

eLMIS Online Application Participant Guide 2077



**Government of Nepal
Ministry of Health and Population
Department of Health Services
Management Division / National Health Training Center
2020**



USAID
FROM THE AMERICAN PEOPLE

USAID GLOBAL HEALTH SUPPLY CHAIN PROGRAM
Procurement and Supply Management

Change Control

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REMARKS

The Nepal Constitution 2072 B.S. has provisioned that every Nepali citizen has the right to free basic health services from the state. Restructuring infrastructure for health service delivery in the newly organized central, provincial and local government entities and expanding the capacities of these institutions is underway. The continuity in the logistics management for uninterrupted supply of medicines, vaccines and health commodities is inevitable for the assurance of the right to health of the citizens. Communicating the right information at the right time from top to bottom level of the state is a pre-requisite of this. Data based information plays a vital role in developing strategy, forecasting, quantification, procurement planning, pipeline monitoring, storage and distribution. If important information from local levels such as stock quantity, distribution numbers, expiry information, batch numbers, disposed commodities, excess stock levels and stock out can be included in the logistics management system, it will no doubt lead to prompt decision making at central, provincial as well as local levels and citizens will not be denied access to timely, efficient and continuous health services.

In the context of increasing the quantity of the medicine under the free-of-cost program, an accurate and reliable data management system is essential to an effective forecasting, quantification and procurement or distribution system. We believe an adoption of eLMIS system at central, provincial, local levels and Health Facilities will improve the logistics management information system.

Acknowledging the six principles of the logistics management; right commodity, right quantity, right place, right time, right price and right situation, the Logistics Management Division of the Health Services Department has updated the supply chain management system to the eLMIS system to record information regarding medicine, vaccines and health commodities in near real time with the support from USAID. This system will support other divisions as well in monitoring and policy formulation by providing authentic stock detail of the medicine, vaccines and health commodities immediately.

Lastly, We expect full support from all health personnel throughout the country and we believe the Facilitator and Participants' Handbook of eLMIS will provide effective support in case complications encountered during the transactional process.

FOREWORDS

This is the era of information technology. Information technology is being adopted and capitalized to facilitate various aspects of the day to day life from intellectual, technical or expert level. The scarcity of health commodities is a huge problem in Nepal and it is a dire need to adopt a smart solution that can collect authentic and real time data regarding the stock quantities from the local level and manage supply accordingly. This kind of data management system will help in assuring that citizens are not excluded from basic medical services. Vaccines, health commodities and continuous health service delivery will surely be more effective with increased trust from the people.

Reliable data provided at near real time pace is the backbone of an effective supply chain management system which facilitates processes such as Forecasting, Quantification, Procurement, Distribution, Storage and Pipeline Monitoring. Continuous efforts have been made to improve the supply chain management system in Nepal with support from USAID Nepal. We believe the newly implemented eLMIS system will strengthen logistics processes and ease the jobs of personnel involved in activities such as procurement, stock inspection or distribution and reporting via Online, Offline and Mobile application. Since, authorities at the policy formulation level will also have immediate access to the data, supply chain management system will be more effective and impactful. This is a big leap towards e-governance on health services management.

To address the existing delay of 4 to 5 months for collection of LMIS reports by regional and district centres, eLMIS stock management system has been implemented with financial support from USAID Nepal/GHSC-PCM. Along with the reporting assurance, eLMIS has implemented integrated approach on supply chain management to manage medicine, vaccine and health commodity so that better decisions can be taken to minimize stock out. eLMIS adopts transactional approach for supply chain management functionalities with capabilities warehouse management, batch management, expiry notification, dashboard and various necessary tools as a great enabler to supply chain management in future.

This eLMIS guideline is expected to contribute to the logistics management information system significantly and the new technology will enhance the quality of the health institutions and the technical knowledge and skills of the health personnel.

We would also like to thank USAID Nepal for its remarkable contribution towards the success of the Facilitator and Participants Handbook.

The expected audience

This document is targeted for all users who will be using the online version of the eLMIS application. This document can be used by novices, intermediate and advanced users to refresh their knowledge and seek clarification for any queries.

The purpose of this document

This document will serve as the reference document for all sessions related to the online module of the eLMIS. Participants of the training will receive step by step guidance from the presenters / trainers and this document will provide the required literature both in the form of step by step instructions as well as the exercises necessary for practical understanding of each functionality being discussed.

How to use this document

This document will be the main reference document during the eLMIS training sessions related to the online module. Presenters and Trainers will inform participants as to which section should be referred during each session of the training. In addition, this document will be referred to when completing exercises.

Subsequent to the training sessions, this document can be used as a daily reference manual when performing transactions on the online module of the eLMIS.

Where to obtain additional support

*Additional support can be obtained by calling the following hotlines;
1660-0115522 & +977-986-3199963*

Or sending an email to the following address helpdesk.elmis@gmail.com or by contacting the eLMIS officer assigned to your province.

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I. The eLMIS online application

Role-Based Access for Users

Users are authenticated based on their geographical levels and the roles that are associated with them.

Inventory Management

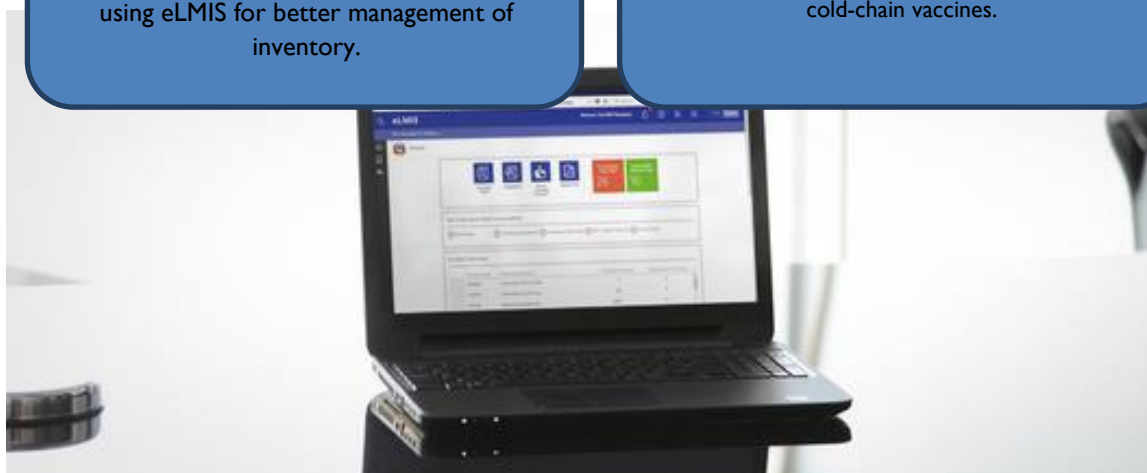
Purchase Order, Stock Requisition, Stock Issue, Stock Receive, Stock Take, Stocks Quarantine, Stock Adjustments and Bin to Bin Transfer are recorded on a transaction basis in eLMIS by the Store Users.

Automated Stock Transactions

Stock transactions are updated in the system and validate based on the ASL & EOP automatically for transfers and adjustments using eLMIS for better management of inventory.

Cold-Chain Assets

The details of Cold-chain assets, their location, status and capacity is tracked in eLMIS for maintaining the cold-chain vaccines.



Batch Management

eLMIS offers batch management in order to maintain the First expiry first out process for stocks during stock issue.

Consumption Reporting

County-wide coverage using eLMIS Online, Offline and Mobile solutions. The stores which are not using the system are covered through Monthly/Quarterly data entry form built in the Online & Offline solution.

Data Reports

Performance reports enable you to view the monthly reporting performance country-wide.

Graph and Maps

Graphs and maps enable you to view and compare different Indicators and view performance and comparison reports over time.

Shipment tracking and Pipeline Projection




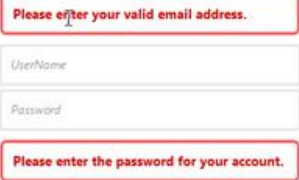
eLMIS offers advanced option for Shipment tracking and to view the Shipment pipeline at any time.


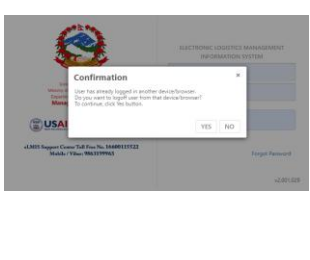
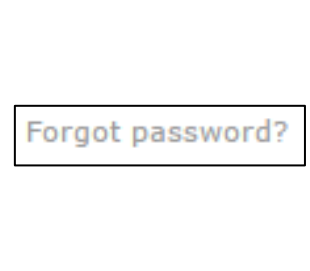

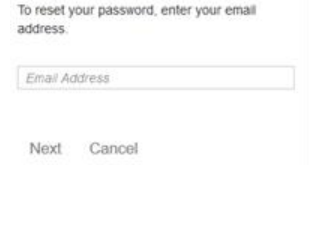
Integrations

eLMIS solutions are integrated own Online, Offline and mobile solutions. Also it has the Inter-operability capacity with (DHIS-II)





2. How do you operate the eLMIS Online application?

Function	Operating eLMIS software via the Online Application.
Responsible Person	Storekeeper
Objective	To enhance an efficiency by preparing the A.G.F. forms, quarterly and monthly LMIS report and other information about stock management in minimum time.
Use Case / When to use	Every time the Online application is used.
Required Materials	Internet enabled desktop / laptop computer

#	Functions	Points to Note	Example
1.	Open the browser in the desktop or Taskbar of the computer/laptop.	<ul style="list-style-type: none"> There are many browsers installed in the computer/laptop such as Google Chrome, Internet explorer and Mozilla Firefox etc. Among these “Google Chrome” is most suited for this software. If Google chrome is not installed on the computer, please download and install it. 	
2.	Address Bar: Type https://elmis.dohslmd.gov.np in the address bar to open the program developed to operate eLMIS software and click the “Enter” button. We can see support center’s contact details as in the image.	<ul style="list-style-type: none"> Pay attention to type in the URL correctly as it will not work even if one character is different. The website of Logistics Management Division will open after typing https://elmis-uat.entution.com/ in the Address bar. The website will load and function at varying speeds due to the condition of your internet connection. Please be patient if a delay occurs. 	
3.	User Name: Type username here.	<ul style="list-style-type: none"> Type the Username provided by the center. 	
4.	Password: Type the Password here.	<ul style="list-style-type: none"> Type the Password provided by the center. 	
5.	Login: Click the “Login” button after typing “Username” and “Password”.	<ul style="list-style-type: none"> If “Login” is clicked without entering username and password, the message “Please enter your valid email address” will be displayed. 	
6.	If an incorrect Username and/or Password is entered, the	<ul style="list-style-type: none"> If incorrect username and/or password is entered three times, the 	

	following message will be displayed.	<p>account will be deactivated and can only can activate after informing the center. Please be careful when logging in.</p> <ul style="list-style-type: none"> After clicking the “Login” button with correct username and password, the Dashboard of the eLMIS Inventory Management System will be displayed. This is demonstrated in the next page. 	
7.	Auto logoff feature is enabled in V 2.0 update.	<ul style="list-style-type: none"> On press on login, if the selected user is already logged in a different browser or machine, system will display the confirmation message for “Auto logoff” as follows. 	
8.	If Clicks on “YES”,	<ul style="list-style-type: none"> Notification will appear in other logged users’ machine and upon his confirmation 2nd user will be able to log in to the system. If 2nd user does not respond within 15 Sec, then system automatically allows 2nd user to log in to the system. 	
9.	If clicks “NO”,	<ul style="list-style-type: none"> Nothing will happen and remain in login form. 	
10.	Forgot Password: Click the “ Forgot Password ” button if the username or password provided by the center is incorrect or has been forgotten.	<ul style="list-style-type: none"> The new Username and Password can be received from the center by clicking the “Forgot Password” button. Follow these steps. The next web page will open after clicking “Forgot Password” button. 	
11.	Email: type your email address in the box.	<ul style="list-style-type: none"> Since the password will be sent to this email address, be careful while entering it. 	
12.	Next: click the “ Next ” button after typing email address.	<ul style="list-style-type: none"> After clicking the “Next” button, new Username and Password will be sent in the email address provided by the center. 	

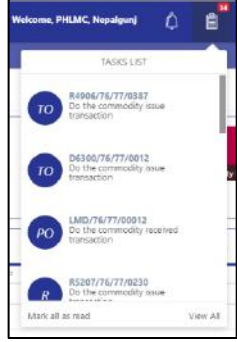
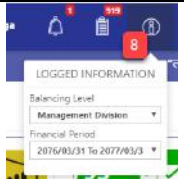
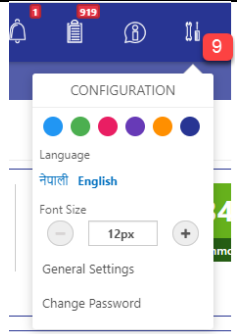
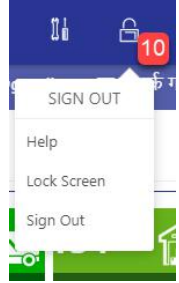

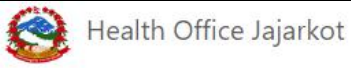


Change Password








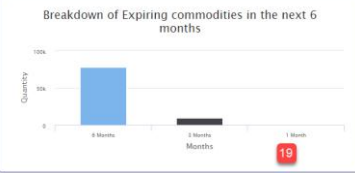
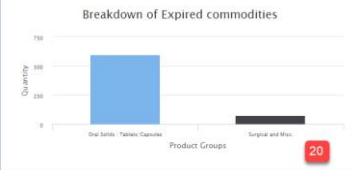
13.	Configuration: Click the “configuration” button in the right corner of the Home Page.		
14.	Change Password: Click the “Change Password” button.		
15.	Current Password: Type the existing password here.		
16.	New Password: type the new password here.	<ul style="list-style-type: none"> • The new password must have 6 digits minimum. • Password must contain one Capital letter. 	
17.	Confirm New Password: Type the new password once again.	<ul style="list-style-type: none"> • The words typed in the “New Password” and “Confirm New Password” need to match completely. 	
18.	Change: click this button to change the password.	<ul style="list-style-type: none"> • The password will be changed successfully. 	
19.	Close: Click  icon to close the web page of Logistics Management Division.		

Note: All of the functions mentioned above are explained in the next page.

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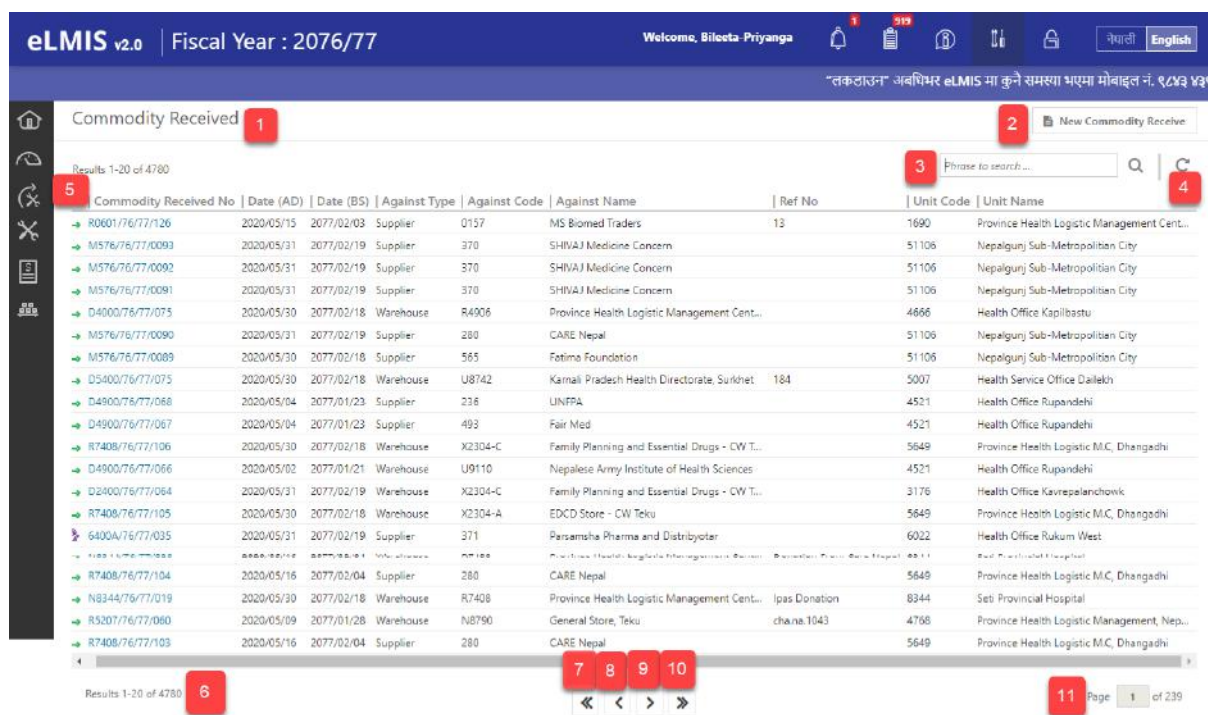
#	Functions	Points to Note	Example
1.	The “eLMIS” wording acts as a shortcut to the Home screen.	<ul style="list-style-type: none"> This can be used from any screen of the online solution. 	
2.	This is displaying current version number of eLMIS system		
3.	Fiscal Year displays logged “fiscal Year” and all transactions are recording to this FY.		
4.	The Message bar displays any messages from parallel or higher-level authorities.		
5.	The name of the logged-in user will be displayed here.		
6.	This button displays the notifications pane. Click on a notification to perform the relevant action or view the relevant information.		

7.	This button displays the common task list of logged user and user can access to task directly by selecting task number from here. This task count gets reduced or removed from here after completing each task.		
8.	This button allows the user to select a financial period. The current financial period is selected by default. Select a previous period in order if required.		
9.	This button provides access to configuration settings such as changing the background color, language, font size & the user password.		
10.	This button provides access to the Help, Sign out and Lock Screen functions.		
11.	These buttons are used to select the user's preferred display language.		
12.	Here system is displaying logged users default location		
13.	This is the Main Menu and provides a shortcut to the Home screen and other applicable modules.	<ul style="list-style-type: none"> Clicking on a Module icon will display the menu items it contains. 	
14.	This section contains Quick access buttons. These buttons are direct shortcuts to the most commonly used actions.	These will be shown based on the user role of the logged in user.	

15.	These are short cut buttons to commodity issue plan and commodity receive plan. Here you can see the pending task count of logged user.		
16.	Displays a list of commodities available in the warehouse of the logged-in user along with their respective "Quantity in Hand" and quantity that will expire within the next three (3) months.	<ul style="list-style-type: none"> • Click one of the Stock Status buttons to view only products that belong to that status. • Only one status can be viewed at a time, click another status to view records of that status or click the same status button to remove the filter. 	<p> Out of Stock Out of Stock - view a list of commodities that have zero stocks.</p> <p> Low Stock Low Stock - view a list of commodities that have stocks below their Emergency Order Point.</p> <p> Ideal Stock Ideal Stock - view a list of commodities that have stock quantities between their EOP and ASL.</p> <p> Over Stock Over Stock - view a list of commodities that have stocks above their ASL.</p>
17.	Displays the sum of quantities of commodities that will expire within the next six (6) months.		
18.	Displays the sum of quantities of commodities that have already expired.		
19.	Displays a graphical representation of the sum of quantities of commodities that will expire within the next six (6), three (3) and one (1) month(s).		
20.	Displays a graphical representation of the sum of quantities of commodities that have already expired by Product Category.		


a. Instructions regarding Information pages

This section details the common functions available in the majority of Information pages. Referring this section will enabled users to better utilize Information pages.



#	Functions	Points to Note	Example
1.	This title indicates the type of records displayed on this page.		
2.	The “New Record” button will be available on Information pages where new records can be added. Click the “New Record” button to add a new record to the currently selected data type. This function is detailed in the next section: Instructions regarding Forms.		
3.	To find a specific record, start typing the first few letters of the Name or Code and select a suggested record from the drop down list or click “Search” to find all applicable records.		
4.	The “Refresh” button removes filters and displays all records.		
5.	The grid displays all applicable data records. Click on the first column of any row to view its data.		



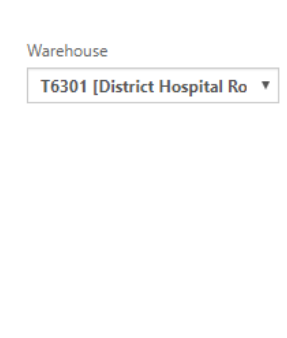

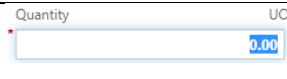

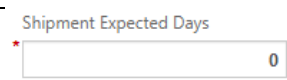

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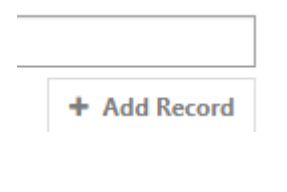
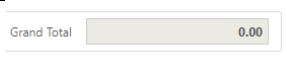
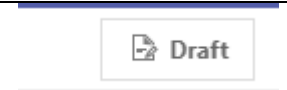
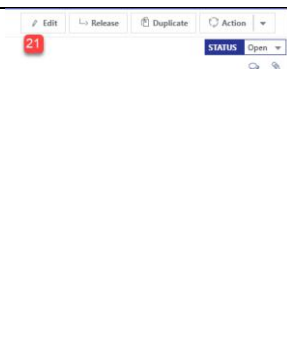

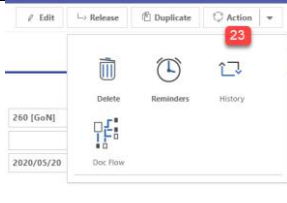
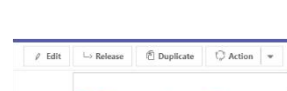


6.	This field displays the total number of applicable records and the number of records being shown currently.		Results 1-20 of 4780
7.	Click on the “First” page button to go to the first page (first 20 records).	<ul style="list-style-type: none"> • When more than twenty (20) record are available, only the first twenty (20) records will be displayed and the rest will be accessible through the pagination buttons. The fields mentioned below will be activated to indicate the total records and pagination information. 	
8.	Click on the “Previous” page button to go to the previous page (previous 20 records).		
9.	Click on the “Next” page button to go to the next page (next 20 records).		
10.	Click on the “Last” page button to go to the last page (last 20 records).		
11.	Enter a page number and view the records of that particular page.		Page <input type="text" value="1"/> of 239

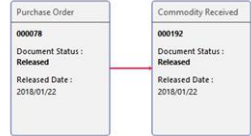

b. Instructions regarding Forms

This section details the common functions available in the majority of forms used for creating new records. Referring this section will enabled users to better utilize forms for creating new records and managing exiting records.

#	Functions	Points to Note	Example
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	Document Date: 2077/02/03 Summary
2.	Supplier Selection	<ul style="list-style-type: none"> Type the first few letters of the Supplier name and the system will suggest the available Supplier names. Then select a supplier from the drop down list or click the Search icon to search for and select a Supplier. 	Supplier: 378 (30008) Medicine Concern
3.	Currency Selection	Select the applicable currency from the drop down list.	Currency: NPR
4.	Purchase related Approve No.	Enter the purchase order related approved No. if applicable	Purchase Related Approved No.:
5.	Funding Source	<ul style="list-style-type: none"> Type the first few letters 	Funding Source Name: 200 (5000)

		<p>of the Funding Source name and the system will suggest the available Funding Source names. Then select a Funding Source from the drop down list or click the Search icon to search and select a Funding Source. E.g. WHO, UNICEF</p>	
6.	Contract No.	Enter the Contract number applicable to the Purchase Order being created.	
7.	Purchase Order related approved date	Enter the Purchase Order related approved date in BS or AD Format. The alternative date will be auto-filled	
8.	Warehouse	The warehouse will be set by default based on the location of the user. MD users (Super) will be able to create PO's on behalf of other warehouses. This field will be active for MD users (Super) and they will be able to select the Warehouse which requires each product.	
9.	Product	Type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list or click the Search icon to search for and select a Product. Once the Product is selected, the system will display the Unit of measure (UOM) next to the quantity.	
10.	Quantity	Enter the quantity that is required of the selected Product.	
11.	Unit Price	Enter the unit price of the selected Product.	
12.	Shipment expected days	Enter the "Shipment Expected Days" value.	
13.	Date selection	Enter the Expected Shipment Date in BS or AD Format. The	

		alternative date will be auto-filled.	
14.	Tax Group	Select the relevant tax group for selected product. If tax is not applicable, then select “None”	
15.	Remarks	Enter a Remark regarding the Product if applicable.	
16.	Specification	Enter a Specifications regarding the Product if applicable.	
17.	Add Record	Click “Add Record” to add this Product to the grid. Note: Please note that this Product is not saved until the Purchase Order is drafted.	
18.	Adding more products to Grid	Repeat steps 9 - 17 until all the Products required through this Purchase Order are added.	
19.	Grand Total	This field displays the Grand total of the Purchase Order.	
20.	Draft	Click the “Draft” option to save the Purchase Order. The page will reload and new actions will become available.	
21.	Any further changes can be done by clicking “Edit”. Click “Update” after completing the required changes.	<ul style="list-style-type: none"> • New products can be added if required • Added line items can be edit by click on “Edit Raw” icon in the grid. • Selected line will load in to product/batch selecting fields. • “Click” Add record button to update changes in to the grid 	
22.	Release	Once the Purchase Order is ready to be sent to the Supplier, click “Release”.	
23.	Click on “Action” to perform further actions on the Record.		
24.	Click “Delete” to delete the current record.	<ul style="list-style-type: none"> • Only “Draft” records can be deleted 	
25.	Click “Reminders” to set reminder notifications regarding this record.		
26.	Click “History” to view the workflow progress of this record. The actions		

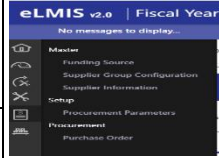
	performed on this record such as creation, saving as draft, releasing, putting on hold, removing from hold and closing will be listed along with their respective time and user information.																						
	<table border="1"> <thead> <tr> <th>Date (BS)</th> <th>Date (AD)</th> <th>User</th> <th>Action</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>2074/10/08 1:00 PM</td> <td>2018/01/22 1:00 PM</td> <td>rmsnepalgunj@test.com</td> <td>Draft</td> <td>User has drafted new purchase order</td> </tr> <tr> <td>2074/10/08 1:01 PM</td> <td>2018/01/22 1:01 PM</td> <td>rmsnepalgunj@test.com</td> <td>Release</td> <td>User has released purchase order</td> </tr> <tr> <td>2074/10/08 1:17 PM</td> <td>2018/01/22 1:17 PM</td> <td>rmsnepalgunj@test.com</td> <td>Close</td> <td>User has closed the Purchase Order</td> </tr> </tbody> </table>	Date (BS)	Date (AD)	User	Action	Description	2074/10/08 1:00 PM	2018/01/22 1:00 PM	rmsnepalgunj@test.com	Draft	User has drafted new purchase order	2074/10/08 1:01 PM	2018/01/22 1:01 PM	rmsnepalgunj@test.com	Release	User has released purchase order	2074/10/08 1:17 PM	2018/01/22 1:17 PM	rmsnepalgunj@test.com	Close	User has closed the Purchase Order		
Date (BS)	Date (AD)	User	Action	Description																			
2074/10/08 1:00 PM	2018/01/22 1:00 PM	rmsnepalgunj@test.com	Draft	User has drafted new purchase order																			
2074/10/08 1:01 PM	2018/01/22 1:01 PM	rmsnepalgunj@test.com	Release	User has released purchase order																			
2074/10/08 1:17 PM	2018/01/22 1:17 PM	rmsnepalgunj@test.com	Close	User has closed the Purchase Order																			
27.	Click “Doc Flow” to view the Document Flow of this record. The actions performed on products via this record through different documents will be displayed.																						
28.	Once the Record is released, the “Print Preview” button will be displayed.	<ul style="list-style-type: none"> Click “Print” to print the Purchase Order or save it as a file. 																					

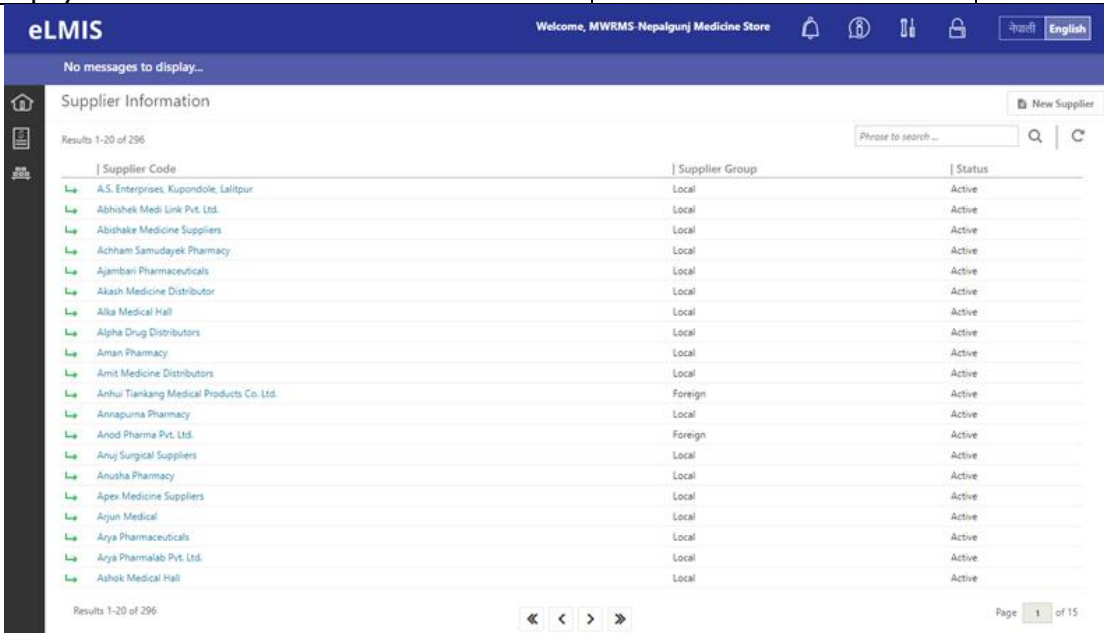
3. How do you set Health Professionals Details in eLMIS Application?

Function	Setting the health professional’s details in the eLMIS application.
Responsible Person	Storekeeper
Objective	To show or mention the name of the health personnel in the A.G.F. form and reports.
Use Case / When to use	While operating the software for the first time and after transfer or appointment of the Head of Office, Section Officer or Storekeeper.
Required Materials	Internet enabled desktop / laptop computer
<p>Currently, updating Health Professional details can be done by contacting the support center.</p>	

4. How do you View Supplier & Funding Source Information?

Function	View Supplier & Funding Source Information
Responsible Person	Storekeeper
Objective	To view the Supplier & Funding Source Information.
When to use	While viewing Supplier & Funding Source Information.
Required Materials	Internet enabled desktop / laptop computer

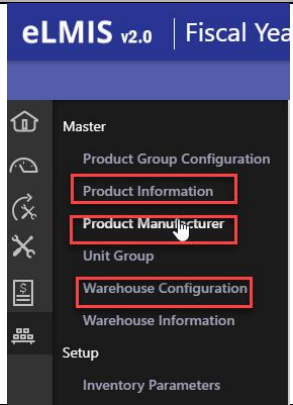
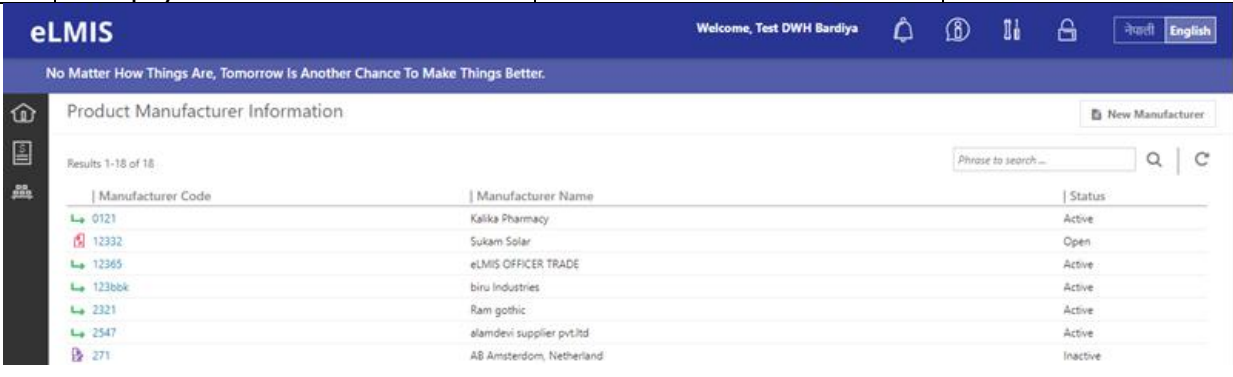
#	Functions	Points to Note	Example
1.	Go to the Navigation Menu and click on “Procurement”.		
2.	Click on the “Supplier Information” form.		
3.	The “Supplier Information” page will be displayed.		

			
4.	If it is required to search for a particular record, click on the Search field and type the Supplier Code or Supplier name and click “Search”.		
5.	If it is required to view data of a particular record, click on its Supplier Code.	<ul style="list-style-type: none"> The “Supplier Information” form will be displayed as follows in read-only mode. 	

Because these records can be duplicated when done by each district health or health facility, editing has been restricted. Contact the center to add or edit any records.

5. How do you view Product Manufacturer / Product Information & Warehouse Information?

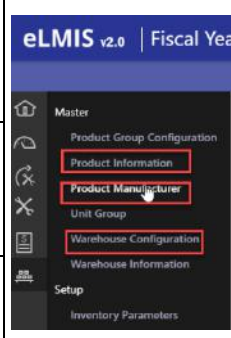
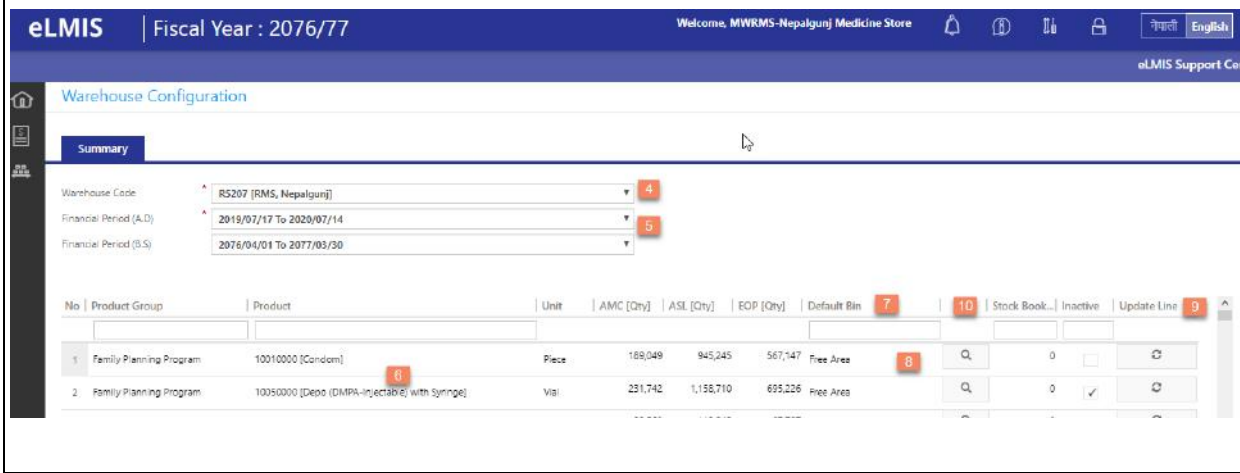
Function	View Product Manufacturer / Product Information & Warehouse Information
Responsible Person	Storekeeper
Objective	To View Product Manufacturer / Product Information & Warehouse Information
When to use	While viewing Product Manufacturer / Product Information & Warehouse Information
Required Materials	Internet enabled desktop / laptop computer


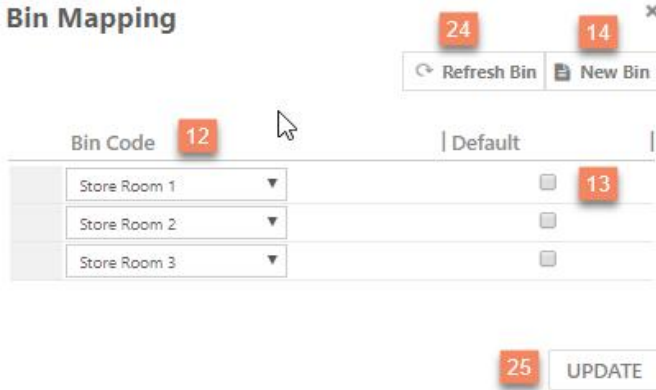
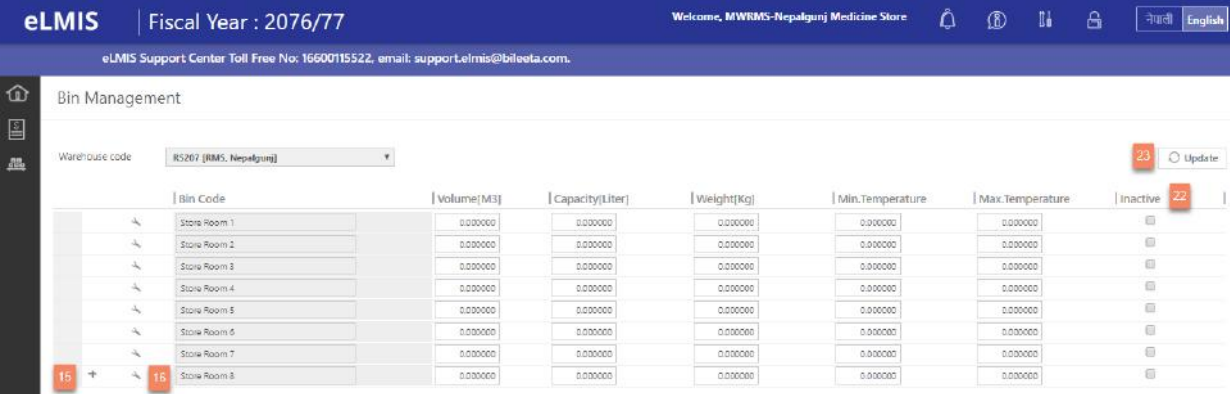
#	Functions	Points to Note	Example
1.	Go to the Navigation Menu and click on “Inventory & Warehousing”.		
2.	Click on “Product Manufacturer”.		
3.	The “Product Manufacturer” page will be displayed.		
4.	If it is required to search for a particular record, click on the Search field and type the Manufacturer Code or Manufacturer Name and click “Search”.		
5.	If it is required to view data of a particular record, click on its Manufacturer Code.	<ul style="list-style-type: none"> The “Product Manufacturer Information” form will be displayed as follows in read-only mode. 	

Because these records can be duplicated when done by each district health or health facility, editing has been restricted. Contact the center to add or edit any records.

6. How do you perform the Warehouse Configuration?

Function	Manage the configurations regarding Bins, Stock Book Page Numbers and Active/Inactive status of products
Responsible Person	Storekeeper
Objective	Update the Default Bin for products, create new Bins, update Stock Book Page Numbers and manage the Active / Inactive status of products.
When to use	When setting up the warehouse in the eLMIS.
Required Materials	Internet enabled desktop / laptop computer.

#	Functions	Points to Note	Example
Path: Inventory & Warehousing > Warehouse Configuration			
1.	Go to the Navigation Menu and click on “Inventory & Warehousing”.		
2.	Click on “Warehouse Configuration”.		
3.	The “Warehouse Configuration” page will be displayed.		
			
4.	The warehouse of the logged in user will be selected.		

5.	Current financial period will display. If necessary, user can select any available FY. “Stock Book Page No.” will display according to this selected financial period.		
6.	The commodities available in the selected warehouse will be listed in the grid.		
7.	The default Bin of each commodity will be listed in this column.	<ul style="list-style-type: none"> ● Double click the Bin of any commodity to change it. 	
8.	Select the required Bin from the drop down.		
9.	Click the “Update Line” button of the relevant record to save changes.		
10.	Click the “Search” button of a commodity to update its Bin Mapping.		
11.	The “Bin Mapping” dialog will be displayed.		
			
12.	Select the Bins to be mapped to this commodity.		
13.	Select one Bin as the default Bin.		
14.	If a new Bin needs to be created, click “New Bin”. The “New Bin” setup will be displayed in a new tab.		
			
15.	Click the “+” button to add a new Bin. A new row will be displayed.		
16.	Click the “Bin Advanced” button to		

	manage the new Bin.
--	---------------------

Bin Advance ×

Summary

Bin code 17
Store Room 8

Description 18

Storage Type 19
Dry Store

Volume (m3) 0.00

Capacity (L) 0.00

Weight (KG) 0.00

Min Temperature (°C) 0.00

Max Temperature (°C) 0.00

Other Info

Manufacturer

Manufacture Date

Country of Origin --None--

Installation Date

Brand

Total Cost 0.00

Useful Life
 Years 0 Months 0

Bin Condition --None-- +

21
APPLY

17.	Enter the “Bin Code”.		
18.	Enter a “Description” regarding the Bin as applicable.		
19.	Select the Storage Type as “Cold Chain” or “Dry Store”.		
20.	Enter the other optional information as applicable.		
21.	Click “Apply” to save.		
22.	Use this column to make any Bin Inactive (if required).		
23.	Click “Update” to save changes and go back to the tab containing the “Bin Mapping” dialog.		
24.	Click “Refresh” to display the updated Bin information.	<ul style="list-style-type: none"> Then update the mapping as required. 	
25.	Click “Update” to save changes.		

eLMIS | Fiscal Year : 2076/77
Welcome, MWIRMS, Nepalgunj Medicine Store

Warehouse Configuration

Summary

Warehouse Code * RS207 (RMS, Nepalgunj)

Financial Period (A/D) * 2019/07/17 To 2020/07/14

Financial Period (B/S) * 2076/04/01 To 2077/03/30

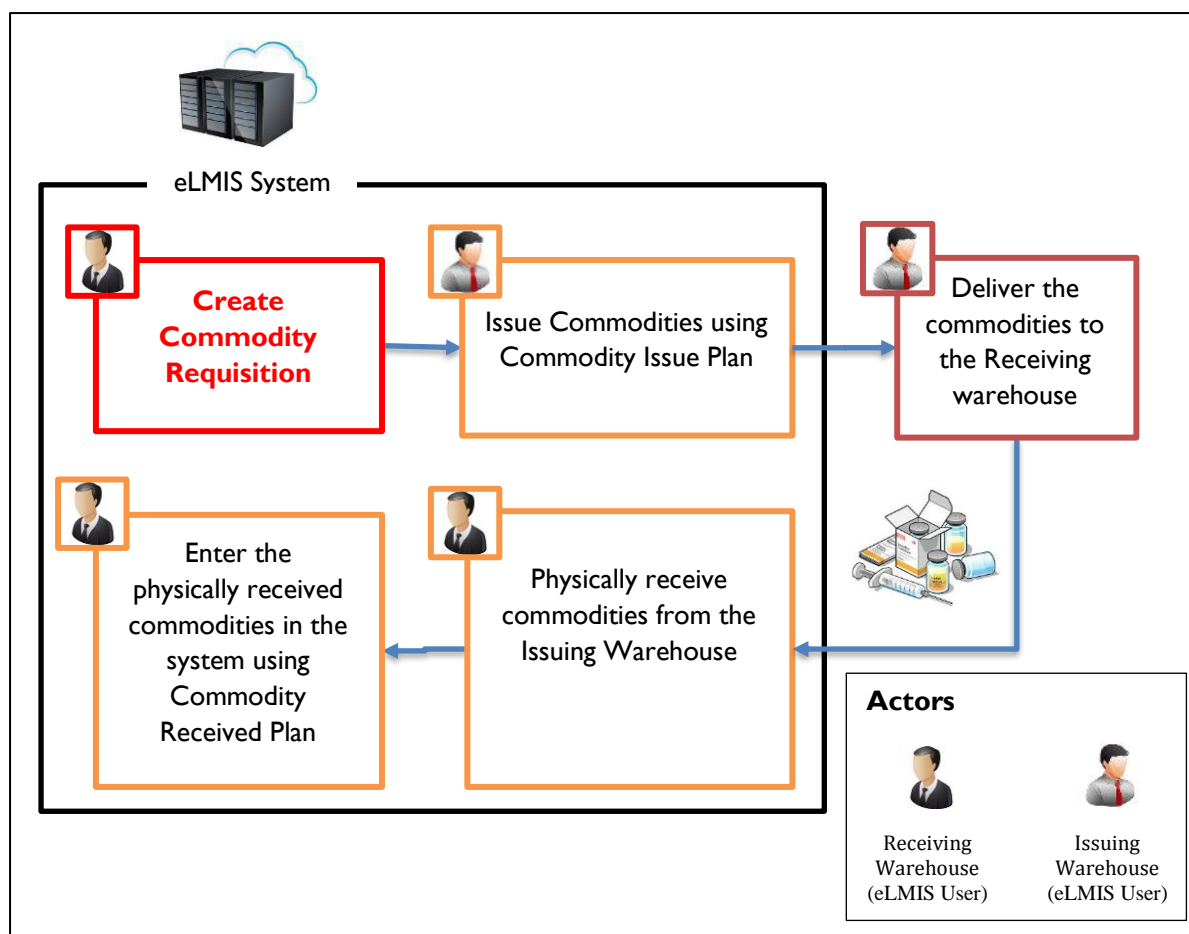
No	Product Group	Product	Unit	AMC [Qty]	ASL [Qty]	EOP [Qty]	Default Bin	Stock Book...	Inactive	Update Line
1	Family Planning Program	10010000 (Condom)	Piece	189,040	945,245	587,147	Store Room 1	26	27	28
2	Family Planning Program	10050000 (Depo (ONPA-injectable) with Syringe)	Vial	221,742	1,158,710	699,226	Free Area	0	0	0
3	Family Planning Program	10020000 (Pils-Cycle)	Cycle	22,569	112,845	67,707	Free Area	0	0	0

26.	Double click any cell in this column to enter or update the Stock Book page of the relevant commodity.	<ul style="list-style-type: none"> Follow step 27 to save this change. Stock Book page refers to the manual record of the commodity prior to implementing eLMIS. 	
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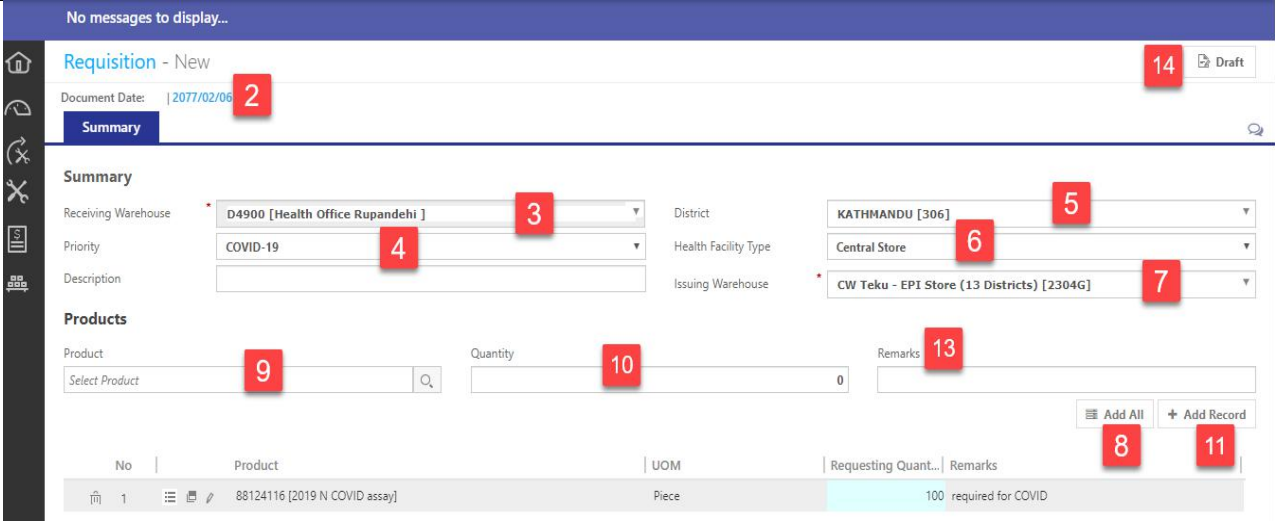






27.	Activate or inactivate any commodity from this column. Follow step 27 to save this change.		
28.	Click the “Update Line” button of the relevant record to save changes.		
29.	Repeat steps 6 – 27 for other Bins as applicable.		

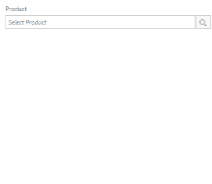
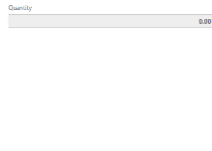
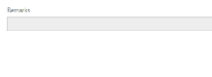
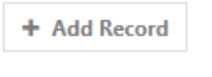
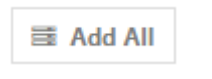

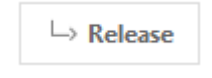
7. How do you generate the Requisition form?

Function	Make request from related institutions through Commodity Requisitions and Printing them.
Responsible Person	Storekeeper
Objective	Requesting for medicine, vaccines and other commodities.
When to use	When replenishing stocks is required.
Required Materials	Internet enabled desktop / laptop computer



#	Functions	Points to Note	Example
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<p align="center">Path: Inventory & Warehousing > Requisition / Distribution Alternatively, click the “Requisition / Distribution” tile in the Home page.</p>			
1.	Select the type of Requisition to be created as “Requisition to Commodity Received”.		
			
2.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
3.	Receiving warehouse will be auto-selected as the location of the logged-in user and the field will be fixed.		
4.	Select the priority type of the Requisition as “Emergency, Regular or COVID-19”.	<ul style="list-style-type: none"> “Emergency” is to be selected when the commodities are required on an urgent basis due to shortage or a potential outbreak of disease. Select “Regular” if commodities are being ordered in the normal course of activities. Select “COVID-19” if commodities are ordered covid related programs 	
5.	Select the District of the intended Issuing warehouse		
6.	Select the Health facility type of the intended Issuing warehouse.		
7.	Select the Issuing warehouse from the drop down.	<ul style="list-style-type: none"> Only the warehouses applicable to the selected District and type will be listed. 	

8.	Type the Product name and the system will suggest the available Product names. Then select a Product from the drop down list.	<ul style="list-style-type: none"> ● Alternatively click the Search icon to search and select a Product. Once the Product is selected, the Quantity field will be enabled. 	
9.	Enter the quantity that is required of the selected Product.	<ul style="list-style-type: none"> ● System automatically suggests the quantity based on the current stock on hand and ASL. 	
10.	Remarks	<ul style="list-style-type: none"> ● Enter the line wise remarks if necessary 	
11.	Click “Add Record” to add the record to the grid.	<ul style="list-style-type: none"> ● 	
12.	Click “Add All” to add all products of which the Stock On Hand value below its respective ASL.	<ul style="list-style-type: none"> ● The quantities required to replenish the stock the ASL value will be automatically filled in. Double-click any of the quantity values in the grid to modify them. 	
13.	Repeat steps 9 - 11 until all the Products required for this Requisition are added.		
14.	Click the “Draft” button to save the record.		
15.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> ● Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	

a. Creating Requisition Form Exercise**Situation:**

You are the storekeeper of Health Post. Create the requisition form on the current date.

A.G.F.No: 401

Government of Nepal
Ministry of Health

Department of Health Services

District Health office

Office Code No:

Requisition form

Fiscal Year
Requisition No;
Date

S.N.	Product Name	Specification	Requested		Remarks
			Unit	Quantity	
१	२	३	४	५	६
1	Condom		Pc	9900	
2	Amoxicillin 125 mg		Tab	10,000	
3	Ciprofloxacin 250 mg.		Tab	20,000	
4	Metronidazole 400mg Tab		Tab	40,000	
5	Paracetamol 500 mg		Tab	80,000	
6	B.C.G. Vaccine 20 Dose		Vial	500	
7	Pills		Cycle	300	

Requester's Signature:

Name

Date

Purpose

Signature of recommended :

Name

Date

(A) Buy from the market.

(B) Dispatch from stock.

Signature of Approved by:

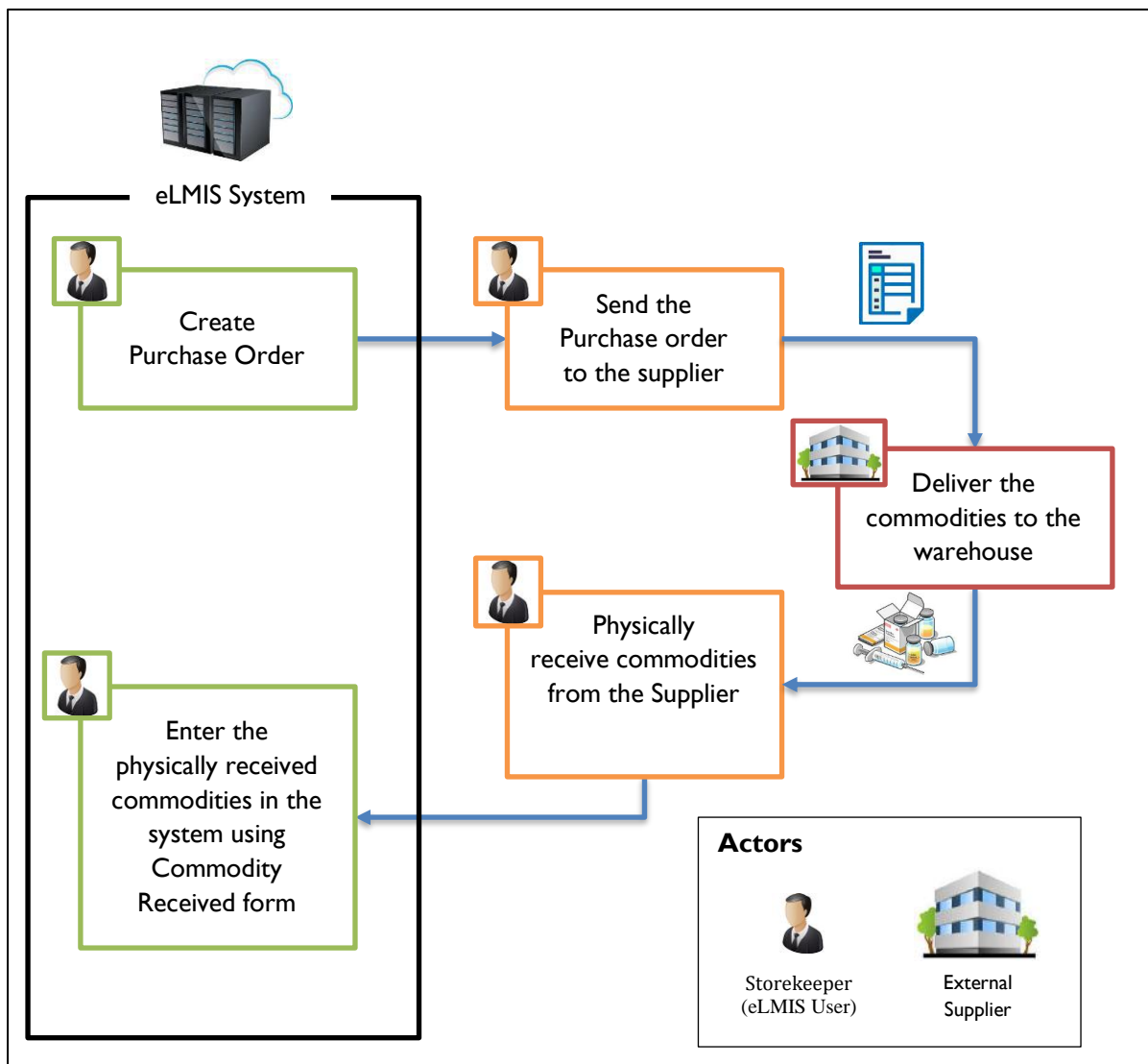
Date

Guideline:

Complete the exercise above according to the processes of Creating Requisition.

8. How do you generate a Purchase Order?

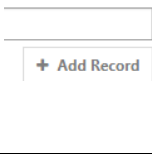
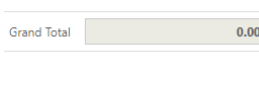

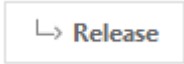
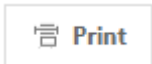
Function	Creating a purchase order and printing it
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To create a purchase order as a prerequisite for the procurement process.
When to use	When the need arises to purchase commodities.
Required Materials	Internet enabled desktop / laptop computer



#	Functions	Points to Note	Example
Path: Procurement > Purchase Order			

1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	Document Date: 2077/02/0... Summary
2.	Type the first few letters of the Supplier name and the system will suggest the available Supplier names. Then select the supplier from the drop down.	<ul style="list-style-type: none"> Alternatively click the Search icon to search and select supplier. 	Supplier: 139 (DHAKA) Moduler Careers
3.	Select the applicable currency from the drop down list.		Currency: NPR
4.	Purchase related Approve No.	Enter the purchase order related approved No. if applicable	Purchase Related Approved No.:
5.	Type the first few letters of the Funding Source name and the system will suggest the available Funding Source names. Then select a Funding Source from the drop down list.	<ul style="list-style-type: none"> Alternatively click the Search icon to search and select a Funding Source. 	E.g. WHO, UNICEF
6.	Enter the Contract number applicable to the Purchase Order being created.		Contract No.:
7.	Purchase Order related approved date	Enter the Purchase Order related approved date in BS or AD Format. The alternative date will be auto-filled	Purchase Order Related Approved Date(AD): 2020/04/26 Purchase Order Related Approved Date(BS): 2077/01/14
8.	“Purchase Order Related Approved Date” (BS.) Pick the date from date picker.	<ul style="list-style-type: none"> User should select this date equal or less than to PO document date. 	

		<ul style="list-style-type: none"> Once user selects BS date, system will set the relevant AD date automatically 	
9.	The warehouse will be set by default based on the location of the user.	<ul style="list-style-type: none"> MD users will be able to create PO's on behalf of other warehouses. This field will be active for MD users and they will be able to select the Warehouse which requires each product. 	<p>Warehouse</p> <p>T6301 [District Hospital Ro</p>
10.	Type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list or click the Search icon to search and select a Product.	<ul style="list-style-type: none"> Alternatively click the Search icon to search and select a Product Once the Product is selected, the system will display the Unit of measure (UOM) next to the quantity & defined unit price in the system 	<p>Product</p> <p>Select Product</p>
11.	Select the product group from the drop down list		
12.	Enter the quantity that is required of the selected Product.		<p>Quantity</p> <p><input type="text" value="0"/></p>
13.	Enter the unit price of the selected Product.		<p>Unit Price</p> <p><input type="text" value="0.00000"/></p>
14.	Enter the "Shipment Expected Days" value.	<ul style="list-style-type: none"> System will automatically load the Expected Shipment date in both BS & AD formats 	<p>Shipment Expected Days</p> <p><input type="text"/></p>
15.	Alternatively select the Expected Shipment Date in BS or AD Format.	<ul style="list-style-type: none"> Once it is selected in one format, the other format will be loaded automatically. 	<p>Expected Shipment Date BS</p> <p>Expected Shipment Date</p>
16.	Tax group selecting option added to select the "Tax Group" for required line items.	<ul style="list-style-type: none"> There is a fixed tax group as "Vat13%" 	
17.	Enter a Remark regarding the Product if applicable.		<p>Remarks</p> <p><input type="text"/></p>
18.	Specification is an option to enter user defined "Specification" for each line item.	<ul style="list-style-type: none"> Required to add a new column to capture "Specification" in to Commodity receive form. User is allowed to enter a description up to 100 characters under this 	<p>Specifications</p> <p><input type="text"/></p>

		specification column	
19.	Click “Add Record” to add this Product to the grid.	<ul style="list-style-type: none"> Please note that the Product is not saved until the Purchase Order is drafted. 	
20.	Repeat steps 6 - 14 until all the Products required through this Purchase Order are added.		
21.	This field displays the Grand total of the Purchase Order.		
22.	Click the “Draft” option to save the Purchase Order. The page will reload and new actions will become available.		
23.	Any further changes can be done by clicking “Edit”. Click “Update” after completing the required changes.	<ul style="list-style-type: none"> New products can be added if required Added line items can be edit by click on “Edit Raw” icon in the grid. Selected line will load in to product/batch selecting fields. <p>“Click” Add record button to update changes in to the grid</p>	
24.	Once the Purchase Order is ready to be sent to the Supplier, click “Release”.	<ul style="list-style-type: none"> Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	
25.	Click “Print” to print or download the released form.	<ul style="list-style-type: none"> This option will be available during both draft and released statuses. 	

a. Creating Purchase Order Exercise**Situation:**

You are a storekeeper of District Health Office. Present the invoice by creating purchase order of following commodities on today's date.

F.C.G.F.No:
402

Government of Nepal
Ministry of Health and Population
Department of Health Service, Teku
District Health office,
Office Code:

Purchase Order

Ms:

Supplier/Person Name:

Purchase order

Address :

Phone
No:

Purchase
order Date:

Firm Registration No:

PAN
No:

Purchase
order
Approved No;
Approved
Date:

S.N.	Product					Price		Remarks
	Goods Category Ref No	Name	Specification	Unit	Qty	Rate	Total	
१	२	३	४	५	६	७	८	९
1	1	Condom		Pc	20,000	1.80		
2	12	Amoxycillin 125 mg		Tab	10,000	4.75		
3	11	Ciprofloxacin 250 mg.		Tab	20,000	3.12		
4	12	Metronidazole 200mg		Tab	40,000	5.50		
5	18	Paracetamol 500 mg		Tab	80,000	0.70		
6	5	B.C.G. Vaccine 20 Dose		Vial	500	325.00		
	Total Price							
	13% VAT							
	Grand Total							

The below mentioned items need to be registered at (Office) by(date) along with an invoice bill.

above mentioned Prepared by, submitted by and approved by:

<p>Prepared By:</p> <p>Name:</p> <p>Date</p>	<p>Section In charge:</p> <p>Name:</p> <p>Date</p>	<p>Approved by:</p> <p>Name</p> <p>:</p> <p>Date</p>
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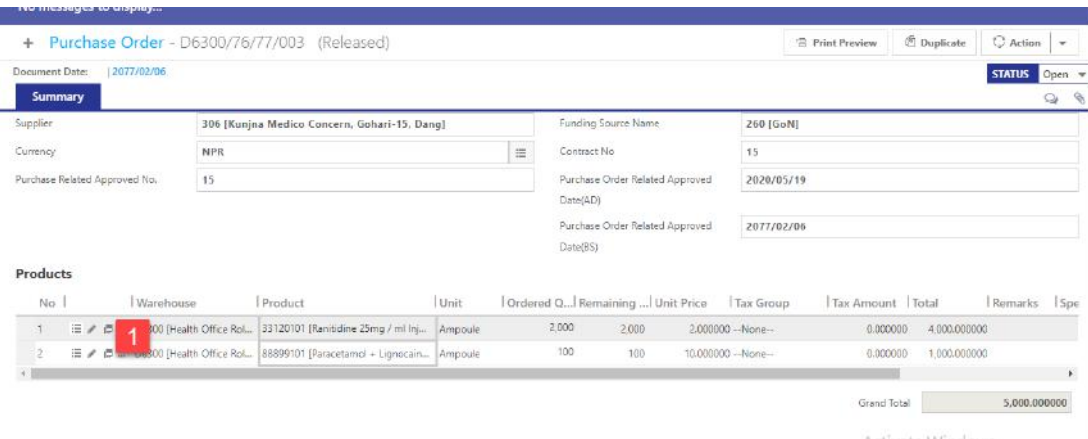
Above mentioned items datedwill be submitted to Office.

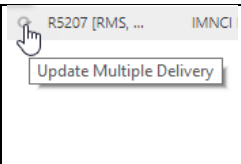
Firm name:	Signature:	Date:
.....

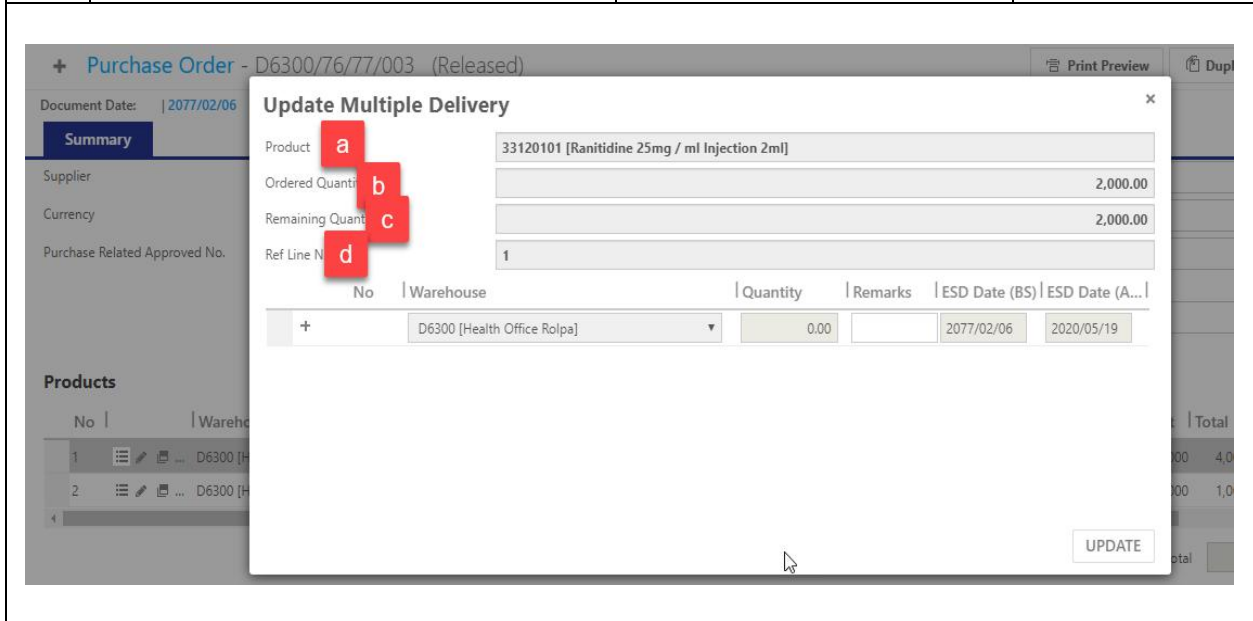
Guideline: Complete the exercise above according to the procedure of creating Purchase Order

9. How do you update a released Purchase Order

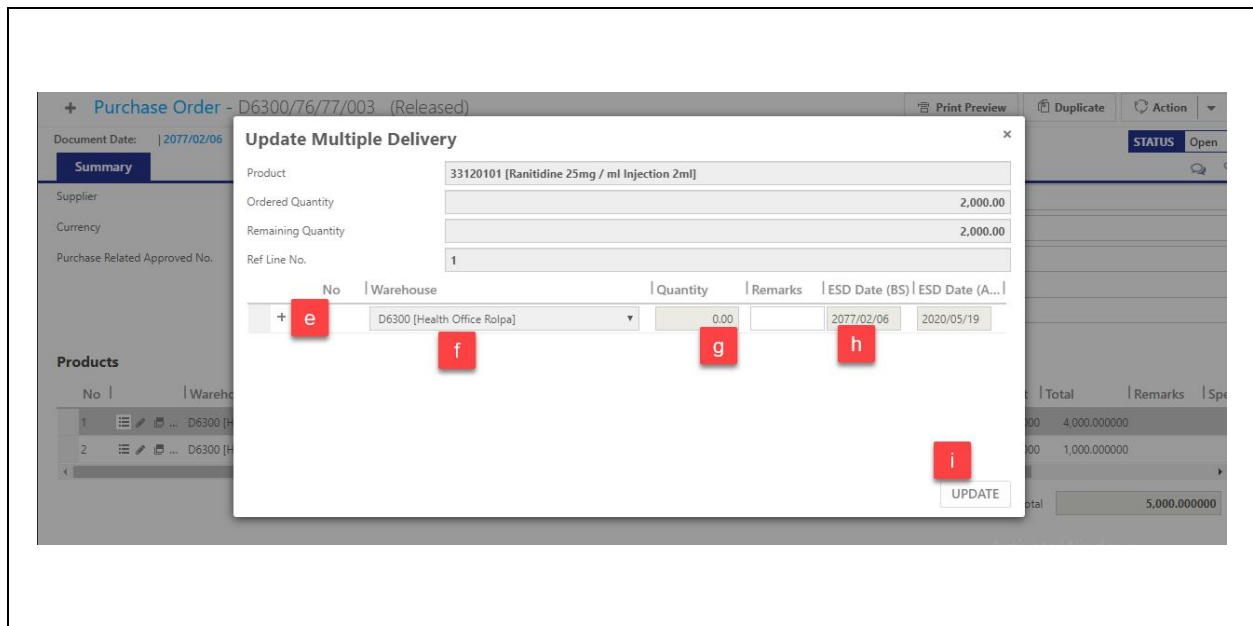
Function	Updating a purchase order and printing it
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To update a purchase order by adding multiple delivery dates and different receiving warehouse.
When to use	When the need arises to modify delivery dates or receiving warehouse of “Released” PO
Required Materials	Internet enabled desktop / laptop computer

#	Functions	Points to Note	Example
Path: Procurement > Purchase Order > Open a “Released” Purchase Order			
 <p>The screenshot shows a web interface for a Purchase Order. At the top, it says 'Purchase Order - D6300/76/77/003 (Released)'. Below this, there are fields for 'Supplier' (306 [Kunjna Medico Concern, Gohari-15, Dang]), 'Funding Source Name' (Z60 [GoN]), 'Contract No' (15), and 'Purchase Order Related Approved Date' (2020/05/19). A 'Products' table is visible with columns: No, Warehouse, Product, Unit, Ordered Q., Remaining, Unit Price, Tax Group, Tax Amount, Total, Remarks, and Sp. The table contains two rows of products: 1. Ramidime 25mg / ml Inj. (Ampoule) and 2. Paracetamol + Lignecain. (Ampoule). A 'Grand Total' of 5,000.00000 is shown at the bottom right.</p>			

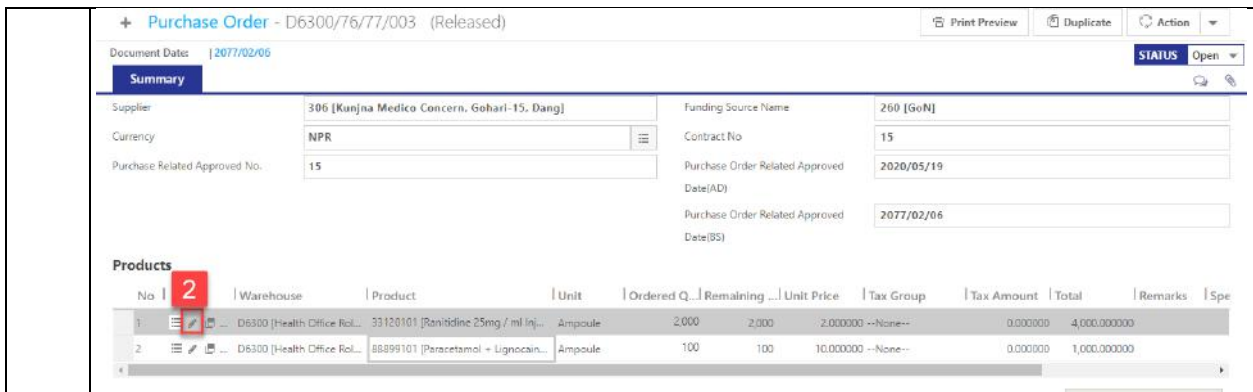
I	Click the “Update Multiple Delivery” button to display the “Update Multiple Delivery” Form.	This is to split “Released” PO in to multiple lines and update delivery dates or receiving warehouse.	
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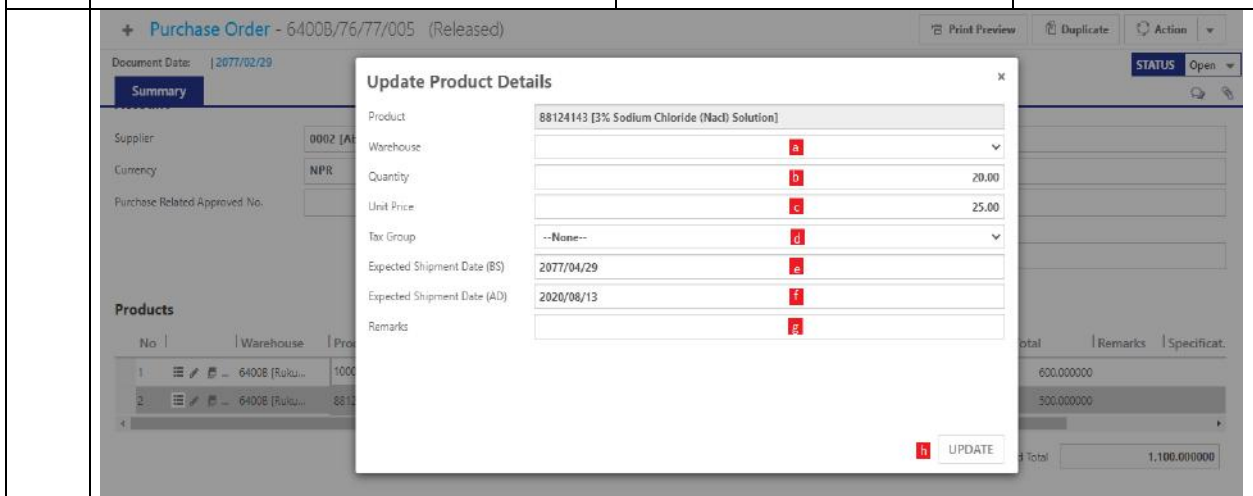
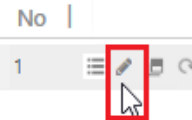
	Update multiple Delivery form	<p>a) Product – Displays the selected line item and this is not editable.</p> <p>b) Ordered Quantity – Displays the original line quantity of selected product</p> <p>c) Remaining Quantity – Displays the remaining quantity to be received. System allows to add new lines up to the remaining quantity.</p> <p>d) Ref Line No. – Displays the line number of selected product and this is not editable.</p>	
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		<p>e) By clicking on this “+” icon you will be able to add any number of lines according to the delivery date.</p> <p>f) Warehouse – You can select the required receiving warehouse. If you selects different warehouse from originally selected warehouse, then system will generate a new task for newly selected warehouse user.</p> <p>g) Quantity – User can define the expected receiving quantity of selected product. Total of these quantities should equal to “Remaining Quantity”.</p> <p>h) ESD Date (BS/AD) – User can select expected shipment date for each line.</p> <p>i) Update the purchase Oder. System will add a new line for remaining quantity with newly selected receiving warehouse and ESD dates. (Refer the screen given below).</p>	
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2 Click “Edit” button to display “Update Product Details” form

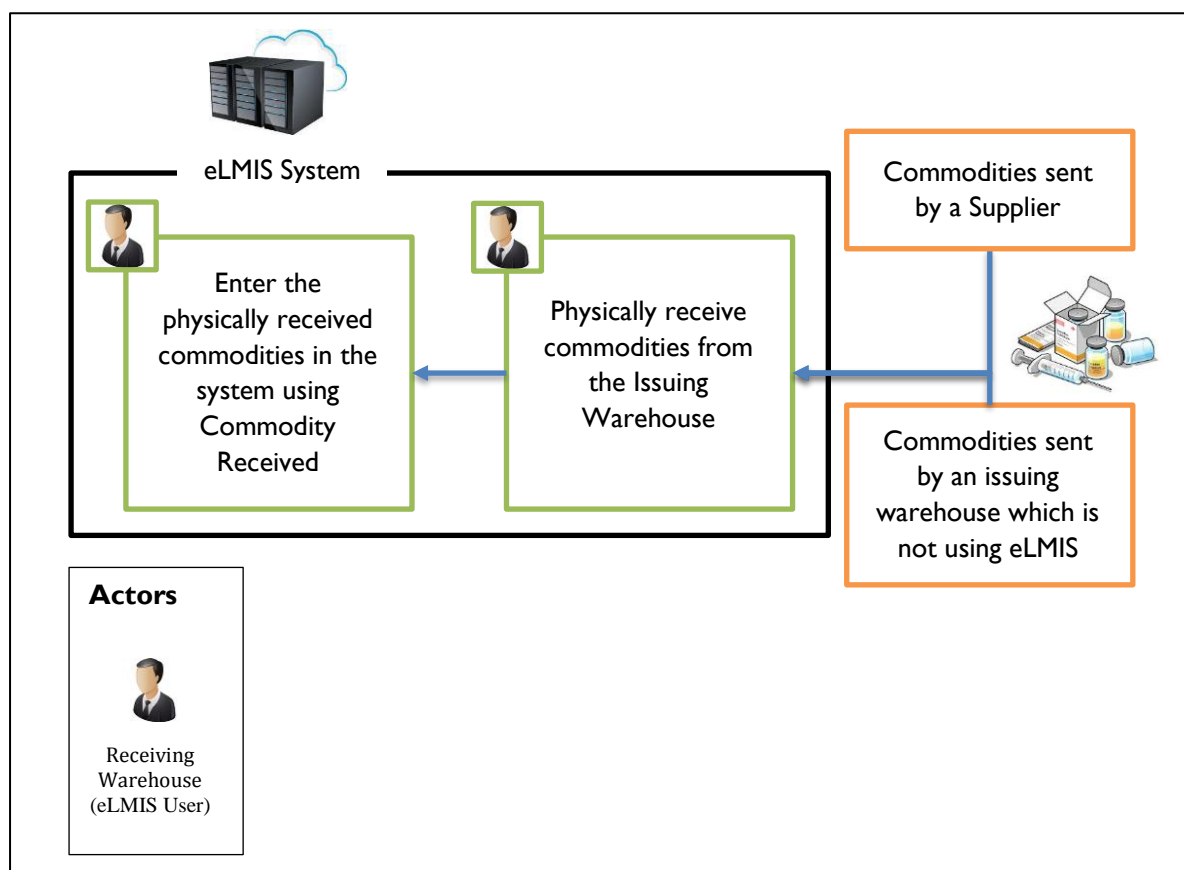


Update Product Details form

- a) Here you can edit the selected receiving warehouse of released PO
- b) Here you can edit the selected line item quantity of released Purchase Order.
- c) Edit the unit price of selected line item
- d) Here you can edit the selected line item’s tax
- e) Edit the “Expected Shipment Date (BS)
- f) Edit the “Expected Shipment Date (AD)
- g) Edit the “Remarks”
- h) Click on “Update” button to save all changes


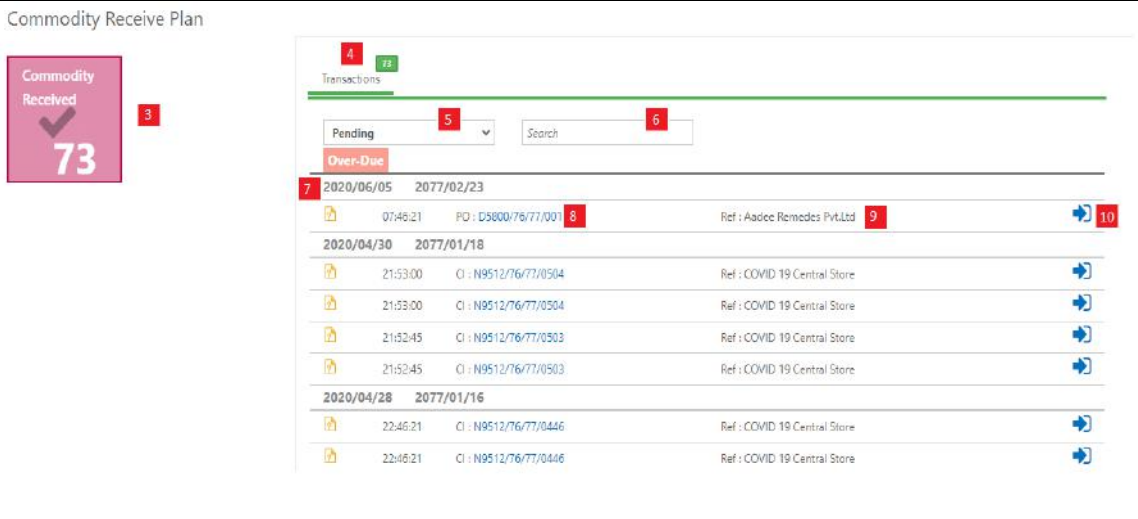
10. How do you Receive Commodities?

Function	Receiving Commodities via Online application
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	Recording the receipt of commodities.
When to use	Within 7 days of receiving the physical commodities in warehouse
Required Materials	Internet enabled desktop / laptop computer



<p>10.1. Through the Commodity Receive Plan</p> <ul style="list-style-type: none"> • While receiving the commodities from upper level institutions with Ha.Fa through eLMIS system. • While there is purchase order through eLMIS. 	<p>73 Commodity Receive Plan</p>
<p>10.2. Through the Direct Commodity Receive</p> <ul style="list-style-type: none"> • This method applies while receiving the commodities from a warehouse which is not using eLMIS system, receiving commodities from an outside party (i.e. NGO) and when issuing warehouse doesn't have internet facility to sync with the online system 	<p>Direct Commodity Receive</p>

a. How do you Receive Commodities through the Commodity Receive Plan?

#	Functions	Points to Note	Example
1.	Go to the “Home Page” and click on the “Commodity Receive Plan” tile.		
2.	The user will be directed to the “Commodity Receive Plan”.		
			
3.	The “Commodity Received” tile will be selected by default.		
4.	This tab provide access to Pending Transactions based on the logged in user.	<ul style="list-style-type: none"> ● The count of records is also shown on each tab for convenience. 	
5.	Select the type of records to view from the drop down (Pending, Completed & All).		
6.	Alternatively, search by the Purchase Order (PO) Number, Ha.Fa Number, Supplier name or Warehouse Name to find the Commodity Received.		
7.	All pending commodity receives are grouped by relevant document date		
8.	If it is required to view the PO or Ha.Fa Documents, click the PO / Ha.Fa number.		
9.	Here system is displaying relevant supplier name or warehouse name of selected transaction		
10.	Click the “Process” button of the required PO or Ha.Fa to proceed.		
11.	The Commodity Received form will be displayed and the commodity received data will be loaded automatically.		

Commodity Receive through Requisition/Distribution

In this scenario, the commodities are transferred from another warehouse. As such the batch numbers and quantity of each is known within the system and does not need to be entered. Due to this reason, the “Search” button will be highlighted in blue.

The screenshot shows the 'Commodity Received - New' form. At the top right is a 'Draft' button. Below it, the 'Document Date' is set to '2077/03/31' with a red circle 'a' next to it. A 'Summary' tab is selected. The 'Summary' section contains several fields: 'Type' (set to 'Issuing Warehouse' with red circle 'b'), 'District' (set to '--None--' with red circle 'c'), 'Health Facility Type' (set to '--None--' with red circle 'd'), and 'Issuing Warehouse' (set to '--None--' with red circle 'e'). To the right are 'Currency' (set to 'NPR'), 'Funding Source Name' (set to 'Select Funding Source Name' with red circle 'f'), 'Reference No.' (with red circle 'g'), 'Reference Date (BS)' (with red circle 'h'), 'Reference Date' (with red circle 'i'), and 'Description'. Below this is the 'Products' section with a search bar (with red circle 'j'), 'UOM', 'Unit Price' (0.000000), and 'Quantity' (0.00). A 'New Batch' button is also visible. At the bottom, there is a table header with columns: No, Product, UOM, Quantity, Unit Cost, Batch, Total Cost, Remarks. An 'Add Record' button is next to the table header.

- a) The Document date is set to the current date by default. If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar.
- b) Select the Type of provider as Supplier or Issuing Warehouse.
- c) If “Issuing Warehouse” is selected, the applicable Districts will be listed in this field. Select the relevant District to select a Warehouse.
- d) If “Issuing Warehouse” is selected, the types of Health Facilities will be listed in this field. Select the relevant Type to select a Warehouse.
- e) Select the Warehouse Name by typing it in the field and selecting a value from the resulting drop down.
- f) Type the first few letters of the Funding Source name and the system will suggest the available Funding Source names. Then select a Funding Source from the drop down list or click the Search icon to search for and select a Funding Source.
 - i. E.g. WHO, UNICEF
- g) Enter the Reference Number:
 - a. For Suppliers – enter the Invoice Number.
 - b. For Warehouses – enter the Ha. Fa. Number.
- h) Select the Reference date in either BS

Select the reference date in AD format. The alternative field will be auto-filled:

 - a. For Suppliers – enter the Invoice Date.
 - b. For Warehouses – enter the Ha. Fa. Date.

- i) Enter notes or other details in the Description field.
- j) Select the Tax Group applicable to the commodity from the drop down. This is only applicable when receiving commodities from a Supplier. In the case of Warehouses, taxes have already been taken care of by the Issuing Warehouse.

Commodity Receive through Purchase Order

In this scenario, the commodities are being purchased from an external supplier. As such neither the batch numbers nor their quantity is knowing within the system and needs to be entered. Due to this reason, the “Search” button will not be highlighted.

- a. The Document date is set to the current date by default. If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar.
- b. Select the “Received Method” from dropdown as per the scenario (Purchase/ Donation)
- c. If you select the received method as “Donation”, this funding source will be a compulsory
- d. Reference No. is displaying as per selected purchase order and it is enabled to edit here
- e. Select the Reference date in either BS or AD format. The alternative field will be auto-filled:
 - i. For Suppliers – enter the Invoice Date.
 - ii. For Warehouses – enter the Ha. Fa. Date.
- f. Enter notes or other details in the Description field.
- g. Click the “Search” button to enter the batch number or lot number (depending on the type of product) and quantities.
- h. Selected tax group in PO is displaying here and it is not editable. This tax is applicable only with PO receives and direct receives from suppliers.

Once click on “Search” button (g), following batch capturing form will open.

- i. The Captured Quantity will indicate the quantity which has been accounted for by adding batches to the grid.
- j. To add a new batch, enter the Batch Number. If it is a lot product, enter the lot number.
- k. Enter the quantity being received from this batch.
- l. If the commodity is a vaccine, the VVM type field will be displayed. Select the applicable VVM status from the drop down list.
- m. Select the Bin in which these commodities are to be placed.
- n. Select the Manufacturer from the drop down list.
- o. Select the Manufactured date in either BS or AD format. The alternative field will be auto-filled. This is not a mandatory field.
- p. Select the Expiry date in either BS or AD format and the alternative field will be auto-filled. Expiry date becomes mandatory if the selected product is batch related, but is not mandatory for lot products.
- q. The “Days till Expiry” will be automatically generated by the system based on the expiry date.
- r. Click “Add Record” to add the batch to the grid. Repeat steps 16 – 22 for additional batches until Captured Quantity equals Quantity. Repeat steps c – k to add further batches.
- s. Click “Apply” to add the batches to the Commodity Received record.

12.	Click the “Draft” button to save the record.		
13.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> ● Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	
14.	Click “Print” to print the Commodity Received form or save it as a file.	<ul style="list-style-type: none"> ● The Print option will be available during both Draft and Released statuses. 	

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15.	The printed copy of the Commodity Received form (Dhakila Faram) should be given to the courier / delivery person of the commodities.		
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b. Creating Commodity Received Form Exercise

Situation:

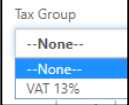
You are the storekeeper of Sindhupalchok Health Office. Create the received commodity form of the following commodities received form the central warehouse, Teku and present invoice.

S.N	Product Name	Quantity	Unit	Unit price	Batch number
1	Condom	20,000	Pc	1.80	BBT16 (2024/10/30)
2	Amoxycillin 125 mg	10,000	Tab	4.75	AMT15 (2024/11/30)
3	Ciprofloxacin 250 mg.	20,000	Tab	3.12	CMT15 (2024/12/30)
4	Metronidazole 400mg Tab	40,000	Tab	5.50	MMT15 (2025/11/30)
5	Paracetamol 500 mg	80,000	Tab	0.70	PMT15 (2023/11/30)
6	B.C.G. Vaccine 20 Dose	500	Vial	325.00	BMH15 (2024/11/30)




Guideline: Complete the exercise above according to the procedure of Creating Commodity Received report.

c. How do you Receive Commodities through the Direct Commodity Receive?

#	Functions	Points to Note	Example
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
2.	Select the source of the commodities as Supplier or Issuing Warehouse.	<ul style="list-style-type: none"> Select the Supplier or Warehouse by typing the Supplier Code, Supplier Name or Warehouse Name respectively. 	
3.	If “Issuing Warehouse” is selected, the applicable Districts will be listed in this field. Select the relevant District to select a Warehouse.		
4.	If “Issuing Warehouse” is selected, the types of Health Facilities will be listed in this field. Select the relevant Type to select a Warehouse.		
5.	Select the Supplier Name or Warehouse Name by typing it in the field and selecting a value from the resulting drop down.	<ul style="list-style-type: none"> The warehouses belonging to the District and HF type selected will be displayed. 	
6.	Select the relevant “Received Mode”	<ul style="list-style-type: none"> Purchase Donation 	
7.	Select the applicable currency from the drop down list.		

8.	Type the first few letters of the Funding Source name and the system will suggest the available Funding Source names. Then select a Funding Source from the drop down list.	<ul style="list-style-type: none"> ● Alternatively click the Search icon to search and select a Funding Source. 	E.g. WHO, UNICEF
9.	Enter the Reference number.	<ul style="list-style-type: none"> ● For Suppliers – enter the Invoice Number. ● For Warehouses – enter the Ha. Fa. Number. 	
10.	Select the Reference date in either BS or AD format. The alternative field will be auto-filled.	<ul style="list-style-type: none"> ● For Suppliers – enter the Invoice Date. ● For Warehouses – enter the Ha. Fa. Date. 	
11.	Enter notes or other details in the Description field.		
12.	Type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list or click the Search icon to search and select a Product.	<ul style="list-style-type: none"> ● Once the Product is selected, the system will display the Unit of measure (UOM) next to the quantity. 	
13.	Enter the Unit Price of the product.		
14.	Select the Tax group of the product from the drop down list.	<ul style="list-style-type: none"> ● This is only applicable when receiving commodities from a Supplier. In the case of Warehouses, taxes have already been taken care of by the Issuing Warehouse. 	
15.	Enter the quantity that has been received physically for the selected product.		
16.	Click “New Batch” to add batch information of the Commodities being received.	<ul style="list-style-type: none"> ● The “Batch Numbers” dialog will be displayed. 	

17.	The Captured Quantity will indicate the quantity which has been accounted for by adding batches to the grid.	<ul style="list-style-type: none"> This will increase as batches are added to the grid. 	
18.	Enter the Batch Number or Lot Number depending on the type of product selected.		
19.	Enter the quantity being received from this batch.		
20.	Select the VVM stage if applicable for relevant line item	<ul style="list-style-type: none"> Select the VVM stage of the commodity. This field will only be visible if a commodity being received is a vaccine. 	
21.	Select the Bin in which these commodities are to be placed.		
22.	Select the Manufacturer from the drop down list.		
23.	Select the Manufactured date in either BS or AD format.	<ul style="list-style-type: none"> The alternative field will be auto-filled. This is not a mandatory field. 	
24.	Select the Expiry date in either BS or AD format.	<ul style="list-style-type: none"> The alternative field will be auto-filled. Expiry date becomes mandatory if the selected product is batch related, but is not mandatory for lot products. 	
25.	Days to Expiry will be automatically generated by the system based on the expiry date.		
26.	Click “Add Record” to add the batch to the grid.	<ul style="list-style-type: none"> Repeat steps 18 – 25 for additional batches until Captured Quantity equals Quantity. 	

27.	Click “Apply” to add the batches to the Commodity Received record.		
28.	Click “Add Record” to add the Commodity Received record to the grid.		
29.	Repeat steps 12 – 27 for additional products.		
30.	Click the “Draft” button to save the record.		
31.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	
32.	Click “Print” to print the Commodity Received form or save it as a file.	<ul style="list-style-type: none"> The printed copy of the Commodity Received form (Dhakila Faram) should be given to the courier / delivery person of the commodities. 	

d. Creating Commodity Received Form Exercise

Situation:

You are the storekeeper of Ramechhap Health Office. Create the commodity received form of the following commodities received and present invoice.

A.G.F.No: 406

Government of Nepal
Ministry of Health and Population
Department of Health Services
District Health Office
Office
Code No:

Handover Form

The following listed commodities has been handover:

Commodity Handover approved No:

Commodity Handover approved Date:

office Name:

Date:

Handover Form No:

S. N.	Goods Category Ref. No.	Stock Book Page No.	Product Name	Specification	Product Identity No.	Model No	Unit	Quantity	Unit Price	First Received Date	Physical State of Goods
१	२	३	४	५	६	७	८	९	१०	११	१२
1	407	1	Condom		Bat: 837492 Exp:2019 /07/30		Pc	10,000	1.80		
2	407	11	Amoxyici		Bat:		Tab	8,000	4.75		

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			llin 125 mg		837494 Exp:2019 /07/30					
3	407	6	Ciproflo xacin 250 mg.		Bat: 00074 Exp:2019 /01/30	Tab	12,00 0	3.12		
4	407	11	Metroni dazole 200mg Tab		Bat: 4837BC Exp:2019 /08/30	Tab	17,00 0	5.50		
5	407	129	Paraceta mol 500 mg		Bat: 9383 Exp:2019 /04/30	Tab	30,00 0	0.70		
6	407	200	B.C.G. Vaccine 20 Dose		Bat: 0273 Exp:2019 /04/30	Vial	100	325.00		

To be filled by
Issue Office:

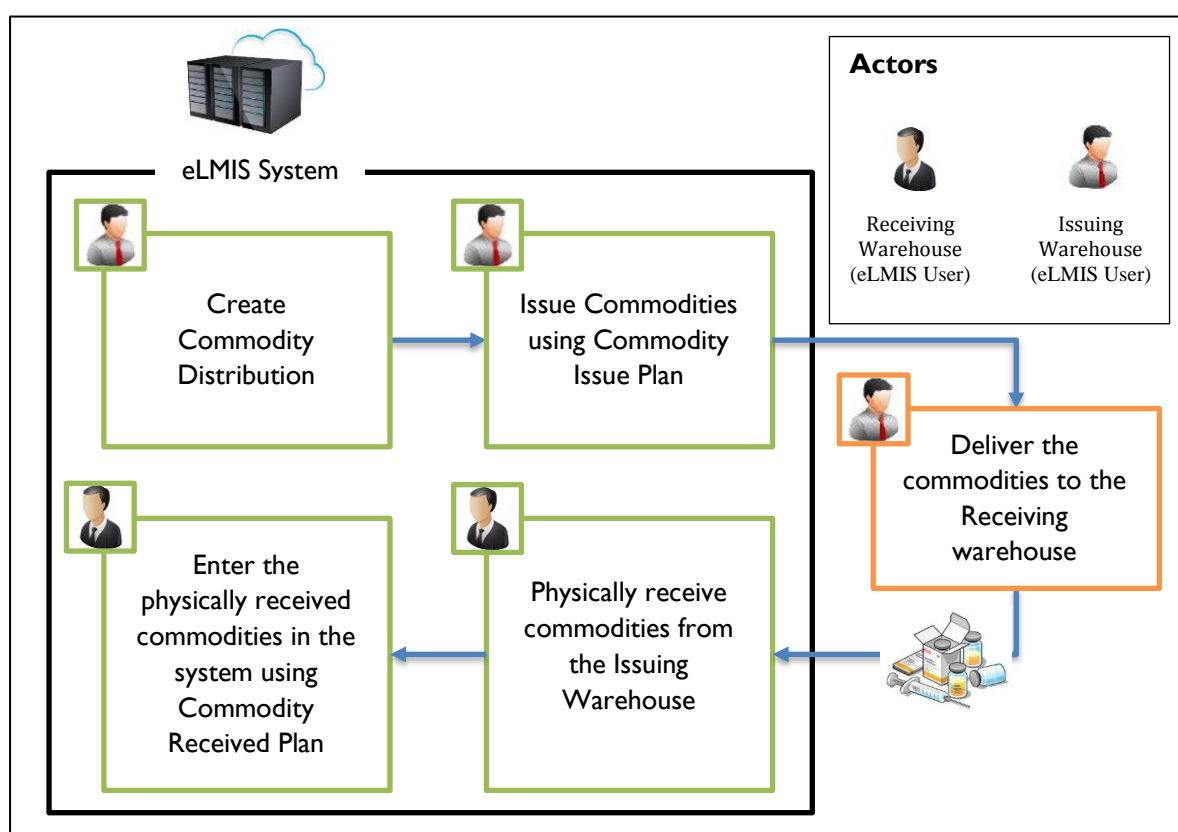
To be filled by Receivers Office:

Comm odity Issuer:	Commodity Issuer office In charge:	Commodity Receiver:	Commodity Receiver office Incharge:
Name	Name	Name	Name
Design ation:	Designat ion:	Design ation:	Design ation:
Signatu re:	Signatur e:	Signatu re:	Signatu re:
Date:	Date:	Date:	Date:
Office Stamp		Office Stamp	




Guideline: Complete the exercise above according to the procedure of creating commodity received.

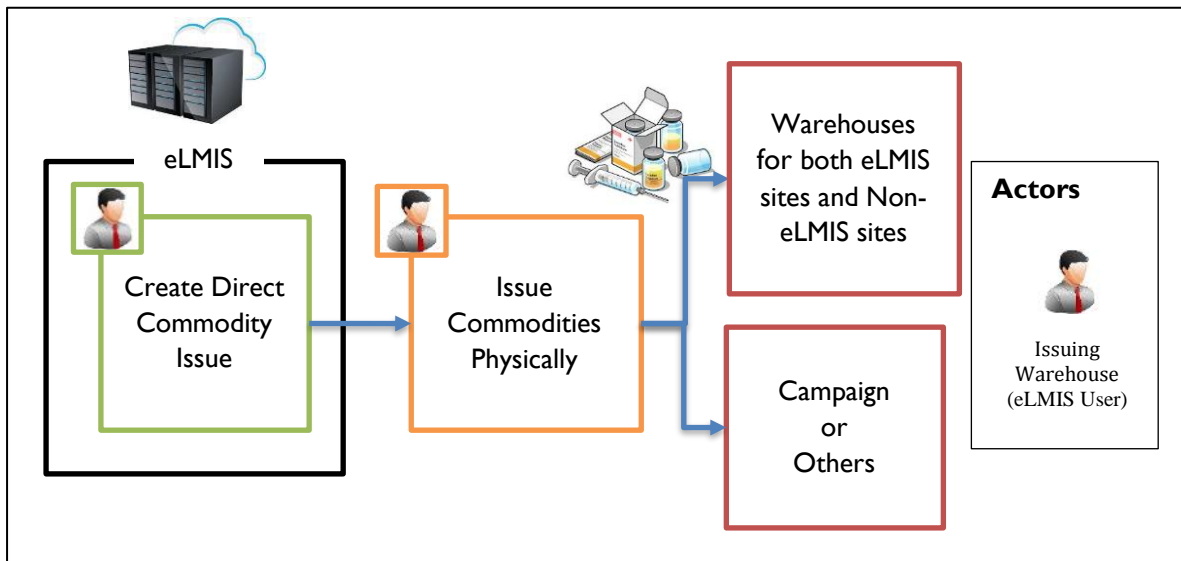
II. How do you Issue Commodities?

Function	Issuing Commodities via Online application
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To record commodities that are issued to other warehouses and institutions.
Use Case / When to use	When issuing commodities.
Required Materials	Internet enabled desktop / laptop computer



Process Flow: “Through Distribution” and “Through the Commodity Issue Plan”

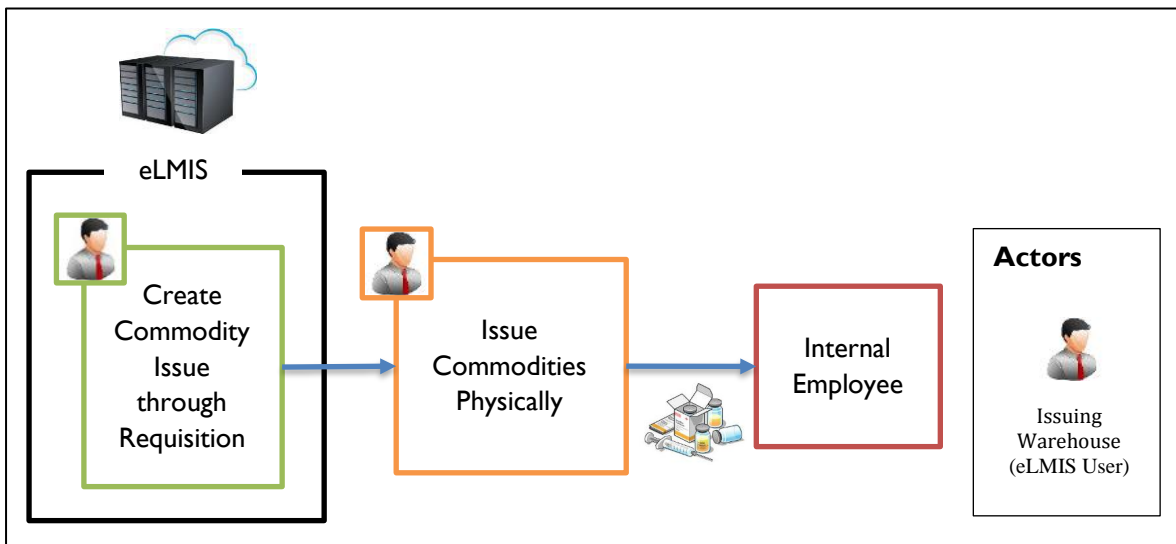
<p>11.1 Through Distribution</p> <ul style="list-style-type: none"> The commodities can be issued through the Distribution plan if the requisition is not received through the eLMIS and requires issuing the commodity. 	 
<p>11.2 Through the Commodity Issue Plan</p> <ul style="list-style-type: none"> The commodities can be issued automatically through the “commodity Issue Plan” if the requisition form received through eLMIS system. 	



Process Flow: “Through Direct Commodity issue”

11.3 Through Direct Commodity issue

- The commodities can be issued through this method for both health institutions NOT using eLMIS (i.e. Police, Schools), eLMIS & Campaigns.




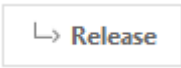
11.4 Issue through Requisitions Form

- Issuing commodities to an internal employee or institution that doesn't provide the received from.

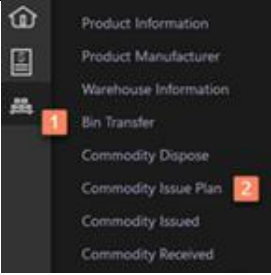

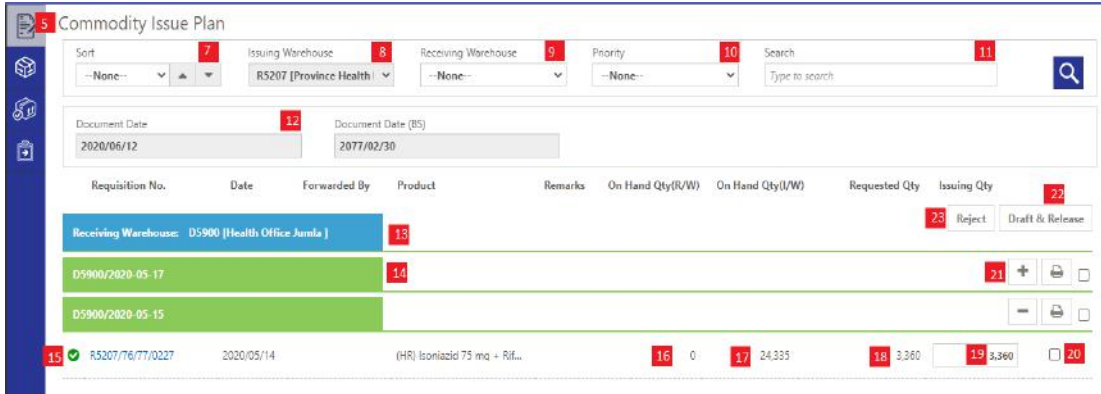
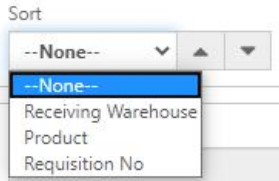




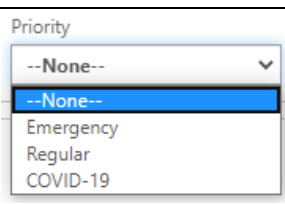
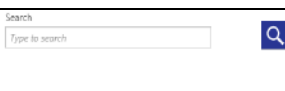


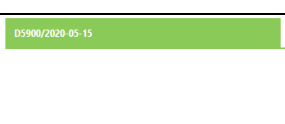
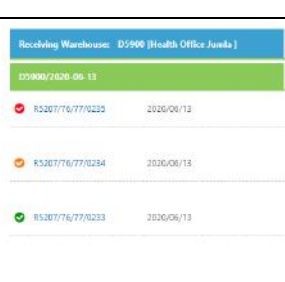
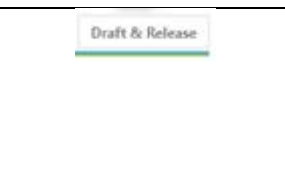
a. How do you Issue Commodities through Distribution?








#	Functions	Points to Note	Example
<p>Path: Inventory & Warehousing > Requisition / Distribution Alternatively, click the “Distribution” tile on the Home page.</p>			
1.	Select the “Distribution” Journey		
2.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
3.	The Issuing warehouse will be auto-selected as the location of the logged-in user and the field will be fixed.		
4.	Select the priority type of the Requisition as “Emergency, Regular or COVID-19”.		
5.	Enter notes or other details in the Description field.		
6.	Select the District of the intended Receiving warehouse.		
7.	Select the Health facility type of the intended Receiving warehouse		
8.	Select the Receiving warehouse from the drop down.	<ul style="list-style-type: none"> All accessible warehouses of logged user which applicable to the selected District and type will be listed. 	
9.	Click “Add All” to add all products available in the Receiving warehouse with the	<ul style="list-style-type: none"> The quantities required to replenish the stock to the ASL value will be automatically filled in. Double-click 	

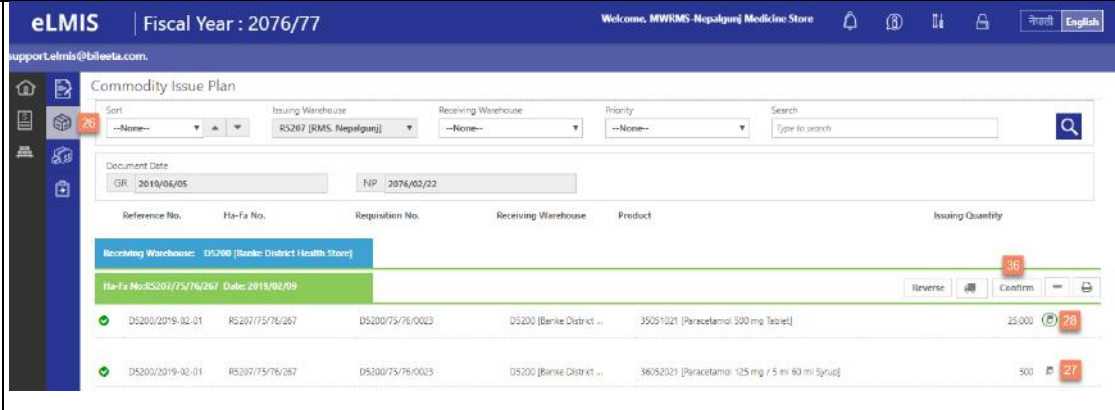

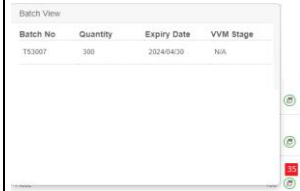
	Stock On Hand value below its respective ASL.	any of the quantity values in the grid to modify them.	
10.	Type the Product name and the system will suggest the available Product names. Then select a Product from the drop down list.	<ul style="list-style-type: none"> Alternatively click the Search icon to search and select a Product. Once the Product is selected, the Quantity field will be enabled. 	
11.	Enter the quantity that is required of the selected Product.		
12.	Enter line wise “Remarks” if applicable		
13.	Click “Add Record” to add the record to the grid.		
14.	Repeat steps 10 – 12 until all the Products required for this Requisition are added.		
15.	Click the “Draft” button to save the record.		
16.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	


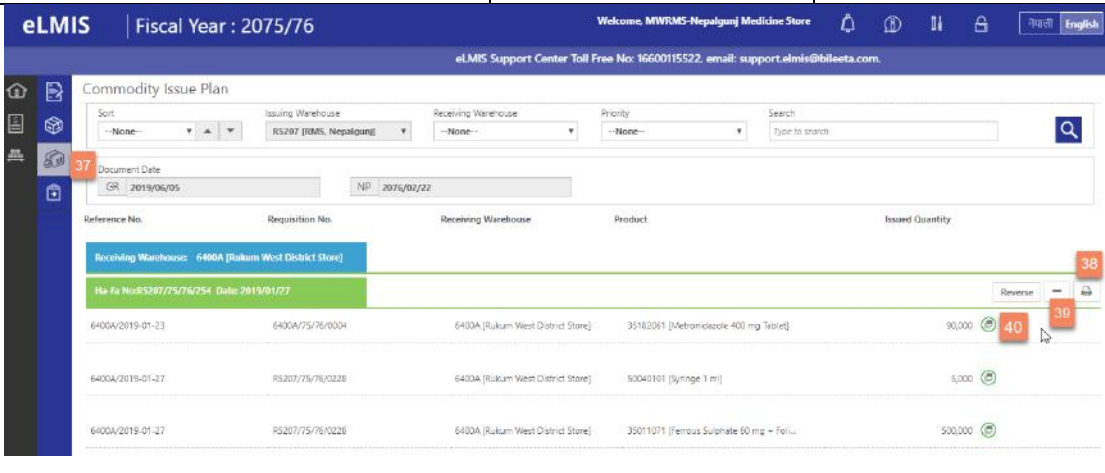



b. How do you Issue Commodities through the Commodity Issue Plan?

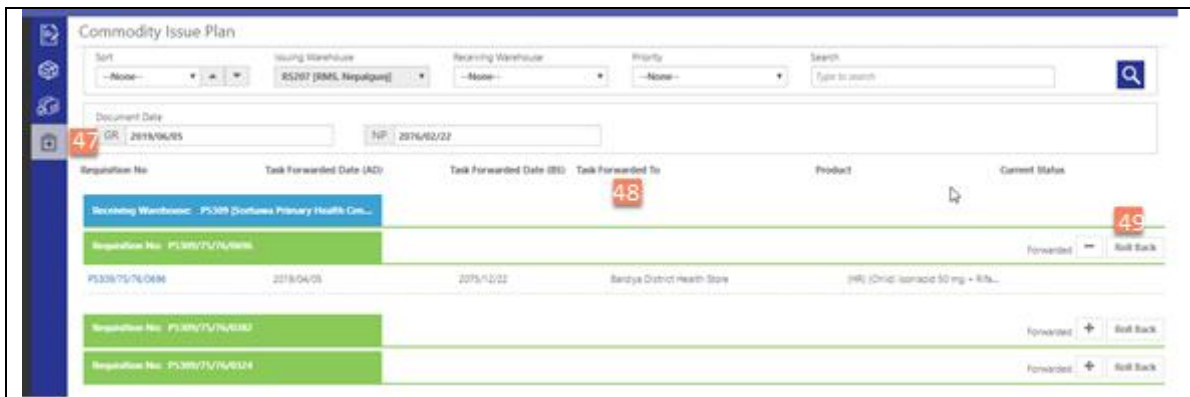
#	Functions	Points to Note	Example
<p>Path: Inventory & Warehousing > Commodity Issue Plan Alternatively click the “Commodity Issue Plan” tile on the Home page.</p>			
1.	Go to the Navigation Menu and click on “Inventory & Warehousing”.		
2.	Click on “Commodity Issue Plan”.		
3.	Alternatively, go to the “Home Page” and click on the “Commodity Issue Plan” button.		
4.	The “Commodity Issue Plan” page will be displayed.		
5.	The “Planning” stage provides the user an opportunity to plan the quantity that should be issued based on Stocks On Hand.		
6.	Follow these steps to Release the commodities from the “Planning” stage.		
7.	This “Sort” option enables to sort records by “Receiving Warehouse, Product and Requisition No.”		
8.	This is logged users default warehouse and it is not allowed to be changed.		

9.	This title indicates the Receiving warehouse of the particular Requisition and user able to filter pending issues by selecting this.		
10.	This enables the user to filter pending transactions by its priority		
11.	This common search enables user to filter/search pending transactions by any key word		
12.	This AD and BS calendar allows to select the relevant commodity issue date		
13.	All Requisitions and Distributions of receiving warehouse has categorized by warehouse name		
14.	This title indicates the unique system-generated reference assigned to Requisitions from this warehouse on the given date.		
15.	This icon indicates that the record is a Regular (Green), Emergency (Orange) or COVID-19 (Red) Requisition.		
16.	This column indicates the Stock On Hand for the particular product in Receiving Warehouse		
17.	This column indicates the Stock On Hand for the particular product in Issuing Warehouse		
18.	This column indicates the Requested Quantity for the particular product.		
19.	This column indicates the Planned Quantity that is planned to be issued.		
20.	Once planning is done, click the checkbox of the relevant records.		
21.	By using this user will be able to expand the requisition/distribution and view detail		
22.	If the user wishes to issue the requested commodities, click the “Draft & Release” button to complete planning.	<ul style="list-style-type: none"> • The Released Requisitions will be transferred to the “Picking & Delivery” tab. 	

23.	If the user wishes to reject the request due to lack of stocks or any other reason, click the “Reject” button.	<ul style="list-style-type: none"> The system will display the “Reject Reason” dialog. 	
24.	Enter the reason for the rejection and click “Update” to complete the transaction.	<ul style="list-style-type: none"> The Commodity Requisition will be removed from the “Planning” tab. 	
25.	If the user wishes to forward Requisitions of SDPs to another warehouse because they do not have sufficient stocks, click the “Forward” button.	<ul style="list-style-type: none"> This option is only available for users of the LLG level and above when processing Requisitions from SDPs. 	
26.	The “Forward Warehouse” dialog will be displayed.		
27.	Click the Search button to select a warehouse.		
28.	Select the Warehouse from the resulting “Warehouse” selection dialog and click “Apply”.	<ul style="list-style-type: none"> The Requisitions will be transferred to the “Forwarded Tasks” tab. 	
29.	Click “Print” to print all the requisitions sent from a particular warehouse within a given day.	<ul style="list-style-type: none"> The print preview will be displayed. 	
30.	Select “Consolidated Requisition” from the drop down list.	<ul style="list-style-type: none"> The print preview will be displayed. Adjust the page settings and select the printer. 	
31.	Click “Print” or “Download” as required.		
32.	Go to the “Picking & Delivery” tab to select the batches to dispatch. Follow these steps to Release the commodities from the “Picking & Delivery” stage.		


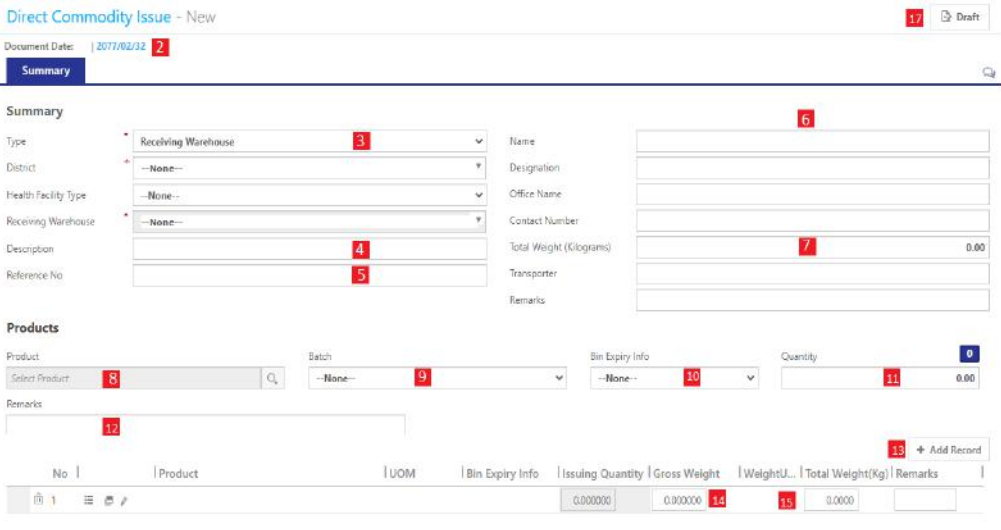

																																																																									
<p>33. If stocks need to be dispatched from a different batch of if the batch has to be changed after “Drafting & Releasing” due to a correction, click on the “View” button. The Batch Nos dialog will be displayed.</p>																																																																									
<p>34. System is indicating batch changed lines with circle (Green Color)</p>																																																																									
<p>35. Move mouse pointer on to “Batch View” button to see the system selected batch details</p>																																																																									
<div data-bbox="225 1151 1347 1818"> <h3>Batch Details</h3> <p>Product 36052021 [Paracetamol 125 mg / 5 ml 60 ml Syrup]</p> <p>Quantity 500 30 Captured Quantity 500 31</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Batch No</th> <th>Lot No</th> <th>Expiry Date</th> <th>No. Of Days</th> <th>VVM Stage</th> <th>Bin No</th> <th>Available...</th> <th>Requested ...</th> <th>Manufacturer</th> </tr> </thead> <tbody> <tr> <td>32 <input checked="" type="checkbox"/></td> <td>PL-102</td> <td>0000000000000...</td> <td>2019/10/30</td> <td>147</td> <td></td> <td>Store Room 7</td> <td>18,009</td> <td>500</td> <td>215 [Ohm Pharmace</td> </tr> <tr> <td>33 <input type="checkbox"/></td> <td>PL-101</td> <td>0000000000000...</td> <td>2019/10/30</td> <td>147</td> <td></td> <td>Store Room 7</td> <td>6,950</td> <td>34 0</td> <td>215 [Ohm Pharmace</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PL-101</td> <td>0000000000000...</td> <td>2019/10/30</td> <td>147</td> <td></td> <td>Store Room 7</td> <td>6,950</td> <td>0</td> <td>215 [Ohm Pharmace</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PL-103</td> <td>0000000000000...</td> <td>2019/10/30</td> <td>147</td> <td></td> <td>Store Room 7</td> <td>450</td> <td>0</td> <td>215 [Ohm Pharmace</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PL-103</td> <td>0000000000000...</td> <td>2019/10/30</td> <td>147</td> <td></td> <td>Store Room 7</td> <td>450</td> <td>0</td> <td>215 [Ohm Pharmace</td> </tr> <tr> <td><input type="checkbox"/></td> <td>PL-104</td> <td>0000000000000...</td> <td>2019/10/30</td> <td>147</td> <td></td> <td>Store Room 7</td> <td>50</td> <td>0</td> <td>215 [Ohm Pharmace</td> </tr> </tbody> </table> <p style="text-align: right;">35 APPLY</p> </div>				Select	Batch No	Lot No	Expiry Date	No. Of Days	VVM Stage	Bin No	Available...	Requested ...	Manufacturer	32 <input checked="" type="checkbox"/>	PL-102	0000000000000...	2019/10/30	147		Store Room 7	18,009	500	215 [Ohm Pharmace	33 <input type="checkbox"/>	PL-101	0000000000000...	2019/10/30	147		Store Room 7	6,950	34 0	215 [Ohm Pharmace	<input type="checkbox"/>	PL-101	0000000000000...	2019/10/30	147		Store Room 7	6,950	0	215 [Ohm Pharmace	<input type="checkbox"/>	PL-103	0000000000000...	2019/10/30	147		Store Room 7	450	0	215 [Ohm Pharmace	<input type="checkbox"/>	PL-103	0000000000000...	2019/10/30	147		Store Room 7	450	0	215 [Ohm Pharmace	<input type="checkbox"/>	PL-104	0000000000000...	2019/10/30	147		Store Room 7	50	0	215 [Ohm Pharmace
Select	Batch No	Lot No	Expiry Date	No. Of Days	VVM Stage	Bin No	Available...	Requested ...	Manufacturer																																																																
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<p>37. Batch Captured quantity is displaying here</p>																																																																									
<p>38. Remove the tic from system selected line to change/select different batch</p>																																																																									

39.	Select/ Click on the checkbox of the required batch to select it.		
40.	Enter the required quantity which needs to issue		
41.	Click “Apply” to confirm the batch.		
42.	Once batches are assigned, click “Confirm” to move the Requisitions to the “Delivered” tab.	<ul style="list-style-type: none"> ● The following message will indicate that the products were successfully delivered. 	
43.	If required, information of the Delivered Requisitions can be viewed in the “Delivered” tab.		
			
44.	Print the Delivered Requisition as the Ha.Fa. (Handover) form has to be sent to the Receiving warehouse.		
45.	Click on the “+/-” button of any group to view/hide the delivered commodities.		
46.	If stocks need to be dispatched from a different batch or if the batch has to be changed after “Delivering” due to a correction, click on the “View” button.	<ul style="list-style-type: none"> ● The Batch Nos dialog will be displayed. ● Follow the instructions in steps 29 - 35 to select a different batch. 	
47.	Go to the “Forwarded Tasks” tab to view the Requisitions that have been forwarded.		


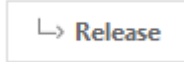


48.	This column will display the warehouse to which each Requisition has been forwarded.		
49.	Click “Roll Back” to revert the Requisition if it was Forwarded by mistake or if stocks have since become available.	<ul style="list-style-type: none"> • This option is only available if the forwarded Requisition is still in the Planning stage of the forwarded warehouse and commodities have not been sent. 	
50.	The Requisitions will be moved to the “Planning” tab.		

c. How do you perform Direct Commodity Issue?

#	Functions	Points to Note	Example
<p>Path: Inventory & Warehousing > Commodity Issue Alternatively, click the “Direct Commodity Issue” tile on the Home page.</p>			
1.	Select the “Direct Commodity Issue” tile.		
			
2.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> ● If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
3.	Select whether the commodities are being issued to a warehouse or campaign from the drop down list. Based on the selection of the earlier step, select a receiving warehouse or a Campaign from the resulting drop down.	<ul style="list-style-type: none"> ● Select the District of the intended Receiving warehouse. ● Select the Health Facility Type of the intended Receiving warehouse. ● The list of warehouses will be displayed according to the district and HF type selected. ● System will load all receiving warehouse (eLMIS sites and Non-eLMIS sites) here in this form and user should select the required site ● User will be able to select the commodity 	

		receiving warehouse irrespective of access mode of site	
4.	Enter any relevant notes regarding the issue as a description.		
5.	Enter the requisition number printed in the manual requisition form in this field.		
6.	Enter the following details of the Transporter of the products being issued. <ul style="list-style-type: none"> ● Name ● Designation ● Office Name ● Contact Number ● Transporter ● Remarks 		
7.	The “Total Weight” of the products added to the grid will be displayed automatically in this field. The user can adjust this value if required.	<ul style="list-style-type: none"> ● The weight can be changed due to reasons like the additional weight of packaging. 	
8.	Type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list.	<ul style="list-style-type: none"> ● Alternatively click the Search icon to search and select a Product. 	
9.	Select the batch from which to issue commodities from the drop down list. The values of this drop down list will be loaded based on the selected product.	<ul style="list-style-type: none"> ● user will be able to select any available (Non expired) batch for issue ● If user wants to send multiple batches, then he should enter data in multiple lines in the item grid (One batch for one line) 	
10.	Select the batch from which to issue commodities from the drop down list. The values of this drop down list will be loaded based on the selected product.		
11.	Select the “Bin and Expiry Information” of the products being issued from the drop down list.	<ul style="list-style-type: none"> ● The values of this drop down list will be loaded based on the selected product. 	
12.	Enter the quantity to be issued.	<ul style="list-style-type: none"> ● The total On Hand Quantity from all available batches will be displayed above this field. 	
13.	Enter any remarks about the product.	<ul style="list-style-type: none"> ● Double click this field to change it or correct it. 	
14.	Click “Add Record” to add the product to the grid.		

15.	The “Gross Weight” of a single unit of the selected product will be displayed along with its Unit of Measure.	<ul style="list-style-type: none"> If the weight is different user can over right the weight by trying a new value 	
16.	The “Total Weight” of the selected product will be displayed in Kilo Grams.		
17.	Repeat steps 8 - 13 until all the Products required for this issue are added.		
18.	Click the “Draft” button to save the record.		
19.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	

d. Creating Commodity Issue Exercise

Situation:

Create the handover form for the following commodities to any health post under your office

A.G.F.No: 406

Government of Nepal
Ministry of Health and Population
Department of Health Services
District Health Office

Office Code
No:

Handover Form

The following listed commodities has been handover:

Commodity Handover approved No:

Commodity Handover approved Date:

office Name:

Date:

Handover Form No:

S. N.	Goods Category Ref. No.	Stock Book Page No.	Product Name	Specific ation	Product Identity No.	Mo del No	Unit	Quan tity	Unit Price	First Receive d Date	Phys ical Stat e of Goo ds
१	२	३	४	५	६	७	८	९	१०	११	१२
1	407	1	Condom		Bat: 837492 Exp:2019 /07/30		Pc	10,00 0	1.80		
2	407	11	Amoxyci llin 125 mg		Bat: 837494 Exp:2019 /07/30		Tab	8,000	4.75		
3	407	6	Ciproflo xacin		Bat: 00074		Tab	12,00 0	3.12		

			250 mg.		Exp:2019 /01/30					
4	407	11	Metronidazole 200mg Tab		Bat: 4837BC Exp:2019 /08/30	Tab	17,000	5.50		
5	407	129	Paracetamol 500 mg		Bat: 9383 Exp:2019 /04/30	Tab	30,000	0.70		
6	407	200	B.C.G. Vaccine 20 Dose		Bat: 0273 Exp:2019 /04/30	Vial	100	325.00		


To be filled by Issue Office:

To be filled by Receivers Office:

Commodity Issuer:		Commodity Issuer office Incharge:		Commodity Receiver:		Commodity Receiver office Incharge:	
Name	Designation:	Name	Designation:	Name	Designation:	Name	Designation:
Signature:		Signature:		Signature:		Signature:	
Date:		Date:		Date:		Date:	
Office Stamp				Office Stamp			

Guideline: Complete the exercise according to the procedure of creating Handover Form.

e. How do you Issue Commodities through the Requisition Form?

#	Functions	Points to Note	Example
Path: Inventory & Warehousing > Requisition / Distribution Alternatively click the “Issue Through Requisition” tile on the Home page.			
1.	Select the “Issue Through Requisition” tile.		 Issue Through Requisition

2.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
3.	Specify the recipient of the commodities.		
4.	Enter any relevant notes regarding the issue as a description.		
5.	Type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list.	<ul style="list-style-type: none"> Alternatively click the Search icon to search and select a Product. 	
6.	Select the batch from which to issue commodities from the drop down list. The values of this drop down list will be loaded based on the selected product.		
7.	Select the “Bin and Expiry Information” of the products being issued from the drop down list.	<ul style="list-style-type: none"> The values of this drop down list will be loaded based on the selected product. 	
8.	Enter the quantity to be issued.		
9.	Enter any remarks about the product.		
10.	Click “Add Record” to add the product to the grid.		
11.	Repeat steps 5 - 10 until all the Products required for this issue are added.		
12.	Click the “Draft” button to save the record.		
13.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	

f. Creating commodity issue through the requisition Form Exercise**Situation:**

Create the commodity issue of the following commodities on today's date in your Office.

A.G.F.No: 404

Government of Nepal
Ministry of Health
Department of Health Services
District Health office

Office Code No:

Issue Form

Fiscal
Year
Requisition
Date

S.N.	Product Name	Code No.	Specification	Issued			Total Price	Stock Book Page no	Remarks
				Unit	Quantity	Rate			
1	2	3	4	5	6	7	8	9	10
1	Condom			Pc	90	2.00		1	
2	Amoxycillin 125 mg			Tab	10	5.76		11	
3	Ciprofloxacin 250 mg.			Tab	20	2.60		6	
4	Metronidazole 200mg Tab			Tab	40	1.80		11	
5	Paracetamol 500 mg			Tab	40	1		129	
6	B.C.G. Vaccine 20 Dose			Vial	5	200		200	

Store Section**Signature**

Name

Date

approved signature:

Name

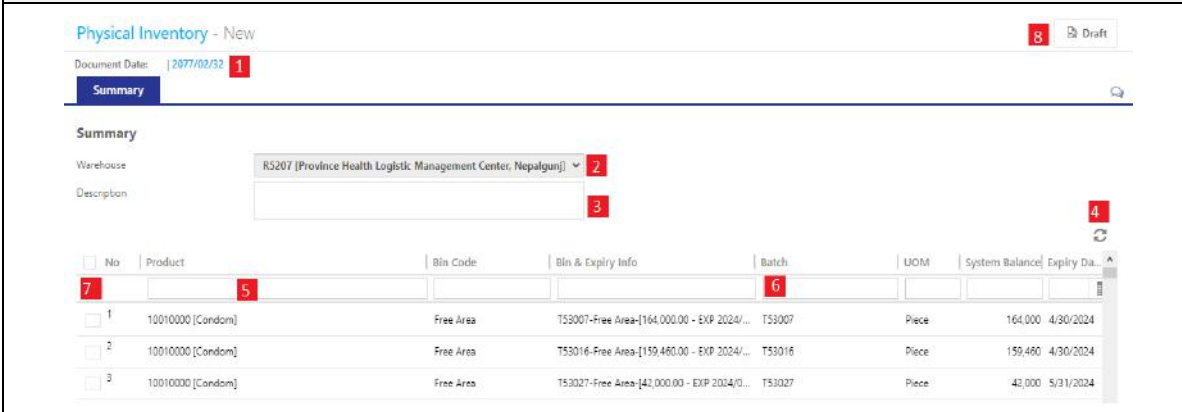

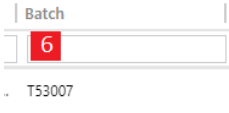

Date

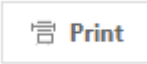


Guideline:

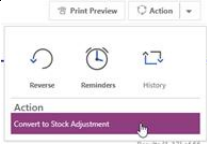
Complete the above exercise according to the procedure of creating commodity Issue Report.

12. How do you perform a Physical Inventory?

Function	Reconciling the physical balance and software balance through computer
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	Adjust the software balance according to the physical balance
When to use	While preparing stock inventory, LMIS report and anytime as the requirement.
Required Materials	Internet enabled desktop / laptop computer

#	Functions	Points to Note	Example
Path: Inventory & Warehousing > Physical Inventory			
			
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
2.	Warehouse will be automatically selected based on the logged in user.		
3.	Enter any information about the physical inventory count as the Description.		
4.	Click the “Refresh” button to view a list of all the products in the warehouse.		
5.	Product grid is enabled with search option to choose products which needs to perform the physical count		
6.	If needs to perform physical inventory/count only for selected batch, user can search by batch number		
7.	After filtering required Product/ Batch for physical count, click and select relevant lines		

8.		●																																																																																	
9.	Click “Print” to obtain a printed version of the list of products.																																																																																		
10.	Perform the Physical Inventory count by noting the quantity on hand of each product on the printed copy of the Inventory list.																																																																																		
11.	Click “Edit” to begin entering the Physical Inventory values to the eLMIS.																																																																																		
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Physical Inventory - R5207/76/77/003 (Draft)</p> <p>Document Date: 2077/02/32</p> <p>Summary</p> <p>Warehouse: R5207 [Province Health Logistic Management Center, Nepalgunj]</p> <p>Description:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Product</th> <th>Bin Code</th> <th>Bin & Expiry Info</th> <th>Batch</th> <th>UOM</th> <th>System Balance</th> <th>Physical Balance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10010000 [Condom]</td> <td>-Free Area-</td> <td>T53007-Free Area-[164,000.00 - EXP 2024/...</td> <td>T53007</td> <td>Piece</td> <td>164,000</td> <td></td> </tr> <tr> <td>2</td> <td>10010000 [Condom]</td> <td>-Free Area-</td> <td>T53016-Free Area-[159,460.00 - EXP 2024/...</td> <td>T53016</td> <td>Piece</td> <td>159,460</td> <td></td> </tr> <tr> <td>3</td> <td>10010000 [Condom]</td> <td>-Free Area-</td> <td>T53027-Free Area-[42,000.00 - EXP 2024/0...</td> <td>T53027</td> <td>Piece</td> <td>42,000</td> <td></td> </tr> <tr> <td>4</td> <td>10010000 [Condom]</td> <td>-Free Area-</td> <td>T53049-Free Area-[339,000.00 - EXP 2024/...</td> <td>T53049</td> <td>Piece</td> <td>339,000</td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Edit/Update View</p> <p>Physical Inventory - R5207/76/77/003 (Draft)</p> <p>Document Date: 2077/02/32</p> <p>Summary</p> <p>Warehouse: R5207 [Province Health Logistic Management Center, Nepalgunj]</p> <p>Description:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Product</th> <th>Bin Code</th> <th>Bin & Expiry Info</th> <th>Batch</th> <th>UOM</th> <th>System Balance</th> <th>Physical Balance</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10010000 [Condom]</td> <td>-Free Area-</td> <td>T53007-Free Area-[164,000.00 - EXP 2024/0...</td> <td>T53007</td> <td>Piece</td> <td>164,000</td> <td>12</td> </tr> <tr> <td>2</td> <td>10010000 [Condom]</td> <td>-Free Area-</td> <td>T53016-Free Area-[159,460.00 - EXP 2024/0...</td> <td>T53016</td> <td>Piece</td> <td>159,460</td> <td>0</td> </tr> <tr> <td>3</td> <td>10010000 [Condom]</td> <td>-Free Area-</td> <td>T53027-Free Area-[42,000.00 - EXP 2024/05/...</td> <td>T53027</td> <td>Piece</td> <td>42,000</td> <td>0</td> </tr> <tr> <td>4</td> <td>10010000 [Condom]</td> <td>-Free Area-</td> <td>T53049-Free Area-[339,000.00 - EXP 2024/0...</td> <td>T53049</td> <td>Piece</td> <td>339,000</td> <td>0</td> </tr> </tbody> </table> </div>				No	Product	Bin Code	Bin & Expiry Info	Batch	UOM	System Balance	Physical Balance	1	10010000 [Condom]	-Free Area-	T53007-Free Area-[164,000.00 - EXP 2024/...	T53007	Piece	164,000		2	10010000 [Condom]	-Free Area-	T53016-Free Area-[159,460.00 - EXP 2024/...	T53016	Piece	159,460		3	10010000 [Condom]	-Free Area-	T53027-Free Area-[42,000.00 - EXP 2024/0...	T53027	Piece	42,000		4	10010000 [Condom]	-Free Area-	T53049-Free Area-[339,000.00 - EXP 2024/...	T53049	Piece	339,000		No	Product	Bin Code	Bin & Expiry Info	Batch	UOM	System Balance	Physical Balance	1	10010000 [Condom]	-Free Area-	T53007-Free Area-[164,000.00 - EXP 2024/0...	T53007	Piece	164,000	12	2	10010000 [Condom]	-Free Area-	T53016-Free Area-[159,460.00 - EXP 2024/0...	T53016	Piece	159,460	0	3	10010000 [Condom]	-Free Area-	T53027-Free Area-[42,000.00 - EXP 2024/05/...	T53027	Piece	42,000	0	4	10010000 [Condom]	-Free Area-	T53049-Free Area-[339,000.00 - EXP 2024/0...	T53049	Piece	339,000	0
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12.	Enter the quantity on hand of each product in the “Physical Balance” column.	<ul style="list-style-type: none"> ● The balance already available in the system will be displayed in the “System Balance” column. 																																																																																	
13.	Use the Filter to find required products by typing their names.																																																																																		
14.	Click “Update” once all values have been updated.																																																																																		
15.	Once the record is saved, the variance will be shown along with the physical balance.		<table border="1"> <thead> <tr> <th>Physical Balance</th> <th>Variance Qty</th> </tr> </thead> <tbody> <tr> <td>2810</td> <td>2,810</td> </tr> <tr> <td>1300</td> <td>1,300</td> </tr> </tbody> </table>	Physical Balance	Variance Qty	2810	2,810	1300	1,300																																																																										
Physical Balance	Variance Qty																																																																																		
2810	2,810																																																																																		
1300	1,300																																																																																		
16.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> ● The inventory in the system will now become available again for transaction. ● Refer the Instructions 																																																																																	

		regarding Forms section regarding actions that are available after releasing a transaction.	
17.	If it is required to create a Stock Adjustment based on the variances identified in the physical inventory, click “Actions” and click “Convert to Stock Adjustment”.		
18.	Products with variances will be listed in the Stock Adjustment form grid.	<ul style="list-style-type: none"> Follow the steps in the next section to create a Stock Adjustment. 	

The system is facilitating user to select products for physical inventory by filtering from Product Name, Batch No., Expiry Date or Last Physical Inventory date. Also, system is allowing to perform physical inventory for selected product or its batch. Further the system will block all types of transactions only for those products/batches until the physical count process is completed. However, other products can be available for transactions.

Physical Inventory - New Draft

Document Date: | 2076/12/12

Summary

Warehouse: R5207 [Province Health Logistic Management Center, Nepalgunj]

Description:

<input type="checkbox"/>	No	Product	Bin Code	Batch	UOM	System Balance	Expiry Da.	Last Phys. Invt. Da.	Physical Balance
<input type="checkbox"/>	1	20010002 [B.C.G. 50 Dose]	Free Area	b6	Vial	800	3/31/2020	3/25/2020	0
<input type="checkbox"/>	2	20010002 [B.C.G. 50 Dose]	Free Area	B8	Vial	600	3/1/2020	3/25/2020	0
<input type="checkbox"/>	3	20010002 [B.C.G. 50 Dose]	Free Area	BA1	Vial	10	4/30/2020	3/25/2020	0

Once complete/ Release the physical count, user must create the relevant stock adjustment for that physical count transaction by using “Convert to Stock Adjustment” action.

Once user convert the “Released” physical count transaction in to stock adjustment, system will load the relevant information in to stock adjustment form.

+ Physical Inventory - R5207/76/77/005 (Released) Print Preview **Action**

Document Date: | 2076/12/12

Summary

Warehouse: R5207 [Province Health Logistic Management Center, Nepalgunj]

Description:

No	Product	Bin Code	Batch	UOM	System Balance	Physical Balance	Variance	Adjusted Qty
1	89123620 [Aceclofenac 75mg]	-Free Area-	B_B1	Tablet	1100	0	-1,100	0

eLMIS Online Application Participant Guide

Stock Adjustment - New Draft

Document Date: | 2076/12/12

Summary

Adjustment Reason: * --None-- --None-- Description: *

Warehouse: * R5207 [Province Health Logistic Management Center, Nepalgunj]

Ref DocNo: R5207/76/77/005

Products

No	Product	UOM	Type	Quantity	Manufacturer	Cost Per ...	Batch-Bin-Expi...	Reason	Remarks
1	89123620 [Aceclofenac 75mg]	Tablet	(-)	-1,100		11.300000	B_81-Free Area-[1,...	Physical Inventory	

Physical inventory values will effect on system, only after releasing the relevant stock adjustment transaction.

Organization Hierarchy

At the point of closing the financial period the admin user should be notified via message regarding the “Physical Count” of the relevant site

eLMIS v2.0 Welcome, Quality Assurance Administrator - Live

No messages to

Organiza

Search: 6004

Unit Code

MOHP

DOHS

MD

3

306

306

6

Add/Edit Organization Unit

Current Financial Period

International: Fiscal Year Start Month: July 2019, First date of data entering: 2019/07/01

Local: Fiscal Year Start Month: शिविर (Shrawan) 2076, First date of data entering: 2076/03/16

The Financial Period: 2019/07/17 to 2020/07/15

Accessible Financial Periods

No	Financial Period	Status
1	2018/07/17 to 2019/07/16	Hold
2	2019/07/17 to 2020/07/15	Hold
3	2020/07/17 to 2021/07/16	Hold
4	2021/07/17 to 2022/07/16	Hold
5	2018/07/17 to 2019/07/16	Closed
6	2019/07/17 to 2020/07/15	Active

Confirmation

You are changing the status of a financial period. System is not allowing back dated transactions for "Closed" financial periods. Check and validate with relevant user about back dated transactions and physical count before continuing.

Do you want to continue? To continue, click YES button.

YES NO

UPDATE CANCEL

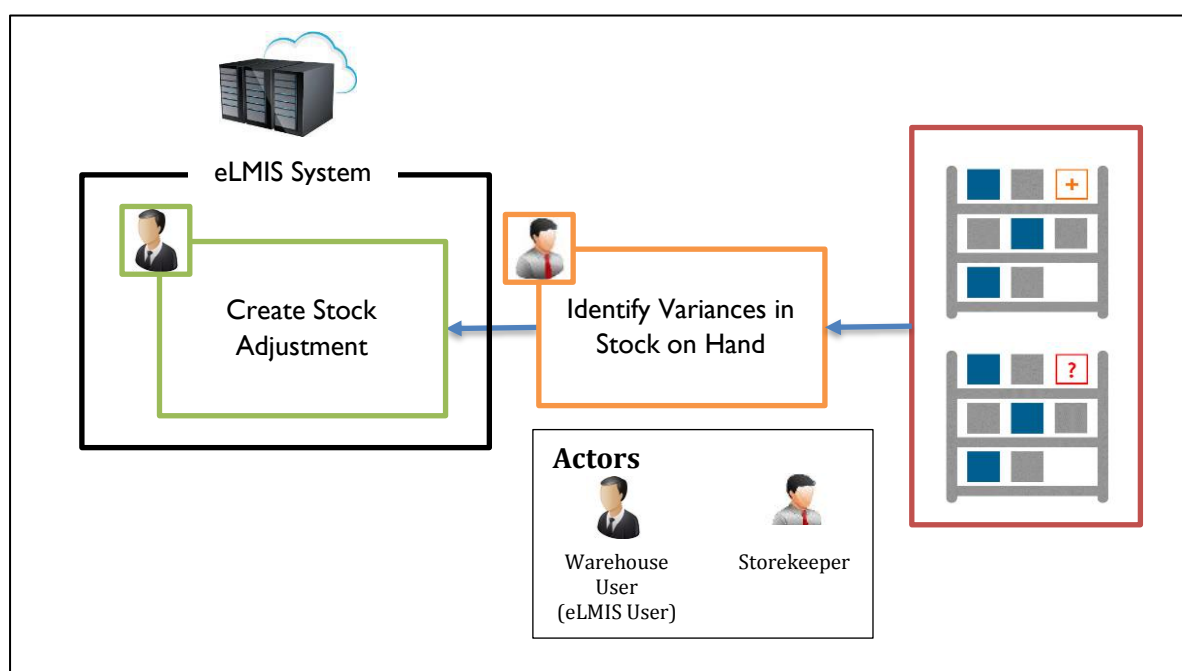
a. Physical inventory exercise**Situation:**

You are Ram Bhattachan, the storekeeper of District Health Office, Bardiya. While Physical Inspection you got the following status of the commodities on the date 2076/04/01. Fill the eLMIS stock adjustment according to the procedure.

S.N	Commodity Name	Quantity	Unit	Batch No.
1	Condom	28,000	Pc	Bat: 837492 Exp:2020/07/30
2	Amoxicillin 125 mg	8,000	Tab	Bat: 837494 Exp: 2020/07/30
3	Ciprofloxacin 250 mg.	99,000	Tab	Bat: 00074 Exp: 202001/30
4	Ferrous Sulphate with Folic acid tab	17,000	Tab	Bat: 4837BC Exp: 2020/08/30
5	Tetracycline HCL 250 mg Capsule	13,600	cap	Bat: 9383 Exp: 2020/04/30
6	BCG Vaccine 20 Dose	90	Vial	Bat: 0273 Exp: 2020/04/30

13. How do you perform a Stock Adjustment?

Function	Adjusting the stock balance in the system against the physical inventory
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To create stock adjustment by referring the physical inventory
When to use	In any instance of commodity lost and found
Required Materials	Internet enabled desktop / laptop computer



Type of Adjustment	Description
13.1 Plus Adjustment	This type of adjustment can be done when commodities are found physically and have not been recorded in the eLMIS. They can be recorded by: 1. Adding them to an existing batch. or 2. Creating a new batch.
13.2 Minus Adjustment	This type of adjustment can be done when stocks are recorded in the eLMIS, but do not exist physically due to reasons such as damage or theft.
13.3 VVM Adjustment	This type of adjustment is only applicable to vaccines and can be done when the usability status of vaccines change.

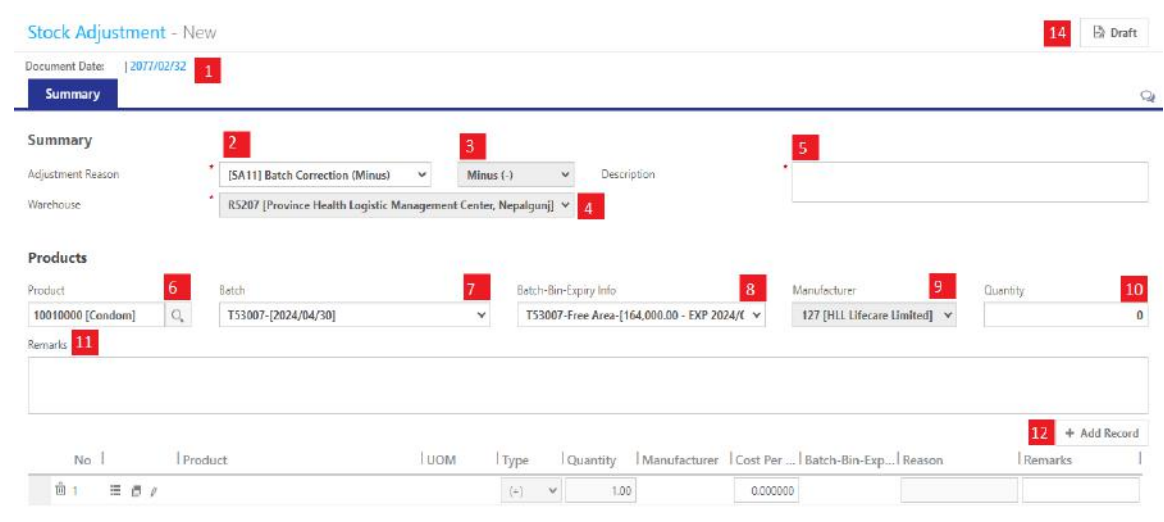
a. How do you perform a Plus Stock Adjustment?


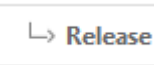
#	Functions	Points to Note	Example
Path: Inventory & Warehousing > Stock Adjustment			
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
2.	Select the Adjustment Reason from the drop down list.		
3.	The type of adjustment will be automatically selected as “Plus (+)”.		
4.	The warehouse is fixed to the location of the logged-in user by default.		
5.	Enter any relevant notes regarding the adjustment as a description.		
6.	Type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list or click the Search icon to search and select a Product.		
7.	Once the Product is selected, the system will load the related batch numbers. Select the applicable batch number. The “New” button can be used to create a new batch for stocks which do not belong to any of the existing batches.	<ul style="list-style-type: none"> The “New Batch” dialog will be displayed. 	

8.	Enter the new Batch Number or new Lot Number depending on the type of product selected.		
9.	The bin information will be automatically set based on the batch information. If not select the relevant bin from the drop down list.		
10.	Select the Manufacturer from the drop down list.		
11.	If the product is a vaccine, “VVM” field will be enabled. Select the state from the drop down list.		
12.	Select the Manufactured date in either BS or AD format.	<ul style="list-style-type: none"> ● The alternative field will be auto-filled. ● This is not a mandatory field. 	
13.	Select the Expiry date in either BS or AD format.	<ul style="list-style-type: none"> ● The alternative field will be auto-filled. ● Expiry date becomes mandatory if the selected product is batch related, but is not mandatory for lot products. 	
14.	The Day(s) till expiry will be auto-filled.		
15.	Click “Apply” to create the new batch.		
16.	Select the bin information from the drop down list.		
17.	The manufacturer will be automatically selected based on the batch information.		
18.	This field will be enabled once a batch has been selected or created. Enter the quantity that is to be adjusted.		
19.	Add any information about this stock as the remark.		
20.	Click “Add Record” to add the adjustment to the grid.		
21.	Repeat steps 2 - 20 until all the Products which are required to be adjusted are added.	<ul style="list-style-type: none"> ● Refer the other sub-sections of this section to add Adjustments of other types. 	
22.	Click the “Draft” button to save the record.		

23.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	➔ Release
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b. How do you perform a Minus Stock Adjustment?

#	Functions	Points to Note	Example
Path: Inventory & Warehousing > Stock Adjustment			
			
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
2.	Select the Adjustment Reason from the drop down list.		
3.	The type of adjustment will be automatically selected as “Minus (-)”.		
4.	The warehouse is fixed to the location of the logged-in user by default.		
5.	Enter any relevant notes regarding the adjustment as a description.		
6.	Type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list or click the Search icon to search and select a Product.		
7.	Once the Product is selected, the system will load the related batch numbers. Select the applicable batch number.		
8.	The bin information will be automatically set		

	based on the batch information. If not select the relevant bin from the drop down list.		
9.	The manufacturer will be automatically selected based on the batch information. If not select the relevant Manufacturer from the drop down list.		
10.	This field will be enabled once a batch has been selected or created. Enter the quantity that is to be adjusted.		
11.	Add any information about this stock as the remark.		
12.	Click “Add Record” to add the adjustment to the grid.		
13.	Repeat steps 2 - 12 until all the Products which are required to be adjusted are added.	<ul style="list-style-type: none"> ● Refer the other sub-sections of this section to add Adjustments of other types. 	
14.	Click the “Draft” button to save the record.		
15.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> ● Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	

c. How do you perform a VVM Stock Adjustment?

#	Functions	Points to Note	Example
Path: Inventory & Warehousing > Stock Adjustment			
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
2.	Select the Adjustment Reason from the drop down list.		
3.	The type of adjustment will be automatically selected as “VVM”.		
4.	The warehouse is fixed to the location of the logged-in user by default.		
5.	Enter any relevant notes regarding the adjustment as a description.		
6.	Type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list or click the Search icon to search and select a Product.		
7.	Once the Product is selected, the system will load the related batch numbers. Select the applicable batch number.		
8.	The bin information will be automatically set based on the batch information. If not select the relevant bin from the drop down list.		
9.	The manufacturer will be automatically selected based on the batch information. If not select the relevant Manufacturer from the drop down list.		
10.	This field will be enabled once a batch has been selected or created. Enter the quantity that is to be adjusted.		

11.	If the selected product is a vaccination and its current VVM state has been updated, it will be displayed in this field.	● This field will be disabled.	
12.	Select the new VVM state of the product from the drop down list.		
13.	Add any information about this stock as the remark.		
14.	Click “Add Record” to add the adjustment to the grid.		
15.	Repeat steps 2 - 14 until all the Products which are required to be adjusted are added.	● Refer the other sub-sections of this section to add Adjustments of other types.	
16.	Click the “Draft” button to save the record.		 Draft
17.	Click “Release” when the record is ready to be completed.	● Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction.	 Release

d. Stock Adjustment exercise

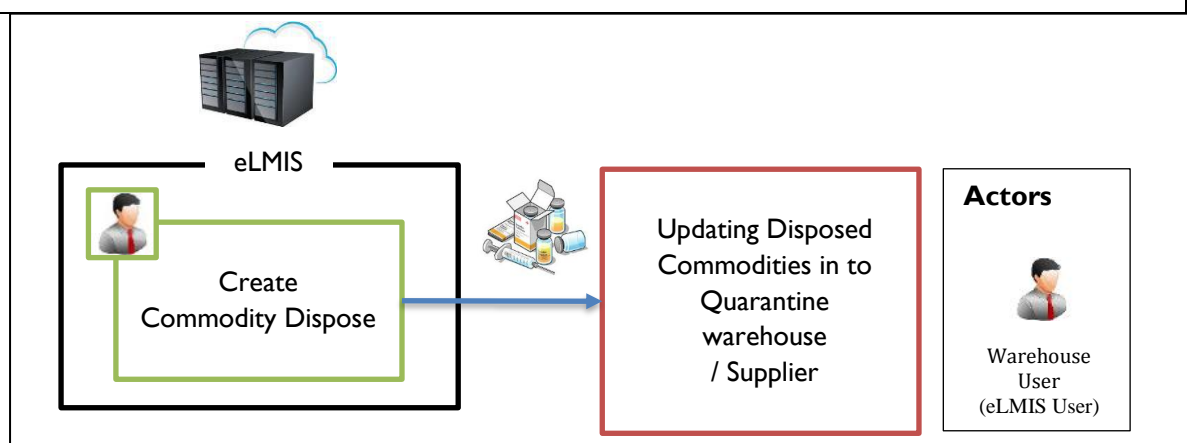
Situation:

You are Ram Bhattchan, the storekeeper of District Health Office, Bardiya. While Physical Inspection you got the following status of the commodities on 2076/04/01. Fill the eLMIS stock adjustment according to the procedure.


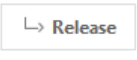
S.N	Commodity Name	Quantity	Unit	Batch No.	Status
1.	Condom	600	Pc	Bat: AT0273 Exp:2020/04/30	Received commodities of new batch.
2.	Pills Cycle	800	Cycle	Bat: AT0561 Exp:2020/05/31	Commodities lot due to theft
2.	BCG Vaccine 20 Dose	10	Vial	Bat: 0273 Exp:2020/04/30 VVM: I	Vaccine is in VVM: 2 stage.

14. How do you auction, write-off, and dispose commodities?

Function	Recording the stock auction/ write off and dispose
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	Creating the record of the commodities that need to auction/write off or dispose.
When to use	After completing the auction/write off or disposal from an authorized person according to the procedure.
Required Materials	Internet enabled desktop / laptop computer



#	Functions	Points to Note	Example
Path: Inventory & Warehousing > Commodity Dispose			
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	
2.	Select the Dispose Reason from the drop down list.		
3.	The warehouse is fixed to the location of the logged-in user by default.		

4.	Click “Add All Expired” to add all the expired products to the grid.		
5.	Alternatively, type the first few letters of the Product name and the system will suggest the available Product names. Then select a Product from the drop down list or click the Search icon to search and select a Product.	<ul style="list-style-type: none"> Once the Product is selected, the system will load the applicable batch numbers. 	
6.	Select the batch from which to dispose commodities from the drop down list. The values of this drop down list will be loaded based on the selected product.	<ul style="list-style-type: none"> The bin numbers applicable to the selected batch will be loaded. 	
7.	Select the relevant Bin & Expiry info from the drop down list.		
8.	Enter the quantity that is to be disposed of.		
9.	This label displays current total available stock of selected product in users’ default warehouse		
10.	This label displays current expired stock of selected product in users’ default warehouse		
11.	Click “Add Record” to add the record to the grid.		
12.	Repeat steps 5 - 11 until all the Products which are required to be disposed are added.		
13.	Click the “Draft” button to save the record.		
14.	Click “Release” when the record is ready to be completed.		
15.	Once the Record is released, the “Print” button will be displayed. Click “Print” to print the Commodity Dispose form or save it as a file.	<ul style="list-style-type: none"> Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	

a. Creating the commodity dispose record exercise**Situation:**

Create the record of the commodity dispose/write off in the warehouse in a required procedure on date 2076/04/01.

F.C.G.F.No: 410

Government of Nepal
Ministry of Health
Department of Health Service

..... Office
Office
Code No:

Dispose Form**Approved detail:**

Dispose Approved
Date;

Approved by Name and
designsation:

Fiscal
Year:

Date:

S.No	Product Ref No.	Stock book page no	Commodity Name	Specification	First Receive date	Year used	Quantity	Pay price	Current Estimated Price	Reason for Stock Dispose	Remarks
1	2	3	4	5	6	7	8	9	10	11	12
1	1	1	Condom				10,000	1.80		Damaged	
2	12	11	Amoxicillin 125 mg				8,000	4.75		Damaged	
3	11	6	Ciprofloxacin 250 mg.				12,000	3.12		Damaged	
4	12	11	Metronidazole 200mg Tab				17,000	5.50		Damaged	
5	18	129	Paracetamol 500 mg				30,000	0.70		Damaged	
6	5	200	BCG Vaccine 20 Dose				100	1.80		Damaged	

**Signature of
Prepare by:**
Name

**Signature of
Store Incharge**
Name

**Signature of
Approved by:**
Name

eLMIS Online Application Participant Guide

Designation
Date

Designation
Date

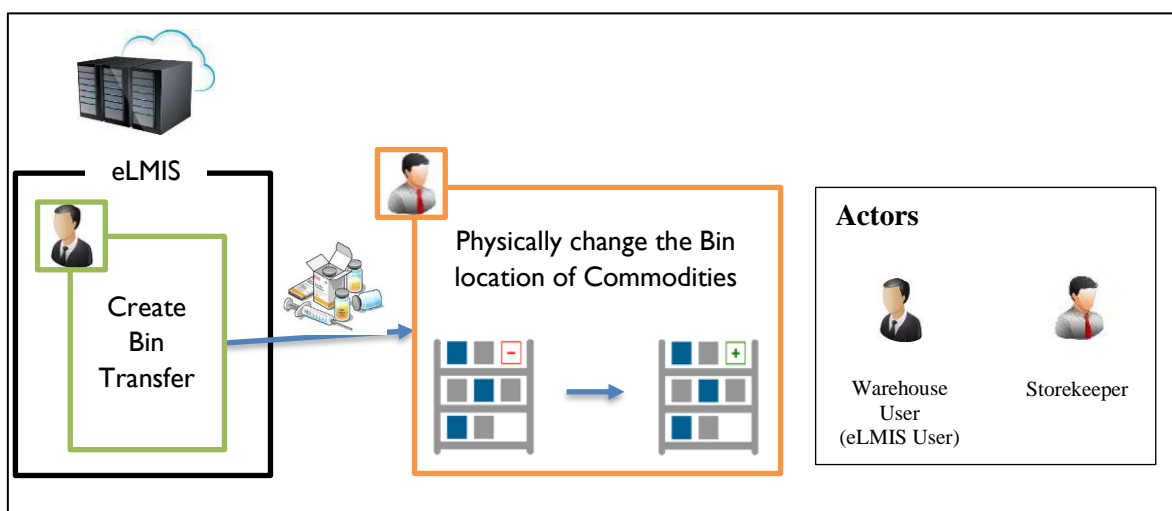
Designation
Date

Guideline:

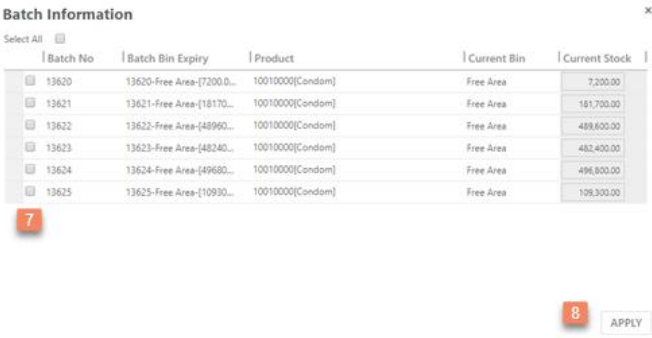



Complete the exercise above according to the procedure of commodity dispose.


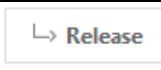
15. How do you perform a Bin Transfer?

Function	To transfer the commodities from one bin to another inside the system
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To arrange products in system defined bins according to the physical bins.
When to use	While transferring any medicine and commodity from one bin to another.
Required Materials	Internet enabled desktop / laptop computer



#	Functions	Points to Note	Example
Path: Inventory & Warehousing > Bin Transfer			
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	

2.	The warehouse is fixed to the location of the logged-in user by default.		
3.	The “Filter By” selection is fixed to “Product”.	<ul style="list-style-type: none"> ● Only products are accommodated in this process. 	
4.	Type the Product name and the system will suggest the available Product names. Then select a Product from the drop down list.	<ul style="list-style-type: none"> ● Alternatively click the Search icon to search and select a Product. 	
5.	Select the Bin in which the product is currently stored.	<ul style="list-style-type: none"> ● Alternatively select “All Bins” if you don’t know the current bin 	
6.	Click the “Add” button to select the Batch number from which the transfer is to be done. The Batch Information dialog will be shown.		
			
7.	Select a Batch Number for the transfer. The quantity available from each Batch Number is indicated.		
8.	Click “Apply” to confirm the record. The transfer will be listed in the grid.		
9.	Click the “New Bin” button to select the destination bin(s).		
			
10.	Select the destination bin from the dropdown list.		
11.	Enter the quantity to be transferred.	<ul style="list-style-type: none"> ● If the products need to be transferred to more than one destination bin, click the “Add” icon to add a new row and repeat steps 	

		10 and 11.	
12.	Click “Apply” to confirm the new bin(s).	<ul style="list-style-type: none"> ● If the products need to be transferred to more than one destination bin, click the “Add” icon to add a new row and repeat steps 10 and 11. 	
13.	Repeat steps 4 – 12 to add further products.		
14.	Click the “Draft” button to save the record.		
15.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> ● Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	

a. Bin to Bin Transfer Exercise

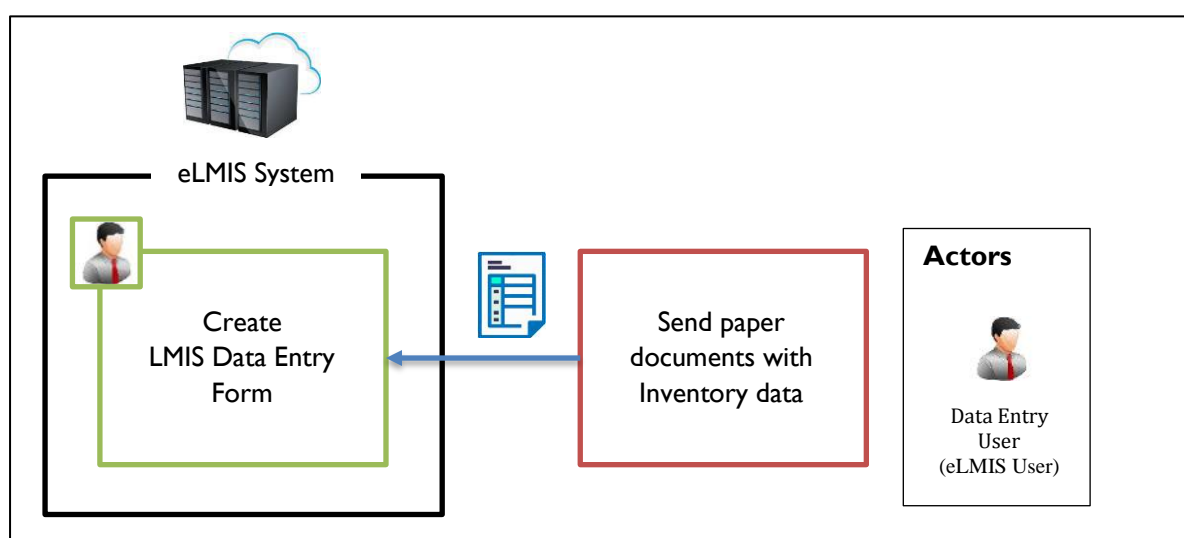
Situation:

Create the Bin Transfer of the following commodities on today’s date.

Health Commodities	Quantity	Bin No.	Batch and Expiry Date	Transfer Bin
Condom	8,00	Rack No. 1	Bat: 837492 Exp:2019/07/30	Rack No. 2
Amoxicillin 125 mg	7,00	Rack No. 3	Bat: 837494 Exp:2019/07/30	Rack No. 9
Ciprofloxacin 250 mg.	9,00	Rack No. 8	Bat: 00074 Exp:2019/01/30	Rack No. 10


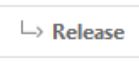

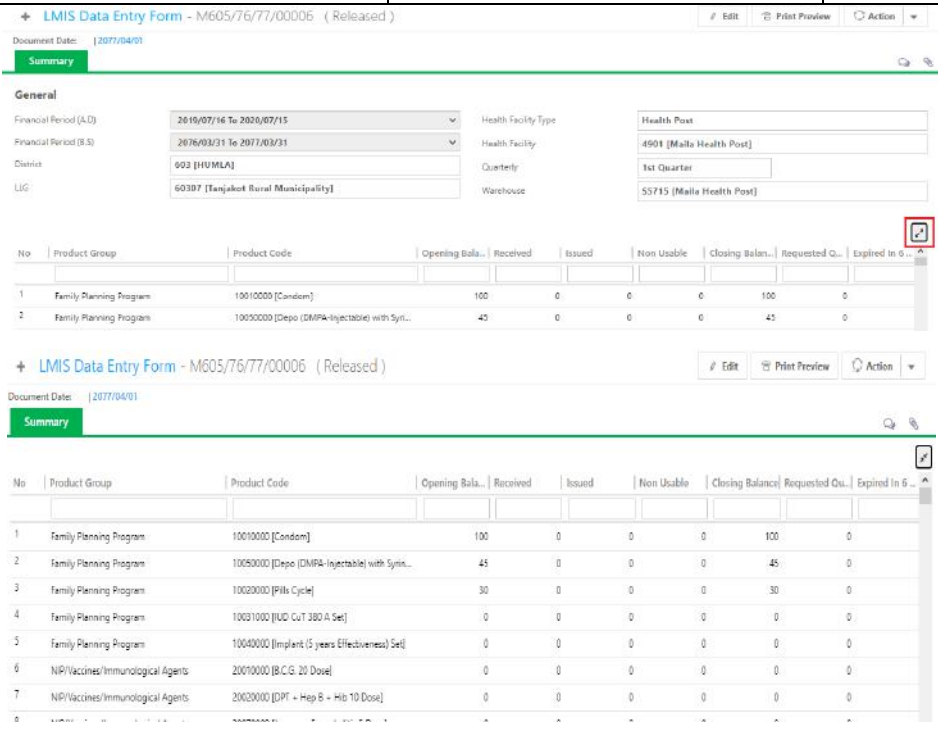
16. How do you perform monthly & quarterly data entry form?

Function	Entering data in to the system by referring the LIMS data Entry forms collected from health facilities in the related district
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To capture the data in non eLMIS using health facilities
When to use	In each quarter for the districts which are using the quarterly system and till 15th of the each month for the monthly system using districts.
Required Materials	Internet enabled desktop / laptop computer



#	Functions	Points to Note	Example
Path: Inventory & Warehousing > LMIS Data Entry Form			
1.	The Document date is set to the current date by default.	<ul style="list-style-type: none"> If the user has been granted back dating permissions, then it will be possible to select a past date through the calendar. 	

2.	Select the Financial Period in BS or AD Format. The alternative format period will be auto-filled.		
3.	District list is loading as per the defined “Data Entry Level” of logged user	<ul style="list-style-type: none"> ● If logged users’ Data entry level defined as “National”, Here system is displaying all districts ● If logged users’ Data entry level defined as “Provincial”, Here system is displaying all districts under logged users’ province ● If logged users’ Data entry level defined as “District”, here system is displaying logged users’ district only. 	
4.	Select the Local Level Government to which the health facility belongs.	<ul style="list-style-type: none"> ● These values will be listed based on the District that is selected. ● Selecting an LLG is optional. 	
5.	Select the Health Facility Type from the drop down list.	<ul style="list-style-type: none"> ● Selecting a Health Facility Type is optional. 	
6.	The Health Facility list will be populated based on the District selected in point 3 above.	<ul style="list-style-type: none"> ● If an LLG and/or HF Type is selected, the HF list will be filtered accordingly. ● Select the relevant value. 	
7.	Select the applicable period based on the pre-defined period type (Quarterly, Monthly, or Daily).		
8.	The warehouse will be selected automatically and all the products mapped with selected health facility type will be listed down.		
9.	The system will suggest the value of the “Opening Balance” column based on the closing balance value of the previous period if data has been entered for the previous period.	<ul style="list-style-type: none"> ● The user can over-write it if the value in the paper document is different. 	
10.	The “Received” column refers to the quantity received through Requisitions within the selected time period.		
11.	The “Issued” column refers to the quantity issued subsequent to the previous data entry.		
12.	The “Not Usable” column refers to the quantity disposed subsequent to the previous data entry.		
13.	The “Closing Balance” value will be automatically calculated.	<ul style="list-style-type: none"> ● This column is frozen and cannot be edited. 	$\text{Closing Balance} = \text{Opening Balance} + \text{Received} - \text{Issued} - \text{Not Usable}$

14.	The user can enter the value of the “Expired in 6 Months” column based on the quantity which is due to expire during the next 6 months as given in the paper document.		
15.	User can enter the requested quantity manually and entered value will save with the relevant LMIS data entry transaction.	<ul style="list-style-type: none"> ● This requested quantity will not display or will not consider when generating commodity issues for relevant HFs/ locations. 	
16.	The Reported checkbox in each row will automatically be ticked once any of the values in that row have been updated.	<ul style="list-style-type: none"> ● This column signifies that data has been sent by the health facility for this product. 	
17.	Click the “Draft” button to save the record.		
18.	Click “Release” when the record is ready to be completed.	<ul style="list-style-type: none"> ● Refer the Instructions regarding Forms section regarding actions that are available after releasing a transaction. 	
19.	User can expand the data entry grid by using “Expand” Icon	<ul style="list-style-type: none"> ● 	
20.	 <p>The screenshot displays the LMIS Data Entry Form interface. At the top, it shows the document title 'LMIS Data Entry Form - M605/76/77/00006 (Released)' and the document date '2077/04/01'. Below this is a 'Summary' section with a 'General' tab. The 'General' section contains several dropdown menus for 'Financial Period (A/D)', 'Financial Period (B/S)', 'District', and 'LIG'. To the right, there are input fields for 'Health Facility Type', 'Health Facility', 'Quarterly', and 'Warehouse'. Below the form fields is a data grid with columns: No, Product Group, Product Code, Opening Bal., Received, Issued, Non Usable, Closing Balance, Requested Q., and Expired in 6 Months. The grid contains two rows of data. A red box highlights the 'Expand' icon (a square with a plus sign) located at the top right of the grid's header area.</p>		

LMIS Form Entry exercise
Government of Nepal
 Ministry Of Health
 Department of Health Services
Management Division

Detail Issuing Institution: H.P. Gulm
 Surkhet
 Letter No: 333

District :

1. Logistics Management Division, Pachali, Kathmandu
2. DHO/DPHO.....

Report Issue date: 2076/04/01

The details of the Integrated Quarter 4 Supply report of this warehouse of F.Y. 2075/76 is as follow.

S.N.	Commodity Name	Unit	Closing Balance of last quarter	Total receive of this quarter	Total issue of current Quarter	Unusable, expired or other	Closing balance of current Quarter	Autho-rized Stock Level	Emer-gency Order Point	Quantit-y to request	Remarks/ quantity of expired in 6 months
		1	2	3	4	5	6=2+6=2+3-4-5	7	8	9=7-6	
FAMILY PLANNING PROGRAM											
1001000	1. Condom	Piece	2100	200	333	5	1962				44
1005000	2. Depo-Provera (Injectable)	Vial	333	444	100	0	677				1
5012600	3. Disposable Syringe (2ml)	Set	21	33	5	6	43				11
1003100	4. IUDs Cut 380A	Set	200	0	200	0	0				0
1004000	5. Norplant	Piece	487	333	100	0	720				0
1002000	6. Pills (Lo-Feminol)	Cycle	456	500	100	100	756				0

Report preparing and verifying:

Name:

Name of the office Head:

Signature:

Signature:

Reported/Not Reported" column has added in to the report.

Report Extracted Date :

2020/03/26 | 2076/12/13



Government of Nepal
Ministry of Health and Population
Department of Health Services

Quarterly Report on store stock

Province : 1 [State 1]

LLG : 10101 [Phaktanlung Rural Municipality]

Store Sender Details : H1402[Lunghung Health Post]

Dispatch No : D5800/76/77/0061

District : 101 [TAPLEJUNG]

Dispatch Date :


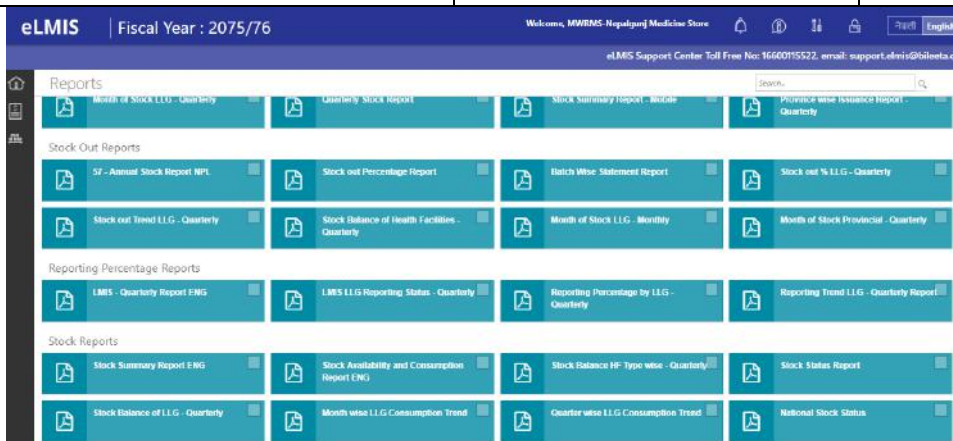

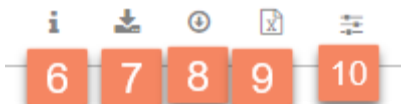
For FY 2076 / 2077 , Below is the integrated Quarterly Supply Report for the 2nd Quarter

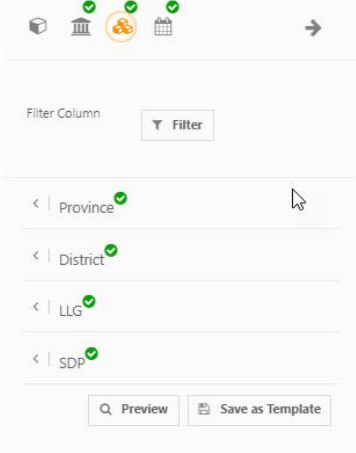
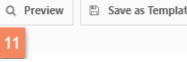
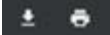
Item Code	Item Name	UOM	Closing Balance Of Last Quarter	Received on This Quarter	Issued on This Quarter	Not Usable -Expired Qty	Stock Balance	Expiring on 6 Months	Reported
Cold Chain Acces									
50040101	Syringe 1 ml	Piece	250	0	0	0	250	0	Reported
50031600	Reconstitution Syringe 2 ml	Piece	235	0	0	0	235	0	Reported
50031000	Syringe 5 ml	Piece	0	0	0	0	0	0	Non Reported
50031200	Syringe: 0.05 ml	Piece	19	0	0	0	19	0	Reported
50031300	AD Syringe: 0.5 ml (Auto Disposable)	Piece	40	0	0	0	40	0	Reported

17. How do you view and print Reports?

Function	View and print Reports
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To view and print different reports
When to use	When user needs to view or print reports by using the system
Required Materials	Internet enabled desktop / laptop computer

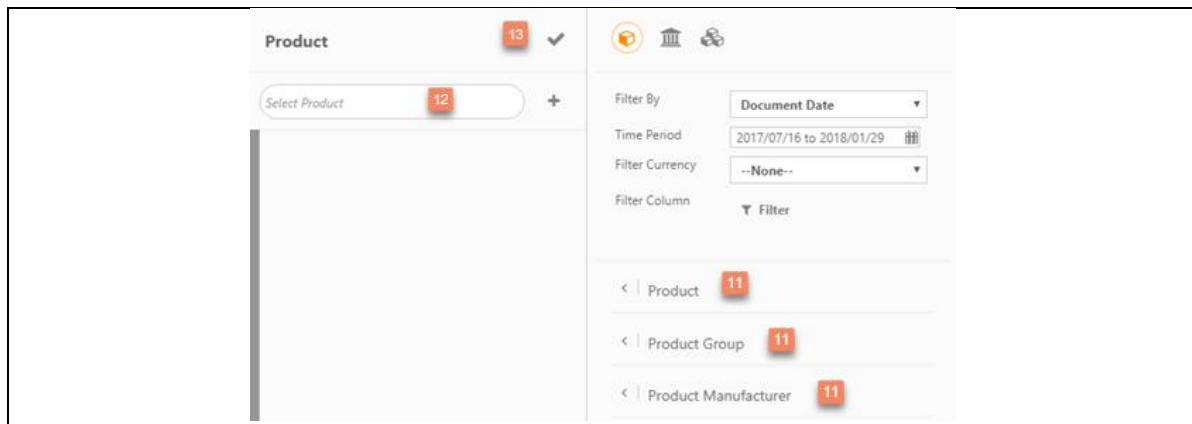
a. How do you preview Reports via the Online Application?

#	Functions	Points to Note	Example
Click the “ Reports Pool ” tile on the Home page.			
1.	Go to the “Home Page” and click on the “Report Pool” button.		
2.	The Reports page will be displayed.	<ul style="list-style-type: none"> The reports will be divided in to two sections as Favorites and Pool. Reports in the Pool will be grouped by Module. 	
			
3.	Click on the checkbox on any report to add it to the Favorites section.		
4.	Reports added to the Favorite list will be displayed in the Favorites section.		
5.	Click on any report to preview it. The Report Viewer will be displayed.		
			
6.	Click the “Description” button to view a description about the report.	<ul style="list-style-type: none"> Users can learn the contents of the report and its benefits. 	
7.	Click on “Export to Excel”	<ul style="list-style-type: none"> Selected report will export to 	

		excel with same formatting	
8.	Click on “Export to Excel Raw Data”	<ul style="list-style-type: none"> Selected report will export to excel as a raw data set 	
9.	Click on “Export to Excel Table”	<ul style="list-style-type: none"> Selected report will export to excel without formatting 	
10.	Click the “Filter” button.	Report filter selection option will open.	
			
11.	Click on the “Preview” button to view the results of the report.		
12.	Click the “Print” or “Download” buttons to extract the report.		

b. How do you Filter Reports via the Online Application?








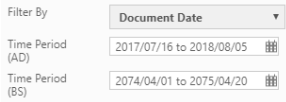

#	Functions	Points to Note	Example
Click the “ Reports Pool ” tile on the Home page and open any report as explained in the above section.			
1.	Select the Entity to filter by. This section focuses on filtering by Product.	<ul style="list-style-type: none"> Refer: How do you Filter Reports with other Filters? 	
2.	Select the type of date to filter by from the drop down list.		
3.	Select the Time period to filter by. The period field provides many pre-defined options as well as a custom period selection.		
4.	Click “Filter” to add Custom filters. The “Custom Filters” dialog will be displayed.		
5.	Select a field to filter by.		
6.	The relevant fields will be displayed based on the selection.		
7.	Then select the type of comparator as “Equals” or “Contains”.		
8.	Enter the value to be compared.	<ul style="list-style-type: none"> If the Comparator type is “Equals”, then only records of which the selected field exactly match the value will be returns. If the comparator type is “Contains”, then any record of which the selected field contains the value will be returned. 	
9.	Repeat steps 6 – 8 to add further custom filters.		
10.	Click here to add the custom filters.		





11.	Click on any of the additional filter types – Product, Product Group or Product Manufacturer.		
12.	Select the value by typing the name and selecting the relevant record from the drop down list or clicking the “+” button and selecting a record.		
13.	Click here to add the additional filter.		
14.	These filters will be signified with green check marks as follows:		
15.	Repeat steps 11 – 14 to add other types of additional filters.		
16.	Click “Preview” to view the results of the report on screen.		
17.	Click “Save as Template” to save the filters for future use.		
18.	Saved Templates will be listed in the template drop down.		
19.	Repeat the above steps to filter by Warehouse or Business Unit.		

c. How do you generate and print the Stock Book?








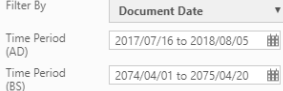
Function	Inspecting the stock book and print.
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To refer product wise transactions in the warehouse
When to use	At the end of the year or whenever required
Required Materials	Internet enabled desktop / laptop computer, printer, printing paper etc.

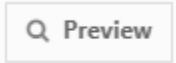


#	Functions	Points to Note	Example
1.	Go to the home page and click on the “Report Pool”	<ul style="list-style-type: none"> The report options will be displayed after clicking “Report Pool”. 	
2.	Stock Details Report NPL: click the tile to view all of the stock details in the warehouse.		
3.	Description: Click this icon to view a description regarding the selected report.	<ul style="list-style-type: none"> The user will be able to view the benefits of the report. 	
4.	Export to Excel Table: Click this button to open the report data as a table in an Excel file.	<ul style="list-style-type: none"> The data and table formatting can be edited prior to saving. 	
5.	Export to Excel: Click this button to extract the report in Excel format.	<ul style="list-style-type: none"> Report will export to excel with same formatting 	
6.	Export to Excel Raw Data	<ul style="list-style-type: none"> Complete data set will export to excel without any formatting 	
7.	Setting: Click this button to preview the report.		
8.	Time Period: Select the date to preview the report for a specific time period.		
9.	Select the date period from the resulting drop down menu	<ul style="list-style-type: none"> Select the date period in AD or BS format. The alternative format will be selected automatically. Select the custom option to specify dates. 	 <p>Filter By: Document Date</p> <p>Time Period (AD): 2017/07/16 to 2018/08/05</p> <p>Time Period (BS): 2074/04/01 to 2075/04/20</p>
10.	Select other filters such as Product, Warehouse, Organization	<ul style="list-style-type: none"> Refer How do you Filter Reports with other Filters? 	
11.	Click “Preview” to view the results of the report on screen.		

12.	Print Report: Click the “Print” button to select the printer.	<ul style="list-style-type: none"> • The Print Window will be displayed after clicking the “Print” icon. 	
13.	Print: click the print button to print the Report.	<ul style="list-style-type: none"> • The printout will be created from the printer connected to the computer after clicking the “Print” button. 	

d. How do you generate and print the Stock Summary Report?








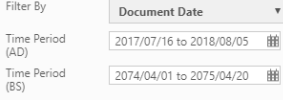
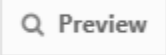
Function	Inspecting the stock summary and print.
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To refer stock summary of the warehouse
When to use	At the end of the year or whenever required
Required Materials	Internet enabled desktop / laptop computer, printer, printing paper etc.



#	Functions	Points to Note	Example
1.	Go to the home page and click on the “Report Pool”	<ul style="list-style-type: none"> The report options will be displayed while clicking “Report Pool”. 	
2.	Stock Summary Report: click the tile to preview the stock summary of the warehouse		
3.	Description: Click this icon to view a description regarding the selected report.	<ul style="list-style-type: none"> The user will be able to view the benefits of the report. 	
4.	Export to Excel Table: Click this button to open the report data as a table in an Excel file.	<ul style="list-style-type: none"> The data and table formatting can be edited prior to saving. 	
5.	Export to Excel: Click this button to extract the report in Excel format.		
6.	Export to Excel Raw Data	<ul style="list-style-type: none"> Complete data set will export to excel without any formatting 	
7.	Setting: Click this button to preview the report		
8.	Time Period: Select the date to preview the report for a specific time period.		
9.	Select the date period from the resulting drop down menu	<ul style="list-style-type: none"> Select the date period in AD or BS format. The alternative format will be selected automatically. Select the custom option to specify dates. 	
10.	Select other filters such as Product, Warehouse, Organization	<ul style="list-style-type: none"> Refer How do you Filter Reports with other Filters? 	

11.	Click "Preview" to view the results of the report on screen.		
12.	Print Report: Click the "Print" button to select the printer.	<ul style="list-style-type: none"> • The Print Window will be displayed after clicking the "Print" icon. 	
13.	Print: click the print button to print the Report.	<ul style="list-style-type: none"> • The printout will be created from the printer connected to the computer after clicking the "Print" button. 	

e. How can you generate and print the Batch Wise Statement?


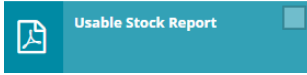





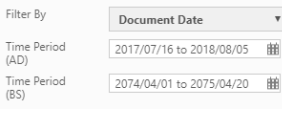
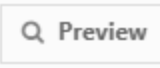
Function	Inspecting the batch wise statement and print.
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To refer batch wise stock statement of the warehouse
When to use	Whenever user need to refer batch wise transactions
Required Materials	Internet enabled desktop / laptop computer, printer, printing paper etc.



#	Functions	Points to Note	Example
1.	Go to the home page and click on the “Report Pool”	<ul style="list-style-type: none"> The report options will be displayed while clicking “Report Pool”. 	
2.	Batch Wise Statement: click the tile to view the batch wise stock statement in the warehouse.		
3.	Description: Click this icon to view a description regarding the selected report.	<ul style="list-style-type: none"> The user will be able to view the benefits of the report. 	
4.	Export to Excel Table: Click this button to open the report data as a table in an Excel file.	<ul style="list-style-type: none"> The data and table formatting can be edited prior to saving. 	
5.	Export to Excel: Click this button to extract the report in Excel format.		
6.	Export to Excel Raw Data	Complete data set will export to excel without any formatting	
7.	Setting: Click this button to preview the report.		
8.	Time Period: Select the date to preview the report for a specific time period.		
9.	Select the date period from the resulting drop down menu	<ul style="list-style-type: none"> Select the date period in AD or BS format. The alternative format will be selected automatically. Select the custom option to specify dates. 	
10.	Select other filters such as Product, Warehouse, Organization	<ul style="list-style-type: none"> Refer How do you Filter Reports with other Filters? 	
11.	Click “Preview” to view the results of the report on screen.		

12.	Print Report: Click the “Print” button to select the printer.	<ul style="list-style-type: none"> • The Print Window will be displayed after clicking the “Print” icon. 	
13.	Print: click the print button to print the Report.	<ul style="list-style-type: none"> • The printout will be created from the printer connected to the computer after clicking the “Print” button. 	

f. How can you generate and print the Usable Stock Report?


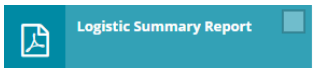





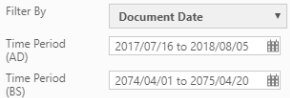

Function	Inspecting the Usable Stock Report and print.
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To view Available quantity, Expired quantity and usable quantity separately for selected time period
When to use	Whenever user need to Usable stock Report
Required Materials	Internet enabled desktop / laptop computer, printer, printing paper etc.

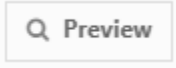


#	Functions	Points to Note	Example
14.	Go to the home page and click on the “ Report Pool ”	<ul style="list-style-type: none"> The report options will be displayed while clicking “Report Pool”. 	
15.	Usable Stock Report: click the title to view the batch wise stock statement in the warehouse.		
16.	Description: Click this icon to view a description regarding the selected report.	<ul style="list-style-type: none"> The user will be able to view the benefits of the report. 	
17.	Export to Excel Table: Click this button to open the report data as a table in an Excel file.	<ul style="list-style-type: none"> The data and table formatting can be edited prior to saving. 	
18.	Export to Excel: Click this button to extract the report in Excel format.		
19.	Export to Excel Raw Data	Complete data set will export to excel without any formatting	
20.	Setting: Click this button to preview the report.		
21.	Time Period: Select the date to preview the report for a specific time period.		
22.	Select the date period from the resulting drop down menu	<ul style="list-style-type: none"> Select the date period in AD or BS format. The alternative format will be selected automatically. Select the custom option to specify dates. 	 <p>Filter By: Document Date</p> <p>Time Period (AD): 2017/07/16 to 2018/08/05</p> <p>Time Period (BS): 2074/04/01 to 2075/04/20</p>
23.	Select other filters such as Product, Warehouse, Organization	<ul style="list-style-type: none"> Refer How do you Filter Reports with other Filters? 	
24.	Click “Preview” to view the results of the report on screen.		

25.	Print Report: Click the “Print” button to select the printer.	<ul style="list-style-type: none"> The Print Window will be displayed after clicking the “Print” icon. 	
26.	Print: click the print button to print the Report.	<ul style="list-style-type: none"> The printout will be created from the printer connected to the computer after clicking the “Print” button. 	

g. How can you generate and print the Logistic Summary Report?








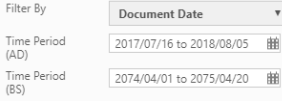
Function	Inspecting the logistic Summary report and print.
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To refer logic summary report
When to use	Whenever user need to refer logistic summary report
Required Materials	Internet enabled desktop / laptop computer, printer, printing paper etc.

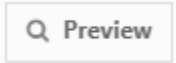


#	Functions	Points to Note	Example
27.	Go to the home page and click on the “Report Pool”	<ul style="list-style-type: none"> The report options will be displayed while clicking “Report Pool”. 	
28.	Logistic Summary Report: click the title to view the logistic summary report		
29.	Description: Click this icon to view a description regarding the selected report.	<ul style="list-style-type: none"> The user will be able to view the benefits of the report. 	
30.	Export to Excel Table: Click this button to open the report data as a table in an Excel file.	<ul style="list-style-type: none"> The data and table formatting can be edited prior to saving. 	
31.	Export to Excel: Click this button to extract the report in Excel format.		
32.	Export to Excel Raw Data	Complete data set will export to excel without any formatting	
33.	Setting: Click this button to preview the report.		
34.	Time Period: Select the date to preview the report for a specific time period.		
35.	Select the date period from the resulting drop down menu	<ul style="list-style-type: none"> Select the date period in AD or BS format. The alternative format will be selected automatically. 	

		<ul style="list-style-type: none"> ● Select the custom option to specify dates. 	
36.	Select other filters such as Product, Warehouse, Organization	<ul style="list-style-type: none"> ● Refer How do you Filter Reports with other Filters? 	
37.	Click “Preview” to view the results of the report on screen.		
38.	Print Report: Click the “Print” button to select the printer.	<ul style="list-style-type: none"> ● The Print Window will be displayed after clicking the “Print” icon. 	
39.	Print: click the print button to print the Report.	<ul style="list-style-type: none"> ● The printout will be created from the printer connected to the computer after clicking the “Print” button. 	

h. How can you generate and print the Covid-19 Logistic Management daily report?


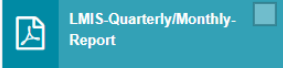





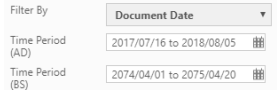
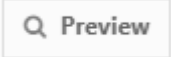

Function	Inspecting the Covid-19 Logistic Management daily report and print.
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To refer Covid-19 Logistic Management daily report of the warehouse
When to use	Whenever user need Covid-19 Logistic Management daily report
Required Materials	Internet enabled desktop / laptop computer, printer, printing paper etc.


#	Functions	Points to Note	Example
40.	Go to the home page and click on the “Report Pool”	<ul style="list-style-type: none"> The report options will be displayed while clicking “Report Pool”. 	
41.	Covid-19 Logistic Management daily report: click the title to view the batch wise stock statement in the warehouse.		
42.	Description: Click this icon to view a description regarding the selected report.	<ul style="list-style-type: none"> The user will be able to view the benefits of the report. 	
43.	Export to Excel Table: Click this button to open the report data as a table in an Excel file.	<ul style="list-style-type: none"> The data and table formatting can be edited prior to saving. 	
44.	Export to Excel: Click this button to extract the report in Excel format.		
45.	Export to Excel Raw Data	Complete data set will export to excel without any formatting	
46.	Setting: Click this button to preview the report.		
47.	Time Period: Select the date to preview the report for a specific time period.		
48.	Select the date period from the resulting drop down menu	<ul style="list-style-type: none"> Select the date period in AD or BS format. The alternative format will be selected automatically. Select the custom option to specify dates. 	
49.	Select other filters such as Product, Warehouse, Organization	<ul style="list-style-type: none"> Refer How do you Filter Reports with other Filters? 	

50.	Click "Preview" to view the results of the report on screen.		
51.	Print Report: Click the "Print" button to select the printer.	<ul style="list-style-type: none"> • The Print Window will be displayed after clicking the "Print" icon. 	
52.	Print: click the print button to print the Report.	<ul style="list-style-type: none"> • The printout will be created from the printer connected to the computer after clicking the "Print" button. 	

i. How do you generate and print Monthly / Quarterly LMIS Report?

Function	Inspecting the Monthly / Quarterly LMIS Report and print.
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	To review monthly / quarterly stock summary of the warehouse
When to use	At the end of every month / quarter or whenever required
Required Materials	Internet enabled desktop / laptop computer, printer, printing paper etc.

#	Functions	Points to Note	Example
1.	Go to the home page and click on the “Report Pool”	<ul style="list-style-type: none"> The report options will be displayed while clicking “Report Pool”. 	
2.	LMIS Report: click the title to view the monthly / quarterly stock summary of the warehouse.		
3.	Description: Click this icon to view a description regarding the selected report.	<ul style="list-style-type: none"> The user will be able to view the benefits of the report. 	
4.	Export to Excel Table: Click this button to open the report data as a table in an Excel file.	<ul style="list-style-type: none"> The data and table formatting can be edited prior to saving. 	
5.	Export to Excel: Click this button to extract the report in Excel format.		
6.	Export to Excel Raw Data	Complete data set will export to excel without any formatting	
7.	Setting: Click this button to preview the report.		
8.	Time Period: Select the date to preview the report for a specific time period.		
9.	Select the date period from the resulting drop down menu	<ul style="list-style-type: none"> Select the date period in AD or BS format. The alternative format will be selected automatically. Select the custom option to specify dates. 	
10.	Select other filters such as Product, Warehouse, Organization	<ul style="list-style-type: none"> Refer How do you Filter Reports with other Filters? 	
11.	Click “Preview” to view the results of the report on screen.		
12.	Print Report: Click the “Print” button to select the printer.	<ul style="list-style-type: none"> The Print Window will be displayed after clicking the 	

		“Print” icon.	
13.	Print: click the print button to print the Report.	<ul style="list-style-type: none">• The printout will be created from the printer connected to the computer after clicking the “Print” button.	

j. How do you generate the Pipeline Projection?

Function	Viewing the Pipeline projection from computer
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	Refer the pipeline report to get an idea of the commodity flow in the future
When to use	Every month when creating the commodity forecast
Required Materials	Internet enabled desktop / laptop computer, printer, printing paper etc.

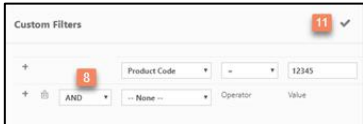

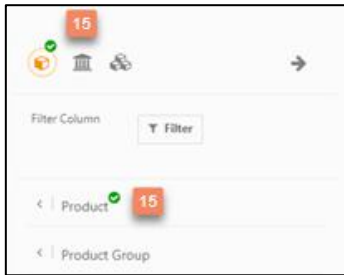


#	Functions	Points to Note	Example
	Path : Inventory & Warehousing > Pipeline Projection		
1.	Projection Type – User can select the projection type.	<ul style="list-style-type: none"> ▪ National ▪ Province ▪ District ▪ LLG 	
2.	Province – User can select these according to the selected projection type.		
3.	District/LLG – User can select these according to the selected projection type.		
4.	Product – user can select a product to do the pipeline projection.		
5.	Year – User can select a year which need to generate the pipeline.		
6.	Month – User can select the month which need to generate the pipeline.		

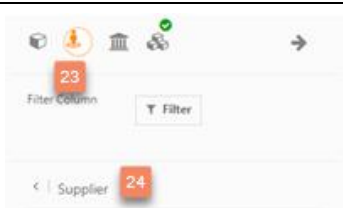
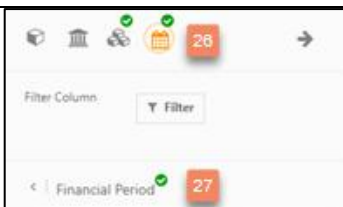
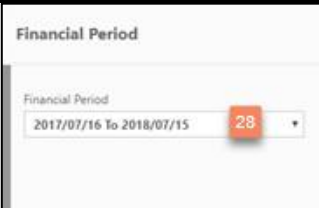


7.	ASL(Months) – User can define the ASL (Months) for this pipeline projection and according to this ASL(Months) system is calculating “Needed To Reach Max. Stock” value		
8.	EOP(Months) – User can define the EOP(Months) for this pipeline projection.		
9.	Projection Percentage – User can define the value which needs to use in projected consumption calculation.		
10.	Consumption Based on – User can select the consumption criteria which needs to consider for pipeline projection.	<ul style="list-style-type: none"> ● Direct Issues ● Issue Through Requisitions 	
11.	Health Facility Types – User can select required health facility types which needs to consider for consumption calculation		
12.	Upon selecting all required information, User should “Draft” the pipeline projection. Then system will generating a pipeline projection in the system.		
13.	Status – Here you can see the status of pipeline projection	<ul style="list-style-type: none"> ● Open – Once you draft the pipeline projection status will display as “Open” ● Running – When you “Run” the pipeline projection status will display as “Running” ● Completed – Once system complete the pipeline projection calculations, status will display as “Completed” 	

14.	Detail Tab – This tab will enable after “Completing” the Pipeline		
15.	Here you can see the detail of created pipeline projection		
16.	Download Excel – By clicking this button user can download the generated pipeline projection in to excel format		

k. How do you Filter Reports with other Filters?

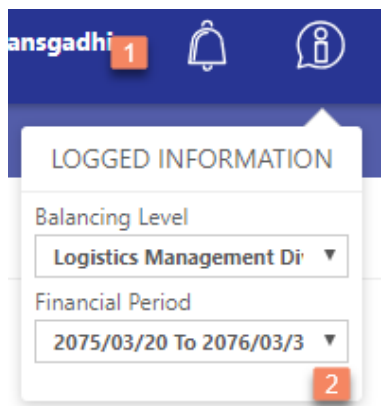
#	Functions	Points to Note	Example
Click the “ Reports Pool ” tile on the Home page and open any report as explained in the above section.			
1.	Select the Entity to filter by as “Product”.		
2.	Click “Filter” to select columns to filter by.	• The “Custom Filters” panel will be displayed.	
3.	Select a field to filter by.		
4.	The relevant fields will be displayed based on the selection.		
5.	Then select the type of comparator as “Equals” or “Contains”.		
6.	Enter the value to be compared.	• Equals - only records of which the selected field exactly matches the value will be returned.	

		<ul style="list-style-type: none"> ● Contains - any record of which the selected field contains the value will be returned. 	
7.	Click the “+” icon to add another column.		
8.	Select how the new column filter should be applied.	<ul style="list-style-type: none"> ● AND – only data that satisfy all column filters will be displayed. ● OR – all data that satisfy at least one column filter will be displayed. 	
9.	Repeat steps 3 – 6 to configure the new column filter.		
10.	Repeat steps 7 – 9 to add further columns and configure them.		
11.	Click here to add the custom filters.		
12.	Click on any of the additional filter types – Product or Product Group.		
13.	Select the value by typing the name and selecting the relevant record from the drop down list.	<ul style="list-style-type: none"> ● Or click the “+” button and select a record from the selection dialog. 	
14.	Click here to add the additional filter.		
15.	Once filters are added, they will be signified with green check marks.		
16.	Repeat steps 12 – 14 to add “Product Group” filters.		
17.	Select the “Warehouse” option to filter by warehouse.		
18.	Click “Warehouse” to filter by Warehouse.		
19.	Repeat steps 13 – 14 to select a warehouse filter.		
20.	Click “Organization” to filter by Organization.		

21.	Click on one of the filters – Province, District, LLG, SDP.		
22.	Repeat steps 13 – 14 to select organization filters based on Province, District, LLG and SDP.		
23.	Select the “Supplier” option to filter by Suppliers.		
24.	Click “Supplier” to filter by Suppliers.		
25.	Repeat steps 13 – 14 to select organization filters based on Supplier name.		
26.	Select the “Financial Period” option to filter by period.		
27.	Click “Financial Period” to filter by period.		
28.	Select the required Financial period from the drop down list.		
29.	The selected Financial period will be automatically detected.		
30.	Click “Preview” to view the results of the report on screen.		
31.	Click “Save as Template” to save the filters for future use.		
32.	Saved Templates will be listed as follows.		
			

18. How do you close the Fiscal Year?

Function	Closing the current fiscal year and opening the new fiscal year.
Responsible Person	Storekeeper / Health Facility In-Charge
Objective	Begin transactions of a new fiscal year.
Use Case / When to use	At the start of the new fiscal year.
Required Materials	Internet enabled desktop / laptop computer

#	Functions	Points to Note	Example
1.	Click on the “Logged Information” button.		
2.	Select the “Financial Period” from the drop down list to switch between financial periods.		
3.	The page will be reloaded (along with all tabs of the eLMIS) and the Financial Period will be changed accordingly.		
4.	Once the transaction has been completed, follow steps 1 – 3 to come back to the current (previous) Fiscal Period.		

Final Evaluation

Primary Objective:

After the evaluation, facilitators will be able to understand how well the participants have gained knowledge through the sessions.

Enabling Objectives:

The participants will be able to do the following after the session:

- To measure their own level of learning.
- The feedback received based on the evaluation will better enable participants to grasp knowledge during further trainings such as Refresher trainings.

Material:

The Evaluation forms are provided below.

Training Evaluation

Name: _____

Designation:

Centre/Region/District: _____

Time: 15 min

Please refer the eLMIS **Participants' Handbook** provided during the training to answer the following questions. Circle the letter of the right answer.

1. Where do we have to enter the Opening Balance of inventory in eLMIS software?
 - A. Support Information
 - B. Restore database
 - C. Close fiscal year
 - D. Stock Adjustment

2. How can we see and print the inventory account in eLMIS software?
 - A. Through Commodity Receive
 - B. Form LMIS report of Report Pool.
 - C. From the Stock Detail Report of Report Pool
 - D. From the Stock Summary Report of Report Pool

3. Which button do you have to click to save data in eLMIS Data Entry form?
 - A. Report/Pool
 - B. Close Fiscal Year
 - C. Stock Adjustment
 - D. Not to any. It will be automatically saved in the Web Server.

eLMIS Online Application Participant Guide

4. Where can we see the eLMIS reports in eLMIS software?
 - A. Support Information of Health Commodity
 - B. Report/Query of Stock Balance
 - C. Report Pool of eLMIS System
 - D. Report/Query

5. What is the best Browser to operate the eLMIS System?
 - A. Internet Explorer
 - B. Google Chrome
 - C. Microsoft Word
 - D. Microsoft Windows

6. Which is an authorized website of LMD?
 - A. www.dhs.gov.np
 - B. www.dotm.gov.np
 - C. www.dohslmd.gov.np
 - D. www.ntc.net.np

7. From where can we auto receive the Ha.Fa. sent by the upper level entities in eLMIS software?
 - A. Through the Commodity Issue
 - B. Through the purchase Order
 - C. Through the commodity Receive Plan
 - D. Through the Direct Commodity Receive

8. From where in the eLMIS software can we issue commodities that are not requested from the district / health offices?
 - A. Through commodity Issue Plan
 - B. First, fill the distribution Plan and then through the Commodity Issue Plan
 - C. Through Direct Community Receive
 - D. None of above

9. What are the MLP forms that can be prepared using the eLMIS software?
 - A. Received report, handover form, inventory disposal/waive, purchase order, requisition form and inventory account.
 - B. Received form, handover form, inventory disposal form, purchase order form, requisition form and inventory inspection form.
 - C. Received report, handover form, inventory disposal/waive, purchase order, requisition form and inventory inspection report.
 - D. Received report, handover form, and requisition form, monthly and quarterly LMIS report.

10. When do we have to close the fiscal year in eLMIS software?
 - A. Before the end of fiscal year
 - B. Within the month of end of fiscal year
 - C. At the beginning of the new fiscal year
 - D. Any time before the end of fiscal year

Participants Reflection on eLMIS System

Training Centre: _____

Time: 15 Mins

Please Rank the following scale by circle (1= Poor, 2= Fair, 3= Good, 4= Very good, 5= Excellent).

Overall process of the training	1	2	3	4	5
Overall Logistics Management	1	2	3	4	5

Please suggest the following by circle (1=Poor, 2= Fair, 3= Good, 4=Very Good, 5= Excellent)

Group Work

Overall Time for					
Presentation	1	2	3	4	5
Discussion	1	2	3	4	5
Group exercises	1	2	3	4	5

Please suggest the following by circle (1=Poor, 2= Fair, 3= Good, 4= Very Good, 5= Excellent)

Behavior of the facilitators	1. 2. 3. 4. 5
Methodology of the training	1. 2. 3. 4. 5
Better understanding of the Logistics content	1. 2. 3. 4. 5
Updated knowledge	1. 2. 3. 4. 5
Updated skill	1. 2. 3. 4. 5
Any other (Please specify)	1. 2. 3. 4. 5

Do you have any suggestions to make the training better? Please write in bullet form.

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