

# Family Planning Logistics Management Information System (FP-LMIS)

**Training Manual and User Guide** 





Family Planning Division Ministry of Health and Family Welfare Government of India



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November 2017



Family Planning Division Ministry of Health & Family Welfare Government of India

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# **Ministry of Health and Family Welfare** Government of India, Nirman Bhawan, New Delhi- 110011

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भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय निर्माण भवन, नई दिल्ली - 110011 GOVERNMENT OF INDIA MINISTRY OF HEALTH & FAMILY WELFARE NIRMAN BHAVAN, NEW DELHI - 110011

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India has constantly endeavoured towards improving health and reducing fertility towards sustainable population development. The benefits of Family Planning services to women, families and societies are important determinants to achieve SDG 3 targets in terms of averting unintended pregnancies, unsafe abortions, improving maternal & child health outcomes and contributing towards women's empowerment.

**FOREWORD** 

To address the issue of high fertility and to reduce the unmet need for contraception, it is imperative to improve the access to Family Planning services.

Family Planning commodities are centrally procured and supplied to all States/ UTs by the Ministry of Health & Family Welfare, Government of India. With a view to improve the access to contraceptives, it is important to have a well functioning logistics and supply chain management system. Hence the Ministry of Health and Family Welfare has now rolled out a dedicated Family Planning Logistic Management Information System (FP-LMIS) which would provide impetus to the endeavors of increasing modern contraceptive usage.

To hasten the process of implementation of the FP-LMIS, the Ministry has developed a comprehensive Training Manual & User Guide on FP-LMIS for empowering the National and state level program managers, store keepers and stock holders for speedy operationalization of the application from National level to the ASHA level.

The efforts of Family Planning Division on developing FP-LMIS application and this Training & User manual is highly appreciated.

(Manoj Jhalani)

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# PREFACE

An effective and efficient logistics & supply chain management is key to successful implementation of the National Family Planning Programme. Interrupted supplies or non-availability of contraceptives may lead to unwanted pregnancies. Thus the need to keep the right quantity of contraceptives at various levels of the health system is imperative so that beneficiaries have an easy access to the methods of their choice and as per their need and convenience with least wastage. The introduction of Family Planning Logistics Management and information system (FP-LMIS) is a conscious effort by Government of India to strengthen monitoring of the Family Planning commodities from the National level to ASHA level.

This Training and User manual for FP-LMIS will be a valuable asset for anyone who manages Family Planning commodities—from policymakers and Program Managers, to service providers and storekeepers. Many of the concepts described in this handbook will help anyone who is responsible for improving, revising, designing, and operating all or part of a Logistics system. This will also contribute to strengthening and streamlining the Family Planning logistics and supply chain system in the country. The training manual would also assist the States/UTs to build a road map for trainings and operationalization of the FP-LMIS application.

I extend my best wishes to this new initiative. I am confident this manual will guide the Logistics Managers in ensuring contraceptive security in the country. I commend the efforts of the Family Planning Division for developing the FP-LMIS application and I urge the states to use this manual for the effective roll out of FP-LMIS.

(Vandana Gurnani)



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#### ACKNOWLEDGEMENT

The Family Planning Program in India has undergone a paradigm shift since its inception in 1952 to emerge as a key strategy to reduce maternal and child mortality and morbidities. Recently the basket of choice has been expanded to include new contraceptives, thus accentuating the need for a Logistic Management Information System to ensure that the right commodities, in the right quantities reach the right place and most importantly at the right time.

With a view to achieve the above, MoHFW has developed Family Planning Logistics Management and Information System (FP-LMIS) which is a unique Web based, Mobile App based and SMS based application enabling users with instant access to stock information up to ASHA level in the country. The dashboard indicators and reports will enable program managers to effectively manage the Family Planning commodities, thus minimizing episodes of stock-outs or over stock at various levels.

I am extremely grateful to Shri. Manoj Jhalani, Additional Secretary and Mission Director-NHM for his incessant support in development of this unique application. The FP-LMIS application and the manual have been possible due to continuous support and encouragement from Ms. Vandana Gurnani, Joint Secretary RCH.

Appreciation is also extended to my colleague Dr. Teja Ram DC, FP and to the entire team of Family Planning Division, NTSU and C-DAC for coordinating the process of development of this manual.

I would like to convey a special thanks to Mr. Jitendra Singh, Mr. Sujeet Kumar, Mr. Sushil Kumar, Mr.Vinod Singh Sengar from C-DAC, Dr. Ameet Babre from FP division and Mr. Nadeem A. Khan, Dr. Pragati Singh, Dr. Upasna Naik from NTSU for their continuous support in developing this manual. A special mention may be made for Md. Latif for his untiring effort in development of the FP-LMIS.

I'm also thankful to USAID, BMFG and UNFPA for their valuable inputs.

I hope this Training and User Manual would assist all the States/UTs in operationalizing this pathbreaking FP-LMIS application.

(Dr. S. K. Sikdar)

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# **Abbreviations**

ANM	Auxiliary Nurse Midwife		
ASHA	Accredited Social Health Activist		
BMO	Block Medical Officer		
CC	Conventional Contraceptive		
CHC	Community Health Centre		
CMSS	Central Medical Services Society		
СМО	Chief Medical Officer		
COC	Combined Oral Contraceptive Pill		
CPR	Contraceptive Prevalence rate		
DH	District Hospital		
DWH	District Women Hospital		
DISC	District Indemnity Sub Committee		
DQAC	District Quality Assurance Committe		
ECP	Emergency Contraceptive Pill		
FEFO	First-to-Expire, First-Out		
FP	Family Planning		
GMSD	Government Medical Store Depot		
GoI	Government of India		
HW	Health Worker		
IUCD	Intra Uterine Contraceptive Device		
IT	Information Technology		
LHV	Lady Heath Visitor		
LMIS	Logistics Management Information System		
LMV	Light Motor Vehicle		
MoHFW	Ministry of Health & Family Welfare		
MO	Medical Officer		
MO I/C	Medical Officer In Charge		
PHC	Primary Health Centre		
PSU	Public Sector Undertaking		
РТК	Pregnancy Testing Kit		
SC	Sub Centre		
SCM	Supply Chain Management		
SCP	Supply Chain Planning		
SDH	Sub-District Hospital		
SDP	Service Delivery Point		
SISC	State Indemnity Sub Committee		
SMS	Short Messaging Service		
SQAC	State Quality Assurance Committe		
SSM	Supply and Social Marketing Division		
SOP	Standard Operating Procedures		
ТоТ	Training of Trainer's		
UPHC	Urban Primary Health Centre		
URL	Universal Resource Locator		
VIPP	Visualization in participatory programmes		

# Introduction

The Ministry of Health & Family Welfare (MoHFW), Government of India is committed to provide accessible, affordable, accountable and quality healthcare services responsive to the needs of the people. Provision of essential drugs, vaccines and commodities including contraceptives is essential to ensure access to comprehensive primary health through the public health system.

One of the mandates of the Family Planning (FP) division, MoHFW is to ensure availability of Family Planning commodities such as Injectable contraceptives, Condoms, Combined Oral Contraceptive Pills (COC), Weekly pills (Non- steroidal Non- Hormonal contraceptive pill), Intra Uterine Contraceptive Devices (IUCD 380A & 375), Emergency Contraceptive Pills (ECP), Tubal rings and Pregnancy Testing Kits (PTK) at all levels.

Delivering contraceptives to the clients may appear to be a routine task, but the process requires a well-functioning supply chain management system. Supply chain involves many different personnel, departments, suppliers, agencies and procedures, hence managing Family Planning logistics becomes a complex task. At present, the top down push system still prevails in the FP supply chain across the country. Moreover, the personnel at various levels lack skills on demand forecasting, inventory management and distribution processes, leading to either overstocking or stock outs across many public health facilities. Above all, the weak monitoring of Family Planning supply chain at every level hinders the uninterrupted supply of commodities in public health system.

An efficient supply chain and logistic system improves contraceptive availability, aids couples to avoid unplanned pregnancies and making the Family Planning program more responsive to the clients' need. Government of India's Family Planning Logistic Management Information System (FP-LMIS) is a step towards ensuring effective, efficient and uniform management of Family Planning commodities across India.

# PURPOSE OF THE MANUAL

This comprehensive manual seeks to provide information on the supply chain management as well as the Logistic Management Information System and is envisaged to facilitate management and monitoring of FP commodities. FP-LMIS is a web based, mobile app based, SMS based application designed to assist in collection, processing, indenting and reporting of logistics to streamline the supply of FP commodities from national level to ASHA level. It will also enable real-time tracking & monitoring of the FP supplies, to assist program managers for appropriate and timely decision making. The manual also specifies the training strategy and curriculum to train FP service providers on FP-LMIS.

# **TARGET AUDIENCE**

This is a dual-purpose manual, designed to serve the personnel from the Family Planning Division & Supply and Social Marketing Division (SSM) division, MoHFW; Central Medical Services Society (CMSS), Government Medical Store Depots (GMSDs) and suppliers of FP commodities along with users from various States, Districts, Blocks and the Public health facilities to efficiently manage and monitor the FP supply chain. In addition to the above, it also serves as a training manual to roll-out the FP-LMIS up to the health facility and ASHA level. It can be used by Program Managers, Store Managers/ Store Keepers, Pharmacists, Service Providers and any other personnel involved in the FP supply chain.

**SECTION I:** LOGISTICS & SUPPLY CHAIN UNDER NATIONAL FAMILY PLANNING PROGRAM

# **1.1 Commodities in Family Planning**

Under the National Family Planning Program, a variety of contraceptives are available to enable eligible couples to attain their desired family size and determine the spacing of pregnancies.

The FP commodities available in the facilities are Condoms, Combined Oral Contraceptive Pills (COC), Emergency Contraceptive Pills (ECP) and Weekly pills (Non- steroidal, Non- Hormonal contraceptive pill), Injectable contraceptives, Intra Uterine Contraceptive Devices (IUCD 380A & 375) and Tubal Rings along with Pregnancy Testing Kits (PTK). These commodities are offered free of cost at public health facilities.

The Government of India has an innovative scheme wherein commodities like Condoms (Nirodh), Combine oral contraceptive pills (Mala N) and Emergency contraceptive pills (Ezy pill) are delivered by the Accredited Social Health Activists (ASHAs) at the doorstep of the clients. The weekly contraceptive pills (Chhaya) and PTKs are also included in the ASHA kit and are distributed free of cost in the community.

# Commodities available at facility level for free distribution:



Commodities for distribution through ASHA at community level:



Figure-1 Family Planning Commodities under National Family Planning Program

# 1.2 Supply Chain Management (SCM)

Supply chain Management is the active management of the flow of goods and services from the point of origin to the point of consumption. In other words, it is the oversight of commodities as they move in a process from supplier or manufacturer to the clients. It incorporates the planning and execution of various activities in order to move commodities from manufacturer until the end users. Supply Chain Planning (SCP) is a forward-looking process of coordinating assets to optimize the delivery of goods, services and information from supplier to the client thereby, balancing supply and demand.



Figure-2 Supply Chain of Family Planning Commodities.

# 1.3 Family Planning Supply Chain Flow

The Family Planning supply chain involves various departments both at the National, State levels and regional stores that are linked to the delivery of commodities from the suppliers to the clients. A consistent contraceptive supply depends on well-coordinated activities which include accurate estimation of supply needs, efficient procurement practices as well as reliable and timely deliveries.

The State/UT forecasts the annual demand for each commodity and submits it to the FP division. The division consolidates the requirements from all States/ UTs, approves the demand and forwards the same to SSM Division (Procurement Division) of MoHFW for procurement of FP commodities. The SSM Division executes the procurement process and issues purchase orders to the identified Public Sector Undertaking (PSU) and other suppliers along with the State wise distribution plan. A part of the procurement is also done by private suppliers through CMSS.

PSUs deliver the required commodities to the State warehouses and buffer stock to GMSDs. This buffer stock is stored to meet the emergency demand received from the State/UTs. Similarly, the private suppliers of CMSS deliver the allocated commodities to their respective regional warehouses from where the State/UTs collect the the FP commodities.

The State warehouse distributes the commodities to the District warehouses which in turn supplies commodities to the health facilities including Block CHC and PHC. The Block facility or PHC provides commodities to the Sub Centers and the ASHAs receive the required quantities from the CHC/ PHC or SC.



Figure-3 Supply Chain flowchart

# 1.4 Essential Data for Decision Making

It is essential to know the frequency, accuracy and type of data that is to be collected. In order to make effective, informed decisions one needs to answer certain questions which might include the following:

- How long will current commodities last? When to order more commodities? How much to order?
- Where are the supplies in pipeline? Do we need to move commodities from higher to lower levels?
- Where is the highest consumption? Do these facilities need additional commodities?
- Are any commodities about to expire? Should you remove them from the pipeline? Can you distribute them before they expire?

In order to effectively manage a logistics system, a manager requires some essential data items which are listed below:

DATA ITEM	DEFINITION
Stock on hand	The quantity of usable stock available at any facility or level, at a given point in time. (Items that are unusable are not considered part of stock on hand; they are considered losses to the system)
Buffer stock	The amount of stock one will need in reserve to prevent stock outs. This is also called safety stock.
Stock out	A situation in which an item is out of stock.
Minimum Stock Level	The level of stock at which actions to replenish inventory should be initiated under normal circumstances.
Maximum Stock Level	The level of stock above which inventory levels should not rise under normal circumstances.
Lead time	The time between when new stock is ordered till when it is received and available for use.
Rate of consumption	The quantity of stock dispensed or used during a particular time period.
Pipeline	The entire chain of storage facilities and transportation links through which commodities move from the manufacturer to the client.
Review period	The routine time interval or time period between assessments of stock levels to determine if an order should be placed.
Losses & Adjustments	Losses are the quantities of stock removed from the system for any reason other than consumption or use at the service delivery point (expiration, theft, damage etc.)
	Adjustments are the quantities of stock issued to or received from other facilities at the same level of the pipeline.

*Table-1 Data items and definitions* 

# Chapter 2 Logistics Cycle

Ensuring product availability requires attention to Six rights of logistics: *the right goods, in the right quantities, in the right condition, delivered to the right place, at the right time, for the right cost.* The logistics cycle (figure 4) with components of product selection (right goods), forecasting and procurement (right quantities, cost), inventory management and distribution (right place, time and cost) and serving the clients (right quantities, at right place and time) depicts how the different components of logistic management fit together. Information for decision-making is central to the logistics cycle whereby quality assurance and monitoring take place throughout. Addressing needs of clients is the ultimate goal of any logistics system and attention to all six rights is essential to achieve the same.



Figure-4 Logistics cycle

Logistics Management includes various activities that support the six rights of logistics which are listed below:

- Forecasting
- Procurement
- Indenting
- Distribution & use
- Transportation
- Recording and reporting
- Warehousing

# 2.1 Forecasting

Forecasting is used to estimate the quantities of each commodity that a program requires for distribution or utilization by the clients for a specific period of time in the future.

#### 2.1.1 Concept of forecasting

Forecasting is a process that uses data to estimate the quantity of each product that will be dispensed or consumed during a particular time period. It is a planning tool that helps to handle the uncertainities, relying mainly on data from the past, present and analysis of trends.

The contraceptives forecast can be based on algorithms and/or simple calculations that consider a range of inputs. These include demographic data (Modern Contraceptive Prevalence Rate [mCPR], unmet need for family planning); consumption data; program inputs (number of providers trained, promotional campaigns, service delivery strategy); logistics data; service statistics etc.

There is no single "right" way to do demand forecasts. It is critically important that forecasts be as accurate as possible in order to provide the number of contraceptives required to serve the needs and preferences of the population while avoiding the wastage of resources.

While estimating the requirement, it is vital that the calculation is done per user for each of the contraceptives. The estimated requirement per user per year that is used in FP LMIS is mentioned in the table below.

Sl. No. Item Required Quantity per user/ year\* 1. Condom 72 Pieces 2. Combined Oral Contraceptive Pills 13 cycles 3. Intra-uterine Contraceptive Device 1 Piece 4. 1 Pair **Tubal Rings** 5. Injectable Contraceptive 4 doses Weekly Pill 9 strips 6

Table-2 FP commodity calculation (Methodology used by MoHFW to calculate users)

\*Does not include the wastage per user

# **2.2 Procurement**

Family Planning commodities are centrally procured and supplied to all States/UTs by the Government of India and are distributed at various public health facilities and also through ASHA at community level.

Family Planning Division, MoHFW consolidates and finalizes the annual demand received from states and submits it to the SSM Division for procurement.

SSM Division issues the purchase order along with the distribution plan and delivery schedule to the PSUs and private manufacturers through CMSS for procurement.

PSUs deliver the required commodities to the State warehouses and buffer stock to GMSDs. This buffer stock is stored to meet the emergency demand received from the State/UTs. Similarly, the private suppliers deliver the allocated commodities to their respective regional warehouses from where the State/UTs collect the FP commodities.

# 2.3 Indenting

In logistics cycle, placing orders (indenting) is a routine activity. The person or institution placing the order determines the quantity to be ordered based on their consumption and stock on hand which is called a *pull* or *requisition system*. On the other hand, the person or institution who fulfills the order and determines the quantity to be issued is called *push* or *allocation system*.

To ensure proper distribution and consumption of the commodities in Family Planning program, the "Pull" approach should be adopted, so that the commodities move properly and one can ensure and track proper consumption up to the service delivery point.



Figure-5 Indent/ Demand Flow Chart

# 2.3.1 Recommended Frequency for Indenting

Table-3 Frequency for Indenting			
Institution Level	Frequency	Quantity of Indent	
District	2 times a year	Six months quantity	
DH	12 times a year	One-month quantity	
SDH	12 times a year	One-month quantity	
Block	4 times a year	Three months quantity	
РНС	12 times a year	One-month quantity	
Sub Center	12 times a year	One-month quantity	

# 2.4 Distribution

Distribution system is crucial as it ensures continuous supply and availability of Family Planning commodities for beneficiaries at all times.

А systematic methodology needs to be developed for transportation and distribution of Family Planning commodities to various units as it is the most crucial function in the logistics and supply chain system. During distribution of commodities, it is vital to know the monthly average consumption, stock onhand of the particular commodity and storing space available at the warehouse or store. Otherwise, a store may face supply imbalances i.e. over supply or inadequate supply and damage to the Family Planning commodities on account of non-availability of proper storing space which hampers the overall Family Planing services.



Figure-6 Supply Flow Chart

#### 2.4.1 Ideal Frequency for Distribution

**State to District:** State warehouse should dispatch quantities of at least six months to a district warehouse. The quantities should be based on average monthly consumption and stock on-hand at the district. It is important to ensure that 'three months' stock of each commodity is supplied to the block store and remaining 'three months' stock is kept at the district warehouse.

**District Warehouse to District Hospital/Civil Hospital store:** District warehouse should dispatch at least 'one month' stock to District Hospital/ Civil Hospital/ Sub Divisional Hospital based on their monthly consumption and stock on-hand.

**District to Block:** District warehouse should dispatch at least 'three months' stock to block store. The quantities should be based on average monthly consumption and stock on hand at the block. It is important to ensure that 'one month' quantity of each commodity is supplied to the sub center level and remaining 'two months' quantity is kept at the block level.

**Block to PHC and Sub Center:** Block store should dispatch one month quantity to PHC and Sub Center every month based on their monthly consumption and stock on-hand at the respective facility.

# 2.5 Assessing Stock Status

Stock on hand and the rate of consumption are two primary indicators for assessing stock status which help in deciding whether to place an order or not.

Formula to assess the stock status:

```
Stock on Hand (How much quantity one has of a certain product) ÷ Consumption (How much one uses during a given period) = How long that product will last
```

Example:

```
1000 cycles of COC on hand ÷ 200 cycles of COC used per month = 5 months period till when COC will last
```

# 2.6 Transportation

Various types of vehicles are available across different levels, right down to the sub centre, for the distribution of drugs and consumables. Wherever government vehicles are not available, there is a provision for hiring vehicles. However, before transporting the Family Planning commodities, one has to develop a route map, so that the vehicle can deliver requisite amount of FP commodities to maximum number of institutions.

# 2.6.1 Frequency for Transportation

#### Table-4 Frequency for Transportation

Levels	Quantity	Mode	Frequency
State to District	Bulk quantity (for 6 months)	Truck etc.	2 times
District to Block	Moderate quantity (for 3 months)	LMV/ Mini Truck etc.	4 times
Block to Sub Center & ASHA	Small quantity (for 1 month)	HW/ ASHA	12 times

# 2.7 Inventory Management

An inventory management system provides information to effectively utilize personnel as well as efficiently manage and coordinate the flow of materials. It is one of the most important processes of a warehouse/store to determine when to order, how much to order and how to maintain appropriate stock level for all commodities to avoid shortage or oversupply. It also provides information to managers who make accurate and timely decisions to manage their operations.

# 2.7.1 Inventory Control System

Inventory control system dictates how and when commodities will be resupplied throughout the system. It also has a direct impact on the resources needed to implement the system, including what resources will be needed (storage capacity, vehicles, human resources, time) as well as when and where these resources will be needed and how they are used.

# 2.7.1.1 Minimum Stock Level

The level of stock at which actions to replenish inventory should be initiated under normal circumstances.

# 2.7.1.2 Maximum Stock Level

The level of stock above which inventory levels should not rise under normal circumstances.

#### 2.7.1.3 Setting up Min-Max Stock Level

**Amount of stock one will use between placing and receiving an order** (A) = Average monthly consumption multiplied by the number of days/months between placing an order and its receipt (**lead time**).

**Safety stock** (B) = An estimate of the amount of stock one will need in reserve to prevent stock outs.

**Minimum Stock Level** (C) = Amount of stock one will use between placing and receiving an order (A) + Buffer stock (B)

Amount of stock one will use between orders (D) = Average monthly consumption multiplied by the number of days/months between orders (reorder interval).



Maximum Stock Level = Minimum stock level (C) +

Amount of stock one will use between two subsequent orders (D).

# 2.8 Warehousing

Warehousing can be defined as assumption of responsibility for the storage of goods. By storing the goods throughout the year and releasing them as and when they are needed, warehousing creates time utility. Warehousing is not just storing the received commodities, but also about keeping them in a secure and safe place so as to ensure ease in counting and dispatch whenever required.

The choice inventory control system will dictate the volume of commodities that will be stored and distributed through your supply chain.

# 2.8.1 Storage procedures for Family Planning commodities

To maximize shelf life, ensure commodities are readily available for distribution and to ensure safe storage, one must have standard operating procedures in place. All contraceptives and commodities have a shelf life, which is the length of time a commodity can be stored without affecting its usability, safety and efficacy. The Program Managers and Store keepers should regularly conduct supportive supervision using a Monitoring Checklist for warehouse (Annexure 10).

# Following are the basic guidelines for the storage of Family Planning commodities.

- Store commodities in a dry, well-lit, well-ventilated store room away from direct sunlight.
- Store room should be protected from water seepage.
- Maintain appropriate storage temperature for FP commodities i.e. between 15°C to 30°C.
- In places of high temperatures, the warehouse should be equipped with exhaust fans and be well-ventilated so as to reduce the influence of the outdoor temperatures over the stratification of indoor air.
- In places of extremely low temperatures, the Injectable contraceptives should be stored inside wooden boxes otherwise the efficacy of the contraceptive might be affected.
- Stores should facilitate first-to-expire, first-out (FEFO) procedures.
- Stack cartons at least 10 cm (4 in.) off the floor, 30 cm (1 ft.) away from the walls and other stacks and no more than 2.5 m (8 ft.) high (if racks are not available).
- Arrange cartons with arrows pointing up. The identification labels, expiry dates, and manufacturing dates should be clearly visible.
- At the Service Delivery Point (SDP), old stock should be moved or rotated to the front of the shelf, with new stock placed at the back of the shelf to ensure FEFO efficiently.
- Clean and disinfect storeroom regularly to discourage harmful insects and rodents from entering the storage area.

- Store Family Planning commodities away from insecticides, chemicals, flammable products, hazardous materials, old files, office stationaries and equipment to ensure appropriate safety precautions at all times.
- Keep fire safety equipment available, accessible and functional at all times. Ensure employees are trained on using the equipment.
- Limit storage area access to authorized personnel only.

#### 2.8.2 Management of damaged or expired commodities

The damaged or expired Family Planning commodities have to be immediately removed from the inventory. The storage of unusable commodities is also a common activity that requires layout planning. The commodities have to be removed from the warehouse and proper disposal has to be ensured as per Standard Operating Procedures (SOPs).

# 2.9 Recording and Reporting

Maintaining accurate records is crucial for an effective supply chain management. At any level of the system, one should be able to report the stock on hand for any commodity swiftly and easily. The entire transaction should be clear viz. Name of personnel, date & time of placing, loading, dispatch and receipt of an order at the sub store. One should be able to track a transaction by using the reference number from the stock keeping records.

**SECTION II:** FAMILY PLANNING LOGISTICS MANAGEMENT INFORMATION SYSTEM (FP-LMIS)

# **1.1 Brief Introduction**

To strengthen the supply chain of FP commodities, MoHFW has developed a user-friendly FP-LMIS application. It is a *unified computerized application developed to monitor and manage the Family Planning commodities at all levels*. The application would be used to display, aggregate, analyze and validate data from all levels of the logistics system of FP commodities thereby enabling strategic logistics decision making.

This application calculates annual demand and usage for online indenting, distribution, stock management and also provides critical information on stock outs, over stock, expired and damaged stock in the form of reports and graphs to decision makers to assist them in planning of procurement of commodities under National Family Planning Program.

# **1.2 Objectives of FP-LMIS**

The objective of this application is to streamline Logistics and Supply Chain Management and ensure timely availability of contraceptives at various levels including health facilities and frontline health workers.

# **Key Features of FP-LMIS**

Supply chain management of FP commodities right from ASHA level up to the national level involves various personnel, departments, processes and procedures. Based on the resources and infrastructure available at various levels, this application has been designed with the following key features:

- Web based, Mobile App based and SMS based application.
- Instant access to stock information from National level to ASHA level.
- Auto forecasting of contraceptives.
- SMS alerts for key indicators.
- Auto generated reports for program review.

#### **Benefits of FP-LMIS**

The application provides several important benefits over a manual supply chain management such as ensuring accuracy in forecasting, timely procurement, indenting & distribution, rapid aggregations of data, calculations, creating reports and graphs.

#### Some of the key benefits are:

- Reduces supply imbalances and stock outs by effective control of supply chain.
- Reduces paper work.
- Reduces the time required for data collection, transmission and aggregation of results
- Ensures timely and accurate data for decision making.

# 1.3 FP-LMIS System's Requirement

Since this application is web based, mobile app based and mobile SMS based, it requires computer, uninterrupted internet connection and electricity for web based application, smart phone for app based application and basic mobile phone for SMS application.

# **1.4 FP-LMIS Application Compatibility**

This web based application is compatible for all internet browsers, however, it is best viewed in Mozilla Firefox. Mobile App application works on all operating system such as windows, iOS and Android. Similarly, mobile SMS application works on all types of mobile phones including basic/bar mobile phones.

S. No	Levels	Interface in LMIS	Package of software
1	National level	1- Family Planning Division	Web based and Mobile App & SMS based
		<ol> <li>1- SSM Division</li> <li>2- Suppliers</li> </ol>	Web based
2	Regional Level	1- GMSDs	Web based, Mobile App based
		2- CMSS regional stores	Web based
3	State Level	State stores	Web based, Mobile App and SMS based
4	District Level	District stores	Web based, Mobile App and SMS based
5	Block level	Block stores	Web based, Mobile App and SMS based

Table 5. EP_I MIS	Amplication	Comnatibility
IUDIE S. FP-LIVIIS	Application	Companionity

Chapter 2 FP-LMIS Interface, Working and Application Flow

FP-LMIS can be accessed at www.fplmismohfw.in and is best viewed in Mozilla Firefox.

The application is password protected and only an authorized user can access it to make transactions, generate reports and view dashboard indicators.

# 2.1 Login:

An individual **User Name** and **Password** would be given to each user which can be used to login to the application.



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Step-1: Enter 'User Name', 'Password' and 'Captcha' then click on 'Login'.

After successful login, the home page screen appears (for new user or user who has completed all pending activities).

a) Following home page screen would appear for a new user or for user who has no pending activities:



b) Following home page screen would appear (if there are pending activities):

FP-LMIS Pamily Planning - Logy Ministry of Health and Family Forecast - Admin - Stock	istics Management Information S Welfare(Govt. of India)	ystem	Thursday, 14	Welcome, Admin -Sep-2017 17:39 🔅 🛃 🖸 🎆
Task List	indent i ibue i dionabe	inchoire .		2
Task List ( Last Updated At: 14-09-20	17 17:31:30)			
2	12	6	11	1
Distribution Plan Pending	Challan Receive Pending	Indent in Draft Mode	Transfer Pending	Issue without Indent in Draft Mode
201	6	97	8	
Issue Pending	Transfer Ack Pending	Issue Ack Pending	New Supply Order	

# Potential errors in logging

Login may fail due to any of the following reasons:

- Incorrect User Name or password
- User login expiry
- Captcha validation failure
- Network / Server failure

In all cases of login errors, the system would display relevant error message.

#### Incorrect Login name or password

The system would display Invalid User name and Password message: -



#### **Incorrect Captcha:**

The system would display "Captcha Validation failed" message:

Northal state	FP-LMIS Family Plauning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	COMMODITIES
		Login
	Antonia	
STOTATION AND AND AND AND AND AND AND AND AND AN		username
		password
		6 + 6 = ?
		Captcha
	•••••••	Login
		Forgot Password?
		• Captcha Validation failed!
Identific	ation of Family Planning	
The terr	m Family Planning is often used as a synonym for birth control.	
	Convright @   Designed and Developed by Centre for Development of Adva	aced Computing name

# 2.1.1 Change Password

After first successful login, a popup notification to change the password would appear on the home screen:

FP-LMIS Family Planning - Ministry of Health and Fa	Welcome Officer Chatticoarth State Warehouse	* 4 O 🙀
Stock + Reports + Task List Task List ( Last Updated At: 08	User Login Details Hello !!! Officer Chattisgarh State Warehouse, Please Change Your Password Details On First Login *Hint Question Select Question *Answer *New Password	8
	The Password is case sensitive.	

To change the password, follow the steps below:

**Step -1:** Select "Hint Question" from drop down box.

**Step -2:** Write answer for the selected question.

Step -3: Write new password.

Step -4: Re-enter the password for confirmation.

#### 2.1.2 Forgot Password

All the users have been allotted a user name and password. It would enable the user to log in to the application. It is imperative that one should keep one's password secure.

If a user forgets the password then the following steps should be followed:
Step -1: Click on Forgot Password link:

Admistry of freater and rammy wenarc(over. of finals)	Login
LEVONORGESTREL TABLETS I.P. CZV · Pill	username password
Sastia of the and a settern reader and a settern	1 + 6 = ? # Captcha
00000000	Login Forgot Password?

**Step-2:** Enter **User Name, Hint Question and Answer,** then click on **"Next"**. Once you click on "Next", the following screen would appear.



Step-3: Enter the "New Password" and "Confirm Password" then click "Save" icon.

FP-] Family		DITIES	HEALTH HEALTH
Handra and Ministry o	New Password Details		राष्ट्रीय स्वास्थ्य विद्यत
	*Confirm Password	_ogin	
	The Password is ca	se sensitive.	
	🐺 Save 🛛 ≽ Clear 🛛 💥 Close		
		isemame	
	(Anti RCG Anti Sera on mimbranie) 12 ment 9 5 fait 4 ni debre in driver vi di the e tri	password	
	Covernment of India Covernment of India	1 + 4 = ?	2
		Captcha	
		Login	
		Forgot Password?	

# 3.1 Annual Demand

This is a process to raise the Annual Demand of contraceptives by States and UTs.

#### 3.1.1 Generate Demand

**Step-1**: Click on **"Forecast"** tab under main Menu bar of the home page and a sub menu appears.

FP-LMIS Family Planning - Loge Ministry of Health and Family	istics Management Information System Welcome, Admin Neifare(Gort. of India) Saturday, 09-Sep-2017 11:41	🌣 🦪 🙆 🎆
Forecast + Admin + Stock +	Indent - Issue - Purchase - Reports -	
🖌 Annual Demand <		2
Annual Demand Compilation	7 11:36:48)	^ I
Verify Compiled Demand	No Task Found!!!!	
Approve Compiled Demand		

### Step-2: Click on "Annual Demand".

On clicking Annual demand tab, the following screen would appear.

FP-LMIS Family Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	Welcome, Admin Wednesday, 09-Aug-2017 16:34	* 4 🛛 🏠
Forecast - Admin - Stock - Indent - Issue - Reports -		
Task List Annual Demand ×		3
<b>☆</b>		
Annual Demand		🔲 View
*Demand Period: 2017 - 2018 💌	Demand Date: 09-Aug-2017	
*Store Name: U P State Warehouse	*To Store Name: DATA N/A	
💿 🧲		
≽ Clear		
<ul> <li>Y - Mandatory Fields, Please click the lock icon to unlock the Item and Enter the Quantity</li> <li>♥ ● Searched Item ● Selected Item ● Visited Item</li> <li>♥ @ Modify, © Cancel, ♥ View</li> </ul>		

Note:

Store Name: This defines the name of the store, from where the demand is raised.

To Store Name: This defines the name of store, to which the Annual Demand is to be raised.

Step-3: On clicking the "Go" icon the following screen would appear.

st )	Annual Demand ×					
Dema	and					View
	*Demand Period: 2017 - 2018	×	D	emand Date: 09-Sep-201	7	
	*Store Name: Andhra Bradesh Ctal		*To	Store Name: CD Division		
	Aldria Pladesi Stat		10	PP DIVISION		
ed Gr	oup Name : Family Planning					
n Iten	n ::					
#	Name	Available Quantity	Requested Quantity	Unit	Item Type	
8	Antara IM	0	0	Dose	Dose	1
8	Antara SC	0	0	Dose	Dose	
8	Chhaya FREE	0	0	Strip	Strip	
<b>B</b>	Chhaya HDC	0	0	Strip	Strip	
<b>B</b>	Condom FREE	0	0	Piece	Pieces	
6	Condom HDC	0	0	Piece	Pieces	
<b>B</b>	EC PIII FREE	0	0	Tablet	Tablets	
6	EC PIII HDC	0	0	Tablet	Tablets	
		Remarks				

**Step-4:** User can search item through search item box and can select the item for which annual demand needs to be filled by clicking on **"Lock"** icon.

*Demand Period:							
	2017 - 2018	~		Dei	mand Date: 09-Sep-201	7	/lew
*Chara Namer	Andhan Dandash Ch	ata Waataana V		*To 6	tore Namer ED Division		
Store Name:	Andnra Pradesh Sta	ate warenouse		10 5	tore Name:   FP Division		V
ne : Family Planning , Selected	d Item Name : Antar	a IM					
							_
Nan	ne	Available	Quantity R	equested Quantity	Unit	Item Type	_
a IM		0		_	Dose	Dose	-
a SC		0	10	_	Strip	Strip	
		0	10	-	Strip	Strip	
iom FREE		0	0	-	Piece	Pieces	
iom HDC		0	0	-	Piece	Pieces	
III FREE		0	0	-	Tablet	Tablets	
III HDC		0	0	-	Tablet	Tablets	
a a iy iy iv	*Store Name: e: Family Planning , Selecte Nar IM ISC a FREE a HDC m FREE m HDC II FREE II HDC	*Store Name:   Andhra Pradesh St e: Family Planning , Selected Item Name : Antar Name IM ISC a FREE a HDC m FREE m HDC II FREE IHDC	*Store Name: Andhra Pradesh State Warehouse v te : Family Planning , Selected Item Name : Antara IM Mame Available Market 0 IsC 0 a RREE 0 m HDC 0 II FREE 0 II HDC 0	*Store Name: Andhra Pradesh State Warehouse  e: Family Planning , Selected Item Name : Antara IM            Name         Available Quantity         R           Id         0         0         0           ISC         0         0         0           a REE         0         0         0           m REE         0         0         0           m REE         0         0         0           IFREE         0         0         0           IHDC         0         0         0	*To Store Name: Andhra Pradesh State Warehouse  *To S te : Family Planning , Selected Item Name : Antara IM            Name         Available Quantity         Requested Quantity           Id         0         0           isC         0         0           a RRE         0         0           m REE         0         0           m REE         0         0           m REE         0         0           IFREE         0         0           II FREE         0         0           IHDC         0         0	*Store Name: Andrra Pradesh State Warehouse *To Store Name: FP Division e: Family Planning, Selected Item Name : Antara IM Name         Available Quantity         Requested Quantity         Unit           IM         0         0         Dose         0	*To Store Name:     Andhra Pradesh State Warehouse     *To Store Name:     FD Division       te : Family Planning, Selected Item Name : Antara IM     *To Store Name:     FP Division       Name     Available Quantity     Requested Quantity     Unit     Item Type       M     0     0     Dose     Dose       ISC     0     0     Ose     Dose       ISC     0     0     Strip     Strip       a HDC     0     0     Piece     Pieces       IN FREE     0     0     Piece     Pieces       II FREE     0     0     Tablet     Tablets

**Step-5:** When the user clicks **"Lock"** icon the item against it is highlighted in blue color and lock icon changes to **"Unlock"** icon. This enables the user to enter the required data

st	Annual Demand ×						
Dema	and						View
	*Demand Period: 2017 - 2018	V		De	emand Date: 09-Sep-201	7	
							_
	*Store Name: Andhra Pradesh St	ate Warehouse		*To :	Store Name: FP Division		V
ed Gro	oup Name : Family Planning , Selected Item Name : Antar	a IM					
h Iten	n ::						
#	Name	Available Quantity	Request	ed Quantity	Unit	Item Type	
<b>ef</b>	Antara IM	0	10000	5	Dose	Dose	
<b>B</b>	Antara SC	0	0		Dose	Dose	
8	Chhaya FREE	0	0		Strip	Strip	
	Chhaya HDC	0	0		Strip	Strip	
8	Condom FREE	0	0		Piece	Pieces	
<b>a</b>	Condom HDC	0	0		Piece	Pieces	
8	EC PIII FREE	0	0		Tablet	Tablets	
	EC PIII HDC	0	0		Tablet	Tablets	
		Remarks					

**Step-6:** After filling the demand for the required items, the user can click **"Draft Save"** icon for further modification in annual demand.

Step-7: To submit the annual demand Click on "Raise Demand".

Note:

Users can update demand for the items until it is compiled by the FP division. Hence, the Annual Demand status can be **"Draft"**, "**Draft** or **Approval Pending**", **"Compilation Pending"**, or **"Compiled**".

### 3.1.2 Modify Demand

**Step-1:** To modify the annual demand, repeat **step-1** to **step-4** of the Annual Demand section and the following screen would appear:

10	Annual Demand -								
Dome	nd								-
	*Demand Perind:	2017 - 2018 •	1		Demand Date	14-34-2017			
	"Share Name	Ghaziabad District Warehouse	•		"To Store Name	U F State W	aretvouse		•
_	Demand No.	Demand Date		Status		I	Action		-
	108317070001	14-346-2017		Compilation Pending					
ed Cr	oup Name : Family Planning								
hItee	m II								
	No.	ine	Available Generally	Requested	Aventry .	line .		en Type	
	Artara M		1004	2000	Dove		Dose		
a.,	Artara SC		180	10	Gue		DONE		
·	Christine		1006	1600	379		114		
a	Crivial HOC		100	0	25.0		See.		
-	Concern Hot		256	300	Pace		Paces		
1	EA BA EACE				78.0		Tatist		
10	EC PA HOC		77	60	Tatlet		Tacieta		
-	Extension of the second s				-				
			Remarks Roles	Annual Deman					

Note:

#### M: Modify C: Cancel V: View

**Step-2:** Click **"M"** icon to modify the annual demand and follow **"step-6** & **step-7"** of Annual Demand section.

#### 3.1.3 View Demand

To view the annual demand, repeat **step-1** to **step-4** of the Annual Demand section and click **"V"**. Through this action user can only view the requested quantity for all the items but cannot modify the same.

#### 3.1.4 Cancel Demand

Annual Demand can only be cancelled till its status is **"Draft" or "Approval Pending**" or **"Compilation Pending"**.

Step-1: To cancel the annual demand, repeat step-1 to step-4 of Annual Demand section and click "C".

**Step-2:** On clicking the Cancel **"C"** icon a popup message would appear, to confirm the cancellation of annual demand. Click **"OK**" icon to confirm cancellation of annual demand.

FP-LMIS Family Planning - Logistics Mana Ministry of Health and Family Welfare(Govt. c	<i>gement Information S</i> of India)	ystem	Frida	Welcome, Admin ay, 18-Aug-2017 15:52	* • O
Forecast - Admin - Stock - Indent -	Issue - Reports -				
Task List Annual Demand ×					2
Annual Demand					📕 View
*Demand Period:	2017 - 2018		Demand Date:	18-Aug-2017	
*Store Name:	Rajasthan Warehouse	You are going to Cancel the Request. Are you sure ?	*To Store Name:	FP Division	Ţ
Demand No.	Demand		JS	Action	1
108317080001	18-Aug-		Pending	MC	V
		OK Cancel	·		
	🍗 (	Clear			

Step-3: Enter the valid "Remarks" to cancel the demand and click "OK".

FP-LANIS Family Planning - Logistics Manu Ministry of Health and Family Welfare(Govt. of	<i>agement Information</i> , of India)	System	Fric	Welcome, Admin lay, 18-Aug-2017 15:52	* 4 🛛 🎆
Forecast - Admin - Stock - Indent -	- Issue - Reports	•			
Task List Annual Demand ×					8
Annual Demand					📕 View
*Demand Period:	2017 - 2018	Enter the Remarks	Demand Date:	18-Aug-2017	
*Store Name:	Rajasthan Warehouse	canceled	To Store Name:	FP Division	
Demand No.	Deman	Prevent this page from creating additional dialogs	;	Actio	n
108317080001	18-Auç		Pending	MC	3
	*	OK Cancel			

"Annual Demand Cancelled Successfully" message appears after successful cancellation.

# 3.2 Annual Demand Compilation (Only accessible to MoHFW)

Annual demand is compiled by the user from FP Division, MoHFW after taking into consideration the total consumption of various commodities from all States and UTs.

Step-1: Click "Forecast" menu under main menu bar and select "Annual Demand Compilation".

FP-LMIS Family Planning - Logy Ministry of Health and Family	istics Management Information S Welfare(Govt. of India)	ystem	Saturday, 09-S	Welcome, Admin ep-2017 16:23	🌣 🖪 🕑	NU NUMERAL TAY
Forecast + Admin + Stock +	- Indent - Issue - Purchase -					0
Annual Demand Compilation	15:47:31)					
Verify Compiled Demand				_		
Approve Compiled Demand	7	12	2	<b>M</b>	165	
	2				100	
Challan Receive Pending	Indent in Draft Mode	Transfer Pending	Issue without Indent in Draft Mode	Issue Pending	•	
5	1	95	5			
Transfer Ack Pending	Short Supply Ack Pending	Issue Ack Pending	New Supply Order			

The following screen would appear:

Step-2: Click on "Compile" icon to compile the demands.

t / Annual Demand Compilatio	n×			
*De	mand Period: 2017 - 2018 *Store Type: SWH	<b>v</b>	Compile Date: 14-Jul *Store Name: FP D	-2017 ivision
Store Name	Demand No.	Demand Date	Total Items (Demanded)	Total Items (Not Demanded)
Rajasthan Warehouse	108317070001	14-Jul-2017	6	8
Assam Warehouse				hans it
0100.01		🔓 🗹 Compile		

**Step-3:** The following screen with list of items would be displayed along with the sanctioned quantity. FP Division user can modify the sanctioned quantity by clicking on the **"Lock"** icon.

Ass	arh State Warehouse			-		÷
ted Gro h Item	up Name : Family Planning . ::					
#	Name Name	Avl. Qty (Demanding Store)	Demanded / Approved	Unit	Item Type	_
	Antara NO	2140	2110210	Dose	Dose	-
<u>-</u>	Chhava EREE	600872	3558610	Strin	Strin	
	Chhava HDC	10527	3108810	Strip	Strip	-
	Condom EREE	408308	7290710	Piece	Pieces	-
Ā	Condom HDC	6039810	7655010	Piece	Pieces	-
8	EC PIIL FREE	56	12595   0	Tablet	Tablets	-
-	EC PIII HDC	3010	1599910	Tablet	Tablets	
$\Lambda$		Remarks			0.000	

**Step-4:** A popup would appear for the selected item. FP Division user can edit the sanctioned quantity and then click **"OK"** icon

FP-L Family P Ministry of H	MIS Nanning - Logistics Management Informat Iealth and Family Welfare(Govt. of India)	tion System			Welcome, Consul Friday, 10-N	tant Fp Division lov-2017 14:56	* 🖪 🖸 🙀
Forecast - Adm	nin - Stock - Indent - Issue - Purcha	ase - Reports -					
Task List Annual D	emand Compilation ×						ß
Compiling Annual Der	mand						View
	*Demand Period: 2017 - 2018	*		Cor	mpile Date: 10-Nov-2	2017	
	*Store Type: CW//		T	*c	tore Name: CD Divin	lion	
	ne : Antara IM						
Har	Store Name	Avl. Qty (Store)	Average Monthly Consumption	Demanded   Approved	Unit	Item Type	<u> </u>
Bi	Bihar State Warehouse	95767	720	13680   13680	Dose	Dose	<b>^</b>
L U	Haryana State Warehouse	135	1	256   256	Dose	Dose	
Andaman	Odisha State Warehouse	1247	19	5000   5000	Dose	Dose	
Andhra	U P State Warehouse	2240	114	2166 2166	Dose	Dose	
	Buffer Stock	5245	-	0	Dose	Dose	
Chan Selected C				ſ			*
Search Ite		🔪 🖥 Ok	🔀 Close				
Antara	a IM	104634		21102   0	Dose	Dose	<u>^</u>
Antara	a SC	2140		6291   0	Dose	Dose	

After updating or reviewing the demand for the selected item, that particular item(s) is highlighted in pink.

Far Mini	mily Planning - Logis istry of Health and Family W	<i>ties Management Information S</i> elfare(Govt. of India)	System		V Friday, 14	Jul-2017 15:30	10
cast +	- Admin - Stock -	Indent - Issue - Purchase -	Reports +				
st	Annual Demand Compilation	×					
ling An	nual Demand						View
	*Dema	and Period: 2017 - 2018	Y	C	ompile Date: 14-Jul-20	017	
	**	Store Type: SWH	•		Store Name: FP Divis	sion	•
-Rece	eived / Pending Demand —						
	Store Name	Demand No.	Demand Date	Total Items	(Demanded)	Total Items (Not Demanded	)
	Odjeka Odala Wasekaraa						
Odis	sha State Warehouse			-			
Odis U F	sha State Warehouse P State Warehouse		1		-		
Odis U F ted Gro h Item	sha State Warehouse P State Warehouse oup Name : Family Plannin n ::	  ıg , Selected Item Name : <mark>Antara IM</mark>			-		
Odis U F ted Gro h Iten	sha State Warehouse P State Warehouse oup Name : Family Plannin n ::	  ng , Selected Item Name : Antara IM Name	  Ael. Qty (Demanding Store)		Unit		
Odis U F ted Gro h Iten	sha State Warehouse P State Warehouse pup Name : Family Plannin n :: Antara IM	  ng , Selected Item Name : Antara IM Name	Aerl. City (Demanding Store)			  Item Type Dose	
Odis U F ted Gro h Iten #	P State Warehouse P State Warehouse n :: Antara IM Antara SC	  ng , Selected Item Name : Antara IM Name	Art. Qty (Demanding Store)			  Item Type Dose Dose	
Odis U F ted Gro h Iten	P State Warehouse P State Warehouse Dup Name : Family Plannin n :: Antara IM Antara SC Chhaya FREE	  ng , Selected Item Name : Antara IM Name	Aprl. Qty (Demanding Store) 0 10	- 		  Dose Strip	
Odis U F ted Gro h Iten	P State Warehouse P State Warehouse P State Warehouse P Tamily Plannin n : Antara IM Antara SC Chhaya FREE Chhaya HDC	ng , Selected Item Name : Antara IM				  Dose Strip Strip	
Odis U F ted Gro h Iten	P State Warehouse P State Warehouse Dup Name : Family Plannis n :: Antara IM Antara SC Chhaya FREE Chhaya HDC Condom FREE	  ng , Selected Item Name : Antara IM Name		- 		  Dose Strip Strip Pieces	
Odis UF ted Gro h Iten #	Antara IM Antara IM Antara SC Chhaya FREE Chhaya FREE Chhaya FREE Chhaya HDC Condom FREE Condom HDC	  ng , Selected Item Name : Antara IM Name	Art. Gty (Demanding Store) 0  0  10  10  0  0  0  0  0  0  0  0  0	- 		  Dose Dose Strip Strip Strip Pieces Pieces	
Odis UF ted Gro h Item	P State Warehouse P State Warehouse P State Warehouse P State Warehouse Autara IM Antara SC Chhaya FREE Chhaya FREE Chhaya HDC Condom FREE Condom HDC EC Pill FREE	  ng , Selected Item Name : Antara IM Name		Demanded / Approved 888707   888787 887739   0 898798   0 898798   0 898959   0 0   0 898989   0		Term Type Dose Dose Strip Strip Picces Tablets	

Step-5: Click on "Compile".

Demand Pe	2017 - 2018		Compile Date: 10-Nov	(-2017
*Store	Type: SWH	•	*Store Name: FP Di	vision •
	Demand No	Demand Date	Total Items (Demanded)	Total Items (Not Demanded)
Harvana State Warehouse	108317110001	10-Nov-2017	14	
Bihar State Warehouse	108317110001	10-Nov-2017	9	5
U P State Warehouse	108317110001	10-Nov-2017	12	2
Odisha State Warehouse	108317110001	10-Nov-2017	14	0
ndaman and Nicobar State Warehouse				
Andhra Pradesh State Warehouse				
Arunachal Pradesh				
Assam Warehouse				
Chandinarh State Warehouse				

### 3.2.1 Modify Demand

Modification can be done before compilation of demands.

**Step 1:** To modify the annual demand compilation, repeat **step-1** of Annual Demand Compilation section and click **"Go"** icon.



**Step - 2:** The following screen would appear on clicking the "**Go**" icon. To modify the demand in the Draft mode, click "**M**" icon. List of items would be displayed along with sanctioned quantity.

ast -	Admin - Stock -	Indent -	Issue - Purchase -	Reports -					
	Innual Demand Compilation	×							
ing An	inual Demand								View
	*Dem	and Period:	2017 - 2018	•		c	compile Date: 14-Jul-	1017	
	-	Store Type:	SWH				Store Name: FP Div	ision	
Demand No. Demand Da			late		Status		Action		
108317070001			14-Jul-20	17		Draft			
-Rec	eived / Pending Demand -								
	Store Name		Demand No.	Deman	d Date	Total Items (Demanded)		Total Items (Not Demanded)	
Ralasthan Warehouse			108317070001	14-36	14-Jul-2017 6		6	8	
Assam Warehouse									
A	issam Warehouse		-	-		1.0	-		
A	issam Warehouse							***	
ed Gro	ssam Warehouse	ng , Selecto	ed Item Name : Antara SC				-		
ad Gro	osam Warehouse oup Name : Family Planni n II	ng , Selecti Na	ed Item Name : Antara SC	Avis Qty (Sem	anding Store)	Demanded / Approved		 Rem Type	
ed Gro	asam Warehouse	ng , Selecto Na	ed Item Name : Antaro SC	Ari, Qiy (Dem 0	ending Store)	Demanded / Approved 888767   688767			_
A Gro	esam Warehouse Soup Name : Family Planni n II Antara M Antara SC	ng , Selecto Na	ed Item Name : Antaro SC	Ari, Qiy (Dem 0 0	anding Store)	Demanded / Approved 888787   588787 887789   0	Dose Dose	Item Type Dose Dose	
A Great Grea	ssam Warehouse Seep Name : Family Planni n :: Antara B/ Antara B/ Antara SC Chnaya FREE	ng , Selecti Na			anding Store)	Demanded / Approved 888757   688757 887759   0 88769   0	Uner	Them Type Dose Dose Strip	
A Gro	ssam Warehouse	ng , Selecti	 ed Item Name : Antara SC		anding Store)	Demanded / Approved 888787   888787 887789   0 88759   0 898799   0	Unit Dose Dose Strip Strip	Hem Type Dose Dose Sito Sito	
A Gro	ssam Warehouse	ng , Selecto Na	ed Item Name : Antara SC		anding Store)	Demanded J Approved 868757   688757 867759   0 86759   0 869759   0 869759   0 859590   0		The Type	
A Item	ssam Warehouse	ng , Selecto Na	ed Item Name : Antara SC		ending Store)	Demanded / Approved 888787   888787 887789   0 88759   0 896796   0 896090   0 0   0	Cose Dose Strip Strip Prece		
A Gro	ssam Warehouse Page Name : Family Plannia n :: Antara BM Antara SC Chnaya FREE Chnaya HDC Condom FREE Condom FREE Condom HDC EC Pill FREE E	ng , Selecto	 ed Item Name : Antara SC		ending Store)	Demanded / Approved 888787   688767 887769   0 88756   0 896756   0 896059   0 0   0 0   0 0   0		Tablets	

**Step-3:** FP Division user can modify the sanctioned quantity by clicking on **"Lock"** icon. Following pop-up would appear:

The FP division user can edit the quantity of item by clicking the "OK" icon.

🙆 FP DVDMS Login Desk 🛛 🗙 User Management Applic 🗙 📃			100			
$\leftarrow$ $\rightarrow$ C $\square$ Secure   https://uatfpdvdms.dcservices.in/IMCS/hissso/logi	nLogin.fp					ቸ 🕁 🔝 💷
🏢 Apps 🔯 Bugzilla Main Page 🇥 Redmine 📙 HIS 📒 Others 📙 Android	📙 Tutorial 📙 M	14 Aqua 📙 Mobile HI	S 📙 bootbox 📒 Mobile CSS	G Apps On Sale -	BGR	
FP-LMIS Family Planning - Logistics Management Information Ministry of Health and Family Welfare(Govt. of India)	on System		Welcome, Depu	ity Commissioner Friday, 10	Fp Ii Fp Division Nov-2017 15:00	* 4 🛛 🚻
Forecast - Admin - Stock - Indent - Issue - Purchas	e - Reports -					
Task List Verify Compiled Demand ×						2
Verify Compiled Annual Demand						-
*Demand Period: 2017 - 2018	T	_	v	erify Date: 10-Nov	-2017	
*Store Type: CV///		-	*51	ore Name: CD Div	vicion	
Item Name : Antara SC						
Store Name	Avl. Qty (Store)	Average Monthly Consumption	Demanded   Approved	Unit	Item Type	
Selected G Bihar State Warehouse	0	12	228   228	Dose	Dose	*
Haryana State Warehouse	100	0	512   512	Dose	Dose	
Odisha State Warehouse	100	0	5000   5000	Dose	Dose	
U P State Warehouse	640	29	551   551	Dose	Dose	
Buffer Stock	1300	-	0	Dose	Dose	
			٨			
			42			
			U			
	📏 📕 Ok	💥 Close				-

**Step-4:** After updating or reviewing the demand for the selected item, that particular item(s) is highlighted in pink.

Step-5: Click on "Compile".

C	Secure   https://uatfpdvdm	ns.dcservices.in/IMCS/hissso/loginLog	jin.fp			7	☆ 🔟 (
ps [	Bugzilla Main Page 🛛 Redmine	📙 HIS 📙 Others 📙 Android 📕	Tutorial 📙 M4 Aqua 📙 Mobile H	IS 📙 bootbox 📙 Mobile CS	SS 🕒 Apps On Sale – BGR		
F 7a Min	<b>P-LMIS</b> <i>mily Planning - Logistic</i> istry of Health and Family Welf.	es Management Information S are(Govt. of India)	System		Welcome, Consultant Friday, 10-Nov-20	Fp Division 017 14:55	< 🖸 🧯
ecast	✓ Admin ✓ Stock ✓ Ir	ndent - Issue - Purchase -	Reports 👻				
ist //	Annual Demand Compilation ×						1
А	ssam Warehouse			-			
							Þ
h Iter	n ::						
#		Name	Avl. Qty (Demanding Store)	Demanded / Approved	Unit	Item Type	
#	Antara IM	Name	Avl. Qty (Demanding Store) 104634	Demanded / Approved 21102   0	Unit Dose	Item Type Dose	
#	Antara IM Antara SC	Name	Avl. Qty (Demanding Store) 104634 2140	Demanded / Approved           21102   0           6291   0	Unit Dose Dose	Dose Dose	^
#	Antara IM Antara SC Chhaya FREE	Name	Avi. Oty (Demanding Store)           104634           2140           600872	Demanded / Approved 21102   0 6291   0 35586   0	Unit Dose Dose Strip	Dose Dose Strip	^
*	Antara IM Antara SC Chhaya FREE Chhaya HDC	Name	Avl. Qty (Demanding Store)           104634           2140           600872           10527	Demanded / Approved 21102   0 6291   0 35586   0 31988   0	Unit Dose Dose Strip Strip	Item Type           Dose           Dose           Strip           Strip	A
	Antara IM Antara SC Chhaya FREE Chhaya HDC Condom FREE	Name	Avi. Qty (Demanding Store)           104634           2140           600872           10527           498308	Demanded / Approved 21102   0 6291   0 35586   0 31988   0 72807   0	Unit Dose Strip Strip Piece	Item Type           Dose           Dose           Strip           Strip           Pieces	
	Antara IM Antara SC Chhaya FREE Chhaya HDC Condom FREE Condom HDC	Name	Avi. Qty [Demanding Store]           104634           2140           600872           10527           498308           6039810	Demanded / Approved           21102   0         0           6291   0         35586   0           31988   0         72807   0           76550   0         0	Unit Dose Dose Strip Piece Piece	Item Type           Dose           Dose           Strip           Strip           Pieces           Pieces	
	Antara IM Antara SC Chhaya FREE Chhaya HDC Condom FREE Condom HDC EC Pill FREE	Name	Avl. Gty (Demanding Store)           104634           2140           600872           10527           49308           6039810           56	Demanded / Approved 21102   0 6291   0 35586   0 31988   0 72907   0 76550   0 12595   0	Unit Dose Dose Strip Strip Piece Piece Tablet	Item Type           Dose           Dose           Strip           Strip           Pieces           Pieces           Tablets	
	Antara IM Antara SC Chhaya FREE Chhaya HDC Condom FREE Condom HDC EC PII FREE EC PII HDC	Name	Avi. Gty (Demanding Store)           104634           2140           600672           10527           498308           6339810           56           3010	Demanded / Approved           21102   0         6281   0           35586   0         31998   0           72807   0         76550   0           12595   0         11299   0	Unit Dose Dose Strip Piece Piece Tablet Tablet	Item Type           Dose           Dose           Strip           Strip           Pieces           Pieces           Tablets           Tablets	
	Antara IM Antara SC Chhaya FREE Chhaya HDC Condom FREE Condom HDC EC PIII FREE EC PIII HDC	Name	Avi. Gty (Demanding Store)           104634           2140           600872           10527           498308           6030910           56           3010           Remarks           Draft Save	Demanded / Approved           21102   0         6291   0           6291   0         35566   0           31988   0         72907   0           76550   0         12595   0           12595   0         15999   0	Unit Dose Dose Strip Piece Piece Tablet Tablet	Item Type           Dose           Dose           Strip           Pieces           Pieces           Tablets           Tablets	
* * * * * * * * * * * * * * * * * * *	Antara IM Antara SC Chhaya FREE Chhaya HDC Condon FREE Condom HDC EC PIII FREE EC PIII FREE EC PIII HDC	Name	Avl. Gty (Demanding Store)           104634           2140           600672           10527           466308           6039810           56           3010           Remarks           Compile           Compile           Mark Save           Image: Compile           Compile           Mark Save	Demanded / Approved           21102   0         6221   0           35586   0         35586   0           31988   0         72807   0           78550   0         12295   0           15999   0         8	Unit Dose Dose Strip Strip Piece Piece Piece Tablet Tablet	Item Type           Dose           Dose           Strip           Strip           Pieces           Pieces           Tablets           Tablets	

#### 3.2.2 View Demand

**Step 1:** To view the annual demand compilation, repeat **step-1** of section annual demand and click on **"Go"** icon.

Annual Demand Compilation >	Ð		1
Annual Deman	d for F.Y. (2017 - 2018) Compiled[Draft] Successful)	Y	
*Demand Period: 2017 - 2018 •		Compile Date: 14-3ul-2017	- View
"Store Type: SWH	•	Store Name: FP Division	*
	<b>G</b>		
Sector Clear			

The following screen would appear.

Step-2: Click View "V" icon on the following screen:

ast - Admin -	Stock - Indent -	Issue - Purchase -	Reports -						
Annual Deman	d Compilation ×								
ng Annual Demand									E Vie
	*Demand Period:	2017 - 2018	•		c	ompile Date:	14-Jul-2017		
	*Store Type:	SWH	•			Store Name:	FP Division		•
Deman	d No.	Demand 0	Date		Status			Action	
108317070001		14-301-20	017		Draft				
-Received / Pendir	ng Demand							-	
Store Name		Demand No.	Deman	d Date	Total Items	(Demanded)		Total Items (Not De	smanded)
Rajasthan Wareho	suse	108317070001		14-Jul-2017		6		8	
Assam Warehout	50		-		-				
A A.									
d Group Name : F	Family Planning , Select	ed Item Name : Antara SC							
d Group Name : F	Family Planning , Select	ed Item Name : Antara SC							
d Group Name : F Item ::	Family Planning , Select No	ed Item Name : Antara SC	Avi, Qty (Sem	anding Store)	Demanded / Approved	1	Unit	- Ba	m Type
d Group Name : F Item :: Antara M	Family Planning , Select Bi	ed Item Name : Antara SC	Avi, Sty (Dem 0	anding Store)	Demanded / Approved 8887957   5887957	Dose	Unit	Dose	m Type
d Group Name : F Item :: Antara IM Antara SC	Family Planning , Select	ed Item Name : Antara SC	Arl, Qty (Dem 0 0	ending Store)	Demanded / Approved 888787   888787 887719   0	Dose Dose	Unit	Dose Dose	m Type
d Group Name : F Item :: Antara IM Antara SC Chilaya FRE	Family Planning , Select N	ed Item Name : Antara SC	Avi, Qity (Dem 0 10	anding Store)	Demanded / Approved 680757   560767 857719   0 887879   0	Dose Dose Strip	Unit	Dose Dose Strip	m Type
d Group Name : I Item :: Antara IM Antara SC Chnaya FRE Chnaya HDC	Family Planning , Select No EE C	ed Item Name : Antara SC	Art. Otr (Dem 0 10 10	anding Store)	Demanded ( Approved 888787   888787 887789   0 898789   0 898798   0	Dose Dose Strip Strip	Unit	Dose Dose Strip Strip	m Type
d Group Name : I Item :: Antara IM Antara SC Chnaya FRE Chnaya HDC Condon FR	Family Planning , Select	ed Item Name : Antara SC	Ark Sty (Dem 0 0 10 50 0	ending Store)	Demanded / Approved 888757   888767 887759   0 887579   0 998799   0 998799   0 996599   0	Dose Dose Strip Strip Piece	Unit	Dose Dose Strip Strip Pieces	m Type
d Group Name : I Item :: Antara IM Antara SC Chhaya FRC Chaya HOC Condon FR Condon HO	Family Planning , Select No EE C EE C	ed Item Name : Antara SC	0 0 10 10 0 0 0	ending Store)	Demanded / Approved 866757   686767 867759   0 867579   0 86759   0 866759   0 866950   0 0   0	Dose Dose Strip Strip Piece Piece	Unit	Dose Dose Strip Strip Pieces Pieces	m Type
d Group Name : I Item :: Antara M Antara SC Chhaya HO Condom HD Condom HD E Condom HD E CPII FREI	Family Planning , Select No EE C C C C C C E E	ed Jtem Name : Antara SC	Ant. Sty (Dem 0 10 10 0 0 0 0	ending Store) De	Demanded / Approved 865787   666767 867787   0 857879   0 857879   0 869798   0 869798   0 869799   0 0   0 0   0	Dose Dose Strip Strip Piece Piece Tacket	Unit	Dose Dose Strip Strip Pieces Tablets	m Type

After clicking "V" icon, User can only view the sanctioned quantity for all the items but cannot modify it.

#### 3.2.3 Cancel Demand

**Step 1:** To cancel an annual demand compilation, repeat **step-1** of annual demand section and click **"Go"** icon.

Annual Demand Compilation >		Þ	
Bio Annual Domand	Annual Demand for F.Y. (2017 - 2018) Compile	ed[Draft] Saccessfully	-
*Demand Period: 2017 - 2018		Comple Date: 14-Jul-2017	E Ver
*Store Type: SWH	•	"Store Name: FP Division	*
	G0 🦛		

**Step-2:** Click cancel **"C"** icon on the following screen:

	try of Health and Family We	lfare(Gevt.	of India)					and, recorded	10.04	
cast -	Admin - Stock -	Indent -	Issue - Purchase -	Reports -						
Ant	nual Demand Compilation >	-								
ing Anna	ual Demand									View
	*Dema	nd Period:	2017 - 2018	•		c	ompile Date:	14-Jul-2017		
	-5	tore Type:	SWH				Store Name:	FP Division		
_	Demand No.		Demand D	iate	1	Status	1		Action	
108317070001 14-Jul-20		17		Draft						
Receiv	wed / Pending Demand -							_		
	Store Name		Demand No.	Dema	and Date	Total items	(Demanded)		Total Items (Not Demanded)	
Rajad	sthan Warehouse		108317070001	14-3	ul-2017	6		8		
Assam Wanhouse						-				
A55	sam Warehouse						-			
Ass	sam Warehouse		-				-			
Ass	sam Warehouse		-		***		-			
Ass ed Grou	an Warehouse	g , Selecte	ed Item Name : Antara SC				-			
Ass ed Grou h Item :	iam Viarehouse IP Name : Family Plannin II	g , Selecto	ed Item Name : Antara SC		***		-			
Ass red Group h Item :	In Warehouse	g , Selecto Na	ed Item Name : Antara SC	Ard, Oty (Ser	manding Store)	Demanded / Approved	-	Unit		em Type
Ass ed Grou h Item :	p Name : Family Plannin II Antara M	g , Selecto Ne	ed Item Name : Antaro SC	Ard, Oty (Set	manding Store)	Demanded / Approved 888797   888787	Dose	Unit	Dose	em Type
Ass red Grou h Item :	aan Wanhouse	g , Selecto Na	ed Item Name : Antaro SC	Ard, Oty (Set 0	manding Store)	Demanded / Approved 868767   568767 867709   0	Dose Dose	Unit	Dose Dose	em Type
Ass red Grou h Item :	am Narehouse II Antara IM Antara IM Chnaya FREE	g , Selecto Na	ed Item Name : Antara SC	0 0 10	manding Store)	Demanded / Approved 866757   868767 867769   0 867879   0	Dose Dose Strip	Unit	Dose Dose Strip	en Type
Ass ed Grou h Item :	sam Varehouse  p Name : Family Plannin  I  Antara IM Antara IM Antara SO Cnnaya FREE Chnaya FREE Chnaya HDC	g , Selecto Na	nd Item Name : Antaro SC	0 0 10 10	manding Store)	Demanded / Approved 686775 / 886767 867769   0 696799   0	Dose Dose Strip Strip	Unit	Dose Dose Strp Strp	em Type
Ass red Grow h Item :	am Narehouse ap Name : Family Plannin II Antara BM Antara SC Chaya FREE Chaya FREE Condom FREE	g , Selecto Na	ed Item Name : Antara SC	Art. Oty (De 0 10 10 0	manding Store)	Demanded / Approved 686767   686767 687769   0 687567   0 697769   0 696776   0 696776   0	Dose Dose Strip Strip Piece	Unit	Dose Dose Strip Strip Paces	en Type
Ass ted Group h Item :	am Narehouse  p Name : Family Plannin  t  Antara M  Antara SC  Chraya FREE  Chraya FREE  Condom FREE  Condom HDC	g , Selecto Na	ed Item Name : Antaro SC	0 0 10 10 0 0	manding Store)	Demandred / Approved 566757   566787 567709   0 567879   0 596799   0 596099   0 506009   0 0   0	Dose Dose Strip Strip Piece Piece	Unit .	Dose Dose Strip Strip Pieces Pieces	en Type
Ass ted Group h Item :	am Namehouse  P Name : Family Plannin  I  Antara IM  Antara IM  Antara IM  Chaya FREE  Chaya HOC  Condom FREE  Condom HOC  EC PIA FREE	ığ , Selecti Na	nd Item Name : Antara SC	Art. Sty (Str. 0 10 10 0 0 0	mending Store)	Demanded / Approved 886771 (886787 887789   0 898798   0 898798   0 898799   0 898799   0 898099   0 0   0 898099   0	Dose Dose Strip Strip Price Price Tablet	Unit	Dose Dose Dose Strip Piaces Piaces Tablets	en Type

**Step-3:** After clicking **"C"** icon, a popup would appear for confirmation Click **"OK"** icon to cancel the demand:

FP-LMIS Family Planning - Logistics Man. Ministry of Health and Family Welfare(Govt.	<i>agement Information So</i> of India)	ystem	Frid	Welcome, Admin day, 18-Aug-2017 14:24	* 4 0
Forecast + Admin + Stock + Indent +	- Issue - Reports -				
Task List Annual Demand Compilation ×					2
Compiling Annual Demand					Uiew
*Demand Period:	2017 - 2018		Compile Date:	18-Aug-2017	
*Store Type:	SWH	You are going to Cancel the Request. Are you sure ?	*Store Name:	FP Division	
Demand No.	Demand		JS	Action	
108317080002	18-Aug-		t	MC	9
		UK Cancer			

Step-4: Enter the valid Remarks to cancel the demand then click "OK" icon.

FP-LMIS Family Planning - Logistics Man Ministry of Health and Family Welfare(Govt.	<i>agement Information</i> of India)	: System	Welcome, Admin Friday, 18-Aug-2017 14:50	* 4 0 🚻
Forecast - Admin - Stock - Indent	<ul> <li>Issue - Reports</li> </ul>	i •		
Task List Approve Compiled Demand ×				8
Approve Compiled Annual Demand				^
*Demand Period:	2017 - 2018	Enter the Remarks	Approval Date: 18-Aug-2017	
*Store Type:	SWH	Prevent this page from creating additional dialogs	*Store Name: FP Division	
Demand No.	De		Action	
108317080002	11		(V)	
Selected Group Name : Family Planning		OK Cancel		

# 3.3 Annual Demand Approval

After compilation of the Annual demand received from State/UTs, the FP Division approves the annual demand.

Step-1: Click "Forecast" menu under main menu bar and select "Approve Compiled Demand".



Following screen would appear:

Step-2: Click on "V" icon and item with quantity would appear.

*bemand Period:         2017 - 2018         Approval Date:         18-Aug-2017           *store Type:         SWH         *store Name:         FP Division           Demand No.         Demand Date         Status         Action           108317080002         18-Aug-2017         Approval Pending         Image: Comparison of the comparison of th	Action W C Item Type Injections	ug-2017 Division Action V	proval Date: 18-Aug-201 Store Name: FP Division	App *S Status	2 	2017 - 2018	*Demand Period	
*Store Type:  SVH         Demand Date         Status         Action           108317080002         18-Aug-2017         Approval Pending         Image: Company	Action W         Item Type	Division Action	Store Name:   FP Division	*S Status	2	SWH		
Demand Vo.         Demand Date         Status         Action           108317080002         18-Aug-2017         Approval Pending         Image: Comparison of the status	Item Type			Status	-	Present	*Store Type	
i     Avi. Op/rotal Pending       #     Name       Avi. Op/rotal Pending       #       Name       Avi. Op/rotal Pending       #       Name       Avi. Op/rotal Pending       B       Avi. Op/rotal Pending       Im/rotal Pending       Demanded / Approved       Unit       Im/rotal Pending	Item Type			Approval Pending	e7	18-Aug	108317080002	
#     Name     Avi. Qty (Demanding Store)     Demanded / Approved     Unit     Nem       #     3432     0     0 0     Piece     Injections       *     Antara IM     50400     576   576     Number     Packet       *     Antara SC     0     0 0     Number     Packet	Item Type						up Name : Family Planning	cted Gro
#         Name         Avt. Qty (Demanding Store)         Demanded / Approved         Unit         Item           3432         0         0   0         Piece         Injections           Antara IM         50400         576   576         Number         Packet           Antara SC         0         0   0         Number         Packet	Item Type						:	rch Item
3432         0         0   0         Piece         Injections           Antara IM         50400         576   576         Number         Packet           Antara SC         0         0   0         Number         Packet	Injections	t Ite	Unit	Demanded / Approved	Avl. Qty (Demanding St	me	Na	#
Antara IM     50400     576   576     Number     Packet       Antara SC     0     0   0     Number     Packet		Injections	Piece	010	0		3432	
Antara SC 0 010 Number Packet	Packet	Packet	Number	576 576	50400		Antara IM	
	Packet	Packet	Number	010	0		Antara SC	
Clinique FREE 42000 430494 (33494 Suip labeles	Tablets	Tablets	Strip	453454   453454	42665		Chnaya FREE	
Cimaya HuC buy body State Stat	Diseas	Tablets	Sup	55444   55444	750			
Condom UPC 0. 0. 0.0 DIA Disco Disco	Pieces	Pieces	Piece	010	0		Condom HDC	
	Fields	Fieues	Fiece	010	U		Condom HDC	-
Remarks								

Step-3: Click "Approve" icon to approve the compiled demand and click on "OK" icon.

FP-LMIS Family Planning - Logistics Management Inform Ministry of Health and Family Welfare (Govt. of India)	mation System		Welc Friday, 18-Aug-20	ome, Admin 117 14:41	
Forecast + Admin + Stock + Indent + Issue + R	leports +				
Task List Verify Compiled Demand ×					B
Verify Compiled Annual Demand					
*Demand Period: 2017 - 2018			Verify Date: 18-Aug-201	7	
*Store Type: SWH	-		*Store Name: FP Division	1	
Demand No.				Action	
108317080002	You are going to approve the com	piled Annual Demand. Are you sure ?		Ŵ	
Selected Group Name : Family Planning					
Search Item ::	_				
# Name		OK Cancel	d Unit	Item Type	
EC PIII HDC	U	010	Tablet	Tablets	^
IUCD 375	0	010	Number	Tablets	
E IUCD 380-A	0	010	Number	Tablets	

# 4.1 View Purchase Request

This process is to be used by SSM Division to receive purchase request from FP Division and generate the purchase order to the suppliers and CMSS.

Step-1: Login with valid credentials.

Step-2: Click on "Purchase" and then click on "Purchase Request".

FP-LMIS Family Planning - Logistics Management Inf Ministry of Health and Family Welfare(Govt. of India)	formation System		Welcome, Admin Saturday, 09-Sep-2017 17:07	* ৰ 🛛 🚻
Forecast + Admin + Stock + Indent + Issue +	Purchase - Reports -			
Task List	Distribution Plan			8
Task List ( Last Updated At: 09-09-2017 15:47:31)	Purchase Order Detail			
¥ 11	Purchase Request	12	2	165
Challan Receive Pending Indent in Draft Mo	ode Transfer Pending	g Issue without Inder Mode	nt in Draft Issue Pending	
5	1	95	5	
Transfer Ack Pending Short Supply Ack	Pending Issue Ack Pendin	ng New Supply Order		

#### Step-3: Click on "Go".

ast - Admin - Stock - Indent	• Issue • Purchase • Reports •		
Purchase Request ×			
etail			
*Demand Period	2017 - 2018 🗸	Request Date: 10-Sep-2017	
*Purchase Request From	FP Division	*Purchase Authority: SSM	
*Purchase Agency	SSM	View Annual Demand	
* Mandatory Fields	🍾 Clear		
* Mandatory Fields	Clear		

The SSM Division procures some quantities of commodities from PSUs and/or through tendering process and rest of the quantities through CMSS.

**Step-4:** Select the item from the list. It would show the demand quantity and quantity to be purchased by the SSM division (as per purchase ratio for PSUs).

FP-LMIS Family Planning - Logistics Manu Ministry of Health and Family Welfare(Govt. of	<i>igement Information System</i> 1 India)		Welcome, Admin Sunday, 10-Sep-2017 16:23	🌣 🖪 🖸 🎆
Task List Purchase Request ×	Issue + Purchase + Reports	•		R
Order Detail				Uiew
*Demand Period:	2017 - 2018		Request Date: 10-Sep-2017	
*Purchase Request From:	FP Division	¥	*Purchase Authority: SSM	
*Purchase Agency:	SSM	Y	View Annual Demand	
O New Item Detail(s)	Condom FREE Piece 105000 78750	j.		
	📲 Draft Save	Generate Order 🛛 ≽ Clea	r	

### 4.2 Purchase Request Order

**Step-5:** Enter Purchase Order No. in the field "Purchase Request Reference" and remarks (if required) and then click on **"Generate Order"**.

cast - Admin - Stock - Indent	<ul> <li>Issue - Purchase - Report</li> </ul>	rts 👻		
t Purchase Request ×	•			
Detail				
*Demand Period	2017 - 2018		Request Date: 10-Sep-2017	
*Purchase Request From	FP Division	V	*Purchase Authority: SSM	
*Purchase Agency	SSM	V	View Annual Demand	
Total Demanded Quantity * Quantity to Purchase	105000 78750			
Purchase Request Reference	HLL/2017/5/2016-17			
Remarks	5			
	<b>P</b> Draft Save	📕 Generate Order 🏻 🖕 Clear		

#### **Step-6:** Click on **"OK"** to generate the purchase request order.

FP-LMIS Family Planning - Logistics Management Information S Ministry of Health and Family Welfare(Govt. of India)	gstem	Welcome, Admin Sunday, 10-Sep-2017 16:17	* 4 0
Forecast - Admin - Stock - Indent - Issue - Purchase	+ Reports +		
Task List Purchase Request ×			R
Order Detail			📕 View
*Demand Period: 2017 - 2018		Request Date: 10-Sep-2017	
*Purchase Request From: FP Division	You are going to Save Purchase Detail. Are you sure !!!	*Purchase Authority: SSM	
*Purchase Agency: SSM		View Annual Demand	
New Item Detail(s)     Item Name Condom FREE	OK Cancel		
Unit Piece	U		

**Step-7:** To view the saved record, click on checkbox titled "View" on the top right hand corner and click on "Go" icon

FP-LIMIS Jamily Planning- Logistics Management Information System Ministry of Health and Family Welfare(Covt. of India)	Welcome, Admin Sunday, 10-Sep-2017 18:18	* ৰ 🛛 🚺
Forecast + Admin + Stock + Indent + Issue + Purchase + Reports +		
sk List Purchase Request ×		6
der Detail		🗖 Vi
*Demand Period: 2017 - 2018	Request Date: 10-Sep-2017	Δ
*Purchase Request From: FP Division	*Purchase Authority: SSM	U
*Purchase Agency: SSM v	View Annual Demand	
Go 🧲		
🍗 Clear		
9 * Mandatory Fields		

**Step-8:** The following screen would appear. The request can be viewed by clicking the desired request number.

FP-LA Family Pl Ministry of H	MIS l <i>anning - Logistics Management Informa</i> <sup>iealth and Family Welfare(Govt. of India)</sup>	rtion System	Welcome, Admin Sunday, 10-Sep-2017 18:16	NOT THE ALT
Forecast - Adm	nin - Stock - Indent - Issue - Pure	chase - Reports -		
sk List Purchase	Request ×			0
rdor Dotail				
	*Financial Year: 2017 - 2018	*Pure	chase Request From: FP Division 🗸 🗸	[
	*Purchase Authority: SSM		*Purchase Agency: SSM	T
			10011	
	View Annual Demand			
equest Detail	<u>View Annual Demand</u>			1
equest Detail	View Annual Demand Request No.	Request Date	Status	
equest Detail	View Annual Demand Request No. 10852170001	Request Date 28-Aug-2017	Status Finalized	
equest Detail	View Annual Demand           Request No.           10852170001           10852170002	Request Date 28-Aug-2017 28-Aug-2017	Status Finalized Finalized	^
equest Detail	View Annual Demand Request No. 10852170001 10852170002 10852170002	Request Date 28-Aug-2017 28-Aug-2017 28-Aug-2017	Status Finalized Finalized Finalized	^
equest Detail	View Annual Demand           Request No.           10852170001           10852170002           10852170003	Request Date 28-Aug-2017 28-Aug-2017 28-Aug-2017 28-Aug-2017	Status Finalized Finalized Finalized Request Status Finalized	^ ~
equest Detail	View Annual Demand           Request No.           10852170001           10852170002           10852170003           10852170003           10852170002           10852170002           10852170003           10852170002           tail(s)	Request Date 28-Aug-2017 28-Aug-2017 28-Aug-2017 20-Aug-2017	Status Finalized Finalized Finalized Request Status Finalized	^ ~
equest Detail	View Annual Demand  Request No.  10852170001 10852170002 10852170003  Request No. 10852170002 tail(s)  Item Name	Request Date 28-Aug-2017 28-Aug-2017 28-Aug-2017 20-Aug-2017 20-Aug-2017 00-Aug-2017 00-Aug-2017 00-Aug-2017	Status Finalized Finalized Finalized Request Status Finalized Ouantity to Purchase 20200	· ·
- 9 Added Item Det Action	View Annual Demand           Request No.           10852170001           10852170002           10852170003           Access No. 10852170002           tail(s)           Item Name           Antara IM           Actess PC	Request Date           28-Aug-2017           28-Aug-2017           28-Aug-2017           28-Aug-2017           00-Aug-2017           00-Aug-2017	Status Finalized Finalized Finalized Request Status Finalized Usuantity to Purchase 37368 44000	· · ·
equest Detail	View Annual Demand  Request No.  10852170001  10852170002  10852170003  Request No. 10852170002  tail(s)  Item Name Antara IM Antara SC Orbana GEEE	Request Date 28-Aug-2017 28-Aug-2017 28-Aug-2017 28-Aug-2017 20-Aug-2017 Dose Dose Dose Crime	Status Finalized Finalized Finalized Request Status Finalized  Cuantity to Purchase  37368 44000 20000	· · ·

#### 4.2.1 Cancel Purchase Request

SSM Division can cancel a purchase request (which is saved as **"Draft Save"** mode). Once the purchase request order is generated, the cancellation is not possible.

To cancel the Purchase Request Order (Draft), follow the steps below.

Step-1: Click on "C" icon.

Step-2: Enter valid remarks.

Step-3: Click on "OK".

# 4.3 Purchase Order Generation

To generate purchase order for the individual suppliers, follow the steps below:

Step-1: Click on "Purchase" menu and then click on "Purchase Order Detail".



**Step-2:** On clicking purchase order details the following screen would appear. This would show the Purchase Orders status as **"Pending"**.

Task List       Purchase Order Detail ×       PO Status       Pending       V         Store Name       FP Division       View Distribution Plan       V       V         Store Name : FP Division       PO Status       Pending       V       V         Store Name : FP Division       PO Status       Pending       V       V         Store Name : FP Division       PO Status       Pending       V       V         Store Name : FP Division       PO Status       Pending       V       V         10281700002       28 Aug-2017       15000.00       Lenus       Antara IM       Distribution Plan Complete	Forect	<b>FP-LMIS</b> <i>Family Planning</i> Ministry of Health an ast - Admin -	G g- Logistics M d Family Welfare(G Stock - Inde	l <i>anagement Inform</i> ovt. of India) nt - Issue - Pu	<i>ation System</i> rchase • Reports •		Welcome, Sunday, 10-Sep-2017 18:	Admin 🎄 🗶 🕐 🏠
Store Name       FP Division       View Distribution Plan         Generate       Cancel       View Distribution Plan         Store Name       FP Division       PO Status       Pending         Store Name       FP Division       PO Status       Status         Item Name       Status       Status       Distribution Plan Complete         Item V       Item Name       Status       Status         Item Name       Item Name       Status       Status	Task List	Purchase Order	Detail ×					2
Store Name : FP Division , PO Status : Pending         PO No.       PO Date A V       PO Value (3)       Supplier Name       Item Name       Status         I 10281700002       28.Aug-2017       15000.00       Lenus       Antara IM       Distribution Plan Complete	Ger	Store I	Name FP Division	egt Distribution than	View Distribution Plan	PO Status Pe		
FO No.     PO Date ^ V     PO Value (?)     Supplier Name     Item Name     Status       10281700002     28.Aug-2017     15000.00     Lenus     Antara IM     Distribution Plan Complete	Store Na	ame : FP Division , <u>P(</u>	) Status : Pending		·		U	
Image: Market of 1         10281700002         28-Aug-2017         15000.00         Lenus         Antara IM         Distribution Plan Complete           Total Record 1         Image: Market of 1         Imarket of 1         Image: Market of 1		PO No.	PO Date 🐴 💙	PO Value (₹)	Supplier Name		item Name	Status
Total Record 1		10281700002	28-Aug-2017	15000.00	Lenus	Antara IM		Distribution Plan Complete
	Total P.	scord 1						
	Total Re	ecord 1					TH TED. DO No.	Sarrah

Note:

**PO status** is categorized into four categories

- Delivery in Process: Purchase orders which have been sent to suppliers are shown under the "Delivery in Process" status.
- **Closed:** Once the supplier completes the Purchase Order, it would be reflected under **"Closed"** status.
- **Cancelled:** If user cancels the Purchase Order from their desk, it would be visible under **"Cancelled"** Status in Purchase Order Desk.

**Step-3:** Click on check box next to the PO number to select the Purchase Order and click on **"Generate"** to create the Purchase Order.

FP-LMIS Family Planning Ministry of Health and Forecast - Admin -	G - Logistics M d Family Welfare(Go Stock - Inder	lanagement Inform. ovt. of India) ht - Issue - Pu	ation System rchase - Reports -		Welcome, Adm Sunday, 10-Sep-2017 18:48	<sup>in</sup> 🔹 🛪 🛛 🏠
Task List Purchase Order E	etail ×					2
Store 2	Name FP Division		V	PO Status Pendi	nq	
Generate Can	Cel Area	egit Distribution Plan	View Distribution Plan			
PO No.	PO Date A V	PO Value (₹)	Supplier Name	Iter	n Name	Status
10281700002	28-Aug-2017	15000.00	Lenus	Antara IM		Distribution Plan Complete
Total Record 1						1
				I	ILTER: PO No.	Search

Step-4: Select Purchase Agency, Request Number, Item Name and Supplier from drop down.

<b>FP-LIMIS</b> Jamily Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	Welcome, Admin Sunday, 10-Sep-2017 18:56	* ৰ 🛛 🚹
orecast + Admin + Stock + Indent + Issue + Purchase + Reports +		
sk List Purchase Order Detail ×		8
rchase Order Generation Form ( SSM )		
Store Name: FP Division	*Purchase Agency: SSM	
PO Generation Period: 2017 - 2018 🗸	*Purchase Order Date: 10-Sep-2017	
*Request No: 10852170002	*Item Name: Antara IM	~
*Funding Source: Ministry of Health and Family Welfare 💌	*Supplier: HLL Lifecare Ltd.	V
Sack Click to	see Purchase Details	

Note:

- **PO Generation Period:** By default, the current financial year is displayed.
- **Purchase Order Date:** It displays the date on which the purchase order is generated. By default the current system date would be displayed.
- Funding Source: By default, Ministry of Health & Family Welfare would be displyed
- Item Name: It defines the list of items corresponding to Request Number, whose Purchase request is raised.
- **Supplier Name:** Select the supplier for which Purchase order is to be generated. Only the suppliers with the selected item would be displayed in the dropdown menu.

**Step-5:** On clicking the **"Go"** icon, rate contract details would appear on the same screen as below. Enter details of Rate Contract like Rate/Unit, Tax (%) and Purchase Order reference Number etc. in the purchase order form.

Ministry of Health and Family Welfare(Govt. of India	nt Information System a)		Sunday, 10-Sep-20	17 19:31 🏾 🛠 🦿 🚺
ast - Admin - Stock - Indent - Iss	ue • Purchase • Repo	rts 👻		
Purchase Order Detail ×				
Store Name: FP Divi	sion		*Purchase Agency: SSM	V
PO Generation Period: 2017	- 2018		*Purchase Order Date: 10-Sep-2017	1
*Request No: 1085	2170002		*Item Name: Antara IM	
Allow dives Courses Interior	the second second		Science Barry Line and	
*Funding Source:   Minist	try of Health and Family Welfai		Supplier:   HLL Lifecare	Lta.
Contract Detail(s)		60		
Supplier	*Rate/Unit	Order Unit Name	Tax(%)	Rate with Tax
HLL Lifecare Ltd.	30 🦛	Piece	18	35.4000
HLL Lifecare Ltd. urchase Detail(s) Total Quantity to Purchase: 37368 Total PO Cost (INR): 13228	30 Contraction (S) 327.20	Piece	18	35.4000
HLL Lifecare Ltd. urchase Detail(s) Total Quantity to Purchase: 37368 Total PO Cost (INR): 13228 Po Reference: SSM/A	30 38 Piece(s) 327.20 ntara/HLL/2016-17	Piece	18	35,4000
HLL Lifecare Ltd. urchase Detail(s) Total Quantity to Purchase: 37368 Total PO Cost (INR): 13228 Po Reference: SSM/A *Verified By: Admir	30 Contraction 130 Series 130 Ser	Piece	Verified Date: 10-Sep-2017	35,4000
HLL Lifecare Ltd. urchase Detail(s) Total Quantity to Purchase: 3736E Total PO Cost (INR): 1322E Po Reference: SSM/A *Verified By: Admir Remarks:	30 Contraction 130 Contractio 130 Contraction 130 Contraction 130 Contraction 130 Contraction	Piece	*Verified Date: 10-Sep-2017	35,4000

Step-6: Click on "Generate" icon to create a "Purchase Order"

ast - Admin - Stock - Indent	<ul> <li>Issue - Purchase - Report</li> </ul>	orts 👻		
t Purchase Order Detail ×				
Store Name:	: FP Division		*Purchase Agency: SSM	V
PO Generation Period	2017 - 2018		*Purchase Order Date: 10-Sep-2017	1
*Request No:	10852170002		*Item Name: Antara IM	V
*Funding Source	Ministry of Health and Family Welfa	re v	*Supplier: HLL Lifecare	Ltd.
		Go		
e Contract Detail(s)				
Supplier	*Rate/Unit	Order Unit Name	Tax(%)	Rate with Tax
HII Lifecare Ltd	30	Dises	18	35 4000
Purchase Detail(s)	100	) Piece	,	100.1000
Purchase Detail(s) Total Quantity to Purchase Total PO Cost (INR) Po Reference *Verified By	550 37368 Piece(s) 322827.20 SSM/Antara/HLL/2016-17 Admin HQ - FP Division		*Verified Date: 10-Sep-2017	

**Step-7:** The following popup appears for confirmation, then click on **"OK"** tab.

FP-LMIS Family Planning - Logistics Ma Ministry of Health and Family Welfare(Gov	nagement Information System t. of India)	Welcome, Admin Sunday, 10-Sep-2017 19:35 🏾 🏶 🖪 🔯	HEALTA BOOM
Forecast - Admin - Stock - Indent	✓ Issue ✓ Purchase ✓ Reports ✓		
Task List Purchase Order Detail ×			ß
Store Name	: FP Division	*Purchase Agency:   SSM	^
PO Generation Perio		*Purchase Order Date: 10-Sep-2017	
*Request N		*Item Name: Antara IM	
*Funding Source		HLL Lifecare Ltd.	
	Purchase Order Process Generate New Purchase	Order 🛛	
Rate Contract Detail(s) Supplier Supplier HLL Lifecare Ltd.	You are going to generate Purchase Order with PO Va Are you sure?	alue Rs. 1322827.20  Rate with Tax  35.4000	
<ul> <li>Purchase Detail(s)</li> <li>Total Quantity to Purchas</li> <li>Total PO Cost (INR</li> </ul>	⇔	OK Cancel	
Po Reference			
*Verified B		*Verified Date: 10-Sep-2017	
Remark	R		

#### 4.3.1 Cancellation of Purchase Order

To cancel a purchase order, follow the steps below.

**Step-1:** Select the purchase order by clicking on check box and click on **"Cancel"** icon to cancel the existing purchase order.

arrenter ar	FP-LMI Family Plannin Ministry of Health an ecast - Admin -	S g- Logistics W Id Family Welfare(G Stock - Inde	<i>Management Inform</i> .ovt. of India) nt - Issue - Pu	ation System rchase - Reports -	Sun	Welcome, Admin day, 10-Sep-2017 19:42	* 🛪 🖸 🇰
Task L	ist Purchase Order	Detail ×					
Store	Store Generate Can Name : FP Division , P	Name FP Division	angt Ohn Souther Plan	View Distribution Plan	PO Status Pending		×
	PO No.	PO Date 🔨 💙	PO Value (₹)	Supplier Name	Item Name		Status
	10281700002	28-Aug-2017	15000.00	Lenus	Antara IM	D	istribution Plan Complete
Û							

Step-2: After entering the remarks, click on "Save" to cancel the purchase order.

FP-LMIS Family Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	Welcome, Admin Sunday, 10-Sep-2017 19:45	* 4 🛛 🚺
Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -		
Task List Purchase Order Detail ×		
Cancel Purchase Order		O Cance
Store Name FP Division		
PO No. 10281700002	PO Date 28-Aug-2017	
Programme Name Family Planning		
Supplier Name Lenus	PO Reference No. 10281700002/po123	
Cancel Details Cancel Remarks Cancel Mandatory Field(s) Cancel Cancel Cancel Cancel Cancel Cancel		

# 4.4 Distribution Plan and Delivery Schedule

The Family Planning Division, MoHFW prepares and submits the distribution plan along with the delivery schedule for each commodity cum supplier to the SSM division.

Step-1: Login with valid credentials. (For FP Division, MoHFW)

Step-2: Click on "Distribution Plan" under Purchase menu.

FP-LMIS Family Planning - Logid Ministry of Health and Family W	<b>rtics Management Inform</b> Telfare(Govt. of India)	mation System		Monday, 06-	Welcome, Admin Nov-2017 12:36	* 4 🛛 🚻
Forecast - Admin - Stock -	Indent - Issue - Pr	Purchase - Reports -				
Task List		Distribution Plan				2
Task List ( Last Updated At: 06-11-201	7 12:36:32)	Purchase Order Detail Purchase Request				
Indent in Draft Mode	Transfer Pending	Supplier Interface Desk Issue without In Mode	5 dent in Draft I	<b>447</b> ssue Pending	Transfer Ack P	9 Pending
12	10	)4	1			
Short Supply Ack Pending	Issue Ack Pending	New Supply Ord	er			

Step -3: Select the check box next of the PO number, and then click distribution plan icon.

Fored	FP-LMIS Family Planning Ministry of Health and cast - Admin -	- Logistics Manage Family Welfare(Govt. of Ir Stock - Indent -	<i>ment Information Sy</i> <sup>Idia)</sup> Issue – Purchase –	<i>štem</i> Reports <del>-</del>		Monday, 17	Welcome, Admin -Jul-2017 17:15	* 4 0 🚻
Task Lis	t Distribution Plan >	2						
Di	Store N	Tame FP Division			▼ PO St	atus Distribution Plan Pending		
Store N	ame : FP Division , PO	Status : Distribution Plan	Pending					
	PO No.	PO Date 🔨 💙	PO Value (₹)		Supplier Name		Item Name	
	10281700003	17-Jul-2017	673.20	HII Lifecare Ltd.		Antara SC		
	10281700002	17-Jul-2017	10200.00	HII Lifecare Ltd.		Antara IM		
Û	L <sub>≹</sub>							
Total R	tecord 2							1
Use 9	6 for Conditional Se	arch ]				FILTER: PO No.		Search

**Step-4** Create the distribution plan for the Quarter1, Quarter2, Quarter3, Quarter 4 for all the stores listed.

FP-LM Family Plann Ministry of Health Forecast - Admin Task List Distribution P	IS and Family Welfare(Govt. of Stock - Indent - Ian ×	gement Information Syst India) Issue - Purchase -	con Reports +		Welcome, Adr Monday, 17-Jul-2017 17:17	<sup>nin</sup> 🌣 🗶 🕐 🎊
Distribution Plan						
	Store Name F	P Division		Purchase Ag	gency : CMSS	
	PO Generation Period 2	017-2018		Purchase Orde	r Date 17-Jul-2017	
	PO No. 1 Item Name: A Funding Source: N	0281700002 ntara IM linistry of Health and Family W	elfare	Supplier	Name HII Lifecare Ltd.	
	Supplier		Rate/Unit	Ta	IX(%)	Rate With Tax
	Hll Lifecare Ltd.	1925	10.0000/Pi	ece 2	.00	10.2000
—Distribution Plan Detai	I	A	<b>1</b>	1	0	
		V	Deliver	Schedule	V	î
Store Name	*Annual Demand	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Assam Warehouse	0	0	0	0	0	0
Haryana State Warehouse	0	0	0	Го	0	0
Maharashtra Warehouse	500	334	0	0	0	334
Odisha State Warehouse	0	0	0	Ю	0	0
Rajasthan Warehouse	0	0	0	0	0	0
U P State Warehouse	1000	666	0	0	0	666

Step-5 After making all entries, a pop up Distribution Plan appears. Click "OK"

	were wart Ministry of Health	and Family Welfare(Govt. o	f India)				Monday, 17-Jul-2017	17:19		softe spine faither	· •
	Forecast - Admin	- Stock - Indent -	Issue -	Purchase 👻	Reports -						
(	Task List Distribution Pl	lan ×								0	h
and a		1			1	I.	1				
1000	U P State Warehouse	1000						6	56		
	GMSD Chennai	0					0		)		Ш
	GMSD Delhi	0			0		0		5		Ш
	GMSD Hyderabad	0		-			0	-	,		Ш
	GMSD Kolkata	0		Distribut	ion Plan		0		)		
	GMSD Mumbai	0		You are g	oing to save Distribution	Plan against	0	-			11
	Buffer Stock	0		PO No. :	10281700002		0	-	,		11
		Total :	1	PO Date	: 17-Jul-2017		0				E
	Total Or	der Quantity of All Schedule :		Are you s	RS. 10200.00				1000		
		Total Quantity Purchased :		, ao you o	aro.					7	
											11
					ОК	Cancel					11
							R				
		Verified By			0.0001		vermed bate 17-Jul-2017				

# 4.5 Accept Distribution Plan

After submission of Distribution Plan along with Delivery Schedule by FP Division, MoHFW, the SSM Division needs to accept the Distribution Plan.

Step-1: Login with valid credentials (For SSM Division).

Step-2: Select "Distribution Plan" under Purchase menu.



Step-3: Click check box next to PO number and then click on "Accept Distribution Plan".

FP-LMI Family Planning Ministry of Health a Forecast • Admin •	S 19 - Logistics 7 10 Family Welfare(G Stock - Inde	Management Inform Govt. of India) ent + Issue + R	nation System eports +	Welcome, Ad Friday, 18-Aug-2017 15:16	<sup>lmin</sup> 🔅 🛪 🔿 🙆
Task List Purchase Order	Generation ×				8
Store	Name FP Division		×	PO Status Pending	~
Generate	nul Ac	cept Distribution Plan	timelinitos Pin.		
Store Name : FP Division , E	O Status : Pending	J			
PO No.	PO Date 🔨 💙	PO Value (₹)	Supplier Name	Item Name	Status
10281700001	18-Aug-2017	1020270.00	HII Lifecare Ltd.	Chhaya FREE	Distribution Plan Acceptance Pending

**Step-4:** On clicking the **"Accept Plan"** icon. Distribution plan is accepted by the SSM Division and also visible to the respective supplier.

Teach Lint Druge Orde	Constitution						
ask List / Purchase Orde	Generation ×						
-Rate Contract Detail(s)	Supplier		Rate/Uni		Tax(%)	Rate With T	íax
	HII Lifecare Ltd		5.0000/Pie	ece	0.00	5.0000	
-Distribution Plan Detail	le l			1		1	
			Deliver	y Schedule			^
Store Name	*Annual Demand	Quarter 1	Quarter 2	Quarte	r 3 Qu	Jarter 4	Total
Assam Warehouse	0	0	0	0	0		0
Haryana State Warehouse	453454	204054	0	0	0		204054
Jharkhand State Warehouse	0	0	0	0	0		0
Odhisa State Warehouse	0	0	0	0	0		0
Rajasthan Warehouse	0	0	0	0	0		0
U P State Warehouse	0	0	0	0	0		0
GMSD Kolkata — Purchase Detail(s) —	0	0	0	0	0		0
	Total PO Cost (INR)	020270.00					
	PO Reference						
	*Verified By	Admin HQ - FP Division	V		*Verified Date 18-Aug-	2017	
	Remarks	IA					

# 4.6 Supplier Interface

The purpose of this process is to create an interface for the supplier through which the supplier can view Purchase Order and enter details of commodity for delivery to the States and GMSDs.

### 4.6.1 View Purchase Order

Step-1: Login with valid credentials. (For Supplier)

Step-2: Click on "Supplier Interface Desk" under "Purchase" menu.

FP-LMIS Family Planning - Logistics Management Im Ministry of Health and Family Welfare(Govt. of India)	formation System	Welcome, Admin Saturday, 09-Sep-2017 17:09	* < 🛛 🎆	
Forecast - Admin - Stock - Indent - Issue -	Purchase - Reports -			
Task List	Distribution Plan			
Task List ( Last Updated At: 09-09-2017 15:47:31)	Purchase Order Detail Purchase Request			
<b>∑</b> <sup>11</sup>	Supplier Interface Desk	12	2	165
Challan Receive Pending	ode Transfer Pending	Issue without Indent Mode	t in Draft Issue Pending	
5	1	95	5	
Transfer Ack Pending Short Supply Ack	Pending Issue Ack Pendin	g New Supply Order		

**Step-3:** Click on check box next to PO number to select the record of the corresponding PO No. Further to enter the batch details click "**Batch Details**".

Rearing a	FP-LMI Pamily Plannin, Ministry of Health and recast • Admin •	S g - Logistics Managem d Family Welfare(Govt. of Indi Stock - Indent - Is:	<i>ent Information S</i> <sup>a)</sup> sue - Purchase	System • Reports •		Sunday	Welcome, F , 10-Sep-2017 20:3	Admin 🔅	
Task I	List Supplier Interfac	e Desk ×							2
Ba	Supplier : atch Details Deliv	Name HLL Lifecare Ltd.		×	Status All				
Supp	blier Name : HLL Lifecar	e Ltd. , <u>Status</u> : All							
	PO No.	Authority Name	PO Approval Date	Item Name	Ordered Qty. (A)	Dispatch Qty. (B)	Accepted Qty.	Damage Qty.	Balance Qty. (A-B)
	10281700001	FP Division	28-Aug-2017	Antara IM	30000	2900	4080	20	27100
Û									

Step-4: Select item from "Item Name" and enter batch no., sample drawn quantity, expiry date and manufacturing date and then Click on "Save".

FP.	-LMIS y Planning - Logistics Management 9 of Health and Family Welfare(Govt. of India)	nformation System		Welcome, Admin Sunday, 10-Sep-2017 20:35	* 4 0	NOT THE REAL PARTY
Forecast -	Admin - Stock - Indent - Issue	Purchase - Reports -				
Task List Sup	plier Interface Desk ×					3
Supplier Batch D	letails					
	Supplier Name: HLL Lifecar	e Ltd.				
	Item Name: Antara IM					
-Previous Bate	ch Details					
S. No.	Batch No.	Expiry Date	Mfg. Date	Sample Drawn Quantity	Action	_
1	102	31-JUL-2020	01-JUL-2017	10	1	<u>^</u>
2	110	28-JUN-2018	07-AUG-2017	2000	1	
3	B101	31-AUG-2020	01-JUL-2017	10	1	
4	B102	31-AUG-2020	01-AUG-2017	10	1	~
-New Batch D	etails					
	*Batch No:		Sample Dra	awn Quantity	<b>\$</b>	
	*Mfg Date			Expiry Date	<b>\$</b>	
Mandatory Fiel	ld(s)	📕 Save 🖕 Back				
		<u> </u>				
		11				

### Note:

- Batch detail would be shown in "Previous Batch Details" tab.
- User can add multiple batches for a single PO No.

Step-5: A pop-up would appear for confirmation, click "OK" icon.

FP-	LMIS y Planning - Logistics Management Info of Health and Family Welfare(Govt. of India)	rmation System	Welcome, Admin Sunday, 10-Sep-2017 20:41	* 4 🛛 🚻
Forecast -	Admin - Stock - Indent - Issue -	Purchase + Reports +		
(Task List   Supp	lier Interface Desk ×			8
Supplier Batch De	etails			
	Supplier Name: HLL Lifecare L			
	Item Name: Antara IM			
		Supplier Delivery Process		
1				<b>1</b>
2		You are going to save Batch Details. Are you sure?		12
				14
4		OK Cancel		<b>1</b>
	*Batch No: abc	Sample Draw	m Quantity 11	
	*Mfg Date 09-Sep-2014		xpiry Date 17-Sep-2021	
*Mandatory Field		📕 Save 🔄 🖕 Back		

#### 4.6.2 Delivery Challan

To prepare delivery challan, follow steps below:

Step-1: Click on "Supplier Interface Desk" under "Purchase" menu.

**Step-2:** Click on check box next to PO number to select the record of the corresponding PO number and click "**Delivery**".

FP-LMIS Panily Planning - Logistics Manager Ministry of Health and Family Weifare(Govt, of Ind Forecast - Admin - Stock - Indent - II	nent Information Syste lia) ssue - Purchase - I	m Reports -		Welcome, Admi Sunday, 10-Sep-2017 21:16	" 🔹 🛪 🛛 🔞
Task List Supplier Interface Desk ×					8
Supplier Name HLL Lifecare Ltd.		~	Status All		¥
Supplier Name : H111 lifecare Ltd. Status : All					
PO No. Authority Name	PO Approval Date	Item Name	Ordered Qty. Dispatch (A) (B)	Qty. Accepted Qty. Da	amage Qty. Balance Qty. (A-B)
P Division	28-Aug-2017 Anta	ara IM	30000	2900 4080	20 27100
Û					
-					
Total Record 1				_	1
			FILTER: P	J NO.	Search

Step-3: Fill all mandatory fields and select item from drop down and enter no. of batch and then click on "Go".

June -	Jamily Planning - Logo Ministry of Health and Family	istics Management Inf Welfare(Govt. of India)	formation Syst	tem						Sunday, 1	Welcome, Admin 10-Sep-2017 21:04	🌣 🖪 🙆 👫
Forecas	st - Admin - Stock -	Indent + Issue +	Purchase - F	Reports -								
Task List	Supplier Interface Desk ×									3		
Supplier D	elivery Details									^		
	Sup	pplier Name: Hll Lifecare Lt	:d.									
	PO Genera	tion Period: 2017-2018				Purchase Order I	Date: 28-Aug-2017					
		PO No : PO101 ( 1028	81700001)							_		
Schedule No.	Consignee Store	e Name Del	livery No Sup	plier Invoice No	Supplier Invoice Date	Transporter Name	Vehicle Number	Status	Action			
1	Andhra Pradesh State Wareho	ouse So	hNo - 1/1 433	3	28-Aug-2017	TCIEXPRESS	4534	Receive Pending		^		
1	Andhra Pradesh State Warehr	ouse So	hNo - 1/1 0/1	102	28-Aug-2017	BALA JEE	AP-5540	Done	22			
	*Challan	/Invoice No: 111	~	-		*Challan/Invoice I	Date: 11-Sep-2017					
	*De *Transp	orter Name: GATI				*Vehicle Nur *Transporter Mobile Nur	mber: 0D-02-J-786					
-Delive	ry Item Details	1	-	5 m						_		
	•	Item Name: Antara IM		Y	<b>4</b>		- <b>Т</b>					
Item Del	tail(s)					No. ·	of Batch: 3	3 <b>0 👉 1</b>				
	*Batch No.	*Mfg. Date[dd-Mon	[עעע	*Екрі	ry Date	*Unit	Quantity to	Deliver				
						Balance Quantity (InDose)	639	5				
1	10 🗸	07-Aug-2017		28-Jun-20	18	Dose 🗸			۰			
B	101 V	01-Jul-2017		31-Aug-20	020	Dose v			•			
				4	Add					_		

Step-4: Enter batch details and click on "Add" and then click on "Save".

recast	t - Admin - Stock - Inc	lent + Issue + Purchas	- Reports -							
List	Supplier Interface Desk ×								0	
iplier De	elivery Details								^	
	Supplier	Name: Hll Lifecare Ltd.								
	PO Generation F	Period: 2017-2018			Purchase Order	Date: 28-Aug-2017				
chedule	Consignee Store Name	Dalivary No.	Supplier Invoice No.	Supplier Invoice	Transnorter Name	Vehicle Number	Status	Action		
No.	Andhra Pradesh State Warehouse	SchNo - 1/1	433	Date 28-Aup-2017	TCIEXPRESS	4534	Receive Pending	53	_	
	Andhun Bradach State Wasebaum	SchNo - 1/1	0/102	28-Aug-2017	BALA JEE	AP-5540	Done	53	-	
1	Anonia Pladesi State Wateriouse									
1 Supplie	or Delivery Details Consignee Ware *Expected Delivery	house: Andhra Pradesh State	• Wai 🗸		Schedu	ie No.: 1	v		-	
-Supplier	r Delivery Details Consignee Ware Expected Delivery *Challan/Invoi	house: Andhra Pradesh State Days: 120 ce No: 111	. Wai 🗸		Schedu *Challan/Invoice	e No.: 1 Date: 11-Sep-2013			-	
-Supplier	Artinia Praceir state Waterioda ar Delivery Details Expected Delivery *Challan/Invoi *Delivery *Transcorter	house: Andhra Pradesh State Days: 120 ce No: 111 Mode: By Road	Wat y		Schedu *Challan/Invoice *Vehicle Nu *Transporter Mohila M	e No.: 1 Date: 11-Sep-2017 mber: 00-02-1-786	· · · · · · · · · · · · · · · · · · ·		-	
-Deliver	Aldria Piadein siate Vateriode ar Delivery Details "Expected Delivery "Challan/Invoi "Delivery "Transporter ry Item Details	house: Andhra Pradesh State Days: [120 ce No: [111 Mode: By Road Name: GATI	Wa 😒		Schedu *Challan/Invoice *Vehicle Nu *Transporter Mobile Nu	ie No.: 1 Date: 11-Sep-201: imber: 0D-02-J-786 imber: 8895624401	·		-	
– Supplier	Aldria Pipelein siste Vaterioon or Delivery Detalla *Expected Delivery *Challan/Invoi *Delivery y Item Details *Item	house: Andhra Pradesh State Days: [120 ce No: [111 Mode: [By Road Name: GATI Name: Antara IM	Wa v		Schedu *Challan/Invoice *Vehicle Ku *Transporter Mobile Ku	e No.: 1 Date: 11-Sep-201: mber: 0D-02-J-786 mber: 8895624401	5		-	
-Supplier	Andria Process state Valencoue or Delivery Details Consignee Ware *Expected Delivery *Challan (Trow *Delivery y Item Details *Item ai(c)	Nouse: Andhra Pradesh Stak Days: 120 ce No: 111 Mede: By Road Name: GATI Name: Antara IM	Wa v		Schedu *Challan/Invoice *Vehicle Ni *Transporter Mobile Ni No	e No.: 1 Date: 11-Sep-2013 mber: 0D-02-3-786 mber: 0895624401 of Batch:3	€ 5 5 3 0		-	
-Supplies	Albina Prioden State Valencose r Delivery Details Consignee Ware *Expected Delivery *Delivery *Delivery *Transporter ry Item Details *Item all(s) *Betch No.	Mouse: Andhra Pradash Statu Days: 120 e Bo: 111 Mode: By Road Hame: GATI Rame: GATI "Mg. Dak(dd-Mon-yyy)	War 😒 V * Copi	ry Date	Schedu *Challan/Invoice *Vehicle Nu *Transporter Mobile Nu <b>No</b> *Unit	e No.: 1 Date: 11-Sep-2011 mber: 0D-02-3-786 mber: 8895624401 of Batch:3	2 ₪ 6 0 ↔ 1 Deliver	\$	-	
-Supplier	Arithal Process state reactions r Delivery Details *Expected Delivery *Challan/Invoi *Delivery ry Item Details *Item sites *Eatch Ne.	huuse: Andhra Pradesh Stat Days: 120 Ce No: 111 Mode: By Road Name: GaTI Kame: Antara IM	Wat v	ry Date	Schedu *Challan/Invoice *Vehicle Nr *Transporter Hobie Nr *Transporter Hobie Nr Balance Quantity (InDose)	e No.: 1 Date: 11-Sep-2011 mber: 0D-02-3-786 mber: 8895624401 of Batch:3 Quantity tr 639	6 6 10 Deliver 5	\$	-	
-Deliver	Artichal Producti allan Yaterhobe er Delivery Detalla *Expected Delivery *Challan/Invoi *Delivery ry Item Details *Item ail(s) *Setch No.	Nouse: Andhra Pradeab Stat Days: 120 Ce No: 111 Mode: By Road States: GATI Name: Antara 1M *Mg. Dak(dd-Mon-yyy) 07-Aug-2017	₩a ( ) 	ry Date	Schedu *Challan/Invoice *Vehicle Nr *Transporter Hobile No *Unit Balance Quantity (InDose) Dose	e No.: 1 Date: 11-Sep-2011 mber: 00-02-3-786 mber: 0895624401 of Batch(3 Quantity to 639	✓ 100 - 6	ż.	· ·	

Step-5: Click on "OK". A pop-up message would appear showing "Receive Pending".

	amily Planning - Logistics Manageme inistry of Health and Family Welfare(Govt. of India	Welco Sunday, 10-Sep-201	me, Admin 7 21:13	4 🖸	ANA CONTRACTOR				
orecas	t - Admin - Stock - Indent - Iss	ue - Purchase	• Reports •						
sk List	Supplier Interface Desk ×								- 6
	Supplier Name: Hll Life								
	PO Generation Period: 2017-;				Purchase Order				
	PO No : PO101								
							Status	Action	
	Andhra Pradesh State Warehouse		433			4534			
	Andhra Pradesh State Warehouse						Done		
	Consignee Warehouse:	Supplier Delive	ry Process			0.: 1			
	*Expected Delivery Days: 1								
	*Challan/Invoice No: 1	Challan/Invoice	Date should be	Less than or E	qual to Current Date	te: 11-Sep-2017			
	*Delivery Mode: B					er: OD-02-J-7866			
	*Transporter Name: G				ОК	er: 8895624401			
	y Item Details								

In the same way, user can enter delivery details for different schedule(s).

### 4.6.3 View Delivery Details

Step-1: To view delivery details select the record for corresponding "PO No." and click on "View".

FP-J Family Ministry of Forecast - Ad	Planning - Logist Planning - Logist Plealth and Family We dmin - Stock -	tics Managemu elfare(Govt. of Indi Indent - Iss	<i>ent Information S</i> <sup>a)</sup> sue <del>-</del> Purchase		Sunday	Welcome, Ad 10-Sep-2017 21:10	dmin 🌼	a 🖸 🎆		
Task List Supplie	er Interface Desk ×									2
Batch Details	Supplier Name HLL L Delivery Vi	Lifecare Ltd.			V	Status All				×
Supplier Name : HI PO 10281700001	L Lifecaro Ltd Statu Delivery Aut	us : All thority Name ision	PO Approval Date 28-Aug-2017	Antara IM	Item Name	Ordered Qty. (A) 30000	Dispatch Qty. (B) 2900	Accepted Qty.	Damage Qty. 20	Balance Qty. (A-B) 27100
Û										
Total Record 1										1
						FI	LTER: PO No.	~		Search

**Step-2:** Select on **"Radio icon"**(as shown in the figure below). It would display all the delivery details for that particular state. Then click on **"V**" to view the delivery details.

Sur	oplier Interface Desk	×								0				
	Supplier Name: H	Il Lifecare Ltd.	PO	Generation Per	riod: 2017-2018		Purchas	^						
	PO No : 10	0281700001		Item Name: Antara IM										
	Unit Price: 5.	.0000		Tax	(%): 0.00		Total Ra	te(One Unit): 5						
		Store Name				Qua	intity to Deliver							
				0				ш	IV					
۲	Andhra Pradesh S	tate Warehouse			6395		0	0		0				
0	Bihar State Wareh	ouse			8527		0	0		0				
0	Chattisgarh State \	Warehouse			8527		0	0		0				
0	GMSD Chennai				1279		0	0		0				
0	GMSD Delhi				1279		0	0		0				
0	GMSD Hyderabad				1279		0	0		0				
0	GMSD Kolkata				1279		0	0		0				
0	GMSD Mumbai								1279		0	0		0
0	Odisna State Ware	anouse	Total		20000		0	0		0				
erv Deta	ail(s):		TOTAL .		56666					_				
	Delivery No	Supplier Invoice No	Supplier	Invoice Date	Transporter Name		Vehicle Number	Status	Action					
	SchNo - 1/1	433	28-,	Aug-2017	TCIEXPRESS		4534	Receive Pending	V	^				
	SchNo - 1/1	0/102	28-,	Aug-2017	BALA JEE		AP-5540	Done	V					
	SchNo - 1/1	4444	28-	Aug-2017	TCIEXPRESS		5432	Receive Pending	<b>W</b>	4				
	SchNo - 1/1	011/17	28-	Aug-2017	BINDU		BR-5540	Receive Pending	(V)					
hase De	etail(s):			-					· ·	_				

Step-3: On clicking "V", another screen would appear with details of delivery.

	FP-LMIS Jamily Planning - Logi inistry of Health and Family V	<i>stics Management Inform</i> Velfare(Govt. of India)	ation Syst	con				Sunday, 10-	Velcome, Admin Sep-2017 21:21	* 4 🛛 🚻
Forecast	- Admin - Stock -	Indent - Issue - Pu	rchase - I	Reports -						
Task List	Supplier Interface Desk ×								2	
	Supplier Name: Hll Li	fecare Ltd.	PO	Generation Perio	od: 2017-2018		Purcha	rder Date: 28-Aug-2017	^	
	PO No : 1028							Unit: Dose		
	Unit Price: 5.00	Item Details For [ Andhra Prade	esh State Ware	ehouse]				e(One Unit): 5		
	# Item Name				Batch No. Mfg. Date Expiry Date Supply Qt		Supply Qty			
		Programme Name::Family Plannin	<u>19</u>			1	-		IV	
۲	Andhra Pradesh State	OC PIII FREE		RM907RP16	500 Aug/2017	Jul/2020	700 Cycle	0	0	
C	) Bihar State Warehous	OC PIII FREE		RM908RP16	501 Aug/2017	Jul/2020	800 Cycle	0	0	
C	) Chattisgarh State War	OC PIII FREE		Rm965	Aug/2017	Jul/2020	424 Cycle	0	0	
C	) GMSD Chennai		_		12.10			0	0	
C	) GMSD Delhi				1279		0	0	0	
C	GMSD Hyderabad				1279		0	0	0	
C	) GMSD Kolkata				1279		0	0	0	
C	) GMSD Mumbai				1279		0	0	0	
C	) Odisha State Warehou	ISC			156		0	0	0	
			Total :						0	
Delivery	y Detail(s):									
No.	Delivery No	Supplier Invoice No	Supplier I	Invoice Date	Transporter Name	e Vi	ehicle Number	Status	Action	
1	SchNo - 1/1	433	28-4	Aug-2017	TCIEXPRESS		4534	Receive Pending		
1	SchNo - 1/1	0/102	28-4	Aug-2017	BALA JEE		AP-5540	Done		
1	SchNo - 1/1	4444	28-4	Aug-2017	TCIEXPRESS		5432	Receive Pending	<b>W</b>	
1	SchNo - 1/1	011/17	28-4	Aug-2017	BINDU		BR-5540	Receive Pending	· ·	
Purcha	se Detail(s):									
	PO	Reference: PO101 (102817000								
		Verified By: Admin Hq					Verified Date: 28	8-Aug-2017		
		Remarks: NA				Total	PO Cost (INR): 1	50000.00		
					📁 Back					

# 4.7 Challan Received by State and GMSD

The purpose of this process is to receive consignment through challan process at the State warehouse or GMSD.

Step-1: Login with valid credentials (For State and GMSD level).

Step-2: Click on "Challan Process" under "Stock" menu.

FP-LMI Frank ward Frank January January Of Health and Ministry of Health and	S 19 - Logis nd Family W	tics Manag elfare(Govt. of I	<i>ement Inf</i> India)	ormation Sy	stem			Monday, 06-I	Welcome, Admin Nov-2017 12:48	* 4 🛛	
Forecast - Admin -	Stock -	Indent +	Issue +	Purchase +	Reports +						
Task List	Ground	Stock Entry									2
Task List ( Last Updated A	Receive	And Acknowle	dge								
	Challan	From Cred O	Cupplior								
	Receive	From Ginsu O	or supplier	19		5		447		9	
Indent in Draft Mode		Transfer I	Pending		Issue without Indent Mode	in Draft	Issue Pending		Transfer Ack F	Pending	
1	2		1	04		1					
Short Supply Ack Per	nding	Issue Ack	Pending		New Supply Order						

Step-3: Select the check box from the list of receive pending and click on "Receive".

Eor	FP-LMIS Family Plauning - Ministry of Health and Fs ecast - Admin - Sto	Logistics M mily Welfare(Go ock - Inder	<i>lauagement Infor</i> ovt. of India) ot - Issue - P	mation System	·			Welcome, Ada Sunday, 10-Sep-2017 22:18	<sup>nin</sup> 🔹 🛪 🖸 🚺
Task	List Challan Process ×								6
									•
	Store N	ame Andhra	Pradesh State Wareh	iouse	Y	] PO Statu	s Active		~
	Item N	Name Select \	/alue		~	PONO	Select Value		~
_	V Supplier N	Tame Select V	/alue		Y	Challan statu	s Receive Pending		¥
	Receive View								
Stor	<u>e Name</u> : Andhra Pradesh Sta	ite Warehouse	, PO Status : Active ,	Item Name : Select Valu	ie , <u>PO No.</u> : Select Va	alue , <u>Supplier Name</u> : Select Value , <u>C</u>	hallan status : Receive Pe	nding	
	PO No.	PO Date	Dispatch Date	Invoice No.	Received Date	Item Name	Dispatch Quantity	Received Quantity	Status
	10281700005 (456789)	28-Aug-2017	28-Aug-2017	10681700002 (433)	28-Aug-2017	Condom HDC	8046	0 -	Receive Pending
	10281700004 (01A)	28-Aug-2017	28-Aug-2017	10681700001 (4444)	28-Aug-2017	OC PIII FREE	1924	0 -	Receive Pending
Û									

#### Note:

There can be two status for challan:

- **Receive Pending**: If supply not received by State or GMSD.
- **Closed**: If supply received by State or GMSD.

**Step-4:** Enter **Rack No.** (if available), **Stock Register Page No.** and enter remarks at **Remarks** field. Then click "**Verify & Receive**".

FP-LMIS Jamily Planning - Logistics Mana Ministry of Health and Family Welfare(Govt. c	igement Information System 1 India)			Welcome, Admin Sunday, 10-Sep-2017 22:18	🌣 🖪 🖸 🎆
Forecast - Admin - Stock - Indent -	Issue - Purchase - Reports -				
Task List Challan Process ×					8
Challan Process>> Verify					
O P.O. Details     Ochallan Detail(s)					
Supplier Invoi	ce No 433		Supplier Invoice Date	28-Aug-2017	
Challa	n No. 10681700002		Received Date :	28-Aug-2017	
Expected Delivery	Date 12-Oct-2017		Delivery No.	SchNo-1/1	
Item	Name Condom HDC				
*Bate	th No. RF100 🗸 RF100	)	*Unit	Piece	~
Mfg. Date [dd-Mon-	vvvvl 01-May-2017		*Expiry Date [dd-Mon-yyyy]	31-May-2020	
Rac	k No.		Stock Register No./Page No	/ <	5
Manufacture	Name Indian Drugs And Pharmaceuticals Ltd	V			
Programme Detail(s)					
Programme Name	Ordered Quantity	Received Qty	*Accepted Qty.	Damaged	Sample Drawn
Family Planning	4000 Piece	4000 Piece	4000	0	10
Item Verification Details					
	Rema	Receive in good con arks(if any) *	dition <		
*Mandatory Field(s)	📲 Verify & Receive	🍾 Clear 🖕 Back			

Step-5: Pop-up would appear. Click "Ok" to receive the supplies.

#### 4.7.1 View and Print Challan

To view and print the Challan repeat steps 1, 2 and 3 of "**Challan Receive**" and then follow the steps below:

**Step-4:** Select the check box corresponding to PO No. for which challan has to be received and click **"View"** icon.

FP-	-LMIS y Planning - of Health and Fa	Logistics M mily Welfare(Go	anagement Infor vt. of Indis)	mation System				Welcome, Adr Sunday, 10-Sep-2017 22:29	<sup>nin</sup> 🔅 🛠 🙆
k List Chal	llan Process ×	Jek - muen	t · 13500 · 1	urchuse · reports					
	Store 1	Name Andhra F	Pradesh State Wareh	ouse	v	PO St	atus Active		V
	Item 1	Name Select V	alue		~	] PO	No. Select Value		¥
	Supplier 1	Name Select V	alue		V	Challan st	atus Receive Pending		¥
Receive	View								
re Name : And	ihra Pradesh St	ate Warehouse	PO Status : Active ,	Item Name : Select Valu	e , <u>PO No.</u> : Select V	alue , <u>Supplier Name</u> : Select Value	, Challan status : Receive Per	iding	
P	PO No.	PO Date	Dispatch Date	Invoice No.	Received Date	Item Name	Dispatch Quantity	Received Quantity	Status
10281700	0005 (456789)	28-Aug-2017	28-Aug-2017	10681700002 (433)	28-Aug-2017	Condom HDC	8046	0 -	Receive Pending
10281700	0004 (01A)	28-Aug-2017	28-Aug-2017	10681700001 (4444)	28-Aug-2017	OC PIII FREE	1924	0 -	Receive Pending

**Step 5:** The following screen is displayed. To view challan details click on **"Radio"** icon corresponding to challan number. For printing, click on **"Print**".

Prese of	F	<b>P-LMIS</b> <i>umily Planning - Logistics Managemen</i> nistry of Health and Family Welfare(Govt. of India)	t Information Syst	em					Sunday, 1	Welcome, Admin 10-Sep-2017 22:31	0	• • •		MOISION
Fore	cast	• Admin • Stock • Indent • Issue	• • Purchase •	Reports +										_
( Task L	ist /	Challan Process ×											B	
Challa	n Proc	cess>> View												1
		Store Name : A	ndhra Pradesh State Wa	arehouse			Su	pplier	Name : Indian Dr	ugs And Pharmaceut	ticals Ltd			1
		PO No. : 10	01(456789)											
CI	allan	Received Detail												.
4	# Challan No. Received I			e	Supp	lier Invoice No	Supplier Invoice Date		Schee	lule Type	De	livery Me	ode	
		10681700002	28-Aug-201	7		433	28-Aug-2017		Fresh	Supply		By Road	1	
-Re	eceive	d Item Detail(s)						_						.
	•	Item Name		Bat	tch No.	Expiry Date	Supplied Qty.	Ac	cepted Qty.	Excess Qty.		State	as 🛛	
1		Condom HDC		R	F100	31-May-2020	4000 Piece		0 Piece	0 Piece		Activ	/e	
2		Condom HDC		R	F101	31-Aug-2020	4046 Piece		0 Piece	0 Piece		Activ	re	
				📁 Ba	ick 📑	Print								
						A								
						11								

Chapter 5 Inventory

Inventory process provides information regarding the stocks available in the system warehouse wise, batch wise and rack wise.

### 5.1 Ground Stock Entry

Physically usable stock available in the warehouse at any point of time is called Ground Stock.

Ground stock (if available) of any warehouse has to be entered first before doing any activity such as indent or issue in FP-LMIS application. Otherwise, there would be mismatch in the stock position.

**Step-1:** Login with valid credentials.

Step-2: Click on "Ground Stock Entry" under Stock menu.



Step-3: Click on "Add".

FP-LMIS Family Planning - Logistics Management Infor Ministry of Health and Family Welfare (Govt. of India)	mation System	Welco	me, Officer Sv	<b>vh Tripura State Warehouse</b> Sunday, 10-Sep-2017 23:03	🌣 🦪 🖸 👬
Stock - Reports -					
Task List Ground Stock Entry ×					2
Store Name Tripura State Warehouse	V	Programme	Family Planning	1	v
Stock Status All	v				
Add					
Store Name : Tripura State Warehouse , Programme : Family Plann	ing , Stock Status : All				
Item Name 🛠 Y	Batch No. 🔨 💙	Quantity In Hand	Unit	Rack No.	Expiry Date 🔨 💙
	No Record	d Found!!			
Total Record 0					
[ Use % for Conditional Search ]			FILT	ER: Item Name 🔽	Search
Near Evnira A Evnired					

**Step-4:** Select **item** to be entered from drop down menu and then enter **no. of batch** to be entered and further click "**Go**". Then enter all mandatory details for the item and click "**Save**" icon.

FP-LN Family Pla Ministry of Her	MIS <i>anning - Logistics M</i> alth and Family Welfare(Go	<i>anagement Informat</i> vt. of India)	tion System		Welcome, Offi	cer Swh Tripura State Ward Sunday, 10-Sep-2017 23	ehouse :05	10	NEW REAL THE
Stock - Reports	•								
Task List Ground Sto	ock Entry ×								2
		Store Tripura Item Name Antar	a State Warehouse ra IM						
No. of Batch ::	GD 🧲								
	Batch	Stock Qty.	Unit	Mfg. Date	*Exp. Date	Manufacturer Name	Rack No.	#	
				[dd.mm.yyyy]	[dd.mm.yyyy]				
New Batc V	Abc	12	Dose	05.09.2017	09.09.2020	Pfizer Ltd 🔽	1	×	
New Batc V	XYZ	100	Dose	06-Sep-2017	10-Sep-2020	Pfizer Ltd 🗸	1	×	
*Mandatory Fiel	d(s)	4	> 📕 Save	🍾 Clear 🚺 🖢 Ba	ck	•			

**Step-5:** Pop-up would appear, click **"OK"** to save the entries.

FP-LA Family Pla Ministry of Hes	IIS unning - Logistic alth and Family Welf	es Management Informat are(Govt. of India)	tion System		Welcome, Offi	cer Swh Tripura State War Sunday, 10-Sep-2017 23	ehouse 8:08	* < 0 🔞
Stock - Reports	-							
Task List Ground Sto	ock Entry ×							2
Item Inventory >>Add								
		Store Tripura	State Wareh					
		Item Name Antar	a IM	You are going to add Item/c) to Stock?				
No. of Batch ::	Go			Tou are going to additent(s) to stock?				
*E	Batch	Stock Qty.	Unit		*Exp. Date	Manufacturer Name	Rack No.	#
				OK Cancel	[dd.mm.yyyy]			
New Bate	Abc	12	Dose		9.09.2020	Pfizer Ltd	1	×
New Bate	XYZ	100	Dose	06-Sep-2017	10-Sep-2020	Pfizer Ltd	1	×
*Mandatory Field	d(s)							

Repeat the process till all items are entered.

### 5.1.1 Modify Ground Stock

Step-1: To modify existing batch details, Select the record and click "Modify" icon.

ूम् मार्ग्स ज	FP-LMIS Family Planning - Logistics Management Ministry of Health and Family Welfare(Govt. of India)	Information System			Welcome, Admin Tuesday, 07-Nov-2017 15:28	🌣 🖪 🙆
For	ecast - Admin - Stock - Indent - Issue	<ul> <li>Purchase - Reports -</li> </ul>				
Task L	List Ground Stock Entry ×					2
	Store Name Tripura State Warehouse	v	Programm	Eamily Planni	na	<b>_</b>
	Stock Status All	~				
	Add Modily					
	Item Name ネ 💙	Batch No. 🔨 💙	Quantity In Hand	Unit	Rack No.	Expiry Date 🔨 💙
	Antara IM	102	1420	Dose		31-Jul-2020
	EC PIII FREE	test123	444	Tablet	1	31-Jul-2019
	РТК	101	10	Kit		31-May-2021
Δ	·	· · · ·				
U						

Step-2: Make the required modifications and then click "Save" icon.

J.L.	FP-LA Family Pla Ministry of He	MIS uning - Logistics Mi alth and Family Welfare(Gov	anagement Information S rt. of India)	ystem			Welcon Sunday, 10-Sep-201	ne, Admin 7 23:15	¢ 4 🛛	WEAL THE
For	ecast - Admi	n - Stock - Indent	- Issue - Purchase -	Reports -						
Task	List Ground St	ock Entry ×								2
Item	Inventory >>Add									
			Store Tripur	a State Warehouse						
			Item Name Anta	ra IM			V			
No. of	f Batch ::	Go								
		*Batch	Stock Qty.	Unit	Mfg. Date	*Exp. Date	Manufacturer Name	Rack No.	#	
					[dd.mm.yyyy]	[dd.mm.yyyy]				
	102 🗸	102	1420	Dose	01.07.2017	31.07.2020	Hll Lifecare Ltd. 🔍		×	
	*Mandatory Fie	ld(s)		Save	🍾 Clear 🖕 Back					

Step-3: A popup would appear, click "OK" icon.

FP-LMIS Family Planning - Logistics M Ministry of Health and Family Welfare(G-	anagement Information Synthesis of India)	ystem			Welco Sunday, 10-Sep-20	me, Admin 17 23:16	* 4 0
Forecast - Admin - Stock - Inder	it + Issue + Purchase +	Reports -					
Task List Ground Stock Entry							R
item Inventory >>Add							
	Store Tripura	a State Warehou	ise				
	Item Name Antar	a IM					
No. of Batch :: Go			You are going to add Item(s) to Stock?				
*Batch	Stock Qty.	Unit	for the going to add territy to block?	*Exp. Date	Manufacturer Name	Rack No.	#
				[dd.mm.yyyy]			
102 🔽 102	1420	Dose	Cancel	31.07.2020	Hll Lifecare Ltd. 🔍		×
*Mandatory Field(s)							

# **5.2 Indent Generation**

The purpose of this process is to create/generate an Indent. It is essentional that each warehouse user generates the indent.

Step-1: Login with valid credentials.

Step-2: Click on "Indent Raise" under Indent menu.



#### Step-3: Click on "Generate".

Fore	FP-LMIS Family Plauning - Logist Ministry of Health and Family We cast - Admin - Stock -	tics Management Informatio Itare(Govt. of India) Indent - Issue - Purcha	u System se • Reports •			Welcome, Admin Sunday, 10-Sep-2017 23:19	🗢 🖪 🖸 🙀
Task Li	st Indent Raise ×						2
	Store Name /	Adilabad District Warehouse	V	Programme	Family Planning		
G	enerate Modify	Cancel View	Print				
Store I	Name : Adilabad District Warehous	e , <u>Programme</u> : Family Planning , <u>s</u>	Status : All				
	Indent No.	Indent Date 🔨 💙		To Store 🔨 🌱		Indent Status	
	101717090001	05-Sep-2017	Telangana State Warehouse			Issue Pending	
	101717080003	23-Aug-2017	Telangana State Warehouse			Issue Pending	
	101717080004	23-Aug-2017	Telangana State Warehouse			Issue Pending	
	101717080005	23-Aug-2017	Telangana State Warehouse			Issue Pending	
	101717080001	22-Aug-2017	Telangana State Warehouse			Completed	
	101717080002	22-Aug-2017	Telangana State Warehouse			Issue Pending	
	101717070001	28-Jul-2017	Telangana State Warehouse			Issue Pending	

Step-4: Click on "Go". Then enter or modify the indent quantity and click on "Indent".

sk List Indent Raise >			•						(
lant For Issue									
	Store N	ame: Adilabad District Wa	rehouse			Financial Year: 2017-	2018		
	Indent [	Date: 10-Sep-2017				Programme: Family	Planning		
	*Issuing S	store: Telangana State V	Varehouse	🔽 💿 <	-			п	
arch Item ::								<b>V</b>	ß
Iter	n Name	Unit	Stock in Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	Availability (Issuing Store)	Indent Qty.	~
ntara IM		Dose	2080	0	130	0	Yes	110	
itara SC		Dose	30	0	50	0	Yes	200	
		Strip	500	0	0	0	Yes	300	
inaya FREE			0	0	0	0	Yes	300	
ihaya HDC		Strip							
haya HDC ndom FREE		Piece	1050	0	50	0	Yes	200	
inaya HDC indom FREE indom HDC		Piece Piece	1050 0	0	50 0	0	Yes No	200 100	
haya HDC ndom FREE ndom HDC mo		Piece Piece Piece	1050 0 0	0 0 0	50 0 0	0 0 0	Yes No No	200 100 300	

#### Note:

- Unit: It defines the unit of the commodity.
- Stock on hand: It defines the current stock of the indenting store.
- Annual Requirement: It defines the annual requirement of the indenting store.
- Total Stock Received as on date: It defines the total stock received as on date for each item during selected Financial Year.
- Average Monthly Consumption: It defines the monthly consumption of the indenting store.
- Availability (Issuing Store): It defines the availability of stock at the issuing store. "Yes" indicates that stock is available and "No" indicates that the stock is not available at the issuing store.
- Indent Qty: Quantity of commodities to be indented.

Step-5: Pop-up would appear, click on "OK".

orecast - Admin - Stock - Indent	- Issue - Purchase	- Reports -					10(1) 50
sk List Indent Raise ×							6
Store	Name: Adilabad District War				Financial Year: 2017-		
	t Date: 10-Sep-2017				Programme: Family		
	Store: Telangapa State V	Varehouse					
arch Item ::	Inder	nt Generation Proc	ess >> Save		×		B
Item Name	U You a	re going to raise Ind	lent. Are you sure?		verage Monthly Consumption	Availability (Issuing Store)	
	Do				0	Yes	
ntara SC	Do		~	OK Cancel	0	Yes	
hhaya FREE	Sti			on canoor	0	Yes	
hhaya HDC	Strip	0	0	0	0	Yes	
						Yes	
	Piece					No	
	Piece					No	
	Tablet					No	
			Remarks				

A message would appear, "Indent Raised Successfully with Indent No. xxxxxxxxx"

#### Indent Status can be:

- Approval Pending: When indent is not approved by the approving authority.
- **Issue Pending:** When items are not issued by the issuing store.
- Ack-Pending: When items are not received by the indenting store.
- **Completed:** When items are received by the indenting store.
- Rejected: When indent is rejected by the approving authority.

#### 5.2.1 Modify Indent Quantity

Indent quantity can be modified by the indenting store, until the issuing store starts to issue against that particular indent.

Step-1: Click on "Indent Raise" under Indent menu and click "Modify".

Forecast	FP-LMIS Family Plauning - Logist finistry of Health and Family Wel t - Admin - Stock -	<i>ics Management Informatio</i> Iare(Govt. of India) Indent - Issue - Purcha	u <i>System</i> se - Reports -			Welcome, Admin Sunday, 10-Sep-2017 23:31	* • 1	0
Task List	Indent Raise ×							6
	Store Name A Status A	dilabad District Warehouse	×	] Programme	Family Planning			~
Gener	rate Modify	Cancel View	Print					
Store Nam	ie : Adilabad District Warehouse	e , <u>Programme</u> : Family Planning , ;	Status : All					
	Indent No.	Indent Date 🔨 💙		To Store 🔺 💙		Indent Status		
	101717090002	10-Sep-2017	Telangana State Warehouse			Issue Pending		
	101717090001	05-Sep-2017	Telangana State Warehouse			Issue Pending		
	101717080005	23-Aug-2017	Telangana State Warehouse			Issue Pending		
	101717080003	23-Aug-2017	Telangana State Warehouse			Issue Pending		
	101717080004	23-Aug-2017	Telangana State Warehouse			Issue Pending		
	101717080002	22-Aug-2017	Telangana State Warehouse			Issue Pending		
	101717080001	22-Aug-2017	Telangana State Warehouse			Completed		
	101717070001	28-Jul-2017	Telangana State Warehouse			Issue Pending		

Step-2: Click on "Go", then edit the indented quantity and click on "Indent".

17-2018 -Sep-2017	
17-2018 Sep-2017	
Sep-2017	
	1 R
hly Availability (Issuing	Indent Qty.
Yes	110
Yes	200
Yes	300
Yes	300
Yes	200
No	100
No	300
No	400
ont	Availability (issuing store)       Yes       Yes       Yes       Yes       Yes       No       No       No       No

Step-3: A pop-up would appear then click "OK".

FP-LMIS Family Planning - Logistics Man Ministry of Health and Family Welfare(Govt.	agement Information S of India)	ystem			Sunda	Welcome, Admin y, 10-Sep-2017 23:26	* 4 🛛 🚺
Forecast - Admin - Stock - Indent	- Issue - Purchase -	Reports +					
Task List / Indent Raise ×							R
Indent For Issue							
	t Date: 10-Sep-2017				Programme: Family		
	Store: Telangapa State W	arehouse					
Search Item ::	Inden	t Generation Proce	ess >> Save				
Item Name	You a	e going to raise Ind	ent. Are you sure?	,	rerage Monthly Consumption	Availability (Issuing Store)	
	Do				0	Yes	
Antara SC	Do		~	OK Cancel	0	Yes	
Chhaya FREE	St				0	Yes	
Chhaya HDC	Strip	0	0	0	0	Yes	
						Yes	
	Piece					No	
	Piece					No	
	Tablet					No	
			Remarks				
* Mandatory Field(s)		📁 Back					

#### 5.2.2 Cancel Indent

User can cancel the raised indent by clicking on the **"Cancel"** icon. The indent can only be cancelled before issue by the issuing store.

Step-1: Click on "Indent Raise" under Indent menu and click "Cancel".

Fore	FP-LN Family Pla Ministry of He ecast - Admin	MIS unuing - Logis alth and Family W n - Stock -	<i>stics Management Informatio</i> elfare(Govt. of India) Indent - Issue - Purcha	n <i>System</i> se • Reports •				Welcome, Admin Sunday, 10-Sep-2017 23:42	•	∢ @		NOISION
Task L	list Indent Rais	se ×									3	
									_			~
		Store Name	Adilabad District Warehouse		¥	Programme	Family Planning				-	
		Status	All		¥						_	
G	Generate	Modify	Cancel 🤇 View	Print								
Store	Name : Adilabad I	District Warehous	se , <u>Programme</u> : Family Planning , j	Status : All								
	Inde	ent No.	Indent Date 🔨 💙			To Store 🔨 💙		Indent Status				
	10171	7090002	10-Sep-2017	Telangana State Warehouse				Issue Pending				
	10171	7090001	05-Sep-2017	Telangana State Warehouse				Issue Pending				
	10171	7080005	23-Aug-2017	Telangana State Warehouse				Issue Pending				
	10171	7080003	23-Aug-2017	Telangana State Warehouse				Issue Pending				
	10171	7080004	23-Aug-2017	Telangana State Warehouse				Issue Pending				
	10171	7080002	22-Aug-2017	Telangana State Warehouse				Issue Pending				
	10171	7080001	22-Aug-2017	Telangana State Warehouse				Completed				
	10171	7070001	28-Jul-2017	Telangana State Warehouse				Issue Pending				

**Step-2:** A pop-up would appear, enter **remarks** for cancelling the indent and click on "**OK**". Again a pop-up would appear to confirm the cancellation, click on "**OK**".

2mg	Jamily Planning - Logis Ministry of Health and Family W	<i>tics Management Informa</i> elfare(Govt. of India)	ion System		Welcome, Admin Sunday, 10-Sep-2017 23:44	* 4 0 🚻
Foreca	ist - Admin - Stock -	Indent + Issue + Purc	nase - Reports -			
Task List	Indent Raise ×					8
	Store Name	Adilabad District Warehouse		Programme Family Planning		V
	Status [	All				
Gen	erate Modify	Cancel View	Print	ENTER REMARKS FOR CANCELATION!		
Store Na	me : Adilabad District Warehou	se , <u>Programme</u> : Family Planning	, Status : All	Supply already received		
	Indent No.	Indent Date 🐴 💙			Indent Status	
	101717090002	10-Sep-2017	Telangana State W	OK Cancel	Issue Pending	
	101717090001	05-Sep-2017	Telangana State W		Issue Pending	
	101717080005	23-Aug-2017	Telangana State Ware	nouse 🚹	Issue Pending	
	101717080003	23-Aug-2017	Telangana State Ware	nouse 😃	Issue Pending	
	101717080004	23-Aug-2017	Telangana State Ware	louse	Issue Pending	
	101717080002	22-Aug-2017	Telangana State Ware	louse	Issue Pending	
	101717080001	22-Aug-2017	Telangana State Ware	louse	Completed	
	101717070001	28-Jul-2017	Telangana State Ware	nouse	Issue Pending	

#### 5.2.3 Print Indent

To print the indent voucher, follow the steps below.

**Step-1:** Click on "**Indent Raise**" under **Indent** menu and select the checkbox corresponding to the indent no. and click on "**Print**".

Rearie and Fore	FP-LMIS Fanily Planning - Lo Ministry of Health and Family ecast - Admin - Stock	g <i>istics Management Inf</i> y Welfare(Govt. of India) + Indent + Issue +	rumation System Purchase - Reports -			Welcome, Admin Monday, 11-Sep-2017 13:47	•		PERSONAL PROPERTY IN
Task L	ist Indent Raise ×								3
									-
	Store Name	Adilabad District Warehouse	v	Progr	amme Family Planning			v	
	Status	All	~						
G	Generate Modify	Cancel V	iew Print						
Store	Name : Adilabad District Ware	house , <u>Programme</u> : Family I	Planning , Status : All Print						
	Indent No.	Indent Date 🔨 💙		To Store 🔨 💙		Indent Sta	atus		
	101717090002	10-Sep-2017	Telangana State Warehouse			Issue Pen	ding		
	101717090001	05-Sep-2017	Telangana State Warehouse			Issue Pen	ding		
	101717080005	23-Aug-2017	Telangana State Warehouse			Issue Pen	ding		
	101717080003	23-Aug-2017	Telangana State Warehouse			Issue Pen	ding		
	101717080004	23-Aug-2017	Telangana State Warehouse			Issue Pen	ding		
	101717080002	22-Aug-2017	Telangana State Warehouse			Issue Pen	ding		
	101717080001	22-Aug-2017	Telangana State Warehouse			Complete	ed		
	101717070001	28-Jul-2017	Telangana State Warehouse			Issue Pen	ding		

Step-2: Following screen in PDF format would appear. Then click on printer option to print the voucher.

#### Report Date & Time : 11-Sep-2017 01:58 PM

		Adılabad District	Warehouse		
		Indent For	Issue		
Indent N	No.	101717090002	Indent	Date 10-	SEP-2017
To Store	Name	Telangana State Warehouse			
S.No	Item Name	Avl. Qt	y.	Req. Qty.	Approved Qty.
1	Antara IM		2080	110	110
2	Antara SC		30	200	200
3	Chhaya FREE		500	300	300
4	Chhaya HDC		0	300	300
5	Condom FREE		1050	200	200
6	Condom HDC		0	100	100
7	demo		0	300	300
8	EC Pill FREE		0	400	400

#### \*\*\*\*End of Report\*\*\*\*

# 5.3 Indent Approval

The purpose of this process is to approve the indent requested by the supervisor (if available).

To approve the indent, follow the steps below.

**Step-1:** Login with valid credentials.

Step-2: Click on "Approval Desk" under Indent menu.



Step-3: Select on the check box of a particular indent and click on "Approval".

analy a	FP-LMIS Family Planning - Logistics " Ministry of Health and Family Welfare(	Management Information System Govt. of India)			Welcome, Ghaziabad District Monday, 11-Sep-2017 14:37	* 4 🛛 🚻
Sto	ck - Indent - Issue - Report	ts 👻				
Task	List Approval Desk ×					ß
			v	Status	To be Approved	<b>•</b>
	Approval Knoppersonal View					
Requ	est Type : All , <u>Status</u> : To be Approved					
	Store Name 🔨 💙	Issuing Store	Request No.	Request Date ᄎ 💙	Request Type	
	Ghaziabad District Warehouse	U P State Warehouse	101717070017	25-Jul-2017	Indent	^
Δ	Ghaziabad District Warehouse	U P State Warehouse	101717070014	25-Jul-2017	Indent	
U	Ghaziabad District Warehouse	U P State Warehouse	101717070010	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070009	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070011	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070012	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070015	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070016	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070013	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070008	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070018	25-Jul-2017	Indent	
Tota	Record 13					1
					FILTER: Store Name	Search

**Step-4** Following screen would appear with details of items and quantities. Approving authority can edit the quantity before approving or rejecting the indent. Click on "**Verify**" to approve the indent.

Ith and Family Welfare(Govt. of India)	ucm		Monday, 11-Sep-	2017 14:59	7 🍕 🖸	
Issue - Reports -						
esk ×						6
[Approval]						
Request Type Name Indent		Progr	amme Name Family Planning	9		
Raising Store Ghaziabad District Warehou	se	Red	eiving Store U P State Ware	ehouse		
Request No. 101717070017			Request Date 25-Jul-2017			
Status To Be Approved						
Approving Authority	Approval	evel	Δn	proval Date		
Ghaziabad District ( dwh_ghaziabad )	1		74	-		
		1				
Item Name	Avl. Qty. (Raising Store)	Available Qty.(Rec. Store)	Requested Qty.	*Approved Qty.	#	
	10854 Dose	2533 Dose	100 Dose	100		# ^
	178 Dose	950 Dose	300 Dose	300	1	#
	30 Strip	558161 Strip	180 Strip	180		#
	100 Strip	447 Strip	200 Strip	200		#
	40 Piece	1970 Piece	400 Piece	400		# ~
	Approval Status   Appro	oved ORejected <	-	101.5-6		
	Remarks					
	Issue - Reports - sk   (Approval)  Request Type Name Indent Resising Store Ghaziabad District Warehou Request No. 101717070017 Status To Be Approved  Approving Authority Ghaziabad District (dwh_ghaziabad)  Item Name	Issue  Reports	Issue  Reports	Issue ▼ Reports ▼  Exe ▼ Reports ▼  Exe ■  Exe ■	Issue   Reports	Issue  Reports

Step-5 A pop-up message would appear, click on "OK".

FP-LMIS Family Planning - Logistics Management Informat Ministry of Health and Family Welfare(Govt. of India) Stock - Indent - Issue - Reports -	ion System			v	<b>Jelcome, Ghaziabad Distr</b> Monday, 11-Sep-2017 15:06	<sup>ict</sup> 🔅	A D	
Task List Approval Desk ×								2
Approval Desk>>Raising [Approval]								^
Request Type Name Indent			Prog	gramme Name				
Raising Store Ghaziabad District			R	eceiving Store				
Request No. 101717070017				Request Date				
Status To Be Approved	Approval Pr	ocess >> Appro	val 🛛					
— Approval Detail(s)       S.No. Approving Authority     1 Ghaziabad District (_dwh_uhaziabad )	You are goin	g to Approve. Are	e you Sure?		Approval Date			
Item Details Item Name		🔷 ок	Cancel				#	
Antara IM				1	00 Dose		#	
		178 Dose	950 Dose		00 Dose 30		#	

Note:

Status can be:

- **To be approved**: If new request is received.
- Approval in Process: If there is more than one level of approving authority.
- **Approved**: If approving authority has approved the request.
- **Rejected**: If approving authority has rejected the request.

# 5.4 Approval and Forwarding of State Indent to Procurement Division

FP Division verifies and approves the indent received from the State/UTs and sends it on to the SSM division.

# 5.5 Approval and Forwarding of State Indents to GMSDs

After approval of indent by FP Division, MoHFW the indent is submitted to SSM Division for issue of release order to GMSD. On that basis SSM Division issues the release order to the GMSD (s) for supplying the items to respective State/UTs.

This process is to issue items against an indent or without an indent.

### 6.1 Issue against Indent

This process is to issue items against an indent received from the sub store. In this process, issuing store can only issue the items requested by the indenting store.

Step-1: Login with valid credentials.

Step-2: Click on "Issue against Indent" under "Issue" menu.

FP-LMIS Family Planning - Logistics Manag Ministry of Health and Family Welfare(Govt. of	<i>ement Information Syst</i> India)	tem	Saturday, 09-5	Welcome, Admin iep-2017 17:12	* < 0 🚻
Forecast - Admin - Stock - Indent -	Issue - Purchase -	Reports +			
Task List	Issue Without Indent				3
Task List ( Last Updated At: 09-09-2017 15:47:31)	Issue Against Indent ◀				
	Issue Transfer Order			_	
> ∞ 11	Generate Inter Transfer	12	2		165
	Issue To Client		_		
Challan Receive Pending Indent in	Draft Mode	Transfer Pending	Issue without Indent in Draft Mode	Issue Pending	
5	1	95	5		
Transfer Ack Pending Short Sup	oply Ack Pending	Issue Ack Pending	New Supply Order		

Step-3: Select the check box of a particular indent and click on "Issue".

Fored	<b>FP-LMIS</b> <i>Family Planning - Logis</i> Ministry of Health and Family We cast - Admin - Stock -	i <i>stics Management Information</i> <sup>Velfare(Govt. of India) • Indent • Issue • Purchase</sup>	System		Welcom Monday, 11-Sep-2017	<b>re, Admin</b> 16:20 🏶 🖪 🙆
Task List	t Issue Against Indent ×					2
	Store Name And	dhra Pradesh State Warehouse	Y	Status	Issue-Pending	V
	Store Type DWH	/H	v	Raising Store	Chittoor	v
Iss	sue Bodify	Canod View				
Store N	lame : Andhra Pradesh State Wa	arehouse , <u>Status</u> : Issue-Pending , <u>Sto</u>	re Type : DWH , Raising Store :	: Chittoor		
	Indent No. 🛠 💙	Indent Date ٨	V	Raising	Store	Status
	101717070001	27-Jul-2017	Chittoor			Issue Pending
Û						

Step-4: Following screen would appear. Click on "#", under batch number column.

ue Desk												
								10710123			^	
Store Name Andhra Pradesh State Warehouse Indenting Store. Chittoor												
Indent No. 101717070001 Indent Date. 27-Jul-2017							27-Jul-2017					
-Item Detail(s)												
Item Name	Unit	Annual Reg / Total Stock Supplied (Indenter)	Stock in Month/ Average Monthly Consumption (Indenter)	Stock in hand. (Indenter)	Stock in hand. (Issuing Store)	Indented Quantity	*Issue Qty.	Batch No.	Manufacturing Date	Expiry Date		
ntara IM	Dose	0/0	0/0	9800	3200	> 1000	0	#			^	
ntara SC	Dose	0/0	0/0	0	•	1500	0	-	132	-		
haya FREE	Strip	0/0	0/0	0	47500	2000	0	#				
nhaya FREE	Strip	0/0	0/0	0	47500	2000	0	#				
-Received Details —		Makala Na .					Sector Madela No.				- 1	
		venicie No.:			_	L	Priver Hobile No.	•				
		Received By Office	er DWH Chittoor (	Officer)		Nam	e of the Receive	<ul> <li>Officer DWH Cl</li> </ul>	hittoor (Officer)			

**Step-5:** After clicking on "#" the screen displaying the available batches with quantity of the particular item would appear (as shown below). Enter the quantity to be issued against the batch no. and click "**OK**". Similarly, complete entering issue quantity for rest of the items.

Issue Desk		Store Name Andhra Prac Indent No. 1017170700	desh State Warehouse		Indenti			^		
		Indent No. 1017170700				ing Store Chittoor				
		Index No. 101717070001				ent Date. 27-Jul-201	7			
Item Name U	Unit	i <b>tem Detail(s)</b> Item Name: Antara IM Indented Quantity: 1000 Dose			Issue	Qty: 1000	Manufacturing Date	Expiry Date		
Antara IM Do	Dose	Batch No	Manufacturing Date	Expiry Date	Available Quantity	*Issue Quantity		~		
Antara SC Do	Dose	CD045	Jul/2017	Jul/2019	500	500 🦛	· ·			
Chhaya FREE St	Strip	AB001	Jul/2017	Jul/2019	900	500 🦛				
		A501	Jul/2017	Jul/2019	1500					
Received Details		* Mandatory Fields	Jul2017	Aug/2021	300	v	H Chittoor (Officer)			

Note:

- Item Name: It defines the name of items.
- Unit: It defines the unit of items.
- Annual Req. / Total Stock Supplied(Indenter): It defines the annual requirement and total stock supplied to the indenter.
- Average Monthly Consumption(Indenter): It defines the average monthly consumption of the indenter.
- Stock on hand (Indenter): It defines the current stock of indenting store.
- Stock on hand (Issuing Store): It defines the current stock of issuing store.
- Indented Quantity: It defines the quantity indented by the indenting store.
- **Issue Quantity:** It defines the quantity issued by the issuing store. It cannot be greater than indented quantity or stock on hand (issuing store).
- **Batch No:** It defines the Batch Number of items. Each item can have multiple batch number.
- Manufacturing Date: It defines the manufacturing date of commodities.
- Expiry Date: ID defines the expiry date of items.
- If multiple batches are available then the application would automatically issue the quantity from the nearest expiry batch. User also has an option to select the batch by giving valid remarks. If there are multiple batches, click '#' sign in Batch No. column, the application would display carton wise details of all the batches available for that item, select the cartons and click "OK" icon.
- User cannot issue items greater than the stock on hand of issuing store.

Step-6: Enter vehicle no., driver mobile no. and remarks and click on "Issue".


Step-7: A pop-up to confirm would appear. Click on "OK"

								6
ue Desk								
		Store Name Andh Indent No. 1017						
			6		)			
Item Name		Annual Req./ Total Stock Supplied (Indenter)	Stock in M Average Mo Consump (Indente	Online Issue Process >> Save           You are going to Issue Items. Are you sure?				
	Dose		0/0			[ CD045 ] [ AB001 ] #		
	Dose		0/0					
			070	0 47500 2000		[ 8/101 ] #		

Step-8: An issue voucher would be generated as below

FP-LMIS Family Planning - Login Ministry of Health and Family W Forecast - Admin - Stock -	<i>stics M</i> Velfare(Gov Inden	anagement Information System vt. of India) t • Issue • Purchase • Reports •				Welc Monday, 11-Sep-2(	come, Admin 017 17:19	🌣 🖪 🖸	NOT NOT NOT
Task List Issue Against Indent ×									2
Item Detail(s)		Family Planning Logistic Ma Ministry of Health and Fan Andhra Pradesh Issuing Store : Andhra Pradesh State Warehouse Issue No.: 1031170900001 Indent No.: 101717070001	nagment Inf nily Welfare(Go State Warehou oucher	ormtion Sysi A. of India) Ise Receiving Store: Issue Date : Indent Date :	tem Chiltoor 11-Sep-2017 27-Jul-2017		3		
	S.No.	Item Name	Batch No.	Expiry Date	Issue Qty.	Unit			
•Mandatory Field(s)	1	Antara IM	CD045	Jul/2019	500	Dose			
FIFO concept If No Batch Selected	2	Antara IM	AB001	Jul/2019	500	Dose			
AVI QTY. less than Issue QTy     # For Item Preference	3	Chhaya FREE	B/101	Aug/2020	2000	Strip			
	Received (Officer I Remarks Print Dat	IBy JWH Chittoor (Officer)) ; e and Time: 11-Sep-2017 17: 20				Issue By (Admin ( ))			

Note: Status can be:

- Issue Pending: When items were not issued by issuing store.
- Acknowledgement (Ack)-Pending: When items were not received by indenting store.
- **Processed:** When items were received by the indenting store.
- Un-Approved Demand: When the Approving authority does not approve indenting request.

#### 6.1.1 Modify Issue

Issuing store can modify the details of items, before receipt by the sub store. The status shows "Ack. **Pending**". Once the receiving store receives the stock, no modification can be possible.

To modify the issue details, follow the steps below.

Step-1: Click check box to select the issue no. and then click on "Modify".

FP-LMIS 7 amily Planning - Low Ministry of Health and Family Forecast - Admin - Stock	g <i>istics Management Infor</i> Welfare(Govt. of India) • Indent • Issue • F	<i>mation System</i> Purchase - Reports -		Monday,	Welcome, Admin 11-Sep-2017 17:52	🌣 🖪 🖸 👬
Task List Issue Against Indent ×						2
						•
Store Name	Andhra Pradesh State Warehouse		🗸 🔁 🖒 s	tatus Ack-Pending		<b>v</b>
Store Type	All		<ul> <li>Raising 5</li> </ul>	Store Select Value		<b>~</b>
Isone Modify	Cancel View					
Store Name : Andhra Pradesh State	Warehouse , <u>Status</u> : Ack-Pendi	ng , <u>Store Type</u> : All , <u>Raising St</u>	ore : Select Value			
🔲 Issue No. 🎗 💙	Issue Date 🔨 💙	Indent No.	Indent Date		Raising Store	
1031170900001	11-Sep-2017	101717070001	27-Jul-2017	Chittoor		
Λ						
11						
Û						
Û						
ſ						
r						
ſ						

Step-2: Modify the issue quantity and then click on "Issue".

Hereite mert	MIS Planning - Lo Health and Famil	ogistics Manageme ly Welfare(Govt. of India	ent Information S	System			Monda	Welcome, y, 11-Sep-2017 17	Admin 🔅	
ask List Issue Ag	min + stock	( + Indent + Iss	sue + Purchase	• Reports •						2
sue Desk>>Modify										_
Item Dataila		Store Name Andhr Indent No. 1017	a Pradesh State War 17070001	ehouse		Ir	ndenting Store C Indent Date 2	hittoor 7-Jul-2017		
Item Name	Unit	Annual Req./ Total Stock Supplied (Indenter)	Stock in Month/ Average Monthly Consumption (Indenter)	Stock in hand. (Indenter)	Stock in hand. (Issuing Store)	Indented Quantity	Issue Qty.	Batch No.	Manufacturing Date	Expiry Date
Antara IM	Dose	0/0	0/0	9800	2700	1000	1000	[ CD045 ] [ AB001 ] #	[ Jul/2017 ] [ Jul/2017 ]	[ Jul/2019 ] [ Jul/2019 ]
untara SC	Dose	0/0	0/0	0	0	1500	0	11		· · · ·
-Received Details		Vehicle No.: Received By Offic	er DWH Chittoor (O	fficer) v	narks	Driv Name o	ver Mobile No.:			
If No Batch Select	ted FIFO conce r means Avl Qty	ept will be applied v less than Issue Qty	=>[	🚽 Issue 🍾	Clear 🖕 Bac	.il				

Step-3: A pop-up message would appear to confirm the modification. Click on "OK".

Forecast - Adm	MIS <i>Planning - Lo</i> Health and Famil nin - Stock	gistics Manageme y Welfare(Govt. of India + Indent + Iss	ut Ing ) ue -	lormation System Purchase - Reports -	Monda	Welcome, 4 y, 11-Sep-2017 17:	Admin 🔅	ه ۵
Task List Issue Age	ainst Indent ×							3
s Issue Desk>>Modify								
		Store Name Andhr			denting Store (			
		Indent No. 10171			Indent Date 2			
			-		1			
			Sto Aver Co	Online Issue Process >> Modify	*Issue Qty.			
				You are going to modify issue Details. Are you sure?		[ CD045 ] [		
	Dose					AB001 ] #		
	Dose				0			
					J			

# 6.1.2 Cancel Issue

Issuing store can cancel an issue, before receipt by the receiving store. The status shows "**Ack. Pending**". Once the receiving store receives the stock, cancellation is not possible.

To cancel an issue, follow the steps below.

Step-1: Click check box next to Issue number to select the issue no. and then click on "Cancel".

Eoreca	<b>FP-LMIS</b> Family Planning - Lo Ministry of Health and Famil	ngistics Management Inform y Welfare(Govt. of India)	ation System		Welcome, Admin Monday, 11-Sep-2017 18:09	* 🗶 🖸 🎆
Task List	Issue Against Indent x	indent issue i u	induse inciports			0
TUSIC LISC	issue Against Macht A					
	Store Name	Andhra Pradesh State Warehouse	v	S	Status Ack-Pending	
	Store Type	All		Raising	Store Select Value	V
Store Nar	mo : Andhra Bradosh Stato	Warehouse Status : Ack Bonding	Store Type : All Paising Stor	ra - Soloct Value		
Store Mar	Issue No. 🛠 🔨	Issue Date A V	Indent No.	Indent Date	Raising Store	
	1031170900001	11-Sep-2017	101717070001	27-Jul-2017	Chittoor	
4					·	
Total Rec	cord 1					1

Step-2: Enter remarks for cancellation of an issue and the click on "Save".

Fask List Issue Against Indent ×	in issue fulchase Rep				6
ssue Desk>> Cancel					
Store M	Name Andhra Pradesh State Warehouse		Indenting Store Chitto	or	
Inder	nt No. 101717070001		Indent Date 27-Jul-	-2017	
Issu	e No. 1031170900001		Issue Date 11-Sep	p-2017	
Item Details Item Name	Indent Qty.	Issue Qty.	Batch No.	Expiry Date	
Item Details	Indent Qty.	Issue Qty.	Batch No. CD045	Expiry Date Jul/2019	
Item Details Item Name Antara IM	Indent Qty.	Issue Qty. 500 500	Batch No. CD045 AB001	Expiry Date Jul/2019 Jul/2019	
	Indent Qty. 1000 1500	Issue Qty. 500 500 0	Batch No. CD045 AB001 	Expiry Date 3ul/2019 Jul/2019	
Item Name Item Name Antara IM Antara SC	Indent Qty. 1000 1500	Issue Qty.           500           500           0	Batch No. CD045 AB001 	Expiry Date Jul/2019 Jul/2019 	
Item Details Item Name Antara IM Antara SC	Indent Qty. 1000 1500	Issue Qty. 500 500 0	Batch No. CD045 AB001 	Expiry Date Jul/2019 Jul/2019 	

Step-3: A pop-up to confirm the cancellation would appear, click on "OK".

FP-LMIS Family Planning - Logistics Management Information Ministry of Health and Family Weltare(Govt. of India)	n System	Monday, 11-S	Welcome, Admin 🔅 🔹 👩 🎬
Forecast + Admin + Stock + Indent + Issue + Purch	ase 👻 Reports 👻		2
Issue Desk>> Cancel			
Store Name Andhra Pradesh State		Indenting Store Chittoo	
Indent No. 101717070001		Indent Date 27-Jul-	
Issue No. 1031170900001		Issue Date 11-Sep	
	Online Issue Process >> Cancel 🛛 📧		
Item Name Indent Qty	New end and the Operand Are used and		Expiry Date
	You are going to Cancel. Are you sure?	CD045	Jul/2019
			Jul/2019
	Cancel		
	ab		
	*Cancel Remarks		
* Mandatan: Field(c)	E Cause & Clause & Bank		
manualory Presa(5)	a Save 🌾 Clear 🕤 Back		

# 6.2 Receive and Acknowledge

This process is to receive and acknowledge the items supplied by the issuing store against an indent or without indent.

To receive the stock, follow the steps below.

Step-1: Login with valid credentials.

Step-2: Click on "Receive & Acknowledge" under "Stock" menu.

FP-LMI Family Plannin Ministry of Health ar	S 19 - Logis 10 Family W	<i>tics Management Inf</i> elfare(Govt. of India)	ormation Sy	stem	Monday, 11	Welcome, Admin -Sep-2017 18:29
Forecast - Admin -	Stock +	Indent + Issue +	Purchase +	Reports +		
Task List	Ground	Stock Entry				
Task List ( Last Updated A	Receive	e And Acknowledge <				
-	Challan	Process				
Distribution Plan Pen	<b>1</b> ding	Challan Receive Pe	11 ending	6 Indent in Draft Mode	12 Transfer Pending	2 Issue without Indent in Draft Mode
13	7		5	96	6	
Issue Pending		Transfer Ack Pend	ing	Issue Ack Pending	New Supply Order	

Step-3: Select the check box next to store name and click on "Receive & Acknowledge".

FP-LMIS <i>For the second state of the second s</i>	ies Management Information System tare(Govt. of India)		Welcome, Admin Monday, 11-Sep-2017 18:26	* < 🛛 🚺
Forecast - Admin - Stock -	Indent - Issue - Purchase - Report	rts 👻		
Task List Receive And Acknowledge ×				6
	1			
Ack By Chitto	or	▼ Status	Acknowledge-Pending	V
Receive & Acknowledge View				
Ack By : Chittoor , Status : Acknowledge-	Pending			
Store Name	Transfer No. 🐴 💙	Transfer Date 🛠 💙	Request No. and Da	ate
Andhra Pradesh State Warehouse	1031170900001	11-Sep-2017	101717070001/27-Jul-	2017
$\mathbf{\Delta}$				
U				

**Step-4:** Verify the receive quantity, enter remarks and then click on "**Receive & Acknowledge**". In case of any damage or shortage of quantity received, enter the quantity in the respective field and click on "**Receive & Acknowledge**".

FP-LMIS Family Planning- Ministry of Health and H	Logistics Manag Family Welfare(Govt. of	e <i>ment Informat</i> India)	tion System				Wel Monday, 11-Sep-2	Icome, Admin 2017 18:31	* 4 (	
Forecast - Admin - S	tock - Indent -	Issue + Purc	hase + Report	5 -						
Task List Receive And Ackno	wledge ×									2
Acknowledge Desk >> Acknowle	edge									
	Receiving Store Name	Chittoor				Issue 1	ype Issue To Stor	re		
	Indent No.	101717070001				Indent I	Date 27-Jul-2017			
	Issue By	Andhra Pradesh S	tate Warehouse		Л		Date 11-Sep-2017			
	Issue No.	1031170900001			V	V Rema	arks 💙			
Item Name	Batch No.	Expiry Date	Total Issue Qty.	To Be Acknowledged Qty.	Receive Quantity	Damaged Quantity	Shortage Qty.	Balance Quantity	Rack N	lo.
Antara IM	CD045	31-Jul-2019	500 Dose	500 Dose	500	0	0	0 Dose		^
Antara IM	AB001	31-Jul-2019	500 Dose	500 Dose	500	0	0	0 Dose		
Chhaya FREE	B/101	31-Aug-2020	2000 Strip	2000 Strip	2000	0	0	0 Strip		
* Mandatory Field(s)			Receive & Act	*Remarks	Clear 5	Back				~
			Û							

Step-5: A pop-up message to confirm would appear, click on "OK".

FP-LMIS Jamily Planning - Lu Ministry of Health and Famil Forecast - Admin - Stock	ogistics Manage y Welfare(Govt. of I • Indent •	ment Information System <sup>ndis)</sup> Issue - Purchase - Reports -	Welcon Monday, 11-Sep-2017	ne, Admin ′ 18:38	🌣 🖪 🕑	
Task List Receive And Acknowled	lge ×					2
Acknowledge Desk >> Acknowledge						
Rece	iving Store Name					
	Indent No.		ate 27-Jul-2017			
	Issue By	Andhra Pradesh State Warehouse Issue Da	ate 11-Sep-2017			
	Issue No.	Acknowledge Process	-			
Item Name	Batch No.	Please check Batch No and Received Quantity before Acknowledge	Shortage Qty.			
Antara IM						
Antara IM		Cancel				
Chhaya FREE						

Note: Status can be:

- Acknowledge-Pending: When stock is not received.
- **Partial Supply:** When received quantity is less than the issued quantity.
- **Closed:** When stock is received successfully.

### 6.3 Issue without Indent

This process is to issue stock to any of the sub store without an indent.

To issue stock without an indent, follow the steps below.

**Step-1:** Login with valid credentials.

Step-2: Click on "Issue without Indent" under "Issue" menu.



**Step-3:** Select the sub store (indenting store) from the drop-down menu. If issuing store wants to verify the current stock available with the indenting store click on hyperlink.

FP-LMI Family Plaueiu Ministry of Health ar	S 19 - Logistics Managemen 19 Family Welfare(Govt. of India	ut Iuformation System					Welcome, Ad Monday, 11-Sep-2017 18:53	<sup>lmin</sup> 🔹 🛪 🖸 🚺
Forecast - Admin -	Stock - Indent - Issu	e - Purchase - Rep	orts •					
Task List Issue Without In	dent ×							0
Issue To Sub Store Off Line >	>> Issue						Modify/Cancel View	w^
	* Indent Period 2017-2	018						
	* Store Name Andhr	Pradesh State Warehou	se 🗸		* Item	Category Family Plannin	g v	
	* Store Type DWH		V		* Inden	ting Store Chittoor	v	
	* Issue Date 11-Sep	2017				Issue No.		
New Demand								
	Request Indent No				In	dent Date	E Harry Fi	
Current Stock Status of Indenti	n Name	Batch No.	Expiry	Unit	Available Otv.	* Requested Oty.	Issue Qty.	nder
-Driver Details								
	* Driver Name				* Driver's Mobil	e Number		
— Approval Detail(s) —								-
	Approved By Officer	SWH Andhra Pradesh Sta	ate Wa		Appr	oval Date 11-Sep-2017		
	Verified By Officer	DWH Chittoor - Chittoor	~		Ver	ified Date 11-Sep-2017		
	Received By Select	Value	×		Name of the	Receiver		
			• Remarks					
<ul> <li>Mandatory Field(s)</li> <li>Indenting Store Stock will</li> </ul>	l be updated by Acknowledge l	Desk						Ţ

Step-4: Click on "Item Finder" to select items.

	nd Family Welfare(Govt. of India)						Monday, 11-Sep-	2017 18:53	
orecast - Admin -	Stock - Indent - Issue	e • Purchase • Report	s •						
k List Issue Without In	dent ×							3	<u></u>
ue To Sub Store Off Line	>> Issue						Modify/Cancol	Mion	<b>`</b>
	* Indept Period 2017-2	018					Lindany/Cancer		
			_						
	* Store Name Andhra	a Pradesh State Warehouse	V		* Item Cat	egory Family Plannin	9 💌		
	* Store Type DWH		V		* Indenting	Store Chittoor		~	
	* Issue Date 11-Sep	-2017 🔂			Iss	ue No.			
New Demand									
	Request Indent No				Inden	t Date			
rent Stock Status of Indent	ing Store							Item Finder	
Iten	Name	Batch No.	Expiry	Unit	Available Qty.	* Requested Qty.	"Issue Qty.		
Driver Details									
	* Driver Name				* Driver's Mobile No	umber			
Approval Detail(s)			0.2424						
	Approved By Officer	SWH Andhra Pradesh State	W V		Approva	Date 11-Sep-2017	<b>1</b>		
	Verified By Officer	DWH Chittoor - Chittoor	~		Verified	Date 11-Sep-2017			
Receive Details			hit						
	Received By Select	Value	~		Name of the Re	ceiver			
								_	
			* Remarks						

**Step-5:** Following screen would appear. It would show the name of the item with batch no., expiry date & available quantity. To select the item, enter the **name of the item**.

				Modify/Can	cel 🔲 Vie
001]	Stock Status	Expiry Date	Available Qty.		~
SD001	Active	Jul/2018	200 Kit		
A01	Active	Jul/2019	100 Tablet		
AB001	Active	Jul/2019	400 Dose		
AS01	Active	Jul/2019	1500 Dose		
8908	Active	Oct/2019	90 Pair		
vanikcov27	Active	Aug/2020	500 Strip	*Issue Qty.	
B/101	Active	Aug/2020	45000 Strip		
100	A		000.0	~	
	2001] SD001 A01 A8001 A801 8908 Vankcov27 B/101 100	D01] Stock Status SD01 Active A01 Active A8001 Active 8908 Active 8908 Active Vanikcev27 Active B/101 Active	Stock Status         Expiry Date           SD001         Active         Jul/2018           A01         Active         Jul/2019           A8001         Active         Jul/2019           A801         Active         Jul/2019           A801         Active         Jul/2019           Vanikcov/27         Active         Aug/2020           B/101         Active         Aug/2020           E/101         Active         Aug/2020	Stock Status         Expiry Date         Available Qty           SD001         Active         Jul/2018         200 Kit           A01         Active         Jul/2019         100 Tablet           A8001         Active         Jul/2019         100 Tablet           A8001         Active         Jul/2019         1500 Dose           A801         Active         Jul/2019         1500 Dose           8908         Active         Oct/2019         90 Pair           vanikcov27         Active         Aug/2020         500 Strip           B/101         Active         Aug/2020         45000 Strip	D01]           Stock Status         Expiry Date         Available City.           SD001         Active         Jul/2018         200 Kit           A01         Active         Jul/2019         100 Tablet           A8001         Active         Jul/2019         100 Tablet           A8011         Active         Jul/2019         100 Dose           8908         Active         Oct/2019         90 Pair           Vanikcov27         Active         Aug/2020         500 Strip           B/101         Active         Aug/2020         45000 Strip

**Step-6:** Enter the quantity to be issued and click on "**OK**". Item with quantity would be added.

Forecast	<b>P-LMIS</b> <i>amily Planning - Logic</i> inistry of Health and Family W • • Admin • Stock •	s <i>tics Management Information</i> Telfare(Covt. of India) Indent - Issue - Purchas	n <i>System</i> se • Reports •		Tue	Welcome, Admin sday, 12-Sep-2017 13:54	* 4 🛛 🕼	NOISSIGN
Task List	Issue Without Indent ×						2	
Issue To S	Item Search					Modify	r/Cancel 📕 View	^
	Item Name		Reque	sted Quantity. : 0				
	Batch No.	Stock Status	Expiry Date	Avl Qty.	Qty.		~	
—New De	SD001	Active	Jul/2018	200 Kit	Гоо кit			
Current Stoc						*155110	Item Finder	
—Driver D								
—Approv					Το	tal Qty. : 100		
-Receive	*Mandatory Field(s)		🗸 Ok 🔀 Close	1				
		- jonet ville	* Remarks					

Similarly, repeat the step-5 & step-6 for other items.

**Step-7:** The following screen would appear, with details of items to be issued. Enter all the mandatory fields such as driver name, mobile no., remarks and then click on **"Issue"**.

FP-LMI Family Planuity Ministry of Health of	S ng - Logistics Management und Family Welfare(Govt. of India)	Iuformation Syste	une				Welc Tuesday, 12-Sep-2	come, Admin 2017 14:07	* 4 🛛 🚻
Forecast + Admin +	Stock - Indent - Issue	Purchase + F	leports +					2	
Issue To Sub Store Off Line	>> Issue * Indent Period 2017-20 * Store Name Andhra I	18 Pradesh State Wareł	nouse v		* Item	Category Family Plann	Modify/Cancel	View	
New Demand	* Store Type DWH • Issue Date 12-Sep-2	017	Y		* Inden	ting Store Chittoor Issue No.		<u> </u>	
Current Stock Status of Inder	ting Store m Name	Batch No.	Expiry	Unit	Available Qty.	* Requested Qty.	*Issue Qty.	Item Finder	
PTK Antara IM		SD001 AB001	Jul/2018 Jul/2019	Kit Dose	200	0	100	0	
Driver Details	* Driver Name Latif		4		* Driver's Mobil	e Number 8895624401		4	
- Approval Detailsy -	Approved By Officer S	WH Andhra Pradesh WH Chittoor - Chitto	State W v		Appr Veri	fied Date 12-Sep-2017	म् स		
	Received By On Beha	alf of Officer DWH Chi	ttoor (Of ↓ * Remarks ind	pplied witho dent	Name of the	Receiver On Behalf of (	Officer DWH Chittoor (O	ffic	
<ul> <li>* Mandatory Field(s)</li> <li>Indenting Store Stock with</li> </ul>	ll be updated by Acknowledge De	sk I Praft Save I ■	Issue Cle	ar					

Step-8: A pop-up screen would appear for confirmation, click "OK".

Hamily Planning Ministry of Health and	g - Logistics Managemen d Family Welfare(Govt. of India)	t Information Syste	WE .		Tuesday, 12-Sep-20	117 14:08	
Forecast - Admin -	Stock - Indent - Issu	e 👻 Purchase 👻 🛛	Reports 👻				
Task List Issue Without Ind	lent ×						8
	Request Indent No			Iı	ndent Date		
Current Stock Status of Indentin	g Store						Item Finder
Item	Name	Batch No.		Available Qty.	* Requested Qty.	*Issue Qty.	
РТК		SD001	You are going to issue Item(s)?	200	0	100	0
Antara IM		AB001		400	0	0	0
Driver Details	* Driver Name Latif		OK Cancel	* Driver's Mobi	ile Number 8895624401		
—Approval Detail(s)	Approved By Officer	SWH Andhra Pradesh S	itate Ware	Арр	roval Date 12-Sep-2017		
Dessive Datails	Verified By Officer	DWH Chittoor - Chittoo	or 🗸	Ve	rified Date 12-Sep-2017		
	Received By On Beh	alf of Officer DWH Chit	toor (Offic	Name of th	e Receiver On Behalf of O	fficer DWH Chittoor (Off	icer)
			* Remarks supplied without	5 .al			

Step-9: An issue voucher would be generated for printing.

Hinistry of Health and Family W	<i>tics Ma</i> elfare(Govt	nagement Information System . of India)			Т	uesday, 12-Sep-201	7 14:08		
Forecast - Admin - Stock -	Indent	✓ Issue							
Task List Issue Without Indent ×								6	3
Issue To Sub Store Off Line >> Issue							Modify/Cance	View	^
+ 1n - 		Family Planning Logistic Ma Ministry of Health and Fam Andhra Pradesh Issue Vi	nagment Inf illy Welfare(Go State Warehou oucher	formtion Syst vt. of India) use	tem			V	
Reques		Issuing Store : Andhra Pradesh State Warehouse Issue No. : 1031170900002		Receiving Store: Issue Date :	Chittoor 12-Sep-2017			Item Finder	
Driver Details	S.No.	Item Name	Batch No.	Expiry Date	Issue Qty.	Unit	"Issue Qty.		
* 1	1 1	РТК	SD001	Jul/2018	100	Kit			
—Approval Detail(s) ————————————————————————————————————	Received E (On Behalf Remarks:s Print Date	3y of Officer DWH Chittoor (Officer)) supplied without indent and Time: 12-Sep-2017 14: 10				Issue By (Admin ( ))			
		* Remarks		ai					• •

# 6.4 Issue to Client

This process is to issue items to the client.

**Step-1:** Login with valid credentials.

Step-2: Click "Issue to Client" under "Issue" menu.



Step-3: Enter all mandatory fields and click on "Item Finder" to add items to be issued to client.

FP-LMIS Jamily Planning - Logistics Manu Ministry of Health and Family Welfare(Govt. o Forecast - Admin - Stock - Indent -	agement Information System of India) - Issue - Purchase - Reports -		Welcome, Admin Tuesday, 12-Sep-2017 15:08	* ৰ 🛛 🚻
Task List Issue To Client ×				2
Issue To Client				View/Cancel
*Store Name	CHC Tangi	* Issue	Date 12-Sep-2017 🔟 [dd	l-Mon-yyyy]
Client Details		Father's N	lame	
Aadhar No.	Year	Voter Id Car	d No.	tom Eindor
Item Name	Batch No.	Unit	Available Qty.	ssued Quantity
Other Detail(s)	Ē.			
	🔚 Issue 🍾 Clear			

**Step-4:** Enter the **name of the item**, it would show the name of the item with batch nos., then select the item and click on **"OK"**.

Issue To Clier	nt×					
Client Item Search						View
nt [	tem Name condo		4			
	Item Condom HDC	[CO0983]	Stock Status	Expiry Date	Available Otv.	
Condom HDC	Condom FREE	[COF098]	Active	Jan/2019	957 Piece	v
Antara IM		AB1	Active	May/2019	4 Dose	
Condom FRE	E	COF098	Active	Jan/2020	990 Piece	
Chhaya FREE		CHF0198	Active	Jan/2021	995 Strip	
Chhaya HDC		CH467	Active	Jan/2021	1000 Strip	*Issued Quantity
Antara IM		bb2	Active	Jun/2021	4 Dose	
						-

Step-5: Enter the quantity to be issued and click on "OK". The item with quantity would be added

Harden start	P-LMIS amily Planning - Log inistry of Health and Family	gistics Management Infor Welfare(Govt. of India)	mation System		W Tuesday, 12-Se	relcome, Admin p-2017 15:18
Forecast	+ Admin + Stock	<ul> <li>Indent + Issue + I</li> </ul>	ourchase + Reports +			~
Task List	Issue to chent ×					
Issue To Cli	Item Search					View/Cancel
-Client I	Item Name					
	Selected Item Name : Co	ondom HDC				
	Batch No.	Stock Status	Expiry Date	Avl Qty.	Qty.	
	C00983	Active	Jan/2019	957 Piece	10 Piece	
						Itom Findor
						*Issued Quantity
-Other D						
					Total Qty.	: 10
	*Mandatory Field(s)					-
	Selected  Expired	-	🧼 🗸 Ök 🛛 💥 Ö	Close		

Similarly, repeat the step-4 & step-5 for other items to be issued to client.

Step-6: The following screen would appear. Click on "Issue".

FP-LN Family Plan Ministry of Healt	IIS <i>uning - Logistics Management Infor</i> th and Family Welfare(Govt. of India)	mation System		Welcome, A Wednesday, 13-Sep-2017 10:4	dmin 0 🏶 🐗 🕻	
Forecast - Admin	→ Stock → Indent → Issue → I	Purchase → Reports →				
Task List Issue To Clie	ent ×					2
Issue To Client					□ v	iew/Cancel
	*Store Name CHC Tangi		* Is	sue Date 13-Sep-2017	🔟 [dd-Mon-yyyy]	
	Client's Name ABC		Fathe	r's Name XYZ		
	Client's Age 18 Year	~		Gender Female	~	
	Aadhar No.		Voter Id	Card No.		
					🔍 lten	n Finder
	Item Name	Batch No.	Unit	Available Qty.	*Issued Quantity	
Condom FREE		COF098	Piece	1000	10	•
Chhaya FREE		CHF0198	Strip	1000	5	•
-Other Detail(s)						
	Remarks					
		📄 🔚 Issue 🔖 Clear				

Step-7: An issue voucher would appear for printing.

FP-LMIS Panily Planning - Logistic Forecast - Admin - Stock - I (Task List) Issue To Client -	<i>s Management</i> re(Govt. of India) ndent - Issue	Information System • Purchase • Reports	Ţ			Welcome, Admin Tuesday, 07-Nov-2017 15:16	' * <b>- ©</b>
		lten	n(s) issued Successful	v			
Issue To Client *s Client Details	1	amily Planning Logistic Ministry of Health and C Issi	: <b>Managment Inform</b> I Family Welfare(Govt. of IHC Tangi Le to Client	<b>tion System</b> India)		e 07-Nov-2017 bi [	Utew/Cancel dd-Mon-yyyy]
ltem Name	Issue Dat Client Nam	e: 13-Sep-2017 a: ABC	Issue No	: 103217000002		Available Qtv.	Item Finder
Other Detail(s)	S.No.	Item Name	Batch No.	Expiry Date	Issue Qty		
	1. Condom FR	EE	COF098	Jan/2020	10 Piece		
	2. Chhaya FRI	E	CHF0198	Jan/2021	5 Strip		
F	Print Date and Time 17-Nov-2017 15: 16	:			User Nan ( Admir	ne h )	

#### 6.4.1 Cancel Issue to Client

To cancel an issue to client process, follow the steps below.

Step-1: Login with valid credentials.

Step-2: Click on "Issue to Client" under "Issue" menu.

Step-3: Select check box "View/Cancel".

FP-LMIS Jamily Planning - Logistics Management Infor Ministry of Health and Family Welfare(Govt. of India)	mation System		Welcome, A Wednesday, 13-Sep-2017 12:	Admin 🔹 🛪 🖸 🎆
Forecast - Admin - Stock - Indent - Issue - F	'urchase - Reports -			•
Task List Issue To Client ×				
Issue To Client				View/Cancel
*Store Name CHC Tangi	V	*1	ssue Date 13-Sep-2017	🔟 [dd-Mon-yyyy]
Client Details *Client's Name		Fath	er's Name	
*Client's Age	V		*Gender Male	v
Aadhar No.		Voter I	d Card No.	
				No. Item Finder
Item Name	Batch No.	Unit	Available Qty.	*Issued Quantity
Other Detail(s)	j.			
	📕 Issue 🍾 Clear			

Step-4: Select radio icon of an issue voucher, enter valid remarks for cancellation and click on "Cancel".

FP Family Ministr	-LMIS by Planning - Logistic y of Health and Family Welf	es Management Information So are(Govt. of India)	ystem	Welcome, Admin Wednesday, 13-Sep-2017 12:13	* 4 0	
Forecast +	Admin + Stock +	indent + Issue + Purchase +	Reports +			~
lask List Issu	e To Client ×					13
Issue To Client>	>View/Cancel			0	Current Date	Back Date
	*Sto	ore Name CHC Tangi				
			Go			
Issue	Details	leena No	lesuing Store	Cliant's Nama	View	-
	13-Sep-2017	103217000001	CHC Tangi	ABC	0	^
					-	_
						~
			*Remarks			
		之 🗶 🖾	ancel ≽ Clear 🖕 Back			

# 6.5 Inter Transfer Order

This process is used to inter transfer the supply between two sub stores under a particular warehouse. This process can be generated, when excess stock (i.e., above the maximum stock level of any commodity) is available at any sub store(s) under that particular warehouse.

#### 6.5.1 Generate Inter Transfer:

Step-1: Login with valid credentials.

Step-2: Click on "Generate Inter Transfer" under "Issue" menu.



Step-3: Click on "Generate".

FP-LMIS Family Planning - Logistics Management Information , Ministry of Health and Family Weitsam(Gost. of Inda) Forecast - Admin - Stock - Indent - Issue - Purchase	System • Reports •			W/ Saturday, 11-Nov-2	elcome, Admin 017 14:40	* < 0 🙆
Task List Generate Inter Transfer ×						2
Store Name Charinhad Dictrict Warehouse			Statue Transfor In	Process		-
Generate Gen			Status Transfer an	100055		
■ Order No. ◇ V Order Date ^ V	Item Name 🔨 💙	Batch No.	Order/Transfer Qty.	Demand Store 🔨 💙	Transferring	Store 🔨 💙
		No Record Found!!				
Total Record 0						
				FILMER: Order N	lo. 💌	Search

**Step-4:** Select **item** from the drop-down menu and enter **quantity** to be transfered and then click "**Save**" to generate transfer order.

cast - Admin - Stock - I	ndent - Issue - Reports -						
st Generate Inter Transfer ×							
ansfer Order Generation							
SI	ore Name U P State Warehouse			Order Date 14-Aug-	2017 09:44		
т	ansfer To () Transfer between Sub Store	es © Return to Parent Store					
* Store With Short	age Stock Ghaziabad District Warehouse 👻	Shortage Stock	* Store With E	xcess Stock Lucknov	v District Warehouse	Excess Stock	
-Added Order Item Detail				1			_
	2.4.1.11	Available Otv. Unit	Expiry Date	Mfg Date	Order Oty	Action	100
item Name	Batch No.			ing, our	Under dry.		
Item Name	Batch No.				Under day.		
Item Name	em Name EC Pill HDC						
Item Name New Order Detail	em Name EC <u>Pill HDC</u>			(v.			
Item NameNew Order Detail	tem Name EC Pill HDC	Expiry Date		Mig. Jate		rder Qty.	
New Order DetailBatch Detail(s)Batch No. 06	tem Name EC Pill HDC lable Qty. 5000 Available Qty. 5000 Table	Expiry Date		Mig. Date Jan/2012		rder Qty.	-
Item Name New Order Detail Batch Detail(s) Batch No. 06	tem Name EC Pill HDC lable Qty. 5000 Available Qty. 5000 Table	Expiry Date it Jan/2020		Mfg. Date Jan/2012		rder Qty.	-
Item Name New Order Detail	tem Name EC Pill HDC lable Qty. 5000 Available Qty. 5000 Table	Expiry Date et Jan/2020		Mrg. Date Jan/2012		rder Qty.	

If more than one item has to be transfered, click on "Add". Repeat step 4 and click on "Save".

Family Planning - Logistic Ministry of Health and Family Well	es Management Information Syst are(Govt. of India)	tem			Monday,	Welcome, Adn 14-Aug-2017 09:47	<sup>nin</sup> 🌣	-	
recast - Admin - Stock -	Indent + Issue + Reports +								
List Generate Inter Transfer ×									K
Transfer Order Generation									
1	Store Name U P State Warehouse				Order Date 14-Aug-	2017 09:44			
	Transfer To  Transfer between Sub Sto	ores ©Return to P	arent Store						
* Store With Sho	rtage Stock Ghaziabad District Warehouse	<ul> <li>Shortage Stock</li> </ul>		* Store With E	cess Stock Lucknov	w District Warehouse	e 💌 Excess	Stock	
Added Order Item Detail	Batch No	Available Otv	lloit	Expiry Date	Mfg Date	Order Otv	Act	on	
									÷
New Order Detail									
New Order Detail	Item Name <u>EC Pill HDC</u> ailable Qty. 5000								1
New Order Detail	Item Name <u>EC Pill HDC</u> ailable Qty. 5000 Available Qty.		Expiry Date		v Mfg. Date	C	Drder Qty.		1
New Order Detail	Item Name EC Pill HDC ailable Qty. 5000 Available Qty. 5000 Tat	olet	Expiry Date Jan/2020		Mfg. Date Jan/2012	C	Order Qty.		]

Step-5: A pop-up message would appear to confirm the transfer, click on "OK".

works and Ministry of Health and Family Welfare	Management Information Syst (Govt. of India)	tem	Monday, 1	Welcome, Admin 4-Aug-2017 09:49	* 4 0	
Forecast - Admin - Stock - Inc	dent - Issue - Reports -					
Task List Generate Inter Transfer ×						2
Transfer Order Generation						i î
Sto	re Name U P State Warehouse		Order Date 14-Aug-2	2017 09:44		
Tra	nsfer To 💿 Transfer between Sub Sto	You Are Going To Generate Transfer Order !!!				
* Store With Shorta	ge Stock Ghaziabad District Warehouse		tore With Excess Stock Lucknow	District Warehouse	Excess Stock	
Added Order Item Detail						
Item Name	Batch No.	OK Cancel	cpiry Date Mfg. Date	Order Qty.	Action	
EC PIII HDC	106	÷	lan/2020 Jan/2012	6	Û	

#### 6.5.2 Cancel Inter Transfer Order

The transfer order issuing store can cancel the inter-transfer order, if the process of transfer has not started.

To cancel an inter transfer order, follow the steps below. Repeat the **step-1** to **step-3** of the **Generating Inter Transfer** process.

Step-4: Select the check box of that particular transfer order number and click on "Cancel".

And A	FP-LA Family Pla Ministry of He	MIS anning - Logistics with and Family Welfard	Management Information System (Govt. of India)	orte -		Welcome, Adı Wednesday, 13-Sep-2017 12:57	<sup>nin</sup> 🔅 🛪 🖸 🎆
Task L	ist Generate I	Inter Transfer ×					8
	1	Store Name UP State	Warehouse	~	Status Tran	fer In Process	- 
	Order No.	Order Date A V	Item Name ^ V	Batch No.	Order/Transfer Qty. 🔺 🗸	Demand Store 🔨 💙	Transferring Store
	10931700004	02-Jun-2017	Chhaya FREE	369	1/0 Strip	Ghaziabad District Warehouse	Meerut Warehouse
	10931700041	01-Aug-2017	Antara IM	cpt2017	500/0 Dose	Meerut Warehouse	Ghaziabad District Warehouse
	10931700055	29-Aug-2017	Antara IM	cpt2017	5/0 Dose	Ghaziabad District Warehouse	Meerut Warehouse
Û							

**Step-5:** A pop-up message for entering remarks would appear, enter remarks and click on **"OK"**. A pop-up message would appear for confirmation, click on **"OK"**.

### 6.6 Issue against an Inter Transfer Order

When a warehouse generates an inter transfer order, an issue notification is sent to the transferring sub store (where excess stock is available) to the indented sub store.

To transfer the items against the inter transfer order, follow the steps below.

**Step-1:** Login with valid credentials.

Step-2: Click on "Issue Transfer Order" under "Issue" menu.



**Step-3:** Transfer order along with sub store name, (where to transfer) would appear on the screen by default. If there are multiple orders available, then select the store name from the drop-down box and click on **"Go"**.

FP-LMIS Jamily Planning - Logistics Management Information System	Welcome, Admin Wednesday, 13-Sep-2017 13:06	* ৰ ত 🚻
Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -		
Task List Issue Transfer Order ×		
Online Transfer Detail>>		View/Cancel
*Store Name Ghaziabad District Warehouse	Transfer Date & Time 13-Sep-2017/13:07:35	
*Transfer Request No. 10931700041 (01-Aug-2017) - Meerut Warehouse 🔽 Go <		
9 - 14 - 1 P <sup>+</sup> 2143		
<ul> <li>Mandatory Field(s)</li> </ul>		
👼 Transfer		

**Step-4:** It would show the name of the item(s) to be transfered. Select the check box of the batch nos. and enter the quantity for transfer and click on "**Transfer**".

FP-LM Family Plans Ministry of Health	IS ning - Logistics Management h and Family Welfare(Govt. of India)	Information System		Wednesday, 1	Welcome, Admin I3-Sep-2017 13:10	* 🛪 🖸 🌘
orecast + Admin		Purchase + Reports -	•			
List Issue Transfer	r Order ×					
Online Transfer Deta	il>>					View/Cancel
	Store Name Ghaziaba	d District Warehouse		Transfer Date & Time 13-	Sep-2017/13:07:35	
	Transfer Request No. 10931700	0041 (01-Aug-2017) - Meerut War	rehouse			
Other Detail(s)	Order Date 01-Aug-2	017		Receiving Store Name Mee	rut Warehouse	
#	Batch No.	Expiry Date	Available Qty.	Order Qty.	Transfer	Qty.
Item Name : Antara	1 IM					
$\triangleright$	cpt2017	Jun/2018	10664 Dose	500 Dose	500	
				Total Transferred Qty	500	
Other Detail(s)						
		Remark	cs(if any)			
		Transfer	🏷 Clear 📁 Back			
<ul> <li>Mandatory Fiel</li> <li>Request [ Either</li> </ul>	ld(s) rr Partial or Full ] will be closed Af	ter Save				

**Step-5:** A pop-up message would appear to confirm the transfer, click "**OK**". Transfer voucher would be generated for printing.

FP-LMIS <i>Family Planning - Logis</i> Ministry of Health and Family Wi Forecast - Admin - Stock -	<i>tics Managemen</i> elfare(Govt. of India) Indent - Issu	nt Information System 1e - Purchase - Reports -			Welcome, Admin Wednesday, 13-Sep-2017 13:14	
Task List Issue Transfer Order ×						2
•Transfe ♥ * Mandatory Field(s)	Print Date and Tim 13-Sep-2017 13: 11 User Name:Admin T From	e: 5 5 <b>store No. :</b> 1051170007 <b>Store Name:</b> Ghaziabad District Warehouse <b>Order No. :</b> 10931700041 <b>Demand No :</b> 10911700007	Tran To Sto O Dem	isfer Date : 13-Sep ore Name : Meerut rder Date : 01-Aug nand Date : 01-Aug	-2017 13:16 Warehouse -2017 -2017	
	S.No.	Item Name	Batch No.	Expiry Date	Transfer Qty.	
	1 Ant	ara IM	cpt2017	Jun/2018	500 Dose	
		 Received By		Admin ( admin ) Transferred By	,	

To receive and acknowledge the items through inter transfer, follow the "**Receive & Acknowledge**" process (section 6.2).

#### 6.6.1 View/Cancel Inter Transfer Detail

To view or cancel an inter transfer details, follow the steps below.

Step-1: Login with valid credentials.

Step-2: Click on "Issue Transfer Order" under "Issue" menu.

Step-3: Select the View/Cancel checkbox.

FP-LMIS Family Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	Welcome, Admin Wednesday, 13-Sep-2017 14:20	* 4 🛛 🚺
vrecast - Admin - Stock - Indent - Issue - Purchase - Reports -		
List Issue Transfer Order ×		R
Online Transfer Detail>>		View/Cancel
*Store Name Ghaziabad District Warehouse	Transfer Date & Time 13-Sep-2017/14:20:37	<b>N</b>
*Transfer Request No. Select Value v Go		nr -

**Step-4:** Select period by selecting the date and click on "**Search**". It would show all the transfers made during that particular period. To view a particular transfer detail, select the **radio icon** of a particular transaction.

st State	Transfer Order x						
nline Trans	fer Detail>>View						✓ View/Cance
	*Stor	e Name Ghaziabad District W	arehouse 🗸				
	*Erc	m Date 10-May-2017	-	*To Dat	te 13-Sep-2017	~	
	TR	In Date 10-May-2017			te 15-5ep-2017		
				🔍 Search < 💳			
- Transfe	r Details						
#	Transfer No.	Transfer Date	Transt	er To	Order No.	Order Da	ate
•	1051170004	28-Jul-2017	Meerut Warehouse		10931700017	28-Jul-20	017
0	1051170005	28-Jul-2017	U P State Warehouse		10931700023	28-Jul-20	017
0	1051170006	01-Aug-2017	Meerut Warehouse		10931700034	01-Aug-2	017
0	1051170007	13-Sep-2017	Meerut Warehouse		10931700041	01-Aug-2	017
em Detail(s)				Patab Na	Expiry	Transfer Qty.	Rec. Qty.
em Detail(s)		Item Name		Datch NO.			
em Detail(s) Intara IM		Item Name		cpt2017	Jun/2018	10 Dose	10 Dose
em Detail(s) Antara IM		Item Name		cpt2017	Jun/2018	10 Dose	10 Dose

Step-5: To cancel a transfer order, click on "Delete".

Issue	Taxandra Ordan						
	Iransfer Order ×						
iline Trans	ier Detail>>View						View/Cance
	*Stor	e Name Ghaziabad District W	'arehouse 🗸 🗸				
	*Erc	om Date 10-May-2017		*To Dat	te 13-Sep-2017		
				Search			
- Transfer	Details						
#	Transfer No.	Transfer Date	Trans	er To	Order No.	Order Date	
	1051170004	28-Jul-2017	Meerut Warehouse		10931700017	28-Jul-20	017
0	1051170005	28-Jul-2017	U P State Warehouse		10931700023	28-Jul-20	017
O 1051170006 01-Aug-2017 Meerut Warehouse					10931700034 01-Aug-2017		
O 1051170007 13-Sep-2017 Meerut Warehouse					10931700041	01-Aug-2	017
0							
0							
0							
m Detail(s)							
m Detail(s)		Item Name		Batch No.	Expiry	Transfer Qty.	Rec. Qty.
m Detail(s)		Item Name		Batch No.	Expiry Jun/2018	Transfer Qty. 10 Dose	Rec. Qty. 10 Dose

# Chapter 7 Reports

This section provides reports like current stock, issue report, damage summary report etc.

To view different reports, follow the steps below.

Step-1: Login with valid credentials.

Step-2: Click on "Reports" menu.

FP-LMIS Family Planning - Logistics Management In Ministry of Health and Family Welfare(Govt. of India)	formation System	Welcome, Admin Saturday, 09-Sep-2017 17:15	* 🛪 🖸 🎆
Forecast + Admin + Stock + Indent + Issue + Task List Task List (Last Updated At: 09-09-2017 15-47:31)	Current Stock		2
L1 Challan Receive Pending	7 ode Capity Summary Report Batch Search Stock Ledger Report National Dashboard Received Report Annual Demand Report	2 Issue without Indent in Draft Mode	<b>165</b>
5 Transfer Ack Pending Short Supply Ack	Compiled Demand Report	5 New Supply Order	

# 7.1 Current Stock Report

Select the "Current Stock".

Select and drag the items to display the current stock and click on "Generate".

FP-LMIS Family Planning - Logistics Management Information System	Welcome, Admin Wednesday, 13-Sep-2017 14:46	NEAL TAY
Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -		
Task List Current Stock ×		2
Current Stock		
*Store Name Ghaziabad District Warehouse	Report Format Pdf	
OC PIII FREE PTK Tubal RING ILUCD 380-A	^	
Condom HDC Antara IM	v	
* Mandatory Field(5)		

Current stock report would be generated and displayed as shown below.

		Family Planning - Logistics Mangement In Department of Health (Govt. o	formation Syst f UP)	em Report Date & Ti	me : 13-Sep-2017 02:58 PM
Issued Quant	atity Report For Chaziabad Distr	ict Warehouse for the Period 01-May-2017 to 13-Sep-2017			
SNo Ite	em Name	To Store	Unit	Issue Date	Issued Quantity
1 An	ntara SC	Dasna CHC	Dose	18-Jul-2017	2
2 Co	ondom FREE	Dasna CHC	Piece	17-Jul-2017	100
3 Ch	hhaya FREE	Danna CHC	Strip	17-Jul-2017	20
4 IU	JCD 375	Danna CHC	Piece	13-Jul-2017	50
5 An	ntara IM	Dama CHC	Dose	03-Jul-2017	5
6 Ch	hhaya FREE	Dama CHC	Strip	03-Jul-2017	10
7 Co	ondom FREE	Dama CHC	Piece	03-Jul-2017	100
S Chi	hhaya FREE	Dasna CHC	Strip	16-Jun-2017	50
9 EC	C Pill HDC	Dasna CHC	Tablet	16-Jun-2017	5
10 IU	JCD 375	Dama CHC	Piece	16-Jun-2017	90
11 Ch	hhaya FREE	Dama CHC	Strip	05-Jun-2017	6
12 EC	C Pill HDC	Dama CHC	Tablet	29-May-2017	50

# 7.2 Issue Report

Under the **"Reports"** menu select the "**Issue Report"**. Further select the period for which report has to be generated by selecting dates. Drag the items to display and click on "**Generate**".

FP-LMIS Family Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	Welcome, Admin Wednesday, 13-Sep-2017 14:51 🌼 🛠 🛃 🔯 🌃
Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -	
Task List Issue Report ×	0
Issued Quantity	
* Store Name Ghaziabad District Warehouse	Report Format Pdf 🗸
* From Date 13-Sep-2017 🔟	* To Date 13-Sep-2017 🔲 🧲
Batch	
Tetem Name      EC Pill HDC      demo     OC Pill FREE      FTK     Tubal RING     JUCO 380-A	
* Mandatory Field(s)	

Issue report would be generated and displayed.

#### Family Planning - Logistics Mangement Information System Department of Health (Govt. of UP)

Report Date & Time : 13-Sep-2017 02:49 PM

Current Stock Report For Ghaziabad District Warehouse							
SNo	Item Name	Item Type	Unit	Stock in Hand			
1	Antara IM	Dose	Dose	10704			
2	Antara SC	Dose	Dose	478			
3	Chhaya FREE	Strip	Strip	710			
4	Chhaya HDC	Strip	Strip	300			
5	Condom FREE	Pieces	Piece	490			
6	EC Pill HDC	Tablets	Tablet	70			
7	OC Pill HDC	Cycle	Cycle	300			

### 7.3 Damage Summary Report

Under the **"Reports"** menu select the **"Damage Summary Report".** Select the date range and then click **"Generate**". Damage report would be generated and displayed as below.

Family Planning - Logistics Mangement Information System Department of Health (Govt. of Maharashtra)

Report Date & Time: 21-Jul-2017 12:34 PM

Expir	Expiry Summary Report								
S.No	Item Name	Item Type	Store Name	Batch No	Manufacturing Date	Expiry Date	Expired Quantity		
1	Antara IM	Dose	PHC Pune	303	01-May-2017	30-Sep-2017	2 Dose		
2	Condom HDC	Pieces	PHC Pune	ci3	01-May-2016	30-Jun-2018	160 Piece		

# 7.4 Expiry Summary Report

Under the **"Reports"** menu Select the **"Expiry Summary Report"**. Select the date range and then click **"Generate**". Expiry report would be generated and displayed.

Family Planning - Logistics Mangement Information System Department of Health (Govt. of Maharashtra)

Report Date & Time : 21-Jul-2017 12:34 PM

Expir	ixpiry Summary Report									
S.No	Item Name	Item Type	Store Name	Batch No	Manufacturing Date	Expiry Date	Expired Quantity			
1	Antara IM	Dose	PHC Pune	303	01-May-2017	30-Sep-2017	2 Dose			
2	Condom HDC	Pieces	PHC Pune	ci3	01-May-2016	30-Jun-2018	160 Piece			

### 7.5 Batch Search

To search a particular batch no. of any commodity, select "**Batch Search**", under the "**Reports**" menu select date range, enter **Batch No**., then click "**Generate**". A report would be generated showing the availability of that particular batch at different stores/facilities.

Family Planning - Logistics Mangement Information System Ministry of Health and Family Welfare (Govt. of India)

	Report Date & Time : 21-Jul-2017 12:35 PM								
Batch	Batch Wise Store(s) Report for Batch Number 303								
S.No	Store Name	Item Name	Item Type	Unit	Manufacturing Date	Expiry Date	Available Quantity		
1	ASHA Worker	Chhaya FREE	Strip	Strip	01-May-2015	31-Jul-2017	55		
2	Maharashtra Warehouse	Antara IM	Dose	Dose	01-May-2017	30-Sep-2017	36		
3	Mumbai Warehouse	Antara IM	Dose	Dose	01-May-2017	30-Sep-2017	5		
4	PHC Pune	Antara IM	Dose	Dose	01-May-2017	30-Sep-2017	2		

### 7.6 Stock Ledger Report

Stock ledger report contains date wise record for each item along with stock availability, received and issue details up to the current date or for the entire financial year.

To view the stock ledger, select the "Stock Ledger Report". Select the date range and then click "Generate". A report would be generated showing item name along with batch no., expiry date, opening balance, received quantity, issued quantity and closing balance.

7ame Ministr	ily Planning - 1 ary of Health and Fan	ogistics	Management Govt. of India)	Information System			Welcome, Friday, 21-Jul-2017 10	Admin 42 🍀 🛃 🚺
cast 👻	Admin - Stoc	⊧k + Ind	ent - Issue	• Purchase • Re	ports 👻			
st Sto	ock-Ledger Re <mark>port</mark> ×							
Approv	Complet Denier							
k Ledger U P Stat	r te Warehouse	Date Rang	e : 02-Jan-2017 To	20-Jul-2017				
tock Ledg	ger							
								1
S. No.	Item Name	Unit	Batch No	Expiry Date	Opening Balance	Received Qty.	Issued Qty.	Closing Balance
1	Antara IM	Dose	cpt2017	30-Jun-2018	0	1000	1000	(
2	Chhaya FREE	Strip	123	31-Jan-2021	0	490	0	490
3	Chhaya FREE	Strip	256	31-Jan-2025	0	7995	0	7995
4	Chhaya FREE	Strip	369	31-Mar-2018	0	331	0	331
5	Chhaya FREE	Strip	786	30-Apr-2017	0	205	0	205
6	Chhaya FREE	Strip	B121	31-Mar-2017	0	1649	0	1649
7	Chhaya FREE	Strip	B369	31-Mar-2018	0	4933	0	4933
8	Chhaya FREE	Strip	B456	31-Jan-2021	0	2952	0	2952
	Chhaya FREE	Strip	C-101	31-May-2019	0	4500	0	4500
9		1		21 Mar 2017	0	880	0	880
9 10	Chhaya FREE	Strip	CFREE01	31-Mar-2017	0	000	•	

# 7.7 Receive Report

Select the "**Received Report**" Under the "**Reports**" menu. Select the period for which report has to be generated by selecting dates. Drag the items to display and click on "**Generate**". Detailed received quantity report would be generated and displayed as below.

#### Family Planning - Logistics Mangement Information System Department of Health (Govt. of UP)

Report Date & Time : 21-Jul-2017 12:37 PM

Receiv	Received Quantity Report For Meerut Warehouse									
SNo	Item Name	From Store	Unit	Received Date	Received Quantity	Breakage Quantity	Short Quantity			
1	Chhaya FREE	U P State Warehouse	Strip	02-Jun-2017	1	0	0			
2	Condom FREE	Ghaziabad District Warehouse	Piece	18-Apr-2017	50	0	0			
3	IUCD 375	Ghaziabad District Warehouse	Number	17-Apr-2017	50	0	0			

# Chapter 8 Dashboard Indicators

An indicator is an objective measure to gauge the performance of a specific logistics function. Indicators are both objective and measurable and they help to understand how the supply chain system performs.

For programme managers with valid login credentials, the dashboard indicators (graphical and tabular forms) will appear upon logging into the FP-LMIS application. Other users can access the Dashboard Indicators under the "Report" menu.

FP Division MoHFW can access all dashboard indicators. SSM Division can only access the procurement related indicators. Other stakeholders such as GMSDs, Suppliers and CMSS cannot access the dashboard indicator.

# 8.1 National Dashboard

National dashboard contains critical performance indicators such as:

- 1. Procurement status
- 2. Stock position (consolidated)
- 3. Stock out situation
- 4. Near expiry status

#### Procured Quantity & Stock Position:



#### Stock Out and Near Expiry Indicator:



#### Forecasting:

State Forecasting Compliance percentage: Shows number of States/UTs forecasting online on an annual basis.



Supplementary Demand percentage: Shows number of states submitting their supplementary demand.

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_	Forecast - Admin - Stock - Indent - Issue - Purchase	e → Reports →				
(	Task List National Dashboard ×				2	
	🎯 Critical Indicators 🔤 Forecasting 🎯 Procurement 🎒 Stock I	Position 🎯 Indent	🤣 Distribution		^	
	Supplementary Demand	Q	Supplementary Demand	Q.	^	
	SUPPLEMENTARY DEMAND %	NUMBER	No. of States/IITs Placed Sun. Demand - 3.8 %	=		
	No. of States/UTs Placed Sup. Demand	1		_		
	Total No. of States/ UTs	5	Total No. of States/ UTs : 19.2 %			
	Supplimentary Demand %	20	Supplimentary Demand % : 76.9 %			

#### **Procurement:**

Order Procurement percentage: Shows total quantity procured during the financial year.

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🎯 Cr	itical Indicators 🛛 🍯	Forecasting	🎯 Procurement	langle Stock Pos	sition 🎯 Indent	🤣 Distribution	^
Pro	cured Quantity (%)				Q	Procured Quantity (%)	
				Search:		. =	
	COMMODITIES	¢ רואט	TOTAL QTY     PROCURED	TOTAL 🔶 REQ	¢ PROCUREMENT%	10	
	Antara IM	Piece	70368	1899936	3.70	84 H	
	Chhaya FREE	Piece	25200	504000	5.00	5 <u> </u>	
	Condom HDC	Piece	70000	783072	8.94	2.35	
	IUCD 380-A	Piece	15000	639000	2.35	0.05	
	OC PIII FREE	Piece	11001	832000	1.32	0 14 54 00 mm per 0 mm	
	OC Pill HDC	Piece	200	400000	0.05	Sugar weather want cost of the call the	
	Tubal RING	Piece	3344	660000	0.51		
Showi	ng 1 to 7 of 7 entries					Commonnes	

**Lead Time for purchase order issue**: Shows number of days (Time period in days) between annual requirement (MoHFW) and PO issued.

Ministry of Health and Famil	ogistics Management Inform w Welfare(Govt. of India)	nation System		Thursday, 14-Sep-2017 17:52	🕑 2 V
recast 👻 Admin 👻 Stock	· ▼ Indent ▼ Issue ▼ P	urchase 👻 Reports 👻			
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Critical Indicators 🛛 🔗 Forec	asting 🎯 Procurement 🧉	) Stock Position 🛛 🎯 Indent	Distribution		
ead Time for Purchase Order Iss	sue				Q
ow 10 🖌 entries				Search:	
PO NO.	PO ID 🔶	PO DATE	DEMAND DATE	LEAD TIME	N DAYS 🔶
A	10281700004	28-08-2017	28-08-2017		00:00:00
2	10281700003	28-08-2017	28-08-2017		00:00:00
6789	10281700005	28-08-2017	28-08-2017		00:00:00
	10281700006	11-09-2017	28-08-2017		14 days
	10281700007	11-09-2017	28-08-2017		14 days
101	10281700001	28-08-2017	28-08-2017		00:00:00
123	10281700002	28-08-2017	28-08-2017		00:00:0
OCpill001	10281700008	12-09-2017	28-08-2017		15 days
	10281700009	13-09-2017	28-08-2017		16 days
Ref1001-1					

Procurement Value: Shows total costs of the commodity procured

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k List National	Dashboard ×				
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Procurement Val	16			0	Procurement Value
now 10 v er	itries		Se	arch:	. =
COMMODITIES	UNIT NAME	PO QTY	PO VALUE (INR)		750
ntara IM	Piece	3000	15000.00	0.15	4 500
ntara IM	Piece	37368	74736.00	0.75	Control
ntara IM	Piece	30000	150000.00	1.50	Ê 250 — — — — — — — — — — — — — — — — — — —
hhaya FREE	Piece	25200	151200.00	1.61	
ondom HDC	Piece	70000	63560000.00	635.60	0 0.02 1.51 0.75 0.15 0.1 0.17 1.5 1.53
JCD 380-A	Piece	15000	153000.00	1.53	and the and a state and a state of the state
C PIII FREE	Piece	1001	10210.20	0.10	Conce OC, Chapter Mr. Mr. OC, Ling, OC, Mr. MCC,
C Pill FREE	Piece	10000	3800000.00	38.00	Commodities
C PIII HDC	Piece	200	2040.00	0.02	

#### **Emergency Indent:**

**Emergency Indent percentage:** Shows number of States/UTs placing emergency indent online on a quarterly basis.

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Critic	al Indicators 🔗 Forecas	ing 🎯 Procurement	🍙 Stock F	Position	🎯 Indent	Z	Distribution						<b>^</b>
					Indent	Į.							
Percen	tage of Indent				Q		Indent Details				4	2	^
	INDENT				COUNT		STATE NAME	ITEM NAME	INDENT NUMBER	INDENTED QUANTITY	INDENT DATE		
	Total States				20		Tripura State Warehouse	Condom FREE	101717070003	600	31-07-201	7	
	Total Indent %				55.56	] -	Tripura State Warehouse	Chhaya FREE	101717070003	5000	31-07-2017	7	
						Ē	Tripura State Warehouse	Antara SC	101717070003	2000	31-07-201	7	
							Chandigarh State Warehouse	Antara IM	101717070001	10	31-07-2017	,	
							Goa State Warhouse	Antara SC	101717090001	100	07-09-201	7	
							Goa State Warhouse	Antara IM	101717090001	50	07-09-201	7	
						Ī	Puducherry State Warehouse	Chhaya FREE	101717090002	10000	13-09-201	7	
						•	Goa State Warhouse	Chhaya FREE	101717090007	100	13-09-2017	r	
							Goa State Warhouse	Antara IM	101717090007	200	13-09-201	7	
						, I,	11 D OLLE 101-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		101717070000	10	07 07 001	-	~

#### Distribution:

**State wise distribution percentage against procurement**: Shows total quantity distributed to State/UTs.

ore	ecast - Adm	in - Stock	- Indent - Issue	- Purchase - F	Reports -									
k L	ist National I	Dashboard ×												
) c	ritical Indicators	s 🍚 Forec	asting 🎯 Procurement	langle Stock Position	🎯 Indent	🎓 Distribution								
۹,	<b>(11</b>													
Sta	ate wise distribu	ition against p	rocurement (%)		Q	State wise dis	stributio	n against pr	ocurement	(%)			Q	
	COMMODITIES	UNIT NAME	TOTAL QTY PROCURED	TOTAL QTY DISTRIBUTED	DISTRIBUTION %	200				-			:	=
)	OC PIII FREE	Piece	11001	2174	19.76	200								
)	Antara IM	Piece	70368	4080	5.80	se 150								
)	Chhaya FREE	Piece	25200	47675	189.19	ercent								
)	OC Pill HDC	Piece	200	0	0.00	uo 100					189.19			
)	Condom HDC	Piece	70000	3050	4.36	istribu								
)	Tubal RING	Piece	3344	0	0.00	D 50								
)	IUCD 380-A	Piece	15000	0	0.00	0	5.8	0		19.76		36	0	
	IUCD 380-A	Piece	15000	0	0.00	0	<del>6.</del> 8	0	0	19.76		1.36	0	

**On-time delivery:** Shows number of orders delivered by suppliers in the reporting quarter.

Oritical Indicators       Procurement       Stock Position       Indext Point       Point         On-time delivery       Search:       Indext Point       Indext P	sk List / National Das	shboard ×					_					
On-time delivery     On-time delivery       Search:	Critical Indicators	🔗 Forecasting	🎯 Procurement	lock Position 🍙	🎯 Indent	🎓 Distributi						
Search:	On-time delivery				Q	On-time de	elivery				Q	ľ
NO OF PO DELUKERES SCHEDULED IN THIS QUARTER     NO OF PO DELUKERES     ON TIME DELUKERES       HII Lifecare Ltd     3     12       hand as an and as a state of the sta				Search:							=	-
HI Lifecare Ltd.     3     12     400.00       Indian Drugs And Pharmasia     3     12     400.00       Pharmasia     3     12     400.00       Showing 1 to 3 of 3 entries	SUPPLIER NAME	NO OF PO I SCHEDUI	DELIVERIES LED IN THIS QUARTER	NO OF PO	ON TIME 🔶 DELIVERY %	600					_	-
Indian Drugs And Pharmasia 3 12 400.00 Showing 1 to 3 of 3 entries	III Lifecare Ltd.		3	12	400.00	400 -	400		400	400		
Pharmasia     3     12     400.00       Showing 1 to 3 of 3 entries     3     12     400.00	ndian Drugs And Pharmaceuticals Ltd		3	12	400.00	d uoiting 200 —					_	
Showing 1 to 3 of 3 entries	harmasia		3	12	400.00	Distr						
inter and the second	howing 1 to 3 of 3 entri	es				• • •	3 12	3 12	3	12		
ille alle ille							n Dro.	amasia		Lifeca.		
h <sup>to</sup> tr							India	PIL	HI	, <b>*</b>		

Percentage of near expiry supply received by state: Shows number of near expiry units received.

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Task Lis	t National Das	shboard ×							2
🎯 Cri	tical Indicators	⊖ Forecasting	🎯 Procurement	Stock Position	🎯 Indent	Tistribution			^
Perc	entage of near ex	tpiry received by s	tate		Q	Percentage of near expiry received by state		Q	^
Show	10 v entrie			Search:		Constant HIPC 124 7 K and Constant HIPS 124	3.0%	=	:
	Condom HDC	Piece	3050	0	0.00	Condom HDC : 34.7 %			
	Antara IM	Piece	2900	1000	34.48				
	OC PIII FREE	Piece	2174	0	0.00				
	Chhaya FREE	Piece	675	0	0.00	Chhaya FREE :	.7 %		
Showir	ng 1 to 4 of 4 entri	es		Previous	1 Next	OC Pill FREE : 24.7 %			
						🗖 Antara IM 📄 Chhaya FREE 🛑 OC Pill FREE 📕 Condom HDC			
						د			
% da	maged commodi	ties received by sta	ate		Q	% damaged commodities received by state		Q	^ _

# **Stock Position: Stock Position:** Shows number of commodities in stock.

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List Natio	nal Dashboa	rd ×		Stock	Position	🔗 Indont	尹 Dietri	butio	n										
entical muic		rorecasting	J'riocurement	J 3100 k	rosition	Mindent,	- Distri	Dutio											
tock Position	n (consolidate	ed)				Q	Stock I	Positi	on (conso	lidated)								Q	ŧ.
w 10 ¥	entries			Search:			10	000k										_	
сомм		UNIT NAME	TOTAL STOCK AT A	ALL TES 🗧	TOTAL STO	OCK AT ALL	ition				690680 <b>R</b>	D						=	•
) Antara IM	P	liece	2	36599		5385	S S	500k			-/								
Antara S	o -			25920		1200	Stock		236599			08945			2041	28		10197	5
Chhaya F	REE P	iece		93937		2715		0k	2592	0 169	08		25791	0 4940	•	<u>`</u>	5378	-	
) Chhaya F	IDC P	iece		16908		10300			a IM	E C		E C	F	0 11	375 80-A	R	CI ML	DNI	
Condom	FREE P	iece	6	90680		0			Antari Antari	aya FI	ton Fi	Imoba		E III	IUCD 30	L III d C	d III d	ubal R	
) Condom	HDC P	iece	1	03945		3050				8 8	Conc	Cot	<u>й</u> С	inine a	5	8	8	£.	
demo	P	iece		4828		0	- 10		STOCK AT	ALL STAT	FS	TOTAL			DS.				
EC Pill FI	REE -			25791		0		L.	J. OCK AT			10 TAL	J. OCK AI	FILL CIVIL					
EC Pill H	DC P	iece		10315		0	Graph Ty	vne (	Line Grau	nh	~								
abilth	D	1000		40.40		0	oraph rj	Pro [	Diffe ora	pm									

**Commodity over stock position**: Shows number of commodities over stock (with names) (above maximum permissible level).



Commodity near expiry position: Shows number of near expiry commodities.

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0	Critical Indicators 🛛 🚭 Forecasting	🎯 Procurement 🏼 🌀 Stock Positi	ion 🎯 Indent	Contribution	^
С	ommodity near expiry		<b>Q</b> ^	Commodity near expiry	Q
N	All v AME:	STORE All *		-	=
	STATE S	NUMBER OF COMMODITIES NEAR EXPIRY	NEAR EXPIRY %	22.5 12.5 12.5 12.5 12.5 12.5	
	Rajasthan Warehouse	2	12.50	6.25 6.25 6.25 6.25 6.25 6.25 6.25 6.25	6.25
	Assam Warehouse	1	6.25	S - Contraction of the second s	
۲	Odisha State Warehouse	2	12.50		
	Maharashtra Warehouse	1	6.25		
	Arunachal Pradesh	1	6.25	and a serie and a serie and a serie a serie a serie and a serie a serie and a serie and a serie and a serie a serie a serie and a serie a	and S.
	Chandigarh State Warehouse	2	12.50	bas bay on the bus the contraction of the contraction by the bar of the bag have	
	Chattisgarh State Warehouse	1	6.25	States	
	Goa State Warhouse	2	12.50		
	M P State Warehouse	1	6.25		
	Kerala State Warehouse	1	6.25	Graph Type Column Bar Graph 👻	_
	Punjab State Warehouse	1	6.25		~

Minimum stock levels: Shows number of states reporting minimum stock level.

ore k Lis	cast - Admin		ident + Issue +	Purchase + Re	ports +	
Cr	itical Indicators	⊖ Forecasting	🎯 Procurement	lightarrow Stock Position	🎯 Indent	Distribution
No.	of States with bel	ow minimum stock	level		Q	No. of States with below minimum stock level
	COMMODITIES	UNIT NAME	NUMB	ER OF STATES HAVING U	JNDER STOCK	· =
	Antara IM	Piece			6	10
	Antara SC	-			8	8
	Chhaya FREE	Piece			2	6 to 1
	Chhaya HDC	Piece			4	5
	Condom FREE	Piece			5	
	Condom HDC	Piece			2	
	EC PIII FREE	-			1	and the second and the second and the second and the
	IUCD 375				2	Kungan Kungan and the start and the start of
	IUCD 380-A	Piece			2	001 Cr Calo Con 60 10 00 10
	IUCD 380-A	-			1	Commodities
	OC PIII FREE	Piece			1	
	РТК				3	
	Tubal RING	-			4	Graph Type Column Bar Graph 💙

Stock wastage percentage: Shows number of unusable units (expired/damaged).

्रीम् सरकोष ना	FP-L Family Po Ministry of H	<b>MIS</b> l <i>anning</i> - Lo ealth and Famil	g <b>istics Managem</b> y Welfare(Govt. of Indi	ent Information <sup>a)</sup>	s System				Welcome, Admin Thursday, 14-Sep-2017 18:01	* ৰ 🛛 🧯	
Fore	ecast + Adm	nin <del>-</del> Stock	✓ Indent ✓ Is	sue 👻 Purchas	se 👻 Repor	rts +					
(Task L	ist National I	Dashboard ×									3
🎯 C	ritical Indicator	s 🍚 Foreca	asting 🎯 Procure	ment 🏐 Stock	Position	🄊 Indent	🞓 Distribu	tion			^
Sto	ock Wastage					Q	States / 1	JTs Present Stock Out Detail		Q	
				Search:			Finalcial Y	ear:2017 - 2018			.
	ITEM 🔺	UNIT 🔺	TOTAL	UN USABLE	% DAMAG	ED ITEM 🔺			DETAILS	COUNT	
	NAME 🔻	NAME 🔻	RECEIVED QTY 🔻	<b>ΩΤΥ</b>	R	ECEIVED ▼			No of States with Stockout	15	1
	OC PIII FREE	Piece	2174	0		0.00					1
	Antara IM	Piece	4080	20		0.49					
	Chhaya FREE	Piece	47675	25		0.05					
	Condom HDC	Piece	3050	50		1.64					
Show	ing 1 to 4 of 4 en	ntries			1						

# 8.2 Other Dashboard indicators

### Stock position:

**Overstock percentage:** Shows commodity over stock position in percentage.

anota net Ministry of Health and Family Welfare(Govt. of India)	saturday, to sop 2017 14/32
Forecast + Stock + Indent + Issue + Reports + Task List Dashboard ×	
(2) Receipt (2) Indent (2) Stock (2) Storage (2) Distribution	
COMMODITY OVER STOCK POSITION %	COMMODITY OVER STOCK POSITION %
DETAL Number of districts/divisions reporting more than maximum commodity level Total number of Districts/Division Commodity over stock position(%)	COUNT
Соммортту stock оut % О Please wait for a moment!	Image: Commodity stock out %     Image: Commodity stock out %

#### Stock Out: Shows stock out position.

Ministry of Health and Family Welfare(Govt. of India)		Saturday, 10-Sep-2017 14:55
Forecast - Stock - Indent - Issue - Reports -		
Task List Dashboard ×		
🎯 Receipt 🎯 Indent 🧭 Stock 🥪 Storage 🎯 Distribution		^ 
COMMODITY STOCK OUT %	Q	COMMODITY STOCK OUT %
DETAIL	COUNT	=
Number of districts/division reporting stock outs for any FP commodity	0	-
Total number of Districts/Division	2	
Commodity stock out %	0	/ Number of districts/division reporting s
		Total number of Districts/Division : 100

Stock out last 3 months: Shows stock out of commodities since last 3 months.



Near Expiry: Shows availability of near expiry commodities.

Ministry of Health and Family Welfare(Govt. of India)		Saturday, 10-Sep-2017 14:55	recha sexual fara
Task List Dashboard ×			2
🎯 Receipt 🛛 🞯 Indent 🎯 Stock 🎯 Storage 🎯 Distribution			
COMMODITY NEAR EXPIRY POSITION	Q	COMMODITY NEAR EXPIRY POSITION	Q ^
Search:			_
DETAIL	COUNT 🖨		
Commodity near expiry position Percentage	0.00		
Total Number of Commodities	8		
Showing 1 to 2 of 2 entries		COUNT : 100.0 %	
		<	>
COMMODITY OVER STOCK POSITION %	Q	COMMODITY OVER STOCK POSITION %	<b>Q</b>
DETAIL	COUNT		
Number of districts/divisions reporting more than maximum commodity level 2		Number of districts/division	ns reporting m
Total number of Districts/Division	2	Total number of [	Districts/Division
Commodity over stock position(%)	100.00		

#### Indent: Indent Compliance percentage: Shows status of Indent compliance.

Forecast + Stock + Indent + Issue + Reports +				
Receipt (3) Indent (3) Stock (3) Storage (3) Distribution				
	Indent			
Finalcial Year: 2017 - 2018	<b>*</b>	<mark>Q</mark> 🔎		
Indent Compliance %	Q	Indent Compliance %		<b>Q</b>
INDENT A	COUNT 🖨			_
ndent Compliance %	43.06			=
Store Indenting online once a month	31			
Total Number of Stores	72			
howing 1 to 3 of 3 entries		Stores Not Indenting : 56.9 %	Stores Indentin	g : 43.1 %

Indent: Shows number of district or division submitting indent since last 3 quarters.

Ministry of Health and Family Welfare(Govt. of India)		Saturday, 10-Sep-2017 14:25	
orecast 👻 Stock 👻 Indent 👻 Issue 👻 Reports 👻			
k List Dashboard ×			
Receipt 👩 Indent 🧑 Stock 🌍 Storage 🎯 Distribution	l i		
Number of District/Divisional warehouses not indenting	0	District/Division indent Compliance %	Q
INDENT	COUNT 🖨		=
stict(s) Not Indenting since last 3 quarters	26	Distict(s) Not Indenting since last 3 guarters : 19.4%	_
strict indent Compliance %	36.11		
tal Noumber of District(s)	72		
owing 1 to 3 of 3 entries		Total	Noumber of District(s) : 53.7 %
		District indent Compliance % : 26.9 %	
		Graph Type Pie Graph 🖌	

#### **Distribution:**

Non-responsive indent: Shows number of indents not attended to by the issuing store.



Lead Time: Shows number & percentage of districts or divisions receiving supplies within the stipulated timeframe.

सत्यमेव जयते M	inistry of Health and Far	mily Welfare(	(Govt. of India)	· ·		Saturday, 10-Sep-2017 14:30 🗰 🖜	2 redu seus ?	line a
Forecast	t 🕶 Stock 👻 Inde	ent <del>-</del> Iss	sue - Reports	•				
Task List	Dashboard ×						ß	J
Receip	ot 🍙 Indent 👩	Stock 6	a Storage 🛛 🝙 1	Distribution				^
•								
DISTRIC	CT/DIVISION RECIEVIN	G COMMODI	ITY WITHIN	Q	¢	DISTRICT/DIVISION RECIEVING COMMODITY WITHIN	Q	
STIPUL	ATED TIME FRAME(15 I	DAYS)				STIPULATED TIME FRAME(15 DAYS)		
	ITEM NAME		COUN	T PERCENTAG	θE	PTK : 0.0 % >	=	
	Antara IM			2 100.	00	Tubal RING : 0.0 %		
	Antara SC			2 100.	00	OC Pill HDC : 5.9 %		
	Chhaya FREE			2 100.	00	OC Pill FREE : 0.0 % Antara SC : 11.8 %		
	Chhaya HDC			2 100.	00	IUCD 380-A : 5.9 %		
	Condom FREE			2 100.	00	IUCD 375 : 5.9 %		
	Condom HDC			1 50.	00	ghjkh : 0.0 % <sup>7</sup> Chhaya FREE : 11.8 %		
	demo			0 0.	00	EC PILI HDC : 5.9 %		
	EC Pill FREE			0 0.	00	EC FILL PREE: 5.9%		
	EC PIII HDC			1 50.	00	Chhaya HDC : 11.8 %		
	ghjkh			0 0.	00	CONDUM FREE. 11.0 %		
	IUCD 375			1 50.	00		6	
	IUCD 380-A			1 50.	00			
	OC PIII FREE			0 0.	00			
			1	1				~

Similarly, following other dashboard indicators would also be available.

### **Stock Position:**

- 1. **Commodity Stock Out percentage:** Shows number of districts/division reporting stock outs for any FP commodity and Number of districts/division reporting stock outs for any FP commodity since last three or >3 months.
- 2. Stock out incidence rates: Shows number of stock out incidences for a commodity annually

### **Stock Receipt:**

- 1. Commodity received against state's requirement: Shows total quantity received by State.
- 2. **Percentage of damaged items received by state:** Shows quantity of unusable units received by state.
- 3. **Percentage of near expiry supply received by state:** Shows number of near expiry units received by state.

#### Indent:

1. **District/Division indent Compliance percentage:** Shows number of District/Divisional warehouses indenting online at least twice a year and Number of District/Divisional warehouses not indenting online since last 3 quarters.

### **Distribution:**

- 1. District/Division Order Compliance Rate: Shows status of order compliance.
- 2. **Percentage of districts receiving supply without indenting:** Shows number of districts/divisions received FP commodities in last one year without raising any indent.

# Chapter 9 FP-LMIS Mobile App

The FP-LMIS App is protected by a user ID and Password. Only an authorized user can access it to operate the supply chain process for the assigned store.

# 9.1 Downloading FP-LMIS App

The FP-LMIS App is available at the **Google Play Store**, **Windows Phone Store and Apple Store** based on the operating system. Download the FPLMIS App. After downloading the App, the FP-LMIS App icon will appear on your mobile.



### 9.2 Login Screen

This screen allows the user to login to the FP-LMIS mobile App.

Step 1: Enter the user name.

Step 2: Enter the password.

Step 3: Click on "Login".

In case of unsuccessful login, message would appear "Invalid username/password".

To clear the username and password fields, click on "Clear"

e Eomily Blonni	월 🛿 11:29 p.a. I MIS
Family Planin	IIg-LIMIS
Please	e login
User Name	
Password	
Login	Clear

# 9.3 Main Menu Screen

After successful login, the main screen would appear. Following three menus would appear.

- 1. **Enquiry**: To enquire the stock position of the warehouse or facility.
- 2. Indent: To raise indent.
- 3. Issue: To issue against an indent.

To logout, click on "Logout".



# 9.4 Stock Enquiry

would be displayed.

the home menu.

To enquire about the stock position of your own store, follow the steps below:

Step 1 🍟 🛿 11:30 11:35 Step 1: Click on "Enquiry" menu. FP-LMIS: Stock Enquiry Family Planning-LMIS Item wise current stock position along User: Admin User: Admin Home Logout with details of batch no. and expiry date re: Cuttack Wareho All ite hhaya FREE Enquiry Indent ch No: 123456 Step 2: Click on "Home", to go back to Qty. in hand: 2546 Strip(s) Exp: 30-Jun-2021 Rack No: 25 IUCD 375 Issue atch No: 565 Qty. in hand: 7676 Piece(s) Exp: 30-Jun-2021 ack No: 44 PTK tch No: 35

Step 2

Antara IM

#### 9.4.1 Filtering Stock Enquiry

To view a particular item instead of all items, follow the steps below:

Step 1: Click on "All Items."

Step 2: Select that particular item.

Stock details of that particular item would be displayed.

# Step 1 🖫 🖬 11:40 FP-LMIS: Indent





Result

Result

### 9.5 Indent Raise

To raise indent, follow the steps below:

Step 1: Click on "Indent" menu.

Step 2: Select "Go".

Step 3: Enter required quantity in the Quantity column.





Step 2



Step 4: A pop-up message would appear for confirmation, click on "OK".

Result: Indent raised successfully with Indent No. would appear.

# 🖬 🛿 11:49 FP-LIVIIS: INDE Home r: Admin Alert ubmitting indent req **Raise Indent**

### 9.5.1 View Indent

To view the indent raised, follow the steps below:

Step 1: Click on "View Indent".

Result: All indent raised along with the status of indent would be displayed.

To view details of a particular Indent, click on particular indent no.

Result: A pop-up message with indent details would be displayed.



### 9.5.2 Filtering Indent

To view the indent based on status, follow the steps below:



Step 1

Result



Step 4

Result

#### 9.6 Issue

Mobile App allows the user to issue the items against an indent only. User cannot issue the item(s) without an indent.

To issue items against an indent, follow the steps below:



Step 4

**Step 4:** Indent items along with indented quantity would appear. Enter **quantity** to be issued.

**Step 5:** A pop-up message for confirmation would appear. Click on "**OK**".

**Result**: Item issued successfully with the issue no. would appear.

		C	
<b>ö</b>	🎽 🖬 11:53		🖫 🖬 11:55 👼
FP-LMIS: Issu	le	FP-LMIS: Iss	ue FP-LMIS:
ser: Admin	Home	User: Admin	Home User: Admin
o: 101717060001	Cancel	No: 101717060001	Cancel No: 101717060
Dasna CHC te: 03-Jul-2017		To: Dasna CHC Date: 03-Jul-2017	To: Dasna CHC Date: 03-Jul-201 Enter item quadities
tara SC	Ind Qty: 10	A	A
tch: Antara sc1	0	BAlert	B Alert
g: 01-Jul-2017	Exp: 31-Jul-2018	Submitting issu	e request, please Item(s) iss
ndom FREE	Ind Qty: 100	wait for confirm	ation. Issue Num
ch: FC123 ck: 565	0	B: S1	OK B: St
g: 01-Feb-2017	Exp: 31-Jan-2018	Mfg: 01-Feb-2017	Exp: 31-Jan-2018 Mfg: 01-Feb-201
Iss	sue		sue

Step 5

Result

🎽 🛿 11:55

FP-LMIS mobile SMS can only be accessed by the authorized users who operate the supply chain process.

### 10.1 Codes of commodities to be used for SMS

The following codes (short form of contraceptives) are to be used instead of name of the contraceptives during indent, issue or update by ASHA, ANM and service delivery point at facility.

Commodities	Code
Condom HDC	CCH
Condom-FREE	CCF
OC Pill-HDC	OPH
OC Pill-FREE	OPF
Chhaya-HDC	CHH
Chhaya-FREE	CHF
EC Pill-HDC	ECH
EC Pill-FREE	ECF
IUCD-380A	IUD10
IUCD-375	IUD5
Tubal Ring	TUR
Antara IM	AIM
Antara SC	ASC
PTK	PTK

Table 6: Codes fo	r Commodities
-------------------	---------------

#### Note: HDC - Home delivery of contraceptives by ASHA

# 10.2 Key words and sub key words used for different transactions through SMS

Key word- FP	
Sub key words:	IND to send indent
	ISI to issue against indent
	<b>UP</b> to update the stock and to enter ground stock
	<b>STOCK</b> to enquire about stock position

### 10.3 SMS on basic phone

#### Note: All SMS should be sent to 9223166166.

In case of basic mobile phone with numeric keypad:

**Step 1:** Go to the **"Messages"** option on the mobile phone (examples are shown).

**Step 2:** Go to **"new message"** or **"create message**" (as available in the phone) option.



**Step 3:** Type number **9223166166** at number box and type message at message box.



**Step 4:** User should type the SMS in the formats using the keyboard as shown below:

Typing characters



Typing Numbers

аво 2

JKL

5

TUV

8

0

GHI

4

PORS

7

3

MNO

6

WXYZ

9

#

**E.g.: To type FP** Click "3" thrice for **F** Click "7" once for **P** 

E.g.: To type CCH Click "2" thrice for C Click "2" thrice for C Click "4" twice for H

Click corresponding number key

E.g.: To type 100 Click "1" once Click "0" once Click "0" once To type SPACE, Long click "0"

Step 5: Send the SMS

**Result:** A reply of the SMS sent will be received by the sender in the Message Inbox.

# 10.4 SMS on smart phone

In case of smart phone:

**Step 1:** Open the Messaging app on your phone.





**Step 2:** Type number **9223166166** at number box and type message at message box.

**Step 3:** Click on **send** icon to send the message.



For single item

2 :

NOKIA

r =: 9223166166

FP IND CCH 100

### 10.5 Indent

To send indent, follow the process as below:

Type **FP** [space] **IND** [space] **item1** [space] **quantity** [space] **item2** [space] **quantity** 

Example: FP IND CCH 100 OPH 50 ECH 10 PTK 5

Send to 9223166166

Reply message: Indent raised successfully.

Indent No: XXXX.

If the text is not as per the format, the reply message will be displayed as below:

Unable to raise indent. Please try again later.

In this case, please verify the text and resend the corrected text.

### **10.6 Issue**

To issue commodities to the lower store or facilities, from where you have received the indent, follow the process as below:

Type FP [space] ISI [space] indent no.

Example: FP ISI 100010025

Send it to 9223166166

Reply message: Item issued against indent no. 100010025 successfully.

If the text is not as per the format, the reply message will be displayed as below:

#### Unable to raise indent. Please try again later.

In this case, please verify the text and indent no. and resend the corrected text.

# For multiple items





All commodities along with the quantities mentioned in the indent will be issued automatically ensuring the First Expiry First Out (FEFO principle).

**Note**: Issue through mobile SMS is possible if indent from the lower store or facility is received. If indent is not received, then the commodities can't be issued through mobile SMS.

# 10.7 Stock Update

To update the current stock of each commodity available with ASHA, ANM or at any facility, follow the process as below:

Type FP [space] UP [space] item1 [space] quantity [space] item2 [space] quantity

Example: FP UP CCH 50 OPH 10 ECH 5 PTK 2

Send to 9223166166

Reply message: Stock updated successfully. Item Balance: Condom (HDC) 50, Mala-N (HDC) 10, EC Pill (HDC) 5, PTK 2

If the text is not as per the format, the reply message will be as below:

Unable to update stock. Please try again later.

In this case, please verify the text and resend the corrected text.

If, no stock is available of any commodity or all commodities, please mention 0 against the commodity.

Example: FP UP CCH 0 OPH 10 ECH 5 PTK 0

Send to 9223166166

Reply message:Stock updated successfully. Item Balance: Condom (HDC) 0, Mala-N (HDC) 10, EC Pill (HDC) 5, PTK 0

Note: Stock can be updated for single item or multiple items with quantity.

# 10.8 Ground Stock Update

To enter the ground stock, follow the same process as Stock Update.

# **10.9 Stock Enquiry**

To know the current stock position of commodities with any ASHA, ANM (Sub Center) or at any facility, warehouse, follow the process as below:

Type FP [space] STOCK [space] name of the ASHA or ANM or Facility or Warehouse

Example: FP STOCK Ghaziabad District Warehouse

#### Send to 9223166166

**Reply message:** Stock at <name of the warehouse or facility or ASHA or ANM>: Item1 Quantity, Item2 Quantity, Item3 Quantity

If the text is not as per the format, or incorrect store name or ASHA name is entered, the reply message will be **displayed** as below:

#### Invalid Store/Facility. or Unable to process. Please try again later.

In this case, please verify the text and name of the facility and resend the corrected text.







**SECTION III:** PROGRAMMATIC DETERMINANTS OF FP-LMIS
Commodities are among the key inputs to any program, and logistics systems are among the key processes that enable program success. Timely information plays a vital role in ensuring that the right contraceptive commodities are at the right location. FP-LMIS aims at helping policy makers, program managers, logistics personnel to monitor and manage the flow of contraceptive supplies. A strengthened supply chain management will improve the contraceptive security and further augment the program's effectiveness.

Program Managers at various levels must ensure operationalization and subsequent scaling up of FP-LMIS to improve the logistics and supply chain for Family Planning.

This section will help in standardizing the roll out and implementation of FP-LMIS and will ensure that it is aligned with India's FP program needs. It covers broad activities, training strategy, roles and responsibilities of various stakeholders, resources required and monitoring mechanism involved in effective operationalization of FP-LMIS.

# **1. User Interface for FP-LMIS**

As discussed in Section II the FPLMIS can be accessed through the URL www.fplmismohfw.in.

The table below details the user interfaces at the State, District and Block level: Table 7: User interphase for FP-LMIS at the state, district and block level

State Level	No. of Users	District/ Regional Level	No. of Users	Block Level	No. of Users	Village Level	No. of Users
State Warehouse	1	District/Regional Warehouse	1	Block store	1 each	Sub Center (ANM)	1 each
State FP Nodal Officer	1	District level hospitals (store)	1 each	CHC store	1 each	ASHA	1 each
		Designated health worker at district level hospitals	2 each	PHC store	1 each		
		District FP nodal officer	1 each	Designated health worker at CHC	2 each		
				Designated health worker at PHC	1 each		
				Block MO I/c	1 each		

Note: In addition to above, additional user ID and password will be provided as per the requirement by the state.

# 2. Capacity Building of FP-LMIS users

Trainings are an integral part of the operationalization of FP-LMIS. Some of the crucial aspects of successful operationalization is dependent on the knowledge, skill and attitude of the potential users of FP-LMIS. Therefore, there is a need to develop a cadre of trained FP-LMIS users in the public health facilities at different levels, through a structured training strategy.

### 2.1 Training Goal

The objective of capacity building section is to develop competency for effective use of FP-LMIS up to the ASHA level. The trainings will constitute classroom sessions, interactive and hands on techniques.

### 2.2 Assessment of Training Needs:

A situational analysis of the current status of FP-LMIS users at different levels of health facilities in the district will help to identify the training needs. This will help to determine and plan the most appropriate interventions to develop a core group of 'trainers' and competent users at various levels.

The State Program Managers and State Training Coordinator/s in consultation with the District Chief Medical Officer should estimate the number of users required for operationalizing FP-LMIS in State, District, DH, SDH/CHCs, PHCs and SC (includes ASHA). The training load can be calculated using the following RAG analysis.

#### Calculation of the Training Load-

District		Block			Facility				
<b>FP-LMIS</b>	R	А	G	R	А	G	R	А	G

Note: For the First year of roll out there will be no available pool of trained users, therefore district will have to saturate the facilities as per the user interface given above

### **2.3 Training site selection:**

The facility for training should have a comfortable clean training hall to accommodate around 35 persons.

- Availability of adequate chairs, tables, light source, fans/AC, audio-visual facility and alternate source of power.
- Availability of computers (as per the software specifications mentioned in Section II) and uninterrupted internet connectivity.
- Availability of at least two trainers for the respective training site.
- Ensuring basic amenities such as space for refreshments, toilet facilities etc.

Identification and designation of these training centers at State and District level will be the responsibility of SQAC/SISC/Director Family Welfare and DQAC/DISC/CMO whichever is applicable.

### 2.4 Criteria for designation of Trainer:

- Personnel trained in FP-LMIS with some training experience, good communication skills, wellversed with training skills and technique of adult learning principles. They should have competency/ proficiency in usage of FP-LMIS software.
- Can spare time and willing to conduct training and follow-up monitoring visits for on-site support/ hand-holding, if required,
- Can be designated as a trainer by SQAC/SISC/Director Family Welfare at State level and by DQAC/ DISC/CMO at District level.

### 2.5 Criteria for designation of Trainee:

All personnel handling the user interface should be trained in FP-LMIS. The objective should be to involve personnel responsible for Family Planning commodity supply. The ANMs and the ASHAs will be trained on the Mobile app based and Mobile SMS based version of the FP-LMIS application.

### 2.6 Number of Trainees per batch:

Batch size on training of web based application should be limited to maximum batch strength of 25-30 participants.

### 2.7 Training Duration:

- At state /divisional and district level = 2 days
- At block level= 1 day

### 2.8 Training Requirements, Curriculum and Schedule:

- Reference Manual for FP-LMIS
- Training agenda (Annexure 1) and Session Plan (Annexure 2)
- Pre/Post-Test Questionnaire with Answer key (Annexure 3 & 4)
- Functional computers with the hardware specifications given in Section II
- Uninterrupted Internet connectivity
- Samples of all contraceptive methods
- Formats for recording and reporting
- Frequently asked questions (Annexure 6)
- LCD Projector and screen for Power Point Presentation, extension board, power back up, flip chart, flip stands, colored markers

### 2.9 Evaluation of Knowledge and Skills:

Evaluation is a fundamental part of training. Proper evaluation helps ensure that the training is not merely a one-time intervention but part of a broader strategy to develop participants' skills and to help them apply those skills at their respective work place. Evaluation can also help to improve future training activities. Evaluation of training includes:

- A pre and post-test of participants' knowledge: This pre-test and post-test is designed to be given at the beginning and end of the training course. The trainer can use the results to customize the training to best suit the trainees. (Annexure 3 & 4)
- Continuous assessment of the training.
- **Training Follow up:** For training to be truly successful, trainees must be able to use their new skills and knowledge and apply them when they return to their jobs. Practice-on-job helps in gaining competency and proficiency in the skills. The follow up should be conducted within 2 to 3 months by District Training Coordinator/District FP nodal officer.
- Certification: Certification of attendance may be given to the participants attending the training.

### 2.10 Roadmap for Training

The FP-LMIS trainings will be conducted at various levels with an aim to roll-out the application across all the states. Frequently asked questions on FP-LMIS have been prepared to address common questions/concerns related to operationalization of the application (Annexure 6).

The training strategy includes orientation of trainers and program managers at national level, state level, block level and facility level.

The state would conduct state level workshops on FP-LMIS for participants from district level. In case of larger states, it is recommended to conduct divisional workshops as this would ease out the travelling distances for participants as well as decrease the batch size leading to greater training output.

### 2.11 Important Tips for the Trainers:

- Familiarize with the content of all Sections and Annexures in the Training Manual for Logistic Management Information System, methodology and Pre/Post Test Questionnaires etc.
- Make necessary preparations in advance, as per the training manual.
- Work together as a team supporting each other in every session.
- Conduct wrap-up session at the end of each training day and start the next day with a re-cap session to provide continuity in the training.
- Arrange a seating arrangement which is informal for facilitating better interaction with the trainers.
- Preferrably arrange for a computer lab, however in case of few desktops, laptops may be used for the training.
- Adopt a warm and friendly attitude towards the participants to make the training very effective and take care not to ridicule any trainee.
- Using leading questions draw the relevant information related to the session from participants and fill in the gaps, where necessary. This will help trainees to assimilate the knowledge and experiences.

# 3. Roles and Responsibilities

### 3.1 State Level:

#### 3.1.1 Training:

- Prepare a training plan, facilitate necessary approvals, organize and monitor trainings, ensure all necessary logistics as per GoI guidelines.
- Depute one officer for monitoring trainings at state/divisional level using the Supervisory Checklist for FP-LMIS trainings (Annexure 11).
- Identify gaps and strengthen further trainings to ensure maximum learning and retention.
- Compile training report of state and submit it to GoI on a quarterly basis (Annexure 12).
- Handholding of users at district level to strengthen use of FP-LMIS.

#### 3.1.2 Implementation:

Step 1- Ground stock entry for State warehouse

- State Store Keeper/Store in-charge to enter ground stock of state store as on date for all FP commodities.
- After ground stock entry, state to send their demand through FP-LMIS to National level as and when required.
- State to receive commodity supplies online from Suppliers /GMSD.
- State store computer operator to support in entering data into FP-LMIS.
- State FP nodal officer to ensure ground stock entry before the deadline.

**Step-2:** State store to receive indent and issue FP supplies online to divisions/districts, urban facilities and medical colleges.

- State store keeper to receive, indent and issue FP commodities to divisions/districts through FP-LMIS
- FP nodal officer to handhold state store and ensure online receiving of indents and FP supplies to divisions/districts.

#### 3.1.3 Monitoring and Supervision:

- State FP nodal officer to handhold state store personnel, identify the gaps and ensure proper implementation of FP-LMIS.
- State FP nodal officer to review the status of updation in FP-LMIS during the monthly meeting on a regular basis.

### 3.2 Division/Region/District Level:

#### 3.2.1 Training:

- Prepare a training plan, facilitate necessary approvals, organize trainings and ensure all necessary logistics as per GoI guidelines.
- Identify gaps and strengthen further trainings to ensure maximum learnings and retention.
- Submit training report to state within seven days of completion of training.
- Handholding of users at block level to strengthen use of FP-LMIS.

#### 3.2.2 Implementation:

**Step 1** - Ground stock entry by division/district stores

- Ground stock entry by DH/SDH/DWH/Medical College/Urban facilities/ Urban ASHA
- Division /District store keeper/store in-charge to enter ground stock as on date for all FP commodities into FP-LMIS.

- After ground stock entry, division /district may send their online indent to state level as and when required.
- Division/District may receive supply online from state.
- Division/District may receive indent and issue FP supply online to the respective stores and facilities.
- Division/District store computer operator to support in entering data into FP-LMIS.
- Store keeper or designated person of DH/SDH/DWH/Medical College/Urban Facilities to enter ground stock as on date for all FP commodities
- ANM/LHV of DH/SDH/DWH/Medical College/Urban Facilities to enter ground stock as on date for all FP commodities
- Urban ASHA to enter ground stock as on date for all FP commodities
- District FP nodal officer or equivalent to ensure ground stock entry at all respective sub stores/facility level as well as online indent and issue from respective sub stores/ facilities

**Step-2:** Division/district ensure online indent and issue of stock to blocks, SDH and attached urban facilities.

- District store keeper to receive, indent and issue FP commodities through FP-LMIS.
- District FP nodal officer or equivalent to handhold district store keepers to ensure the use of FP-LMIS for receiving indent, issue of supplies to block and demand to state level.

#### 3.2.3 Monitoring and Supervision:

- Divisional/District FP nodal officer to handhold divisional/district store personnel, identify the gaps and ensure proper implementation of FP-LMIS at their respective division/district level.
- Divisional/District FP nodal officer to review the status of updation in FP-LMIS during the monthly meeting on regular basis.

### 3.3 Block Level:

#### 3.3.1 Training:

- Prepare a training plan, facilitate necessary approvals, organize trainings and ensure all necessary logistics as per GoI guidelines.
- Identify gaps and strengthen further trainings to ensure maximum learnings and retention.
- Submit training report to district within seven days of completion of training.
- Compile training report of block and submit it to District FP nodal officer on a quarterly basis.
- Verify baseline data entered by ASHAs and ANMs.
- Handholding of users to ensure indent, update of FP commodities is done through FP-LMIS.

#### 3.3.2 Implementation:

Step 1  $\,$  - Ground stock entry by block CHC/PHC stores

- Ground stock entry by CHC/ PHC/UPHC and associated facilities stores
- Block store keeper/store in-charge to enter ground stock as on date for all FP commodities.
- Block store computer operator to support in entering ground stock
- BMO/ or MO I/C to ensure ground stock entry
- After ground stock entry block may send their online indent to district as and when required.
- Block may receive supply online from district.
- Block may issue FP supplies to all associate facilities, Sub Centers and ASHAs

**Step-2:** Once ANM and ASHAs update their stock through SMS, block to receive indent and issue the stock to ANM and ASHAs and attached facilities through FP-LMIS.

- Block store keeper to receive, indent and issue FP commodities through FP-LMIS.
- Block MO I/c or equivalent to handhold the store personnel and ensure the use of FP-LMIS for indenting, receiving and issuing the FP supplies.

#### 3.3.3 Monitoring and Supervision:

- Block MO I/c to handhold block store personnel, identify the gaps and ensure proper implementation of FP-LMIS at their respective block, sub center and ASHA level.
- Block MO I/c to review the status of updation in FP-LMIS during the monthly meeting on regular basis.

#### 3.4 Development Partner:

- Support and facilitate state in roll out of trainings.
- Co-facilitate sessions during FP-LMIS trainings.
- After completion of trainings, support the state in roll out of FP-LMIS application at all levels.
- Handholding and mentoring of trained participants at district level for operationalizing FP-LMIS application.

Note: FP-LMIS URL (www. uatfpdvdms.dcservices.in), User Ids and dedicated number 9223166166 for Mobile SMS for training, demonstration and practice purposes will be used for trainings at all levels.

# 4. Monitoring mechanism for FP-LMIS

To ensure smooth implementation and to monitor advancement toward objectives of the FP-LMIS, it is vital to track the progress of the processes in the Family Planning Supply Chain.

### 4.1 Ground stock entry and receipt of FP commodities

The Family Planning Nodal Officers should ensure that all the warehouse and stores in the state update their Ground stock entry as soon as the FP-LMIS trainings are conducted at every level. Thereafter, whenever a state store receives commodities through FP suppliers or GMSD, the stock needs to be updated in the FP-LMIS application.

Likewise, whenever a sub-store receives commodities from respective parent store at district or below district level, the same needs to be updated in the FP-LMIS application.

### 4.2 Issue with indent

All the stores in the state would only issue commodities to the sub-stores once an indent is received from the sub-store. Issuing without an indent may be permissible only under special circumstances. The applications depict percentage of non-responsive indent; viz. an indent has been issued to the parent store but issue of commodities is not initiated, which would hamper the outcome of the program.

### 4.3 FP-LMIS Reports and Dashboard

The Family Planning Nodal Officer at all levels have an access to various reports and dashboard indicators. They would use the dashboard in the application to review the percentage of stores that are indenting through FP-LMIS. The dashboard would also elicit stores/ facilities who have stock outs, overstock or near expiry FP commodities which would enable the Nodal Officer to initiate an inter-transfer.

The dashboard indicators for state are under five headings as below.

#### I. Receipt:

- i. Commodity received percentage against states requirement
- ii. Damaged Items percentage received by state
- iii. Percentage of near expiry items received by state

#### II. Indent

- i. Indent compliance percentage
- ii. Number of District/Divisional warehouses not indenting online since last 3 quarters

#### III. Stock

- i. Minimum Commodity
- ii. Minimum Commodity Level
- iii. Commodity near expiry position
- iv. Commodity over stock position percentage
- v. Commodity Stock Out percentage
- vi. Percentage of Commodity Stock Out in the last 3 months or more
- vii. Stock out incidence rate

#### **IV.** Storage

- i. Unusable quantity
- ii. Damaged quantity
- iii. Stock wastage.

#### V. Distribution

- i. Non-responsive Indent (%)
- ii. District/Division order compliance rate
- iii. District receiving supply without indenting
- iv. District/Division receiving commodity within stipulated timeframe (15 Days)
- v. Response Time / lead Time

The district nodal officers, in addition to the above would ensure that details (Name and mobile numbers) of ANM and ASHA are up to date in the FP-LMIS application. In case of any changes or additions, the district nodal officer should immediately inform the state nodal officer, who would facilitate the updation of the data into the application.

A dedicated Information Technology (IT) cell supported by CDAC is operationalized for dealing with any issues regarding the FP-LMIS application. The state administrator can compile all technical queries/issues and contact the cell for trouble shooting.

# **SECTION IV:** ANNEXURES FOR FP-LMIS TRAININGS

# Annexure 1 Agenda- State/Division & District trainings

Day	Duration	Session
	09:00 am - 10.00 am	Registration
	10.00 am - 10.30 am	<ul> <li>National Family Planning Program –Strengthening Logistics and Supply Chain.</li> </ul>
		<ul> <li>Objectives of workshop</li> </ul>
	10.30 am - 10.45 am	Tea Break
	10.45 am - 11.00 am	Pre- course knowledge assessment
	11.00 am - 12.00 noon	Logistics & Supply Chain Management under National Family Planning Program
	12.00 noon – 12.15 pm	An Overview on FP-LMIS Application
	12.15 pm -12.20 pm	Group formation
	12.20 pm – 12.30 pm	An Overview of Ground Stock and Annual Demand
Day-1	12.30 pm – 01.30 pm	<ul> <li>Hands on the web application</li> <li>Ground Stock Entry</li> <li>Annual Demand</li> <li>Annual Demand Compilation</li> <li>Approval Desk</li> </ul>
	01.30 pm - 02.15 pm	Lunch Break
	02.15  pm - 02.20  pm	An Overview of Purchase, Supplier Interface & Challan Process
	02.20 pm – 03.30 pm	Hands on web application • Purchase request
		<ul> <li>Purchase order generation</li> <li>Supplier interface</li> <li>Challen process</li> </ul>
	03 30 pm 03 45 pm	Too Brook
	03.45  pm - 03.50  pm	Overview on Indent and Issue process
	03.50  pm - 05.30  pm	Hands on web application
		<ul> <li>Indent generation</li> <li>Issue without indent</li> <li>Issue against indent</li> </ul>
	05.30 pm - 05.45 pm	Sum-up
	09.30 am – 10.00 am	Recap of 1st day sessions
	10.00 am – 10.05 am	An Overview of Issue to client and inter transfer process
	10.05 am – 11.30 am	<ul> <li>Hands on web application</li> <li>Issue to Client</li> <li>Generate Inter Transfer</li> <li>Acknowledge Desk</li> <li>Issue Transfer Order</li> </ul>
	11 30 am – 11 45 am	Tea Break
	11.45 am - 11.50 am	An Overview on Reports and Dashboard
-	11.50  am - 01.00  pm	Hands on Web application
Day-2		<ul><li>Reports</li><li>Dashboard</li></ul>
	01.00 pm -01.45 pm	Lunch Break
	01.45 pm – 01.50 pm	An Overview of Mobile Application
	1.50 pm – 03.00 pm	Hands on Mobile Application Indent Issue
		Stock enquiry
	03.00 pm – 03.15 pm	Tea Break
	03.15 pm – 03.20 pm	An Overview of Mobile SMS Application

03.20 pm – 04.15 pm	Hands on Mobile SMS application Indent Stock update Stock enquiry
04.15 pm – 05.00 pm	Post- course knowledge assessment and Wrap up

## Agenda for ANM/ASHA Trainings

Duration	Session
09:00 am - 10.00 am	Registration
10.00 am - 10.30 am	Overview of Logistics & Supply Chain Management under National Family Planning Program
10.30 am - 10.45 am	Tea Break
10.45 am – 01.00 pm	Hands on Mobile App application Indent Issue Stock enquiry
01.00 pm – 02.00 pm	Lunch Break
02.15 pm – 02.30 pm	An Overview of Mobile SMS Application
02.30 pm – 04.30 pm	Hands on Mobile SMS application Indent Issue Stock update Stock enquiry
04.30 pm – 05.30 pm	Recording and Reporting
5.30pm	Wrap up

# Annexure 2 Course outline (Session Plans)

Duration	Session Title	<b>Training Objectives</b>	<b>Resource Materials</b>
30 min	Registration	<ul> <li>Distribute registration sheet</li> <li>Review training materials and ensure its availability</li> </ul>	<ul> <li>Agenda</li> <li>Registration sheet</li> <li>Power-Point Presentations (PPT)</li> <li>Laptop</li> <li>LCD</li> <li>Flip Chart</li> <li>Flip Chart board</li> <li>Markers</li> <li>Folders</li> <li>Pens</li> <li>Note pad</li> </ul>
30 min	Welcome and Introduction of participants	<ul> <li>Start the training with welcome of participants and introduction of trainers.</li> <li>Participants to introduce themselves by Name, Designation, Place of posting and role in FP Supply Chain.</li> </ul>	<ul> <li>Flip chart</li> <li>Flip chart board</li> <li>FP-LMIS training and user manual</li> </ul>
		<ul> <li>List down ground rules for training.</li> <li>Agree on the rules to be followed during the training and write it on flip chart and display it in the training hall.</li> <li>Orient the participants on the training manual</li> </ul>	
30 min	<ul> <li>National Family Planning Program – Strengthening Logistics and Supply Chain.</li> <li>Objectives of workshop</li> </ul>	<ul> <li>Using PPT, discuss/ explain the National Family Planning Program and the need to strengthen the Logistics supply chain</li> <li>List out the key objectives of the workshop</li> </ul>	<ul><li>PPT</li><li>FP-LMIS training and user manual</li></ul>
30 min	<ul> <li>Pre- course</li> <li>knowledge</li> <li>assessment</li> <li>Pre- Test</li> <li>Expectation</li> <li>from</li> <li>participants</li> </ul>	<ul> <li>Distribute the Precourse knowledge assessment questionnaire</li> <li>Distribute the Visualization in participatory programmes (VIPP) card to participants to list three expectations from the trainings</li> </ul>	<ul> <li>Pre-test questionnaire</li> <li>VIPP cards</li> <li>Flip chart with stand</li> <li>Marker</li> <li>Agenda</li> </ul>

	<ul> <li>Sharing of objectives and agenda</li> </ul>	• Share and discuss the expectations	•	Expectations to be listed on the flip chart
		<ul> <li>Prioritize the expectations and match it with agenda</li> <li>Share the objectives and agenda of the training</li> </ul>		
60 min	Logistics & Supply Chain Management under National Family Planning Program.	<ul> <li>Discussion on effective logistics and supply chain management</li> <li>Brief update on contraceptives under National Family Planning Program.</li> <li>Presentation followed by discussion and overview of Logistics &amp; Supply Chain Management</li> <li>Storing of FP materials</li> <li>Inventory management including management of stock out</li> <li>Quality control</li> <li>Supportive supervision</li> </ul>	•	Power point presentation
		<ul> <li>Share and explain various reporting formats</li> <li>Share the roles and responsibilities at various levels in reporting and supportive supervision</li> </ul>		
15 min	An Overview on FP-LMIS Application	<ul> <li>Brief on FP-LMIS</li> <li>Key Features and Benefits of FP-LMIS</li> <li>Modules of FP-LMIS</li> </ul>	•	РРТ
65 min	An Overview on Ground Stock and Annual Demand Hands on web application	<ul> <li>Discuss the importance of ground stock entry</li> <li>Explain Annual Demand, how is it calculated and compiled.</li> <li>The discussions will be followed by Hands on FP- LMIS application training in the following:</li> <li>Ground Stock Entry</li> <li>Annual Demand</li> <li>Annual Demand Compilation</li> <li>Approval Desk</li> </ul>	•	PPT Desktop/Laptop Internet connection Login credentials for training purpose

75 min	An Overview of Purchase, Supplier Interface & Challan Process Hands on web application	<ul> <li>Explain the process of procurement of FP contraceptives, National level interface and supplier interface</li> <li>The discussions will be followed by Hands on</li> <li>FP-LMIS application on the following:</li> <li>Purchase request</li> <li>Purchase order generation</li> <li>Supplier interface</li> <li>Challan process</li> </ul>	<ul><li>PPT</li><li>Desktop/Laptop</li><li>Internet connection</li></ul>
105 min	Overview on Indent and Issue process Hands on the web application	Explain the indenting and the issue process in detail. The issue process should be detailed out for two situations viz. issue with indent and issue without indent. Briefly explain when does one have to issue without indent.	<ul><li>PPT</li><li>Desktop/Laptop</li><li>Internet connection</li></ul>
		<ul> <li>The discussions will be followed by Hands on FP- LMIS application training in the following:</li> <li>Indent generation</li> <li>Issue without indent</li> <li>Issue against indent</li> </ul>	
90 min	An Overview of Issue to client and inter transfer process Hands on the web application	Explain the process on how to issue to client. Ask the participants whether they have experienced inter- transfer of FP commodities. Discuss the importance of inter-transfer Explain the following: Inter-transfer can be done between facilities in the same block, between blocks in the same district and between districts in the same state.	<ul> <li>PPT</li> <li>Desktop/Laptop</li> <li>Internet connection</li> </ul>
		The discussions will be followed by Hands on FP- LMIS application training in the following: • Issue to Client • Generate Inter Transfer • Acknowledge Desk • Issue Transfer Order	

75 min	An Overview of Reports and Dashboard Hands on the web application	<ul> <li>Explain the various FP-LMIS reports and Dashboard</li> <li>Emphasize how can a Store/ Program Manager use them for logistics decision making</li> <li>The discussions will be followed by Hands on FP- LMIS application training in the following:</li> <li>Reports (Current stock report, issue report, damaged report, expiry report, batch search, stock ledger and receive report)</li> <li>Dashboard (Critical Indicators, forecasting, procurement, stock position, indent, distribution and other dashboard indicators)</li> </ul>	•	PPT Desktop/Laptop Internet connection
75 min	An Overview of Mobile Application Hands on the Mobile Application	Introduce the FP-LMIS Mobile Application, explain the importance and utility of the mobile app. The discussions will be followed by Hands on FP- LMIS Mobile Application training in the following: Indent Issue Stock enquiry	•	PPT Smartphone Internet connection
60 min	An Overview of Mobile SMS Application Hands on the Mobile SMS Application	Introduce the FP-LMIS mobile SMS application, explain the short codes as well as the long code to be used for the SMS service. Link the SMS service to the web application. Facilitator to indent using Mobile SMS and then open the web interface to display receipt of the indent. The discussions will be followed by Hands on FP- LMIS Mobile Application training in the following: Indent Stock update Stock enquiry	•	PPT Bar phone/ Smartphone SMS service Short codes and Long code

<ul> <li>45 min Post- course knowledge assessment and Wrap up</li> <li>Share the score of Pre and Post knowledge assessment</li> <li>Summarize the key learnings.</li> <li>Closing remarks</li> </ul>	<ul><li>Post- course knowledge assessment questionnaire</li><li>Feedback forms</li></ul>
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(All questions carry equal marks)

Total Marks – 15

- 1. Why do Logistics system fail?
- Lack of budget.
- Lack of customers.
- Do not meet all the six rights of logistics.
- 2. The six rights of logistics are; the right goods available in the right quantities in the right condition delivered to the right place at the right time for the right cost. True / False.
- 3. What is the most important function of the logistics cycle?
- Quality monitoring.
- Forecasting & Procurement.
- Transportation.
- Customer Service.

#### 4. What is considered to be "The Engine" of Logistics cycle?

- FP-LMIS (Logistics Management Information System).
- Quality Monitoring.
- Accurate forecast.
- Customer service.

#### 5. What is the purpose of Logistics Management Information System (FP-LMIS)?

- To generate paper work.
- To keep employees busy.
- To help to make a decision.
- 6. Match the definition to the correct logistics term:

	А		В
1	All the items that flow through a logistics system.	1	Lead time.
2	People who received supplies.	2	Pipe line.
3	The time between when new stock is ordered and when it is received and ready to use.	3	Supplies.
4	The entire chain or storage facility and transportation linkage through which supplies move from manufacturer to consumer.	4	Service Delivery Point.
5	Any facility that serves clients directly and where clients receive supplies.	5	Users.

#### 7. Match the logistics term to the correct definition:

	Α		В
1	Stock on Hand.	1	The quantity of stock removed from the pipeline for any reason other than consumption (due to expiration, theft, damage and so on).
2	Rate of Consumption.	2	The quantities of usable stock available at any facility or level, or at all levels of the system at a point in time.
3	Losses.	3	The average quantity of stock dispensed to users during a particular time period.

#### 8. Which of the following is NOT an essential data item for Logistics Management?

- Stock on hand.
- Rate of consumption of commodities.
- Method of transportation.
- Losses and adjustment.

#### 9. Who needs to complete the stock keeping record?

- Personnel who transport the commodities.
- Anyone who receive or issues stocks.
- Regional manager only.

#### 10. The purpose of stock keeping record is to record information about items in storage: True / False

11. If your store has 1,20,000 Oral Pills in stock and with an average monthly consumption of 30,000 Oral Pills, how long will your supply last? 2 months / 4 months / 6 months.

#### 12. Assessing stock status cannot help one make decision to order. True / False

#### 13. It is important to assess stock status because;

- Your store might be audited.
- One needs to know how long supplies would last.
- One needs to know the number of items one has.

#### 14. Why should you use an average consumption of several months when you assess stock status?

- Stock on hand may be low.
- Monthly consumption rates fluctuate.
- The physical inventory could be incorrect.

#### 15. Ideally, how often should one assess stock status? Daily / Monthly / Every Six Month.

# Annexure 4 Answer key for Pre-test/ Post-test Questionnaire

- 1. Why do Logistics system fail?
- Lack of budget.
- Lack of customers.
- Do not meet all the six rights of logistics.
- 2. The six rights of logistics are; the right goods available in the right quantities in the right condition delivered to the right place at the right time for the right cost. True / False.
- 3. What is the most important function of the logistics cycle?
- Quality monitoring.
- Forecasting & Procurement.
- Transportation.
- Customer Service.
- 4. What is considered to be "The Engine" of Logistics cycle?
- FP-LMIS (Logistics Management Information System).
- Quality Monitoring.
- Accurate forecast.
- Customer service.
- 5. What is the purpose of Logistics Management Information System (FP-LMIS)?
- To generate paper work.
- To keep employees busy.
- To help to make a decision.
- 6. Match the definition to the correct logistics term:

	Α		В
1	All the items that flow through a logistics system.	1	Supplies.
2	People who received supplies.	2	Users.
3	The time between when new stock is ordered and when it is received and ready to use.	3	Lead time.
4	The entire chain or storage facility and transportation linkage through which supplies move from manufacturer to consumer.	4	Pipe line.
5	Any facility that serves clients directly and where clients receive supplies.	5	Service Delivery Point

#### 7. Match the logistics term to the correct definition:

	Α		В
1	Stock on Hand.	1	The quantities of usable stock available at any facility or level, or at all levels of the system at a point in time.
2	Rate of Consumption.	2	The average quantity of stock dispensed to users during a particular time period.
3	Losses.	3	The quantity of stock removed from the pipeline for any reason other than consumption (due to expiration, theft, damage and so on)

- 8. Which of the following is NOT an essential data item for Logistics Management?
- Stock on hand.
- Rate of consumption of commodities.
- Method of transportation.
- Losses and adjustment.
- 9. Who needs to complete the stock keeping record?
- Personnel who transport the commodities.
- Anyone who receive or issues stocks.
- Regional manager only.
- 10. The purpose of stock keeping record is to record information about items in storage: True / False
- 11. If your store has 1,20,000 Oral Pills in stock and on average the monthly consumption 30,000 Oral Pills, how long will your supply last? 2 months / 4 months / 6 months.
- 12. Assessing stock status cannot help one make decision to order. True / False

#### 13. It is important to assess stock status because;

- Your store might be audited.
- One needs to know how long supplies would last.
- One needs to know the number of items one has.

#### 14. Why should you use an average consumption of several months when you assess stock status?

- Stock on hand may be low.
- Monthly consumption rates fluctuate.
- The physical inventory could be incorrect.
- 15. Ideally, how often should one assess stock status? Daily / Monthly / Every Six Month

# Annexure 5 Registration sheet

State:	District:	. Block:
Date:///	Training venue:	

S. N.	Name of the Participant	Designation	Place of Posting	Mobile No.	Signature

#### 1. Which browser best supports FP-LMIS application?

**Ans.** The FP-LMIS application is compatible with all versions of all browsers, however it functions best with Mozilla Firefox.

2. Will user at each level have a separate username and password? In some states, there are multiple stores at state level. Will each store at state level have different user login ID?

**Ans.** Yes, each store/warehouse would have a separate login ID and if required the system administrator assigned at the state level can create additional users for any level of service delivery.

3. What is the time period to enter data for ground stock entry to kick start the FP-LMIS application? Does the user need to update stock from start of the financial year?

**Ans.** The ground stock entry is a one-time process which is expected to be completed in a month after the training on FP-LMIS at each level.

4. How does FP-LMIS issue commodities in different batches?

**Ans.** The FP-LMIS application (Web based and mobile app) would suggest to facilitate issue of a store to distribute commodities in batches as per First Expiry First Out (FEFO) whereas for SMS based issue the stock would be automatically deducted as per FEFO.

5. Will the information of beneficiaries for Family Planning commodities be saved in the application?

Ans. Yes, the state may opt to record client wise distribution through the web version of FP-LMIS.

6. If the physical verification of stock suggests batch numbers are different with those in the FP-LMIS application, what does the end-user do to correct it?

**Ans.** No, there is no option to edit the batch number, however the correct batch number can be mentioned in the remarks column during issue to a sub-store or to the client.

7. Can a user from store at lower level update details of stock received from parent store?

**Ans.** Yes, the sub-store can edit the quantity of stock received from the parent store in the text box under the receive and acknowledgment desk in the FP-LMIS application. Application does not allow the sub store to edit any other information.

8. Will the FP-LMIS application include FP commodities under Social Marketing?

**Ans.** No, the FP-LMIS application as of now is only for the commodities distributed under free supply and ASHA supply.

9. Is the demand number auto-generated?

Ans. Yes, the demand number is auto generated and is unique for each store.

10. Can indent be raised if parent store does not have respective commodity in stock?

Ans. Yes, the indent can be raised irrespective of availability of the commodity at the parent store.

11. Can the FP-LMIS application be integrated with existing logistics applications?

**Ans.** No, the FP-LMIS application cannot be integrated with existing logistics applications, though the data from the existing logistics application can be migrated to the FP-LMIS application.

# 12. Is the quality check certificate of the manufacturer available in the FP-LMIS application? Can a state black list a manufacturing company over low quality products?

**Ans.** No. The quality checks for commodities are done at the national level soon after manufacturing of each commodity. A state cannot black list a manufacturing company over low quality products.

In case any issues occur regarding quality of FP commodities, the state may report to the FP division along with the relevant samples of the commodities.

#### 13. Should the private accredited facilities also be linked to FP-LMIS application?

**Ans.** Yes, the accredited private facilities under the Family planning program need to implement FP-LMIS application. Separate user-ids can be created for each facility by the system administrator at the state level.

#### 14. How does FP-LMIS differentiate between personnel who share the same names & surnames?

**Ans.** Each ANM/ASHA will be a unique entity through the mobile number registered with FP-LMIS application irrespective of similar names & surnames.

#### 15. What is the difference between approval desk and acknowledgement desk for indenting process?

**Ans.** The approval desk enables a nodal officer/supervisor at the same level to approve a particular indent raised by his store while receive and acknowledgement desk will be used to receive and acknowledge a particular issue order on physical receipt of FP commodities.

#### 16. Which level users can generate inter-transfer indent?

**Ans.** Users at any level can generate inter-transfer indent after appropriate authorization from the parent store. Inter-transfer can be done between facilities in the same block, between blocks in the same district and between districts in the same state.

# 17. Where will the expired stock which is hasn't yet been written off be displayed in the FP-LMIS application?

**Ans.** Expired FP commodities are deducted automatically from the current stock on real-time basis after it has crossed the expiry date. The Expiry summary report will reflect the expired commodities for a given financial year.

#### 18. When does the user acknowledge an issue for a commodity?

**Ans.** Though the issue order against an indent will be displayed on real-time basis as soon as the parent store generates the same, the sub-store has to acknowledge an issue only on physical receipt of FP commodities.

#### 19. Does the approving authority need to digitally sign for approval?

Ans. No, at present none of the FP-LMIS approvals need a digital signature.

#### 20. What do the color code in ground stock entry, indenting and current stock report indicate?

**Ans.** The FP-LMIS has two separate color codes i.e. **Yellow** and **Red**. The yellow color code indicates near-expiry FP commodities, while the red color code indicates the expired FP commodities.

# 21. Can the same URL for FP-LMIS application used during the National ToT be used for state and district level trainings?

**Ans.** No, The FP division in MoHFW will provide a separate URL for state and district level FP-LMIS trainings.

#### 22. What is the use of the option "Conditional Search"?

**Ans.** Conditional search is an option in FP-LMIS application which enables a user to search records item-wise, batch-wise, indent no. wise, issue no. wise, date wise and facility wise.

#### 23. What are the definitions for "Near Expiry" at different levels?

Ans. The Near Expiry definitions at different levels are as below:

- State level: One year from expiry date.
- District level: Six months from expiry date.
- Block level: Three months from expiry date.
- Facility level: Two months from expiry date.
- ANM/ASHA level: Two months from expiry date.

24. In case of UTs and smaller states there is only one store at state level without any district or block store. All the facilities in the UT/State directly indent to the state store. Will all the facilities in the UT/State have to implement supply chain management through FP-LMIS?

**Ans.** Yes, all the facilities would have to indent to the state store through FP-LMIS. FP-LMIS is also available through mobile application based and SMS based which would enable users to indent and update stock without use of web based FP-LMIS.

25. When the state receives FP commodity stock from the national level in large quantities, it is difficult to cross-check all the commodities physically hence random check is done and issue is acknowledged. Thereafter if it is revealed that there is a shortage of stock than the ones mentioned in the challan. Can a store-keeper at any level correct the number of stock after acknowledgement?

**Ans.** No, once the issued items are acknowledged, no changes can be made to the number of FP commodities in the FP-LMIS application.

# 26. Can the FP-LMIS application operate in offline mode? How can areas with low or no connectivity (esp. Sub-centers) access the portal?

**Ans.** No, the FP-LMIS is an online application. Along with the web based version, the FP-LMIS is also available through mobile app. based and SMS based which would enable users from areas with no/low connectivity to indent and update FP commodity stocks.

27. What if a store does not have a rack system?

**Ans.** The rack numbers can be mentioned during ground stock entry and receive of stock on FP-LMIS, though it is not a mandatory field. We recommend numbering pallet and shelf racking as it's the best warehousing system to efficiently and correctly distribute commodities.

#### 28. Can annual demand be modified? Until what duration can a user modify details for the same?

**Ans.** An annual demand once raised, user can only update demand for the items until it is compiled by the Head Quarter (FP division). However, there is an option in the FP-LMIS for supplementary demand, for which FP Division will inform the state to submit with a specific deadline.

#### 29. Does state have any role in procurement of commodities?

**Ans.** No, the state does not have any role in procurement of FP commodities as all the commodities under the Family Planning program are procured at the central level.

# 30. How will a state/ any center send indent in case of parallel systems like state health system and corporations? Where will the final demand be generated in such cases?

**Ans.** State has to maintain the hierarchy for smooth implementation of the FP logistics & supply chain through FP-LMIS. However, the FP-LMIS has an option to configure the hierarchy as per the requirement of the respective state.

#### 31. Does the approving authority have the right to accept/ reject any demand?

Ans. Yes, the approving authority can accept or reject any demand placed by a store.

#### 32. Can states initiate pull back in if the stock in periphery block is in excess?

**Ans.** A particular store can only pull back excess stock from the sub-store that are below the parent store viz; state from districts and district from blocks. If the state learns about excess stock in a particular block, it can instruct the respective district to pull back the excess commodities from the particular block.

# 33. What is the meaning of the term "Lead time"? How long does this entire process take, from indenting to receiving the supply?

**Ans.** Lead time is the time taken between stock ordered and when it is received and available for use. As per the guidelines issued by the FP division the average lead time is as follows:

- GMSD to State store: One month.
- State warehouse to District store: 15 days.

- District store to Block store: 7 days.
- Block store to Facility/ASHA: One day.

Efforts are required to decrease the aforementioned average time durations in order to ensure uninterrupted supplies of FP commodities and to decrease stock out rates at all levels.

#### 34. Can a store include laparoscopes and MVA kits in FP-LMIS?

Ans. No, the FP-LMIS only includes the commodities under the FP program

#### 35. Can the FP- LMIS application be available in local language for ANMs and ASHAs?

Ans. No, as of now, the FP-LMIS is available in English only.

#### 36. How frequently will a store be alerted regarding expiry dates of the products?

**Ans.** A store will be notified through the web version of FP-LMIS along with an SMS when a particular commodity would reach near expiry. These notifications would continue until the entire commodities near expiry are distributed.

#### 37. What will be the charges per SMS?

**Ans.** There will be no additional cost to a user for sending SMS for FP-LMIS, if she/he uses the CUG (Closed-user group) SIM provided by the State Govt. However, if user sends SMS through any other SIM card other than CUG, a particular cost will be levied based on the user's mobile service provider.

#### 38. How will a store know which ASHA has indented?

**Ans.** The respective store for ASHAs will get a notification along with an intimation by SMS on every successful indent by ASHA.

#### 39. Can a barcode system be initiated in FP-LMIS?

**Ans.** As of now there is no barcode on the supply of any FP commodities. The MoHFW may introduce the system in the future which can be integrated with FP-LMIS application.

#### 40. Can one elicit trends of the demand of any commodity?

**Ans.** Yes, all the level of users can see trends in the demand of FP commodities in the dashboard under reports section in FP-LMIS.

#### 41. When a commodity is issued without indenting it, why is the indent date auto generated?

**Ans.** Indent date is generated by default in the FP-LMIS application. If a sub-store generates a paper based indent then an option to modify the indent date is available in the application.

#### 42. What is to be done in case a sub-store doesn't turn up to receive the stock physically?

**Ans.** As per the supply chain of FP commodities, it is the responsibility of the parent store to supply commodities to a sub-store.

# 43. Can the number of commodities indented be entered as per the number of the boxes, for e.g. 10 boxes of condoms?

**Ans.** No, the commodities cannot be entered in number of boxes in the FP-LMIS application. The denomination of entry would be as below:

- Antara IM & SC: No. of doses.
- Condoms: No. of pieces.
- Chhaya: No. of strips.
- EC pills: No. of tablets.
- IUCD 375 & 380A: No. of pieces.
- OCP: No. of cycles.
- PTK: No. of kits.
- Tubal rings: No. of pairs.

# 44. In cases of floods/natural calamities some commodities might be damaged, where does a store keeper report it?

**Ans.** The respective state/district may follow their respective SOP (Standard operating procedures) to write off the damaged commodities. A respective store can then deduct the damaged quantities of commodities from their commodity stock. However, to update the same in FP-LMIS, the state has to inform the FP Division, MoHFW.

#### 45. Whom can a user contact for any issues regarding FP-LMIS application?

**Ans.** A dedicated Information Technology (IT) cell supported by CDAC is operationalized for dealing with any issues regarding the FP-LMIS application. The state administrator can compile all technical queries/issues and contact.

# Annexure 7 Sample format for Indent form

	Тур	lock/ Facility	NAT ON A TO A TO A TO A TO A TO A TO A T	HEAL TH HUS SOUTH THE SOUTH STATE				
Name	of Store/Facility,							
		]	Indent					
No.:					Date:			
То,								
Please	supply the following co	ntraceptives as per	the quantity me	entioned.				
S. N.	Particulars (*)	Opening Balance	Till date dur financia	ing current al year	Stock on Hand	Quantity to be indented		
		(as on 1 <sup>st</sup> April Year )	Quantity Received	Quantity Distributed				
Signature of the Officer-in-Charge								
*Cond	lom/OCP/ECP/Chhaya, 4	ASHA and FREE su	pply should be	mentioned sep	oarately.			
IUCD	, 380-A and 375 should b	e mentioned separ	ately.					

# Annexure 8 Sample format for Issue Voucher (Challan)

Type of Store/ Facility (a): District/ Block/ Facility (DH/SDH/CHC/PHC/SC)								
Name	of Store/Facility,	•••••	•••••					
		<u>Chal</u>	<u>lan</u>					
No.:					Date	e:		
Issued	l to	•••••	•••••	• • • • • • • • • • • • • • • • • • • •	••••••			
Ref. Ir	ndent No: Dat	æ						
Follow Ms./M	ving contraceptives are he Ir	ereby suppl	ied to y veł	our distrie nicle No	ct/block/facil	ity through		
Receip	ot of the contraceptives may pleas	e be acknowle	edged.					
S. N.	Particulars*	Qty. Issued	Batch No.	Mfg. Date	Exp. Date	Remarks		
Signature of the receiving Store Keeper								
				Counters	igned by Off	ficer in charge		
A duly	y filled and signed copy of Ackno	wledgment to	be returned	by the receiv	ving officer.			
Certified that the contraceptives mentioned above with its quantity are received in good condition and entered in the stock register at page no of volume no for the year								
Signa Store	ture of the Officer in-charge/ Keeper to whom supplied							
	(Discrepancies	if any may be	e noted or cla	rified here in	n)			
*Cond IUCD	lom/OCP/ECP/Chhaya, ASHA an 9, 380-A and 375 should be mentic	d FREE suppl oned separatel	y should be 1 y.	mentioned se	eparately.			

Annexure 9 Sample format for Stock cum Issue

register

	Stock cum Issue Register																		
			Ree	<u>ceipt</u>												NATIO	onAL TEX	HEA	LTH MIS OF OZ
Nam	e of th	ne Comn	nodity	•										]	ssu	<u>e</u>			
Date of Receipt	Opening Balance	Name of the Supplier/ Warehouse	Challan No. & Date	Batch Qty. Received	Batch No.	Mfg. Date	Exp. Date	Total Quantity	Remarks	Date of Issue	Challan No.	Issued to Whom	Qty. Issued	Batch No.	Mfg. Date	Exp. Date	Balance Qty.	Remarks	Signature of Verifying Officer

# Annexure 10 Monitoring Checklist for Warehouse

S. N.	Activity	Yes	No
01	Store is dry, well-lit and well ventilated		
02	Cleanliness of the warehouse		
03	Contraceptives are kept inside the store/warehouse		
04	Adequate measures taken to maintain appropriate room temperature		
05	Disinfection of the store room done at regular intervals		
06	Availability of fire safety equipment		
07	Contraceptives are kept in rack or pallet (as per norms)		
08	Contraceptives are kept as per First Expiry – First Out basis		
09	Buffer stock/Minimum Stock level is maintained (as per norms)		
10	Expiry date is marked and visible on the carton/box		
11	Quantity of each commodity is matched with stock register		
12	Damaged or expired commodities are kept separately (if any)		
13	Stock and issue registers are maintained properly and regularly		
14	Indent and Issue Challans are maintained properly		
15	If there is stock out of any commodity, then submit indent/ demand.		
16	Commodities distributed based on indent		

# Annexure 11 Supervisory Checklist for FP-LMIS Trainings

•	Name of Observer:	State:				
•	Venue:					
•	Dates:	No of Participants:				
•	Purpose of Visit:					
•	Whether each participant has access to functional computer: Yes or No (Pls. tick)					
•	Whether each participant had un interrupted internet connection: Yes or No (Pls. tick)					
Key Highlights of Trainings:						

- Ø Day 1:
- Ø Day 2

### Key Observations and Actions (If any):

S. N	Issues identified	Action taken/suggested

#### Overall Evaluation of ToT: (2=Good, 1 = Satisfactory, 0 =Needs Improvement)

Items	Score
Logistics arrangements	
Agenda Followed	
Session plan followed	
Content covered	
Training aid used	
Facilitation skills of facilitator	

#### Average score of Pre & Post-test

Scoring	Pre-test (%)	Post-test (%)
Average Score	Average score –	Average score -
	Lowest score-	Lowest score-
	Highest score-	Highest score-
No. of Participants		

## Annexure 12 Quarterly Reporting Format for FP-LMIS trainings

### **Annexure 12. Quarterly Reporting Format for FP-LMIS trainings**

S. N.	Name of the District	Name of the level (District or Block)	No. of participants to be trained during the quarter	No of participants trained during the quarter
Grand Total				
November 2017 Developed with support from National Technical Support Unit (NTSU), Family Planning Division Ministry of Health and Family Welfare, Government of India