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1.0 OBJECTIVE:

To lay down a procedure for cleaning and operation of Barcode printer

2.0 SCOPE:

This procedure is applicable for cleaning & operation of Barcode printer in production department.

3.0 RESPONSIBILITY:

Officer and Executive: Cleaning and Operation for Barcode Printer.

Manager Production Department: Compliance of these SOP.

4.0 DEFINITION (S):

NA

5.0 PROCEDURE:

5.1 CLEANING:

5.1.1 Ensure that all the materials of previous batch are removed from the printer.

5.1.2 Switch 'OFF' the utility supply before cleaning.

5.1.3 Clean the control panel with clean and dry lint free cloth.

5.1.4 Clean the top and outer surface of printer with the dry lint free cloth.

5.2 OPERATION:

5.2.1 **Procedure for label creation without ERP on barcode printer.**

5.2.1.1 Switch on the mains of printer from front side Open the printer. Double click Nice label Pro icon on Computer screen and create new label.

5.2.1.2 Then press next button in computer till label dimension screen appear. Enter the size of the label in label width and label height window then press finish button to create new label.

5.2.1.3 To enter text matter on label select Text Button present on left side of the Screen then click on the label.

5.2.1.4 Text Object Screen will appear on display put entry in window and click on finish button, Set font as per requirement by changing font size also rotate the object by rotate button present on right side of screen and put it on label as per requirement.

5.2.1.5 Repeat the above procedure for every font to be put on label.

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5.2.1.6 For Barcode printing select Barcode option on right side of screen then click on label then Barcode wizard screen will appear click on define button and select GS1 and then GS1-128 option.(Or select Barcode option as per requirement)

5.2.1.7 Then press next button on screen then list of application identifier screen will appear for Selection.

5.2.1.8 Then select application identifier, which is required click on next button till application value screen appears and enter the value and click finish button.

5.2.1.9 If another application required in same line the press add button and enter the value then click finish button.

5.2.1.10 Set Barcode as per requirement by changing size also rotate the object by rotate button present on right side of screen and put it on label as per requirement.

5.2.1.11 Repeat the above procedure for every barcode generation to be put on label.

5.2.1.12 Generate the Barcode label as per requirement and check the barcode correctness by using barcode reader.

5.2.1.13 GTIN number shall be entered in system (Refer SOP).

5.2.1.14 Then click on the print option and take required quantity print also reconcile the label.

5.2.2 **Procedure for label printing through ERP system on barcode printer.**

5.2.2.1 **Generation of serial number for Secondary packing Level for USA.**

5.2.2.1.1 On connecting to the ERP system, Go to Manufacturing menu option, click Production, click on A. Work Order. Double click on A. Work Order as displayed in Figure 1.

5.2.2.1.2 Now select the ''Search Option'' from upper right side of window and then select ''View Data'' from upper left side of window.

5.2.2.1.3 All the data will be come out of products for which work order no. generated in ERP system. Enter the desired lot number (for which barcode label to be generated) in space given against the ''Filter'' option at upper right side of the window and click on icon near ''Filter''.

5.2.2.1.4 Desired lot number with product name and other detail will be list out. Right click on the transaction and select "Secondary Number Generate" option as display in figure 1.

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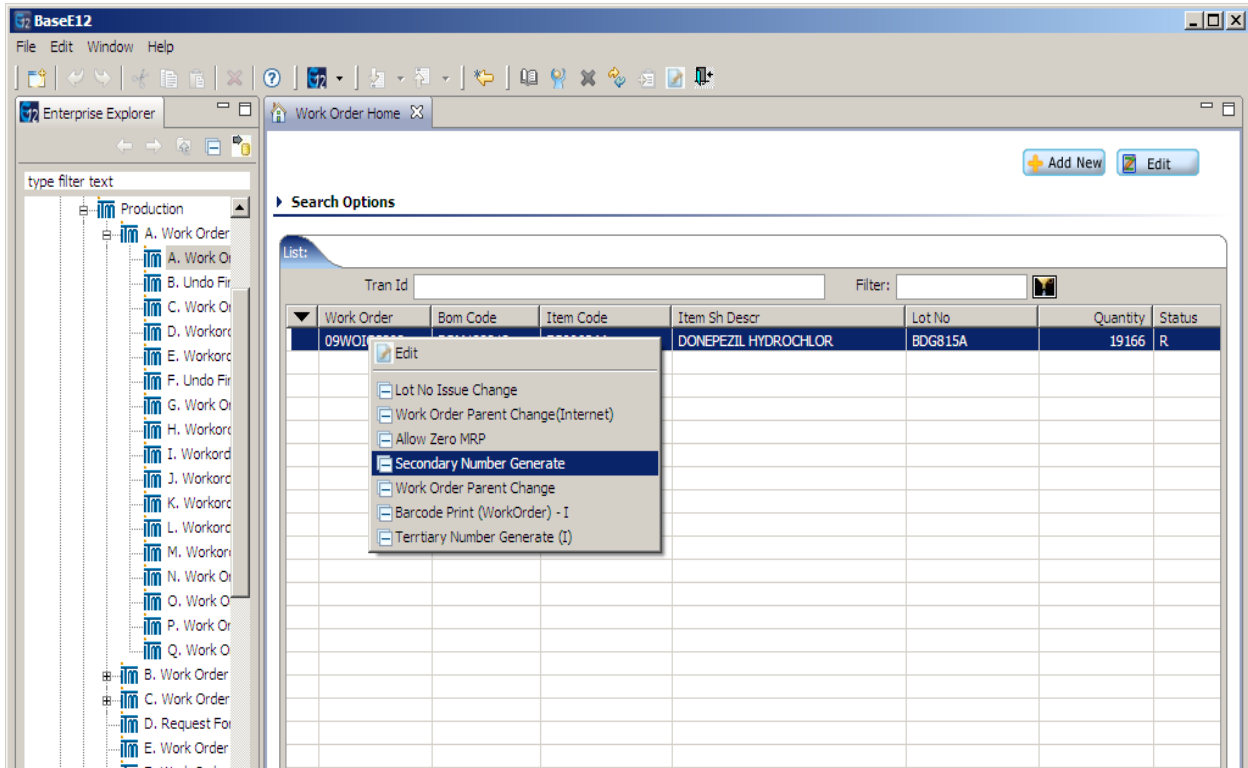| **Department:** Production	**SOP No.:**
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Figure 1

5.2.2.1.5   A window would appear with the data populated from the transaction selected above and as displayed in figure. Click on GTIN NO and Enter the GTIN as per packing level (For Details Refer SOP). Click on the 'Generate' button to generate the serial numbers for barcode labels. System shall display message as "Request done successfully".

5.2.2.1.6   After Clicking on Generate, System shall display message as "Request done successfully".

5.2.3 **Procedure for printing of Secondary barcode labels through ERP System for USA market.**

5.2.3.1 Connecting to the ERP system, Go to Manufacturing menu option, click on Production, then click on A. Work Order. Double click on A. Work Order as displayed in Figure 2. Now select the ''Search Option'' from upper right side of window and then select ''View Data'' from upper left side of window.

5.2.3.2 All the data will be come out of products for which work order no. generated in ERP system.

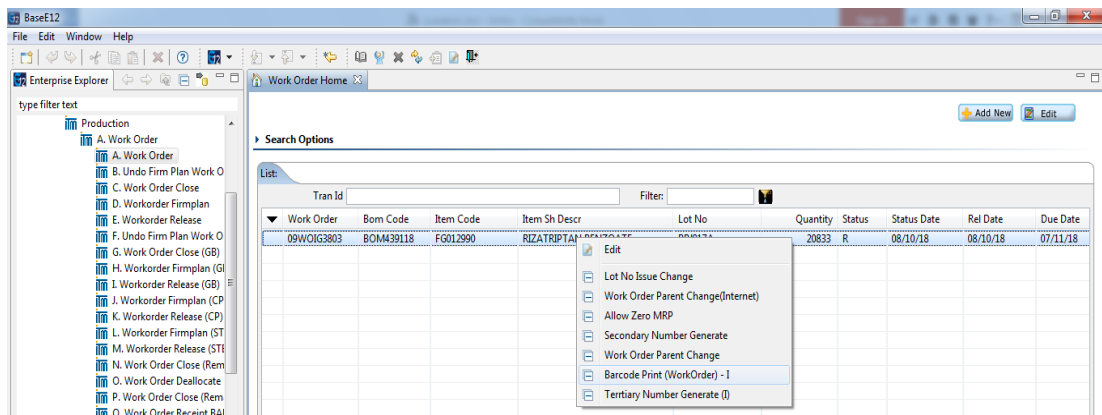|	PHARMA DEVILS	
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5.2.3.3 Enter the desired lot number (for which barcode label to be generated) in space given against the ''Filter'' option at upper right side of the window and click on icon near ''Filter''.

5.2.3.4 Desired lot number with product name and other detail will be list out.

5.2.3.5 Right click on the work order transaction and select "Barcode Print (Work order) – I" option as display in Figure 2.

Figure 2

5.2.3.6 A window would appear with the data populated from the transaction selected and shall be displayed as in Figure 3. For Secondary barcode label, User shall select the label type as 'Secondary'. Storage and Manufactured For option shall be remain blank in Label Print.

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Figure 3

5.2.3.7 Click on the 'Get Data' option to displays the serial numbers for barcode labels. Click on the 'Print' button to print the secondary barcode labels. Refer Figure 4.

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Figure 4

5.2.3.8 If any improper overprinting observed on label; Reprint Provision is given to over print the subjected label.

5.2.3.9 Standard Format for Secondary packing label shall be as Figure 5

Product Name: **MONTELUKAST SODIUM CHEWABLE TABLETS 5 MG USA**

Lot:

Exp.:   Aug-2020

GTIN:

SN:

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5.2.3.10 **Standard label Secondary packing label Contains the following Contents:**

1. 2D Code (Data Matrix Code) having application identifier as (01) (21) (17) (10).

2. Liner Barcode Contains application identifier as (17) (10) (30) on first barcode.

3. Liner Barcode Contains application identifier as (01) (21) on Second barcode.

5.2.4 **Procedure for generation of Tertiary packing serial number through ERP for USA and ROW market.**

5.2.4.1 On connecting to the ERP system, Go to manufacturing menu option, click Production, click on A. Work Order. Double click on A. Work Order as displayed in Figure 5. Now select the ''Search Option'' from upper right side of window and then select ''View Data'' from upper left side of window.

5.2.4.2 All the data will be come out of products for which work order no. generated in ERP system.

5.2.4.3 Enter the desired batch no. (for which barcode label to be generated) in space given against the ''Filter'' option at upper right side of the window and click on icon near ''Filter''.

5.2.4.4 Desired Lot number with product name and other detail will be list out.

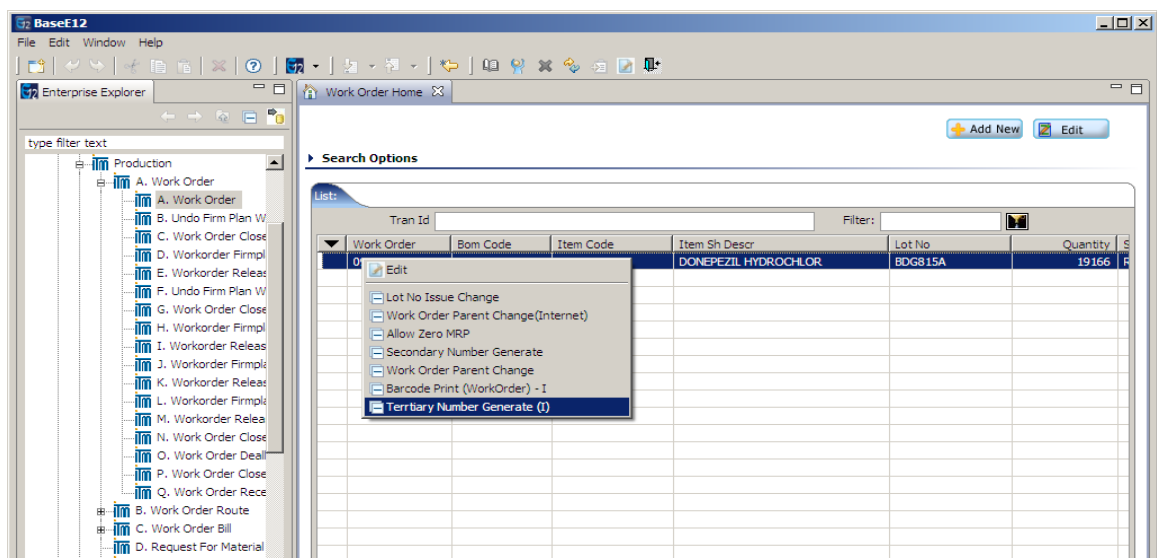5.2.4.5 Right click on the transaction and select "Tertiary Number Generate" option as display in figure 7.

Figure 6

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5.2.4.6 A window would appear with the data populated from the transaction selected above and as displayed.

5.2.4.7 Click on the 'Generate' option from button to generate serial numbers for tertiary labels. System shall display message as "Request done successfully".

5.2.5 Procedure for printing of Tertiary barcode labels through ERP for USA and ROW market:

5.2.5.1 On connecting to the ERP system, Go to manufacturing menu option, click Production, click on A. Work Order. Double click on A. Work Order as displayed in Figure 7. Now select the ''Search Option'' from upper right side of window and then select ''View Data'' from upper left side of window.

5.2.5.2 All the data will be come out of products for which work order no. generated in ERP system.

5.2.5.3 Enter the desired lot number (for which barcode label to be generated) in space given against the ''Filter'' option at upper right side of the window and click on icon near ''Filter''.

5.2.5.4 Desired lot number with product name and other detail will be list out.

5.2.5.5 Right click on the work order transaction and select "Barcode Print (Work Order)" option as display in Figure 7.
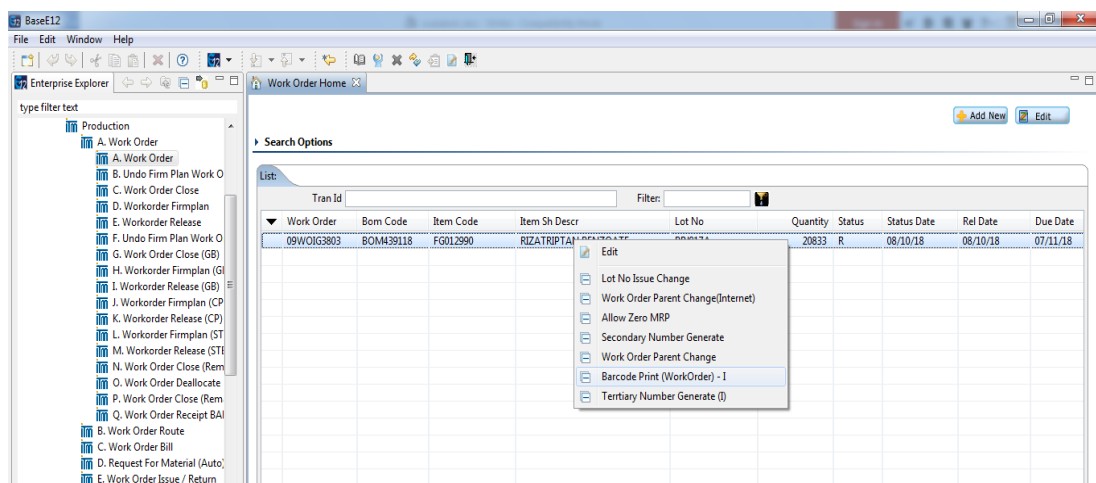
Figure 8

5.2.5.6 A window would appear with the data populated from the transaction selected above and as displayed in Figure 8.

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Figure 9

5.2.5.7   Select the label type as Tertiary Label form Label type.

5.2.5.8   Fill the blank details in Label Print Display (Like: Storage, Manufactured For, Manufactured By and For Market USA/ROW etc.).

5.2.5.9   For USA market select the Market as "USA". For Rest of world product, select market as 'ROW'.

5.2.5.10   Then Click on the 'Get Data' option to displays the serial numbers for barcode labels. Refer Figure 11 for USA Market and Figure 12 For ROW.

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Figure 10

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Figure 11

5.2.5.11 Click on the 'Print' button to print the Tertiary barcode labels. Standard Format for Tertiary shipper label shall be as Figure 11 for USA market and Figure 14 for ROW market.

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```
Product Name :

Manufactured for : MANUFACTURED FOR

Manufactured by :
Storage Condition: STORE BETWEEN 25℃ AND 55℃

NDC No:              Shipper No: 2        Gross Weight        Kg.

Expiry:   Aug-2021       Lot No:             Quantity: 96




                    Contents Made in INDIA
```

Figure 12 (For USA Market)

```
Product Name :

Manufactured for : MANUFACTURED FOR

Manufactured by :
Storage Condition: STORE BETWEN 25℃ AND 55℃

                    Shipper No: 5        Gross Weight        Kg.

Expiry:              Lot No:             Quantity: 30




                    Contents Made in INDIA
```

Figure 13 (For ROW Market)

5.2.5.12   Contents of Standard Tertiary packing label for USA market :

     1. 2D Code (Data Matrix Code) having application identifier as (01) (21) (17) (10).

     2. Liner Barcode Contains application identifier as (17) (10) (30) on first barcode.

     3. Liner Barcode Contains application identifier as (01) (21) on Second barcode.

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5.2.5.13 Contents of Standard Tertiary packing label for ROW market:

4. 2D Code (Data Matrix Code) having application identifier as (01) (21) (17)(10).

5. Liner Barcode Contains application identifier as (17) (10) (30) on first barcode.

6. Liner Barcode Contains application identifier as (01) (00) (21) on Second barcode.

5.3 Precaution

5.3.1 If contents of label are appearing with red color it indicates the object is out of the margin then readjust it.

5.3.2 Expiry date format must be as YYMMDD.

5.3.3 During overprinting if any improper overprinting observed then subjected label to be reprint.

5.3.4 Never run machine without ribbon or label in the printer

6.0   ABBREVIATION (S):

SOP: Standard Operating Procedure

YYMMDD: YY for Year, MM for Month and DD for Date.

7.0   REFERENCES (S):

Generation of GTIN number.

Generation of Secondary and Tertiary packing label in ERP.

Procedure of creating of barcode and Selection of GTIN No for Different packing Levels

8.0   ANNEXURE (S):

NA

9.0   DISTRIBUTION:

Master Copy   : Quality Assurance

Controlled copy (S) : Production department, Quality Assurance

Reference copy (S)   : Production department