

## 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.
- $\checkmark$  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 3<sup>rd</sup> 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 <u>https://elmis.dgfp.gov.bd/</u> 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.

DGFP Electronic	Logistics Manage	ement Informat	ion System (eLMIS)	
Date: 28-Apr-2023				Bogura RWH
18 Products in Stock		<b>30</b> Total Upazila		
Supply Plan of Ap	ril 2023		F7 of March 2023 Posted	
		Z		
Current (	Contraceptive Stock Status	≡	0 lots expiring in 6 months	=
Condom 4.5 bral Pill (Total) 2.2 IUD INJ	18.6	41.1	0 0 0	
mplant (Total) 0 5 10	15.1 15 20 25 30 MOS	35 40 45		
OS: < 0.1 MOS: 0.1 - 0.6	MOS: 0.6 - 1.7 MOS: 1.7 - 3	MOS: 3+ MOS	● <1M  ● 1-2M  ● 2-3M  ● 3-6M	

- > 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

MY PROFILE		UPDATE
User Name * wimsoperator	User Email * wimsoperator@gmail.com	User Login * wimsoperator
Change Password *	Confirm Change Password	User Designation *

- 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 <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- Login as user.
- > The DGFP eLMIS have following Menu and Sub-Menu:

DGFP eLMIS Bogura RWH

• Menu: Home, Dashboard, Entry Forms, Admin, Profile.

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.

Invoice No.         Receive Date         Receive Ifilter column         Supplier filter column         Supplier filter column         Supplier Date         Year No         Package No         Contract No         Procur By         Procur Mo         Cancel         Action Action           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         V         X         IIII           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         V         X         IIII           150         14/02/2023         Md.Asraful Islam         KHULNA ESSENTIA         358/A         12/12/0232         2022-23         FSD/GR-03         59.11.0000.303.07.130.22         V         X         IIII	Invoice No.         Receive Date         Receive filter column         Supplier filter column         Supplier filter column         Supplier Date         Year No         Package No         Contract No         Procur By         Procur Ma         Cancel         Action Action           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         ✓         X         III           151         27/03/2023         Md.Asraful Islam         KHULNA ESSENTIA         358/A         12/1         2022-23         FSD/GR-03         59.11.0000.303.07.130.22         ✓         X         III           150         14/02/2023         Md.Asraful Islam         KHULNA ESSENTIA	<b>rom</b> 28/0	01/2023	i i	<b>To</b> 28/04/2023									New	8
Inter column         Inter column<	Inter column         Inter column<	Si# Invoice Receive				vived By 🔺 Supplier 🔺 Su							Upda 🔺	Cancel 🔺	Actions
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         X         X         III           150         14/02/2023         Md.Asraful Islam         KHULNA ESSENTIA         358/A         12/12/023         2022-23         FSD/GR-03         59.11.0000.303.07.130.22         X         X         III	151       27/03/2023       Md.Asraful Islam       KHULNA ESSENTIA       364       22/02/203       2022-23       FSD/GR-03       59.11.0000.303.07.130.22       X       X       III         150       14/02/2023       Md.Asraful Islam       KHULNA ESSENTIA       358/A       12/12/10203       2022-23       FSD/GR-03       59.11.0000.303.07.130.22       X       X       III									NO		ву			
150 14/02/2023 Md.Asraful Islam KHULNA ESSENTIA 358/A 12/12/023 2022-23 FSD/GR-03 59.11.0000.303.07.130.22 🗸 🗶	150 14/02/2023 Md.Asraful Islam KHULNA ESSENTIA 358/A 12/12/023 2022-23 FSD/GR-03 59.11.0000.303.07.130.22		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		~	×	
149 14/02/2023 Md.Asraful Islam KHULNA ESSENTIA 358 12/0=2023 2022-23 FSD/GR-03 59.11.0000.303.07.130.22 🗸 🗶	149 14/02/2023 Md.Asraful Islam KHULNA ESSENTIA 358 12/502023 2022-23 FSD/GR-03 59.11.0000.303.07.130.22 文 🗶	5	150	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA	358/A	12/02):023	2022-23	FSD/GR-03	59.11.0000.303.07.130.22		~	×	
		1	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		~	×	

RECEIV	E FROM SUPPLIE	ER - ADD/EDIT		С							BACH	( TO LIS	₿
Invoice N	0.*		Receive Date *		Received By *				Supplie	r *			
152			06/04/2023		Md.Asraful Islam				KHULI	NA ESSENTIAL	LATEX I	PLANT (K	EL –
Sup Inv No *			Supplier Date *	D	BL No				BL Date				
374,375			30/03/2023										
Procured	Ву		Year	Package No	Contract No			No					
		~	2022-23	FSD/GR-03			59.11.00	000.303.0	7.130.22	-03 Date: 25.0	1.2023		
Remarks					Updated Cancel								
													TITEM
SI#	Item Code 🔺	Item Name			🔺 Quantity 🔺	Unit	🔺 Lot			Mfg. Date	Expiry		Actions
				E			No/	Descriptio	'n		Date		
1	CON002	CONDOM		E	932,400	pcs					31/10/2	2027	
2	CON002	CONDOM			842,400	pcs					31/12/2	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	12. Custom Supply Plan
Receive	

## 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 <a href="https://elmis.dgfp.gov.bd/">https://elmis.dgfp.gov.bd/</a> in the address bar.
  - Select Parameter > Employees... from Parameters menu and
  - The **Employee's** form is displayed.

SI#	Employee Name	<ul> <li>Designation</li> </ul>	Mobile Number	Email	Active	Actions
	filter column	filter column				
1	A.K.M Aktaruzzaman	Store Keeper	01720336566			10
2	Brojendro Nath Barmon	Office Assistant				10
3	Ismat Ara	Regional Supply Officer	01717759008	rsofpbogura@gmail.com	Yes	10
4	Md. Sejoan Hossain	Pharmacist	01712792242			10
5	Md.Asraful Islam	Pharmacist	01714568584	ashrafulislam568584@gmail.com	Yes	/ 0
6	Md.Asraful Islam	Pharmacist	01714568584			10
7	Shahnaz Parvin	Regional Supply Officer	01749672134			1
8	Ziauddin Ahmed	Pharmacist	01849829998			10

- 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 ( $\sqrt{}$ ) for Active

EMPLOYEE ENTRY- ADD/EDIT			
			UPDATE BACK TO LIST
Employee Name *	Designation *		Mobile Number *
Ismat Ara	Regional Supply Officer	~	01717759008
Email	_		
rsofpbogura@gmail.com	Active		

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

IPLOY	YEE ENTRY				New	
SI#	Employee Name	Designation	Mobile Number	Email	Active	Actions
	filter column	filter column				
1	A.K.M Aktaruzzaman	Store Keeper	01720336566			Í
2	Brojendro Nath Barmon	Office Assistant				10
3	Ismat Ara	Regional Supply Officer	01717759008	rsofpbogura@gmail.com	Yes	10
4	Md. Sejoan Hossain	Pharmacist	01712792242			10
5	Md.Asraful Islam	Pharmacist	01714568584	ashrafulislam 568584@gmail.com	Yes	10
6	Md.Asraful Islam	Pharmacist	01714568584			/ Ō
7	Shahnaz Parvin	Regional Supply Officer	01749672134			1
8	Ziauddin Ahmed	Pharmacist	01849829998			10

• 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.

	Gov	ernment of the People's Rep Directorate General of Fai Facility: Bogura RWH Employee List	desh		
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	rsofpbogura@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		

• 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 <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- > Select **Parameters** > **Others Facility List** from **Parameters** menu.
- > The **Others Facility List** entry form is displayed.

10
10
Í
10
10
10
10
10
10

- ✓ 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:

0	THERS FACILITY ENTRY FORM - ADD/EDIT						
				RESET	SAVE	BACK TO LIST	
	Facility Code *	Facility *	District *				
[	0009					-	
	Phone No.	_					
[		Receiving Facility					

- Enter Facility Code, Facility, District, Phone No, Receiving Facility.
- If this facility received from warehouse, then press trick 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		
		UPDATE BACK TO LIST
Facility Code *	Facility *	District *
0003	Deputy Director, Family Planning, Naogaon	Naogaon - Rajshahi 👻
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:



- 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 Directorate General of Family	of Bangladesh 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:

	OPTIONS - EDIT
Options Form	
	Code
	ROOI
	Warehouse *
	Bogura RWH
	Address
	Banani, Bogura
	Prepared By
	Md.Asraful Islam 👻
	Approved By
	Ismat Ara 👻
	Issued By
	· ·
	SAVE

- 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:

	OPTIONS - EDIT	
Options Form		
	Code	
	R001	
	Warehouse *	
	Bogura RWH	
	Address	
	Banani, Bogura	
	Prepared By	
	Md.Asraful Islam 👻	
	Approved By	
	Ismat Ara 👻	
	Issued By	
	SAVE	

• 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:

	E FROM SUPPLIE	-							SAVE	UPDATE	BACK T	TO LIST	₽
Invoice N	lo.*		Receive Date *		Received By	•			Supplie	r•			
151			27/03/2023	i i	Md.Asraful I	slam			KHUL	NA ESSENTIAL	LATEX PL	ANT (KEL .	
Sup Inv N	ło *		Supplier Date *		BL No				BL Date	,			
364			22/02/2023	É.									
Procured	Ву		Year	Package No				Contract No					
		~	2022-23	FSD/GR-03				59.11.0000.303	.07.130.22	2-03 Date: 25.01	.2023		
Remarks					Vpdated	Cancel							
		<b>1</b>										SELECT IT	
SI#	Item Code         A           filter column         Image: Column	Item Name filter column				Quantity 🔺	Unit	<ul> <li>Lot</li> <li>No/Descrip</li> </ul>	tion	Mfg. Date 🔺	Expiry Date	Ac	tions
1	CON002	CONDOM				835,200	pcs				31/05/20	027	

The above form is used when items are received from supplier. Item quantities received from suppliers which entered into DGFP eLMIS trough 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://elmis.dgfp.gov.bd/ in the address bar.
- Select Invoice > Receive from Supplier... from Invoice menu.
- The Receive from Supplier Form is displayed.

28/	01/2023	ä	To 28/04/2023	Ē								New	8
51#	Invoice	Receive	Received By	Supplier	Sup Inv	Supplier	Year 🔺	Package	Contract No	Procur	Upda 🔺	Cancel 🔺	Actions
	No.	Date	filter column	filter column	No	Date		No		Ву			
	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		~	×	

Invoice No.       Receive By Date       Receive By (itter column)       Supplier (itter column)       Supplier (itter column)       Supplier (itter column)       Year       Package No       Contract No       Procur By       Upda       Cancel       Action (itter column)         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       V       X       III         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       V       X       III         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       V       X       III         4       14/9       14/02/2023       Md.Asraful Islam       KHULNA ESSENTIA       358       12/02/2023       FSD/GR-03       59.11.0000.303.07.130.22       V       X       III	28/	01/2023	i i	To 28/04/2023								New	8
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         ✓         X         1           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         ✓         X         1	1#	No.	Date			No	Date	Year 🔺		Contract No 🔺	Upda 🔺	Cancel 🔺	Action
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 🗸 🗶		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	~	×	
149 14/02/2023 Md.Asraful Islam KHULNA ESSENTIA 358 12/02/2 2022-23 FSD/GR-03 59.11.0000.303.07.130.22 🗸 🗶 📰	3	150	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA	358/A		2022-23	FSD/GR-03	59.11.0000.303.07.130.22	~	×	
	Ļ	149	14/02/2023	Md.Asraful Islam	KHULNA ESSENTIA	358	12/02/2	2022-23	FSD/GR-03	59.11.0000.303.07.130.22	~	×	

## General Description of Receive from Supplier Form

RECEIV	E FROM SUPPLIE	R - ADD/EDIT		r					SAVE	UPDATE	ВАСК Т		эÌ
Invoice N	o. *		Receive Date *		Received By	•			Supplie	r*			
151			27/03/2023		Md.Asraful	Islam			KHULI	NA ESSENTIAL	LATEX PL	ANT (KEL	-
Sup Inv N	o *		Supplier Date *	D	BL No				BL Date				
364			22/02/2023										
Procured	Ву		Year	Package No			(	Contract No					
		~	2022-23	FSD/GR-03				59.11.0000.3	03.07.130.22	-03 Date: 25.01	2023		
Remarks					Vpdated	Cancel						SELECT ITE	
SI#	Item Code	Item Name		_		Quantity A	Unit	<ul> <li>Lot</li> </ul>		Mfg. Date 🔺	Expiry	Actio	_
	filter column	filter column		Ľ		Guantity	Unit	No/Descr	iption	rig. bate	Date	-	
1	CON002	CONDOM				835,200	pcs				31/05/20	127	

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

Image: Notice No.         Received By Date         Supplier         Suplier         Supplier         Supli	28/	01/2023	Ē	To 28/04/2023								New	8
International         Interna         International         International	SI#	No.				No		Year 🔺		Contract No	Upda 🔺	Cancel 🔺	Actions
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 X X			05/04/2007				70/07/2007	0000.07	FCD /CD 07	50 11 00000 707 07 170 00			
	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	~	×	=
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 🗸 🗙	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	~	×	

- 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.

rom	ı		То										
28/	01/2023		28/04/2023									New	8
										-			
1#	Invoice	Receive Date	Received By	Supplier A	Sup Inv	Supplier	Year 🔺	Package	Contract No	Procur By	Upda 🔺	Cancel 🔺	Action
	filter column	Dutt	filter column	filter column	filter column	Date				-,			
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		~	×	
						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.*	Receive Date *	Received By *	Supplier *
153	28/04/2023	Md.Asraful Islam 👻	· ·
Sup Inv No *	Supplier Date *	BL No	BL Date
Procured By	Year Package No	Contract No	
· ·			
Remarks		Updated Cancel	
			SELECT ITEM
Si# Item Code 🔺 Item Name		A Quantity A Unit A Lot	Mfg. Date Actions
filter column filter column		No/Descrip	Date Date

- 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

nvoice N	o.*	Cor	ntract Lis	st		×		
153				-			INTERNATIO	NAL
		SI#	Year -	Package No	Contract No	A		
Sup Inv N	o *		filter colu	filter column	filter column			
12323		1	2022-23	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	1		Ć
	-	2	2022-23	MCH/GD-24/e17	59.11.0000.302.07.32.22-05 Date: 12.03.2023			
Procured	Ву	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			
emarks		5	2021-22	CC/GD-10	59.11.0000.303.07.105.2022-71 Date: 19.04.2022			
Comarka		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			
			2021.22	CC/CD 16	DCED/I 85 7/CC/CD 35/2021 22/27/50 Date: 17.02.2022			
						ADD CANCEL		SELECT ITEM
SI#	Item Code	Iten	_		- annual - family		te Expiry	Action:
						No/Description	Date	

- ✓ 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					SAVE UPDATE BACK TO LIST				
Invoice No. *	Receive Date *		Received By *		Supplier *				
153	28/04/2023	i i	Md.Asraful Islam	Ψ.	M/S, KALLYAN INTE	RNATIONAL -			
Sup Inv No *	Supplier Date *		BL No		BL Date				
12323	19/04/2023	Ö	455						
Procured By	Year	Package No		Contract No					
· · · ·	2022-23	FSD/GR-03		59.11.0000.30	03.07.130.22-03 Date: 25.0				
Remarks			Updated Cancel						
						SELECT ITEM			
Si# Item Code 🔶 Item Name			A Quantity A Unit		Mfg. Date	Expiry Actions			
filter column filter column				No/Descrip	ption	Date			

• 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:

	R - ADD/E					TE BACK TO LIST
No.*	Iten	n List rec froi	m supplier modal		×	
e NO.		1				ACEUTICALS LTD.
	SI#	Item Code	Item Name		Unit 🔺	
v No * 3		filter column	filter column			
5	1	MCH041	5% PERMETHRIN CREAM (15 GM)		bottle	
	2	MCH051	7.1% CHLOROHEXIDINE		bottle	
red By	3	MSR001	ABDOMINAL SHEET		pcs	P/2021-22/14/02
	4	KIT001	ACCESSORY SET FOR AJ3 OPERATING TABLE		sets	
rks	5	CON001	AD SYRINGE (1 ML)		pcs	
	6	MSR039	AdhesiveTape 1"		pcs	
	7	IEM001	ADMISSION REGISTER		book	
	8	BCC012	ADOLESCENT HEALTH CARD		pcs	SELECT IT
	- 0	PCCO11	ADOLESCENT LEALTH DECISTED		book	SELECTION
titter column	Iter			ADD	CANCEL	te - Expiry Acti

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

RECEIV	E FROM SUPPLIE	ER - ADD/EDIT							SAVE	UPDATE	BACK TO LIS	ат 🔒
Invoice N	o.*		Receive Date *		Received By	•			Supplie	r •		
153			28/04/2023	ä	Md.Asraful	Islam		,	M/S, P	ALLYAN INTE	RNATIONAL	~
Sup Inv N	- •		Supplier Date *		BL No				BL Date			
12323	0 -		19/04/2023	÷	455				BL Date	,		Ö
12323			19/04/2023	۳	+55							
Procured	Ву		Year	Package No				Contract No				
		-	2022-23	FSD/GR-03				59.11.0000	303.07.130.22	2-03 Date: 25.0	1.2023	
Remarks					Updated	Cancel	I					
		··				•	11-14				_	
SI#	Item Code	Item Name			A	Quantity 🔶	Unit	<ul> <li>Lot</li> <li>No/Des</li> </ul>	cription	Mfg. Date 🔺	Expiry Date	Actions
1	CON002					932,400					31/10/2025	-
2	CON002 CON002	CONDOM				932,400					31/10/2025	Ō
	0011002	CONDON				002,400	pes				017 127 2020	0

- 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 🔺			Mfg. Date 🔺	Expiry	Actions
	filter column	filter column			No/Description		Date	
1	CON004	IMPLANT (2 ROD)	20000	sets				Ô

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

S	#	Item Code 🛛 🔺	Item Name	Quantity 🔺	Unit 🗠		Mfg. Date 🔺	Expiry	Actions
		filter column	filter column			No/Description		Date	
	1	CON004	IMPLANT (2 ROD)	20000	sets				Ô

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

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

- 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

From	01/2023		To 28/04/2023	ti I								New	8
SI#	Invoice	Receive	Received By	Supplier	Sup Inv	Supplier	Year 🔺	Package	Contract No	Procur	Upda 🔺	Cancel A	Action
	No.	Date	filter column	filter column	No filter column	Date		No		Ву			
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		×	×	Í
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.

RECE	IVE FROM WAR	EHOUSE - ADD/ED	іт					4	SAVE I	JPDATE	BACK	TO LIST	₿
Invoic	e No*		Receive Date *		Received By *				Received I	From *			
495			16/03/2023		Md.Asraful Isla	am			Dhaka C	NН			~
Sup In	v No *		Supplier Date *		Remarks						pdated	Canc	rel
1075	В		<b></b>							paarea			
SI#	Item Code	Item Name			A	Quantity 🔺	Unit	Lot		Mfg. Date	A	Expiry Date	
5	filter column	filter column				Guancity	onit	No/Desci	ription	ring. Dute		Expiry Dute	
1	KITO43	OXYGEN CYLINDE	२			10	nos.	CCSDP					
2	KIT071	NORMAL DELIVER	Y KIT			200	kit	MCRAH				31/05/2024	

#### **Open Receive from Warehouse Invoice Form**

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

28/0	/2023	28/04/2	023				Down	load Invoice	8
SI#	Receive Date 🔺	Invoice No 🔺	Received By	Received From	Sup Inv No 🔺	Supplier Date 🔺	Updated 🔺	Cancel 🔺	Action
		filter column	filter column	filter column	filter column				
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	<ul> <li></li> </ul>	×	=
4	31/01/2023	493	Md.Asraful Islam	Dhaka CWH	10599	31/01/2023	~	×	=

From 28/01/2															
28/01/2			То				A	L							_
	2023		28/04/2	:023											8
SI#	Receive Date	Invoic	e No 🔺	Received	іВу		A Received From		🔺 Sup Ir	ıv No →	Supplier D	ate 🔺	Updated -	Cancel 🔺	Action
1	05/04/2023	496		Md.Asrafu	ul Islam		Dhaka CWH		10816		02/04/20	23	~	×	:=
2	16/03/2023	495		Md.Asrafu	ul Islam		Dhaka CWH		10758		15/03/202	3	~	×	:=
3	14/02/2023	494		Md.Asrafu	ul Islam		Dhaka CWH		10639		12/02/202	3	~	×	=
4	31/01/2023	493		Md.Asrafu	ul Islam		Dhaka CWH		10599		31/01/202	3	~	×	=
CEIVE	E FROM WARE	HOUSE	- ADD/E	EDIT			C	_				CANE.	100.475		UST
		HOUSE	- ADD/E		prelive Date*	_	C			_				ВАСК ТО	LIST
CEIVE		HOUSE	- ADD/E	Re	eccive Date * 6/03/2023		C	Received By *					d From *	BACK TO	LIST
oice No 95	<b>)</b> *	HOUSE	- ADD/E	Re	6/03/2023		C	Received By * Md.Asraful Is				Receive	d From *	BACK TO	LIST
oice No 95 o Inv No	<b>)</b> *	HOUSE	- ADD/E	Re	6/03/2023		C	Received By *				Receive	d From *		
oice No	<b>)</b> *	HOUSE	- ADD/E	Re	6/03/2023			Received By * Md.Asraful Is				Receive	d From *		
oice No 95 Inv No	<b>)</b> *	HOUSE	- ADD/E	Re	6/03/2023		C T D	Received By * Md.Asraful Is				Receive	d From *		
olce No 95 Inv No 758	9* 9 *			Re	6/03/2023			Received By * Md.Asraful Is	ilam			Receive	cWH	Updated	Cancel
oice No 95 Inv No 758	o *	Item N	lame	Re	6/03/2023			Received By * Md.Asraful Is		Unit		Receive	d From *	Updated	
oice No 35 758 51#	• • • • • • • • •	ttem N filter	lame column	Re II Su	6/03/2023			Received By * Md.Asraful Is	Guantity A		Lot No/Desc	Receive	cWH	Updated	Cancel
oice No 95 0 Inv No 0758 SI#	o *	item M filter	lame	Re I Su I DER	6/03/2023		C D E	Received By * Md.Asraful Is	Guantity A	nos.	Lot	Receive	cWH	Updated	Cancel

## **General Description of Receive from Warehouse Form**

• 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

RECEIN	VE FROM WAREH	OUSE - ADD/EDI	г					SA	VE	IPDATE	BACK	TO LIST	₽
Invoice I	No*		Receive Date *		Received By *			,	Received F	rom *			
495			16/03/2023	Ċ.	Md.Asraful Isla	am			Dhaka CV	VH			Ţ
Sup Inv	No *		Supplier Date *		Remarks					V	pdated	Canc	el
10758			15/03/2023	ί.									
SI#	Item Code 🔺	Item Name			A	Quantity 🔺	Unit 🔺	Lot		Mfg. Date	<u>ــــــــــــــــــــــــــــــــــــ</u>	Expiry Date	
	filter column	filter column						No/Descrip	otion				
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.

rom 28/01	/2023	To 28/04/2	2023				Down	load Invoice	8
SI#	Receive Date	Invoice No 🔺	Received By	A Received From	🔺 Sup Inv No 🔺	Supplier Date	Updated 🔶	Cancel 🔺	Action
		filter column	filter column	filter column	filter column				
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	<ul> <li>Image: A set of the set of the</li></ul>	×	=
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.

From 01/03	/2023	<b>To</b> 28/04/2	2023				Down	load Invoice	8
SI#	Receive Date	Invoice No 🔺	Received By	Received From	Sup Inv No 🔺	Supplier Date	Updated 🔺	Cancel 🔺	Action
		filter column	filter column	filter column	filter column				
1	05/04/2023		filter column Md.Asraful Islam	filter column Dhaka CWH	filter column 10816	02/04/2023	~	×	

#### **Download a Receive Invoice**

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

om			То						Down	load Invoice	
02/02	/2023		03/05/2	2023	Colored Investor	~			Down	lioad invoice	
1#	Receive Date	Invoice	No 🔺	Received By	Select Invoice	×	v No 🔺	Supplier Date	Updated 🔺	Cancel 🔺	Action
		filter c			Warehouse*		olumn				
	05/04/2023	496		Md.Asraful Islam	Dhaka CWH	*		02/04/2023	~	×	=
	16/03/2023	495		Md.Asraful Islam				15/03/2023	~	×	
	14/02/2023	494		Md.Asraful Islam	Inv No* 10851			12/02/2023	~	×	:=
					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 -

RECEIN	E FROM WAREH	OUSE - ADD/EDIT	r					s	AVE L		BACK TO LIST	•
Invoice I	lo *		Receive Date *		Received By *				Received F	rom *		
497			03/05/2023	Ξ	Md.Asraful Isla	m		Ŧ	Dhaka CV	νн		~
Sup Inv	4o *		Supplier Date *		Remarks					Upda	itad 🗖 (	Cancel
10851			29/04/2023	<b></b>								Jancer
						a						
SI#	filter column	Item Name			<u></u>	Quantity 🔺		Lot No/Descr	iption 🦳	Mfg. Date	<ul> <li>Expiry D</li> </ul>	ate 🔺
1	CON002	CONDOM				400,000	DCS			30/08/2022	31/07/20	027
2	CON004	IMPLANT (2 ROD)				10,000				00,00,2022	30/04/2	
3	CON001	AD SYRINGE (1 ML)				9,200	pcs				31/03/2	025
4	CON006	INJECTABLES (DEPC	)-PROVERA)			9,200	vials	LOT-2			31/10/20	023

• 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.



• 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.

RECEIV	E FROM WAREH	OUSE - ADD/EDIT						SAVE	UPDATE	BACK TO LIST
Invoice N	lo *		Receive Date *		Received By *			Received	From *	
497			03/05/2023	<b>—</b>	Md.Asraful Isla	m		Dhaka C	WН	Ţ
Sup Inv N	la *		Supplier Date *		Remarks					
10851			29/04/2023		Remarks				Up	dated Cancel
SI#	Item Code	Item Name			<u>ه</u>	Quantity 🔺			Mfg. Date	Expiry Date
	filter column	filter column					No	/Description		
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 (DEPC	-PROVERA)			9,200	vials LO	T-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

Г

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

filter column       filter column       filter column       filter column       No/Description       Image: Column co								SELE	CT ITEM
Inter column         Inter col	SI#	Item Code	Item Name	Quantity 🔺	Unit 🦾		Mfg. Date 🔶	Expiry Date	Action
Si#     Item Name     Quantity     Unit     Lot     Mfg. Date     Expiry Date     Act       filter column     filter column     filter column     filter column     Act     No/Description     Mfg. Date     Expiry Date     Act		filter column	filter column			No/Description			
filter column     filter column	1	MCH041	5% PERMETHRIN CREAM (15 GM)	5000	bottle				Ô
filter column     filter column									
filter column     filter column									
filter column     filter column									
filter column     filter column									
Inter Column				Quantity	Unit 🔺	Lot	Mfg. Date 🔺	Expiry Date 🔺	Actio
1 MCH041 5% PERMETHRIN CREAM (15 GM) 5000 bottle	51#	Item Code 🛛 🔺	Item Name 🔺	Guannerey					
	51#			autility -		No/Description			
		filter column	filter column		bottle	No/Description			ō
		filter column	filter column		bottle	No/Description			ō
		filter column	filter column		bottle	No/Description			Ō
		filter column	filter column		bottle	No/Description			ō
		filter column	filter column		bottle	No/Description			0

• Click on any field to start editing.

SI#	Item Code 🔷	Item Name	Quantity 🔺	Unit 🗠		Mfg. Date 🔿	Expiry Date	Actions
	filter column	filter column			No/Description			
1	MCH041	5% PERMETHRIN CREAM (15 GM)	5000	bottle				Ō

- 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:

From 02/02	2/2023	To 03/05/2	2023				Down	load Invoice	₿
SI#	Receive Date 🔺	Invoice No 🔶	Received By	Received From	Sup Inv No 🔺	Supplier Date	Updated 🔺	Cancel 🔺	Actio
		497	filter column	filter column	filter column				
1	03/05/2023	497	Md.Asraful Islam	Dhaka CWH	10851	29/04/2023	×	×	1

- 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)

voice No	o *		Facility *			Prepared B	y *			Prepa	ared Date *		
3873			Aditmari, Lalmonirhat		~	Md. Ranju	ı Miah			02/	04/2023		
pproved	By *		Approved Date *			Issued By *				Issue	d Date *		
MD. SHIH	HAB UDDIN		02/04/2023			Md. Ranju	ı Miah			02/	04/2023		
arrier Na	Ime		Remarks						Updated	Ca	incel		
SI#	Item Code	Item Name			Quantity	Unit 🌧	Stock Otv	No Of	Lot		Mfg Date		
SI#	Item Code 🔺	Item Name filter column		<u> </u>	Quantity 🔺	Unit 🔶	Stock Qty 🔺	No Of Cart	Lot No/Descript	tion	Mfg. Date 🔺	Expiry Date	
				<u> </u>		Unit 🔺	Stock Qty A	Cart		tion 🎐	Mfg. Date 🔺	Expiry	
	filter column	filter column			10			Cart		tion 🎐	Mfg. Date 🔺	Expiry Date	Actio

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 <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- Select Invoice > Issue Voucher (Push)... from Invoice menu.
- > The **Issue Voucher (Push)** form is displayed.

From	n	То		_							
02/	/02/2023	03/05/2023	Ē							New	3
SI#	Facility A	Invoice No 🔺	Invoice	Prepared By	Approv	Approved By	Issued	Issued By	Updated 🔺	Cancel 🔺	Action
	filter column	filter column	Date	filter column	Date	filter column	Date	filter column			
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	<ul> <li>Image: A set of the set of the</li></ul>	×	:=
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	<ul> <li>Image: A set of the set of the</li></ul>	×	=
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 –

02/	/02/2023	To 03/05/2023	Ē							New	3 2
51#	Facility A	Invoice No 🔺	Invoice Date	Prepared By	Approv Date	Approved By	Issued	Issued By	Updated 🔶	Cancel 🔺	Action
			Date		Date		Date				
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	09/04/20	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	Kaligani, Lalmonirbat	3858	21/03/2023	Md. Raniu Miah	21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Raniu Miah	4	×	-

ĺ	ISSUE V	OUCHER PUSH	I - ADD/EDIT			C							BACK TO LI	ST 🖨
T	Invoice N	o*		Facility *			Prepared B	sy *			Prep	ared Date *		
I	3873			Aditmari, Lalmonirhat			Md. Ranju	ı Miah			02	/04/2023		
l	Approved	i By *		Approved Date *		C	sued By *				Issu	ed Date *		
I	MD. SHI	HAB UDDIN		02/04/2023	i i		Md. Ranju	ı Miah			02	/04/2023		
	Carrier Na	ame		Remarks						Vpdated		ancel		
														CT ITEM
I	SI#	Item Code 🔶	Item Name		Quantity	^	Unit 🔶	Stock Qty 🗠	No Of Cart	Lot No/Descrip	tion	Mfg. Date 🔶	Expiry Date	Actions
I						E			Cart	NO/ Descrip			Date	
I	1	CON002	CONDOM			10	pcs	874,800					31/03/2027	
I	2	CON004	IMPLANT (2 ROD)			20	sets	10,600					31/03/2025	
I	3	CON006	INJECTABLES (DEPO-I	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.

1 Ad 2 Sa		То												
I# Fac fil 1 Ad 2 Sag		03/05/2023	Ē	1								New	₿	×
fil Ad Say	1114			<u></u>										_
Ad Sa	acility	Invoice No 🔺	Invoice	Prepared By		Approv	Approved By	Issued	Issued By	-	Updated 🔺	Cancel	_ Ac	tior
2 Sa	filter column	filter column	Date	filter column		Date	filter column	Date	filter colum	<b>.</b>				
	ditmari, Lalmonirhat	3873	02/04/2023	Md. Ranju Miah	(	02/04/2023	MD. SHIHAB UDDIN	02/04/2023	Md. Ranju Mi	ah	<ul> <li></li> </ul>	×		=
2 E.u	aghata, Gaibandha	3872	09/04/2023	Md. Ranju Miah	(	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	<ul> <li>Image: A second s</li></ul>	×		=
10	ulchhari, Gaibandha	3871	09/04/2023	Md. Ranju Miah		09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	×	×		
Ga	aibandha Sadar, Gaibandha	3870	09/04/2023	Md. Ranju Miah		09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	×	×		=
5 Sa	adullapur, Gaibandha	3869	09/04/2023	Md. Ranju Miah		09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	×	×		=
Pat	atgram, Lalmonirhat	3868	09/04/2023	Md. Ranju Miah	(	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	~	×		=
7 Ha	atibandha, Lalmonirhat	3867	09/04/2023	Md. Ranju Miah		09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	<ul> <li>Image: A second s</li></ul>	×		
B Ka	aliganj, Lalmonirhat	3866	09/04/2023	Md. Ranju Miah	(	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	~	×		=
Ad	ditmari, Lalmonirhat	3865	09/04/2023	Md. Ranju Miah		09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	~	×		
0 Lal	almonirhat Sadar, Lalmoni	3864	09/04/2023	Md. Ranju Miah	(	09/04/2023	MD. SHIHAB UDDIN	09/04/2023	Md. Ranju Mi	ah	~	×		
	angpur Sadar, Rangpur	3863	23/03/2023	Md. Ranju Miah		23/03/2023	MD. SHIHAB UDDIN	23/03/2023	Md. Ranju Mi		~	×		
	undarganj, Gaibandha	3862	22/03/2023	Md. Ranju Miah		22/03/2023	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Mi		~	x		
	irgachha, Rangpur	3861	22/03/2023	Md. Ranju Miah		22/03/2023	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Mi			×		
	atgram, Lalmonirhat	3860	21/03/2023	Md. Raniu Miah		21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Mi			×		
	atibandha, Lalmonirhat	3859	21/03/2023	Md. Ranju Miah		21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Ranju Mi			×		
	aligani. Lalmonirbat	3858	21/03/2023	Md. Raniu Miah		21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Raniu Mi			Û		
	lo*		Facility *	monirhat		Ŧ	Prepared By * Md. Ranju Miah			Prepared		BACK TO		
873						Ÿ				Prepared	Date * 2023	BACK TO		
proved			Aditmari, Lal				Md. Ranju Miah			Prepared	Date * 2023 te *	BACK TO		
B73 proved	d By * IHAB UDDIN		Aditmari, Lal			*	Md. Ranju Miah		Updated	Prepared 02/04/2 Issued Da	Date * 2023 tte * 2023			
373 Droved	d By * IHAB UDDIN		Aditmari, Lal Approved Dat 02/04/2023			*	Md. Ranju Miah			Prepared 02/04/2 Issued Da 02/04/2	Date * 2023 tte * 2023			
373 Droved	d By * IHAB UDDIN		Aditmari, Lal Approved Dat 02/04/2023			V (II)	Md. Ranju Miah			Prepared 02/04/2 Issued Da 02/04/2	Date * 2023 tte * 2023		ELECT I	
aroved D. SHIH	d By * IHAB UDDIN		Aditmari, Lal Approved Dat 02/04/2023				Md. Ranju Miah			Prepared 02/04/2 Issued Da 02/04/2 Cancel	Date * 2023 te * 2023		ELECTI	
aroved D. SHIH	d By * IHAB UDDIN ame	tame column	Aditmari, Lal Approved Dat 02/04/2023				Md. Ranju Miah Issued By * Md. Ranju Miah		Updated	Prepared 02/04/2 issued Da 02/04/2 Cancel	Date * 2023	SI	ELECTI	TEI
aroved D. SHIH	d By * IHAB UDDIN ame Item Code them I filter column filter	column	Aditmari, Lal Approved Dat 02/04/2023			Quantity A	Md. Ranju Miah Issued By * Md. Ranju Miah Unit A Stock Qty	No Of Cart	Updated	Prepared 02/04/2 issued Da 02/04/2 Cancel	Date * 2023 te * 2023	s) xpiry ate	ELECTI	TEI
B73 D. SHIF rier Na	d By * IHAB UDDIN ame Item Code A Ifilter column Ifilter CON002 COND	column	Aditmari, Lal Approved Dat 02/04/2023			Quantity A	Md. Ranju Miah Issued By * Md. Ranju Miah	No Of Cart	Updated	Prepared 02/04/2 issued Da 02/04/2 Cancel	Date * 2023 te * 2023 2023 2023 2023 2023 2023 2023 202	si	ELECTI	TEP

#### Enter a new Issue Invoice

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

voice No *	Facility *		Prepared By *			Prepared Date *		
5874		*	Md. Ranju Miah		Ŧ	03/05/2023		
oproved By *	Approved Date *		Issued By *			Issued Date *		
1D. SHIHAB UDDIN	03/05/2023	Ö	Md. Ranju Miah		*	03/05/2023		
rrier Name	Remarks				Updated	Cancel		
					Opdated	Cancel		
	-							
		Quantity	Unit 🔺 Stock Qty			Mfg. Date		SELECT ITE
Si# Item Code A Item Name filter column filter column		Quantity A	Unit 🔺 Stock Qty	No Of Cart	f Lot No/Descrip		← Expiry Date	
		Quantity A	Unit 🔺 Stock Qty					
		Guantity *	Unit 🔺 Stock Qty					
		Quantity A	Unit 🔺 Stock Gty					
		Guantity A	Unit 🔺 Stock Gty					
		Guantity A	Unit 🔺 Stock Gty					
		Guantity A	Unit 🔶 Stock Gty					
		Guantity 🖈	Unit 🔺 Stock Gty					

- 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.

voice No		Facility *		Prepared By *		Prepared Date *	
3874		Aditmari, Lalmonirhat	*	Md. Ranju Miah	<b>~</b>	03/04/2023	
proved	Ву *	Approved Date *		Issued By *		Issued Date *	
4D. SHIH	IAB UDDIN -	03/04/2023	Ö	Md. Ranju Miah	× -	03/04/2023	
arrier Nar	me	Remarks			Updated	Cancel	
							SELECT ITE
SI#	Item Code 🔺 Item Name		A Quantity	Unit 🔺 Stock Qty 🔺 🕨	o Of Lot	Mfg. Date 🔺 Expi	
	filter column filter column		_ duantity _		No/Descript		

#### **Issue Invoice Items Entry**

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

3874	SI#	Item Code	Item Name	🔺 Lot	Mfg. Date 🔺	Expiry	Lot Qty 🔺	Unit				
oproved By *		filter column	filter column	No/Des		Date						
MD. SHIHAB UDDIN	1	CON001	AD SYRINGE (1 ML)			31/03/2025	12,500	pcs				
	2	CON001	AD SYRINGE (1 ML)			30/11/2025	109,800	pcs				
arrier Name	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		1	SELECT	ITE
	0	CONICOR				71/00/2025	102 400	ovolo			SELLOI	
Sl# Item Code 🔶 Item filter column							ADD	CANC	EL	Expiry Date	^ *	Actio

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

ISSUE \	OUCHER PUSH	I - ADD/EDIT				You have	e unsaved o	:hanges	SAVE	UPDATE	BACK TO LIS	т 🔒
Invoice N	ło *		Facility *		Prepared I	Ву *			Prepa	red Date *		
3874			Aditmari, Lalmonirhat	*	Md. Ranji	u Miah		*	03/	04/2023		Ö
Approve	d By *		Approved Date *		Issued By				Issue	d Date *		
MD. SH	IHAB UDDIN	-	03/04/2023		Md. Ranji	u Miah		-	03/	04/2023		
Carrier N	ame		Remarks					Updated	Ca	ncel		
											SELE	СТ ІТЕМ
SI#	Item Code 🛛 🔺	Item Name	A	Quantity 🔺	Unit 🗠	Stock Qty 🔺	No Of	Lot		Mfg. Date 🔺	Expiry	Actions
	filter column	filter column					Cart	No/Descript	ion		Date	
1	CON001	AD SYRINGE (1 ML)			pcs	12,500					31/03/2025	む
2	CON002	CONDOM			pcs	874,790					31/03/2027	θĒ
3	CON004	IMPLANT (2 ROD)			sets	10,580					31/03/2025	÷₽Ē
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 \	OUCHER PUSH	- ADD/EDIT							SAVE	UPDATE	BACK TO LIS	т 🔒
Invoice N	lo *		Facility *		Prepared E	sy *			Prep	ared Date *		
3874			Aditmari, Lalmonirhat	-	Md. Ranju	ı Miah		•	03/	/04/2023		İ
Approve	d By *		Approved Date *		Issued By '				Issue	d Date *		
MD. SHI	IHAB UDDIN	-	03/04/2023		Md. Ranju	u Miah		-	03/	/04/2023		i i
Carrier N	ame		Remarks					Updated	<b></b>	ancel		
											SELE	СТ ІТЕМ
SI#	Item Code 🔺	Item Name	<u>ــــــــــــــــــــــــــــــــــــ</u>	Quantity 🔺	Unit 🔺	Stock Qty 🔺	No Of	Lot		Mfg. Date	Expiry	Actions
	filter column	filter column					Cart	No/Descript	ion		Date	
1	CON001	AD SYRINGE (1 ML)		5,500	pcs	12,500					31/03/2025	₽Ō
2	CON002	CONDOM		15,000	pcs	874,790					31/03/2027	-9 Ē
3	CON004	IMPLANT (2 ROD)		2,000	sets	10,580					31/03/2025	む
4	CON006	INJECTABLES (DEPO-I	PROVERA)	5,000	vials	27,970					31/10/2023	の目

If you want to change the product stock lot Press on lot change button  $\mathcal{D}$  will see the following popup

filter column         filter column         No/Des         Date           1         CON001         AD SYRINGE (1 ML)         Image: Column AD Syring AD Syring AD	filter column         filter column         No/Des         Date           1         CON001         AD SYRINGE (1 ML)         Image: Column A and a co	Item Code 🛛 🔺	Item Name	<b></b>	Lot	Mfg. Date 🔺	Expiry	Lot Qty 🔺	Unit	
		filter column	filter column		No/Des		Date			
2 CON001 AD SYRINGE (1 ML) 30/11/2025 109.800 pcs	2 CON001 AD SYRINGE (1 ML) 30/11/2025 109,800 pc	CON001	AD SYRINGE (1 ML)				31/03/2025	12,500	pcs	
		CON001	AD SYRINGE (1 ML)				30/11/2025	109,800	pcs	
			CON001	CON001 AD SYRINGE (1 ML)	CON001 AD SYRINGE (1 ML)	filter column     filter column     No/Des       CON001     AD SYRINGE (1 ML)	filter column     filter column     No/Des       CON001     AD SYRINGE (I ML)	filter column     filter column     No/Des     Date       CON001     AD SYRINGE (1 ML)     Image: Signal	filter column         filter column         No/Des         Date           CON001         AD SYRINGE (1 ML)         Image: Syring and Syring	filter column         filter column         No/Des         Date         Date           CON001         AD SYRINGE (1 ML)         Image: Column and the second and the

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.

ISSUE \	OUCHER PUSH	- ADD/EDIT							SAVE	UPDATE	BACK TO LI	ST 🔒
Invoice N	lo *		Facility *		Prepared	By *			Prep	ared Date *		
3874			Aditmari, Lalmonirhat	-	Md. Ranj	u Miah		-	03/	/04/2023		Ć
Approve	d By *		Approved Date *		Issued By				Issue	d Date *		
MD. SHI	IHAB UDDIN	-	03/04/2023	Ċ,	Md. Ranj	u Miah		-	03/	/04/2023		Ć
Carrier N			Remarks					Updated		ancel	SELE	ECT ITEM
SI#	Item Code	Item Name		Quantity 🗠	Unit -	Stock Qty 🗠	No Of Cart	Lot No/Descripti	-	Mfg. Date	Expiry Date	Actions
	filter column	filter column						NO/Descripti	ion			
1	CON001	AD SYRINGE (1 ML)		5500	pcs	12,500	6			1	31/03/2025	00
2	CON002	CONDOM		15,000	pcs	874,790					31/03/2027	00
3	CON004	IMPLANT (2 ROD)		2,000	sets	10,580					31/03/2025	90
4	CON006	INJECTABLES (DEPO-F	PROVERA)	5,000	vials	27,970					31/10/2023	00

#### Edit an existing Issue Invoice Item

- 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.



• 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:

02/0		03/05/2023	Ē	]						New	€
#	Facility			Prepared By			Issued	Issued By	Updated 🔺	Cancel 🔺	Actio
	filter column	3874	Date	filter column	Date	filter column	Date	filter column			
	Aditmari, Lalmonirhat	3874	03/04/2023	Md. Ranju Miah	03/04/2023	MD. SHIHAB UDDIN	03/04/2023	Md. Ranju Miah	×	×	10

- 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	OUCHER PUSH	I - ADD/EDIT							SAVE	UPDATE	BACK TO	
Invoice N	10 *		Facility *		Prepared I	Зу *			Prep	ared Date *		
3874			Aditmari, Lalmonirhat	*	Md. Ranji	u Miah		*	03/	/04/2023		<b></b>
Approve				÷	Issued By					d Date *		
MD. SH	SHIHAB UDDIN - 03/04/2023			i i	Md. Ranji	u Miah		*	03/	/04/2023		Ö
Carrier N			Remarks					Updated	<b></b>	ancel		
						1						
SI#	Item Code 🔺	Item Name	▲	Quantity 🔺	Unit 🔺	Stock Qty 🔺	No Of Cart	Lot No/Descript	ion ^	Mfg. Date 🔺	Expiry Date	Actions
	filter column	filter column					curt	ito, Descript				
1	CON001	AD SYRINGE (1 ML)		5,500	pcs	12,500					31/03/2025	の目
2	CON002	CONDOM		15,000	pcs	874,790					31/03/2027	の目
3	CON004	IMPLANT (2 ROD)		2,000	sets	10,580					31/03/2025	の目
4	CON006	INJECTABLES (DEPO-	PROVERA)	5,000	vials	27,970					31/10/2023	の目

# Print Issue Voucher (Push)

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

		angpur RWH, Sadar Rangpur FPO, Aditmari, Lalmonirhat		_In	voice*			Print Dat Pages	No 3874 te: 03/05/20 : Page 1 of 1st copy: For	1
SI#	Code	Article			Quantity		Unit		Lot No/Des	
				In Number				Cartons	ription	Date
		AD SYRINGE (1 ML) CONDOM			Five Thousand F Fifteen Thousan		pcs			31/03/202
	CON002 CON004				Two Thousand	1	pcs sets			31/03/202
_	CON006		OVERA)		Five Thousand		vials			31/10/202
Ren	narks :	,								_
Issu		Yrepared By: Md. Ranju M Store Keeper	liah Date: 03/0	4/2023		I Approved By: Supply Office			DDIN Mate: 03/04/20	023
Issu	e Voucher I			4/2023	Checked and Designation		er	Da		023
Issu Desi Sigi	e Voucher I ignation:	Store Keeper	Date: 03/0	4/2023	Checked and Designation	Supply Office	er ecipient o	Da		023
Issu Desi Sigi Issu	e Voucher I ignation: S nature: ued By:N	Store Keeper Id. Ranju Miah	Date: 03/0 Signature: Receive By		Checked and Designation	Supply Office	er ecipient o uter Signar e:	Da		023
Issu Desi Sig Issu Des	e Voucher I ignation: S nature: ued By:N	Id. Ranju Miah tore Keeper	Date: 03/0 Signature:		Checked and Designation	Supply Office	er ecipient o uter Signar e: gnation:	Da		023
Sign Desi Sign Issu Des Dat	e Voucher F ignation: 1 nature: ned By: signation: S	Id. Ranju Miah tore Keeper	Date: 03/0 Signature: Receive By Designatior		Checked and Designation Should	Supply Office the filled up by r Cour Nam Desi	ecipient o uter Signar e: gnation:	Da		023

- 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.

	VOUCHER IND												
nvoice	No*		Indentor *		Ir	ndent No							
258			Bogura Sadar, Bogura		~	11							
Prepare	ed By		Designation		D	ate							
Badha	an Shingha		UFPA		~	20/03/2023							
Approv	ad By		Designation			ate							
	lostafizur Rahman		UFPO			20/03/2023			(iii)				
						20,00,2020							
Prepare	epared By * Prepared Date *			Approved By *				Approv	ed Date *				
Md.As	sraful Islam		20/03/2023			Ismat Ara				20/03	3/2023		
ssued	Ву *		Issued Date *		с	arrier Name							
Md.As	sraful Islam		20/03/2023		<u> </u>	Md.Khokon							
Remark	(5					Updated	Cancel						
Remark	15					Updated	Cancel					SELE	CT ITEM
Remark SI#	Item Code	Item Name		Indent Qty	Issued	Updated	Cancel	No Of Cart	Lot No/Descrip	tion	Mfg. Date 🛆	Expiry	
SI#	Item Code 🔺	filter column	A	Qty ^	Issued Qty	Unit 🔺	Stock Qty	No Of Cart	Lot No/Descrip	tion	Mfg. Date 🔺	Expiry Date	
<b>SI#</b>	Item Code Afriker column CON004	filter column IMPLANT (2 ROD)		<b>Qty</b>	Issued Qty	Unit 🔺	Stock Qty 5,900		No/Descrip	tion	Mfg. Date	Expiry Date 28/02/2025	CT ITEM
<b>SI#</b> 1 2	Item Code Filter column CON004 MCH002	filter column IMPLANT (2 ROD) DDS KIT	A	<b>Qty</b> 300 35	Issued Qty	Unit A	Stock Qty			tion	Mfg. Date	Expiry Date         28/02/2025           31/12/2023         31/12/2023	
<b>SI#</b> 1 2 3	Item Code filter column CON004 MCH002 CON009	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON	_ · · ·	<b>Qty</b> 300 35 800	Issued Gty 300	Unit A sets kit cycle	Stock Qty		No/Descrip	tion	Mfg. Date	Expiry Date 28/02/2025 31/12/2023 31/10/2024	
SI# 1 2 3 4	Item Code A filter column CON004 MCH002 CON009 MCH021	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON TAB. MISOPROSTOL 20	_ · · ·	<b>aty</b> 300 35 800 1,000	Issued Gty 300	Unit A sets kit cycle tab.	Stock Qty		No/Descrip	tion	Mfg. Date 🔺	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024	
<b>SI#</b> 1 2 3	Item Code filter column CON004 MCH002 CON009	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON	0 MCG (2 tab. = 1 dose)	<b>Qty</b> 300 35 800	Issued Qty 300 200	Unit A sets kit cycle	Stock Qty		No/Descrip	tion	Mfg. Date 🔺	Expiry Date 28/02/2025 31/12/2023 31/10/2024	
<b>SI#</b> 1 2 3 4 5	ttem Code filter column CON004 MCH002 CON009 MCH021 MCH051	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON TAB. MISOPROSTOL 20 7.1% CHLOROHEXIDINE	0 MCG (2 tab. = 1 dose)	<b>aty</b> 300 35 800 1,000 800	Issued Cty 300 200 0	Unit sets kit cycle tab. bottle	Stock Qty		No/Descrip	tion	Mfg. Date	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024 31/01/2024	
<b>SI#</b> 1 2 3 4 5 6	Item Code           filter column           CON004           MCH002           CON099           MCH021           MCH051           MCH010	filter column       IMPLANT (2 ROD)       DDS KIT       ORAL PILL APON       TAB. MISOPROSTOL 2C       7.1% CHLOROHEXIDINE       INJ. PHENERGON 25 MIN	0 MCG (2 tab. = 1 dose)	Cety 300 35 800 1,000 800 5	Issued Caty 300 2000 0 500	Unit sets kit cycle tab. bottle amp.	Stock Qty ★ 5,900 1,457 72,800 200 22,000 0		No/Descrip	tion <sup>^</sup>	Mfg. Date 🔺	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024 31/01/2024 30/06/2022	

#### **Open Issue Voucher (Indent)**

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

rom 02/0	02/2023	To 03/05/2023	Ċ.						Ne	Downlo	ad Indent	8
1#	Indentor	Invoice No 🔺	Invoice	Prepared By	Approv	Approved By	Issued	Issued By		Updated 🔺	Cancel 🔺	Actio
	filter column	filter column	Date	filter column	Date	filter column	Date	filter column				
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		<ul> <li>Image: A second s</li></ul>	×	:=

ISSUE	VOUCHER IND	ENT - ADD/EDIT							S	AVE	UPDATE	BACK TO LIS	ят 🔒
Invoice	No *		Indentor *		In	dent No							
258			Bogura Sadar, Bogura		~	11							
Prepare			Designation			ate	_						
Badha	n Shingha		UFPA		Ÿ	20/03/2028	3						
Approve	ed By		Designation		D	ate							
Md. Md	ld. Mostafizur Rahman UFPO				v	20/03/2023	3						
Prepare	d By *		Prepared Date *	Approved By *				Approve	ed Date *				
Md.As	raful Islam		20/03/2023		Ismat Ara				20/03	/2023		<u></u>	
Issued E	v *		Issued Date *		c	arrier Name							
	aful Islam		20/03/2023			Md.Khokon							
												CEI E	CT ITEM
												_	
SI#	filter column	filter column	A	Indent Qty	lssued Qty	Unit 🔺	Stock Qty 🔺		Lot No/Descrip	tion	Mfg. Date 🤟	Expiry Date	Actions
	1												
1	CON004	IMPLANT (2 ROD)		300	300	sets	5,900		MCRAH			28/02/2025	
2	MCH002 CON009	DDS KIT ORAL PILL APON		35 800		kit	1,457		MCRAH			31/12/2023 31/10/2024	
4	MCH021	TAB. MISOPROSTOL 20	0 MCG (2 tab = 1 doca)	1,000	200	cycle 72,800 200 tab. 200 MCRAH		MCRAH			31/01/2024		
5	MCH051	7.1% CHLOROHEXIDINE	01100 (2 (ab 1 0056)	800	200	bottle	200		мсн			31/01/2024	
6	MCH010	INJ. PHENERGON 25 MC	1	5	0	amp.	0		hen			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	
												1	

# General Description of Issue Voucher (Indent) Form

	12/2023	To 03/05/2023 Invoice No	invoice	Prepared By	Approv	Approved By	Issued	Issued By	Downlos		Actions
		filter column	Date	filter column	Date	filter column	Date	filter column	opulled	curren	
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		09/02/2023	Md.Asraful Islam	~	×	I

		ENT - ADD/EDIT			С							BACK TO LIS	ы 🗗
Invoice	No*		Indentor *		In	ndent No							
258			Bogura Sadar, Bogura		-	11							
Prepare	d By		Designation		n	nte							
	n Shingha		UFPA		-	20/03/2028	3		(ii)				
Approve	ed By	Designation		D	ate								
Md. Mo	1d. Mostafizur Rahman UFPO				Ψ	20/03/2023	3						
Prepare	d By *	Approved By *			A	Approved Date *							
Md.As	raful Islam		20/03/2023	ismat Ara				20/03/2	2023				
Issued B	ly *		Issued Date *	Carrier Name									
	raful Islam		20/03/2023	Carrier Name Md.Khokon									
Remark	•				Updated	Cancel							
Rémark	-					Updated	Cancel						
Sl#	Item Code	Item Name		Indent	Issued	Updated	Cancel Stock Qty	No Of	Lot	,	Mfg. Date 🔺	SELE	CT ITEM
		Item Name filter column		Indent Qty				No Of Cart	Lot No/Descriptio		Mfg. Date 🔺		
	Item Code				Issued Qty			Cart			Mfg. Date 🔺	Expiry	
SI#	Item Code 🔺			Qty	Issued Qty	Unit	Stock Qty 🔺	Cart			Mfg. Date 🔺	Expiry Date	
<b>SI#</b>	Item Code A filter column CON004	filter column IMPLANT (2 ROD)		<b>Qty</b>	Issued Qty	Unit 🔺	Stock Qty A	Cart	No/Descriptio		Mfg. Date 🔺	Expiry Date 28/02/2025	
<b>SI#</b> 1 2	Item Code A filter column CON004 MCH002	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON	10 MCG (2 tab. = 1 dose)	<b>Qty</b> 300 35	Issued Qty	Unit a	Stock Qty ->	Cart	No/Descriptio		Mfg. Date 🗢	Expiry Date 28/02/2025 31/12/2023	
SI# 1 2 3	Item Code A filter column CON004 MCH002 CON009	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON	10 MCG (2 tab. = 1 dose)	Qty 300 35 800	Issued Qty	Unit -	Stock Qty	Cart	No/Descriptio		Mfg. Date 🔺	Expiry Date 28/02/2025 31/12/2023 31/10/2024	
SI# 1 2 3 4	Item Code A filter column CON004 MCH002 CON09 MCH021	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON TAB. MISOPROSTOL 20	10 MCG (2 tab. = 1 dose)	Qty 300 35 800 1,000	Issued Oty	Unit A	<b>Stock Qty</b> 5,900 1,457 72,800 200	Cart	No/Description		Mfg. Date →	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024	
SI# 1 2 3 4 5	Item Code A filter column CON004 MCH002 CON009 MCH021 MCH051	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON TAB. MISOPROSTOL 20 7.1% CHLOROHEXIDINE	10 MCG (2 tab. = 1 dose)	Qty 300 35 800 1,000 800	issued oty 200	Unit sets sets kit cycle tab. bottle	Stock Gty	Cart	No/Description		Mfg. Date →	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024 31/01/2024	
SI# 1 2 3 4 5 6	Item Code A filter column CON004 MCH002 CON009 MCH021 MCH010	Titter column MPLANT (2 ROD) DDS KIT ORAL PILL APON TAB. MISOPROSTOL 20 7.1% CHLOROHEXIDINE INJ. PHENERGON 25 MI	10 MCG (2 tab. = 1 dose)	Qty 300 35 800 1,000 800 5	Issued oty 200 0 500	Unit sets sets kit cycle tab. bottie amp.	Stock Qty	Cart	No/Descriptio		4fg. Date →	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024 31/01/2024 30/06/2022	

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

												BACK TO L	
nvoice	No *		Indentor *		Ir	ndent No							
258			Bogura Sadar, Bogura		Ŧ	11							
repare	ed By		Designation		D	ate							
Badha	an Shingha		UFPA		~	20/03/2023			(iii)				
pprov	ad By		Designation			ate							
	d. Mostafizur Rahman UFPO					20/03/2023							
Più. Più					Ť	20/03/2023							
repare	pared By * Prepared Date *				Approved By *				pprov	ed Date *			
Md.As	sraful Islam		20/03/2023			Ismat Ara				20/03	/2023		
ssued E	By *		Issued Date *	Carrier Name									
				Md.Khokon									
	sraful Islam ( <b>s</b>		20/03/2023			Md.Khokon	Cancel						
			20/03/2023				Cancel					SEL	ECT ITEM
		Item Name	20/03/2023	Indent	Issued		Cancel	No Of	Lot	<u>ــــــــــــــــــــــــــــــــــــ</u>	Mfg. Date 🔺	Expiry	
emark	(5	Item Name Filter column		Indent Oty		Updated		No Of Cart	Lot No/Descriptic	on Â	Mfg. Date 🔺		
emark	ttem Code				Issued Qty	Updated				on Â	Mfg. Date	Expiry	
emark SI#	is Item Code	filter column		Qty	Issued Qty	Updated	Stock Qty 🔺			on	Mfg. Date	Expiry Date	
si#	s Item Code filter colum CON004	filter column IMPLANT (2 ROD)		<b>Qty</b>	Issued Qty	Updated Unit	Stock Qty 🔺		No/Descriptic	on Â	Mfg. Date	Expiry Date 28/02/2025	
emark SI# 1 2	Item Code A filter column CON004 MCH002	filter column IMPLANT (2 ROD) DDS KIT	A	Qty 300 35	Issued Gty 300	Updated Unit ^ sets kit	Stock Qty		No/Descriptic	^ A	Mfg. Date 🔺	Expiry Date 28/02/2025 31/12/2023	
emark SI# 1 2 3	Item Code Filter Column CON004 MCH002 CON009	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON	A	<b>Qty</b> 300 35 800	Issued Gty 300	Updated	Stock Qty		No/Descriptic	۵. ۵۳	Mfg. Date 🔺	Expiry Date 28/02/2025 31/12/2023 31/10/2024	
emark SI# 1 2 3 4	s tem Code filter column CON004 CON004 MCH002 CON009 MCH021	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON TAB. MISOPROSTOL 20	0 MCG (2 tab. = 1 dose)	Caty 300 35 800 1,000	Issued Qty 300 200	Updated	<b>Stock Qty</b> 5,900 1,457 72,800 200		No/Description	۵ ۵	Mfg. Date	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024	
<b>Si#</b> 1 2 3 4 5	Is Item Code Communication filter column CON004 MCH002 CON009 MCH021 MCH051	filter column IMPLANT (2 ROD) DDS KIT ORAL PILL APON TAB. MISOPROSTOL 20 7.1% CHLOROHEXIDINE	0 MCG (2 tab. = 1 dose)	Cety 300 35 800 1,000 800	Issued Cty 3000 2000	Updated	<b>Stock Qty</b> 5,900 1,457 72,800 200 22,000		No/Description		Mfg. Date	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024 31/01/2024	Action
<b>SI#</b> 1 2 3 4 5 6	ts	filter column           IMPLANT (2 ROD)           DDS KIT           ORAL PILL APON           TAB. MISOPROSTOL 20           7.1% CHLOROHEXIDINE           INJ. PHENERGON 25 MC	0 MCG (2 tab. = 1 dose)	Cety 300 35 800 1,000 800 5	Issued Caty 2000 0 5000	Updated	Stock Qty ★ 5,900 1,457 72,800 200 22,000 0	Cart	No/Description MCRAH MCRAH MCH	Â.	Mfg. Date 🔿	Expiry Date 28/02/2025 31/12/2023 31/10/2024 31/01/2024 31/01/2024 30/06/2022	Action

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 -

Select In	dent	×
	WAREHOUSE UPAZILA	
	rehouse*	
Inde	ent No*	
2		
	DOWNLOAD CLOSE	

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

voice N	No*			Indentor *				ndent No							
259				Dhaka CWH			·	2							
repared	d By			Designation			D	ate							
K. M Fa	aruk Hossain						*	03/05/2023			Ö				
				<b>B</b> - 1											
				Designation				o3/05/2023			Ö				
MU.ADU	ld.Abul Kalam Azad														
repared	pared By * Prepared Date *						Approved By *				Approve	ed Date *			
Md.Asri	ppared By * Prepared Date * Id.Asraful Islam  v 03/05/2023			03/05/2023				Ismat Ara			~	03/05	/2023		
sued B	w *			lawed Data t				arrier Name							
	d By * Issued Date *						c								
								arrier Name							
emarks			Ŧ	03/05/2023				Updated	Cancel						
emarks			*						Cancel					SEL	
		Item Name	•			dent			Cancel	No Of	Lot		Mfg. Date	_	ECT ITEM
	5	Item Name filter column	•			dent Qty		] Updated		No Of Cart	Lot No/Descr	iption 🍝	Mfg. Date	_	_
SI#	Item Code		•				Issued	Updated				iption	Mfg. Date	Expiry	

If you want to change the product stock lot Press on lot change button  $\mathcal{D}$  will see the following popup

SI#	Item Code 🛛 🔺	Item Name	🔺 Lot	Mfg. Date	Expiry	Lot Qty 🔺	Unit 4
	filter column	filter column	No/Des		Date		
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
0	CONSIS	CONDOM			51/12/2027	842,400	pes

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							R	ESET S	AVE	BACK	TO LIST
Invoice No* 416	Indentor *		*	Indent No							
Prepared By	Designation		*	Date		Ö					
Approved By	Designation		*	Date		 Ť.					
Prepared By * K. M Faruk Hossain	Prepared Date * 20/09/2022			Approved By * Md.Abul Kalan		*	Approve 20/09/2	ed Date * 2022			İ
Issued By * Mohammad Shakir Uddin	Issued Date * 20/09/2022			Carrier Name							
Remarks				Updated	Cancel						
										SELE	СТ ІТЕМ
SI# Item Code A Item Name filter column	<u>ــــــــــــــــــــــــــــــــــــ</u>	Indent Qty	lssued Qty	▲ Unit ▲	Stock Qty 🔺	Lot No/Descri	ption 🏛	Mfg. Date	Expiry Date	Â	Actions

- 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  INVICE NO  INDENT - ADD/EDIT INVICE NO  INDENT - ADD/EDIT INVICE NO  INDENT - ADD/EDIT INVICE NO  Prepared By  Prep	Indextor * Indextor *   280   Prepared By Designation   Approved By Designation   Oute   Prepared By* Prepared Date* Approved By* Approved Date* O3/05/2023 Ssued By* Ssued Date* O3/05/2023 Carrier Name O3/05/2023 Still tem Name Indextor to the store of them tore of them Name Indextor to the store of the store of the store of them Name Indextor to the store of				
260 <ul> <li>Prepared By</li> <li>Designation</li> <li>Date</li> <li>Approved By</li> <li>Designation</li> <li>Date</li> <li>Image: Second By</li> <li>Prepared Date*</li> <li>Approved By*</li> <li>Prepared Date*</li> <li>Susued Date*</li> <li>Issued Date*</li> <li>G3/05/2023</li> <li>Issued Date*</li> <li>G3/05/2023</li> <li>Image: Second Date</li> <li>Carrier Name</li> <li>Updated</li> <li>Cancel</li> <li>SELECT ITEM</li> <li>Item Code in Item Name</li> <li>Indent insued Unit issued Unit iss</li></ul>	260     Prepared By     Designation     Date     Approved By     Designation     Date     Prepared By*     Prepared By*     O3/05/2023     Issued Date*     O3/05/2023     Issued Date*     Carrier Name     O3/05/2023     Issued Date*     Carrier Name     O3/05/2023     Iupdated     Carrier Name     O3/05/2023     Updated     Carrier Name     O3/05/2023     Updated     Carrier Name     Osta	ISSUE VOUCHER INDENT - ADD/EDIT			RESET SAVE BACK TO LIST
Prepared By Designation   Approved By Designation   Approved By Designation   Image: State Sta	Prepared By Designation   Approved By Designation   Approved By Designation   Prepared By* Designation   Prepared By* Prepared Date*   Md.Asraful Islam 03/05/2023   Issued By* Issued Date*   O3/05/2023 Image: Carrier Name   O3/05/2023 Image: Carrier Name   Remarks Updated   Carrier Name Image: Carrier Name   SELECT ITEM	Invoice No*	Indentor *	Indent No	
Approved By Designation   Approved By Designation   Prepared Date* Approved By*   Md.Asraful Islam 03/05/2023   Issued By* Issued Date*   03/05/2023 Image: Carrier Name   03/05/2023 Im	Approved By Designation   Prepared By* Prepared Date*   Md.Asraful Islam 03/05/2023   Issued By* Issued Date*   03/05/2023 Issued Ara   Issued By* Issued Date*   03/05/2023 Issued Carrier Name   03/05/2023 Issued Carrier Name   SELECT ITEM Sife item Name Indent Issued Unit Stock Qty No Of Lot Mfg. Date Expire Actions	260			
Approved By Designation   Prepared By* Prepared Date*   Md.Asraful Islam 03/05/2023   Issued By* Issued Date*   03/05/2023 Issued Date*   03/05/2023 Issued Date*   V O3/05/2023	Approved By Designation Date Designation Date Prepared By Prepared Date* Approved By Approved Date* O3/05/2023 Sisued Date* O3/05/2023 O3/05/202 O3/05/2023 O3/05/202 O	Prepared By	Designation		
Prepared By* Prepared Date*   Md.Asraful Islam 03/05/2023   Issued Date* 03/05/2023   Issued Date* 03/05/2023	Prepared By* Prepared Date*   Md.Asraful Islam 03/05/2023   Issued By* Issued Date*   03/05/2023 Issued Ara     Issued By*   Issued Date*   Carrier Name     Og/05/2023     Issued Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Cancel     SELECT ITEM     Siff        Item Name		· · · ·		
Prepared By* Prepared Date*   Md.Asraful Islam 03/05/2023   Issued Date* 03/05/2023   Issued Date* 03/05/2023	Prepared By* Prepared Date*   Md.Asraful Islam 03/05/2023   Issued By* Ismat Ara   03/05/2023 Ismat Ara     Issued By*   Issued Date*   Carrier Name     03/05/2023     Issued Carrier Name     03/05/2023     Issued Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name    Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated     Carrier Name     Updated	Approved By	Designation	Date	
Md.Asraful Islam       03/05/2023       Ismat Ara       03/05/2023         Issued Date*       Carrier Name         03/05/2023       Image: Carrier Name         Remarks       Updated       Cancel         SELECT ITEM         Stiff Item Code       Item Name       Indent       Issued Unit       Stock Qty       No Of       Lot       Mlg. Date       Expiry       Actions	Md.Asraful Islam       03/05/2023       Ismat Ara       03/05/2023         Issued By ·       Issued Date ·       Carrier Name         03/05/2023       Image: Carrier Name       Image: Carrier Name         Remarks       Image: Updated       Cancel         Silf       Item Name       Indent       Issued Unit       No Of       Lot       Mfg.Date       Expiry       Actions		· · · ·		
Issued By * Issued Date * Carrier Name          Issued By *       Issued Date *         03/05/2023       Image: Carrier Name         Remarks       Updated         Carrier Name       Carrier Name         SELECT ITEM	Issued By * Issued Date * Carrier Name	Prepared By *		Approved By *	
Image: Concel         Remarks         Updated   Cancel       State         Image: Concel            Image: Concel         Image: Concel             Image: Concel         Image: Concel         Image: Concel           Image: Concel         Image: Concel         Image: Concel	Image: Sign tem Code       Item Name       Indent       Issued       Unit       Stock Qty       No Of       Lot       Mfg. Date       Expiry       Actions	Md.Asraful Islam 👻	03/05/2023	Ismat Ara 👻	03/05/2023
Remarks       Updated       Cancel         SELECT ITEM       SELECT ITEM         Silf       Item Name       Indent       Issued       Unit       Stock Qty       No Of       Lot       Mfg. Date       Expiry       Actions	Remarks       Updated       Cancel         SELECT ITEM       Unit & Stock Qty & No Of       Lot         Mfg. Date       Expiry       Actions	Issued By *	Issued Date *	Carrier Name	
Si# Item Code A Item Name A Indent Issued Unit A Stock Qty A No Of Lot Mfg. Date A Expiry Actions	SELECT ITEM SI# tem Code  Indent Issued Unit Stock Qty No Of Lot Mfg. Date Expiry Actions	· ·	03/05/2023		
SELECT ITEM	Sift       Item Code       Item Name       Indent       Issued       Unit       Stock Qty       No Of       Lot       Mfg. Date       Expiry       Actions	Remarks			
Si# Item Code Item Name Indent Issued Unit Stock Qty No Of Lot Mfg. Date Expiry Actions	Si# Item Code A Item Name A Indent Issued Unit Stock Qty A No Of Lot Mfg. Date Expiry Actions			Updated Cancel	
Si# Item Code Item Name Indent Issued Unit Stock Qty No Of Lot Mfg. Date Expiry Actions	Si# Item Code A Item Name A Indent Issued Unit Stock Qty A No Of Lot Mfg. Date Expiry Actions				
Si# Item Code Item Name Indent Issued Unit Stock Gty No Of Lot Mfg. Date Expiry Actions	Si# Item Code A Item Name A Indent Issued Unit A Stock City A No Of Lot Mfg. Date A Expiry Actions				
					SELECT ITEM
filter columnfilter columnfilter column	filter column     filter column     Gray     Cart     No/Description     Date				
		filter column	Gty Gt	y Cart No/Desci	iption Date

- 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:

SSUE VOUCHER INDE	ENT - ADD/ED	лт						RESET	SAVE	BACK TO LIST
<b>nvoice No *</b> 260	lten	1 Lots Stock						×		
Prepared By	SI#	Item Code 🔺	Item Name	▲ Lot No/Des	Mfg. Date 🔺	Expiry	Lot Qty 🔺	Unit 🧠		
		CON001	AD SYRINGE (1 ML)			31/03/2025	9,200	nes		
pproved By	2	CON001	AD SYRINGE (1 ML)			31/01/2026	973,700			
	3	CON002	CONDOM			31/10/2025	932,400			
	4	CON002	CONDOM			31/12/2025	832,400	pcs		
epared By *	5	CON002	CONDOM			31/05/2027	396,000	pcs		
d.Asraful Islam	6	CON002	CONDOM		30/08/2022	31/07/2027	400,000	pcs		t
	7	CON002	CONDOM			31/10/2027	932,400	pcs		
sued By *	8	CON002	CONDOM			31/12/2027	842,400	pcs		
	0	CON007		MCDAH		70/00/2024	1000	nank		
emarks							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 IND	ENT - ADD/EDIT					You have u	nsaved cha	nges	SAVE	UPDATE	BACK TO LI	sт 🔒
Invoice	No *		Indentor *			Indent No							
260			Adamdighi, Bogura		-	256							
Prepare	d By		Designation			Date							
Jul Ha	san		Store Keeper		-	01/04/2023			i i				
Approve	ed By		Designation			Date							
Jul Ha			MO - Clinic		-	01/04/2023							
Prepare	d <b>D</b> 1		Prepared Date *			Approved By					ed Date *		
	raful Islam	•	03/05/2023			Ismat Ara			*	03/05			÷
Issued E	3y *	•	Issued Date *			Carrier Name							
		*	03/05/2023										
						Updated	Cancel					SEI	ECT ITEM
SI#	Item Code	Item Name		Indent	Issued	Unit 🔺	Stock Qty 🔺	No Of	Lot		Mfg. Date	Expiry	Actions
51#	filter column	filter column		Qty	Qty		Stock aty	Cart	No/Descri	ption	Mrg. Date	Date	Actions
1	CON002	CONDOM		50,000	50,00	0 pcs	932,400					31/10/2025	の自

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

260	No *		Indentor *			Indent No						
			Adamdighi, Bogura		-	256						
repared	d By		Designation			Date						
Jul Hasi	an		Store Keeper		-	01/04/2023						
Approve	d By		Designation			Date						
Jul Hasi	an		MO - Clinic		-	01/04/2023						
Prepared	d By *		Prepared Date *			Approved By	•		Approv	ed Date *		
Md.Asra	aful Islam	-	03/05/2023			Ismat Ara		•	03/05	6/2023		
ssued By	у •		Issued Date *			Carrier Name						
		<b>~</b>	03/05/2023									
											SELE	
SI#	Item Code 🔺	Item Name	A	Indent	Issued	Unit 🔺	Stock Qty 🔺	Lot		Mfg. Date	SELE	
SI#	Item Code	Item Name filter column	*	Indent Qty	lssued Qty	Unit 🔺	Stock Qty 🔺	Lot No/Descrip	tion	Mfg. Date 🔺		CT ITE

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

SI#	Item Code 🛛 🔺	Item Name	 Lot	Mfg. Date 🔺	Expiry	Lot Qty 🔺	Unit
	filter column	filter column	No/Des		Date		
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 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 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 Name	Indent Qty	Issued Qty	Unit 🔶	Stock Qty 🔺	No Of Cart	Lot No/Description	Mfg. Date 🔺	Expiry Date	Actions
1	CONOO	_	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		Unit 🗠	Stock Qty 🔺	No Of	Lot	Mfg. Date 🔺	Expiry	Actions
	filter column	filter column	Qty	Qty			Cart	No/Description		Date	
1	CON004	IMPLANT (2 ROD)	2000	2000	sets	4000				30/04/2024	

• Click on any field to start editing.

	filter column		Indent Qty	Issued Qty	Unit	Stock Qty A	No Of Cart	Lot Average Av	Mfg. Date 🔺	Expiry Date	Action
004 1	IMPLANT (2 ROD)		2000	2000	sets	4000				30/04/2024	
204	1	IMPLANT (2 ROD)	4 IMPLANT (2 ROD)	4 IMPLANT (2 ROD) 2000	4 IMPLANT (2 ROD) 2000 2000	4 IMPLANT (2 ROD) 2000 sets	4 IMPLANT (2 ROD) 2000 sets 4000	4 IMPLANT (2 ROD) 2000 sets 4000	4 IMPLANT (2 ROD) 2000 2000 sets 4000	4 IMPLANT (2 ROD) 2000 2000 sets 4000	4 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:

Indentor       Invoice No       Invoice No       Invoice No       Prepared By       Approv.       Approv.       Approved By       Issued       Issued       Issued By       Approv       Cancel       Cancel         filter column       260       03/05/2023       Md.Asraful Islam       03/05/2023       Ismat Ara       03/05/2023       Md.Asraful Islam       X       X		2/2023	03/05/2023	Ċ.					N	ew Downloa	ad Indent	3
Adamdighi, Bogura 260 03/05/2023 Md.Asraful Islam 03/05/2023 Ismat Ara 03/05/2023 Md.Asraful Islam X				A					-	Updated 🔺	Cancel 🔺	Actio
	1	Adamdighi, Bogura	260	03/05/2023	Md.Asraful Islam	03/05/2023	Ismat Ara	03/05/2023	Md.Asraful Islam	×	×	10

- 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/EDI	г					SAVE BACK TO LIST	₽
Gate P	ass No *		Gate I	Pass Date *	Driver Name	,	Vehicle No	
1622			09/0	04/2023	Md.Khokon		11-5085	
Prepar	ed By		Appro	ved By				
Md.A	sraful Islam	-	Isma	t Ara 👻				
							SELECT INVO	DICE
SI#	Invoice No	Invoice Type		Facility Name			Ac	ctions
	filter column	filter column		filter column				
1	4473	PUSH		Rajshahi RWH				Ō

#### **Open Gate Pass Form**

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

rom		То				_	
02/02	/2023	03/05/2023				New	8
SI#	Gate Pass No 🔺	Date	Driver Name	A Vehicle No	Prepared By	Approved By	Action
	filter column		filter column	filter column	filter column	filter column	
1	1622	09/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
2	1621	08/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
3	1620	06/04/2023	Md. Nayan Miha	0034	Md.Asraful Islam	Ismat Ara	10
4	1619	06/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
5	1618	05/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	10
6	1617	05/04/2023	Md.Parves Hossain	14-1469	Md.Asraful Islam	Ismat Ara	10
7	1616	04/04/2023	Md.Rashed Hossain	11-5083	Md.Asraful Islam	Ismat Ara	10
8	1615	04/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	10
9	1614	29/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
10	1613	28/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
11	1612	22/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	/ Ō
12	1611	21/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10

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

GATE F	PASS - ADD/EDIT					s	AVE BACK TO LIST
Gate Pas	is No *		Gate Pass Date *		Driver Name	Vehicle No	
1622			09/04/2023	Ö	Md.Khokon	11-5085	
Prepared	d By		Approved By				
Md.Asr	aful Islam	-	Ismat Ara	*			
							SELECT INVOICE
SI#	Invoice No	Invoice Type	A Facility Name				Actions
	filter column	filter column	filter column				
1	4473	PUSH	Rajshahi RWH				Ô

#### **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 –

<b>rom</b> 02/03	2/2023	To 03/05/2023		A		New	8
SI#	Gate Pass No	Date	Driver Name	Vehicle No	Prepared By	Approved By	Action
1	1622	09/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
2	1621	08/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
3	1620	06/04/2023	Md. Nayan Miha	0034	Md.Asraful Islam	Ismat Ara	/0
4	1619	06/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	/0
5	1618	05/04/2023	Md.Parves Hossain	11-5082 <b>R</b>	Md.Asraful Islam	Ismat Ara	/0
6	1617	05/04/2023	Md.Parves Hossain	14-1469	Md.Asraful Islam	Ismat Ara	/0
7	1616	04/04/2023	Md.Rashed Hossain	11-5083	Md.Asraful Islam	Ismat Ara	/0
8	1615	04/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	10
9	1614	29/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
10	1613	28/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
11	1612	22/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10

G	ATE P	ASS - ADD/EDIT				r	SAVE BACK TO L	list 😝
G	ate Pass	No *		Gate Pass Date *		Driver Name	Vehicle No	
	1622			09/04/2023	i i	Md.Khokon	11-5085	
PI	epared	Ву		Approved By		D		
L	Md.Asra	ful Islam	-	Ismat Ara	*	_		
							SELEC	
	SI#	Invoice No 🔺	Invoice Type	A Facility Name				Actions
		filter column	filter column	filter column				
	1	4473	PUSH	Rajshahi RWH				Ô
						_		
						E		

#### 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

<u>~</u>
SELECT IN

- 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.

	02/0	2/202	3			03/05/2023				l	New 🔒
							Driver Name	Vehicle No	Prepared By	Approved By	Actions
Τł	nu,	Fe	eb	2			filter column	filter column	filter column	filter column	
	ĺ					2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
		Febru	Jary 2	2023	>	2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
Su	Мо	Tu	We	Th F	r Sa	2023	Md. Nayan Miha	0034	Md.Asraful Islam	Ismat Ara	10
						2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
			1	2 3	5 4	2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	10
5	6	7	8	9 10	D 11	2023	Md.Parves Hossain	14-1469	Md.Asraful Islam	Ismat Ara	10
12	13	14	15	16 13	7 18	2023	Md.Rashed Hossain	11-5083	Md.Asraful Islam	Ismat Ara	10
19	20	21	22	23 2	4 25	2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	10
			22	23 2	4 23	2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
26	27	28				2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
						2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
	12	1011			21/03	2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10

#### Enter a new Gate Pass

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

GATE P	ASS - ADD/EDI	т				RESET	SAVE BACK TO LIST
ate Pass	No *		Gate I	Pass Date *	Driver Name	Vehicle No	
1623			03/0	05/2023			
repared	Ву		Appro	ved By			
Md.Asra	ful Islam	-	Isma	t Ara 💌			
							SELECT INVOICE
SI#	Invoice No	filter column		Facility Name			Actions

- 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 *	Gate Pass Date *	Driver Name	Vehicle No
1623	03/05/2023	Md.Khokon	11-5085
Prepared By	Approved By		
Md.Asraful Islam 👻	Ismat Ara 👻		
			SELECT INVOICE
Si# Invoice No Invoice Type filter column filter column	Facility Name     filter column		Actions

# **Gate Pass Items Entry**

• The 'Select Invoice' form is displayed

SI#	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
0	DUCH	1055	Dhalea CM/H

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

						You have unsave	d changes	SAVE	BACK TO LIS	т_Е
te Pass	No *		Gate F	Pass Date *	Driver Name		Vehicl	e No		
623			03/0	05/2023	Md.Khokon		11-50	85		
epared	Ву		Appro	ved By						
1d.Asra	ful Islam	-	Isma	t Ara 👻						
		1							SELECT IN	
SI#	Invoice No 🔺	Invoice Type		Facility Name					A	Actio
	filter column	filter column		filter column						
1	2017	PUSH		Sapahar, Naogaon						Ō
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.



- 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

From		То					
02/0	2/2023	03/05/2023					New 🔒
SI#	Gate Pass No	A Date A	Driver Name	- Vehicle No	- Prepared By	Approved By	Action
	filter column		filter column	filter column	filter column	filter column	
1	1623	03/05/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
2	1622	09/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
3	1621	08/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
4	1620	06/04/2023	Md. Nayan Miha	0034	Md.Asraful Islam	Ismat Ara	10
5	1619	06/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
6	1618	05/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	10
7	1617	05/04/2023	Md.Parves Hossain	14-1469	Md.Asraful Islam	Ismat Ara	10
8	1616	04/04/2023	Md.Rashed Hossain	11-5083	Md.Asraful Islam	Ismat Ara	10
9	1615	04/04/2023	Md.Parves Hossain	11-5082	Md.Asraful Islam	Ismat Ara	10
10	1614	29/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
11	1613	28/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10
12	1612	22/03/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10

- 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:

SI#	/2023 Gate Pass No ▲	03/05/2023	Driver Name	Vehicle No	Prepared By	Approved By	Action
51#	1622	Date	filter column	filter column	filter column	filter column	Action
1	1622	09/04/2023	Md.Khokon	11-5085	Md.Asraful Islam	Ismat Ara	10

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

22			Gate F	Pass Date *		Driver Name	Vehicle No		
			09/0	04/2023		Md.Khokon	11-5085		
pared By	У		Appro	ved By					
d.Asraful	I Islam	-	Isma	t Ara	-				
								SELECT	NVOI
SI# In	Invoice No 🛁	Invoice Type	<b>A</b>	Facility Name					Actio
f	filter column	filter column		filter column					
1 4	4473	PUSH		Rajshahi RWH					đ

# Print Gate Pass

			Gate Pass No# 16	22
	Pass Date	: 09/04/20		Vehicle No : 11-5085
Sl#	Invoice No	tative's Name : Invoice Type	Destination/Recsiver	
1	4473	PUSH	Rajshahi RWH	

# 4.6. Adjustment Invoice

ADJUS	STMENT INVOICE	- ADD/EDIT						9	AVE UPDA	TE BACK	K TO LIS	ST 🖶
Invoice	No. *											
544												
Adj. Typ	e *		Facility *		Prepare	d By *			Prepared Date *			
Return	from Facility (Usable	)	Shajahanpur, Bogura	÷	Md.As	raful Islam			09/04/2023			i i
Approv	ed Bv *		Approved Date *		Receive	d Bv *			Received Date*			
Ismat			09/04/2023	(ii)		raful Islam			09/04/2023			
Remark					Vpda	ated Ca	ancel					
Retur	n Iv No-102											
_												
											SELE	ECT ITEM
SI#	Product Code	Product Name				Unit 🔶	Qty 🔶		Mfg. Date	Exp. Date	*	Actions
	filter column	filter column						No/Des				
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 <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- Select Invoice > Adjustment Invoice... from Invoice menu.
- The Adjustment Invoice form is displayed.

Fro	m		То								_	
02	2/02/2023	Ē	03/05/2023	Ē							New	8
51#	Invoice	Invoice	Adj. Type	Prepared	Approved	Approved By	Issued	Issued By	Facility 🔺	Updat 🔺	Cancel 🔺	Action
	No.	Date	filter column	By filter column	Date	filter column	Date	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	Gabtali, Bogura	~	×	=
3	542	06/04/2023	Return from Facility	Md.Asraful Isla	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla	Gabtali, Bogura	~	×	=
4	541	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, Bogura	~	×	
5	540	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, Bogura	×	×	
6	539	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, 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	<b>~</b>	×	=
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	<ul> <li>Image: A set of the</li></ul>	×	=
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

ADJUS	TMENT INVOICE	- ADD/EDIT						5	SAVE UPDA	TE BACK	K TO LIS	ят 🔒
Invoice N	No. *											
544												
Adj. Typ	e •		Facility *		Prepared	By *			Prepared Date *			
Return	from Facility (Usable)	) – – – (	Shajahanpur, Bogura	Ψ.	Md.Asraf	ful Islam			09/04/2023			
Approve	d By *		Approved Date *		Received	By *			Received Date *			
Ismat A	Ara		09/04/2023	<u> </u>	Md.Asraf	ful Islam			09/04/2023			i i
Demode		,										
Remarks					Update	d 🗌 Ca	ancel					
Return	1 Iv No-102											
											0515	07 ITCH
											SELE	CT ITEM
SI#	Product Code 🔺	Product Name			<u> </u>	init 🌧	Qty 🔿	Lot	Mfg. Date 🔺	Exp. Date	*	Actions
	filter column	filter column						No/Des				
1	MCH021	TAB. MISOPROSTOL	200 MCG (2 tab. = 1 dose)		ta	ab.	800			31/01/2024		

# General Description of Adjustment Invoice Form

0	<b>m</b> 2/02/2023	i	To 03/05/2023	Ē							New	8
SI#	Invoice	Invoice	Adj. Type	Prepared	Approved	Approved By	Issued	Issued By 🖉 🔺	Facility 🔺	Updat 🔺	Cancel 🔺	Actions
	No. filter column	Date		By filter column	Date		Date					
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	Gabtali, Bogura	~	×	
3	542	06/04/2023	Return from Facility	Md.Asraful Isla	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla	Gabtali, Bogura	~	×	=
4	541	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, Bogura	~	×	
5	540	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, Bogura	~	×	
6	539	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, 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	~	×	
12 13	533 532	30/03/2023 27/03/2023	Return from Facility Return from Facility			Ismat Ara Ismat Ara	30/03/2023 27/03/2023		Adamdighi, Bogura Dhamoirhat, Naogaon	× ×	××	

ADJUST	TMENT INVOICE	- ADD/EDIT		C	2			4	AVE UPDAT	TE BACK	TO LIST	₿
Invoice N	lo.*											
544												
Adj. Type	,.		Facility *		repare	d By *			Prepared Date *			
	from Facility (Usable)	· ~ (	Shajahanpur, Bogura	~		raful Islam			09/04/2023			
Approved			Approved Date *		Receive	raful Islam			Received Date *			
Lisinat A	14		03/04/2023		110.43				03/04/2023			
Remarks					Upda	ated 🗌 Ca	ancel					
Return	lv No-102											
SI#	Product Code	Product Name			-	Unit 🔶	Qty 🗢	Lot	Mfg. Date 🔺	Exp. Date	A A	ctions
								No/Des				
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
Sl# Product Code A Product Name filter column	Unit	Stock Qty Gty Lot No/Des	Mfg. Date 🔺 Exp. Date 🔺 Actions

- 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			SAVE UPDATE BACK TO LIST
Invoice No.*			
545			
Adj. Type *	Facility *	Prepared By *	Prepared Date *
Add to Stock 👻	Bogura RWH 👻	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	
SI# Product Code A Product Name		▲ Unit ▲ Qty ▲ Lot	SELECT ITEM
filter column filter column		No/Des	

• 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:

	Iten	n List		$\times$	BACK TO LIST
voice No.*					
545	SI#	Item Code	Item Name	🔺 Unit 🔺	
dj. Type *		filter column	filter column		
Add to Stock	1	MCH041	5% PERMETHRIN CREAM (15 GM)	bottle	(
	2	MCH051	7.1% CHLOROHEXIDINE	bottle	
oproved By *	3	MSR001	ABDOMINAL SHEET	pcs	
smat Ara	4	KITO01	ACCESSORY SET FOR AJ3 OPERATING TABLE	sets	
	5	CON001	AD SYRINGE (1 ML)	pcs	
marks	6	MSR039	AdhesiveTape 1"	pcs	
	7	IEM001	ADMISSION REGISTER	book	
	8	BCC012	ADOLESCENT HEALTH CARD	pcs	
	-	DCC011	ADOLESCENT UEALTU DECISTED	beak	
			ADD	CANCEL	
			ADD	CANCEL	SELECT ITEM
SI# Product Code	- Product Nam	10	☆ Unit ☆ Cty ☆ Lot	Mfg. Date	Exp. Date Actions
			No/Des		

- 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.

ADJUS	TMENT INVOICE	- ADD/EDIT				You have	unsaved o	hanges	SAVE	PDATE	ACK TO L	LIST 🔒
Invoice I	No.*											
545												
Adj. Typ	e *		Facility *		Prepared By *				Prepared D	ate *		
Add to	Stock	Ŧ	Bogura RWH	Ψ.	Md.Asraful Isla	am		-	03/05/20	23		Ö
Approve	ed By *		Approved Date *		Received By *				Received D	ate *		
Ismat A	Ara	•	03/05/2023					-	03/05/20	23		i i
Remarks									,			
Remarks	3				Updated	Cance	1					
											_	
											SEL	LECT ITEM
SI#	Product Code	Product Name			🔺 Unit	<b>A</b>	Qty 🔺	Lot No/Des	Mfg. Date	🔺 Exp. Dat	е 🔺	Actions
	filter column	filter column						NO/Des				
1	CON002	CONDOM			pcs							ð

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

ADJUS	TMENT INVOICE	- ADD/EDIT							SAVE UPD/	ATE BAC	K TO L	IST 🔒
Invoice N	ło.*											
545												
Adj. Type	. ·		Facility *		Prepared By				Prepared Date			
Add to	Stock	~	Bogura RWH	Ψ.	Md.Asraful	Islam		-	03/05/2023			i i
Approve	d Bv *		Approved Date *		Received By				Received Date			
Ismat A		-	03/05/2023	ä				-	03/05/2023			ä
Remarks					Updated	Ca	ancel					
											SEL	
SI#	Filter column	Filter column			Uni	<u>م</u>	Qty 🔺	Lot No/Des	Mfg. Date	Exp. Date	^	Actions
1	CON002	CONDOM			pcs		10,000					ð

#### 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			SAVE UPDATE BACK TO LIST
Invoice No.*			
545			
Adj. Type *	Facility *	Prepared By *	Prepared Date *
Add to Stock 👻	Bogura RWH 🗸	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	
Si# Product Code 🔺 Product Name		🔺 Unit 🔺 Oty 🔺 Lot	Mfg. Date Actions
filter column filter column		No/Des	
1 CON002 CONDOM		pcs 10,000	0

- 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

Fro	m		То									
02	2/02/2023	Ē	03/05/2023	i i							New	
SI#	Invoice	Invoice	Adj. Type 🔺	Prepared	Approved	Approved By	Issued	Issued By	Facility A	Updat 🔺	Cancel 🔺	Actions
	No.	Date	filter column	Ву	Date	filter column	Date	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	Gabtali, Bogura	~	×	:=
3	542	06/04/2023	Return from Facility	Md.Asraful Isla	06/04/2023	Ismat Ara	06/04/2023	Md.Asraful Isla	Gabtali, Bogura	<b>~</b>	×	:=
4	541	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, Bogura	×	×	:=
5	540	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, Bogura	<ul> <li>Image: A set of the</li></ul>	×	:=
6	539	05/04/2023	Return from Facility	Md.Asraful Isla	05/04/2023	Ismat Ara	05/04/2023	Md.Asraful Isla	Gabtali, 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.

Invoice No		- ADD/EDIT						1	SA		PDATE	BAC	k to Lis	ат 🔒	
	o.*														
545															
Adj. Type *			Facility *		Prepared By *	Prepared Date *									
Add to Stock 🗸			Bogura RWH	v	Md.Asraful Islam					03/05/202	23		Ē		
Approved By *			Approved Date *		Received By *			Received Date *							
Ismat Ara			03/05/2023	i i				-	1 [	03/05/2023			ä		
Remarks					Updated	🗌 Ca	ncel								
													_		
													SELE	СТ ІТЕМ	
SI#	Product Code	Product Name			🔺 Unit	<b></b>	Qty 🗠	Lot	I	Mfg. Date	E	Exp. Date	<u>~</u>	Actions	
	filter column	filter column			_			No/Des							
1	CON002	CONDOM			pcs		10,000							Ō	

#### **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 L	IST 🔒				
Indent No	o*		Warehouse *														
10			Dhaka CWH		v	·											
Prepared	By *			Designation *						Date *							
Md.Asra	aful Islam								20/03/		i i						
Checked	And Approved By *		,	Lesignation *					Date *								
Ismat A	ra							~	20/03/	2023			i i				
Remarks				Updated	Cancel							SEL	ECT ITEM				
SI#	Item Code 🔺	Item Name								Stock Qty 🔺	Indent Qty	Unit 🔶	Actions				
	filter column	filter column							_								
1	CON002	CONDOM								14,400	720,000	pcs					
2	MSR015	GAUZE								0	100	roll					
3	IEM027	IMPLANT CLIENT CA	RD							0	50,000	pcs					
4	IEM028	IMPLANT CLIENT CO	INSENT FORM							0	50,000	pcs					
#### Open Indent Form

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

Fror 02	2/02/2023	i i	To 03/05/2023		Ē								New	8
SI#	Invoice No 🔺	Invoice Date	A Prepared B	у 4	Appro	oved Date	Checked And	Issued Date	ssued By	Facility	A	Updated 🔺	Cancel 🔺	Actio
	filter column		filter colun	nn			Approved By	-						
								_						
1	10 9	20/03/2023 13/03/2023	Md.Asraful Md.Asraful			3/2023 /2023	Ismat Ara			Dhaka CW		~	×	=
2	9	15/05/2025	Md.Asratul	Islam	15/03/	/2025	Ismat Ara			Bogura RV	/H	~	×	=
DE	NT - ADD/ED	т									SAVE	UPDATE	BACK TO	LIST
ndent		т		Warehous							SAVE	UPDATE	BACK TO	LIST
dent		T		Warehous Dhaka C			Ÿ				SAVE	UPDATE	BACK TO	LIST
<b>dent</b> 10		т			WH	Designation	·			Date *	SAVE	UPDATE	BACK TO	LIST
ident 10 repar	t No *	T			WH	Designation			v	Date *		UPDATE	BACK TO	LIST
dent IO repar	t No * red By * Asraful Islam				WH				v	20/03/		UPDATE	BACK TO	LIST
dent 10 repar Md.A	t No " red By " Asraful Islam ed And Approve				WH	Designation				20/03/ Date*	2023	UPDATE	BACK TO	LIST
dent 10 repar Md.A	t No * red By * Asraful Islam				WH				* *	20/03/	2023	UPDATE	BACK TO	LIST
ident 10 repar Md.A	red By * Asraful Islam ed And Approver t Ara				WH					20/03/ Date*	2023	UPDATE	BACK TO	LIST
dent 10 Md.A necko	red By * Asraful Islam ed And Approver t Ara				WH	Designation	•			20/03/ Date*	2023	UPDATE		
dent 10 epar Md.A	t No*  red By *  straful Islam  ed And Approve t Ara  rks  f Item Code	d By *			WH	Designation	•			20/03/ Date*	2023	UPDATE UPDATE	SE	
dent 0 Md.A smal	red By - saraful Islam ed And Approvent t Ara rks f Item Code filter colum	i By *	column		WH	Designation	•			20/03/ Date * 20/03/	2023 2023 Stock Qty A	Indent Oty	SE SE	
dent 0 epar 4d.A smal smar sl#	t No*  red By *  Asraful Islam  ed And Approve t Ara  rks  f Item Code filter colum CON002	d By • tem h n filter COND	column OM		WH	Designation	•			20/03/ Date * 20/03/	2023 2023 Stock Qty A 14,400	Indent Gty 720,0	Unit 000 pcs	
dent 0 epar //d.A smar // smar / Sl#	t No * red By * Assraful Islam ed And Approve t Ara tt Ara tts f Item Code filter colum CON002 MSR015	d By · term N n filter COND GAUZ	column OM E	Dhaka C	WH	Designation	•			20/03/ Date * 20/03/	2023 2023 Stock Qty A 14,400 0	Indent Qty 720,0	Unit Unit 00 pcs 000 roll	
dent 0 epar Md.A smal smar SI#	t No *  red By *  Asraful Islam  ed And Approve t Ara  rks  f Item Code  fitter colum  KN015  EM027	d By • h	column OM	Dhaka C	WH [	Designation	•			20/03/ Date * 20/03/	2023 2023 Stock Qty A 14,400	Indent Qty 720,00 1 50,0	Unit 000 pcs	

DEN	IT				A						
<b>From</b> 02/0	02/2023	oTo	3/05/2023		-					New	8
	Invoice No 🔺	Invoice Date 🔺	Prepared By	Approved Date	Checked And Approved By	Issued Date	Issued By 👝	Facility	Updated 🔺	Cancel 🔺	Actio
1 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	~	×	=
					B						
					B						

#### **General Description of Indent Form**

INDENT	- ADD/EDIT			ſ					ACK TO LI	st 🖨
Indent No	•		Warehouse *							
10			Dhaka CWH	Ψ						
Prepared	Ву *			Designation *		Date *				
Md.Asra	ful Islam					20/03/	2023			
	And Approved By *			Designation *		Date*				
Ismat Ar	·a				· · · · · · · · · · · · · · · · · · ·	20/03/	2023			
Remarks				Updated Cancel						
SI#	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 CARE	D	F			0	50,000	pcs	
4	IEMO28	IMPLANT CLIENT CON	SENT FORM	-			0	50,000	pcs	

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 No*     Warehouse *       10     Deska CWH       Prepared By*     Designation *     Date*       Md.Asraful Islam	LIST 🔒	K TO LIS	BAC	UPDATE B	SAVE							ADD/EDIT	IDENT ·
Presard By ·       Designation ·       Date ·       20/03/2023         Checked And Approved By ·       Designation ·       Date ·       20/03/2023         Ismat Ara       20/03/2023       20/03/2023         Remarks       20/03/2023       20/03/2023         Stee /       20/03/2023       20/03/2023         Remarks       20/03/2023       20/03/2023         Stee /       Updated       Cancel         Stee /       Stock Oty A       Indent Oty A       Unter Control Indent Oty A         Inter column       Inter column       Indent Oty A       Unter Column         1       CON002       CONDOM       114.00       720.000       pcs         2       MSR015       GAUZE       0       100       roll         3       IEM027       IMPLANT CLIENT CARD       0       50,000       pcs									Warehouse *				dent No '
MdAsatul Islam       20/03/2023         Checked And Approved By*       Designation*       Date*         Ismat Ara       20/03/2023         Remarks       20/03/2023         Sime Ara       20/03/2023         Remarks       20/03/2023         Sime Ara       20/03/2023         Image: Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       20/03/2023         Sime Ara       Sime Ara         Sime Ara       Sime Ara         Sime Ara       Sime Ara         Sime Ara       Indent Oty         Sime Ara       Indent Oty         Sime Ara       Indent Oty         Sime Ara       Indent Oty <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>v</th> <th>Dhaka CWH</th> <th></th> <th></th> <th></th> <th>0</th>								v	Dhaka CWH				0
Md Asaful Islam       20/03/2023         Checked And Approved By *       Designation *       Date *         Ismat Ara       20/03/2023         Remarks       20/03/2023         Simet Ara       20/03/2023         Remarks       20/03/2023         Simet Ara       20/03/2023         Image: Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       20/03/2023         Simet Ara       Cancel         Siff       Item Name         filter column       Indent Oty       Unit         Sife August Column       Indent Oty       Unit         1       CON002       CONDM       14,400       720,000         2       MSR015       GAUZE       0       100         <						Date *		Designation *				<i>,</i> -	epared B
Ismat Ara       20/03/2023         Remarks       Updated       Cancel         Silf       Item Name       Indent Oty       Unit         filter column       filter column       filter column       filter column         1       CON002       CONDOM       14.400       720.000       pcs         2       MSR015       GAUZE       0       100       roll         3       IEM027       IMPLANT CLIENT CARD       0       50,000       pcs	Ĺ.		_		/2023	20/03	Ŧ						-
Ismat Ara       20/03/2023         Remarks       Updated       Cancel         Silf       Item Name       Indent Oty       Unit         filter column       filter column       filter column       filter column         1       CON002       CONDOM       14.400       720.000       pcs         2       MSR015       GAUZE       0       100       roll         3       IEM027       IMPLANT CLIENT CARD       0       50,000       pcs													
Remarks       Image: Cancel	Ĺ.		_		/20.27			Designation *				d Approved By	
Sime       Item Name       Stock Qty       Indent Qty       Unit         Sime       Inter column       Inter column       Inter column       Indent Qty       Unit         1       CON002       CONDOM       14,400       720,000       pcs         2       MSR015       GAUZE       0       100       roll         3       IEM027       IMPLANT CLIENT CARD       0       50,000       pcs	Ŀ		_		/2023	20/03/	v						Smat Ara
Item Code         Item Name         Item Code         Item Code <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th>Updated 🗌 Cancel</th><th></th><th></th><th></th><th></th><th>marks</th></t<>								Updated 🗌 Cancel					marks
Item Code         Item Name         Item Code         Item Code <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>													
Item Code         Item Name         Item Code         Item Code <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>													
Item Code         Item Name         Item Code         Item Code <t< th=""><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>													
Inter column         Inter column           1         CON002         CONDOM         14,40         720,000         pcs           2         MSR015         GAUZE         0         100         roll           3         IEM027         IMPLANT CLIENT CARD         0         50,000         pcs	LECT ITEM	SELE											
Image: Construction         Image: Construction	Actions	it 🔶	Un	Indent Qty 🔺	Stock Qty 🔺					n Name	≜ <b>I</b>	tem Code	SI#
2         MSR015         GAUZE         0         100         roll           3         IEM027         IMPLANT CLIENT CARD         0         50,000         pcs										er column		filter column	
3 IEM027 IMPLANT CLIENT CARD 0 50,000 pcs		s	pc	720,000	14,400					NDOM	(	CON002	1
		1	rol	100	0					JZE	(	MSR015	2
4 IEM028 IMPLANT CLIENT CONSENT FORM 0 50,000 pcs		s	pc	50,000	0				RD	LANT CLIENT CAR	1	EM027	3
		s	pc	50,000	0				INSENT FORM	LANT CLIENT CON	1	EM028	4

- 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.

filter column         filter column         filter column         bit         filter column           1         10         20/03/2023         Md.Asraful Islam         20/03/2023         Ismat Ara         Dhaka CWH         ✓         X         III	<b>rom</b>	02/2023	Ť	03/05/2023	Ē						New	8
Inter Column.         Inter Co			Invoice Date		Approved Date		Issued Date 🗠	Issued By 🗠	Facility -	Updated 🔺	Cancel 🔺	Action
		filter column		filter column								
9 13/03/2023 Md.Asraful Islam 13/03/2023 Ismat Ara Bogura RWH ✔ 🗶 E	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 T	O LIST
Indent No * Warehouse *			
11	·		
Prepared By *	Designation *	Date *	
Md.Asraful Islam 👻	Pharmacist 👻	03/05/2023	Ö
Checked And Approved By *	Designation *	Date *	
Ismat Ara 👻	Regional Supply Officer 👻	03/05/2023	Ö
Remarks	Updated Cancel		
		SELEC	
Si# Item Code 🔺 Item Name		▲ Stock Qty ▲ Indent Qty ▲ Unit ▲	Actions
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 *						
n	Dhaka CWH	·					
Prepared By *		Designation *		Date *			
Md.Asraful Islam	*	Pharmacist	Ŧ	03/05/	2023		Ċ
Checked And Approved By *		Designation *		Date *			
Ismat Ara	*	Regional Supply Officer	*	03/05/	2023		Ć
Remarks		Updated Cancel					
						-	SELECT ITEM
Sl# Item Code 🔶 Item Name				<u>_</u>	Stock Qty 🔺	Indent Qty	Unit 🔺 Actions
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:

Prepared By *						
Md.Asraful Islam	SI#	Item Code	Item Name	A Unit A	Stock	
Checked And Approved By *		filter column	filter column		Qty	
Ismat Ara	1	BCC001	Flipchart	nos.	ol	
	2	BCC002	FP Pocket Book	nos.	0	
emarks	3	BCC003	FP Booklet Jante Chai	nos.	0	
	4	BCC004	Roman Banner (Festoon)	nos.	0	
	5	BCC005	Tiahrt Chart	nos.	0	
	6	BCC006	IUD Insertion Flow Chart	nos.	0	
	7	BCC007	Leaflet for Long-Acting & Permanent FP Methods	nos.	0	SELECT ITE
	8	BCC008	Poster	pcs	0	SELECTITE
Sl# Item Code 🔺 Iter	0	PCC000	Mathar Child and Adalassant Davalasmant Daalilat	hook	0	nt Qty 🔺 Unit 🔺 Actio

- 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 unsave	ed change	SAVE	UPDATE	BACK TO LI	sт 🔒
Indent No	•		Warehouse *							
11			Dhaka CWH	*						
Prepared	Ву *			Designation *		Date *				
Md.Asra	iful Islam		×	Pharmacist	•	03/05/	2023			i i
Checked	And Approved By *			Designation *		Date *				
Ismat A	ra		-	Regional Supply Officer	-	03/05/	2023			i i
Remarks				Updated Cancel					SELE	ECT ITEM
SI#	Item Code	Item Name				<u>ــــــــــــــــــــــــــــــــــــ</u>	Stock Qty 🔺	Indent Qty 🔺	Unit 🔺	Actions
	filter column	filter column					,			
1	CON005	IMPLANT (SINGLE R	OD)				0	50,000	sets	ō

- 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.

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

- 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 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

INDEN	T - ADD/EDIT						SAVE	UPDATE	BACK TO LIS	sт 🕒
Indent N	lo *		Warehouse *							
11			Dhaka CWH	*						
Prepared	d By *			Designation *		Date *				
Md.Asr	raful Islam		*	Pharmacist	*	03/05	/2023			İ
Checked	d And Approved By *			Designation *		Date *				
Ismat A			*	Regional Supply Officer	v	03/05	/2023			i i
				Updated Cancel					SELE	ECT ITEM
SI#	Item Code	Item Name				A	Stock Qty 🔺	Indent Qty 🔺	Unit A	Actions
31#	filter column	filter column					SLOCK GLY	indent aty		Actions
		1								
	CON005	IMPLANT (SINGLE R	OD)				0	50,000	sets	Ô

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

INDEN	T - ADD/EDIT						SAVE	UPDATE	ВАСК ТС	
Indent N	•		Warehouse *							
11			Dhaka CWH	*						
Prepared	i By *			Designation *		Date *				
Md.Asr	aful Islam		*	Pharmacist	*	03/05/	2023			Ē
Checked	And Approved By *			Designation *		Date *				
Ismat A	Ara		*	Regional Supply Officer	*	03/05/	2023			Ċ.
Remarks	8			Updated Cancel						
									s	ELECT ITEM
SI#	Item Code	Item Name					Stock Qty	Indent Qty	Unit	Actions
	filter column	filter column								
1	CON005	IMPLANT (SINGLE ROD	))					0 5000	sets	Ō

- 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.

<b>Fron</b> 02,	n /02/2023	Ť	<b>o</b> 03/05/2023							New	8
SI#	Invoice No 🔺	Invoice Date	Prepared By	Approved Date	Checked And	Issued Date	Issued By 🔺	Facility	→ Updated →	Cancel 🔿	Actio
	filter column		filter column		Approved By filter column	-					
1	11	03/05/2023	Md.Asraful Islam	03/05/2023	Ismat Ara			Dhaka CWH	×	×	10
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.

			8	l of Family plar Banani, Bogura	nning	
Inden	t To : Dhak	a CWH	Ind	<u>ent *</u>	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
Prepar	ure : red By : Md.Asr				proved By : Ismat Ara FPA Date : 03/05/2023	
			Should be filled up by	recipient office		
Rece	ature : eive By : gnation : ;		N: D	ounter Signature : ame : esignation : ate :		

### 4.8. Provisional Receive

oice N	o. *			Entry Date *		Received By *			Su	ipplier *			
3				13/02/2023	Ö	Md.Asraful Isla	am		-	KHULNA ESSENTIAL L	ATEX PLANT (K	ELP)	
ocured	Ву			Year *		Package No		Contract	No*				
SDP - F	amily Planning	Field Services		2022-23	~	FSD/GR-03		59.11.00	00.303.07.	130.22-03 Date: 25.01.2	2023		
marks													
arks													
												_	
												SELE	ECT ITE
51#	Sup Inv	Sup Date	Receive	Item Code	▲ Item Name	A		Provisio	Unit 4	Lot	Afg. Date	Expiry	ECT ITE Acti
	No		Date			A	Quantity <sup>^</sup>	Qty		Lot No/Description	A Mfg. Date	Expiry Date	
1	No 358	12/02/2023	Date 13/02/2023	CON002	CONDOM		Quantity 6,000,000	<b>Qty</b> 979,200	pcs		Afg. Date	Expiry Date 31/03/2027	
1 2	No 358 358/A	12/02/2023 12/02/2023	Date 13/02/2023 13/02/2023	CON002 CON002	CONDOM	*	Quantity 6,000,000 6,000,000	<b>Qty</b> 979,200 18,000	pcs pcs		A Mfg. Date A	Expiry Date 31/03/2027 31/05/2027	
1 2	No 358 358/A 364	12/02/2023 12/02/2023 22/02/2023	Date 13/02/2023 13/02/2023 23/02/2023	CON002 CON002 CON002	CONDOM CONDOM CONDOM	*	Quantity 6,000,000 6,000,000 6,000,000	<b>Qty</b> 979,200 18,000 835,200	pcs pcs pcs		🔺 Mfg. Date 🔺	Expiry Date 31/03/2027 31/05/2027 31/05/2027	
	No 358 358/A	12/02/2023 12/02/2023	Date 13/02/2023 13/02/2023	CON002 CON002	CONDOM	*	Quantity 6,000,000 6,000,000	<b>Qty</b> 979,200 18,000	pcs pcs pcs pcs		Mfg. Date	Expiry Date 31/03/2027 31/05/2027	

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 <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- Select Invoice > Provisional Receive... from Invoice menu.
- The Provisional Receive form is displayed.

201	ISIONAL REC	EIVE				Λ				
From			то							
05/	02/2022		06,	/05/2023					New	
51#	Invoice No. 🔺	Entry Date		Received By	Supplier 🔺	Year 🔺	Package No 🔺	Contract No	Procured By	Action
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	10

#### **General Description of Provisional Receive Form**

	lo. *			Entry Date *		Received By *			Su	pplier *			
18				13/02/2023		Md.Asraful Isla	im		- K	HULNA ESSENTIAL LA	TEX PLANT (KE	ELP)	
rocured	Ву			Year *		Package No	D	Contract	No*				
FSDP -	Family Planning	Field Services .		2022-23		FSD/GR-03	<u> </u>	59.11.00	00.303.07.1	30.22-03 Date: 25.01.20	23		
												CEL	ECT ITEM
							-					SEL	ECTITEM
SI#	Sup Inv No	Sup Date 🔺	Receive Date	Item Code	A Item Name		Contract Quantity	Provisio Qty	Unit 🔺	Lot No/Description	Mfg. Date 🔺	Expiry Date	Actions
<b>SI#</b>		Sup Date  12/02/2023		Item Code	Item Name     CONDOM						Mfg. Date 🔺	Expiry	
<b>SI#</b> 1 2	No		Date				Quantity	Qty	pcs		Mfg. Date 🔺	Expiry Date	
1	No 358	12/02/2023 12/02/2023	Date 13/02/2023	CON002 CON002	CONDOM		Quantity 6,000,000	<b>Qty</b> 979,200	pcs pcs		Mfg. Date 🧼	Expiry Date 31/03/2027	
1 2	No 358 358/A	12/02/2023 12/02/2023 22/02/2023	Date 13/02/2023 13/02/2023	CON002 CON002 CON002	CONDOM		Guantity 6,000,000 6,000,000	<b>Qty</b> 979,200 18,000	pcs pcs pcs		Mfg. Date 🦱	Expiry Date 31/03/2027 31/05/2027	

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

PROVIS	SIONAL RE	CEIVE - ADD/E	EDIT									SAVE	BACK TO LIS	ят 🔒
Invoice N	lo.*			Entry Date *		Received By *				Su	oplier *			
18				13/02/2023	Ċ.	Md.Asraful Isla	im		-	н	HULNA ESSENTIAL LA	TEX PLANT (KE	ELP)	~
Procured				Year *		Package No		Contrac						
FSDP -	Family Planni	ing Field Services .		2022-23	~	FSD/GR-03		59.11.0	000.303	3.07.1	30.22-03 Date: 25.01.20	023		
Remarks														
														СТ ІТЕМ
SI#	Sup Inv No	Sup Date 🔺	Receive Date	Item Code	<ul> <li>Item Name</li> </ul>	<u>^</u>	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	979,20	D pcs				31/03/2027	
2	358/A	12/02/2023	13/02/2023	CON002	CONDOM		6,000,000	18,00	D pcs				31/05/2027	
3	364	22/02/2023	23/02/2023	CON002	CONDOM		6,000,000	835,20	D pcs				31/05/2027	
4	374	28/03/2023	29/03/2023	CON002	CONDOM		6,000,000	932,40	D pcs				31/10/2027	
5	375	30/03/2023	02/04/2023	CON002	CONDOM		6,000,000	842,40	D 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							Received By	Supplier A	Year 🔿	Package No 🔺	Contract No	Procured By	Actions
Τι	le,	Jι	IN	21			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	/ 🗇
<		Jur	ne 20	22		>	K. M Faruk Hossain	S.R. PRINTING PRESS LTD.	2021-22	GD-59	DGFP/CCSDP/Tender/476/2021-2022		ŃŌ
Su	Мо	Tu	We	Th	Fr	Sa	K. M Faruk Hossain	PRAGOTI INDUSTRIES LIMI	2021-22	Admin/GR-17	DGFP/L&S-2/Microbus/2021-22/91/97	Human Resources M	10
			1	2	3	4	K. M Faruk Hossain	RANGS LIMITED	2021-22	Admin/GR16/7	DGFP/L&S-2/Jeep/2021-22/116/96 Da	Human Resources M	ŃŌ
			'		-		K. M Faruk Hossain	Navana Limited	2021-22	IEC/GD-45	59.11.0000.303.07.048.21-95 Date: 22	Information, Educati	10
5	6	7	8	9	10	11	K. M Faruk Hossain	The ACME Laboratories Ltd.	2021-22	MCH/GD-32r/e21	DGFP/L&S-3/Infusion/2021-22/22/89		/ Ō
12	13	14	15	16	17	18	K. M Faruk Hossain	Zoat	2021-22	GD-59	DGFP/CCSDP/Tender/476/2021-2022		∕Ô
19	20	21	22	23	24	25	K. M Faruk Hossain	INTERGRAPHICK LIMITED	2021-22	GD-59	DGFP/CCSDP/Tender/476/2021-2022		/ Ō
							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	/Ō
26	27	28	29	30			K. M Faruk Hossain	RUPA PRINTING & PACKA	2021-22	DGFP/MCRAH-02/2	59.11.0000.452.07.010.21.461 Date: 28		10
							K. M Faruk Hossain	RUPA PRINTING & PACKA	2021-22	DGFP/MCRAH-02/2	59.11.0000.452.07.010.21.462 Date: 28		10

#### **Enter a new Provisional Receive Invoice**

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

voice No.*	Entry Date *	Barrier d Barr		· · · · · · · ·	
		Received By *		Supplier *	
9	06/05/2023	Md.Asraful Islam	*		 
ocured By	Year *	Package No	Contract No*		
	•	•			
arks					
					SELECT ITE
	Receive Item Code Item N		Provisio Unit	▲ Lot	Expiry Actio
	Receive Item Code Item N Date	Name Contract Quantity	Provisio Unit Gty	▲ Lot No/Description	
					Expiry Acti
					Expiry Acti
					Expiry Acti
					Expiry Acti
					Expiry Act
					Expiry Acti
					Expiry Acti
					Expiry Acti

- 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	/EDI	Т		DECET	SAVE	BACK TO LIST
Invoice No.*	Con	tract List		×		
19	SI#	Package No	Contract No	*	NT (KELP)	Ŧ
Procured By		filter column	filter column			
FSDP - Family Planning Field Ser	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			
Remarks						
						SELECT ITEM
SI# Sup Inv Sup Dat					te Exp	
				ADD CANCEL	Cat	

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

voice No.*	Entry Date *		Received By *			Supplier *			
19	06/05/2023	Ö	Md.Asraful Islam		-	KHULNA ESSENTIA	L LATEX PLANT (	(ELP)	
rocured By	Year *		Package No		Contract No*				
FSDP - Family Planning Field Services 👻	2022-23	*	FSD/GR-03		59.11.0000.30	3.07.130.22-03 Date: 25.	01.2023		[
marks									
narks									
								SELE	ст іті
Si# Sup Inv Sup Date A Receive	Item Code 🔺	Item Name		Contract Prov	isio Unit	🔺 Lot	Mfg. Date	SELE Expiry	
SI# Sup Inv Sup Date Receive No Date	🔺 Item Code 🔺	Item Name		Contract Prov	isio Unit Qty	Lot No/Description	Mfg. Date	_	
	Item Code	Item Name					Mfg. Date	Expiry	
	Item Code	ltem Name					Mfg. Date	Expiry	Act
	Item Code	Item Name					Mfg. Date	Expiry	
	Litem Code 🔺	item Name					A Mfg. Date	Expiry	
	Item Code	item Name					Mfg. Date	Expiry	
	Item Code	item Name					A Mfg. Date	Expiry	
	Item Code	Item Name					A Mfg. Date	Expiry	

• 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 - ADI	D/EDI	Ē					/E BACK TO LIST
Invoice No.*	Iten	n List				×	BACKTOLIST
19							NT (KELP)
	SI#		Item Name	A	Contract Quantity	Unit -	
Procured By		filter column	filter column		Guancity		
FSDP - Family Planning Field Sen	1	CON002	CONDOM		6,000,000	pcs	
Remarks					ADD	CANCEL	SELECT ITEM

- 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.

PROVISI	IONAL REC	EIVE - ADD/E	EDIT						You	have unsaved change	SAVE	BACK TO LIS	ат 🔒
Invoice No	o.*			Entry Date *		Received By *			5	iupplier *			
19				06/05/2023	Ċ)	Md.Asraful Isla	am		- T	KHULNA ESSENTIAL L	ATEX PLANT (K	ELP)	~
									(				
Procured I	Ву			Year *		Package No		Contract	No *				
FSDP - F	amily Plannin	g Field Services	. <b>v</b>	2022-23	~	FSD/GR-03		59.11.00	00.303.07	7.130.22-03 Date: 25.01.	2023		
Remarks													
												SELE	
SI#	Sup Inv No	Sup Date 🔺	Receive Date	Item Code	🔺 Item Name	Â	Contract Quantity	Provisio Qty	Unit	<ul> <li>Lot</li> <li>No/Description</li> </ul>	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	Ō
2	3569	30/04/2023	30/04/2023	CON002	CONDOM		6,000,000	500,000	pcs	FSDP-02		31/01/2028	ō

- 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**

voice N	o.*			Entry Date *		Received By *				Supplier *			
9				06/05/2023	i i	Md.Asraful Isl	lam	×	-	KHULNA ESSENTIAL I	LATEX PLANT (KE	ELP)	
ocured	Ву			Year *		Package No		Contract	No *				
SDP - I	Family Plannir	ng Field Services .		2022-23	Ŧ	FSD/GR-03		59.11.00	00.303.0	7.130.22-03 Date: 25.01.	2023		
marks													
arks													
												_	
												SELE	ЕСТ ІТ
SI#	Sup Inv No	Sup Date	Receive Date	Item Code	🔺 Item Name	A	Contract Quantity	Provisio Qty	Unit	<ul> <li>Lot</li> <li>No/Description</li> </ul>	🔺 Mfg. Date 🔺	SELE Expiry Date	ECT IT Act
5 <b>1#</b>		Sup Date 30/04/2023		Item Code	<ul> <li>Item Name</li> <li>CONDOM</li> </ul>	*					🗻 Mfg. Date 🔺	Expiry	Ac
1	No	30/04/2023	Date	CON002		A	Quantity	Qty	pcs	No/Description	A Mfg. Date	Expiry Date	Act
1	<b>No</b> 3568	30/04/2023	Date 01/05/2023	CON002	CONDOM		Quantity 6,000,000	<b>Qty</b> 500,000	pcs	No/Description FSDP-01	A Mfg. Date	Expiry Date 31/01/2028	
1	<b>No</b> 3568	30/04/2023	Date 01/05/2023	CON002	CONDOM		Quantity 6,000,000	<b>Qty</b> 500,000	pcs	No/Description FSDP-01	A Mfg. Date	Expiry Date 31/01/2028	Act
1	<b>No</b> 3568	30/04/2023	Date 01/05/2023	CON002	CONDOM		Quantity 6,000,000	<b>Qty</b> 500,000	pcs	No/Description FSDP-01	Mfg. Date	Expiry Date 31/01/2028	Ac
1	<b>No</b> 3568	30/04/2023	Date 01/05/2023	CON002	CONDOM		Quantity 6,000,000	<b>Qty</b> 500,000	pcs	No/Description FSDP-01	Mfg. Date	Expiry Date 31/01/2028	Ac
1	<b>No</b> 3568	30/04/2023	Date 01/05/2023	CON002	CONDOM		Quantity 6,000,000	<b>Qty</b> 500,000	pcs	No/Description FSDP-01	Mfg. Date	Expiry Date 31/01/2028	Ac
	<b>No</b> 3568	30/04/2023	Date 01/05/2023	CON002	CONDOM		Quantity 6,000,000	<b>Qty</b> 500,000	pcs	No/Description FSDP-01	Mfg. Date	Expiry Date 31/01/2028	Ac

- 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:

From 21/06,	/2022		то 19/0	9/2022					New	8
51#	Invoice No. 🔺	Entry Date		Received By	Supplier A	Year 🔺	Package No 🔺	Contract No	Procured By	Action
	198			filter column	filter column	filter colu	filter column	filter column		
1	198	29/06/2022		K. M Faruk Hossain	S.R. PRINTING PRESS LTD.	2021-22	GD-59	DGFP/CCSDP/Tender/476/2021-2022		/Ō

#### 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				Supplier : KHULNA ESSENTIAL LATEX PLANT (KEL	P)		Year :2022-23				
Entry Date : 06/05/202 Contract No : 59.11.000	8 0.303.07.130.22-03 Date:	25.01.2023		Received By: Md.Asraful Islam			Package No :FSD/GR-03 Alloted 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		
Received By : Md.Asrafi	3569         30/04/2023         0/04/2023         CON002         CONDOM         500,000         pcs         PSDP-02         31/01/2028           Remarks :										

### 4.9. Standing Board

eeting Date *		Year *	Packa	ge No		Contract No *				_	
06/05/2023			<b>~</b>								
			SELEC	T APPROVED ITE	EMS				SELECT DISA	PROVED IT	EMS
Si# Item Code Item I	Name	Provisional Received Qty	Approved Lot No Qty	Exp Date	Mfg.	SI# Item Code	Item Name	Provisional Di Received Qty	isapprov Remarks Qty	Lot No	Mfg.
					l						
					l						
					l						

 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 <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- Select Invoice > Standing Board... from Invoice menu.
- The Standing Board form is displayed.

STANDING BOA	ARD ENTRY									
Meeting Date *		Year *	Package N	0	Cont	act No *				
06/05/2023	i i		-							
			SELECT AP	PROVED ITEMS					SELECT DISAP	PROVED ITEMS
SI# Item Code	Item Name	Provisional Received Qty	Approved Lot No Qty	Exp Date Mfg.	SI	# Item Code	Item Name	Provisional Disa Received Qty	pprov Remarks Qty	Lot No Mfg.
				GENERATE R	ECEWED	INIVOICE				
				GENERATER	ECEIVED	INVOICE				

#### **General Description of Standing Board Form**

STANDING BOARD ENTRY			Δ				
Meeting Date *	Year *	Package No	Contr	act No *			
06/05/2023		·					
SI# Item Code Item Name	Provisional Appr Received Qty	Oved Lot No Exp Date Oty	Mfg. Slf	f Item Code Item N	ame Provisional Received Qty	Disapprov Remarks Qty	Lot No Mfg.
	В				C	•	
		GENER		NVOICE			

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.

STA	NDING BO	ARD ENTRY														
	ing Date * 9/2022		Year * 2021-22	2	Ŧ	Package No MCH/GD33			Contra DGFP		GD33r/e22/2021-22/70/	86 Date: 22.05.2	2022			
													_			
SI#	Item Code	Item Name		Provisional	_		Exp Date		614	Item Code	Item Name	Development	SE Disapprov	_	Lot No	
51#	Item Code	Item Name		Received Qty	Approved Qty	LOT NO	Exp Date	Mfg.	514	item Code	item Name	Received Qty			LOT NO	Mfg.
1	MCH047	Chlorohexidine	Crea	23253	23253	Delivery Kit	30/06/2025		1	MCH051	7.1% CHLOROHEXID	100000	99900		MCRAH	
2	MCH051	7.1% CHLOROH	EXID	100000	100	MCRAH	30/06/20									
							GENERA	ATE RE	CEIVED I	NVOICE						

#### **Create a new Standing Board**

Meeting Date *		Year *	Package	No		Contra	t No *					
06/05/2023	Ē		·									
			SELECT A	PPROVED ITE	EMS					SELECT DISAP	PROVED IT	EMS
SI# Item Code	Item Name	Provisional Received Qty	Approved Lot No Qty	Exp Date	Mfg.	SI#	Item Code	Item Name	Provisional Disap Received Qty	prov Remarks Qty	Lot No	Mfg.
				GENER	RATE REC	EIVED IN	VOICE					

- 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 *	Year *	Package No	Contract No *	
06/05/2023	2022-23 👻	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.01.2023	
		SELECT APPROVED ITEMS	SELECT DIS	APPROVED ITEMS
SI# Item Code Item Name	Provisional Approved Received Qty Qty		Si# Item Code Item Name Provisional Disapprov Remark Received Qty Qty	s Lot No Mfg.
		GENERATE REG	CEIVED INVOICE	

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

STANDING BOARD ENTRY Meeting Date*	Item	n List								×			
06/05/2023	SI#	Sup Inv	Sup Date	Rece Date	ltem Code	Item Name	Provisio Received A Qty	Lot No 🔺	Mfg. Date	Exp Date			
Si# Item Code Item Name	1	3568 3569	2023-04 2023-04	2023-05 2023-04		CONDOM		FSDP-01		31/01/20 31/01/20	ELECT DISAF	Lot No	EMS Mfg.
									ADD	CANCEL			
					G	ENERATE 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 -

STA	NDING BO	ARD ENTRY													
Meet	ing Date *		Year *		Package N	0		c	ontrad	t No *					
27/	04/2023	Ē	2022-23	~	FSD/GR-	03			59.11.0	000.303.07.	130.22-03 Date: 2	5.01.2023			
					SELECT AP		1S						SE	PROVED ITE	EMS
SI#	Item Code	Item Name	Provisional Received Qty	Approved Qty		Exp Date	Mfg.		SI#	Item Code	Item Name	Provisional Received Qty	Disapprov Qty	Lot No	Mfg.
1	CON002	CONDOM	500,000	500,000	FSDP-01	31/01/2028			1	CON002	CONDOM	500,000	500,000	FSDP-02	
2	CON002	CONDOM	500,000	0	FSDP-02	31/01/2028									
						_				_					
						GENERA	ATE R	ECEIV	ED IN	VOICE					

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



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.

RECEIV	E FROM SUPPLIE	R - ADD/EDIT								SAVE	UPDATE	BAG	K TO LIS	ят 🔒
Invoice N	o.*		Receive Date *		Received By					Suppli	er *			
154			06/05/2023		Md.Asraful	Islam				кни	NA ESSENTI	AL LATE	PLANT (	KEL 👻
Sup Inv N	o *		Supplier Date *		BL No					BL Dat	e			
3568,35	69		30/04/2023											Í.
Procured	Ву		Year	Package No				Cont	ract No					
		~	2022-23	FSD/GR-03				59.	11.0000.30	3.07.130.2	2-03 Date: 25	.01.2023		
													SELE	CT ITEM
SI#	Item Code 🔶	Item Name			<u></u>	Quantity 🗠	Unit		Lot		Mfg. Date	- Expi		Actions
	filter column	filter column							No/Descrip	otion		Date		
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 PROVIS	IONAL RECEIVE - ADD/EDIT		SAVE BACK TO LIST
Invoice No.*	Supplier *	Prepared By *	Prepared Date *
6	KHULNA ESSENTIAL LATEX PLANT (KEL 🔍	Md.Asraful Islam 👻	12/02/2020
Approved By	Date *	Issued By	Date*
Ismat Ara 👻	12/02/2020	Md.Asraful Islam	12/02/2020
Disapproved Return     Direct Return	Year *         Contract No *           2019-20         ✓	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
	em Item Name A Return ode	a Return Unit Lot Lot No/Descr Mfg.	Date Actions Actions
1 31 02/12/2019 03/12/2019 C	ON002 CONDOM	961,200 961,200 pcs 30/1	1/2019 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 <u>https://elmis.dgfp.gov.bd/</u> 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**

rom 05/	02/2020		<b>To</b>	/05/2023	Ö	~			New	8
					-					
#	Invoice No. 🔺	Return Date		Return By		Year 🔺	Package No 🔺	Contract No	Procured By	Actions
	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	10
	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	10
	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	10
	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	10

	No.*				Supplier *				1	Prepa	red By *				Prepare	d Date *			
6					KHULN#	A ESSENTIAL LAT	EX PLAN	IT (KEL	-	Md.A	Asraful Islam			-	12/02)	/2020			
ppro	ved By				Date *				D	Issued	l By				Date *				
Ismat	Ara		-		12/02/20	020				Md.A	Asraful Islam				12/02/	/2020			
					Year *			Contract	No*								Rem	arks	
) Di	approved Retu	rn () Dire	ct Return		2019-20		~			dom/.	2019-20/10/0	04 Date: 22/	10/2019				04) Rej	/12/2019 Standir ected This Item. n No.Jashore Me	.Covere
																	s	ELECT RETUR	
SI#	Sup Sup Sup Sup	up Date 🔺	Return Date	Item Cod		Item Name			Returne	, ^	Return Qty	Unit 🔶	Lot No/Descr	Mfg. C	ate 🔺	Expiry Date		Remarks 🔺	Acti
1	31 03	2/12/2019	03/12/2019	CON	1002	CONDOM			961	200	961,200	pcs		30/11/	2019	31/10/202	4		ť

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

voice No	». *			Supplier * Famous Creation (Pv	t.) Ltd	Ψ	Prepared By K. M Faruk H				Prepared 12/08/2			
proved	By Kalam Azad		•	Date * 12/08/2021			Issued By A.N.M. Monz	ur Hossain			Date * 12/08/2	021		
ear * 020-21			tract No * P/IEM/Compl	uter/2021/152/607 Da	ite: 30.05.2021				Remarks Supply As Date: 09/		no No. D	GFP/IM/GD	-11(Computer)/:	
													SELECT RET	ORNITEMS
SI#	Sup Inv	Sup Date 🔺	Return Date	Item Code 🔺	Item A	Returna Qty	Return Qty	Unit 🔺	Lot No/Description	Mfg. C	ate 🔺	Expiry Date	Remarks	<ul> <li>Action</li> </ul>
<b>SI#</b>				Item Code	A		Gty <sup>^</sup>	Unit 🔺		Mfg. C	ate 🔺		Remarks	Action
	No	15/06/2021	Date		Name	Qty ^	<b>Gty</b>		No/Description	Mfg. C	ate A		Remarks	
1	No 01	15/06/2021	Date 15/06/2021	OEF029	Name	<b>Qty</b> 10	<b>Gty</b> 10	sets	No/Description	Mfg. C	)ate 🔺		Remarks	Ō
1 2	No 01 01	15/06/2021 15/06/2021	Date 15/06/2021 15/06/2021	OEF029 OEF013	Name	Qty 10	<b>Qty</b> 10 5 10	sets sets	No/Description	Mfg. C	Date A		Remarks	Ō
1 2 3	No 01 01 01	15/06/2021 15/06/2021 15/06/2021 15/06/2021	Date 15/06/2021 15/06/2021 15/06/2021	OEF029 OEF013 OEF031	Name LAPTOP CO DESKTOP C LASER PRIN	<b>Qty</b> 10 5	<b>Gity</b> 10 5 10 6	sets sets pcs	No/Description	Mfg. C	Date 🔺		Remarks	Ō Ō

- 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.

	F <b>rom</b> 21/06/	2019			Ċ	то 19/0	09/2022					New	8
							Return By	Supplier A	Year 🔺	Package No 🔺	Contract No	Procured By	Actions
Fr	ri, Jun 21					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/IEM/Computer/2021/152/607 D	Md.Abul Kalam Azad	10
		Ju	ne 20	19		>	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	10
						1							
2	3	4	5	6	7	8							
	10	11	12	13	14	15							
9		10	19	20	21	22							
9 16	17	18											
	17 24	25	26	27	28	29							

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:

#### DGFP eLMIS User Guide for Warehouse

RETURN TO THE SUPPLIER FROM PROVIS	IONAL RECEIVE - ADD/EDIT				RESET	SAVE BACK TO LIST
Invoice No.*	Supplier *		Prepared By *		Prepared Date *	
7		*	Md.Asraful Islam	-	06/05/2023	ti i
Approved By	Date*		Issued By		Date *	<b>H</b>
Ismat Ara 👻	06/05/2023			•	06/05/2023	<b>i</b>
Disapproved Return     Direct Return	Year *	Contract No*				Remarks
	· ·					
						SELECT RETURN ITEMS
Si# Sup Sup Date - Return Ite	em Item Name	A Returna	Return Unit 🔺	Lot Mfg.	. Date 🔺 Expiry	Remarks Actions
Inv No Date Co	ode	Q		No/Descr	Date	

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

Cc	ontract List	CEIVE - ADD/EDIT	× <sup>/</sup>	BACK TO LIST
SI	# Package No	Contract No		
d By	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		
			SE	
Sup Date	_			LECT RETURN ITEM

- 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.

nvoice No.*	Supplier *		Prepared By *		Prepared Date *		
7	KHULNA ESSENTIAL LAT	TEX PLANT ( 👻	Md.Asraful Islam	-	06/05/2023		Ć
Approved By	Date *		Issued By		Date *		
Ismat Ara	06/05/2023	ā	Md.Asraful Islam	-	06/05/2023		Ċ
Disapproved Return 🔘 Direct Return	Year *	Contract No*				Remarks	
0	2022-23	▼ 59.11.0000.303	.07.130.22-03 Date: 25.01.2023				
						_	
						SELECT RETUR	N ITEMS
Sl# Sup Sup Date A Return Date	Item Item Name	A Returna		Mfg.	Date A Expiry	🔺 Remarks 🔺	Actions
Inv No Date	Code	G	ity Gity No	/Descr	Date		

• 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:

Invoice No.* 3	Ite	m List								×	
Approved By Md.Abul Kalam Azad	SI#	Sup Inv No	Sup Date A	Received Date	Item Code	Item Name	Provisio Received A Qty	Returna Qty	Lot ANO/	Mfg. Date	
Year* 2021-22 * Si# Sup Inv Sup Dat	1	Cl/Ph-Pr	04/07/2022	04/07/2022	MCH047	Chlorohexidine Cream (60	23253	23253	Delivery		SELECT RETURN ITEMS

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

RETU	IRN TO TH	HE SUPPLIER	FROM PROV	ISIONAL RE	CEIVE - ADD/EDIT								SAVE	BACK TO L	IST 🔒
Invoic	e No.*			Supplier *			Pre	epared By *			Р	repare	d Date *		
7				KHULNA	SESSENTIAL LATEX PLA	NT (KEL .		1d.Asraful Islam			•	06/05	5/2023		İ
Appro	ved By			Date *				ued By			D	ate *			
Isma	t Ara		*	06/05/2	2023			1d.Asraful Islam			-	06/05	5/2023		İ
) Di	sapproved F	Return 🔿 Dire	ect Return	Year *		Contrac	t No*						Rem	arks	
0		0		2022-23	Ţ	59.11.0	000.303.07.1	30.22-03 Date: 2	25.01.2023						
														SELECT RETU	
SI#	Sup Inv No	Sup Date	Return	Item Code	Item Name	٨	Returna Qty	Return Qty	Unit 🔺	Lot No/Descr	Mfg. Da	te 🔺	Expiry Date	Remarks 🔺	Actions
1	3569	30/04/2023	30/04/2023	CON002	CONDOM		500,00	500,000	pcs	FSDP-02			31/01/2028		ō

#### 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

	PPLIER FROM PI	ROVISI	ONAL RE	CEIVE - ADD/EDI	т				You have unsa	ved c	hanges	SAVE	BACK TO LIS	ят 🔒
Invoice No. *			Supplier *				Prepared By *				Prepare	ed Date *		
7			KHULNA	SSENTIAL LATEX P	LANT (KEL		Md.Asraful Isla	n		-	06/0	5/2023		Ċ.
Approved By			Date *				Issued By				Date *			
Ismat Ara		-	06/05/2	2023			Md.Asraful Isla	n		-	06/0	5/2023		Ē.
	O Direct Return		Year *		Contra	ct No*						Rei	narks	
Disapproved Return	O Direct Return		2022-23	~	59.11.0	0000.303.0	7.130.22-03 Date	25.01.2023						
													SELECT RETUR	N ITEMS
SI# Sup Sup		_ Ite	em 🔔	Item Name	۵	Returna Qt		Unit 🔺	Lot No/Descr	Mfg.	Date 🔺	Expiry Date	Remarks 🔺	Actions
Inv No	Date													
	Date 04/2023 30/04/20		DN002	CONDOM		500	,000 500,00	0 pcs	FSDP-02			31/01/2028		ō
			DN002	CONDOM		500		0 pcs						Ō
			ON002	CONDOM		500		0 pcs						ō
			DN002	CONDOM		500		0 pcs			i			ō
			0002	CONDOM		500		0 pcs						
			DN002	CONDOM		500		0 pcs					1	٥
			DN002	CONDOM		500		0 pcs					1	D
			DN002	CONDOM		500		0 pcs						
			DN002	CONDOM		500		0 pcs						

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

Invoice No.*	Supplier *		Prepared By *			Prepare	d Date *		
7	KHULNA ESSENTIAL LATEX PLA	ANT (KEL 👻	Md.Asraful Islam			▼ 06/05	5/2023		Ċ
Approved By	Date *		Issued By			Date *			
Ismat Ara 👻	06/05/2023		Md.Asraful Islam			▼ 06/05	5/2023		Ċ
Disapproved Return     Direct Return	Year *	Contract No*					Rem	narks	
	2022-23 ~	59.11.0000.303	.07.130.22-03 Date: 2	25.01.2023					
								SELECT RETUR	N ITEMS
	Item Item Name Code	← Returna G	a Return Aty Gty	Unit 🔺	Lot	Mfg. Date 🔺	Expiry Date	SELECT RETUR	N ITEMS Actions
Inv No Date		G				Mfg. Date 🔺	Expiry		
Inv No Date	Code	G	aty Qty		No/Descr	Mfg. Date 🔺	Expiry Date		Actions
Inv No Date	Code	G	aty Qty		No/Descr	Mfg. Date 🔺	Expiry Date		Actions
Inv No Date	Code	G	aty Qty		No/Descr	Mfg. Date 🗢	Expiry Date		Actions
Inv No Date	Code	G	aty Qty		No/Descr	Mfg. Date 🔺	Expiry Date		Action
Inv No Date	Code	G	aty Qty		No/Descr	Mfg. Date 🔺	Expiry Date		Actions
Inv No Date	Code	G	aty Qty		No/Descr	Mfg. Date 🔺	Expiry Date		Action

- 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.



- 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.

			06/05/2023							YEW	8
# Inv	voice No. 🔺	Return Date	A Return By	▲ Supplier ▲	Year 🔺	Package No		ontract No	Procured By	<u>^</u>	Action
	Iter column	neturn bute	filter column	filter column	filter colu	filter column		ilter column	riocal cu by		Hellon
7		06/05/2023	Md.Asraful Islam		2022-23	FSD/GR-03	59	9.11.0000.303.07.130.22-03 Date: 25	Ismat Ara		/ō

#### 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 Peop Directorate Gener Bogura RWH Return to the Supplier	al of Family pla Banani, Bogur:	nning				
Invoice No.: 7							IAL LATEX PLANT (KELP)			
Issued Date : 06/0 Issued By : Md.Ass : Disapproved Retu	aful Islam				ackage No: FSD/GR ontract No: 59.11.00		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.A Designation : Pha		023		Signature : Checked and Approved By : Ismat Ara Designation : Regional Supply Officer Date : 00	5/05/2023		Signature : Issued By : Md.Asra Designation : Phan	ful Islam	5/2023	
Signature : Received By : Designation : Di										

## 4.11. Physical Inventory

voic	e No.* S	art Date *	End Date *	Prepare	d By *			Prepared Date	•	Upd	ated	
2		01/2022	12/2022	Md. Jul	Hasan			30/01/2023	Ċ		ated	
ppro	ved By *		Approved Date *	Remarks								
Sahi	nur Rahman		30/01/2023									
_												
	Name	Usable Stor	k 🔿 Unusable Stock	Show	v Only Non-Zero		ow Only Zero St		All Items	GENER	ATE	DELETE
All		- Usable Stoc		<b>O</b> and	r only non zero		on only zero or		, an itering			
SI#	Item Code	A Item Name		Opening	Received 🔺	Issued 🔺	Returned 🔺	Closing	Physical	Difference	Remarks	
SI#	Item Code		*	Opening Balance	Received 🔺	Issued 🔺	Returned 🔺	Closing Blance	Physical Count	Difference	Remarks	
	filter colum		A		Received 🔺	Issued 🔺	Returned 🔺			Difference	Remarks	
	filter colum	n filter column	*		Received and 3500	Issued A	Returned A			Difference	Remarks	
- C	filter colum	n filter column VE (10 items)	*	Balance				Blance	Count		Remarks	
<b>→ C</b> 1	filter colum ONTRACEPTI CON001	n filter column VE (10 Items) AD SYRINGE (1 ML)	*	Balance 1479	3500	3656	0	Blance 1323	Count 1,000	-323	Remarks	
✓ C 1 2	filter colum ONTRACEPTI CON001 CON002	n (filter column (10 Items) AD SYRINGE (1 ML) CONDOM	<u>ـ</u>	Balance 1479 35100	3500 64800	3656 86400	0	Blance 1323	Count 1,000	-323	Remarks	
▼ C 1 2 3	Filter colum ONTRACEPTI CON001 CON002 CON003	n filter column filter	ERA)	Balance 1479 35100 0	3500 64800 50	3656 86400 0	0 0 0	Blance 1323 13500 50	Count 1,000	-323	Remarks	
▼ C 1 2 3 4	Filter colum ONTRACEPTI CON001 CON002 CON003 CON004	filter column       VE     (10 items)       AD SYRINGE (1 ML)       CONDOM       ECP (2 TAB/PACK)       IMPLANT (2 ROD)	ERA)	Balance 1479 35100 0 100	3500 64800 50 600	3656 86400 0 550	0 0 0	Blance 1323 13500 50 150	Count 1,000	-323	Remarks	
▼ C 1 2 3 4 5	Filter colum ONTRACEPTI CON001 CON002 CON003 CON004 CON006	filter column           filter column           AD SYRINGE (1 ML)           CONDOM           ECP (2 TAB/PACK)           IMPLANT (2 ROD)           INJECTABLES (DEPO-PROV	ERA)	Balance 1479 35100 0 100 1103	3500 64800 50 600 2500	3656 86400 0 550 2547	0 0 0 0	Blance 1323 13500 50 150 1056	Count 1,000	-323	Remarks	
▼ C 1 2 3 4 5 6	Filter colum           ONTRACEPTI           CON001           CON002           CON003           CON004           CON006           CON007	Inter column           filter column           AD SYRINGE (1 ML)           CONDOM           ECP (2 TAB/PACK)           IMPLANT (2 ROD)           INJECTABLES (DEPO-PROV           IUD (CT-380A)	ERA)	Balance 1479 35100 0 100 1103 83	3500 64800 50 600 2500 100	3656 86400 0 550 2547 163	0 0 0 0 0 0	Blance 1323 13500 50 150 1056 20	Count 1,000	-323	Remarks	

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 <u>https://elmis.dgfp.gov.bd/</u> 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:

Fron	n		то													
15/	11/2022	Ċ.	13/02/2	023		i i									New	8
#	Invoice No.	Start Date	≜ En	d Date	A P	repared By			Prepared Date	<ul> <li>Remarks</li> </ul>					odated 🔺	Action
	filter column	-				filter column		_		filter col	umn					
1	1	01/01/2022	31/	01/2023	1	1d. Jul Hasan		-	30/01/2023					_	×	10
2	2	01/01/2022		12/2022		1d. Jul Hasan			30/01/2023						2	
		ORY - ADD/ Date * 2022		-	nd Date		P	Prepare Md. Ju	<b>d By *</b> I Hasan			SAV Prepared Date 30/01/2023		E BAC	K TO LIST	₽
oice	No.* Start	Date *		1	12/2022				l Hasan			Prepared Date				₿
oice	e No.* Start	Date *			12/2022	2 d Date *		Md. Ju	l Hasan			Prepared Date				8
pro ahir	e No.* Start 01/2 ved By *	Date * 2022		1 Ap	12/2022 pprove 30/01/2	2 d Date *		Md. Ju	l Hasan	stock () Sh	ow Only Zero S	Prepared Date			dated	DELE
oice pro ahir	e No.* Start 01/2 ved By * nur Rahman Name	Date • 2022	Usable	1 Ap	12/2022 pprove 30/01/2	2 d Date * 2023	Openi	Md. Ju Remarks	l Hasan	Stock Sh	ow Only Zero S Returned	Prepared Date 30/01/2023 tock Show Closing	All Items Physical	GENEI	dated	
aro hir up	e No.* Start Ol/2 ved By * nur Rahman Name Item Code	Date * 2022	Usable	1 Ap	12/2022 pprove 30/01/2	2 d Date * 2023		Md. Ju Remarks	I Hasan s			Prepared Date 30/01/2023	All Items	GENEI	dated	
nro hir	e No.* Start Ot/2 ved By * nur Rahman Name Item Code filter column DNTRACEPTIVE	Date * 2022 Item Nane filter column (10 Items)	Usable	1 Ap	12/2022 pprove 30/01/2	2 d Date * 2023	Openi	Md. Ju Remarks	v Only Non-Zero S	issued 🔺	Returned 🔺	Prepared Date 30/01/2023 took Show Closing Blance	All Items	GENEI Difference	dated RATE	
ice ro hir ip	e No.* Start OV/2 ved By * uur Rahman Name Item Code filter column DNTRACEPTIVE CON001	Date * 2022 Item Name filter column (10 Items) AD SYRINGE	Usable	1 Ap	12/2022 pprove 30/01/2	2 d Date * 2023	Copeni Balan	Md. Ju Remarks Shov ing ince	I Hasan s w Only Non-Zero S Received A 3500	Issued A	Returned A	Prepared Date 30/01/2023 tock Show Closing Blance	All Items Physical Count 1,000	GENER Difference	dated RATE Remarks	
no hir	Name  Item Code  Item Code  Iter Column  DNTRACEPTIVE CON001 CON002	Date * 2022 * ( Item Name Filter column (10 Items) AD SYRINGE CONDOM	<ul> <li>Usable</li> <li>1</li> <li>I (1 ML)</li> </ul>	1 Ap	12/2022 pprove 30/01/2	2 d Date * 2023	Copeni Balan	Md. Ju Remarks Shov Ing 1479 35100	I Hasan s w Only Non-Zero S Received (a) 3500 64800	issued	Returned A 0 0	Prepared Date 30/01/2023 tock Show Closing Blance 1323 13500	All Items	GENEI Difference	dated RATE Remarks	
no hir	e No.* Start OV/2 ved By * uur Rahman Name Item Code filter column DNTRACEPTIVE CON001	Date * 2022 Item Name filter column (10 Items) AD SYRINGE	<ul> <li>Usable</li> <li>1</li> <li>I (1 ML)</li> </ul>	1 Ap	12/2022 pprove 30/01/2	2 d Date * 2023	Copeni Balan	Md. Ju Remarks Shov ing ince	I Hasan s w Only Non-Zero S Received A 3500	Issued A	Returned A	Prepared Date 30/01/2023 tock Show Closing Blance	All Items Physical Count 1,000	GENER Difference	dated RATE Remarks	
nice no hir hir tro	Name  Item Code  Item Code  Item Code  Item Code  Item Code  Item Code  CON001  CON002  CON003  CON004  Item Column  Item Code Item Code Item C	Date * 2022 Item Name filter coloum (10 Items) AD SYRINGE CONDOM ECP (2 TAB/ IMPLANT (2 I	Usable Usable (1 ML) PACK) ROD)	AF	12/2022	2 d Date * 2023	Copeni Balan	Md. Ju Remark: Shov ing ing ing ing 35100 0 100	V Only Non-Zero S Received * 3500 64800 50 600	issued	Returned	Prepared Date 30/01/2023 tock Show Closing Blance 1323 13500	All Items Physical Count 1,000	GENER Difference	dated RATE Remarks	
alco ihin ihin # CC	Name  Item Code  Triter Column  Convos  Con	Date * 2022 <b>Item Name</b> Filter column (10 Items) AD SYRINGE CONDOM ECP (2 TAB/I IMPLANT (2 I NJECTABLE	Usable Usable (1 ML) (PACK) ROD) (S (DEPO-	AF	12/2022	2 d Date * 2023	Copeni Balan	Md. Ju Remarks Shov ing ince 1479 35100 0	V Only Non-Zero S Received * 3500 64800 50	Issued 3656 86400 0	Returned	Prepared Date 30/01/2023 tock Show Closing Blance 1323 13500 50	All Items Physical Count 1,000	GENER Difference	dated RATE Remarks	
up I I I I I I I I I I I I I I I I I I I	Name  Item Code  Item Code  Item Code  Item Code  Item Code  Item Code  CON001  CON002  CON003  CON004  Item Column  Item Code Item Code Item C	Date * 2022 Item Name filter coloum (10 Items) AD SYRINGE CONDOM ECP (2 TAB/ IMPLANT (2 I	Usable Usable (1 ML) (PACK) ROD) (S (DEPO-	AF	12/2022	2 d Date * 2023	Copeni Balan	Md. Ju Remark: Shov ing ing ing ing 35100 0 100	V Only Non-Zero S Received * 3500 64800 50 600	Issued 3656 86400 0 550	Returned	Prepared Date 30/01/2023 tock Show Closing Blance 1323 13500 50 150	All Items Physical Count 1,000	GENER Difference	dated RATE Remarks	
pro ahir bup	Name  Item Code  Triter Column  Convos  Con	Date * 2022 <b>Item Name</b> Filter column (10 Items) AD SYRINGE CONDOM ECP (2 TAB/I IMPLANT (2 I NJECTABLE	Usable Usable (I ML) (PACK) ROD) (S (DEPO- A)	AF	12/2022	2 d Date * 2023	Openi     Balan	Md. Ju Remarks Shov ing sce 35100 0 100 1103	I Hasan  I Hasan  Received	Issued 3656 86400 0 550 2547	Returned	Prepared Date 30/01/2023 tock Show Closing Blance 1323 13500 50 150 1056	All Items Physical Count 1,000	GENER Difference	dated RATE Remarks	
<b>pro</b> ahir II 3 4 5 6	Name Hem Code If iter Column Convoid C	Date * 2022 Item Name Filter column AD SYRINGE CONDOM ECP (2 TAB/I IMPLANT (2 I INJECTABLE IUD (CT-380.0	Usable Usable (IML) Usable (IM	I	12/2022 pprove 30/01/2 ) Unus A)	2 d Date * 2023	Copeni Balan	Md. Ju Remarks Shov ing ince 35100 0 1000 1103 83	Hasan  Kecelved  S  C  S  C  C  C  C  C  C  C  C  C  C	Issued 3656 86400 0 550 2547 163	Returned	Prepared Date 30/01/2023 tock Show Closing Blance 1323 13500 50 150 1056 20	All Items Physical Count 1,000	GENER Difference	dated RATE Remarks	

om 15/11	/2022	<b>To</b>	(02/2023		~			New	8
#	Invoice No. 🔺	Start Date	End Date	Prepared By	Prepared Date	Remarks	A	Updated 🔺	Actions
	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023			×	10
	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023			~	
					В				
					В				
					В				
					В				
					В				
					В				

#### **General Description of Physical Inventory Form**

PHYS	SICAL INVENT	ORY - ADD/EDIT			С			SAV	E UPDAT	E BACK	TO LIST 🔒 虔
2 Appro		Date *	Approved Date *	Prepare Md. Ju Remarks	Hasar			Prepared Date 30/01/2023		Upd	ated
Group All Sl#	Name Item Code	O Usable Stock	C Unusable Stock	Show     Opening     Balance	v Only Non-Zero	o Stock 🔵 Sh Issued 🔺	ow Only Zero Si Returned	tock O Show Closing Blance	All Items Physical Count	GENER	
- C	ONTRACEPTIVE	(10 items)			E						
1 2 3 4 5 6 7 8 9	CON001 CON002 CON003 CON004 CON006 CON007 CON008 CON009 CON000	AD SYRINGE (1 ML) CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD) INJECTABLES (DEPO-PROVI IUD (CT-380A) ORAL PILL SHUKHI ORAL PILL SHUKHI (3rd Gen		1479 35100 0 100 1103 83 266280 266280 2610 48500	3500 64800 50 2500 100 0 1600 50400	3656 86400 0 550 2547 163 231405 2630 94100		1323 13500 50 150 20 34875 1580 4800	1,000	-323 1,500	

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 catagory

- 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

Fron	n	г	o					_
15/	11/2022		13/02/2023				New	8
SI#	Invoice No.	Start Date	- End Date	Prepared By	Prepared Date	Remarks		Actions
	filter column			filter column		filter column		
1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023		×	10
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.

PHYS	ICAL INVENT	ORY - ADD/EDIT						SAVI	E UPDAT	BACK	TO LIST	8
Invoice	No.* Start	Date *	End Date *	Prepared	i By *			Prepared Date	•	🔽 Upd	ated	
2	01/2	2022	12/2022	Md. Jul	Hasan			30/01/2023	Ć	1		
Approv	ved By *		Approved Date *	Remarks								
	ur Rahman				2							
			-									
Group	Name									GENER	ATE	DELETE
All		💂 🧿 Usable Stoc	k 🔘 Unusable Stock	Show	Only Non-Zero	Stock 🔿 Sh	ow Only Zero SI	tock 🔿 Show	All Items	GENER	AIL	bil he be he 1 he
SI#	Item Code 🔺	Item Name		Opening	Received 🔺	Issued 🔺	Returned 🔺	Closing	Physical	Difference	Remarks	
	filter column	filter column		Balance				Blance	Count			
- CC	ONTRACEPTIVE	(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-PROV	ERA)	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 Ger	neration)	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.

PHYSI	CAL INVENTO	RY ENTRY						
From 15/1	11/2022	<b>To</b>	2/2023				New	8
SI#	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		×	10
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:

oice No. *	Start Date *		End Date *		Prepare	d By *			Prepared Date	,•	Updat	ted
	04/2023		04/2023	Ē	Md.Asr	aful Islam		-	06/05/2023	Ċ.		
proved By *			Approved Date *		Remarks	:						
mat Ara		-	06/05/2023	i i								
up Name											GENERA	TE DEL
	- Usar	Sie Stock	k 🔘 Unusable Stock		Show	v Only Non-Zer	o stock 🔾 Sh	iow Only Zero :	Stock 🔵 Show	All Items		
# Item Cod	de 🔺 Item Name			- Oj	pening	Received A	Issued 🔺	Returned A	Closing	Physical	Difference R	Remarks
	de 🔺 Item Name				pening alance	Received 🔺	Issued 🔺	Returned 🔺	Closing Blance	Physical Count	Difference R	Remarks
						Received 🔺	Issued A	Returned 🔺			Difference R	Remarks
						Received 🔺	Issued A	Returned 🔺			Difference R	Remarks
						Received 🔺	Issued 🔺	Returned 🔺			Difference R	Remarks
						Received 🔺	Issued 🔺	Returned 🔺			Difference R	Remarks
						Received 🔺	Issued 🔺	Returned 🔺			Difference R	temarks
						Received 🔶	lssued 🗢	Returned 🔺			Difference R	temarks
						Received 🗢	issued 🗢	Returned 🔺			Difference R	temarks
						Received 📥	issued A	Returned 🔺			Difference R	temarks

- 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.

	IVENTORY - ADD/EDIT						SAV	UPDATE	BACK TO LIST	₽
voice No. *	Start Date *	End Date *		epared By *			Prepared Date		Updated	
	07/2022	12/2022		1d. Jul Hasan		Ŧ	01/01/2023	Ċ		
proved By *		Approved Date *		marks						
Dr. Shafiul Kari	im Talukdar	• 01/01/2023								
up Name			52						GENERATE	DELET
1	👻 🖲 Usable	Stock 🔘 Unusable Stock	۲	Show Only Non-Zer	o Stock 🔘 Sh	ow Only Zero S	Stock () Show	All Items	CENERATE	DEEL
il# Item Co	de 🔺 Item Name		A Openin		Issued 🔺	Returned 🔺	Closing	Physical	Difference Remarks	
filter co	blumn filter column		Balanc	e			Blance	Count		
filter co	olumn    filter column		Balanc	e			Blance	Count	_	

• 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:

- III S	SICAL INVENT	TORY - ADD/EDIT							SAV	E UPDAT	E BACK	TO LIST	8
nvoic	e No.* Star	t Date *	End Date *		Prepare	d By *			Prepared Date		Upda	ated	
1	07,	/2022	12/2022		Md. Ju	Hasan			01/01/2023	Ċ	1		
Appro	ved By *		Approved Date *		Remarks						201		
	hafiul Karim Talu	ikdar 👻	01/01/2023										
	Name		ock 🔿 Unusable Stock		Show	v Only Non-Zero	stock O sh	ow Oply Zero S	tock O Show	All Itoms	GENER	ATE	DELETE
All					U Show	V Only Non-Zero	SLOCK () SI	ow only zero s	NOCK O SHOW	Air terna			
SI#	Item Code	Item Name			ening alance	Received -	Issued 🔺	Returned 🔺	Closing Blance	Physical Count	Difference	Remarks	
	filter column	filter column							Brance	count			
- C	ONTRACEPTIVE	(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-PR	OVERA)		856	6500	1320	0	6036				
6	CON007	IUD (CT-380A)			35	300	115	0					
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	Conception)					-					
nte		ical Count'.			10800	1440	6200 You have	0 e unsaved char	6040		E BACK	TOUST	
nte PHYS	SICAL INVENT	TORY - ADD/EDIT	End Date *		Prepare			e unsaved chai		•	Upda	TO LIST	8
nte PHYS	SICAL INVENT	TORY - ADD/EDIT				d By *			nges SAV	•			8
nte nvoic	SICAL INVENT	TORY - ADD/EDIT	End Date *		Prepare	<b>d By *</b> I Hasan		e unsaved cha	nges SAV	•	Upda		8
nte nvoic 1	e No.* Stari	TORY - ADD/EDIT t Date * /2022	End Date * 12/2022		Prepare Md. Ju	<b>d By *</b> I Hasan		e unsaved cha	nges SAV	•	Upda		8
nvoic 1 Dr. S	e No. * Star 07. ved By *	TORY - ADD/EDIT t Date * /2022	End Date * 12/2022 Approved Date *		Prepare Md. Ju	<b>d By *</b> I Hasan		e unsaved cha	nges SAV	•	Upda		8
nvoic 1 Dr. S	e No.* Start	rory - ADD/EDIT	End Date *		Prepare Md. Ju Remarks	d By • Hasan	You have	e unsaved char	nges SAV Prepared Date 01/01/2023	t	Upda	ated	
nvoic 1 Dr. S Group	e No. * Star e No. * Star 07. ved By * hafiul Karim Talu Name	rORY - ADD/EDIT t Date * /2022	End Date * 12/2022 Approved Date *		Preparet Md. Jul Remarkt	d <b>By *</b> I Hasan <b>s</b> v Only Non-Zero	You have	e unsaved char	nges SAV	All Items	Upda GENER	ated	
nvoic 1 Dr. S	e No. * Start e No. * Start 07. ved By * hafiul Karim Talu Name Item Code	rORY - ADD/EDIT t Date * /2022  kdar  Usable Si Usable Si	End Date *	Ср	Prepare Md. Ju Remarks	d By • Hasan	You have	e unsaved char	nges SAV Prepared Date 01/01/2023	All Items Physical	Updi	ated	Delete
nvoic 1 Dr. S Sroup All Si#	e No. * Star e No. * Star 07, ved By * hafiul Karim Talu Name Item Code * filter column	rORY - ADD/EDIT t Date * /2022 kdar Usable Si tem Name filter column	End Date *	Ср	Preparet Md. Jul Remarkt	d <b>By *</b> I Hasan <b>s</b> v Only Non-Zero	You have	e unsaved char	nges SAV	All Items	Upda GENER	ated	
nvoic 1 Dr. S siroup All	SICAL INVENT e No.* Start 07, ved By * hafiul Karim Talu Name ttem Code filter column ONTRACEPTIVE	rORY - ADD/EDIT t Date * /2022 kdar Usable Si filter Name filter column (10 items)	End Date *	Ср	Prepare Md. Ju Remarks	d <b>By *</b> I Hasan <b>s</b> v Only Non-Zero	You have	e unsaved char	nges SAV Prepared Date 01/01/2023	All Items Physical Count	Upda GENER	ated	
nvoic nvoic 1 Appro Dr. S iroup All Si# T C 1	CONDOL	rORY - ADD/EDIT t Date * /2022 kdar Usable Si filter Name filter column (10 items) AD SYRINGE (1 ML)	End Date *	Ср	Prepare Md. Ju Remarkt	d By • Hasan s v Only Non-Zero Received a 7000	You have	e unsaved char ow Only Zero S Returned	nges SAV Prepared Date 01/01/2023 ttock O Show Closing Blance 6799	All Items Physical Count 6,700	GENER	ated	
nvoic 1 Appro Dr. S Siroup All SI#	CONNOCL	rORY - ADD/EDIT t Date * /2022 kdar time Name filter column (10 Items) AD SYRINGE (1 ML) CONDOM	End Date *	Ср	Prepare Md. Ju Remarkt	d By • Hasan s v Only Non-Zero Received a 7000 32400	You have Stock () Sh Issued () 1392 47700	e unsaved char ow Only Zero S Returned 0 0	nges SAV Prepared Date 01/01/2023 tock Show Closing Blance	All Items Physical Count 6,700 16,820	GENER	ated	
nvoic nvoic 1 Dr. S All Si# 2 3	e No.* Stari e No.* Stari 07. ved By * hafiul Karim Talu Name Item Code filter column ONTRACEPTIVE CON001 CON002 CON003	Itory - ADD/EDIT	End Date *	Ср	Prepare Md. Ju Remarks Show eening alance	d By • Hasan s v Only Non-Zero Received a 7000 32400 50	You have Stock Sho Issued 1392 47700 0	e unsaved char ow Only Zero S Returned 0 0 0 0	nges SAV Prepared Date 01/01/2023 ttock Show Closing Blance 6799 16800 50	All Items Physical  6,700 16,820 50	GENER Difference	ated	
nvoic nvoic 1 Dr. S Froup All Si# 2	CONNOCL	rORY - ADD/EDIT t Date * /2022 kdar time Name filter column (10 Items) AD SYRINGE (1 ML) CONDOM	End Date *	Ср	Prepare Md. Ju Remarkt	d By • Hasan s v Only Non-Zero Received a 7000 32400	You have Stock () Sh Issued () 1392 47700	e unsaved char ow Only Zero S Returned 0 0	nges SAV Prepared Date 01/01/2023 tock O Show Closing Blance 6799 16800	All Items Physical Count 6,700 16,820	GENER	ated	
nvoic nvoic 1 Dr. S All Si# 2 3	e No.* Stari e No.* Stari 07. ved By * hafiul Karim Talu Name Item Code filter column ONTRACEPTIVE CON001 CON002 CON003	Itory - ADD/EDIT	End Date * 12/2022 Approved Date * OI/OI/2023 ock O Unusable Stock	Ср	Prepare Md. Ju Remarks Show eening alance	d By • Hasan s v Only Non-Zero Received a 7000 32400 50	You have Stock Sho Issued 1392 47700 0	e unsaved char ow Only Zero S Returned 0 0 0 0	nges SAV Prepared Date 01/01/2023 ttock Show Closing Blance 6799 16800 50	All Items Physical  6,700 16,820 50	GENER Difference	ated	
nvoic 1 Appro Dr. S iroup All Si# C 1 2 3 4	e No.* Stari e No.* Stari 07. ved By * hafiul Karim Talu Name Item Code filter column ONTRACEPTIVE CON001 CON002 CON003 CON004	ICORY - ADD/EDIT t Date * /2022 kdar Usable Si filter column (10 Items) AD SYRINGE (1 ML) CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD) INJECTABLES (DEPO-PR IUD (CT-380A)	End Date * 12/2022 Approved Date * OI/OI/2023 ock O Unusable Stock	Ср	Prepare Md. Jul Remarks Show sening alance	d By • Hasan s v Only Non-Zero Received 7000 32400 500 500 6500 300	You have Stock Sh issued * 1392 47700 0 350 1320 115	e unsaved char ow Only Zero S Returned 0 0 0 0 0 0 0 0 0 0 0 0 0	nges SAV Prepared Date 01/01/2023 tock O Show Closing Blance 6799 16800 50 350 6036	All Items Physical Count 6,700 16,820 50 250	GENER Difference	ated	
nvoic nvoic 1 Appro Dr. S Group All Si# C 1 2 3 4 5	A Constant Const	Itorry - ADD/EDIT	End Date * 12/2022 Approved Date * OI/OI/2023 ock O Unusable Stock	Ср	Prepare Md. Ju Remarks	d By • Hasan v Only Non-Zero Received 7000 32400 50 500 6500	You have Stock Sh Issued A 1392 47700 0 350 1320	e unsaved char ow Only Zero S Returned 0 0 0 0 0 0 0 0	nges SAV Prepared Date 01/01/2023 tock O Show Closing Blance 6799 16800 50 350 6036	All Items Physical  6,700 16,820 50 250 6,050	GENER Difference -99 20 -100 14	ated	
nvoic 1 Appro Dr. S Group All SI# C 1 2 3 4 5 6	e No. * Stari e No. * Stari 07, ved By * hafiul Karim Talu Name filter column ONTRACEPTIVE CON001 CON002 CON003 CON004 CON005 CON005 CON007	ICORY - ADD/EDIT t Date * /2022 kdar Usable Si filter column (10 Items) AD SYRINGE (1 ML) CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD) INJECTABLES (DEPO-PR IUD (CT-380A)	End Date *       12/2022       Approved Date *       01/01/2023	Ср	Prepare. Md. Ju Remarks Show tening plance 1191 32100 0 0 200 856 35	d By • Hasan s v Only Non-Zero Received 7000 32400 500 500 6500 300	You have Stock Sh issued * 1392 47700 0 350 1320 115	e unsaved char ow Only Zero S Returned 0 0 0 0 0 0 0 0 0 0 0 0 0	nges SAV Prepared Date 01/01/2023 tock Show Closing Blance 6799 16800 50 350 6036 220	All Items Physical  6,700 16,820 50 250 6,050	GENER Difference -99 20 -100 14	ated	

- 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 is 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.

nvoic	e No.* Start	Date *	End Date *	Prepare	d By *			Prepared Date	•	Upd	lated	
1	07/	/2022	12/2022	Md. Ju	l Hasan		*	01/01/2023	Ć	1		
ppro	ved By *		Approved Date *	Remarks	5							
Dr. S	hafiul Karim Taluk	kdar 👻	01/01/2023									
-	Name	Usable Stoc	k 🔘 Unusable Stock	O Show	w Only Non-Zero	Stock 🔿 Sh	ow Only Zero St	ock O Show	All Items	GENER	ATE	DELET
All			k O Unusable Stock									DELET
All	Item Code 🔺	Item Name	k O Unusable Stock	Show     Show     Deening     Balance	w Only Non-Zero	Stock O Sh	ow Only Zero St Returned A	Closing Blance	All Items Physical Count	GENER		DELET
All SI#	Item Code 🔺	Item Name filter column	k O Unusable Stock	Opening				Closing	Physical			DELET
All SI#	Item Code 🔺	Item Name filter column	k O Unusable Stock	Opening				Closing	Physical		Remarks	DELET
All SI#	Item Code	Item Name filter column (10 items)	k O Unusable Stock	Opening Balance	Received 🔺	Issued 🔺	Returned 🔺	Closing Blance	Physical Count	Difference	Remarks	DELET
All SI#	Item Code A filter column ONTRACEPTIVE CON001	Item Name filter column_ (10 items) AD SYRINGE (1 ML)	k O Unusable Stock	Opening Balance	Received A	Issued A	Returned A	Closing Blance 6799	Physical Count	Difference -99	Remarks	DELET
All <b>SI#</b> <b>* C</b> 1 2	Item Code filter column ONTRACEPTIVE CON001 CON002	Item Name filter column (10 items) AD SYRINGE (1 ML) CONDOM	k O Unusable Stock	Opening Balance 1191 32100	Received	Issued - 1392 47700	Returned A	Closing Blance 6799 16800	Physical Count	Difference -99	Remarks	DELET
All <b>SI#</b> <b>v</b> C( 1 2 3	Item Code filter column ONTRACEPTIVE CON001 CON002 CON003	Item Name filter column (10 Items) AD SYRINGE (1 ML) CONDOM ECP (2 TAB/PACK)		Opening Balance 1191 32100 0	Received	Issued A 1392 47700 0	Returned	Closing Blance 6799 16800 50	Physical Count 5700 16,820 50	Difference -99 20	Remarks	DELETI
All <b>SI#</b> <b>C</b> 1 2 3 4	Item Code Filter column ONTRACEPTIVE CON001 CON002 CON003 CON004	Item Name filter column (10 items) AD SYRINGE (1 ML) CONDOM ECP (2 TAB/PACK) IMPLANT (2 ROD)		Opening Balance 1191 32100 0 200	Received 7000 32400 50 500	Issued 1392 47700 0 350	Returned	Closing Blance 6799 16800 50 350	Physical Count 5700 16,820 50 250	Difference -99 20 -100	Remarks	DELET

- 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.

filter column     filter column       23     Md. Jul Hasan       30/01/2023	filter column         filter column         filter column           1         1.000/02/022         3/01/2023         Md. Jul Hasan         30/01/2023         Md. Solut Hasan         X         X	Fron 15/	11/2022	<b>To</b>	02/2023					New	8
23 Md. Jul Hasan 30/01/2023 X	1         1         01/01/2022         31/01/2023         Md. Jul Hasan         30/01/2023         30/01/2023         X         X         Image: Control of the second seco	SI#	Invoice No. 🔺	Start Date	End Date	Prepared By	Prepared Date		U	Updated A	Actions
			filter column			filter column					
22 Md. Jul Hasan 30/01/2023 🖌	2 2 01/01/2022 31/12/2022 Md. Jul Hasan 30/01/2023 ✓ <b>1</b>	1	1	01/01/2022	31/01/2023	Md. Jul Hasan	30/01/2023			×	ÍŌ
		2	2	01/01/2022	31/12/2022	Md. Jul Hasan	30/01/2023			~	=
		2	2	01/01/2022	51/12/2022	nd. Jul nasan	30/01/2023			,	

#### **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 Blance	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 o current date. Stock balance of any date can be viewed by changing the Balance Date.

30/04		Show Only Non-Zero Stock      Show Only Zero Stock      Show All Items      Show Only Unusable Stock			E	€
SI#	Item Code 🔶	Item Name	Usable Qty 🔺	Unusable Qty 🔺	Unit 🔶	Actio
	filter column	filter column	filter column	filter column	filter column	
CONT	RACEPTIVE (8 item	\$)				
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 M	ATERIALS (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 <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- Select Stock > Stock Balance... from Stock menu.
- The **Stock Balance** form is displayed.

30/04		Show Only Non-Zero Stock 🔿 Show Only Zero Stock 🔿 Show All Items 🔿 Show Only Unusable Stock			E	€
SI#	Item Code	Item Name	Usable Qty 🔺	Unusable Qty 🔺	Unit 🔶	Actio
	filter column	filter column	filter column	filter column	filter column	
CONT	RACEPTIVE (8 iter	ms)				
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.

Si#         Item Code         tem Name           filter column         condo           v CONTRACEPTIVE (1 item)	🔺 Usable Qty 🔺 Unusable Qty 🔺 Unit	
		Actio
	filter column filter column filter colum	
CONTRACEPTIVE (Titem)		
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.

OCK BALANCE									RETURN TO LIS
« <									
tock Date: 30/04/2023	Group: CONTRACEPTIVE	Item Code: CON002	Item Name: CONDOM	Unit: pcs	Lot Qty: 3935600	Lot Qty (Unusable): 0			
LOTS STOCK BALANC	CE STOCK CARD								
Lot No/Description					A Mfg Date	Expiry Date	- Lot G	ity 🚊	Lot Qty (Unusable)
-ot No/Description					A Mfg Date	<ul> <li>Expiry Date</li> <li>31/10/2025</li> </ul>		<b>ity</b> ▲ 52,400	
.ot No/Description					A Mfg Date		93		
.ot No/Description					A Mfg Date	31/10/2025	93	52,400	
.ot No/Description					A Mfg Date	31/10/2025 31/12/2025	93 83 39	52,400 52,400	
Lot No/Description					▲ Mfg Date	31/10/2025 31/12/2025 31/05/2027	9: 8: 35 9:	52,400 52,400 6,000	

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

COCK BALANCE												RETURN TO LIS
tock Date: 30/04/2023 Group	CONTRACE	PTIVE Item C	code: CON002	Item Name:	CONDOM Un	it: pcs Lot Q	ty: 3935600	Lot Qty (Unus	able): 0			
LOTS STOCK BALANCE	STOCK CAR	D										
itart Date	End Date									Ð		
31/03/2023	30/04/20	23										
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 S
Md.Asraful Islam	152	06/04/2023	KHULNA ES	374,375	30/03/2023	932,400		2,379,600				Receive From S
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 S
Md.Asraful Islam	153	28/04/2023	M/S, KALLY		19/04/2023	832,400		3,935,600				Receive From S

#### **Print Stock Balance**

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

		Go	vernment of the People's Republic of Banglad Directorate General of Family planning Bogura RWH Stock Date: 30/04/2023, NONE-ZERO Stock Balance	esh		
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.

<b>н•</b> Зод	ura RWH	April		v 2023	r*	Remarks	5				
1#	Upazila fiiter column	*	AMD 🔺	Max Quantity	Closing 🔺	Alloted Quantity	Actual Supply A Quantity	Generate 🔺	Updated	Invoice No 🔺	AMD Month
1	Adamdighi, Bogura		8,877	26,631	21,900	4,731	7,200	×			
2	Bogura Sadar, Bogura		52,569	157,707	8,328	149,379	151,200	×			
3	Dhunat, Bogura		35,921	107,763	57,100	50,663	54,000	×			
4	Dhupchanchia, Bogura		8,104	24,312	22,950	1,362	3,600	×			
5	Gabtali, Bogura		17,397	52,191	23,580	28,611	28,800	×			
6	Kahaloo, Bogura		19,223	57,669	25,752	31,917	32,400	×	_	4467	
7	Nandigram, Bogura		10,366	31,098	21,100	9,998	10,800	×			
			489,867	1,469,601	657,648	813,789	864,000				
_	NERATE DELETE Stock as on 05/0		-380A (PCS)		S (VIALS)		IMPLANT (NO	S) DDS KIT			

#### **Open Supply Plan**

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

WAI	REHO	DUSE SUPPLY PLAN	Δ	
Fre	om 01/01/2	2023 a 30/04/2023 a	A	••• 🔒 📓
S	1#	Report Month	Report Year	Actions
	1	April	2023	10
:	2	March	2023	10
	3		2023	10
	4	January	2023	10
			B	

H '	• Report Month gura RWH * April		Report Yea	D	Remarks					
51#	Upazila filter column	AMD A	Max Quantity	Closing A	Alloted Quantity	Actual Supply Quantity	Generate 🔺	Updated	Invoice No 🔺	AMD Month
1	Adamdighi, Bogura	8,877	26,631		4,731	7,200	×			
2	Bogura Sadar, Bogura	52,569	157,707	6,328	149,379	151,200	×			
3	Dhunat, Bogura	35,921	107,763	57,100	50,663	54,000	×			
4	Dhupchanchia, Bogura	8,104	24,312	22,950	1,362	3,600	×			
5	Gabtali, Bogura	17,397	52,191	23,580	28,611	28,800	×			
6	Kahaloo, Bogura	19,223	57,669	25,752	31,917	32,400	×	<b>a</b>	4467	
7	Nandigram, Bogura	10,366	31,098	21,100	9,998	10,800	×			
		489,867	1,469,601	657,648	813,789	864,000				
GE	ENERATE DELETE Stock as on 05/04/2023: 60480	C								
	NDOM (PCS) SHUKHI (CYCLES) SHUKHI (3RD GEN) IUE	CT-380A (PCS	) INJECTABLE	S (VIELS) AL	SYRINGE (1ML)	IMPLANT (NO	DDS KIT			

#### **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:

			Report Year *		Remarks				
Ŧ	April	*	2023						
	A	AMD 🔺	Max Clo	sing 🔺 🗛	lloted	Actual Generate	<ul> <li>Updated</li> </ul>	Invoice No 🔺 A	MD Month
			Quantity	Qu	antity	Supply A			
		0	0	0	0	0			
		0	0	0	0	0			
			AMD A					Quantity Quantity Quantity	Quantity Quantity Quantity

- 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:

	E SUPPLY PLAN - ADD	/EDIT									SÆ	AVE BAC	K TO LIST
wн -		1	Report Month *		Report Yea	ar *		Remarks			_		
Bogura RWH		Ŧ	May		2023								
SI# Upazila filter co	lumn			AMD 🔺	Max Quantity	Closing A	Allot Quanti		Actual Supply A Quantity	Generate 🧢	Updated	Invoice No	AMD Month A
				o	o	0 0		0	٥				
GENERATE	DELETE Stock as o	on 30/04/2	2023: 3935600	0	0	0 0		0	0				
GENERATE CONDOM (PC													

#### **Generation of Supply Plan Details**

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



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.

н.		Report M	onth *		Report Yea	r•	Remark	5				
Bogi	ura RWH	- May			- 2023							
51#	Upazila filter column		<u> </u>	AMD 🔺	Max Quantity	Closing 🔺	Alloted Quantity	Actual Supply A Quantity	Generate 🔺	Updated	Invoice No 🔺	AMD Month
1	Adamdighi, Bogura			8,877	26,631		26,631	28,800	×			
2	Bogura Sadar, Bogura			52,569	157,707		157,707	158,400	×			
3	Dhunat, Bogura			35,921	107,763		107,763	108,000	×			
4	Dhupchanchia, Bogura			8,104	24,312		24,312	25,200	×			
5	Gabtali, Bogura			17,397	52,191		52,191	54,000	×			
6	Kahaloo, Bogura			19,223	57,669		57,669	61,200	×			
7	Nandigram, Bogura			10,366	31,098		31,098	32,400	×			
				489,867	1,469,601	0	1,469,601	1,522,800				
		on 30/04/2023: 393										
ON	DOM (PCS) SHUKHI (CYCLES)	SHUKHI (3RD GEN)	IUD CT-	380A (PCS)	INJECTABLE	S (VIALS)	AD SYRINGE (1ML)	IMPLANT (NO	S) DDS KIT			

#### Preview and Print the Supply Plan

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

								GOVE		FORATI	IE PEOP E GENEH lan of Bo	RAL O	F FAM	ILY PLA	NNING									
SL#	Facility			Condom					Shukhi					IUD					Injectable	s		Implant	DDSKIT	AD Syringe
		AMD	MAX Qty	Clossing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Alloted Qty	Actual Supply Qty	AMD	MAX Qty	Clossing Balance	Alloted Qty	Actual Supply Qty	Actual Supply Qty	Actual Supply 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	Atrai, 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

νн •				Report Mo	onth *		Report Yea	r *	Remark	s		_		
Bog	ura RWH		Ŧ	May			- 2023							
SI#	Upazila filter column				<u>_</u>	AMD 🔺	Max Quantity	Closing 🔺	Alloted Quantity	Actual Supply A Quantity	Generate 🔺	Updated	Invoice No 🔺	AMD Month
1	Adamdighi, Bogur	а				8,877	26,631		26,631	28,800	×			
2	Bogura Sadar, Bog	jura				52,569	157,707		157,707	158,400	×			
3	Dhunat, Bogura					35,921	107,763		107,763	108,000	×			
4	Dhupchanchia, Bo	gura				8,104	24,312		24,312	25,200	×			
5	Gabtali, Bogura					17,397	52,191		52,191	54,000	×			
6	Kahaloo, Bogura					19,223	57,669		57,669	61,200	×			
7	Nandigram, Bogur	а				10,366	31,098		31,098	32,400	×			
						489,867	1,469,601	0	1,469,601	1,522,800				
GEI	NERATE DEI	ETE Stock a	as on 30/04/2	2023: 393	5600									
CON	DOM (PCS) SHU	KHI (CYCLES)	SHUKHI (3R	D GEN)	IUD CT	-380A (PCS)	INJECTABLE	S (VIALS)	AD SYRINGE (1ML)	IMPLANT (NO	5) DDS KIT			
tioni	ng % Condon	Shuk	hi I	UD	ا ا (	njectable	RECALC					GENERATE I	SSUE VOUCHER	

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



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

Si# Upazila filter column	A	1 1								
-	A									
		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	
2 Bogura Sadar, Bogura		52,569	157,707		157,707	158,400	×		4475	
3 Dhunat, Bogura		35,921	107,763		107,763	108,000	×			
4 Dhupchanchia, Bogura		8,104	24,312		24,312	25,200	×			
5 Gabtali, Bogura		17,397	52,191		52,191	54,000	×			
6 Kahaloo, Bogura		19,223	57,669		57,669	61,200	×			
7 Nandigram, Bogura		10,366	31,098		31,098	32,400	×			
		489,867	1,469,601	0	1,469,601	1,522,800				

- 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.

<b>/H *</b> haka	a CWH * June	th *	Report Yea	ht .	Remar	ks				
SI#	Upazila filter column	AMD A	Max Quantity	Closing 🔺	Alloted Quantity	Actual Supply A Quantity	Generate 🔺	Updated	Invoice No 🔺	AMD Month
1	Dhamrai, Dhaka	23064	69192	47304	21888	25200	×	<b>A</b>	9698	
2	Dohar, Dhaka	12031	36093	28960	7133	7200	×	<b>A</b>	9717	
3	Keraniganj, Dhaka	36511	109533	74100	35433	36000	×	_	9718	
4	Mirpur, Dhaka	122962	368886	126840	242046	90000	×	<b>a</b>	9750	
5	Nawabganj, Dhaka	15548	46644	35899	10745	10800	×	_	9719	
6	Savar, Dhaka	70648	211944	191800	20144	0	×	<b>a</b>	9699	
7	Tejgaon, Dhaka	154244	462732	251000	211732	90000	×	_	9749	
		1084224	3252672	2206916	1075601	810000				
	NERATE DELETE Stock as on 06/06/2022: 1936-		IALS) AD SYRIN	NGE (1ML)	IPLANT (NOS)	DDS KIT				

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 <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- Select Stock > Custom Supply Plan from Stock menu.
- The Custom Supply Plan form is displayed.

			Select Profile	
	Item Name	>>	NEW	COPY TO NEW
filter colum	r filter column		· · · · · · · · · · · · · · · · · · ·	
- CONTR	RACEPTIVE (3 items)	~<	Item Code Item Name	
CON003	ECP (2 TAB/PACK)			
CON004	IMPLANT (2 ROD)			
CON009	ORAL PILL APON			
→ IEM & C	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			

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

#### Generate Custom Supply Plan

t Produc	cts from left side list or Select from existing Profile. Enter de	It Qty if Required
n Code	Item Name	>> Select Profile NEW COPY TO NEW
lter colum	filter column	
CONTRA	ACEPTIVE (3 items)	Item Code Item Name
CON003	ECP (2 TAB/PACK)	
CON004	IMPLANT (2 ROD)	
CON009	ORAL PILL APON	
- IEM & OT	THER 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	

#### • Create a new profile or Select a Profile

elect Produ	cts from left side list or Select from existing Prof	ile. Enter default Qty if R	equired					
Item Code	Item Name		>>	Select Profile		NEW	COPY TO NEW	
filter colum	filter column		_		*			
	ACEPTIVE (3 items)	100	<<	Harm Carda Harm Marma	1000			Qty
CON003	ECP (2 TAB/PACK)	Profile		×				
CON004	IMPLANT (2 ROD)							
CON009	ORAL PILL APON	Profile Name *						
- IEM & C	THER PRINTING MATERIALS (119 items)	Custom Supply	Plan 1					
IEM001	ADMISSION REGISTER							
IEM002	ANESTHESIA RECORD			SAVE CLOSE				
IEM007	ANTENATAL CARD							

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

	elect Products cts from left side list or Select from existing Profile. Enter def:	ty if Deguined	
elect Produc	cts from left side list of select from existing prome. Enter dela		
Item Code	Item Name	>> Select Profile NEW COPY TO NEW	
filter colum	filter column	Custom Supply Plan 1	
	ACEPTIVE (3 items)	Item Code Item Name	
CON003	ECP (2 TAB/PACK)		
CON004	IMPLANT (2 ROD)		
CON009	ORAL PILL APON		
- IEM & O	THER PRINTING MATERIALS (119 items)		
IEM001	ADMISSION REGISTER		
EM002	ANESTHESIA RECORD		
IEM003	ANTENATAL CARD		
EM004	ANTENATAL REGISTER		
EM005	BIN CARD		
IEM006	BIRTH CERTIFICATE		
EM007	BIRTH REGISTER		

• Enter your custom supply plan profile name and press on 'Save' button. After pressing see the following screen -

	elect Products Its from left side list or Select from existing Profile. Enter	lefault Oty if Required		
ode		Select Profil	le	
r colum			upply Plan 1	NEW COPY TO NEW
EM & O	THER PRINTING MATERIALS (119 items)	<	Item Name	
1001	ADMISSION REGISTER	- CONTR	ACEPTIVE (3 items)	
1002	ANESTHESIA RECORD	CON004	IMPLANT (2 ROD)	
1003	ANTENATAL CARD	CON009	ORAL PILL APON	
M004	ANTENATAL REGISTER	CON003	ECP (2 TAB/PACK)	
4005	BIN CARD			
M006	BIRTH CERTIFICATE			
EM007	BIRTH REGISTER			
EM008	BROCHURE FOR ECP (PINK COLOUR)			
M009	BROCHURE FOR ECP (ROSY COLOUR)			
M010	CONDOM REGISTER			
MO11	CONSENT FORM FOR OPERATION (EOC PROG.)			

• Enter the product quantity which will be issued against Facility's

	1	Select Prof	file	
tem Code filter colum	Item Name filter column	Custom S	Supply Plan 1	COPY TO NEW
	THER PRINTING MATERIALS (119 items)		> Item Name	
EMO01	ADMISSION REGISTER	- CONT	RACEPTIVE (3 items)	
EMO02	ANESTHESIA RECORD	CON004	IMPLANT (2 ROD)	
M003	ANTENATAL CARD	СОНООЭ	ORAL PILL APON	
EM004	ANTENATAL REGISTER	CON003	ECP (2 TAB/PACK)	
EM005	BIN CARD			
IEM006	BIRTH CERTIFICATE			
IEM007	BIRTH REGISTER			
IEM008	BROCHURE FOR ECP (PINK COLOUR)			
IEM009	BROCHURE FOR ECP (ROSY COLOUR)			
EM010	CONDOM REGISTER			
EMO11	CONSENT FORM FOR OPERATION (EOC PROG.)			

• 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.

VAREHOUSE	CUSTOM SUPPLY PLAN
ep 2 of 3: Selec	t Facility(s)
elect Facility(s)	name from left side list
Facility Code	Facility Name
filter column	filter column
👻 Others (9 i	tems)
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.
0005	DDFP KURIGRAM
0008	DDFP LALMONIRHAT
0004	DDFP RANGPUR
0006	DDFP GAIBANDHA
0007	DDFP NILPHAMARI
0001	R.MCH. RANGPUR
0003	Rajibpur, Kurigram
0002	Roumari, Kurigram
👻 Upazila (33	5 items)
T268	Aditmari, Lalmonirhat

• Select Facility from left side facility list and press on '>>' button to transfer right side for creating custom supply plan. See the following screen -

lect Facility(s)	name from left side list				
Facility Code	Facility Name	>>	Facility Code	Facility Name	
filter column	filter column		👻 Others (3	items)	
👻 Upazila (33	i items)	<<	0009	DIRECTOR, FAMILY PLANNING, RANGPUR.	
T268	Aditmari, Lalmonirhat		0005	DDFP KURIGRAM	
T244	Badarganj, Rangpur		0008	DDFP LALMONIRHAT	
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				

• Press on 'Next'. After pressing will see the following message -



• Press on 'Yes'. After pressing will see the following screen -

	CUSTOM SUPPLY PLAN		
Step 3 of 3: Cus	tomize Supply Plan		
Update Qty if re	equired		
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	APONTotal 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

• Press on 'Next'. After pressing will see the following message -

	omize Supply Plan			
Jpdate Qty if re	quired			
Facility Code	Facility Name		Item Code	Qty
filter column	filter column		filter column	
- IMPLANT (2	ROD)Total in Stock: 10580 and Total Supply Plan Qua			
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.		CON004	5
0005	DDFP KURIGRAM		CON004	5
0008	DDFP LALMONIRHAT		CON004	5
	PONTotal in Stock: 182400 and Total Supply Plan Qu	Are you sure?		
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.	Do you want to generate Issue Voucher from custom supply plan?	CON009	10
0005	DDFP KURIGRAM	Suppry plan:	CON009	10
8000	DDFP LALMONIRHAT	Yes No	CON009	10
- ECP (2 TAB/	PACK)Total in Stock: 0 and Total Supply Plan Quantit	TG5 NO		
0009	DIRECTOR, FAMILY PLANNING, RANGPUR.		CON003	5
0005	DDFP KURIGRAM		CON003	5
0008	DDFP LALMONIRHAT		CON003	5

• Press on '**Yes'**. After pressing message displayed 'Issue voucher Generate successfully' like following screen -

From		To	Ċ	П						New	<b>3</b> 🕅
02/	02/2023	03/05/2023	L.								
SI#	Facility A	Invoice No 🔺	Invoice	Prepared By	Approv	Approved By	Issued	Issued By	Updated 🔺	Cancel 🔺	Actions
	filter column	filter column	Date	filter column	Date	filter column	Date	filter column			
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	<ul> <li></li> </ul>	×	=
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	<ul> <li>Image: A second s</li></ul>	×	
11	Rangpur Sadar, Rangpur	3863	23/03/2023	Md. Ranju Miah	23/03/2023	MD. SHIHAB UDDIN	23/03/2023	Md. Ranju Miah	<ul> <li>Image: A second s</li></ul>	×	
12	Sundarganj, Gaibandha	3862	22/03/2023	Md. Ranju Miah	22/03/2023	MD. SHIHAB UDDIN	22/03/2023	Md. Ranju Miah	<ul> <li>Image: A second s</li></ul>	×	
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	Kaligani, Lalmonirhat	3858	21/03/2023	Md. Raniu Miah	21/03/2023	MD. SHIHAB UDDIN	21/03/2023	Md. Raniu Miah	4	×	

## 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 <u>https://elmis.dgfp.gov.bd/</u> 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:

ltem Code	Item Name	Qty 🚊	Last Receive	last Issue	Unit	Not Moving	Invoice No	Issue Date	Receiver	Lot No/Desc	Expiry Date	Issue Qty
couc	filter column		Date	Dute		Day	3766	15/01/2023	Gobindagani, Gaibandha	No/ Dese	Dute	36
→ IEM &	OTHER PRINTING MATERIALS	(1 item)					3684	17/10/2022	Ulipur, Kurigram			30
IEM112	PPV Register	118	31/08/2022	17/10/2022	pcs	108	3679	16/10/2022	Dimla, Nilphamari			10
→ KITS 8	MEDICAL EQUIPMENTS (2 iter	ns)					3675	13/10/2022	Nilphamari Sadar, Nilphamari			30
KIT016	FLOW METER/THERAPY SET	30	27/10/2022	30/04/2020	sets	160	3670	12/10/2022	Phulbari, Kurigram			24
KIT044	OXYGEN CYLINDER (EMPTY)	3		29/11/2016	pcs	104	3661	10/10/2022	Gobindaganj, Gaibandha			1
- мсн а	& OTHER MEDICINE (1 item)						3660	10/10/2022	Palashbari, Gaibandha			8
MCH020	TAB. METRONIDAZOL 400	30000	31/10/2021	28/12/2015	tab.	344	3659	10/10/2022	Pirganj, Rangpur			14
· OFFIC	E EQUIPMENTS & FURNITURE	(5 items)					3658	10/10/2022	Mitha Pukur, Rangpur			19
OEF028	LADDER	4	19/01/2023	21/11/2022	pcs	163						
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.

		Gove	rnment of the People's Republic Directorate General of Family Slow Moving Item List					
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	10
2	KITS & MEDICAL EQUIPMENTS	KIT016	FLOW METER/THERAPY SET	30	27/10/2022	30/04/2020	sets	16
3	KITS & MEDICAL EQUIPMENTS	KIT044	OXYGEN CYLINDER (EMPTY)	3		29/11/2016	pcs	10
4	MCH & OTHER MEDICINE	MCH020	TAB. METRONIDAZOL 400 MG	30000	31/10/2021	28/12/2015	tab.	34
5	OFFICE EQUIPMENTS & FURNITURE	OEF028	LADDER	4	19/01/2023	21/11/2022	pcs	16
6	OFFICE EQUIPMENTS & FURNITURE	OEF085	TAB	545	31/10/2021	23/03/2022	nos.	10
7	OFFICE EQUIPMENTS & FURNITURE	OEF090	Helmet	20	26/04/2021	14/07/2021	pcs	65
8	OFFICE EQUIPMENTS & FURNITURE	OEF091	Gum Boot	20	26/05/2018	29/07/2018	pair	6
9	OFFICE EQUIPMENTS & FURNITURE	OEF092	Utility Gloves	20	26/05/2018	29/07/2018	pair	173

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 <u>https://elmis.dgfp.gov.bd/</u> 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.

From	То						
01/01/	/2023 30/04/2023	<b></b>					8
SI#	Upazila	A Report Year	Report Month	District	Total SDP 🔺	Reports Submitted 🔺	Action
	filter column	filter column	filter column	filter column	filter column	filter column	
Marc	h-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	

• Double click on a report or click on details button from action column the F7B report displayed.

Upaz	la	District	R	eports Submitted					
Sha	jahanpur, Bogura	Bogura		80					
Repo	rt Month	Report Year	т	otal SDP					
Mar	ch	2023		80					
Rema	rks								
SI#	Item	A							
2.111		-	Opening	Received 🐣	Issued 🔺	Adjustment	Adjustment	Closing	MOS 🔺
2.11	filter column	A	Opening Balance	Received 🔺	Issued 🔺	Adjustment (+)	Adjustment (-)	Closing Balance	MOS 🔺
1					<b>Issued</b> A 74,580				MOS 🔺 1.0
1 2	filter column	Î	Balance					Balance	
1	filter column Condom		Balance 114,384		74,580			Balance 39,804	
1 2	filter column Condom Shukhi (2nd Gen)		Balance 114,384 4,350		74,580 4,290			Balance 39,804 60	1.0
1 2 3	Filter column Condom Shukhi (2nd Gen) Shukhi (3rd Gen)		Balance 114,384 4,350 23,440		74,580 4,290 3,385			Balance 39,804 60 20,055	1.0
1 2 3 <b>4</b>	filter column Condom Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total)		Balance 114,384 4,350 23,440 27,790		74,580 4,290 3,385 <b>7,675</b>			Balance 39,804 60 20,055 20,115	1.0 5.7 <b>1.6</b>
1 2 3 <b>4</b> 5	filter column Condom Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total) Oral Pill Apon		Balance           114,384           4,350           23,440           27,790           2,130		74,580 4,290 3,385 <b>7,675</b>			Balance           39,804           60           20,055           20,115           1,700	1.0 5.7 <b>1.6</b> 2.9
1 2 3 <b>4</b> 5 6	filter column Condom Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total) Oral Pill Apon ECP		Balance 114,384 4,350 23,440 27,790 2,130 100		74,580 4,290 3,385 <b>7,675</b>			Balance           39,804           60           20,055           20,115           1,700           100	1.0 5.7 <b>1.6</b> 2.9 5.3

From	То				•					
01/01	30/04/202	3 🗖							E.	
SI#	Upazila	A Report Year	Report Month	District			Total SDP	Reports Su	bmitted 🔺	Actions
- Marc	rch-2023 (30 items)									
1	Shajahanpur, Bogura	2023	March	Bogura			8	0	80	
2	Sapahar, Naogaon	2023	March	Naogaon				3	33	
3	Raninagar, Naogaon	2023	March	Naogaon				9	49	
4	Porsha, Naogaon	2023	March	Naoran			3	0	30	
5	Patnitala, Naogaon	2023	March	Naogaon				71	71	
6	Niamatpur, Naogaon	2023	March	Naogaon			5	3	53	
7	Naogaon Sadar, Naogaon	2023	March	Naogaon			7	2	72	
8	Mahadebpur, Naogaon	2023	March	Naogaon			7	2	72	
9	Manda, Naogaon	2023	March	Naogaon			9	2	92	
10	Dhamoirhat, Naogaon	2023	March	Naogaon			4	7	47	
11	Badalgachhi, Naogaon	2023	March	Naogaon			5	4	54	
12	Atrai, Naogaon	2023	March	Naogaon			5	5	55	=
13	Hakimpur, Dinajpur	2023	March	Dinajpur			2	3	23	=
14	Ghoraghat, Dinajpur	2023	March	Dinajpur			2	6	26	=
IS ORM 7	Ghoraghat, Dinajpur Desekhiski Jeuwurket	District	March	lourouzbat	orts Submitted			6	26 57 BACK TO LIS	-
DRM 7	Danchhihi lovovrhat	2022		lourouzbat					57	-
DRM 7	Peoplekiki Jeureuket	District		Сер					57	-
DRM 7	Describbilit Journalist      TB VIEW  anpur, Bogura  Month	District Bogura		Сер	al SDP				57	-
DRM 7	Describbilit Journalist      TB VIEW  anpur, Bogura  Month	District Bogura Report Year		CRep 80 Tota	al SDP				57	-
azila azila ihajaha port M 1arch marks	Proveholiek Issueurakeet	District Bogura Report Year		CRep 80 Tota	al SDP	Issued 🔺			57	т <b>С</b>
azila azila azila azila azila azila azila azila azila azila azila azila azila azila bajaha azila marks		District Bogura Report Year		Crep 80 Tota 80	) al SDP	Issued *	Adjustment A	djustment	E7 BACK TO LIS	T E
azila biajaha port M 4arch marks		District Bogura Report Year		Crep 80 Tota 80 Opening Balance 114,384	) al SDP		Adjustment A	djustment	E7 BACK TO LIS Closing Balance	MOS
azila biajaha port M farch marks		District Bogura Report Year		Crep Bo Tota Bo Opening Balance	) al SDP	74,580	Adjustment A	djustment	E7 BACK TO LIS Closing Balance 39,804	mos
IF IL CO IF IL		District Bogura Report Year		Crep 80 Tota 80 Opening Balance 114,384	) al SDP	74,580 4,290	Adjustment A	djustment	Closing Balance 39,804 60	MOS
15 DRM 7 Dazila Shajaha port M March marks III Ico 2 Shi 3 Shi 4 Or.		District Bogura Report Year		Opening Balance 114,384	) al SDP	74,580 4,290 3,385	Adjustment A	djustment	Closing Balance 39,804 60 20,055	-
IF II Co Shajaha Shajaha March III IC Shi II Co Shi Shi Shi A Orr		District Bogura Report Year		Opening Balance 114,384	) al SDP	74,580 4,290 3,385 <b>7,675</b>	Adjustment A	djustment	Closing Balance 39,804 60 20,055 20,115	MOS
IE PAZIIA PORM 7 Shajahaa Port M March marks III I Co Shaj A A Co Shaj A A Co Shaj A A Co Shaj A A A Co Shaj A A A A A A A A A A A A A		District Bogura Report Year		Cpening Balance 114,384 22,7290 2,130	) al SDP	74,580 4,290 3,385 <b>7,675</b>	Adjustment A	djustment	Closing BACK TO LIS Closing Balance 39,804 60 20,055 20,115 1,700	MOS
IE DRM 7 pozla shajaha marks III le fil 1 Co 2 Shi 3 Shi 4 Or 5 Or 6 EC 7 IUE		District Bogura Report Year		Decision whether         80           Tota         80           Opening Balance         80           114,384         2           22,790         2,130           100         100	) al SDP	74,580 4,290 3,385 <b>7,675</b>	Adjustment A	djustment	Closing Balance 39,804 60 20,055 20,115 1,700 100	MOS

#### **General Description of Form 7B**

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:

DISTRICT : Opening Balance 114,384 4,350 2,430 2,330 100 57		Isoned (-) 74,580 4,290	I STORE ROOM	MONTH :	TE GENERAL	OF FAM	LIC OF BANGLADE ILY PLANNING FIELD 5 Opening Balance	YEAR : 20 TOCK (FROM	MIS 2, 3 AND NGOS TAKING	SUPPLIES F		otal number of SDI	Ps submit	of SDPs* :	80 80
Opening Balance 1114,384 4,350 23,440 2,310 100 57	Received	Isoned (-) 74,580 4,290	Adju	( stment		MOS		TOCK (FROM	MIS 2, 3 AND NGOS TAKING	SUPPLIES F		otal number of SDI	Ps submit	ted report :	80
Opening Balance 1114,384 4,350 23,440 2,310 100 57	Received	Isoned (-) 74,580 4,290	Adju	( stment		MOS		TOCK (FROM	MIS 2, 3 AND NGOS TAKING	SUPPLIES F		otal number of SDI	Ps submit	ted report :	80
Opening Balance 1114,384 4,350 23,440 2,310 100 57	Received	Isoned (-) 74,580 4,290	Adju	( stment		MOS		TOCK (FROM	MIS 2, 3 AND NGOS TAKING	SUPPLIES F				- L	
Opening Balance 1114,384 4,350 23,440 2,310 100 57	Received	Isoned (-) 74,580 4,290	Adju	( stment		MOS		TOCK (FROM	MIS 2, 3 AND NGOS TAKING	SUPPLIES F	ROM UAZILA	FP STORE		TOTAL USABLE	T-1-1 V
114,384 4,350 23,440 2,130 100 57		Isoned (-) 74,580 4,290	Adju	stment	Closing Balance	MOS									
114,384 4,350 23,440 2,130 100 57		74,580 4,290	· · ·					Received	Distributed to Acceptors	Adjust	terest	Cloting Balance	MOS	STOCK	SDP Stocken
4,350 23,440 2,130 100 57		4,290					opting billing	(+)	0	(+)	(.)	coming paratet		BALANCE (8+15)	
23,440 2,130 100 57					39,804	1.0	54,746	74,580	35,185			94,141	2.4	133,945	
2,130 100 57					60	0.0	11,416	4,290	4,771			10,935	1.2	10,995	
100		3,385			20,055	5.7	10,517	3,385	6,020	90	246	7,726	2.2	27,781	
57		430			1,700	2.9	3,223	430	528	8	8	3,125	5.3	4,825	
					100	5.3	272		13			259	13.6	359	
					57	5.7	123		11			112	11.2	169	
4,896	2,000	1,602			5,294	5.2	2,429	1,602	1,199			2,832	2.8	8,126	
3,785	2,000	1,615			4,170	4.0	2,884	1,615	1,221			3,278	3.1	7,448	
400		100			300	3.3	342	100	89			353	3.9	653	
1,885					1,885	7.7	1,434		254	4	4	1,180	4.8	3,065	
						0.0	18					18	6.0	18	
25	1,000	20			1,005	7.4	1,563	20	113			1,470	10.9	2,475	
						0.0							0.0		
						0.0							0.0		
						0.0	3,540					3,540	0.0	3,540	
						0.0	12					12	2.0	12	
20					20	0.0	1,090					1,080	0.0	1,100	
						0.0	2,200					2,200	0.0		
23	30	23			30										
							19					19	4.8	19	
			-	-		0.0	170	64				234	0.0		
315		15			300									300	
	25	20 20 1000 20 20 20 20 20 20 20 20 20 20 20 20 20 2	23         1,000         20           23         1,000         20           24         20         20           23         20         20           23         20         20           24         20         20           25         20         20           26         20         20           27         20         20           28         20         20           29         20         20           20         20         20           20         20         20           20         20         20           20         20         20           21         20         20           22         20         20           23         20         20           24         20         20           25         20         20           26         20         20           27         20         20           28         20         20           29         20         20           20         20         20           20         20         20	Image: Note of the sector of the se	1000         1,000         200           250         1,000         200           250         1000         100           250         1000         200           250         1000         200           250         1000         200           250         100         200           250         100         200	Image: state of the s	Image: state of the s	Image: second	Image: state of the s	Image: state of the s	Image         Image <th< td=""><td></td><td></td><td>Image: state</td><td>Image         Image         <th< td=""></th<></td></th<>			Image: state	Image         Image <th< td=""></th<>

• If printer on 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.

FOR	M 7 - ADD/EDIT						SAVE	POST	UNPOST	BACK TO LIS	• ₿
ld *		wн •		Total Up	azila						
119		Bogura RWH		- 30							
Repor	rt Month *	Report Year*		Remarks							
Marc	ch	2023									
SI#	Article	Opening	Receive From	Issue	To		ba	justment	G	ENERATE I	DELETE MOS
31#	filter column	Balanco	Warehouse A Supplier		Upazila 🔺	(+) 🔺	(-) 🔺	Return From A Wareho	Return To Wareho	Balance	103
1	Condom	327,600	835,	200 259,200	295,200					608,400	1
2	Shukhi (2nd Gen)	2,880			38,880			36,000			
3	Shukhi (3rd Gen)	633,600		544,320	157,440			237,120		168,960	
4	Oral Pill (Total)	636,480		544,320	196,320			273,120		168,960	0
5	Oral Pill Apon	163,200			14,400					148,800	13
6	ECP	2,150			350					1,800	5
7	IUD	9,250			200					9,050	18
8	Injectables (Vials)	1,259,000			38,000					1,221,000	41
9	AD Syringe (1ML)	1,018,700			38,000			1,000		981,700	32
	Implant (Nos)										
	Implant (2 rod)	36,200			600					35,600	15
10	Implant (Total)	36,200			600					35,600	15
11	TAR MISOPROSTOL (Dose)	2 400			2 400			2 400		2 400	0

#### Open Form 7

- Open any internet browser, like Google Chrome or Firefox.
- Type <u>https://elmis.dgfp.gov.bd/</u> in the address bar.
- Login as a warehouse User
- Select Entry Form>Report > Form 7... from Reports menu.

From			-								New	
01/0	30/04/2023	Ċ	3								New	
SI#	Report Month	A	Report Year			- Post	t Date	<b>A</b>	Posted	Total Up	pazila 🔺	Actions
	filter column		filter column							filter column.		
1	March		2023			01/0	04/2023 10:37:0	0	<ul> <li></li> </ul>		30	
2	February		2023				03/2023 12:07:5		<ul> <li>Image: A second s</li></ul>		30	=
3	January		2023			01/0	02/2023 13:20:5	2	×		30	=
FORM	7 - ADD/EDIT							SAVE	POST	UNPOST	BACK TO LI	ST E
		WH •	1		Total Upa	zila						
d * 119 Report I	Month *	Bogura RWH			7 30	zila						
119	Month *					zila						
119 eport l	¥	Bogura RWH Report Year * 2023	Receive	) From	7 30			Ac	justment	GEM	NERATE	
March	¥	Bogura RWH Report Year * 2023		ÞFrom Supplier ▲	v 30 Remarks		(*) *	Ac (-) 🔺	ljustment Return From ≁ Wareho	GEN Return To Wareho		DELETI
119 Peport I March	rticie	Bogura RWH Report Year * 2023 Opening Balance 327,600	Receive Warehouse 🍝		v 30 Remarks	To Upazila A 295,200	0		Return From A Wareho	Return To Wareho	Closing	MOS
19 <b>port l</b> 1arch 1 1 2 5	rticle // /////////////////////////////////	Bogura RWH Report Year * 2023 Opening Balance 327,600 2,880	Receive Warehouse 🍝	Supplier 🔺	V 30 Remarks	To Upazila ▲ 295,200 38,880	D D		Return From A Wareho 36,000	Return To Wareho	Closing Balance	MOS
19 <b>port I</b> tarch f f f f f f f f f f f f f	rticle // // // // // // // // // // // // //	Bogura RWH           Report Year *           2023           Opening Balance           327,600           2,880           633,600	Receive Warehouse A	Supplier 🔺	<ul> <li>30</li> <li>Remarks</li> <li>Issue</li> <li>Warehouse </li> <li>259,200</li> <li>544,320</li> </ul>	To Upazila ▲ 295,200 38,880 157,440			Return From ~ Wareho 36,000 237,120	Return To Wareho	Closing Balance	MOS
19 port I 1arch 1 C 2 3 3 5 4 0	rticle // // // // // // // // // // // // //	Bogura RWH           Report Year *           2023           Opening Balance           327,600           2,880           633,600           636,6480	Receive Warehouse A	Supplier 🔺	V 30 Remarks	To Upazila ▲ 295,200 38,880 157,440 196,320	2 2 2 2 3		Return From A Wareho 36,000	Return To Wareho	Closing Balance 608,400 168,960 168,960	<b>MO</b> S
19 port I 1arch 1 C 2 S 3 S 4 O 5 O	rticle * iliter column ondom hukhi (2nd Gen) hukhi (3rd Gen) rral Pill (Total) rral Pill Apon	Bogura RWH           Report Year *           2023           Opening Balance           327,600           2,880           633,600           636,480           163,200	Receive Warehouse 🔺	Supplier 🔺	<ul> <li>30</li> <li>Remarks</li> <li>Issue</li> <li>Warehouse </li> <li>259,200</li> <li>544,320</li> </ul>	To Upazila ≏ 295,200 38,880 157,440 196,320 14,400	20 20 20 20 20 20 20 20 20 20 20 20 20 2		Return From ~ Wareho 36,000 237,120	Return To Wareho	Closing Balance 608,400 168,960 168,960 148,800	<b>MO</b> S
19 port I 1arch 1 arch 1 C 2 S 3 S 4 O 5 O 6 E	rticle * iliter column ondom hukhi (2nd Gen) hukhi (2nd Gen) rtal Pill (Total) rtal Pill Apon CP	Bogura RWH           Report Year *           2023           Opening Balance           327.600           2,880           633,600           633,600           633,600           633,600           633,600           163,200           2,150	Receive Warehouse	Supplier 🔺	<ul> <li>30</li> <li>Remarks</li> <li>Issue</li> <li>Warehouse </li> <li>259,200</li> <li>544,320</li> </ul>	To Upazila 295,200 38,880 157,440 196,320 14,400 350	20 20 20 20 20 20 20 20 20 20 20 20 20 2		Return From ~ Wareho 36,000 237,120	Return To Wareho	Closing Balance 608,400 168,960 168,960 148,800 1,800	<b>MOS</b>
19 <b>port I</b> 1arch 1arch 1 1 2 5 3 5 6 6 1 1 1 1 1 1 1 1 1 1 1 1 1	rticle // // // // // // // // // // // // //	Bogura RWH           Report Year *           2023           Opening Balance           327,600           2,880           633,600           636,480           163,200           2,150           9,250	Receive Warehouse	Supplier 🔺	<ul> <li>30</li> <li>Remarks</li> <li>Issue</li> <li>Warehouse </li> <li>259,200</li> <li>544,320</li> </ul>	To Upazila 295,200 38,880 157,440 16,400 350 200	0         1           0         1           0         1           0         1           0         1           0         1           0         1           0         1           0         1           0         1           0         1           0         1           0         1           0         1		Return From ~ Wareho 36,000 237,120	Return To Wareho	Closing Balance 608,400 168,960 168,960 148,800 1,800 1,800 9,050	MOS
19 Harch 14 1 1 2 3 3 4 0 5 0 6 E 1 1 1 2 3 3 5 0 1 1 1 1 1 1 1 1 1 1 1 1 1	rticle // // // // // // // // // // // // //	Bogura RWH           Report Year *           2023           Opening Balance           327,600           2,880           633,600           633,600           163,200           2,150           9,250           1,259,000	Receive Warehouse A	Supplier 🔺	<ul> <li>30</li> <li>Remarks</li> <li>Issue</li> <li>Warehouse </li> <li>259,200</li> <li>544,320</li> </ul>	To Upazila 295,200 38,880 157,440 156,320 14,400 350 2000 38,000			Return From A Wareho 36,000 237,120 277,120	Return To 🖉	Closing Balance 608,400 168,960 148,800 1,800 9,050 1,221,000	MOS
March March 11 C 2 S 3 S 4 O 5 O 6 E 7 IL 8 Ir 8 Ir 9 A	rticle // // // // // // // // // // // // //	Bogura RWH           Report Year *           2023           Opening Balance           327,600           2,880           633,600           636,480           163,200           2,150           9,250	Receive Warehouse A	Supplier 🔺	<ul> <li>30</li> <li>Remarks</li> <li>Issue</li> <li>Warehouse </li> <li>259,200</li> <li>544,320</li> </ul>	To Upazila 295,200 38,880 157,440 16,400 350 200			Return From ~ Wareho 36,000 237,120	Return To 🖉	Closing Balance 608,400 168,960 168,960 148,800 1,800 1,800 9,050	MOS
III9 III9 III9 III7 III III7 III III7 III III III7 III7 III7 III7 III7 III7 IIII	rticle // // // // // // // // // // // // //	Bogura RWH  Report Year *  2023  Opening Balance  327,600 2,880 633,600 633,600 636,480 163,200 2,150 9,250 1,259,000 1,018,700	Receive Warehouse A	Supplier 🔺	<ul> <li>30</li> <li>Remarks</li> <li>Issue</li> <li>Warehouse </li> <li>259,200</li> <li>544,320</li> </ul>	To Upazila 295,200 38,880 157,440 196,320 14,400 350 200 38,000 38,000	0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0		Return From A Wareho 36,000 237,120 277,120	Return To 🖉	Closing Balance 608,400 168,960 168,960 148,800 1,800 1,820 9,055 1,221,000 981,700	MOS
119 Amarch March 1 C 2 S 3 S 4 O 5 O 6 E 7 IL 1 I 1 I 1 C 1 C 1 C 1 C 1 C 1 C 1 C 1 C	rticle // // // // // // // // // // // // //	Bogura RWH           Report Year *           2023           Opening Balance           327,600           2,880           633,600           633,600           163,200           2,150           9,250           1,259,000	Receive Warehouse 🐣	Supplier 🔺	<ul> <li>30</li> <li>Remarks</li> <li>Issue</li> <li>Warehouse </li> <li>259,200</li> <li>544,320</li> </ul>	To Upazila 295,200 38,880 157,440 156,320 14,400 350 2000 38,000			Return From A Wareho 36,000 237,120 277,120	Return To 🖉	Closing Balance 608,400 168,960 148,800 1,800 9,050 1,221,000	Mos

### • The Form 7 Screen is displayed.

### General description of Form 7

<b>rom</b> 01/01	/2023				New	₿
SI#	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	

<u>.</u>		WH *			Total Upa	zila						
119		Bogura RWH			- 30							
epoi	rt Month *	Report Year *			Remarks							
Mar		2023										
					- <b>U</b>							
				-		_						DELETE
1#	Article	Opening Balance	Receive		Issue				ljustment		Closing Balance	MOS
			Warehouse 🔺	Supplier 🔺	Warehouse 🔺	Upazila 🔺	(+) 🔺	(-) 🔺	Return	Return To		
									From 🔺 Wareho	Wareho		
1	Condom	327,600		835,200	259,200	295,200					608,400	
	Condom Shukhi (2nd Gen)	327,600 2,880		835,200	259,200	295,200 38,880				Wareho	608,400	
2				835,200	<b>5</b> 44,320				Wareho	Wareho	608,400 168,960	
2 3	Shukhi (2nd Gen)	2,880		835,200		38,880			Wareho 36,000	Wareho		
2 3 <b>4</b>	Shukhi (2nd Gen) Shukhi (3rd Gen)	2,880		835,200	<b>5</b> 44,320	38,880 157,440			Wareho 36,000 237,120	Wareho	168,960	(
2 3 <b>4</b> 5	Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total)	2,880 633,600 <b>636,480</b>		835,200	<b>5</b> 44,320	38,880 157,440 <b>196,320</b>			Wareho 36,000 237,120	Wareho	168,960 <b>168,960</b>	(
2 3 4 5 6	Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total) Oral Pill Apon	2,880 633,600 <b>636,480</b> 163,200		835,200	<b>5</b> 44,320	38,880 157,440 <b>196,320</b> 14,400			Wareho 36,000 237,120	Wareho	168,960 <b>168,960</b> 148,800	1:
2 3 4 5 6 7	Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total) Oral Pill Apon ECP	2,880 633,600 <b>636,480</b> 163,200 2,150		835,200	<b>5</b> 44,320	38,880 157,440 <b>196,320</b> 14,400 350			Wareho 36,000 237,120	Wareho	168,960 <b>168,960</b> 148,800 1,800	C 13 18
2 3 4 5 6 7 8	Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total) Oral Pill Apon ECP IUD	2,880 633,600 <b>636,480</b> 163,200 2,150 9,250		835,200	<b>5</b> 44,320	38,880 157,440 <b>196,320</b> 14,400 350 200			Wareho 36,000 237,120	Wareho	168,960 <b>168,960</b> 148,800 1,800 9,050	C 13 18 4
2 3 4 5 6 7 8 9	Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total) Oral Pill Apon ECP IUD Injectables (Vials)	2,880 633,600 636,480 163,200 2,150 9,250 1,259,000		835,200	<b>5</b> 44,320	38,880 157,440 <b>196,320</b> 14,400 350 200 38,000			Wareho 36,000 237,120 273,120	Wareho	168,960 <b>168,960</b> 148,800 1,800 9,050 1,221,000	C 13 18 4
2 3 4 5 6 7 8 9	Shukhi (2nd Gen) Shukhi (3rd Gen) Oral Pill (Total) Oral Pill Apon ECP IUD Injectables (Vials) AD Syringe (IML)	2,880 633,600 636,480 163,200 2,150 9,250 1,259,000		835,200	<b>5</b> 44,320	38,880 157,440 <b>196,320</b> 14,400 350 200 38,000			Wareho 36,000 237,120 273,120	Wareho	168,960 <b>168,960</b> 148,800 1,800 9,050 1,221,000	1 0 13 5 18 41 32

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
ld *	мн.	Total Upazila	
120	Bogura RWH 🗸	30	
Report Month *	Report Year *	Remarks	
March 👻	2023		
			GENERATE DELETE
SI# Article	Opening Receive From	Issue To Adjustment	
filter column	Balance Warehouse A Supplier A War	ehouse Upazila A (+) A (-) A Retur Fro Wareho.	m 🔺 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 L	.IST 🔒
ld *	мн.		Total Upazila		_			
120	Bogura RWH	Ŧ	0					
Report Month *	Report Year *		Remarks					
April 👻	2023							
						_		
						GI	ENERATE	DELETE
SI# Article	Delener A	ve From	Issue To		ljustment		Closing Balance	MOS 🔺
filter column	Balance Warehouse A	Supplier A War	ehouse 📥 Upazila 📥	(+)	Return From A 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 PO	DST UNPC	DST BACK TO LIST
ld* 120	Invo	bice Status				×	
Report Month *	SI#	Туре	Total Invoice	Posted	Not Updated	Cancelled	
April	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	GENERATE DELETE
SI# Article			26	23	3	0	Closing MOS
filter column	_					CLOSE	To Balance

• 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
ld*	wH •	Total Upazila		
120	Bogura RWH			
Report Month *	Report Year *			
	Are	you sure?		
	Do you really wa	nt to fill the Form7 items?		GENERATE DELETE
Si# Article /	Opening Balance	Yes No	Adjustment (-) ← Return From ← Wareho	

• Click '**Yes**' to continue and the following form All data will be generated automatically.

FOR	M 7 - ADD/EDIT							SAVE	POST	UNPOST	BACK TO LIS	т <del>В</del>
ld *		мн.			Total Upa	zila						
120		Bogura RWH			- 30							
Repo	rt Month *	Report Year *			Remarks							
Apr	11	2023								_		
SI#	Article	Opening	Receive	From	Issue	То		Ad	ljustment	G	Closing	MOS A
	filter column	Balance	Warehouse 🔶	Supplier 🔺	Warehouse 🔺	Upazila 🔺	(+) 🚊	(-) 🔺	Return From A Wareho	Return To Wareho	Balance	
1	Condom	608,400		3,539,600	3,600	208,800					3,935,600	8.0
2	Shukhi (2nd Gen)					28,800			28,800			
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					145,600	12.4
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 (1ML)	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

#### 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:

	ISSUE, DISTRIBUTION AND				bild	CTORATE GENERAL OF	FAMILI FLANGEN		Total Upazila : 30 Month : April			
	: Bogara RWH,Banani, Bog								Year : 2023			
SL#	Article	Opening Balance	Received Balance this mo Warehouse			Issued To this Month (-)			Adjustment Return From Warebours/Upanila	Return To Warehouse	Closing Balance	MOS
		603,400	Warehouse	Supplier 3,539,600	Warehouse	Upasila 208,800	Tetal 212,400	(+) (-)	Return From Warehouse/Upanila	Return To Warehouse	3,935,600	8
1	Condom Shukhi (2nd Gen)	808,400		3,539,800	3,600	208,800	212,400 28,800		28.800		3,935,600	8
3	Shukhi (Jod Gen)	163,960			679,680	38,400	718,080		1,259,520		710,400	4
4	Oral Pill Apon	143,800			0/9,000	38,400	3,200		1,239,320		145,600	12
6	ECP	143,800				5,200	5,200				143,600	5
6	IUD	9,050				150	150				8,900	18
7	Injectables (Vials)	1,221,000				8.000	8,000				1,213,000	41
	AD Syringe (IML)	981,700				8,000	8,000				973,700	33
9	Implant (Total)	35,600				400	400				35,200	15
10	TAB MISOPROSTOL (Dose)	2,400				400	400		800		2,800	0.
11	Normal Delivery Kit	513	50			10	10				553	-
12	MRM (Pack)	292									292	2
13	7.1% CHLOROHEXIDINE	17.000				2,500	2.500				14,500	2
14	DU. MgSo4											
15	INJ. OXYTOCIN 5.JU/ML											
16	MDSP (Susset)											
17	Sanitary Napkin/Pad											
18	DDS Kit	1,217			110	85	195				1,022	
19	MR(MVA) KIT (NOS)											
20	Iron-Folic Acid pill (NOS)											
21	Inj. Antenatal Corticosteroid	1,040						1,0	10			
22	Inj. Gantamicin											
23	COTTON (100GM) (Roll)	12,800				500	500				12,300	
24	POVIDONE IODINE SOL. (Bottle)	9,520				400	400				9,120	

- 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:

OR	M 7 - ADD/EDIT					SAVE	POST		BACK TO LIS	• 🖯
d *		WH ·	То	tal Upazila						
120		Bogura RWH				1				
Apri	rt Month *	Report Year*	(]	)						
			Are you s					GE		DELETE
SI#	Article	Opening		nt to post?	No	4	ıdjustment	GE	Closing	DELETE MOS
SI#	Article filter column	Opening Balance		nt to post?	No	م (-)		GE Return To Wareho		
<b>SI#</b>			Do you really war	nt to post?			Return From	Return To	Closing	MOS
<b>SI#</b> 1	filter column	Balance	Do you really war	Yes			Return From	Return To Wareho	Closing Balance	MOS

• Press 'Yes', after post the form 7 will be posted. The following screen will appear:

FOR	M 7 - ADD/EDIT							SAVE	POST	UNPOST	BACK TO LIST	r 🔒
ld *		wн•			Total Upa	zila						
120		Bogura RWH			- 30							
Repo	rt Month *	Report Year *			Remarks							
Apr	il 👻	2023										
										GI	ENERATE D	DELETE
SI#	Article	Opening	Receive	From	Issue	То		Ad	justment		Closing	MOS 🔺
51#	filter column	Balance	Warehouse 🔺	Supplier 🔺		Upazila 🔺	(+) 🚊	(-) 🔺		Return To		103 -
			in al cilouse	Supplier	in all enfouse	opuzitu	(., -	() -	From A Wareho	Wareho		
1	Condom	608,400		3,539,600	3,600	208,800					3,935,600	8.0
2	Shukhi (2nd Gen)					28,800			28,800			
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					145,600	12.4
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 (1ML)	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 <u>https://elmis.dgfp.gov.bd/</u> 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:

_	rt Date 1/01/2023	İ	End Date Conta 30/04/2023	ct		▼ All			*		
SI#	Date Received	Package Serial NoS	Contract NoS	Provisional Received A Quantity	Cumulative Quantity – Received	Disapproved Quantity	Direct Return A Quantity	Return To Supplier	Total Provisional Due Quantity	Approved Quantity	Total Received A Quantity
- 1	Name of Goods	CONDOM (34 i	tems)								
	Contract Qty	: 4000000 ( <mark>3 i</mark>	tems)								
1	06/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.0	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: 25.0	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: 25.0	918,000	2,883,600				1,116,400	918,000	2,883,600
	Contract Qty	: 5000000 (8 it	ems)								
4	06/02/2023	FSD/GR-03	59.11.0000.303.07.130.22-03 Date: 25.0	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: 25.0	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: 25.0	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: 25.0	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: 25.0	979,200	6,494,000				-1,494,000	979,200	6,494,000

• Press Print button to continue.

					nment of the Peop Directorate Gene				5011				
					Bog	gura RWH							
					Provisional	Receiving Regis	ster						
					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 Quantity Received	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

### 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 <u>https://elmis.dgfp.gov.bd/</u> 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:

_	rt Date 1/01/2023	End Date         Contact           30/04/2023         Image: Contact		▼ All			*		8
51#	Package Serial NoS	Contract NoS  filter column	Contract Quantity	Provisional Received A Quantity	Disappro Quantity	Direct Return A Quantity	Return To Supplier	Provisional Due A Quantity	Approved Quantity
- N	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,
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,
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,
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,
~ N	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,
- N	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,
- 1	Name of Goods:	RUBBER GLOVES 7" (1 item)	1		· · · · · · · · · · · · · · · · · · ·				
7	CC/GD-17	59.11.0000.302.07.05.2022-90 Date: 09.06.2022	300.000	300.000		0	0		300,

• Press Print button to continue.

		G	overnment of the People's F Directorate General of							
			Bogura RW Provisional Summa							
			Between 2023-01-01 an							
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

# **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 <a href="https://elmis.dgfp.gov.bd/">https://elmis.dgfp.gov.bd/</a> in the address bar.
- Login as a warehouse User
- Select Entry Form>Stock Report > 'Stock Summary' ... from 'Stock Reports' menu.

	ary Date 04/2023	Group Name	ltem Name ✓ All	¥	
() Sh		Stock 🔘 Show Only Non-Zero Stock 🔘 Show Only Zero Stock 🔘	Show All Items		
SI#	Item Code	Item Name	Unit Name	Usable Qty	Unusable Qty
		filter column			
CON	ITRACEPTIVE (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 PRINTIN	IG 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.

		Go	vernment of the People's Republic of Banglac Directorate General of Family planning Stock Summary Stock Date: 30/04/2023, NONE-ZERO Facility: Bogura RWH	lesh		
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 <u>https://elmis.dgfp.gov.bd/</u> 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:

Summa	ary Date		Group Name			Item Name				_
	4/2023	i i			-	All		•		8
() Sh	ow Only Unusable Stoc	k 🖲 Show Only No	n-Zero Stock () Sho	ow Only Zero Sto	ock () Show A	II Items				
SI#	Item Code	<ul> <li>Unit Name</li> </ul>		le Qty 🔺	Lot Qty (Unusable)	Lot No/Description	<u></u>	Mfg Date	<ul> <li>Expiry Date</li> </ul>	
CON	TRACEPTIVE (14 item	is)								
<b>⊸</b> A	D SYRINGE (1 ML) (1 i	tem)								
1	CON001	pcs		975,700					2026-01-31	
- C	ONDOM (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	
	CP (2 TAB/PACK) (1 ii	tem)								
5	CON003	pack		1,800		MCRAH			2024-09-30	
<b>▼ I</b> N	IPLANT (2 ROD) (2 ite	ems)								
6	CON004	sets		5,200					2025-02-28	
				30,000						

- 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.

			nment of the Directorate				esh		
				Bogura R Stock Summa As on April 3	ary by lot				
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 <u>https://elmis.dgfp.gov.bd/</u> 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:

<b>Start Date</b> 31/03/20		End Date 30/04/20	023	Group CONT	RACEPTIVE	¥	AD SYRINGE (	I ML)		•		0
Date 🔺		RECEIP	тѕ			ISSUES			QUANTITY	BALANCE	ON HAND	Remarks
	IIN/IV Number	Received From 🔶	Quantity Received	Mfg/Exp Date	IIN/IV Number	Issued to	۵	Guantity Issued	Transfere Returned/	Usable 🔺	Not Usable	
	ACEPTIVE (4 YRINGE (1 ML											
	[PREV BA		11,384,630					10,402,930		981.700		
06/04/20		-		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.

				G			THE PEOPLE'S REPUBLIC OF BANGLADESH TE GENERAL OF FAMILY PLANNING	L					
						INV	Bogura RWH ENTORY CONTROL SYSTEM						
	MNO6-ICR of Article :	AD SYRINGE (	<u>1.ML)</u>						Acc	ounting Unit :	pcs		
SL#	SL# Date RECEIPTS						ISSUES		Quantity	BALANCE	ON HAND	Signature of Store	Remarks
	IIN/IV Received From Quantity Mg/Exp Number Received Jate				IIN/IV Number	Issued to	Quantity Issued	Transfered/ Returned/ Destroyed	Usable	Not Usable	Keeper		
1	31/03/2023	[PREV BALANCE]		11,384,630			•	10,402,930		981,700			
2	2 06/04/2023 4467 - 31/01/20			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 <u>https://elmis.dgfp.gov.bd/</u> 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:

start Da		d Date	Group			Item					
31/03/	/2023	0/04/2023	All			▼ All			*		8
o All	National Receive O Rece	vive From Warehouse									
SI#	Supplier Name	<ul> <li>Supplier</li> </ul>	Supplier	Invoice	Invoice Date	Year 🔺	Package	Contract No	Receive	Return	Balance
	filter column	Reference	Date	No			No		Qty	Qty	Qty
CONT	TRACEPTIVE (2 items)										
- cc	ONDOM (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	932,4
2		374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1	842,400	0	842,4
KITS	& MEDICAL EQUIPMENTS (4 i	tems)									
- BA	ABY WEIGHING SCALE (1 item	)									
3	Dhaka CWH	10816	02/04/2023	496	05/04/2023				150		
⇒ He	eight & Weight Machine (1 iten	n)									
4	Dhaka CWH	10816	02/04/2023	496	05/04/2023				65		
	D STERILIZER DRUM (1 item)										

- 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 Neceive.	All	<b>Receive:</b>
--------------	-----	-----------------

31/03/		End Date 30/04/2023	Group			▼ All			<b>*</b>		8
		Receive From Warehouse				•					
SI#	Supplier Name	A Supplier Reference	Supplier Date	Invoice No	Invoice Date	Year 🍝	Package No	Contract No	Receive Qty	Return Qty	Balance Qty
	TRACEPTIVE (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	932,4
2		374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1	842,400	0	842,4
KITS	& MEDICAL EQUIPMENTS	(4 items)									
⇒ BA	ABY WEIGHING SCALE (	1 item)									
3	Dhaka CWH	10816	02/04/2023	496	05/04/2023				150		
⊸ He	eight & Weight Machine (	(1 item)									
4	Dhaka CWH	10816	02/04/2023	496	05/04/2023				65		
	D STERILIZER DRUM (1)	tem)									
5	Dhaka CWH	10816	02/04/2023	496	05/04/2023				145		

#### National Receive:

Supplier Name         Supplier         Bupplier         Invoice         Invoice         Meeter         Package         Contract No         Receive         Return         Balance           CONTRACEPTIVE (2 items)         Contract No         374,375         30/03/2023         152         06/04/2023         2022-23         FSD/GR-03         59.11.0000.303.07.1         932,400         0         932	31/03/2		End Date 30/04/2023	Group All			▼ All			¥		8
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		Supplier Name	<ul> <li>Supplier</li> </ul>			Invoice Date 🔺	Year 🔺	-	Contract No			Balance Qty
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												
		NDOM (2 items)	374,375	30/03/2023	152	06/04/2023	2022-23	FSD/GR-03	59.11.0000.303.07.1	932,400	0	932,40
	2		374,375	30/03/2023	152		2022-23	FSD/GR-03	59.11.0000.303.07.1	842,400	0	842,40

#### **Receive From Warehouse:**

RECEIVE	REPORT					
Start Dat 31/03/2		¥	Item All		¥	8
SI#	Supplier Name filter column	Supplier Reference	Supplier Date	Invoice No	Invoice Date	Receive Qty 🔺
	BY WEIGHING SCALE (1 item)					
1	Dhaka CWH	10816	02/04/2023	496	05/04/2023	150
- Hei 2	ight & Weight Machine (1 Item) Dhaka CWH	10816	02/04/2023	496	05/04/2023	65
- IUC	D STERILIZER DRUM (1 item)					
3	Dhaka CWH	10816	02/04/2023	496	05/04/2023	145
▼ No	rmal Delivery Kit (1 item)					
4	Dhaka CWH	10816	02/04/2023	496	05/04/2023	50
Ψ INJ	J. XYLOCAINE (1%) (1 item)					

#### • Press Print button to continue.

			of the People's Repub torate General of Famil		adesh			
		E	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 <u>https://elmis.dgfp.gov.bd/</u> 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:

tart Da 31/03,		All		•	
SI#	Receiver		Issue Date 🔺	Issue Qty 🔺	Invoice Type
	filter column				
CON	IRACEPTIVE (24 items)				
<b>▼</b> AI	D 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
<b>⊸</b> C(	DNDOM (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

- 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

		Directora	the People's Republic o ate General of Family pla Facility: Bogura RWH Issue Details by Item letween 2023-03-31 and 2023-04-30		sh		
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

## 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 <u>https://elmis.dgfp.gov.bd/</u> 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:

tart Dat 01/03/		End Date 30/04/2023	Group All	Ŧ	All			-		8
All		Facilit ▼ All	у	<b>*</b>						
SI#	Item	Item Name		A	Invoice	Invoice	Issue Qty 🔺	Lot	Mfg Date	Exp Date
	Code	filter column			No	Date		No/Des		
Adam	dighi, 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 APON			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)	29/07/2027	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.

		Go	vernment of the People's Directorate General o Bogura R Issue Details b Between 2023-03-01	of Family WH by Facility	planning				
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	21,600			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 <u>https://elmis.dgfp.gov.bd/</u> 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:

Expiry	Date	Group Name				
28/10	/2023		Show Only Unusable Stock OS	how Only Non-Zer	o Stock 🔘 Show Only Zero Stock 🧿 Show All Items	8
SI#	Item Code 🔺	Item Name	🔺 Unit Name 🔺	Usable Qty 🔺	Lot Qty (Unusable) A Lot No/Description A M	g Date 🔺 Expiry Date
CON	TRACEPTIVE (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 Directorate		Republic of E Family plan		l		
				Facility: Bogura Stock Expiry By Stock Date: 28/10	/ Lot				
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

## 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 <u>https://elmis.dgfp.gov.bd/</u> 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:

Start Da	ate	End Date	Gro	pup			Item		_	
01/03,	/2023	30/04/2023		11		-	All	<b>.</b>		🔒 🗵
tem										
All		*								
SI#	Item Code	Adj. Type	To/From	Inv. Date 🔶	Invoice No	Unit Name 🔿		Lot Mfg Date No/Descript	Exp Date	Remarks
CON	TRACEPTIVE (13	items)								
<b>⊸</b> AI	D SYRINGE (1 ML)	(1 item)								
1	CON001	Return from Facility (	Adamdighi, Bogura	30/03/2023	533	pcs	1,000		31/01/2026	Return Invoice N
<b>~</b> 0	RAL PILL SHUKHI	(2 items)								
2	CON008	Return from Facility (	Khetlal, Joypurhat	04/04/2023	537	cycle	28,800		31/12/2025	Buffar Stock Ret
3	CON008	Return from Facility (	Sariakandi, Bogura	13/03/2023	528	cycle	36,000		30/11/2025	
- O	RAL PILL SHUKHI	(3rd Generation) (10 item	is)							
4	CON010	Return from Facility (	Gabtali, Bogura	05/04/2023	539	cycle	149,760		28/02/2025	Buffar Stock Ret
5	CON010	Return from Facility (	Gabtali, Bogura	05/04/2023	541	cycle	149,760		28/02/2025	Buffar Stock Ret
	CON010	Return from Facility (	Gabtali, Bogura	05/04/2023	540	cycle	149,760		28/02/2025	Buffar Stock Ret
6							110 700		00/00/0005	
7	CON010	Return from Facility (	Gabtali, Bogura	06/04/2023	543	cycle	149,760		28/02/2025	Buffar Stock Ret

- 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.

		Gc	overnment o Directo	rate Ger <sub>Fac</sub>		amily pla <sub>พн</sub>		esh			
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	Buffar 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)	Gabtali, Bogura	05/04/2023	539	cycle	149760			28/02/2025	Buffar Stock Return Iv No-81
5	CON010	Return from Facility (Usable)	Gabtali, Bogura	05/04/2023	541	cycle	149760			28/02/2025	Buffar Stock Return Iv No-83

## 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 <u>https://elmis.dgfp.gov.bd/</u> 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:

Froup			Item			Lot No		Exp Date			
CONTR	ACEPTIVE	~	CONDOM		-			05/31/2027			🔒 🛛
								Invalid Date Forma	it		
SI#	Item Code	To/From     filter column	Inv. Date 🔺	Invoice No 🔺	Unit Name	∽ Usable In ∽	Usable Out 🔺	Usable Balance	Unusable In 🔺	Unusable Out	Unusable Balance
	TRACEPTIVE (223										
<b>→</b> C(	ONDOM (2236 iten			1							
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	Gabtali, 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.

Directorate General of Family planning Bogura RWH Stock Transactions by Lot																	
SL.	Group	ltem	ltem 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	Remark
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	Gabtali, 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	

## - END -