# User Manual

# **Inventory Management System**

**Developed By: Vivek Garg** 

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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

User Name-	
Password	
489	48
Enter the Text as Shown in Image Above:	
	ogin
Important Note: "Please Keep Changin	g your Password at Regular Intervals''
Save Energy for B	righter ruture:

- 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.
- 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:

LogOut User	r Type: Store Munshi/ Store Keeper <mark>ted</mark>		User Name: DIVISIONAL STORE, KAITHAL	LogOut
• • Purchase Order				
* Receive Goods		"Open New Bin Card"		
* Issue Goods	Store Name:	DIVISIONAL STORE, KAITHAL V		
• Tools & Utilities	Category:	Select One		
Open New Bin Card	Sub-Category:	Select One V		
* Add New Item in the Estim	Item Name/ Size:	Select One V		
··· 🏶 Intercode Transfer Warran	New Bin Card No. (Head Office):			
Add New Supplier	Old Bin Card No. (Store):			
Change Password	Stock In Hand			
* Reports	Irruo Pato/ Unit:			
	Issue Rate/ Chit.	(11 KS.)		
	Dep. Value:	0(In Rs.)		
	Last Date of Transaction of the Material:	(DD/MM/YYYY)		
1				
		Save Information		
	Important Note: - Please Be Careful whi	e Entering the Above Information to Avoid Wrong En	ry of Data	
ſ	Save	Energy for Brighter Future!		

- 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,

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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.

LogOut Us	ser Type: Store Munshi/ Store Keeper Welcome to Inventory Managem/User Name: DIVISIONAL STORE, KAITHAL I	<u>ogOut</u>
- Durchase Order		
	"Add New Purchase Order"	
- I Add Items in Purchase Ord	Important Note: Do Not Enter Purchase Orders which are Done by Head Office	
	Name of Firm/ Supplier: Select One	
🖶 💠 Issue DI/ DA	Enter Purchase Order No.	
Update/ Delete Purchase C	Date of Purchase Order: (DD/MM/YYYY)	
🖶 🛟 Issue Goods		
🕀 🛠 Tools & Utilities	Save Order	
🗄 💠 Reports	Click Here to Add Items in Purchase Order	
	Save Energy for Brighter Future!	

- 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:

LogOut	Use	r Type: Store Munshi/ Store Keepe <mark>nd</mark>	User Name: DIV	ISIONAL STORE, KAITHAL	ut
• Purchase	Order		×		
• * Receive G	oods	"Add New	Supplier"		
🗟 💠 Issue Goo	ds	Supplier Name:			
⊖- ❖ Tools & Ut	tilities w Bin Card	Permanent Address:			
-      Add New     Add New	v Item in the Estin le Transfer Warran	Correspondence Address:	0		
- + Print ICI	rw	District	PIN Code:		
🏶 Change F	Password	State:	HARYANA		
Keports		E-Mail Id:			
		Telephone No.:			
		Mobile No.:			
		PAN/ TIN No.	CST No.		
		Remarks:	0		
		Save	Data		
		Save Energy for 1	Brighter Future!		

- 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.

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6. 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: -

LogOut Use	r Type: Store Munshi/ Store Keeper	Welcome to Inventory ManagUser Name: DIV	SIONAL STORE, KAITHAL LogOut
•• Purchase Order     •• New Purchase Order	"Add/ E	dit Items in a Purchase Order"	
🔶 Add Items in Purchase Ord	Purchase Order Number:	Select One V	
& Open/ Close Purchase Orde	Category:	Select One V	
B- 🕈 Issue DI/ DA	Sub-Category:	Select One V	
• • • Update/ Delete Purchase C	Item Name/ Size:	Select One 🗸	
• • Receive Goods	Total Quantity Ordered:		
• • Tools & Utilities	Price Per Unit:	(In Rs./ Unit)	
🖮 🛟 Reports	Excise Duty/ Unit:	0 (In Rs./ Unit)	
	CST/ Sales Tax/ Unit:	0 (In Rs./ Unit)	
	Freight & Insurance/ Unit:	0 (In Rs./ Unit)	
	Any Other Tax/ Unit:	0 (In Rs./ Unit)	
		Save Item	
	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: -

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

LogOut	User Type: Store Munshi/ Store Keeper Welcome to Inventory Management System of Uttar Hillser Name: DIVISIONAL STORE, KAITHAL	LogOut
- A Duncha and Ondara		
New Purchase Order	"Issue New Dispatch Instruction (DI)/ Dispatch Authorization (DA)"	
Add Items in Purchase (	ord Purchase Order No. Select One V	
• I Open/ Close Purchase O	Orde DI/ DA No.:	
÷ ♦ Issue DI/ DA	DI/ DA Date: (DD/AIM/YYY)	
Allocate Qty. in DI/	/ D/ Inspecting Authority (1): Department V	
Open/ Close DI/ DA	A Inspected By (1):	
Update/ Delete Purchas	see C Inspecting Authority (2): Other V	
Receive Goods	Inspected By (2):	
• • Tools & Utilities	Save DI/ DA	
🗄 💠 Reports	Click Here to Add Items in DI/DA	
	Save Energy for Brighter Future!	

- 2. Select the Purchase Order Number for which DI/ DA being issued and fill the above form completely and save.
- 3. 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.

LogOut Us	er Type: Store Munshi/ Store Keepe <mark>rf Uttar Hary</mark>	ana Bijli Vitran Nigam Limited	User Name: DIVISIONAL STORE, KAITHAL	LogOut
- Purchase Order				
		"Add Items in DI/ DA"		
- 🔶 Add Items in Purchase Ord	Purchase Order No. & Date:	Select One V		
🔶 Open/ Close Purchase Orde	DI/ DA No. & Date:	Select One V		
🖶 💠 Issue DI/ DA	Category:	Select One		
* New DI/ DA	Sub-Category:	Select One 🗸		
Allocate Qty. in DI/ D/	Item Name/ Size:	Select One V		
••• • Open/ Close DI/ DA	Total Quantity in Purchase Order	0		
• • Receive Goods	Oty Already Allocated in the Purchase Order:	0		
• • Issue Goods	Balance Oty to be Allocated in the Purchase Order:	0		
• • Tools & Utilities	"Alloca	tion of Quantity in this DI/ DA''		
- * Reports	Name of Consignee:	Select One		
	Qty Already Allocated to this Consignee in P. O .:	0		
	Qty. Allocated Now:			
	Date of Delivery of Item:	(DD/MM/YYYY)		
		Allocate Quantity		
	Save	Energy for Brighter Future!		
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- 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:

gOut		Us	er Type: Ad	ministratorventory	Managem	ent System	of Uttar H	aryana	Bijli Vitra	nn NigaUse	er Nar	ne: Ad	ministrator	
	1			"Delete	a Purchas	e Order/ DI/	DA & Item	s"						
aster Tables		Purch	hase Orders I	Intered By Chief Gen	eral Manager	(Material)	~	-						
rchase Order		Sel	ect Durchase	Order No : HH-7418 D	ated 20/10/201	5 M/s Mansa In	rastructure				V			
New Purchase Order	<u> </u>	30	cet r u chase		"Delete l	Branchassa Ora	lee"				•			
Add Items in Purchase Ord		n No	Dune	hasa Onlan Na	Delete	urchase Or	ler	Name of S	unnline		Do	lata		
Open/ Close Purchase Ord		1	1 01 0	UU-7419	20/10	/2015	M/s	Manca Int	appirer Stastrasture		De	lata		
Issue DI/ DA				111-7410	20/10	2015	NU S	Ividiisa iiu	asuucture		124	1010		
Update/ Delete Purchase (				"Edi	t/ Delete P	urchase Orde	r Item(s)"							
ls & Utilities	Sr.	Bincard	Item Code	Itom Namo	Qty	Price per Unit	Excise	CST	Freight	Other	Table	Delete		
orts	No.	No.	Acta Couc	item range	Ordered	(Rs.)	Duty (Rs.)	(Rs.)	(Rs.)	Taxes (Rs.)	2. unit	Denete		
	1	359	EU520097A	Line Equipments/ PCC Poles/ 9 Meter	6000.00000	2020.00000	0.00000	0.00000	0.00000	0.00000	Edit	Delete		
				1010 7 11111										
					"Del	ete DI/ DA''								
	5	Sr. No.		DI/ DA No.				Date	d		De	lete		
		1		Ch-10/XEN/P-IV/MM	HH-7418		26/10/2015 12:00:00 AM Delete			ete				
		2		Ch-4/Xen/P-IV/MM/H	H-7418/L		02/	12/2015 12	:00:00 AM		Del	ete		
			_		'Edit/ Dele	te DI/ DA It	em(s)"					_		
	Sr. No.	DI/ DA	No. DI/ I Dat	oA Store Name	Bin N	card Item Co	le Item i	Name	Qty Allocated	Date of Delivery	Edit	Delete		
	1	Ch-10/XE IV/MM/HF	N/P- I-7418 26/10/	2015 CENTRAL CEN STORE, DHULK	TRAL 3	59 EU52009	A PCC P	ipments/ oles/ 9 eter	660.00	25/11/2015	Edit	Delete		
	2	Ch.10/XF IV/MM/HF	N/P- I-7418 26/10/	2015 DIVISIONAL ST PIPLI	ORE, 3	59 EU52009	A Line Equ PCC P Me	ipments/ oles/ 9 ter	120.00	25/11/2015	Edit	Delete		
	3	Ch-10/XE IV/MM/HF	N/P- 1-7418 26/10/	2015 DIVISIONAL ST SHAHBAD	ORE, 3	59 EU52009	A PCC P	ipments/ oles/ 9	60.00	25/11/2015	Edit	Delete		

# **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: -

LogOut Us	ser Type: Store Munshi/ Store Keeper	Welcome to InveUser Name: DIVISIONAL STORE, KAITHAL LogOut
Te 🔥 Burchase Order		
- ** Receive Goods	"Receive Goods - Through Purchase Orders"	
: + Thre Perchase Orders	Name of Store: DIVISIONAL STORE, KAITHA	AL V
Receive Goods	Purchase Order by: Chief General Manager (M	Aaterial) V
• Verify Goods Received	d Purchase Order Number: HH-7421 Dated:20/10/2016	
j 🗄 🔶 Thru Indent	Name of Firm/ Supplier: M/s Shyam Concrete P	Products
🔶 Surplus	vide DI/ DA No. & Date: Ch-11/Xon/P-IV/MM/III-742	21 Datedi 26/10/21 V
🚸 Print GR Sheet	Invaios No.	
I Open/ Close Indent		e. (DD/MADYYYY)
- * Issue Goods	Builty No.: Vehicle No.	
• Tools & Utilities	Date of Dispatch of the Material: (DD/M	MM/YYYY)
a veroi ca	Sr. No.         Item Name         Bincard No.         Qty. Allocated         Date of Delivery         Qty Received Previously         Balance Qty. to be Received         O	Qty. Received Units Rate/Unit Taxes Now (Rs.) (Rs.)
	1 Line Equipments/ PCC Poles/9 Meter 359 120.00 25/11/2015 120.00 0.00	0 Noz. 2020.00000 0.00000
	Remarks (If Any):	
	Check this for Delayed Entry: Delayed Entry	
	Save Record Exit	Print Receipt Challan
	Save Energy for Brighter Future!	
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- 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 Us	er Type: Store	Munshi/ Store Keepertem of Uttar Haryana	Bijli Vitran Nigam Limited	User	Name: DIV	ISIONAL STORE, KAITHAL	LogOut		
🛞 💠 Purchase Order									
Receive Goods		"Verify Rece	eipt Challan''						
- + Thru Purchase Orders		Store Name:	DIVISIONAL STORE, KAITHAL 🗸						
-      Receive Goods		Receipt Challan No. & Date:							
* Verify Goods Received	Sr. No.	Name of Item	Date of Delivery	Qty Received	Units				
taritaria de la constanta de	1 1	LT Cables/ AB CABLE/ 95+70 MM	06/11/02015	10.00	Mtrs.				
Print GR Sheet	2 1	LT Cables/ AB CABLE/ 120+70 MM	06/11/02015	10.00	Mtrs.				
- + Open/ Close Indent		Verify Tested Material							
💀 🛠 Issue Goods	,	Sava Energy for Brighton Entropy 1							
Tools & Utilities		oure backgy for a	inguter i uturetti			1			
Reports									

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 though 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

<u>Store</u>: 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 Us	er Type: Store Munshi/ Sto	ore Keeper		Welcome to Inve	entory Manage	arUser Name: DIV	ISIONAL STORE, KAITHAL	LogOut
⊕ ❖ Purchase Order → ❖ Receive Goods		"Rocc	oive Coods Throug	th Indont"		×		
🖶 💠 Thru Purchase Orders		Select	Indent No.: 30/004/	76 Dated: 26/10/2015	~			
	Date of Indent Receiving Goods From	26/10/2015 Store		Indenter JE: Yoginder Singh Malik Store/ Work/ Firm: DIVISIONAL STORE, PEHOWA				
	Sr	Bincard Oty Oty	ehicle No.: HR56/0	0334, Sh. I ×	Price/Unit	Depreciated Value		
Open/ Close Indent     Ssue Goods	No.         Description of Item           1         Line Equipments/ PCC           Poles/9 Meter	No.         Indented           359         18.00	Prev.         Balance           0.00         18.00	Received Now Units 0.00 Nos.	s (Rs.)	(Rs.) 0.00		
• • Tools & Utilities • • Reports		Remar	ks (If Any):					
		Check this for Dela Save Record	yed Entry: Del	Exit	Print GR	Sheet		
eveloped By: Viv	ek Garg	Save I	Energy for Brighte Pa	r Future!		 C(	ontact: vivekgarg4	13@gmail.co

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.

LogOut Us	er Type: Store Munshi/ Store K	eeperventory Management System of Uttar Haryana Bijli Vitran NigaUser Name: DIV	ISIONAL STORE, KAITHAL LogOut
🗈 👶 Purchase Order	J	×	
Beceive Goods		"Entry of Indent for Receiving Goods"	
- + Thru Purchase Orders	Store Name:	DIVISIONAL STORE, KAITHAL V	
🔆 🔶 Thru Indent	Receiving	Goods From: O L. Store O 2. Work O 3. Firm/ Supplier	
- + Post Indent	Circle:	Construction Circle Panchkula 🗸	
Add Items in Indent	Division:	Construction Division Karnal 🗸	
The Receive Goods	Sub-Division:	Construction Sub Division Panipat	
• • Surplus	Type of Work:	• Capital O Maintenance	
Open/ Close Indent	Select Work Name:	[CER/227/15-16] 09/11/2015; Special estimate for replacement of damaged 10 MVA 33/11 KV	
🕂 🛟 Issue Goods	Name of Indenter:	parvinder singh [JE] 🗸	
Tools & Utilities	Indent/ Store Requisition/	Detect	
🔄 💠 Reports	Challan No.:	(DD/MM/1111)	
	Approved By:		
	Remarks (if any):		
	*Note: -After Saving the In	ident, Click on Receive Goods>>thru Indent>>Add Items in Indent to Add Items in the Indent.	
		Save Energy for Brighter Future!	

- 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.
- 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.

LogOut	User Type: Administrator	m of Uttar Haryana Bijli Vitran Nigam Limited	User Name: Administrator	<u>LogOut</u>
G ♦ Master Tables			×	
i ⊕- ✦ Add New Offices		"Add New Employee"		
🕀 🔶 Add New Items	Employee Belongs to:	Sub-Division      Store		
- Add New Locations	Circle Name:	Select One V		
- Others	Division Name:	Select One 🗸		
💠 Add Supplier	Sub-Division Name:	Select One 🗸		
	Employee Name:			
🔶 Edit Estimate Details	Father's Name:			
Open/ Close Estimate	Present Designation:	Select One 🗸		
- * Add New Employee	GPF/ PRAN No.:			
🗄 💠 Purchase Order		Save Data		
⊕- �• Tools & Utilities		Save Energy for Brighter Future!		

 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.

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LogOut	User Type: Administrator	Welcome to InveiUser Name: Adminis	strator LogOut
Add New Offices	"Transfer	f Employee"	
<ul> <li>and New Items</li> <li>and Add New Location</li> <li>and Add New Location</li> </ul>	Circle Name Division Name	Select One V	
Add Supplier Add New Estin Add Items in t	Transfer from Sub-Division Name Estin	Select One V	
-	tails Transfer to mate Circle Name ree Division Name	Sub-Division O Store  Select One Select One Select One	
• • Transfer of En	Transfer to Sub-Division Name	Select One V	
- * Reports	Save Energy for	Brighter Future!	

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 Us	er Type:	Store Munsh	i/ Store Keepera	na Bijli Vit	ran Nigam Lim	ited		U	lser Na	me: DIV	ISIONAL STORE, KAITHAL	LogOut
• • Purchase Order			"Add	Items to b	e Received thre	ough Indent in	the Store	**		×		
- ◆ Thru Purchase Orders - ◆ Thru Indent			St Inder	ore Name: t Number:	DIVISIONAL STOR 5/1109/03 [Dated:	STORE, KAITHAL V						
			Select Select Sub	Category: Category:	Select One			~				
Receive Goods      Surplus      Print GR Sheet			Select Item N Ouantity	ame/ Size: Available:	Select One 🗸	Select One V						
• • Open/ Close Indent	Quantity Indented: 0											
• • Tools & Utilities • • Reports	( N				Save Iter	m						
	Sr. No. 1	Category Scrap Items	Sub-Category METER SCRAP	SINGLE PH	Item Nam ASE ELECTRONIC	METER SCRAP		Quantity Indented 165.00	Units K.gs.	Delete Delete		
	2	Scrap Items	METER SCRAP	Crushed Me	eter Scrap of Electro	omachanical Met	er	372.00	Kgs.	Delete		
				Save	Energy for Brig	nter Future!						

- 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.

A Dunchases Onder											×	
• • Receive Goods					"Receiv	e Goods 1	Chrough In	ident"				
- + Thru Purchase Orders					Sto	re Name:	DIVISIONAL	STORE, KAITHAI	~			
🗧 💠 Thru Indent					Select In	dent No.:	22/77/056 Da	ted: 28/10/2015	~			
- 🔶 Post Indent	j	Date of Indent:	28/10/	2015		ĺ		Indenter JE:	Ishwa	r Dass		
Add Items in Indent		Receiving Goods From:	Store				Stor	e/ Work/ Firm	CENT DHUI	IRAL CENTR LKOTE	AL STORE,	
🛧 Surplue					Veh	icle No.: [	HR-37/6966	;				
	Sr. No.	Description of Iten	1	Bincard No.	Qty Indented	Qty Received Prev.	Qty Balance	Qty to be Received Now	Units	Price/ Unit (Rs.)	Depreciated Value (Rs.)	
••• Tools & Utilities ••• Reports	1	Line Equipments/ ALLIEI ACCESSORIES/ Transfor Plate Form Set W/O J-Bol	) mer t	377	15.00	0.00	15.00	0.00	Set	0.00	0.00	
	2	Line Equipments/ ALLIEI ACCESSORIE3/ J-Bolt Fo Transformer Plate Form S	D n et	378	15.00	0.00	15.00	0.00	Set	0.00	0.00	
					Remarks	(If Any):						
			Ch	eck this f	or Delaye	d Entry:	Delayee	I Entry				
				Save	Record		-	xit		Print GR	Sheet	
					Save En	ergy for B	righter Fu	ture!				

- 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.
- 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.

**<u>Firm/ Supplier</u>**: 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.

LogOut	Us	er Type: Store Munshi/ Store K	eeper	Welcome to InventoryUser Name: DIV	ISIONAL STORE, KAITHAL	LogOut
	Orders : n Indent :ds : Indent	Store Name: Receiving Select Firm/ Supplier Name: Name of Indenter: Indent/ Store Requisition/ Challan No.: Approved By: Remarks (if any):	"Entry of Indent for Receiving Good         DIVISIONAL STORE, KAITHAL ✓         Goods From:       1. Store ○ 2. Work ○ 3.         Batra Pharmaceutical Distributore         Suresh Kumar [AFM Incharge] ✓         Dated:	s" Firm/Supplier		
∲ • Tools & Utilities ⊕ • Reports		*Note: -After Saving the In	Save Indent dent, Click on Receive Goods>>thru Indent>>Add I Save Energy for Brighter Future	ems 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.

		Frances for Delabitor Federal I	
		Print GR Sheet	
		Save Information	
	Remarks:		
	Approval Date:	(DD/MM/YYYY)	
	Approved By:		
	Price Per Unit (Rs.):	0	
- * Reports	Quantity Found Surplus:	0 Nos.	
Tools & Utilities	Quantity Available:	0 Nos.	
Print GR Sheet	Select Item Name/ Size:	-/5A FEEDER Y EM415000S	
- + Surplus	Select Sub-Category:	HT CT METERS DEFECTIVE	
- 🕈 Thru Indent	Select Category:	Electricity Measuring Equipments	
Receive Goods	Store Name:	DIVISIONAL STORE, KAITHAL V	
🗉 🔹 Purchase Order	"Surph	s Material Found in the Store"	

- 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.

# **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:

- To issue the material though 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.

LogOut Us	er Type: Store Munshi/ Store Keeper	WeldJser Name: DIVISIONAL STORE, KAITHAL	LogOut
Purchase Order     Receive Goods     Sue Goods     Sue Goods     Post Indent     Post Ind	"Entry of Indent for Issuing Good         Store Name       DIVISIONAL STORE, KAITHAL ✓         Issuing Goods To: <ul> <li>I. Store ○ 2. Work ○ 3. I</li> <li>Select Store Name</li> <li>DIVISIONAL STORE, GOHAMA</li> </ul> Name of Indenter: <ul> <li>Suresh Kumar [AFM Incharge] ✓</li> <li>Indent/ Store Requisition/ Challan No:</li> <li>Approved By:</li> <li>Remarks (if any):</li> <li>Save Indent</li> </ul> *Note: -After Saving the Indent, Click on Issue Goods>>thru Indent>>Add I	ds" Firm/ Supplier  (DD/MM/YYYY)  Items in Indent to Add Items in the Indent.	

- 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.

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

LogOut Use	r Type: Store Munsh	/ Store Keeper to Inve	ntory Management System	n of Uttar Harya	ına Bijli VitraıUse	er Name: DIV	ISIONAL STORE, KAITHAL	LogOut		
•• Purchase Order						×				
• * Receive Goods	Receive Goods "Add Items to be Issued through Indent from the Store"									
- 🔄 tssue Goods			Store Name: DIVISIONAL ST	ORE, KAITHAL 🗸						
🗧 🛱 💠 Thru Indent			Indent Number: 23 [Dated: 05/4	1/2015] 🗸						
Post Indent		5	elect Category: Conductor		~					
Add Items in Indent		Selec	t Sub-Category: ACSR 🗸	•						
<ul> <li>* Issue Goods</li> <li>* Open/ Close Indent</li> <li>* Shortage</li> </ul>		Select I	tem Name/ Size: 80mm2 🗸	EC7010488						
		Qu	antity Available: 9856	9856 Mtrs.						
+ Print GatePass		Qu	antity Indented: 0	Mtrs.						
* Tools & Utilities     * Reports		Qua	ntity Approved: 0	0 Mtrs.						
e noporto	Save Item									
	Sr. No. Category	Sub-Category	Item Name/ Size	Quantity Indented	Quantity Approved	Units Delete				
	1 Line Equipment	Insulators	11 KV Disc Insulator T&C Type	17.00	17.00	Nos. <u>Delete</u>				
	2 Line Equipment	ALLIED ACCESSORIES	M.S V-Shape X-Arms	5.00	5.00	Nos. Delete				
	3 Line Equipment	ALLIED ACCESSORIES	M.S. Top Hampers	5.00	5.00	Nos. Delete				
	4 Line Equipment	ALLIED ACCESSORIES	M.S. Flate 50x6mm	51.00	51.00	Kgs. Delete				
							1			
			ave Energy for Brighter Fut	ire!						

- 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.

LogOut Use	er Typ	e: Store Munshi/ Stor	e Keepe	nm of Uti	ar Hary	ana Bij	jli Vitran Ni <u>c</u>	gam Limite	d	L	Jser Name: DIV	ISIONAL STORE, KAITHAL	LogOut
T A Burchase Order											×		
+ • Purchase Order						1							
• • Issue Goods					Store	Name:	DIVISIONAL ST	FORE, KAITHAL	~				
🔄 🔶 Thru Indent					Inde	nt No.:	33/130 Dated: 1	18/11/2015 🗸	1				
- + Post Indent	<u> </u>	Date of Indent	18/11/2	015				Indenter JE:	Bhim S	ingh			
Add Items in Indent     Sopen/ Close Indent     Shortage		For Issuing Goods To	Work				RS/ W	Vork/ Deptt.:	S/E for Neemv Village UHBV 16 [Op	shifting 11Lin vala AP feeder Narwal under N Rajound, du . S/D Rajaund	e Naewal over the `OP` S/Divn ring the 2015-		
• Print GatePass		Person Receiving Goods						Vehicle No.:			]		
• • Tools & Utilities	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	0.0	0 6312.00		Mtrs.	31.00	0		
	2	Miscellaneous/ Drums - Bags - Jars/ Empty Wooden Drum for Cable	533	2.00	2.00	0.0	0 307.00		Nos.	0.02	0		
				R	emarks (I	f Any):							
			Chec	k this for	Delayed	Entry:	Delayed 1	Entry					
				Save R	ecord		Ex	tit		Print Gate	Pass		
				S	ave Ener	gy for E	Brighter Futu	ire!				1	

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:

LogOut Use	er Type: Store Munshi/ Store Ke	eperan Nigam Limited User Name: DIV	ISIONAL STORE, KAITHAL	LogOut
🕞 🛟 Purchase Order				
		"Entry of Indent for Issuing Goods"		
• • Issue Goods	Store Name:	DIVISIONAL STORE, KAITHAL V		
🔆 🔶 🛧 Thru Indent	Iss	ing Goods To: 01. Store @ 2. Work 03. Firm/ Supplier		
Post Indent	Circle:	Operation Circle Ambala		
👔 👘 🚸 Add Items in Indent	Division:	Ambala City XEN/OP 🗸		
Issue Goods     Onen/ Close Indent	Sub-Division:	SDO Chaurmastpur S/D 🗸		
+ Shortage	Type of Work:	Capital O Maintenance		
Print GatePass	Select Work Name:	[309/AMB/2014-15] 27/04/2015; Est. for reduction of linelosses of 11 KV Rasulpur feeder 🗸		
💿 🔹 Tools & Utilities	Name of Indenter:	Kamaljeet Singh [JE]		
🗄 💠 Reports	Indent/ Store Requisition/ Challan No.:	Dated: (DD/MM/YYYY)		
	Approved By:			
	Remarks (if any):			
	*Note: -After Saving the I	Save Indent ndent, Click on Issue Goods>>thru Indent>>Add Items in Indent to Add Items in the Indent.		
		Save Energy for Brighter Future!		

- 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).

**<u>Firm/ Supplier</u>**: 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.

LogOut Use	er Type: Store Munshi/ Store Ke	eper W	elcome to InventoryUser Name: DIV	ISIONAL STORE, KAITHAL	LogOut
E. A Burchaso Ordor			×		
* Receive Goods		"Entry of Indent for Issuing Goods"			
- 🌣 Issue Goods	Store Name:	DIVISIONAL STORE, KAITHAL V			
🖃 🔶 Thru Indent	Issu	ing Goods To: 01. Store 02. Work @ 3. Firm/ S	ıpplier		
- + Post Indent	Select Firm/ Supplier Name:	Bharat Petroleum Corporation Ltd.	~		
Add Items in Indent	Name of Indenter:	Suresh Kumar [AFM/ Incharge] 🗸			
-      Issue Goods	Indent/ Store Requisition/	Dated	(DDAG4/VVV)		
- Shortage	Challan No.: L	Datt	(DD/MAD 1111)		
Print GatePass	Approved By:				
• Tools & Utilities	Remarks (if any):				
- 🕂 Reports		Save Indent			
	*Note: -After Saving the In	ndent, Click on Issue Goods>>thru Indent>> <u>Add Items in</u>	Indent to Add Items in the Indent.		
		Save Energy for Brighter Future!			

- 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.

LogOut Us	er Type: Store Munshi/ Store Keepert <mark>ory Manag</mark> e	ement System of Uttar Haryana Bijli Vitran Nigam L <mark>User Name:</mark> DIV	ISIONAL STORE, KAITHAL LogOut
m A Burnhaus Burlan		×	
	"Mate	rial Found Short in the Store"	
🗄 💠 Issue Goods	Store Name:	DIVISIONAL STORE, KAITHAL 🗸	
🔄 💠 Thru Indent	Select Category:	Select One V	
🔶 Shortage	Select Sub-Category:	Select One V	
-	Select Item Name/ Size:	Select One V	
Reports	Quantity Available:	0	
	Quantity Found Short:	0	
	Price Per Unit (Rs.):	0	
	Place Misc. Adv. In Account of	Select One 🗸	
	Name of the Person:	Select One V	
	Order By:		
	vide Indent/ Order No.:		
	vide Indent/ Order Date:	(DD/MM/YYYY)	
	Remarks (if any):		
		Save Information	
	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.

# **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:

From Sub-Category: New Transformer	
From Item Name/ Size Select One V ET2321100	
• Intercode Transfer Warrant	
→ A Add New Supplier Quantum Avanable, [v] 1105.	
A hist ETW Quantity to be Transferred: 0	
To Category Distribution Transformers	
To Sub-Category: Damaged Transformers	
To Item Name/ Size: select One V ET232410C	
Transferred By.	
Reason for Transfer:	
Add to List	
Sr. No. From Name of Item Quantity Units To Name of Item Delete	
Distribution Transformers/ New Transformer/ 100         4.00         Nos.         Distribution Transformers/ Damaged Transformers/ 100         Delete	
Transfer Print Warrant	

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- 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:

	L	LogOut User Type: Store	Munshi/ Store Keepengement System of Uttar Haryana Bijli Vitran Nigam Limited User Name: DIVISIONAL STORE, KAITHAL LogOut
Change Password     Change Password			"Change Password"
		• Issue Goods	User Name: smkaithal
	ġ	• Tools & Utilities	Enter Current Password
		- + Open New Bin Card	Enter Nav Parcovert
	-	- Add New Item in the Estimate	
		Add New Supplier	Confirm New Pasword:
	1	Aud new Supplier     Print ICTW	Save
		Change Password	Save Energy for Brighter Future!

- 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.

	LogOut User Type: Stor	e
	• Purchase Order     • Receive Goods     • Issue Goods     • Issue Goods     • Tools & Utilities     • Print Stock Card     • Search An Item     • View Inventory     • Work-wise Material Issued/ Received Back     • Work-wise Cost Abstract     • List of Items Added     • Store-wise Cost of Inventory     • Report of Major Items     • Sub-Category Wise Report of Major Items	
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# Thanks

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