



International Postal System

Defining delivery zones for EMH and EMI events in IPS and IPS.POST

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Contact

Postal Technology Centre - Universal Postal Union Weltpoststrasse 4, 3015 Bern - Switzerland

Phone: +41 31 350 31 11

Service Desk Portal: <https://support.upu.int>



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About this document

Intended audience

This document is for IPS administrators who configure delivery offices in IPS and IPS.POST.

How to use this manual

This document explains how to define delivery offices in IPS and IPS.POST. For information on configuring IPS or IPS.POST, see section ["IPS and IPS.POST" on the next page](#).

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Defining Delivery Zones using IPS and IPS.POST

Introduction

Defining a Delivery Zone enables you to:


- Record when and where EMH and EMI events are scanned
- Track delivery times between the different zones
- Obtain information on the different Delivery Zones within a country

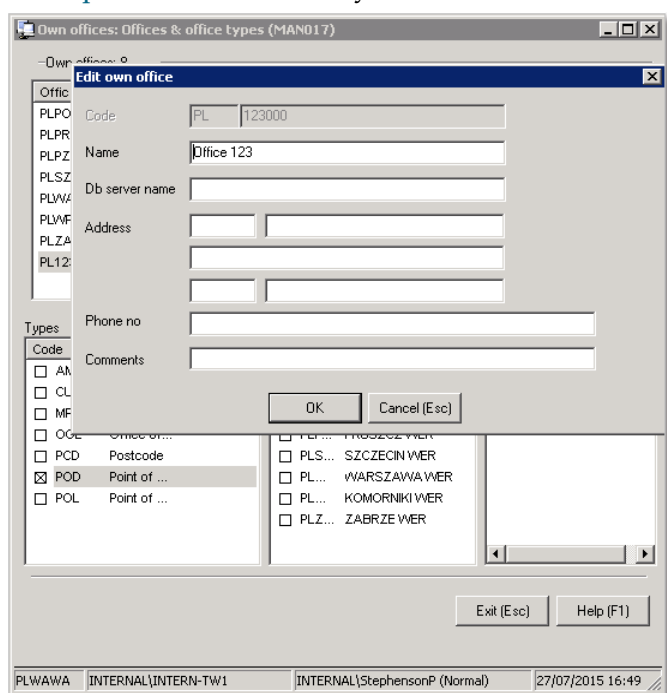
IPS and IPS.POST

Procedure


To define your Delivery Zones in IPS or IPS.POST:

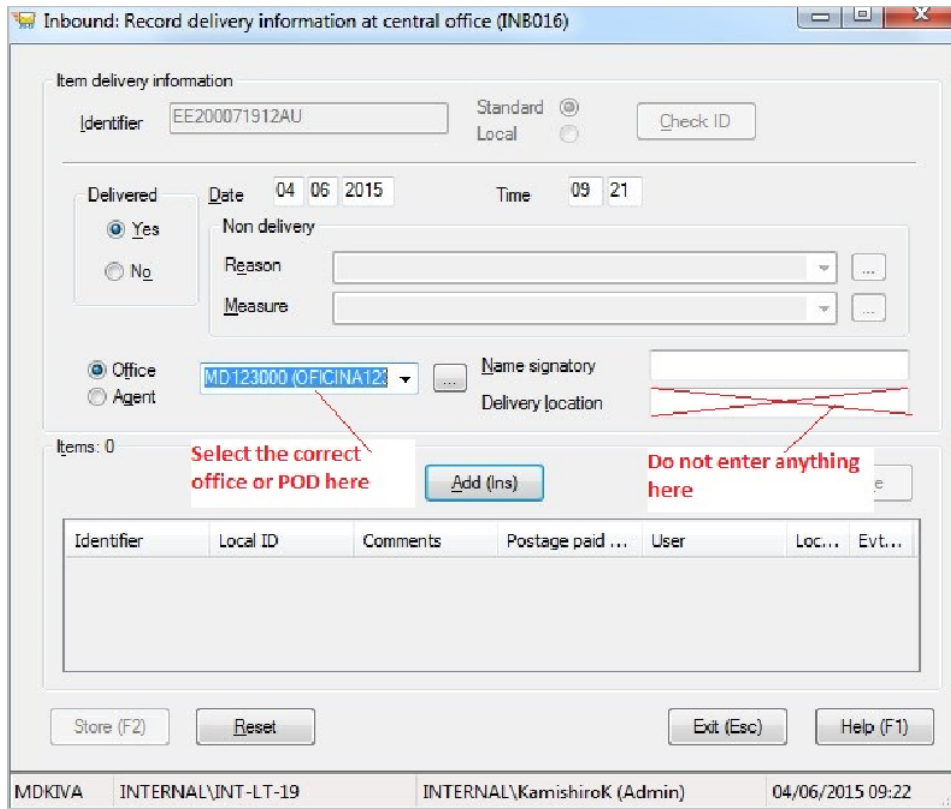
1. Open window **National management > Own offices > Offices & office types**. Create the new zones as **POD** (Point of Delivery) offices, as shown in the following example.

 **Important:** The delivery office code must be 9 characters or less.



2. Once you have created the delivery offices, capture the EMD event by receiving items in **EMS > Inbound > Receive EMS items at office of exchange**. You can also capture this event in a PSD (Portable Scanning Device), if you are using one, or with a local XML interface.
3. If you want to capture the EMH or EMI event so that the EMS Unit can measure your performance, open **EMS > Inbound > Record delivery information at central office**, then select the office or Delivery Zone for the EMH or EMI event and match it with the list that was provided to the EMS Unit, as in the example below.

 **Important:** If you exchange EMSEVT V1, do not enter anything in the **Delivery location** field.



4. Start the outbound process to generate an EDI message that includes the local office of POD. The example below shows the EMI event of an EDI message.

```
UNB+UNOA:1+MD001+AU001+150604:0935+INTREF1052'UNH+MESREF1052+EMSEVT:2:0:IP:-
EMS'EMD+EE200071912AUMD1506040921+MDKIVA'EMI+EE200071912AUMD1506040933+
MD123000'UNT+4+MESREF1052'UNZ+1+INTREF1052'
```

XML

If you import the delivery location in XML files, you must specify in the XML files that you will import the delivery location name into QCS.

 **Note:** You must use field **OfficeCd** for the delivery location name, not the **DelivLocation** field.

element **OfficeCd**

Parent element	ItemEvent
Child elements	none
Description	The office code where the event took place. See topic Own offices for more details.
Data type	String(6) Ex: AUMELA
Mandatory	Yes
Maximum occurrences	1