



DGFP eLMIS USER GUIDE FOR WAREHOUSE



Electronic Logistics Management Information System of Directorate General of Family Planning (DGFP)



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Chapter-1. Introduction

1.1. Background

The Warehouse Inventory Management System (WIMS) is a computer program initially developed by the USAID | DELIVER PROJECT and redesigned and maintained since 2015 by the Systems for Improved Access to Pharmaceuticals & Services (SIAPS) Program of Management Sciences for Health (MSH) for the Directorate General of Family Planning (DGFP). Based on users' requirement and technological changes the desktop-based WIMSV4 need to be convert to web version and accordingly USAID Medicines, Technologies and Pharmaceutical Services (MTaPS) Program of MSH has taken this initiative and convert the WIMSV4 to Online DGFP eLMIS.

1.1.1. How it's used

The Warehouse Inventory Management System (WIMS) is a module of DGFP eLMIS which is to maintain inventory at family planning warehouses at district level. It enables warehouse staff to maintain stock of commodities, movement of stock & monthly Logistics Management Information System (LMIS) reporting.

1.1.2. Advantages

- ✓ Permits users to receive commodities from both Local & International shipments.
- ✓ Has batch/lot and expiry date tracking for RH commodities.
- ✓ Permits users to issue commodities maintaining First-Expiry-First-Out (FEFO).
- ✓ Can be considered as a digital stock ledger for the warehouse.
- ✓ Can be considered as a physical Inventory for the warehouse.
- ✓ web based current stock status & monthly report to Supply Chain Management Portal (SCMP) automatically.

1.1.3. Limitations

- ✓ it depends on internet connectivity availability.
- ✓ Requires training to operate.
- ✓ Not a complete warehouse management system.

1.1.4. Where it has been applied

- ✓ Directorate General of Family Planning (DGFP) under the Ministry of Health and Family Welfare (MOHFW) Bangladesh.

1.1.5. Language availability

- ✓ English

1.2. DGFP eLMIS Update Features

1.2.1. General

- ✓ Only to show/filter Upazila names under the warehouse in every screen
- ✓ Only active users will be able to login
- ✓ Supply plan generation for contraceptives
- ✓ Oral Pill 3rd Generation available in Supply plan
- ✓ Item Group & code unification, reduce unnecessary items
- ✓ Receive invoice, Indent download
- ✓ Available F7B report automatically when upazila Post F7B report.
- ✓ Warehouses can download Upazila INDENT and Upazila can download the IV.

1.2.2. Receive Invoice

- ✓ National Receive report can be generated
- ✓ Receive against Package#/Contract# of DGFP
- ✓ Generate receive invoice from standing board

1.2.3. Issue Voucher

- ✓ Should not allow insertion of any item (lot) more than once in any issue voucher. If inserted, should show an alert
- ✓ Invoice prepared, then while continuing updating, earlier prepared invoice shows old value. Should be updated
- ✓ Should allow printing of invoice before stock updating. As this will allow 'Issue Date' to be updated before posting to stock (which is not possible now, so want to keep issue date empty). This will also ensure tracking of actual issue date
- ✓ Auto generation of invoice
- ✓ 'Cancel' flag in issue voucher
- ✓ Issue voucher – insert a field "# of cartons", also print
- ✓ During issue voucher posting to stock, shows error 'Cannot Issue More Than Stock Quantity' but does not mention which items are not available in stock. Should show clear message about the short quantity item(s)
- ✓ Indent & Push invoice# can overlap and be duplicate, should not allow
- ✓ After download indent to create indent Issue voucher.

1.2.4. Adjustment Vouchers

- ✓ Option of 'Return to Higher Authority' type adjustment
- ✓ 'Cancel' flag in Adjustment voucher
- ✓ Return to the Supplier from Provisional receive.

1.2.5. Provisional Receive

- ✓ Provisional receive against contract assign items
- ✓ Standing Board Approval option
- ✓ Return to the Supplier from Provisional receive.

1.2.6. Reporting

- ✓ Distribution report based on date, commodity, facility, district (details & summary)
- ✓ 'Type of Adjustment' not printed in report
- ✓ Digital ICR – Supplier's invoice# and Date should show
- ✓ Receive report based on date range (details & summary)
- ✓ Generate F7 report automatically available to SCMP
- ✓ Digital ICR does not sort properly, should show receive, issue and adjustment records by date and invoice#
- ✓ Receive report does not show item serial

1.2.7. Bug Fixing

- 1) BUG – Stock balance and stock details report mismatch
- 2) BUG – Item lot shows/allows minus figure
- 3) BUG - Cannot issue single item

1.3. What can & what cannot be in DGFP eLMIS (Cases)

1.3.1. Item Group & Item List

- ✓ User cannot add new Item in DGFP eLMIS, need to contact with Administrator
- ✓ User also cannot add new Item Group, need to contact with Administrator
- ✓ User can add Employee and set signatory.

1.3.2. Supply Plan

- ✓ Create Supply Plan Master first then go for generation of supply plan items and Issue voucher without that it will not work;
- ✓ After creating Supply Plan Master then create supply plan Items
 - Generate supply plan items
 - Generate Issue voucher
- ✓ To delete supply plan items
 - Only can delete supply plan item for which issue vouchers are not generated
 - Delete supply plan item not possible if those Issue Vouchers are already generated
- ✓ Select Facility and press generate issue voucher
 - This Month Issue voucher generate successfully
 - This Month un-updated issue would be regenerated
 - This Month update issue voucher would not be regenerated
- ✓ Custom Supply plan for generating Issue voucher for other commodities.

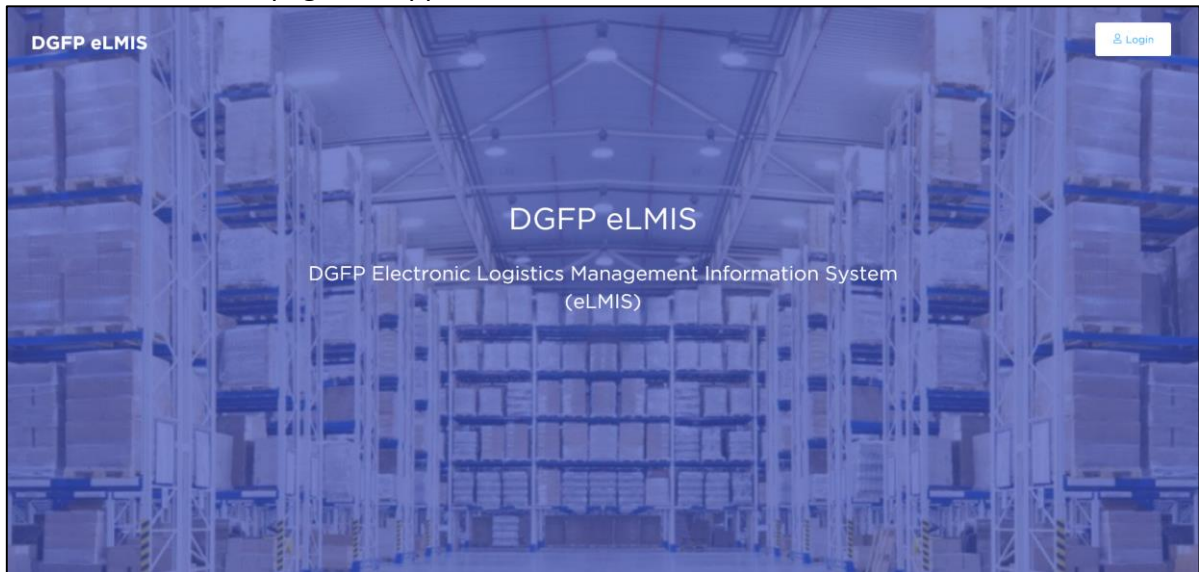
1.3.3. Form 7

- ✓ Create Form 7 master - not Create Form 7 items
- ✓ Create Form 7 Items this Month Receive, issue and adjustment invoice Create & update status show after press post button
- ✓ This Month Receive, issue and adjustment invoice can't be update
- ✓ User can be Unpost F7 report for regenerating F7 report.

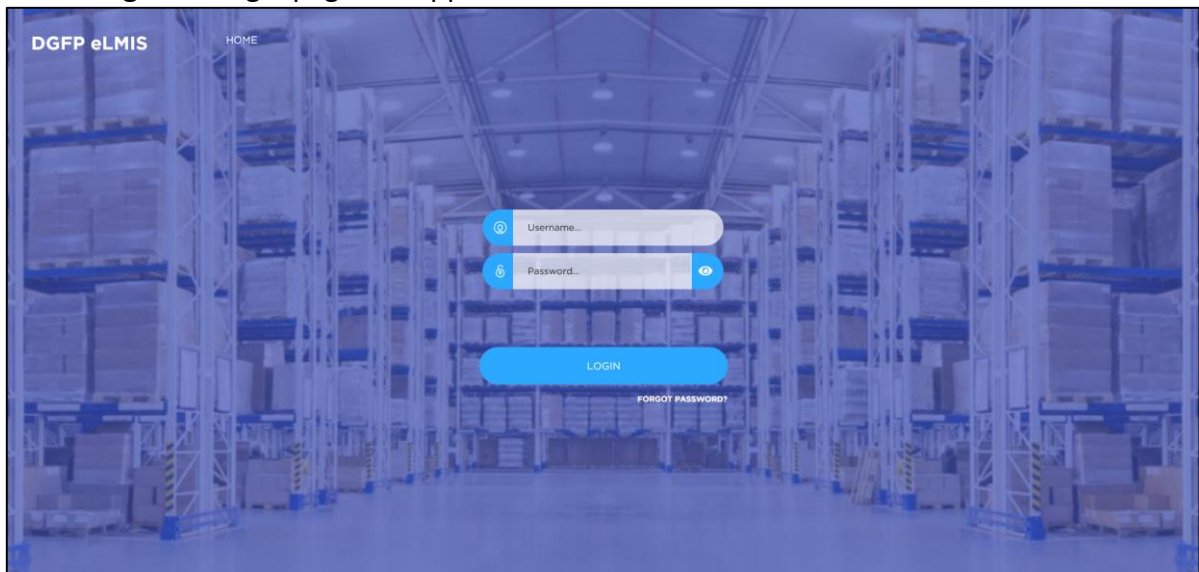
Chapter-2: How to operate DGFP eLMIS

2.1. How to start DGFP eLMIS

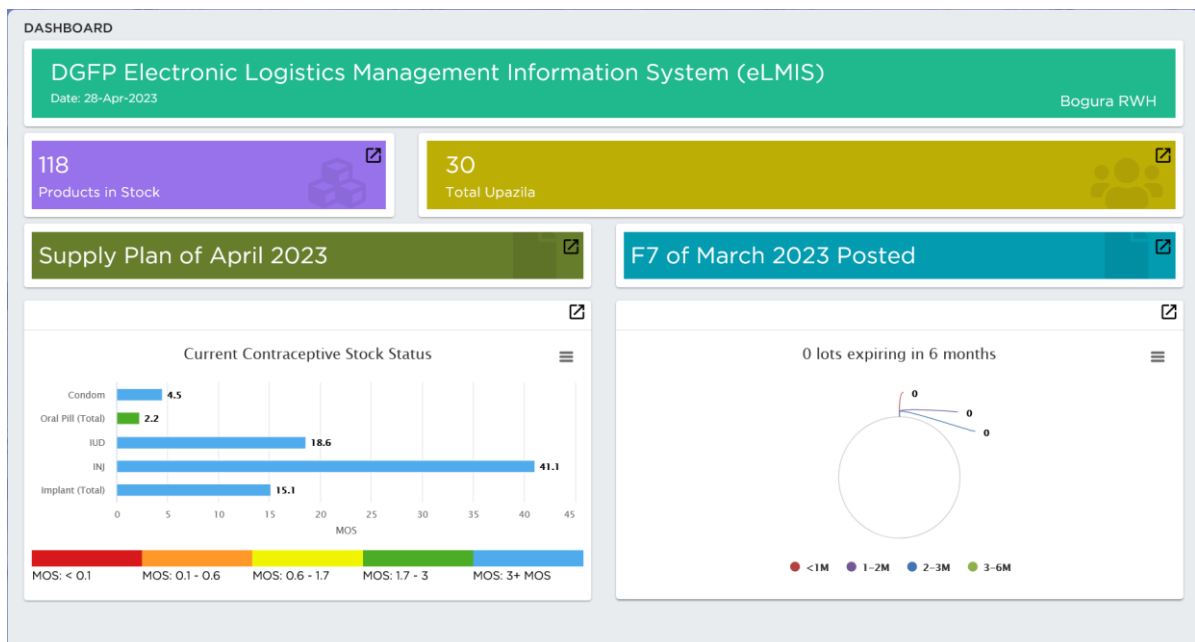
- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- The DGFP eLMIS homepage will appear as seen below:



- Press on **Login** the login page will appear as seen below:



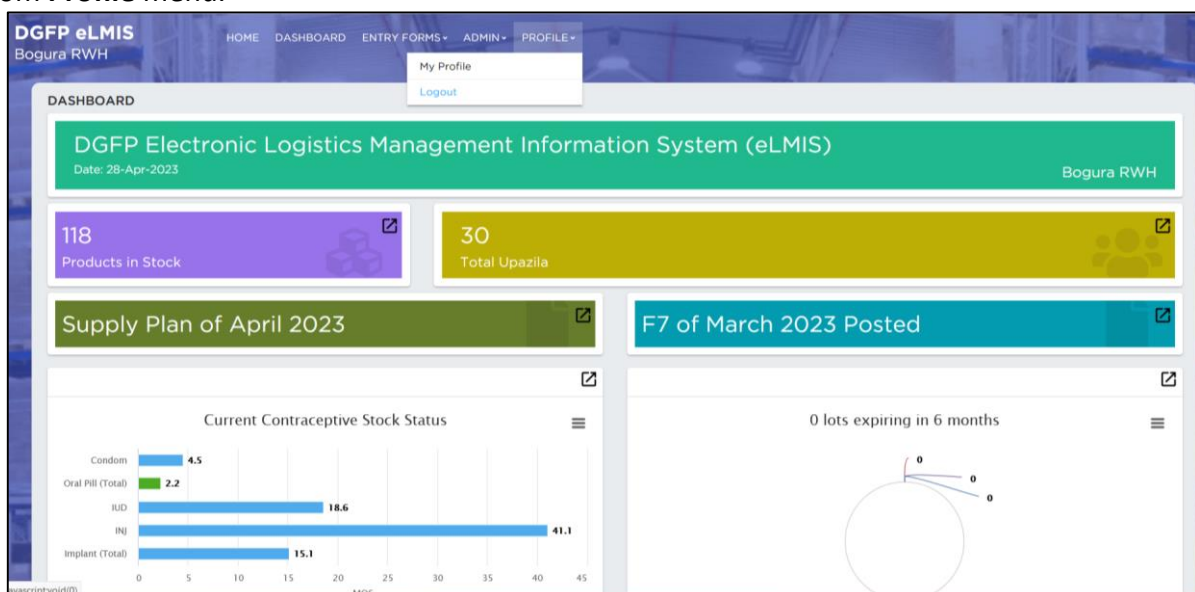
- Type in your **User Name** and **Password** in the boxes and press **LOGIN**
- If your User ID and Password are correct and match, then DGFP eLMIS landing screen will be visible.



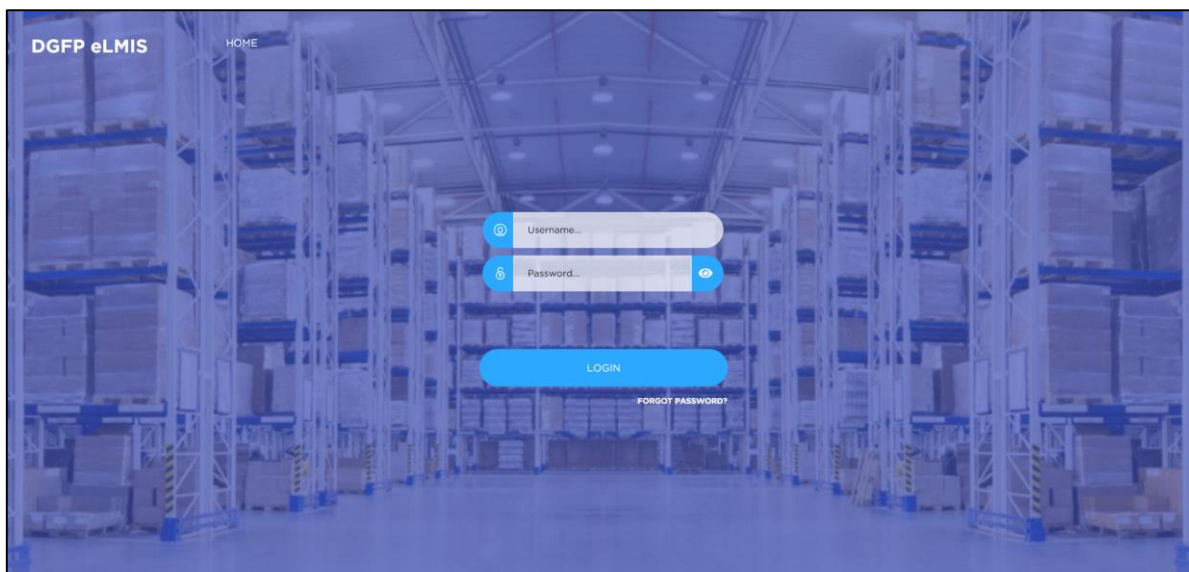
- At the Top left of the landing screen, you will see your Warehouse Name.
- In the landing page displaying Menus the warehouse access containing the sub-menu under Menu:
 - ✓ Home
 - ✓ Entry Forms
 - ✓ Admin
 - ✓ Profile

2.2. How to Logout

- After your works are done and you temporarily want to suspend working with **DGFP eLMIS** but do not want to Exit then you should logout. This make sure that another person cannot use DGFP eLMIS with your permissions when you are out. To logout from DGFP eLMIS, select **Profile > logout**. from **Profile** menu.



- After pressing logout then the following screen will appear:



2.3. How to update User Profile and Change Password?

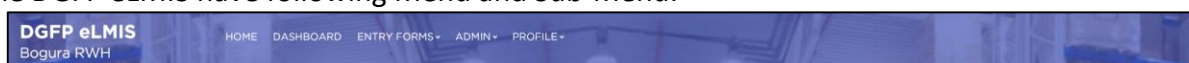
- Every user has a **User ID** and **Password** initially provided by the Administrator. For security reasons, user can change his/her password at any time by follow the below steps:

- Select **PROFILE > My Profile** from **PROFILE** menu
- **My Profile** entry page will be visible

- This page is showing following fields. If you want to update user information you can change it
 - ✓ User Name
 - ✓ User Email
 - ✓ User Login
 - ✓ Change Password
 - ✓ User Designation
- Press **Update** button to update user Information and change user password the user information will be changes
- To check that the **New Password** is in effect, log out and Login again.

2.4. DGFP eLMIS Menu(s) Operating Guidelines

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as user.
- The DGFP eLMIS have following Menu and Sub-Menu:



- **Menu:** Home, Dashboard, Entry Forms, Admin, Profile.
- **Sub-Menu: Entry Form**
 - ✓ Parameter
 - ✓ Invoice
 - ✓ Stock

- ✓ Report
- ✓ Stock Report

2.5. Form Elements

- A typical Entry Form can be divided into 5 (four) specific common blocks –
- **Block-A:** This block consists of Filter Criteria **Start Date** and **End Date** also number of buttons to add, Print and excel button to export the records.
 - **Block-B:** This block generally consists of a list of IDs/Names/Dates from which one can select a specific record to view in following Block-B & C in details.
 - **Block-C:** This block consists of a number of buttons to save, Update, back to list and print Button to print the invoice.
 - **Block-D:** The basic and common header data need to enter in this block.
 - **Block-E:** The details items under a same header need to enter in this block and edit, delete button.

RECEIVE FROM SUPPLIER

A

From: 28/01/2023 To: 28/04/2023

New Print Excel

Sl#	Invoice No.	Receive Date	Received By	Supplier	Sup Inv No	Supplier Date	Year	Package No	Contract No	Procuri By	Upda...	Cancel	Actions
1	152	06/04/2023	Md.Asraful Islam	KHULNA ESSENTIA...	374,375	30/03/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
2	151	27/03/2023	Md.Asraful Islam	KHULNA ESSENTIA...	364	22/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
3	150	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358/A	12/01/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
4	149	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358	12/01/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	

B

RECEIVE FROM SUPPLIER - ADD/EDIT

C

SAVE UPDATE BACK TO LIST

Invoice No.* 152 Receive Date* 06/04/2023 Received By* Md.Asraful Islam Supplier* KHULNA ESSENTIAL LATEX PLANT (KEL ...)

Sup Inv No.* 374,375 Supplier Date* 30/03/2023 BL No. BL Date

Procured By Year 2022-23 Package No FSD/GR-03 Contract No 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks ☒ Updated ☐ Cancel

D

E

SELECT ITEM

Sl#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	932,400	pcs			31/10/2027	
2	CON002	CONDOM	842,400	pcs			31/12/2027	

2.6. Common Command Buttons

- A list of common command buttons with label name which will found in most of the forms:
 - **NEW** - to insert a new record of any type
 - **SAVE** - to save the current editing
 - **Delete** - to delete the current record in a form
 - **Print** - to print a report with previewing
 - **UPDATE** - to update of records to addition or deduction stock data
 - **OK** - to OK of any action or task
 - **SEARCH** - to search/filter of any records
 - **ADD** - to insert a new record in a form

2.7. Forms Data Uploading & Downloading Condition

2.7.1. Data get from Admin Data entry

- The following forms' basic data will be get from Administrator and user could not updated or enter any records:

1. Item Group	10. Adjustment Type
2. Item List Form List	11. Employee Designation
3. Suppliers	12. Indent Designation
4. Warehouse List	13. Division
5. Upazila List	14. District
6. Package Contract	15. Facility Groups
7. Year	16. Forms Item Setting
8. Indentor	17. Supply Plan Item Serial
9. Unit	18. Month List

2.7.2. Data Entry in eLMIS

- User can enter new data in the following forms data:

1. Employee	9. Physical Inventory
2. Option	9. Issue Voucher (Push)
3. Others Facility List	10. Gate Pass
4. Receive from Supplier	11. Adjustment Invoice
5. Receive from Warehouse	12. Indent
6. Provisional Receive Entry	10. Form 7
7. Standing Board	11. Supply Plan
8. Return to the Supplier Provisional Receive	12. Custom Supply Plan

2.7.3. Data download in eLMIS

- User can download/enter new data in the following forms data:

1. Receive from Warehouse	2. Issue Voucher (Indent)
---------------------------	---------------------------

Chapter-3: Parameters

3.1. Employees

- The **Employees** Form contains the name of employees and their permissions in different data entry forms. Employees who are relevant to the Warehouse software should be listed using this form. Every user will have one User with which they enter into the software.
 - Open any internet browser, like Google Chrome or Firefox.
 - Type <https://elmis.dgfp.gov.bd/> in the address bar.
 - Select **Parameter > Employees...** from **Parameters** menu and
 - The **Employee's** form is displayed.

The screenshot shows the 'EMPLOYEE ENTRY' form. It features a table with the following data:

SI#	Employee Name	Designation	Mobile Number	Email	Active	Actions
1	A.K.M Aktaruzzaman	Store Keeper	01720336566			
2	Brojendro Nath Barmon	Office Assistant				
3	Ismat Ara	Regional Supply Officer	01717759008	rsfpbogura@gmail.com	Yes	
4	Md. Sejoan Hossain	Pharmacist	01712792242			
5	Md.Asraful Islam	Pharmacist	01714568584	ashrafulislam568584@gmail.com	Yes	
6	Md.Asraful Islam	Pharmacist	01714568584			
7	Shahnaz Parvin	Regional Supply Officer	01749672134			
8	Ziauddin Ahmed	Pharmacist	01849829998			

- This form is used to entry, edit, delete, print list of employees. The form is grouped into 4 (four) blocks –
 - A. Command Buttons:** A number of buttons to manipulate the employees.
 - B. List of Employees:** Shows a list of current employees in database. A label shows the total number.
 - C. Entry Fields:** To describe an employee, 5 (five) fields are required.
 - Employee Name – Name of the employee
 - Designation Name – Designation of the employee
 - Active – Select the status of Active
 - Mobile No – Mobile number of the employee
 - Email – Email address of the employee
 - All of the fields are mandatory

View information about a specific employee

- Select the employee you want to view from the tree-like list in Block-A. Using the order by. Employees can be sorted in 2 (two) ways – by Employee ID or by Employee Name.
- After an employee name is selected – all the Form list are shown in Block-B.

Enter a new Employee

- Press **New** button from the command buttons block. The form will look like the following screen:

EMPLOYEE ENTRY - ADD/EDIT

RESET SAVE BACK TO LIST

Employee Name * Designation * Mobile Number *

Email ☒ Active

- ✓ Type employee name.
- ✓ Enter email address of the employee.
- ✓ Select the designation of the employee from designation drop down list.
- ✓ Enter mobile number of the employee.
- ✓ Press tick (✓) for Active

EMPLOYEE ENTRY - ADD/EDIT

UPDATE BACK TO LIST

Employee Name * Designation * Mobile Number *

Ismat Ara Regional Supply Officer 01717759008

Email rsopfbogura@gmail.com ☒ Active

- Press **SAVE** button. Newly entered Employee name will be visible in the employees list in Block-A.

EMPLOYEE ENTRY

New

Sl#	Employee Name	Designation	Mobile Number	Email	Active	Actions
	filter column...	filter column...				
1	A.K.M Aktaruzzaman	Store Keeper	01720336566			
2	Brojendro Nath Barmon	Office Assistant				
3	Ismat Ara	Regional Supply Officer	01717759008	rsopfbogura@gmail.com	Yes	
4	Md. Sejoan Hossain	Pharmacist	01712792242			
5	Md.Asraful Islam	Pharmacist	01714568584	ashrafulislam568584@gmail.com	Yes	
6	Md.Asraful Islam	Pharmacist	01714568584			
7	Shahnaz Parvin	Regional Supply Officer	01749672134			
8	Ziauddin Ahmed	Pharmacist	01849829998			

- If you want to cancel the new employee entry, press 'Esc' during editing to undo.

Edit an existing Employee

- Select the employee you want to edit from the list of employees.
- Change the Employee Name, Designation, email, mobile number and Active status fields as needed.
- When done with editing, press Save.
- If you want to cancel the current editing, press Esc/ Back to List to undo the changes.

Delete an existing Employee

- Select the employee you want to remove from list of employees.
- Press **"Delete"** button from top of the Left corner.
- A confirmation dialog will be shown.
- Press **'Yes'** if you really want to delete the employee. The employee will be removed.

Print Employee list

- Press **Print** button to view a printable list of employee list.

Government of the People's Republic of Bangladesh Directorate General of Family planning Facility: Bogura RWH Employee List					
SL.	Employee Name	Designation	Mobile Number	Email	Active
1	A.K.M Aktaruzzaman	Store Keeper	01720336566		
2	Brojendro Nath Barmon	Office Assistant			
3	Ismat Ara	Regional Supply Officer	01717759008	rsolpbogura@gmail.com	Yes
4	Md. Sejoan Hossain	Pharmacist	01712792242		
5	Md.Ashraf Islam	Pharmacist	01714568584	ashrafislam568584@gmail.com	Yes
6	Md.Ashraf Islam	Pharmacist	01714568584		
7	Shahnaz Parvin	Regional Supply Officer	01749672134		
8	Ziauddin Ahmed	Pharmacist	01849829998		

- Press on the printer icon. The print dialog box will appear.

3.2. Others Facility List

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Select **Parameters > Others Facility List** from **Parameters** menu.
- The **Others Facility List** entry form is displayed.

OTHERS FACILITY LIST						
Sl#.	Facility Code	Facility	District	Phone No.	Receiving Facility	Actions
1	0001	District Live-stock officer, Bogura	Bogura		✓	✎
2	0002	Deputy Director, Family Planning, Bogura	Bogura		✓	✎
3	0005	Superintend ,Mohammad Ali Hospital, Bogura.	Bogura		✓	✎
4	0006	Medical Officer Clinic, MCWC, Bogura	Bogura		✓	✎
5	0008	District Livestock Officer	Bogura		✓	✎
6	0007	Country Director, Ipas Bangladesh	Dhaka		✓	✎
7	0004	Deputy Director, Family Planning, Joypurhat	Joypurhat		✓	✎
8	0003	Deputy Director, Family Planning, Naogaon	Naogaon		✓	✎

- ✓ This form is used to edit, create, delete, and print Facility List.
- ✓ The form is grouped into 5 (Five) column entry fields - Facility Code, Facility, District, Phone No and Receiving Facility.
- ✓ User can add new other facility List to using '**New**' button. Here as follows:

OTHERS FACILITY ENTRY FORM - ADD/EDIT		
<div> <div>RESET</div> <div>SAVE</div> <div>BACK TO LIST</div> </div>		
Facility Code * <input type="text" value="0009"/>	Facility * <input type="text"/>	District * <input type="text"/>
Phone No. <input type="text"/>	<input checked="" type="checkbox"/> Receiving Facility	

- Enter Facility Code, Facility, District, Phone No, Receiving Facility.
- If this facility received from warehouse, then press tick the Check box of receiving facility.
- If your new facility code matches with a facility code, an error screen will be shown.
- Change the facility code and press enter button again. The facility will be saved.

Edit an existing Facility

- Select the facility you want to edit facility from facility list Press edit button from Action column. The facility form displayed in edit mood.

OTHERS FACILITY ENTRY FORM - ADD/EDIT


Facility Code *
 Facility *
 District *

Phone No.
☒ Receiving Facility

- Change the facility name field as needed.
- When done with editing, Update button
- If your facility name matches with an existing facility name, then an error screen will be shown.
- Change the Facility Name and press Enter button from keyboard again.

Delete an existing Facility

- Select the Facility you want to remove from Facility list.
- Press **"Delete"** button from keyboard.
- A confirmation dialog will be shown:



Are you sure?

Do you really want to delete this record?

- Press **"Yes"** if you really want to delete the facility.
- You will not be able to delete facility that have under items it.

Print Other Facility List:

Government of the People's Republic of Bangladesh Directorate General of Family planning Bogura RWH Others Facility List					
SL.	Facility Code	Facility	District	Phone No.	Receiving Facility
1	O001	District Live-stock officer, Bogura	Bogura		Yes
2	O002	Deputy Director, Family Planning, Bogura	Bogura		Yes
3	O005	Superintend ,Mohammad Ali Hospital, Bogura.	Bogura		Yes
4	O006	Medical Officer Clinic, MCWC, Bogura	Bogura		Yes
5	O008	District Livestock Officer	Bogura		Yes
6	O007	Country Director, Ipas Bangladesh	Dhaka		Yes
7	O004	Deputy Director, Family Planning, Joypurhat	Joypurhat		Yes
8	O003	Deputy Director, Family Planning, Naogaon	Naogaon		Yes

3.3. How do we set Options for Warehouse?

- Go to **Parameter> Options**
- After pressing "**Options**" the following screen will be appeared:

The screenshot shows the 'OPTIONS - EDIT' form. It has a title bar 'OPTIONS - EDIT' and a subtitle 'Options Form'. The form contains the following fields:

- Code**: Text input field with value 'R001'.
- Warehouse ***: Text input field with value 'Bogura RWH'.
- Address**: Text input field with value 'Banani, Bogura'.
- Prepared By**: Dropdown menu with value 'Md.Asraful Islam'.
- Approved By**: Dropdown menu with value 'Ismat Ara'.
- Issued By**: Empty dropdown menu.

A blue 'SAVE' button is located at the bottom center of the form.

- To set **“Prepared By, Approved By & Issued By”** which will display when an Issue Invoice will be printed.
- To select above 3 (three) combos the system must have required listed employees.
- From the prelisted employee list, you have to select employees as follows:

This screenshot is identical to the previous one, showing the 'OPTIONS - EDIT' form with the same fields and values.

- After setting **“Prepared By, Approved By & Issued By”** then press **SAVE** button.

Chapter-4: Invoice

4.1. Receive Invoice – Receive from Supplier

- After go to **Invoice** menu user will find Received Invoice. The following screen shows the Receive from Supplier Invoice entry form:

RECEIVE FROM SUPPLIER - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No. * 151 Receive Date * 27/03/2023 Received By * Md.Asraful Islam Supplier * KHULNA ESSENTIAL LATEX PLANT (KEL...

Sup Inv No * 364 Supplier Date * 22/02/2023 BL No Contract No 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Procured By Year 2022-23 Package No FSD/GR-03

Remarks ☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	835,200	pcs			31/05/2027	

The above form is used when items are received from supplier. Item quantities received from suppliers which entered into DGFP eLMIS through this form and the quantities added up with items total stock. This form is used to create new receive invoice, edit, print or delete invoices.

Open Receive Invoice Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Receive from Supplier...** from **Invoice** menu.
- The **Receive from Supplier** Form is displayed.

RECEIVE FROM SUPPLIER

From 28/01/2023 To 28/04/2023 New

Sl#	Invoice No.	Receive Date	Received By	Supplier	Sup Inv No	Supplier Date	Year	Package No	Contract No	Procured By	Update	Cancel	Actions
1	152	06/04/2023	Md.Asraful Islam	KHULNA ESSENTIA...	374,375	30/03/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
2	151	27/03/2023	Md.Asraful Islam	KHULNA ESSENTIA...	364	22/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
3	150	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358/A	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
4	149	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	

General Description of Receive from Supplier Form

RECEIVE FROM SUPPLIER

From: 28/01/2023 To: 28/04/2023

New Print PDF

SI#	Invoice No.	Receive Date	Received By	Supplier	Sup Inv No	Supplier Date	Year	Package No	Contract No	Procuri By	Upda...	Cancel	Actions
1	152	06/04/2023	Md.Asraful Islam	KHULNA ESSENTIA...	374,375	30/03/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
2	151	27/03/2023	Md.Asraful Islam	KHULNA ESSENTIA...	364	22/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
3	150	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358/A	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	
4	149	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	

RECEIVE FROM SUPPLIER - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No. * 151 Receive Date * 27/03/2023 Received By * Md.Asraful Islam Supplier * KHULNA ESSENTIAL LATEX PLANT (KEL ...)

Sup Inv No * 364 Supplier Date * 22/02/2023 BL No BL Date

Procured By Year 2022-23 Package No FSD/GR-03 Contract No 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks ☒ Updated ☐ Cancel

SELECT ITEM

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	835,200	pcs			31/05/2027	

This form is used to edit, create, delete, and print the Receive Invoices. This form data entry automatically from provisional receive after standing board or manually data entry. The form is grouped into 5 (Five) blocks –

A. Command buttons: A number of buttons to manipulate the Invoices.

B. Invoice List: Invoices can be listed grouped by

- Invoice No. or
- Invoice Date.
- Receive By
- Supplier
- Sup Inv No
- Year
- Package

- Contact
- Procured By
- Update
- Cancel
- Action

C. Command buttons: A number of buttons to manipulate the Invoices.

D. Invoice Entry Fields: To record an Invoice, 15 (fifteen) fields are required as follows:

- Invoice No* – A unique sequence to represent the invoice.
- Receive Date* – Date of receipt of goods.
- Received By* – Name of receiving officer.
- Supplier* – Name of supplier.
- Supplier Invoice No* – Voucher No. of supplier.
- Supplier Date* – Date of supplier voucher.

All of the above fields are mandatory.

- BI No – BL No
- BL Date – BL date
- Procured By – procured by
- Year – Package contract Year
- Package No – Package no
- Contract No – package contract no
- Remarks – Remarks field are not mandatory
- Update – If the invoice updated the update check set in the check box.
- Cancel – If the invoice canceled the cancel check set in the check box.

E. Invoice Items Entry Fields: Invoices consist of line items. There is one line for each item received and has the following 6 (six) fields:

- Item* – Name of item received.
- Unit – Unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Received Qty* – Total quantity of good received.
- Expiry Date – Date of expiry of the received goods.
- Item and Received Qty are mandatory. Unit field is shown automatically. Other fields are optional.

View information about a specific Invoice

RECEIVE FROM SUPPLIER

From

28/01/2023

To

28/04/2023

New

SI#	Invoice No.	Receive Date	Received By	Supplier	Sup Inv No	Supplier Date	Year	Package No	Contract No	Procur By	Upda...	Cancel	Actions
	filter column		filter column...	filter column...	filter column								
1	152	06/04/2023	Md.Asraful Islam	KHULNA ESSENTIA...	374,375	30/03/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	⋮
2	151	27/03/2023	Md.Asraful Islam	KHULNA ESSENTIA...	364	22/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	⋮
3	150	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358/A	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	⋮
4	149	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	⋮

- Select the invoice to view from the list in Block-B – double click on an invoice
- After an invoice no. is Displayed – corresponding information is shown in Block-D and E.
- At any time, a partial list of invoices is shown based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates to list less or more invoice.

RECEIVE FROM SUPPLIER

From

28/01/2023

To

28/04/2023

New

Sl#	Invoice No.	Receive Date	Received By	Supplier	Sup Inv No	Supplier Date	Year	Package No	Contract No	Procur By	Upda...	Cancel	Actions
	filter column		filter column...	filter column...	filter column								
1	152	06/04/2023	Md.Asraful Islam	KHULNA ESSENTIA...	374,375	30/03/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	⋮
2	151	27/03/2023	Md.Asraful Islam	KHULNA ESSENTIA...	364	22/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	⋮
3	150	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358/A	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	⋮
4	149	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✓	✗	⋮

Enter a new Invoice

- Press **New** button from the command buttons block. The form will look like as follows:

RECEIVE FROM SUPPLIER - ADD/EDIT										RESET	SAVE	BACK TO LIST
Invoice No. *	153		Receive Date *	28/04/2023		Received By *	Md.Asraful Islam		Supplier *			
Sup Inv No *			Supplier Date *			BL No			BL Date			
Procured By			Year			Package No			Contract No			
Remarks											<input type="checkbox"/> Updated	<input type="checkbox"/> Cancel
SELECT ITEM												
Sl#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions				
	filter column...	filter column...										

- Fill in the data entry fields.
- Field descriptions:
 - ✓ Invoice No*: The Invoice No. will be generated automatically.
 - ✓ Received Date*: Receive Date will be filled with current date. You can change if necessary.
 - ✓ Receive By*: Automatically select the Employee who is received the goods. You can change Receive By employee name.
 - ✓ Supplier*: If the supplier's name is present in supplier list, then select the name.
 - ✓ Sup Inv No*: Provide invoice no. and date from supplier's challan.
 - ✓ Supplier Date*
- Input non-mandatory fields:
 - ✓ BL No: enter BL No
 - ✓ BL Date: enter BL Date
 - ✓ Procured By: select procured by.
 - ✓ Year: If select a contract then year Automatically selected
 - ✓ Package No: If select a contract then package Automatically selected
 - ✓ Contract No: Select a contract then package and year Automatically selected

Contract List

SIF	Year	Package No	Contract No
1	2022-23	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023
2	2022-23	MCH/GD-24/e17	59.11.0000.302.07.32.22-05 Date: 12.03.2023
3	2021-22	Admin/GR-17	DGFP/L&S-2/Microbus/2021-22/91/97 Date: 27.06.2022
4	2021-22	Admin/GR16/7	DGFP/L&S-2/Jeep/2021-22/116/96 Date: 23.06.2022
5	2021-22	CC/GD-10	59.11.0000.303.07.105.2022-71 Date: 19.04.2022
6	2021-22	CC/GD-10	59.11.0000.303.07.105.2022-72 Date: 19.04.2022
7	2021-22	CC/GD-11	DGFP/L&S-3/CC/GD-11/2021-22/39(Part-1)/79 Date: 26.04.2022
8	2021-22	CC/GD-12	DGFP/L&S-2/CC/GD-12/2021-22/43/53 Date: 30.01.2022

Buttons: ADD, CANCEL, SELECT ITEM

✓ Remarks: Enter Remarks.

- Press SAVE button.
- Your new Invoice no. will be saved and press Back to list will visible in the Invoice list.

RECEIVE FROM SUPPLIER - ADD/EDIT

Buttons: SAVE, UPDATE, BACK TO LIST, [Print Icon]

Invoice No. * 153
 Sup Inv No. * 12323
 Procured By [Dropdown]
 Year 2022-23
 Package No FSD/GR-03
 Contract No 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Receive Date * 28/04/2023
 Supplier Date * 19/04/2023
 Received By * Md.Asraful Islam
 Supplier * M/S, KALLYAN INTERNATIONAL
 BL No 455
 BL Date [Calendar Icon]

Remarks [Text Area] ☐ Updated ☐ Cancel

SELECT ITEM

SIF	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
filter column...	filter column...							

- If you want to cancel the new Invoice entry, press 'Esc' or 'Back to list' button during editing to undo.

Invoice Items Entry

- Press **Select Item** button from the command buttons block. The form will look like the following screen:

RECEIVE FROM SUPPLIER - ADD/EDIT

Invoice No. *
1826

Sup Inv No *
122323

Procured By

Remarks

Item List rec from supplier modal

SI#	Item Code	Item Name	Unit
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle
2	MCH051	7.1% CHLOROHEXIDINE	bottle
3	MSR001	ABDOMINAL SHEET	pcs
4	KIT001	ACCESSORY SET FOR AJ3 OPERATING TABLE	sets
5	CON001	AD SYRINGE (1 ML)	pcs
6	MSR039	AdhesiveTape 1"	pcs
7	IEM001	ADMISSION REGISTER	book
8	BCC012	ADOLESCENT HEALTH CARD	pcs
9	BCC011	ADOLESCENT HEALTH REGISTER	book

ADD CANCEL

- Select an Item or Multiple Items name from pop-up list and Press 'ADD' button items will be added in the invoice items.

RECEIVE FROM SUPPLIER - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No. *
153

Receive Date *
28/04/2023

Received By *
Md.Asraful Islam

Supplier *
M/S, KALLYAN INTERNATIONAL

Sup Inv No *
12323

Supplier Date *
19/04/2023

BL No
455

BL Date

Procured By

Year
2022-23

Package No
FSD/GR-03

Contract No
59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks

☐ Updated ☐ Cancel

SELECT ITEM

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	932,400	pcs			31/10/2025	
2	CON002	CONDOM	832,400	pcs			31/12/2025	

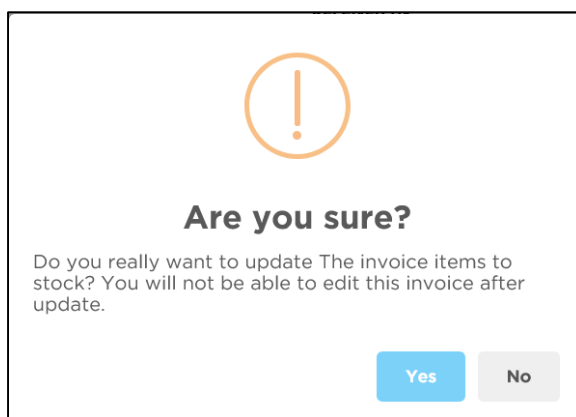
- Item Code, Item Name and Unit field will be filled automatically.
- Enter Received Qty, Lot No, Mfg. Date and Expiry Date fields.

Update the Stock

- Entry of a new Invoice does not update the current stock position automatically. After the Invoice entry is completed, press **Update** button to recalculate the balance of Items from the current Invoice.

Note: After the invoice quantities are updated to stock, the invoice will be locked, user will not be allowed to change any figure afterwards.

- A confirmation dialog will appear.



- Press **"Yes"** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of Items for which stock was updated.

'Un-Update Existing Receive Invoice

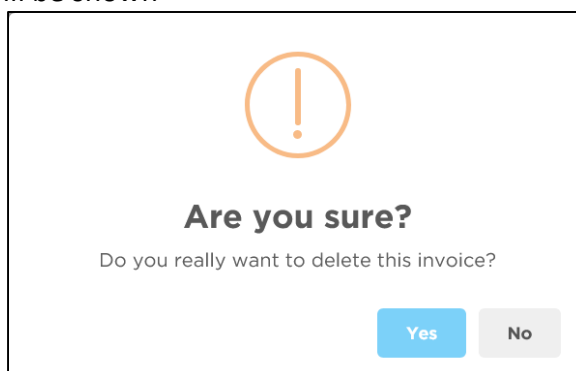
- **Only Warehouse can 'Unpot' updated receive invoice for lot wise receive quantity entry.**
- If you want to 'Un-Update' this updated received invoice press 'Un-Update' button, then show the following message:
NB. User cannot 'Un-Update' this invoice, if this receives item lot already issued.
- Press **"Yes"** then un-updated invoice items open to edit for this user.

Edit an existing Invoice

- Select the invoice you want to edit from the list of Invoices.
- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing Invoice

- Select the Invoice you want to remove from Invoices list.
- Press Delete button.
- A confirmation dialog will be shown -



- Press **"Yes"** if you really want to delete the Invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Edit an existing Invoice Item

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
	filter column...	filter column...						
1	CON004	IMPLANT (2 ROD)	20000	sets				

- Select the Invoice item you want to edit from the items list in Block-C.

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
	filter column...	filter column...						
1	CON004	IMPLANT (2 ROD)	20000	sets				

- Press F2 or click on any field to start editing.

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
	filter column...	filter column...						
1	CON004	IMPLANT (2 ROD)	10000	sets				

- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press **Back to List** to undo the changes.

Delete an Invoice item

- Select the Invoice item you want to edit from the items list in Block-C.
- Press Delete button right side of the item, The Invoice item will be deleted.

Search a Receive Invoice

- Select Start Date and End Date for expanding Receive Invoices list to find a specific Invoice

RECEIVE FROM SUPPLIER

From

28/01/2023

To

28/04/2023

New

Sl#	Invoice No.	Receive Date	Received By	Supplier	Sup Inv No	Supplier Date	Year	Package No	Contract No	Procur By	Upda...	Cancel	Actions
	filter column		filter column...	filter column...	filter column								
1	153	28/04/2023	Md.Asraful Islam	M/S, KALLYAN INT...	12323	19/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✖	✖	
2	152	06/04/2023	Md.Asraful Islam	KHULNA ESSENTIA...	374,375	30/03/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✔	✖	
3	151	27/03/2023	Md.Asraful Islam	KHULNA ESSENTIA...	364	22/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✔	✖	
4	150	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358/A	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✔	✖	
5	149	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA...	358	12/02/2023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22...		✔	✖	

- To search go to row header just writing Invoice no. and following window will appear:
- Enter the invoice no you want to find in "**Receive Invoice No.**" box.
- Automatically start searching.

- If the invoice is found, then it will be shown.

Print Receive Invoice

- Press Print button to preview the Invoice.
- Press on 'Ctrl+p' The print dialog box will appear.
- You can print only one copy or all pages, choose as you want then just press OK.

4.2. Receive Invoice – Receive from Warehouse

- When items are transferred among warehouses, i.e., Injectable moved from Chittagong RWH to Dhaka CWH – this form is used. Item quantities entered here add up to total stock. This form is used to download new receive invoice, enter new receive invoice, edit, print or delete old invoices.

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 495 Receive Date * 16/03/2023 Received By * Md.Asraful Islam Received From * Dhaka CWH

Sup Inv No * 10758 Supplier Date * 15/03/2023 Remarks ☒ Updated ☐ Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	KIT043	OXYGEN CYLINDER	10	nos.	CCSDP		
2	KIT071	NORMAL DELIVERY KIT	200	kit	MCRAH		31/05/2024

Open Receive from Warehouse Invoice Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Receive from Warehouse...** from **Invoice** menu.
- The **Receive from Warehouse Invoice** list form is displayed.

RECEIVE FROM WAREHOUSE

From 28/01/2023 To 28/04/2023 Download Invoice

SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	05/04/2023	496	Md.Asraful Islam	Dhaka CWH	10816	02/04/2023	✓	✗	
2	16/03/2023	495	Md.Asraful Islam	Dhaka CWH	10758	15/03/2023	✓	✗	
3	14/02/2023	494	Md.Asraful Islam	Dhaka CWH	10639	12/02/2023	✓	✗	
4	31/01/2023	493	Md.Asraful Islam	Dhaka CWH	10599	31/01/2023	✓	✗	

General Description of Receive from Warehouse Form

The screenshot shows the 'RECEIVE FROM WAREHOUSE' form. It is divided into several sections:

- Section A:** The top header area with a title bar and a date range filter (From: 28/01/2023, To: 28/04/2023). It includes a 'Download Invoice' button and icons for print and Excel.
- Section B:** A table listing received invoices. The table has columns: SI#, Receive Date, Invoice No, Received By, Received From, Sup Inv No, Supplier Date, Updated, Cancel, and Actions. It contains four rows of data.
- Section C:** The 'RECEIVE FROM WAREHOUSE - ADD/EDIT' section. It includes a title bar and buttons for 'SAVE', 'UPDATE', 'BACK TO LIST', and a print icon.
- Section D:** The form fields for adding or editing an invoice. It includes input fields for Invoice No, Receive Date, Received By, Received From, Sup Inv No, and Supplier Date. There is also a 'Remarks' field and checkboxes for 'Updated' and 'Cancel'.
- Section E:** A table listing items received. The table has columns: SI#, Item Code, Item Name, Quantity, Unit, Lot No/Description, Mfg. Date, and Expiry Date. It contains two rows of data.

- This form is used to Select Invoice, entry, edit, delete and print receive invoices. Controls in the form are grouped into 5 (five) blocks –

A. Command Buttons: Number of buttons to manipulate the Invoices. ADD, Download Invoice, Print and Excel

B. Invoice List:

Invoices are listed Invoice Date, Invoice No, Receive By, Receive Form, Sup-Inv No, Supplier Date, Updated, Canceled and Action

C. Command Buttons: Number of buttons to manipulate the Invoices. SAVE, Update, back to List and Print to print the invoice

D. Invoice Entry Fields:

To describe an Invoice, following fields are required.

- Invoice No – A unique sequence to represent the invoice.
- Receive Date – Date of receipt of goods.
- Received By – Name of receiving officer.
- Supplier – Name of warehouse from where goods were sent.
- Supplier Invoice No – Voucher No. of supplier.

- Supplier Date – Date of supplier voucher.
- All of the fields are mandatory.
- Remarks– Remarks field are not mandatory
 - Update – If the invoice updated the update check set in the check box.
 - Cancel – If the invoice canceled the cancel check set in the check box.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- Item – Name of item received.
- Unit – unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Received Qty – Total quantity of good received.
- Expiry Date – date of expiry of the received goods.

Item and Received Qty are mandatory. Unit field is shown automatically. Other fields are optional.

View information about a specific Invoice

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 495 Receive Date * 16/03/2023 Received By * Md.Asraful Islam Received From * Dhaka CWH

Sup Inv No * 10758 Supplier Date * 15/03/2023 Remarks ☒ Updated ☐ Cancel

Sl#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	KIT043	OXYGEN CYLINDER	10	nos.	CCSDP		
2	KIT071	NORMAL DELIVERY KIT	200	kit	MCRAH		31/05/2024

- Select the Invoice to view from the tree-like list in Block-A. Using the group by– invoices can be grouped any field– by Invoice No or by Receive Date.
- After an Invoice no. is selected – corresponding information is shown in Block-C, D and E.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between Start Date and End Date are listed.
- You can change the dates and press "**Filter**" button to list less or more invoice.

RECEIVE FROM WAREHOUSE

From: 28/01/2023 To: 28/04/2023 Download Invoice 📄 📄

Sl#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	05/04/2023	496	Md.Asraful Islam	Dhaka CWH	10816	02/04/2023	✓	✗	⋮
2	16/03/2023	495	Md.Asraful Islam	Dhaka CWH	10758	15/03/2023	✓	✗	⋮
3	14/02/2023	494	Md.Asraful Islam	Dhaka CWH	10639	12/02/2023	✓	✗	⋮
4	31/01/2023	493	Md.Asraful Islam	Dhaka CWH	10599	31/01/2023	✓	✗	⋮

- You can choose Invoices of custom range of choosing any date range as shown in the above screen.

RECEIVE FROM WAREHOUSE

From: 01/03/2023 To: 28/04/2023 Download Invoice 📄 📄

Sl#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	05/04/2023	496	Md.Asraful Islam	Dhaka CWH	10816	02/04/2023	✓	✗	⋮
2	16/03/2023	495	Md.Asraful Islam	Dhaka CWH	10758	15/03/2023	✓	✗	⋮

Download a Receive Invoice

- Press **Download Invoice** button from the command buttons block. The form will look like this:

RECEIVE FROM WAREHOUSE

From: 02/02/2023 To: 03/05/2023 Download Invoice 📄 📄

Sl#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	05/04/2023	496	Md.Asraful Islam	Dhaka CWH	10816	02/04/2023	✓	✗	⋮
2	16/03/2023	495	Md.Asraful Islam	Dhaka CWH	10758	15/03/2023	✓	✗	⋮
3	14/02/2023	494	Md.Asraful Islam	Dhaka CWH	10639	12/02/2023	✓	✗	⋮

Select Invoice ✕

Warehouse*

Inv No*

PUSH INDENT

DOWNLOAD CLOSE

- Select Warehouse and enter the Inv No (Push/Indent).
- Press on '**Download**' button. After pressing the receive voucher will be downloaded and message displaying 1 invoice(s) download successfully. Like following screen -

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 497 Receive Date * 03/05/2023 Received By * Md.Asraful Islam Received From * Dhaka CWH

Sup Inv No * 10851 Supplier Date * 29/04/2023 Remarks ☐ Updated ☐ Cancel

Sl#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	CON002	CONDOM	400,000	pcs		30/08/2022	31/07/2027
2	CON004	IMPLANT (2 ROD)	10,000	sets			30/04/2025
3	CON001	AD SYRINGE (1 ML)	9,200	pcs			31/03/2025
4	CON006	INJECTABLES (DEPO-PROVERA)	9,200	vials	LOT-2		31/10/2023


- Now you can check the invoice's items then update the downloaded invoice.

Updating the Stock

- Downloaded of a new Invoice does not update current stock position automatically. After the Invoice download and check is complete, press on **"Update"** button to update the stock balance of items from the current invoice.

Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure.

- Press **"Update"** button.
- A confirmation dialog will appear.




Are you sure?

Do you really want to update The invoice items to stock? You will not be able to edit this invoice after update.

Yes No

- Press **"Yes"** if you are sure that the invoice figures are correct. After confirming dialog will show the number of items for which stock was updated.

RECEIVE FROM WAREHOUSE - ADD/EDIT

SAVE UPDATE BACK TO LIST 

Invoice No * 497 Receive Date * 03/05/2023 Received By * Md.Asraful Islam Received From * Dhaka CWH

Sup Inv No * 10851 Supplier Date * 29/04/2023 Remarks ☒ Updated ☐ Cancel

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date
1	CON002	CONDOM	400,000	pcs		30/08/2022	31/07/2027
2	CON004	IMPLANT (2 ROD)	10,000	sets			30/04/2025
3	CON001	AD SYRINGE (1 ML)	9,200	pcs			31/03/2025
4	CON006	INJECTABLES (DEPO-PROVERA)	9,200	vials	LOT-2		31/10/2023


Edit an existing Invoice


- Select the invoice you want to edit from the list of invoices.
- Press on **edit** button or double click on the selected invoice the invoice is visible to edit mood.
- Change the fields as necessary.
- When done with editing, press **“Save”**.
- If you want to cancel the current editing, press **‘BACK TO LIST’** button to undo the changes.

Edit an existing Invoice Item

- Select the Invoice Item you want to edit from the Items list in Block-C.

SELECT ITEM

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MCH041	5% PERMETHRIN CREAM (15 GM)	5000	bottle				

SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MCH041	5% PERMETHRIN CREAM (15 GM)	5000	bottle				

- Click on any field to start editing.



SI#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	MCH041	5% PERMETHRIN CREAM (15 GM)	5000	bottle				


- Change the fields as necessary.
- When done with editing, press **"Save"**.
- If you want to cancel the current editing, press **BACK To LIST** button to undo the changes.

Search a Receive Invoice

- To search go to row header just writing Invoice no. and following window will appear:


RECEIVE FROM WAREHOUSE

From: 02/02/2023 To: 03/05/2023 Download Invoice  

SI#	Receive Date	Invoice No	Received By	Received From	Sup Inv No	Supplier Date	Updated	Cancel	Actions
1	03/05/2023	497	Md.Asraful Islam	Dhaka CWH	10851	29/04/2023	✗	✗	

- Enter the Invoice no you want to find in **"Receive Invoice No."** box.
- Press **<Enter>** button to start searching.
- If the Invoice is found, then it will be shown selected.

4.3. Issue Voucher (Push)

ISSUE VOUCHER PUSH - ADD/EDIT SAVE UPDATE BACK TO LIST 

Invoice No * 3873 Facility * Aditmari, Lalmonirhat Prepared By * Md. Ranju Miah Prepared Date * 02/04/2023

Approved By * MD. SHIHAB UDDIN Approved Date * 02/04/2023 Issued By * Md. Ranju Miah Issued Date * 02/04/2023

Carrier Name Remarks ☒ Updated ☐ Cancel

SELECT ITEM

SI#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	10	pcs	874,800				31/03/2027	
2	CON004	IMPLANT (2 ROD)	20	sets	10,600				31/03/2025	
3	CON006	INJECTABLES (DEPO-PROVERA)	30	vials	28,000				31/10/2023	

- This form is used to distribute items to facilities without any indent. Item quantities issued through this invoice are deducted from the total stock. This form is used to enter new Issue Voucher (Push), edit, and print or delete old invoices.

Open Issue Voucher (Push) Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Issue Voucher (Push)...** from **Invoice** menu.
- The **Issue Voucher (Push)** form is displayed.

ISSUE VOUCHER PUSH

From: 02/02/2023 To: 03/05/2023

New Print

Sl#	Facility	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	Aditmari, Lalmonirhat	3873	02/04/2023	Md. Ranju Miah	02/04/2023	MD. SHIHAB UDDIN	02/04/2023	Md. Ranju Miah	✓	✗	
2	Saghata, Gaibandha	3872	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
3	Fulchhari, Gaibandha	3871	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
4	Gaibandha Sadar, Gaibandha	3870	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
5	Sadullapur, Gaibandha	3869	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
6	Patgram, Lalmonirhat	3868	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
7	Hatibandha, Lalmonirhat	3867	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
8	Kaliganj, Lalmonirhat	3866	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
9	Aditmari, Lalmonirhat	3865	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
10	Lalmonirhat Sadar, Lalmoni...	3864	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	

General Description of Issue Voucher (Push) Form

- This form is used to edit, create, delete, and print **Issue Voucher (Push)**. Controls in the form are grouped into 5 (five) blocks –

ISSUE VOUCHER PUSH

From: 02/02/2023 To: 03/05/2023

New Print

A

Sl#	Facility	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	Aditmari, Lalmonirhat	3873	02/04/2023	Md. Ranju Miah	02/04/2023	MD. SHIHAB UDDIN	02/04/2023	Md. Ranju Miah	✓	✗	
2	Saghata, Gaibandha	3872	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
3	Fulchhari, Gaibandha	3871	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
4	Gaibandha Sadar, Gaibandha	3870	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
5	Sadullapur, Gaibandha	3869	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
6	Patgram, Lalmonirhat	3868	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
7	Hatibandha, Lalmonirhat	3867	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
8	Kaliganj, Lalmonirhat	3866	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
9	Aditmari, Lalmonirhat	3865	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
10	Lalmonirhat Sadar, Lalmoni...	3864	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
11	Rangpur Sadar, Rangpur	3863	23/03/2023	Md. Ranju Miah	23/03/2023	MD. SHIHAB UDDIN	23/03/2023	Md. Ranju Miah	✓	✗	
12	Sundarganj, Gaibandha	3862	22/03/2023	Md. Ranju Miah	22/03/2023	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Miah	✓	✗	
13	Pirgachha, Rangpur	3861	22/03/2023	Md. Ranju Miah	22/03/2023	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Miah	✓	✗	
14	Patgram, Lalmonirhat	3860	21/03/2023	Md. Ranju Miah	21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	
15	Hatibandha, Lalmonirhat	3859	21/03/2023	Md. Ranju Miah	21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	
16	Kaliaani, Lalmonirhat	3858	21/03/2023	Md. Ranju Miah	21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	

B

ISSUE VOUCHER PUSH - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 3873 Facility * Aditmari, Lalmonirhat Prepared By * Md. Ranju Miah Prepared Date * 02/04/2023

Approved By * MD. SHIHAB UDDIN Approved Date * 02/04/2023 Issued By * Md. Ranju Miah Issued Date * 02/04/2023

Carrier Name Remarks ☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	10	pcs	874,800				31/03/2027	
2	CON004	IMPLANT (2 ROD)	20	sets	10,600				31/03/2025	
3	CON006	INJECTABLES (DEPO-PROVERA)	30	vials	28,000				31/10/2023	

A. Command buttons:

A number of buttons to manipulate the Invoices. Date Control Start date, End Date, New, Print and Excel button

B. Invoice List:

Invoices listed Invoice No., Invoice Date, Prepared By, approved date, approve By, issued Date, Issued By, Facility, Updated, Canceled and Action.

C. Command buttons:

A number of buttons to manipulate the Invoices. Save, Update, back to list and print

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Facility* – Facility receiving the items.
- Prepared By, Approved By, Supplied By* – Name of employees who are responsible for issue of items. There are three date fields related to the names.
- Prepared By Date, Approved by Date, Supplied by Date* – Dates in which invoice preparation, approval and supply are made.
- Remarks – Any comments about the supply.

Invoice No, Facility, prepared by, approved by, supplied by and their related date fields are mandatory.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following eight fields:

- Item* – Name of item requested.
- Unit – unit of measurement of item.
- Stock Qty – Current stock quantity in issuing facility.
- Issued Qty* – Quantity issued to facility.
- Lot No – Lot no. of the item issued
- Mfg. Date – Manufacturing date of the item lot issued
- Expiry Date – Expiry date of goods in the lot.

Item and Issued Qty fields are mandatory. Unit, Stock Qty, Lot No, Mfg. Date and Expiry date are automatically picked from item's lot information.

View information about a specific Issue Invoice:

- Select the invoice to view from the list in block B.
- After an invoice no. is selected – corresponding information is shown in block D and E.
- At any time, a partial list of invoices is shown based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates and press 'Filter' button to list less or more invoice.

ISSUE VOUCHER PUSH

From
02/02/2023
To
03/05/2023
New

Sl#	Facility	Invoice No	Invoice Date	Prepared By	Approved By	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	Aditmari, Lalmonirhat	3873	02/04/2023	Md. Ranju Miah	02/04/2023	MD. SHIHAB UDDIN	02/04/2023	Md. Ranju Miah	✓	✗	
2	Saghata, Gaibandha	3872	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
3	Fulchhari, Gaibandha	3871	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
4	Gaibandha Sadar, Gaibandha	3870	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
5	Sadullapur, Gaibandha	3869	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
6	Patgram, Lalmonirhat	3868	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
7	Hatibandha, Lalmonirhat	3867	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
8	Kaliganj, Lalmonirhat	3866	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
9	Aditmari, Lalmonirhat	3865	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
10	Lalmonirhat Sadar, Lalmoni...	3864	09/04/2023	Md. Ranju Miah	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
11	Rangpur Sadar, Rangpur	3863	23/03/2023	Md. Ranju Miah	23/03/2023	MD. SHIHAB UDDIN	23/03/2023	Md. Ranju Miah	✓	✗	
12	Sundarganj, Gaibandha	3862	22/03/2023	Md. Ranju Miah	22/03/2023	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Miah	✓	✗	
13	Pirgachha, Rangpur	3861	22/03/2023	Md. Ranju Miah	22/03/2023	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Miah	✓	✗	
14	Patgram, Lalmonirhat	3860	21/03/2023	Md. Ranju Miah	21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	
15	Hatibandha, Lalmonirhat	3859	21/03/2023	Md. Ranju Miah	21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	
16	Kaliaoni, Lalmonirhat	3858	21/03/2023	Md. Ranju Miah	21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	

ISSUE VOUCHER PUSH - ADD/EDIT

SAVE
UPDATE
BACK TO LIST

Invoice No *
3873
Facility *
Aditmari, Lalmonirhat
Prepared By *
Md. Ranju Miah
Prepared Date *
02/04/2023

Approved By *
MD. SHIHAB UDDIN
Approved Date *
02/04/2023
Issued By *
Md. Ranju Miah
Issued Date *
02/04/2023

Carrier Name
Remarks
☒ Updated
☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	10	pcs	874,800				31/03/2027	
2	CON004	IMPLANT (2 ROD)	20	sets	10,600				31/03/2025	
3	CON006	INJECTABLES (DEPO-PROVERA)	30	vials	28,000				31/10/2023	

Enter a new Issue Invoice

- Press **NEW** button from the command buttons block (A). The form will look like the following screen:

ISSUE VOUCHER PUSH - ADD/EDIT

RESET SAVE BACK TO LIST

Invoice No * 3874 Facility * Prepared By * Md. Ranju Miah Prepared Date * 03/05/2023

Approved By * MD. SHIHAB UDDIN Approved Date * 03/05/2023 Issued By * Md. Ranju Miah Issued Date * 03/05/2023

Carrier Name Remarks ☐ Updated ☐ Cancel

SELECT ITEM

SI#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
filter column...	filter column...									

- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Prepared By, Approved by** and **Issued by** Automatic Selected from Settings. I needed to change select the employee names from dropdown list. This field is mandatory.
- Optionally provide other fields.
- If you want to cancel the new invoice entry, press '**BACK TO LIST**' button during editing to undo.
- Press '**SAVE**' button.
- Your new invoice no. will be visible in the invoice list.

ISSUE VOUCHER PUSH - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 3874 Facility * Aditmari, Lalmonirhat Prepared By * Md. Ranju Miah Prepared Date * 03/04/2023

Approved By * MD. SHIHAB UDDIN Approved Date * 03/04/2023 Issued By * Md. Ranju Miah Issued Date * 03/04/2023

Carrier Name Remarks ☐ Updated ☐ Cancel

SELECT ITEM

SI#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
filter column...	filter column...									

Issue Invoice Items Entry

- Press **'SELECT ITEM'** button from the command buttons block. The form will look like the following screen:

Item Lots Stock

SI#	Item Code	Item Name	Lot No/Des...	Mfg. Date	Expiry Date	Lot Qty	Unit
1	CON001	AD SYRINGE (1 ML)			31/03/2025	12,500	pcs
2	CON001	AD SYRINGE (1 ML)			30/11/2025	109,800	pcs
3	CON002	CONDOM			31/03/2027	874,790	pcs
4	CON004	IMPLANT (2 ROD)			31/03/2025	10,580	sets
5	CON006	INJECTABLES (DEPO-PROVERA)			31/10/2023	27,970	vials
6	CON006	INJECTABLES (DEPO-PROVERA)			30/11/2023	100,000	vials
7	CON006	INJECTABLES (DEPO-PROVERA)			31/12/2023	174,000	vials
8	CON007	IUD (CT-380A)			31/08/2026	6,550	pcs

ADD CANCEL

- Select an item or multiple items from above screen then press on **'ADD'** selected product will have added in the invoice item list.

ISSUE VOUCHER PUSH - ADD/EDIT

You have unsaved changes **SAVE** **UPDATE** **BACK TO LIST**

Invoice No * 3874 Facility * Aditmari, Lalmonirhat Prepared By * Md. Ranju Miah Prepared Date * 03/04/2023

Approved By * MD. SHIHAB UDDIN Approved Date * 03/04/2023 Issued By * Md. Ranju Miah Issued Date * 03/04/2023

Carrier Name Remarks ☐ Updated ☐ Cancel

SELECT ITEM

SI#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON001	AD SYRINGE (1 ML)		pcs	12,500				31/03/2025	
2	CON002	CONDOM		pcs	874,790				31/03/2027	
3	CON004	IMPLANT (2 ROD)		sets	10,580				31/03/2025	
4	CON006	INJECTABLES (DEPO-PROVERA)		vials	27,970				31/10/2023	

- Unit field will be filled automatically.
- The Stock Qty, Lot No, Mfg. Date and Expiry Date will be picked from the lot information, if available.
- Quantity:** Enter Issued Qty. Continue every Item.
- Press **SAVE** to save Invoice line items.

ISSUE VOUCHER PUSH - ADD/EDIT

Invoice No * 3874
Facility * Aditmari, Lalmonirhat
Prepared By * Md. Ranju Miah
Prepared Date * 03/04/2023

Approved By * MD. SHIHAB UDDIN
Approved Date * 03/04/2023
Issued By * Md. Ranju Miah
Issued Date * 03/04/2023

Carrier Name
Remarks
☐ Updated ☐ Cancel

Sl#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON001	AD SYRINGE (1 ML)	5,500	pcs	12,500				31/03/2025	
2	CON002	CONDOM	15,000	pcs	874,790				31/03/2027	
3	CON004	IMPLANT (2 ROD)	2,000	sets	10,580				31/03/2025	
4	CON006	INJECTABLES (DEPO-PROVERA)	5,000	vials	27,970				31/10/2023	

If you want to change the product stock lot Press on lot change button will see the following popup

Item Lots Stock

Sl#	Item Code	Item Name	Lot No/Des...	Mfg. Date	Expiry Date	Lot Qty	Unit
1	CON001	AD SYRINGE (1 ML)			31/03/2025	12,500	pcs
2	CON001	AD SYRINGE (1 ML)			30/11/2025	109,800	pcs

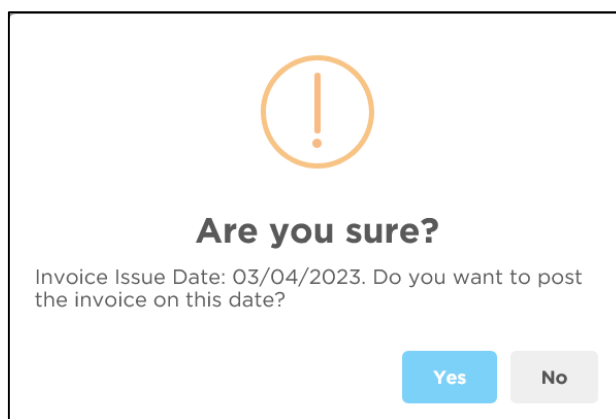
Select the product lot and press on select button the product lot will be changed.

Updating the Stock

- Entry of a new invoice does not update current stock position automatically. After the invoice entry is complete, press **"Update"** button to recalculate the balance of items from the current invoice.

Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure.

- Press **'UPDATE'** button.
- A confirmation dialog will appear.



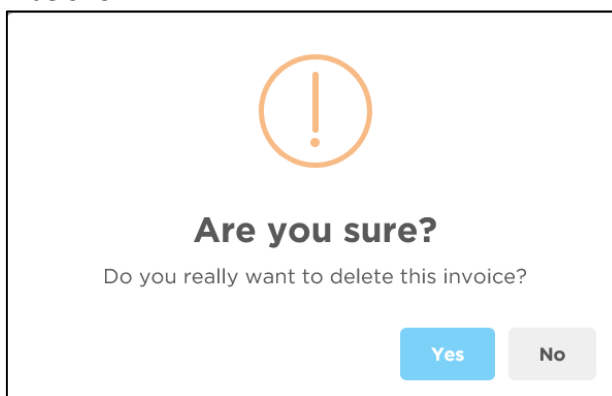
- Press **"Yes"** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing Issue Invoice

- Select the invoice you want to edit from the list of invoices.
- Double click on invoice or click on edit button beside the selected invoice 'action' column
- Change the fields as necessary.
- When done with editing, press **"Save"**.
- If you want to cancel the current editing, press Esc to undo the changes.

Delete an existing Invoice

- Select the invoice you want to remove from invoices list.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **"Yes"** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Edit an existing Issue Invoice Item

ISSUE VOUCHER PUSH - ADD/EDIT

Invoice No *
Facility *
Prepared By *
Prepared Date *

Approved By *
Approved Date *
Issued By *
Issued Date *


Carrier Name
Remarks
☐ Updated ☐ Cancel

Sl#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON001	AD SYRINGE (1 ML)	5508	pcs	12,500				31/03/2025	
2	CON002	CONDOM	15,000	pcs	874,790				31/03/2027	
3	CON004	IMPLANT (2 ROD)	2,000	sets	10,580				31/03/2025	
4	CON006	INJECTABLES (DEPO-PROVERA)	5,000	vials	27,970				31/10/2023	

- Select the invoice item you want to edit from the items list in block E.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press Esc then press '**BACK TO LIST**' to undo the changes.

Delete an Issue Invoice Item

- Select the invoice item you want to edit from the items list in Block-C.
- Press "**Delete**" button.
- A confirmation dialog will be shown.



Are you sure?

Do you really want to delete the selected item?

- Press "**Yes**" if you really want to delete the Invoice item.

Search an Issue Voucher (Push)

- To search go to row header just writing Invoice no. and following window will appear:

ISSUE VOUCHER PUSH

From: 02/02/2023 To: 03/05/2023 New Print Export

Sl#	Facility	Invoice No	Invoice Date	Prepared By	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	Aditmari, Lalmonirhat	3874	03/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	03/04/2023	Md. Ranju Miah	✗	✗	✎ ✕

- Enter the invoice no you want to find in **"Invoice No."** box to searching. If the Invoice is found, then it will be shown like above screen.
- If you want to see the invoice, double click on this searched invoice will see the invoice screen as follows.

ISSUE VOUCHER PUSH - ADD/EDIT SAVE UPDATE BACK TO LIST Print

Invoice No * 3874 Facility * Aditmari, Lalmonirhat Prepared By * Md. Ranju Miah Prepared Date * 03/04/2023

Approved By * MD. SHIHAB UDDIN Approved Date * 03/04/2023 Issued By * Md. Ranju Miah Issued Date * 03/04/2023

Carrier Name Remarks ☐ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Quantity	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON001	AD SYRINGE (1 ML)	5,500	pcs	12,500				31/03/2025	✎ ✕
2	CON002	CONDOM	15,000	pcs	874,790				31/03/2027	✎ ✕
3	CON004	IMPLANT (2 ROD)	2,000	sets	10,580				31/03/2025	✎ ✕
4	CON006	INJECTABLES (DEPO-PROVERA)	5,000	vials	27,970				31/10/2023	✎ ✕

Print Issue Voucher (Push)

- Press Print button to preview the invoice. The following dialog will come.

Government of the People's Republic of Bangladesh Directorate General of Family planning Rangpur RWH, Sadar Rangpur								
Invoice*				Invoice No 3874				
Issue From : Rangpur RWH, Sadar Rangpur				Print Date : 03/05/2023				
Issue To : UFPO, Aditmari, Lalmonirhat				Pages : Page 1 of 1				
1st copy: For receiving store								
Sl#	Code	Article	Quantity		Unit	No Of Cartons	Lot No/Desc ription	Expiry Date
			In Number	In Words				
1	CON001	AD SYRINGE (1 ML)	5,500	Five Thousand Five Hundred	pcs			31/03/2025
2	CON002	CONDOM	15,000	Fifteen Thousand	pcs			31/03/2027
3	CON004	IMPLANT (2 ROD)	2,000	Two Thousand	sets			31/03/2025
4	CON006	INJECTABLES (DEPO-PROVERA)	5,000	Five Thousand	vials			31/10/2023
Remarks :								
Signature: _____ Issue Voucher Prepared By: Md. Ranju Miah Designation: Store Keeper Date: 03/04/2023				Signature: _____ Checked and Approved By: MD. SHIHAB UDDIN Designation: Supply Officer Date: 03/04/2023				
Signature: _____ Issued By: Md. Ranju Miah Designation: Store Keeper Date: 03/04/2023			Should be filled up by recipient office					
			Signature: _____ Receive By: _____ Designation: _____ Date: _____			Counter Signature: _____ Name: _____ Designation: _____ Date: _____		
Vehicle No.:				Driver's/Representative's Name:				
				Signature: _____				

- If you want to print the full set of invoices, press on the Print button.
- To reprint or preview only a single copy from any of the 1-5 copies, select one of the other option buttons, then press **Print** button.

4.4. Issue Voucher (Indent)

- This form is used to issue items based on indent received from facilities. Item quantities issued through this invoice are deducted from the total stock. This form is used to enter new Issue Voucher (Indent) or after downloaded indent from facility, edit, and print or delete old invoices.

ISSUE VOUCHER INDENT - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 258 Indentor * Bogura Sadar, Bogura Indent No 11

Prepared By Badhan Shingha Designation UFPA Date 20/03/2023

Approved By Md. Mostafizur Rahman Designation UFPO Date 20/03/2023

Prepared By * Md.Asraful Islam Prepared Date * 20/03/2023 Approved By * Ismat Ara Approved Date * 20/03/2023

Issued By * Md.Asraful Islam Issued Date * 20/03/2023 Carrier Name Md.Khokon

Remarks

☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON004	IMPLANT (2 ROD)	300	300	sets	5,900				28/02/2025	
2	MCH002	DDS KIT	35		kit	1,457		MCTRAH		31/12/2023	
3	CON009	ORAL PILL APON	800		cycle	72,800				31/10/2024	
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	1,000	200	tab.	200		MCTRAH		31/01/2024	
5	MCH051	7.1% CHLOROHEXIDINE	800		bottle	22,000		MCH		31/01/2024	
6	MCH010	INJ. PHENERGON 25 MG	5	0	amp.	0				30/06/2022	
7	MSR025	RUBBER GLOVES 6.5"	5,000	500	pair	5,000		CCSDP		30/04/2024	
8	KIT043	OXYGEN CYLINDER	15	2	nos.	10		CCSDP			
9	MCH019	TAB. IRON (FS 200 MG + FOLIC ACID 400 MCG)	10,000	0	tab.	0				30/06/2024	

Open Issue Voucher (Indent)

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Issue Voucher (Indent)**... from **Invoice** menu.
- The **Issue Voucher (Indent)** form is displayed.


ISSUE VOUCHER INDENT

From 02/02/2023 To 03/05/2023

New Download Indent

Sl#	Indentor	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	Bogura Sadar, Bogura	258	20/03/2023	Md.Asraful Islam	20/03/2023	Ismat Ara	20/03/2023	Md.Asraful Islam	✓	✗	
2	Adamdighi, Bogura	257	13/02/2023	Md.Asraful Islam	13/02/2023	Ismat Ara	13/02/2023	Md.Asraful Islam	✓	✗	
3	Naogaon Sadar, Naogaon	256	08/02/2023	Md.Asraful Islam	08/02/2023	Ismat Ara	09/02/2023	Md.Asraful Islam	✓	✗	

ISSUE VOUCHER INDENT - ADD/EDIT

SAVE UPDATE BACK TO LIST 

Invoice No * 258 **Indentor *** Bogura Sadar, Bogura **Indent No** 11

Prepared By Badhan Shingha **Designation** UFPA **Date** 20/03/2023

Approved By Md. Mostafizur Rahman **Designation** UFPO **Date** 20/03/2023

Prepared By * Md.Asraful Islam **Prepared Date *** 20/03/2023 **Approved By *** Ismat Ara **Approved Date *** 20/03/2023

Issued By * Md.Asraful Islam **Issued Date *** 20/03/2023 **Carrier Name** Md.Khokon

Remarks
☒ Updated ☐ Cancel



SELECT ITEM

Sl#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON004	IMPLANT (2 ROD)	300	300	sets	5,900				28/02/2025	
2	MCH002	DDS KIT	35		kit	1,457		MCRAH		31/12/2023	
3	CON009	ORAL PILL APON	800		cycle	72,800				31/10/2024	
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	1,000	200	tab.	200		MCRAH		31/01/2024	
5	MCH051	7.1% CHLOROHEXIDINE	800		bottle	22,000		MCH		31/01/2024	
6	MCH010	INJ. PHENERGON 25 MG	5	0	amp.	0				30/06/2022	
7	MSR025	RUBBER GLOVES 6.5"	5,000	500	pair	5,000		CCSDP		30/04/2024	
8	KIT043	OXYGEN CYLINDER	15	2	nos.	10		CCSDP			
9	MCH019	TAB. IRON (FS 200 MG + FOLIC ACID 400 MCG)	10,000	0	tab.	0				30/06/2024	

General Description of Issue Voucher (Indent) Form

ISSUE VOUCHER INDENT

From 02/02/2023 To 03/05/2023

New Download Indent  

Sl#	Indentor	Invoice No	Invoice Date	Prepared By	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	Bogura Sadar, Bogura	258	20/03/2023	Md.Asraful Islam	20/03/2023	Ismat Ara	20/03/2023	Md.Asraful Islam	✓	✗
2	Adamdighi, Bogura	257	13/02/2023	Md.Asraful Islam	13/02/2023	Ismat Ara	13/02/2023	Md.Asraful Islam	✓	✗
3	Naogaon Sadar, Naogaon	256	08/02/2023	Md.Asraful Islam	08/02/2023	Ismat Ara	09/02/2023	Md.Asraful Islam	✓	✗

ISSUE VOUCHER INDENT - ADD/EDIT

C SAVE UPDATE BACK TO LIST

Invoice No * Indentor * Indent No

Prepared By Designation Date

Approved By Designation Date

Prepared By * Prepared Date * Approved By * Approved Date *

Issued By * Issued Date * Carrier Name

Remarks

☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON004	IMPLANT (2 ROD)	300		sets	5,900				28/02/2025	
2	MCH002	DDS KIT	35		kit	1,457		MCRAH		31/12/2023	
3	CON009	ORAL PILL APON	800		cycle	72,800				31/10/2024	
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	1,000	200	tab.	200		MCRAH		31/01/2024	
5	MCH051	7.1% CHLOROHXIDINE	800		bottle	22,000		MCH		31/01/2024	
6	MCH010	INJ. PHENERGON 25 MG	5		amp.	0				30/06/2022	
7	MSR025	RUBBER GLOVES 6.5"	5,000		pair	5,000		CCSDP		30/04/2024	
8	KIT043	OXYGEN CYLINDER	15		nos.	10		CCSDP			
9	MCH019	TAB. IRON (FS 200 MG + FOLIC ACID 400 MCG)	10,000		tab.	0				30/06/2024	

This form is used to edit, create, delete, and print Issue Voucher (Indent)s. Controls in the form are grouped into 4 (four) blocks –

A. Command Buttons:

- Number of buttons to manipulate the Invoices. Save, Download Indent, Print, Excel.

B. Invoice List:

- Invoices listed Invoice no, Invoice Date, Prepared By, Approved Date, Approve By, Issued Date, Issued By, Indentor, Update, Cancel and Actions.

C. Command Buttons:

A number of buttons to manipulate the Invoices. Save, Update and Print

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Indentor* – Facility requesting the items.
- Indent No* – Indent no. of the facility.
- Prepared By, Designation & Date – Name, designation and preparation date of the indent.
- Approved By, Designation & Date – Name, designation and approval date of indent.
- Prepared By, Approved By, Supplied By* – Name of employees who are responsible for issue of items. There are three date fields related to the names.
- Prepared By Date, Approved by Date, Supplied by Date* – Dates in which invoice preparation, approval and supply are made.
- Remarks – Any comments about the supply.
- Carrier name – Driver/Representative name.
- Invoice No, Indentor, Indent No., Prepared By, Approved By, supplied by and their related date fields are mandatory (*).

E. Invoice Items Entry Fields:

- Invoices consist of line items. There is one line for every item issued. Every line has the following eight fields:
- Item* – Name of item requested.
- Unit – Unit of measurement of item.
- Stock Qty – Current stock quantity in issuing facility.
- Indent Qty – Quantity of item requested.
- Issued Qty* – Quantity issued to facility.
- Lot No – Lot no. of the item issued
- Mfg. Date – Manufacturing date of the item lot issued
- Expiry Date – Expiry date of goods in the lot.
- Item, Indent Qty and Issued Qty fields are mandatory. Unit, Stock Qty, Lot No, Mfg. Date and Expiry date are automatically picked from item's lot information.

View information about a specific Invoice

ISSUE VOUCHER INDENT - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No * 258 Indentor * Bogura Sadar, Bogura Indent No 11

Prepared By Badhan Shingha Designation UFPA Date 20/03/2023

Approved By Md. Mostafizur Rahman Designation UFPO Date 20/03/2023

Prepared By * Md.Asraful Islam Prepared Date * 20/03/2023 Approved By * Ismat Ara Approved Date * 20/03/2023

Issued By * Md.Asraful Islam Issued Date * 20/03/2023 Carrier Name Md.Khokon

Remarks

☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON004	IMPLANT (2 ROD)	300	300	sets	5,900				28/02/2025	
2	MCH002	DDS KIT	35		kit	1,457		MCRAH		31/12/2023	
3	CON009	ORAL PILL APON	800		cycle	72,800				31/10/2024	
4	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	1,000	200	tab.	200		MCRAH		31/01/2024	
5	MCH051	7.1% CHLOROHEXIDINE	800		bottle	22,000		MCH		31/01/2024	
6	MCH010	INJ. PHENERGON 25 MG	5	0	amp.	0				30/06/2022	
7	MSR025	RUBBER GLOVES 6.5"	5,000	500	pair	5,000		CCSDP		30/04/2024	
8	KIT043	OXYGEN CYLINDER	15	2	nos.	10		CCSDP			
9	MCH019	TAB. IRON (FS 200 MG + FOLIC ACID 400 MCG)	10,000	0	tab.	0				30/06/2024	

Select the Invoice to view from the invoice list in Block-B. Using the List of Invoice. Invoices can be grouped in three ways – by Invoice No, Indentor or by Invoice Date.

- After an Invoice no. is selected – corresponding information is show in Block-D and E.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only Invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press "**Filter**" button to list less or more invoice.

Download an Indent Invoice

- Press **'Download Indent'** button from the command buttons block. The form will look like this:

- Select a (Warehouse/Upazila) and enter the Indent No. like following screen -

- Press on **'Download'** button. After pressing the receive voucher will be downloaded. Like following screen -

SI#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	50,000	50,000	pcs	932,400				31/10/2025	

If you want to change the product stock lot Press on lot change button will see the following popup

Item Lots Stock
×

SI#	Item Code ▲	Item Name ▲	Lot No/Des... ▲	Mfg. Date ▲	Expiry Date ▲	Lot Qty ▲	Unit ▲
	filter column...	filter column...					
1	CON002	CONDOM			31/10/2025	932,400	pcs
2	CON002	CONDOM			31/12/2025	832,400	pcs
3	CON002	CONDOM			31/05/2027	396,000	pcs
4	CON002	CONDOM		30/08/2022	31/07/2027	400,000	pcs
5	CON002	CONDOM			31/10/2027	932,400	pcs
6	CON002	CONDOM			31/12/2027	842,400	pcs

SELECT
CANCEL

Select the product lot and press on select button the product lot will be changed.

- Now you can check and **update** the downloaded invoice the invoice items stock deducts from stock balance the invoice will be not editable.

Enter a new Invoice

- Press **'NEW'** button from the command buttons block and the following screen will come:

ISSUE VOUCHER INDENT - ADD/EDIT

RESET
SAVE
BACK TO LIST

Invoice No *
416
Indentor *
Indent No

Prepared By
Designation
Date

Approved By
Designation
Date

Prepared By *
K. M Faruk Hossain
Prepared Date *
20/09/2022
Approved By *
Md.Abul Kalam Azad
Approved Date *
20/09/2022

Issued By *
Mohammad Shakir Uddin
Issued Date *
20/09/2022
Carrier Name

Remarks
☐ Updated
☐ Cancel

SELECT ITEM

SI#	Item Code ▲	Item Name ▲	Indent Qty ▲	Issued Qty ▲	Unit ▲	Stock Qty ▲	No Of Cart... ▲	Lot No/Description ▲	Mfg. Date ▲	Expiry Date ▲	Actions
	filter column...	filter column...									

- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Provide the Indentor name and Indent No.
- Select the Employee name who is preparing, approving and supplying the goods.
- Optionally you can provide other fields.

ISSUE VOUCHER INDENT - ADD/EDIT

RESET SAVE BACK TO LIST

Invoice No * 260 Indent No

Prepared By Designation Date

Approved By Designation Date

Prepared By * Md.Asraful Islam Prepared Date * 03/05/2023 Approved By * Ismat Ara Approved Date * 03/05/2023

Issued By * Issued Date * 03/05/2023 Carrier Name

Remarks

☐ Updated ☐ Cancel

SELECT ITEM

SI#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
	filter column...	filter column...									

- Press '**SAVE**' button to save the Invoice header.
- Your new Invoice no. will be visible in the Invoice list.
- If you want to cancel the new Invoice entry, press **Back to List** during editing to undo.

Invoice Items Entry

- Press Select Items button from the command buttons block. The form will look like the following screen:

ISSUE VOUCHER INDENT - ADD/EDIT

RESET SAVE BACK TO LIST

Invoice No * 260

Prepared By

Approved By

Prepared By * Md.Asraful Islam

Issued By *

Remarks

Item Lots Stock

SI#	Item Code	Item Name	Lot No/Des...	Mfg. Date	Expiry Date	Lot Qty	Unit
1	CON001	AD SYRINGE (1 ML)			31/03/2025	9,200	pcs
2	CON001	AD SYRINGE (1 ML)			31/01/2026	973,700	pcs
3	CON002	CONDOM			31/10/2025	932,400	pcs
4	CON002	CONDOM			31/12/2025	832,400	pcs
5	CON002	CONDOM			31/05/2027	396,000	pcs
6	CON002	CONDOM		30/08/2022	31/07/2027	400,000	pcs
7	CON002	CONDOM			31/10/2027	932,400	pcs
8	CON002	CONDOM			31/12/2027	842,400	pcs

ADD CANCEL

- Select an Item name from Item combo box.
- Unit field will be filled automatically.
- Enter Indent Qty and Issued Qty.
- The Stock Qty, Lot No, Mfg Date and Expiry Date will be picked from the lot information, if available.

ISSUE VOUCHER INDENT - ADD/EDIT You have unsaved changes SAVE UPDATE BACK TO LIST

Invoice No *
 Indentor *
 Indent No

Prepared By
 Designation
 Date

Approved By
 Designation
 Date

Prepared By *
 Prepared Date *
 Approved By *
 Approved Date *

Issued By *
 Issued Date *
 Carrier Name

Remarks

☐ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	50,000	50,000	pcs	932,400				31/10/2025	

- Continue every item.
- Press **Save** button to save Invoice line items.

ISSUE VOUCHER INDENT - ADD/EDIT SAVE UPDATE BACK TO LIST

Invoice No *
 Indentor *
 Indent No

Prepared By
 Designation
 Date

Approved By
 Designation
 Date

Prepared By *
 Prepared Date *
 Approved By *
 Approved Date *

Issued By *
 Issued Date *
 Carrier Name

Remarks

☐ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	50,000	50,000	pcs	932,400				31/10/2025	

If you want to change the product stock lot Press on lot change button will see the following popup

Item Lots Stock
×

SI#	Item Code ▲	Item Name ▲	Lot No/Des... ▲	Mfg. Date ▲	Expiry Date ▲	Lot Qty ▲	Unit ▲
	filter column...	filter column...					
1	CON002	CONDOM			31/10/2025	932,400	pcs
2	CON002	CONDOM			31/12/2025	832,400	pcs
3	CON002	CONDOM			31/05/2027	396,000	pcs
4	CON002	CONDOM		30/08/2022	31/07/2027	400,000	pcs
5	CON002	CONDOM			31/10/2027	932,400	pcs
6	CON002	CONDOM			31/12/2027	842,400	pcs

SELECT
CANCEL


Select the product lot and press on select button the product lot will be changed.

Updating the Stock

Entry of a new Invoice does not update current stock position automatically. After the Invoice entry is complete, press **"Update"** button to recalculate the balance of items from the current invoice.

Note: After the invoice figures are updated to stock, the invoice will be locked– you will not be allowed to change any figure.

- Press **"Update"** button.
- A confirmation dialog will appear.



Are you sure?

Do you really want to update The invoice items to stock? You will not be able to edit this invoice after update.

Yes
No

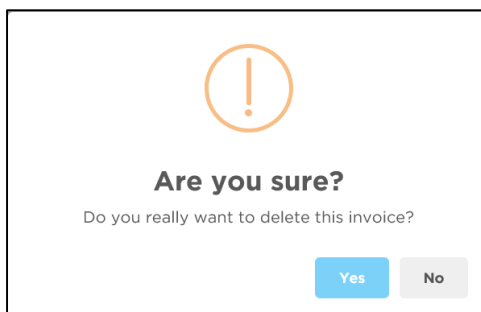
- Press **"Yes"** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press **'Back to List'** to undo the changes.

Delete an existing Invoice

- Select the invoice you want to remove from invoices list.
- Press **"Delete"** button.
- A confirmation dialog will be shown.



- Press **“Yes”** if you really want to delete the Invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Edit an existing Invoice Item

SI#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON004	IMPLANT (2 ROD)	2000	2000	sets	4000				30/04/2024	

- Select the Invoice Item you want to edit from the items list in Block-C.

SI#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON004	IMPLANT (2 ROD)	2000	2000	sets	4000				30/04/2024	

- Click on any field to start editing.

SI#	Item Code	Item Name	Indent Qty	Issued Qty	Unit	Stock Qty	No Of Cart...	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON004	IMPLANT (2 ROD)	2000	2000	sets	4000				30/04/2024	

- When done with editing, press **‘Save’**.
- If you want to cancel the current editing, press **‘Back to List’** to undo the changes.

Delete an Invoice Item

- Select the invoice item you want to edit from the items list in Block-D.
- Press **‘Delete’** button. The Invoice item will be deleted.

Search an Issue Voucher (Indent)

- To Search Issue Voucher (Indent) form and to find a specific Invoice, invoice list header just writing Invoice no. and following window will appear:

ISSUE VOUCHER INDENT

From: 02/02/2023 To: 03/05/2023 New Download Indent

Sl#	Indentor	Invoice No	Invoice Date	Prepared By	Approv... Date	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	Adamdighi, Bogura	260	03/05/2023	Md.Asraful Islam	03/05/2023	Ismat Ara	03/05/2023	Md.Asraful Islam	✗	✗	✎

- Enter the Invoice no you want to find in '**Indent Invoice No.**' box.
- Press '**Enter**' button or while start writing words the system automatically starts searching.
- If the Invoice is found, then it will be shown selected.

Print Issue Voucher (Indent)

- Press button to preview the Invoice. The following dialog will come.
- If you want to print the full set of invoices, press on the Print button.
- To reprint or preview only a single copy from any of the 1-5 copies, select one of the other option buttons, then press Print button.

4.5. Gate Pass

- This form is used to prepare '**Gate Pass**' for Invoices.

GATE PASS - ADD/EDIT SAVE BACK TO LIST

Gate Pass No * 1622 Gate Pass Date * 09/04/2023 Driver Name Md.Khokon Vehicle No 11-5085

Prepared By Md.Asraful Islam Approved By Ismat Ara

SELECT INVOICE

Sl#	Invoice No	Invoice Type	Facility Name	Actions
1	4473	PUSH	Rajshahi RWH	✎

Open Gate Pass Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Gate Pass.....** from **Invoice** menu.
- The Gate Pass List form is displayed.

GATE PASS

From

02/02/2023

To

03/05/2023

New

Sl#	Gate Pass No	Date	Driver Name	Vehicle No	Prepared By	Approved By	Actions
	filter column...		filter column...	filter column...	filter column...	filter column...	
1	1622	09/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
2	1621	08/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
3	1620	06/04/2023	Md. Nayan Miha	0034	Md.Asraful Islam	Ismat Ara	
4	1619	06/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
5	1618	05/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	
6	1617	05/04/2023	Md.Parves Hossain	14-1469	Md.Asraful Islam	Ismat Ara	
7	1616	04/04/2023	Md.Rashed Hossain	11-5083	Md.Asraful Islam	Ismat Ara	
8	1615	04/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	
9	1614	29/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
10	1613	28/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
11	1612	22/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
12	1611	21/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	

Select and double click on a Gate pass the gate pass will be displayed as follows.

GATE PASS - ADD/EDIT				
Gate Pass No *		Gate Pass Date *	Driver Name	Vehicle No
1622		09/04/2023	Md.Khokon	11-5085
Prepared By		Approved By		
Md.Asraful Islam		Ismat Ara		
SELECT INVOICE				
Sl#	Invoice No	Invoice Type	Facility Name	Actions
	filter column...	filter column...	filter column...	
1	4473	PUSH	Rajshahi RWH	

General Description of Gate Pass:

This form is used to edit, create, delete, and print Gate Passes. Controls in the form are grouped into 5 (five) blocks –

GATE PASS							
From		To					
02/02/2023		03/05/2023					
New Print							
Sl#	Gate Pass No	Date	Driver Name	Vehicle No	Prepared By	Approved By	Actions
	filter column...		filter column...	filter column...	filter column...	filter column...	
1	1622	09/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
2	1621	08/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
3	1620	06/04/2023	Md. Nayan Miha	0034	Md.Asraful Islam	Ismat Ara	
4	1619	06/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
5	1618	05/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	
6	1617	05/04/2023	Md.Parves Hossain	14-1469	Md.Asraful Islam	Ismat Ara	
7	1616	04/04/2023	Md.Rashed Hossain	11-5083	Md.Asraful Islam	Ismat Ara	
8	1615	04/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	
9	1614	29/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
10	1613	28/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	
11	1612	22/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	

A. Command buttons:

A number of buttons to manipulate the Invoices. New, Print and Excel

B. Gate Pass List:

Invoice listed Gate Pass No., Gate Pass Date, Driver Name, Voucher No, Prepared By, Approved by Action.

C. Command buttons:

A number of buttons to manipulate the Invoices. Save, Back to List and Print.

D. Gate Pass Entry Fields:

To describe a Gate Pass, following fields are required -

- Gate Pass No* – A unique sequence to represent the Gate Pass.
- Date* – Date of issuing gate pass.
- Driver Name & Vehicle No – Name of Driver and Vehicle used to deliver the goods in the Gate Pass.
- Prepared By, Approved By* – Name of employees who are responsible for issuing of Gate Pass.
- Gate Pass No, Date, prepared by and Approved By fields are mandatory.

E. Gate Pass Items Entry Fields:

There is one line for every Gate Pass Item. Every line has the following fields:

- Type* – Two possible values –PUSH & INDENT – based on the type of invoice.
- Invoice No* – An invoice no. linked to the gate pass. All the fields are mandatory.

View information about a specific a Gate Pass

- Select the gate pass to view from the tree-like list in Block-B. Using the Group By combo box – gate passes can be grouped in three ways – by Gate pass No or by Gate pass Date.
- After a Gate Pass No. is selected – corresponding information is shown in Block-D and E.
- At any time, a partial list of Gate Passes is shown based on the **Filter Criteria**.
- Only Gate Passes that fall between **Start Date** and **End Date** are listed. You can change the dates and press "**Filter**" button to list less or more Gate Pass.

The screenshot shows the 'GATE PASS' interface. At the top, there are 'From' and 'To' date pickers set to 02/02/2023 and 03/05/2023 respectively. Below these are 'New', 'Print', and 'Export' buttons. A calendar for February 2023 is open, showing the 2nd as the selected date. The main table lists gate passes with columns: Driver Name, Vehicle No, Prepared By, Approved By, and Actions. The table contains 10 rows of data, all for the year 2023, with various driver names and vehicle numbers.

Enter a new Gate Pass

- Press **New** button from the command buttons block. The form will look like the following screen:

The screenshot shows the 'GATE PASS - ADD/EDIT' form. It has fields for 'Gate Pass No *' (1623), 'Gate Pass Date *' (03/05/2023), 'Driver Name', and 'Vehicle No'. Below these are dropdown menus for 'Prepared By' (Md.Asraful Islam) and 'Approved By' (Ismat Ara). There are 'RESET', 'SAVE', and 'BACK TO LIST' buttons at the top right. A 'SELECT INVOICE' button is located below the form fields. At the bottom, there is a table with columns: SI#, Invoice No, Invoice Type, Facility Name, and Actions. The table is currently empty.

- The gate pass No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- **Prepared By** and **approved by** Automatic Selected from Settings. I needed to change select the employee names from dropdown list. This field is mandatory.
- Optionally provide other fields Driver Name and Vehicle No.
- If you want to cancel the new invoice entry, press 'BACK TO LIST' button during editing to undo.
- Press **SAVE** button.
- Your new "Gate Pass No." will be visible in the gate pass list.

GATE PASS - ADD/EDIT

SAVE BACK TO LIST

Gate Pass No * 1623 Gate Pass Date * 03/05/2023 Driver Name Md.Khokon Vehicle No 11-5085

Prepared By Md.Asraful Islam Approved By Ismat Ara

SELECT INVOICE

Sl#	Invoice No	Invoice Type	Facility Name	Actions
	filter column...	filter column...	filter column...	

Gate Pass Items Entry

- The 'Select Invoice' form is displayed

Invoice List

Sl#	Invoice Type	Invoice No	Facility Name
	filter column...	filter column...	filter column...
1	PUSH	1185	Dhaka CWH
2	PUSH	1826	Dhaka CWH
3	PUSH	2048	Dhaka CWH
4	PUSH	2562	Dhaka CWH
5	PUSH	2816	Dhaka CWH
6	PUSH	3351	Dhaka CWH
7	PUSH	3717	Dhaka CWH
8	PUSH	1466	Dhaka CWH
9	PUSH	1855	Dhaka CWH

ADD CANCEL

- Select the invoices that you want to deliver and press 'Add button'.

GATE PASS - ADD/EDIT

You have unsaved changes SAVE BACK TO LIST

Gate Pass No * 1623 Gate Pass Date * 03/05/2023 Driver Name Md.Khokon Vehicle No 11-5085

Prepared By Md.Asraful Islam Approved By Ismat Ara

SELECT INVOICE

Sl#	Invoice No	Invoice Type	Facility Name	Actions
	filter column...	filter column...	filter column...	
1	2017	PUSH	Sapahar, Naogaon	

- press 'Save button'.

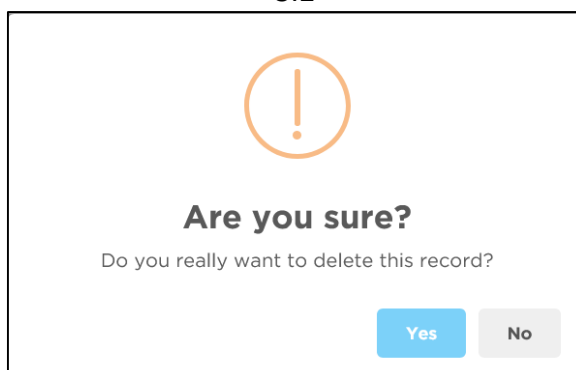
Edit an existing Gate Pass

- Select the Gate Pass, if you want to edit from the list of Gate Pass.
- Press on Edit button the gate pass will display in edit mode.
- Change the fields as necessary.
- When done with editing, press '**Save**'.
- If you want to cancel the current editing, press **back to list** button to undo the changes.

Delete an existing Gate Pass

- Select the Gate Pass you want to remove from gate pass list.
- Press Delete button from action column. A confirmation dialog will be shown.

3.2



- Press '**Yes**' if you really want to delete the gate pass.
- You will not be able to delete a gate pass that has items under it. First delete the items and then delete the gate pass.

Delete a Gate Pass Item

- Select the Gate Pass item you want to edit from the items list in Block-E.
- Press **Delete** button.

Search a Gate Pass

- Press Gate Pass form and to find a gate pass

GATE PASS

From

02/02/2023

To

03/05/2023

New

Sl#	Gate Pass No	Date	Driver Name	Vehicle No	Prepared By	Approved By	Actions
	filter column...		filter column...	filter column...	filter column...	filter column...	
1	1623	03/05/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
2	1622	09/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
3	1621	08/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
4	1620	06/04/2023	Md. Nayan Miha	0034	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
5	1619	06/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
6	1618	05/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
7	1617	05/04/2023	Md.Parves Hossain	14-1469	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
8	1616	04/04/2023	Md.Rashed Hossain	11-5083	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
9	1615	04/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
10	1614	29/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
11	1613	28/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>
12	1612	22/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	<div></div> <div></div>

- Enter the gate pass no you want to find in 'Gate pass No.' box.
- Enter the Gate Pass No. you want to find in filter row header just writing Gate Pass no. and following window will appear:

GATE PASS

From: 02/02/2023 To: 03/05/2023 New Print Export

Sl#	Gate Pass No	Date	Driver Name	Vehicle No	Prepared By	Approved By	Actions
1	1622	09/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	 


- If the Gate Pass is found, then it will be shown selected.

GATE PASS - ADD/EDIT SAVE BACK TO LIST Print

Gate Pass No * 1622 Gate Pass Date * 09/04/2023 Driver Name Md.Khokon Vehicle No 11-5085

Prepared By Md.Asraful Islam Approved By Ismat Ara

SELECT INVOICE

Sl#	Invoice No	Invoice Type	Facility Name	Actions
1	4473	PUSH	Rajshahi RWH	

Print Gate Pass

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Bogura RWH, Banani, Bogura
Gate Pass No# 1622

Gate Pass Date : 09/04/2023 **Vehicle No** : 11-5085
Driver's/Representative's Name : Md.Khokon

Sl#	Invoice No	Invoice Type	Destination/Receiver
1	4473	PUSH	Rajshahi RWH

Gate Pass Prepared By **Driver/representative's Signature** **Authorized Signature**

4.6. Adjustment Invoice

ADJUSTMENT INVOICE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No. *
544

Adj. Type *
Return from Facility (Usable)

Facility *
Shajahanpur, Bogura

Prepared By *
Md.Asraful Islam

Prepared Date *
09/04/2023

Approved By *
Ismat Ara

Approved Date *
09/04/2023

Received By *
Md.Asraful Islam

Received Date *
09/04/2023

Remarks
Return lv No-102

☒ Updated ☐ Cancel

SELECT ITEM

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	tab.	800			31/01/2024	

This form is used for various stock adjustments, like – adjustment after physical stock, item expiry, destruction of expired items and return from facility. This form is used to enter Adjustment Invoices, edit, print and delete old invoices.

Open Adjustment Invoice form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Adjustment Invoice...** from **Invoice** menu.
- The **Adjustment Invoice** form is displayed.

ADJUSTMENT INVOICE

From 02/02/2023 To 03/05/2023

New

SI#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Update	Cancel	Actions
1	544	09/04/2023	Return from Facility...	Md.Asraful Isla...	09/04/2023	Ismat Ara	09/04/2023	Md.Asraful Isla...	Shajahanpur, Bogura	✓	✗	
2	543	06/04/2023	Return from Facility...	Md.Asraful Isla...	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
3	542	06/04/2023	Return from Facility...	Md.Asraful Isla...	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
4	541	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
5	540	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
6	539	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
7	538	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Panchbibli, Joypurhat	✓	✗	
8	537	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	
9	536	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	
10	535	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	
11	534	02/04/2023	Transfer to Unusable	Md.Asraful Isla...	02/04/2023	Ismat Ara	02/04/2023	Md.Asraful Isla...	Bogura RWH	✓	✗	
12	533	30/03/2023	Return from Facility...	Md.Asraful Isla...	30/03/2023	Ismat Ara	30/03/2023	Md.Asraful Isla...	Adamdighi, Bogura	✓	✗	
13	532	27/03/2023	Return from Facility...	Md.Asraful Isla...	27/03/2023	Ismat Ara	27/03/2023	Md.Asraful Isla...	Dhamoirhat, Naogaon	✓	✗	

View information about a specific Adjustment Invoice

ADJUSTMENT INVOICE - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No. *
544

Adj. Type *
Return from Facility (Usable)

Facility *
Shajahanpur, Bogura

Prepared By *
Md.Asraful Islam

Prepared Date *
09/04/2023

Approved By *
Ismat Ara

Approved Date *
09/04/2023

Received By *
Md.Asraful Islam

Received Date *
09/04/2023

Remarks
Return Iv No-102

☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	tab.	800			31/01/2024	

General Description of Adjustment Invoice Form

ADJUSTMENT INVOICE

From 02/02/2023 To 03/05/2023

New

A

Sl#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Update	Cancel	Actions
1	544	09/04/2023	Return from Facility...	Md.Asraful Isla...	09/04/2023	Ismat Ara	09/04/2023	Md.Asraful Isla...	Shajahanpur, Bogura	✓	✗	
2	543	06/04/2023	Return from Facility...	Md.Asraful Isla...	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
3	542	06/04/2023	Return from Facility...	Md.Asraful Isla...	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
4	541	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
5	540	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
6	539	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabatali, Bogura	✓	✗	
7	538	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Panchbibi, Joypurhat	✓	✗	
8	537	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	
9	536	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	
10	535	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	
11	534	02/04/2023	Transfer to Unusable	Md.Asraful Isla...	02/04/2023	Ismat Ara	02/04/2023	Md.Asraful Isla...	Bogura RWH	✓	✗	
12	533	30/03/2023	Return from Facility...	Md.Asraful Isla...	30/03/2023	Ismat Ara	30/03/2023	Md.Asraful Isla...	Adamdighi, Bogura	✓	✗	
13	532	27/03/2023	Return from Facility...	Md.Asraful Isla...	27/03/2023	Ismat Ara	27/03/2023	Md.Asraful Isla...	Dhamoirhat, Naogaon	✓	✗	

B

ADJUSTMENT INVOICE - ADD/EDIT

C

Invoice No. *
544

Adj. Type *
Return from Facility (Usable)

Facility *
Shajahanpur, Bogura

D Prepared By *
Md.Asraful Islam

Prepared Date *
09/04/2023

Approved By *
Ismat Ara

Approved Date *
09/04/2023

Received By *
Md.Asraful Islam

Received Date *
09/04/2023

Remarks
Return Iv No-102

☒ Updated ☐ Cancel

E

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	MCH021	TAB. MISOPROSTOL 200 MCG (2 tab. = 1 dose)	tab.	800			31/01/2024	

This form is used to edit, create, delete, and print Adjustment Invoices. The form is grouped into 5 (four) blocks –

A. Command buttons:

Number of buttons to manipulate the Invoices. New, Print and Excel.

B. Invoice List:

Invoice list viewed Invoice No., Invoice Date, Adjustment Type Prepared By, Approved Date, Approved By, Issue Date, Issued By, Facility, Update, Cancel and Action.

C. Command buttons:

A number of buttons to manipulate the Invoices. Save, Return to List and Print.

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Facility* – Facility dealing the items.
- Adjustment Type* – a list of adjustment types to select from. Possible adjustment types are:
 1. **Add to Stock:** If after physical inventory or any instance, it is found that an item is shown less than actual qty in stock
 2. **Deduct from Stock:** If after physical inventory or any instance, it is found that an item is shown excess than actual qty in stock
 3. **Return from Facility (Usable):** When a usable item is returned from a facility
 4. **Return from Facility (Unusable):** When an unusable item is returned from a facility
 5. **Transfer to Unusable:** Expired or Damage items transfer to Usable to Unusable Stock
 6. **Unusable Destroy:** Expired items are destroyed
 7. **Return to Supply Source:** When item is returned to Supply Source
 8. **Transfer to Other Warehouses:** When an item is transferred to Other Warehouses
 9. **Return to supplier:** When item is returned to a supplier
- Remarks – Comments about the adjustment reasons, outcome etc.
- Prepared By, approved by and Supplied By* – Name of employees who are responsible for adjustment of items.

- Prepared by Date, Approved by Date and Issued by Date* – Relevant dates of the preparation, approval and issue of adjustment invoice.
- Invoice No, Adjustment Type, Facility, Prepared By, Approved By and their related date fields are mandatory.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following seven fields:

- Item* – Name of item adjusted.
- Unit – unit of measurement of item.
- Stock Qty – Current stock quantity in facility performing the adjustment.
- Qty* – Quantity of goods adjusted.
- Lot No – Lot no. of the item adjusted.
- Mfg. Date – Manufacturing date of the item lot adjusted.
- Expiry Date – Expiry date of goods in the lot.
- Item and Qty fields are mandatory. Other fields are optional.

Enter a new Adjustment Invoice

- Press **'NEW'** button from the command buttons block. The form will look like the following screen:

ADJUSTMENT INVOICE - ADD/EDIT

RESET SAVE BACK TO LIST

Invoice No. *
545

Adj. Type * Facility * Prepared By * Prepared Date *
Md.Asraful Islam 03/05/2023

Approved By * Approved Date * Received By * Received Date *
Ismat Ara 03/05/2023 03/05/2023

Remarks

☐ Updated ☐ Cancel

SELECT ITEM

Sll#	Product Code	Product Name	Unit	Stock Qty	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
	filter column...	filter column...							

- The Invoice No. will be generated automatically.
- Date fields will be filled with current date. You can change if necessary.
- Select any Adjustment Type from list.
- If available, select the Facility.
- Select the name of employees preparing and approving the invoice. Also mention preparation and approval dates.
- Press **SAVE** button.
- Your new Invoice no. will be visible in the Invoice list.

ADJUSTMENT INVOICE - ADD/EDIT

Invoice No. *
545

Adj. Type *
Add to Stock

Facility *
Bogura RWH

Prepared By *
Md.Asraful Islam

Prepared Date *
03/05/2023

Approved By *
Ismat Ara

Approved Date *
03/05/2023

Received By *

Received Date *
03/05/2023

Remarks
☐ Updated ☐ Cancel

SELECT ITEM

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
	filter column...	filter column...						

- If you want to cancel the new invoice entry, press **Back to List** during editing to undo.

Adjustment Invoice Items Entry

- Press Selete Item button from the command buttons block. The form will look like the following screen:

ADJUSTMENT INVOICE - ADD/EDIT

Invoice No. *
545

Adj. Type *
Add to Stock

Approved By *
Ismat Ara

Remarks

Item List

SI#	Item Code	Item Name	Unit
1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle
2	MCH051	7.1% CHLOROHEXIDINE	bottle
3	MSR001	ABDOMINAL SHEET	pcs
4	KIT001	ACCESSORY SET FOR AJ3 OPERATING TABLE	sets
5	CON001	AD SYRINGE (1 ML)	pcs
6	MSR039	AdhesiveTape 1"	pcs
7	IEM001	ADMISSION REGISTER	book
8	BCC012	ADOLESCENT HEALTH CARD	pcs
9	BCC011	ADOLESCENT HEALTH REGISTER	book

ADD **CANCEL** **SELECT ITEM**

SI#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
	filter column...	filter column...						

- Select an item name from Item combo box.
- Unit field will be filled automatically.
- Enter Qty.
- Unit and Stock Qty. will be filled in automatically.
- The Lot No., Mfg. Date and Expiry Date fields may be available for editing. If available fill up these fields if necessary.

ADJUSTMENT INVOICE - ADD/EDIT

You have unsaved changes

[SAVE](#) [UPDATE](#) [BACK TO LIST](#)

Invoice No. *
545

Adj. Type *
Add to Stock

Facility *
Bogura RWH

Prepared By *
Md.Asraful Islam

Prepared Date *
03/05/2023

Approved By *
Ismat Ara

Approved Date *
03/05/2023

Received By *

Received Date *
03/05/2023

Remarks
☐ Updated ☐ Cancel

[SELECT ITEM](#)

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	CON002	CONDOM	pcs					

- Continue every item
- Press **SAVE** then the Invoice items will be saved

ADJUSTMENT INVOICE - ADD/EDIT

[SAVE](#) [UPDATE](#) [BACK TO LIST](#)

Invoice No. *
545

Adj. Type *
Add to Stock

Facility *
Bogura RWH

Prepared By *
Md.Asraful Islam

Prepared Date *
03/05/2023

Approved By *
Ismat Ara

Approved Date *
03/05/2023

Received By *

Received Date *
03/05/2023

Remarks
☐ Updated ☐ Cancel

[SELECT ITEM](#)

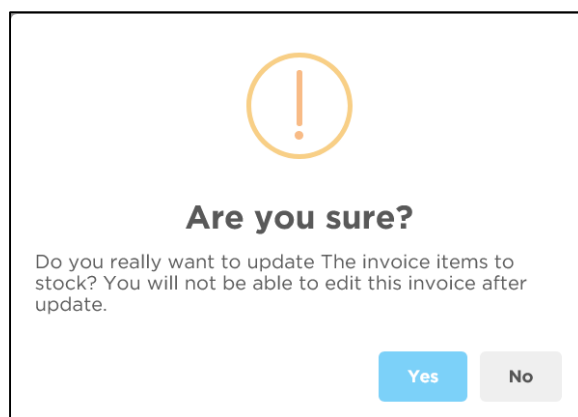
Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	CON002	CONDOM	pcs	10,000				

Updating the Stock

Entry of a new invoice does not update current stock position automatically. After the invoice entry is complete, press '**Update**' button to recalculate the balance of items from the current invoice.

Note: After the invoice figures are updated to stock, the invoice will be locked – you will not be allowed to change any figure.

- Press '**Update**' button.
- A confirmation dialog will appear.



- Press **'Yes'** if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing Adjustment Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press **'Back to List'** to undo the changes.

Edit an existing Adjustment Invoice Item

- Select the Adjustment Invoice item you want to edit from the items list in Block-C.

ADJUSTMENT INVOICE - ADD/EDIT

Invoice No. *
545

Adj. Type *
Add to Stock

Facility *
Bogura RWH

Prepared By *
Md.Asraful Islam

Prepared Date *
03/05/2023

Approved By *
Ismat Ara

Approved Date *
03/05/2023

Received By *

Received Date *
03/05/2023

Remarks

☐ Updated
 ☐ Cancel

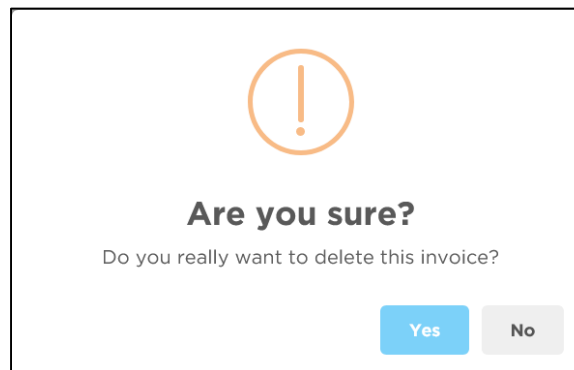
Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	CON002	CONDOM	pcs	10,000				<input type="button" value="Edit"/>

- Click on any field to start editing.
- Change the fields as necessary.
- When done with editing, press **Save**.
- If you want to cancel the current editing, press **'Return to List'** to undo the changes.

Delete an existing Adjustment Invoice

- Select the invoice you want to remove from invoices list.

- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete an Adjustment Invoice Item

- Select the invoice item you want to edit from the items list in Block-C.
- Press **'Delete'** button.
- A confirmation dialog will be shown.
- Press **'Yes'** if you really want to delete the Adjustment Invoice item.

Search an Adjustment Invoice

- Press Adjustment Invoices form and to find an Adjustment Invoice

ADJUSTMENT INVOICE

From

02/02/2023

To


03/05/2023

New

Sl#	Invoice No.	Invoice Date	Adj. Type	Prepared By	Approved Date	Approved By	Issued Date	Issued By	Facility	Updat...	Cancel	Actions
	filter column		filter column...	filter column...		filter column...		filter column...	filter column...			
1	544	09/04/2023	Return from Facility...	Md.Asraful Isla...	09/04/2023	Ismat Ara	09/04/2023	Md.Asraful Isla...	Shajahanpur, Bogura	✓	✗	⋮
2	543	06/04/2023	Return from Facility...	Md.Asraful Isla...	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla...	Gabtai, Bogura	✓	✗	⋮
3	542	06/04/2023	Return from Facility...	Md.Asraful Isla...	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla...	Gabtai, Bogura	✓	✗	⋮
4	541	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabtai, Bogura	✓	✗	⋮
5	540	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabtai, Bogura	✓	✗	⋮
6	539	05/04/2023	Return from Facility...	Md.Asraful Isla...	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla...	Gabtai, Bogura	✓	✗	⋮
7	538	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Panchbibi, Joypurhat	✓	✗	⋮
8	537	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	⋮
9	536	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	⋮
10	535	04/04/2023	Return from Facility...	Md.Asraful Isla...	04/04/2023	Ismat Ara	04/04/2023	Md.Asraful Isla...	Khetlal, Joypurhat	✓	✗	⋮
11	534	02/04/2023	Transfer to Unusable	Md.Asraful Isla...	02/04/2023	Ismat Ara	02/04/2023	Md.Asraful Isla...	Bogura RWH	✓	✗	⋮
12	533	30/03/2023	Return from Facility...	Md.Asraful Isla...	30/03/2023	Ismat Ara	30/03/2023	Md.Asraful Isla...	Adamdighi, Bogura	✓	✗	⋮
13	532	27/03/2023	Return from Facility...	Md.Asraful Isla...	27/03/2023	Ismat Ara	27/03/2023	Md.Asraful Isla...	Dhamoirhat, Naogaon	✓	✗	⋮

- Enter the Invoice no. you want to find in 'Adj. Invoice No, date, adj. type' in search box filter row header just writing Invoice no. and following window will appear:
- If the Invoice is found, then it will be shown selected.

ADJUSTMENT INVOICE - ADD/EDIT

SAVE UPDATE BACK TO LIST 

Invoice No. *
545

Adj. Type *
Add to Stock

Facility *
Bogura RWH

Prepared By *
Md.Asraful Islam

Prepared Date *
03/05/2023

Approved By *
Ismat Ara


Approved Date *
03/05/2023

Received By *

Received Date *
03/05/2023

Remarks
☐ Updated ☐ Cancel

SELECT ITEM

Sl#	Product Code	Product Name	Unit	Qty	Lot No/Des...	Mfg. Date	Exp. Date	Actions
1	CON002	CONDOM	pcs	10,000				


Print Adjustment Invoice

- Press 'Preview' button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.

4.7. Indent

- This form is used for various product indent, like – indent before physical stock items not in available in warehouses stock. This form is used to enter Indent Invoices, edit, update and print or delete not updated invoice invoices.

INDENT - ADD/EDIT

SAVE UPDATE BACK TO LIST 

Indent No *
10

Warehouse *
Dhaka CWH

Prepared By *
Md.Asraful Islam

Designation *

Date *
20/03/2023

Checked And Approved By *
Ismat Ara

Designation *

Date *
20/03/2023

Remarks
☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON002	CONDOM	14,400	720,000	pcs	
2	MSR015	GAUZE	0	100	roll	
3	IEM027	IMPLANT CLIENT CARD	0	50,000	pcs	
4	IEM028	IMPLANT CLIENT CONSENT FORM	0	50,000	pcs	

Open Indent Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Indent...** from **Invoice** menu.
- The **Indent** form is displayed.

INDENT

From
02/02/2023

To
03/05/2023

New

Sl#	Invoice No	Invoice Date	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	10	20/03/2023	Md.Asraful Islam	20/03/2023	Ismat Ara			Dhaka CWH	✓	✗	
2	9	13/03/2023	Md.Asraful Islam	13/03/2023	Ismat Ara			Bogura RWH	✓	✗	

INDENT - ADD/EDIT

SAVE

UPDATE

BACK TO LIST

Indent No *
10

Warehouse *
Dhaka CWH

Prepared By *
Md.Asraful Islam

Designation *

Date *
20/03/2023

Checked And Approved By *
Ismat Ara

Designation *

Date *
20/03/2023

Remarks

☒ Updated
 ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON002	CONDOM	14,400	720,000	pcs	
2	MSR015	GAUZE	0	100	roll	
3	IEM027	IMPLANT CLIENT CARD	0	50,000	pcs	
4	IEM028	IMPLANT CLIENT CONSENT FORM	0	50,000	pcs	

General Description of Indent Form

INDENT

From: 02/02/2023 To: 03/05/2023

New [Print] [Export]

Sl#	Invoice No	Invoice Date	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
1	10	20/03/2023	Md.Asraful Islam	20/03/2023	Ismat Ara			Dhaka CWH	✓	✗	[Edit]
2	9	13/03/2023	Md.Asraful Islam	13/03/2023	Ismat Ara			Bogura RWH	✓	✗	[Edit]

INDENT - ADD/EDIT

SAVE UPDATE BACK TO LIST [Print]

Indent No * 10 Warehouse * Dhaka CWH

Prepared By * Md.Asraful Islam Designation * Date * 20/03/2023

Checked And Approved By * Ismat Ara Designation * Date * 20/03/2023

Remarks [Text Area] ☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON002	CONDOM	14,400	720,000	pcs	[Edit]
2	MSR015	GAUZE	0	100	roll	[Edit]
3	IEM027	IMPLANT CLIENT CARD	0	50,000	pcs	[Edit]
4	IEM028	IMPLANT CLIENT CONSENT FORM	0	50,000	pcs	[Edit]

This form is used to edit, create, delete, and print Adjustment Invoices. The form are grouped into 5(four) blocks –

A. Command buttons:

A number of buttons to manipulate the Invoices.

B. Invoice List:

Invoices can be listed grouped by

- Invoice No.
- Invoice Date.
- Prepared By

C. Command buttons:

A number of buttons to manipulate the Invoices.

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Indent No* – A unique sequence to represent the invoice.

- Warehouse*– Select a warehouse which will send to indent.
- Prepared By* and Approved By*– Name of employees who are responsible for indent of items.
- Prepared By Designation* and Approved by Designation*– Relevant designation of the preparation, approval and issue of indent.
- Prepared by Date and Approved by Date– Relevant dates of the preparation, approval and issue of indent.
- Remarks – Comments about the adjustment reasons, outcome etc.
- Update - Check box to update an Invoice which filled automatically.
- Cancel - Check box to cancel any Invoice.

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- Item* – Name of item adjusted.
- Stock Qty – Current stock quantity in facility.
- Indent Qty* – Quantity of goods indent.
- Unit – unit of measurement of item.

View information about a specific Indent Invoice

INDENT - ADD/EDIT

SAVE

UPDATE

BACK TO LIST

Indent No *

Warehouse *

10

Dhaka CWH

Prepared By *

Designation *

Date *

Md.Asraful Islam

20/03/2023

Checked And Approved By *

Designation *

Date *

Ismat Ara

20/03/2023

Remarks

☒ Updated
 ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON002	CONDOM	14,400	720,000	pcs	
2	MSR015	GAUZE	0	100	roll	
3	IEM027	IMPLANT CLIENT CARD	0	50,000	pcs	
4	IEM028	IMPLANT CLIENT CONSENT FORM	0	50,000	pcs	

- Select the indent to view from the tree list in Block A. Using the Group By combo box – invoices can be grouped in four ways – Invoice No, Invoice Date, and Indent Prepared by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press "**Filter**" button to list less or more invoice.

INDENT

From

02/02/2023

To

03/05/2023

New

Sl#	Invoice No	Invoice Date	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
	filter column...		filter column...		filter column...						
1	10	20/03/2023	Md.Asraful Islam	20/03/2023	Ismat Ara			Dhaka CWH	✓	✗	
2	9	13/03/2023	Md.Asraful Islam	13/03/2023	Ismat Ara			Bogura RWH	✓	✗	

Enter a new Indent

- Press **'NEW'** button from the command buttons block. The form will look like the following screen:

INDENT - ADD/EDIT						RESET	SAVE	BACK TO LIST
Indent No *		Warehouse *						
11								
Prepared By *		Designation *		Date *				
Md.Asraful Islam		Pharmacist		03/05/2023				
Checked And Approved By *		Designation *		Date *				
Ismat Ara		Regional Supply Officer		03/05/2023				
Remarks		<input type="checkbox"/> Updated <input type="checkbox"/> Cancel						
SELECT ITEM								
SI#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions		
	filter column...	filter column...						

- The indent No. will be generated automatically.
- Warehouse automatically selected which supply to you.
- Select the name of employees preparing and approving the indent. Also mention preparation approval and issued dates.
- Select designation of prepared by and approve by.
- Date fields will be filled with current date. You can change if necessary.
- Press **'SAVE'** button.
- Your new Invoice no. will be visible in the Invoice list.

INDENT - ADD/EDIT

SAVE **UPDATE** **BACK TO LIST**

Indent No * **Warehouse ***

Prepared By * **Designation *** **Date ***

Checked And Approved By * **Designation *** **Date ***

Remarks

☐ Updated ☐ Cancel

SELECT ITEM

SI#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>				

- If you want to cancel the new invoice entry, press '**Back to List**' during editing to undo.

Indent Items Entry

- Press **SELECT ITEM** button from the command buttons block. The form will look like the following screen:

Item List

SI#	Item Code	Item Name	Unit	Stock Qty
	<input type="text" value="filter column..."/>	<input type="text" value="filter column..."/>		
1	BCC001	Flipchart	nos.	0
2	BCC002	FP Pocket Book	nos.	0
3	BCC003	FP Booklet Jante Chai	nos.	0
4	BCC004	Roman Banner (Festoon)	nos.	0
5	BCC005	Tiaht Chart	nos.	0
6	BCC006	IUD Insertion Flow Chart	nos.	0
7	BCC007	Leaflet for Long-Acting & Permanent FP Methods	nos.	0
8	BCC008	Poster	pcs	0
9	BCC009	Maternal, Child and Adolescent Development Booklet	nos.	0

ADD **CANCEL**

- Select an item from **Item Name** combo box.
- Unit and Stock Qty will be filled in automatically.
- Enter 'Indent Qty'.

INDENT - ADD/EDIT You have unsaved changes **SAVE** **UPDATE** **BACK TO LIST**

Indent No * Warehouse *

Prepared By * Designation * Date *

Checked And Approved By * Designation * Date *

Remarks

☐ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON005	IMPLANT (SINGLE ROD)	0	50,000	sets	


- Continue every item
- Press **SAVE** button to save indent line items.

Updating

Entry of a new invoice does not upload to web automatically. After the invoice entry is complete, press "**Update**" button to upload to SCMBD for warehouse download in available internet.

Note: After the invoice figures are updated, the invoice will be locked – you will not be allowed to change any figure.

- Press "**Update**" button.
- A confirmation dialog will appear.



Are you sure?

Do you really want to update The invoice items to stock? You will not be able to edit this invoice after update.

Yes **No**

- Press '**Yes**' if you are sure that the invoice figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing indent

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Edit an existing Indent Item

INDENT - ADD/EDIT

SAVE UPDATE BACK TO LIST

Indent No * Warehouse *

11 Dhaka CWH

Prepared By * Designation * Date *

Md.Asraful Islam Pharmacist 03/05/2023

Checked And Approved By * Designation * Date *

Ismat Ara Regional Supply Officer 03/05/2023

Remarks

☐ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON005	IMPLANT (SINGLE ROD)	0	50,000	sets	

- Select the Indent item you want to edit from the items list in Block C.

INDENT - ADD/EDIT

SAVE UPDATE BACK TO LIST

Indent No * Warehouse *

11 Dhaka CWH

Prepared By * Designation * Date *

Md.Asraful Islam Pharmacist 03/05/2023

Checked And Approved By * Designation * Date *

Ismat Ara Regional Supply Officer 03/05/2023

Remarks

☐ Updated ☐ Cancel

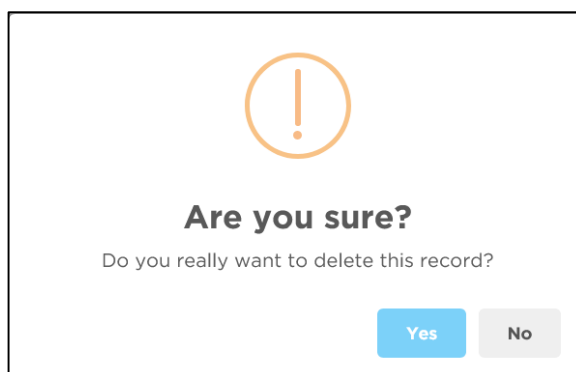
SELECT ITEM

Sl#	Item Code	Item Name	Stock Qty	Indent Qty	Unit	Actions
1	CON005	IMPLANT (SINGLE ROD)	0	50000	sets	

- Press F2 or click on any field to start editing.
- Change the fields as necessary.
- When done with editing, press **'Save'** button.
- If you want to cancel the current editing, press **'Esc'** to undo the changes.

Delete an existing Indent

- Select the invoice you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete an Indent Item

- Select the invoice item you want to edit from the items list in Block-C.
- Press **'Delete'** button.
- A confirmation dialog will be shown.
- Press **'Yes'** if you really want to delete the Adjustment Invoice item.

Search an Indent Invoice

- Enter the Invoice no. you want to find in Invoice No, date, in search box filter row header just writing Invoice no. and following window will appear:
- If the Invoice is found, then it will be shown selected.

INDENT

From

02/02/2023

To

03/05/2023

New

Sl#	Invoice No	Invoice Date	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By	Facility	Updated	Cancel	Actions
	filter column...		filter column...		filter column...						
1	11	03/05/2023	Md.Asraful Islam	03/05/2023	Ismat Ara			Dhaka CWH	✗	✗	
2	10	20/03/2023	Md.Asraful Islam	20/03/2023	Ismat Ara			Dhaka CWH	✓	✗	
3	9	13/03/2023	Md.Asraful Islam	13/03/2023	Ismat Ara			Bogura RWH	✓	✗	

Print Indent

- Press Print button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Bogura RWH, Banani, Bogura
Indent *

Indent To : Dhaka CWH **Invoice No :** 11
Indent Date : 03/05/2023
Pages : Page 1 of 1

SL#	Code	Item Name	Indent Qty	Quantity In Words	Unit
1	CON005	IMPLANT (SINGLE ROD)	50,000	Fifty Thousand	sets

Remarks :

Signature : _____ Signature : _____
 Prepared By : Md. Asraful Islam Checked And Approved By : Ismat Ara
 Designation : UFPO Date : 03/05/2023 Designation : UFPA Date : 03/05/2023

Should be filled up by recipient office

Signature : _____	Counter Signature : _____
Receive By : _____	Name : _____
Designation : _____	Designation : _____
Date : _____	Date : _____

4.8. Provisional Receive

PROVISIONAL RECEIVE - ADD/EDIT **SAVE** **BACK TO LIST**

Invoice No. * 18 **Entry Date *** 13/02/2023 **Received By *** Md. Asraful Islam **Supplier *** KHULNA ESSENTIAL LATEX PLANT (KELP)

Procured By FSDP - Family Planning Field Services ... **Year *** 2022-23 **Package No** FSD/GR-03 **Contract No *** 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks

SELECT ITEM

Sl#	Sup Inv No	Sup Date	Receive Date	Item Code	Item Name	Contract Quantity	Provisio... Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	358	12/02/2023	13/02/2023	CON002	CONDOM	6,000,000	979,200	pcs			31/03/2027	
2	358/A	12/02/2023	13/02/2023	CON002	CONDOM	6,000,000	18,000	pcs			31/05/2027	
3	364	22/02/2023	23/02/2023	CON002	CONDOM	6,000,000	835,200	pcs			31/05/2027	
4	374	28/03/2023	29/03/2023	CON002	CONDOM	6,000,000	932,400	pcs			31/10/2027	
5	375	30/03/2023	02/04/2023	CON002	CONDOM	6,000,000	842,400	pcs			31/12/2027	

This form is used for Provisional receive in available contracted with supplier in SCMP. This form is used to enter provisional receive Invoices, edit, update and print or delete not updated invoice invoices.

Open Provisional Receive Invoice Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Provisional Receive...** from **Invoice** menu.
- The **Provisional Receive** form is displayed.

General Description of Provisional Receive Form

The screenshot displays two views of the 'PROVISIONAL RECEIVE' form. The top view (A) is a list view showing a table of invoices. The bottom view (C) is the 'ADD/EDIT' form for a specific invoice.

View A: Provisional Receive List

Sl#	Invoice No.	Entry Date	Received By	Supplier	Year	Package No	Contract No	Procured By	Actions
1	18	13/02/2023	Md.Asraful Islam		2022-23	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25...	Family Planning Fiel...	

View C: Provisional Receive - ADD/EDIT

Invoice No.*: 18
 Entry Date*: 13/02/2023
 Received By*: Md.Asraful Islam
 Supplier*: KHULNA ESSENTIAL LATEX PLANT (KELP)
 Procured By: FSDP - Family Planning Field Services ...
 Year*: 2022-23
 Package No: FSD/GR-03
 Contract No*: 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks:

View E: Item List

Sl#	Sup Inv No	Sup Date	Receive Date	Item Code	Item Name	Contract Quantity	Provisio... Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	358	12/02/2023	13/02/2023	CON002	CONDOM	6,000,000	979,200	pcs			31/03/2027	
2	358/A	12/02/2023	13/02/2023	CON002	CONDOM	6,000,000	18,000	pcs			31/05/2027	
3	364	22/02/2023	23/02/2023	CON002	CONDOM	6,000,000	835,200	pcs			31/05/2027	
4	374	28/03/2023	29/03/2023	CON002	CONDOM	6,000,000	932,400	pcs			31/10/2027	
5	375	30/03/2023	02/04/2023	CON002	CONDOM	6,000,000	842,400	pcs			31/12/2027	

This form is used to edit, create, delete, and print Adjustment Invoices. The form is grouped into 5 (four) blocks –

A. Command buttons: A number of buttons to manipulate the Invoices.

B. Invoice List:

Invoices can be listed grouped by

- Invoice No.
- Entry Date.
- Receive By.

C. Command buttons: A number of buttons to manipulate the Invoices.

D. Invoice Entry Fields: To record an Invoice, 8 (eight) fields are required as follows:

- Invoice No* – A unique sequence to represent the invoice.
- Entry Date* – Date of receipt of goods.
- Received By* – Name of receiving officer.
- Supplier* – Name of supplier.
- Procured By –Name of procuring entity
- Year –Package contract year.

- Contract No –Package contract number.
 - Package No –selected contact package.
- All of the above fields are mandatory.

E. Invoice Items Entry Fields: Invoices consist of line items. There is one line for each item received and has the following 8 (eight) fields:

- Sup Inv No* – Voucher No. of supplier.
- Sup Date* – Date of supplier voucher.
- Receive Date* – Date of receipt of goods.
- Item Name* – Name of item received.
- Contract Qty – Name of item received.
- Provisional Qty* – Total quantity of good provisional received.
- Unit – Unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – date of expiry of the received goods.
- Sup Inv No, Sup Date, Receive Date, Item name, Contract Qty, and Received Qty are mandatory. Unit field is shown automatically. Other fields are optional.

View information about a specific Indent Invoice

PROVISIONAL RECEIVE - ADD/EDIT

SAVE BACK TO LIST

Invoice No. * 18 Entry Date * 13/02/2023 Received By * Md.Asraful Islam Supplier * KHULNA ESSENTIAL LATEX PLANT (KELP)

Procured By FSDP - Family Planning Field Services ... Year * 2022-23 Package No FSD/GR-03 Contract No * 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks

SELECT ITEM

Sl#	Sup Inv No	Sup Date	Receive Date	Item Code	Item Name	Contract Quantity	Provisio... Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	358	12/02/2023	13/02/2023	CON002	CONDOM	6,000,000	979,200	pcs			31/03/2027	
2	358/A	12/02/2023	13/02/2023	CON002	CONDOM	6,000,000	18,000	pcs			31/05/2027	
3	364	22/02/2023	23/02/2023	CON002	CONDOM	6,000,000	835,200	pcs			31/05/2027	
4	374	28/03/2023	29/03/2023	CON002	CONDOM	6,000,000	932,400	pcs			31/10/2027	
5	375	30/03/2023	02/04/2023	CON002	CONDOM	6,000,000	842,400	pcs			31/12/2027	

- Select the Provision Invoice to view from the tree list in Block A. Using the Group– invoices can be grouped in four ways – Invoice No, Entry Date, and Receive by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time, a partial list of invoices is shown based on the '**Filter Criteria**'. Only invoices that fall between '**Start Date**' and '**End Date**' are listed. You can change the dates and press '**Filter**' button to list less or more invoice.

2022

Tue, Jun 21

<

June 2022

>

Su

Mo

Tu

We

Th

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Sa

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
















26

27

28

29

30

Received By	Supplier	Year	Package No	Contract No	Procured By	Actions
filter column...	filter column...	filter colu	filter column...	filter column...		
K. M Faruk Hossain	ACI LTD.	2021-22	MCH/GD33r/e22	DGFP/L&S-3/MCH/GD33r/e22/2021-2...	Maternal, Child, Rep...	 
K. M Faruk Hossain	S.R. PRINTING PRESS LTD.	2021-22	GD-59	DGFP/CCSDP/Tender/476/2021-2022...		 
K. M Faruk Hossain	PRAGATI INDUSTRIES LIM...	2021-22	Admin/GR-17	DGFP/L&S-2/Microbus/2021-22/91/97...	Human Resources M...	 
K. M Faruk Hossain	RANGS LIMITED	2021-22	Admin/GR16/7	DGFP/L&S-2/Jeepp/2021-22/116/96 Da...	Human Resources M...	 
K. M Faruk Hossain	Navana Limited	2021-22	IEC/GD-45	59.11.0000.303.07.048.21-95 Date: 22...	Information, Educati...	 
K. M Faruk Hossain	The ACME Laboratories Ltd.	2021-22	MCH/GD-32r/e21	DGFP/L&S-3/Infusion/2021-22/22/89 ...		 
K. M Faruk Hossain	Zoat	2021-22	GD-59	DGFP/CCSDP/Tender/476/2021-2022...		 
K. M Faruk Hossain	INTERGRAPHICK LIMITED	2021-22	GD-59	DGFP/CCSDP/Tender/476/2021-2022...		 
K. M Faruk Hossain	Associates Printing Press	2021-22	DGFP/MCRAH-02/2...	59.11.0000.452.07.010.21.458 Date: 28...	Maternal, Child, Rep...	 
K. M Faruk Hossain	RUPA PRINTING & PACKA...	2021-22	DGFP/MCRAH-02/2...	59.11.0000.452.07.010.21.461 Date: 28...		 
K. M Faruk Hossain	RUPA PRINTING & PACKA...	2021-22	DGFP/MCRAH-02/2...	59.11.0000.452.07.010.21.462 Date: 28...		 

Enter a new Provisional Receive Invoice

- Press **NEW** button from the command buttons block. The form will look like the following screen:

PROVISIONAL RECEIVE - ADD/EDIT

RESET

SAVE

BACK TO LIST

Invoice No. *

19

Entry Date *

06/05/2023

Received By *

Md.Asraful Islam

Supplier *

Procured By

Year *

Package No

Contract No *

Remarks

SELECT ITEM

SI#	Sup Inv No	Sup Date	Receive Date	Item Code	Item Name	Contract Quantity	Provisio... Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions

- The Provisional Receive “**Invoice No.**” will be generated automatically.
- Select a Supplier from “**Suppliers**” combo who supply to you.
- Automatically selected the name of employee “**Received By**” the Provisional Receive. Also mention “**Entry Date**”.
- Select **Procured by, Year** and **Contract No.** after selecting contract no the package no will be selected automatically.
- Date fields will be filled with current date. You can change if necessary.

PROVISIONAL RECEIVE - ADD/EDIT

INVOICE No. *

19

PROCURED BY

FSDP - Family Planning Field Ser

REMARKS

SI#

Sup Inv No

Sup Dat

SECRET

SAVE

BACK TO LIST

Contract List

SI#

Package No

Contract No

filter column...

filter column...

1

FSD/GR-03

59.11.0000.303.07.130.22-03 Date: 25.01.2023

2

MCH/GD-24/e17

59.11.0000.302.07.32.22-05 Date: 12.03.2023

ADD

CANCEL

- Press **SAVE** button.
- Your new Invoice no. will be visible in the Invoice list like following screen -

PROVISIONAL RECEIVE - ADD/EDIT

SAVE BACK TO LIST

Invoice No. * 19 Entry Date * 06/05/2023 Received By * Md.Asraful Islam Supplier * KHULNA ESSENTIAL LATEX PLANT (KELP)

Procured By FSDP - Family Planning Field Services ... Year * 2022-23 Package No FSD/GR-03 Contract No * 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks

SELECT ITEM

SI#	Sup Inv No	Sup Date	Receive Date	Item Code	Item Name	Contract Quantity	Provisio... Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
-----	------------	----------	--------------	-----------	-----------	-------------------	-----------------	------	--------------------	-----------	-------------	---------

- If you want to cancel the new invoice entry, press '**Esc**' during editing to undo.

Provisional Receive Items Entry

- Press '**Select Item**' button from the command buttons block. The form will look like the following screen:

PROVISIONAL RECEIVE - ADD/EDIT

SAVE BACK TO LIST

Invoice No. * 19 Entry Date * 06/05/2023 Received By * Md.Asraful Islam Supplier * KHULNA ESSENTIAL LATEX PLANT (KELP)

Procured By FSDP - Family Planning Field Services ... Year * 2022-23 Package No FSD/GR-03 Contract No * 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks

SELECT ITEM

Item List

SI#	Item Code	Item Name	Contract Quantity	Unit
1	CON002	CONDOM	6,000,000	pcs

ADD CANCEL

- Enter Supplier Invoice No in 'Sup Inv' column.
- Enter supplied date in 'Sup Date' column.
- Enter receive date in '**Receive Date**' column
- Select an item from **Item Name** combo box. Like above screen.
- After selecting Item In contract quantity column data displayed automatically.
- Enter **Provisional Qty**.
- Unit and Stock Qty. will be filled in automatically.
- Enter **Lot/Description**
- Enter **Manufacture date**
- Enter **Expire date**.

PROVISIONAL RECEIVE - ADD/EDIT

You have unsaved changes

[SAVE](#) [BACK TO LIST](#)

Invoice No. * Entry Date * Received By * Supplier *

Procured By Year * Package No Contract No *

Remarks

[SELECT ITEM](#)

Sl#	Sup Inv No	Sup Date	Receive Date	Item Code	Item Name	Contract Quantity	Provisio... Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	3568	30/04/2023	01/05/2023	CON002	CONDOM	6,000,000	500,000	pcs	FSDP-01		31/01/2028	
2	3569	30/04/2023	30/04/2023	CON002	CONDOM	6,000,000	500,000	pcs	FSDP-02		31/01/2028	

- Continue every item
- Press **SAVE** button to save provisional receive items.

Edit an existing Provisional Receive Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Edit an existing Provisional Receive Item

PROVISIONAL RECEIVE - ADD/EDIT

[SAVE](#) [BACK TO LIST](#)

Invoice No. * Entry Date * Received By * Supplier *

Procured By Year * Package No Contract No *

Remarks

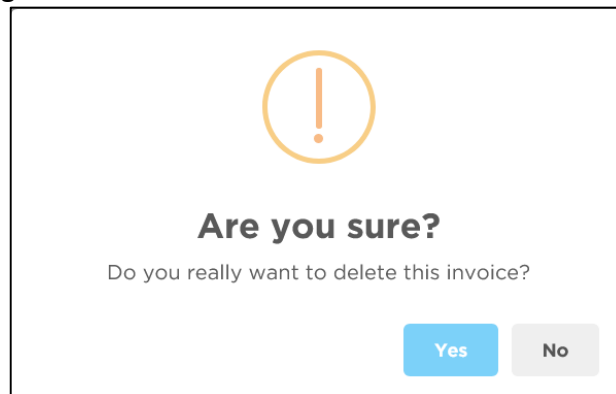
[SELECT ITEM](#)

Sl#	Sup Inv No	Sup Date	Receive Date	Item Code	Item Name	Contract Quantity	Provisio... Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	3568	30/04/2023	01/05/2023	CON002	CONDOM	6,000,000	500,000	pcs	FSDP-01		31/01/2028	
2	3569	30/04/2023	30/04/2023	CON002	CONDOM	6,000,000	500,000	pcs	FSDP-02		31/01/2028	

- Select the provisional receive item you want to edit from the items list in Block E.
- Click on any field to start editing.
- Change the fields as necessary.
- When done with editing, press '**Save**' button.
- If you want to cancel the current editing, press '**Esc**' to undo the changes.

Delete an existing Provisional Receive

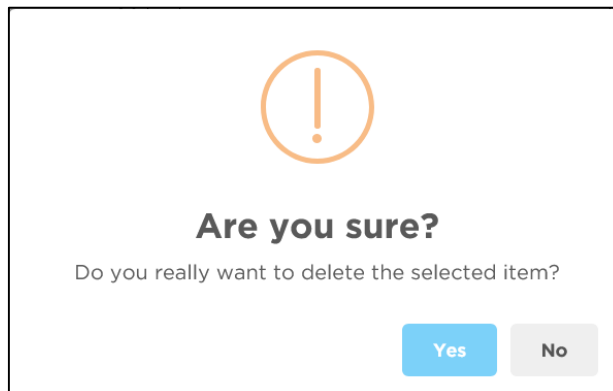
- Select the invoice you want to remove from invoices list.
- Press "**Delete**" button.
- A confirmation dialog will be shown.



- Press '**Yes**' if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete a Provisional Receive Invoice Item

- Select the invoice item you want to edit from the items list in Block-C.
- Press '**Delete**' button.
- A confirmation dialog will be shown.



- Press '**Yes**' if you really want to delete the provisional receive invoice item.

Search a Provisional Receive Invoice

- To Search Provisional, Receive Invoice.
- Enter the Invoice no. you want to find in Invoice no, date, in search box
- Filter row header just writing Invoice no. and If the Invoice is found then it will be shown selected. following window will appear:

PROVISIONAL RECEIVE

From 21/06/2022 To 19/09/2022

New [Printer Icon] [Download Icon]

Sl#	Invoice No.	Entry Date	Received By	Supplier	Year	Package No	Contract No	Procured By	Actions
1	198	29/06/2022	K. M Faruk Hossain	S.R. PRINTING PRESS LTD.	2021-22	GD-59	DGFP/CCSDP/Tender/476/2021-2022...		[Edit] [Delete]

Print Provisional Receive Invoice

- Press 'Print' button to preview the invoice.
- Press on the printer icon and the print dialog box will appear.

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Bogura RWH, Banani, Bogura
Provisional Receive Report

Invoice No.: 19
 Entry Date : 06/05/2023
 Contract No : 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Supplier : KHULNA ESSENTIAL LATEX PLANT (KELP)
 Received By: Md Asraful Islam

Year :2022-23
 Package No :FSD/GR-03
 Allotted Contract Quantity :6,000,000

Supplier Ref	Supplier Date	Receive Date	Item Code	Item Name	Received Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date
3568	30/04/2023	01/05/2023	CON002	CONDOM	500,000	pcs	FSDP-01		31/01/2028
3569	30/04/2023	30/04/2023	CON002	CONDOM	500,000	pcs	FSDP-02		31/01/2028

Remarks :
 Signature : _____
 Received By : Md Asraful Islam
 Designation : Pharmacist Date

4.9. Standing Board

STANDING BOARD ENTRY

Meeting Date * 06/05/2023 Year * Package No Contract No *

SELECT APPROVED ITEMS

Sl#	Item Code	Item Name	Provisional Received Qty	Approved Qty	Lot No	Exp Date	Mfg.

SELECT DISAPPROVED ITEMS

Sl#	Item Code	Item Name	Provisional Received Qty	Disapprov... Qty	Remarks	Lot No	Mfg.

GENERATE RECEIVED INVOICE

- This form is used for **Standing Board** approval of a provisional receipt stock available in provisional receive list in WIMS. This form is used to enter stock from provisional receive, before generate receive invoice you can update approve/disapprove quantity, update and print or delete not updated invoice invoices.

Open Standing Board Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Standing Board...** from **Invoice** menu.
- The **Standing Board** form is displayed.

General Description of Standing Board Form

This form is used to Approve/Disapprove stock from provisional receive. The form are grouped into 4 (Four) blocks –

A. **Standing Board information:**

Standing Board has the following information -

- Meeting Date
- Year
- Package No
- Contract No

B. Approve product list: Approve product list consist of line items. There is one line for each item approve and has the following 6 (six) fields:

- Item Name* – Name of product form provisional receive.
- Provisional Receive Qty* – Quantity provisional receipt of goods.
- Approve Qty* – Approved quantity from provisional received.

- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – Date of expiry of the received goods.

C. Disapprove product list: Disapprove product list consist of line items. There is one line for each item disapprove and has the following 6 (six) fields:

- Item Name* – Name of product form provisional receive.
- Provisional Receive Qty* – Quantity provisional receipt of goods.
- Disapprove Qty* – Product disapprove quantity from provisional receive.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – Date of expiry of the received goods.

D. Generate Received Invoice: A number of buttons to generate receive Invoice. And disapprove for return to supplier.

View information about a specific Standing Board.

STANDING BOARD ENTRY

Meeting Date * 19/09/2022 Year * 2021-22 Package No MCH/GD33r/e22 Contract No * DGFP/L&S-3/MCH/GD33r/e22/2021-22/70/86 Date: 22.05.2022

SELECT APPROVED ITEMS

Sl#	Item Code	Item Name	Provisional Received Qty	Approved Qty	Lot No	Exp Date	Mfg.
1	MCH047	Chlorohexidine Crea...	23253	23253	Delivery Kit	30/06/2025	
2	MCH051	7.1% CHLOROHEXID...	100000	100	MCRAH	30/06/20...	

SELECT DISAPPROVED ITEMS

Sl#	Item Code	Item Name	Provisional Received Qty	Disapprov... Qty	Remarks	Lot No	Mfg.
1	MCH051	7.1% CHLOROHEXID...	100000	99900		MCRAH	

GENERATE RECEIVED INVOICE

Create a new Standing Board

STANDING BOARD ENTRY

Meeting Date * 06/05/2023 Year * Package No Contract No *

SELECT APPROVED ITEMS

Sl#	Item Code	Item Name	Provisional Received Qty	Approved Qty	Lot No	Exp Date	Mfg.
-----	-----------	-----------	--------------------------	--------------	--------	----------	------

SELECT DISAPPROVED ITEMS

Sl#	Item Code	Item Name	Provisional Received Qty	Disapprov... Qty	Remarks	Lot No	Mfg.
-----	-----------	-----------	--------------------------	------------------	---------	--------	------

GENERATE RECEIVED INVOICE

- Enter meeting date to entering Standing Board.
- Select Contract No. after selecting contract no, the package no will select automatically.

STANDING BOARD ENTRY

Meeting Date * 06/05/2023 Year * 2022-23 Package No FSD/GR-03 Contract No * 59.11.0000.303.07.130.22-03 Date: 25.01.2023

SELECT APPROVED ITEMS

SI#	Item Code	Item Name	Provisional Received Qty	Approved Qty	Lot No	Exp Date	Mfg.

SELECT DISAPPROVED ITEMS

SI#	Item Code	Item Name	Provisional Received Qty	Disapprov... Qty	Remarks	Lot No	Mfg.

GENERATE RECEIVED INVOICE

- Press 'Select Approved Item' button to entering selected contact items with quantity for Approving items like following screen –

STANDING BOARD ENTRY

Meeting Date * 06/05/2023

Item List

SI#	Sup Inv	Sup Date	Rece... Date	Item Code	Item Name	Provisio... Received Qty	Lot No	Mfg. Date	Exp Date
1	3568	2023-04-...	2023-05-...	CON002	CONDOM	500,000	FSDP-01		31/01/20...
2	3569	2023-04-...	2023-04-...	CON002	CONDOM	500,000	FSDP-02		31/01/20...

ADD CANCEL

GENERATE RECEIVED INVOICE

- Press 'Select Disapproved Item' button to entering selected contact items with quantity for disapproving items like following screen -
- After selected approved and disapproved button will see the following screen -

STANDING BOARD ENTRY

Meeting Date * 27/04/2023 Year * 2022-23 Package No FSD/GR-03 Contract No * 59.11.0000.303.07.130.22-03 Date: 25.01.2023

SELECT APPROVED ITEMS


SI#	Item Code	Item Name	Provisional Received Qty	Approved Qty	Lot No	Exp Date	Mfg.
1	CON002	CONDOM	500,000	500,000	FSDP-01	31/01/2028	
2	CON002	CONDOM	500,000	0	FSDP-02	31/01/2028	

SELECT DISAPPROVED ITEMS

SI#	Item Code	Item Name	Provisional Received Qty	Disapprov... Qty	Remarks	Lot No	Mfg.
1	CON002	CONDOM	500,000	500,000		FSDP-02	

GENERATE RECEIVED INVOICE


Now press on 'Generate Receive button' after pressing see the following pop-up message –



Are you sure?

Do you really want to generate received invoice?

Press 'Yes' after pressing the receive invoice will be generated with standing board approved quantity and disapproved quantity waiting for return to the supplier from provisional receive.

RECEIVE FROM SUPPLIER - ADD/EDIT
SAVE UPDATE BACK TO LIST 

Invoice No. *
154

Receive Date *
06/05/2023

Received By *
Md.Asraful Islam

Supplier *
KHULNA ESSENTIAL LATEX PLANT (KEL ...

Sup Inv No *
3568,3569

Supplier Date *
30/04/2023

BL No

BL Date

Procured By

Year
2022-23

Package No
FSD/GR-03


Contract No
59.11.0000.303.07.130.22-03 Date: 25.01.2023

Remarks
☒ Updated ☐ Cancel

SELECT ITEM

Sl#	Item Code	Item Name	Quantity	Unit	Lot No/Description	Mfg. Date	Expiry Date	Actions
1	CON002	CONDOM	500,000	pcs	FSDP-01		31/01/2028	
2	CON002	CONDOM	0	pcs	FSDP-02		31/01/2028	

4.10. Return to the Supplier from Provisional Receive

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE - ADD/EDIT
SAVE BACK TO LIST 

Invoice No. *
6

Supplier *
KHULNA ESSENTIAL LATEX PLANT (KEL ...

Prepared By *
Md.Asraful Islam

Prepared Date *
12/02/2020

Approved By
Ismat Ara

Date *
12/02/2020

Issued By
Md.Asraful Islam

Date *
12/02/2020


☒ Disapproved Return ☐ Direct Return

Year *
2019-20

Contract No *
DGFP/L&S-I/Condom/2019-20/10/04 Date: 22/10/2019

Remarks
04/12/2019 Standing Bod Rejected This Item..Covered Van No.Jashore Metro

SELECT RETURN ITEMS

Sl#	Sup Inv No	Sup Date	Return Date	Item Code	Item Name	Return Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks	Actions
1	31	02/12/2019	03/12/2019	CON002	CONDOM	961,200	961,200	pcs		30/11/2019	31/10/2024		

This form is used for return to the supplier from provisional receive in, like – standing board disapproved product. This form is used to enter return to the supplier from provisional receive invoice Invoices, edit and print or delete invoices.

Open Return to the Supplier from Provisional Receive Form

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Select **Invoice > Return to the Supplier from Provisional Receive ...** from **Invoice** menu.
- The **Return to the Supplier from Provisional Receive** form is displayed.

General Description of Indent Form

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE

From: 05/02/2020 To: 06/05/2023

A

SI#	Invoice No.	Return Date	Return By	Supplier	Year	Package No	Contract No	Procured By	Actions
1	6	12/02/2020	Md.Asraful Islam		2019-20	GFP/LP/Rev/FSD/1...	DGFP/L&S-1/Condom/2019-20/10/04 ...	Ismat Ara	
2	5	12/02/2020	Md.Asraful Islam		2019-20	GFP/LP/Rev/FSD/1...	DGFP/L&S-1/Condom/2019-20/10/04 ...	Ismat Ara	
3	4	12/02/2020	Md.Asraful Islam		2019-20	GFP/LP/Rev/FSD/1...	DGFP/L&S-1/Condom/2019-20/10/04 ...	Ismat Ara	
4	3	12/02/2020	Md.Asraful Islam		2019-20	GFP/LP/Rev/FSD/1...	DGFP/L&S-1/Condom/2019-20/10/04 ...	Ismat Ara	

B

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE - ADD/EDIT

C

Invoice No.*: 6 Supplier*: KHULNA ESSENTIAL LATEX PLANT (KEL ... Prepared By*: Md.Asraful Islam Prepared Date*: 12/02/2020

Approved By: Ismat Ara Date*: 12/02/2020 Issued By: Md.Asraful Islam Date*: 12/02/2020

☒ Disapproved Return ☐ Direct Return Year*: 2019-20 Contract No*: DGFP/L&S-1/Condom/2019-20/10/04 Date: 22/10/2019

Remarks: 04/12/2019 Standing Bod Rejected This Item-Covered Van No-Jashore Metro

D

E

SI#	Sup Inv No	Sup Date	Return Date	Item Code	Item Name	Return Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks	Actions
1	31	02/12/2019	03/12/2019	CON002	CONDOM	961,200	961,200	pcs		30/11/2019	31/10/2024		

This form is used to entry, edit, delete, and print Return to the Supplier from Provisional Receive Invoices. The form is grouped into 4 (four) blocks –

A. Command buttons: A number of buttons to manipulate the Invoices.

B. Invoice List:

Invoices can be listed grouped by

- Invoice No.

- Invoice Date.
- Returned By

C. Command buttons: A number of buttons to manipulate the Invoices.

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Invoice No* – A unique sequence to represent the invoice.
- Supplier* – Select supplier who receive return items in this contact.
- Year – select the package contract Year
- Prepared By, Approved By, Supplied By* – Name of employees who are responsible for issue of items. There are three date fields related to the names.
- Prepared By Date, Approved by Date, Supplied by Date* – Dates in which invoice preparation, approval and supply are made.
- Contract No* – select the contract no
- Remarks – Any comments about the supply.
- Invoice No, Supplier, prepared by, approved by, issued by and their related date fields are mandatory.

E. Invoice Items Entry Fields:

- Sup Inv No* – Voucher No. of supplier.
- Sup Date* – Date of supplier voucher.
- Return Date* – Date of receipt of goods.
- Item Name* – Name of item received.
- Returnable Qty – Name of item received.
- Return Qty* – Total quantity of good provisional received.
- Unit – Unit of measurement of item.
- Lot No – Lot no. of the received goods.
- Mfg. Date – Manufacturing date of the received goods.
- Expiry Date – date of expiry of the received goods.
- Sup Inv No, Sup Date, Return Date, Item name, Returnable Qty, and Return Qty are mandatory. Unit field is shown automatically. Other fields are optional.

View information about a specific Issue Invoice:

- Select the invoice to view from the tree-like list in block A. Using the Group– invoices can be grouped in three ways – by Invoice No, Return Date or Return By.
- After an invoice no. is selected – corresponding information is shown in block B and C.
- At any time, a partial list of invoices is shown based on the Filter Criteria. Only invoices that fall between Start Date and End Date are listed. You can change the dates and press 'Filter' button to list less or more invoice.

View information about a specific Return to the Supplier from Provisional Receive Invoice

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE - ADD/EDIT

SAVE **BACK TO LIST**

Invoice No.* 2 Supplier * Famous Creation (Pvt.) Ltd Prepared By * K. M Faruk Hossain Prepared Date * 12/08/2021

Approved By Md.Abul Kalam Azad Date * 12/08/2021 Issued By A.N.M. Monzur Hossain Date * 12/08/2021

Year * 2020-21 Contract No * DGFP/IM/Computer/2021/152/607 Date: 30.05.2021

Remarks
Supply As Per Memo No. DGFP/IM/GD-11(Computer)/2020/152/900
Date: 09/08/2021

SELECT RETURN ITEMS

Sl#	Sup Inv No	Sup Date	Return Date	Item Code	Item Name	Return Qty	Return Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Remarks	Actions
1	01	15/06/2021	15/06/2021	OEF029	LAPTOP CO...	10	10	sets	IEM				
2	01	15/06/2021	15/06/2021	OEF013	DESKTOP C...	5	5	sets	IEM				
3	01	15/06/2021	15/06/2021	OEF031	LASER PRIN...	10	10	pcs	IEM				
4	01	15/06/2021	15/06/2021	OEF080	Scanner	6	6	sets	IEM				
5	01	15/06/2021	15/06/2021	OEF043	PHOTOCOPI...	3	3	nos.	IEM				
6	01	15/06/2021	15/06/2021	OEF024	GENERATOR	6	6	pcs	IEM				

- Select the Invoice to view from the tree list in Block A. Using the Group By– invoices can be grouped in four ways – Invoice No, Return Date, and Return by.
- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press "**Filter**" button to list less or more invoice.

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE

From 21/06/2019 To 19/09/2022 **New**

2019
Fri, Jun 21

Return By Supplier Year Package No Contract No Procured By Actions

filter column... filter column... filter colu filter column... filter column...

A.N.M. Monzur Hossain Famous Creation (Pvt.) Ltd 2020-21 GD-11/2020/21 DGFP/IM/Computer/2021/152/607 D... Md.Abul Kalam Azad

Mohammad Shakir Uddin ESSENTIAL DRUGS CO. LTD. 2019-20 GFP/LP/Rev/FSD/1... DGFP/L&S-1/Condom/2019-20/10/04 ... Md.Abul Kalam Azad

June 2019

Su Mo Tu We Th Fr Sa

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30

Enter a new return to the Supplier from Provisional Receive

- Press **New** button from the command buttons block. The form will look like the following screen:

[illegible]

- The Invoice No. will be generated automatically.
- Select supplier which supply to you against contract.

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE - ADD/EDIT

Invoice No. *

7

Approved By

Ismat Ara

☒ Disapproved Return ☐ Direct Return

Remarks

SELECT RETURN ITEMS

Remarks

Actions

Contract List

Sl#	Package No	Contract No
	filter column...	filter column...
1	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023
2	MCH/GD-24/e17	59.11.0000.302.07.32.22-05 Date: 12.03.2023

ADD

CANCEL

- Automatically selected the employee names who is preparing, approving and issuing the goods. you can change preparing, approving and Issuing
- Date fields will be filled with current date. You can change if necessary.
- Select Package contract year.
- Select contract no which contact item you return to the supplier from provisional receive.
- Press **SAVE** button.
- Your new Invoice no. will be visible in the Invoice list.

[illegible]

- If you want to cancel the new invoice entry, press **Esc** during editing to undo.

Return to the Supplier from Provisional Receive Items Entry

- Press **'Select Return Items'** button from the B block. The form will look like the following screen:

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE - ADD/EDIT

Invoice No. *

3

Approved By

Md.Abul Kalam Azad

Year *

2021-22

SI#

Sup Inv No

Sup Date

Received Date

Item Code

Item Name

Provisio...
Received Qty

Returna...
Qty

Lot No./...

Mfg. Date

1	CI/Ph-Pr...	04/07/2022	04/07/2022	MCH047	Chlorohexidine Cream (60...	23253	23253	Delivery ...	
---	-------------	------------	------------	--------	-----------------------------	-------	-------	--------------	--

NEW

CANCEL

- Select an item from **Item Name** from list
- Items all information will be filled in automatically.
- Change Return Qty If need.

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE - ADD/EDIT

SAVE **BACK TO LIST**

Invoice No. * Supplier * Prepared By * Prepared Date *

Approved By Date * Issued By Date *

☒ Disapproved Return ☐ Direct Return Year * Contract No * Remarks

SELECT RETURN ITEMS

Sl#	Sup Inv No	Sup Date	Return Date	Item Code	Item Name	Returna... Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks	Actions
1	3569	30/04/2023	30/04/2023	CON002	CONDOM	500,000	500,000	pcs	FSDP-02		31/01/2028		

Edit an existing Return to the Supplier from Provisional Receive Invoice

- Select the invoice you want to edit from the list of invoices.
- Change the fields as necessary.
- When done with editing, press 'Save' button.
- If you want to cancel the current editing, press 'Esc' to undo the changes.

Edit an existing Return to the Supplier from Provisional Receive Invoice Item

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE - ADD/EDIT

You have unsaved changes **SAVE** **BACK TO LIST**

Invoice No. * Supplier * Prepared By * Prepared Date *

Approved By Date * Issued By Date *

☒ Disapproved Return ☐ Direct Return Year * Contract No * Remarks

SELECT RETURN ITEMS

Sl#	Sup Inv No	Sup Date	Return Date	Item Code	Item Name	Returna... Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks	Actions
1	3569	30/04/2023	30/04/2023	CON002	CONDOM	500,000	500,000	pcs	FSDP-02		31/01/2028		

- Select the item you want to edit from the items list in Block E.

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE - ADD/EDIT

SAVE **BACK TO LIST**

Invoice No. * Supplier * Prepared By * Prepared Date *

Approved By Date * Issued By Date *

☒ Disapproved Return ☐ Direct Return Year * Contract No * Remarks


SELECT RETURN ITEMS

Sl#	Sup Inv No	Sup Date	Return Date	Item Code	Item Name	Returna... Qty	Return Qty	Unit	Lot No/Descr...	Mfg. Date	Expiry Date	Remarks	Actions
1	3569	30/04/2023	30/04/2023	CON002	CONDOM	500,000	500,000	pcs	FSDP-02		31/01/2028		

- Click on any field to start editing.
- Change the fields as necessary.
- When done with editing, press **'Save'** button.
- If you want to cancel the current editing, press **'Return to List'** to undo the changes.

Delete an existing Return to the Supplier from Provisional Receive

- Select the invoice you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



Are you sure?

Do you really want to delete this invoice?

Yes **No**

- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete an invoice that has items under it. First delete the items and then delete the invoice.

Delete a Return to the Supplier from Provisional Receive Invoice Item

- Select the invoice item you want to edit from the items list in Block-C.
- Press **"Delete"** button. The Adjustment Invoice item will be deleted

Search a Return to the Supplier from Provisional Receive Invoice

- To search the Return to the Supplier from Provisional Receive Invoice
- Enter the Invoice no. you want to find in 'Invoice No, date, in search box
Filter row header just writing Invoice no. and following window will appear:

- If the Invoice is found, then it will be shown selected.

RETURN TO THE SUPPLIER FROM PROVISIONAL RECEIVE

From: 05/02/2023 To: 06/05/2023 New B Q

Sl#	Invoice No.	Return Date	Return By	Supplier	Year	Package No	Contract No	Procured By	Actions
1	7	06/05/2023	Md.Asraful Islam		2022-23	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25...	Ismat Ara	

Print Return to the Supplier from Provisional Receive Invoice

- Press **Print** button to preview the invoice.
- Press on the printer icon. The print dialog box will appear.

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Bogura RWH, Banani, Bogura
Return to the Supplier from Provisional Receive

Invoice No.: 7
 Issued Date: 06/05/2023
 Issued By: Md.Asraful Islam
 : Disapproved Return

Return To: KHULNA ESSENTIAL LATEX PLANT (KELP)
 Package No: FSD/GR-03
 Contract No: 59.11.0000.303.07.130.22-03 Date: 25.01.2023

Supplier Ref	Supplier Date	Return Date	Item Code	Item Name	Return Qty	Unit	Lot No/Description	Mfg. Date	Expiry Date	Remarks
3569	30/04/2023	30/04/2023	CON002	CONDOM	500,000	pcs	FSDP-02		31/01/2028	

Remarks :

Signature : _____
 Prepared By: Md.Asraful Islam
 Designation : Pharmacist Date: 06/05/2023

Signature : _____
 Checked and Approved By: Ismat Ara
 Designation : Regional Supply Officer Date: 06/05/2023

Signature : _____
 Received By: _____
 Designation : _____ Date: _____

Signature : _____
 Issued By: Md.Asraful Islam
 Designation : Pharmacist Date: 06/05/2023

4.11. Physical Inventory

PHYSICAL INVENTORY - ADD/EDIT SAVE UPDATE BACK TO LIST B Q

Invoice No.*: 2 Start Date*: 01/2022 End Date*: 12/2022 Prepared By*: Md. Jul Hasan Prepared Date*: 30/01/2023 ☒ Updated

Approved By*: Sahinur Rahman Approved Date*: 30/01/2023 Remarks:

Group Name: All ☒ Usable Stock ☐ Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items GENERATE DELETE

Sl#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1479	3500	3656	0	1323	1,000	-323	
2	CON002	CONDOM	35100	64800	86400	0	13500	15,000	1,500	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	100	600	550	0	150			
5	CON006	INJECTABLES (DEPO-PROVERA)	1103	2500	2547	0	1056			
6	CON007	IUD (CT-380A)	83	100	163	0	20			
7	CON008	ORAL PILL SHUKHI	266280	0	231405	0	34875			
8	CON009	ORAL PILL APON	2610	1600	2630	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	48500	50400	94100	0	4800			

This report shows the details of Physical Inventory between specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a upazila User
- Select **Entry Form>Invoice> 'Physical Inventory'**..... from **'Invoice'** menu. The form will look like the following screen:

PHYSICAL INVENTORY ENTRY

From: 15/11/2022 To: 13/02/2023

New

Sl#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		✗	
2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023		✓	

PHYSICAL INVENTORY - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No.*: 2 Start Date*: 01/2022 End Date*: 12/2022 Prepared By*: Md. Jul Hasan Prepared Date*: 30/01/2023 Updated

Approved By*: Sahinur Rahman Approved Date*: 30/01/2023 Remarks:

Group Name: All ☒ Usable Stock ☐ Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items GENERATE DELETE

Sl#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
CONTRACEPTIVE (10 items)										
1	CON001	AD SYRINGE (1 ML)	1479	3500	3656	0	1323	1,000	-323	
2	CON002	CONDOM	35100	64800	86400	0	13500	15,000	1,500	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	100	600	550	0	150			
5	CON006	INJECTABLES (DEPO-PROVERA)	1103	2500	2547	0	1056			
6	CON007	IUD (CT-380A)	83	100	163	0	20			
7	CON008	ORAL PILL SHUKHI	266280	0	231405	0	34875			
8	CON009	ORAL PILL APON	2610	1600	2630	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	48500	50400	94100	0	4800			

General Description of Physical Inventory Form

PHYSICAL INVENTORY ENTRY

From: 15/11/2022 To: 13/02/2023

New [Print] [Export]

Sl#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		✗	[Edit] [Delete]
2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023		✓	[Edit] [Delete]

PHYSICAL INVENTORY - ADD/EDIT

SAVE UPDATE BACK TO LIST [Print] [Export]

Invoice No. * 2 Start Date * 01/2022 End Date * 12/2022 Prepared By * Md. Jul Hasan Prepared Date * 30/01/2023 [Updated]

Approved By * Sahinur Rahman Approved Date * 30/01/2023 Remarks

Group Name All ☒ Usable Stock ☐ Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items GENERATE DELETE

Sl#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1479	3500	3656	0	1323	1,000	-323	
2	CON002	CONDOM	35100	64800	86400	0	13500	15,000	1,500	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	100	600	550	0	150			
5	CON006	INJECTABLES (DEPO-PROVERA)	1103	2500	2547	0	1056			
6	CON007	IUD (CT-380A)	83	100	163	0	20			
7	CON008	ORAL PILL SHUKHI	266280	0	231405	0	34875			
8	CON009	ORAL PILL APON	2610	1600	2630	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	48500	50400	94100	0	4800			

This form is used to edit, create, delete, and print Physical Inventory. The form is grouped into 5(four) blocks –

A. Command buttons:

From and to date for filter, a number of buttons to manipulate the Physical Inventory.

B. Invoice List:

Invoices can be listed by SL., Invoice No., Start Date, End Date, Prepared By, Prepared Date, Remarks and Updated.

C. Command buttons:

A number of buttons to manipulate the Physical Inventory.

D. Invoice Entry Fields:

To describe an invoice, following fields are required.

- Invoice No. *
- Start Date *
- End Date *

- Prepared By *
- Remarks

To filter with the Following category

- Group Name
- Usable Stock
- Unusable Stock
- Show Only Non-Zero Stock
- Show Only Zero Stock
- Show All Items

E. Invoice Items Entry Fields:

Invoices consist of line items. There is one line for every item received. Every line has the following fields:

- SL.
- Group
- Item Code
- Item Name
- Opening Balance
- Received
- Issued
- Returned
- Closing Balance
- Physical Count
- Difference
- Remarks

View information about a specific Physical Inventory

PHYSICAL INVENTORY ENTRY

From: 15/11/2022 To: 13/02/2023

New Print Export

Sl#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
	filter column...			filter column...		filter column...		
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		✗	✎
2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023		✓	☰

- Select the Physical Inventory to view from the tree list in Block A. Using the Group By combo box – invoices can be viewed –Start Date and End Date.

PHYSICAL INVENTORY - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* ☒ Updated

2 01/2022 12/2022 Md. Jul Hasan 30/01/2023

Approved By* Approved Date* Remarks

Sahinur Rahman 30/01/2023

Group Name: All ☒ Usable Stock ☐ Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items GENERATE DELETE

Sl#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
▼ CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1479	3500	3656	0	1323	1,000	-323	
2	CON002	CONDOM	35100	64800	86400	0	13500	15,000	1,500	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	100	600	550	0	150			
5	CON006	INJECTABLES (DEPO-PROVERA)	1103	2500	2547	0	1056			
6	CON007	IUD (CT-380A)	83	100	163	0	20			
7	CON008	ORAL PILL SHUKHI	266280	0	231405	0	34875			
8	CON009	ORAL PILL APON	2610	1600	2630	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	48500	50400	94100	0	4800			

- After an Invoice no. is selected – corresponding information is shown in Block B and C.
- At any time, a partial list of invoices is shown based on the **Filter Criteria**. Only invoices that fall between **Start Date** and **End Date** are listed. You can change the dates and press "**Filter**" button to list less or more invoice.

PHYSICAL INVENTORY ENTRY

From: 15/11/2022 To: 13/02/2023 New

Sl#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		✗	
2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023		✓	

Enter a new Physical Inventory

- Press **'NEW'** button from the command buttons block. The form will look like the following screen:

PHYSICAL INVENTORY - ADD/EDIT

RESET SAVE BACK TO LIST

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* ☐ Updated

1 04/2023 04/2023 Md.Asraful Islam 06/05/2023

Approved By* Approved Date* Remarks

Ismat Ara 06/05/2023



Group Name

All ☒ Usable Stock ☐ Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items GENERATE DELETE

Sl#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
filter column...	filter column...									

- The Invoice No. will be generated automatically.
- Select Start Date and End Date
- Prepared by automatically selected, if needed to change select a prepared by from dropdown list.
- Press **'SAVE'** button.
- Your new Physical Inventory Generate button will be visible in the Physical Inventory form.

PHYSICAL INVENTORY - ADD/EDIT

SAVE UPDATE BACK TO LIST  

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* ☐ Updated

1 07/2022 12/2022 Md. Jul Hasan 01/01/2023

Approved By* Approved Date* Remarks

Dr. Shaful Karim Talukdar 01/01/2023

Group Name

All ☒ Usable Stock ☐ Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items GENERATE DELETE

Sl#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
filter column...	filter column...									

- If you want to cancel the new invoice entry, press **'Back to List'** during editing to undo.

Indent Items Entry

- Press **GENERATE** button from the command buttons block. The form will look like the following screen:

PHYSICAL INVENTORY - ADD/EDIT

SAVE UPDATE BACK TO LIST

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* Updated

1 07/2022 12/2022 Md. Jul Hasan 01/01/2023

Approved By* Approved Date* Remarks

Dr. Shafiqul Karim Talukdar 01/01/2023

Group Name

All Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items

GENERATE DELETE

SI#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1191	7000	1392	0	6799			
2	CON002	CONDOM	32100	32400	47700	0	16800			
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50			
4	CON004	IMPLANT (2 ROD)	200	500	350	0	350			
5	CON006	INJECTABLES (DEPO-PROVERA)	856	6500	1320	0	6036			
6	CON007	IUD (CT-380A)	35	300	115	0	220			
7	CON008	ORAL PILL SHUKHI	251205	0	216474	0	34731			
8	CON009	ORAL PILL APON	2500	0	920	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	10800	1440	6200	0	6040			

- Enter 'Physical Count'.

PHYSICAL INVENTORY - ADD/EDIT

You have unsaved changes SAVE UPDATE BACK TO LIST

Invoice No.* Start Date* End Date* Prepared By* Prepared Date* Updated

1 07/2022 12/2022 Md. Jul Hasan 01/01/2023

Approved By* Approved Date* Remarks

Dr. Shafiqul Karim Talukdar 01/01/2023

Group Name

All Usable Stock Unusable Stock Show Only Non-Zero Stock Show Only Zero Stock Show All Items

GENERATE DELETE

SI#	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
CONTRACEPTIVE (10 Items)										
1	CON001	AD SYRINGE (1 ML)	1191	7000	1392	0	6799	6,700	-99	
2	CON002	CONDOM	32100	32400	47700	0	16800	16,820	20	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50	50		
4	CON004	IMPLANT (2 ROD)	200	500	350	0	350	250	-100	
5	CON006	INJECTABLES (DEPO-PROVERA)	856	6500	1320	0	6036	6,050	14	
6	CON007	IUD (CT-380A)	35	300	115	0	220	200	-20	
7	CON008	ORAL PILL SHUKHI	251205	0	216474	0	34731			
8	CON009	ORAL PILL APON	2500	0	920	0	1580			
9	CON010	ORAL PILL SHUKHI (3rd Generation)	10800	1440	6200	0	6040			

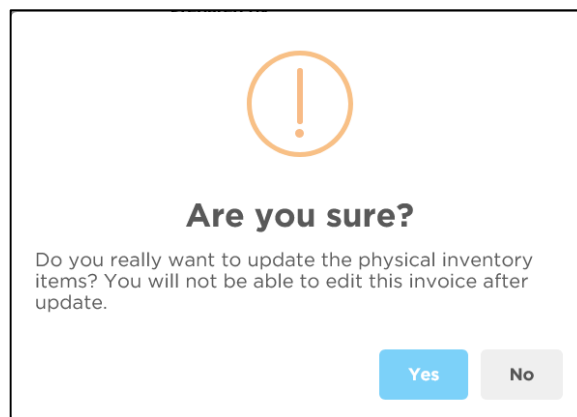
- Continue every item
- Press **SAVE** button to save the physical inventory items.

Updating

Entry of a new Physical Inventory does not submit automatically. After the Physical Inventory entry is complete, press "**Update**" button to submit Physical Inventory.

Note: After the invoice is updated, the Physical Inventory will be locked – you will not be allowed to change any figure.

- Press "**Update**" button.
- A confirmation dialog will appear.



- Press **'Yes'** if you are sure that the Physical Inventory figures are correct.
- A confirmation dialog will show the number of items for which stock was updated.

Edit an existing Physical Inventory

- Select the Physical Inventory you want to edit from the list of Physical Inventory and double click on indent or click on edit button to editing indent the Physical Inventory will displayed.
- Change the fields as necessary.
- When done with editing, press **'Save'** button.
- If you want to cancel the current editing, press **'Back to List Button'** to undo the changes.

Edit an existing Physical Inventory Items Physical count

- Select the Physical Inventory items you want to edit from the items list in Block C.

PHYSICAL INVENTORY - ADD/EDIT

You have unsaved changes

SAVE **UPDATE** **BACK TO LIST**

Invoice No. * Start Date * End Date * Prepared By * Prepared Date * ☐ Updated

Approved By * Approved Date * Remarks

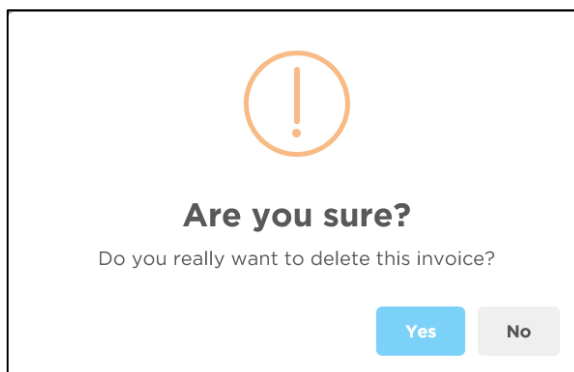
Group Name ☒ Usable Stock ☐ Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items **GENERATE** **DELETE**

Sir	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
▼ CONTRACEPTIVE (10 items)										
1	CON001	AD SYRINGE (1 ML)	1191	7000	1392	0	6799	5700	-99	
2	CON002	CONDOM	32100	32400	47700	0	16800	16,820	20	
3	CON003	ECP (2 TAB/PACK)	0	50	0	0	50	50		
4	CON004	IMPLANT (2 ROD)	200	500	350	0	350	250	-100	
5	CON006	INJECTABLES (DEPO-PROVERA)	856	6500	1320	0	6036	6,050	14	
6	CON007	IUD (CT-380A)	35	300	115	0	220	200	-20	
7	CON008	ORAL PILL SHUKHI	251205	0	216474	0	34731			

- click on Physical count field to start editing.
- Change the fields as necessary.
- When done with editing, press **'Save'** button.
- If you want to cancel the current editing, press **'Back to List button'** to undo the changes.

Delete an existing Physical Inventory

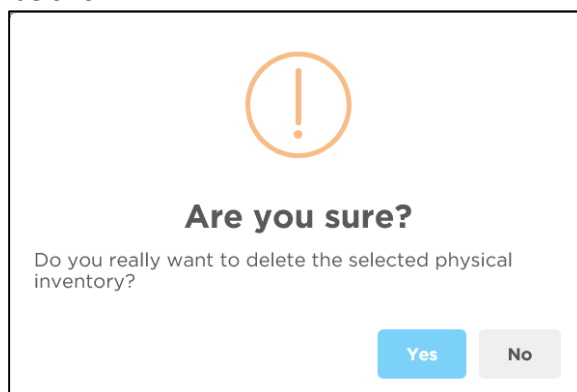
- Select the Physical Inventory you want to remove from invoices list.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the invoice.
- You will not be able to delete a physical Inventory that has items under it. First delete the items and then delete the Physical Inventory.

Delete a Physical Inventory Item

- Select the Physical Inventory item you want to delete from the items list in Block-C.
- Press **'Delete'** button.
- A confirmation dialog will be shown.



- Press **'Yes'** if you really want to delete the Adjustment Invoice item.

Search a Physical Inventory

- Enter the Physical Inventory no. you want to find in Physical Inventory No, date, in search box filter row header just writing Physical Inventory no. and following window will appear:
- If the Physical Inventory is found, then it will be shown selected.

PHYSICAL INVENTORY ENTRY

From

15/11/2022

To

13/02/2023

New

Sl#	Invoice No.	Start Date	End Date	Prepared By	Prepared Date	Remarks	Updated	Actions
	<div>filter column...</div>			<div>filter column...</div>		<div>filter column...</div>		
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		<div>✗</div>	<div></div> <div></div>
2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023		<div>✓</div>	<div></div>

Physical Inventory

- Press Print button to preview the Physical Inventory.
- Press on the printer icon. The print dialog box will appear.

Government of the People's Republic of Bangladesh
Directorate General of Family planning

Facility: Adamdighi, Bogura

Physical Inventory (Usable Stock)

Show Only Non-Zero Stock Between 2022-07-01 and 2022-12-31




SL	Group	Item Code	Item Name	Opening Balance	Received	Issued	Returned	Closing Balance	Physical Count	Difference	Remarks
1	CONTRACEPTIVE	CON001	AD SYRINGE (1 ML)	1,191	7,000	1,392	0	6,799	6,700	-99	
2	CONTRACEPTIVE	CON002	CONDOM	32,100	32,400	47,700	0	16,800	16,820	20	
3	CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	0	50	0	0	50	50	0	
4	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	200	500	350	0	350	250	-100	
5	CONTRACEPTIVE	CON006	INJECTABLES (DEPO-PROVERA)	856	6,500	1,320	0	6,036	6,050	14	
6	CONTRACEPTIVE	CON007	IUD (CT-380A)	35	300	115	0	220	200	-20	
7	CONTRACEPTIVE	CON008	ORAL PILL SHUKHI	251,205	0	216,474	0	34,731	0	0	
8	CONTRACEPTIVE	CON009	ORAL PILL APON	2,500	0	920	0	1,580	0	0	
9	CONTRACEPTIVE	CON010	ORAL PILL SHUKHI (3rd Generation)	10,800	1,440	6,200	0	6,040	0	0	











Chapter-5: Stock

5.1. Stock Balance

Stock Balance form presents the current status of stock items at any time. Initially the form shows stock balance of all the stock items up to current date. Stock balance of any date can be viewed by changing the Balance Date.

STOCK BALANCE




Stock Date: 30/04/2023  ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items ☐ Show Only Unusable Stock  











Sl#	Item Code	Item Name	Usable Qty	Unusable Qty	Unit	Actions
▼ CONTRACEPTIVE (8 Items)						
1	CON001	AD SYRINGE (1 ML)	973,700		pcs	
2	CON002	CONDOM	3,935,600		pcs	
3	CON003	ECP (2 TAB/PACK)	1,800		pack	
4	CON004	IMPLANT (2 ROD)	35,200		sets	
5	CON006	INJECTABLES (DEPO-PROVERA)	1,213,000		vials	
6	CON007	IUD (CT-380A)	8,900		pcs	
7	CON009	ORAL PILL APON	145,600		cycle	
8	CON010	ORAL PILL SHUKHI (3rd Generation)	710,400		cycle	
▼ IEM & OTHER PRINTING MATERIALS (32 Items)						
9	IEM003	ANTENATAL CARD	6,000		pcs	
10	IEM004	ANTENATAL CARE REGISTER	151		book	

View Stock Balance

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Select **Stock > Stock Balance...** from **Stock** menu.
- The **Stock Balance** form is displayed.

STOCK BALANCE

Stock Date: 30/04/2023  ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items ☐ Show Only Unusable Stock  

Sl#	Item Code	Item Name	Usable Qty	Unusable Qty	Unit	Actions
▼ CONTRACEPTIVE (8 Items)						
1	CON001	AD SYRINGE (1 ML)	973,700		pcs	
2	CON002	CONDOM	3,935,600		pcs	
3	CON003	ECP (2 TAB/PACK)	1,800		pack	
4	CON004	IMPLANT (2 ROD)	35,200		sets	
5	CON006	INJECTABLES (DEPO-PROVERA)	1,213,000		vials	
6	CON007	IUD (CT-380A)	8,900		pcs	
7	CON009	ORAL PILL APON	145,600		cycle	
8	CON010	ORAL PILL SHUKHI (3rd Generation)	710,400		cycle	
▼ IEM & OTHER PRINTING MATERIALS (32 Items)						
9	IEM003	ANTENATAL CARD	6,000		pcs	
10	IEM004	ANTENATAL CARE REGISTER	151		book	

This form presents current stock position of all the items. Controls in the form are grouped into 3 (three) blocks –

A. Item Group & Balance Date:

Shows a list of current item groups in database. A label below shows the total number of items under the selected group. Balance Date is used to give a filter date for which stock position is shown.

B. List of Items:

Shows status of every item under the selected group. To describe an item, 5 (five) fields are required.

- Item Code – Unique Item Code.
- Item Name – Name of the item.
- Usable Qty – Usable stock quantity of the item on balance data.
- Unusable Qty – Unusable quantity of item on balance date.
- Unit – Unit of measurement of the item.

View Stock Balance of a specific Date

- If you want to view stock status of all items, select '(All)' from Item Group combo in block A. If you want to view a specific group, select the group name from the combo.
- Initially Balance Date is filled with today's date and stock status for that date is presented.
- Type in the desired date in Balance Date field to get the stock status of that date.
- To exclude the items that are out of stock, select 'Show Only Non-Zero Stock'.

Search and find an Item

- Type you provide the item name in search box.
- Items which match with the search text will be shown in the list.

The screenshot shows the 'STOCK BALANCE' interface. At the top, there is a 'Stock Date' field set to '30/04/2023' and four radio buttons: 'Show Only Non-Zero Stock' (selected), 'Show Only Zero Stock', 'Show All Items', and 'Show Only Unusable Stock'. Below this is a table with columns: 'SIF', 'Item Code', 'Item Name', 'Usable Qty', 'Unusable Qty', 'Unit', and 'Actions'. The 'Item Name' column has a search filter 'condo'. The table shows one item under the group 'CONTRACEPTIVE (1 Item)':

SIF	Item Code	Item Name	Usable Qty	Unusable Qty	Unit	Actions
1	CON002	CONDOM	3,935,600		pcs	

- To see all of the items again, remove you provide the item name from search box.

View detail information about a specific item

- Double click on the item for which you want to view lot-wise information.

The screenshot shows the 'STOCK BALANCE' interface with a 'RETURN TO LIST' button at the top right. Below the main table, there is a summary bar: 'Stock Date: 30/04/2023 Group: CONTRACEPTIVE Item Code: CON002 Item Name: CONDOM Unit: pcs Lot Qty: 3935600 Lot Qty (Unusable): 0'. Below this, there are two tabs: 'LOTS STOCK BALANCE' (selected) and 'STOCK CARD'. The 'LOTS STOCK BALANCE' tab shows a table with columns: 'Lot No/Description', 'Mfg Date', 'Expiry Date', 'Lot Qty', and 'Lot Qty (Unusable)'.

Lot No/Description	Mfg Date	Expiry Date	Lot Qty	Lot Qty (Unusable)
		31/10/2025	932,400	0
		31/12/2025	832,400	0
		31/05/2027	396,000	0
		31/10/2027	932,400	0
		31/12/2027	842,400	0
			3,935,600	0

- Press on **Stock CARD** tab the following screen will appear:

STOCK BALANCE

RETURN TO LIST

« < > »

Stock Date: 30/04/2023

Group: CONTRACEPTIVE

Item Code: CON002

Item Name: CONDOM

Unit: pcs

Lot Qty: 3935600

Lot Qty (Unusable): 0

LOTS STOCK BALANCE

STOCK CARD

Start Date

End Date

31/03/2023

30/04/2023

Receiver	Invoice No	Invoice Date	Supplier	Supplier Invoice No	Supplier Date	Received	Issued	Usable Balance	Unusable In	Unusable Out	Unusable Balance	Remarks
-	[PREV BA...	31/03/2023	-			206,646,800	206,038,4...	608,400				
Dhaka CWH	4462	02/04/2023	-				3,600	604,800				Issue:Push
Md.Asraful Islam	152	06/04/2023	KHULNA ES...	374,375	30/03/2023	842,400		1,447,200				Receive From Su...
Md.Asraful Islam	152	06/04/2023	KHULNA ES...	374,375	30/03/2023	932,400		2,379,600				Receive From Su...
Kahaloo, Bogura	4467	06/04/2023	-				36,000	2,343,600				Issue:Push
Raninagar, Naogaon	4470	08/04/2023	-				46,800	2,296,800				Issue:Push
Atrai, Naogaon	4469	08/04/2023	-				54,000	2,242,800				Issue:Push
Sapahar, Naogaon	4472	09/04/2023	-				36,000	2,206,800				Issue:Push
Porsha, Naogaon	4471	09/04/2023	-				36,000	2,170,800				Issue:Push
Md.Asraful Islam	153	28/04/2023	M/S, KALLY...	12323	19/04/2023	932,400		3,103,200				Receive From Su...
Md.Asraful Islam	153	28/04/2023	M/S, KALLY...	12323	19/04/2023	832,400		3,935,600				Receive From Su...

Print Stock Balance

- Press button to view a printable list of Stock Balance.

Government of the People's Republic of Bangladesh

Directorate General of Family planning

Bogura RWH

Stock Date: 30/04/2023, NONE-ZERO

Stock Balance

SL	Group	Item Code	Item Name	Usable Qty	Unusable Qty	Unit
1	CONTRACEPTIVE	CON001	AD SYRINGE (1 ML)	973,700	0	pcs
2	CONTRACEPTIVE	CON002	CONDOM	3,935,600	0	pcs
3	CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	1,800	0	pack
4	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	35,200	0	sets
5	CONTRACEPTIVE	CON006	INJECTABLES (DEPO-PROVERA)	1,213,000	0	vials
6	CONTRACEPTIVE	CON007	IUD (CT-380A)	8,900	0	pcs
7	CONTRACEPTIVE	CON009	ORAL PILL APON	145,600	0	cycle
8	CONTRACEPTIVE	CON010	ORAL PILL SHUKHI (3rd Generation)	710,400	0	cycle
9	IEM & OTHER PRINTING MATERIALS	IEM003	ANTENATAL CARD	6,000	0	pcs
10	IEM & OTHER PRINTING MATERIALS	IEM004	ANTENATAL CARE REGISTER	151	0	book

- Press on Ctrl+p from keyboard. The report will be print.

5.2. Warehouse Supply Plan

Based on the inputs given by various Upazila, a Supply Plan will be generated automatically by using this module.

WAREHOUSE SUPPLY PLAN - ADD/EDIT

WH * Report Month * Report Year * Remarks

Sl#	Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
1	Adamdighi, Bogura	8,877	26,631	21,900	4,731	7,200	X			6
2	Bogura Sadar, Bogura	52,569	157,707	8,328	149,379	151,200	X			6
3	Dhunat, Bogura	35,921	107,763	57,100	50,663	54,000	X			6
4	Dhupchanchia, Bogura	8,104	24,312	22,950	1,362	3,600	X			6
5	Gabtali, Bogura	17,397	52,191	23,580	28,611	28,800	X			6
6	Kahaloo, Bogura	19,223	57,669	25,752	31,917	32,400	X	🔒	4467	6
7	Nandigram, Bogura	10,366	31,098	21,100	9,998	10,800	X			6
		489,867	1,469,601	657,648	813,789	864,000				

Stock as on 05/04/2023: 604800

Rationing % Condom Shukhi IUD Injectable

Open Supply Plan

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Select **Stock > Supply Plan...** from **Stock** menu.
- The **Supply Plan** screen is displayed.

WAREHOUSE SUPPLY PLAN

From To

Sl#	Report Month	Report Year	Actions
1	April	2023	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	March	2023	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	February	2023	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	January	2023	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

WAREHOUSE SUPPLY PLAN - ADD/EDIT

Command Buttons: SAVE, BACK TO LIST

List of Months: WH * (Bogura RWH), Report Month * (April), Report Year * (2023), Remarks

Details of Facilities:

SI#	Upazila	AMD	Max Quantity	Closing	Allotted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
1	Adamdighi, Bogura	8,877	26,631	21,900	4,731	7,200	×			6
2	Bogura Sadar, Bogura	52,569	157,707	149,328	149,379	151,200	×			6
3	Dhunat, Bogura	35,921	107,763	57,100	50,663	54,000	×			6
4	Dhupchanchia, Bogura	8,104	24,312	22,950	1,362	3,600	×			6
5	Gabtal, Bogura	17,397	52,191	23,580	28,611	28,800	×			6
6	Kahaloo, Bogura	19,223	57,669	25,752	31,917	32,400	×	🔒	4467	6
7	Nandigram, Bogura	10,366	31,098	21,100	9,998	10,800	×			6
		489,867	1,469,601	657,648	813,789	864,000				

Commodity Selection & Rationing:

GENERATE, DELETE, Stock as on 05/04/2023: 604800

CONDOM (PCS), SHUKHI (CYCLES), SHUKHI (3RD GEN), IUD CT-380A (PCS), INJECTABLES (VIALS), AD SYRINGE (1ML), IMPLANT (NOS), DDS KIT

Rationing %: Condom, Shukhi, IUD, Injectable

RECALCULATE, GENERATE ISSUE VOUCHER

General Description of Supply Plan Form

The form is grouped into 5 (five) blocks –

A. Command Buttons:

A number of buttons to manipulate the Supply Plan.

B. List of Months:

Shows the months for which Supply Plan will be generated.

C. Command Buttons:

A number of buttons to manipulate the Supply Plan.

D. Supply Plan Entry Option:

Shows options for selecting "Month" and "Year" for which Supply Plan will be generated.

E. Details of Facilities:

Details of facility (Upazila) i.e., how much they have distributed last month, their closing balance, what should be the allotted quantity, etc. will be shown here.

F. Commodity Selection & Rationing:

- Normally Supply Plan is done at the start of every month to calculate issue quantity.
- This block contains the items which are normally issued based on Supply Plan –
 1. Condom (pcs),
 2. Shukhi (cycles),
 3. IUD CT-380A (pcs),
 4. Injectables (vials),
 5. AD Syringe (1ML),
 6. Implant (nos),
 7. DDS Kit
- Under every item tab, total planned quantity and current stock quantity of the current date of current month is shown.
- When the plan quantity is less than or equal to current stock quantity – the Supply Quantity box is **GREEN**. When the supply quantity is more than stock quantity, it shows as **RED**.
- There are 4 (four) boxes below every item.
- When there is scarcity of items, then putting a certain percentage in any box – then pressing the "Recalculate" button will reduce that item's Actual Supply Quantity for all upazilas.
- **Generate Issue Voucher** button will generate will generate issue voucher from supply plan.

Generate a new Supply Plan

Press **NEW** button from the command buttons block. The form will look like the following screen:

WAREHOUSE SUPPLY PLAN - ADD/EDIT

WH * Report Month * Report Year * Remarks

GENERATE DELETE

SI#	Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
	filter column...									
		0	0	0	0	0				

GENERATE DELETE

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML) IMPLANT (NOS) DDS KIT

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

- The ID will be generated automatically.
- Select the 'Month' and 'Year' for which **Supply Plan** will be generated.
- Press **SAVE** button. The form will look like the following screen:

WAREHOUSE SUPPLY PLAN - ADD/EDIT

WH * Report Month * Report Year * Remarks

GENERATE DELETE Stock as on 30/04/2023: 3935600

SI#	Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
	filter column...									
		0	0	0	0	0				


GENERATE DELETE

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML) IMPLANT (NOS) DDS KIT

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

Generation of Supply Plan Details

- Press **Generate** button from the command buttons block. A dialogue box will appear as like the following screen:



Are you sure?

Do you really want to fill the Supply Plan items?

Click 'Yes' to continue and the following form will appear.

- All data will be generated and shown automatically.

Issue Voucher generate success fully

- Only 'Actual Supply Quantity' can be edited.
- Enter the actual quantity which has been supplied to the Upazila.
- As you go forward by pressing Tab button data will be saved automatically.

WAREHOUSE SUPPLY PLAN - ADD/EDIT

WH * Report Month * Report Year * Remarks

Sl#	Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
1	Adamdighi, Bogura	8,877	26,631		26,631	28,800	X			6
2	Bogura Sadar, Bogura	52,569	157,707		157,707	158,400	X			6
3	Dhunat, Bogura	35,921	107,763		107,763	108,000	X			6
4	Dhupchanchia, Bogura	8,104	24,312		24,312	25,200	X			6
5	Gabtal, Bogura	17,397	52,191		52,191	54,000	X			6
6	Kahaloo, Bogura	19,223	57,669		57,669	61,200	X			6
7	Nandigram, Bogura	10,366	31,098		31,098	32,400	X			6
		489,867	1,469,601	0	1,469,601	1,522,800				

Stock as on 30/04/2023: 3935600

Rationing %

Preview and Print the Supply Plan

- Press button to preview the supply plan which will be like the following screen -

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING
Supply plan of Bogura RWH - May, 2023

SL#	Facility	Condom					Shukhi					IUD					Injectables					Implant	DDSKIT	AD Syringe
		AMD	MAX Qty	Closing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Closing Balance	Alloted Qty	Actual Supply Qty			
1	Adamdighi, Bogura	8,877	26,631		26,631	28,800	3,187	9,561		9,561	10,080	12	36		36	45	243	729		729	800			900
2	Akkelpur, Joypurhat	6,709	20,127		20,127	21,600	2,471	7,413		7,413	8,640	15	45		45	45	399	1,197		1,197	1,200			1,400
3	Atra, Naogaon	14,913	44,739		44,739	46,800	5,185	15,555		15,555	15,840	7	21		21	30	600	1,800		1,800	1,800			2,000
4	Badalgachhi, Naogaon	8,373	25,119		25,119	25,200	5,114	15,342		15,342	15,840	7	21		21	30	718	2,154		2,154	2,200			2,500
5	Bogura Sadar, Bogura	52,569	157,707		157,707	158,400	9,448	28,344		28,344	28,800	30	90		90	90	1,871	5,613		5,613	5,700			6,300
6	Dhamoirhat, Naogaon	8,921	26,763		26,763	28,800	6,661	19,983		19,983	20,160	11	33		33	45	671	2,013		2,013	2,100			2,400
7	Dhunat, Bogura	35,921	107,763		107,763	108,000	14,173	42,519		42,519	43,200	15	45		45	45	2,082	6,246		6,246	6,300			7,000
8	Dhupchanchia, Bogura	8,104	24,312		24,312	25,200	2,703	8,109		8,109	8,640	15	45		45	45	752	2,256		2,256	2,300			2,600

- Press on Ctrl+p from keyboard. The print dialog box will appear.

Generate Supply Plan to Issue Voucher

After completing Supply Plan generation, need to generate Issue Voucher automatically from created Supply Plan.

- Press ☒ against Upazila

WAREHOUSE SUPPLY PLAN - ADD/EDIT

SAVE BACK TO LIST

WH * Report Month * Report Year * Remarks

Bogura RWH May 2023

SI#	Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
1	Adamdighi, Bogura	8,877	26,631		26,631	28,800	✓			6
2	Bogura Sadar, Bogura	52,569	157,707		157,707	158,400	✓			6
3	Dhunat, Bogura	35,921	107,763		107,763	108,000	✗			6
4	Dhupchanchia, Bogura	8,104	24,312		24,312	25,200	✗			6
5	Gabtal, Bogura	17,397	52,191		52,191	54,000	✗			6
6	Kahaloo, Bogura	19,223	57,669		57,669	61,200	✗			6
7	Nandigram, Bogura	10,366	31,098		31,098	32,400	✗			6
		489,867	1,469,601	0	1,469,601	1,522,800				

GENERATE DELETE Stock as on 30/04/2023: 3935600

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML) IMPLANT (NOS) DDS KIT

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

- Press 'Generate Issue Voucher' button on Supply Plan.

!

Are you sure?

Do you want to generate Issue Voucher from supply plan?

Yes No

- After pressing 'Yes', the message will show - Issue Voucher Generate Success fully.

WAREHOUSE SUPPLY PLAN - ADD/EDIT

SAVE BACK TO LIST

WH * Report Month * Report Year * Remarks

Bogura RWH May 2023

SI#	Upazila	AMD	Max Quantity	Closing	Alloted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
1	Adamdighi, Bogura	8,877	26,631		26,631	28,800	✗		4474	6
2	Bogura Sadar, Bogura	52,569	157,707		157,707	158,400	✗		4475	6
3	Dhunat, Bogura	35,921	107,763		107,763	108,000	✗			6
4	Dhupchanchia, Bogura	8,104	24,312		24,312	25,200	✗			6
5	Gabtal, Bogura	17,397	52,191		52,191	54,000	✗			6
6	Kahaloo, Bogura	19,223	57,669		57,669	61,200	✗			6
7	Nandigram, Bogura	10,366	31,098		31,098	32,400	✗			6
		489,867	1,469,601	0	1,469,601	1,522,800				

GENERATE DELETE Stock as on 30/04/2023: 3935600

CONDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML) IMPLANT (NOS) DDS KIT

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

- Then you will see the **Voucher No.** will be shown on 'Supply Plan' and voucher will be shown on 'Issue Voucher' entry form.
- From Supply Plan generated issue vouchers when these are updated the "Updated" status will also be shown on supply plan.

WAREHOUSE SUPPLY PLAN - ADD/EDIT

WH * Dhaka CWH Report Month * June Report Year * 2022 Remarks

SAVE BACK TO LIST

SI#	Upazila	AMD	Max Quantity	Closing	Allotted Quantity	Actual Supply Quantity	Generate	Updated	Invoice No	AMD Month
1	Dhamrai, Dhaka	23064	69192	47304	21888	25200	X		9698	6
2	Dohar, Dhaka	12031	36093	28960	7133	7200	X		9717	6
3	Keraniganj, Dhaka	36511	109533	74100	35433	36000	X		9718	6
4	Mirpur, Dhaka	122962	368886	126840	242046	90000	X		9750	6
5	Nawabganj, Dhaka	15548	46644	35899	10745	10800	X		9719	6
6	Savar, Dhaka	70648	211944	191800	20144	0	X		9699	6
7	Tejgaon, Dhaka	154244	462732	251000	211732	90000	X		9749	6
		1084224	3252672	2206916	1075601	810000				

GENERATE DELETE Stock as on 06/06/2022: 193640

CONDOM (PCS) SHUKHI (CYCLES) IUD CT-380A (PCS) INJECTABLES (VIALS) AD SYRINGE (IML) IMPLANT (NOS) DDS KIT

Rationing % Condom Shukhi IUD Injectable RECALCULATE GENERATE ISSUE VOUCHER

N.B: Updated upazila Issue voucher cannot be re-generated but Un-updated Upazila Issue voucher can be re-generated.

5.3. Custom Supply Plan

To access Custom Supply Plan, follow the following steps-

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Select **Stock > Custom Supply Plan** from **Stock** menu.
- The **Custom Supply Plan** form is displayed.

WAREHOUSE CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
filter column filter column...	
CONTRACEPTIVE (3 Items)	
CON003	ECP (2 TAB/PACK)
CON004	IMPLANT (2 ROD)
CON009	ORAL PILL APON
IEM & OTHER PRINTING MATERIALS (119 Items)	
IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE
IEM007	BIRTH REGISTER

>> <<

Select Profile NEW COPY TO NEW

Item Code	Item Name	Qty

NEXT

- To using custom supply plans for providing specific items to specific facility can be created Issue vouchers to supplying goods.

Generate Custom Supply Plan

WAREHOUSE CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code

Item Name

filter column

filter column...

▼

CONTRACEPTIVE (3 Items)

CON003

ECP (2 TAB/PACK)

CON004

IMPLANT (2 ROD)

CON009

ORAL PILL APON

▼

ITEM & OTHER PRINTING MATERIALS (119 Items)

ITEM001

ADMISSION REGISTER

ITEM002

ANESTHESIA RECORD

ITEM003

ANTENATAL CARD

ITEM004

ANTENATAL REGISTER

ITEM005

BIN CARD

ITEM006

BIRTH CERTIFICATE

ITEM007

BIRTH REGISTER

>>

<<

Select Profile

NEW

COPY TO NEW

Item Code

Item Name

Qty

NEXT

- Create a new profile or Select a Profile

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name	
filter column	filter column...	>>
		<<
<div> <div>▼</div> <div>CONTRACEPTIVE (3 items)</div> </div>		
CON003	ECP (2 TAB/PACK)	
CON004	IMPLANT (2 ROD)	
CON009	ORAL PILL APON	
<div> <div>▼</div> <div>IEM & OTHER PRINTING MATERIALS (119 items)</div> </div>		
IEM001	ADMISSION REGISTER	
IEM002	ANESTHESIA RECORD	

Select Profile

NEW

COPY TO NEW

Profile

Profile Name *

SAVE

CLOSE

- Select products from left side product list and press on ">>" button to creating Custom Supply Plan

WAREHOUSE CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
filter column	filter column...
▼ CONTRACEPTIVE (3 Items)	
CON003	ECP (2 TAB/PACK)
CON004	IMPLANT (2 ROD)
CON009	ORAL PILL APON
▼ IEM & OTHER PRINTING MATERIALS (119 Items)	
IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE
IEM007	BIRTH REGISTER

>>

<<

Select Profile

Custom Supply Plan 1

NEW

COPY TO NEW

Item Code	Item Name	Qty
-----------	-----------	-----

NEXT

- Enter your custom supply plan profile name and press on 'Save' button. After pressing see the following screen -

WAREHOUSE CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
filter column	filter column...
▼ IEM & OTHER PRINTING MATERIALS (119 items)	
IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE
IEM007	BIRTH REGISTER
IEM008	BROCHURE FOR ECP (PINK COLOUR)
IEM009	BROCHURE FOR ECP (ROSY COLOUR)
IEM010	CONDOM REGISTER
IEM011	CONSENT FORM FOR OPERATION (EOC PROG.)

>>

<<

Select Profile

Custom Supply Plan 1

NEW COPY TO NEW

Item Code	Item Name	Qty
▼ CONTRACEPTIVE (3 items)		
CON004	IMPLANT (2 ROD)	
CON009	ORAL PILL APON	
CON003	ECP (2 TAB/PACK)	

NEXT

- Enter the product quantity which will be issued against Facility's

WAREHOUSE CUSTOM SUPPLY PLAN

Step 1 of 3: Select Products

Select Products from left side list or Select from existing Profile. Enter default Qty if Required

Item Code	Item Name
filter column	filter column...
▼ IEM & OTHER PRINTING MATERIALS (119 items)	
IEM001	ADMISSION REGISTER
IEM002	ANESTHESIA RECORD
IEM003	ANTENATAL CARD
IEM004	ANTENATAL REGISTER
IEM005	BIN CARD
IEM006	BIRTH CERTIFICATE
IEM007	BIRTH REGISTER
IEM008	BROCHURE FOR ECP (PINK COLOUR)
IEM009	BROCHURE FOR ECP (ROSY COLOUR)
IEM010	CONDOM REGISTER
IEM011	CONSENT FORM FOR OPERATION (EOC PROG.)

>>

<<

Select Profile


Custom Supply Plan 1

NEW COPY TO NEW

Item Code	Item Name	Qty
▼ CONTRACEPTIVE (3 items)		
CON004	IMPLANT (2 ROD)	5
CON009	ORAL PILL APON	10
CON003	ECP (2 TAB/PACK)	5

NEXT

- Press on 'Next' after pressing will see the following message.



Are you sure?

Do you really want to save those products on your selected profile?

Yes No

- Press on 'Yes'. After pressing custom supply plan products will be saved and displaying following screen for select facility.

WAREHOUSE CUSTOM SUPPLY PLAN

Step 2 of 3: Select Facility(s)

Select Facility(s) name from left side list

Facility Code

Facility Name

filter column...

filter column...

▼ Others (9 items)

O009

DIRECTOR, FAMILY PLANNING, RANGPUR.

O005

DDFP KURIGRAM

O008

DDFP LALMONIRHAT

O004

DDFP RANGPUR

O006

DDFP GAIBANDHA

O007

DDFP NILPHAMARI

O001

R.MCH. RANGPUR

O003

Rajibpur, Kurigram

O002

Roumari, Kurigram

▼ Upazila (33 items)

T268

Aditmari, Lalmonirhat

>>

<<

Facility Code

Facility Name

NEXT

- Select Facility from left side facility list and press on '>>' button to transfer right side for creating custom supply plan. See the following screen -

WAREHOUSE CUSTOM SUPPLY PLAN

Step 2 of 3: Select Facility(s)

Select Facility(s) name from left side list

Facility Code

filter column...

Facility Name

filter column...

▼ Upazila (33 items)

T268	Aditmari, Lalmonirhat
T244	Badarganj, Rangpur
T259	Bhurungamari, Kurigram
T261	Chilmari, Kurigram
T273	Dimla, Nilphamari
T274	Domar, Nilphamari
T252	Fulchhari, Gaibandha
T253	Gaibandha Sadar, Gaibandha
T245	Gangachara, Rangpur
T254	Gobindaganj, Gaibandha
T269	Hatibandha, Lalmonirhat

>>

<<

Facility Code

Facility Name

▼ Others (3 items)

O009	DIRECTOR, FAMILY PLANNING, RANGPUR.
O005	DDFP KURIGRAM
O008	DDFP LALMONIRHAT

NEXT

- Press on '**Next**'. After pressing will see the following message -

[illegible]

- Press on '**Yes**'. After pressing will see the following screen -

WAREHOUSE CUSTOM SUPPLY PLAN

Step 3 of 3: Customize Supply Plan

Update Qty if required

Facility Code	Facility Name	Item Code	Qty
filter column...	filter column...	filter column...	
▼ IMPLANT (2 ROD) Total in Stock: 10580 and Total Supply Plan Quantity: 15 (3 Items)			
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.	CON004	5
0005	DDFP KURIGRAM	CON004	5
0008	DDFP LALMONIRHAT	CON004	5
▼ ORAL PILL APONT Total in Stock: 182400 and Total Supply Plan Quantity: 30 (3 Items)			
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.	CON009	10
0005	DDFP KURIGRAM	CON009	10
0008	DDFP LALMONIRHAT	CON009	10
▼ ECP (2 TAB/PACK) Total in Stock: 0 and Total Supply Plan Quantity: 15 (3 Items)			
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.	CON003	5
0005	DDFP KURIGRAM	CON003	5
0008	DDFP LALMONIRHAT	CON003	5

NEXT


- Press on 'Next'. After pressing will see the following message -

WAREHOUSE CUSTOM SUPPLY PLAN

Step 3 of 3: Customize Supply Plan

Update Qty if required

Facility Code	Facility Name	Item Code	Qty
filter column...	filter column...	filter column...	
▼ IMPLANT (2 ROD) Total in Stock: 10580 and Total Supply Plan Quantity: 15 (3 Items)			
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.	CON004	5
0005	DDFP KURIGRAM	CON004	5
0008	DDFP LALMONIRHAT	CON004	5
▼ ORAL PILL APONT Total in Stock: 182400 and Total Supply Plan Quantity: 30 (3 Items)			
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.	CON009	10
0005	DDFP KURIGRAM	CON009	10
0008	DDFP LALMONIRHAT	CON009	10
▼ ECP (2 TAB/PACK) Total in Stock: 0 and Total Supply Plan Quantity: 15 (3 Items)			
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.	CON003	5
0005	DDFP KURIGRAM	CON003	5
0008	DDFP LALMONIRHAT	CON003	5



Are you sure?

Do you want to generate Issue Voucher from custom supply plan?

Yes **No**

NEXT

- Press on 'Yes'. After pressing message displayed 'Issue voucher Generate successfully' like following screen -

ISSUE VOUCHER PUSH

From: 02/02/2023 To: 03/05/2023

New **Print** **Export**

Sir	Facility	Invoice No	Invoice Date	Prepared By	Approved By	Issued Date	Issued By	Updated	Cancel	Actions
1	Aditmari, Lalmonirhat	3873	02/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	02/04/2023	Md. Ranju Miah	✓	✗	
2	Saghata, Gaibandha	3872	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
3	Fulchhari, Gaibandha	3871	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
4	Gaibandha Sadar, Gaibandha	3870	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
5	Sadullapur, Gaibandha	3869	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
6	Patgram, Lalmonirhat	3868	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
7	Hatibandha, Lalmonirhat	3867	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
8	Kaliganj, Lalmonirhat	3866	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
9	Aditmari, Lalmonirhat	3865	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
10	Lalmonirhat Sadar, Lalmoni...	3864	09/04/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Miah	✓	✗	
11	Rangpur Sadar, Rangpur	3863	23/03/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	23/03/2023	Md. Ranju Miah	✓	✗	
12	Sundarganj, Gaibandha	3862	22/03/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Miah	✓	✗	
13	Pirgachha, Rangpur	3861	22/03/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Miah	✓	✗	
14	Patgram, Lalmonirhat	3860	21/03/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	
15	Hatibandha, Lalmonirhat	3859	21/03/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	
16	Kaliganj, Lalmonirhat	3858	21/03/2023	Md. Ranju Miah	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Miah	✓	✗	

5.4. Slow Moving Item list

This report shows the details of Slow-Moving item List specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form > Report > Slow Moving item ...** from **Reports** menu.
- Select 'Slow Moving Item List' option in 'List of Reports' block. The form will look like the following screen:

Item Code	Item Name	Qty	Last Receive Date	Last Issue Date	Unit	Not Moving Day	Invoice No	Issue Date	Receiver	Lot No/Desc...	Expiry Date	Issue Qty
▼ IEM & OTHER PRINTING MATERIALS (1 Item)							3766	15/01/2023	Gobindaganj, Gaibandha			36
IEM112	PPV Register	118	31/08/2022	17/10/2022	pcs	108	3684	17/10/2022	Ulipur, Kurigram			30
▼ KITS & MEDICAL EQUIPMENTS (2 Items)							3679	16/10/2022	Dimla, Nilphamari			10
KIT016	FLOW METER/THERAPY SET	30	27/10/2022	30/04/2020	sets	160	3675	13/10/2022	Nilphamari Sadar, Nilphamari			30
KIT044	OXYGEN CYLINDER (EMPTY)	3	29/11/2016		pcs	104	3670	12/10/2022	Phulbari, Kurigram			24
▼ MCH & OTHER MEDICINE (1 Item)							3661	10/10/2022	Gobindaganj, Gaibandha			15
MCH020	TAB. METRONIDAZOL 400 ...	30000	31/10/2021	28/12/2015	tab.	344	3660	10/10/2022	Palashbari, Gaibandha			8
▼ OFFICE EQUIPMENTS & FURNITURE (5 Items)							3659	10/10/2022	Pirganj, Rangpur			14
OEF028	LADDER	4	19/01/2023	21/11/2022	pcs	163	3658	10/10/2022	Mitha Pukur, Rangpur			15
OEF085	TAB	545	31/10/2021	23/03/2022	nos.	104						
OEF090	Helmet	20	26/04/2021	14/07/2021	pcs	658						
OEF091	Gum Boot	20	26/05/2018	29/07/2018	pair	658						
OEF092	Utility Gloves	20	26/05/2018	29/07/2018	pair	1739						

- Press Print button to print the slow-moving items report the report will be displayed like following screen.
- Press on Ctrl+p from keyboard the printer popup will be displayed to continue printing.

SL.	Group Name	Item Code	Item Name	Qty	Last Receive Date	Last Issue Date	Unit	Not Moving Day
1	IEM & OTHER PRINTING MATERIALS	IEM112	PPV Register	118	31/08/2022	17/10/2022	pcs	108
2	KITS & MEDICAL EQUIPMENTS	KIT016	FLOW METER/THERAPY SET	30	27/10/2022	30/04/2020	sets	160
3	KITS & MEDICAL EQUIPMENTS	KIT044	OXYGEN CYLINDER (EMPTY)	3		29/11/2016	pcs	104
4	MCH & OTHER MEDICINE	MCH020	TAB. METRONIDAZOL 400 MG	30000	31/10/2021	28/12/2015	tab.	344
5	OFFICE EQUIPMENTS & FURNITURE	OEF028	LADDER	4	19/01/2023	21/11/2022	pcs	163
6	OFFICE EQUIPMENTS & FURNITURE	OEF085	TAB	545	31/10/2021	23/03/2022	nos.	104
7	OFFICE EQUIPMENTS & FURNITURE	OEF090	Helmet	20	26/04/2021	14/07/2021	pcs	658
8	OFFICE EQUIPMENTS & FURNITURE	OEF091	Gum Boot	20	26/05/2018	29/07/2018	pair	658
9	OFFICE EQUIPMENTS & FURNITURE	OEF092	Utility Gloves	20	26/05/2018	29/07/2018	pair	1739

If you need to export, select export format and press Excel button

Chapter-6: Reports

6.1. Form 7B View

- Based on input MIS Forms 2 & 3 provided by various SDPs and Form 7B report submitted by Upazila FP office based on items issued by Upazila, reports under Warehouse are displayed.
- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Select **Report > Form 7B...** from **Report** menu.
- Form 7B report list screen of Upazila FP office under this warehouse is displayed.

FORM 7B VIEW

From: 01/01/2023 To: 30/04/2023

Sl#	Upazila	Report Year	Report Month	District	Total SDP	Reports Submitted	Actions
▼ March-2023 (30 Items)							
1	Shajahanpur, Bogura	2023	March	Bogura	80	80	
2	Sapahar, Naogaon	2023	March	Naogaon	33	33	
3	Raninagar, Naogaon	2023	March	Naogaon	49	49	
4	Porsha, Naogaon	2023	March	Naogaon	30	30	
5	Patnitala, Naogaon	2023	March	Naogaon	71	71	
6	Niamatpur, Naogaon	2023	March	Naogaon	53	53	
7	Naogaon Sadar, Naogaon	2023	March	Naogaon	72	72	
8	Mahadebpur, Naogaon	2023	March	Naogaon	72	72	
9	Manda, Naogaon	2023	March	Naogaon	92	92	
10	Dhamoirhat, Naogaon	2023	March	Naogaon	47	47	
11	Badalgachhi, Naogaon	2023	March	Naogaon	54	54	
12	Atrai, Naogaon	2023	March	Naogaon	55	55	
13	Hakimpur, Dinajpur	2023	March	Dinajpur	23	23	
14	Ghoraghat, Dinajpur	2023	March	Dinajpur	26	26	
15	Dumukhali, Jessore	2023	March	Jessore	57	57	

- Double click on a report or click on details button from action column the F7B report displayed.

FORM 7B VIEW

BACK TO LIST

Upazila: Shajahanpur, Bogura District: Bogura Reports Submitted: 80

Report Month: March Report Year: 2023 Total SDP: 80

Remarks:

Sl#	Item	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	114,384		74,580			39,804	1.0
2	Shukhi (2nd Gen)	4,350		4,290			60	
3	Shukhi (3rd Gen)	23,440		3,385			20,055	5.7
4	Oral Pill (Total)	27,790		7,675			20,115	1.6
5	Oral Pill Apon	2,130		430			1,700	2.9
6	ECP	100					100	5.3
7	IUD	57					57	5.7
8	Injectables (Vials)	4,896	2,000	1,602			5,294	5.2
9	AD Syringe (IML)	3,785	2,000	1,615			4,170	4.0

UPAZILA STORE FIELD STORE

General Description of Form 7B

FORM 7B VIEW

A

From: 01/01/2023 To: 30/04/2023

Table 1: Filtered Data (March-2023)

SI#	Upazila	Report Year	Report Month	District	Total SDP	Reports Submitted	Actions
1	Shajahanpur, Bogura	2023	March	Bogura	80	80	
2	Sapahar, Naogaon	2023	March	Naogaon	33	33	
3	Raninagar, Naogaon	2023	March	Naogaon	49	49	
4	Porsha, Naogaon	2023	March	Naogaon	30	30	
5	Patnitala, Naogaon	2023	March	Naogaon	71	71	
6	Niamatpur, Naogaon	2023	March	Naogaon	53	53	
7	Naogaon Sadar, Naogaon	2023	March	Naogaon	72	72	
8	Mahadebpur, Naogaon	2023	March	Naogaon	72	72	
9	Manda, Naogaon	2023	March	Naogaon	92	92	
10	Dhamoirhat, Naogaon	2023	March	Naogaon	47	47	
11	Badalgachi, Naogaon	2023	March	Naogaon	54	54	
12	Atrai, Naogaon	2023	March	Naogaon	55	55	
13	Hakimpur, Dinajpur	2023	March	Dinajpur	23	23	
14	Ghoraghat, Dinajpur	2023	March	Dinajpur	26	26	
15	Danubikhi, Dinajpur	2023	March	Dinajpur	27	27	

B

FORM 7B VIEW

C

Upazila: Shajahanpur, Bogura District: Bogura Reports Submitted: 80

Report Month: March Report Year: 2023 Total SDP: 80

Remarks:

Table 2: Item Details

SI#	Item	Opening Balance	Received	Issued	Adjustment (+)	Adjustment (-)	Closing Balance	MOS
1	Condom	114,384		74,580			39,804	1.0
2	Shukhi (2nd Gen)	2,130		4,290			60	
3	Shukhi (3rd Gen)	2,130		3,385			20,055	5.7
4	Oral Pill (Total)	27,790		7,675			20,115	1.6
5	Oral Pill Apon	2,130		430			1,700	2.9
6	ECP	100					100	5.3
7	IUD	57					57	5.7
8	Injectables (Vials)	4,896	2,000	1,602			5,294	5.2
9	AD Syringe (TML)	3,785	2,000	1,615			4,170	4.0

D

E

UPAZILA STORE FIELD STORE

Controls in the form are grouped into 5 (five) blocks –

A. Filter Date:

Start Date and End Date to manipulate the Form 7B.

B. List of Months:

Shows the Filtered months for which Form under the warehouses upazila submitted 7B will be displayed.

C. Form 7B Entry Option:

Shows form F7B Report header which upazila submitted the report month, year and number SDP under this upazila.

D. Details of Items:

Details of all 28 commodities i.e., Opening balance, how much have been received, issued and adjusted, Closing Balance, MOS, etc. will be shown here.

E. Command buttons:

Number of tabs to show the upazila store and Field Store the Form 7B.

Preview and Print the Form 7B

- Select an upazila to view F7B report.
- Press button to preview the supply plan which will be like the following screen:

FORM-7B														
UPAZILA MONTHLY SUPPLY DISTRIBUTION & STOCK BALANCE REPORT														
UPAZILA : Shaghaupur, Bogura														
DISTRICT : Bogura														
MONTH : March														
YEAR : 2023														
													Total number of SDPs*	80
													Total number of SDPs submitted report :	80
Sl#	ITEM	Opening Balance	Received (+)	Issued (-)	Adjustment (+) (-)	Closing Balance	MOS	FIELD STOCK (FROM MIS 2, 3 AND NGOs TAKING SUPPLIES FROM UAZILA FP STORE)	Received (+)	Distributed to Acceptors (-)	Adjustment (+) (-)	Closing Balance	MOS	TOTAL UNABLE STOCK BALANCE (0-15)
1	Condom	114,384		74,580		39,804	1.0	54,746	74,580	35,185		94,341	2.4	135,945
2	Shukhi (2nd Gen)	4,350		4,290		60	0.0	11,416	4,290	4,771		10,935	1.2	10,995
3	Shukhi (3rd Gen)	23,440		3,385		20,055	5.7	10,517	3,385	6,020	90	7,726	2.2	27,781
4	Oral Pill Apon	2,150		450		1,700	5.9	3,253	450	338	8	3,125	5.3	4,855
5	ECP	100				100	5.5	272		13		259	13.6	359
6	IUD	57				57	5.7	123		11		112	11.2	169
7	Injectables (Vials)	4,896	2,000	1,602		5,294	5.2	2,429	1,602	1,399		2,832	2.8	8,126
8	AD Syringe (IML)	5,785	2,000	1,815		4,970	4.0	2,884	1,815	1,221		3,718	3.1	7,448
9	Implant (Total)	400		100		300	5.5	342	100	89		353	5.9	653
10	TAB MISOPROSTOL (Dose)	1,885				1,885	7.7	1,434		254	4	1,380	4.8	3,065
11	Normal Delivery Kit						0.0							
12	MRSI (Pack)						0.0	18				18	6.0	18
13	7.5% CHLOROXEDINE	25	1,000	20		1,005	7.4	1,540	20	313		1,470	10.9	2,475
14	DIT Mghat						0.0							
15	IN1 OXYTOCIN 3 IU/ML						0.0							
16	MSP (House)						0.0	5,540				5,540	0.0	5,540
17	Sanitary Napkin Pad						0.0	12				12	2.0	12
18	Same	20				20	0.0	1,080				1,080	0.0	1,100
19	Lungi		100			100	0.0	2,300				2,300	0.0	2,300
20	DDH Kit	25	50	25		50	0.0							
21	MISOPROSTOL KIT (2005)						0.0	19				19	4.8	19
22	Iron-Folic Acid pill (1005)						0.0							
23	Inf. Antiseptic Concentrated						0.0							
24	Inf. Gastermin	80		64		16	0.0	170	64			234	0.0	250
25	COTTON (1000G) (Roll)	115		10		105	0.0							
26	POTYDONE IODINE SOL. (Bottle)	315		15		300	0.0							
*SDP-FWAs, FWVs, SACMO, MO/Clinic, NGOs and Multi sectoral agencies														
Remarks :														
Prepared by : Md. Hossain Rashid														
Designation : Administrative Officer														
Date :														
Approved by : Md. Shamsul Islam														
Designation : Additional Director														
Date :														
Date : 30/04/2023														

- If printer icon then Press on the printer icon the select Upazila's F7B report will print.

6.2. Form 7

- Based on the inputs given by various Upazila and items received and issued by the Warehouse MIS Form 7 will be generated automatically by this module.

FORM 7 - ADD/EDIT										SAVE	POST	UNPOST	BACK TO LIST	
Id *		WH *		Total Upazila										
119		Bogura RWH		30										
Report Month *		Report Year *		Remarks										
March		2023												
<div>GENERATE</div> <div>DELETE</div>														
Sl#	Article	Opening Balance	Receive From		Issue To		Adjustment				Closing Balance	MOS		
	filter column...		Warehouse	Supplier	Warehouse	Upazila	(+)	(-)	Return From Wareho...	Return To Wareho...				
1	Condom	327,600		835,200	259,200	295,200					608,400	1.2		
2	Shukhi (2nd Gen)	2,880				38,880			36,000					
3	Shukhi (3rd Gen)	633,600			544,320	157,440			237,120		168,960	1.1		
4	Oral Pill (Total)	636,480			544,320	196,320			273,120		168,960	0.5		
5	Oral Pill Apon	163,200				14,400					148,800	13.0		
6	ECP	2,150				350					1,800	5.1		
7	IUD	9,250				200					9,050	18.8		
8	Injectables (Vials)	1,259,000				38,000					1,221,000	41.3		
9	AD Syringe (IML)	1,018,700				38,000			1,000		981,700	32.7		
	Implant (Nos)													
	Implant (2 rod)	36,200				600					35,600	15.3		
10	Implant (Total)	36,200				600					35,600	15.3		
11	TAB MISOPROSTOL (Dose)	2,400				2,400			2,400		2,400	0.2		

Open Form 7

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Report > Form 7...** from **Reports** menu.

- The Form 7 Screen is displayed.

FORM7

From: 01/01/2023 To: 30/04/2023 New Print Export

Sl#	Report Month	Report Year	Post Date	Posted	Total Upazila	Actions
1	March	2023	01/04/2023 10:37:00	✓	30	
2	February	2023	01/03/2023 12:07:55	✓	30	
3	January	2023	01/02/2023 13:20:52	✓	30	

FORM 7 - ADD/EDIT SAVE POST UNPOST BACK TO LIST Print

Id * 119 WH * Bogura RWH Total Upazila 30

Report Month * March Report Year * 2023 Remarks

GENERATE DELETE

Sl#	Article	Opening Balance	Receive From		Issue To		Adjustment				Closing Balance	MOS
			Warehouse	Supplier	Warehouse	Upazila	(+)	(-)	Return From Warehouse...	Return To Wareho...		
1	Condom	327,600		835,200	259,200	295,200					608,400	1.2
2	Shukhi (2nd Gen)	2,880				38,880			36,000		168,960	1.1
3	Shukhi (3rd Gen)	633,600			544,320	157,440			237,120		168,960	0.5
4	Oral Pill (Total)	636,480			544,320	196,320			273,120		168,960	0.5
5	Oral Pill Apon	163,200				14,400					148,800	13.0
6	ECP	2,150				350					1,800	5.1
7	IUD	9,250				200					9,050	18.8
8	Injectables (Vials)	1,259,000				38,000					1,221,000	41.3
9	AD Syringe (1ML)	1,018,700				38,000			1,000		981,700	32.7
	Implant (Nos)											
	Implant (2 rod)	36,200				600					35,600	15.3
10	Implant (Total)	36,200				600					35,600	15.3
11	TAB.MISOPROSTOL (Dose)	2,400				2,400			2,400		2,400	0.2

General description of Form 7

FORM7

From: 01/01/2023 To: 30/04/2023 New Print Export

Sl#	Report Month	Report Year	Post Date	Posted	Total Upazila	Actions
1	March	2023	01/04/2023 10:37:00	✓	30	
2	February	2023	01/03/2023 12:07:55	✓	30	
3	January	2023	01/02/2023 13:20:52	✓	30	

FORM 7 - ADD/EDIT

C

SAVE POST UNPOST BACK TO LIST

Id * WH * Total Upazila

119 Bogura RWH 30

Report Month * Report Year * Remarks

March 2023

D

GENERATE DELETE

SI#	Article	Opening Balance	Receive From		Issue To		Adjustment		Closing Balance	MOS
			Warehouse	Supplier	Warehouse	Upazila	(+)	(-)		
1	Condom	327,600		835,200	259,200	295,200			608,400	1.2
2	Shukhi (2nd Gen)	2,880				38,880		36,000		
3	Shukhi (3rd Gen)	633,600			544,320	157,440		237,120	168,960	1.1
4	Oral Pill (Total)	636,480			544,320	196,320		273,120	168,960	0.5
5	Oral Pill Apon	163,200				14,400			148,800	13.0
6	ECP	2,150				350			1,800	5.1
7	IUD	9,250				200			9,050	18.8
8	Injectables (Vials)	1,259,000				38,000			1,221,000	41.3
9	AD Syringe (IML)	1,018,700				38,000		1,000	981,700	32.7
	Implant (Nos)									
	Implant (2 rod)	36,200				600			35,600	15.3
10	Implant (Total)	36,200				600			35,600	15.3
11	TAB.MISOPROSTOL (Dose)	2,400				2,400		2,400	2,400	0.2

Controls in the form are grouped into 5 (Five) blocks –

A. Filter Date:

Start Date and End Date to manipulate the Form 7.

Command Buttons: A number of buttons to manipulate the Form 7.

B. List the Form 7 report of the warehouse.

C. Command Buttons: A number of buttons to manipulate the Form 7.

D. Form F7 Heading: ID, Warehouse Name, Total Upazila, Reported Month, Reported Year.

E. Details of Items: Details of all 28 commodities i.e., Opening balance, how much have been received, issued and adjusted, Closing Balance, MOS, etc. will be shown here

Generate a new Form 7

- Press **New** button from the command buttons block. The form will look like the following screen:

FORM 7 - ADD/EDIT

RESET

SAVE

BACK TO LIST

Id *

120

WH *

Bogura RWH

Total Upazila

30

Report Month *

March

Report Year *

2023

Remarks

GENERATE

DELETE

SI#	Article	Opening Balance	Receive From		Issue To		Adjustment				Closing Balance	MOS
	filter column...		Warehouse	Supplier	Warehouse	Upazila	(+)	(-)	Return From Wareho...	Return To Wareho...		

- Each option except '**Month**' and '**Year**' will be generated automatically.
- Select the Month and Year for which 'Form 7' will be generated.
- Press **SAVE** button.

The form will look like the following screen:

FORM 7 - ADD/EDIT

SAVE

POST

UNPOST

BACK TO LIST

Id *

120

WH *

Bogura RWH

Total Upazila

0

Report Month *

April

Report Year *

2023

Remarks

GENERATE

DELETE

SI#	Article	Opening Balance	Receive From		Issue To		Adjustment				Closing Balance	MOS
	filter column...		Warehouse	Supplier	Warehouse	Upazila	(+)	(-)	Return From Wareho...	Return To Wareho...		

Generation of Form 7 Details

- Press button from the command buttons block. A dialogue box will appear if Receive or Issue or adjustment voucher is not updated in the reported month as like the following screen:

FORM 7 - ADD/EDIT

SAVE POST UNPOST BACK TO LIST

Id *
120

Report Month *
April

SI# Article
filter column...

Invoice Status

SI#	Type	Total Invoice	Posted	Not Updated	Cancelled
1	Receive From Supplier	2	1	1	0
2	Receive From Warehouse	1	1	0	0
3	Issue Voucher(Push)	12	10	2	0
4	Issue Voucher(Indent)	0	0	0	0
5	Adjustment Invoice	11	11	0	0
		26	23	3	0

CLOSE

GENERATE DELETE

Closing Balance MOS

- Press button from the command buttons block. A dialogue box will appear if all Receive or Issue or adjustment voucher is updated in the reported month as like the following screen:

FORM 7 - ADD/EDIT

SAVE POST UNPOST BACK TO LIST

Id *
120

WH *
Bogura RWH


Total Upazila

Report Month *
April

Report Year *
2023

SI# Article
filter column...

Opening Balance



Are you sure?

Do you really want to fill the Form7 items?

Yes No

GENERATE DELETE

Adjustment

(-) Return From Warehouse... Return To Warehouse... Closing Balance MOS

- Click 'Yes' to continue and the following form All data will be generated automatically.

FORM 7 - ADD/EDIT

SAVE POST UNPOST BACK TO LIST

Id *
120

WH *
Bogura RWH

Total Upazila
30

Report Month *
April

Report Year *
2023

Remarks

GENERATE DELETE

SI#	Article	Opening Balance	Receive From		Issue To		Adjustment				Closing Balance	MOS
			Warehouse	Supplier	Warehouse	Upazila	(+)	(-)	Return From Warehouse...	Return To Warehouse...		
1	Condom	608,400		3,539,600	3,600	208,800					3,935,600	8.0
2	Shukhi (2nd Gen)					28,800			28,800		145,600	12.4
3	Shukhi (3rd Gen)	168,960			679,680	38,400			1,259,520		710,400	4.4
4	Oral Pill (Total)	168,960			679,680	67,200			1,288,320		710,400	2.1
5	Oral Pill Apon	148,800				3,200					1,800	5.0
6	ECP	1,800									8,900	18.5
7	IUD	9,050				150					1,213,000	41.9
8	Injectables (Vials)	1,221,000				8,000					973,700	33.1
9	AD Syringe (IML)	981,700				8,000						
	Implant (Nos)											
	Implant (2 rod)	35,600				400					35,200	15.8
10	Implant (Total)	35,600				400					35,200	15.8
11	TAB MISOPROSTOL (Dose)	2,400				400			800		2,800	0.2

Post the Form 7 Report

Preview and Print the Form 7

- Press **Print** button to preview the supply plan which will be like the following screen:

Form 7

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING

MONTHLY ISSUE, DISTRIBUTION AND BALANCE REPORT

Warehouse : Bogura RWH, Bogura

Total Upazila : 30
Month : April
Year : 2023

Sl#	Article	Opening Balance	Received Balance this month (-)		Issued To this Month (-)		Total	(-)	(-)	Adjustment		Closing Balance	MOS
			Warehouse	Supplier	Warehouse	Upazila				Return From Warehouse/Upazila	Return To Warehouse		
1	Condom	608,400		3,539,600	3,600	208,800	212,400					3,951,600	8.0
2	Shukhi (2nd Gen)					28,800	28,800			28,800			
3	Shukhi (3rd Gen)	168,960		679,680		38,400	718,080			1,259,520		710,400	4.4
4	Oral Pill Agem	148,800				3,200	3,200					145,600	12.4
5	ECF	1,800										1,800	5.0
6	ICD	9,600				150	150					9,450	18.5
7	Injectables (Vial)	1,231,000				8,000	8,000					1,231,000	41.9
8	AD Syringe (1ML)	981,700				8,000	8,000					973,700	33.1
9	Implant (Total)	35,600				400	400					35,200	15.8
10	TAB MICHOPROSTOL (Dose)	2,400				400	400			800		2,800	0.2
11	Vitamin Delivery Kit	110	10			10	10					110	
12	MBA (Pack)	292										292	2.9
13	7.1% CHLOROHYDROXIDE	17,000				2,500	2,500					14,500	2.2
14	DOT Mg/Let												
15	DOT GYNOCH 5.30/ML												
16	SDIP (Basset)												
17	Sanitary Napkin Pad												
18	DDH Kit	1,217			110	85	195					1,022	
19	MBA(VA) KIT (5000)												
20	New-Pick And put (DPOB)												
21	Inj. Aesthetol Corticosteroid	1,040							1,040				
22	Inj. Gonadotropin												
23	COTTON (100GM) (Rd)	12,800				100	100					12,700	
24	POVIDONE IODINE SOL. (Bottle)	9,120				400	400					8,720	

Remarks :

Prepared by : Md. Asadul Islam
Designation : Pharmacist
Date :

Reviewed and Approved by : Ismat Ara
Designation : Regional Supply Officer
Date :

- If printer is on Press on the printer icon. The F7 report will print.
- Optionally provide Print Range, Copies and press OK. If you want to print only one copy of the whole report, then just press OK.
- After printing, press the leftmost X button to close the preview window.

Post LMIS Form 7 Report

- After generating F7 Report correctly then press **Post** button.
- NB. Before post F7 report check correctly. Posted F7 could not regenerate.**
- After pressing “**Post**” the following screen will appear:

FORM 7 - ADD/EDIT

Id * : 120

WH * : Bogura RWH

Total Upazila :

Report Month * : April

Report Year * : 2023

Buttons: SAVE, POST, UNPOST, BACK TO LIST, [Print Icon]

Are you sure?
Do you really want to post?

Buttons: Yes, No

Buttons: GENERATE, DELETE

Sl#	Article	Opening Balance	Received Balance this month (-)	Issued To this Month (-)	Total	Adjustment	Closing Balance	MOS	
			Warehouse	Supplier		Return From Warehouse...	Return To Warehouse...		
1	Condom	608,400		3,539,600	3,600	208,800		3,935,600	8.0
2	Shukhi (2nd Gen)					28,800			
3	Shukhi (3rd Gen)	168,960		679,680	38,400	718,080	1,259,520	710,400	4.4

- Press ‘**Yes**’, after post the form 7 will be posted. The following screen will appear:

FORM 7 - ADD/EDIT

SAVE POST UNPOST BACK TO LIST

Id * 120 WH * Bogura RWH Total Upazila 30

Report Month * April Report Year * 2023 Remarks

GENERATE DELETE

Sl#	Article	Opening Balance	Receive From Warehouse	Supplier	Issue To Warehouse	Upazila	(+)	(-)	Adjustment Return From Warehouse	Return To Warehouse	Closing Balance	MOS
1	Condom	608,400		3,539,600	3,600	208,800					3,935,600	8.0
2	Shukhi (2nd Gen)					28,800			28,800		145,600	12.4
3	Shukhi (3rd Gen)	168,960			679,680	38,400			1,259,520		710,400	4.4
4	Oral Pill (Total)	168,960			679,680	67,200			1,288,320		710,400	2.1
5	Oral Pill Apon	148,800				3,200						
6	ECP	1,800									1,800	5.0
7	IUD	9,050				150					8,900	18.5
8	Injectables (Vials)	1,221,000				8,000					1,213,000	41.9
9	AD Syringe (IML)	981,700				8,000					973,700	33.1
	Implant (Nos)											
	Implant (2 rod)	35,600				400					35,200	15.8
10	Implant (Total)	35,600				400					35,200	15.8
11	TAB MISOPROSTOL (Dose)	2,400				400			800		2,800	0.2

6.3. Provisional Receive Register

This report shows the details of Provisional Receive register. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Report > Provisional Receive register...** from **Reports** menu.
- Select 'Provisional Receive register' option in 'List of Reports' block. The form will look like the following screen:

PROVISIONAL RECEIVING REGISTER

Start Date 01/01/2023 End Date 30/04/2023 Contact All Item All

Sl#	Date Received	Package Serial NoS	Contract NoS	Provisional Received Quantity	Cumulative Quantity Received	Disapproved Quantity	Direct Return Quantity	Return To Supplier	Total Provisional Due Quantity	Approved Quantity	Total Received Quantity
Name of Goods: CONDOM (34 Items)											
Contract Qty: 4000000 (3 Items)											
1	06/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01...	982,800	982,800				3,017,200	982,800	982,800
2	15/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01...	982,800	1,965,600				2,034,400	982,800	1,965,600
3	21/03/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01...	918,000	2,883,600				1,116,400	918,000	2,883,600
Contract Qty: 5000000 (8 Items)											
4	06/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01...	975,600	3,859,200				1,140,800	975,600	3,859,200
5	06/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01...	586,800	4,446,000				554,000	586,800	4,446,000
6	09/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01...	100,400	4,546,400				453,600	100,400	4,546,400
7	15/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01...	968,400	5,514,800				-514,800	968,400	5,514,800
8	30/01/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01...	979,200	6,494,000				-1,494,000	979,200	6,494,000

- Press Print button to continue.

Government of the People's Republic of Bangladesh Directorate General of Family planning Bogura RWH Provisional Receiving Register Between 2023-01-01 and 2023-04-30													
SL	Name of Goods	Contract Qty	Date Received	Package Serial NoS	Contract NoS	Provisional Received Quantity	Cumulative Received Quantity	Disapproved Quantity	Direct Return Quantity	Return To Supplier	Total Provisional Due Quantity	Approved Quantity	Total Received Quantity
1	CONDOM	4,000,000	06/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	982,800	982,800	0	0	0	3,017,200	982,800	982,800
2	CONDOM	4,000,000	15/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	982,800	1,965,600	0	0	0	2,034,400	982,800	1,965,600
3	CONDOM	4,000,000	21/03/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	918,000	2,883,600	0	0	0	1,116,400	918,000	2,883,600
4	CONDOM	5,000,000	06/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	586,800	3,470,400	0	0	0	1,529,600	586,800	3,470,400
5	CONDOM	5,000,000	06/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	975,600	4,446,000	0	0	0	554,000	975,600	4,446,000
6	CONDOM	5,000,000	09/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	100,400	4,546,400	0	0	0	453,600	100,400	4,546,400
7	CONDOM	5,000,000	15/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	968,400	5,514,800	0	0	0	-514,800	968,400	5,514,800
8	CONDOM	5,000,000	30/01/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	979,200	6,494,000	0	0	0	-1,494,000	979,200	6,494,000
9	CONDOM	5,000,000	30/01/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	982,800	7,476,800	0	0	0	-2,476,800	982,800	7,476,800
10	CONDOM	5,000,000	30/01/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	979,200	8,456,000	0	0	0	-3,456,000	979,200	8,456,000

- If you need to export, select export format and press Excel button

6.4. Provisional Receive summary

This report shows the details of Provisional receive summary specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Report > Provisional receive summary...** from **Reports** menu.
- Select 'Provisional receive summary' option in 'List of Reports' block. The form will look like the following screen:

PROVISIONAL SUMMARY REPORT										
Start Date		End Date		Contract		Item				
01/01/2023		30/04/2023		All		All				
SI#	Package Serial NoS	Contract NoS	Contract Quantity	Provisional Received Quantity	Disappro... Quantity	Direct Return Quantity	Return To Supplier	Provisional Due Quantity	Approved Quantity	
Name of Goods: CONDOM (4 items)										
1	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	4,000,000	2,883,600		0	0	1,116,400	2,883,600	
2	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	5,000,000	6,555,200		0	0	-1,555,200	6,555,200	
3	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	6,000,000	9,219,600		0	0	-3,219,600	9,219,600	
4	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	10,000,000	10,000,000		0	0		10,000,000	
Name of Goods: Normal Delivery Kit (1 item)										
5	MCH/GD-28	DGFP/L&S-3/Packaging/ 2021-22/53/778(A) Date: 11/05/2022	10,000	10,000		0	0		10,000	
Name of Goods: RUBBER GLOVES 6.5" (1 item)										
6	CC/GD-17	59.11.0000.302.07.05.2022-90 Date: 09.06.2022	700,000	700,000		0	0		700,000	
Name of Goods: RUBBER GLOVES 7" (1 item)										
7	CC/GD-17	59.11.0000.302.07.05.2022-90 Date: 09.06.2022	300,000	300,000		0	0		300,000	

- Press Print button to continue.

Government of the People's Republic of Bangladesh Directorate General of Family planning Bogura RWH Provisional Summary Report Between 2023-01-01 and 2023-04-30										
SL.	Name of Goods	Package Serial NoS	Contract NoS	Contract Quantity	Provisional Received Quantity	Disapproved Quantity	Direct Return Quantity	Return To Supplier	Provisional Due Quantity	Approved Quantity
1	CONDOM	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	4,000,000	2,883,600	0	0	0	1,116,400	2,883,600
2	CONDOM	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	5,000,000	6,555,200	0	0	0	-1,555,200	6,555,200
3	CONDOM	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	6,000,000	9,219,600	0	0	0	-3,219,600	9,219,600
4	CONDOM	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	10,000,000	10,000,000	0	0	0	0	10,000,000
5	Normal Delivery Kit	MCH/GD-28	DGFP/L&S-3/Packaging/ 2021-22/53/778(A) Date: 11/05/2022	10,000	10,000	0	0	0	0	10,000
6	RUBBER GLOVES 6.5"	CC/GD-17	59.11.0000.302.07.05.2022-90 Date: 09.06.2022	700,000	700,000	0	0	0	0	700,000
7	RUBBER GLOVES 7"	CC/GD-17	59.11.0000.302.07.05.2022-90 Date: 09.06.2022	300,000	300,000	0	0	0	0	300,000

- If you need to export, select export format and press Excel button

Chapter-7: Stock Reports

The Stock Reports Form is used to view stock reports based on specific criteria. Both summary and detailed stock information can be viewed and printed. A typical view of the Form shown in below:

7.1. Stock Summary

This report shows the stock status at a certain date. To print the report, follow the following steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > 'Stock Summary'** ... from **'Stock Reports'** menu.

STOCK SUMMARY

Summary Date: 30/04/2023 Group Name: All Item Name: All

☐ Show Only Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items

SI#	Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty
CONTRACEPTIVE (9 Items)					
1	CON001	AD SYRINGE (1 ML)	pcs	975,700	
2	CON002	CONDOM	pcs	2,242,800	
3	CON003	ECP (2 TAB/PACK)	pack	1,800	
4	CON004	IMPLANT (2 ROD)	sets	35,200	
5	CON006	INJECTABLES (DEPO-PROVERA)	vials	1,215,000	
6	CON007	IUD (CT-380A)	pcs	8,950	
7	CON008	ORAL PILL SHUKHI	cycle	7,200	
8	CON009	ORAL PILL APON	cycle	145,600	
9	CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	729,600	
IEM & OTHER PRINTING MATERIALS (32 Items)					
10	IEM003	ANTENATAL CARD	pcs	6,000	

The 'Summary Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock summary of all the items on current date will be printed.

- If you want to know the stock status of a previous date, type in the date in 'Summary Date' box.
- To print stock status of a specific group, select the group from 'Item Group' box. The form appear as follows:
- Press Print button to continue.

<p style="text-align: center;">Government of the People's Republic of Bangladesh Directorate General of Family planning</p> <p style="text-align: center;">Stock Summary Stock Date: 30/04/2023, NONE-ZERO Facility: Bogura RWH</p>						
SL.	Group Name	Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty
1	CONTRACEPTIVE	CON001	AD SYRINGE (1 ML)	pcs	975,700	0
2	CONTRACEPTIVE	CON002	CONDOM	pcs	2,242,800	0
3	CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	pack	1,800	0
4	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	sets	35,200	0
5	CONTRACEPTIVE	CON006	INJECTABLES (DEPO-PROVERA)	vials	1,215,000	0
6	CONTRACEPTIVE	CON007	IUD (CT-380A)	pcs	8,950	0
7	CONTRACEPTIVE	CON008	ORAL PILL SHUKHI	cycle	7,200	0
8	CONTRACEPTIVE	CON009	ORAL PILL APON	cycle	145,600	0
9	CONTRACEPTIVE	CON010	ORAL PILL SHUKHI (3rd Generation)	cycle	729,600	0
10	IEM & OTHER PRINTING MATERIALS	IEM003	ANTENATAL CARD	pcs	6,000	0






- If you need to export, select export format and press excel button.

7.2. Stock Summary by Lot

This report shows the lot-wise stock status at a certain date. To print the report, follow the following steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > ' Stock Summary by Lot' ...** from **'Stock Reports'** menu. The form will look like the following screen:

STOCK SUMMARY BY LOT

Summary Date: 30/04/2023  Group Name: All  Item Name: All   

☐ Show Only Unusable Stock ☒ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☐ Show All Items

SI#	Item Code	Unit Name	Usable Qty	Lot Qty (Unusable)	Lot No/Description	Mfg Date	Expiry Date
CONTRACEPTIVE (14 Items)							
AD SYRINGE (1 ML) (1 Item)							
1	CON001	pcs	975,700				2026-01-31
CONDOM (3 Items)							
2	CON002	pcs	468,000				2027-05-31
3	CON002	pcs	932,400				2027-10-31
4	CON002	pcs	842,400				2027-12-31
ECP (2 TAB/PACK) (1 Item)							
5	CON003	pack	1,800		MCRAH		2024-09-30
IMPLANT (2 ROD) (2 Items)							
6	CON004	sets	5,200				2025-02-28
7	CON004	sets	30,000				2025-03-31

- The 'Summary Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock summary of all the items on current date will be printed.
- If you want to know the stock status of a previous date, type in the date in 'Summary Date' box.
- To print stock status of a specific group, select the group from 'Item Group' box. The form appear as follows:
- Press Print button to continue.

Government of the People's Republic of Bangladesh
Directorate General of Family planning
Bogura RWH
Stock Summary by lot
As on April 30 2023

SL.	Group Name	Item Name	Item Code	Unit Name	Usable Qty	Lot Qty (Unusable)	Lot No/Description	Mfg Date	Expiry Date
1	CONTRACEPTIVE	AD SYRINGE (1 ML)	CON001	pcs	975,700	0			31-01-2026
2	CONTRACEPTIVE	CONDOM	CON002	pcs	468,000	0			31-05-2027
3	CONTRACEPTIVE	CONDOM	CON002	pcs	932,400	0			31-10-2027
4	CONTRACEPTIVE	CONDOM	CON002	pcs	842,400	0			31-12-2027
5	CONTRACEPTIVE	ECP (2 TAB/PACK)	CON003	pack	1,800	0	MCRAH		30-09-2024
6	CONTRACEPTIVE	IMPLANT (2 ROD)	CON004	sets	5,200	0			28-02-2025
7	CONTRACEPTIVE	IMPLANT (2 ROD)	CON004	sets	30,000	0			31-03-2025
8	CONTRACEPTIVE	INJECTABLES (DEPO-PROVERA)	CON006	vials	1,215,000	0			30-11-2023
9	CONTRACEPTIVE	IUD (CT-380A)	CON007	pcs	8,950	0			31-05-2025
10	CONTRACEPTIVE	ORAL PILL APON	CON009	cycle	65,600	0			31-10-2024
11	CONTRACEPTIVE	ORAL PILL APON	CON009	cycle	80,000	0			31-08-2025
12	CONTRACEPTIVE	ORAL PILL SHUKHI	CON008	cycle	7,200	0			31-12-2025

- If you need to export select export format and press Excel button.

7.3. Digital ICR

This report shows the details transaction of items between specific dates. To print the report, follow the following steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > ' Digital ICR ...** from **'Stock Reports'** menu. The form will look like the following screen:

DIGITAL ICR

Start Date: 31/03/2023 End Date: 30/04/2023 Group: CONTRACEPTIVE Item: AD SYRINGE (1 ML)

Date	RECEIPTS				ISSUES				QUANTITY Transfere... Returned/ Destroyed	BALANCE ON HAND		Remarks
	IIN/IV Number	Received From	Quantity Received	Mfg/Exp Date	IIN/IV Number	Issued to	Quantity Issued	Usable		Not Usable		
▼ CONTRACEPTIVE (4 items)												
▼ AD SYRINGE (1 ML) (4 items)												
31/03/2023	[PREV BA...	-	11,384,630			-		10,402,930		981,700		
06/04/20...	4467	-		31/01/2026	4467	Kahaloo, Bogura	2,000		979,700			
08/04/20...	4469	-		31/01/2026	4469	Atrai, Naogaon	2,000		977,700			
08/04/20...	4470	-		31/01/2026	4470	Raninagar, Naogaon	2,000		975,700			

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select Item Group, Item Name and the form appear as follows:
- Press Print button to continue.

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
DIRECTORATE GENERAL OF FAMILY PLANNING
Bogura RWH
INVENTORY CONTROL SYSTEM

FORM NO 6 - ICR
Name of Article : AD SYRINGE (1 ML)

Accounting Unit : pcs

SL#	Date	RECEIPTS				ISSUES				Quantity Transferred/ Returned/ Destroyed	BALANCE ON HAND		Signature of Store Keeper	Remarks
		IIN/IV Number	Received From	Quantity Received	Mfg/Exp Date	IIN/IV Number	Issued to	Quantity Issued	Usable		Not Usable			
1	31-03-2023	[PREV BALANCE]	-	11,384,630			-		10,402,930		981,700			
2	06/04/2023	4467	-		31/01/2026	4467	Kahaloo, Bogura	2,000		979,700				
3	08/04/2023	4469	-		31/01/2026	4469	Atrai, Naogaon	2,000		977,700				
4	08/04/2023	4470	-		31/01/2026	4470	Raninagar, Naogaon	2,000		975,700				

- If you need to export, select export format and press Excel button.

7.4. Receive Report:

This report shows the details of issued items by facility between the specific dates. To print the report, follow the steps –

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > ' Receive Report' ...** from **'Stock Reports'** menu. The form will look like the following screen:

RECEIVE REPORT

Start Date: 31/03/2023 End Date: 30/04/2023 Group: All Item: All

☒ All ☐ National Receive ☐ Receive From Warehouse

SI#	Supplier Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Year	Package No	Contract No	Receive Qty	Return Qty	Balance Qty
CONTRACEPTIVE (2 items)											
CONDOM (2 items)											
1		374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1...	932,400	0	932,400
2		374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1...	842,400	0	842,400
KITS & MEDICAL EQUIPMENTS (4 items)											
BABY WEIGHING SCALE (1 item)											
3	Dhaka CWH	10816	02/04/2023	496	05/04/2023				150		
Height & Weight Machine (1 item)											
4	Dhaka CWH	10816	02/04/2023	496	05/04/2023				65		
IUD STERILIZER DRUM (1 item)											
5	Dhaka CWH	10816	02/04/2023	496	05/04/2023				145		

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Facility (optional).
- The form has extra 3 (three) radio button 1) All, 2) National Receive and 3) Receive from Warehouse. Details are given below:

All Receive:

RECEIVE REPORT

Start Date: 31/03/2023 End Date: 30/04/2023 Group: All Item: All

☒ All ☐ National Receive ☐ Receive From Warehouse

SI#	Supplier Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Year	Package No	Contract No	Receive Qty	Return Qty	Balance Qty
CONTRACEPTIVE (2 items)											
CONDOM (2 items)											
1		374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1...	932,400	0	932,400
2		374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1...	842,400	0	842,400
KITS & MEDICAL EQUIPMENTS (4 items)											
BABY WEIGHING SCALE (1 item)											
3	Dhaka CWH	10816	02/04/2023	496	05/04/2023				150		
Height & Weight Machine (1 item)											
4	Dhaka CWH	10816	02/04/2023	496	05/04/2023				65		
IUD STERILIZER DRUM (1 item)											
5	Dhaka CWH	10816	02/04/2023	496	05/04/2023				145		

National Receive:

RECEIVE REPORT

Start Date: 31/03/2023 End Date: 30/04/2023 Group: All Item: All

☐ All ☒ National Receive ☐ Receive From Warehouse

SI#	Supplier Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Year	Package No	Contract No	Receive Qty	Return Qty	Balance Qty
CONTRACEPTIVE (2 items)											
CONDOM (2 items)											
1		374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1...	932,400	0	932,400
2		374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1...	842,400	0	842,400

Receive From Warehouse:

RECEIVE REPORT

Start Date: 31/03/2023 End Date: 30/04/2023 Group: All Item: All

☐ All ☐ National Receive ☒ Receive From Warehouse

SI#	Supplier Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Receive Qty
KITS & MEDICAL EQUIPMENTS (4 Items)						
BABY WEIGHING SCALE (1 Item)						
1	Dhaka CWH	10816	02/04/2023	496	05/04/2023	150
Height & Weight Machine (1 Item)						
2	Dhaka CWH	10816	02/04/2023	496	05/04/2023	65
IUD STERILIZER DRUM (1 Item)						
3	Dhaka CWH	10816	02/04/2023	496	05/04/2023	145
Normal Delivery Kit (1 Item)						
4	Dhaka CWH	10816	02/04/2023	496	05/04/2023	50
MCH & OTHER MEDICINE (1 Item)						
INJ. XYLOCAINE (1%) (1 Item)						

- Press Print button to continue.

Government of the People's Republic of Bangladesh
Directorate General of Family planning

Bogura RWH
Receive Report
Between StartDate: 31/03/2023, To: 30/04/2023

SL.	Group	Item	Supplier Name	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Receive Qty
1	KITS & MEDICAL EQUIPMENTS	BABY WEIGHING SCALE	Dhaka CWH	10816	02/04/2023	496	05/04/2023	150
2	KITS & MEDICAL EQUIPMENTS	Height & Weight Machine	Dhaka CWH	10816	02/04/2023	496	05/04/2023	65
3	KITS & MEDICAL EQUIPMENTS	IUD STERILIZER DRUM	Dhaka CWH	10816	02/04/2023	496	05/04/2023	145
4	KITS & MEDICAL EQUIPMENTS	Normal Delivery Kit	Dhaka CWH	10816	02/04/2023	496	05/04/2023	50
5	MCH & OTHER MEDICINE	INJ. XYLOCAINE (1%)	Dhaka CWH	10816	02/04/2023	496	05/04/2023	10000

- If you need to export, select export format and press 'Export' button.

7.5. Issue Details by Item

This report shows the details of issued items by Item between the specific date ranges. To print the report, follow the steps –

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > ' Issue Details By Item' ...** from '**Stock Reports**' menu. The form will look like the following screen:

ISSUE DETAILS BY ITEM

Start Date: 31/03/2023 End Date: 30/04/2023 Group: All Item: All

SI#	Receiver	Invoice No	Issue Date	Issue Qty	Invoice Type
CONTRACEPTIVE (24 Items)					
AD SYRINGE (1 ML) (3 Items)					
1	Raninagar, Naogaon	4470	08/04/2023	2,000	Issue:Push
2	Atrai, Naogaon	4469	08/04/2023	2,000	Issue:Push
3	Kahaloo, Bogura	4467	06/04/2023	2,000	Issue:Push
CONDOM (4 Items)					
4	Raninagar, Naogaon	4470	08/04/2023	46,800	Issue:Push
5	Kahaloo, Bogura	4467	06/04/2023	36,000	Issue:Push
6	Atrai, Naogaon	4469	08/04/2023	54,000	Issue:Push
7	Dhaka CWH	4462	02/04/2023	3,600	Issue:Push
IMPLANT (2 ROD) (2 Items)					
8	Kahaloo, Bogura	4467	06/04/2023	200	Issue:Push

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select Item Group, Item Name & Facility (all are optional). The form appear as follows:
- Press Print button to continue

Government of the People's Republic of Bangladesh Directorate General of Family planning							
Facility: Bogura RWH Issue Details by Item Between 2023-03-31 and 2023-04-30							
SL.	Group	Item	Receiver	Invoice No	Issue Date	Issue Qty	Invoice Type
1	CONTRACEPTIVE	AD SYRINGE (1 ML)	Kahaloo, Bogura	4467	06/04/2023	2000	Issue:Push
2	CONTRACEPTIVE	AD SYRINGE (1 ML)	Raninagar, Naogaon	4470	08/04/2023	2000	Issue:Push
3	CONTRACEPTIVE	AD SYRINGE (1 ML)	Atrai, Naogaon	4469	08/04/2023	2000	Issue:Push
4	CONTRACEPTIVE	CONDOM	Atrai, Naogaon	4469	08/04/2023	54000	Issue:Push
5	CONTRACEPTIVE	CONDOM	Dhaka CWH	4462	02/04/2023	3600	Issue:Push
6	CONTRACEPTIVE	CONDOM	Raninagar, Naogaon	4470	08/04/2023	46800	Issue:Push
7	CONTRACEPTIVE	CONDOM	Kahaloo, Bogura	4467	06/04/2023	36000	Issue:Push
8	CONTRACEPTIVE	IMPLANT (2 ROD)	Kahaloo, Bogura	4467	06/04/2023	200	Issue:Push
9	CONTRACEPTIVE	IMPLANT (2 ROD)	Atrai, Naogaon	4469	08/04/2023	200	Issue:Push
10	CONTRACEPTIVE	INJECTABLES (DEPO-PROVERA)	Raninagar, Naogaon	4470	08/04/2023	2000	Issue:Push

- If you need to export, select export format and press **Export** button.

7.6. Issue Details by Facility

This report shows the details of issued items by facility between the specific dates. To print the report, follow the following steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > ' Issue Details by Facility' ...** from **'Stock Reports'** menu. The form will look like the following screen:

ISSUE DETAILS BY FACILITY

Start Date

01/03/2023

End Date

30/04/2023

Group

All

Item

All

District

All

Facility

All

Sl#	Item Code	Item Name	Invoice No	Invoice Date	Issue Qty	Lot No/Des...	Mfg Date	Exp Date
filter column...								
Adamdighi, Bogura (42 Items)								
1	CON001	AD SYRINGE (1 ML)	4458 (PUSH)	28/03/2023	1,000			31/01/2026
2	CON002	CONDOM	4458 (PUSH)	28/03/2023	21,600			31/05/2027
3	CON006	INJECTABLES (DEPO-PROVERA)	4458 (PUSH)	28/03/2023	1,000			30/11/2023
4	CON009	ORAL PILL APOH	4458 (PUSH)	28/03/2023	800			31/10/2024
5	IEM005	BIN CARD	4458 (PUSH)	28/03/2023	200	PSSM		
6	IEM025	GENERAL PATIENT REGISTER	4458 (PUSH)	28/03/2023	5	MCRAH		
7	IEM029	IMPLANT OPERATING SURGEON FEE RECEIVED FORM	4458 (PUSH)	28/03/2023	4	ccsdp		
8	IEM033	INJECTABLE CLIENT CARD	4458 (PUSH)	28/03/2023	2,000	FSD		
9	IEM040	IUD CLIENT CARD	4458 (PUSH)	28/03/2023	400	ccsdp		
10	IEM041	IUD CLIENT CONSENT FORM	4458 (PUSH)	28/03/2023	400	ccsdp		
11	IEM043	IUD INSERTION FEE	4458 (PUSH)	28/03/2023	4	CCSDP		

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button now, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group, Item Name & Facility (all are optional). The form appear as follows:
- Press Print button to continue.



Government of the People's Republic of Bangladesh Directorate General of Family planning									
Bogura RWH Issue Details by Facility Between 2023-03-01 and 2023-04-30									
SL.	Facility	Item Code	Item Name	Invoice No	Invoice Date	Issue Qty	Lot No/Description	Mfg Date	Exp Date
1	Adamdighi, Bogura	CON001	AD SYRINGE (1 ML)	4458 (PUSH)	28/03/2023	1,000			31/01/2026
2	Adamdighi, Bogura	CON002	CONDOM	4458 (PUSH)	28/03/2023	21,800			31/05/2027
3	Adamdighi, Bogura	CON006	INJECTABLES (DEPO-PROVERA)	4458 (PUSH)	28/03/2023	1,000			30/11/2023
4	Adamdighi, Bogura	CON009	ORAL PILL APON	4458 (PUSH)	28/03/2023	800			31/10/2024
5	Adamdighi, Bogura	IEM005	BIN CARD	4458 (PUSH)	28/03/2023	200	PSSM		
6	Adamdighi, Bogura	IEM025	GENERAL PATIENT REGISTER	4458 (PUSH)	28/03/2023	5	MCRAH		
7	Adamdighi, Bogura	IEM029	IMPLANT OPERATING SURGEON FEE RECEIVED FORM	4458 (PUSH)	28/03/2023	4	ccsdp		
8	Adamdighi, Bogura	IEM033	INJECTABLE CLIENT CARD	4458 (PUSH)	28/03/2023	2,000	FSD		
9	Adamdighi, Bogura	IEM040	IUD CLIENT CARD	4458 (PUSH)	28/03/2023	400	ccsdp		
10	Adamdighi, Bogura	IEM041	IUD CLIENT CONSENT FORM	4458 (PUSH)	28/03/2023	400	ccsdp		

7.7. Stock Expiry by Lot

This report shows the details of Stock expiry by lot between specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > ' Stock Expiry by lot' ...** from **'Stock Reports'** menu. The form will look like the following screen:

STOCK EXPIRY BY LOT

Expiry Date: 28/10/2023 Group Name: All ☐ Show Only Unusable Stock ☐ Show Only Non-Zero Stock ☐ Show Only Zero Stock ☒ Show All Items  

Sl#	Item Code	Item Name	Unit Name	Usable Qty	Lot Qty (Unusable)	Lot No/Description	Mfg Date	Expiry Date
▼ CONTRACEPTIVE (26 Items)								
1	CON001	AD SYRINGE (1 ML)	pcs					09/09/2023
2	CON002	CONDOM	pcs					05/06/2023
3	CON002	CONDOM	pcs					01/09/2023
4	CON002	CONDOM	pcs			Nirapod		05/05/2023
5	CON002	CONDOM	pcs					30/04/2023
6	CON002	CONDOM	pcs					01/08/2023
7	CON002	CONDOM	pcs					01/10/2023
8	CON003	ECP (2 TAB/PACK)	pack			MCRAH		31/05/2023
9	CON004	IMPLANT (2 ROD)	sets					30/06/2023
10	CON004	IMPLANT (2 ROD)	sets					30/09/2023
11	CON004	IMPLANT (2 ROD)	sets					31/08/2023
12	CON005	IMPLANT (SINGLE ROD)	sets			NEX		31/05/2023

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Facility (Optional). The form may appear as follows:
- Press Print button to continue.

Government of the People's Republic of Bangladesh Directorate General of Family planning									
Facility: Bogura RWH Stock Expiry By Lot Stock Date: 28/10/2023									
SL.	Group Name	Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty	Lot No/Description	Mfg Date	Expiry Date
1	CONTRACEPTIVE	CON001	AD SYRINGE (1 ML)	pcs	0	0			09/09/2023
2	CONTRACEPTIVE	CON002	CONDOM	pcs	0	0			05/06/2023
3	CONTRACEPTIVE	CON002	CONDOM	pcs	0	0			01/09/2023
4	CONTRACEPTIVE	CON002	CONDOM	pcs	0	0	Nirapod		05/05/2023
5	CONTRACEPTIVE	CON002	CONDOM	pcs	0	0			30/04/2023
6	CONTRACEPTIVE	CON002	CONDOM	pcs	0	0			01/08/2023
7	CONTRACEPTIVE	CON002	CONDOM	pcs	0	0			01/10/2023
8	CONTRACEPTIVE	CON003	ECP (2 TAB/PACK)	pack	0	0	MCRAH		31/05/2023
9	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	sets	0	0			30/06/2023
10	CONTRACEPTIVE	CON004	IMPLANT (2 ROD)	sets	0	0			30/09/2023

- If you need to export, select export format and press **Excel** button

7.8. Adjustments Report

This report shows the details of stock adjustments report between specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elmis.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > 'Adjustments Report'** ... from **'Stock Reports'** menu. The form will look like the following screen:

ADJUSTMENTS REPORT

Start Date: 01/03/2023 End Date: 30/04/2023 Group: All Item: All

Item: All

SI#	Item Code	Adj. Type	To/From	Inv. Date	Invoice No	Unit Name	Adjusted Qty	Lot No/Descript...	Mfg Date	Exp Date	Remarks
▼ CONTRACEPTIVE (13 Items)											
▼ AD SYRINGE (1 ML) (1 Item)											
1	CON001	Return from Facility ...	Adamdighi, Bogura	30/03/2023	533	pcs	1,000			31/01/2026	Return Invoice Nu...
▼ ORAL PILL SHUKHI (2 Items)											
2	CON008	Return from Facility ...	Khetlal, Joypurhat	04/04/2023	537	cycle	28,800			31/12/2025	Buffer Stock Retur...
3	CON008	Return from Facility ...	Sariakandi, Bogura	13/03/2023	528	cycle	36,000			30/11/2025	
▼ ORAL PILL SHUKHI (3rd Generation) (10 Items)											
4	CON010	Return from Facility ...	Gabtal, Bogura	05/04/2023	539	cycle	149,760			28/02/2025	Buffer Stock Retur...
5	CON010	Return from Facility ...	Gabtal, Bogura	05/04/2023	541	cycle	149,760			28/02/2025	Buffer Stock Retur...
6	CON010	Return from Facility ...	Gabtal, Bogura	05/04/2023	540	cycle	149,760			28/02/2025	Buffer Stock Retur...
7	CON010	Return from Facility ...	Gabtal, Bogura	06/04/2023	543	cycle	149,760			28/02/2025	Buffer Stock Retur...
8	CON010	Return from Facility ...	Gabtal, Bogura	06/04/2023	542	cycle	149,760			28/02/2025	Buffer Stock Retur...

- Select Group, Item and Adjustment Type or All Select 'Start Date' option in 'End Date' block.
- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on **'Print'** button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name and adjustment Type (Optional). The form may appear as follows:
- Press **'Print'** button to continue.

Government of the People's Republic of Bangladesh Directorate General of Family planning											
Facility: Bogura RWH Adjustments Report											
SL.	Item Code	Adj. Type	To/From	Inv. Date	Invoice No	Unit Name	Adjusted Qty	Lot No/Description	Mfg Date	Exp Date	Remarks
1	CON001	Return from Facility (Usable)	Adamdighi, Bogura	30/03/2023	533	pcs	1000			31/01/2026	Return Invoice Number 82 & 83
2	CON008	Return from Facility (Usable)	Khetlal, Joypurhat	04/04/2023	537	cycle	28800			31/12/2025	Buffer Stock Return Iv No-184
3	CON008	Return from Facility (Usable)	Sariakandi, Bogura	13/03/2023	528	cycle	36000			30/11/2025	
4	CON010	Return from Facility (Usable)	Gabtail, Bogura	05/04/2023	539	cycle	149760			28/02/2025	Buffer Stock Return Iv No-81
5	CON010	Return from Facility (Usable)	Gabtail, Bogura	05/04/2023	541	cycle	149760			28/02/2025	Buffer Stock Return Iv No-83

- If you need to export, select export format and press Excel button

7.9. Stock Transaction by Lot

This report shows the details of Stock Transaction by lot between specific dates. To print the report, follow the steps:

- Open any internet browser, like Google Chrome or Firefox.
- Type <https://elms.dgfp.gov.bd/> in the address bar.
- Login as a warehouse User
- Select **Entry Form>Stock Report > 'Stock transaction by Lot'.....** from **'Stock Reports'** menu. The form will look like the following screen:

STOCK TRANSACTIONS BY LOT

Group

Item

Lot No

Exp Date

CONTRACEPTIVE

CONDOM

05/31/2027

Invalid Date Format

Si#

Item Code

To/From

Inv. Date

Invoice No

Unit Name

Usable In

Usable Out

Usable Balance

Unusable In

Unusable Out

Unusable Balance

Lo Nc

CONTRACEPTIVE (2236 Items)

CONDOM (2236 Items)

1	CON002	Initial			pcs	10,000,000		10,000,000				
2	CON002	Naogaon Sadar, N...	05/11/2015	106 (PUSH)	pcs		36,000	9,964,000				
3	CON002	Raninagar, Naogaon	05/11/2015	104 (PUSH)	pcs		42,000	9,922,000				
4	CON002	Sariakandi, Bogura	05/11/2015	101 (PUSH)	pcs		18,000	9,904,000				
5	CON002	Gabtail, Bogura	05/11/2015	100 (PUSH)	pcs		36,000	9,868,000				
6	CON002	Dhunat, Bogura	05/11/2015	99 (PUSH)	pcs		141,000	9,727,000				
7	CON002	Kahaloo, Bogura	05/13/2015	109 (PUSH)	pcs		24,000	9,703,000				
8	CON002	Dhupchanchia, Bo...	05/13/2015	108 (PUSH)	pcs		300,000	9,403,000				
9	CON002	Badalgachhi, Naog...	05/18/2015	113 (PUSH)	pcs		24,000	9,379,000				
10	CON002	Niamatpur, Naoga...	05/18/2015	112 (PUSH)	pcs		12,000	9,367,000				

- The 'End Date' box is filled with current date, and '(ALL)' is selected in the 'Item Group' box. If you click on Print button, stock details of all the items on current date will be printed.
- To view report between two dates – provide the dates in 'Start Date' and 'End Date' box.
- Select an Item Group and then an Item Name & Lot No or Exp Date The form may appear as follows:
- Press Print button to continue.

Government of the People's Republic of Bangladesh Directorate General of Family planning Bogura RWH Stock Transactions by Lot																	
SL.	Group	Item	Item Code	To/From	Inv. Date	Invoice No	Unit Name	Usable In	Usable Out	Usable Balance	Unusable In	Unusable Out	Unusable Balance	Lot No/Description	Mfg Date	Exp Date	Remarks
1	CONTRACEPTIVE	CONDOM	CON002	Initial			pcs	10,000,000	0	10,000,000	0	0	0			05/30/2019	
2	CONTRACEPTIVE	CONDOM	CON002	Naogaon Sadar, Naogaon	05/11/2015	106 (PUSH)	pcs	0	36,000	9,964,000	0	0	0			05/30/2019	
3	CONTRACEPTIVE	CONDOM	CON002	Raninagar, Naogaon	05/11/2015	104 (PUSH)	pcs	0	42,000	9,922,000	0	0	0			05/30/2019	
4	CONTRACEPTIVE	CONDOM	CON002	Sariakandi, Bogura	05/11/2015	101 (PUSH)	pcs	0	18,000	9,904,000	0	0	0			05/30/2019	
5	CONTRACEPTIVE	CONDOM	CON002	Gabtail, Bogura	05/11/2015	100 (PUSH)	pcs	0	36,000	9,868,000	0	0	0			05/30/2019	
6	CONTRACEPTIVE	CONDOM	CON002	Dhunat, Bogura	05/11/2015	99 (PUSH)	pcs	0	141,000	9,727,000	0	0	0			05/30/2019	
7	CONTRACEPTIVE	CONDOM	CON002	Kahaloo, Bogura	05/13/2015	109 (PUSH)	pcs	0	24,000	9,703,000	0	0	0			05/30/2019	
8	CONTRACEPTIVE	CONDOM	CON002	Dhupchanchia, Bogura	05/13/2015	108 (PUSH)	pcs	0	300,000	9,403,000	0	0	0			05/30/2019	
9	CONTRACEPTIVE	CONDOM	CON002	Badalgachhi, Naogaon	05/18/2015	113 (PUSH)	pcs	0	24,000	9,379,000	0	0	0			05/30/2019	
10	CONTRACEPTIVE	CONDOM	CON002	Niamatpur, Naogaon	05/18/2015	112 (PUSH)	pcs	0	12,000	9,367,000	0	0	0			05/30/2019	

- If you need to export, select export format and press Excel button

- END -