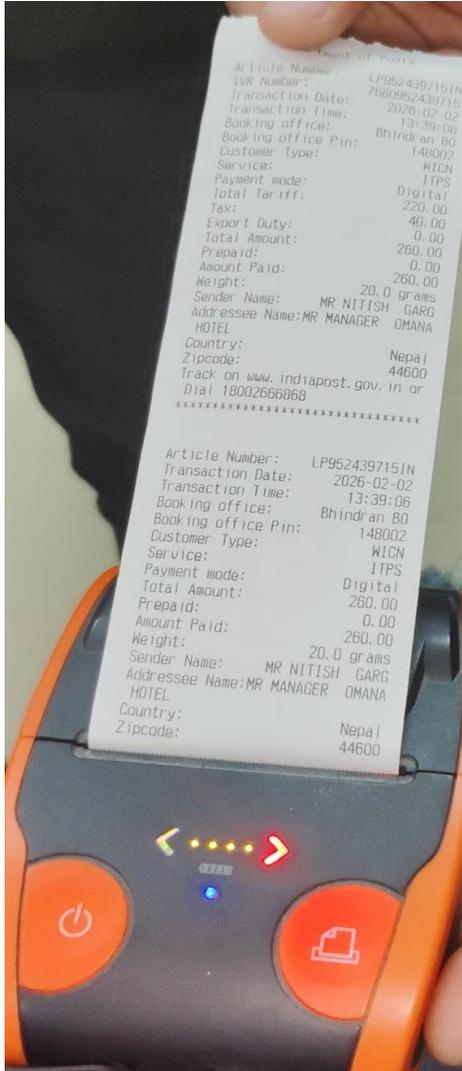


Review the Booking Summary showing sender, addressee and tariff details.
then **click on Customer has submitted the Customer Declaration Form**

Tap **Book Now** to complete booking ,
verify OTP
and **MAKE PAYMENT OF ARTICLE BY CASH/ DIGITAL PAYMENT MODE**
and Then **generate receipt.**



Section-B : International Booking Process in IMA



Final receipt is printed and handed over to the customer as proof of booking.

TO PRINTER

CN22 OR CN23 FORM PLEASE NOTE TILL RELEVANT PRINTERS NOT PROVIDED. PLEASE ATTACH CN22 OR CN23 FORM OF ARTICLE MANUALL DULY SIGNED BY CUSTOMER AND ATTACHED RELEVANT DOCUMENT AS APPLICABLE.

CN22 OR CN23 CAN BE PRINTED FROM SO/HPO CONCERNED

Regards: Nitish Garg ,SM Sangrur-148001