

User Manual of iMMS for HQ Users of Stores Department

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1. General Information

1.1. iMMS HQ Application Overview

Integrated Materials Management System (IMMS) is the Application Software for Materials Management Department of Indian Railways for online activities for Procurement of Goods by Headquarters/Stocking Depots, Receipt and Issue of materials at Stocking Depots and Sale of Materials using E-Tendering, E-Auction and Reverse Auction of Indian Railways E-Procurement System (IREPS). The application allows users to capture or generate data at various levels of the Materials Management process in a secure manner using various security features like digital signature, digital encryption certificate for encryption and decryption of data etc. The application can be accessed with valid user ID and Password in combination with a Digital Signing Certificate. The application is divided in different work areas depending upon the nature of activity viz. **HQ Module, Depot Module, Auction Sale Module, Purchase Module** for Depot/Division etc. **This document describes processes related to HQ Module only.** The application is divided in to the following modules:

Purchase Activities: This module contains registering of demand, creation of Purchase Proposal, publication of Tender, creation of Purchase Order etc.

Inventory Control and Allied Activities: This module contains the activities related to PL number like opening and closing of PL number, revision in stock cards etc.

1.2. Purpose & Scope

Purpose of this document is to guide the Users of IMMS HQ Module on how to operate the Application. This manual will help them to familiarize with various forms/pages and processes provided in the application for Materials Management functions.

1.3. Points of Contact

For clarification about any specific process of IREPS application the contact point is Help Desk. For further details about Helpdesk functionality, **Helpdesk** menu in the home page of IREPS application may be referred to.

1.4. Disclaimer

iMMS software is continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Please keep themselves updated with the latest changes, by referring to the latest versions of user manuals available on the website, and by taking note of the messages sent by the IREPS administrator from time to time. Data shown in the manual is for testing purpose only and no logical decision should be taken based on the data shown in the forms and queries.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk immediately.

2. Getting Started

2.1. General

2.1.1. Software & Hardware Requirements

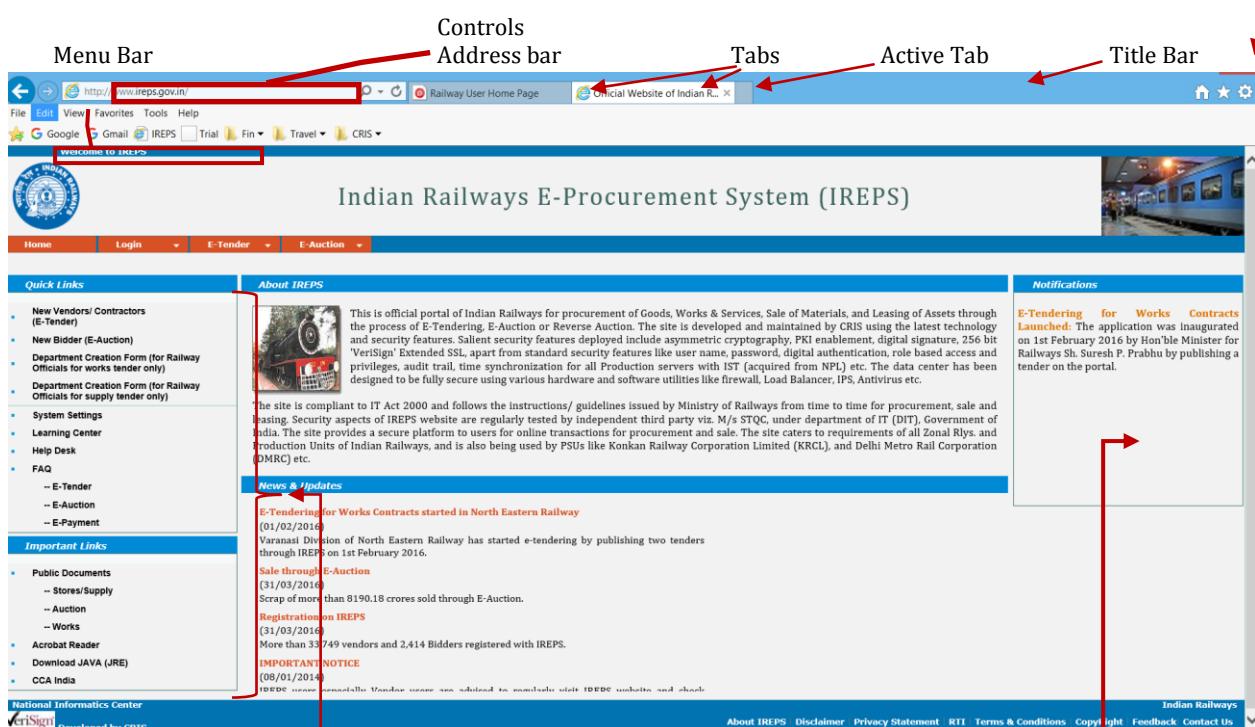
The detailed guidelines regarding software & Hardware requirements are laid down in a separate manual titled **Getting Your System Ready for IREPS Application**. This manual can be downloaded through the **Learning center** link available in the left navigation bar of the home page of IREPS application (www.ireps.gov.in). Users are advised to go through the above mentioned manual before reading the current manual.

2.1.2. Internet Basics

The Internet is a worldwide system of computer networks facilitating access to information and people. Using the Internet to access and use IMMS Application requires an Internet connection, and an internet browser application (Internet Explorer or Mozilla Firefox). A browser application allows access to Web pages on the World Wide Web (www or the Web).

Web Page

The image below shows the different elements of a web page, which include Title bar, Tool bar, Menu Bar, Address bar, Tabs, Left navigation block, Right navigation Block etc.



Left navigation block

Notifications Area

The users may familiarize themselves with these elements and their notations, as these will be repeatedly used in the following pages. Some of these elements are described in detail below:

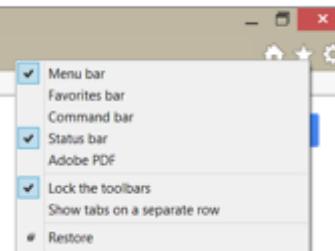
Menu bar:

The menu bar provides drop-down menus for browser functions. By placing the cursor over a menu item and clicking on it with the left mouse button, the drop-down menu appears. Highlight the appropriate menu function with the cursor to make a selection.



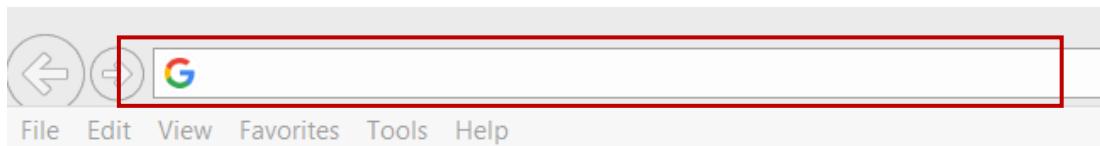
Menu Bar

- If you are not able to see the menu bar in your browser, right click on any empty area in the title bar and click on the Menu bar option in the options panel as shown in the picture:



Address bar:

Address bar is the area where the user has to type the address of the website (also known as Uniform Resource Locator, or URL in short). To access the IREPS website, the user has to type the URL of the website in the address bar and press the Enter Key.



Address Bar

Tabs:

Multiple Pages can be opened in an Internet Browser window. The contents of only one of these pages is displayed on the screen. The titles of the opened pages are displayed on top of the Browser window. The contents of the page whose contents are being displayed is called active tab. Clicking on the title of any page makes the tab active.

Left Navigation Block:

This is the area on the left side of the web page containing various links. The left navigation block of the IREPS home page is divided into two sections namely Quick Links and Important Links. These are described in detail in subsequent sections.

Right Navigation Block:

This is the area on the right side of the web page. The right navigation block of the IREPS home page is divided contains the notifications area, which is described in detail in subsequent paras.

2.2. URL of the website

The URL to access the Home page of the website is <https://www.ireps.gov.in>

2.3. Log in to iMMS

Quick Links

- New Vendors/ C (E-Tender)
- New Bidder (E-Auction)
- Department Creation Form (for Railway Officials for works tender only)
- Department Creation Form (for Railway Officials for supply tender only)
- System Settings
- Learning Center
- Help Desk
- FAQ
 - E-Tender
 - E-Auction
 - E-Payment

Important Links

- Public Documents
 - Stores/Supply
 - Auction

Notifications

E-Tendering for Works Contracts Launched: The application was inaugurated on 1st February 2016 by Hon'ble Minister for Railways Sh. Suresh P. Prabhu by publishing a tender on the portal.

User should click on Log in menu of IREPS home screen and then click on iMMS to open the iMMS application log in page. Please ensure that the Pop blocker of the browser is off or the IREPS website has been allowed to open pop up in the settings. Once the log in page of iMMS appears, user id and password of the application is to be entered.

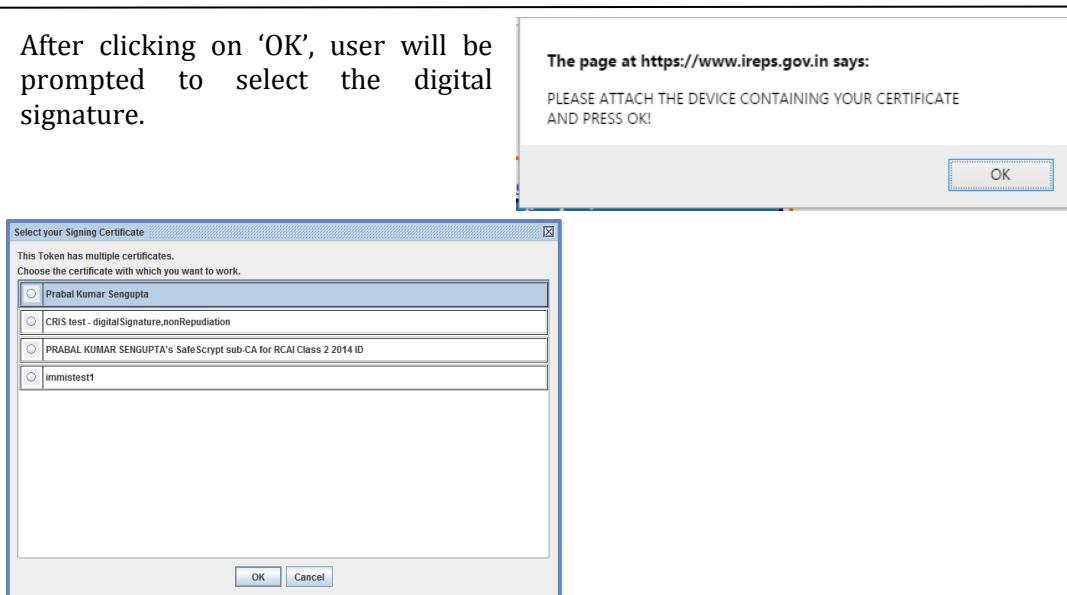
Once the Login button is clicked, user will be prompted to attach his e-token if clicked 'Proceed to Login' button in the center.

Application Login	
User ID	D9901LG
Password	*****
<input type="button" value="Login"/> <input type="button" value="Exit"/>	

Attach your e-Token and Proceed

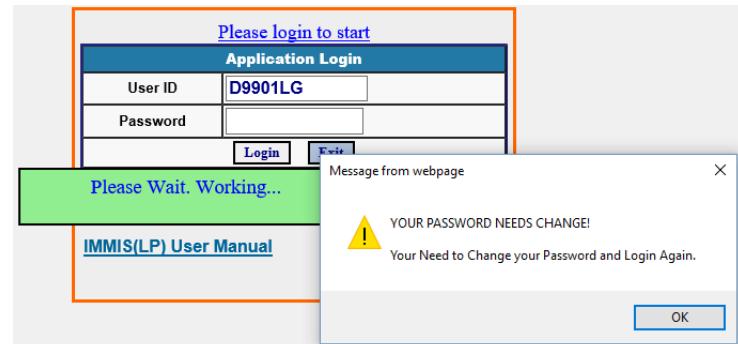
[Login without Certificate](#) [Show all Options](#)

After clicking on 'OK', user will be prompted to select the digital signature.



New User

If the user is a new user, the user id and password will be same as provided by Head Quarters or Depot Administrator of iMMS and user will be prompted to change the password as it is a first time login.



Change Password	
User ID	D9901LG
Existing Password	*****
New Password	*****
Re-Enter New Password	*****
<small>[Password should be minimum 6 characters long, some alphabets, some digits and special characters]</small>	
<input type="button" value="Change Password"/> <input type="button" value="Cancel"/>	

A message box from the webpage says 'Password Changed!' with an OK button.

User should then change the password through the password change form.

After successful login, user will be routed to the specific work area/module as given by the zonal system administrator.

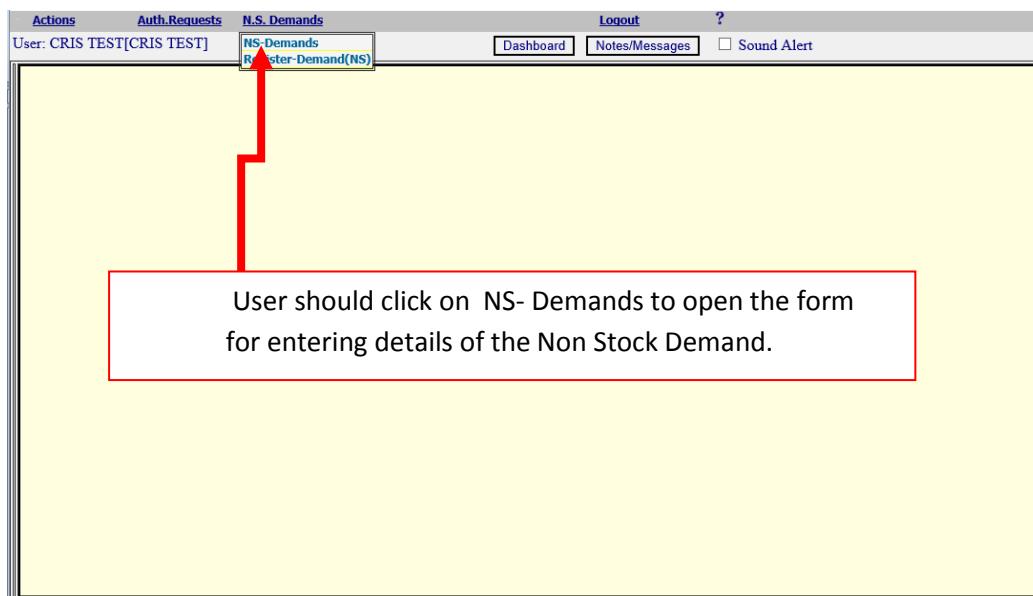
Note: Users of other departments may click on 'Login without Certificate' option to see some of the Queries, if they are provided with User id and password by zonal System Administrator of iMMS.

Purchase Activities

3. Pre-Tender Activities:

3.1 Registering Non Stock Demand/ Non Stock Requisition:

Users who have given DRNS role by their System Administrators will get this menu as shown below after log in to iMMS.



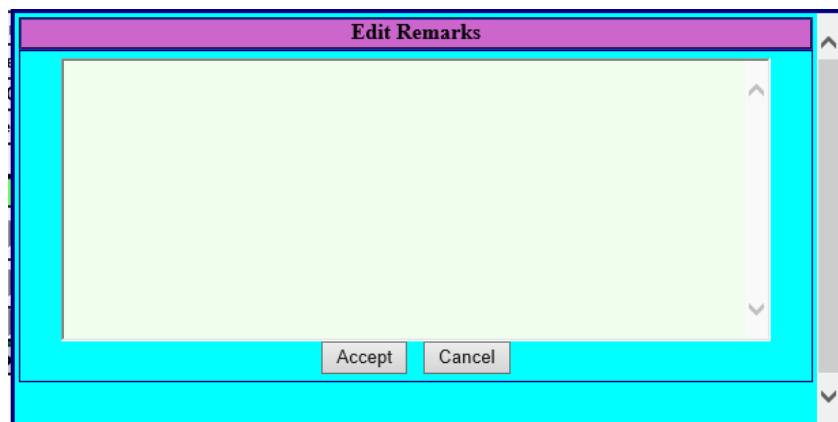
This will open the new form as shown below for entering all the details of the Non Stock Requisition as received from Indentor.

ITEM DETAILS		Save Item	New-Item
*Item No.	*PLNo:	*Item Descr.	*Rate/Unit
*Unit	*Allocation		
*Consignee	*Quantity:	Estd.Value:	
Item#	PLNo	Consignee	Description
Quantity	Rate/Unit	Value(Rs)	

After filling up all the fields of the header/top portion of the form, the 'Save Demand Details' button should be clicked to save the record and activating the bottom portion of the form to add items. The field 'Reqd at' is station code of I.R and can be selected from drop down list.

While entering the 'Remarks', the small icon beside the field should be clicked to activate Remarks window as shown below.

After entering the remarks, click on 'Accept' button to save the remark. User needs to save the Demand details after filling up the header portion.



Once the header portion is saved, the item window gets activated and user can enter items one by one.

The screenshot shows the 'Demand / Purchase Request for Non-Stock Item' window with various fields filled out. A message box in the center says 'Demand Record Saved!' with an exclamation mark icon. The window has tabs like 'ITEM DETAILS' and 'New-Item'.

The PL group and sub group of the N.S Demand may be selected from drop down list as shown in the next screen.

The screenshot shows the same window with a dropdown menu open over the 'Specify PLNo' field. The menu is titled 'Select Item Major Group' and lists various categories from 00 to 17. The categories include 'STEAM LOCO ITEMS', 'RAIL MOUNTED STEAM CRANES', and 'GENERAL MOTORS WDG4/WDP4/HHP LOCO VEHICLE PORTION'.

[02:ER] Demand / Purchase Request for Non-Stock Item

Clear/Exit		Conditions	Documents	Likely Suppliers	Last Rates	Preview/Print	Drop-Demand	?					
*Dem.No.	3456789012	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	*Dem.Date	01/07/16	<input type="button" value=""/>	Pur.File No.	<input type="button" value=""/>	<input type="checkbox"/> Pur.Div. HQ	<input type="checkbox"/> Pur.Sec.:	<input type="button" value=""/>	<input type="button" value=""/>
User Dem.Ref.	3456789012				*Indentor	024144	<input type="button" value=""/>	A.E.N.	<input type="button" value=""/>				
Delivery Req'd by	20/07/16	<input type="button" value=""/>			Read at	BHA	<input type="button" value=""/>	Ranaghat In	<input type="button" value=""/>				
*Bill Passing On	Maj.Grp. 42	<input type="button" value=""/>	Sub.Grp.	<input type="button" value=""/>	Sr.No.	001	PLNo						
Specify PLNo/ItemNo for Non-Stock Item <input type="button" value="Accept"/> <input type="button" value="Cancel"/>													
*Item No.	1												
*Unit	<input type="button" value=""/>				Descr.								
*Consignee	<input type="button" value=""/>				*Quantity:								
Item#	PLNo	Consignee	Description		Quantity	Rate/Unit	Value(Rs)						

SubGrp	Subgrp.Name
01	ADAPTORS, SOCKETS AND PLUGS.
02	SWITCHES AND SPARES.
03	HOLDERS OF SORTS.
04	Electricals
05	Switchgears for high voltage.
06	CLIPS.
07	STRIPS OF SORTS
08	FUSES AND FUSE FITTINGS.
10	Fans, home service/train service, air circulators exhaust blowers etc. including regulators.
11	LAMPS, TUBES AND FITTINGS.
13	Conduit pipes, flexible metallic tubes etc.
16	Electrical lamps of sorts and sizes including fluorescent lamps, mercury vapour lamps etc.
19	Electrical floodlight lamps, and accessories other than carriage lamp fittings.
21	SHADES & SHADE PARTS
22	BAWL GLASS
23	Neon signs.
24	LENSSES OF SORTS
26	Bowl glass, lenses of sorts.
29	Wire terminals, cable lugs, connections and allied

After proper selection of major group and sub group, user needs to enter three digit serial no like '001' or '002' etc. After major group and sub group automatically the letter 'N' is concatenated to make it an eight digit N.S PL No like 4211N001.

[02:ER] Demand / Purchase Request for Non-Stock Item

Clear/Exit		Conditions	Documents	Likely Suppliers	Last Rates	Preview/Print	Drop-Demand	?					
*Dem.No.	3456789012	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>	*Dem.Date	01/07/16	<input type="button" value=""/>	Pur.File No.	<input type="button" value=""/>	<input type="checkbox"/> Pur.Div. HQ	<input type="checkbox"/> Pur.Sec.:	<input type="button" value=""/>	<input type="button" value=""/>
User Dem.Ref.	3456789012				*Indentor	024144	<input type="button" value=""/>	A.E.N.	<input type="button" value=""/>	<input type="checkbox"/> P.A.C. Item	<input type="checkbox"/>		
Delivery Req'd by	20/07/16	<input type="button" value=""/>			Read at	BHA	<input type="button" value=""/>	Ranaghat In	<input type="button" value=""/>	*Fund Year:	2016-17	<input type="button" value=""/>	
*Bill Passing On	Maj.Grp. 42	<input type="button" value=""/>	Sub.Grp.	<input type="button" value=""/>	Sr.No.	001	PLNo	4211N		Total Value:	Rs. Vетted:	<input type="button" value=""/>	
Specify PLNo/ItemNo for Non-Stock Item <input type="button" value="Accept"/> <input type="button" value="Cancel"/>													
*Item No.	1												
*Unit	<input type="button" value=""/>				Descr.								
*Consignee	<input type="button" value=""/>				*Quantity:		<input type="checkbox"/> Estd.Value:						
Item#	PLNo	Consignee	Description		Quantity	Rate/Unit	Value(Rs)						

Enter all the details of the item and select the consignee from drop down list or enter consignee code directly to populate the consignee.

Select Consignee			Exit
C.Code	C.Name	Station	
024144	A.EN. RANAGHAT	RANAGHAT	

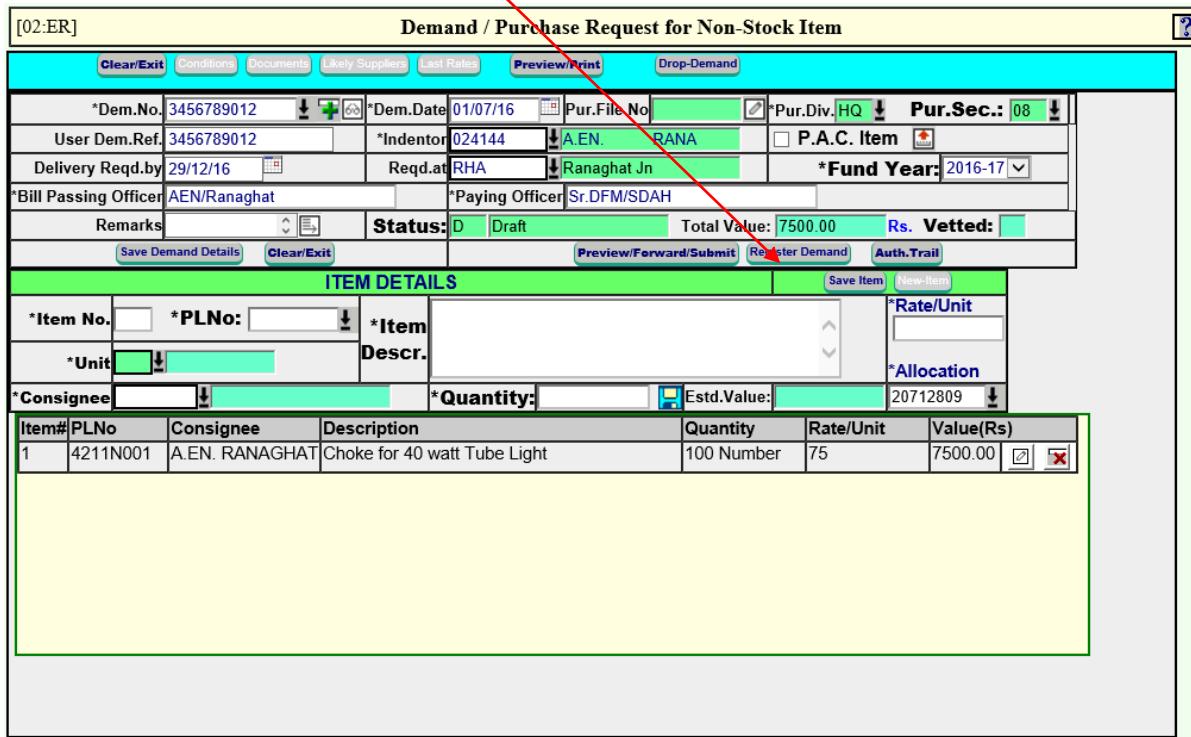
After filling up the item details of the N.S. Demand/Requisition, the screen of the user will look like this and 'Save Item' button should be pressed to save the item details.

The screenshot shows the 'Demand / Purchase Request for Non-Stock Item' form. The 'Consignee' field contains '024144 A.EN. RANAGHAT'. A red arrow points from this field to the 'Save Item' button at the bottom of the form. Other fields include Dem.No., Dem.Date (01/07/16), Pur.File No., Pur.Div. HQ, Pur.Sec.: 08, Indentor (024144 A.EN. RANA), P.A.C. Item checked, Delivery Reqd. by (29/12/16), Reqd.at (RHA), Ranaghat Jn, Fund Year (2016-17), Bill Passing Officer (AEN/Ranaghat), Paying Officer (Sr.DFM/SDAH), Remarks, Status (D Draft), Total Value (7500.00), and Rs. Vetted. The 'ITEM DETAILS' section shows Item No. 1, PLNo. 4211N001, Description (Choke for 40 watt Tube Light), Unit (01 Number), Rate/Unit (75), Allocation (20712809), and Consignee (024144 A.EN. RANAGHAT). The 'ITEM DETAILS' table has columns for Item#, PLNo, Consignee, Description, Quantity, Rate/Unit, and Value(Rs).

After the item is saved, the screen will look like this which will allow further items to be added against the same requisition.

The screenshot shows the 'Demand / Purchase Request for Non-Stock Item' form after saving. The 'Consignee' field is empty. The 'ITEM DETAILS' table now lists the saved item: Item No. 1, PLNo. 4211N001, Description (Choke for 40 watt Tube Light), Unit (Number), Rate/Unit (75), and Value(Rs) (7500.00). The 'ITEM DETAILS' table has columns for Item#, PLNo, Consignee, Description, Quantity, Rate/Unit, and Value(Rs).

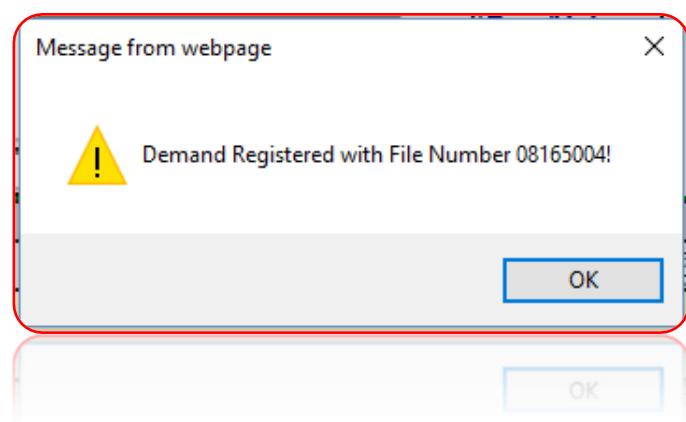
Once all the details of the item/items are filled up, the '**Save Demand Details**' button should be pressed to activate the '**Register Demand**' button. Non Stock Proposal/File No as per HQ purchase section sequence will be generated automatically.



Demand / Purchase Request for Non-Stock Item

*Dem.No.	3456789012	*Dem.Date	01/07/16	Pur.File No.	A.EN. RANA	Pur.Div.	HQ	Pur.Sec.:	08
User Dem.Ref.	3456789012	*Indentor	024144	P.A.C. Item	<input type="checkbox"/>				
Delivery Reqd.by	29/12/16	Reqd.at	RHA	Ranaghat Jn		*Fund Year:			2016-17
*Bill Passing Officer	AEN/Ranaghat	*Paying Officer	Sr.DFM/SDAH						
Remarks		Status:	D Draft	Total Value:	7500.00	Rs. Vetted:			
ITEM DETAILS				Save Item	New Item				
*Item No.		*PLNo:		*Item Descr.		*Rate/Unit			
*Unit							*Allocation		
*Consignee		*Quantity:		Estd.Value:	20712809				
Item#	PLNo	Consignee	Description	Quantity	Rate/Unit	Value(Rs)			
1	4211N001	A.EN. RANAGHAT	Choke for 40 watt Tube Light	100 Number	75	7500.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The N.S Demand will be saved and File No/Tender Case No will be generated based on the purchase section of the item in the N.S.Demand.



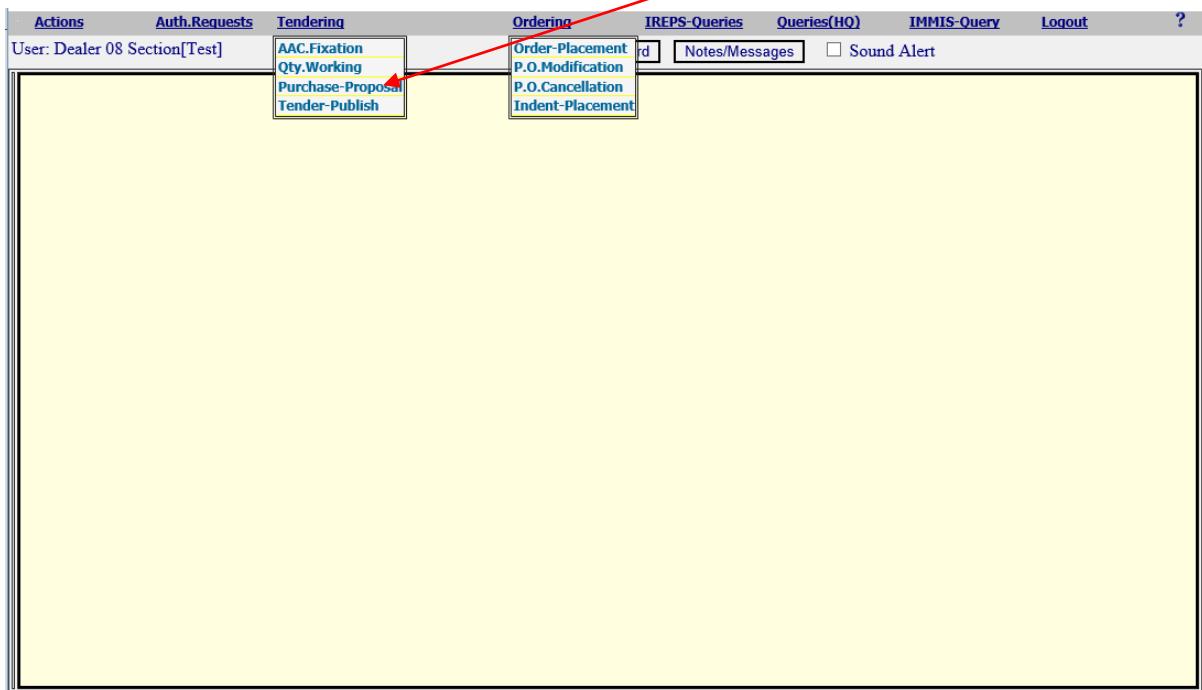
Once a Non Stock Demand is saved and registered, user may have a preview of the details of the demand by clicking on 'Preview' button.

NON-STOCK DEMAND DETAILS							
Demand-No.:	3456789012	Demand-Date	01/07/16	Indentor Dem.Ref.	3456789012	Indentor	A.EN. RANA
Fund Available in	2016-17	Bill-Passing-Officer	AEN/Ranaghat	Bill-Paying-Officer	Sr.DFM/SDAH		
Allocation	20712809	Estimate Number		Estimate Item		Delivery Reqd. by	29/12/16
Schedule of Requirements							
PLNo/ Item#	Consignee	Description		Quantity	Rate/Unit	Value(Rs)	Allocation
1	4211N001 A.EN. RANA	Choke for 40 watt Tube Light		100 Nos.	75.00	7500.00	20712809
TOTAL-VALUE: (Rs.)						7500.00	
Special Conditions							
Sr.No.	Condition						
Likely Suppliers							
Sr.No.	V.Code	Firm's Name & City					
LAR/Budgetary-Quote Details							
Sr.No.	Type	L.P.O./B.Q.Ref	Rate(Rs./Unit) All-Incl	Submit/Forward/Authorise	Exit/Hide	Print	

The 'Print' button enables the user to take a print out of the registered demand if required. Once the N.S Demand is registered and File No allotted by system, it will be forwarded to the concerned purchase section as per the item/major group which will now be available under Purchase Proposal in the purchase dealer's log in.

3.2 Creation of Purchase Proposal of Non Stock Demand:

After log in by the User of the purchase section, two main menus pertaining to purchase activity will be available viz Tendering and Ordering. For creation of a purchase proposal against a registered N.S Demand, user will have to click on Purchase Proposal Sub menu to call the form.



Once the Purchase Proposal form is opened, user may click on the Green coloured plus sign button to populate the list of pending demands awaiting purchase proposal. On the other hand, user may type the File No in the Proposal No field also to create a new purchase proposal.

Pur. Sec.	08	Proposal No.		Dated	<input type="checkbox"/> M & P Tender	Clear/Exit
Pur. Auth.		Pur. Type	<input checked="" type="checkbox"/> E-Tender	Tender-Type		View/Print
Tender No.		Total Value	Rs.	Status		Auth. Trail
Line Items		G N	Save	Clear/Exit	View/Auth	Conditions Vendors Documents
Item#	PLNo	Consignee	Description	Quantity	Rate/Unit	Value(Rs)

[02:ER]

Purchase Proposal

Pur.Sec.	08	Proposal No	<input type="text"/>	Dated	<input type="text"/>	<input type="checkbox"/> M & P Tender	<input type="button" value="Clear/Exit"/>
Pur.Auth.	<input type="button" value=""/>	Pur.Type	<input type="button" value=""/>	<input checked="" type="checkbox"/> E-Tender	Select File Number <input type="button" value="Exit"/>		
Tender No	<input type="text"/>	Total Value	<input type="text" value="Rs."/>	File-No	Demand-No	Reg.Date	Dem.Key
Line Items		<input type="button" value="Club"/>	<input type="button" value="G"/>	<input type="button" value="N"/>	<input type="button" value="Save"/>	<input type="button" value="Clear/Exit"/>	N/S
Item#	PLNo	Consignee	Description	Quantity	Rate/Unit	Value(Rs)	

Once this File/Demand is selected, system will prompt for creation of a new purchase proposal as shown below.

[02:ER]

Purchase Proposal

Pur.Sec.	08	Proposal No	08165004	Dated	<input type="text"/>	<input type="checkbox"/> M & P Tender	<input type="button" value="Clear/Exit"/>
Pur.Auth.	<input type="button" value=""/>	Pur.Type	<input type="button" value=""/>	<input checked="" type="checkbox"/> E-Tender	Select File Number <input type="button" value="Exit"/>		
Tender No	<input type="text"/>	Total Value	<input type="text" value="Rs."/>	File-No	Demand-No	Reg.Date	Dem.Key
Line Items		<input type="button" value="Club"/>	<input type="button" value="G"/>	<input type="button" value="N"/>	<input type="button" value="Save"/>	<input type="button" value="Clear/Exit"/>	N/S
Item#	PLNo	Consignee	Description	Quantity	Rate/Unit	Value(Rs)	

Message from webpage
 ? Do you want to Create New Proposal Number 08165004?

Purchase Proposal									
Pur. Sec.	08	Proposal No.	08165004	<input type="button" value="Save"/>	Dated	31/07/16	<input type="checkbox"/> M & P Tender	<input type="button" value="Clear/Exit"/>	
Pur. Auth.		Pur. Type	<input type="button" value="Down"/>	<input checked="" type="checkbox"/> E-Tender	Tender-Type	<input type="button" value="Down"/>	<input type="button" value="View/Print"/>		
Tender No.		Total Value	7500.00	Rs.	Status	D	Draft Proposal	<input type="button" value="Auth.Trail"/>	
Line Items		<input type="button" value="Club"/>	G+ N	<input type="button" value="Save"/>	<input type="button" value="Clear/Exit"/>	<input type="button" value="View/Auth."/>	<input type="button" value="Conditions"/>	<input type="button" value="Vendors"/>	<input type="button" value="Documents"/>
Item#	PLNo	Consignee	Description			Quantity	Rate/Unit	Value(Rs)	
1	4211N001	A.EN. RANA	Choke for 40 watt Tube Light			100 Nos.	75	7500.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Once, the demand is populated, user should select 'PurAuth', 'Pur Type' and 'Ten Type' from drop down list. PurAuth filed will show all the purchase authorities of I.R. For normal trade purchase, pur auth should be HQ-STORES.

After selection of Purchase

Select Purchase Type		
Pur.Type	Type-Descr	Seq
TN	Tender	1
IN	Indent	2
RC	RC	3
RG	RGC	4
MA	PO Modification	9
PO	Direct PO	9

authority, user should select purchase type from the drop down list.

Select Purchase Authority		
Pur.Auth	Auth.Descr	Seq
HQ	HQ-STORES	1
RB	Railway Board (Incl. RC & RGC)	2
DGSD	DGSD/RC	3
CLW	CLW CHITARANJAN	9
CORE	CORE ALLAHABAD	9
DLW	DLW VARANASI	9
DMW	DMW PATIALA	9
ECOR	COS/ECOR	9
ICF	ICF	9
MICO	MICO	9
NR	COS/Northern Railway/Delhi	9
PL	PAREL MFG	9
PU	Production Unit	9
RCF	RCF KAPURTHALA	9
RSK	RSK SITHOULI, GWL	9
SR	COS/SOUTHERN RAILWAY	9
STY	Controller of Stationery	9
WAP	WAP BANGLORE	9
ZR	Other Zonal Railways	9
BHEL	BHEL	Z

If purchase type is taken as Tender, then Tender Type is to be selected from the drop down list as shown here.

Select Tender Type	
Tend.Type	Type-Description
10	Open Advt.
20	Bulletin
21	Limited
22	Spl. Limited
24	EPLT
30	Single-PAC
31	Single-Non PAC
50	Global Open
51	Global Limited
52	Global Special Limited
53	Global Single-PAC
54	Global Single Non-PAC
91	Steel Stock Yard Enquiry
92	Oil Grease ST/LT from Public Sector
93	Spot Purchase
94	Bearer
95	Local Purchase

Once, these fields are selected, user should click on 'Add Tender Title' to add the description of the item which will be populated in IREPS NIT in the Item Details field.

The item can be modified by the user by activating the line item by clicking on **button**.

Details of Line Item								
Item No.	1	Type:	Supply	PLNo:	4211N001	Item-Group:	None	Trade.Grp:
Description	Choke for 40 watt Tube Light							
Consignee	Quantity	Value(Rs.)		Dem.Qty:	100	Stk/NS:	N	
024144	A.E.N. RANA	100	7500	Unit:	01	Nos.		
				Rate/Unit:	75	(all-inclusive)		
				Dem.No.:	3456789012			
					Save-Item	Cancel/Exit		

User at this stage should add the conditions, likely suppliers and upload document by clicking on the relevant buttons as shown below.

Special Conditions			
		+ N	Hide Conditions
S.N.	Type	Code	Condition
			Flag

Condition Details					
Sr.No.		Cond Type	Select	Select from Master	Flag: Select
Condition					
<input type="button" value="Accept"/> <input type="button" value="Cancel"/>					

The conditions can be manually typed or can be selected from condition master which can be populated by zonal System Administrator of IMMS at HQ.

Condition Details					
Sr.No.	1	Cond Type	Select	Select from Master	Flag: Select
Condition	Select Select Eligibility Criteria Inspection Payment Terms Delivery Schedule Special-Instructions Checklist Other Conditions <input type="button" value="Accept"/> <input type="button" value="Cancel"/>				

After filling up the conditions, list of likely vendors for the item may be selected from the 'Vendor' tab.

Details of Selected Vendor					
S.N.		V.Code		V.Type	
Name	annapurna				
Address					
City	PIN:		Mobile No		
Email			FAX		
<input type="button" value="Accept"/> <input type="button" value="Cancel/Exit"/>					

Enter first few letters of the name of the vendor and click on the drop down to show the list of IREPS vendors with similar name.

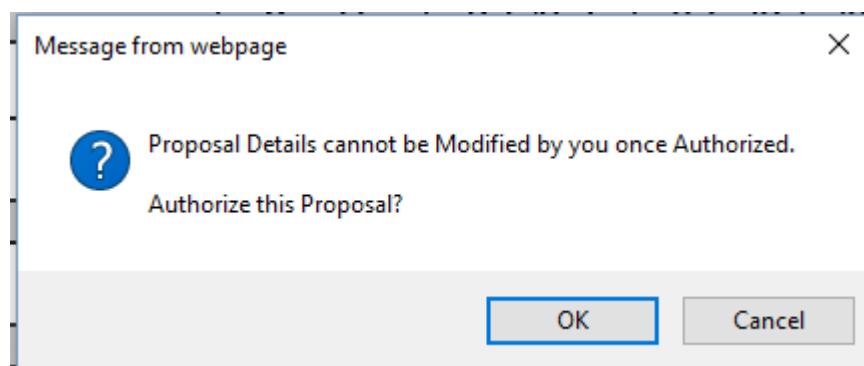
Select IREPS Vendor				Exit
V.Code	V.Name	City	Address	
12967	ANNA PURNA ASSOCIATES-GORAKHPUR	GORAKHPUR	RANIDINHA CHAURAHA...	
2095	ANNA PURNA BRUSH-KOLKATA	kolkata	Borhanpur P.O -Sukdevpur P.S...	
67631	ANNA PURNA ELECTRONICS-KONNAGAR	KONNAGAR	25/A M M GARDEN ROAD...	
2004	ANNA PURNA ENGINEERING WORKS-HOWRAH	HOWRAH	88/1...	
65569	ANNA PURNA ENGINEERING WORKS-HOWRAH	HOWRAH	BALITIKURI...	
10966	ANNA PURNA ENTERPRISE-GUWAHATI	GUWAHATI	HOUSE NO-585 WARD NO-11...	
87951	ANNA PURNA ENTERPRISES-KOLKATA	KOLKATA	5 DWARIK GANGULY STREET...	
45134	ANNA PURNA FOOD AND HOUSE KEEPING CO-DELHI	DELHI	D 1135 ASHOK NAGAR GALLI NO 7 W...	
10688	ANNA PURNA GASES-VARANASI	varanasi	A-8/25...	
22389	ANNA PURNA INDUSTRIAL CORPORATION-HOWRAH	HOWRAH	9/15 JOYDEV KUNDU LANE...	
11775	ANNA PURNA INDUSTRIAL GASES-VARANASI	VARANASI	A 8/25 TELIANALA...	
71418	ANNA PURNA PAPER WORKS-REPALLE	REPALLE	DOOR NO 1/2/79 VURACHERUVU VE...	
157610	ANNA PURNA TRADERS	KOLKATA	HAZA TENTI	

Once, all the formalities of a purchase proposal have been completed, the **View/Auth.** button is to be clicked for forwarding the purchase proposal to the Officers dealing with that purchase section

only. Although the purchase proposal will be available in the log in of all the purchase Officers dealing with that purchase section, only the concerned Officer will be able to approve the purchase proposal as per Schedule of Power (SOP) as entered by zonal System Administrator of IMMS.

Purchase Proposal		[02:ER]		?																							
		Authorize/Forward		Exit/Hide																							
		Print		IREPS-Tender-Preview																							
PURCHASE PROPOSAL																											
Proposal-No.: 08165004		Proposal-Date 31/07/16																									
Tender-Title: Supply of Choke for 40 watt Tube Light Schedule of Requirements <table border="1"> <thead> <tr> <th>Item#</th> <th>PLNo/ Consignee</th> <th>Description</th> <th>Quantity</th> <th>Rate/Unit</th> <th>Value(Rs)</th> <th>Demand Ref.</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4211N001 A.EN. RANA</td> <td>Choke for 40 watt Tube Light</td> <td>100 Nos.</td> <td>75</td> <td>7500.00</td> <td>3456789012 [N.Stock]</td> </tr> </tbody> </table> Special Conditions <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Condition</th> </tr> </thead> </table> Likely Suppliers <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>V.Code</th> <th>Firm's Name & City</th> </tr> </thead> </table> Documents Attached <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Type</th> <th>Doc. Description</th> </tr> </thead> </table> Proposed Mode of Purchase: Open Advt.. Purchase Authority: by HQ-STORES. Total Value of Purchase: Rs. 7500.00.						Item#	PLNo/ Consignee	Description	Quantity	Rate/Unit	Value(Rs)	Demand Ref.	1	4211N001 A.EN. RANA	Choke for 40 watt Tube Light	100 Nos.	75	7500.00	3456789012 [N.Stock]	Sr.No.	Condition	Sr.No.	V.Code	Firm's Name & City	Sr.No.	Type	Doc. Description
Item#	PLNo/ Consignee	Description	Quantity	Rate/Unit	Value(Rs)	Demand Ref.																					
1	4211N001 A.EN. RANA	Choke for 40 watt Tube Light	100 Nos.	75	7500.00	3456789012 [N.Stock]																					
Sr.No.	Condition																										
Sr.No.	V.Code	Firm's Name & City																									
Sr.No.	Type	Doc. Description																									
		Authorize/Forward		Exit/Hide																							
		Print																									

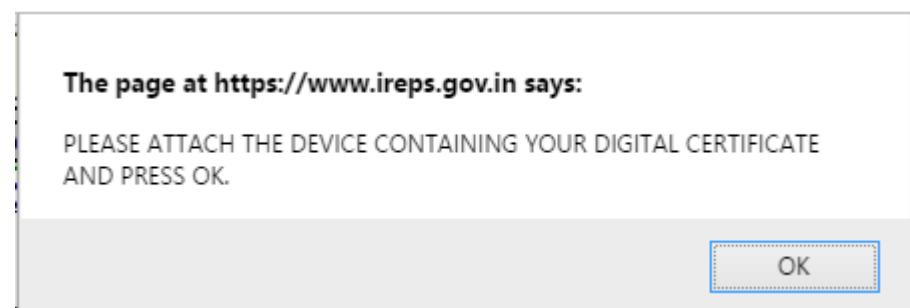
While authorising the purchase proposal for forwarding or approving, system will show the alert that no modification will be permissible as shown here.



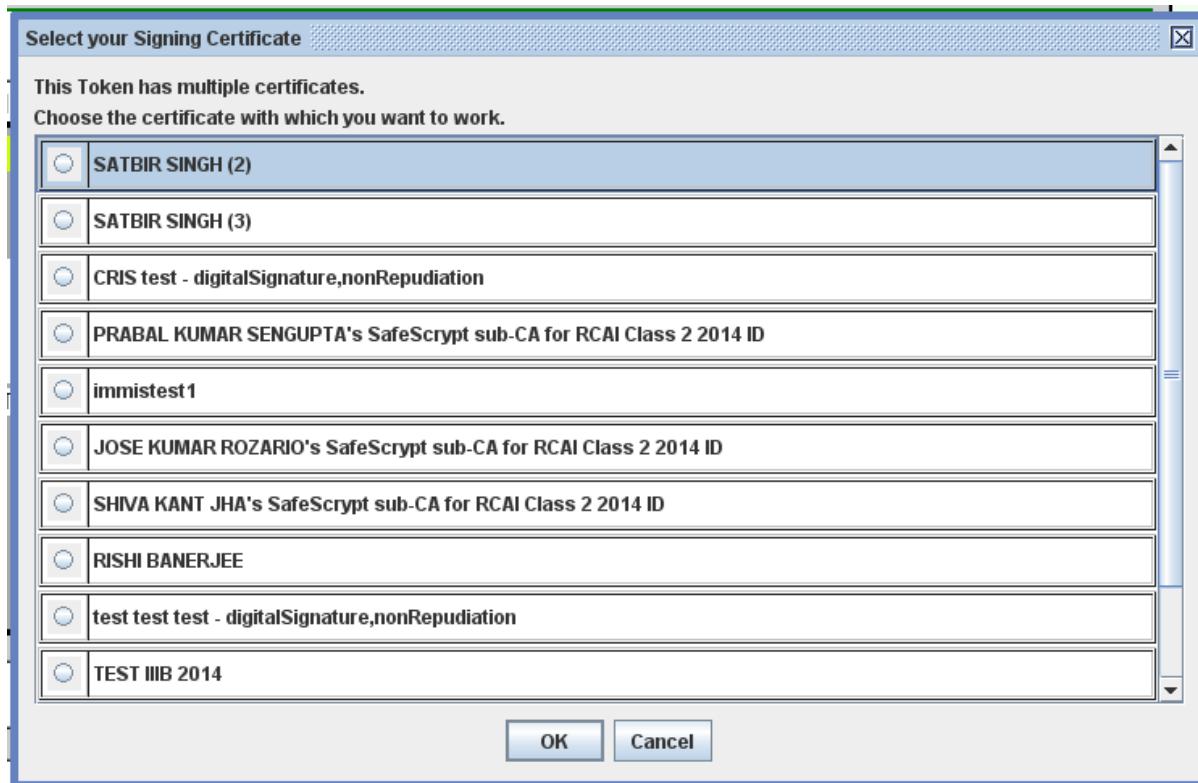
Action button will be populated as per the SOP value of the concerned user. In case of Dealer, the same will be 'Forward/Transfer' only. User should select the Officer from the drop down list which will show the Officers of the relevant purchase section only.

After selection of the Officer concerned, system will prompt for attaching digital signature for signing the purchase proposal digitally.

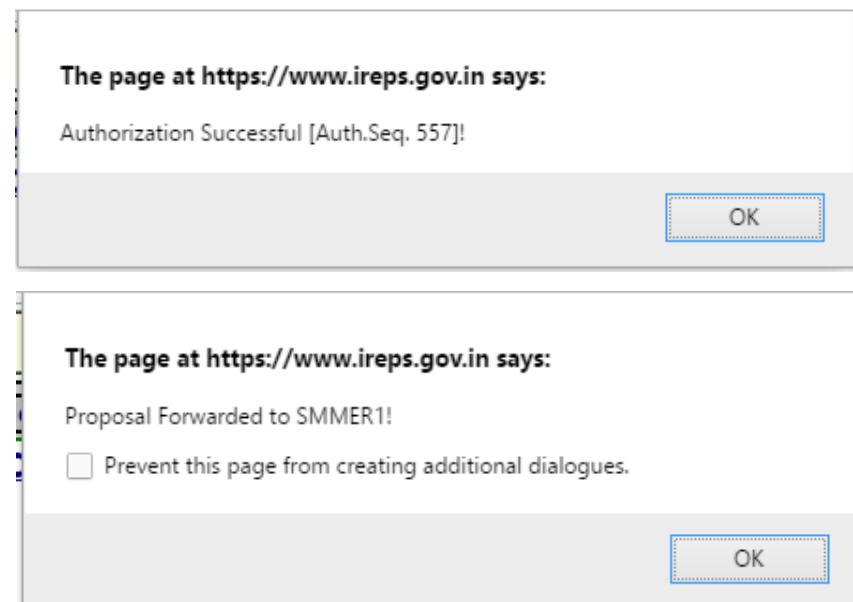
Select User to Forward	
User Id	Desig/Name
SMMER1	Test [Purchase Officer]
CPM1	CPM/Test [Rajesh Verma - Test]
RRP	GM/MMIS/CRIS [Rajaram Prasad]
ANUJ	Programmer [Anuj Rathi]
JAI	SE/EPS/CRIS [Jai Prakash]



User should attach his own signature to authorise the purchase proposal.



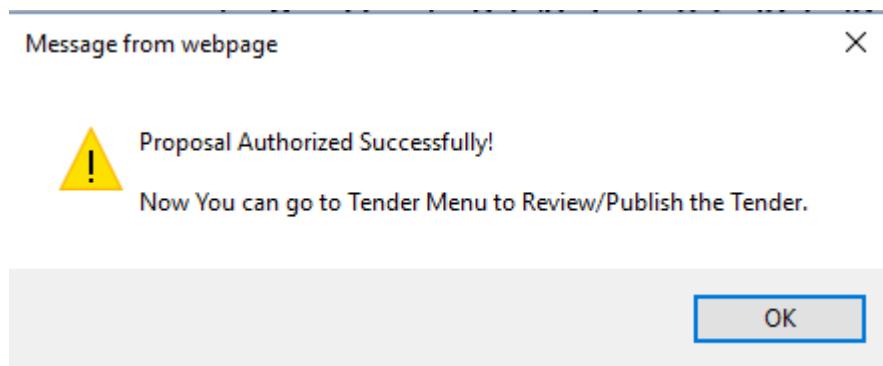
Once, it is digitally signed,
the purchase proposal
will be authorised by the
dealer and will be
available at the
concerned officer's login.



After the approving officer approves the proposal, it gets converts to a Tender.

The screenshot shows the 'Purchase Proposal' screen with the title 'PURCHASE PROPOSAL'. At the top, there are buttons for 'Authorize/Forward', 'Exit/Hide', 'Print', and 'IREPS-Tender-Preview'. The main area displays a proposal with the number 08165004 and date 31/07/16. A central box titled 'Authorize the Record with your Credentials' contains fields for 'Activity' (PP), 'SOP Para', 'SOP Sr.No.', and 'Remarks'. Below this is an 'Action' section with 'Approve' selected, 'Forward to:' dropdown, and 'Authorize' and 'Cancel' buttons. To the left, sections for 'Schedule', 'Special Co.', and 'Likely Sup.' are partially visible. At the bottom, a message states 'Proposed Mode of Purchase: Open Advt.. Purchase Authority: by HQ-STORES.' and 'Total Value of Purchase: Rs. 7500.00.'

System will prompt the user to go to Tender menu and publish the tender. The next step and last step is publication of tender to IREPS for bidding by vendor which is available in the relevant chapter,



3.3 Creation of Purchase Proposal for Stock Demand through Quantity Working Sheet:-

For regular Stock Demands (AES or SRS) this facility may be used by railways where depots send the demands after manual correction of demands and vetting by associated finance to HQ purchase office for procurement action. The purchase user may enter a particular PL No or may populate the list of demands after selecting the Demand generation year and month from the drop down list in the Quantity Working Sheet form.

Quantity Working Sheet									
Pur.Sec:	08	PL-No:	Descr:	Dem. Gen. Year:	2016	Month:	May	?	
Show List of Demands		Exit	Forward/Submit/Authorize			Print			

All the demands will be populated in the screen once a demand generation year and month is selected by the user and clicked on 'Show List of Demands'.

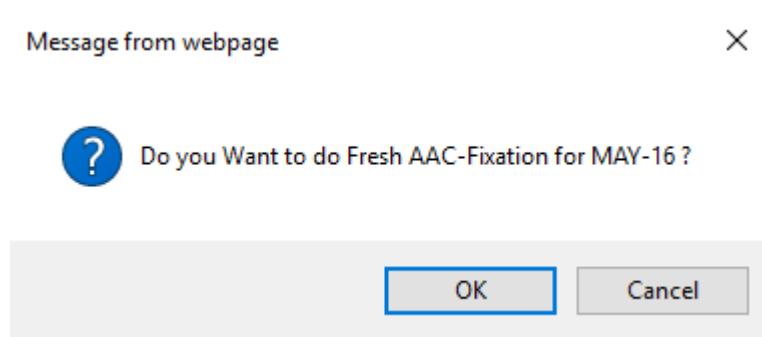
Quantity Working Sheet											
Pur.Sec:	08	PL-No:	Descr:	Dem. Gen. Year:	2016	Month:	May	?			
Show List of Demands		Exit	Forward/Submit/Authorize			Print					
File-No	CP	Dem.Date	PLNo	Description	Depot	Dem.No.	Dem.Qty	QWS.Qty	QWS-Date	Status	Action
08161001	APR-17	10-MAY-16	40070293	XLPE CABLE ALU CON 3.5C 25SQMM	01	0108161001	10266			P	AAC QWS
08161002	APR-17	10-MAY-16	40071042	CABLE P.V.C 1.5SQ.MM WITH COPP	01	0108161002	103300			P	AAC QWS
					03	0308161002	32398.6				
					05	0508161002	19000				
08161003	APR-17	10-MAY-16	40071108	cable pvc ins & sh s/c al 6sqmm	01	0108161003	95275			P	AAC QWS
					03	0308161003	23429.6				
					05	0508161003	3460				
08161004	APR-17	10-MAY-16	40071303	CABLE PVC 2.5 SQ.MM WITH COPPE	01	0108161004	62552			P	AAC QWS
					03	0308161004	29308.2				
					05	0508161004	1400				
08161005	AUG-17	10-MAY-16	40072370	"cable pvc ins,unsh. al 4sqmm"	01	0108161005	82300			P	AAC QWS
					02	0208161005	85721				
					05	0508161005	4240.2				
08161006	AUG-17	10-MAY-16	40073981	"cable poly/l,pvc/sh al 1.5sqm	01	0108161006	48400			P	AAC QWS
					02	0208161006	4310				
					03	0308161006	15740				
08161007	APR-17	10-MAY-16	40077512	cable pvc s/c cu flex 0.308mm	02	0208161007	19640.2			P	AAC QWS
					03	0308161007	8799				
08161008	APR-17	10-MAY-16	40110461	cable welding.al c/418/2400a	02	0208161008	11032			P	AAC QWS
					03	0308161008	1955				
					05	0508161008	10949				
08161009	AUG-17	10-MAY-16	401114302	19 core 19x2.5mm ² cable with	03	0308161009	1871.6			P	AAC QWS

To rectify the AAC in the system (as vetted by Finance), user needs to click on 'AAC' button which will show an alert as shown below before opening the AAC fixation form.

Clicking on 'OK' button will call the AAC fixation form for modification in AAC.

The AAC fields get enabled or disabled depending on the S.O.P of the user. Once the AAC is fed into system and saved , user should click on 'QWS' button to call the Quantity Working Sheets form.

Message from webpage



[99:IREPS] Quantity Working Sheet

Pur.Sec:	08	PL-No:		Descr:		Dem. Gen. Year:	2016	Month:	May																																																																																							
				Show List of Demands	Exit	Forward/Submit/Authorise			Print																																																																																							
File-No	CP	Dem.Date	PLNo	Description			Depot	Dem.No.	Dem.Qty	QWS.Qty	QWS-Date	Status	Action																																																																																			
08161001	APR-17	10-MAY-16	40070293	XLPE CABLE ALU CON 3.5C 25SQMM			01	0108161001	10266			P	AAC	QWS																																																																																		
<table border="1"> <thead> <tr> <th>Depot</th> <th>Cons1 (mth)</th> <th>OS1 (mth)</th> <th>Cons2 (mth)</th> <th>OS2 (mth)</th> <th>Cons3 (mth)</th> <th>OS3 (mth)</th> <th>Wtd Cons.</th> <th>Existing AAC</th> <th>AAC.Adv byDepot</th> <th>AAC.Proposed</th> <th>AAC.Approved</th> <th>Rem</th> <th>Stat</th> </tr> </thead> <tbody> <tr> <td>PSDEPOT01</td> <td>10842</td> <td></td> <td>11587</td> <td></td> <td>9749</td> <td></td> <td>10908</td> <td>6504</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> <tr> <td></td> </tr> </tbody> </table> AAC-Fication for 40070293-XLPE CABLE ALU CON 3.5C 25SQMM													Depot	Cons1 (mth)	OS1 (mth)	Cons2 (mth)	OS2 (mth)	Cons3 (mth)	OS3 (mth)	Wtd Cons.	Existing AAC	AAC.Adv byDepot	AAC.Proposed	AAC.Approved	Rem	Stat	PSDEPOT01	10842		11587		9749		10908	6504																																																													
Depot	Cons1 (mth)	OS1 (mth)	Cons2 (mth)	OS2 (mth)	Cons3 (mth)	OS3 (mth)	Wtd Cons.	Existing AAC	AAC.Adv byDepot	AAC.Proposed	AAC.Approved	Rem	Stat																																																																																			
PSDEPOT01	10842		11587		9749		10908	6504																																																																																								
Exit Save Save & Propose Print																																																																																																
08161007	APR-17	10-MAY-16	40077512	cable pvc s/c cu flex 0.308mm			03	0308161006	15740				P	AAC	QWS																																																																																	
08161008	APR-17	10-MAY-16	40110461	cable welding.al c/418/2400a			02	0208161007	19640.2				P	AAC	QWS																																																																																	
08161009	AUG-17	10-MAY-16	40114302	19 core 19x2.5mm ² cable with			03	0308161008	8799				P	AAC	QWS																																																																																	
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							03	0308161008	1955				P	AAC	QWS																																																																																	
							05	0508161008	10949				P	AAC	QWS																																																																																	
							03	0308161009	1871.6				P	AAC	QWS																																																																																	

User should click on 'Update-QWS-Data' to modify the demand details available in the system for incorporating the manually corrected/vetted demands by Stocking Depots/ Associated Finance of the Stocking Depots.

IREPS QUANTITY WORKING SHEET [Date: 27/07/16] [Repl.Date: N/A]

File-No: 08161001 ISI MARKED CROSS LINKED POLYETHYLENE (XLPE) INSULATED, PVC OUTER PL-No : 40070293 SHEATHED, ARMoured WITH GALVANISED ROUND STEEL WIRE OR STEEL STRIP & WITH ALUMINIUM CONDUCTOR SUITABLE FOR RATED VOLTAGE AT 1100 VOLT GRADE AND CONFORMING TO IS: 7098(PT.1)/1988 WITH AMENDMENT NO. 1,2 & 3 (REAFFIRMED 2005) SIZE: 4 CORE X 25 SQ MM.

Contract Period: 01/04/17 to 31/03/18 BU: MTR Pur.Sec: 08 ABC-Cat: B V/S: N

Stock and Consumption:

Depot	Ward	BAR	NLU	Stock	LIDT	LRDT	Consumption				Wtd.Avg. Cons.	Existing AAC	Now-Adopted AAC
							13-14	14-15	15-16	16-17			
01-EPSDEPOT01	06	109.27	MTR	2	19/10/15	21/04/15	9749	11587	10842	0	10908	6504	6504

Calculation of Net Requirement:

CP: 01/04/17 to 31/03/18 = 12 Months, IP: 01/07/16 to 31/03/17 = 9 Months, Buffer: 1 Months. Total = 22 Months.

[Update-QWS-Data](#)

Depot	AAC	M.C.	Total Regt.	Stock	Cov. Dues	Uncov. Dues	Net Reqt.	Net IP Reqt.
01-EPSDEPOT01	6504	542.000	11924	2	0.000	11461	461	5418
	6504	542.000	11924	2.000	0.000	11461	461	5418
[Rate/Unit: 109.27] Total Estd.Value							Rs. 50373.47	

Covered Dues:

Depot	P.O.Qty	Due-Qty	Rate/Unit	D/P	P.O. Details
01-EPSDEPOT01	10266	0108161001	10/05/16		
01-EPSDEPOT01	11461	0108151041	10/05/15		

Uncovered Dues:

Depot	Due-Qty	Dem.No.	Dem.Date	Tender Details
01-EPSDEPOT01	10266	0108161001	10/05/16	
01-EPSDEPOT01	11461	0108151041	10/05/15	

The Cover Dues and Uncover Dues can be modified by the user as per the manual demand.

Once, the AAC and QWS data are populated, user should click ‘Forward/Submit/Authorise’ button in the Quantity Working Sheet form. The authorisation window will appear with relevant buttons/actions as per the SOP of the user.

Select the Desired Action

Authorize the Record with your Credentials		
Activity	PP	SOP Para
		SOP Sr.No.
Remarks	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> ...More...	
Action	<input style="width: 100px;" type="button" value="Approve"/> <input style="width: 150px;" type="button" value="Forward to: S9908OS"/> <input style="width: 150px;" type="button" value="Test [Dealer 08 Section]"/> <input style="width: 100px;" type="button" value="Authorize"/> <input style="width: 100px;" type="button" value="Cancel"/>	

Once the QWS is approved by the user as per SOP, Purchase Proposal will be generated.

Pur.Sec: 08 PL-No: Descr: Dem. Gen. Year: 2016 Month: May

**IREPS
QUANTITY WORKING SHEET**

[Date: 27/07/16] [Repl.Date: N/A]

File-No: 08161001 ISI MARKED CROSS LINKED POLYETHYLENE (XLPE) INSULATED, PVC OUTER SHEATHED, ARMOURED WITH GALVANISED ROUND STEEL WIRE OR STEEL STRIP & WITH ALUMINIUM CONDUCTOR SUITABLE FOR RATED VOLTAGE AT 1100 VOLT GRADE AND CONFORMING TO IS: 7098(PT.1)/1988 WITH AMENDMENT NO. 1,2 & 3 (REAFFIRMED 2005) SIZE: 4 CORE X 25 SQ.MM.

PL-No : 40070293

Contract Period: 01/04/17 to 31/03/18 **BU:** MTR **Pur.Sec:**

Stock and Consumption:

Depot	Ward	BAR	NLU	Stock	LIDT	LRDT
01-EPSDEPOT01	06	109.27	MTR	2	19/10/15	21/04/15

Calculation of Net Requirement:

CP: 01/04/17 to 31/03/18 = 12 Months, IP: 01/07/16 to 31/03/17 = 9 Months, Buffer: 1 Months. Total = 22 Months.

Depot	AAC	M.C.	Total Reqt.	Stock	Cov. Dues	Uncov. Dues	Net Reqt.	Net IP Reqt.
01-EPSDEPOT01	6504	542.000	11924	2	0.000	11461	461	5418
	6504	542.000	11924	2.000	0.000	11461	461	5418
[Rate/Unit: 109.27]						Total Estd.Value	Rs. 50373.47	

The QWS screen will look like this after generation of Purchase Proposal.

Pur.Sec: 08 PL-No: Descr: Dem. Gen. Year: 2016 Month: May

File-No	CP	Dem.Date	PLNo	Description	Depot	Dem.No.	Dem.Qty	QWS.Qty	QWS-Date	Status	Action
08161001	APR-17	10-MAY-16	40070293	XLPE CABLE ALU CON 3.5C 25SQMM	01	0108161001	10266			P	<input type="button" value="Prop"/>
08161002	APR-17	10-MAY-16	40071042	CABLE P.V.C 1.5SQ.MM WITH COPP	01	0108161002	103300			P	<input type="button" value="AAC"/> <input type="button" value="QWS"/>
					03	0308161002	32398.6				
					05	0508161002	19000				
08161003	APR-17	10-MAY-16	40071108	cable pvc ins & sh s/c al 6sqmm	01	0108161003	95275			P	<input type="button" value="AAC"/> <input type="button" value="QWS"/>
					03	0308161003	23429.6				
					05	0508161003	3460				
08161004	APR-17	10-MAY-16	40071303	CABLE PVC 2.5 SQ.MM WITH COPPE	01	0108161004	62552			P	<input type="button" value="AAC"/> <input type="button" value="QWS"/>
					03	0308161004	29308.2				
					05	0508161004	1400				
08161005	AUG-17	10-MAY-16	40072370	"cable pvc ins,unsh. al 4sqmm"	01	0108161005	82300			P	<input type="button" value="AAC"/> <input type="button" value="QWS"/>
					02	0208161005	85721				
					05	0508161005	4240.2				
08161006	AUG-17	10-MAY-16	40073981	"cable poly/l,pvc/sh al 1.5sqm	01	0108161006	48400			P	<input type="button" value="AAC"/> <input type="button" value="QWS"/>
					02	0208161006	4310				
					03	0308161006	15740				
08161007	APR-17	10-MAY-16	40077512	cable pvc s/c cu flex 0.308mm	02	0208161007	19640.2			P	<input type="button" value="AAC"/> <input type="button" value="QWS"/>
					03	0308161007	8799				
08161008	APR-17	10-MAY-16	40110461	cable welding.al c/418/2400a	02	0208161008	11032			P	<input type="button" value="AAC"/> <input type="button" value="QWS"/>
					03	0308161008	1955				
					05	0508161008	10949				
08161009	AUG-17	10-MAY-16	40114302	19 core 19x2.5mm2 cable with	03	0308161009	1871.6			P	<input type="button" value="AAC"/> <input type="button" value="QWS"/>

As seen above, the button against the particular demand has changed to 'Prop' which indicates that purchase proposal for this annual stock demand has been created. Clicking on this button will call the Draft purchase proposal form with the data already populated.

[99.IREPS] Purchase Proposal

Pur.Sec: 08	Proposal No: 08161001	<input type="button" value="Save"/> <input type="button" value="Clear/Exit"/>	Dated: 27/07/16 <input type="checkbox"/> M & P Tender <input type="button" value="Clear/Exit"/>																																				
Pur.Auth: <input checked="" type="checkbox"/>	Pur.Type: <input checked="" type="checkbox"/> E-Tender <input type="checkbox"/> Tender-Type: <input type="button" value="View/Print"/>	Tender No: <input type="text"/>	Total Value: 1121765.82 Rs. Status: <input type="checkbox"/> Draft Proposal <input type="button" value="Auth.Trail"/>																																				
<table border="1"> <thead> <tr> <th>Line Items</th> <th>Club</th> <th>G+ N</th> <th>Save</th> <th>Clear/Exit</th> <th>View/Auth.</th> <th>Conditions</th> <th>Vendors</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Item#PLNo</td> <td>Consignee</td> <td>Description</td> <td>Quantity</td> <td>Rate/Unit</td> <td>Value(Rs)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>HEADER</td> <td></td> <td>Add Tender Title: <input type="text"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>40070293</td> <td>SMM (D)ERHOWRAH</td> <td>ISI MARKED CROSS LINKED POLYETHYLENE (XLPE)</td> <td>10266 MTR</td> <td>109.27</td> <td>1121765.82 <input checked="" type="checkbox"/> <input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Line Items	Club	G+ N	Save	Clear/Exit	View/Auth.	Conditions	Vendors	Documents	Item#PLNo	Consignee	Description	Quantity	Rate/Unit	Value(Rs)				HEADER		Add Tender Title: <input type="text"/>							40070293	SMM (D)ERHOWRAH	ISI MARKED CROSS LINKED POLYETHYLENE (XLPE)	10266 MTR	109.27	1121765.82 <input checked="" type="checkbox"/> <input type="checkbox"/>			
Line Items	Club	G+ N	Save	Clear/Exit	View/Auth.	Conditions	Vendors	Documents																															
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40070293	SMM (D)ERHOWRAH	ISI MARKED CROSS LINKED POLYETHYLENE (XLPE)	10266 MTR	109.27	1121765.82 <input checked="" type="checkbox"/> <input type="checkbox"/>																																		

3.4 Clubbing of Purchase Proposals/ Registered Demands:

iMMS allows to club multiple purchase proposals/registered demands with any purchase proposal. User should click on 'Club' button on purchase proposal form to activate this facility.

The screenshot shows the 'Purchase Proposal' screen with various input fields and buttons. At the top, there are fields for Pur. Sec. (08), Proposal No. (08166111), Dated (29/07/16), M & P Tender (checkbox), and several other dropdowns and buttons like 'Clear/Exit', 'View/Print', and 'Auth.Trail'. Below this, there's a section for Pur. Auth. (DGSD) and Pur. Type (RC, checked E-Tender). The Total Value is listed as 463637.10 Rs. The Status is marked as 'D' (Draft Proposal). A large central window titled 'Select Demand/Proposal to Club to Proposal Number 08166111' contains a radio button for 'Demand' (selected), a checkbox for 'Proposal', a 'Proposal Number:' field (08161050), and buttons for 'Club' and 'Cancel/Exit'. The background of the main window is light yellow.

Enter the Demand No or File No to be clubbed with this particular Purchase Proposal.

This is a detailed view of the 'Select Demand/Proposal to Club' dialog box. It has a header 'Select Demand/Proposal to Club to Proposal Number 08166111' with radio buttons for 'Demand' (selected) and 'Proposal', and a 'File Number' field containing 08161050. Below this is a section titled 'Item Details of Selected Demand File No. 08161050' which displays a table of item details. The table has columns for Item-No, PLNo, Description, Consignee, Quantity, and Estd.Value. One row is shown: Item-No. 42500400, PLNo 5 STAR RATED AS PER BEE ELECTRIC CEILING, Consignee SMM(D)/ER/HOWRAH, Quantity 2210 Nos., and Estd.Value 2649436.40. The background of the dialog box is light yellow.

Item-No.	PLNo	Description	Consignee	Quantity	Estd.Value
	42500400	5 STAR RATED AS PER BEE ELECTRIC CEILING	SMM(D)/ER/HOWRAH	2210 Nos.	2649436.40

If the clubbing is successful, then user will get a message indicating that the demand has been clubbed. This way multiple proposal/demands can be clubbed for creation of a tender.

The page at <https://www.ireps.gov.in> says:

Demand Clubbed!

OK

3.5 Creation & Publication of Tender:

Once the Tender Publish form is opened, the drop down list will show the approved purchase proposals ready for tendering and publishing. User should select the correct Purchase Proposal for tendering.

[02:ER] Publish Tender Document [?]

TENDER DETAILS			
Pur.Sec.	08	Tender No.	Tender Type
Estd.Value(Rs.)		Due Date	Select Tender Number Exit
Tender Doc.Cost		EMD (Rs.)	
Pre-Bid Reqd.	No	Pre-Bid Date	
Insp.Auth.	Consignee	Bidding System	Single Bid
Proposal Type	Supply-Normal	Validity	90 days
Line Items		Status	
		Save View/Auth. Corr. Exit	Cond. Firms Doc. View/Print Re-Tender
Item#	PLNo	Consignee	Description
			Quantity
			Rate/Unit
			Value(Rs)

After selection of the Purchase Proposal, the data get populated. At this stage only Evaluation criteria, Inspecting authority and validity is to be entered by the user.

[02:ER] Publish Tender Document [?]

TENDER DETAILS			
Pur.Sec.	08	Tender No.	08165004
Estd.Value(Rs.)	7500.00	Due Date	16:30 Hrs
Tender Doc.Cost		EMD (Rs.)	<input checked="" type="checkbox"/> E-Tender
Pre-Bid Reqd.	No	Pre-Bid Date	
Insp.Auth.	Consignee	Bidding System	Single Bid
Proposal Type	Supply-Normal	Validity	60 days
Line Items		Status	
		Save View/Auth. Corr. Exit	Cond. Firms Doc. View/Print Re-Tender
Item#	PLNo	Consignee	Description
			Quantity
			Rate/Unit
			Value(Rs)

HEADER [T] Supply of Choke for 40 watt Tube Light

1 4211N001 A.EN. RANAGHAT Choke for 40 watt Tube Light 100 Nos. 75 7500.00

If the Tender type is OT or BT, system will automatically give Tender Closing Date based on holidays (as populated by System Administrator), Saturdays and Sundays automatically while publishing the Tender. In case of LT or ST, Tender Closing Date is to be given manually by user.

3.6 Approval and Publication of Tender in IREPS:

For publication of the Tender, 'View/Auth' button is to be clicked which will show the IREPS view of Tender Schedule. Clicking on 'Forward/Authorize/Publish' button will make the Tender ready for publication with system allotted Tender closing date.

[02:ER]		Publish Tender Document			
		Forward/Authorize/Publish	Exit/Hide	Print	
TENDER SCHEDULE					
ER HQ-STORES/EASTERN RLY, for & on behalf of the President of India, Invites electronic tenders for the following items.					
Tender No :	08165003	Evaluation Criteria :	Item/Consignee Wise		
Tender Doc. Cost (INR) :	1500.00	Earnest Money (INR) :	75000.00		
Date/time of uploading :	Tender Closing Date Time :	16:30		
Pre-Bid Query Date Time :	Not applicable	Bidding System :	Single Bid System		
Validity of Offer(Days) :	120	Inspection Agency :		
Delivery Schedule :					
Payment Terms :	100 percent after acceptance of material				
Tender Title :	FAN SEALING				
Instructions/Remarks :					
A. Item Details					
S.No.	PLNO(Item Code)	Item Description	Quantity	Unit	Consignee
1	4210N234	Fan Carrige 100mm	1500	Nos.	A.C.O.S. NAIHATI
B. Eligibility Criteria					
S.No.	Description				
1	Firm should regd with NSIC.				
C. Special Conditions and Checklist for bidders					
S.No.	Description				
1	By RITES				
D. Documents attached with the tender					
S.No.	File Name	Document Description			
Forward/Authorize/Publish Exit/Hide Print					

The system allotted TOD can be edited by Officer holding JA grade or above only in case of urgency. While approving and publishing the Tender, the Edit button will appear beside the T.O.D filed in case of Officers holding J.A. Grade or above. Tenders can be approved and published by Officers as per the S.O.P as populated by zonal System Administrator.

Select your Desired Action	
<input type="radio"/> Approve and Publish Tender Schedule <input type="radio"/> Forward Tender Schedule	
T.O.D.: 30-AUG-16 <input type="button" value="Edit"/>	
<input type="button" value="Proceed"/>	<input type="button" value="Cancel"/>
Select your Desired Action	
Existing T.O.D. : <input type="text" value="30/08/16"/>	
Modified T.O.D. : <input type="text"/>	
<input type="button" value="Accept"/>	<input type="button" value="Exit"/>
<input type="button" value="Cancel"/>	

[02:ER] Publish Tender Document ?

TENDER SCHEDULE

ER HQ-STORES/EASTERN RLY, for & on behalf of the President of India, Invites electronic tenders for the following items.

Tender No :	08165003	Evaluation Criteria :	Item/Consignee Wise
Tender Doc. Cost (INR) :	1500.00	Earnest Money (INR) :	75000.00
Datetime of uploading :	Tender Closing Date Time :	30/08/16 16:30
Pre-Bid Query Date Time :	Not applicable	Bidding System :	Single Bid System
Validity of Offer(Days) :	120	Inspection Agency :
Delivery Schedule :	Within 4 months from the date of P.O		
Payment Terms :	100 percent after acceptance of material		
Tender Title :	FAN SEALING		
Instructions/Remarks :			

A. Item Details

S.No.	PLNO(Item Code)	Item Description	Quantity	Unit	Consignee
1	4210N234	Fan Carrige 100mm	1500.00	Numbers	A.C.O.S. NAIHATI

B. Eligibility Criteria

S.No.	Description
1	Firm should regd with NSIC.

C. Special Conditions and Checklist for bidders

S.No.	Description
1	By RITES

D. Documents attached with the tender

S.No.	File Name	Document Description

Forward/Authorize/Publish Exit/Hide Print

! Message from webpage X

NIT Published!

OK

User can check the published tender in the Live Tenders section of IREPS after log in to IREPS.

ER HQ-STORES/EASTERN RLY Tender Document For Tender No : 08165003 Due Date/Time: 30/08/2016 16:30

ER HQ-STORES/EASTERN RLY, for & on behalf of The President of India, Invites electronic tenders for the following items.

Tender No :	08165003	Evaluation Criteria :	Itemwise-Consignee wise
Tender Doc. Cost (INR) :	1500.00	Earnest Money (INR) :	75000.00
Datetime of uploading :	31/07/2016 12:49	Tender Closing Date Time :	30/08/2016 16:30
Pre-Bid Query Date Time:	Not Applicable	Bidding System :	Single Packet System
Validity of Offer(Days) :	120	Delivery Schedule :	Within 4 months from the date of P.O
Inspection Agency:	OTHERS		
Tender Title :	FAN SEALING		
Payment Terms :	100 percent after acceptance of material		
Instructions/Remarks:	NIL		

A. Item Details

S.No.	PLNO(Item Code)	Item Description	Quantity	Unit	Consignee
1	4210N234	Fan Carrige 100mm	1500.00	Numbers	A.C.O.S. NAIHATI

B. Eligibility Criteria

S.No.	Description
1	Firm should regd with NSIC.

C. Special Conditions and Checklist for bidders

S.No.	Description
1	By RITES

D. Documents attached with the tender

Corrigenda

Note: Details of corrigendum are shown below. However, data/details in NIT/Tender document is updated duly incorporating all corrigenda issued.

S.No.	Subject	Description	Corrigendum Date/Time
		No Corrigendum(s) to display	

Note: This tender is governed by Term and Conditions specified and attached document with the tender by Zonal Railways / Production Units.

F P |
 ↑ ↓ |
 1 / 2 |
 - + |
 J

Page 1 of 2 Run Date/Time: 31/07/2016 12:50:09

User can view the published tender through IREPS-NIT-Search menu in iMMS also..

[02:ER] Search / View NIT and Tabulations							
Tender Number	08165003	PL Number	Description	and			
Railway/PU	02-ER	Department	ER HQ-STORES	Tender Status	Published		
<input type="radio"/> Opening Date <input checked="" type="radio"/> Publish Date		From:	31-JUL-16	To:	31-JUL-16	Value-From:	Lacs To: Lacs
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Exit"/> <input type="button" value="Print Result"/>							
Search Count==>1							
Dept./Rly. Unit	Tender No	Tender Title			Status	Publish Date	Due Date
ER HQ-STORES/ER	08165003	FAN SEALING			Published	31/07/16	30/08/16
<input type="button" value="Print"/> <input type="button" value="Edit"/>							

Once a Tender is published to IREPS, rest of the process viz Bidding, Tender Opening, Assigning to Officer, Negotiation (if any), Acceptance, and L.O.A will be covered in IREPS only. Only Purchase Order is to be generated from iMMS which will be digitally signed and will be delivered instantly in the In-Box of successful vendor.

Re-Tender:

For re-tendering a Tender Case, User should click on 'Re-Tender' button and click on the desired action from the new window.

[99:IREPS] Publish Tender Document							
TENDER DETAILS							
Pur.Sec.	08	Tender No	08165001	Tender Type	20 Bulletin		
Estd.Value(Rs.)	226368.00	Due Date	25/07/16	Due Time	11:00 Hrs	<input checked="" type="checkbox"/> E-Tender	
Tender Doc.Cost	0	EMD (Rs.)		Eval. Criteria	Total-Value-Wise		
Pre-Bid Reqd.	No	Pre-Bid Date		Pre-Bid Time	Hrs	R.A.:	No
Insp.Auth.		Bidding Sy					
Proposal Type	Supply-Normal	Va					
SELECT YOUR ACTION <input type="button" value="Re-Tender and Create New Proposal"/> <input type="button" value="Re-Tender and Create New Draft Tender"/> <input type="button" value="Just Drop the Tender"/> <input type="button" value="Exit/No Action"/>							
Line Items	<input type="button" value="Add"/>	<input type="button" value="Save"/>	<input type="button" value="View/Print"/>	Rate/Unit	Value(Rs)		
Item#	PLNo	Consignee					
HEADER [T]							
42312887		Dy.CMM/ER/HALISHAHAR					
42312887		DY CMM/LLH					

4. Post-Tender Activities

4.1 Creation of Draft P.O:

On the Due date, Tender will be available in the drop down list beside the Tender No. after selecting the Tender No, vendor is to be selected from the drop down list beside the V.code field. List of vendors who have participated against the subject Tender in IREPS will be populated. Initially, vendors will have to be selected manually, but after some time, the vendors selected for LOA in IREPS will be populated with all the details.

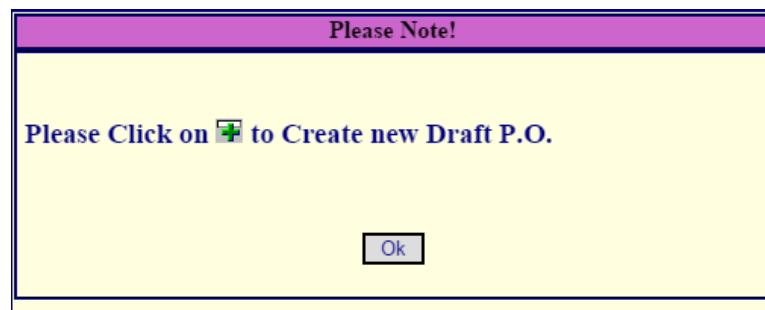
Purchase Order Generation

[99:IREPS]		Purchase Order Generation																					
		<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Header"/> <input type="button" value="Conditions"/> <input type="button" value="Save"/> <input type="button" value="Authorize/Number"/> <input type="button" value="View P.O."/> <input type="button" value="Exit"/>																					
Pur. Sec : <input type="text" value="08"/> PO Source : <input type="text" value="1-Direct Purch."/> Tender No : <input type="text" value="08151025"/> Due-Date : <input type="text" value="07/10/15"/> Tender Type : <input type="text" value="WB"/>																							
<input checked="" type="radio"/> IREPS <input type="radio"/> MMIS <input type="radio"/> Rly Unit Code V-Code : <input type="text"/>		Coverage : <input type="text" value="Select"/> Counter Offer : <input type="text" value="Select"/>																					
PO Cat : <input type="text" value="Select"/> Acceptance Date : <input type="text"/>		Emergency : <input type="text" value="Select"/>		PVC : <input type="text" value="Select"/>		Option Clause : <input type="text" value="Select"/>		SVC applicable : <input type="text" value="Select"/>															
Offer No. : <input type="text"/>		Offer-Date : <input type="text"/>		NSIC/SSI : <input type="text" value="Select"/>		Risk Purchase : <input type="text" value="Select"/>		Price Preference : <input type="text" value="Select"/>															
Insp Agency : <input type="text" value="Select"/>		Industry Type : <input type="text"/>		Signing Officer : <input type="text"/>		Passing Officer : <input type="text"/>		Time Preference : <input type="text" value="Select"/>															
Order Value : <input type="text"/>		Paying Officer : <input type="text"/>		P.O. Number : <input type="text"/>		P.O. Date : <input type="text"/>		PO-Key : <input type="text" value="STK"/>															
<table border="1"> <thead> <tr> <th>PLNo</th> <th>Description</th> <th>Quantity</th> <th>Rate/Unit</th> <th>Value(Rs)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td colspan="6"></td> </tr> </tbody> </table>												PLNo	Description	Quantity	Rate/Unit	Value(Rs)	Actions						
PLNo	Description	Quantity	Rate/Unit	Value(Rs)	Actions																		
Rec: 1/1*		Ready																					

Select Tenderer for Placement of Order

Pay.Oid	V.Code	Firm.Name	Rank
12270449	2363	A.R.ENGINEERING WORKS-BANGALORE	L.001
12301438	12916	SHREE SHYAM FILTERS-NOIDA	L.002
12265140	4091	USHA FILTERS PVT LTD -MEERUT	L.003

After selection of the vendor, user will get a prompt from the system to click on green coloured plus button to create new Draft Purchase Order.



Once this button is clicked, new form will open for the user for quantity P.O Qty break up against the demands covered. After this exercise is done by the user, 'Accept and Create Draft P.O' button is to be clicked to create a new Draft Purchase Order.

Purchase Order Generation

Select Items/Quantity for Creation of Purchase Order							
Item#	PLNo	Description	Dem.No.	Consignee	Tender Quantity	P.O.Qty	Stk/NS
1	45217312	Dry type return air filter for conventional RMPU type AC Coaches Conforming to RDSO's specification No. RDSO/PE/SPEC/AC/0055-2003 (Rev.- 2) or latest size (620 x 460 x 50) mm.	0208141356	DY CMM/LLH	973 Nos.	971	S
2	-do-	-do-	0208151025	DY CMM/LLH	328 Nos.	133	S

Rec: 1/1* Ready

The Draft Purchase Order will now be ready for other inputs by the User.

Purchase Order Generation

Purchase Order Generation							
Header		Conditions		Save		Exit	
Pur.Sec :	08	PO Source :	1-Direct Purch.	Tender No :	08151025	Due-Date :	07/10/15
IREPS	<input type="radio"/>	MMIS	<input type="radio"/>	Rly Unit Code	V-Code : 4091	USHA FILTERS PVT.LTD.-MEERUT	<input type="button" value="+"/> Coverage : Partial
PO Cat :	Regular	Acceptance Date :	22/04/16	Emergency :	No	Counter Offer :	No
Offer No. :		Offer-Date :	06/10/15	PVC :	No	Option Clause :	No
Insp Agency :	RITES	Industry Type :	SSI or Cottage Ind	NSIC/SSI :	Yes	SVC applicable :	No
Order Value :	0	Signing Officer :	M. Sarkar, SSM-Sales-I			Risk Purchase :	No
16-17 :	0	Passing Officer :	FA & CAO (S)/ER/KKK			Price Preference :	No
17-18 :	0	Paying Officer :	FA & CAO (S)/ER/KKK			Time Preference :	No
18-19 :	0	P.O. Number :		P.O. Date :		PO-Key :	3698898 STK

PLNo Description Quantity Rate/Unit Value(Rs) Actions

45217312	Dry type return air filter for conventional RMPU type AC Coaches Conforming to RDSO's specification No. RDSO/PE/SPEC/AC/0055-2003 (Rev.- 2) or latest size (620 x 460 x 50) mm.	1104	0	0	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
----------	---	------	---	---	---

Rec: 1/1 Ready

Once, the edit button against the item in front page of Drat P.O is clicked, a new window will open where Basic Rate, Discount, Sales Tax, Freight and other expenses are to be entered manually one by one. In this window, there will be three different tabs/canvasses which can be activated one at a time by the User for filling up the details of the offer.

Purchase Order Generation

PL No : 45217312		Unit: 01 Nos.	NLU: 01 Nos.	<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Header"/> <input type="button" value="Conditions"/> <input type="button" value="Save"/> <input type="button" value="Authorize/Number"/> <input type="button" value="View P.O."/> <input type="button" value="Exit"/>																																								
Basic Rate :		Discount :		<table border="1"> <thead> <tr> <th>Expense Descr.</th> <th>Rate</th> <th>Basis</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Expense Head"/></td> <td><input type="button" value="Rate/Amount"/></td> <td><input type="button" value="Actions"/></td> </tr> </tbody> </table>						Expense Descr.	Rate	Basis	<input type="button" value="Expense Head"/>	<input type="button" value="Rate/Amount"/>	<input type="button" value="Actions"/>																													
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Item Description Dry type return air filter for conventional RMPU type AC Coaches Conforming to RDSO's specification No. RDSO/PE/SPEC/AC/0055-2003 (Rev. - 2) or latest size (620 x 460 x 50) mm.		BU2NLU-Factor: <input type="button" value="Save"/> <input type="button" value="GoBack"/>																																										
PO Sr :	<input type="button" value=""/>	Demand no :	<input type="button" value=""/>	Consig:																																								
Order Qty :	<input type="button" value=""/>	Allocation :	<input type="button" value=""/>	Dely.Prd :	<input type="button" value="Days"/>	Pay-Year:	<input type="button" value="Select"/>																																					
Sales Tax :	<input style="width: 40px; height: 20px; vertical-align: middle;" type="button" value="%"/> <input type="button" value="CST"/>	Frieght :	<input style="width: 40px; height: 20px; vertical-align: middle;" type="button" value="%"/>	Value :	<input type="button" value="OK"/>	<input type="button" value="Cancel/Exit"/>																																						
<table border="1"> <thead> <tr> <th>Sr.</th> <th>Consignee</th> <th>Demand</th> <th>Order Qty.</th> <th>Delivery Period</th> <th>Sales Tax</th> <th>Freight</th> <th>Item Value</th> <th>Allocation</th> <th colspan="2">Actions</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>DY CMM/LLH</td> <td>0208141356</td> <td>971</td> <td>NM</td> <td>NA</td> <td>NA</td> <td>0</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>002</td> <td>DY CMM/LLH</td> <td>0208151025</td> <td>133</td> <td>NM</td> <td>NA</td> <td>NA</td> <td>0</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>												Sr.	Consignee	Demand	Order Qty.	Delivery Period	Sales Tax	Freight	Item Value	Allocation	Actions		001	DY CMM/LLH	0208141356	971	NM	NA	NA	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>	002	DY CMM/LLH	0208151025	133	NM	NA	NA	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sr.	Consignee	Demand	Order Qty.	Delivery Period	Sales Tax	Freight	Item Value	Allocation	Actions																																			
001	DY CMM/LLH	0208141356	971	NM	NA	NA	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																		
002	DY CMM/LLH	0208151025	133	NM	NA	NA	0		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																		
Rec: 1/1		Ready																																										

Purchase Order Generation

PL No : 45217312		Unit: 01 Nos.	NLU: 01 Nos.	<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Header"/> <input type="button" value="Conditions"/> <input type="button" value="Save"/> <input type="button" value="Authorize/Number"/> <input type="button" value="View P.O."/> <input type="button" value="Exit"/>																																								
Basic Rate : 1939		Discount : 4 %		<table border="1"> <thead> <tr> <th>Expense Descr.</th> <th>Rate</th> <th>Basis</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Expense Head"/></td> <td><input type="button" value="Rate/Amount"/></td> <td><input type="button" value="Actions"/></td> </tr> </tbody> </table>						Expense Descr.	Rate	Basis	<input type="button" value="Expense Head"/>	<input type="button" value="Rate/Amount"/>	<input type="button" value="Actions"/>																													
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Item Description Dry type return air filter for conventional RMPU type AC Coaches Conforming to RDSO's specification No. RDSO/PE/SPEC/AC/0055-2003 (Rev. - 2) or latest size (620 x 460 x 50) mm.		BU2NLU-Factor: <input type="button" value="Save"/> <input type="button" value="GoBack"/>																																										
PO Sr :	<input type="button" value="001"/>	Demand no :	<input type="button" value="0208141356"/>	Consig:																																								
Order Qty :	<input type="button" value="971 Nos."/>	Allocation :	<input type="button" value="20712809"/>	Dely.Prd :	<input type="button" value="5 Months"/>	Pay-Year:	<input type="button" value="2016-17"/>																																					
Sales Tax :	<input style="width: 40px; height: 20px; vertical-align: middle;" type="button" value="5 %"/> <input type="button" value="CST"/>	Frieght :	<input style="width: 40px; height: 20px; vertical-align: middle;" type="button" value="%"/>	Value :	<input type="button" value="1897831.15"/>	<input type="button" value="OK"/>	<input type="button" value="Cancel/Exit"/>																																					
<table border="1"> <thead> <tr> <th>Sr.</th> <th>Consignee</th> <th>Demand</th> <th>Order Qty.</th> <th>Delivery Period</th> <th>Sales Tax</th> <th>Freight</th> <th>Item Value</th> <th>Allocation</th> <th colspan="2">Actions</th> </tr> </thead> <tbody> <tr> <td>001</td> <td>DY CMM/LLH</td> <td>0208141356</td> <td>971</td> <td>NM</td> <td>NA</td> <td>NA</td> <td>1882769.00</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>002</td> <td>DY CMM/LLH</td> <td>0208151025</td> <td>133</td> <td>NM</td> <td>NA</td> <td>NA</td> <td>257887.00</td> <td></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>												Sr.	Consignee	Demand	Order Qty.	Delivery Period	Sales Tax	Freight	Item Value	Allocation	Actions		001	DY CMM/LLH	0208141356	971	NM	NA	NA	1882769.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>	002	DY CMM/LLH	0208151025	133	NM	NA	NA	257887.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Rec: 1/1*		Ready																																										

While filling the demand wise/ consignee wise details, the quantity can be distributed also into two different delivery dates.

Enter Quantities to Split for Dem.No. 12345678

10 = +

Accept **Cancel**

All the expenses are to be filled up by the User one by one.

Purchase Order Generation

[99:IREPS] ?

[Edit](#) [New](#) [Header](#) [Conditions](#) [Save](#) [Authorize/Number](#) [View P.O.](#) [Exit](#)

PL No :	45217312	Unit:	01 Nos.	NLU:	01 Nos.																															
Basic Rate :	1939	Discount :	4 %																																	
Item Description		BU2NLU-Factor:		Save	GoBack																															
Dry type return air filter for conventional RMPU type AC Coaches Conforming to RDSO's specification No. RDSO/PE/SPEC/AC/0055-2003 (Rev. - 2) or latest size (620 x 460 x 50) mm.																																				
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Rec: 1/1N
| Ready

After filling up of Rate and expenses page, the Draft P.O should be saved by the User and the first page of the Draft P.O will appear once again where in User will have to enter the conditions for the Particular purchase Order.

[99:IREPS] Purchase Order Generation

Edit		New	Header	Conditions	Save	Authorize/Number	View P.O.	Exit														
Pur.Sec :	08	PO Source :	1-Direct Purch.	Tender No :	08151025	Due-Date :	07/10/15	Tender Type : WB														
<input type="radio"/> IREPS	<input type="radio"/> MMIS	<input type="radio"/> Rly Unit Code	V-Code :	4091	USHA FILTERS PVT.LTD.-MEERUT	Coverage :	Partial															
PO Cat :	Regular	Acceptance Date :	22/04/16	Emergency :	No	Counter Offer :	No															
Offer No. :		Offer-Date :	06/10/15	PVC :	No	Option Clause :	No															
Insp Agency :	RITES	Industry Type :	SSI or Cottage Ind	NSIC/SSI :	Yes	SVC applicable :	No															
Order Value :	2247688.8	Signing Officer :	M. Sarkar, SSM-Sales-I	Risk Purchase :	No																	
16-17 :	2247688.8	Passing Officer :	FA & CAO (S)ER/KKK	Price Preference :	No																	
17-18 :	0	Paying Officer :	FA & CAO (S)ER/KKK	Time Preference :	No																	
18-19 :	0	P.O. Number :		P.O. Date :		PO-Key :	3698898 STK															
<table border="1"> <thead> <tr> <th>PLNo</th> <th>Description</th> <th>Quantity</th> <th>Rate/Unit</th> <th>Value(Rs)</th> <th colspan="2">Actions</th> </tr> </thead> <tbody> <tr> <td>45217312</td> <td>Dry type return air filter for conventio</td> <td>1104</td> <td>1939</td> <td>2247688.8</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>									PLNo	Description	Quantity	Rate/Unit	Value(Rs)	Actions		45217312	Dry type return air filter for conventio	1104	1939	2247688.8	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PLNo	Description	Quantity	Rate/Unit	Value(Rs)	Actions																	
45217312	Dry type return air filter for conventio	1104	1939	2247688.8	<input type="checkbox"/>	<input checked="" type="checkbox"/>																

Rec: 1/1* Ready

All the conditions e.g Inspection, Payment Terms, Delivery Period etc will have to be filled up one by one by the User.

Run Form - IMMIS/PUR/ORDER - Opera

Centre For Railway Information Systems [IN] | www.ireps.gov.in/cgi/runfrm

[99:IREPS] Purchase Order Generation

Edit		New	Header	Conditions	Save	Authorize/Number	View P.O.	Exit																																								
Sr.No. :	<input type="button" value="Select"/>	Type :	Select	Code :		Title :																																										
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	Other Terms																																															

Rec: 1/IN Ready

[99:IREPS] Purchase Order Generation [?]

Edit New Header Conditions Save Authorize/Number View P.O. Exit

Sr.No. : 6 Type : Payment Terms Code :

Sr.	Type	Title	Condition
1	INS	Inspection	RITES/New Delhi
2	DPS	Delivery Schedule	Within 5 months from the date of P O
3	MOD	Mode of Despatch/Delivery:	by Road
4	SD	Security Deposit	The Firm have deposited FDR of Syndicate Bank/Meerut
5	SVC	Statutory Variation Clause	SVC: Applicable

Select Code [Exit]

Code	Descr
000095	100% ON RECEIPT AND ACCEPTANCE
000096	95% AGAINST INSP CERT AND CLEAR RR, 5% ON RECEIPT & ACCEPTANCE
000097	5%/2% Balance Payment
000175	100% AGAINST PROFORMA INVOICE
000178	98% AGAINST PROFORMA INVOICE, 2% ON RECEIPT & ACCEPTANCE
000179	ADVANCE PAYMENT ALONG WITH P.O.
000180	Others (Please see Terms and Conditions for details)
000736	Through Letter Of Credit
000737	95% against received challan duly signed by Gazetted officer of consignee & Inspection certificate, Balance 5% payment against Receipt Note
000738	98% AGAINST INSP CERT. AND RCPTED DELY. CHALLAN CERT. BY GAZZ. OFFICER, 2% ON ACCEPTANCE
000739	100% AGAINST INSP. CERT. AND RCPTED DELY. CHALLAN CERTIFIED BY GAZZ. OFFICER
000740	100% AGAINST INSP. CERTIFICATE AND CLEAR R.R.
000760	Not quoted
000797	90% AGAINST RECEIPT AND INSP.BAL. 10% AFTER RECEIPT NOTE
000806	95% AGAINST INSP. CERT & CLEAR P.WAY BILL BAL

Rec: 1/1* Inserted: 1

After selection as well as entry of all the conditions in the Draft P.O, the page will look the one shown below to the User.

[99:IREPS] Purchase Order Generation [?]

Edit New Header Conditions Save Authorize/Number View P.O. Exit

Sr.No. : Type : Select Code : Title : [OK] [Cancel/Exit Cond.]

Sr.	Type	Title	Condition	Action
1	INS	Inspection	RITES/New Delhi	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
2	DPS	Delivery Schedule	Within 5 months from the date of P O	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3	MOD	Mode of Despatch/Delivery:	by Road	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4	SD	Security Deposit	The Firm have deposited FDR of Syndicate Bank/Meerut	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
5	SVC	Statutory Variation Clause	SVC: Applicable	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
6	PAY	Payment Terms:	95% against received challan duly signed by Gaz	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
7	FOR	Delivery Terms	Within 5 months from the date of P O	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
8	OTH		1. MODVAT considered, 2. Gurantee/Warrantee; As per	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Rec: 1/1* Inserted: 1

4.2 Approval and Publication of P.O:

After entry of all the relevant details in the Draft P.O, the same will be ready for numbering, digitally signing and publishing to Vendor in IREPS instantaneously. After clicking on 'Authorize/Number' button on the top of the Draft P.O, a new window will appear for allotment of 5 digit P.O number. This button will be user specific i.e as per S.O.P value as entered by the zonal System Administrator. In case of Dealer, this button will be inactive as shown below.

Purchase Order Generation

[99:IREPS]

Buttons: Edit, New, Header, Conditions, Save, Authorize/Number, View P.O., Exit

Buttons: Allot P.O. Number, Print Draft-P.O., Exit

P.O.No.: 08151025, dated

To, USHA FILTERS PVT.LTD.-MEERUT 52-mohkampur phase II industrial complex delhi road. meerut 1033 [Tel: 0121-2401595]	Tender No: 08151025	Risk Purchase: N
	Tender type: Bulletin	Price Preference: N
	Opening Date: 07/10/15	Price Variation: N
	Industry type: SSI or Cottage Industries excluding Khadi	Time Preference: N
	Purchase type: Tender	Option Clause: N
		Foreign Exchg: N

With reference to your Qtn.No. dated 06-OCT-15 please deliver to the Consignee(s) mentioned below, the under mentioned articles free of incidental charges subject to Indian Railways Standard Conditions of Contract (Latest Edition) and General Conditions of Contract for the Stores Department of this Railway and to the addendum to the same subject applicable to this Contract. Please acknowledge receipt.

Bill Passing Officer: DFM/Howrah	Bill Paying Officer: DFM/HWH						
Total Order Value: Rs. 0.00							
P.L.No. 45217312	Buying Unit Nos. 45217312	Basic Rate Rs. 1,939.00	Discount @ 4 %	DUTIES AND LEVIES			
Dry type return air filter for conventional RMPU type AC Coaches Conforming to RDSO's specification No. RDSO/PE/SPEC/AC/0055-2003 (Rev.- 2) or latest size (620 x 460 x 50) mm.				Packing Charges --	Excise Duty --		
Basic Rate (in words): Rupees One Thousand Nine Hundred Thirty-Nine only							
Sr. 001	Consignee DY CMM/LLH	Demand No. 0208141356	Order Qty. 971.000	Dely.Date 5 months	S.Tax/VAT CST @ 5 %	Freight --	Value 18,97,831.15
002	DY CMM/LLH	0208151025	133.000	5 months	CST @ 5 %	--	2,59,950.10
							Allocation 20712809

Rec: 1/1* Inserted: 1

For Officer, the button will be active and ready for signing as per S.O.P value assigned to him/her.

Purchase Order Generation

[99:IREPS]

Buttons: Edit, New, Header, Conditions, Save, Authorize/Number, View P.O., Exit

Buttons: Allot P.O. Number, Print Draft-P.O., Exit

P.O.No.: 04165002.1, dated

To, TEST REGISTRATION VENDOR-NEW DELHI Prgati Maidan Metro Station New Delhi [Tel: 01111111111] (V.Code: :27661)	From, Office of the Controller of Stores, Eastern railway, Fairlie Place, 17, N. S. Road, Kolkata - 700001 Website: https://www.ireps.gov.in/
---	---

With reference to your Qtn.No. dated nil against this office Tender No.04165002 opened on 13/04/16, please deliver to the Consignee(s) mentioned below, the under mentioned articles free of incidental charges subject to Indian Railways Standard Conditions of Contract (Latest Edition) and General Conditions of Contract for the Stores Department of this Railway and to the addendum to the same subject applicable to this Contract. Please acknowledge receipt.

Bill Passing Officer:	Bill Paying Officer:						
Total Order Value: Rs. 53,000.00 (Rupees Fifty-Three Thousand only).							
P.L.No. 3210N001	Buying Unit Nos.	Basic Rate Rs. 10,000.00	Discount	DUTIES AND LEVIES			
Spares for Diesel Rail Car				Packing Charges --	Excise Duty --		
Basic Rate (in words): Rupees Ten Thousand only							
Sr. 001	Consignee SSE/BST J	Demand No. 12345678	Order Qty. 5.000	Dely.Date 60 days	S.Tax/VAT CST @ 5 %	Freight @Rs. 100 per Unit	Value 50,000.00
P.L.No. 3220N001	Buying Unit Set	Basic Rate Rs. 0.00	Discount	DUTIES AND LEVIES			
Set of Spares for Diesel Rail Car				Packing Charges --	Excise Duty --		
Basic Rate (in words): Rupees Zero only							
Sr. 002	Consignee SSE/BST J	Demand No. 12345678	Order Qty. 5.000	Dely.Date --	S.Tax/VAT --	Freight --	Value 20712803

Rec: 1/1* Ready

At the time of final P.O. numbering system will show an alert as this action will deliver digitally signed Purchase Order to vendor immediately which is an irreversible process. Once the concerned Officer clicks on 'OK' button, the P.O. is generated and the signed Purchase Order in PDF becomes available to the vendor in IREPS instantaneously.

The page at <https://www.ireps.gov.in> says:

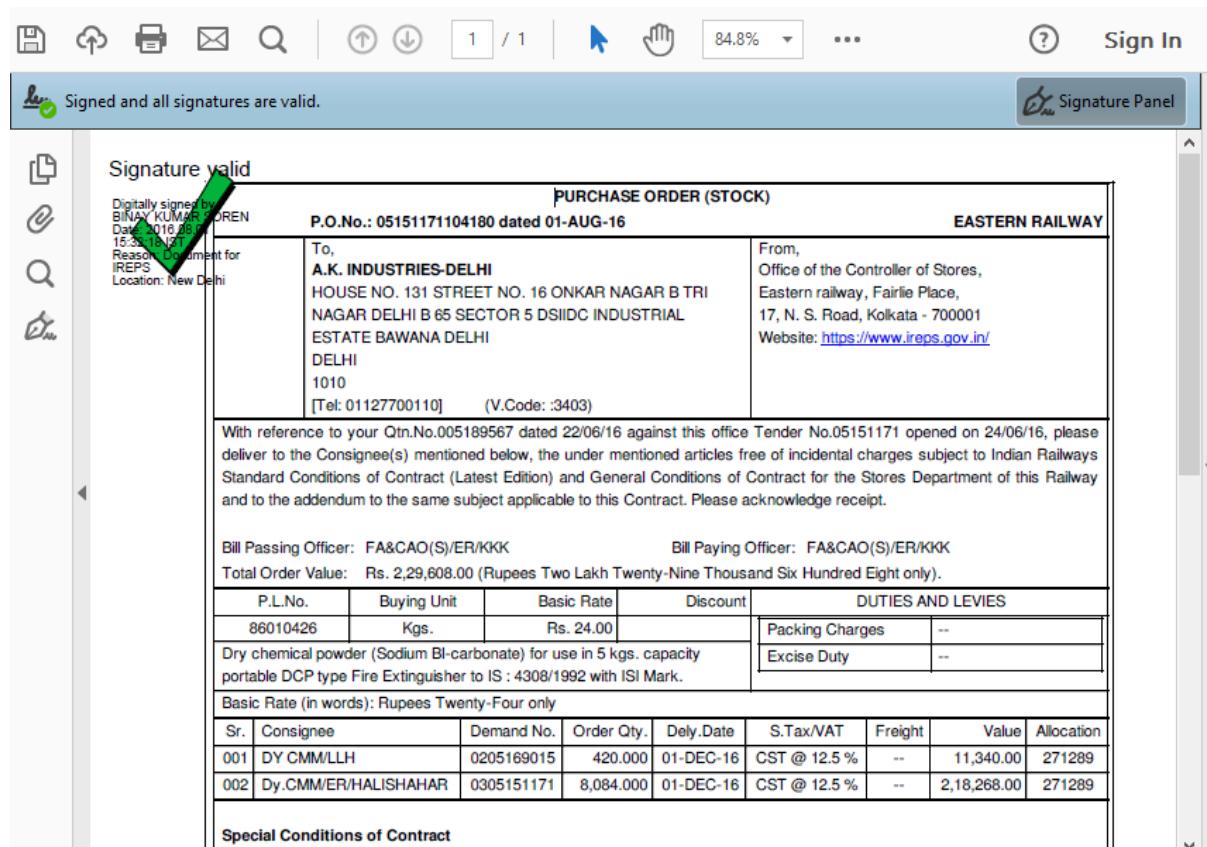
This Action will allot P.O. Number and Publish Digitally Signed P.O. to Vendor in IREPS!

Proceed only if all necessary formalities like Vetting etc have been Completed.

Click on OK to Proceed for P.O. Numbering, or Cancel to Stop!

OK

Cancel



Signed and all signatures are valid.

Signature valid

Digitally signed by
BINAY KUMAR DOREN
Date: 016-08-01
15:33:18 IST
Reason: Document for
IREPS
Location: New Delhi

PURCHASE ORDER (STOCK)
P.O.No.: 05151171104180 dated 01-AUG-16
EASTERN RAILWAY

To, A.K. INDUSTRIES-DELHI HOUSE NO. 131 STREET NO. 16 ONKAR NAGAR B TRI NAGAR DELHI B 65 SECTOR 5 DSIIIC INDUSTRIAL ESTATE BAWANA DELHI DELHI 1010 [Tel: 01127700110] (V.Code: :3403)		From, Office of the Controller of Stores, Eastern railway, Fairlie Place, 17, N. S. Road, Kolkata - 700001 Website: https://www.ireps.gov.in/						
With reference to your Qtn.No.005189567 dated 22/06/16 against this office Tender No.05151171 opened on 24/06/16, please deliver to the Consignee(s) mentioned below, the under mentioned articles free of incidental charges subject to Indian Railways Standard Conditions of Contract (Latest Edition) and General Conditions of Contract for the Stores Department of this Railway and to the addendum to the same subject applicable to this Contract. Please acknowledge receipt. Bill Passing Officer: FA&CAO(S)/ER/KKK Bill Paying Officer: FA&CAO(S)/ER/KKK Total Order Value: Rs. 2,29,608.00 (Rupees Two Lakh Twenty-Nine Thousand Six Hundred Eight only).								
P.L.No.	Buying Unit	Basic Rate	Discount	DUTIES AND LEVIES				
86010426	Kgs.	Rs. 24.00		Packing Charges	--			
Dry chemical powder (Sodium Bi-carbonate) for use in 5 kgs. capacity portable DCP type Fire Extinguisher to IS : 4308/1992 with ISI Mark.				Excise Duty	--			
Basic Rate (in words): Rupees Twenty-Four only								
Sr.	Consignee	Demand No.	Order Qty.	Dely.Date	S.Tax/VAT	Freight	Value	Allocation
001	DY CMM/LH	0205169015	420.000	01-DEC-16	CST @ 12.5 %	--	11,340.00	271289
002	Dy.CMM/ER/HALISHAHAR	0305151171	8,084.000	01-DEC-16	CST @ 12.5 %	--	2,18,268.00	271289
Special Conditions of Contract								

4.3 Modification of P.O:

In the P.O Modification form, the Purchase Order No is to be selected against which the modification is being created. After filling up the header portion and selection of the M.A signing Officer, the header portion should be saved to generate the MA Key. After generation of MA Key the 'Add Mod Para' button will be activated to select the modification area of the Purchase Order against which the modification is being done.

PO Modification																																	
Pur.Sec.:	08	PO No :	08161231100001	Dated :	10/05/16	MA-Key :	37	Request ID :	123																								
Vendor :	TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI				MA No.:		M.A. Date :																										
Subject :	Modification in Delivery date				Signing Officer :																												
Ref No :	Your req no 12345		Dated :	30/07/16	<input type="button" value="Save"/>	<input type="button" value="View/Authorize"/>	<input type="button" value="Clear/Exit"/>																										
<input type="button" value="Add Mod. Para"/>		Mod.Area :	Select	Para :	Select	Para-Title :																											
Sr.No.																																	
Descr. :					Consignee :																												
Existing					Amended																												
MA.Sr.	PO.Sr.	P.L.No.	Consignee	Para Name	Existing Value	Amended Value																											
<table border="1"> <thead> <tr> <th colspan="2">Select Signing Officer</th> <th>Exit</th> </tr> <tr> <th>Code</th> <th>Designation</th> <th></th> </tr> </thead> <tbody> <tr> <td>\$1001</td> <td>TEST COS</td> <td></td> </tr> <tr> <td>\$1003</td> <td>CMM(SALES)</td> <td></td> </tr> <tr> <td>\$2004</td> <td>Dy.CMM.DY.CMM/CON-II</td> <td></td> </tr> <tr> <td>\$3001</td> <td>SMM/CON-I/HQ</td> <td></td> </tr> <tr> <td>\$3009</td> <td>TEST USER,SMM/SALES-I</td> <td></td> </tr> <tr> <td>\$4006</td> <td>AMM/P/HQ-II</td> <td></td> </tr> </tbody> </table>										Select Signing Officer		Exit	Code	Designation		\$1001	TEST COS		\$1003	CMM(SALES)		\$2004	Dy.CMM.DY.CMM/CON-II		\$3001	SMM/CON-I/HQ		\$3009	TEST USER,SMM/SALES-I		\$4006	AMM/P/HQ-II	
Select Signing Officer		Exit																															
Code	Designation																																
\$1001	TEST COS																																
\$1003	CMM(SALES)																																
\$2004	Dy.CMM.DY.CMM/CON-II																																
\$3001	SMM/CON-I/HQ																																
\$3009	TEST USER,SMM/SALES-I																																
\$4006	AMM/P/HQ-II																																

PO Modification									
Pur.Sec.:	08	PO No :	08161231100001	Dated :	10/05/16	MA-Key :	37	Request ID :	123
Vendor :	TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI				MA No.:		M.A. Date :		
Subject :	Modification in Delivery date				Signing Officer :				
Ref No :	Your req no 12345		Dated :	30/07/16	<input type="button" value="Save"/>	<input type="button" value="View/Authorize"/>	<input type="button" value="Clear/Exit"/>	<input type="button" value="Auth.Trail"/>	
<input type="button" value="Add Mod. Para"/>		Mod.Area :	Select	Para :	Select	Para-Title :			
Sr.No.									
Descr. :					Consignee :				
Existing					Amended				
MA.Sr.	PO.Sr.	P.L.No.	Consignee	Para Name	Existing Value	Amended Value	Actions		
<input type="button" value="Add Mod. Para"/>									

User will have to select PL No and P.O Sr No against which the modification is being done. If this modification is applicable for all items and all consignees, the 'for All Items' and 'for All Consignees' is to be selected. Otherwise, individual item is to be selected.

[02:ER] **PO Modification**

Pur.Sec.: 08	PO No : 08161231100001	Dated : 10/05/16	MA-Key : 37	Request ID: 123						
Vendor : TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI	MA No.:	M.A. Date :								
Subject : Modification in Delivery date	Signing Officer : TEST USER, SMM/SALES-I									
Ref No : Your req no 12345	Dated : 30/07/16	<input type="button" value="Save"/> <input type="button" value="View/Authorize"/> <input type="button" value="Clear/Exit"/> <input type="button" value="Auth.Trail"/>								
<input type="button" value="Add Mod. Para"/> <input type="button" value="Mod.Area : Delivery Period"/> <input type="button" value="Para : Delivery Period"/> <input type="button" value="Para-Title : Delivery Period"/>										
Sr.No.	PLNo ***	P.O.Sr.No.	Expo Sr.No.	Cond No.						
Descr. : for All Items	<input type="button" value="Select PL No."/> <input type="button" value="Exit"/>									
Existing <table border="1"> <thead> <tr> <th>PLNo</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>***</td> <td>for All Items</td> </tr> <tr> <td>42111158</td> <td>ELECTRONIC BALLAST (EB) FOR US...</td> </tr> </tbody> </table>					PLNo	Description	***	for All Items	42111158	ELECTRONIC BALLAST (EB) FOR US...
PLNo	Description									
***	for All Items									
42111158	ELECTRONIC BALLAST (EB) FOR US...									
MA.Sr.	PO.Sr.	P.L.No.	Consignee	Amended Value						

[02:ER] **PO Modification**

Pur.Sec.: 08	PO No : 08161231100001	Dated : 10/05/16	MA-Key : 37	Request ID: 123															
Vendor : TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI	MA No.:	M.A. Date :																	
Subject : Modification in Delivery date	Signing Officer : TEST USER, SMM/SALES-I																		
Ref No : Your req no 12345	Dated : 30/07/16	<input type="button" value="Save"/> <input type="button" value="View/Authorize"/> <input type="button" value="Clear/Exit"/> <input type="button" value="Auth.Trail"/>																	
<input type="button" value="Add Mod. Para"/> <input type="button" value="Mod.Area : Delivery Period"/> <input type="button" value="Para : Delivery Period"/> <input type="button" value="Para-Title : Delivery Period"/>																			
Sr.No.	PLNo ***	P.O.Sr.No.	Expo Sr.No.	Cond No.															
Descr. : for All Items	<input type="button" value="Select P.O. Serial"/> <input type="button" value="Exit"/>																		
Existing <table border="1"> <thead> <tr> <th>PO Sr.</th> <th>PLNo.</th> <th>C.Code</th> <th>Consignee</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>***</td> <td>***</td> <td>***</td> <td>for All Consignees</td> <td>for All Items</td> </tr> <tr> <td>001</td> <td>42111158</td> <td>000106</td> <td>SMM(D)/ER/HOWRAH</td> <td>ELECTRONIC BALLAST (EB) FOR US...</td> </tr> </tbody> </table>					PO Sr.	PLNo.	C.Code	Consignee	Description	***	***	***	for All Consignees	for All Items	001	42111158	000106	SMM(D)/ER/HOWRAH	ELECTRONIC BALLAST (EB) FOR US...
PO Sr.	PLNo.	C.Code	Consignee	Description															
***	***	***	for All Consignees	for All Items															
001	42111158	000106	SMM(D)/ER/HOWRAH	ELECTRONIC BALLAST (EB) FOR US...															
MA.Sr.	PO.Sr.	P.L.No.	Consignee	Para Nar.															

The screen for Amended clause will look like the one shown here prompting the User to key in the data manually.

Amended-Clause: Delivery Period	
New D/P: 180 Days With L.D.	
<input type="button" value="Accept"/> <input type="button" value="Cancel/Exit"/>	

Once, all the area/areas is/are modified the M.A should be saved and signed by the Officer concerned to generate the digitally signed Modification Advice for the vendor.

ER

MODIFICATION ADVICE

M.A.No: dated

Office of the Controller of Stores
EASTERN RAILWAY
DATE :31-JUL-16

To,
TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI
pragati maidan Metro Station
New Delhi
1010
[Tel: 22222222222] (V.Code: :3321)

Dear Sirs,

Sub : Amendment to P.O.No.0816123110001 dated 10-MAY-16
Ref : Your req no 12345 dated 30-JUL-16

Please note that the following amendments are hereby issued with immediate effect to this office Purchase Order referred above. All the other terms and conditions remain unaltered.

Sr.	Para/Title	From	Amended as
1	Delivery Period	Existing	180 days, with L.D.

Please acknowledge receipt of the same.

TEST USER, SMM/SALES

4.4 Cancellation of P.O:

To initiate cancellation of a Purchase Order, User needs to select the P.O record from the drop down list. After this, cancellation type, reason for cancellation, amount to be recovered from vendor, Remarks, signing officer etc are to be selected and entered. Once this is done and the header portion is saved, CA key will be generated and User will be select the demands which are to be cancelled.

[02:ER] PO Cancellation

Pur.Sec.: 08	PO No : 08161231100001	Dated : 10/05/16	CA-Key :	CA Type : Select																					
Vendor : TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI		CA No.:	C.A. Date :																						
Ref No : UNo 123 dt 06.08.16		Dated : 06/08/16	Reason : Select	Remarks :																					
Signing Officer :		<input type="button" value="Save"/> <input type="button" value="View/Authorize"/> <input type="button" value="Clear/Exit"/> <input type="button" value="Auth.Trail"/> <input type="button" value="Print"/>																							
Select Signing Officer <input type="button" value="Exit"/> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Code</th> <th>Designation</th> <th style="text-align: right;">Actions</th> </tr> </thead> <tbody> <tr><td>S1001</td><td>TEST.COS</td><td></td></tr> <tr><td>S1003</td><td>CMM(SALES)</td><td></td></tr> <tr><td>S2004</td><td>Dy.CMM.DY.CMM/CON-II</td><td></td></tr> <tr><td>S3001</td><td>SMM/CON-I/HQ</td><td></td></tr> <tr><td>S3009</td><td>TEST USER,SMM/SALES-I</td><td></td></tr> <tr><td>S4006</td><td>AMM/P/HQ-II</td><td></td></tr> </tbody> </table>					Code	Designation	Actions	S1001	TEST.COS		S1003	CMM(SALES)		S2004	Dy.CMM.DY.CMM/CON-II		S3001	SMM/CON-I/HQ		S3009	TEST USER,SMM/SALES-I		S4006	AMM/P/HQ-II	
Code	Designation	Actions																							
S1001	TEST.COS																								
S1003	CMM(SALES)																								
S2004	Dy.CMM.DY.CMM/CON-II																								
S3001	SMM/CON-I/HQ																								
S3009	TEST USER,SMM/SALES-I																								
S4006	AMM/P/HQ-II																								
<input type="checkbox"/> Units <input type="checkbox"/> Dem Status :																									

[02:ER] PO Cancellation

Pur.Sec.: 08	PO No : 08161231100001	Dated : 10/05/16	CA-Key : 21	CA Type : With Gen.Damages
Vendor : TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI		CA No.:	C.A. Date : Recovery : 15000	
Ref No : UNo 123 dt 06.08.16		Dated : 06/08/16	Reason : Failed to Supply	Remarks : P.O is being cancelled with G.D
Signing Officer : TEST USER,SMM/SALES-I		<input type="button" value="Save"/> <input type="button" value="View/Authorize"/> <input type="button" value="Clear/Exit"/> <input type="button" value="Auth.Trail"/> <input type="button" value="Print"/>		
Sr.No.: 1		PLNo.:	P.O.Sr.No.:	Consignee :
Descr. :		PO Balance Qty :	Units	<input type="checkbox"/>
		Order Qty :	Cancelled Qty :	Dem Status :
<input type="checkbox"/> CA.Sr. <input type="checkbox"/> P.L.No. <input type="checkbox"/> PO.Sr. <input type="checkbox"/> Consignee		<input type="checkbox"/> Order Qty <input type="checkbox"/> Balance Qty <input type="checkbox"/> Cancelled Qty <input type="checkbox"/> Dem.Status	Message from webpage <input type="button" value="OK"/> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 10px;"> C.A. Record Saved! </div>	

After selection of the item and selecting the status of the demand, the cancellation order should be saved and authorised to generate the CA No and CA date.

PO Cancellation											
Pur.Sec.:	08	PO No :	08161231100001	Dated :	10/05/16	CA-Key :	21	<input type="button" value=""/>	CA Type :	With Gen.Damages	<input type="button" value=""/>
Vendor :	TEST VENDOR FOR CERTIFICATE TEST-NEW DELHI					CA No.:		C.A. Date :		Recovery :	15000
Ref No :	L/No 123 dt 06.08.16			Dated :	06/08/16	Reason :	Failed to Supply	Remarks :	P.O is being cancelled with G.D		
Signing Officer :	TEST USER,SMM/SALES-I					<input type="button" value="Save"/>	<input type="button" value="View/Authorize"/>	<input type="button" value="Clear/Exit"/>	<input type="button" value="Auth.Trail"/>	<input type="button" value="Print"/>	
Sr.No.:	2	PLNo :		P.O.Sr.No. :		Consignee :		PO Balance Qty :		Units	<input type="button" value=""/>
Descr. :						Order Qty :		Cancelled Qty :		Dem Status :	
CA.Sr.	P.L.No.	PO.Sr.	Consignee			Order Qty	Balance Qty	Cancelled Qty	Dem.Status	Actions	
1	***	***	For all consignees of all items			Full Qty	Full Qty	Full Qty	Pending	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. RC/RGC

5.1 Creation of Purchase Proposal for RC/RGC:

Purchase Proposal for DGS&D RC items are same like Purchase Proposals for trade items which has been described earlier. In this case Purchase Authority to be selected should be 'DGSD' and Purchase Type should be 'RC'.

The screenshot shows the 'Purchase Proposal' window. In the top left, 'Pur. Auth.' is set to 'DGSD'. A red arrow points from the text 'Purchase Type should be "RC"' to the 'Pur. Type' dropdown, which is currently set to 'E-Tender'. A second red arrow points from the same text to a modal dialog titled 'Select Purchase Type' that is overlaid on the main window. This dialog lists three options: IN (Indent), RC (RC), and RG (RGC). The 'RC' option is highlighted with a blue border. The main window also displays a table of 'Line Items' with one row visible, showing Item# 4250, PLNo E.CHARGMAN, Consignee AC CEIL, and Description AC CEIL.

5.2 Creation of P.O/S.O against approved Purchase Proposal:

The process of P.O preparation is same as for trade purchase P.O. The only difference is user should select P.O source as 'DGSD RC' and select the particular File No/Proposal No which has been approved. Rest of the processes are same as trade P.O as described earlier in detail.

The screenshot shows the 'Purchase Order Generation' window. In the top left, 'PO Source' is set to 'DGSD RC'. A red arrow points from the text 'User should select P.O source as "DGSD RC"' to this dropdown. The main window contains various fields for order details such as 'File No.', 'Due Date', 'Tender Type', and 'Coverage'. At the bottom, there is a table for 'Line Items' with columns for 'PLNo', 'Description', 'Quantity', 'Rate/Unit', 'Value(Rs)', and 'Actions'.

6. Indent

6.1 Creation of Purchase Proposal for Indents:

For indent-able items where indent is to be placed on CPEs like Rly Bdetc, purchase proposal is to be created for those items in a similar fashion to purchase proposal shown earlier with the only difference that Purchase Authority should be selected as RB or DLW or CLW etc and Purchase Type should be Indent.

Pur.Auth.	RB	Pur.Type	IN
-----------	----	----------	----

[99:IREPS] Purchase Proposal

Pur.Sec.	08	Proposal No.	08166050	Dated	28/07/16	<input type="checkbox"/> M & P Tender	Clear/Exit
Pur.Auth.	RB	Pur.Type	<input checked="" type="checkbox"/> E-Tender	Tender-Type		View/Print	
Tender No.		Select Purchase Authority			Exit	Draft Proposal	Auth.Trail
Line Items		Pur.Auth	Auth.Descr	Seq	Conditions Vendors Documents		
Item#	PLNo	HQ	HQ-STORES	1	Quantity	Rate/Unit	Value(Rs)
HEADER		RB	Railway Board (Incl. RC & RGC)	2			
4003		DGSD	DGSD/RC	3	HENE	1500 MTR	116.5
		CLW	CLW CHITARANJAN	9			174750.00
		CORE	CORE ALLAHABAD	9			
		DLW	DLW VARANASI	9			
		DMW	DMW PATIALA	9			
		ECOR	COS/ECOR	9			
		ICF	ICF	9			
		MICO	MICO	9			
		NR	COS/Northern Railway/Delhi	9			
		PL	PAREL MPG	9			
		PU	Production Unit	9			
		RCF	RCF KAPURTHALA	9			
		RSK	RSK SITHOULI, GWL	9			
		SR	COS/SOUTHERN RAILWAY	9			
		STY	Controller of Stationery	9			
		WAP	WAP BANGLORE	9			
		ZR	Other Zonal Railways	9			
		BHEL	BHEL	2			

6.2 Creation of Indents:

Once the Purchase Proposal is approved, the same will be available for preparation of final indent in the Order Placement form. The Indent Generation form does not have the Conditions tab. The process is same as generation of Purchase Order.

[99:IREPS] Indent Generation

Pur.Sec.	08	Proposal No.		Pur.Agency :		Edit New Header Save Authorize/Number View Indent Exit
Indent Value :		Indent-Type :	Select	Contract-Period :		
16-17 :		Signing Officer :				
17-18 :		Accounts Officer :				
18-19 :		Ind.Number :		Ind. Date :		Ind-Key : STK
PLNo	Description	Quantity	Rate/Unit	Value(Rs)	Actions	

Inventory Control and Allied Activities

7. Item Management:

7.1 Opening of new PL card:

Stocking proposal for opening of new PL numbers in railways is to be initiated in system by dealer of proposed stocking depot. There can be two situations while a proposal is being created for allotment of a PL number in a railway.

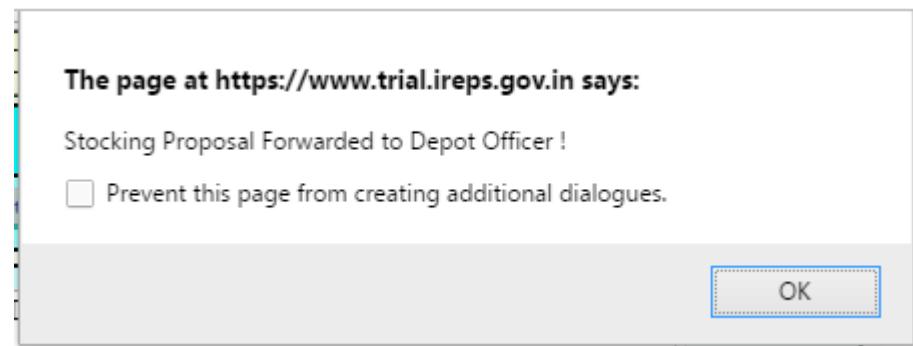
- (i) The item is a new item in that railway and do not have any PL number.
- (ii) The item is already being stocked in one of the depots in that railway.

In both the cases the proposal is to be created from the stocking depot level with a minor difference. In situation (i) above, only the major group and sub group is to be selected from the drop down and after filling the LPO details and Questionnaire tab is to be forwarded to Depot Officer. In situation (ii) as above, 8 digit PL No is to be selected from the drop down list after clicking on the view button. Once a major group and sub group is selected, the nominated railway as per Railway Boards' latest circular will be populated. In case the nominated railway is different from the indenting railway, the proposal will be forwarded to nominated railway through PLUS console of iMMS.

[02:ER]	STOCKING PROPOSAL					
<input type="button" value="New"/> <input type="button" value="Print Q-Form"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/>						
<input type="button" value="Item Details"/> <input type="button" value="LPO Details"/> <input type="button" value="Questionnaire"/> <input type="button" value="Fwd to Depot Officer"/> <input type="button" value="Save"/> <input type="button" value="Trail"/> <input type="button" value="Exit"/>						
<p>Proposal No : <input type="text" value="02:ER"/> Date : <input type="text" value="02/08/16"/> Status : <input type="text"/></p> <p>Railway : <input type="text" value="02-ER"/> Depot : <input type="text" value="01-SMM/D/HOWRAH"/></p> <p><i>For new PL allotment select PL Group and Sub Group only and for stocking approval for known PL, enter PL No only</i></p> <p>Major Group : <input type="text" value="38"/> Sub Group : <input type="text" value="13"/> PL No : <input type="text"/></p> <p>Unifying Rly : <input type="text" value="02 ER"/> +</p> <p>Item Description : <input type="text" value="SCREW COUPLING ASSLY AS PER DRAWING No 123"/> +</p> <p>Short Description : <input type="text" value="SCREW COUPLING ASSLY AS PER DRAWING No 123"/></p> <p>Specification : <input type="text"/></p> <p>Drawing No : <input type="text" value="DRAWING NO 123"/> Item Finish state : <input type="text" value="Finished"/></p> <p>Buying Unit : <input type="text" value="01-Number"/> Ledger Unit : <input type="text" value="01-Number"/></p> <p>Estimated Rate : <input type="text" value="100"/> Stocking Ward : <input type="text" value="12"/></p> <p>Est Annual Consumption : <input type="text" value="5000.00"/> Category of Stores : <input type="text" value="10 (Ordinary New)"/></p> <p>Annual Usage Value : <input type="text" value="500000.00"/> Item Approval Cat : <input type="text" value="Cat I"/></p> <p><i>Ref : Railway Board's Letter No.2001/RS(IC)/Misc./165/1 Pt.I dated 13.10.2015</i></p>						

[02:ER]	STOCKING PROPOSAL					
	New	Print Q-Form	Clear	Delete		
	Item Details	LPO Details	Questionnaire	Fwd to Depot Officer	Save	Trail
						Exit
(h) Basis on which EAC is arrived	Test Data					
(i) If in replacement or suppression of an existing PL No, deals with justification for the same (%)	Test Data					
(k) Repurcussion financial or otherwise on existing stock held in the Stores Depot or with the User Department (%)	Test Data					
(l) Proposed disposal of existing stock that is likely to be rendered surplus (%)	Test Data					
(m) Whether old PL No will be closed after stock in hand exhausted	Yes <input type="button" value="▼"/>					
(n) End use of the item proposed for stocking and parent/child relation (If any) in the BOM	Test Data					
(%) 1) Wherever a new product being developed on experimental / trial basis is being proposed to be stocked as ordinary stores, the provisions in Stores Code Para 743 and Para 747 (to the extent applicable) will be factored in before stocking the item.						
2) Provisions of Stores Code Para 2204 to 2207 should be observed wherever applicable.						
Ref : Railway Board's Letter No.2001/RS(IC)/Misc./165/1 Pt.I dated 13.10.2015						

Once the Dealer forwards the Stocking Proposal to Depot Officer, system will confirm the same as shown in this message.



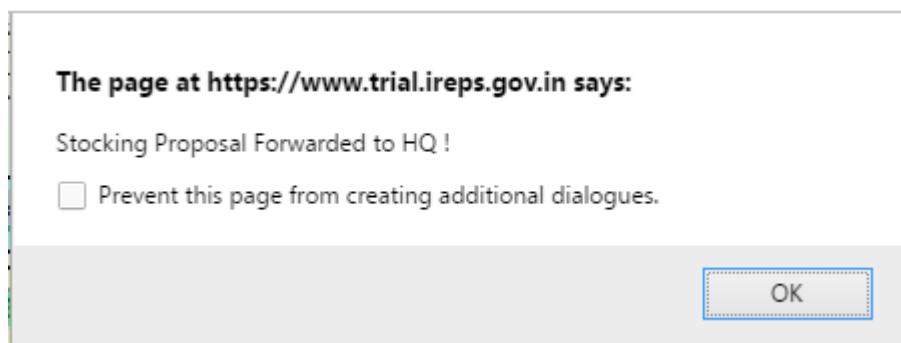
Depot officer will see the list of proposals forwarded by

Dealer after clicking on the drop down button beside the Proposal No field. This Stocking Proposal can now be forwarded to the Officer in charge of IC section at the Headquarters.

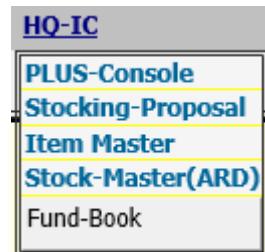
Select Stocking Proposal			Exit
QF No.	Date	Description	MJ SB DP
140	02-AUG-16	SCREW COUPLING ASSLY AS PER DRAWING No 123	38 13 01

STOCKING PROPOSAL	
Item Details LPO Details Questionnaire Forward to HQ Save Trail Exit	
Proposal No : 140	Date : 02/08/16
Railway : 02-ER	Depot : 01-SMM/D/HOWRAH
For new PL allotment select PL Group and Sub Group only and for stocking approval for known PL, enter PL No only	
Major Group : 38	Sub Group : 13
Unifying Rly : 02 ER	
Item Description : SCREW COUPLING ASSLY AS PER DRAWING No 123	
Short Description : SCREW COUPLING ASSLY AS PER DRAWING No 123	
Specification :	
Drawing No : DRAWING NO 123	Item Finish state : Finished
Buying Unit : 01-Number	Ledger Unit : 01-Number
Estimated Rate : 100	Stocking Ward : 12
Est Annual Consumption : 5000.000	Category of Stores : 10 (Ordinary New)
Annual Usage Value : 500000.00	Item Approval Cat : Cat I
Ref : Railway Board's Letter No.2001/RS(IC)/Misc./165/1 Pt.I dated 13.10.2015	

Confirmation message will appear regarding forwarding of the proposal to headquarters.



Once the Officer in charge of 'IC' section in system logs in to the system, HQ IC menu will be available to him/her for. First Stocking Proposal is to be clicked to open the form. If the drop down button is clicked beside the Proposal No field, all the Stocking Proposals forwarded by stocking depots will be available.

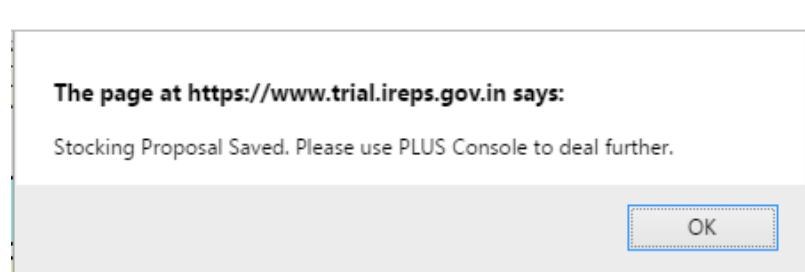


[02:ER] STOCKING PROPOSAL [?]

Item Details	LPO Details	Questionnaire	Approve	Fwd to Unifying Rly	Save	Trail	Exit												
Proposal No : <input type="text"/> Date : 06/08/16 Status : <input type="text"/> Railway : 02-ER Depot : <input type="text"/> Select Stocking Proposal Exit																			
<table border="1"> <thead> <tr> <th>QF No.</th> <th>Date</th> <th>Description</th> <th>MJ</th> <th>SB</th> <th>DP</th> </tr> </thead> <tbody> <tr> <td>141</td> <td>03- AUG-16</td> <td>Signalling machine test item</td> <td>56</td> <td>08</td> <td>01</td> </tr> </tbody> </table>								QF No.	Date	Description	MJ	SB	DP	141	03- AUG-16	Signalling machine test item	56	08	01
QF No.	Date	Description	MJ	SB	DP														
141	03- AUG-16	Signalling machine test item	56	08	01														
Short Description : <input type="text"/> Specification : <input type="text"/> Drawing No : <input type="text"/> Item Finish state : <input type="text"/> Buying Unit : <input type="text"/> Ledger Unit : <input type="text"/> Estimated Rate : <input type="text"/> Stocking Ward : <input type="text"/> Est Annual Consumption : <input type="text"/> Category of Stores : <input type="text"/> Annual Usage Value : <input type="text"/> Item Approval Cat : <input type="text"/> <i>Ref : Railway Board's Letter No.2001/RS(IC)/Misc./165/1 Pt.I dated 13.10.2015</i>																			

Once the Proposal No is selected, the data will be populated in the form. Any modification at this stage can also be done by the Officer concerned. After saving the proposal, the same has to be forwarded to unifying railway in the system whether the indenting railway is nominated railway for that PL group or not.

[Approve](#) [Fwd to Unifying Rly](#)



7.2 PL Unification System (PLUS):

Once the PLUS console is opened, all the Pending Stocking Proposals will be available. User should click on the edit button available under the Action column to display the data in the right pane. User should click on green coloured plus button to open the list of PL numbers vacant or being used in different railways.

Sr.	Rly	Req.No. Date	Grp PL No.	Short Description	Action
01	02	140 02-AUG-16	38	SCREW COUPLING ASSLY AS PER DRAWING No 123	

Select Vacant PL No.		
RLY	PL NO	DESCRIPTION
RLY	38130166	Vacant
RLY	38130178	Vacant
RLY	38130180	Vacant
RLY	38130191	Vacant
RLY	38130208	Vacant
RLY	38130210	Vacant
RLY	38130221	Vacant
RLY	38130233	Vacant
RLY	38130245	Vacant
RLY	38130257	Vacant
RLY	38130269	Vacant
RLY	38130270	Vacant
NFR	38130282	Coupler Rod
NFR	38130294	WEAR PLATE STRIK CASTI WBD4471
NWR	38130294	WEAR PLATE FOR STRIKER CASTING TO RDSO DRG. NO. WD 87056-S-1 ALT. 4
WCR	38130294	Striker Casting Wear Plate for CBC to drg. no.- WD-87056-S/1, alt-4 or latest For other requirement refer to Indian Railway schedule of technical requirement no. 48-BD-08.
WR	38130294	STRIKER CASTING WEAR PLATE TO DRG. NO. WD-87056-S/1 ALT. 4 & other technical requirements CONFORMING TO STR NO. 48-BD-08 of May-2008.
NFR	38130300	Bolt with nut for stricker casting m-12x50 long

User should select the PL number from this drop down list after carefully examining the description of all the PL numbers of that group. Once the PL number is selected from the list, User should click on Approve button to accept the PL number.

Sr.	Rly	Req.No. Date	Grp PL No.	Short Description	Action
01	02	140 02-AUG-16	38 38130014	SCREW COUPLING ASSLY AS PER DRAWING No 123	<input type="checkbox"/>

Request No : 140 Date : 02/08/16
 Mj Sb Grp : 38 13 Unified PL No : 38130014
 Buying Unit : 01-Number Ledger Unit : 01-Number
 Vit/Saf : Ordinary
 Description : SCREW COUPLING ASSLY AS PER DRAWING No 123 (mandatory)
 Short Desc : SCREW COUPLING ASSLY AS PER (mandatory)
 Spec No :
 Drg No : DRAWING NO 123
 End Use : Test Data (mandatory)
 Remarks : testing

*Safety item is one whose non-availability or malfunctioning affects safe train operation
 Vital item is one whose non-availability or malfunctioning affects train operation
 Ref : Railway Board's Letter No.2001/RS(IC)/Misc./165/1 Pt.I dated 13.10.2015*

After authorisation of the Stocking Proposal, unified PL number will be ready for use in the depot.

The page at <https://www.trial.iamps.gov.in> says:
 Authorization Successful [Auth.Seq. 1887]!

OK

Authorize the Record with your Credentials

Activity QF SOP Para SOP Sr.No.

Remarks

Action Approve Forward to: H02DYIC Dy.CMM/IC [Dy.CMM/IC]

Authorize Cancel

Message from webpage

Unified PL Allotted.

OK

For items other than his own railway, while forwarding the Stocking Proposal, User ID and designation of Dealers and Officers dealing with 'IC' section in the system will be populated. In this case, the indenting railway is Eastern Railway and the nominated railway is Western Railway. Hence, system has shown the list of Officers dealing with IC section in system. Proposal can be forwarded to any one of them.

Proposal No : 137 **Date :** 01/08/16 **Status :** H1

Railway : 02-ER **Depot :** 01-SMM/D/HOWRAH

For new PL allotment select PL Group and Sub Group only and for stocking approval for known PL, enter PL No only

Major Group : 42 **Sub Group :** 11 **PL No :**

Unifying Rly : 09 09-WR

This PL does not exist in this Railway

Item Description : Electronic choke for 40 watt tube light
Short Description : Electronic choke for 40 watt tube light
Specification : Test
Drawing No : Test **Item Finish state :** Finished
Buying Unit : 01-Number **Ledger Unit :** 01-Number
Estimated Rate : 75 **Stocking Ward :** 06
Est Annual Consumption : 5000.000 **Category of Stores :** 10 (Ordinary New)

Authorize the Record with your Credentials

Activity : QF **SOP Para :** **SOP Sr.No. :**

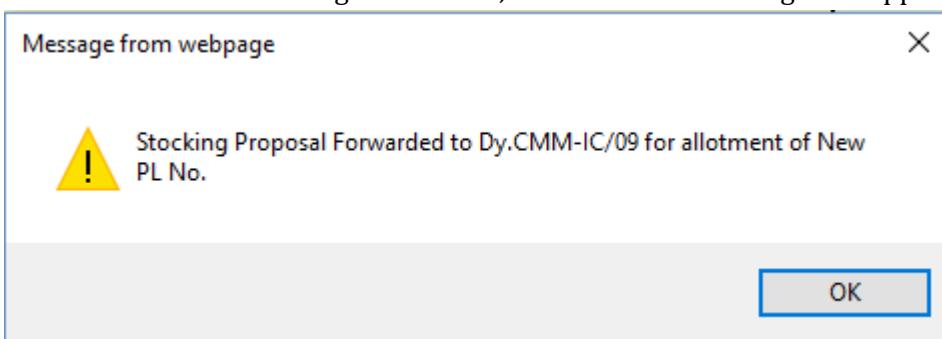
Remarks : [...More...](#)

Action : Forward/Transfer

Select User to Forward

UserId	Desig/Name
COSWR	COS/WR [A K Varshney]
MKW	DYCMM[ADM] [MAKARAND K WAGH]
VSHARMA	DYCMM(ES) [VIKRAM SHARMA]

After successful forwarding in the PLUS, a confirmation message will appear as shown here.



PLUS Login of user of nominated railway:

After login to PLUS by the concerned Officer of the nominated railway, list of pending items will be shown. In this case, request from ER is also shown apart from the requests from User's own railway.

User: MAKARAND K WAGH[DYCMM[ADM]] Dashboard Notes/Messages

06/08/16 08:18:11 H02DYIC Proposal forwarded for allotment of Unified PL No.

PL Unification Console					
Status : Pending		Save	Group :	String :	Search Exit
Sr.	Rly	Req.No. Date	Grp PL No.	Short Description	Action
01	02	137 01-AUG-16	42	Electronic choke for 40 watt tube light	
11	09	129 01-JUL-16	42	PLUG NON REVER 3PIN 5AMP 220V	
21	09	132 12-JUL-16	42	testing electrical fitting tube	

Request No : Date :
 Mj Sb Grp : Unified PL No :

Buying Unit : Select Ledger Unit : Select
 Vit/Saf : Vital

Description : (mandatory)
 Short Desc : (mandatory)
 Spec No :
 Drg No :
 End Use : (mandatory)
 Remarks :

Safety item is one whose non-availability or malfunctioning affects safe train operation
 Vital item is one whose non-availability or malfunctioning affects train operation
 Ref : Railway Board's Letter No.2001/RS(IC)/Misc./165/1 Pt.I dated 13.10.2015

Allotment of unified PL number is same as illustrated earlier. For available PL numbers against the subject description, search facility may be used by User to reduce issue of new PL number and using the same PL number already running in some other zonal railways. In this example, PL number used in North East Frontier Railway has been accepted for use in Eastern Railway.

Message from webpage

Attention: The PL No. selected is not a vacant PL No. This PL is being used on Rly: 05:NFR

OK

RLY	PL NO	Details
05:NFR	42	
RLY	42	
09:WR	42	
RLY	42	
02:ER	42	
10:ECR	42111500	Starter conforming to IS fluorescent tubular lamp the following rated wattage F.L.STARTER 40W
21:CLW	42111500	F.L.STARTER 40W
99:IREPS	42111500	switch starter 2pin 40w
RLY	42111511	Vacant
RLY	42111523	Vacant
RLY	42111535	Vacant
RLY	42111547	Vacant
RLY	42111559	Vacant
RLY	42111560	Vacant
05:NFR	42111572	Fluorescent light fittings (1 x 18 watt) complete with wire mesh without electronic choke and F.L.tube conforming to
05:NFR	42111584	Lamp metal halide,250W,220/230V/240V screw cap tubular type. External Igniter with Lumen output of 21000Lux.

[09:WR]

PL Unification Console

Status :		Pending	Save	Group :	String :	AND	Search	Exit	
Sr.	Rly	Req.No.	Date	Grp PL No.	Short Description	Action			
01	02	137	01-AUG-16	42	Electronic choke for 40 watt tube light	<input type="checkbox"/>			
11	09	129	01-JUL-16	42	PLUG NON REVER 3PIN 5AMP 220V	<input type="checkbox"/>			
21	09	132	12-JUL-16	42	testing electrical fitting tube	<input type="checkbox"/>			

Request No : 137 Date : 01/08/16
 Mj Sb Grp : 42 11 Unified PL No : 42111572
 Buying Unit : 01-Number Ledger Unit : 01-Number
 Vit/Saf : Ordinary
 Description : Electronic choke for 40 watt tube light (mandatory)
 Short Desc : Electronic choke for 40 watt tube light (mandatory)
 Spec No : Test
 Drg No : Test
 End Use : Testing (mandatory)
 Remarks : Approved for stocking in Eastern Railway

*Safety item is one whose non-availability or malfunctioning affects safe train operation
 Vital item is one whose non-availability or malfunctioning affects train operation
 Ref : Railway Board's Letter No.2001/RS(IC)/Misc./165/1 Pt.I dated 13.10.2015*

After proper selection and approval of the unified PL number by the nominated railway, the PL number will be available for use in the system by the nominated railway.

Authorize the Record with your Credentials

Activity	QF	SOP Para	SOP Sc-Nr				
Remarks			Select User to Forward <input type="button" value="Exit"/> <table border="1"> <thead> <tr> <th>UserId</th> <th>Desig/Name</th> </tr> </thead> <tbody> <tr> <td>H02DYIC</td> <td>Dy.CMM/IC [Dy.CMM/IC]</td> </tr> </tbody> </table>	UserId	Desig/Name	H02DYIC	Dy.CMM/IC [Dy.CMM/IC]
UserId	Desig/Name						
H02DYIC	Dy.CMM/IC [Dy.CMM/IC]						
Action	Approve	Forward to:	<input type="button" value="Authorize"/> <input type="button" value="Cancel"/> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> Message from webpage <p>Unified PL Allotted.</p> <input type="button" value="OK"/> </div>				

Re-opening of Stock account in Depot in same depot, ward and category:
If a PL card which is already closed in a depot is intended to be opened once again in same ward and category, User should open Stock Master (ARD) form and enter the PL

number which is to be opened. The record will be shown with a green plus colour button. On clicking this button, ARD card will be created as shown below.

Depot	Ward	Cat	Main/Sub	Main Depot	Stock Unit	Stock	PD Rate	LI Date	Verif.Date	Action
01	HWH	04	50	M	01 HWH	01 Number	0	0	04-MAR-08	

The page at <https://www.trial.ireps.gov.in> says:
ARD No : 68 Saved !

Main Depot	PD Rate	ARD Code	Action
HWH	0	A	

Once the ARD is saved and ARD number generated, the same will be available in the drop down in Depot Officer's log in.

P.L.No.	Depot	Ward	Cat	Main/Sub	Main Depot	PD Rate	ARD Code	Action	
79970667	01	HWH	04	50	M	01 HWH	0	A	

This ARD should now be authorised to make the changes permanent. In this case, no intervention of Headquarters Officer is required.

Authorize the Record with your Credentials

Activity	STK	SOP Para	STK	SOP Sr.No.
----------	-----	----------	-----	------------

Remarks ...More...

Action Forward to: BISWA01LG Test [CRIS Test]

7.3 Revision in item master:

Item master in zonal railway level can be modified only by Officer in charge of 'IC' section in system. User should enter the PL number to populate the data. This data can then be modified.

[02:ER] Item Master Maintenance

PL No : <input type="text" value="42010093"/>	Short Desc : <input type="text" value="plug 3 pin 5 amps 220/230 volt"/>	<input type="button" value="Authorise/Save"/>	<input type="button" value="View Log"/>
PL No : <input type="text" value="42010093"/> Unified PL No : <input type="text"/> Unifying Rly : <input type="text"/> CP Mth : <input type="text" value="08"/> SRS Mth : <input type="text" value="08"/> Description : <input type="text" value="THREE PIN PLUG (ISI MARKED) MADE OF TOUGH NON-IGNITABLE INSULATING MATERIAL AS PER IS:1293/88 WITH AMENDMENT 1 TO 7, TYPE OF FITMENT - WALL, 6 Amp. 250 V, AC."/>			
Pur Sec : <input type="text" value="08"/>	File Sr. No. : <input type="text" value="1252"/>	Pur Type : <input type="text" value="TN"/>	Pur Auth : <input type="text" value="COS"/>
Ind. File No. : <input type="text" value="1001"/>	Trade Grp : <input type="text" value="4201"/>	PAC Flag : <input type="text"/>	Shelf Life : <input type="text"/>
Vit/Saf Ind : <input type="text" value="Safety"/>	Imprest Ind : <input type="text" value="No (mths)"/>	Item state : <input type="text" value="Finished"/>	Must Change : <input type="text" value="No"/>
Season Ind : <input type="text" value="Summer"/>	Pas.Amenity : <input type="text" value="No"/>	Lead Time : <input type="text" value=" (mths)"/>	Critical Flag : <input type="text" value="No"/>
M/S Ind : <input type="text"/>	Source : <input type="text"/>	Fab Ind : <input type="text" value="No"/>	Import Ind : <input type="text" value="No"/>
End Use : <input type="text"/>		OEM Ref : <input type="text"/>	
Weight : <input type="text" value=" (Kgs)"/>	Set Ind : <input type="text" value="No"/>		
Batch Ind : <input type="text" value="No"/>	Approval Cat : <input type="text" value="Cat.I"/>		

Rec: 1/1N Ready

After authorisation of the same, the item master will be updated and a log file will be created to view the history of the changes done over a period.

Authorize the Record with your Credentials

Activity	ITM	Select User to Forward	<input type="button" value="Exit"/>
UserId	<input type="text" value="H02DYIC"/>	Desig/Name	<input type="text" value="Dy.CMM/IC [Dy.CMM/IC]"/>
Remarks	<input type="text"/>		
Action	Approve	Forward to:	<input type="button" value="Authorize"/> <input type="button" value="Cancel"/>

Confirmation from system will be given regarding updating of PL Master of iMMS.

The page at <https://www.trial.ireps.gov.in> says:

PL Master Updated and Log Saved.

Prevent this page from creating additional dialogues.

OK

PL No : 42111158	ELECTRONIC BALLAST-4,36-40W		
Short Desc :	ELECTRONIC BALLAST-4,36-40W		
Description : ELECTRONIC BALLAST (EB) FOR USE IN SINGLE PHASE 250 VOLTS AC SUPPLY FOR FLUORESCENT TUBULAR LAMP OF RATED WATTAGE 36/40 WATT, OPERATING VOLTAGE RANGE 150 V TO 270 V OPERATING TEMPERATURE UP TO 50 DEGREE CENTIGRADE.P.F. NOT LESS THAN 0.90 CONFORMING TO IS:13021/PART			
Pur Sec : 08	File Sr. No. : 1266	Pur Type : TN	Pur Auth : COS
Ind. File No. :	Trade Grp :	PAC Flag : No	Shelf Life :
Vit/Saf Ind : Ordinary	Imprest Ind : No (mths)	Item state : Finished	Must Change : No
Season Ind : Not Applicable	Pas.Amenity : No	Lead Time : (mths)	Critical Flag : No
M/S Ind :	Source :	Fab Ind :	Import Ind :
End Use :		OEM Ref :	
Weight : (Kgs)	Set Ind :		
Batch Ind :	Approval Cat :		

Rec: 7/7N Inserted: 7

The log file will be like the one shown here for a particular item.

Date	Field	Old Value	New Value
01-AUG-16	PAC flag		N
01-AUG-16	Vital/Safety Ind		N
01-AUG-16	Imprest Indicator		N
01-AUG-16	Season Indicator		N
01-AUG-16	Passenger Amntry	Y	N
01-AUG-16	Criticality flag		N
01-AUG-16	Item Finish State		F

7.4 Revision in Stock Account/ PL in Stores Depots :

Officer in charge of 'IC' section in the system can revise some of the fields of Depot Stock Master. To modify the record/records, User will enter PL No, click on 'Show Accounts' button and data of all the Stocking Depots pertaining to that PL No will be populated. Clicking on edit button against a particular depot will open the stock card for editing. Only fields like Main/Sub depot indicator, PD rate and Purchase/Manufacturing Indicator can be revised.

The screenshot shows a software interface for managing stock accounts. At the top, there are buttons for 'PL NO : 42111158', 'ARD No :', 'Show Accounts', 'Show ARD', 'Save ARD', 'Print', 'Clear', and 'Exit'. Below this is a table with columns: Depot, Ward, Cat, Main/Sub, Main Depot, Stock Unit, Stock, PD Rate, LI Date, Verif.Date, and Action. Three rows of data are listed:

Depot	Ward	Cat	Main/Sub	Main Depot	Stock Unit	Stock	PD Rate	LI Date	Verif.Date	Action
01 HWH	06	10	M	01 HWH	01 Number	5	0	05-FEB-16		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
03 HLR	01	10	M	03 HLR	01 Number	4314	0	24-JUN-16		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
05 JMP	05	10	M	05 JMP	01 Number	186	0	21-JUN-16		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

At the bottom, there are input fields for 'Depot: JMP', 'Ward: 05', 'Category: 10', 'Main/Sub: Main Depot', 'JMP', 'PD Rate: 10', 'P/M Indicator: ', and a button 'Add to ARD' with a red arrow pointing to it.

After necessary modification, Add to ARD button should be clicked to create an ARD card.

The screenshot shows a software interface for managing ARD cards. At the top, there are buttons for 'PL NO : 42111158', 'ARD No :', 'Show Accounts', 'Show ARD', 'Save ARD', 'Authorise', 'Print', 'Clear', and 'Exit'. Below this is a table with columns: P.L.No., Depot, Ward, Cat, Main/Sub, Main Depot, PD Rate, ARD Code, and Action. One row of data is listed:

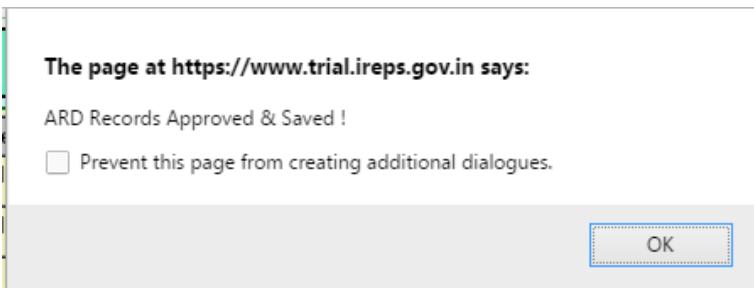
P.L.No.	Depot	Ward	Cat	Main/Sub	Main Depot	PD Rate	ARD Code	Action
42111158	01 HWH	06	10	M	01 HWH	10	R	<input checked="" type="checkbox"/>

A modal dialog box is displayed with the message: 'The page at https://www.trial.ireps.gov.in says: ARD No : 48 Saved !' with an 'OK' button.

Once ARD is saved, ARD No will be generated and shown to User from the system.

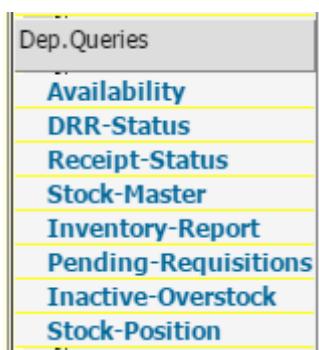
This ARD record is to be authorised to make the changes permanent and create a record for onward transmission to EDP centres .

PL NO :	42111158	ARD No :	48	Show Accounts	
P.L.No.	Depot	Ward	Cat	Main/Sub	Main De
42111158	05 JMP	05	10	M	05 JM
42111158	Authorize the				
	Activity STK	SOP Para STK	SOP Sr.No.		
Remarks	<input type="button" value="...More..."/>				
Action	Approve	Forward to:	HQIC02	Test [IC Test User]	<input type="button" value="Authorize"/> <input type="button" value="Cancel"/>



8. Queries:

In iMMS HQ Module there will be two types of queries. One is Purchase query and the other one is Depot query. Number of queries in iMMS will be restricted as each and every query will have multiple parameters. Some of the very important queries in Purchase area are Item Position, Tender status, Demand Status, HQ-Registers, List Items etc.



Pur. Queries
Item-Position
Qty.Review
Tender-Status
Demand-Status
N.S.Demand-Status
File-Position
HQ-Registers
Vendor-Performance
List-Items
Manage-Lists
IREPS-NIT-Search

in Depot queries, the most important ones are Availability, Inventory Report, Inactive-Overstock etc which are graphical also making the queries more useful and meaningful. Some of the screens of the queries are shown here.

Most powerful and popular report in iMMS is Item Position where any User can see all the details of the item in all the zonal railways making a beautiful tool for inter railway transfer of material and decision making for Tender Cases.

[99:IREPS]		Position of Items				
Railway	NFR					
PL-No	42020104	Search-Descr.:	Switches tumbler, 5 amps 250 Volts, sin <input type="button" value="Search"/> <input type="button" value="PL-Position"/>			
Show	<input type="radio"/> All Orders <input checked="" type="radio"/> Outstanding Orders <input type="radio"/> Completed Orders	<input type="checkbox"/> Division-wise Consumption	<input checked="" type="checkbox"/> Remarks			
Depot		<input checked="" type="checkbox"/> Show Details of Other Depots also	<input type="checkbox"/> Show Full Description			
Dy.CMM		Pur. Sec :	Item Type	All Items	<input type="button" value="Show List of Items"/>	
Stock	N/A <input type="button" value=""/>	(Months)	Value Limit (in Lakh Rs.)	N/A <input type="button" value=""/>		
Coverage (Stock+Dues)	N/A <input type="button" value=""/>	(Months)	<input type="checkbox"/> Without Live P.O. <input type="checkbox"/> Include N.Stock P.O.s			
Report-Heading						
<input type="button" value="Show Statement"/> <input type="button" value="Exit"/> <input type="button" value="Clear Form"/>						

User can instantly see the BIN card of the stocking depots by clicking on the hyperlink available with the name of the depots. Clicking on 'Show All Railway Position' will show the status of this item in different zonal railways.

Item Position												Hide	Print		
North East Frontier Railway															
ITEM POSITION WITH STOCK & DUES PL-No: 42020104 - Switches Tumbler, 5 Amps 250 Volts CP-Start: April SRS-Due: Jan BU: Nos. Pur.Sec: 40 File-S-No: 0102 Trade-Group: 4206 Pur.Auth: DGSD [RC] ABC-Cat: C2 V/S: N												<small>[As on 06/08/16]</small> <small>[Rep.Date: 05/08/16]</small>			
Stock and Consumption: Show All Railway Position Submit Linking Request															
Depot	Main DP	Ward	Cat	P/M	BAR	NLU	AAC	Stock	LIDT	LRDT	Consumption	13-14	14-15	15-16	16-17
11-DBRT		01	10		70.17	Nos.	0	241	11/01/12	27/08/04		0	0	0	0
11-DBRT		01	60		7.01	Nos.	0	0				0	0	0	0
44-NBQ		03	10		27.35	Nos.	0	0	11/08/09	15/09/04		0	0	0	0
66-NJP		04	10		10.51	Nos.	0	779	09/12/10	30/11/08		0	0	0	0
77-TDH		02	10		26.59	Nos.	0	126	08/08/14	26/08/08		0	50	0	0
88-KIR		04	10		43.14	Nos.	0	1663	29/02/12	03/09/04		0	0	0	0
								0	2809 (Infinitym)			0	50	0	0

Order Position: Outstanding Orders
[Depot](#) [P.O.Sr](#) [P.O.Qty](#) [Canc.Qty](#) [Bal.Qty](#) [Rate/Unit](#) [D/P](#) [P.O.Details](#)

Uncovered Dues:

Depot	Due-Qty	Demand/Tender Details
NJP		Dem.No. 6641070402 dt. 27/10/07(File No. 0091)
PNO		Dem.No. 2241070402 dt. 27/10/07(File No. 0091)

[Update-Remark](#)

Availability status of this item in all the zonal railways.

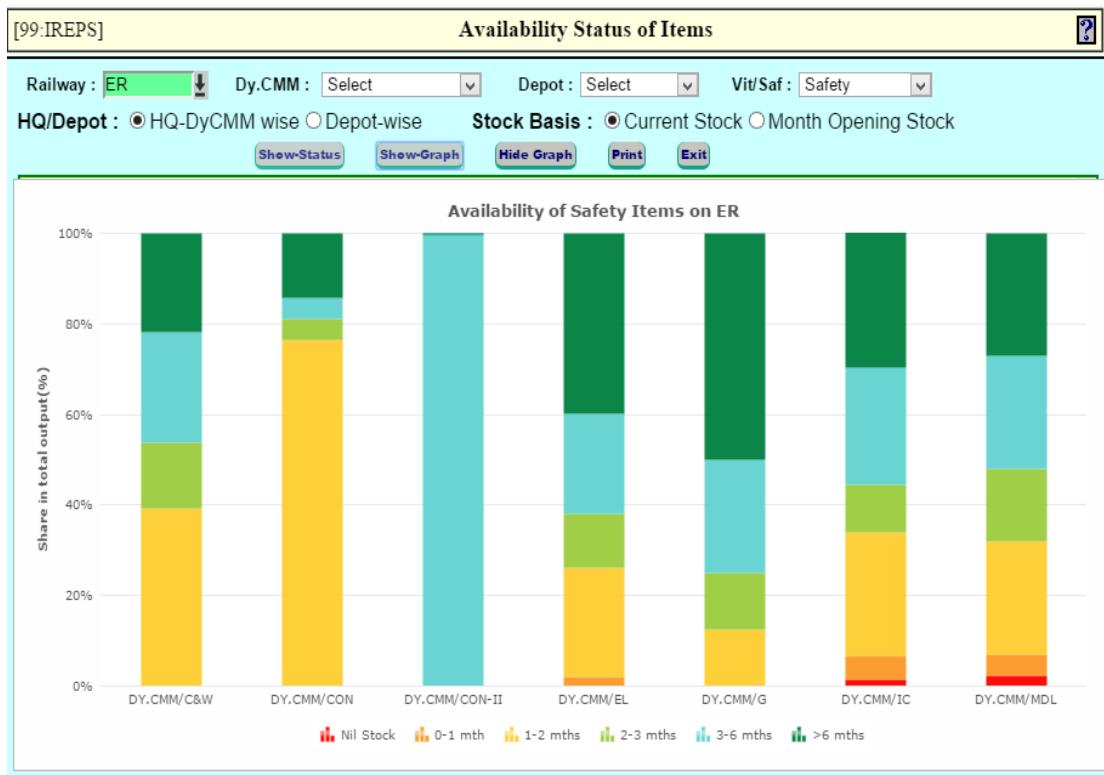
Rly/Depot	PLNo	AAC	Stock	C.Yr	Yr-1	B.A.R.	Unit	L.Iss.Dt.	V/S	Print	Exit
02-ER	42020104	0	0	0	0	switch tumbler 1way 250v 5amp....					
05-NFR	42020104	0	2809	0	0	Switches tumbler, 5 amps 250 Volts, sing...					
11-DBRT		0	241	0	0	70.17	Nos.	11-JAN-12			
66-NJP		0	779	0	0	10.51	Nos.	09-DEC-10			
77-TDH		0	126	0	0	26.59	Nos.	08-AUG-14			
88-KIR		0	1663	0	0	43.14	Nos.	29-FEB-12			
07-SCR	42020104	0	3806	0	400	SWITCHES SINGLE POLE (ISI MARKED) QUICK					
22-G&S/MFT		0	3806	0	400	7.82	Nos.	12-FEB-16			
08-SER	42020104	0	0	0	0	SWITCHES TUMBLER TYPE SINGLE POLE ONE WA...					
09-WR	42020104	0	0	0	0	SWITCH TUMBLER SINGLE POLE ,ONE WAY QUIC...					
11-ECOR	42020104	2342	0	0	0	SWITCHES TUMB 5 AMPS 250VPLTS....					
92-CRW/MCS		2342	0	0	0	6.00	Nos.	17-OCT-07			
15-SWR	42020104	1000	2	0	0	SWITCH TUBLER....					
33-GSD-UBL		1000	2	0	0	12.00	Nos.	26-SEP-14			
21-CLW	42020104	0	0	0	0	SWITCH TUMBLER CP-5AMP-250V....					

Multi purpose list item which enables a User to generate various list of items from a single query based on different parameters and different permutations and combinations.

<input type="checkbox"/> Inactive <input type="checkbox"/> Over Stock <input type="checkbox"/> Nil AAC <input type="checkbox"/> Sub Grp 98 <input type="checkbox"/> Must Change <input checked="" type="checkbox"/> Vital <input checked="" type="checkbox"/> Safety <input type="checkbox"/> Ordinary <input type="checkbox"/> Nil Dues <input type="checkbox"/> Import <input type="checkbox"/> Pas.Amenity <input type="checkbox"/> Indent <input checked="" type="checkbox"/> A Category <input checked="" type="checkbox"/> B Category <input checked="" type="checkbox"/> C Category <input checked="" type="checkbox"/> D Category <input type="checkbox"/> PAC													
Rly :	WR	<input type="button" value="Down"/>	Sec :	ALL	<input type="button" value="Down"/>	Depot :	MX-GSD	<input type="button" value="Down"/>	Ward :	ALL	<input type="button" value="Down"/>	Stk Level :	0 to 99 (mths)
Sr	PL No	Item Description		Vit/Saf	ABC	AAC	STOCK	STK-MM	DUES	LI-DT	LR-DT	Details	
1	40071870	CABLE PVC AL2.5SQMMX3/1.06MM		V	C1	2000	0.000	0	3763	07-APR-16	14-NOV-14	<input type="button" value="Edit"/>	
2	40071911	CABLE PVC, 650/1100V, 6X7/1.06		V	C1	5000	9200.000	22.1	9228	05-AUG-16	23-MAY-15	<input type="button" value="Edit"/>	
3	40071947	Single core aluminium cable 16 sq.mm.		V	C1	4000	5522.000	16.6	0	29-JUL-16	21-JUN-16	<input type="button" value="Edit"/>	
4	40072721	Single core aluminium cable 70 sq.mm.		V	D	0	0.000	0	0	04-APR-14	29-FEB-12	<input type="button" value="Edit"/>	
5	43300455	DRY BATT CELL FOR FLASHLIGHT		V	A	54000	3265.000	0.7	0	09-AUG-16	31-MAR-16	<input type="button" value="Edit"/>	
6	45150321	FITTING SIDE LAMP COACHES		V	B2	15	0.000	0	0	05-JUL-16	24-JUN-16	<input type="button" value="Edit"/>	
7	45154958	TL LAMP GP 24V/20W IS-897 LAT		V	C1	15000	157.000	0.1	19489	28-JUL-16	03-NOV-14	<input type="button" value="Edit"/>	
8	47430400	CARBON BRUSH 24 CARR FAN		V	B2	24000	1782.000	0.9	0	08-AUG-16	19-MAY-16	<input type="button" value="Edit"/>	
9	56114308	CABLE SIG 6 CORE/1.5 SQMM S-63		S	A	12	4.067	4.1	0	31-MAR-16	31-DEC-15	<input type="button" value="Edit"/>	
10	56114382	12 Core X 1.5 sq.mm.Railway Signalling Cable(RDSO)		S	A	6	4.077	8.2	0	30-JUN-16	13-MAY-16	<input type="button" value="Edit"/>	
11	56504548	END POST NYLON 52KG		V	C2	195	29.000	1.8	0	06-AUG-16	03-APR-14	<input type="button" value="Edit"/>	
12	62311529	GALV MILD STEEL 15.MM.		V	B2	2800	2646.000	11.3	0	08-AUG-16	09-FEB-15	<input type="button" value="Edit"/>	
13	74491453	BOLT TOWERS WITH BARREL 150 X		V	C2	450	450.000	12	0	21-JUL-16	18-APR-16	<input type="button" value="Edit"/>	
14	74495859	LOCK PAD GALVD 4 LEVER 40 MM		V	C1	85	0.000	0	0	26-JUL-16	17-SEP-14	<input type="button" value="Edit"/>	
15	75202608	BAG CASH LEATHER 800 X 150 MM		V	C1	250	16.000	0.8	565	16-JUN-16	24-APR-15	<input type="button" value="Edit"/>	
		FYF PROTECTION GLASS FILTER											

Availability status at HQ 9Dy.CMM wise and depot wise)

Availability Status of Items																					
Railway : ER				Dy.CMM :	Select	Depot :	Select	Vit/Saf :	Safety												
HQ/Depot :				<input checked="" type="radio"/> HQ-DyCMM wise	<input type="radio"/> Depot-wise	Stock Basis :				<input checked="" type="radio"/> Current Stock	<input type="radio"/> Month Opening Stock										
Show-Status	Show-Graph	Hide Graph	Print	Exit																	
Date: 08/08/16																					
Eastern Railway Comparative Position of Availability of Safety Items																					
Officer	Sec	No. of Items	%age Availability >1m stock	Nil-Stock	0 to 1 mth	1 to 2 mths	2 to 3 mths	3 to 6 mths													
DY.CMM/C&W	11	41	100.00	0	0	16	6	10													
	Total	41	100.00	0	0	16	6	10													
DY.CMM/CON	12	5	100.00	0	0	3	0	1													
	14	16	100.00	0	0	13	1	0													
	Total	21	100.00	0	0	16	1	1													
DY.CMM/CON-II	08	2	100.00	0	0	0	0	2													
	Total	2	100.00	0	0	0	0	2													
DY.CMM/EL	10	35	100.00	0	0	8	4	7													
	20	15	93.33	0	1	4	2	4													
	Total	50	98.00	0	1	12	6	11													
DY.CMM/G	02	4	100.00	0	0	1	0	0													
	05	2	100.00	0	0	0	0	1													
	06	2	100.00	0	0	0	0	1													



Availability (depot wise)

[99:IREPS] Availability Status of Items [?]

Railway : ER Dy.CMM : Select Depot : Select Vit/Saf : Safety

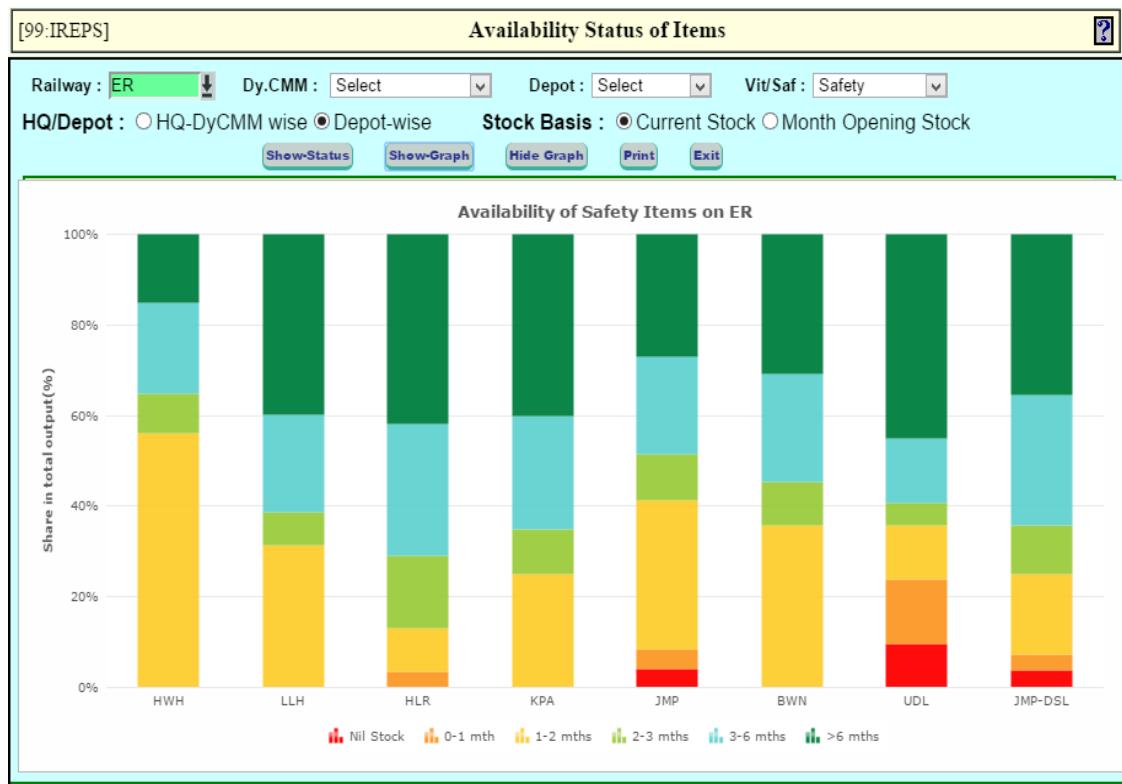
HQ/Depot : HQ-DyCMM wise Depot-wise Stock Basis : Current Stock Month Opening Stock

Show-Status Show-Graph Hide Graph Print Exit

Date: 08/08/16

Eastern Railway
Comparative Position of Availability of Safety Items

Depot	Ward	No. of Items	%age Availability >1m stock	NUMBER OF ITEMS BASED ON STOCK LEVEL				
				Nil-Stock	0 to 1 mth	1 to 2 mths	2 to 3 mths	3 to 6 mths
01-HWH	01	16	100.00	0	0	13	1	0
	03	91	100.00	0	0	53	7	18
	06	1	100.00	0	0	0	0	1
	08	2	100.00	0	0	0	1	1
	09	6	100.00	0	0	1	0	1
	11	4	100.00	0	0	1	1	2
	12	5	100.00	0	0	2	1	2
Total		125	100.00	0	0	70	11	25
02-LLH	01	16	100.00	0	0	4	0	5
	02	118	100.00	0	0	32	9	27
	03	5	100.00	0	0	0	1	1
	04	1	100.00	0	0	0	0	0
	09	18	100.00	0	0	10	2	2



Register for HQ Purchase sections:

[99:IREPS] Registers for HQ Module

Railway: WR Pur.Section : 03 Register type : Demands

Period From : 01-AUG-16 To : 06-AUG-16 Stock/NS : Stock

Show Register Exit

Demand Register Hide Print

WESTERN RAILWAY DEMAND REGISTER (Stock) FOR THE PERIOD 01-AUG-16 to 06-AUG-16 Section: 03 Date: 06/08/16

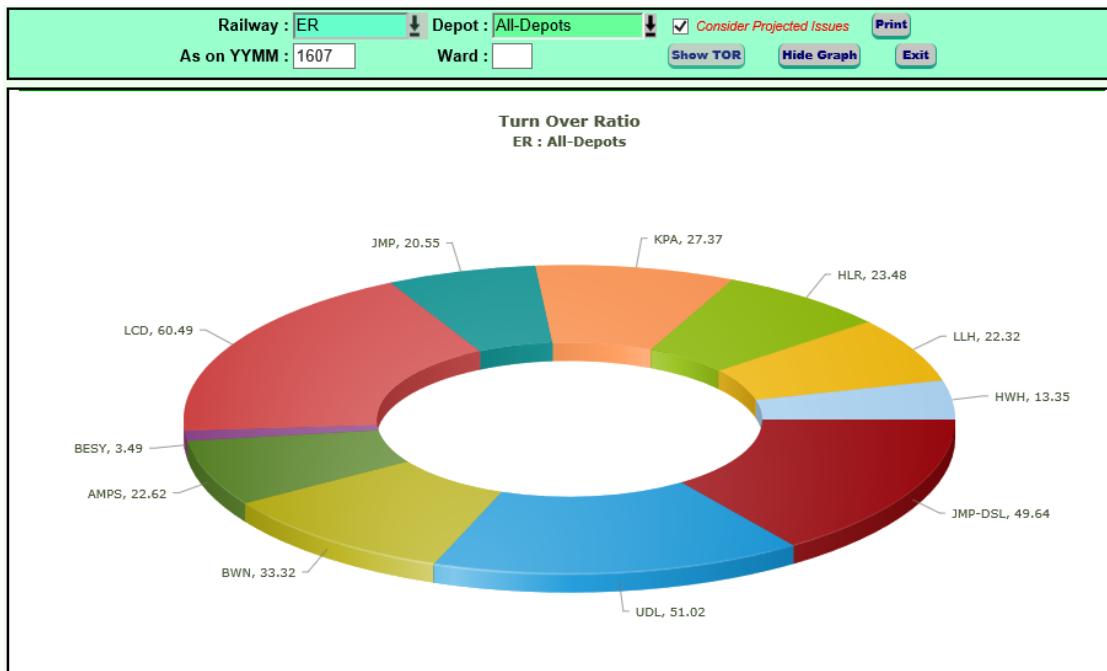
Sr.	Regn.No. Date	Demand No. Date	Type Catg.	Consignee/Depot	P.L No. Allocation	Item Description	Quantity	Value
1	7345702 01-AUG-16	16064586 07-JUN-16	SRM	01 : AMM (G) MAHALAXMI	91110166	Seal Lead Circular 17.5 MM Dia as per IS-13923.	1438 Hundred Nos.	232898
2	7345703 01-AUG-16	16064587 07-JUN-16	SRM	21 : Dy.CMM (GS) SABARMATI	91110166	Seal Lead Circular 17.5 MM Dia as per IS-13923.	12958 Hundred Nos.	2164375

IMMS-CRIS

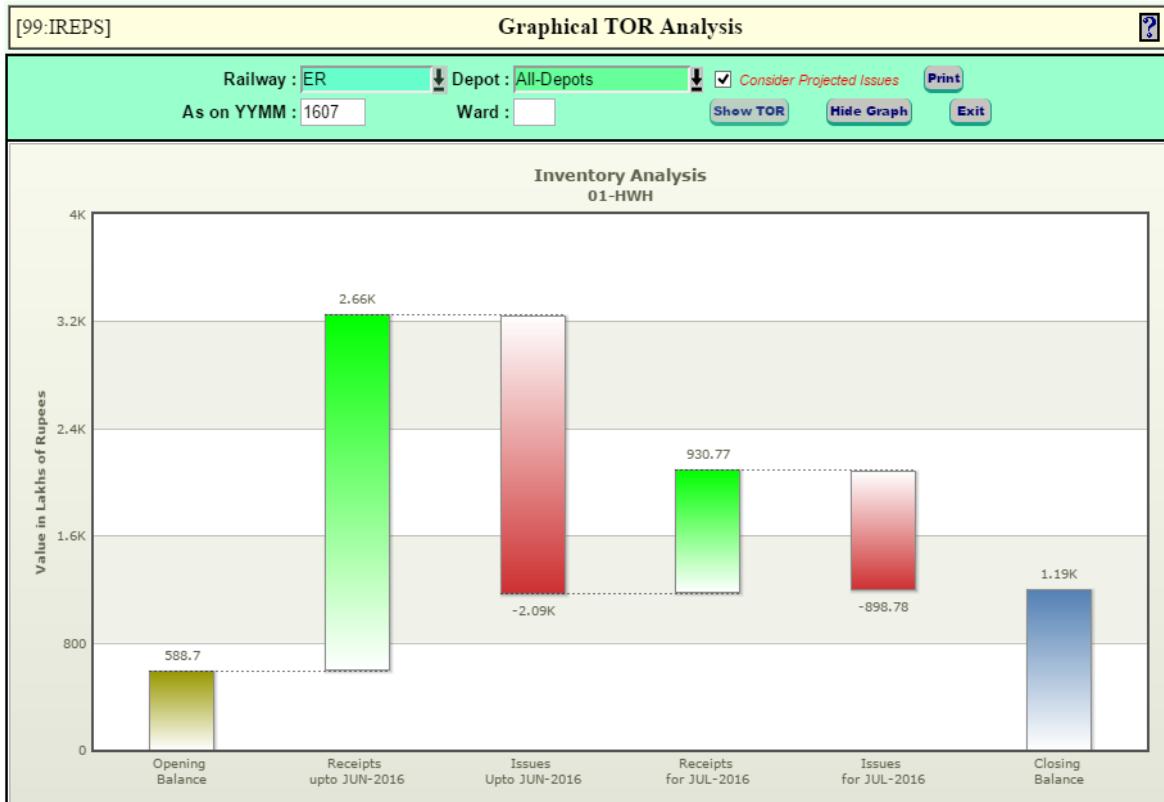
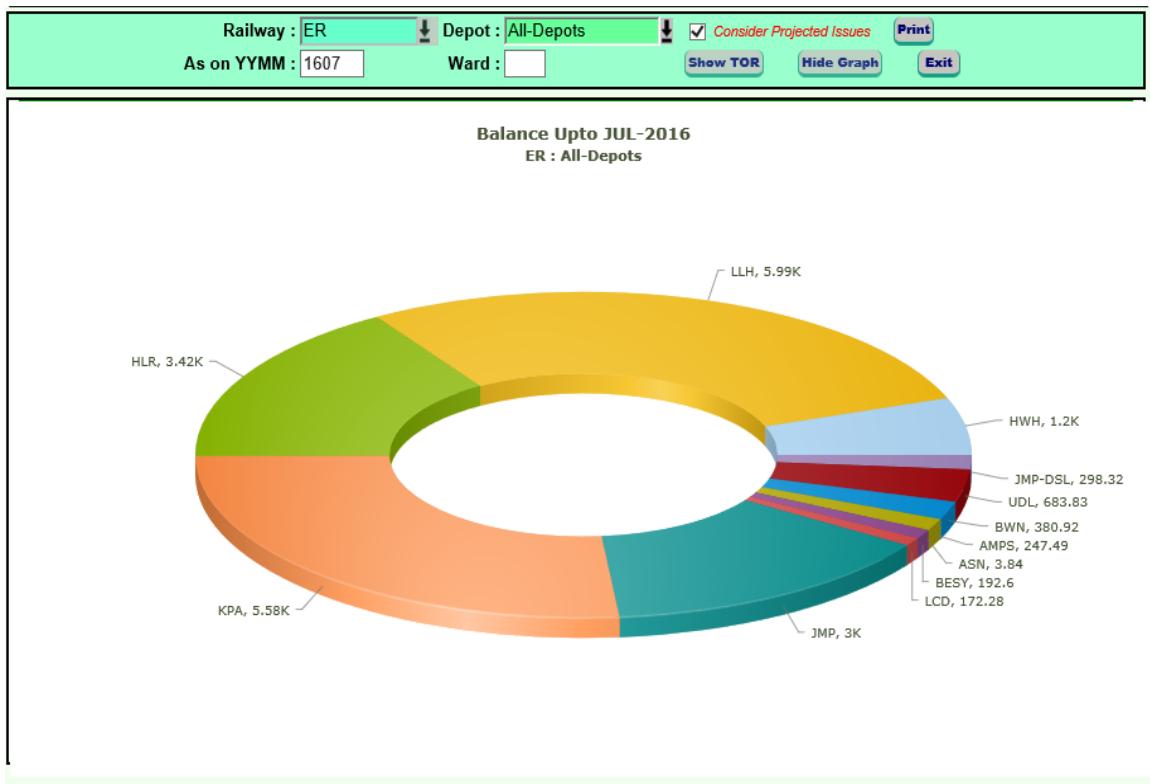
Inventory report with graphical analysis:

Graphical TOR Analysis																
Railway : ER		Depot : All-Depots		<input checked="" type="checkbox"/> Consider Projected Issues		Print										
As on YYMM : 1607		Ward :		Show TOR		Hide Graph		Exit								
Date: 06/08/16										ER : All-Depots						
Statement of Receipt, Issue and Balances (Values in Lakh Rs.)																
Depot	Upto JUN-2016			For the Month of JUL-2016			Upto the Month of JUL-2016			T.O.R.						
	Receipt	Issue	Balance	Receipt	Issue	Receipt	Issue	Prj.Iss	Balance							
HWH	2662.96	2091.55	1160.11	923.81	898.78	3586.77	2990.33	8971.00	1197.62	13.35						
LLH	8946.66	5049.63	6152.62	3810.70	3891.91	12757.36	8941.54	26824.63	5987.18	22.32						
HLR	4761.28	3520.18	3131.51	1414.76	1341.85	6176.04	4862.03	14586.09	3424.77	23.48						
KPA	6990.39	4116.10	4974.76	3321.51	2684.28	10311.90	6800.37	20401.12	5584.71	27.37						
JMP	4115.58	2102.81	4099.82	1755.32	2771.61	5870.90	4874.42	14623.26	3004.36	20.55						
LCD	145.52	30.52	167.58	55.57	64.42	201.08	94.94	284.81	172.28	60.49						
BESY	1475.94	1467.10	171.98	393.88	372.81	1869.83	1839.92	5519.75	192.60	3.49						
ASN	0.00	0.00	2.73	0.00	0.00	0.00	0.00	0.00	3.84	-						
AMPS	426.88	223.15	334.31	61.16	141.48	488.05	364.63	1093.89	247.49	22.62						
BWN	358.63	236.06	439.69	75.20	145.01	433.83	381.07	1143.20	380.92	33.32						
UDL	412.57	254.86	682.83	125.44	191.94	538.01	446.81	1340.42	683.83	51.02						
JMP-DSL	238.17	134.82	295.76	69.44	65.52	307.61	200.33	601.00	298.32	49.64						
Total:	30534.58	19226.77	21613.70	12006.78	12569.61	42541.36	31796.39	95389.16	21177.91	22.20						

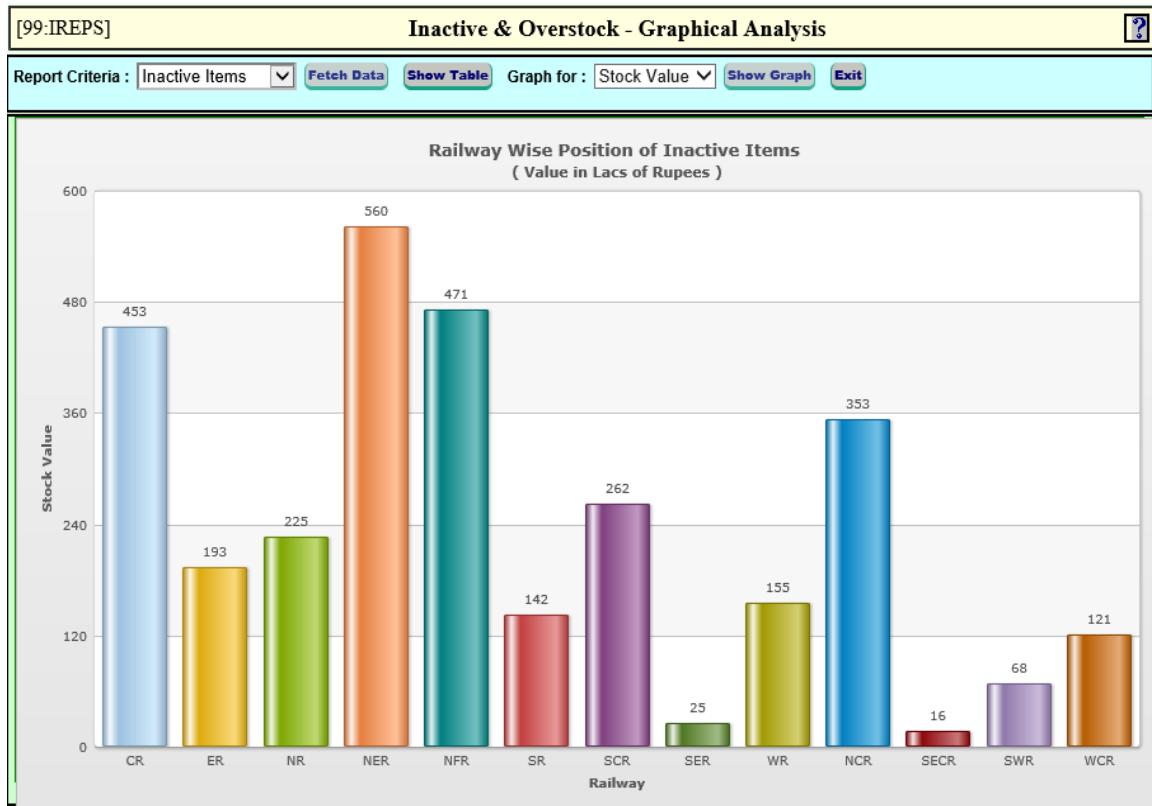
Graphical Analysis of Inventory Report:



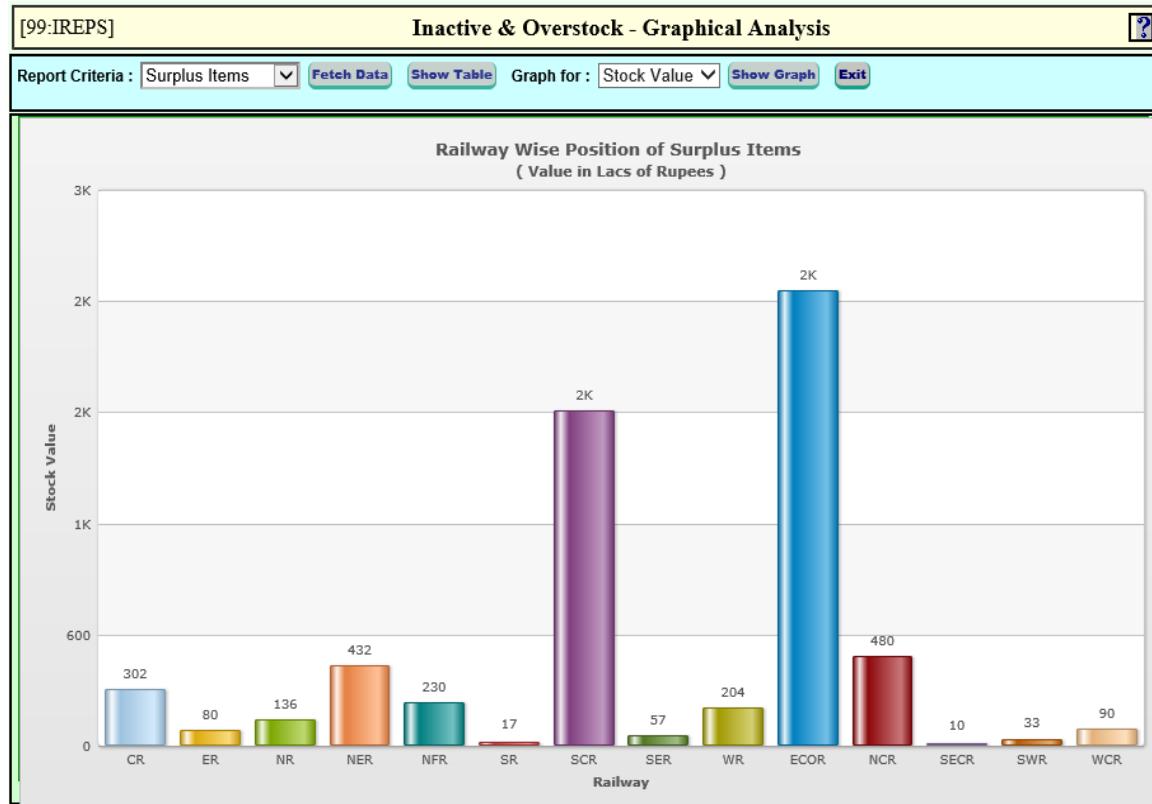
Depot wise Balances:



Graphical Analysis of Railway wise Inactive and Overstock items:



Graphical analysis of Railway wise surplus items:



Statement of Pending Tenders:

[99:IREPS]		Statement of Pending Tenders										
Show Report Parameters												
Railway	ALL-RAILWAY	Date-Option	<input type="radio"/> Today	<input checked="" type="radio"/> This Month	<input type="radio"/> This Financial Year							
Date From	01-AUG-16	Date To	06-AUG-16	TC/Non-TC	All Cases							
Officer	Select	List Type	Closing Balance	Sort	Date-wise							
<input checked="" type="checkbox"/> Show Average Time Taken for Due Date from <input type="text"/>												
<input type="button" value="Exit"/> <input type="button" value="Show List"/> <input type="button" value="Statistics"/>												

Summary of Tender Decision Status												Print	Hide	
06/08/16 Summary Status of Finalization of Tenders [ALL-RAILWAY]														
Officer	Age-wise Breakup of Pending Cases											% cases	Repl.Date	
	O.B.	Recd	Decided	RT/Drop	C.B.	<=30 days	31-60 days	61-90 days	>90 days	>60 days	>60days			
	CR	875	167	85	6	957	414	138	92	313	405	42.32	05/08/16	
	ER	1077	31	20	1	1088	329	158	128	473	601	55.24	01/08/16	
	NR	770	158	0	0	928	585	205	59	79	138	14.87	05/08/16	
	NER	759	6	2	0	763	47	27	24	665	689	90.30	04/08/16	
	NFR	716	84	18	0	782	279	86	82	335	417	53.32	05/08/16	
	SR	952	96	37	3	1011	295	190	102	424	526	52.03	05/08/16	

9.0 Miscellaneous

9.1 Reset Password using Digital Signing Certificate (DSC):

In case the User forgets the login password, it can be rest from the front end using the Change Password button as shown here.

To reset the password, User should enter his/her user ID and click on the button.

System will ask for the new password from the User. After entering new password, digital signature certificate should be selected and signed. The new Password will be created and saved in the system. User then can login to system with the newly created Password.

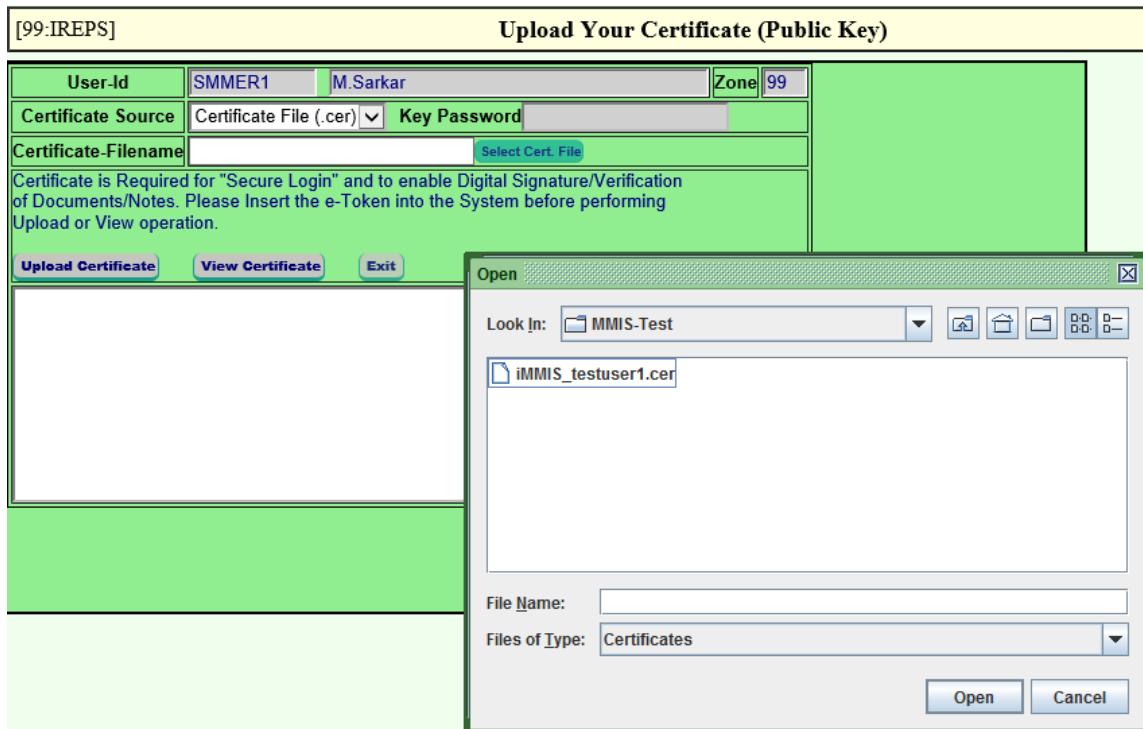
Application Login	
User ID	SYSADM99
Password	<input type="password"/>
Login Exit	

Change Password Using your Digital Certificate

Change Password using Certificate	
User ID	SYSADM99
New Password	<input type="password"/>
Re-Enter New Password	<input type="password"/>
<small>[Password should be minimum 6 characters long and must contain some alphabets, some digits and special characters]</small>	
Select Certificate & Change Password	Cancel

9.2 Change Digital Signing Certificate:

User can update the signing certificate through the system till the old one is valid. Supposing a User receives new renewed digital signature before expiry of the old one, then the new certificate can be updated by the User. To do so, User should log in to system with his/her current digital signature in use. Then go to Action menu at the extreme left in the home page after log in. The Cert.Upload menu will call the relevant form. User may extract the public key of the digital signature from his/her new e-token or can upload the certificate file directly if the public key of the new digital signature has already been created and stored in some location in the computer.



In case where the validity of the current digital signature has expired, User should send the public key of the new digital signature to the zonal System Administrator (in case of HQ unit) or to Depot Admin (for Depot officials) who can update the public key of the Users under him/her.

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