



सत्यमेव जयते

KHADI & VILLAGE INDUSTRIES COMMISSION

Ministry of Micro, Small & Medium Enterprises, Government of India

User Manual for Government Supply System

INSTITUTIONS LOGIN

KVIC IT Department

KHADI AND VILLAGE INDUSTRIES COMMISSION.
"GRAMODAYA", 3, IRLA ROAD, VILE PARLE (WEST),
MUMBAI, PIN-400056. MAHARASHTRA, INDIA.



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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:

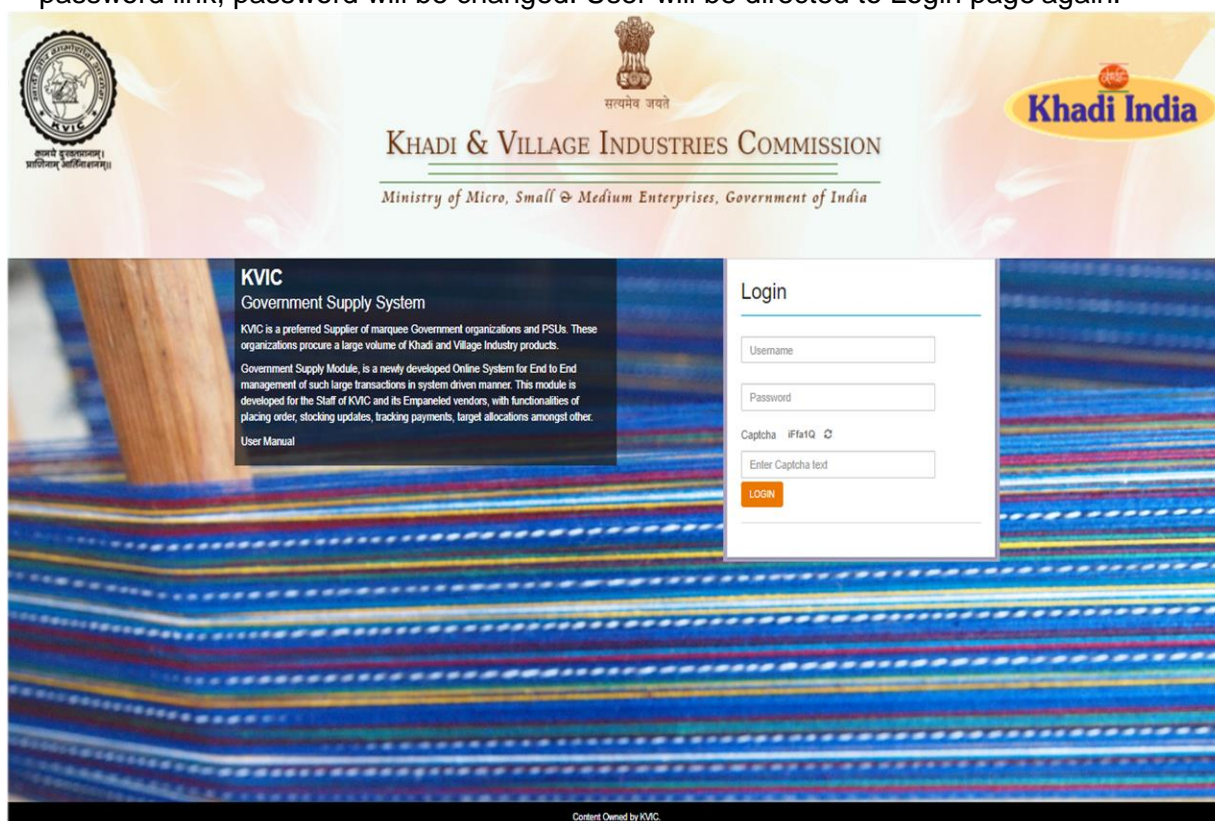
- The User Name is – “BEN CD”.
- Default Password – “Password”
- The CAPTCHA is generated and displayed on the screen. The same CAPTCHA is to be entered in the Text Box given.
- After the entering the CAPTCHA, click on “Login” button, following screen will be displayed:



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.



KVIC
Government Supply System

KVIC is a preferred Supplier of marquee Government organizations and PSUs. These organizations procure a large volume of Khadi and Village Industry products.

Government Supply Module, is a newly developed Online System for End to End management of such large transactions in system driven manner. This module is developed for the Staff of KVIC and its Empaneled vendors, with functionalities of placing order, stocking updates, tracking payments, target allocations amongst other.

User Manual

Login

Username

Password

Captcha iFaiQ

Enter Captcha text

LOGIN

Content Owned by KVIC

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

WELCOME - BUNKER KHADI SAMITEE

Latest orders

Purchase Order	Product Name	Order From	Order Date	Quantity	Delivery Time
761710271027101457	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Red	South West Railways	2018-03-28	9320	31-05-2020 to 05-09-2020
6191857101128	Sponge Cloth Cotton Khadi 50 x 45 cms	SOUTH EAST CENTRAL RAILWAY	2019-07-29	45500	29-10-2019 to 29-10-2019
70194191100671	Khadi Polyvastra Bedsheet 229x140 cms- White	NORTH CENTRAL RAILWAY	2019-04-11	59355	12-11-2019 to 30-05-2019
4183571102022	Dusters Cotton Khadi Size: 61cms x 61cms	WESTERN RAILWAY	2019-04-09	273214	02-07-2019 to 09-05-2019
28180440100888	Dusters Cotton Khadi Size: 30cms x30 cms	NORTH EASTERN RAILWAY	2019-05-14	1219515	31-12-2019 to 31-05-2019

Orders Pending for Delivery

Order ID	Product Name	Quantity	Delivery Date	Status
4	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1171	15-02-2020	
4	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1171	15-02-2020	
4	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1171	15-02-2020	
2	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	2333	01-03-2020	

Completed Orders

Order ID	Product Name	Quantity	Delivery Date
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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.

Profile

Basic Information

Institution (disabled): 1810-KHADI & GRAMODYOG SAHAKARI UTPADAK SANGH LTD.

Institution Email: kgsustd@gmail.com

Address: HUDLI, BELGAUM, KNT-591148.

District: BELGAUM

State: KARNATAKA

Postal Code: 590016

User Mobile: 156456456

User Email: ins@gmail.com

Institution Phone: 08312419239

Detailed Information

Institution Registration Number: 2344

Registration Date: 23/08/2019

Khadi Mark Certificate: Please Select...

Polyvastra Certificate No.: A+

Institution Category: A+

Institute PAN Number:

Institution Bank Account No.:

Institution Bank Name:

IFSC code of Institution:

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:

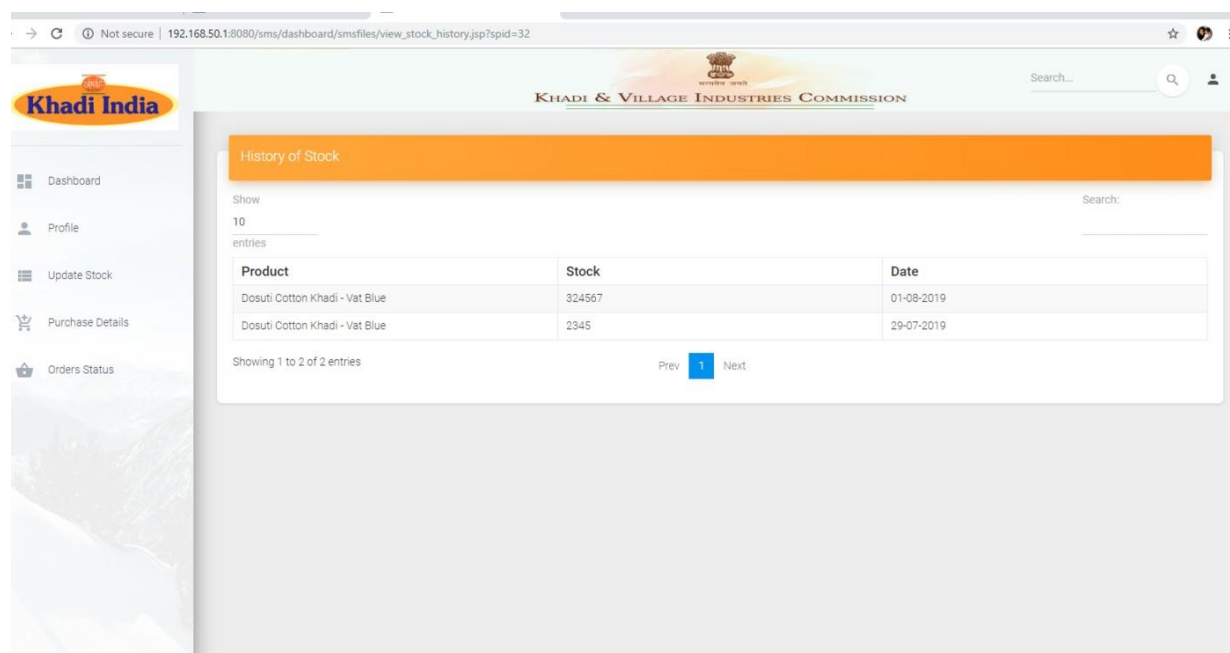


Figure 6 Stock View History Screen

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:

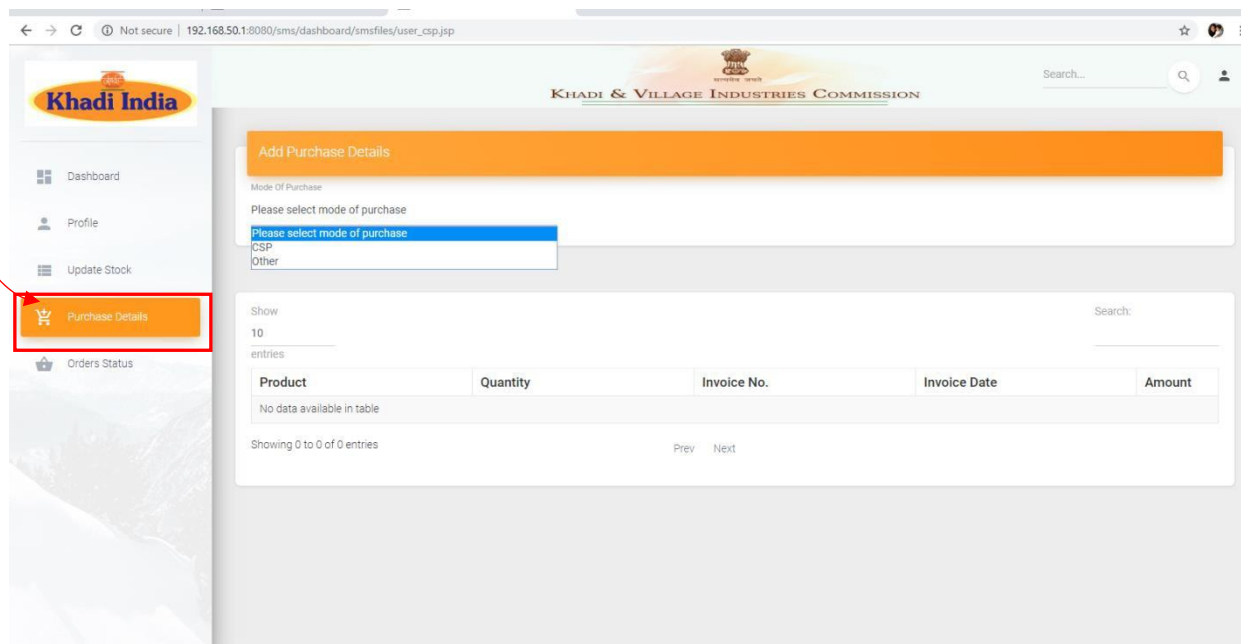


Figure 7 Purchase Details Screen

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

Not secure | 192.168.50.1:8080/sms/dashboard/smsfiles/user_csp.jsp

Khadi India

Dashboard
Profile
Update Stock
Purchase Details
Orders Status

ADD PURCHASE DETAILS

Mode Of Purchase
CSP

Product
Please select a Product

Quantity

Invoice Number

dd-mm-yyyy

Amount

SUBMIT

Show
10
entries

Search:

Product	Quantity	Invoice No.	Invoice Date	Amount
No data available in table				

Showing 0 to 0 of 0 entries

Prev Next

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:

Not secure | 192.168.50.1:8080/sms/dashboard/smsfiles/user_csp.jsp

Khadi India

Dashboard
Profile
Update Stock
Purchase Details
Orders Status

ADD PURCHASE DETAILS

Mode Of Purchase
Other

Product

Quantity

Invoice Number

dd-mm-yyyy

Amount

GST No

Organization

SUBMIT

Show
10
entries

Search:

Product	Quantity	Invoice No.	Invoice Date	Amount
No data available in table				

Showing 0 to 0 of 0 entries

Prev Next

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:

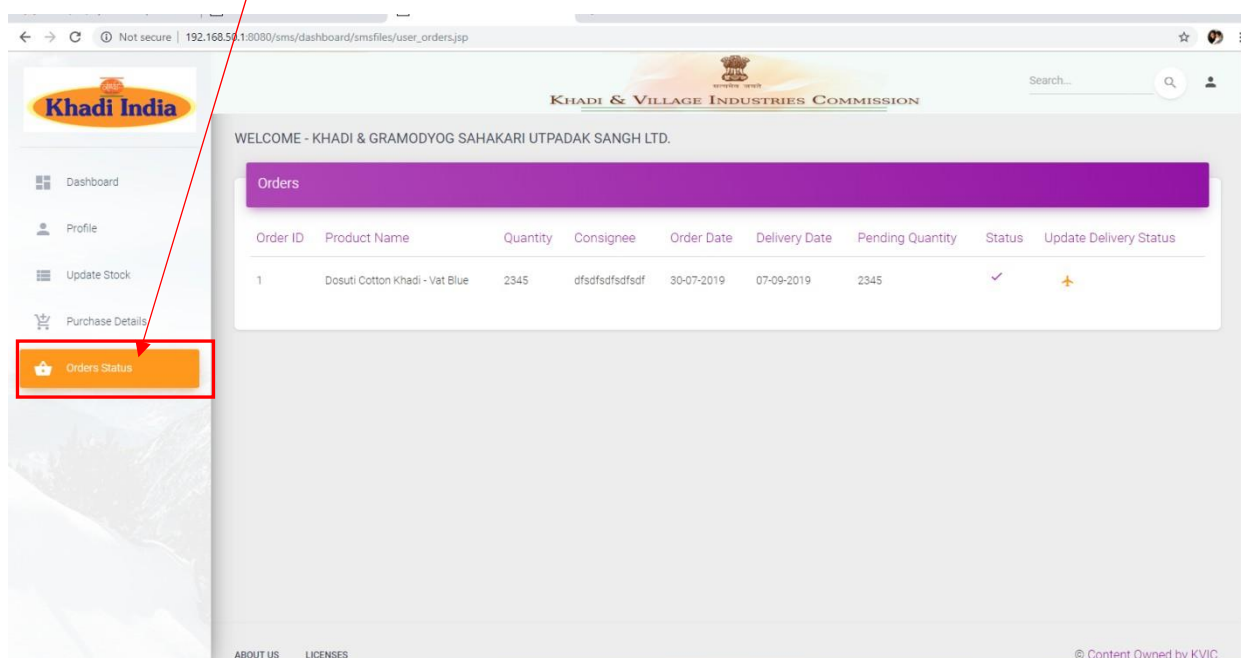


Figure 11 Order Status Screen

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.

Order ID	Product Name	Quantity	Consignee	Order Date	Delivery Date	Pending Quantity	Status	Update Delivery Status
4	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1171	003333 Dy CMM/GSD/AP/MYSORE (Karnataka)	16-10-2019	15-02-2020	1171	UPDATE STATUS	1) Order Accepted 2) Sample Sent for Approval 3) Sample Approved
2	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	2333	003333 Dy CMM/GSD/HUBLI(Karnataka)	16-10-2019	01-03-2020	2333	UPDATE STATUS	1) Order Accepted 2) Sample Sent for Approval 3) Sample Approved 4) Production Completed 5) Inspection Conducted 6) Goods Dispatched
1	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1202	003333 Dy CMM/GSD/HUBLI(Karnataka)	16-10-2019	31-05-2020	1202	UPDATE STATUS	1) Order Accepted 2) Sample Sent for Approval 3) Production Completed
3	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1131	003333 Dy CMM/GSD/AP/MYSORE (Karnataka)	16-10-2019	31-05-2020	1131	✓ ✗	Accept
5	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1500	000602 - AMMM/DSD/BANGALORE (Karnataka)	16-10-2019	31-05-2020	1500	✓ ✗	

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.

Update Delivery Status of Order No 1

Status: Sample Approved

Status Change Date: mm/dd/yyyy

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

CANCEL SUBMIT

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’.

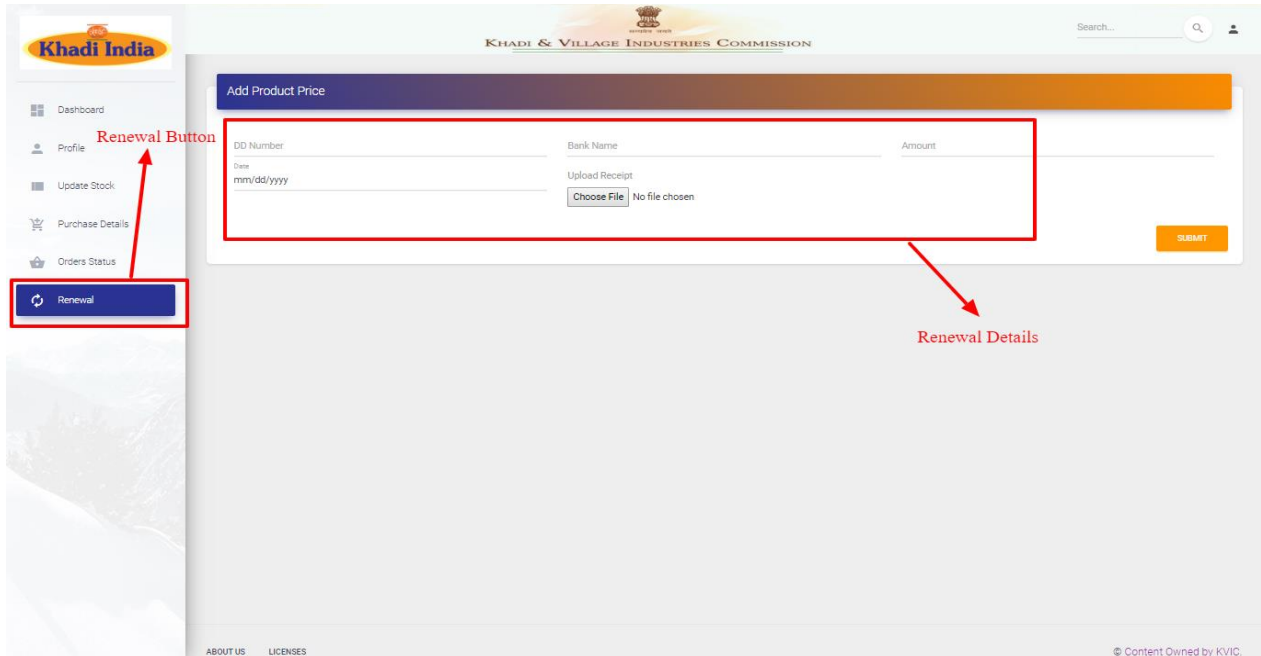
7. Renewal

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:



The screenshot shows the 'Add Product Price' form for renewal. The left sidebar contains a menu with 'Renewal' highlighted. The main form area has a red box around the input fields for DD Number, Bank Name, Amount, and Date. A red arrow points to the 'Renewal Button' in the sidebar, and another red arrow points to the 'Renewal Details' section of the form.

Renewal Button

Renewal Details

DD Number: Bank Name: Amount:
 Date: Upload Receipt: No file chosen

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.