

## SOP for System Generated Bag Barcode

Automatic bag barcode generation functionality is available through SAP IPVS which is being used at mail offices. Automatic bag barcode will be generated at the time of bag closure. Bag can be closed either using the preprinted bag label or through system generated bag labels.

### 1. Prerequisite

- Paper setting of Thermal printer should be set appropriately to ensure generation of bag barcode label of proper size.
- Recommended Paper Roll for Thermal Printer
  - Dimension of each sticker in Paper Roll :12 cm X 7 cm
  - GsM : 130

### 2. Process

- Automatic bag barcode generation functionality will be available only for bag close transaction
- After scanning the required articles in bag close transaction, Please select Finish button

**Bag Close**

**Bag Details**

Destination: Mysuru H.O    Origin: Mysuru PH    Bag Type: Parcel    Set: GEN1  
Destination Pincode: 570001    Customer ID:    Customer Name:     
Article Number:   

**Expected Article Details**

Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode	Article Weight
CK454874569IN	Registered Parcel	<input type="checkbox"/>	<input type="checkbox"/>		0.000
CK454874572IN	Registered Parcel	<input type="checkbox"/>	<input type="checkbox"/>		0.000
CK454874588IN	Registered Parcel	<input type="checkbox"/>	<input type="checkbox"/>		0.000
CK454874590IN	Registered Parcel	<input type="checkbox"/>	<input type="checkbox"/>		0.000

**Scanned Article Details**

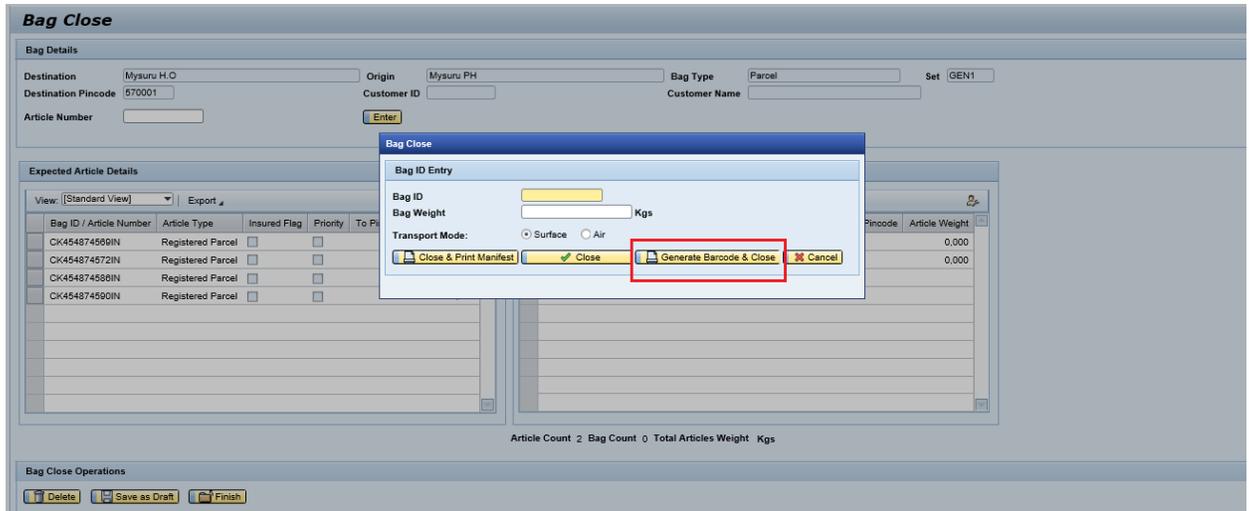
Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode	Article Weight
CK454874555IN	Registered Parcel	<input type="checkbox"/>	<input type="checkbox"/>		0.000
CK454874541IN	Registered Parcel	<input type="checkbox"/>	<input type="checkbox"/>		0.000

Article Count 2    Bag Count 0    Total Articles Weight    Kgs

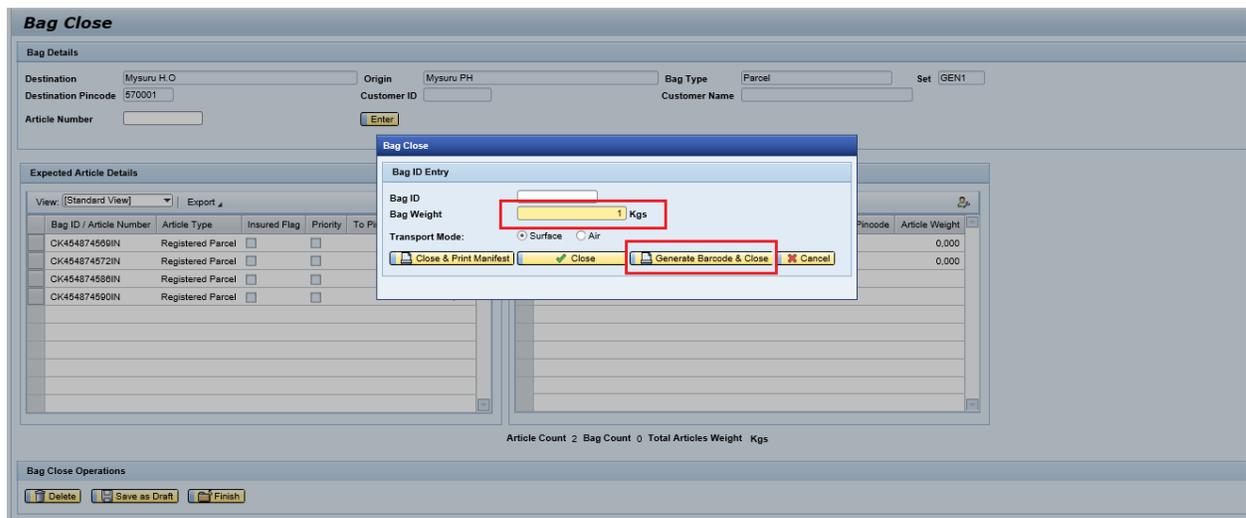
**Bag Close Operations**

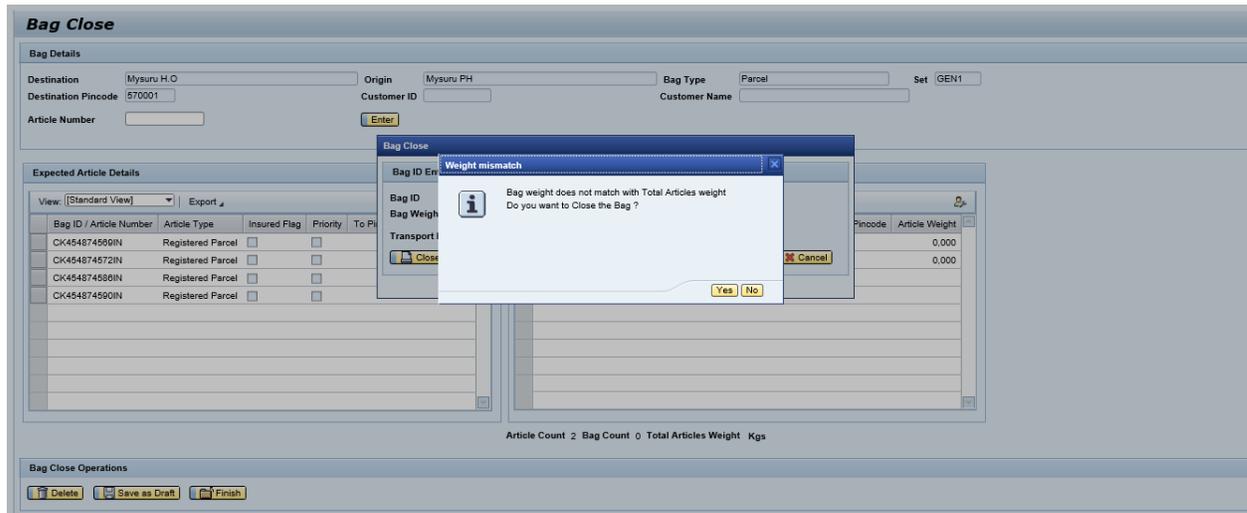
- The below screen displays after hitting finish button



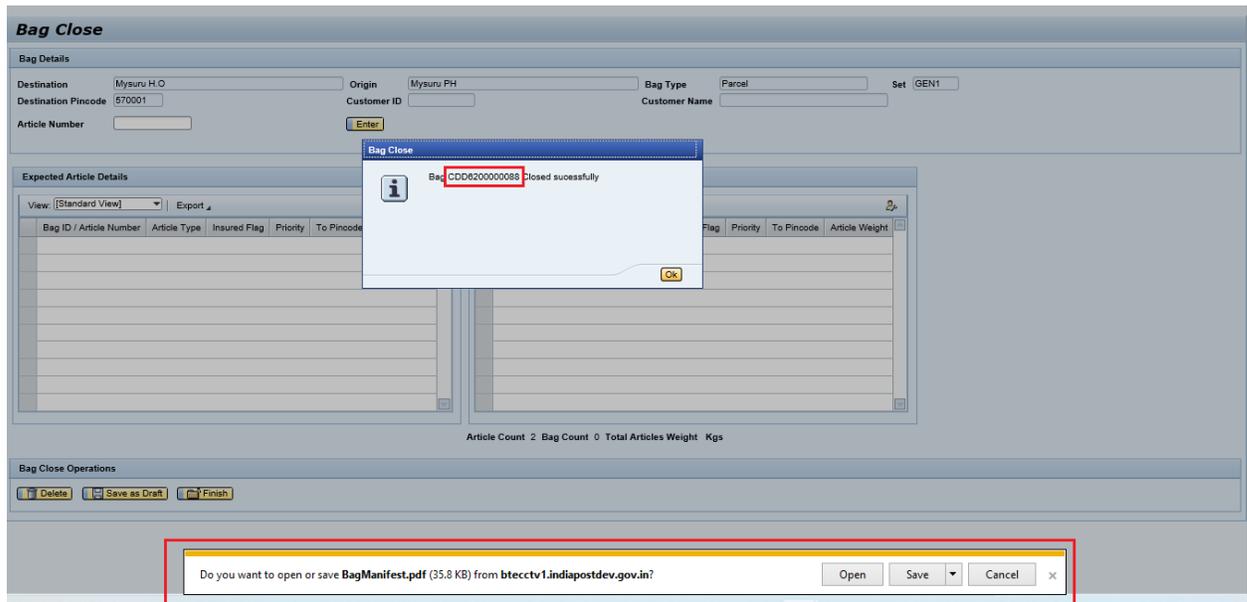
- We have option to close bag manually/Preprinted bag label or close through generate barcode and close
- Don't enter **Bag Id** on the screen if you choose to generate automatic bag barcode.
- Enter Bag weight and click on Generate Barcode and close to close the bag .



- **Transportation Mode** will be selected based on Article type.
  - First class mail: - Register letter, Speed Post, Speed post parcels are default transportation mode shown as Air.
  - Second Class mail: - Register Parcel, RP, Register Book packet Etc... are default shown as Surface transportation.
  - Transportation mode will be surface if both First and Second class articles are scanned in a bag.
- If there is any weight mismatch system will throw a popup message on to the screen as per the existing functionality



- Please select the yes or no to continue, If answer is yes then the system will generate the barcode and display on the screen
- Along with generated barcode, system also downloads **Bag manifest PDF** and **BAG label PDF**



- Open bag manifest which is prompted as show in above snap

DEPARTMENT OF POSTS INDIA  
Mysuru PH  
Parcel List

Prepared By: **USER51 K51** To: **Mysuru H.O**  
Set: **GEN1** Bag Number: **CDD620000088** Bag Closed On: **29.11.2022**

S.No	Art/Bag Type	Article/Bag Number	Booking Office	S.No	Art/Bag Type	Article/Bag Number	Booking Office
1	PARCEL	CK454874541IN		2	PARCEL	CK454874555IN	

ORD 2 TWO Only  
\*INS 0 ZERO Only

Total 2 TWO Only

RO  
Signature

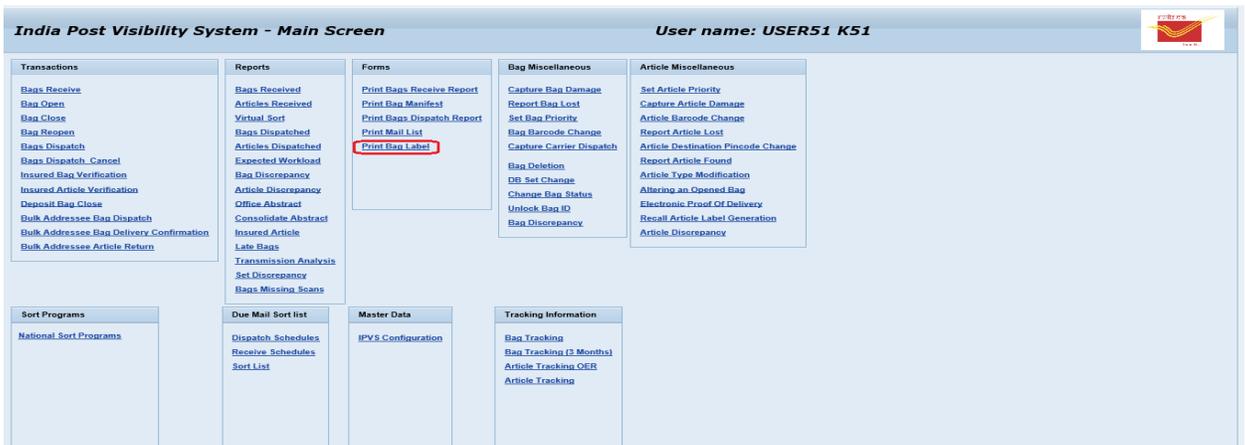
Signature of  
Head Sorting Assistant/Supervisor

D.O.  
Signature

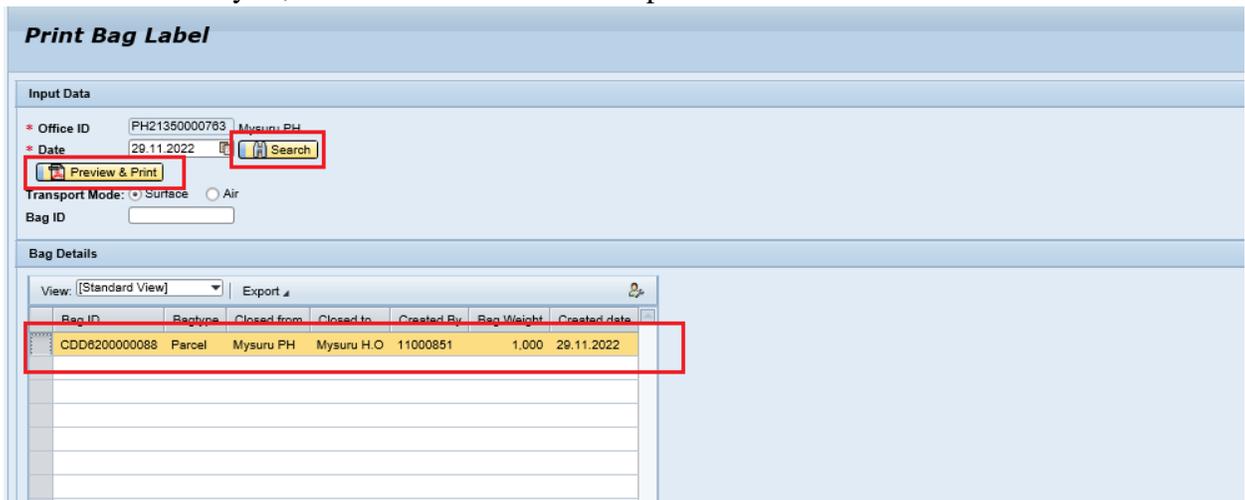
- Once the bag manifest is opened , System prompts for Bag label PDF as shown below

- Bag label will be downloaded as shown below

- Additionally user can be able to download the Bag Label from IPVS screen as shown below



- Provide the facility Id, date and click on search as per below screen shot



- After search , Screen displays the bag numbers which are closed in that facility
- Please choose the Bag id from the below list and provide it on the Bag id input field and click on preview & Print

**Print Bag Label**

**Input Data**

\* Office ID: PH21350000763 | Mysuru PH  
\* Date: 29.11.2022 | Search  
Preview & Print  
Transport Mode:  Surface  Air  
Bag ID:

**Bag Details**

View: [Standard View] | Export

Bag ID	Bagtype	Closed from	Closed to	Created By	Bag Weight	Created date
CDD6200000088	Parcel	Mysuru PH	Mysuru H.O	11000851	1.000	29.11.2022

- Bag label will be printed as below



### 3. Affixing of Automatic generated Bag Label on Blank Bag Label

- Pick one blank bag label
- Detach automatically generated bag label from the Thermal printer
- Affix the generated bag label on the blank bag label
- Back side of the bag label should also be affixed with the date stamp of the origin office.
- The bag label should be fastened on the designated bag in the usual manner after inserting the article manifest inside the bag

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Modified on: - 27-06-2023