



# DVDMS

(Ministry of Health & Family Welfare (Govt. of India))

## User Manual Version 1.0



**CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING**  
(A Scientific Society of Ministry of Electronics and Information Technology, Govt. of India)

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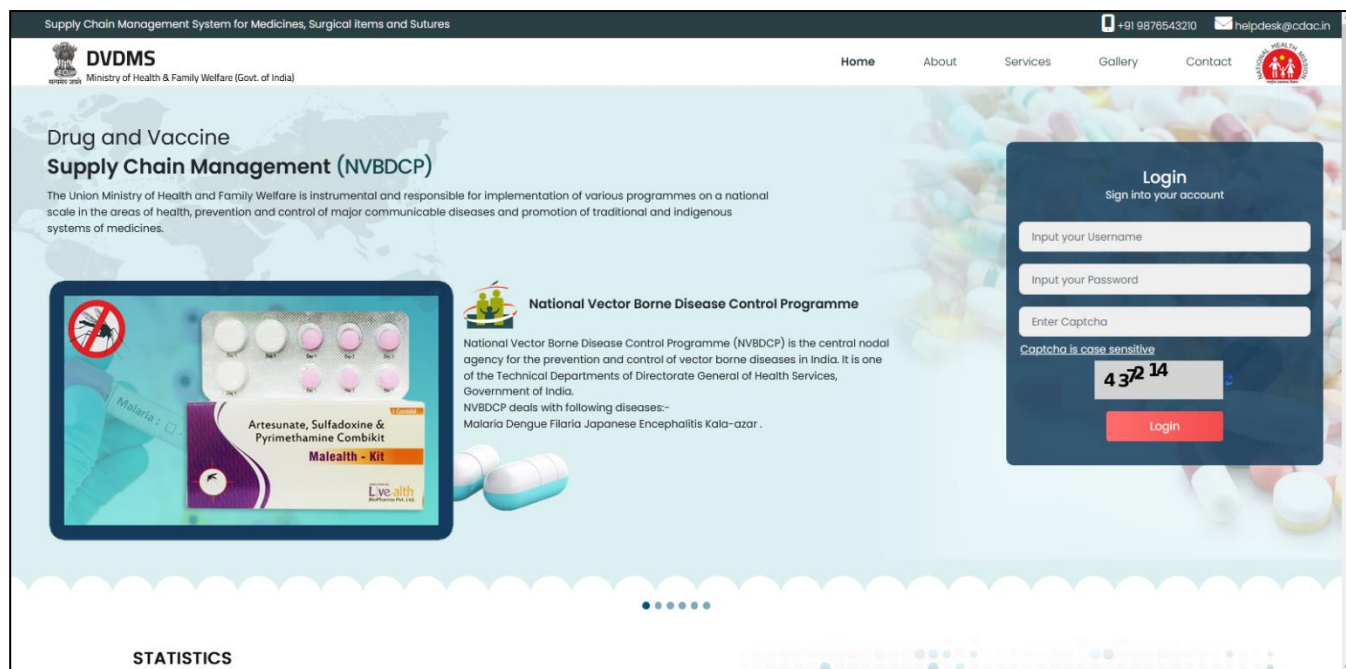
## 1. User Login & Logout Process

Steps required for “Login CMSS/ MSO” users:

Test URL: <https://dvdmsmscp.uat.dcservices.in/IMCS/login>

Username: admin\_nvbdcp Password: admin@123

**Step 1:** Open the Test url links as give above & type “User Name”, “Password”, “Captcha” & Click on “Login” button.



**Step 2.** After click on “Login” button, “Welcome User” page is open. Here there are two types of Modules are provided (**Services and Report**).

- **Services Module:-**In this module all transactions & different types of application services are provided.
- **Report Module:-**In this module report are generated for the given Services.

In this application Services & Report sub module appear as under.



**Services**

- Demand Management
- Receive Management
- Issue Management
- Procurement Management
- Inventory Management Program
- CMSS View

**Reports**

- Cmss warehouse dashboard
- Programs detail dashboard
- Order Mgmt
- Mis Report
- Inventory Mgmt Reports

**Steps Required for “User Logout Process”:-**

On “Welcome user page” click on “Logout” button. As shown in the screen User will move to back on **Login Page**.

**DVDMS - National Vector Borne Disease Control Programme**  
Ministry of Health & Family Welfare (Govt. of India)

Welcome, admin\_nvbdap

- Change Password
- Logout**



## 2. Annual Demand Management

### 2.1 Online Annual Demand Process

Health facilities and institutes DH, CHC & PHC across India should be able to submit their annual demands online.

#### 2.1.1 Online Annual Purchase Demand Compilation

This process involves compilation of the generated demand by state warehouse as per the hierarchy level. Submitted demands from facilities are compiled at higher levels.

#### Activities that can be performed.

- **Compile:** This activity involves compilation of demand requests within the system.
- **View:** This functionality allows users to access and review compiled demand that have been submitted or are in progress.

**Step 1:** Click on “Online Annual Purchase Demand Compilation New” sub menu from the Services.

**Step 2:** To compile the annual purchase demand by NVBDCP-HQ Select Demand Period, Store Name & To Store Name from the drop down & click on “GO” Button.

Demand Demand Compilation View

Demand Period\*: 2024 - 2025      Compilation Date: 09-Sep-2024      Store Name\*: Nodal Officer NVBDCP Ballia(Uttar Prade

To Store Name: NVBDCP-HQ      Notification Number: 2024830001      Last Submission Date: 09-Sep-2024

**Go**

\*Mandatory Fields

**Clear**

*Please click the lock icon to unlock the Item and Enter the Qty.*  
Searched Drug Selected Drug Visited Drug  
Modify, C Cancel, V View

**Step 3:** On click “GO” Button Compile pending drug list are appeared.

Demand Demand Compilation View

Demand Period\*: 2024 - 2025      Compilation Date: 09-Sep-2024      Store Name\*: Nodal Officer NVBDCP Ballia(Uttar Prade

To Store Name: NVBDCP-HQ      Notification Number: 2024830001      Last Submission Date: 09-Sep-2024

Received / Pending Demand

Store Name	Request No.	Request Date	Total No of Drugs (Demanded)	Total No of Drugs (Not Demanded)
NVBDCP PHC UP Ballia	108324090001	09-Sep-2024	2	34
NVBDCP CHC Balliya	---	---	---	---

**Compile**

\*Mandatory Fields

**Clear**

*Please click the lock icon to unlock the Item and Enter the Qty.*  
Searched Drug Selected Drug Visited Drug  
Modify, C Cancel, V View



**Step 4:- Compilation Pending** Data table grid appears on the Screen, click on “**Compile**” button.

**Step 5:** Data should be Final Save upon clicking on “**Final Saved**” button “**Demand for Year 2024 -2025 Final Saved successfully**” appears on the screen.

Received / Pending Demand

Store Name	Request No.	Request Date	Total No of Drugs (Demanded)	Total No of Drugs (Not Demanded)
NVBDCP PHC UP Balia	108324090001	09-Sep-2024	2	34
NVBDCP CHC Balia	---	---	---	---

Selected Group Name : **Dengue And Chikungunya**

Search Drug ::

#	Code	Name	Specification	Unit Pack	Absolute Rate	Annual Demand For Last Year	Last Year Consumption	Avl. Qty (Compiling Store)	Avl. Qty (Sub Store)	NVBDCP	Tot. Qty
Group Name : <b>Dengue And Chikungunya</b>				Total Available Item(s) : 3		Total Visited Item(s) : 0					
381		ELISA based IgM kits for Chikungunya- Kit supply through NIV [381]		Nos	0.000000 / No.	0	0.00	0	0	<input type="text" value="0"/>	0
380		ELISA based IgM kits for Dengue- Kit supply through NIV [380]		Nos	456.000000 / No.	0	0.00	0	0	<input type="text" value="1000"/>	1000
382		ELISA based NSI kits for Dengue-		Nos	0.000000 / No.	0	0.00	0	0	<input type="text" value="0"/>	0

Remarks:

\*Mandatory Fields

Please click the lock icon to unlock the Item and Enter the Qty.  
 ● Searched Drug ● Selected Drug ● Visited Drug  
 Modify ● Cancel ● View

**Step required for Annual Demand Compilation -“View” Button.**

**Step1:** Click on “**View**” Check box & select store name from the combo and click on “**GO**” button.

Annual Demand Compilation View

Demand Period\*:  Store Name\*:

\*Mandatory Fields

Program Qty.: Demanded / Approved

**Step2:** Data table appear as status “**Freeze Pending**” select record upon clicking on radio button & see the details.



Annual Demand Compilation View

Demand Period\*: 2024 - 2025 Store Name\*: Nodal Officer NVBDCP Balia(Uttar Prade

#	Request No.	Request Date	To Store Name	Status	Notification No.
0	108324090002	09-Sep-2024	NVBDCP-HQ	Freeze Pending	2024830001

**\*Mandatory Fields**

Save Clear Cancel

Program Qty.: Demanded | Approved

**Step 2:** Select data from the combo & click on “**Freeze**” button.

### 3. Release Order Process

This Process is used to initiates and sends a formal request to the Procurement agency for the acquisition of items.

Release Order has two step process

- Offline Release Order (Generated by HQ)
- Online Release Order (Generated by Nodal Officer & Approved by HQ)

#### 3.1 Online Release Order

##### **Activities that can be performed.**

- **Generate:** This activity involves creating new Release Order within the system. Users can initiate requests for various items as per their requirements.
- **Delete:** This activity performs to delete the Release Order.
- **Report:** Facility to print the data on click to “**Print**” Button
- **View:** Facility to View data / records by clicking “**View**” Button

#### **Steps Required for Online Release Order Generation by Programme HQ:**

**Step 1:-** Click on the Sub-desk “**Release Order Desk**” from the “**Demand Management**” from **Services**.

**Step 2:** The below screen is appeared on the screen.



Home Menu Release Order

Release Order(Online) Approval In-Process **Generate** Report

Show 10 entries Search:

STORE NAME	RO NO.	RO DATE	TO STORE	PROGRAMME NAME	REQUEST TYPE	REQUEST STATUS	ACTION
Nodal Officer NVBDCP BANKA (BIHAR)	101724070007	11-Jul-2024	PATNA CITY-CW	NVBDCP	Normal	Approval In-Process	

Showing 1 to 1 of 1 entries Previous 1 Next

**Urgent**

**Step 3:** Click on “Generate” button on the below.

**Step 4:** Select the values from drop-down and click on “Go” button.

Home Menu Release Order

Release Order(Online)

Indenter Name: Nodal Officer NVBDCP Andaman Nicobar Financial Year: 2024-2025 RO Date: 11-Sep-2024

Request Type:  Normal  Urgent Issuing Warehouse\*: CHENNAI-CW Programme Name\*: NVBDCP **Go**

Search Item ::

Item Code	Item Name	UOM	Last Requested Qty.	Request Qty.	Approx Cost	
Group Name:: Dengue And Chikungunya						
381	ELISA based IgM kits for Chikungunya- Kit supply through NIV	No.	122 No	0	0	
382	ELISA based NS1 kits for Dengue- Fund given to States in PIP	No.	222 No	0	0	
380	ELISA based IgM kits for Dengue- Kit supply through NIV	KITS	1477 No	0	0	
Group Name:: Japanese Encephalities						
					Total Cost(rs)	0.00

Postal Address of Consignee:

Programme Request Details

Programme Request Date\*:

**Save** **Clear** **Cancel** \* Mandatory Fields

**Step 5:** Fill all details and Save the page on click “Save”.

**Steps required for “View” records:**

**View:** User can view data on click “View” from the data table. “Saved” data will appear on View page. On Click “View” button the following screen are appear.





Home Menu Release Order

Release Order(Online) View

Store Name : Nodal Officer NVBDCP BANKA (BIHAR) Item Category : Drug RO No. : 101724070007  
RO Date : 11-Jul-2024 Request Type : Release Order Online To Store Name : PATNA CITY-CW  
Programme Request Date : 11-Jul-2024

Drug Detail(s)

Item Name	Available Qty	Requested Qty	Issued Qty
ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	0 Nos	10000 Nos	0 Nos
Artesunate Injections / Kits [37]	0 Nos	20000 Nos	0 Nos

Approval Detail(s)

S.No	Level Type	User Name	User Level	Approval Date & Time
1	Raising End (Store Level)	Admin Nvbdcpc ( admin_nvbdcp )	1	-

Cancel



### Steps required for “Cancel” records:

**Step 1:** User can Cancel data which is not approved by HQ. On Click “Cancel” button the following message will appear on screen.

Home Menu Release Order

Release Order(Online) Approval In-Process Generate Report

Show 10 entries Search:

STORE NAME	RO NO.	RO DATE	TO STORE	PROGRAMME NAME	REQUEST TYPE	REQUEST STATUS	ACTION
Nodal Officer NVBDCP BANKA (BIHAR)	101724070007	11-Jul-2024	PATNA CITY-CW	NVBDCP	Normal	Approval In-Process	 

Showing 1 to 1 of 1 entries Previous 1 Next

Urgent

dvdmsmcp.uat.dcservices.in

Selected Record (s) are being deleted

Are You Sure

OK Cancel

**Step 2:** Click on “Ok” to Cancel the record.

## 4. Local Purchase and Challan Process

This process allows States to create local purchase order in case of emergency procurement.

### 4.1 Local PO

States Nodal officer/ DH/ CHC/ PHC will have provision to create Local PO for their local budget.

#### Activities can be performed

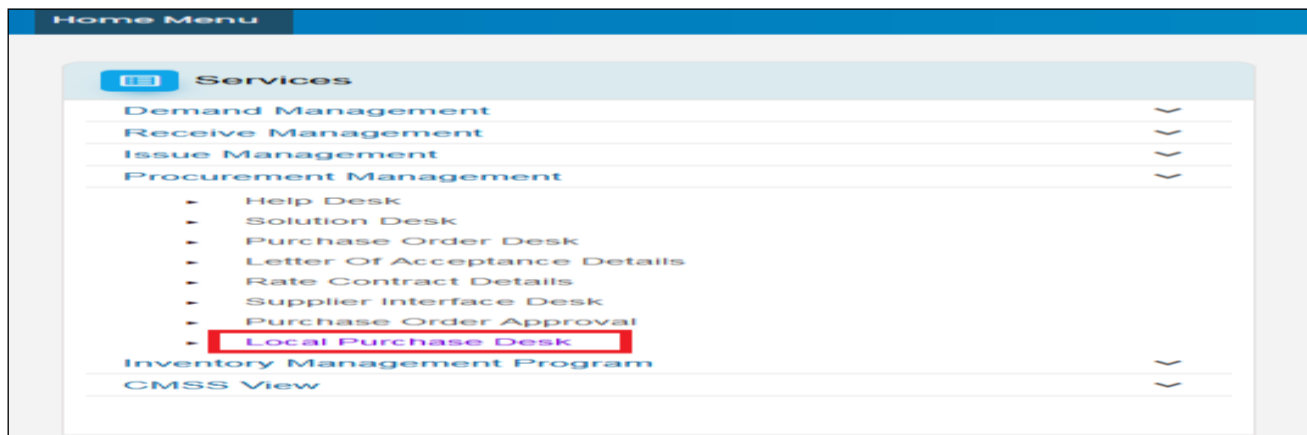
- **Generate:** This activity involves creating local purchase order within the system. Users can initiate procurement for various items as per their requirements.
- **View:** This functionality allows users to access and review generated local purchase orders that have been submitted or are in progress.



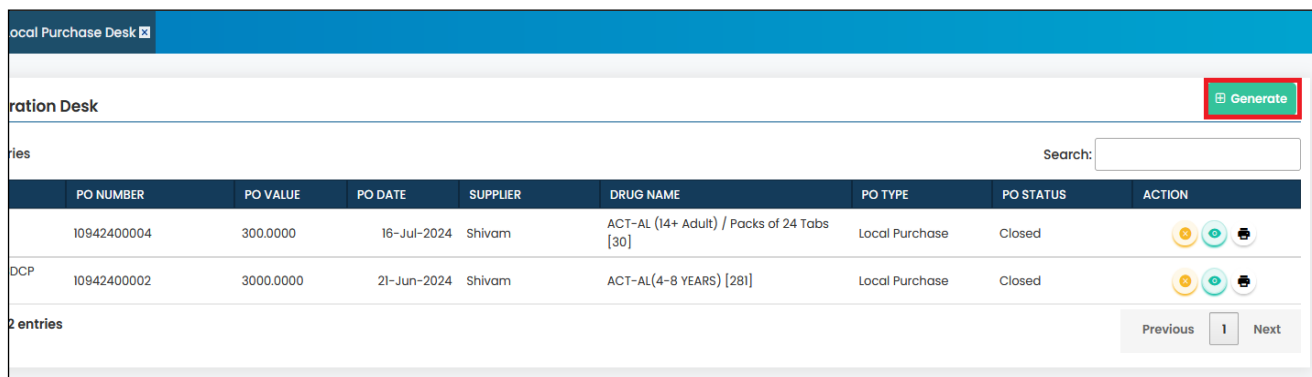
- **Print:** Users can generate physical copies of local purchase order for documentation or sharing purposes.

### Steps required for Local Purchase Order ->Generation.

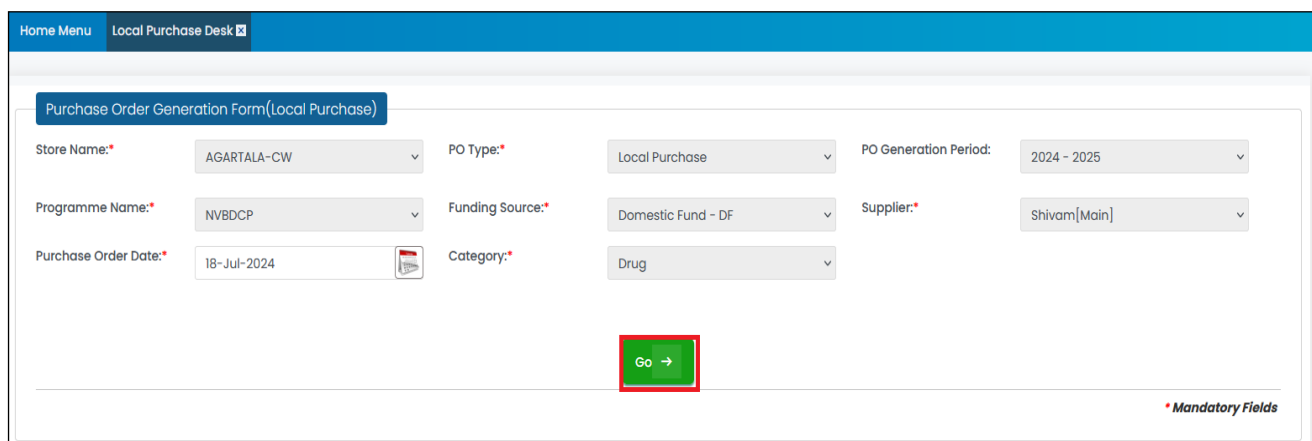
**Step 1:** Select “Local Purchase Desk” sub menu from the “Procurement Management Desk” in Services



**Step 2:** The below screen is appeared. To create Local Purchase Order click on Generate Button.



**Step 3:** Select Data from the combo as required & click on “GO” button.



**Step 4:** The following screen appears, fill the data & click on “Save” button.



**Step 5:** “Data Saved Successfully” message appear on the screen. After save records the Local PO is added in the data table grid with Local PO Status -“Pending”.

**Item Details**

Drug Name	Rate/unit	Tax(₹)	Order_qty	PO Amount	Total Amount
No Rate Contract Data Found!					

Drug/Item Name(s):\* DEC Tablets / Tablets [79]

Selected Drug/Item Name:\* DEC Tablets / Tablets [79] -- Non Sterile Drug Suggested Delivery Days (45)

Supplier	Unit_Name	Rate	Tax	Tax_type	GST_Type	Total_rate(one_unit)
shivam--[Central]	No.	0 (₹)	0	CGT	COST+GST	0 (₹)

Purchase Order Details(s)

Store Name	Current Stock	Qty In Quarantine	Qty In Major Sub Stores	Reorder Level	Schedule I
AGARTALA-CW	0	0	0	0	100

Schedule I :: 100 Total Order Qty 100

PO Date + Delivery Day(s) Schedule [1] 20

Purchase Details

PO Reference: TEST/LOCAL/PO/37

Verified By: Employee Nvbdcap - AGARTALA-CW

Mode of Purchase: Direct Purchase

Verified Date: 31-Jul-2024

Total Amt(Net Tot) (₹): 0.00(₹)

Tax: +0(₹) (0% CGST + 0% SGST)

Total Amount: 0(₹)

Component Details

**Save** Clear Cancel

\*Mandatory Fields

Home Menu Local Purchase Desk

Local PO generation Desk

Show 10 entries Search:

STORE NAME	PO NUMBER	PO VALUE	PO DATE	SUPPLIER	DRUG NAME	PO TYPE	PO STATUS	ACTION
AGARTALA-CW	10942400004	300.0000	16-Jul-2024	Shivam	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	Local Purchase	Closed	
AGARTALA-CW	10942400005	0.0000	18-Jul-2024	Shivam	DEC Tablets / Tablets [79]	Local Purchase	Pending	
Nodal Officer NVBDCP Bokaro	10942400002	3000.0000	21-Jun-2024	Shivam	ACT-AL(4-8 YEARS) [281]	Local Purchase	Closed	

Showing 1 to 3 of 3 entries

Previous 1 Next

### Steps for Local Purchase-View

**Step 1:** Select the records & click on “View” icon from the data table.

Local PO generation Desk

Show 10 entries Search:

STORE NAME	PO NUMBER	PO VALUE	PO DATE	SUPPLIER	DRUG NAME	PO TYPE	PO STATUS	ACTION
AGARTALA-CW	10942400004	300.0000	16-Jul-2024	Shivam	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	Local Purchase	Closed	
AGARTALA-CW	10942400005	0.0000	18-Jul-2024	Shivam	DEC Tablets / Tablets [79]	Local Purchase	Pending	
Nodal Officer NVBDCP Bokaro	10942400002	3000.0000	21-Jun-2024	Shivam	ACT-AL(4-8 YEARS) [281]	Local Purchase	Closed	

Showing 1 to 3 of 3 entries

Previous 1 Next

**Step 2:** The below screen appears.



Home Menu Local Purchase Desk

Local PO View (Local Purchase)

Store Name: AGARTALA-CW PO Type: Local Purchase PO Generation Period: 2024 - 2025  
Purchase Order Date: PO No.: 10942400005 Supplier Name: Shivam  
Drug/Item Name: DEC Tablets / Tablets [79] Programme Name: NVBDCP

Rate Contract Details(s)

#	Drug Name	PO No.	Rate/Unit	Order Qty	Total Rate
---	-----------	--------	-----------	-----------	------------

Purchase Order Details(s)

Store Name	Current Stock	Qty In Quarantine	Qty In Major Sub-Stores	Reorder Level	Schedule I
AGARTALA-CW	0	0	0	0	1000

Purchase Detail(s)

Purchase Source: - Delivery Say(s)/ Schedule [I-II-III-IV-V]: Next PO Date: ----  
Purchase Committee Meeting Date: 0 Verified By: Employee Nvbdcp Verified Date: +

Component Details

Cancel

## Steps for “Local Purchase Order-Print”

**Step 1:** Select the records & click on “**Print**” icon from the data table.




**Step 2:** Below screen appears & click on “**Print**” Button.

**Step 3:** To click on PDF icon **PDF** file for the selected Local Purchase is generated.

Home Menu Local Purchase Desk

Local PO generation Desk Generate

Show 10 entries Search:

STORE NAME	PO NUMBER	PO VALUE	PO DATE	SUPPLIER	DRUG NAME	PO TYPE	PO STATUS	ACTION
AGARTALA-CW	10942400004	300.0000	16-Jul-2024	Shivam	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	Local Purchase	Closed	
AGARTALA-CW	10942400005	0.0000	18-Jul-2024	Shivam	DEC Tablets / Tablets [79]	Local Purchase	Pending	
Nadal Officer NVBDCP Bokaro	10942400002	3000.0000	21-Jun-2024	Shivam	ACT-AL(4-8 YEARS) [281]	Local Purchase	Closed	

Showing 1 to 3 of 3 entries Previous 1 Next



M/s. Shivam  
Sofscif  
Dear Sir,  
We are pleased to place orders for the supply of the following items as per the quantity, rate and on

Product Code	Drug Name	Po No.
30	ACT-AL (14+ Adult) / Packs of 24 Tabs	10942400004
79	DEC Tablets / Tablets	10942400005

Rates are exclusive of local taxes  
(Rupees: - ( Three Hundred Eighteen Rupees Only )

Print dialog: 2 sheets of paper, Destination: Microsoft Print to PDF, Orientation: Landscape, Pages: All, Color mode: Color, More settings: Print using the system dialog...

Quantity (In Piece)	Value
50 Box (Box of 1 --) (50 No)	318.00
50 Box (Box of 1 --) (1000 No)	0.00
Total Amount: 318	

80 , ACT-AL (14+ Adult) / Packs of 24 Tabs [30]

Sincerely Yours,

### Steps for “Local Purchase Order-Cancel”

**Step 1:** Local Purchase order can be Cancel when Local Purchase Order Status are Pending.

**Step 2:** Select (Status-Pending) records and click on Cancel button.

Home Menu Local Purchase Desk

Local PO generation Desk Generate

Show 10 entries Search:

STORE NAME	PO NUMBER	PO VALUE	PO DATE	SUPPLIER	DRUG NAME	PO TYPE	PO STATUS	ACTION
AGARTALA-CW	10942400004	300.0000	18-Jul-2024	Shivam	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	Local Purchase	Closed	
AGARTALA-CW	10942400005	0.0000	18-Jul-2024	Shivam	DEC Tablets / Tablets [79]	Local Purchase	Pending	
Nodal Officer NVBDCP Bokaro	10942400002	3000.0000	21-Jun-2024	Shivam	ACT-AL(4-8 YEARS) [28]	Local Purchase	Closed	

Showing 1 to 3 of 3 entries Previous 1 Next

**Step 3:** The below screen appears write “Cancel Remarks” and click on **Saved** button.

**Step 4:** “Records Successfully Cancel” message appear on the screen. After cancel this records Local PO is removed from the data grid table.

Home Menu Local Purchase Desk

Local PO Cancel Desk

Store Name : AGARTALA-CW PO Number : 10942400005 PO Date : 18-Jul-2024  
 PO Type : Local Purchase Category : Drug Supplier Name : Shivam  
 PO Ref. Number : TEST/LOCAL/PO/37/10942400005

Cancel Details

\*Cancel By: Employee Nvbdcp - AGARTALA-CW \*Cancel Remarks:

Save Cancel Mandatory Fields



## 4.2 Challan Process For Local PO

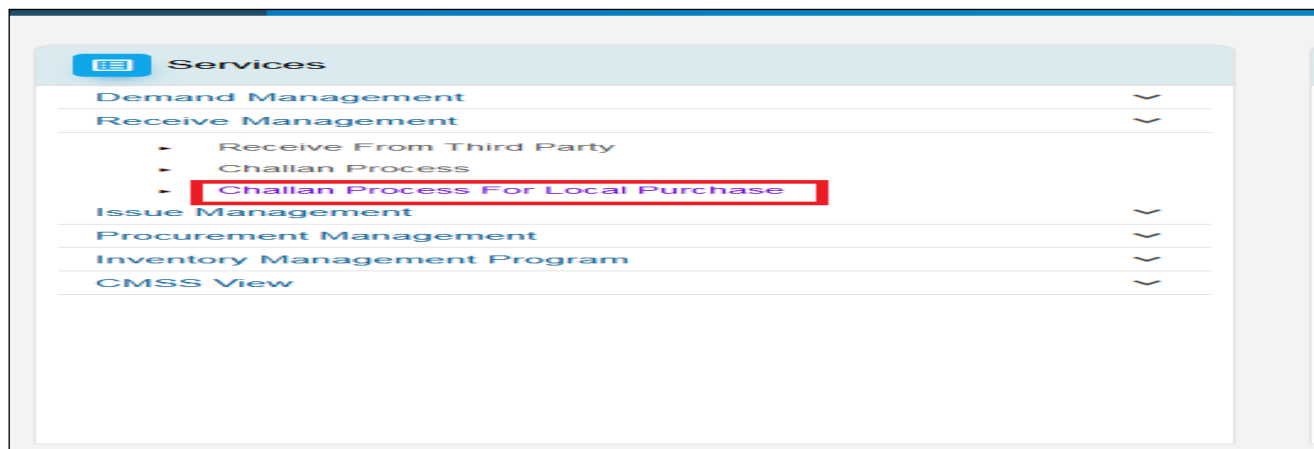
The described process enables State users to receive Challan Details for Local PO within the system. Users receive Challan details to verify the receipt of items ordered through a Local Purchase Order.

### Activities that can be performed on Local Challan Desk.

- **Receive:** This action involves acknowledging the receipt of the Challan.
- **Freeze:** This activity may involve verification and freezing or locking the received Challan details to prevent further modifications.
- **View:** State users can view details of received Challans for reference, tracking, and verification purposes.
- **Cancel:** This action involves Cancel the receipt of the Challan.









### Steps for Challan Process for Local Purchase:-“Received”

**Step 1:** Select “Challan Process for Local Purchase” sub menu from the “Received Management Desk” in Services Module.



**Step 2:** The below screen appears, click on “Received” icon, fill the details & click “Saved” button.

**Step 3:** “Data Successfully Saved” message appear on the screen.

STORE NAME	CHALLAN NO	PO NO(PREFIX)	DLVY ACK. DT	ITEM NAME	REC. QTY	ACCEPT QTY	SUPPLIER NAME	REQUEST STATUS	ACTION
AGARTALA-CW	10682400002	10942400004(-)	16-Jul-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	50 Nos	50 Nos	Shivam	Closed	   
Nodal Officer NVBDCP Bokaro	10682400001	10942400002(-)	28-Jun-2024	ACT-AL(4-8 YEARS) [28]	50 Tablet	50 Tablet	Shivam	Closed	   

Showing 1 to 2 of 2 entries

Previous 1 Next



Home Menu | Challan Process For Local Purchase

Challan Process >> Delivery Challan Ack

Store Name Name:	PO Type	Local Purchase	PO No.	TEST/LOCAL/PO/37/10942400004
PO Date* 16-Jul-2024	Supplier Name*	Shivam	Received Date*	18-Jul-2024 [dd-Mon-yyyy]
GRN/Invoice No.* 7878	GRN/Invoice Date*	19-Jul-2024 [dd-Mon-yyyy]	Schedule No.*	Select
Delivery Date ---	Late Delivery Days*	--		

+ Item Details

+ Mandatory Fields

Save Clear Cancel

\*Mandatory Fields

### Steps for Challan Process for Local Purchase:-“Freeze”

**Step 1:** Select “Challan Process for Local Purchase” sub menu from the “Received Management Desk” in Services Module.

Home Menu | Challan Process For Local Purchase

Services

- Annual Demand Staggering
- Release Order
- Purchase Indent Desk

Receive Management

- Receive From Third Party
- Challan Process
- Challan Process For Local Purchase**

Issue Management

Procurement Management

- Help Desk
- Solution Desk
- Purchase Order Desk
- Letter Of Acceptance Details
- Rate Contract Details
- Supplier Interface Desk
- Purchase Order Approval

**Step 2:** The below screen appears, click on “Freeze” icon, fill Remarks & click on “Saved” button.

**Step 3:** “Data Successfully Saved” message appear on the screen.









**Step 4:** After “Freeze” Challan PO Status & Challan status should be “Closed”.



Home Menu Challan Process For Local Purchase

Challan Process For Local Purchase Challan Status Report

Show 10 entries Search:

STORE NAME	CHALLAN NO	PO NO(PREFIX)	DLVY ACK. DT	ITEM NAME	REC. QTY	ACCEPT QTY	SUPPLIER NAME	REQUEST STATUS	ACTION
AGARTALA-CW	10682400002	10942400004(-)	16-Jul-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	50 Nos	50 Nos	Shivam	Closed	   
Nodal Officer NVBDCP Bokaro	10682400001	10942400002(-)	28-Jun-2024	ACT-AL(4-8 YEARS) [281]	50 Tablet	50 Tablet	Shivam	Closed	   

Showing 1 to 2 of 2 entries Previous 1 Next

**Report:-**To check the Report of Local Purchase Order the following steps are follows:-









**Step 1:** Select Challan Status from the drop-down menu and click on **“Report”** button.

**Step 2:** Report data are generated, here user can Print & download PDF file of **Report**.

Home Menu Challan Process For Local Purchase

Challan Process For Local Purchase Challan Status Report

Show 10 entries Search:

STORE NAME	CHALLAN NO	PO NO(PREFIX)	DLVY ACK. DT	ITEM NAME	REC. QTY	ACCEPT QTY	SUPPLIER NAME	REQUEST STATUS	ACTION
AGARTALA-CW	10682400002	10942400004(-)	16-Jul-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	50 Nos	50 Nos	Shivam	Closed	   
Nodal Officer NVBDCP Bokaro	10682400001	10942400002(-)	28-Jun-2024	ACT-AL(4-8 YEARS) [281]	50 Tablet	50 Tablet	Shivam	Closed	   









Showing 1 to 2 of 2 entries Previous 1 Next

**View:-**To View the Challan Status click on **“View”** icon as following screen. User can print Challan on clicking **“Print”** Button.

Home Menu Challan Process For Local Purchase

Challan Process For Local Purchase Challan Status Report

Show 10 entries Search:

STORE NAME	CHALLAN NO	PO NO(PREFIX)	DLVY ACK. DT	ITEM NAME	REC. QTY	ACCEPT QTY	SUPPLIER NAME	REQUEST STATUS	ACTION
AGARTALA-CW	10682400002	10942400004(-)	16-Jul-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	50 Nos	50 Nos	Shivam	Closed	   
Nodal Officer NVBDCP Bokaro	10682400001	10942400002(-)	28-Jun-2024	ACT-AL(4-8 YEARS) [281]	50 Tablet	50 Tablet	Shivam	Closed	   

Showing 1 to 2 of 2 entries Previous 1 Next





Home Menu | Challan Process For Local Purchase

Challan process >> View

Store Name: AGARTALA-CW      Supplier Name: Shivam      PO No.\*\*: 10842400004

Challan Received Detail

#	Challan No	Received Date	Supplier Receipt No.	Supplier Receipt Date	Schedule Type	Delivery Mode
0	10682400002	16-Jul-2024	45345	16-Jul-2024	Fresh Supply	NA

Received Item Detail(s)

#	Item Name	Batch No.	DCC File Name	Exp. Date	Supplied Qty.	Accepted Qty.	Status
0	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	TEST FOR LP	NA	31-Jul-2026	50 Nos	50 Nos	Freezed

\*Mandatory Fields

## 5. Miscellaneous Processes

### 5.1 Issue Desk

The specified procedure is designed to accommodate facilities aiming to authorize the distribution of items to their subsidiary Stores. By implementing this method, real-time inventory records can be maintained.

**Issue for Indent:-**The described process enables facility to issue the drugs to the sub stores based on generated demand from sub stores.

#### Activities on the Issue Desk include:

- **Issue:** State warehouse personnel initiate the issuance process by recording the issuance of drugs against specific Release Orders.
- **Modify:** Authorized users can make modifications to issued records if there are any errors or changes required.
- **View:** Users can view details of issued drugs for reference and verification purposes.
- **Print:** Users have the option to generate a physical or digital copy of issued records for documentation and auditing purposes.

#### Steps Required for Issue Desk.

**Step 1:** Select “Issue Desk” sub menu from the “Issue Management Desk” in Services Module.



**Services**

- ▶ Annual Demand Staggering
- ▶ Release Order
- ▶ Purchase Indent Desk

**Receive Management** ▼

**Issue Management** ▼

- ▶ Issue to Sub Store Offline
- ▶ Issue To Third Party
- ▶ Issue Acknowledge Desk
- ▶ Item Wise Drug Transfer Order
- ▶ Condemnation Register
- ▶ Item Wise Online Transfer Detail
- ▶ Itemwise Transfer Acknowledge Desk
- ▶ **Issue Desk**
- ▶ Breakage Lost Item Details

**Procurement Management** ▼

**Inventory Management Program** ▼

**Step 2:** The following Screen are appeared. Click on “Issue” icon to issue the drugs.

Home Menu **Issue Desk** Indent Generation

Issue Desk Issue Status Report

Show 10 entries Search:

WAREHOUSE NAME	INDENTING OFFICER	REQUEST NO	REQUEST DATE	PROGRAMME NAME	REQUEST TYPE	LAST ISSUE DATE	STATUS	ACTION
Nodal Officer NVBDCP Ballia(Uttar Pradesh)	NVBDCP PHC UP Ballia	101724070012	22-Jul-2024	NVBDCP	Normal	09-Jul-2024	Issue Pending	
Nodal Officer NVBDCP Ballia(Uttar Pradesh)	NVBDCP PHC UP Ballia	101724070011	22-Jul-2024	NVBDCP	Normal	09-Jul-2024	Issue Pending	
LUCKNOW-CW	Nodal officer NVBDCP Bareilly Uttar Pradesh	101724070009	19-Jul-2024	NVBDCP	Normal	19-Jul-2024	Issue Pending	
PATNA CITY-CW	Nodal Officer NVBDCP ARARIA (BIHAR)	101724070006	11-Jul-2024	NVBDCP	Normal	-	Issue Pending	
CHENNAI-CW	Nodal Officer NVBDCP Andaman Nicobar	101724070003	09-Jul-2024	NVBDCP	Normal	21-Jun-2023	Issue Pending	
HYDERABAD-CW	Nodal Officer NVBDCP Andhra Pradesh	101724070002	09-Jul-2024	NVBDCP	Normal	14-Dec-2022	Issue Pending	
CHENNAI-CW	Nodal Officer NVBDCP Andaman Nicobar	101724070001	02-Jul-2024	NVBDCP	Normal	21-Jun-2023	Issue Pending	

Showing 1 to 7 of 7 entries Previous 1 Next

**Step 3:** Fill the “Issue Qty” in the given box and fill the other details & click on “Save” button.

Home Menu **Issue Desk** Indent Generation

**Issue Desk**

Warehouse Name: Nodal Officer NVBDCP Ballia(Uttar Pradesh) Indenting Officer: NVBDCP PHC UP Ballia Request No: 101724070012

Request Date: 22-Jul-2024 Programme Name: NVBDCP

**Drug Details**

FIFO Wise Batch Details	Item Name	Stock Qty. (Receiving Warehouse)	Stock Qty. (Issuing Warehouse)	Request Qty.	Balance Qty.	Issue Qty.	Carton No.	Batch No.	Mfg Name
	ACTAL (3-8 years age) / Packs of 12 Tabs (27)	86735	494255	100	100	100	40000006246	ACT3-8	Accent Pharmaceuticals Diagnostics

**Transporter Details**

No. of boxes: 1 Transporter name: cdac Transportation amount: 5000

LR No: 77 Driver Name: CDACTEST Driver Mobile No: 8318248981

Vehicle no: 11122

**Received Details**

Received By: Employee Nvbdcp (-) Name of the Receiver: Employee Nvbdcp (-) Remarks:

**Save** **Clear** **Cancel**

\* Mandatory Fields  
FIFO concept if No Batch Selected



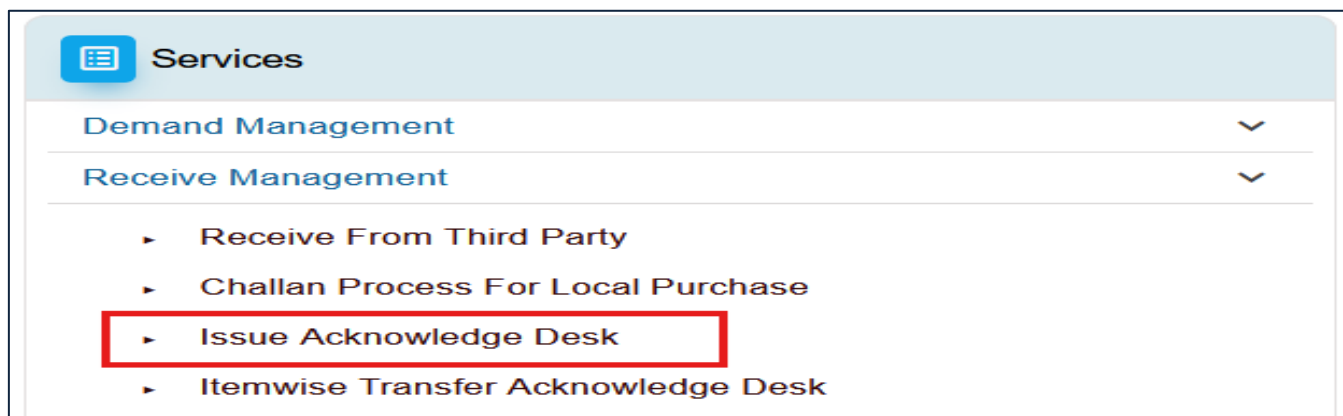
**Step4:** “Request Save Successfully” message appear on the screen. Data should be appeared on the home screen & status is changed to “Ack Pending”.

## 5.2 Indent Acknowledge Desk

After the facilities receives the allocated stock in response to the Indent, it confirms the receipt of stock through the acknowledge desk.

**Steps Required for “Issue Acknowledge Desk”:**

**Step 1:** Select “Issue Acknowledge Desk” sub menu from the “Receive Management Desk” in Services Module.



**Step 2:** The following screen appear , here the indent status is Ack-pending appear. Click on “Ack” Button.

The screenshot shows the 'Issue Acknowledge Desk' interface with a table of indent records. The table has the following columns: ACK BY, REQUEST TYPE, WAREHOUSE NAME, GR NO, TRANSFER DATE, REQUEST NO/DATE, PROGRAMME NAME, STATUS, and ACTION. The first row's status is 'Acknowledged-Pending', which is highlighted with a red box. The interface also includes a search bar, a 'Report' button, and a pagination control showing 'Showing 1 to 7 of 7 entries'.

ACK BY	REQUEST TYPE	WAREHOUSE NAME	GR NO	TRANSFER DATE	REQUEST NO/DATE	PROGRAMME NAME	STATUS	ACTION
NVBDCP PHC UP Ballia	Issue To Store	Nodal Officer NVBDCP Ballia(Uttar Pradesh)	1031240700004	22-Jul-2024	10172407001/22-Jul-2024	NVBDCP	<b>Acknowledged-Pending</b>	
NVBDCP PHC UP Ballia	Issue To Store	Nodal Officer NVBDCP Ballia(Uttar Pradesh)	1031240700003	22-Jul-2024	101724070012/22-Jul-2024	NVBDCP	Acknowledged-Pending	
Nodal officer NVBDCP Birbhum	Issue To Store	KOLKATA-CW	1031240400001	23-Apr-2024	101724040007/22-Apr-2024	NVBDCP	Acknowledged-Pending	
NODAL OFFICER NVBDCP INDORE	Issue To Store	BHOPAL-CW	1031240400001	25-Apr-2024	101724040010/25-Apr-2024	NVBDCP	Acknowledged-Pending	
Nodal officer NVBDCP Gomati	Issue To Store	AGARTALA-CW	1031240700003	19-Jul-2024	123654/10-Jul-2024	NVBDCP	Acknowledged-Pending	
Nodal Officer NVBDCP IMPHAL MANIPUR	Issue To Store	AGARTALA-CW	1031240700002	12-Jul-2024	4545/12-Jul-2024	NVBDCP	Acknowledged-Pending	
Nodal officer NVBDCP West Tripura	Issue To Store	AGARTALA-CW	1031240700001	09-Jul-2024	65656/09-Jul-2024	NVBDCP	Acknowledged-Pending	

**Step 3:** Fill the “Received Qty” box & Click on “Saved” Button.



Home Menu Issue Desk Issue Acknowledge Desk

Acknowledge Desk >> Acknowledge

Receiving Warehouse Name: NVBDCP PHC UP Balia Request Type: Issue To Store Request No: 10172407001  
Request Date: 22-Jul-2024 Programme Name: NVBDCP Remark: fgh  
Issue By: Nodal Officer NVBDCP Balia(Uttar Pradesh) Issue Date: 22-Jul-2024 Issue No: 1031240700004

Other Details  
Truck No: --- Driver Name: --- Driver Mobile No: ---  
Transfer Cost: 0.00

To be Acknowledge Drug Details

Row	Drug Name	Batch No.	Ack. qty	Receive qty	Bkg/short qty	Balance qty	Mfg Name	Source Name
1	Artesunate Injections / Kits [37]	ART12	1000 Nos	1000	0	0 No.	Alere Medical Pvt Ltd	Domestic Fund - DF

Remark:\*

Save Clear Cancel

\* Mandatory Fields

Step 4: “Record Acknowledge successfully!” message appear on the screen.

### 5.3 Transfer Request for Shortage

Transfer request for Shortage is created by the stores with shortage of any item.

Activities that can be performed

- **Generate:** Create new transfer request for shortage to initiate the transfer of drugs from facilities.
- **Modify:** Make changes to existing transfer request for shortage. This can include updating the quantities.
- **Delete:** Remove transfer request for shortage that are no longer needed.
- **View:** Access and review the details of transfer request for shortage.

Steps required for “Transfer Request for Shortage”:

Step 1: Select “Transfer Request for Shortage” sub menu from the “Demand Management Desk” in Services Module.

Services

Demand Management

- Annual Demand
- Annual Demand Approval desk
- Indent Generation
- Offline Release Order
- Demand Notification Details New
- Annual Purchase Demand New
- Annual Demand Compilation New
- Freezing Annual Demand New
- Annual Demand Staggering
- Release Order
- Purchase Indent Desk
- **Transfer Request for Shortage**
- Transfer Request Excess

Receive Management

Issue Management

Procurement Management

Inventory Management Program

Step 2: The following screen is appeared click on “Generate” Button for Transfer Request for Shortage.



Home Menu Transfer Request for Shortage

Transfer Demand Request Shortage Transfer Status Generate

Show 10 entries Search:

STORE NAME	REQUEST NUMBER	REQUEST DATE	ITEM NAME	REQUEST QTY.	TRANSFER QTY.	STATUS	ACTION
Nodal Officer NVBDCP SIWAN (BIHAR)	10912400001	28-May-2024	Bivalent RDT kits for Malaria / Test kit [192]	5/5	10/5	Ack In-Process	
Nodal Officer SPO NVBDCP Mizoram	10912400001	28-May-2024	Bivalent RDT kits for Malaria / Test kit [192]	100/100	100/0	Ack In-Process	
Nodal Off. NVBDCP Delhi	10912400001	28-May-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	595/595	595/0	Ack In-Process	
Nodal Off. NVBDCP Delhi	10912400002	28-May-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	95/95	95/95	--	
NVBDCP CHC Bihar	10912400001	27-Aug-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	200/200	200/200	--	
NVBDCP CHC Bihar	10912400001	27-Aug-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	100/100	100/0	Ack In-Process	
BANGALORE-CW	10912400001	25-Jul-2024	Bivalent RDT kits for Malaria / Test kit [192]	800/800	800/800	--	
NODAL OFFICER NVBDCP INDORE	10912400001	25-Apr-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	100/100	100/100	--	
Nodal Officer NVBDCP Adilabad Telangana	10912400001	24-Jul-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	40/40	40/40	--	
AGARTALA-CW	10912400002	24-Jul-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	65657/65657	90/0	Ack In-Process	

Showing 1 to 10 of 26 entries Previous 1 2 3 Next

**Step 3:** The below screen is appeared, select Warehouse name from the drop-down.

**Step 4:** Select the Item and enter demanded qty.

**Step 5:** Click on “Add” button to add item and click on “Save” to submit the record.

**Step 6:** After Save the records “Data Saved Successfully” message appear on the screen with status “Order In-Process”. Here user can **Modify, Delete & View** the records.

Home Menu Transfer Request for Shortage

Warehouse Name: Nodal Officer NVBDCP Adilabad Telangana Request Date: 11-Sep-2024 Status: Normal

Added Sortage Item Detail

Drug Name	Available Qty	Demanded Qty	Action
-----------	---------------	--------------	--------

New Sortage Item Details

Group Name: All Sub Group Name: All

Item Name: ACT-AL (3-8 years age) / Packs of 12 Tabs

Selected Item Name: ACT-AL (3-8 years age) / Packs of 12 Tabs Demanded Qty:  NosAvl. Qty.. =0 Nos

Add

Approval Details

Approval Date: 11-Sep-2024 Approved By: Other

Other Details

Remark:

Save Clear Cancel Mandatory Fields

**Steps for “Modify” record:**










**Step 1:** Go to the home screen & click on “Modify” icon. The below screen is appearing user can modify records & click on” Save” button.



Home Menu Transfer Request for Shortage

Transfer Demand Request Shortage Order In Process Generate

Show 10 entries Search:

STORE NAME	REQUEST NUMBER	REQUEST DATE	ITEM NAME	REQUEST QTY.	TRANSFER QTY.	STATUS	ACTION
Nodal Officer NVBDCP Andhra Pradesh	10912400001	12-Sep-2024	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	1000/1000	0/0	Order In-Process	  
Nodal Officer NVBDCP Andaman Nicobar	10912400006	08-Aug-2024	Ambisome inj. 50 mg / Vials [75]	5000/5000	0/0	Order In-Process	  
Nodal Officer NVBDCP Andaman Nicobar	10912400006	08-Aug-2024	DEC Tablets 100 mg [79]	4000/4000	0/0	Order In-Process	  

Showing 1 to 3 of 3 entries Previous 1 Next

Home Menu Transfer Request for Shortage

Item Transfer Request Modify

Warehouse Name: Nodal Officer NVBDCP Andhra Pradesh Request Date: 12-Sep-2024 Group Name: Malaria

Sub Group Name: -- Item Name: ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28] Modify Status: Normal

Previous status: Normal Demanded Qty: 1000 Available Qty: 0

Programme Name: NVBDCP

Approval Details

Previous Approved By/Approval Date: Other12-SEP-2024/ Approval Date: 12-Sep-2024 Previous Approved By: Other

Name of the Approval:

Other Details

Remark:

Save Clear Cancel

**Step 2:** “Record Successfully Modify “message appears on the screen.










### Steps for “Cancel” record:

**Step 1:** Go to the home screen & click on “Cancel” icon. The below screen is appearing user can cancel record.

Home Menu Transfer Request for Shortage

Transfer Demand Request Shortage Order In Process Generate

Show 10 entries Search:

STORE NAME	REQUEST NUMBER	REQUEST DATE	ITEM NAME	REQUEST QTY.	TRANSFER QTY.	STATUS	ACTION
Nodal Officer NVBDCP Andhra Pradesh	10912400001	12-Sep-2024	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	1000/1000	0/0	Order In-Process	  
Nodal Officer NVBDCP Andaman Nicobar	10912400006	08-Aug-2024	Ambisome inj. 50 mg / Vials [75]	5000/5000	0/0	Order In-Process	  
Nodal Officer NVBDCP Andaman Nicobar	10912400006	08-Aug-2024	DEC Tablets 100 mg [79]	4000/4000	0/0	Order In-Process	  

Showing 1 to 3 of 3 entries Previous 1 Next

**Step 2:** The below message is appeared on screen, enter the remarks & click on “Ok” button.



Home Menu Transfer Request for Shortage

Transfer Demand Request Shortage Order In Process Generate

Show 10 entries Search:

STORE NAME	REQUEST NUMBER	REQUEST DATE	ITEM NAME	REQUEST QTY.	TRANSFER QTY.	STATUS	ACTION
Nodal Officer NVBDCP Andhra Pradesh	10912400001	12-Sep-2024	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	1000/1000	0/0	Order In-Process	
Nodal Officer NVBDCP Andaman Nicobar	10912400006	08-Aug-2024	Ambisome inj. 50 mg / Vials [75]	5000/5000	0/0	Order In-Process	
Nodal Officer NVBDCP Andaman Nicobar	10912400006	08-Aug-2024	DEC Tablets 100 mg [79]	4000/4000	0/0	Order In-Process	

Showing 1 to 3 of 3 entries Previous 1 Next

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ENTER REMARKS FOR CANCELLATION!

OK Cancel

**Step 3: “Records Successfully Cancel”** message appear on the screen.

### Steps for “View” record

**Step 1:-**Go to the home screen & click on “View” icon. The below screen is appearing user can View & print record.

Home Menu Transfer Request for Shortage

Item Transfer Request View

Warehouse Name : Nodal Officer NVBDCP Andaman Nicobar      Request Date : 20-Aug-2024      Group Name : Malaria  
Sub Group Name :      Item Name : ACT-SP (for Adults) / Blister Pack [34]      Demand Qty : 100 Nos  
Programme Name : NVBDCP

Order Detail(s)

Order No.	Order Date	Order For	Order Qty.	Transfer Qty.	Ack/Bkg Qty.
10932400020	20-AUG-2024 11:30:19	Nodal Officer NVBDCP Adilabad Telangana	100 Nos	0 -	0/0 -

Approval Details

SNo	Level Type	User Name	User Level	Approval Date & Time
No Record Found				

Print Cancel

## 5.4 Transfer Request Excess

Transfer request Excess is created by the stores with an item is in excess.

Activities that can be performed

- **Generate:** Create new transfer request excess to initiate the transfer of drugs from facilities.
- **Modify:** Make changes to existing transfer request excess. This can include updating the quantities.
- **Delete:** Remove transfer request excess that are no longer needed.
- **View:** Access and review the details of transfer request excess.
- 

### Steps required for “Transfer Request Excess”:

**Step 1:** Select “Transfer Request Excess” sub menu from the “Demand Management Desk” in Services Module.



**Services**

**Demand Management**

- Annual Demand
- Annual Demand Approval desk
- Indent Generation
- Offline Release Order
- Demand Notification Details New
- Annual Purchase Demand New
- Annual Demand Compilation New
- Freezing Annual Demand New
- Annual Demand Staggering
- Release Order
- Purchase Indent Desk
- Transfer Request for Shortage
- **Transfer Request Excess**

Home Menu | Transfer Request Excess

Transfer Request for Excess Status Generate

Show 10 entries

WAREHOUSE NAME	REQ NO	REQ DATE	ITEM NAME	BATCH NO	EXP DATE	REQ./SANC. QUANTITY	ORDER/TRF QTY.	STATUS	ACTION
Nodal Officer NVBDCP Bokaro	10922400002	28-May-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	0		595/595	595/595	--	
Nodal Off. NVBDCP Delhi	10922400002	28-May-2024	Bivalent RDT kits for Malaria / Test kit [192]	0		5/5	5/5	--	
Nodal Officer NVBDCP Bokaro	10922400003	28-May-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	0		95/95	95/95	--	
AGARTALA-CW	10922400002	24-Jul-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	0		40/40	40/40	--	
KOLKATA-CW	10922400002	22-May-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	0		20000/20000	20000/20000	--	
Nodal Officer NVBDCP Adilabad Telangana	10922400001	20-Aug-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	0		5/5	5/0	Transfer In-Process	
Nodal Officer NVBDCP Adilabad Telangana	10922400001	20-Aug-2024	ACT-SP (for Adults) / Blister Pack [34]	0		100/100	100/0	Transfer In-Process	
Nodal officer NVBDCP Bareilly Uttar Pradesh	10922400001	19-Jul-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	0		5000/5000	5000/0	Transfer In-Process	
Nodal Officer NVBDCP BANKA (BIHAR)	10922400001	12-Sep-2024	Albendazole tablets 400 mg [390]	0		80/80	80/50	Order In-Process	
Nodal Officer NVBDCP BANKA (BIHAR)	10922400001	12-Sep-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	0		10/10	10/5	Order In-Process	

Showing 1 to 10 of 24 entries

Previous 1 2 3 Next

**Step 2:** The following screen is appeared click on “**Generate**” Button for Transfer Request Excess.

Home Menu | Transfer Request Excess

Programme Name: NVBDCP Warehouse Name: Nodal Officer NVBDCP Andaman Nicobar Request Date: 06-Sep-2024

Added Excess Item Detail

Drug Name	Batch No	Available Qty	Expiry Date	Mfg Date	Excess Qty	Action

New Excess Item Details

Group Name: All Sub Group Name: Select value

Item Name: ACT-SP (0-1 year) / Blister Pack [31]

Selected Item Name: ACT-SP (0-1 year) / Blister Pack [31]

Batch Details

Batch No.	Available Qty.	Exp. Date	Mfg Date	Excess Qty
ACT12-01	450000 nos	Aug/2025	Aug/2024	

Approval Details

Approval Date: 06-Sep-2024 Approved By: G.V.Satyamurayana Raju - Nodal Officer NVBDCP Andama Name of the Approver: G.V.Satyamurayana Raju - Nodal O

Other Details

Remark:

Save Clear Cancel

\* Mandatory Fields

**Step 3:** The below screen is appeared, select Warehouse name from the drop-down.

**Step 4:** Select the Item and enter excess qty.





**Step 5:** Click on “Add” button to add item and click on “Save” to submit the record.

**Step 6:** After Save the records “Data Saved Successfully” message appear on the screen with status “Order In-Process”. Here user can Modify, Delete & View the records.

**Steps for “Modify” record:**

**Step 1:** Go to the home screen & click on “Modify” icon. The below screen is appearing user can modify records & click on” Save” button.

WAREHOUSE NAME	REQ NO	REQ DATE	ITEM NAME	BATCH NO	EXP DATE	REQ./SANC. QUANTITY	ORDER/TRF QTY.	STATUS	ACTION
Nodal Officer NVBDCP BANKA (BIHAR)	10922400001	12-Sep-2024	Albendazole tablets 400 mg [390]	0		80/80	80/50	Order In-Process	
Nodal Officer NVBDCP BANKA (BIHAR)	10922400001	12-Sep-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	0		10/10	10/5	Order In-Process	
Nodal Officer NVBDCP Bokaro	10922400006	09-Aug-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-01	Apr/2027	50/50	0/0	Order In-Process	
Nodal Off. NVBDCP Delhi	10922400006	08-Aug-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-01	Apr/2027	50/50	0/0	Order In-Process	
NVBDCP CHC Bareilly	10922400003	05-Sep-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	BI-0907	Jul/2027	95/95	19/19	Order In-Process	
Nodal officer NVBDCP Bareilly Uttar Pradesh	10922400002	01-Sep-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	ACT-AL-1907	Jul/2028	99/99	90/90	Order In-Process	

**Item Transfer Request Modify Request No (10922400001)**

Warehouse Name: Nodal Officer NVBDCP BANKA (BIHAR)      Request Date: 12-Sep-2024      Group Name: Lymphatic Filariasis

Sub Group Name: --      Item Name: Albendazole tablets 400 mg [390]      Batch No.: 0

Available Qty: 0      Excess Qty:       Programme Name: NVBDCP

Tablet

**Approval Details**

Previous Approved By/Approval Date: /      Modify Approved Date: 19-Sep-2024      Approved By: Saurabh Mash - Nodal Officer NVBDCP BANKA (BIH)

Name of the Approver: Saurabh Mash - Nodal Officer NVBDCP BANKA (BIH)

**Other Details**

Remark:

**Step 2:** “Record Successfully Modify “message appears on the screen.

**Steps for “Cancel” record:**

**Step 1:** Go to the home screen & click on “Cancel” icon. The below screen is appearing user can cancel record.

WAREHOUSE NAME	REQ NO	REQ DATE	ITEM NAME	BATCH NO	EXP DATE	REQ./SANC. QUANTITY	ORDER/TRF QTY.	STATUS	ACTION
Nodal Officer NVBDCP BANKA (BIHAR)	10922400001	12-Sep-2024	Albendazole tablets 400 mg [390]	0		80/80	80/50	Order In-Process	
Nodal Officer NVBDCP BANKA (BIHAR)	10922400001	12-Sep-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	0		10/10	10/5	Order In-Process	
Nodal Officer NVBDCP Bokaro	10922400006	09-Aug-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-01	Apr/2027	50/50	0/0	Order In-Process	
Nodal Off. NVBDCP Delhi	10922400006	08-Aug-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-01	Apr/2027	50/50	0/0	Order In-Process	
NVBDCP CHC Bareilly	10922400003	05-Sep-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	BI-0907	Jul/2027	95/95	19/19	Order In-Process	
Nodal officer NVBDCP Bareilly Uttar Pradesh	10922400002	01-Sep-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	ACT-AL-1907	Jul/2028	99/99	90/90	Order In-Process	



**Step 2:** The below message is appeared on screen, enter the remarks & click on “Ok” button.

The screenshot shows a table of transfer requests. The table has columns: WAREHOUSE NAME, REQ NO, REQ DATE, ITEM NAME, BATCH NO, EXP DATE, REQ./SANC. QUANTITY, ORDER/TRF QTY, STATUS, and ACTION. A modal dialog box is overlaid on the table, prompting the user to enter remarks for cancellation.

WAREHOUSE NAME	REQ NO	REQ DATE	ITEM NAME	BATCH NO	EXP DATE	REQ./SANC. QUANTITY	ORDER/TRF QTY.	STATUS	ACTION
Nodal Officer NVBDCP BANKA (BIHAR)	10922400001	12-Sep-2024	Albendazole tablets 400 mg [390]	0		80/80	80/50	Order In-Process	[Cancel] [View] [Print]
Nodal Officer NVBDCP BANKA (BIHAR)	10922400001	12-Sep-2024	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	0		10/10	10/5	Order In-Process	[Cancel] [View] [Print]
Nodal Officer NVBDCP Bakaro	10922400006	09-Aug-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-01	Apr/2027	50/50	0/0	Order In-Process	[Cancel] [View] [Print]
Nodal Off. NVBDCP Delhi	10922400006	08-Aug-2024	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-01	Apr/2027	50/50	0/0	Order In-Process	[Cancel] [View] [Print]
NVBDCP CHC Bareilly	10922400003	05-Sep-2024	ACT-AL (14+ Adult)		Jul/2027	95/95	19/19	Order In-Process	[Cancel] [View] [Print]
Nodal officer NVBDCP Bareilly Uttar Pradesh	10922400002	01-Sep-2024	ACT-AL (14+ Adult)		Jul/2028	99/99	90/90	Order In-Process	[Cancel] [View] [Print]
Nodal officer NVBDCP Bareilly Uttar Pradesh	10922400004	01-Sep-2024	ACT-AL (9-14 year)		Jul/2027	1/1	0/0	Order In-Process	[Cancel] [View] [Print]
Nodal officer NVBDCP Bareilly Uttar Pradesh	10922400005	01-Sep-2024	ACT-AL (14+ Adult)		Jul/2027	60/60	0/0	Order In-Process	[Cancel] [View] [Print]

**Step 3:** “Records Successfully Cancel” message appear on the screen.

### Steps for “View” record

**Step 1:-**Go to the home screen & click on “View” icon. The below screen is appearing user can View & print record

The screenshot shows the 'Item Transfer Request View' screen. It displays the following details:

- Warehouse Name: Nodal Officer NVBDCP BANKA (BIHAR)
- Request Date: 12-SEP-2024 12:48:20
- Group Name: Malaria
- Sub Group Name:
- Item Name: ACT-AL (14+ Adult) / Packs of 24 Tabs [30]
- Batch No.: 0
- Excess Qty: 10 Nos
- Exp Date: --
- Programme Name: NVBDCP

**Order Detail(s)**

Order No.	Order Date	Order For	Order Qty.	Transfer Qty.	Ack/Bkg Qty.
10932400024	12-SEP-2024 12:48	Nodal Officer NVBDCP Ballia(Uttar Pradesh)	10 Nos	5 Nos	5/0 Nos

**Approval Details**

SNo	Level Type	User Name	User Level	Approval Date & Time
No Record Found				

Buttons: Print, Cancel

## 5.5 Online Transfer Order Detail

This process involves the transferring store sending items to the requesting store based on the specifications outlined in the transfer order generated by the HQ.

### Steps required for “Item wise Online Transfer Details”

**Step 1:** Select “Item wise Online Transfer Details” sub menu from the “Issue Management Desk” in Services Module.



**Services**

- Demand Management
- Receive Management
- Issue Management
  - Issue Desk
  - Issue to Sub Store Offline
  - Issue To Third Party
  - Item Wise Online Transfer Detail**
  - Breakage Lost Item Details
  - Condemnation Register

**Step 2:** The below screen appears, select Warehouse name & Transfer Request no. form the drop-down menu and click on "GO" button.

Home Menu Item Wise Drug Transfer Order **Item Wise Online Transfer Detail**

Item Wise Drug Online Transfer Detail View

Warehouse Name:\* AGARTALA-CW Transfer Date: 24-Jul-2024/12:08:05 Transfer Request No.:\* 10932400014 (24-Jul-2024) - Nodc

**Go →**

**Mandatory Fields**

**Save** **Clear** **Cancel**

**Step 3:** The following screen is appeared fill the "Transfer Qty" in Transferring Details Section & fill data in other detail section and click on "Save" button.



Home Menu Item Wise Drug Transfer Order Item Wise Online Transfer Detail View

Item Wise Drug Online Transfer Detail View

NVBDCP-HQ Transfer Request Sent By: AGARTALA-CW Warehouse Name: 24-Jul-2024/12:08:05 Transfer Date & Time:

Transfer Request No:  
10932400014 (24-Jul-2024) - Nodal Officer NVBDCP Adilabad Telangana

Other Detail(s)

24-Jul-2024 Order Date: Nodal Officer NVBDCP Adilabad Telangana Receiving Warehouse Name:  
NVBDCP Programme Name:

**Transferring Details(s)**

Batch_No	Available Qty	Order Qty	Balance Qty	Transfer Qty
Drug Name : ACT-AL (14+ Adult) / Packs of 24 Tabs [30] <a href="#">Click Here For Batch Preferences</a>	40 Nos	40 Nos	40 Nos	40

Other Detail(s)

Truck No: 112 Driver Name: cdac Driver Mobile No: 5465654436  
Transfer Cost: 33 Remark: ok

Save Clear Cancel Mandatory Fields

**Step 4:** After Save record print Popup is appear on the screen. User can Print & Download PDF by clicking on **Print & Download** icons.

Home Menu Item Wise Drug Transfer Order Item Wise Online Transfer Detail

Item Wise Drug Online Transfer Detail 24-Jul-2024 12:12

Warehouse Name\* AGARTALA-CW

**Central Medical Services Society**

Transfer\_no:1051240009 Transfer\_date:24-Jul-2024  
From\_store\_name:AGARTALA-CW To\_store\_name:Nodal Officer NVBDCP  
Order\_no:10932400014 Order\_date:24-Jul-2024  
Demand\_no:10912400001 Demand\_date:24-Jul-2024  
Programme\_Name:NVBDCP

S.No.	Drug_Name	Batch_No	Expiry_Date	Rate/unit	Transfer_qty	Cost(rs.)
Funding Source Name: Domestic Fund - DF						
1	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	TEST FOR LP	Jul/2026	6.00/No.	40 Nos	240.00
Total_cost(rs)						240

--  
Received\_by Admin Nvbdcpc ( admin\_nvbdcp )  
Transferred\_by

Print Download PDF Mandatory Fields

**View:** There will be option to view issued details.

**Step require for "View" option:**

**Step1:** Click on "View" button on the home screen as shown on the screen.

Item Wise Drug Online Transfer Detail View

Warehouse Name\* AGARTALA-CW Transfer Date: 24-Jul-2024/12:31:06 Transfer Request No.\* Select Value

Go

Save Clear Cancel Mandatory Fields



**Step 2:** The below screen is appeared. Select Warehouse name from the drop-down menu, select from date, to date & click on "Search" button.

**Step 3:** Transfer Details table appears on the screen, select records & click on radio button. Item details table show User can Print the data on click "Print" button.

Item Wise Drug Online Transfer Detail View

\*Warehouse Name: AGARTALA-CW From Date: 24-Jul-2024 To Date: 24-Jul-2024

Transfer Details(s)

#	Transfer_no	Transfer_date	Transfer_to	Programme_Name	Order_no	Order_date
<input type="radio"/>	1051240009	24-Jul-2024 12:12	Nodal Officer NVBDCP Adilabad Telangana	NVBDCP	10932400014	24-Jul-2024 11:08:13

Item Details(s)

Item_Name	Batch_No	Expiry	Transfer_qty	Rec_qty	Cost(rs)
ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	TEST FOR LP	Jul/2026	40 Nos	0 -	240.00

Remark:

**Mandatory Fields**

**Step 4:** "Print" & "Download" the Boucher by clicking on Print & Download icons as shown on the screen.

Transfer Detail

**Central Medical Services Society**

Transfer\_no:1051240009 Transfer\_date:24-Jul-2024  
 From\_store\_name:AGARTALA-CW To\_store\_name:Nodal Officer NVBDCP Adilabad Telangana  
 Order\_no:10932400014 Order\_date:24-Jul-2024  
 Demand\_no:10912400001 Demand\_date:24-Jul-2024  
 Programme\_Name:NVBDCP

S.No.	Drug Name	Batch_No	Expiry_Date	Rate/unit	Transfer_qty	Cost(rs.)
Funding Source Name:Domestic Fund - DF						
1	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	TEST FOR LP	Jul/2026	6.00/No.	40 Nos	240.00
Total_cost(rs)						240

Received\_by \_\_\_\_\_ Admin Nvbdcpc ( admin\_nvbdcp )  
 Transferred\_by \_\_\_\_\_

### 5.6 Item wise Transfer Acknowledge Desk

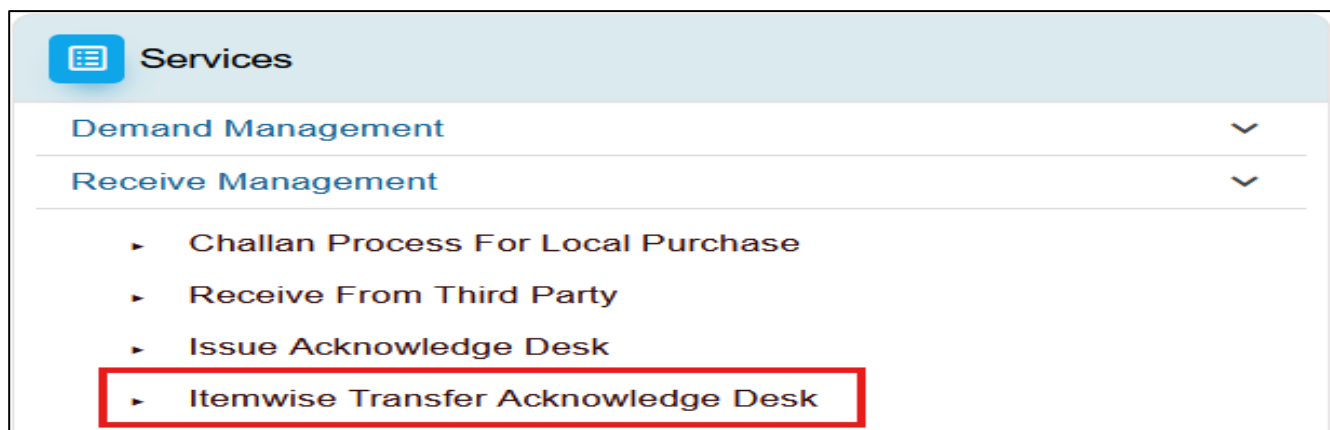
After the facilities receives the allocated stock in response to the Transfer order, it confirms the receipt of stock through the Acknowledge desk.

**Activities on the "Item wise Transfer Acknowledge" include:**

- **Acknowledge:-** This acknowledgment serves as a confirmation that the stock has been received and is ready for Distribution or further processing.













- **View:-** Access and review the details of drug transfer Acknowledge.
- **Steps required for “Item wise Transfer Acknowledge Desk”.**
- **Step1:** Select “Itemwise Transfer Acknowledge Desk” sub menu from the “Receive Management Desk” in Services module.



**Step2:** Data show on home screen with status –**Acknowledge-Pending**. Select record & click on “**Acknowledge**” icon.

The screenshot shows the 'Item Wise Transfer Acknowledge Desk' interface. It includes a search bar, a status filter, and a table of records. The table has the following columns: ACK BY, REQUEST TYPE, WAREHOUSE NAME, GR NO, TRANSFER DATE, REQUEST NO & DATE, PROGRAMME NAME, STATUS, and ACTION. The status of all records is 'Acknowledge-Pending'. The 'Acknowledge' icon in the action column of the last row is highlighted with a red box.

ACK BY	REQUEST TYPE	WAREHOUSE NAME	GR NO	TRANSFER DATE	REQUEST NO & DATE	PROGRAMME NAME	STATUS	ACTION
Nodal Off. NVBDCP Delhi	Transfer Request	Nodal Officer NVBDCP Bokaro	1051240004	28-May-2024	10912400001/28-May-2024	NVBDCP	Acknowledge-Pending	 
Nodal Officer SPO NVBDCP Mizoram	Transfer Request	Nodal Off. NVBDCP Delhi	1051240005	28-May-2024	10912400001/28-May-2024	NVBDCP	Acknowledge-Pending	 
Nodal Officer NVBDCP Andaman Nicobar	Transfer Request	KOLKATA-CW	1051240003	22-May-2024	10912400001/22-May-2024	NVBDCP	Acknowledge-Pending	 
Nodal Off. NVBDCP Lucknow	Transfer Request	KOLKATA-CW	1051240002	22-May-2024	10912400001/22-May-2024	NVBDCP	Acknowledge-Pending	 
Nodal Officer NVBDCP Adilabad Telangana	Transfer Request	AGARTALA-CW	1051240009	24-Jul-2024	10912400001/24-Jul-2024	NVBDCP	Acknowledge-Pending	 

**Step3:** Fill the Remarks field and click on “**Save**” button.



Home Menu Itemwise Transfer Acknowledge Desk

Item wise Transfer Acknowledge >> Acknowledge

Receiving Warehouse Name : Nodal Officer NVBDCP Adilabad Telangana      Request Type : Transfer Request      Request no : 1091240001  
Request Date : 24-Jul-2024      Programme Name : NVBDCP      Remark : ok  
Transferred By : AGARTALA-CW      Transferred Date : 24-Jul-2024      Transferred No : 1051240009

Other Detail(s)

Truck No : 112      Driver Name : cdac      Driver Mobile No : 5495654436  
Transfer Cost : 33.00

To Be Acknowledge Drug Details

Drug Name	Batch No.	Total Transferred Qty	To be Acknowledged qty	Receive Qty	Big/short Qty	Balance Qty	Mfg
ACTAL (14+ Adult) / Packs of 24 Tabs [30]	TEST FOR LP	40 Nos	40 Nos	40	0	0 No.	SN

Remark\*

Save Clear Cancel

\*Mandatory Fields

**Step4:** “Record Acknowledge Successfully! message appear on the screen. Data show on home screen & status should be changed to “Closed”.

Home Menu Itemwise Transfer Acknowledge Desk

Item Wise Transfer Acknowledge Desk

Close

Show 10 entries      Search:

ACK BY	REQUEST TYPE	WAREHOUSE NAME	GR NO	TRANSFER DATE	REQUEST NO & DATE	PROGRAMME NAME	STATUS	ACTION
NODAL OFFICER NVBDCP INDORE	Transfer Request	Nodal Officer NVBDCP Bokaro	1051240001	25-Apr-2024	10912400001/25-Apr-2024	NVBDCP	Closed	
Nodal Off. NVBDCP Delhi	Transfer Request	Nodal Officer NVBDCP Bokaro	1051240007	28-May-2024	10912400002/28-May-2024	NVBDCP	Closed	
Nodal Officer NVBDCP Andaman Nicobar	Transfer Request	Nodal Off. NVBDCP Delhi	1051240008	09-Jul-2024	10912400003/09-Jul-2024	NVBDCP	Closed	
Nodal Officer NVBDCP SIWAN (BIHAR)	Transfer Request	Nodal Off. NVBDCP Delhi	1051240006	28-May-2024	10912400001/28-May-2024	NVBDCP	Closed	
Nodal Officer NVBDCP Adilabad Telangana	Transfer Request	AGARTALA-CW	1051240009	24-Jul-2024	10912400001/24-Jul-2024	NVBDCP	Closed	

Showing 1 to 5 of 5 entries

Previous 1 Next

**Step required for “View”:**

**Step1:-**Go to the home screen, select data & click on “View” icon. The below screen is appearing user can view the records.

Home Menu Itemwise Transfer Acknowledge Desk

Item Wise Transfer Acknowledge Desk

Status

Show 10 entries      Search:

ACK BY	REQUEST TYPE	WAREHOUSE NAME	GR NO	TRANSFER DATE	REQUEST NO & DATE	PROGRAMME NAME	STATUS	ACTION
Nodal Off. NVBDCP Delhi	Transfer Request	Nodal Officer NVBDCP Bokaro	1051240004	28-May-2024	10912400001/28-May-2024	NVBDCP	Acknowledge-Pending	
Nodal Officer SPO NVBDCP Mizoram	Transfer Request	Nodal Off. NVBDCP Delhi	1051240005	28-May-2024	10912400001/28-May-2024	NVBDCP	Acknowledge-Pending	
Nodal Officer NVBDCP Andaman Nicobar	Transfer Request	KOLKATA-CW	1051240003	22-May-2024	10912400001/22-May-2024	NVBDCP	Acknowledge-Pending	
Nodal Off. NVBDCP Lucknow	Transfer Request	KOLKATA-CW	1051240002	22-May-2024	10912400001/22-May-2024	NVBDCP	Acknowledge-Pending	
Nodal Officer NVBDCP Adilabad Telangana	Transfer Request	AGARTALA-CW	1051240009	24-Jul-2024	10912400001/24-Jul-2024	NVBDCP	Acknowledge-Pending	

Showing 1 to 5 of 5 entries

Previous 1 Next



Home Menu Itemwise Transfer Acknowledge Desk

**Item wise Transfer Acknowledge View**

Receiving Warehouse Name : Nodal Officer NVSDCP Adilabad Telangana      Request Type : Transfer Request      Request no : 10912400001  
 Request Date : 24-Jul-2024      Programme Name : NVSDCP      Remark : ok  
 Transferred By : AGARTALA-CW      Transferred Date : 24-Jul-2024      Transferred No : 1051240009

**Other Detail(s)**

Truck No : 112      Driver Name : cdac      Driver Mobile No : 5465954436  
 Transfer Cost : 33.00

To Be Acknowledge Drug Details

Drug_Name	Batch_No	Total_transferred_qty	To_be_Acknowledged_qty	Receive_qty	Bkg/short_qty	Balance_qty	Mfg_
ACTAL (14x Adult) / Packs of 24 Tabs (30)	TEST FOR LP	40 Nos	40 Nos	0 Nos	0 Nos	40.0 Nos	Sh

< [Progress Bar] >

Cancel

### 5.7 Issue to Third Party

Facilities can issue items to third parties as part of a programme using the designated third-Party Issue Desk.

#### Activities that can be performed on Third Party Issue desk.

- **Issue:** This function allows the creation of a third-party issue specific to a particular programme.
- **View:** This function provides the ability to view the details of all third-party issues that have been generated.

#### Step required “Issue to Third Party” Process:-

**Step 1:** Select “Issue to Third Party” sub menu from the “Issue Management Desk” in Services Module.

The screenshot shows the 'Services' menu with the following structure:

- Services
  - Demand Management
  - Receive Management
    - Receive From Third Party
    - Challan Process
    - Challan Process For Local Purchase
    - Transfer Approval Desk
  - Issue Management
    - Issue to Sub Store Offline
    - Issue To Third Party** (highlighted with a red box)
    - Issue Acknowledge Desk
    - Item Wise Drug Transfer Order
    - Condemnation Register
    - Item Wise Online Transfer Detail
    - Itemwise Transfer Acknowledge Desk
    - Issue Desk
    - Breakage Lost Item Details
  - Procurement Management
  - Inventory Management Program
  - CMSS View

**Step 2:** The below screen appears .Select warehouse name, Programme Name, Funding Source & Third-Party Name from the drop-down menu & click on “Drug Finder” button .





Home Menu Itemwise Transfer Acknowledge Desk Receive From Third Party Condemnation Register Issue To Third Party

Issue To Third Party View

Warehouse Name: AGARTALA-CW Programme Name: NVBDCP Funding Source: Domestic Fund - DF

Party Name: Janani Requested Date & Time: 24-Jul-2024/14:48:48

**New Request Details** Drug Finder

Drug Name	Batch No.	Expiry Date	Mfg Name	Avl Qty	Issue qty	Po no.	Carton No	Funding Source	Stock Name	#
Act-Al (3-8 Years Age) / Packs Of 12 Tabs (27)	ACT-1007	Jul/2027	Atago India Instrument Pvt Ltd	1870 Nos	100	(0)	0	Domestic Fund - DF	--	
Act-Al (3-8 Years Age) / Packs Of 12 Tabs (27)	ACT-AL-1907	Jul/2030	Angstrom Biotech Pvt Ltd	10000 Nos	100	CMSS/2017 - 2018(0)	0	Domestic Fund - DF	--	

**Approval Details**

Approved By: Employee Nvbdcpl - AGARTALA-CW Approved Date: 24-Jul-2024 Approved Remarks:

**Received Details**

Received By: cdac Remark:

Save Clear Cancel \* Mandatory Fields

**Step 3:** on click “Drug Finder” button the below screen appear, select Drugs to be issued & fill required Quantity and click on “OK” button.

**Step 4:** After drug selection, these drugs will be added in “New Request Details” section fill the other information like “Approval Details & Received Details” section & click on “Saved” button.

Issue To Third Party

**Item Search** Selected Entry Only

Group Name: All Item Name

Batch No.	Manufacture Name	Expiry Date	FS Name	Stock Status	PO No	Location	Avl Qty.	Qty.
ACT-0807	Aspen Laboratories Pvt Ltd	Jul/2027	Domestic Fund - DF		(0)	--	9800 Nos	0 Nos

Selected Item Name: Act-Al (6 Months - 3 Years Age) / Packs Of 6 Tabs (28) Total Qty.: 0

OK Cancel


\* Mandatory Field(s)  
Selected Quarentine In-Active / Expired

**Step 5:** After Save data “Drug Issue Successfully” message is appear & a Boucher is generated on the screen.

**Step 6:** Click on ”Print” & “Download” icon to print & download the Boucher.



24-Jul-2024 15:15:

 **Central Medical Services Society**  
(AGARTALA-CW)  
Direct Issue Details

Issue To :Janani  
Req./Issue No. :1065240003  
Programme\_Name :NVBDPC

Req. Date :24-Jul-2024  
Issue Date :24-Jul-2024

S.No	Item Name	Batch No.	Mfg Name	Exp. Date	Rate/UOM	Issue Qty.	Carton No.	Total Rate
1	ACT-AL (3-8 years age)	ACT-1007	Packs of 12 Tabs [27]	Jul/2027	10.0000/Doses	1000 Nos	0	10000.0000

Remarks: ok

(cdac)  
Received By

### 5.8 Receive from Third Party

Facilities can receive items from third parties as part of a programme using the designated “**Receive From Third- Party**”.

**Activities that can be performed on “Receive from Third Party Desk”.**

- **Receive:** This function allows the receive from third-party specific to a particular programme.
- **View:** This function provides the ability to view the details of all third-party receives that have been generated.
- 


**Step required “Receive from Third Party” Process:-**

**Step 1:** Select “**Receive from Third Party**” sub menu from the “**Receive Management Desk**” in Services Module.

**Step 2:** Select records from the drop-down menu & fill the data of New Batch details Section and click on “**Save**” button.

**Step 3:** After “**Save**” record “**Data saved successfully**” message appear on the screen.

Home Menu

 **Services**

- Demand Management
- Receive Management
  - Receive From Third Party**
  - Challan Process
  - Challan Process For Local Purchase
  - Transfer Approval Desk
- Issue Management
- Procurement Management
- Inventory Management Program
- CMSS View



Home Menu Receive From Third Party View

**Receive From Third Party** View

Warehouse Name:\* AGARTALA-CW Received Date:\* 24-Jul-2024 Programme Name:\* NVBDCP

Funding Source Name:\* Domestic Fund - DF Institute Name:\* Janani

Item Name:\* ACT-AL (14+ Adult) / Packs of 24 Tabs [ 30 ] Selected Item Name: ACT-AL (14+ Adult) / Packs of 24 Tabs [ 30 ]

Existing Batch Detail(s)

New Batch Detail(s)

Manufacturer Name:\* Absstem Technologies Lip Batch No.\* 3July202401 Mfg. Date: 01-Jul-2024

Exp. Date:\* 24-Jul-2025 Rate / Pack Size:\* 10 Rate Pack Size:\* Select Value

Stock Status:\* Active Rec. Qty.\* 11 [Add / Modify Carton](#)

Nos

Save Clear Cancel

## Step required for “View” Process:-

**Step 1:** Click on “View” icon which is appears on the screen.

Home Menu Receive From Third Party View

**Receive From Third Party** View

Warehouse Name:\* AGARTALA-CW Received Date:\* 24-Jul-2024 Programme Name:\* Select Value

Funding Source Name:\* Select Value Institute Name:\* Select Value

Item Name:\* Selected Item Name:

Existing Batch Detail(s)

New Batch Detail(s)

Manufacturer Name:\* Select Value Batch No.\* Mfg. Date: 24-Jul-2024

Exp. Date:\* 24-Jul-2024 Rate / Pack Size:\* Rate Pack Size:\* Select Value

Stock Status:\* Active Rec. Qty.\* [Add / Modify Carton](#)

Save Clear Cancel

**Step 2:** The below screen appears select warehouse name, institute name, from date, to date & click on “GO” button.

**Step 3:** The existing data are show in the Existing Batch details table user can view the record.

**Receive From Third Party View**

Warehouse Name:\* AGARTALA-CW Institute Name:\* Ngo From Date:\* 24-May-2024

To Date:\* 24-Jul-2024

Existing Batch Detail(s)

Action	Item Name	Batch No.	Manufacturer	Stock Status	Avl. Qty.	Rec. Qty.	Rate / Pack Size	Mfg. Date	Exp. Date	Prog
No Detail(s) Available										

Clear Cancel



## 5.9 Issue to Sub Store Offline

Activities that can be performed on “Issue to Sub Store Offline”.

- **Cancel:** This function allows to Cancel Offline Issue process .
- **View:** This function provides the ability to view the details of all sub store issue in offline mode.

### Step required “Issue to Sub Store Offline” Process:-

**Step 1:** Select “Issue to Sub Store Offline” sub menu from the “Issue Management Desk” in Services Module.

**Step 2:** Select records from the drop-down menu & fill the data and click on “Save” button.

**Step 3:** After “Save” record “Data saved successfully” message appear on the screen.

The screenshot shows the main menu of the system. The 'Services' module is expanded, and the 'Issue Management' sub-menu is selected. Within 'Issue Management', the 'Issue to Sub Store Offline' option is highlighted with a red box. Other menu items include 'Demand Management', 'Receive Management', 'Procurement Management', 'Inventory Management Program', and 'CMSS View'.

The screenshot displays the 'Issue to Substore Offline' form. Key fields include:

- Warehouse Name:** AGARTALA-CW
- Issue Date:** 24-Jul-2024
- Warehouse Type:** Nodal Officer
- Indenter Warehouse:** Nodal officer NVBDCP (Gomati)
- Programme Name:** NVBDCP
- Funding Source:** Domestic Fund - DF
- New Demand:** Request Status: Normal (selected), Material Request Period: 2024-2025, Indent No: 22
- Request Details:** Indent Date: 24-Jul-2024, Request Type: Annually
- Item Table:**

#	Item Name	Batch No.	Avl Qty	Req. Qty	Issue Qty
1	ACT-AL (3-8 years age) / Packs of 12 Tabs [ 27 ]	#	10870	100	
- Approval Details:** Approved By: Employee Nvbdcp - AGARTALA-CW, Verified By: DATA N/A, Approval date: 24-Jul-2024
- Receive Details:** Received By: Other, Name of the Receiver: edao, Remark: [empty]

Buttons for 'Save', 'Clear', and 'Cancel' are visible at the bottom. A note at the bottom right states: "Indenter Store Stock will be updated by Acknowledge Desk".

### Steps for “Cancel” record:

**Step 1:** Click on “Cancel” checkbox then Select records from the drop-down menu. Below Screen will appear.



Home Menu Issue to Sub Store Offline

Issue To Substore Offline >> Cancel  View

Warehouse Name:\* Nodal Officer NVBDCP BANI  Item Category:\* Drug  Warehouse Type: CHC

Indenting Warehouse: NVBDCP CHC Bihar Banka  Programme Name: NVBDCP  Funding Source: Domestic Fund - DF

[Go →](#)

**Item Details**

#	Issue No	Issue Date	Indent No.	Indent Date	Indenting Warehouse	Programme Name	Status
○	1031241000003	03-Oct-2024	454354	03-Oct-2024	NVBDCP CHC Bihar Banka	NVBDCP	Ack In-Process

**Step 2:** Select record to be deleted & click on “Cancel” button to cancel the record then Click on “OK” button to cancel Successfully.

### Steps for “View” record:

**Step 1:-** Click on “View” check box & Select records from the drop-down menu. The below screen is appearing user can View & print record.

Home Menu Issue to Sub Store Offline

Issue To Substore Offline >> View

Warehouse Name:\* Nodal Officer NVBDCP BANK  Item Category:\* Drug  Warehouse Type: CHC

Indenting Warehouse: NVBDCP CHC Bihar Banka  From Date: 11-Nov-2023  To Date: 11-Nov-2024

[Go →](#)

Issue Date	Issue No	Indenting Warehouse	Indent No.	Indent Date	Status	View
12-Sep-2024	1031240900001	NVBDCP CHC Bihar Banka	575767	12-Sep-2024	Closed	<input checked="" type="checkbox"/>
19-Sep-2024	1031240900004	NVBDCP CHC Bihar Banka	45454	19-Sep-2024	Closed	<input type="checkbox"/>

[Clear](#) [Cancel](#)



## 5.10 Condemnation of Expired Items

This process involves identifying items that need to be condemned, typically because they are expired.

### Activities that can be performed on “Condemnation of Expired Items”.

- **Request:** This desk is used for generating a formal condemnation request.
- **Cancel:** This function allows to Cancel **Condemnation** process.
- **View:** This function provides the ability to view the details of all **Condemn** items.

### Steps for Generate a request:

**Step 1:** Select data from drop-down menu (Warehouse Name and Item Type) & select Expired Item Detail. Click on “Save” button to generate a request successfully.

Home Menu **Condemnation Register**

Condemnation Register >> Request

Warehouse Name: SPO NVBDCP Delhi Request Date:\* 11-Nov-2024 Item Type:\* Expired

**Expired Item Detail(s)**

#	Item Name	Batch No.	Rate/UOM	Exp. Date	Manufacturer Name	Available Qty.	Requested Qty.	Cost(Rs.)
<input checked="" type="checkbox"/>	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	Batchtest02	23.0000/No.	Oct/2024	Astam Healthcare Pvt Limited	2344	2344	53912.00
<input type="checkbox"/>	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	Batchtest03	12.0000/No.	Oct/2024	Aspen Laboratories Pvt Ltd	4566	0	0.0
<b>Total Cost(Rs.)53912.00</b>								

Remarks:\*

\* **Mandatory Fields**

### Steps to Condemn an Expired Items:

**Step 1:** Click on “Condemn” icon & select Condemn Type and Order Qty. then click on OK button to successfully Condemn an items.

Home Menu **Condemnation Register**

Condemnation Register Status

Show 10 entries Search:

STORE NAME	REQUEST NO	REQUEST DATE	RETURN/CONDEMN DATE	ITEM TYPE	APPROVAL DATE	STATUS	ACTION
SPO NVBDCP Delhi	10102400002	24-Oct-2024	24-Oct-2024	Expired	24-Oct-2024	Condemned	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
SPO NVBDCP Delhi	10102400004	11-Nov-2024	-	Expired	-	Condemnation In-Process	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
SPO NVBDCP Delhi	10102400003	08-Nov-2024	-	Expired	-	Condemnation In-Process	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Showing 1 to 3 of 3 entries Previous  Next



Home Menu Condemnation Register

Condemnation Register >> Condemn

Warehouse Name : SPO NVBDCP Delhi      Return/Condemn Date : 11-Nov-2024      Item Type : Expired

Request Date : 08-Nov-2024

Expired Item Detail(s)

S.No	Item Name	Batch No.	Rate/UOM	Exp. Date	Manufacturer Name	Available Qty.	Sanctioned Qty.	Order Qty.	Cost(Rs.)
1	ACT-AL (14+ Adult) / Packs of 24 Tabs [30]	BATCH01	34.0000/No.	Oct/2024	Heranba Industries Ltd.	2000	2000	2000	68000

Total Cost(Rs.)68000.0

Return/Condemn Type:\*       Return/Condemn Remarks:\*

\*Mandatory Fields

### Steps for “Cancel” record:

**Step 1:** Click on “Cancel” icon then click on OK button to cancel record successfully.

Home Menu Condemnation Register

Condemnation Register      Status      Request

Show 10 entries      Search:

STORE NAME	REQUEST NO	REQUEST DATE	RETURN/CONDEMN DATE	ITEM TYPE	APPROVAL DATE	STATUS	ACTION
SPO NVBDCP Delhi	10102400002	24-Oct-2024	24-Oct-2024	Expired	24-Oct-2024	Condemned	
SPO NVBDCP Delhi	10102400004	11-Nov-2024	-	Expired	-	Condemnation In-Process	
SPO NVBDCP Delhi	10102400003	08-Nov-2024	-	Expired	-	Condemnation In-Process	

Showing 1 to 3 of 3 entries      Previous 1 Next

Home Menu Condemnation Register

Condemnation Register      Status      Request

Show 10 entries      Search:

STORE NAME	REQUEST NO	REQUEST DATE	RETURN/CONDEMN DATE	ITEM TYPE	APPROVAL DATE	STATUS	ACTION
SPO NVBDCP Delhi	10102400002	24-Oct-2024	24-Oct-2024	Expired	24-Oct-2024	Condemned	
SPO NVBDCP Delhi	10102400003	08-Nov-2024	-	Expired	-	Condemnation In-Process	

Showing 1 to 2 of 2 entries      Previous 1 Next

Selected Record (s) are being deleted

Are You Sure

### Steps for “View” record

**Step 1:-** Click on “View” icon. The below screen is appearing user can View & print record.



Home Menu **Condemnation Register**

**Condemnation Register** Status Request

Show 10 entries Search:

STORE NAME	REQUEST NO	REQUEST DATE	RETURN/CONDEMN DATE	ITEM TYPE	APPROVAL DATE	STATUS	ACTION
SPO NVBDCP Delhi	10102400002	24-Oct-2024	24-Oct-2024	Expired	24-Oct-2024	Condemned	
SPO NVBDCP Delhi	10102400004	11-Nov-2024	-	Expired	-	Condemnation In-Process	
SPO NVBDCP Delhi	10102400003	08-Nov-2024	-	Expired	-	Condemnation In-Process	

Showing 1 to 3 of 3 entries Previous 1 Next View

Home Menu **Condemnation Register**

**Condemnation Register >> View**

Warehouse Name : SPO NVBDCP Delhi Request Date : 11-Nov-2024 Item Type : Expired

Return/Condemn Date : - Return/Condemn Type : -

**Expired Item Detail(s)**

S.No	Item Name	Batch No.	Rate/UOM	Exp. Date	Manufacturer Name	Requested Qty.	Return/Condemn Qty.	Cost(Rs.)
1	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	Batchtest02	23.0000/No.	Oct/2024	Astam Healthcare Pvt Limited	2344	2344 / 0	0.00

**Total Cost(Rs.)0.0**

**Approval Detail(s)**

S.No	Level Type	User Name	User Level	Approval Date & Time
No Record Found				

Request Remarks: ok Return/Condemn Remarks: -

Print Cancel

### 5.11 Breakage/ Lost Item Details

This desk is intended to maintain a comprehensive record of items that are either broken or lost within a facility .

#### Activities that can be performed on “Breakage/ Lost Item Details”.

- **Breakage:** This desk is used for generating a formal condemnation request.
- **Lost:** This function allows to Cancel **Condemnation** process.
- **View:** This function provides the ability to view the details of all **Condemn items**.

#### Steps required for “Breakage “process:

**Step 1:** Select “**Breakage/ Lost Item Details**” sub menu from the “**Issue Management Desk**” in Services Module.

**Step 2:** Select “**Breakage**” radio button other details from drop down menu & fill the data and click on “**Save**” button.





**Step 3:** After “Save” record “Data saved successfully” message appear on the screen.

The screenshot shows the main dashboard with three columns: Services, Admin, and Reports. In the Services column, under 'Issue Management', the 'Breakage Lost Item Details' option is highlighted with a red box. Other options in the Services column include Demand Management, Receive Management, Issue Management (with sub-items like Issue To Sub Store Offline, Issue To Third Party, Issue Acknowledge Desk, Item Wise Drug Transfer Order, Condemnation Register, Item Wise Online Transfer Detail, Itemwise Transfer Acknowledge Desk, Issue Desk), Procurement Management, Inventory Management Program, and CMSS View. The Admin column lists various master data options like Programme Master Spring, Component Master Spring, Drug Master, etc. The Reports column shows Order Mgmt, Mis Report, and Inventory Mgmt Reports.

The screenshot shows the 'Breakage/lost Item Details' form. At the top, there are dropdown menus for Warehouse Name (AGARTALA-CW), Programme Name (NVBDCP), and Funding Source (Domestic Fund - DF). The 'Breakage' radio button is selected, and the 'Lost' radio button is unselected. Below this is a table for 'New Request Details' with one row of data. The 'Approval Details' section includes fields for 'Approved By' (Employee Nvbdcp - AGARTALA-CW), 'Approved Date' (24-Jul-2024), and 'Approved Remarks'. There is also a 'Remark' field. At the bottom, there are 'Save', 'Clear', and 'Cancel' buttons. The 'Save' button is highlighted with a red box. A 'Mandatory Fields' indicator is present at the bottom right.

Drug Name	Batch No.	Mfg Name	Avl Qty	Bkg/lost qty	Po No.	Carton No	Funding Source	Rack Name	
Act-AI (3-8 Years Age) / Packs Of 12 Tabs (27)	ACT-1007	Atago India Instrument Pvt Ltd	870Nos	10	--	0	Domestic Fund - DF	--	o

**Steps required for “Lost Item Details “process:**

**Step 1:** Select “Breakage/ Lost Item Details” sub menu from the “Issue Management Desk” in Services Module.

**Step 2:** Select “Lost” radio button other details from drop down menu & fill the data and click on “Save” button.

**Step 3:** After “Save” record “Data saved successfully” message appear on the screen.



Home Menu Breakage Lost Item Details

Breakage/lost Item Details View

Warehouse Name: AGARTALA-CW Programme Name: NVBDCP Funding Source: Domestic Fund - DF Breakage Lost

New Request Details Drug Finder

Drug Name	Batch No.	Mfg Name	Avl Qty	Bkg/lost qty	Po No.	Carton No	Funding Source	Rack Name	
Act-AI (3-8 Years Age) / Packs Of 12 Tabs (27)	ACT-1007	Atago India Instrument Pvt Ltd	870Nos	100	--	0	Domestic Fund - DF	--	

Approval Details

Approved By: Employee Nvbdcpc - AGARTALA-CW Approved Date: 24-Jul-2024 Approved Remarks: ok

Remark: ok

Save Clear Cancel Mandatory Fields

### Steps required for “View” process:

**Step 1:** Select “Breakage/ Lost Item Details” sub menu from the “Issue Management Desk” in Services Module.

**Step 2:** Click on “View” check box and select warehouse name, status, from date , To date & click on “GO” button.

Home Menu Breakage Lost Item Details

Breakage/Lost Item Details >> View

Warehouse Name: AGARTALA-CW Programme Name: NVBDCP Status: All

From Date: 01-Jul-2024 To Date: 24-Jul-2024 Go →

Other Details

Remark: Enter Remarks

Print Clear Cancel Mandatory Fields

**Step 3:** The following screen is appearing user can view the record.



Home Menu Breakage Lost Item Details

Breakage/Lost Item Details >> View

Warehouse Name: AGARTALA-CW Programme Name: NVBDCP Status: All

From Date: 01-Jul-2024 To Date: 24-Jul-2024 Go →

Breakage Details

#	Req./Bkg. No.	Req. Date	Breakage Date	Status
1	10562400001	16-Jul-2024	16-Jul-2024	Processed

Item Details

Item Name	Batch No.	Exp. Date	Manufacturer Name	Requested Qty.	Sanctioned Qty.	Issued Qty.
ACT-AL (3-8 years age) / Packs of 12 Tabs (27)	ACT-1007	Jul2027	Atago India Instrument Pvt Ltd	10 Nos	10 Nos	10 Nos

Other Details

Remark: gffff

Print Clear Cancel \* Mandatory Fields

## 6. Inventory Management Programme

Inventory management refers to the process of seeing, controlling, and optimizing inventory of drug items, It involves managing the flow of drugs from manufacturers to warehouses, and from these facilities to points of distribution.

### 6.1 Add Item Inventory

This process is used to add new drug item in the warehouse inventory system.

#### Activities that can be performed on “Add Item Inventory”.

- **Breakage:** This desk is used for generating a formal condemnation request.
- **Lost:** This function allows to Cancel **Condemnation** process.
- **View:** This function provides the ability to view the details of all **Condemn items**.

**Step 1:** Select “Add Item Inventory” sub menu from the “Inventory Management Programme” in Services.

Home Menu

Services

- Demand Management
- Receive Management
- Issue Management
- Procurement Management
- Inventory Management Program
  - ▶ Add Item Inventory
  - ▶ Inventory Management
  - ▶ Physical Stock Verification
  - ▶ Stock Status Modification
- CMSS View



**Step 2:** Click on “ADD” button the below screen appears fill other details from drop down menu & click on “Save”.

Home Menu Add Item Inventory

ADD Item Inventory List Status ADD

Show 10 entries Search:

WAREHOUSE NAME	GROUP NAME	PROGRAMME NAME	ITEM NAME	BATCH NO	EXP DATE	OP BALANCE	REC QTY	ISSUED QTY	ACTIVE AVAILABLE STOCK	INACTIVE AVAIL STOCK	QUARANTINE AVAIL STOCK	MANUFACTURER NAME	PO NO	FUNDING SOURCE NAME	STOCK STATUS	ACTION
AGARTALA-CW	Malaria	NVBDCP	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-1007	Jul/2027	0	2000	1130	870 Nos	0	0	Atago India Instrument Pvt Ltd	(0)	Domestic Fund - DF	Active	
AGARTALA-CW	Malaria	NVBDCP	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-AL-1907	Jul/2030	0	10000	0	10000 Nos	0	0	Angstrom Biotech Pvt Ltd	CMSS/2017 - 2018(0)	Domestic Fund - DF	Active	
AGARTALA-CW	Malaria	NVBDCP	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	ACT-0807	Jul/2027	0	10000	200	9800 Nos	0	0	Aspen Laboratories Pvt Ltd	(0)	Domestic Fund - DF	Active	
AGARTALA-CW	Malaria	NVBDCP	ACT-SP (0-1 year) / Blister Pack [3]	TEST LOI234	Jul/2026	0	66	0	66 Nos	0	0	Medsorce Ozone Biomedicals (P) Ltd	TEST/LOCAL/PO/47(1094240001)	Domestic Fund - DF	Active	

**Step 3:** After click on “Save” button “Data saved successfully” message appear on the screen.

Home Menu Add Item Inventory

ADD Item Inventory

Stock Qty will not be added with the current stock (if exists)

Store Name: AGARTALA-CW Programme Name: NVBDCP

Item Name: ACT-AL (9-14 years age) / Packs of 18 Tabs [29] No of Batch:

Selected Drug Name: ACT-AL (9-14 years age) / Packs of 18 Tabs [29]

Batch	Active	Stock Qty.	Quarantine	In-Active	Rate	Unit	Mfg. Date	Exp Date.
New Batch	abc	11			1.2500	No.	01-Jul-2024	24-Jul-2025

Save Clear Cancel \* Mandatory Fields

**View:** This function provides the ability to view the details of all Add Item Inventory

**Steps require for “view”:**

**Step 1:** Click on “View” icon to the records the screen appears below.



Item Inventory carton wise View

Warehouse Name: AGARTALA-CW	Item Name: ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	Batch No: ACT-1007
Available Stock: 870 Nos	Manufacturer Name: Atago India Instrument Pvt Ltd	PO No: 0
Programme Name: NVBDCP	Funding Source Name: Domestic Fund - DF	

Carton Details

• Mandatory Fields

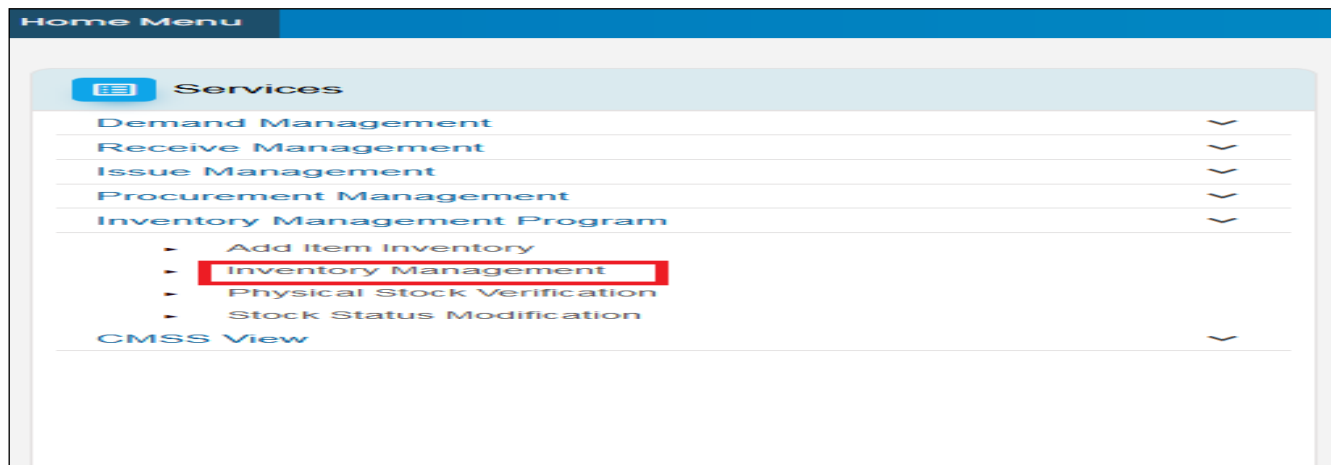
## 6.2 Inventory Management Desk

This process is used to check drugs status (Active, Inactive, Quarantine) etc.

**Activities that can be performed on “Inventory Management Desk”.**

- **Report** This desk is used for generating Report.
- **View:** This function provides the ability to view the details of drugs status.

**Step 1:** Select “Inventory Management” sub menu from the “Inventory Management Programme” in services .



**Step 2:** Select status from the drop-down menu & click on “Report “button.



Home Menu Inventory Management

Item Inventory Status Report

Show 10 entries Search:

WAREHOUSE NAME	GROUP NAME	PROGRAMME NAME	ITEM NAME	BATCH NO	EXP DATE	OP BALANCE	REC QTY	ISSUED QTY	ACTIVE AVAILABLE STOCK	INACTIVE AVAIL STOCK	QUARANTINE AVAIL STOCK	MANUFACTURER NAME	PO NO	FUNDING SOURCE NAME	STOCK STATUS	ACTION
AGARTALA-CW	Malaria	NVBDCP	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-1007	Jul/2027	0	2000	1130	870 Nos	0	0	Atago India Instrument Pvt Ltd	(0)	Domestic Fund - DF	Active	
AGARTALA-CW	Malaria	NVBDCP	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-AL-1907	Jul/2030	0	10000	0	10000 Nos	0	0	Angstrom Biotech Pvt Ltd	CMSS/2017 - 2018(0)	Domestic Fund - DF	Active	
AGARTALA-CW	Malaria	NVBDCP	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	ACT-0807	Jul/2027	0	10000	200	9800 Nos	0	0	Aspen Laboratories Pvt Ltd	(0)	Domestic Fund - DF	Active	
AGARTALA-			ACT-SP (0-1	TEST								Medsorce Ozone	TEST/LOCAL/	Domestic		

**Step 3:** The below screen appears click on **Print, PDF & Excel** icons to print the report , download PDF & Excel file

Inventory Management >> Report

User Name : admin\_nvbdcp

**CENTRAL MEDICAL SERVICES SOCIETY**  
 Ministry of Health & Family Welfare  
 (Government Of India)  
 2nd Floor, Vishwa Yuvak Kendra,  
 Pt Uma Shankar Dikshit Marg, Teen Murti Road,  
 Opposite Police Station Chankayapuri, New Delhi-110021  
**DrugInventoryTrans Report**

S.No	Programme Name	Item Name	Batch No.	Exp. Date	Op Balance	Rec. Qty	Issued Qty.	Po No.	Stock Status
1	NVBDCP	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-1007	Jul/2027	0	2000	1130	0	Active
2	NVBDCP	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-AL-1907	Jul/2030	0	10000	0	0	Active
3	NVBDCP	ACT-AL (6 months - 3 years age) / Packs of 6 Tabs [28]	ACT-0807	Jul/2027	0	10000	200	0	Active
4	NVBDCP	ACT-SP (0-1 year) / Blister Pack [31]	TEST LO1234	Jul/2026	0	66	0	10942400011	Active

**Step 4:** On home screen to click on **“View”** button to see the record.

Warehouse Name:	AGARTALA-CW	Item Name:	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	Batch No:	ACT-1007
Available Stock:	870 Nos	Manufacturer Name:	Atago India Instrument Pvt Ltd	PO No:	0
Programme Name:	NVBDCP	Funding Source Name:	Domestic Fund - DF		
Carton Details					
<b>Mandatory Fields</b>					

[Clear](#)

### 6.3 Physical stock Verification

This desk is designed to verify the stock position of items by matching the physically counted quantities with the stock ledger.



This process ensures accuracy in inventory management, allowing for real-time updates and adjustments based on physical counts.

The physically counted quantity of medicines is compared against the recorded quantities in the stock ledger.

If discrepancies between the counted and recorded quantities are found, the system provides the functionality to update the stock records to reflect the correct quantities.

Physical Stock Verification

Warehouse Name: AGARTALA-CW Current Financial Year: 2024 - 2025 Programme Name: NVBCDP

Last Verified Date: 21-Mar-2018 Item Name: ACT-AL (14+ Adult) / Packs of 24 Tc

Go

Clear Cancel

**Mandatory Fields**

No Issue Receive Process will be Activated till stock verification completed\*

Modify, Cancel, Stock, Updation, View, Activity not Allowed

Draft Request

(-)Tolerance Limit(-)Variance Qty...Record Will show in Green Color

Physical Stock Verification

Warehouse Name: ASHA PHC Current Financial Year: 2024 - 2025 Programme Name: NVBCDP

Last Verified Date: NA Item Name: ACT-AL (14+ Adult) / Packs of 24 Tc

To Be Verified Item Detail(s)

Verified Item Detail	Batch No.	Mfg. Name	Stock Status	Available Qty (A)	Counted Qty (C)	Var Qty (C-A)	Val. Cost
ACT-AL (14+ Adult) / Packs of 24 Tc	ACT26	Aasam Technologies Ltd		10 Nos	0	0	0.00

Group Name: All Item Name: Select Value Batch No.: Select Value

Stock Status: Select Value Mfg. Date: 24-Jul-2024 Exp. Date: 24-Jul-2024

Counted Qty: Select Value Rate: Select Value Pa Name: Select Value

Supplier Name: Select Value Stock Details: 0 Carton No.: Select Value

PO No.: Select Value Tender No.: Select Value Remarks: Select Value

Remarks: Enter Remarks

Draft Stock Clear Cancel

**Mandatory Fields**

No Issue Receive Process will be Activated till stock verification completed\*

Modify, Cancel, Stock, Updation, View, Activity not Allowed

Draft Request

(-)Tolerance Limit(-)Variance Qty...Record Will show in Green Color

## 6.4 Stock Status Modification Process

This process is used for modify available stocks in store.

**Activities that can be performed on “Stock Status Modification”.**

- **Modify:** In this process user can change stock status (Active, Inactive and Quarantine).
- **View:** This function provides the ability to view the details of drugs status.

**Steps required for “Modify Process”:**

**Step 1:** Select “Stock Status Modification” sub menu from the “Inventory Management Programme” in Services .



**Services**

- Demand Management
- Receive Management
- Issue Management**
- Procurement Management
- Inventory Management Program
  - Add Item Inventory
  - Inventory Management
  - Physical Stock Verification
  - Stock Status Modification**
- CMSS View
  - Rate Contract Details View
  - Tender View
  - Purchase Order View
  - Challan Process View Spring
  - QC Report Acknowledge View
  - Inventory Management View

**Step 2:** Select the data from the drop-down menu & click on “GO” button, the below screen appears.

**Stock Status Updation Desk** View

Warehouse Name:\* NVBDCP-HQ Programme Name:\* NVBDCP Item Name:\* ACT-AL (3-8 years age) / Packs of 12 Tai

Store Name:\* AGARTALA-CW Batch No.:\* ACT-1007 **Go →**

*\*Mandatory Fields*

**Step 3:** Current stock details table appear on “GO” action. Select Status from the dropdown menu & fill remarks and click to “Save” button.

**Stock Status Updation Desk** View

Warehouse Name:\* NVBDCP-HQ Programme Name:\* NVBDCP Item Name:\* ACT-AL (3-8 years age) / Packs of 12 Tai

Store Name:\* AGARTALA-CW Batch No.:\* ACT-1007

**Current Stock Details**

#	Item Name	Batch No.	Supplier Name	Total Quantity	Total Box	Stock Status
1	ACT-AL (3-8 years age) / Packs of 12 Tabs [27]	ACT-1007	Atago India Instrument Pvt Ltd	870	1	Active

Update For All Stores:  Status:\* Active Remarks:\*

*\*Mandatory Fields*

**Step 4:** “Stock Status Has Been Successfully Modified” message appear on the screen.