

Training Manual

[National Disaster Management Authority - NDMA]

[Chemonics - Pakistan]

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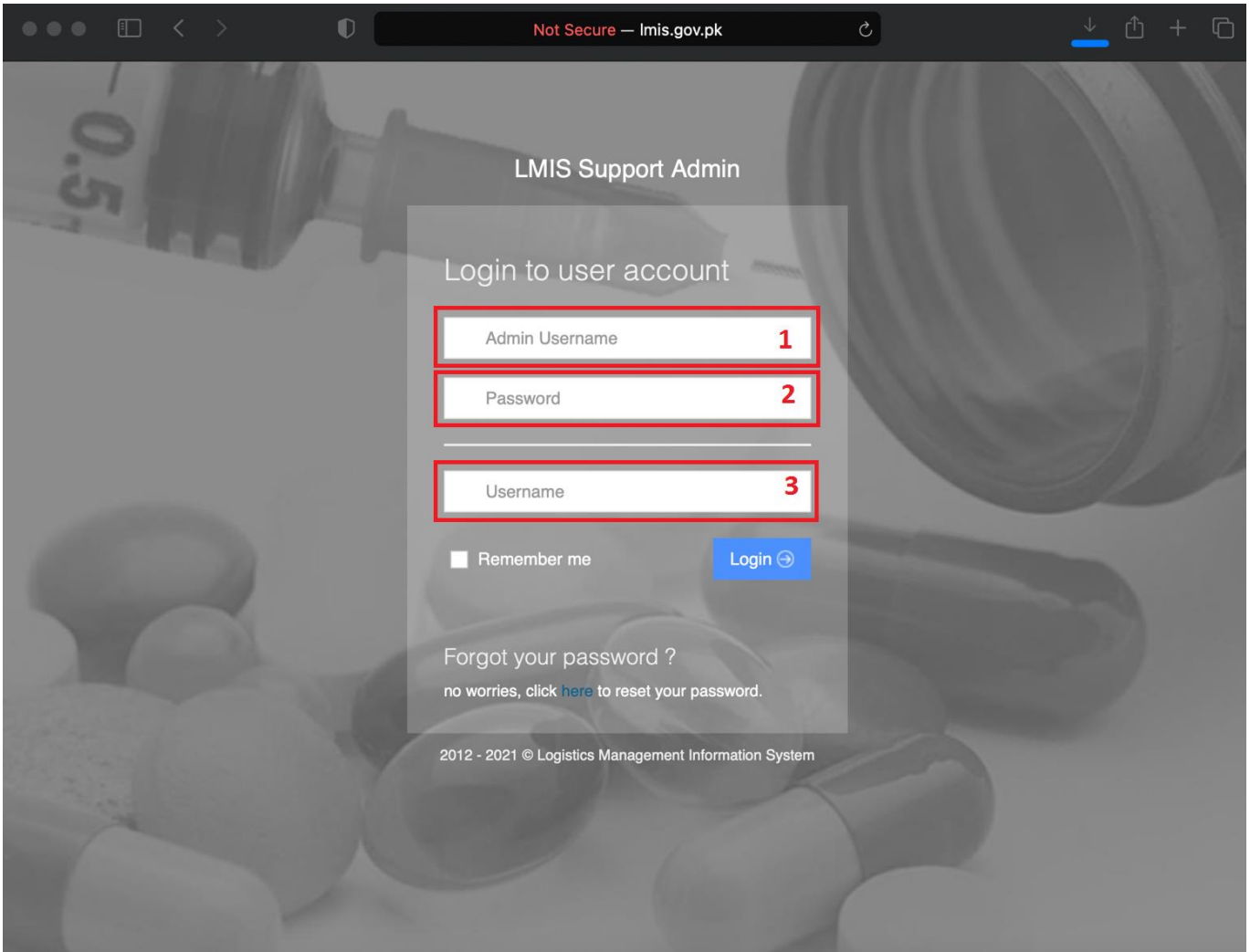
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1. CREDENTIAL SCREEN



2. HOMEPAGE

NDMA
National Disaster Management Authority

Training Videos


Feedback! GIS Ventilator Map POs Delivering Soon NDMA Central Store

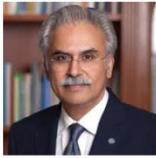
WELCOME
NDMA Central Store


Home Page
Inventory Management
Gate Pass
Procurement Module
Reports
Configurations

Welcome: NDMA Central Store

NDMA - Management Information System
Pakistan Logistics Management Information System

 Prime Minister Imran Khan has given the fellow countrymen a five-point plan to fight the war against novel coronavirus which has infected at least 237 people amid fears of a larger outbreak. He said: "We as a nation need to win this war against coronavirus". He asked the people to adopt five precautionary measures to overcome the highly contagious disease.

 Special Assistant to the Prime Minister on Health Dr Zafar Mirza said that people should not panic and instead focus on the positive aspect of the situation. "Ninety-seven to 98% of the people who are infected with the coronavirus recover.

 National Disaster Management Authority (NDMA) is the lead agency at the Federal level to deal with the whole spectrum of Disaster Management activities. It is the executive arm of the National Disaster Management Commission (NDMC) which has been established under the Chairmanship of the Prime Minister as the apex policy making body in the field of Disaster Management. In the event of a disaster, all stakeholders including Government Ministries/Departments/Organizations, Armed Forces, INGOs, NGOs, UN Agencies work through and form part of the NDMA to conduct one window operations.

3. INVENTORY MANAGEMENT

3.1. Stock Receiver (Supplier)

Inventory management is the main feature of this system. In order to receive stock from the supplier, below form needs to be filled. Where the receiver will enter the details of the stock and do the physical inspection about the product and save it in the system and therefore the inventory will be maintained.

The screenshot shows the 'Stock Receive (From Supplier)' form in the NDMA Central Store system. The form is organized into several sections:

- Receipt Information:** Receipt No., Ref. No./ Shipment No., Receiving Date & Time (16/06/2021 10:51 AM), and Physical Inspection (NA).
- Source and Shipment Details:** Source Type* (WMS field), Shipment Mode* (WMS field), Event*, and Attachment (Choose File, no file selected).
- Product and Supplier Information:** Received From (Funding Source)*, Product*, and Supplier/Manufacturer*.
- Inventory Details:** Batch No./Lot No.* (NA), Expiry date* (16/06/2026), and Unit Price (PKR) (0.00).
- Final Entry:** Quantity*, Amount, and Remarks.

Navigation and utility elements include a sidebar menu with options like Home Page, Inventory Management, and Stock Receive (Supplier). The top header features the NDMA logo, a feedback link, GIS Ventilator Map, POs Delivering Soon, and a Training Videos icon.

3.2. Stock Receive Search

User can here search by receive#, receive ref# or batch# and by selecting the warehouse and the product. After selecting the details and filter them, click on search the get the results.

Stock Receive Search

Search by
Select

Warehouse/Supplier Product Manufacturer

Date From Date To

Receive Search

10 records per page Search:

Sr. No.	Receive No	Ref No	Edit	De	Source Type	Shipment Mode	Even	Receive From	Receive Date	Product	Product Code	Batch /Lot No.	Manufacturer	Quantity	Unit	Expiry Date	Attachment
No data available in table																	

Showing 0 to 0 of 0 entries

3.3. Placement locations

Bins are also maintained by selecting area, rows, rack, pallets and levels.

Manage Locations (Bins)

Area * Row * Rack * Rack Type *

Pallet * Level *

Location List

10 records per page Search:

Location	Area	Row	Rack	Pallet	Level	Action
B010212	B	01	02	1	2	

Showing 1 to 1 of 1 entries **1**

Note:-
Location can be deleted only if no stock is placed on it
If stock is placed on location, it can not be deleted
If stock is placed on location, its status can be changed only after moving the stock to another location

3.4. Location status

Location Status

Area * Level *

Disclaimer:
For better visualization of your stock, please make sure the following values are correctly configured against all your manufacturers:

- Length/Width/Height of Carton (centimeter)
- Net Capacity
- Quantity per carton
- No of cartons per pallet

3.5. Stock management

Batch Management

Product

Select

Status

Running
 Stacked
 Finished
 Total (Running + Stacked)

Batch No./Lot No. Ref No Funding Source

Batch List

10 records per page Search:

Sr No.	Product	Product Code	Funding Source	Batch No./Lot No.	Supplier/Manufacture	Expiry Date	Quantity	Unit	Carton	Price	Status	Action	Physical Inspection
1	ABGS Machine (Arterial Blood Gases)	NULL	Federal Govt	COVID-19/63	Al Rehman Traders	01/01/2025	10	PCs	0		Running	<input type="button" value="Make it Stacked"/> <input type="button" value="Placement Info"/>	<input type="button" value="Inprocess"/> <input type="button" value="Completed"/> <input type="button" value="NA"/>
2	ABGS Machine (Arterial Blood Gases)	NULL	Federal Govt	COVID-19/169	Al rehman Trades	31/07/2029	10	PCs	0		Stacked	<input type="button" value="Make it Running"/> <input type="button" value="Placement Info"/>	<input type="button" value="Inprocess"/> <input type="button" value="Completed"/> <input type="button" value="NA"/>

3.6. Stock Status

Stock Status
▼

Product

Province

Health Facility

Date From

Date To

Results
▼

records per page

Search:

Sr No	Province	Health Facility	Product	Quantity	Unit
No data available in table					

Showing 0 to 0 of 0 entries

3.7. Stock issue

New Issue
▼

Issue No

Date

Issue Reference

Delivery Mode / Issued By

Stakeholder *

Store Level *

Store

Store name -- Stakeholder

Funding Source

Requisition Type *WMS field

Method*WMS field

Attachment

Product *

Batch No./Lot No. *

Quantity *

Available

Expiry date

Comments (Max 300 Char)

3.8. Stock issue search

Stock Issue
▼

Search by

Product Stakeholder Province Issued To

Date From Date To

Issue Search
▼

10 records per page
Search:

Sr. No	Issue No	Ref No	Issue To	Issue Date	Requisition Type	Method	Product	Product Code	Funding Source	Batch No./L. No.	Supplier/Manufacture	Quantity	Unit	Price	Expiry Date	Attachment	Action
No data available in table																	

Showing 0 to 0 of 0 entries

3.9. Stock pick

Stock Pick

Date From Date To

Pick from issue voucher list

3.10. New adjustment

New Adjustment
▼

Adjustment Date *

Adjustment Type *

Ref. No.

Product *

Batch No./Lot No. *

Quantity *

Comment

3.11. Search adjustments

Stock Adjustment Search
▼

Adjustment No.

Adjustment Type

Product

Batch No./Lot No.

Date From

Date To

Search Results
▼

10 records per page

Search:

Date	Adjustment No.	Ref. No.	Product	Product Code	Batch No./Lot No.	Quantity	Adjustment Type	Comments	Action
No data available in table									

Showing 0 to 0 of 0 entries

3.12. Bin Card

Location's Bin Cards

Area * Row *

Select Select

Show Bin Card

4. PROCUREMENT MODULE

4.1. Add Purchase order

Add Purchase Orders
▼

System PO#* <input type="text" value="PO20100002"/>	Manual PO#* (Max:150 chars) <input type="text"/>	Purchase Order Date <input type="text" value="16/06/2021"/>	Signing Date <input type="text" value="16/06/2021"/>
Contract No <input type="text"/>	Adv/Payment Release (PKR) <input type="text"/>	Date of Delivery as per contract <input type="text" value="16/06/2021"/>	P.O. Status* <input type="text" value="Active"/>
Local PO / Foreign PO* <input type="text" value="Local PO"/>	Country of PO* <input type="text" value="Pakistan"/>	Type* <input type="text" value="Emergency"/>	Tender Number <input type="text"/>
Date <input type="text" value="16/06/2021"/>	Received From (Funding Source)* <input type="text" value="Select"/>	Currency* <input type="text" value="PKR"/>	Supplier <input type="text"/>
	Exchange rate of PKR <input type="text" value="1"/>		Inco Terms <input type="text" value="Select"/>

4.2. Search purchase order

Filter By
▼

Funding Source <input type="text" value="Select"/>	Product <input type="text" value="Select"/>	Status <input type="text" value="Select"/>
Date From <input type="text" value="01/01/2021"/>	Date To <input type="text" value="30/12/2021"/>	<input type="button" value="Search"/> <input type="button" value="Reset"/>

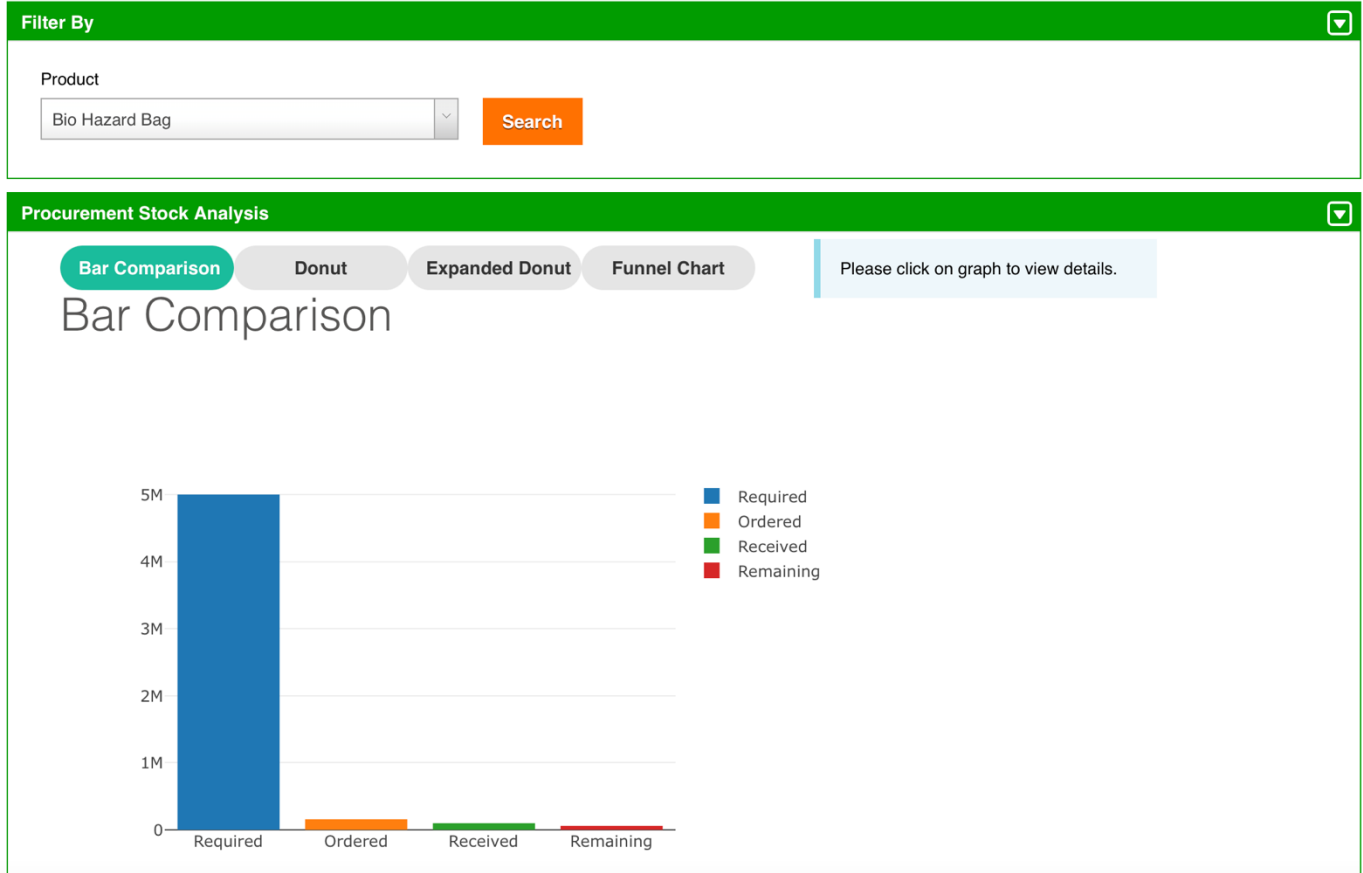
Purchase Order Search
▼

10 records per page
Search:

Sr. No	PO No	Manual Ref No	PO Date	Product	PO Qty Ordered	Received Qty	Remaining Qty	Unit Price	Total Amount	Status	Actions
No data available in table											

Showing 0 to 0 of 0 entries

4.3. Procurement Dashboard



4.4. Procurement Report

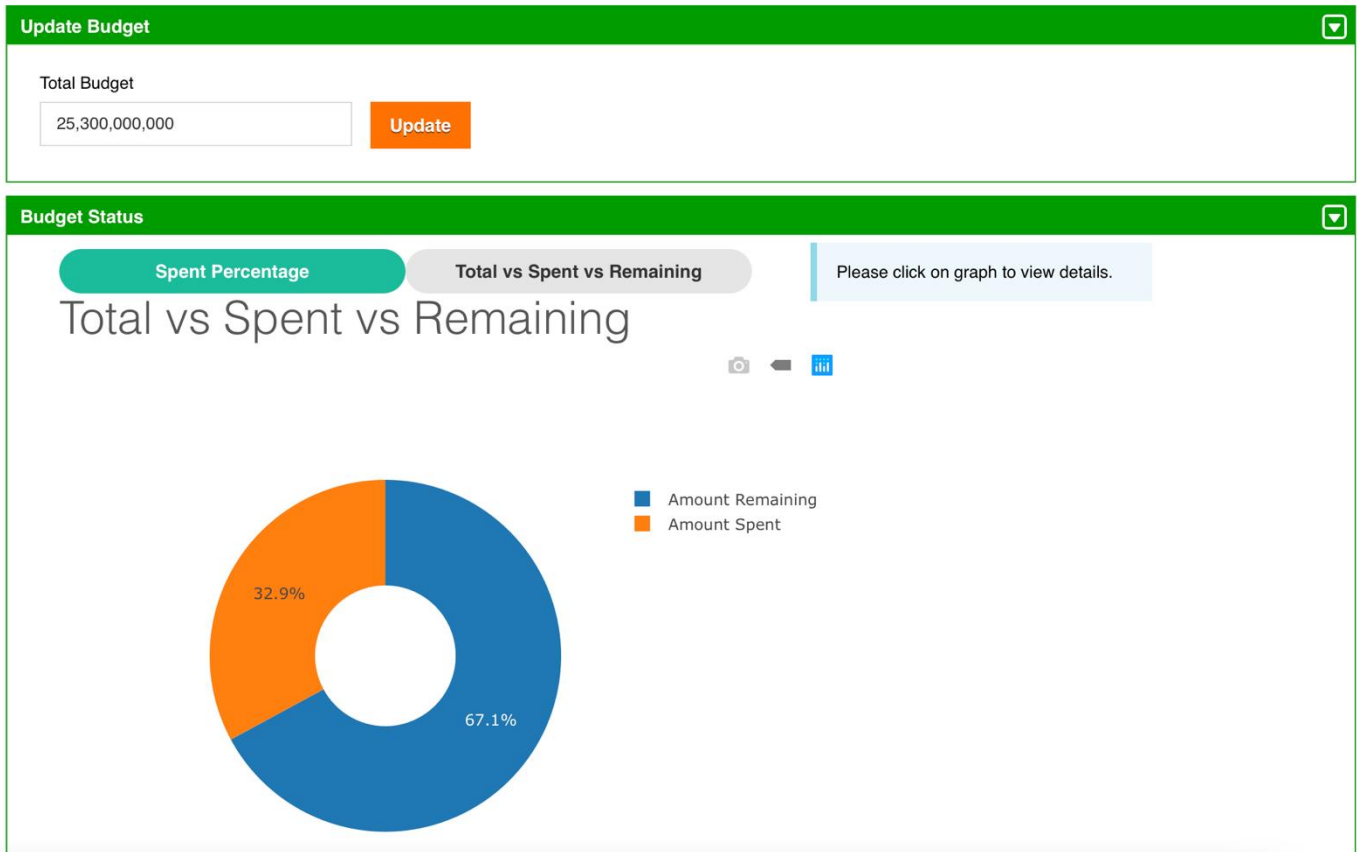
Filter By ▼

Date From: Date To: Product:

Purchase Order Search ▼

Sr. No.	PO No	Manual Ref No	PO Date	Item	Total Estimated Qty	Order Placed	Unit Price	Total Price	Received Qty	Vendor	Remaining Qty	Expected Delivery Date	Status
1	PO20090010	Test PO	2020-Oct-06	Bio Hazard Bag	5,000,000	50	50.00	2,500	0	Max Khan	50	2020-Oct-06	Active
2	PO20080014	Test PO	2020-Aug-04	CPAP (Continuous positive airway pressure)	-	50	5.00	250	201	test 123	-151	2020-Aug-04	Active
3	PO20070081	testingg	2020-Jul-21	Bio Hazard Bag	5,000,000	250	20.00	5,000	0	FTS International Pvt Ltd	250	2020-Jul-21	Completed
4	PO20060064	COVID-19/218	2020-Jun-15	Remdesivir Injection Bemsivir 100mg IV Infusion	-	100	14,900.00	1,490,000	100	THE SEARL COMPANY LIMITED	0	2020-Jun-15	Received
5	PO20060079	COVID-19/32-CHINA	2020-May-13	Ventilator (SV-300)	-	86	18,900.00	1,625,400	0	Shenzhen Mindray Bio Medical Electronics	86	2020-May-13	Active

4.5. Budget Status



4.6. Procurement Portfolio Report

Filter By ▼

Date From

Date To

P.O #

Vendor Name

Funding Source

Status

Search As

Search

Purchase Order Search ▼

records per page

Search:

Sr. No.	Item	Total Quantity Ordered		Total Quantity Received		Total Remaining Quantity		Unit Price		Total Price	
		#s	#s	#s	%	#s	%	#s	#s	#s	#s
No data available in table											

Showing 0 to 0 of 0 entries

← Previous Next →

4.7. Summary report

Filter By ▼

Date From

Date To

Search

Summary Report ▼

records per page

Search:

S.No	Item	Summary Overall		
		Qty Ordered	Delivered	Balance
No data available in table				

Showing 0 to 0 of 0 entries

← Previous Next →

4.8. Comprehensive report

Filter By ▼

Date From

Date To

Funding Source

Purchase Order Search ▼

records per page

Search: X

Sr. No.	Item	Spec	Required Quantity	P.O. #	Date of P.O	Contract No.	Signing Date	Vendor Name	Contact No.	Cancel	Unit Price	Funds Committed	Advance Payment Released	Expected Delivery Date	Delivered	Delivery Date	1) Delivery Date	Balance	2) Delivery Date
No data available in table																			

Showing 0 to 0 of 0 entries

4.9. PO counts

Filter By ▼

Date From

Date To

Product

Purchase Order Status Wise Count ▼

Sr. No.	Status	No of POs
1	Total POs Issued	275
2	No of Cancelled POs	0
3	No of Non Response POs	0

5. REPORTS

5.1. Stock reports

Stock Ledger

Filter by 

Date From	Date To	Product	Funding Source	<input type="button" value="Submit"/>	<input type="button" value="Print"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text" value="All"/>		

6. CONFIGURATIONS

6.1. Manage Products

Product Management

[Cartons / Pallets Information](#)

Add Product ▼

Product Name*	Product Specification	Product Code	Required Quantity
<input type="text" value="Name of Product / Medicine"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>
Main Category*	Sub Category*	Active / Inactive*	
<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Active"/>	

Save Changes
Cancel

All Products

Sr No	Category	Sub Category	Product	Specification	Unit	Index	Required Quantity	Status	Action
1	Others	Other	ICU Ventilators (HF-2000B3)	HF-2000B3	PCs	88	-	Active	Edit Manufacturers Edit Product
2	Others	Other	ICU Ventilators (YH-730)	YH-730	PCs	87	-	Active	Edit Manufacturers Edit Product
3	Others	Other	ICU Ventilators Sirius (R50)	Sirius (R50)	PCs	82	-	Active	Edit Manufacturers Edit Product
4	Others	Other	4 x 16 Exchange (foreign Made)		PCs	152	-	Active	Edit Manufacturers Edit Product
5	Others	Other	ABGS Machine (Arterial Blood Gases)		PCs	127	-	Active	Edit Manufacturers Edit Product

6.2. Manage sites

Warehouse Management

Add Warehouse
▼

Stakeholder*

Office Level / Type*

Province*

District*

Warehouse / Store Name*

Active

In-Active

Inventory Management is Enabled

IM start month*

Add Cancel

All Warehouses
▼

Province

District

Stakeholder

Office Level / Type

Store/Facility

Search

Sr. No.	Province	District	Stakeholder	Office Type	Warehouse	Actions
1	AJK	Bagh	NDMA	NDMA Facilities	District Head Quarter Hospital, Bagh	
2	AJK	Sudhnoti	NDMA	NDMA Facilities	District Head Quarter Hospital, Palandri	
3	AJK	Kotli	NDMA	NDMA Facilities	District Head Quarter Hospital, Kotli	
4	AJK	Bagh	NDMA	NDMA Facilities	Chest Disease & General Hospital Hill, Chama	
5	AJK	Mirpur	NDMA	NDMA Facilities	Divisional Head Quarter Hospital, Mirpur	

6.3. Manage Categories

Product Category Management

Add Product Category ▼

Category Name*

Parent Category*

None (This is Parent)
▼

Add
Cancel

Category structure is based on Main and a Sub Category .Main Categories don't have a parent. For creating a main category , choose 'NONE' in the parent dropdown.

All Product Categories

#	Category Name	Parent Category (If any)	Action
1	Face Masks		Edit
2	Face Masks - Surgical	Face Masks	Edit
3	Other	Others	Edit
4	Others		Edit

6.4. Manage Funding Sources

Funding Source Management

Add Funding Source ▼

Jurisdiction*

National
▼

(National / Provincial / District /Field)

Type*

Funding Source
▼

Funding Source Name*

Currency*

PKR
▼

Add
Cancel

All Funding Sources

Sr. No.	Funding Source	Level	Type	Actions
1	ADB/WB/NDRMF	Supplier / Funding Source	National	
2	USAID-PSM	Supplier / Funding Source	National	
3	NDMF	Supplier / Funding Source	National	
4	NDMF-China-WB	Supplier / Funding Source	National	
5	Federal Government	Supplier / Funding Source	National	
6	Care International	Supplier / Funding Source	National	
7	PRSP	Supplier / Funding Source	District	

6.5. Manage Suppliers

Funding Source Management

Add Funding Source
▼

Supplier Name*	NTN	GSTN	Country*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Pakistan"/>
Contact Person	Contact Number	Contact Email	Active/InActive Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Active"/>
Blacklisted/Whitelisted Status	Address		
<input type="text" value="Whitelisted"/>	<input style="width: 100%;" type="text"/>		

Add
Cancel

All Funding Sources
📄 ✕

Sr. No.	Supplier Name	Contact Person	Contact No.	Email	Address	Status	Black/White listed	NTN	GSTN	Country	Action
1	Supplier Te					Active	Whitelisted			Pakistan	📄

6.6. Manage Terms n Conditions

Terms n Conditions Management

Add Terms n Conditions
▼

Type	Value	Active/InActive Status
<input type="text" value="Terms n Conditions"/>	<input style="width: 100%;" type="text"/>	<input type="text" value="Active"/>

Add
Cancel

All Terms n Conditions
📄 ✕

Sr. No.	Type	Terms n Conditions	Status	Action
1	Terms n Conditions	a. Delivery of the aforementioned may be completed within 05 days time however in case of any delay in delivery	Active	📄
2	Terms n Conditions	b. In case of unsatisfactory services in any manner including quality & quantity and time line, NDMA reserve the	Active	📄
3	Terms n Conditions	c. Bills/ delivery challan should be submitted along with GST invoice.	Active	📄

6.7. Manage Inco Terms

Inco Terms Management

Add Inco Terms

Type: Value: Active/InActive Status:

All Inco Terms

Sr. No.	Type	Inco Terms	Status	Action
1	Inco Terms	CPT	Active	
2	Inco Terms	CFR	Active	
3	Inco Terms	CIF	Active	
4	Inco Terms	CIP	Active	
5	Inco Terms	DPU	Active	
6	Inco Terms	DAP	Active	