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कार्यकारी आदेश संख्या/ Executive Order No. 245 / 2025

जैसा कि आप जानते हैं, डीसी कार्यालय वर्तमान में सीपज़ एसईजेड प्राधिकरण द्वारा प्रबंधित प्रमुख क्षेत्रों को स्वचालित करने के लिए एक व्यापक ईआरपी समाधान को लागू करने की प्रक्रिया में है। विभिन्न प्रमुख क्षेत्रों को संबोधित करने वाले कुल 21 मॉड्यूल डिज़ाइन किए गए हैं और सीपज़ एसईजेड प्राधिकरण की आवश्यकताओं के अनुरूप कस्टम विकसित किए गए हैं।

वर्तमान में, इन्वेंट्री प्रबंधन प्रक्रिया भौतिक रजिस्ट्रों और आंशिक रूप से ऑनलाइन सिस्टम के माध्यम से मैनुअल रूप से संचालित की जाती है। यह दृष्टिकोण कई चुनौतियों का सामना करता है, जिसमें स्टॉक स्तरों के सटीक और अद्यतित रिकॉर्ड बनाए रखने, वस्तुओं की आवाजाही पर नज़र रखने और इन्वेंट्री को कुशलतापूर्वक समेटने में कठिनाई शामिल है। मैनुअल प्रक्रियाएँ न केवल समय लेने वाली होती हैं, बल्कि त्रुटियों से भी ग्रस्त होती हैं, जिसके परिणामस्वरूप स्टॉक रिकॉर्ड में विसंगतियाँ हो सकती हैं और माँगों को पूरा करने में देरी हो सकती है। इसके अतिरिक्त, केंद्रीकृत, वास्तविक समय ट्रैकिंग की कमी स्टॉक उपयोग की निगरानी करना, तेज़ या धीमी गति से चलने वाली वस्तुओं की पहचान करना और इष्टतम इन्वेंट्री स्तरों को सुनिश्चित करना चुनौतीपूर्ण बनाती है।

मौजूदा मैनुअल प्रणाली की सीमाओं का समाधान करने के लिए, आरआईएसई ईआरपी प्लेटफॉर्म के तहत इन्वेंट्री प्रबंधन से संबंधित पहले के कार्यकारी आदेश के अधिक्रमण के साथ एक ऑनलाइन इन्वेंट्री प्रबंधन मॉड्यूल विकसित किया गया है और सीपज़ एसईजेड के सभी हितधारकों को सूचित करने के लिए कार्यकारी आदेश जारी किया जा रहा है, कि अब से इन्वेंट्री और स्टोर प्रबंधन से संबंधित सभी प्रक्रियाएँ आरआईएसई ईआरपी एप्लिकेशन (rise.seepz.gov.in) के माध्यम

As you are aware, the DC Office is currently in the process of implementing a comprehensive ERP solution to automate the key areas managed by SEEPZ SEZ Authority. A total of 21 modules addressing various key areas have been designed and are custom developed to meet the requirements of SEEPZ SEZ Authority.

At present, the inventory management process is conducted manually through physical registers and a partially online system. This approach poses several challenges, including difficulties in maintaining accurate and up-to-date records of stock levels, tracking the movement of items, and reconciling inventory efficiently. Manual processes are not only time-consuming but also prone to errors, which can result in discrepancies in stock records and delays in fulfilling requisitions. Additionally, the lack of centralized, real-time tracking makes it difficult to monitor stock utilization, identify fast- or slow-moving items, and ensure optimal inventory levels.

To address the limitations of the existing manual system, an online **Inventory Management Module** has been developed with supersession of earlier Executive Order related to Inventory Management under the RISE ERP platform and Executive Order is being issued to inform all stakeholders of SEEPZ SEZ, that henceforth, all processes related to **Inventory and Store Management** will be

से संसाधित की जाएगी, जिसे सीपज़ एसईजेड के लिए कार्यान्वित किया जा रहा है। यह मॉड्यूल मौजूदा स्टॉक आइटम को ट्रैक करने, मांग प्रक्रिया, आइटम जारी करने आदि जैसी गतिविधियों की सुविधा प्रदान करता है। यह तेजी से और धीमी गति से चलने वाली वस्तुओं की आसानी से पहचान करके इष्टतम इन्वेंट्री स्तर स्थापित करने में मदद करता है, जिससे लागत कम होती है और इन्वेंट्री सही स्तर पर रहती है। यह एप्लिकेशन विभिन्न अनुकूलित रिपोर्ट और अलर्ट भी प्रदान करता है जो वर्तमान स्टॉक स्तर की निगरानी करने में मदद करते हैं।

इन्वेंटरी प्रबंधन मॉड्यूल 20.02.2025 को जारी किया गया है, और संबंधित हितधारकों के लिए उपयोगकर्ता विशेषाधिकार सक्षम किए गए हैं। यह निर्देश दिया जाता है कि सभी संबंधित पक्ष सीपज़ एसईजेड में इस प्रक्रिया के सफल स्वचालन को सुनिश्चित करने के लिए मॉड्यूल का पूरी तरह से उपयोग करना शुरू कर दें। स्टॉक जारी करने या नए आइटम की मांग के लिए कोई लिखित अनुरोध अब से स्वीकार नहीं किया जाएगा। सभी उपयोगकर्ताओं को ऐसा करने के लिए RISE एप्लिकेशन का उपयोग करने का निर्देश दिया जाता है।

सीपज़ उपयोगकर्ता की जिम्मेदारियां

- क. संबंधित सहायक विकास आयुक्त उन वस्तुओं के लिए अनुरोध कर सकते हैं या मांग बढ़ा सकते हैं जो स्टॉक में उपलब्ध नहीं हैं।
- ख. वे संविदा कर्मचारियों द्वारा किए गए अनुरोधों को स्वीकृत करने और अग्रेषित करने के लिए भी जिम्मेदार हैं।
- ग. खरीद प्रभाग सहायक विकास आयुक्त अनुरोध प्राप्त करेगा, आइटम मूल्य की समीक्षा करेगा, कोटेशन प्राप्त करेगा और कार्य आदेश को स्वीकृत करेगा।
- घ. लेखा अधिकारी कोटेशन की पुष्टि करने, उपलब्ध बजट की जांच करने और स्वीकृति प्रदान करने के लिए जिम्मेदार हैं। वे आवश्यकता पड़ने पर वस्तुओं का अनुरोध भी कर सकते हैं।
- ङ. संविदा कर्मचारियों के पास वस्तुओं का अनुरोध करने का प्रावधान है। उनके अनुरोधों को उनके संबंधित प्रभाग के सहायक विकास आयुक्त द्वारा

processed through the RISE ERP application (rise.seepz.gov.in) which is being implemented for SEEPZ SEZ.

This module facilitates activities such as tracking existing stock items, requisition processing, issuing of items, etc. It helps in establishing optimum inventory levels by easily identifying the fast- and slow-moving items, thereby reducing cost, and keeping inventory at the right levels. The application also provides various customized reports and alerts to help in monitoring the current stock level.

The Inventory Management module was released on 20.02.2025, and user privileges have been enabled for the respective stakeholders. It is instructed that all concerned parties begin using the module fully to ensure the successful automation of this process in SEEPZ SEZ. No written requests for issuing of stock or for new item requisition will be accepted henceforth. All users are directed to use the RISE application for carrying out the same.

SEEPZ User Responsibilities

- a) The concerned ADC can request or raise an indent for items that are not available in stock.
- b) They are also responsible for approving and forwarding requests made by contractual employees.
- c) The Procurement Division ADC will receive the request, review the item value, obtain quotations, and approve the work order.
- d) The Accounts Officer is responsible for verifying the quotations, checking the available budget, and providing approval. They can also request items when necessary.
- e) Contractual employees have the provision to request items. Their requests must be

अनुमोदित किया जाना चाहिए। संविदा कर्मचारी सीप्ज़ उपयोगकर्ता के रूप में Rise ERP पोर्टल पर लॉग इन कर सकते हैं। लॉग इन करने के बाद, वे इन्वेंट्री मॉड्यूल पर जा सकते हैं, मेरे अनुरोध पर जा सकते हैं और स्टॉक में उपलब्ध वस्तुओं का अनुरोध कर सकते हैं।

- च. जब कोई स्टॉक बफर सीमा तक पहुंच जाए तो खरीद प्रभाग को अतिरिक्त मांग अनुरोध भेजा जाना चाहिए।

approved by their concerned division's ADC. Contractual employees can log in to the Rise ERP portal as SEEPZ users. Once logged in, they can navigate to the Inventory module, go to My Requests, and request items available in stock.

- f) An additional demand request should be sent to the procurement division once any stock reaches the buffer limit.

स्टोर कीपर की जिम्मेदारियां:

1. स्टोर कीपर राइज़ ईआरपी पोर्टल पर लॉग इन कर सकता है, एक सीप्ज़ उपयोगकर्ता के रूप में अपने लॉगिन क्रेडेंशियल का उपयोग करके rise.seepz.gov.in पर जा सकता है।
2. लॉग इन करने के बाद, वे इन्वेंट्री मॉड्यूल तक एक्सेस कर सकते हैं।
3. इन्वेंट्री मॉड्यूल खोलने पर, स्टोर कीपर को डैशबोर्ड, इनबॉक्स, माय रिक्वेस्ट, इंडेंट, स्टॉक आदि जैसे टैब दिखाई देंगे।
4. मौजूदा स्टॉक का विवरण जोड़ने के लिए:
 - क) स्टॉक टैब पर क्लिक करें।
 - ख) ऊपरी-दाएँ कोने में, स्टॉक जोड़ें बटन पर क्लिक करें।
 - ग) मूल स्टॉक विवरण दर्ज करें और सहेजें।
 - घ) सहेजे जाने के बाद, यदि आवश्यक हो तो स्टॉक विवरण अपडेट किया जा सकता है।
 - ङ) सभी मौजूदा स्टॉक की प्रविष्टि एक सप्ताह के भीतर इस पोर्टल पर की जानी चाहिए और एडीसी द्वारा सत्यापित की जानी चाहिए।
 - च) मॉड्यूल के माध्यम से माल की आवक और जावक आवाजाही का प्रबंधन करना।
 - छ) अन्य कर्मचारियों या अधिकारियों द्वारा उठाए गए आइटम अनुरोधों का प्रबंधन करना।
 - ज) एक बार मांग सत्यापित हो जाने पर, स्टोर कीपर माल जारी करने संबंधी नोट जारी कर सकता है।
5. इसके अतिरिक्त, स्टोर कीपर निम्न के लिए जिम्मेदार है:
 - क. खरीद आदेश जोड़ना
 - ख. प्राप्त वस्तुओं की आवक को रिकॉर्ड करना
 - ग. आइटम रिटर्न का प्रबंधन करना

Store Keeper Responsibilities:

- 1) The store keeper can log in to the Rise ERP portal visit rise.seepz.gov.in using their login credentials as a SEEPZ user.
- 2) Once logged in, they can access the Inventory module.
- 3) Upon opening the Inventory module, the store keeper will see tabs such as Dashboard, Inbox, My Requests, Indent, Stock, etc.
- 4) To add the details of existing stock:
 - a) Click on the **Stock** tab.
 - b) In the top-right corner, click the **Add Stock** button.
 - c) Enter the basic stock details and save.
 - d) Once saved, stock details can be updated if required.
 - e) All existing stock entry should be done in this portal within one week and verified by ADC.
 - f) Managing inward and outward movement of goods through module.
 - g) Managing item requests raised by other staff or officers.
 - h) Once the requisition is verified, the store keeper can issue a Goods Issue Note.
- 5) Additionally, the store keeper is responsible for:
 - a) adding purchase orders
 - b) recording the inward movement of received items

- घ. भुगतान विवरण जोड़ना
ड. स्टॉक मिलान करना।

- c) managing item returns
d) adding payment details
e) performing stock reconciliation.

इस आदेश के साथ एक विस्तृत उपयोगकर्ता पुस्तिका संलग्न है। किसी भी प्रश्न या प्रशिक्षण आवश्यकताओं को प्रबंधित करने के लिए एक समर्पित सहायता इकाई स्थापित की गई है। उपयोगकर्ताओं की भूमिकाएं अनुलग्नक-क में उपलब्ध हैं।

A detailed user manual is enclosed with this order. A dedicated support unit has been set up to manage any queries or training requirements. The roles of Users are available in Annexure-A.

यदि हितधारकों को किसी भी कठिनाई का सामना करना पड़ता है, तो उन्हें RISE सिस्टम में सक्षम तकनीकी हेल्पडेस्क मॉड्यूल पर टिकट उठाना चाहिए। इससे सीपज़ प्राधिकरण को मुद्दों और किसी भी लंबित मामले को ट्रैक करने और निगरानी करने में मदद मिलेगी।

In case stakeholders face any difficulty, they should raise a ticket through the Technical Helpdesk module enabled in the RISE system. This will help the SEEPZ Authority to track and monitor the issues and any pendency as well.

यह विकास आयुक्त, सीपज़-सेज़ के अनुमोदन से जारी किया जाता है।

This issues with the approval of the Development Commissioner, SEEPZ-SEZ.

Digitally signed by
Mital Sudhir Hiremath

(मितल हिरेमठ / Date: 01-07-2025

संयुक्त विकास आयुक्त / Jt. Development Commissioner,
सीपज़ सेज़, मुंबई / SEEPZ SEZ, Mumbai

F.No.: SEEPZ-SEZ/E-OPT-11/76/2022-IT/ 46146

Date: 01.07.2025

प्रतिलिपि /Copy To:

1. सभी अधिकारी/कर्मचारी/ All Officers/Staff Members
2. विआका/संविआका/उविआका/विआ/ DCO/JDCO/DDCO/SO
3. कार्यालय आदेश फ़ाइल / रजिस्टर/ Office Order file/register
4. सीपज़ वेबसाइट/ SEEPZ Website
5. नोटिस बोर्ड/ Notice Board
6. ईआरपी टीम/ ERP Team

Annexure A

Roles of Users in Inventory Management Module:

User	Roles in Module
Development Commissioner	<ol style="list-style-type: none">1. View Dashboard2. Generate Reports3. View Purchase Orders4. View Stock5. View Delivery details
Joint Development Commissioner	<ol style="list-style-type: none">1. View Dashboard2. Generate Reports3. View Purchase Orders4. View Stock5. View Delivery details
Deputy Development Commissioner	<ol style="list-style-type: none">1. View Dashboard2. Generate Reports3. View Purchase Orders4. View Stock5. View Delivery details
Pay &Accounts Officer	<ol style="list-style-type: none">1. Add Budget Heads2. Generate Reports3. View Dashboard4. View Purchase Orders5. View Stock6. View Delivery details
ADC (All Section)	<ol style="list-style-type: none">1. Create Indent2. Generate Reports3. View Dashboard
ADC Administration	<ol style="list-style-type: none">1. Indent Consolidation2. Add Quotation details3. Forward Consolidated Indent to ADC Finance4. Return of Items5. Requisition Management6. Generate Reports7. View Dashboard8. View Purchase Orders9. View Stock10. View Delivery details
Recordkeeper	<ol style="list-style-type: none">1. Configuration of Item2. Purchase Order Creation3. Add Delivery details4. Item Return Management5. Replacement of Item6. Invoice Upload7. Reconciliation of Stock8. Management of Stock9. Generate Reports10. View Dashboard
LDC/ UDC/ Assistant (All Section)	<ol style="list-style-type: none">1. Request items

	2. View allotted Items
Contract Staff	1. Request items 2. View allotted Items



RISe ERP for SEEPZ SEZ

USER MANUAL

for

INVENTORY MANAGEMENT SYSTEM CONTRACT STAFF

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	12-09-2024	Manchisha Chandramohan	Monishkumar S	Vishnu K S
1.1	Second Version	14-02-2025	Nageswari G	Monishkumar S	Sooraj S
1.2	Third Version	08-07-2025	Nageswari G	Monishkumar S	Sooraj S

2 INTRODUCTION

2. 1 PRODUCT FUNCTION

The Inventory management module keeps track of the stock of items received in SEEPZ SEZ. The module takes care of the activities related to stores management right from procurement of items through stock maintenance, requisition processing, to the issue of items. It helps in establishing optimum inventory levels by easily identifying the fast and slow-moving items, thereby reducing cost, and keeping inventory at the right levels. Apart from the day-to-day activity, the software application shall provide various customized reports and alerts that help in monitoring the current stock level.

2. 2 INTENDED AUDIENCE

This user manual is mainly designed for:

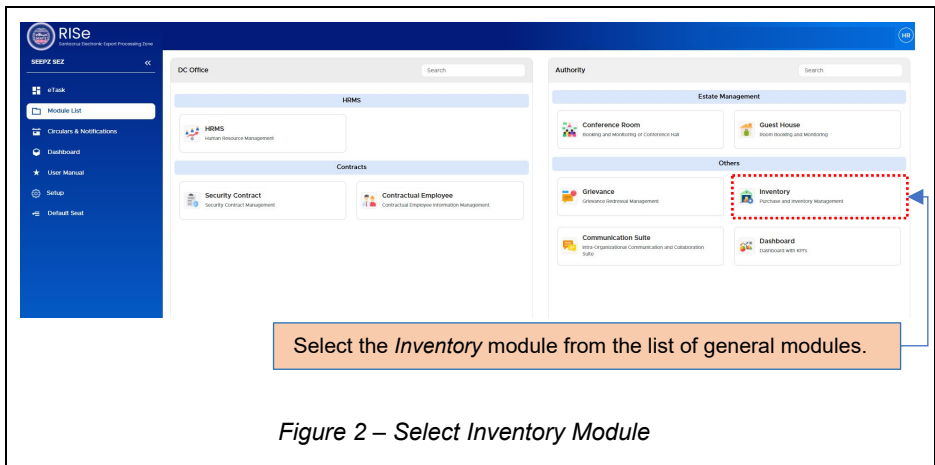
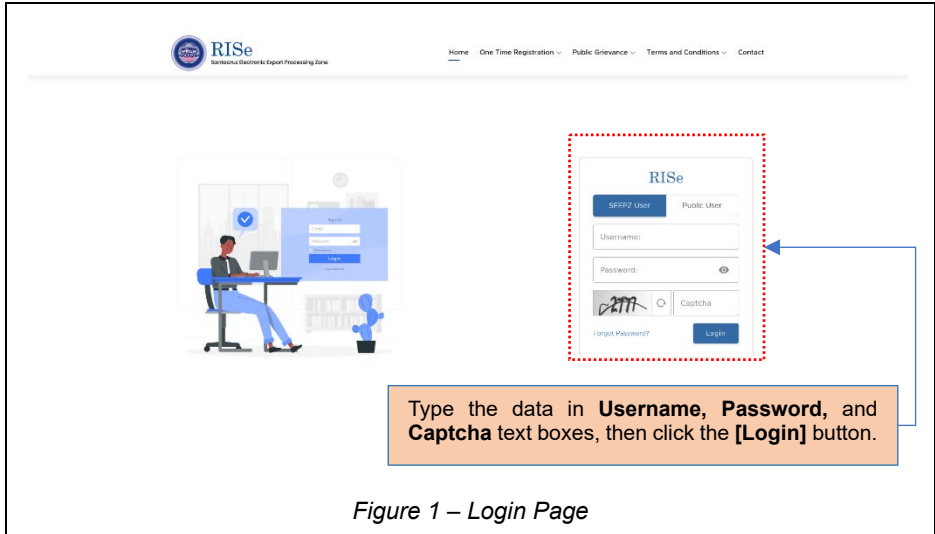
SEEPZ USER

➤ **Contract Staff**

Contract Staff is responsible for requesting necessary items and forwarding their requests to the ADC Administration (Procurement Division) for approval.

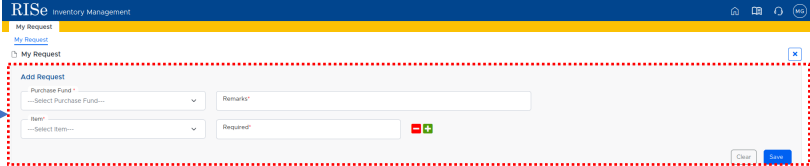
3 SETUP

3.1 LOGIN – CONTRACT STAFF



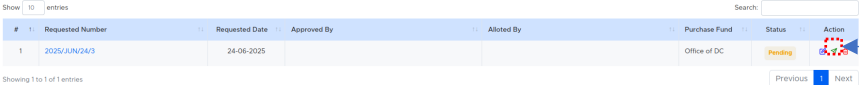
3.2 REQUEST

The Contract Staff can place a request for items in the *My Request* tab.



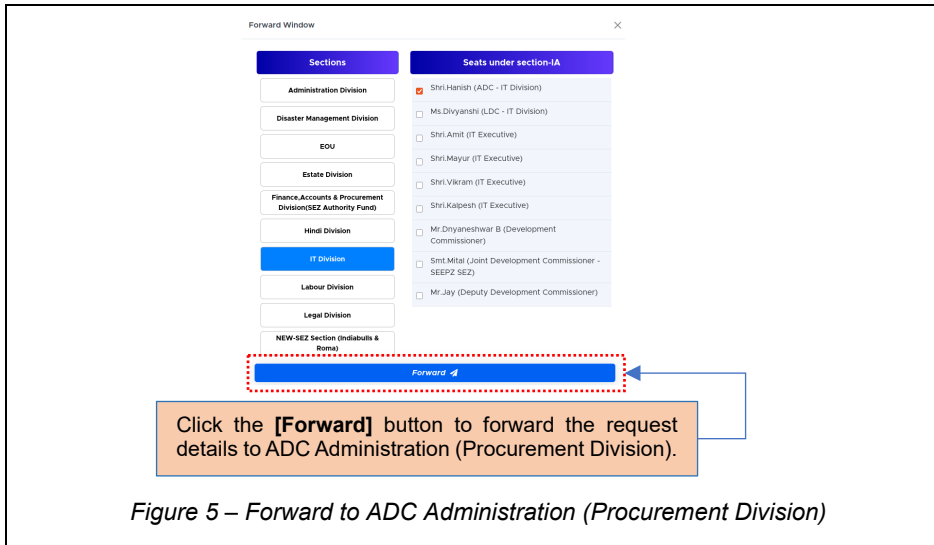
Add Purchase Fund, Remarks, Item and Required, then click the [Save] button to save the request details.

Figure 3 – Add Request Details



Click this icon to forward the request details to ADC Administration (Procurement Division).

Figure 4 – Approval of Request



After approval from the ADC Administration (Procurement Division), the system updates the status to '**Submit to Store Keeper**'.



****End Of the Module - RISE
(Inventory Management System – Contract Staff) ****

“Thank you for thoroughly exploring the features and information.”



RISe ERP for SEEPZ SEZ

USER MANUAL

for

INVENTORY MANAGEMENT SYSTEM SEEPZ USER

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	12-09-2024	Manchisha Chandramohan	Monishkumar S	Vishnu K S
1.1	Second Version	14-02-2025	Nageswari G	Monishkumar S	Sooraj S
1.2	Third Version	08-07-2025	Nageswari G	Monishkumar S	Sooraj S

2 INTRODUCTION

2.1 PRODUCT FUNCTION

The Inventory Management System module keeps track of the stock of items received in SEEPZ SEZ. The module takes care of the activities related to stores management right from procurement of items through stock maintenance, requisition processing, to the issue of items. It helps in establishing optimum inventory levels by easily identifying the fast and slow-moving items, thereby reducing cost, and keeping inventory at the right levels. Apart from the day-to-day activity, the software application shall provide various customized reports and alerts that help in monitoring the current stock level.

2.2 INTENDED AUDIENCE

The key divisions involved with this module are:

➤ **ADC (All Sections)**

The user is responsible for creating the indent details and submitting it to ADC Administration (Procurement Division).

➤ **ADC Administration (Procurement Division)**

The Procurement Division consolidates indents, adds quotation details and forwards the consolidated indents to the ADC Finance Officer. After consolidated indents approval, the Procurement Division uploads the work order, approves requests from Contract Staff, and processes return requests from the Store Keeper/ Privileged User. Once submitted, the ADC Administration (Procurement Division) reviews and approves the requests, ensuring they meet the required criteria before moving forward in the procurement process.

➤ **ADC Finance Officer**

The user selects the appropriate budget head and forwards it to higher officials (JDC, DDC, DC) for approval.

➤ **JDC, DDC, DC**

The JDC, DDC, and DC are responsible for reviewing and approving the consolidated indents.

➤ **Store Keeper/ Privileged User**

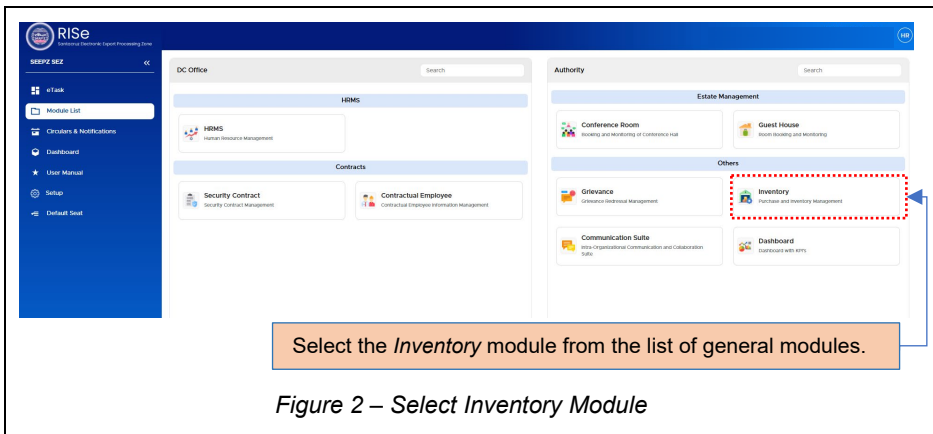
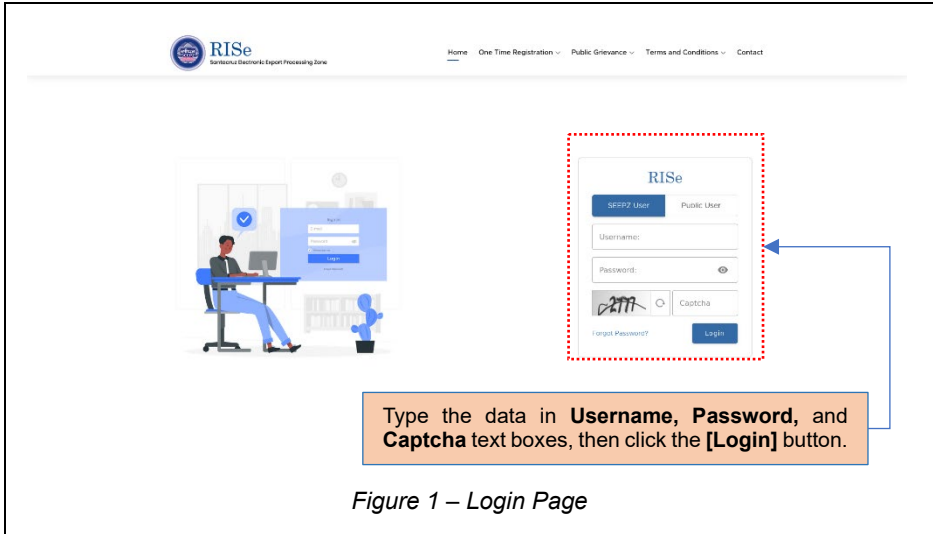
The user is responsible for initiating and managing purchase orders by adding details, and updating goods received information. They submit return request, verify invoice details, and approve and forward invoice to finance, while also recording batch information for tracking purposes. This ensures smooth processing from order creation to payment. The user also processes requests from LDC / UDC / Assistant (All Sections) Users, Contract Staff and allocates the required items accordingly.

➤ **LDC / UDC / Assistant (All Sections)**

LDC / UDC / Assistant (All Sections) Users are responsible for requesting items and submitting items requested to the Store Keeper / Privileged User.

3 SETUP

3.1 LOGIN – STORE KEEPER / PRIVILEGED USER



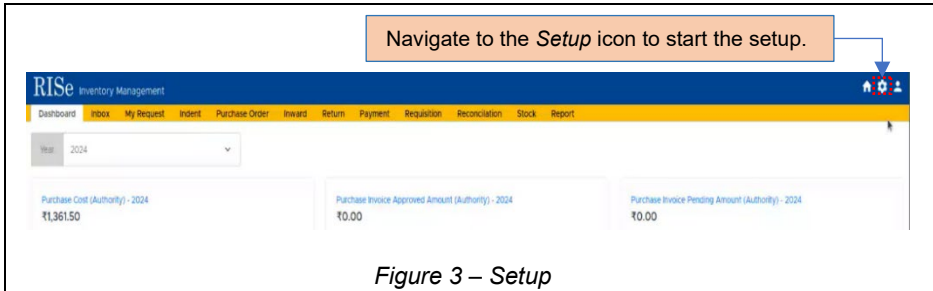


Figure 3 – Setup

3.2 CATEGORY SETUP

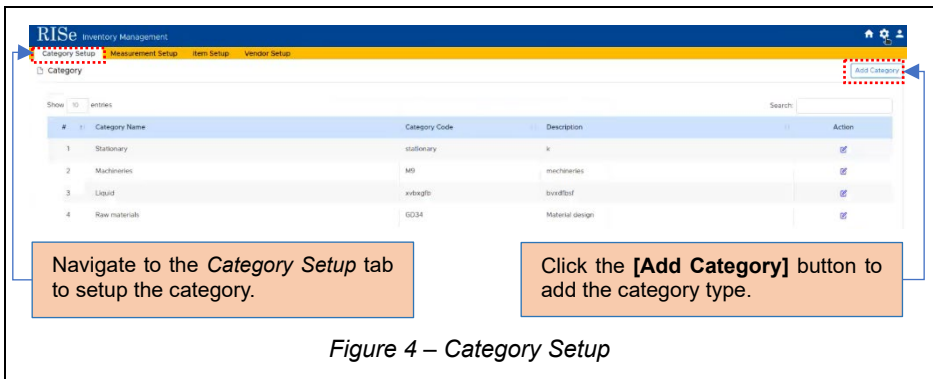


Figure 4 – Category Setup

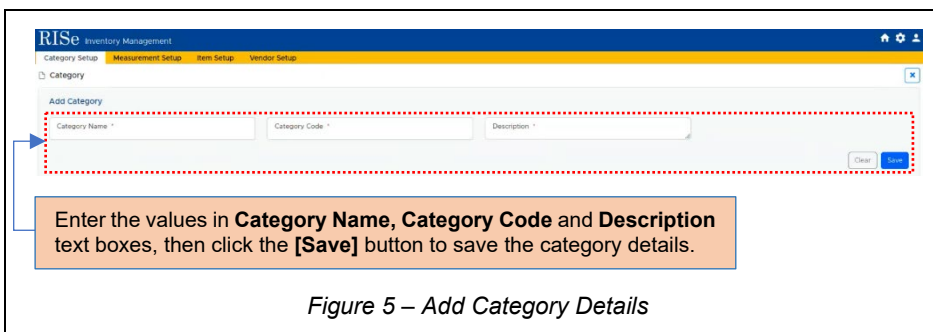
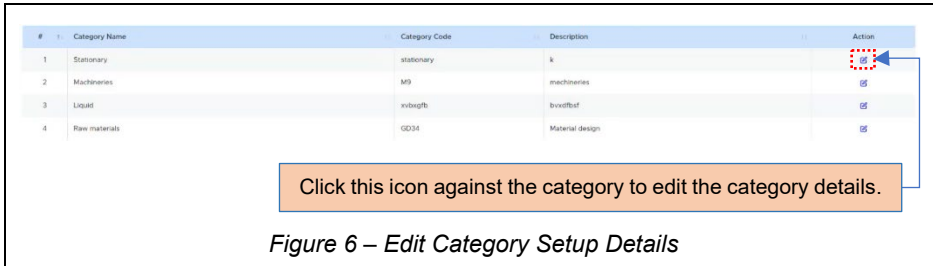
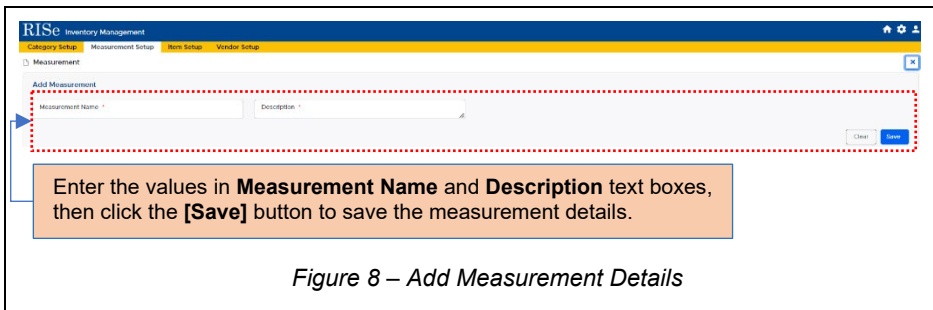
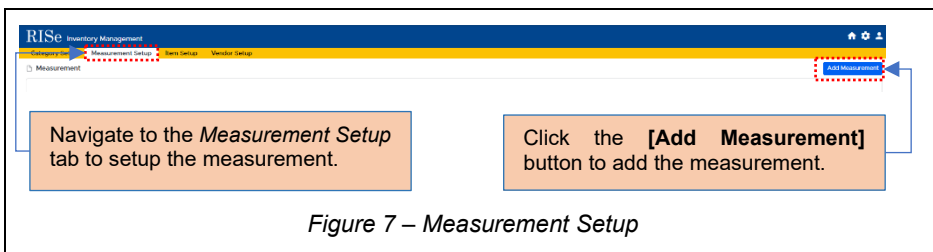


Figure 5 – Add Category Details

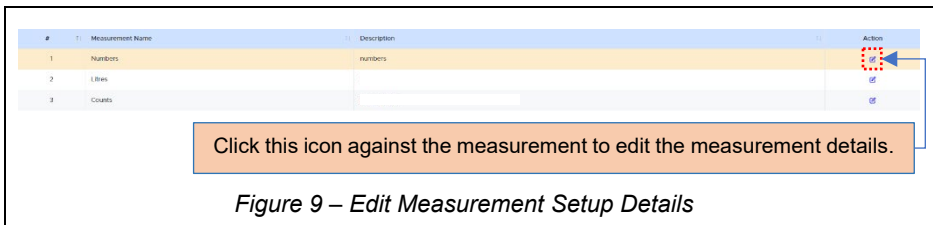
The system lists the added category details in the table.



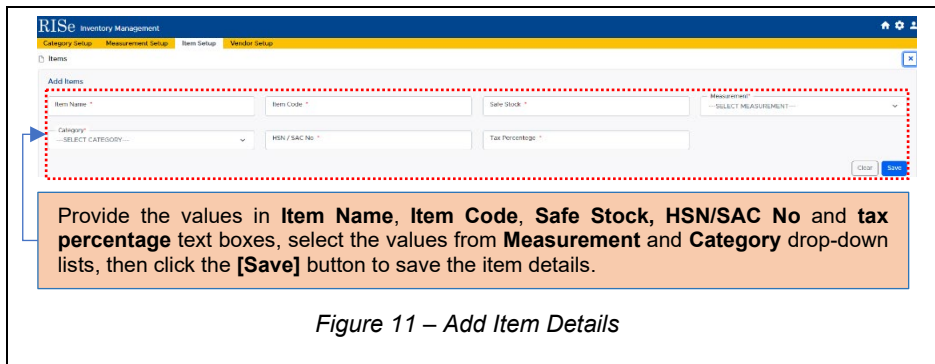
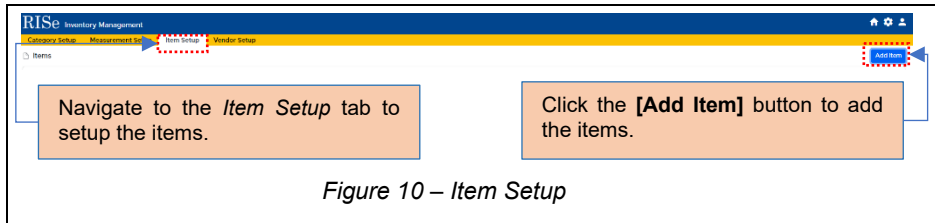
3.3 MEASUREMENT



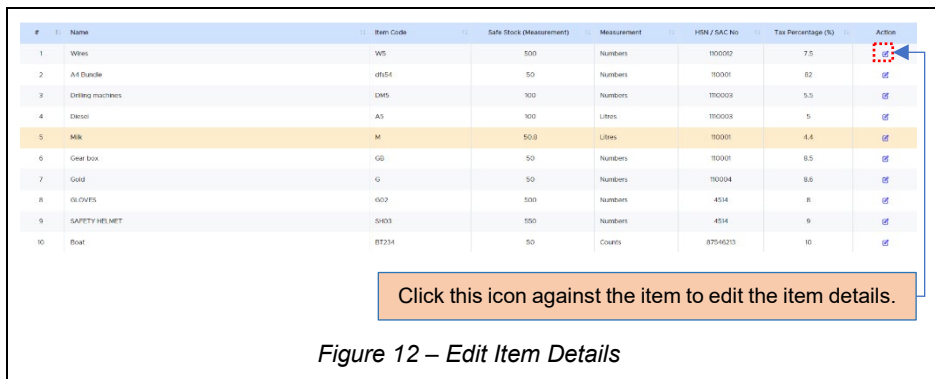
The system lists the added measurement details in the table.



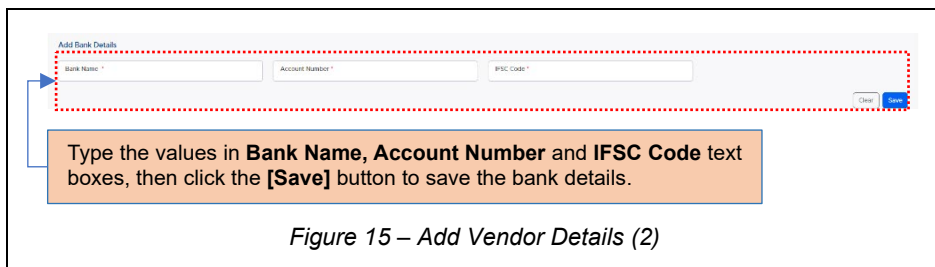
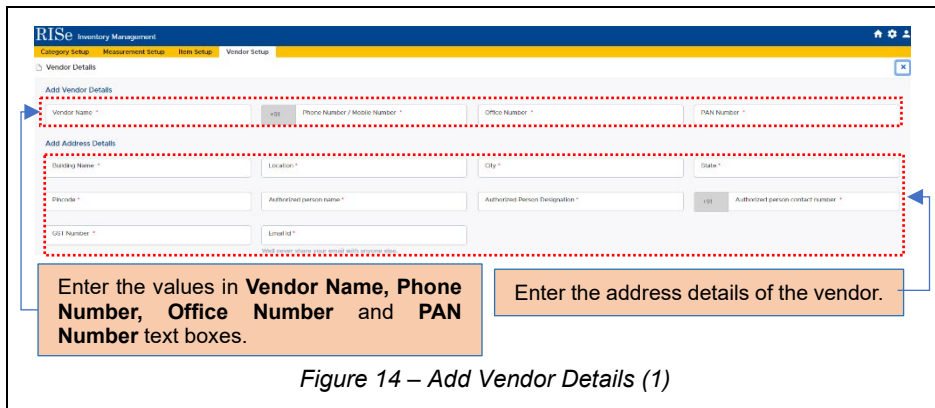
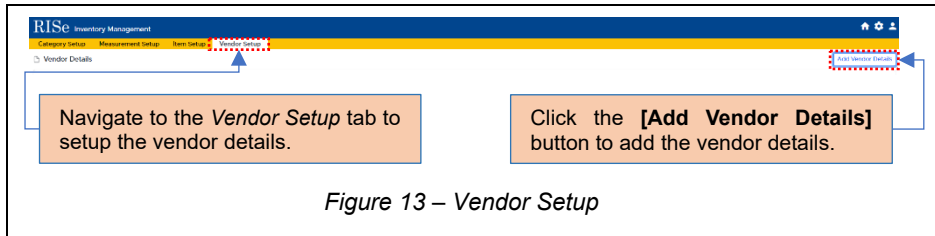
3.4 ITEM SETUP



The system lists the added item details in the table.



3.5 VENDOR SETUP



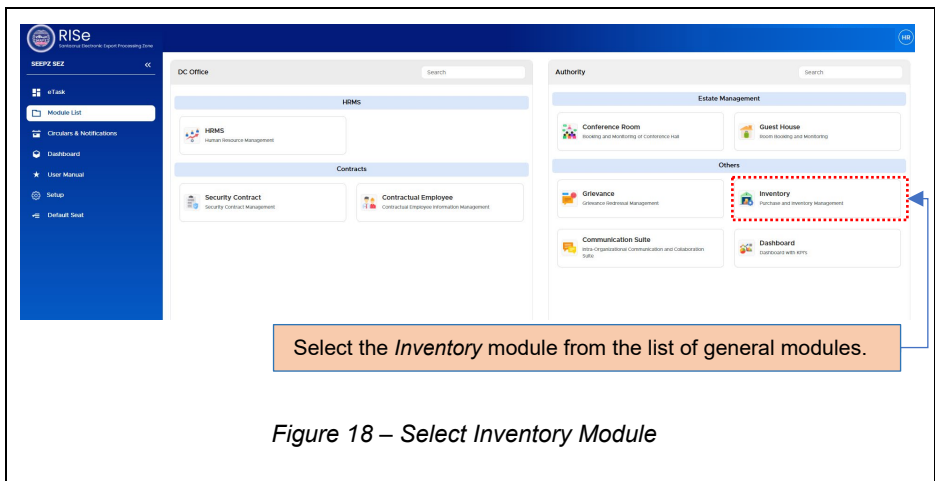
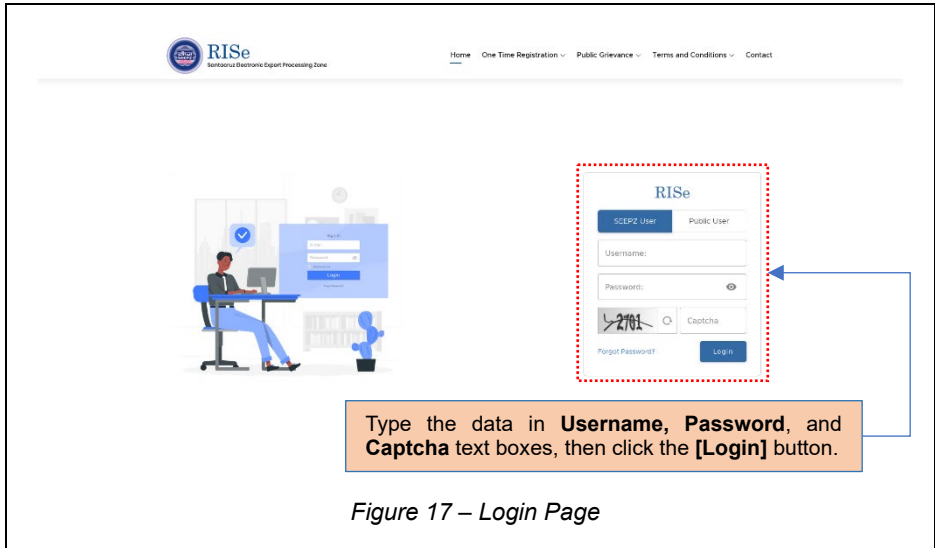
The system lists the added vendor details in the table.

#	Vendor Name	Local ID	Contact	PAN Number	GST Number	Vendor Address	Action
1	Apul Industry	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	 
2	MegaSource Industry	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	 
3	Sakusam	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXXXXXX	 

Click the *Edit* icon to edit the vendor details and the *View* icon to view the vendor details.

Figure 16 – Edit / View Vendor Setup Details

4 LOGIN – ADC (ALL SECTIONS)



4. 1 INDENT

Navigate to the *Indent* tab to add the indent details.

The screenshot shows the 'Indent Details' form in the RISE Inventory Management system. The form has the following fields: 'Description / Specification' (text input), 'Purchase Fund' (dropdown menu), 'Remarks' (text input), 'Item' (dropdown menu with '--Select Item--'), and 'Required' (text input). There are 'Clear' and 'Save' buttons at the bottom right. A red dashed box highlights the form fields, and a blue arrow points to the 'Indent' tab in the top navigation bar.

Enter the values in **Description / Specification**, **Remarks** and **Required** text boxes, select the values from **Purchase Fund** and **Item** drop-down lists, then click the **[Save]** button to save the indent details.

Figure 19 – Add Indent Details

The system lists the saved indent details in the table with a '**Pending**' status.

The screenshot shows a table of saved indent details. The table has the following columns: 'Indent Number', 'Created Date', 'Created By', 'Description', 'Purchase Fund', 'Status', and 'Action'. The first row shows an indent number '2025/INDT/DW/1', created date '30-01-2025', and status 'Pending'. A red dashed box highlights the 'Status' column.

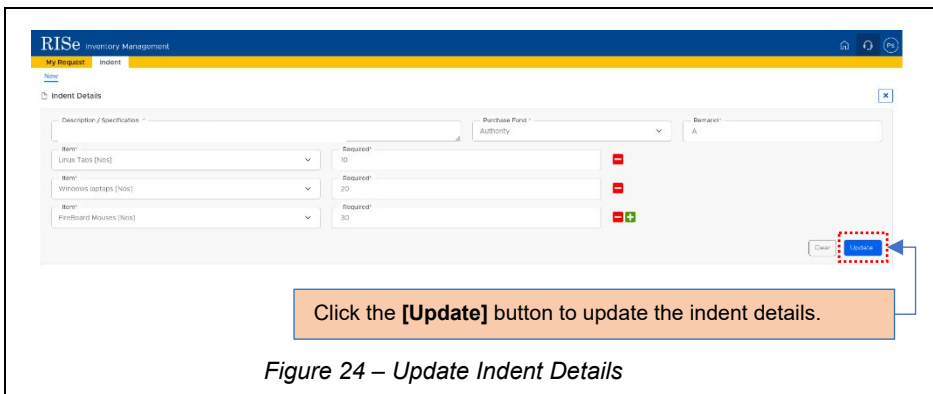
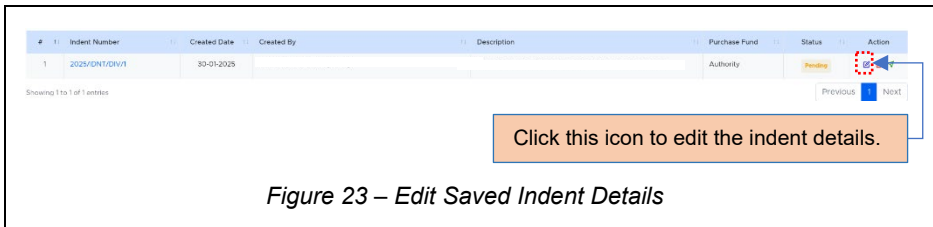
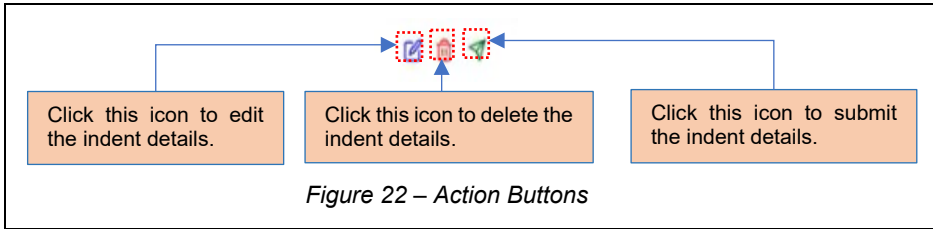
Indent Number	Created Date	Created By	Description	Purchase Fund	Status	Action
2025/INDT/DW/1	30-01-2025			Authority	Pending	

Figure 20 – Saved Indent Details

The screenshot shows the 'View Saved Indent Details' dialog. The dialog displays the indent details for the selected indent number. The details are as follows:

Item Name	Item Code	Item Category	Required Quantity (Measurement)
Linux Tabs	T254	Stationary	10

Figure 21 – View Saved Indent Details



Once you click the *Submit* icon, the *Preview for Indent Details* pop-up window appears.

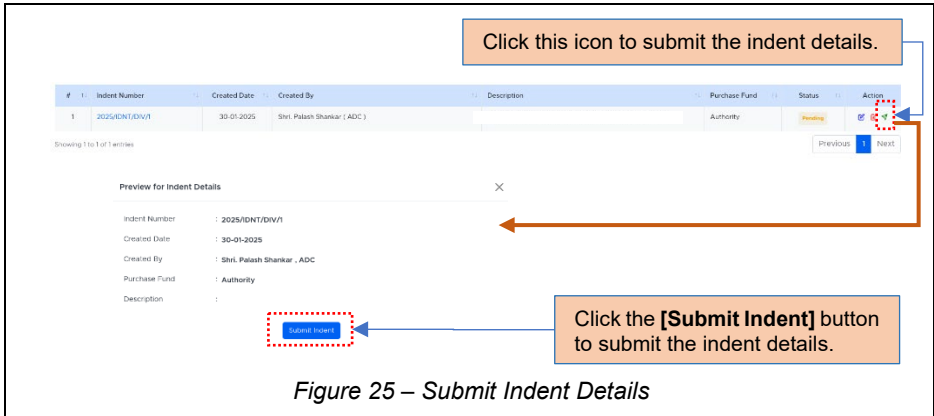
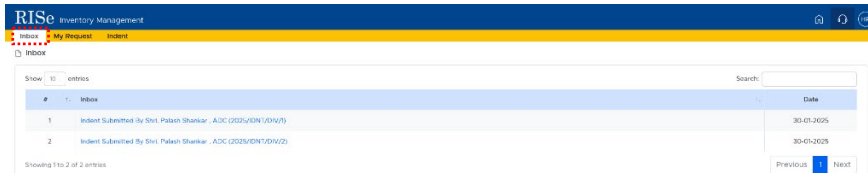


Figure 25 – Submit Indent Details

5 LOGIN – ADC ADMINISTRATION (PROCUREMENT DIVISION)

The system lists the submitted indent details in the table.



The screenshot shows the 'Inbox' tab in the RISE Inventory Management system. It displays a table with two entries of submitted indents. The first entry is 'Indent Submitted By Shri. Palash Shankar - ADC (2025/INT/006/1)' with a date of '30-03-2025'. The second entry is 'Indent Submitted By Shri. Palash Shankar - ADC (2025/INT/006/2)' with a date of '30-03-2025'. The table has columns for '#', 'Indent', and 'Date'. There are 'Previous' and 'Next' buttons at the bottom right of the table.

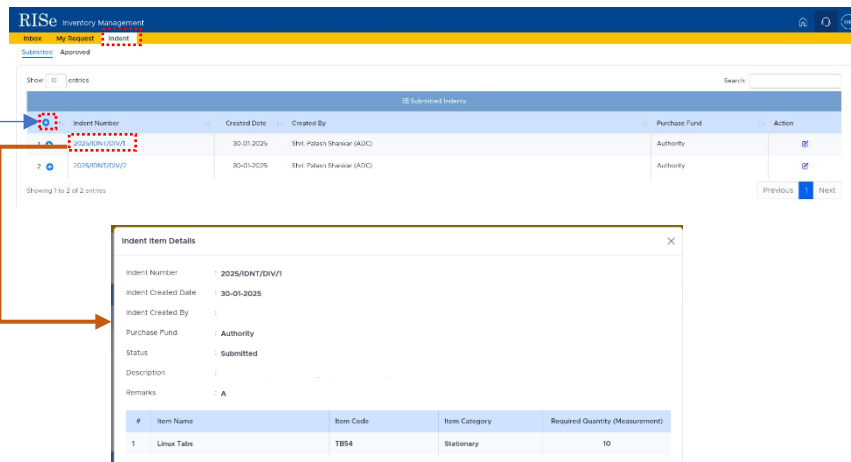
#	Indent	Date
1	Indent Submitted By Shri. Palash Shankar - ADC (2025/INT/006/1)	30-03-2025
2	Indent Submitted By Shri. Palash Shankar - ADC (2025/INT/006/2)	30-03-2025

Figure 26 – Inbox (Received Notification)

The system sends the submitted indent details notification to the concerned ADC Administration (Procurement Division) and displays it in the *Inbox* tab.

5. 1 CONSOLIDATE INDENT

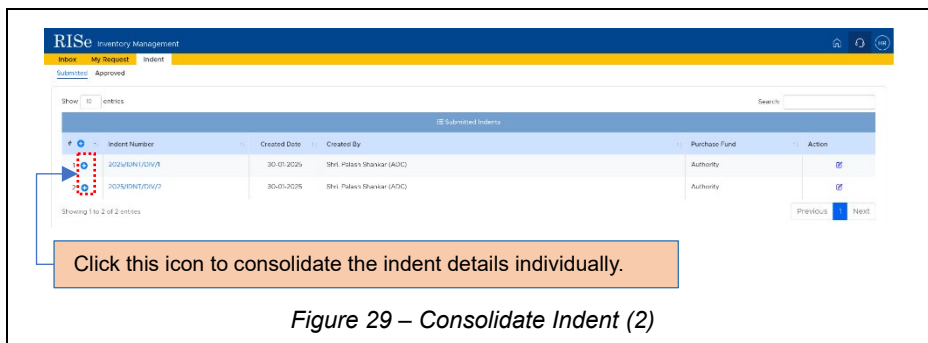
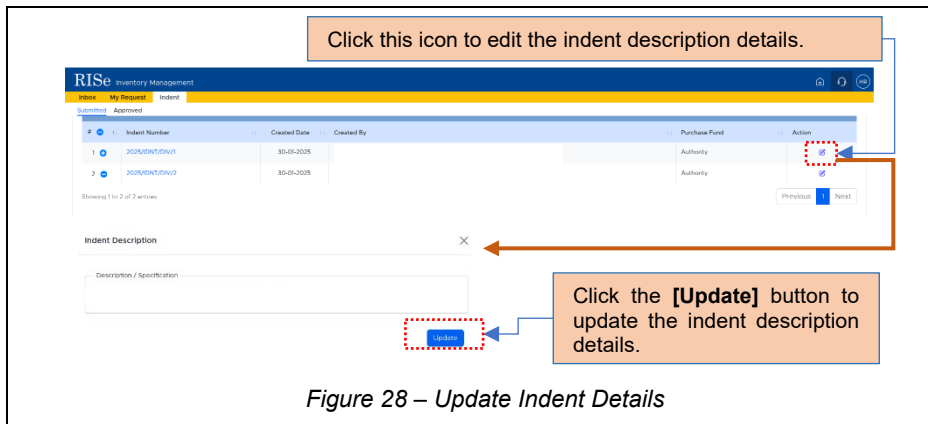
Click the + icon to consolidate the total indent details.



The screenshot shows the 'Inbox' tab in the RISE Inventory Management system. A red dashed box highlights the '+' icon in the 'Action' column of the first indent entry. An orange arrow points from this icon to a 'Consolidate Indent' dialog box. The dialog box displays the details of the selected indent: Indent Number (2025/INT/006/1), Indent Created Date (30-03-2025), Indent Created By (Shri. Palash Shankar - ADC), Purchase Fund (Authority), Status (Submitted), and Description (Linux Table). Below the details is a table with one item: 'Linux Table' with Item Code 'TB54', Item Category 'Stationary', and Required Quantity (Measurement) '10'.

#	Item Name	Item Code	Item Category	Required Quantity (Measurement)
1	Linux Table	TB54	Stationary	10

Figure 27 – Consolidate Indent (1)



RISe Inventory Management

Dashboard Home My Request Indent Purchase Order Inward Return Payment Requisition Reconciliation Stock Report

Submitted Approved

Show 10 entries

Submitted Indents

#	Indent Number	Created Date	Created By	Purchase Fund	Action
1	2025/IND1/DIRV1	14-02-2025	Shri. Palash Shankar (AIC)	Authority	View
2	2025/IND1/DIRV2	14-02-2025	Shri. Palash Shankar (AIC)	Authority	View

Showing 1 to 2 of 2 entries

Previous Next

Note : Consolidation can be done either by Admin or by Authority indents only not both

Consolidate

Show 10 entries

Consolidated Indents

#	Consolidated Indent Number	Consolidated Date	Held By	Approved By	Estimated Cost	Status	Action
1	2025/Consolidated IND7/DIRV1	14-02-2025			₹ 4,000.00	Pending	View

Showing 1 to 1 of 1 entries

Previous Next

Click the <Consolidated Indent Number> link to consolidate the indent details.

Figure 30 – Consolidate Indent Details

2025/IND1/DIRV2

Note : Consolidation can be done either by Admin or by Authority indents only not both

2025/IND1/DIRV2 - (Authority)

Item	GOT Dragon	Required Qty	50	Accepted Qty	0
Item	Scot Speaker	Required Qty	50	Accepted Qty	0

Consolidate




Click the [Consolidate] button to consolidate the indent details.

Figure 31 – Consolidate Indent Details (3)

Once you click the **[Consolidate]** button, the system lists the consolidated indent details in the table with a '**Pending**' status.

Show 10 entries

Search:

#	Consolidated Indent Number	Consolidated Date	Held By	Approved By	Estimated Cost	Status	Action
1	2025/Consolidated-DNT/Div/1	30-01-2025				Pending	  

Click this icon to edit the consolidated indent descriptions details.






Click this icon to add the quotation details.

Click this icon to download and view the consolidated indent details in PDF format.

Figure 32 – Edit / Download / Add Quotation Details to Consolidated Indent

Show 10 entries

Search:

#	Consolidated Indent Number	Consolidated Date	Held By	Approved By	Estimated Cost	Status	Action
1	2025/Consolidated-DNT/Div/1	30-01-2025				Pending	  

Click this icon to edit the consolidated indent descriptions details.

Indent Descriptions

Indent Item Details

Indent Number: 2025/DNT/Div/1 Created Date: 2025-01-30

Created By: Shri. Palash Shankar (ADC)

Description / Specification

Indent Number: 2025/DNT/Div/2 Created Date: 2025-01-30

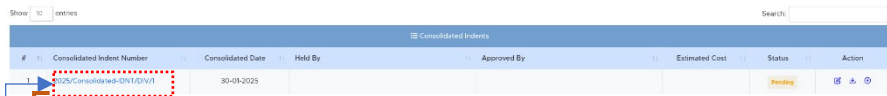
Created By: Shri. Palash Shankar (ADC)

Description / Specification

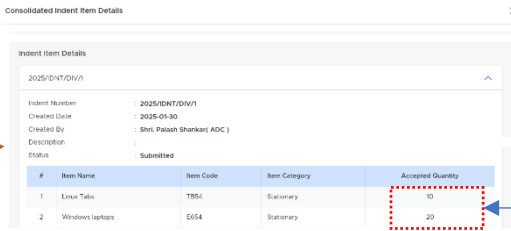
Update

Click the [Update] button to update the consolidated indent descriptions details.

Figure 33 – Update Indent Details



Click the *<Consolidated Indent Number>* link to view the consolidated indents.



The system displays the count of accepted Indent items in the **Accepted Quantity** column.

Consolidated Indent Item Details

Indent Item Details

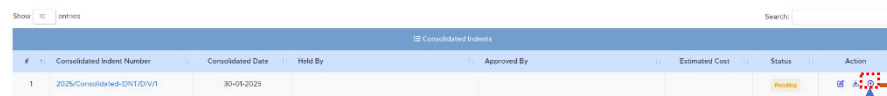
2025/INDT/DIV/1

Indent Number: 2025/INDT/DIV/1
Created Date: 2025-01-30
Created By: Shri. Paash Shankar(ADC)
Description: Submitted

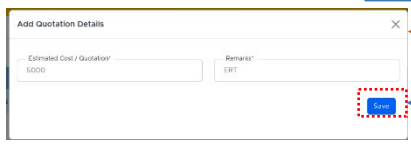
#	Item Name	Item Code	Item Category	Accepted Quantity
1	Linux Tabs	TBS6	Stationary	10
2	Windows laptops	EG54	Stationary	20

Figure 34 – View Consolidated Indent Details

5. 2 ADD QUOTATION



Click this icon to add the quotation details.



Click the **[Save]** button to save the quotation details.

Add Quotation Details

Estimated Cost / Quotation: 5000
Remarks: EBT

Figure 35 – Add Quotation Details

Once you add the quotation details, the system updates the **Estimated Cost** column in the *Consolidated Indents* table.

#	Consolidated Indent Number	Consolidated Date	Held By	Approved By	Estimated Cost	Status	Action
1	2024/Consolidated-EDH/03V/1	30-01-2025			₹ 5,000.00	Pending	View Edit

Showing 1 to 1 of 1 Entries

Previous Next

The system updates the estimated cost value in the **Estimated Cost** column.

Figure 36 – Estimated Cost

Sections

Administration Division

Disaster Management Division

EDU-I

EDU-II

Rate Division

Finance, Accounts & Procurement Division/IT Authority Panel

Head Division

IT Division

Labour Division

Legal Division

Seats under section-IA

☐ Shri Prasen (ADC - Administration)

☐ Shri Vishwamit Pandurang (Record Keeper)

☐ Mrs. Zeena (Junior Executive)

☐ Shri Jagdish (JDC - Administration)

☐ Mr. Pooja (Executive - Administration Division)

☐ Mrs. Rakita (Junior Executive - Administration Division)

☐ Shri Jagendra (Authorised Officer (Customs Superintendent))

☐ Shri Pradeep (Authorised Officer (Customs Preventive Officer))

☐ Shri Gaurav (Authorised Officer (Customs Preventive Officer))

☐ Shri Deepak (Authorised Officer (Customs Preventive Officer))

Forward

Click the checkbox against the required Finance Officer.

Click the **[Forward]** button to forward the consolidated indent details.

Figure 37 – Forward Indent Details

The system forwards the consolidated indent details to the selected Finance Officer.

6 LOGIN – ADC FINANCE OFFICER

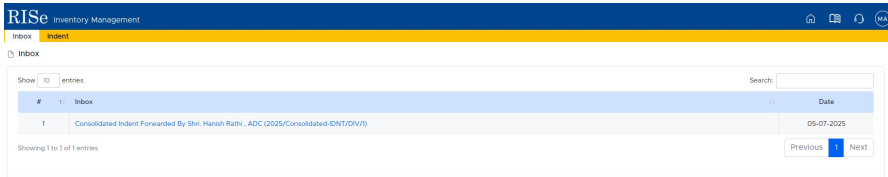


Figure 38 – Inbox (Received Notification)

The Finance Officer adds Budget Head to the consolidated indent details.

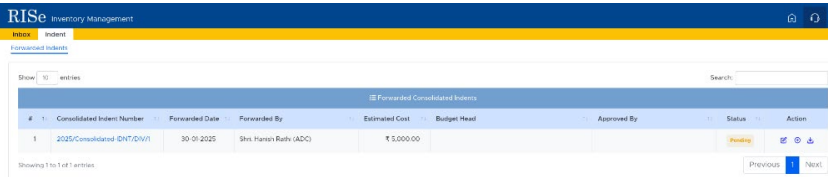


Figure 39 – Forwarded Consolidated Indents

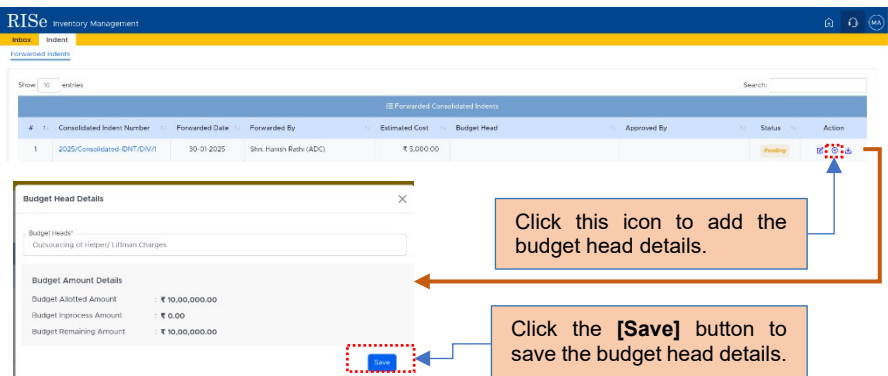
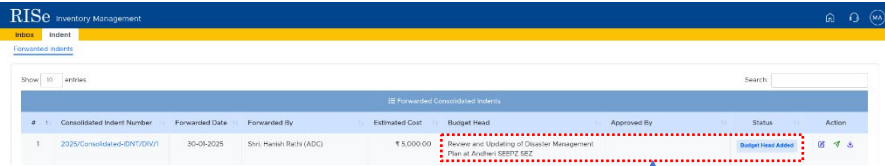


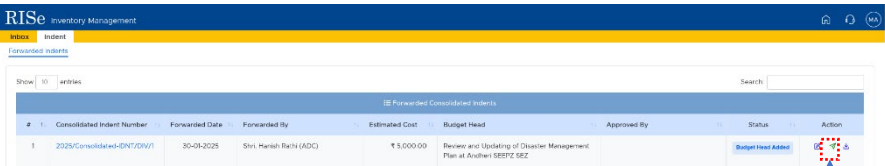
Figure 40 – Add Budget Head Details



#	Consolidated Indent Number	Forwarded Date	Forwarded By	Estimated Cost	Budget Head	Approved By	Status	Action
1	2025/Consolidated-5N7/D9V/1	30-09-2025	Sri. Harish Rathi (ADC)	₹ 5,000.00	Review and Updating of Disaster Management Plan at Another SEEPZ SEZ			

The system updates the Budget Head and Status values here.

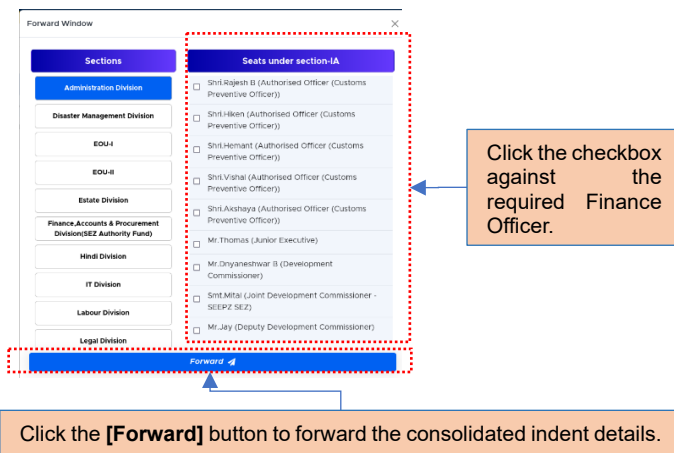
Figure 41 – Budget Head Added



#	Consolidated Indent Number	Forwarded Date	Forwarded By	Estimated Cost	Budget Head	Approved By	Status	Action
1	2025/Consolidated-5N7/D9V/1	30-09-2025	Sri. Harish Rathi (ADC)	₹ 5,000.00	Review and Updating of Disaster Management Plan at Another SEEPZ SEZ		Budget Head Added	

Click this icon to forward the consolidated indent details.

Figure 42 – Forward Consolidated Indent Details



Sections

Administration Division

Disaster Management Division

EDU-I

EDU-II

Estate Division

Finance,Accounts & Procurement Division(SEEZ Authority Fund)

Hindi Division

IT Division

Labour Division

Legal Division

Seots under section-1A

☐ Sri.Rajesh B (Authorised Officer (Customs Preventive Officer))

☐ Sri.Lalitha (Authorised Officer (Customs Preventive Officer))

☐ Sri.Hemant (Authorised Officer (Customs Preventive Officer))

☐ Sri.Vishal (Authorised Officer (Customs Preventive Officer))

☐ Sri.Akshaya (Authorised Officer (Customs Preventive Officer))

☐ Mr.Thomas (Junior Executive)

☐ Mr.Dnyaneshwar B (Development Commissioner)

☐ Smt.Mital (Joint Development Commissioner - SEEPZ SEZ)


☐ Mr.Jay (Deputy Development Commissioner)

Forward

Click the checkbox against the required Finance Officer.

Click the **[Forward]** button to forward the consolidated indent details.

Figure 43 – Forward Consolidated Indent Details



RISe Inventory Management							
Forwarded Indents							
38 Forwarded Consolidated Indents							
#	Consolidated Indent Number	Forwarded Date	Forwarded By	Estimated Cost	Budget Head	Approved By	Status
1	2020/Consolidate-w/ONT/Div/1	30-09-2025	Smt. Harish Bhat (ADC)	₹ 5,000.00	Review and Updating of Disaster Management Plan at Another SEEPZ Site		Forwarded

The system updates the status to 'Forwarded'.

Figure 44 – Forwarded Consolidated Indent Details

7 LOGIN – SEEPZ USERS (JDC, DDC, DC)

The system displays the forwarded consolidated indents in the *Approved* sub-tab within the *Indent* tab.

7.1 INBOX

The system displays all the notifications in the *Inbox* tab.

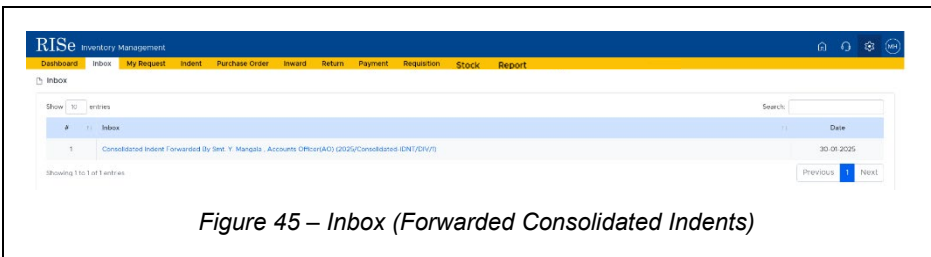


Figure 45 – Inbox (Forwarded Consolidated Indents)

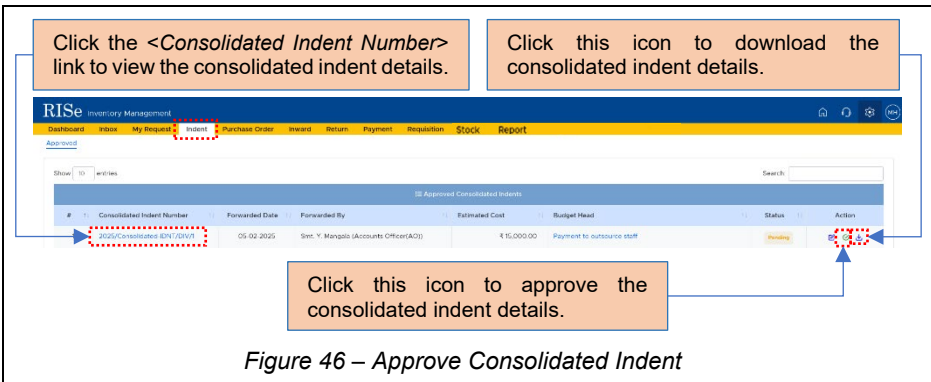




Figure 46 – Approve Consolidated Indent

Once you click the *Approve* icon, the system updates the status to '**Approved**'.



The system updates the status to 'Approved'.

Figure 47 – Approved Consolidated Indent



Click the link in *Budget Head* column to view the budget head details.

Budget Head Details

Budget Amount Details

Budget Head Name : Payment To Outsource Staff

Budget Allocated Amount : 0.0

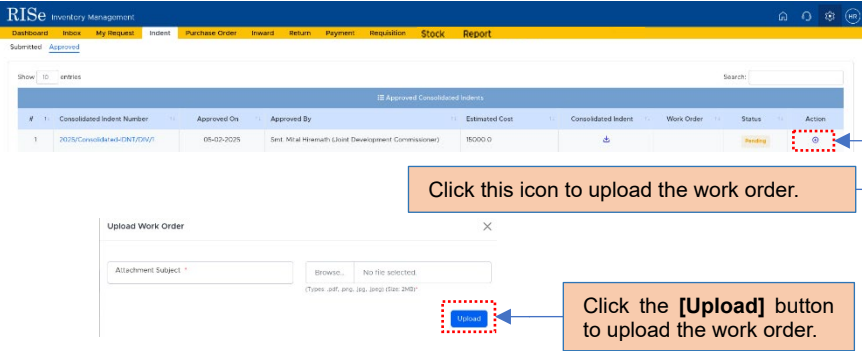
Budget Inprocess Amount : 0.0

Budget Remaining Amount : 0.0

Figure 48 – View Budget Head Details

8 LOGIN – ADC ADMINISTRATION (PROCUREMENT DIVISION)

The system lists the approved consolidated indents in the *Approved Consolidated Indents* table.




The screenshot displays the RISE Inventory Management interface. The top navigation bar includes links for Dashboard, Index, My Request, Indent, Purchase Order, Inward, Return, Payment, Requisition, Stock, and Report. The 'Approved' tab is selected under the 'Submitted' dropdown. The main table, titled 'IS Approved Consolidated Indents', lists one entry with the following details:

#	Consolidated Indent Number	Approved On	Approved By	Estimated Cost	Consolidated Indent	Work Order	Status	Action
1	2025/Consolidated-IND/109/1	05-02-2025	Smt. Mital Himanshi (Joint Development Commissioner)	18000.0			Pending	

An orange callout box points to the 'Action' column of the first row, stating: "Click this icon to upload the work order." Below the table, the 'Upload Work Order' dialog box is open, showing a file selection area with the text "No file selected" and a blue 'Upload' button. Another orange callout box points to the 'Upload' button, stating: "Click the [Upload] button to upload the work order."

Figure 49 – Upload Work Order

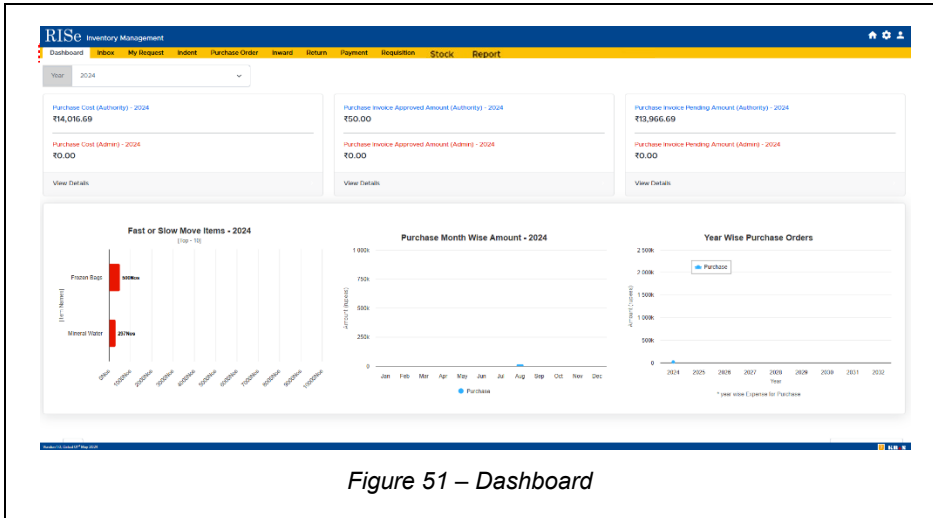


The screenshot shows the same RISE Inventory Management interface as Figure 49, but the status of the first entry in the 'IS Approved Consolidated Indents' table has changed to 'Work Order Uploaded'. The 'Work Order' column now contains a download icon. An orange callout box points to this icon, stating: "Click this icon to download the work order."

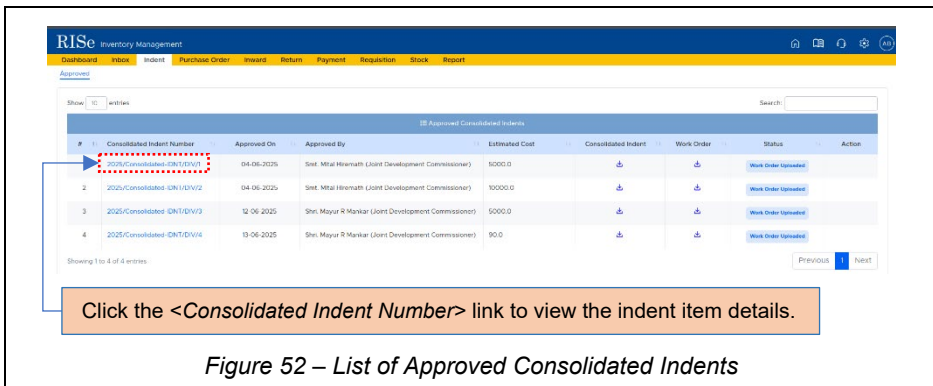
Figure 50 – Work Order Uploaded

9 LOGIN – STORE KEEPER / PRIVILEGED USER

9. 1 DASHBOARD



The Store Keeper / Privileged User can download work order and consolidated indent in the PDF format.



Indent Item Details

Indent Number : 2025/IDNT/DW/1
 Indent Created Date : 30-01-2025
 Indent Created By :
 Purchase Fund : Authority
 Status : Submitted
 Description :
 Remarks : A

#	Item Name	Item Code	Item Category	Required Quantity (Measurement)
1	Linux Tabs	TB54	Stationary	10

Figure 53 – View Indent Item Details

9.2 PURCHASE ORDER

Click the **[Add Purchase Order]** button to add the purchase order.

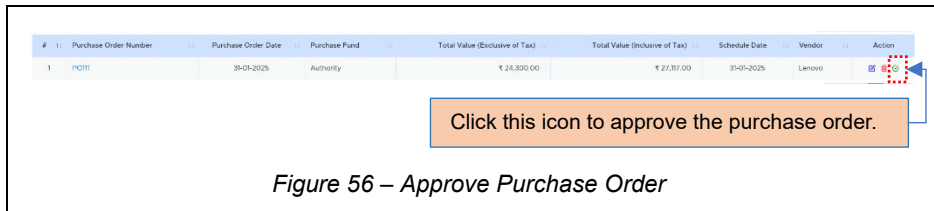
Figure 54 – Purchase Order

Select the consolidated indent which is approved and provide the relevant details in the *Add Purchase Order* pane. Also add the required attachments.

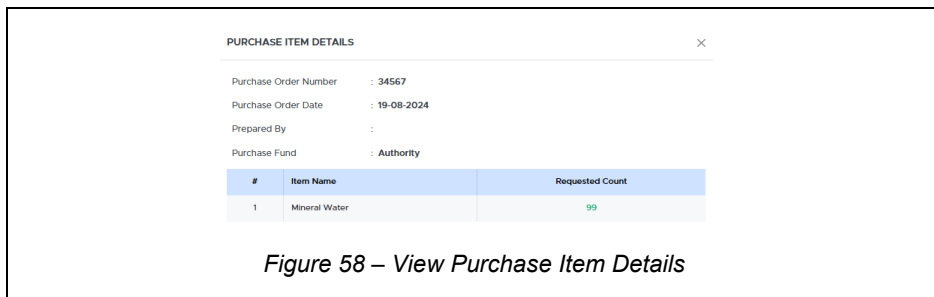
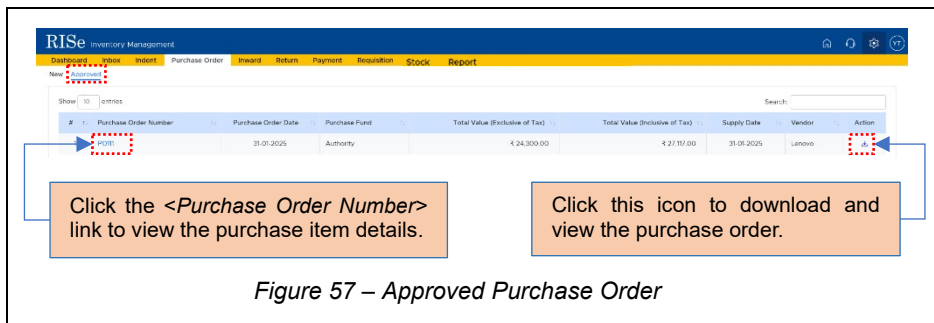
Add item details such as quantity, unit price and tax, etc and click the **[Save]** button to save the purchase order details.

Figure 55 – Add Purchase Order Details

Here, it is not mandatory to select the consolidated indent while purchasing. The system lists the saved purchase order in the table.



The system lists the approved purchase order within the *Approved* sub-tab in the *Purchase Order* tab.



9. 3 INWARD

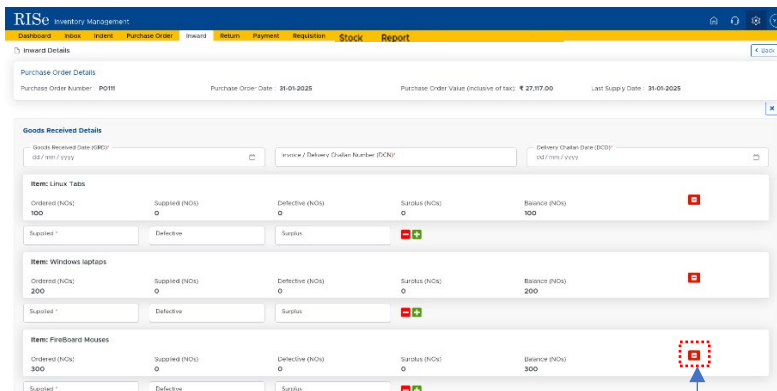
The system adds the supply updates to the supplied purchase order.



#	Purchase Order Number	Purchase Order Date	Purchase Fund	Total Value (Exclusive of Tax)	Total Value (Inclusive of Tax)	Supply Date	Vendor	Action
1	PO01	31-03-2025	Authority	₹ 24,309.00	₹ 27,07.00	31-03-2025	Lemnos	

Click this icon to add the goods received details.

Figure 59 – Inward



Purchase Order Details
Purchase Order Number: PO01 | Purchase Order Date: 31-03-2025 | Purchase Order Value (inclusive of tax): ₹ 27,07.00 | Last Supply Date: 31-03-2025

Goods Received Details
Goods Received Date (GRD): 02/04/2025 | Invoice / Delivery Challan Number (DCN): | Delivery Order Date (DCD): 02/04/2025

Item: Basic Linux Tabs	Ordered (NO)	Supplied (NO)	Defective (NO)	Surplus (NO)	Balance (NO)
100	0	0	0	100	100
Supplied *		Defective	Surplus		

Item: Windows laptops	Ordered (NO)	Supplied (NO)	Defective (NO)	Surplus (NO)	Balance (NO)
200	0	0	0	200	200
Supplied *		Defective	Surplus		

Item: FireBoard Mouses	Ordered (NO)	Supplied (NO)	Defective (NO)	Surplus (NO)	Balance (NO)
300	0	0	0	300	300
Supplied *		Defective	Surplus		

To delete the selective item, click this icon.

Figure 60 – Delete Items List

Deleted Items

Item: FireBoard Mouses

You can view the deleted item in the *Deleted Items* section.

Figure 61 – Deleted Items List

Item: FireBoard Mouses

Click this icon to add the selective deleted item.

Figure 62 – Add Deleted Item

Item: FireBoard Mouses

Ordered (NO): 300
Supplied (NO): 0
Defective (NO): 0
Surplus (NO): 0
Balance (NO): 300

The system displays the added items here.

Figure 63 – Added Item

RISE Inventory Management

Dashboard | Sales | Purchase Order | Inward | Return | Payment | Requisition | Recommendation | Stock | Report

Purchase Order Details

Purchase Order Number: PO01 Purchase Order Date: 31-01-2025 Purchase Order Value (inclusive of tax): ₹ 27,97.00 Last Supply Date: 31-01-2025

Goods Received Details

Goods Received Date (DD/MM/YYYY): 01/01/2025 Invoice / Delivery Chalan Number (DCN): 01/01/2025 Balance (NOs): 100

Item: Windows laptops	Ordered (NOs)	Supplied (NOs)	Defective (NOs)	Surplus (NOs)	Balance (NOs)
Ordered (NOs)	100	0	0	0	100
Supplied *					
Defective					
Surplus					

Item: Windows laptops

Ordered (NOs)	Supplied (NOs)	Defective (NOs)	Surplus (NOs)	Balance (NOs)
Ordered (NOs)	200	0	0	200
Supplied *				
Defective				
Surplus				

Item: Fireboard Mouses

Ordered (NOs)	Supplied (NOs)	Defective (NOs)	Surplus (NOs)	Balance (NOs)
Ordered (NOs)	300	0	0	300
Supplied *				
Defective				
Surplus				

Save

Provide the details of goods received here.

Add details of received item quantity such as defect, surplus, etc and click the **[Save]** button to save the goods received details.

Figure 64 – Add Goods Received Details

Item: Windows laptops						
Ordered (NOs)	Supplied (NOs)	Defective (NOs)	Surplus (NOs)	Balance (NOs)		
100	0	0	0	100		
Supplied *	Defective	Surplus				
Item: Fireboard Mouses						
Ordered (NOs)	Supplied (NOs)	Defective (NOs)	Surplus (NOs)	Balance (NOs)		
300	0	0	0	300		
Supplied *	Defective	Surplus				

Clear Save

Show 10 entries

#	Goods Received Number	Goods Received Date	Delivery Chalan Number	Delivery Chalan Date	Status	Action
1	GRNProcess/01/01/2025	31-01-2025	DCN	31-01-2025	Pending	

Click this icon to approve the supplied goods.

Figure 65 – Approve Goods Received Details

Once you click the *Approve* icon, the system updates the supplied item details and lists them in the table.

The system displays the updated supplied item details here.

Click the *<Goods Received Number>* link to download and view the supply details in PDF format.

Click the *Return* link to return the Goods Received.

Figure 66 – Supplied Item Details Updated

Once it is approved, the system adds the goods received item details to the list and updates the count in the *Stock* tab.

Figure 67 – Stock Updates

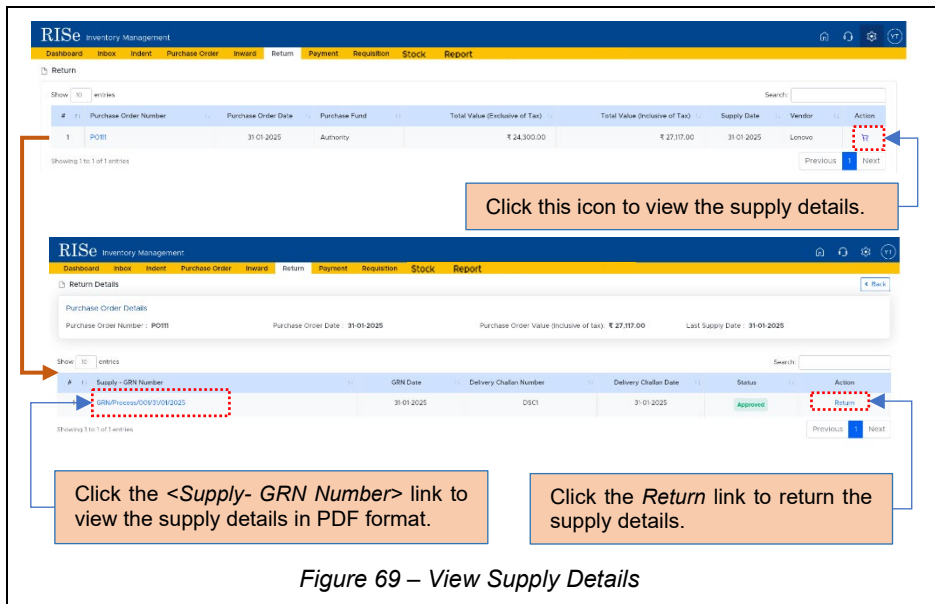
Note:

- Safe stock is the minimum count of stock that need to be maintained.
- Present stock is the count of stock that got delivered.

If there are surplus or defected items to be returned then an option for *Return* appears.



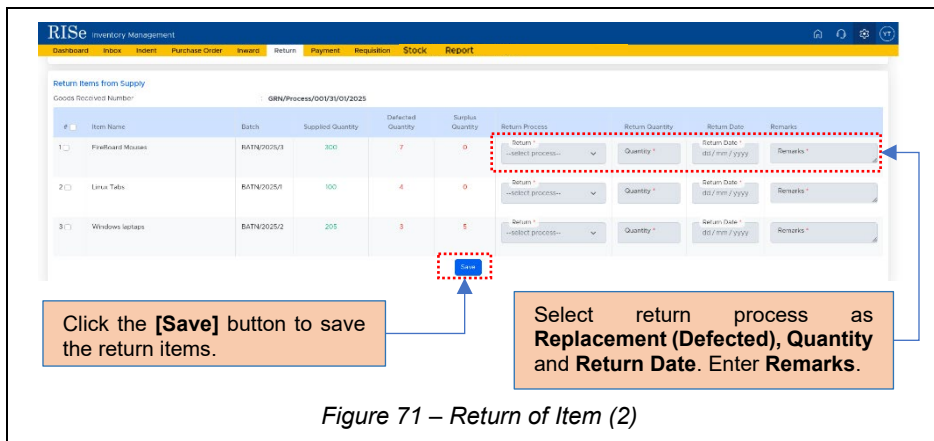
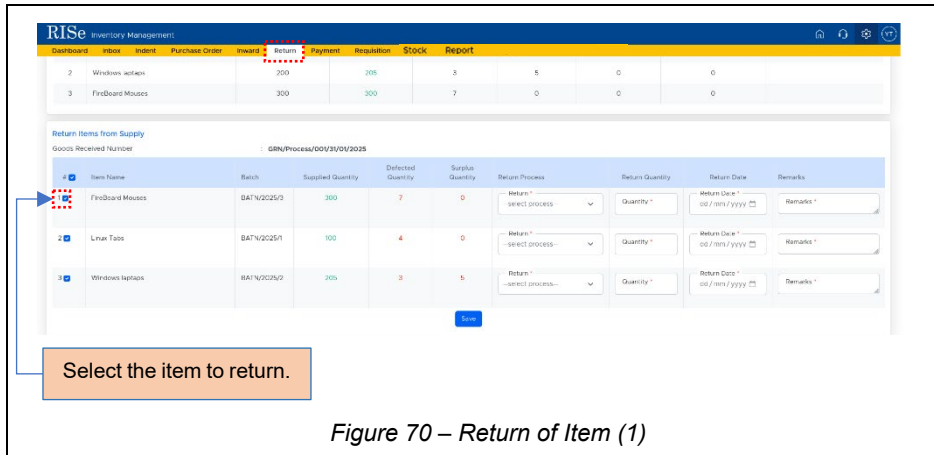
By clicking the *Return* link, the system navigates to the *Return* tab.



You can view the return items from the *Return* link or through the *Return* tab.

9. 4 RETURN

9.4.1 RETURN OF DEFECTED ITEMS



The system lists the saved return items in the *Return Items For Replacement* table.

Return Items For Replacement
Goods Received Number: GRN/Process/003/14/02/2025

#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Linux Table	BATN/2025/5	Replacement (Defected)	100	4	21-01-2025	S	Pending	
2	Fireboard Mouse	BATN/2025/7	Replacement (Defected)	300	7	21-01-2025	SE	Pending	
3	Windows Laptop	BATN/2025/6	Replacement (Defected)	205	3	21-01-2025	SKW	Pending	

Click the **[Submit]** button to submit the return of item to the ADC Administration (Procurement Division) for approval.

Figure 72 – Return of Item List

Return Items For Replacement
Goods Received Number: GRN/Process/003/14/02/2025

#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Linux Table	BATN/2025/5	Replacement (Defected)	100	4	21-01-2025	S	Submitted	
2	Fireboard Mouse	BATN/2025/7	Replacement (Defected)	300	7	21-01-2025	SE	Submitted	
3	Windows Laptop	BATN/2025/6	Replacement (Defected)	205	3	21-01-2025	SKW	Submitted	

The system updates the Status to 'Submitted'.

Figure 73 – Return of Item List Submitted

The ADC Administration (Procurement Division) review and approve the return of items.

RISE Inventory Management

Dashboard Inbox My Request Incident Purchase Order Award Return Payment Procurement Stock Report

Inbox

Show 10 entries

#	Index	Date
1	Incident Submitted By Shri. Pooch Shankar : ADC (025/ONTD/01)	14-02-2025
2	Incident Submitted By Shri. Pooch Shankar : ADC (025/ONTD/02)	14-02-2025
3	Item (Linux Table) has been submitted for return By Shri. Yashwant Pandurang Tamore : Security Guard (GRN/Process/003/14/02/2025)	14-02-2025
4	Item (3 Fireboard Mouse) has been submitted for return By Shri. Yashwant Pandurang Tamore : Security Guard (GRN/Process/003/14/02/2025)	14-02-2025
5	Item (Windows Laptop) has been submitted for return By Shri. Yashwant Pandurang Tamore : Security Guard (GRN/Process/003/14/02/2025)	14-02-2025

Showing 1 to 5 of 5 entries

Previous Next

Figure 74 – Inbox

The system sends the notification to the ADC Administration (Procurement Division).

Return Items For Replacement									
Goods Received Number : GRN/Process/0013/01/2025									
#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Linux Tabs	BATH/2025/1	Replacement (Defected)	100	4	31-01-2025	R	Pending	🔄
2	Windows laptops	BATH/2025/2	Replacement (Defected)	205	3	31-01-2025	C	Pending	🔄
3	Fireboard Mouses	BATH/2025/3	Replacement (Defected)	300	7	31-01-2025	A	Pending	🔄

Figure 75 – Approve Return of Items

Once the ADC Administration (Procurement Division) approves the return of items, the system updates the returned defective quantity in the *Stock* tab and *Return Items For Replacement* table.

Item Details								
#	Item Name	Purchased Ordered Quantity	Supplied Quantity (Total)	Defected Quantity (Total)	Returned Defective Quantity (Total)	Replaced Defective Quantity (Total)	Surplus Quantity (Total)	Returned Surplus Quantity (Total)
1	Linux Tabs	100	100	4	4	0	0	0
2	Windows Laptops	200	205	3	0	0	5	0
3	Fireboard Mouses	300	300	7	0	0	0	0

RISe Inventory Management									
Dashboard Index Incent Purchase Order Inward Return Payment Requisition Stock Report									
Return Items from Supply									
Goods Received Number : GRN/Process/0013/01/2025									
#	Item Name	Batch	Supplied Quantity	Defected Quantity	Surplus Quantity	Return Process	Return Quantity	Return Date	Remarks
1	Fireboard Mouses	BATH/2025/3	300	7	0	Return - select process--	Quantity *	Return Date - dd / mm / yyyy	Remarks *
2	Linux Tabs	BATH/2025/1	100	4	0	Return - select process--	Quantity *	Return Date - dd / mm / yyyy	Remarks *
3	Windows laptops	BATH/2025/2	205	3	5	Return - select process--	Quantity *	Return Date - dd / mm / yyyy	Remarks *

Return Items For Replacement									
Goods Received Number : GRN/Process/0013/01/2025									
#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Linux Tabs	BATH/2025/1	Replacement (Defected)	96	4	31-01-2025	D	Approved	🔄
2	Windows laptops	BATH/2025/2	Replacement (Defected)	205	3	31-01-2025	C	Pending	🔄
3	Fireboard Mouses	BATH/2025/3	Replacement (Defected)	300	7	31-01-2025	A	Pending	🔄

The count of returned quantity reflects on supplied and defected quantity and returned quantity, then balanced after return defective.

Figure 76 – Updated Supplied and Defected Quantity

The system displays update in the present count for the selected item after a return in the *Stock* tab.

Add Stock

Item: Item Count: Fund Type:

Search:

#	Item Name	Category	Measurement	Fund Type	HDN / SAC No	Tax Percentage (%)	Sale Stock (Measurement)	Present Count (Measurement)	Status	Action
1	FireBoard Mouses	Stationary	Nos	Authority	18001	32	500	300	Out of Stock	Replace of Item
2	Linux Tabs	Stationary	Nos	Authority	18001	5	100	100	Safe Stock	Replace of Item
3	Windows laptops	Stationary	Nos	Authority	18100	8	200	205	Safe Stock	Replace of Item

Showing 1 to 3 of 3 entries

Previous 1 Next

The system updates the defected quantity.

Figure 77 – Updated Present Count

Once the ADC Administration (Procurement Division) approves it, the system displays the *Replace of Item* link in the Store Keeper login.

Return Items for Replacement

Goods Received Number: GRN/Process/001/31/01/2025

#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Linux Tabs	BATN/2025/1	Replacement (Defected)	95	4	31-01-2025	B	Approved	Replace of Item
2	Windows laptops	BATN/2025/2	Replacement (Defected)	205	3	31-01-2025	C	Pending	Replace of Item
3	FireBoard Mouses	UA/N/2025/3	Replacement (Defected)	300	7	31-01-2025	A	Pending	Replace of Item

Click the *Replace of Item* link to add and view the replacement details.

Replacement for Supply Details

Item Name: Linux Tabs

Batch Name: BATN/2025/1

Invoice / Delivery Challen Number: DSC1

Goods Received Number: GRN/Process/001/31/01/2025

Goods Received Date: 31-01-2025

Returned Date: 31-01-2025

Returned Quantity: 4

Replacement Goods Received Date: (dd / mm / yyyy)

Received Quantity:

Select **Replacement Goods Received Date** and enter **Received Quantity**, then click the **[Save]** button to save the replacement for supply details.

Figure 78 – Replacement for Supply Details

Item Details

#	Item Name	Purchased Quantity	Supplied Quantity (Total)	Defected Quantity (Total)	Returned Defective Quantity (Total)	Replaced Defective Quantity (Total)	Surplus Quantity (Total)	Returned Surplus Quantity (Total)
1	Linux Tablets	100	100	4	4	4	0	0
2	Windows Laptops	200	205	3	0	0	5	0
3	Fireboard Mouses	300	300	7	0	0	0	0

RISe Inventory Management

Dashboard | About | Recent | Purchase Order | Inward | Return | Payment | Requisition | Stock | Report

Goods Received Number: GRN/Process/001/31/01/2025

Return Items from Supply

#	Item Name	Batch	Supplied Quantity	Defected Quantity	Surplus Quantity	Return Process	Return Quantity	Return Date	Remarks
1	Fireboard Mouses	BATN/2025/1	300	7	0	Return * --select process--	Quantity *	Return Date * dd/mm/yyyy	Remarks *
2	Linux Tablets	BATN/2025/1	100	0	0	Return * --select process--	Quantity *	Return Date * dd/mm/yyyy	Remarks *
3	Windows laptops	BATN/2025/2	205	3	5	Return * --select process--	Quantity *	Return Date * dd/mm/yyyy	Remarks *

Return Items For Replacement

Goods Received Number: GRN/Process/001/31/01/2025

#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Linux Tablets	BATN/2025/1	Replacement (Defected)	100	0	31-01-2025	B	Replaced	
2	Windows laptops	BATN/2025/2	Replacement (Defected)	205	3	31-01-2025	C	Pending	
3	Windows laptops	BATN/2025/2	Agent Supply (Surplus)	205	5	31-01-2025	CX	Pending	

The system updates the count of supplied quantity.

The system updates the count of replaced defective quantity after return.

Figure 79 – Updated Replaced Defective Quantity After Return

After a replacement, the system updates the replaced quantity in the present count and displays it in the *Stock* tab for the selected item.

#	Item Name	Category	Measurement	Fund Type	HGN / SAC No	Tax Percentage (%)	Safe Stock (Measurement)	Present Count (Measurement)	Status	Action
1	Fireboard Mouses	Stationery	Nos	Authority	1014	32	500	300	Out of Stock	
2	Linux Tablets	Stationery	Nos	Authority	10001	5	100	100	Safe Stock	
3	Windows laptops	Stationery	Nos	Authority	10020	8	200	205	Safe Stock	

Showing 1 to 3 of 3 items

Previous Next

Figure 80 – Updated Present Count

9.4.2 RETURN OF SURPLUS

Item Details

#	Item Name	Purchased Ordered Quantity	Supplied Quantity (Total)	Defective Quantity (Total)	Returned Defective Quantity	Replaced Defective Quantity (Total)	Surplus Quantity (Total)	Returned Surplus Quantity (Total)
1	Linux Table	100	100	4	4	4	0	0
2	Windows Laptops	200	205	3	0	0	5	0
3	Fireboard Mouses	300	300	7	0	0	0	0

RISE Inventory Management

Dashboard Items Insert Purchase Order Award Return **Payment** Revaluation Stock Report

Return Items From Supply

Goods Received Number: GRN/Process/001/23/01/2025

#	Item Name	Batch	Supplied Quantity	Defective Quantity	Surplus Quantity	Return Process	Return Quantity	Return Date	Remarks
1	Fireboard Mouses	DATN/2025/1	300	7	0	Return * select process...	Quantity *	Return Date * dd / mm / yyyy	Remarks *
2	Linux Table	DATN/2025/1	96	0	0	Return * select process...	Quantity *	Return Date * dd / mm / yyyy	Remarks *
3	Windows laptops	DATN/2025/2	205	3	5	Return * select process...	Quantity *	Return Date * dd / mm / yyyy	Remarks *

Save

Select the item to return.

Click the **[Save]** button to return the selected item.

Select return process against **Supply (Surplus)** and **Return Date**, enter **Quantity**, and **Remarks**.

Figure 81 – Return Surplus Items

Once you click the **[Save]** button, the system lists the item to be returned in the *Return Items For Replacement* table.

Item Details

#	Item Name	Purchased Ordered Quantity	Supplied Quantity (Total)	Defected Quantity (Total)	Returned Defective Quantity (Total)	Replaced Defective Quantity (Total)	Surplus Quantity (Total)	Returned Surplus Quantity (Total)
1	Linux Table	100	100	4	4	4	0	0
2	Windows Laptops	200	205	3	0	0	5	0
3	Fireboard Mouses	300	300	7	0	0	0	0

Return Items from Supply

Goods Received Number : GRN/Process/DD/06/07/2025

#	Item Name	Batch	Supplied Quantity	Defected Quantity	Surplus Quantity	Return Process	Return Quantity	Return Date	Remarks
1	Fireboard Mouses	BATN/2025/1	300	7	0	Return * --select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *
2	Linux Table	BATN/2025/2	96	0	0	Return * --select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *
3	Window Laptops	BATN/2025/3	205	3	5	Return * --select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *

Save

Return Items For Replacement

Goods Received Number : GRN/Process/DD/06/07/2025

#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Window Laptops	BATN/2025/3	Against Supply (Surplus)	205	5	05-07-2025	CX	Pending	✓

Return Items For Replacement

Figure 82 – Return Request for Surplus Items

The system lists the saved return of items details in the *Return Items For Replacement* table and updates the status to ‘**Pending**’.

Once you submit, the system sends the return items to the ADC Administration (Procurement Division).

RISE Inventory Management										
Dashboard	Inbox	Indent	Purchase Order	Inward	Return	Payment	Requisition	Stock	Report	
1	FireBoard Mouses				300	300	7		0	0
2	Linux Tabs				100	96	0		0	0
3	Window Laptops				200	205	3		0	5

Return Items from Supply										
Goods Received Number : GRN/Process/001/05/07/2025										
#	Item Name	Batch	Supplied Quantity	Defected Quantity	Surplus Quantity	Return Process	Return Quantity	Return Date	Remarks	
1	FireBoard Mouses	BATN/2025/1	300	7	0	Return * --select process--	Quantity *	Return Date * dd/mm/yyyy	Remarks *	
2	Linux Tabs	BATN/2025/2	96	0	0	Return * --select process--	Quantity *	Return Date * dd/mm/yyyy	Remarks *	
3	Window Laptops	BATN/2025/3	205	3	5	Return * --select process--	Quantity *	Return Date * dd/mm/yyyy	Remarks *	

Return Items For Replacement										
Goods Received Number : GRN/Process/001/05/07/2025										
#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action	
1	Window Laptops	BATN/2025/3	Against Supply (Surplus)	205	5	05-07-2025	CX	Submitted		

Figure 83 – Submitted Return of Items

Once you submit the return of items, the system updates the status to **‘Submitted’**.

The ADC Administration (Procurement Division) logs in to approve the items.

Rise

Inventory Management

Dashboard

Inbox

My Request

Indent

Purchase Order

Inward

Return

Payment

Requisition

Stock

Report

Inbox

Show

10

entries

Search

#	1	Inbox	Date
1	Item (Window Laptops) has been submitted for return By Sri: Ajay Bhuti, LDC (GRN/Process/001/05/07/2025)		05-07-2025

Showing 1 to 1 of 1 entries

Previous

Next

Figure 84 – Inbox (Submitted Items Notification)

RISE Inventory Management

Dashboard Index My Request Indent Purchase Order Inward Return Payment Requisition Stock Report

#	Item Name	Batch	Supplied Quantity	Defected Quantity	Surplus Quantity	Return Process	Return Quantity	Return Date	Remarks
1	FireBoard Mouses	BATN/2025/1	300	7	0	--select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *
2	Linux Tabs	BATN/2025/2	96	0	0	--select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *
3	Window Laptops	BATN/2025/3	205	3	5	--select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *

Return Items for Replacement

Goods Received Number : GRN/Process/001/05/07/2025

#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Window Laptops	BATN/2025/3	Against Supply (Surplus)	205	5	05-07-2025	CX	Pending	Approved

Save

Figure 85 – Approve Submitted Items

Upon approving the items, the system updates the status to 'Approved'.

RISE Inventory Management

Dashboard Index My Request Indent Purchase Order Inward Return Payment Requisition Stock Report

#	Item Name	Batch	Supplied Quantity	Defected Quantity	Surplus Quantity	Return Process	Return Quantity	Return Date	Remarks
1	FireBoard Mouses	BATN/2025/1	300	7	0	--select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *
2	Linux Tabs	BATN/2025/2	96	0	0	--select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *
3	Window Laptops	BATN/2025/3	205	3	0	--select process--	Quantity *	Return Date * dd / mm / yyyy	Remarks *

Return Items for Replacement

Goods Received Number : GRN/Process/001/06/07/2025

#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Window Laptops	BATN/2025/3	Against Supply (Surplus)	205	5	05-07-2025	CX	Approved	Approved

Save

Figure 86 – Approved Items

Once you approve the items, the system updates the status from '**Submitted**' to '**Approved**' in Store Keeper login.

Return Items For Replacement									
Goods Received Number: GRN/Process/001/31/01/2025									
#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Linux Tabs	BA1/N/2025/1	Replacement (Defective)	100	0	31-01-2025	B	Rejected	
2	Windows laptops	BA1/N/2025/2	Replacement (Defective)	200	3	31-01-2025	C	Pending	
3	Windows laptops	BA1/N/2025/2	Against Supply (Surplus)	200	5	31-01-2025	CX	Approved	
4	FireBoard Mouses	BA1/N/2025/3	Replacement (Defective)	300	7	31-01-2025	A	Pending	

Figure 87 – Approved Status for Surplus Items

After approving the return of items, the system updates the count of surplus quantity in the **Returned Surplus Quantity** and **Supplied Quantity**.

Item Details								
#	Item Name	Purchased Ordered Quantity	Supplied Quantity (Total)	Defected Quantity (Total)	Returned Defective Quantity (Total)	Replaced Defective Quantity (Total)	Surplus Quantity (Total)	Returned Surplus Quantity (Total)
1	Linux Tabs	100	100	4	4	4	0	0
2	Windows Laptops	200	205	3	0	0	5	5
3	Fireboard Mouses	300	300	7	0	0	0	0

Return Items From Supply									
Goods Received Number: GRN/Process/001/31/01/2025									
#	Item Name	Batch	Supplied Quantity	Defected Quantity	Surplus Quantity	Return Process	Return Quantity	Return Date	Remarks
1	FireBoard Mouses	BA1/N/2025/3	300	7	0	Return - select process...	Quantity *	Return Date * dd / mm / yyyy	Remarks *
2	Linux Tabs	BA1/N/2025/1	100	0	0	Return - select process...	Quantity *	Return Date * dd / mm / yyyy	Remarks *
3	Windows laptops	BA1/N/2025/2	200	3	0	Return - select process...	Quantity *	Return Date * dd / mm / yyyy	Remarks *

Return Items For Replacement									
Goods Received Number: GRN/Process/001/31/01/2025									
#	Item Name	Batch	Return Category	Supplied Quantity	Returned Quantity	Returned Date	Remarks	Status	Action
1	Linux Tabs	BA1/N/2025/1	Replacement (Defective)	100	0	31-01-2025	B	Rejected	
2	Windows laptops	BA1/N/2025/2	Replacement (Defective)	200	3	31-01-2025	C	Pending	
3	Windows laptops	BA1/N/2025/2	Against Supply (Surplus)	200	5	31-01-2025	CX	Approved	
4	Fireboard Mouses	BA1/N/2025/3	Replacement (Defective)	300	7	31-01-2025	A	Pending	

The system updates the count of supplied and returned quantity.

Figure 88 – Updated Supplied and Defected Quantity

After approval from the ADC Administration (Procurement Division), the system updates the **Returned Surplus Quantity** in the present count and displays it in the **Stock** tab for the selected item.

#	Item Name	Category	Measurement	Fund Type	ISM / SAC No.	Tax Percentage (%)	Safe Stock (Measurement)	Present Count (Measurement)	Status	Action
1	FireBoard Mouses	Stationary	Nos	Authority	1004	32	500	300	Out of Stock	
2	Linux Table	Stationary	Nos	Authority	10001	5	100	100	Safe Stock	
3	Windows laptops	Stationary	Nos	Authority	10400	8	200	200	Safe Stock	

Figure 89 – Updated Present Count

9. 5 PAYMENT

#	Purchase Order Number	Purchase Order Date	Purchase Fund	Total Value (Exclusive of Tax)	Total Value (Inclusive of Tax)	Supply Date	Vendor	Action
1	PO01	31.01.2025	Authority	₹ 24,300.00	₹ 27,117.20	31.01.2025	Lanove	

Click this icon to add the invoice details.

Figure 90 – Payment

RISe Inventory Management

Dashboard | **Invoice** | Purchase Order | Inward | Return | Payment | Requisition | Stock | Report

Invoice Details [Back]

Purchase Order Details
Purchase Order Number: PO#11 Purchase Order Date: 31-01-2025 Purchase Order Value (inclusive of Tax): ₹ 27,117.00 Last Supply Date: 31-01-2025

Purchase Order Amount: ₹ 27,117.00 Invoice Amount: ₹ 27,117.00 Approved Amount: 0.00 Balance Amount: ₹ 27,117.00

#	Item Name	Purchased Quantity	Supplied Quantity	Defected Quantity	Surplus Quantity	Returned Quantity	Balance Quantity
1	Linux Tabs	100	100	4	0	4	0
2	Windows laptops	200	205	3	5	5	0
3	Fireboard Missiles	300	300	7	0	0	0

Add Invoice Details

Select Supply: Supply Invoice Amount: **21609.00**

#	Item Name	Supplied Quantity	Defected Quantity	Surplus Quantity
1	Linux Tabs (S47N/2025/6)	100	0	0
2	Windows Laptop (S47N/2025/6)	205	3	0
3	Fireboard Missiles (S47N/2025/6)	300	7	0

Invoice Details
Invoice Number: Invoice Date: Invoice Amount: Remarks:

Attachment Subpic: Upload and you can include only Invoice. No file selection

[Save] [Cancel]

Once you select **Supply**, the **Invoice Amount** gets auto populated. Add **Invoice Number**, **Date**, **Remarks** and **Attachments**, then click the **[Save]** button to save the invoice details.

Figure 91 – Add Invoice Details

Once you click the **[Save]** button, the system lists the invoice details with a status of **'Pending'**.

#	Invoice Number	Invoice Date	Invoice Amount (Rs)	Goods Received Number	Status	Action
1	3214353	31-01-2025	₹ 27,117.00	GDR/Process/006/30/01/2025	Pending	

Showing 1 to 1 of 1 entries

Previous [Next]

Click this icon to submit the invoice details.

Figure 92 – Submit Invoice Details

Once you submit the invoice details, the system updates the **Invoice Amount**.

Figure 93 – Updated Invoice Amount

Once you submit the invoice details, the system updates the status against the invoice to '**Submitted**'.

Invoice Details						
#	Invoice Number	Invoice Date	Invoice Amount (Rs)	Goods Received Number	Status	Action
1	324353	31-01-2025	₹ 27,117.00	GRN/Process/001/31/01/2025	Submitted	

Click this icon to approve the invoice details.

Figure 94 – Approve Invoice Details

Enter **Remarks** and add **Attachment**, then click the **[Approve & Forward to Finance]** button to approve and forward the invoice details to Finance Officer.

Figure 95 – Approve & Forward to Finance Officer

RISE Inventory Management

Dashboard | Inbox | Indent | Purchase Order | Inward | Return | Payment | Requisition | Stock | Report

Payment Details

Purchase Order Details
 Purchase Order Number : PO18 | Purchase Order Date : 31-01-2025 | Purchase Order Value inclusive Tax : ₹ 27,117.00 | Last Supply Date : 31-01-2025

#	Item Name	Purchased Quantity	Supplied Quantity	Defected Quantity	Surplus Quantity	Returned Quantity	Balance Quantity
1	Linux Tabs	100	100	4	0	4	0
2	Windows laptops	200	205	3	5	5	0
3	FireBoard Mouses	300	300	7	0	0	0

Invoice Details
 Invoice Number : 3214353 | Invoice Date : 31-01-2025 | Invoice Amount : ₹ 27,117.00 | Remarks : A

Remarks : AS
 Approved : Approved
 Approved & Forwarded to Finance By : Shri. Yashwant Pandurang Tamore, Security Guard on 31-01-2025

Figure 96 – Approved Invoice Details

Once you approve the invoice details, the system updates the status against the invoice to **'Approved'** and forwards to the Finance Officer.

#	Invoice Number	Invoice Date	Invoice Amount (Rs)	Goods Received Number	Status	Action
1	3214353	31-01-2025	₹ 27,117.00	GRN/Process/PO/31/01/2025	Approved	

Figure 97 – Approved Invoice

RISE Inventory Management

Dashboard | Inbox | Indent | Purchase Order | Inward | Return | Payment | Requisition | Stock | Report

Invoice Details

Purchase Order Details
 Purchase Order Number : PO18 | Purchase Order Date : 31-01-2025 | Purchase Order Value (inclusive of Tax) : ₹ 27,117.00 | Last Supply Date : 31-01-2025

#	Item Name	Purchased Quantity	Supplied Quantity	Defected Quantity	Surplus Quantity	Returned Quantity	Balance Quantity
1	Linux Tabs	100	100	4	0	4	0
2	Windows laptops	200	205	3	5	5	0
3	FireBoard Mouses	300	300	7	0	0	0

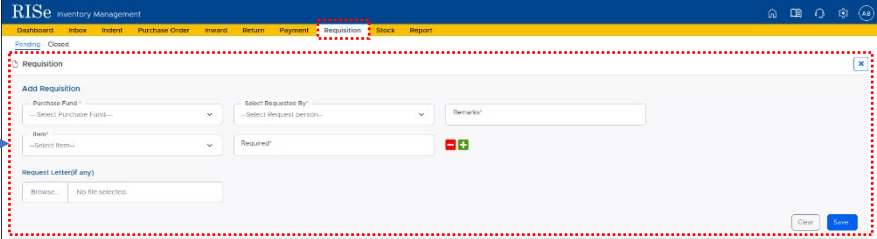
Payment Details
 Purchase Order Amount : ₹ 27,117.00 | Invoice Amount : ₹ 27,117.00 | Approved Amount : ₹ 27,117.00 | Balance Amount : 0.00

The system updates the count in **Approved Amount** and **Balance Amount**.

Figure 98 – Updated Payment Details

9. 6 REQUISITION


The Store Keeper/ Privileged User logs in to process requisition.



Provide the requisition details in the *Requisition* pane and click the **[Save]** button to save the requisition details.

Figure 99 – Add Requisition Details

The system lists the saved requisition details in the table and updates the status to 'Pending'.



#	Requested Number	Requested By	Requested Date	Approved By	Approved Date	Request Fund	Request Letter	Status	Action
1	2025/2/05/1	Sr. Bharat Konde (Sr. Technical Consultant Official)	18-06-2025			Office of DC		Pending	View Edit Delete

Showing 1 to 1 of 1 entries

Previous Next

Click the *<Request Number>* link to view the request item details.

Figure 100 – Saved Requisition

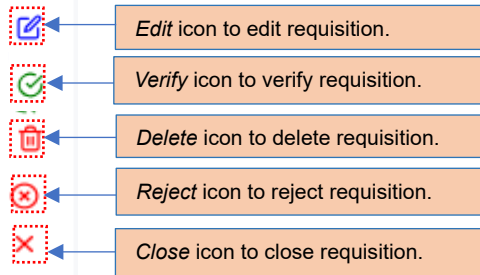


Figure 101 – Action Buttons

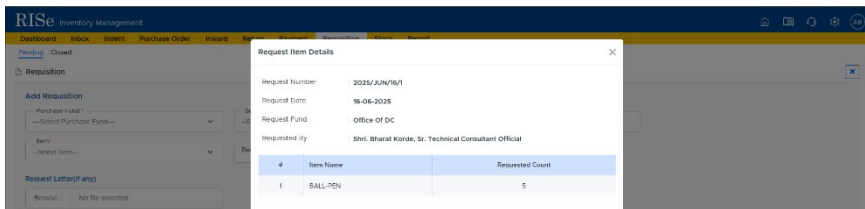


Figure 102 – View Request Item Details

Note: The system lists the closed requisition in the *Closed* sub-tab.

Once you verify the requisition, the system updates the status to **'Verified'**.



Figure 103 – Allot Requisition

Once you select **Batch**, **Available Quantity** gets auto populated.

Item Details

Item Name: BALL-PEN
Requested (NOs): 5
Allotment (NOs): 0
Resource (NOs): 5

Batch: 347N5T00K/2025/1
Available Quantity in this batch: 75
Quantity: 5

#	Item Name	Requested Quantity	Allotted Quantity	Pending Quantity
1	BALL-PEN	5	0	5

The system lists the requested item details in the table.

Select the Batch and Available Quantity gets auto populate, enter Allotting Quantity, then click the **[Save]** button to save the allotting item details.

Figure 104 – Add Allotting Item Details

Before allotment, the present count of the stock details remains unchanged.

#	Item Name	Category	Batches	Fund Type	HSN / SAC No	Tax Percentage (%)	Safe Stock (Measurement)	Present Count (Measurement)	Status	Action
1	BAG (New)	STATIONERY		Office of DC			0	0	Safe Stock	
2	BALL-PEN (New)	STATIONERY		Office of DC			20	75	Safe Stock	

Showing 1 to 2 of 2 items

Previous Next

Figure 105 – Before Allotment Stock Details

Once you save the allotted item details, the system updates the Allotted (NOs), Balance (NOs), Allotted Quantity, and Pending Quantity.

RISe Inventory Management

Dashboard Stock Request Requestion Stock Report

Pending Closed

Allotted Item Close Request Back

Requested Item Details

Request Number : 2025/JUN/161 Request By : Shri. Bharat Konde, Sr. Technical Consultant Official Request Fund : Office of DC
Request Date : 16-06-2025 Approved By : Shri. Ajay Bhatt, LDC Approved Date : 16-06-2025

Item Details

Item Name BAG-PEN	Requested (NOS) 5	Allotted (NOS) 6	Balance (NOS) 1
----------------------	----------------------	---------------------	--------------------

Available Quantity in this batch : Quantity : + -

Clear Save

Show 10 entries Search:

#	Item Name	Requested Quantity	Allotted Quantity	Pending Quantity
1	BAG-PEN	5	6	1

Figure 106 – Updated Item Details

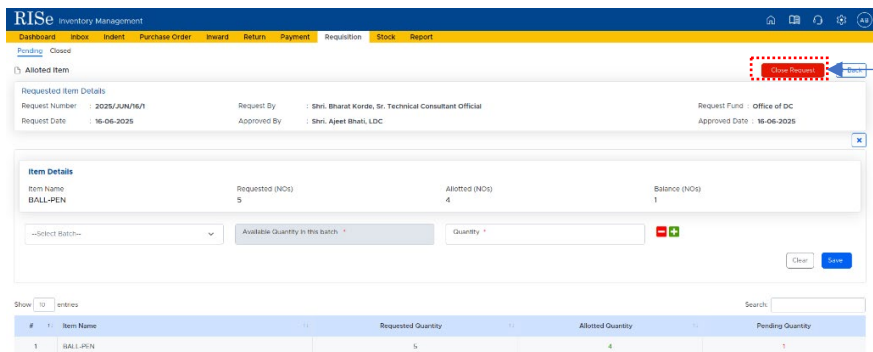
After allotment, the system updates the present count of the stock details accordingly.

#	Item Name	Category	Batches	Fund Type	HSN / SAC No	Tax Percentage (%)	Safe Stock (Measurement)	Present Count (Measurement)	Status	Action
1	BAG (Nos)	STATIONERY		Office of DC			0	0	Safe Stock	
2	BALL-PEN (Nos)	STATIONERY		Office of DC			20	21	Safe Stock	

Figure 107 – Stock Details

9.6.1 CLOSED REQUEST

The system displays the closed request in the *Closed* sub-tab.



RISe Inventory Management

Dashboard | Inbox | Indent | Purchase Order | Inward | Return | Payment | **Requestion** | Stock | Report

Pending Closed

Alotted Item

Requested Item Details

Request Number: 2025/JAN/76/1 Request By: Shri. Bharat Konde, Sr. Technical Consultant Official Request Fund: Office of DC
Request Date: 16-06-2025 Approved By: Shri. Ajay Bhat, LDC Approved Date: 16-06-2025

Item Details

Item Name: BALL-PEN Requested (NOs): 5 Allotted (NOs): 4 Balance (NOs): 1

Batch: --Select Batch-- Available Quantity in this batch: Quantity: + -

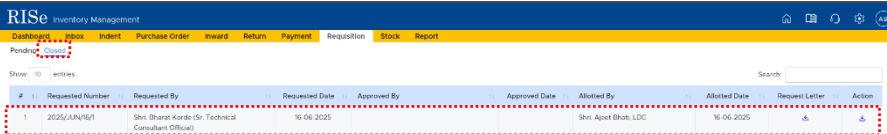
Clear Save

Show 10 entries

#	Item Name	Requested Quantity	Allotted Quantity	Pending Quantity
1	BALL-PEN	5	4	1

Click the **[Close Request]** button to close the request.

Figure 108 – Close Request (1)



RISe Inventory Management

Dashboard | Inbox | Indent | Purchase Order | Inward | Return | Payment | **Requestion** | Stock | Report

Pending Closed

Show 10 entries

#	Requested Number	Requested By	Requested Date	Approved By	Approved Date	Allotted By	Allotted Date	Request Letter	Action
1	2025/JAN/6/1	Shri. Bharat Konde (Sr. Technical Consultant Official)	16-06-2025	Shri. Ajay Bhat, LDC	16-06-2025				

Figure 109 – Closed Request (2)

#	Requested Number	Requested By	Approved By	Requested Date	Purchase Fund	Status	Action
1	2025/FEB/03/3	Shri. Palash Shankar (ADC)	Shri. Yashwant Pandurang Tamara(Security Guard)	03.03.2025	Authority	Allotted & Closed	

Figure 110 – Allotted & Closed

10 LOGIN – LDC/UDC/ASSISTANT (ALL SECTIONS)

10.1 MY REQUEST


The LDC/UDC/Assistant (All Sections) can place a request for items in the *My Request* tab.






Add request details such as **Purchase Fund, Remarks, Item and **Required**, then click the **[Save]** button to save the request initiation.**

Figure 111 – Request Initiation

The system lists the saved request in the table and updates the status to **‘Pending’**.

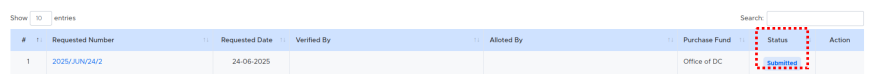


#	Requested Number	Requested Date	Verified By	Allocated By	Purchase Fund	Status	Action
1	2025/JUN/24/2	24-06-2025			Office of DC	Pending	  

Click the *Edit*, *Submit* or *Delete* icon to edit, submit or delete the request respectively.

Figure 112 – Submit Request

Once you submit the request, the system forwards the request to the Store Keeper / Privileged User.



#	Requested Number	Requested Date	Verified By	Allocated By	Purchase Fund	Status	Action
1	2025/JUN/24/2	24-06-2025			Office of DC	Submitted	

Figure 113 – Submitted Request

The Store Keeper / Privileged User verifies the request.

Requestion

Add Requestion

Purchase Fund: Select Requested By: Remarks:

Item: Required:

Request Letter(s) any:

Clear Save

Show 10 entries

#	Requested Number	Requested By	Requested Date	Approved By	Approved Date	Request Fund	Request Letter	Status	Action
1	2025/JUN/04/1	Shri. Amit Shrivastava (IT Executive)	04-06-2025	Shri. Harish Rathi (ADC)	04-06-2025	Office of DC		Allotted & Closed	
2	2025/JUN/24/2	Shri. Palash Shankar (ADC)	24-06-2025			Office of DC		Submitted	

Click this icon to verify the request.

Figure 114 – Verify Request

Requestion

Add Requestion

Purchase Fund: Select Requested By: Remarks:

Item: Required:

Request Letter(s) any:

Clear Save

Show 10 entries

#	Requested Number	Requested By	Requested Date	Approved By	Approved Date	Request Fund	Request Letter	Status	Action
1	2025/JUN/04/1	Shri. Amit Shrivastava (IT Executive)	04-06-2025	Shri. Harish Rathi (ADC)	04-06-2025	Office of DC		Allotted & Closed	
2	2025/JUN/24/2	Shri. Palash Shankar (ADC)	24-06-2025			Office of DC		Verified	

Click this icon to redirect to the *Allotted item* sub-tab.

Figure 115 – Approved Request

Continue by following the Store Keeper process as illustrated in Figure 103 to Figure 107.

11 LOGIN – ADC PROCUREMENT DIVISION

11.1 REQUEST APPROVAL

The ADC Administration (Procurement Division) logs in to approve the request.

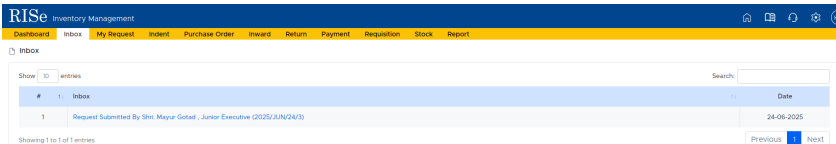
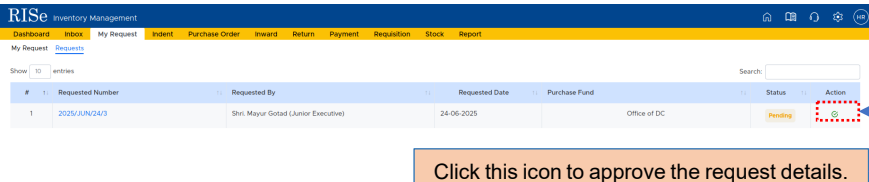


Figure 116 – Inbox - Request Submitted

The system lists the request forwarded from the Contract Staff in the *My Request* tab.



Click this icon to approve the request details.

Figure 117 – Approve Request Details

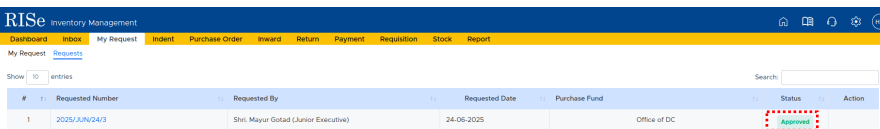


Figure 118 – Approved Request Details

After approval from the ADC Administration (Procurement Division), the system submits the request to the Store Keeper. When the Contract Staff logs in, the status changes to **'Submit to Store Keeper'**.

#	Requested Number	Requested By	Approved By	Requested Date	Purchase Fund	Status	Action
1	2025/PES/032	Shri. Amit Shivakar (IT Executive)	Shri. Harish Rath (ADC)	03-02-2025	Authority	Submitted to Store Keeper	

Figure 119 – Submit to Store Keeper

Once you submit the request, the system sends a received request notification to the Store Keeper.

RISE

Inventory Management

Dashboard

Inbox

Index

Purchase Order

Inward

Return

Payment

Requisition

Stock

Report

Inbox

Show 10 entries

Search

#	Inbox	Date
1	Request created By Shri. Mayur Gotad (Junior Executive) approved and submitted By Shri. Harish Rath (ADC) (2025/JUN/24/3)	24-06-2025

Showing 1 to 1 of 1 entries

Previous

Next

Figure 120 – Inbox (Received Request)

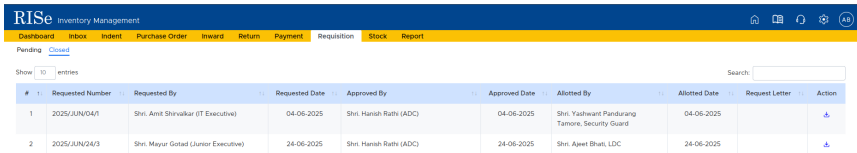
#	Requested Number	Requested By	Requested Date	Approved By	Approved Date	Request Fund	Request Letter	Status	Action
1	2025/JUN/04/1	Shri. Amit Shivakar (IT Executive)	04-06-2025	Shri. Harish Rath (ADC)	04-06-2025	Office of DC		Allocated & Closed	
2	2025/JUN/24/2	Shri. Palash Shankar (ADC)	24-06-2025			Office of DC		Verified	Ar
3	2025/JUN/24/3	Shri. Mayur Gotad (Junior Executive)	24-06-2025	Shri. Harish Rath (ADC)	24-06-2025	Office of DC		Submitted	Ar

Figure 121 – Submitted Request

#	Requested Number	Requested By	Requested Date	Approved By	Approved Date	Request Fund	Request Letter	Status	Action
1	2025/JUN/04/1	Shri. Amit Shivakar (IT Executive)	04-06-2025	Shri. Harish Rath (ADC)	04-06-2025	Office of DC		Allocated & Closed	
2	2025/JUN/24/2	Shri. Palash Shankar (ADC)	24-06-2025			Office of DC		Verified	Ar
3	2025/JUN/24/3	Shri. Mayur Gotad (Junior Executive)	24-06-2025	Shri. Harish Rath (ADC)	24-06-2025	Office of DC		Verified	Ar

Figure 122 – Verified Request

The further process is the same as for the SEEPZ user; follow the steps from Figure 103 to Figure 107 to approve and allot the request.



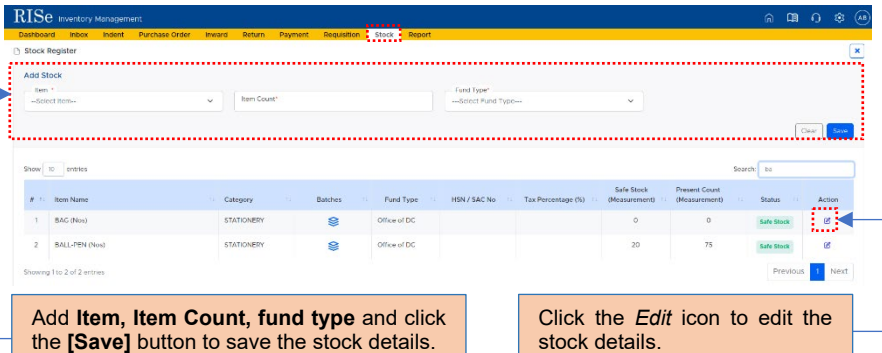
The screenshot shows the 'Request' tab in the RISE Inventory Management system. It displays a table with columns: #, Requested Number, Requested By, Requested Date, Approved By, Approved Date, Allotted By, Allotted Date, Request Letter, and Action. Two requests are listed, both with a status of 'Closed'.

#	Requested Number	Requested By	Requested Date	Approved By	Approved Date	Allotted By	Allotted Date	Request Letter	Action
1	2025/JAN/04/1	Shri. Amit Shivakur (IT Executive)	04-06-2025	Shri. Harish Rathi (ADC)	04-06-2025	Shri. Yashwant Pandurang Tamore, Security Guard	04-06-2025		Download
2	2025/JAN/24/3	Shri. Mayur Gated (Junior Executive)	24-06-2025	Shri. Harish Rathi (ADC)	24-06-2025	Shri. Ajay Bhan, LDC	24-06-2025		Download

Figure 123 – Closed Request

11. 2 STOCK

The system displays all the stock updates of items in the *Stock* tab.



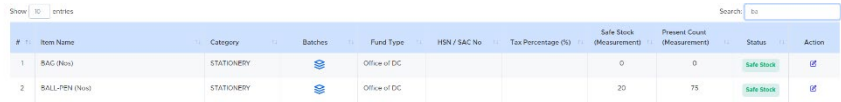
The screenshot shows the 'Stock' tab in the RISE Inventory Management system. It features an 'Add Stock' form with fields for Item, Item Count, and Fund Type, and a 'Save' button. Below the form is a table with columns: #, Item Name, Category, Batches, Fund Type, HSN / SAC No, Tax Percentage (%), Safe Stock (Measurement), Present Count (Measurement), Status, and Action. Two items are listed: 'BAG (New)' and 'BALL-PEN (New)'. The 'Status' column shows 'Safe Stock' for both items. A red dashed box highlights the 'Add Stock' form, and a blue arrow points to the 'Save' button. Another red dashed box highlights the 'Edit' icon in the 'Action' column of the table, with a blue arrow pointing to it.

Add Item, Item Count, fund type and click the [Save] button to save the stock details.

Click the *Edit* icon to edit the stock details.

Figure 124 – Add Stock Details

The system lists the saved stock of item in the table with **Safe Stock**, **Present Count** and **Status** columns.

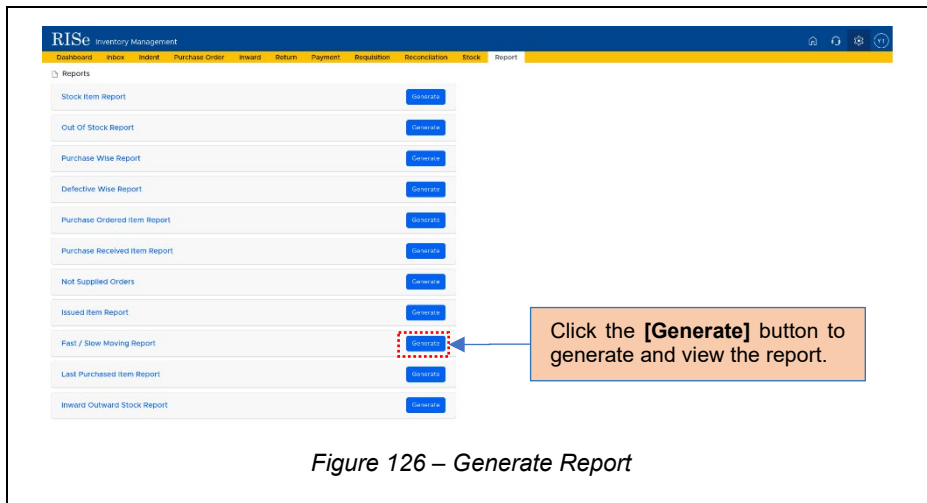


The screenshot shows the 'Stock' tab in the RISE Inventory Management system. It displays a table with columns: #, Item Name, Category, Batches, Fund Type, HSN / SAC No, Tax Percentage (%), Safe Stock (Measurement), Present Count (Measurement), Status, and Action. Two items are listed: 'BAG (New)' and 'BALL-PEN (New)'. The 'Status' column shows 'Safe Stock' for both items.

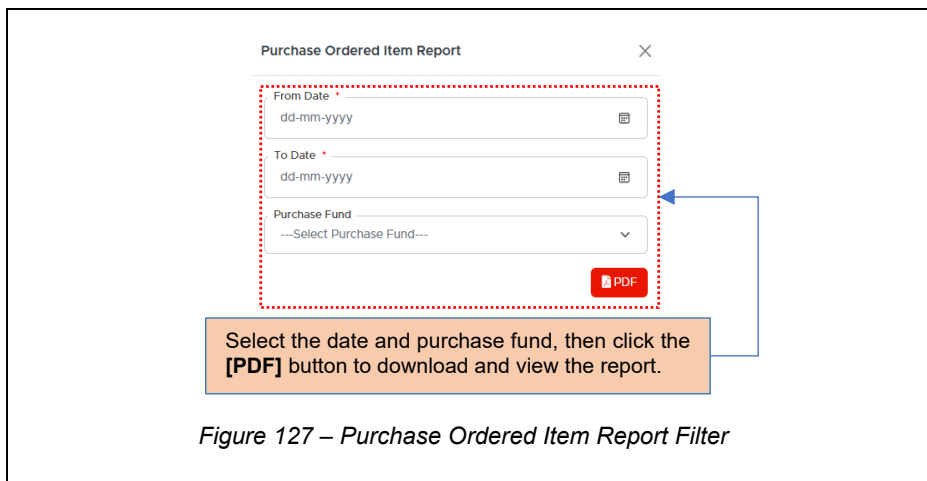
#	Item Name	Category	Batches	Fund Type	HSN / SAC No	Tax Percentage (%)	Safe Stock (Measurement)	Present Count (Measurement)	Status	Action
1	BAG (New)	STATIONERY		Office of DC			0	0	Safe Stock	Edit
2	BALL-PEN (New)	STATIONERY		Office of DC			20	75	Safe Stock	Edit

Figure 125 – Allotted Stock Details

11.3 REPORT



For some reports, upon clicking the **[Generate]** button, a detailed filter option appears.



****End Of the Module - RISE
(Inventory Management System – SEEPZ User) ****

“Thank you for thoroughly exploring the features and information.”