



**ZAMBIA POSTAL  
SERVICES CORPORATION**

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**OPERATIONS CIRCULAR NO.3/2021**

**FEBRUARY 19, 2021**

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**SUBJECT: MIGRATION TO THE IN-HOUSE DEVELOPED BOX/BAG RENTAL SYSTEM**

Following the successful conclusion of training sessions conducted by our ICT Department on the newly in-house developed box/bag rental system, Management has decided that the new system runs side by side with the RIS Box/bag Rental System effective Monday, 1<sup>st</sup> March 2021.

You are all, therefore, guided as follows:

1. Access the Zampost box/bag rentals system using the URL: [www.zampost.com.zm/boxrental](http://www.zampost.com.zm/boxrental) or via the dashboard URL [www.zampost.com.zm/dashboard.html](http://www.zampost.com.zm/dashboard.html)
2. Enter all box rental transactions in the RIS Box/bag Rental System and the new Zampost box/bag rental system
3. Compare the day end reports from the two systems
4. Report all challenges encountered in the usage of the new system and proposals if any.

This above process will run for an initial two months from the effective implementation date. Further instructions will be issued on how we will proceed thereafter.

Email all challenges/concerns/observations and proposals to:

[mukelebaic@zampost.com.zm](mailto:mukelebaic@zampost.com.zm)

and copy the following:

- Your Area Manager
- [bandar@zampost.com.zm](mailto:bandar@zampost.com.zm)
- [tamsonbanda@zampost.com.zm](mailto:tamsonbanda@zampost.com.zm)
- [cheweputa@zampost.com.zm](mailto:cheweputa@zampost.com.zm)
- [phirim@zampost.com.zm](mailto:phirim@zampost.com.zm)
- [chipashap@zampost.com.zm](mailto:chipashap@zampost.com.zm)

Area Managers, Branch Managers and Postmasters are urged to ensure strict adherence to the above instructions so that there is a smooth transition from the RIS Box/bag Rental System to our own and that ALL users have login credentials.



Chewe Puta

**ACTING DIRECTOR OPERATIONS**