

Family Planning Logistics Management Information System (FP-LMIS)

Training Manual and User Guide





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



Family Planning Logistics Management Information System (FP-LMIS)

Training Manual and User Guide



November 2017



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

November 2017

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

Any part of this document may be reproduced and excerpts from this may be quoted without permission, provided the material is distributed free of cost and source is acknowledged.





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

Manoj Jhalani Additional Secretary & Mission Director, NHM Telefax : 23063687, 23063693 E-mail : manoj.jhalani@nic.in



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

FOREWORD

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

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

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

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

(Manoj Jhalani)

वन्दना गुरनानी,भा.प्र.से. संयुक्त सचिव

VANDANA GURNANI, I.A.S. JOINT SECRETARY Tel. : 011-23061706 E-mail : vandana.g@ias.nic.in



भारत सरकार स्वास्थ्य एवं परिवार कल्याण मंत्रालय निर्माण भवन, नई दिल्ली - 110011 Government of India Ministry of Health & Family Welfare Nirman Bhavan, New Delhi - 110011



PREFACE

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

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

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

(Vandana Gurnani)



Dr. S.K. Sikdar MBBS, MD Deputy Commissioner Incharge : Family Planning Division Telefax : 011-23062427 E-mail: sksikdar.dcfp@gmail.com sk.sikdar@nic.in



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



ACKNOWLEDGEMENT

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

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

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

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

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

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

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

(Dr. S. K. Sikdar)

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		
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	
CHAPTER 9: FP-LMIS MOBILE APP	81
	81 81
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App	
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen	81
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen	81 81
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry	81 81 82
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry	81 81 82 82
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise	81 81 82 82 82
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise 9.5.1 View Indent	81 81 82 82 82 83
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise 9.5.1 View Indent 9.5.2 Filtering Indent	81 81 82 82 82 83 83
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise 9.5.1 View Indent 9.5.2 Filtering Indent 9.6 Issue	81 81 82 82 82 83 83
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise 9.5.1 View Indent 9.5.2 Filtering Indent 9.6 Issue CHAPTER 10: FP-LMIS ON MOBILE SMS	81 82 82 83 83 83
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise 9.5.1 View Indent 9.5.2 Filtering Indent 9.6 Issue CHAPTER 10: FP-LMIS ON MOBILE SMS 10.1 Codes of commodities to be used for SMS	81 81 82 82 83 83 83 84
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise 9.5.1 View Indent 9.5.2 Filtering Indent 9.6 Issue CHAPTER 10: FP-LMIS ON MOBILE SMS 10.1 Codes of commodities to be used for SMS 10.2 Key words and sub key words used for different transactions through SMS	81 82 82 83 83 83 84 85 85
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5.1 Niew Indent 9.5.2 Filtering Indent 9.6 Issue CHAPTER 10: FP-LMIS ON MOBILE SMS 10.1 Codes of commodities to be used for SMS 10.2 Key words and sub key words used for different transactions through SMS 10.3 SMS on basic phone	81 81 82 82 83 83 83 84 85 85 85
 CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise 9.5.1 View Indent 9.5.2 Filtering Indent 9.6 Issue CHAPTER 10: FP-LMIS ON MOBILE SMS 10.1 Codes of commodities to be used for SMS 10.2 Key words and sub key words used for different transactions through SMS 10.3 SMS on basic phone 10.4 SMS on smart phone 	81 81 82 82 83 83 83 84 85 85 85 85 85
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5 Indent Raise 9.5.1 View Indent 9.5.2 Filtering Indent 9.6 Issue CHAPTER 10: FP-LMIS ON MOBILE SMS 10.1 Codes of commodities to be used for SMS 10.2 Key words and sub key words used for different transactions through SMS 10.3 SMS on basic phone 10.4 SMS on smart phone 10.5 Indent	81 81 82 82 83 83 83 84 85 85 85 85 85 86 87
CHAPTER 9: FP-LMIS MOBILE APP 9.1 Downloading FP-LMIS App 9.2 Login Screen 9.3 Main Menu Screen 9.4 Stock Enquiry 9.4.1 Filtering Stock Enquiry 9.5.1 Niew Indent 9.5.2 Filtering Indent 9.6 Issue CHAPTER 10: FP-LMIS ON MOBILE SMS 10.1 Codes of commodities to be used for SMS 10.2 Key words and sub key words used for different transactions through SMS 10.3 SMS on basic phone 10.4 SMS on smart phone 10.5 Indent 10.6 Issue	81 81 82 82 83 83 83 84 85 85 85 85 85 85 85 86 87

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

Introduction

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

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

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

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

PURPOSE OF THE MANUAL

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

TARGET AUDIENCE

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

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

1.1 Commodities in Family Planning

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

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

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

Commodities available at facility level for free distribution:



Commodities for distribution through ASHA at community level:



Figure-1 Family Planning Commodities under National Family Planning Program

1.2 Supply Chain Management (SCM)

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



Figure-2 Supply Chain of Family Planning Commodities.

1.3 Family Planning Supply Chain Flow

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

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

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

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



Figure-3 Supply Chain flowchart

1.4 Essential Data for Decision Making

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

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

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

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

Table-1 Data items and definitions

Chapter 2 Logistics Cycle

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



Figure-4 Logistics cycle

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

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

2.1 Forecasting

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

2.1.1 Concept of forecasting

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

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

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

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

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

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

*Does not include the wastage per user

2.2 Procurement

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

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

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

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

2.3 Indenting

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

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



Figure-5 Indent/ Demand Flow Chart

2.3.1 Recommended Frequency for Indenting

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

2.4 Distribution

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

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



Figure-6 Supply Flow Chart

2.4.1 Ideal Frequency for Distribution

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

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

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

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

2.5 Assessing Stock Status

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

Formula to assess the stock status:

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

Example:

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

2.6 Transportation

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

2.6.1 Frequency for Transportation

Table-4 Frequency for Transportation

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

2.7 Inventory Management

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

2.7.1 Inventory Control System

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

2.7.1.1 Minimum Stock Level

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

2.7.1.2 Maximum Stock Level

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

2.7.1.3 Setting up Min-Max Stock Level

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

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

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

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



Maximum Stock Level = Minimum stock level (C) +

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

2.8 Warehousing

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

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

2.8.1 Storage procedures for Family Planning commodities

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

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

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

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

2.8.2 Management of damaged or expired commodities

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

2.9 Recording and Reporting

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

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

1.1 Brief Introduction

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

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

1.2 Objectives of FP-LMIS

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

Key Features of FP-LMIS

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

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

Benefits of FP-LMIS

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

Some of the key benefits are:

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

1.3 FP-LMIS System's Requirement

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

1.4 FP-LMIS Application Compatibility

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

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

Table 5 FP-	-LMIS	Annlication	Compatibility
10000.11		1 10011011	Company

Chapter 2 FP-LMIS Interface, Working and Application Flow

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

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

2.1 Login:

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



Copyright © | Designed and Developed by Centre for Development of Advanced Computing सीडेक

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):

	<i>istics Management Information S</i> Welfare(Govt. of India) - Indent - Issue - Purchase		Thursday, 14	Welcome, Admin -Sep-2017 17:39 🔅 🛃 🖸 🎆
Task List	indent i ibue i raionabe	inchoire .		0
Task List (Last Updated At: 14-09-20	17 17:31:30)			
2	12	6	11	1
Distribution Plan Pending	Challan Receive Pending	Indent in Draft Mode	Transfer Pending	Issue without Indent in Draft Mode
201	6	97	8	
Issue Pending	Transfer Ack Pending	Issue Ack Pending	New Supply Order	

Potential errors in logging

Login may fail due to any of the following reasons:

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

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

Incorrect Login name or password

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



Incorrect Captcha:

The system would display **"Captcha Validation failed"** message:

Heatha mail	FP-LMIS Jamily Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)			
		Login		
	Antava			
	a management of the second sec	username		
	All and an and a second second and a second	password		
	150 119	6 + 6 = ?		
		Captcha		
	•00000000	Login		
		Forgot Password?		
		Captcha Validation failed!!		
Identific	cation of Family Planning			
The ter	m Family Planning is often used as a synonym for birth control.			
	Copyright © Designed and Developed by Centre for Development of Advance	ed Computing भीडेक		

2.1.1 Change Password

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

FP-LMIS Family Planning - Ministry of Health and Fa	Wolcome Officer Chattismark State Warehouse	* < 0 🚻
Stock - Reports - Task List Task List (Last Updated At: 08	User Login Details Hello !!! Officer Chattisgarh State Warehouse, Please Change Your Password Details On First Login *Hint Question Select Question v *Answer *New Password	2
	*New Password *Confirm Password The Password is case sensitive.	

To change the password, follow the steps below:

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

Step -2: Write answer for the selected question.

Step -3: Write new password.

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

2.1.2 Forgot Password

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

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

Family Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	Login
LEVONORGESTREL	username
TABLETS I.P.	password
CEZY の の の Configuration Con	1 + 6 = ?
र्डियो - पिल And 5 कि with a Same	Captcha
इंग्री - पिल And 5 कि with a Same	Login
	Forgot Password?

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



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

JAN Family	LMIS	DITIES	HEALTH AND SION
Handa azð Ministry	New Password Details		राष्ट्रीय स्थास्थ विद्यान
	*Confirm Password	_ogin	
	The Password is ca	ase sensitive.	
	🔚 Save 🛛 ≽ Clear		
		Isemame	
	(Ant RCG Anti Serie on minimizare) yî werd 5 dir tê 4 te êvên yî sêve ni ê dirê ti tê Hele ti par amat î serie atavîse ti a dirê di tê	password	
	Covernment of India Pres Supply, Not for sale	1 + 4 = ?	
		Captcha	
		Login	
		Forgot Password?	

3.1 Annual Demand

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

3.1.1 Generate Demand

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

FP-LMIS Family Planning - Loge Ministry of Health and Family	istics Management Information System Welcome, Admin Neifare(Gort. of India) Saturday, 09-Sep-2017 11:41	
Forecast + Admin + Stock +	Indent - Issue - Purchase - Reports -	
🖌 Annual Demand <		3
Annual Demand Compilation	7 11:36:48)	^
Verify Compiled Demand	No Task Found!!!!	
Approve Compiled Demand		

Step-2: Click on "Annual Demand".

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

FP-LMIS Family Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	Welcome, Admin Wednesday, 09-Aug-2017 16:34	🌣 🖪 🖸 🎆
Forecast + Admin + Stock + Indent + Issue + Reports +		
Task List Annual Demand ×		2
A		
Annual Demand		🔲 View
*Demand Period: 2017 - 2018 💌	Demand Date: 09-Aug-2017	
*Store Name: U P State Warehouse 🗨	*To Store Name: DATA N/A	
💿 🧲		
🍾 Clear		
 • Mandatory Fields, Please click the lock icon to unlock the Item and Enter the Quantity • Searched Item ● Selected Item ● Visited Item • @ Modify, © Cancel, ♥ View 		

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.

List Ar	nual Demand ×					6
al Demar	nd					View
	*Demand Period: 2017 - 2018	V	D	emand Date: 09-Sep-2017		
	*Store Name: Andhra Pradesh State	Warehouse	*To	Store Name: FP Division		~
		Walehouse		Division (TP Division		
	up Name : Family Planning					
ch Item					ويرون المتحققان المحتوي	
#	Name	Available Quantity	Requested Quantity	Unit	Item Type	
	Antara IM	0	0	Dose	Dose	^
	Antara SC	0	0	Dose	Dose	
	Chhaya FREE	0	0	Strip	Strip	
2	Chhaya HDC	0	0	Strip	Strip	_
	Condom FREE	0	0	Piece	Pieces	
a	Condom HDC	0	0	Piece	Pieces	
a	EC PIII FREE	0	0	Tablet	Tablets	
2	EC PIII HDC	0	0	Tablet	Tablets	~
		Remarks				
		Remarks				

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

ist Ar	nnual Demand ×					1
al Demar	nd in the second se					View
	*Demand Period: 2017 - 2018	V		Demand Date: 09-Sep-2017	7	
	*Store Name: Andhra Pradesh Sto	ate Warehouse		To Store Name: FP Division		V
	up Name : Family Planning , Selected Item Name : Antar	a 1M				
h Item						_
#	Antara IM	Available Quantity	Requested Quantit	y Unit Dose	Item Type Dose	
<u> </u>	Antara SC	0		Dose	Dose	
9	Chhaya FREE	0	0	Strip	Strip	
-	Chhava HDC	0	0	Strip	Strip	
-	Condom FREE	0	0	Piece	Pieces	_
8	Condom HDC	0	0	Piece	Pieces	_
-	EC PIII FREE	0	0	Tablet	Tablets	_
	EC PIII HDC	0	0	Tablet	Tablets	~
		Remarks	i			

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

ist	Annual Demand ×						1
al Dema	25355.1						View
	*Demand Period: 2017 - 2018	V		De	mand Date: 09-Sep-2017		
	*Store Name: Andhra Pradesh Sta	te Warehouse		*To 5	Store Name: FP Division		~
ted Co							
	oup Name : Family Planning , Selected Item Name : Antara	114					
ch Iten		1	-				_
*	Antara IM	Available Quantity		ested Quantity	Unit	Item Type Dose	
	Antara SC	0	0	<u> </u>	Dose	Dose	
	Chhava FREE	0	0		Strip	Strip	
8	Chhava HDC	0	0		Strip	Strip	
8	Condom FREE	0	0		Piece	Pieces	- 1
-	Condom HDC	0	0		Piece	Pieces	_
8	EC PIII FREE	0	0		Tablet	Tablets	
Ā	EC PIII HDC	0	0		Tablet	Tablets	~
		Remarks	nd ≽ (.:i Clear			

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:

Line (7	Annual Demand -							
al Done								View 1
	*Demand Perinds	2017 - 2018 •		D	emand Date:	14-34-2017		
	"Siture Name	Ghaziabad District Warehouse	•	*Ta	Store Name:	U P State Warefv	1454	
	Demand No.	Demand Date		Status			Action	
	108317070001	14-36-2017		Compilation Pending				
ted Cr	map Name : Family Planning							
ch Itee	m [[
	- Na		Available Gealthy	Requested Quantity		Line .	Rame Type	•
	Artara M	1004	2	000	Cose		Dose	
	Artara SC	180	12	<u>2000</u>	Gose		Dove	
	Christ FREE	1006		90	5910		try .	
	Onvaja HOC	100	0		579		Seve.	
	Condum PREE	865	2	20	Pace		Paces	
	Contum HOC	225	2	0	Pace		Paces	
*	EC PA FREE EC PA HDC	9)0 (60		Tablet. Tablet		Talointe Talointe	
	EC Pariot	17			- and		actes .	
			Remarks Raise Annual	Deman				

Note:

M: Modify C: Cancel V: View

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

3.1.3 View Demand

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

3.1.4 Cancel Demand

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

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

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

FP-LMIS Family Planning - Logistics Mana Ministry of Health and Family Welfare(Govt.	<i>agement Information S</i> of India)	ystem	Frida	Welcome, Admin 19, 18-Aug-2017 15:52	* • O
Forecast - Admin - Stock - Indent -	Issue - Reports -				
Task List Annual Demand ×					8
Annual Demand					📕 View
*Demand Period:	2017 - 2018		Demand Date:	18-Aug-2017	
*Store Name:	Rajasthan Warehouse	You are going to Cancel the Request. Are you sure ?	*To Store Name:	FP Division	Ţ
Demand No.	Demand		15	Action	1
108317080001	18-Aug-		Pending	MC	V
		OK Cancel			
	🍗 C	Clear			

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

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

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

3.2 Annual Demand Compilation (Only accessible to MoHFW)

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

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

FP-LMIS Family Planning - Log Ministry of Health and Family	<i>istics Management Information S</i> ^{Welfare(Govt. of India)}	ystem		Welcome, Admin Sep-2017 16:23
Forecast + Admin + Stock	Indent	+ Reports +		
Annual Demand				2
Annual Demand Compilation	15:47:31)			
Approve Compiled Demand	_	12		165
	7	12	2	165
Challan Receive Pending	Indent in Draft Mode	Transfer Pending	Issue without Indent in Draft Mode	Issue Pending
5	1	95	5	
Transfer Ack Pending	Short Supply Ack Pending	Issue Ack Pending	New Supply Order	

The following screen would appear:

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

annual Demand Compil				• v
-Received / Pending Demar	Demand Period: 2017 - 2018 *Store Type: SWH	T	Compile Date: 14-Jul *Store Name: FP Di	-2017
Store Name	Demand No.	Demand Date	Total Items (Demanded)	Total Items (Not Demanded)
Rajasthan Warehouse	108317070001	14-Jul-2017	6	8
Assam Warehouse	<u>600</u>	1 <u>111</u> 1		h <u>una</u> ri)
		😽 Compile		

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

"handioa	am Warehouse rh State Warehouse Ip Name : Family Planning					Þ
h Item					· · ·	_
#	Antara IM	Avl. Qty (Demandin 104634	g Store) Demanded / App 21102 0	roved Unit Dose	Dose Item Type	
ā	Antara SC	2140	629110	Dose	Dose	
8	Chhava FREE	600872	3558610	Strip	Strip	
8	Chhaya HDC	10527	31988 0	Strip	Strip	
8	Condom FREE	498308	72807 0	Piece	Pieces	
8	Condom HDC	6039810	76550 0	Piece	Pieces	
	EC PIII FREE	56	12595 0	Tablet	Tablets	
	EC PIII HDC	3010	15999 0	Tablet	Tablets	-
<u>}</u>		Remarks	ile 🍾 Clear			

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

Annual Dema	and Compilation ×						
ng Annual Deman	d						Vie
	*Demand Period: 2017 - 2018	•		Co	npile Date: 10-Nov-	2017	
-	*Store Type: CW/11		-	*c	tore Name: CD Divi	sion	
_R Item Name :	Antara IM						
Har	Store Name	Avl. Qty (Store)	Average Monthly Consumption	Demanded Approved	Unit	Item Type	
Bi	Bihar State Warehouse	95767	720	13680 13680	Dose	Dose	*
u o t	Haryana State Warehouse	135	1	256 256	Dose	Dose	
Od an a	Odisha State Warehouse	1247	19	5000 5000	Dose	Dose	
hra	U P State Warehouse	2240	114	2166 2166	Dose	Dose	
	Buffer Stock	5245	-	0	Dose	Dose	
han				٨			
				42			
ed G							

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

# Mi	inistry of Health and Family W	etics Management Information Velfare(Govt. of India)	-,		Friday, 14-Ju	1-2017 15:30 😽 🕱	
cast	• Admin • Stock •	Indent - Issue - Purchase	 Reports + 				
ist	Annual Demand Compilation	1×					
iling /	Annual Demand						View
	*Dem	and Period: 2017 - 2018	T	c	ompile Date: 14-Jul-201	7	
		Store Type: SWH	•		Store Name: FP Divisi	n	•
—Re	eceived / Pending Demand -						
	Store Name	Demand No.	Demand Date	Total Items	(Demanded)	Total Items (Not Demanded)	
00							
l	disha State Warehouse U P State Warehouse				-		
l	U P State Warehouse						
ted G th Ite	U P State Warehouse		IM Avi. Qty (Demanding Store)	Demanded / Approved	Unit	Item Type	
ted G th Ite	U P State Warehouse Group Name : Family Planni em :: Antara IM	 ing , Selected Item Name : Antara)	IM			Item Type Dose	
ted G th Ite	U P State Warehouse iroup Name : Family Planni em ::	 ing , Selected Item Name : Antara)	IM Avi. Qty (Demanding Store)	Demanded / Approved	Unit	Item Type	
ted G ch Ite	U P State Warehouse Group Name : Family Planni em :: Antara IM	 ing , Selected Item Name : Antara)	IM Aerl. Gty (Demanding Store) 0	Demanded / Approved 888787 888787	Unit	Item Type Dose	
ted G th Ite	U P State Warehouse iroup Name : Family Planni em :: Antara IM Antara SC	 ing , Selected Item Name : Antara)	IM Aerl. Gty (Demanding Store) 0	Demanded / Approved 888787 888787 887789 0	Unit Dose Dose	Item Type Dose Dose	
ted G ch Ite	U P State Warehouse iroup Name : Family Planni am :: Antara IM Antara SC Chhaya FREE	 ing , Selected Item Name : Antara)	IM Aefl. Qty (Demanding Store) 0 10 10	Demanded / Approved 888787 888787 887789 0 887879 0	Dose Dose Strip	Item Type Dose Dose Strip	
ted G th Ite	U P State Warehouse	 ing , Selected Item Name : Antara)	IM Ael. Oty (Demanding Store) 0 10 10	Demanded / Approved 888787 888787 887789 0 887879 0 898798 0	Unit Dose Dose Strip Strip	l tem Type Dose Dose Strip Strip	
ted G th Ite	U P State Warehouse	 ing , Selected Item Name : Antara)	Avt. Qty (Demanding Store) 0 10 0 0	Demanded / Approved 988787 888787 887789 0 887879 0 888789 0 888789 0 888989 0	Unit Dose Dose Strip Strip Piece	Dose Dose Strip Strip Pieces	

Step-5: Click on "Compile".

*Demand Period: 2017 - 2018 Compile Date: 10-Nov-2017 *Store Type: SWH *Store Name: FP Division Received / Pending Demand Total Items (Not Demanded) Total Items (Not Demanded) Biner State Warehouse 108317110001 10-Nov-2017 14 0 Biner State Warehouse 108317110001 10-Nov-2017 9 5	-
Store Name Demand No. Demand Date Total Items (Demanded) Haryana State Warehouse 108317110001 10-Nov-2017 14 0	-
Store Name Demand No. Demand Date Total Items (Demanded) Total Items (Not Demanded) Haryana State Warehouse 108317110001 10-Nov-2017 14 0	-
Store Name Demand No. Demand Date Total Items (Demanded) Total Items (Not Demanded) Haryana State Warehouse 108317110001 10-Nov-2017 14 0	-
	_
Bihar State Warehouse 108317110001 10-Nov-2017 9 5	
U P State Warehouse 108317110001 10-Nov-2017 12 2	_
Odisha State Warehouse 108317110001 10-Nov-2017 14 0	
daman and Nicobar State Warehouse	
Andhra Pradesh State Warehouse	
Arunachal Pradesh	
Assam Warehouse	
Chandinarh State Warehouse	+

3.2.1 Modify Demand

Modification can be done before compilation of demands.

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



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

ist Annual Demand	Compilation ×								
iling Annual Demand									View
	*Demand Period:	2017 - 2018	•		0	ompile Date: 1	4-Jul-2017		
	*Store Type:	SWH				Store Name:	FP Division		
Demand	No.	Demand D	ate	1	Status	1		Action	
10831707	0001	14-Jul-20	17		Draft				
-Received / Pending	Demand						-		_
Store Name		Demand No.	Dema	nd Date	Total items	(Demanded)		Total Items (Not Demanded)	
Rajasthan Warehous	ie .	108317070001	14-3	#-2017		5		8	
Assam Warehouse		-				-		***	
ted Group Name : Fa									
ted Group Name : Far ch Item ::	mily Planning , Select						Unit	 Ren Type	
ted Group Name : Fa	mily Planning , Select	ed Item Name : Antara SC		manding Store)			Unit		_
ted Group Name : Fai th Item ::	mily Planning , Select	ed Item Name : Antara SC		nanding Store)	Demanded / Approved	-	Unit	Rem Type Dose Dose	_
ted Group Name : Fai th Item :: Antara IM	mily Planning , Select Ni	ed Item Name : Antara SC	Avi. Sity (Der 0	nanding Store)	Demanded / Approved 888787 588787	Dose	Unit	Rem Type Dose	
ted Group Name : Far ch Item :: Antara IM Antara 50	mily Planning , Select Ni	ed Item Name : Antara SC	Avi, Sity (Der 0 0	mending Store)	Demanded / Approved 888787 868767 88770 0	Dose Dose	Unit	Rem Type Dose Dose	
ted Group Name : Fai ch Item :: Antara M Antara SC Chiaya FREE	mily Planning , Select	ed Item Name : Antara SC	Art. Oty (Der 0 10	menting Store)	Demanded / Approved 888787 888787 887789 0 887879 0	Dose Dose Strip	Unit	Rem Type Dose Dose Strip	
ted Group Name : Fai ch Item :: Antara IM Antara SC Chinaya FREE Chinaya FREE	mily Planning , Select	ed Item Name : Antara SC	Art. Oty (Der 0 10	menting Store)	Demanded / Approved 888787 688767 887879 0 887879 0 898799 0	Dose Dose Strip Strip	Unit	Hem Type Dose Dose Strip Strip	
Cted Group Name : Fai ch Item :: Antara M Antara 90 Chaya FREE Chaya HDC Condom FREE Condom FREE	mily Planning , Select	ed Item Name : Antara SC	Art. Oty (Der 0 10	menting Store)	Demanded I Approved 888787 688787 887789 0 887789 0 887789 0 88759 0 899799 0 899099 0	Dose Dose Strip Strip Prece	Unit	Rem Type Dose Dose Strip Pieces	

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.

→ C Sec	cure https://uatfpdvdms.dcservices.in/IMCS/hissso	/loginLogin.fp					¶☆ 📴 👜
Apps [Bugzilla	Main Page 🏠 Redmine 📙 HIS 📙 Others 🛄 Ar	ndroid 📙 Tutorial 📙 M	14 Aqua 📙 Mobile HI	S 📙 bootbox 📙 Mobile C	S 🖸 Apps On Sale	- BGR	
	LMIS Planning - Logistics Management Inform Realth and Family Welfare(Govt. of India)	nation System		Welcome, De	puty Commissione Friday, 10	r Fp Ii Fp Division D-Nov-2017 15:00	* 4 🛛 🚹
orecast - Ad	dmin - Stock - Indent - Issue - Pur	chase - Reports -					
k List Verify C	Compiled Demand ×						R
1. C							_
ify Compiled Anı							
	*Demand Period: 2017 - 2018	*			Verify Date: 10-Nov	/-2017	
	*Store Type: CM/11			4	Store Name: CD Di	vicion	
							the second se
item Na	ame : Antara SC						
	ame : Antara SC Store Name	Avl. Qty (Store)	Average Monthly Consumption	Demanded Approved	Unit	Item Type	
lected G		Avl. Qty (Store)	Average Monthly Consumption 12	Demanded Approved	Unit	Item Type Dose	
	Store Name		Consumption				
lected G	Store Name Bihar State Warehouse	0	Consumption	228 228	Dose	Dose	
lected G	Store Name Bihar State Warehouse Haryana State Warehouse	0 100	Consumption 12 0	228 228 512 512	Dose Dose	Dose Dose	
lected G	Store Name Bihar State Warehouse Haryana State Warehouse Odisha State Warehouse	0 100 100	Consumption 12 0 0	228 228 512 512 5000 5000	Dose Dose Dose	Dose Dose Dose	
lected G	Store Name Bihar State Warehouse Haryana State Warehouse Odisha State Warehouse U P State Warehouse	0 100 100 640	Consumption 12 0 0	228 228 512 512 5000 5000 551 551	Dose Dose Dose Dose Dose	Dose Dose Dose Dose	
lected G	Store Name Bihar State Warehouse Haryana State Warehouse Odisha State Warehouse U P State Warehouse	0 100 100 640	Consumption 12 0 0	228 228 512 512 5000 5000 551 551	Dose Dose Dose Dose Dose	Dose Dose Dose Dose	
lected G	Store Name Bihar State Warehouse Haryana State Warehouse Odisha State Warehouse U P State Warehouse	0 100 100 640	Consumption 12 0 0	228 228 512 512 5000 5000 551 551	Dose Dose Dose Dose Dose	Dose Dose Dose Dose	

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".

FI	ugailla Main Page A Redmine HIS Others Andr P-LMIS illy Planning - Logistics Management Informat itry of Health and Family Welfare(Govt. of India)			Welcome, Consultan Friday, 10-Nov-		0 2 C
	Admin - Stock - Indent - Issue - Purch	ase 👻 Reports 👻				-
	nual Demand Compilation ×					3
	am Warehouse					
rch Item #	Name	Avl. Qty (Demanding		Unit	Item Type	
-	Antara IM	104634	21102 0	Dose	Dose	~
-	Antara SC	2140	6291 0	Dose	Dose	
8	Chhaya FREE	600872	35586 0	Strip	Strip	
	Chhaya HDC	10527	31988 0	Strip	Strip	
8	Condom FREE	498308	72807 0	Piece	Pieces	
a	Condom HDC	6039810	76550 0	Piece	Pieces	
8	EC PIII FREE	56	12595 0	Tablet	Tablets	
<u>_</u>	EC Pill HDC	3010	15999 0	Tablet	Tablets	-
		Remarks	le 🍾 Clear			

3.2.2 View Demand

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

Annual Demand Compilation >	Q		1
Annual Demand	Demand for F.Y. (2017 - 2018) Compiled(Draft) Successful	ey .	
*Demand Period: 2017 - 2018		Compile Date: 14-Jul-2017	View
"Store Type: SWH	•	Store Name: FP Division	÷
and the second	60		
	line		

The following screen would appear.

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

	Annual Demand Compilation ×								
piling A	nnual Demand								View
	*Deman	d Period: 2017 - 2018	•		c	ompile Date: 14	-Jul-2017		
	-Sb	ore Type: SWH				Store Name:	P Division		
	Demand No.	Dem	and Date	1	Status			Action	
	108317070001	14-	Jul-2017		Draft				
-Re	ceived / Pending Demand			- 1			-		
	Store Name	Demand No.	Dema	and Date	Total items	(Demanded)		Total Items (Not Demanded)	
R	ajasthan Warehouse	108317070001	14-3	ul-2017		6		8	
	Assam Warehouse			***		-			
	Assam Warehouse	-				-			
cted Gr	A. 144 A.			***		-		***	
	oup Name : Family Planning	, Selected Item Name : Antare				-		-	
	oup Name : Family Planning		sc	manding Store)	Demanded / Approved		Unit	tem Type	
	oup Name : Family Planning	, Selected Item Name : Antara	sc	manding Store)			Unit		_
ch Ite	oup Name : Family Planning m ::	, Selected Item Name : Antara	sc	manding Store)	Demanded / Approved		Unit	item Type	_
ch Ite	oup Name : Family Planning m :: Antara M	, Selected Item Name : Antara	Art. Sty (Ser 0	manding Store) 	Demanded / Approved 1687'87 8687'67	Dose	Unit	Bern Type Dose	-
ch Ite	oup Name : Family Planning m :: Antara IM Antara SC	, Selected Item Name : Antara	Art. Oty (Der 0 0	manding Store)	Demanded / Approved 188787 588787 187789 0	Dose Dose	Vet	Rem Type Dose Dose	_
ch Ite	oup Name : Family Planning m :: Antara M Antara SO Chaya FREE	, Selected Item Name : Antara	Art, Gty (Der 0 10	manding Store)	Demanded / Approved 188767 588787 187789 0 187679 0	Dose Dose Strip	Unit	Rem Type Dose Dose Strip	
ch Ite	Oup Name : Family Planning m II Antara IM Antara SC Chalya FREE Chalya HDC	, Selected Item Name : Antara	Art, Gty (Der 0 10	manding Store) 	Demanded / Approved 187767 0 187769 0 196776 0	Dose Dose Strip Strip	Unit	Rem Type Dose Dose Strip Strip	
rch Iter	Antara M. Antara M. Antara M. Antara SO. Onaya FREE Onaya FREE Conaya FREE Conaya FREE	, Selected Item Name : Antara	Art, Gty (Der 0 10	manding Norm	Demanded / Approved 088757 088767 187709 0 198799 0 198798 0 198999 0	Dose Dose Strip Strip Piece	Vet	Rem Type Dose Strip Pieces	

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

3.2.3 Cancel Demand

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

Annual Demand for F.Y. (2017 - 2018) Complex@Durit) Successfully mpiling Annual Demand *Demand Period: 2017 - 2018 Compile Date: 14-3ul-2017	
	Ve
*Store Type: SWH * * Store Name: FP Division	٠

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

st)	Annual Demand Compilation							
iling A	innual Demand							View
		and Period: 2017 - 2018			0	ompile Date: 14-Jul-20	17	
	-	itore Type: SWH				Store Name: FP Divis	ion	
_	Demand No.	Deman	d Date		Status		Action	_
	108317070001	14-Jul-	2017		Draft			
-Re	ceived / Pending Demand -	1		-				
	Store Name	Demand No.	Der	nand Date	Total items	(Demanded)	Total Items (Not Demanded)	
R	ajasthan Warehouse	108317070001	14	Jul-2017		6	8	
	Assam Warehouse	-				-		
	Assam Warehouse	-		***		-		
	A. 144 A.		c			-	-	
	roup Name : Family Plannir		c	***		-		
ted Gr	roup Name : Family Plannir			emanding Store)		Uwit	 Bern Type	
ted Gr	roup Name : Family Plannir	g , Selected Item Name : Antara S						_
ted Gr	roup Name : Family Plannir m II	g , Selected Item Name : Antara S			Demanded / Approved	Unit	Rem Type	_
ted Gr	roup Name : Family Plannir m :: Antara IM	g , Selected Item Name : Antara S	Avil, Qity (0		Demanded (Approved 888767 868767	Queit Dose	Been Type Dose	
ted Gr	roup Name : Family Plannic m :: Antara IM Antara SC	g , Selected Item Name : Antara S	Avid, Qity (5 0		Demanded / Approved 888767 588767 887789 0	Unit Dose Dose	Rem Type Dose Dose	
ted Gr	roup Name : Family Plannir m 11 Antara M Antara SC Crhaya FREE	g , Selected Item Name : Antara S	Av6. Shy (5 0 10		Demanded / Approved 806767 (808787 807769 (0 847879 (0	Unit Dose Dose Strip	Rem Type Dose Dose Strip	
ted Gr	roup Name : Family Plannir m II Antara M Antara 90 Crnaya FREE Crhaya HOC	g , Selected Item Name : Antara S	Av6. Shy (5 0 10	emending Store)	Demanded / Approved 808757 808787 887709 0 8987393 0 8987393 0	Veit Dose Dose Strip Strip	Bern Type Dose Dose Ship Ship	
ted Gr	Anter A	g , Selected Item Name : Antara S	Av6. Shy (5 0 10	emending Store)	Demanded / Approved 808777 88787 887789 0 87789 0 867799 0 866799 0 896909 0	Dose Dose Strip Strip Piece	tem Type Dose Dose Ship Ship Pieces	

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

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

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

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

3.3 Annual Demand Approval

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

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



Following screen would appear:

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

	pprove Compiled Demand ×								6
	*Demand Period:	2017 - 2018		Apr	roval Date:	18-Aug-2017			
	*Store Type:	SWH	~	*5	tore Name:	FP Division			~
	Demand No.	Demand Date		Status			Action		-
	108317080002	18-Aug-2017		Approval Pending			v		
rch Item							-		
#	3432	me	Avl. Qty (Demanding Store)	Demanded / Approved	Piece	Unit	Injections	Item Type	,
8	Antara IM		50400	576 576	Number		Packet		
8	Antara SC		0	010	Number		Packet		
8	Chhaya FREE		42665	453454 453454	Strip		Tablets		
8	Chhaya HDC		6000	55444 55444	Strip		Tablets		
	Condom FREE		750	5444 5444	Piece		Pieces		
	Condom HDC		0	0 0	Piece		Pieces		
			Remarks	i.					

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

FP-LMIS Family Planning - Logistics Management '	Information System		We Friday, 18-Aug-2	come, Admin 🔅 🕁	0
Forecast + Admin + Stock + Indent + Issue	- Reports -				
Task List Verify Compiled Demand ×					8
Verify Compiled Annual Demand					
*Demand Period: 2017 - 20	18		Verify Date: 18-Aug-20	17	
*Store Type: SWH			*Store Name: FP Divisio	n	
Demand No.				Action	
108317080002	You are going to approve the con	npiled Annual Demand. Are you sure ?		V	
Selected Group Name : Family Planning					
Search Item ::	_				
# Name		OK Cancel	ed Unit	Item Type	,
EC PIII HDC	U	010	Tablet	Tablets	^
IUCD 375	0	010	Number	Tablets	
UCD 380-A	0	010	Number	Tablets	

4.1 View Purchase Request

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

Step-1: Login with valid credentials.

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

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

Step-3: Click on "Go".

ully Planning - Logistics Management Information System try of Health and Family Welfare(Govt. of India) Admin • Stock • Indent • Issue • Purchase • Re	
urchase Request ×	eports +
al chase nequest A	
*Demand Period: 2017 - 2018 v	
*Purchase Request From: FP Division	*Purchase Authority: SSM
*Purchase Agency: SSM	View Annual Demand
	Go
w Clear	

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

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

FP-LMIS Family Planning - Logistics Manu Ministry of Health and Family Welfare(Govt. o		Welcome, Admin Sunday, 10-Sep-2017 16:23	* 🛪 🛛 🎆	
Forecast - Admin - Stock - Indent - Task List Purchase Request ×	Issue - Purchase - Reports	•		8
Order Detail				View
*Demand Period:	2017 - 2018		Request Date: 10-Sep-2017	
*Purchase Request From:	FP Division	V	*Purchase Authority: SSM	
*Purchase Agency:	SSM	V	View Annual Demand	
	78750			
	Praft Save	Generate Order 🛛 🍾 CI	lear	

4.2 Purchase Request Order

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

cast - Admin - Stock - Indent	<i>agement Information System</i> of India) • Issue • Purchase • Report	s .	Sunday, 10-Sep-2017 16:20	
t Purchase Request ×	•			
Detail				
*Demand Period	2017 - 2018		Request Date: 10-Sep-2017	
*Purchase Request From:	FP Division	V	*Purchase Authority: SSM	
*Purchase Agency:	SSM	w.	View Annual Demand	
Total Demanded Quantity * Quantity to Purchase	·			
Purchase Request Reference:	HLL/2017/5/2016-17			
Remarks		ja.		
	Praft Save	📲 Generate Order 🏾 🏷 Clear		

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

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

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

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

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

	anning - Logistics Management Informate ealth and Family Welfare(Govt. of India)			Welcome, Admin Sunday, 10-Sep-2017 18:16	🌣 🖪 🕑 🚺
recast + Admi	in + Stock + Indent + Issue + Pur	rchase - Reports -			
List Purchase	Request ×				
r Detail					
	*Financial Year: 2017 - 2018	V	*Purchase Reque	est From: FP Division	V
	*Purchase Authority: SSM		*Purchase	Agency: SSM	~
	View Annual Demand				
uest Detail	View Annual Demand				
uest Detail	View Annual Demand Request No.	Request	t Date	Status	
uest Detail			t Date	Status Finalized	^
uest Detail	Request No.	28-Au			^
uest Detail	Request No. 10852170001 10852170002 10852170003	28-Au 28-Au 28-Au	ig-2017 ig-2017 ig-2017	Finalized Finalized Finalized	^
uest Detail	Request No. 10852170001 10852170002	28-Au 28-Au 28-Au	Ig-2017 Ig-2017 Ig-2017	Finalized Finalized	~
	Request No. 10852170001 10852170002 10852170003 10852170003 Request No. 10852170002	28-Au 28-Au 28-Au	Ig-2017 Ig-2017 Ig-2017	Finalized Finalized Finalized	~
	Request No. 10852170001 10852170002 10852170003 10852170003 Request No. 10852170002	28-Au 28-Au 28-Au	ig-2017 ig-2017 ig-2017	Finalized Finalized Finalized	
Added Item Deta	Request No. 10852170001 10852170002 10852170003 Request No. 10852170002 all(s) Item Name Antara IM	28-Au 28-Au 28-Au	19-2017 19-2017 19-2017 19-2017 19-2017 Reque	Finalized Finalized Finalized Cuantity to Purchase 37368	
Added Item Deta	Request No. 10852170001 10852170002 10852170003 Request No. 10852170002 ail(s)	28-Au 28-Au 28-Au	1g-2017 1g-2017 1g-2017 1g-2017 1g-2047 Reque	Finalized Finalized Finalized Finalized	
Added Item Deta	Request No. 10852170001 10852170002 10852170003 Request No. 10852170002 all(s) Item Name Antara IM	28-Au 28-Au 28-Au	19-2017 19-2017 19-2017 19-2017 19-2017 Reque	Finalized Finalized Finalized Quantity to Purchase 37368	

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"**.

1		nd Family Welfare(G	Management Inform ovt. of India)			Welcome, Adr Sunday, 10-Sep-2017 18:48	ⁿⁱⁿ 🔅 🛪 🙆 🚺
			nt + Issue + P	urchase - Reports -			
k Lis	st Purchase Order	Detail ×					R
	Store	Name FP Division		v	PO Status Pendin	a	•
G		ncel Ao	sent Distribution Plan	View Distribution Plan			
	Name : FP Division , F		1		U		
	PO No.	PO Date 🔺 💙	PO Value (₹)	Supplier Name	Item	Name	Status
	10281700002	28-Aug-2017	15000.00	Lenus	Antara IM		Distribution Plan Complete
al I	Record 1						

Note:

PO status is categorized into four categories

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

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

FP-LMIS <i>Jamily Planning</i> Ministry of Health and Forecast • Admin •	- Logistics M Family Welfare(Go	lanagement Inform ^{ovt. of India)} nt - Issue - Pu			Welcome, Admin Sunday, 10-Sep-2017 18:48	🌣 🖪 🙆
Task List Purchase Order D	etail ×					2
	Tame FP Division		v	PO Status Pending		
Generate Cano		ept Distribution Flan	View Distribution Plan			
PO No.	PO Date A V	PO Value (₹)	Supplier Name	Item	Name	Status
10281700002	28-Aug-2017	15000.00	Lenus	Antara IM		Distribution Plan Complete
Total Record 1						1
				FI	LTER: PO No.	Search

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

FP-LMIS Jamily Planning - Logistics Management Information System Ministry of Health and Family Weltare(Govt. of India)	Welcome, Admin Sunday, 10-Sep-2017 18:56	* 4 🛛 🚯
Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -		
sk List Purchase Order Detail ×		2
urchase Order Generation Form (SSM)		
Store Name: FP Division	*Purchase Agency: SSM	
PO Generation Period: 2017 - 2018	*Purchase Order Date: 10-Sep-2017	
*Request No: 10852170002	*Item Name: Antara IM	v
*Funding Source: Ministry of Health and Family Welfare 🔽	*Supplier: HLL Lifecare Ltd.	v
Go ← → Back Clickte	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 displyed
- Item Name: It defines the list of items corresponding to Request Number, whose Purchase request is raised.
- **Supplier Name:** Select the supplier for which Purchase order is to be generated. Only the suppliers with the selected item would be displayed in the dropdown menu.

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

~	
Rate with Tax 35.4000	
J	

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

	 Issue - Purchase - Report 	orts -		
Purchase Order Detail ×				
Store Name:	: FP Division		*Purchase Agency: SSM	V
PO Generation Period	2017 - 2018		*Purchase Order Date: 10-Sep-2017	1
*Request No:	10852170002		*Item Name: Antara IM	V
*Funding Source	Ministry of Health and Family Welfa	re V	*Supplier: HLL Lifecare	I td.
		Go		
Contract Detail(s)				
Supplier	*Rate/Unit	Order Unit Name	Tax(%)	Rate with Tax
HLL Lifecare Ltd.	30	Piece	18	35.4000
urchase Detail(s) Total Quantity to Purchase:				
urchase Detail(s) Total Quantity to Purchase: Total PO Cost (INR):	1322827.20			
urchase Detail(s) Total Quantity to Purchase: Total PO Cost (INR):				
urchase Detail(s) Total Quantity to Purchase: Total PO Cost (INR): Po Reference:	1322827.20	v	*Verified Date: 10-Sep-2017	B

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

FP-LMIS Family Planning - Logistics Me Ministry of Health and Family Welfare(Gov	nagement Information System t. of India)	Welcome, Adi Sunday, 10-Sep-2017 19:35	nin 🔅 🗶 🕑 🙀
Forecast - Admin - Stock - Indent	✓ Issue ✓ Purchase ✓ Reports ✓		
Task List Purchase Order Detail ×			ß
Store Nam	e: FP Division	*Purchase Agency: SSM	× .
PO Generation Perio		*Purchase Order Date: 10-Sep-2017	
*Request N		*Item Name: Antara IM	
*Funding Source		HLL Lifecare Ltd.	
	Purchase Order Process Generate New F	Purchase Order 🛛 🔹	
Rate Contract Detail(s) Supplier HLL Lifecare Ltd.	You are going to generate Purchase Order Are you sure?	with PO Value Rs. 1322827.20	Rate with Tax 35,4000
 Purchase Detail(s) Total Quantity to Purchas Total PO Cost (INR 		OK Cancel	
Po Referenc			
*Verified B	V: Admin HQ - FP Division	*Verified Date: 10-Sep-2017	
Remark	57		

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.

Fore	FP-LMI Family Plannin Ministry of Health an ecast - Admin -	g - Logistics W nd Family Welfare(G	<i>Vanagement Informe</i> ovt. of India) nt - Issue - Pui	a <i>tion System</i> chase - Reports -		Welcome, Admin Sunday, 10-Sep-2017 19:42	
Task L	st Purchase Order	Detail ×					
_		Name FP Division	agi Davinatan Man	View Distribution Plan	PO Status Pend	ing	
	PO No.	PO Date 🔨 💙	PO Value (₹)	Supplier Name	Ite	m Name	Status
	10281700002	28-Aug-2017	15000.00	enus	Antara IM		Distribution Plan Complete
Û							

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

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

4.4 Distribution Plan and Delivery Schedule

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

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

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

FP-LMIS Family Planning - Logid Ministry of Health and Family W	ntics Management Information Telfare(Govt. of India)	System		Monday, 06-	Welcome, Admin Nov-2017 12:36	* 4 0 🔞
Forecast - Admin - Stock -	Indent - Issue - Purchas	e - Reports -				
Task List	Distrib	ution Plan <				8
Task List (Last Updated At: 06-11-201	1 12.30.32)	se Order Detail se Request				
8 Indent in Draft Mode	Supple	Interface Desk Issue without Ind Mode	5 ent in Draft	447 Issue Pending	Transfer Ack F	9 Pending
12	104		1			
Short Supply Ack Pending	Issue Ack Pending	New Supply Orde	r			

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

Fored		- Logistics Manage Family Welfare(Govt. of Ir	<i>ment Information Sy</i> ^{Idia)} Issue – Purchase –	<i>štem</i> Reports -			Welcome, Admin Jul-2017 17:15	* 4 0
Task Lis	t Distribution Plan	2						2
Di		Tame FP Division			▼ PO St	atus Distribution Plan Pending		
Store N	ame : FP Division , PO	Status : Distribution Plan	Pending					
	PO No.	PO Date 🔨 💙	PO Value (₹)		Supplier Name		Item Name	
	10281700003	17-Jul-2017	673.20	HII Lifecare Ltd.		Antara SC		
	10281700002	17-Jul-2017	10200.00	HII Lifecare Ltd.		Antara IM		
Û	L ₂							
	tecord 2							1
[Use 9	% for Conditional Se	arch]				FILTER: PO No.		Search

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

-		nent Information Syste lia)			Monday, 17-Jul-2017 17:17	105
	Stock + Indent + I	ssue - Purchase -	Reports +			
ask List Distribution Pla	in ×					6
istribution Plan						
	Store Name FP D			Purchase Age		
	PO Generation Period 2017				Date 17-Jul-2017	
	PO No. 1028			Supplier I	Name Hll Lifecare Ltd.	
	Item Name: Anta					
	Funding Source: Minis	try of Health and Family We	elfare			
-Rate Contract Detail(s)	Curation		Rate/Unit		(AL)	Rate With Tax
	Supplier Hil Lifecare Ltd.			Rate/Unit Tax(%) 10.0000/Piece 2.00		
Distribution Plan Detail			10.0000/PI			10.2000
Distribution i fun Dotan		4	Deliver	y Schedule	4	4
					V	
Store Name	*Annual Demand	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
	*Annual Demand 0	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total 0
Assam Warehouse Haryana State						
Assam Warehouse Haryana State Narehouse Maharashtra	0	0	0	0	0	0
Assam Warehouse Haryana State Warehouse Waharashtra Warehouse Odisha State	0	0		0		0
Store Name Assam Warehouse Haryana State Warehouse Odisha State Warehouse Odisha State Rajasthan Warehouse	0 0 500	0				0 0 334

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

Ministry of Health an	d Family Welfare(Govt. of I	India)				Monday, 17-Jul-2017 17:19		sets used to
Forecast - Admin -	Stock - Indent -	Issue + I	Purchase + R	eports +				
ask List Distribution Plan	×							0
J P State Warehouse	1000						666	
MSD Chennai	0						0	
MSD Delhi	0						0	
MSD Hyderabad	0						0	
MSD Kolkata	0		Distributio	on Plan			0	
MSD Mumbai	0		You are go	ing to save Distribution	Plan against		0	
Iffer Stock	0			0281700002			0	
	Total ::	1		17-Jul-2017 Rs. : 10200.00		0		
Total Order	Quantity of All Schedule ::		Are you su				1000	
1	fotal Quantity Purchased ::		, ao you ou					
	Total PO Cost (INR) 10 PO Reference PC			СК	Cancel	6		
	*Verified By A	dmin HQ - FP		*		*Verified Date 17-Jul-2017		

4.5 Accept Distribution Plan

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

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

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



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

FP-LMI Family Planning Ministry of Health a Forecast • Admin •	ng - Logistics 7 nd Family Welfare(G	Management Inform Govt. of India) ent + Issue + R	nation System eports +	Welcome, Ad Friday, 18-Aug-2017 15:16	
Task List Purchase Order	Generation ×				8
Store	Name FP Division		v.	PO Status Pending	~
Generate	non Ac	cept Distribution Plan	timelinion Pin.		
Store Name : FP Division , E	O Status : Pending	1			
PO No.	PO Date 🔨 💙	PO Value (₹)	Supplier Name	Item Name	Status
10281700001	18-Aug-2017	1020270.00	HII Lifecare Ltd.	Chhaya FREE	Distribution Plan Acceptance Pending

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

Forecast + Admin +		Issue - Reports -					
ask List Purchase Orde	r Generation ×						2
-Rate Contract Detail(s)	Supplier		Rate/Unit		Tax(%)	Rate With Tax	_
	HII Lifecare Ltd.		5.0000/Pie	Pe	0.00	5.0000	
-Distribution Plan Detail							
			Delivery	Schedule			^
Store Name	*Annual Demand	Quarter 1	Quarter 2	Quarter 3	Qua	rter 4 Total	
Assam Warehouse	0	0	0	0	0	0	
Haryana State Warehouse	453454	204054	0	0	0	204054	1
Jharkhand State Warehouse	0	0	0	0	0	0	
Odhisa State Warehouse	0	0	0	0	0	0	
Rajasthan Warehouse	0	0	0	0	0	0	
U P State Warehouse	0	0	0	0	0	0	
GMSD Kolkata — Purchase Detail(s) —	0	0	0	0	0	0	~
	Total PO Cost (INR) 1	020270.00					
	PO Reference						
	*Verified By	Admin HQ - FP Division	V	*Ver	rified Date 18-Aug-20	017 🔟	
	Remarks	IA					

4.6 Supplier Interface

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

4.6.1 View Purchase Order

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

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

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

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

Rearing a	FP-LMIS Welcome, Admin Jamily Planning - Logistics Management Information System Sunday, 10-Sep-2017 20:31 Jorecast - Admin - Stock - Indent - Issue - Purchase - Reports - Sunday, 10-Sep-2017 20:31											
Task I	List Supplier Interfac	e Desk ×							2			
Ba	Supplier : atch Details Deliv	Name HLL Lifecare Ltd.		×	Status All							
Supp	blier Name : HLL Lifecar	e Ltd. , <u>Status</u> : All										
	PO No.	Authority Name	PO Approval Date	Item Name	Ordered Qty. (A)	Dispatch Qty. (B)	Accepted Qty.	Damage Qty.	Balance Qty. (A-B)			
	10281700001	FP Division	28-Aug-2017	Antara IM	30000	2900	4080	20	27100			
Û												

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

List Sup	plier Interface Desk ×					6
plier Batch [Details					
Previous Bat	Supplier Name: HLL Lifeca Item Name: Antara IM					
S. No.	Batch No.	Expiry Date	Mfg. Date	Sample Drawn Quantity	Action	
1	102	31-JUL-2020	01-JUL-2017	10	1	
2	110	28-JUN-2018	07-AUG-2017	2000	1	
3	B101	31-AUG-2020	01-JUL-2017	10	1	
4	B102	31-AUG-2020	01-AUG-2017	10	1	
New Batch D	Details		Sample Dra	wn Quantity	2	

Note:

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

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

FP-	LMIS y Planning - Logistics Management Info of Health and Family Welfare(Govt. of India)	rmation System	Welcome, Admin Sunday, 10-Sep-2017 20:41	* ৰ 🛛 🌃
		Purchase - Reports -		
Task List Supp	olier Interface Desk ×			
Supplier Batch De	etails			
	Supplier Name: HLL Lifecare L			
	Item Name: Antara IM			
	h Details Batch No.			
1	102	Supplier Delivery Process		· ·
2		You are going to save Batch Details. Are you sure?		
				14
4		Cancel		1
	*Batch No: abc	Sample Drawn	Quantity 11	
	"Mfg Date 09-Sep-2014	*Ex	piry Date 17-Sep-2021	
*Mandatory Field		🔚 Save 🚺 🗂 Back		

4.6.2 Delivery Challan

To prepare delivery challan, follow steps below:

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

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

FP-LMIS Family Planning - Logistics Managemi Ministry of Health and Family Welfare(Govt. of Indi Forecast - Admin - Stock - Indent - Iss		ports -		Welcome, Adr Sunday, 10-Sep-2017 21:16	ⁿⁱⁿ 🔅 🦿	
Task List Supplier Interface Desk ×						2
						-
Supplier Name HLL Lifecare Ltd.		~	Status All			~
Batch Details Delivery						
Supplier Name : HLL Lifecare Ltd Status : All Delivery						
PO No. Authority Name	PO Approval Date	Item Name	Ordered Qty. Dispatch (A) (B)	Qty. Accepted Qty.	Damage Qty. Ba	lance Qty. (A-B)
I0281700001 FP Division	28-Aug-2017 Antara	IM	30000	2900 4080	20	27100
$\mathbf{\hat{h}}$						
						
Total Record 1						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".

	Jamily Planning - Logo Ministry of Health and Family	istics Management Informatio Welfare(Govt. of India)	n System						Welcome, Admin Sunday, 10-Sep-2017 21:04
		Indent - Issue - Purchas							
k List	Supplier Interface Desk ×								8
oplier D	elivery Details								A
	Sup	oplier Name: Hll Lifecare Ltd.							
	PO Genera	tion Period: 2017-2018			Purchase Order I	Date: 28-Aug-2017			
		PO No : PO101 (1028170000	1)						
hedule No.	Consignee Store	Name Delivery No	Supplier Invoice No	Supplier Invoice Date	Transporter Name	Vehicle Number	Status	Action	
1	Andhra Pradesh State Wareho	SchNo - 1/1	433	28-Aug-2017	TCIEXPRESS	4534	Receive Pending	23	^
1	Andhra Pradesh State Warehouse SchNo - 1/1 O/102 28-				BALA JEE	AP-5540	Done	23	
	*Challan,	/Invoice No: 111	<		*Challan/Invoice	Date: 11-Sep-2017			
	*De	livery Mode: By Road			*Vehicle Nur	mber: 0D-02-J-786			
		orter Name: GATI			*Transporter Mobile Nur	mber: 8895624401			
Delive	ry Item Details	Item Name: Antara IM	v •	4		L			
em Det	tail(s)				No.	of Batch: 3	•		
	*Batch No.	*Mfg. Date[dd-Mon-yyyy]	*Ехрі	iry Date	*Unit	Quantity to	Deliver		
				Balance Quantity (InDose) 6395					
		1							
1	10 🔽	07-Aug-2017	28-Jun-20	018	Dose 🗸			۰	
	10 V	07-Aug-2017 01-Jul-2017	28-Jun-20 31-Aug-2		Dose v			0	7

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

	Jamily Planning - Logistic. Junistry of Health and Family Welfa t - Admin - Stock - In											
List	Supplier Interface Desk ×									0		
lier De	elivery Details										^	
	Supplier	Name: Hll Lifecare	Ltd.									
	PO Generation	Period: 2017-2018				Purchase Order	Date: 28-Aug-2017					
		PO No : PO101 (10)	0281700001)								
dule	Consignee Store Nam	ie D	Delivery No	Supplier Invoice No	Supplier Invoice Date	Transporter Name	Vehicle Number	Status	Action			
	Andhra Pradesh State Warehouse	s	SchNo - 1/1	433	28-Aug-2017	TCIEXPRESS	4534	Receive Pending	22	^		
1	Andhra Pradesh State Warehouse	s	SchNo - 1/1	O/102	28-Aug-2017	BALA JEE	AP-5540	Done	23			
pplie	r Delivery Details Consignee Ward *Expected Deliver	ehouse: Andhra Pra y Days: 120	adesh State 1	Wat		Schedu	le No.: 1	v	600	-		
pplie	Consignee Ward *Expected Deliver *Challan/Invo	y Days: 120 Dice No: 111	adesh State 1	Waiy		*Challan/Invoice	Date: 11-Sep-2017	. 🖻	000	-		
pplie	Consignee Ward *Expected Deliver *Challan/Invo	y Days: 120	adesh State 1	wai y		*Challan/Invoice	-	. 🖻		-		
applier	Consignee Warr *Expected Deliver *Challan/Invo "Deliver	y Days: 120 Dice No: 111	adesh State M			*Challan/Invoice	Date: 11-Sep-2017	. 🖻		-		
	Consignee Ware *Expected Deliver *Challan/Invo *Delivery *Transporter	y Days: 120 pice No: 111 y Mode: By Road r Name: GATI	adesh State V	v		*Challan/Invoice *Vehicle No	Date: 11-Sep-2017	. 🖻	000	-		
eliver	Consignee Warr *Expected Deliver *Challan/Invo *Delivery *Transporter y Item Details *Item	y Days: 120 bice No: 111 y Mode: By Road	adesh State V			*Challan/Invoice *Vehicle Ni *Transporter Mobile Ni	Date: 11-Sep-2017 imber: 0D-02-J-786 imber: 8895624401	6		-		
eliver	Consignee Wars *Expected Deliver *Challan/Invo *Deliver *Transporter y liem Details *Item all(s)	y Days: 120 bice No: 111 y Mode: By Road r Name: GATI i Name: Antara IM		Y		*Challan/Invoice *Vehicle Nu *Transporter Mobile Nu No.	Date: 11-Sep-2017 imber: 0D-02-)-786 imber: 8895624401 of Batch:3			-		
eliver	Consignee Warr *Expected Deliver *Challan/Invo *Delivery *Transporter y Item Details *Item	y Days: 120 pice No: 111 y Mode: By Road r Name: GATI		Y	ry Date	*Challan/Invoice *Vehicle Nu *Transporter Mobile Nu *Unit	Date: 11-Sep-2017 imber: OD-02-J-786 imber: 8895624401 of Batch:3 Quantity to	6 Deliver	đ	-		
eliver,	Consigner Wars "Expected Deliver "Challan/ture "Challan fur "Transporter "Transpo	y Days: 120 bice No: 111 y Mode: By Road r Name: GATI Name: Antara IM *Mig. Date[d-Mo		• *Бері		*Challan/Invoice *Vehicle Nt *Transporter Mobile Nt No *Unit Balance Quantity (InDose)	Date: 11-Sep-2017 imber: 0D-02-)-786 imber: 8895624401 of Batch:3	6 Deliver	-	-		
	Consigner Wars "Expected Deliver "Challan/ture "Challan fur "Transporter "Transpo	y Days: 120 bice No: 111 y Mode: By Road r Name: GATI i Name: Antara IM		Y		*Challan/Invoice *Vehicle Nu *Transporter Mobile Nu *Transporter Mobile Nu *Unit	Date: 11-Sep-2017 imber: OD-02-J-786 imber: 8895624401 of Batch:3 Quantity to	6 Deliver	**** * 0	-		

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

Dirit M	The HAIVEEN <i>Jamily Planning - Logistics Managen</i> Inistry of Health and Family Welfare(Govt. of Ind	nent Information S	System			Welco Sunday, 10-Sep-201	me, Admin 7 21:13	10	
Forecast	t - Admin - Stock - Indent - Is	sue - Purchase							
ask List	Supplier Interface Desk ×								ß
	Supplier Name: Hll Lif								
	PO Generation Period: 2017				Purchase Order				
	PO No : PO10								
							Status	Action	
	Andhra Pradesh State Warehouse		433			4534			^
	Andhra Pradesh State Warehouse						Done		
	er Delivery Details								
	Consignee Warehouse:	Supplier Delive	ery Process			10.: 1			
	*Expected Delivery Days: 1								
	*Challan/Invoice No: 1	Challan/Invoice	Date should be	Less than or E	qual to Current Date	te: 11-Sep-2017			
	*Delivery Mode: B					er: 0D-02-J-7866			
	*Transporter Name: G				с ок	er: 8895624401			
	v Item Details								

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

4.6.3 View Delivery Details

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

FP-LMIS Family Planning - Logi Ministry of Health and Family V Forecast - Admin - Stock -			tem Reports -		Sunday, 10	Welcome, Admin D-Sep-2017 21:16	* 4	
Task List Supplier Interface Desk ×								2
Supplier Name HL Batch Details Delivery N	L Lifecare Ltd.		v	Status All				•
	Authority Name PO A	pproval Date 8-Aug-2017 Ant	Item Name	Ordered Qty. (A) 30000	Dispatch Qty. (B) Ad	ccepted Qty. Dama	ge Qty. Bal	ance Qty. (A-B) 27100
Û								
Total Record 1								1
				FI	LTER: PO No.	~		Search

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

Su	pplier Interface Desk	×								8	
11	Supplier Name: H		PO	Generation Per	riod: 2017-2018		Purchas	Purchase Order Date: 28-Aug-2017			
	PO No : 10	0281700001		Item Name: Antara IM 🗸 🗸							
	Unit Price: 5.	.0000			(%): 0.00		Total Ra				
		Store Name				Qui	antity to Deliver				
						П		ш	IV		
۲	Andhra Pradesh S	tate Warehouse			6395		0	0		0	
0	Bihar State Wareh	ouse			8527		0	0		0	
0	Chattisgarh State \	Warehouse			8527		0	0		0	
0	GMSD Chennai				1279		0	0		0	
0	GMSD Delhi			1279			0	0		0	
0	GMSD Hyderabad GMSD Kolkata			1279			0	0		0	
0	GMSD Kolkata GMSD Mumbai						0	0		0	
0	Odisha State Ware	bouse		1279			0	0		0	
0	odiana otato mare		Total :		30000		0	0		0	
ery Det	ail(s):							1.00		_	
•	Delivery No	Supplier Invoice No	Supplier	Invoice Date	Transporter Name		Vehicle Number	Status	Action		
	SchNo - 1/1	433	28-,	Aug-2017	TCIEXPRESS		4534	Receive Pending	V	^	
	SchNo - 1/1	0/102	28-,	Aug-2017	BALA JEE		AP-5540	Done	V		
	SchNo - 1/1	4444	28-	Aug-2017	TCIEXPRESS		5432	Receive Pending	W	C	
	SchNo - 1/1	011/17	28-	Aug-2017	BINDU		BR-5540	Receive Pending	W		
hase D	etail(s):		-							_	

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

ecast +	Admin + Stock +	Indent - Issue - Pu	irchase +	Reports +						
List Su	pplier Interface Desk ×								2	
l .	Supplier Name: Hll Li	fecare Ltd.	PO	Generation Perio	d: 2017-2018		Purcha	Srder Date: 28-Aug-2	.017	~
	PO No : 1028							Unit: Dose		
	Unit Price: 5.00	Item Details For [Andhra Prad	lesh State Ware	ehouse]				e(One Unit): 5		(
		Item Name		Batch No.	. Mfg. Date	Expiry Date	Supply Qty			
		Programme Name::Family Planni	ng	T		L	I	- -	IV	
۲	Andhra Pradesh State	OC PIII FREE		RM907RP16	-	Jul/2020	700 Cycle	0	0	
	Bihar State Warehous	OC PIII FREE		RM908RP16	-	Jul/2020	800 Cycle	0	0	
	Chattisgarh State War	OC PIII FREE		Rm965	Aug/2017	Jul/2020	424 Cycle	0	0	
	GMSD Chennai		_		1213			0	0	
	GMSD Delhi				1279		0	0	0	
	GMSD Hyderabad GMSD Kolkata				1279 1279		0	0	0	
	GMSD Koikata GMSD Mumbai				1279		0	0	0	
	Odisha State Warehou	ice.			1275		0	0	0	
	State Warehou		Total :				0	0	0	
elivery Det	tail(s):		- Call					<u>i</u>		
edule o.	Delivery No	Supplier Invoice No	Supplier	invoice Date	Transporter Nam	e V	ehicle Number	Status	Action	
1	SchNo - 1/1	433	28-/	Aug-2017	TCIEXPRESS		4534	Receive Pend	ing 🕜 🛆	
1	SchNo - 1/1	0/102	28-/	Aug-2017	BALA JEE		AP-5540	Done	()	
1	SchNo - 1/1	4444	28-/	Aug-2017	TCIEXPRESS		5432	Receive Pend	ing 🕑	
1	SchNo - 1/1	011/17	28-4	Aug-2017	BINDU		BR-5540	Receive Pend	ing 🕡 🗸	
urchase D	etail(s):									
	PO	Reference: PO101 (10281700								
		Verified By: Admin Hq					Verified Date: 28	8-Aug-2017		
		Remarks: NA				Total	PO Cost (INR): 1			

4.7 Challan Received by State and GMSD

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

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

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

FP-LMI Frank with and Ministry of Health and		tics Manag elfare(Govt. of I	<i>ement Inf</i> ^{India)}	ormation Sy	stem				Welcome, Admin lov-2017 12:48	* 4 🛛	
Forecast - Admin -	Stock -	Indent +	Issue -	Purchase +	Reports 👻						
Task List	Ground	Stock Entry									2
Task List (Last Updated A		And Acknowle									
		From Gmsd O									
	Kecelve	T Tom Ghisu O	a Supplier	19		5		447		9	
Indent in Draft Mode		Transfer I	Pending		Issue without Indent Mode	in Draft	Issue Pending		Transfer Ack I	Pending	
1	2		1	04		1					
Short Supply Ack Per	nding	Issue Ack	Pending		New Supply Order						

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

	Challan Process ×								
_	Store	Name Andhra (Pradesh State Wareh	louse	v] PO State	Active		v
٦,		Name Select V			×	-	select Value		~
/	Supplier	Name Select V	alue		~] Challan state	Receive Pending		~
ce	view View								
an	<u>ne</u> : Andhra Pradesh St	ate Warehouse	PO Status : Active ,	Item Name : Select Value	e , <u>PO No.</u> : Select V	alue , <u>Supplier Name</u> : Select Value , <u>C</u>	hallan status : Receive Per	nding	
	PO No.	PO Date	Dispatch Date	Invoice No.	Received Date	Item Name	Dispatch Quantity	Received Quantity	Status
10	0281700005 (456789)	28-Aug-2017	28-Aug-2017	10681700002 (433)	28-Aug-2017	Condom HDC	8046	0 -	Receive Pending
10	0281700004 (01A)	28-Aug-2017	28-Aug-2017	10681700001 (4444)	28-Aug-2017	OC PIII FREE	1924	0 -	Receive Pending

Note:

There can be two status for challan:

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

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

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

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

4.7.1 View and Print Challan

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

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

	FP-LMIS Family Planning - Ministry of Health and H							Welcome, Adr Sunday, 10-Sep-2017 22:29	ⁿⁱⁿ 🔅 🗶 🙆
Li		tock + Inden	t ∙ Issue • P	urchase - Reports	•				
	Citaliail Process ×								
	Store	Name Andhra F	Pradesh State Wareh	nouse	v	PO Sta	atus Active		
	Item	Name Select V	alue		~	PO	No. Select Value		¥
	Supplier	Name Select V	alue		Y	Challan sta	tus Receive Pending		¥
R	ceive View								
e I	lame : Andhra Pradesh Si	tate Warehouse	PO Status : Active	Item Name : Select Valu	e , <u>PO No.</u> : Select V	alue , <u>Supplier Name</u> : Select Value ,	Challan status : Receive Pe	nding	
	PO No.	PO Date	Dispatch Date	Invoice No.	Received Date	Item Name	Dispatch Quantity	Received Quantity	Status
	10281700005 (456789)	28-Aug-2017	28-Aug-2017	10681700002 (433)	28-Aug-2017	Condom HDC	8046	0 -	Receive Pending
	10281700004 (01A)	28-Aug-2017	28-Aug-2017	10681700001 (4444)	28-Aug-2017	OC PIII FREE	1924	0 -	Receive Pending
-						The second			

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

HERE MAN	P-LMIS amily Planning - Logistics Managemen nistry of Health and Family Welfare(Govt. of India)							Sunday, 1	Welcome, Admin 10-Sep-2017 22:31	0	C	NO REAL PROVIDE
Torocust	- Admin - Stock - Indent - Issue	• Purchase • R	leports -									-
(Task List	Challan Process ×											2
Challan Proc	cess>> View											
		ndhra Pradesh State Wa	rehouse			Su	pplier	Name : Indian Dr	ugs And Pharmaceu	ticals Ltd		
-Challan	PO No. : 10 Received Detail	11(456789)										
#	Challan No.	Received Date	2	Suppl	ier Invoice No	Supplier Invoice Date		Schee	lule Type	De	livery Mo	de
	10681700002	28-Aug-2017			433	28-Aug-2017		Fresh	n Supply		By Road	
Receive	d Item Detail(s)						_					
#	Item Name		Batch N	D .	Expiry Date	Supplied Qty.	A	cepted Qty.	Excess Qty.		Statu	5
1	Condom HDC		RF100		31-May-2020	4000 Piece		0 Piece	0 Piece		Activ	9
2	Condom HDC		RF101		31-Aug-2020	4046 Piece		0 Piece	0 Piece		Activ	6
			5 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".

FP-LMIS Family Planning - Logistics Management Infor- Ministry of Health and Family Welfare(Govt. of India)	mation System	Welco		vh Tripura State Warehouse Sunday, 10-Sep-2017 23:03	🗢 🖪 🙆
Stock - Reports -					
Task List Ground Stock Entry ×					2
Store Name Tripura State Warehouse	V	Programme	Family Planning	1	~
Stock Status All	v				
Add					
Store Name : Tripura State Warehouse , Programme : Family Planni	ng , <u>Stock Status</u> : All				
🔳 Item Name ᄎ 💙	Batch No. 🔨 💙	Quantity In Hand	Unit	Rack No.	Expiry Date 🔨 💙
	No Record	d Found!!			
Total Record 0					
[Use % for Conditional Search]			FILTI	BR: Item Name 💌	Search
Near Fyniru 🧧 Fynired					

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.

ck - Reports	-		tion System					
List Ground St	ock Entry ×							6
Inventory >>Add								
Inventory >>Add		Store Tripura	State Warehouse					
Л								
V		Item Name Antar	a IM					
f Batch ::	GD <							
	Batch	Stock Qty.	Unit	Mfg. Date	*Exp. Date	Manufacturer Name	Rack No.	#
				[dd.mm.yyyy]	[dd.mm.yyyy]			
New Bate	Abc	12	Dose	05.09.2017	09.09.2020	Pfizer Ltd 🗸	1	×
New Bate Y	XYZ	100	Dose	06-Sep-2017	10-Sep-2020	Pfizer Ltd	1	×

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

ock - Reports		Management Informat (Govt. of India)						
List Ground St	ock Entry ×							
Inventory >>Add								
		Store Tripura	State Wareh		_			
		Item Name Antar	a IM			V		
f Batch ::	Go			You are going to add Item(s) to Stock?				
*	Batch	Stock Qty.	Unit		*Exp. Date	Manufacturer Name	Rack No.	#
				OK Cancel	[dd.mm.yyyy]			
New Bate	Abc	12	Dose		,19.09.2020	Pfizer Ltd	1	×
New Bate	XYZ	100	Dose	06-Sep-2017	10-Sep-2020	Pfizer Ltd	1	×

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.

sk L	ecast - Admin - Stock - Indent - Issu List Ground Stock Entry ×					2			
						-			
	Store Name Tripura State Warehouse	v	Program	me Family Plannin	g	~			
Store Name Tripura State Warehouse Y Programme Family Planning Stock Status All V									
A	Add Modify								
_		Batch No. 🔨 💙	Quantity In Hand	Unit	Rack No.	Expiry Date 🔺 💙			
	Item Name ネ 💙	Batch NO. 75							
]	Item Name 🛠 💙 Antara IM	102	1420	Dose		31-Jul-2020			
)			1420 444	Dose Tablet	1	31-Jul-2020 31-Jul-2019			

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

FP-LMIS Family Planning - Logistics Manage Ministry of Health and Family Welfare(Govt. of I					Welcor Sunday, 10-Sep-201	ne, Admin 7 23:15	¢ 4 🛛	HEALTH-
Forecast - Admin - Stock - Indent -	Issue - Purchase -	Reports -						
Task List Ground Stock Entry ×								2
Item Inventory >>Add								
	Store Tripura	a State Warehouse						_
	Item Name Antai	ra IM			v			
No. of Batch :: Go								
*Batch	Stock Qty.	Unit	Mfg. Date	*Exp. Date	Manufacturer Name	Rack No.	#	
			[dd.mm.yyyy]	[dd.mm.yyyy]				
102 🗸 102	1420	Dose	01.07.2017	31.07.2020	Hll Lifecare Ltd. 🗸		×	
*Mandatory Field(s)							-1	
		Save	≽ Clear 🖢 Back					

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

FP-LMIS Family Planning - Logistics M Ministry of Health and Family Welfare(Go	anagement Information Sy vt. of India)	ystem			Welco Sunday, 10-Sep-20	me, Admin 17 23:16	* 4 0 🔐
Forecast - Admin - Stock - Inder	t • Issue • Purchase •	Reports -					
Task List Ground Stock Entry							2
Item Inventory >>Add							
	Store Tripura	a State Warehou	ise				
	Item Name Antar	a IM					
No. of Batch :: Go			You are going to add Item(s) to Stock?				
*Batch	Stock Qty.	Unit	for the going to add territy to block?	*Exp. Date	Manufacturer Name	Rack No.	#
				[dd.mm.yyyy]			
102 🗸 102	1420	Dose	Cancel	31.07.2020	Hll Lifecare Ltd. 🔍		×
*Mandatory Field(s)							

5.2 Indent Generation

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

Step-1: Login with valid credentials.

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



Step-3: Click on "Generate".

		iies Management Informatio Ifare(Govt. of India) Indent - Issue - Purcha			Welcome, Admin Sunday, 10-Sep-2017 23:19	* 4 0 🔐
5	Store Name	Adilabad District Warehouse	V	Programme Family Planning	1	v
	Status /	All .	~			
Gene	rate Modify	Cancel View	Print			
Store Nam	ne : Adilabad District Warehous	e , <u>Programme</u> : Family Planning ,	Status : All			
	Indent No.	Indent Date 🔨 💙	To Store	^ Y	Indent Status	
	101717090001	05-Sep-2017	Telangana State Warehouse		Issue Pending	i i i i i i i i i i i i i i i i i i i
	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	E CONTRACTOR OF THE OTHER
-	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".

Task List Indent Raise ×								ß
ndent For Issue								
	Store Name: Adilabad Dist	rict Warehouse			Financial Year: 2017-	2018		
	Indent Date: 10-Sep-2017				Programme: Family	Planning		
	*Issuing Store: Telangana S	State Warehouse	v GD <				П	
Search Item ::							V	
Item Nam	ne 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	

Note:

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

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

orecast - Admin - Stock - Indent	 Issue - Purchase - 	Reports -					
sk List Indent Raise ×							 í.
ient For Issue							
	e Name: Adilabad District War				Financial Year: 2017-2		
	nt Date: 10-Sep-2017 og Store: Telangapa State V				Programme: Family		
arch Item ::		t Generation Proce					
ltem Name	You a	re going to raise Ind	ent. Are you sure?		verage Monthly Consumption	Availability (Issuing Store)	2
	Do		• • • • • • • • • • • • • • • • • • •		0	Yes	
ntara SC	Do		-	OK Cancel	0	Yes	
nhaya FREE	St			Cancer	0	Yes	
hhaya HDC	Strip	0	0	0	0	Yes	
						Yes	
	Piece					No	
	Piece					No	
	Tablet					No	
			Remarks				

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

Indent Status can be:

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

5.2.1 Modify Indent Quantity

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

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

	P-LMIS amily Plauning - Logisi nistry of Health and Family We	<i>tics Management Informati</i> elfare(Govt. of India)	ou System	Welcome, Admin Sunday, 10-Sep-2017 23:31 🏾 🏟 🛃 🙆 🚺
Forecast	- Admin - Stock -	Indent - Issue - Purch	ase - Reports -	
ask List	Indent Raise ×			
11				
	Store Name	Adilabad District Warehouse	▼ Program	mme Family Planning 🗸
	Status [All		
Gener	ate Modify	Cancel View	Print	
tore Name	: Adilabad District Warehous	e , 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

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

ask List Indent Raise ×							6
ident For Issue >> Modify	re Name Adilabad District \	Varebouse		Fi	inancial Year 2017-201	8	
	dent No. 101717090002				Indent Date 10-Sep-2		
To St	ore Name Telangana State V	Varehouse Go	-				n
earch Item ::							V 🔊
Item Name	Unit	Stock in Hand	Annual Requirement	Total Stock Received as on date	Average Monthly Consumption	Availability (Issuing Store)	Indent Qty.
ntara IM	Dose	2080	0	130	0	Yes	110
ntara SC	Dose	30	0	50	0	Yes	200
			0	0	0	Yes	300
Chhaya FREE	Strip	500	0				
	Strip	0	0	0	0	Yes	300
hhaya HDC				0 50	0	Yes Yes	300 200
Chhaya HDC Condom FREE	Strip	0	0		-		
hhaya FREE Ihhaya HDC Iondom FREE Iondom HDC Iemo	Strip Piece	0 1050	0	50	0	Yes	200

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

Forecast - Admin - Stock - Inden	t - Issue - Purchase -	Reports -					
ask List Indent Raise ×							ß
ndent For Issue							
	re Name: Adilabad District War				Financial Year: 2017-2		
	ent Date: 10-Sep-2017				Programme: Family		
	ing Store: Telangapa State M						
earch Item ::	Inder	t Generation Proc	ess >> Save				
Item Name	You are going to raise Indent. Are you sure?				verage Monthly Consumption	Availability (Issuing Store)	
	Do				0	Yes	
Antara SC	Do		~	OK Cancel	0	Yes	
Chhaya FREE	Sti		-		0	Yes	
Chhaya HDC	Strip	0	0	0	0	Yes	
						Yes	
	Piece					No	
	Piece					No	
	Tablet					No	
			Remarks				
Mandatory Field(s)							

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".

	-LMIS ly Planning - Logis y of Health and Family W	<i>tics Management Informati</i> elfare(Govt. of India)	on System			Welcome, Admin Sunday, 10-Sep-2017 23:42	* < 0 🚯
Forecast -	Admin - Stock -	Indent - Issue - Purcha	ase - Reports -				
ask List Inde	ent Raise ×						8
	Store Name	Adilabad District Warehouse		¥	Programme Family Planning		×
	Status	Al		~			
Generate	Modify	Cancel 🧲 View	Print				
i <u>tore Name</u> : Ad	ilabad District Warehous	se , <u>Programme</u> : Family Planning ,	Status : All				
	Indent No.	Indent Date 🔨 💙		To Store 🔨 💙		Indent Status	
	101717090002	10-Sep-2017	Telangana State Warehouse			Issue Pending	
	101717090001	05-Sep-2017	Telangana State Warehouse			Issue Pending	
	101717080005	23-Aug-2017	Telangana State Warehouse			Issue Pending	
	101717080003	23-Aug-2017	Telangana State Warehouse			Issue Pending	
	101717080004	23-Aug-2017	Telangana State Warehouse			Issue Pending	
	101717080002	22-Aug-2017	Telangana State Warehouse			Issue Pending	
	101717080001	22-Aug-2017	Telangana State Warehouse			Completed	

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**".

HI FM	amily Planning - Logi inistry of Health and Family V	<i>stics Management Informat</i> Velfare(Govt. of India)	n System		Welcome, Admin Sunday, 10-Sep-2017 23:44	* 4 0
		Indent - Issue - Purch				
ask List	Indent Raise ×					
						_
	Store Name	Adilabad District Warehouse		Programme Family Planning		
	Status	All		_		
Gener	ate Modify	Cancel View	Print ENTER REMARKS FOR CANCELATION!			
Store Nam	e : Adilabad District Warehou	ise , <u>Programme</u> : Family Planning	Status : All Supply already received			
	Indent No.	Indent Date 🔺 💙			Indent Status	
v	101717090002	10-Sep-2017	Telangana State W OK Cancel		Issue Pending	
	101717090001	05-Sep-2017	Telangana State W		Issue Pending	
	101717080005	23-Aug-2017	Telangana State 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	

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**".

		<i>gistics Management Inf</i> y Welfare(Govt. of India)			Welcome, Admin Monday, 11-Sep-2017 13:47	• ৰ 🛛 🙆
sk List	ast - Admin - Stock	✓ Indent ✓ Issue ✓	Purchase - Reports -			2
IN LIST	Indent Ruise ×					
	Store Name	Adilabad District Warehouse	V	Programme Family Planning		_
	Status	All	×			
Ger	nerate Modify	Cancel V	iew Print			
ore Na	me : Adilabad District Ware	house , <u>Programme</u> : Family I	Planning , <u>Status</u> : All Print			
	Indent No.	Indent Date 🔨 💙	To St	ore 🔨 💙	Indent Status	
<	101717090002	10-Sep-2017	Telangana State Warehouse		Issue Pending	
1	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	
]	101717000001	LL Flog Lott				

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 Ware	ehouse		
		Indent For Iss	ue		
Indent N	lo.	101717090002 I	ndent Date	10-5	SEP-2017
Γο Store Name		Telangana State Warehouse			
S.No	Item Name	Avl. Qty.	Req.	Qty.	Approved Qty.
1	Antara IM	2	080	110	110
2	Antara SC		30	200	200
3	Chhaya FREE		500	300	300
4	Chhaya HDC		0	300	300
5	Condom FREE	1	050	200	200
6	Condom HDC		0	100	100
7	demo		0	300	300
8	EC Pill FREE		0	400	400

****End of Report****

5.3 Indent Approval

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

To approve the indent, follow the steps below.

Step-1: Login with valid credentials.

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



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

to	ck - Indent - Issue - Repor	rts 👻				
sk l	.ist Approval Desk ×					1
	Request Type All		×	Status	To be Approved	v
	sectors and the sector of the			Status		
-						
qu	est Type : All , Status : To be Approved Store Name A V	Issuing Store	Request No.	Request Date ネ 💙	Request Type	
	Ghaziabad District Warehouse	U P State Warehouse	101717070017	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070014	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070010	25-Jul-2017	Indent	
]	Ghaziabad District Warehouse	U P State Warehouse	101717070009	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070011	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070012	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070015	25-Jul-2017	Indent	
]	Ghaziabad District Warehouse	U P State Warehouse	101717070016	25-Jul-2017	Indent	
]	Ghaziabad District Warehouse	U P State Warehouse	101717070013	25-Jul-2017	Indent	
]	Ghaziabad District Warehouse	U P State Warehouse	101717070008	25-Jul-2017	Indent	
	Ghaziabad District Warehouse	U P State Warehouse	101717070018	25-Jul-2017	Indent	

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.

	MIS <i>lanning - Logistics Management Information Syc</i> ealth and Family Welfare(Govt. of India)	tem		Welcome, Ghaz Monday, 11-Sep-		* 🖪 🖸	(
Stock - Indent										
Task List Approval	Desk ×						-			
Approval Desk>>Raisi	ng [Approval]									
	Request Type Name Indent		Programme Name Family Planning							
	Raising Store Ghaziabad District Warehou	se	Rec	ceiving Store U P State War	ehouse					
	Request No. 101717070017		F	Request Date 25-Jul-2017						
	Status To Be Approved									
Approval Detail(s) S.No.	Approving Authority	Approval Le	wel	Δn	proval Date		_			
1	Ghaziabad District (dwh_ghaziabad)	1								
Item Details					V	_				
— Item Details —	Item Name	Avl. Qty. (Raising Store)	Available Qty.(Rec. Store)	Requested Qty.	Approved Qty.	#				
Antara IM	Item Name	Avl. Qty. (Raising Store) 10854 Dose	Available Qty.(Rec. Store) 2533 Dose	Requested Qty.	*Approved Qty.	#	_			
	ltem Name					#	Î			
Antara IM	Item Name	10854 Dose	2533 Dose	100 Dose	100					
Antara IM Antara SC	Item Name	10854 Dose 178 Dose	2533 Dose 950 Dose	100 Dose 300 Dose	300	#				
Antara IM Antara SC Chhaya FREE	Item Name	10854 Dose 178 Dose 30 Strip	2533 Dose 950 Dose 558161 Strip	100 Dose 300 Dose 180 Strip	100 300 180	#				
Antara IM Antara SC Chhaya FREE Chhaya HDC	Item Name	10854 Dose 178 Dose 30 Strip 100 Strip	2533 Dose 950 Dose 558161 Strip 447 Strip 1970 Piece	100 Dose 300 Dose 180 Strip 200 Strip	100 300 180 200	#				
Antara IM Antara SC Chhaya FREE Chhaya HDC	Item Name	10854 Dose 178 Dose 30 Strip 100 Strip 40 Piece	2533 Dose 950 Dose 558161 Strip 447 Strip 1970 Piece	100 Dose 300 Dose 180 Strip 200 Strip	100 300 180 200	#				

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

FP-LMIS Family Planning - Logistics Management Information Ministry of Health and Family Weifare(Govt. of India) Stock - Indent - Issue - Reports -	tion System				Welcome, Ghaziaba Monday, 11-Sep-2017		* 4 0	Rits seen Rev
Task List Approval Desk ×								2
Approval Desk>>Raising [Approval]								^
Request Type Name Indent			Pro	gramme	Name Family Planning			
Raising Store Ghaziabad District			R	eceiving	Store U P State Warehou			
Request No. 101717070017				Reques	t Date 25-Jul-2017			
Status To Be Approved	Approval P	rocess >> Appro	val 🛛					
	You are goin	ig to Approve. Are	you Sure?		Approv	al Date		
Item Details		🔷 ок	Cancel				y. #	
Antara IM					100 Dose		#	
		178 Dose	950 Dose		300 Dose			

Note:

Status can be:

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

5.4 Approval and Forwarding of State Indent to Procurement Division

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

5.5 Approval and Forwarding of State Indents to GMSDs

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

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

6.1 Issue against Indent

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

Step-1: Login with valid credentials.

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

FP-LMIS Jamily Planning - Logistics Manau Ministry of Health and Family Welfare(Govt. of	ge <i>ment Information System</i> India)			Welcome, Admin ep-2017 17:12		NON
Forecast - Admin - Stock - Indent -	Issue - Purchase - Report	rts 👻				
Task List	Issue Without Indent				R	
Task List (Last Updated At: 09-09-2017 15:47:31)	Issue Against Indent <					ĺ.
	Issue Transfer Order					
	Generate Inter Transfer	12	2		165	
	Issue To Client					
Challan Receive Pending Indent in	Draft Mode Trans	fer Pending Iss	sue without Indent in Draft	Issue Pending		
Chanan Receive Fending	Diant Mode Trans		ode	issue rending		
5	1	95	5			
5	-	33	-			
Transfer Ack Pending Short Sup	oply Ack Pending Issue	Ack Pending No	ew Supply Order			

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

Hole net Hinistry	JUMIS y Planning - Logistics Man of Health and Family Welfare(Govt Admin - Stock - Indent	nagement Information System of India) • Issue • Purchase • Repor	rts 🕶			Welcome, Admin Monday, 11-Sep-2017 16:20	* 4 0	
Task List Issue	Against Indent ×							2
								<u> </u>
Л	Store Name Andhra Pradesh	State Warehouse	~	Status	Issue-Pending			~
V	Store Type DWH		~	Raising Store	Chittoor			~
Issue	Hodify Canool	View						
Store Name : An	dhra Pradesh State Warehouse ,	Status : Issue-Pending , <u>Store Type</u> : DW	H , Raising Stor	re : Chittoor				
	Indent No. 🛠 💙	Indent Date 🔨 💙		Raising		Status		
	101717070001	27-Jul-2017	Chittoor				Issue Pending	
Û								

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

sk List Issue A	ainst Indent ×										2	
ue Desk											^	
		Store Name And	nra Pradesh State Wa	arehouse			Indenting Store	. Chittoor				
Indent No. 101717070001 Indent Date. 27-Jul-2017												
-Item Detail(s)											-	
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		
itara IM	Dose	0/0	0/0	9600	3200	> 1000	0	#			^	
	Dose	0/0	0/0	0	0	1500	0		152	-		
ntara SC	Dose											
Antara SC												
Antara SC Chhaya FREE	Strip	0/0	0/0	0	47500	2000	0	#			~	
		0/0 Vehicle No.:	0/0	0	47500		0 Driver Mobile No.				~	
Chhaya FREE		Vehicle No.:	0/0 cer DWH Chittoor (Driver Mobile No.		hittoor (Officer)		· ·	

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

Forecast - Ad	min - Stoc	ogistics Management ily Welfare(Govt. of India) k - Indent - Issue	Purchase Reports							
	gainst Indent ×	-							_	
ue Desk	_	Store Name Andhra Pra	desh State Warehouse	ing Store. Chittoor	_					
		Indent No. 101717070			Ind	Indent Date. 27-Jul-2017				
Item Detail(s) =		Item Detail(s)								
Item Name	Unit		Issue	Qty: 1000	Manufacturing Date	Expiry Date				
		Batch No	Indented Quantity: 1000 Manufacturing Date	Expiry Date	Available Quantity	Issue Quantity				
tara M	Dose	CD045	Jul/2017	Jul/2019	500	500 🦛				
tara SC	Dose	AB001	Jul/2017	Jul/2019	900	500 🦛				
haya FREE	Strip	A501	Jul/2017	Jul/2019	1500					
		102	Jul/2017	Aug/2021	300					
						~		~		
-Received Details	0	-	Re	marks						
		* Mandatory Fields			-11					

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"

sk List Issue A	gainst Indent ×							6
sue Desk								
		Store Name Andh Indent No. 1017			Indenting Store			
			()			
Item Name		Annual Req./ Total Stock Supplied (Indenter)	Stock in M Average Mo Consump (Indente	Online Issue Process >> Save You are going to Issue Items. Are you sure?				
	Dose		070		1000	[CD045] [AB001] #		1
	Dose		0/0	OK Cancel				
			070	0 47500 2000		[8/101] #		

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

FP-LMIS Family Planning - Login Ministry of Health and Family W Forecast - Admin - Stock -		anagement Information System vt. of India) t • Issue • Purchase • Reports •				Welc Monday, 11-Sep-2(come, Admin 017 17:19	* 4 0	NON THE REAL PARTY OF THE REAL
Task List Issue Against Indent ×									2
Item Detail(s)		Family Planning Logistic Ma Ministry of Health and Fan Andhra Pradesh Issuing Store : Andhra Pradesh State Warehouse Issue No.: 1031170900001 Indent No.: 101717070001	nily Welfare(Gor State Warehou	rt. of India) Ise Receiving Store:	Chittoor 11-Sep-2017		3		
	S.No.	Item Name	Batch No.	Expiry Date	Issue Qty.	Unit			
•Mandatory Field(s)	1	Antara IM	CD045	Jul/2019	500	Dose			
FIFO concept If No Batch Selected	2	Antara IM	AB001	Jul/2019	500	Dose			
 Avl Qty. less than Issue Qty # For Item Preference 	3	Chhaya FREE	B/101	Aug/2020	2000	Strip			
	Remarks	DWH Chittoor (Officer))				Issue By (Admin ())			

Note: Status can be:

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

6.1.1 Modify Issue

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

To modify the issue details, follow the steps below.

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

Fo	FP-LMIS Family Planning - Low Ministry of Health and Family precast - Admin - Stock	gistics Management Infor Welfare(Govt. of India) - Indent - Issue - F			Мс	Welcome, Admin onday, 11-Sep-2017 17:52	* 4 0
Task	KList Issue Against Indent ×						
	-						
	Store Name	Andhra Pradesh State Warehouse		🖌 🔁 s	tatus Ack-Pending		¥
	Store Type 🛛	All	1	 Raising 5 	Store Select Value		¥
	Imme Modify	Cancel View					
Sto	re Name : Andhra Pradesh State V	Warehouse , <u>Status</u> : Ack-Pendi	ng , <u>Store Type</u> : All , <u>Raising St</u>	ore : Select Value			
	Issue No. 🛠 💙	Issue Date 🔨 💙	Indent No.	Indent Date		Raising Store	
	1031170900001	11-Sep-2017	101717070001	27-Jul-2017	Chittoor		
A							
11							
Û							
Û							
Û							
Û							
Û							

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

Fask List Issue Age	ainst Indent ×									6
sue Desk>>Modify										
		Store Name Andhr	a Pradesh State War	ehouse		Ir	ndenting Store C	hittoor		
		Indent No. 1017	17070001		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								6		
		Vehicle No.:				Driv	ver Mobile No.:			
		Received By Offic	er DWH Chittoor (Of	fficer)		Name o	f the Receiver			
				Rem	narks					

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

	MIS Ma <i>uning - Lo</i> Health and Famil [.] min - Stock	<i>gistics Manageme</i> y Welfare(Govt. of India + Indent + Iss	ut Ing	lormation System Purchase - Reports -	Monda	Welcome, , y, 11-Sep-2017 17:	d 🛛 🎆
Task List Issue Ag	ainst Indent ×						
Issue Desk>>Modify							
		Store Name Andhr			denting Store C		
		Indent No. 10171			Indent Date 2		
			(1		
			Stor	Online Issue Process >> Modify	*Issue Qty.		
			(You are going to modify Issue Details. Are you sure?			
	Dose					[CD045] [AB001]	[Jul/2019] [Jul/2019]
				Cancel	0		
Received Details	9.0						

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".

	<i>Logistics Management Inform</i> nilý Welfare(Govt. of India) ck - Indent - Issue - Pi	nation System urchase - Reports -		Welcome, Admin Monday, 11-Sep-2017 18:09	* ৰ 🛛 🏠
Task List Issue Against Indent ×		aronase reports			2
Tusk List South Against Mucht w					
	Andhra Pradesh State Warehouse	~		Status Ack-Pending Store Select Value	▼
Store Type Modify	Cancel Cancel		Kaising	Store Select Value	
	te Warehouse , <u>Status</u> : Ack-Pendin	a Store Type : All Raising Stor	re : Select Value		
Issue No. 🗘 V	Issue Date ^ Y	Indent No.	Indent Date	Raising Store	
1031170900001	11-Sep-2017	101717070001	27-Jul-2017	Chittoor	
☆					
•					
Total Record 1					1
				FILTER: Issue No.	Search

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

Forecast - Admin - Stock - Inde		orts 👻			R
ssue Desk>> Cancel					
Store	Name Andhra Pradesh State Warehouse		Indenting Store Chitto	or	
Inder	nt No. 101717070001		Indent Date 27-Jul-	-2017	
Issu	e No. 1031170900001		Issue Date 11-Se	p-2017	
Item Details Item Name	Indent Qty.	Issue Qty.	Batch No.	Expiry Date	
Item Name	Indent Oty.	Issue Qty.	Batch No. CD045	Expiry Date Jul/2019	
Antara IM					
Item Name Antara IM		500	CD045	Jul/2019	
Item Name	1000	500 500	CD045 AB001	Jul/2019 Jul/2019	
Item Name Antara IM	1000	500 500	CD045 AB001	Jul/2019 Jul/2019	

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

Forecast < Admin * Stock * Indent * Issue * Purchase * Reports * Task List Issue Dask>> Cancel Store Name Andhra Pradesh State Warehouse Indenting Store Chittoor Indent No. 101717070001 Issue Data 11-Sep-2017 Issue Data 11-Sep-2017 Issue Data 11-Sep-2017 Item Batch Ho. Expiry Date You are going to Cancel. Are you sure? Coolds Jul/2019 Jul/2019 Attara SC OK Cancel * Cancel Remarks * Mandatory Field(s) Store Reports <th>FP-LMIS Family Planning - Logistics Management Informati Ministry of Health and Family Welfare(Govt. of India)</th> <th>on System</th> <th></th> <th>Welcome, Admin iep-2017 18:12</th>	FP-LMIS Family Planning - Logistics Management Informati Ministry of Health and Family Welfare(Govt. of India)	on System		Welcome, Admin iep-2017 18:12
Issue Desk>> Cancel Store Name Andhra Pradesh State Warehouse Indent No. 101717070001 Issue No. 1031170900001 Item DetailsItem Itame Indent Of Antara IM Antara SC Antara SC *Cancel Remarks *Cancel Remarks	Forecast • Admin • Stock • Indent • Issue • Purch			2
Indent No. 101717070001 Indent Data 27-Jul-2017 Issue No. 1031170900001 Issue Data 11-Sep-2017 Item Datails Online Issue Process >> Cancel Matara IM Mem Hame Antara IM Antara SC Matara SC Cancel Batch Mo. Expiry Date Antara SC Jul/2019 Matara SC Cancel Batch Mo. Expiry Date Antara SC Jul/2019 Matara SC Cancel Batch Mo. Expiry Date Coold Jul/2019 July Coold Jul/2019 Molecular Cancel Remarks	Issue Desk>> Cancel			
Issue No. 1031170900001 Issue Date 11-Sep-2017 Item Datails Online Issue Process >> Cancel Image: Colspan="2">Issue Date 11-Sep-2017 Antara IM You are going to Cancel. Are you sure? Image: Colspan="2">Issue Date 11-Sep-2017 Antara SC OK Cancel Image: Colspan="2">Colspan="2">Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" Image: Colspan="2">Image: Colspan="2" Image: Colspan="2" Image: Colspan="2" <th>Store Name Andhra Pradesh State</th> <th></th> <th>Indenting Store Chittoo</th> <th></th>	Store Name Andhra Pradesh State		Indenting Store Chittoo	
Item Datails Online Issue Process >> Cancel Batch Ha. Expiry Date Antara IM You are going to Cancel. Are you sure? Batch Ha. Expiry Date Antara SC OK Cancel Cancel	Indent No. 101717070001		Indent Date 27-Jul-	
Indentify Indent Op Antara IM You are going to Cancel. Are you sure? Antara IM Coo45 Antara SC Jul/2019 Antara SC Cancel	Issue No. 1031170900001		Issue Date 11-Sep	
Antara IM Antara SC You are going to Cancel. Are you sure? Attara SC OK Cancel		Online Issue Process >> Cancel 🛛 📧		
Antara SC. Code Code Code Code Code Code Code Code	Item Name Indent Qtv	You are gaing to Canaal Are you ave?		Expiry Date
Antara SC Cancel		fou are going to Cancel. Are you sure?	CD045	Jul/2019
*Cancel Remarks				Jul/2019
*Cancel Remarks		Cancel		
*Cancel Remarks				
*Cancel Remarks				
* Mandatory Field(s) 📑 Save 🗞 Clear 📁 Back		*Cancel Remarks		
a save clear Dack	* Mandatan: Field(c)	E Course & Charles & Bards		
	nunuury 1 really	Save Save Back		

6.2 Receive and Acknowledge

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

To receive the stock, follow the steps below.

Step-1: Login with valid credentials.

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

FP-LMI Family Plannin Ministry of Health ar	S 19 - Logis 10 Family W	<i>tics Management Infor</i> elfare(Govt. of India)	umation Sy	stem	Monday, 11	-Sep-2017 18:29
Forecast - Admin -	Stock +	Indent + Issue + I	Purchase +	Reports +		
Task List	Ground	Stock Entry				
Task List (Last Updated A		e And Acknowledge <				
-	Challan	Process				
Distribution Plan Pen	1 ding	Challan Receive Per	L1 ^{nding}	6 Indent in Draft Mode	12 Transfer Pending	2 Issue without Indent in Draft Mode
13	7		5	96	6	
Issue Pending		Transfer Ack Pendir	ıg	Issue Ack Pending	New Supply Order	

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

FP-LMIS Pamily Planning - Logistics Manager Ministry of Health and Family Welfare(Govt. of In	ment Information System dia)		Welcome, Admin Monday, 11-Sep-2017 18:26	* < 0
Forecast - Admin - Stock - Indent - I	Issue - Purchase - Reports -			
Task List Receive And Acknowledge ×				6
				_
Ack By Chittoor	▼	Status Acknow	/ledge-Pending	~
Receive & Acknowledge View				
Ack By : Chittoor , Status : Acknowledge-Pending				
Store Name	Transfer No. 🔨 💙	Transfer Date ネ 💙	Request No. and Dat	te
Andhra Pradesh State Warehouse	1031170900001	11-Sep-2017	101717070001/27-Jul-2	017
Δ				
U				

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

ask List Receive And Ackno	wledge ×									R
cknowledge Desk >> Acknowledge	edge									
	Receiving Store Name	Chittoor				Issue T	ype Issue To Store	e		
	Indent No.	. 101717070001				Indent [Date 27-Jul-2017			
	Issue By	Andhra Pradesh S	tate Warehouse		п	Issue I	Date 11-Sep-2017			
		. 1031170900001			₩	Rema	arks			
-To Be Acknowledge Item De Item Name	Batch No.	Expiry Date	Total Issue Qty.	To Be Acknowledged Qty.	Receive Quantity	Damaged Quantity	Shortage Qty.	Balance Quantity	Rack No.	
intara IM	CD045	31-Jul-2019	500 Dose	500 Dose	500	0	0	0 Dose		٦
ntara IM	AB001	31-Jul-2019	500 Dose	500 Dose	500	0	0	0 Dose		
Chhaya FREE	B/101	31-Aug-2020	2000 Strip	2000 Strip	2000	0	0	0 Strip		
				*Remarks						
				Remarks						

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

FP-LMIS Jamily Planning - Lu Ministry of Health and Famil Forecast - Admin - Stock		ment Information System ^{ndis)} Issue - Purchase - Reports -	Welcon Monday, 11-Sep-201	me, Admin 7 18:38	🌣 🖪 🕑	
Task List Receive And Acknowled	lge ×					2
Acknowledge Desk >> Acknowledge						
Rece	iving Store Name					
	Indent No.		ate 27-Jul-2017			
	Issue By	Andhra Pradesh State Warehouse Issue Da	ate 11-Sep-2017			
	Issue No.	Acknowledge Process	-			
Item Name	Batch No.	Please check Batch No and Received Quantity before Acknowledge	Shortage Qty.			
Antara IM						
Antara IM		Cancel				
Chhaya FREE						

Note: Status can be:

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

6.3 Issue without Indent

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

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

Step-1: Login with valid credentials.

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



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

FP-LMI Family Plaunin Ministry of Health at	S 19 - Logistics Managemen nd Family Welfare(Govt. of India	ut Iuformation System					Welcome, Monday, 11-Sep-2017 18		a o 🚻
Forecast - Admin -	Stock - Indent - Issu	e - Purchase - Repor	ts •						
Task List Issue Without In	ndent ×							2	
Issue To Sub Store Off Line	>> Issue						Modify/Cancel	View	
	* Indent Period 2017-2	018							
	* Store Name Andhr	Pradesh State Warehouse	V		* Item	Category Family Plannin	g v		
	* Store Type DWH		¥		Inden	ting Store Chittoor		~	
	* Issue Date 11-Sep	-2017				Issue No.			
New Demand								_	
	Request Indent No				In	dent Date	1		
Current Stock Status of Inden	n Name	Batch No.	Frankris	Unit	Available Qty.	12 110		n Finder	
Driver Details	n name	Batch No.	Expiry	Unit	Available Qty.	* Requested Qty.	"Issue Qty.	_	
	* Driver Name				* Driver's Mobil	le Number			
— Approval Detail(s) —	0.0000000000000000000000000000000000000		0.9978					_	
	Approved By Officer	SWH Andhra Pradesh State	W		Appr	roval Date 11-Sep-2017			
	Verified By Officer	DWH Chittoor - Chittoor	~		Ver	ified Date 11-Sep-2017	<u></u>		
-Receive Details		•	_		10000000000			_	
	Received By Select	Value	~		Name of the	Receiver			
			• Remarks						
 Mandatory Field(s) Indenting Store Stock will 	l be updated by Acknowledge i	Desk						v	

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

	9 - Logistics Managemen. nd Family Welfare(Govt. of India)								
orecast - Admin -	Stock - Indent - Issue	e • Purchase • Repor	ts •						
sk List Issue Without In	ident ×							6	1
sue To Sub Store Off Line >	>> Issue						Modify/Cancel	View	^
	* Indent Period 2017-20	018					- mouny/current		
		Pradesh State Warehouse				tegory Family Plannir	- 20		
		Pradesh State Warehouse					g v		
	* Store Type DWH		¥			g Store Chittoor		v	
	* Issue Date 11-Sep-	2017			Iss	sue No.			
-New Demand									
-New Demand									
-wew bennand	Request Indent No				Inder	nt Date	1		
ment Stock Status of Indenti					Inder	nt Date		ltern Finder	
irrent Stock Status of Indenti Item		Batch No.	Expiry	Unit	Inder Available Qty.	* Requested Qty.		Item Finder	
irrent Stock Status of Indenti	ing Store n Name	Batch No.	Expiry	Unit	Available Qty.	* Requested Qty.		Item Finder	
irrent Stock Status of Indenti Item – Driver Details	ing Store	Batch No.	Expiry	Unit		* Requested Qty.		Item Finder	
irrent Stock Status of Indenti Item	ing Store Name * Driver Name			Unit	Available Qty. * Driver's Mobile N	* Requested Qty.	Issue Qty.	Item Finder	
irrent Stock Status of Indenti Item – Driver Details	ing Store Name * Driver Name	Batch No.		Unit	Available Qty. * Driver's Mobile N	* Requested Qty.		Item Finder	
irrent Stock Status of Indenti Item – Driver Details	In Store I Name Driver Name Approved By Officer			Unit	Available Qty. * Driver's Mobile N Approva	* Requested Qty.	Issue Qty.	Item Finder	
irrent Stock Status of Indenti Item – Driver Details	In Store In Name Driver Name Approved By Officer Venified By Officer	SWH Andhra Pradesh Stat		Unit	Available Qty. * Driver's Mobile N Approva	* Requested Qty.	"Issue Qty.	Item Finder	
urrent Stock Status of Indenti terr – Driver Details – – Approval Detail(s) –	In Store I Name Driver Name Approved By Officer	SWH Andhra Pradesh Stat		Unit	Available Qty. * Driver's Mobile N Approva	* Requested Qty. Jumber al Date 11-Sep-2017 d Date 11-Sep-2017	"Issue Qty.	Item Finder	
urrent Stock Status of Indenti terr – Driver Details – – Approval Detail(s) –	In Store In Name Driver Name Approved By Officer Venified By Officer	SWH Andhra Pradesh Stat	e W{v	Unit	Available Qty. * Driver's Mobile N Approve Verifie	* Requested Qty. Jumber al Date 11-Sep-2017 d Date 11-Sep-2017	"Issue Qty.	Item Finder	
urrent Stock Status of Indenti tem – Driver Details – – Approval Detail(s) –	In Store In Name Driver Name Approved By Officer Venified By Officer	SWH Andhra Pradesh Stat	e W{v	Unit	Available Qty. * Driver's Mobile N Approve Verifie	* Requested Qty. Jumber al Date 11-Sep-2017 d Date 11-Sep-2017	"Issue Qty.	Item Finder	

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**.

List	Issue Without Indent ×							
e To Su	ih Stora Aff I ina 55 leeua					📕 Modi	ify/Cancel	View
	Item Search							
	Item Name PTK		_			p	~	
	Item N PTK [SD00	01]	Stock Status	Expiry Date	Available Qty.	^		~
	РТК	SD001	Active	Jul/2018	200 Kit			
	EC PIII FREE	A01	Active	Jul/2019	100 Tablet			
lew De	Antara IM	AB001	Active	Jul/2019	400 Dose			
	Antara IM	AS01	Active	Jul/2019	1500 Dose			
nt Stoc	Tubal RING	8908	Active	Oct/2019	90 Pair		۹.	
	Chhaya FREE	vanikcov27	Active	Aug/2020	500 Strip	*Issue	e Qty.	
river [Chhaya FREE	B/101	Active	Aug/2020	45000 Strip			
		100	4.10			~		
pprova								
	*Mandatory Field(s)	_						
eceive	Selected Expired	×	🖌 Ok 🛛 💥 Close					

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

सल्पनेत्र नवारे Mi	P-LMIS <i>amily Planning - Logic</i> inistry of Health and Family W • Admin • Stock •	s <i>tics Management Information</i> Velfare(Govt. of India) Indent + Issue + Purchas			Tuesday, 1	Welcome, Admin 12-Sep-2017 13:54	🌣 🖪 🙆 👬
Task List	Issue Without Indent ×						2
Issue To S	Item Search					Modify/C	ancel View
	Item Name		Reque	sted Quantity. : 0			v
	Batch No.	Stock Status	Expiry Date	Avi Qty.	Qty.		~
——New De	SD001	Active	Jul/2018	200 Kit	100 Kit		_
Current Stoc						*Issue Qt	Item Finder
—Driver D							
-Approv					Total Q	ty. : 100	
-Receive	*Mandatory Field(s)		🗸 Ok 🔀 Close				
			* Remarks		at		

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

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

FP-LMI Family Planut Ministry of Health	[S ing - Logistics Management and Family Welfare(Govt. of India)	Iuformation Syste	une				Welc Tuesday, 12-Sep-	come, Admin 2017 14:07	🌣 🖪 🙆
Forecast - Admin -	Stock - Indent - Issue	Purchase + F	leports +					8	
Issue To Sub Store Off Line			10USE V		* 14	Category Family Plann	Modify/Cancel	View	
	* Store Type DWH * Issue Date 12-Sep-2		v		* Inden	ting Store Chittoor		V	
Current Stock Status of Inder			Fundam	11-14		dent Date		Item Finder	
PTK	m Name	Batch No. SD001	Expiry Jul/2018	Unit Kit	Available Qty. 200	* Requested Qty.	*Issue Qty.	•	
Antara IM		AB001	Jul/2019	Dose	400	0	0	•	
— Driver Details — — — Approval Detail(s) —	* Driver Name Latif				* Driver's Mobil	e Number 8895624401		4	
-Receive Details	Approved By Officer S	WH Andhra Pradesh WH Chittoor - Chitto				oval Date 12-Sep-2017 ified Date 12-Sep-2017			
	Received By On Beha	alf of Officer DWH Chi		pplied witho dent		Receiver On Behalf of (Officer DWH Chittoor (O	ffic	
 * Mandatory Field(s) Indenting Store Stock with 	ill be updated by Acknowledge De	sk I Praft Save I ■	Issue 🗞 Cle	ear	aj				

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

Hamily Planning Ministry of Health and	g - Logistics Managemen d Family Welfare(Govt. of India)	t Information Syste	un .		Tuesday, 12-Sep-20	017 14:08	
Forecast - Admin -	Stock - Indent - Issu	e 👻 Purchase 👻 🛛	Reports 👻				
Task List Issue Without Ind	lent ×						2
	Request Indent No			Iı	ndent Date		
Current Stock Status of Indentin	g Store					•	Item Finder
Item	Name	Batch No.		Available Qty.	* Requested Qty.	*Issue Qty.	
РТК		SD001	You are going to issue Item(s)?	200	0	100	•
Antara IM		AB001		400	0	0	•
Driver Details Approval Detail(s)	* Driver Name Latif		OK Cancel	* Driver's Mobi	ile Number 8895624401		
—Approval Detail(s)		SWH Andhra Pradesh S			roval Date 12-Sep-2017		
	Verified By Officer	DWH Chittoor - Chittoo	or 🗸	Ve	rified Date 12-Sep-2017		
	Received By On Beh	alf of Officer DWH Chit	toor (Offic	Name of th	e Receiver On Behalf of O	fficer DWH Chittoor (Off	icer)
			* Remarks supplied without indent	5 .al			

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

Hinistry of Health and Family W	<i>tics Mai</i> elfare(Govt	nagement Information System . of India)			Т	uesday, 12-Sep-201	7 14:08	4 🖸 🕴	
Forecast - Admin - Stock -	Indent	✓ Issue							
Task List Issue Without Indent ×									2
Issue To Sub Store Off Line >> Issue							Modify/Cance	View	^
+ 1n - 		Family Planning Logistic Ma Ministry of Health and Fam Andhra Pradesh Issue Vi	nily Welfare(Go State Warehou	vt. of India)				×	
Reques		Issuing Store : Andhra Pradesh State Warehouse Issue No. : 1031170900002		Receiving Store: Issue Date :	Chittoor 12-Sep-2017		*Issue Oty.	Item Find	ler
Driver Details	S.No.	Item Name	Batch No.	Expiry Date	Issue Qty.	Unit	"Issue Qty.		
* 1	1 6	РТК	SD001	Jul/2018	100	Kit			
—Approval Detail(s)	Remarks:s	By of Officer DWH Chittoor (Officer)) supplied without indent and Time: 12-Sep-2017 14: 10				Issue By (Admin ())			
		* Remarks		.i					~

6.4 Issue to Client

This process is to issue items to the client.

Step-1: Login with valid credentials.

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



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

	gistics Management Information Syst Welfare(Govt. of India) • Indent • Issue • Purchase •			Welcome, Adm Tuesday, 12-Sep-2017 15:08	ⁱⁿ 🔅 🖪 🙆
Task List Issue To Client ×					2
Issue To Client					View/Cancel
Nerrowse Creations	*Store Name CHC Tangi	v	* Issu	e Date 12-Sep-2017	[dd-Mon-yyyy]
	Client's Name	3	Father's	5 Name	-
	*Client's Age		*(Gender Male	
	Aadhar No.		Voter Id Ca	ard No.	
				=	⇒ 🍳 ltem Finder
Item Name Other Detail(s)		Batch No.	Unit	Available Qty.	*Issued Quantity
	Remarks				
		📑 Issue 🏷 Clear			

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

Item Search					🗖 View
					[dd-Mon-yyyy]
t I Item Name co	ndo				
Item I	ondom HDC [CO0983]	Stock Status	Expiry Date	Available Qty.	
	ondom FREE [COF098]	Active	Jan/2019	957 Piece	v
Antara IM	AB1	Active	May/2019	4 Dose	
Condom FREE	COF098	Active	Jan/2020	990 Piece	
Chhaya FREE	CHF0198	Active	Jan/2021	995 Strip	🔍 Item Fi
Chhaya HDC	CH467	Active	Jan/2021	1000 Strip	*Issued Quantity
Antara IM	bb2	Active	Jun/2021	4 Dose	
1					

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

Harther Person Provide American America		<i>gistics Management Infor.</i> v Welfare(Govt. of India) • Indent • Issue • F			V Tuesday, 12-Se	Velcome, Admin sp-2017 15:18
	Issue To Client ×	• Indent • Issue • P	'urchase - Reports -			8
Issue To Cli	ont					View/Cancel
	Item Search					[dd-Mon-yyyy]
—Client [Item Name					
	Selected Item Name : Co					
	Batch No. CO0983	Stock Status	Expiry Date Jan/2019	Avl Qty. 957 Piece	Qty.	
	000003	Active	341/2015	337 1 1606	10 FIECE	
						🔍 Item Finder
						*Issued Quantity
Other D						
					Total Qty.	.: 10
	*Mandatory Field(s)					_
	Selected Expired	-	> 🗸 ok 🔀 🤇	Close		

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

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

FP-LN Family Plan Ministry of Healt	IIS uning - Logistics Management 4 th and Family Welfare(Govt. of India)	Information System		Welcome, A Wednesday, 13-Sep-2017 10:4		
Forecast - Admin	✓ Stock ✓ Indent ✓ Issue	✓ Purchase ✓ Reports ✓				
Task List Issue To Clie	ent ×					3
Issue To Client					□ v	iew/Cancel
	*Store Name CHC Tand	i 🗸	* 1	ssue Date 13-Sep-2017	🔟 [dd-Mon-yyyy]	
	Client's Name ABC		Fath	er's Name XYZ		
	Client's Age 18	Year		Gender Female	~	
	Aadhar No.		Voter Id	d Card No.		
					🔍 lten	n Finder
	Item Name	Batch No.	Unit	Available Qty.	*Issued Quantity	
Condom FREE		COF098	Piece	1000	10	•
Chhaya FREE		CHF0198	Strip	1000	5	0
-Other Detail(s)						
	Remarks					
		📄 🔚 Issue 🍾 Clear				

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

	ics Management Information System tare(Govt. of India) Indent + Issue + Purchase + R				Welcome, Admin Tuesday, 07-Nov-2017 15:16	* 4 0 🚻
		Item(s) issued Successfully	/			
Issue To ClientClient DetailsClient Details Client Client		ogistic Managment Informt alth and Family Welfare(Govt. of I CHC Tangi Issue to Client		PART HEALTH	x 07-Nov-2017 1 (dd-	View/Cancel Mon-yyyy]
Item Name	Issue Date: 13-Sep-2017 Client Name: ABC Aadhar No.:	Issue No Voter Id No.	: 103217000002		Available Qty. "Iss	Item Finder
Other Detail(s)	S.No. Item Name	Batch No.	Expiry Date	Issue Qty		
	1. Condom FREE	COF098	Jan/2020	10 Piece		
	2. Chhaya FREE	CHF0198	Jan/2021	5 Strip		
	Print Date and Time : 07-Nov-2017 15: 16			User Nam (Admin		

6.4.1 Cancel Issue to Client

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

Step-1: Login with valid credentials.

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

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

FP-LMIS Family Planning - Logistics Management Info	rmation System		Welcome, A Wednesday, 13-Sep-2017 12:0	
Forecast - Admin - Stock - Indent - Issue -	Purchase - Reports -			
Task List Issue To Client ×				
Issue To Client				View/Cancel
*Store Name CHC Tangi	V	* Is	sue Date 13-Sep-2017	🔟 [dd-Mon-yyyy]
		Fathe	r's Name	
*Client's Age	r v		*Gender Male	v
Aadhar No.		Voter Id	Card No.	
				🍳 Item Finder
Item Name	Batch No.	Unit	Available Qty.	*Issued Quantity
Other Detail(s)	h			
	📕 Issue ≽ Clear			

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

Family Ministr		es Management Information So are(Govt. of India)		Welcome, Admin Wednesday, 13-Sep-2017 12:13	* 4 0	0
		Indent + Issue + Purchase +	r Reports +			-
Task List Issu	e To Client ×					2
Issue To Client>:	>View/Cancel			l c	O Current Date	Back Date
	*Sto	ore Name CHC Tangi	V			
			Go			
Issue	Details Issue Date	Issue No.	Issuing Store	Client's Name	View	-
	13-Sep-2017	103217000001	CHC Tangi	ABC	0	^
						_
						~
			*Remarks			
		之 🗢 🗢	ancel 🏷 Clear 🖕 Back			

6.5 Inter Transfer Order

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

6.5.1 Generate Inter Transfer:

Step-1: Login with valid credentials.

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



Step-3: Click on "Generate".

FP-LMIS Family Planning - Logistics Management Information Ministry of Health and Family Wolfare(Cort. of Inda) Forecast - Admin - Stock - Indent - Issue - Purchase				W/ Saturday, 11-Nov-2	elcome, Admin 🛛 🏶 🖪 🖸	ə 🕋
Task List Generate Inter Transfer ×						2
Store Name Ghaziabad District Warehouse			Status Transfer In	n		
Generate Generate Cinese Consert			Status (Indisier al	riotess		
■ Order No. Â ¥ Order Date A ¥	Item Name 🔨 🗸	Batch No.	Order/Transfer Qty.	Demand Store 🔨 💙	Transferring Store 🔨 🗸	r
		No Record Found!!				
Total Record 0						
				BILITER: Order N	0. 💌	Search
1						

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

cast + Admin + Stock + In	ident + Issue + Reports +					
Generate Inter Transfer ×						
ansfer Order Generation						
St	ore Name U P State Warehouse			Order Date 14-Aug-	2017 09:44	
Tr	ansfer To 💿 Transfer between Sub Store	es © Return to Parent Store				
* Store With Short	age Stock Ghaziabad District Warehouse 🖛	Shortage Stock	* Store With E	cess Stock Lucknow	v District Warehouse	 Excess Stock
—Added Order Item Detail ———				1		
	Batch No.	Available Qty. Unit	Expiry Date	Mfg. Date	Order Qty.	Action
Item Name						
—New Order Detail						
—New Order Detail	em Name EC Pill HDC					
—New Order Detail ———— * It Avai						
—New Order Detail	em Name EC Pill HDC	Expiry Date		T. Mfg. Date		rder Qty.
—New Order Detail — * It * It Avai —Batch Detail(e)	em Name [EC Pill HDC lable Qty. 5000					rder Qty.
—New Order Detail — * It Avai —Batch Detail(s)	em Name [EC Pill HDC lable Qty. 5000 Available Qty.	at Jan/2020		v Mfg. Date		rder Qty.
—New Order Detail — * It Avai —Batch Detail(s)	em Name [EC Pill HDC lable Qty. 5000 Available Qty.			v Mfg. Date		rder Qty.

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

FP-LMIS Family Planning - Logisti Ministry of Health and Family Well	es Management Information Syst are(Govt. of India)	tem			Monday,	Welcome, Adm 14-Aug-2017 09:47	ⁱⁱⁿ 🔅	-	NEAL THEAT
	Indent + Issue + Reports +								
List Generate Inter Transfer ×									R
Transfer Order Generation									
1	Store Name U P State Warehouse				Order Date 14-Aug	2017 09:44			
	Transfer To Transfer between Sub Sto		arent Store						
	rtage Stock Ghaziabad District Warehouse	 Shortage Stock 		* Store With E	xcess Stock Lucknow	w District Warehouse	Excess	<u>Stock</u>	
Added Order Item Detail	Batch No.	Available Qty.	Unit	Expiry Date	Mfg. Date	Order Qty.	Acti	on	
									5 - C
—New Order Detail									
*Batch Detail(s)	Item Name <u>EC Pill HDC</u> ailable Qty. 5000				•				1
*Batch Detail(s) Batch No.	ailable Qty. 5000 Available Qty.		Expiry Date		Mfg. Date	0	irder Qty.]
*Batch Detail(s)	ailable Qty. 5000		Expiry Date Jan/2020			0	Irder Qty.]

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

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

6.5.2 Cancel Inter Transfer Order

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

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

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

For		alth and Family Welfar	Management Information System e(Govt. of India) dent - Issue - Purchase - Reports	•		Wednesday, 13-Sep-2017 12:57	
sk L		Inter Transfer ×					
							-
		Store Name U P Stat	e Warehouse	~	Status Tran	fer In Process	¥
(Generate	Modify	Cancel View				
	Order No. ネ 💙	Order Date 🔺 💙	Item Name 🔨 💙	Batch No.	Order/Transfer Qty. 🔺 💙	Demand Store 🔨 💙	Transferring Store
	10931700004	02-Jun-2017	Chhaya FREE	369	1/0 Strip	Ghaziabad District Warehouse	Meerut Warehouse
0		04.4 0047	Antara IM	cpt2017	500/0 Dose	Meerut Warehouse	Ghaziabad District Warehouse
0	10931700041	01-Aug-2017					vvarenouse

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

6.6 Issue against an Inter Transfer Order

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

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

Step-1: Login with valid credentials.

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



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

FP-LMIS Family Planning - Logistics Management Information System	Welcome, Admin Wednesday, 13-Sep-2017 13:06	* 4 0
Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -		
Task List Issue Transfer Order ×		2
Online Transfer Detail>>		View/Cancel
*Store Name Ghaziabad District Warehouse	Transfer Date & Time 13-Sep-2017/13:07:35	
*Transfer Request No. 10931700041 (01-Aug-2017) - Meerut Warehouse 🔽 🚱 <		
♥ * Mandatory Field(s)		
• • Manaduory Field(s)		
🔚 Transfer		

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

FP-LM Family Plant Ministry of Healt	IIS ning - Logistics Management th and Family Welfare(Govt. of India)	Information System		Wednesday, 1	Welcome, Admin 3-Sep-2017 13:10	* 4 0
orecast + Admin	✓ Stock ✓ Indent ✓ Issue	Purchase Reports	•			
List Issue Transfe	r Order ×					1
Online Transfer Deta	ail>>					View/Cancel
	Store Name Ghaziaba	d District Warehouse		Transfer Date & Time 13-5	Gep-2017/13:07:35	
	Transfer Request No. 10931700	0041 (01-Aug-2017) - Meerut War	rehouse			
Other Detail(s)	Order Date 01-Aug-2	017		Receiving Store Name Mee	rut Warehouse	
#	Batch No.	Expiry Date	Available Qty.	Order Qty.	Transfer (Qty.
Item Name : Antar	a IM					
\triangleright	cpt2017	Jun/2018	10664 Dose	500 Dose	500	
				Total Transferred Qty	500	
Other Detail(s)						
		Remark	cs(if any)			
		Transfer	🏷 Clear 📁 Back			
•Mandatory Fie	eld(s) er Partial or Full] will be closed Af					
	er Farilal of Full J will be closed Aj. ed Or Stock Not Available	ter suve				

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

FP-LMIS <i>Family Planning - Logis</i> Ministry of Health and Family Wi Forecast - Admin - Stock -					Welcome, Admin Wednesday, 13-Sep-2017 13:14	
Task List Issue Transfer Order ×						2
Online Transfer Detail>>						
•Transfe ♥ + Mandatory Field(s)	From		To Sto	isfer Date : 13-Sep ore Name : Meerut rder Date : 01-Aug nand Date : 01-Aug	Warehouse -2017	View/Cancel
	S.No.	Item Name	Batch No.	Expiry Date	Transfer Qty.	
	1 Ant	ara IM	cpt2017	Jun/2018	500 Dose	
		 Received By		Admin (admin) Transferred By	,	

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

6.6.1 View/Cancel Inter Transfer Detail

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

Step-1: Login with valid credentials.

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

Step-3: Select the View/Cancel checkbox.

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

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

st Issue	Transfer Order ×						
nline Trans	sfer Detail>>View						View/Cance
	*Stor	e Name Ghaziabad District W	arehouse 🗸				
	*Ero	m Date 10-May-2017	-	*To [Date 13-Sep-2017 🗔 🖪	<u> </u>	
	Fro	m Date 10-May-2017		-101	Date 13-Sep-2017		
				🔍 Search <=	3		
- Transfe	r Details						
#	Transfer No.	Transfer Date	Transt	er To	Order No.	Order Da	ate
•	1051170004	28-Jul-2017	Meerut Warehouse		10931700017	28-Jul-2	017
0	1051170005	28-Jul-2017	U P State Warehouse		10931700023	28-Jul-2	017
0	1051170006	01-Aug-2017	Meerut Warehouse		10931700034	01-Aug-2	017
0	1051170007	13-Sep-2017	Meerut Warehouse		10931700041	01-Aug-2	017
em Detail(s)		Item Name		Batch No.	Expiry	Transfer Qty.	Rec. Qty.
em Detail(s)				cpt2017	Jun/2018	10 Dose	10 Dose
em Detail(s) Antara IM							

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

st Issue								
	Transfer Order ×							
iline Trans	fer Detail>>View						View/Cance	
	*Stor	e Name Ghaziabad District W	arehouse 🗸 🗸					
	*Erc	om Date 10-May-2017		*To Dat	e 13-Sep-2017 🔟			
				Search				
- Transfer								
#	Transfer No.	Transfer Date	Trans	ler To	Order No.	Order Da		
۲	1051170004	28-Jul-2017	Meerut Warehouse		10931700017	28-Jul-2017		
0	1051170005	28-Jul-2017	U P State Warehouse		10931700023 28-Jul-			
O 1051170006 01-Aug-2017 Meerut Warehouse					10931700034 01-Aug-201			
-	1051170007	13-Sep-2017	Meerut Warehouse		10931700041		01-Aug-2017	
0								
0		Item Name		Batch No.	Expiry	Transfer Qty.	Rec. Qty.	
0		Item Name		Batch No.	Expiry Jun/2018	Transfer Qty. 10 Dose	Rec. Qty. 10 Dose	

Chapter 7 Reports

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

To view different reports, follow the steps below.

Step-1: Login with valid credentials.

Step-2: Click on "Reports" menu.

FP-LMIS Family Planning - Logistics Manage Ministry of Health and Family Welfare(Govt. of Forecast - Admin - Stock - Indent -				Welcome, Admin Sep-2017 17:15	* 4 0	
Task List (Last Updated At: 09-09-2017 15:47:31)	Curre	nt Stock				2
11 Challan Receive Pending	7 Expiry Batch Stock Draft Mode Receiv	Summary Report Search Ledger Report Ial Dashboard	2 Issue without Indent in Draft Mode	Issue Pending	165	
5 Transfer Ack Pending	1	Ack Pending	5 New Supply Order			

7.1 Current Stock Report

Select the "Current Stock".

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

Family Planning - Logi Ministry of Health and Family V	sties Management Information System Velfare(Govt. of India)	Welcome, Admin Wednesday, 13-Sep-2017 14:46 🔅 😽 🛃 🚺
Forecast - Admin - Stock -	Indent - Issue - Purchase - Reports -	
sk List Current Stock ×		
Irrent Stock		
	Store Name Ghaziabad District Warehouse	Report Format Pdf V
	Batch	
-*Item Name	V V	
	OC Pill FREE	^
	PTK Tubal RING	
	IUCD 380-A	
	Condom HDC Antara IM	

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

Time : 13-Sep-2017 02:58 PM			Family Planning - Logistics Mangement In Department of Health (Govt. c		
			rict Warehouse for the Period 01-May-2017 to 13-Sep-2017	Quantity Report For Ghaziabad Dist	Issued Q
Issued Quantity	Issue Date	Unit	To Store	Item Name	SNo
2	18-Jul-2017	Dose	Dasna CHC	Antara SC	1
100	17-Jul-2017	Piece	Daina CHC	Condom FREE	2
20	17-Jul-2017	Strip	Dama CHC	Chhaya FREE	3
50	13-Jul-2017	Piece	Dama CHC	IUCD 375	4
5	03-Jul-2017	Dose	Dama CHC	Antara IM	5
10	03-Jul-2017	Strip	Dama CHC	Chhaya FREE	6
100	03-Jul-2017	Piece	Dasna CHC	Condom FREE	7
50	16-Jun-2017	Strip	Daina CHC	Chhaya FREE	8
5	16-Jun-2017	Tablet	Daina CHC	EC PIII HDC	9
90	16-Jun-2017	Piece	Dama CHC	IUCD 375	10
6	05-Jun-2017	Strip	Dama CHC	Chhaya FREE	11
50	29-May-2017	Tablet	Dama CHC	EC Pill HDC	12

7.2 Issue Report

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

FP-LMIS Family Planning - Logistics Management Information System Ministry of Health and Family Welfare(Govt. of India)	Welcome, Admin Wednesday, 13-Sep-2017 14:51 🌼 🛠 🛃 🔯 🌃
Forecast - Admin - Stock - Indent - Issue - Purchase - Reports -	
Task List Issue Report ×	8
Issued Quantity	
* Store Name Ghaziabad District Warehouse	Report Format Pdf 🗸
* From Date 13-Sep-2017 🔟	* To Date 13-Sep-2017 🔲 🧲
Batch	
Tetem Name EC Pill HDC demo OC Pill FREE FTK Tubal RING JUCO 380-A	
* Mandatory Field(s)	

Issue report would be generated and displayed.

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

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

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

7.4 Expiry Summary Report

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

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

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

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

7.5 Batch Search

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

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

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

7.6 Stock Ledger Report

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

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

ecast -				Information System			Friday, 21-Jul-2017 10:	
	Admin - Stoc		ent + Issue	 Purchase - Re 	eports 👻			
wry	ock Ledger Re <mark>port</mark> ×							
ck Ledge	ove Compiled Fernand							
		Date Range	e : 02-Jan-2017 To	20-Jul-2017				
Stock Led	ger							
S. No.	Item Name	Unit	Batch No	Expiry Date	Opening Balance	Received Oty.	Issued Qty.	Closing Balance
1	Antara IM	Dose	cpt2017	30-Jun-2018	0	1000	1000	-
2	Chhaya FREE	Strip	123	31-Jan-2021	0	490	0	49
3	Chhaya FREE	Strip	256	31-Jan-2025	0	7995	0	799
4	Chhaya FREE	Strip	369	31-Mar-2018	0	331	0	33
5	Chhaya FREE	Strip	786	30-Apr-2017	0	205	0	20
6	Chhaya FREE	Strip	B121	31-Mar-2017	0	1649	0	164
7	Chhaya FREE	Strip	B369	31-Mar-2018	0	4933	0	493
8	Chhaya FREE	Strip	B456	31-Jan-2021	0	2952	0	295
9	Chhaya FREE	Strip	C-101	31-May-2019	0	4500	0	450
10	Chhaya FREE	Strip	CFREE01	31-Mar-2017	0	880	0	88
	•	•		Grand Total	0	24935	1000	2393

7.7 Receive Report

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

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

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

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

Chapter 8 Dashboard Indicators

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

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

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

8.1 National Dashboard

National dashboard contains critical performance indicators such as:

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

Procured Quantity & Stock Position:



Stock Out and Near Expiry Indicator:



Forecasting:

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



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

	FP-LMIS Family Planning - Logistics Management Information Ministry of Health and Family Welfare(Govt. of India)		Welcome, Admin Thursday, 14-Sep-2017 17:49	NUMBER OF STREET	MISSION
	Forecast • Admin • Stock • Indent • Issue • Purchase	e 👻 Reports 👻			
(Task List National Dashboard ×			R	
	🎯 Critical Indicators 🛛 😁 Forecasting 👩 Procurement 🎒 Stock I	Position 🎯 Indent	Distribution		^
	Supplementary Demand	0	Supplementary Demand	^	
	SUPPLEMENTARY DEMAND %	NUMBER	✓ No. of States/UTs Placed Sup. Demand : 3.8 %		
	No. of States/UTs Placed Sup. Demand	1			
	Total No. of States/ UTs	5	Total No. of States/ UTs : 19.2 %		
	Supplimentary Demand %	20	Supplimentary Demand % : 76.9 %		

Procurement:

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

reo Lis	cast - Admin - Sto		ient + Issue +	Purchase	 Reports + 	
		recasting	🎯 Procurement	langle Stock Po	sition 🎯 Indent	Distribution
,100	cured Quantity (%)				Q	Procured Quantity (%)
				Search:		. =
•	COMMODITIES	♦ UNIT	TOTAL QTY PROCURED	TOTAL 🔶 REQ	PROCUREMENT%	10
	Antara IM	Piece	70368	1899936	3.70	11 %
	Chhaya FREE	Piece	25200	504000	5.00	5 5 2.7 2.35
	Condom HDC	Piece	70000	783072	8.94	
	IUCD 380-A	Piece	15000	639000	2.35	0.05
	OC PIII FREE	Piece	11001	832000	1.32	
	OC Pill HDC	Piece	200	400000	0.05	and the state of t
	Tubal RING	Piece	3344	660000	0.51	

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

Forecast - Admin -		Management Information (Govt. of India)	urchase 👻 Re				-
sk List National Dashbo							
) Critical Indicators	Forecasting	🎯 Procurement 🤇	Stock Position	🎯 Indent	🕏 Distribution		
Lead Time for Purchase O)rder Issue						Q
how 10 v entries						Search:	
PO NO.		PO ID 🔶	PO DATE	(DEMAND DATE	\$	LEAD TIME IN DAYS
)1A		10281700004	28-08-2017		28-08-2017		00:00:00
212		10281700003	28-08-2017		28-08-2017		00:00:00
156789		10281700005	28-08-2017		28-08-2017		00:00:00
IA		10281700006	11-09-2017		28-08-2017		14 days
IA		10281700007	11-09-2017		28-08-2017		14 days
20101		10281700001	28-08-2017		28-08-2017		00:00:00
00123		10281700002	28-08-2017		28-08-2017		00:00:00
POOCpill001		10281700008	12-09-2017		28-08-2017		15 days
oRef1001-1		10281700009	13-09-2017		28-08-2017		16 days
ORefGen2500		10281700010	12 00 2017		28-08-2017		

Procurement Value: Shows total costs of the commodity procured

	min - Stock	✓ Indent		rchase 👻 Reports 👻	
Critical Indicate		asting 🎯 I	Procurement 🌖	Stock Position 👩 Indent	Distribution
Procurement Val	ue			0	Procurement Value Q
now 10 Y er	ntries		Se	arch:	· =
COMMODITIES	UNIT NAME	PO QTY +	PO VALUE (INR) 🗧		750
ntara IM	Piece	3000	15000.00	0.15	4 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
ntara IM	Piece	37368	74736.00	0.75	
ntara IM	Piece	30000	150000.00	1.50	250 — — — — — — — — — — — — — — — — — — —
hhaya FREE	Piece	25200	151200.00	1.61	
ondom HDC	Piece	70000	63560000.00	635.60	
JCD 380-A	Piece	15000	153000.00	1.53	Carlor Late Contraction and Contraction Contra
C PIII FREE	Piece	1001	10210.20	0.10	Caller OC's Children Pr. Pr. OC's safety OC's Pr. PUC's
C Pill FREE	Piece	10000	3800000.00	38.00	Commodities
C PIII HDC	Piece	200	2040.00	0.02	
C FIII HDC					

Emergency Indent:

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

List	t - Admin - Stock - Indent - Issue - Purcha National Dashboard ×		ports +						
ritical	ıl Indicators \ominus Forecasting 🎯 Procurement 🍙 Stoc	k Position	🎯 Indent	🎓 Distribution					
			Indent						
rcenta	age of Indent		Q	Indent Details				0	
	INDENT		COUNT	STATE NAME	ITEM NAME	INDENT NUMBER	INDENTED QUANTITY	INDENT DATE	
))	Indent submitted by States Total States		20 36	Tripura State Warehouse	Condom FREE	101717070003	600	31-07-2017	
	Total Indent %		55.56	Tripura State Warehouse	Chhaya FREE	101717070003	5000	31-07-2017	
				Tripura State Warehouse	Antara SC	101717070003	2000	31-07-2017	
				Chandigarh State Warehouse	Antara IM	101717070001	10	31-07-2017	
				Goa State Warhouse	Antara SC	101717090001	100	07-09-2017	
				Goa State Warhouse	Antara IM	101717090001	50	07-09-2017	
				Puducherry State Warehouse	Chhaya FREE	101717090002	10000	13-09-2017	
				Goa State Warhouse	Chhaya FREE	101717090007	100	13-09-2017	
				Goa State Warhouse	Antara IM	101717090007	200	13-09-2017	
				TT D OLLE WILL L	A	101717070000	10	07 07 0017	_

Distribution:

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

: Li	st National	Dashboard ×						_		_				
C	itical Indicator	s ⊖ Fore	casting 🛛 🎯 Procureme	nt 🏾 🎒 Stock Position	n 🎯 Indent	🎓 Distributior	1							
	te wise distrib	ition against j	procurement (%)		Q	State wise d	istributio	n against p	rocurement	(%)			Q	
	COMMODITIES	UNIT NAME	TOTAL QTY PROCURED	TOTAL QTY DISTRIBUTED	DISTRIBUTION %	200				-			=	=
)	DC PIII FREE	Piece	11001	2174	19.76	200								
)	Antara IM	Piece	70368	4080	5.80	s 150					_			
)	Chhaya FREE	Piece	25200	47675	189.19	ercent								
)	OC Pill HDC	Piece	200	0	0.00	u 100					189.19			
)	Condom HD C	Piece	70000	3050	4.36	Distribution Dercentage								
)	Tubal RING	Piece	3344	0	0.00	G 50								
	UCD 380-A	Piece	15000	0	0.00	0				19.76		 		

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

Ortical Indicators Procurement Stock Position Ondent On-time delivery Search: On-time delivery SuppLIER NAME NO OF PO DELIVERIES ON TIME delivery	•				🚓 Distributi	-			
Search: Search: Search: Search: Search: Search: Search: Scheduled in THIS NO OF PO S ON TIME \$	Q				Distributi	on 🎯 Indent	t 🕘 Stock Positio	🚭 Forecasting 🛛 🎯 Procuremen	Critical Indicators
NO OF PO DELIVERIES SCHEDULED IN THIS NO OF PO ON TIME				,	On-time de	0			On-time delivery
SCHEDULED IN THIS S NO OF PO S ON TIME S 600	=		-				Search:		
								SCHEDULED IN THIS	SUPPLIER NAME
HILL/recare Ltd. 3 12 400.00 8 400 400 400 400 400	400	4	400	400	trega 400 -	400.00	12	3	HII Lifecare Ltd.
SUPPLIER NAME QUARTER DELIVER'S DELIVER'S 400 4III Lifecare Lid. 3 12 400.00 400 400 indian Drugs And Pharmaceuticals Lid 3 12 400.00 90					4 10 10 10 10 10 10 10 10 10 10 10 10 10	400.00	12	3	
		3 12			Distr	400.00	12	3	Pharmasia
howing 1 to 3 of 3 entries					0 _			5	howing 1 to 3 of 3 entries
		HILLifes.	Rhamasia	Sim Dru-					

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

Hand year		ning - Logistic th and Family Welfa	<i>& Management 9n</i> rre(Govt. of India) ndent - Issue -			Welcome, Admin Thursday, 14-Sep-2017 17:57	•	1	NHEAD TAY
Task Lis	t National Das	shboard ×							2
🎯 Cri	tical Indicators	⊖ Forecasting	🎯 Procurement	Stock Position	🎯 Indent	🔊 Distribution			^
Perc	entage of near ex	tpiry received by s	tate		0	Percentage of near expiry received by state		Q	^
Show	10 Y entrie		TOTAL RECEIVE	Search:	RECEIPT %	Condom HDC : 34.7 %	.0 %	=	÷
	Condom HDC	Piece	3050	0	0.00				
	Antara IM	Piece	2900	1000	34.48				
	OC PIII FREE	Piece	2174	0	0.00				
	Chhaya FREE	Piece	675	0	0.00	Chhaya FREE : 7.	7%		
Showir	ng 1 to 4 of 4 entri	es		Previous	1 Next	OC Pill FREE : 24.7 %			
						🗖 Antara IM 📄 Chhaya FREE 📕 OC Pill FREE 📕 Condom HDC		6	
						د		U	
% da	maged commodi	ties received by sta	ate		Q	% damaged commodities received by state		Q	^ _

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

ored	cast 👻 Admin	- Stock - Ir	ndent + Issue + Purch	nase - Reports -		
< Lis	t National Dash	iboard ×				
Cri	tical Indicators	⊖ Forecasting	🎯 Procurement 🏻 🎒 Ste	ock Position 🎯 Indent	Tistribution	
Stoc	k Position (consol	idated)		Q	Stock Position (consolidated)	Q
ow	10 Y entries		Searc	h:	1000k	-
	COMMODITIES		TOTAL STOCK AT ALL STATE S	TOTAL STOCK AT ALL GMSD	500680	-
	Antara IM	Piece	236599	5385	2 500k	
	Antara SC	-	25920	1200	236599 204128 007945 100	1975
	Chhaya FREE	Piece	93937	2715	25920 16908 25791 0 4940 0 6378 Ok	•
	Chhaya HDC	Piece	16908	10300	Alama iki Alama sc aya FRZ an FRZ	SUNG
	Condom FREE	Piece	690680	(Anarts IM Anarts S Anarts S Chays FRE Chays HPC Chays HPC Could FRE S S S S S S S S S S S S S S S S S S S	Tubal RING
	Condom HDC	Piece	103945	3050		
	demo	Piece	4828	c	◆ TOTAL STOCK AT ALL STATES → TOTAL STOCK AT ALL GMSDS	
	EC Pill FREE	-	25791	C		
	EC PIII HDC	Piece	10315	C	Graph Type Line Graph 👻	
	ghjkh	Piece	4940	ſ		

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.

sk Li		Indent - Issue - Purchase -	Reports 👻		
C	ritical Indicators 🛛 🔗 Forecasting	🎯 Procurement 🏾 🍙 Stock Positi	ion 🎯 Indent	2 Distribution	· ·
Co	mmodity near expiry		o ^	Commodity near expiry	0
	EM All V ME: Solution (Marcold Control of Co	STORE All *		-	=
	STATE S	NUMBER OF COMMODITIES NEAR EXPIRY	NEAR EXPIRY %	12.5 12.5 12.5 12.5	12.5
)	Rajasthan Warehouse	2	12.50	** 10 HE 625 625 625 625 625 625 625 625 625 625	6.25
)	Assam Warehouse	1	6.25	S S	
)	Odisha State Warehouse	2	12.50		
2	Maharashtra Warehouse	1	6.25		
	Arunachal Pradesh	1	6.25	asynthe a start and a start and a start	Nagaland S.
1			12.50	Box Rear. Op. State No. Case. On Co. St. Co. Logo, Coap. Sugar, Daue	Nag.
)	Chandigarh State Warehouse	2	12.00		
)	Chandigarh State Warehouse Chattisgarh State Warehouse	2	6.25	States	
)	-	2 1 2			
	Chattisgarh State Warehouse	1	6.25	States	Q
	Chattisgarh State Warehouse Goa State Warhouse	1	6.25 12.50		0

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

k Li			ndent + Issue +	Purchase + Re	ports +	
C	ritical Indicators	⊖ Forecasting	🎯 Procurement	Stock Position	🎯 Indent	The second secon
No	of States with be	low minimum stock	: level		Q	No. of States with below minimum stock level
	COMMODITIES	UNIT NAME	NUMB	ER OF STATES HAVING U	JNDER STOCK	· =
	Antara IM	Piece			6	10
	Antara SC	-			8	8
	Chhaya FREE	Piece			2	
	Chhaya HDC	Piece			4	
	Condom FREE	Piece			5	
	Condom HDC	Piece			2	
	EC PIII FREE	-			1	the sec at the at the set of and and at
	IUCD 375	-			2	sound by sound the case of the case of the control
	IUCD 380-A	Piece			2	
	IUCD 380-A	-			1	Commodities
	OC PIII FREE	Piece			1	

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

k Lis	t National	Dashboard ×	✓ Indent ✓ Iss		• • • • •				6
Cri	tical Indicator	s 🍚 Foreca	sting 🎯 Procuren	nent 🎒 Stock	Position 🎯 Indent	🥏 Distribu	ition		
Stoc	:k Wastage				Q	States /	UTs Present Stock Out Detail		Q
				Search:		Finalcial Y	ear:2017 - 2018		
	ITEM 🔺	UNIT		UN USABLE	% DAMAGED ITEM			DETAILS	COUNT
	NAME 🔻	NAME 🔻	NECLIVED QTT	ΩΤΥ	RECEIVED *			No of States with Stockout	15
	OC PIII FREE	Piece	2174	0	0.00				
	Antara IM	Piece	4080	20	0.49				
	Chhaya FREE	Piece	47675	25	0.05				
		Piece	3050	50	1.64				

8.2 Other Dashboard indicators

Stock position:

Overstock percentage: Shows commodity over stock position in percentage.

meeter and Ministry of Health and Family Welfare(Govt. of India)		
Forecast 👻 Stock 👻 Indent 👻 Issue 👻 Reports 👻		
Task List Dashboard ×		8
🮯 Receipt 🛛 🞯 Indent 🛛 🎯 Stock 🛛 🮯 Storage 🔗 Distribution		^
		<
COMMODITY OVER STOCK POSITION %	0	COMMODITY OVER STOCK POSITION %
DETAIL	COUNT	=
Number of districts/divisions reporting more than maximum commodity level	2	Number of districts/divisions reporting more than
Total number of Districts/Division	2	Total number of Districts/Division : 1.9
Commodity over stock position(%)	100.00	
		Commodity over stock position(%) : 96.2 %
		v .
		< >
COMMODITY STOCK OUT %	0	COMMODITY STOCK OUT %
0		
Please wait for a moment!		\odot

Stock Out: Shows stock out position.

Health and Family Welfare(Govt. of India)		bacurday, ro-sep-zor7 14:55 🗰 🦉 🖬 👘 🤫
Forecast - Stock - Indent - Issue - Reports -		
Task List Dashboard ×		2
🤕 Receipt 🎯 Indent 🧐 Stock 🎯 Storage 🎯 Distribution		^
COMMODITY STOCK OUT %	Q	COMMODITY STOCK OUT %
DETAIL	COUNT	=
Number of districts/division reporting stock outs for any FP commodity	0	
Total number of Districts/Division	2	
Commodity stock out %	0	
		Number of districts/division reporting s
		Total number of Districts/Division : 100

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



Near Expiry: Shows availability of near expiry commodities.

Ministry of Health and Family Welfare(Govt. of India)		Saturday, 10-Sep-2017 14:35	eça seus ferr
ask List Dashboard ×			2
🮯 Receipt 🎯 Indent 🎯 Stock 🧐 Storage 🎯 Distribution			ŕ
COMMODITY NEAR EXPIRY POSITION	Q	COMMODITY NEAR EXPIRY POSITION	Q ^
Search:			=
DE TAIL 🔺	COUNT 븆		
Commodity near expiry position Percentage	0.00		
Total Number of Commodities	8		
Showing 1 to 2 of 2 entries		COUNT : 100.0 %	_ 1
		<	×
COMMODITY OVER STOCK POSITION %	Q	COMMODITY OVER STOCK POSITION %	Q ^
DETAIL	COUNT		
Number of districts/divisions reporting more than maximum commodity level	2	Number of districts/divisions	reporting m
Total number of Districts/Division	2	Total number of Dist	tricts/Division
Commodity over stock position(%)	100.00		

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

Simily Planning - Logistics Management Information Ministry of Health and Family Weifare(Govt. of India) Forecast - Stock - Indent - Issue - Reports - ask List Dashboard -	Syecon	Satur	re, U P State Warehouse 🔅 🏶 🛃 💟 🕌
a Receipt 😕 Indent 🌍 Stock 🎯 Storage 🎯 Distribution	Indent		
Finalcial Year: 2017 - 2018	T	<mark>Q</mark> 📶	
Indent Compliance %	Q	Indent Compliance %	Q ^
IN DE NT	COUNT 븆		
ndent Compliance %	43.06		=
tore Indenting online once a month	31		
otal Number of Stores	72		
showing 1 to 3 of 3 entries		Stores Not Indenting : 56.9 %	Stores Indenting : 43.1 S

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

Ministry of Health and Family Welfare(Govt. of India)	·	Saturday, 10-Sep-2017	14:20 🐨 🐨 2 🛄
orecast - Stock - Indent - Issue - Reports -			
k List Dashboard ×			
Receipt 🎯 Indent 🎯 Stock 🎯 Storage 🎯 Distribution			
Number of District/Divisional warehouses not indenting online since last 3 quarters	0	District/Division indent Compliance %	0
INDENT	COUNT 🖨		=
stict(s) Not Indenting since last 3 quarters	26	Distict(s) Not Indenting since last 3 guarters : 19.4 %	-
strict indent Compliance %	36.11		
al Noumber of District(s)	72		
owing 1 to 3 of 3 entries			Total Noumber of District(s) : 53.7 %
		District indent Compliance % : 26.9 %	
		Graph Type Pie Graph	\bigcirc

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.

	t - Stock - Indent - Iss	sue - Reports -			
List	Dashboard ×				í
Receip	pt 🎯 Indent 🎯 Stock 🤇	Storage Storage Distribution			
	CT/DIVISION RECIEVING COMMOD ATED TIME FRAME(15 DAYS)	ITY WITHIN	0	DISTRICT/DIVISION RECIEVING COMMODITY WITHIN STIPULATED TIME FRAME(IS DAYS)	Q
	ITEM NAME	COUNT	PERCENTAGE	PTK : 0.0 %)	=
	Antara IM	2	100.00	Tubal RING : 0.0 %	_
	Antara SC	2	100.00	OC PIII HDC : 5.9 %	
	Chhaya FREE	2	100.00	OC Pill FREE : 0.0 % Antara SC : 11.8 %	
	Chhaya HDC	2	100.00	IUCD 380-A : 5.9 %	
	Condom FREE	2	100.00	IUCD 375 : 5.9 %	
	Condom HDC	1	50.00	ghjkh : 0.0 % / Chhaya FREE : 11.8 %	
	demo	0	0.00	EC PIII HDC: 5.9 %	
	EC Pill FREE	0	0.00	Condom HDC : 11.8 %	
	EC PIII HDC	1	50.00	Condom FREE : 11.8 %	
	ghjkh	0	0.00		
	IUCD 375	1	50.00		
	IUCD 380-A	1	50.00		
	OC PIII FREE	0	0.00		

Similarly, following other dashboard indicators would also be available.

Stock Position:

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

Stock Receipt:

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

Indent:

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

Distribution:

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

Chapter 9 FP-LMIS Mobile App

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

9.1 Downloading FP-LMIS App

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



9.2 Login Screen

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

Step 1: Enter the user name.

Step 2: Enter the password.

Step 3: Click on "Login".

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

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

• Family Planni	월 🛿 11:29 ng - I MIS
Failing Flainn	IIg-LIVII3
Pleas	e login
User Name	
Password	
Login	Clear

9.3 Main Menu Screen

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

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

To logout, click on "Logout".



9.4 Stock Enquiry

would be displayed.

the home menu.

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

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

9.4.1 Filtering Stock Enquiry

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

Step 1: Click on "All Items."

Step 2: Select that particular item.

Stock details of that particular item would be displayed.

Step 1 🖫 🖬 11:40 FP-LMIS: Indent



Step 2

9.5 Indent Raise

To raise indent, follow the steps below:

Step 1: Click on "Indent" menu.

Step 2: Select "Go".

Step 3: Enter required quantity in the Quantity column.





Step 2

Result





Result

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

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

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

9.5.1 View Indent

To view the indent raised, follow the steps below:

Step 1: Click on "View Indent".

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

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

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



9.5.2 Filtering Indent

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



Step 1

Result



Step 4

Result

9.6 Issue

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

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



Step 4

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

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

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

		C	
5	🎽 🛿 11:53	ö	🖫 🛿 11:55 👼
FP-LMIS: Issu	ue	FP-LMIS: Iss	ue FP-LMIS:
ser: Admin	Home	User: Admin	Home User: Admin
: 101717060001	Cancel	No: 101717060001	Cancel No: 1017170600
Dasna CHC e: 03-Jul-2017 ritem guantities to issue		To: Dasna CHC Date: 03-Jul-2017	To: Dasna CHC Date: 03-Jul-2017 Enter item guarities it
tara SC	Ind Qty: 10		
ch: Antara sc1 ck: 180	0	B. Alert	B. Alert
: 01-Jul-2017	Exp: 31-Jul-2018	Submitting issue	
ndom FREE	Ind Qty: 100	wait for confirm	ation.
ch: FC123 ck: 565	0	Bi S1	OK B; St
fg: 01-Feb-2017	Exp: 31-Jan-2018	Mfg: 01-Feb-2017	Exp: 31-Jan-2018 Mfg: 01-Feb-201
_	Exp. 31-3011-2018		Ecp: 31-Jan-2018 Mtg: 01-reb-201

Step 5

Result

🎽 🛿 11:55

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

10.1 Codes of commodities to be used for SMS

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

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

Table 6: Codes for Comm	odities
-------------------------	---------

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



Typing Numbers

аво 2

JKL

5

TUV

8

O

GHI

4

PORS

7

3

MNO

6

WXYZ

9

#

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

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

Click corresponding number key

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

Step 5: Send the SMS

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

10.4 SMS on smart phone

In case of smart phone:

Step 1: Open the Messaging app on your phone.





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

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



For single item

2 :

NOKIA

r =: 9223166166

FP IND CCH 100

10.5 Indent

To send indent, follow the process as below:

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

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

Send to 9223166166

Reply message: Indent raised successfully.

Indent No: XXXX.

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

Unable to raise indent. Please try again later.

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

10.6 Issue

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

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

Example: FP ISI 100010025

Send it to 9223166166

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

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

Unable to raise indent. Please try again later.

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

For multiple items





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

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

10.7 Stock Update

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

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

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

Send to 9223166166

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

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

Unable to update stock. Please try again later.

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

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

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

Send to 9223166166

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

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

10.8 Ground Stock Update

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

10.9 Stock Enquiry

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

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

Example: FP STOCK Ghaziabad District Warehouse

Send to 9223166166

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

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

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

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







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

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

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

1. User Interface for FP-LMIS

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

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

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

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

2. Capacity Building of FP-LMIS users

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

2.1 Training Goal

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

2.2 Assessment of Training Needs:

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

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

Calculation of the Training Load-

	District			Block		Facility			
FP-LMIS	R	А	G	R	А	G	R	А	G

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

2.3 Training site selection:

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

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

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

2.4 Criteria for designation of Trainer:

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

2.5 Criteria for designation of Trainee:

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

2.6 Number of Trainees per batch:

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

2.7 Training Duration:

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

2.8 Training Requirements, Curriculum and Schedule:

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

2.9 Evaluation of Knowledge and Skills:

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

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

2.10 Roadmap for Training

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

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

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

2.11 Important Tips for the Trainers:

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

3. Roles and Responsibilities

3.1 State Level:

3.1.1 Training:

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

3.1.2 Implementation:

Step 1- Ground stock entry for State warehouse

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

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

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

3.1.3 Monitoring and Supervision:

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

3.2 Division/Region/District Level:

3.2.1 Training:

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

3.2.2 Implementation:

Step 1 - Ground stock entry by division/district stores

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

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

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

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

3.2.3 Monitoring and Supervision:

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

3.3 Block Level:

3.3.1 Training:

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

3.3.2 Implementation:

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

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

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

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

3.3.3 Monitoring and Supervision:

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

3.4 Development Partner:

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

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

4. Monitoring mechanism for FP-LMIS

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

4.1 Ground stock entry and receipt of FP commodities

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

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

4.2 Issue with indent

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

4.3 FP-LMIS Reports and Dashboard

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

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

I. Receipt:

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

II. Indent

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

III. Stock

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

IV. Storage

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

V. Distribution

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

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

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

SECTION IV: ANNEXURES FOR FP-LMIS TRAININGS

Annexure 1 Agenda- State/Division & District trainings

Day	Duration	Session
	09:00 am - 10.00 am	Registration
	10.00 am - 10.30 am	 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
Day-1	12.30 pm – 01.30 pm	 Hands on the web application 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 applicationPurchase request
		Purchase order generationSupplier interfaceChallan 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
		 Indent generation Issue without indent Issue against indent
	05.30 pm - 05.45 pm	Sum-up
	09.30 am – 10.00 am	Recap of 1st day sessions
	10.00 am – 10.05 am	An Overview of Issue to client and inter transfer process
	10.05 am – 11.30 am	 Hands on web application 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
Day-2	I I I I I I I I I I I I I I I I I I I	ReportsDashboard
	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	om 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	 Distribute registration sheet Review training materials and ensure its availability 	 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	 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. 	Flip chartFlip chart boardFP-LMIS training and user manual
		 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	 National Family Planning Program – Strengthening Logistics and Supply Chain. Objectives of workshop 	0	PPTFP-LMIS training and user manual
30 min	 Pre- course knowledge assessment Pre- Test Expectation from participants 	 Distribute the Pre- course knowledge assessment questionnaire Distribute the Visualization in participatory programmes (VIPP) card to participants to list three expectations from the trainings 	 Pre-test questionnaire VIPP cards Flip chart with stand Marker Agenda

	 Sharing of objectives and agenda 	• Share and discuss the expectations	• Expectations to be listed on the flip chart
		 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.	 agenda of the training Discussion on effective logistics and supply chain management 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 Share and explain various reporting formats Share the roles and responsibilities at various levels in reporting and supportive supervision 	Power point presentation
15 min	An Overview on FP-LMIS Application	 Brief on FP-LMIS Key Features and Benefits of FP-LMIS Modules of FP-LMIS 	• PPT
65 min	An Overview on Ground Stock and Annual Demand Hands on web application	 Discuss the importance of ground stock entry Explain Annual Demand, how is it calculated and compiled. The discussions will be followed by Hands on FP- LMIS application training in the following: Ground Stock Entry Annual Demand Annual Demand Compilation Approval Desk 	 PPT Desktop/Laptop Internet connection Login credentials for training purpose

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

75 min	An Overview of Reports and Dashboard Hands on the web application	 Explain the various FP-LMIS reports and Dashboard Emphasize how can a Store/ Program Manager use them for logistics decision making The discussions will be followed by Hands on FP- LMIS application training in the following: 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) 	•	PPT Desktop/Laptop Internet connection
75 min	An Overview of Mobile Application Hands on the Mobile Application	Introduce the FP-LMIS Mobile Application, explain the importance and utility of the mobile app. The discussions will be followed by Hands on FP- LMIS Mobile Application training in the following: Indent Issue Stock enquiry	•	PPT Smartphone Internet connection
60 min	An Overview of Mobile SMS Application Hands on the Mobile SMS Application	Introduce the FP-LMIS mobile SMS application, explain the short codes as well as the long code to be used for the SMS service. Link the SMS service to the web application. Facilitator to indent using Mobile SMS and then open the web interface to display receipt of the indent. The discussions will be followed by Hands on FP- LMIS Mobile Application training in the following: Indent Stock update Stock enquiry	•	PPT Bar phone/ Smartphone SMS service Short codes and Long code

45 min	Post- course knowledge assessment and Wrap up	 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 	Post- course knowledge assessment questionnaireFeedback forms
--------	--	--	--

(All questions carry equal marks)

Total Marks – 15

- 1. Why do Logistics system fail?
- Lack of budget.
- Lack of customers.
- Do not meet all the six rights of logistics.
- 2. The six rights of logistics are; the right goods available in the right quantities in the right condition delivered to the right place at the right time for the right cost. True / False.
- 3. What is the most important function of the logistics cycle?
- Quality monitoring.
- Forecasting & Procurement.
- Transportation.
- Customer Service.
- 4. What is considered to be "The Engine" of Logistics cycle?
- FP-LMIS (Logistics Management Information System).
- Quality Monitoring.
- Accurate forecast.
- Customer service.

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

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

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

7. Match the logistics term to the correct definition:

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

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

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

9. Who needs to complete the stock keeping record?

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

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

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

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

13. It is important to assess stock status because;

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

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

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

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

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

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

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

7. Match the logistics term to the correct definition:

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

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

13. It is important to assess stock status because;

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

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

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

Annexure 5 Registration sheet

State:	District:	Block:	
Date:///	Training venue	2	

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

1. Which browser best supports FP-LMIS application?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. Is the demand number auto-generated?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

37. What will be the charges per SMS?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

45. Whom can a user contact for any issues regarding FP-LMIS application?

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

Annexure 7 Sample format for Indent form

	Тур		HEAL TH HUG GO CONTROLOGY CALL TH HUG CONTROLOGY CONTRO						
Name of Store/Facility,									
Indent									
No.:					Date:				
То,									
Please	supply the following co	ntraceptives as per	the quantity me	entioned.					
S. N.	Particulars (*)	Opening Balance	Till date dur financia		Stock on Hand	Quantity to be indented			
		(as on 1 st April Year)	Quantity Received	Quantity Distributed					
Signature of the Officer-in-Charge									
*Cond	lom/OCP/ECP/Chhaya, 4	ASHA and FREE su	pply should be	mentioned sep	oarately.				
IUCD, 380-A and 375 should be mentioned separately.									

Annexure 8 Sample format for Issue Voucher (Challan)

Type of Store/ Facility (a): District/ Block/ Facility (DH/SDH/CHC/PHC/SC)								
Name	of Store/Facility,	•••••	•••••					
		<u>Chal</u>	<u>lan</u>					
No.:					Date	e:		
Issued	l to	•••••	•••••	• • • • • • • • • • • • • • • • • • • •	••••••			
Ref. Ir	ndent No: Dat	æ						
Follow Ms./M	ving contraceptives are he Ir	ereby suppl	ied to y veł	our distrie nicle No	ct/block/facil	ity through		
Receip	ot of the contraceptives may pleas	e be acknowle	edged.					
S. N.	Particulars*	Qty. Issued	Batch No.	Mfg. Date	Exp. Date	Remarks		
Signa	Signature of the receiving Store Keeper							
				Counters	igned by Off	ficer in charge		
A duly	y filled and signed copy of Ackno	wledgment to	be returned	by the receiv	ving officer.			
Certified that the contraceptives mentioned above with its quantity are received in good condition and entered in the stock register at page no of volume no for the year								
	ture of the Officer in-charge/ Keeper to whom supplied							
	(Discrepancies	if any may be	e noted or cla	rified here in	n)			
	lom/OCP/ECP/Chhaya, ASHA an 9, 380-A and 375 should be mentic			mentioned se	eparately.			

Annexure 9 Sample format for Stock cum Issue register

	Stock cum Issue Register																		
Receipt Name of the Commodity:													Ī	ssue				ETH HISSON	
Date of Receipt	Opening Balance	Name of the Supplier/ Warehouse	Challan No. & Date	Batch Qty. Received	Batch No.	Mfg. Date	Exp. Date	Total Quantity	Remarks	Date of Issue	Challan No.	Issued to Whom	Qty. Issued	Batch No.	Mfg. Date	Exp. Date	Balance Qty.	Remarks	Signature of Verifying Officer

Annexure 10 Monitoring Checklist for Warehouse

S. N.	Activity	Yes	No
01	Store is dry, well-lit and well ventilated		
02	Cleanliness of the warehouse		
03	Contraceptives are kept inside the store/warehouse		
04	Adequate measures taken to maintain appropriate room temperature		
05	Disinfection of the store room done at regular intervals		
06	Availability of fire safety equipment		
07	Contraceptives are kept in rack or pallet (as per norms)		
08	Contraceptives are kept as per First Expiry – First Out basis		
09	Buffer stock/Minimum Stock level is maintained (as per norms)		
10	Expiry date is marked and visible on the carton/box		
11	Quantity of each commodity is matched with stock register		
12	Damaged or expired commodities are kept separately (if any)		
13	Stock and issue registers are maintained properly and regularly		
14	Indent and Issue Challans are maintained properly		
15	If there is stock out of any commodity, then submit indent/ demand.		
16	Commodities distributed based on indent		

Annexure 11 Supervisory Checklist for FP-LMIS Trainings

•	Name of Observer:	State:				
•	Venue:					
•	Dates:	No of Participants:				
•	Purpose of Visit:					
•	Whether each participant has access to functional computer: Yes or No (Pls. tick)					
•	Whether each participant had un interrupted internet connection: Yes or No (Pls. tick)					
Key Hi	ghlights of Trainings:					

- Ø Day 1:
- Ø Day 2

Key Observations and Actions (If any):

S. N	Issues identified	Action taken/suggested

Overall Evaluation of ToT: (2=Good, 1 = Satisfactory, 0 =Needs Improvement)

Items	Score
Logistics arrangements	
Agenda Followed	
Session plan followed	
Content covered	
Training aid used	
Facilitation skills of facilitator	

Average score of Pre & Post-test

Scoring	Pre-test (%)	Post-test (%)
Average Score	Average score –	Average score -
	Lowest score-	Lowest score-
	Highest score-	Highest score-
No. of Participants		

Annexure 12 Quarterly Reporting Format for FP-LMIS trainings

Annexure 12. Quarterly Reporting Format for FP-LMIS trainings

S. N.	Name of the District	Name of the level (District or Block)	No. of participants to be trained during the quarter	No of participants trained during the quarter
Grand Total				

November 2017 Developed with support from National Technical Support Unit (NTSU), Family Planning Division Ministry of Health and Family Welfare, Government of India