Dynamic QR Payment through Mobile App
User Guide

Contents

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I.   Introduction:

The Department of Posts has undertaken an initiative to introduce a Digital Payment Solution aimed at facilitating limited services in Branch Offices (BO), Sub Offices (SO), and Head Offices (HO) through mobile platforms. The proposed functionality for digital payment includes:

- Registered Letter
- Insured Registered Letter
- Registered Letter with VP
- Speed Post
- Insured Speed Post
- Registered Parcel
- Insured Registered Parcel
- Registered Parcel with VP

II.   On boarding of user in Mobile App:

a. At Head / Sub Post Offices:

The on boarding process of Head Offices (HO) and Sub Offices (SO) users in the Mobile App for performing digital booking transactions involves the registration and activation of users in the Portal. Only one employee can be activated for the office at any given time. *Below is the detailed procedure for onboarding users in HO/SO:*

- ❖ *Employee Registration*
- ❖ *Employee Activation/Deactivation*

Employee Registration:

- Enter the below URL. Click on Login Menu

    Portal URL: https://mis.cept.gov.in/dynamicqrcode/
    Credentials: Use Darpan portal credentials

- Go to Employee Management→Employee Registration
- Enter the employee ID.
- Fetch the employee details associated with the provided ID.
- Verify the fetched details to ensure accuracy.
- Enter the employee's mobile number into the provided field.
- Check the "User details are verified and found correct" check box. (If any

2

discrepancy take up CEPT team for correction)

- Click on the "Verify & Register" button and follow the on screen instructions and complete the registration process.

Employee Activation/Deactivation:

- Go to Employee Management→ Employee Activation/Deactivation
- Enter the registered employee ID.
- Fetch the employee details.
- Click on the "Activate" button to activate the employee login to the tagged office.

These steps ensure proper registration and activation/deactivation of employees within the system, facilitating efficient management of user access and security protocols.

b. At Branch Post Office:

Enter the URL: https://mis.cept.gov.in/DARPAN/
Follow the SOP on DARPAN User Management Portal to complete the BO User onboarding.

III. Installation of Dynamic QR Payment App (HO/SO) and its features

The Dynamic QR Payment App can be downloaded from the User Management Portal and the credentials mentioned above (https://mis.cept.gov.in/dynamicqrcode/). The APK can be copied to Tab and Run to install on the Tab supplied for this purpose. After successful installation, the APK file copied should be removed from the Tab.

Following options are available in the Dynamic QR Payment App installed in HO/SO:

a) **Device Login:** Upon successful activation of the user in the portal, proceed to login to the device using the employee user ID and the default password provided.

b) **Password Change:** After logging in, change the default password to a secure and personalized one. This ensures enhanced security for the user account and device access.

c) **Login with New Password:** Log in to the device using the newly set password to authenticate the user's identity and access privileges.

d) **User/Office Details Confirmation:** Upon successful login, verify and confirm the user and office details by clicking on right top corner. Ensure that the information is

3

accurate.

e) **Perform Day Begin:** Perform the "Day Begin" and proceed for booking articles.

f) **Article Booking:** Click on mail icon in bottom navigation bar and then click on Booking -->Register Letter/Parcel/Speed Post. Below are the steps that are to be followed in booking article with dynamic QR code in any of the offices (HO/SO/BO)

- ✓ Select the article type of service to book.
- ✓ Enter or scan the 13-digit article.
- ✓ Enter the weight of the article.
- ✓ Enter any prepaid amount, if applicable.
- ✓ Select additional services, if any.
- ✓ Select the payment mode as digital. This sets the stage for processing payments via dynamic QR code.
- ✓ Enter the details of the sender and addressee and click on "Book Article."
- ✓ BPM/Counter PA confirms the details in the booking preview.
- ✓ Upon confirmation, the user clicks on "Book" to finalize the transaction.

- ✓ A dynamic QR code is generated for the transaction. This QR code will be scanned by the customer to initiate payment.
- ✓ BPM/Counter PA informs the customer to scan and pay the amount by scanning the QR code.
- ✓ After the payment, click on "check status for transaction information".
- ✓ If the payment is successful, a booking confirmation popup will show. Click on OK. This completes the article booking.
- ✓ If the payment is failed, "Transaction failed alert will display". May ask customer to re-try the payment or may cancel the transaction.

g) **Reports: Booking→Reports :** The following reports are available to facilitate tracking and analysis of transactions

- ✓ Digital Transaction Report
- ✓ Transaction Report:
    - o Detailed Report
    - o Consolidated Report

h) **Perform Day End:** At the end of the day perform day end.

IV. Automatic Accounting of Transactions into CSI (HO/SO):

- ✓ All successful transactional data will flow to the SAP on the same day through CEPT Middle Layer Server.
- ✓ Accounting entries will be posted as below. No voucher posting is required.

4

RV Document entry:

Display Document: Data Entry View

Display Currency · General Ledger View

Data Entry View

Document Number	9023325549	Company Code	DOPI	Fiscal Year	2023
Document Date	26.03.2024	Posting Date	26.03.2024	Period	12
Reference	0900075993	Cross-Comp.No.			
Currency	INR	Texts exist		Ledger Group	

Co.	Itm	PK	S	Account	Profit Center	Description	Amount	Curr.	Tx	Real Estate Key
DOPI	1	01		7000000027		WEST BENGAL	17.70	INR	G2	
	2	50		1101020100	3213021601	PRC-Speed Post Doc	15.00-	INR	G2	
	3	50		8866102460	3213021601	CGST-Coll on Courier	1.35-	INR	G2	
	4	50		8866102480	3213021601	SGST-Coll on Courier	1.35-	INR	G2	

DZ Document:

Data Entry View

Document Number	1041462629	Company Code	DOPI	Fiscal Year	2023
Document Date	26.03.2024	Posting Date	26.03.2024	Period	12
Reference		Cross-Comp.No.			
Currency	INR	Texts exist		Ledger Group	

CoCd	Itm	PK	S	Account	Profit Center	Description	Amount	Curr.
DOPI	1	11		7000000027	3213021601	WEST BENGAL	17.00-	INR
DOPI	3	40		4878201760	3213021601	Digital Payments-UPI	17.00	INR

Daily Account Entry:

Government Of India Ministry of Communications Department of Posts

Daily Transaction Report Dated : 26.03.2024
Report Execution Date : 27.03.2024 17:17:19
Name Of Profit Center : Barenberia BO (3213021601)

Serial No	Receipts	Amount(Rs.)	Serial No	Payments	Amount(Rs.)
	Opening Balance	1,740.00			0.00
1	SGST-Coll on Courier Services	1.35	1	Digital Payments-UPI Payments at POS	17.00
2	CGST-Coll on Courier Services	1.35			0.00
3	PRC-Speed Post Document	15.00			0.00
	Total Receipts	17.70		Total Payments	17.00
		0.00		Closing Balance	1,740.70

5

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V. Dispatch of articles booked in App through CSI Back Office :

- Articles booked through the mobile app will be fetched for dispatch in the Point of Sale Backoffice→ Fetch Return/Redirect option.
- Follow the existing bagging and dispatch process.
- Article data can Fetch to backoffice only if available in SAP DPMS Article Tracking as Item Booked within 30 Mins of Successful Booking from mobile app,

VI. MIS Reports:

Reports for monitoring digital transactions performed in Branch Offices, Sub Offices, and Head Offices are accessible on the MIS Dashboard under the category of Digital Transactions via Mobile Applications. The dashboard can be accessed at the URL: https://mis.cept.gov.in/.

These reports can be accessed by the Directorate, Circles, Regions, Divisions, Head Offices and Sub Offices, by logging into the MIS Website using their credentials.

VII. Role of Payment Gateway Service Provider (SBI)

As Payment Gateway Service Provider, SBI has to
a) Provide MIS/Reconciliation File on D+1 basis. The File shall include all Success and Failed transactions including the reasons for Failure.
b) Share the MIS/Reconciliation File by an automated process through SFTP Mode
c) Access to APIs for automated checking of Transaction into DoP Accounts and integrate with Dynamic QR Code solution of DoP
d) Consume the Refund File generated by DoP through SFTP mode and arrange for refund of the amount to the customers
e) Include the Refund information also into the MIS/Reconciliation File being shared on D+1 basis so that the actual credit can be accounted for by the Nodal Office.

VIII. Role of Nodal Office:

Sansad Marg HO has been identified as nodal office for the transactions done through Dynamic QR Code solution. For this purpose, below reports are made available to the Nodal Office.

a) **Transactional Report** : List of Transactions between any selected two dates can be seen. It provides Facility ID wise and Transaction wise details, which can be filtered by Success and Failed status.

6

b) **Reconciliation report** : A Reconciliation report between any selected date range can be viewed. Based on the same, Nodal Office can arrive at the consolidated amount to be posted into DoP Accounts, after making prescribed checks in SAP system. . This report is shown based on the MIS/Reconciliation file(s) received from SBI. SBI is having provision for API integration to check the transactions happened in DoP Bank Account. Post this API integration with SBI, the Accounting entries into DoP Accounts (SAP) shall happen in an automated way.

c) **Refund Report :** If any refund is initiated (automatically due to non-providing of the service or technical issues), Refund Report shall show such information.

d) Details of Transaction successfully posted at SAP can be verified using Tcode FAGLL03 -> GL 8878201760 against respective profit centre/Pan India.

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