भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीप्ज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096

Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SEEPZ Special Economic Zone
Andheri (E), Mumbai - 400096

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कार्यकारी आदेश संख्या/ Executive Order No. 245 / 2025

जैसा कि आप जानते हैं, डीसी कार्यालय वर्तमान में सीप्ज़ 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 सीप्ज़ एसईजेड प्राधिकरण की आवश्यकताओं के अनुरूप कस्टम विकसित किए गए हैं।

वर्तमान में, इन्वेंट्री प्रबंधन प्रक्रिया भौतिक रजिस्टरों और आंशिक रूप से ऑनलाइन सिस्टम के माध्यम से मैन्युअल 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। मैन्युअल 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 मैन्युअल 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 सीप्ज़ 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 प्रक्रियाएं 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 जाएंगी, जिसे सीप्ज़ 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 सीप्ज़ 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।

सीप्ज़ उपयोगकर्ता की जिम्मेदारियां

क. संबंधित सहायक विकास आयुक्त उन वस्तुओं के लिए अनुरोध कर सकते हैं या मांग बढ़ा सकते हैंजो 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।

स्टोर कीपर की जिम्मेदारियां:

1. स्टोर कीपर राइज 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

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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.

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

ङ. स्टॉक मिलान करना।

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।

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 सीप्ज़ प्राधिकरण को मुद्दों और किसी भी लंबित मामले को ट्रैक करने और निगरानी करने में मदद मिलेगी।

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

c) managing item returns

d) adding payment details

e) performing stock reconciliation.

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.

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.

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

Digitally signed by
Mital Sudhir Hiremath
(मितल हिरेमठ/Mital Hiremath) Date: 01-07-2025
16:46:54
संयुक्त विकास आयुक्त / Jt. Development Commissioner,
सीप्ज़ 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. सीप्ज़ वेबसाइट/ SEEPZ Website
5. नोटिस बोर्ड/ Notice Board
6. ईआरपी टीम/ ERP Team

Roles of Users in Inventory Management Module:

User	Roles in Module
Development Commissioner	1. View Dashboard 2. Generate Reports 3. View Purchase Orders 4. View Stock 5. View Delivery details
Joint Development Commissioner	1. View Dashboard 2. Generate Reports 3. View Purchase Orders 4. View Stock 5. View Delivery details
Deputy Development Commissioner	1. View Dashboard 2. Generate Reports 3. View Purchase Orders 4. View Stock 5. View Delivery details
Pay &Accounts Officer	1. Add Budget Heads 2. Generate Reports 3. View Dashboard 4. View Purchase Orders 5. View Stock 6. View Delivery details
ADC (All Section)	1. Create Indent 2. Generate Reports 3. View Dashboard
ADC Administration	1. Indent Consolidation 2. Add Quotation details 3. Forward Consolidated Indent to ADC Finance 4. Return of Items 5. Requisition Management 6. Generate Reports 7. View Dashboard 8. View Purchase Orders 9. View Stock 10. View Delivery details
Recordkeeper	1. Configuration of Item 2. Purchase Order Creation 3. Add Delivery details 4. Item Return Management 5. Replacement of Item 6. Invoice Upload 7. Reconciliation of Stock 8. Management of Stock 9. Generate Reports 10. View Dashboard
LDC/ UDC/ Assistant (All Section)	1. Request items

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

SRIT KRAN

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.
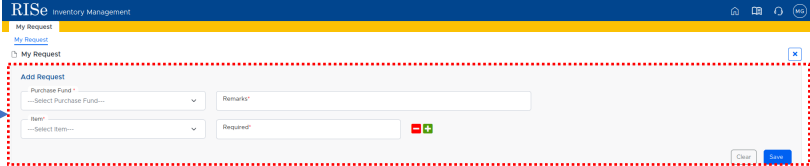
3 SETUP

3.1 LOGIN – CONTRACT STAFF

Type the data in **Username, Password,** and **Captcha** text boxes, then click the **[Login]** button.

Figure 1 – Login Page

Select the *Inventory* module from the list of general modules.

Figure 2 – Select Inventory Module
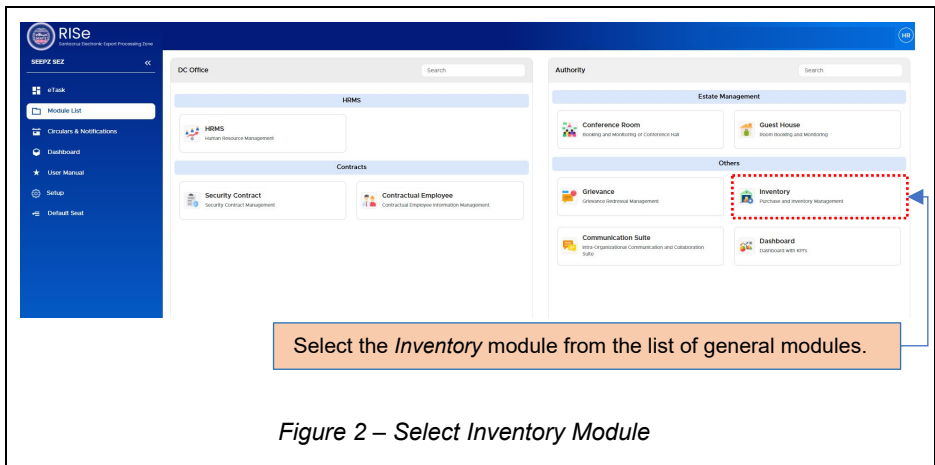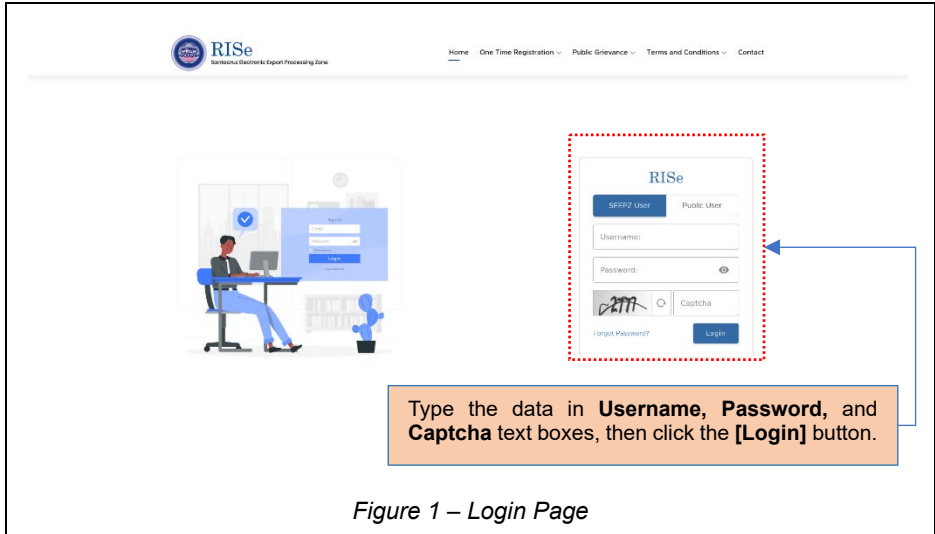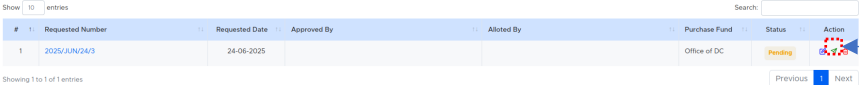
3.2 REQUEST

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
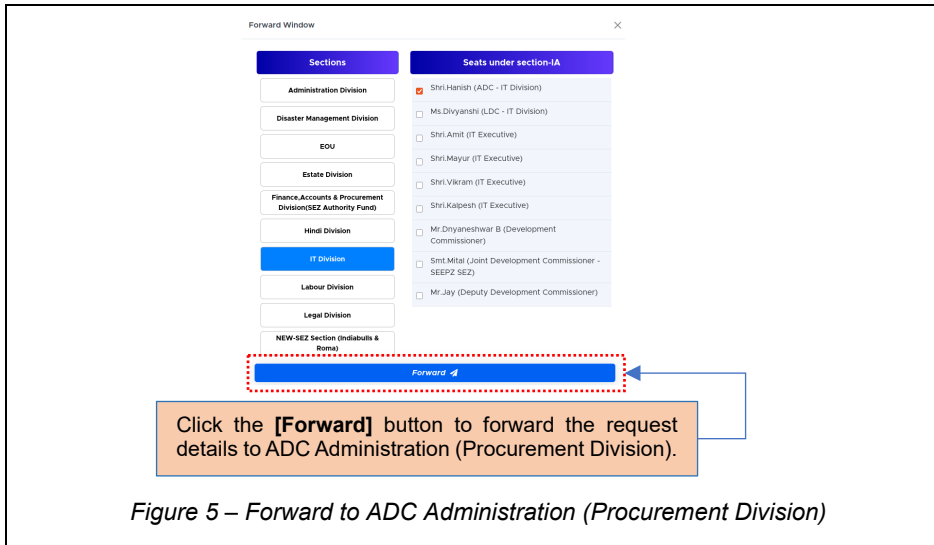
Click the **[Forward]** button to forward the request details to ADC Administration (Procurement Division).

Figure 5 – Forward to ADC Administration (Procurement Division)

Figure 6 – Forwarded Request

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

Figure 7 – Submit to Store Keeper

**End Of the Module - RISe

(Inventory Management System – Contract Staff) **

"Thank you for thoroughly exploring the features and information."

SRIT KBAN

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

Type the data in **Username, Password,** and **Captcha** text boxes, then click the **[Login]** button.

Figure 1 – Login Page

Select the *Inventory* module from the list of general modules.

Figure 2 – Select Inventory Module

Navigate to the *Setup* icon to start the setup.

RISe Inventory Management

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

Year 2024

Purchase Cost (Authority) - 2024	Purchase Invoice Approved Amount (Authority) - 2024	Purchase Invoice Pending Amount (Authority) - 2024
₹1,361.50	₹0.00	₹0.00

Figure 3 – Setup

3.2 CATEGORY SETUP

RISe Inventory Management

Category Setup | Measurement Setup | Item Setup | Vendor Setup

Category　　　　　　　　　　　　　　　　　　　　　　　Add Category

Show 10 entries　　　　　　　　　　　　　　　　　　Search:

#	Category Name	Category Code	Description	Action
1	Stationary	stationary	k	☑
2	Machineries	M9	mechineries	☑
3	Liquid	xvbxqltz	bvxdflzsf	☑
4	Raw materials	GD34	Material design	☑

Navigate to the *Category Setup* tab to setup the category.

Click the **[Add Category]** button to add the category type.

Figure 4 – Category Setup

RISe Inventory Management

Category Setup | Measurement Setup | Item Setup | Vendor Setup

Category

Add Category

Category Name *　　　Category Code *　　　Description *

Clear　Save

Enter the values in **Category Name, Category Code** and **Description** text boxes, then click the **[Save]** button to save the category details.

Figure 5 – Add Category Details

The system lists the added category details in the table.

Click this icon against the category to edit the category details.

Figure 6 – Edit Category Setup Details

3.3 MEASUREMENT

Navigate to the *Measurement Setup* tab to setup the measurement.

Click the **[Add Measurement]** button to add the measurement.

Figure 7 – Measurement Setup

Enter the values in **Measurement Name** and **Description** text boxes, then click the **[Save]** button to save the measurement details.

Figure 8 – Add Measurement Details

The system lists the added measurement details in the table.

Click this icon against the measurement to edit the measurement details.

Figure 9 – Edit Measurement Setup Details

3.4 ITEM SETUP

> Navigate to the *Item Setup* tab to setup the items.

> Click the **[Add Item]** button to add the items.

Figure 10 – Item Setup

> Provide the values in **Item Name**, **Item Code**, **Safe Stock, HSN/SAC No** and **tax percentage** text boxes, select the values from **Measurement** and **Category** drop-down lists, then click the **[Save]** button to save the item details.

Figure 11 – Add Item Details

The system lists the added item details in the table.

#	Name	Item Code	Safe Stock (Measurement)	Measurement	HSN / SAC No	Tax Percentage (%)	Action
1	Wires	W5	500	Numbers	1100012	7.5	
2	A4 Bundle	dfs54	50	Numbers	110001	82	
3	Drilling machines	DM5	100	Numbers	1110003	5.5	
4	Diesel	A5	100	Litres	1110003	5	
5	Milk	M	50.8	Litres	110001	4.4	
6	Gear box	GB	50	Numbers	110001	8.5	
7	Gold	G	50	Numbers	110004	8.6	
8	GLOVES	GO2	500	Numbers	4514	8	
9	SAFETY HELMET	SH03	550	Numbers	4514	9	
10	Boat	BT234	50	Counts	87546213	10	

> Click this icon against the item to edit the item details.

Figure 12 – Edit Item Details

3.5 VENDOR SETUP

Navigate to the *Vendor Setup* tab to setup the vendor details.

Click the **[Add Vendor Details]** button to add the vendor details.

Figure 13 – Vendor Setup

Enter the values in **Vendor Name, Phone Number, Office Number** and **PAN Number** text boxes.

Enter the address details of the vendor.

Figure 14 – Add Vendor Details (1)

Type the values in **Bank Name, Account Number** and **IFSC Code** text boxes, then click the **[Save]** button to save the bank details.

Figure 15 – Add Vendor Details (2)

The system lists the added vendor details in the table.

#	Vendor Name	Email Id	Contact	PAN Number	GST Number	Vendor Address	Action
1	Ajal Industry	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXX	☑ ◉
2	MegaSource Industry	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXX	☑ ◉
3	Sarcasam	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXX	☑ ◉

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)

Type the data in **Username, Password**, and **Captcha** text boxes, then click the **[Login]** button.

Figure 17 – Login Page

Select the *Inventory* module from the list of general modules.

Figure 18 – Select Inventory Module
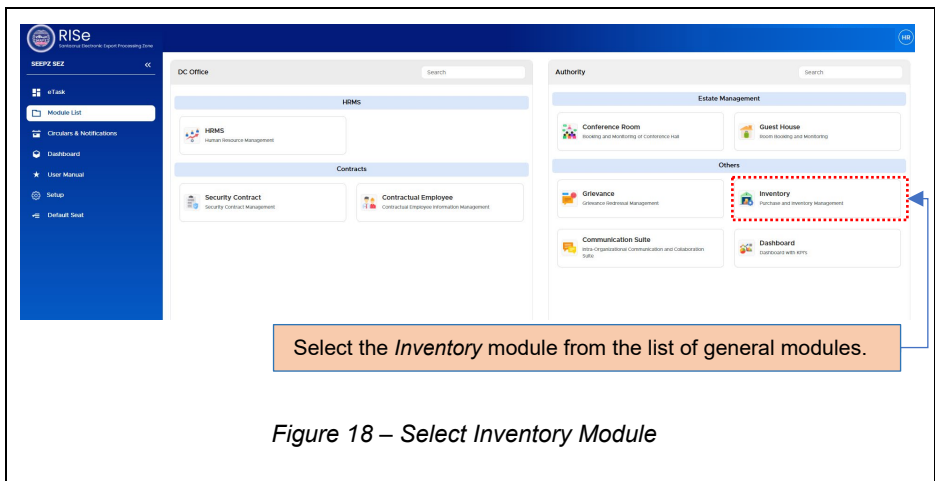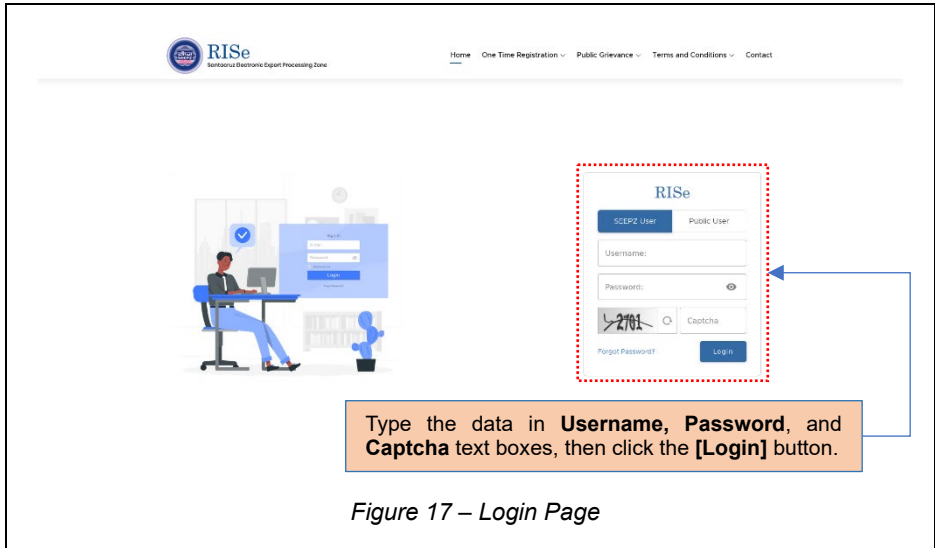
4. 1 INDENT

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

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.

Figure 20 – Saved Indent Details

Figure 21 – View Saved Indent Details

Figure 22 – Action Buttons

Click this icon to edit the indent details.

Figure 23 – Edit Saved Indent Details

Click the **[Update]** button to update the indent details.

Figure 24 – Update Indent Details
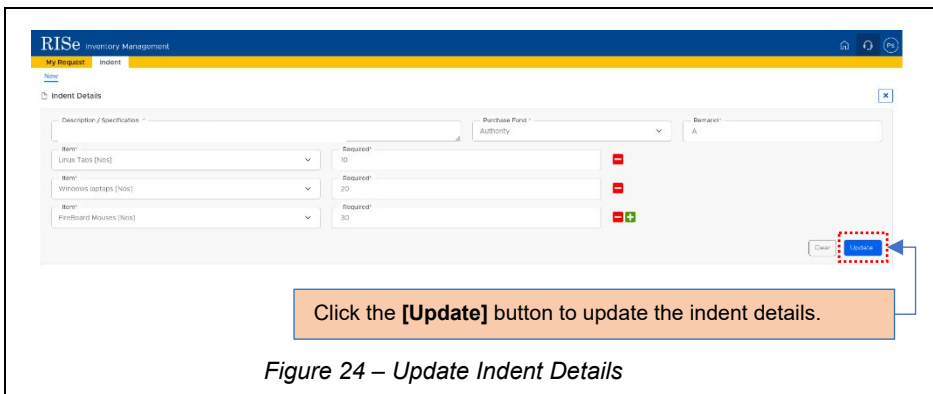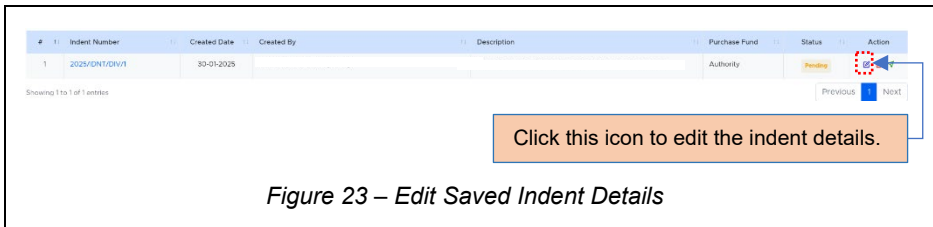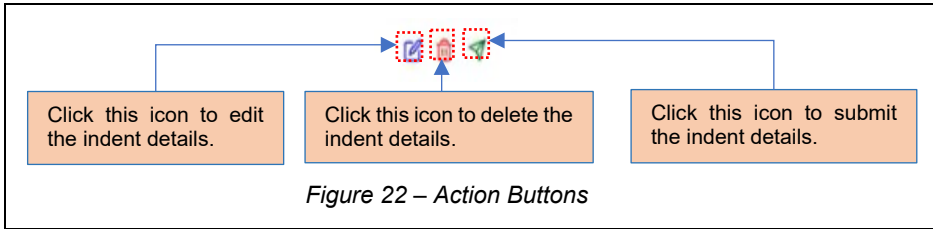
Once you click the *Submit* icon, the *Preview for Indent Details* pop-up window appears.

Click this icon to submit the indent details.

Click the **[Submit Indent]** button to submit the indent details.
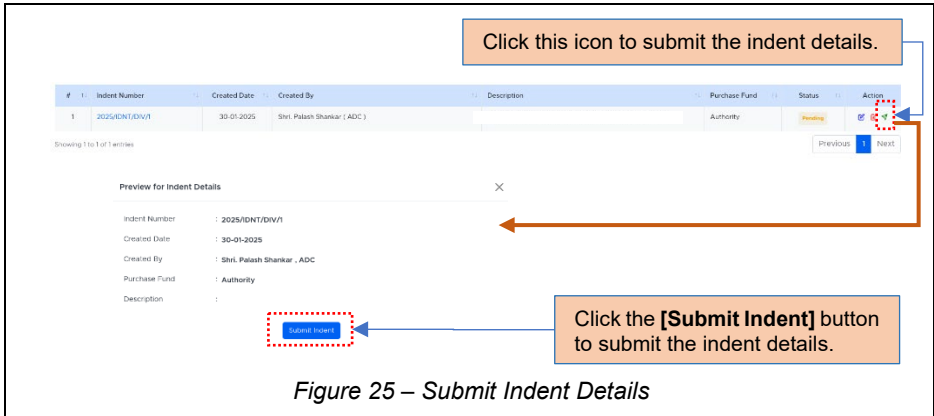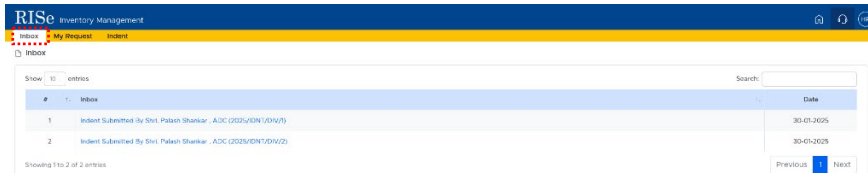
Figure 25 – Submit Indent Details

5 LOGIN – ADC ADMINISTRATION (PROCUREMENT DIVISION)

The system lists the submitted indent details in the table.

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

Figure 27 – Consolidate Indent (1)

Figure 28 – Update Indent Details

Figure 29 – Consolidate Indent (2)

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

Figure 30 – Consolidate Indent Details

Add **Accept Quantity**.

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.

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

Click this icon to edit the consolidated indent descriptions details.
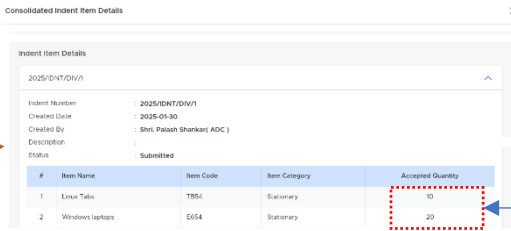
Click the **[Update]** button to update the consolidated indent descriptions details.

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.
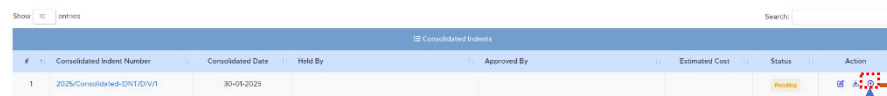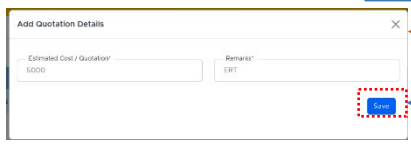
Figure 34 – View Consolidated Indent Details

5. 2 ADD QUOTATION

Click this icon to add the quotation details.

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

Figure 35 – Add Quotation Details

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

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

Figure 36 – Estimated Cost

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
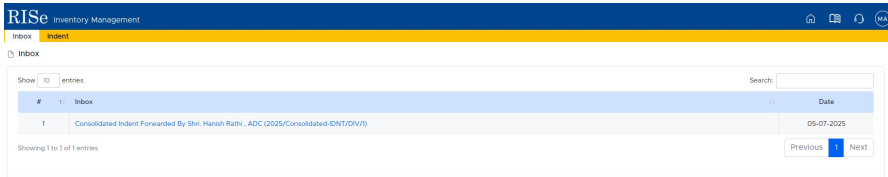
Figure 38 – Inbox (Received Notification)

The Finance Officer adds Budget Head to the consolidated indent details.
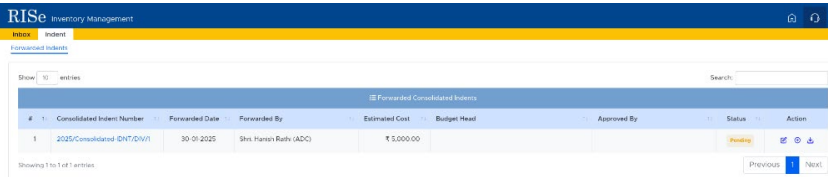
Figure 39 – Forwarded Consolidated Indents

Click this icon to add the budget head details.

Click the **[Save]** button to save the budget head details.
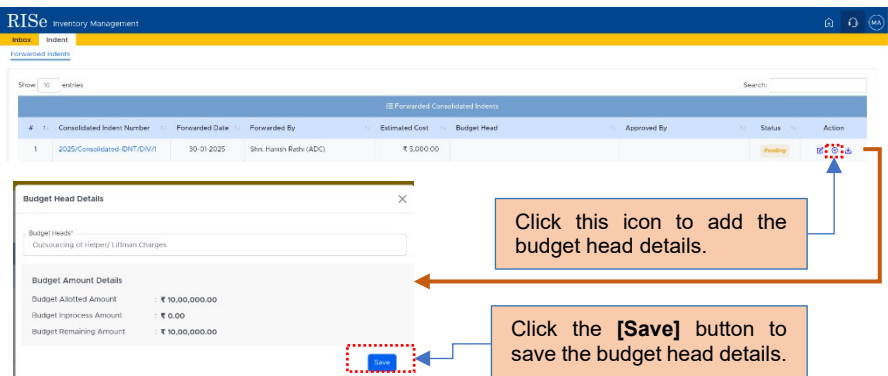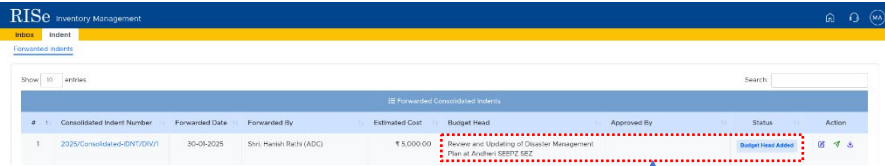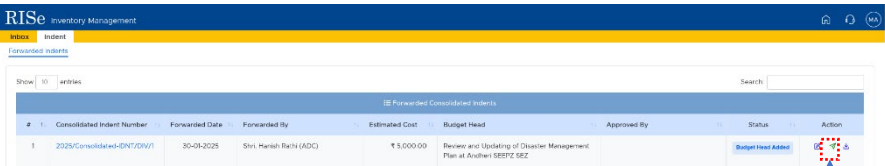
Figure 40 – Add Budget Head Details

The system updates the Budget Head and Status values here.
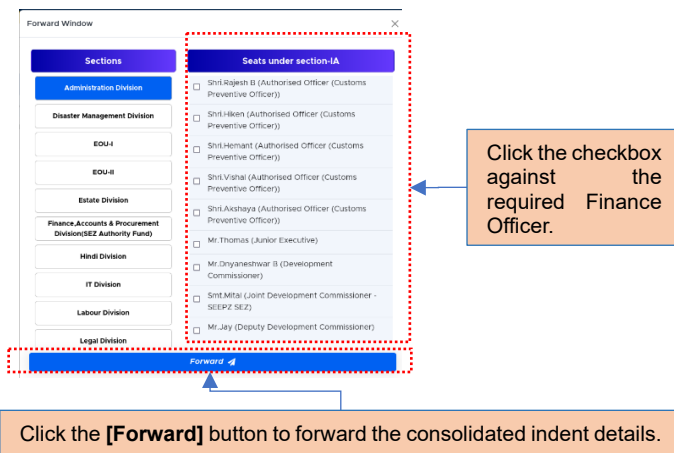
Figure 41 – Budget Head Added

Click this icon to forward the consolidated indent details.

Figure 42 – Forward Consolidated Indent Details

Click the checkbox against the required Finance Officer.

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

Figure 43 – Forward Consolidated Indent Details

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.
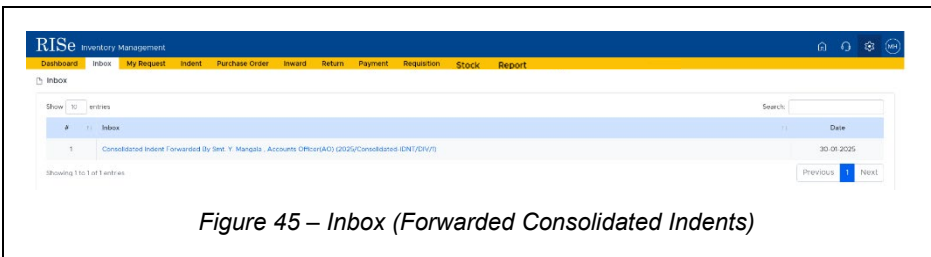
Figure 45 – Inbox (Forwarded Consolidated Indents)
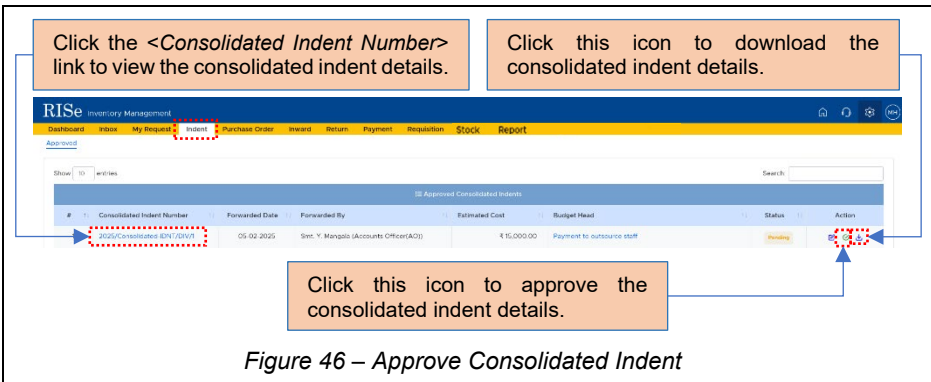
Figure 46 – Approve Consolidated Indent

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.

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.

Figure 49 – Upload Work Order

Figure 50 – Work Order Uploaded

9 LOGIN – STORE KEEPER / PRIVILEGED USER

9. 1 DASHBOARD

Figure 51 – Dashboard
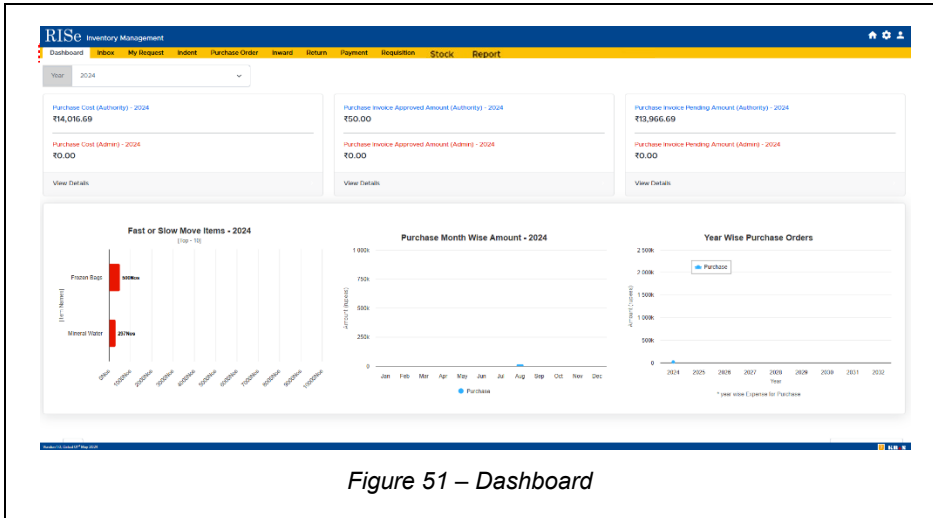
The Store Keeper / Privileged User can download work order and consolidated indent in the PDF format.
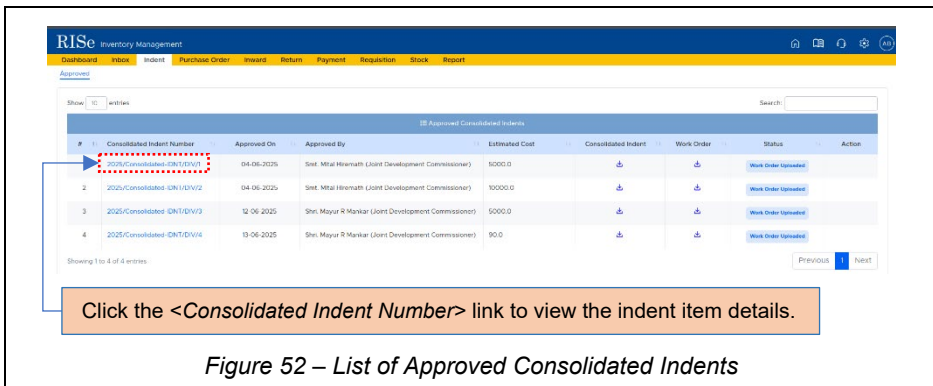
Click the *<Consolidated Indent Number>* link to view the indent item details.

Figure 52 – List of Approved Consolidated Indents

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.

Figure 56 – Approve Purchase Order
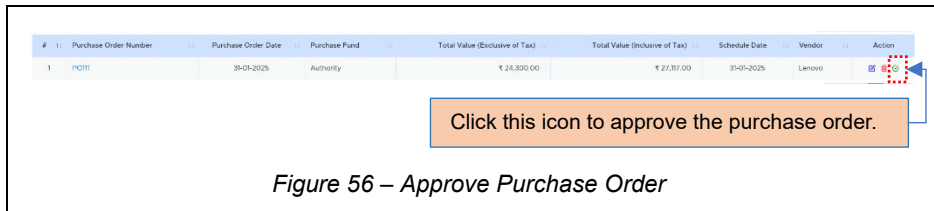
The system lists the approved purchase order within the *Approved* sub-tab in the *Purchase Order* tab.

Figure 57 – Approved Purchase Order

Figure 58 – View Purchase Item Details
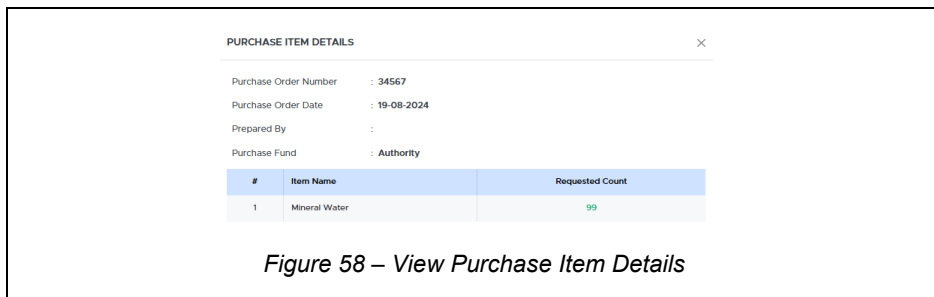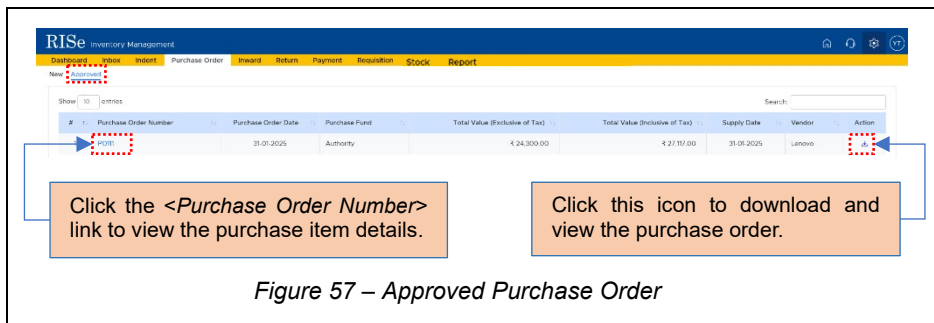
9. 3 INWARD
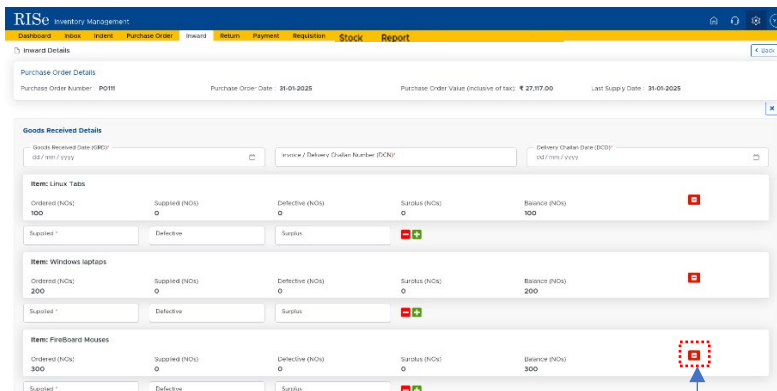
The system adds the supply updates to the supplied purchase order.

Figure 59 – Inward

Figure 60 – Delete Items List

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

Figure 61 – Deleted Items List

Click this icon to add the selective deleted item.

Figure 62 – Add Deleted Item

The system displays the added items here.

Figure 63 – Added Item

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

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.

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.

Figure 68 – Return Goods

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

Figure 69 – View Supply Details
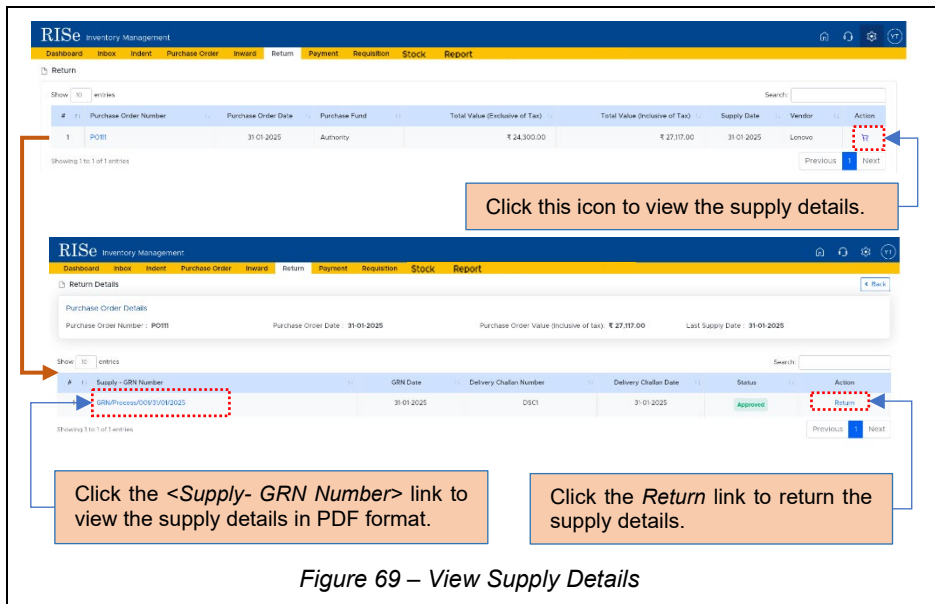
You can view the return items from the *Return* link or through the *Return* tab.

9. 4 RETURN

9.4.1   RETURN OF DEFECTED ITEMS

Figure 70 – Return of Item (1)

Figure 71 – Return of Item (2)
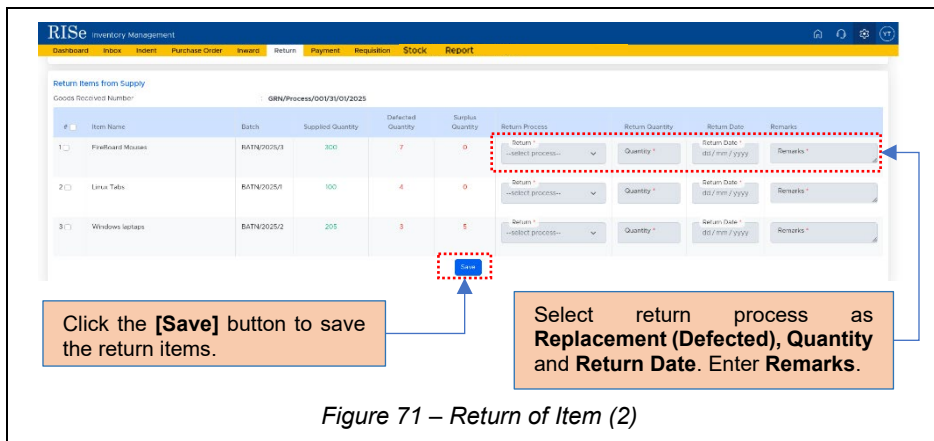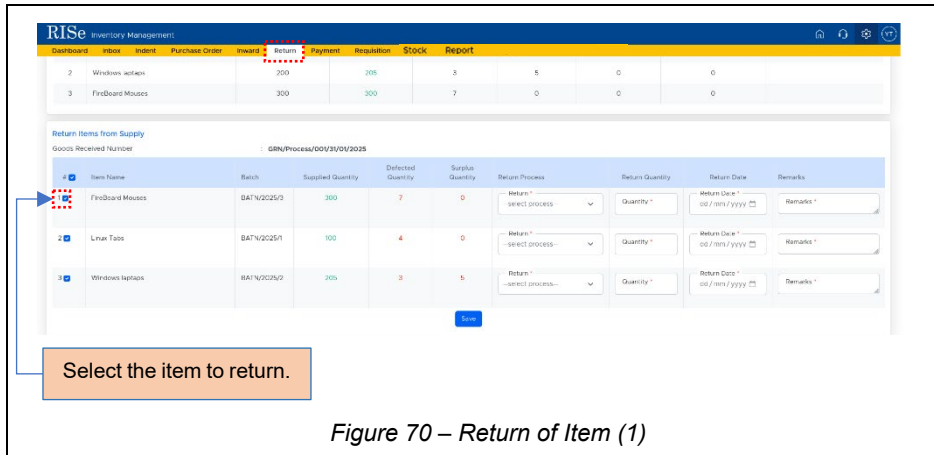
The system lists the saved return items in the *Return Items For Replacement* table.

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

Figure 72 – Return of Item List

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.

Figure 74 – Inbox

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

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.

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.

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.

Figure 78 – Replacement for Supply Details

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.

Figure 80 – Updated Present Count

9.4.2   RETURN OF SURPLUS

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.

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).

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.

Figure 84 – Inbox (Submitted Items Notification)

Figure 85 – Approve Submitted Items

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

Figure 86 – Approved Items

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

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**.

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.

Figure 89 – Updated Present Count

9. 5 PAYMENT

Click this icon to add the invoice details.

Figure 90 – Payment

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'**.

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'***.*

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

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.

Figure 97 – Approved Invoice

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'**.

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

Figure 100 – Saved Requisition
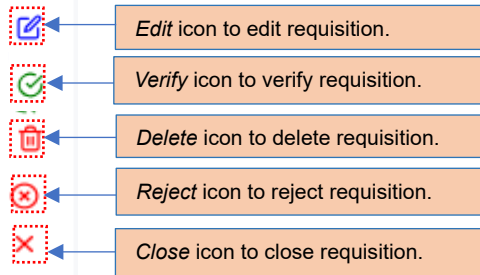
Figure 101 – Action Buttons
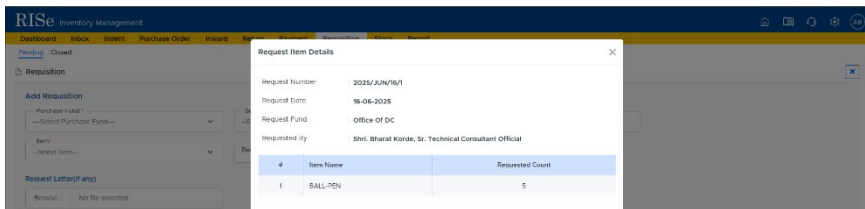
Figure 102 – View Request Item Details

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.

Figure 104 – Add Allotting Item Details

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

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.

Figure 106 – Updated Item Details
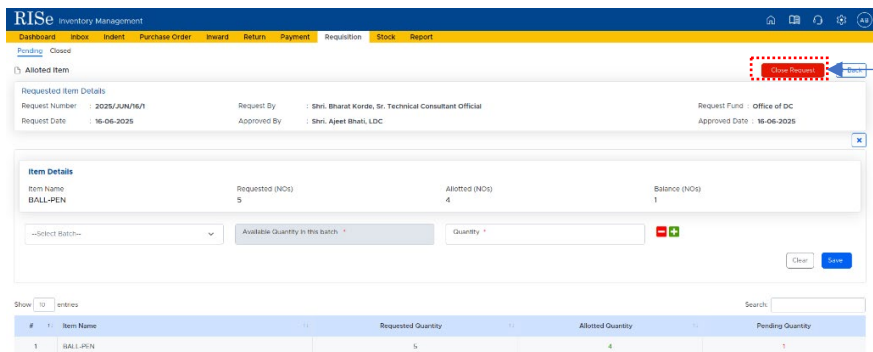
After allotment, the system updates the present count of the stock details accordingly.

Figure 107 – Stock Details

9.6.1   CLOSED REQUEST

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

Figure 108 – Close Request (1)

Figure 109 – Closed Request (2)

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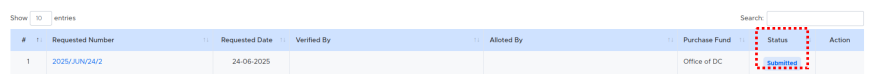
Click the *Edit*, *Submit* or *Delete* icon to edit, submit or delete the request respectively.

Figure 112 – Submit Request

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

Figure 113 – Submitted Request

The Store Keeper / Privileged User verifies the request.

Figure 114 – Verify Request

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.
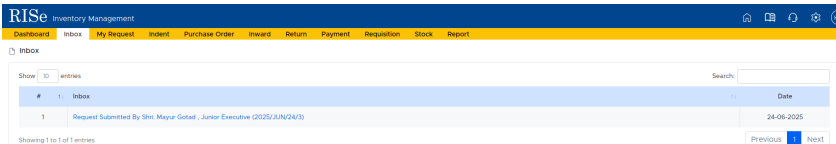
Figure 116 – Inbox - Request Submitted

The system lists the request forwarded from the Contract Staff in the *My Request* tab.
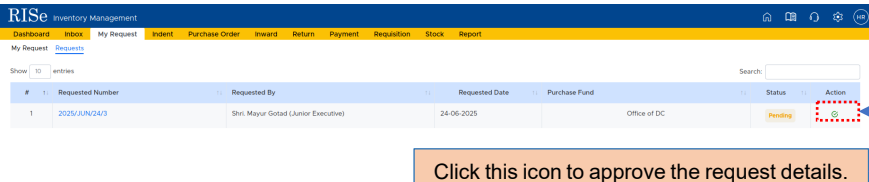
Click this icon to approve the request details.

Figure 117 – Approve Request Details
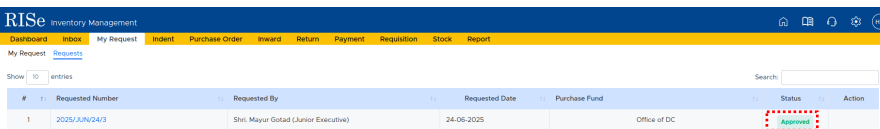
Figure 118 – Approved Request Details

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'**.

Figure 119 – Submit to Store Keeper

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

Figure 120 – Inbox (Received Request)
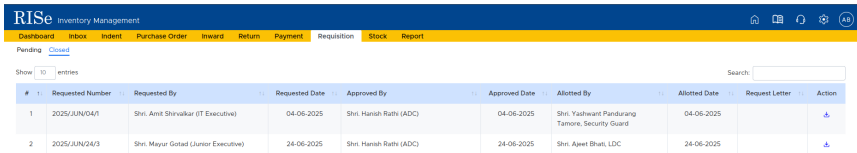
Figure 121 – Submitted Request

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.
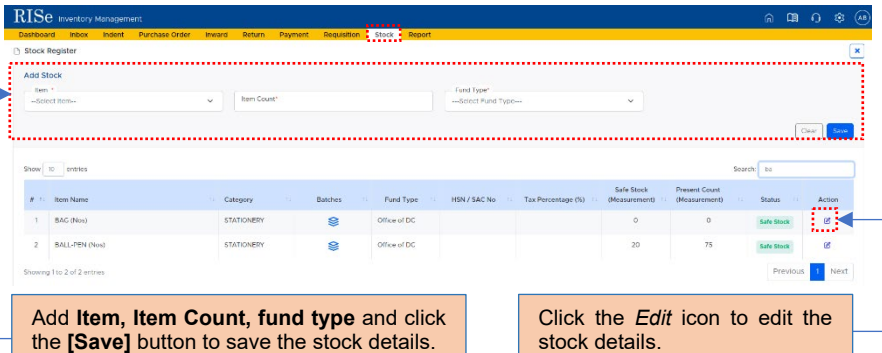
Figure 123 – Closed Request

11. 2 STOCK

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

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

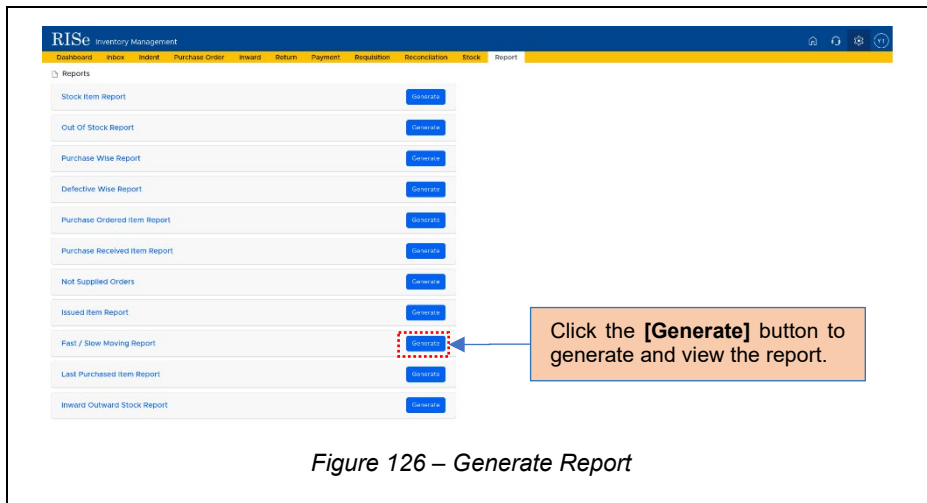The system lists the saved stock of item in the table with **Safe Stock, Present Count** and **Status** columns.

Figure 125 – Allotted Stock Details

11. 3 REPORT

Figure 126 – Generate Report

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

Figure 127 – Purchase Ordered Item Report Filter
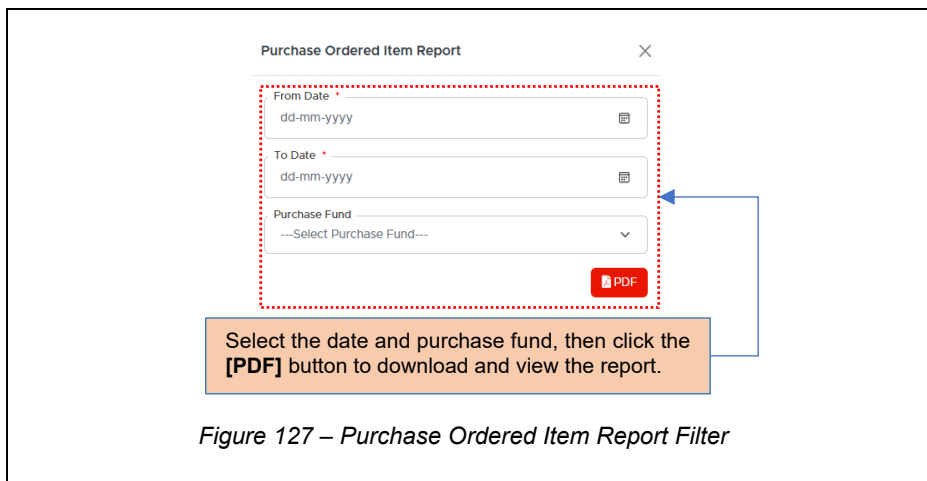
**End Of the Module - RISe

(Inventory Management System – SEEPZ User) **

"Thank you for thoroughly exploring the features and information."