

User Manual

Inventory Management System

Please use Internet Explorer 8.0 or above for best use and make following settings in the internet explorer:

- a. Open Internet Explorer, Click on Tools Menu>>Internet Options
 - b. Now Click on Privacy tab, open popup blocker settings.
 - c. In the address of the website to allow, type the url link provided to you, click on add button and close the window.
 - d. Again, click on the Tools Menu>>Compatibility View Settings & add the url link as done previously and then close the window.
- Open the Website/ url link as provided to you.
 - The following screen will appear.

Login Page

The screenshot shows a login form with the following elements:

- User Name:
- Password:
- CAPTCHA image showing the number 48948
- Enter the Text as Shown in Image Above:
- Login button
- Important Note: "Please Keep Changing your Password at Regular Intervals"
- Footer: "Save Energy for Brighter Future..!"

1. Enter the user name and password as provided to you.
2. Enter the 5 digit number as shown in the picture and click on the login button.

Type of Users & their Roles in the Software

1. Administrator
2. Head Office (e.g.: Chief General Manager & other Head Office Users)
3. Superintending Engineer (SE) at Circle Level
4. Executive Engineer (EE) at Division Level
5. Sub-Divisional Engineer (SDE) at Sub-Division Level
6. Store Munshi (SM) at the Store Level

Role of each user is defined as under: -

1. **Administrator:** For activities like Managing of Masters like Addition of New Offices (Circle/ Division/ Sub-Division/ Stores) and other admin level activities.
2. **Head Office:** Entry of P.O.'s (Purchase Orders), Allocation of Quantities in DI/ DA to the consignee and for viewing various MIS reports at head office level etc.

Note: - Purchase Orders which are done by head office will be entered by the head office only. There is no need to enter these PO's by the Circle/ Division/ Sub-Division/ Store.

3. **Superintending Engineer:** For Entry of Various Estimates/ PO's (for local purchases)/ Viewing Reports.
4. **Executive Engineer:** For Entry of Various Estimates/ PO's (for local purchases)/ Viewing Reports.
5. **Sub-Divisional Engineer:** For Entry of Various Estimates/ PO's (for local purchases)/ Viewing Reports.
6. **Store Munshi:** Every Transaction (i.e. any quantity in or out) in the store will be done by the store munshi. The process for making transactions is explained as under: -

Main/ Menu Page after Login (Store Munshi)

1. After Login the following page will appear.



2. At the top of the page, the system shows the User Type, User Name with which you are logged in and logout button, on the Left side of the page is the menu (like purchase orders, receive goods etc.).
3. The menu page also contains sub-menus like (New Purchase Order under Purchase Order Menu), to open the sub-menu, you can click on the name of menu option or on the '+' sign of the menu.

Opening of New Stock Card/ Bin Card

First of all you have to open all the Stock Cards/ Bin Cards in the software i.e. enter the material available in the store on a particular date. (**Important:** This is a onetime process). The steps for opening bin card are as follows:

1. To Open the Bin Card, Open the Tools Menu>> Click on **Open New Bin Card** option.
2. Select the Category, sub-category and name of item, the system will show the centralized bin card number of that item assigned by the software, then fill the bin card number of that item in your store,

stock in hand, issue rate/ unit in Rs. of that item, depreciation value and Last date of Transaction of that item on the manual bin card.

3. Now, Click on the Save Information Button, the system will display the message for successful entry.
4. Similarly, open the bin card of all the items available in the store one by one.

Important Note: - After opening the bin card in the online system, all the transactions on that item will be done only through online system, so that no transactions are missing on the Bin card.

Entry of Purchase Orders (P.O.'s)

Purchase Orders that are done by Head Office, will be done by Head Office Only. The purchase orders which are done at the SE/ EE/ SDE/ Store level, will be entered by the concerned office login.

The screenshot shows the 'Add New Purchase Order' form. At the top, it says 'Important Note: Do Not Enter Purchase Orders which are Done by Head Office'. Below this, there are fields for 'Name of Firm/ Supplier' (a dropdown menu), 'Enter Purchase Order No.' (a text box), and 'Date of Purchase Order' (a text box with '(DD/MM/YYYY)' as a placeholder). A 'Save Order' button is located below these fields. At the bottom of the form, there is a link 'Click Here to Add Items in Purchase Order' and a footer message 'Save Energy for Brighter Future..!'. The left sidebar contains a menu with options like 'Purchase Order', 'Receive Goods', 'Issue Goods', 'Tools & Utilities', and 'Reports'.

1. To add new Purchase Order Open the Purchase Order Menu>> Click on **New Purchase Order** option.
2. Select the Name of Supplier/ Firm; Enter Purchase Order Number and Date of Purchase Order.
3. If the Supplier/ Firm name is not available, it can be added from Tools & Utilities Menu>> Click on **Add New Supplier** option, fill & save the Supplier information as shown below:

The screenshot shows the 'Add New Supplier' form. It contains several fields: 'Supplier Name', 'Permanent Address', 'Correspondence Address', 'District', 'PIN Code', 'State' (a dropdown menu with 'HARYANA' selected), 'E-Mail Id', 'Telephone No.', 'Mobile No.', 'PAN/ TIN No.', 'CST No.', and 'Remarks'. A 'Save Data' button is located at the bottom of the form. The left sidebar contains a menu with options like 'Purchase Order', 'Receive Goods', 'Issue Goods', 'Tools & Utilities', and 'Reports'.

4. After adding the Purchase Order, you have to add items in the Purchase Order, Open the Purchase Order Menu>> Click on **Add Items in Purchase Order** option.
5. Select the Purchase Order Number; Select the Category/ Sub-Category/ Name of Item to be added, Enter Quantity to be ordered, price per unit, excise duty, CST/ Sales Tax, Freight & Insurance, Any other taxes (if any). **Note:** - All the rates must be entered in Rs.

- Click on the Save Item button to save the Item. Repeat the above Step (Step No. 5) to add all the items in the purchase order one by one. Following screen shot shows how to add items in purchase order: -

The screenshot shows a web application interface with a top navigation bar containing 'LogOut', 'User Type: Store Munshi/ Store Keeper', 'Welcome to Inventory Manag', 'User Name: DIVISIONAL STORE, KAITHAL', and another 'LogOut'. On the left is a sidebar menu with options like 'Purchase Order', 'New Purchase Order', 'Add Items in Purchase Order', 'Open/ Close Purchase Order', 'Issue DI/ DA', 'Update/ Delete Purchase C', 'Receive Goods', 'Issue Goods', 'Tools & Utilities', and 'Reports'. The main content area is a form titled '"Add/ Edit Items in a Purchase Order"'. It contains several dropdown menus for 'Purchase Order Number', 'Category', 'Sub-Category', and 'Item Name/ Size'. There are also text input fields for 'Total Quantity Ordered', 'Price Per Unit', 'Excise Duty/ Unit', 'CST/ Sales Tax/ Unit', 'Freight & Insurance/ Unit', and 'Any Other Tax/ Unit'. A 'Save Item...' button is located at the bottom of the form. At the very bottom of the page, there is a green banner that says 'Save Energy for Brighter Future..!'

Till now we have not defined the name of the Consignee Store in which the quantity is to be received, Following are the steps for Entering/ Issuing New Dispatch Instruction (DI/ DA) and allocating the quantity in that DI/ DA: -

- Open the Purchase Order Menu>> Open Issue DI/ DA Sub-Menu>> Click on **New DI/ DA** option, following screen will appear.

The screenshot shows the same web application interface as above. The main content area is a form titled '"Issue New Dispatch Instruction (DI) Dispatch Authorization (DA)"'. It contains a dropdown menu for 'Purchase Order No.', and text input fields for 'DI/ DA No.', 'DI/ DA Date', 'Inspecting Authority (1)', 'Inspected By (1)', 'Inspecting Authority (2)', and 'Inspected By (2)'. There is a 'Save DI/ DA' button and a link that says 'Click Here to Add Items in DI/ DA'. At the bottom, there is a green banner that says 'Save Energy for Brighter Future..!'

- Select the Purchase Order Number for which DI/ DA being issued and fill the above form completely and save.
- After that we need to allocate the quantity in DI/ DA, as there may be multiple DI/ DA in a Purchase Order. So Open the Purchase Order Menu>> Issue DI/ DA Sub-Menu>> Click on **Allocate Qty. in DI/ DA** option. Following screen will appear.

The screenshot shows the same web application interface. The main content area is a form titled '"Add Items in DI/ DA"'. It contains dropdown menus for 'Purchase Order No. & Date', 'DI/ DA No. & Date', 'Category', 'Sub-Category', and 'Item Name/ Size'. There are also text input fields for 'Total Quantity in Purchase Order', 'Qty Already Allocated in the Purchase Order', 'Balance Qty to be Allocated in the Purchase Order', 'Qty. Allocated Now', and 'Date of Delivery of Item'. A section titled '"Allocation of Quantity in this DI/ DA"' contains a dropdown for 'Name of Consignee' and a text input for 'Qty. Allocated to this Consignee in P. O.'. There is an 'Allocate Quantity' button at the bottom. At the very bottom of the page, there is a green banner that says 'Save Energy for Brighter Future..!'

4. Fill the information and save for allocating quantity in DI/ DA.
5. After that the Material can be received in the Store.

Any wrong entry in Purchase Order and DI/ DA can be corrected by using the **Update/ Delete Purchase Order/ DI/ DA** option (You can edit/ delete any wrong entry using this option) under Purchase Order Menu as shown below:

Receiving Material in the Store

Material can be received in the store by two ways:

1. Through Purchase Orders
2. Through Indent/ Store Requisition/ Challan, it can be from
 - a. Any Other Store
 - b. Any Work
 - c. Any Firm/ Supplier (after some repairs etc.)

Receiving Material through Purchase orders:

1. To receive the material from PO, Open the Receive Goods Menu>> Open Sub-Menu Thru Purchase Orders>> Click on **Receive Goods** option, following screen will appear: -

 Delayed Entry' checkbox. At the bottom are buttons for 'Save Record', 'Exit', and 'Print Receipt Challan'."/>

2. Select Purchase Order Number, DI/ DA No., the details of items in this DI/DA will be shown, like material ordered, date of delivery, quantity received previously and balance quantity to be received.
3. Enter the quantity to be received now (that may be in parts) and save the record, system will display a message with a unique receipt number and date.
4. If you are entering the data of a previous date (e.g.: you have manually received the material but not received it in the online system), then select the option of delayed entry. Enter the manual receipt number & date and save the record.
5. After saving the Record Print Receipt Challan button will be enabled, click on this button to print Receipt Challan.
6. The entry of the material on the stock card will be shown after the testing/ verification of the material received. To verify the material, Open the Receive Goods Menu>>Thru Purchase Order Sub-Menu>> Click on **Verify Goods Received** option, following screen will appear: -

LogOut User Type: Store Munshi/ Store Keeper tem of Uttar Haryana Bijli Vitran Nigam Limited User Name: DIVISIONAL STORE, KAITHAL LogOut

"Verify Receipt Challan"

Store Name: DIVISIONAL STORE, KAITHAL

Receipt Challan No. & Date: 114 Dated: 26/02/2016

Sr. No.	Name of Item	Date of Delivery	Qty Received	Units
1	LT Cables/ AB CABLE/ 95+70 MM	06/11/02015	10.00	Mtrs.
2	LT Cables/ AB CABLE/ 120+70 MM	06/11/02015	10.00	Mtrs.

Verify Tested Material Print Stock Measurement Book

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7. Select the Receipt Challan No. & date, and click on Verify Tested Material button. After that Print Stock Measurement Book button (SMB) will be enabled. Click on this button to print SMB.

Receiving Material through Indent/ Store Requisition/ Challan:

1. To receive the material through store indent, Open Receive Goods Menu>>Thru Indent Sub-Menu>> Click on **Post Indent** option.
2. Select the option of **Receiving Goods From**, there are three options
 - a. Store
 - b. Work
 - c. Firm/ Supplier

Store: For receiving the material from other store, there is no need to make an entry in Post Indent and Add Items in Indent option, as this entry will be automatically done when the material is issued from the issuing store. Go to the option **Receive Goods** under Receive Goods Menu>> Thru Indent Sub-Menu.

LogOut User Type: Store Munshi/ Store Keeper Welcome to Inventory Manager User Name: DIVISIONAL STORE, KAITHAL LogOut

"Receive Goods Through Indent"

Store Name: DIVISIONAL STORE, KAITHAL

Select Indent No.: 30/004/76 Dated: 26/10/2015

Date of Indent: 26/10/2015 Indenter JE: Yoginder Singh Malik

Receiving Goods From: Store Store/ Work/ Firm: DIVISIONAL STORE, PEHOWA

Vehicle No.: HR56/0334,Sh. 1

Sr. No.	Description of Item	Bincard No.	Qty Indented	Qty Received Prev.	Qty Balance	Qty to be Received Now	Units	Price/Unit (Rs.)	Depreciated Value (Rs.)
1	Line Equipments/ PCC Poles/ 9 Meter	359	18.00	0.00	18.00	0.00	Nos.	0.00	0.00

Remarks (If Any): ..

Check this for Delayed Entry: Delayed Entry

Save Record Exit Print GR Sheet

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Select the Indent No. on which the material has been issued by the concerned store, the following screen will appear with prefilled data. Enter the quantity of material to be received and save the record. After saving the record, you can take the printout of Goods Receipt.

Work: For receiving the material from work, Open the Receive Goods Menu>>Thru Indent Sub-Menu>> Click on **Post Indent** option.

1. Select the **Work** Option, Name of Circle/ Division/ Sub-Division, Type of Work and Name of Work.
2. Select Name of Indenting Person, enter Store Indent/ Requisition/ Challan No., date, approved by and remarks (if any) & Save.
3. The Name of Indenting Person (JE/ JE-I/ AFM/ In-charge) can be added from Head Office/ Administrator Login Only. Field Official can request their Head Office to add the same.
4. To add the Official, Login from Administrator/ Head Office login, Click on Master Tables Menu>> Others Sub-Menu>> Click on **Add New Employee** Option, following screen will appear, Fill all the details in the above screen and click on Save Data Button.

5. In case of transfer of any Employee, Open the Master Tables Menu>> Others Sub-Menu>> Click on **Transfer of Employee** option, fill all the details in the screen as shown below to transfer the employee. It can also be done only from Head Office/ Administrator Login.

LogOut User Type: Administrator Welcome to Inven User Name: Administrator LogOut

"Transfer of Employee"

Employee Currently Belongs to: Sub-Division Store

Circle Name: Select One

Division Name: Select One

Transfer from Sub-Division Name: Select One

Employee Name: Select One

Transfer to: Sub-Division Store

Circle Name: Select One

Division Name: Select One

Transfer to Sub-Division Name: Select One

Transfer

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After completion of **Post Indent** step, you need to add items in the indent, which can be added as follows:

1. Open Receive Goods Menu>> Thru Indent Sub-Menu>> Click on **Add Items in Indent** option, following screen will appear.

LogOut User Type: Store Munshi/ Store Keeperna Bijli Vitran Nigam Limited User Name: DIVISIONAL STORE, KAITHAL LogOut

"Add Items to be Received through Indent in the Store"

Store Name: DIVISIONAL STORE, KAITHAL

Indent Number: 5/1109/03 [Dated: 18/11/2015]

Select Category: Select One

Select Sub-Category: Select One

Select Item Name/ Size: Select One

Quantity Available: 0

Quantity Indented: 0

Save Item

Sr. No.	Category	Sub-Category	Item Name/ Size	Quantity Indented	Units	Delete
1	Scrap Items	METER SCRAP	SINGLE PHASE ELECTRONIC METER SCRAP	165.00	Kgs.	Delete
2	Scrap Items	METER SCRAP	Crushed Meter Scrap of Electromechanical Meter	372.00	Kgs.	Delete

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2. Select the Indent No. you entered in the earlier screen (Post Indent screen), Select the Category/ Sub-Category/ Name of Item, Quantity to be received and click on Save Item Button.
3. Add all the items to be received from the work one by one.
4. Item already Added in the Indent will be shown in the list; you can edit/ delete any wrong entry.

Now you can receive the items back from any work as explained below.

1. Open the Receive Goods Menu>> Thru Indent Sub-Menu>> Click on **Receive Goods** option.

LogOut User Type: Store Munshi/ Store Keeper Welcome to Inventory Management System of User Name: DIVISIONAL STORE, KAITHAL LogOut

"Receive Goods Through Indent"

Store Name: DIVISIONAL STORE, KAITHAL

Select Indent No.: 2277/056 Dated: 28/10/2015

Date of Indent: 28/10/2015 Indenter JE: Ishwar Dass

Receiving Goods From: Store Store/ Work/ Firm: CENTRAL CENTRAL STORE, DHULKOTE

Vehicle No.: HR-37/6966

Sr. No.	Description of Item	Bincard No.	Qty Indented	Qty Received Prev.	Qty Balance	Qty to be Received Now	Units	Price/ Unit (Rs.)	Depreciated Value (Rs.)
1	Line Equipments/ ALLIED ACCESSORIES/ Transformer Plate Form Set W/O J-Bolt	377	15.00	0.00	15.00	0.00	Set	0.00	0.00
2	Line Equipments/ ALLIED ACCESSORIES/ J-Bolt For Transformer Plate Form Set	378	15.00	0.00	15.00	0.00	Set	0.00	0.00

Remarks (If Any): ..

Check this for Delayed Entry: Delayed Entry

Save Record Exit Print GR Sheet

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2. Select the Indent No., the form will be filled automatically, Enter the quantity to be received, price per unit (In Rs.), Depreciation Value (In Rs.) of each Item & Click on Save Record Button. After saving the record, Print GR Sheet Button will be enabled, click on this button to print Goods Received Sheet.
3. Indent will be closed automatically after receiving the complete quantity in the Indent. However, if you want to close it before receiving the whole quantity, it can be done from Receive Goods Menu>> Thru Indent Sub-Menu>> by clicking on the **Open/ Close Indent**.

Firm/ Supplier: For receiving the material from any firm/ supplier, Open the Receive Goods Menu>>Thru Indent Sub-Menu>> Click on **Post Indent** option.

1. Select **Firm/ Supplier** Option, Select Name of Firm/ Supplier.

The screenshot shows the 'Entry of Indent for Receiving Goods' form. The 'Receiving Goods From' section has radio buttons for '1. Store', '2. Work', and '3. Firm/ Supplier', with '3. Firm/ Supplier' selected. The 'Select Firm/ Supplier Name' dropdown is set to 'Batra Pharmaceutical Distributors'. The 'Name of Indenter' is 'Suresh Kumar [AFM/ Incharge]'. There are input fields for 'Indent/ Store Requisition/ Challan No.', 'Dated' (with a date format '(DD/MM/YYYY)'), and 'Approved By'. A 'Save Indent' button is located at the bottom of the form. A note at the bottom of the form reads: '*Note: -After Saving the Indent, Click on Receive Goods>>thru Indent>>Add Items in Indent to Add Items in the Indent.'

2. Select Name of Indenting Person; Enter Store Indent/ Requisition/ Challan No. & Date, Approved by and Click on Save Indent Button.
3. **Add Items in Indent** process is same as explained above (From Work).
4. **Receive Goods** process is also same as explained above (From Work).

Note: - All the Entries in the Stock Card/ Bin Card will be made automatically when you Receive the goods from the Store.

Sometimes during physical verification of the stock, some items are found extra, these are called as **Surplus items**, and these are to be taken on the stock card. The process for doing the same is explained below:

1. Open Receive Goods Menu>> Click on **Surplus** option, following screen will be displayed.

The screenshot shows the 'Surplus Material Found in the Store' form. The 'Select Category' dropdown is set to 'Electricity Measuring Equipments' and the 'Select Sub-Category' is 'HT CT METERS DEFECTIVE'. The 'Select Item Name/ Size' dropdown is set to '-5A FEEDER' with 'EM41500S' next to it. There are input fields for 'Quantity Available', 'Quantity Found Surplus', and 'Price Per Unit (Rs.)', all currently set to '0'. There are also fields for 'Approved By', 'Approval Date' (with a date format '(DD/MM/YYYY)'), and 'Remarks'. At the bottom, there are buttons for 'Save Information' and 'Print GR Sheet'. A message at the bottom of the form reads: 'Save Energy for Brighter Future..!'

2. Select the Category/ Sub-Category/ Name of Item found Surplus in the store, fill the other details and click on Save Information button.
3. Click on the Print GR Sheet button to print the Goods Received Sheet.

Note: - You may also need to print any old SMB/ GR Sheet; it can be done using the Print GR Sheet option in Receive Goods Menu. Enter the SMB/ Receipt Challan Number and Click on the Print Button.

X-----X-----X--- The Process of Receiving Goods is Complete Now ---X-----X-----X

Issuing Material from the Store

Material can be issued from the store thru Indent/ Store Requisition/ Challan Only:

Issuing Material through Indent/ Store Requisition/ Challan:

1. To issue the material through store indent, Open Issue Goods Menu>>Thru Indent Sub-Menu>> Click on **Post Indent** option.
2. Select the option of **Issuing Goods To**, there are three options
 - a. Store
 - b. Work
 - c. Firm/ Supplier

Store: For issuing the material to any store, Open the Issue Goods Menu>>Thru Indent Sub-Menu>> Click on **Post Indent** option.

The screenshot shows a web application interface for entering an indent. At the top, there's a navigation bar with 'LogOut', 'User Type: Store Munshi/ Store Keeper', 'WebUser Name: DIVISIONAL STORE, KAITHAL', and another 'LogOut' link. On the left is a sidebar menu with options like Purchase Order, Receive Goods, Issue Goods, Thru Indent (with sub-options Post Indent, Add Items in Indent, Issue Goods, Open/Close Indent), Shortage, Print GatePass, Tools & Utilities, and Reports. The main content area is titled '"Entry of Indent for Issuing Goods"'. It contains several input fields: 'Store Name' (dropdown menu), 'Issuing Goods To' (radio buttons for 1. Store, 2. Work, 3. Firm/ Supplier), 'Select Store Name' (dropdown menu), 'Name of Indenter' (dropdown menu), 'Indent/ Store Requisition/ Challan No.' (text input), 'Dated' (text input with format (DD/MM/YYYY)), 'Approved By' (text input), and 'Remarks (if any)' (text input). A 'Save Indent' button is located below the remarks field. At the bottom of the form, there is a note: '*Note: -After Saving the Indent, Click on Issue Goods>>thru Indent>>Add Items in Indent to Add Items in the Indent.' and a footer message 'Save Energy for Brighter Future..!'

1. Select the **Store** Option, list of all stores will appear and select the Name of the Store to whom material is being issued.
2. Select Name of Indenting Person, enter Store Indent/ Requisition/ Challan No., date, approved by and remarks (if any) & Save.
3. The Name of Indenting Person (JE/ JE-I/ AFM/ In-charge) can be added from Head Office/ Administrator Login Only (explained above). Field Official can request their Head Office to add.

After completion of **Post Indent** step, you need to add items in the indent, which can be added as follows:

1. Open Issue Goods Menu>> Thru Indent Sub-Menu>> Click on **Add Items in Indent** option, following screen will appear.

Sr. No.	Category	Sub-Category	Item Name/ Size	Quantity Indented	Quantity Approved	Units	Delete
1	Line Equipments	Insulators	11 KV Disc Insulator T&C Type	17.00	17.00	Nos.	Delete
2	Line Equipments	ALLIED ACCESSORIES	M.S V-Shape X-Arms	5.00	5.00	Nos.	Delete
3	Line Equipments	ALLIED ACCESSORIES	M.S. Top Hampers	5.00	5.00	Nos.	Delete
4	Line Equipments	ALLIED ACCESSORIES	M.S. Flate 50x6mm	51.00	51.00	Kgs.	Delete

2. Select the Indent No. you entered in the earlier screen (Post Indent screen), Select the Category/ Sub-Category/ Name of Item, Quantity indented (demanded), and quantity approved, click on Save Item Button.
3. Add all the items to be issued from the work one by one.
4. Item already Added in the Indent will be shown in the list; you can edit/ delete any wrong entry.

Now you can issue the goods to any store as explained below.

1. Open the Issue Goods Menu>> Thru Indent Sub-Menu>> Click on **Issue Goods** option.

Sr. No.	Description of Item	Bincard No.	Qty Approved	Qty Issued Prev.	Qty Balance	Qty Available in Store	Qty to be Issued Now	Units	Rate/ Unit (Rs.)	Depreciated Value (Rs.)
1	Conductor/ ACSR/ 50mm2	61	3800.00	3800.00	0.00	6312.00		Mtrs.	31.00	0
2	Miscellaneous/ Drums - Bags - Jars/ Empty Wooden Drum for Cable	533	2.00	2.00	0.00	307.00		Nos.	0.02	0

2. Select the Indent No., the form will be filled automatically, Enter the quantity to be issued, price per unit (In Rs.), Depreciation Value (In Rs.) of each Item & Click on Save Record Button. After saving the record, Print Gatepass Button will be enabled, click on this button to print Gatepass.

3. Indent will be closed automatically after issuing the complete quantity in the Indent. However, if you want to close it before issuing the whole quantity, it can be done from Issue Goods Menu>> Thru Indent Sub-Menu>> by clicking on the **Open/ Close Indent**.

Work: For issuing the material to any work, Open the Issue Goods Menu>>Thru Indent Sub-Menu>> Click on **Post Indent** option.

1. Select the **Work** Option, Name of Circle/ Division/ Sub-Division, Type of Work and Name of Work.
2. Select Name of Indenting Person, enter Store Indent/ Requisition/ Challan No., date, approved by and remarks (if any) & Save, as shown below:

The screenshot shows the 'Entry of Indent for Issuing Goods' form. The 'Issuing Goods To' section has radio buttons for '1. Store', '2. Work', and '3. Firm/ Supplier', with '2. Work' selected. The 'Type of Work' section has radio buttons for 'Capital' and 'Maintenance', with 'Capital' selected. The 'Name of Indenter' is 'Kamaljeet Singh [JE]'. The 'Dated' field is empty. The 'Approved By' field is empty. The 'Remarks (if any)' field is empty. A 'Save Indent' button is located at the bottom of the form.

3. **Add Items in Indent** process is same as explained above (From Store).
4. **Issue Goods** process is also same as explained above (From Store).

Firm/ Supplier: For issuing the material to any firm/ supplier, Open the Issue Goods Menu>>Thru Indent Sub-Menu>> Click on **Post Indent** option.

1. Select **Firm/ Supplier** Option, Select Name of Firm/ Supplier.

The screenshot shows the 'Entry of Indent for Issuing Goods' form. The 'Issuing Goods To' section has radio buttons for '1. Store', '2. Work', and '3. Firm/ Supplier', with '3. Firm/ Supplier' selected. The 'Select Firm/ Supplier Name' is 'Bharat Petroleum Corporation Ltd.'. The 'Name of Indenter' is 'Suresh Kumar [AFM/ Incharge]'. The 'Dated' field is empty. The 'Approved By' field is empty. The 'Remarks (if any)' field is empty. A 'Save Indent' button is located at the bottom of the form.

2. Select Name of Indenting Person; Enter Store Indent/ Requisition/ Challan No. & Date, Approved by and Click on Save Indent Button.
3. **Add Items in Indent** process is same as explained above (From Store).
4. **Issue Goods** process is also same as explained above (From Store).

Note: - All the Entries in the Stock Card/ Bin Card will be made automatically when you Issue the goods from the Store.

Sometimes during physical verification of the stock, some items are **Found Short**, and these are to be taken on the stock card. The process for doing the same is explained below:

1. Open Issue Goods Menu>> Click on **Shortage** option, following screen will be displayed.

The screenshot shows a web-based form titled "Material Found Short in the Store". The form is part of a software interface with a navigation menu on the left and a header at the top. The header includes "LogOut", "User Type: Store Munshi/ Store Keeper", "aryana Bijli Vitran Nigam Limited", "User Name: DIVISIONAL STORE, KAITHAL", and another "LogOut" button. The navigation menu includes options like "Purchase Order", "Receive Goods", "Issue Goods", "Thru Indent", "Shortage", "Print GatePass", "Tools & Utilities", and "Reports". The "Shortage" option is highlighted in red. The form itself has the following fields:

- Store Name: DIVISIONAL STORE, KAITHAL (dropdown)
- Select Category: Select One (dropdown)
- Select Sub-Category: Select One (dropdown)
- Select Item Name/ Size: Select One (dropdown)
- Quantity Available: 0 (text input)
- Quantity Found Short: 0 (text input)
- Price Per Unit (Rs.): 0 (text input)
- Place Misc. Adv. In Account of: Select One (dropdown)
- Name of the Person: Select One (dropdown)
- Order By: (text input)
- vide Indent/ Order No.: (text input)
- vide Indent/ Order Date: (text input) (DD/MM/YYYY)
- Remarks (if any): (text input)
- Save Information (button)

At the bottom of the form, there is a green banner that says "Save Energy for Brighter Future..!".

2. Select the Category/ Sub-Category/ Name of Item found Short in the store, fill the other details and click on Save Information button.

Note: - You may also need to print any old Gatepass; it can be done using the Print Gatepass option in Issue Goods Menu. Enter the Gatepass Number and Click on the Print Button.

X-----X-----X--- The Process of Issuing the Goods is Complete Now ---X-----X-----X

Intercode Transfer Warrant

To transfer the Data from one stock card to another stock card (e.g.: from untested material to tested material and convert to scrap etc.), we use the option of intercode transfer warrant.

1. Go to Tools & Utilities>> Click on **Intercode Transfer Warrant** option, following screen will appear:

The screenshot shows a web-based form titled "Intercode Transfer Warrant". The form is part of a software interface with a navigation menu on the left and a header at the top. The header includes "LogOut", "User Type: Store Munshi/ Store Keeper", "aryana Bijli Vitran Nigam Limited", "User Name: DIVISIONAL STORE, KAITHAL", and another "LogOut" button. The navigation menu includes options like "Purchase Order", "Receive Goods", "Issue Goods", "Tools & Utilities", "Open New Bin Card", "Add New Item in the Estimate", "Intercode Transfer Warrant", "Add New Supplier", "Print ICTW", "Change Password", and "Reports". The "Intercode Transfer Warrant" option is highlighted in red. The form itself has the following fields:

- Store Name: DIVISIONAL STORE, KAITHAL (dropdown)
- From Category: Distribution Transformers (dropdown)
- From Sub-Category: New Transformer (dropdown)
- From Item Name/ Size: Select One ET2321100 (dropdown)
- Quantity Available: 0 Nos. (text input)
- Quantity to be Transferred: 0 (text input)
- To Category: Distribution Transformers (dropdown)
- To Sub-Category: Damaged Transformers (dropdown)
- To Item Name/ Size: select one ET232410C (dropdown)
- Transferred By: (text input)
- Reason for Transfer: (text input)
- Add to List (button)

Below the form, there is a table with the following data:

Sr. No.	From Name of Item	Quantity	Units	To Name of Item	Delete
1	Distribution Transformers/ New Transformer/ 100 KVA	4.00	Nos.	Distribution Transformers/ Damaged Transformers/ 100 KVA	Delete

At the bottom of the form, there are two buttons: "Transfer" and "Print Warrant".

2. Select the Category/ Sub-Category/ Name of Item from which the material is to be transferred, and Enter Quantity to be transferred.
3. Again Select the Category/ Sub-Category/ Name of Item to which the material is to be transferred, and enter other details and click on Add to List button.
4. Create a list of items to be transferred from one stock card to another; you can also delete any wrong entry made in the list before clicking on the transfer button.
5. After adding all the items click on the transfer button. The items will be transferred, and Print Warrant button will get enabled automatically, Click on this button to print Intercode Transfer Warrant.

Note: You can also take a print of any previous intercode transfer warrant by click on the Tools & Utilities Menu>> Print ICTW option.

Change Password

It is recommended to keep changing your password at regular intervals. To change your password, Open the Tools & Utilities Menu>> Click on **Change Password** option:

1. Enter your current password.
2. New Password, and Confirm new password again.
3. Click on the Save Button, your password will be changed.

Reports

Various Reports are available under the Reports Menu. You can view/ print the reports as and when required. Selection Criteria is given for each report, you will have to select that criteria before getting the report. Most of the Reports can be opened on Word/ Excel/ Pdf format. A screenshot of **Reports Menu** available till date is attached herewith. However, the new reports will be available in the Reports Menu as per the requirements.



Thanks