

RMPO (R2/R4): Ordering, Receiving and Returning Stamp Stock & Money Orders

June 2015

Ordering Stamp Stock from the Administrative Post Office (APO)

Remote Managed Post Offices (RMPOs) 2-hour and 4-hour offices are not authorized to order Stamp Stock directly from the Kansas City Stamp Fulfillment Center (SFS). RMPOs must order stamp stock through their Administrative Post Office (APO) using PS Form 17, *Stamp Requisition/Stamp Return*. Stamp Stock orders are filled from the APO Unit Reserve (Main Stock) and shipped to the RMPO. RMPO employees can request a "browse only" role for SFS Web. The SFSWeb_Browse_Only role allows the user to search inventory items, browse the catalog and monitor stock returns.

Immediately upon receipt, examine and verify stock shipments as follows:

- Count stamp stock and verify to the PS Form 17. If no witness, write NWA and Initial.
- Sign and date the PS Form 17.
- Enter the physical amount of stamp stock received from the APO. If a discrepancy exists between the physical stamp stock and the PS Form 17, the APO researches and performs a count of the APO Unit Reserve.

Policy Reference: [Handbook F-101, Field Accounting Procedures, Section 24-5](#)

Receiving Stamp Stock from an e1412 Administrative Post Office	Receiving Stamp Stock from an RSS/POS Administrative Post Office
<p>e1412 Procedures:</p> <ol style="list-style-type: none"> Select the SDA Inventory menu tab. The Unit Inventory screen displays. Select Inventory > Receive from > Post Office. Click OK to the warning Message "Data entered will post to Unit 1412 business date mm/dd/yyyy. Click OK to enter data. Click Cancel to return to the home page." Select shipment number from dropdown and all other fields will auto populate. Click Add Order. Verify all items are correct. Click Certify & Complete Receive. The Certify Receipt of Stock message displays. Check the box next to the "I certify" message and click OK. The Save Successful message displays. Click OK. Click Close. The Unit Inventory screen displays. Click the Refresh Unit Inventory Page button. Return to the Form 1412 screen. AIC 841 will display the amount being received from the APO. 	<p>e1412 Procedures:</p> <ol style="list-style-type: none"> Select the SDA Inventory menu tab. The Unit Inventory screen displays. Select Inventory > Receive from > Post Office. Click OK to the warning Message "Data entered will post to Unit 1412 business date mm/dd/yyyy. Click OK to enter data. Click Cancel to return to the home page." Click OK. The Receive Stamp Stock from Post Office screen will display. Enter the 10-digit Shipment Number and Amount. Enter the Unit Finance Number of office the stock is being received from in the UFN Lookup field. The UFN Name will display. Click Add Order. Click Add Item. The Add Item screen displays. In the Item Search field, enter the item number of the stock being received. The item description and price will display. Enter the Quantity being shipped. Verify item and click Add. Enter the next item number in the Item Search field. Continue until all items are listed. Click Cancel once all items have been added. Verify all items are correct. Click Certify & Complete Receive. The Certify Receipt of Stock message displays. Check the box next to the "I certify" message and click OK. The Save Successful message displays. Click OK. Click Close. The Unit Inventory screen displays. Click the Refresh Unit Inventory Page button. Return to the Form 1412 screen. AIC 841 will display the amount being received from the APO.

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Returning Stamp Stock to the Administrative Post Office (APO)	Returning Stamp Stock for Destruction
<p>To return stamp stock to your APO:</p> <ol style="list-style-type: none"> Count and prepare stamp stock to be returned (with a witness). Prepare PS Form 17 in duplicate. Send the PS Form 17 to the receiving APO with the stamp stock via Priority Mail. File the duplicate PS Form 17 locally as supporting documentation for the ALC 848 entry on PS Form 1412. <p>e1412 Procedures:</p> <ol style="list-style-type: none"> Select the Unit Reserve/Form 3959 menu tab. The Unit Reserve Stamp Stock screen displays. Select Inventory > Return Stock to > Post Office. Click OK to the warning Message "<i>Data entered will post to Unit 1412 business date mm/dd/yyyy. Click OK to enter data. Click Cancel to return to the home page.</i>" Enter the Unit Finance Number of office the stock is being transferred to in the UFN Lookup field. The UFN Name displays. Enter the item number of the stock being transferred in the Item Search field. The Item Description and Price display. Enter the Quantity being shipped. Click Add Line Item. Repeat above steps until all items are entered. Verify stock items being shipped and click Certify & Complete Shipments. Check the "I certify" check box Click OK. The Save Successful message displays. Click OK. Click Close. Click the Refresh Unit Inventory Page button. Return to the Form 1412 screen. ALC 848 displays the amount being shipped to the SDA on Unit 1412. 	<p>Stamp stock destruction includes counting, recording, and destroying nonsalable stamps, stamped paper, and philatelic products. Destruction does not include, Post Office spoiled meter stamps or loose stamps not pasted on letter size paper. Stamp stock is destroyed only at the SFS.</p> <p>To return stamp stock to the SFS for destruction:</p> <ol style="list-style-type: none"> APO Postmaster or designee must count and prepare stamp stock to be returned for destruction (with a witness). Enter Stock Return into financial reporting technology (on same day return will be mailed). Prepare a manual PS Form 17, <i>Stamp Requisition/Stamp Return</i> if return includes: <ol style="list-style-type: none"> stock items that is obsolete (off sale) partial units of measure (i.e. partial coil or partial sheet) Enter Priority Mail with Signature Confirmation tracking # on PS Form 17. Enter shipment # on manual PS Form 17 (if applicable per step 3 above) Make copies of PS Form 17: <ol style="list-style-type: none"> 3 copies of system-generated PS Form 17 1 copy of manual PS Form 17 (if applicable per step 3 above) Place the original system-generated Form 17 (and copy of manual PS Form 17 if applicable) in envelope outside the stock return package. Mail stock return package to SFS (on same day return entered in financial reporting technology). File the duplicate PS Form 17 locally as supporting documentation. <p>Reference the Stamp Destruction Return Schedule - 2015 available on the SFS Toolkit for returning stamp stock for destruction.</p> <p>e1412 Procedures:</p> <ol style="list-style-type: none"> Click the SDA Inventory tab. Review message and click the OK button Click Inventory workflow. Click Redeemed to SDO/SDC from the list. Review Business date warning message. Click OK button. Select SDO from the Redeemed To SDO dropdown. Click the Item Search dropdown to select the appropriate item number. Press [Tab] on your computer keyboard. Other fields are auto-populated. Enter the number of items in the Quantity other fields are auto-populated. Click the Add Line Item button. Click the Certify & Complete Shipments button. Click the I certify that I have shipped this stock and that the information is correct checkbox. Click the OK button. The Save Successful message displays. Click the OK button. Click the Close button.

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Ordering Money Orders

The APO Postmaster is responsible for ordering money orders for their RMPO. Money order blocks must not be shipped from the APO's Unit Reserve (Main Stock).

The APO Postmaster and/or APO designee must follow these procedures to replenish money orders for the RMPO:

- Order money orders from SEAM in eBuy2 using the RMPO's 10-digit unit finance number.
- Order money orders in increments of one hundred (100).
- Enter all money order blocks into e1412 immediately upon receipt and maintain a record of all blank money order sets using the **Money Order Block** report.
- Issue money orders in the correct sequence.

Policy Reference: [Handbook F-101, Field Accounting Procedures, Section 24-4](#)

Note: Money order serial numbers are issued by Unit Finance Number and therefore, Postal Retail Units must not transfer blank money order stock between PRUs.

Policy Reference: [Handbook F-101, Field Accounting Procedures, Section 11.10.3](#)

Receiving Money Orders from the MDC

Enter all money order blocks in e1412 immediately upon receipt and maintain a record of all blank money order sets using the **Money Order Block** Report.

e1412 Procedures:

- Click the **SDA Inventory** tab.
- Review message and click the **OK** button.
- Click the **Inventory > Receive from > MDC (Money Orders)**.
- Review Business date warning message. Click **OK** button.
- Select shipment from the **Receive From MDC** dropdown and press [tab].
- Enter total money orders received in the **Total Received Qty** field and press [tab]
- Enter order number into the **Order Number** field and press [tab].
- Enter the money order block starting number into the **Starting Number** field and press [tab].
- Enter registry number into the **Registry Number** field and press [tab].
- Enter the starting number check digit into the **Starting Nbr Ck Digit** field and press [tab].
- Select item number from the **Item Number** dropdown and press [tab]
- Enter the money order ending number into the **Ending Number** field.
- Click the **Add Line Item** button.
- Click the **Certify & Complete Order** button.
- Click the **I certify that I have received the listed items and that the information is correct** checkbox.
- Click the **OK** button. Save Successful message displays.
- Click the **OK** button.
- Click the **Close** button.
- Click the **Certify and Print Form 3959** button.
- Click **I certify that I have counted verified and validated all receipt** checkbox. The Stamp Stock Transaction and Daily Recap form displays for printing.
- Click the **OK** button and print.

Returning Money Orders to the MDC

Postal Retail Units (PRUs) can only return "unopened" full blocks of domestic money orders to the Material Distribution Center (MDC).

e1412 Procedures:

- Click the **SDA Inventory** tab.
- Review message and click the **OK** button
- Click **Inventory** workflow.
- Click **Return Money Orders to from the list**.
- Click **MDC (Full Blocks only)** from the list.
- Click the **Add Line Item** button.
- Review Business date warning message. Click **OK** button.
- Click the **Money Order Blocks** dropdown to select money order block. All other fields are auto-populated.
- Click the **Add Line Item** button.
- Click the **Certify & Complete Order** button.
- Click the **I certify that I have returned the listed items and that the information is correct** checkbox.
- Click the **OK** button. The save successful message displays.
- Click the **OK** button.
- Click the **Close** button.
- Click the **Refresh Form 3959** button.