## **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

nation Mysu nation Pincode 57000 e Number	nu H.O )1			Origin Customer I Enter	Mysuru PH				Bag Type Customer Na	Parcel			Set GEN	V1
ected Article Details							Sca	anned Article Details						
w: [Standard View]	Export _				27.		Vi	ew: [Standard View]	Export 4					2,
Bag ID / Article Number	Article Type	Insured Flag	Priority T	o Pincode	Article Weight		Ð	Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pincode	Article Weight	t 🖻
CK454874569IN	Registered Parcel				0,000			CK454874555IN	Registered Parce				0,000	2
CK454874572IN	Registered Parcel				0,000			CK454874541IN	Registered Parce				0,000	2
CK454874588IN	Registered Parcel				0,000									_
	-													
						Ar	rticle	e Count 2 Bag Count 0	Total Articles We	ight Kgs				
Class Operations														
Close Operations														

• The below screen displays after hitting finish button

within Minore													
stantarion Pincode @70001 Customer II Customer Name  ticle Number	itination Mysuru	H.O		0	rigin Mysun	PH		Bag Ty	pe Parce	El		Set GEN1	
rticle Rumber	tination Pincode 570001			Cu	stomer ID			Custom	er Name				
Image:	cle Number				Enter								
Bag D Entry Bag D Article Number Article Type Insured Flag Priority Top Cr4454874550N Registered Parcel					Bag Close								
Bag D Entry Bag D Andrea Number Andrea Type Insured Fared Cr44543745501N Registered Parcel Cr44543745501N Registered Parcel Cr44543745501N Registered Parcel Cr4543745501N Registered Parcel Cr45474570N Registered Parcel Cr45474570N Registered Parcel Cr45474570N Registered Parcel Cr45474											7		
View       Export _       Bag D         Bag ID / Article Number       Article Type       Issue of the sum	pected Article Details				Bag ID Entry								
Bag ID / Article Number A facile Type Insured Flag Priory ToP Bag Weight Surface Air October Article Weight Cancel October Article Weight Cancel October Article Weight Cancel October Article Weight Cancel October Article Weight Kgs	iew; [Standard View]	Export 4			Bag ID							2.	
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Cr4454374500N Registered Parcel Close & Print Manifest Close Generate Barcode & Close Clos	Bag ID / Article Number	Article Type	Insured Hag	Priority To P	Transport Mod	e:	<ul> <li>Surface</li> <li>Air</li> </ul>			_	Pincode Ar		
Cricketar2400 Registered Parcel	CK4548745791N	Registered Parcel			Close &	rint Manifes	t Close	Generate	Barcode & Close	Cancel		0,000	
CK4548745001N Registered Parcel	CK454674572IN	Registered Parcel										0,000	
Article Count 2 Bag Count 0 Total Articles Weight Kgs	CK454674500IN	Registered Parcel			-					-			
Article Count 2 Bag Count 0 Total Articles Weight Kgs		registeres rarder									_		
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Article Count 2 Bag Count 0 Total Articles Weight Kgs													
							Article Count 2 Bag	Count 0 Total Articl	es Weight Kgs	;			

- 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 .

Bag Close	
Destination Mysuru H.O Destination Pincode 57001 Article Number	Origin Mysuru PH Bag Type Parcel Set GEN1 Customer ID Customer Name Enter
Expected Article Details           View:         [Standard View]         Export	Bag ID Entry Bag ID Bag Weight 1 Kgs Transport Mode: O Surface Air Close & Print Manifest I Close Generate Barcode & Close 32 Cancel 0,000 0,000 0,000
	Article Count 2 Bag Count 0 Total Articles Weight Kgs
Bag Close Operations	

- 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

ag Details													
Destination Mysuru H.O Or Destination Pincode 570001 Cur Article Number				Orig Cust	gin Mysuu PH Bag Type Parcel Set GEN1 stomer ID Customer Name								
					Bag Close								
Expected Article Details					Bag ID En	Weight mis	smatch		×				
View: [Standard View]	▼   Export ∡				Bag ID Bag Weig	Bag weight does not mate Do you want to Close the	Bag weight does not match with Do you want to Close the Bag ?	with Total Articles weight ag ?			2,		
Bag ID / Article Number	Article Type	Insured Flag	Priority	To Pi	Day weigh						Pincode A	rticle Weight	
CK454874569IN	Registered Parcel				Transport							0,000	
CK454874572IN	Registered Parcel				Close				1	X Cancel		0,000	
CK454874586IN	Registered Parcel								-				
CK454874590IN	Registered Parcel			L				Yes	No				
							Article Count 2 Bag Count 0	Total Articles Weight	t Kgs				

- 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**

Bag Close	
Arstication Mysuru H.O. Origin Mysuru PH Bag Type Parcel Set GEN1 Sestination Fincede (570001 Customer ID Customer ID Customer Rame Article Number Enter	
Expected Article Details  Expected Article D	
Verw (jotanose verw) Very (stanose verw) Very	
Article Count 2 Bag Count 0 Total Articles Weight Kgs	
Sag Close Operations	
Tolete Save as Draft Finish	
Do you want to open or save BaqManifest.pdf (35.8 KB) from btecctv1.indiapostdev.gov.in? Open Save  Cancel ×	

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

		DEPAR	RTN	MENT Mys Pare	OF PC ouru PH cel List	OSTS	INDI	A		
Prepa	ared By:	USER51 K51					To:	Mysur	ц Н.О	
Set:G	EN1 Ba	g Number:CDD 62 (	000	0000	88				Bag Closed On:	29.11.2022
S.No	Art/Bag Type	Article/Bag Number		Booki	ing Offic	e	S.No	Art/Bag Type	Article/Bag Number	Booking Office
1	PARCEL	CK454874541	IN				2	PARCEL	CK454874555IN	
				RD INS	2 0	TW ZE	RO O	nly Only		
			Т	otal	2	TW	0 01	nly	_	
	Si	RO gnature	Неа	ad Sort	Signat ting Ass	ture o sistant	f t/Supe	rvisor	D.O. Signatur	e

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

Bag Close		
Bag Details  Origin PH21350000763  Destination Bag Type	Nysuru PH ♥ Pincode	
1		
	Do you want to open or save BagLabeLpdf (5.40 KB) from btecctv1.indiapostdev.gov.in? Open Save 👻 Cancel 🗙	

• Bag label will be downloaded as shown below

To: Mysuru H.O
CDD620000088
Closed on: 29/11/22 10:11:52
Weight: 1.000 Kg
Closed By:11000851(USER51 K51)
From: Mysuru PH

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

India Post Visibili	ity Systen	n - Main Se	creen		User name: USEI
Transactions	Rep	ports	Forms	Bag Miscellaneous	Article Miscellaneous
Bans Receive Ban Open Ban Close Ban Reconn Bans Dispatch Bans Dispatch Cansol Ban Verification neured Ban Verification neured Ban Verification Deposit Bang Close Unit Addressee Ban Delivery Cor Buth Addressee Article Return	nfirmation Late Base Activity Base Activity Con Late Base Late Base Set Base Late Base Base Late Base Late Base Late Base Activity Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Base Base Activity Activity Activit	as Received licks. Received utual Scot as Dispatched licks. Dispatched as Dispatched as Discorpancy lick Discorpancy lick Discorpancy ured Article la Bags Insmission Analysis Discorpancy as Missing Scans	Print Banx Resolve Report Print Ban Manifest Print Bans Dasakto Report Print Mail List Print Ban Laber	1 Capture Bag Damage Report Bag Damage Bag Alexandrow Control of the Control Bag Barcole Change Capture Carrier Dispatch Bag Deletion DB Set Change Change Ban Status Unlock Bag D Bag Discrepancy	Set Article Priority Canbre Article Damage Article Barcoice Change Report Article Loss Article Desination Princede Change Report Article Found Article Type Motification Altering an Opened Bag Electronic Proof of Delivery Recall Article Label Generation Article Discrepancy
ort Programs	Due	Mail Sort list	Master Data	Tracking Information	
National Sort Programs	Disp Reco Sort	patch Schedules wive Schedules t List	IPVS Configuration	Bag Tracking Bag Tracking (3 Months) Article Tracking OER Article Tracking	

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

Input Data  Office ID PH21350000783 Hysury: PH Date 20:11:2022  Prview & Print Transport Mode: • Surse Air Bag ID  Bag Details  View: [Standard View]  Export a  Reg UD  Bag Details  CDD820000088 Parcel Mysury PH Mysury H.O 11000851 1,000 29:11:2022	Print Bag Label					
Office ID PH21350000783 Mysuru PH     Date 20.11.2022     Details      Bag Details      View: [Standard View]      Export 4      Bag UD      Bagtype Closed from Closed to Created By Bag Weight Created date      CDD820000088 Parcel Mysuru PH Mysuru H.O 11000851 1,000 29.11.2022	Input Data					
Bag Details           Bag Details           View: [[Standard View]]         Export a         2p           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	Office ID PH2135000078:     Date 29.11.2022     The Preview & Print     Transport Mode: • Surface Bag ID	3 Mysuni PH				
View: [Standard View]  Export  Export	Bag Details					
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	View: [Standard View]	Export 🖌			ł	30
CDD6200000088 Parcel Mysuru PH Mysuru H.O 11000851 1,000 29.11.2022	Beg ID Begtype	Closed from Closer	Lto Created By	Beg Weight	Created date	-
	CDD820000088 Parcel	Mysuru PH Mysuru	H.O 11000851	1,000	29.11.2022	

- 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 PH213500007     Date 29.11.2022     Preview & Print Transport Mode: • Surface Bag ID	3 Mysuru PH					
Bag Details						
View: [Standard View]	Export a				2	6
Beg ID Begtype	Closed from	Closed to	Created By	Reg Weight	Created date	*
CDD620000088 Parcel	Mysuru PH	Mysuru H.O	11000851	1,000	29.11.2022	

• Bag label will be printed as below

Parcel (Surface)	भारतीय डाक
To: Mysuru H.O	
	1,17,00 F (4)
Closed on: 29/11/22 10:11:52	
Weight: 1.000 Kg	
Closed By:11000851(USER51 K51)	
	From: Mysuru PH

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

- i. Pick one blank bag label
- ii. Detach automatically generated bag label from the Thermal printer
- iii. Affix the generated bag label on the blank bag label
- iv. Back side of the bag label should also be affixed with the date stamp of the origin office.
- v. 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