

Family Planning Logistics Management Information System (FP-LMIS)

Training Manual and User Guide



November 2017



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



सत्यमेव जयते

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Government of India, Nirman Bhawan, New Delhi- 110011

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GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE
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FOREWORD

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.

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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P R E F A C E

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 path-breaking FP-LMIS application.

(Dr. S. K. Sikdar)

Contents

FOREWORD

PREFACE

ACKNOWLEDGEMENT

ABBREVIATIONS

INTRODUCTION

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

CHAPTER 1: LOGISTICS & SUPPLY CHAIN

1.1 Commodities in Family Planning	01
1.2 Supply Chain Management (SCM)	02
1.3 Family Planning Supply Chain Flow	02
1.4 Essential Data for Decision Making	03

CHAPTER 2: Logistics cycle

2.1 Forecasting	04
2.1.1 Concept of Forecasting	04
2.2 Procurement	05
2.3 Indenting	05
2.3.1 Recommended Frequency for Indenting	06
2.4 Distribution	06
2.4.1 Ideal Frequency for Distribution	06
2.5 Assessing Stock Status	07
2.6 Transportation	07
2.6.1 Frequency for Transportation	07
2.7 Inventory Management	07
2.7.1 Inventory Control System	07
2.7.1.1 Minimum Stock Level	07
2.7.1.2 Maximum Stock Level	07
2.7.1.3 Setting up Min-Max Stock Level	08
2.8 Warehousing	08
2.8.1 Storage Procedures for Family Planning commodities	08
2.8.2 Management of damaged or expired commodities	09
2.9 Recording and Reporting	09

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

CHAPTER 1: INTRODUCTION

1.1 Brief Introduction	13
1.2 Objectives of FP-LMIS	13

1.3 FP-LMIS System's Requirement	13
1.4 FP-LMIS Application Compatibility	13
CHAPTER 2: FP-LMIS INTERFACE, WORKING AND APPLICATION FLOW	
2.1 Login	15
2.1.1 Change Password	17
2.1.2 Forgot Password	17
CHAPTER 3: FORECASTING	
3.1 Annual Demand	19
3.1.1 Generate Demand	19
3.1.2 Modify Demand	21
3.1.3 View Demand	21
3.1.4 Cancel Demand	21
3.2 Annual Demand Compilation	22
3.2.1 Modify Demand	24
3.2.2 View Demand	26
3.2.3 Cancel Demand	27
3.3 Annual Demand Approval	28
CHAPTER 4: PROCUREMENT	
4.1 View Purchase Request	29
4.2 Purchase Request Order	30
4.2.1 Cancel Purchase Request	31
4.3 Purchase Order Generation	31
4.3.1 Cancellation of Purchase Order	35
4.4 Distribution Plan and Delivery Schedule	36
4.5 Accept Distribution Plan	37
4.6 Supplier Interface	37
4.6.1 View Purchase Order	37
4.6.2 Delivery Challan	39
4.6.3 View Delivery Details	40
4.7 Challan Received by State and GMSD	41
4.7.1 View and Print Challan	42
CHAPTER 5: INVENTORY	
5.1 Ground Stock Entry	44
5.1.1 Modify Ground Stock	45
5.2 Indent Generation	46
5.2.1 Modify Indent Quantity	47
5.2.2 Cancel Indent	48
5.2.3 Print Indent	49
5.3 Indent Approval	50
5.4 Approval and Forwarding of State Indent to Procurement Division	51
5.5 Approval and Forwarding of State Indents to GMSDs	51
CHAPTER 6: ISSUE	
6.1 Issue against Indent	52
6.1.1 Modify Issue	54
6.1.2 Cancel Issue	55

6.2 Receive and Acknowledge	57
6.3 Issue without Indent	58
6.4 Issue to Client	61
6.4.1 Cancel Issue to Client	63
6.5 Inter Transfer Order	63
6.5.1 Generate Inter Transfer Order	63
6.5.2 Cancel Inter Transfer Order	65
6.6 Issue against an Inter Transfer Order	65
6.6.1 View/Cancel Inter Transfer Detail	66
CHAPTER 7: REPORTS	
7.1 Current Stock Report	68
7.2 Issue Report	69
7.3 Damage Report	69
7.4 Expiry Report	70
7.5 Batch Search	70
7.6 Stock Ledger	70
7.7 Receive Report	71
CHAPTER 8: DASHBOARD INDICATORS	
8.1 National Dashboard	72
8.2 Other Dashboard indicators	77
CHAPTER 9: FP-LMIS MOBILE APP	
9.1 Downloading FP-LMIS App	81
9.2 Login Screen	81
9.3 Main Menu Screen	81
9.4 Stock Enquiry	82
9.4.1 Filtering Stock Enquiry	82
9.5 Indent Raise	82
9.5.1 View Indent	83
9.5.2 Filtering Indent	83
9.6 Issue	84
CHAPTER 10: FP-LMIS ON MOBILE SMS	
10.1 Codes of commodities to be used for SMS	85
10.2 Key words and sub key words used for different transactions through SMS	85
10.3 SMS on basic phone	85
10.4 SMS on smart phone	86
10.5 Indent	87
10.6 Issue	87
10.7 Stock Update	88
10.8 Ground Stock Update	88
10.9 Stock Enquiry	88

**SECTION - III:
PROGRAMMATIC DETERMINANTS OF FP-LMIS**

1. User Interface for FP-LMIS	91
--------------------------------------	-----------

2. Capacity Building of FP-LMIS user	92
3. Roles and Responsibilities	95
4. Monitoring mechanism for FP-LMIS	98

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

Annexure 1. Agenda- State/Division & District Trainings	103
Annexure 2. Course outline (Session Plans)	105
Annexure 3. Pre-test/ Post-test Questionnaire	110
Annexure 4. Answer key for Pre-test/ Post-test Questionnaire	112
Annexure 5. Registration sheet	114
Annexure 6. Frequently Asked Questions (FAQs)	115
Annexure 7. Sample format for Indent form	120
Annexure 8. Sample format for Issue Voucher (Challan)	121
Annexure 9. Sample format for Stock cum Issue Register	122
Annexure 10. Monitoring Checklist for Warehouse	123
Annexure 11. Supervisory Checklist for FP-LMIS Trainings	124
Annexure 12. Quarterly Reporting Format for FP-LMIS trainings	125

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
CMO	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 Committee
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 Health 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
PTK	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 Committee
SSM	Supply and Social Marketing Division
SOP	Standard Operating Procedures
ToT	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.

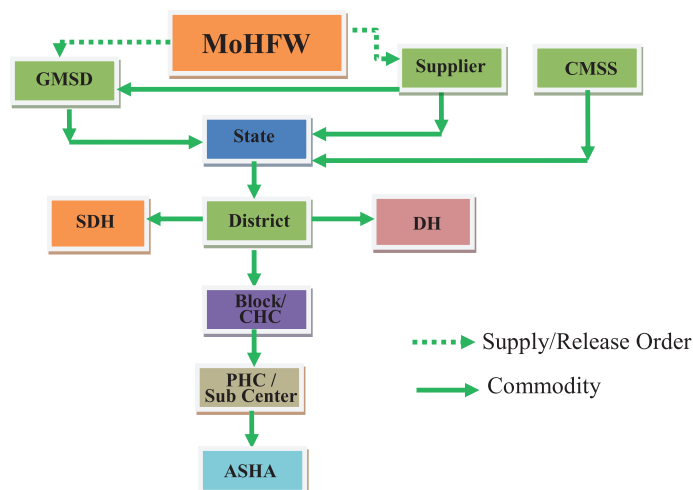


Figure-3 Supply Chain flowchart

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:

Table-1 Data items and definitions

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.

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.

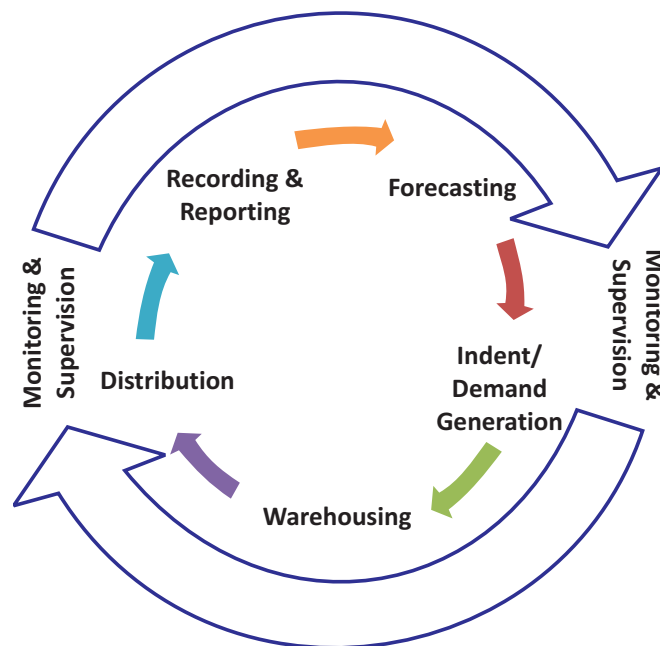


Figure-4 Logistics cycle

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 uncertainties, 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.

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

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.	Tubal Rings	1 Pair
5.	Injectable Contraceptive	4 doses
6.	Weekly Pill	9 strips

*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.

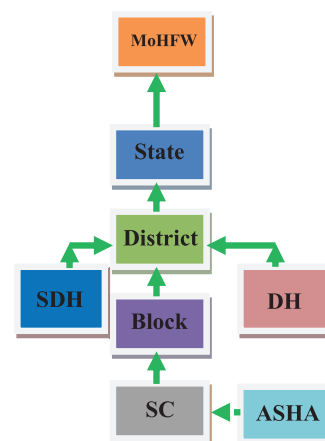


Figure-5 Indent/ Demand Flow Chart

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
PHC	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.

A 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 on-hand 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 Planning services.

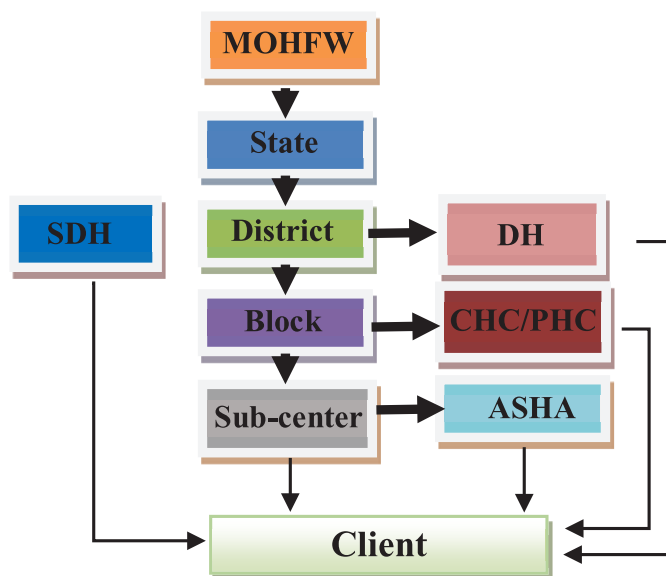


Figure-6 Supply Flow Chart

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).

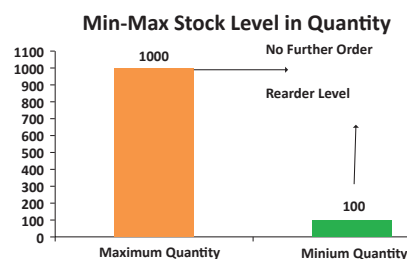


Figure-7 Min- Max stock levels

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.

Table 5: FP-LMIS Application Compatibility

S. No	Levels	Interface in LMIS	Package of software
1	National level	1- Family Planning Division	Web based and Mobile App & SMS based
		1- SSM Division 2- Suppliers	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

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:

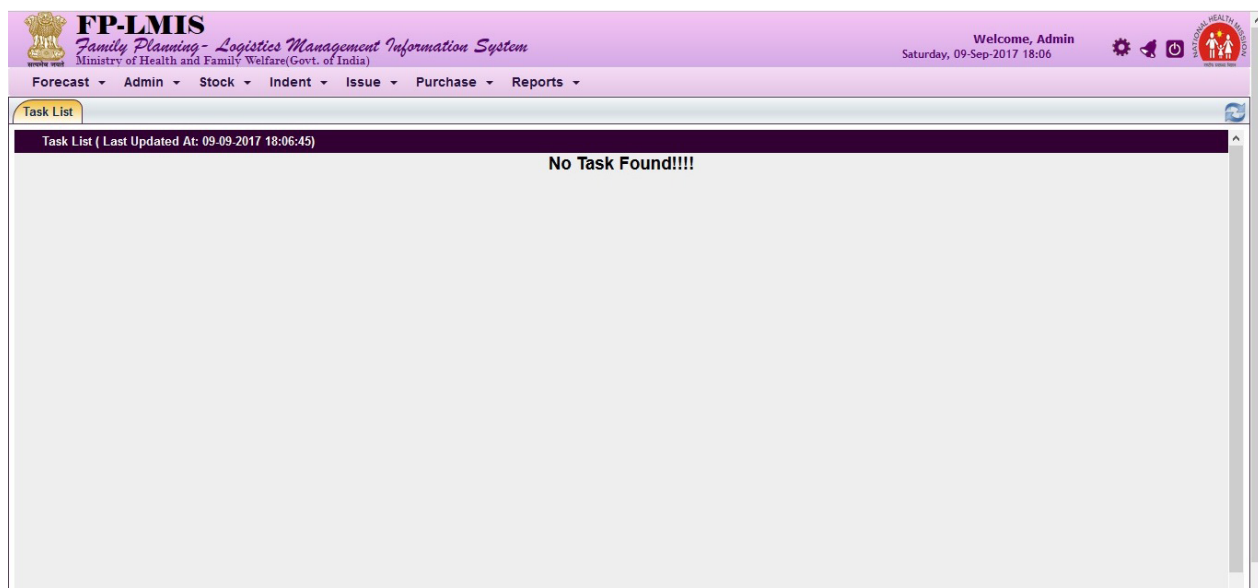
An individual **User Name** and **Password** would be given to each user which can be used to login to the application.



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):

The screenshot shows the FP-LMIS Task List dashboard. At the top, there is a navigation menu with options: Forecast, Admin, Stock, Indent, Issue, Purchase, Reports. The dashboard displays a grid of task cards with the following data:

Task Category	Count
Distribution Plan Pending	2
Challan Receive Pending	12
Indent in Draft Mode	6
Transfer Pending	11
Issue without Indent in Draft Mode	1
Issue Pending	201
Transfer Ack Pending	6
Issue Ack Pending	97
New Supply Order	8

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: -

The screenshot shows the FP-LMIS login page. The page features a header with the FP-LMIS logo and the text 'Family Planning - Logistics Management Information System, Ministry of Health and Family Welfare (Govt. of India)'. On the right, there is a 'Login' form with fields for 'username', 'password', and 'Captcha'. Below the 'password' field, there is a captcha question '1 + 2 = ?'. A red arrow points to an error message below the form: 'Invalid User Name/Password!'. The page also includes a 'Forgot Password?' link and a 'COMMODITIES' link. At the bottom, there is a footer with the text 'Copyright © | Designed and Developed by Centre for Development of Advanced Computing' and the CDAC logo.

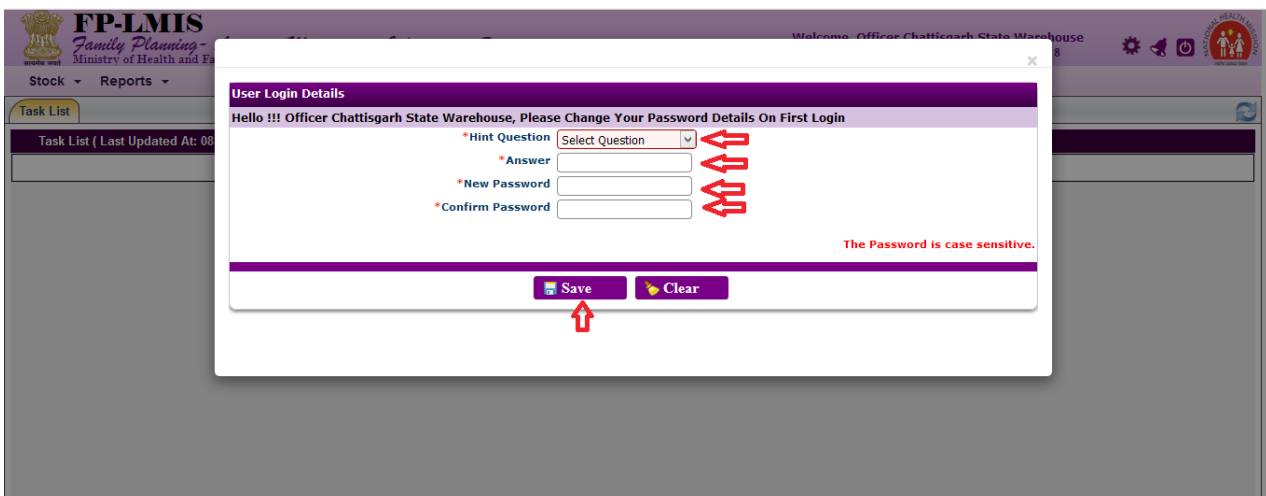
Incorrect Captcha:

The system would display “Captcha Validation failed” message:



2.1.1 Change Password

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



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

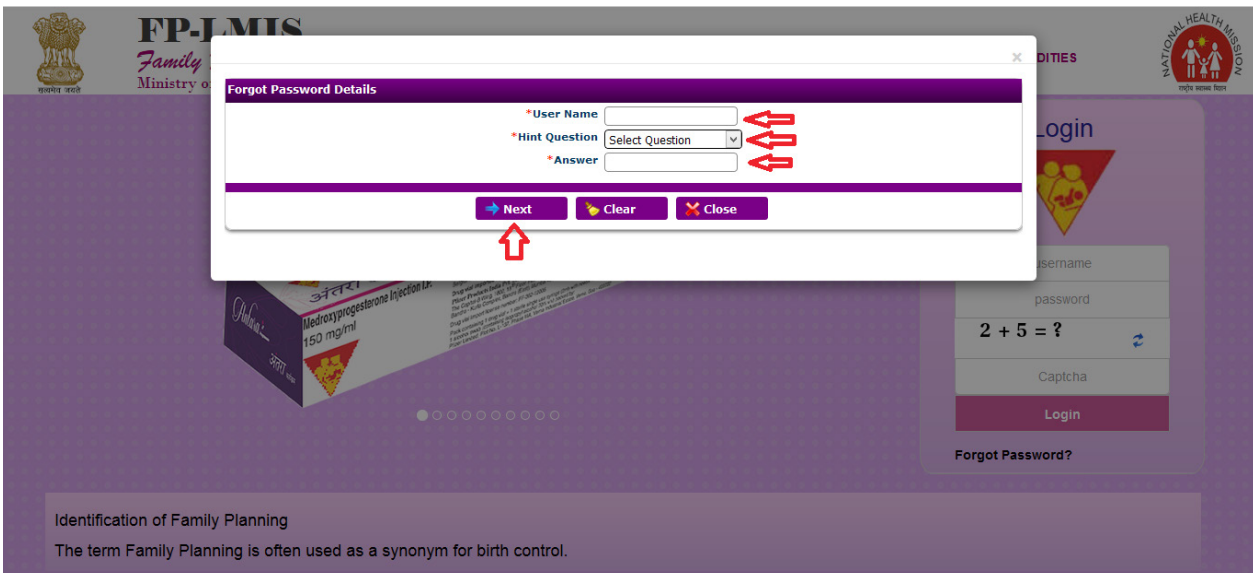
All the users have been allotted a user name and password. It would enable the user to log in to the application. It is imperative that one should keep one’s password secure.

If a user forgets the password then the following steps should be followed:

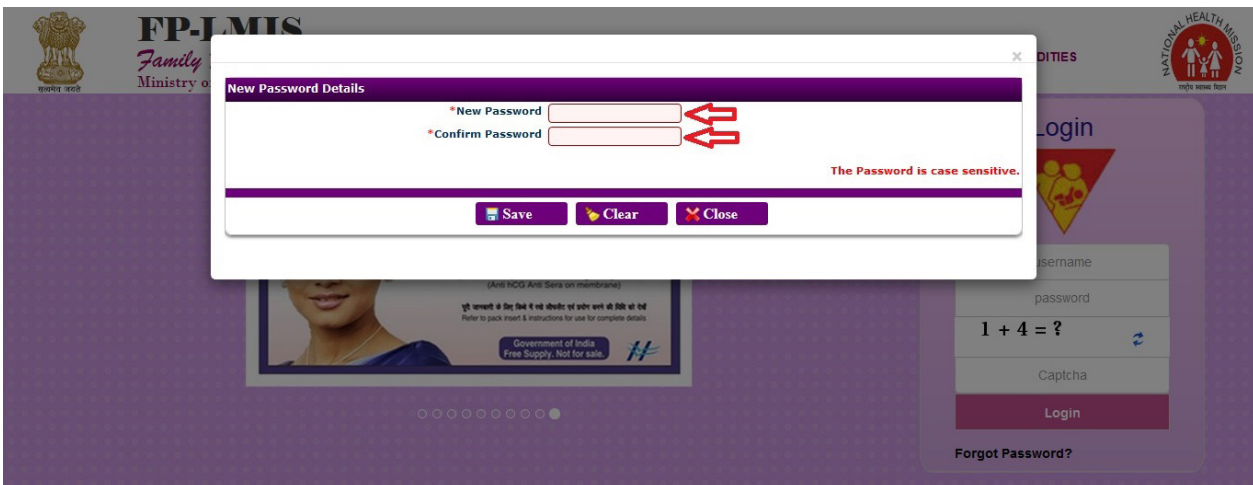
Step -1: Click on Forgot Password link:



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.



Chapter 3 Forecasting

3.1 Annual Demand

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

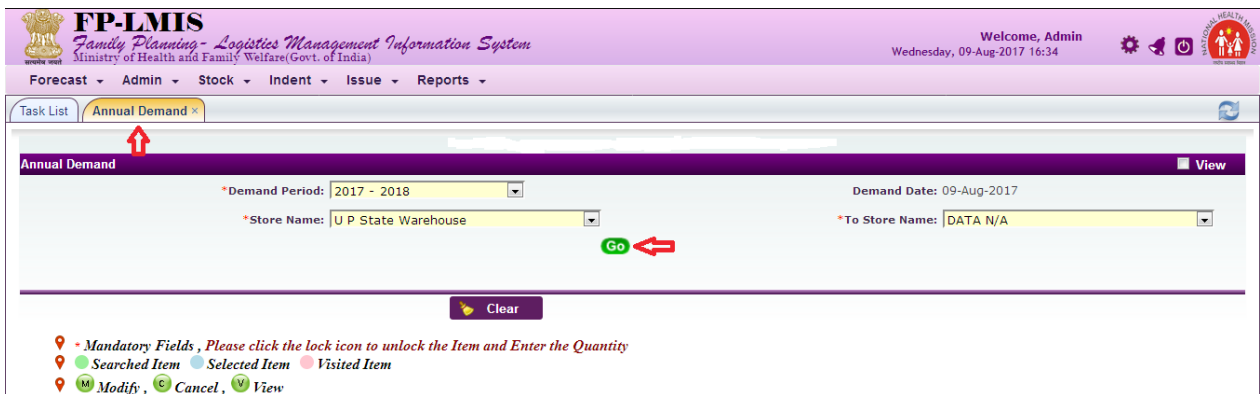
3.1.1 Generate Demand

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



Step-2: Click on “Annual Demand”.

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

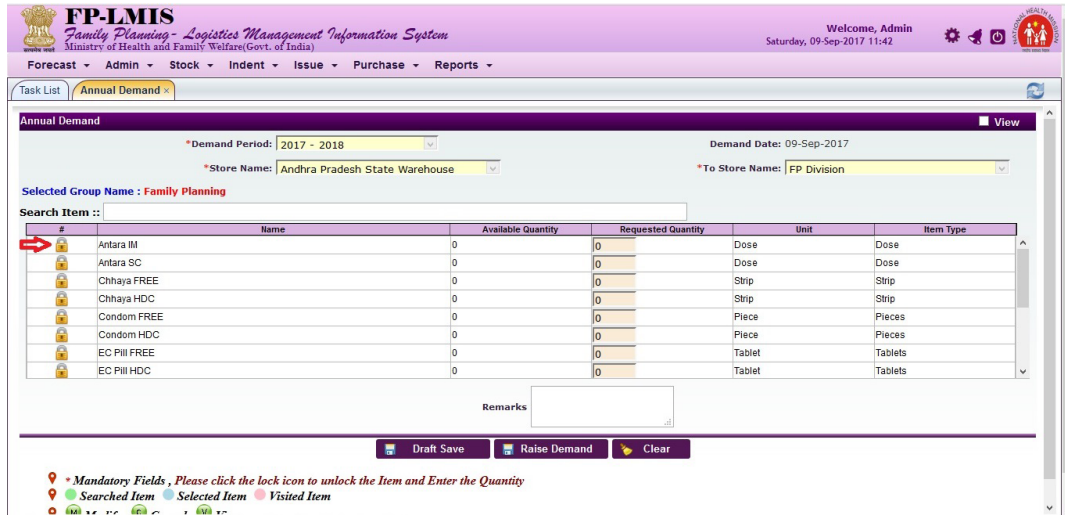



Note:

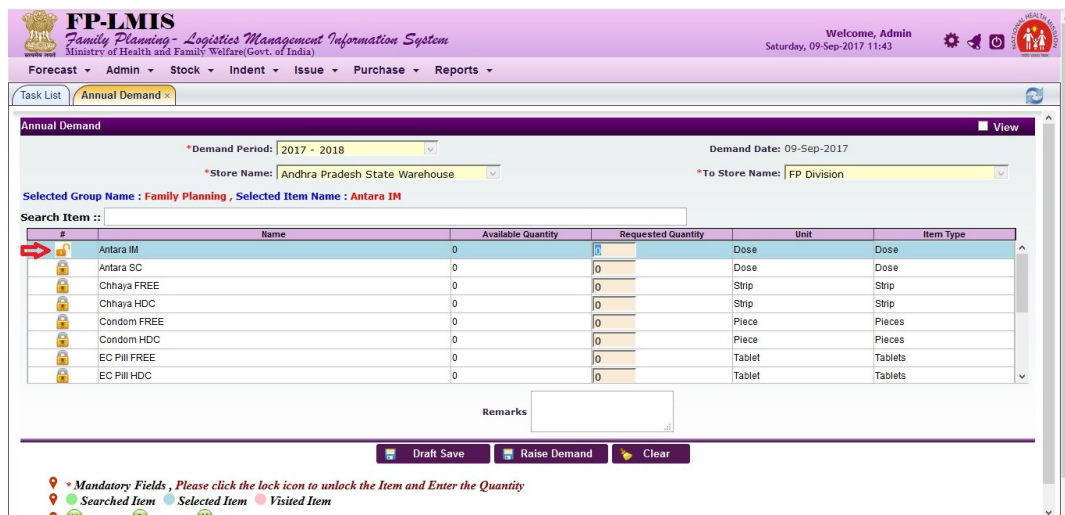
Store Name: This defines the name of the store, from where the demand is raised.


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

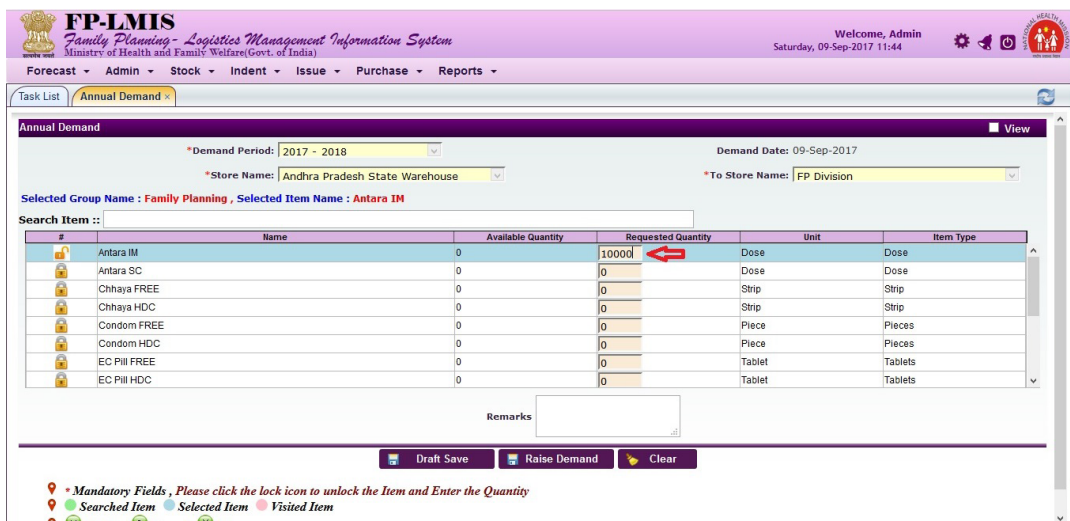
Step-3: On clicking the “Go” icon the following screen would appear.



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.



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



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

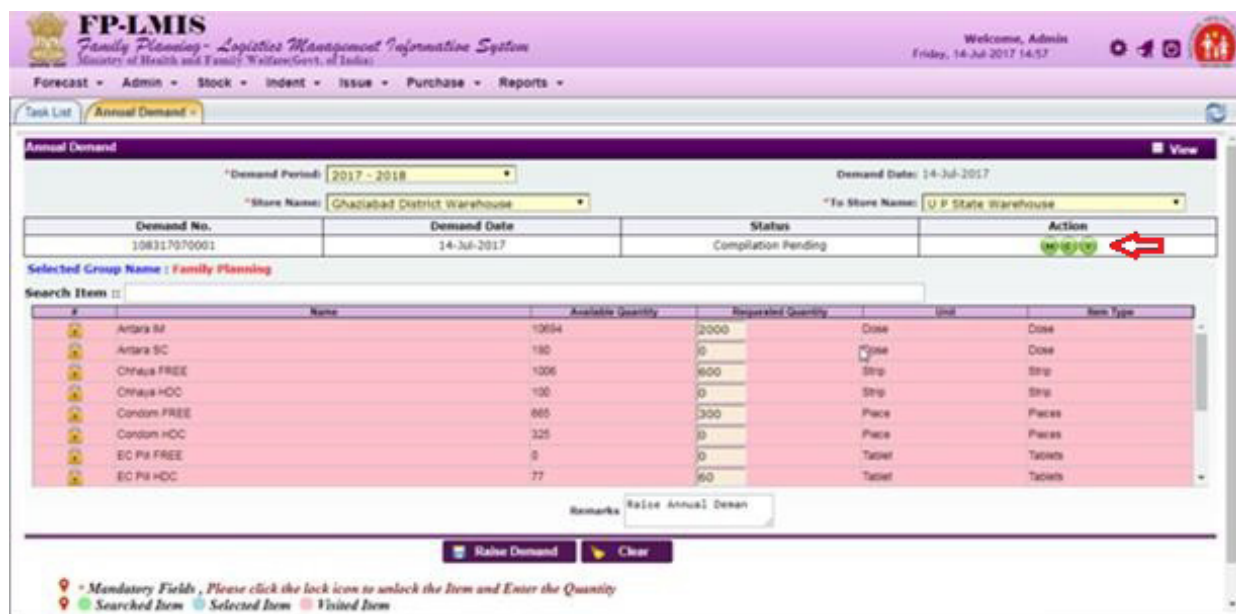
Step-7: To submit the annual demand Click on “Raise Demand”.

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:



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

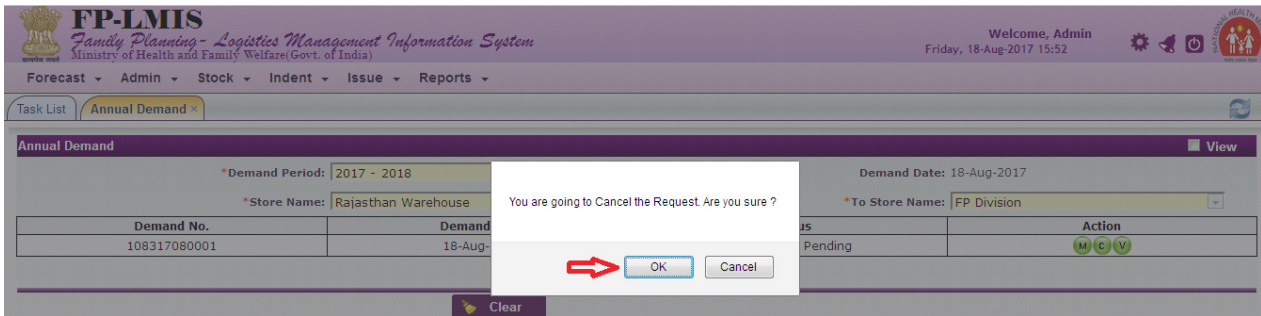
To view the annual demand, repeat **step-1** to **step-4** of the Annual Demand section and click “V”. Through this action user can only view the requested quantity for all the items but cannot modify the same.

3.1.4 Cancel Demand

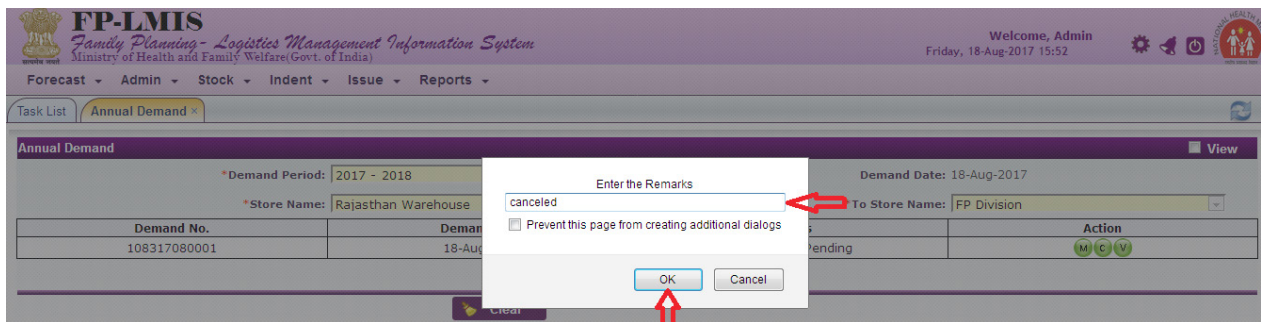
Annual Demand can only be cancelled till its status is “Draft” or “Approval Pending” or “Compilation Pending”.

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.



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

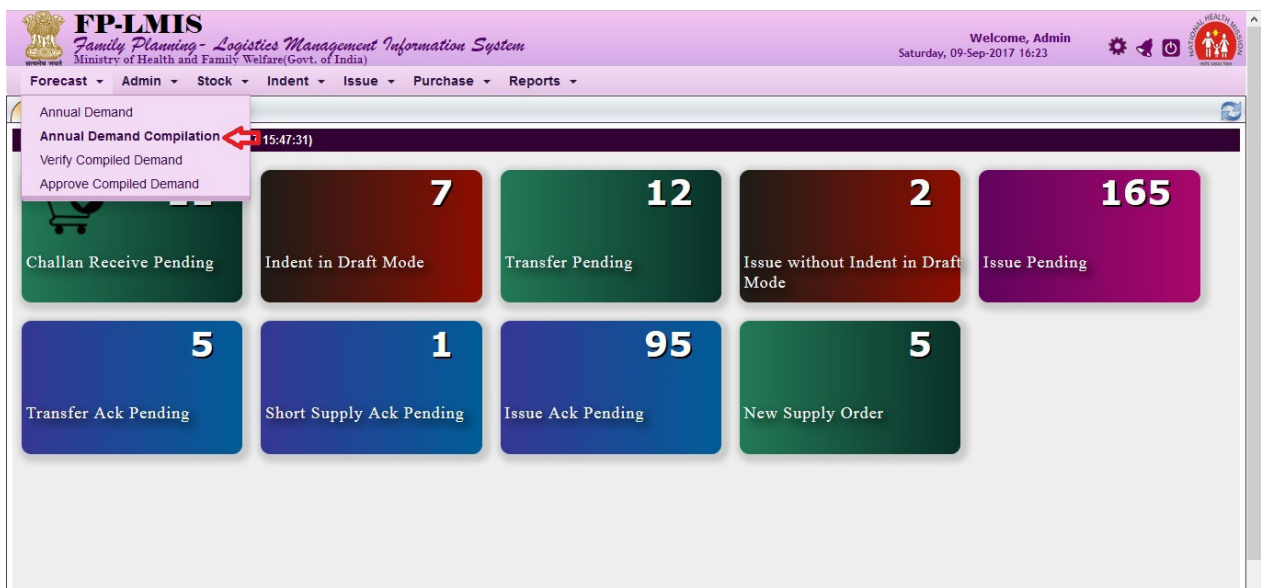


“Annual Demand Cancelled Successfully” message appears after successful cancellation.

3.2 Annual Demand Compilation (Only accessible to MoHFW)

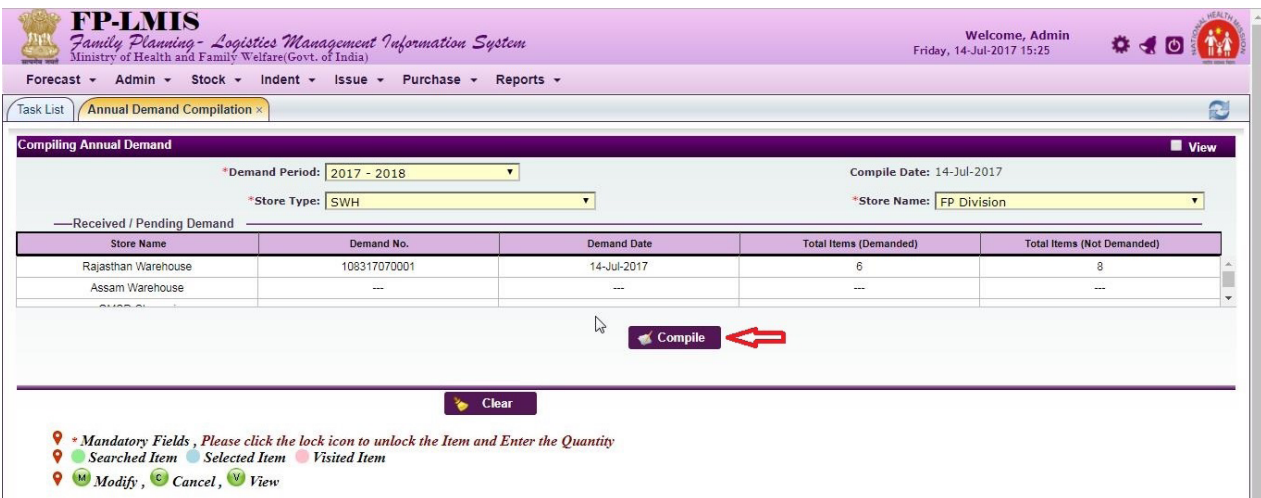
Annual demand is compiled by the user from FP Division, MoHFW after taking into consideration the total consumption of various commodities from all States and UTs.

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

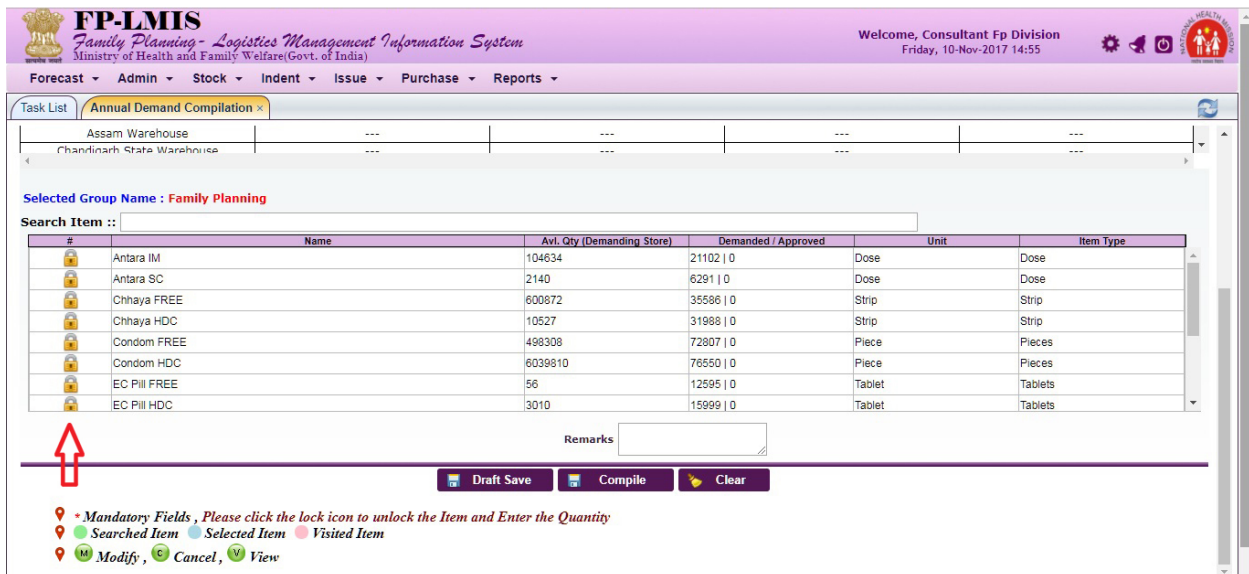


The following screen would appear:

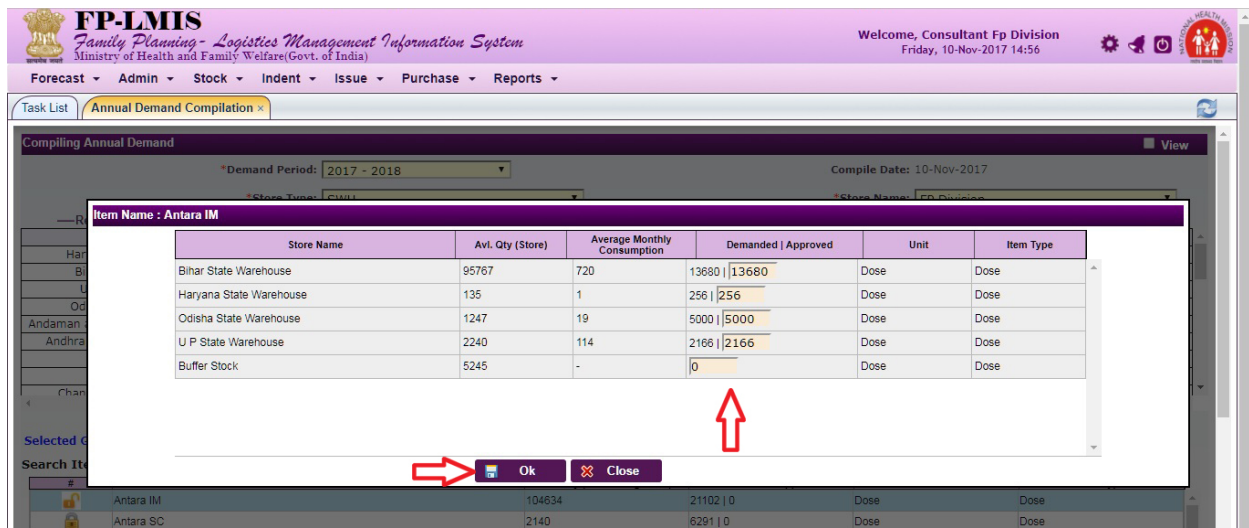
Step-2: Click on “Compile” icon to compile the demands.



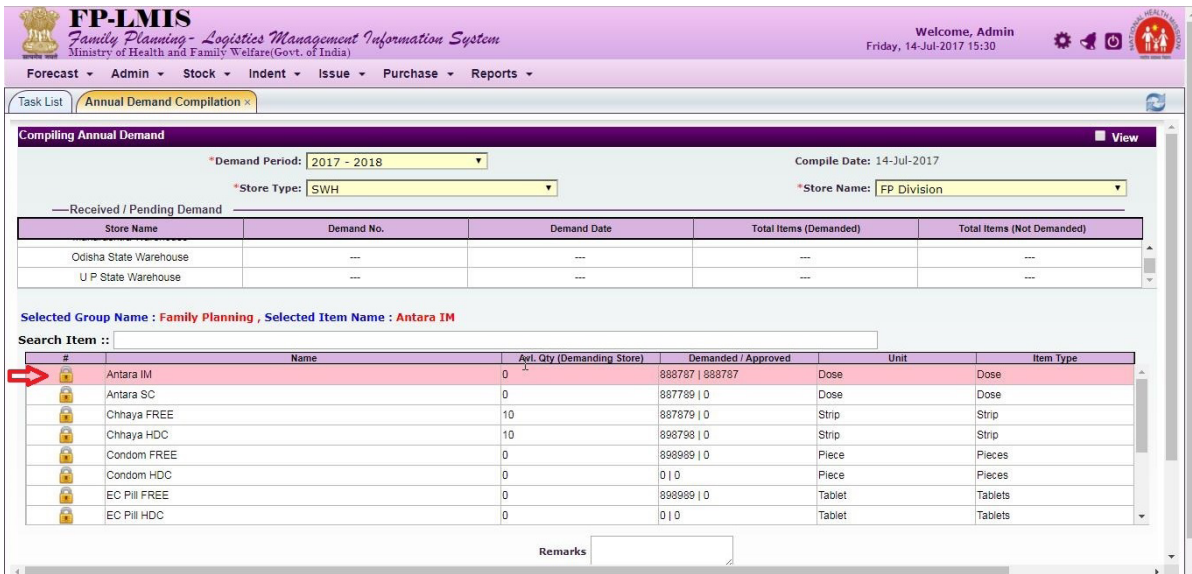
Step-3: The following screen with list of items would be displayed along with the sanctioned quantity. FP Division user can modify the sanctioned quantity by clicking on the “Lock” icon.



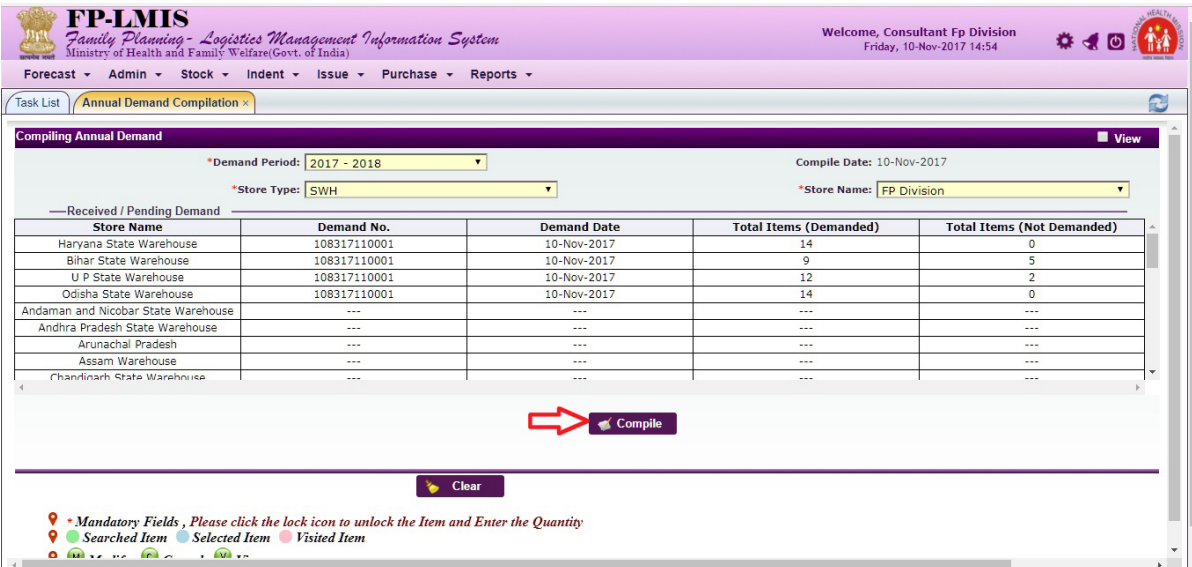
Step-4: A popup would appear for the selected item. FP Division user can edit the sanctioned quantity and then click “OK” icon



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



Step-5: Click on "Compile".



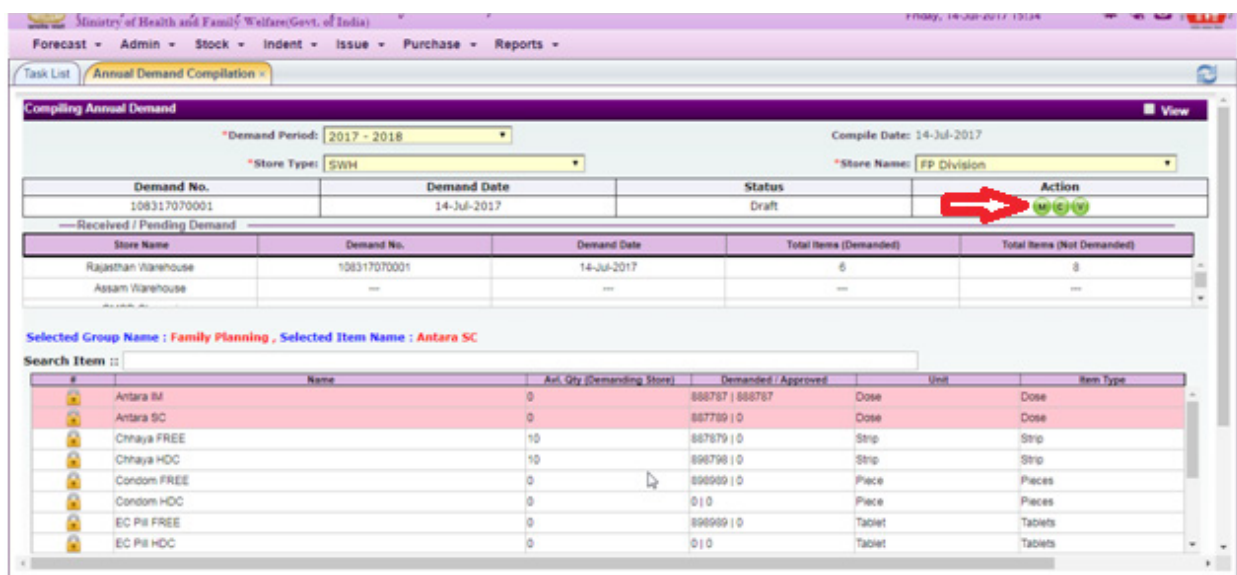
3.2.1 Modify Demand

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.

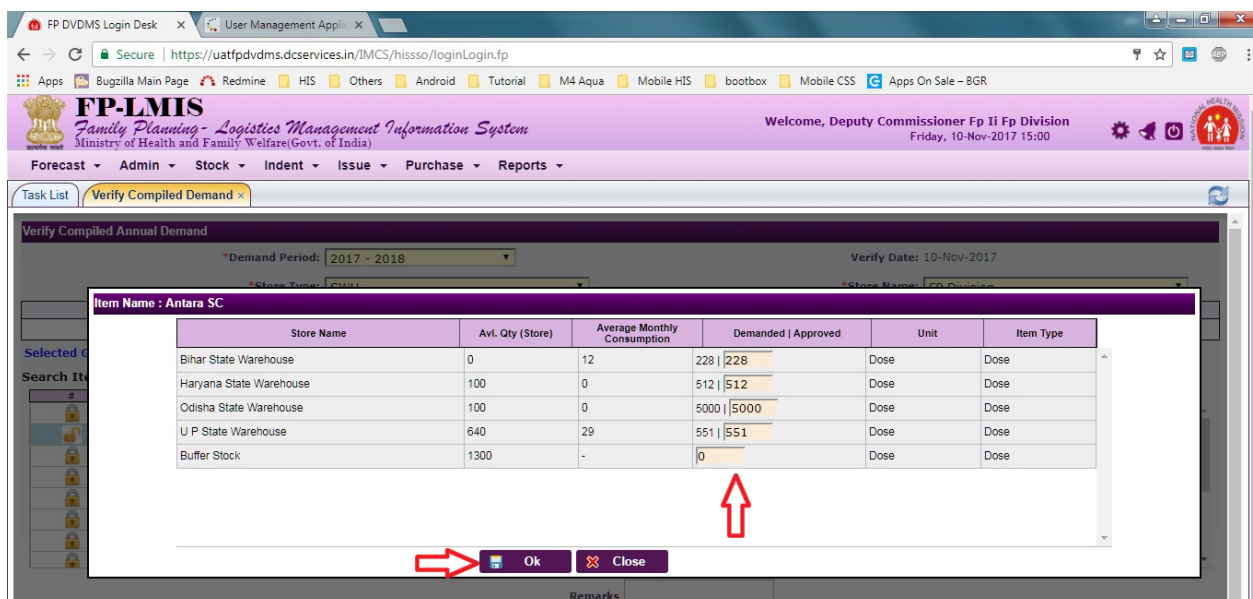


Step - 2: The following screen would appear on clicking the “Go” icon. To modify the demand in the Draft mode, click “M” icon. List of items would be displayed along with sanctioned quantity.



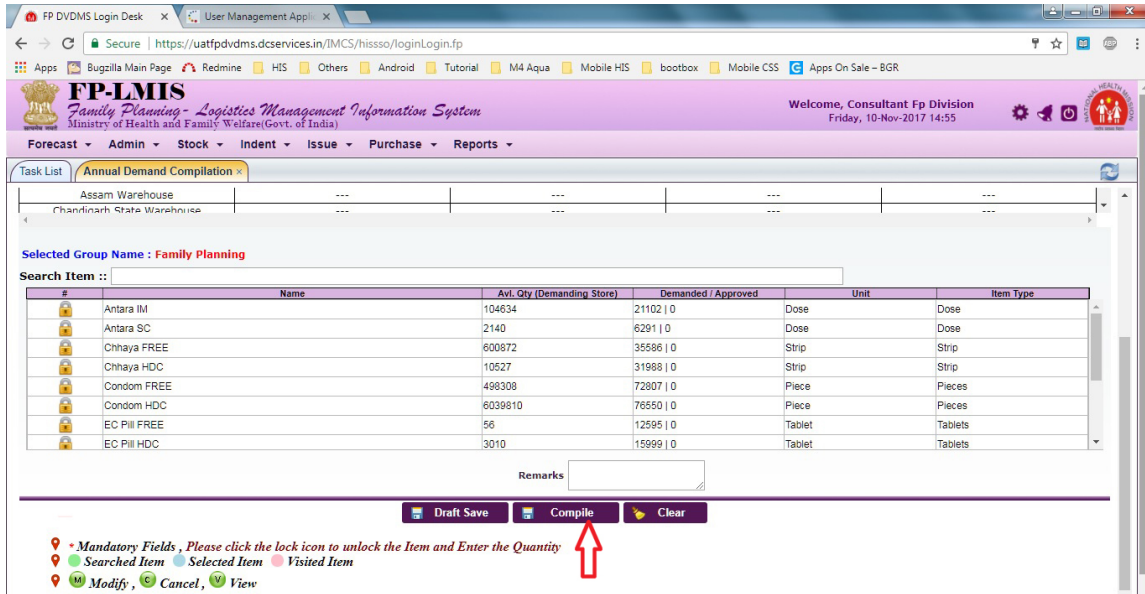
Step-3: FP Division user can modify the sanctioned quantity by clicking on “Lock” icon. Following pop-up would appear:

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



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”.



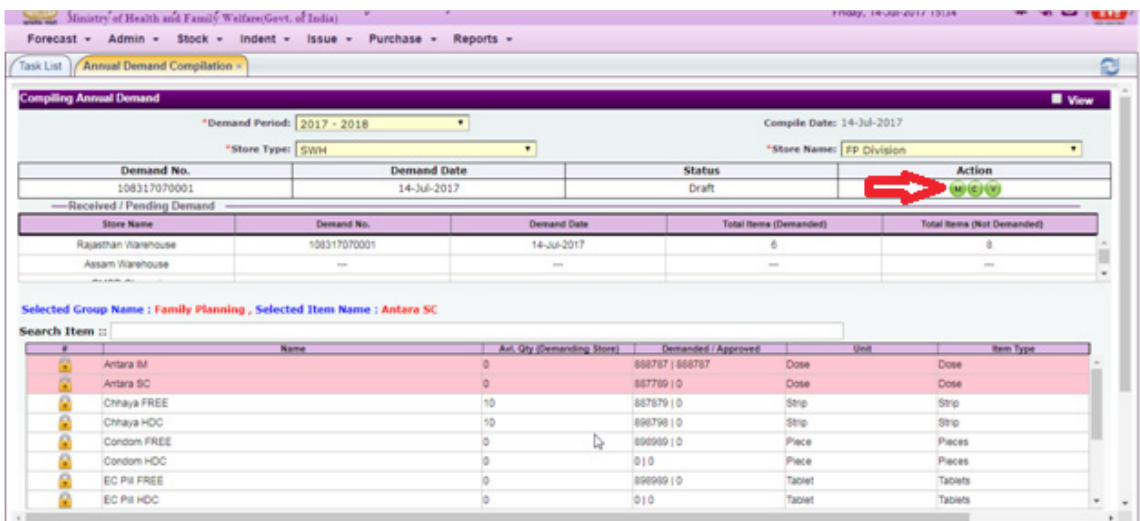
3.2.2 View Demand

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



The following screen would appear.

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



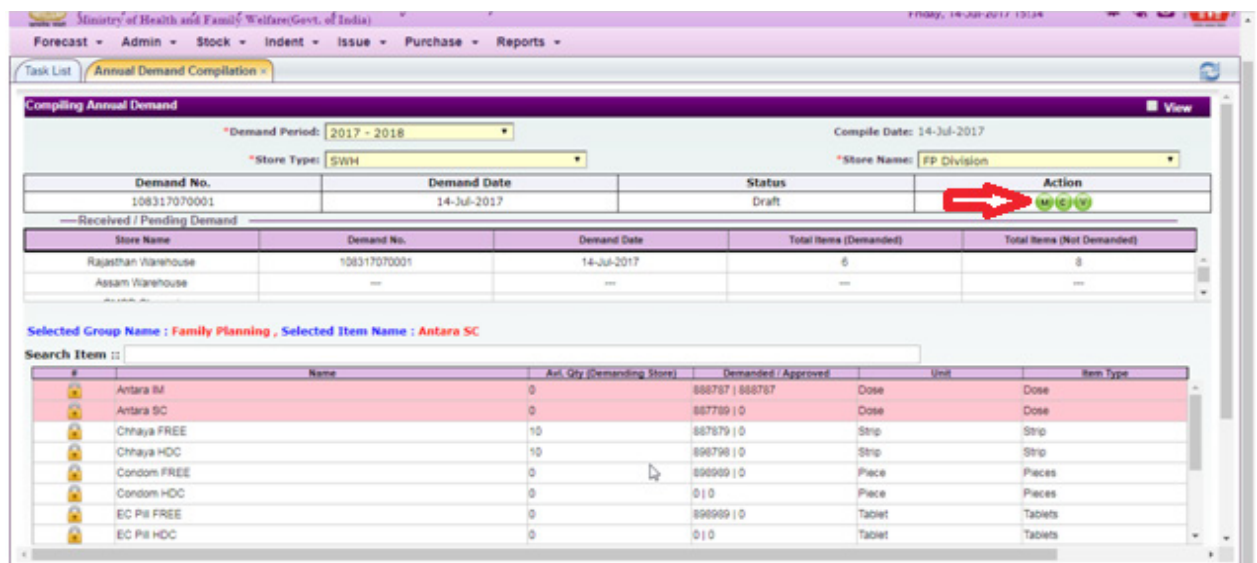
After clicking “V” icon, User can only view the sanctioned quantity for all the items but cannot modify it.

3.2.3 Cancel Demand

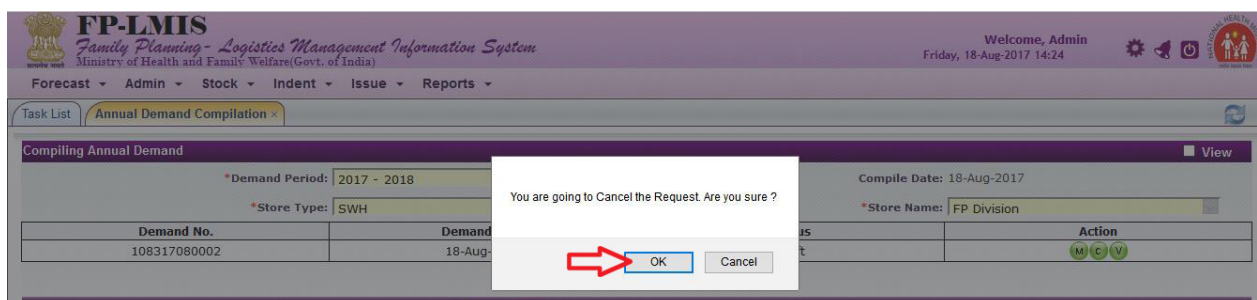
Step 1: To cancel an annual demand compilation, repeat **step-1** of annual demand section and click “Go” icon.



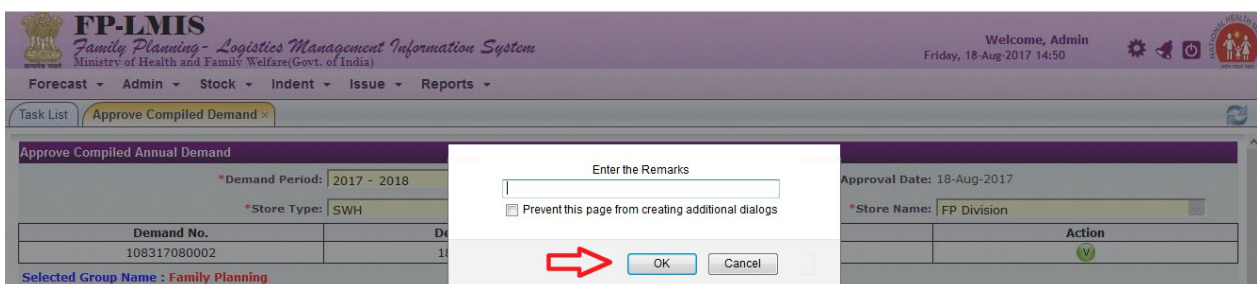
Step-2: Click cancel “C” icon on the following screen:



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



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



3.3 Annual Demand Approval

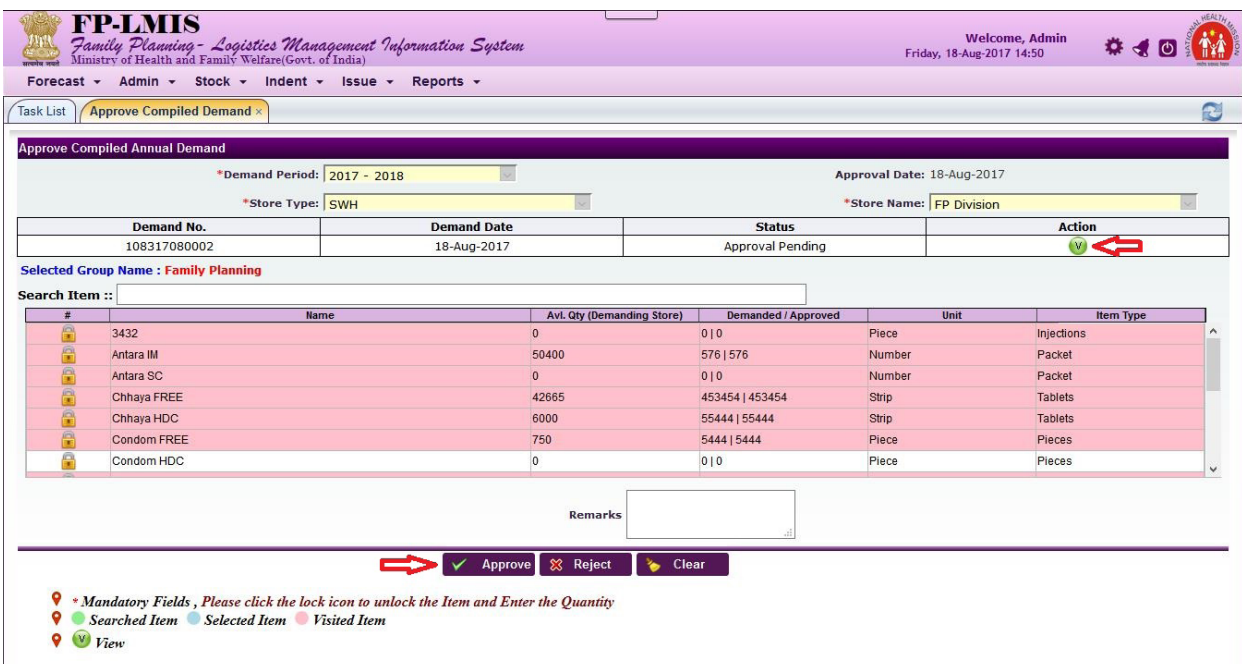
After compilation of the Annual demand received from State/UTs, the FP Division approves the annual demand.

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

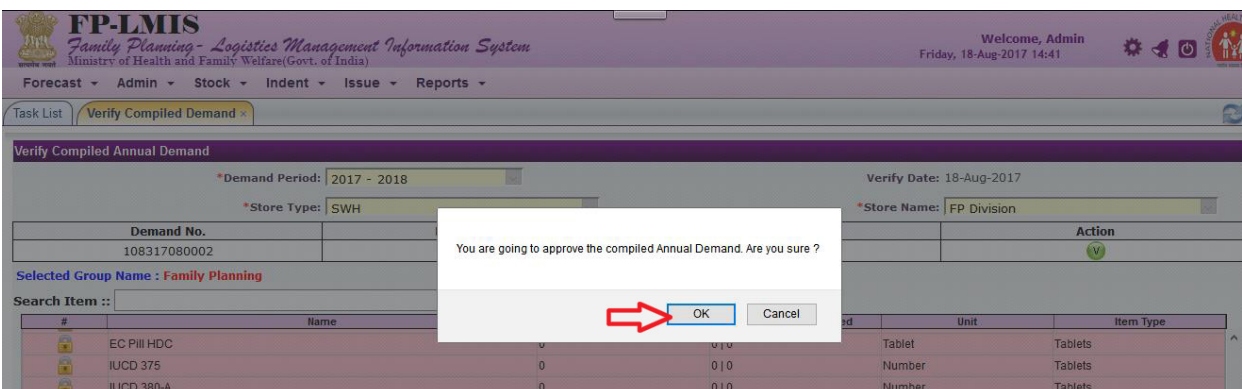


Following screen would appear:

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



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



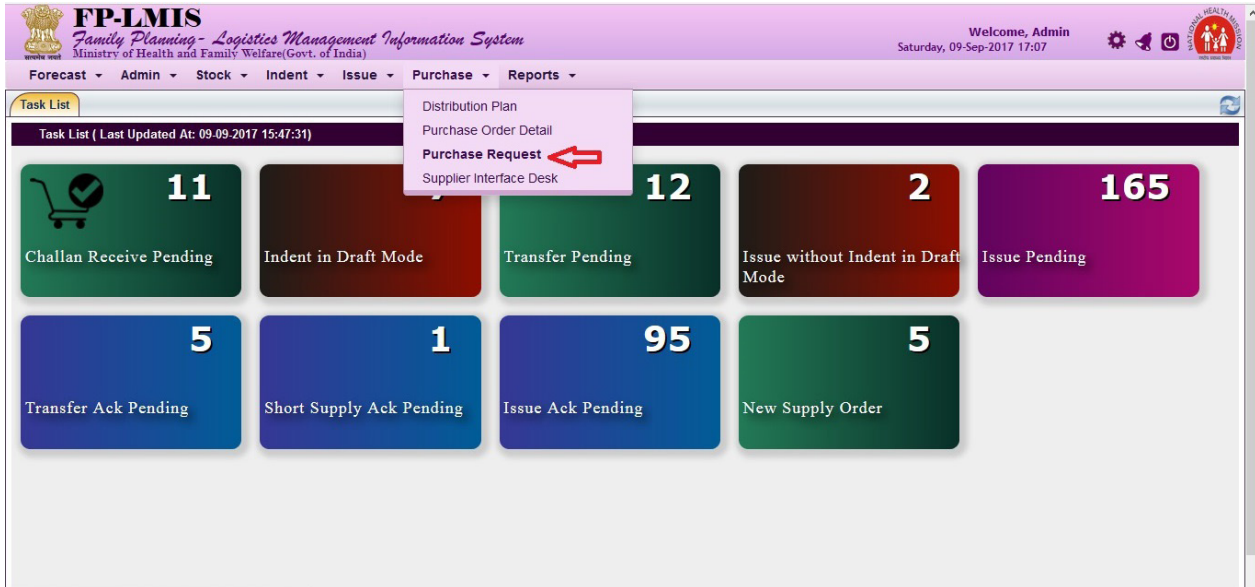
Chapter 4 Procurement

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.

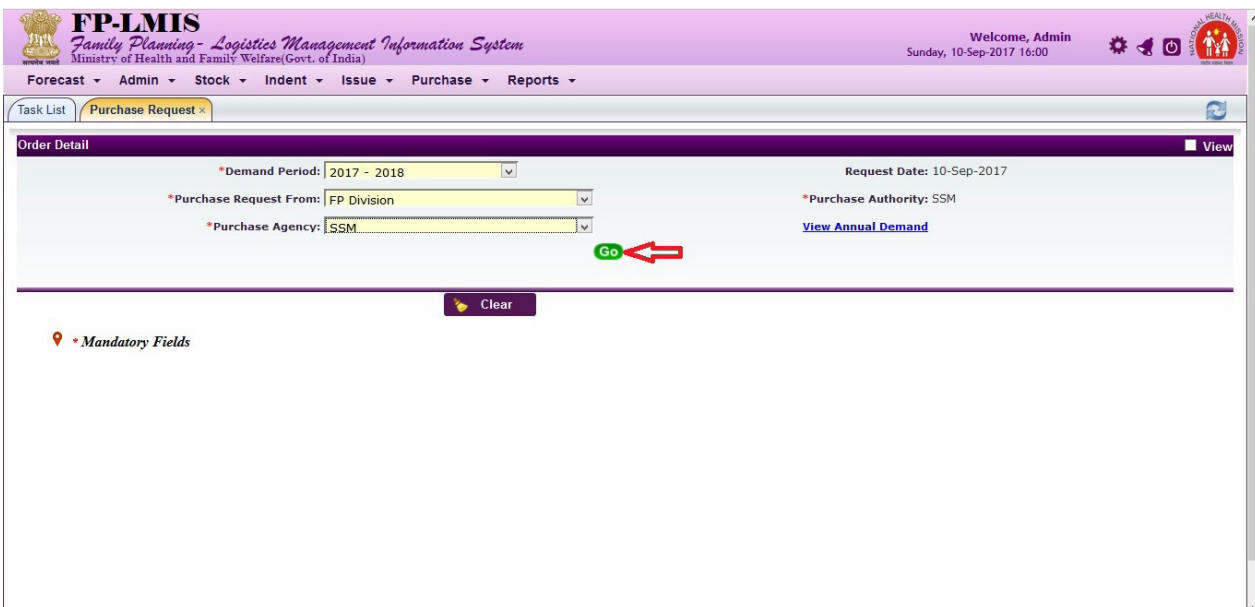
Step-2: Click on “Purchase” and then click on “Purchase Request”.



The screenshot shows the FP-LMIS (Family Planning - Logistics Management Information System) dashboard. The header includes the system name, logo, and user information: "Welcome, Admin Saturday, 09-Sep-2017 17:07". A navigation menu at the top contains "Forecast", "Admin", "Stock", "Indent", "Issue", "Purchase", and "Reports". A "Task List" tab is active, displaying a list of tasks with counts and status icons. A dropdown menu is open under the "Purchase" menu item, with "Purchase Request" highlighted by a red arrow. The task list includes:

Task	Count
Challan Receive Pending	11
Indent in Draft Mode	12
Transfer Pending	2
Issue without Indent in Draft Mode	165
Issue Pending	165
Transfer Ack Pending	5
Short Supply Ack Pending	1
Issue Ack Pending	95
New Supply Order	5

Step-3: Click on “Go”.



The screenshot shows the "Purchase Request" form in the FP-LMIS system. The header includes the system name, logo, and user information: "Welcome, Admin Sunday, 10-Sep-2017 16:00". A navigation menu at the top contains "Forecast", "Admin", "Stock", "Indent", "Issue", "Purchase", and "Reports". The "Purchase Request" tab is active. The form displays the following details:

- *Demand Period: 2017 - 2018
- *Purchase Request From: FP Division
- *Purchase Agency: SSM
- Request Date: 10-Sep-2017
- *Purchase Authority: SSM

A "Go" button is highlighted with a red arrow. Below the form is a "Clear" button and a note: "*Mandatory Fields".

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).

The screenshot shows the FP-LMIS interface for a Purchase Request. The header includes the logo and name of the system, along with the user's name and the date. The main content area is titled 'Order Detail' and contains several fields: 'Demand Period' (2017 - 2018), 'Purchase Request From' (FP Division), 'Purchase Agency' (SSM), and 'Request Date' (10-Sep-2017). Below these, there is a section for 'New Item Detail(s)' with 'Item Name' (Condom FREE), 'Unit' (Piece), 'Total Demanded Quantity' (105000), and 'Quantity to Purchase' (78750). A red arrow points to the 'Item Name' dropdown menu. At the bottom, there are buttons for 'Draft Save', 'Generate Order', and 'Clear'.

4.2 Purchase Request Order

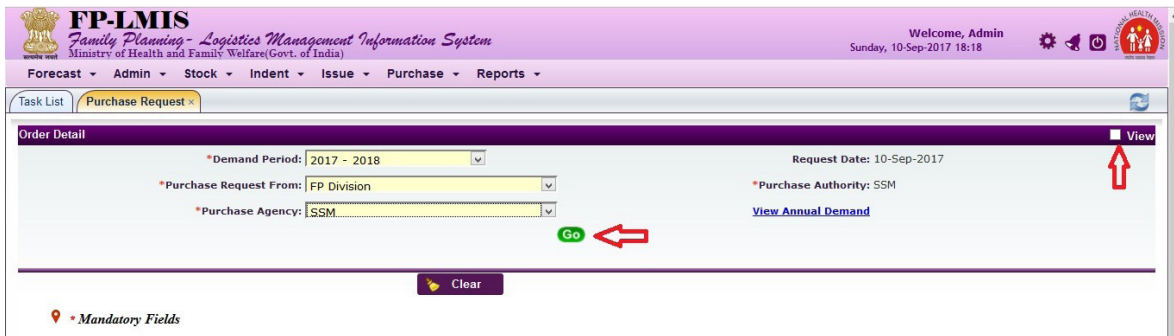
Step-5: Enter Purchase Order No. in the field "Purchase Request Reference" and remarks (if required) and then click on "Generate Order".

The screenshot shows the FP-LMIS interface for a Purchase Request. The header includes the logo and name of the system, along with the user's name and the date. The main content area is titled 'Order Detail' and contains several fields: 'Demand Period' (2017 - 2018), 'Purchase Request From' (FP Division), 'Purchase Agency' (SSM), and 'Request Date' (10-Sep-2017). Below these, there is a section for 'New Item Detail(s)' with 'Item Name' (Condom FREE), 'Unit' (Piece), 'Total Demanded Quantity' (105000), and 'Quantity to Purchase' (78750). The 'Purchase Request Reference' field is now filled with 'HLL/2017/5/2016-17'. A red arrow points to the 'Generate Order' button. At the bottom, there are buttons for 'Draft Save', 'Generate Order', and 'Clear'. A legend indicates that fields with a red dot are mandatory, and fields with a green dot are for modify or view.

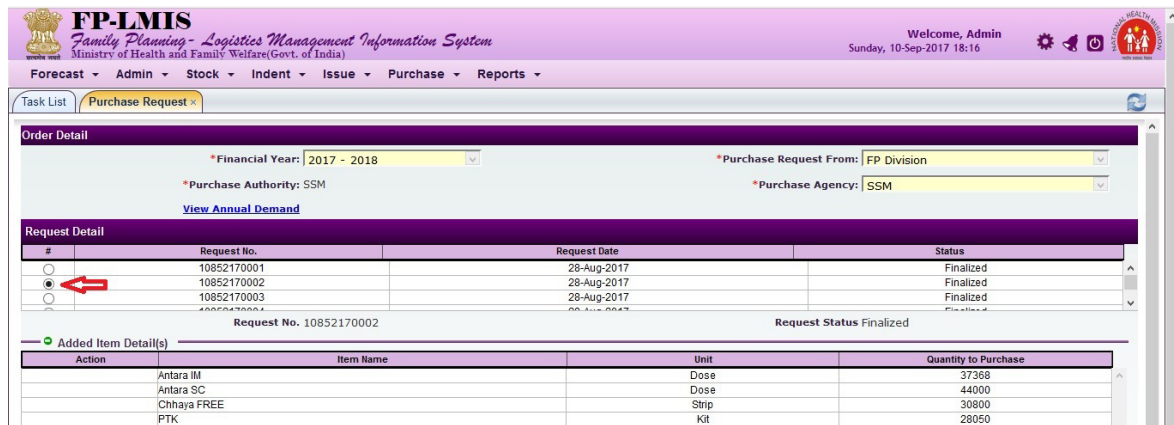
Step-6: Click on "OK" to generate the purchase request order.

The screenshot shows the FP-LMIS interface for a Purchase Request. The header includes the logo and name of the system, along with the user's name and the date. The main content area is titled 'Order Detail' and contains several fields: 'Demand Period' (2017 - 2018), 'Purchase Request From' (FP Division), 'Purchase Agency' (SSM), and 'Request Date' (10-Sep-2017). Below these, there is a section for 'New Item Detail(s)' with 'Item Name' (Condom FREE), 'Unit' (Piece), 'Total Demanded Quantity' (105000), and 'Quantity to Purchase' (78750). The 'Purchase Request Reference' field is filled with 'HLL/2017/5/2016-17'. A confirmation dialog box is displayed in the center, with the text 'You are going to Save Purchase Detail. Are you sure !!!' and two buttons: 'OK' and 'Cancel'. A red arrow points to the 'OK' button.

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



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



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.

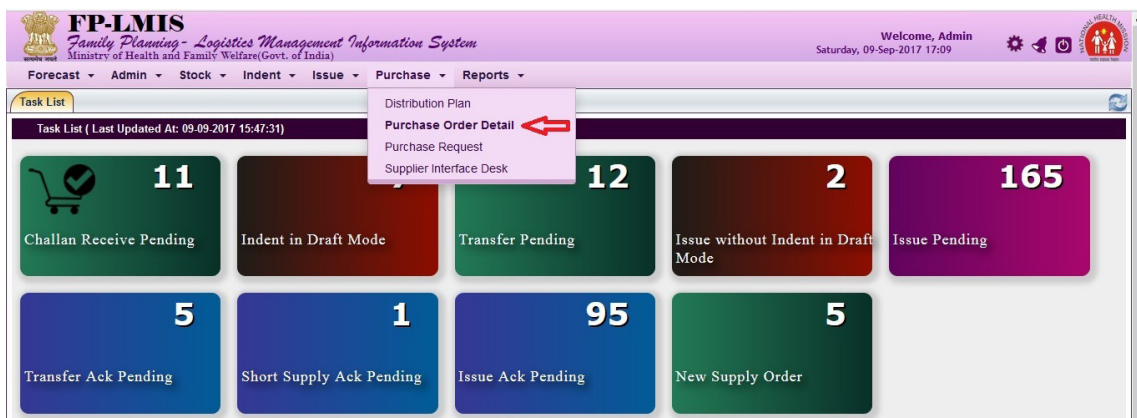
Step-2: Enter valid remarks.

Step-3: Click on “OK”.

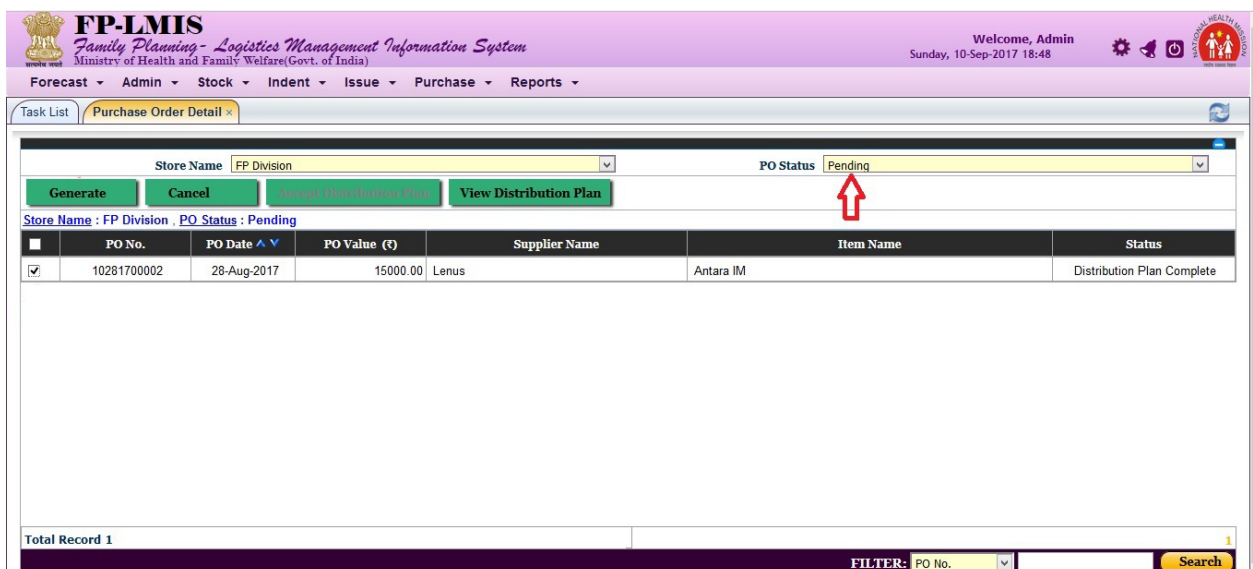
4.3 Purchase Order Generation

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”**.

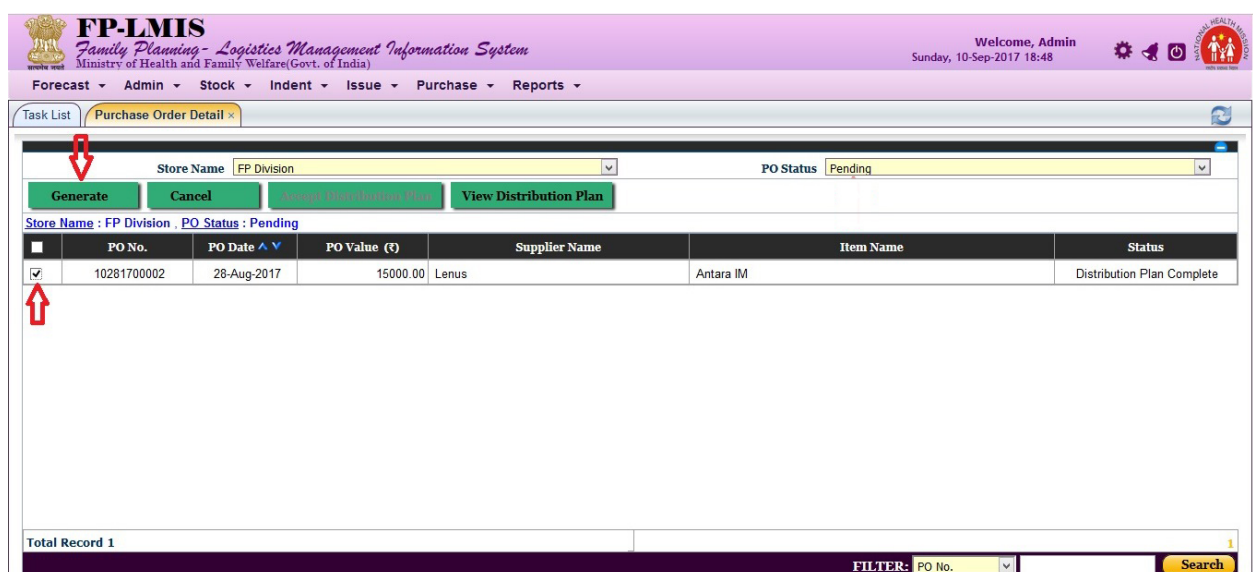


Note:

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.



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

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Ministry of Health and Family Welfare (Govt. of India)

Welcome, Admin
Sunday, 10-Sep-2017 18:56

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports

Task List | Purchase Order Detail

Purchase Order Generation Form (SSM)

Store Name: FP Division

PO Generation Period: 2017 - 2018

*Request No: 10852170002

*Funding Source: Ministry of Health and Family Welfare

*Purchase Agency: SSM

*Purchase Order Date: 10-Sep-2017

*Item Name: Antara IM

*Supplier: HLL Lifecare Ltd.

Go

Back

Click to see Purchase Details

*Mandatory Field(s)

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 displayed
- **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.

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

Welcome, Admin
Sunday, 10-Sep-2017 19:31

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports

Task List | Purchase Order Detail

Purchase Order Generation Form (SSM)

Store Name: FP Division

PO Generation Period: 2017 - 2018

*Request No: 10852170002

*Funding Source: Ministry of Health and Family Welfare

*Purchase Agency: SSM

*Purchase Order Date: 10-Sep-2017

*Item Name: Antara IM

*Supplier: HLL Lifecare Ltd.

Go

Rate Contract Detail(s)

Supplier	*Rate/Unit	Order Unit Name	Tax(%)	Rate with Tax
HLL Lifecare Ltd.	30	Piece	18	35.4000

Purchase Detail(s)

Total Quantity to Purchase: 37368 Piece(s)

Total PO Cost (INR): 1322827.20

Po Reference: SSM/Antara/HLL/2016-17

*Verified By: Admin HO - FP Division

*Verified Date: 10-Sep-2017

Remarks:

Generate

Clear

Back

*Mandatory Field(s)

Step-6: Click on “Generate” icon to create a “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 19:31

Forecast Admin Stock Indent Issue Purchase Reports

Task List Purchase Order Detail

Store Name: FP Division
 PO Generation Period: 2017 - 2018
 *Request No: 10852170002
 *Funding Source: Ministry of Health and Family Welfare
 *Purchase Agency: SSM
 *Purchase Order Date: 10-Sep-2017
 *Item Name: Antara IM
 *Supplier: HLL Lifecare Ltd.

Supplier	*Rate/Unit	Order Unit Name	Tax(%)	Rate with Tax
HLL Lifecare Ltd.	30	Piece	18	35.4000

Rate Contract Detail(s)

Purchase Detail(s)
 Total Quantity to Purchase: 37368 Piece(s)
 Total PO Cost (INR): 1322827.20
 Po Reference: SSM/Antara/HLL/2016-17
 *Verified By: Admin HO - FP Division
 *Verified Date: 10-Sep-2017

Remarks:

Generate Clear Back

*Mandatory Field(s)

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

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Ministry of Health and Family Welfare (Govt. of India)

Welcome, Admin
Sunday, 10-Sep-2017 19:35

Forecast Admin Stock Indent Issue Purchase Reports

Task List Purchase Order Detail

Store Name: FP Division
 PO Generation Period: 2017 - 2018
 *Request No: 10852170002
 *Funding Source: Ministry of Health and Family Welfare
 *Purchase Agency: SSM
 *Purchase Order Date: 10-Sep-2017
 *Item Name: Antara IM
 *Supplier: HLL Lifecare Ltd.

Supplier	*Rate/Unit	Order Unit Name	Tax(%)	Rate with Tax
HLL Lifecare Ltd.	30	Piece	18	35.4000

Rate Contract Detail(s)

Purchase Detail(s)
 Total Quantity to Purchase: 37368 Piece(s)
 Total PO Cost (INR): 1322827.20
 Po Reference: SSM/Antara/HLL/2016-17
 *Verified By: Admin HO - FP Division
 *Verified Date: 10-Sep-2017

Remarks:

Purchase Order Process Generate New Purchase Order

You are going to generate Purchase Order with PO Value Rs. 1322827.20
 Are you sure?

OK Cancel

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.

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

Welcome, Admin
Sunday, 10-Sep-2017 19:42

Forecast Admin Stock Indent Issue Purchase Reports

Task List Purchase Order Detail

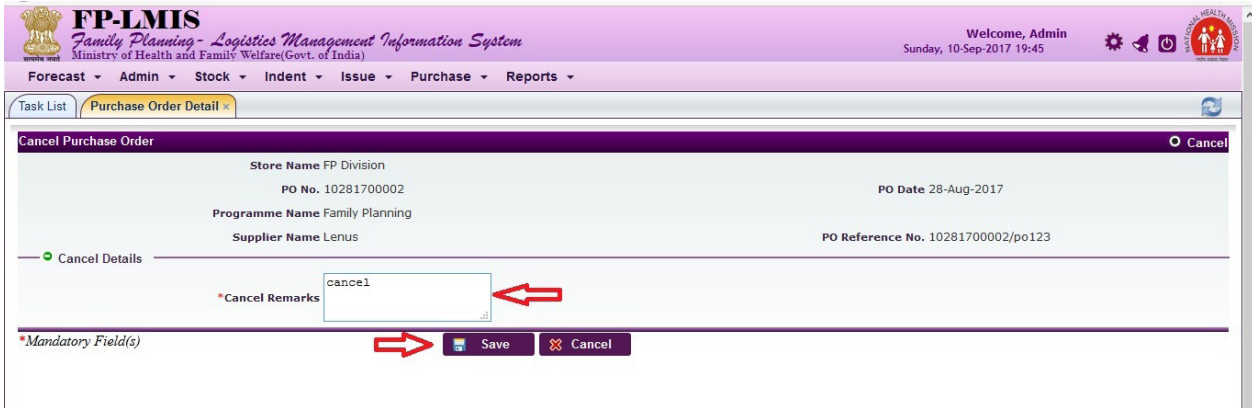
Store Name: FP Division
 PO Status: Pending

Generate Cancel View Distribution Plan

Store Name : FP Division . PO Status : Pending

	PO No.	PO Date	PO Value (₹)	Supplier Name	Item Name	Status
<input checked="" type="checkbox"/>	10281700002	28-Aug-2017	15000.00	Lenus	Antara IM	Distribution Plan Complete

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

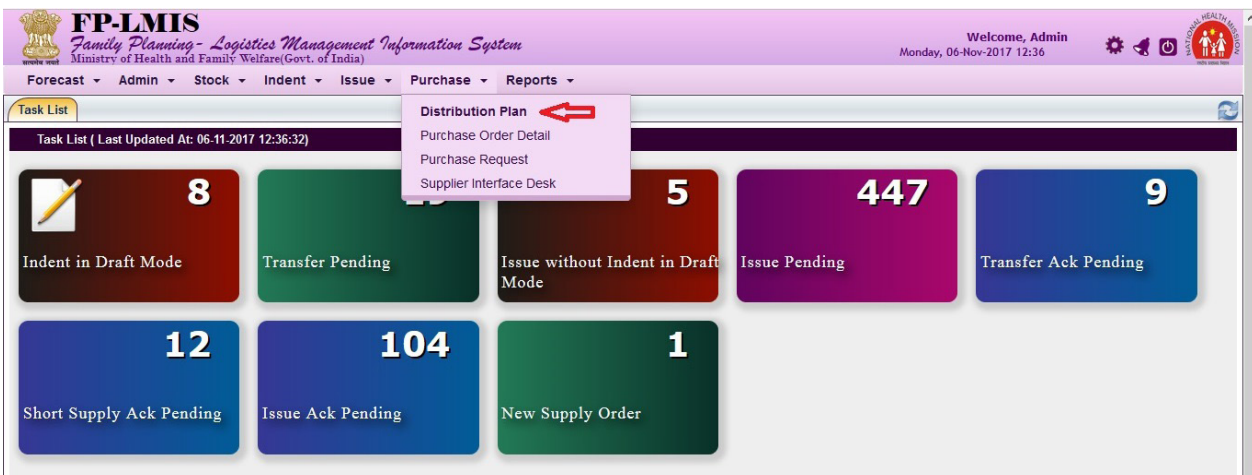


4.4 Distribution Plan and Delivery Schedule

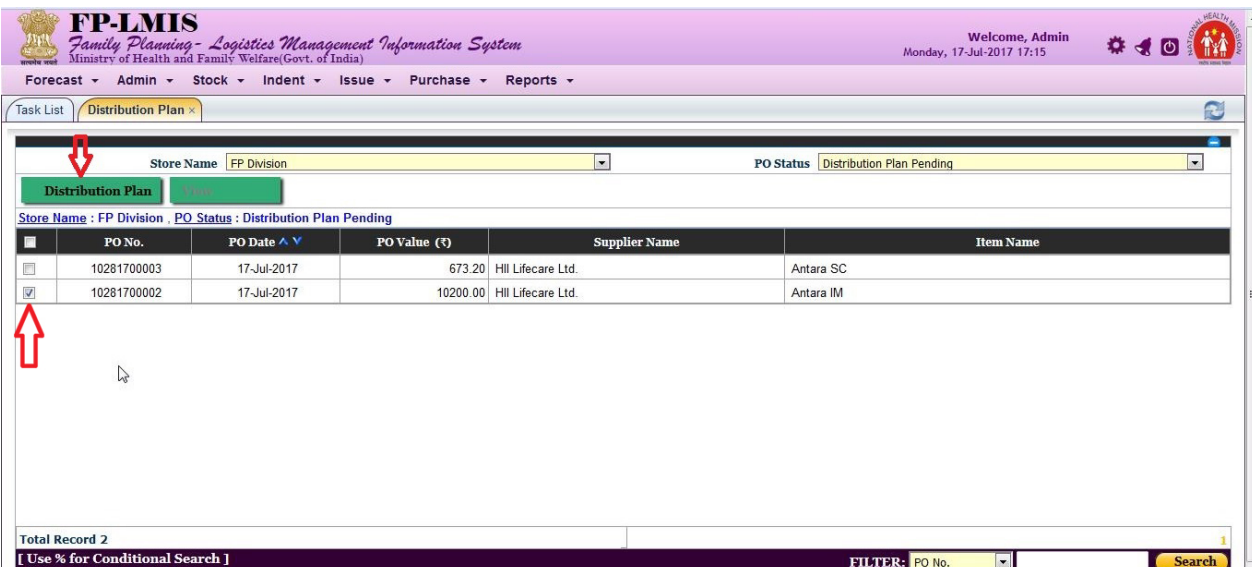
The Family Planning Division, MoHFW prepares and submits the distribution plan along with the delivery schedule for each commodity cum supplier to the SSM division.

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

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



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



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

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	0	0	0
Maharashtra Warehouse	500	334	0	0	0	334
Odisha State Warehouse	0	0	0	0	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”

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.

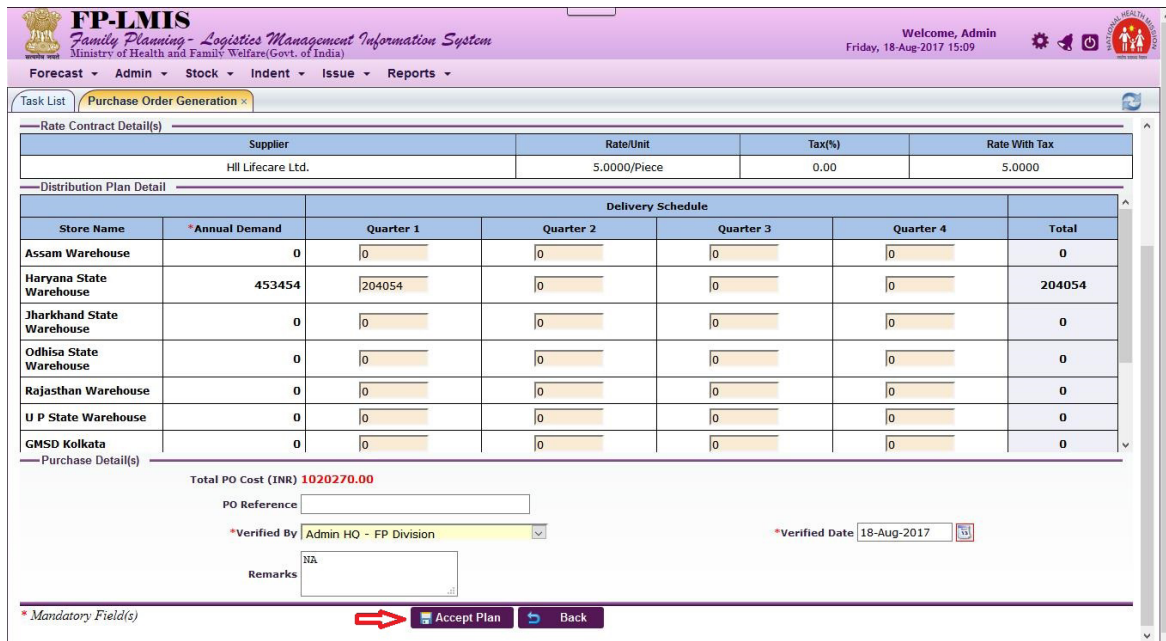
Step-1: Login with valid credentials (For SSM Division).

Step-2: Select “Distribution Plan” under Purchase menu.

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



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



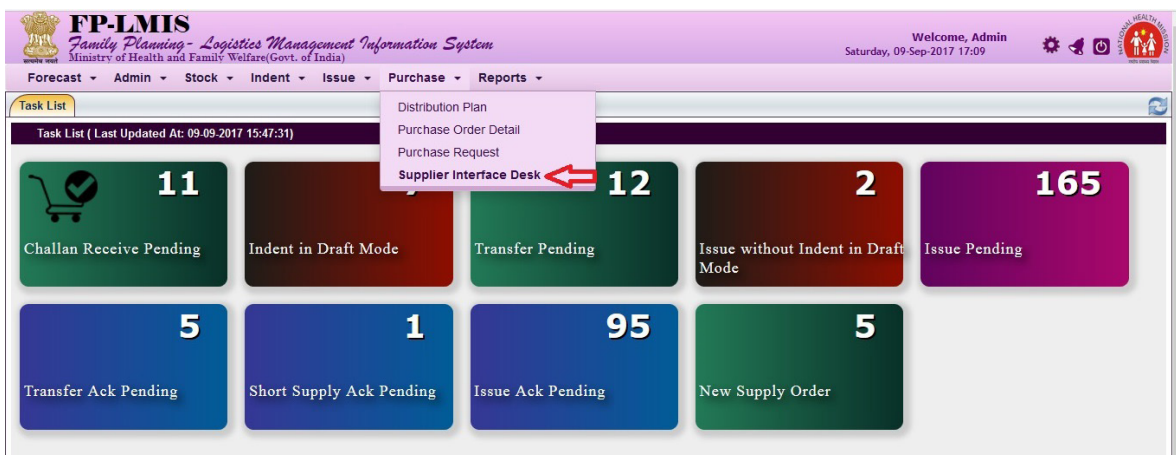
4.6 Supplier Interface

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.

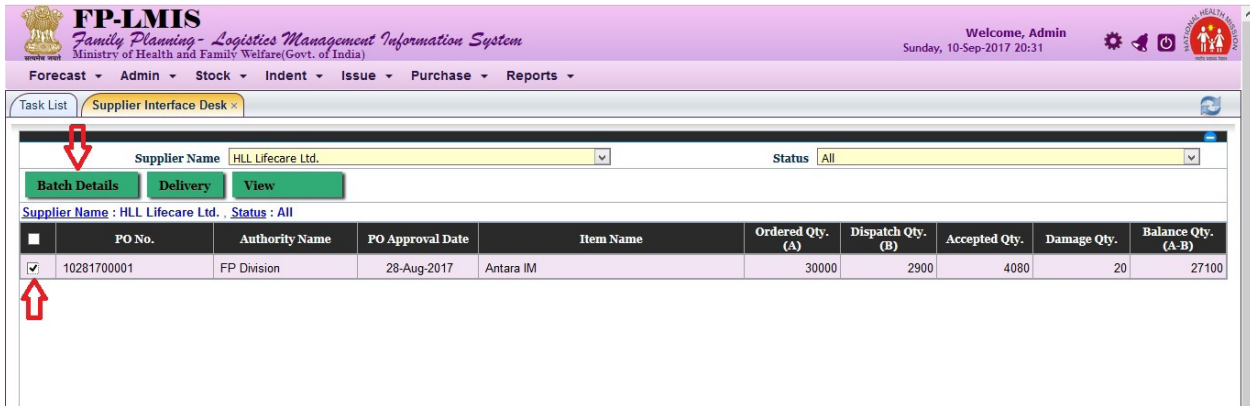
4.6.1 View Purchase Order

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

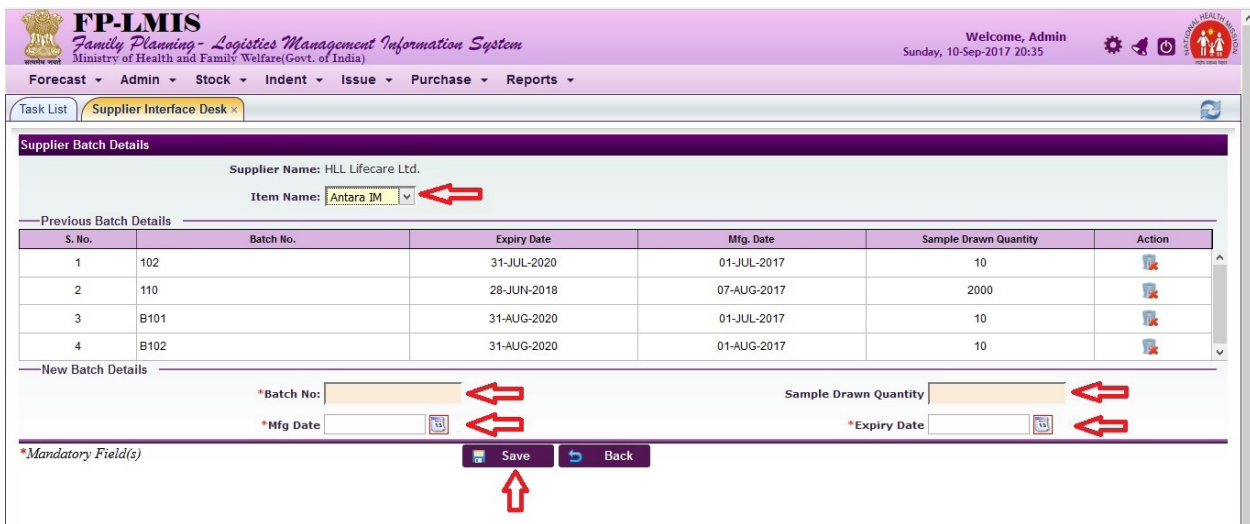
Step-2: Click on “Supplier Interface Desk” under “Purchase” menu.



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”**.



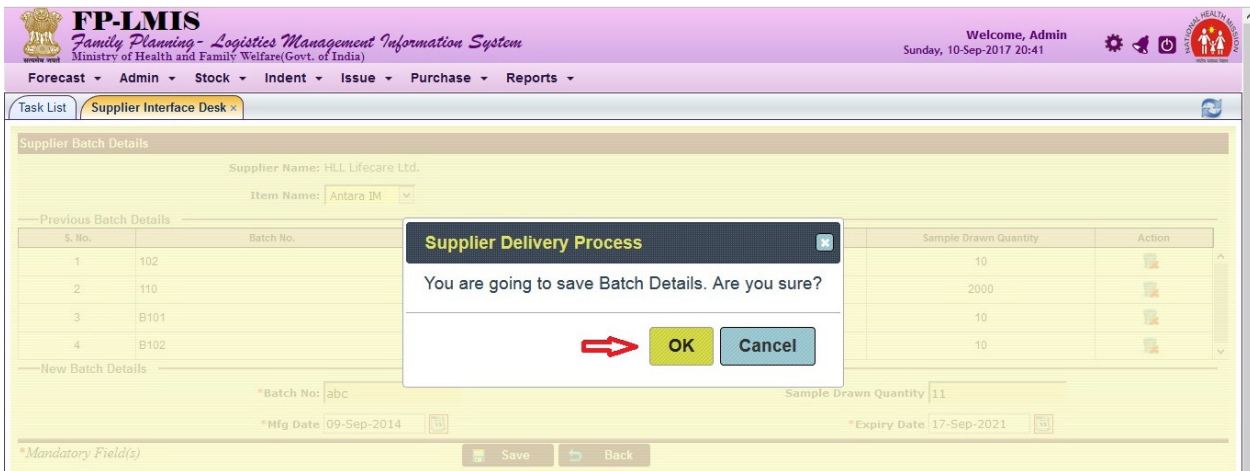
Step-4: Select item from **“Item Name”** and enter batch no., sample drawn quantity, expiry date and manufacturing date and then Click on **“Save”**.



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.



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”.

Supplier Name: HLL Lifecare Ltd. Status: All

PO No.	Authority Name	PO Approval Date	Item Name	Ordered Qty. (A)	Dispatch Qty. (B)	Accepted Qty.	Damage Qty.	Balance Qty. (A-B)
<input checked="" type="checkbox"/> 10281700001	FP Division	28-Aug-2017	Antara IM	30000	2900	4080	20	27100

Total Record 1

FILTER: PO No. Search

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

Supplier Name: HLL Lifecare Ltd.
PO Generation Period: 2017-2018
Purchase Order Date: 28-Aug-2017
PO No: PO101 (10281700001)

Schedule No.	Consignee Store Name	Delivery No	Supplier Invoice No	Supplier Invoice Date	Transporter Name	Vehicle Number	Status	Action
1	Andhra Pradesh State Warehouse	SchNo - 1/1	433	28-Aug-2017	TCIEXPRESS	4534	Receive Pending	
1	Andhra Pradesh State Warehouse	SchNo - 1/1	O/102	28-Aug-2017	BALA JEE	AP-5540	Done	

Supplier Delivery Details

Consignee Warehouse: Andhra Pradesh State Warehouse
Expected Delivery Days: 120
Challan/Invoice No: 111
Delivery Mode: By Road
Transporter Name: GATI
Item Name: Antara IM

Challan/Invoice Date: 11-Sep-2017
Vehicle Number: OD-02-3-7866
Transporter Mobile Number: 8895624401

Item Detail(s)

Batch No.	Mfg. Date(dd-Mon-yyyy)	Expiry Date	Unit	No. of Batch	Quantity to Deliver	#
Balance Quantity (InDose)					6395	
110	07-Aug-2017	28-Jun-2018	Dose			
B101	01-Jul-2017	31-Aug-2020	Dose			

Add

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

Supplier Name: HLL Lifecare Ltd.
PO Generation Period: 2017-2018
Purchase Order Date: 28-Aug-2017
PO No: PO101 (10281700001)

Schedule No.	Consignee Store Name	Delivery No	Supplier Invoice No	Supplier Invoice Date	Transporter Name	Vehicle Number	Status	Action
1	Andhra Pradesh State Warehouse	SchNo - 1/1	433	28-Aug-2017	TCIEXPRESS	4534	Receive Pending	
1	Andhra Pradesh State Warehouse	SchNo - 1/1	O/102	28-Aug-2017	BALA JEE	AP-5540	Done	

Supplier Delivery Details

Consignee Warehouse: Andhra Pradesh State Warehouse
Expected Delivery Days: 120
Challan/Invoice No: 111
Delivery Mode: By Road
Transporter Name: GATI
Item Name: Antara IM

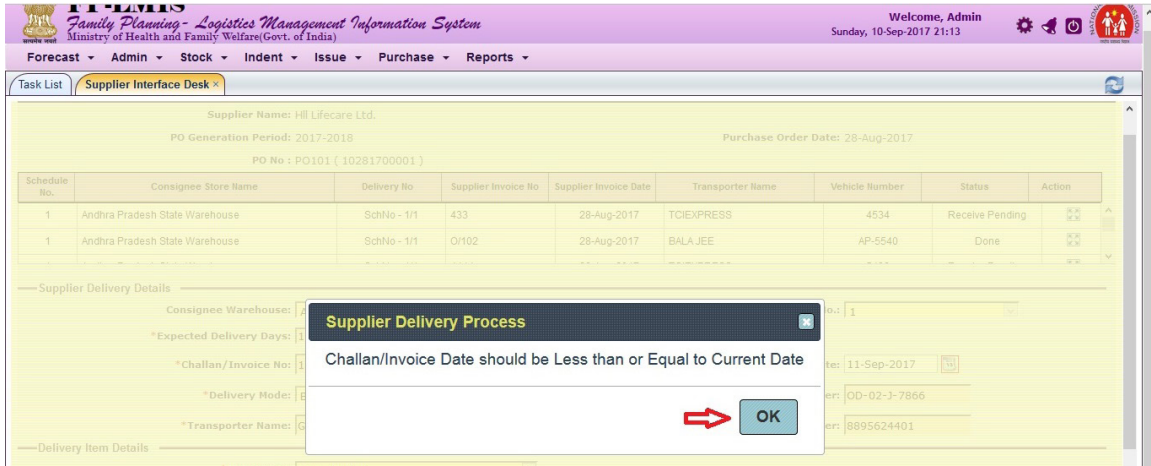
Challan/Invoice Date: 11-Sep-2017
Vehicle Number: OD-02-3-7866
Transporter Mobile Number: 8895624401

Item Detail(s)

Batch No.	Mfg. Date(dd-Mon-yyyy)	Expiry Date	Unit	No. of Batch	Quantity to Deliver	#
Balance Quantity (InDose)					6395	
110	07-Aug-2017	28-Jun-2018	Dose			
B101	01-Jul-2017	31-Aug-2020	Dose			

Add

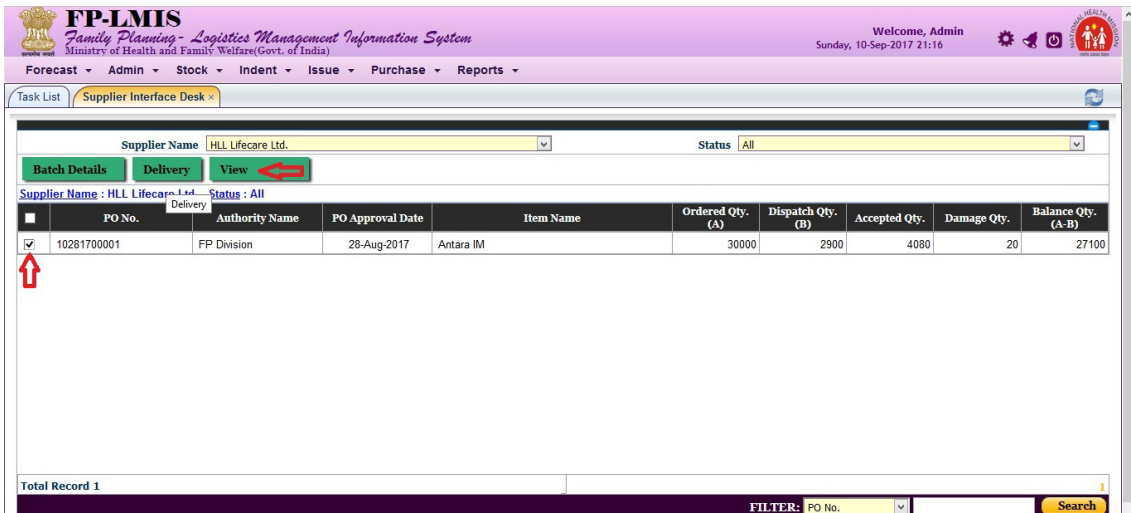
Step-5: Click on “OK”. A pop-up message would appear showing “Receive Pending”.



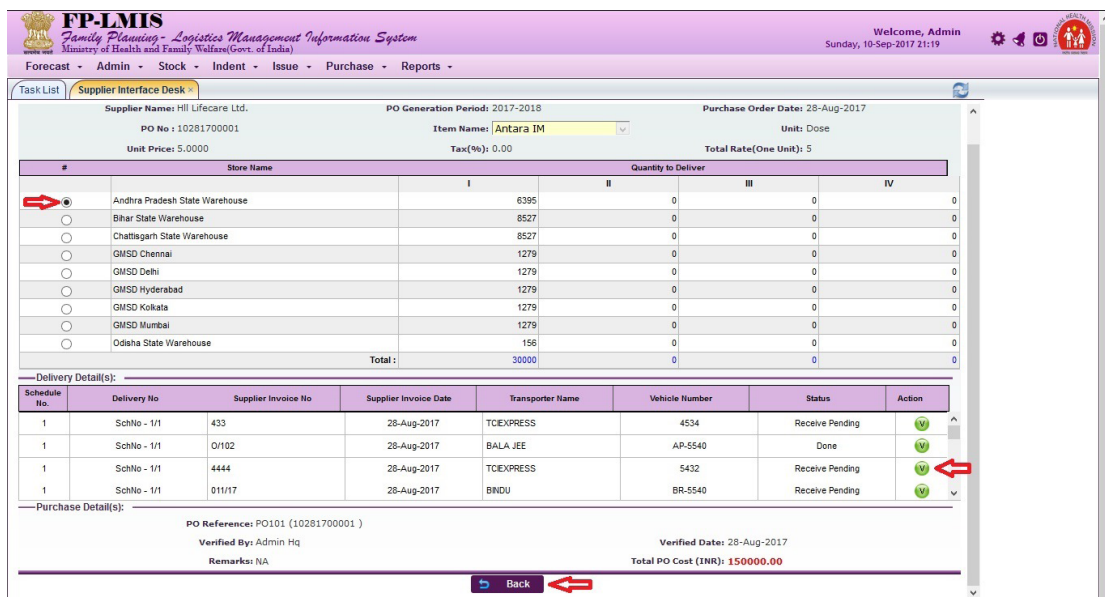
In the same way, user can enter delivery details for different schedule(s).

4.6.3 View Delivery Details

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



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.



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

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

Welcome, Admin
Sunday, 10-Sep-2017 21:21

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List | Supplier Interface Desk

Supplier Name: HIL Lifecare Ltd. PO Generation Period: 2017-2018 Purchase Order Date: 28-Aug-2017

PO No: 1028 Unit Price: 5.000 Unit: Dose (One Unit): 5

#	Item Name	Batch No.	Mfg. Date	Expiry Date	Supply Qty	
Programme Name: Family Planning						
<input checked="" type="radio"/>	Andhra Pradesh State Warehouse	OC Pill FREE	RM907RP1600	Aug/2017	Jul/2020	700 Cycle
<input type="radio"/>	Bihar State Warehouse	OC Pill FREE	RM908RP1601	Aug/2017	Jul/2020	800 Cycle
<input type="radio"/>	Chattisgarh State Warehouse	OC Pill FREE	Rm965	Aug/2017	Jul/2020	424 Cycle
<input type="radio"/>	GMSD Chennai					0
<input type="radio"/>	GMSD Dehi		1279			0
<input type="radio"/>	GMSD Hyderabad		1279			0
<input type="radio"/>	GMSD Kolkata		1279			0
<input type="radio"/>	GMSD Mumbai		1279			0
<input type="radio"/>	Odisha State Warehouse		156			0
Total:					30000	0

Schedule No.	Delivery No	Supplier Invoice No	Supplier Invoice Date	Transporter Name	Vehicle Number	Status	Action
1	SchNo - 1/1	433	28-Aug-2017	TCEXPRESS	4534	Receive Pending	<input type="checkbox"/>
1	SchNo - 1/1	01102	28-Aug-2017	BALA JEE	AP-5540	Done	<input checked="" type="checkbox"/>
1	SchNo - 1/1	4444	28-Aug-2017	TCEXPRESS	5432	Receive Pending	<input type="checkbox"/>
1	SchNo - 1/1	011/17	28-Aug-2017	BINDU	BR-5540	Receive Pending	<input type="checkbox"/>

Purchase Detail(s):
PO Reference: PO101 (10281700001)
Verified By: Admin Hq
Remarks: NA
Verified Date: 28-Aug-2017
Total PO Cost (INR): 150000.00

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

Welcome, Admin
Monday, 06-Nov-2017 12:48

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List

Task List (Last Updated A

Ground Stock Entry
Receive And Acknowledge
Challan Process
Receive From Gmsd Or Supplier

19 Indent in Draft Mode

5 Transfer Pending

447 Issue without Indent in Draft Mode

9 Issue Pending

12 Short Supply Ack Pending

104 Issue Ack Pending

1 New Supply Order

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

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

Welcome, Admin
Sunday, 10-Sep-2017 22:18

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List Challan Process

Store Name: Andhra Pradesh State Warehouse PO Status: Active
Item Name: Select Value PO No.: Select Value
Supplier Name: Select Value Challan status: Receive Pending

Receive View

Store Name : Andhra Pradesh State Warehouse PO Status : Active Item Name : Select Value PO No. : Select Value Supplier Name : Select Value Challan status : Receive Pending

	PO No.	PO Date	Dispatch Date	Invoice No.	Received Date	Item Name	Dispatch Quantity	Received Quantity	Status
<input checked="" type="checkbox"/>	10281700005 (456789)	28-Aug-2017	28-Aug-2017	10681700002 (433)	28-Aug-2017	Condom HDC	8046	0	Receive Pending
<input type="checkbox"/>	10281700004 (01A)	28-Aug-2017	28-Aug-2017	10681700001 (4444)	28-Aug-2017	OC PII FREE	1924	0	Receive Pending

Total Record 2

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

Welcome, Admin
Sunday, 10-Sep-2017 22:18

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List Challan Process

Challan Process>> Verify

P.O. Details
Challan Detail(s)

Supplier Invoice No 433 Supplier Invoice Date 28-Aug-2017
Challan No. 10681700002 Received Date 28-Aug-2017
Expected Delivery Date 12-Oct-2017 Delivery No. SchNo-1/1
Item Name Condom HDC
*Batch No. RF100 *Unit Piece
Mfg. Date [dd-Mon-yyyy] 01-May-2017 *Expiry Date [dd-Mon-yyyy] 31-May-2020
Rack No. Stock Register No./Page No. /
Manufacture Name Indian Drugs And Pharmaceuticals Ltd

Programme Name	Ordered Quantity	Received Qty	*Accepted Qty.	Damaged	Sample Drawn
Family Planning	4000 Piece	4000 Piece	4000	0	10

Item Verification Details

Remarks(if any) * Receive in good condition

*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.

Store Name: Andhra Pradesh State Warehouse PO Status: Active
 Item Name: Select Value PO No.: Select Value
 Supplier Name: Select Value Challan status: Receive Pending

Receive View

Store Name : Andhra Pradesh State Warehouse PO Status : Active Item Name : Select Value PO No. : Select Value Supplier Name : Select Value Challan status : Receive Pending

	PO No.	PO Date	Dispatch Date	Invoice No.	Received Date	Item Name	Dispatch Quantity	Received Quantity	Status
<input checked="" type="checkbox"/>	10281700005 (456789)	28-Aug-2017	28-Aug-2017	10681700002 (433)	28-Aug-2017	Condom HDC	8046	0 -	Receive Pending
<input type="checkbox"/>	10281700004 (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”.

Store Name : Andhra Pradesh State Warehouse Supplier Name : Indian Drugs And Pharmaceuticals Ltd
 PO No. : 101(456789)

Challan Received Detail

#	Challan No.	Received Date	Supplier Invoice No	Supplier Invoice Date	Schedule Type	Delivery Mode
<input checked="" type="radio"/>	10681700002	28-Aug-2017	433	28-Aug-2017	Fresh Supply	By Road

Received Item Detail(s)

#	Item Name	Batch No.	Expiry Date	Supplied Qty.	Accepted Qty.	Excess Qty.	Status
1	Condom HDC	RF100	31-May-2020	4000 Piece	0 Piece	0 Piece	Active
2	Condom HDC	RF101	31-Aug-2020	4046 Piece	0 Piece	0 Piece	Active

Back Print

Chapter 5 Inventory

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

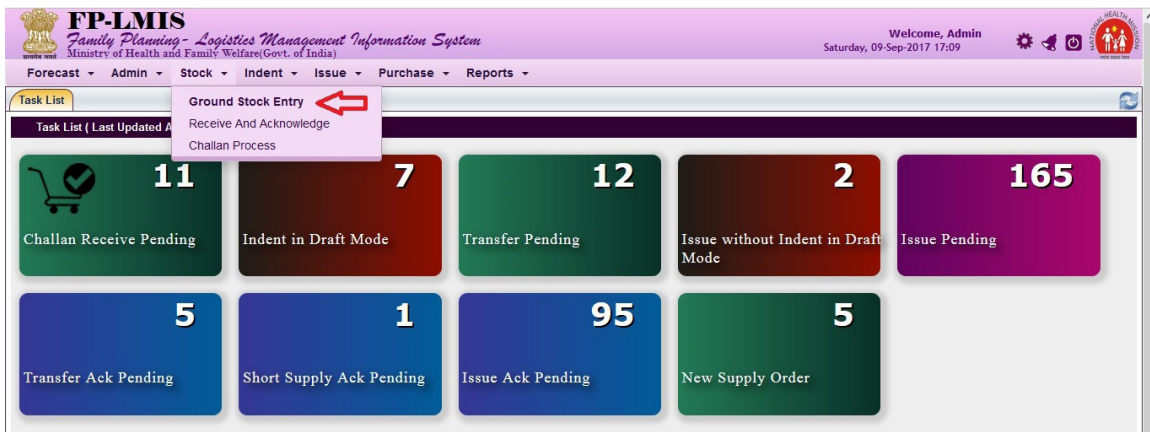
5.1 Ground Stock Entry

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

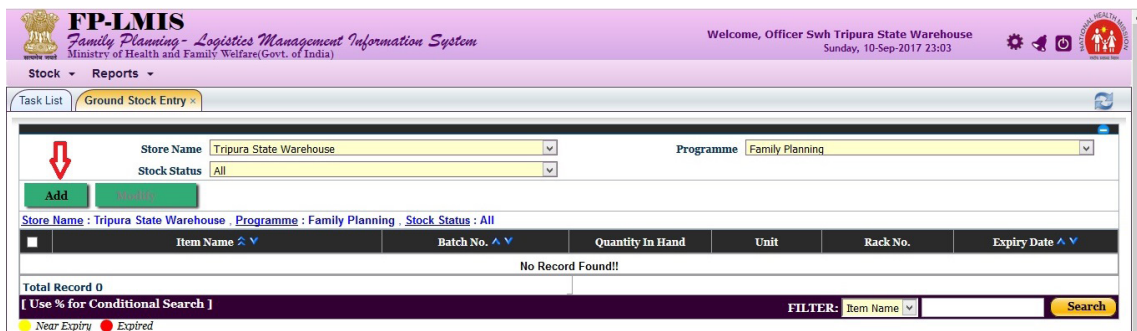
Ground stock (if available) of any warehouse has to be entered first before doing any activity such as indent or issue in FP-LMIS application. Otherwise, there would be mismatch in the stock position.

Step-1: Login with valid credentials.

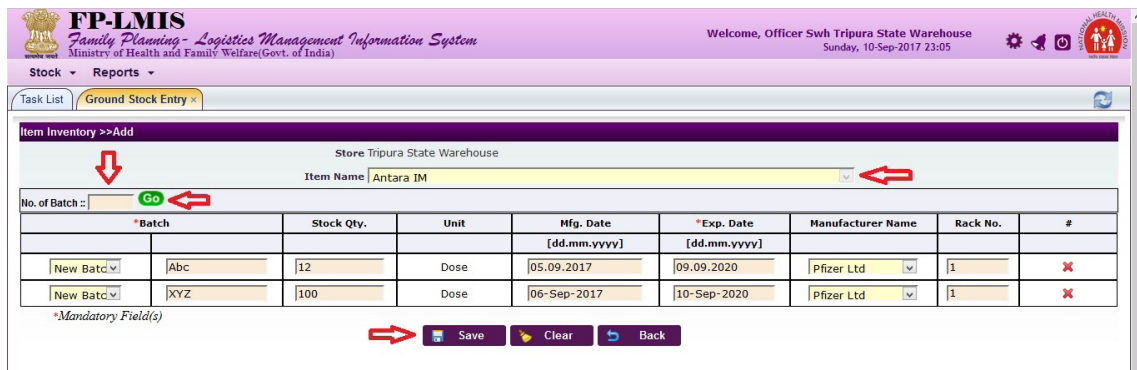
Step-2: Click on “Ground Stock Entry” under Stock menu.



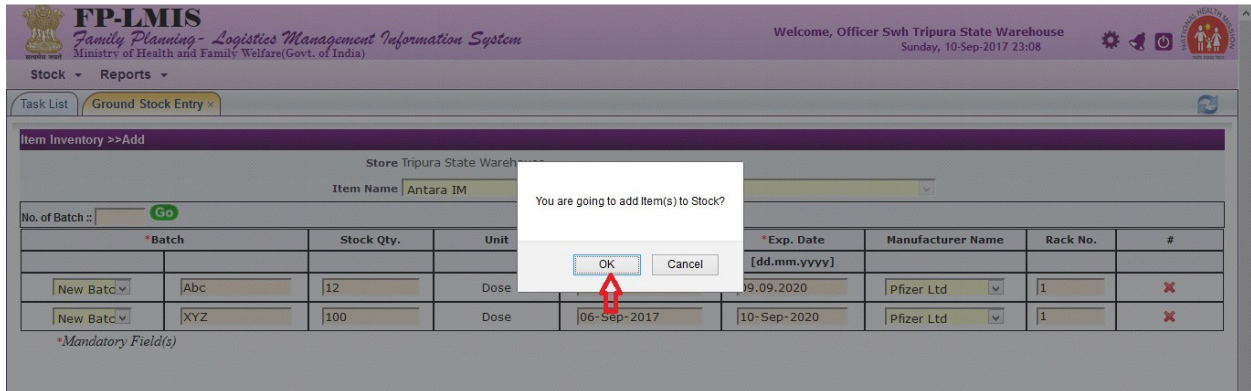
Step-3: Click on “Add”.



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.



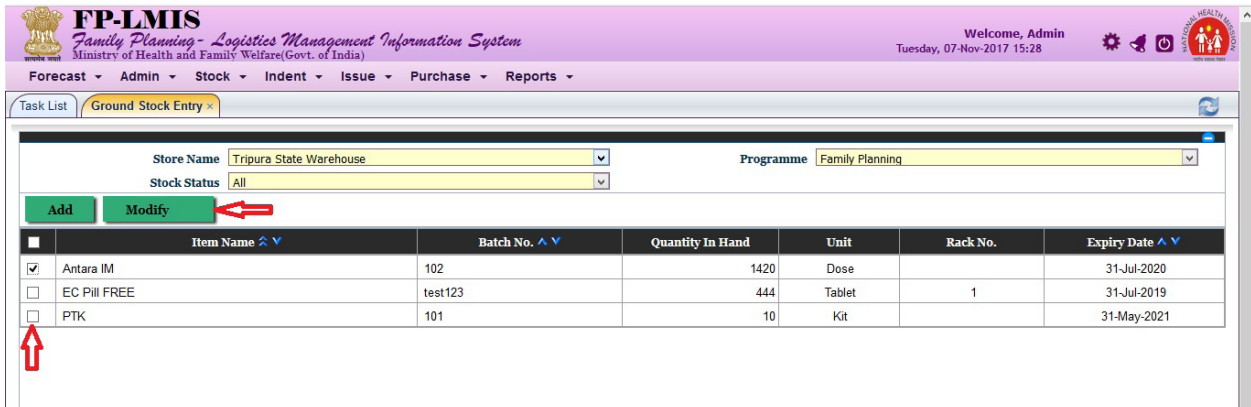
Step-5: Pop-up would appear, click “OK” to save the entries.



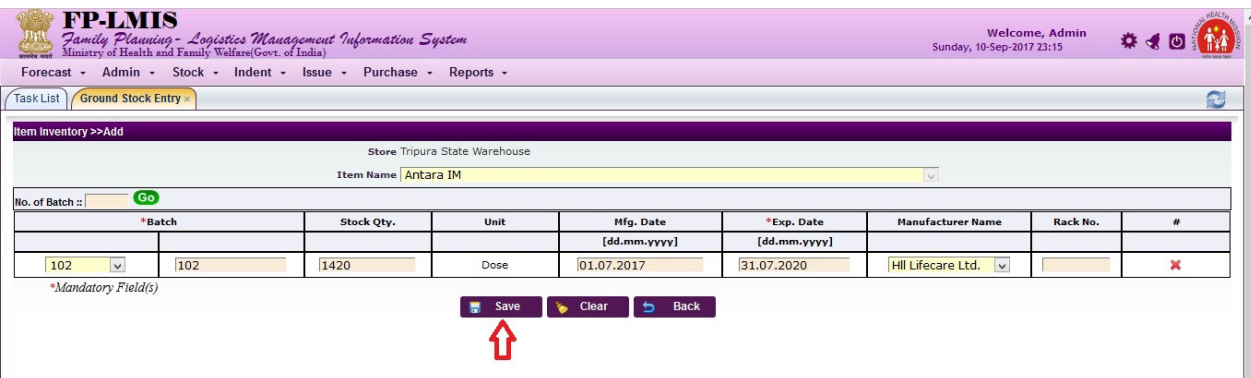
Repeat the process till all items are entered.

5.1.1 Modify Ground Stock

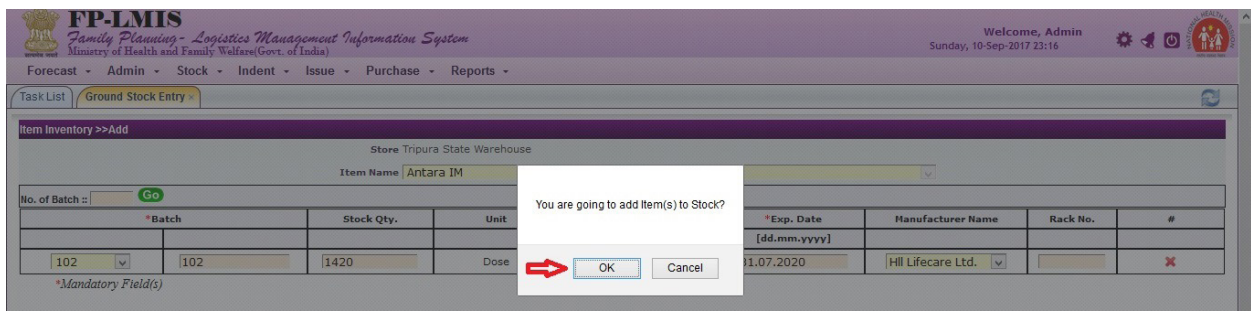
Step-1: To modify existing batch details, Select the record and click “Modify” icon.



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



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



5.2 Indent Generation

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

Step-1: Login with valid credentials.

Step-2: Click on “Indent Raise” under Indent menu.

The screenshot shows the FP-LMIS dashboard. The navigation bar includes 'Forecast', 'Admin', 'Stock', 'Indent', 'Issue', 'Purchase', and 'Reports'. Under the 'Indent' menu, 'Indent Raise' is highlighted with a red arrow. Below the navigation bar, there is a 'Task List' section with several cards representing different task statuses and counts:

- Challan Receive Pending: 11
- Indent in Draft Mode: 7
- Transfer Pending: 12
- Issue without Indent in Draft Mode: 2
- Issue Pending: 165
- Transfer Ack Pending: 5
- Short Supply Ack Pending: 1
- Issue Ack Pending: 95
- New Supply Order: 5

Step-3: Click on “Generate”.

The screenshot shows the 'Indent Raise' screen. The 'Generate' button is highlighted with a red arrow. Below the button, there is a table of existing indents:

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”.

The screenshot shows the 'Indent For Issue' screen. The 'Go' button is highlighted with a red arrow. Below the 'Go' button, there is a table of items with indent quantities:

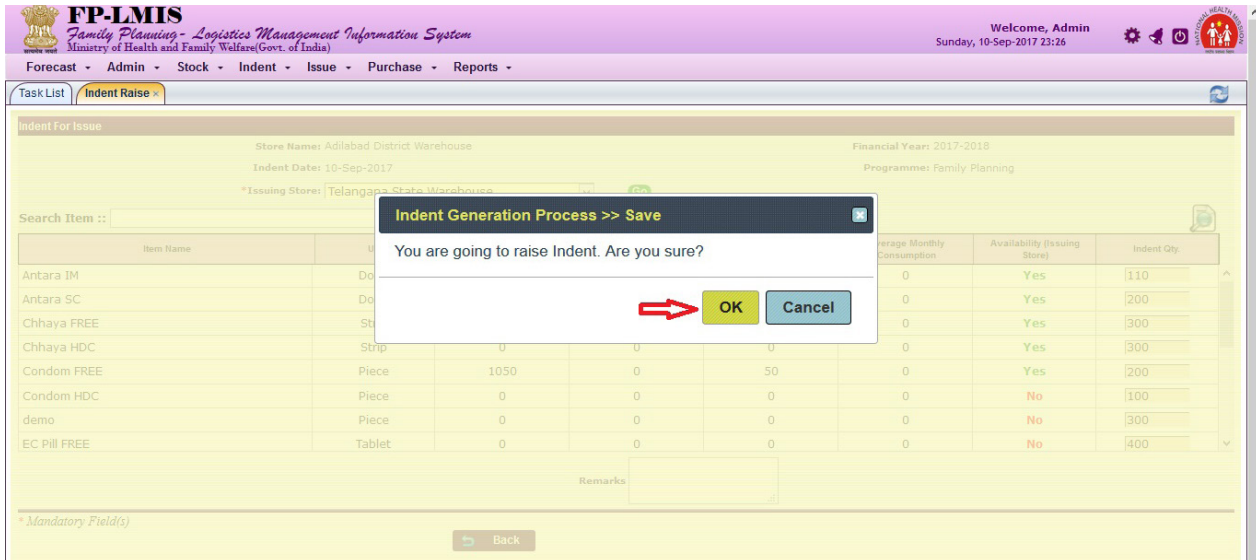
Item Name	Unit	Stock in Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	Availability (Issuing Store)	Indent Qty.
Antara IM	Dose	2080	0	130	0	Yes	110
Antara SC	Dose	30	0	50	0	Yes	200
Chhaya FREE	Strip	500	0	0	0	Yes	300
Chhaya HDC	Strip	0	0	0	0	Yes	300
Condom FREE	Piece	1050	0	50	0	Yes	200
Condom HDC	Piece	0	0	0	0	No	100
demo	Piece	0	0	0	0	No	300
EC PIII FREE	Tablet	0	0	0	0	No	400

At the bottom of the screen, there are buttons for 'Draft Save', 'Indent', 'Clear', and 'Back'. The 'Indent' button is highlighted with a red arrow.

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”.



A message would appear, “**Indent Raised Successfully with Indent No. xxxxxxxxxx**”

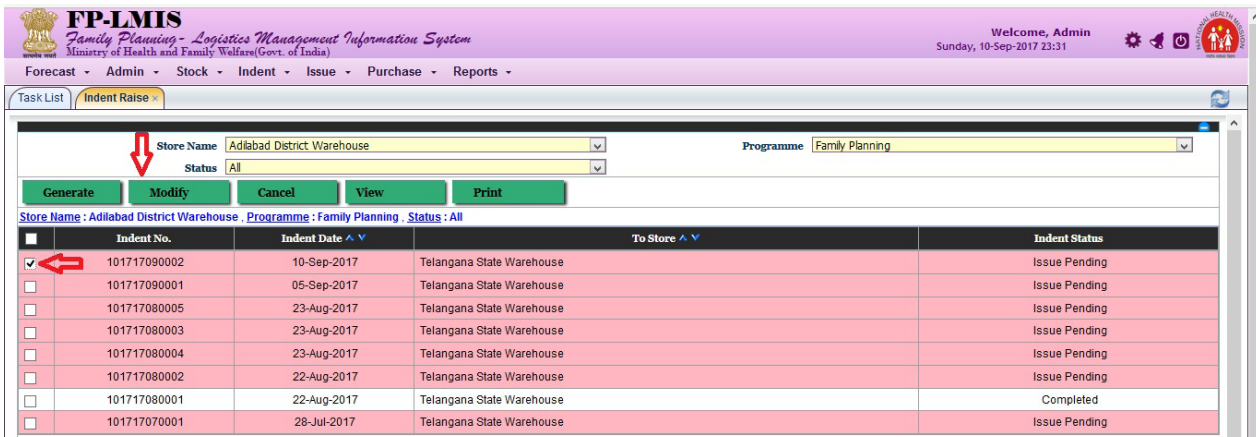
Indent Status can be:

- **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**”.



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

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

Welcome, Admin
Sunday, 10-Sep-2017 23:35

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List Indent Raise

Indent For Issue >> Modify

Store Name: Adilabad District Warehouse
Financial Year: 2017-2018
Indent No.: 101717090002
Indent Date: 10-Sep-2017
To Store Name: Telangana State Warehouse

Search Item ::

Item Name	Unit	Stock in Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	Availability (Issuing Store)	Indent Qty.
Antara IM	Dose	2080	0	130	0	Yes	110
Antara SC	Dose	30	0	50	0	Yes	200
Chhaya FREE	Strip	500	0	0	0	Yes	300
Chhaya HDC	Strip	0	0	0	0	Yes	300
Condom FREE	Piece	1050	0	50	0	Yes	200
Condom HDC	Piece	0	0	0	0	No	100
demo	Piece	0	0	0	0	No	300
EC Pill FREE	Tablet	0	0	0	0	No	400

Remarks

* Mandatory Field(s)

Indent Clear Back

Step-3: A pop would appear then click “OK”.

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

Welcome, Admin
Sunday, 10-Sep-2017 23:28

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List Indent Raise

Indent For Issue

Store Name: Adilabad District Warehouse
Financial Year: 2017-2018
Indent Date: 10-Sep-2017
Programme: Family Planning
* Issuing Store: Telangana State Warehouse

Search Item ::

Indent Generation Process >> Save

You are going to raise Indent. Are you sure?

OK Cancel

Item Name	Unit	Stock in Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	Availability (Issuing Store)	Indent Qty.
Antara IM	Dose	2080	0	130	0	Yes	110
Antara SC	Dose	30	0	50	0	Yes	200
Chhaya FREE	Strip	500	0	0	0	Yes	300
Chhaya HDC	Strip	0	0	0	0	Yes	300
Condom FREE	Piece	1050	0	50	0	Yes	200
Condom HDC	Piece	0	0	0	0	No	100
demo	Piece	0	0	0	0	No	300
EC Pill FREE	Tablet	0	0	0	0	No	400

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”.

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

Welcome, Admin
Sunday, 10-Sep-2017 23:42

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List Indent Raise

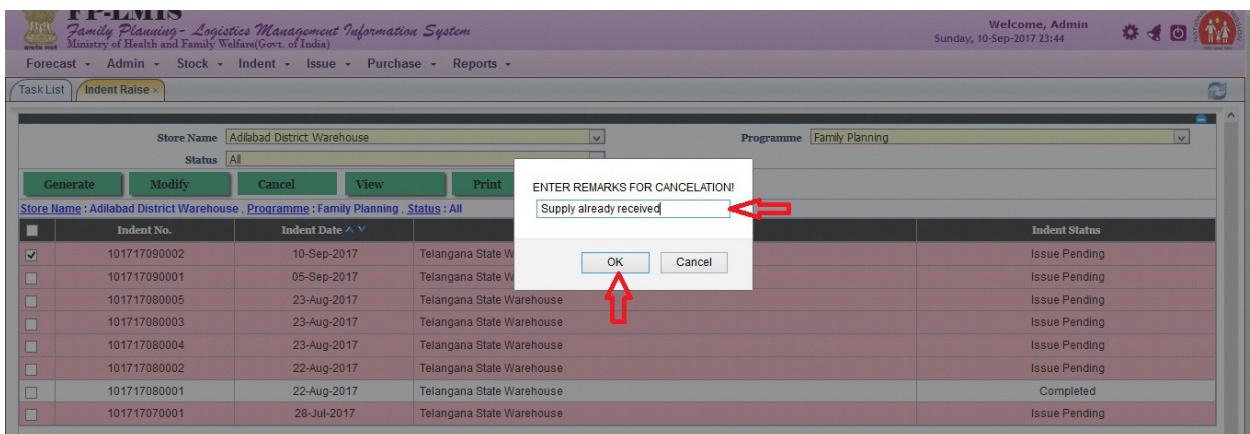
Store Name: Adilabad District Warehouse
Programme: Family Planning
Status: All

Generate Modify Cancel View Print

Store Name: Adilabad District Warehouse, Programme: 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

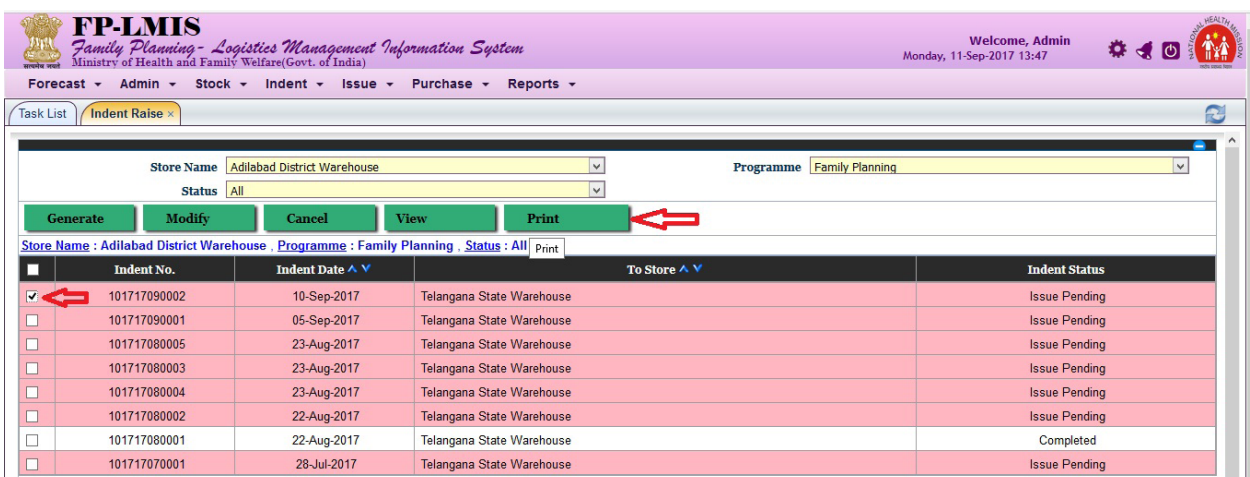
Step-2: A pop-up would appear, enter **remarks** for cancelling the indent and click on “OK”. Again a pop-up would appear to confirm the cancellation, click on “OK”.



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”.



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

Adilabad District Warehouse

Indent For Issue

Indent No. 101717090002 **Indent Date** 10-SEP-2017
To Store Name Telangana State Warehouse

S.No	Item Name	Avl. Qty.	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.

The screenshot shows the FP-LMIS dashboard with the 'Approval Desk' menu item highlighted in the 'Indent' dropdown. The dashboard displays various pending tasks as colored cards:

- Distribution Plan Pending: 1
- Challan Receive Pending: 11
- Indent in Draft Mode: 7
- Transfer Pending: 12
- Issue without Indent in Draft Mode: 2
- Issue Pending: 166
- Transfer Ack Pending: 5
- Short Supply Ack Pending: 1
- Issue Ack Pending: 95
- New Supply Order: 5

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

The screenshot shows the 'Approval Desk' screen with a list of indents. The 'Approval' button is highlighted. The list of indents is as follows:

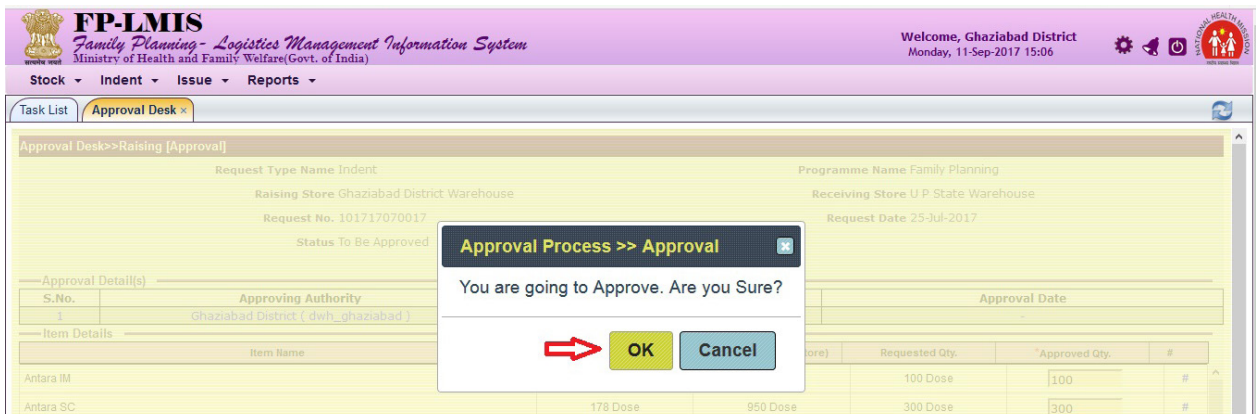
Request No.	Request Date	Request Type
101717070017	25-Jul-2017	Indent
101717070014	25-Jul-2017	Indent
101717070010	25-Jul-2017	Indent
101717070009	25-Jul-2017	Indent
101717070011	25-Jul-2017	Indent
101717070012	25-Jul-2017	Indent
101717070015	25-Jul-2017	Indent
101717070016	25-Jul-2017	Indent
101717070013	25-Jul-2017	Indent
101717070008	25-Jul-2017	Indent
101717070018	25-Jul-2017	Indent

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.

The screenshot shows the 'Approval Desk' screen with item details. The 'Verify' button is highlighted. The item details are as follows:

Item Name	Avl. Qty. (Raising Store)	Available Qty.(Rec. Store)	Requested Qty.	*Approved Qty.	#
Antara IM	10854 Dose	2533 Dose	100 Dose	100	#
Antara SC	178 Dose	950 Dose	300 Dose	300	#
Chhaya FREE	30 Strip	558161 Strip	180 Strip	180	#
Chhaya HDC	100 Strip	447 Strip	200 Strip	200	#
Condom FREE	40 Piece	1970 Piece	400 Piece	400	#

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



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.

Chapter 6 Issue

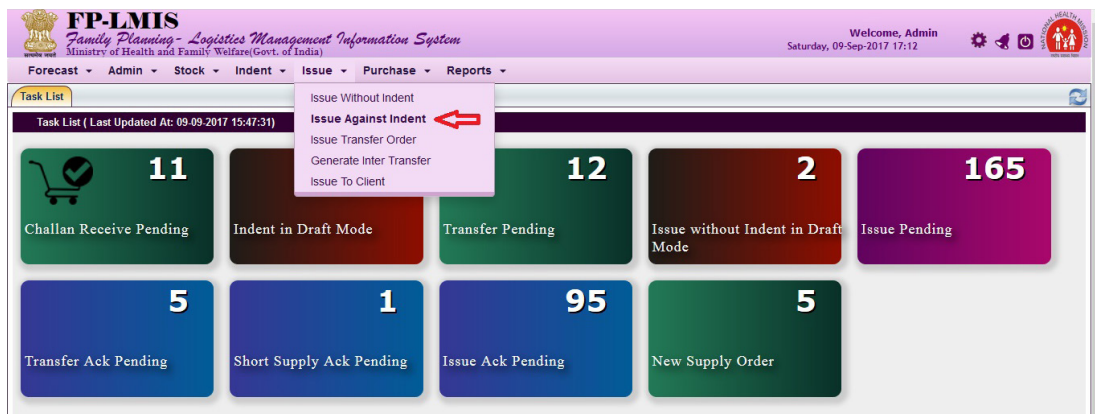
This process is to issue items against an indent or without an indent.

6.1 Issue against Indent

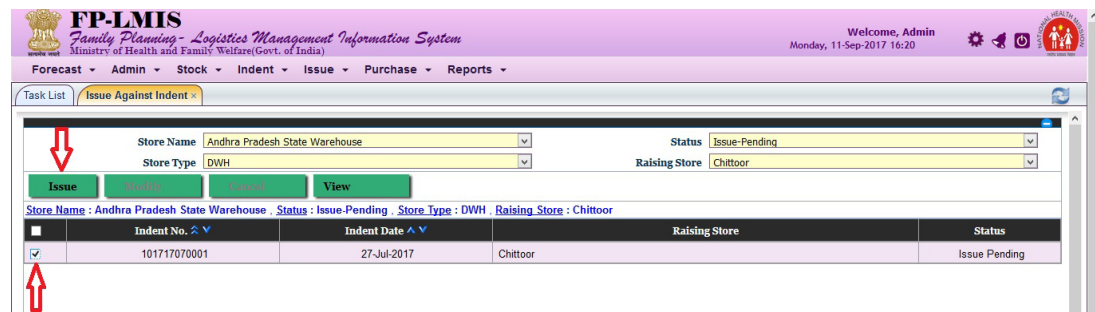
This process is to issue items against an indent received from the sub store. In this process, issuing store can only issue the items requested by the indenting store.

Step-1: Login with valid credentials.

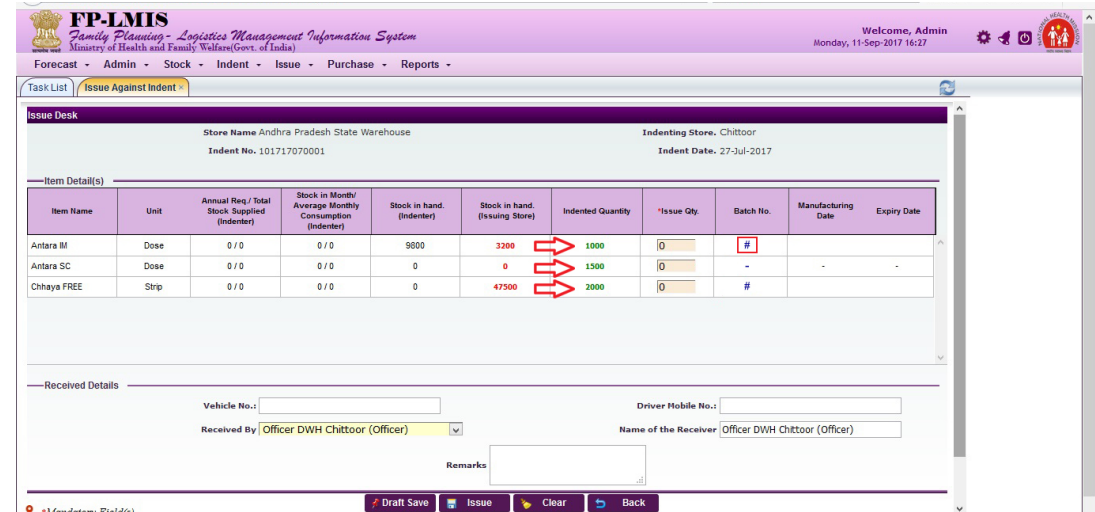
Step-2: Click on “Issue against Indent” under “Issue” menu.



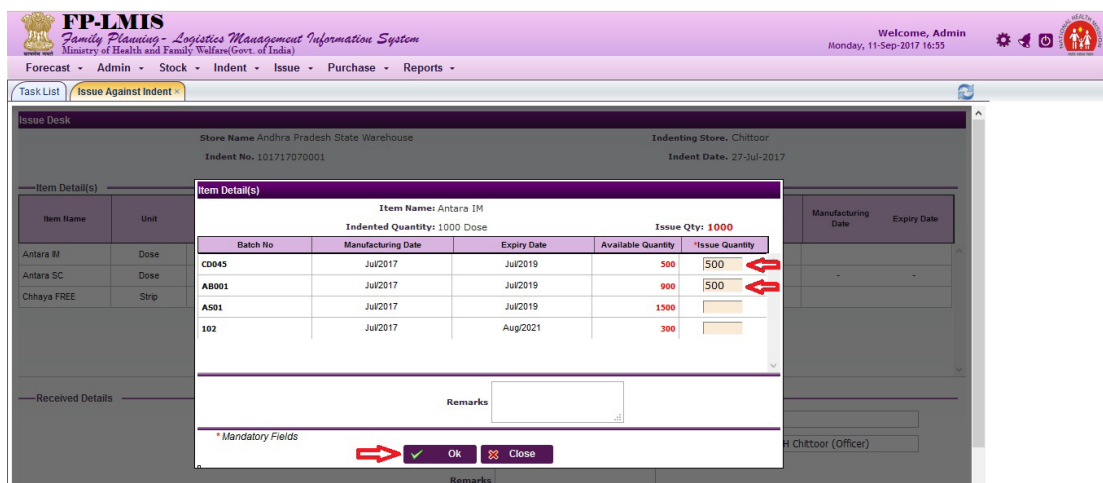
Step-3: Select the check box of a particular indent and click on “Issue”.



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



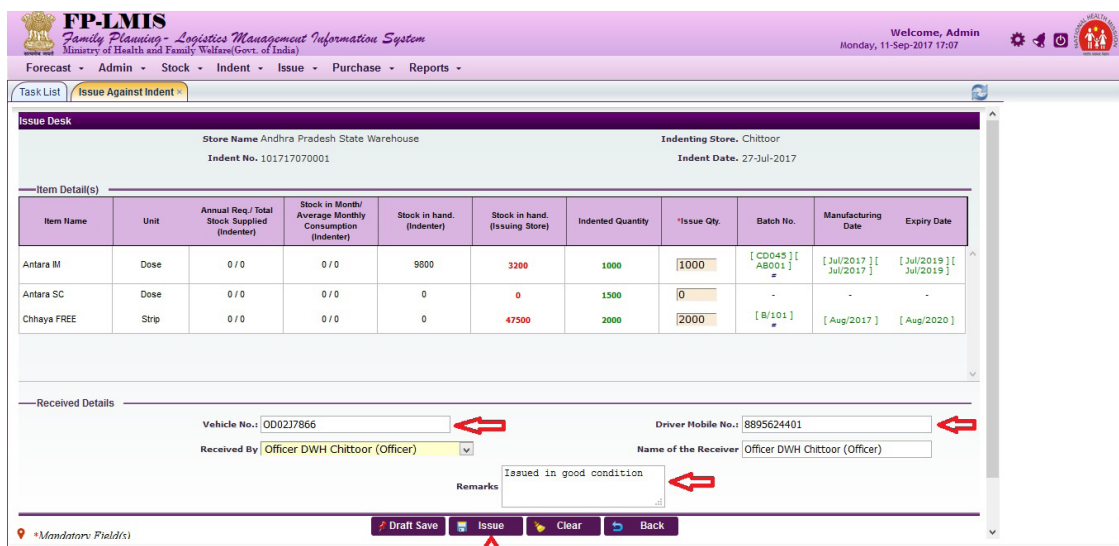
Step-5: After clicking on “#” the screen displaying the available batches with quantity of the particular item would appear (as shown below). Enter the quantity to be issued against the batch no. and click “OK”. Similarly, complete entering issue quantity for rest of the items.



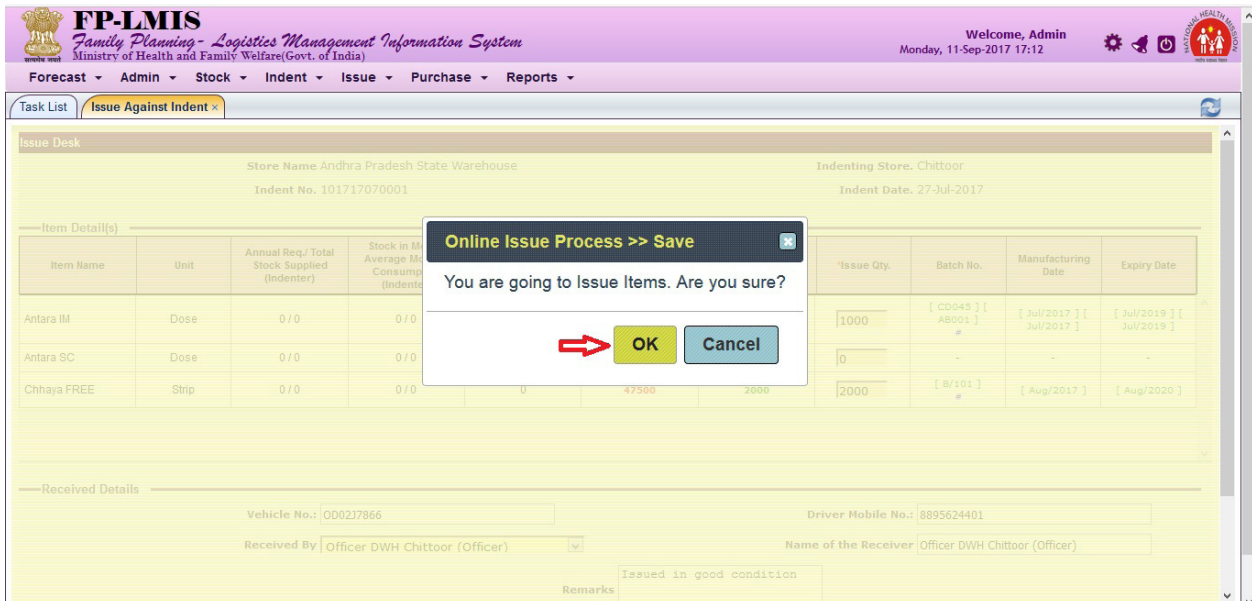
Note:

- **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.

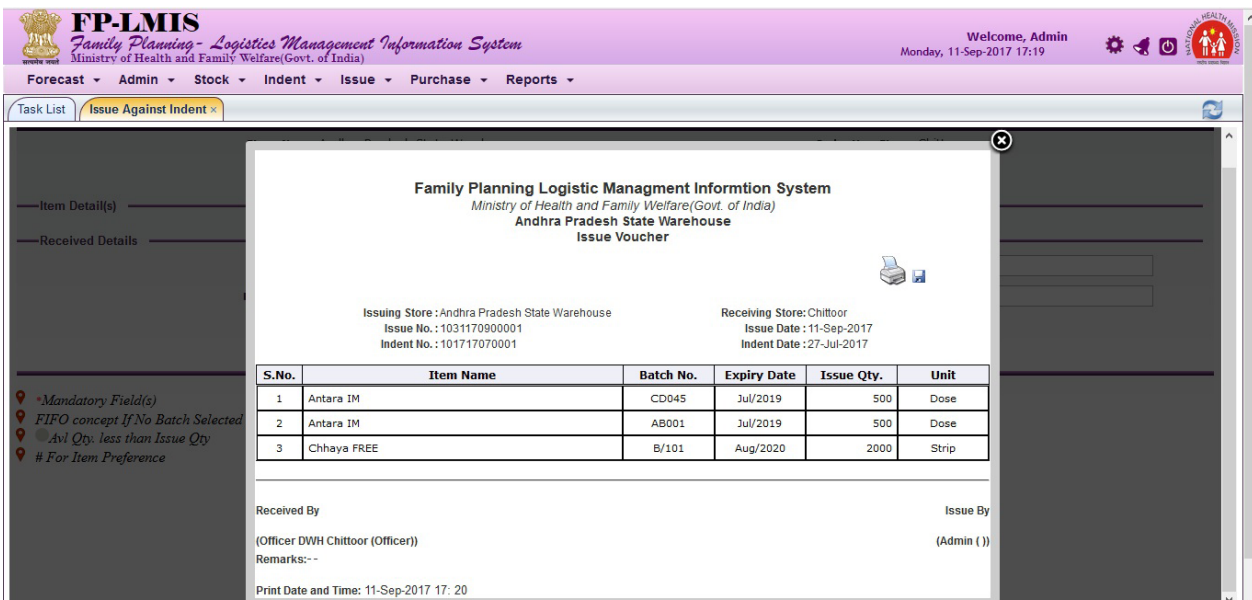
Step-6: Enter vehicle no., driver mobile no. and remarks and click on “Issue”.



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



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



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

Welcome, Admin
Monday, 11-Sep-2017 17:52

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List Issue Against Indent

Store Name: Andhra Pradesh State Warehouse Status: Ack-Pending
Store Type: All Raising Store: Select Value

Issue No. Issue Date Indent No. Indent Date Raising Store

<input checked="" type="checkbox"/>	1031170900001	11-Sep-2017	101717070001	27-Jul-2017	Chittoor
-------------------------------------	---------------	-------------	--------------	-------------	----------

Issue Modify Cancel View

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

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

Welcome, Admin
Monday, 11-Sep-2017 17:57

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List Issue Against Indent

Issue Desk>>Modify

Store Name Andhra Pradesh State Warehouse Indenting Store Chittoor
Indent No. 101717070001 Indent Date 27-Jul-2017

Item Details

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]
Antara SC	Dose	0/0	0/0	0	0	1500	0	-	-	-

Received Details

Vehicle No.: _____ Driver Mobile No.: _____
Received By: Officer DWH Chittoor (Officer) Name of the Receiver: _____
Remarks: _____

Issue Clear Back

If No Batch Selected FIFO concept will be applied
Changed Color means Avl Qty less than Issue Qty

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

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

Welcome, Admin
Monday, 11-Sep-2017 17:59

Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -

Task List Issue Against Indent

Issue Desk>>Modify

Store Name Andhra Pradesh State Warehouse Indenting Store Chittoor
Indent No. 101717070001 Indent Date 27-Jul-2017

Item Details

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]
Antara SC	Dose	0/0	0/0	0	0	1500	0	-	-	-

Received Details

Vehicle No.: _____ Driver Mobile No.: _____
Received By: Officer DWH Chittoor (Officer) Name of the Receiver: _____
Remarks: _____

Issue Clear Back

If No Batch Selected FIFO concept will be applied
Changed Color means Avl Qty less than Issue Qty

Online Issue Process >> Modify
You are going to modify Issue Details. Are you sure?
OK Cancel

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”.

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

Welcome, Admin
 Monday, 11-Sep-2017 18:09

Forecast Admin Stock Indent Issue Purchase Reports

Task List Issue Against Indent

Store Name: Andhra Pradesh State Warehouse Status: Ack-Pending
 Store Type: All Raising Store: Select Value

Buttons: Save, Modify, Cancel, View

Store Name: Andhra Pradesh State Warehouse Status: Ack-Pending Store Type: All Raising Store: Select Value

	Issue No.	Issue Date	Indent No.	Indent Date	Raising Store
<input checked="" type="checkbox"/>	1031170900001	11-Sep-2017	101717070001	27-Jul-2017	Chittoor

Total Record 1

FILTER: Issue No. Search

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

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

Welcome, Admin
 Monday, 11-Sep-2017 18:11

Forecast Admin Stock Indent Issue Purchase Reports

Task List Issue Against Indent

Issue Desk >> Cancel

Store Name: Andhra Pradesh State Warehouse Indenting Store: Chittoor
 Indent No.: 101717070001 Indent Date: 27-Jul-2017
 Issue No.: 1031170900001 Issue Date: 11-Sep-2017

Item Details

Item Name	Indent Qty.	Issue Qty.	Batch No.	Expiry Date
Antara IM	1000	500	CD045	Jul/2019
Antara SC	1500	0	AB001	Jul/2019

* Cancel Remarks

* Mandatory Field(s)

Buttons: Save, Clear, Back

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

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

Welcome, Admin
 Monday, 11-Sep-2017 18:12

Forecast Admin Stock Indent Issue Purchase Reports

Task List Issue Against Indent

Issue Desk >> Cancel

Store Name: Andhra Pradesh State Warehouse Indenting Store: Chittoor
 Indent No.: 101717070001 Indent Date: 27-Jul-2017
 Issue No.: 1031170900001 Issue Date: 11-Sep-2017

Item Details

Item Name	Indent Qty.	Issue Qty.	Batch No.	Expiry Date
Antara IM			CD045	Jul/2019
Antara SC			AB001	Jul/2019

* Cancel Remarks

* Mandatory Field(s)

Buttons: Save, Clear, Back

Online Issue Process >> Cancel

You are going to Cancel. Are you sure?

Buttons: OK, Cancel

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.

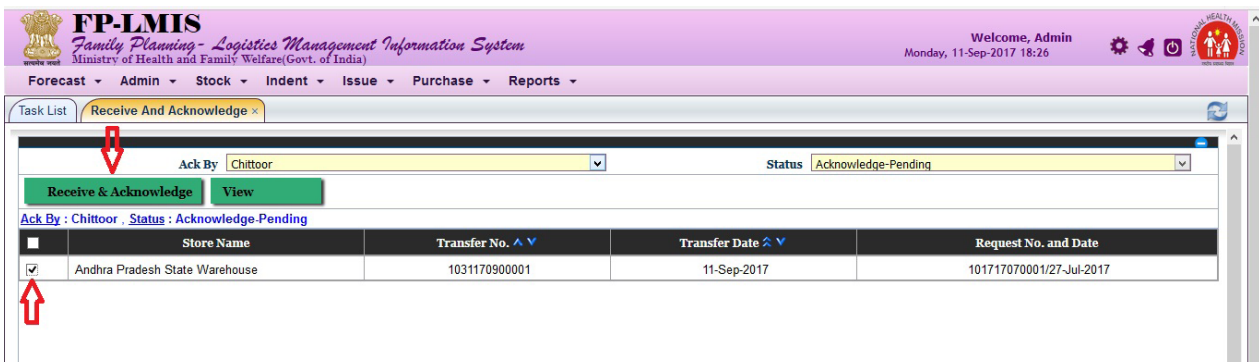
To receive the stock, follow the steps below.

Step-1: Login with valid credentials.

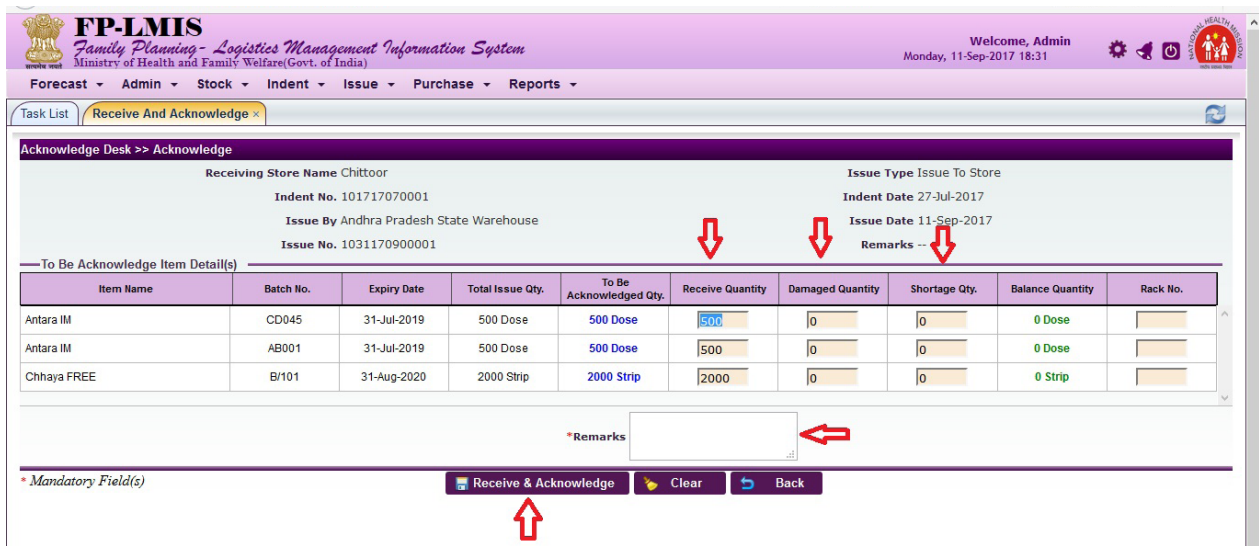
Step-2: Click on “Receive & Acknowledge” under “Stock” menu.



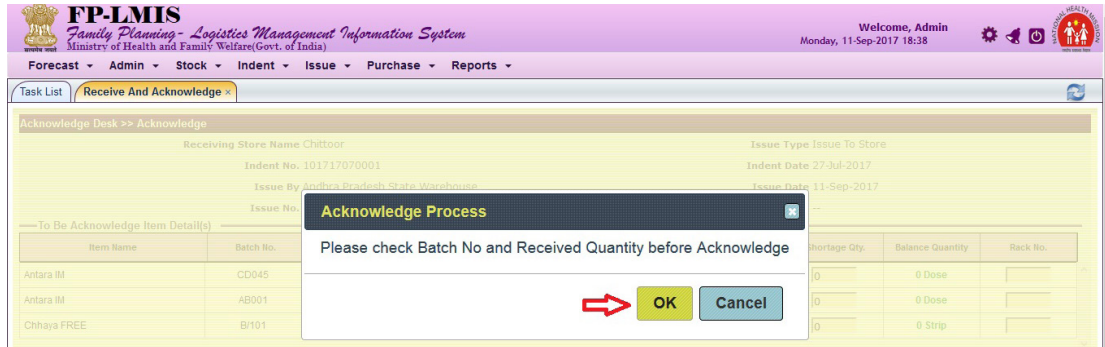
Step-3: Select the check box next to store name and click on “Receive & Acknowledge”.



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”.



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



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.

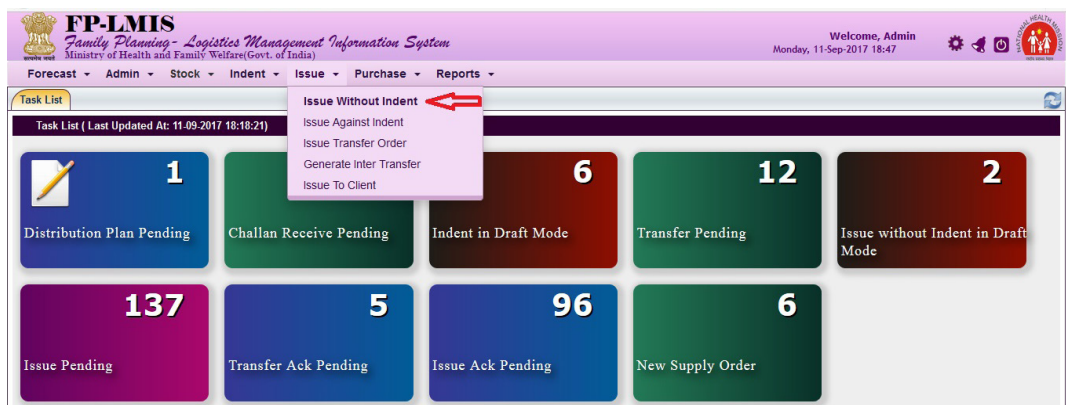
6.3 Issue without Indent

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

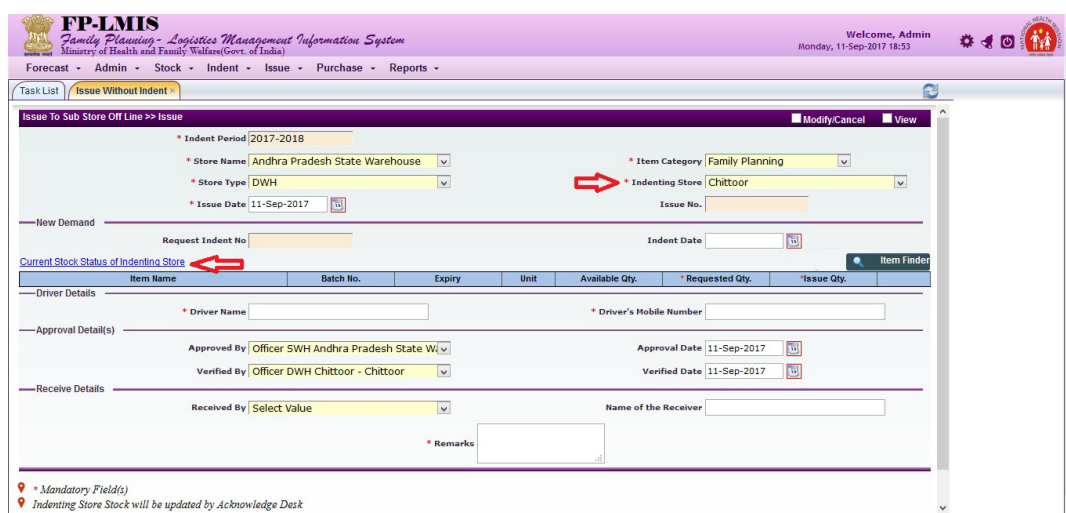
To issue stock without an indent, follow the steps below.

Step-1: Login with valid credentials.

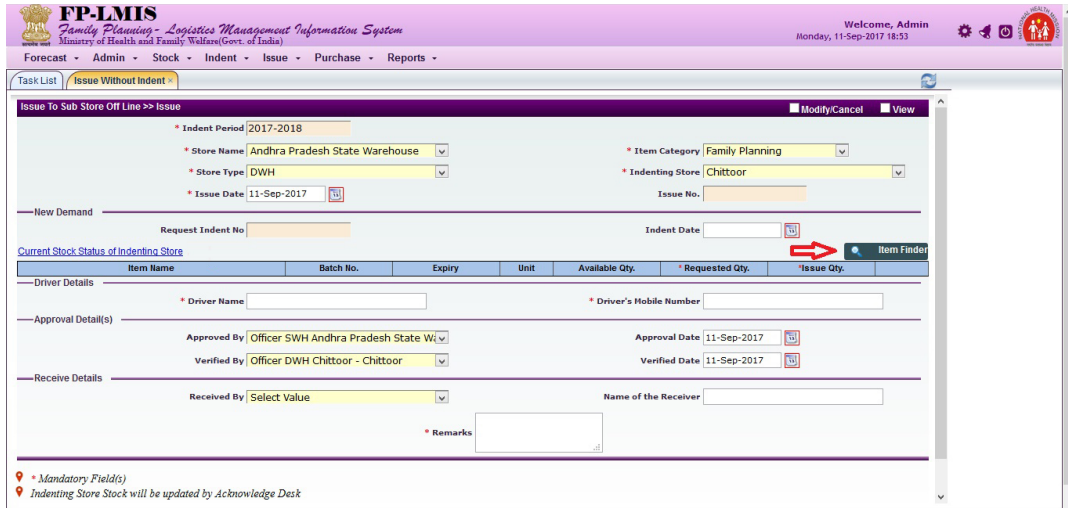
Step-2: Click on “Issue without Indent” under “Issue” menu.



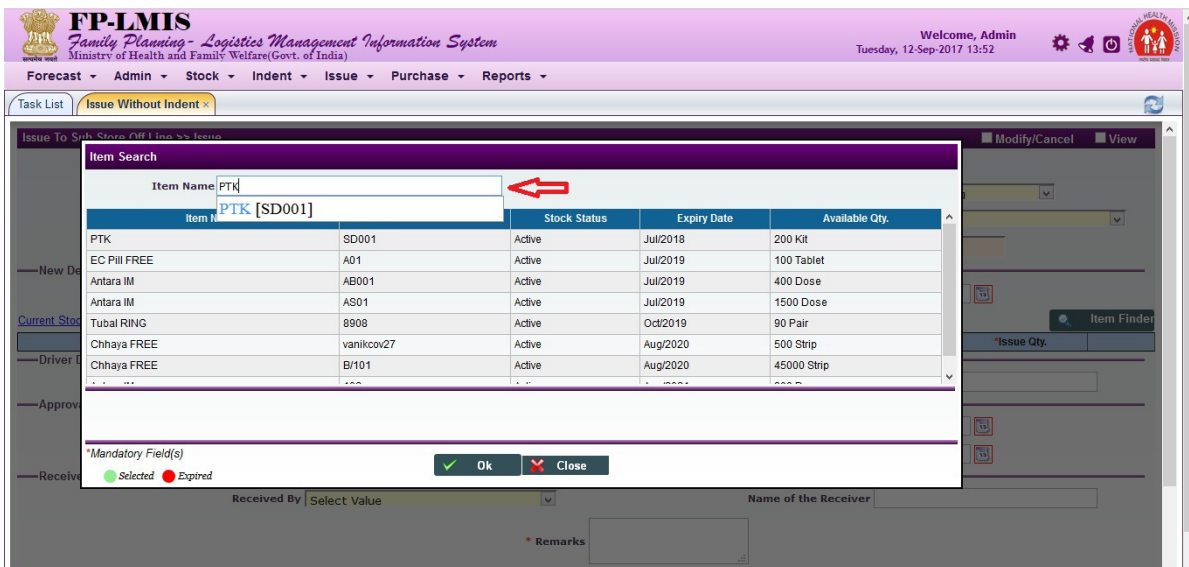
Step-3: Select the sub store (indenting store) from the drop-down menu. If issuing store wants to verify the current stock available with the indenting store click on hyperlink.



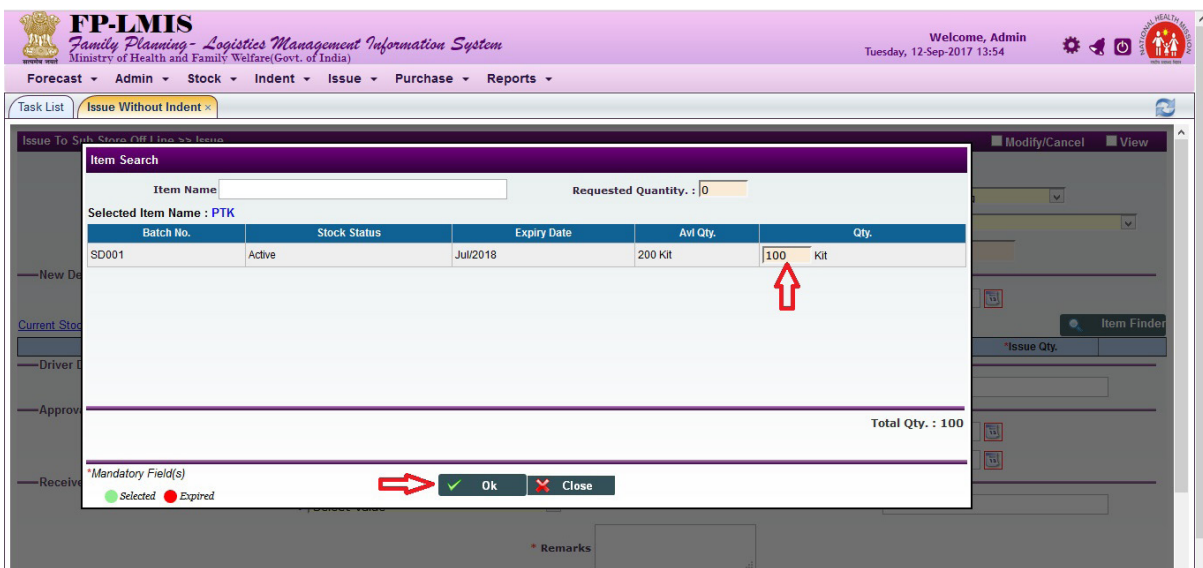
Step-4: Click on “Item Finder” to select items.



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**.



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



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”**.

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

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

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.

The screenshot shows the FP-LMIS dashboard with the 'Issue' menu open. The 'Issue to Client' option is highlighted with a red arrow. The dashboard displays various task cards with counts: Distribution Plan Pending (1), Challan Receive Pending (6), Indent in Draft Mode (12), Transfer Pending (2), Issue Pending (137), Transfer Ack Pending (5), Issue Ack Pending (96), and New Supply Order (6).

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

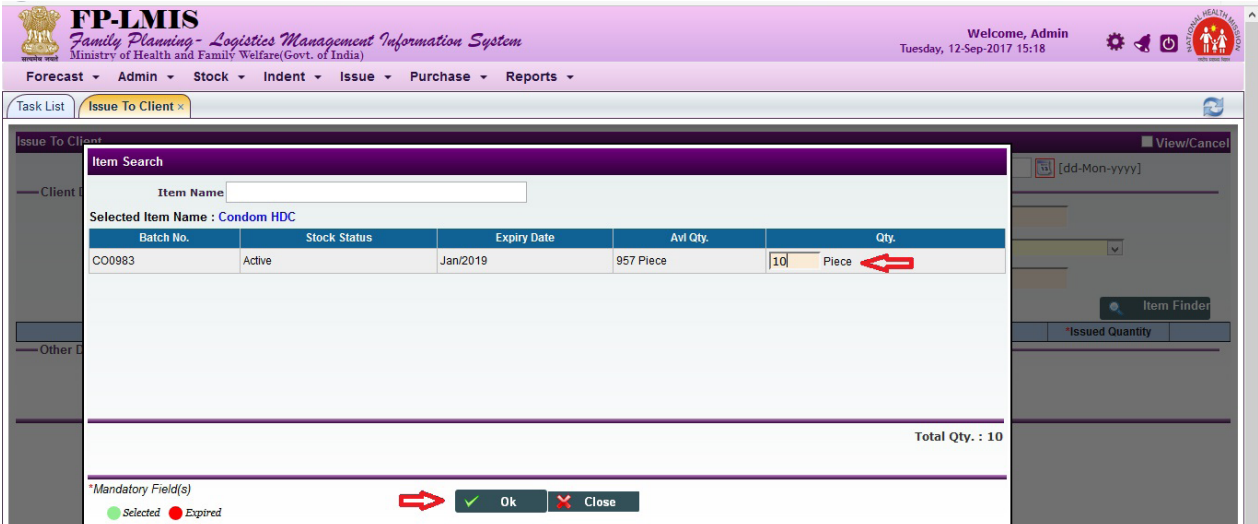
The screenshot shows the 'Issue To Client' form. Mandatory fields are highlighted with red arrows: Store Name (CHC Tanqi), Issue Date (12-Sep-2017), Client's Name, Client's Age (Year), Gender (Male), and the Item Finder button. The form also includes fields for Father's Name, Aadhar No., and Voter Id Card No.

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”.

The screenshot shows the 'Item Search' dialog box. The search term 'condo' is entered, and the results list includes 'Condom HDC [CO0983]' and 'Condom FREE [COF098]'. A red arrow points to the search input field. The table below shows the search results:

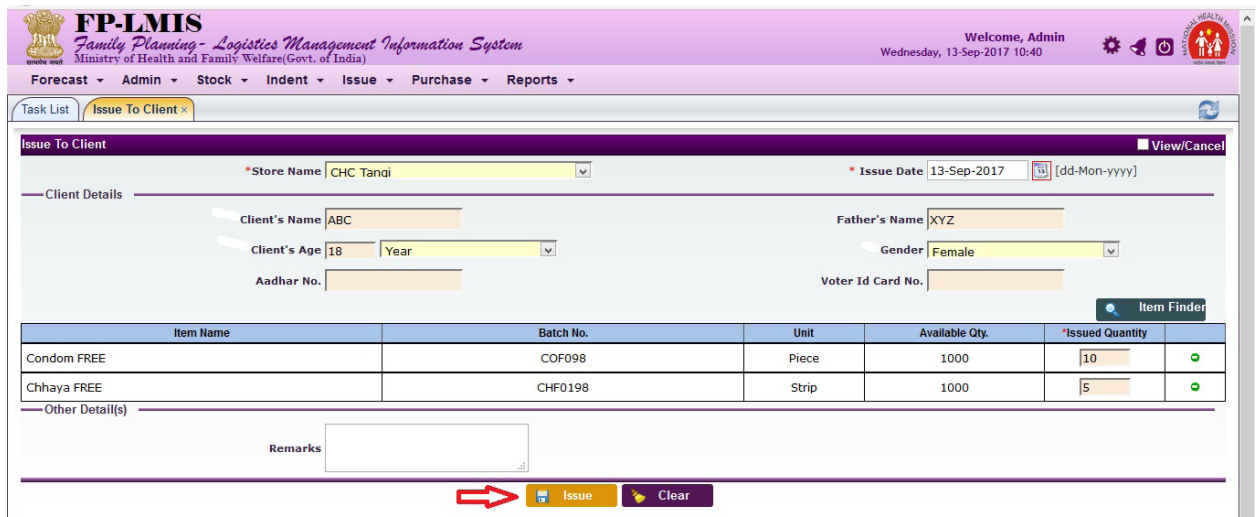
Item Name	Batch No.	Stock Status	Expiry Date	Available Qty.
Condom HDC		Active	Jan/2019	957 Piece
Antara IM	AB1	Active	May/2019	4 Dose
Condom FREE	COF098	Active	Jan/2020	990 Piece
Chhaya FREE	CHF0198	Active	Jan/2021	995 Strip
Chhaya HDC	CH467	Active	Jan/2021	1000 Strip
Antara IM	bb2	Active	Jun/2021	4 Dose

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

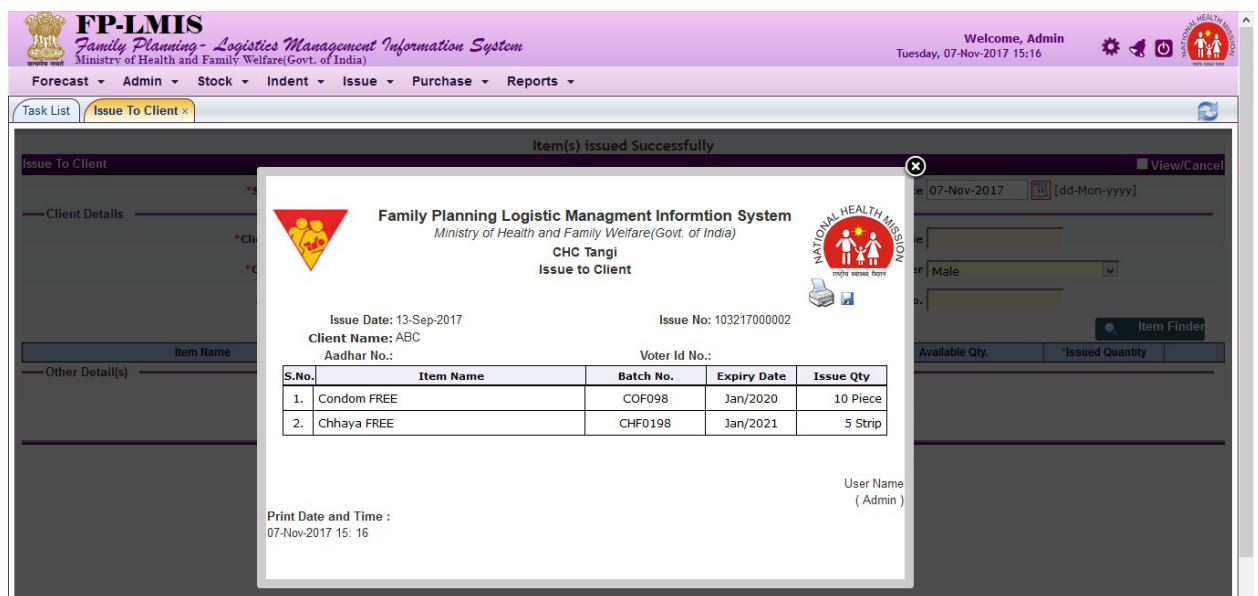


Similarly, repeat the step-4 & step-5 for other items to be issued to client.

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



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



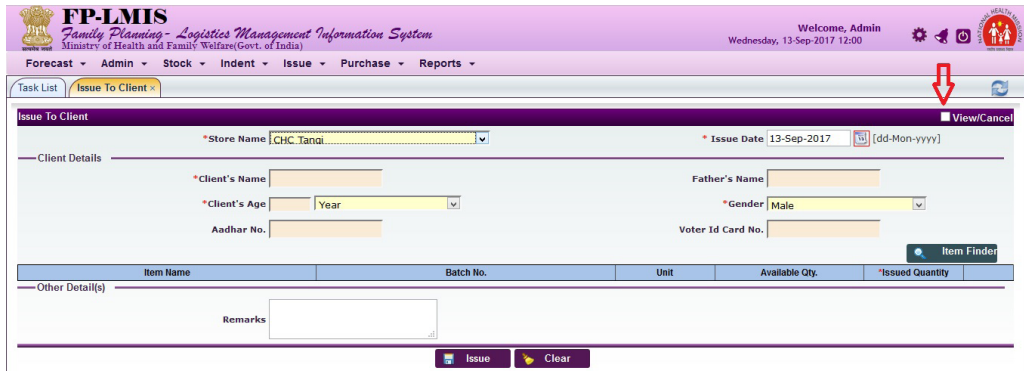
6.4.1 Cancel Issue to Client

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

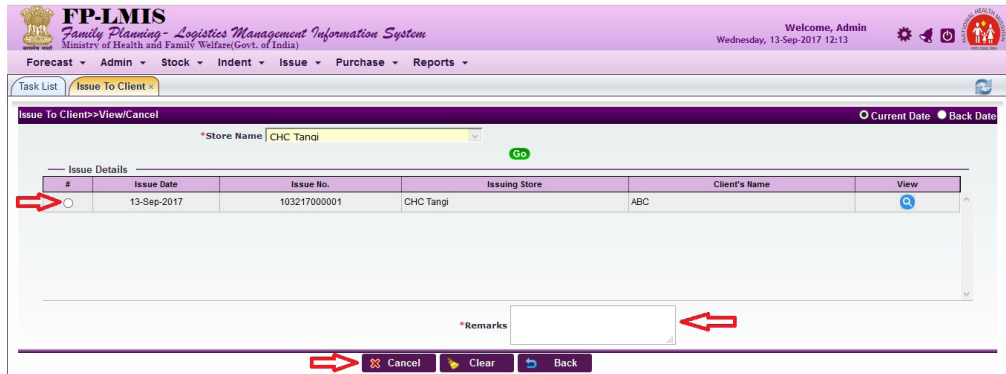
Step-1: Login with valid credentials.

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

Step-3: Select check box “View/Cancel”.



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



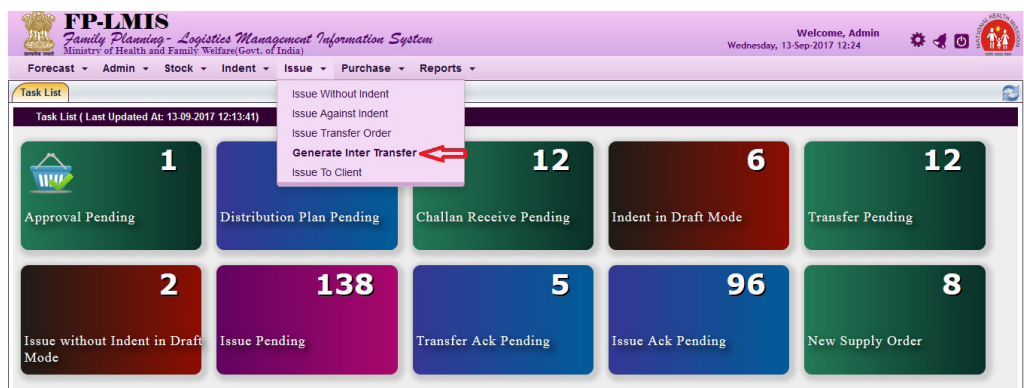
6.5 Inter Transfer Order

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.

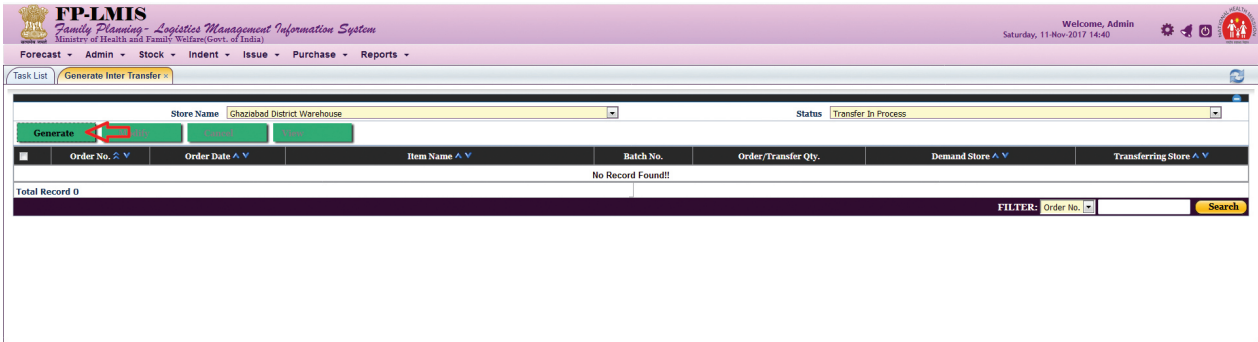
6.5.1 Generate Inter Transfer:

Step-1: Login with valid credentials.

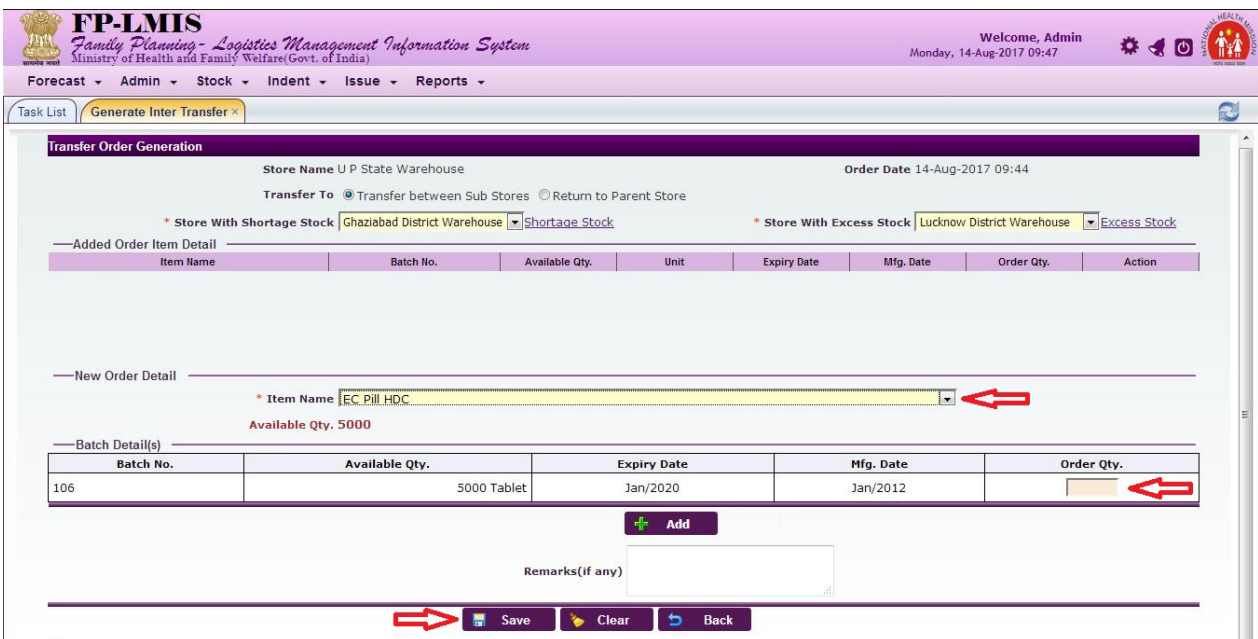
Step-2: Click on “Generate Inter Transfer” under “Issue” menu.



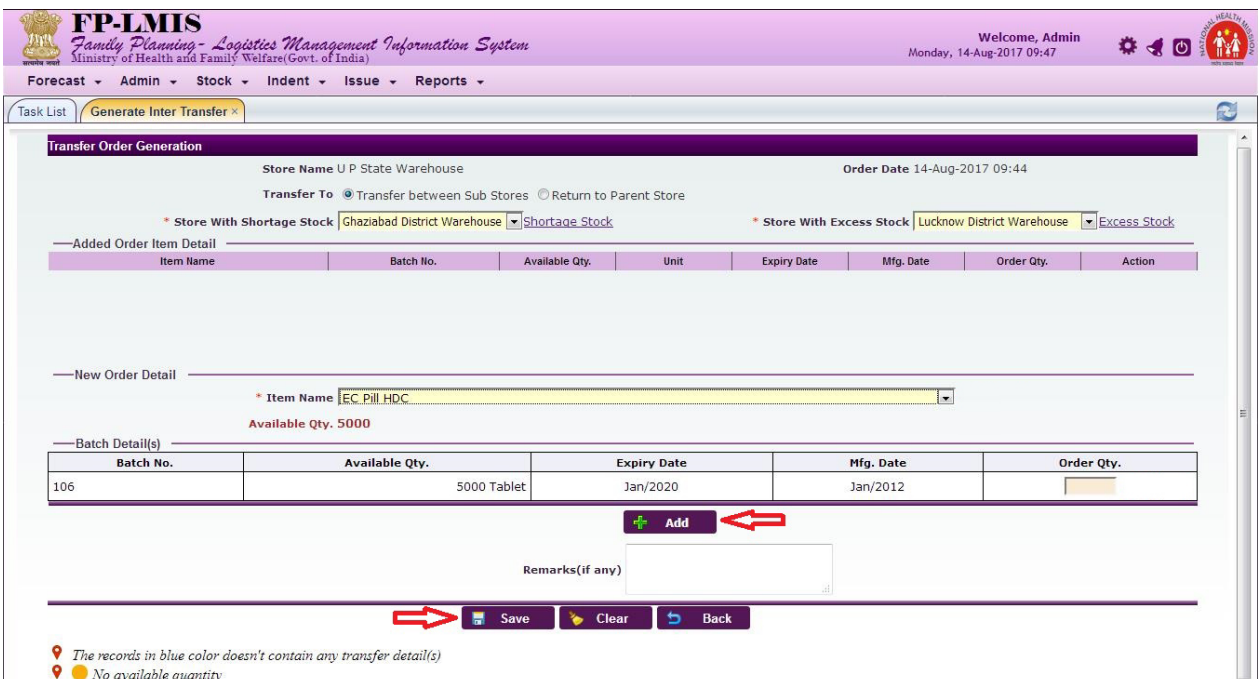
Step-3: Click on "Generate".



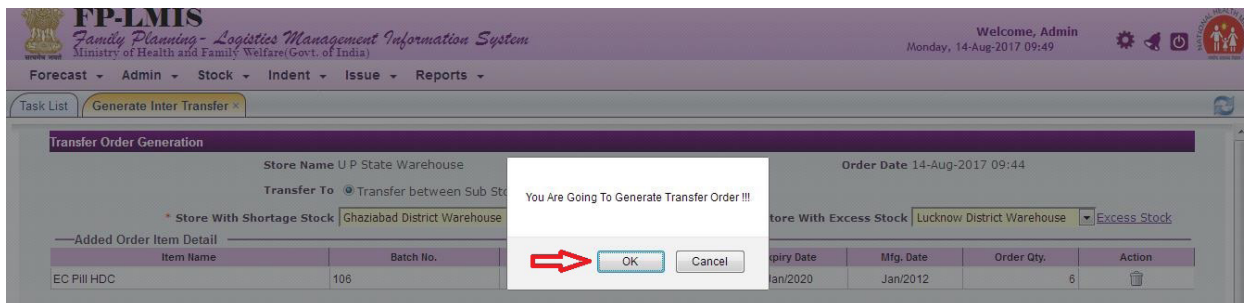
Step-4: Select item from the drop-down menu and enter quantity to be transferred and then click "Save" to generate transfer order.



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



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



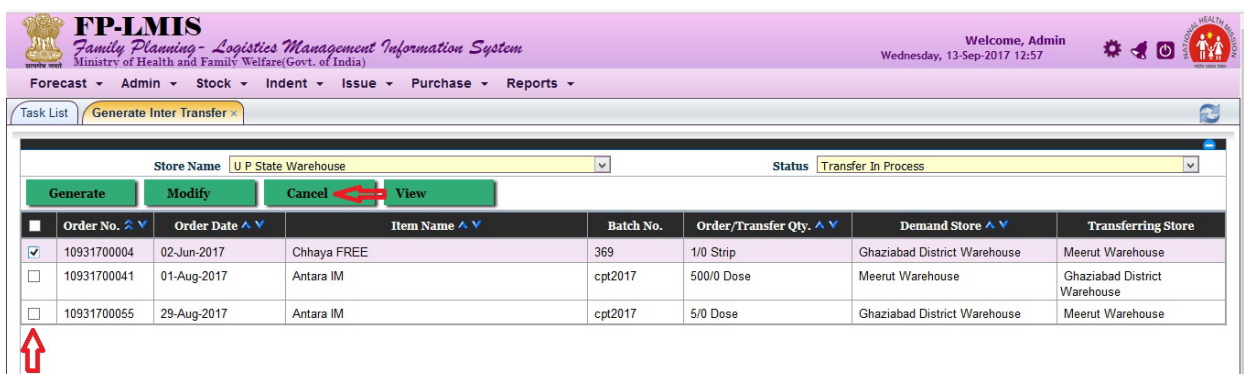
6.5.2 Cancel Inter Transfer Order

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”.



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”.

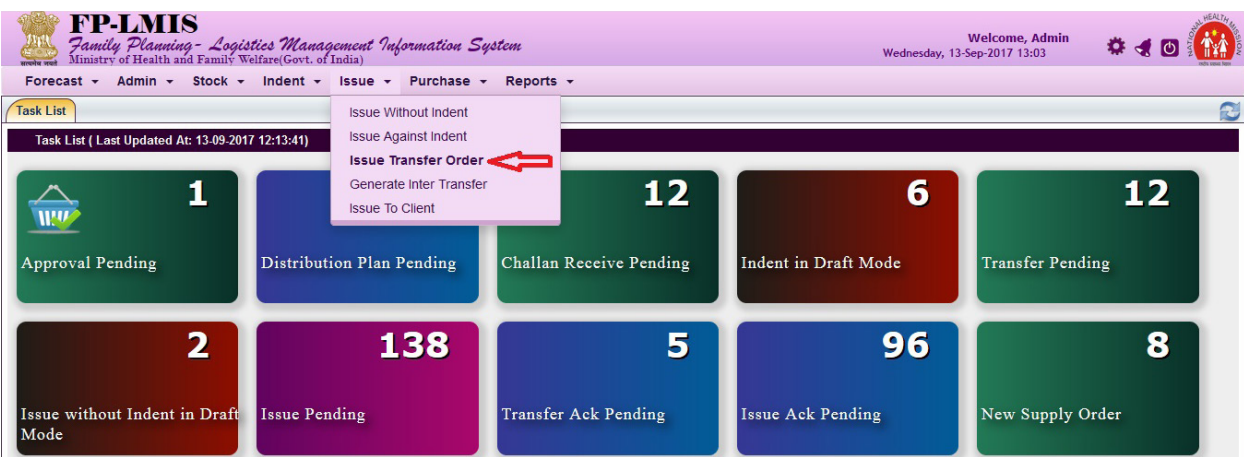
6.6 Issue against an Inter Transfer Order

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.

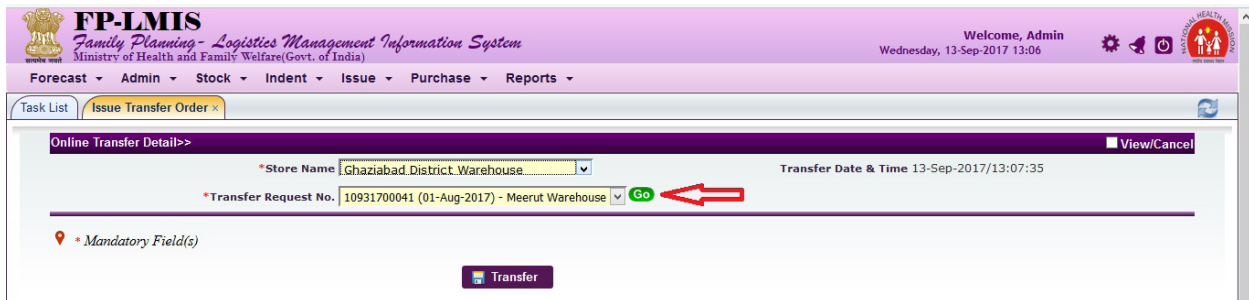
To transfer the items against the inter transfer order, follow the steps below.

Step-1: Login with valid credentials.

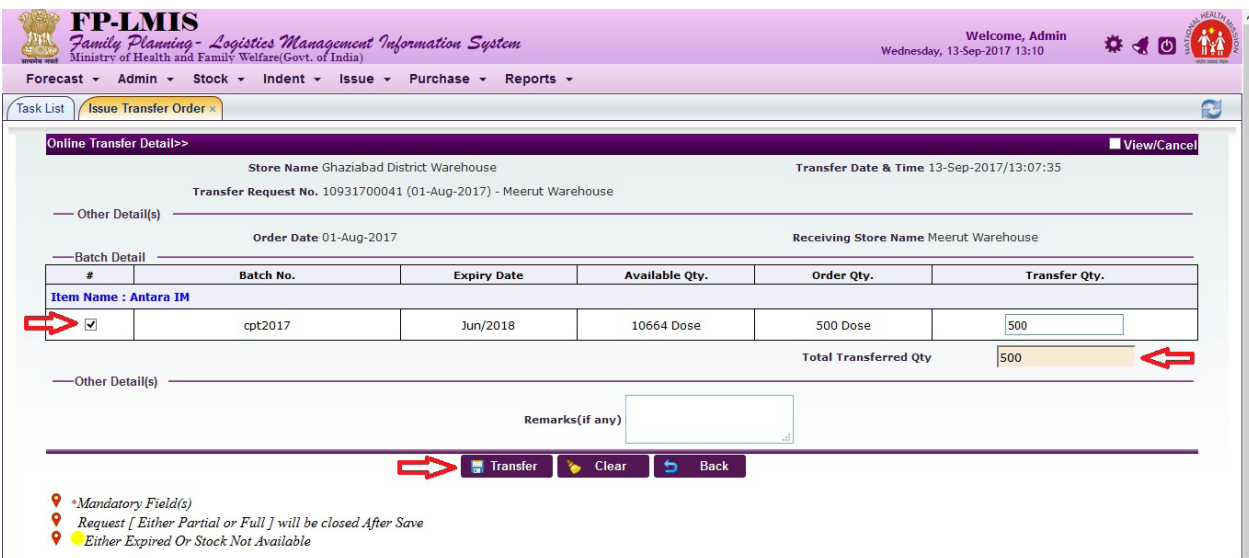
Step-2: Click on “Issue Transfer Order” under “Issue” menu.



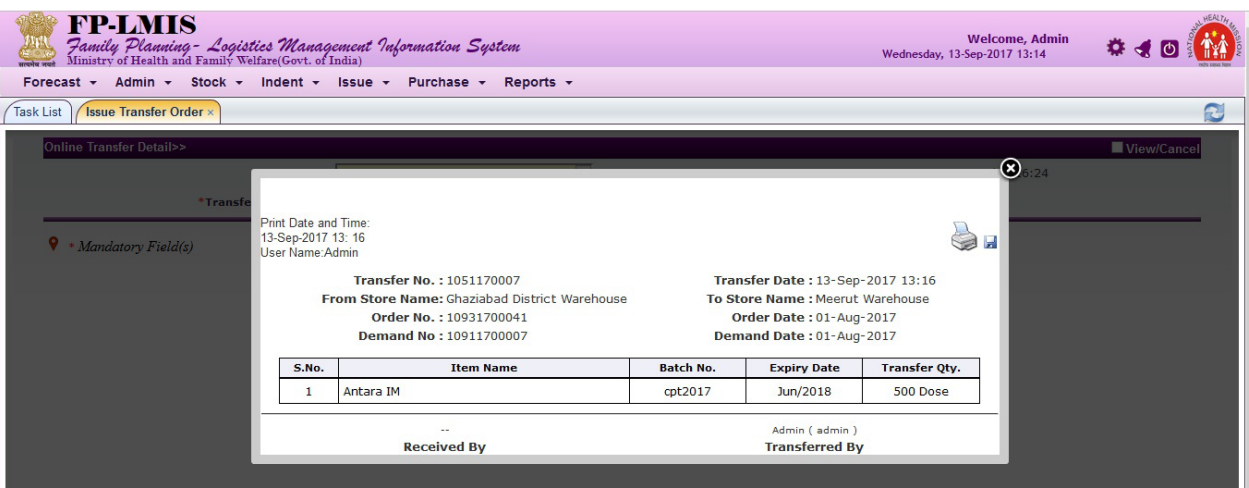
Step-3: Transfer order along with sub store name, (where to transfer) would appear on the screen by default. If there are multiple orders available, then select the store name from the drop-down box and click on “Go”.



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



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



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

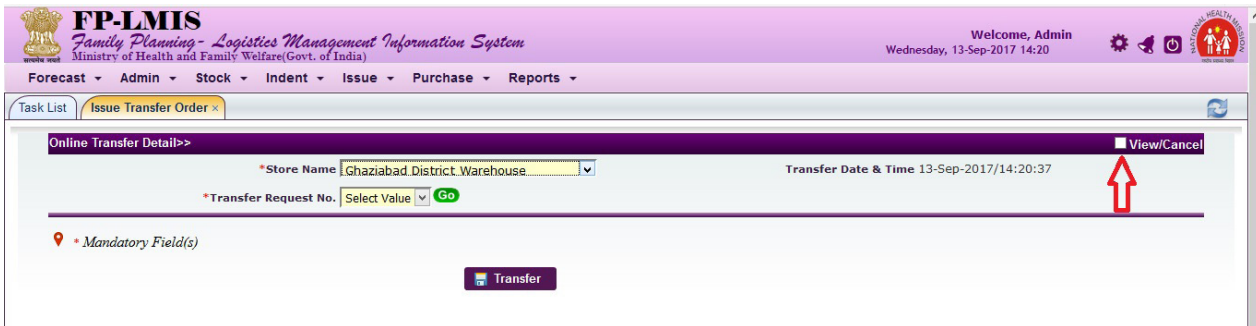
6.6.1 View/Cancel Inter Transfer Detail

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

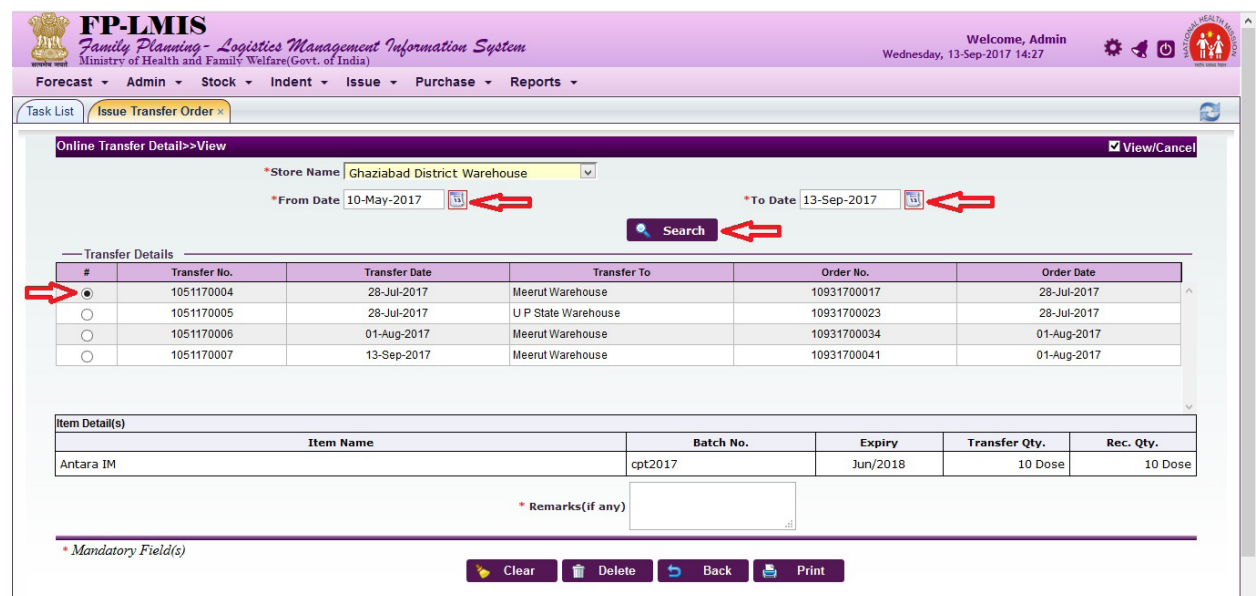
Step-1: Login with valid credentials.

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

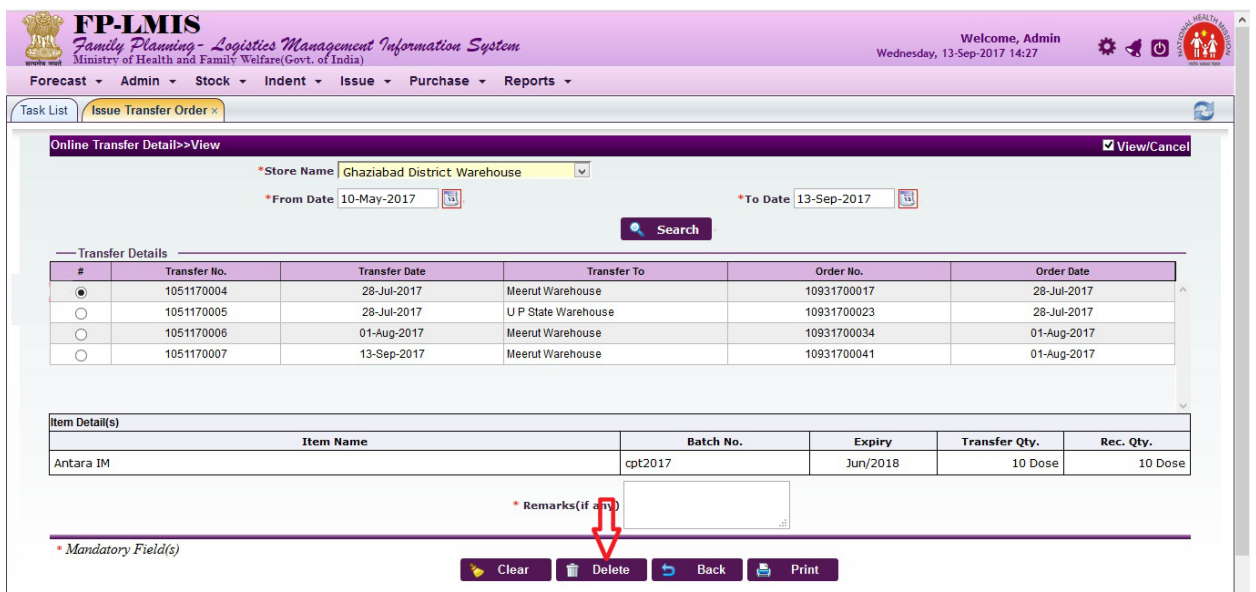
Step-3: Select the View/Cancel checkbox.



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.



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



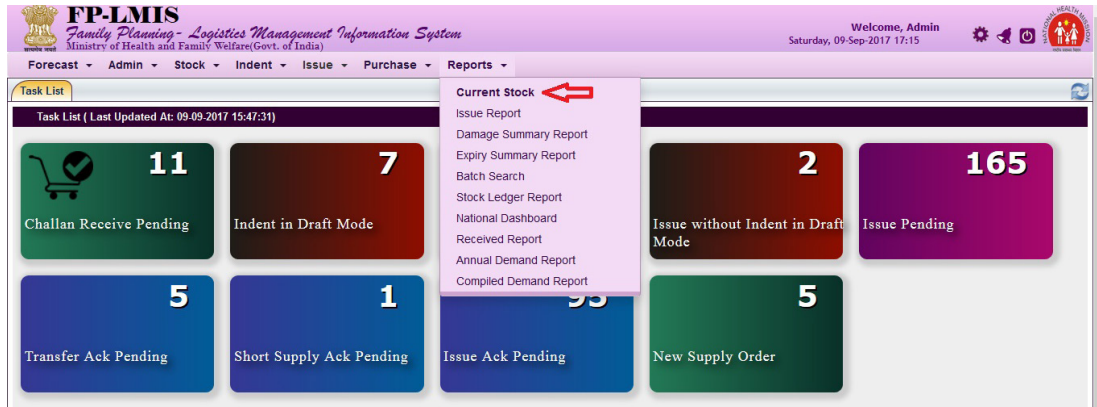
Chapter 7 Reports

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.

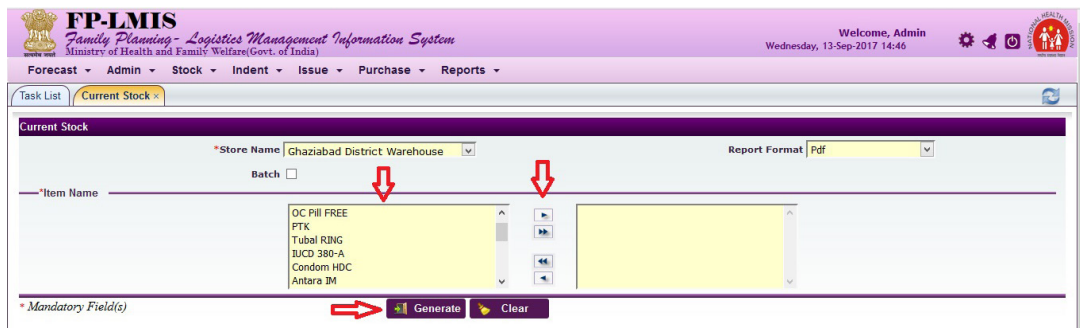
Step-2: Click on “Reports” menu.



7.1 Current Stock Report

Select the “Current Stock”.

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



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

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

Report Date & Time : 13-Sep-2017 02:58 PM

Issued Quantity Report For Ghaziabad District Warehouse for the Period 01-May-2017 to 13-Sep-2017

SNo	Item Name	To Store	Unit	Issue Date	Issued Quantity
1	Antara SC	Dessa CHC	Dose	18-Jul-2017	2
2	Condom FREE	Dessa CHC	Piece	17-Jul-2017	100
3	Chhaya FREE	Dessa CHC	Strip	17-Jul-2017	20
4	IUCD 375	Dessa CHC	Piece	13-Jul-2017	50
5	Antara IM	Dessa CHC	Dose	03-Jul-2017	5
6	Chhaya FREE	Dessa CHC	Strip	03-Jul-2017	10
7	Condom FREE	Dessa CHC	Piece	03-Jul-2017	100
8	Chhaya FREE	Dessa CHC	Strip	16-Jun-2017	50
9	EC Pill HDC	Dessa CHC	Tablet	16-Jun-2017	5
10	IUCD 375	Dessa CHC	Piece	16-Jun-2017	90
11	Chhaya FREE	Dessa CHC	Strip	05-Jun-2017	6
12	EC Pill HDC	Dessa CHC	Tablet	20-May-2017	50

Page No.1

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”.

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

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

*****End Of Report*****

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

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

*****End Of Report*****

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 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

*****End Of Report*****

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.

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	0
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
9	Chhaya FREE	Strip	C-101	31-May-2019	0	4500	0	4500
10	Chhaya FREE	Strip	CFREE01	31-Mar-2017	0	880	0	880
Grand Total					0	24935	1000	23935

* Mandatory Field(s)

Print

Clear

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

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

*****End Of Report*****

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.

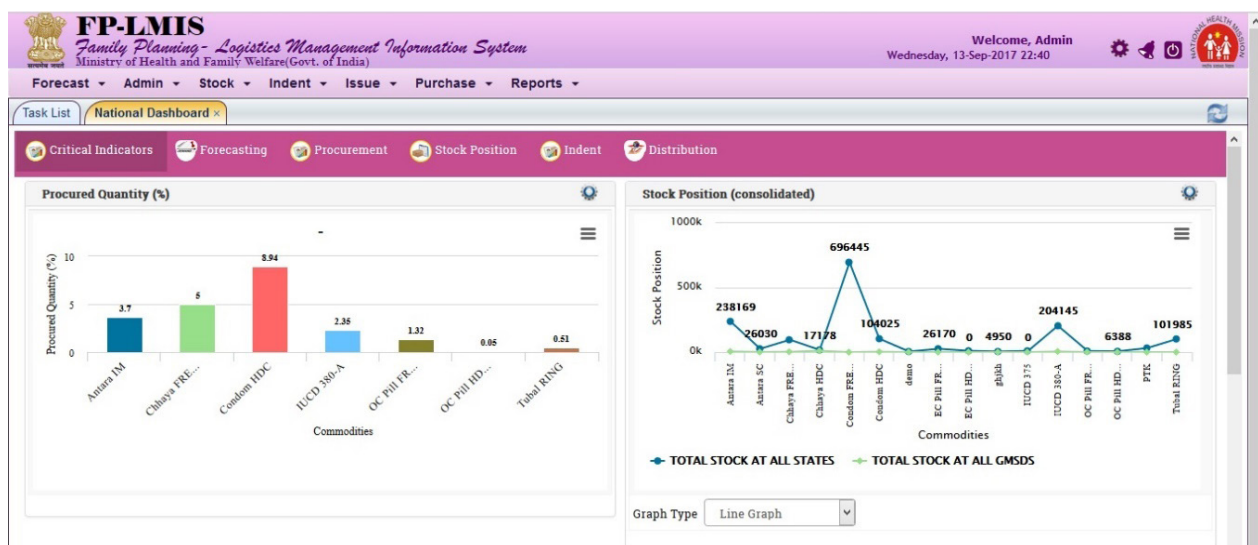
FP Division MoHFW can access all dashboard indicators. SSM Division can only access the procurement related indicators. Other stakeholders such as GMSDs, Suppliers and CMSS cannot access the dashboard indicator.

8.1 National Dashboard

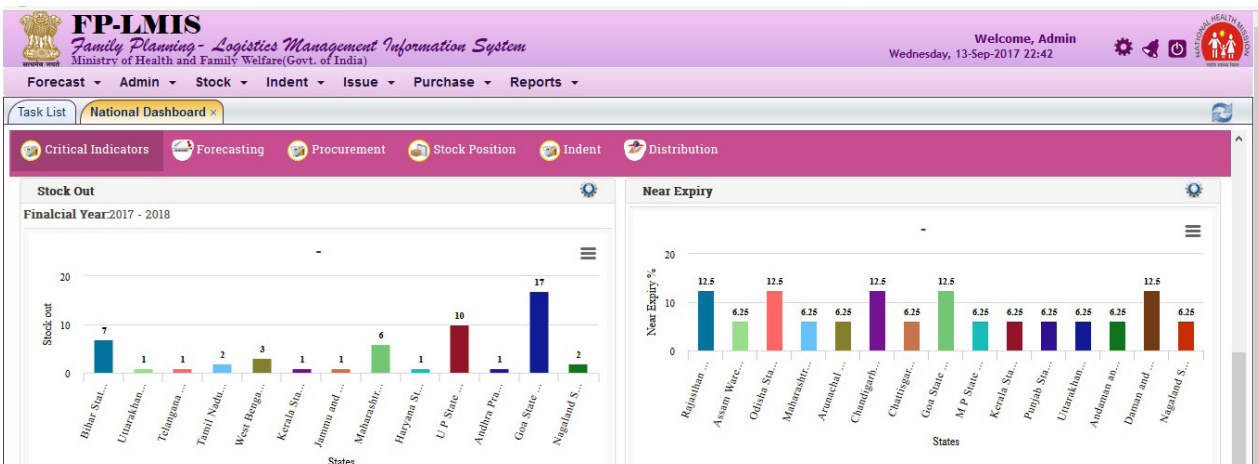
National dashboard contains critical performance indicators such as:

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

Procured Quantity & Stock Position:

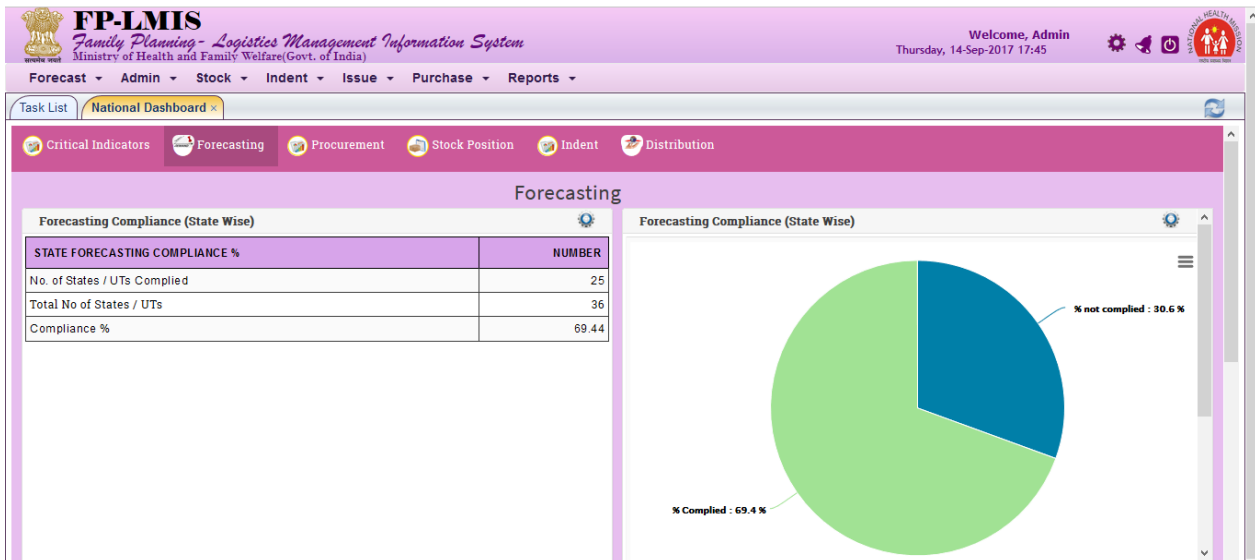


Stock Out and Near Expiry Indicator:

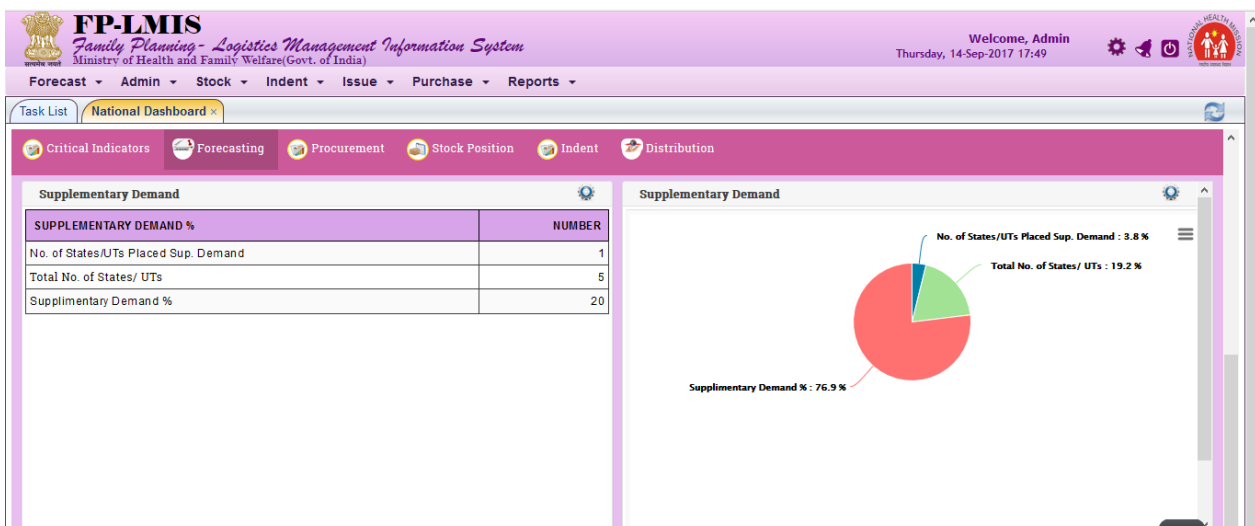


Forecasting:

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

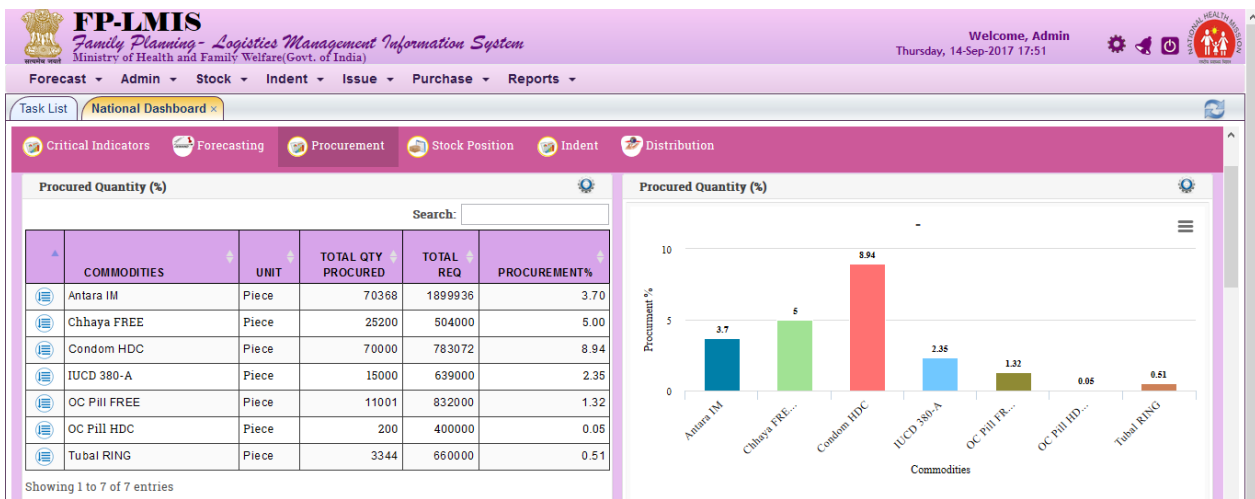


Supplementary Demand percentage: Shows number of states submitting their supplementary demand.

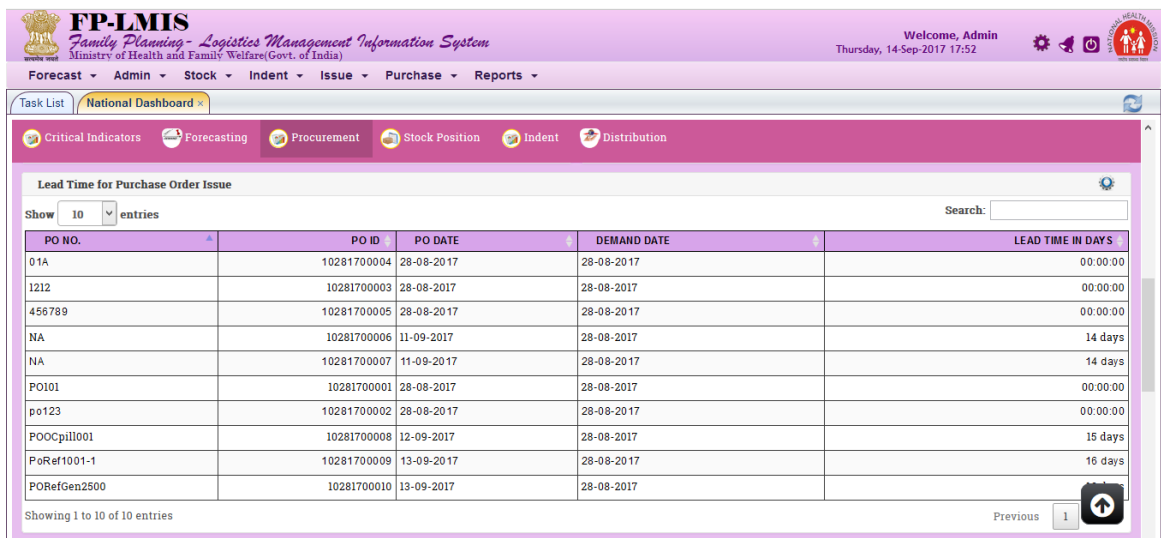


Procurement:

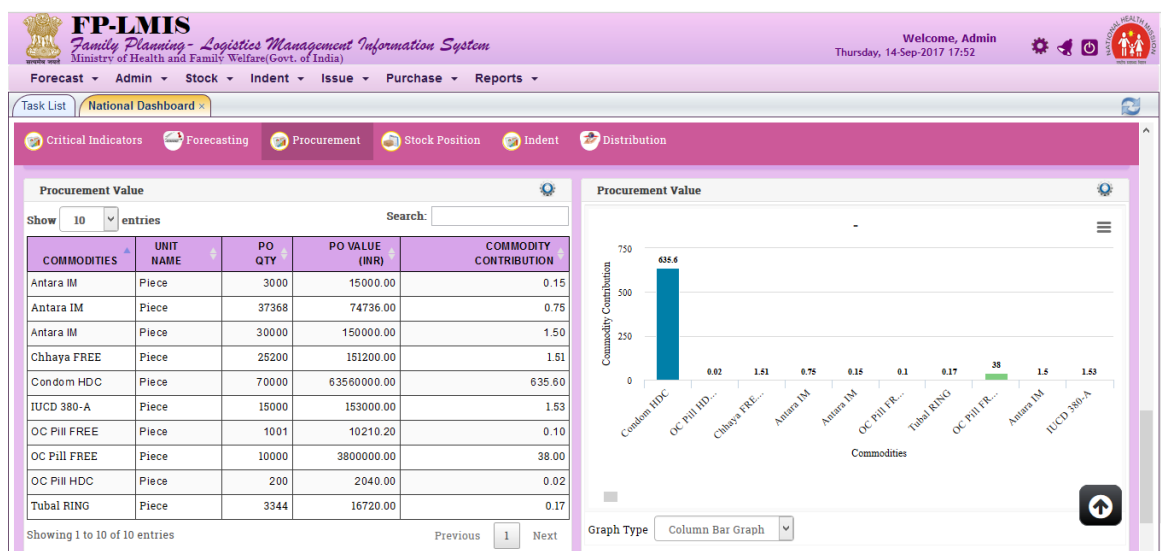
Order Procurement percentage: Shows total quantity procured during the financial year.



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

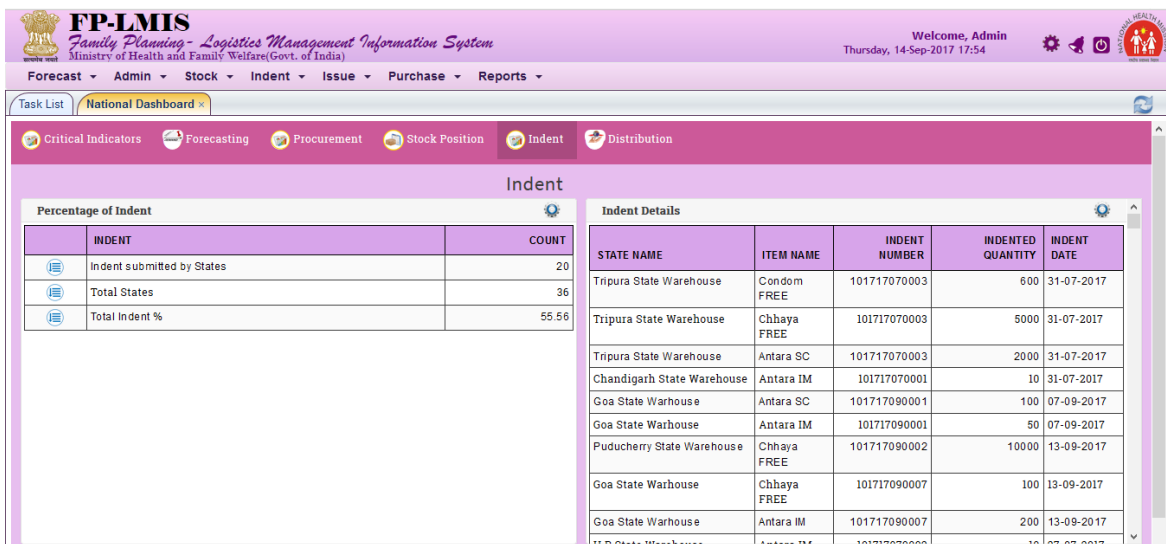


Procurement Value: Shows total costs of the commodity procured



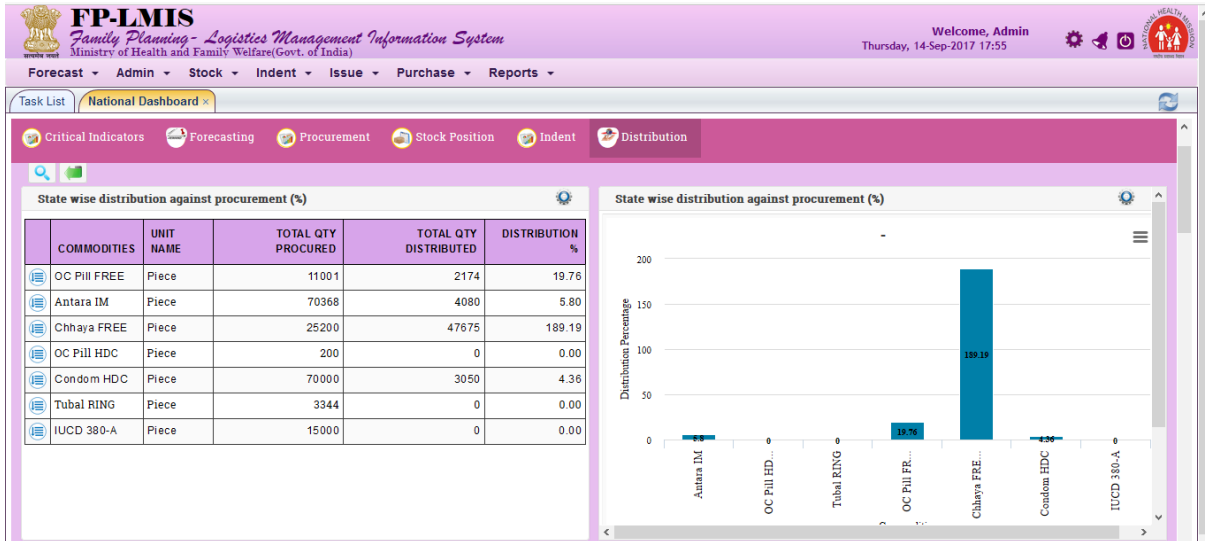
Emergency Indent:

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

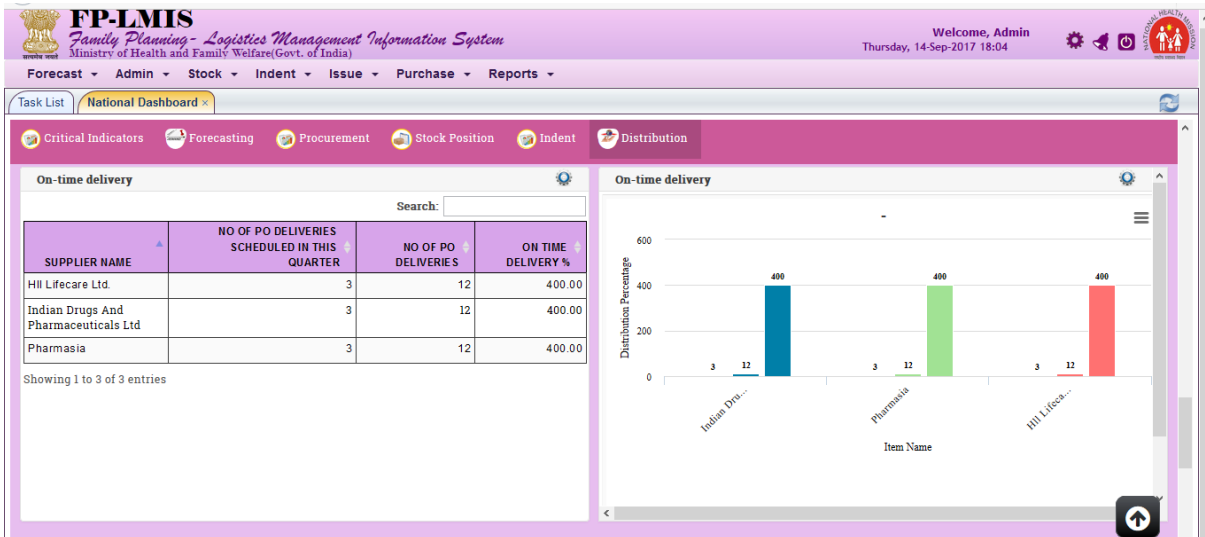


Distribution:

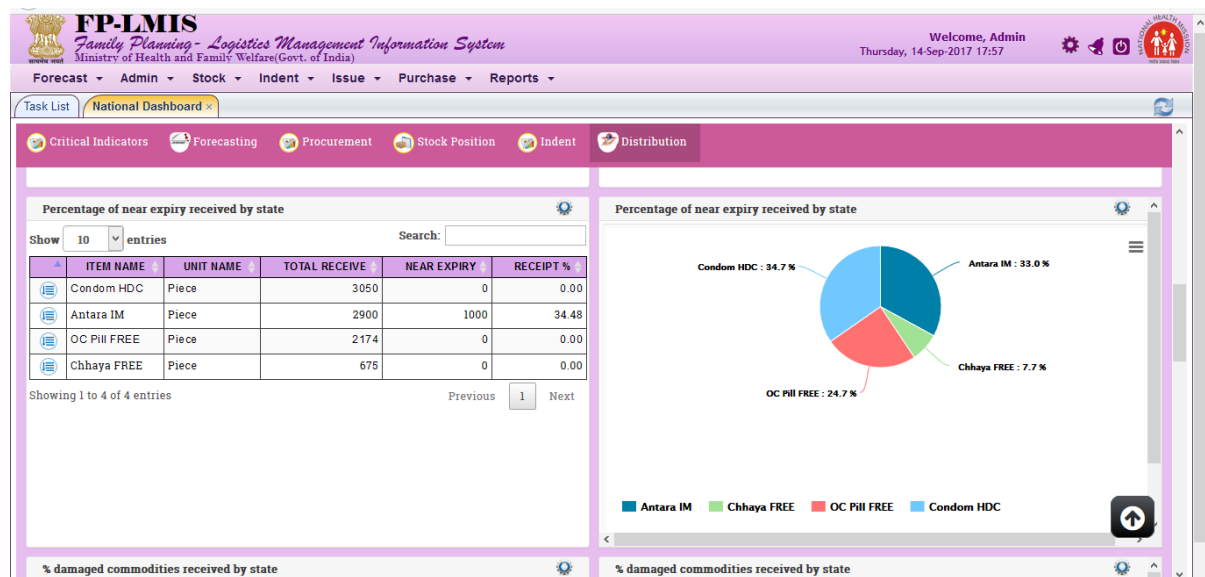
State wise distribution percentage against procurement: Shows total quantity distributed to State/ UTs.



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

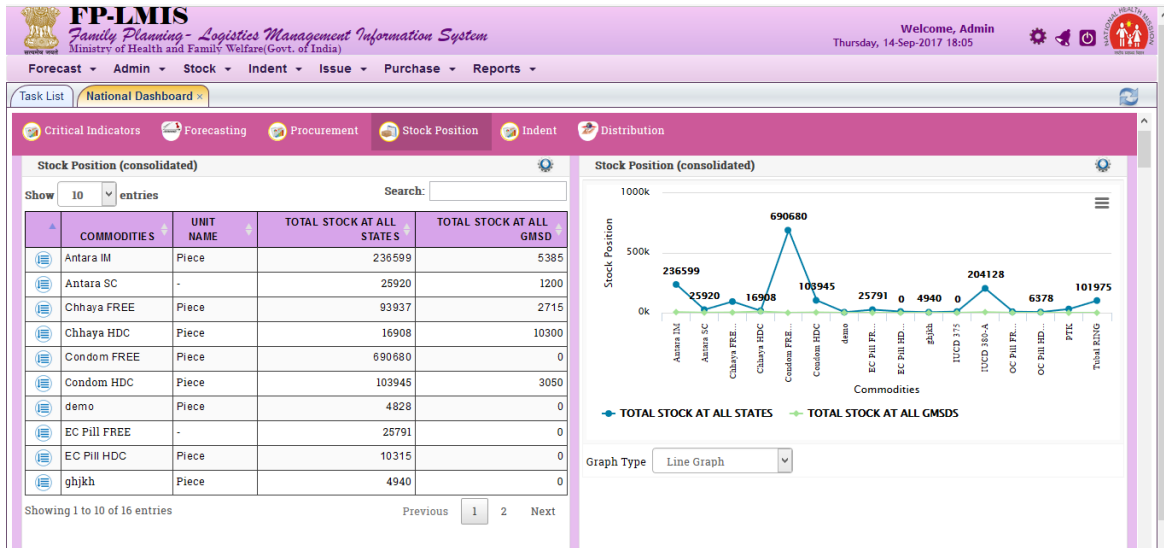


Percentage of near expiry supply received by state: Shows number of near expiry units received.

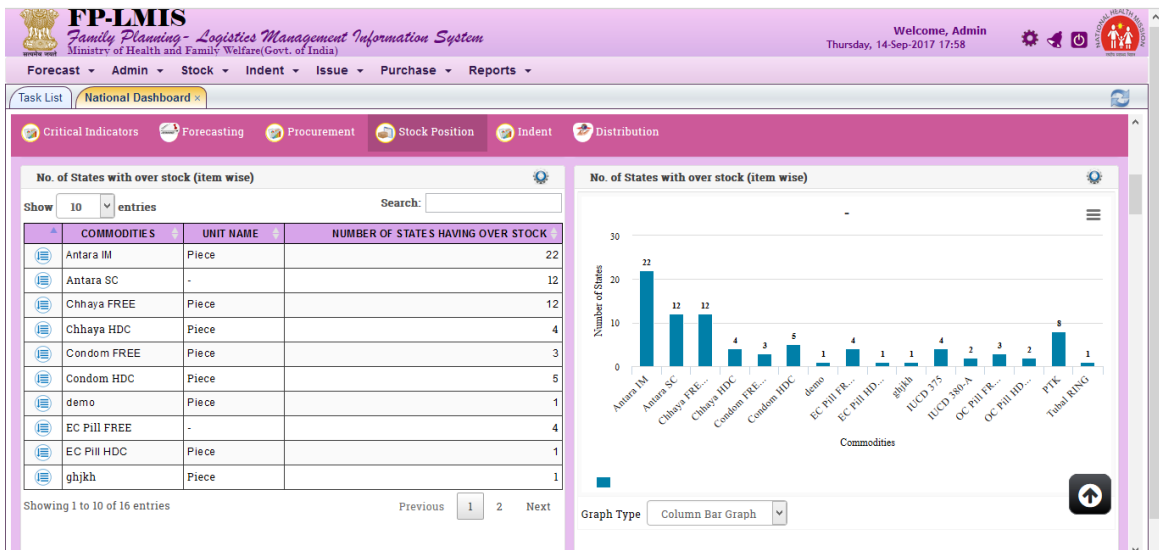


Stock Position:

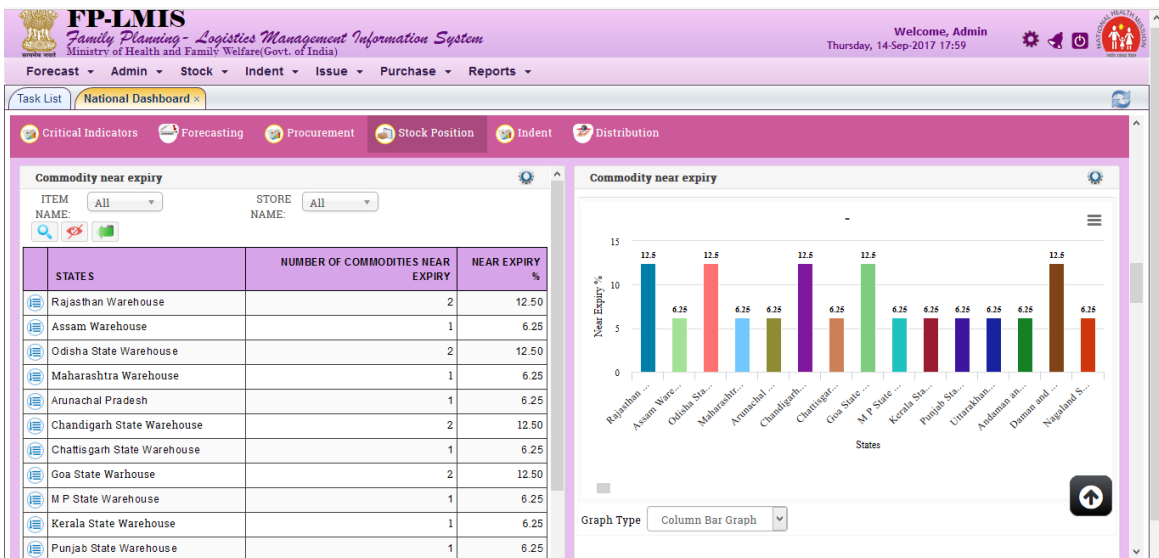
Stock Position: Shows number of commodities in stock.



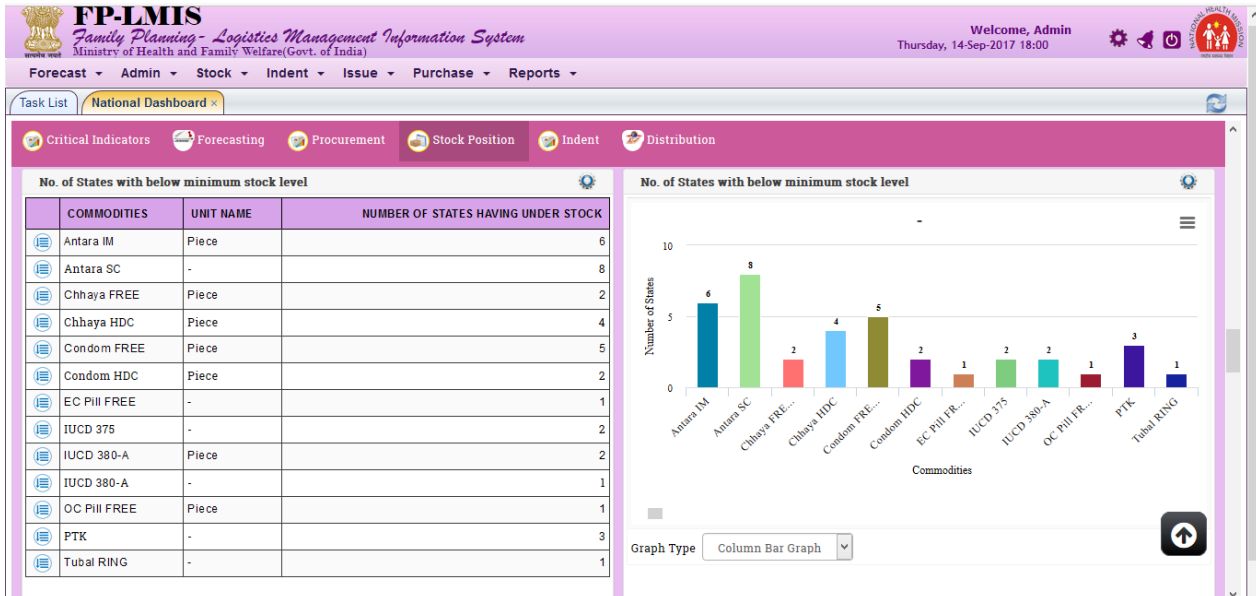
Commodity over stock position: Shows number of commodities over stock (with names) (above maximum permissible level).



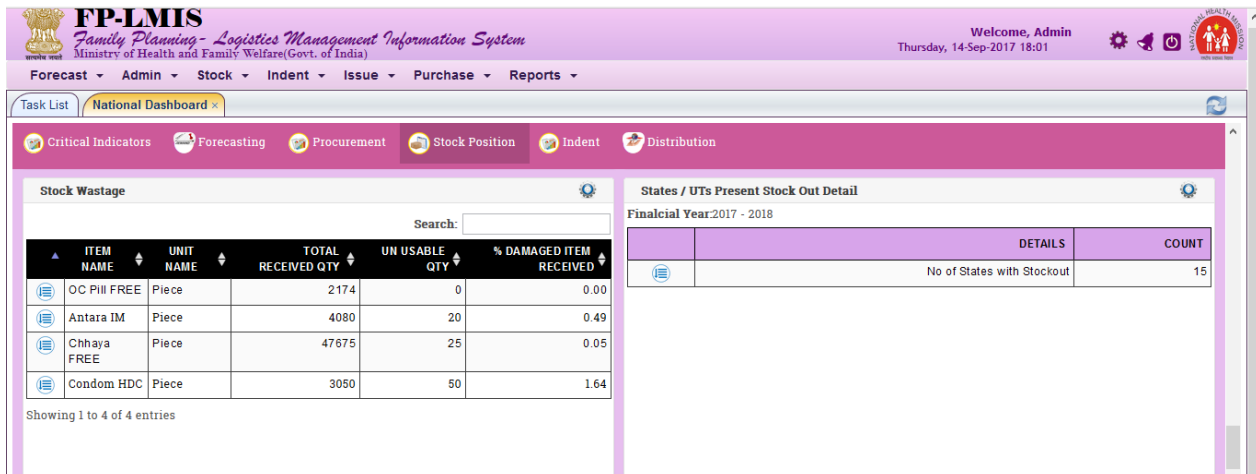
Commodity near expiry position: Shows number of near expiry commodities.



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



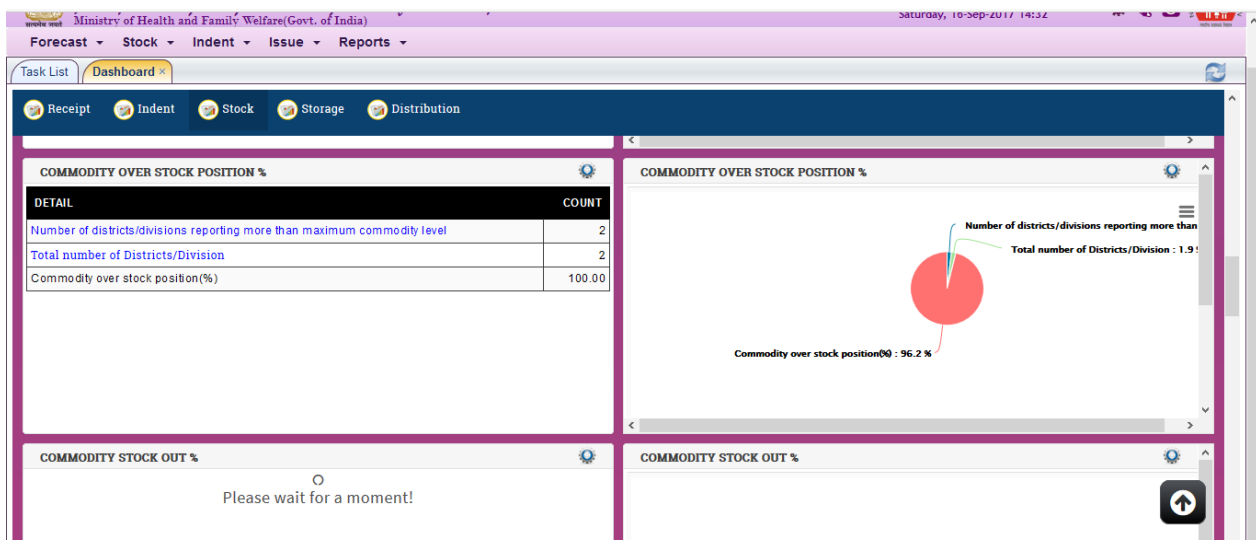
Stock wastage percentage: Shows number of unusable units (expired/damaged).



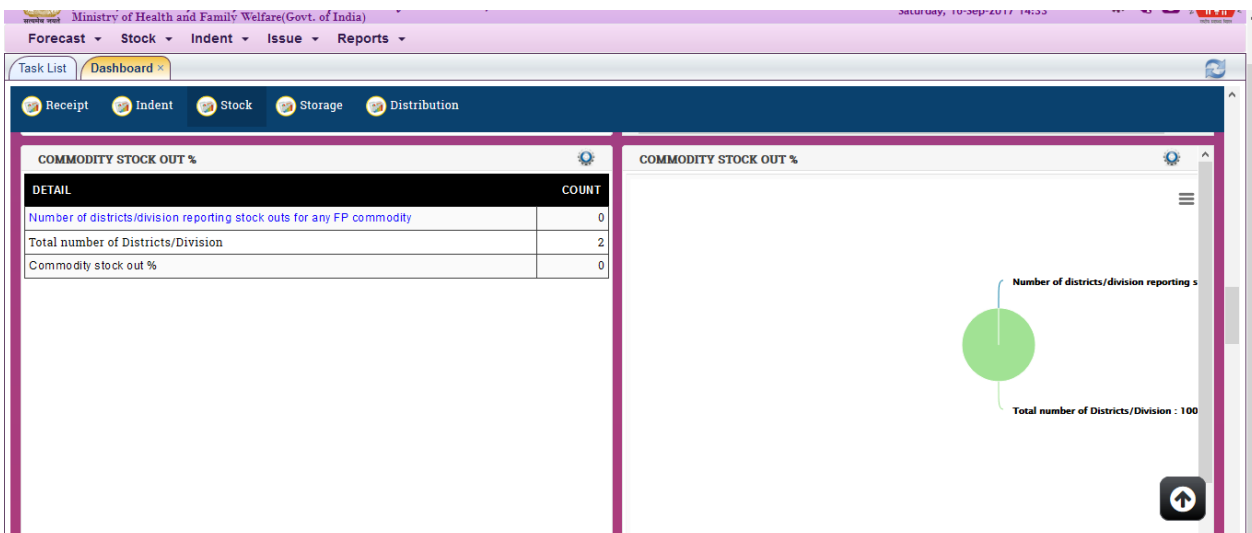
8.2 Other Dashboard indicators

Stock position:

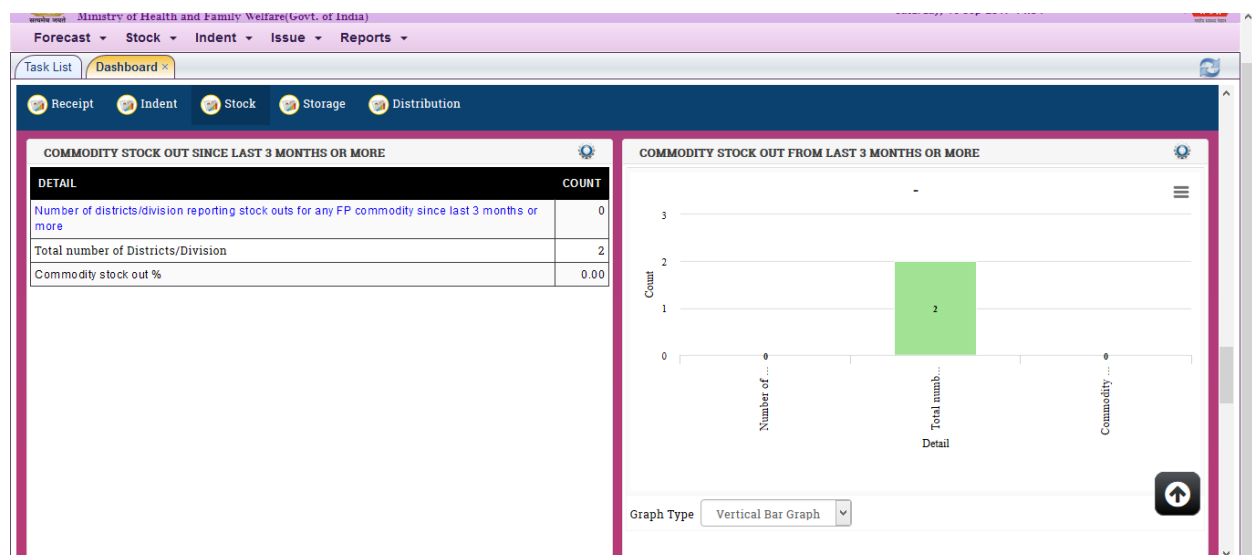
Overstock percentage: Shows commodity over stock position in percentage.



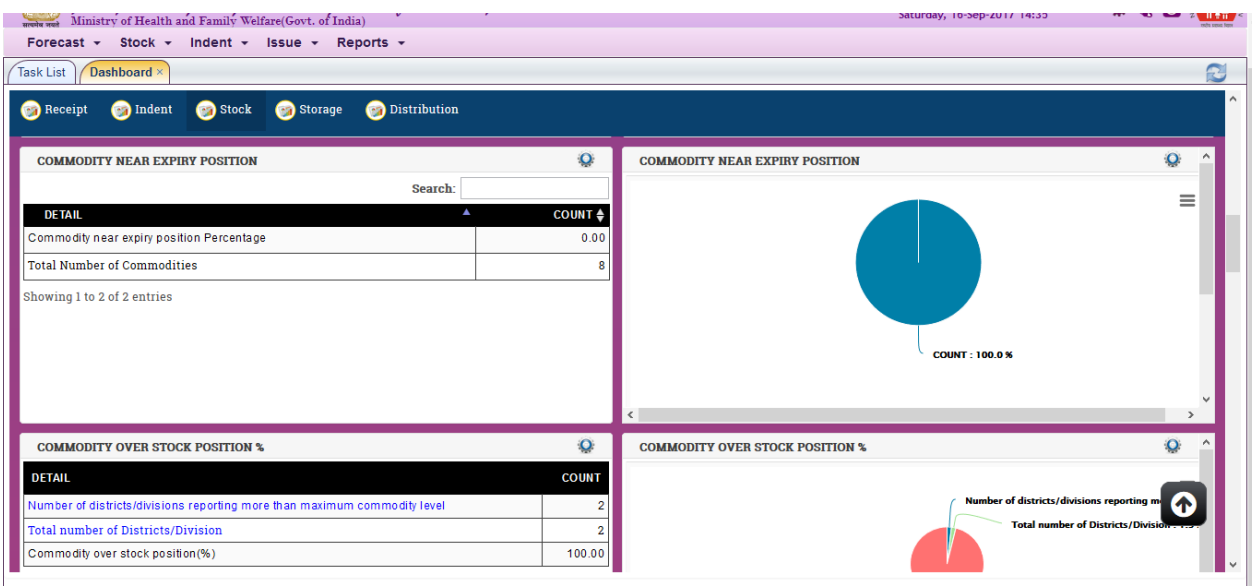
Stock Out: Shows stock out position.



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

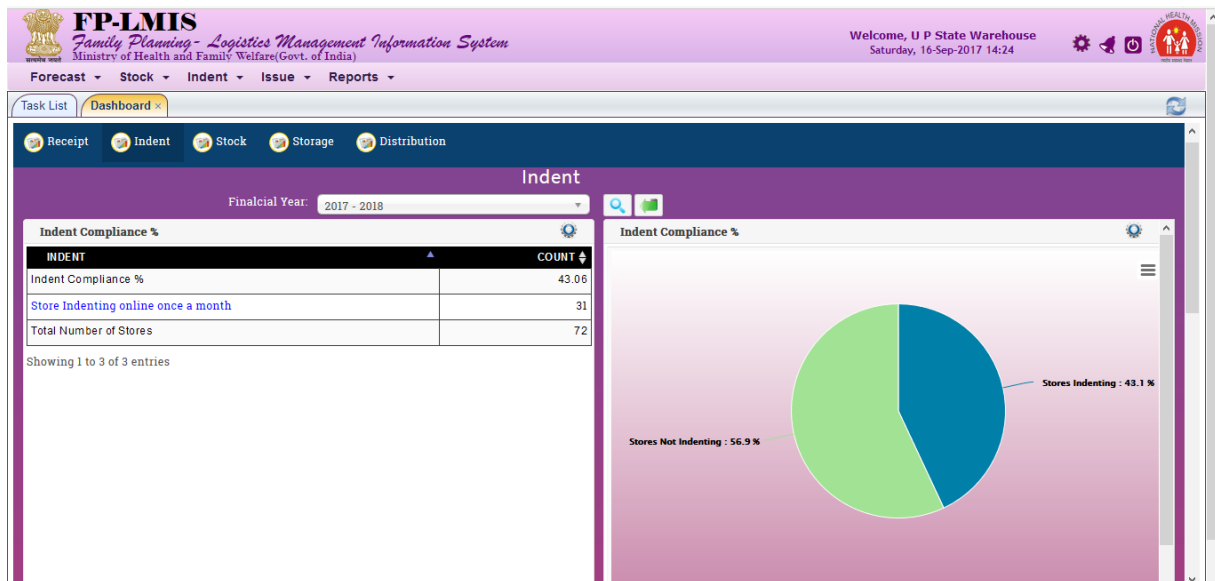


Near Expiry: Shows availability of near expiry commodities.

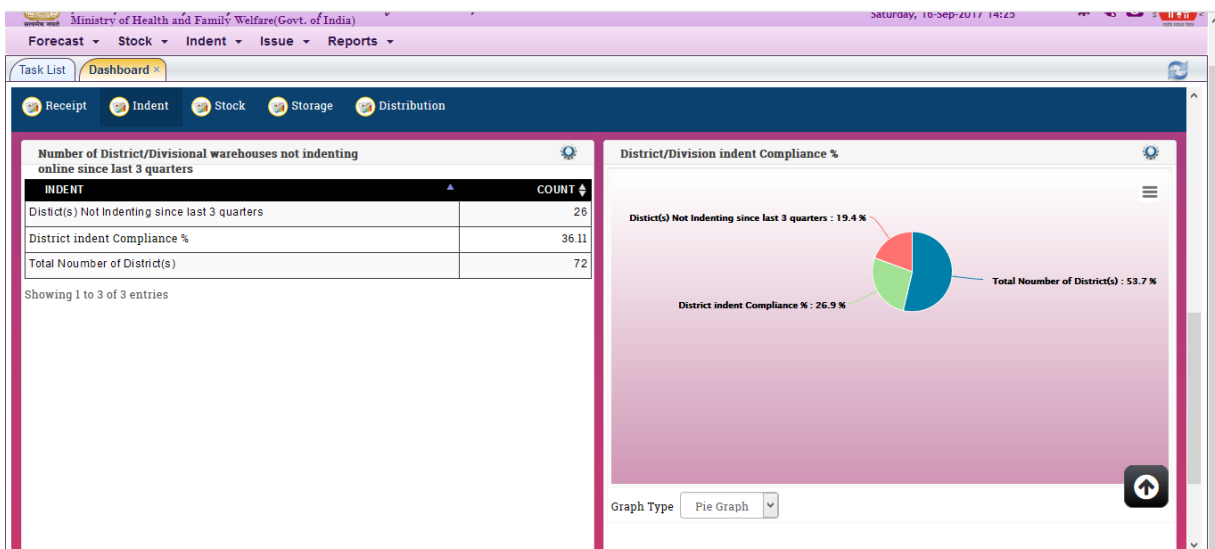


Indent:

Indent Compliance percentage: Shows status of Indent compliance.

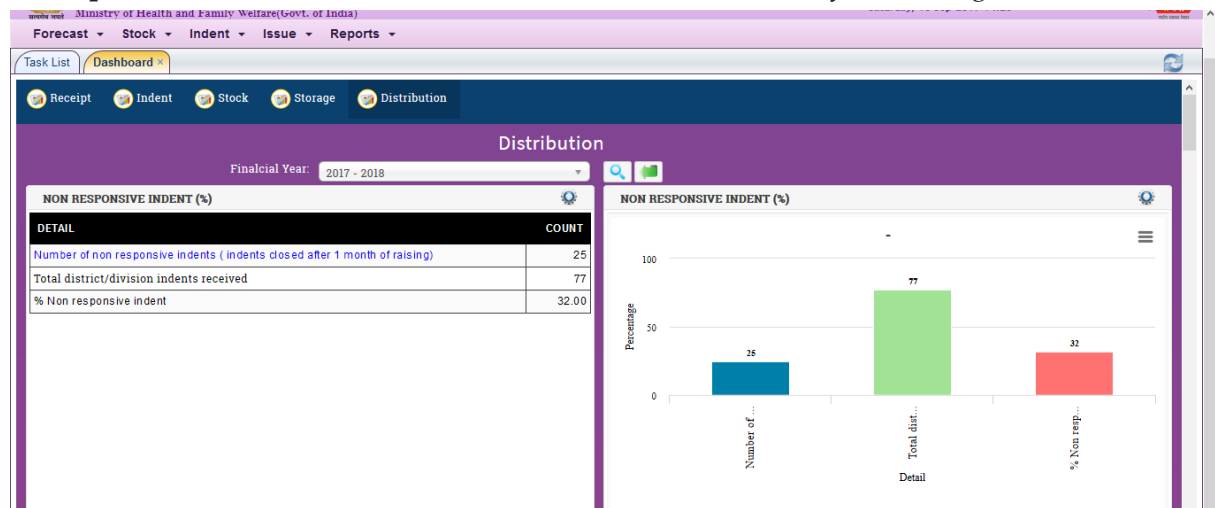


Indent: Shows number of district or division submitting indent since last 3 quarters.

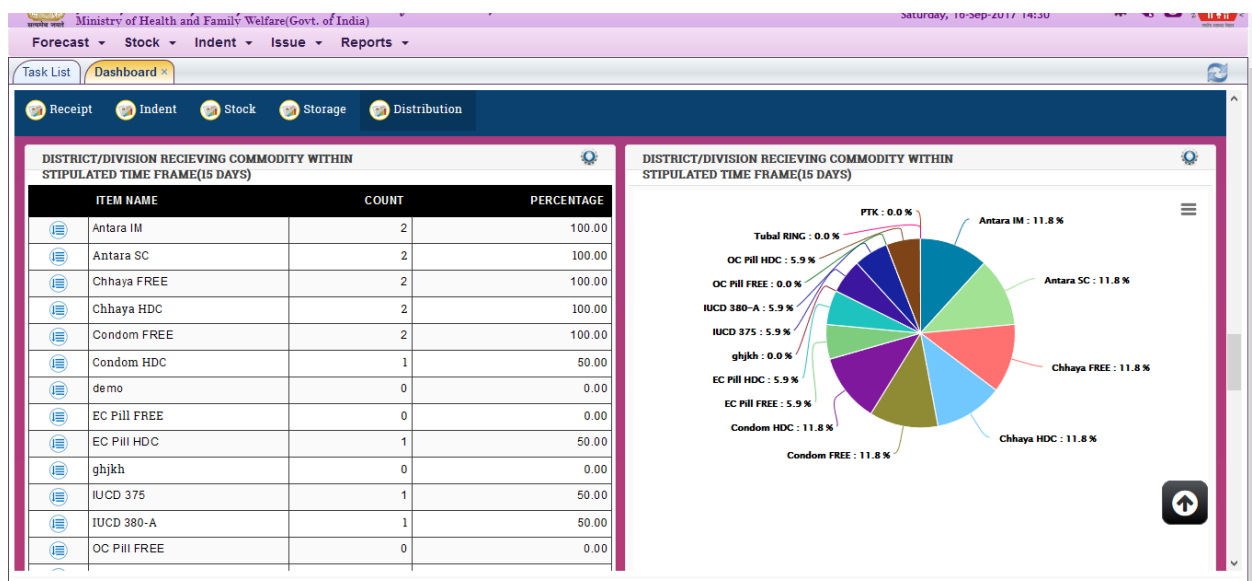


Distribution:

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.



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.



FP-LMIS

9.2 Login Screen

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

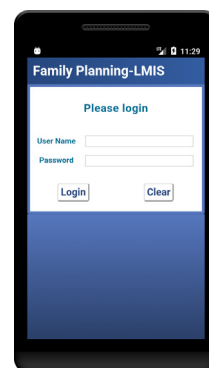
Step 1: Enter the user name.

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**”



9.3 Main Menu Screen

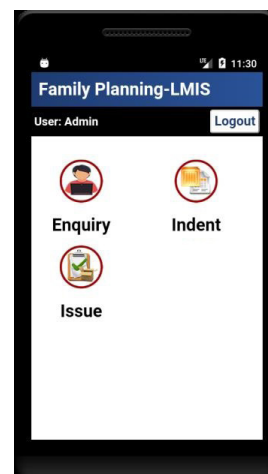
After successful login, the main screen would appear. Following three menus would appear.

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

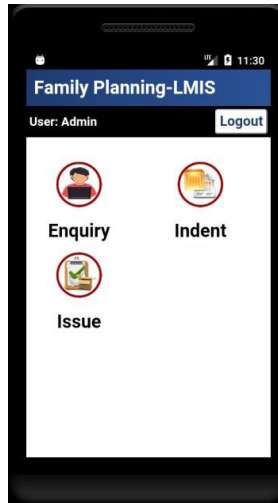
To enquire about the stock position of your own store, follow the steps below:

Step 1

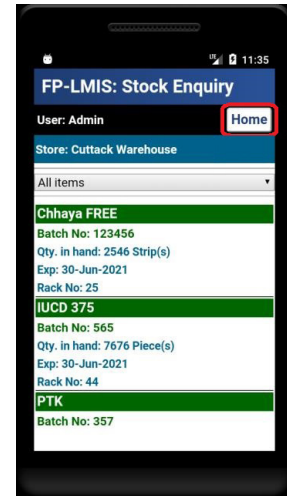
Step 1: Click on “Enquiry” menu.

Item wise current stock position along with details of batch no. and expiry date would be displayed.

Step 2: Click on “Home”, to go back to the home menu.



Result



9.4.1 Filtering Stock Enquiry

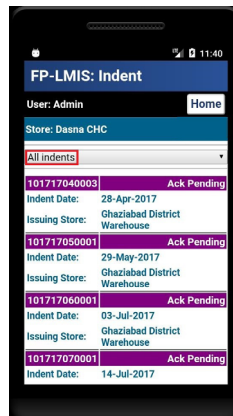
To view a particular item instead of all items, follow the steps below:

Step 1

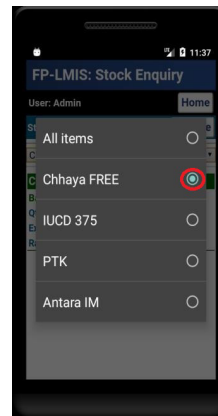
Step 1: Click on “All Items.”

Step 2: Select that particular item.

Stock details of that particular item would be displayed.



Step 2



Result



9.5 Indent Raise

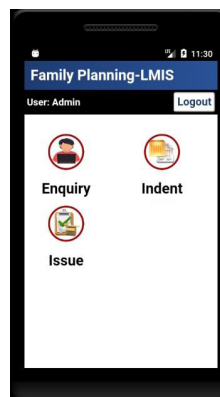
To raise indent, follow the steps below:

Step 1

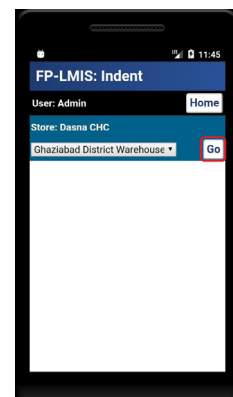
Step 1: Click on “Indent” menu.

Step 2: Select “Go”.

Step 3: Enter required quantity in the Quantity column.

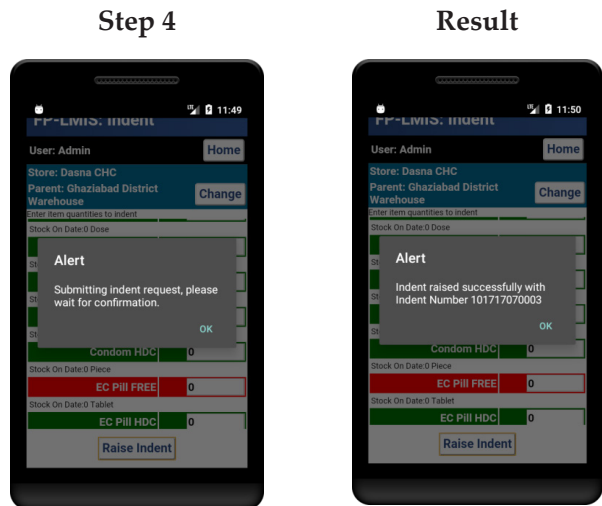


Step 2



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

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



9.5.1 View Indent

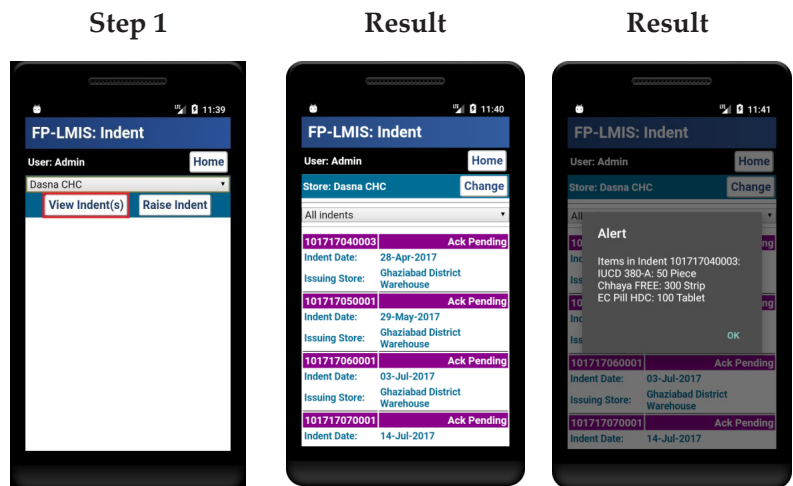
To view the indent raised, follow the steps below:

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.



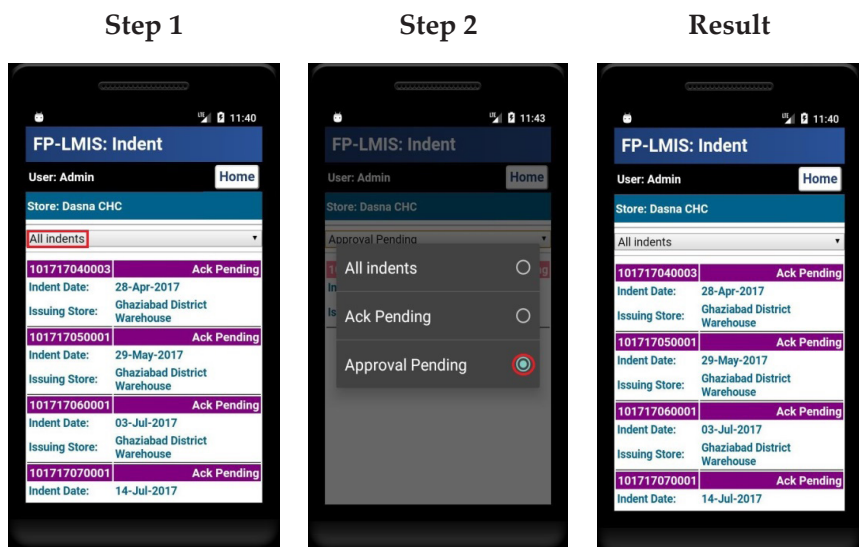
9.5.2 Filtering Indent

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

Step 1: Click on "All Indents".

Step 2: Select the required indent status.

Result: All indent of that particular status would be displayed.



9.6 Issue

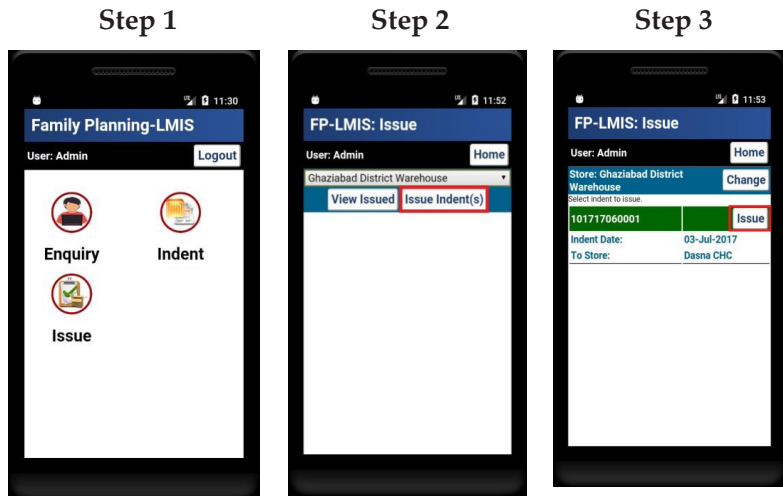
Mobile App allows the user to issue the items against an indent only. User cannot issue the item(s) without an indent.

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

Step 1: Click on “Issue” menu.

Step 2: Click on “Issue Indent”. Details of indent received would appear.

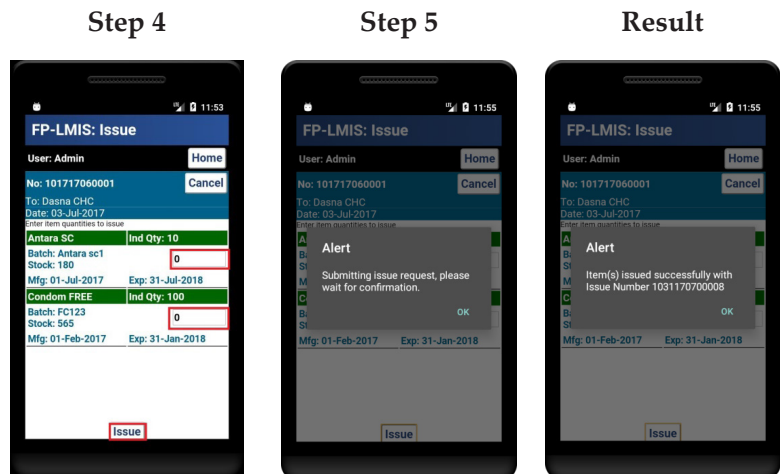
Step 3: Click on “Issue”.



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.



Chapter 10 FP-LMIS on Mobile SMS

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.

Table 6: Codes for Commodities

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

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
- UP to update the stock and to enter ground stock
- STOCK 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



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

Typing Numbers



Click corresponding number key

E.g.: To type 100

Click "1" once
Click "0" once
Click "0" once
To type SPACE,
Long click "0"

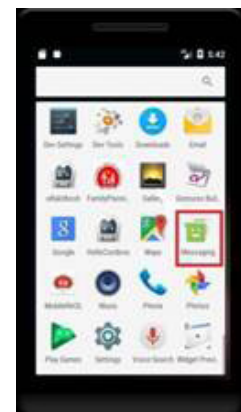
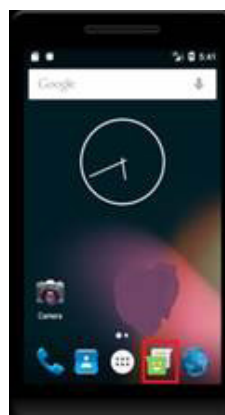
Step 5: Send the SMS

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

10.4 SMS on smart phone

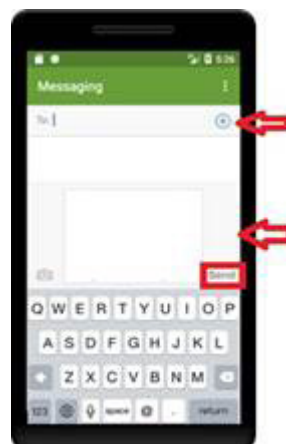
In case of smart phone:

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.



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.

For single item



For multiple items



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.



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

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-

FP-LMIS	District			Block			Facility		
	R	A	G	R	A	G	R	A	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, well-versed 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.
- Preferably 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.uatfpdvdm.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

Day	Duration	Session
Day-1	09:00 am - 10.00 am	Registration
	10.00 am - 10.30 am	<ul style="list-style-type: none"> • National Family Planning Program –Strengthening Logistics and Supply Chain. • Objectives of workshop
	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
	12.30 pm – 01.30 pm	Hands on the web application <ul style="list-style-type: none"> • Ground Stock Entry • Annual Demand • Annual Demand Compilation • Approval Desk
	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 <ul style="list-style-type: none"> • Purchase request • Purchase order generation • Supplier interface • Challan process
	03.30 pm - 03.45 pm	Tea Break
	03.45 pm – 03.50 pm	Overview on Indent and Issue process
	03.50 pm – 05.30 pm	Hands on web application <ul style="list-style-type: none"> • Indent generation • Issue without indent • Issue against indent
	05.30 pm - 05.45 pm	Sum-up
Day-2	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	Hands on web application <ul style="list-style-type: none"> • Issue to Client • Generate Inter Transfer • Acknowledge Desk • Issue Transfer Order
	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 <ul style="list-style-type: none"> • Reports • Dashboard
	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	Training Objectives	Resource Materials
30 min	Registration	<ul style="list-style-type: none"> Distribute registration sheet Review training materials and ensure its availability 	<ul style="list-style-type: none"> Agenda Registration sheet Power-Point Presentations (PPT) Laptop LCD Flip Chart Flip Chart board Markers Folders Pens Note pad
30 min	Welcome and Introduction of participants	<ul style="list-style-type: none"> Start the training with welcome of participants and introduction of trainers. Participants to introduce themselves by Name, Designation, Place of posting and role in FP Supply Chain. 	<ul style="list-style-type: none"> Flip chart Flip chart board FP-LMIS training and user manual
		<ul style="list-style-type: none"> List down ground rules for training. Agree on the rules to be followed during the training and write it on flip chart and display it in the training hall. Orient the participants on the training manual 	
30 min	<ul style="list-style-type: none"> National Family Planning Program – Strengthening Logistics and Supply Chain. Objectives of workshop 	<ul style="list-style-type: none"> Using PPT, discuss/ explain the National Family Planning Program and the need to strengthen the Logistics supply chain List out the key objectives of the workshop 	<ul style="list-style-type: none"> PPT FP-LMIS training and user manual
30 min	Pre- course knowledge assessment <ul style="list-style-type: none"> Pre- Test Expectation from participants 	<ul style="list-style-type: none"> Distribute the Pre-course knowledge assessment questionnaire Distribute the Visualization in participatory programmes (VIPP) card to participants to list three expectations from the trainings 	<ul style="list-style-type: none"> Pre-test questionnaire VIPP cards Flip chart with stand Marker Agenda

	<ul style="list-style-type: none"> Sharing of objectives and agenda 	<ul style="list-style-type: none"> Share and discuss the expectations 	<ul style="list-style-type: none"> Expectations to be listed on the flip chart
		<ul style="list-style-type: none"> Prioritize the expectations and match it with agenda Share the objectives and agenda of the training 	
60 min	Logistics & Supply Chain Management under National Family Planning Program.	<p>Discussion on effective logistics and supply chain management</p> <ul style="list-style-type: none"> Brief update on contraceptives under National Family Planning Program. Presentation followed by discussion and overview of Logistics & Supply Chain Management Storing of FP materials Inventory management including management of stock out Quality control Supportive supervision 	<ul style="list-style-type: none"> Power point presentation
		<ul style="list-style-type: none"> Share and explain various reporting formats Share the roles and responsibilities at various levels in reporting and supportive supervision 	
15 min	An Overview on FP-LMIS Application	<ul style="list-style-type: none"> Brief on FP-LMIS Key Features and Benefits of FP-LMIS Modules of FP-LMIS 	<ul style="list-style-type: none"> PPT
65 min	An Overview on Ground Stock and Annual Demand Hands on web application	<ul style="list-style-type: none"> Discuss the importance of ground stock entry Explain Annual Demand, how is it calculated and compiled. <p>The discussions will be followed by Hands on FP-LMIS application training in the following:</p> <ul style="list-style-type: none"> Ground Stock Entry Annual Demand Annual Demand Compilation Approval Desk 	<ul style="list-style-type: none"> PPT Desktop/Laptop Internet connection Login credentials for training purpose

75 min	An Overview of Purchase, Supplier Interface & Challan Process Hands on web application	<p>Explain the process of procurement of FP contraceptives, National level interface and supplier interface</p> <p>The discussions will be followed by Hands on FP-LMIS application on the following:</p> <ul style="list-style-type: none"> • Purchase request • Purchase order generation • Supplier interface • Challan process 	<ul style="list-style-type: none"> • PPT • Desktop/Laptop • Internet connection
105 min	Overview on Indent and Issue process Hands on the web application	<p>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.</p> <p>The discussions will be followed by Hands on FP-LMIS application training in the following:</p> <ul style="list-style-type: none"> • Indent generation • Issue without indent • Issue against indent 	<ul style="list-style-type: none"> • PPT • Desktop/Laptop • Internet connection
90 min	An Overview of Issue to client and inter transfer process Hands on the web application	<p>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</p> <p>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.</p> <p>The discussions will be followed by Hands on FP-LMIS application training in the following:</p> <ul style="list-style-type: none"> • Issue to Client • Generate Inter Transfer • Acknowledge Desk • Issue Transfer Order 	<ul style="list-style-type: none"> • PPT • Desktop/Laptop • Internet connection

75 min	<p>An Overview of Reports and Dashboard</p> <p>Hands on the web application</p>	<p>Explain the various FP-LMIS reports and Dashboard</p> <p>Emphasize how can a Store/ Program Manager use them for logistics decision making</p> <p>The discussions will be followed by Hands on FP-LMIS application training in the following:</p> <ul style="list-style-type: none"> • Reports (Current stock report, issue report, damaged report, expiry report, batch search, stock ledger and receive report) • Dashboard (Critical Indicators, forecasting, procurement, stock position, indent, distribution and other dashboard indicators) 	<ul style="list-style-type: none"> • PPT • Desktop/Laptop • Internet connection
75 min	<p>An Overview of Mobile Application</p> <p>Hands on the Mobile Application</p>	<p>Introduce the FP-LMIS Mobile Application, explain the importance and utility of the mobile app.</p> <p>The discussions will be followed by Hands on FP-LMIS Mobile Application training in the following:</p> <ul style="list-style-type: none"> • Indent • Issue • Stock enquiry 	<ul style="list-style-type: none"> • PPT • Smartphone • Internet connection
60 min	<p>An Overview of Mobile SMS Application</p> <p>Hands on the Mobile SMS Application</p>	<p>Introduce the FP-LMIS mobile SMS application, explain the short codes as well as the long code to be used for the SMS service.</p> <p>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.</p> <p>The discussions will be followed by Hands on FP-LMIS Mobile Application training in the following:</p> <ul style="list-style-type: none"> • Indent • Stock update • Stock enquiry 	<ul style="list-style-type: none"> • PPT • Bar phone/ Smartphone • SMS service • Short codes and Long code

45 min	Post- course knowledge assessment and Wrap up	<ul style="list-style-type: none"> • Distribute the Post-course knowledge assessment questionnaire and feedback forms • Share the score of Pre and Post knowledge assessment • Summarize the key learnings. • Closing remarks 	<ul style="list-style-type: none"> • Post- course knowledge assessment questionnaire • Feedback forms
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Annexure 3 Pre-test/ Post-test Questionnaire

(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:

	A		B
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:

	A		B
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.**

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:

	A		B
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 Point Delivery Point

7. Match the logistics term to the correct definition:

	A		B
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

Annexure 6 Frequently Asked Questions (FAQs)

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



Type of Store/ Facility (a): District/ Block/ Facility
(DH/SDH/CHC/PHC/SC)



Name of Store/Facility,

Indent

No.: _____ Date: _____

To, _____

.....

.....

Please supply the following contraceptives as per the quantity mentioned.

S. N.	Particulars (*)	Opening Balance (as on 1 st April Year)	Till date during current financial year		Stock on Hand	Quantity to be indented
			Quantity Received	Quantity Distributed		

Signature of the Officer-in-Charge

Signature of the Store Keeper/ Equivalent

*Condom/OCP/ECP/Chhaya, ASHA and FREE supply should be mentioned separately.
IUCD, 380-A and 375 should be mentioned separately.



Type of Store/ Facility (a): District/ Block/ Facility
(DH/SDH/CHC/PHC/SC)



Name of Store/Facility,

Challan

No.:

Date:

Issued to

Ref. Indent No: Date.....

Following contraceptives are hereby supplied to your district/block/facility through
Ms./Mr. vehicle No.

Receipt of the contraceptives may please be acknowledged.

S. N.	Particulars*	Qty. Issued	Batch No.	Mfg. Date	Exp. Date	Remarks

Signature of the Store Keeper/Equivalent

Signature of the receiving Store Keeper

Countersigned by Officer in charge



A duly filled and signed copy of Acknowledgment to be returned by the receiving 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

Signature of the Officer in-charge/
Store Keeper to whom supplied

(Discrepancies if any may be noted or clarified here in)

*Condom/OCP/ECP/Chhaya, ASHA and FREE supply should be mentioned separately.
IUCD, 380-A and 375 should be mentioned separately.

Stock cum Issue Register																			
 <p>Receipt</p>										 <p>Issue</p>									
Name of the Commodity:																			
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 an 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		

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