

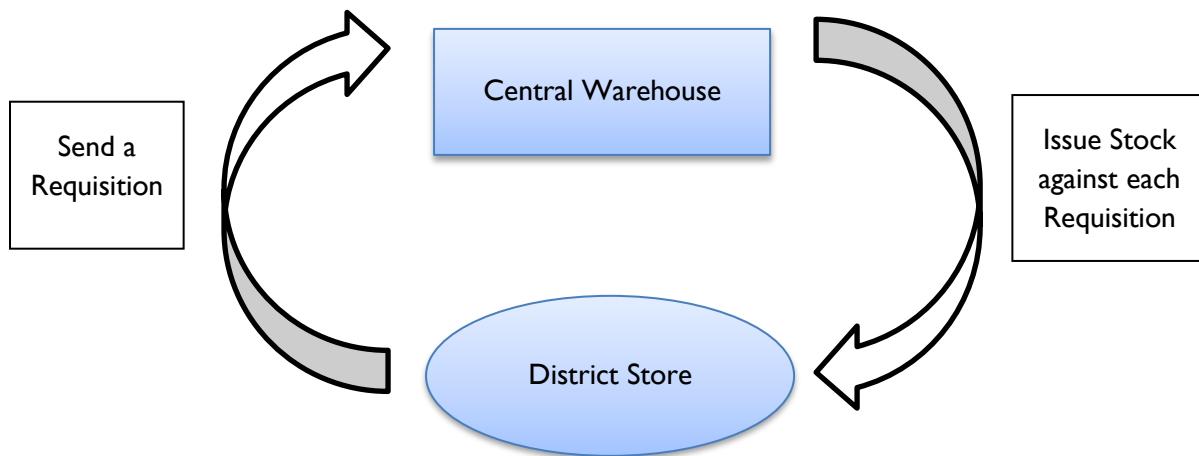
# Requisitions

This guide explains the requisition process using Contraceptive Logistics Management Information system.



EDO (H) uses the Stock Requisitions form to request commodities from CW&S. EDO (H) staff prepares this requisition form on a quarterly basis in consultation with the storekeeper. This form indicates the stock status and consumption during the quarter and indicates the quantity request for each contraceptive being used in respective districts.

The district store users were required to fill out Requisition (CLR-6) based on the previous consumption of that district and submit to the Central Warehouse. However, in Release-2 of cLMIS, Requisition (CLR-6) is auto generated using previous consumption trends for the required quantity of products for the next quarter.

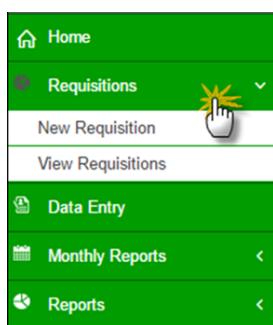


## New Requisition

The New Requisition (CLR-6) auto-fills the fields by using previous consumption data of a district in a selected quarter. This form was previously filled by the requester. District users can create requisitions and electronically submit them to the central warehouse. These requisitions will be reviewed by the central warehouse management and stock will be issued as per availability and approved.

To create a new requisition:

- I. Click Requisition in the side-menu.



2. Specify the **Year** and **Ending Month**, and then click **Create**.

New Requisition (3 Months)																	
Year	Ending Month	Requisition Period															
2019	January	Feb-2019 to Apr-2019 <div style="float: right; border: 1px solid orange; padding: 2px; margin-right: 10px;">Create</div>															
<b>Contraceptive Requisition Form</b> (For PWD District Attack)																	
CLR-6 For Feb-2019 to Apr-2019 Requisition No: TEMP Requisition Date: 03/04/2019																	
S. No.	Description	Condoms		Oral Pills		IUD		Injectables		Implant							
		<input checked="" type="checkbox"/>	Condom	<input checked="" type="checkbox"/>	POP	<input checked="" type="checkbox"/>	ECP	<input checked="" type="checkbox"/>	COC	<input checked="" type="checkbox"/>	Copper-T-380A	<input checked="" type="checkbox"/>	3-Month Inj	<input checked="" type="checkbox"/>	Implanon	<input checked="" type="checkbox"/>	Jadelle
<b>Part - A (To be filled by Requester)</b>																	
A-1	Consumption During Last Quarter	0	0	0	0	0	0	0	0	0	0						
A-2	Stock at the end of last quarter at district Store	-8,712,690	2,000	-9,525	-160,981	-48,723	-77,237	0	0	0	0						
A-3	Stock at the end of last quarter at Service Delivery Points	0	0	0	0	0	0	0	0	0	0						
A-4	Total Stock Available (A2+A3)	-8,712,690	2,000	-9,525	-160,981	-48,723	-77,237	0	0	0	0						
A-5	Desired stock level for 2 quarters (A1x2)																
A-6	Replenishment Requested (A5-A4)	8,712,690	2,000	-9,525	-160,981	-48,723	-77,237	0	0	0	0						
A-7	Quantity Actually Required	0	0	9,525	160,981	48,723	77,237	0	0	0	0						
A-8	Remarks (Max 500 Chars.)	<div style="border: 2px solid red; padding: 5px; width: 100%; height: 100%;">Specify quantity for each product here...</div>															
<b>Part - B (To be filled at warehouse)</b>																	
1	Quantity Approved																
2	Relevant Issue Voucher																
<div style="float: right; border: 1px solid orange; padding: 2px; margin-right: 10px;">Save</div> <div style="float: right; border: 1px solid orange; padding: 2px; margin-right: 10px;">Print</div>																	
Name: _____					Signature: _____												
Designation: _____					Date: _____												

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3. In A-8, Specify the quantity for each product to be requisitioned.

4. Click **Save** or Print.

## View Requisition

District users can also view a comprehensive list of requisition requests placed to the central warehouses. Details of each requisition will also be available for District users to view.

Use the filters to make selections and then click **Search**.

**Requisition Search**

Province	District	Status
Punjab	Attock	All
Requested On (From)	Requested On (To)	Requisitions #
01/06/2018	03/04/2019	

**Specify Filter options  
and then click  
Search.**

**Requisitions**

Sr. No.	Requisition No.	Created By	From	To	Store Name	Requested On	Status	Issue Vouchers	Action
1	RQ18071596	Farrukh Afaq Siddiqui	Jul-2018	Sep-2018	Attock District Store (DPWO)	03/07/2018 12:30:18 PM	Hard Copy Issued	I18070022	<a href="#">View</a>

Showing 1 to 1 of 1 entries

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