# **Add Category**



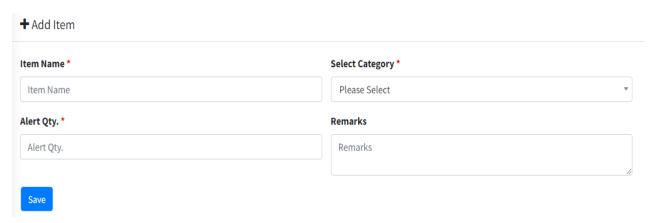
Category Name: Name of category.

Category Code: Code of category.

Remarks: Remarks

**Save:** After entering all data in the respective field, click the save button.

# Add Item



Item Name: Name of item.

**Select Category:** Select category name by clicking the drop-down arrow at the right side of the category name.

Alert Qty: Quantity of item.

Remarks: Remarks

**Save:** After entering all data in the respective field, click the save button.

# **Add Purchase**

r Auu r	urchase									
Purchase No/ Receipt No *  Purchase No/ Receipt No					Purchase Date *					
					26/05/2024					
nvoice No	o *				Invoice Date *					
Invoice No					26/05/2024	26/05/2024				
Purchase	Type *									
Select					•					
Gelect Product * Qty * Unit Price *					Total Price *	Total Price * Expiry Date				
Please S	Please Select ▼ Qty		Unit Price		Total Price	26/05/2024	add			
#SL	Item Name		Qty	Unit Price	Total Price	Expiry Date	Action			
	Total									
hallan Co	NPW .									
	le No file chos	en								
Remarks										
Remarks										
Save										

Purchase No/ Receipt No: Number of purchase or receipt.

**Purchase Date:** Select purchase date by clicking the drop-down at the date field of the purchase date.

**Invoice No:** Number of invoice.

**Invoice Date:** Select invoice date by clicking the drop-down at the date field of the invoice date.

**Purchase Type:** Select purchase type by clicking the drop-down arrow at the right side of the purchase type.

**Select Product:** Select product by clicking the drop-down arrow at the right side of the product.

**Qty:** Quantity of product.

**Unit Price:** Price of per unit.

**Total Price:** Price of total.

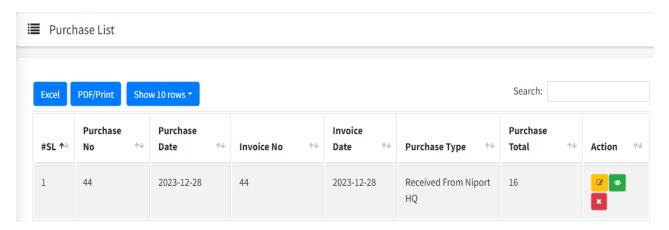
**Expiry Date:** Expire date of product.

**Add:** After entering all data in the respective field, click the add button.

Challan Copy: Attach the challan copy.

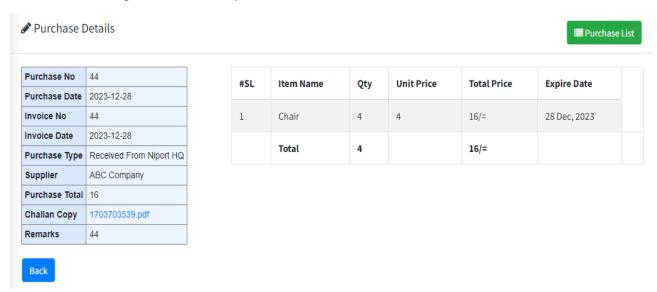
Remarks: Remarks.

**Save:** After entering all data in the respective field, click the save button.



Display of the purchase list.

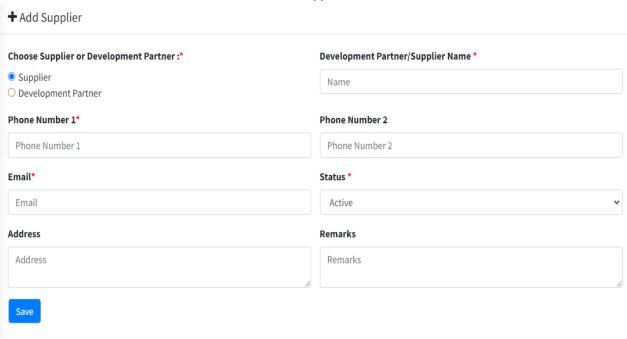
Search: After entering one data in the respective field.



Display of purchase details.

Back: Return to the previous page.

# **Add Supplier**



Choose Supplier or Development Partner: Choose the supplier or development partner in the two options.

**Development Partner/Supplier Name:** Name of development partner or supplier.

Phone Number 1: phone number.

Phone Number 2: If have the 2nd phone number.

Email: Name of email account.

**Status:** Select status by clicking the drop-down arrow at the right side of the status.

Address: Name of address.

Remarks: Remarks.

**Save:** After entering all data in the respective field, click the save button.

# **Add Distribution**

<b>♣</b> Add Di	stribution									
ssue No *				Issue Date *						
NIPi1011					26/05/2024					
iscal Year	*			Budget Typ	e <b>*</b>					
Please Se	elect		*	Please Select						
Item Label *		Category Code *	Item Nam	e *	Qty * Issue to *					
NIP/1620501		Please Select ▼ Pleas		e Select ▼ Qty		Please Select ▼		Add		
#SL	Item Code	Category Code		Item Name		Qty	Issue to	Action		
Remarks										
Remarks										
Save										

**Issue No:** Number of issue number is auto generate.

**Issue Date:** Select issue date by clicking the drop-down at the date field of the issue date.

**Fiscal year:** Select fiscal year by clicking the drop-down arrow at the right side of the fiscal year.

**Budget type:** Select budget type by clicking the drop-down arrow at the right side of the budget type.

**Item Label:** Name of item label is auto generate.

Category Code: Select category code by clicking the drop-down arrow at the right side of the category code.

Item Name: Select item name by clicking the drop-down arrow at the right side of the item name.

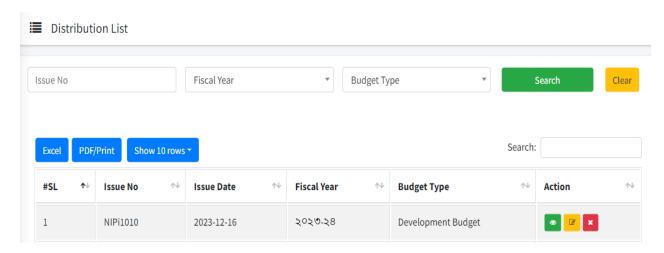
Qty: Quantity of item.

**Issue to:** Issue to room or person against choose the option.

**Add:** After entering all data in the respective field, click the add button.

Remarks: Remarks.

Save: After entering all data in the respective field, click the save button.



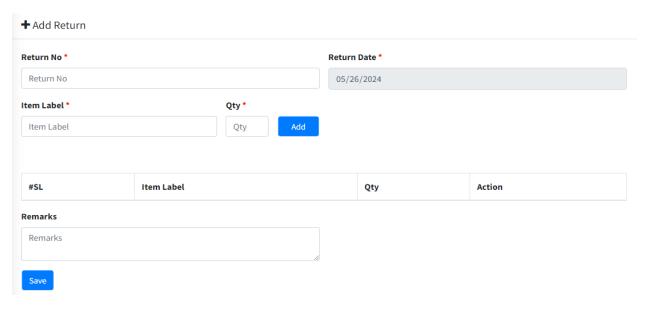
Display of the distribution list.

**Search:** After entering one data in the respective field.



Display of distribution details.

#### **Add Return**



**Return No:** Number of return number is auto generate.

Return Date: Select return date by clicking the drop-down at the date field of the return date.

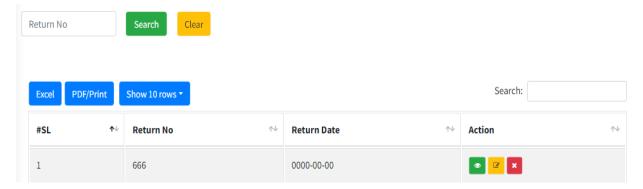
Item Label: Name of item label.

**Add:** After entering all data in the respective field, click the add button.

**Qty:** Quantity of item.

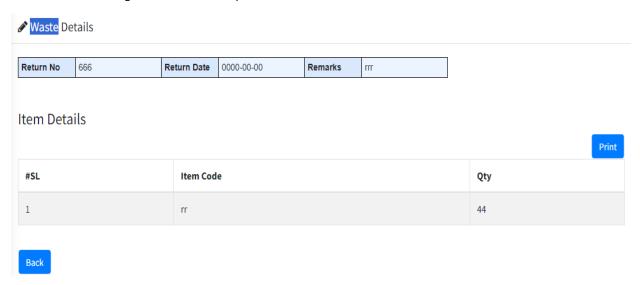
Remarks: Remarks.

**Save:** After entering all data in the respective field, click the save button.



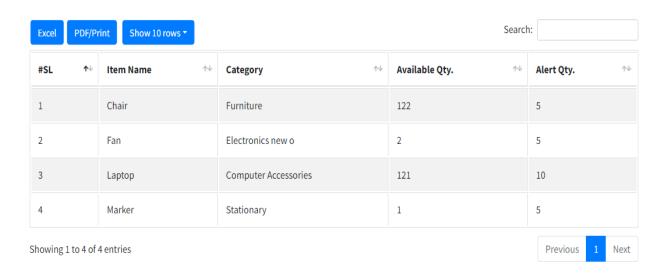
Display of the return list.

**Search:** After entering one data in the respective field.



Display of the return details.

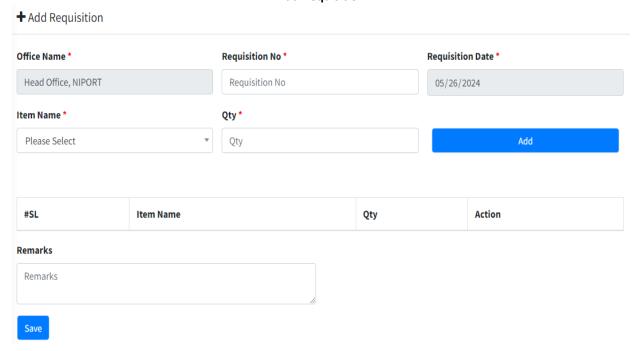
Back: Return to the previous page.



Show the stock list.

**Search:** After entering one data in the respective field.

#### **Add Requisition**



Office Name: Name of the office name.

Requisition No: Name of the requisition number.

Requisition Date: Select requisition date by clicking the drop-down at the date field of the requisition date.

Item Name: Select item name by clicking the drop-down arrow at the right side of the item name.

Qty: Quantity of item.

**Add:** After entering all data in the respective field, click the add button.

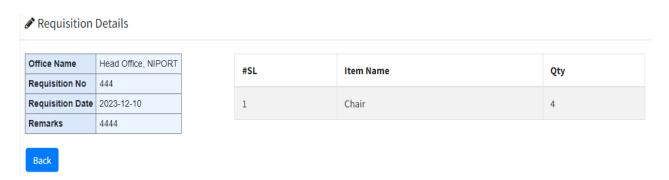
Remarks: Remarks.

**Save:** After entering all data in the respective field, click the save button.



Show the requisition list.

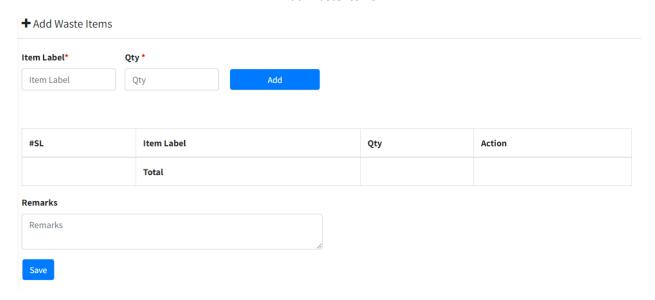
**Search:** After entering one data in the respective field.



Show the requisition details.

Back: Return to the previous page.

# **Add Waste Items**



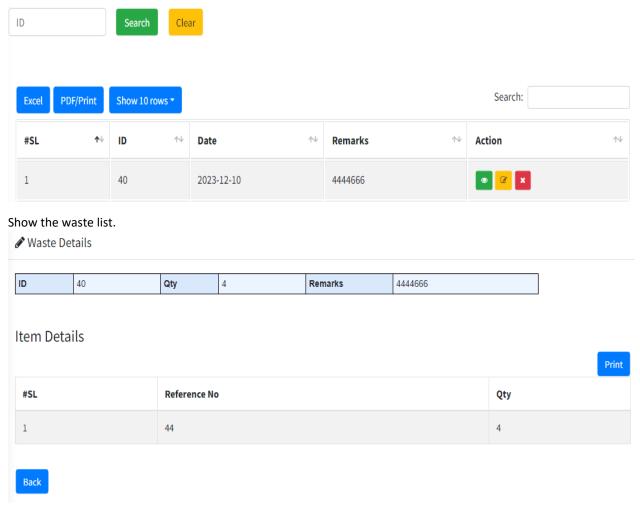
Item Name: Name of item.

Qty: Quantity of item.

**Add:** After entering data in the respective field, to add button click.

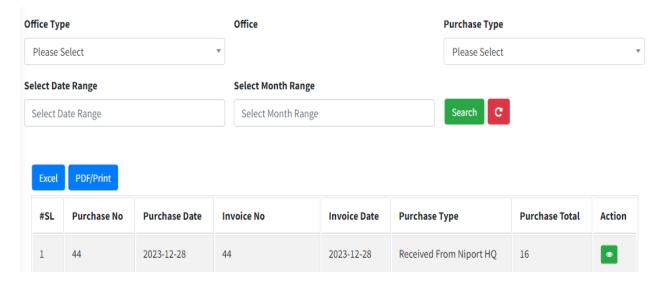
Remarks: Remarks.

Save: After entering all data in the respective field, to save button click.



Show waste details.

Back: Return to the previous page.



**Purchase Report** 

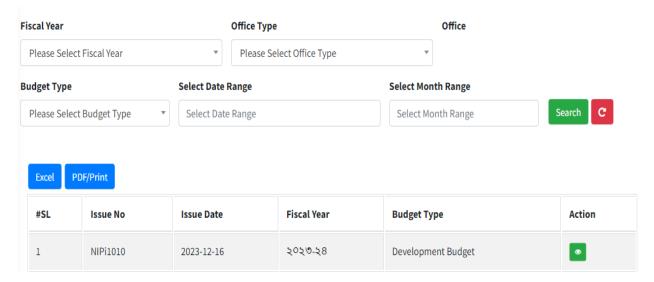
Office Type: Select office type by clicking the drop-down arrow at the right side of the office type.

**Purchase Type:** Select purchase type by clicking the drop-down arrow at the right side of the purchase type.

Select Date Range: Select date by clicking the drop-down arrow at the right side of the date range.

Select Month Range: Select month by clicking the drop-down arrow at the right side of the month range.

**Search:** After entering all data in the respective field, click the search button.



#### **Distribution Report**

Fiscal Year: Select- fiscal year by clicking the drop-down arrow at the right side of the year.

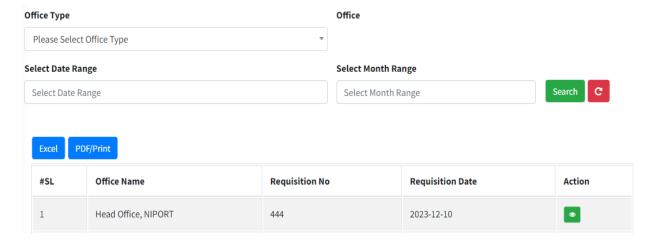
Office Type: Select- office type by clicking the drop-down arrow at the right side of the office type.

Budget Type: Select- budget type by clicking the drop-down arrow at the right side of the budget type.

**Select Date Range:** Select- date range by clicking the drop-down arrow at the right side of the date.

**Select Month Range:** Select month range by clicking the drop-down arrow at the right side of the month.

**Search:** After entering all data in the respective field, click the search button.



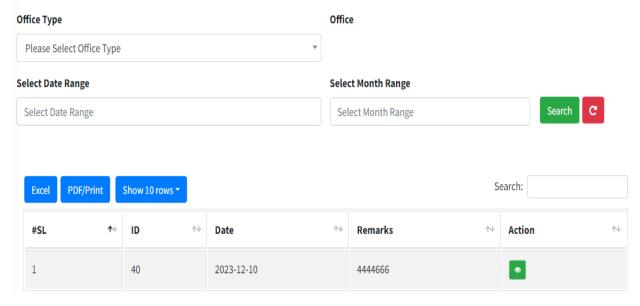
#### **Requisition Report**

Office Type: Select office type by clicking the drop-down arrow at the right side of the office type.

Select Date Range: Select date range by clicking the drop-down arrow at the right side of the date.

Select Month Range: Select month range by clicking the drop-down arrow at the right side of the month.

**Search:** After entering all data in the respective field, click the search button.



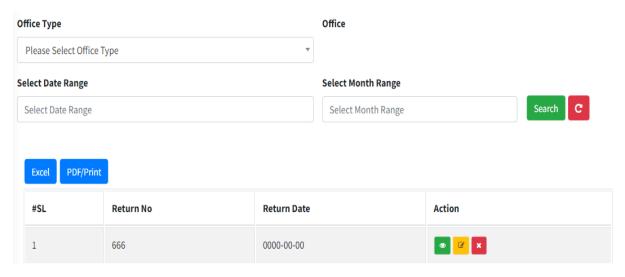
#### Waster Report

Office Type: Select office type by clicking the drop-down arrow at the right side of the office type.

Select Date Range: Select date range by clicking the drop-down arrow at the right side of the date.

Select Month Range: Select month range by clicking the drop-down arrow at the right side of the month.

**Search:** After entering all data in the respective field, click the search button.



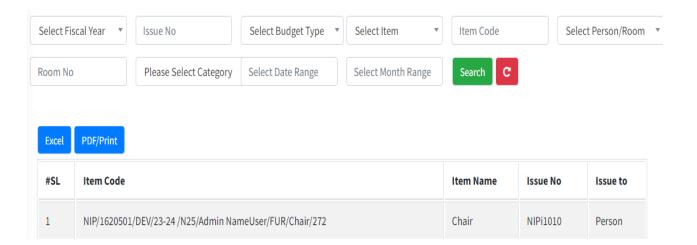
Return Report

**Office Type:** Select office type by clicking the drop-down arrow at the right side of the office type.

**Select Date Range:** Select date range by clicking the drop-down arrow at the right side of the date.

Select Month Range: Select month range by clicking the drop-down arrow at the right side of the month.

**Search:** After entering all data in the respective field, click the search button.



#### Item Track Report

Select Fiscal Year: Select fiscal year by clicking the drop-down arrow at the right side of the year.

Issue No: Number of issue number.

**Budget Type:** Select budget type by clicking the drop-down arrow at the right side of the budget type.

**Select item:** Select item by clicking the drop-down arrow at the right side of item.

Item code: Code of item code.

**Select Person/Room:** Select person or room by clicking the drop-down arrow at the right side person or room.

**Room No:** Number of room number.

Select Category: Select category name by clicking the drop-down arrow at the right side of the category name.

Select Date Range: Select date range by clicking the drop-down arrow at the right side of the date.

**Select Month Range:** Select month range by clicking the drop-down arrow at the right side of the month.

**Search:** After entering all data in the respective field, click the search button.