

1. ADDRESS CARD BARCODES

1.1. General information

Two types of graphic codes are used as bar codes on address cards – Code 128A and Code 128C. Description of the code: the code type is Code 128 and a group of characters (A, B, C) can be used for further specification. Code 128A is a standard for graphically encoding the alphabet, which uses both letters and numbers. Code 128C is only used for graphically encoding numbers and uses pairs of numbers (00 – 99).

1.2. Bar codes for deliveries

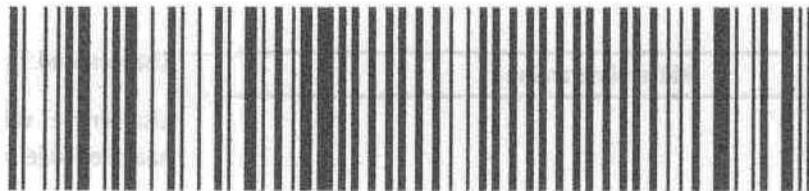
The bar code of the delivery provided on the address card is the unique identifier of the delivery:

- the bar code is used to identify the delivery in the Estonian Post information system;
- the bar code must be unique, i.e. identical bar codes may not be issued to deliveries within two years;
- the bar code is encoded in Code 128A and the structure of the code conforms to the Universal Post Union (UPU) standard S26 – License Plate;
- Estonian Post uses 21-place bar codes.

The information fields of delivery bar codes, reading from the left, are:

Content	Format (Length)
Specifier of the code "belonging" to UPU	J
Code of the postal administration of the point of origin of the delivery according to the standard ISO 3166-1 Alpha-2 (for Estonia JEE)	A(3)
Code of the Client as the sender in the Estonian Post information system (code issued by Estonian Post)	AN(6)
Delivery serial number ID	N(11)

Visual example of a delivery bar code



JJEEKLIENT0000000001

Bar code requirements

Bar code parameters	Minimum size	Recommended size
Height of the bar code	13 mm	25 – 27 mm
Narrowest element of the	0.25 mm	0.33 – 0.51 mm

bar code or X-dimension*		
Empty space before (start area) and after (stop area) the bar code	6.4 mm	
The distance of the bar code content print from the graphic section		2 – 5 mm
Print height of the bar code content		10 – 14 points
Free space above and below the bar code		5 mm
Color	Black (on white background)	
Print quality	8 point/mm or 200 point/inch	12 point/mm or 300 point/inch

* The narrowest element of the bar code (dark or empty area/bar); multiples of the x-dimension of the bar code are also its elements (in case of Code 128 1-fold to 4-fold)

If the client does not currently use bar codes to identify deliveries, bar codes conforming to the content and form presented above must be adopted upon incorporating the services of Estonian Post.

If the client already uses bar codes to identify deliveries before incorporating the services of Estonian Post, the bar codes will be coordinated and approved to guarantee that the uniqueness of bar codes and conformity with the requirements of the Estonian Post information system are guaranteed (dimensions, legibility for scanners, etc.).

Estonian Post will confirm the suitability of the bar codes by testing them before the incorporation of services.

Requirements for bar code placement

Upon the assembly of mail order deliveries, the address card must be attached so that the delivery bar code can be scanned on the sorting line:

- the address card is attached to the largest side of the delivery so that the bar code is not wrinkled;
- the address card is not attached over the edge or side of the parcel;
- the address card should not be folded where the bar code is located;
- the bar code should not be covered with labels, stamps, stickers or other materials.