## Parcel Post Process Mail Centre - Parcel sorting **Examination Officer** Start Verify PBSN against the PBRA prior to opening Manifest Officer of Post Bag. Manually discharge the Demand Post Parcel and registered parcel list Waybill noting the "Post from Post Operator Bag Seal Number" Sort parcel at the Mail center with Bio-Security (PBSN) Carrier using Post Operator X-Ray machines, noting Print "Post Bag Release Waybill lodged at down decisions on the List(s), while maintaining Approval" (PBRA) from VAIR or SAIR a separate list for small packets. ASYCUDA World Provide PBRA to Post Operator Prohibited **Post Operator Officer** -Yes-**Post Operator Officer** Submit Waybill to Presents PBRA to Customs and request Cargo Handler release of the Post Bag Transfer Post Bag to **Examination Officer** No Mail Center Seize prohibited items and deal with the matter according to the law **Post Operator Officer** Transfer selected parcels from Mail Does the parcel contain books, publications, Center to Post office documents, periodicals and Inform Receiver accordingly magazines (exception of Yes goods in 4911.10.00)2 Post Office Customs Officer Create manifest in VPOST or SPOST Νo containing list of interested parcels as Waybills Receive the selected parcels Cross check scanned list from **Examination Officer** duty on FOB Examination Officer against list of items greater than Release Goods to Post ·No to collect as well as the actual parcels 5,000vt? Operator for delivery received from Post Operator Yes g it bona fide or unsolicited gifts as Is it bona fide or No. unsolicited gifts? valued over Yes 10,000vt? Νo **Examination Officer** Scanned and email the list(s) of interested parcels Yes to Customs Post Officers to expect the delivery of the Broker **Post Office Customs** selected parcels Receiver see Broker to Officers Customs process PC4 lodge appropriate SAD Is the FOB value greater than Vt 10,000? Payment SAD Process Process End Cargo Management Please return items" to be returned to Post Operator Other timed up parcel to be seized and disposed as per normal cargo management process May 2017