User Manual for Government Supply System

INSTITUTIONS LOGIN

Table of Contents

Functionality of Empanelled Institutions Login

1. System Login for Empanelled Institution

Overview: Institution will access the system by using the following link: http://192.168.50.1:8080/sms/login.jsp, the following screen will be displayed.

Figure 1 System Login Page Screen

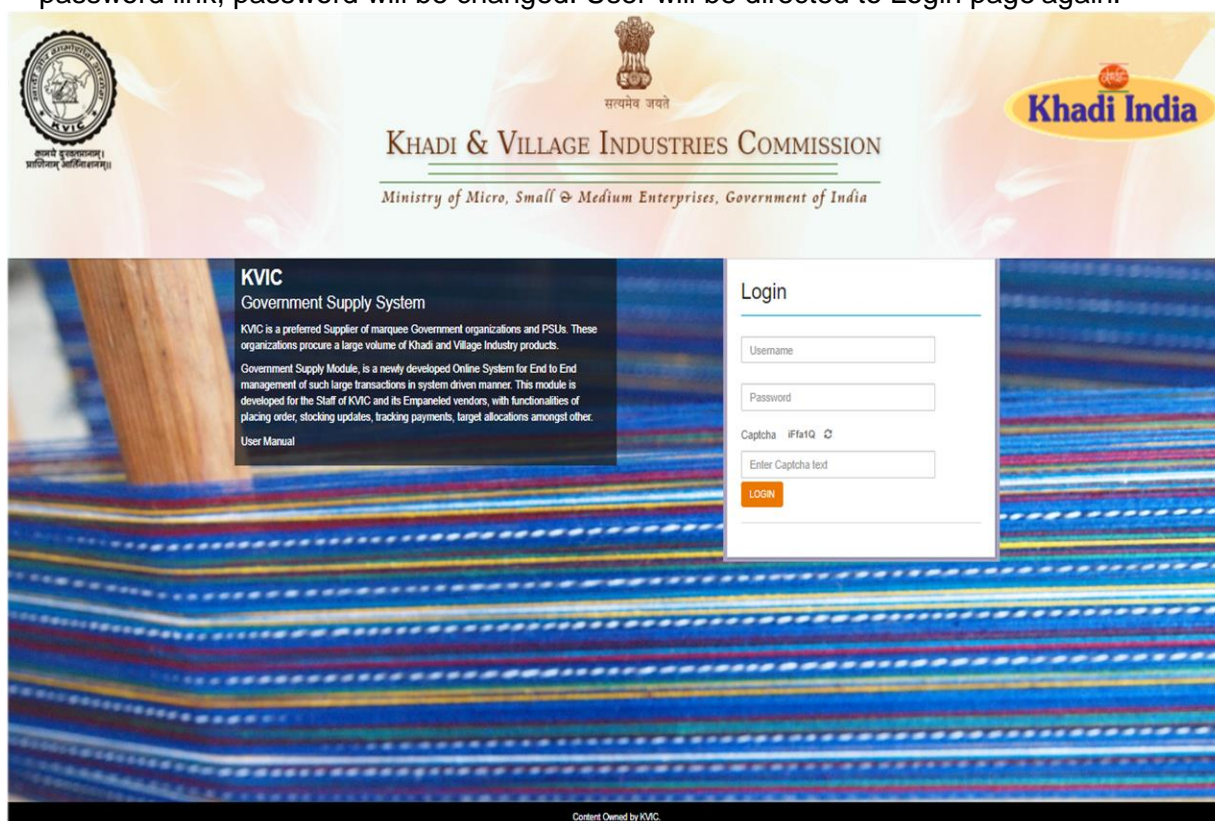**Step 1** – Enter the user name and password:

- ➢ The User Name is – "BEN CD".
- ➢ Default Password – "Password"
- ➢ The CAPTCHA is generated and displayed on the screen. The same CAPTCHA is to be entered in the Text Box given.
- ➢ After the entering the CAPTCHA, click on "Login" button, following screen will be displayed:

Note: After first time login, the user has to change the password.

Step 2 – Change Password:

➢ User will enter new password & will confirm password then after clicking on Change password link, password will be changed. User will be directed to Login page again.

Figure 2 Change Password Screen

Note: Institution needs to create Password and it should have at least 8 characters. Password must contain a number, an uppercase letter and a lowercase letter (For e.g. India123).

2. Institution Dashboard

After successful login with new password, the Institution user will be able to view the following dashboard, where institution can view details of pending & completed orders.

Figure 3 Institution Dashboard Screen

3. Institution Profile

Overview: The empanelled institutions profile data will be automatically displayed. Following are the steps to View the Institution Profile:

Step 1 – Go To the Menu
Step 2 – Click on Profile icon as highlighted.
Step 3 – Profile will be displayed on the screen, where they can view Institution Basic & Detailed Information.

Figure 4 Institution Profile Screen

4. Institution's Stock Entry

Overview: The empanelled institutions can enter / update their stock details through this screen and accordingly, stock details will reflect in the system:

Following are the steps for updating stock:

Step 1 – Go To the Menu
Step 2 – Click on "Update Stock"
Step 3 – The following screen will be displayed as follows:

Figure 5 Stock Entry Screen

Step 4 – Select the appropriate product, after selection of product, enter the details of available stock.

Step 5 – Click on "Submit" button to save the entry. The stock entry will appear in the table displayed below.

Step 6 – Institution can view history of available stock for required product by clicking on View History button, after clicking, following screen will be displayed:
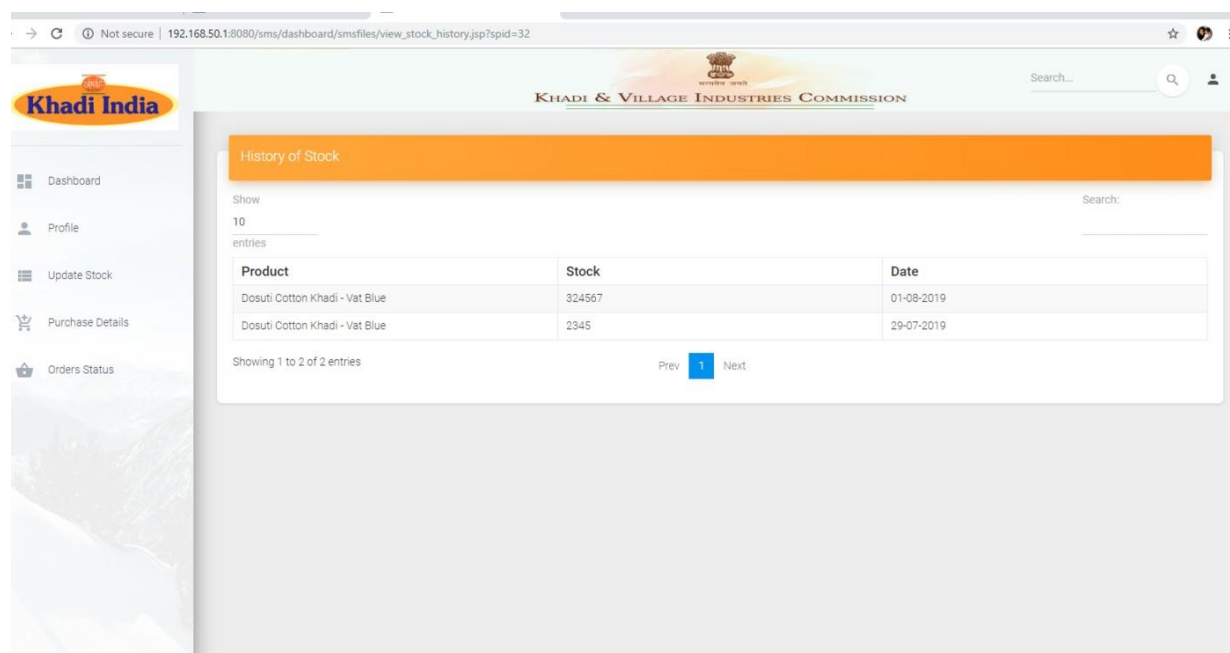
Figure 6 Stock View History Screen

5. Updation of Purchase Details

Overview: The empanelled institutions will add the Purchase details of their raw material.

Following are the steps to add the CSP/Other Than CSP Details in the system:

Step 1 – Go to the Menu
Step 2 – Click on "Purchase Details"
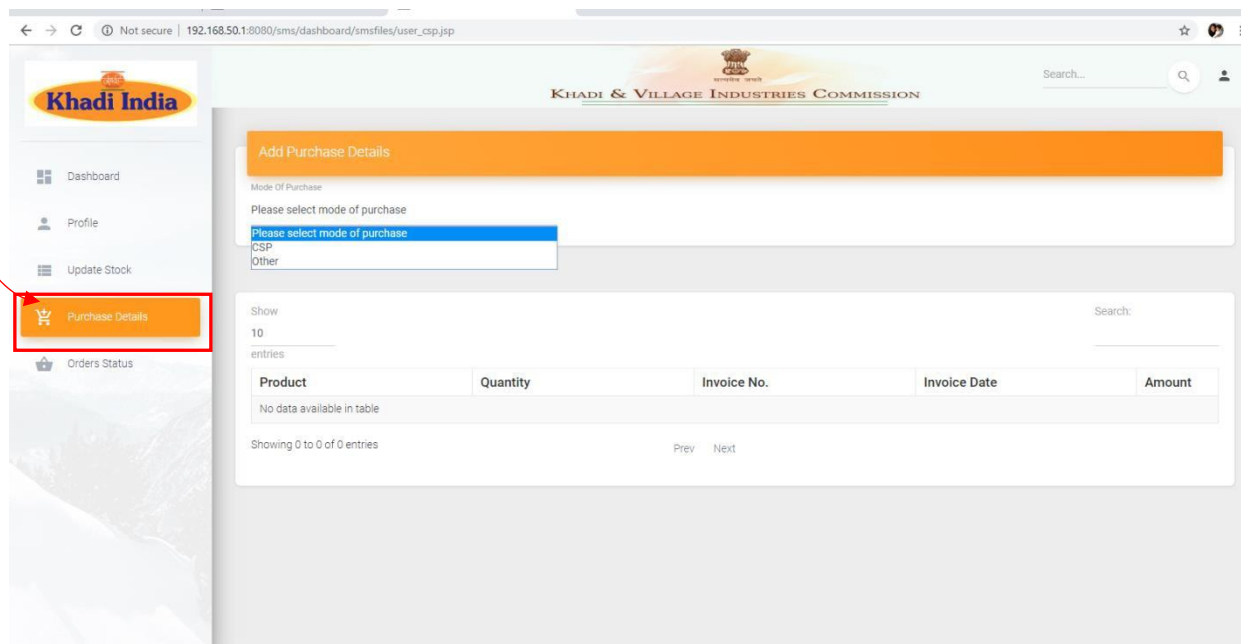Step 3 – The Purchase screen will be opened as follows:

Figure 7 Purchase Details Screen

Step 4 – Upon selection of CSP from dropdown, Institution will be able to view following screen:

Figure 8 CSP Details Updation Screen

Step 5 – Select the product from the list.
Step 6 – Enter the Quantity, Invoice No, Invoice Date & Amount paid.
Step 7 – Submit the entry by clicking on "Submit" button.
Step 8 – Upon selection of other than CSP from dropdown, Institution will be able to view following screen:

Figure 9 Other Than CSP Details Updation Screen

Step 5 – Enter the product name.
Step 6 – Enter the Quantity, Invoice No, and Invoice Date, Amount paid, GST number and Organization Name.
Step 7 – Submit the entry by clicking on "Submit" button.

6. Institution Order Status

Overview: The empanelled institution will be able to view details of received order from KVIC through this screen.

Following are the steps to accept & update order delivery status in the system:

Step 1 – Go to the Menu
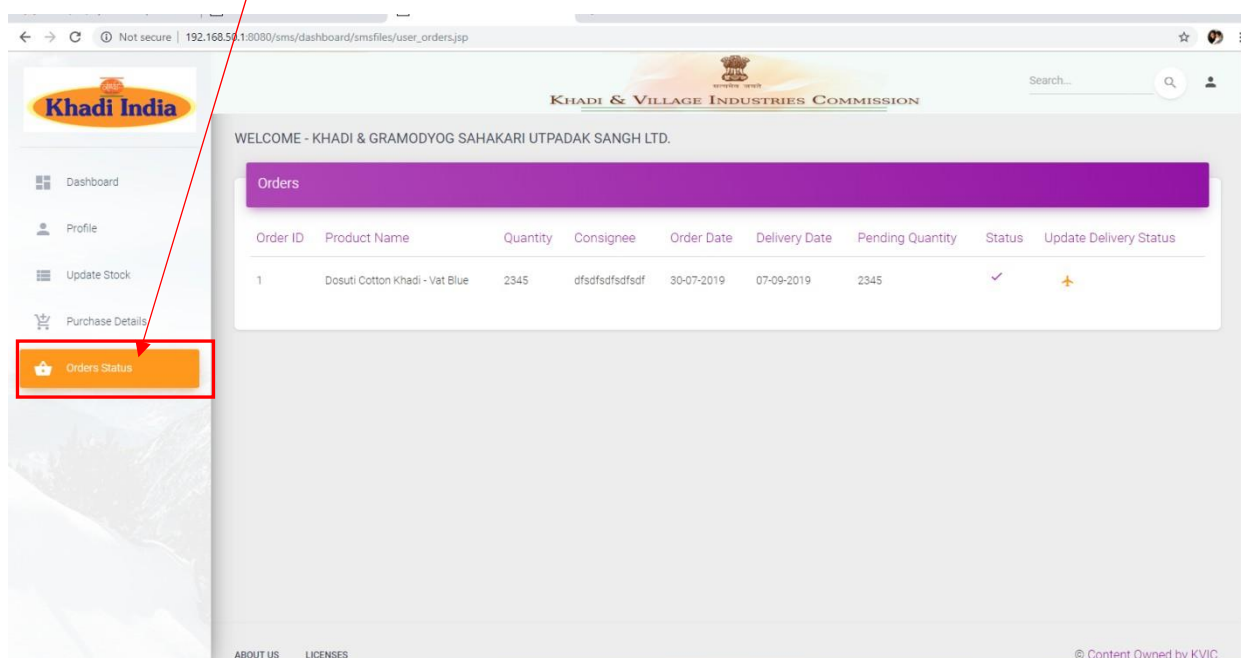Step 2 – Click on "Order Status", following screen will be displayed:

Figure 11 Order Status Screen

Step 3 – Institution user can view Product name, Quantity, Consignee Name, Order Date, Delivery Date, and Pending Quantity.

Step 4 – Institution user will click on Status to accept the received order, following screen will be displayed to provide the confirmation and click on Ok button.

Figure 12 Order Confirmation Screen

Note: After acceptance only the 'Update Status' link will be displayed.

Step 5 – Institution user will click update delivery status link to update quantity, delivery date, challan no. & will upload relevant documents.

Figure 13 Delivery Updation Screen

Step 6 – Click on "Submit" button to save the entry. Delivery Status and Date are mandatory fields. System won't allow user to submit unless both the fields are filled up.
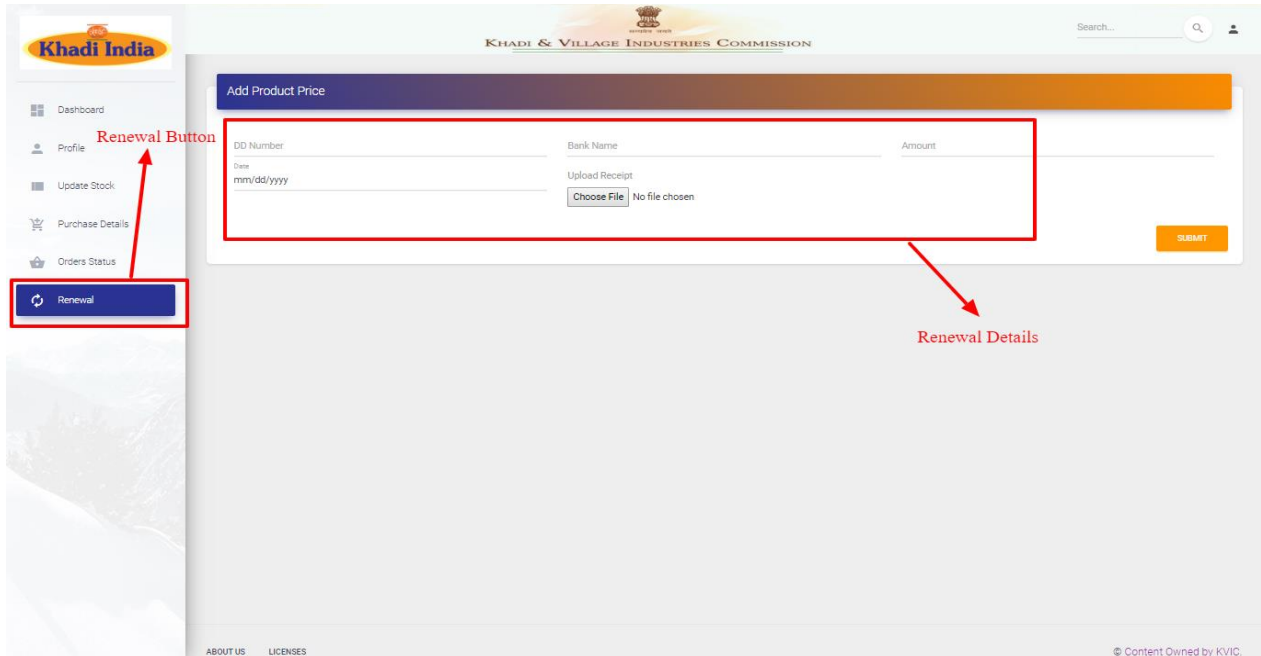After submission it will be reflected in the 'Delivery Status'.

7. Renewal

Overview: The empanelled institution is required to renew the subscription with the KVIC in order to continue the empanelment.

Following are the steps to accept & update order delivery status in the system:

Step 1 – Go to the Menu
Step 2 – Click on "Renewal", following screen will be displayed:

Step 3 – Enter the renewal details like, DD No., Bank Name, Amount, Date etc. The institution have to upload the receipt along with the above mentioned details. Click on "Submit", The information details will be submitted in the system.
Step 4 – After clicking on submit button, the same will be sent for approval to Director Marketing.
Step 5 – The Director Marketing will review and approve.
Step 6 – The institution's empanelment will be renewed.