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 2.0ASP/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.
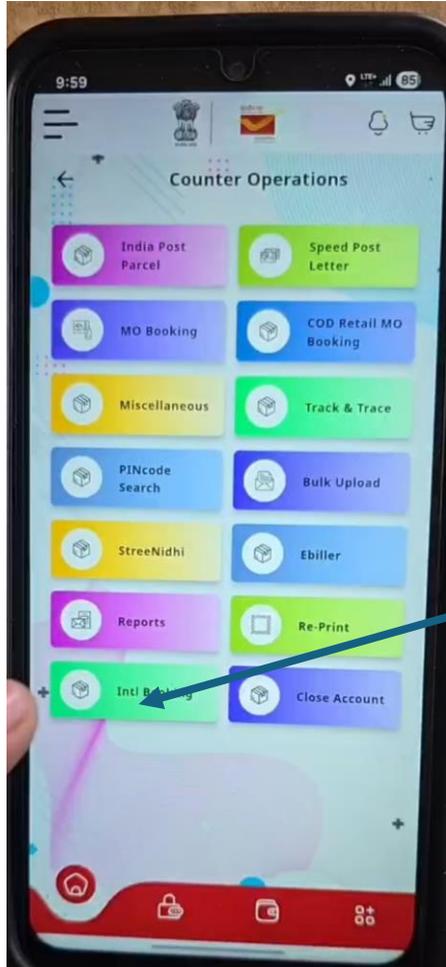
Section–B : International Booking Process in IMA

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

Select **Mail Type Nature** such as

Document, Gift, Returned Goods or Others
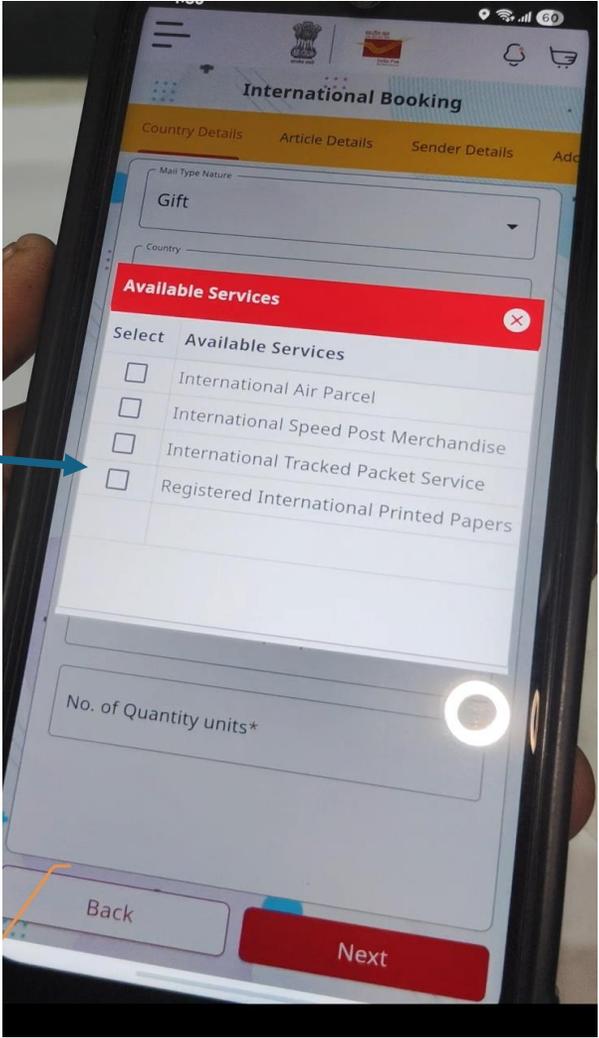
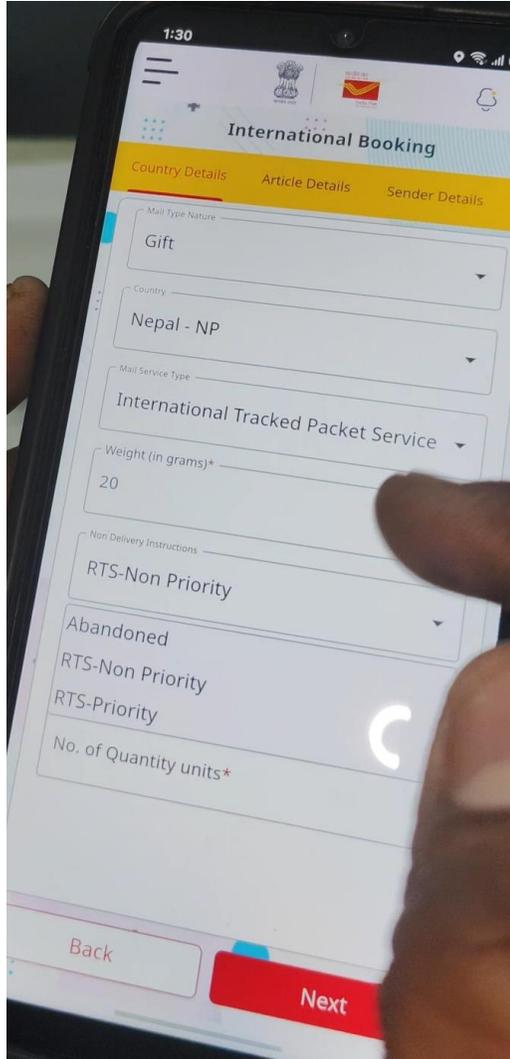## Section–B : International Booking Process in IMA
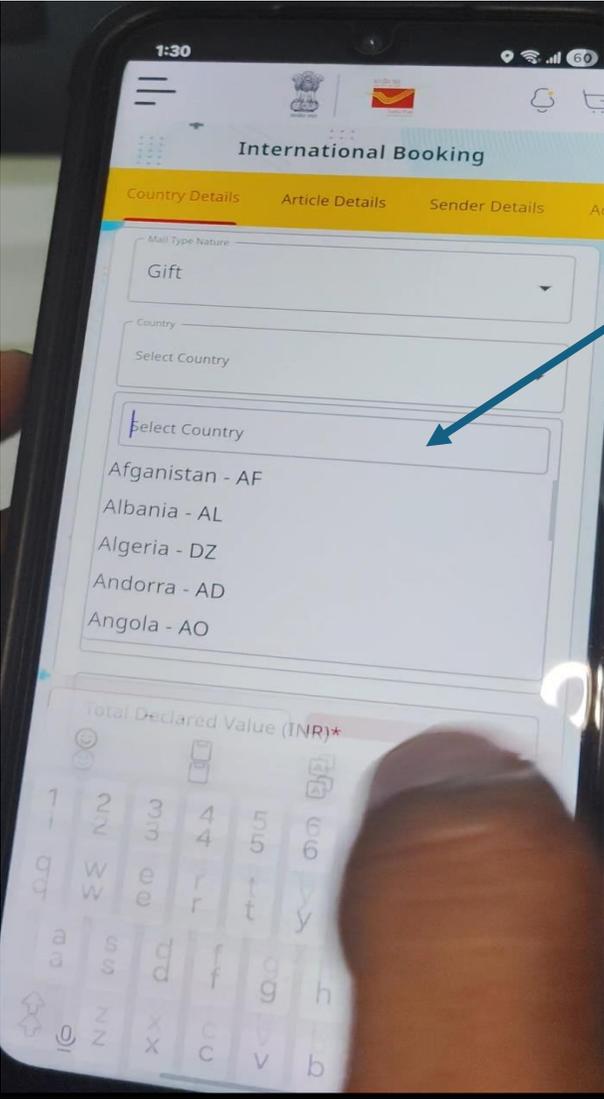
Select the **Destination Country** for **international transmission.**

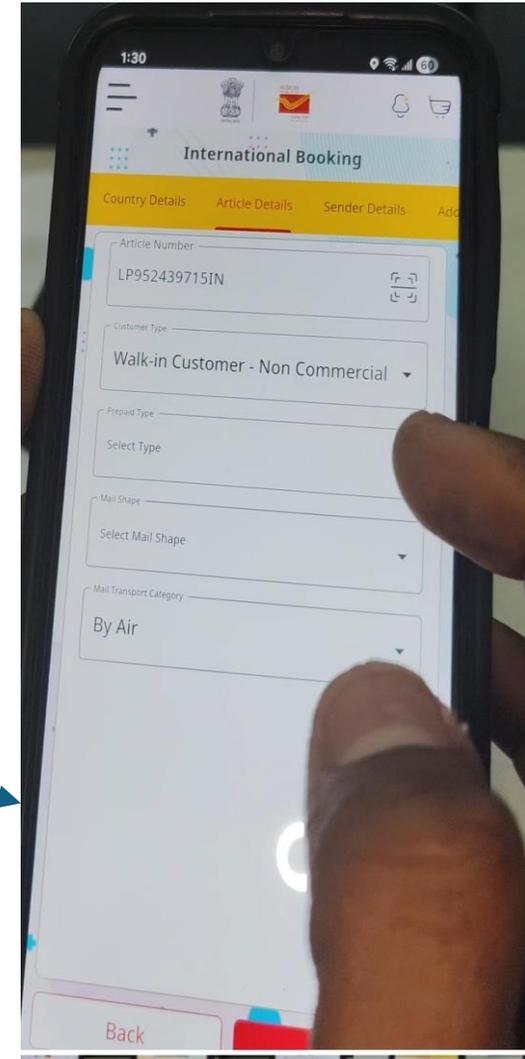Select the applicable International Mail Service (**Tracked Packet / Speed Post / Air Parcel).**

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 scannericon;

Section–B : International Booking Process in IMA
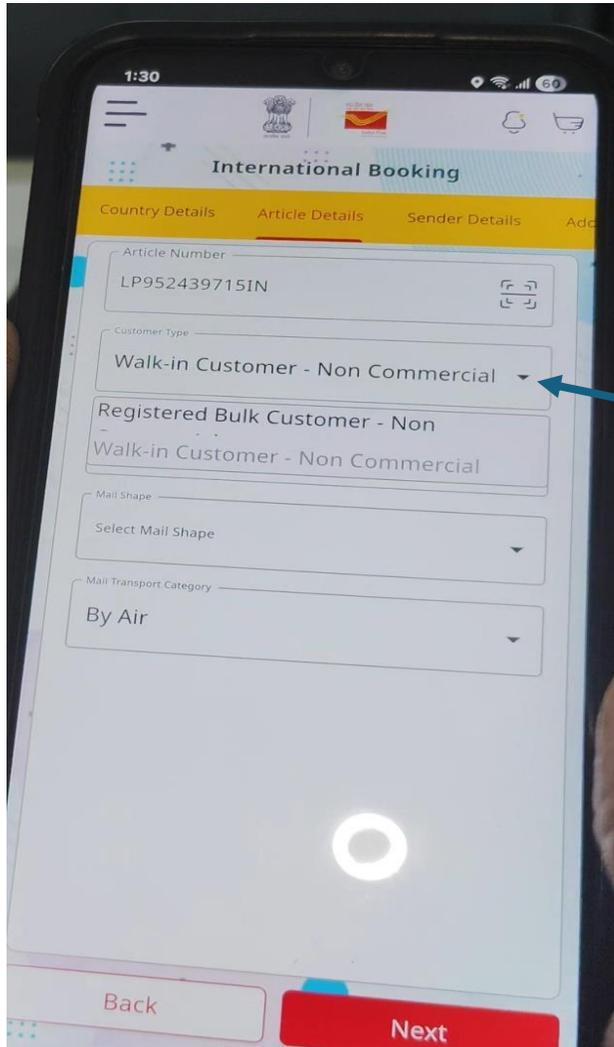
Select **Customer Type** as Walk-in Customer (Non-Commercial) or Registered Customer
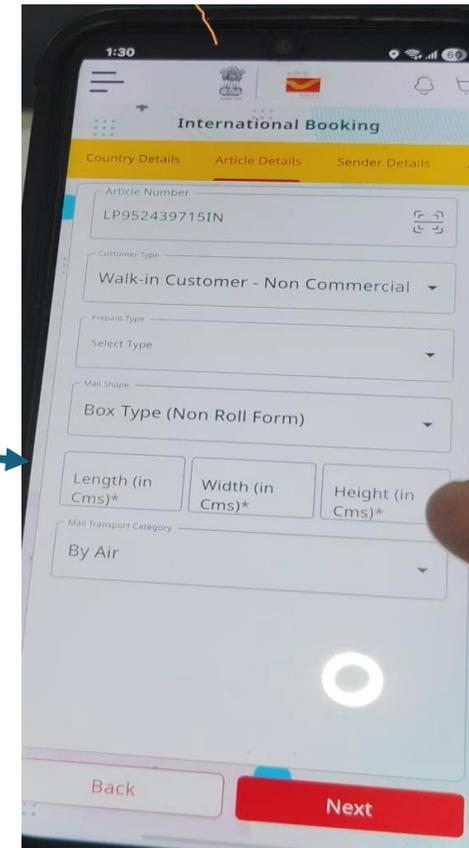
then select Mail Transport Category.

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)
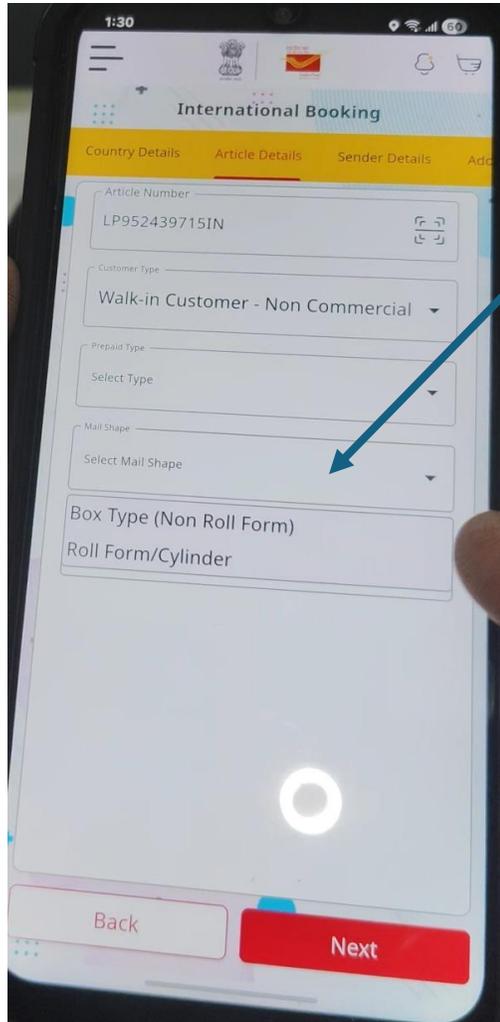
Section–B : International Booking Process in IMA

Verify the **Postage Details** displayed by the system and **confirm the tariff** and

then click **Next button**

Enter complete sender details

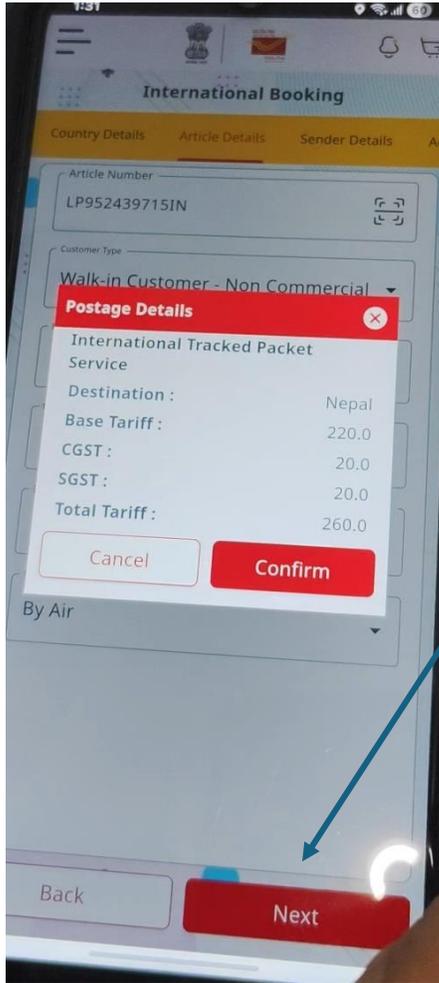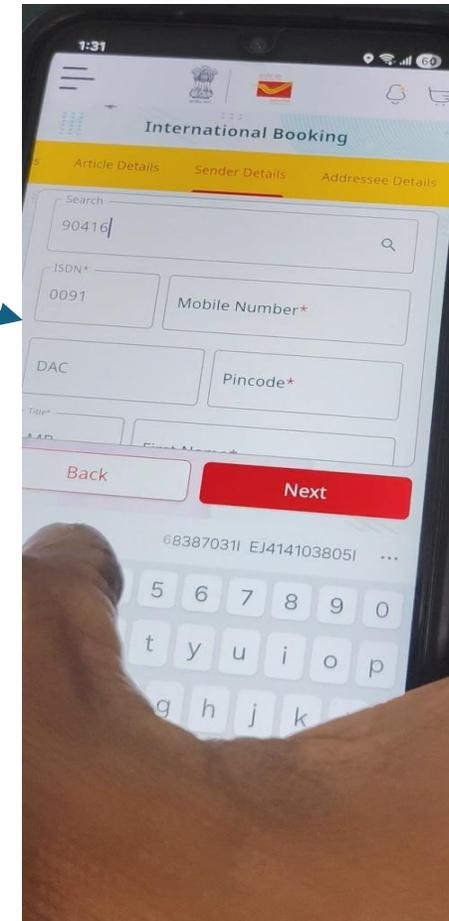# Section–B : International Booking Process in IMA

Enter compete and correct Addressee Details includingCountry and postal code.

after entering complete details then click nextbutton

Section–B : International Booking Process in IMA
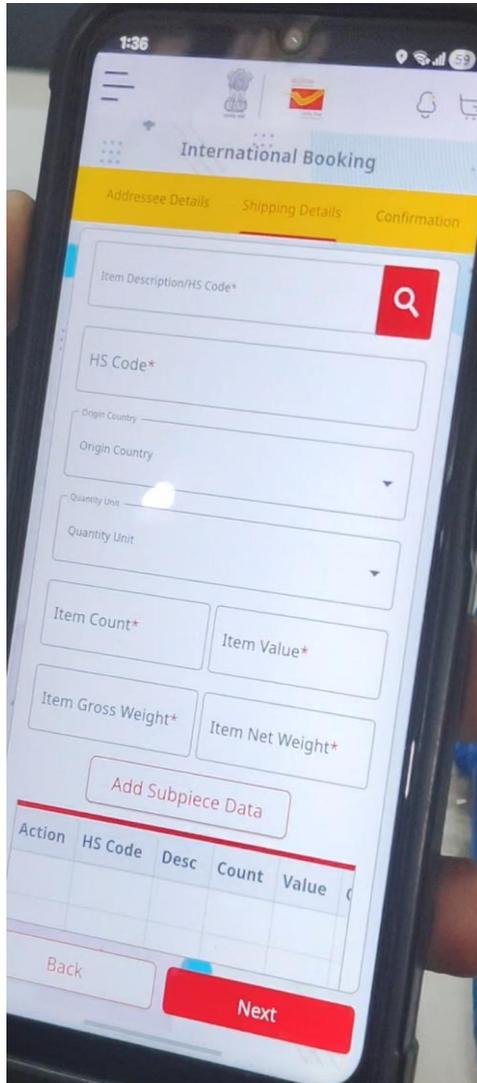
Fill Shipping Details including Item Description and mandatory HS Code.

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 then 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
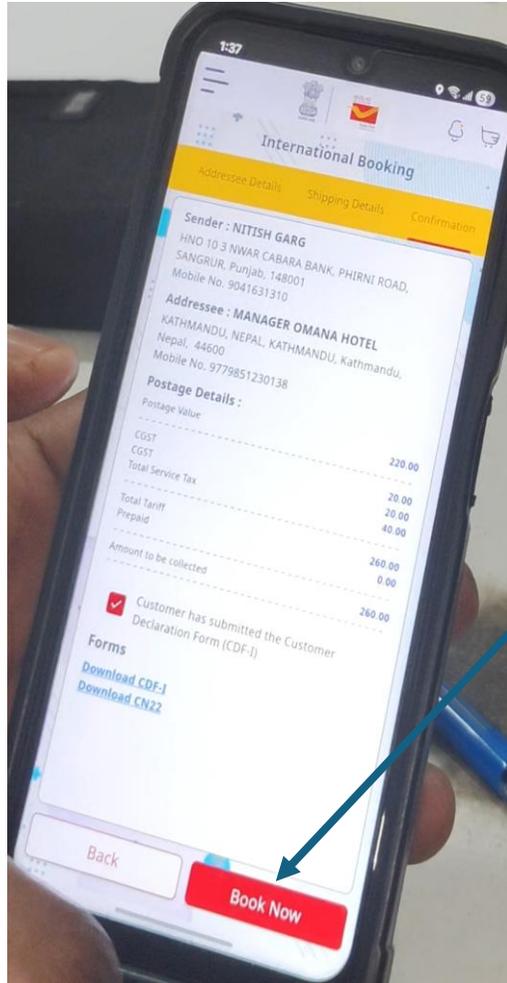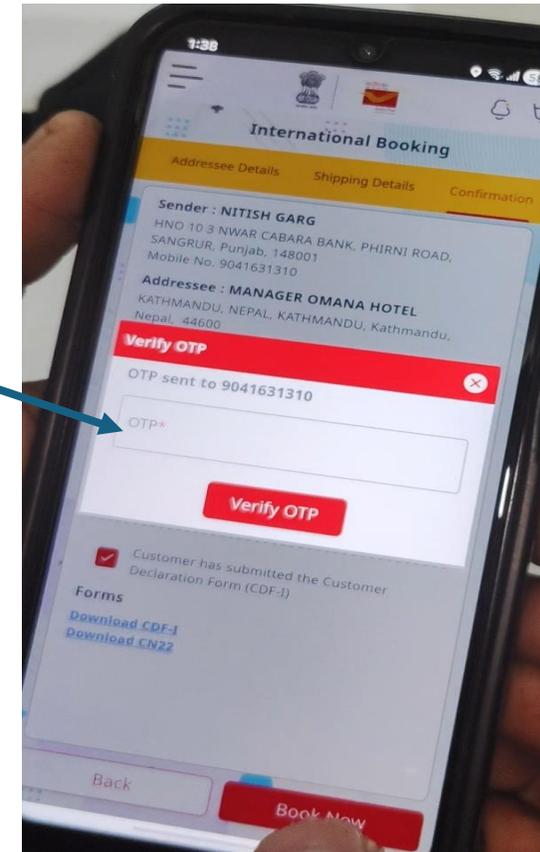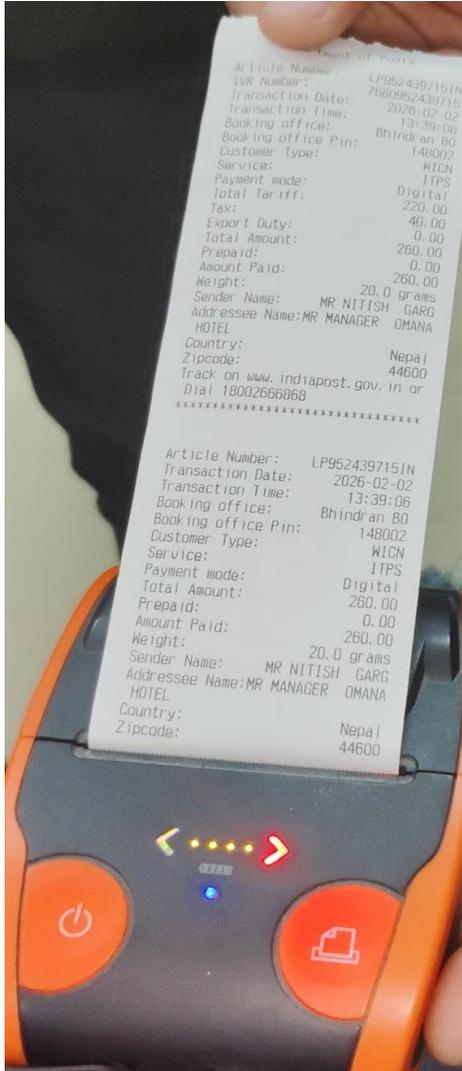

Review the Booking Summary showing sender, addressee and tariff details.
then click on Customer has submitted the Customer Declaration Form

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 pro of of booking.

TO PRINTER

CN22 OR CN23 FORM PLEASE NOTE TILL RELEVANT PRIN TERS NOT PROVIDED. PLEASE ATTACH CN22 OR CN23 FORM OF
ARTICLE MANUALL DULY SIGNED BY CUSTOMER AND ATTA HED RELEVANT DOCUMENT AS APPLICABLE.

CN22 OR CN23 CAN BE PRINTED FROM SO/HPO CONCERNED

Regards: Nitish Garg ,SM Sangrur-148001