
 IPPS — POŠTA SLOVENIJE GROUP

Less administration. More control over distribution.

At IPPS, the disability-employment company of the Pošta Slovenije group, preparing the machine-inserting schedules long required a great deal of manual copying, checking and reconciling of data. Key information was scattered across spreadsheets, printouts and the knowledge of individuals. Together with BizIT, the process moved into a single digital solution that lets employees prepare schedules faster, share one view of all distributions, and spend more time organising work and improving the process.

1x

data entry per distribution

previously the same data in several
spreadsheets

~200

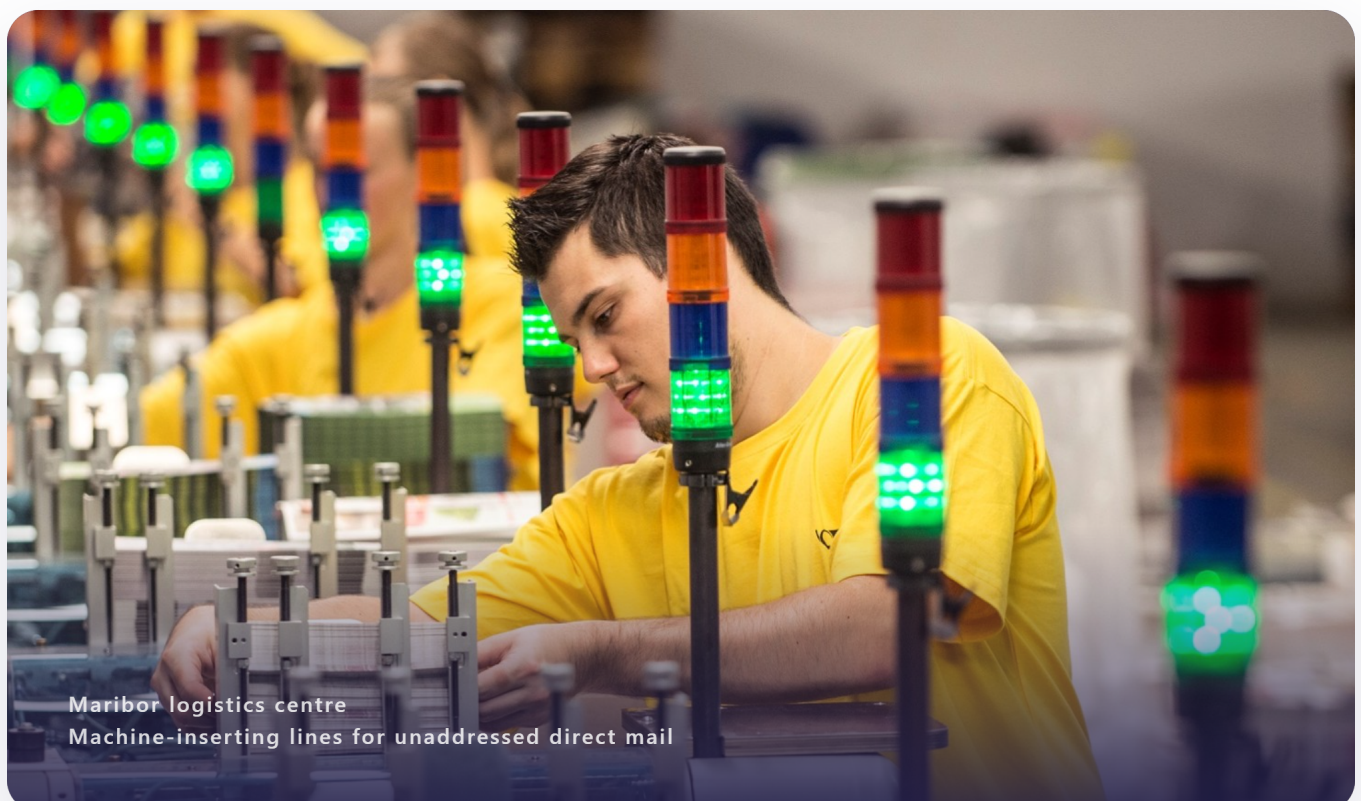
**delivery post offices in one
view**

statuses, volumes and exceptions in
one place

0

manual retyping between files

the line schedule is generated
automatically



A complex process that demanded too much manual work

IPPS, the disability-employment company of the Pošta Slovenije group, employs more than 600 people; over half of them have some form of physical limitation. Adapting workplaces so everyone can work safely and with the least possible strain is part of the company's mission — and part of daily operational judgement.

That is exactly why preparing the inserting schedules mattered so much. For every distribution, data for roughly 200 delivery post offices had to be exported from the existing system and copied by hand into new spreadsheets: row by row, colour-coded, annotated, sorted by the quirks of each material, printed for the line operators and topped up manually while the run was under way.

For a demanding distribution this meant up to **10 hours of work for four employees**. It was done by the department head, his deputy and the work organisers — the very people who should be focused on organising work, on employees, downtime and savings.

Information was scattered across files and printouts. Everyone held their own version of the data, and change history was limited.

BEFORE

Existing system

Export to Excel

Manual retyping into a second file

Colour codes, comments, printing

Handwritten updates on the line

AFTER

Integration with existing systems

NNDP application

Final schedule per line

CHALLENGES BEFORE THE PROJECT

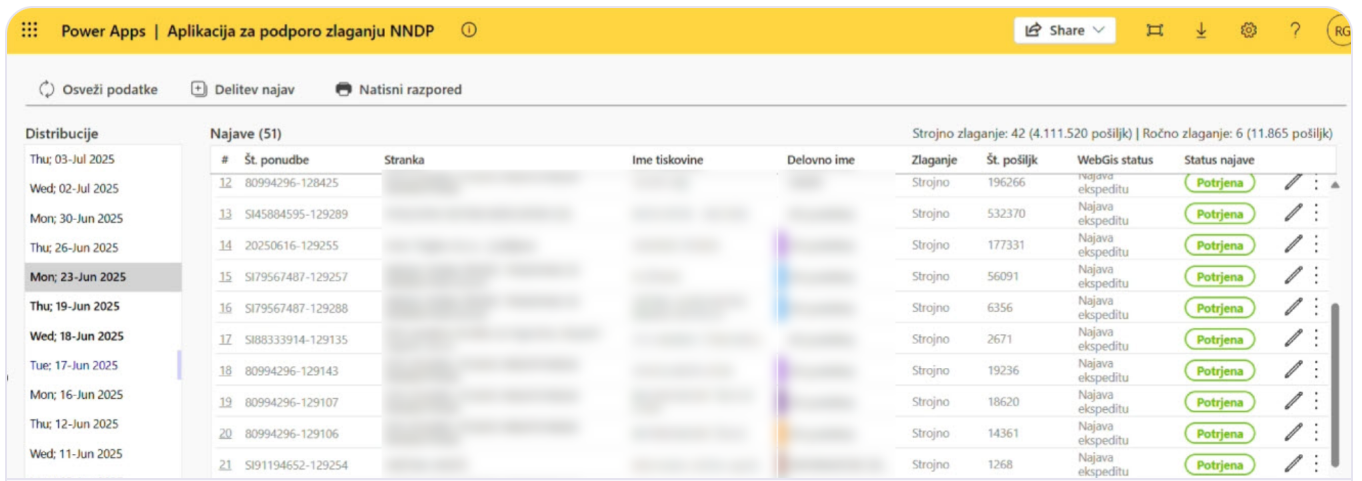
- Data scattered across multiple spreadsheets and printouts.
- Limited traceability and multiple document versions.
- Slow manual copying, marking up and checking.
- Management time consumed by administrative work.

“BizIT didn't just digitise our spreadsheets. They helped us improve the process together with the people who run it.”

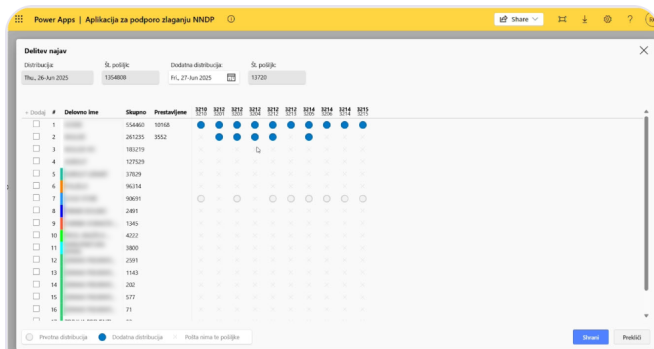
BINE PEVEC · IPPS, POŠTA SLOVENIJE GROUP

From copy-pasting data to one shared operational view

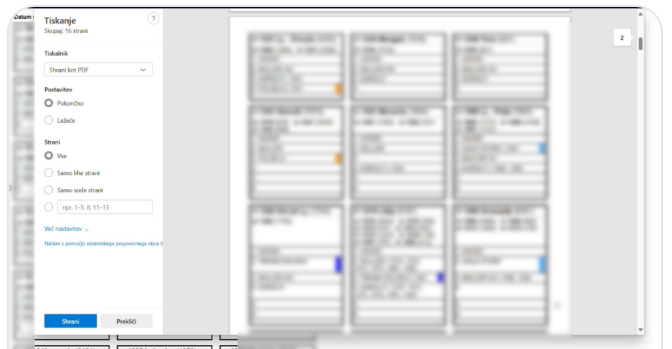
We started by mapping how the work actually happened — every exception in the distributions and every need of the operators. The application, built on Microsoft Power Apps, now brings data from the existing system into one place: by day, by client, by mail volume.



Central overview — every announcement for the selected day, with statuses, volumes and machine-inserting suitability.



Splitting announcements — a day's overflow moves to the next day in a few clicks. Previously a whole new spreadsheet.



The final line schedule is generated automatically — no more moving data between files.

KEY CAPABILITIES

- **CENTRAL OVERVIEW**
Distribution overview by day
- **MACHINE INSERTING**
Machine-inserting suitability flags
- **EXCEPTIONS**
Exceptions, warnings, comments
- **INTEGRATION**
Connection to the existing data source
- **LINE SCHEDULING**
Processing order per line
- **TRACEABILITY**
Statuses and change history
- **DATA SCOPE**
Data for ~200 delivery post offices
- **SPLITTING**
Splitting announcements across days
- **AUTOMATION**
Automatic schedule generation

Benefits for the client

- + Far less manual retyping and fewer errors.
- + One up-to-date view of all distributions.
- + Traceable changes and clear ownership.
- + Faster schedule preparation for operators.
- + More time for people and process improvement.

How we worked

- 01 Mapped the real way of working and its exceptions.
- 02 Ran workshops with staff from the shop floor.
- 03 Designed the solution around how they work.
- 04 Phased rollout — printed schedules stayed at first.
- 05 Kept improving on real user feedback.

TECHNOLOGY

Microsoft Power Apps

Existing system integration

Operational schedules

WHAT'S NEXT

Live work status on large screens, tablets at the lines, digital sign-off of completed work, support for distribution billing, staff planning per line and productivity monitoring.



“

What fascinated me was that the BizIT team understood our complex process after just two workshops. They didn't build the solution around the users — they built it with the people who work in it every day. Thanks to their responsiveness, patience and flexibility, a large part of the administrative work is now a few clicks, and we have a foundation for improving the process further. Technology only becomes valuable once users adopt it — and that is where we put a lot of our attention.”

Bine Pevec

DIGITALISATION PROJECT LEAD

IPPS, Pošta Slovenije Group

Successful digitalisation is not a new application. It happens when we understand the real process together with its users — and free them up for the work they are actually there to do.

Is one of your processes still living in a spreadsheet?

Get in touch — we start with your process, not with technology.



BizIT digitalne rešitve d.o.o.
info@bizit.si | www.bizit.si