



Instruction for Booking of BNPL Parcel

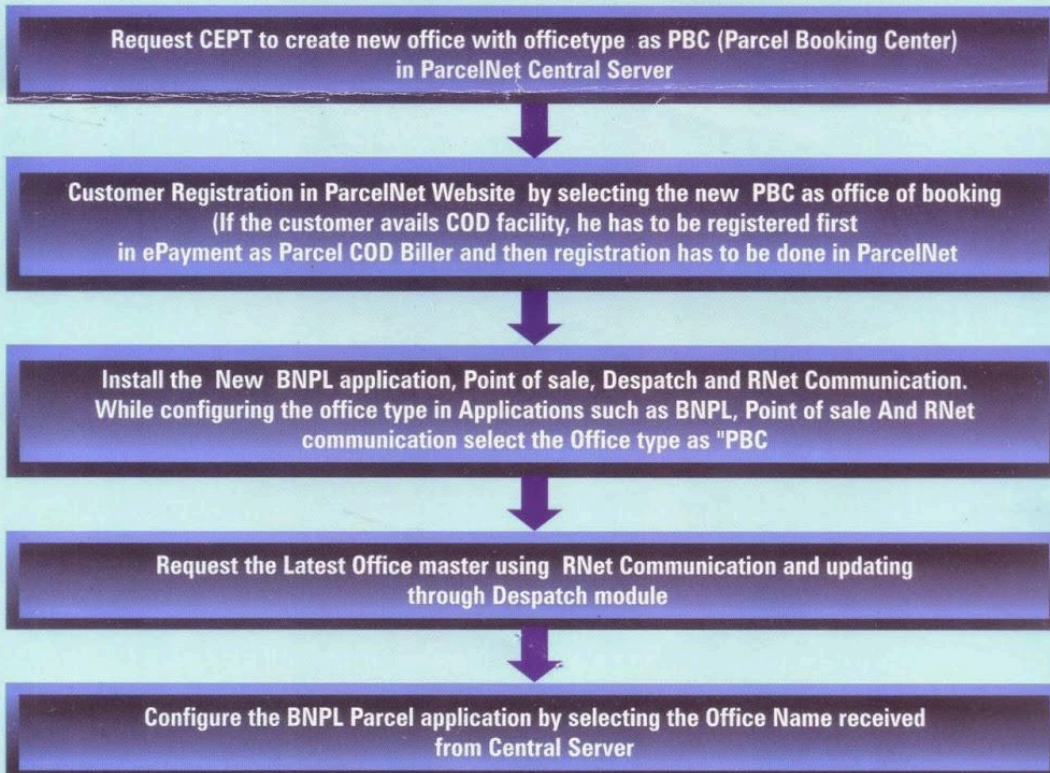
(Guidelines for implementation of BNPL Parcel Software)

A. At exclusive Parcel Booking Centres (other than post offices)

1. Express Parcels and Business Parcels, from contractual customers, can be booked either at Parcel Booking Centres or Post Offices authorised for the purpose. Such parcels cannot be booked across the retail counters.
2. Parcel Booking Centers can be established separately or may function in existing RMS Offices/BPCs etc. To provide booking of bulk parcels at these centers, a new office type as PBC (Parcel Booking Centre) is required to be created. Even though the PBC functions in the same premises of RMS Offices/BPCs, it is treated as a separate office as far as software is concerned. For adding the new PBC Office, the following information will be sent by the concerned Divisional Head through email on support@ceptmysore.net:
 - a. **Name of the Office:**
 - b. **PIN Code**
 - c. **Division under which the PBC function**
3. CEPT will create new office type under intimation to concerned Divisional Head. Central server will allot a unique code starting with letter 'B' to such offices.
4. Once new office is added by CEPT, same will be available as a Booking Office for Customer Registration in ParcelNet website (<https://services.cept.gov.in/ParcelNet>). While registering the customer in ParcelNet website, the Divisional Administrator has to select the correct booking office i.e., the newly added PBC. If any customer registration has already been done by selecting the wrong Booking Office, same will be registered again with correct office of booking to enable booking of Parcels and the new Customer ID generated by the Server will be used for booking.
5. If customer requires to avail 'Cash on Delivery' (COD) facility, he has to be first registered in ePayment (<https://services.cept.gov.in/ePayment>) as Parcel COD biller. In case if an existing parcel customer requires to avail COD facility at a later stage, same may be done by using 'Modify Customer' option in the ParcelNet Website.
6. If any PBC works under the control of RMS Division, the eBiller registration of a COD customer has to be got done through local Postal Division and the eBiller ID so generated has to be entered in ParcelNet website while registering the BNPL Customer by RMS Divisional Administrator.
7. PBC is a separate office/entity from software perspective and the following softwares will have to be installed in these centers and upgraded to Update-9 to Meghdoot 7.0 from CEPT ftp site (<ftp://ftp.ptcinfo.org/Meghdoot7/Updates/>)

- a. **Point of Sale (for use of Despatch)**
 - b. **RNet Communication**
 - c. **BNPL Parcel**
8. While configuring the Office Type in Point of Sale, the Office type should be selected as "PBC" as the RNet Communication software communicates with the Server based on the Office Type selected in Point of Sale.
 9. After configuring the Office Type as PBC in Point of Sale, latest office master data has to be requested through RNet Communication and updated, which also updates the data pertaining to the customers authorized to book parcels from that PBC.
 10. While doing office configuration in BNPL Parcel application, booking office should be selected correctly (as received from Server). If a wrong office name is selected before creation of the office in Central Server, same may be modified by using the '**Modify Office**' option in BNPL Parcel and correct one is selected after requesting the latest office master data.

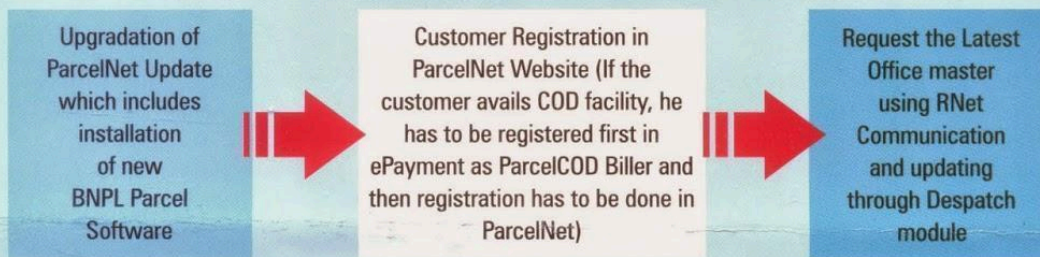
Broadly, the following are the sequential steps to be followed before starting the operations in Parcel Booking Centres:



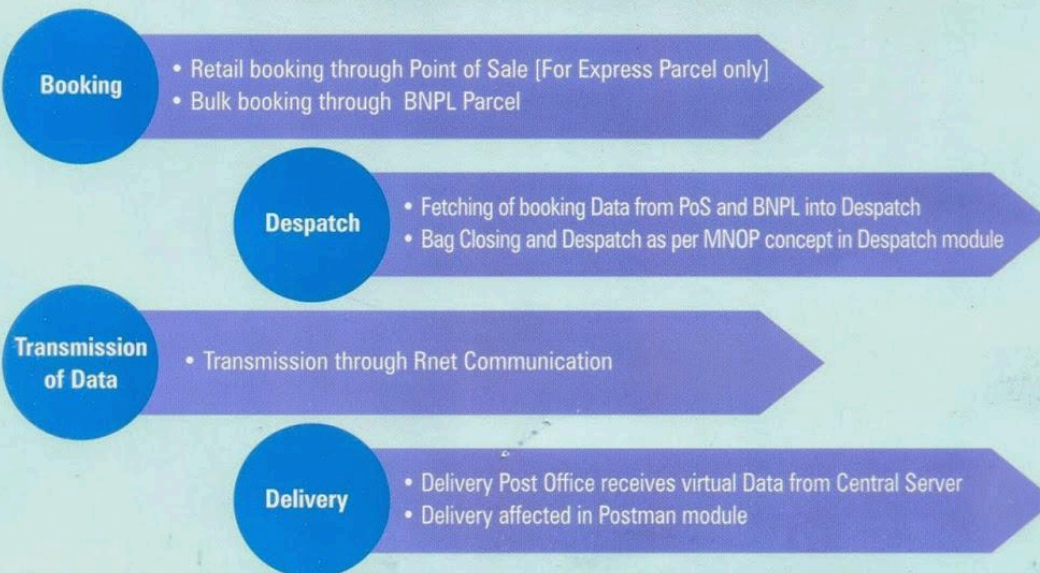
B. In existing Post Offices

1. Upgradation of the Software to Update-9 to Meghdoot 7.0 (ParcelNet update dated 29.11.2013 and Solutions released thereafter)
2. Customer Registration will be done by Divisional Administrator in ParcelNet website (<https://services.cept.gov.in/parcelnet/>). **Office Type configuration in 'Point of Sale' will remain as Post Office in such cases.**
3. If customer requires to avail 'Cash on Delivery' (COD) facility, he has to be first registered in ePayment as Parcel COD biller. In case if an existing parcel customer requires to avail COD facility at a later stage, same may be done by using 'Modify' option.
4. After upgradation of 'Point of Sale', latest Office master data will be requested through RNet Communication and updated through Despatch module. In the process, alongwith office master data, data pertaining to the customers authorized to book parcels from that Post Office also gets updated.
5. While configuring BNPL Parcel application, correct office name should be selected.

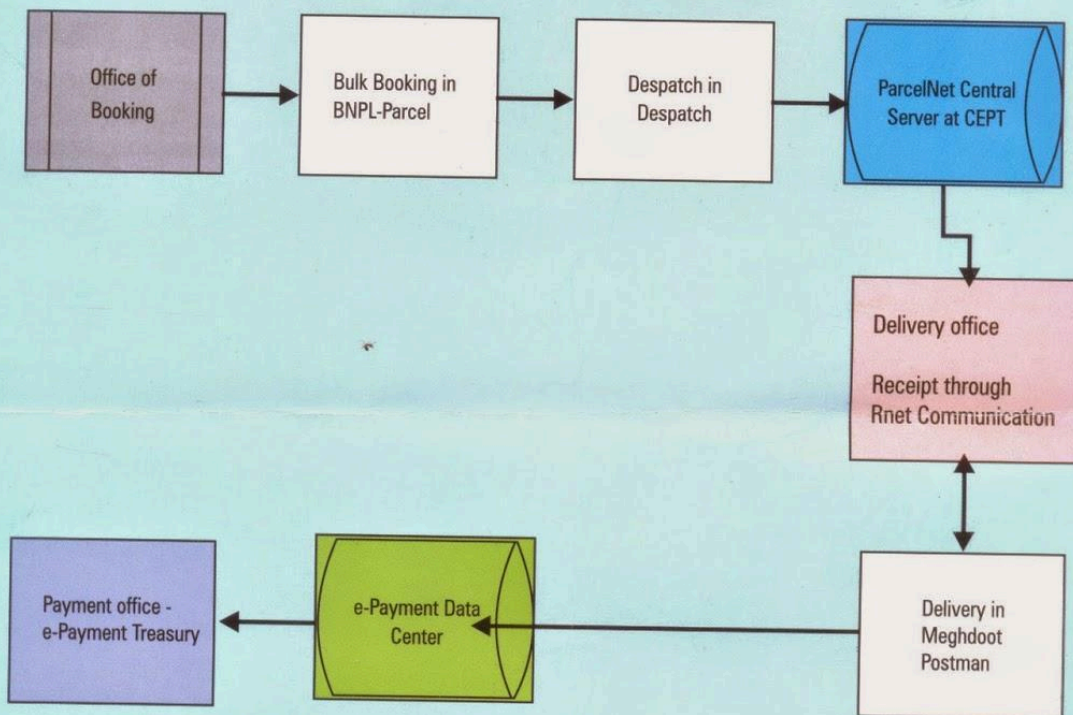
Broadly, following are the sequential steps to be followed before starting the operations in Post Offices:



Life cycle of Non COD Business/ Express Parcels



Life cycle of Business Parcel/Express Parcel COD articles (COD facility is for bulk customers only)



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