

<b>Overview</b>	On holiday, the following holiday scanning applies to DEX scans when does not operate (not required on package for delivery attempt the next business day or commitment day) and/or customer holidays (required to prevent service failures).				
<b>Person Affected</b>	<p>Ops Supervisors, Retail staff, Station Managers and SMSA employees involved in the handling the Dimensional Weight shipments in stations &amp; Over the counter.</p> <p>Station Manager &amp; Retail staff- Liaises with the supervisors in the Station.</p>				
<b>Instruction</b>	<p>Scans For Customer Observed Holidays:</p> <p>Required scans for customer-observed holidays appear in the below:</p> <p>Table: Holidays scans required on a Customer-Observed Holiday:</p> <table border="1"> <thead> <tr> <th>When Delivery is Attempted</th><th>When Delivery is Not Attempted (Customer is known to be closed)</th></tr> </thead> <tbody> <tr> <td> <p>Do the following scans:</p> <ul style="list-style-type: none"> <li>• SIPS</li> <li>• VAN on all packages taken out for delivery and ALL DEX 17 packages remaining in the station due to the customer requesting a future delivery</li> <li>• <b>DEX 08</b> if a delivery is attempted, but not completed because the customer is closed</li> <li>• <b>LOC STAT 42</b> when Customer-cleared packages are ready for delivery</li> </ul> <p><b>Note:</b> Always perform a LOC STAT 44 after the DEX 08</p> <ul style="list-style-type: none"> <li>• <b>LOC STAT 44</b> at the end of the business day on all the packages left in the station or service centre overnight by employee responsible for mass PMX scan</li> </ul> <p><b>Note:</b> LOC STAT 42 and LOC STAT 44 scans are required each day until delivery is completed</p> </td><td> <p>Do the following scans:</p> <ul style="list-style-type: none"> <li>• SIPS</li> <li>• In-Station VAN on the frost day, then on the day the package is taken out for delivery</li> <li>• DEX 17 on all packages where the customer is known to be closed <b>AND</b> the customer requests a future delivery</li> <li>• <b>LOC STAT 42</b> When Customers-cleared package are ready for delivery</li> <li>• <b>LOC STAT 44</b> at the end of the business day on all the packages left in the station or service centre overnight by employee responsible for mass PMX scan</li> </ul> </td></tr> </tbody> </table>	When Delivery is Attempted	When Delivery is Not Attempted (Customer is known to be closed)	<p>Do the following scans:</p> <ul style="list-style-type: none"> <li>• SIPS</li> <li>• VAN on all packages taken out for delivery and ALL DEX 17 packages remaining in the station due to the customer requesting a future delivery</li> <li>• <b>DEX 08</b> if a delivery is attempted, but not completed because the customer is closed</li> <li>• <b>LOC STAT 42</b> when Customer-cleared packages are ready for delivery</li> </ul> <p><b>Note:</b> Always perform a LOC STAT 44 after the DEX 08</p> <ul style="list-style-type: none"> <li>• <b>LOC STAT 44</b> at the end of the business day on all the packages left in the station or service centre overnight by employee responsible for mass PMX scan</li> </ul> <p><b>Note:</b> LOC STAT 42 and LOC STAT 44 scans are required each day until delivery is completed</p>	<p>Do the following scans:</p> <ul style="list-style-type: none"> <li>• SIPS</li> <li>• In-Station VAN on the frost day, then on the day the package is taken out for delivery</li> <li>• DEX 17 on all packages where the customer is known to be closed <b>AND</b> the customer requests a future delivery</li> <li>• <b>LOC STAT 42</b> When Customers-cleared package are ready for delivery</li> <li>• <b>LOC STAT 44</b> at the end of the business day on all the packages left in the station or service centre overnight by employee responsible for mass PMX scan</li> </ul>
When Delivery is Attempted	When Delivery is Not Attempted (Customer is known to be closed)				
<p>Do the following scans:</p> <ul style="list-style-type: none"> <li>• SIPS</li> <li>• VAN on all packages taken out for delivery and ALL DEX 17 packages remaining in the station due to the customer requesting a future delivery</li> <li>• <b>DEX 08</b> if a delivery is attempted, but not completed because the customer is closed</li> <li>• <b>LOC STAT 42</b> when Customer-cleared packages are ready for delivery</li> </ul> <p><b>Note:</b> Always perform a LOC STAT 44 after the DEX 08</p> <ul style="list-style-type: none"> <li>• <b>LOC STAT 44</b> at the end of the business day on all the packages left in the station or service centre overnight by employee responsible for mass PMX scan</li> </ul> <p><b>Note:</b> LOC STAT 42 and LOC STAT 44 scans are required each day until delivery is completed</p>	<p>Do the following scans:</p> <ul style="list-style-type: none"> <li>• SIPS</li> <li>• In-Station VAN on the frost day, then on the day the package is taken out for delivery</li> <li>• DEX 17 on all packages where the customer is known to be closed <b>AND</b> the customer requests a future delivery</li> <li>• <b>LOC STAT 42</b> When Customers-cleared package are ready for delivery</li> <li>• <b>LOC STAT 44</b> at the end of the business day on all the packages left in the station or service centre overnight by employee responsible for mass PMX scan</li> </ul>				

	<p>DEX 08 Scans:</p> <p>DEX 08 scans are counted as a gross piece, an undelivered package.</p> <p>When Scanning Can Be Consolidated:</p> <p>To reduce scanning, all packages may be scanned under a CONS tag and all exceptions code may be scanned on the CONS tag</p>
--	---