

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: <u>http://192.168.50.1:8080/sms/login.jsp</u>, 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:

Image: Strange of the strange of th	
Eventineed Link captcha KVC Covernment Supply System Determined Suppler of maragee Government organizations and PSUs. These gravity with of Nations in system driven under Nationalities of placing order, stocking updates, is an envily developed Online System for Erd to Erd in management di such large transactions and system driven under Nationalities of placing order, stocking updates, isaking payments, larget allocations anongel other. Username Ubername Captcha IFrafu Ø Enter Captcha tent Ioon	
Context Owned by KVIC.	



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.

Austrary of Micro, Small & Medium Enterprise, Covernment of India Image: Imag	Butter Essential	सत्यमेव जयते Khadi & Village Indust	TRIES COMMISSION	Khadi India
rgraitzlitos proure a large valuee of Khadi and Vilage Indestry products. Geoemanet Sacyh Module, is a newly developed Ohite System for End to End t		кис		
	3	organizations procure a large volume of Khadi and Village Industry products. Government Supph 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 Start of KV/C and its Empaneted vendors, with Munclionalities of placing order, stocking updates, tracking payments, target allocations amongst other.	Password Captcha iFfatQ C Enter Captcha led	
			states and the state of the sta	
		Contert Orend by VVC.		

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.



hadi India		Кна	DI & VII	LAGE INDUSTR	es Cor	MMISSION				Search
indui indua	WELCOME - BUNKER	KHADI SAMITEE								
Dashboard	Latest orders									
Profile	Purchase Order	Product Name			Order	r From		Order Date	Quantity	Delivery Time
Update Stock	76171027102710145	7 Flag Hand Signal made from Bunting	Cloth Cotton I	Khadi - Red	South	West Railways		2018-03-28	9320	31-05-2020 to 05-03-2020
Purchase Details	6191857101128	Sponge Cloth Cotton Khadi 50 x 45 ci	ms		SOUTH	H EAST CENTRAL F	AILWAY	2019-07-29	45500	29-10-2019 to 29-10-2019
Orders Status	70194191100671	Khadi Polyvastra Bedsheet 229x140 (cms- White		NORT	H CENTRAL RAILW	ΔY	2019-04-11	59355	12-11-2019 to 30-05-2019
Renewal	4183571102022	Dusters Cotton Khadi Size: 61 cms × 6	61cms		WEST	ERN RAILWAY		2019-04-09	273214	02-07-2019 to 09-05-2019
	28180440100888 Orders Pending f	Dusters Cotton Khadi Size: 30cms x3				Completed C		2019-05-14	1219515	31-12-2019 to 31-05-2019
				Delivery		Order ID	Product	Name	Quantity	Delivery Date
	Order ID Product	Name	Quantity	Date Statu						
	ID Product	Name Signal made from Bunting Cloth Cotton Khadi -								
	ID Product 4 Flag Hand Green			Date						
	ID Product 4 Flag Hand 4 Flag Hand 4 Flag Hand	Signal made from Bunting Cloth Cotton Khadi -	1171	Date Statu 15-02-2020						

. . . . 1.0

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.

nadi India	Profile				
ashboard	Basic Information				
	Institution (disabled)		User Mobile	User Email	
rofile	1810-KHADI & GRAMODYOG SAHAK	ARI UTPADAK SANGH LTD.	156456456	ins@gmail.com	
	Institution Email	Institution	Phone		
Jpdate Stock	kgsusltd@gmail.com		19239		
	Address				
urchase Details	HUDLI, BELGAUM, KNT-591148.				
	District	State		Postal Code	
irders Status	BELGAUM	KARNA	TAKA	590016	
	Detailed Information				
	Institution Registration Number				
	2344	dd:tmmcyyjyegistration D	Date Khadi Certificate Num	ber Iddar	ningeyyyycate Validity Upto
		Khadi Mark Certificate		Institu	ution Category
	Name of President	Please Select	Polyvastra Certificate	No. A+	
	Institute PAN Number	Institution Bank Account	t 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:

date Stock	All	DUSTRIES COMMISSION	Search
date Stock			
oduct			
ungri Cloth Cotton Khadi Width : 91cms		Available Stock	
ease select a Product ungri Cloth Cotton Khadi Width : 91cms Saul Cotton Cotton Khadi Width : 91cms Saul Cotton Khadi - Vat Blue Sauli Cotton Khadi - Mineral Khadi Sauli Cotton Khadi - Mineral Khadi Sauli Cotton Khadi - Naphol Red			SLIBMIT
			Search:
15			
oduct	Quantity	As On Date	View History
suti Cerlon Khadi - Vat Blue	324567	01-08-2019	*
ogi Cloth Cotton Khadi Dyed - Blue	236890	01-08-2019	0
	Ingri Cloth Cotton Khadi Width - 91cms ease select a Product Ingri Cloth Cotton Khadi Ngda - Blue Ingri Cloth Cotton Khadi Width - 91cms Isud Cotton Khadi - Vali Blue Isud Cotton Khadi - Mineral Khadi Isud Cotton Khadi - Bleached Isud Cotton Khadi - Napthol Red	ingri Cloth Cotton Khadi Width : 91 cms ease select a Product ingri Cloth Cotton Khadi Dyed - Blue ingri Cloth Cotton Khadi Pat Blue sudi Cotton Khadi - Mineral Khadi sudi Cotton Khadi - Mineral Khadi sudi Cotton Khadi - Napthol Red sudi Cotton Khadi - Napthol Red sudi Cotton Khadi - Vat Blue	Ingri Cloth Cotton Khadi Width : 91 cms Available Stock Availa

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:



→ C ③ Not secure 192.	168.50.1:8080/sms/dashboard/smsfiles/view_stock_history.j	sp?spid=32		r 🔊
Khadi India		Khadi & Village Industrie	S COMMISSION	Search Q
Dashboard	History of Stock			
Profile	Show 10 entries			Search:
Update Stock	Product	Stock	Date	
	Dosuti Cotton Khadi - Vat Blue	324567	01-08-2019	
Purchase Details	Dosuti Cotton Khadi - Vat Blue	2345	29-07-2019	
Orders Status	Showing 1 to 2 of 2 entries	Prev 1 Next		
		Figure 6 Stock View History S	creen	

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:

Khadi India		KHADI	Surveille under sente		Search
Miadi India					
Dashboard	Add Purchase Details				
	Mode Of Purchase				
Profile	Please select mode of purchase				
	Please select mode of purchase CSP				
Update Stock	Other				
Y Purchase Details	Show				Search:
F PORTIGASE DECONS	10				
Orders Status	entries				
	Product	Quantity	Invoice No.	Invoice Date	Amour
	No data available in table				
	Showing 0 to 0 of 0 entries		Prev Next		

Figure 7 Purchase Details Screen



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

-				wenter and	5	Search	Q
Khadi India		KH	di & Villag	e Industries Co	OMMISSION		
	Transfer Concernment						
-	Add Purchase Details						
Dashboard	Mode Of Purchase						
	CSP						
Profile	Product						
	Please select a Product		Quantity		Invoice Number		
Update Stock							
	didi-omma Eyeyyey		Amount				
Purchase Details						_	
Orders Status							
110							
ALCONT AND AND	Show					Search:	
	10						
	entries						
	Product	Quantity		Invoice No.	Invoice Date	Am	nount
	No data available in table						
	Showing 0 to 0 of 0 entries		Pre	Next			
				11000			

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:

C O Not secure 192	168.50.1:8080/sms/dashboard/smsfiles,		Khadi & Villa	BE INDUSTRIES CO		rch Q	
	Add Purchase Details						
Dashboard	Mode Of Purchase						
Profile	Other						
	Product		Quantity		Invoice Number		
Update Stock	idial-critaria Eyoyiyay		Amount		GST No		
Purchase Details	Organization						
Orders Status						SUBMIT	r
	Show					Search:	
	10						
	entries						
	Product	Quantity		Invoice No.	Invoice Date	Amount	È.
	No data available in table						

Figure 9 Other Than CSP Details Updation Screen



USER MANUAL FOR GOVERNMENT SUPPLY SYSTEM

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:

		, _	/	-									
\leftrightarrow \rightarrow	C (i) Not se	ecure 192.168.5	.1:8080/sms/das	hboard/smsfiles/user_orders.jsp								☆	0
	-						and the second s	- mail		:	Search	Q	÷
F	Khadi Ind	dia			K	HADI & VI	LLAGE IND	USTRIES CO	MMISSION				
			WELCOME - I	KHADI & GRAMODYOG SAH	AKARI UTPA	DAK SANGH LI	TD.						
			1										
22	Dashboard		Orders										
	Profile		0.1.10										- 1
			Order ID	Product Name	Quantity	Consignee	Order Date	Delivery Date	Pending Quantity	Status	Update Delivery	status	
:=	Update Stock		1	Dosuti Cotton Khadi - Vat Blue	2345	dfsdfsdfsdfsdf	30-07-2019	07-09-2019	2345	~	+		
岸	Purchase Details												
ŵ	Orders Status												
_													
		16.2											
		1922											
		×											
			ABOUT US LI	CENSES							© Content C	/wned by h	WIC.

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.



Dashboard	× +								- 0
\rightarrow C (i) Not secu	re 192.168.5	50.1:8080/sms/dashboard/smsfiles/user_orders	.jsp					Q 1	* 🛛 🖊 🛛
Khadi India		Кнар	& VILL	age Industries Commiss	ION			Search	n
	WELCOME	- BUNKER KHADI SAMITEE							
Dashboard	Orders								
Profile	Order ID	Product Name	Quantity	Consignee	Order Date	Delivery Date	Pending Quantity	Status	Update Delivery Status
Update Stock Purchase Details Orders 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
Renewal	2	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	2333	003333 Dy.CMM/GSD/HUBLI(Kamataka)	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 Dispached
	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	✓ ×	
Villes and	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.

Khadi India			sincery otatua	s of Order No 1 ×					
	WELCOME	- BUNKER KHADI SAMITEE Sample App	proved						
Dashboard	Orders	Status Change mm/dd/yyy		÷					
Profile	Order ID	Product Name Sun Mor)19 - n Tue Wed Th	HU Fri Sat CANCEL SUBMIT	order ate	Delivery Date	Pending Quantity	Status	Update Delivery Status
Update Stock Purchase Details	4			3 4 5 0 11 12 7 18 19 4 25 26	16-10-2019	15-02-2020	1171	UPDATE STATUS	1) Order Accepted 2) Sample Sent for Approval 3) Sample Approved
Criters Status	2	Flag Hand Signal made from Bunting Cloth Cotton Khadi- Green	2333	003333 Dy.CMM/GSD/HUBLI(Kamataka)	16-10-2019	01-03-2020	2333	UPDATE STATUS	1) Order Accepted 2) Sample Sent for Approval 3) Sample Approved 4) Production Complete 5) Inspection Conducte 6) Goods Dispached
	1	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1202	003333 Dy.CMM/GSD/HUBLI(Kamataka)	16-10-2019	31-05-2020	1202	UPDATE STATUS	 Order Accepted Sample Sent for Approval Production Complete
	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	~ ×	
	5	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1500	000602 - AMMM/DSD/BANGALORE (Karnataka)	16-10-2019	31-05-2020	1500	~ ×	
	6	Flag Hand Signal made from Bunting Cloth Cotton Khadi - Green	1500	000602 - AMMM/DSD/BANGALORE (Karnataka)	16-10-2019	31-05-2020	1500	~ ×	

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:

Khadi India		Khadi & Village Industries Commission		Search Q	÷
Dashboard	Add Product Price				
Profile Renewal Bu	DD Number	Bank Name A	Amount		
Update Stock	Date mm/dd/yyyy	Upload Receipt Choose File No file chosen			
알 Purchase Details				SUBMIT	
🔐 Orders Status					<u> </u>
🗘 Renewal					
			Renewal Details		
	ABOUT US LICENSES			© Content Owned by K	VIC.

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.