

Purchase Order

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

Purchase Order – Overview



Purchase order (PO) plays an important role in purchasing process, it is the procedure to place an order to concern supplier for supplying goods and services. The purchase order divides as per below details:-

- Adhoc / Local Purchase PO
- National Catalogue \ Contract
- Local Catalogue \ Contract
- Non-Catalogue
- Indent Purchase
- Risk purchase
- Medical Service
- Non Medical Service

Purchase Order – Overview



Pre-Requisites for the Transaction

- Store has to create for the Location.
- User needs to mapped in store purchase group details.
- All the respective users needs to be get mapped in User management for MM2.0.
- Item category and master should be available for the location.

1.3 Post Condition of the Transaction:

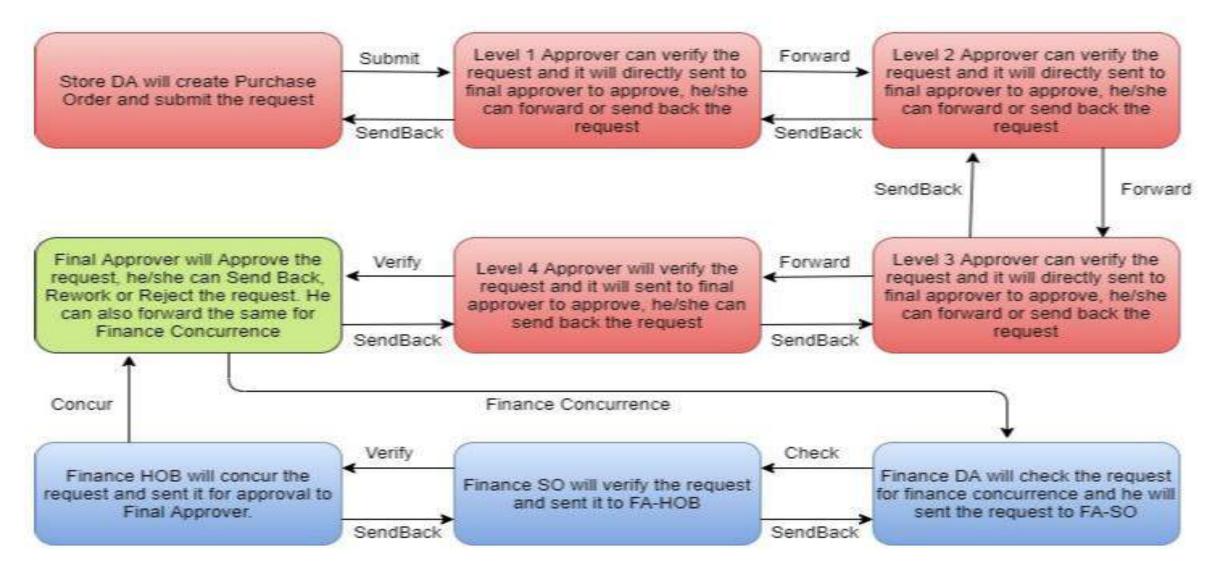
After completion of all the levels of approval, the approved requisition will proceed for Purchase Order generation.

Process Flow: Assigned user for Creation (Purchase DA) \rightarrow Verifier 1 \rightarrow Verifier 2 \rightarrow Verifier 3 \rightarrow Verifier 4 \rightarrow Final Approver

The purchase DA will create and submit the transaction then it will proceed to Verifier 1 task list for verification, after the first level of Verification the work flow would be depend upon the user i.e. if user clicks on forward then it will move to 'Verifier2' for further action but if it clicks on 'Verify' then it will proceed to 'Final Approver' for approval. Final Approver can approve the transaction or based on the delegation of power can send to finance branch for concurrence.

Purchase Order – Workflow



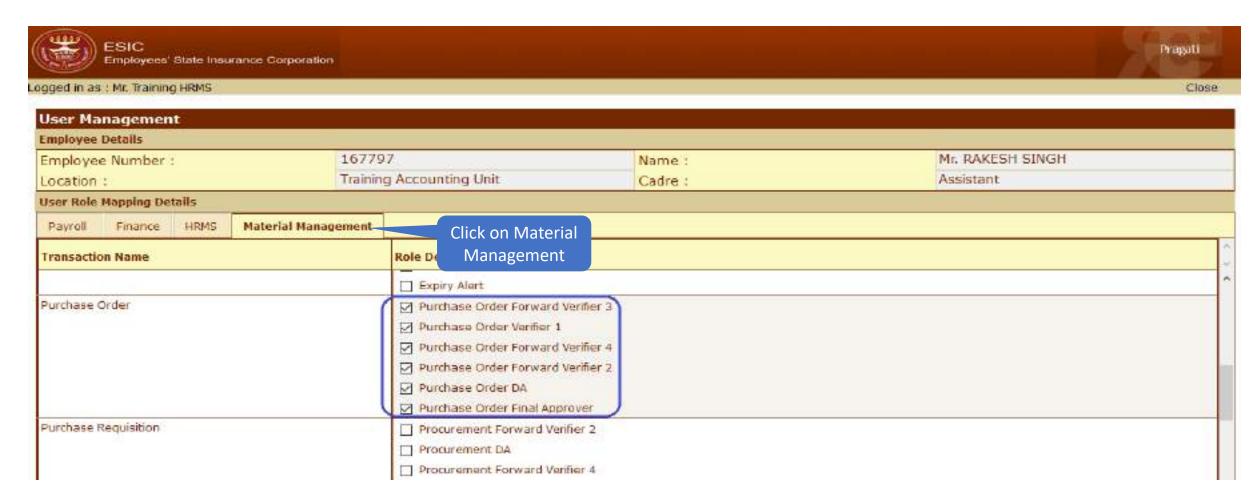


Role for Purchase Order Transaction under User Management Module



User Roles mapping:-

- Creator Role: Purchase Order DA under Material Management tab.
- Verifier Role: Purchase Order Verifier 1/ Verifier 2/ Verifier 3/ Verifier 4 under Material Management tab.
- Final Approval Role: Purchase Order Final Approver under Material Management tab.





Purchase Order Process Flow



Creation of Transaction

Role: Purchase Order DA

Version 5.7 Last Revised On: 01-06-2025

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S."

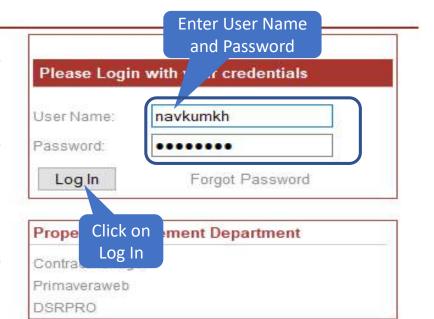
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Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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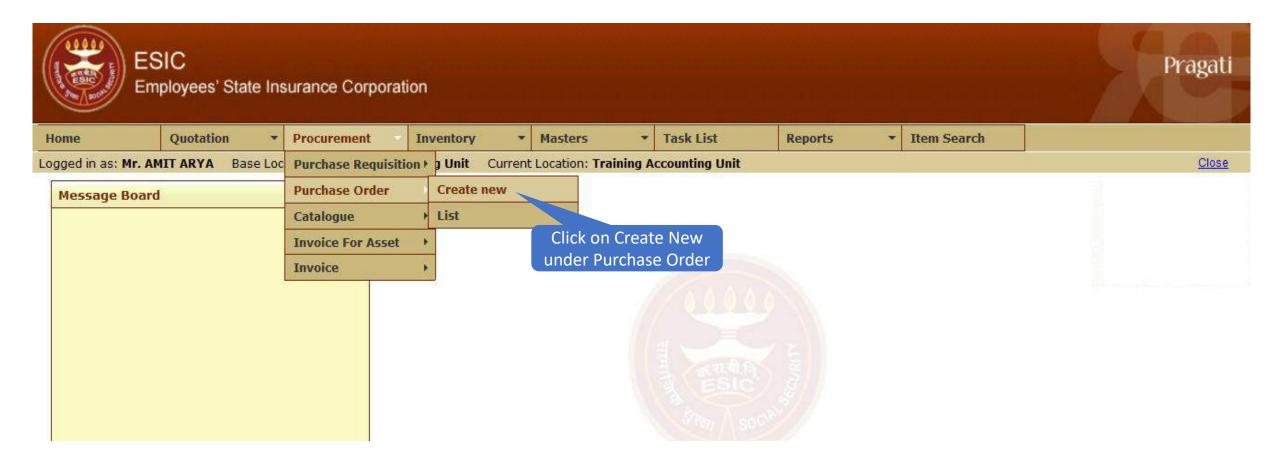


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To Generate Purchase Order by Purchase Order DA Path: MM 2.0 → Procurement → Purchase Order → Create New





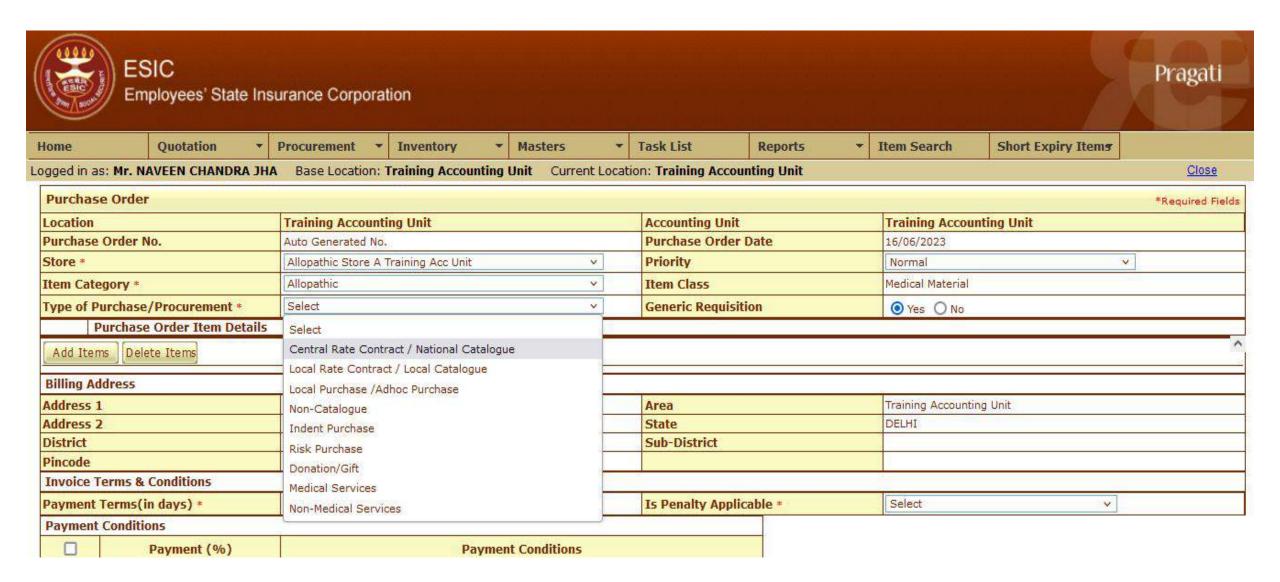
Select the Store, Priority and Item Category from drop down Fields marked as * are mandatory



ESIC Employees' State Insurance Corporation											
Home Quotation *	Procurement Tinventory Masters	Task List Reports ▼	Item Search Short Expiry Items								
Logged in as: Mr. NAVEEN CHANDRA JHA Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close											
Purchase Order *Required Fields											
Location	Training Accounting Unit	Accounting Unit	Training Accounting Unit								
Purchase Order No.	Auto Generated No.	Purchase Order Date	16/06/2023								
Store *	Allopathic Store A Training Acc Unit	Priority	Normal								
Item Category *	Allopathic	Item Class	Medical Material								
Type of Purchase/Procurement *	Select	Generic Requisition	● Yes ○ No								
Purchase Order Item Details		**************************************	***								
Add Items Delete Items			^								
Billing Address											
Billing Address											
Billing Address Address 1	ESI dispensary -Panjati : No141B, Mettu st, Panja	Area	Training Accounting Unit								
	ESI dispensary -Panjati : No141B, Mettu st, Panja ti . Thiruvallur Dist, PINCODE- 601201	State	Training Accounting Unit DELHI								
Address 1 Address 2 District	ti . Thiruvallur Dist, PINCODE- 601201 NORTH										
Address 1 Address 2 District Pincode	ti . Thiruvallur Dist, PINCODE- 601201	State									
Address 1 Address 2 District	ti . Thiruvallur Dist, PINCODE- 601201 NORTH	State									
Address 1 Address 2 District Pincode Invoice Terms & Conditions Payment Terms(in days) *	ti . Thiruvallur Dist, PINCODE- 601201 NORTH	State									
Address 1 Address 2 District Pincode Invoice Terms & Conditions	ti . Thiruvallur Dist, PINCODE- 601201 NORTH	State Sub-District	DELHI								
Address 1 Address 2 District Pincode Invoice Terms & Conditions Payment Terms(in days) *	ti . Thiruvallur Dist, PINCODE- 601201 NORTH	State Sub-District	DELHI								
Address 1 Address 2 District Pincode Invoice Terms & Conditions Payment Terms(in days) * Payment Conditions	ti . Thiruvallur Dist, PINCODE- 601201 NORTH 50673	State Sub-District	DELHI								
Address 1 Address 2 District Pincode Invoice Terms & Conditions Payment Terms(in days) * Payment Conditions Payment (%)	ti . Thiruvallur Dist, PINCODE- 601201 NORTH 50673	State Sub-District	DELHI								

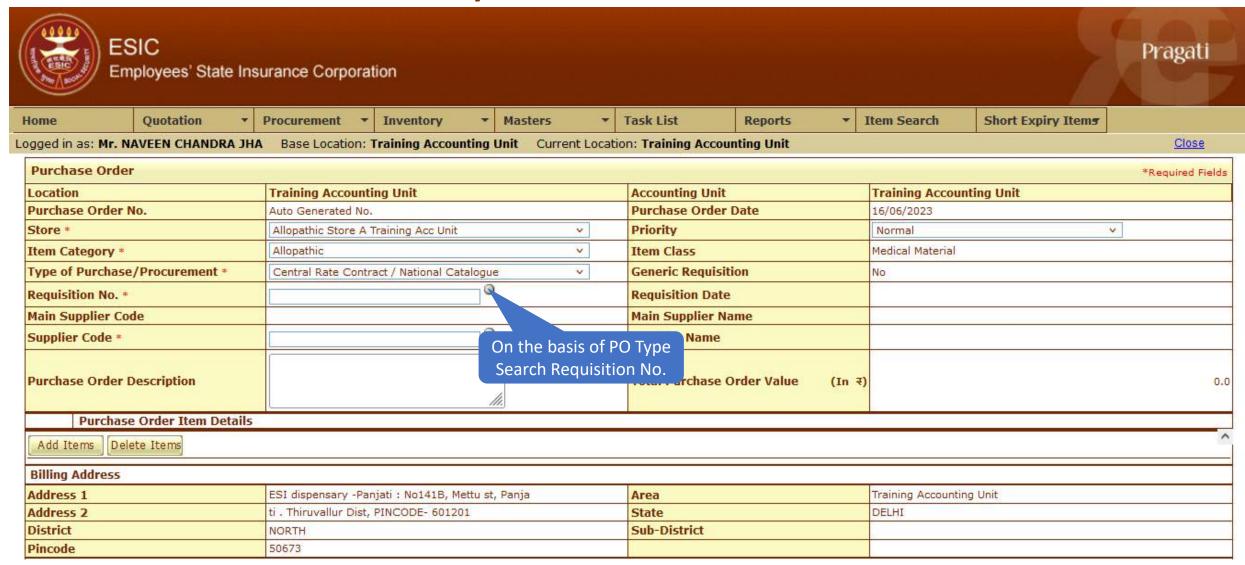
Select the Type of Purchase/Procurement from drop down Fields marked as * are mandatory





Search the Requisition No. Fields marked as * are mandatory





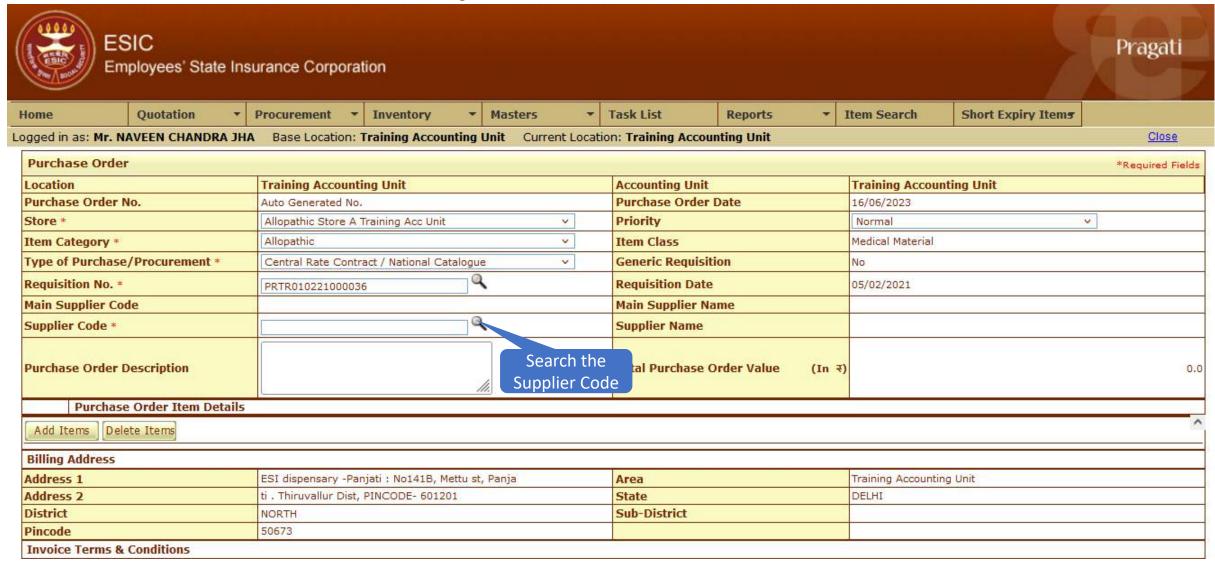
Search the Purchase Requisition No. and Select the PR No.



Purchase Requisition S	azueh								
	The second secon	12		Tara					- D
Purchase Requisition N	0. 00036		Generic Type	NO					Pragati
		Search							
Search Result	100 T 1 100 T		100 C 1000						
Sl. No.	PR Number		Requistion Date (DD/M	IM/YYYY)	eports	¥ .	Item Search	Short Expiry Items	
1	PRTR010217000036		10/02/2017		OPEN ACTION	- 4		productive management (Olean
2	PRTR010219000036		14/02/2019		g Unit				Close
3	PRTR010221000036	oli I DDAI	05/02/2021						*Required Fields
1 - 3 OF 3		Click on PR No	0.	1 Go			Training Accoun	tina Unit	County to self to be a
					2		16/06/2023		
		Close	1				Normal	9	V
		Close	J.				Medical Material		
							No		
							NO		
					r Value	/T- T			0.0
					rvalue	(In ₹)	,		0.0
Purchase Orde	r Item Details								-
Add Items Delete Ite	ms								^
Billing Address									90
Address 1	ESI disper	nsary -Panjati : No	141B, Mettu st, Panja	Area			Training Accounting	g Unit	
Address 2	ti . Thiruva	allur Dist, PINCODI	E- 601201	State			DELHI		
District	NORTH			Sub-District					

Search the Supplier Code Fields marked as * are mandatory





Search and Select the Supplier Code



Supplier 5	Supplier Search Criteria											
Supplier C	Category		Select		~							
Supplier Code							Supplier Name					
	Search											
Search Re	esult											
Sl. No.	Supplier Code	Supplie	r Name	Main Supplier Code	Main Supplier Name		Supplier Address	Bank Details	Supplier Created By	GSTIN No.		
1	SUP100000093	Unicure Ind	ia Ltd.	PSUP0000002962	UNICURE (INDIA) LTD.	C-22&23, 5	Sector - 3,Noida U.P.	Click to View	ESIC Super Speciality Hospital - Sanathnagar	09AAACUO405C1ZZ		
2		Daffodills Pharmaceut	icals Ltd.	PSUP0000000675	Daffodills Pharmaceuticals Ltd.	Jawahar Na	agar, Rohta Road, Merrut	Click to View	ESIC Hospital - KK Nagar	NA		
	1 201	ick on lier Code							1	Go		
	Supplier Code Close											
Note: To	select a supplier tag	gged as 'M	ligrated D	Data', user must upd	ate valid Bank & B	ranch Cre	dential Details to proceed further.					

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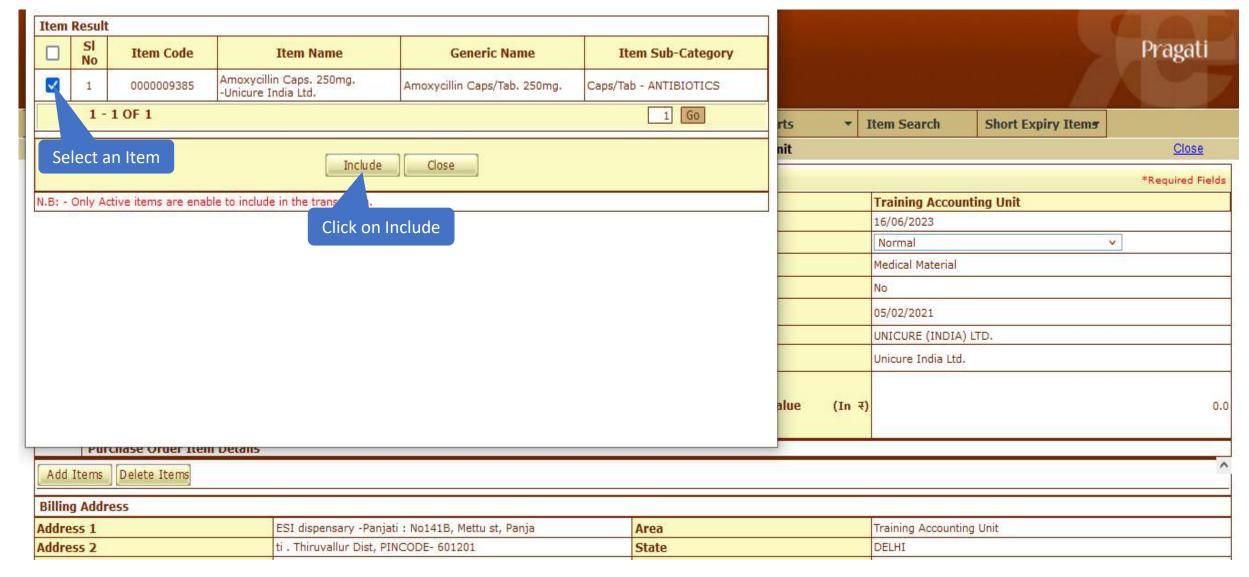
Click on Add Items to add Purchase Order Items





Select an Item for Purchase





Enter Order Quantity Fields marked as * are mandatory



	Quotation ▼	Procurement	Inventory	▼ Masters		Task List	Reports	▼ It	tem Search	Short Expiry Items	
ogged in as:	: Mr. NAVEEN CHANDRA JHA	Base Location	: Training Accoun	ting Unit Curre	nt Locatio	n: Training Accour	nting Unit				Close
Purchase	e Order										*Required Fields
Location		Training Accoun	nting Unit			Accounting Unit		7	Training Account	ting Unit	
Purchase C	Order No.	Auto Generated N	0.			Purchase Order [Date	1	16/06/2023		
Store *		Allopathic Store	A Training Acc Unit	~	Priority			Normal	·	•	
Item Categ	gory *	Allopathic			~	Item Class		ı	Medical Material		
Type of Pu	rchase/Procurement *	Central Rate Cor	tract / National Cat	alogue	~	Generic Requisiti	on	ı	No		
Requisition	n No. *	PRTR0102210000	36	Q		Requisition Date		C	05/02/2021		
Main Suppl	lier Code	PSUP0000002962				Main Supplier Na	me	l	UNICURE (INDIA) L	LTD.	
Supplier Co	ode *	SUP100000093		_		Supplier Name		ι	Unicure India Ltd.		
Purchase C	Order Description			fi.		Total Purchase O	rder Value ((In ₹)			62.49
☐ Pu	urchase Order Item Details										
☐ Item	ı Code	0000009385				Item Name			Amoxycillin Caps. 250mgUnicure India Ltd.		
Gene	eric Code	1120160370	31			Generic Name		А	Amoxycillin Caps/Tab. 250mg.		
Item	n Sub Category	Caps/Tab - A	NTIBIOTICS			Packaging					
UOM	<u> </u>	Nos.				Approved PR. Q	ty.				120
	nced PR. Qty.				10	_					
	chase Order Quantity			50		Unit Price	(In ₹)			1.2499
Total	ol (:	[n ₹)	- I D		62.4	9 Remarks					
			Enter the Pu						Ent	ter the	~
Add Items Delete Items Properties Order Quantity Remarks											
Billing Add	dress										
Address 1		ESI dispensary -F	anjati : No141B, Me	ttu st, Panja		Area	Training Accounting Unit				
Address 2		ti . Thiruvallur Dis	t, PINCODE- 60120	1		State		[DELHI		

Enter the Payment Terms, To be delivered(in days) and Notings Fields marked as * are mandatory



Billing Address									
Address 1	ESI dispensary -Panjati : No141B, Mettu st, Panja	Area	Training Accounting Unit						
Address 2	ti . Thiruvallur Dist, PINCODE- 601201	State	DELHI						
District	NORTH	Sub-District							
Pincode	50673								
Invoice Terms & Conditions									
Payment Terms(in days) *	15	Is Penalty Applicable *	No v						
Payment Conditions			Select						
☐ Payment (%)	Enter the Payment Payment Conditions		Yes						
Add Delete	Terms (In Days)		No						
Delivery Details									
Delivery Address	O Different from Billing Address Q Same as Billing Address O	Multilocation Delivery							
To be delivered (in days) *									
Attachments	Select Delivery Address								
Sl. No.	as per the Delivery		Description						
Add Row Delete Row									
Notings (Max 500 characters) *			fh.						
Save as Draft Submit Reset Back									

Enter the Payment Terms, To be delivered(in days) and Notings Fields marked as * are mandatory



Billing Address									
Address 1	ESI dispensary -Panjati : No141B, Mettu st, Panja	Area	Training Accounting Unit						
Address 2	ti . Thiruvallur Dist, PINCODE- 601201	State	DELHI						
District	NORTH	Sub-District							
Pincode	50673								
Invoice Terms & Conditions									
Payment Terms(in days) *	15	Is Penalty Applicable *	No v						
Payment Conditions									
Payment (%)	Payment Conditions								
Add Delete									
Delivery Details									
Delivery Address	O Different from Billing Address O Same as Billing Address O	Multilocation Delivery							
To be delivered (in days) *	15								
Attachments									
Sl. No.	Enter to be ments		Description						
Add Row Delete Row	delivered (in Days)								
Notings (Max 500 characters) * Submit: It will submit to Verifier 1 for verification Reset: It reset the screen and user will fill all the details again. Save as Draft: It saves the transaction in Draft. Back:- Navigate to List Page Test Click on Submit Save as Draft Submit Reset Back									

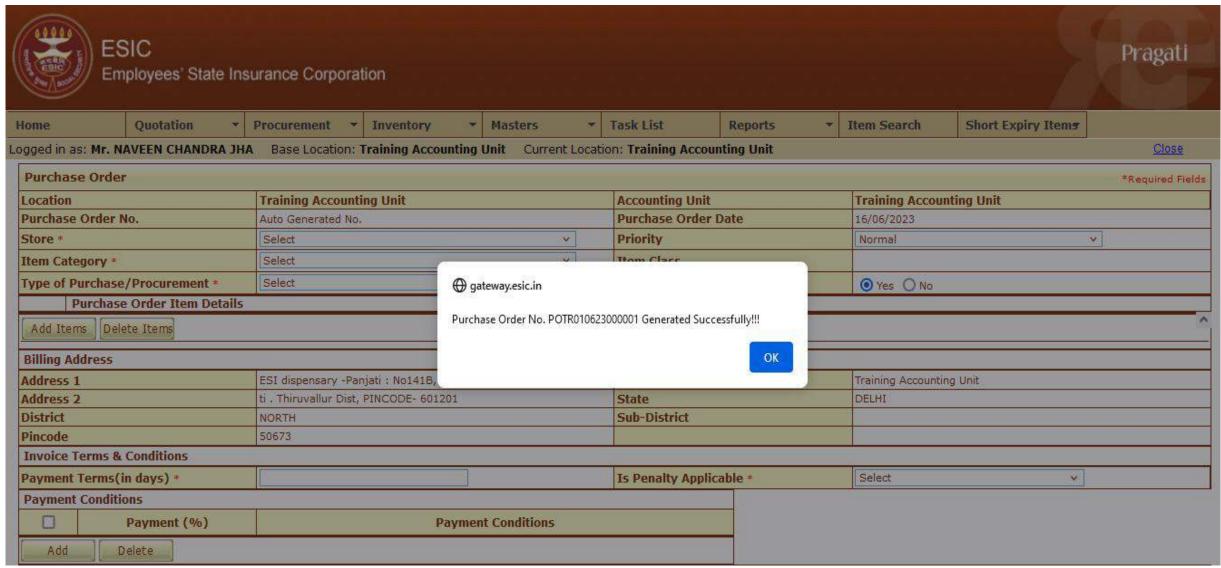
Click on Ok to proceed for Generation



Billing Address									
Address 1	ESI dispensary -Panjati : No141B,	Mettu st, Panja	Area	Training Accounting Unit					
Address 2	ti . Thiruvallur Dist, PINCODE- 601	201	State	DELHI					
District	NORTH		Sub-District						
Pincode	50673								
Invoice Terms & Conditions									
Payment Terms(in days) *		15	Is Penalty Applicable *	No v					
Payment Conditions									
Payment (%)		gateway.esic.in							
Add Delete		Are you sure you want to proceed	d?						
Delivery Details		Are you sure you want to proceed							
Delivery Address	O Different from Billing Address		OK Cancel						
To be delivered (in days) *									
Attachments									
SI. No.	Attac	chments	Click on OK	Description					
Add Row Delete Row									
Notings (Max 500 characters) *									
		Save as Draft Submit	Reset Back						

Purchase Order No. Generated Successfully







PO Inspection of Transaction

Role: Purchase Order Verifier 1/ Verifier 2/ Verifier 3/ Verifier 4/ Final Approver

PO Verifier 1 Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>







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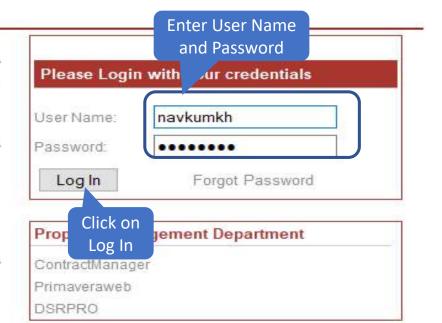
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Purchase Order pending for approval Path: MM 2.0 → Task List → Purchase Order → Pending for Approval

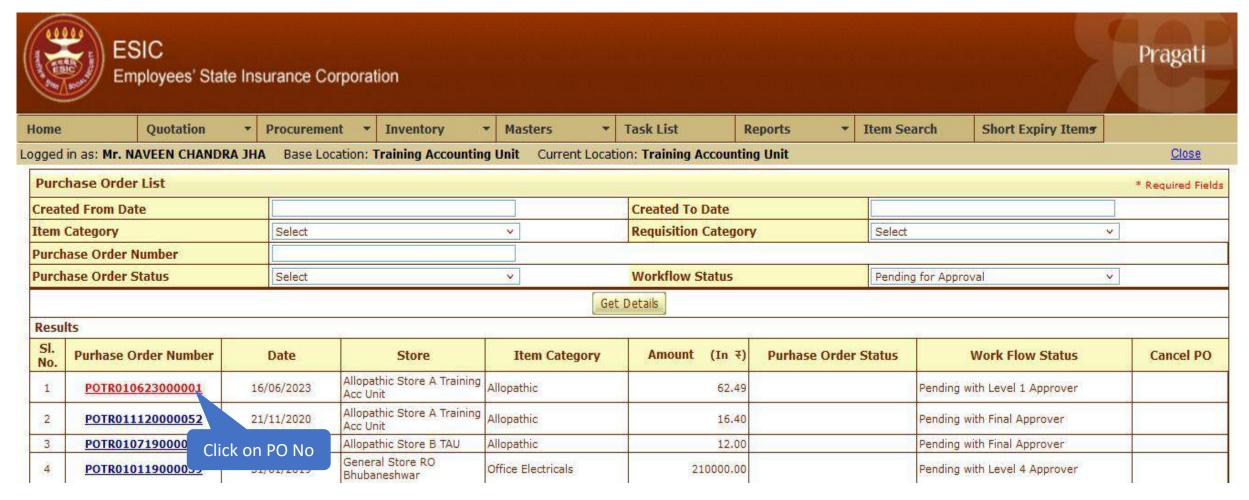




Task List							
Current Location : Train	ing Accounting Unit	237					
Transaction Type	Pending Activity Count						
	Pending FOR Approval	8					
Physical Verification\St	ock Adjustment						
	Pending for Approval						
	Sent Back	2					
Purchase Order(PO)		ne-					
	Pending for Approval	51					
	Sent Back Click on Pending for	13					
Purchase Requisition(Pl	Approval under PO	V2					
	Pending for Approval	39					
	Sent Back	6					
Purchase Return		950					
	Pending for Approval	4					

PO No. Verification by Level 1 Approver





PO verifier Level 1 will check PO No.



Home	9	Procurement	•	Quotation	•	Inventory	•	Masters		•	Task List	Repo	rts	•	Item Search	
_ogged	in as: Mr. AM	IT ARYA Base L	ocat	tion: Training A	ccou	unting Unit	Current	t Location:	Training	g Ac	counting Unit					Close
Puro	chase Order															*Required Fields
Locat	tion		Trai	ining Accounting	Unit				Acc	ount	ing Unit		Trai	ining Acc	counting Unit	
Purch	hase Order No).	PO	TR01012100007	2				Puro	chas	e Order Date		13/	01/2021	l	
Store	2		Allo	opathic Store A T	ainir	ng Acc Unit			Prio	rity			Nor	mal		
Item	Category		Allo	opathic					Iten	n Cla	155		Med	dical		
РО Ту	уре		Nat	tional Catalogue					Gen	eric	Requisition		No			
Requ	PRTR010121000033							Req	uisit	ion Date		12/	12/01/2021			
Main	Main Supplier Code PSUP0000001780						Mair	Main Supplier Name				MICRO LABORATORIES LTD.				
Supp	Supplier Code SUP100000057					Sup	Supplier Name Micro Laboratories Ltd.					atories Ltd.				
PO Te	ext								Tota	Total PO Value (In ₹)						131.00
	Purchase (Order Item Detail	5													
	Item Code			0000005276					Ite	Item Name			Dolo	650 Ta	b.	^
	Generic Cod	e		0000000916					Ge	neri	c Name		Para	acetamo		
	Item Sub Ca	itegory		CAPS/TAB - NO	N-OF	PIOID ANALGES	SIC		Pa	ckag	jing					
	UOM			Nos.					Ар	prov	ed PR. Qty.					100
	Balanced PR	l. Qty.						_	0							
	PO. Qty.				100 <mark>Un</mark>	Unit Price (In ₹)						1.31				
	Total	(In ₹	F)				1	131.0 Re	mar	ks					,
																· ·

Enter the Notings and Click on Forward / Verify Fields marked as * are mandatory



Billing Address								
Address 1	NA		Area					
Address 2			State		DELHI			
District	NORTH NORTH							
Pincode	50673							
Invoice Terms & Conditions								
Payment Terms(in days) *	15		Is Penalty Applical	ole *	N			
Payment Conditions								
Payment (%)		Payment Conditions						
Delivery Details								
Delivery Address								
To be delivered (in days) *		15						
Location *	Training Accounting Unit		Address		NA			
State	Delhi		Area					
District	NORTH		Sub-District					
Pincode								
Attachments								
Sl. No.	Att	tachments			Description			
Verify- It will proceed to Final Approver to Approve the transaction.(See from Slide No. 58) Forward:- It will proceed to 2 nd Level of Approver for verification Send back- It will send back to the creator								
Back:- Navigate to List Page								

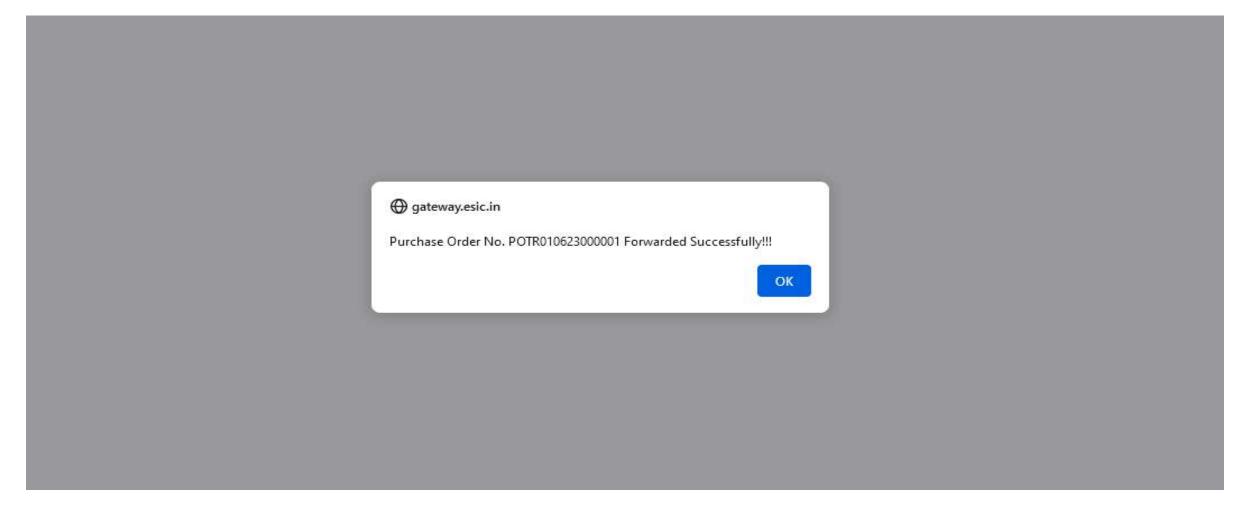
User proceed with the Submission



Billing Address										
Address 1	NA	Area								
Address 2			State		DELHI					
District	NORTH		Sub-District							
Pincode	50673									
Invoice Terms & Conditions										
Payment Terms(in days) *	15		Is Penalty Applicabl	e *	N					
Payment Conditions										
Payment (%)		Payment Conditions								
Delivery Details										
Delivery Address										
To be delivered (in days) *										
Location *	Training Accounting Unit	gateway.esic.in			NA					
State	Delhi	Are you sure you want to proceed	?							
District	NORTH	- ne you sale you want to proceed								
Pincode			ОК	Cancel						
Attachments		Curici								
SI. No.	Atta	nchments			Description					
Notings (Max 500 characters) *	Test		Clic	k on OK	<u>//.</u>					
		Verify Forward	SendBack Bac	ck						

Purchase Order No. Forwarded successfully for Verification at Level 2





PO Verifier 2 Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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S."

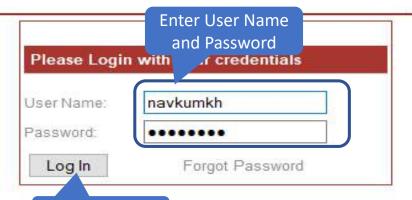
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	HRMS 2.0						
Announcements	Materials Managen	Materials Management 2.0			Pragati-ERP		
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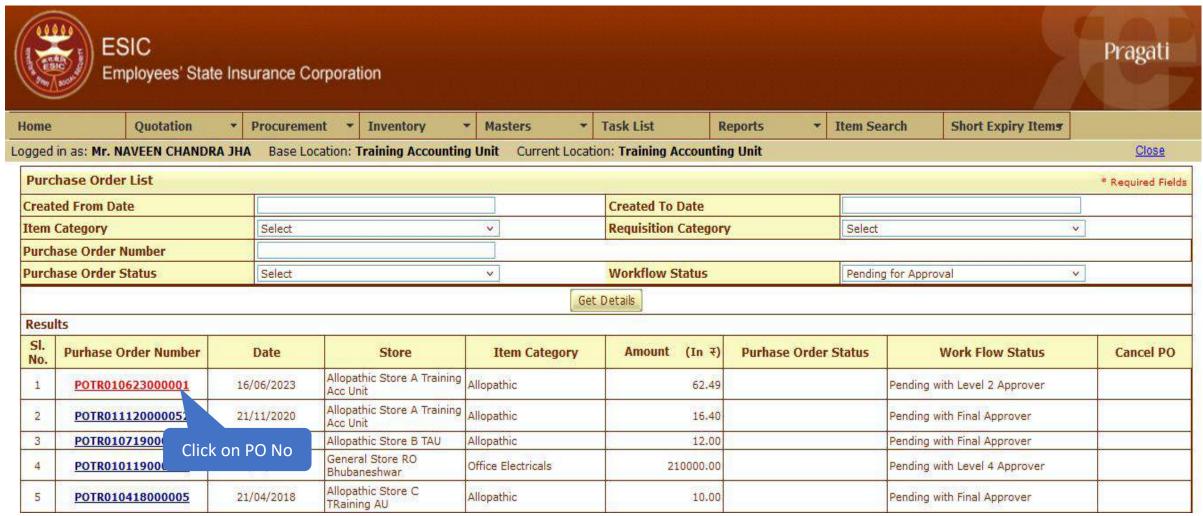




Task List	All and the second seco	
Current Location : Train	ing Accounting Unit	W.
Transaction Type	Pending Activity	Count
	Pending FOR Approval	8
Physical Verification\St	ock Adjustment	
	Pending for Approval	46
	Sent Back	2
Purchase Order(PO)		94
	Pending for Approval	51
	Sent Back Click on Danding for	13
Purchase Requisition(PF	Click on Pending for	10
	Pending for Approval Approval under PO	39
	Sent Back	6
Purchase Return		OS a
	Pending for Approval	4

PO No. Verification by Level 2 Approver





PO verifier 2 will check PO No.



THE ASSESSMENT	ESI0	C oyees' State	e Insura	ance Corpo	oratio	on									Pragati
ome	(Quotation	* Pro	ocurement	•	Inventory	•	Masters *	T	ask List	Reports	-	Item Search	Short Expiry Items	
gged in as	s: Mr. NAV	EEN CHANDRA	AHC A	Base Locatio	n: Tr	aining Accou	nting	Unit Current Loca	ation	: Training Accoun	nting Unit				Close
Purchase	e Order														*Required Fie
ocation			Ti	raining Acco	untin	g Unit				Accounting Unit			Training Account	ting Unit	
Purchase Order No. POTR0106230			OTR010623000	0001					Purchase Order I	Date		16/06/2023			
Store * Allopathic Sto			lopathic Store	A Tra	ining Acc Unit				Priority			Normal			
Item Category * Allopathic			llopathic I			Item Class			Medical Material						
Type of Purchase/Procurement * Central Rate Contra			ntract	t National Cata	ational Catalogue			Generic Requisition			No				
Requisition No. * PRTR010221000036							Requisition Date			05/02/2021					
Main Supplier Code PSUP0000002962							Main Supplier Na	me		UNICURE (INDIA)	LTD.				
Supplier (Code *		SI	JP100000093									Unicure India Ltd.		
urchase	Order Des	cription							- 1	Total Purchase O	rder Value	(In ₹)		62
inance C	Concurrenc	e Required		Yes O No											
_ P	Purchase O	rder Item Det	ails			User	can	forward for	115						
Tter	m Code			Finance Concurrence				Item Name			Amoxycillin Cans.	250mgUnicure India Ltd.			
	neric Code	(112016037	Serves					Generic Name			Amoxycillin Caps/T		
7.14	m Sub Cate			Caps/Tab -		BIOTICS				Packaging			типохусии сорсу п	abi Esonigi	- 1
UOI				Nos.						Approved PR. Q	tv.				120
Bala	lanced PR.	Oty.							50	1	51 6 H		Y-		
-	rchase Ord									Unit Price		(In ₹)			1.2499
Tota	. 111		(In	₹)					62.5	Remarks		Salamana			7
Billing Ad	ddross												11:		
ddress 1			N.	4						Area					
ddress 2			4						_	State			DELHI		

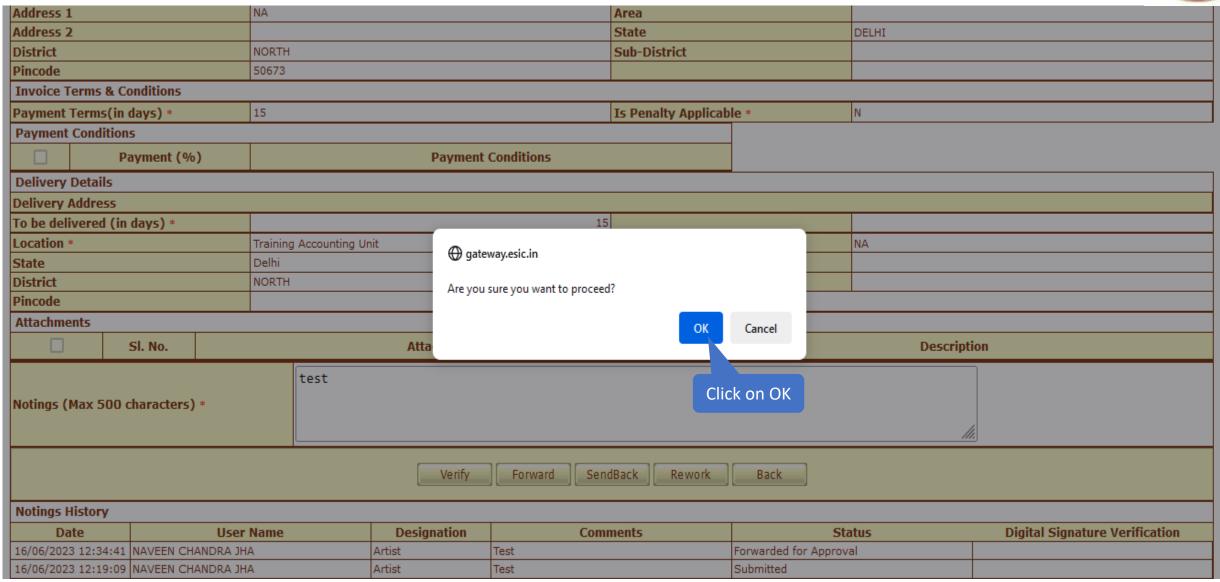
Enter the Notings and Click on Forward/Verify Fields marked as * are mandatory



Billing Addr	Billing Address										
Address 1			NA		Area						
Address 2					State		DELHI				
District NORTH			Sub-District								
Pincode 50673											
Invoice Ter	Invoice Terms & Conditions										
Payment Te	rms(in days) *		15		Is Penalty Appl	icable *	N				
Payment Co	onditions										
	Payment (%)		Payment Conditions							
Delivery De	etails										
Delivery Add	dress										
To be delive	To be delivered (in days) *			15							
Location *	Location * Training Accounting Unit			Address			NA				
State			Delhi	Area							
District			NORTH	Sub-District							
Pincode											
Attachment	5										
	Sl. No.			Attachments			Description				
			Test								
Verify- It	t will proceed t	o Final	Approver to								
			rom Slide no. 58)	Click on Forwa	rd		fi.				
Forward-	- It will proceed	d to 3 rd	Level for								
verificati	on			Verify Forward Sen	dBack Rewor	k Back					
Send bac	ck- It will send I	back to	previous level.								
	It will send bad										
	vigate to List P										
Transit I va		~B									

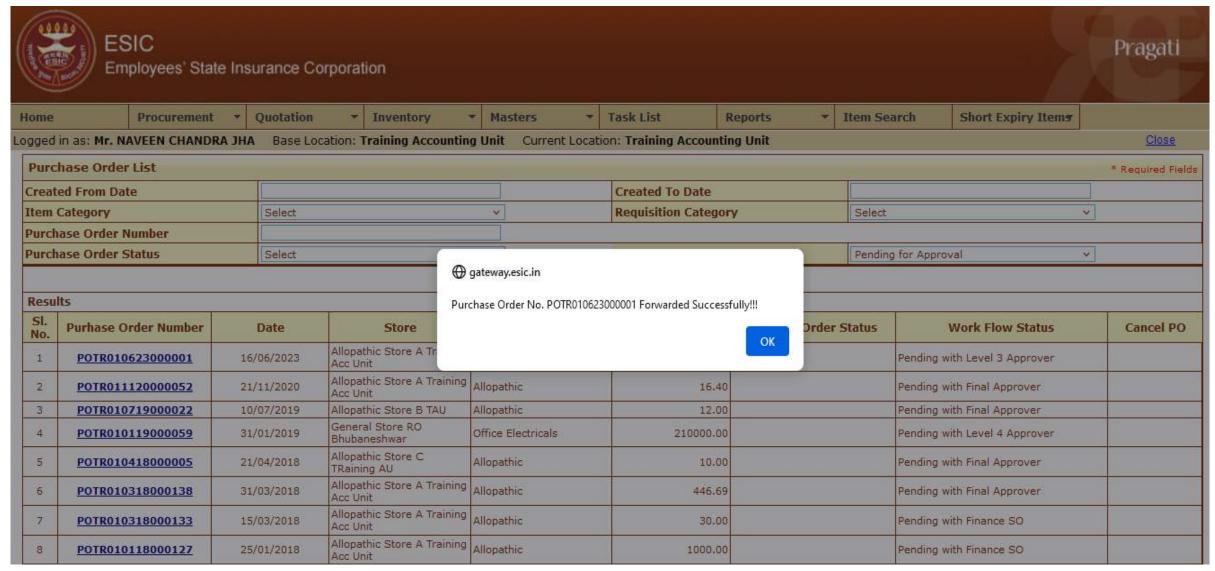
User proceed with the Submission





Purchase Order No. Forwarded successfully for Verification at Level 3





PO Verifier 3 Login through myesic.esic.gov.in or gateway.esic.gov.in





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Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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Purchase Order pending for approval Path: MM 2.0 → Task List → Purchase Order → Pending for Approval

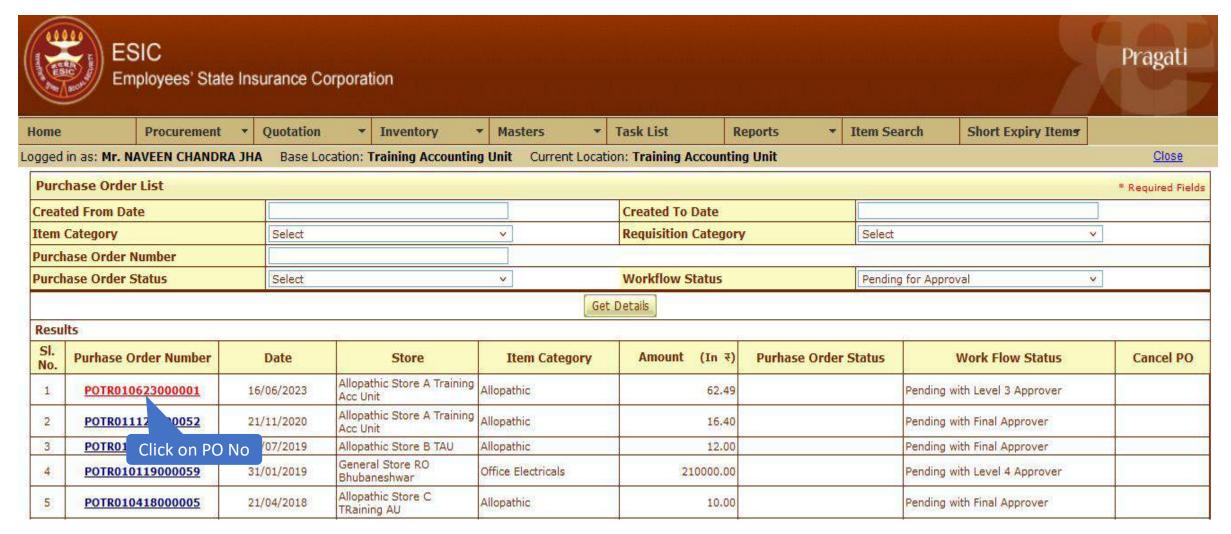




Task List					
Current Location : Train	ing Accounting Unit	A.F.			
Transaction Type	Pending Activity Cou				
	Pending FOR Approval	8			
Physical Verification\St	ock Adjustment				
	Pending for Approval	46			
	Sent Back	2			
Purchase Order(PO)		14:			
	Pending for Approval	51			
	Sent Back Click on Pending for	13			
Purchase Requisition(PF	Approval under PO	XQ			
	Pending for Approval	39			
	Sent Back	6			
Purchase Return		(A)			
	Pending for Approval	4			

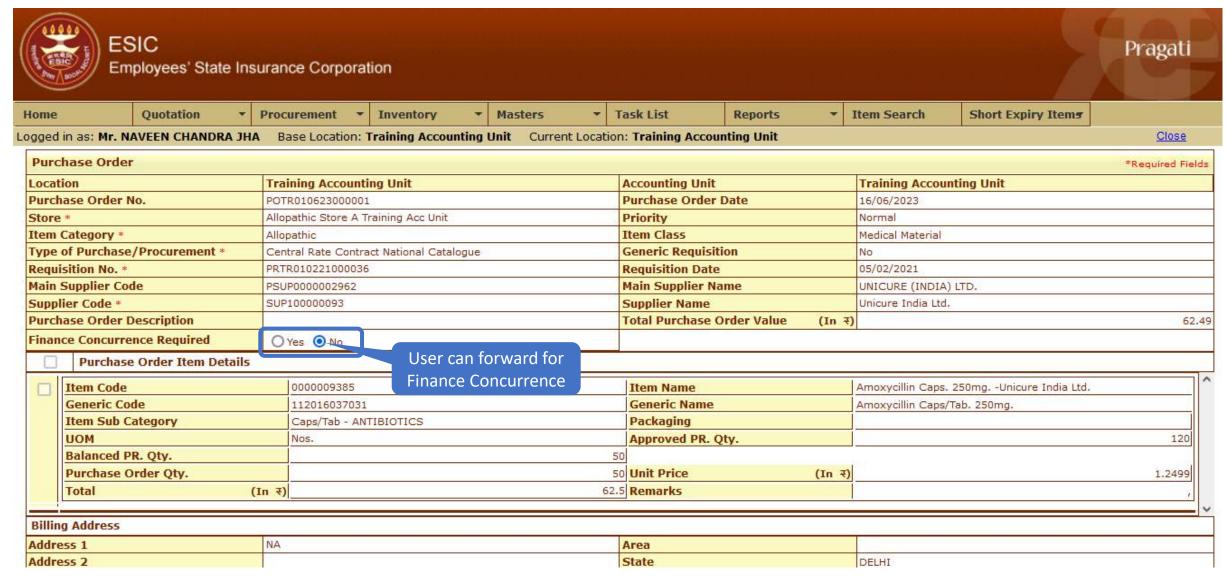
PO No. Verification by Level 3 Approver





PO verifier 3 will check PO No.





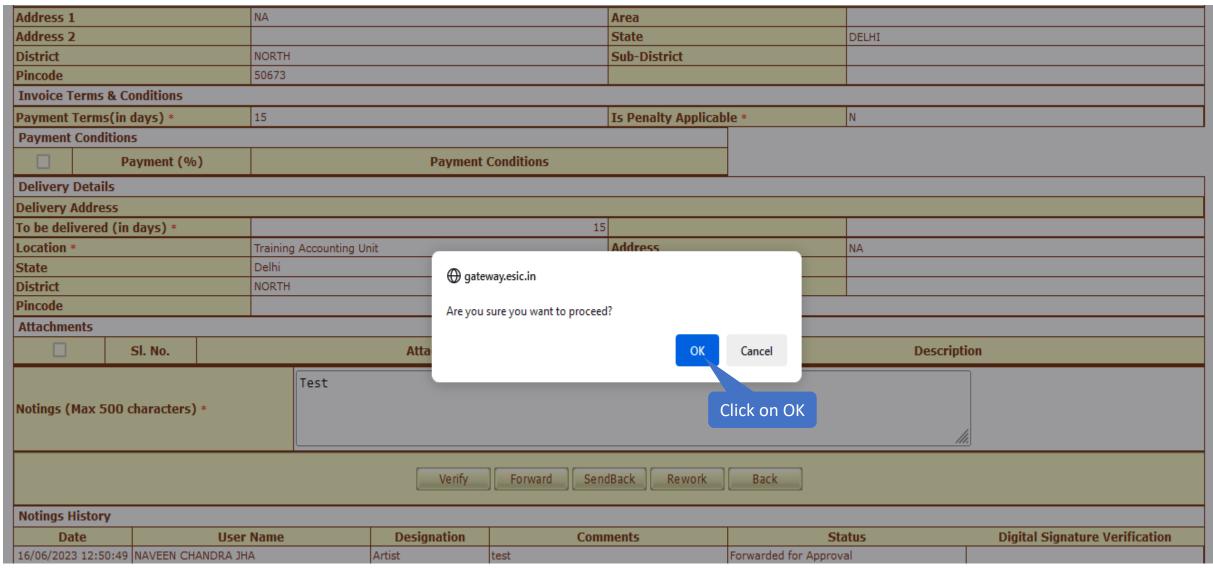
Enter the Notings and Click on Forward/Verify Fields marked as * are mandatory



Billing Address									
Address 1	NA		Area						
Address 2			State		DELHI				
District		Sub-District							
Pincode	50673								
Invoice Terms & Conditions									
Payment Terms(in days) *	15		Is Penalty Applicab	le *	N				
Payment Conditions									
Payment (%)		Payment Conditions							
Delivery Details									
Delivery Address									
To be delivered (in days) *		15							
Location *	Training Accounting Unit		Address		NA				
State	Delhi		Area						
District	NORTH		Sub-District						
Pincode									
Attachments									
Sl. No.	Att	achments		Description					
Notings (Max 500 characters) *	Test				li.				
Verify- It will proceed to Final Approver to Approve the transaction. (See from Slide no. 58) Verify Forward SendBack Rework Back									
Forward- It will proceed to 4 th		natic Click on Forward	ients	Sta	tuc	Digital Signature Verification			
Send back- It will send back to	previous level.	Click on Forward	iciiO	Forwarded for Approva		Digital Digitatile Verification			
Rework- It will send back to Cr	eator.	Test	7	Forwarded for Approva					
Back- Navigate to List Page		Test		Submitted					

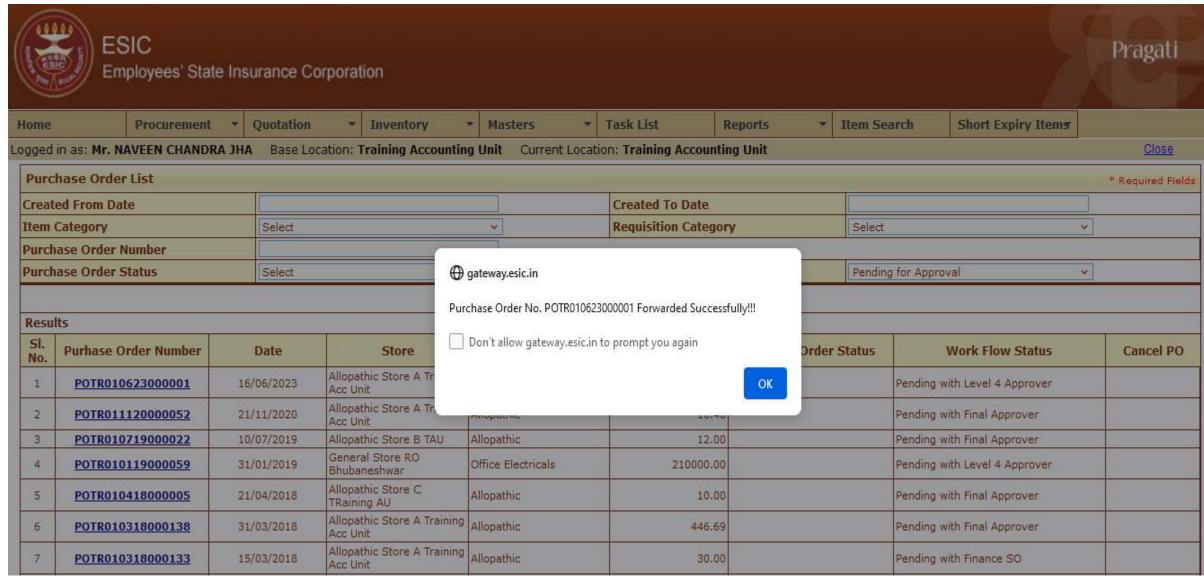
User proceed with the Submission





Purchase Order No. Forwarded successfully for Verification at Level 4





PO Verifier 4 Login through myesic.esic.gov.in or gateway.esic.gov.in







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S."

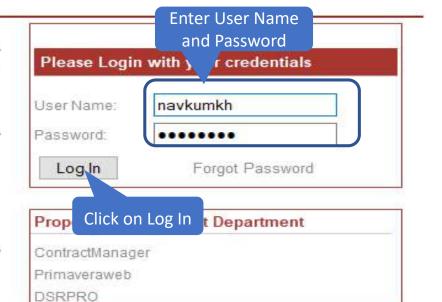
Web Portal- ithelpdesk

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ESIC News		Pension		1		Industry News		
» Role of ESIC in Deliveryof Benefits		HRMS Support 2.0		s from HQRS. Office		» ESIC's PG institute from next year		
		HRMS 2.0						
Announcem	ents	Materials Management 2.0		_inks		Reference Documents		
>> Annexure - IX	(doc	1-0-1-0-1-0-1-0-1-0-1-0-1-0-1-0-1-0-1-0	12.0	Click on Mate		>> Dhanwantri		
» Annexures -		Payroll 2.0		Management	2.0	» Pragati-ERP		
» Annexures.p	df		>> http://n	nohfw.nic.in		» Pragati-Insurance		
» JOB CARD (OF ADMINISTRATIVE O	FFICERS	>> http://w	hoindia.org		» ESIC Manuals		
» Circular.pdf	» Circular.pdf » http://e		sicdelhi org in		» Information Security			
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Purchase Order pending for approval Path: MM 2.0 → Task List → Purchase Order → Pending for Approval

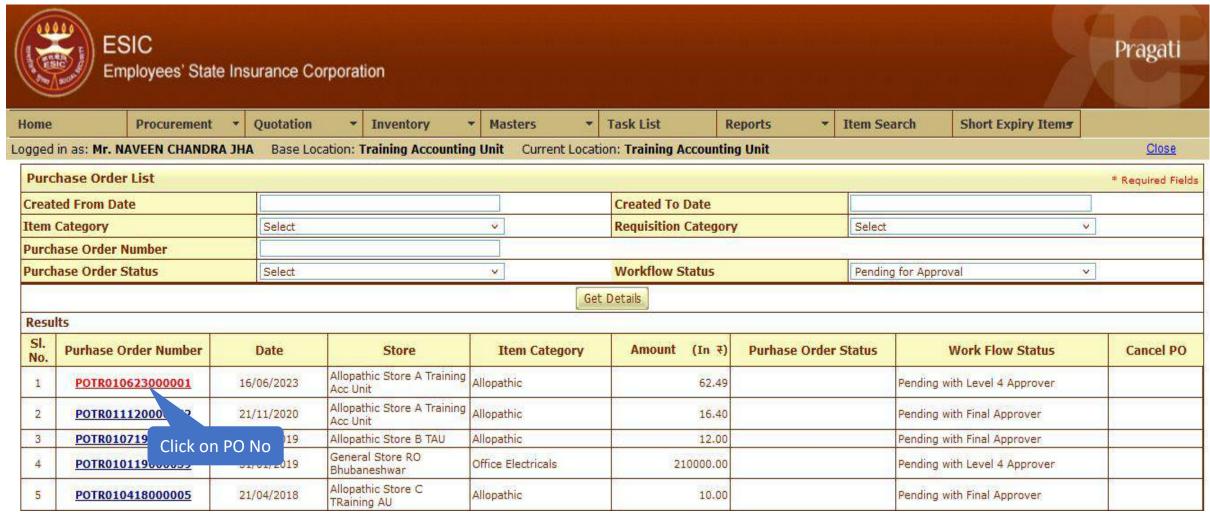




Task List						
Current Location : Train	ing Accounting Unit		N.P.			
Transaction Type	Pending Activity Coun					
	Pending FOR Approval	8				
Physical Verification\St	ock Adjustment					
	Pending for Approval	46				
	Sent Back	2				
Purchase Order(PO)			14			
	Pending for Approval	51				
	Sent Back	Click on Donding for	13			
Purchase Requisition(PF	R)	Click on Pending for	30			
	Pending for Approval	Approval under PO	39			
	Sent Back	6				
Purchase Return			47.			
	Pending for Approval		4			

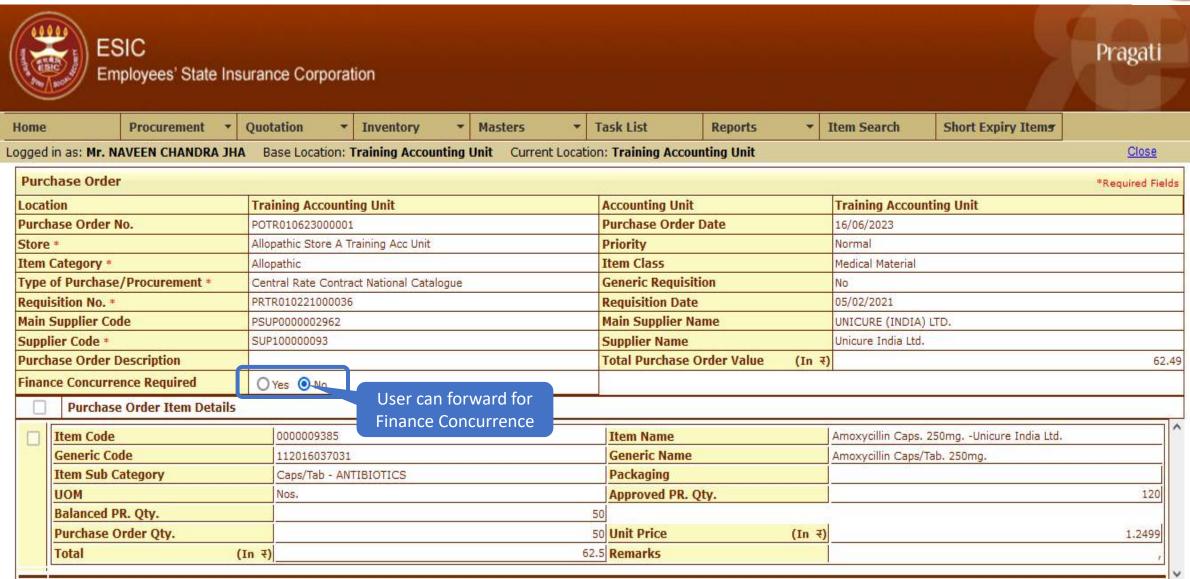
PO No. Verification by Level 4 Approver





PO verifier 4 will check PO No.





Enter the Notings and Click on Verify Fields marked as * are mandatory



Billing Address								
Address 1	NA		Area					
Address 2			State		DELHI			
District	NORTH		Sub-District					
Pincode	50673							
Invoice Terms & Conditions								
Payment Terms(in days) *	15		Is Penalty Applicab	le *	N			
Payment Conditions								
Payment (%)	Payment Conditions							
Delivery Details								
Delivery Address								
To be delivered (in days) *		15						
Location *	Training Accounting Unit		Address		NA			
State	Delhi		Area					
District	NORTH		Sub-District					
Pincode								
Attachments								
Sl. No.	Att	tachments			Description			
Notings (Max 500 characters) * Verify- It will proceed to Final Approve the transaction. (See Send back- It will send back to Rework- It will send back to	e from Slide No. 58) to previous level.	Click on Verify Verify SendBack	Rework Ba	ock	<u>//i.</u>			
Back- Navigate to List Page								

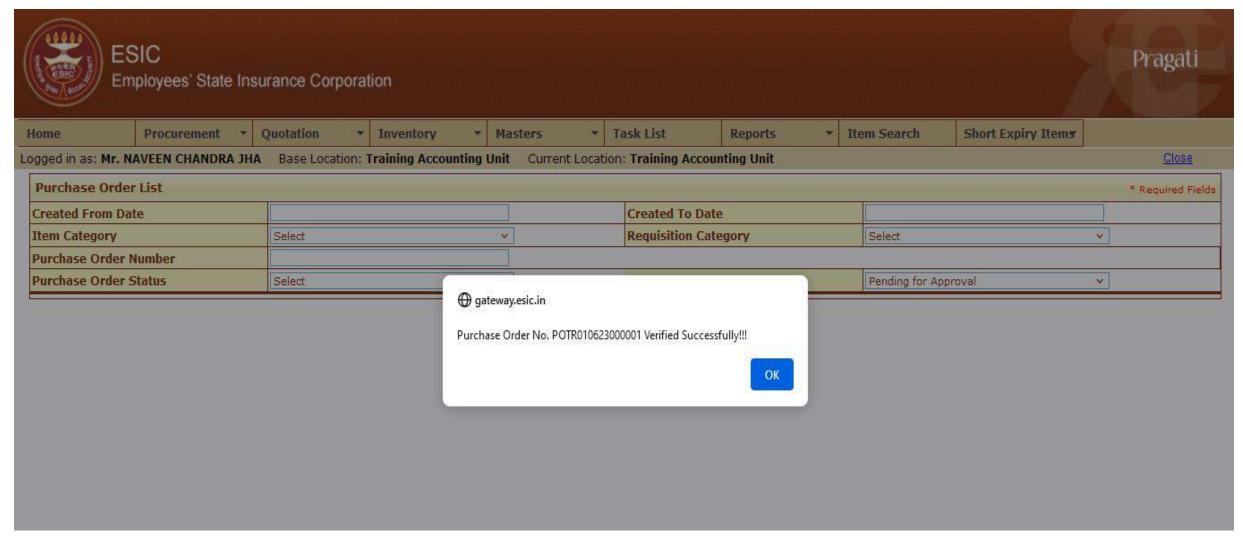
User proceed with the Submission



Billing Address	Billing Address									
Address 1	NA	Area								
Address 2		State		DELHI						
District	NORTH	Sub-Dist	ict							
Pincode	50673									
Invoice Terms & Conditions										
Payment Terms(in days) *	15	Is Penalt	/ Applicable *	N						
Payment Conditions	Payment Conditions									
Payment (%)										
Delivery Details		gateway.esic.in								
Delivery Address		Are you sure you want to proceed?								
To be delivered (in days) *										
Location *	Training Accounting Unit		OK Cancel	NA						
State	Delhi	L								
District	NORTH	Sub-Dist	rict							
Pincode			Click on OK	on OK						
Attachments										
Sl. No.	Att	achments		Description						
Notings (Max 500 characters) *	Notings (Max 500 characters) *									
	Verify SendBack Rework Back									

Purchase Order No. verified successfully





Final Approver Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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		HRMS 2.0				
Announcem	ents	Materials Managemen	nt 2.0	_inks		Reference Documents
» Annexure - I» Annexures -	100000000000000000000000000000000000000	Payroll 2.0		Click on Mater Management		>> Dhanwantri >>> Pragati-ERP
» Annexures.p	11) [12] 12] 12] 13] 13] 13] 13] 13] 13] 13] 13] 13] 13		» http://n	nohfw.nic.in		» Pragati-Insurance
» JOB CARD	OF ADMINISTRATIVE C	FFICERS	>> http://w	hoindia.org		» ESIC Manuals
» Circular.pdf			>> http://e	sicdelhi.org.in		» Information Security
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Purchase Order pending for approval Path: MM 2.0 → Task List → Purchase Order → Pending for Approval

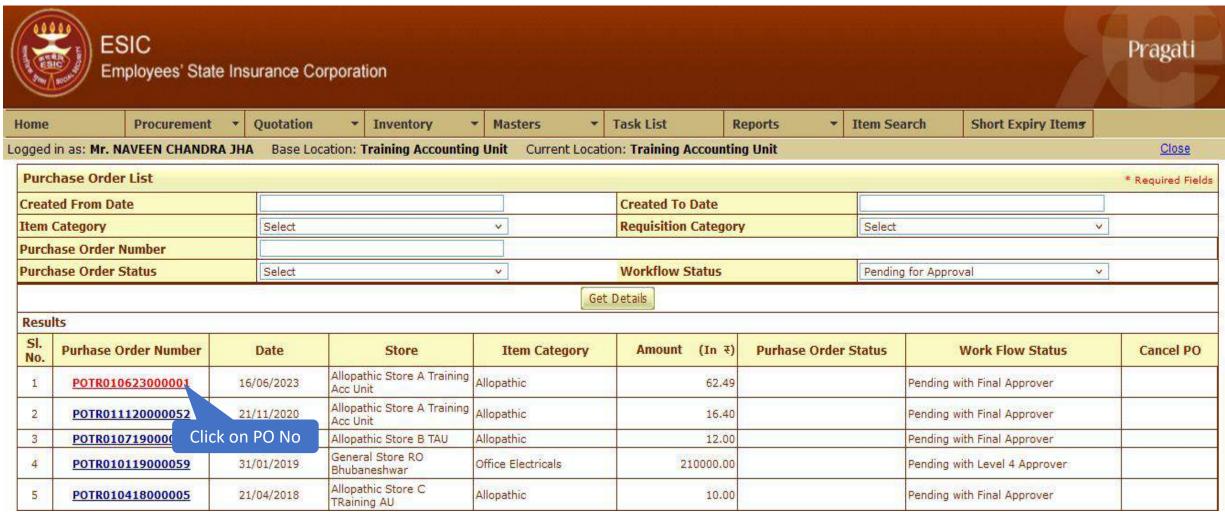






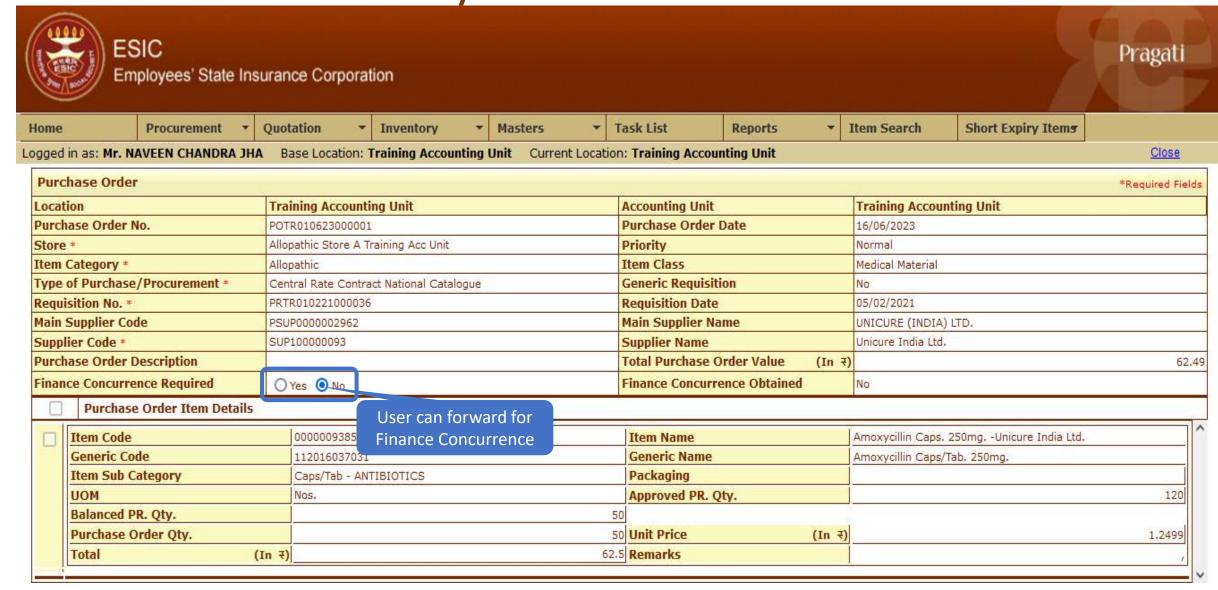
PO No. Approval by Final Approver





Final Approver can approve the request without forwarding for concurrence Fields marked as * are mandatory





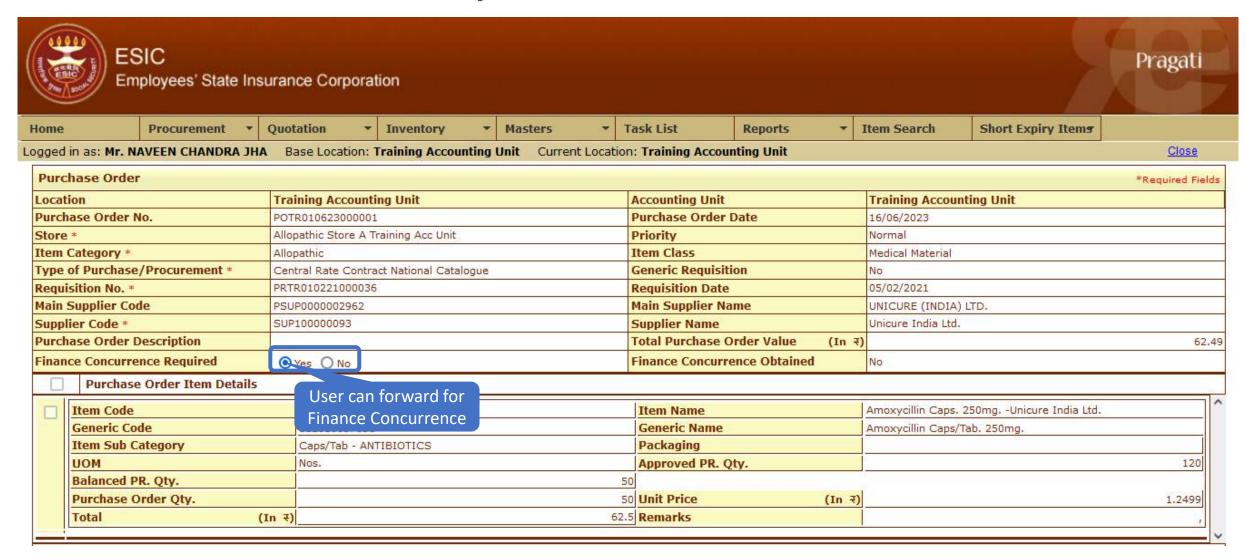
Final Approver can approve the request without forwarding for concurrence Fields marked as * are mandatory



Billing Address									
Address 1	NA		Area						
Address 2			State		DELHI				
District NORTH			Sub-District						
Pincode 50673									
Invoice Terms & Conditions									
Payment Terms(in days) *	15		Is Penalty Applicab	le *	N				
Payment Conditions									
Payment (%)		Payment Conditions							
Delivery Details									
Delivery Address									
To be delivered (in days) *		15							
Location *	Training Accounting Unit		Address		NA				
State	Delhi		Area						
District	NORTH	Sub-District Sub-District							
Pincode									
Attachments									
Sl. No.	Att	tachments			Description	n			
	Test								
Send Back- It will send back to	Approve- The transaction will get Approve. Send Back- It will send back to previous level for								
re-verification									
Rework- It will send to the cre		Approve SendBack Rev	vork Reject	Back					
Reject- It will reject completely	y and creator will								
create a new order.									
Back- Navigate to the task list.									

Select 'Yes' for Finance Concurrence Fields marked as * are mandatory





Select 'Yes' for Finance Concurrence then Enter the Notings and click on Forward Fields marked as * are mandatory



Billing Address									
Address 1	NA	Area							
Address 2		State		DELHI					
District	rict NORTH Sub-District								
Pincode	ncode 50673								
Invoice Terms & Conditions									
Payment Terms(in days) *	15	Is Penalty Applicable *		N					
Payment Conditions									
Payment (%)	Payment Conditions								
Delivery Details									
Delivery Address									
To be delivered (in days) *	15	15							
Location *	Training Accounting Unit	Address		NA					
State	Delhi	Area							
District	NORTH	Sub-District							
Pincode									
Attachments									
Sl. No.	Attachments			Descriptio	on				
Notings (Max 500 characters) * Test									
Click on Forward Back									

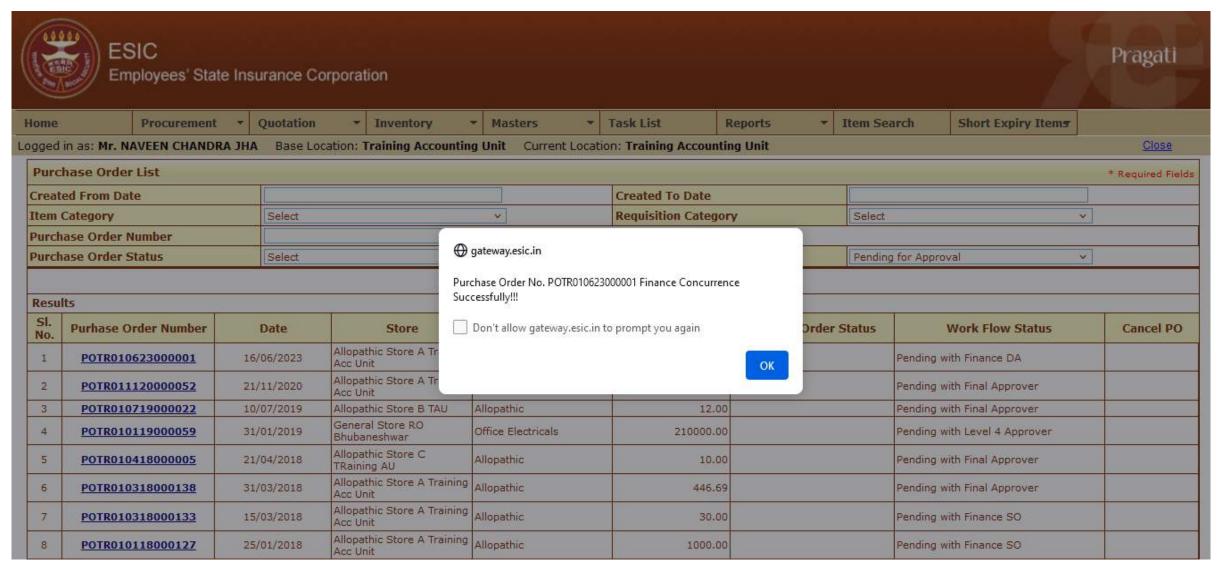
Click on Ok to proceed with Forward



Billing Address										
Address 1	NA		Area							
Address 2			State		DELHI					
District	NORTH		Sub-District							
Pincode	50673									
Invoice Terms & Conditions										
Payment Terms(in days) *	15	Is Penalty Applicable *			N					
Payment Conditions										
Payment (%)		Payment Conditions								
Delivery Details	Delivery Details									
Delivery Address	gateway.esic.in									
To be delivered (in days) *	Are you sure you want to proceed?									
Location *	Training Accounting Unit				NA NA					
State	Delhi		OK	Cancel						
District	NORTH									
Pincode										
Attachments			CI	ick on OK						
Sl. No.	Atta			Description						
Notings (Max 500 characters) *										
Forward Back										

Purchase Order No. successfully sent for Concurrence







PO Concurrence of Transaction

Role: Finance DA/ Finance SO/ Finance HOB

Version 5.7 Last Revised On: 01-06-2025

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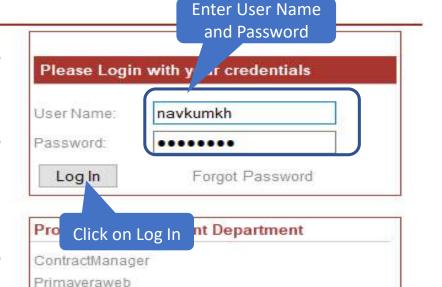
Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

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	HRMS 2.0					
Announcements		Materials Management 2.0		_inks		Reference Documents
» Annexure - D	100000000000000000000000000000000000000	Payroll 2.0		Click on Materia Management 2		>> Dhanwantri >> Pragati-ERP
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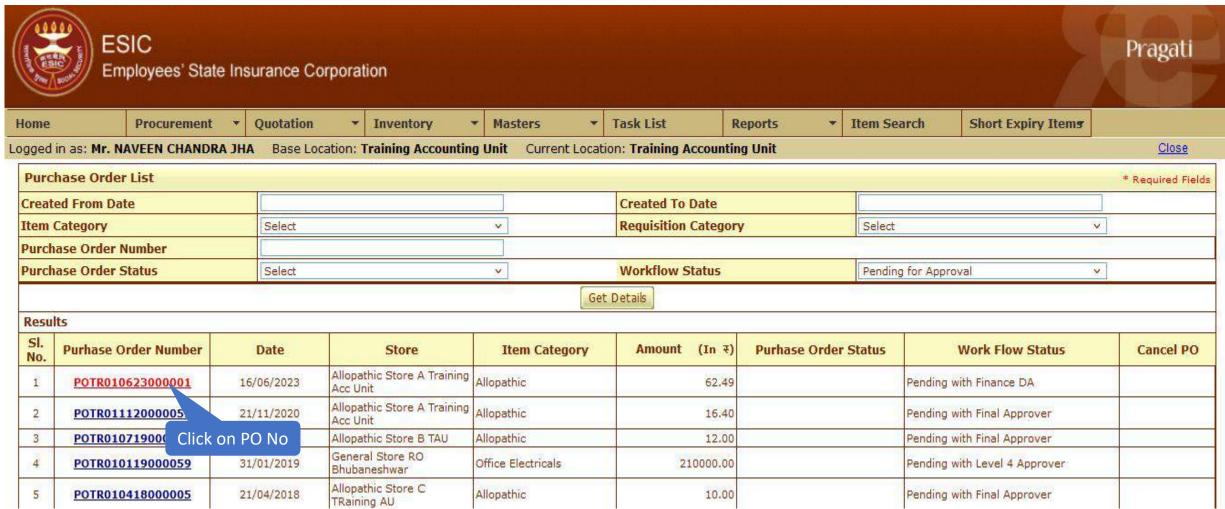




Task List		
Current Location : Train	ing Accounting Unit	
Transaction Type	Pending Activity	Count
	Pending FOR Approval	8
Physical Verification\St	ock Adjustment	
7.300	Pending for Approval	46
	Sent Back	2
Purchase Order(PO)		ar.
	Pending for Approval	51
	Sent Back Click on Donding for	13
Purchase Requisition(PR	Click on Pending for	10
	Pending for Approval Approval under PO	39
	Sent Back	6
Purchase Return		47.
	Pending for Approval	4

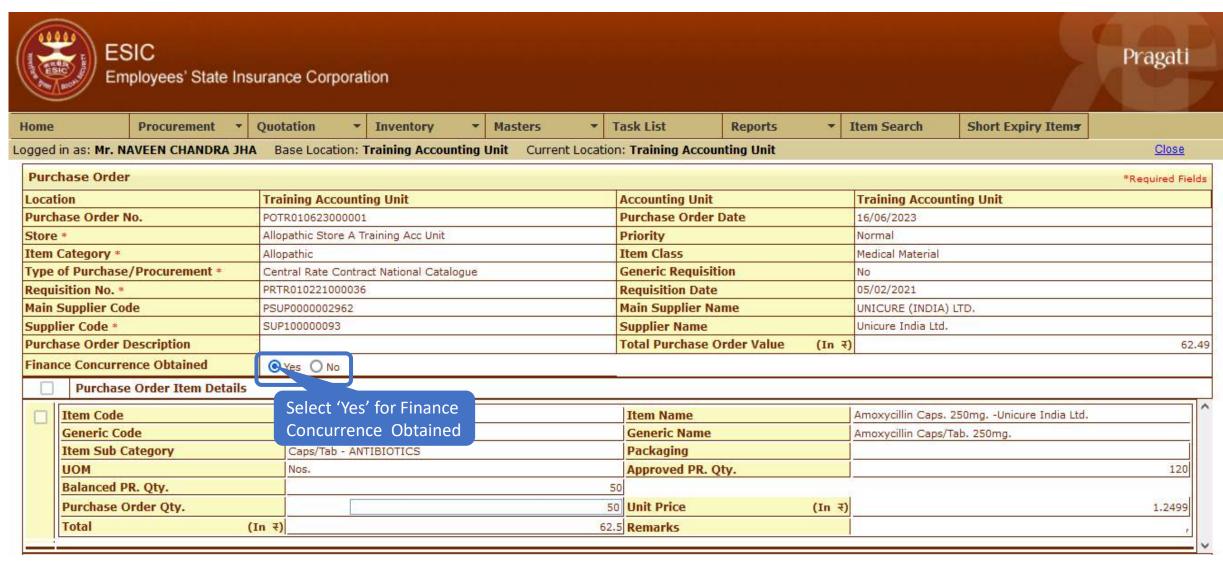
PO No. Concurrence by Finance DA





Select 'Yes' for Finance Concurrence Obtained





Enter the Notings and Click on Check Fields marked as * are mandatory



Billing Address			
Address 1	NA A	Area	
Address 2	S	State	DELHI
District	NORTH S	Sub-District	
Pincode	50673		
Invoice Terms & Conditions			
Payment Terms(in days) *	15 I	s Penalty Applicable *	N
Payment Conditions			
Payment (%)	Payment Conditions		
Delivery Details			
Delivery Address			
To be delivered (in days) *	15		
Location *	Training Accounting Unit	Address	NA
State	Delhi A	Area	
District	NORTH S	Sub-District	
Pincode			
Attachments			
Sl. No.	Attachments		Description
Notings (Max 500 characters) *	Test Click on Ch	neck	fi.
Check- The transaction will pr SO for further action Back- Navigate to list Page	roceed to FA-	Back	

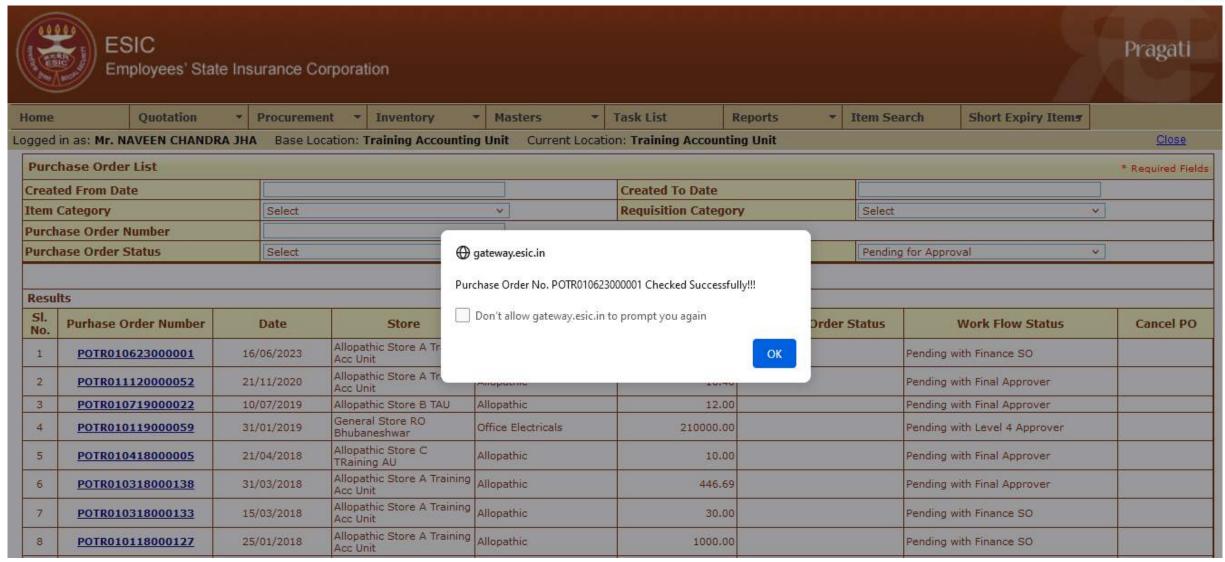
Click on Ok to proceed



Billing Address	Billing Address							
Address 1	NA		Area					
Address 2			State		DELHI			
District	NORTH		Sub-District					
Pincode	de 50673							
Invoice Terms & Conditions								
Payment Terms(in days) *	15		Is Penalty Applicabl	le *	N			
Payment Conditions								
Payment (%)		⊕ gateway.esic.in						
Delivery Details	gateway.esic.iii							
Delivery Address		Are you sure you want to proceed	re you sure you want to proceed?					
To be delivered (in days) *			_					
Location *	Training Accounting Unit		OK	Cancel	NA NA			
State	Delhi							
District	NORTH		Sub-District					
Pincode				Click on				
Attachments				OK				
Sl. No.	Atta	nchments			Description			
Notings (Max 500 characters) *								
	Check Back							

Purchase Order No. checked successfully





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	HRMS 2.0				
Announcements	Materials Management	t 2.0	Links		Reference Documents
Annexure - IX .doc. Annexures - X-XI.pdf	Payroll 2.0		Click on Mat Managemer		>> Dhanwantri >> Pragati-ERP
» Annexures.pdf		>> http://m	ohfw.nic.in		» Pragati-Insurance
» JOB CARD OF ADMINISTRATIV	E OFFICERS	>> http://w	hoindia.org		» ESIC Manuals
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Purchase Order pending for approval Path: MM 2.0 → Task List → Purchase Order → Pending for Approval

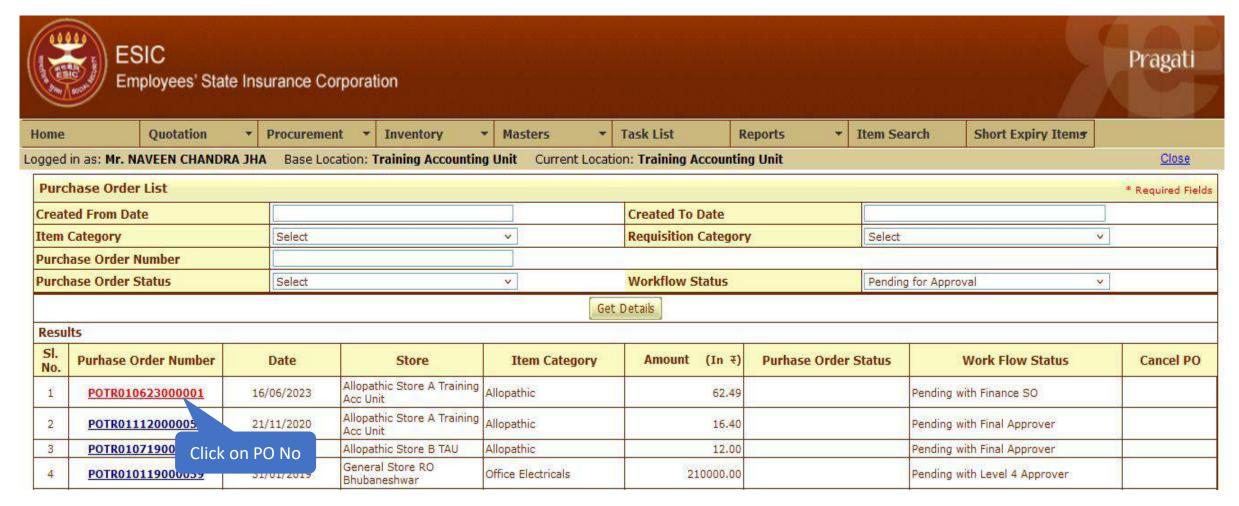






PO No. Concurrence by Finance SO





Select 'Yes' for Finance Concurrence Obtained



		SIC nployees' State	e Ins	urance Co	rpora	tion										Pragati
Home		Procurement	•	Quotation	•	Inventory	-	Maste	rs :	- T	rask List	Reports	-	Item Search	Short Expiry Items	-
gged	in as: Mr. N	IAVEEN CHANDR	A JHA	N Base Loc	ation:	Training Acc	ounting	Unit	Current Loc	ation	n: Training Accou	nting Unit				Close
Purc	hase Orde	r														*Required Field
Location Training Accounting Unit							Accounting Unit			Training Accoun	ting Unit					
Purch					Purchase Order	Date		16/06/2023								
Store	*	Allopathic Store A Training Acc Unit				Priority			Normal							
Item (Category *			Allopathic			Item Class			Medical Material	Medical Material					
Гуре	of Purchase	e/Procurement *	i)	Central Rate Contract National Catalogue			Generic Requisiti	ion		No						
Requi	sition No. *			PRTR010221	PRTR010221000036			Requisition Date			05/02/2021					
Main S	Supplier Co	de		PSUP000000	2962						Main Supplier Name UNICURE (INDIA) LTD.					
Suppli	ier Code *			SUP1000000	193						Supplier Name Unicure India Ltd.					
Purch	ase Order	Description									Total Purchase O	rder Value	(In ₹)		62
Finan	ce Concurre	ence Obtained		⊚ Yes ○	No											
	Purchas	e Order Item De	tails		Sele	ct 'Yes' fo	r Finar	nce								
П	Item Code			00000	Con	currence	Obtair	ned			Item Name			Amoxycillin Caps.	250mgUnicure India Ltd.	
	Generic Co	ode		112016	037031						Generic Name			Amoxycillin Caps/1	ab. 250mg.	
	Item Sub (Category		Caps/T	ab - AN	TIBIOTICS					Packaging					
	UOM			Nos.							Approved PR. Q	ty.				120
	Balanced F	PR. Qty.								50	50			No.		
	Purchase (Order Qty.			12					50	0 Unit Price (In ₹					1.2499
	Total		(In ₹)	15.					62.5	5 Remarks					7
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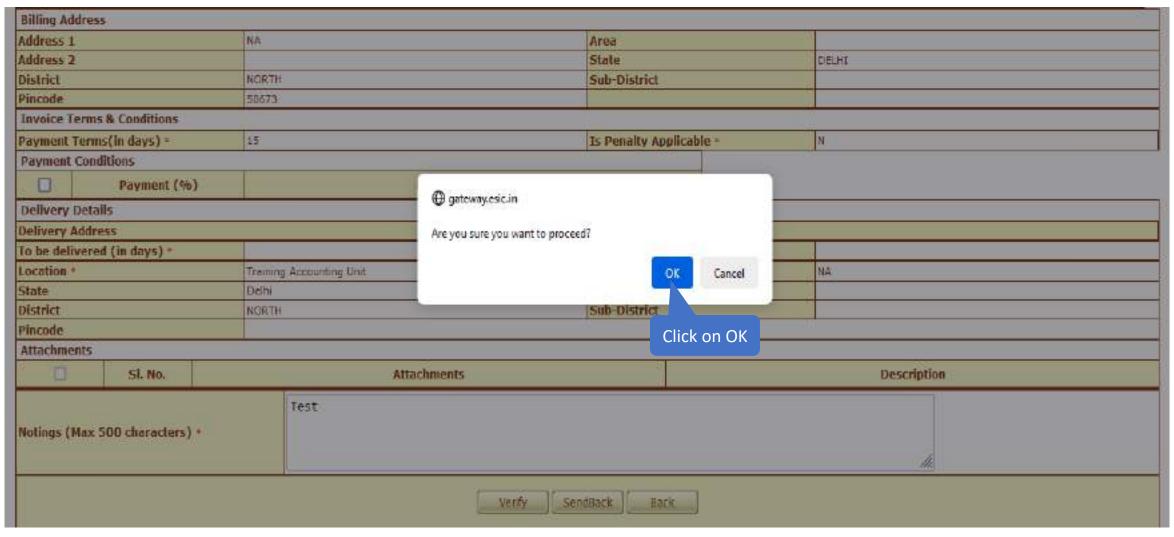
Enter the Notings and Click on Verify Fields marked as * are mandatory



Billing Address								
Address 1	NA		Area					
Address 2			State		DELHI			
District	NORTH		Sub-District					
Pincode	50673							
Invoice Terms & Conditions								
Payment Terms(in days) *	15		Is Penalty App	icable *	N			
Payment Conditions								
Payment (%)		Payment Conditions						
Delivery Details								
Delivery Address								
To be delivered (in days) *		15						
Location *	Training	g Accounting Unit	Address		NA			
State	Delhi		Area					
District	NORTH		Sub-District	ict				
Pincode								
Attachments								
Sl. No.		Attachments			Description			
Notings (Max 500 characters) * Click on Verify								
Verify SendBack Back								
		and proceed to FA-HOB for further action.						
Send back- It will send back		vious level for re-check						
Back- Navigate to the List pa	ige							

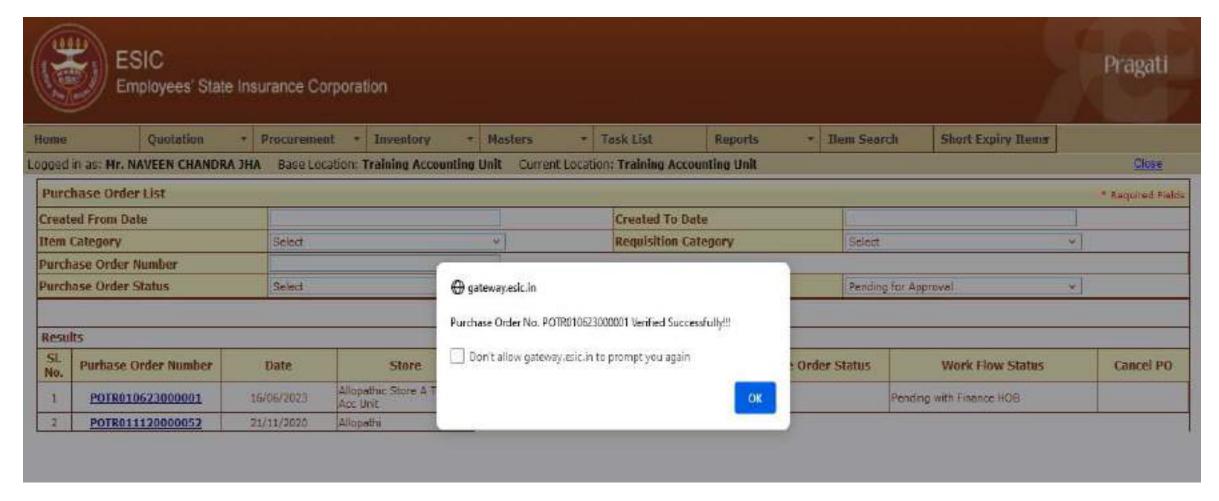
Click on Ok to proceed





Purchase Order No. verified successfully





Finance HOB Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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Announcem	ents			_inks	_	Reference Documents
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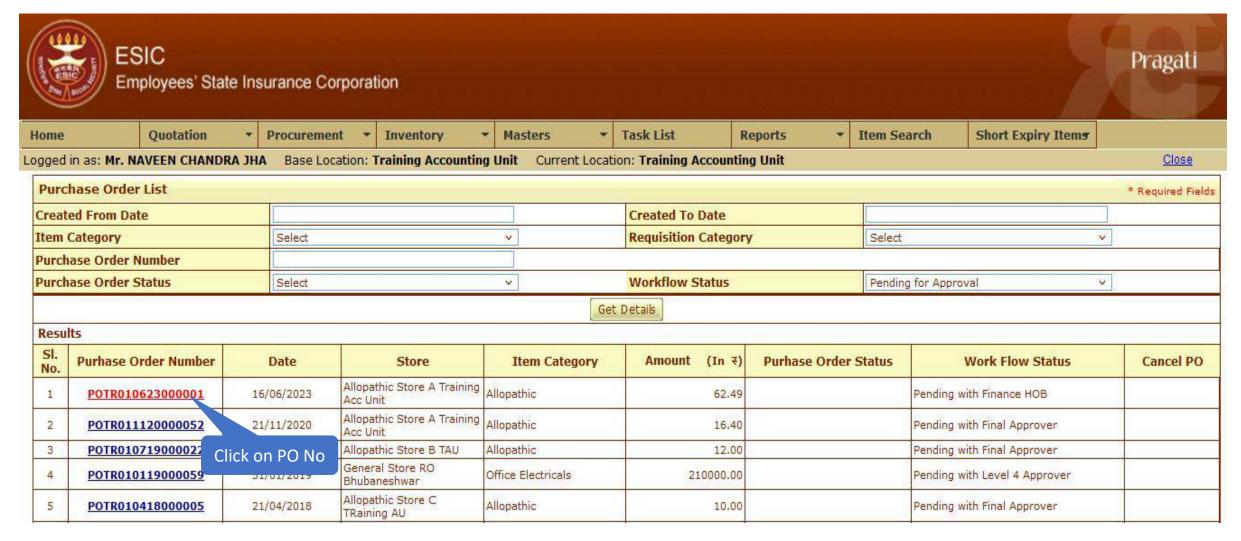






PO No. Concurrence by Finance HOB





Select 'Yes' for Finance Concurrence Obtained



Home	Quotation	Procurement	Inventory	•	Masters	•	Task List	Reports		Item Search	
.ogged in as: Mr. AM	IT ARYA Base Loc	cation: Training Acc	ounting Unit	Current	Location: Tra	ining A	ccounting Unit				Close
Purchase Order											*Required Fields
Location	1	Training Accounting Ur	it			Accou	nting Unit		Training Acc	ounting Unit	
Purchase Order N	o. F	POTR010121000072				Purcha	se Order Date		13/01/2021		
Store	4	Allopathic Store A Train	ning Acc Unit			Priority	/		Normal		
Item Category		Allopathic				Item C	lass		Medical		
РО Туре	1	National Catalogue				Generi	c Requisition		No		
Requisition No.	F	PRTR010121000033			Requis	Requisition Date 1			12/01/2021		
Main Supplier Cod	e F	PSUP0000001780				Main S	upplier Name		MICRO LAB	DRATORIES LTD.	
Supplier Code	5	SUP100000057				Supplie	er Name		Micro Labor	atories Ltd.	
PO Text						Total P	O Value	(In ₹)			131.00
Finance Concurre	nce Obtained	© ves ○ No									
Purchase	Order Item Details										
Item Code			for Finance			Item	Name		Dolo 650 Ta	b.	^
Generic Cod	le	Concurrence	e Obtained			Gene	ric Name		Paracetamo	l Caps/Tab. 650mg.	
Item Sub Ca	ategory	CAPS/TAB - NON-	OPIOID ANALGES	IC		Pack	aging				
иом		Nos.				Appr	oved PR. Qty.				100
Balanced Pi	R. Qty.					0					
PO. Qty.					10	Unit I	Price	(In ₹)			1.31
Total	(In	₹)			131.	0 Rema	ırks				,

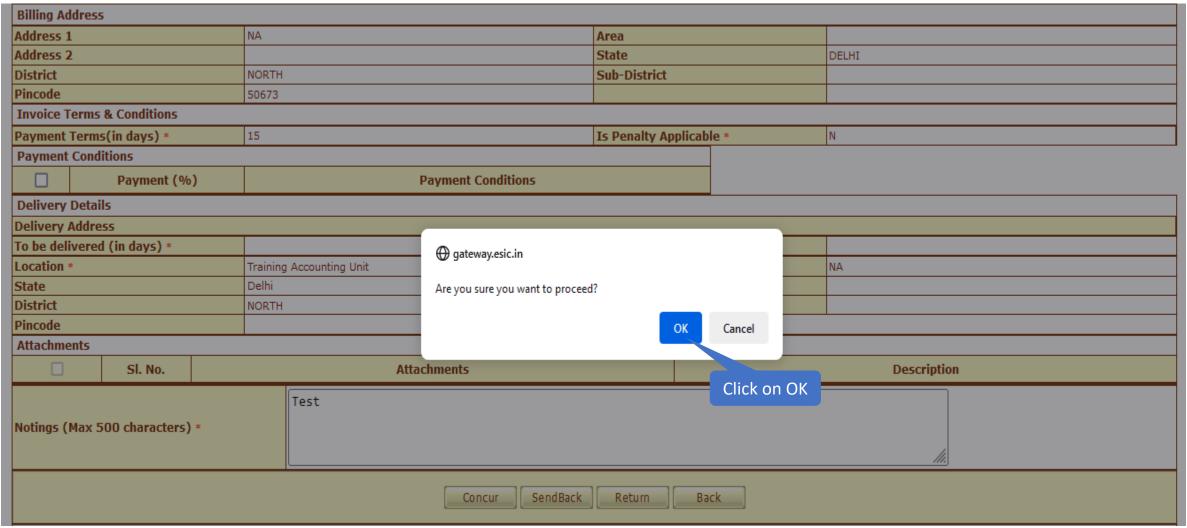
Enter the Notings and Click on Concur Fields marked as * are mandatory



Billing Address						
Address 1	NA		Area			
Address 2			State		DELHI	
District	NORTH		Sub-District			
Pincode 50673						
Invoice Terms & Conditions						
Payment Terms(in days) *	15	Is Penalty Applicable *			N	
Payment Conditions						
Payment (%)	Pa	yment Conditions				
Delivery Details						
Delivery Address						
To be delivered (in days) *	I (in days) *					
Location *	Training Accounting Unit		Address		NA	
State	Delhi		Area			
District	NORTH		Sub-District			
Pincode						
Attachments						
Sl. No.	Attach	ments			Descriptio	on
	Test					
Concur- The transaction will Approve and proceed to Final Approver for further action. Send back- It will send back to previous level for re-check. Click on Concur SendBack Return Back						
Return- It will return to Final further action. Back- Navigate to the List pa		Concur SendBack	Kecum	Buck		

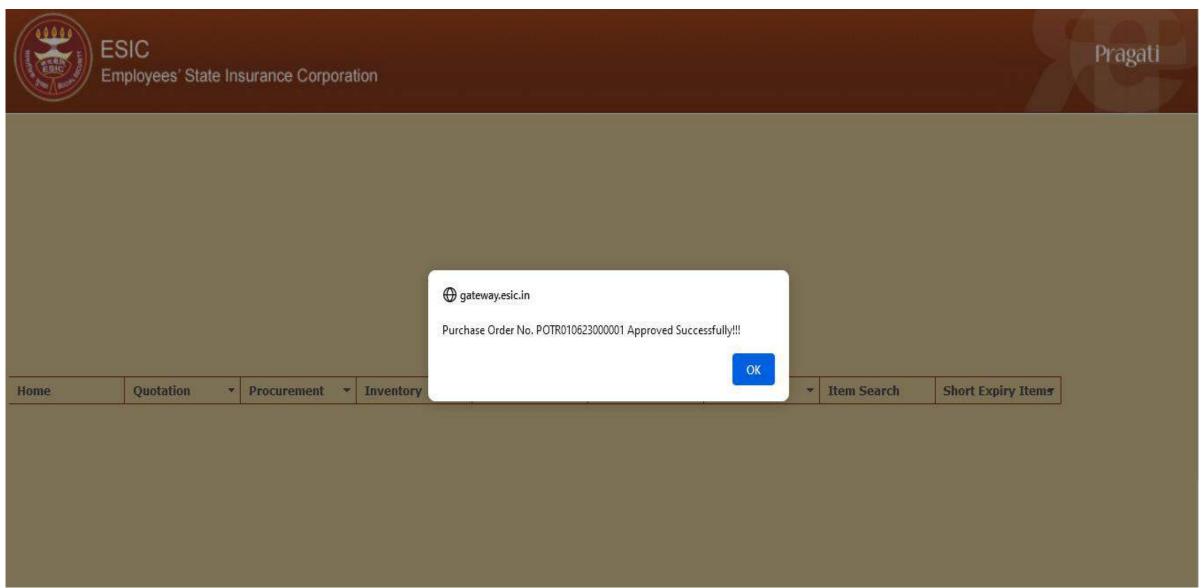
Click on Ok to proceed





Purchase Order No. concurrence approved successfully







PO Approval of Transaction after Finance Concurrence

Role: Purchase Order Final Approver

Final Approver Login through myesic.esic.gov.in or gateway.esic.gov.in





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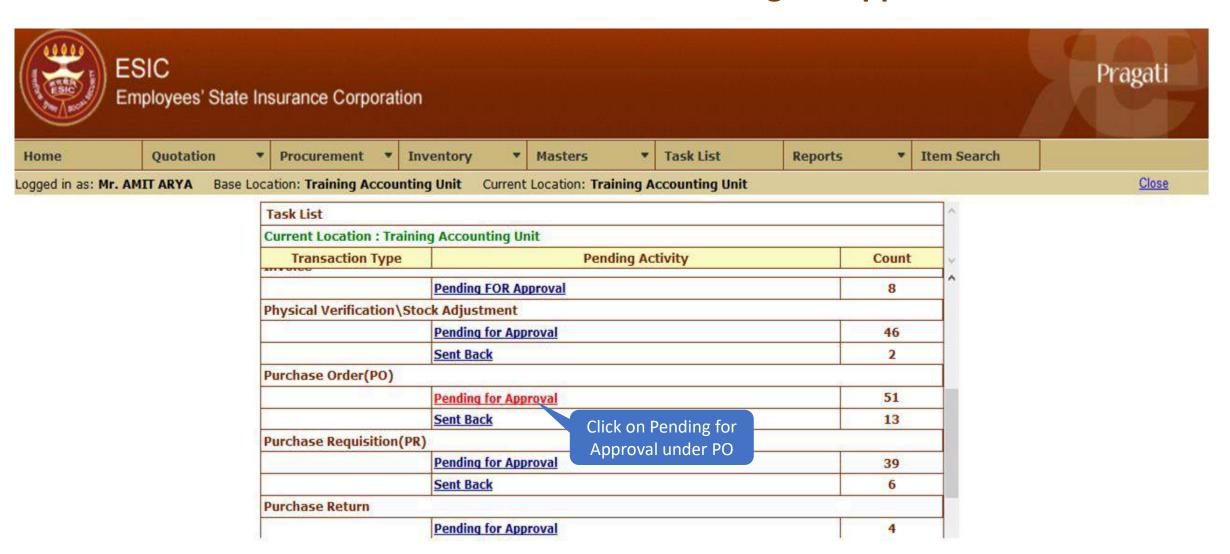


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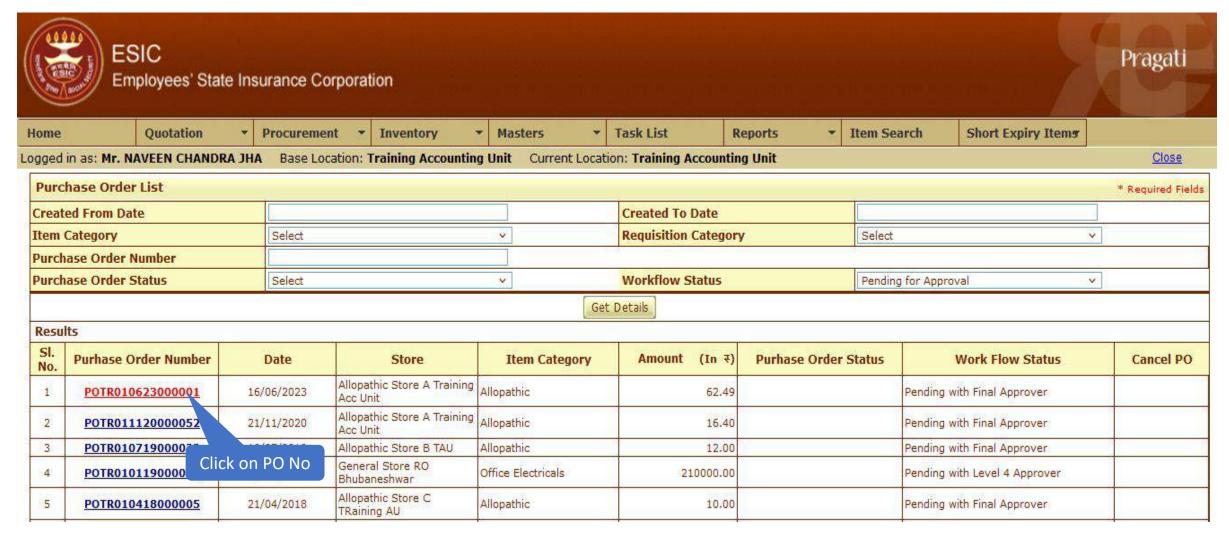
Purchase Order pending for approval Path: MM 2.0 → Task List → Purchase Order → Pending for Approval





PO No. Approval by Final Approver





Final Approver will approve this request





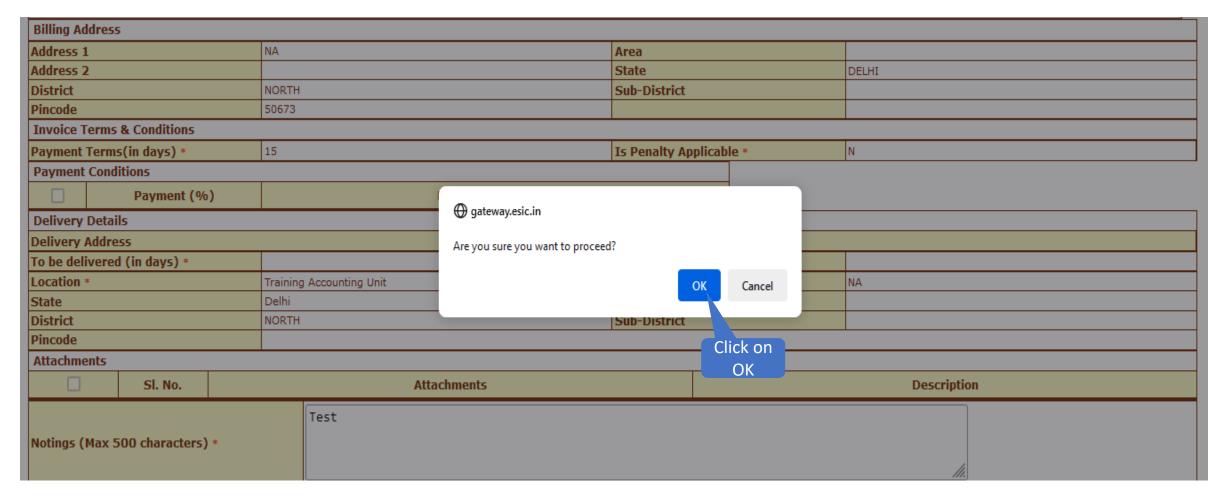
Enter the Notings and Click on Approve Fields marked as * are mandatory



Billing Address	Billing Address								
Address 1	NA	Area							
Address 2		State	DELHI						
District	NORTH	Sub-District							
Pincode	50673								
Invoice Terms & Conditions									
Payment Terms(in days) *	15	Is Penalty Applicable *	N						
Payment Conditions									
Payment (%)	Payment Conditions								
Delivery Details	Delivery Details								
Delivery Address									
To be delivered (in days) *	15								
Location *	Training Accounting Unit	Address	NA NA						
State	Delhi	Area							
District	NORTH	Sub-District Sub-D							
Pincode									
Attachments									
Sl. No.	Attachments		Description						
Notings (Max 500 characters) * Approve- The transaction will Rework- It will send to the continuous continuou	reator for modification		/h.						
Reject- It will reject complet create a new requisition. Back- Navigate to the task list		Reject Back							

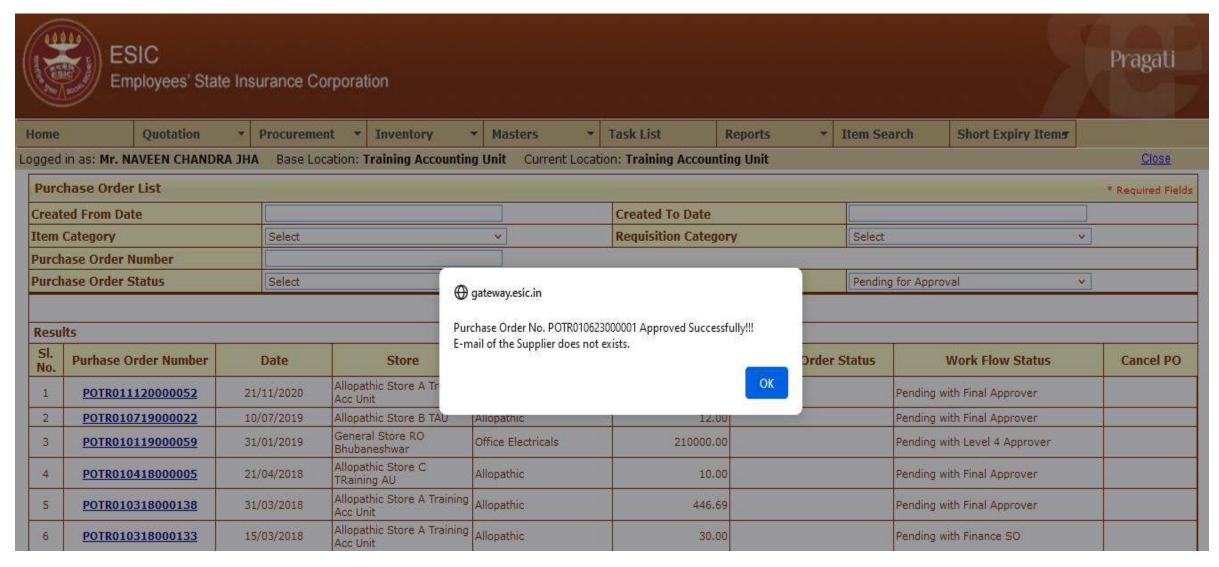
Click on Ok to proceed





Purchase Order No. Approved successfully







Check List

Role: Purchase Order DA/ Verifier 1/2/3/4/Final Approver/FA-DA/FA-SO/FA-HOB

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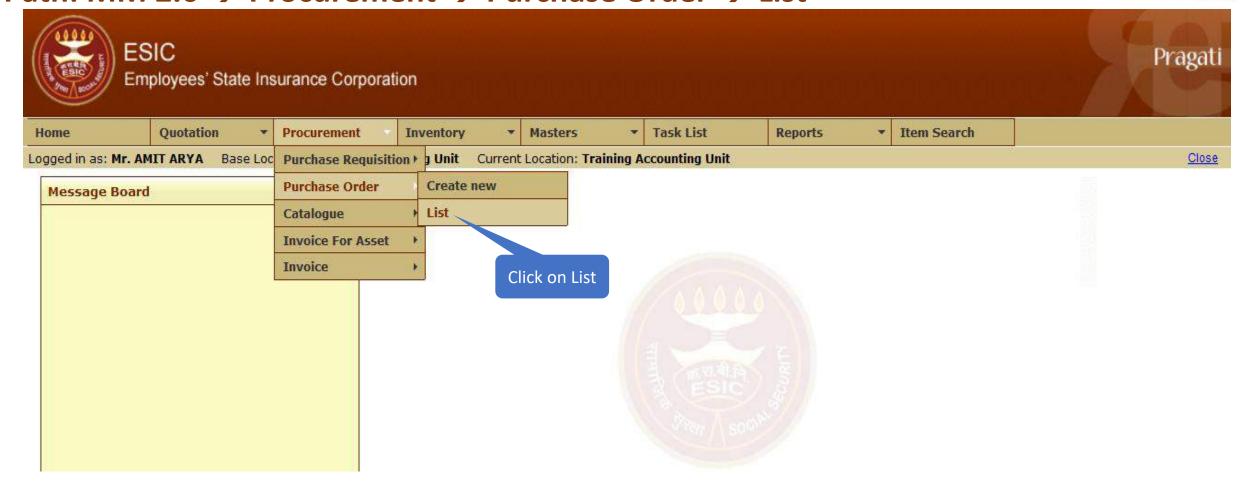


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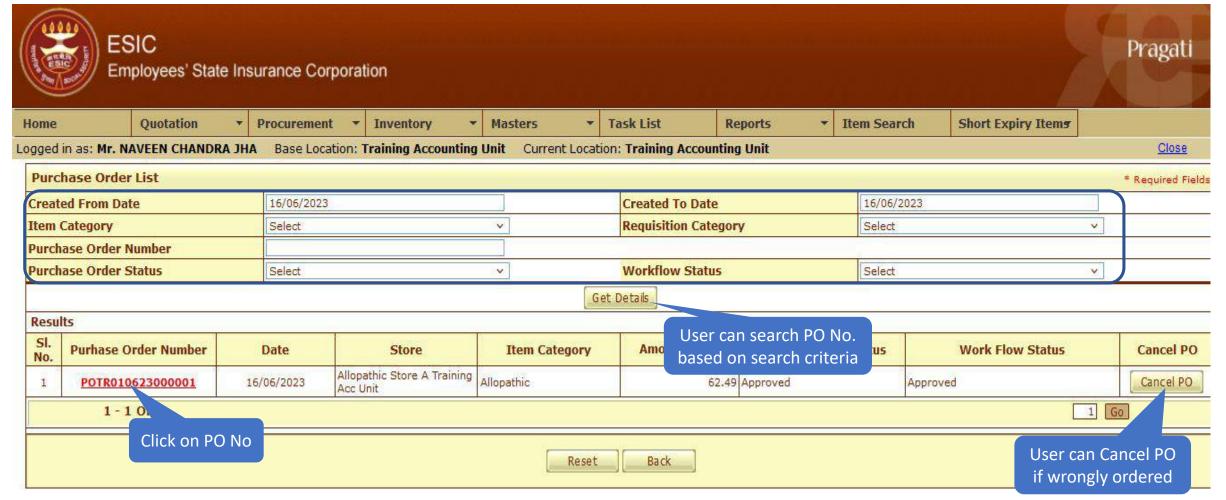
To Check Records of Generated Purchase Order Path: MM 2.0 → Procurement → Purchase Order → List





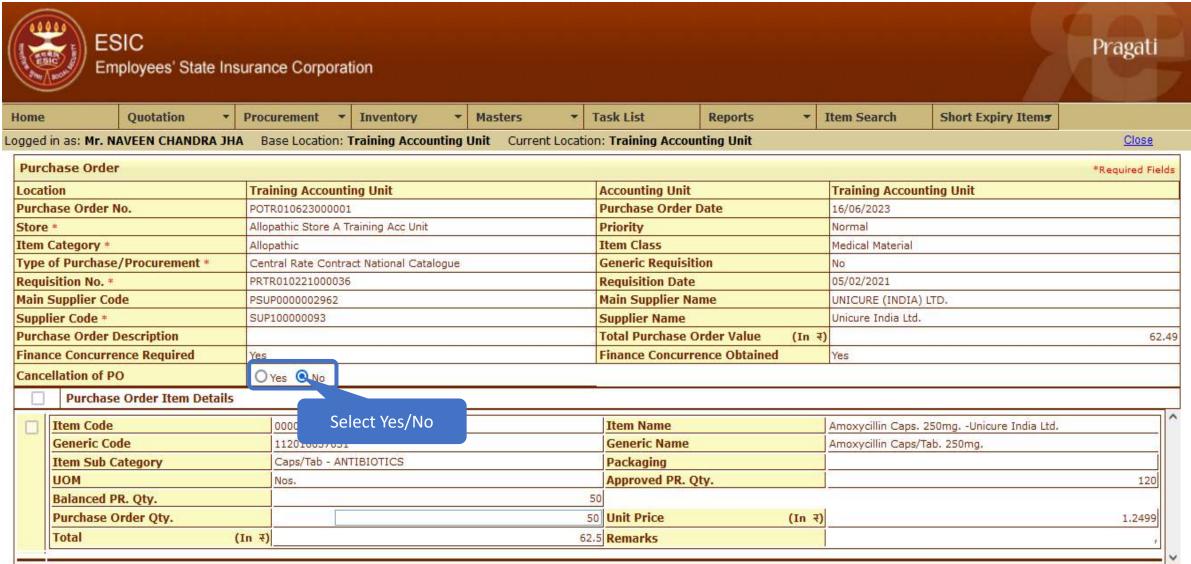
Search Purchase Order No. with searching Criteria and Click on PO No.





Check Record of Purchase Order





Enter the Notings and Click on Print Fields marked as * are mandatory



			<u> </u>					
Billing Address								
Address 1	NA .	Area						
Address 2		State	DELHI					
District	NORTH	Sub-District						
Pincode	50673							
Invoice Terms & Conditions								
Payment Terms(in days) *	15	Is Penalty Applicable *	N					
Payment Conditions								
Payment (%)	Payment Conditions							
Delivery Details								
Delivery Address								
To be delivered (in days) *	15							
Location *	Training Accounting Unit	Address	NA					
State	Delhi	Area						
District	NORTH	Sub-District						
Pincode								
Attachments								
Sl. No.	Attachments		Description					
Notings (Max 500 characters) *	Notings (Max 500 characters) *							
Click on Print								
Print Back								

Print View



Date: 16/06/2023



EMPLOYEES' STATE INSURANCE CORPORATION

Training Accounting Unit NA,,,Delhi

PO No.: POTR010623000001

SUP100000093 - Unicure India Ltd.

C-22&23, Sector - 3, Noida U.P. Noida Uttar Pradesh

201301

PO Type GlobalCatalogue

Purchase Order for Allopathic

Rate Contract \ Catalogue Rate contract 147

Special Remarks:

PO Status: APPROVED

Sir, Please refer to the above-mentioned tender participation / Rate Contract. It has been decide to place an order for the purchase of the under mentioned equipment / items / materials / Drugs on the terms & conditions & Specifications as stated in the original tender / Quotation / Rate contract. The original rates quoted / as per rate contract are as below:

PR Details:

SI	Purchase Requisition No.	Requisition	Requisition
No.		Date	Category
1 P	RTR010221000038	05/02/2021	GlobalCatalogue

PO Item Details:

SI No.		Item Name/ Particulars	Supplier/Manufacturer	Pack Size	Unit Rate Rs.	Unit (UOM)	Req. Qty	Req. Amt	Remarks
1	Amoxycillin Caps/Tab. 250mg.	0000009385 - Amoxycillin Caps. 250mgUnicure India	Unicure India Ltd.	10 caps	1.24990	Nos.	50	62.50	*

Total Rs.: 62.50

Delivery Details:

SI No.	Item Name	Qty.	Delivery Location	Due Date of Delivery
1	0000009385 - Amoxycillin Caps. 250mgUnicure India Ltd.	50	Training Accounting Unit	01/07/2023



Generate Report

Role: Purchase Order DA/ Verifier 1/2/3/4/Final Approver/HOA/Director General

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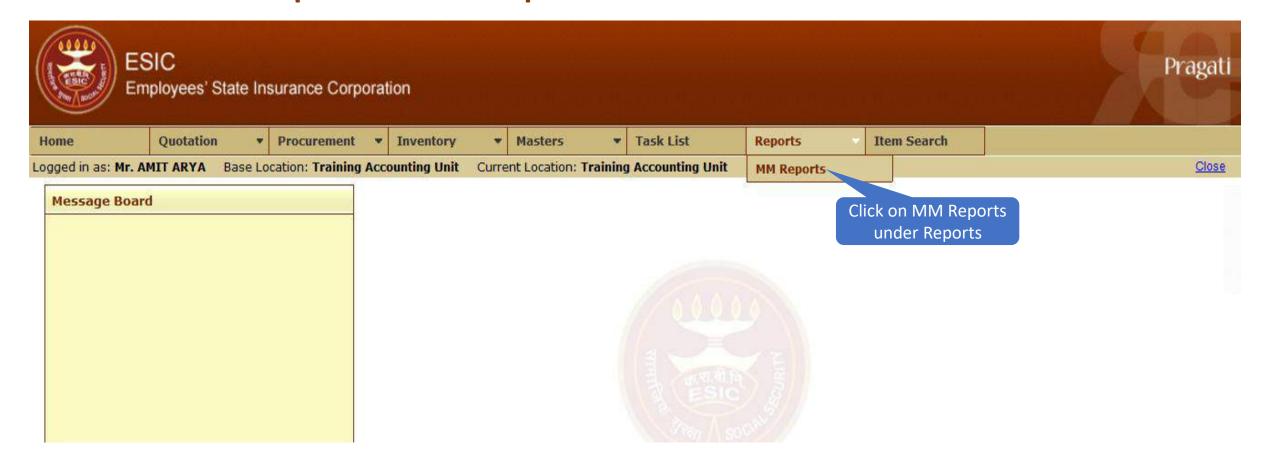


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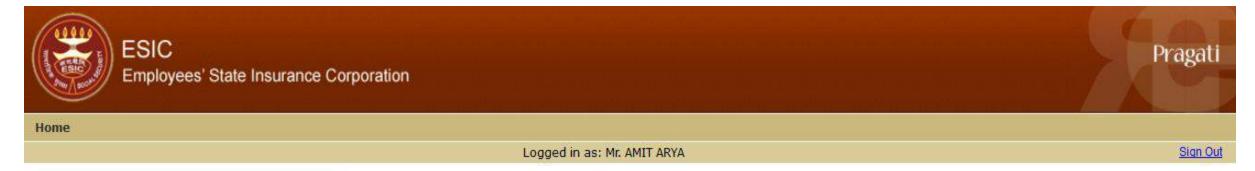
To check Purchase Order Report Path: MM 2.0 → Reports → MM Reports





To check Purchase Order Report click on Stock/Inventory





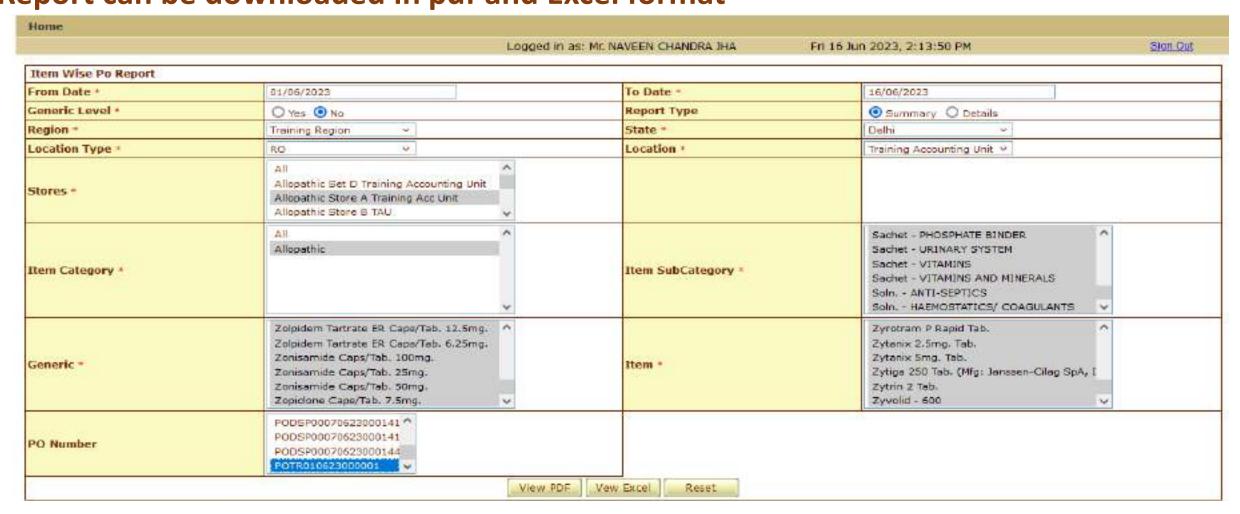


Click on Item Wise PO Report



Stock Transfer Receipts	
Item wise Non-Medical Indent Report	
Drug Expiry Report	
Stock Transfer Drug Issue Report	
Reorder Level Report	
VED Classification Report	
Item Wise PO Report Click on Ite	m
Item Wise Rejection Report Wise PO Rep	
Supplier Wise PO Report	
Purchase Return to Supplier Report	
Item Wise Expenditure	

Select parameters to download report From Date & To Date/ Generic Level/ Report Type/ Region/ State/ Location Type/ Location/ Stores/ Item Category/ Item Sub Category/ Generic/ Item/ PO Number Report can be downloaded in pdf and Excel format



Item Wise PO Summary Report – PDF Format





EMPLOYEES' STATE INSURANCE CORPORATION

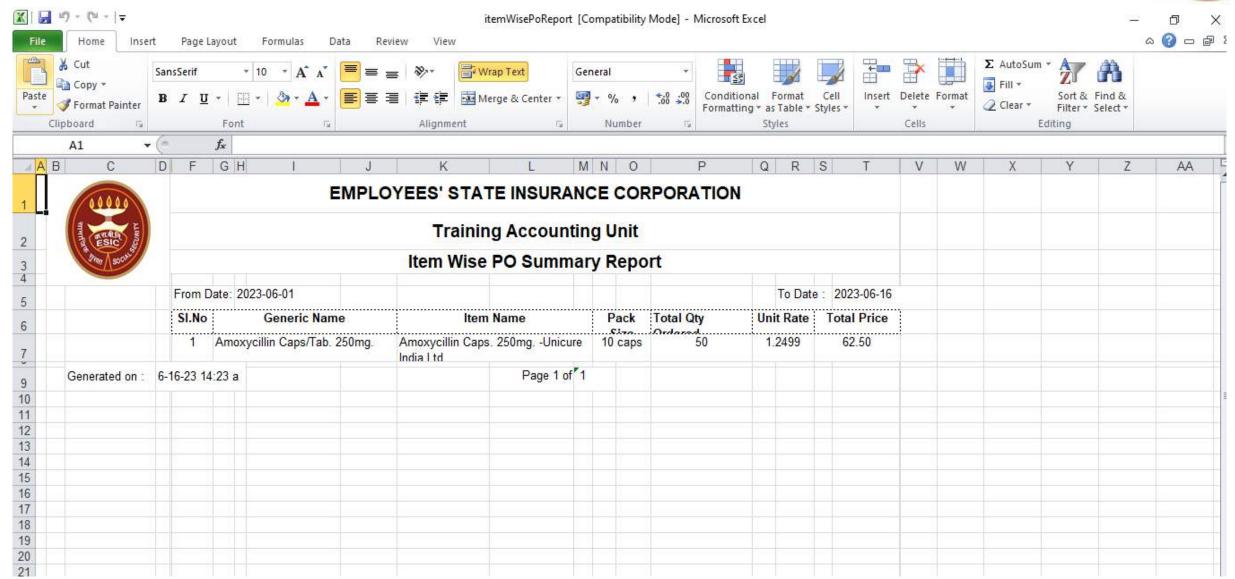
Training Accounting Unit Item Wise PO Summary Report

From Date: 2023-06-01 To Date: 2023-06-16

SI.No	Generic Name	Item Name	Pack Size	Total Qty Ordered	Unit Rate	Total Price
1	Amoxycillin Caps/Tab. 250mg.	Amoxycillin Caps. 250mgUnicure India	10 caps	50	1.2499	62.50

Item Wise PO Summary Report – Excel Format





Notes



-List: All past and present records are available under List option for the transaction on search.

-Task List: All the pending request will be available for the logged in user under Task List for all transactions.

-Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History

-Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Purchase Requisition

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

Purchase Requisition – Overview



Purchase Requisition (PR) is the initial activity in the procurement process. The objective of PR process is to raise a requisition for materials/services (Medical and Non-Medical items). The PR is the requisition list where the different accounting units raise the list based on their requirement, User will have different requisition category to raise a requisition such as:-

- i) Catalogue Requisition
 - a) National Catalogue\Contract
 - b) Local Catalogue\Contract
- ii) Non-Catalogue
- iii) Indent Purchase

It would help to the accounting units to prepare requisition of medical and non-medical items based on their previous consumption.

Purchase Requisition – Overview



Pre-Requisites for the Transaction

- → Store has to create for the Location.
- → User needs to mapped in store purchase group details.
- → All the respective users needs to be get mapped in User management for MM2.0
- → Item category and master should be available for the location.

All the roles will be available in 'User Management \rightarrow MM2.0 '.

Post Condition of the Transaction:

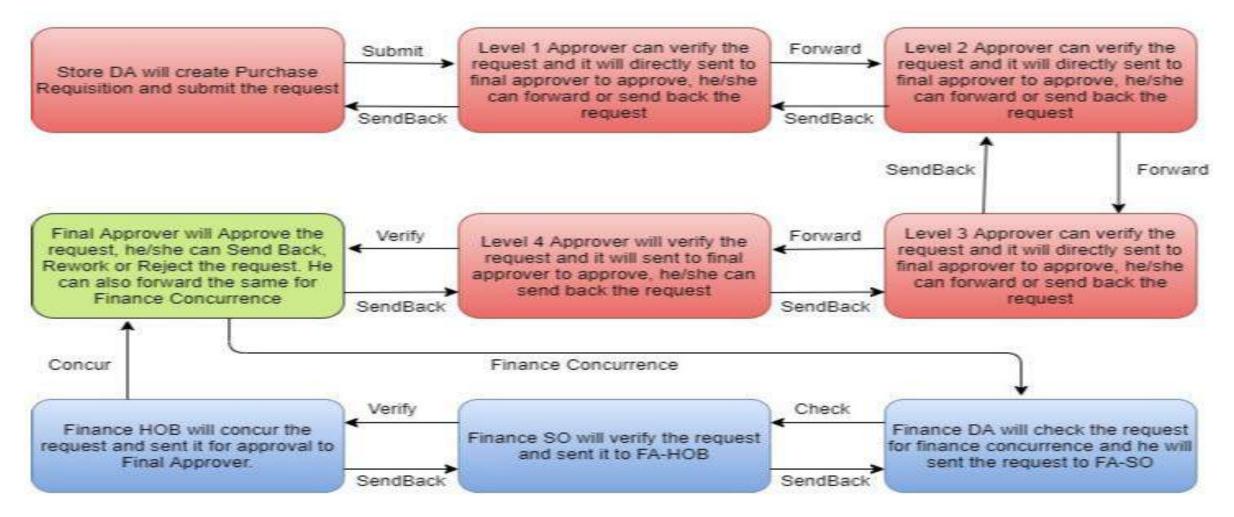
After completion of all the levels of approval, the approved requisition will proceed for Purchase Order generation.

Process Flow: Assigned user for Creation (Purchase DA) \rightarrow Verifier 1 \rightarrow Verifier 2 \rightarrow Verifier 3 \rightarrow Verifier 4 \rightarrow Final Approver

The purchase DA will create and submit the transaction then it will proceed to Verifier 1 task list for verification, after the first level of Verification the work flow would be depend upon the user i.e. if user clicks on forward then it will move to 'Verifier2' for further action but if it clicks on 'Verify' then it will proceed to 'Final Approver' for approval. Final Approver can approve the transaction or based on the delegation of power can send to finance branch for concurrence.

Purchase Requisition – Workflow



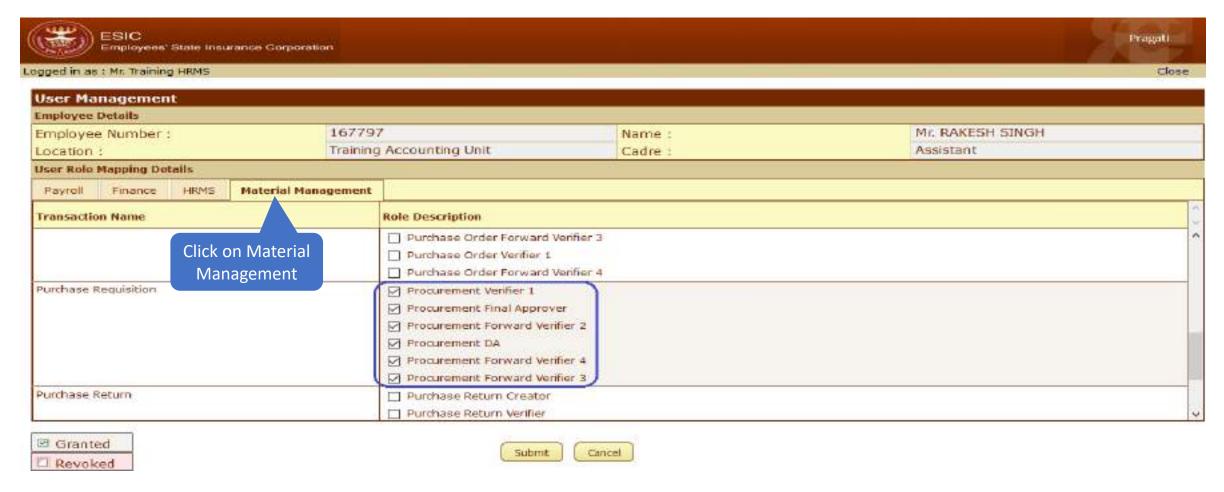


Role for Purchase Requisition Transaction under User Management Module



User Roles mapping:-

- Creator Role: Procurement DA under Material Management tab.
- Verifier Role: Procurement Verifier 1/ Verifier 2/ Verifier 3/ Verifier 4 under Material Management tab.
- Final Approval Role: Procurement Final Approver under Material Management tab.





Purchase Requisition Process Flow



Creation of Transaction

Role: Procurement DA

Version 5.7 Last Revised On: 01-06-2025

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Login Instructions



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Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC IT Service Desk Helpline



S."

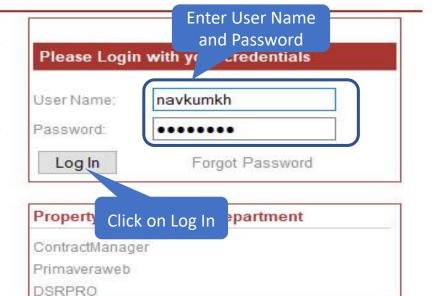
Web Portal-ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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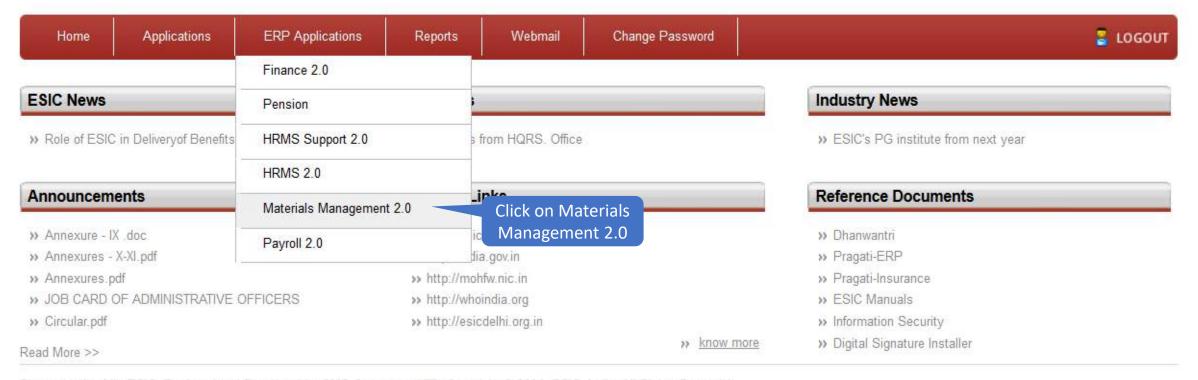
Go to ERP Application → Materials Management 2.0





English (United States) हिंदी (भारत)

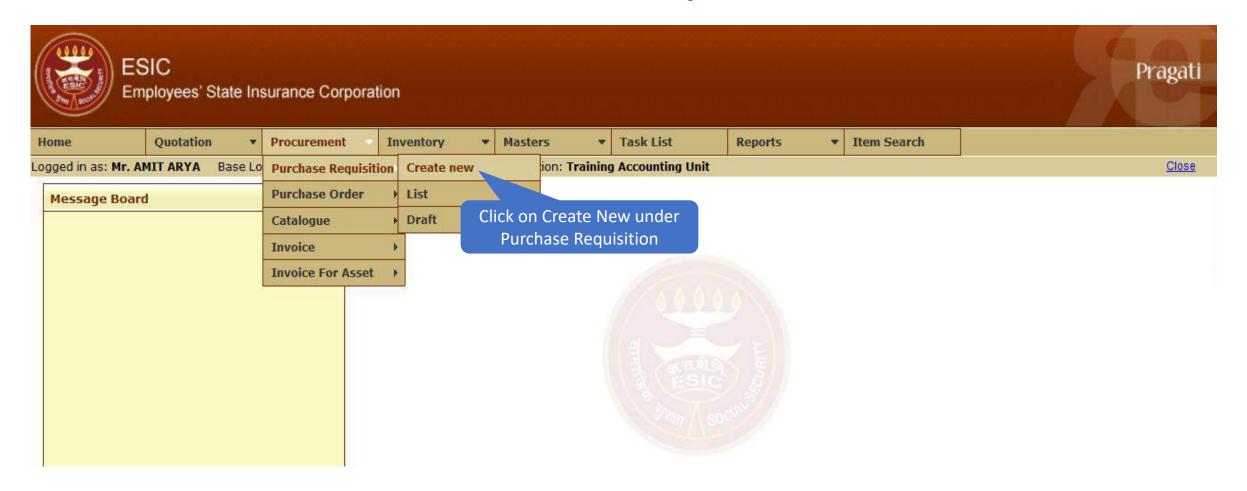




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To Generate Purchase Requisition by Procurement DA. Path:- MM 2.0 → Procurement → Purchase Requisition → Create New.





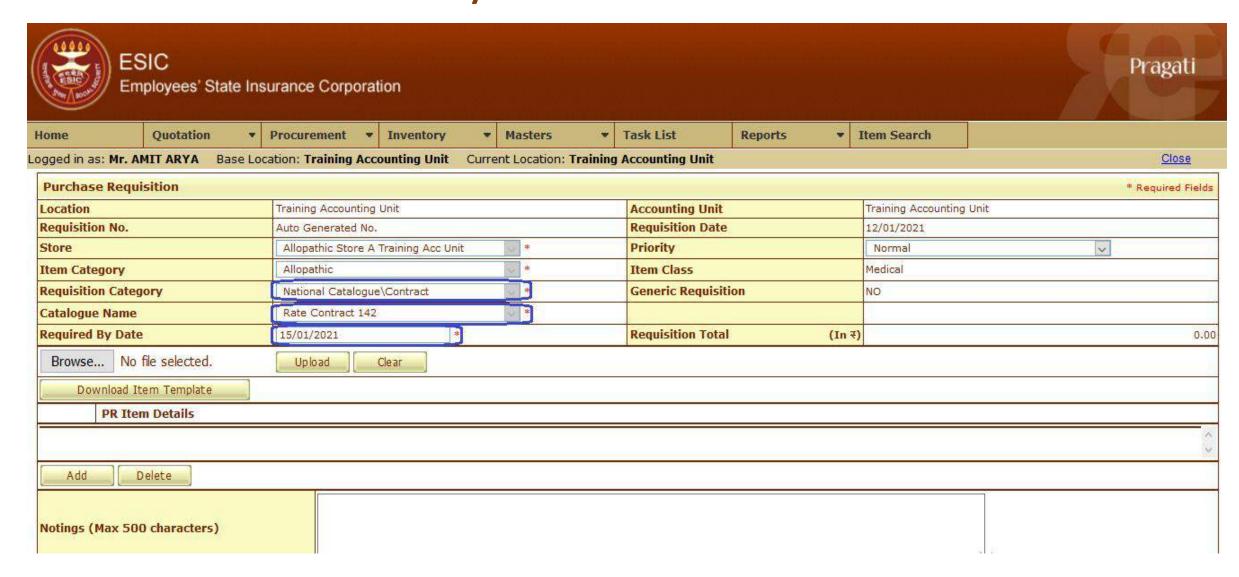
Select the Store, Priority and Item Category from drop down. Fields marked as * are mandatory.



THE WEST STATES	SIC ployees' State Ins	surance Corpora	tion								Pragati
Home	Quotation •	Procurement •	Inventory	▼ Masters	*	Task List	Reports	· It	tem Search		
Logged in as: Mr. Al	MIT ARYA Base Lo	cation: Training Ac	counting Unit	Current Location	n: Training	Accounting Unit					<u>Close</u>
Purchase Requi	sition										* Required Field
Location		Training Accountin	g Unit			Accounting Un	it		Training Accounting	ng Unit	
Requisition No.		Auto Generated No		<u> </u>		Requisition Da	te		12/01/2021		
Store		Allopathic Store	A Training Acc Ur	iit 💹 🐧 🗀		Priority			Normal		
Item Category		Allopathic				Item Class			Medical		- 102
Requisition Categ	ory	Select		▼ *		Generic Requis	sition				
PR Iter	n Details										
Add	elete	176									
Notings (Max 500) characters)									.: *	
				S	ave	Submit Rese	t]				

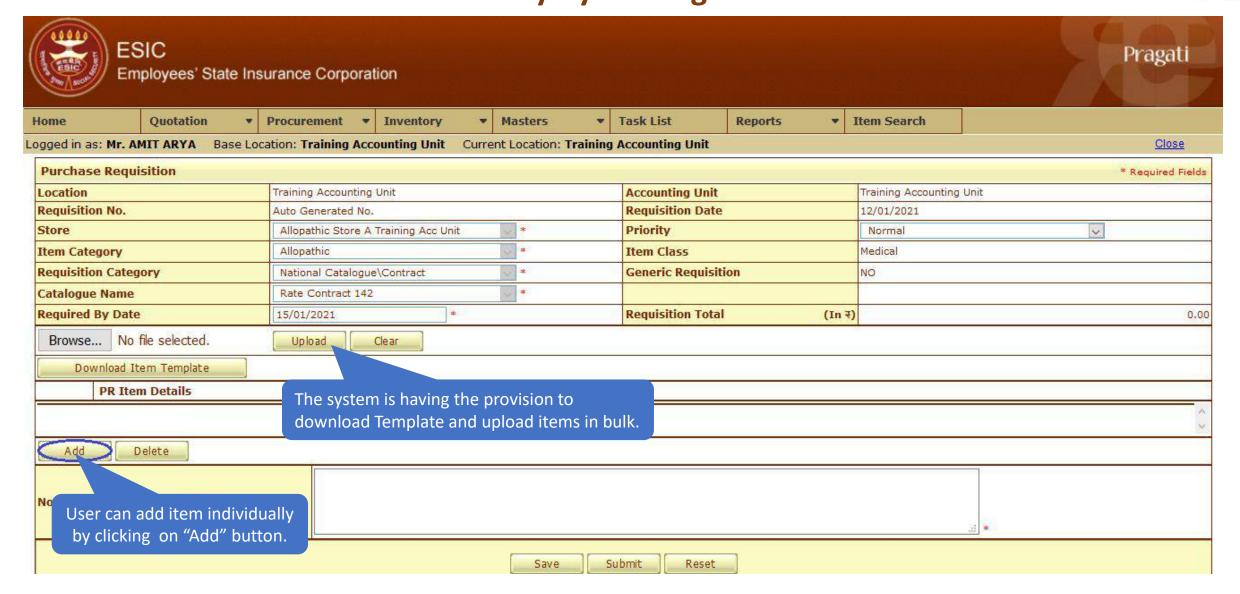
Select the Requisition Category, Catalogue Name and Required By Date. Fields marked as * are mandatory.





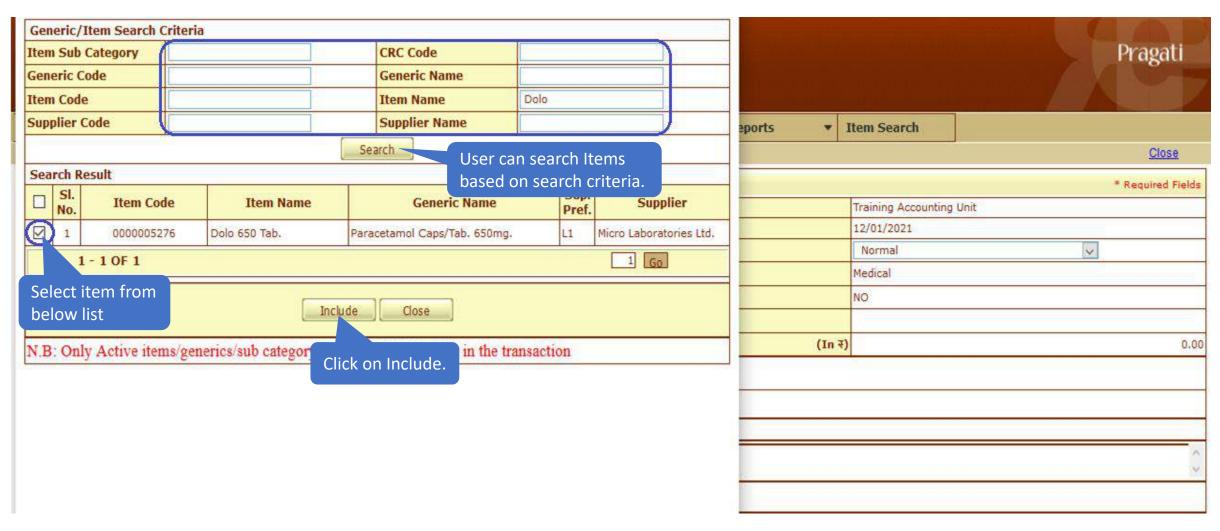
System have the provision to "Download Generic Template" and "Upload" items in bulk. User can add item individually by clicking on "Add" button.





Search and Select an Item for Purchase





Enter the Requested Quantity. Fields marked as * are mandatory.



Home		Quotation •	Procuren	ent '	▼ Inventory	•	Masters •	Task List		Reports	•	Item Search		
Logged i	n as: Mr. Al	MIT ARYA Base Lo	ocation: Tra	ing Ac	ccounting Uni	t Curr	ent Location: Traini n	g Accounting Un	it				Close	
Purch	nase Requi	sition											* Required Fie	ılds
Locati	on		Training A	countin	ng Unit			Accounting U	Init			Training Accounting	Unit	
Requis	sition No.		Auto Gen	rated N	lo.			Requisition D	ate			12/01/2021		
Store			Allopath	Store	A Training Acc	Unit	*	Priority				Normal	~	
Item (Category		Allopath				▼ *	Item Class				Medical		
Requis	sition Categ	ory	National	Catalog	jue\Contract		*	Generic Requ	uisitio	on		NO		
Catalo	gue Name	e Rate Contract 142 ×												
Requir	red By Date		15/01/20	1		*		Requisition T	otal		(In ₹	ŧ)	131	1.00
Brov	vse No f	file selected.	Uploa		Clear			-						
	Download It	em Template												
	PR Iter	n Details												_
	Item Code	1	000	005276	5			Item Name				Dolo 650 Tab.		^
	Generic Co	ode	000	000916	5			Generic Na	me			Paracetamol Caps/T	ab. 650mg.	
1	Item Sub	Category	CAI	S/TAB -	NON-OPIOID	ANALGES	C	QOH					0	
	Supplier P	reference	L1					Supplier Na	me			Micro Laboratories L	td.	
	Packaging		15	b										
	ROL							0						
	UOM		Nos											
	Qty.						1	00 * Unit Price		(In ₹)	1.31	
	Total		(In ₹)			l Iser c	an enter the	Remarks						
A	dd D	elete					ed quantity.							~

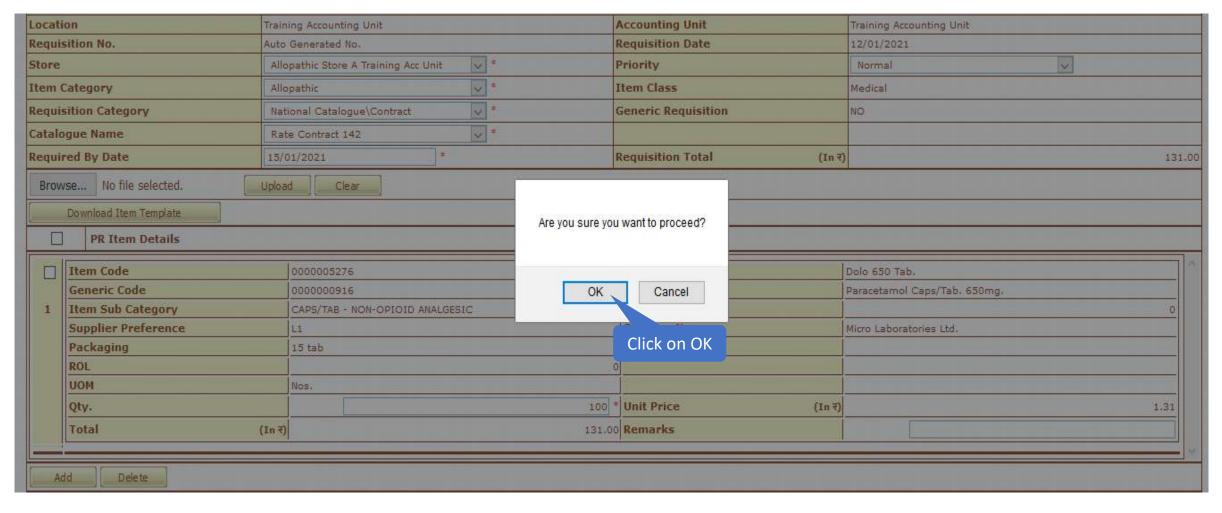
Enter the Notings and Click on Submit. Fields marked as * are mandatory.



Hon	1e		Quotation	▼ Proc	curement *	Inventory	-	Masters ▼	Task Lis	t	Reports	T	Item Search		
Logge	d in	as: Mr. AM	IIT ARYA Bas	se Location	n: Training Ac	counting Unit	Curr	rent Location: Trai	ning Acco	unting U	nit				Close
Pu	rch	ase Requi	sition											* Re:	uired Fields
Loc	atio	on			Training Accour	nting Unit				Accour	iting Unit			Training Accounting Unit	
Re	quis	ition No.			Auto Generate	d No.				Requis	ition Date			12/01/2021	
Sto	re				Allopathic Sto	ore A Training Acc	Unit	✓ *		Priority	/			Normal	
Ite	m C	ategory			Allopathic			✓ *		Item C	lass			Medical	
Re	quis	ition Cate	gory		National Cata	logue\Contract		× *		Generi	c Requisition			NO	
Cat	alog	gue Name			Rate Contract	t 142		× *							
Re	quir	ed By Date	2		15/01/2021		*			Requis	ition Total		(In ₹)		131.00
В	rows	se No fi	le selected.		Upload	Clear									
		Download Ite	em Template												
			m Details												
		Item Code			0000005	276					Name			Dolo 650 Tab.	
	- 11	Generic C			0000000						ric Name			Paracetamol Caps/Tab. 650mg.	
	- 11	Item Sub				B - NON-OPIOID A	NALGE	SIC		QOH					0
	- 11		reference		L1					Suppl	ier Name			Micro Laboratories Ltd.	
	- 11	Packaging)		15 tab										
		ROL								0					
		иом			Nos.										
		Qty.							100	* Unit F	rice		(In ₹)		1.31
		Total		((In ₹)				131	00 Rema	rks				
L															
	Add	dD	ele te												
St Re	Add Delete ave- It will save into the Draft for future. ubmit- It will submit to Verifier 1 for verification. eset- It will reset the screen and user will fill all ne details again. Save Submit Reset														

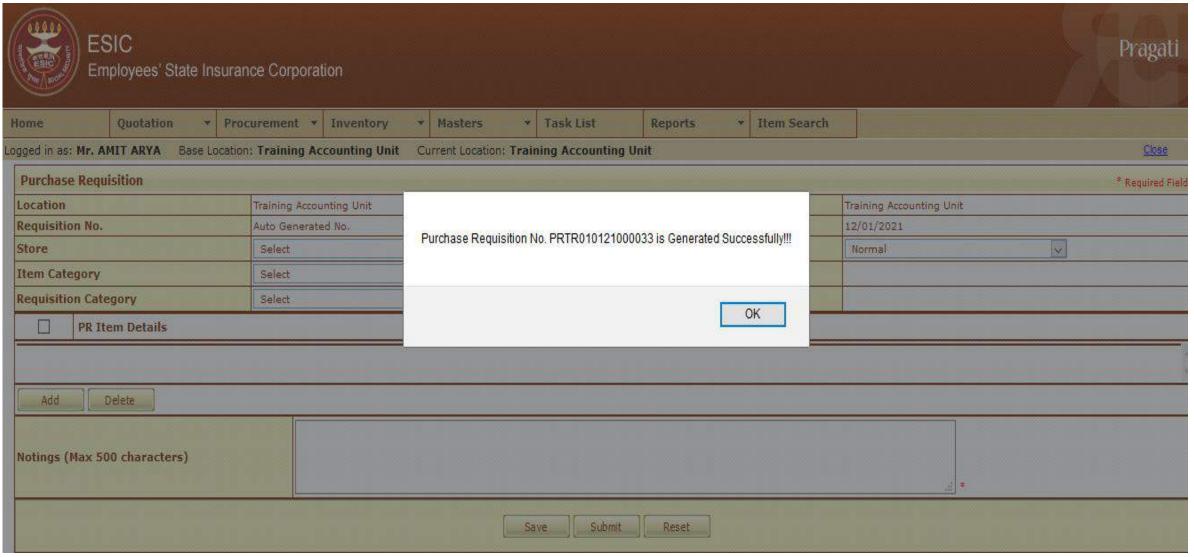
Click on OK to proceed for Generation





Purchase Requisition No. Generated Successfully







PR Inspection of Transaction

Role: Procurement Verifier 1/ Forward Verifier 2/ Forward Verifier 3/ Forward Verifier 4

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S."

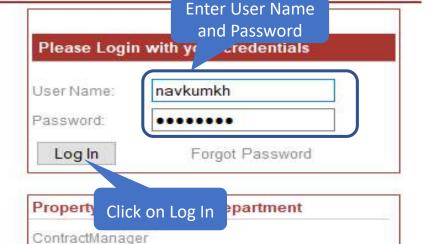
Web Portal-ithelpdesk

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Home	Applications	ERP Applications	Reports	Webmail	Change Password	<u>≅</u> ∟обо∪т
'	9	Finance 2.0		- A:		
ESIC News		Pension		i e		Industry News
» Role of ESIC in Deliveryof Benefits		HRMS Support 2.0		s from HQRS. Office		» ESIC's PG institute from next year
		HRMS 2.0				
Announcem	ents	Materials Management	t 2.0	inks Click on Mate	rials	Reference Documents
Annexure - DAnnexures -	100000000000000000000000000000000000000	Payroll 2.0		Management	2.0	>> Dhanwantri >> Pragati-ERP
» Annexures.p	df		>> http://m	ohfw.nic.in		» Pragati-Insurance
» JOB CARD	OF ADMINISTRATIVE O	FFICERS	>> http://w	hoindia.org		» ESIC Manuals
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Purchase Requisition pending for approval.



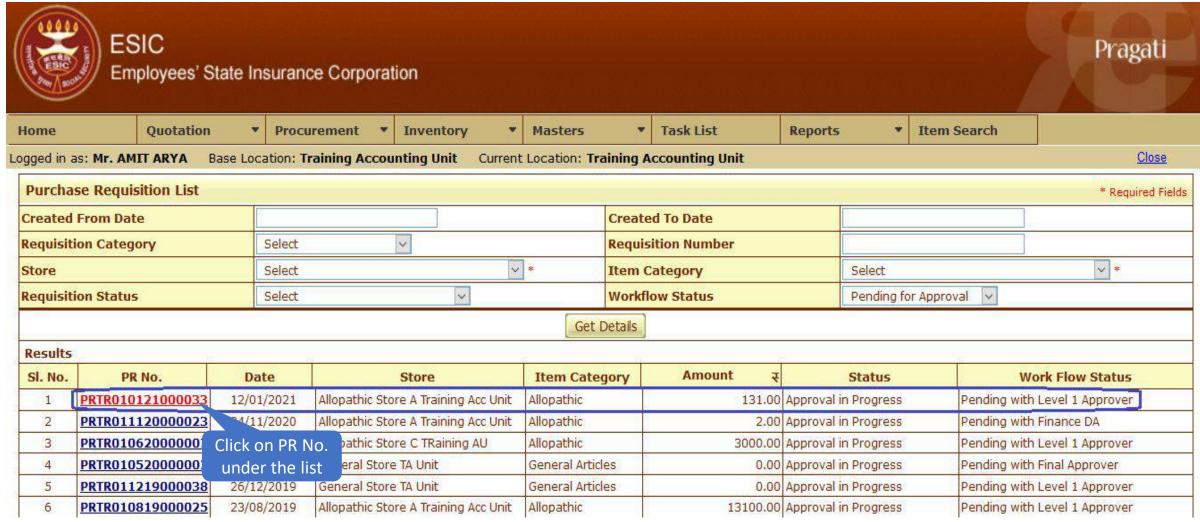
Path: MM 2.0 → Task List → Purchase Requisition → Pending for Approval



Task List	The control of the state	
Current Location : Train	ing Accounting Unit	154
Transaction Type	Pending Activity	Count
	Pending FOR Approval	8
Physical Verification\St	ock Adjustment	0.
- 78	Pending for Approval	46
	Sent Back	2
Purchase Order(PO)	N- 11 - 12 - 12 - 12 - 12 - 12 - 12 - 12	50
	Pending for Approval	51
	Sent Back	13
Purchase Requisition(PI	R)	<u> </u>
	Pending for Approval	39
	Sent Back	6
Purchase Return	Click on Pending for	100
	Pending for Approval Approval under PR	4

PR No. Verification by Level 1 Approver





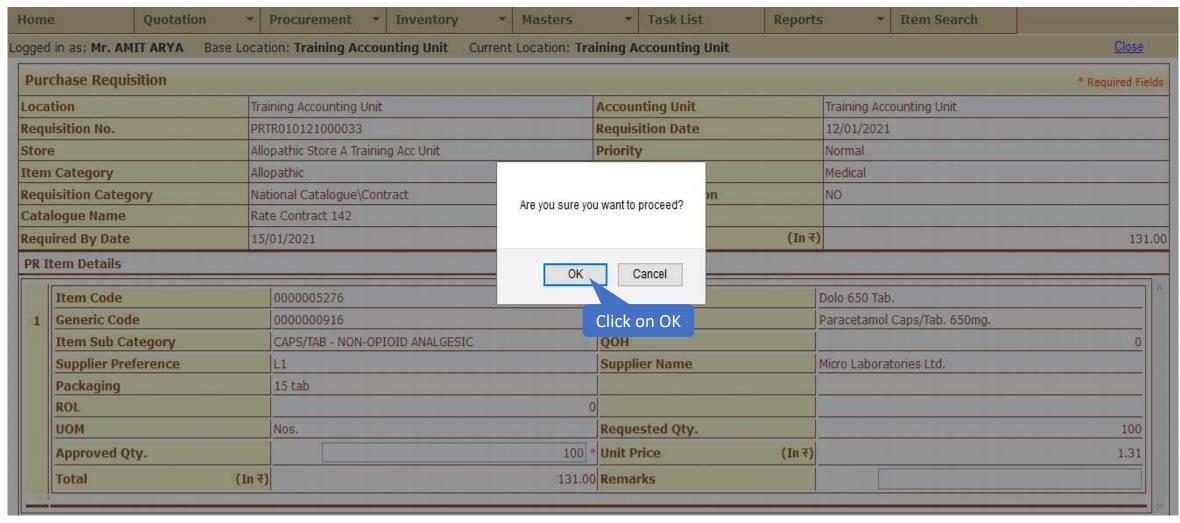
Enter the Notings and Click on Forward / Verify. Fields marked as * are mandatory.



Hor	ne	Quotation	Procure	ment 💌	Inventory	•	Masters	•	Task List	Report	s *	Item Search		
Logge	gged in as: Mr. AMIT ARYA Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close													
Pu	rchase Requ	isition											* Required Fields	
Loc	ation	-	aining Accounting Unit				Accounting Unit			Training Acc	ounting Unit			
Red	quisition No.		PRTR010121	000033				Requis	ition Date		12/01/2021			
Sto	re	,	Allopathic St	ore A Trainin	g Acc Unit			Priorit	/		Normal			
Ite	m Category	,	Allopathic					Item C	lass		Medical			
Red	quisition Cate	gory	National Cat	alogue\Cont	tract			Generi	c Requisition		NO			
Cat	talogue Name	:	Rate Contract 142											
Red	quired By Dat	e	15/01/2021					Requis	ition Total	(In ₹)		131.0	
PR	Item Details													
	Item Code		0000005276				Item Name			Dolo 650 Tab.				
1	Generic Co	de	000000916				Generic Name			Paracetamol Caps/Tab. 650mg.				
	Item Sub C	ategory	CAPS/TAB - NON-OPIOID ANALGESIC				QOH			<u>o</u>				
	Supplier Pr	eference	L1				Supplier Name			Micro Laboratories Ltd.				
	Packaging		15 tab											
	ROL						0							
	UOM		Nos.				Requested Qty.			100				
	Approved (Qty.					100	* Unit Price (In ₹)				1.31		
	Total	(In	₹)	131.00			0 Remarks							
Vorif	v It will or	oceed to Final Ap	nrover to	Approve										
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Back	- Navigate t	o List Page .								_				

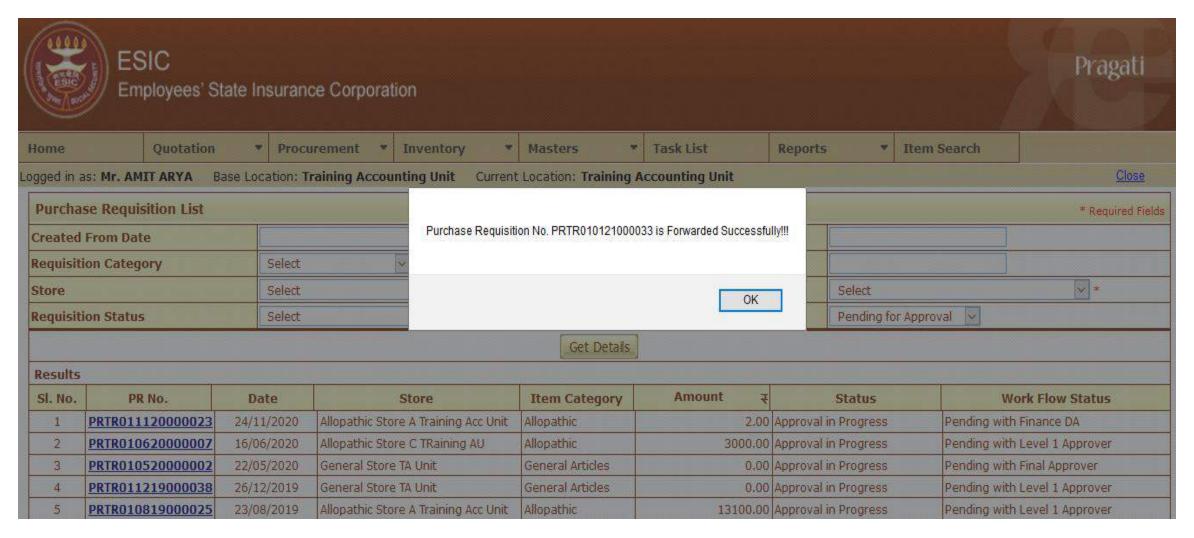
Click on OK to proceed with Forward





Purchase Requisition No. Forwarded successfully for Verification at Level 2





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ESIC IT Service Desk Helpline



S."

3.

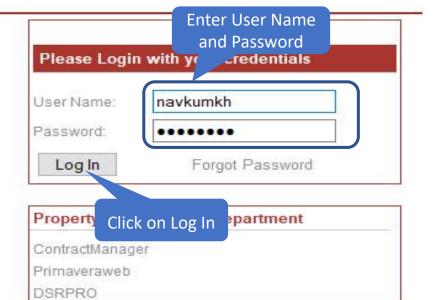


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Call to VoIP Helpline: 7001

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'	1	Finance 2.0		(V)	l l			
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		HRMS Support 2.0		s from HQRS. Office		» ESIC's PG institute from next year		
		HRMS 2.0						
Announcem	ents	Materials Management	2.0	Links		Reference Documents		
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» JOB CARD (OF ADMINISTRATIVE O	FFICERS	>> http://w	hoindia.org		» ESIC Manuals		
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Purchase Requisition pending for approval Path: MM 2.0 → Task List → Purchase Requisition → Pending for Approval

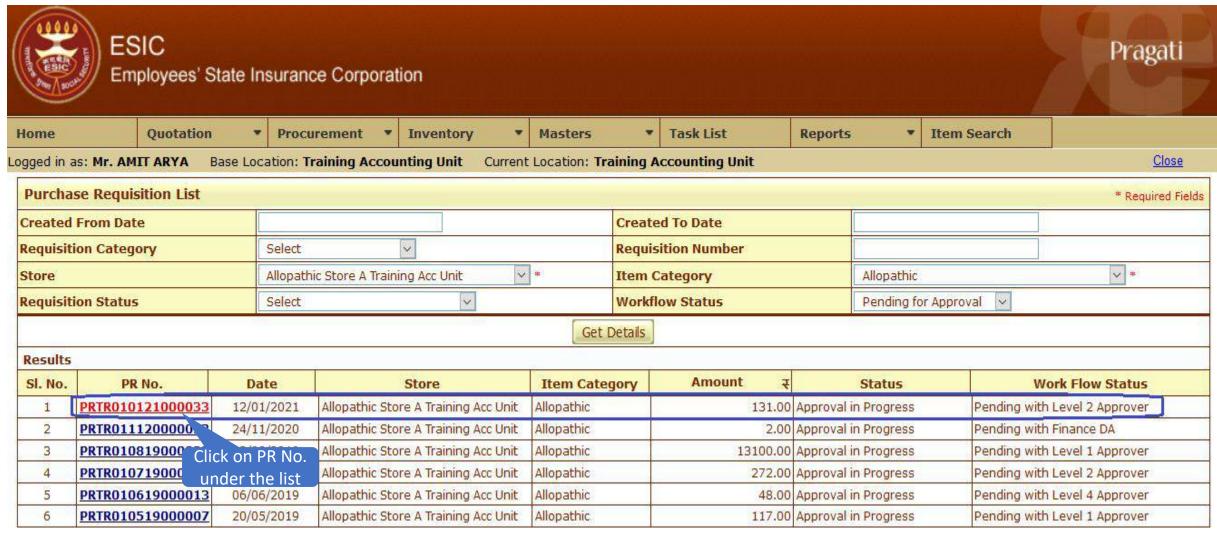




Task List							
Current Location : Train	ing Accounting Unit		es				
Transaction Type	Pending Activity Count						
	Pending FOR Approval						
Physical Verification\St	ock Adjustment		01				
	Pending for Approval		46				
	Sent Back						
Purchase Order(PO)	×		50				
	51						
Sent Back							
Purchase Requisition(PF	₹)	4	22				
Pending for Approval							
	Sent Back		6				
Purchase Return	7/8	Click on Pending for					
A STATE OF THE STA	Pending for Approval	Approval under PR	4				

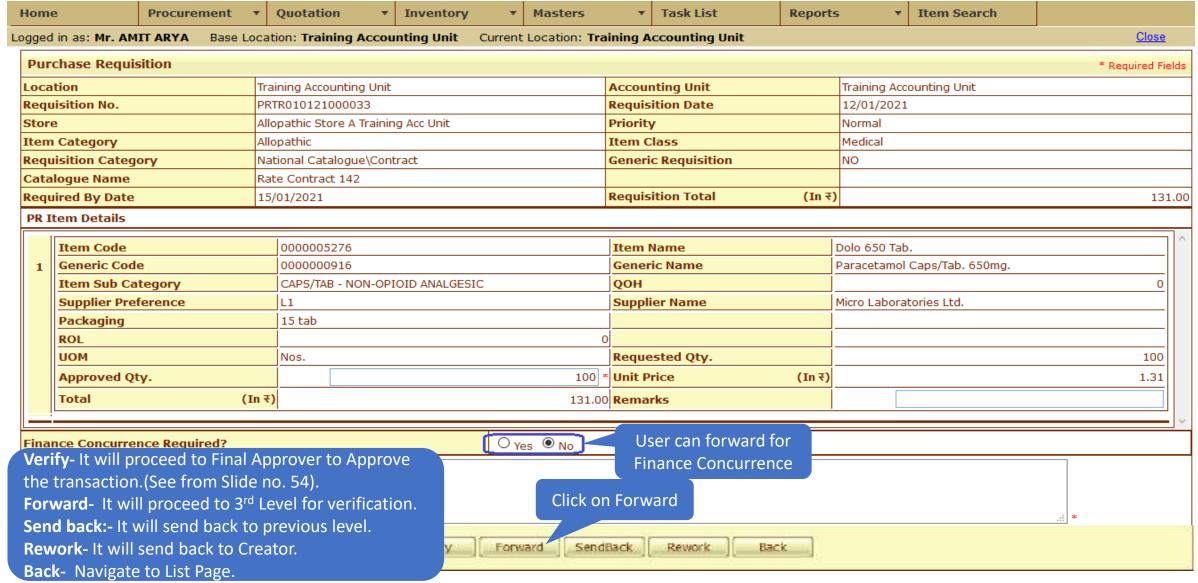
PR No. Verification by Level 2 Approver





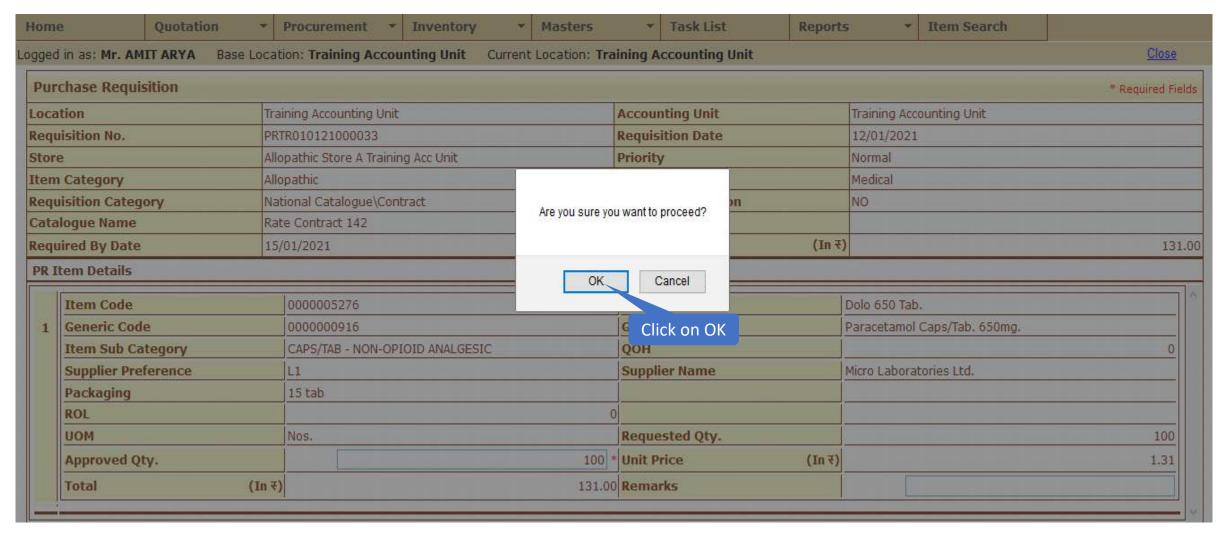
Enter the Notings and Click on Forward/Verify Fields marked as * are mandatory





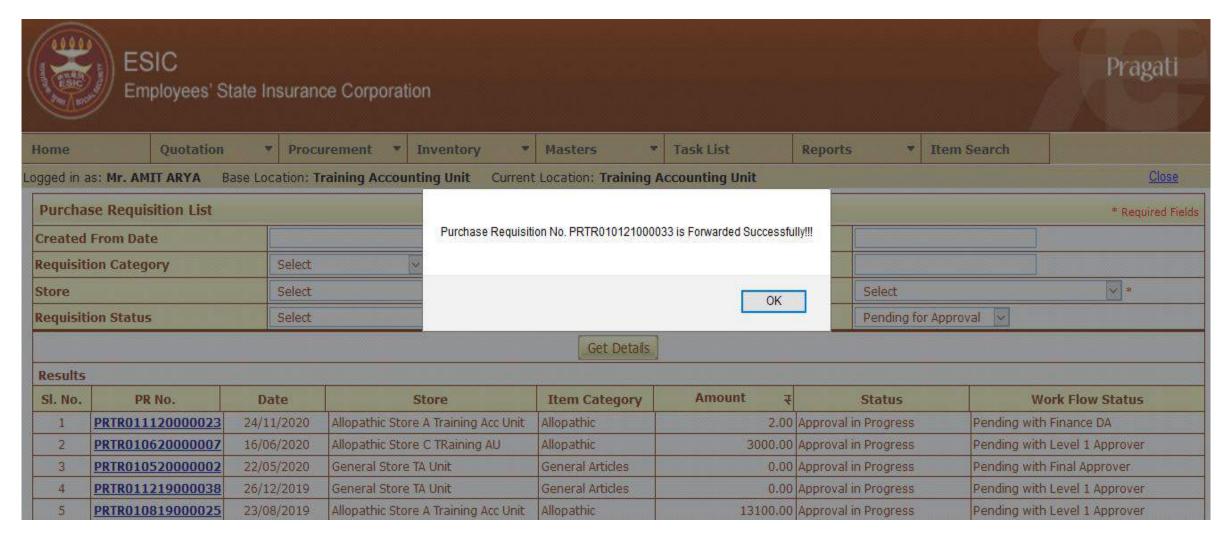
Click on OK to proceed with Forward





Purchase Requisition No. Forwarded successfully for Verification at Level 3





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ESIC IT Service Desk Helpline



S.

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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Home Applications	ERP Applications Repo	rts Webmail	Change Password	E LOGOUT		
	Finance 2.0	The state of the s).			
ESIC News	Pension	¥		Industry News		
>> Role of ESIC in Deliveryof Benefits	HRMS Support 2.0	s from HQRS. Office		» ESIC's PG institute from next year		
-	HRMS 2.0					
Announcements	Materials Management 2.0	Click on Materia	ls	Reference Documents		
>> Annexure - IX .doc >> Annexures - X-XI.pdf	Payroll 2.0	Management 2.	0	Dhanwantri Pragati-ERP Pragati-Insurance		
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Purchase Requisition pending for approval Path: MM 2.0 → Task List → Purchase Requisition → Pending for Approval

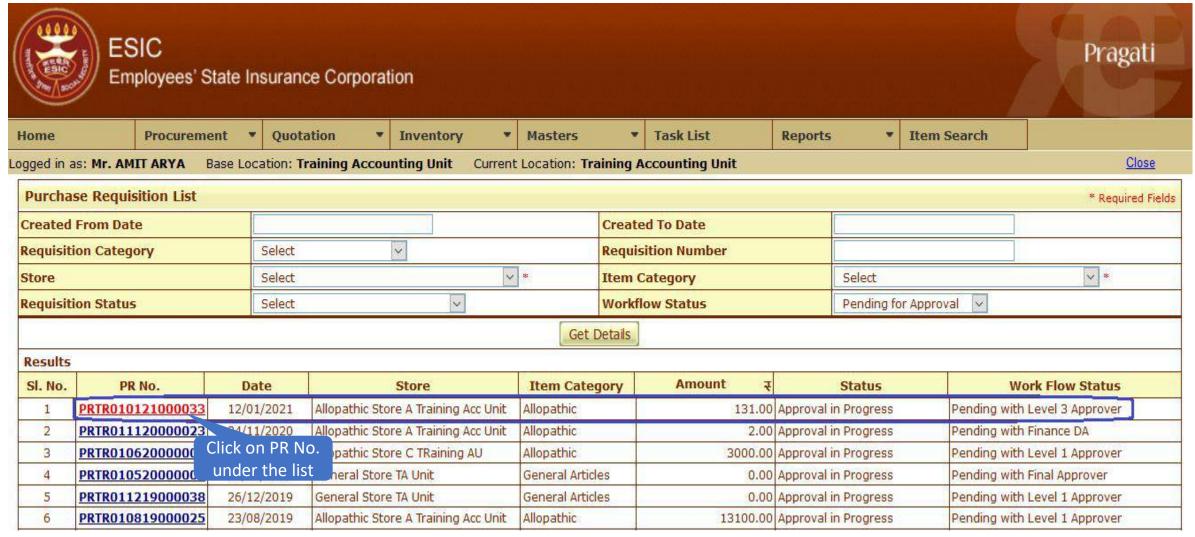




Task List	MINISTRALIA (1977)					
Current Location : Train	ing Accounting Unit	0				
Transaction Type	Pending Activity	Count				
	Pending FOR Approval	8				
Physical Verification\St	ock Adjustment					
- A8-4	Pending for Approval	46				
	Sent Back					
Purchase Order(PO)	2X	8				
	Pending for Approval					
	Sent Back					
Purchase Requisition(Pl	R)	22				
	39					
	Sent Back	6				
Purchase Return	Click on Pending for	100				
	Pending for Approv Approval under PR	4				

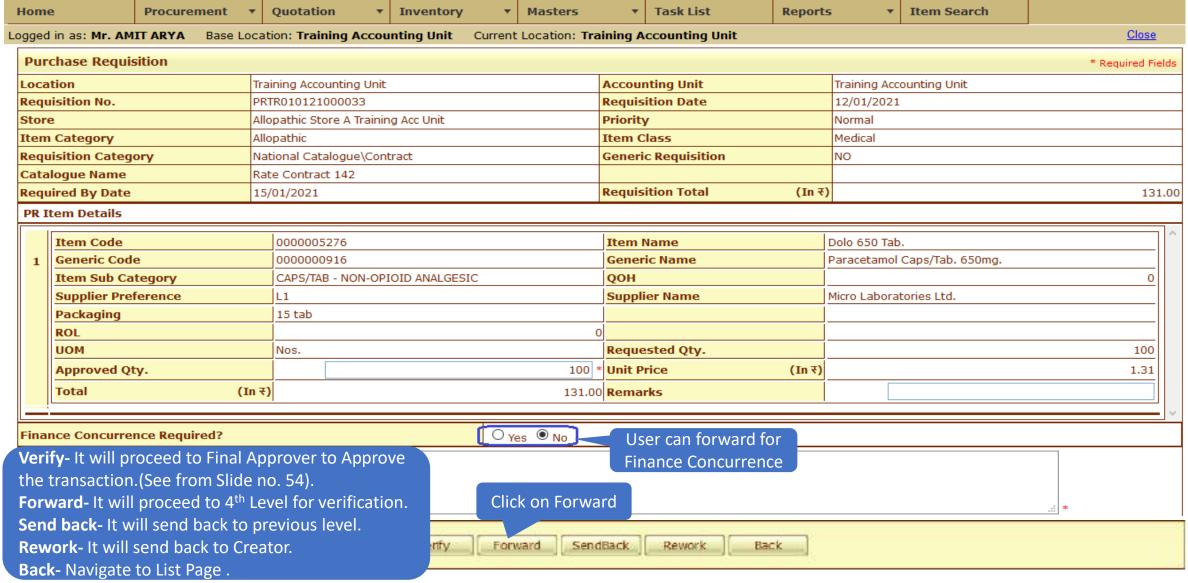
PR No. Verification by Level 3 Approver





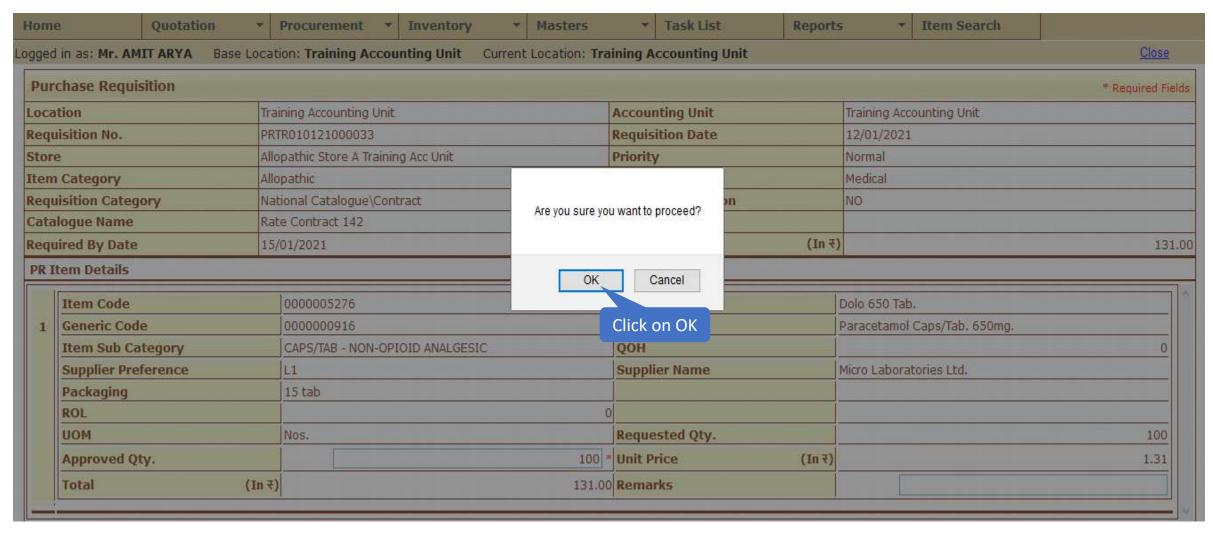
Enter the Notings and Click on Forward/Verify Fields marked as * are mandatory





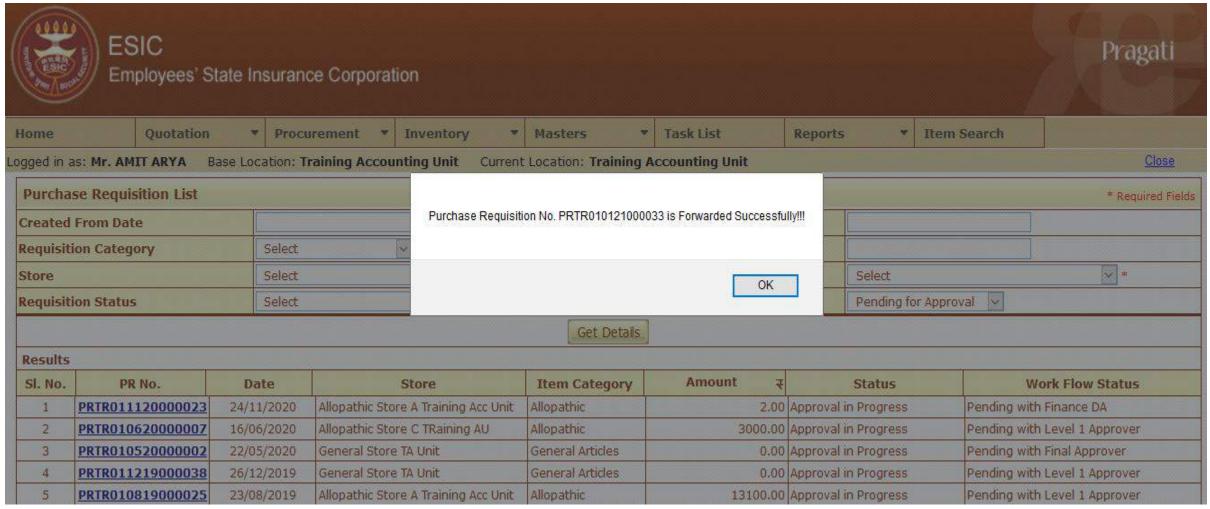
Click on Ok to proceed with Forward





Purchase Requisition No. Forwarded successfully for Verification at Level 4





PR Verifier 4 Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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ESIC IT Service Desk Helpline



S.

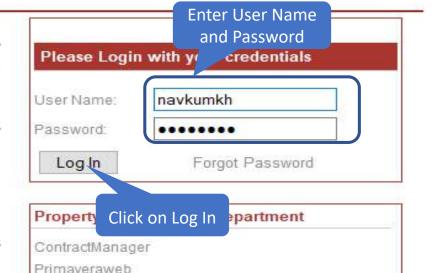
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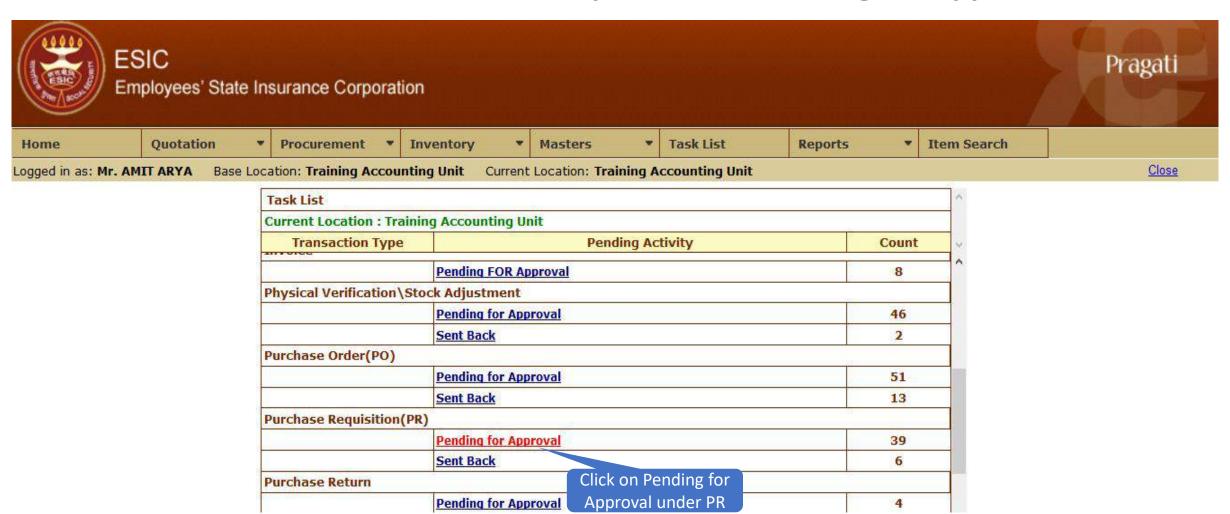


Home Applications	ERP Applications Re	ports Webmail	Change Password	2 LOGOUT			
\(\rangle\)	Finance 2.0						
ESIC News	Pension			Industry News			
» Role of ESIC in Deliveryof Benefits	HRMS Support 2.0	s from HQRS. Office		» ESIC's PG institute from next year			
	HRMS 2.0						
Announcements	Materials Messages at 0.0	Links		Reference Documents			
State and the sections of the section of the sectio	Materials Management 2.0 ~	Click on Mater	ials				
» Annexure - IX .doc	Payroll 2.0	Management	2.0	>> Dhanwantri >>> Pragati-ERP			
» Annexures - X-XI.pdf		"na.gov.ni					
» Annexures.pdf		http://mohfw.nic.in		» Pragati-Insurance			
» JOB CARD OF ADMINISTRATIVE O	FFICERS » I	http://whoindia.org		» ESIC Manuals			
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Read More >>			» know more	» Digital Signature Installer			

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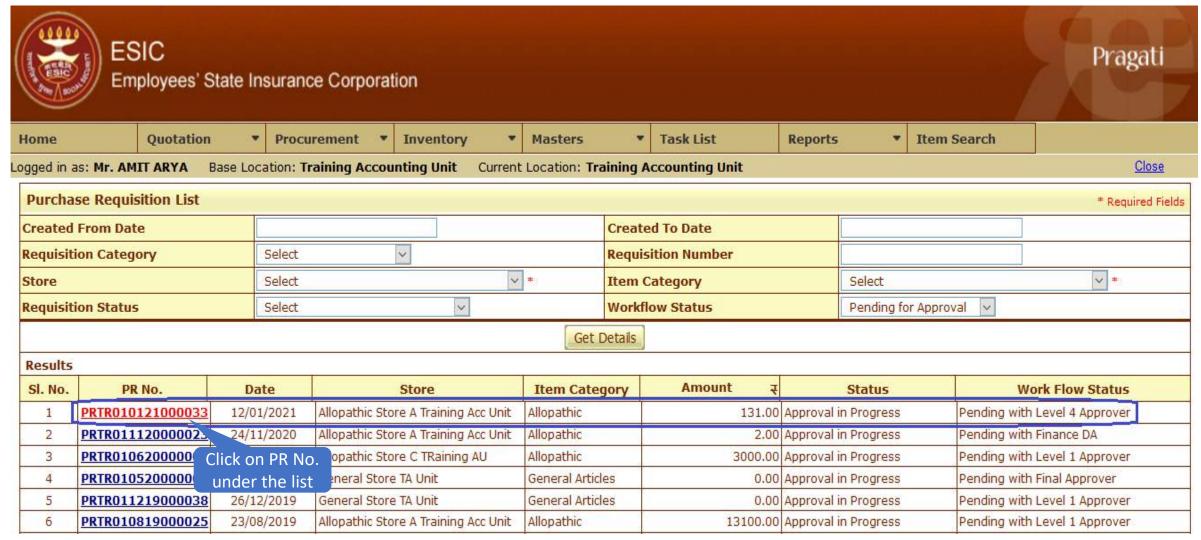
Purchase Requisition pending for approval Path: MM 2.0 → Task List → Purchase Requisition → Pending for Approval





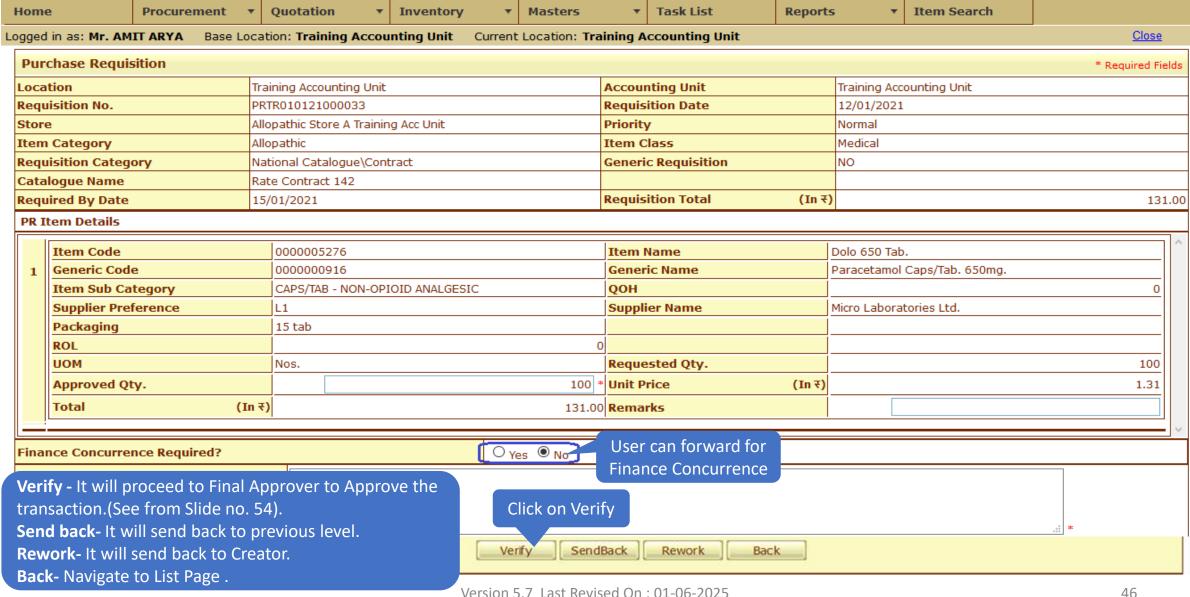
PR No. Verification by Level 4 Approver





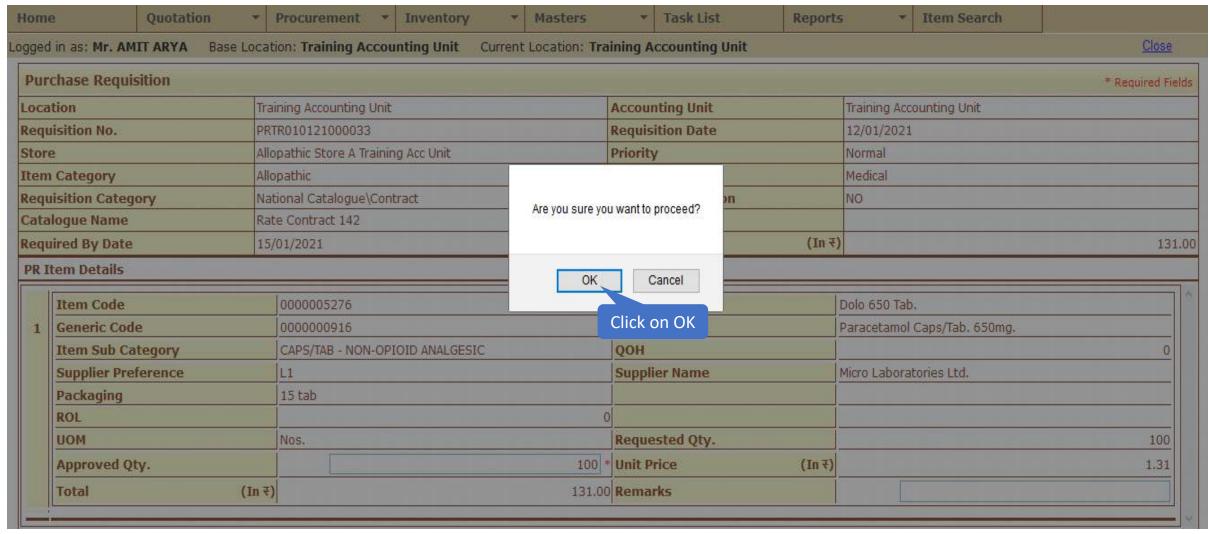
Enter the Notings and Click on Verify Fields marked as * are mandatory





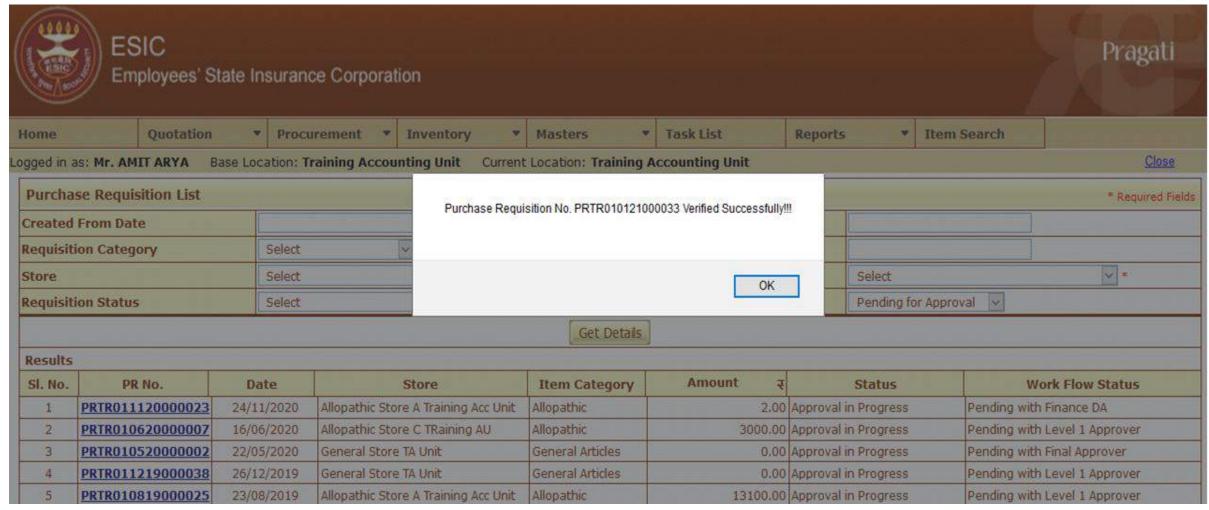
Click on Ok to proceed with Forward





Purchase Requisition No. verified successfully







PR Approval of Transaction

Role: Procurement Final Approver

Version 5.7 Last Revised On: 01-06-2025

Final Approver Login through myesic.esic.gov.in or gateway.esic.gov.in





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	Finance 2.0		,			
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Purchase Requisition pending for approval Path: MM 2.0 → Task List → Purchase Requisition → Pending for Approval

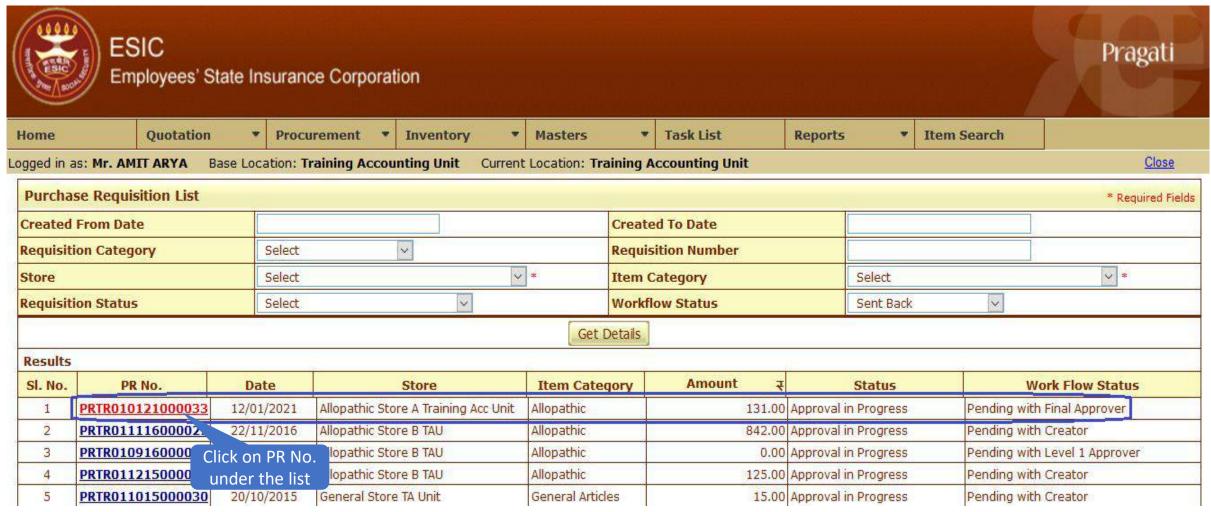




Task List						
Current Location : Train	ing Accounting Unit	(5)				
Transaction Type	Transaction Type Pending Activity					
	Pending FOR Approval	8				
Physical Verification\St	ock Adjustment	91				
	Pending for Approval	46				
	Sent Back					
Purchase Order(PO)		8				
	Pending for Approval	51				
	Sent Back	13				
Purchase Requisition(PR	2)	<u> </u>				
	Pending for Approval	39				
	Sent Back Click on Pending for	6				
Purchase Return	Approval under PR	**				
	Pending for Approval	4				

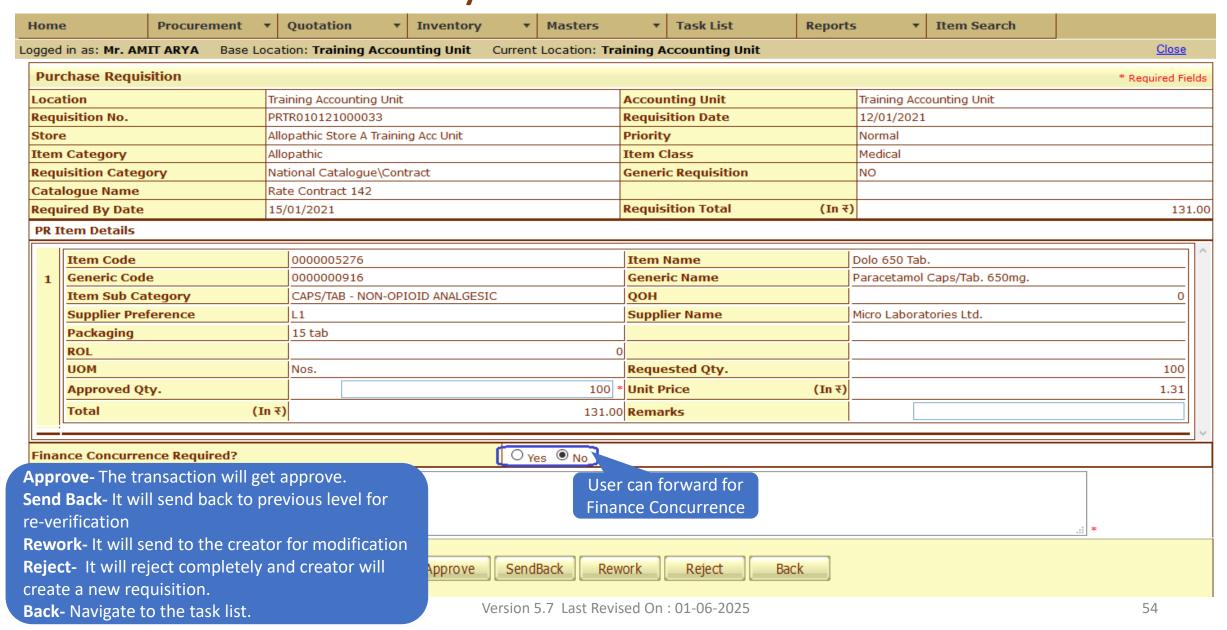
PR No. Approval by Final Approver





Final Approver can approve the request without forwarding for concurrence Fields marked as * are mandatory





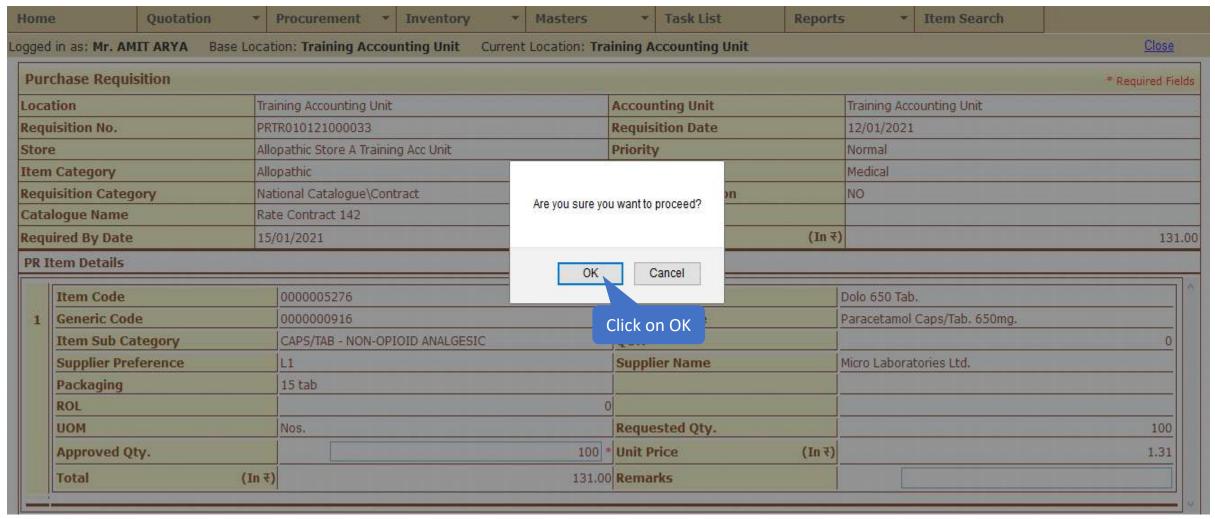
Select 'Yes' for Finance Concurrence and Enter the Notings Fields marked as * are mandatory



Hor	ne	Quotation	▼ Procurement ▼ Inventory ▼ Masters					Task List	Reports		Item Search		
Logge	Logged in as: Mr. AMIT ARYA Base Location: Training Accounting Unit Current Location: Training Accounting Unit Clos								Close				
Pu	rchase Requis	sition										* Required Fields	
Location Training Accounting Unit							Accou	nting Unit		Training Acc	ounting Unit		
Re	quisition No.		PRTR0	010121000033			Requis	ition Date		12/01/2021			
Sto	re		Allopa	thic Store A Trainin	g Acc Unit		Priority	/		Normal			
Ite	m Category		Allopa	thic			Item C	lass		Medical			
Re	quisition Categ	ory	Nation	nal Catalogue\Cont	ract		Generi	c Requisition		NO			
Ca	talogue Name		Rate 0	Contract 142									
Re	quired By Date		15/01	/2021			Requis	ition Total	(In ₹)			131.00	
PR	Item Details												
	I											^	
	Item Code		0000005276								Dolo 650 Tab.		
1	Generic Code		000000916							Paracetamol Caps/Tab. 650mg.			
	Item Sub Ca		CAPS/TAB - NON-OPIOID ANALGESIC				QOH			0			
	Supplier Pref	ference		L1				Supplier Name			Micro Laboratories Ltd.		
	Packaging		15	15 tab									
	ROL							0					
	иом		No	Nos.				Requested Qty.					
	Approved Qt	y.		100			* Unit Price (In ₹)			1.31			
	Total	(I	n ₹)			131.00	Rema	rks					
Fin	Finance Concurrence Required?												
No	Notings (Max 500 characters) User can forward for Finance Concurrence *												
	Click on Forward Back												

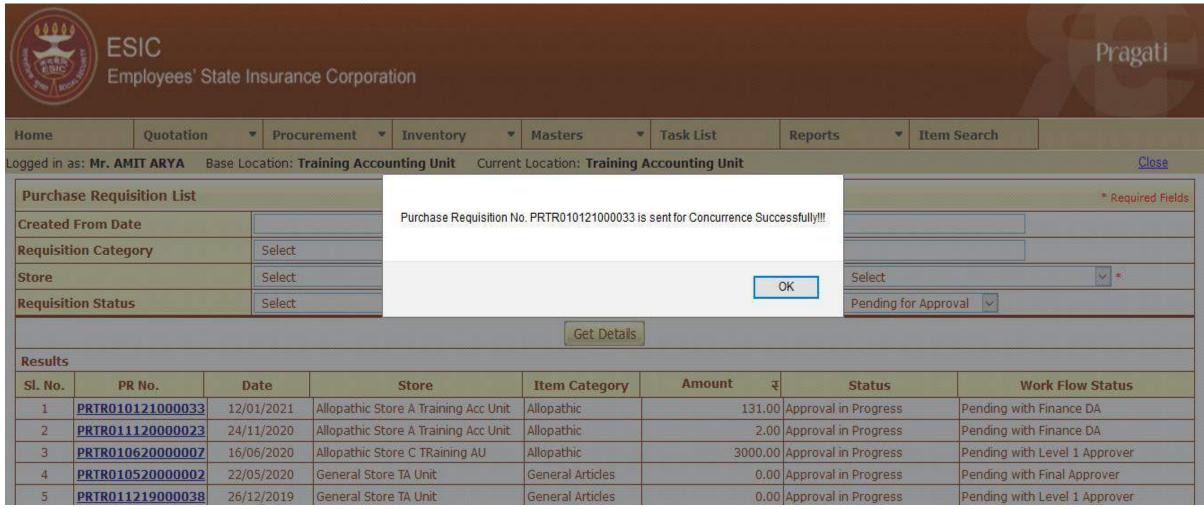
Click on Ok to proceed with Forward





Purchase Requisition No. successfully sent for Concurrence







PR Concurrence of Transaction

Role: Finance DA/ Finance SO/ Finance HOB

Version 5.7 Last Revised On: 01-06-2025

Finance DA Login through myesic.esic.gov.in or gateway.esic.gov.in





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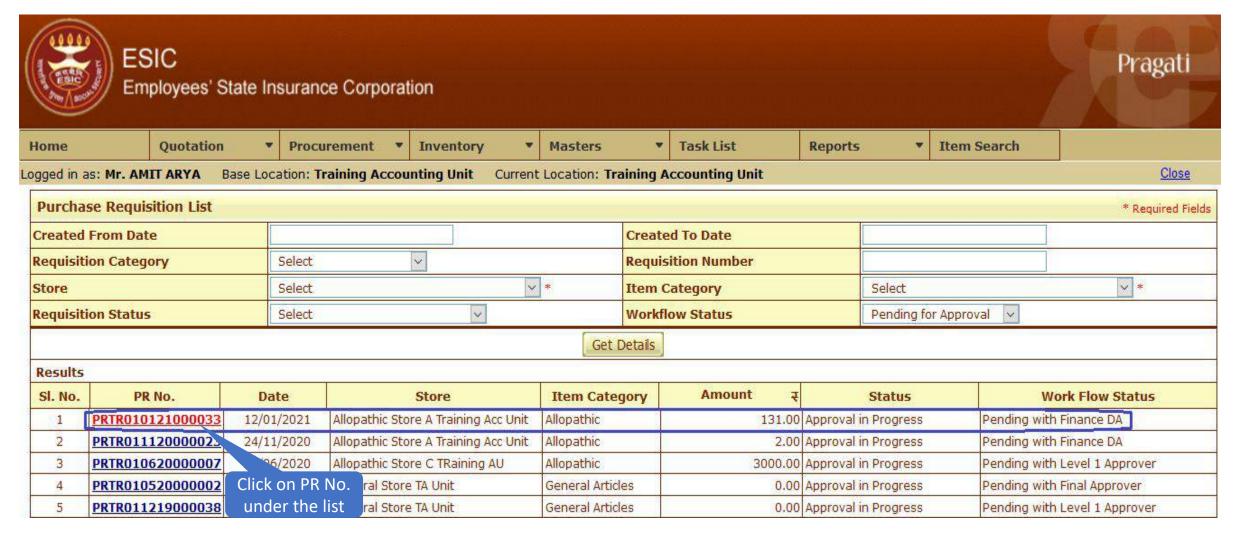




Task List		
Current Location : Train	ing Accounting Unit	194
Transaction Type	Pending Activity	Count
	Pending FOR Approval	8
Physical Verification\St	ock Adjustment	
20	Pending for Approval	46
	Sent Back	2
Purchase Order(PO)		
	Pending for Approval	51
	Sent Back	13
Purchase Requisition(PI	R)	22
	Pending for Approval	39
	Sent Back	6
Purchase Return	Click on Pending for	177
	Pending for Approva Approval under PR	4

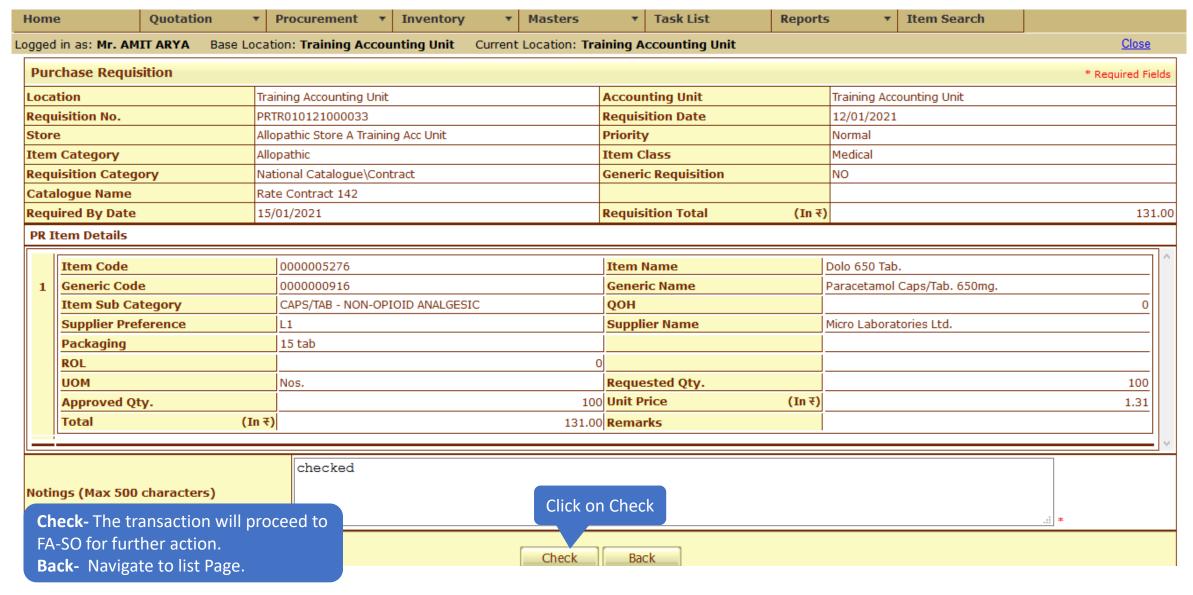
PR No. Concurrence by Finance DA





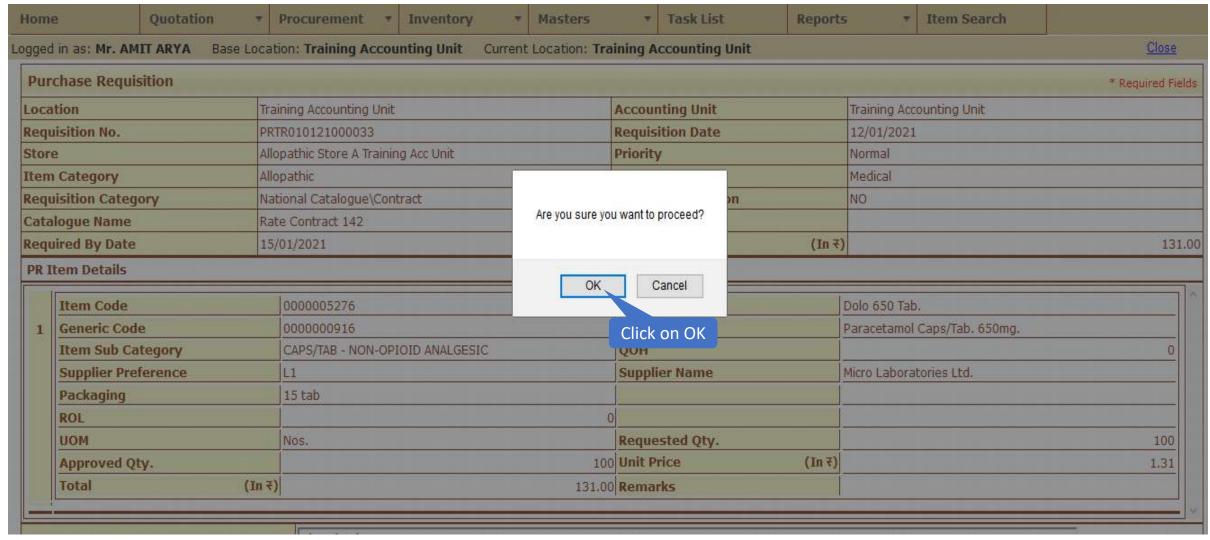
Enter the Notings and Click on Check. Fields marked as * are mandatory .





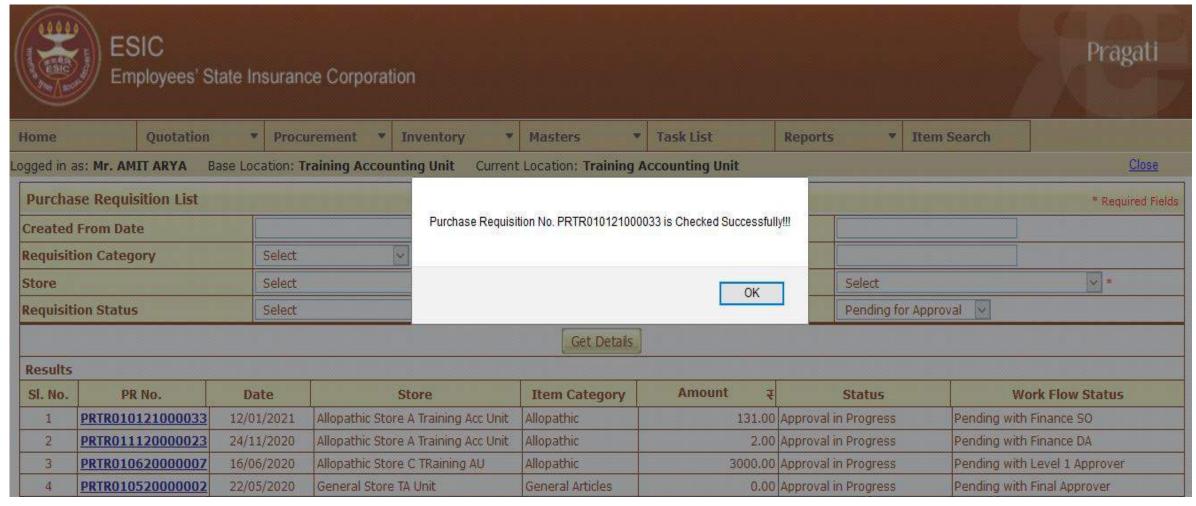
Click on OK to proceed for Finance Concurrence





Purchase Requisition No. checked successfully





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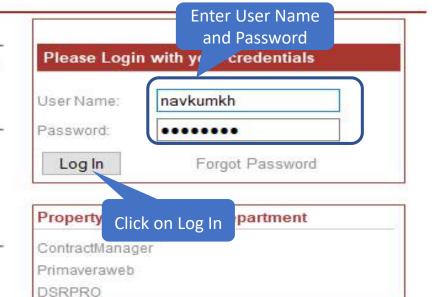
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Announcements		_inks		Reference Documents
	Materials Management 2.0	Click on Materials		
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>> Annexures - X-XI.pdf	13.77.171.672	plia.gov.in		» Pragati-ERP
» Annexures.pdf	>> htt	p://mohfw.nic.in		» Pragati-Insurance
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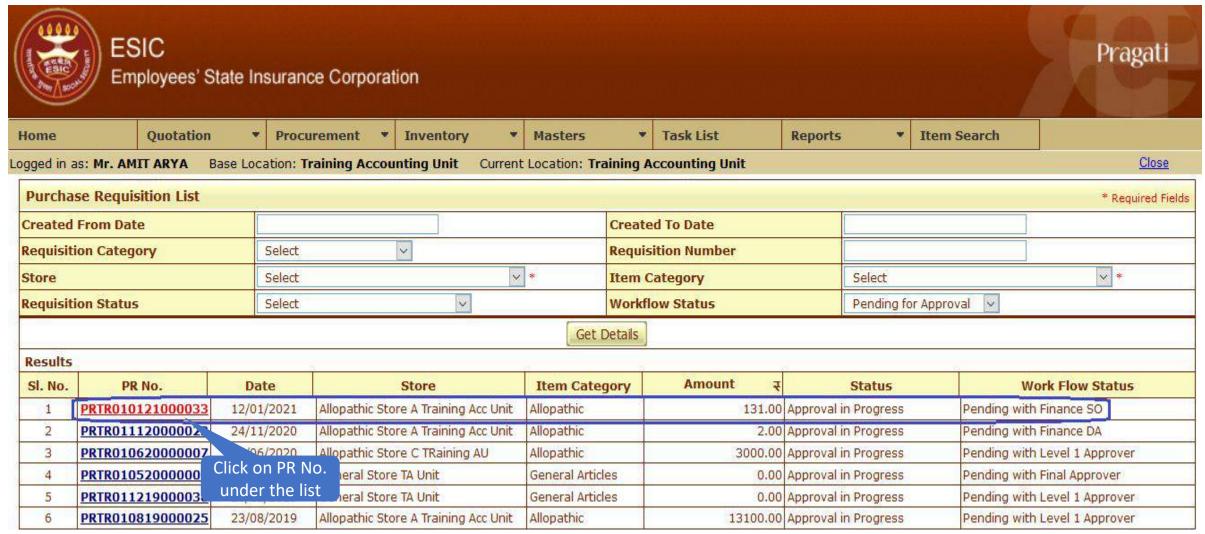






PR No. Concurrence by Finance SO





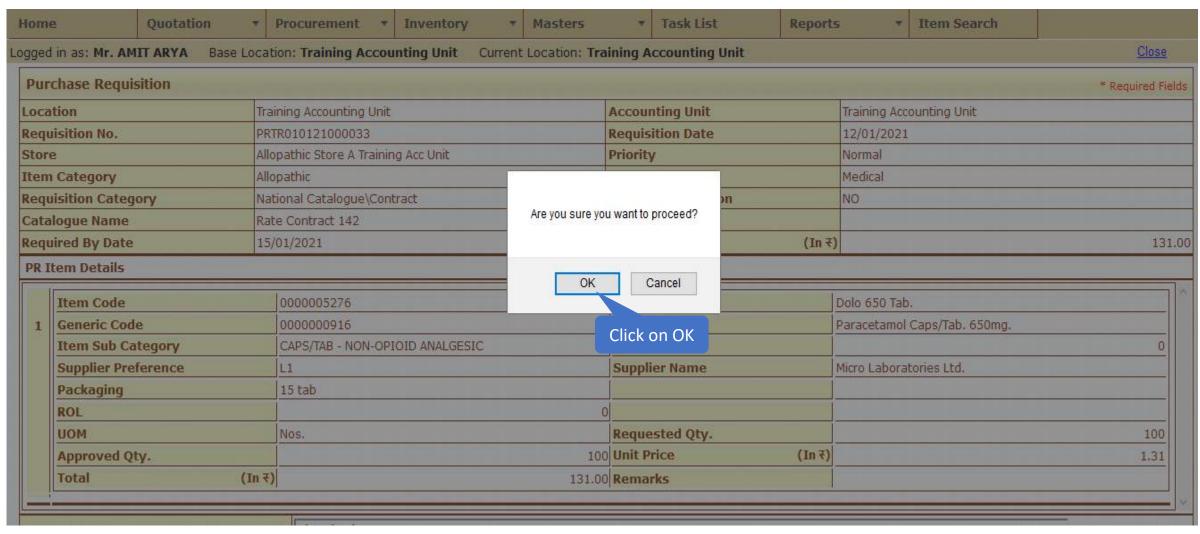
Enter the Notings and Click on Verify. Fields marked as * are mandatory.



Home	e	Quotation	Pro	curement	•	Invento	ry	•	Masters		▼ Task Lis	t	Report	s	•	Item Search				
Logged	d in as: Mr. AM	IT ARYA Base Lo	cation:	: Training <i>I</i>	Accou	inting Unit	t Cu	ırrent L	Location: 1	raining	Accounting	Unit							Close	
Pur	chase Requis	sition																4	Required Fi	elds
Loca	ntion		Training	g Accountin	g Unit					Acco	ounting Unit			Training	Acco	unting Unit				
Requ	uisition No.		PRTR01	1012100003	33					Requ	uisition Date	:		12/01/2	2021					
Store	e		Allopat	hic Store A	Trainin	g Acc Unit				Prio	rity			Normal						
Item	n Category		Allopat	:hic						Iten	Class			Medical						
Requ	uisition Catego	ory	Nationa	al Catalogu	e\Cont	tract				Gen	eric Requisit	ion		NO						
Cata	ologue Name		Rate Co	ontract 142	2															
Requ	uired By Date		15/01/2	2021						Requ	uisition Tota	I	(In ₹)					13	1.00
PR I	tem Details																			
	Item Code		000	00005276						Iter	n Name			Dolo 650) Tab.					^
1	Generic Code	2	000	00000916						Gen	eric Name			Paraceta	amol C	Caps/Tab. 650m	ng.			
	Item Sub Cat	tegory	CA	PS/TAB - NO	ON-OPI	OID ANALG	ESIC			QOI	4								0	
	Supplier Pref	erence	L1							Sup	plier Name			Micro Lab	borato	ories Ltd.				
	Packaging		15	tab																
	ROL									0										
	иом		No	s.						Req	uested Qty.								100	
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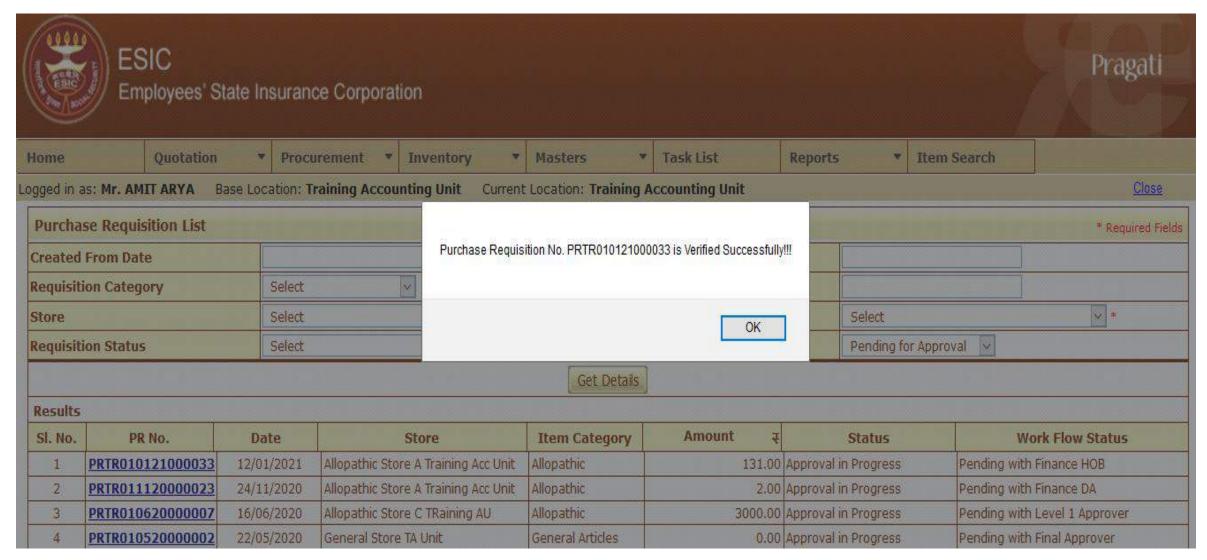
Click on OK to proceed for Finance Concurrence





Purchase Requisition No. verified successfully





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ESIC News		Pension		1		Industry News
» Role of ESIC	in Deliveryof Benefits	HRMS Support 2.0		from HQRS. Office		» ESIC's PG institute from next year
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» Annexures.po	df		>> http://n	nohfw.nic.in		» Pragati-Insurance
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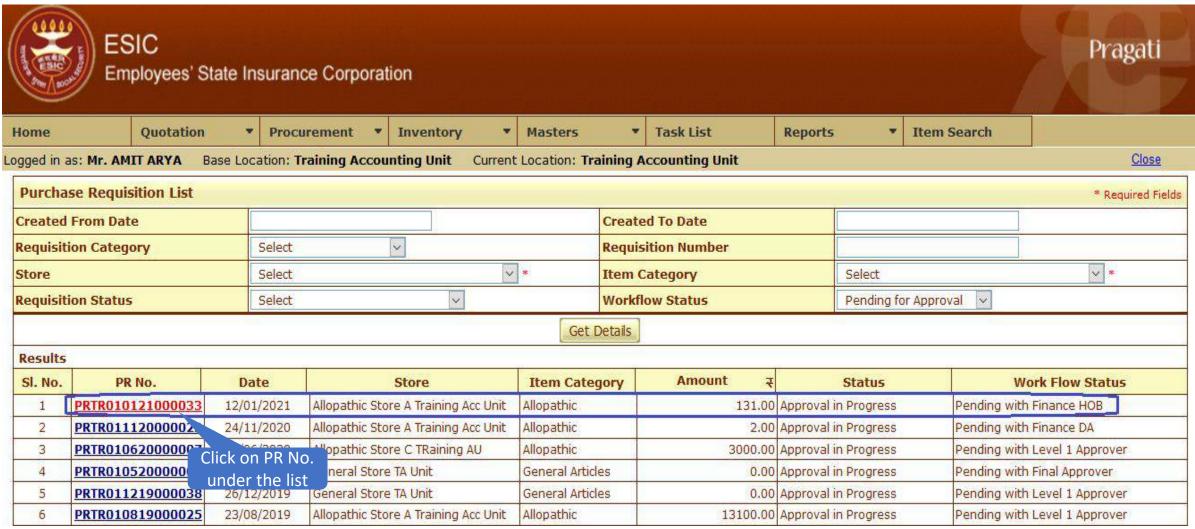




Task List		
Current Location : Train	ing Accounting Unit	194
Transaction Type	Pending Activity	Count
	Pending FOR Approval	8
Physical Verification\St	ock Adjustment	
	Pending for Approval	46
	Sent Back	2
Purchase Order(PO)	2),—	80
	Pending for Approval	51
	Sent Back	13
Purchase Requisition(PI	R)	<u> </u>
	Pending for Approval	39
	Sent Back	6
Purchase Return	Click on Pending for	
	Pending for Approval under PR	4

PR No. Concurrence by Finance HOB





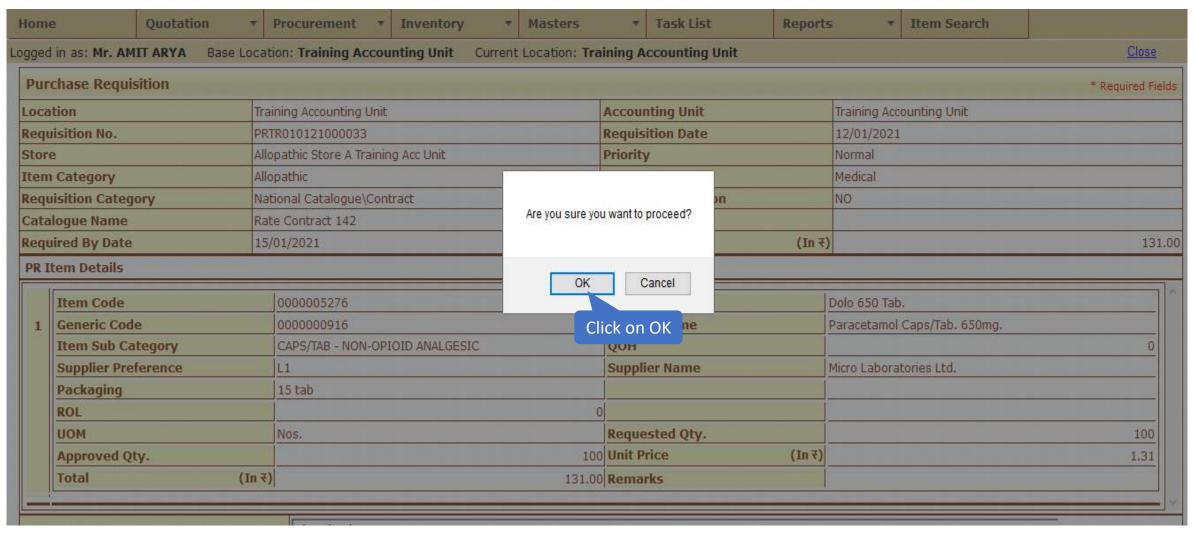
Enter the Notings and Click on Concur Fields marked as * are mandatory



Home	e	Quotation	▼ Procurement	▼ Inventory	▼ Masters	▼ Task List	Reports	5 ▼	Item Search	
Logged	l in as: Mr. AM	IT ARYA Base	Location: Training Ac	counting Unit	Current Location: Ti	aining Accounting Unit				Close
Pur	chase Requis	sition								* Required Fields
Loca	tion		Training Accounting (Unit		Accounting Unit		Training Acc	counting Unit	
Requ	iisition No.		PRTR010121000033			Requisition Date		12/01/2021	1	
Store	e		Allopathic Store A Tra	aining Acc Unit		Priority		Normal		
Item	Category		Allopathic			Item Class		Medical		
Requ	iisition Catego	ory	National Catalogue\	Contract		Generic Requisition		NO		
Cata	logue Name		Rate Contract 142							
Requ	iired By Date		15/01/2021			Requisition Total	(In ₹)			131.00
PR I	tem Details									
	Item Code		0000005276			Item Name		Dolo 650 Tal	h	^
1	Generic Code		0000000916			Generic Name			Caps/Tab. 650mg.	
1	Item Sub Ca			-OPIOID ANALGESI	<u>с</u>	QOH		raracetamo	Caps, lab. 050llig.	0
	Supplier Pref		L1	0,1010 / 11,1120201		Supplier Name		Micro Labora	atories Ltd.	
	Packaging		15 tab							
	ROL					0				
	иом		Nos.			Requested Qty.				100
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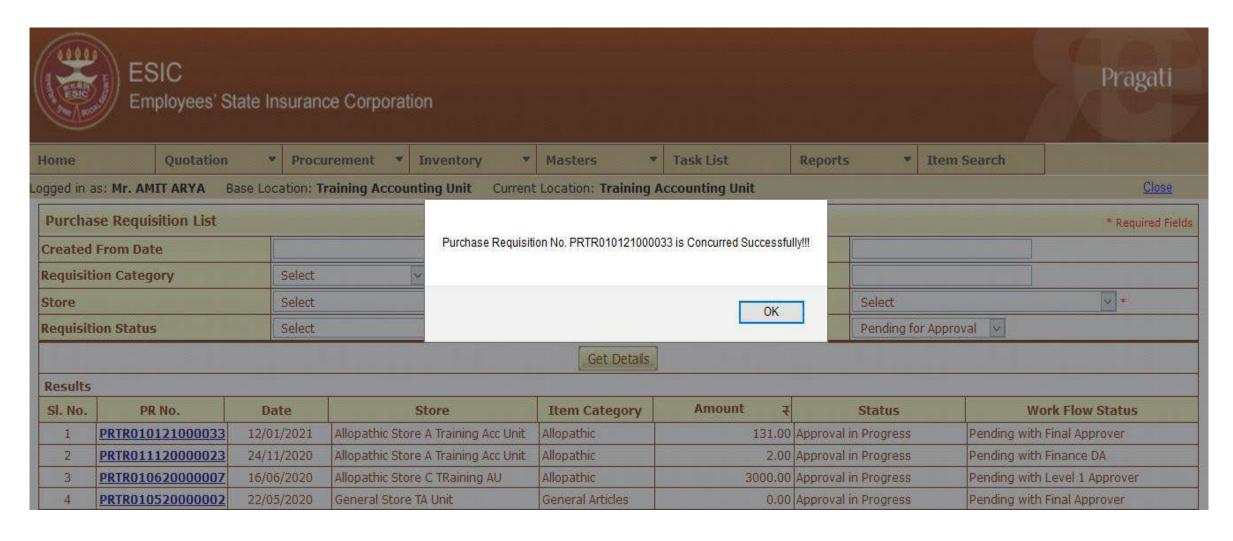
Click on OK to proceed for Finance Concurrence





Purchase Requisition No. concurred successfully.







PR Approval of Transaction after Finance Concurrence

Role: Procurement Final Approver

Version 5.7 Last Revised On: 01-06-2025

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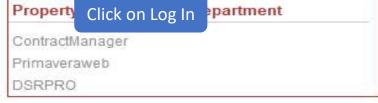
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1		Finance 2.0		ACC. MI	1	
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» Role of ESIC	in Deliveryof Benefits	HRMS Support 2.0		s from HQRS. Office		» ESIC's PG institute from next year
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Announcem	ents	Materials Manager		_inks		Reference Documents
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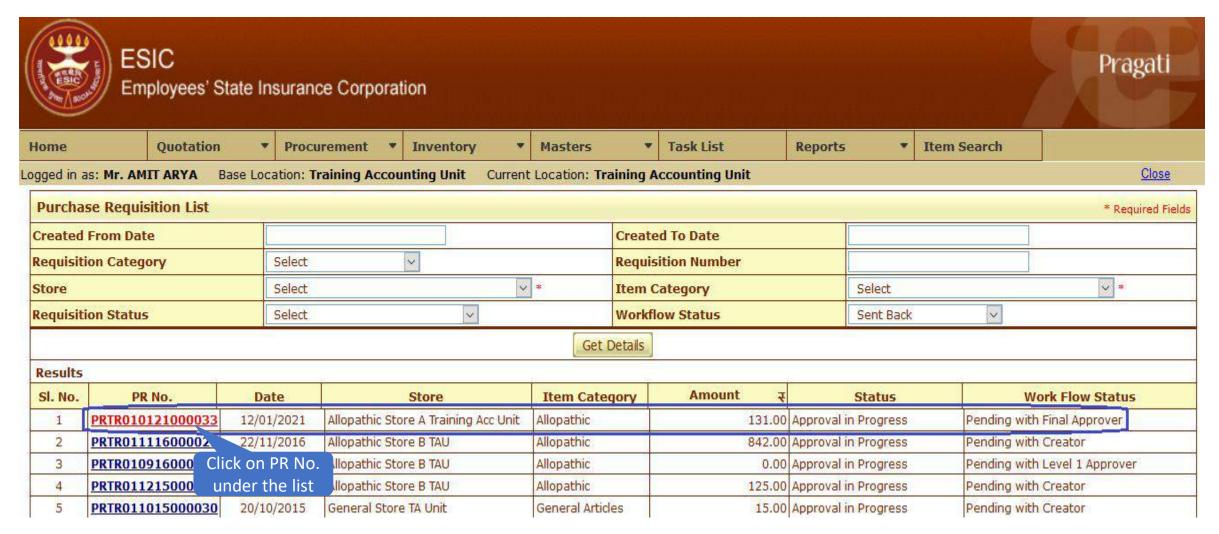




Task List		
Current Location : Train	ing Accounting Unit	190
Transaction Type	Pending Activity	Count
	Pending FOR Approval	8
Physical Verification\St	ock Adjustment	94
20	Pending for Approval	46
	Sent Back	2
Purchase Order(PO)	X- 11 - 12 - 12 - 12 - 12 - 12 - 12 - 12	8
	Pending for Approval	51
	Sent Back	13
Purchase Requisition(Pl	R)	22
	Pending for Approval	39
	Sent Back Click on Pending for	6
Purchase Return	Approval under PR	100
	Pending for Approval	4

PR No. Approval by Final Approver





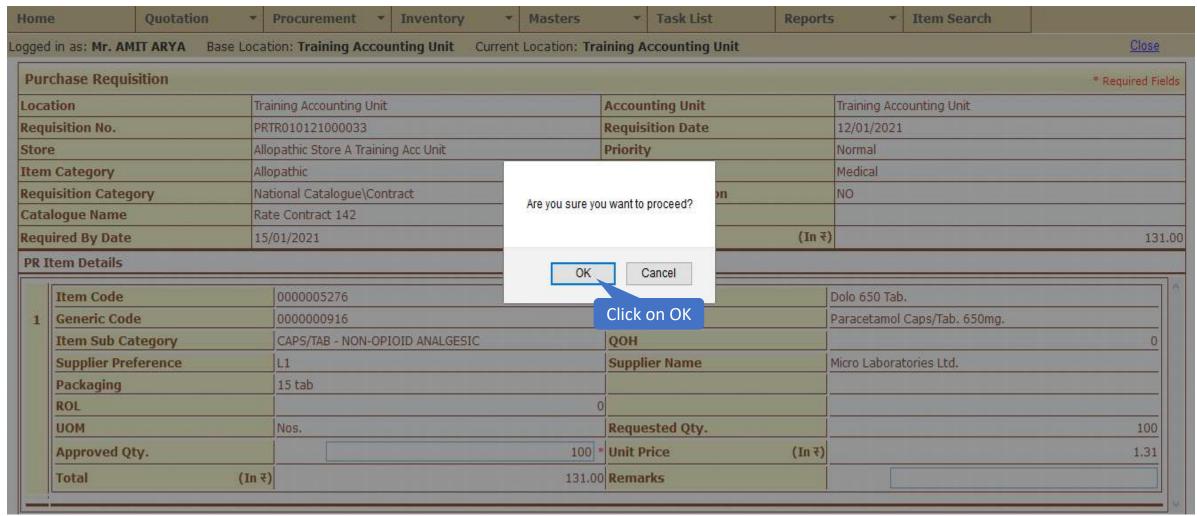
Enter the Notings and Click on Approve. Fields marked as * are mandatory.





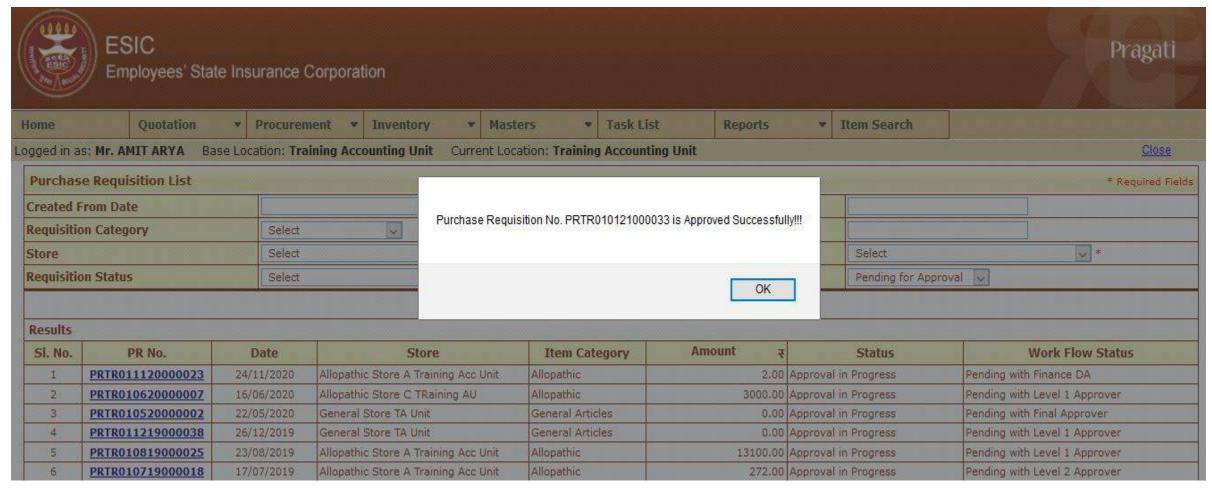
Click on OK to proceed





Purchase Requisition No. Approved Successfully







Check List

Role: Procurement DA/ Procurement Verifier 1/2/3/4/Final Approver/FA-DA/FA-SO/FA-HOB

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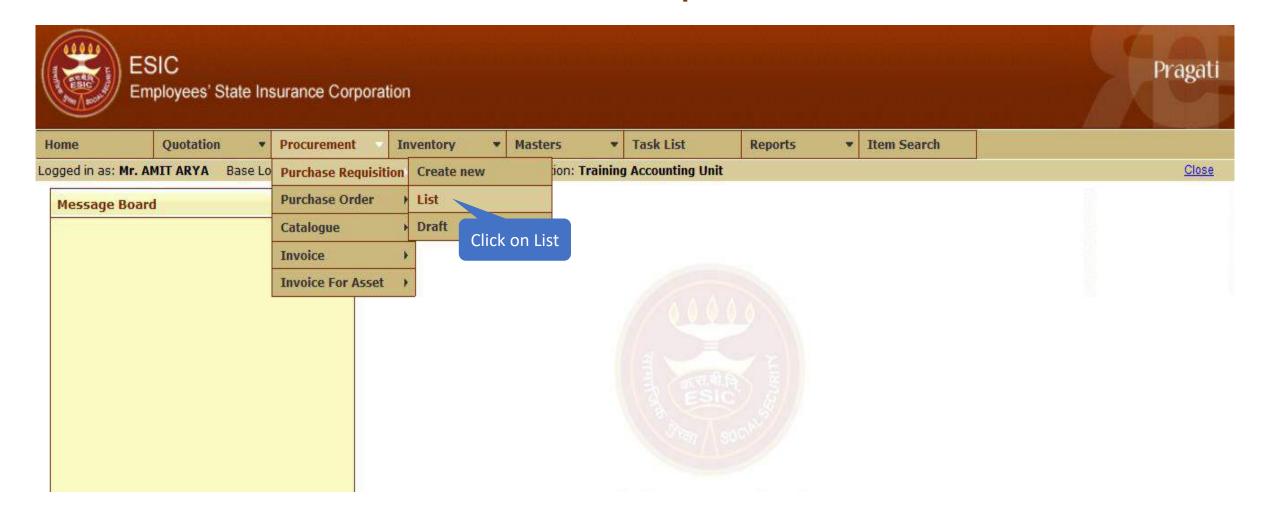


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W	Finance 2.0		- 1	
ESIC News	Pension			Industry News
» Role of ESIC in Deliveryof Benefit	HRMS Support 2.0	s from HQRS. Of	fice	» ESIC's PG institute from next year
	HRMS 2.0			
Announcements	M-1-i-1-M	inks		Reference Documents
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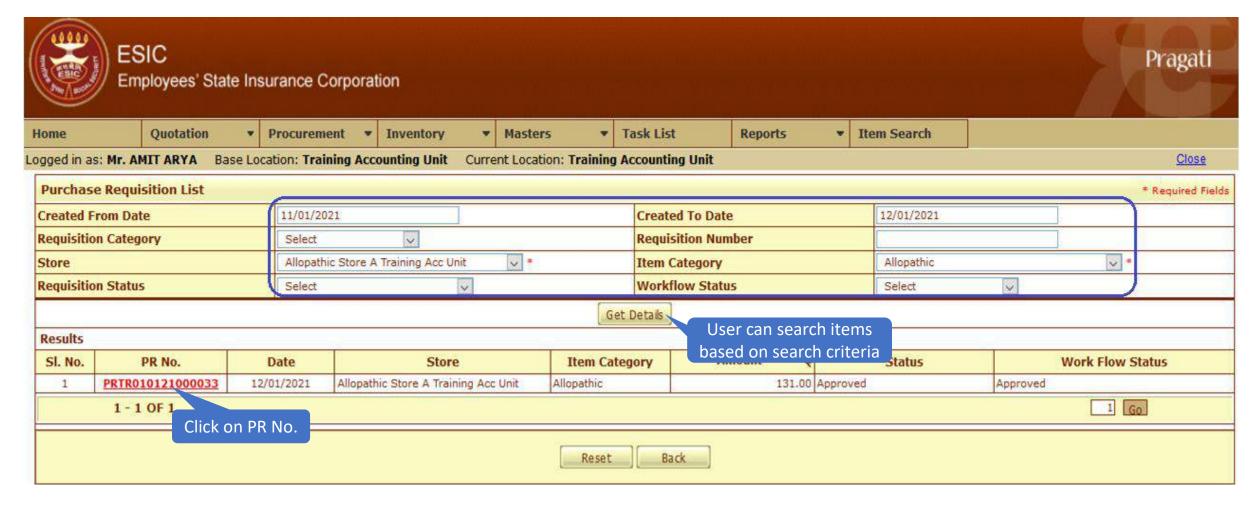
To Check Records of Generated Purchase Requisition Path: MM 2.0 → Procurement → Purchase Requisition → List





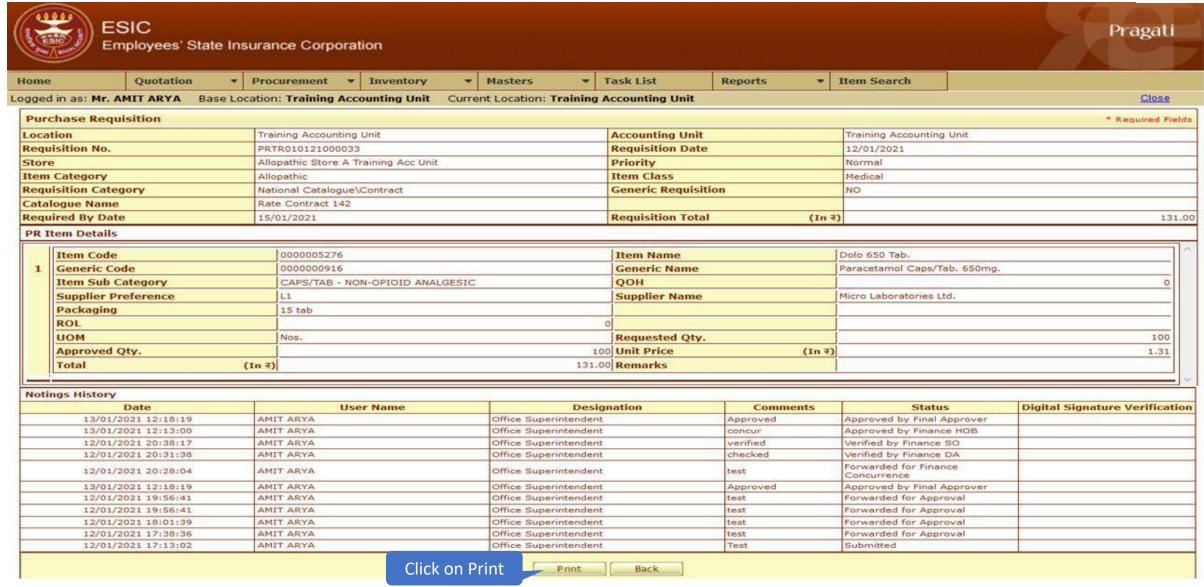
Search Purchase Requisition No. with searching Criteria and Click on PR No.





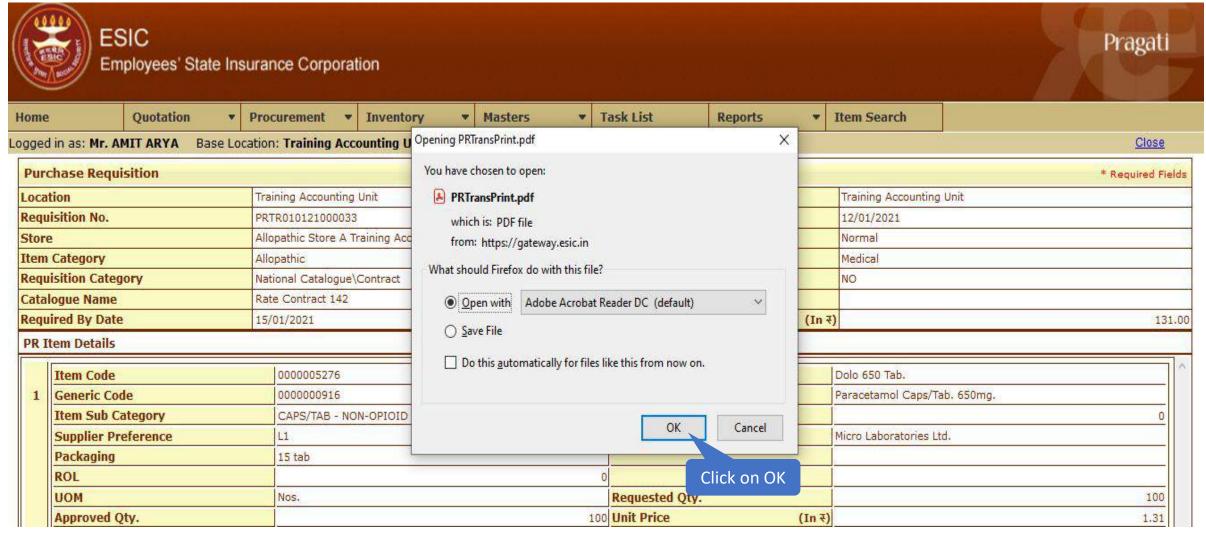
Check Record of Purchase Requisition





Click on OK to open in PDF Format





Print View





EMPLOYEES' STATE INSURANCE CORPORATION

Training Accounting Unit NA , , , Delhi

PR No.: PRTR010121000033

Date: 12/01/2021

Requisition Category

GlobalCatalogue

Purchase Requisition for

Allopathic

Rate Contract \ Catalogue No. Rate Contract 142

Sir.

Please refer to the above-mentioned tender participation / Rate Contract., under mentioned equipment / items / materials / Drugs on the terms & conditions & Specifications as stated in the original tender / Quotation / Rate contract. The original rates quoted / as perrate contract are as below:

PR Details:

SI No.	Generic Name	Item Name/ Particulars	Manufacturer	Pack Size	Unit Rate Rs.	Unit (UOM)	Req. Qty	Req.	Approved Qty	Approved Amt.
1	Paracetamol Caps/Tab. 650mg.	0000005276 - Dolo 650 Tab.	AS PER RC	15 tab	1.31	Nos.	100.00	131.00	100.00	131.00
							Total Rs.	131.00		131.00

Yours Sincerely,

MS / RD / SSMC / JD / SM / Competent



Generate Report

Role: Procurement DA/ Procurement Verifier 1/2/3/4/Final Approver/HOA/Director General

Version 5.7 Last Revised On: 01-06-2025

User Login through myesic.esic.gov.in or gateway.esic.gov.in





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S."

Web Portal-ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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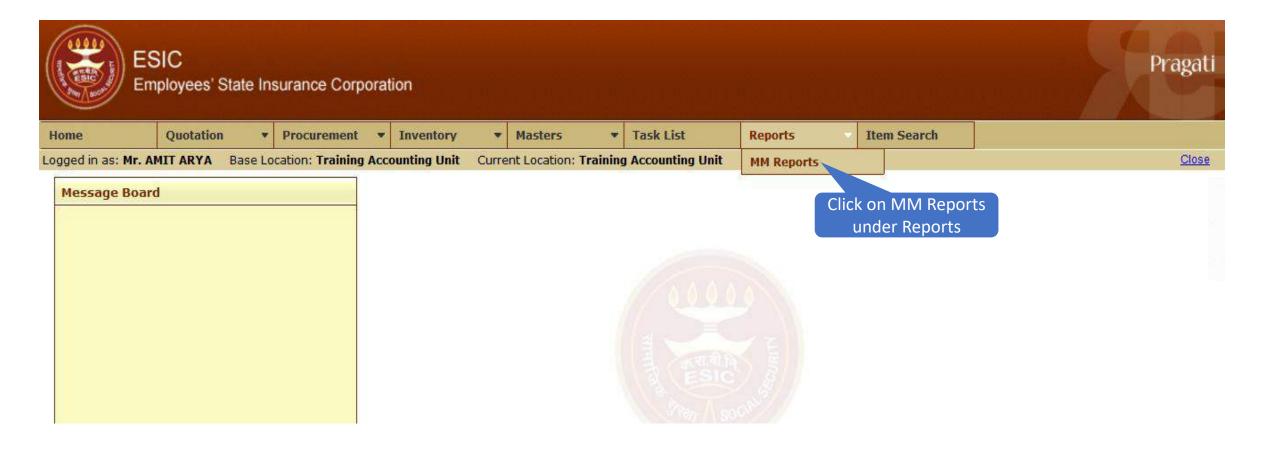


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	1	Finance 2.0							
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>>> Role of ESIC in Deliveryof Benefits		HRMS Support 2.0		from HQRS. Office		» ESIC's PG institute from next year			
		HRMS 2.0							
Announcem	ents	Materials Managemen	+20	_inks		Reference Documents			
>> Annexure - I	V dos	iviateriais iviariagemen	12.0	Click on Materia	ls	>> Dhanwantri			
» Annexure - I.» Annexures -		Payroll 2.0		Management 2.	0	» Pragati-ERP			
» Annexures.pdf			>> http://n	nohfw.nic.in		» Pragati-Insurance			
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To check Purchase Requisition Report. Path: MM 2.0 → Reports → MM Reports





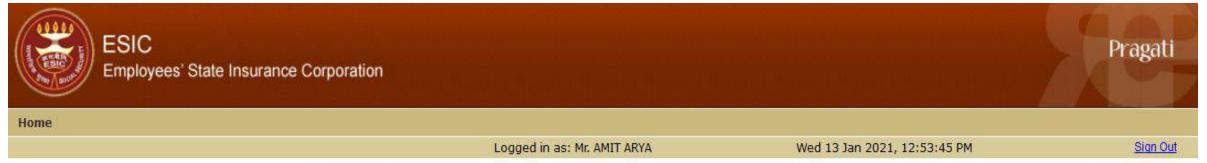
To check Purchase Requisition Report click on MM Transaction Report.

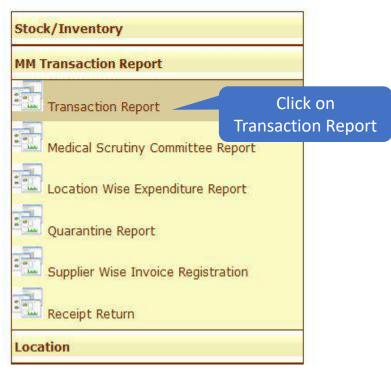


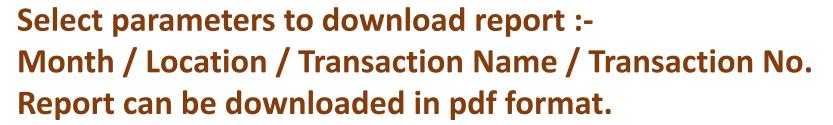


Click on Transaction Report







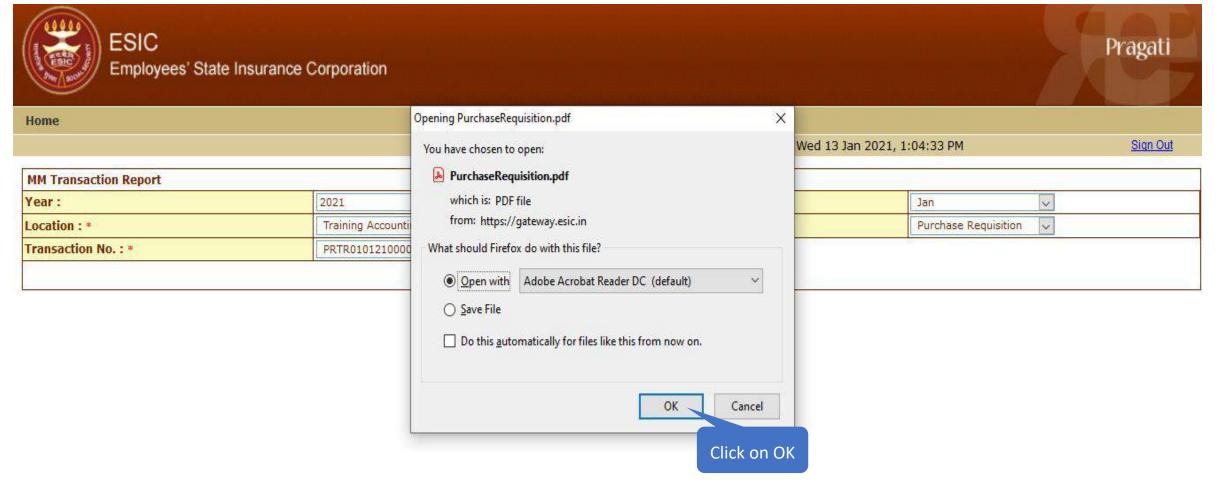




ESIC Employees' State Insurance Corporation										
Home										
		Logged in as: Mr. Al	MIT ARYA W	ed 13 Jan 2021, 12:55:23 PM	Sign Out					
MM Transaction Report										
Year:	2021		Month: *	Jan 🗸						
Location: *	Training Accounting Unit		Transaction Name : *	Purchase Requisition V						
Transaction No. : *	PRTR010121000033	V								
		View PDF	Reset							
•		on View PDF								

Click on OK to open Report in PDF Format





Purchase Requisition Report – PDF Format





EMPLOYEES' STATE INSURANCE CORPORATION

MM Transaction Details - Purchase Requisition

Training Accounting Unit

Month :January Year											
SI. No	Transaction No.	Requested By	Requested Date	Location	Status	Pending with Role	Role Description	Pending with User			
1	PRTR010121000033	168956 - AMIT ARYA	12/01/2021	Training Accounting	Approved	PROCUREMENTDA	Procurement DA	NA			

Notes:



-List: All past and present records are available under List option for the transaction on search.

-Task List: All the pending request will be available for the logged in user under Task List for all transactions.

-Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History.

-Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Stock Initialization

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

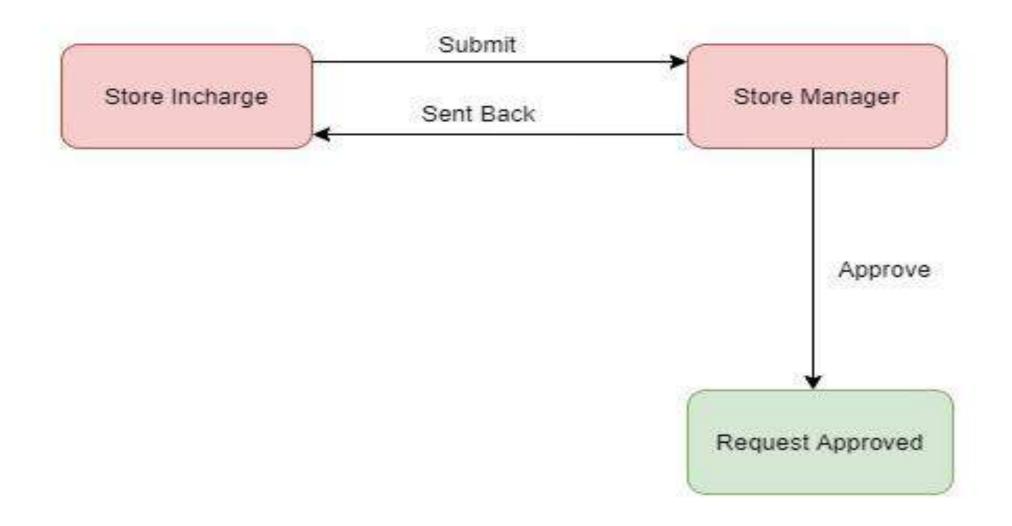
Stock Initialization – Overview



This proposed transactional process will have option to upload the book stock quantity for the location. The entire accounting units like RO, SRO, ESIC Hospitals and model Hospitals will have the option to do this transaction for both medical and Non-medical materials.

Stock Initialization – Workflow



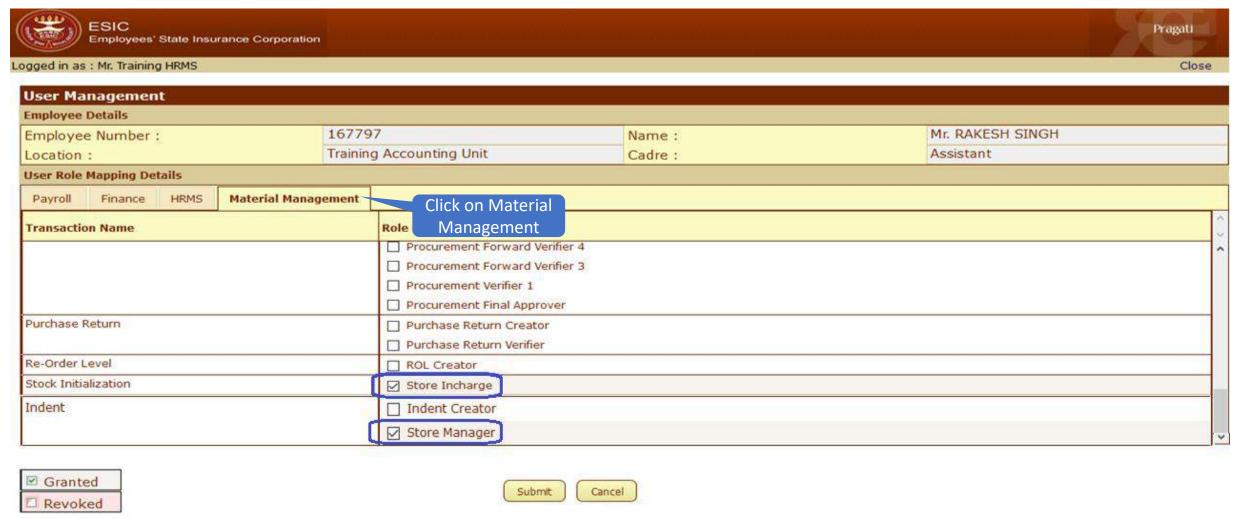


Role for Stock Initialization Transaction under User Management Module



User Roles mapping

- Creator Role: Store Incharge under Material Management tab
- Approver Role: Store Manager under Material Management tab





Stock Initialization Process Flow



Creation of Transaction

Role: Store Incharge

Version 5.7 Last Revised On: 01-06-2025

Store Incharge Login through myesic.esic.gov.in or gateway.esic.gov.in





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		HRMS 2.0				
Announcem	ents			_inks		Reference Documents
	*	Materials Managemen	It 2.0	Click on Mater	als	
>> Annexure - 12		Payroll 2.0		Management	2.0	>> Dhanwantri
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» Annexures.p	» Annexures.pdf		>> http://r	nohfw.nic.in		» Pragati-Insurance
» JOB CARD OF ADMINISTRATIVE OF		FFICERS	>> http://v	vhoindia.org		» ESIC Manuals
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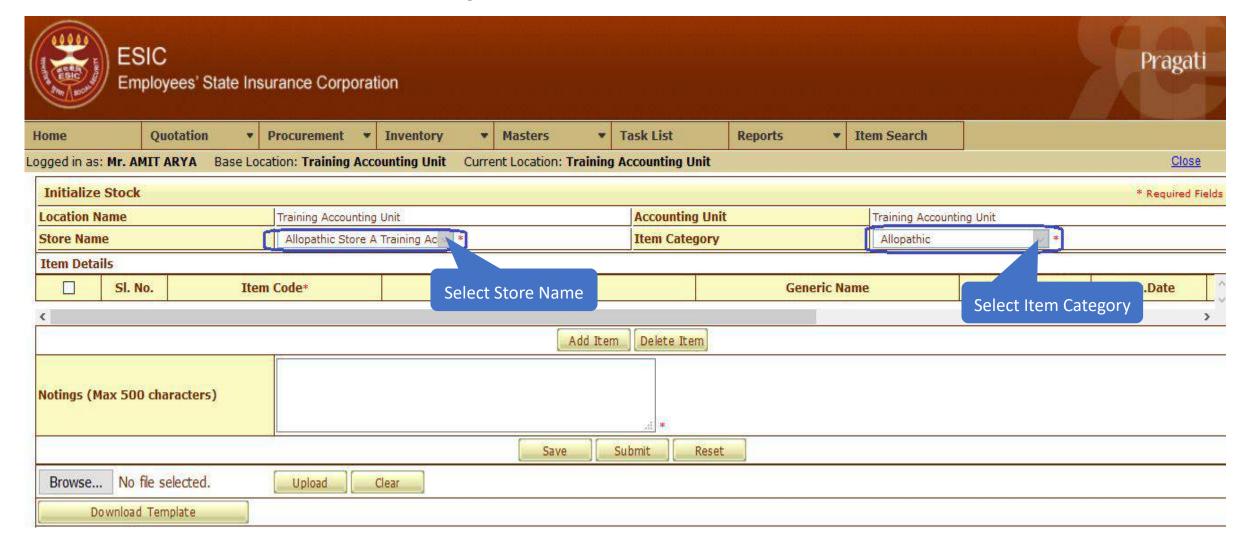
To Generate Stock Initialization by Store Incharge Path: MM 2.0 → Inventory → Stock Initialization → Create New





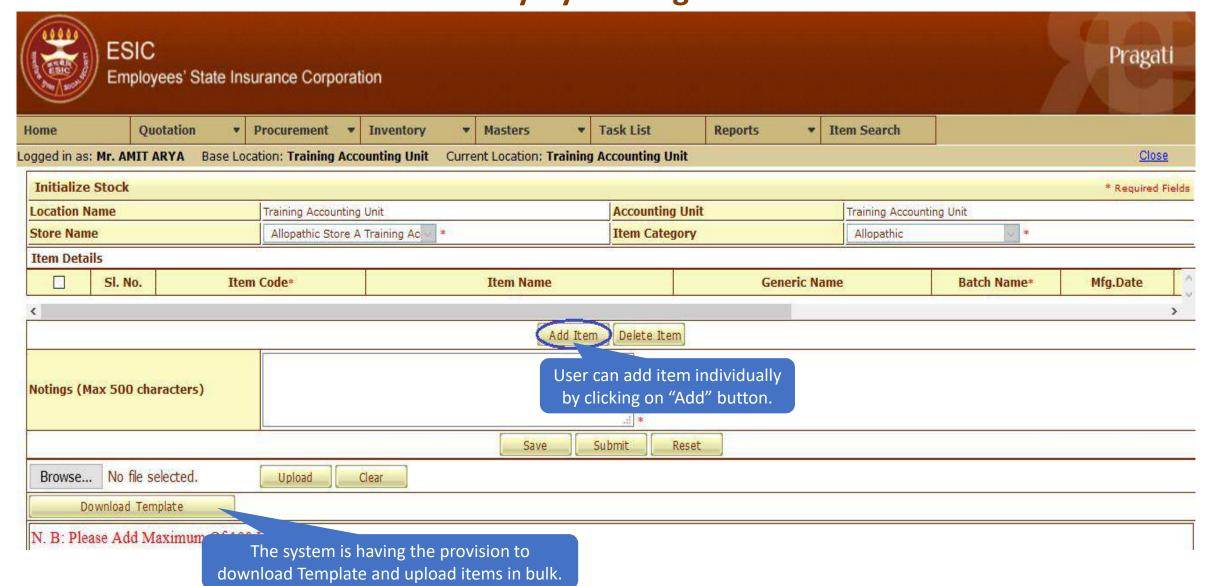
Select the Store Name and Item Category from drop down Fields marked as * are mandatory





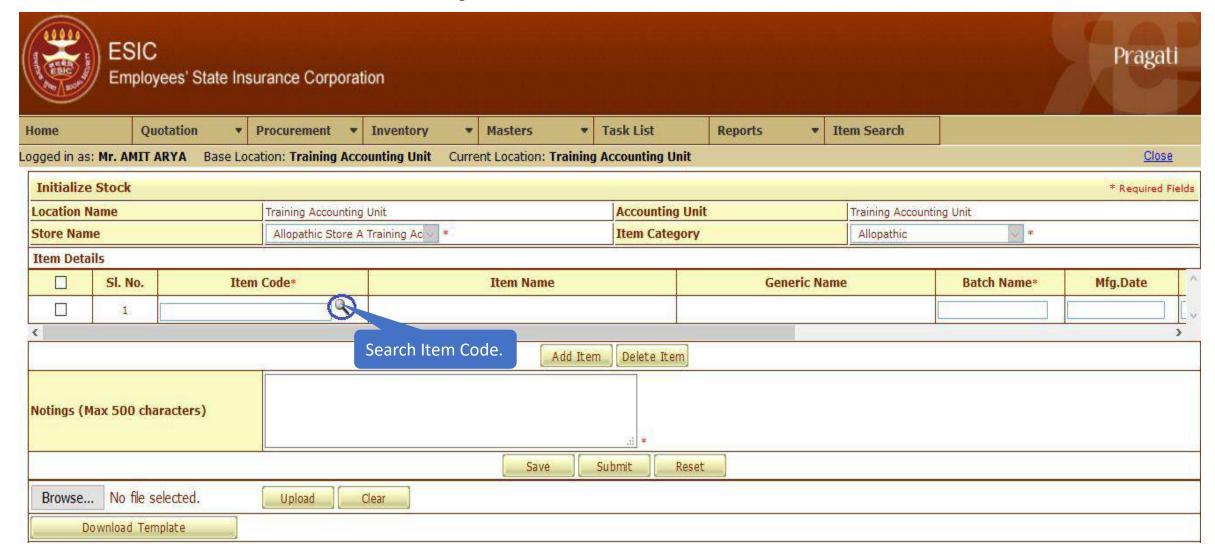
System have the provision to "Download Generic Template" and "Upload" items in bulk. User can add item individually by clicking on "Add" button.





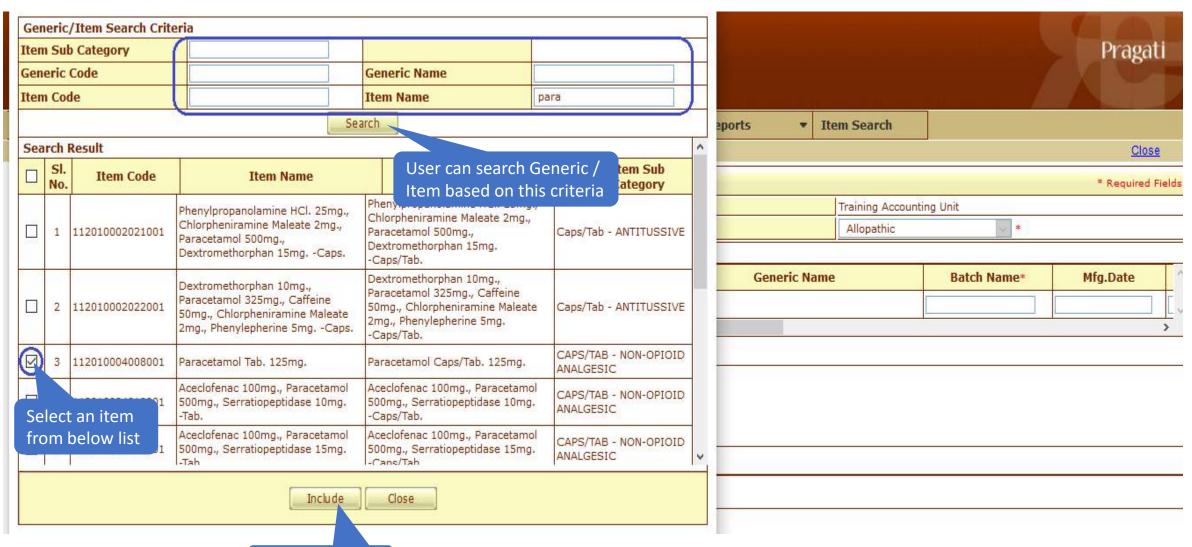
Search Item Code Fields marked as * are mandatory





Search and Select an Item for Initialization

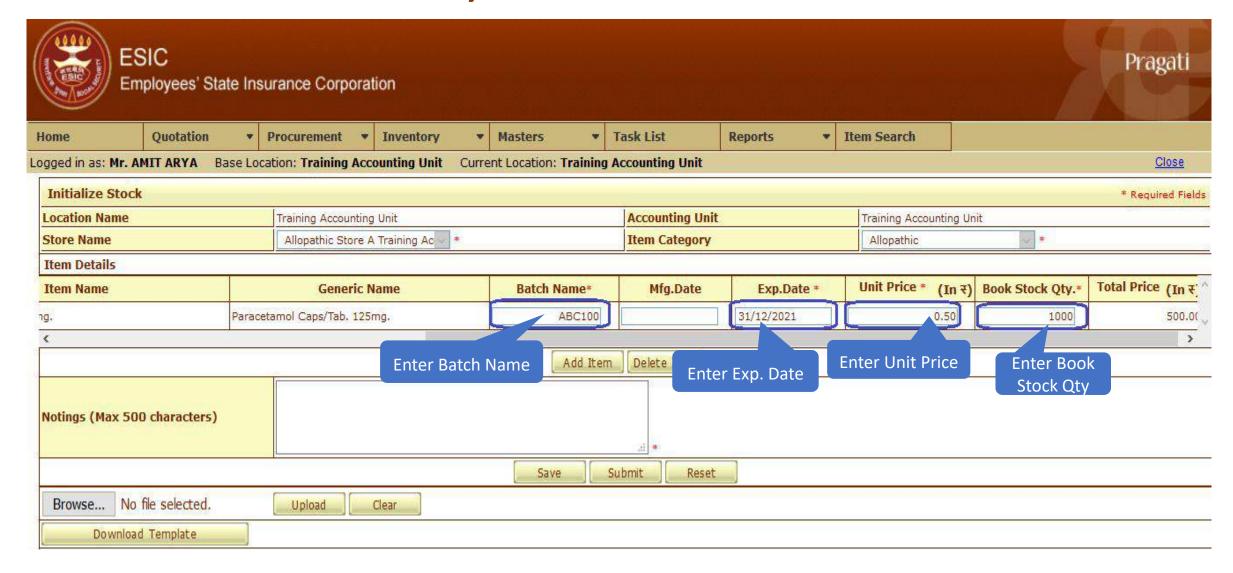




Click on Include

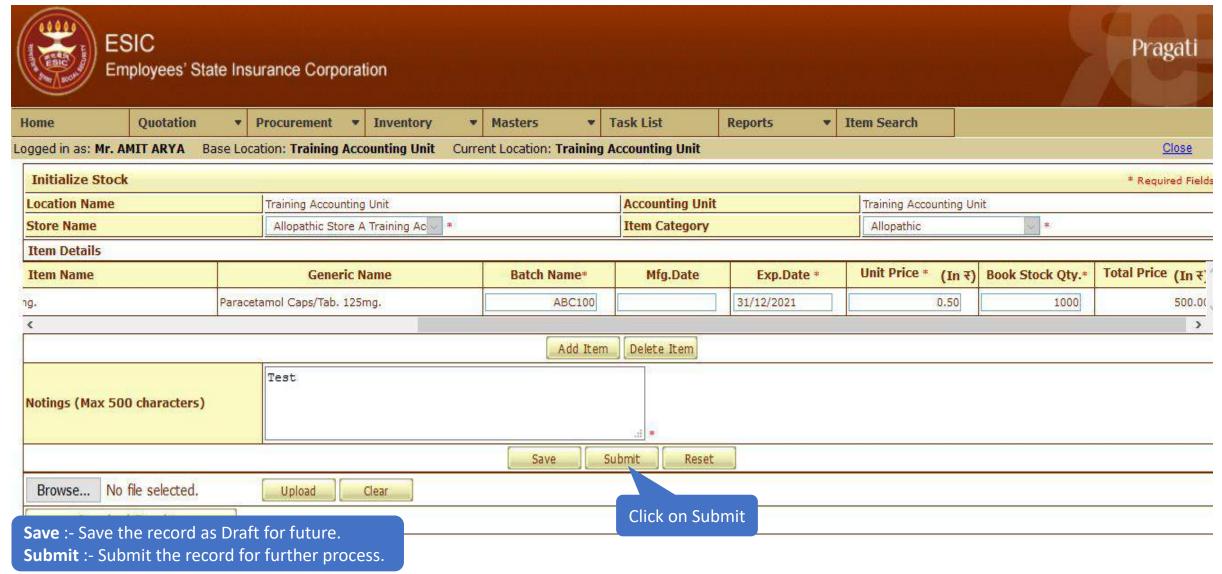
Enter the Batch Name, Expiry Date, Unit Price and Book Stock Qty. Fields marked as * are mandatory





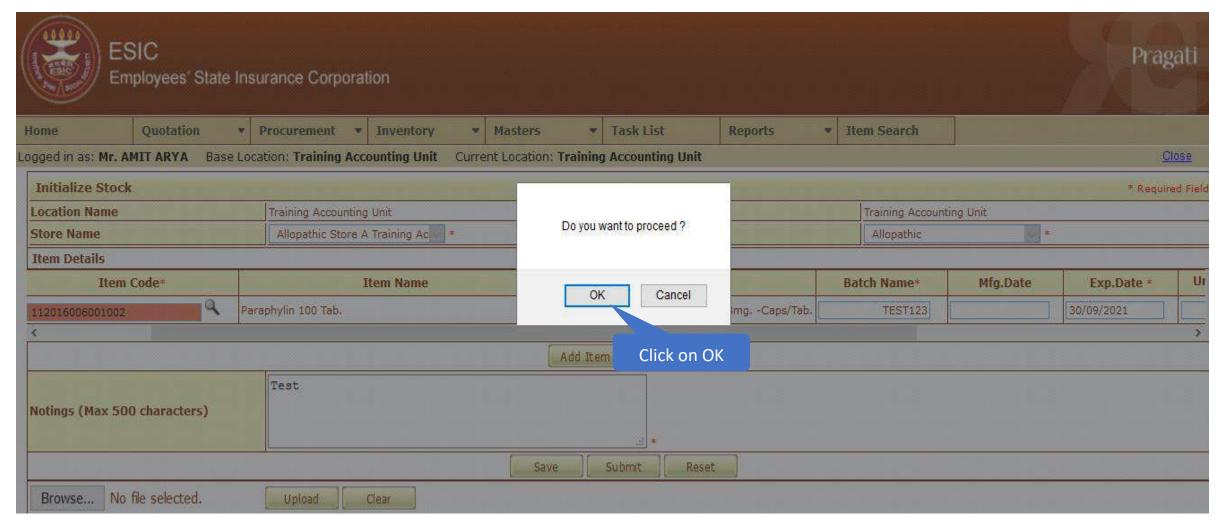
Enter the Notings and Click on Submit Fields marked as * are mandatory





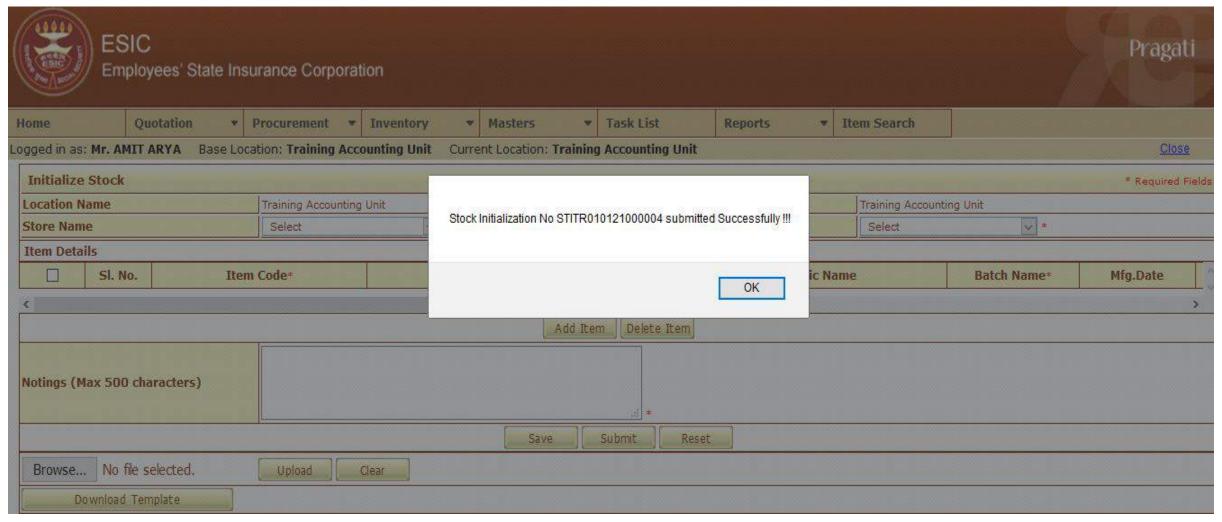
Click on Ok to proceed to generate





Stock Initialization No. Submitted Successfully







Approval of Transaction

Role: Store Manager

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Store Manager Login through myesic.esic.gov.in or gateway.esic.gov.in





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Web Portal- ithelpdesk

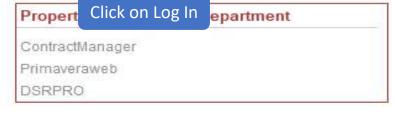
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	HRMS 2.0						
Announcements	Materials Management 2.0	Links		>> Dhanwantri >>> Pragati-ERP			
>> Annexure - IX .doc. >> Annexures - X-XI.pdf	Payroll 2.0	Click on Materials Management 2.0					
» Annexures.pdf		http://mohfw.nic.in		» Pragati-Insurance			
» JOB CARD OF ADMINISTRATIVE O	FFICERS »	http://whoindia.org		» ESIC Manuals			
» Circular.pdf	>>	http://esicdelhi.org.in		» Information Security			
Read More >>			» know more » Digital Signature Insti				

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Stock Initialization pending for approval Path: MM 2.0 → Task List → Stock Initialization → Pending for Approval





Task List											
Current Location : Traini	ng Accounting Unit										
Transaction Type	Transaction Type Pending Activity Count										
	Pending for Approval	-	1								
	Pending for Commercials Evaluation	Approval	26								
Quotation Response(QR)											
	Pending for Approval		14								
Re-Order Level(ROL)	37 37		100								
	Pending for Approval		6								
Stock Initialization											
	Pending for Approval										
	Sent Back		1								
Stock Quarantine(SQ)											
	r chang for Approval	on Pending For Approval	3								
Stock Transfer	un	der Stock Initialization									
	Pending for Approval		3								
	Pending for Receipt		1								
	Sent Back		9								

Search Stock Initialization List with searching Criteria

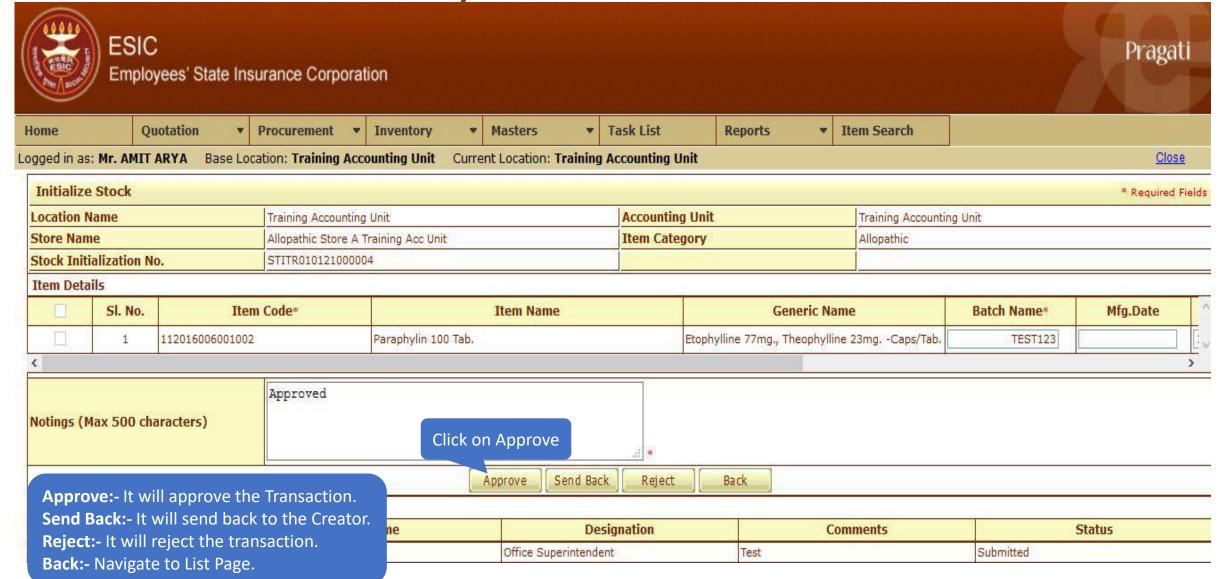


ESIC Employees' State Insurance Corporation											Pragati		
Home	Quotation *	Procurement	•	Inventory •	Masters		Task List	Reports	*	Item Search			
Logged in as: Mr. AMIT ARYA Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close													
Stock Initialization List * Required Fields													
Created From Da	te			11/01/2021		Created To Date				11/0	1/2021		
Item Category				Select		Stock Initialization No.							
Stock Initialization	on Status			Select		WorkFlow Status			Pen	ding for Approval			
			Value	70.		Ge	t Details						
Results													
SI. No.	Stock Initia	alization No.		Date			Item Category			Status		Work Flow	/ Status
1 <u>STITR010121000004</u> 11/01/2021 Allo						Allopathic	athic Approval in Progress Pending with Store Manager					ager	
1-1 OF 1 Click on Stock Initialization No.													

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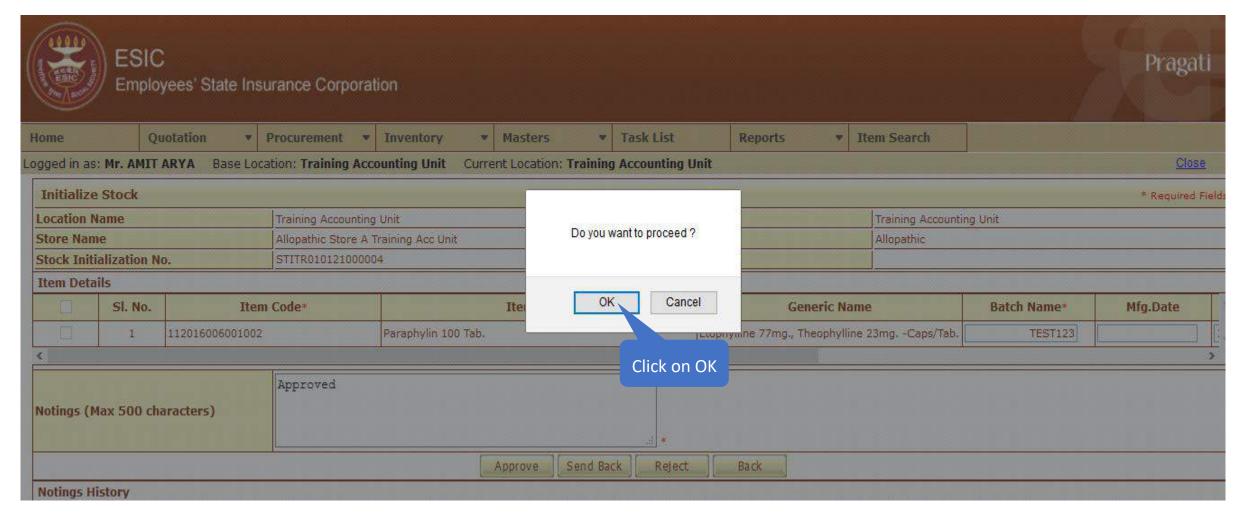
Enter the Notings and Click on Approve Fields marked as * are mandatory





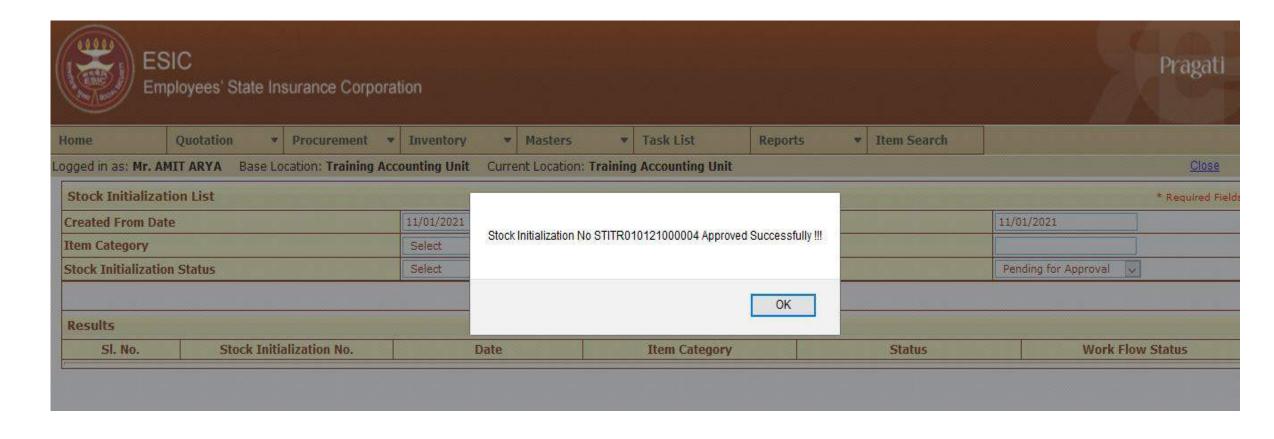
Click on Ok to proceed with Approval





Stock Initialization No. Approved Successfully







Check List

Role: Store Incharge / Store Manager

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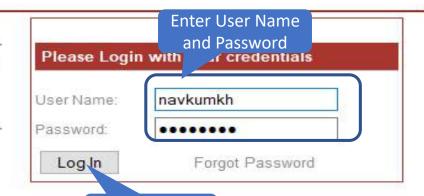
Web Portal-ithelpdesk

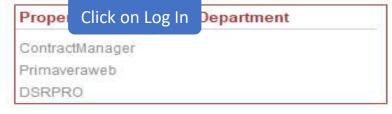
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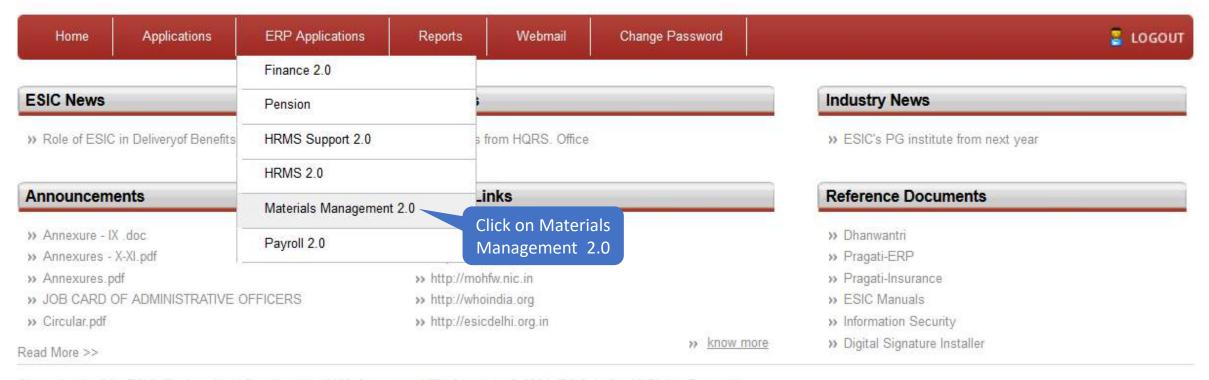
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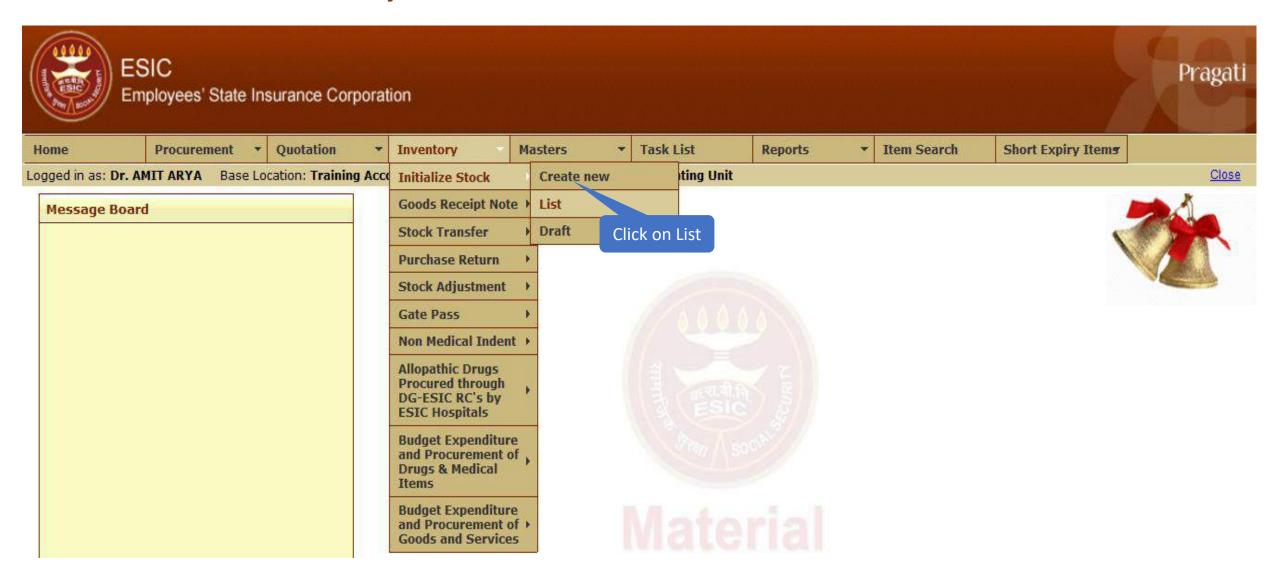




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To Check Records of Generated Stock Initialization Path: MM 2.0 → Inventory → Stock Initialization → List





Search Stock Initialization No. with searching Criteria and Select Stock Initialization No.

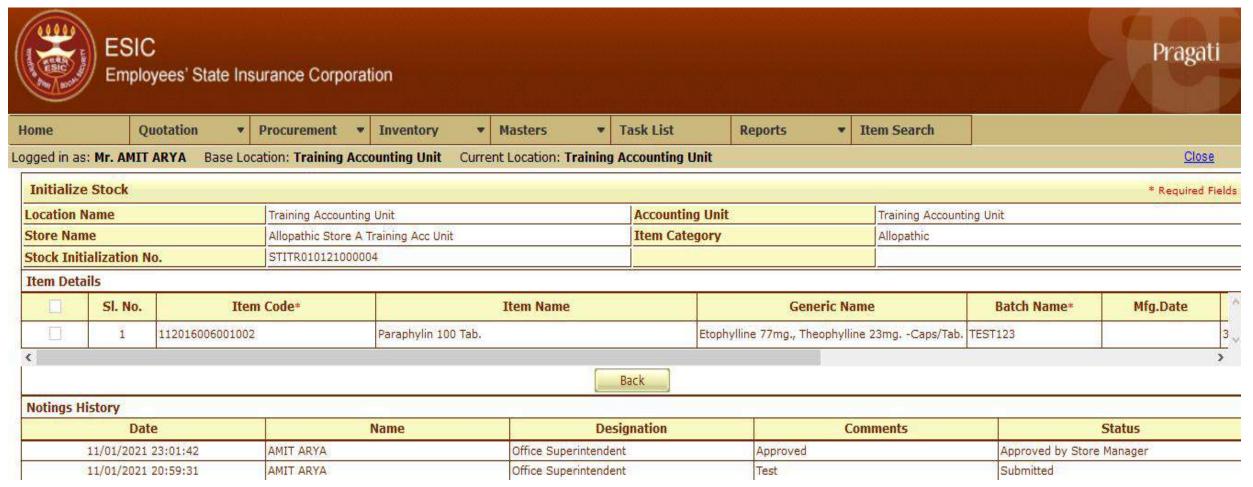


Stock Initialization List Created From Date Stock Initialization List Created To Date Created	S COUNTY E	SIC nployees' State In	surance Corp	ora	tion		NO.								Pragati
Stock Initialization List Created From Date Item Category Select WorkFlow Status Select WorkFlow Status Get Details Results SI. No. Stock Initialization No. Date SIL No. Stock Initialization No. Stock Initialization No. Date Status Work Flow Status User can search items based on search criteria Approved Approved	Home	Quotation •	Procurement	٠	Inventory		Masters	•	Task List	Reports	*	Item Search			
Created From Date Item Category Select Stock Initialization No. Stock Initialization Status Select WorkFlow Status Get Details Results SI. No. Stock Initialization No. Date 1 STITR010121000004 11/01/2021 Allopathic based on search criteria 1 Go 1 Get Details User can search items based on search criteria	Logged in as: Mr. J	AMIT ARYA Base Lo	ocation: Training	Acc	ounting Unit	Curre	ent Locatio	n: Training	Accounting Unit						Close
Item Category Select WorkFlow Status Get Details Results SI. No. Stock Initialization No. Date 1 STITR010121000004 11/01/2021 Allopathic based on search criteria 1 Go Stock Initialization No. Status User can search items based on search criteria	Stock Initializa	ntion List		-									71-		* Required Fields
Stock Initialization Status Get Details Results Sl. No. Stock Initialization No. Date 1 STITR010121000004 11/01/2021 Allopathic based on search criteria 1 Go 1 Get Details User can search items based on search criteria	Created From D	ate			11/01/2021			Created To Da	Created To Date						
Results SI. No. Stock Initialization No. Date 1 STITR010121000004 11/01/2021 Allopathic based on search criteria 1-1 OF 1 Get Details User can search items based on search criteria 1 Go	Item Category				Select				Stock Initializa	ation No.					
Results SI. No. Stock Initialization No. Date 1 STITR010121000004 11/01/2021 Allopathic based on search criteria 1-1 OF 1 User can search items based on search criteria I Go	Stock Initializat	on Status			Select				WorkFlow Sta	WorkFlow Status			Select	V	
Sl. No. Stock Initialization No. Date 1 STITR010121000004 11/01/2021 Allopathic based on search criteria 1-1 OF 1 Stock Initialization No. Date User can search items based on search criteria								Ge	t Details					,	
1 STITR010121000004 11/01/2021 Allopathic based on search criteria Approved 1 - 1 OF 1 1 Go	Results												W.		
1 STITR010121000004 11/01/2021 Allopathic based on search criteria Approved 1 - 1 OF 1 1 G0	Sl. No.	Sl. No. Stock Initialization No.			Date				User can			Status		Work Flo	w Status
1 - 1 OF 1 1 Go	1 <u>STITR010121000004</u>				11/01/2021		EC.	Allopathic				Approved			
Click on Stock	1 -	1 OF 1							based off s	search circeria				1	Go
Initialization No.	A.														

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Check Record of Stock Initialization





Notes



- List: All past and present records are available under List option for the transaction on search.
- Task List: All the pending request will be available for the logged in user under Task List for all transactions.
- Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History.
- Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Stock Adjustment

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

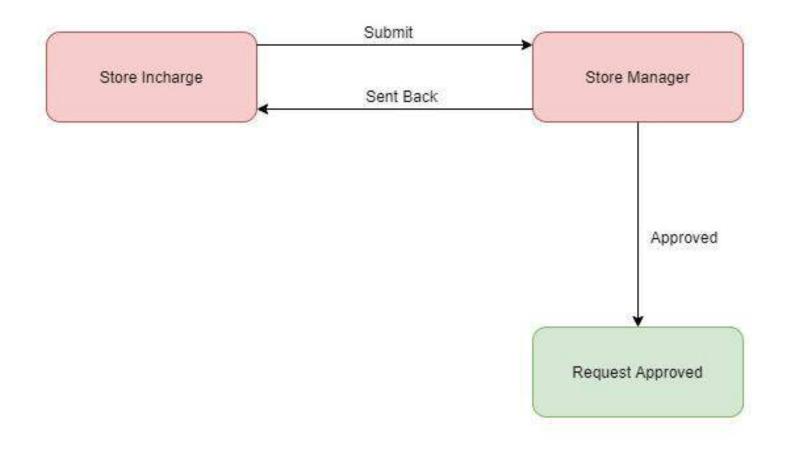
Stock Adjustment – Overview



This proposed transactional process will have option to upload/adjust the physical stock quantity for the location. The entire accounting units like RO, SRO, ESIC Hospitals and model Hospitals will have the option to do this transaction for both medical and Non-medical materials. In case of CMS – Store Keeper / Pharmacist of the stores with user access to create purchase returns or any other competent officer who has been assigned with the task of Stock adjustment. In case of Dispensary - Store Keeper / Pharmacist of the stores with user access to create purchase returns or any other competent officer who has been assigned with the task of Stock adjustment.

Stock Adjustment – Workflow



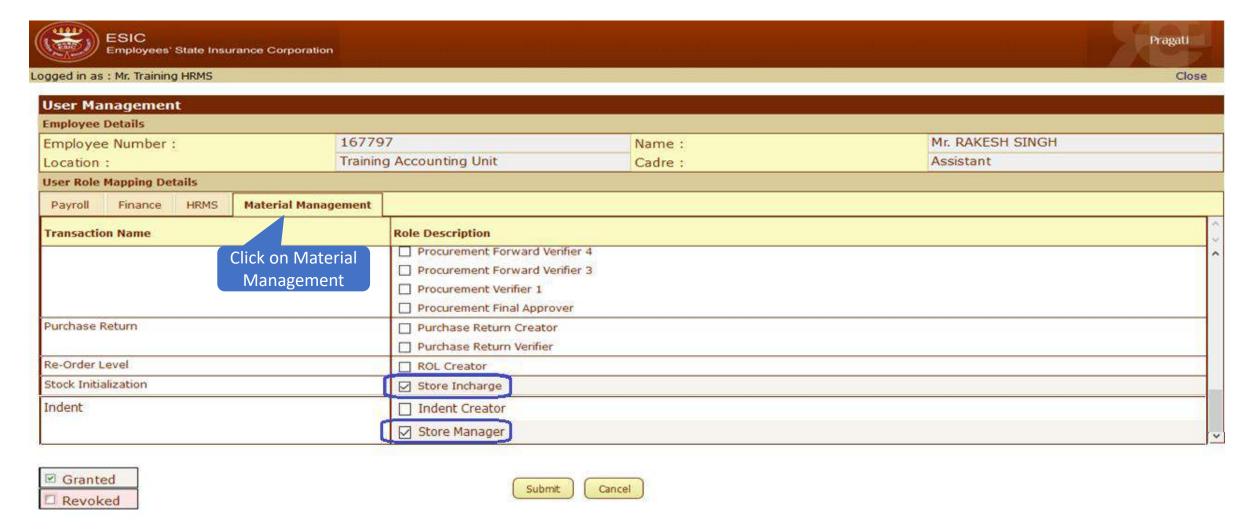


Role for Stock Adjustment Transaction under User Management Module



User Roles mapping

- Creator Role: Store Incharge under Material Management tab
- Approver Role: Store Manager under Material Management tab





Stock Adjustment Process Flow



Creation of Transaction

Role: Store Incharge

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Store Incharge Login through myesic.esic.gov.in or gateway.esic.gov.in





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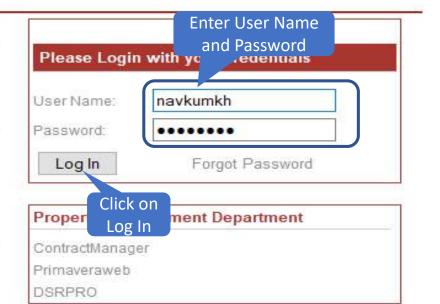
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	-	HRMS 2.0				
Announcem	ents	Materials Managemen	t 2.0	_inks	ale	Reference Documents
» Annexure - IX	100.000.000.000	Payroll 2.0		Click on Materi Management		>> Dhanwantri >>> Pragati-ERP
» Annexures.p	Annexures - X-XI.pdf Annexures pdf http://u		>> http://n	nohfw.nic.in		» Pragati-Insurance
» JOB CARD OF ADMINISTRATIVE OFFICERS »		>> http://w	hoindia.org		» ESIC Manuals	
» Circular.pdf	>> Circular.pdf >> http://e		sicdelhi.org.in		» Information Security	
Read More >>					» know n	nore » Digital Signature Installer

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To Generate Stock Adjustment by Store Incharge Path: MM 2.0 → Inventory → Stock Adjustment → Create New





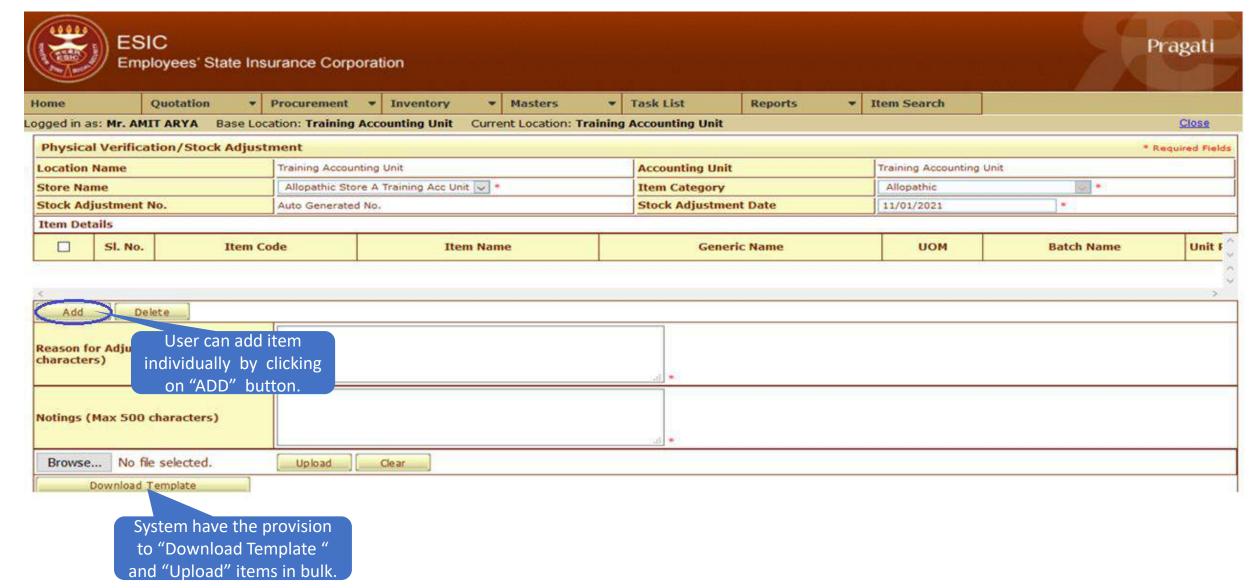
Select the Store Name and Item Category from drop down Fields marked as * are mandatory



ESIC Employees' State Insurance Corporation										
Home Quotation •	Procurement ▼ Inventory ▼ Masters ▼	Task List Reports	▼ Item Search							
Logged in as: Mr. AMIT ARYA Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close										
Physical Verification/Stock Adjustment * Required Fields										
Location Name	Training Accounting Unit	Accounting Unit	Training Accounting Unit	162						
Store Name	Allopathic Store A Training Acc Unit	Item Category	Allopathic	<u>.</u>						
Stock Adjustment No.	Auto Generated No.	Stock Adjustment Date	11/01/2021	*						
Item Details SI. No. Item	Select Store Name	Generic Name	U	Select Item Category Unit F						
Add Delete			Select Stock Adjustment Date	>						
Reason for Adjustment (Max 200 characters)										
Notings (Max 500 characters)	Notings (Max 500 characters)									

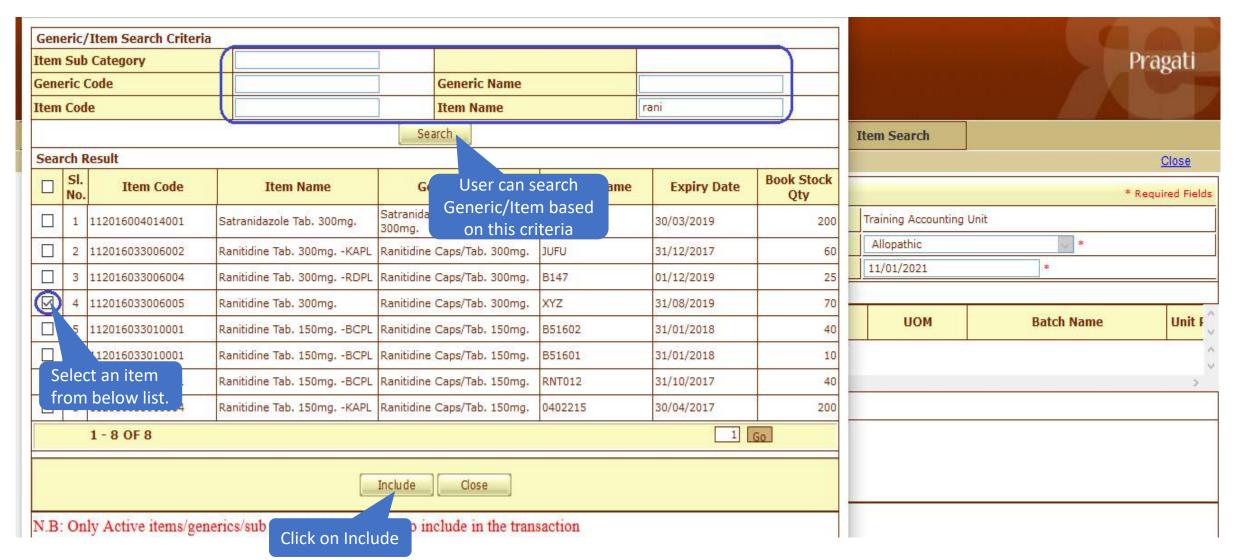
System have the provision to "Download Generic Template" and "Upload" items in bulk. User can add item individually by clicking on "Add" button.





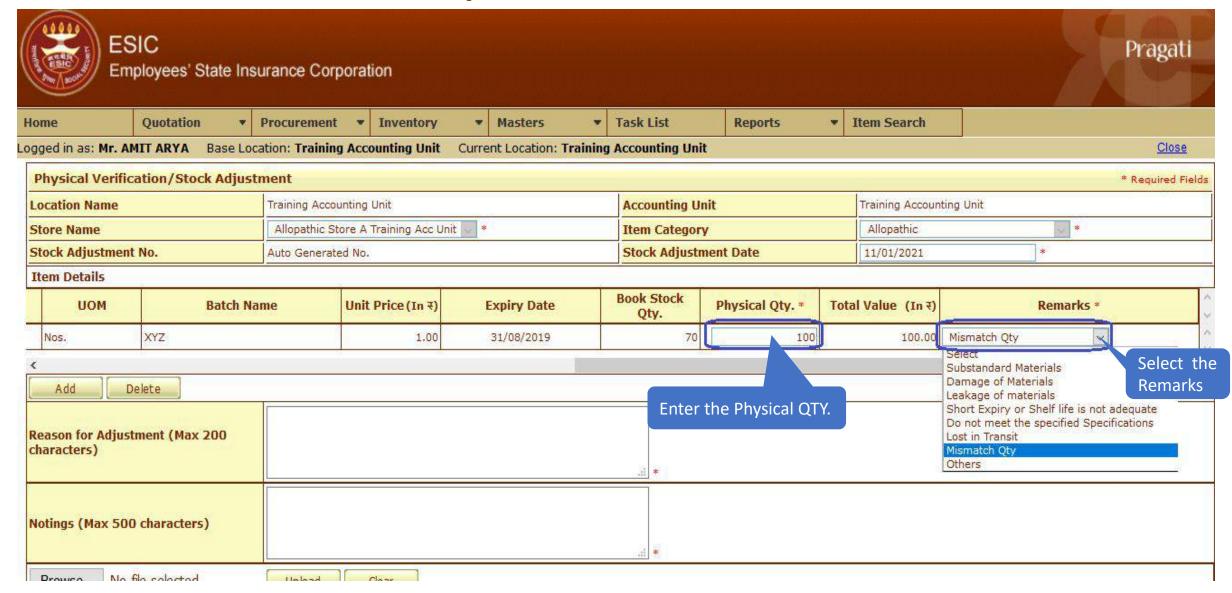
Search and Select an Item for Adjustment





Enter the Physical Qty. and Select the Remarks from drop down Fields marked as * are mandatory





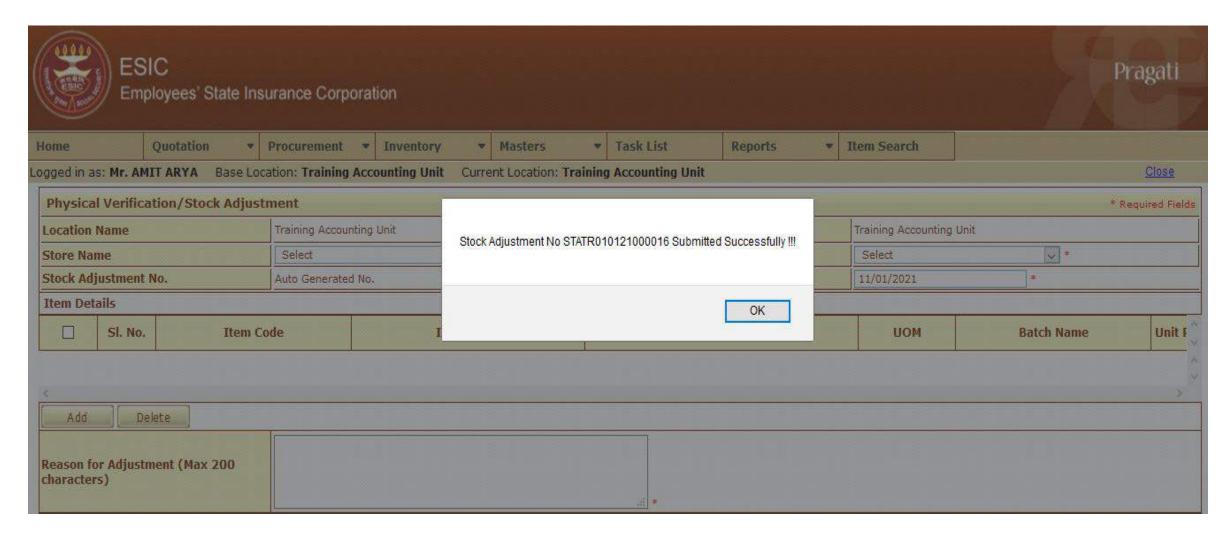
Enter the Reason for Adjustment and Notings and Click on Submit Fields marked as * are mandatory



Но	ome	Quotation	•	Procurement	•	Inventory	•	Masters ▼	Task List		Reports	• I	tem Search				
Log	ogged in as: Mr. AMIT ARYA Base Location: Training Accounting Unit Current Location: Training Accounting Unit																
1	Physical Verification/Stock Adjustment * Required Fields																
Location Name Training Accounting Unit								Accounting l	Accounting Unit Training Accounting Unit								
S	tore Name			Allopathic Sto	re A	Training Acc U	nit 🗸 *		Item Category Allopathic *								
S	tock Adjustment	No.		Auto Generated	d No.				Stock Adjust	tmen	nt Date		11/01/2021		*		
I	tem Details																
	UOM		Batch Na	ame	Unit	Price (In ₹)	ı	Expiry Date	Book Stock Qty.	P	Physical Qty. *	Total	l Value (In ₹)		Remarks	*	¢
	Nos.	XYZ				1.00		31/08/2019	70		100		100.00	Mismatch Qty		~	0
<																	>
	Add D	elete															
	eason for Adjust haracters)	tment (Max	200	Test					Ent	er th	he Reason						
N	Notings (Max 500 characters) Test of Adjustment *																
	Browse No file selected. Upload Clear																
	Download	Template															
	Submit Reset Click on Submit "																

Stock Adjustment No. Submitted Successfully







Approval of Transaction

Role: Store Manager

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Store Manager Login through myesic.esic.gov.in or gateway.esic.gov.in







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ESIC IT Service Desk Helpline



S."

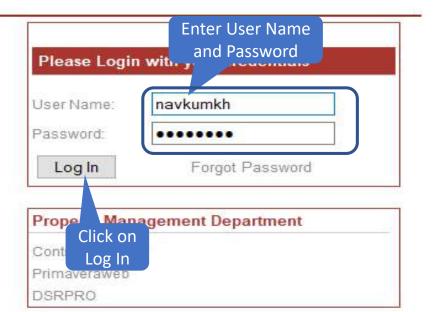
Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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		HRMS 2.0						
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Stock Adjustment pending for approval Path: MM 2.0 → Task List → Stock Adjustment → Pending for Approval

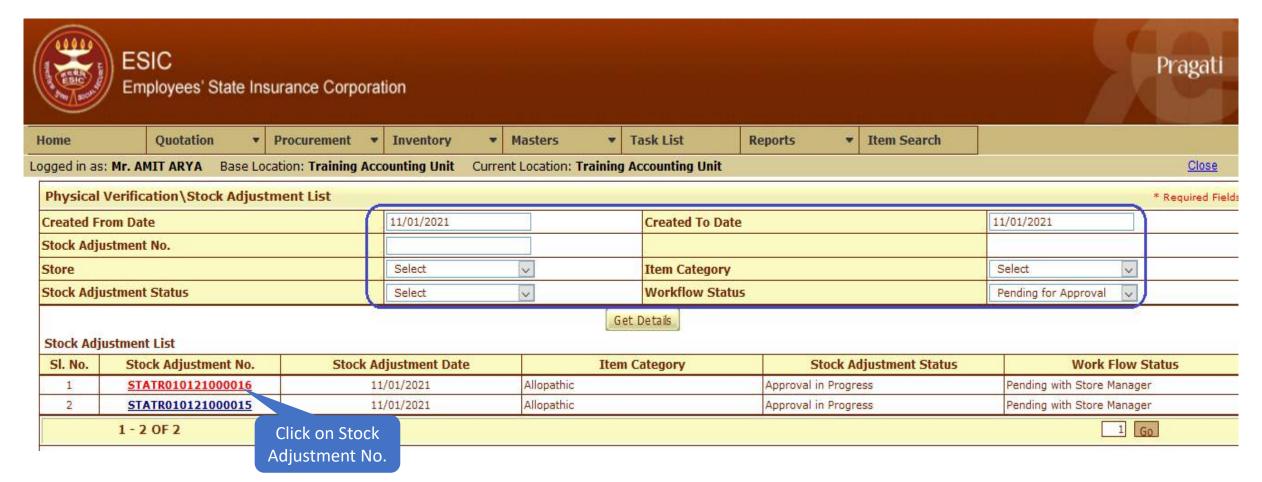




Task List										
Current Location : Training	g Accounting Unit		;ri							
Transaction Type		Pending Activity								
	Pending for Approval	Di .	13							
Indent	76		190 100							
	Pending for Approval		25							
	Pending for Issuance		42							
	Sent Back		4							
Invoice										
3	Pending FOR Approva	8								
Physical Verification\Stoc	k Adjustment	5197	387							
	Pending for Approval	8	47							
	Sent Back		2							
Purchase Order(PO)	XX	Click on Pending	- ***							
	Pending for Approva	For Approval under	51							
	Sent Back Stock Adjustment 13									
Purchase Requisition(PR)		<u> </u>								
	Pending for Approval		38							

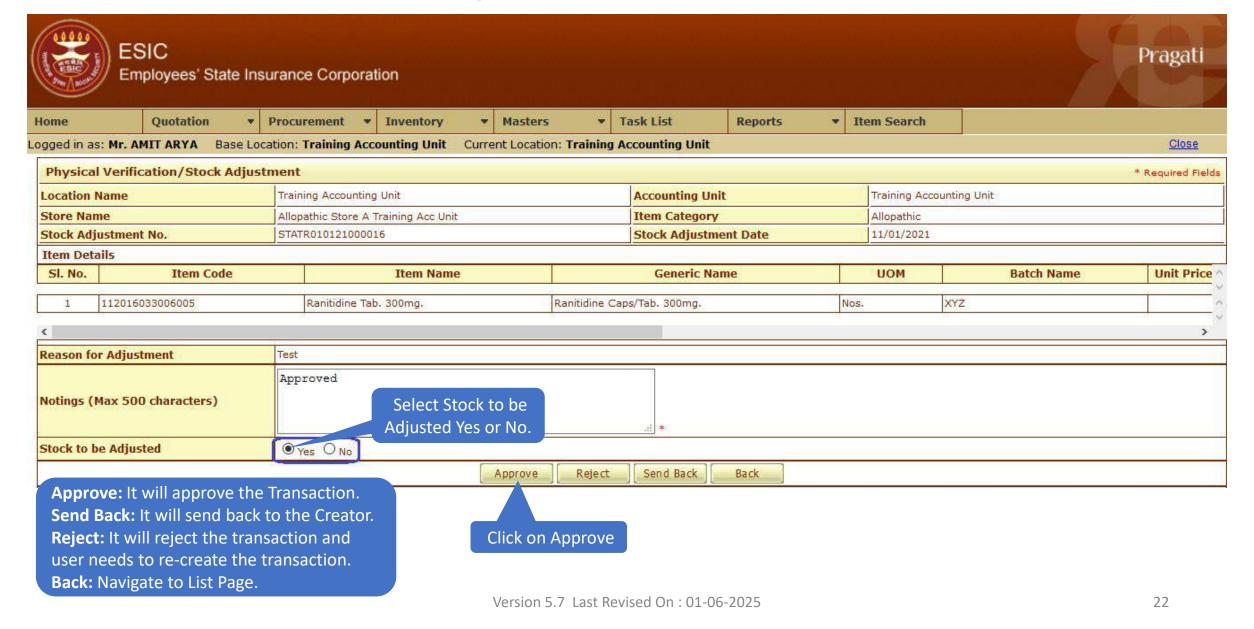
Search Stock Adjustment List with searching Criteria





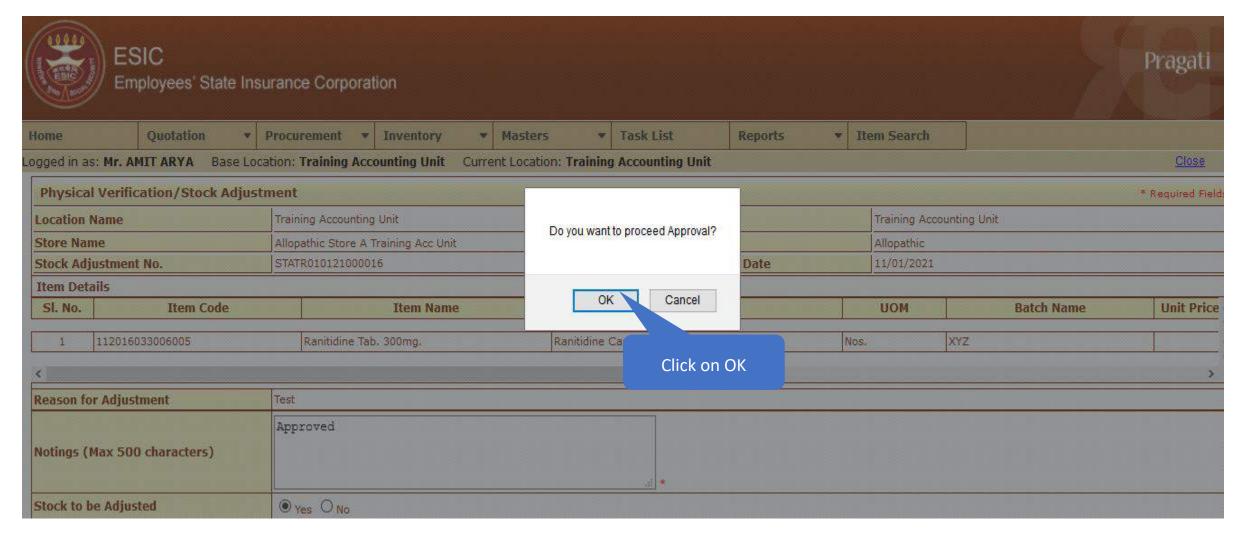
Enter the Notings and Select Stock to be Adjusted as 'Yes' or 'No' Fields marked as * are mandatory





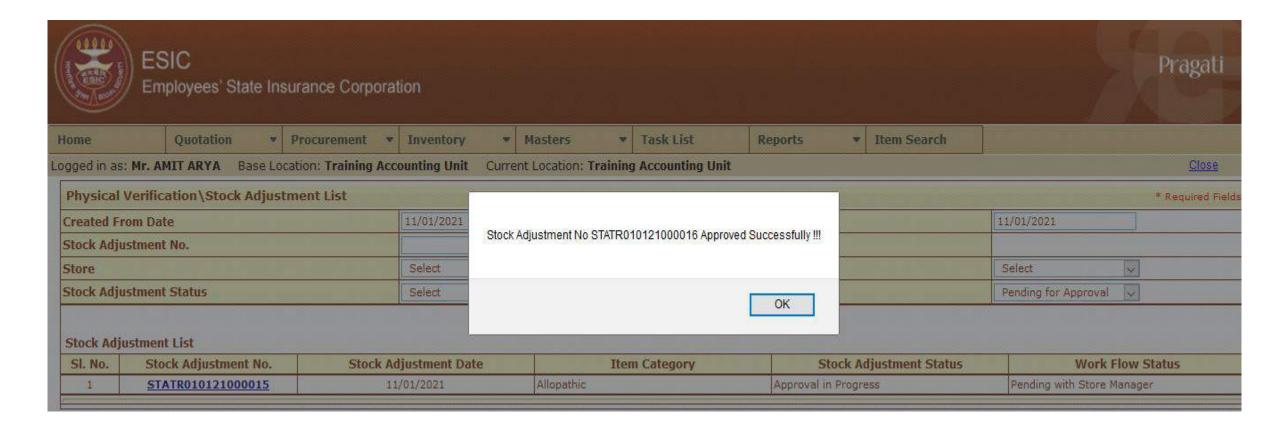
Click on Ok to proceed with Approval





Stock Adjustment No. Approved Successfully







Check List

Role: Store Incharge / Store Manager

User Login through myesic.esic.gov.in or gateway.esic.gov.in





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ESIC IT Service Desk Helpline



S."

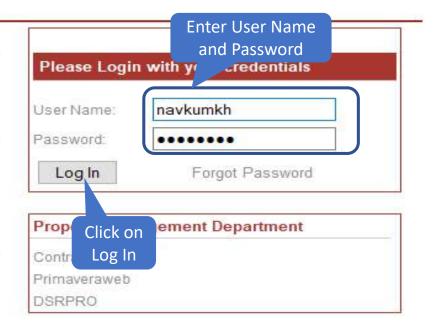
Web Portal- ithelpdesk

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		HRMS 2.0							
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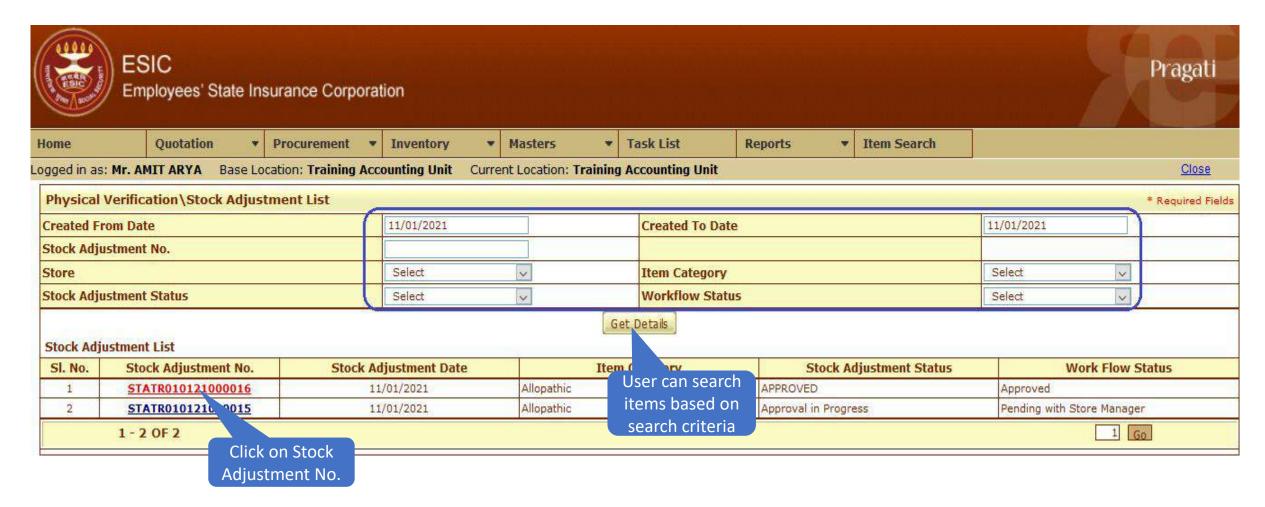
To Check Records of Generated Stock Adjustment Path: MM 2.0 → Inventory → Stock Adjustment → List





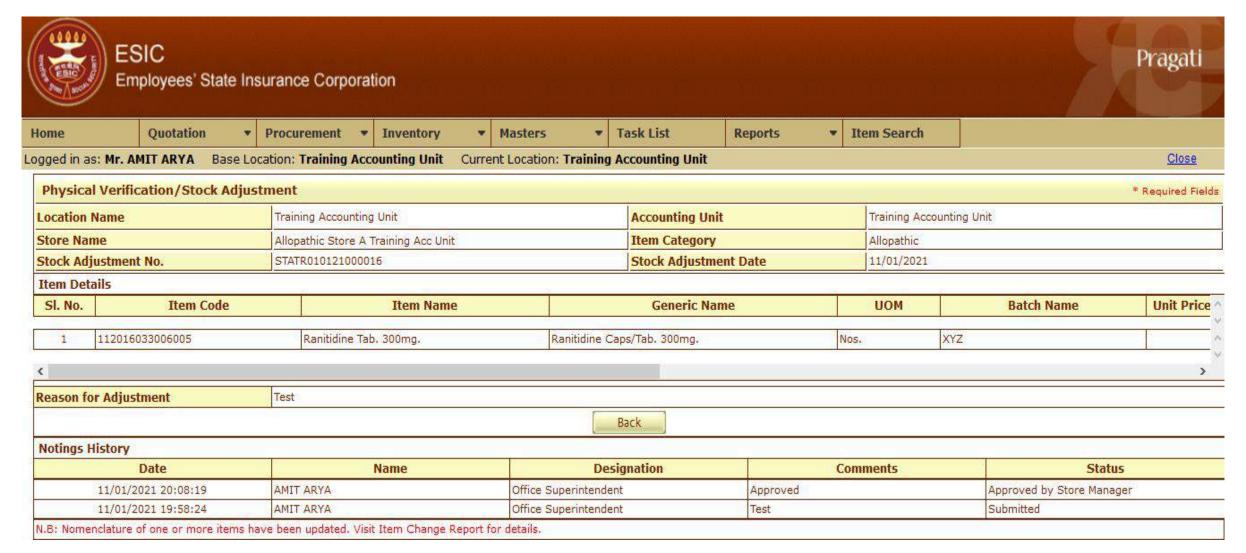
Search Stock Adjustment No. with searching Criteria and Select Adjustment No.





Check Record of Stock Adjustment







Generate Report

Role: Store Incharge / Store Manager / HOA / Director General

User Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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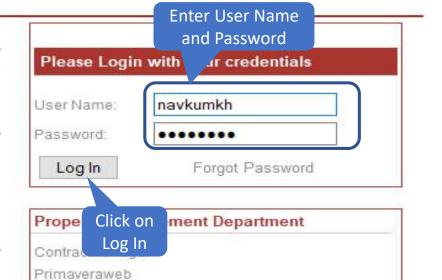
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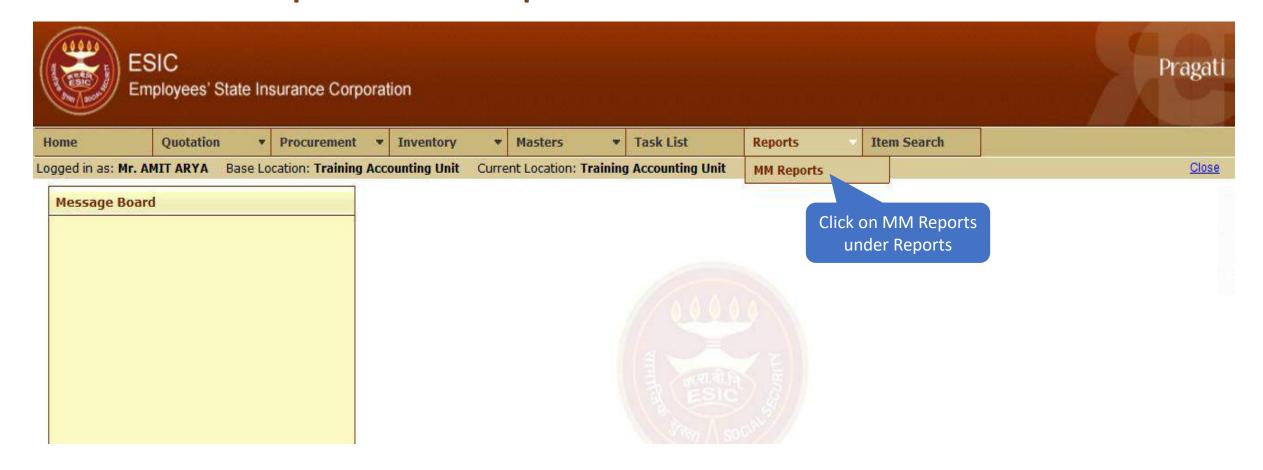


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ESIC News		Pension		2			Industry News			
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To check Stock Adjustment Report Path: MM 2.0 → Reports → MM Reports





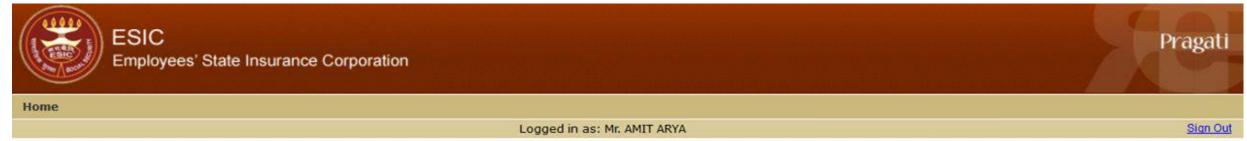
To check Stock Adjustment Report click on Stock/Inventory



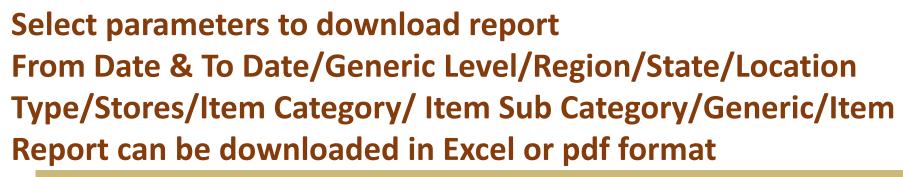


Click on Stock Adjustment Report

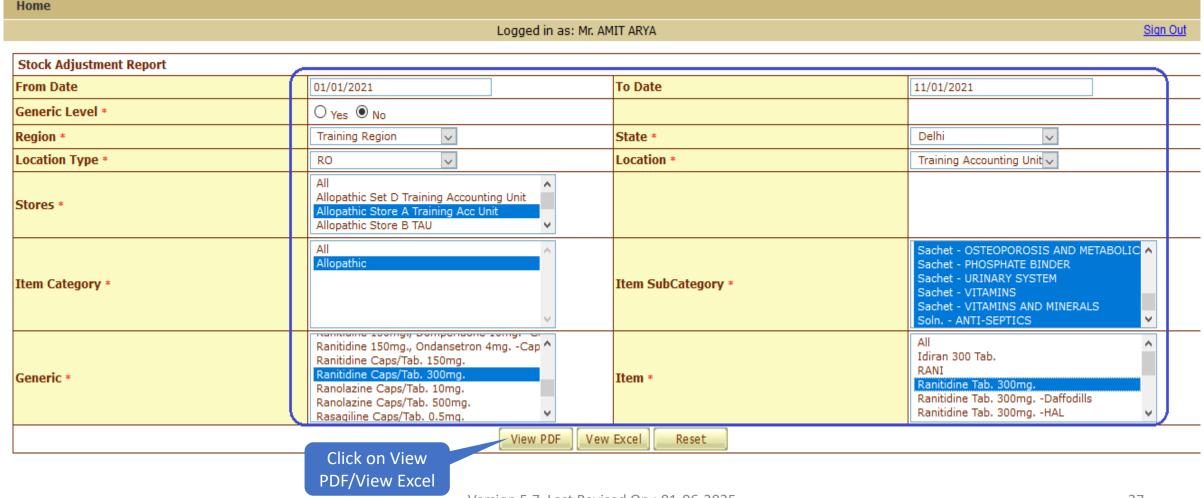










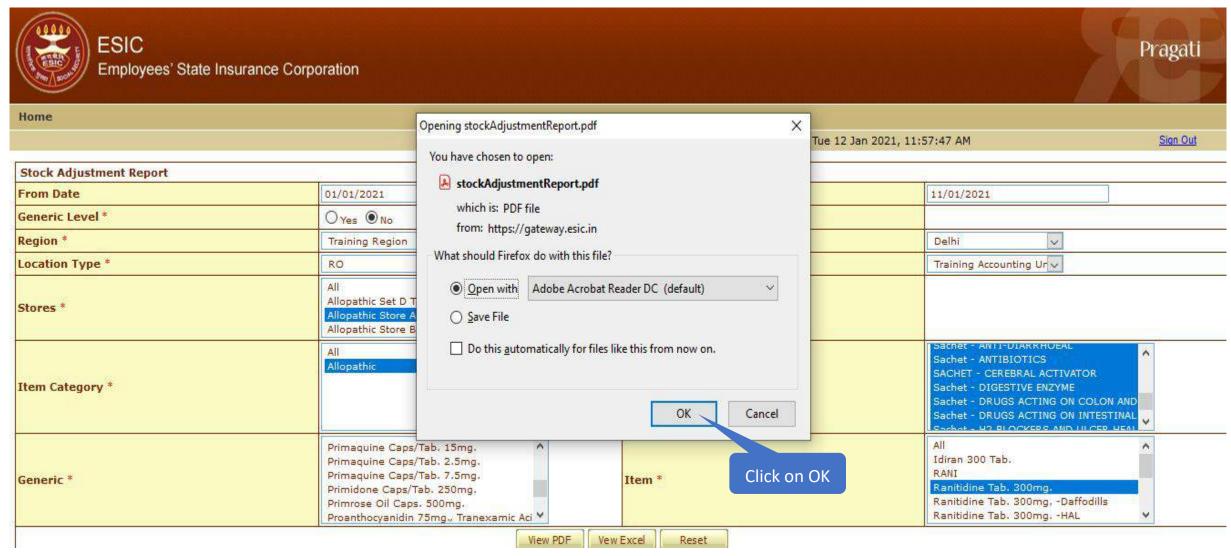


Version 5.7 Last Revised On: 01-06-2025

37

Click on OK to open Report in PDF Format





Stock Adjustment Report – PDF Format





EMPLOYEES' STATE INSURANCE CORPORATION

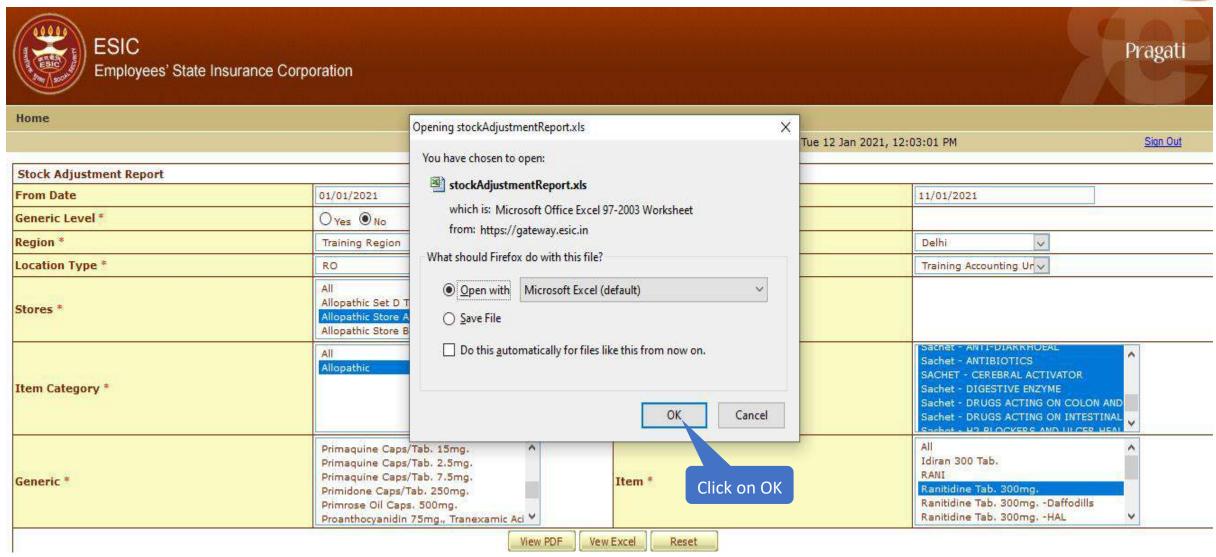
Training Accounting Unit

Stock Adjustment Report

SI. No.	Store	Generic Name	Item Name	Stock Quantity	Physical Stock	Date
1	Allopathic Store A Training Acc Unit	Ranitidine Caps/Tab. 300mg.	Ranitidine Tab. 300mg.	70	100	11/01/2021

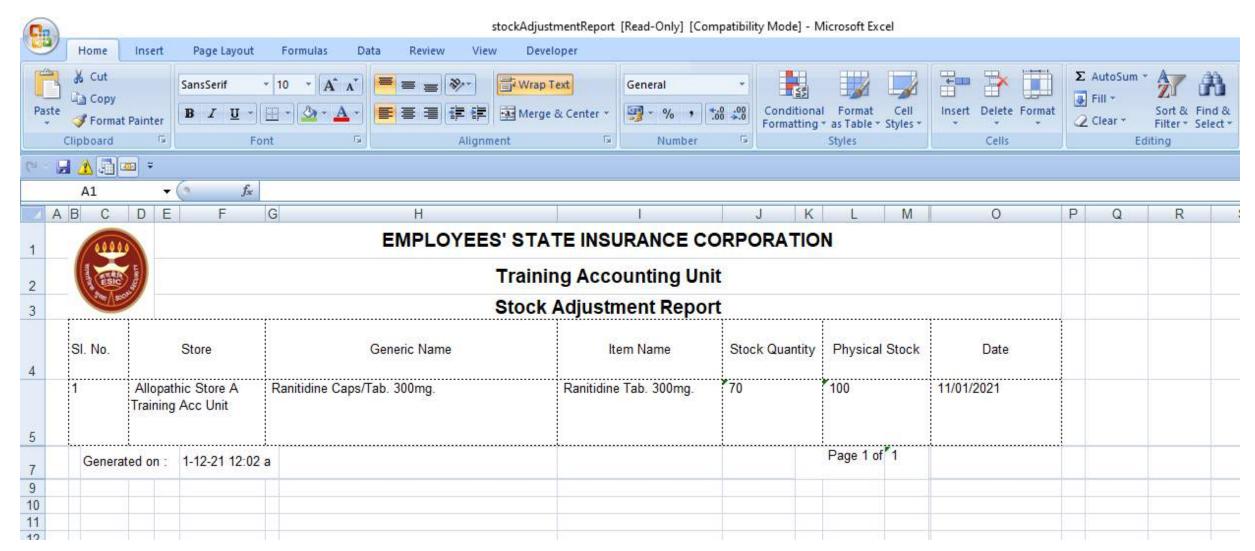
Click on OK to open Report in Excel Format





Stock Adjustment Report – Excel Format





Notes



-List: All past and present records are available under List option for the transaction on search.

-Task List: All the pending request will be available for the logged in user under Task List for all transactions.

-Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History.

-Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Materials Management Masters

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

Masters (Supplier) – Overview



- Supplier Creation transaction name is changed with Supplier/Entity Master.
- Bank details shown separately as per user convenience.
- Terms and Conditions is mentioned on bottom of transaction. Check box for terms and conditions need to select for creation of any Supplier/ Entity.
- GST Number will be non mandatory.
- One level approval will be there for Creation/Modification for Supplier/Entity. Those users, who have role of creation of local level masters in user management, can create supplier/entity and who have store manager role in user management, can approve the supplier/entity creation.
- During other MM transactions like PR, PO and GRN for selection of Supplier, bank details of supplier is must to be present in system. If Supplier's bank details are not available in the system, user will not be able to select that supplier for further transactions.

Masters (Supplier) – Overview



The new supplier can be created from master for placing any supplier order or for the payment.

Pre-Requisites for the Transaction

- User will have the mapping for central administrator before initiation of supplier master creation.
- All the roles will be available for mapping in 'User Management MM2.0 '.

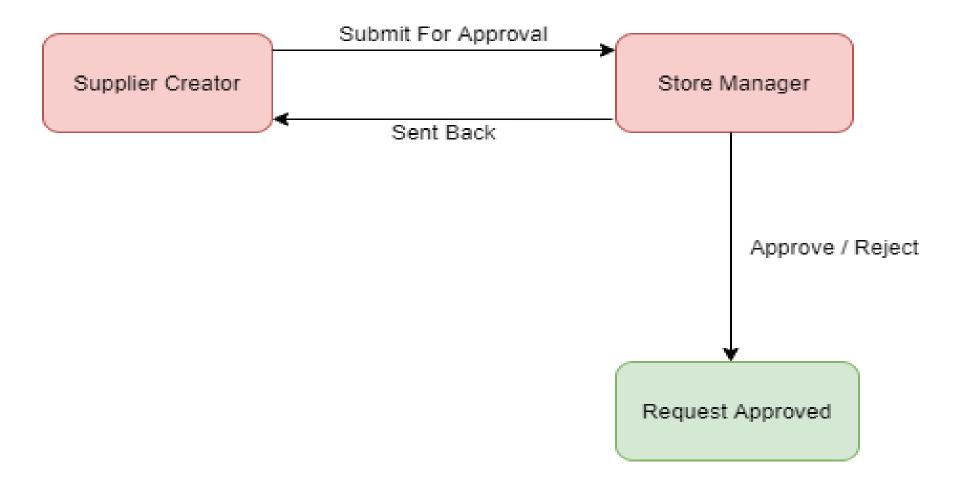
Post Condition of the Transaction:

The supplier master created can be searched and edited to change any of the parameters in future course to maintain the supplier master. The actions that can be effected are barring the supplier, if the supplier is convicted etc. Any check on the barring / convicting of supplier, should have interface to all other transactions which involves the supplier.

Like for e.g., if the supplier is barred, then all transactions against the supplier should be stopped.

Masters (Supplier) – Workflow



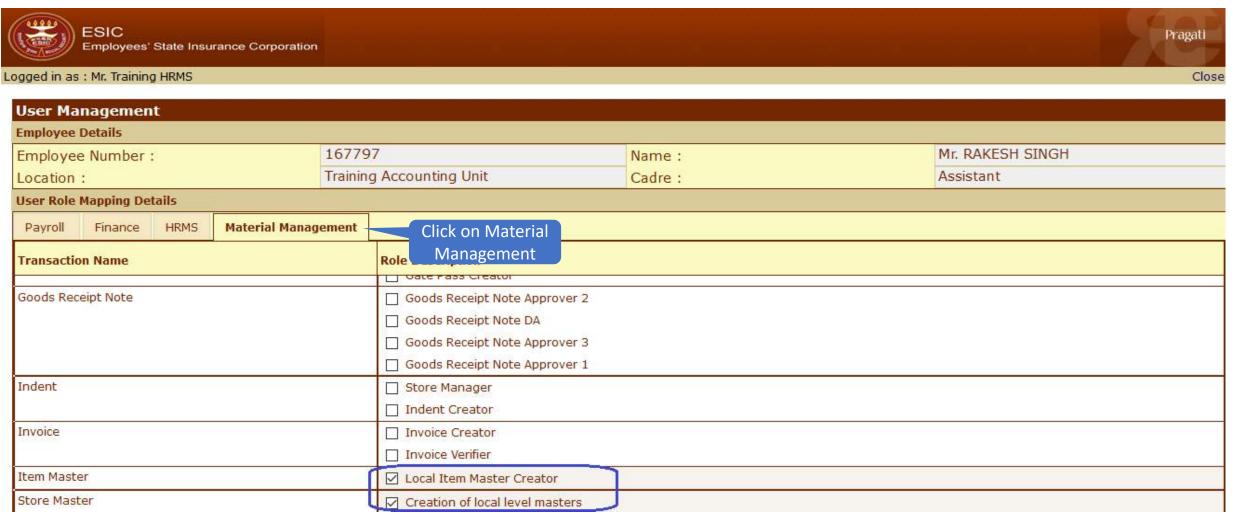


Role for Masters Transaction under User Management Module



User Roles mapping

- Creator Role: Local Item Master Creator and Creation of Local Level masters under Material Management tab
- Approver Role: Store Manager under Material Management tab





Supplier Masters Process Flow



Creation of Transaction

Role: Supplier Master Creator

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Supplier Master Creator Login through myesic.esic.gov.in or gateway.esic.gov.in





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Announceme	ents	Materials Management 2.0		_inks		Reference Documents
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To Generate Supplier Master by Store Manager Path: MM 2.0 → Masters → Supplier → Create New





Enter the Supplier Details Fields marked as * are mandatory



Supplier/Entity Creation										* Required I
Main Supplier/Entity Name	Q					Main Supplier/Entity Code				
Supplier/Entity Code	Auto Generated	No.				Registered Supplier/Entity		O		
Supplier/Entity Name	TEST PHARMA It is essential to search a supplier/entity from search option before creating new supplier/entity to prevent duplication					Contact Person	Deepak Kaushik			
D.L No. :		123456					C.S.T. No. :		123456	
S.T NO.:		123456					T.I.N No. :		123456	
PAN No.:		ABCDE1234R					VAT NO.:		123456	
GST No.:		ABCDE123456				Authorized Signatory		deepak Kaushik		
Is Revolving Fund Supplier/Entity		○ Yes ○ No					Favour Of			
Supplier/Entity Category		Select ×					Supplier/Entity Type Select			V
Bank Details		Select Architect Agencies								
Bank Name	Select	Construction Agencies DGESIC Rate Contract Supplication Distributor Empanelled Diagnostic Cer Category			Branch Name		ame	Enter the Supplier		
Account Number						MICR Code				
IFSC Code		Empanelled Chemist					Details to cre	eate new		
Address		Insurance Medical Practitioner (IMP) Manufacturer Project Management Consultants								
Address1:		Publisher		itants		Phone No.:			*	
Address2:		Quality Control Service Provide				Fax No:				
Address3:		HQRC Supplier			Mobile No	:				
Country	India				,	Email				
State Select		*			District		Select	*		
Tehsil/Taluka/Sub-District	Select	V			Village/T	own	Select	V		
PIN Code:			*							

Enter Supplier Bank and Address details Fields marked as * are mandatory



Supplier/Entity Name		TEST PHARMA It is essential to search a supplier/entity from search option before creating a new supplier/entity to prevent duplication			Contact Person	Deepak Ka	aushik			
D.L No. :	123456 C			C.S.T. No. :		123456				
S.T NO.:		123456				T.I.N No.:		123456		
PAN No.:		ABCDE1234R				VAT NO.:		123456		
GST No.:		ABCDE123456				Authorized Signatory		deepak Ka	aushik	
Is Revolving Fund Supplier/Entity		O Yes O No				Favour Of				
Supplier/Entity Category		Manufacturer	*			Supplier/Entity Type		Private En	ntity	V
Bank Details										
Bank Name	AXIS BANK			v *	Branch Na	ame	Delhi	*		
Account Number	919010012	345678 *			MICR Code	e				
IFSC Code	UTIB00013	*								
Address										
Address1:	Test	*			Phone No.	:	0112345678	*		
Address2:					Fax No:					
Address3:					Mobile No	:				
Country	India				Email					
State	Delhi		*		District		New Delhi	· ·		
Tehsil/Taluka/Sub-District	Chanakya	Puri	/		Village/To	own	NA	~		
PIN Code:	110002	*								
Terms and Conditions	$\overline{}$							$\overline{}$		
I hereby certify that, the information uperroneous or bogus information.	odated for	the above suppli	er/entity is true and cor	rect, to tl	ne best of	my knowledge & belief and as	per cords. I also o	ertify that	t I have not en	itered any
							nter Supplier Ba			
						aı	nd Address Deta	ils		

Enter the Notings and Click on Submit for Approval Fields marked as * are mandatory

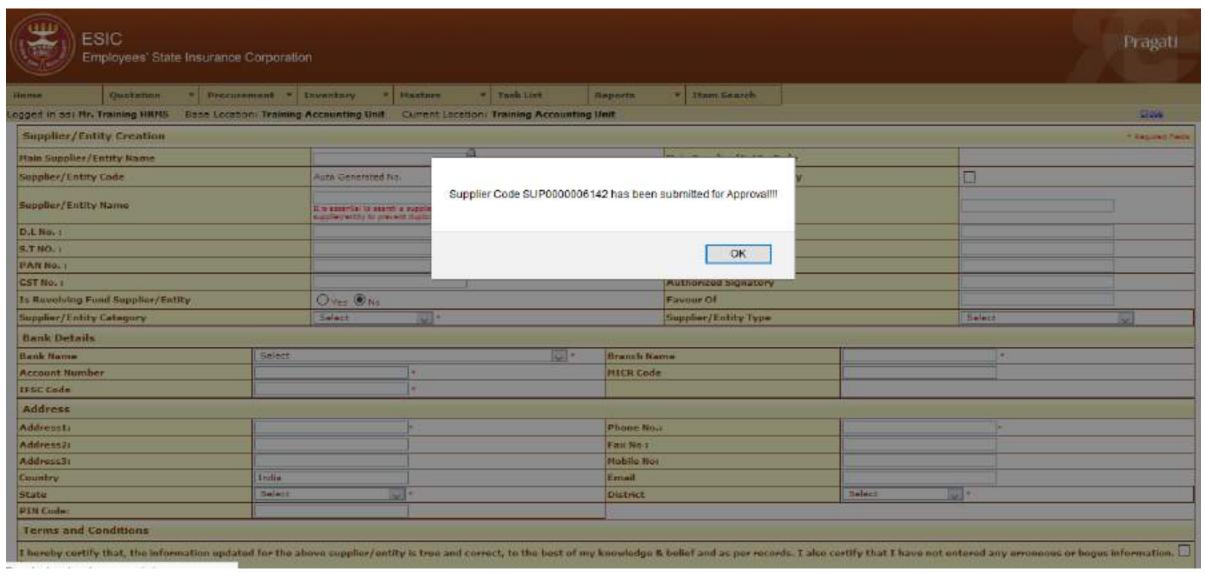


Bank Dataila									
Bank Details									
Bank Name	AXIS BANK	*	Branch Name	Delhi	*				
Account Number	919010012345678	*	MICR Code						
IFSC Code	UTIB0001326	*							
Address									
Address1:	Test	*	Phone No.:	0112345678	*				
Address2:			Fax No :						
Address3:			Mobile No:						
Country	India		Email						
State	Delhi	*	District	New Delhi	*				
Tehsil/Taluka/Sub-District	Chanakya Puri	\lor	Village/Town	NA	\lor				
PIN Code:	110002 *								
Terms and Conditions									
I hereby certify that, the information up	dated for the above sup	pplier/entity is true and correct, to the	ne best of my knowledge & belief and as	per records. I also certi	ify that I have not entered any				
erroneous or bogus information. 🔻 *									
Notings (Max 500 characters) Accept Terms & Conditions									
Submit for Approval Reset									
NA*- NAME AVAILABILITY IS PER LOCAL GOVERNMENT DIRECTORY									

Click on Submit for Approval

Supplier code created successfully







Approval of Transaction

Role: Store Manager

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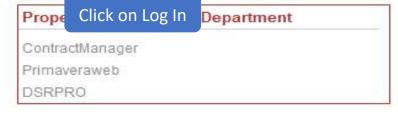
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» Annexures.pdf			mohfw.nic.in		» Pragati-Insurance	
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Supplier pending for approval Path: MM 2.0 → Task List → Supplier → Pending for Approval

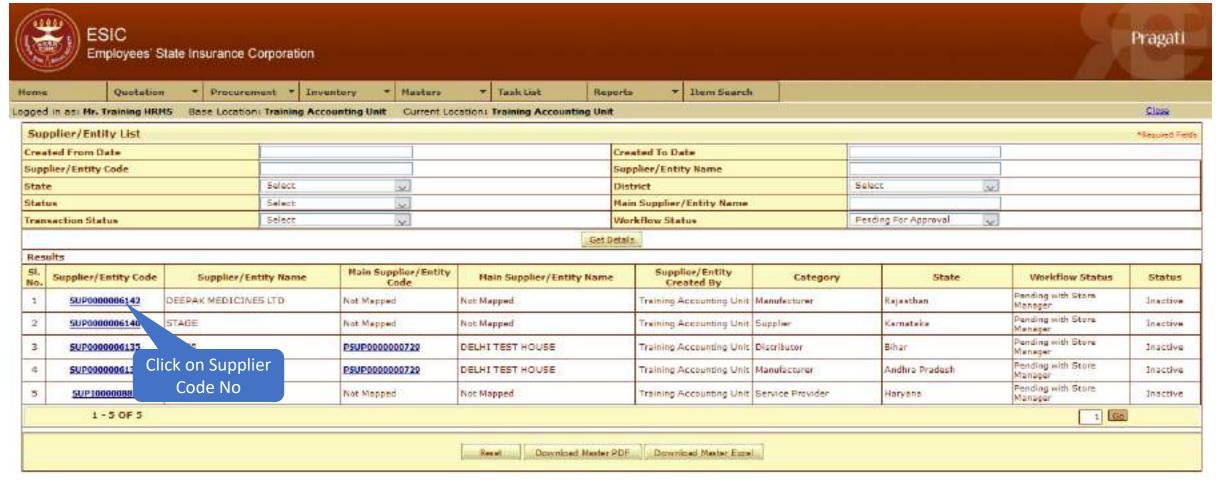




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Click on Supplier Code No.





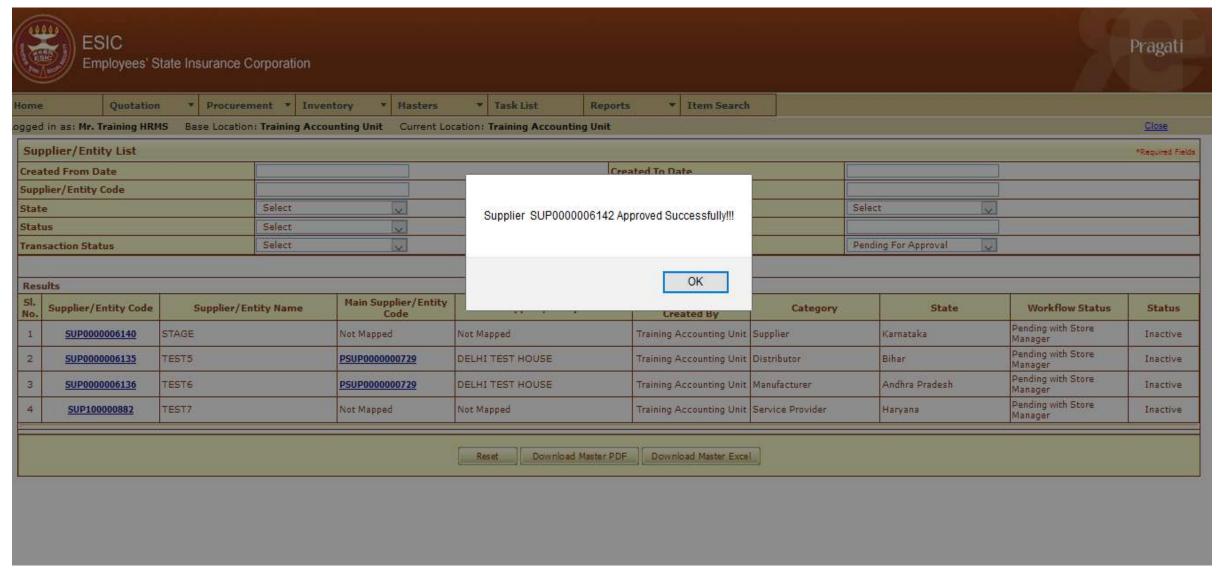
Enter the Notings and Click on Approve Fields marked as * are mandatory



Supplier/Entity							*Required Fields	
Main Supplier/Entity Name		Not Mapped M			Main Supplier/Entity Code		Not Mapped	
Supplier/Entity Code		SUP0000006142			Registered Supplier/Entity			
Supplier/Entity Name		DEEPAK MEDICINE	S LTD		Contact Person		DEEPAK KAUSHIK	
D.L No. :		123456			C.S.T. No. :		4263237	
S.T NO.:		123456			T.I.N No.:		14254656	
PAN No. :	Ţ.	BPPPK4715W			VAT No.:		5567788	
GST No.:		Q567876			Authorized Signatory			
Is Revolving Fund Supplier/Entity		Ves No			Favour Of			
Supplier/Entity Category		Manufacturer			Supplier/Entity Type		Private Entity	
Bank Details								
Bank Name	ALLAHABAI	D BANK		Branch Na	me	ALWAR		
Account Number	123456789	199		MICR Code		537849500		
IFSC Code	ABIN00181	65						
Address								
Address1:	12			Phone No.: 9999999999		999999999		
Address2:				Fax No:				
Address3:					Mobile No:			
Country				Email				
State	Himachal	Pradesh		District Una			49	
Tehsil/Taluka/Sub-District	Una					Basoli Nichli (457)		
Pincode				Status Active In			active	
Terms and Conditions								
I hereby certify that, the information upd	ated for the abo	ove supplier/entity	is true and correct, to the best of my k	nowledge 8	belief and as per records. I also co	ertify that I have not er	ntered any erroneous or bogus information.	
	approved							
Approve – To approve the			Click on Approve					
creation request .			AII *					
Send Back - To send the red Reject – To reject the reque	to creator.	Approve Send Back	Reject	Back				
Back – To move back to list	page.							

Supplier code Approved successfully





Main Supplier Mapping



- Main Supplier Mapping will be done only at HQ Level.
- User can map supplier/ entity to main supplier or de-map.
- Main Supplier Name can be same as Sub/ Child Supplier Name.



Creation of Transaction

Role: HQ User

Version 5.7 Last Revised On: 01-06-2025

HQ User Login through myesic.esic.gov.in or gateway.esic.gov.in





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Please use your user credentials to Sign In.

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ESIC IT Service Desk Helpline



elated Issues Please contact IT Service Desk by using below metl

Please Logi	and Password	
Jser Name:	traihr	\bigcap
Password:	•••••	
LogIn	Forgot Password	
Prope Click	on Log In epartment	

DSRPRO

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VolP Helpline: 7001

Go to ERP Application → Materials Management 2.0





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Home Applications	ERP Applications Report:	s Webmail	Change Password	E LOGOUT				
- No.	Finance 2.0		, <u>,</u>					
ESIC News	Pension			Industry News				
>> Role of ESIC in Deliveryof Benefits	HRMS Support 2.0	s from HQRS. Office		» ESIC's PG institute from next year				
	HRMS 2.0							
Announcements	Materials Management 2.0	_inks		Reference Documents				
>> Annexure - IX .doc >> Annexures - X-XI.pdf	Payroll 2.0	Click on Ma Manageme		>> Dhanwantri >> Pragati-ERP				
» Annexures.pdf	>> http://	//mohfw.nic.in		» Pragati-Insurance				
» JOB CARD OF ADMINISTRATIVE O	FFICERS » http://	//whoindia.org		» ESIC Manuals				
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Read More >>			» know more	>> Digital Signature Installer				

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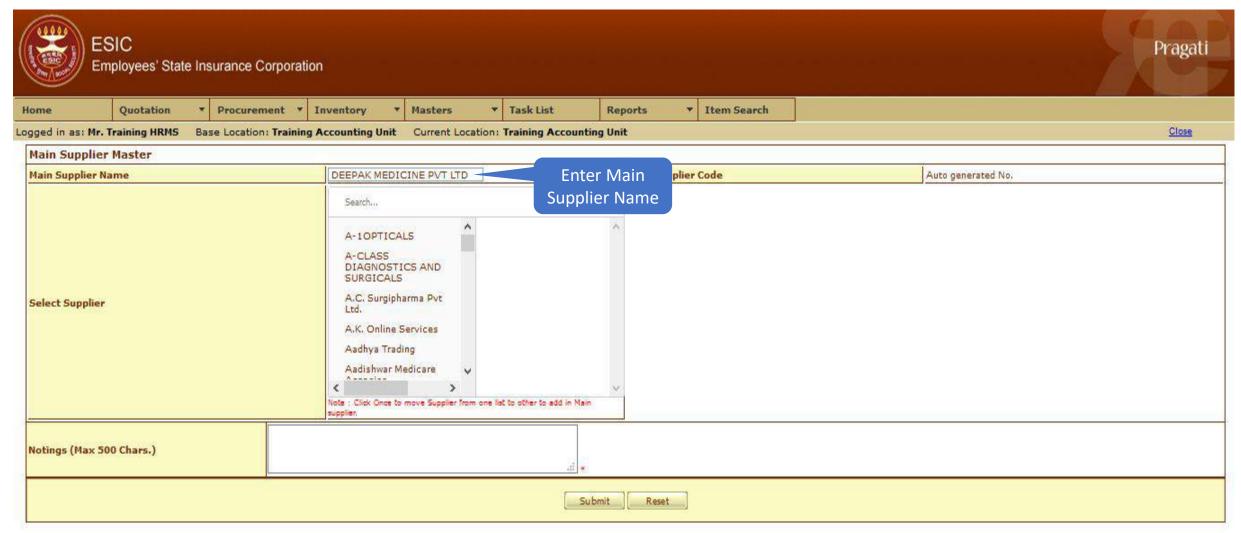
To Map Main Supplier by HQ User Path: MM 2.0 → Masters → Supplier → Map Main Supplier





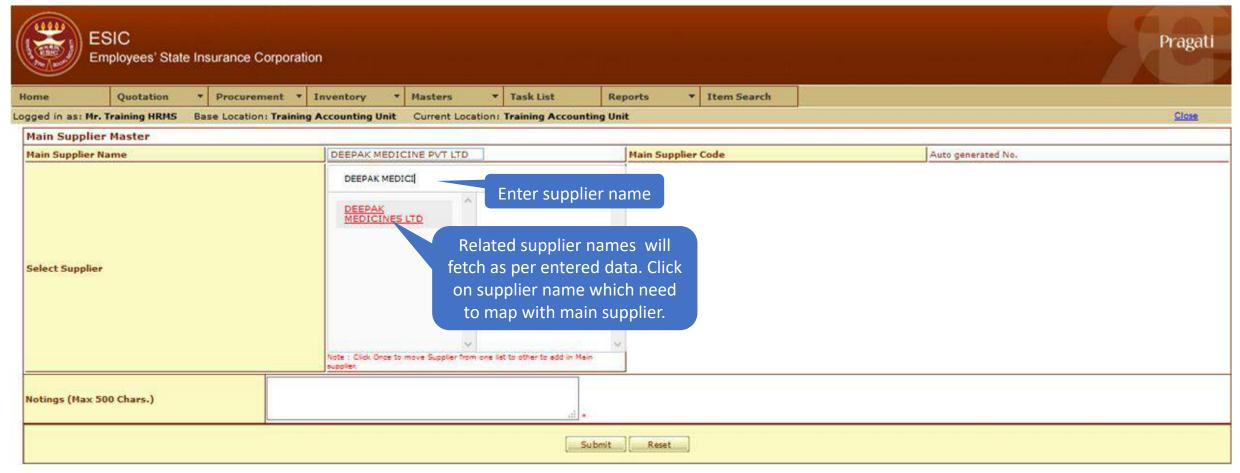
Enter Main Supplier Name





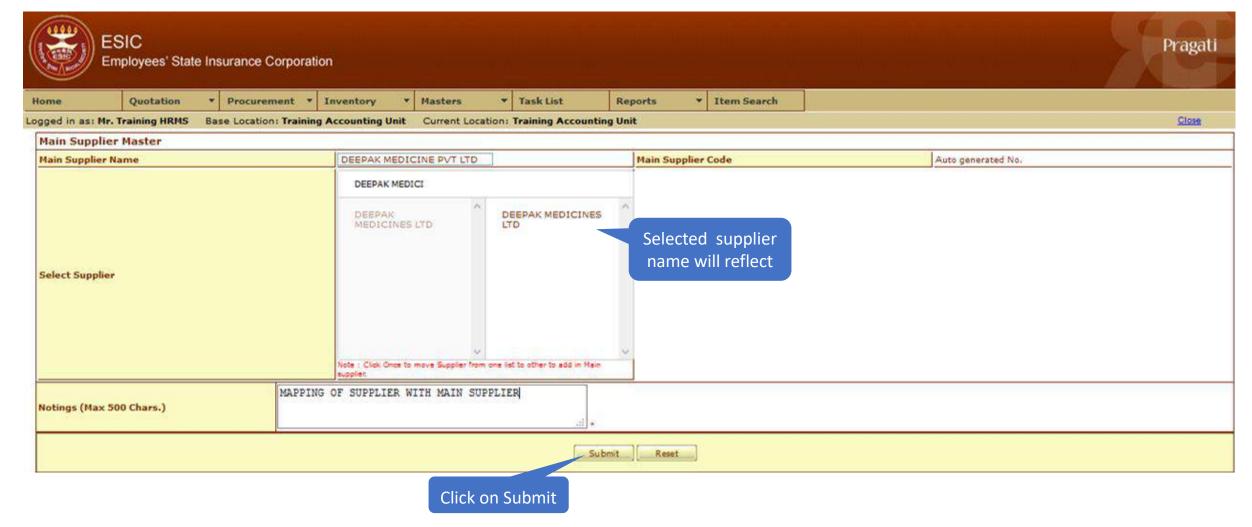
Select Supplier/Entity to map with Main Supplier





Enter the Notings and Click on Submit Fields marked as * are mandatory

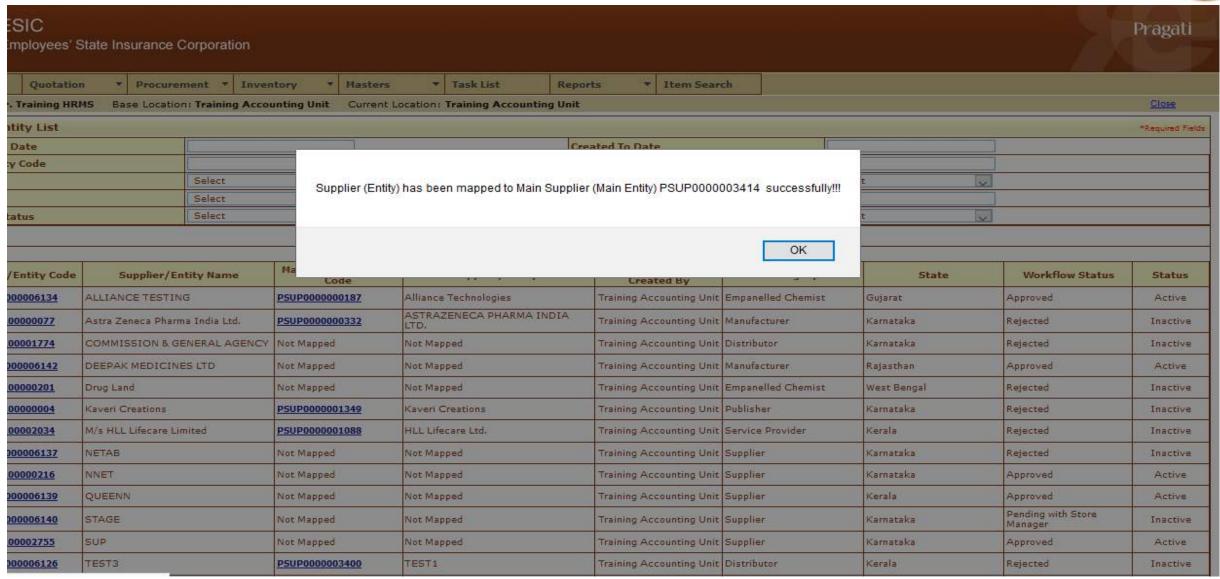




Version 5.7 Last Revised On: 01-06-2025

Supplier has been mapped with Main Supplier successfully







Check List

Role: Store Manager

User Login through myesic.esic.gov.in or gateway.esic.gov.in







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S."



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Call to VoIP Helpline: 7001

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» Role of ESIC in Deliveryof Benefits		HRMS Support 2.0		s from HQRS. Office		» ESIC's PG institute from next year			
		HRMS 2.0							
Announcem	ents	Materials Managemen	t 2 N	inks		Reference Documents			
>> Annexure - IX	.doc	Payroll 2.0	12.0	Click on Materia Management 2		» Dhanwantri			
» Annexures -	X-XI.pdf	Payron 2.0		_pia.gov.in	0	» Pragati-ERP			
» Annexures.p	df		>> http://r	nohfw.nic.in		» Pragati-Insurance			
» JOB CARD (OF ADMINISTRATIVE O	FFICERS	>> http://v	vhoindia.org		» ESIC Manuals			
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Read More >>					» know m	ore >>> Digital Signature Installer			

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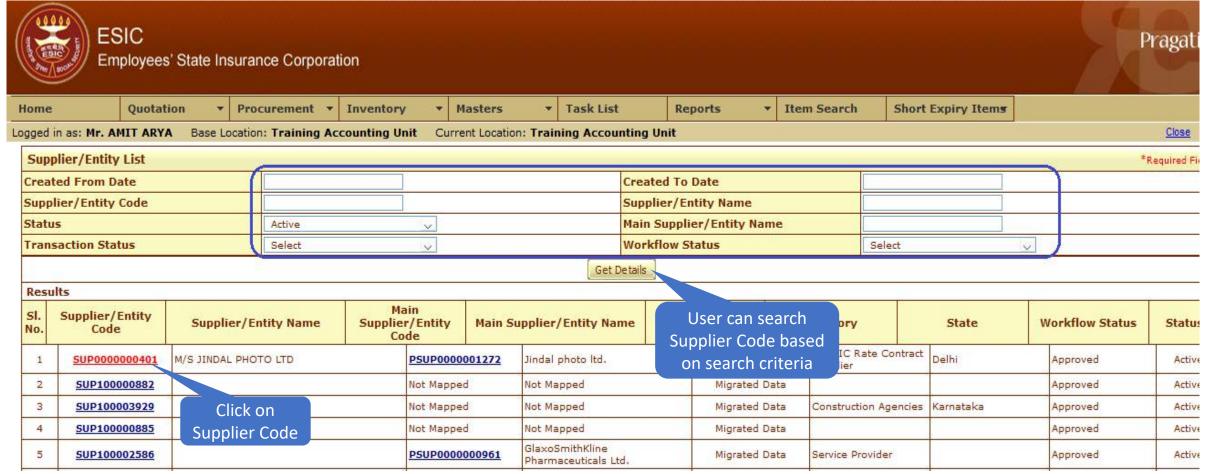
To Check Records of Generated Supplier Path: MM 2.0 → Masters → Supplier → List





Search the Supplier by searching criteria and click on Supplier code





Store Manager can update Supplier details and click on Submit Fields marked as * are mandatory



Supplier/Entity *Required Fi										
Main Supplier/Entity Name		Jindal photo ltd	l.				Main Supplier/Entity Code		PSUP0000001272	
Supplier/Entity Code	SUP0000000401 R					Registered Supplier/Entity				
Supplier/Entity Name	M/S JING	DAL PHOTO *	*			Contact Person]	
D.L No. :						C.S.T. No. :]	
S.T NO.:						T.I.N No. :]	
PAN No.:						VAT No.:]	
GST No.:							Authorized Signatory]
Is Revolving Fund Supplier/Entity		O Yes O No					Favour Of]
Supplier/Entity Category		DGESIC Rate	Contract 🗸 :	*			Supplier/Entity Type		Select	V
Bank Details										
Bank Name	ICICI BAN	к			v *	Branch Na	ame	Connaught circus New	Delh *	
Account Number	000751000	194	*			MICR Code		110229002		
IFSC Code	ICIC00000	07	*							
Address										
Address1:	11-5-B , ba	asement -01, pı	*			Phone No	.:	01125767000	*	
Address2:]			Fax No:				
Address3:						Mobile No	:			
Country	India					Email				
State	Andhra Pra	adesh		✓ *		District		Select	*	
Tehsil/Taluka/Sub-District	Select	~				Village/T	own	Select	V	
Pincode			*			Status	ſ	O Active • Inactive	1	
Terms and Conditions							`			
I hereby certify that, the information up	dated for	the above sup	pplier/entit	y is true and cor	rect, to t	he best of	my knowledge & belief and as	per recor T also o	ertify that I have not e	ntered any
erroneous or bogus information: 🗹 *										
Notings (Max 500 characters)	Submit			on Submit pproval		.: *		er can change tus of supplier		
Submit for Approval Back										

Masters (Stores) – Overview



Admin User will create different Stores for the location for different purchase groups. A location can have multiple stores as well as new Stores to be created in a ESIC Office, Hospital, Central Medical Store, Dispensary.

Pre-Requisites for the Transaction:

- Item category and set classifications has to define in the masters.
- All the roles will be available for mapping in 'User Management MM2.0'

Post Condition of the Transaction:

Stores will be display in different transaction screen and respective purchase group user can initiate the transactions based on stores and category. Store is a physical space within a location, where the materials will be stored and maintained. The materials from different suppliers will be received in stores. The store master will be created centrally by the Central Application Administrator. At the ESIC location, the Store needs to be mapped to Purchase Group, by which the assigned store will form the basis of storage for all the materials ordered by that purchase group. Stores can also be assigned to multiple Purchase groups within the same Purchase Organization, but One Purchase Group can be assigned to only one store. The store can handle a one or multiple category of materials, which needs to be assigned while store master is created. Within a location, one store category will be assigned to only one store.

Version 5.7 Last Revised On: 01-06-2025

Masters (Stores) – Overview



The user needs to be select and add the below details Purchase Group Details, Item Category Details;

- Item Category
- Set Classification

The application will populate the Set Classification based on the selection of item category.



Creation of Transaction

Role: Store Manager

Version 5.7 Last Revised On: 01-06-2025

Store Manager Login through myesic.esic.gov.in or gateway.esic.gov.in





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Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

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Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

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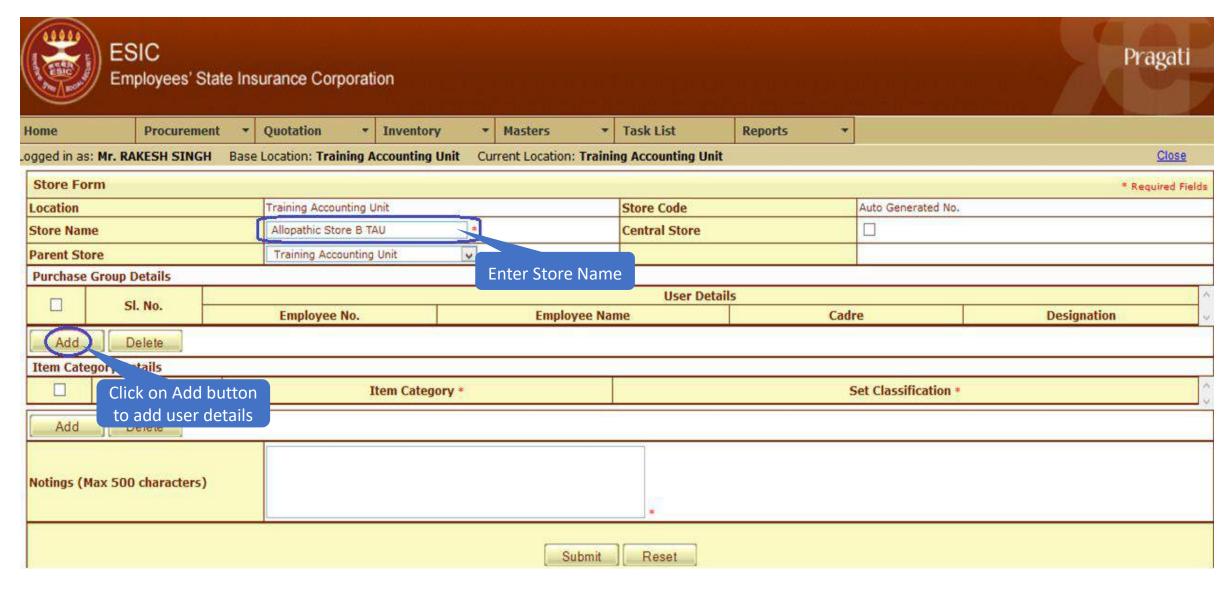
To Generate Store Master by Store Manager Path: MM 2.0 → Masters → Store → Create New





Enter the Store Name and Add User Details Fields marked as * are mandatory





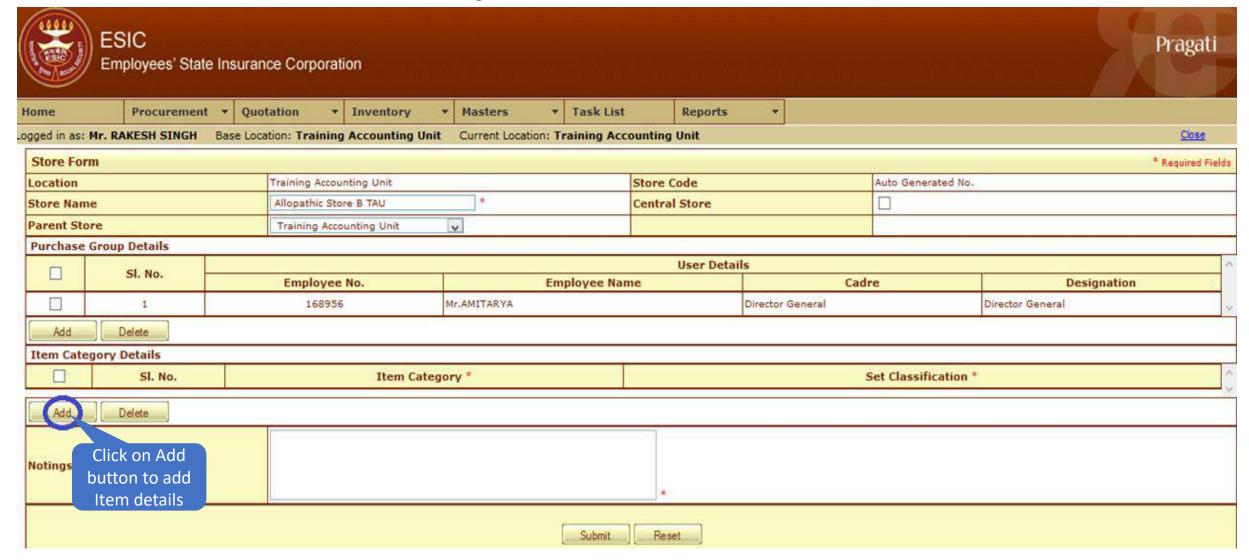
Search Employee by searching criteria



Employee Sea	arch											
Employee No.			168956			Employee Na	ame					
Cadre			Select	V	Designation				ct v			
				Enter Employee No	Se	arch		**				
Search Result Click on Search												
	Sl. No.	Employee No.		E	Employee Name		Cadre			Designation		
	1	168956	N	Mr.AMITARYA			Director General		Director General			
1											1 Go	
	Employee No. Include Close											
	Click on Include											

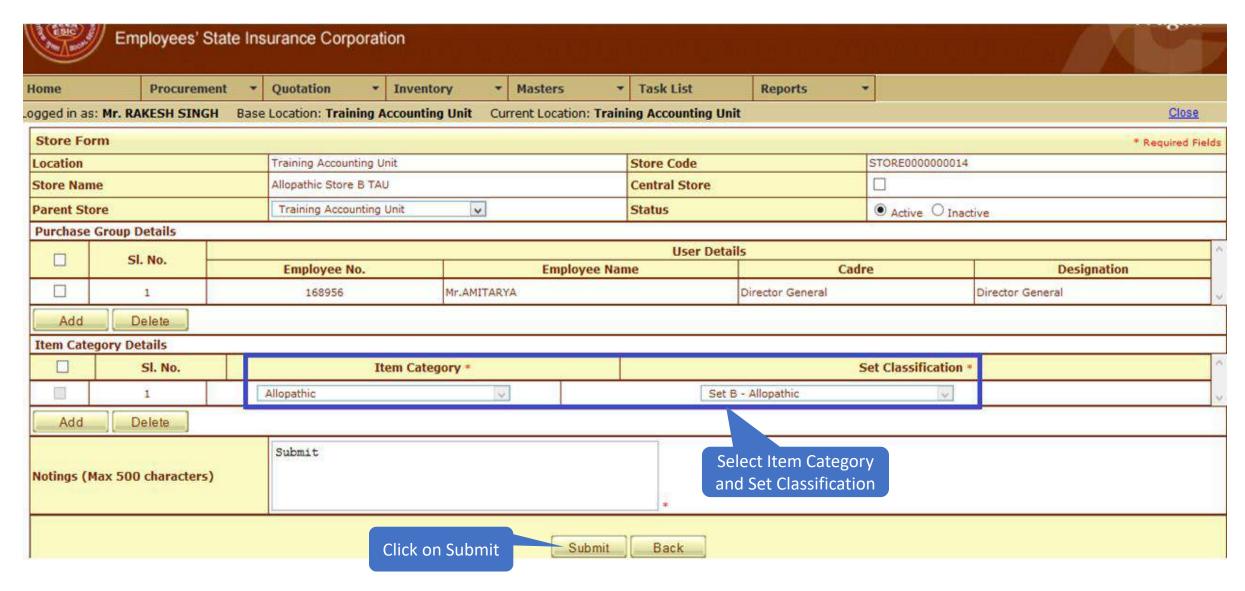
Add Item Category Details Fields marked as * are mandatory





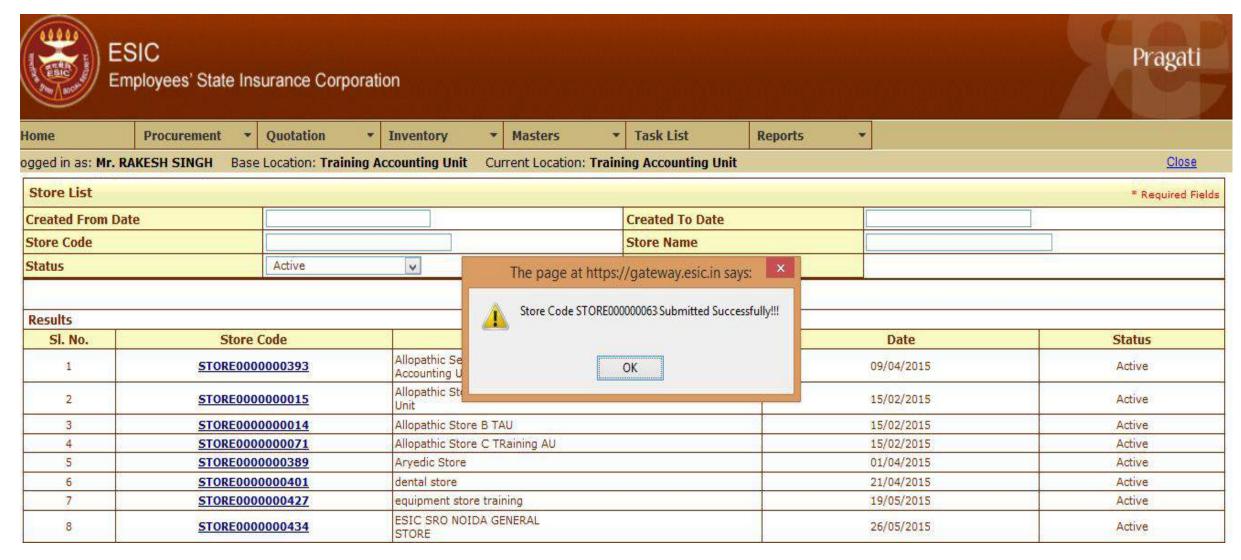
Select Item Category and Set Classification Fields marked as * are mandatory





Store Code generated successfully







Check List

Role: Store Manager

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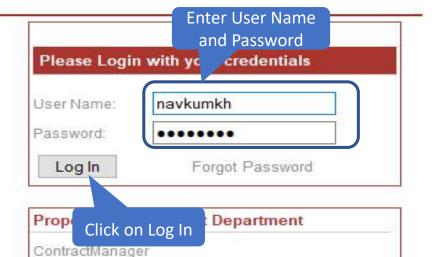
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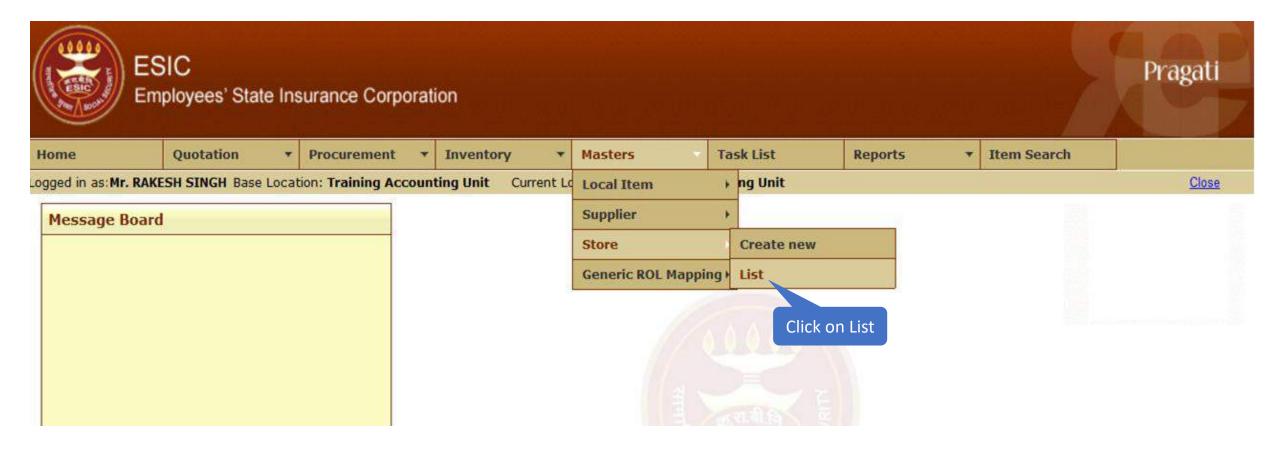


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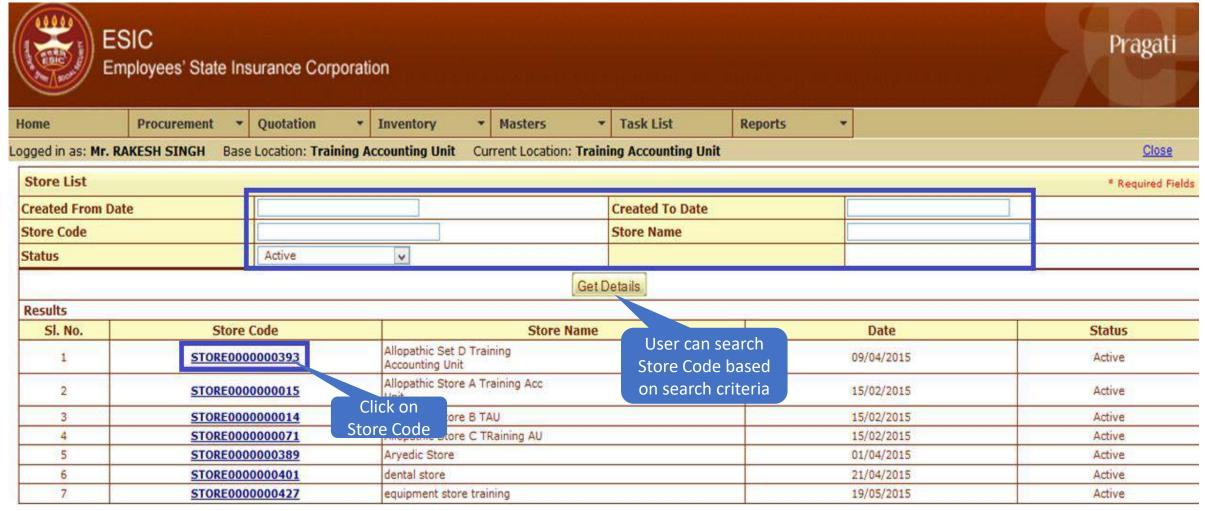
To Check Records of Generated Store Path: MM 2.0 → Masters → Store → List





Search the Store by searching criteria and click on Store code





Store Manager check the record



ESIC Employees' State Insurance Corporation												ragati	
Home	Pro	curement	Quotation Inventory Masters Task List Reports										
ogged in as: Mr. RAKESH SINGH Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close											Close		
Store Form * Required Field											equired Fields		
Location			Training Accounting	Unit			- 8	Store Code		STORE000000039	3		
Store Nan	ne		Allopathic Set D Tra	ining Account	ing Unit			Central Store					
Parent Store Training Accounting Unit								Status		Active			
Purchase	Group Details	5	W				**			2			
	SI. No.			1				User Detai			T	^	
998A) ()	1111111		Employee No.			Emplo	yee Nan	ie	Cadr	e	Designation		
	1		167797		Mr.RAKESH	SINGH			Assistant Director		Assistant Director		
	2		168953		Mr.ARUNKU	MAR			Director		Director (I.T.)		
	3		168954		Mr.DEEPAK	KAUSHIK			Director		Director (I.T.)		
	4		147267		Mr.TESTINP	RODUCTIONN	N		Auxiliary Nurse		Auxiliary Nurse	~	
Add	Delete			**					y				
Item Cate	egory Details											100	
	SI. No	0.		Item Catego	ry *				S	et Classification	*	^	
	1		MEDICAL INSTRUME	NTS	V			MEDI	CAL INSTRUMENTS	V		10	
	2		Linen		V			Linen					

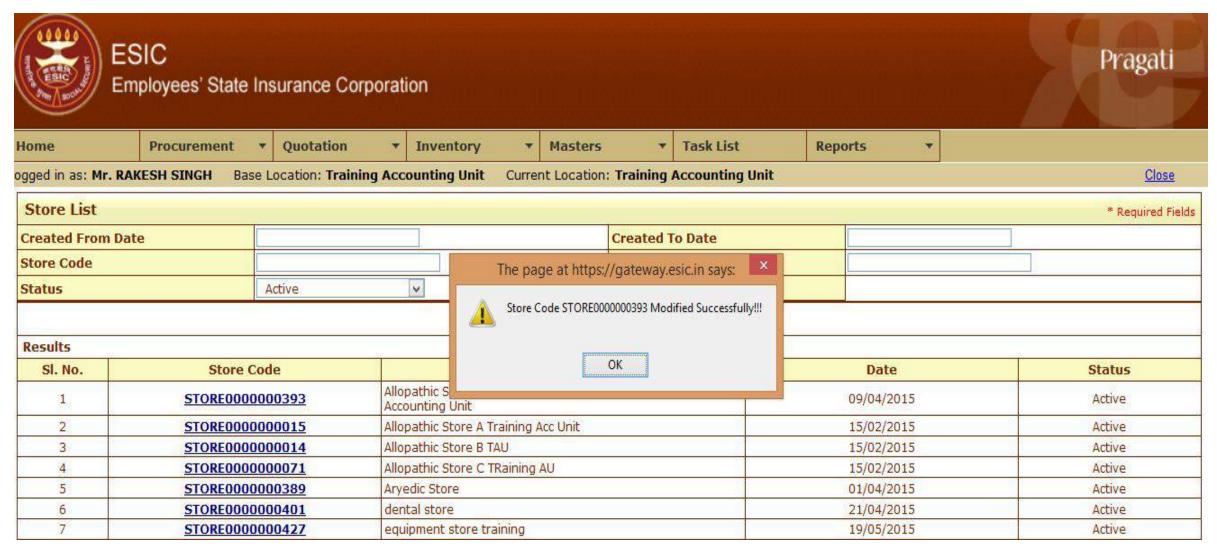
Store Manager can update Store details and click on Submit Fields marked as * are mandatory



Home		Procuremen	ment • Quotation • Inventory • Masters • Task I					Task Lis	t Re	eports	-					
Logged in a	s: Mr. RA	AKESH SINGH	Base	Location: Training	Accounting Uni	t Current	t Location: Tr	raining Ac	counting Uni	it					Close	
Store F	orm														* Required Field	ds
Location Training Accounting Unit								Store Code				STORE0000000393				
Store Name Allopathic Set D Training Accounting Unit								Central Stor	re							
Parent:	Parent Store Training Accounting Unit						Status				Active O Inacti	ve				
Purcha	Purchase Group Details															
SI. No.										r Details	s					Ò
		51. 110.		Employee I	No.		Emp	loyee Nan	ne			Cad	re	Design	ation	
		1		167797		Mr.RAKESHS	SINGH				Assistant	Director		Assistant Director		
		2		147267 Mr.TESTINPRODUCTIONN							Auxiliary N	Nurse		Auxiliary Nurse		v
Add	Add Delete															
Item C	Item Category Details															
		Sl. No.			Item Categ	ory *		ľ	Set Classification *							ń
		1		MEDICAL INST	RUMENTS	V		22	MEDICAL INSTRUMENTS							
		2		Linen		V		Linen								
		3		Imaging Films		V		Imaging Films								
		4		Rehab Applian	ices	V				Reh	ab Appliar	nces	V			V
Add		Delete														
	DR 80 000			submit												
Notings	(Max 50	0 characters)														
									*							
	Click on Submit Back															

Store details Modified Successfully







Masters Local Item Process Flow



Creation of Transaction

Role: Store Manager

Version 5.7 Last Revised On: 01-06-2025

Store Manager Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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	HRMS 2.0							
Announcements	Materials Management	20	_inks		Reference Documents			
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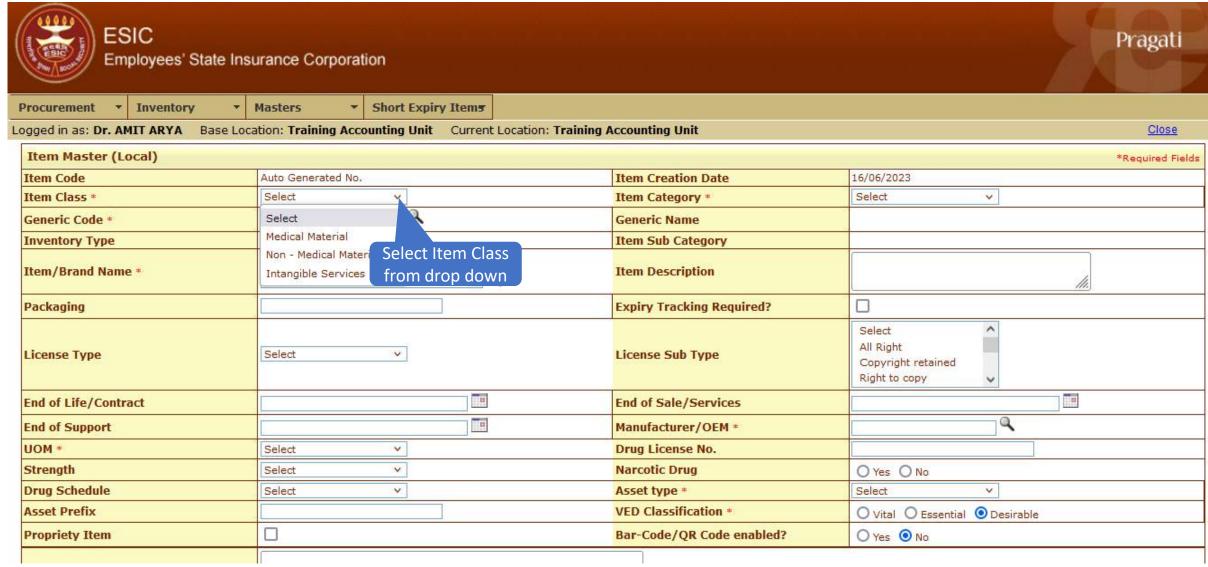
To Generate Local Item Master by Store Manager Path: MM 2.0 → Masters → Local Item → Create New





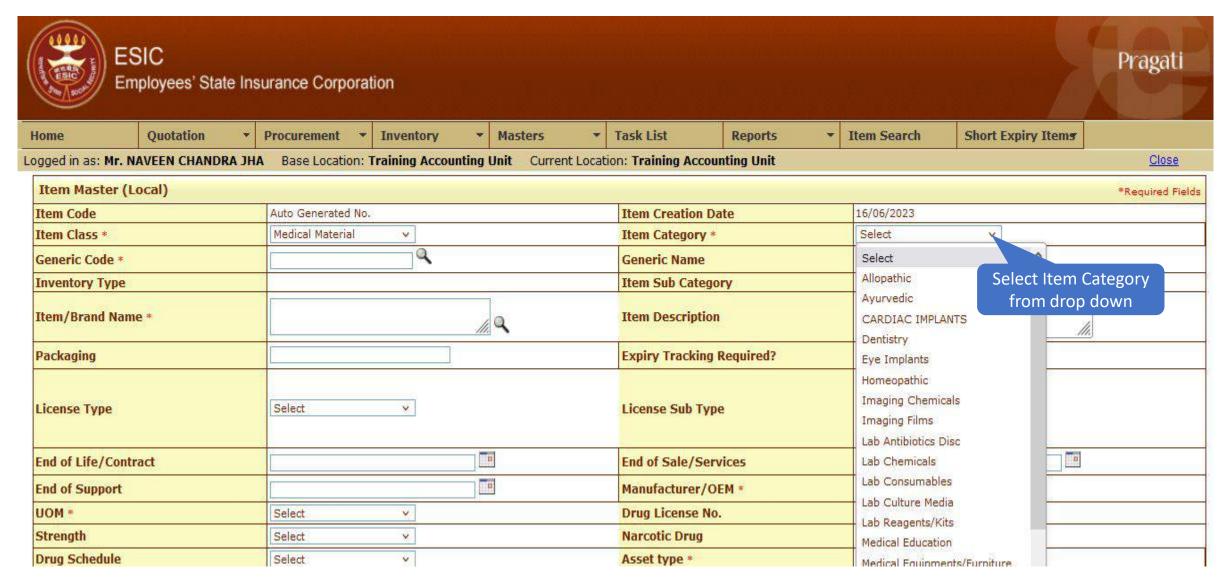
Select the Item Class from drop down Fields marked as * are mandatory





Select the Item Category from drop down Fields marked as * are mandatory





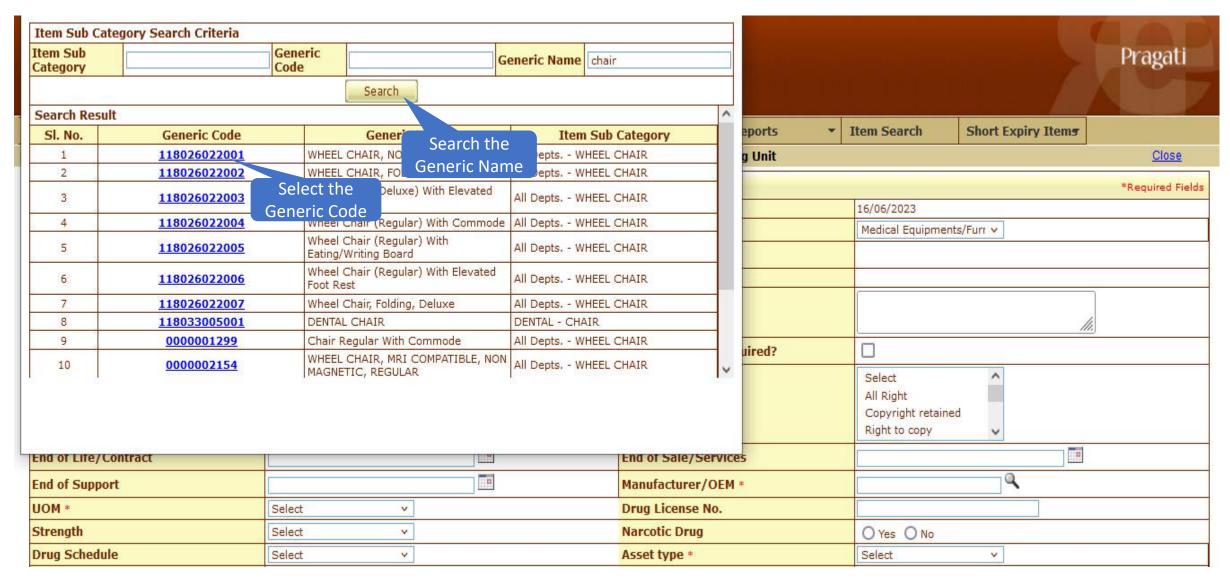
Search the Generic Code as per Item Category Fields marked as * are mandatory



ESIC Employees' State Insu	urance Corporation						Pragati			
Home Quotation •	Procurement • Inventory	▼ Masters ▼	Task List	Reports *	Item Search	Short Expiry Items				
Logged in as: Mr. NAVEEN CHANDRA JHA	Base Location: Training Acco	unting Unit Current Locat	ion: Training Accour	nting Unit			Close			
Item Master (Local)	Item Master (Local) *Required F									
Item Code	Auto Generated No.		Item Creation Da	te	16/06/2023					
Item Class *	Medical Material		Item Category *		Medical Equipment	s/Furr v				
Generic Code *	9		Generic Name							
Inventory Type			Item Sub Categor	ry						
Item/Brand Name *	Search the Generic Code				<i>II.</i>					
Packaging			Expiry Tracking F	Required?						
License Type	Select		License Sub Type	.	Select All Right Copyright retained Right to copy	~				
End of Life/Contract			End of Sale/Serv	ices						
End of Support			Manufacturer/OF	М *		<u> </u>				
UOM *	Select		Drug License No.	T						
Strength	Select		Narcotic Drug		O Yes O No					
Drug Schedule	Select		Asset type *		Select v					
Asset Prefix			VED Classificatio	n *	O Vital O Essential O Desirable					
Propriety Item			Bar-Code/QR Co	de enabled?	O Yes O No					

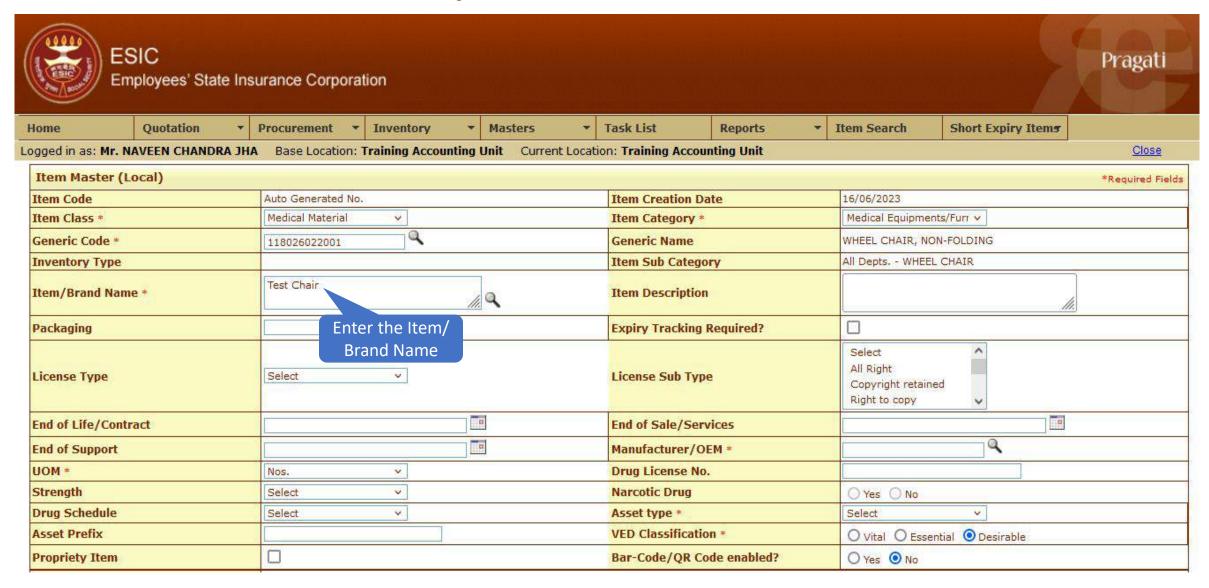
Search the Generic using searching criteria Fields marked as * are mandatory





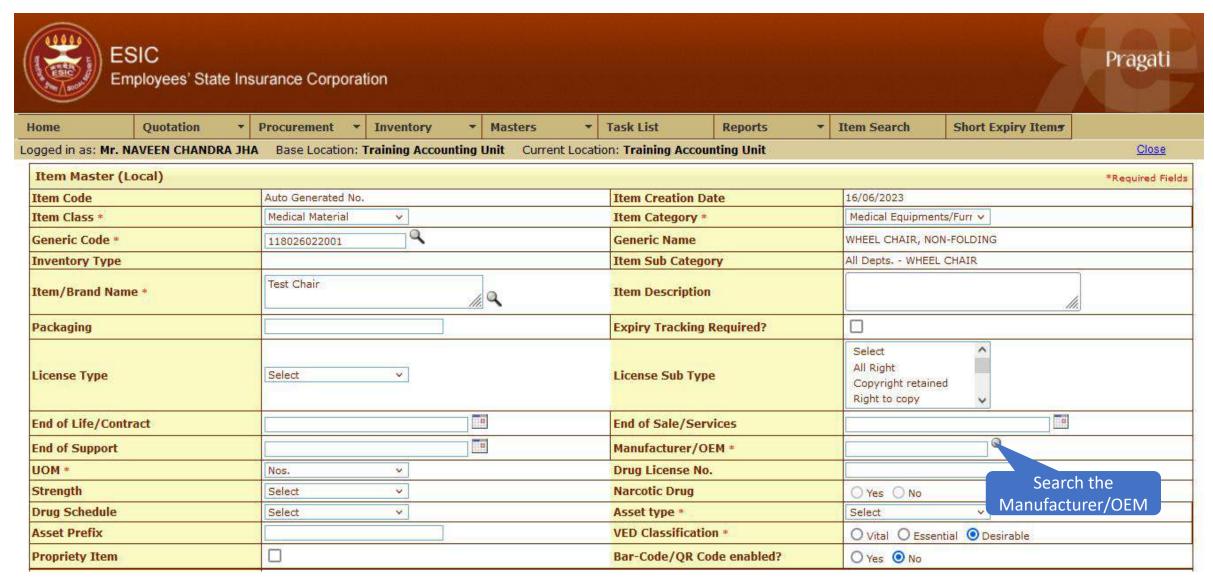
Enter the Item/Brand Name Fields marked as * are mandatory





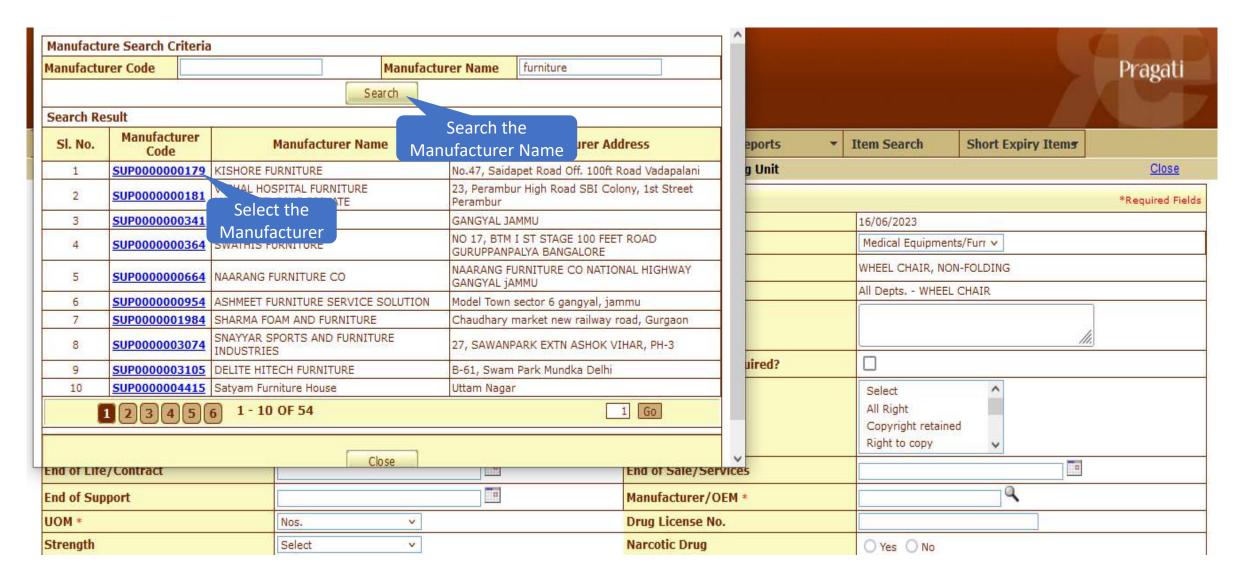
Search the Manufacturer/OEM Fields marked as * are mandatory





Search the Manufacturer using searching criteria Fields marked as * are mandatory





Select the Asset Type from drop down Fields marked as * are mandatory



Home	Quotation -	Procurement	Inventory		Masters *	Task List	Reports	*	Item Search	Short Expiry Rems		
Logged in as: Mr. NA	AVEEN CHANDRA JH	A Base Location	Training Acc	counting t	Unit Current Loca	tion: Training Accoun	nting Unit				Close	
Local Item									-15		*Required Fields	
Item Code	Item Code 0000029323						Item Creation Date 16/06/2023					
Item Class •		Medical Material				Item Category =	Item Category =			Medical Equipments/Furi y		
Generic Code *		118026022001	9			Generic Name			WHEEL CHAIR, NON	-FOLDING		
Inventory Type						Item Sub Catego	гу		All Depts WHEEL	CHA]R		
Item/Brand Name		Test Chair		lk		Item Description	di.					
Packaging						Expiry Tracking I	Required?					
License Type		Select	v			License Sub Type			Select All Right Copyright retained Right to copy			
End of Life/Contr	act					End of Sale/Serv	rices					
End of Support	V			-		Manufacturer/Oi	Manufacturer/OEM * NAARANG FURNITURE CO					
UOM -		Nos.	v			Drug License No.						
Strongth		Select	Ü			Narcotic Drug			○ Yes No			
Drug Schedule		Select	4			Asset type *			Tangible/Physical	The state of the s		
Asset Prefix						VED Classificatio	n =		O Vital O Essent	tial sirable		
Propriety Item						Bar-Code/QR Co	de enabled?		Select the	Asset Type		
Notings1 (Max 50	00 characters) *					,			from dro			
					Submit	Back						

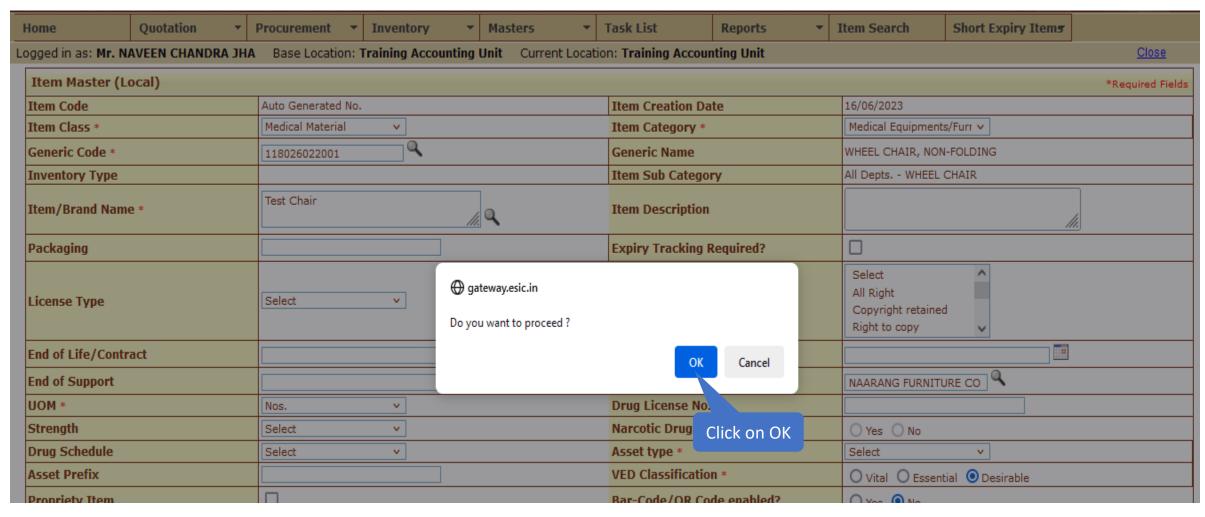
Enter the Notings and click on Submit Fields marked as * are mandatory



Home	Quotation •	Procurement	Inventory	▼ Ma	asters 💌	Task List	Reports	~	Item Search	Short Expiry Items		
ogged in as: Mr. N A	AVEEN CHANDRA JH	A Base Location:	Training Accou	nting Unit	t Current Loca	tion: Training Ac o	ounting Unit				<u>Close</u>	
Local Item											*Required Fields	
Item Code		0000029323	0000029323					Item Creation Date 16/06/2023				
Item Class *		Medical Material	Medical Material					m Category * Medical Equipments/Furr v				
Generic Code *		118026022001	٩			Generic Name	2	WHEEL CHAIR, NON-FOLDING				
Inventory Type						Item Sub Cate	egory		All Depts WHEEL	CHAIR		
Item/Brand Name	ž *	Test Chair				Item Descript	Item Description			/.		
Packaging						Expiry Tracki	ng Required?					
License Type		Select	v			License Sub 1	уре		Select All Right Copyright retained Right to copy	d		
End of Life/Contra	act					End of Sale/S	ervices					
End of Support							/OEM *		NAARANG FURNITURE CO			
UOM *		Nos.	Nos. V				No.					
Strength		Select	~			Narcotic Drug			◯ Yes ③ No			
Drug Schedule		Select	~			Asset type *			Tangible/Physical	Tangible/Physical V		
Asset Prefix						VED Classifica	ation *		O Vital O Essent	tial O Desirable		
Propriety Item						Bar-Code/QR	Code enable	l?	O Yes O No			
Notings1 (Max 50	00 characters) *	Test				/h						
	Click on Submit Back											

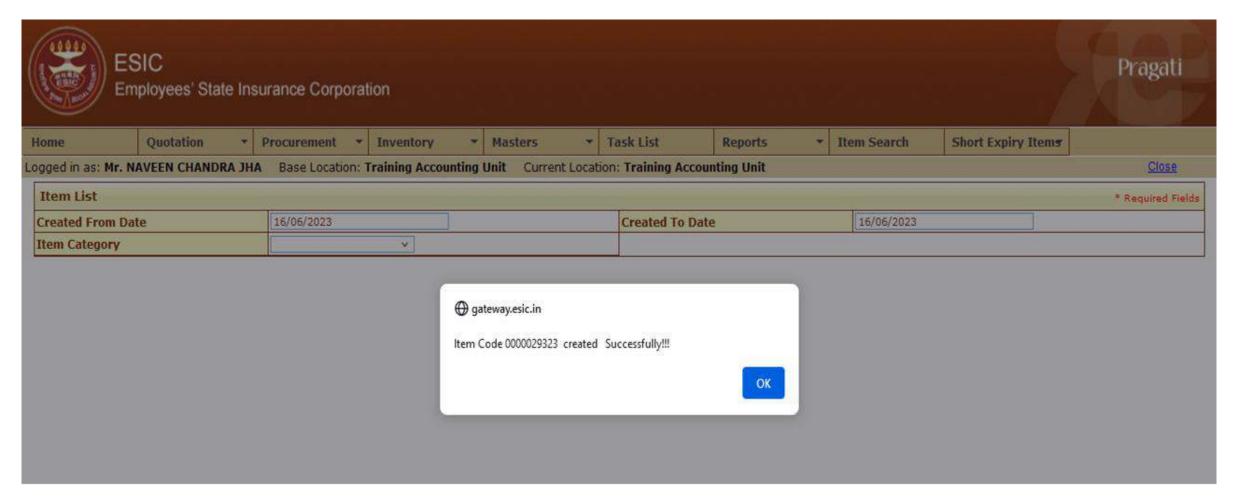
User proceed for Item creation





Local Item created successfully







Check List

Role: Store Manager

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ESIC IT Service Desk Helpline



S.

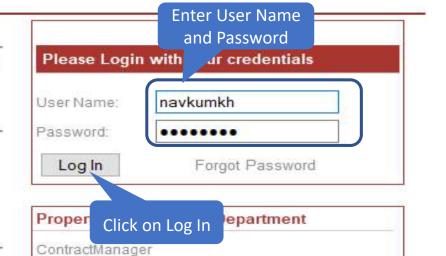
Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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Primaveraweb

DSRPRO

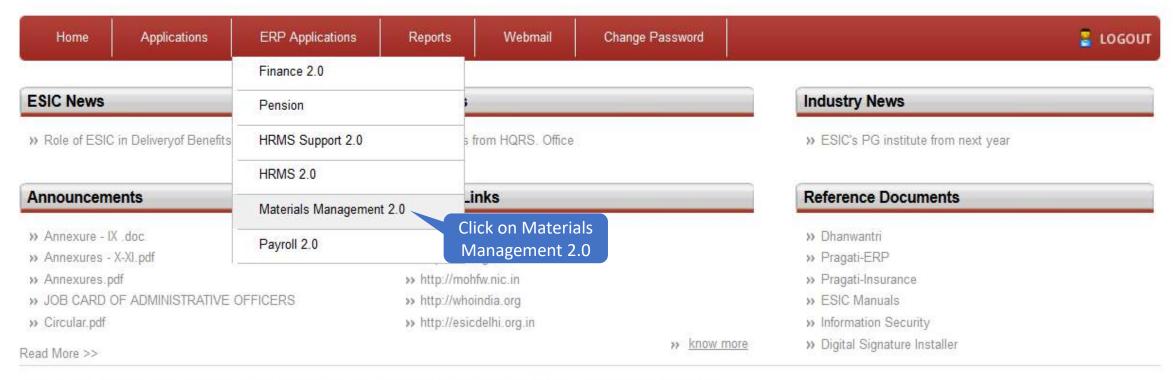
Go to ERP Application → Materials Management 2.0





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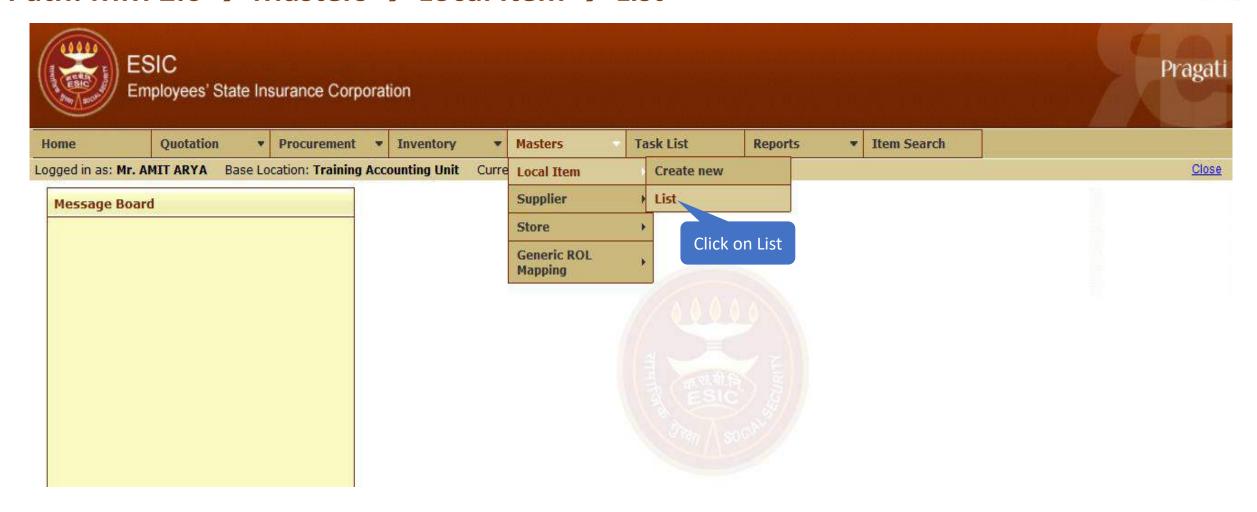




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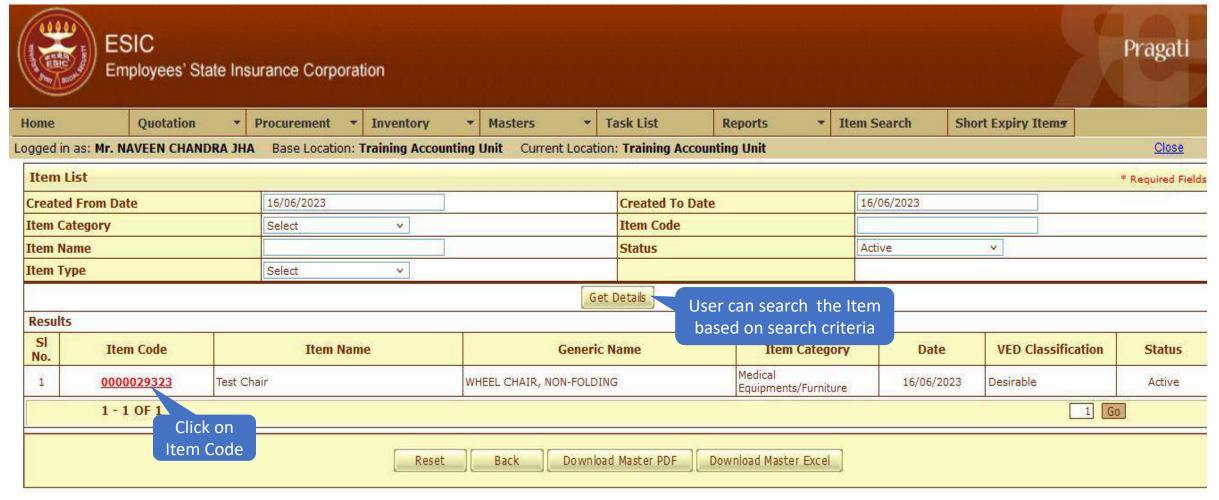
To Check Records of Generated Local Item Path: MM 2.0 → Masters → Local Item → List





Search the Local Item by searching criteria and click on Item code





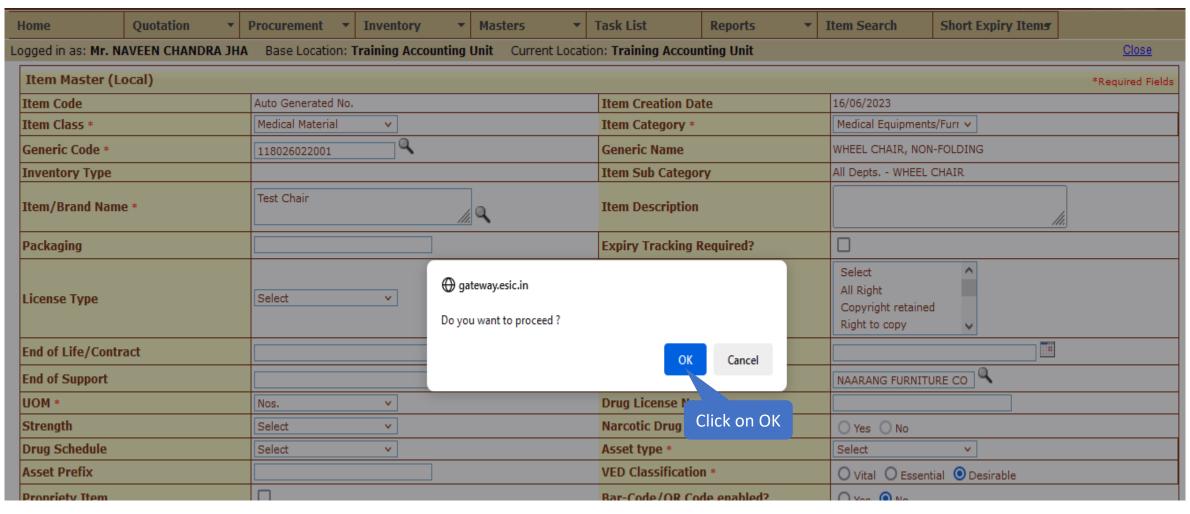
Store Manager check the record



Home	Quotation •	Procurement	▼ Inventory	•	Masters 🔻	Task List	Reports *	Item Search	Short Expiry Items			
Logged in as: Mr. N	ogged in as: Mr. NAVEEN CHANDRA JHA Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close											
Local Item	Local Item *Required Fields											
Item Code 0000029323						Item Creation Da	Item Creation Date 16/06/2023					
Item Class *		Medical Material				Item Category *		Medical Equipment	Medical Equipments/Furr 🗸			
Generic Code *		118026022001	٩			Generic Name		WHEEL CHAIR, NON	I-FOLDING			
Inventory Type						Item Sub Catego	ry	All Depts WHEEL	CHAIR			
Item/Brand Name	Test Chair				Item Description			fi.				
Packaging						Expiry Tracking F	Required?					
License Type		Select			License Sub Type	2	Select All Right Copyright retainer Right to copy	All Right Copyright retained				
End of Life/Contra	act					End of Sale/Serv	rices					
End of Support					0	Manufacturer/OF	EM *	NAARANG FURNITI	JRE CO			
UOM *		Nos.	~			Drug License No.						
Strength		Select	~			Narcotic Drug		O Yes O No	◯ Yes ⊙ No			
Drug Schedule		Select	~			Asset type *		Tangible/Physical	v			
Asset Prefix						VED Classificatio	n *	O Vital O Essen	tial O Desirable			
Propriety Item						Bar-Code/QR Co	de enabled?	O Yes O No				
Notings1 (Max 50	Notings1 (Max 500 characters) * Submit											
	Click on Submit Back											

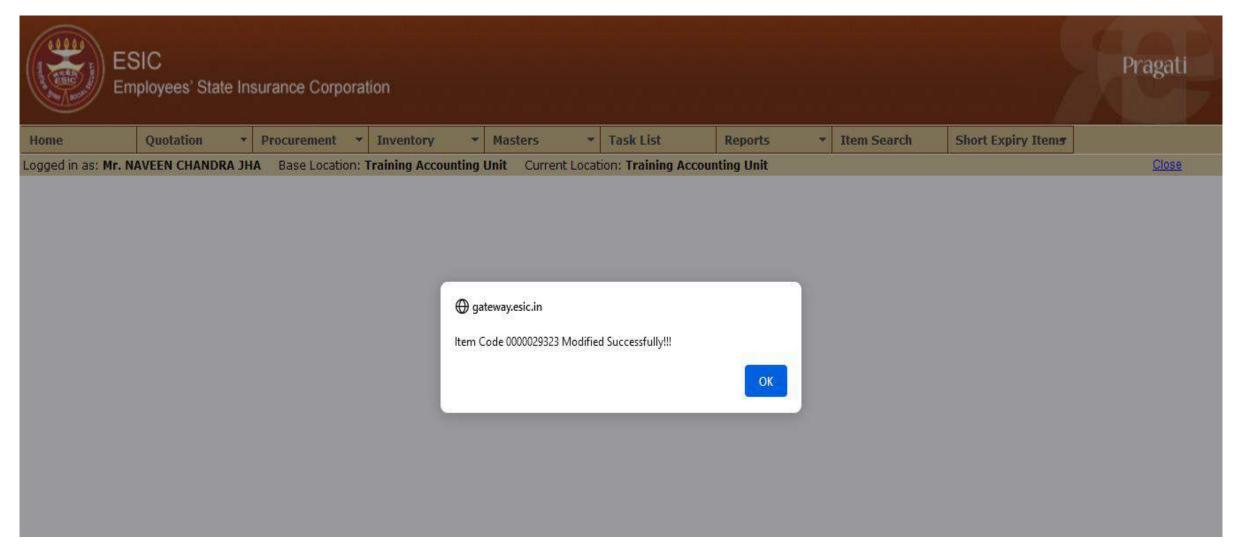
User proceed for Item creation





Local Item modified successfully







Generate Report

Role: Store Manager/HOA

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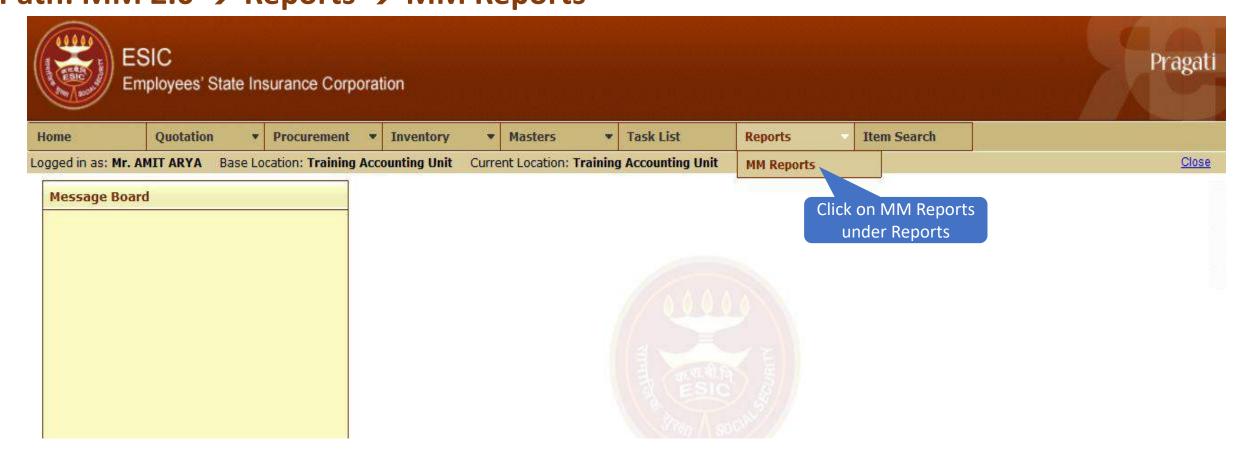


Home Applications	ERP Applications	Reports	Webmail	Change Password	E LOGOUT
L.	Finance 2.0	ŀ	Vi Vi	1	
ESIC News	Pension				Industry News
» Role of ESIC in Deliveryof Benef	ts HRMS Support 2.0		s from HQRS. Office	1	» ESIC's PG institute from next year
	HRMS 2.0				
Announcements	Materials Managemer	nt 2.0	inks		Reference Documents
>> Annexure - IX .doc	Payroll 2.0	Click	on Materials		>> Dhanwantri
» Annexures - X-XI.pdf			agement 2.0		» Pragati-ERP
>> Annexures.pdf		»»	agement 2.0		» Pragati-Insurance
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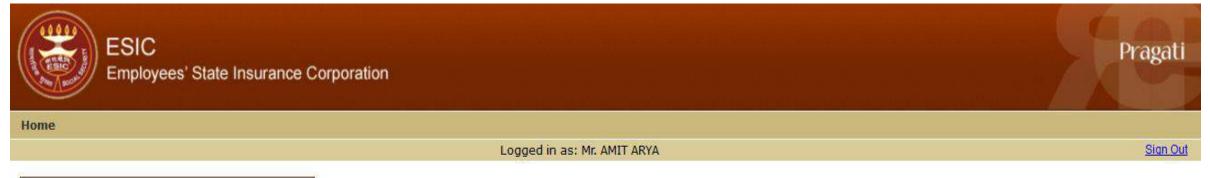
To check Masters Report Path: MM 2.0 → Reports → MM Reports

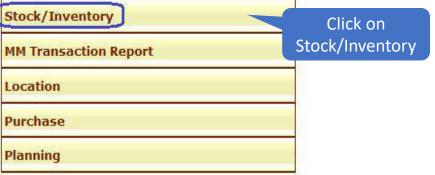




To check Local Item Master Report click on Stock/Inventory

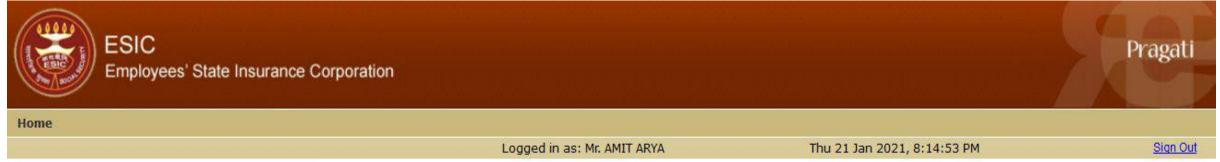






Click on National/Local Item Report



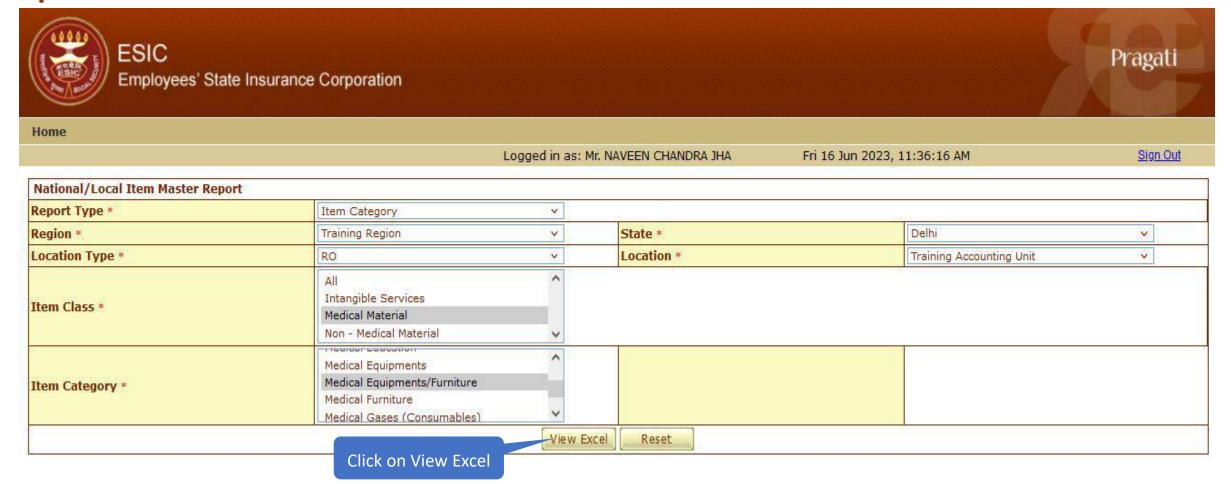




Version 5.7 Last Revised On: 01-06-2025

Select parameters to download report Report Type/Region/State/Location Type/Location/Item Class/Item Category Report can be downloaded in Excel format

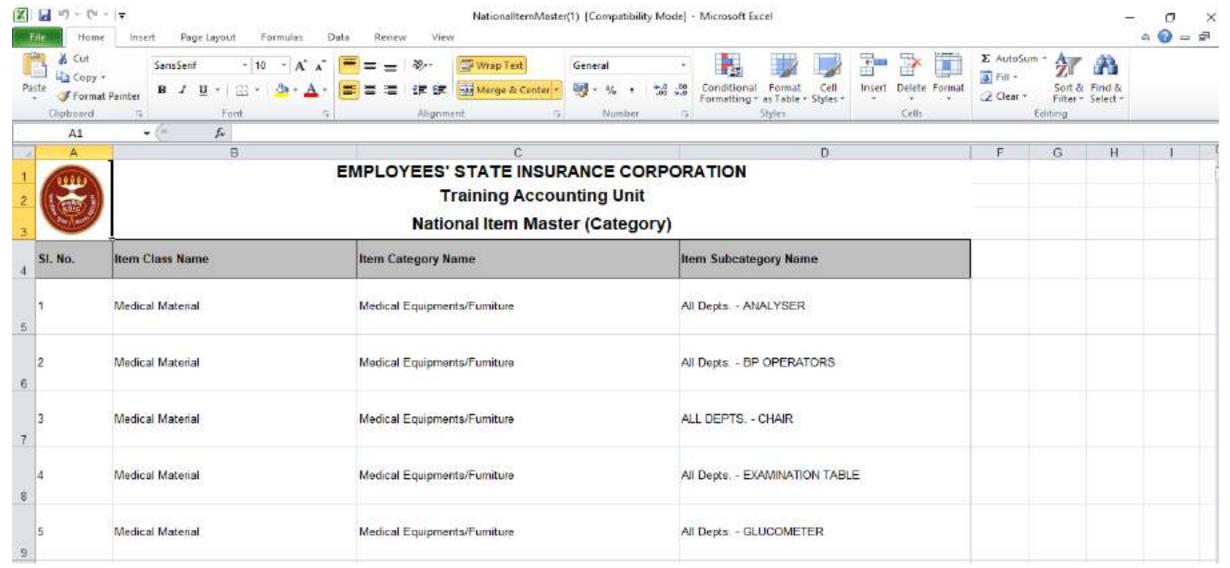




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National/Local Item Master Report – Excel Format





Notes



-List: All past and present records are available under List option for the transaction on search.

-Task List: All the pending request will be available for the logged in user under Task List for all transactions.

-Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History.

-Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Stock Transfer

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

Stock Transfer – Overview



Stock transfer is a process of transferring of materials from one location to another. In case of ESIC, the stock transfer is generally required for transferring the materials from Central Medical store to Hospital and Dispensary stores. This is done in response to material indent raised by hospital and dispensary stores.

Stock transfer shall be carried out in reference for approved material indent or without any reference. For stock transfers with reference to approved indents, the details of the indent should get reflected in the stock transfer form. Based on the approved quantity, item wise quantities will be entered and stock transfer will be saved.

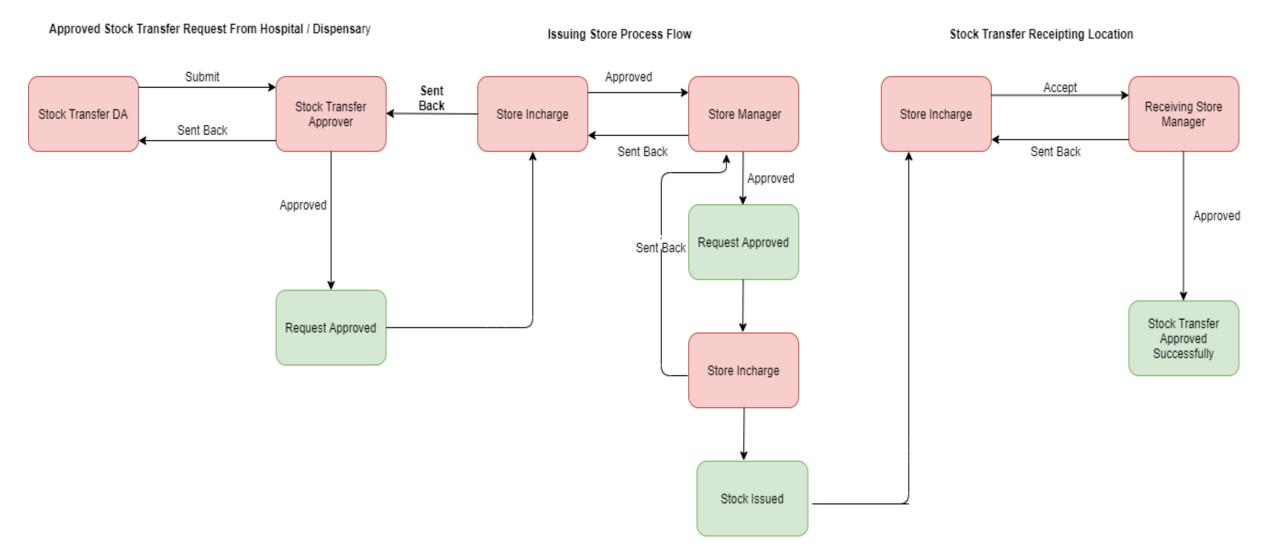
Stock transfer is mainly divided into 2 parts;

Request Stock Transfer: Any of an accounting units and dispensaries location can raise a stock transfer request to other locations for transferring of stocks, where the locations are having stores.

Adhoc Stock Transfer: In adhoc stock transfer any locations which are having stores can transfer their excess/unused materials to other location so the materials can be consumed before expiry.

Stock Transfer – Workflow



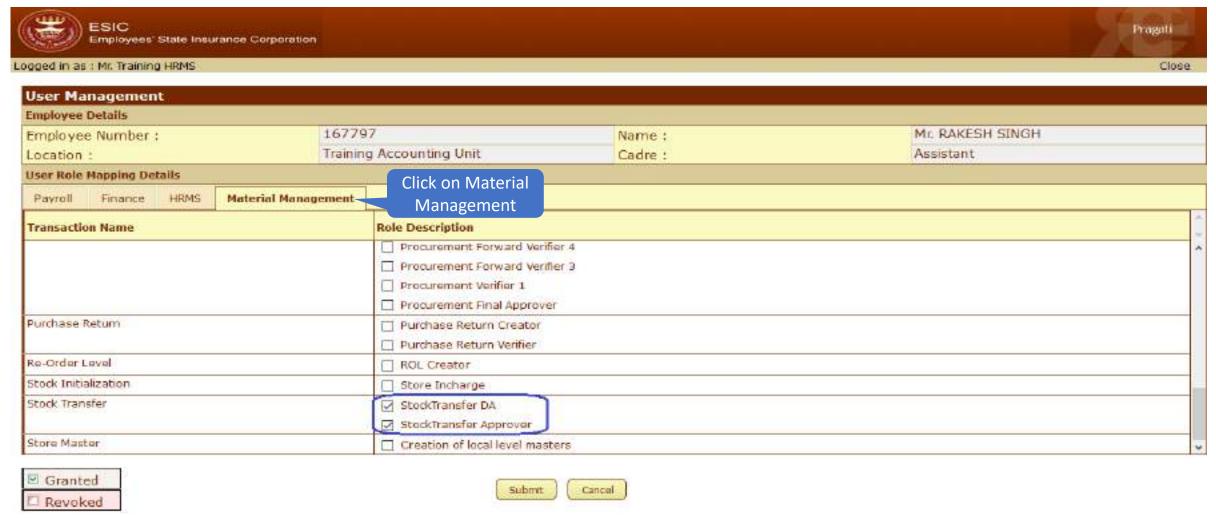


Role for Stock Transfer Transaction under User Management Module



User Roles mapping

- Creator Role: Stock Transfer DA under Material Management tab
- Approval Role: Stock Transfer Approver under Material Management tab





Stock Transfer Process Flow



Creation of Transaction

Role: Stock Transfer DA

Store Incharge Login through myesic.esic.gov.in or gateway.esic.gov.in







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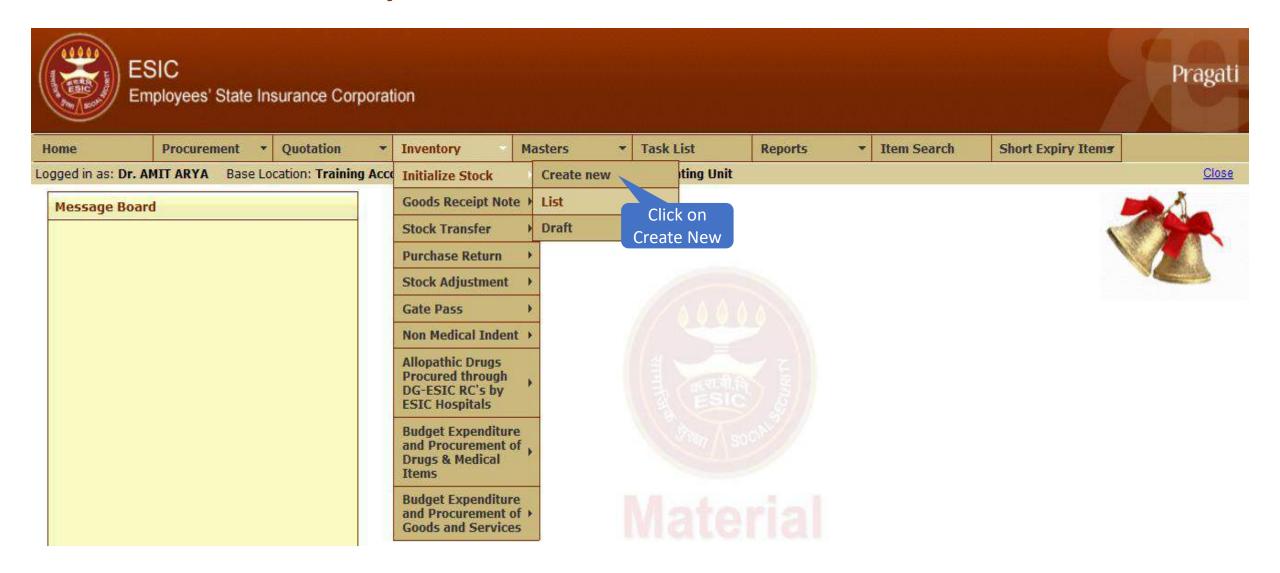
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		Campus Management			1 .			
ESIC News		ERP FAQ			1	Industry News		
» Role of ESIC	in Deliveryof Benefits	Finance 2.0		from HQRS. Office		SIC's PG institute from next year		
		Helpline						
Announceme	ents	Pension		inks		Reference Documents		
 Annexure - IX Annexures - IX 		HRMS Support 2.0		c.nic.in a.gov.in		» Dhanwantri» Pragati-ERP		
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» Annexures-to» NURSING S*	-Manuals.doc TAFF 16.02.doc	Materials Management	2.0	Click on Materia Management 2		SIC Manuals Information Security		
tead More >>		Payroll 2.0			» know more	» Digital Signature Installer		
opyright © 2009	, ESIC, India. All Right	User Management						

To Generate Stock Transfer by Incharge Path: MM 2.0 → Inventory → Stock Transfer → Create New





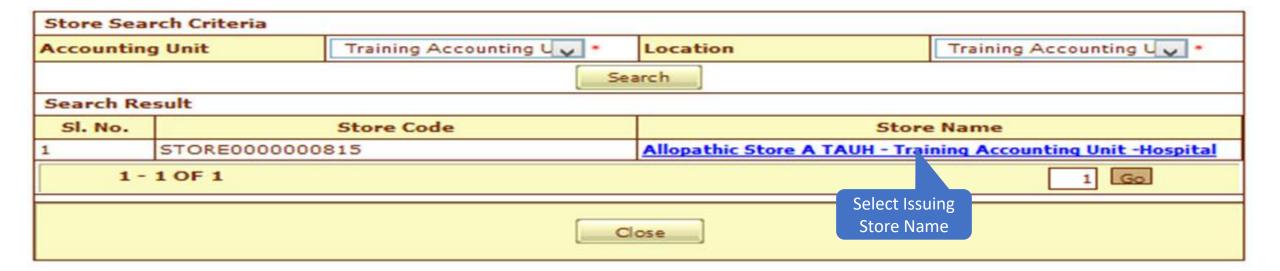
Select Transfer Type and Receiving Store Name from drop down Fields marked as * are mandatory



Н	me		Quotation	Proce	rement v	Inve	entory	Master	s ×	Task List		Report	s *					
Log	ged in a	s: Mr. RA	KESH SINGH	Base Lo	ation: Train	ing Ac	counting Uni	t Curre	nt Location	: Training A	Accountin	g Unit						Close
5	tock 1	ransfer																* Required Field
ı	ocation	Name			Training	Accoun	nting Unit					Acco	ounting Unit	t	:9	Training Accoun	nting Unit	7
5	tock Tra	ansfer No.			Auto Ge	nerated	No.					Tran	sfer Type			Request Trans	fer -	
1	eceivin	g Store Na	ame		Allopat	thic Sto	re A Training	Acclu -				Issu	ing Store N	lame	l.			(R)
F	eceivin	g Party Na	ame		Mr. RAK	ESH SI	NGH					Rece	iving Party	y Des	ignation	A.C. & R.D.	Select	
1	riority Normal									Requ	ired Date				Transfer Type	Search Issuing		
9	eneric				● Yes	ON	Coloct	Dogojvi	na								Transier Type	Store Name
	tem De	tails			300		Select F					10						Store Warrie
3		Generic Co	ode				Store	Name		۹.		G	eneric Nan	ne				
	1	tem Sub	Category									G	eneric Des	script	ion			
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	F	Remarks										R	teceiving St	tore	Stock Qty			(
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										Sav	ve	Submit	Reset					

Search the Store





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Select Required Date and Select Generic as Yes/No Fields marked as * are mandatory



Home	Quotation	Procure	ment *	Inventory *	Masters *	Task List	Reports	*					
Logged in as: Mr. F	RAKESH SINGH	Base Locati	on: Train	ing Accounting Unit	Current Location	: Training Accounti	ig Unit						Close
Stock Transfe	er												* Required Fields
Location Name			Training	Accounting Unit			Accounting L	Jnit	Т	raining Accoun	nting Unit		
Stock Transfer N	lo.		Auto Ger	nerated No.			Transfer Typ	e		Request Trans	fer •		
Receiving Store	Name		Allopat	hic Store A Training A	cc Lu •		Issuing Store	e Nam	ie ,	Allopathic Stor	re A TAUH - Training Accou	unting Unit -Ho	
Receiving Party	Name		Mr. RAKE	ESH SINGH			Receiving Pa	rty D	esignation A	.C. & R.D.			
Priority			Normal		v		Required Da	te	j	28/06/2018	•		
Generic			● Ves	ONo					10				
Item Details		7				Contract and Contract							
1 Generic	Code		7			(0.)	Generic N	lame			Select		
/C	b Category	Select G	eneric				Generic E	escri	ption		Required Date		
иом	UOM as Yes / No Requested Qty												
Remarks	5		Û			Search	the eiving	Store	e Stock Qty				0
						Generic	code						
Add	Delete												
Browse No	file selected.	Uplo	ad	Clear									
Downloa	d Template												
		,											
Notings (Max 50	tings (Max 500 characters)												
A CONTRACTOR OF THE CONTRACTOR													
										::] •			
						Save	Submit Res	et					

Search an Item by searching criteria



Gene	eric/Item	Search	Criteria	7111			200		
Item									
Gene	ric Code	11201	16037011	G	eneric Name				
Item	Code			It	tem Name				
					Search				•
Sear	ch Result					User can search			
SI. No.	Generic C	ode	Generic Name		Item Name	Generic / item based on search criteria	tem Sub Cate	gory	In Stock
1	112016037	011	Azithromycin Caps/ 250mg.	Tab.	A Thromicin 2		Caps/Tab - ANTIBIOTICS		Yes
	1 10							1	Go
	Select Generic C			1	Close				

Enter the Notings and Click on Submit Fields marked as * are mandatory



Ho	me		Quotation	▼ Procur	ement v	Inventory	▼ Masters	▼ Task List	Report	ts 🔻					
Logg	ed in	as: Mr. R	AKESH SINGH	Base Loca	tion: Trai i	ning Accounting U	nit Current Locat	ion: Training Account	ng Unit						Close
5	tock	Transfe	r												* Required Fields
Lo	catio	n Name			Training	Accounting Unit			Acco	ounting Unit	:	Training Account	Training Accounting Unit		
St	ock T	ransfer N	о.		Auto Ge	enerated No.			Tran	nsfer Type		Request Transfe	er v	, *	
R	eceivi	ng Store I	Name		Allopa	thic Store A Training	Acc L 🗸 *	Issuing Store Name			ame	Allopathic Store	A TAUH - Training	Accounting Unit -H	° 🔍 *
R	eceivi	ng Party	Name		Mr. RAK	ESH SINGH					A.C. & R.D.				
P	riority	,			Norma	ıl	V		Requ	uired Date		28/06/2018	*		
G	enerio	:			Yes	○ _{No}									
I	tem [etails													
1		Generic (Code				112016	037011 4 *	G	Generic Nam	ne	Azithromycin C	aps/Tab. 250mg.		
	Item Sub Category Caps/Tab - ANTIBIOTICS							cription	Azithromycin C	aps/Tab. 250mg.					
	UOM Nos.				Requested Qty					1 *					
	Remarks test					F	Receiving Store Stock Qty					1005			
=															
	Add		Delete												
	Brow	se No	file selected.	Up	load	Clear									
		Download	d Template												
						test									
N	otings	(Max 500) characters)												
						Click o	า Subr	mit		.:: *					
Save: It will save into the draft															
Submit: It will submit to store manager for approval.							Submit	Reset							
	Res	et: It v	will reset th	he scree	n and ı	user will re-f	ill up								
		applic													
		o p p i i c													

Stock Transfer No. generated successfully



Home	Quotation + Procurement	* Inventory * Mast	ers 🕶 Task List Reports 🕶			
Logged in as: Mr	RAKESH SINGH Base Location: Tra	aining Accounting Unit Cur	ent Location: Training Accounting Unit			Close
Stock Trans	fer					* Required Fields
Location Name	e Train	ning Accounting Unit	Accounting U	nit	Training Accounting Unit	
Stock Transfer	CARACTE STREET	Generated No.			Select	▼ *
Item Details			StockTransfer No.STRFTR010618000006 Gene	rated Successfully!!!		
	Sub Category	1		CONTROL OF A MANAGEMENT AND CONTROL OF A STORY		
Remai	rks					
Add	Deleta			ОК		
nuu j	EKSELS					
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Notings (May 1	500 characters)					
Hottings (Hax.	ov tharacters)					
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			Save Submit Res	at		
II						



Approval of Transaction

Role: Stock Transfer Approver

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5.

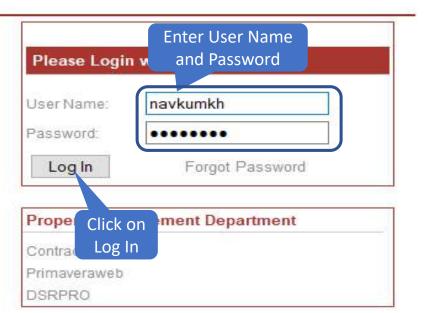
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lg;	Campus Management	Self 45	:1			
ESIC News	ERP FAQ			Industry News		
» Role of ESIC in Deliveryof Bene	fits Finance 2.0	from HQRS. Office		SESIC's PG institute from next year		
	Helpline					
Announcements	Pension	inks		Reference Documents		
Annexure - IX .doc Annexures - X-XI.pdf	HRMS Support 2.0	z.nic.in a.gov.in		Dhanwantri Pragati-ERP		
>> Annexures.pdf	HRMS 2.0	hfw nic in		>> Pragati-Insurance		
 Annexures-to-Manuals.doc NURSING STAFF 16.02.doc 	Materials Management 2.0	Click on Materials Management 2.0		SIC Manuals Information Security		
ead More >>	Payroll 2.0		>> know more	» Digital Signature Installer		
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Stock Transfer pending for approval Path: MM 2.0 → Task List → Stock Transfer → Pending for Approval





Task List			
Current Location : Trainin	g Accounting Unit		
Transaction Type	The second second	Pending Activity	Count
Quotation Response(QR)			~
	Pending for Approval		14
Re-Order Level(ROL)	190		
	Pending for Approval		6
Stock Initialization	30		- 2
	Pending for Approval		31
	Sent Back		1
Stock Quarantine(SQ)			*
	APPROVE		3
	Pending for Approval		9
Stock Transfer			
	Pending for Approval		3
	Pending for Receipt	Click on Pending	1
	Sent Back	for Approval	10
Supplier	19)		-
	Pending for Approval		5

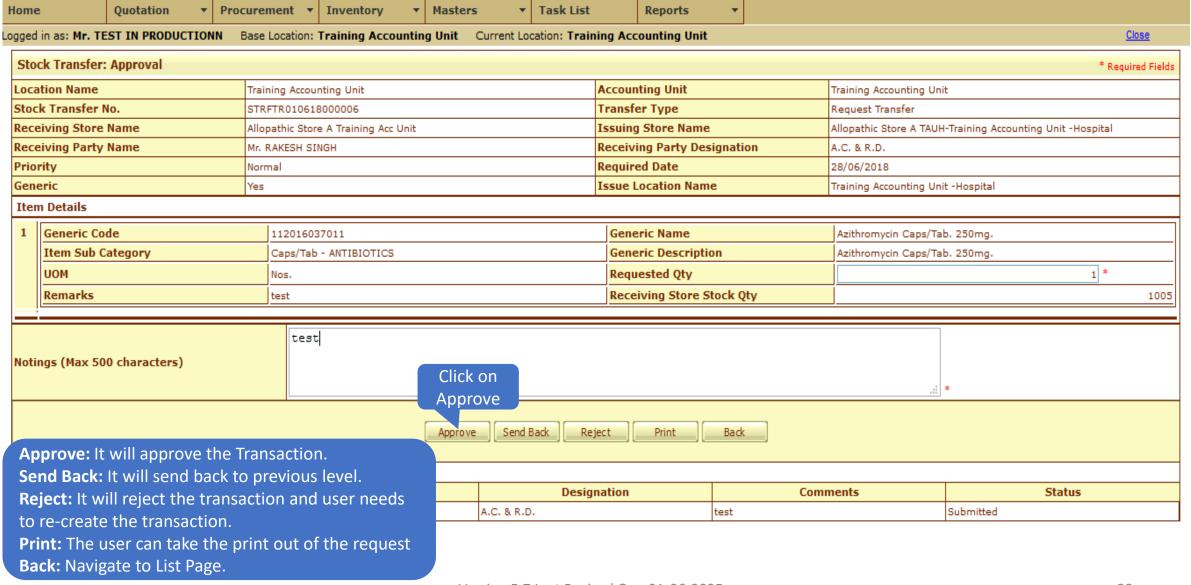
Stock Transfer approval by Approver



Home	Quotation	Procurement *	Inventory ▼ Mas	ters 🔻 Tas	k List	Reports *						
Logged in as:	Mr. TEST IN PRODUCTION	ONN Base Location:	Training Accounting Uni	Current Location	: Training A	Accounting Unit			Close			
StockTrai	nsfer List								* Required Fields			
Created Fi	rom Date				Create	ed To Date						
Stock Trai	ısfer No.				Trans	fer Type		Select 🗸				
Transfere	Transferer/Receiver Receiver					ty		Select	V			
Receiving	Receiving Store Name Select					ng Store Name			٩			
StockTran	sfer Status	Select	~		Workf	flow Status		Pending for Approval	V			
					Get Details							
Results												
SI. No.	Stock Transfer No.	ST Initiation Date	From Store	To Stor	e	StockTransfer Raised By	Priority	Status	Workflow Status			
1	STRFTR010618000006	28/06/2018	Allopathic Store A TAUH	Allopathic Store A Tr Unit	raining Acc	Mr. RAKESH SINGH	Normal	Approval in Progress	Pending with Approver - Training Accounting Unit			
2	STRFTR0104180	17/04/2018 n Stock	Allopathic Store A Training Acc Unit	Allopathic Set A Raji HOSP	ajinagar	Mr. RAKESH SINGH	Normal	Approval in Progress	Pending with Approver - Training Accounting Unit			
3		er No. 2018	Allopathic Store A Training Acc Unit	Allopathic Store A Ja Disp	angpura	Mr. TEST IN PRODUCTIONN	Normal	Approval in Progress	Pending with Approver - Training Accounting Unit			
4	STRFTR010418000003	07/04/2018	Allopathic Store A Training Acc Unit	Inderlok Disp. Allop A	athic store	Mr. TEST IN PRODUCTIONN	Normal	Approval in Progress	Pending with Approver - Training Accounting Unit			
5	STRFTR010418000002	06/04/2018	Allopathic Set A CMS Delhi	Allopathic Store A Tr Unit	raining Acc	Mr. TEST IN PRODUCTIONN	Normal	Approval in Progress	Pending with Approver - Training Accounting Unit			
6	STRFTR010418000001	06/04/2018	Allopathic Store A Training Acc Unit	Allopathic Set A CMS	S Delhi	Mr. TEST IN PRODUCTIONN	Normal	Approval in Progress	Pending with Approver - Training Accounting Unit			
	1 - 6 OF 6								1 Go			
				Rese	et Ba	ick						

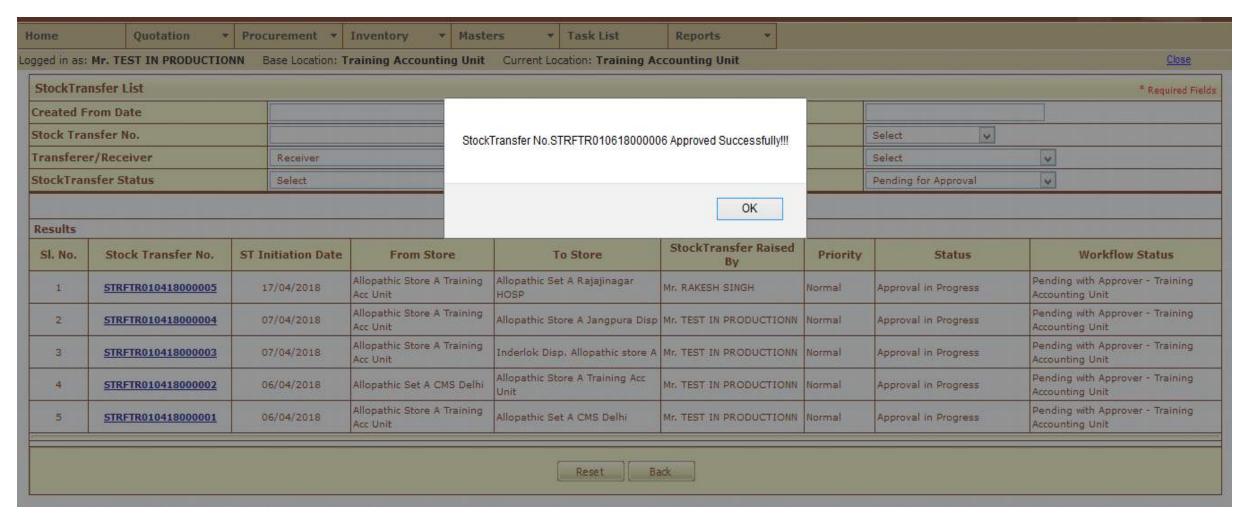
Enter the Notings and Click on Approve Fields marked as * are mandatory





Stock Transfer No. Approved successfully







Issuing Store Process Flow

Store Incharge Login through myesic.esic.gov.in or gateway.esic.gov.in





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Announcements		Pension		inks		>> Dhanwantri >> Pragati-ERP		
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26

Stock Transfer pending for approval Path: MM 2.0 → Task List → Stock Transfer → Pending for Approval





Task List										
Current Location : Trainin	g Accounting Unit									
Transaction Type	Transaction Type Pending Activity Count									
Quotation Response(QR)										
	Pending for Approval	14								
Re-Order Level(ROL)		690								
	Pending for Approval	6								
Stock Initialization	- XIII									
	Pending for Approval	31								
	Sent Back									
Stock Quarantine(SQ)										
	APPROVE	3								
	Pending for Approval	9								
Stock Transfer	Warrier of Charles and All Commission and All Commi	592								
	Pending for Approval Click on Pending	3								
	Pending for Receipt for Approval	1								
	Sent Back	10								
Supplier	,	-								
	Pending for Approval	5								

Stock Transfer approval by Store Incharge



Home	Quotation •	Procurement ▼	Inventory ▼ Mast	ers 🔻 Task List	Reports ▼						
Logged in as:	Mr. RAKESH SINGH Ba	se Location: Training	Accounting Unit Curre	nt Location: Training Acco	unting Unit -Hospital			Close			
StockTra	nsfer List							* Required Fields			
Created F	rom Date				Created To Date						
Stock Tra	nsfer No.				Transfer Type		Select 🗸				
Transfere	r/Receiver	Receiver	V		Priority		Select	~			
Receiving	Store Name	Select	~		Issuing Store Name			٩			
StockTran	KTransfer Status Select Workflow Status Pending for Approval										
				Get De	etails						
Results											
SI. No.	Stock Transfer No.	ST Initiation Date	From Store	To Store	StockTransfer Raised By	Priority	Status	Workflow Status			
1	STRFTR010618000006	28/06/2018	Allopathic Store A TAUH	Allopathic Store A Training Unit	Acc Mr. RAKESH SINGH	Normal	Approval in Progress	Pending with Store Incharge - Training Accounting Unit -Hospital			
	1-10F1 Click on Stock										
	Transfe			Reset	Back						

Search Issue Item Code Fields marked as * are mandatory



Н	me		Quotation	•	Procureme	ent 🕶	Invent	ory 🕶	Masters	- 5	Ta	ask List		Reports	*						-
Log	ogged in as: Mr. RAKESH SINGH Base Location: Training Accounting Unit Current Location: Training Accounting Unit -Hospital																				
	Stock Transfer: Request Approve * Required Fields																				
L	Location Name Training Accounting Unit								A	Accounting Unit			Tr	Training Accounting Unit							
S	The state of the s								Т	Transfer Type			R	Request Transfer							
R	ecei	iving Store	Name		Allopati	hic Store	A Trainin	g Acc Unit				I	suing S	tore Name			Al	llopathic Store A TAUH-Tr	aining Accounting L	Jnit -Hospi	tal
R	ecei	iving Party	Name		Mr. RAK	KESH SIN	IGH					R	eceiving	Party Desig	natio	n	A.	.C. & R.D.			
P	riori	ity			Normal							R	equired	Date			28	8/06/2018			
G	ener	ric			Yes							Is	ssue Loc	ation Name			Tr	raining Accounting Unit -H	Hospital		
1	tem	Details			307							4.0					- 25				
	1	Generic Cod	de		11	2016037	7011						Generic Name					Azithromycin Caps/Tab. 2	250mg.		
		Item Sub Category			Ca	aps/Tab -	- ANTIBIO	TICS					Generic	Description	n			Azithromycin Caps/Tab. 250mg.			
		UOM)S.							Reques	ted Qty							
		Remarks				st							Receivi	ng Store St	ock Qt	ty		100			
		Issue Item	Code							1	Q	•	Item Description								
		Stock Avail	able Qty										Approved Qty						*		
		Include										Searc	arch Issue								
_													code								
	De	ele te										ПСП	couc								
N	Notings (Max 500 characters)									.ii											
	Approve Send Back Print Back																				

Select an Item and Click on Include

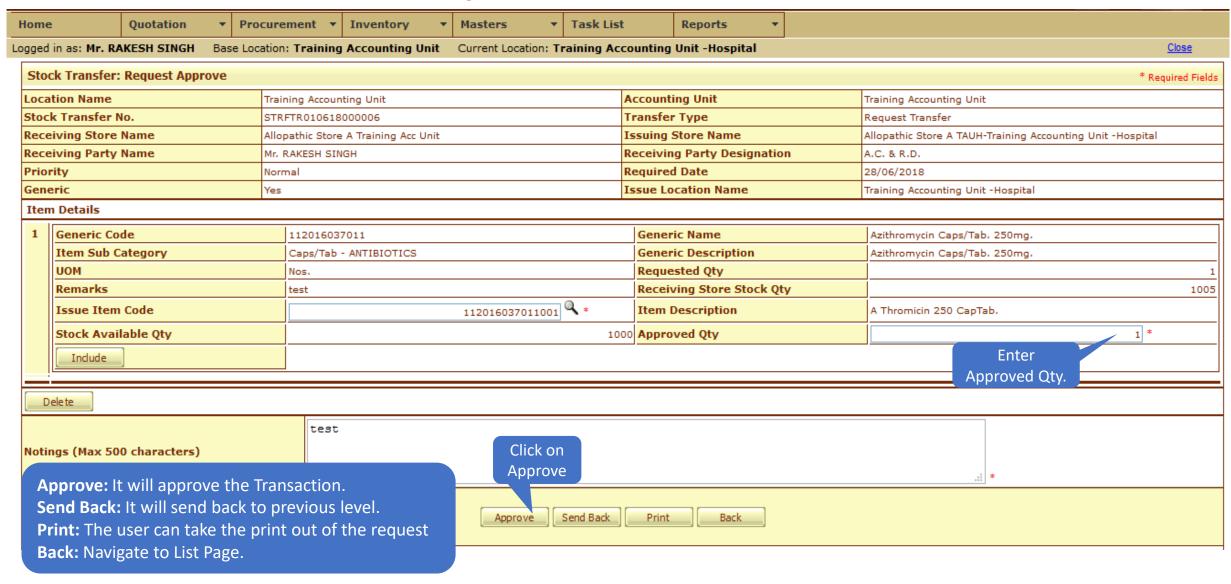


Ite	m Details			
SI. No.	Item Code	Item Name	Generic Name	QОН
1	0000004632	Azithromycin CapTab. 250mgIDPL	Azithromycin Caps/Tab. 250mg.	0
2	0000000350	Azithromycin CapTab. 250mgKAPL	Azithromycin Caps/Tab. 250mg.	0
3	112016037011004	Benzithro 250 CapTab.	Azithromycin Caps/Tab. 250mg.	0
4	112016037011002	Rowin 250 Tab.	Azithromycin Caps/Tab. 250mg.	0
5	0000000351	Azithromycin CapTab. 250mgBCPL	Azithromycin Caps/Tab. 250mg.	0
6	112016037011005	Azithromycin CapTab. 250mg.	Azithromycin Caps/Tab. 250mg.	0
7	112016037011003	Azithromycin CapTab. 250mgHAL	Azithromycin Caps/Tab. 250mg.	0
8	112016037011001	A Thromicin 250 CapTab.	Azithromycin Caps/Tab. 250mg.	1000

Select Item code from list

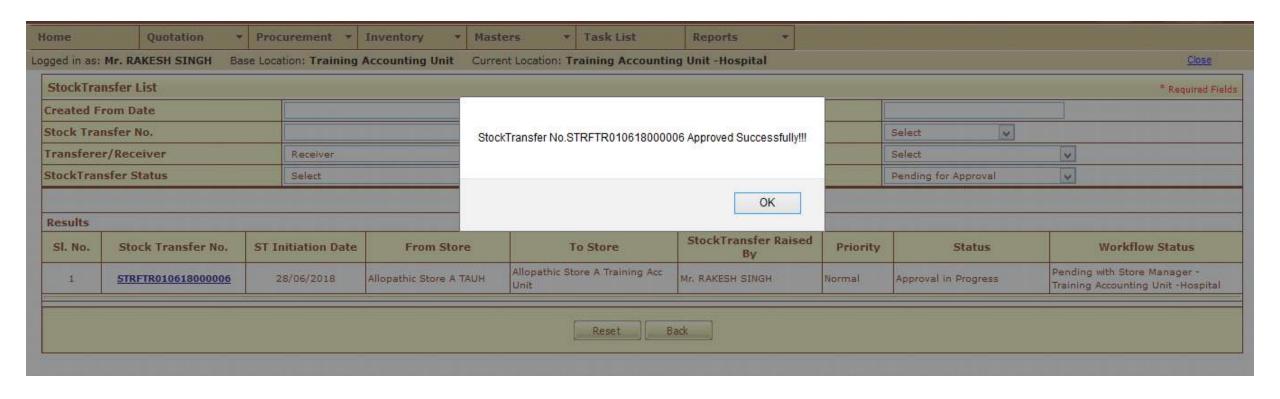
Enter Approved Qty., Notings and Click on Approve Fields marked as * are mandatory





Stock Transfer No. Approved successfully





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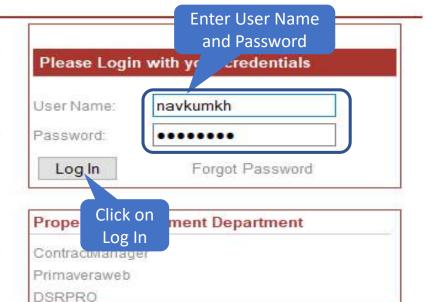
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		Helpline							
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Stock Transfer pending for approval Path: MM 2.0 → Task List → Stock Transfer → Pending for Approval





Task List		
Current Location : Trainin	g Accounting Unit	
Transaction Type	Pending Activity	Count
Quotation Response(QR)		*
	Pending for Approval	14
Re-Order Level(ROL)		
	Pending for Approval	6
Stock Initialization	A NOTICE AND ADDRESS OF THE PARTY OF THE PAR	- 20
	Pending for Approval	31
	Sent Back	1
Stock Quarantine(SQ)		
	<u>APPROVE</u>	3
VI CO	Pending for Approval	9
Stock Transfer	Waster the last of the Committee of the	542
	Pending for Approval Click on Pending	3
	Pending for Receipt for Approval	1
	Sent Back	10
Supplier		
	Pending for Approval	5

Stock Transfer approval by Store Manager



Home	Quotation *	Procurement *	Inventory ▼ Mast	ers 🔻 Task List	Reports ▼								
Logged in as:	Mr. TEST IN PRODUCTION	NN Base Location: T	raining Accounting Unit	Current Location: Train	ing Accounting Unit -Hospital			Close					
StockTra	StockTransfer List * Required Fields												
Created F	rom Date				Created To Date								
Stock Tra	nsfer No.				Transfer Type		Select 🗸						
Transfere	r/Receiver	Receiver	V		Priority	v							
Receiving	Store Name	Select	V		Issuing Store Name			Q					
StockTran	sfer Status	Select	V		Workflow Status		Pending for Approval	V					
				GetD	etails								
Results													
SI. No.	Stock Transfer No.	ST Initiation Date	From Store	To Store	StockTransfer Raised By	Priority	Status	Workflow Status					
1	STRFTR010618000006	28/06/2018	Allopathic Store A TAUH	Allopathic Store A Training Unit	Mr. RAKESH SINGH	Normal	Approval in Progress	Pending with Store Manager - Training Accounting Unit -Hospital					
	1-10F1 1 Go												
	1-10F1												

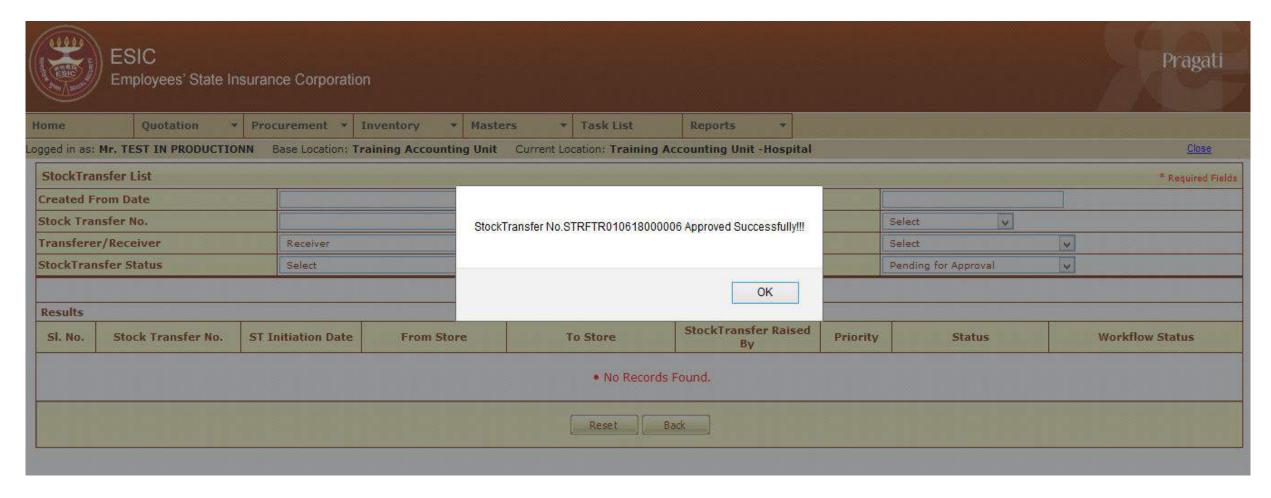
Enter the Notings and Click on Approve Fields marked as * are mandatory



Но	me	Quotation *	Procure	ment 🔻	Inventory	▼ M	asters •	Task List	Repo	orts	~				
Logg	ed in as: Mr. TI	EST IN PRODUCTION	NN Base	Location:	Training Accoun	ting U	Init Current Lo	cation: Train	ing Accounting	ng Unit -He	ospital		<u>Close</u>		
S	tock Transfer:	StrMgr Approval											* Required Fields		
Location Name Training Accounting Unit								A	ccounting Un	nit	Training Accounting Unit				
Stock Transfer No. STRFTR010618000006								Т	ransfer Type	:		Request Transfer			
Receiving Store Name Allopathic Store A Training Acc Unit								I	ssuing Store	Name		Allopathic Store A TAUF	Allopathic Store A TAUH-Training Accounting Unit -Hospital		
Re	eceiving Party	Name	Mr. R	AKESH SIN	GH			R	eceiving Parl	ty Designa	ntion	A.C. & R.D.			
Pı	iority		Norm	nal				R	equired Date	:		28/06/2018			
G	eneric		Yes					I	ssue Location	n Name		Training Accounting Uni	it -Hospital		
I	Item Details														
1	Generic Co	de		112016037	7011				Generic Nan	ne		Azithromycin Caps/Ta	b. 250mg.		
	Item Sub C	Item Sub Category			ANTIBIOTICS				Generic Des	scription		Azithromycin Caps/Tab. 250mg.			
	UOM	иом							Requested (1		
	Remarks	Remarks							Receiving S	tore Stock	Qty		1005		
	Issue Item	Issue Item Code				1	12016037011001	4 *	Item Descri	ption		A Thromicin 250 Cap1	Гаb.		
	Stock Avai	Stock Available Qty						1000	Approved Q	ty		1 *			
	Include														
	Delete														
				test											
N	otings (Max 50	0 characters)					Click on A	nprove							
	Julia Su	,					Short Shirt								
													*		
								C4 D4	D-i-t	Dl-	ı				
Approve Send Back Print Back															
	Approve: It	t will approve t	he Tran	saction											
								ation Comm			ments	Status			
Send Back: It will send back to the previous level.							A.C. & R.D.	test			Recommended by Store Incharge				
	Print: The	user can take t	he print	out of	the request		Assistant D	irector		test			Approved by Approver		
	Back: Navi	gate to List Pag			A.C. & R.D. test						Submitted				

Stock Transfer No. Approved successfully





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Stock Transfer pending for Issue Path: MM 2.0 → Task List → Stock Transfer → Pending for Issue



Home	Procurement *	Quotation •	Inventory •	Masters ▼	Task List	Reports	•	•	
Logged in as: Mr. RA	AKESH SINGH Ba	se Location: Training	Accounting Unit	Current Location: Tr	aining Accounting	Unit			

Task List		
Current Location : Trainin	g Accounting Unit	
Transaction Type	Pending Activity	Count
	Pending for Approval	7
	Pending for Commercials Evaluation Approval	24
Quotation Response(QR)		
	Pending for Approval	14
Re-Order Level(ROL)		•
	Pending for Approval	4
Stock Initialization	·	
	Pending for Approval	27
	Sent Back	1
Stock Quarantine(SQ)		
	Pending for Approval	4
Stock Transfer		•
	Pending for Approval	5
	Pending for Issue	2
	Pending for Receipt Click on Pending	1
	Sent Back for Issue	9

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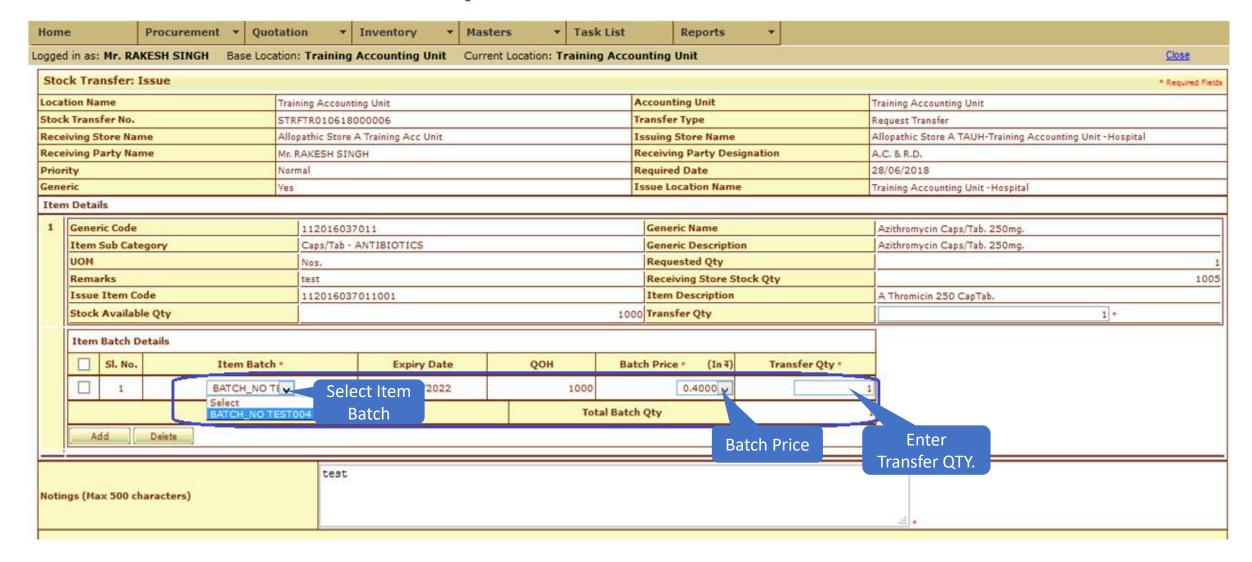
Issue Process by Store Incharge



Home	Procurement *	Quotation *	Inventory • Mast	ters • Task List	Reports *			5217						
Logged in as:	Mr. RAKESH SINGH Ba	se Location: Training	Accounting Unit Curre	ent Location: Training Accou	inting Unit			Close						
StockTrai	StockTransfer List * Required Fields													
Created Fi	rom Date			C	reated To Date									
Stock Tran	nsfer No.			Т	ransfer Type		Select v							
Transfere	r/Receiver	Receiver	V	P	riority		Select	v						
Receiving	Store Name	Select	~	1	ssuing Store Name			٩						
StockTran	Select Workflow Status Pending for Receipt V													
				Get De	ails									
Results						4		12						
SI. No.	Stock Transfer No.	ST Initiation Date	From Store	To Store	StockTransfer Raised By	Priority	Status	Workflow Status						
1	STRFTR010618000006	28/06/2018	Allopathic Store A TAUH	Allopathic Store A Training A Unit	Mr. RAKESH SINGH	Normal	Approval in Progress	Pending with Store Incharge - Training Accounting Unit -Hospital						
	1-1 OF Click on S	Stock					1100	1 Go						
	Transfer No. Reset Back													

Select Item Batch, Enter Batch Price and Transfer Qty. Fields marked as * are mandatory





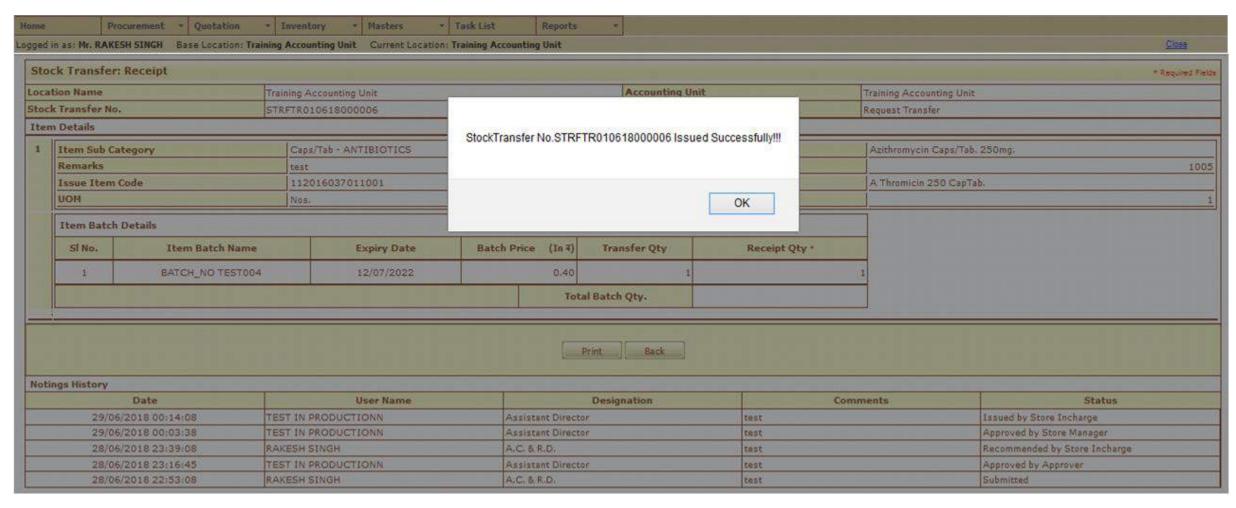
Enter the Notings and Click on Issue Fields marked as * are mandatory





Stock Transfer No. Issued successfully







Stock Transfer Receipting Location

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Stock Transfer pending for Receipt Path: MM 2.0 → Task List → Stock Transfer → Pending for Receipt



Home	Procurement	▼ Quo	otation	▼ In	nventory	•	Masters *	· 1	Task List	Reports	•
ogged in as: Mr. R	RAKESH SINGH	Base Loca	cation: Train i	ng Ac	ccounting Uni	it	Current Location: 7	Trai	ining Accounting	Unit	

Task List		
Current Location : Training	Accounting Unit	
Transaction Type	Pending Activity	Count
	Pending for Approval	7
	Pending for Commercials Evaluation Approval	24
Quotation Response(QR)		
	Pending for Approval	14
Re-Order Level(ROL)	·	
	Pending for Approval	4
Stock Initialization	•	•
	Pending for Approval	27
	Sent Back	1
Stock Quarantine(SQ)		•
	Pending for Approval	4
Stock Transfer		
	Pending for Approval	5
	Pending for Issue	2
	Pending for Receipt	1
	Sent Back	9

Click on Pending for Receipt

Receipt Process by Incharge



Home	Procurement ▼	Quotation 🔻	Inventory ▼ Maste	rs 🔻 Task List	Reports ▼									
Logged in as:	Mr. RAKESH SINGH Bas	se Location: Training	Accounting Unit Curren	t Location: Training Acco	unting Unit			Close						
StockTra	nsfer List							* Required Fields						
Created F	reated From Date Created To Date													
Stock Tra	nsfer No.				Transfer Type		Select v							
Transfere	er/Receiver	Receiver	V		Priority		Select	V						
Receiving	Store Name	Select	V		Issuing Store Name			٩						
StockTran	ockTransfer Status Select Workflow Status Pending for Receipt													
				GetDe	etails									
Results														
Results Sl. No.	Stock Transfer No.	ST Initiation Date	From Store	To Store	StockTransfer Raised By	Priority	Status	Workflow Status						
	Stock Transfer No. STRFTR0106180000006	ST Initiation Date	From Store Allopathic Store A TAUH	To Store Allopathic Store A Training Unit	Ву	Priority Normal	Status Approval in Progress	Workflow Status Pending with Store Incharge - Training Accounting Unit						
				Allopathic Store A Training	By	-		Pending with Store Incharge -						

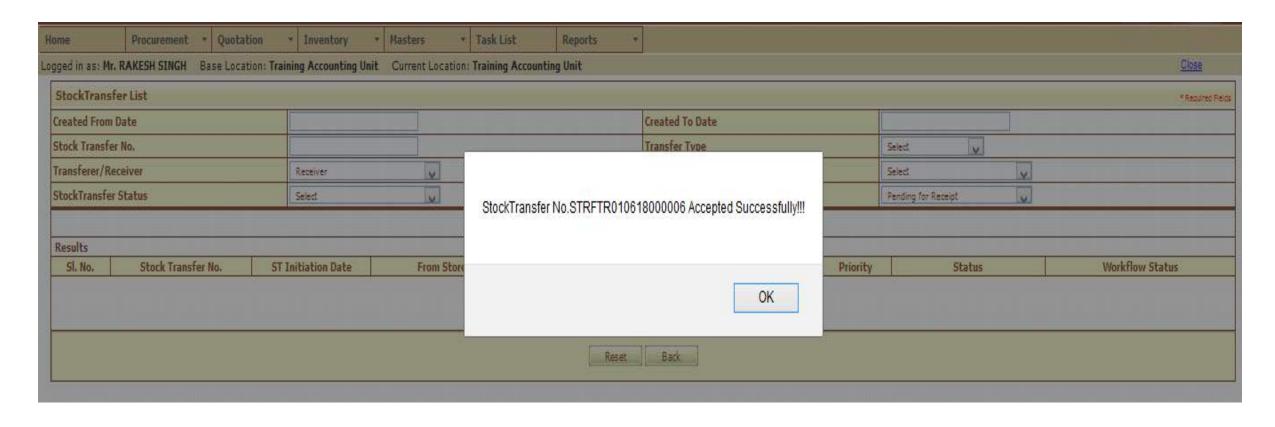
Select Non Receipt Reasons, Enter the Notings and Click on Accept Fields marked as * are mandatory





Stock Transfer No. Accepted successfully





Receiving Store Manager Login through myesic.esic.gov.in or gateway.esic.gov.in







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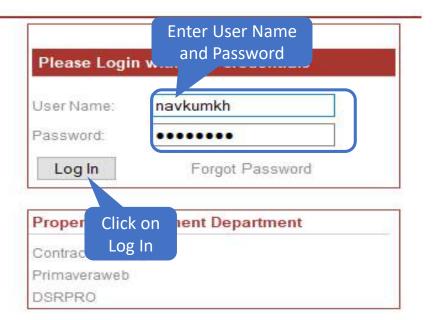
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54

Stock Transfer pending for Approval(Receipt) Path: MM 2.0 → Task List → Stock Transfer → Pending for Approval(Receipt)



Home	Procurement *	Quotation ▼ Inv	ventory 🔻	Masters ▼	Task List	Reports	_				
Logged in as: Mr. RA	AKESH SINGH Bas	e Location: Training Acc	counting Unit	Current Location: Ti	raining Accounting	Unit				Close	<u>e</u>
		Task List							^		
		Current Location	n : Training Acco	ounting Unit							
		Transactio			Pending Ac	tivity		Count	~		
			Pe	ending for Approval				7	^		
			Pe	ending for Commerci	als Evaluation Approv	<u>/al</u>		24			
		Quotation Respo	nse(QR)								
			Pe	ending for Approval				14			
		Re-Order Level(ROL)								
			Pe	ending for Approval				4			
		Stock Initializati	ion								
			Pe	ending for Approval				27			
			Se	ent Back				1			
		Stock Quarantine	e(SQ)								
			Pe	ending for Approval				4			
		Stock Transfer									
			Pe	ending for Approval				5			
			Pe	ending for Approval(Receipt)			1			
			Pe	ending for Issue				2			
			Se	ent Back	Click on Pen	iding for		9	~		
					Approval(R						

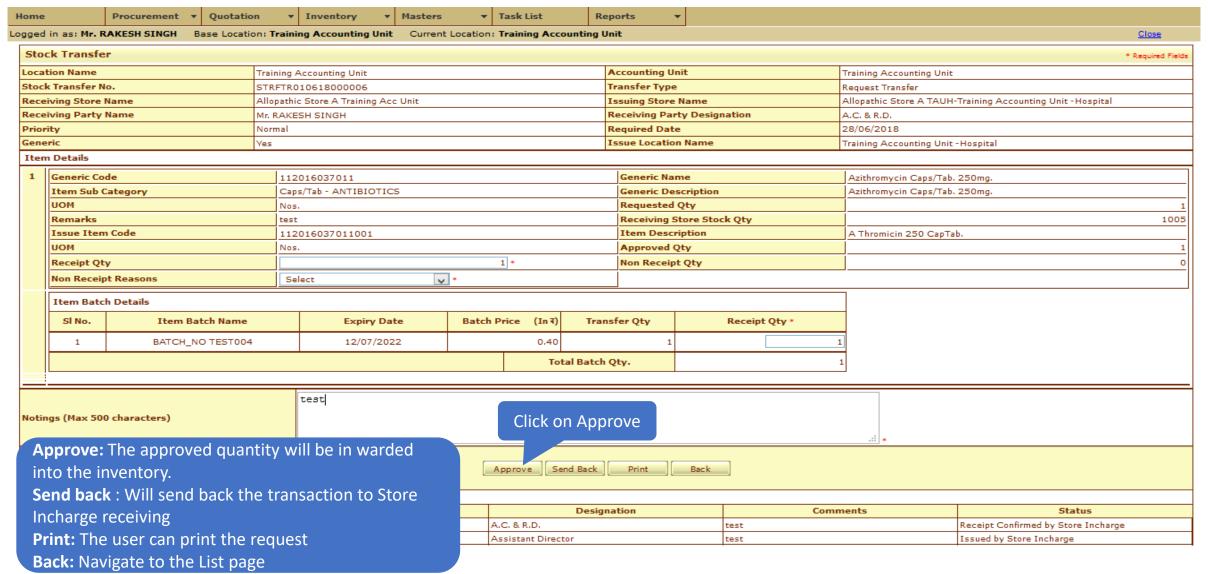
Receipt Process



Home	Pr	rocurement 🔻	Quotation 🔻	Inventory ▼	Masters ▼	Task List	Rep	ports •						
Logged in as:	Mr. RAKES	SH SINGH Bas	e Location: Training A	Accounting Unit	Current Location: Tr	raining Accou	nting Unit	1			Close			
StockTra	nsfer List										* Required Fields			
Created F	reated From Date Created To Date													
Stock Tra	nsfer No.					Т	ransfer Ty	/ре		Select v				
Transfere	er/Receive	er	Receiver	~	,	P	riority			Select	v			
Receiving	ceiving Store Name Select Issuing Store Name													
StockTran	StockTransfer Status Select Workflow Status Pending for Approval(Receipt)													
						Get Det	ails_]							
Results														
SI. No.	Stock 1	Transfer No.	ST Initiation Date	From Store	т	o Store	Stoc	ckTransfer Rai: By	sed Priority	Status	Workflow Status			
1	STRFTRO	010618000006	28/06/2018	Allopathic Store A TA	Allopathic Sto Unit	ore A Training A	Mr. RA	AKESH SINGH	Normal	Approval in Progress	Pending with Receiving Store Manager - Training Accounting Unit			
	1 - 1 OF										1 Go			
		Click on St Transfer I			(Reset	Back							

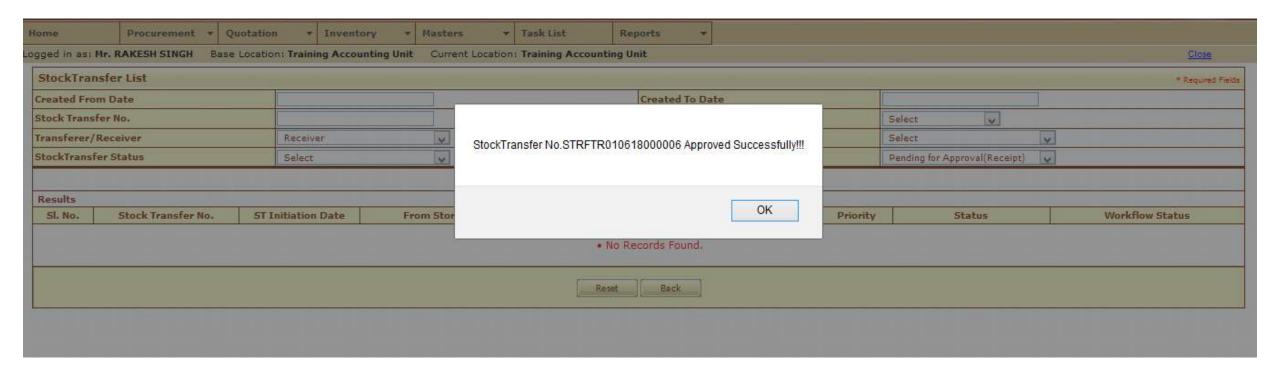
Enter the Notings and Click on Approve Fields marked as * are mandatory





Stock Transfer Approved successfully







Check List

Role: Stock Transfer DA/ Stock Transfer Approver

User Login through myesic.esic.gov.in or gateway.esic.gov.in





क राबी नि ESIC कर्मचारी राज्य बीमा निगम Employees' State Insurance Corporation

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ESIC IT Service Desk Helpline



S."

Web Portal-ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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Home	Applications	ERP Applications	Reports	Webmail	Change Password	<u>≅</u>	GOUT
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ESIC News	9	ERP FAQ				Industry News	
» Role of ESIC	in Deliveryof Benefits	Finance 2.0		from HQRS. Office		>> ESIC's PG institute from next year	
		Helpline				give 100 control	
Announceme	ents	Pension		inks		Reference Documents	
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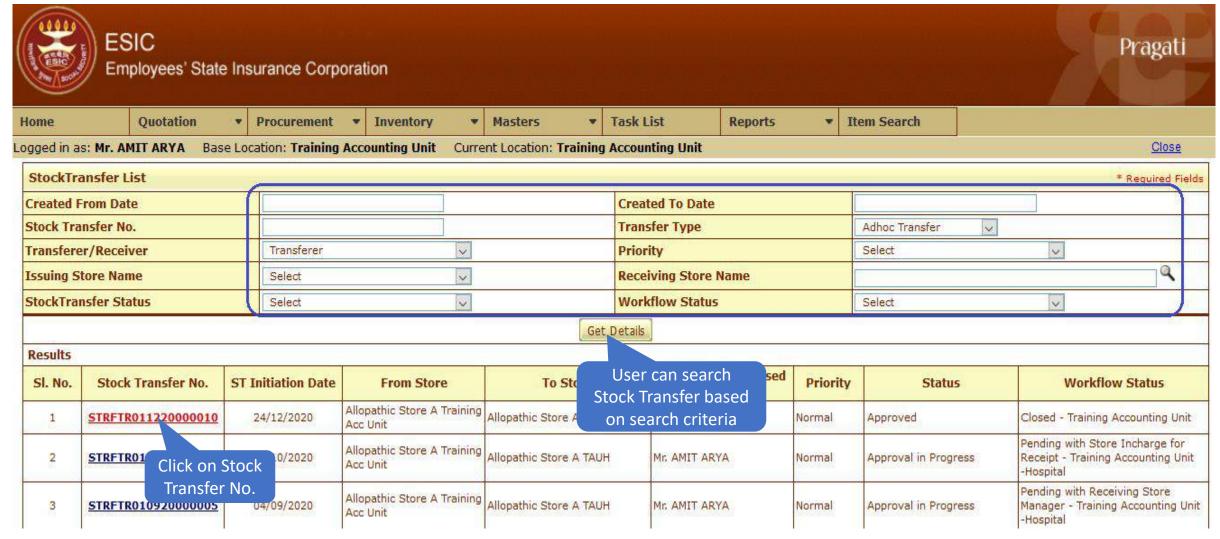
To Check Records of Generated Stock Transfer Path: MM 2.0 → Inventory → Stock Transfer → List





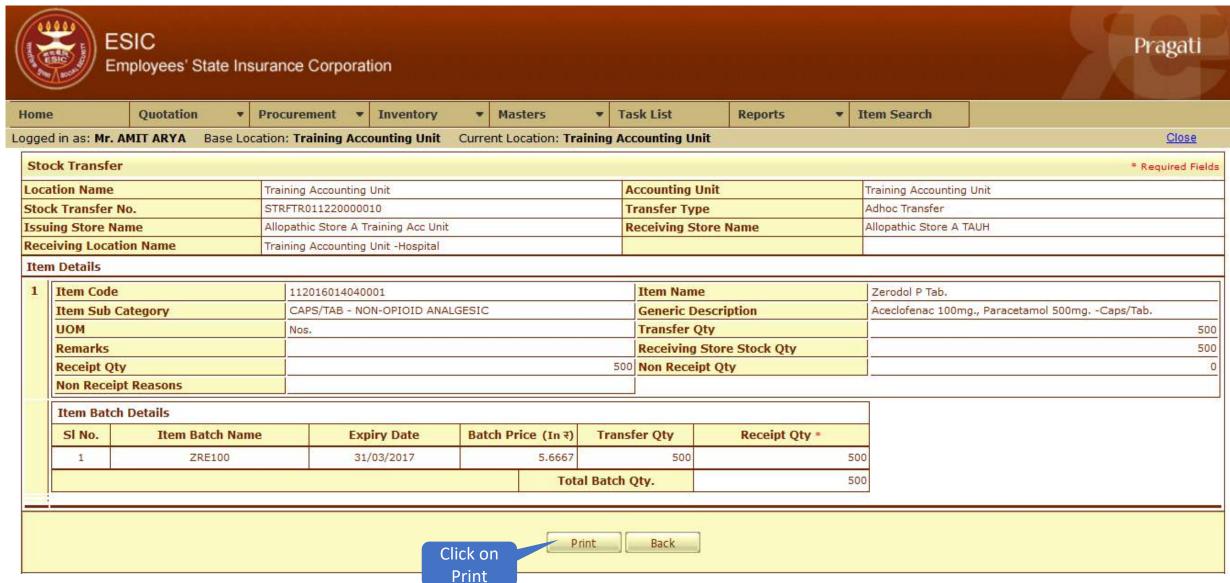
Search Stock Transfer No. with searching Criteria and Click on Request No.





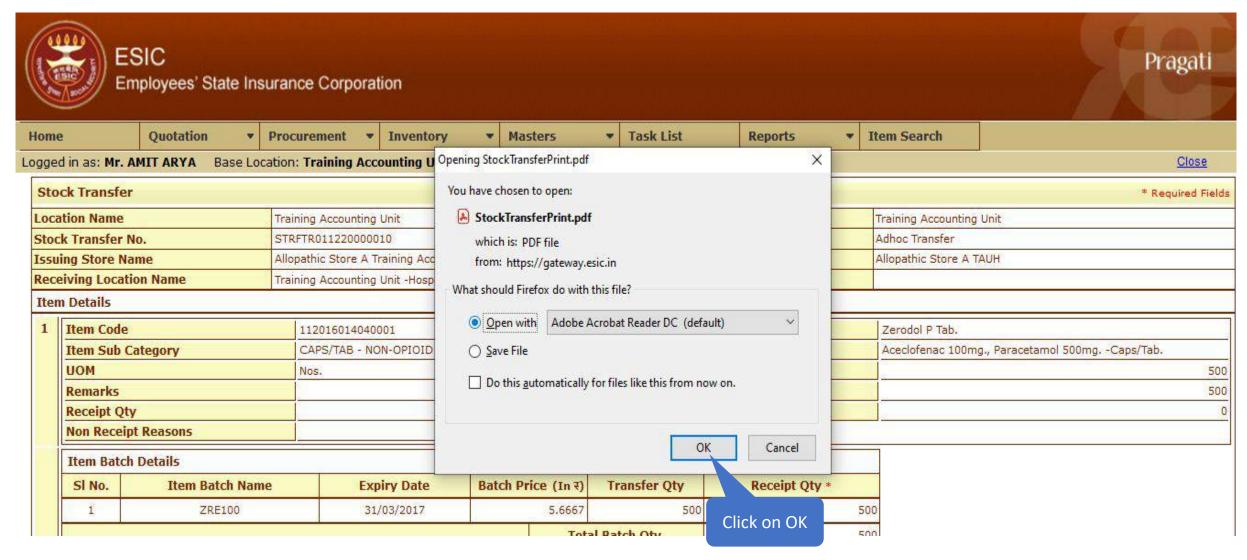
Check Record of Stock Transfer





Click on OK to view PDF format





Print View





EMPLOYEES' STATE INSURANCE CORPORATION

Training Accounting Unit

NA

Stock Transfer Report

Issue Store : STORE0000000015 - Allopathic Store A Training Acc

Unit

Despatch : Training Accounting Unit

Address: NA

Transfer Request No: STRFTR011220000010

Requested Date: 24/12/2020

Receiver Store : STORE0000000815 - Allopathic Store A TAUH

Receiver Location: Training Accounting Unit -Hospital

Address:

Issued Date: 24/12/2020

Item Details

SI	Category	Generic Name	Item Name	Requested Qty.	Issued Qty.	Batch No.	Expiry Date	Accepted Qty.	Rejected Qty.	Value (Rs.)	Reason For Rejecting
1	101001 - Allopathic	112016014040 - Aceclofenac 100mg., Paracetamol 500mgCaps/Tab.	112016014040001 - Zerodol P Tab.	0	500	ZRE100	31/03/2017	500	0	2833.35	

Item Summary / GatePass Details

SI No.	Item Name	Qty.
1	112016014040001 - Zerodol P Tab.	500

Receiver's Signature
Receiver's Signature

Date : Time : Date : Time :



Generate Report

Role: Stock Transfer DA/Stock Transfer Approver/HOA/Director General

Version 5.7 Last Revised On: 01-06-2025

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ESIC IT Service Desk Helpline



S."

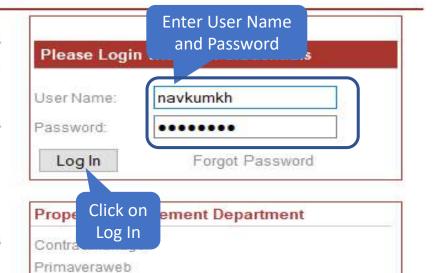
Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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DSRPRO

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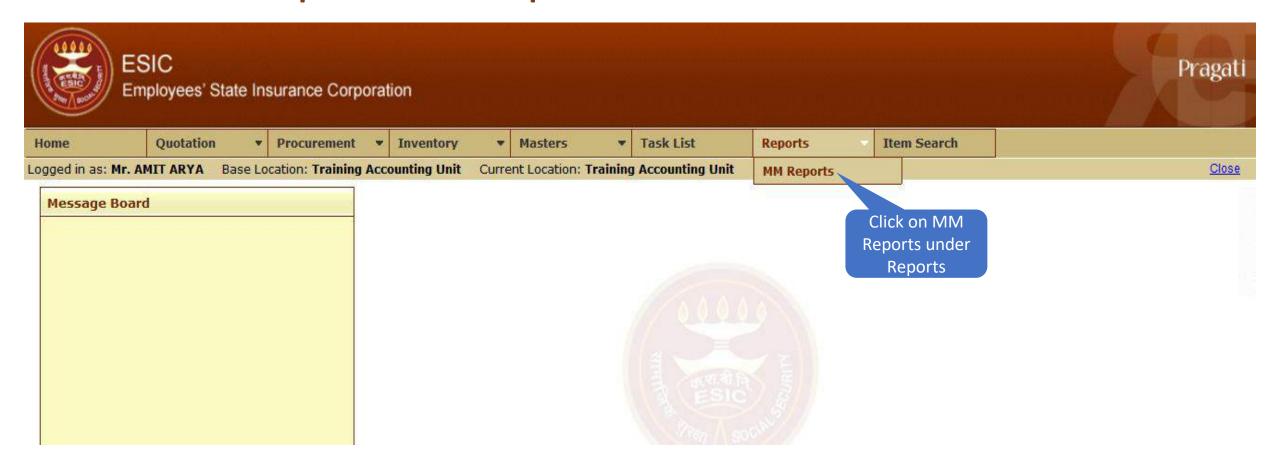


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ESIC News		Pension		ı		Industry News
>> Role of ESIC in Deliveryof Benefits		HRMS Support 2.0		s from HQRS. Of	fice	» ESIC's PG institute from next year
		HRMS 2.0				
Announcem	ents	Materials Management 2.0		Links		Reference Documents
Annexure - IX .doc Annexures - X-XI.pdf Annexures.pdf		Payroll 2.0		dia.gov.in	Click on Materials	Dhanwantri Pragati-ERP
		>> http://n		mohfw.nic.in Management 2.0		» Pragati-Insurance
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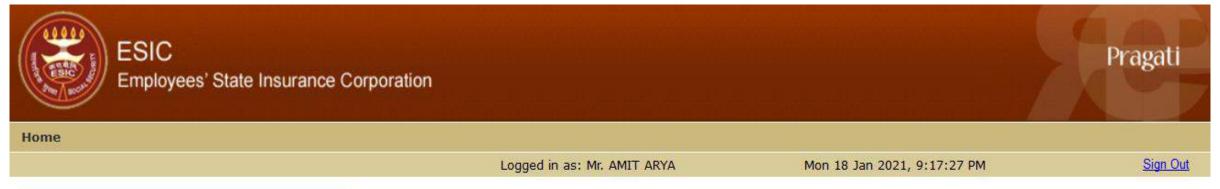
To check Stock Transfer Report Path: MM 2.0 → Reports → MM Reports





To check Stock Transfer Report click on Stock/Inventory





Stock/Inventory	Click on
MM Transaction Report	Stock/Inventory
Location	
Purchase	
Planning	

Version 5.7 Last Revised On: 01-06-2025

Click on Stock Transfer Report

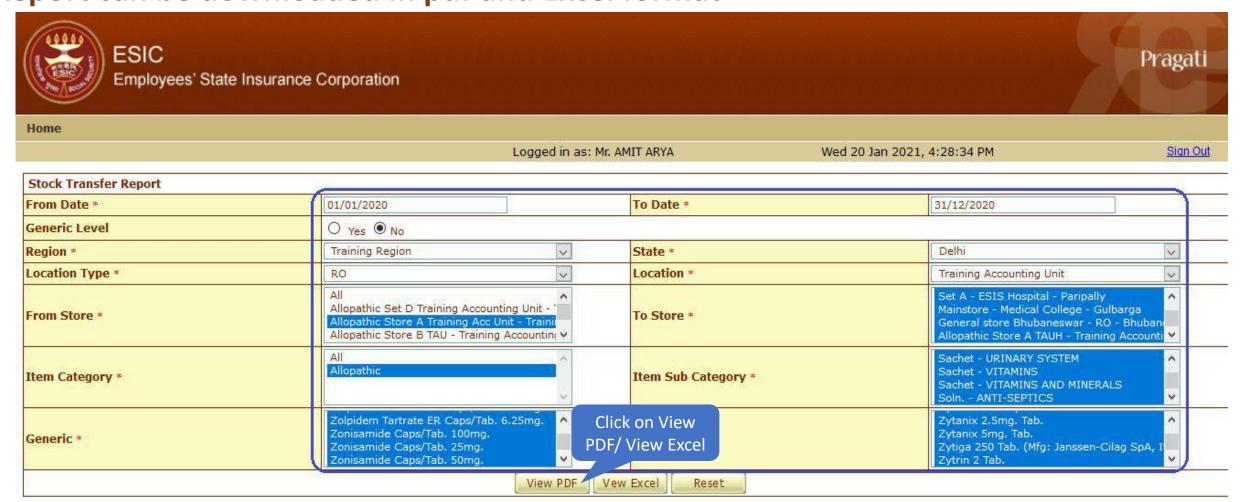


	Reorder Level Report						
	VED Classification Report						
	Item Wise PO Report						
==	Item Wise Rejection Report						
: -	Supplier Wise PO Report						
	Purchase Return to Supplier Report						
= -1.	Item Wise Expenditure						
	Location Wise Supplier						
= 1	Transaction Audit Trail						
= 1	Stock Transfer Report						
мм	Fransaction Report						
Loca	ition						
Purchase							

Click on Stock Transfer Report

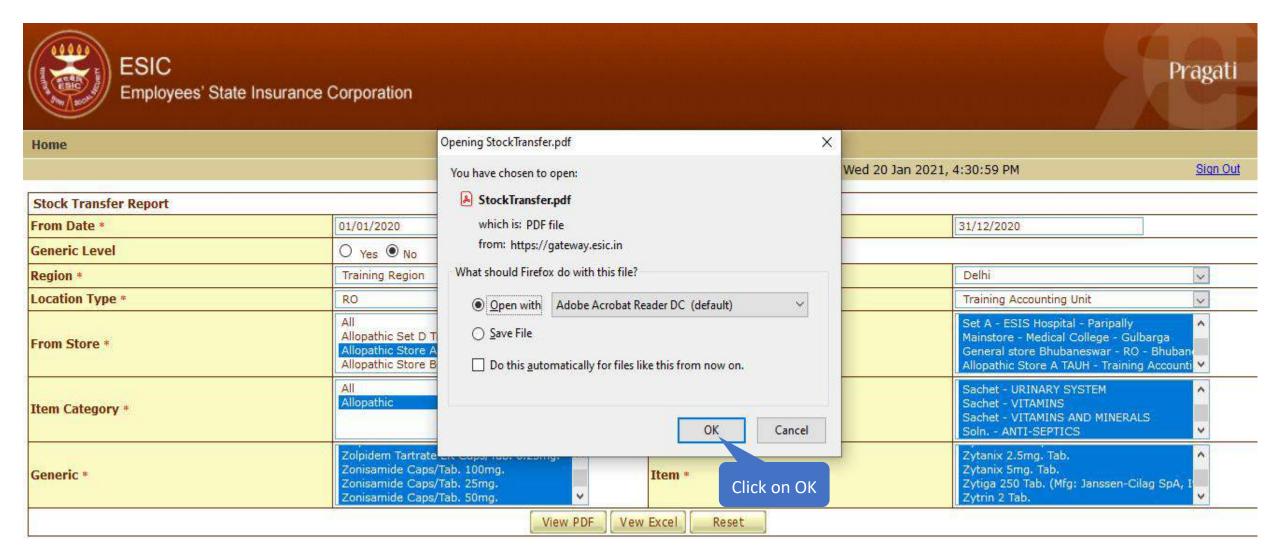
Select parameters to download report

From Date & To Date/ Generic Level/ Region/ State/ Location Type/ Location/ From Store/ To Store/ Item Category/ Item Sub Category/ Generic/ Item Report can be downloaded in pdf and Excel format



Click on OK to open Report in PDF Format





Stock Transfer Report – PDF Format





EMPLOYEES' STATE INSURANCE CORPORATION

Training Accounting Unit

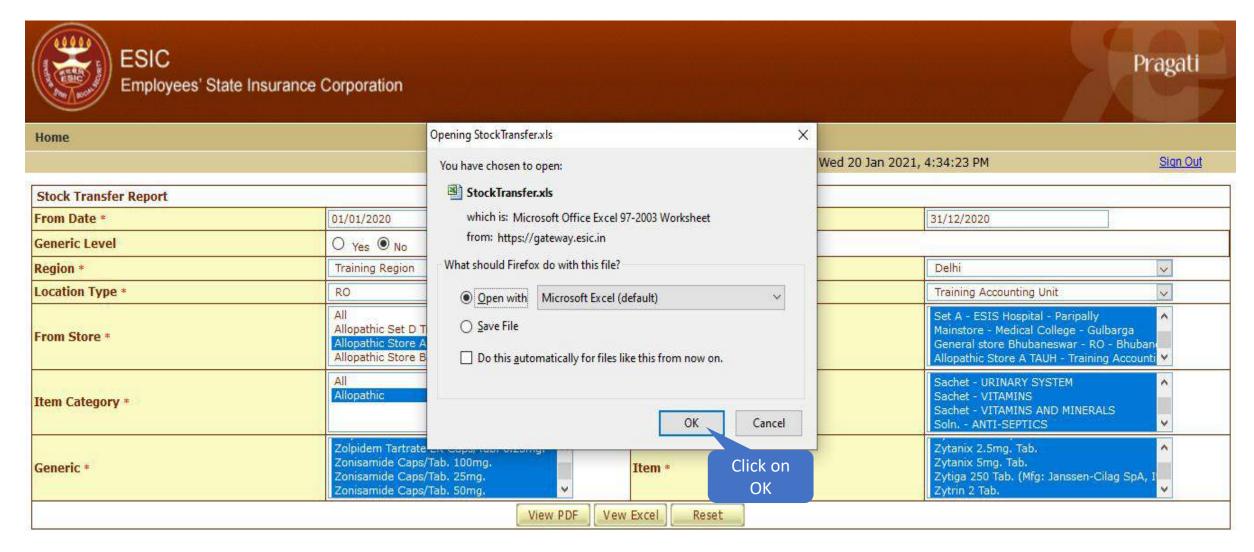
Stook Transfer Report

To Date :2020-01-01

S. No.	Transfer Date	Transfer No.	From Store	To Store	Generic	item	lesued Qty	Batch No	Batch Gty	Explry date	Unit Price	Total Cost
1	19/06/2020	STRFTR010620000002	Allopathic Store A Training Acc Unit - Training Accounting Unit	Allopathic Store A TAUH - Training Accounting Unit - Hospital	112005006001 - Chioroquine Caps/Tab. 250mg.	112006006001001 - Chloroquine Tab. 250mgBCPL	10	5477003	10	30/06/2018	1,000	10.000
								5477003	8	30/06/2018		
2	19/06/2020	STRFTR010620000002	Aliopathic Store A Training Acc Unit - Training Accounting Unit	Allopathic Store A TAUH - Training Accounting Unit - Hospital	112005006001 - Chioroquine Caps/Tab. 250mg.	†12006006001001 - Chloroquine Tab. 250mgBCPL	8	5477003	10	30/06/2018	1,500	12.000
								5477003	8	30/06/2018		
3	10/09/2020	STRFTR010920000005	Aliopathic Store A Training Acc Unit - Training Accounting Unit	Aliopathic Store A TAUH - Training Accounting Unit - Hospital	112016033006 - Ranitidine Caps/Tab 300mg.	o. 112016033006005 - Ranibidine Tab. 300mg.	100	xyz	100	31/08/2019	1.000	100.000
4	08/10/2020	STRFTR011020000007	Allopathic Store A Training Acc Unit - Training Accounting Unit	Allopathic Store A TAUH - Training Accounting Unit - Hospital	112016033006 - Rantidine Caps/Tab 300mg.	o. 112016033006005 - Ranitidine Tab. 300mg.	100	xyz	100	31/08/2019	1.000	100.000
5	24/12/2020	STRFTR011220000010	Aliopathic Store A Training Acc Unit - Training Accounting Unit	Allopathic Store A TAUH - Training Accounting Unit - Hospital	112016014040 - Aceclofenac 100mg Paracetamol 500mg, -Caps/Tab.	112016014040001 - Zerodol P Tab.	500	ZRE100	500	31/03/2017	5.667	2833,000
6	24/12/2020	STRFTD11220000001	Aliopathic Store A Training Acc Unit - Training Accounting Unit	Allopathic Store A TAUH - Training Accounting Unit - Hospital	112006011001 - Albendazole Caps/Tab. 400mg.	0000004688 - Albendazole Tab. 400mg, -HAL	200	0018	200	30/11/2020	0.850	170.000
7	24/12/2020	STRFTD11220000001	Aliopathic Store A Training Acc Unit - Training Accounting Unit	Allopathic Store A TAUH - Training Accounting Unit - Hospital	112010014009 - Temozolomide Caps/Tab. 100mg.	112010014009001 - Temozoiomide Caps. 100mg.	100	J253	100	31/03/2019	10.000	1000.000

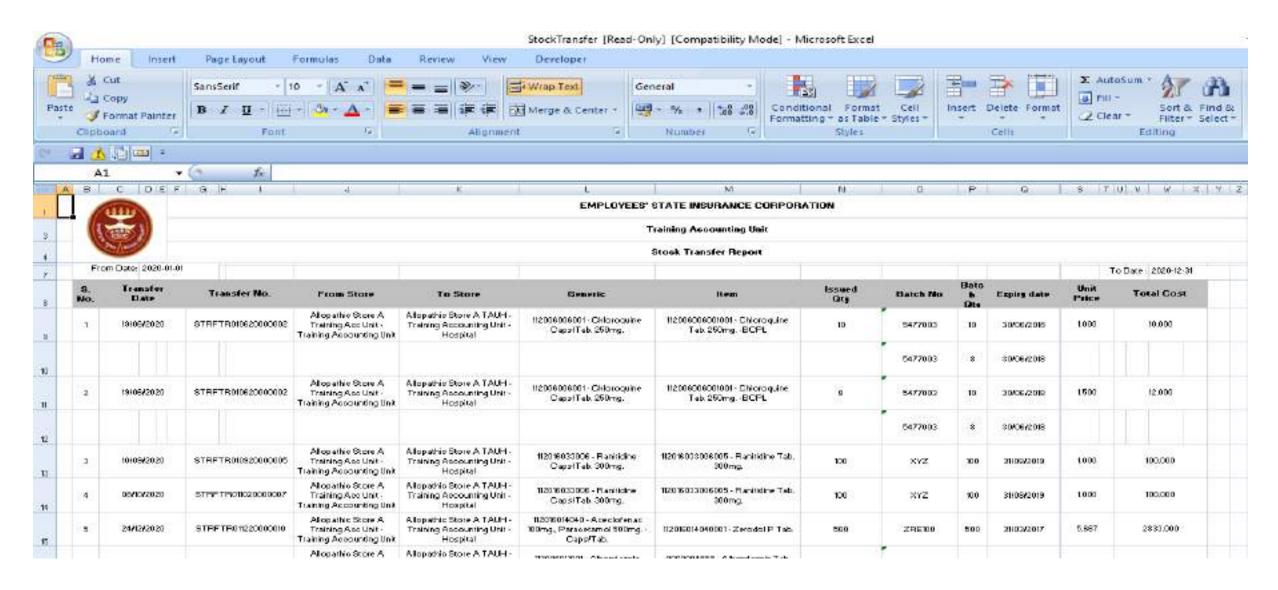
Click on OK to open Report in Excel Format





Stock Transfer Report – Excel Format





Notes



-List: All past and present records are available under List option for the transaction on search.

-Task List: All the pending request will be available for the logged in user under Task List for all transactions.

-Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History.

-Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Goods Receipt Note

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

Goods Receipt Note – Overview



Goods Receipt note is generated when the supplier dispatches items w.r.t. Purchase order released and goods are received at the respective ESIC location. The dispatched materials are sent with Delivery challan which will carry the reference to the Purchase order number against which delivery is being made.

Pre-Requisites for the Transaction

- Store has to create for the Location.
- User needs to mapped in store purchase group details.
- All the respective users needs to be get mapped in User management for MM 2.0.
- Item category and master should be available for the location.

Goods Receipt Note – Overview



Post Condition of the Transaction:

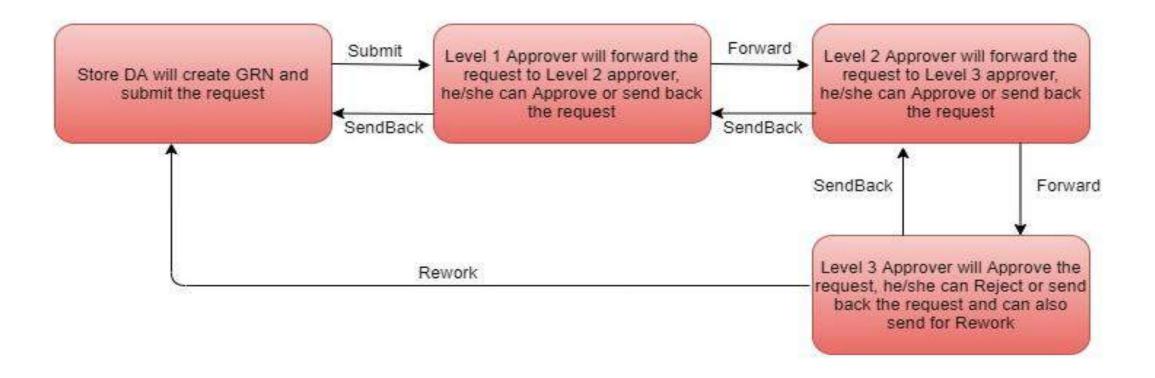
After completion of the all the levels of approval, approved GRN will proceed for generation of Invoice and stock will increase in the store.

Process Flow: Assigned user for Creation \rightarrow Verifier 1 \rightarrow Verifier 2 \rightarrow Verifier 3 \rightarrow Physical Verifier (Nominated user by Authorized officer *if any*).

The purchase DA will create and submit the transaction then it will proceed to Verifier/approver1 task list for verification, after the first level of Verification the work flow would be depend upon the user i.e. if user clicks on forward then it will move to 'Verifier/approver2' for further action but if it clicks on 'Approve' then it will get approved. At any stage of approval process, the approver can nominate/depute an individual to do the physical verification. Once the transaction has been forwarded to assigned user then after approval from the physical verifier the transaction will be complete and stock will get increase in the store.

Goods Receipt Note – Workflow



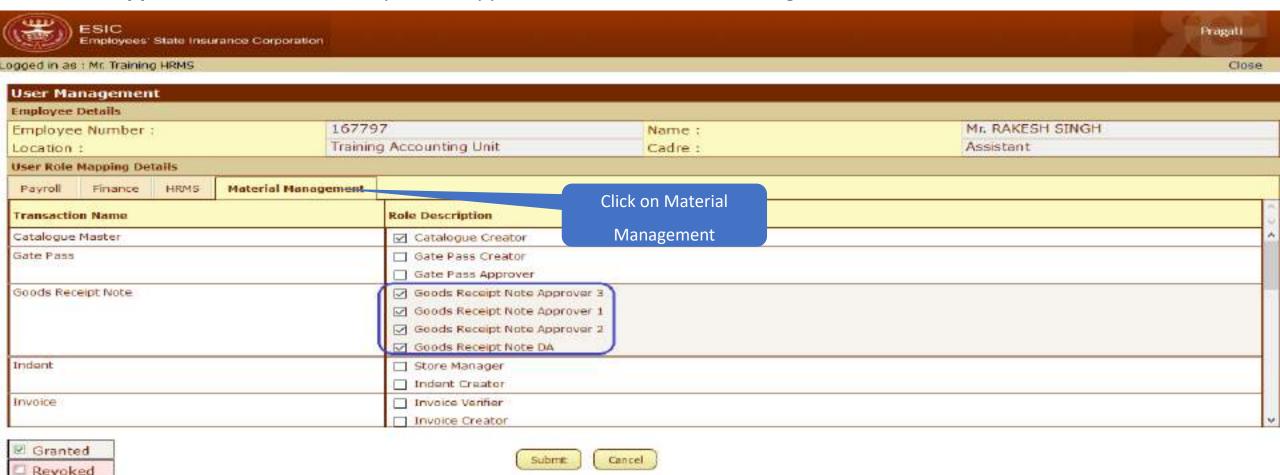


Role for Goods Receipt Note Transaction under User Management Module



User Roles mapping:-

- Creator Role: Goods Receipt Note DA under Material Management tab.
- Verifier Role: Goods Receipt Note Approver 1 & Approver 2 under Material Management tab.
- Final Approval Role: Goods Receipt Note Approver 3 under Material Management tab.





Goods Receipt Note Process Flow



Creation of Transaction

Role: Goods Receipt Note DA

Version 1.2 Last Revised On: 01-06-2025

GRN DA Login through myesic.esic.gov.in or gateway.esic.gov.in







Enter User Name and Password in Text Box

utials

Click on Log In Button

Please Login with your cr

amitarya

..........

Forgot Password

Department

User Name:

Password:

DSRPRO

LogIn

Property Managem

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» Annexures.p	10,000 to 2000		>> http://n	ohfw.nic.in	Management 2.0	» Pragati-Insurance
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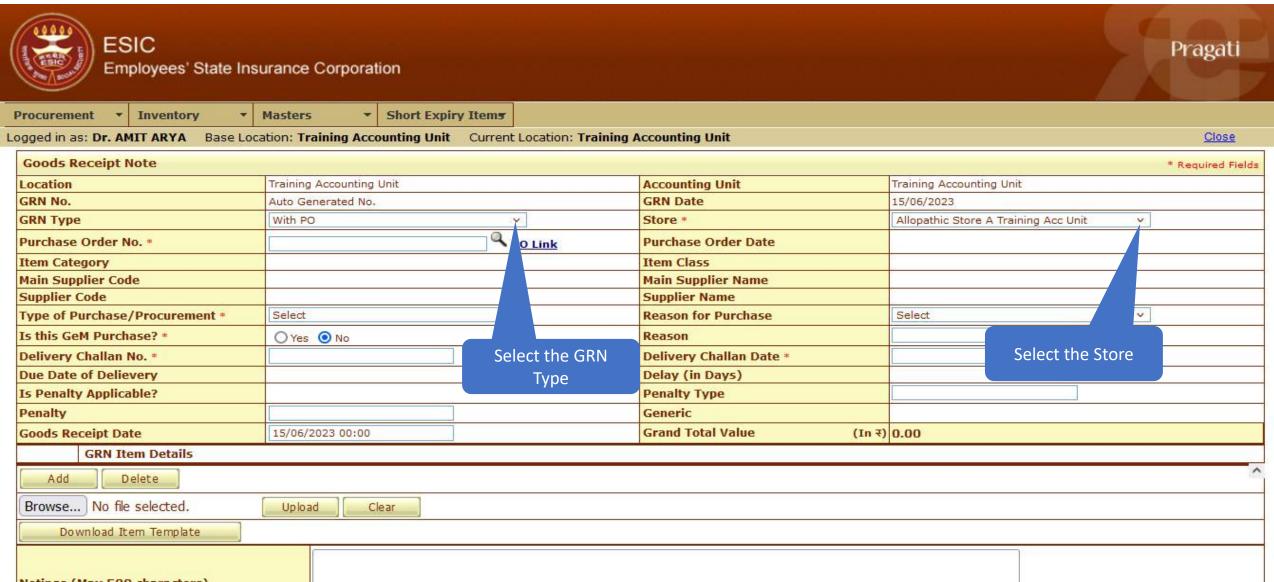
To Generate Goods Receipt Note by Creator Path: MM 2.0 → Inventory → Goods Receipt Note → Create New





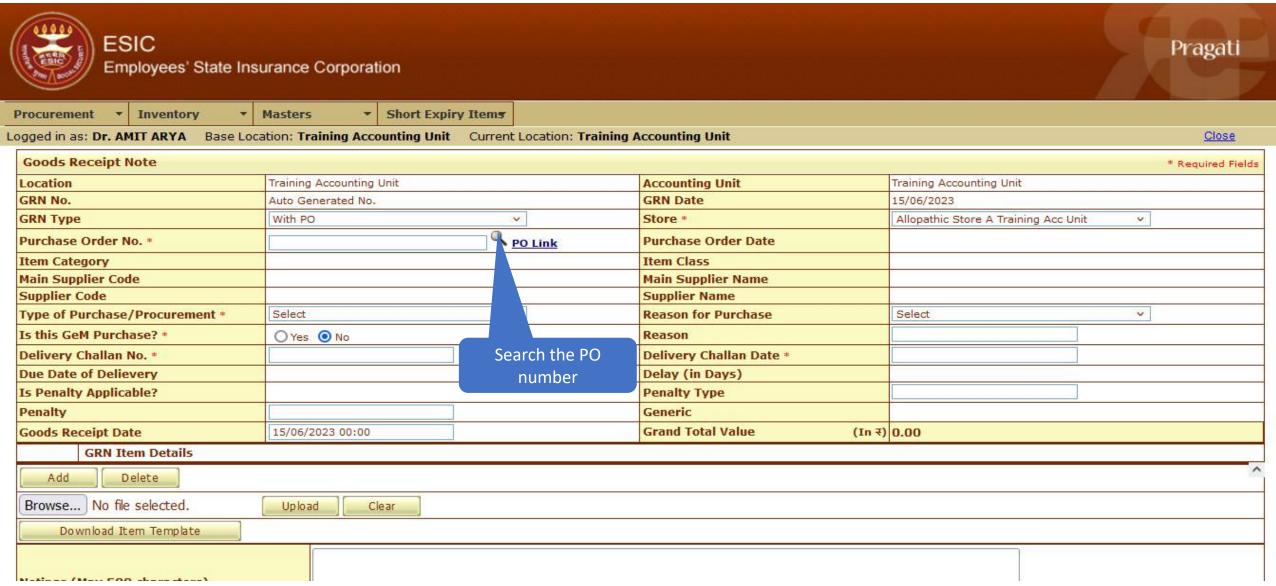
Select the GRN Type, Store and Item Category from drop down Fields marked as * are mandatory





Search the Purchase Order No. Fields marked as * are mandatory





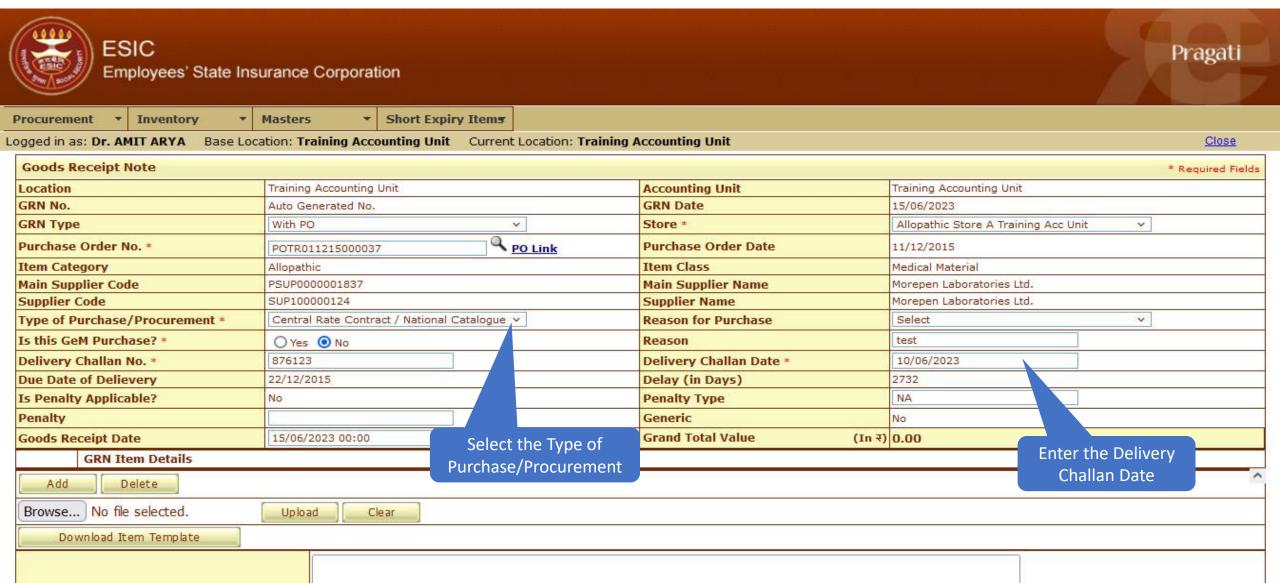
Search the Purchasing Order by searching criteria



Purchase (Order Search	-20 - 20			50				
PO No.	00037	From Date		To Date	15/06/2023				Pragati
Supplier Code		Supplier Name				-			
			Search						
Live Purch	ase Order Details					71			
Sl. No	PO No.	PO Date	Supplier Co	ode Su	plier Name	Is Closed			Close
1	POTR011215000037	11/12/2015	5 SUP100000	124 Moreper	Laboratories Ltd.	No			* Required Fields
1 -	- 1 OF 1				1 G	0	7	Training Accounting Unit	Note that I have
17 17								15/06/2023	
			Close					Allopathic Store A Training Acc Unit	
							2		
N. B.: On	<mark>ly live/oper</mark> Select t	the PO No.	ayed.						
		the list							
								Select	v
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		F						34	

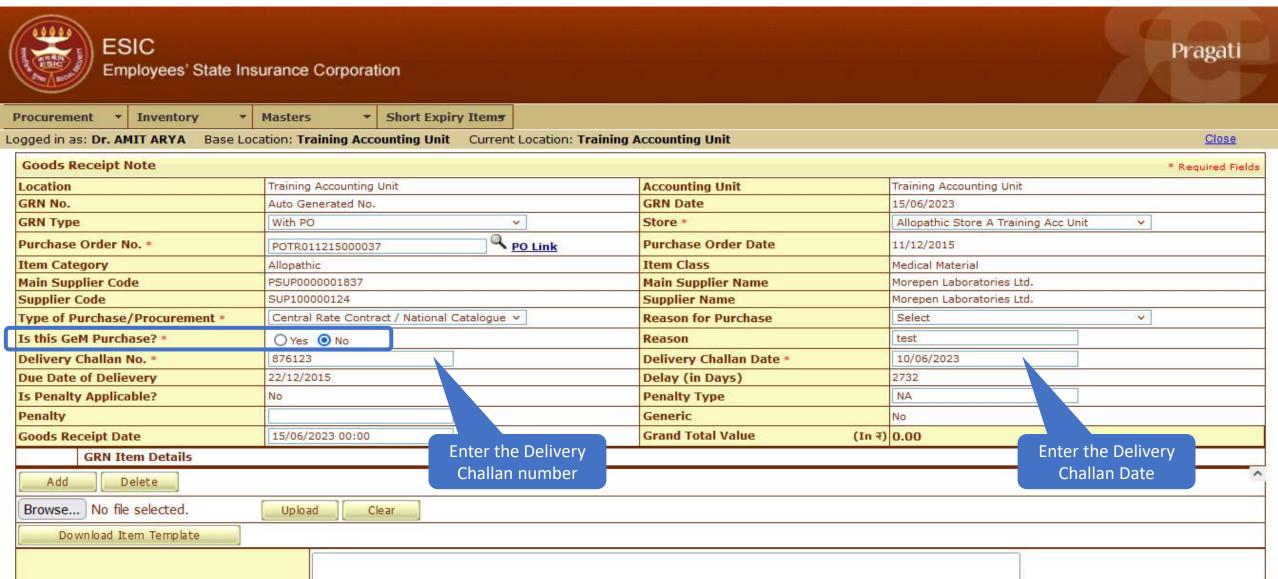
Select the Type of Purchase/Procurement from drop down Fields marked as * are mandatory





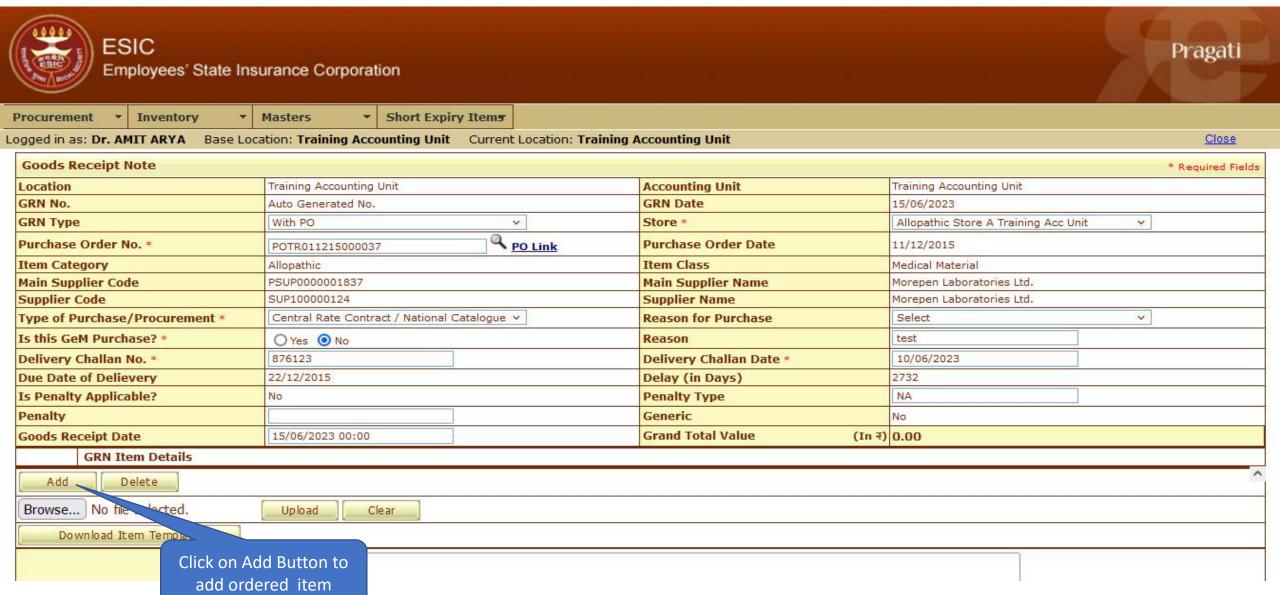
Enter the Delivery Challan No. and Delivery Challan Date Fields marked as * are mandatory





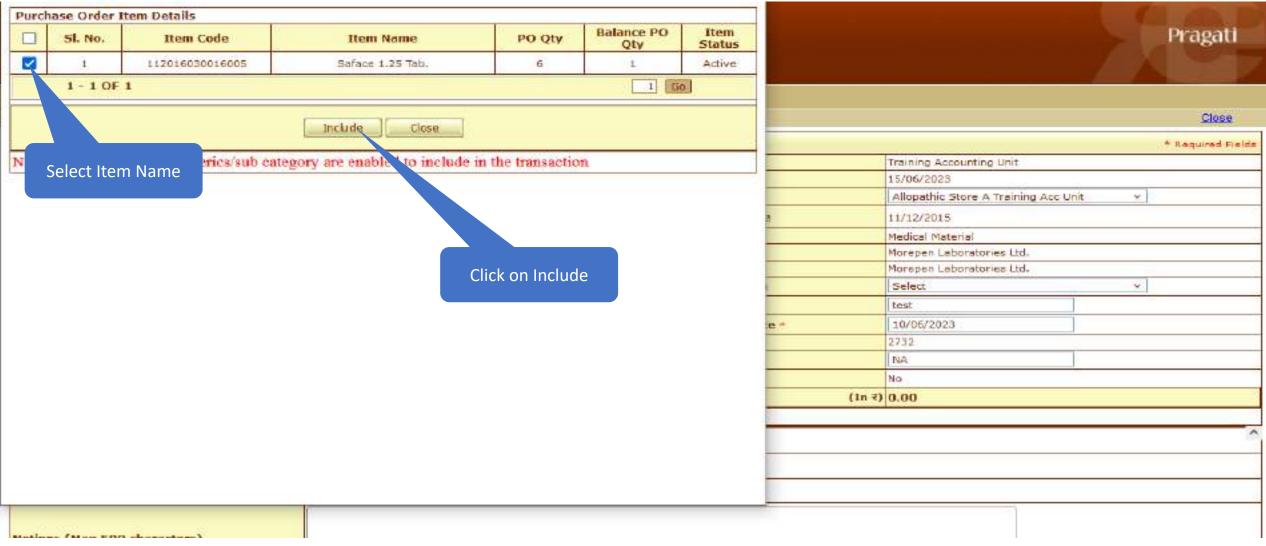
Click on Add Button to add ordered item





Select Item Name and Click on Include





Select Shelf Life for Medical Items Fields marked as * are mandatory



Proc	urement 💌	Inventory *	Masters	▼ Short Exp	oiry Item s							
Logge	d in as: Dr. Al	MIT ARYA Base Lo	cation: Training A	ccounting Uni	it Current	Location	n: Training Accounti	ng Unit				
Good	s Receipt No	ote										
Locati	on		Training Accou	nting Unit				Accounting Unit		Training Accounting Unit		
GRN N	0.		Auto Generate	l No.				GRN Date		15/06/2023		
GRN T	уре		With PO			~		Store *		Allopathic Store A Training Acc Ur	nit v	
Purcha	ase Order No.	. *	POTR0112150	00037	٩	PO Link	<u> </u>	Purchase Order [Date	11/12/2015		
Item (Category		Allopathic					Item Class		Medical Material		
Main S	Supplier Code	!	PSUP00000018	37				Main Supplier Na	me	Morepen Laboratories Ltd.		
Suppli	er Code		SUP100000124					Supplier Name		Morepen Laboratories Ltd.		
Туре	of Purchase/F	Procurement *	Central Rate (Contract / Nation	nal Catalogue	~		Reason for Purch	ase	Select	~	
Is this	GeM Purchas	se? *	O Yes O No					Reason		test		
Delive	ry Challan No	0. *	876123					Delivery Challan	Date *	10/06/2023		
Due D	ate of Delieve	ery	22/12/2015					Delay (in Days)		2732		
Is Pen	alty Applicab	le?	No					Penalty Type		NA		
Penalt	У							Generic		No		
Goods	Receipt Date	9	15/06/2023 00	15/06/2023 00:00					e (In ₹)	0.00		
	GRN Ite	m Details										
	Item Code		11201603	30016005				Item Name		Saface 1.25 Tab.		
_	Item Descrip	ption	SAFACE :	.25				Inventory Type	1			
1	Generic Cod	e	11201603	0016				Generic Name		Ramipril Caps/Tab. 1.25mg.		
	Item Sub Ca	tegory	Caps/Tab	- ANTI-HYPERT	ENSIVES			Manufacturer/C	DEM			
	UOM		Nos.					Packaging		10 Tabs.		
	Purchase Or	der Quantity						Purchase Order	r Balance Quantity			
	Missing Item	1						Damaged Quan	tity			
	Total Value		(In ₹)				0.0	Remarks				
	Minimum Sh	elf Life Required? *	O 7/8th	O 5/6th O 3	3/4th O 1/2	NA						
	Item Batch I	Details							Note:- Shelf Life is re	equired for Medical Items	purchased.	
		-										

Click on Add Row to add Batch details Fields marked as * are mandatory



Goods	s Receipt Date	15/	06/2023 00:00		C	Grand Total Va	ilue (In ₹)	0.00			
	GRN Item Details										
	Item Code		112016030016005			Item Name		Saface 1.25	Tab.		
_	Item Description		SAFACE 1.25			Inventory Ty	pe				
1	Generic Code		112016030016			Generic Nam	e	Ramipril Cap	s/Tab. 1.25mg.		
	Item Sub Category		Caps/Tab - ANTI-HYPERTEN	SIVES		Manufacture	r/OEM				
	UOM		Nos.			Packaging		10 Tabs.			
	Purchase Order Quantity	у			6	Purchase Or	der Balance Quantity				
	Missing Item					Damaged Qu	antity				
	Total Value	(In ₹))		0.00	Remarks					
	Minimum Shelf Life Requ	iired? *	O 7/8th O 5/6th O 3/4	th O 1/2							
	Item Batch Details										
		Sl. No.		Batch	n Name *		Mfg. Date		Expiry	Date	
	Note :If Model/Serial No not	available user ma	y write 'NA'				·				
	<										
					Total Batch (ty.	0	Total	Batch Value		
	Add Row Delete Row										
A	Add Delete										
Brow	se No file selected.	Upload	d Clear								
	Download Item Template										
Noting	gs (Max 500 characters)		Click on Add Button add Batch Details					//	*		
					Submit	Reset					

Search the Batch Name Fields marked as * are mandatory



	GRN Item Details										
	Item Code		112016	5030016005		Item Name		Saface 1.25	Tab.		
	Item Description		SAFACE	E 1.25		Inventory Type					
1	Generic Code		112016	5030016		Generic Name		Ramipril Cap	s/Tab. 1.25mg.		
	Item Sub Category		Caps/T	ab - ANTI-HYPERTENSIVES		Manufacturer/O	EM				
	UOM		Nos.			Packaging		10 Tabs.			
	Purchase Order Quanti	ty			6	Purchase Order	Balance Quantity				
	Missing Item					Damaged Quanti	ty				
	Total Value	(In ₹)			0.00	Remarks					
	Minimum Shelf Life Req	uired? *	0 7/8	8th							
	Item Batch Details										
		Sl. No.	Mfg. Date		Expiry	Date					
		1		٩							
	Note :If Model/Serial No no	t available user may	write 'I	NA'							
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					Total Batch 🕻		0	Total	Batch Value		
	Add Row Delete Rov	V.									
_	Add Delete					Search the	Batch				
_						Nam					
Brow	vse No file selected.	Upload		Clear		Maiii	6				
	Download Item Template										
Notin	gs (Max 500 characters)							ſħ.	*		
					Submit	Reset					

For new Batch creation click on Add Batch



71	n			alue (In-	*) 0.00				
Item	Batch Search Criteria		Search	1	-				
Searc	Batch Name ch Result		Search		-	Saface 1.25	Tab.		
					уре				
SI. No.	Item Batch Name	Mfg. Date	E	xpiry Date	ne	Ramipril Car	os/Tab. 1.25mg.		
1	P50012	01/01/2015	31/12/2016		er/OEM				
2	P50022	01/02/2015	31/01/2017			10 Tabs.			
3	P50046	01/06/2015	31/05/2017		rder Balance Quantity	i —			
4	P50067	01/08/2015	31/07/2017		uantity				
5	P50083	01/10/2015	30/09/2017						1
6	P50104	01/11/2015	31/10/2017						
7	P60045	01/03/2016	28/02/2018						
8	ONG010		30/09/2023						
9	DEFAULT-BATCH		31/12/2050				I		
	1 - 9 OF 9			1 Go	Mfg. Date		Expiry	Date	
		Add Batch Refresh Clos					'		
		Add Baccii Refresii Clos	96						
						0 Tota	l Batch Value		
		Click on Ad	ld Batch						

Add Batch Item click on Add Row



					aiue	(1n ⊀)	0.00		
dd Item Batch									
	Sl. No.	Batch Name *	Mfg. Date	Expiry Date					
1 d D - l -	t- P	Out with					Saface 1.25	Tab.	
Add Row Dele	ete Row	Submit Close			ype				
					ne		Ramipril Cap	s/Tab. 1.25mg.	
					er/O	EM			
							10 Tabs.		
					rder	Balance Quantity			
	Click c	on Add Row			uanti				
	CHOICE	in that he w							
						Mfg. Date		Expiry	Date
						0	Tota	l Batch Value	

Enter the Batch Name and select its Expiry Date Fields marked as * are mandatory



					alue	(1n *)	0.00			
Add Item Ba	tch									
	Sl. No.	Batch Name *	Mfg. Date	Expiry Date						
	1	BATCH2023		30/06/2024			Saface 1.25	Tab.		
					ype					
Add Row	Delete Row	Submit Close			ne		Ramipril Cap	s/Tab. 1.25mg.		
					er/Ol					
							10 Tabs.			
						Balance Quantity				
					uanti	ty				
		Click on S	Submit							
						Mfg. Date		Expiry	Date	T
										Τ
						0	Total	l Batch Value		
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Item Batch Inserted successfully



		aiue (111 4) U.UU			
			Saface 1.25 Ta	ab.		
		уре				
		ne	Ramipril Caps	/Tab. 1.25mg.		
		er/OEM				
		-d n-l O	10 Tabs.			
		rder Balance Quantity				
		uantity				
	-					
						=
gateway.esic.in						
		Mfg. Date		Expiry [Date	
Item Batch Inserted Successfully!!!						\top
	ОК					
		C	Total I	Batch Value		

Search the Batch Name and select the Batch Name



							\ .,	10.00			
tem	Batch Search Criteria										_
	Batch Name	BATCH2023		Search							
Searc	h Result							Saface 1.25	Tab.		
_		Mf- D-t-		F	D-t-	уре					
SI. No.	Item Batch Name	Mfg. Date			ry Date	ne		Ramipril Cap	s/Tab. 1.25mg.		
	BATCH2023		30/06	/2024		er/OEM					
	1 - 1 OF 1				1 Go			10 Tabs.			
						rder Balanc	e Quantity				
		[Add Batal Batal	Class			uantity					
		Add Batch Refresh	Close								
	Click	on Item Batch									
		Name									=
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											_
							0	Tota	l Batch Value		
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Scroll the bar to Right direction Fields marked as * are mandatory



Goods	Receipt Date	1	5/06/2023	3 00:00		1	Grand Total Value	(In ₹	0.00			
	GRN Item Details											
	Item Code			6030016005			Item Name		Saface 1.25	Tab.		
1	Item Description			Œ 1.25			Inventory Type					
•	Generic Code		11201	6030016			Generic Name		Ramipril Cap	s/Tab. 1.25mg.		
	Item Sub Category		Caps/	Tab - ANTI-HYPERTENS	SIVES		Manufacturer/O	EM				
	UOM		Nos.				Packaging		10 Tabs.			
	Purchase Order Quanti	ty					Purchase Order	Balance Quantity				
	Missing Item						Damaged Quant	ity				
	Total Value	(In	₹)			0.00	Remarks					
	Minimum Shelf Life Req	juired? *	0 7/	8th 0 5/6th 0 3/4t	h 🔾 1/2 💿 NA							
	Item Batch Details											
		SI. No			Batch Na	ıme *		Mfg. Date		Expiry	Date	
		1			BATCH2023	٩				30/06/2	2024	
	Note :If Model/Serial No no	t available user r	nay write	'NA'								
	<											
						Total Batch	Qty.	0	Tota	l Batch Value		
	Add Row Delete Row	w_]										
A	dd Delete											
Brow	se No file selected.	Upl	oad	Clear	Carall to Diabt	Cido						
	Download Item Template				Scroll to Right	Side						
Noting	gs (Max 500 characters)								li.	*		
						Submit	Reset					

Enter the Received Qty. and MRP Fields marked as * are mandatory



] GR	RN Item	Details										
	Item C	Code		1120160	30016005			Item Name		Saface 1.25 Ta	зЬ.		^
_	Item D	Descript	tion	SAFACE :	1.25			Inventory Type					
1	Generi	ic Code		1120160	30016			Generic Name		Ramipril Caps	/Tab. 1.25mg.		
	Item S	Sub Cate	egory	Caps/Tal	b - ANTI-HYPERTENSIVE	S		Manufacturer/0	DEM				
	UOM			Nos.				Packaging		10 Tabs.			
	Purcha	ase Orde	er Quantity				6	Purchase Order	Balance Quantity				1
	Missin	ıg Item						Damaged Quant	tity				
	Total \	Value	(∃n ₹)				100.00	Remarks					
	Minimu	um Shel	lf Life Required? *	O 7/8tl	h 🔾 5/6th 🔾 3/4th () 1/2 ⊙ NA							
	Item F	Batch De	etails										
			Expiry Date		Rcvd. Qty	. *	Gift (Qty.	MRP *	(In ₹)	Discount (9	%) Di	^
	30/06/2024 1								100.00				×
			,,			J							V
	<											>	*
							Total Batch Q	ty.		Total B	atch Value	100.	.00
	Add R	Row	Delete Row										
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						—— Er	nter the Receiv	red		nter the U	nit Price		
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	Downloa	ad Item Te	empla te				ζ.,						
Notin	gs (Max	x 500 ch	aracters)										
							Submit	Reset					

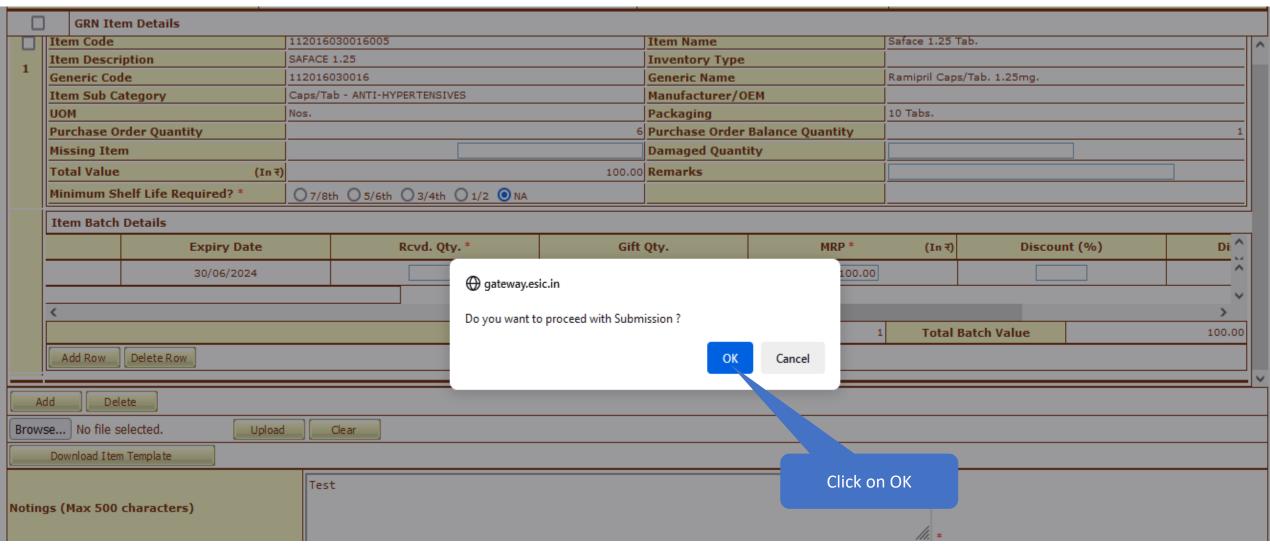
Enter the Notings and Click on Submit Fields marked as * are mandatory



		GRN Ite	em Details										
	Ite	m Code		112016030016005			Item Name		Saface 1.25 Tab.				^
_	Ite	m Descr	iption	SAFACE 1.25			Inventory Type						
1	Gei	neric Cod	de	112016030016			Generic Name		Ramipril Caps/Tab. 1.25mg.				
	Item Sub Category			Caps/Tab - ANTI-HYPERTENSIVES			Manufacturer/OEM						
	UO						Packaging		10 Tabs.				
	Pur	rchase 0	rder Quantity				Purchase Order Balance Quantity		1				
	Mis	sing Ite	m				Damaged Quantity						
	Tot	tal Value	(In₹)	100.00			Remarks						
	Minimum Shelf Life Required? *			○ 7/8th ○ 5/6th ○ 3/4th ○ 1/2 ○ NA									
	Item Batch Details												
		Expiry Date		Rcvd. Qty. *		Gift Qty.		MRP *	(In ₹)	Discour	it (%)	Di: ^	
	Г	30/06/2024			1			100.00				^	
				·		•						~	
	<											>	
				Total Batch Q			ty. 1		Total Batch Value			100.00	
Add Row Delete Row													
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Brov	vse	No file s	selected. Upload	Clear									
Download Item Template													
Test													
Notir	nas (I	May 500	characters)										
	.g. (.	Hux 500	charactersy						/				
				Click on Submit Submit Reset									
N. B:	РО Ва	alance Qu	antity shown, is realtime quanti	ty after deducting the	quantity against the iter	m from the GRN that	are in progress and	d approved.					
N.B: I	Vomer	nclature of	f one or more items have been	updated. Visit Item	Change Report for details	5.							

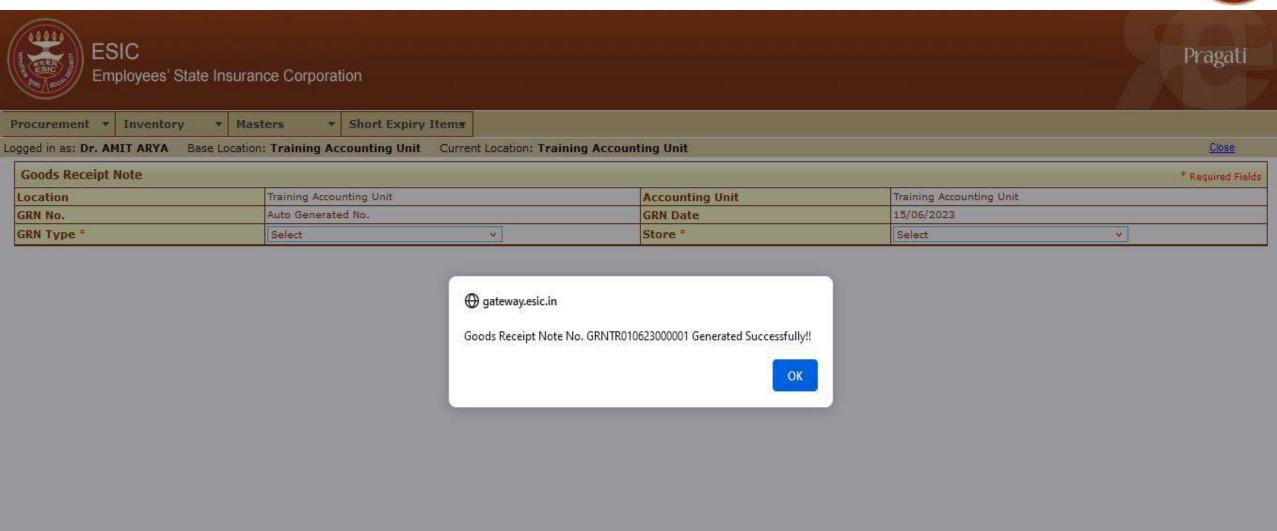
User proceed with the Submission





Goods Receipt Note No. generated Successfully







Verification of Transaction

Role: GRN Approver 1 & 2

Version 1.2 Last Revised On: 01-06-2025

GRN Approver 1 Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>







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methods."

Web Portal- ithelpdesk

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		HRMS 2.0				
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GRN pending for approval Path: MM 2.0 → Task List → Goods Receipt Note → Pending for Approval

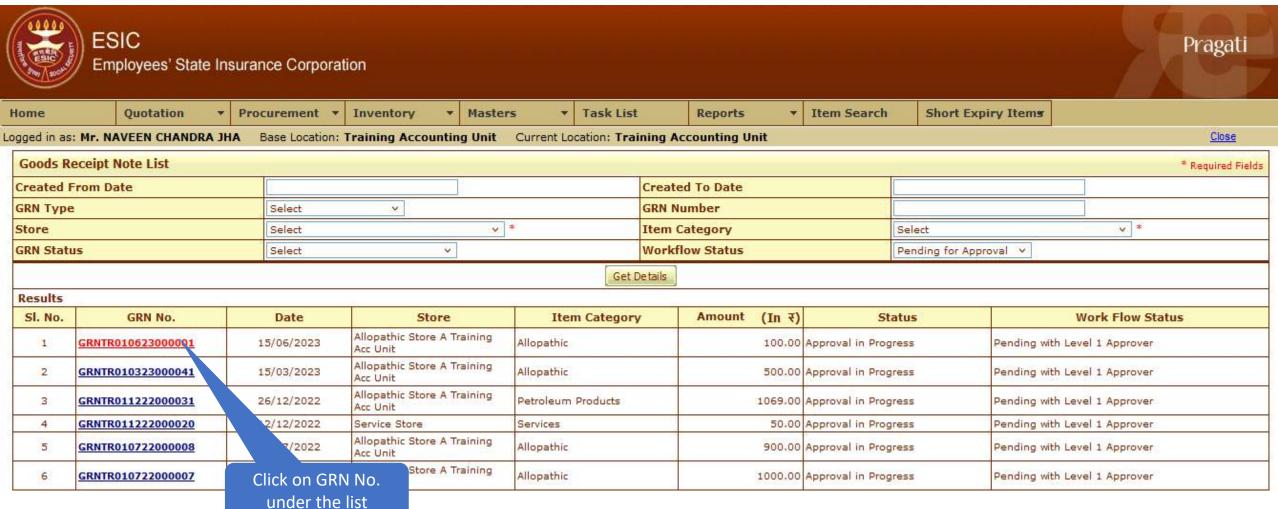






Goods Receipt Note verification by Level 1 Approver





GRN Approver 1 will check GRN No.





Verifier will tick on certified checkbox



	Missing Item					Damaged Quanti	ty				
	Total Value	(In R)		100.00	Remarks					
	Minimum Shelf Li	fe Required? *	○ 7/8th ○ 5/6th ○ 3/4	th 0 1/2 • NA							
	Item Batch Detai	ls									J
		Sl. No.	Batch N	ame *		Mfg. Date	Expiry I	ate	Rcvd. Qty. *	Gift Qty.	
		1	BATCH20	023			30/06/2024		1	0 ^	
	Note :If Model/Seria	l No not available user	may write 'NA'							~	
	<									>	
				Tota	al Batch	Qty.		1	Total Batch Value	100.00	
											~
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Forv	vard/Approving Au	ıthority					_				
Forw	ard				Jser ca	n forward the					_
						for verification					_
		check, it is certified er specifications me sically verified:	that ntioned in Purchase Orde		.quest	ior verification					
Detai	c) re sived quant l of test beck is g	tity is as per purcha iven under REMARKS	se order. 5/NOTING Column.								
			Test								
Notin	gs (Max 500 cha	75)									
									/ii. *		
									111.		_
		Click on chec	kbox to	Approve Forward	SendE	Back Reject	Back				
		certify									
Noti	ngs History										
	Date		User Name	Designation		Comme			Status	Digital Signature Verification	i
	15/06/2023 14:32:	56 AMIT ARYA	II	MO Grade-II		Test	S	ubmitted			_
			tity after deducting the quant		GRN that	are in progress and	approved.				
N.B: N	omenclature of one o	r more items have bee	n updated. Visit Item Change	Report for details.							

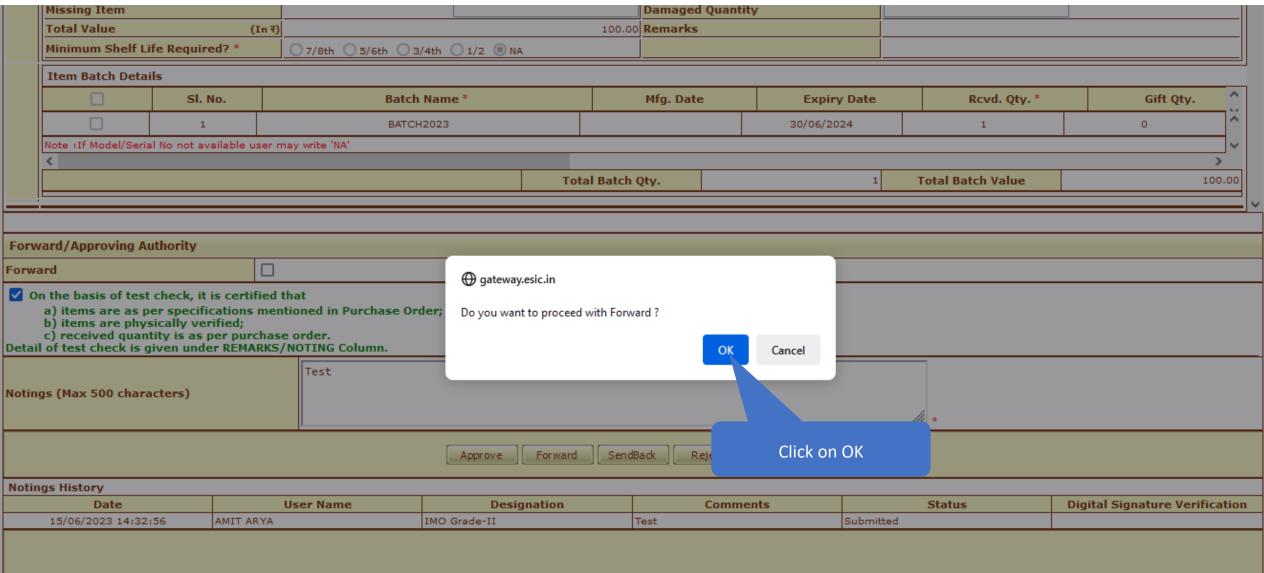
Enter the Notings and Click on Forward Fields marked as * are mandatory



	Missing Item				Damaged (uantity				
	Total Value	(In ₹)		100.00 Remarks					
	Minimum Shelf Li	fe Required? *	7/8th 5/6th 3	/4th 0 1/2 • NA						
	Item Batch Detai	ils								
		SI. No.	Batch	Name *	Mfg. Date	Ex	piry Date	Rcvd. Qty. *	Gift Qty.	Û
		1	BATCH	12023		30/06	/2024	1	0	^
	Note :If Model/Seria	l No not available user	may write 'NA'	·		·	·			~
	<								_	>
				Tota	al Batch Qty.		1	Total Batch Value	1	100.00
Forv	ard/Approving Au	uthority								
Forw	ard									
	a) items are as pb) items are physic) received quant	check, it is certified er specifications me sically verified; tity is as per purcha iven under REMARKS	entioned in Purchase Ord se order. 5/NOTING Column.	der;		transaction Forward: It	(See from Slidwill proceed	to Final Approver de no. 52) to 2 nd Level for ve ack to previous lev	rification	
Notin	gs (Max 500 chara	octers)	Test				II reject comp ate to the tas		r will create a new G	RN.
				Approve Forward	SendBack Reje	ect Back				
Notir	gs History									
	Date		User Name	signation		omments		Status	Digital Signature Verifi	ication
	15/06/2023 14:32:	:56 AMIT ARYA		IMO Gra	Test		Submitted			
N. B: I	O Balance Quantity s	shown, is realtime quan	tity aft Click on For	rward the item from the	GRN that are in progres	s and approved.				

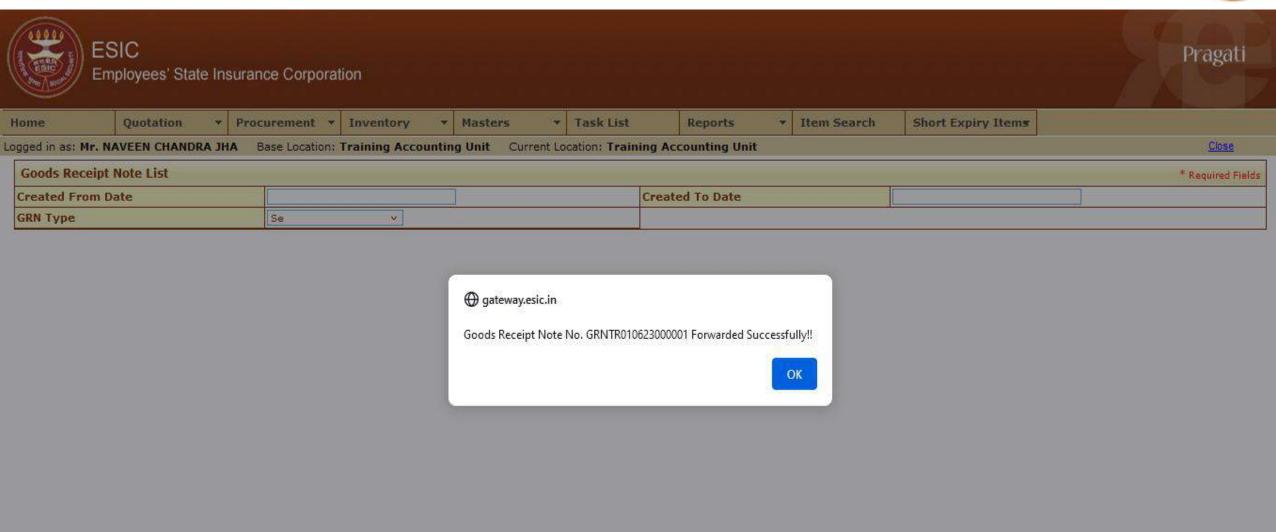
Click on Ok to proceed with Forward





Goods Receipt Note Forwarded successfully





GRN Approver 2 Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>







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ESIC IT Service Desk Helpline



methods."

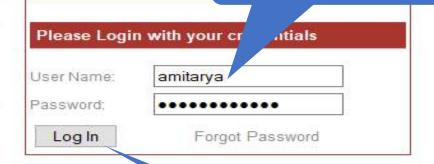
Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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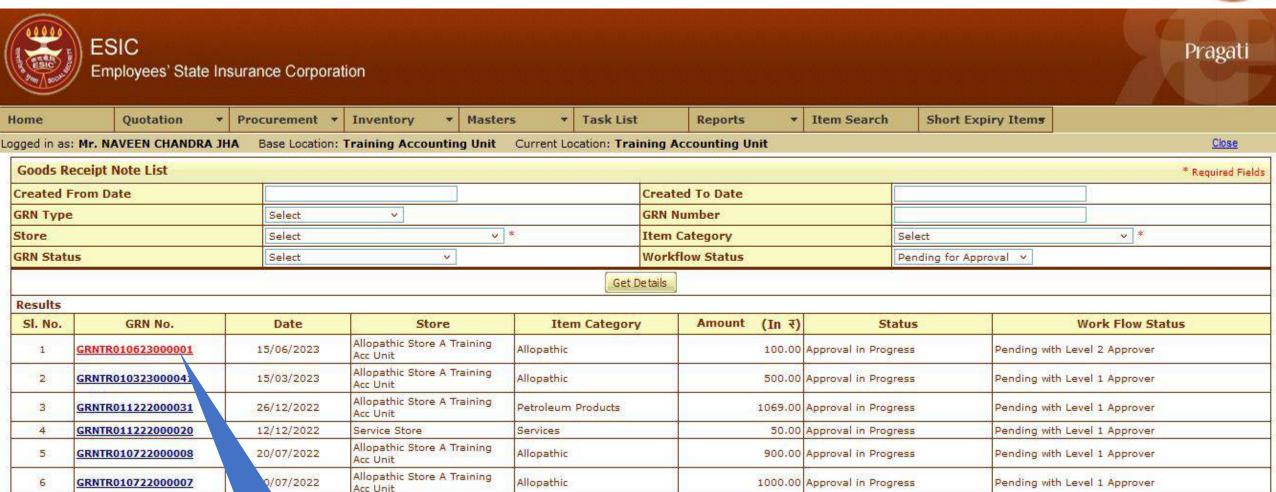






Goods Receipt Note verification by Level 2 Approver





Click on GRN No. under the list

GRN Approver 2 will check GRN No.





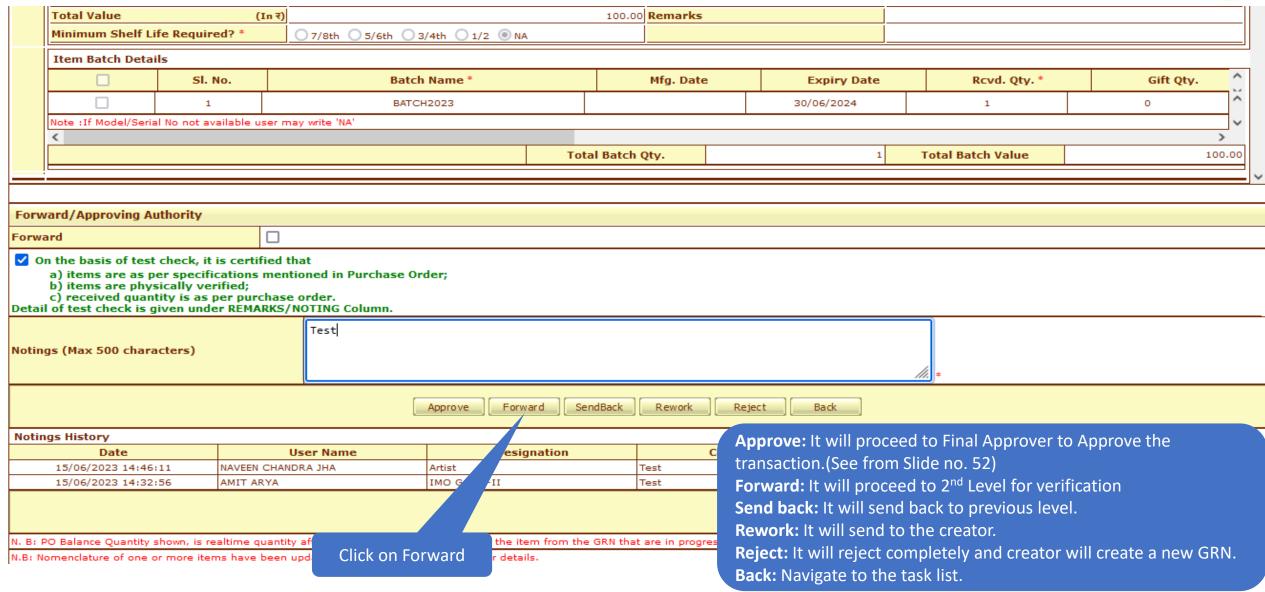
Verifier will tick on certified checkbox



	Total Value	(1	n ₹)		100.00 Remarks				
	Minimum Shelf Li	fe Required? *	7/8th 5/6th 3	3/4th 0 1/2 • NA					
	Item Batch Detai	ils							
		SI. No.	Batch	Name *	Mfg. Date	Expi	y Date	Rcvd. Qty. *	Gift Qty.
		1	BATCH	12023		30/06/2	024	1	0 ^
	Note :If Model/Seria	al No not available us	er may write 'NA'			·			~
	<								>
				Tota	l Batch Qty.		1	Total Batch Value	100.00
Forv	rard/Approving Au	ıthority							
Forw	ard								
✓ 0	n the basis of test	check, it is certifi	ed that	U	ser can forward	d the			
	a) items are as p	er specifications r	nentioned in Purchase Or	J					
	items are phys	sically verified; tity is as per purcl	hase order.	rec	quest for verific	ation			
Detai	of to check is g	iven under REMAR	RKS/NOTING Column.						
			Test						
Notin	gs (Max 500 va	cters)							
								//	
								<u>///.</u>]*	
				Approve Forward Sen	ndBack Rework	Reject Back			
		Clink an also	alde and a		, iteman]			
Notir	gs History	Click on che							
	Date	certi	ify	Designation		Comments		Status	Digital Signature Verification
	15/06/2023 14:46		CHANDRA JHA	Artist	Test		Forwarded for	r Approval	
	15/06/2023 14:32	:56 AMIT AR	TA .	IMO Grade-II	Test		Submitted		
				antity against the item from the	GRN that are in progr	ess and approved.			
N.B. N	omenclature of one o	r more items have h	een updated. Visit Item Char	one Report for details					

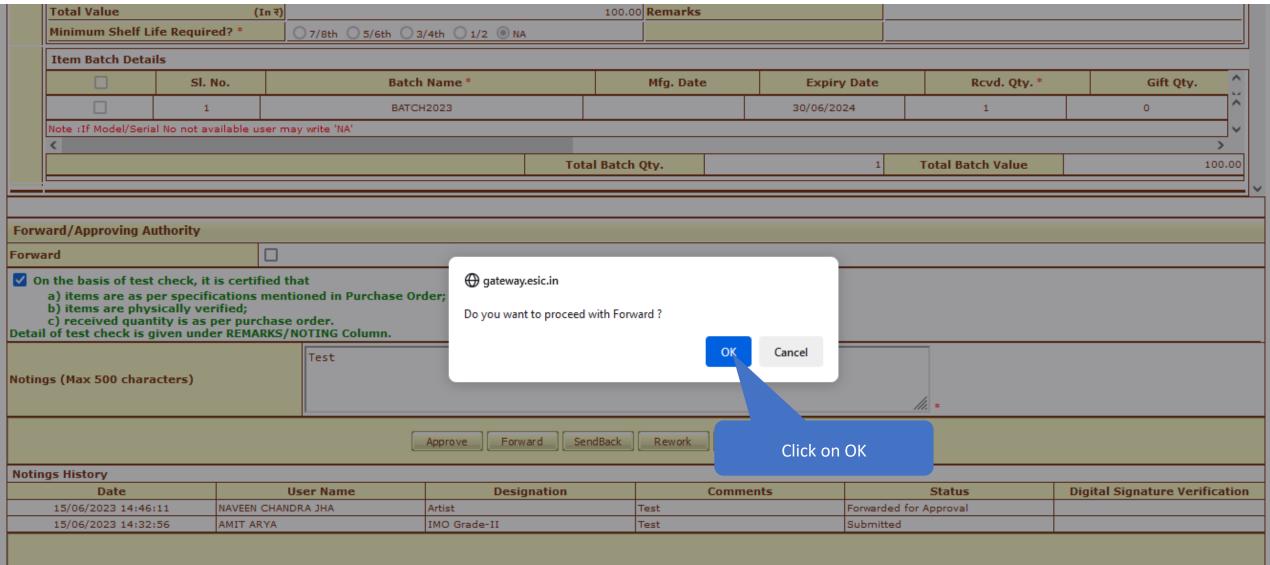
Enter the Notings and Click on Forward Fields marked as * are mandatory





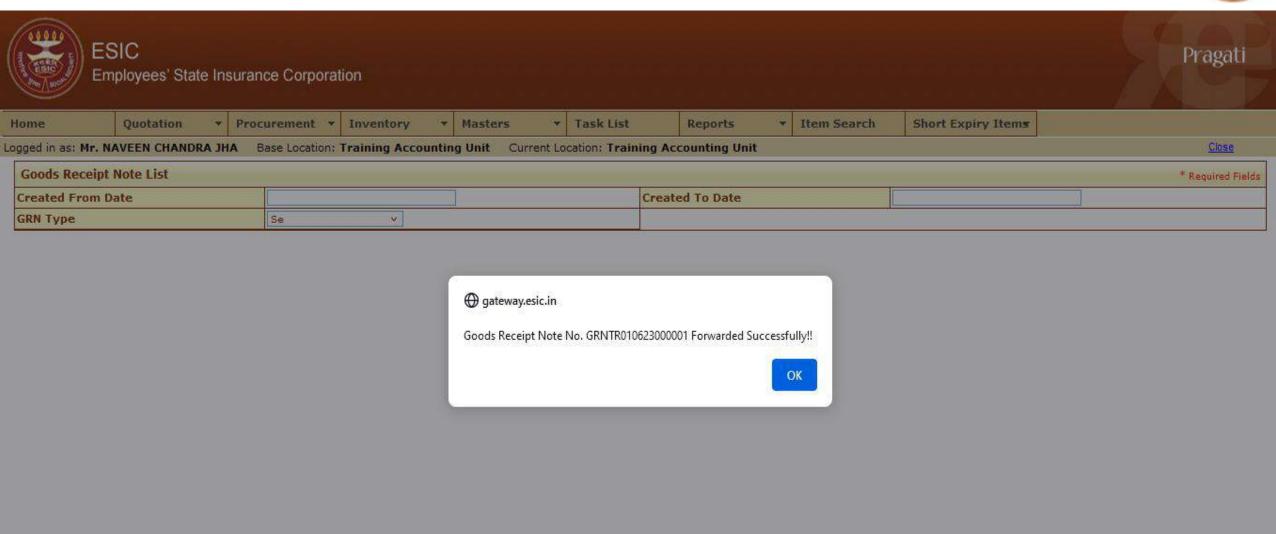
Click on Ok to proceed with Forward





Goods Receipt Note Forwarded successfully







Final Approval of Transaction

Role: GRN Approver 3

Version 1.2 Last Revised On: 01-06-2025

Final Approver Login through myesic.esic.gov.in or gateway.esic.gov.in







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		HRMS 2.0				
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» Annexures.p			>> http://m	ohfw.nic.in	Management 2.0	» Pragati-Insurance
» JOB CARD O	OF ADMINISTRATIVE O	FFICERS	>> http://w	hoindia.org		» ESIC Manuals
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GRN pending for approval Path: MM 2.0 → Task List → Goods Receipt Note → Pending for Approval

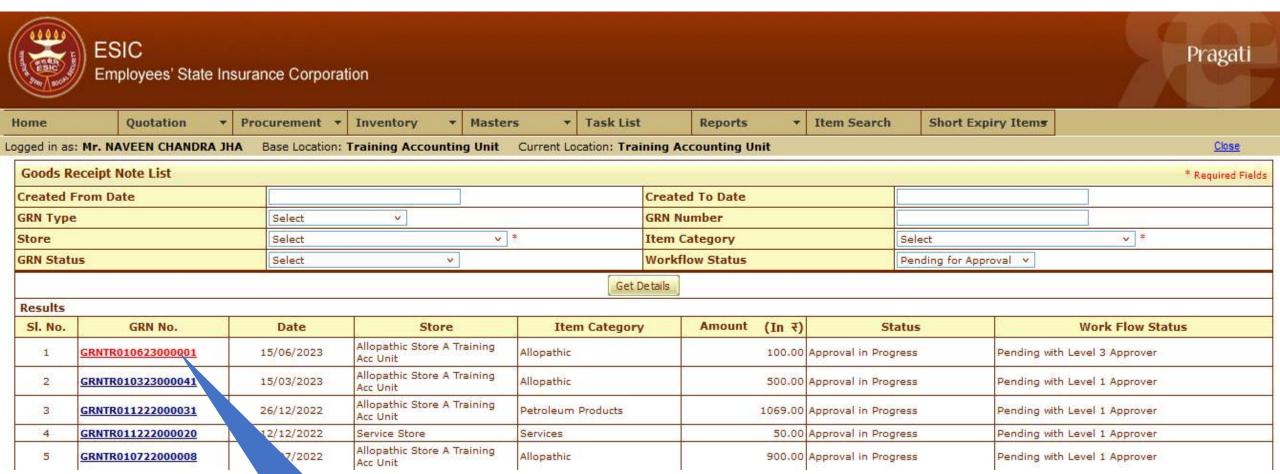






Goods Receipt Note approval by Final Approver

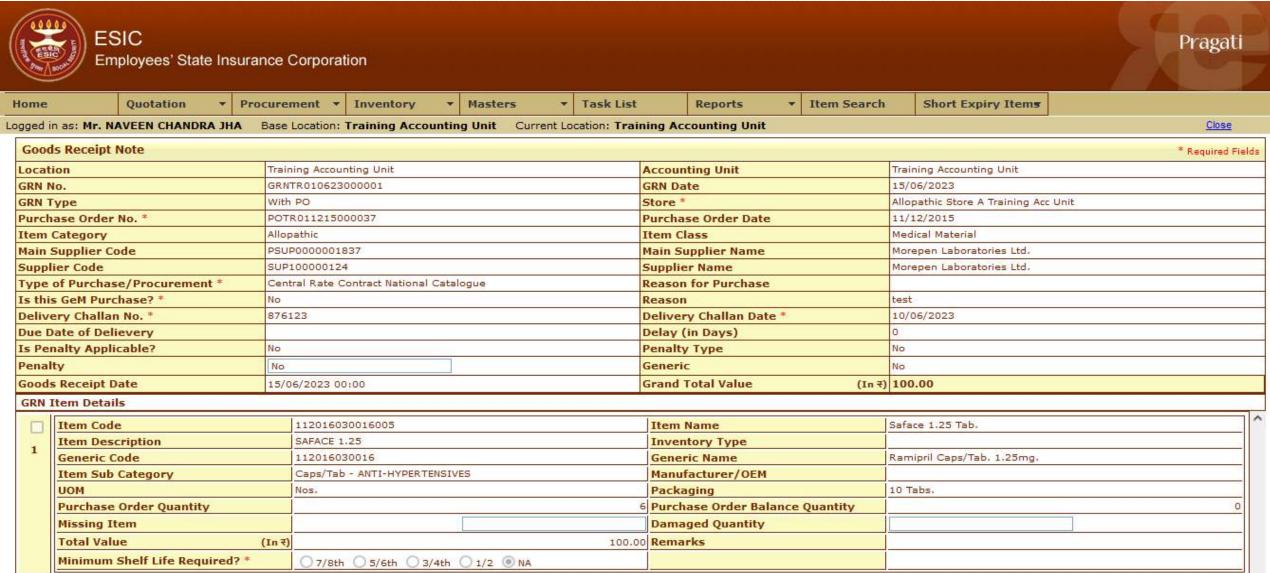




Click on GRN No. under the list

Final Approver will approve GRN No.





Approver will tick on certified checkbox



	Purchase Order (Quantity				ε	Purchase Order	Balance Quantit	У			0
	Missing Item						Damaged Quanti	ty				
	Total Value		(In ₹)			100.00	Remarks					
	Minimum Shelf Li	fe Required?	*	7/8th 5/6th 3/	/4th							
	Item Batch Detai	ls										
		Sl. No.		Batch	Name *		Mfg. Date	Expiry	Date	Rcvd. Qty. *	Gift Qty.	^
		1		BATCH	2023	Τ		30/06/20	24	1	0	~
	Note :If Model/Seria	l No not availab	ble user m	ay write 'NA'							<u>'</u>	~
	<											>
					To	otal Batch	Qty.		1	Total Batch Value	1	100.00
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	·											
Eoru	vard/Approving Au	ıthority				Hear car	n forward the					
		ithority										
Forw	ard					request	for approval					
	n the basis of test a) items are as p b) tems are phys c) received quant I of test could be	er specification	ons ment	ioned in Purchase Ord	ler;							
	gs (Max 500 chara			Test					/	<i>[</i> [.] ∗		
		(certify		Approve SendBac	k Rew	ork Reject	Back				
Notir	ıgs History											
	Date			Jser Name	Designation		Comm	ents		Status	Digital Signature Verifi	ication
	15/06/2023 14:53:		VEEN CHAN		Artist		Test		Forwarded for			
	15/06/2023 14:46:		VEEN CHANI		Artist		Test		Forwarded for	Approval		
	15/06/2023 14:32:	:56 AMI	IT ARYA		IMO Grade-II		Test		Submitted			

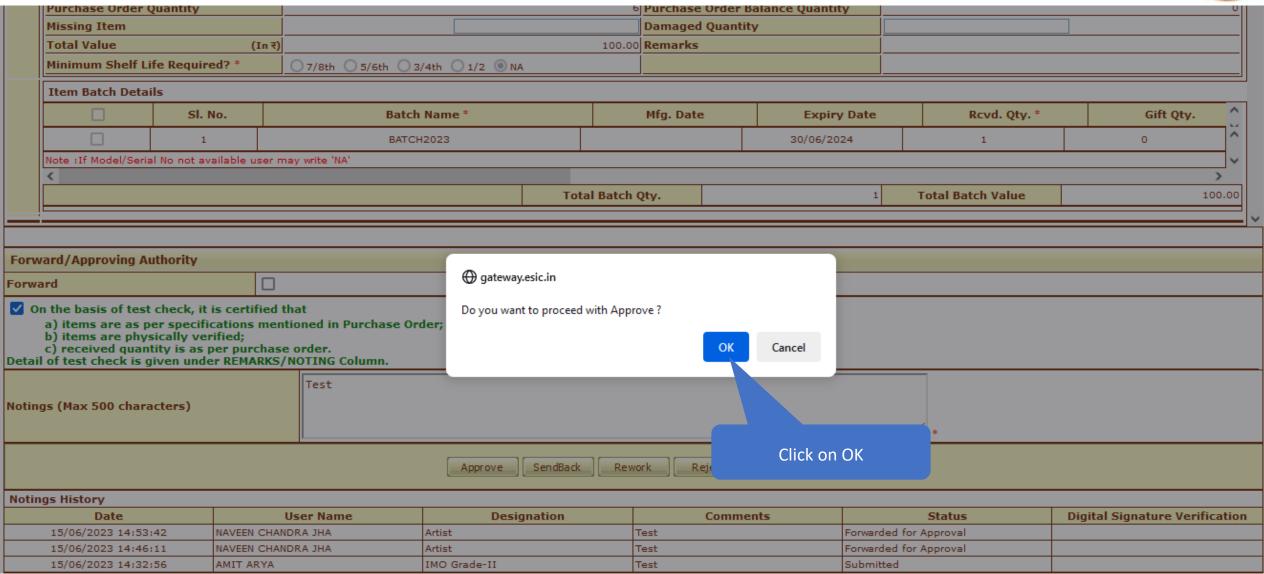
Enter the Notings and Click on Forward Fields marked as * are mandatory



	Purchase Order Q	uantity	<u> </u>		6	Purchase	Order Balanc	ce Quantity			0
	Missing Item					Damaged	Quantity				
	Total Value	(In ₹)			100.00	Remarks					
	Minimum Shelf Life	fe Required? *	○ 7/8th ○ 5/6th ○ 3/4th ○	1/2							
	Item Batch Detai	ls									
		Sl. No.	Batch Name	*		Mfg. Date		Expiry Date	Rcvd. Qty. *	Gift Qty.	. 0
		1	BATCH2023					30/06/2024	1	0	^
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	<										>
				Tot	tal Batch (Qty.		1	Total Batch Value	A	100.00
				·				·			
Forw	ard/Approving Au	thority									
Forwa											
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	gs (Max 500 chara		Test						<i>//i.</i> ∗		
				Approve SendBack	Rewo	ork Re	ject Ba	ack			
Notin	gs History							Approve:	The transaction will g	et Approve.	
	Date		User Name	Designation			Comments	Rework: It	t will send to the crea	tor for modification	n
	15/06/2023 14:53:					Гest					
	15/06/2023 14:46:		NDRA JHA	1 **		Test .			:: It will send back to p		
	15/06/2023 14:32:	56 AMIT ARYA	Click on Forward	ade-II		Test Test		new GRN.	will reject completely igate to the task list.	and creator will cr	eate a

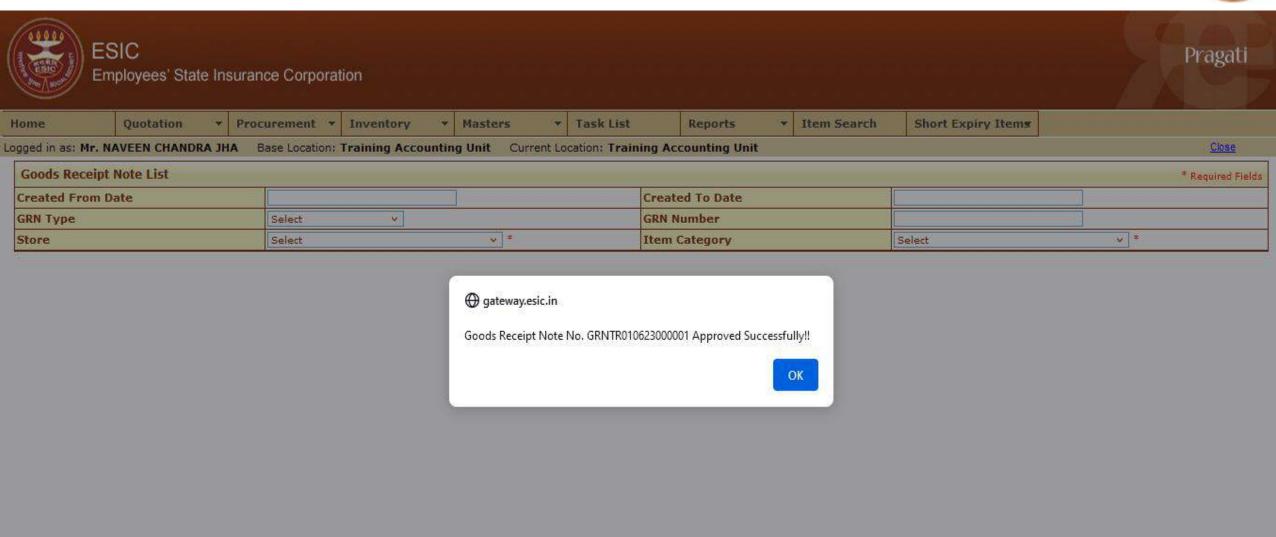
Click on Ok to proceed with Approve





Goods Receipt Note Approved successfully







Check List

Role: GRN DA/GRN Approver 1/2/3

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ESIC IT Service Desk Helpline



methods."

Please Login with your cr utials User Name: amitarya Password: Forgot Password Log In

Property Managem	Department
ContractManager	
Primaveraweb	
DSRPRO	Click on Log In Button

Web Portal-ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VolP Helpline: 7001

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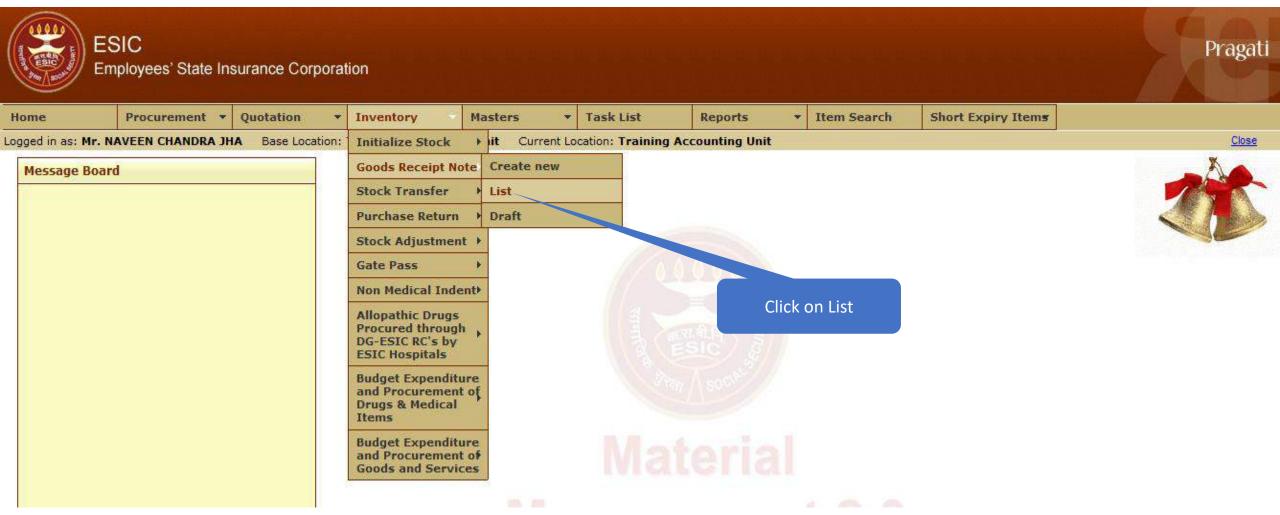


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» Annexure - I		Payroll 2.0		ic.nie	Cliab an Matariala	>> Dhanwantri
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	OF ADMINISTRATIVE O	FFICERS		hoindia.org		» ESIC Manuals
» Circular.pdf			>> http://e	sicdelhi.org.in		» Information Security
Read More >>				and the second s	>> know more	» Digital Signature Installer

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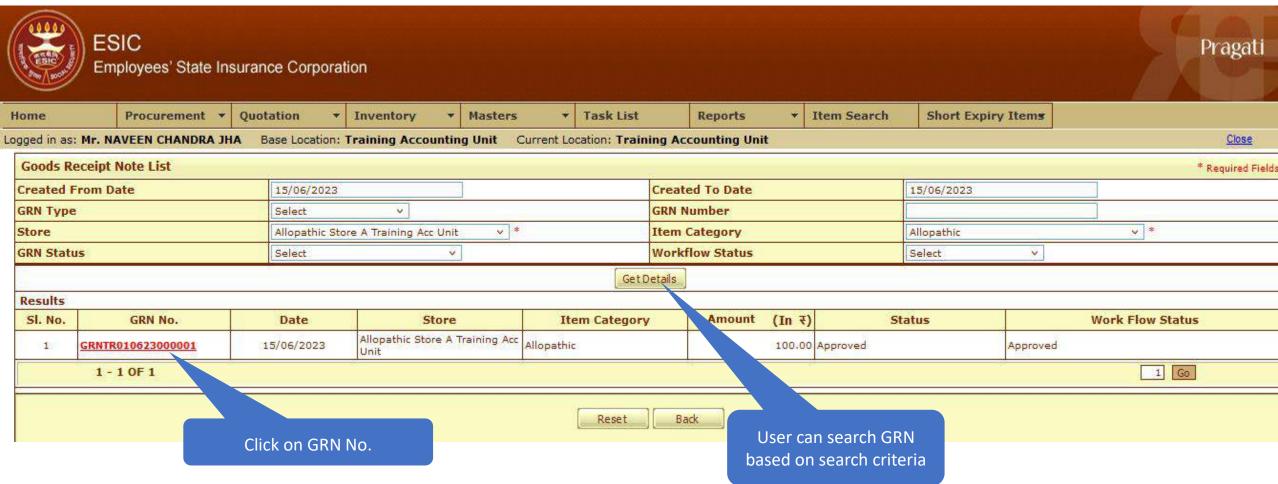
To Check Records of Generated Goods Receipt Note Path: MM 2.0 → Inventory → Goods Receipt Note → List





Search GRN No. with searching Criteria and Click on GRN No.





Check Record of Goods Receipt Note





Click on Print in PDF Format



	Item Code		112016030016005			Item Name		Saface	1.25 Tab.		
_	Item Description		SAFACE 1.25			Inventory Type					
1	Generic Code		112016030016			Generic Name		Ramipr	il Caps/Tab. 1.25mg.		
	Item Sub Category		Caps/Tab - ANTI-HYPERTE	ENSIVES		Manufacturer/OE	М				
	UOM		Nos.			Packaging		10 Tab:	5.		
	Purchase Order Qua	ntity			6	Purchase Order E	Balance Quantity				0
	Missing Item					Damaged Quantit	ty				
	Total Value	(In ₹)			100.00	Remarks					
	Minimum Shelf Life	Required? *	7/8th 5/6th 3	/4th ○ 1/2 ● NA							
	Item Batch Details										
		SI. No.	Batch	Name *		Mfg. Date	Expiry	ate	Rcvd. Qty. *	Gift Qty.	Û
		1	BATC	H2023			30/06/2	024	1	0	^
	Note :If Model/Serial N	o not available user n	nay write 'NA'				•			<u> </u>	~
	<										>
				Total	Batch	Qty.		1 7	otal Batch Value	1	100.00
											— I,
Detai	n the basis of test ch a) items are as per b) items are physica c) received quantity I of test check is give	specifications mer ally verified; , is as per purchas	itioned in Purchase Ord e order.	der;							
NOUI			Hann Name	Danian-tian		C			Chahara	Disital Cianatura Vanif	A:
	Date	NAVEEN CHAI	User Name	Designation Artist		Comme Test		narawa di kuri	Status evel 3 Approver	Digital Signature Verif	cation
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	15/06/2023 14:35:42			Artist		Test		orwarded for a			
	15/06/2023 14:40:11		TENA SHA	IMO Grade-II		Test		ubmitted	прриотен		
		ļ	Click on Pr		int	Back	, -		1		

Print View





EMPLOYEES' STATE INSURANCE CORPORATION

Training Accounting Unit INSPECTION NOTE

Due Date Of Delivery: 22/12/2015

Consignee:

Manager Stores (Training Accounting Unit, NA,,, Delhi)

GRN Type: With PO GRN Date : 15/08/2023

GRN No. : GRNTR010623000001 Item Category: Allopathic

876123 Delivery Challan No. : Supplier: Manufacturer - Morepen Laboratories Ltd. Delivery Challan Date: 10/06/2023

STORE0000000015 - Allopathic Store A Training Store: Acc Unit

PO No. : POTR011215000037

11/12/2015 PO Date:

Date Of Receipt of Goods: 15/06/2023

Item Details:

SI No.	Item Name	PO Qty.	Balance PO Qty.	Pack Size	Received Qty.	Rejected Qty.	Accepted Qty.
1	112018030018005 - Saface 1.25 Tab.	8	5	10 Tabs	1	0	1

Batch Details:

No.	Batch Name	Received Qty.	Final Unit Price	Mfg. Date	Expiry Date	Rejected Qty.	Accepted Qty.
1	BATCH2023	31	100.000	-NA-	30/06/2024	0	1

Certified that :

- 1) The above goods except as in the rejected column above have been found according to specification and inspected by comptetent authority
- 2) The Stores accepted above has been received in stores.



Generate Report

Role: GRN DA/ GRN Approver 1/2/3/HOA/Director General

Version 1.2 Last Revised On: 01-06-2025

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ESIC IT Service Desk Helpline



methods."

User Name: amitarya Password: Forgot Password LogIn Property Managem. Department

Please Login with your cr

ContractManager Primaveraweb Click on Log In Button DSRPRO

Web Portal-ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VolP Helpline: 7001

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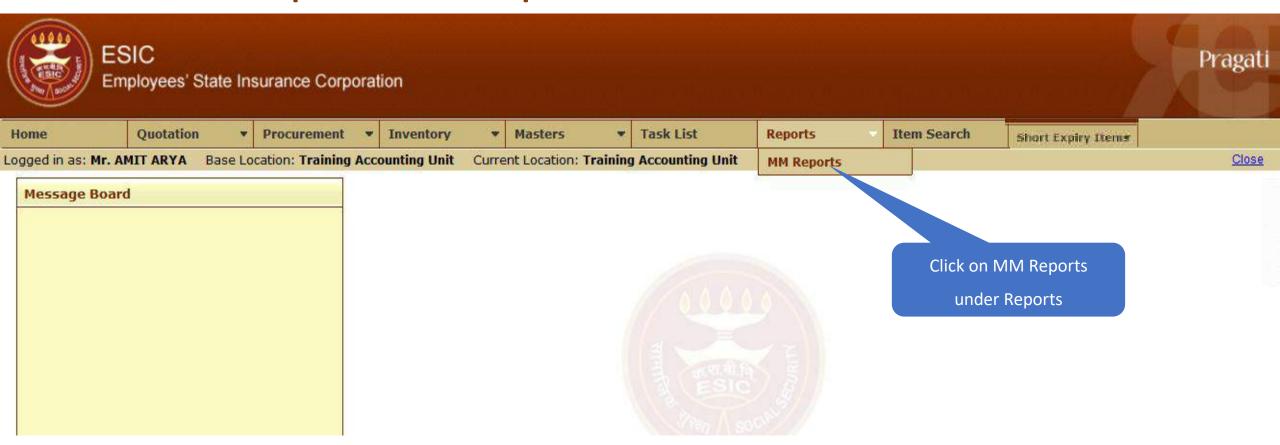


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» Annexures.p	df		>> http://m	ohfw.nic.in	Management 2.0	» Pragati-Insurance
» JOB CARD C	OF ADMINISTRATIVE O	FFICERS	>> http://w	hoindia.org		» ESIC Manuals
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To check GRN Report Path: MM 2.0 → Reports → MM Reports





To check GRN Report click on Purchase





Home

Planning

Logged in as: Mr. AMIT ARYA

Fri 15 Jan 2021, 5:49:30 PM

Sign Out

Stock/Inventory	
MM Transaction Report	
Location	
Purchase	

Click on Purchase

Click on GRN Supplier-Wise Report

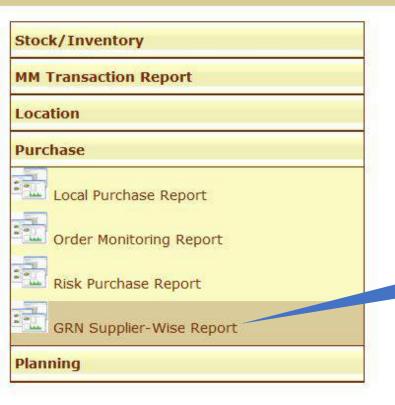




Pragati

Home

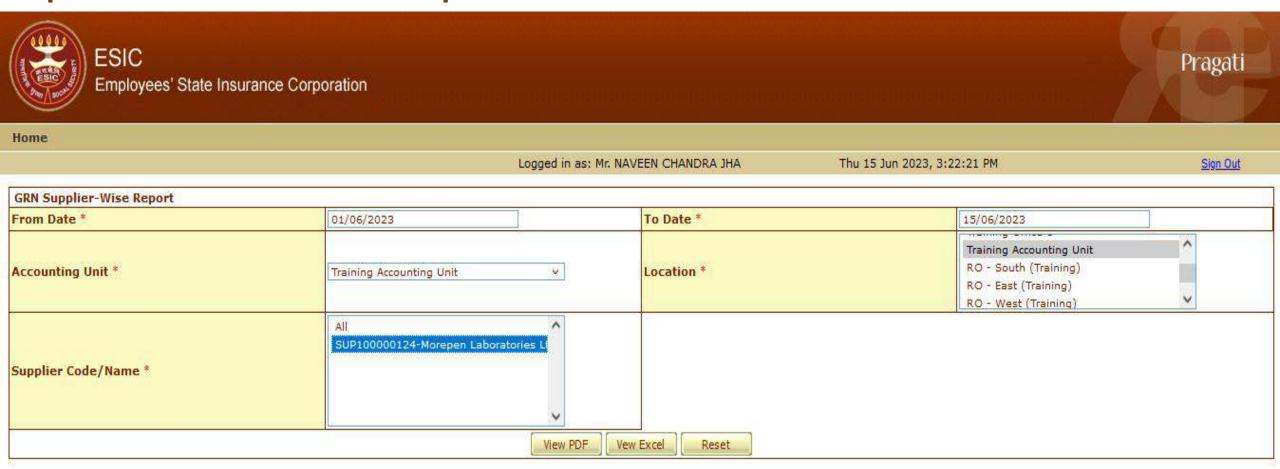
Logged in as: Mr. AMIT ARYA Fri 15 Jan 2021, 5:50:30 PM Sign Out



Click on GRN Supplier-Wise Report

Select parameters to download report From Date & To Date/ Accounting Unit/ Location/ Supplier Code/Name Report can be downloaded in pdf and Excel format





GRN Supplier-Wise Report – PDF Format



EMPLOYEES' STATE INSURANCE CORPORATION

Training Accounting Unit

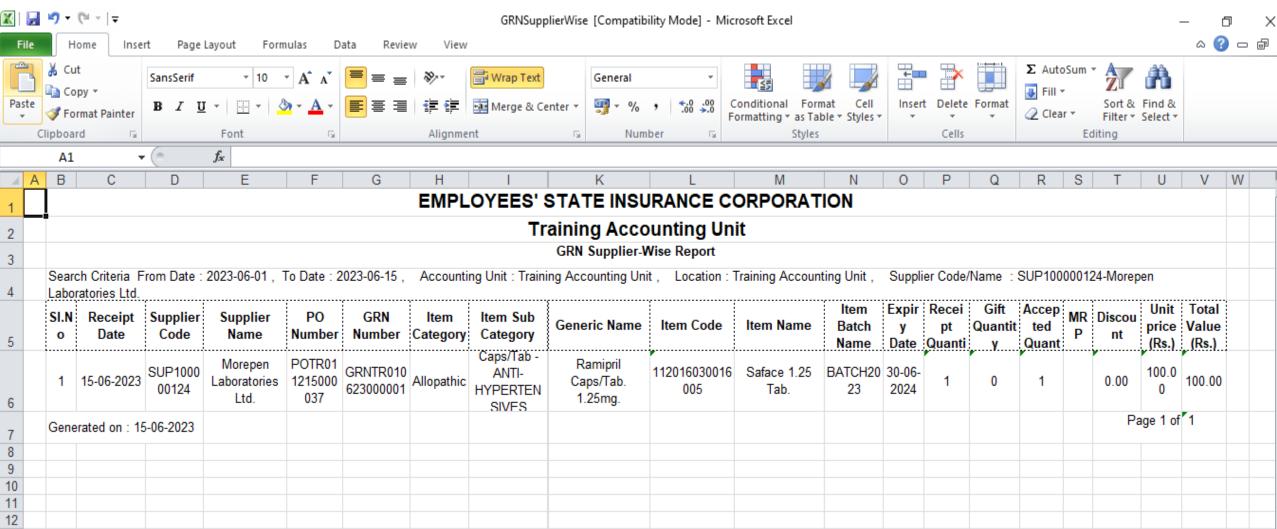
GRN Supplier-Wise Report

Search Criteria From Date: 2023-06-01, To Date: 2023-06-15, Accounting Unit: Training Accounting Unit, Location: Training Accounting Unit, Supplier Code/Name: SUP100000124-Morepen Laboratories Ltd.

SI.N	Receipt Date	Supplier Code	Supplier Name	PO Number	GRN Number	Item Category	Item Sub Category	Generic Name	Item Code	Item Name	Item Batch Name	Expiry Date	Receipt Quantity	Gift Quantity	Accepted Quantity	MRP	Discount	Unit price (Rs.)	Total Value (Rs.)
1	15-06-2023	SUP10000 0124	Morepen Laboratorie s Ltd.	POTR011 21500003 7	GRNTR0106 23000001	Allonathic	Caps/Tab - ANTI- HYPERTEN SIVES	Ramipril Caps/Tab. 1.25mg.	112016030 016005	Saface 1.25 Tab.	BATCH20 23	30-06-2024	1	0	1		0.00	100.00	100.00

GRN Supplier-Wise Report – Excel Format





Notes



-List: All past and present records are available under List option for the transaction on search.

-Task List: All the pending request will be available for the logged in user under Task List for all transactions.

-Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History

-Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Non Medical Indent

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

Non Medical Indent – Overview



End users in Head Office, Hospitals, Dispensaries, Regional Office and Branch Office can raise indent on the stores mapped to their Purchasing organization.

The end user departments in ESIC offices as mentioned above, need to raise non-medical indent on the stores mapped to the location Purchasing Organization as per their respective requirements. Based on the receipt of indent from different divisions, the stores issue the materials.

Non-medical Indent such as stationary items like paper, pen, bucket, etc. would be created by different locations & branches.

Pre-Requisites for the Transaction

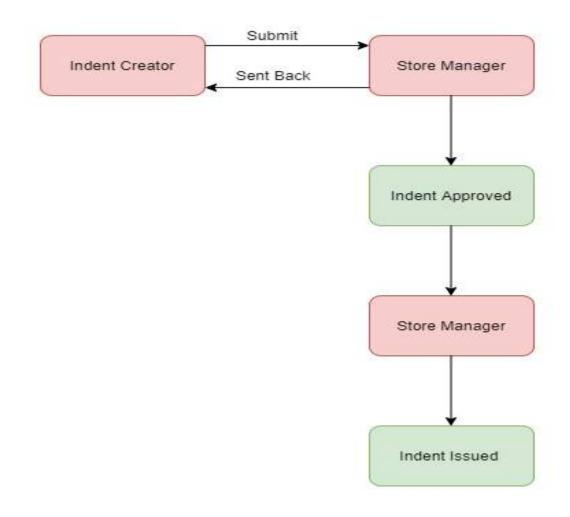
- → Store need to be created for the Accounting unit.
- → All the respective users need to be get mapped for creation of Indent.
- → Item category and master should be available for the location.

Post Condition of the Transaction

After completion of all levels of approval, the stock will get deduct from the main store and approved indent Items issued to the requested user.

Non Medical Indent – Workflow



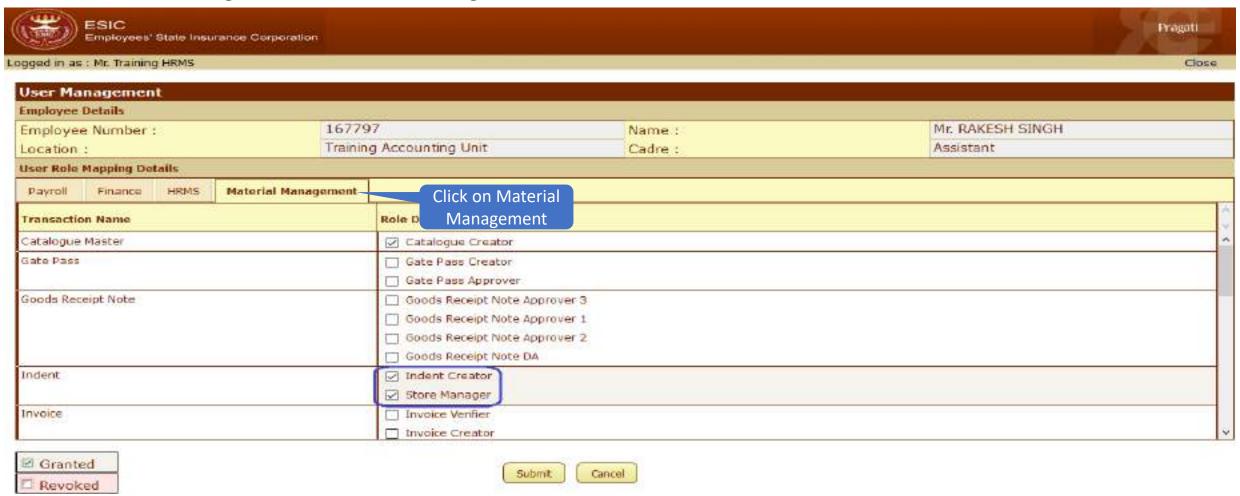


Role for Non-Medical Indent Transaction under User Management Module



User Roles mapping

- Creator Role: Indent Creator under Material Management tab
- Approver Role: Store Manager under Material Management tab
- Issuer: Store Manager under Material Management tab





Non-Medical Indent Process Flow



Creation of Transaction

Role: Indent Creator

Version 5.7 Last Revised On: 01-06-2025

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S.

Web Portal- ithelpdesk

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Call to VoIP Helpline: 7001

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ContractManager Primaveraweb

DSRPRO



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	Helpline			
Announcements	Pension	inks		Reference Documents
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>> Annexures.pdf	HRMS 2.0	hfw nic in		>> Pragati-Insurance
» Annexures-to-Manuals.doc » NURSING STAFF 16.02.doc	Materials Management 2.0	Click on Materials Management 2.0		ESIC Manuals Information Security
Read More >>	Payroll 2.0		» know more	» Digital Signature Installer
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To Generate Non-Medical Indent by Indent Creator Path: MM 2.0 → Inventory → Non Medical Indent → Create New





Select the Store Fields marked as * are mandatory



Home		Quotation	~	Procure	ment *	Inventor	p :-	Master	rs	*	Task List	Reports	-	Item Se	arch		
Logged i	n as: Dr. R	AKESH SINGH	Bas	e Location	: Training	Accountin	g Unit	Current	Location:	Tr	aining Accounting	Unit					Close
Non-	medical I	ndent														*	Required Fields
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Select Item Category Fields marked as * are mandatory



ŀ	lome	Quotation	*	Procurement *	Inventory *	Masters	*	Task List	Reports	•	Item Search	
Lo	gged in as: Dr. R	AKESH SINGH B	ase	e Location: Training	Accounting Unit	Current Location	: Tr	aining Accounting	Unit		,	Close
	Non-medical In	dent										* Required Fields
	Indent No.			Auto Generated No.			In	dent Date		24/04	4/2020	
	Store			General Store TA Un	it v *		Pri	iority		Norr	mal	V
	Item Category			Select	₹ *		Ite	em Class				
	Indenter Name			Select General Articles			In	denter Designation		Assis	tant	
	Indenter Location	on		Training Accounting U	nit		Re	quired Date	7		*	
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Select Required Date Fields marked as * are mandatory



Home		Quotation	▼ Pro	curement	7	Inventory	*	Masters	*	Task List	Reports	¥	Ite	m Se	earch	i					
Logged	in as: Mr. N	IAVEEN KUMAR	Base Loc	cation: Train	ning .	Accounting U	nit	Current Location:	Tra	aining Accounting	Unit									Close	
Non	-medical I	ndent																		* Required Fie	elds
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Item	Category		Gen	eral Articles		V	*	1	ten	n Class		Non	Medic	al							
Inde	nter Name		Mr. NA	AVEEN KUMAR				I	nde	enter Designation	7	Assis	stant		5371						
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Search and Select an Item for Indent Fields marked as * are mandatory



H	ome	Quotation	*	Procurement *	Inventory *	Masters	*	Task List	Reports	•	Item Search	
Lo	gged in as: Mr. NA	VEEN KUMAR	Bas	e Location: Trainin	g Accounting Unit	Current Locatio	n: T	raining Accounting	Unit			Close
	Non-medical In	dent	7.0							0		* Required Fields
	Indent No.		,	Auto Generated No.			In	dent Date		04/0	5/2020	
	Store			General Store TA Ur	nit •		Pr	iority		Non	mal	V
	Item Category		[General Articles	*		Ite	em Class	i i	Non	Medical	
	Indenter Name		1	Mr. NAVEEN KUMAR			In	denter Designation	E .	Assis	tant	
	Indenter Locatio	n		Training Accounting U	Unit		Re	quired Date		04/0	5/2020 *	
	Indent Item Det	ails				A. (201)						
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	иом							Requested Qty				•
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	Select Template	Type? OYes (In S	tock Items)	o (All)							
Ī	Download Ger											
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	Notings (Max 50	O characters)										.:i
						Submit		Reset				

Search and Select an Item for Indent



tem S	ub Category						
Generi	c Code			Generic Name		pen	
Item C	ode]	tem Name	8		
			***	Search		***	
Searcl	h Result						
SI. No.	Generic Code	Generic Na	me	Item Name	User can search items	Item Sub Category	In Stock
31	201011020001	CO. S. M. C. S. C.	AL 6-MONTHLY RETURN OF REATED AT SATE INSURANCE / CLINIC	ESIC MEDICA PATIENTS TRE DISPENCRY /		FORMS - MEIDCAL CERTIFICATE	No
32	201011020003	MEDICAL5-R	EGISTER (APPENDIX 1)	MEDICALS-RE	GISTER (APPENDIX 1)	FORMS - MEIDCAL CERTIFICATE	No
33	201011020009		AL 6A-MONTHLY RETURN OF REATED AT SATE DISPENCRY	The second of th	ATED AT SATE DISPENCRY /	FORMS - MEIDCAL CERTIFICATE	No
34	201011035061	PENSION RE	GISTER	PENSION REGI	STER	FORMS - FORM-MISCLANEOUS	No
35	201011040024	OR 15 Appe	ndix 8	OR 15 Append	8 xit	FORMS - OR SERIES	No
36	201014001002		SPENDING PLASTIC FILE, TAL CLIP, SIZE-F/S	TO COMPANY THE CONTROL OF THE CONTRO	PENDING PLASTIC FILE, AL CLIP, SIZE-F/S	SPRING FILES - SPRING FILES	No
37	201019001001	TAPE DISPEN	ISER, WIDTH 1"	TAPE DISPENS	ER, WIDTH 1"	TAPES - TAPE DISPENSERS	No
38	201019001002	TAPE DISPEN	ISER, SIZE MEDIUM, 12 MM	TAPE DISPENS	ER, SIZE MEDIUM, 12 MM	TAPES - TAPE DISPENSERS	No
39	201024002001	PAPER CLIP	DISPENSER	PAPER CLIP D	ISPENSER	DESK ACCS PIN/CLIP DISPENSERS	No
40	201024003004	PENCIL HOL	DER	PENCIL HOLDE	ER	DESK ACCS DESK ORGANISERS	Yes
	PREV 1	3456	7 8 9 10 NEXT	LAST 31 - 4	0 OF 138	4	Go
		Select item					
		for Indent		Close			

System have the provision to "Download Generic Template" and "Upload" items in bulk. User can add item individually by clicking on "Add" button.



Ho	me		Quotation		Pr	rocure	ment	2	Invent	ory	*	Masters	s	*	Task List	Rep	orts	*	Item Search	177
Log	ged in	as: Mr. N	AVEEN KUMAI	Ва	ase L	ocation	: Traini	ng	Accour	nting Uni	t	Current	Location	ı: T	raining Accountin	ng Unit				Close
N	lon-m	edical In	dent																	* Required Fields
Ir	dent	No.			Auto	o Gener	rated No.							Inc	dent Date			04/0	5/2020	
SI	tore				Ge	eneral S	itore TA L	Jnit						Pri	ority			Nor	mal	V
It	em Ca	tegory			Ge	eneral A	rticles							Ite	m Class	111		Non I	Medical	
Ir	ndente	r Name			Mr.	NAVEEN	KUMAR							Inc	denter Designatio	n		Assis	tant	
Ir	idente	r Locatio	on		Trai	ining Ac	counting	Un	it					Re	quired Date			04/0	5/2020 *	
I	ndent	Item Det	tails																	
1		Generic (Code							2010240	030	004			Generic Descript	tion		PEN	ICIL HOLDER	
		UOM				Nos.									Requested Qty					100
		Remarks																		
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4	THE R. P. LEWIS CO., LANSING, MICH.		neric Template																	
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												St	ub mit]		Reset					

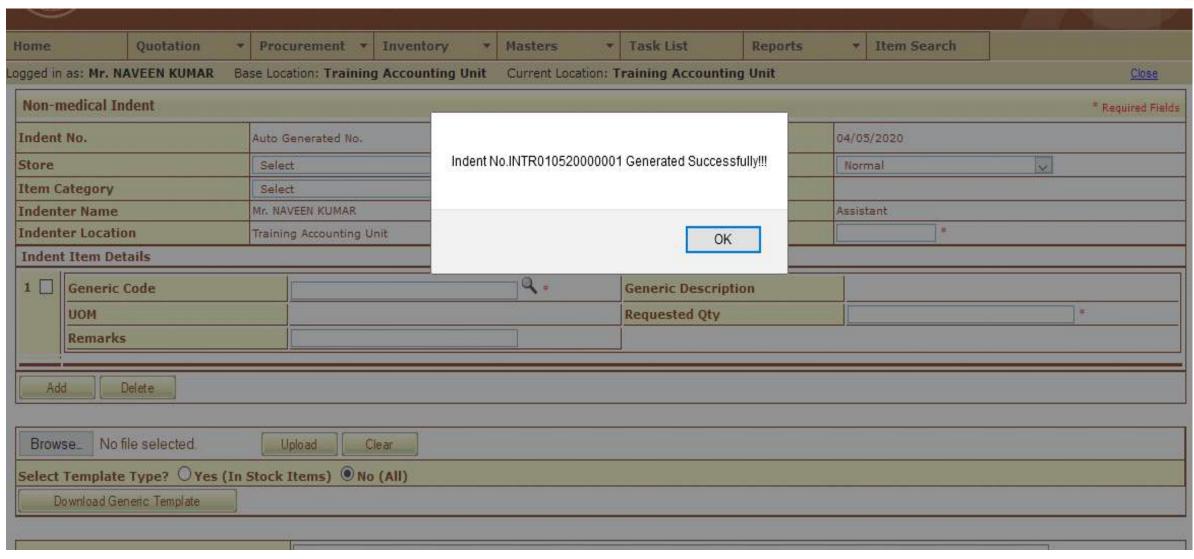
Enter the Notings and Click on Submit Fields marked as * are mandatory



Но	me		Quotation	-	Procurement *	Inventory	-	Masters	•	Task List	Reports	-	Item Search	
Logg	ged in as: N	Ir. NA	VEEN KUMAR	Ba	se Location: Traini r	g Accounting Uni	it	Current Locatio	n: T	raining Accounting	Unit			Close
N	on-medic	al Ind	dent											* Required Fields
In	ident No.				Auto Generated No.				In	dent Date		04/0	5/2020	
St	ore				General Store TA U	nit 🗸 *			Pri	iority		Nor	mal	V
It	em Categ	ory			General Articles	*			Ite	em Class		Non I	Medical	
In	denter Na	me			Mr. NAVEEN KUMAR				Inc	denter Designation		Assis	tant	
In	denter Lo	catio	n		Training Accounting	Jnit			Re	quired Date		04/0	5/2020 *	
I	ndent Iter	n Det	ails											
1	Gen	eric (Code			2010240	030	004 🔍 *		Generic Description	on	PEN	ICIL HOLDER	
	UON				Nos.					Requested Qty				100 *
	Ren	arks												
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	Browse	No fi	le selected.		Uplo ad Uplo ad	Clear								
Se	elect Tem	olate	Type? OYes	(In S	Stock Items)	o (All)								
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N	otings (Ma	x 50	Characters)	ing	test									*
			Enter Not	arig:										
						Click on Submi	t	Submit		Reset				

Indent No. generated successfully







Approval of Transaction

Role: Store Manager

Version 5.7 Last Revised On: 01-06-2025

Store Manager Login through myesic.esic.gov.in or gateway.esic.gov.in





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Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC IT Service Desk Helpline



S."

Web Portal-ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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Go to ERP Application → Materials Management 2.0





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English (United States) हिंदी (भारत)



Home Applic	ations	ERP Applications	Reports	Webmail	Change Password	E L
Eş.		Campus Management			• • • • • • • • • • • • • • • • • • •	8
ESIC News		ERP FAQ				Industry News
» Role of ESIC in Delivery	of Benefits	Finance 2.0		from HQRS. Office		» ESIC's PG institute from next year
		Helpline				
Announcements		Pension		inks		Reference Documents
Annexure - IX .doc Annexures - X-XI.pdf	9=	HRMS Support 2.0		c.nic.in a.gov.in		» Dhanwantri» Pragati-ERP
Annexures.pdf		HRMS 2.0		hfw.nie in	latorials	» Pragati-Insurance
 Annexures-to-Manuals. NURSING STAFF 16.02 		Materials Management	2.0	pindiz Click on M Managem		SIC Manuals Information Security
ead More >>		Payroll 2.0			» know more	» Digital Signature Installer
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Indent pending for approval Path: MM 2.0 → Task List → Indent → Pending for Approval



Home	Quotation	•	Procurement *	Inventory	•	Masters	•	Task List	Reports *	Item Search		
Logged in as: Dr. RAKESH SINGH Base Location: Training Accounting Unit		Current Location: Training Accounting Unit										

Task List		
Current Location : Training	Accounting Unit	
Transaction Type	Pending Activity	Count
Catalogue		
	Pending for Approval	16
	Sent Back	5
Gate Pass		
	Pending for Approval	11
	Sent Back	2
Goods Receipt Note(GRN)		
	Pending for Approval	1
Indent		
	Pending for Approval	28
	Pending for Issuance	39
	Sent Back Click on Pending For	3
Invoice	Approval under Indent	·
	Pending FOR Approval	8
Physical Verification\Stock	Adjustment	
	Pending for Approval	42
	Sent Back	2

Indent Approval Process



Home	Quotation	▼ Procureme	ent v Inventory	▼ Masters	▼ Task List	Reports	▼ Item Search				
Logged in as: Dr. RAKESH SINGH Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close											
Indent List * Re											
Created											
Store		Select	~		Item Category		Select				
Priority		Select	~		Indent No.						
Indent S	tatus	Select	Select				Pending for Approval 🗸				
				Ge	t Details						
Results											
Sl. No.	Indent No.	Indent Date	Item Category	Store	Indent Raised By	Priority	Status	Workflow Status			
1	INTR010520000001	04/05/2020	General Articles	General Store TA Unit	Mr. NAVEEN KUMAR	Normal	Approval in Progress	Pending with Store Manager			
2	INTR010718000007	13/07/2018	General Articles	General Store TA Unit	Mr. SHAURYA ARUN KUMAR	Тор	Approval in Progress	Pending with Store Manager			
3	INTR010518000003	Click on	Office Electricals	test raipur	Mr. Training HRMS	Normal	Approval in Progress	Pending with Store Manager			
4	INTR010418000002	Indent No.	Linen	Allopathic Set D Training Accounting Unit	Mr. Training HRMS	Normal	Approval in Progress	Pending with Store Manager			
5	INTR010418000001	04/04/2018	Office Furniture	ESIC SRO NOIDA GENERAL STORE	Mr. AMIT ARYA	Normal	Approval in Progress	Pending with Store Manager			
6	INTR010318000061	15/03/2018	Office Electricals	General Store TA Unit	Mr. AMIT ARYA	Normal	Approval in Progress	Pending with Store Manager			
7	INTR010318000060	15/03/2018	SOFTWARE - IT	Software Services TAU	Mr. AMIT ARYA	High	Approval in Progress	Pending with Store Manager			
8	INTR011217000054	17/12/2017	Linen	Allopathic Set D Training Accounting Unit	Mr. Training HRMS	Normal	Approval in Progress	Pending with Store Manager			
9	INTR011117000046	24/11/2017	Office Electricals	test raipur	Dr. RAKESH SINGH	Тор	Approval in Progress	Pending with Store Manager			
10	INTR011117000043	24/11/2017	General Articles	General Store TA Unit	Mr. DEEPAK KAUSHIK	Normal	Approval in Progress	Pending with Store Manager			
	1 2 3 1 - 10 OF 28										

Search Issue Item Code Fields marked as * are mandatory



Н	ome	Quotation	Procurement *	Inventory *	Masters *	Task List	Reports	▼ Item Search			
Logged in as: Dr. RAKESH SINGH Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close											
Non-medical Indent * Re											
1	ndent No.		INTR010520000001		I	Indent Date		04/05/2020			
S	tore		General Store TA Uni	t	P	riority		Normal			
1	tem Category		General Articles	eral Articles			Item Class		Non Medical		
I	ndenter Name		Mr. NAVEEN KUMAR		I			Assistant	1		
1	ndenter Locatio	n	Training Accounting (Unit	R	equired Date		04/05/2020			
1	ndent Item Deta	ails									
	1 Generic Cod	e	201024003004	201024003004			ion	PENCIL HOLDER			
	UOM		Nos.			Requested Qty					
	Issue Item Code QOH					Item Description					
				County love			Anproved Qty		*		
	Remarks	Remarks			Search Issu	g To Purchase	e				
_					Item Code						
Notings (Max 500 characters)								**			
Approve Send Back Back											
1	lotings History	VIS.									
		ate		Name	Designa		Comm		Status		
	04/05/202	0 11:49:39	NAVEEN KUMAR	AVEEN KUMAR Assistant			est	Submitted			

Select Item Code



Iten	Details	100									
SI. No.	Item Code	Item Name	Generic Name	QОН			Pragati				
1	201024003004001	PENCIL HOLDER	PENCIL HOLDER	53							
	1 - 1 OF 1		1	Go							
		elect the em Code	t t	Item Search	Close						
N.B:	Only Active items/gener	rics/sub category are enabled to incl		* Required Fields							
					04/05/2020						
					Normal						
				Non Medical							
				Assistant							
					04/05/2020						
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Ke	шагкъ	L	lay to r	urcnase							
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loting	s (Max 500 characters)					*				
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Enter Approved Qty



Но	me	Quotation	Procurement *	Inventory *	Masters *	Task List	Reports	▼ Item Search	
Logg	ed in as: Dr. RA	KESH SINGH Ba	se Location: Training	Accounting Unit	Current Location: 1	raining Accountin	g Unit		Close
N	on-medical Inc	lent							* Required Fields
In	dent No.		INTR010520000001			Indent Date	c	4/05/2020	
St	ore		General Store TA Uni	it		Priority	1	lormal	
Ite	em Category		General Articles			Item Class	I I	ion Medical	
In	denter Name		Mr. NAVEEN KUMAR			Indenter Designat	ion A	ssistant	
In	denter Locatio	n	Training Accounting (Unit		Required Date		4/05/2020	
Ir	dent Item Det	ails			177				
1	Generic Cod	e	201024003004			Generic Descrip	tion	PENCIL HOLDER	
	UOM		Nos.			Requested Qty			100
	Issue Item (Code		20102400300400	01 4 *	Item Description	n	PENCIL HOLDER	
	QOH				5	Approved Qty			50 *
	Remarks					Tag To Purchase	e		
								<u>En</u>	ter
No	tings (Max 500) characters)						Approv	ved Qty
	11151115				Approve Send	Back Back			
N	otings History								
	D	ate	User	Name	Design	ation	Comm	ents	Status
	04/05/202	20 11:49:39	NAVEEN KUMAR		Assistant		test		Submitted

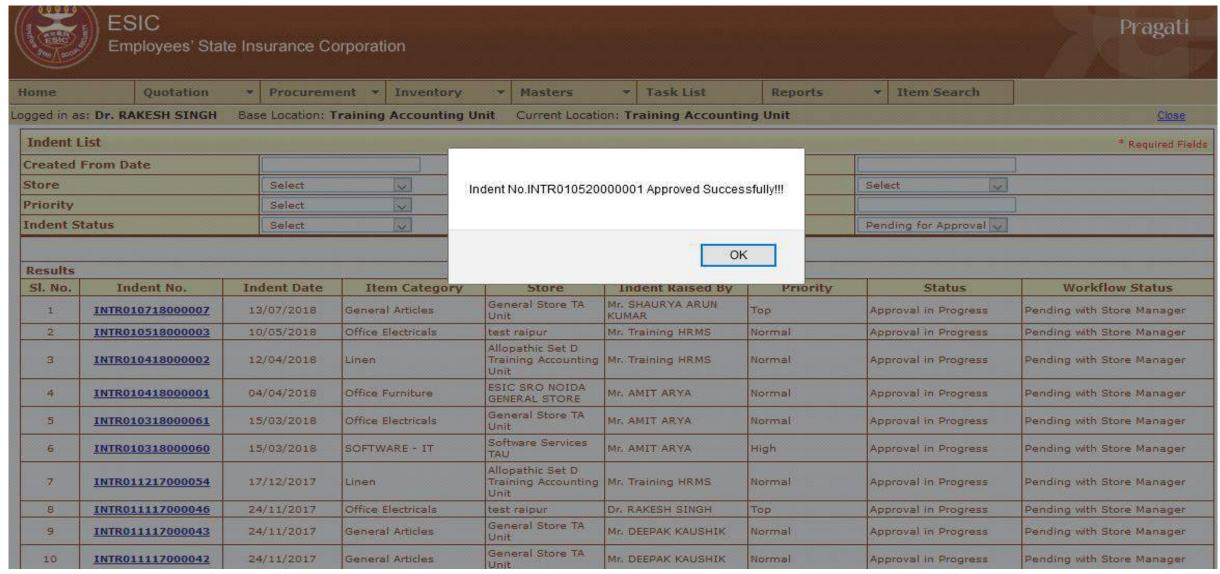
Enter the Notings and Click on Approve Fields marked as * are mandatory



Но	me	Quotation	•	Procurement *	Inventory •	Masters ▼	Task List	Reports	Item Search	
Log	ged in as: Dr. RA	KESH SINGH	Bas	e Location: Training	Accounting Unit	Current Location: T	raining Accounting	Unit		Close
I	lon-medical In	dent								* Required Fields
Ir	ndent No.			INTR010520000001		I	ndent Date	0-	4/05/2020	
S	tore			General Store TA Unit	t	F	riority	N	ormal	
It	em Category			General Articles		I	tem Class	N	on Medical	
Ir	ndenter Name			Mr. NAVEEN KUMAR		I	ndenter Designatio	on As	ssistant	
Ir	ndenter Locatio	n		Training Accounting U	Init	F	Required Date	0-	4/05/2020	
I	ndent Item Det	ails								
1	Generic Cod	e		201024003004			Generic Description	on	PENCIL HOLDER	
	иом			Nos.			Requested Qty			100
	Issue Item	Code			20102400300400	01 Q *	Item Description	ı	PENCIL HOLDER	
	QОН					53	Approved Qty			50 *
	Remarks						Tag To Purchase			
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					[Approve Send B	Back Back			
	1.Approve -To	approve the	e Inc	dent.		Click on A	Annrove			
				uest back to Ind	ent Creator	CIICK OII I	Approve	Comme	ents	Status
			-			Assistant	te	st		Submitted
	3.Back – To m	ove back to	LIST	Page						

Indent No. Approved Successfully







Issuance of Transaction

Role: Store Manager

Version 5.7 Last Revised On: 01-06-2025

Store Manager Login through myesic.esic.gov.in or gateway.esic.gov.in





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Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC IT Service Desk Helpline



S."

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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DSRPRO

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ESIC
कर्मचारी राज्य बीमा निगम
Employees' State Insurance Corporation & Welcome, RAKESH SINGH

English (United States) हिंदी (भारत)



Home Applications	ERP Applications	Reports	Webmail	Change Password	E LOG
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» Role of ESIC in Deliveryof Benefits	Finance 2.0		from HQRS. Office		>> ESIC's PG institute from next year
	Helpline				
Announcements	Pension	į.	nks		Reference Documents
» Annexure - IX .doc » Annexures - X-XI.pdf	HRMS Support 2.0	1	nic.in .gov.in		Dhanwantri Pragati-ERP
» Annexures.pdf	HRMS 2.0		fw.nic.in		>> Pragati-Insurance
 Annexures-to-Manuals.doc NURSING STAFF 16.02.doc 	Materials Management	2.0	Click on Materi Management 2		SIC Manuals Information Security
Read More >>	Payroll 2.0		ivianagement z	» know more	>> Digital Signature Installer
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Indent pending for Issuance Path: MM 2.0 → Task List → Indent → Pending for Issuance



Home	Quotation	•	Procurement •	Inv	entory	▼ Master	5 •	Task List	Reports	•	Item Sear	ch	
ogged in as: Dr. R	RAKESH SINGH	Base	e Location: Trainin	g Acco	ounting Unit	Current	Location: T	raining Accounting	Unit				Close
			Task List									^	
			Current Location	: Trai	ning Accour	nting Unit							
			Transaction	Туре			Pendi	ing Activity			Count	V	
			Catalogue									^	
					Pending f	or Approva	!				16		
					Sent Bac	<u>c</u>					5		
			Gate Pass										
					Pending f	or Approva	!				11		
					Sent Bac	<u>c</u>					2		
			Goods Receipt N	ote(GF	RN)								
					Pending f	or Approva	!				1		
			Indent										
					Pending f	or Approva	!				27		
					Pending f	or Issuance					40		
					Sent Bac	<u>k</u>	Click o	n Pending For			3		
			Invoice					e under Indent					

Pending FOR Approval

Pending for Approval

Sent Back

Physical Verification\Stock Adjustment

8

42

Indent Issuance Process



Home	Quotation	▼ Procuren	nent V Inventory	▼ Masters	▼ Task List	Reports	▼ Item Search	
	s: Dr. RAKESH SINGH		Training Accounting U		on: Training Accounting		Telli Scareii	Close
Logged in as	S. Dr. KAKESH SINGH	base Location:	Training Accounting 0	THE CUITERIC LOCALIC	on: Training Accounti	ing Offic		<u>Close</u>
Indent L	ist							* Required Fields
Created	From Date				Created To Date			
Store		Select	~		Item Category		Select	\checkmark
Priority		Select	~		Indent No.			
Indent S	tatus	Select	~		Workflow Status		Pending for Issuance	<u>~</u>
		·		Ge	t Details			
Results								
Sl. No.	Indent No.	Indent Date	Item Category	Store	Indent Raised By	Priority	Status	Workflow Status
1	INTR010520000001	04/05/2020	General Articles	General Store TA Unit	Mr. NAVEEN KUMAR	Normal	Pending for Issuance	Pending for Issuance
2	INTR011119000008	Click on	General Articles	General Store TA Unit	Mr. NAVEEN KUMAR	High	Pending for Issuance	Pending for Issuance
3	INTR01071900000	ndent No.	General Articles	General Store TA Unit	Dr. RAKESH SINGH	Normal	Pending for Issuance	Pending for Issuance
4	INTR011218000011	13/12/2018	General Articles	General Store TA Unit	Mr. SHAURYA ARUN KUMAR	Normal	Pending for Issuance	Pending for Issuance
5	INTR010218000059	15/02/2018	ADMIN BOOKS	Training CMS	Mr. Training HRMS	Normal	Pending for Issuance	Pending for Issuance
6	INTR011217000050	08/12/2017	General Articles	General Store TA Unit	Dr. RAKESH SINGH	Normal	Pending for Issuance	Pending for Issuance
7	INTR011217000048	01/12/2017	Linen	Allopathic Set D Training Accounting Unit	Dr. RAKESH SINGH	Normal	Pending for Issuance	Pending for Issuance
8	INTR011117000047	30/11/2017	Perishable Items - Food & Beverages	equipment store training	Dr. RAKESH SINGH	Normal	Pending for Issuance	Pending for Issuance
9	INTR011117000044	24/11/2017	General Articles	General Store TA Unit	Dr. RAKESH SINGH	Normal	Pending for Issuance	Pending for Issuance
10	INTR011117000041	17/11/2017	Office Electricals	General Store RO Bhubaneshwar	Mr. Training HRMS	Normal	Pending for Issuance	Pending for Issuance
	12341	- 10 OF 40						1 Go

Select Item Batch Price Fields marked as * are mandatory



N	on-m	edical In	ndent									* Required Fie	lds
In	dent	No.		INT	R0105200	00001			Indent Date		04/05/2020		
St	ore			Gen	eral Store	TA Unit			Priority		Normal		
Ite	em Ca	ategory		Gen	eral Article	2S			Item Class		Non Medical		
_		er Name		Mr.	NAVEEN KU	JMAR			Indenter Desig	gnation	Assistant		
_		er Locatio	on	Trai	ning Accou	ınting Unit			Required Date		04/05/2020		
In	dent	Item De	tails								'		
1	Ge	neric Co	de		20102400	03004			Generic Des	cription	PENCIL HOLDER		\neg
	UC				Nos.				Requested Q			1(00
		sue Item	Code			201024003	3004001	*	Item Descrip		PENCIL HOLDER		_
	QC	Н							3 Approved Qt	У			50
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	Is	sue Qty							0				_
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		SI. No.	Item Batc	h *		Expiry Date	Batch F	Price * (In ₹)	QОH	Issue Qty *			
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		Add	Delete					12.0000	Select Batch P from drop do		0		_
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Enter Item Issue Qty. Fields marked as * are mandatory



F	lome	2		Quotatio	n •	P	rocuremen	t 🔻	Inventory	-	Mast	ers	Ŧ	Task List		Reports	-	Item Search			
Lo	gged	l in as:	Dr. RA	AKESH SIN	GH Ba	ase L	ocation: Tra	ining	Accounting (nit	Curre	nt Location	: Т	raining Accou	unting	Unit					Close
	Nor	-med	ical In	dent																* Requi	ired Fields
	Inde	nt No				INT	TR01052000	0001					In	dent Date			04/0	5/2020			
	Stor	e				Ge	neral Store 1	A Unit	:				Pr	iority			Norm	al			
	Iten	Cate	gory			Ge	neral Articles	;					Ite	em Class			Non	Medical			
	Inde	nter l	Name			Mr.	NAVEEN KUN	1AR					In	denter Desig	natio	n	Assis	tant			
	Inde	nter l	Locatio	on		Tra	ining Accoun	ting U	nit				Re	equired Date			04/0	5/2020			
	Ind	ent Ite	em Det	tails																	
	1	Gene	ric Cod	de			201024003	004						Generic Desc	riptio	n	PEN	CIL HOLDER			
		UOM					Nos.							Requested Qt	У						100
		Issue	Item	Code					201024003	040	01 4 *			Item Descrip	tion		PEN	CIL HOLDER			
		QOH											53	Approved Qty	/						50
		Rema	irks										-	Tag To Purch	ase						
		Issue	Qty										50								
		Item	Batch	Details													\neg				_
			SI. No.	1	tem Bat	ch *	:	Ex	piry Date	Bat	tch Pric	e* (In₹)		QОН	1	ssue Qty *					
			1	D	EFAULT-B	ATCH	н	31	1/12/2050		1	2.0000		50			50				
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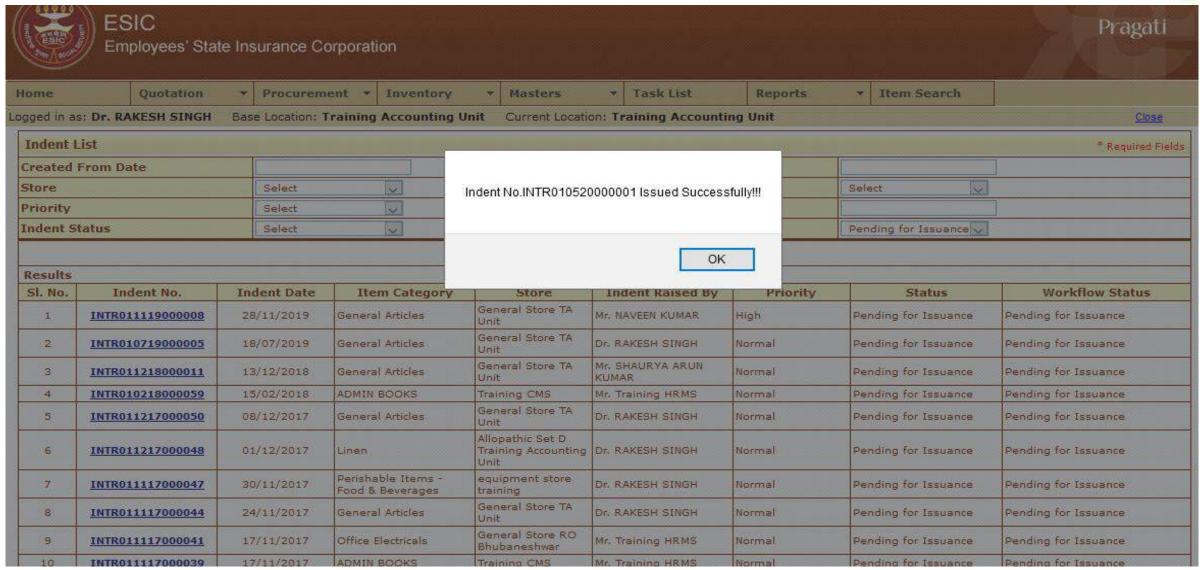
Enter the Notings and Click on Issue Fields marked as * are mandatory



Н	ome	:	Quotation	* F	rocuremen	t • Inventor	у •	Masters	*	Task List		Reports	▼ Item Search	
Log	ged	in as: Dr. I	RAKESH SINGH	Base I	Location: Tra	ining Accountii	ng Unit	Current Locat	ion: T	raining Acco	unting	Unit		Close
	Non	-medical I	ndent											* Required Fields
1	nde	nt No.		IN	TR010520000	0001			In	ident Date			04/05/2020	
5	tore	2		Ge	eneral Store T	'A Unit			Pr	riority			Normal	
I	tem	Category		Ge	eneral Articles				It	em Class			Non Medical	
I	nde	nter Name	:	Mr	. NAVEEN KUM	IAR			In	denter Desig	natior	n .	Assistant	
1	nde	nter Locat	ion	Tra	aining Accoun	g Accounting Unit Required Date						04/05/2020		
	Inde	nt Item D	etails											
	1	Generic Co	ode		201024003	004				Generic Desc	riptio	n	PENCIL HOLDER	
		иом			Nos.					Requested Q	ty			100
		Issue Iter	n Code			201024	0030040	01 4		Item Descrip			PENCIL HOLDER	
		QОН							53	Approved Qt	У			50
		Remarks							-	Tag To Purch	iase			
		Issue Qty							50				-	
		Item Batc	h Details]	
		SI.	Item E	Batch ^s	*	Expiry Date	Bat	tch Price * (In	₹)	QОH	I	ssue Qty *		
		_ 1	DEFAUL	T-BATC	н	31/12/2050		12.0000		50		50		
								Total Ba	ntch (Qty.		50		
		Add	Delete							<u>'</u>]	
			00 characters)		Issued			Click	on Is	ssue				.: *
	disp	oatch to t	material will ge he requested I ate to the task	ocatio		ks can be		Issue		Back				

Indent No. Issued successfully





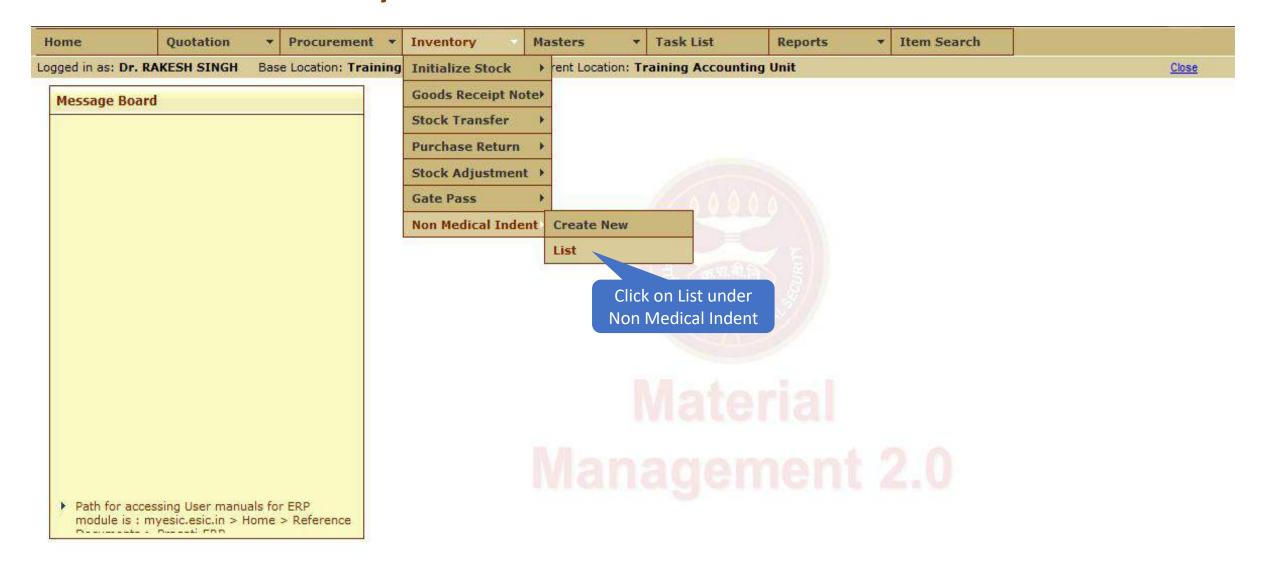


Check List

Role: Indent Creator/ Store Manager

To Check Records of Generated Non Medical Indent Path: MM 2.0 → Inventory → Non Medical Indent → List





Search Indent No. and Select Indent No.





Check Record of Non Medical Indent



Но	me		Quotation	~	Procurement	Inventor	у •	Masters	* 1	Task List		Reports	•	Item Search	
Log	ged i	n as: Dr. R	AKESH SINGH	Base	Location: Training	g Accountin	g Unit	Current Location	Trai	ining Accou	unting Ur	nit			Close
1	lon-	medical In	dent												* Required Fields
I	iden	it No.		1	NTR01052000000				Inde	ent Date			04/0	5/2020	
S	ore			0	ieneral Store TA U	nit			Prior	rity			Norm	al	
It	em	Category		0	Seneral Articles				Item	Class			Non I	Medical	
I	iden	ter Name		I.	Ar. NAVEEN KUMAR					enter Design	nation		Assis	tant	
I	iden	ter Locatio	on	Т	raining Accounting	Unit			Requ	uired Date			04/0	5/2020	
1	nder	nt Item De	tails	-											
1		Seneric Co	de		201024003004				Ge	neric Descr	ription		PEN	CIL HOLDER	
	U	JOM			Nos.				Re	quested Qt	ty				100
	1	ssue Item	Code		201024003004	001			Ite	em Descript	tion		PEN	CIL HOLDER	
	F	Remarks							Tag	g To Purcha	ase		N		
	1	ssue Qty							50						
		Item Batch	Details												
		SI. No.	Item	Batch	*	xpiry Date	Bate	ch Price * (In ₹)		QОH	Iss	ue Qty *			
		_ 1	DEFAU	LT-BAT	СН	2050-12-31		12.0000000000				5	0		
		127 -			201		A16	Total Batc	h Qty			5	0		
-									7//						
						Click	on Prir	Print	В	Back					

Print View





EMPLOYEES' STATE INSURANCE CORPORATION

Training Accounting Unit

NA,,,Delhi

INDENT ISSUE NOTE

Indent Date:

Indent No.: INTR010520000001

General Store TA Unit - Training Accounting

Unit

Issued To: NAVEEN KUMAR

Division: -NA-

Issue To Location: Training Accounting Unit

Issue Date:

Designation:

Branch:

04/05/2020 Assistant

04/05/2020

-NA-

Item Details

Issue Store :

SI No.	Item Name	Item Description	Requested Qty.	Approved Qty.	Issued Qty.
1	201024003004001 - PENCIL HOLDER	PENCIL HOLDER	100	50	50.00

Issuer's Signature Receiver's Signature

Date: Date:

Time: Time:



Generate Report

Role: Indent Creator/Store Manager/HOA/Director General

User Login through myesic.esic.gov.in or gateway.esic.gov.in





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ESIC IT Service Desk Helpline



S."

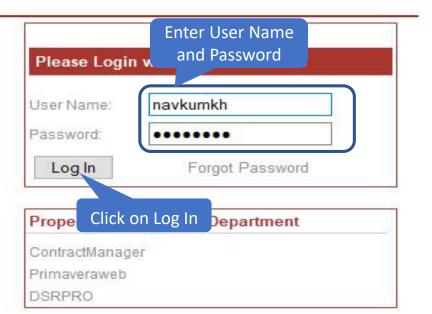
Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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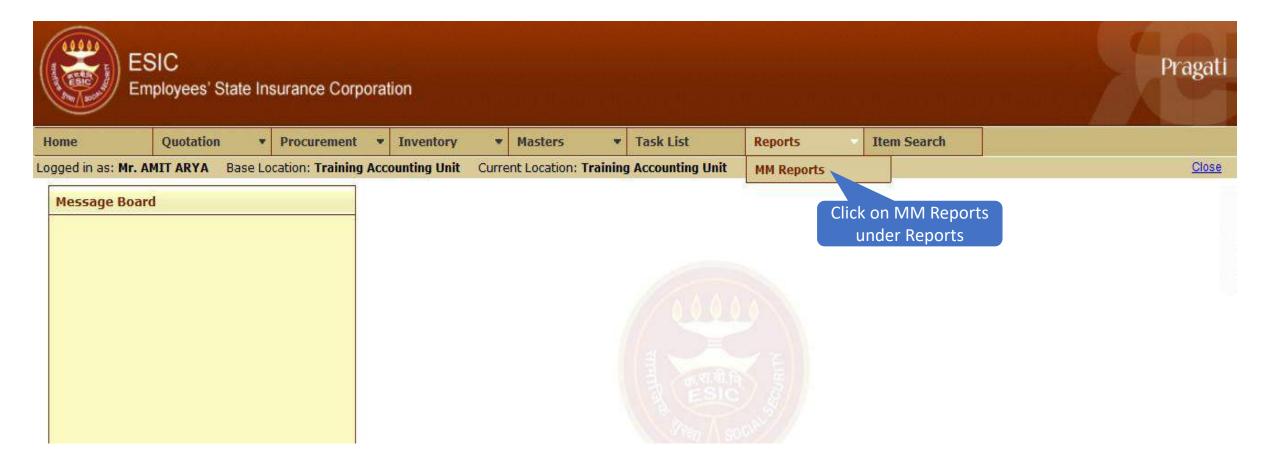


Home Applications	ERP Applications F	Reports Webmail	Change Password	E LOGOL
V.	Finance 2.0	, N	, , , ,	
ESIC News	Pension	¥		Industry News
» Role of ESIC in Deliveryof Bene	its HRMS Support 2.0	s from HQRS. Office		» ESIC's PG institute from next year
	HRMS 2.0			
Announcements	Materials Management 2.0	_inks		Reference Documents
West of the control o	- Waterials Wanagement 2.0	Click on Mate	rials	e a parago contrato a divergi
>> Annexure - IX .doc	Payroll 2.0	Management	2.0	>> Dhanwantri
» Annexures - X-XI.pdf		dia.gov.in		» Pragati-ERP
» Annexures.pdf	>>	http://mohfw.nic.in		» Pragati-Insurance
» JOB CARD OF ADMINISTRATIV	/E OFFICERS »	http://whoindia.org		» ESIC Manuals
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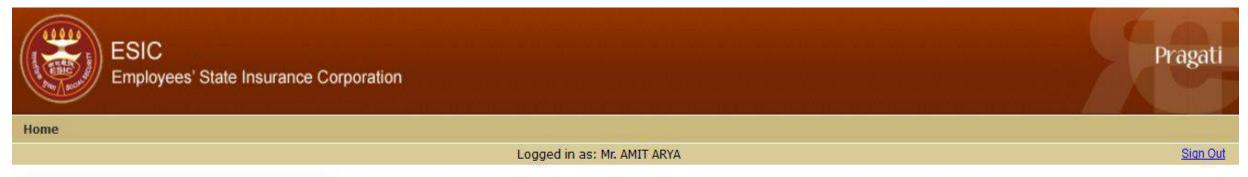
To check Non-Medical Indent Report Path: MM 2.0 → Reports → MM Reports





To check Non-Medical Indent Report click on Stock/Inventory

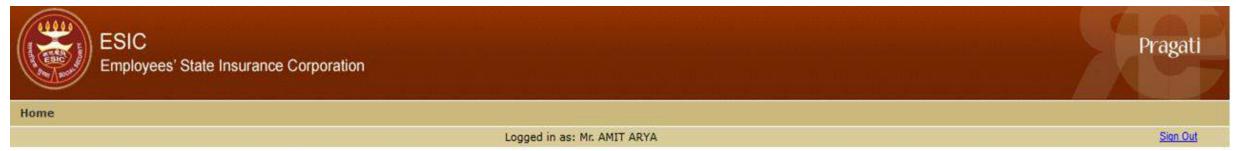






Click on Item wise Non-Medical Indent Report







Click on Item wise Non-Medical Indent Report





Sign Out
12/01/2021
Delhi
Training Accounting Unit
TAPES - TAPE DISPENSERS TAPES - TRANSPARENT TAPES TRANSP. FILMS - TRANSPARENCY FILMS Uniform - Uniform
All PENCIL HOLDER

Notes



-List: All past and present records are available under List option for the transaction on search.

-Task List: All the pending request will be available for the logged in user under Task List for all transactions.

-Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History

-Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Invoice

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

Invoice – Overview



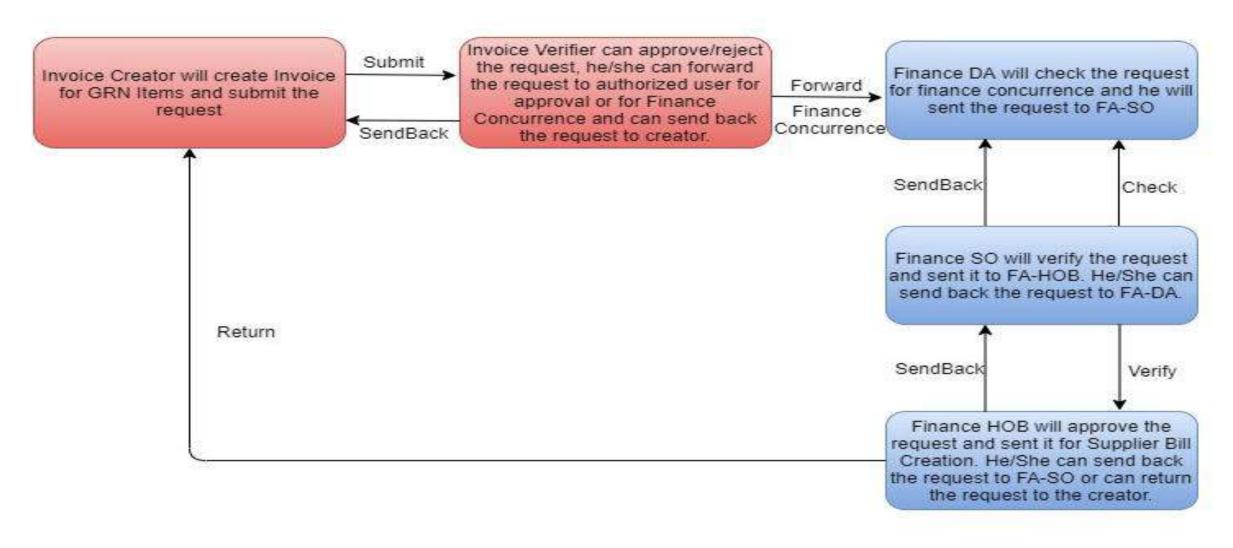
GRN is created against delivery challan. Supplier sends the invoice, which needs to be registered against ESIC purchase Order. This is required, so as to map the Invoice to Purchase order and Goods receipt note and thereby making the payment process smoother. The Accounting units has to register the Invoice for payment to the suppliers.

Types of Invoice

- 1. With PO Material
- 2. With PO Services
- 3. Without PO

Invoice – Workflow



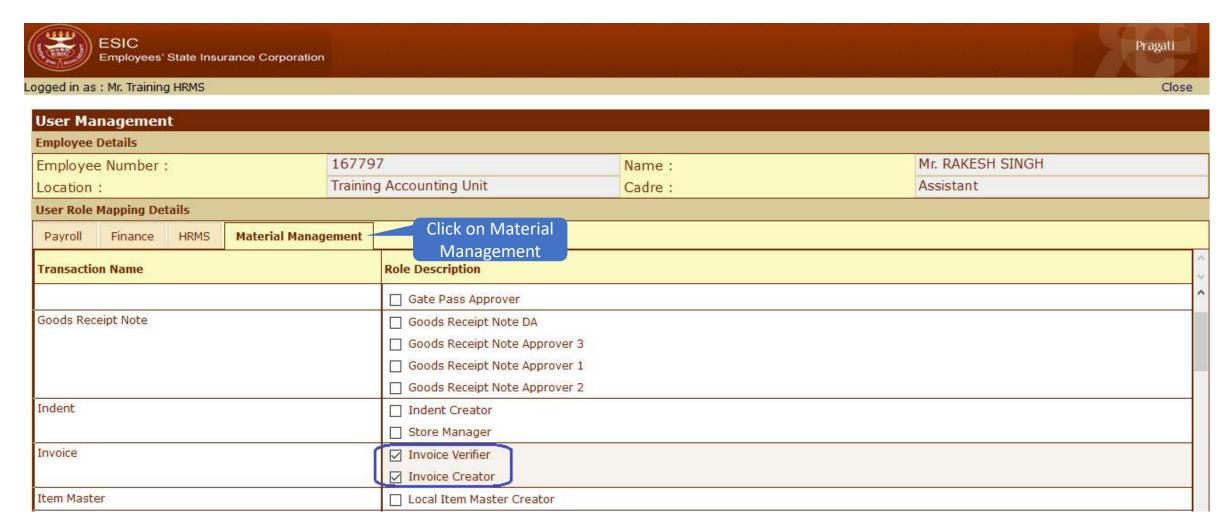


Role for Invoice Transaction under User Management Module



User Roles mapping

- Creator Role: Invoice Creator under Material Management tab
- Approver Role: invoice Verifier under Material Management tab





Invoice Process Flow



Creation of Transaction

Role: Invoice Creator

Invoice Creator Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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ESIC IT Service Desk Helpline



S."

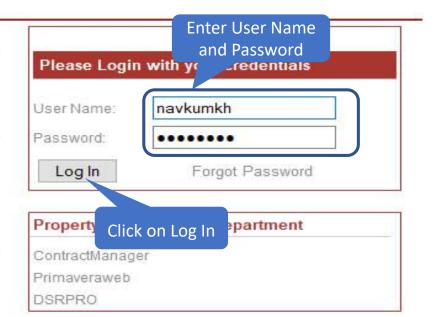
Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

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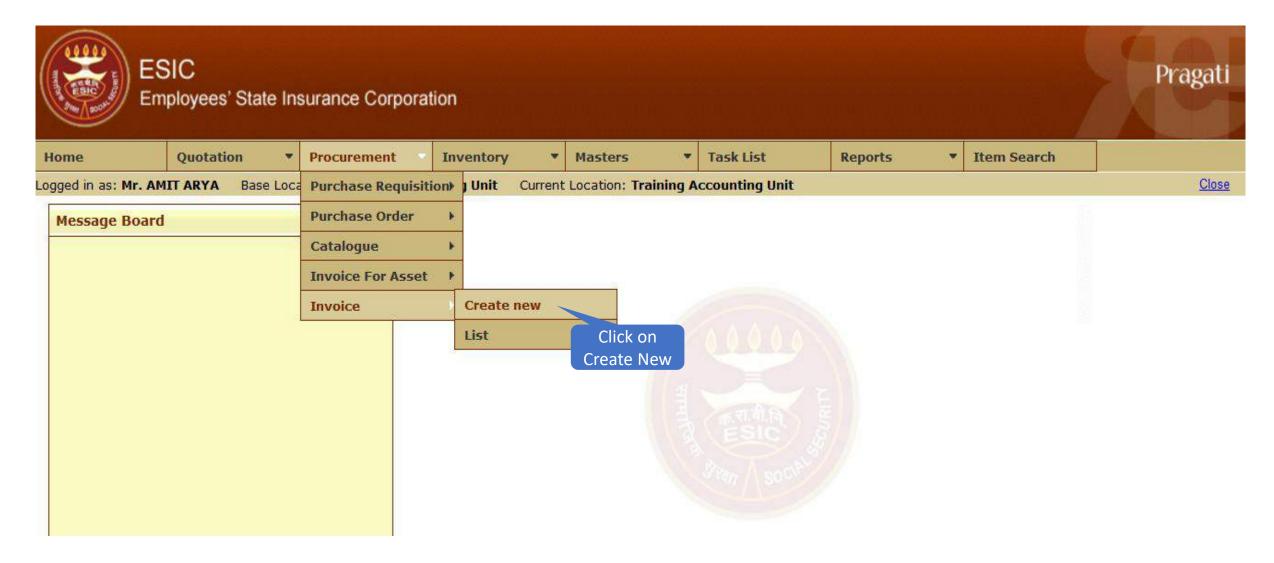


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	Finance 2.0		M.	1	
ESIC News	Pension		Ž		Industry News
>> Role of ESIC in Deliveryof Benefits	HRMS Support 2.0		s from HQRS. Office		» ESIC's PG institute from next year
	HRMS 2.0	j			
Announcements	Materials Management 2.	0	inks Click on Mate	orials	Reference Documents
» Annexure - IX .doc » Annexures - X-XI.pdf	Payroll 2.0		Management 2.0		Dhanwantri Pragati-ERP
» Annexures.pdf	>> http://mohfw.nic.in				» Pragati-Insurance
» JOB CARD OF ADMINISTRATIVE O	CARD OF ADMINISTRATIVE OFFICERS >> http://w				» ESIC Manuals
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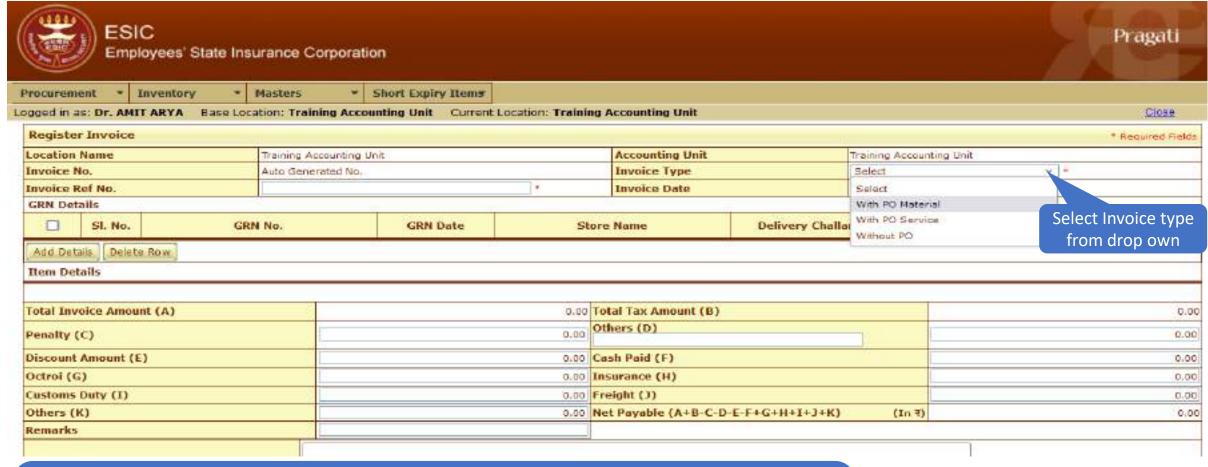
To Generate Invoice by Invoice Creator Path: MM 2.0 → Procurement → Invoice → Create New





Select Invoice Type from drop down Fields marked as * are mandatory



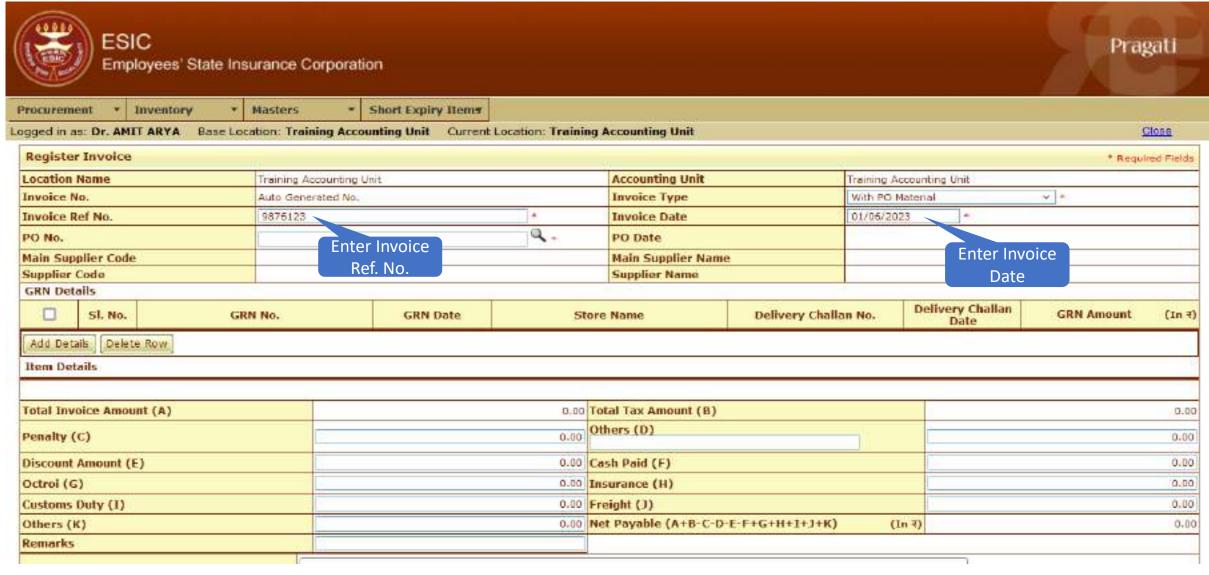


Notes: -

- 1. User will select With PO material invoice type when they have created Purchase Order no. for Materials.
- 2. User will select With PO Service invoice type when they have created Purchase Order no. for Medical and Non-Medical service items.
- 3. User will select Without PO invoice type when they have not created any Purchase Order no.

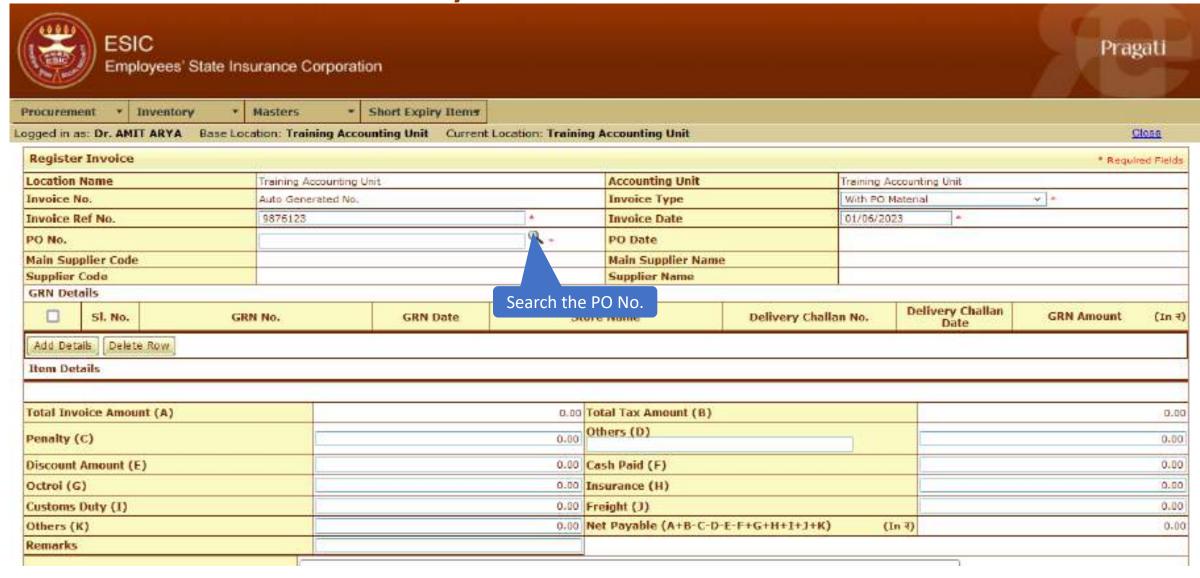
Enter Invoice Ref No. and Invoice Date Fields marked as * are mandatory





Search the PO No. Fields marked as * are mandatory





Search the Purchase Order by searching criteria

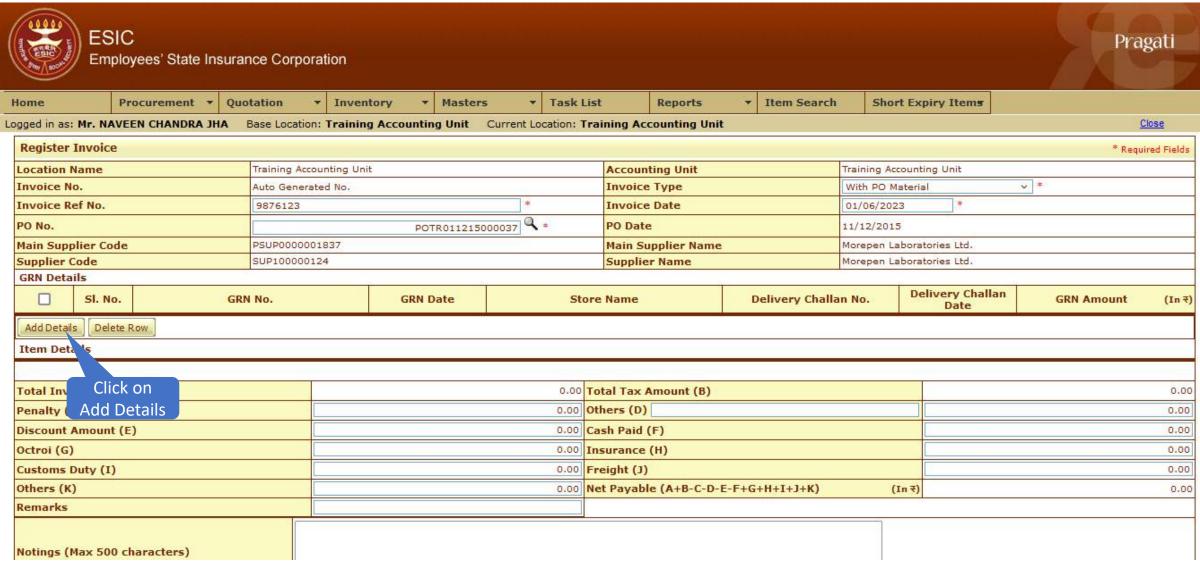


PO No.	00037	From Date		To Date	
Supplier Code		Supplier Name			
			earch		
Purchase	Order Details	70	W.		122
Sl. No.	PO No.	PO Date		Supplier Code	Supplier Name
1	POTR011215000037	11/12/20	5	SUP100000124	Morepen Laboratories Ltd
2	POTR0102170000 7	23/02/20	7	SUP100000110	Indian Drugs & Pharmaceutical Ltd.
3	POTR0109170000.	22/09/20	7	SUP100002665	M/S. THEON PHARMACEUTICALS LTD
4	POTR0112180 Sel	ect the PO	8	SUP0000002821	CIPLA LTD.
5	DOTDO107100	rom the list	9	SUP100000087	Arvind Remedies Ltd.,
6	POTR010920000037	15/09/20	0 :	SUP0000005232	TRANSASIA BIO-MEDICAL: LIMITED
7	POTR010921000037	10/09/20	1	SUP100001114	TEST -MM
1	- 7 OF 7				1 Go
			Close		



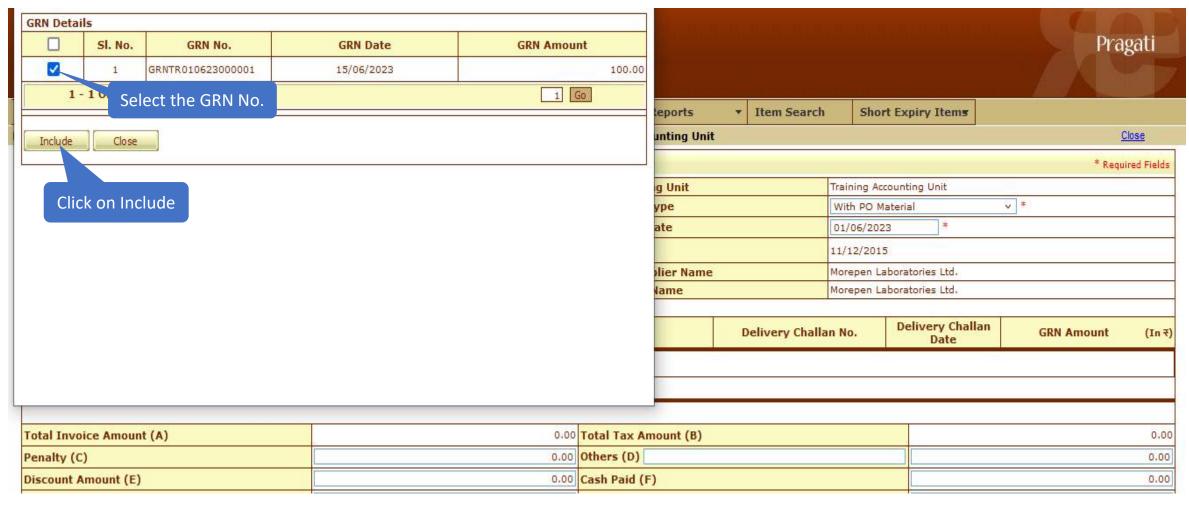
Click on Add Button to add GRN Details





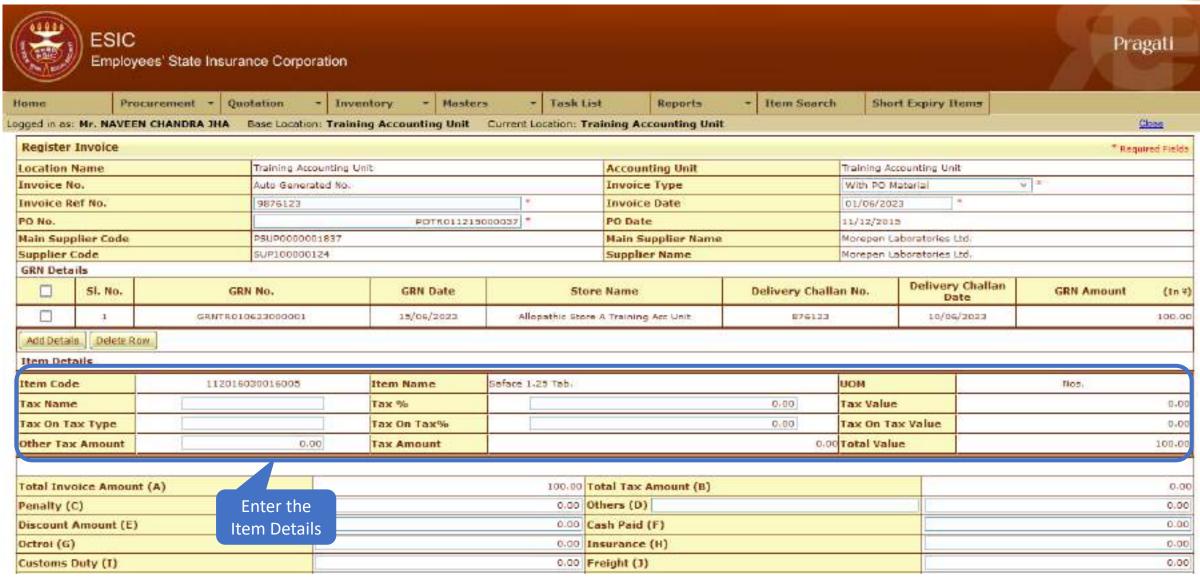
Select the GRN No. and Click on Include





Enter Item Details





Enter the Tax Details



GRN Deta	ils	·				·						
	Sl. No.	GRN No.		GRN Date	St	ore Name	Delivery Challa	an No.	elivery Challan Date	GRN Amount (In ₹)		
	1	GRNTR01062300000	L	15/06/2023	Allopathic Sto	ore A Training Acc Unit	876123		10/06/2023	10/06/2023 100.00		
Add Detail	s Delete F	Row										
Item Deta	ails											
Item Code	2	112016030016005		Item Name	Saface 1.25 Tab.			иом		Nos.		
Tax Name	:			Tax %			0.00	Tax Value		0.00		
Tax On Ta	х Туре			Tax On Tax%			alue	0.00				
Other Tax	Amount		0.00	Tax Amount			0.00	Total Value		100.00		
Total Invo	oice Amou	nt (A)			100.00	Total Tax Amount (B)			0.0			
Penalty (C)				0.00	Others (D)				0.00		
Discount /	Amount (E)			0.00	Cash Paid (F)				0.00		
Octroi (G)					0.00	Insurance (H)				0.00		
Customs I						Freight (J)				0.00		
Others (K)				0.00	Net Payable (A+B-C-D-	E-F+G+H+I+J+K)	(In ₹)	100.00		
Remarks		le le										
Notings (I	4ax 500 cl	naracters)		Enter th	e Tax Details			/i. *				
					Submit	t Reset						

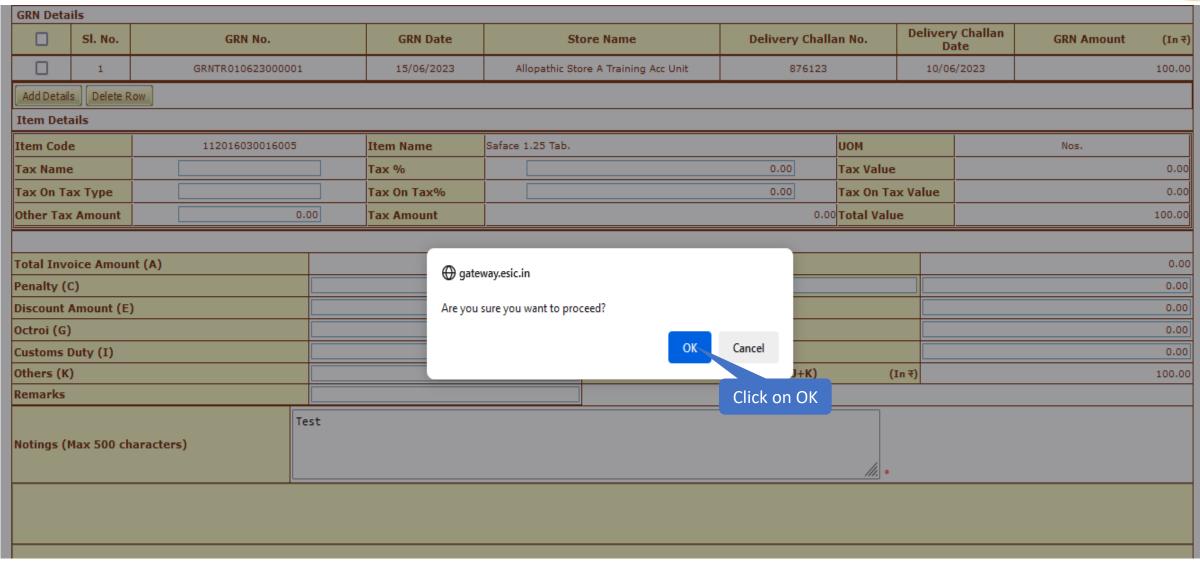
Enter the Notings and Click on Submit Fields marked as * are mandatory



GRN Detai	ils	,				1						
	Sl. No.	GRN No.		GRN Date	St	ore Name	Delivery Challa	an No.	Delivery Challan Date	GRN Amount	(In ₹)	
	1	GRNTR01062300000	L	15/06/2023	Allopathic St	ore A Training Acc Unit	876123		10/06/2023		100.00	
Add Details	Delete i	Row										
Item Deta	ails											
Item Code	2	112016030016005		Item Name	Saface 1.25 Tab.			иом		Nos.		
Tax Name	:			Tax %			0.00	Tax Value			0.00	
Tax On Ta	х Туре			Tax On Tax%			/alue		0.00			
Other Tax	Amount		0.00	Tax Amount			0.00	Total Value			100.00	
Total Invo	ice Amou	nt (A)			100.00	Total Tax Amount (B)				0.00		
Penalty (C	C)				0.00	Others (D)					0.00	
Discount A	Amount (E)			0.00	Cash Paid (F)					0.00	
Octroi (G)						Insurance (H)					0.00	
Customs D						Freight (J)				0.00		
Others (K))				0.00	Net Payable (A+B-C-D-I	E-F+G+H+I+J+K)	(In:	₹)		100.00	
Remarks												
Notings (M	1ax 500 cl		est					/h. *				
	Click on Submit Reset											

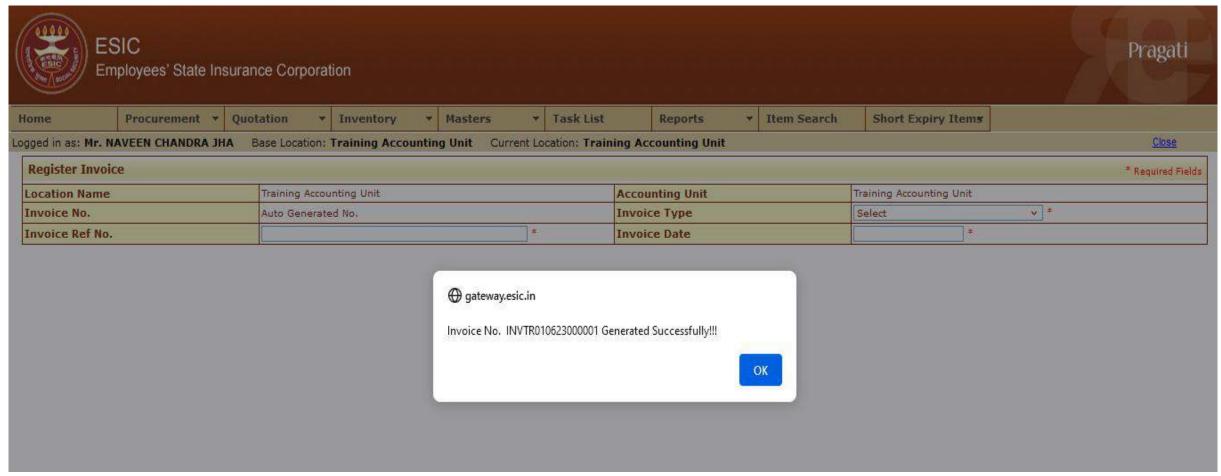
Click on Ok to proceed





Invoice No. generated successfully







Approval of Transaction

Role: Invoice Verifier

Invoice Verifier Login through myesic.esic.gov.in or gateway.esic.gov.in







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S."

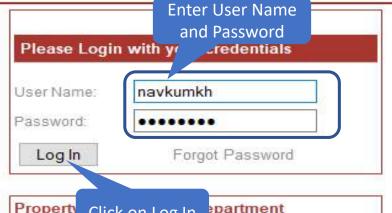
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		HRMS 2.0						
Announcem	ents	Materials Management	2.0	_inks		Reference Documents		
>> Annexure - I)	V dos	iviateriais iviariagement	2.0	Click on Mater	rials	>> Dhanwantri		
» Annexures -	100000000000000000000000000000000000000	Payroll 2.0		Management	2.0	» Pragati-ERP		
» Annexures.p	df		>> http://m	nohfw.nic.in		» Pragati-Insurance		
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Read More >>					» know more	>> Digital Signature Installer		

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Invoice pending for approval Path: MM 2.0 → Task List → Invoice → Pending for Approval

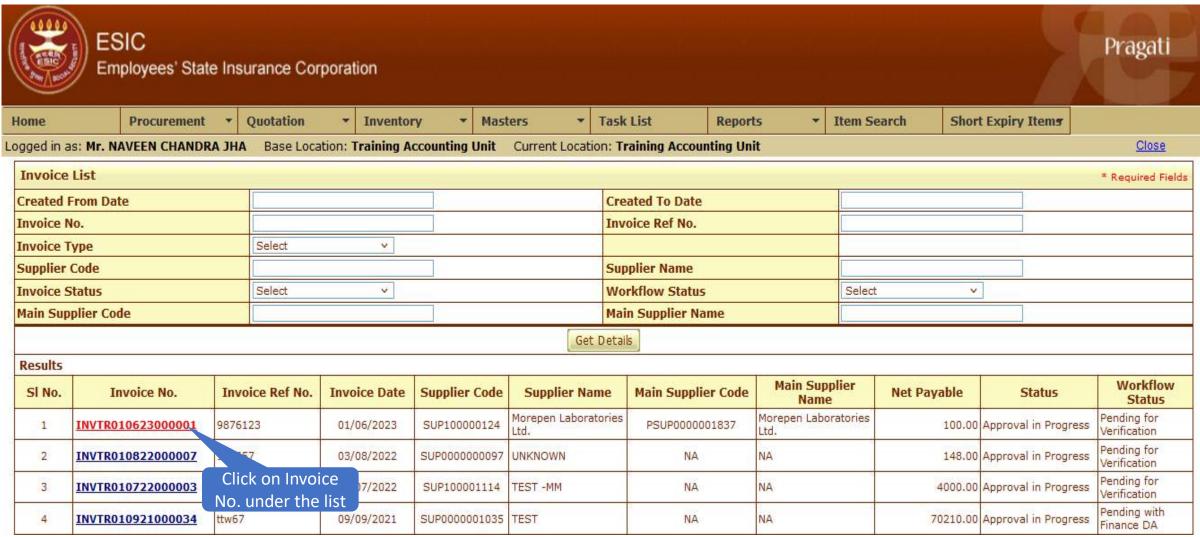




Task List		
Current Location : Train	ning Accounting Unit	
Transaction Type	Pending Activity	Count
Catalogue		7.0
100000000000000000000000000000000000000	Pending for Approval	16
	Sent Back	5
Gate Pass		
	Pending for Approval	11
(272227)	Sent Back	2
Goods Receipt Note(GR	N)	
	Pending for Approval	1
Indent	* -==	
	Pending for Approval	27
	Pending for Issuance	39
	Sent Back	3
Invoice	Click on Pending for	
	Panding EOP Approval	8
Physical Verification\S	Approval under Invoice	
723.27	Pending for Approval	42
	2 .2 .	1.0

Invoice verification by Invoice Verifier





Final Approver can approve the request without forwarding for concurrence



	ESIC Employees' State Insurance Corporation Home Procurement - Quotation - Inventory - Masters - Task List Reports - Item Search Short Expiry Items													gati
Home		Procurement *	Quotation	:▼	Inventory	*	Masters *	Task List	Reports *	Item Search	Short Ex	piry Items		
Logged in as	: Mr. NA	VEEN CHANDRA JH	A Base Loc	ation: T	raining Accou	unting L	Init Current Loca	tion: Training Acco	unting Unit	W			. <u>C</u>	Close
Register	Register Invoice * Required Fields													
Location N	lame		Training Acc	ounting I	Unit			Accounting Unit	1	Training Acco	unting Unit		***	
Invoice No			INVTR01062					Invoice Type		With PO Mate				
Invoice Re			9876123	Abscess in the	U:	ser ca	n forward for	Invoice Date		01/06/2023				
PO No.			POTR011215	000037	Fi	nance	Concurrence	PO Date		11/12/2015				
Main Supp	lier Cod	e	PSUP000000					Main Supplier N	ame	Morepen Lab	oratories Ltd.			
Supplier C	ode		SUP1000001	24				Supplier Name	Supplier Name More					
Finance Co	oncuren	ce	O Yes	No										
GRN Deta	ils									•				
Sl. No.		GRN No.			GRN Date Store Na			ame	Delivery Challan	No.	elivery Challan Date	GRN	Amount	(In ₹)
1		GRNTR010623000	001		15/06/2023		Allopathic Store A T	raining Acc Unit	876123		10/06/2023			100.00
Item Deta	ils	_		•		•								
Item Code		112016	5030016005		Item Name		Saface 1.25 Tab.			иом	12	Nos	ş,	
Tax Name					Tax %				0.00	Tax Value				0.00
Tax On Ta	х Туре				Tax On Tax	c%			0.00	Tax On Tax	Value			0.00
Other Tax Amount 0.00					Tax Amoun	t			0.	00 Total Value				100.00
					-						10			
Total Invoice Amount (A)							100.00	Total Tax Amount (В)					0.00
Penalty (C	Penalty (C)						0.00	Others (D)			0.00			
Discount A	mount ((E)					0.00	Cash Paid (F)			0.00			

Final Approver can approve the request without forwarding for concurrence Fields marked as * are mandatory



Item Details													
Item Code	1120160	30016005	Item	n Name	Saface 1.	.25 Tab.			иом		Nos.		
Tax Name			Tax	%			0.00)	Tax Value		0.00		
Tax On Tax Type			Tax	On Tax%			0.00)	Tax On Tax V	alue	0.00		
Other Tax Amount		0.00	Tax	Amount				0.00	Total Value		100.00		
Total Invoice Amour	nt (A)					100.00	00 Total Tax Amount (B)						
Penalty (C)						0.00	Others (D)				0.00		
Discount Amount (E)					0.00	Cash Paid (F)			0.00			
Octroi (G)						0.00	Insurance (H)			0.00			
Customs Duty (I)							Freight (J)		0.00				
Others (K)						0.00	Net Payable (A+B-C-D-E-F+G+H+)	(+J+K)	(In ₹)		100.00		
Remarks													
Forward/Approvi	ng Authority												
Action		Approve	O Forward *										
Notings (Max 500 d	haracters)	test	User	can Approve						/h. *			
				Арр	rove	SendBad	ck Reject Back						
Notings History													
Date		User Na		De	signatio	n	Comments Test	Submit	Status ted		Digital Signature Verification		
Approve- The t							rest	Subiiii	.cu				
Send Back- It w	ill send back to	previous I	evel for re	e-verification	n								
Reject- It will re	eject completel	y and creat	cor will cre	eate new Inv	oice.								
Back- Navigate													

Select 'Yes' for Finance Concurrence Fields marked as * are mandatory



THE PERSON NAMED IN COLUMN 1	SIC nployees' State Ins	urance Corpora	tion						Pr	agati				
Home	Procurement *	Quotation	Inventory	- Masters -	Task List	Reports *	Item Search	Short Expir	ry Rema					
Logged in as: Mr. I	NAVEEN CHANDRA JHA	Base Location:	Training Accountin	g Unit Current Loc	ation: Training Acco	unting Unit				Close				
Register Invoi	ce	100					10		* Re	equired Fields				
Location Name		Training Accounting	Unit		Accounting Unit	t	Training Accoun	ting Unit						
Invoice No. INVTR010623000001 Invoice Type With PO Material														
Invoice Ref No.	(9876123			Invoice Date		01/06/2023							
PO No.		POTR01121500003	7		PO Date		11/12/2015							
Main Supplier Co	ode	PSUP0000001837		1.6	Main Supplier N	Vame	Morepen Labora	itories Ltd.						
Supplier Code		SUP100000124	User for	ward for	Supplier Name	E	Morepen Labora	itories Ltd.						
Finance Concure	ence	● Yes ○ No	Finance C	oncurrence										
GRN Details			40			vi.	100							
SI. No.	GRN No.		GRN Date	Store N	ame	me Delivery Challan		very Challan Date	GRN Amount	(In ₹)				
1	GRNTR0106230000	01	15/06/2023	Aliopathic Store A	Training Acc Unit	ning Acc Unit 876123				100.00				
Item Details			2)			ì	77							
Item Code	1120160	30016005	Item Name	Saface 1,25 Tab.			иом	ji .	Nos.					
Tax Name			Tax %			0.00	Tax Value			0.00				
Tax On Tax Type	e		Tax On Tax%			0.00	Tax On Tax V	alue 0.0						
Other Tax Amou	int	0.00	Tax Amount			0.	oc Total Value	100						
0						·								
Total Invoice An	nount (A)	4		100.00	Total Tax Amount (B)				0.00				
Penalty (C)			0.00 Ott			Others (D)			0,00					
Discount Amoun	t (E)			0.00	Cash Paid (F)			0.00						

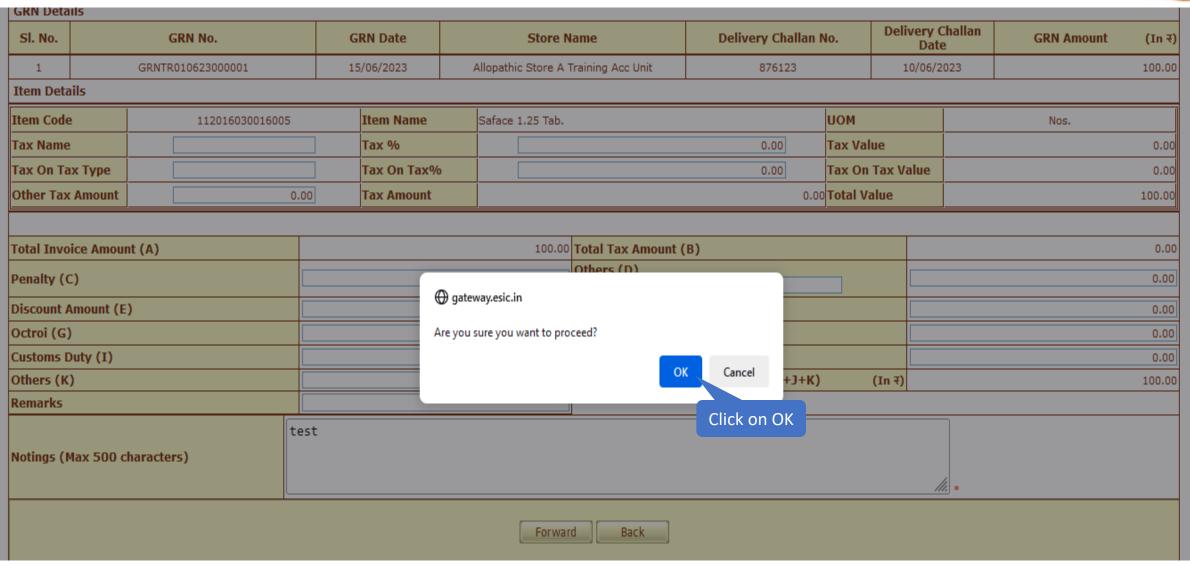
Select 'Yes' for Finance Concurrence then Enter the Notings and click on Forward Fields marked as * are mandatory



GRN Deta	ails												
Sl. No.		GRN I	No.	GRN	I Date		Store Na	ame	Delivery Ch	allan N	Del	ivery Challan Date	GRN Amount (In ₹
1		GRNTR01062	23000001	15/06	6/2023	Allopathi	ic Store A Ti	raining Acc Unit	87612	876123 10/06/202		10/06/2023	100.00
Item Deta	ails				·						·		
Item Code	e	1	112016030016005	Ite	em Name	Saface	1.25 Tab.				JOM		Nos.
Tax Name	2			Ta	ax %				0.00	-	Tax Value		0.00
Tax On Ta	ах Туре			Та	ax On Tax%				0.00	-	Tax On Tax V	alue	0.00
Other Tax	c Amount		0.0	Ta	ax Amount					0.00	Total Value		100.00
Total Invo	oice Amount	t (A)					100.00	Total Tax Amount (B)				0.00
Penalty (C)						0.00	Others (D)					0.00
	Amount (E)						0.00	Cash Paid (F)					0.00
Octroi (G								Insurance (H)					0.00
Customs I								Freight (J)					0.00
Others (K								Net Payable (A+B-	C-D-F-F+G+H+T	+1+K)	(In ₹)		100.00
Remarks	• •						0.00	iteer ayable (A · B	e b e i · d······		(111 ()	<u> </u>	100.00
	Max 500 ch	aracters)	tes	t			,					// ₁ .	
				Cli	ick on Forwa	ard	Forward	Back					
Notings H													
	Date		User N			Designati	on		ments		Status		Digital Signature Verification
	15/06/2023 15:35:36 NAVEEN CHANDRA JHA Artist N.B: Nomenclature of one or more items have been updated. Visit Item Change Report for details							Test		Submitt	ed		
N.B: Nome	nciature of or	ne or more ite	ems nave been updat	ea. Visit Item	n Change Report	ror details.							

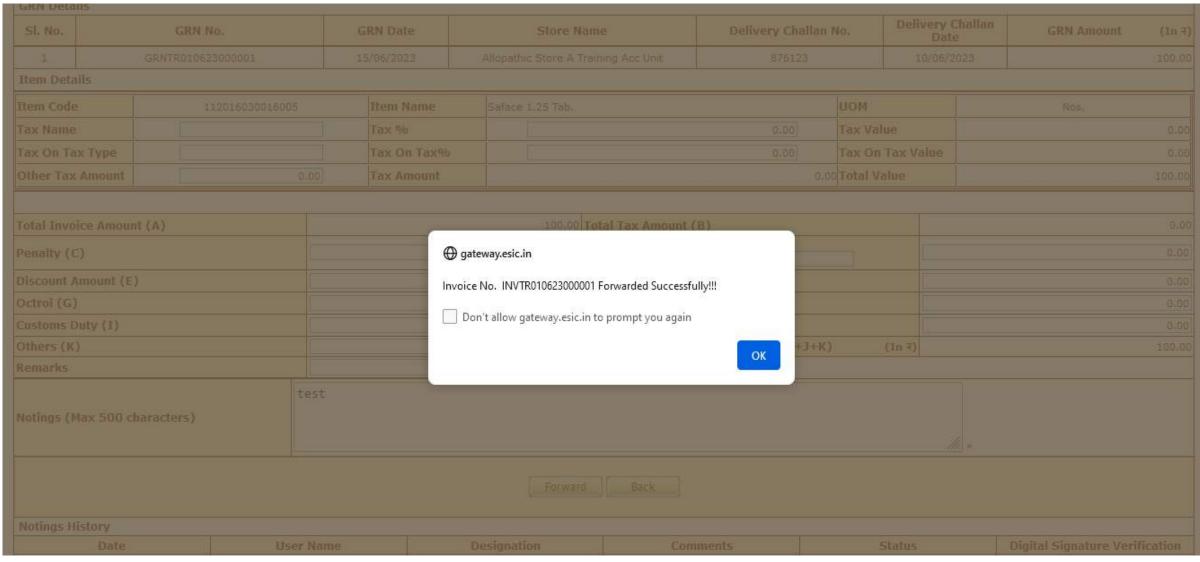
Click on Ok to proceed





Invoice No. successfully sent for Concurrence







Invoice Concurrence of Transaction

Role: Finance DA/ Finance SO/ Finance HOB

Version 5.7 Last Revised On: 01-06-2025

Finance DA Login through myesic.esic.gov.in or gateway.esic.gov.in





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ESIC IT Service Desk Helpline



S."

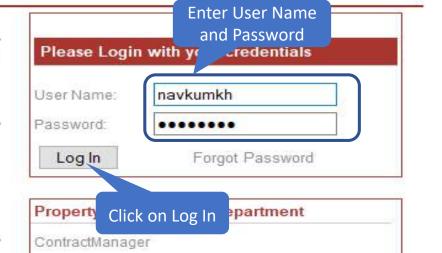
Web Portal-ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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		HRMS 2.0				
Announcemer	nts	Materials Managemen	t 2.0	_inks Click on Materi	als	Reference Documents
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» JOB CARD OF	ADMINISTRATIVE O	FFICERS	>> http://w	hoindia.org		» ESIC Manuals
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Invoice pending for approval Path: MM 2.0 → Task List → Invoice → Pending for Approval





Task List		
Current Location : Train	ing Accounting Unit	
Transaction Type	Pending Activity	Count
Catalogue		18.
	Pending for Approval	16
	Sent Back	5
Gate Pass		
	Pending for Approval	11
	Sent Back	2
Goods Receipt Note(GRI	N)	
	Pending for Approval	1
Indent		33
	Pending for Approval	27
	Pending for Issuance	39
	Sent Back	3
Invoice	Click on Donding for	
	Pending FOR Approval Click on Pending for	8
Physical Verification\St	Approval under Invoice	
72.4.17.11.11.11.11.11.11.11.11.11.11.11.11.	Pending for Approval	42

Invoice No. Concurrence by Finance DA



Tank soot	ESIC Employees' State Insurance Corporation												
Home	Procurement	▼ Quotation	▼ Inventor	ry 🕶 Mas	ters 🔻 Ta	sk List Rep	ports 🕶	Item Search Sh	ort Expiry Items				
Logged in a	s: Mr. NAVEEN CHANDR	A JHA Base Loc	ation: Training A	ccounting Unit	Current Location:	Training Accounting	Unit			Close			
Invoice	Invoice List * Required Fields												
Created F	rom Date				C	reated To Date		12					
Invoice N	lo.				Ir	voice Ref No.							
Invoice T	уре	Select	v										
Supplier	Code				Si	upplier Name							
Invoice S	tatus	Select	× 1		W	Workflow Status Sele			v				
Main Sup	plier Code				М	ain Supplier Name							
					Get Det	ails							
Results		(6.	40 - 1		Q		W.	- 16		26			
SI No.	Invoice No.	Invoice Ref No.	Invoice Date	Supplier Code	Supplier Name	Main Supplier Co	de Main Supp Name	lier Net Payable	Status	Workflow Status			
1	INVTR010623000001	9876123	01/06/2023	SUP100000124	Morepen Laboratorie Ltd.	PSUP0000001837	, Morepen Labor Ltd.	atories 100.	00 Approval in Progress	Pending with Finance DA			
2	INVTR010822000007 Click on Invoice		SUP0000000097	UNKNOWN	NA	NA	148.	00 Approval in Progress	Pending for Verification				
3	INVTR010722000003	No. under th	-7	SUP100001114	TEST -MM	NA	NA	4000	00 Approval in Progress	Pending for Verification			
4	INVTR010921000034	ttw67	09/09/2021	SUP000001035	TEST	NA	NA	70210.	00 Approval in Progress	Pending with Finance DA			

Finance DA checks Invoice Request



S. CARRESTON S.	ESIC Employees' Stat	e Insuranc	e Corpora	ition							-	Pragati	
lome	Procurement	▼ Quota	100	_ zaveateur y		Masters •	TOSK LISE	Reports *	Item Search	Short Exp	iry Items		
	r. NAVEEN CHANDR	RA JHA Bas	e Location:	Training Accoun	ting Ur	nit Current Loca	ation: Training Acco	unting Unit				Close	
Register Involved Involved No.			g Accounting				Accounting Uni	i .	Training Accou		*	Required Fiel	
Invoice No. Invoice Ref No PO No.	0.	98761	- Michael Brandratts at -		Invoice Type Invoice Date PO Date					With PO Material 01/06/2023 11/12/2015			
Main Supplier Code PSUP0000001837 Supplier Code SUP100000124				<u> </u>	Mai			Main Supplier Name Morepe			epen Laboratories Ltd.		
Finance Concu		Yes											
Sl. No.	GRN I	No.		GRN Date	GRN Date Store Nan			Delivery Challan	No. Delivery Challan Date		GRN Amou	int (In	
1	GRNTR01062	23000001		15/06/2023	,	Allopathic Store A 1	raining Acc Unit	ining Acc Unit 876123			10/06/2023 100.0		
Item Details Item Code	1 1	120160300160	05	Item Name	i i	Saface 1,25 Tab.			иом	-	Nos.		
Tax Name				Tax %			0.00		Tax Value		0		
Tax On Tax Type Other Tax Amount 0.00				Tax On Tax%	Tax On Tax%			0.00 Tax On			Tax Value 0.0		
				à		4 33				<u> </u>			
Total Invoice Amount (A)						100.00	otal Tax Amount (B)			0.			
Penalty (C)						0.00	Others (D)			0.0			
Discount Amou	unt (E)					0.00	Cash Paid (F)			1		0.	

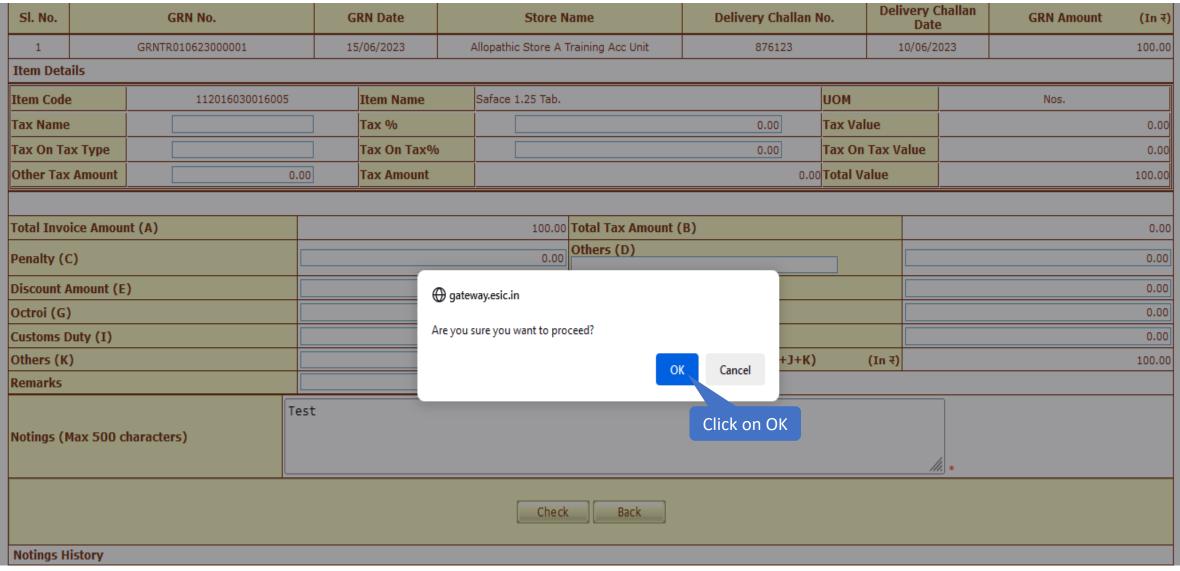
Enter the Notings and Click on Check Fields marked as * are mandatory



Sl. No.		GRN No.	G	RN Date	Store Name			Delivery Challa	n No.	Delivery Challar Date	GRN Amount	(In ₹)		
1		GRNTR010623000001	15	5/06/2023	Allopathic Store A Training Acc Unit			876123		10/06/2023	0/06/2023 100.0			
Item Deta	ails													
Item Code 112016030016005			Item Name	e Saface 1.25 Tab.				иом		Nos.				
Tax Name	Name			Tax %				0.00		e				
Tax On Tax Type			Tax On Tax%				0.00	Tax On T	ax Value	/alue				
Other Tax	Amount	0.0	10	Tax Amount				0	.00 Total Val	ue		100.00		
Total Invo	ice Amour	nt (A)				100.00	Total Tax Amount (В)			0.00			
Penalty (C)						0.00	Others (D)				0.00			
						0.00	Cash Paid (F)			0.00				
Octroi (G)	Discount Amount (E)						Insurance (H)			0.00				
	Customs Duty (I)						Freight (J)			0.00				
Others (K				0.00 Net Payable (A+B-C-D-E-F+G+H+I+J+K) (In a						In ₹)	100.00			
Remarks														
Notings (I	Max 500 c	haracters)	st							/h. *				
Click on Check Back Notings History														
Trotaing5 II	Date	licor I	lamo		Design	ation	Com	ments	St	atus	Digital Signature Verif	fication		
Check-	The tran	saction will proceed to	FA-SO f	or further a			test Verified							
		to list Page					Test Submitted							
						S.								

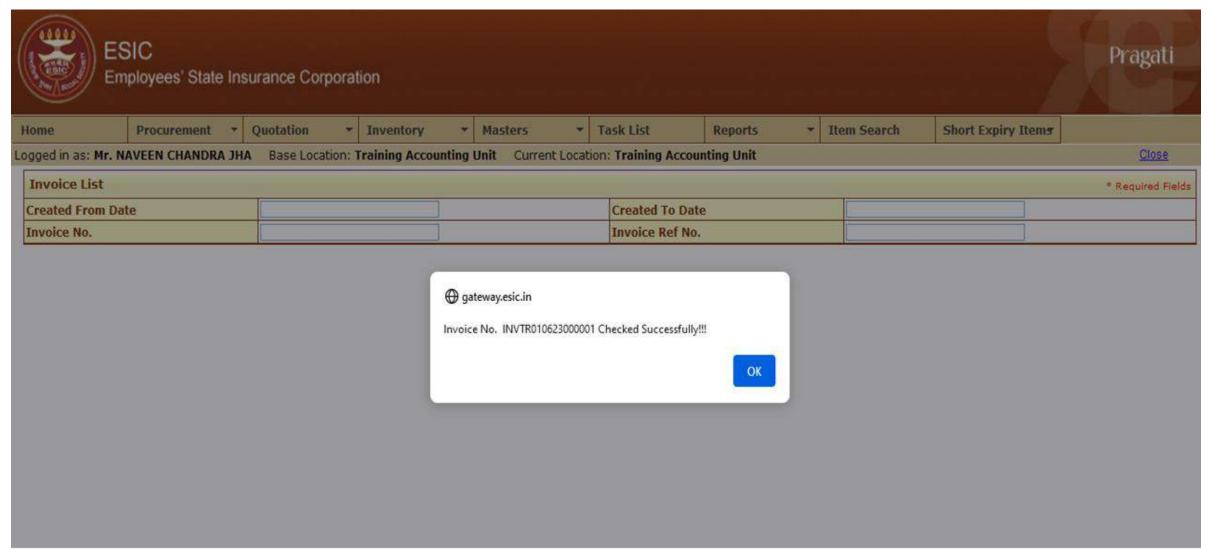
Click on Ok to proceed





Invoice No. checked successfully





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	HRMS 2.0							
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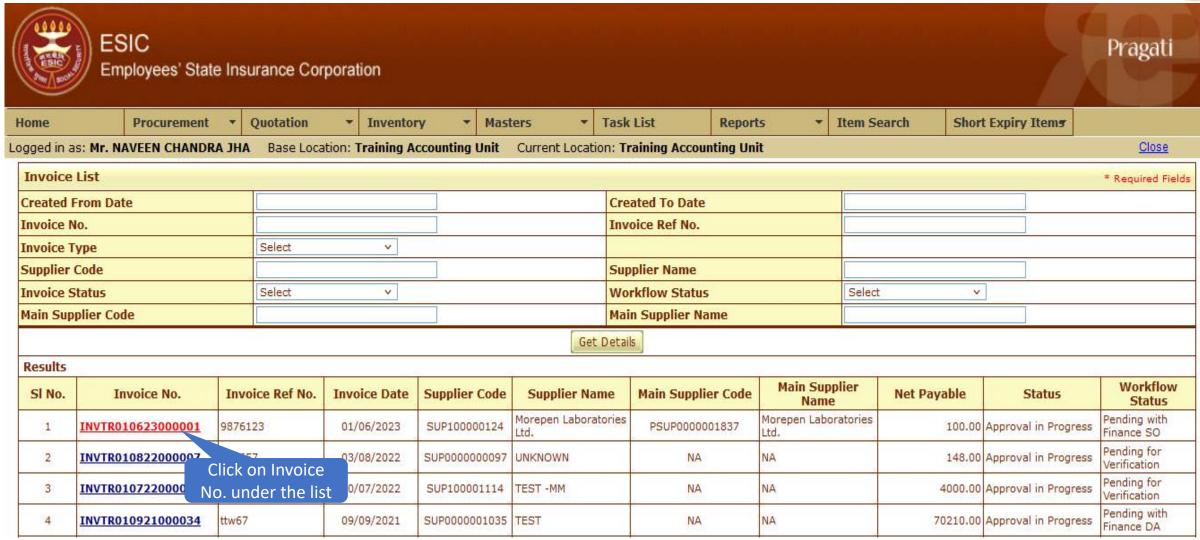




Task List		
Current Location : Train	ning Accounting Unit	
Transaction Type	Pending Activity	Count
Catalogue		11.1
	Pending for Approval	16
	Sent Back	5
Gate Pass		
	Pending for Approval	11
	Sent Back	2
Goods Receipt Note(GRI	N)	
	Pending for Approval	1
Indent	<u>*</u>	- 3
	Pending for Approval	27
	Pending for Issuance	39
	Sent Back	3
Invoice	7	
	Pending FOR Approval Click on Pending for	8
Physical Verification\S	tools Adjustment	
**************************************	Pending for Approval Approval under Invoice	42

Invoice No. Concurrence by Finance SO





Finance SO verify Invoice Request



	ESI Empl		ite Ins	surance Co	rporati	on								Praga	ti
lome	- 33	Procurement		Quotation	-	Inventory		Masters •	TOSK LISE	Reports *	Item Sear	ch Shor	t Expiry Items		
gged in as:	Mr. NAV	EEN CHAND	RA JH	A Base Loca	ation: Ti	raining Accoun	ting U	Init Current Loca	ation: Training Acco	ounting Unit				Clos	<u>e</u>
Register Ir	nvoice													* Required	Field
Location Na	me			Training Acco	ounting L	Jnit			Accounting Uni	t	Training A	ccounting Unit			
Invoice No.				INVTR01062	3000001				Invoice Type		With PO M	aterial			
Invoice Ref	No.			9876123			Invoice Date				- Contract of the Contract of	01/06/2023			
PO No.	2000 1000 1000			POTR011215			PO Date				11/12/2015				
Main Suppli				PSUP000000	000000		Main Supplie			The state of the s					
Supplier Co				SUP1000001	24		Supplier N			lier Name Morepen Labora					
Finance Con GRN Details	CHAIR SERVICE			Yes											
Sl. No.	3	GRN	No.			GRN Date		Store N	ame	Delivery Challan	Delivery Chall Date	an GRN	Amount	(In	
1		GRNTR0106	230000	001	1	5/06/2023		Allopathic Store A T	ining Acc Unit 876123			10/06/2023 100.0			
Item Detail:	ls									Lt.	1		1		
Item Code			112016	030016005		Item Name		Saface 1.25 Tab.			иом	1	Nos	i.	
Tax Name					7	Tax %				0.00			0.0		
Tax On Tax	Tyne					Tax On Tax%				Control of the second	Tax Value Tax On Tax Value		0.00		
Other Tax Amount 0.00			1	Tax Amount			0.00 Tax On Total Va			- 100 200					
OUICI TUX A	anivunt			0.00	-1	Tux Amount		W. S.			Total vale	<u> </u>			.50.0
Total Invoice Amount (A)							100.00	Total Tax Amount (tal Tax Amount (B)			0.0			
Penalty (C))				0.00				Others (D)				0.00		
Discount An	nount (E)						0.00	Cash Paid (F)				0.00		

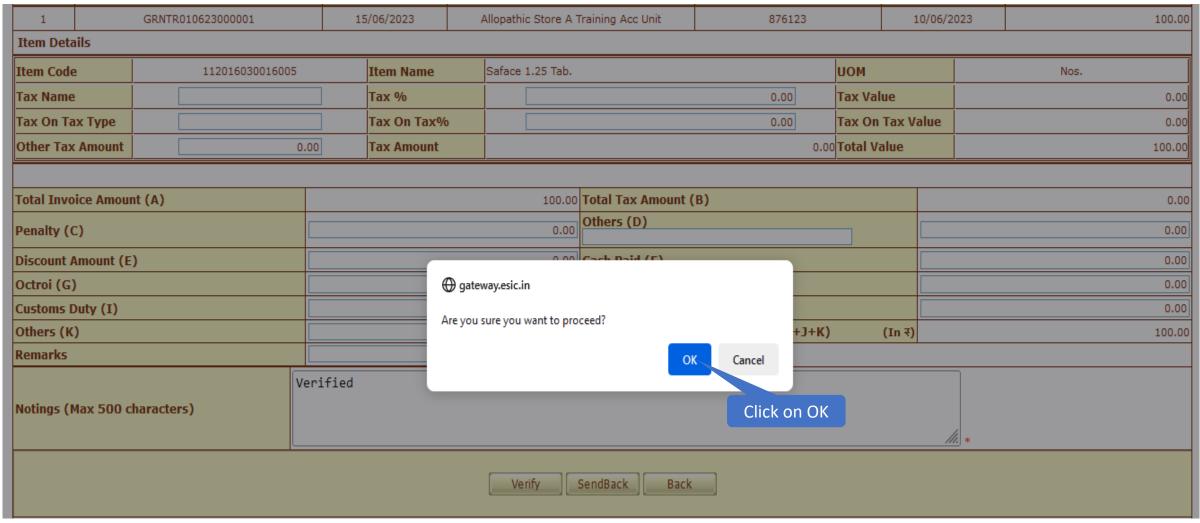
Enter the Notings and Click on Verify Fields marked as * are mandatory



Item Details							
Item Code	112016030016005		Item Name	Saface 1.25 Tab.		иом	Nos.
Tax Name			Tax %		0.00	Tax Value	0.00
Tax On Tax Type			Tax On Tax%		0.00	Tax On Tax V	Calue 0.00
Other Tax Amount	0.	00	Tax Amount			0.00 Total Value	100.00
Total Invoice Amount (A) 100.00					Total Tax Amount (B)		0.00
Penalty (C)				0.00	Others (D)		0.00
Discount Amount (E)				0.00	Cash Paid (F)		0.00
Octroi (G)		0.00 Insurance (H)				0.00	
Customs Duty (I)		0.00 Freight (J)			Freight (J)		0.00
Others (K)				0.00	Net Payable (A+B-C-D-E-F+G+H+I+	J+K) (In ₹)	100.00
Remarks							
Notings (Max 500 char		rified					<i>//i.</i> ; *
			Click on Verify	SendBack Back			
Notings History							
Date	User			signation	Comments Test	Status Verified by Finance DA	3 3
	action will verify and pask			urther action	test	Verified by Finance DA	· ·
	equest will send back	to the	Finance DA.			Submitted	
Back- Navigate to	o the List page						

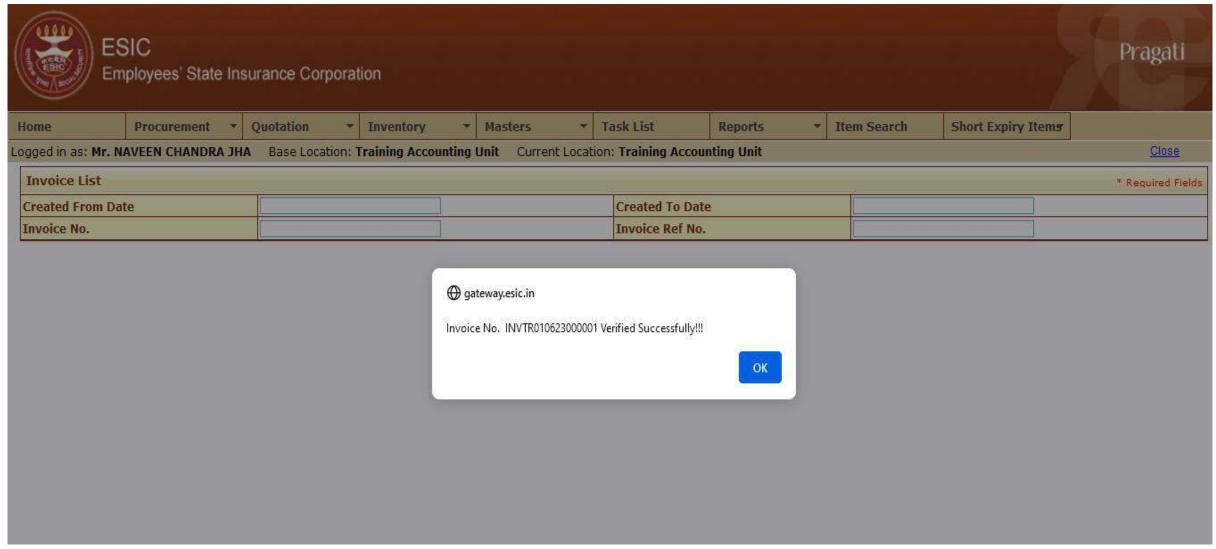
Click on Ok to proceed





Invoice No. verified successfully





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ESIC IT Service Desk Helpline



S."

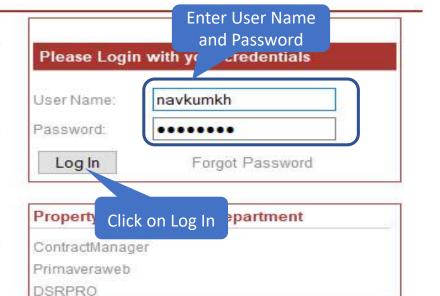
Web Portal-ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

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	HRMS 2.0					
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» Annexures - X-XI.pdf	Alpha Mark	Jiia-gov.iii		» Pragati-ERP		
» Annexures.pdf	>> htt	o://mohfw.nic.in		» Pragati-Insurance		
» JOB CARD OF ADMINISTRATIVE OFFICERS » http://w		o://whoindia.org		» ESIC Manuals		
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Invoice pending for approval Path: MM 2.0 → Task List → Invoice → Pending for Approval

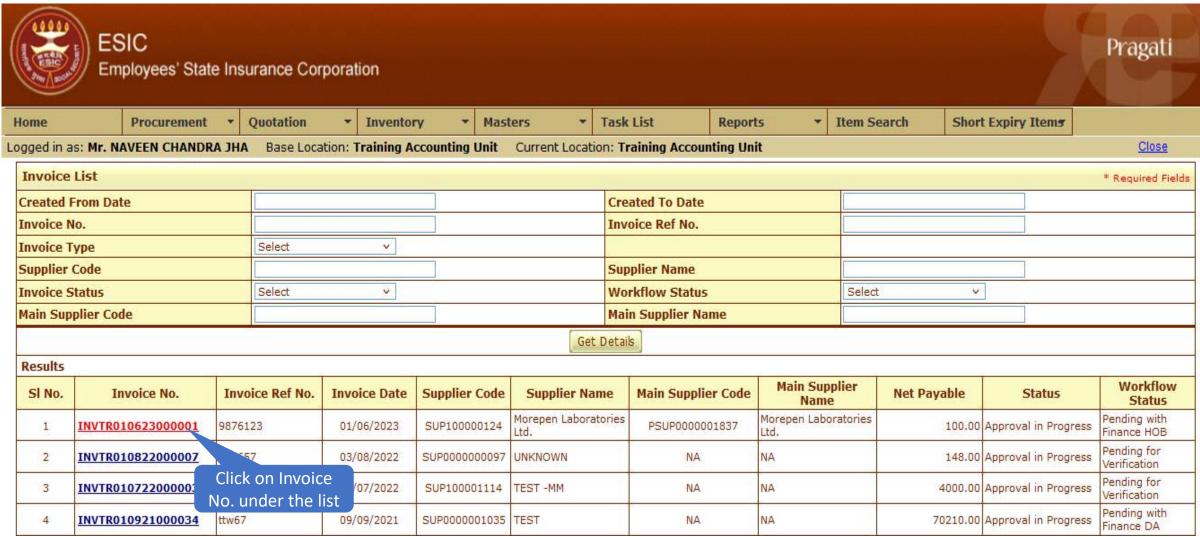




Task List						
Current Location : Train	ning Accounting Unit					
Transaction Type	Pending Activity	Count				
Catalogue		12				
	Pending for Approval	16				
	Sent Back	5				
Gate Pass						
	Pending for Approval	11				
0.000000	Sent Back					
Goods Receipt Note(GR	N)					
Pending for Approval						
Indent	<u>*</u>	**				
	Pending for Approval	27				
	Pending for Issuance	39				
	Sent Back	3				
Invoice	Click on Danding for					
	Pending FOR Approval Click on Pending for	8				
Physical Verification\S	Approval under Invoice					
P28477	Pending for Approval	42				
	2 (2)					

Invoice No. Concurrence by Finance HOB





Finance HOB approve Invoice Request



S GREEK S	ESIC							n n			Pr	agati
lome	Procurement	Quotation	- I	Inventory	▼ Masters	0.00000	TOSK EIGE		Item Search	Short Expi	ry Items	
	Ir. NAVEEN CHANDRA	HA Base Loca	ation: Tra	aining Accountin	ng Unit Cu	rrent Loca	tion: Training Accou	unting Unit				Close
Register Inv Location Nam Invoice No. Invoice Ref N PO No. Main Supplier Supplier Code Finance Conc GRN Details SI. No. 1 Item Details	ne No. r Code e curence GRN No. GRNTR01062300	Training According INVTR01062 9876123 POTR011215 PSUP000000 SUP1000001 Yes	3000001 5000037 01837 124	RN Date 5/06/2023	Allopathic	Store Na	Accounting Unit Invoice Type Invoice Date PO Date Main Supplier N Supplier Name Taining Acc Unit		NO.	al atories Ltd.	GRN Amount	(In ₹
Item Code	1120	16030016005		Item Name	Saface 1	1.25 Tab.		иом		Nos.		
Tax Name	07/9×2424			Tax %				0.00	Tax Value			0.0
Tax On Tax T Other Tax An		0.00 Tax Amount				0.00 Tax On Tax V 0.00 Total Value			/alue 0.00			
Total Invoice Penalty (C)	Amount (A)			J			Total Tax Amount (I	в)				0.0
Discount Amo	ount (E)						Cash Paid (F)					0.0

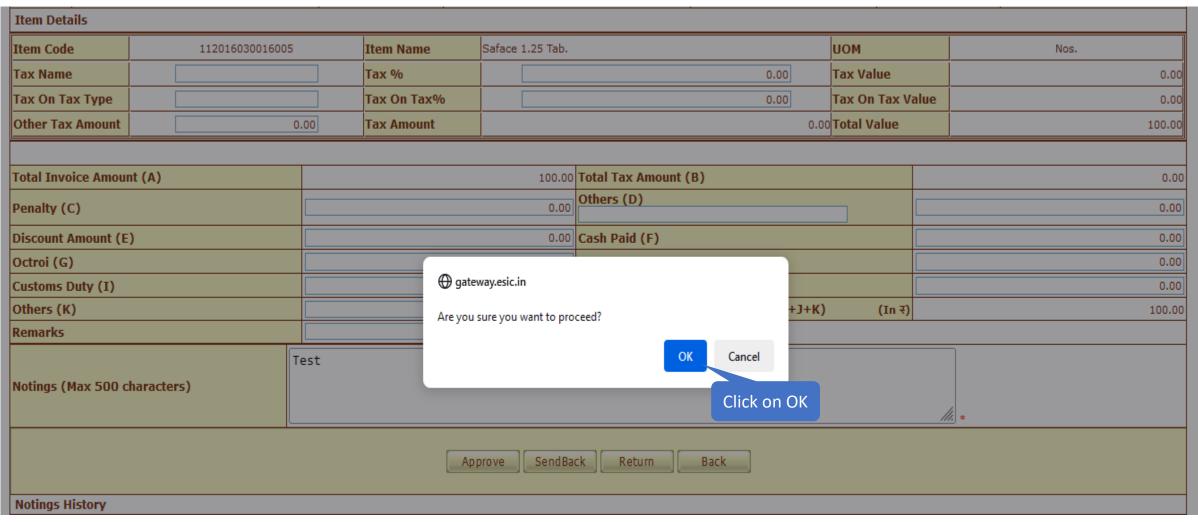
Enter the Notings and Click on Approve Fields marked as * are mandatory



Item Details			·		·		·		•	
Item Code	112016030016005	Item	n Name	Saface 1.25 Tab.			иом		Nos.	
Tax Name		Tax	%			0.00	Tax Value		0.00	
Tax On Tax Type		Tax	On Tax%			0.00	Tax On Tax Va	alue	0.00	
Other Tax Amount	(.00 Tax	Amount			0.0	Total Value		100.00	
Total Invoice Amount (A)			100.00	Total Tax Amount (B)			0.00	
Penalty (C)				0.00	Others (D)				0.00	
Discount Amount (E)				0.00	Cash Paid (F)				0.00	
Octroi (G)				0.00	Insurance (H)				0.00	
Customs Duty (I)				0.00	Freight (J)				0.00	
Others (K)				0.00	Net Payable (A+B-C	-D-E-F+G+H+I+J+K) (In ₹)		100.00	
Remarks										
Notings (Max 500 char		est						/h. *		
	CI	ck on Appro	App	rove SendBa	ck Return	Back				
Notings History										
Date		Name		signation	Comm		Status		Digital Signature Verification	
15/06/2023 15:58:	nsaction will Approv		Artist	nnrover for	Verified further action		ed by Finance SO ed by Finance DA			
				pprover io ri		Verifi				
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Back- Navigate to	the List page)				

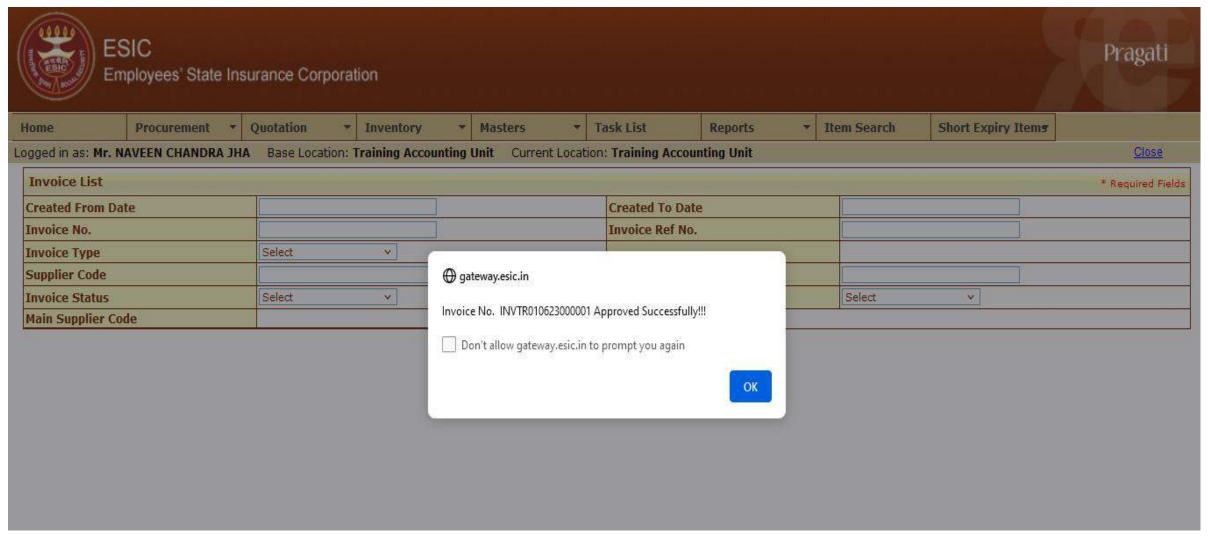
Click on Ok to proceed





Invoice No. approved successfully







Check List

Role: Invoice Creator/ Invoice Verifier

User Login through myesic.esic.gov.in or gateway.esic.gov.in







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Login Instructions



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Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC IT Service Desk Helpline



S."

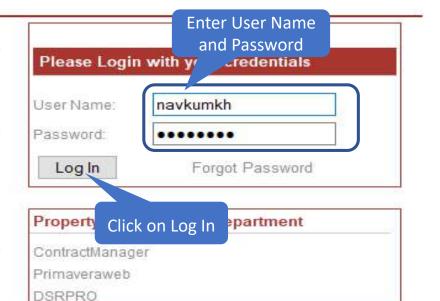


Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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Go to ERP Application → Materials Management 2.0





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Home Applications	ERP Applications Report	s Webmail Ch	ange Password	2 LOGOUT		
\(\rangle\)	Finance 2.0		li.			
ESIC News	Pension	1		Industry News		
» Role of ESIC in Deliveryof Benefits	HRMS Support 2.0	s from HQRS. Office		» ESIC's PG institute from next year		
	HRMS 2.0					
Announcements	Maria Maria	Links		Reference Documents		
	Materials Management 2.0	Click on Materials				
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>> Annexures - X-XI.pdf	110 T	dia.gov.in		» Pragati-ERP		
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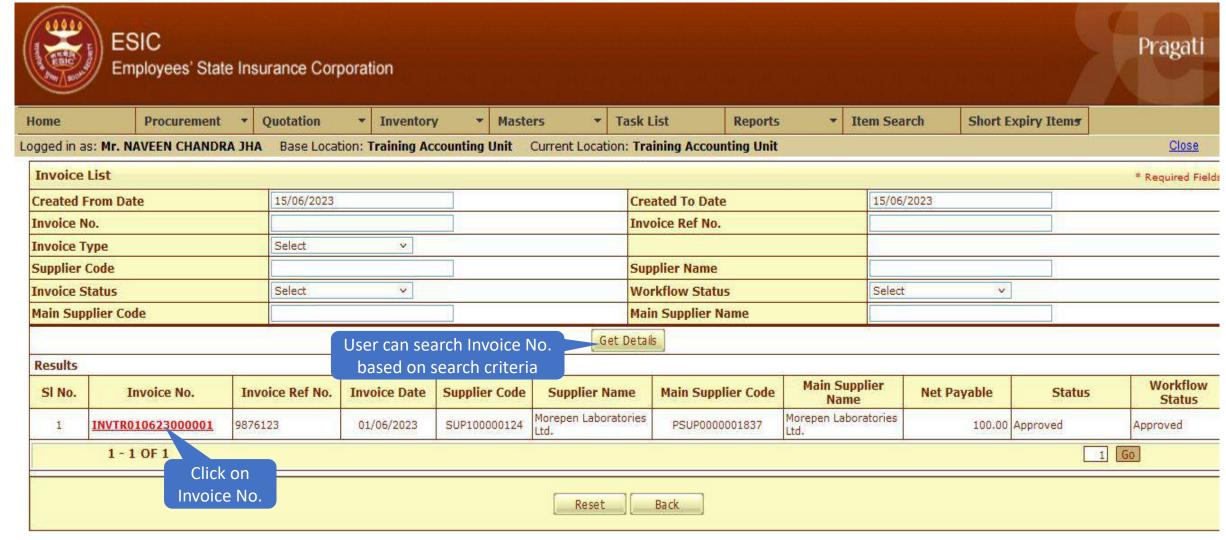
To Check Records of Generated Invoice Path: MM 2.0 → Procurement → Invoice → List





Search Invoice No. with searching Criteria and Click on Invoice No.





Check Record of Invoice





Click on Print



inance Co	ncurence	Yes							
GRN Detail	ls								
Sl. No.		GRN No.	GRN Date	Store Nan	ne I	Delivery Challan No.	Delivery Challan Date	GRN Amount	(In ₹
1	GRNT	R010623000001	15/06/2023	Allopathic Store A Trai	ning Acc Unit	876123	10/06/2023		100.0
Item Detai	ls						•		
tem Code 112016030016005		Item Name	Saface 1.25 Tab.		иом		Nos.		
Tax Name			Tax %			0.00 Tax Va	alue		0.0
Tax On Tax	с Туре		Tax On Tax	c ⁰ /o		0.00 Tax O	n Tax Value		0.0
Other Tax			0.00 Tax Amour			0.00 Total \			100.0
otal Invoi	ce Amount (A)			100.00	Total Tax Amount (B)				0.0
Penalty (C)				Others (D)		0.00			
Discount A	mount (E)				Cash Paid (F)				0.0
Octroi (G)				0.0	Insurance (H)				0.0
Customs Di	uty (I)			0.0	Freight (J)			0.0	
Others (K)				0.0	Net Payable (A+B-C-	(In ₹)	100.0		
Remarks									
Notings Hi	story		Click	on Print	Back				
	Date	User Na	me	Designation	Comments		Status	Digital Signature Veri	ification
15/0	6/2023 16:05:42	NAVEEN CHANDRA JI	IA Artis		Test	Concurred by	Finance HOB		
15/0	6/2023 15:58:37	NAVEEN CHANDRA JE	IA Artis	i .	Verified				
15/0	6/2023 15:52:29	NAVEEN CHANDRA JE	IA Artis	i .	Test	Verified by Fin	ance DA		
15/0	6/2023 15:43:54	NAVEEN CHANDRA JE	IA Artis	:	test Verified				
	6/2023 15:35:36	NAVEEN CHANDRA JE	IA Artis		Test	Submitted			

Version 5.7 Last Revised On: 01-06-2025

Print View





EMPLOYEES' STATE INSURANCE CORPORATION

Training Accounting Unit

NA,,, Delhi

INVOICE

Invoice Type:

Invoice Date:

PO Date:

Invoice No.: 9876123

SUP100000124 - Morepen Laboratories Ltd.

PO No. : POTR011215000037

Payment Conditions: subject to inspection

GRN Details:

Supplier:

Delivery Delivery Penalty GRN No. **GRN Date** Store Challan No. No. Challan Date Amount

Allopathic Store A Training GRNTR010623000001 15/08/2023 876123 10/08/2023 0.00 Acc Unit - Training Accounting Unit

Invoice Item Details:

SI No.	Item Code - Description	PO Qty.	Invoice Qty.	Unit Price	Total Amount	Tax	Tax on Tax	Total Tax	
1	112016030016005 - Saface 1.25 Tab.	8.00	1.00	100.00	100.00	0.00	0.00	0.00	-

Total Invoice Amount (A): 100.00 Total Tax Amount(B): 0.00

Discount (C): Cash Paid (D) 0.00 Octroi(E): 0.00 Penalty Amount:

Total Other Charges Total(I):

Net Payable (A+B-C-D+E): 100.00

Signature

With PO Material

01/06/2023

11/12/2015

Authorized Person

Verifier



Generate Report

Role: Invoice Creator/ Invoice Verifier/HOA/Director General

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User Login through myesic.esic.gov.in or gateway.esic.gov.in





क रा बी नि ESIC कर्मचारी राज्य बीमा निगम Employees' State Insurance Corporation

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Please use your user credentials to Sign In.

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ESIC IT Service Desk Helpline



S."

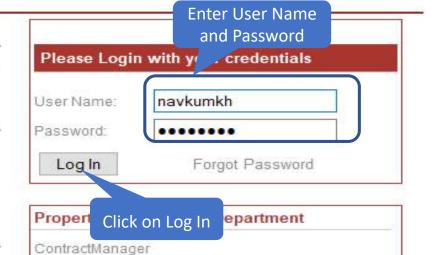
Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

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Primaveraweb

DSRPRO

Go to ERP Application → Materials Management 2.0





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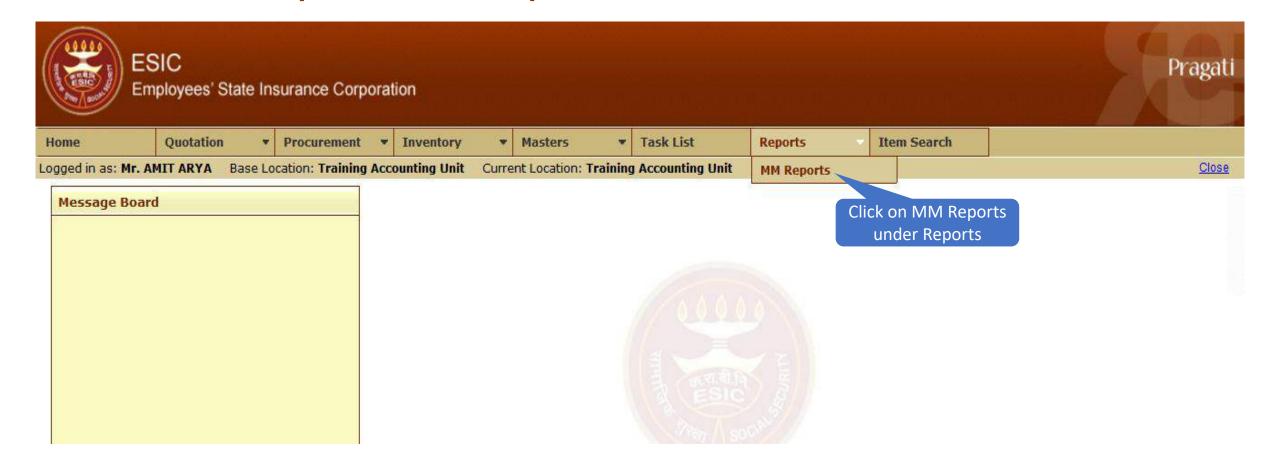


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		HRMS 2.0					
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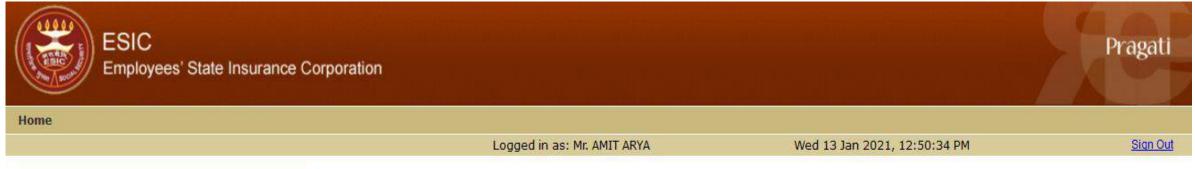
To check Invoice Report Path: MM 2.0 → Reports → MM Reports





To check Invoice Report click on MM Transaction Report

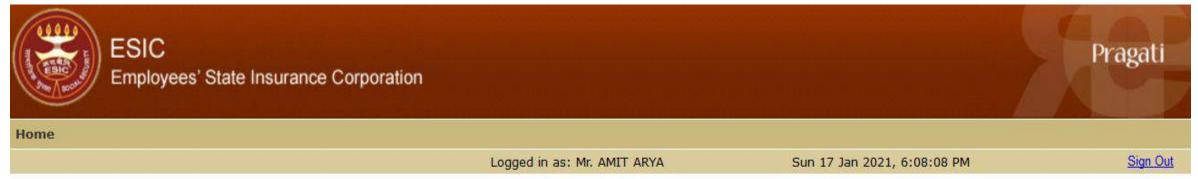






Click on Supplier Wise Invoice Registration



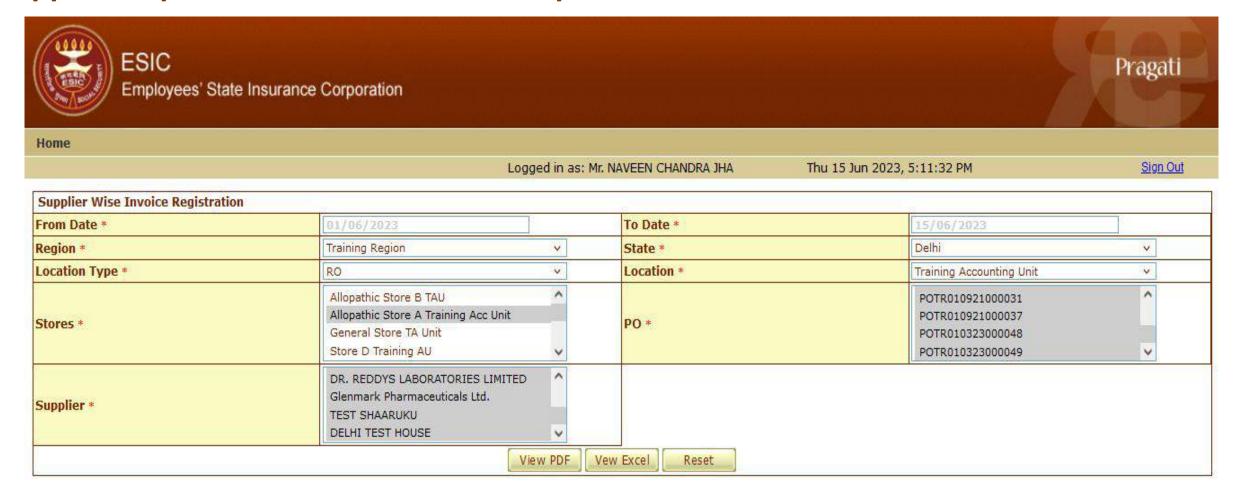




Click on Supplier Wise Invoice Registration

Select parameters to download report From Date & To Date/ Region/ State/ Location Type/ Location/ Stores/ PO/ Supplier Report can be downloaded in pdf and Excel format





Supplier Wise Invoice Registration – PDF Format





EMPLOYEES' STATE INSURANCE CORPORATION

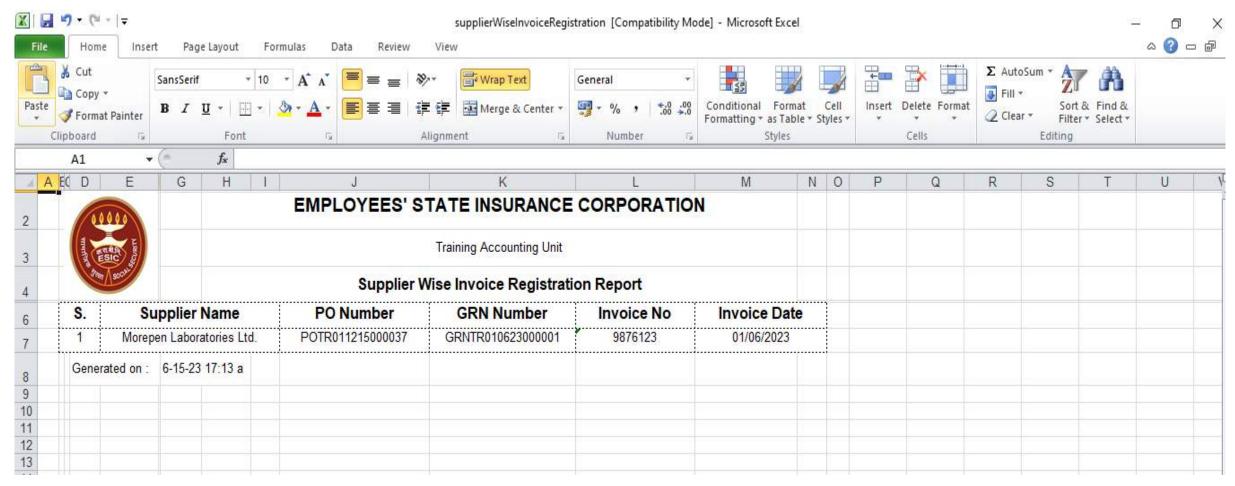
Training Accounting Unit

Supplier Wise Invoice Registration Report

S. No	Supplier Name	PO Number	GRN Number	Invoice No	Invoice Date
1	Morepen Laboratories Ltd.	POTR011215000037	GRNTR010623000001	9876123	01/06/2023

Supplier Wise Invoice Registration – Excel Format





Notes:



- **-List:** All past and present records are available under List option for the transaction on search.
- -Task List: All the pending request will be available for the logged in user under Task List for all transactions.
- -Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History
- -Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Master Screen for Mapping Institution with Region

For

Group B & C Nursing & Para Medical Intra Region Medical & Non- Medical

Agenda



- 1. Overview
- 2. User Roles under user management module
- 3. Process flow with Screen Shots
- 4. Notes

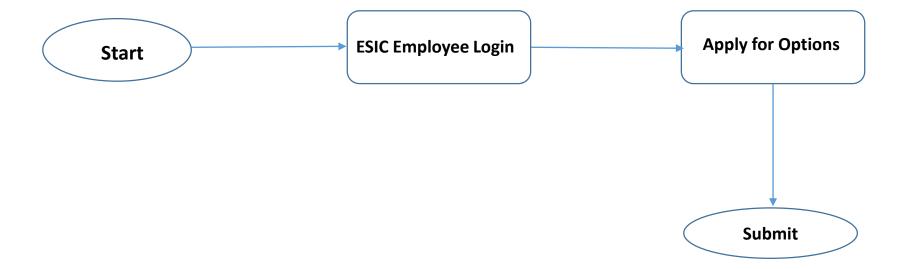
Overview



- Purpose of this implementation is system should have provision to mapping institution with region and decide who will be the transfer authority accordingly and also enable the window for certain cadre accordingly.
- Transfer is a process of placing employees in positions where they are likely to be more effective or where they get more job satisfaction. It is a process of employee's adjustment with the work, time and place. Transfer may also be made as a disciplinary action.
- There is a well-structured transfer policy in organizations where an employee may be transferred either because of the needs of the organization or at their own request.
- Current Scope of the Online Portal
- System have provision for employees to apply for transfer and provide their choice of location.
- The request will be further moved to different roles for verification and approval as per the workflow define in system.

Workflow





To grant or revoke roles, Go to ERP Application → User Management







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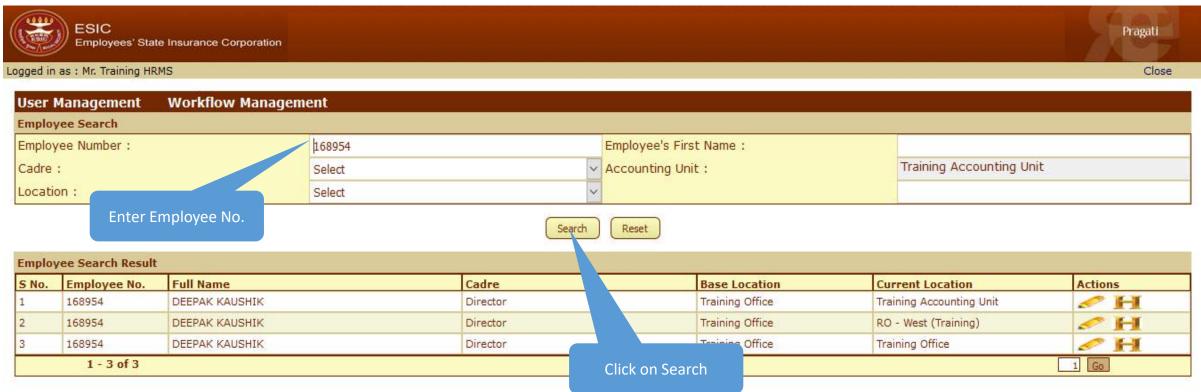


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		Finance 2.0			
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				s from HQRS. Office	>> ESIC's PG institute from next year
Announcem	ents	Materials Management 2.0		Links	Reference Documents
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Search employee

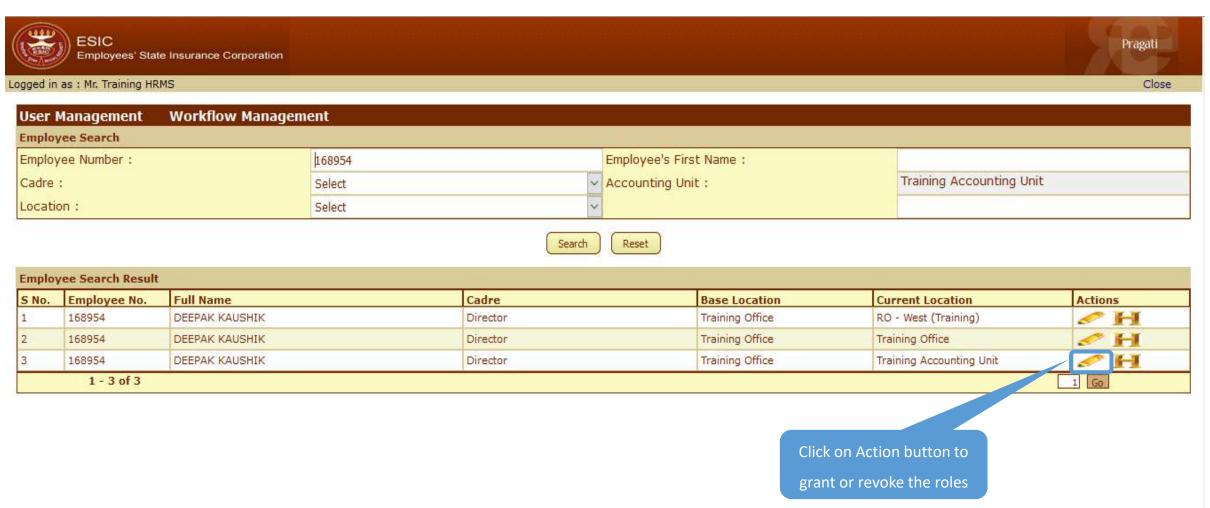




Note: User can search the employee through different search criteria

Select employee



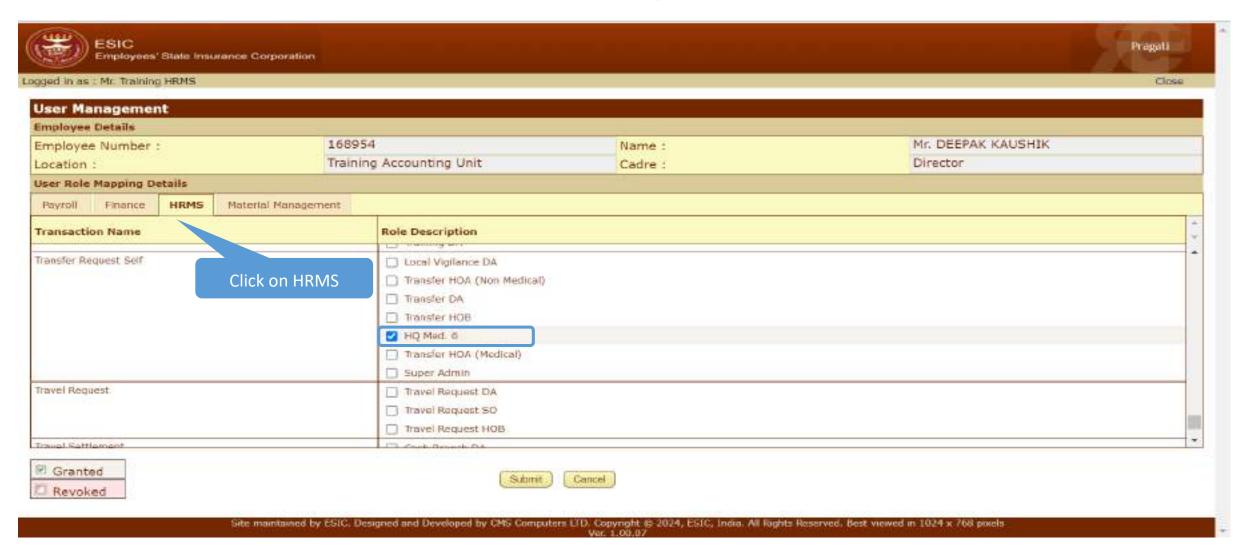


User Roles for Mapping or Enabling the request under User Management Module



User Roles mapping

HQ Med. 6 under HRMS tab [For Medical User (Intra Region)]

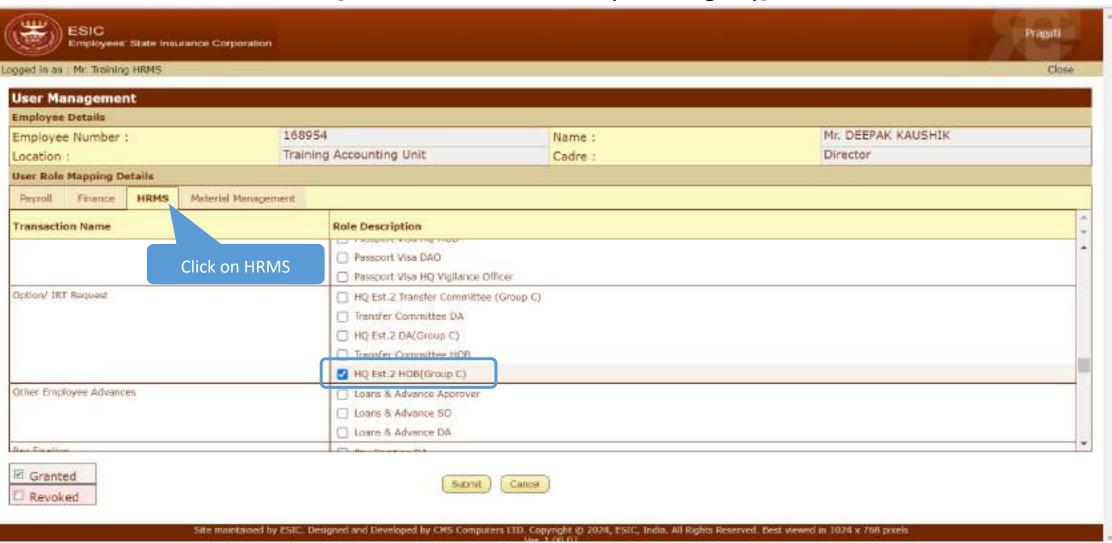


User Roles for Mapping or Enabling the request under User Management Module



User Roles mapping

HQ Est.2 HOB under HRMS tab [For Non – Medical User (Intra Region)]





For Medical User

User needs to Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





Enter the User Name and Password

Welcome to ESIC Employee Portal

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Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC IT Service Desk Helpline



tact IT Service Desk by using below methods."

Click on Log In



Property Management Department

ContractManager

Primaveraweb

DSRPRO

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0





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	ERP FAQ			'			
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Announcements			inks		Reference Documents		
>> Annexure - IX .doc	Materials Management 2.0				>> Dhanwantri		
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To Enable Option for Request → Administration → Master Screen for Mapping Institution with Region

[For Medical User (Intra Region)]



Master Screen for Mapping Institution with Region (Intra Region)

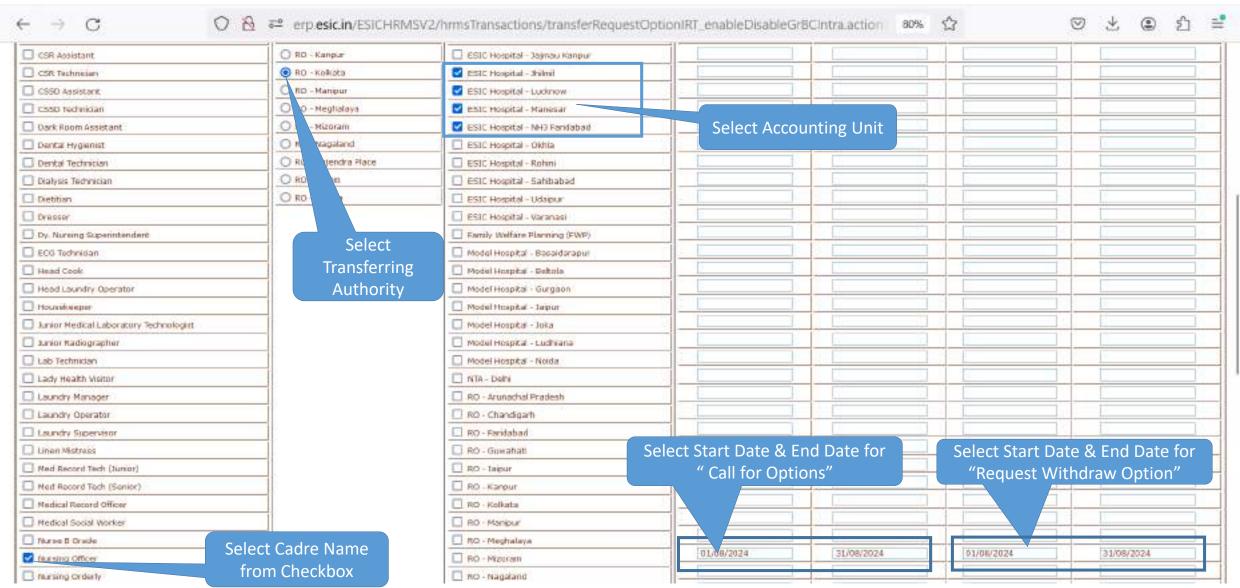
• Table (Cadre Type - Medical) - Only Medical data will be reflected



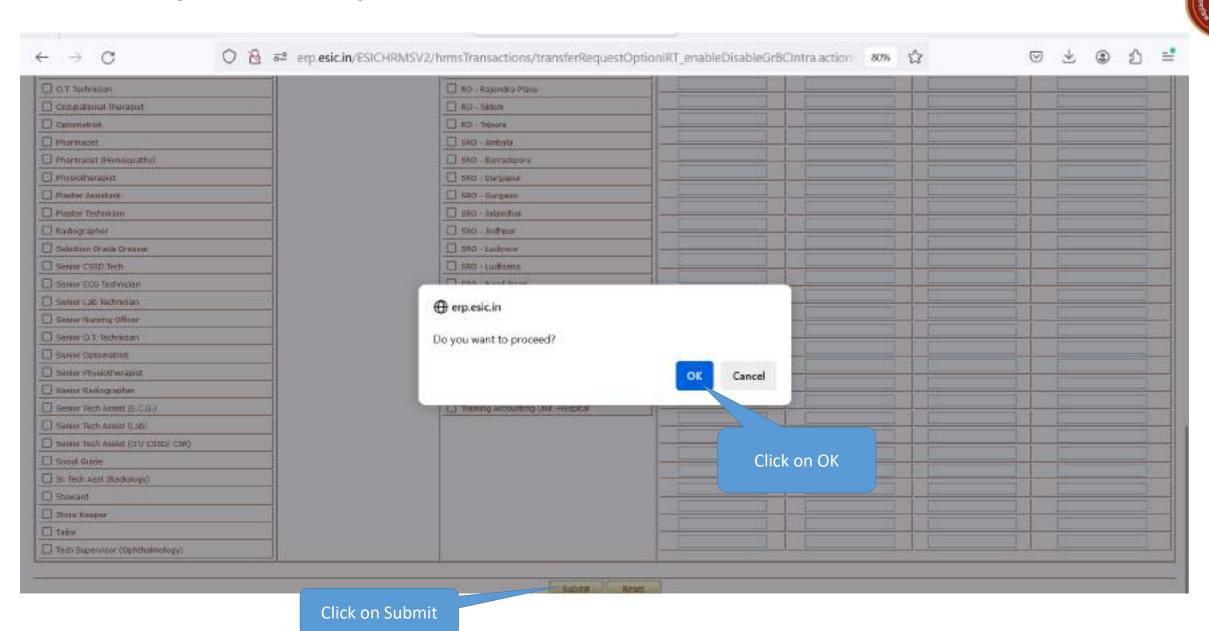
Transaction No.	Auto Generated No.	Date		01/08/2024		
Location Name	ESJC - HQ	Account	ing Unit	ESIC - HQ		
Cadre Typ	g.	● Medical ○ Non-Medical				
Mas	ter Screen for Mapping Institution	with Region/Request for Options E				
Cadre	Transferring Authority	Accounting Unit	Call for Start Date	Options End Date	Request Wit Start Date	hdraw option End Date
Audiometer Technician	O DM - Dehi	□ Delhi				
Auxiliary Nurse	O ESIC - HQ	☐ esic - HQ) [
Bearer	O RO - Arunachal Pradesh	ESIC Ayush Hospital - Narela				
Blood Bank Lab Technician	O RO - Chandigarh	ESIC Hospital - Alwar				
Boiler Attendant	O RO - Fandabad	ESIC Hospital - Bareilly				
Chief Pharmacist	O RO - Guwahati	ESIC Hospital - Bhiwadi				
Cook	O RO - Jaipur	ESIC Hospital - Chandigath				
CSR Assistant	O RO - Kanpur	ESIC Hospital - Jajmau Kanpur				1
CSR Technicien	O RO - Kolkata	ESIC Hospital - Jhilmil				
CSSD Assistant	O RO - Manipur	ESIC Hospital - Lucknow				
CSSD Technician	O RO - Meghalaya	ESIC Hospital - Manesar				
Dark Room Assistant	O RO - Mizoram	ESIC Hospital - NH3 Faridabad				Ĭ.
Dental Hygienist	O RO - Nagaland	ESIC Hospital - Okhla				
Dental Technician	O RO - Rajendra Place	ESIC Hospital - Rohini				
Dialysis Technician	O RO - Sikkim	ESIC Hospital - Sahibabad				
Dietition	O RO - Tripura	ESIC Hospital - Udaipur				
Dresser.		ESIC Hospital - Varanasi				1

To Enable Option for Request → Select Cadre





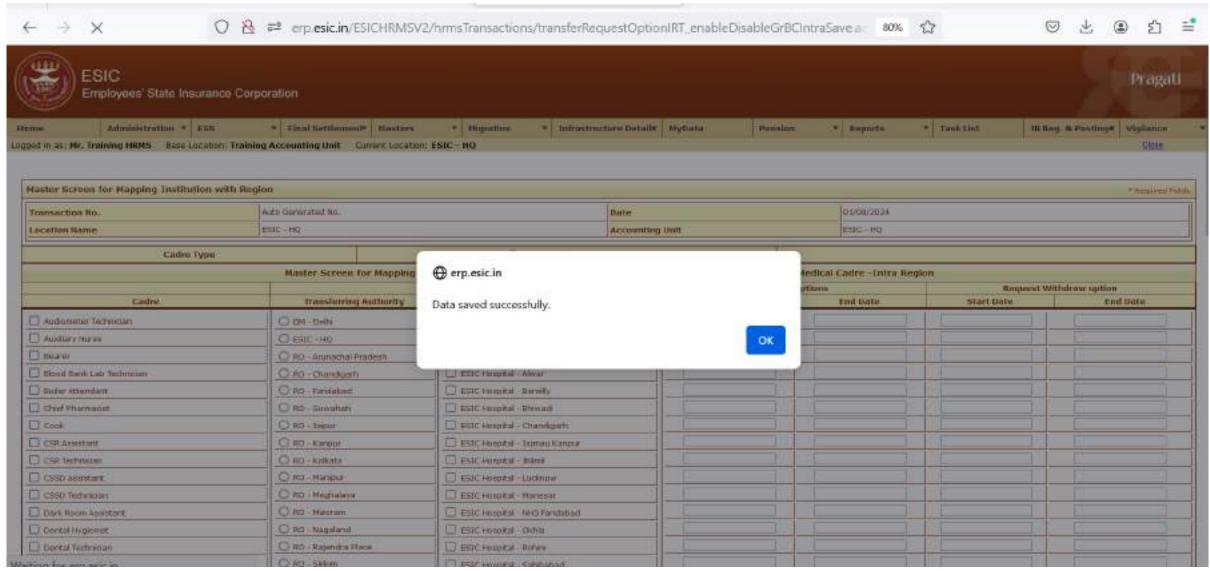
To Enable Option for Request → Submit



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To Enable Option for Request → Data Saved Successfully







Intra Region Transfer (Process flow)

Employee Login through myesic.esic.gov.in or gateway.esic.gov.in





Enter the User Name and Password

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Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC IT Service Desk Helpline



tact IT Service Desk by using below methods."

Click on Log In



Property Management Department	
ContractManager	
Primaveraweb	
DSRPRO	

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0





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	HRMS Support 2.0				
Announcements	HRMS 2.0	Link	S		Reference Documents
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>> Annexures.pdf	Payroll 2.0	phfw.r	iic.in	iek 311 111(1/13 2.6	>> Pragati-Insurance
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Employee requests for Option for Request Nursing/ Paramedical (Intra Region)

THE SOCIAL SOCIA

→ Create New → At Employee Level



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Employee fills all the required information for transfer



	Select Location/ Institu	tion	Accounting Unit		Reason *	
1	BO - Kalkaji		SRO - Okhia			
2	Medical College - Rohini	80	ESIC Hospital - Rohini	test		
3	#SIC Hospital - Okhla		ESIC Hospital - Okhla			
4	BO - Manesar	Ų.	SRO - Gurgaon			
5	ESIC Dispensary - Tilak Viher	80	Dehi			
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No.			User selects different		Weightage Point	Selection Box
1	Age in completed years as on 31st March of t	he transfer year. Admis-	locations from dropdown		15	
2	Jinmarried/single woman officer/Widow/Wido	wer /Divorced/Employee	with minor children/Single Parent.		10	
3 9	Spouse Ground (defined as per DOPT guideline	es)			15	
4 1	ife threatening/Terminal diseases*- self /spou	use/Children/dependent p	arents		20	
5 8	Staff with children appearing in class X/XII Boa	ard Examinations for the a	cademic year starting in transfer year		10	
		Total Weig			60	
es :						
iteria fo	osting of staff covered under criteria	prescribed in this not	no are caregiver of dependent daughter/s te shall be recommended by the Transfer	Committeee for decis	sion of the Con	
s as pe	r extant DOPT Instructions. The Trans f dependent children in respect of offi	sfer Committee shall	cosnider the percentage of disability of Pl	I Staff. The transfer	Committee sh Select the crit	
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	nber	9711718624	Email I	0	pooja.tyagi@esic.	nic.in
le Nun	Bearing Community Bearing					
Name and Address of the Owner, where	Request - Supporting Document					

Upload the Document (Upload File Functionality)



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Choose file IPinsertedVreated (1).pdf Clear			
Upload Close			
Note: Valid file form. Pdf with size limit up to 2 MB			
Click on "Browse" button and upload the PDF File.			

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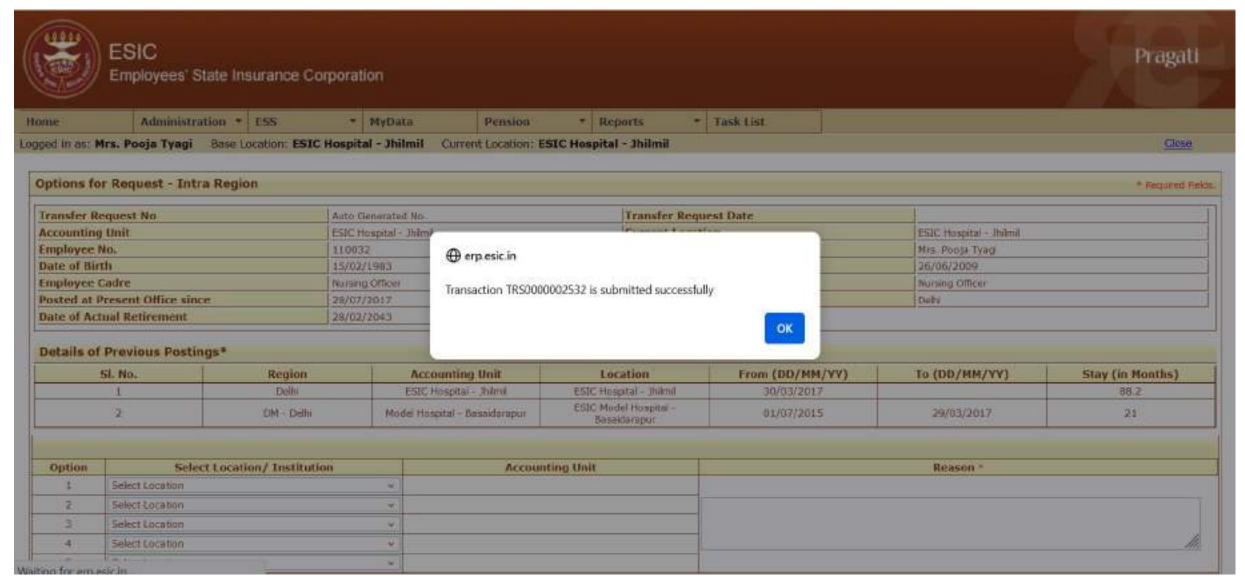
Click on OK to proceed (On clicking submit button, pop up will be displayed)



Option	Select Location/ Inst	itution	Accounting Unit		Reason *	Reason +			
1	90 - Kakaji	¥.	5RO - Okhia						
2	Medical College - Robini	*	ESIC Hospital - Rohmi	test		1			
3.	ESIC trospital - Oknia	*	ESIC Hospital - Okhla						
4	BO - Manesar	*	SAO - Gurgaon			- An			
5	ESIC Dispersiony - Tilak Whan	-	Debt						
Compassi	ionate Ground								
S.No.		4	Criteria		Weightage Point	Selection Box			
1 2	Age in completed years as on 31st March	of the transfer year. Admiss	ble only for staff aged greater than 58	years of age.	15				
2 1	Domarned/single woman officer/Widow/W	idower /Divorced/Employee	with minor children/Single Farent		10				
3 5	Spouse Ground (defined as per DOPT guid	elnes)	7		15				
16 (1	Fe threatening/Terminal diseases*- self /s	pouse/Children/dependent	erp.esic.in		20				
5 5	Staff with children appearing in dess X/XII	Boald Examinations for the			10				
		Total Wei	Do you want to proceed ?		60				
Transfer/Po basis as per disability of	or Employees with disability (PWD osting of staff covered under criter r extant DOPT Instructions. The Tr I dependent children in respect of Ailments as included in Annexure	ia prescribed in this no ansfer Committee shall officials who have diffe	rently abled dependent children	ber,2021.	el er/sister with specified Disability: the Competent Authority on case to c shall cosnider the percentage of	ase			
Home Toy	wn/ Permanent Address				Click on "OK" button to pro	ceed			
Addresss Li	ine 1	H. NO 484 BURARI Y	/ILLAGE	Address Line 2					
State		DELHI		District	NORTH WEST	NORTH WEST			
Sub District	t		110084						
Mobile Nun	nber	9711718624		Email ID	poojs.tyag@esic.nic.in				
Transfer I	Request - Supporting Documen	t			N.	Y.			
		Usepad Supporting D	locument						
			Submit	Reset					

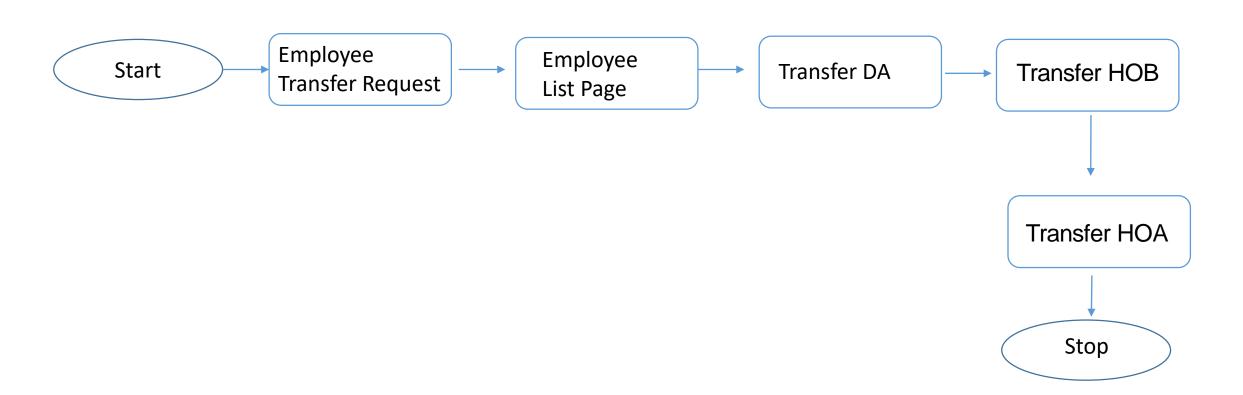
Transfer No. generated successfully (On submission, pop up will be displayed)





Workflow





Employee Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





Enter the User Name and Password

Welcome to ESIC Employee Portal

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Login Instructions



Please use your user credentials to Sign In.

Best view at 1024 x 768 resolution (IE 7.0+ & Mozilla 3.0+)

ESIC IT Service Desk Helpline



tact IT Service Desk by using below methods."

Click on Log In



Property Management Department	
ContractManager	
Primaveraweb	
DSRPRO	

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0





English (United States) हिंदी (भारत)



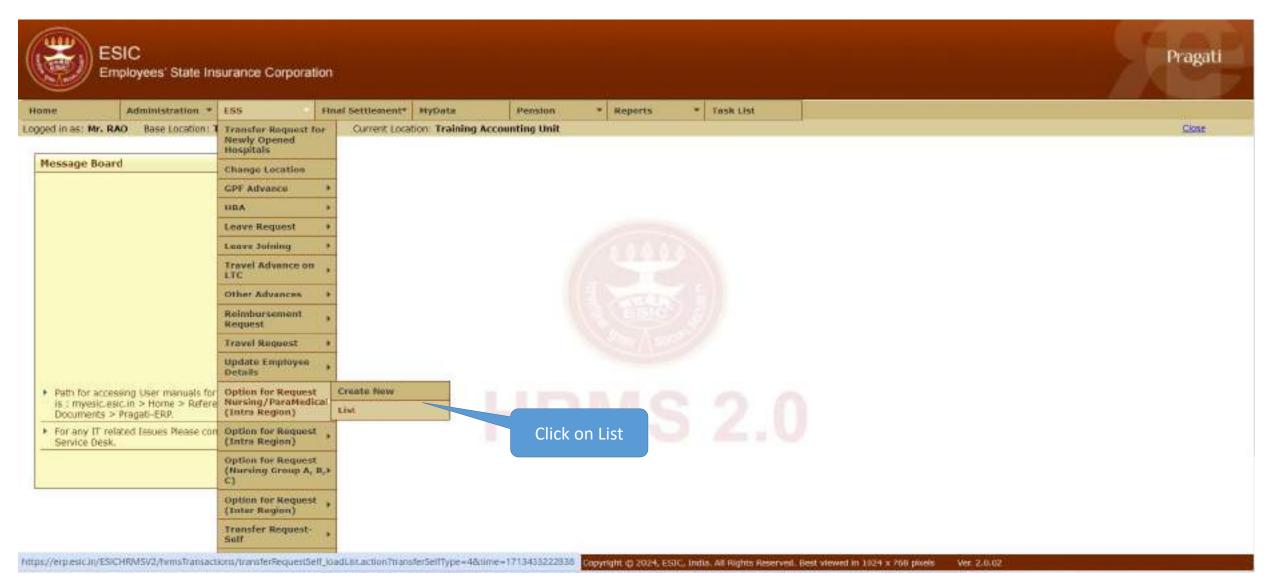
Home Applications	ERP Applications	Reports	Webmail	Change Password	€ LOGOUT		
	ERP FAQ	1					
ESIC News	Finance 2.0				Industry News		
Role of ESIC in Deliveryof Benefits Pension			s from HQRS, Offic	e	>> ESIC's PG institute from next year		
	HRMS Support 2.0						
Announcements	HRMS 2.0		Links		Reference Documents		
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Employee List Page

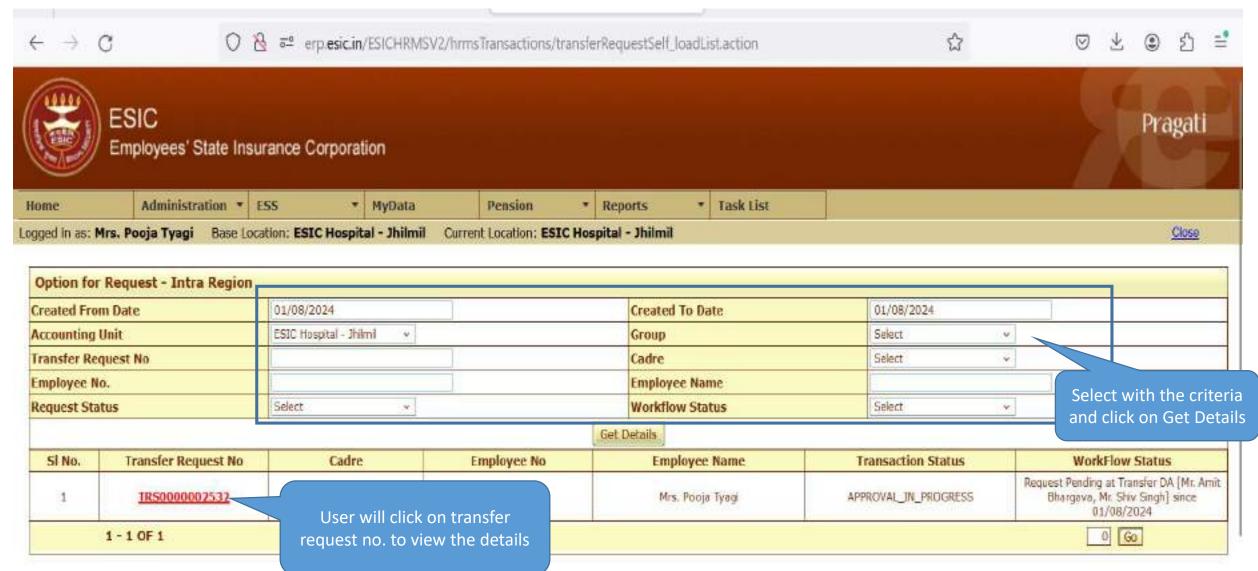


Path: HRMS 2.0 \rightarrow ESS \rightarrow Option for Request (Intra Region) \rightarrow List



Clicks on Request no. to view the details





Employee checks the transfer request and can Withdraw the request



	Employees' State Insure	ance Corporation	ų.										Pragat
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Transfer DA Login through myesic.esic.gov.in or gateway.esic.gov.in





Enter the User Name and Password

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ESIC IT Service Desk Helpline



tact IT Service Desk by using below methods."

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Property Management Department	
ContractManager	
Primaveraweb	
DSRPRO	

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0







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2		ERP FAQ						
ESIC News		Finance 2.0		,		Industry News		
>> Role of ESIC	in Deliveryof Benefits	HRMS 2.0		s from HQRS, Of	fice	>> ESIC's PG institute from next year		
Announcem	ents			Links		Reference Documents		
>> Annexure - I		Materials Management	2.0			>> Dhanwantri		
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Option for request Pending with Transfer DA Path: HRMS 2.0 → Task List





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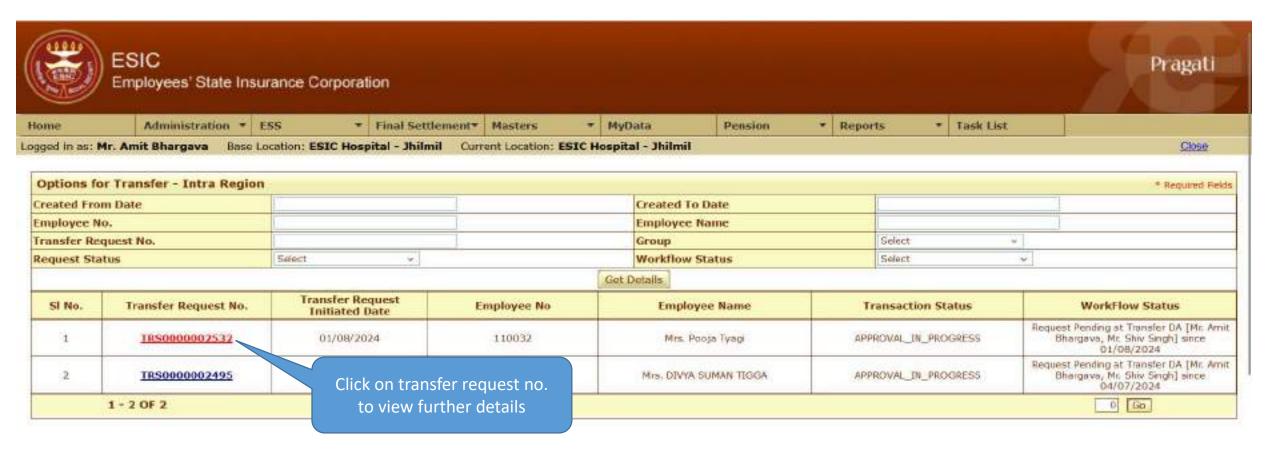
Option for request Pending with Transfer DA Path: HRMS 2.0 → Task List → Option for Request → Pending For Approval





Transfer DA click on Request no. to view the details





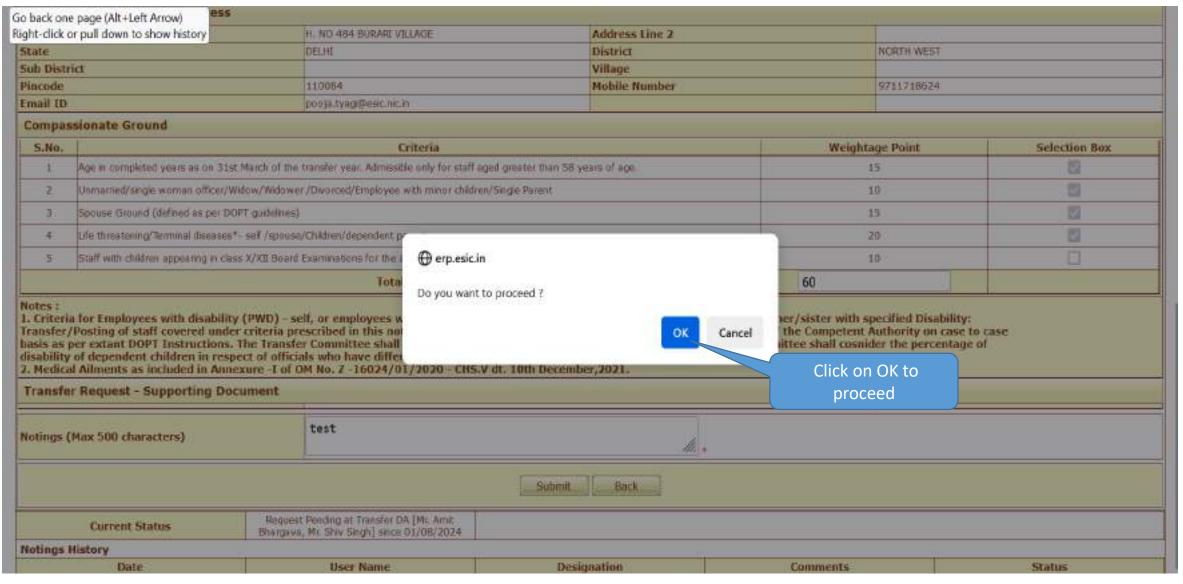
Transfer DA checks the transfer request



Home To	own/ Permanent Address					
Addresss Line 1		H. NO 484 BURARI VILLAGE	Address Line 2	Address Line 2		
State		DELHI	District	District		
Sub District			Village	Village		
Pincode		110084	Mobile Number	Mobile Number		
Email ID		pooja.tyagi@esic.nic.in				
Compas	sionate Ground					
S.No.		Criteria		Weighta	ge Point	Selection Box
1	Age in completed years as on 31st March of the transfer year. Admissible only for staff aged greater than 58 years of age.			15		
2	Unmarried/single woman officer/Widow/V	Widower /Divorced/Employee with minor children	n/Single Parent	10		€ .
3	Spouse Ground (defined as per DOPT guid	delnes)		1	15	
4	Life threatening/Terminal diseases*- self /	/spouse/Children/dependent parents		20		€2
5	5 Staff with children appearing in class X/XII Board Examinations for the academic year starting in transfer year				0	
		Total	60			
Transfer/ basis as p disability	Posting of staff covered under crite per extant DOPT Instructions. The T of dependent children in respect of	eria prescribed in this note shall be reco	er of dependent daughter/son/parents/s mmended by the Transfer Committeee fo ercentage of disability of PH Staff. The tra pendent children. / dt. 10th December,2021.	or decision of the Competent A	uthority on case to	case
Transfer	r Request - Supporting Docume	nt)		
Notings (Max 500 characters) test						
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			Submit Back	nter Noting & Click on Submit		
		Request Pending at Transfer DA [Mr. Amit hargava, Mr. Shiv Singh] since 01/08/2024	Parameter State of the Control of th			
Notings F	Current Status		Parameter State of the Control of th			
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Transfer DA click on OK to proceed with the request





Request successfully approved by Transfer DA





Transfer HOB Login through myesic.esic.gov.in or gateway.esic.gov.in





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ESIC IT Service Desk Helpline



tact IT Service Desk by using below methods."

Click on Log In



Property Management Department	
ContractManager	
Primaveraweb	
DSRPRO	

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0





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	ERP FAQ			
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>> Role of ESIC in Deliveryof Benefits	Pension	s from HQRS, Office	>> ESIC's PG institute from next year	
	HRMS Support 2.0			
Announcements	HRMS 2.0	Links	Reference Documents	
>> Annexure - IX .doc	Materials Management 2.0		>> Dhanwantri	
>> Annexures - X-XI.pdf	#10.000 #2.000 #2.000 PM.000 P	dia.gov.in Click on HRMS 2.0	>> Pragati-ERP	
>> Annexures.pdf	Payroll 2.0	hfw.nic.ln	>> Pragati-Insurance	
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Option for request Pending with Transfer HOB Path: HRMS 2.0 → Task List





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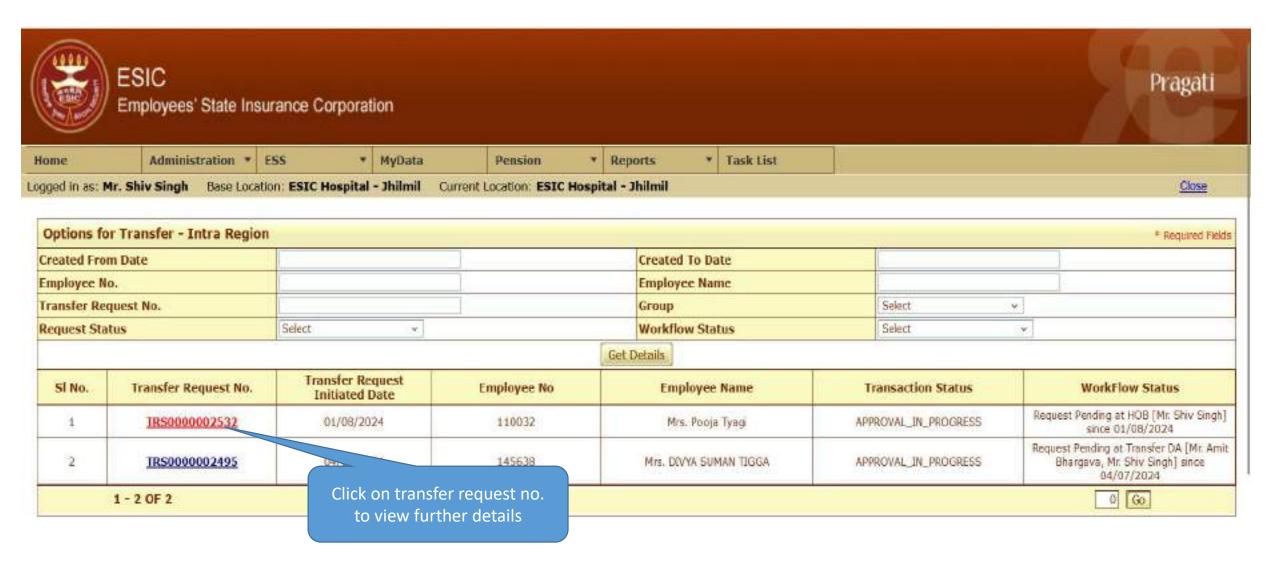
Option for request Pending with Transfer HOB Path: HRMS 2.0 → Task List → Option for Request → Pending For Approval



Task List			
Current Location : Training Ac	counting Unit		
Transaction Type	- management property	Pending Activity	Count
Medical Settlement		Santa Congratury South	
	Pending for Approval		1
C-2/X	Sent Back		1
NewsPaper Reimbursement			7.2
	Pending for Approval		35
	Sent Back		3
Option for Request			
	Pending for Approval		1
Other Advances	Tellione House the land		
	Pending For Approval		14
Other Reimbursement	The state of the s	User will click to view	
	Pending for Approval	requests received	11
Pay Fixation		requests received	7
	Pending For Approval		60
	Sent Back		5
Pay Increment	77		
- N:	Pending For Approval		59

Transfer HOB click on Request no. to view the details





Transfer HOB approve the transfer request



To (DD/MM/YY)
To (DD/MH/YY)
To (DD/MH/YY)
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To (DD/MH/YY)
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Selection Box
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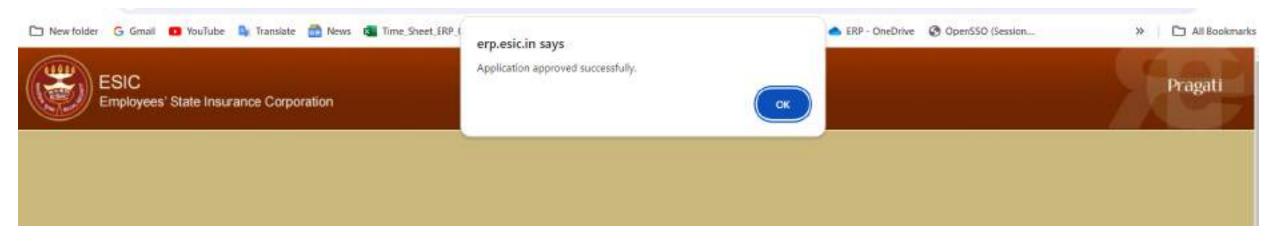
Transfer HOB click on OK to proceed with the request



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9	Training office	· ·			No.	
	n/ Permanent Address	- I		(OK) Cance	el)	
ddresss Line	e i	FRIDER: LAKSHADWEEP				
ub District		DOM: STATE VISION		Village	Click on OK to proceed	4
scode		492001		Mobiše Number	Click off OK to proceed	u
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ompassio	nate Ground	Landa and San Carlo				
S.No.		Crite	ria		Weightage Point	Selection Box
1 /	age in completed years as on 31st March of th	e transfer year. Admissible only for staff a	ged greater than 38 years of age.		61	10
2	Unmerried/single woman officer/Widos/Widos	ver / Divorced/Employee with minor childre	n/Single Parent		10	10
3	Spouse Ground (defined as per DOPT guideline	99)			15	10
	Life threatening/Terminal diseases" - self /spou		20	19		
_	Staff with children appearing in class X/XII Box		10	- 10		
- 1	State with condition appearing or date system box	Total	70			
anafer/Pos sis as per a	r Employees with disability (PWD) – sel sting of staff covered under criteria pre- extent DOPT Instructions. The Trensfer				Authority on case to case	
	dependent children in respect of official liments as included in Annexure -I of Of	Committee shall cosnider the percils who have differently abled depen	dent children.		ler the percentage of	
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Medical All ansfer Re tings (Max	dependent children in respect of official iments as included in Annoxure -1 of Olequest - Supporting Document x 500 characters) Current Status	Committee shall cosnider the percise who have differently abled depen M No. Z -16024/01/2020 - CHS.V dispersion of the control	dent children 10th Decomber, 2021. Approve Pt. Training Chopra, Rr.	The transfer Committee shall cosnid	ler the percentage of	200107
Medical All ransfer Re	dependent children in respect of official iments as included in Annexure -1 of Olequest - Supporting Document x 500 characters) Current Status ory Date	ok approved	Approve Approve Pr. Training Chopies, Hr. /2024	The transfer Committee shall cosnid	Comments	Status
Medical All ransfer Re stings (Max	dependent children in respect of official iments as included in Annexure -1 of Olequest - Supporting Document x 500 characters) Current Status	ok approved	Approve Approve Pr. Training Chopies, Hr. /2024	The transfer Committee shall cosnid		Status Approved by Transfer DA SUBWITTED

Transfer Request approved successfully by Transfer HOB





Transfer HOA Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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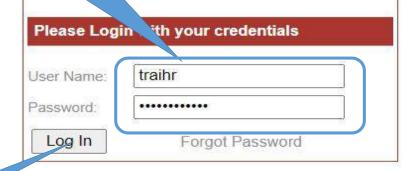
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ESIC IT Service Desk Helpline



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Click on Log In



Property Management Department	
ContractManager	
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DSRPRO	

Web Portal- ithelpdesk

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>> Role of ESIC in Deliveryof Benefits			s from HQRS, Offic	e	>> ESIC's PG institute from next year Reference Documents	
Announcements			Links			
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Option for request Pending with Transfer HOB Path: HRMS 2.0 → Task List





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Option for request Pending with Transfer HOA Path: HRMS 2.0 → Task List → Option for Request → Pending For Approval



Task List			
Current Location : Training Ac	counting Unit		
Transaction Type		Pending Activity	Count
Medical Settlement		- HILDON SCANISO DE DE	
-	Pending for Approval		1
	Sent Back		1
NewsPaper Reimbursement			1
	Pending for Approval		35
	Sent Back		3
Option for Request			
	Pending for Approval		1
Other Advances			
	Pending For Approval		14
Other Reimbursement	The state of the s	User will click to view	
	Pending for Approval		11
Pay Fixation	- Property and the second	requests received	
	Pending For Approval		60
	Sent Back		5
Pay Increment			
Tr.	Pending For Approval		59

Transfer HOA click on Request no. to view the details



	ESIC Employees' State Insu	rance Corporation					Pragati		
Home	Administration * E	SS + MyData	Pension	* Reports *	Task List				
ogged in as: M	tr. Shiv Singh Base Location	on: ESIC Hospital - Jhilmil	Current Location: ESIC Hos	pital - Jhilmil		-	Close		
Options fo	r Transfer - Intra Region						* Required Fields		
Created From	m Date			Created To Da	te				
Employee No	0.			Employee Nam	ne				
Transfer Request No.					Group		Select +		
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		-10		Get Details		***			
SI No.	Transfer Request No.	Transfer Request Initiated Date	Employee No	Employee	Name	Transaction Status	WorkFlow Status		
1	TRS0000002532	01/08/2024	110032	Mrs. Pooja	Tyagi	APPROVAL_IN_PROGRESS	Request Pending at HOA [Mt Shiv Singh] since 01/08/2024		
2	TRS0000002525	7/7074	110032	Mrs. Pooja	Tyag	WITHDRAW	WITHDRAW		
3	TRS0000002495	Click on tran	sfer request no.	Mrs. DIVYA SUM	IAN TIGGA	APPROVAL_IN_PROGRESS	Request Pending at Transfer DA [Mr. Amit Bhargava, Mr. Shiv Singh] since 04/07/2024		
4	TRS0000002494	to view fu	ırther details	Mrs. DIVYA SUM	IAN TIGGA	WITHDRAW	WITHDRAW		
5	TRS0000002490	01/07/2024	108729	Mr. Suraj C	hand	APPROVAL_IN_PROGRESS	Request Pending at Transfer DA [Mr. Amit Bhargava, Mr. Shiv Singh] since 01/07/2024		
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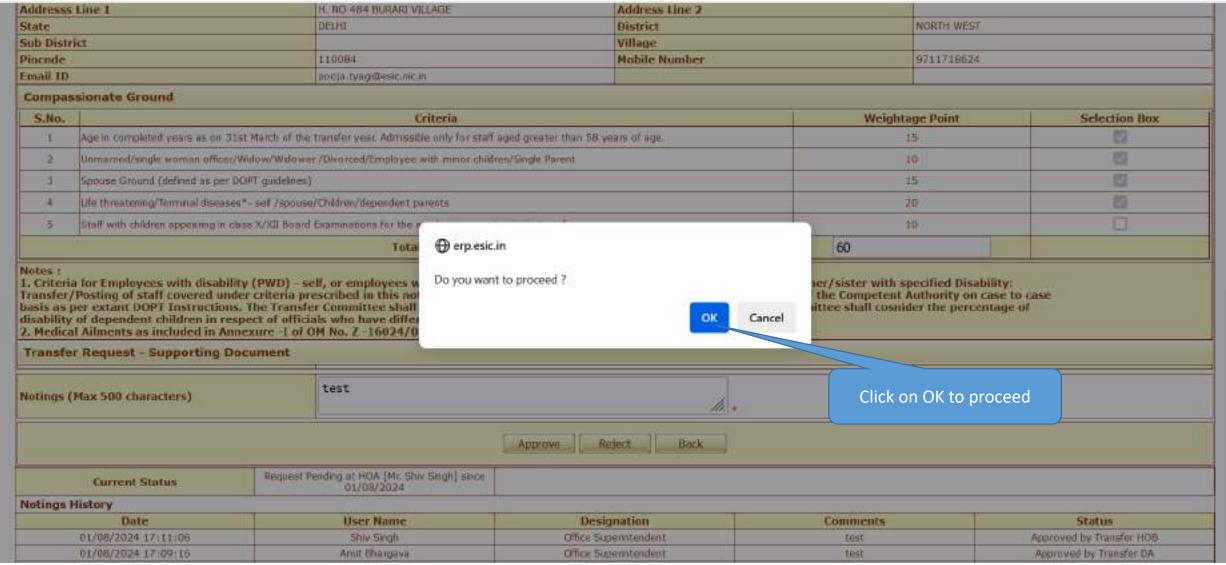
Transfer HOA approves the transfer request



Transport of the second		* Final Settlement* Mass scation: Training Accounting Unit	ers - Migration - Current Location: Training Accoun	HyData Pension	* Hagorts * 1	ook Link JR Re	g. & Posting#
options for Tr		ocation: Training Accounting Unit	Current Location: Training Account	nting Unit			
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imployee Cadr		Cietitian		Date of Joining in ESIC		05/01/2017	
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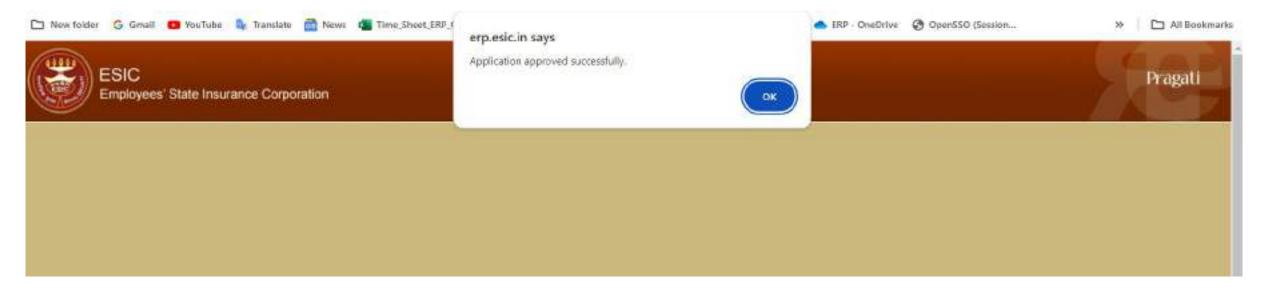
Transfer HOA clicks on OK to proceed with the request





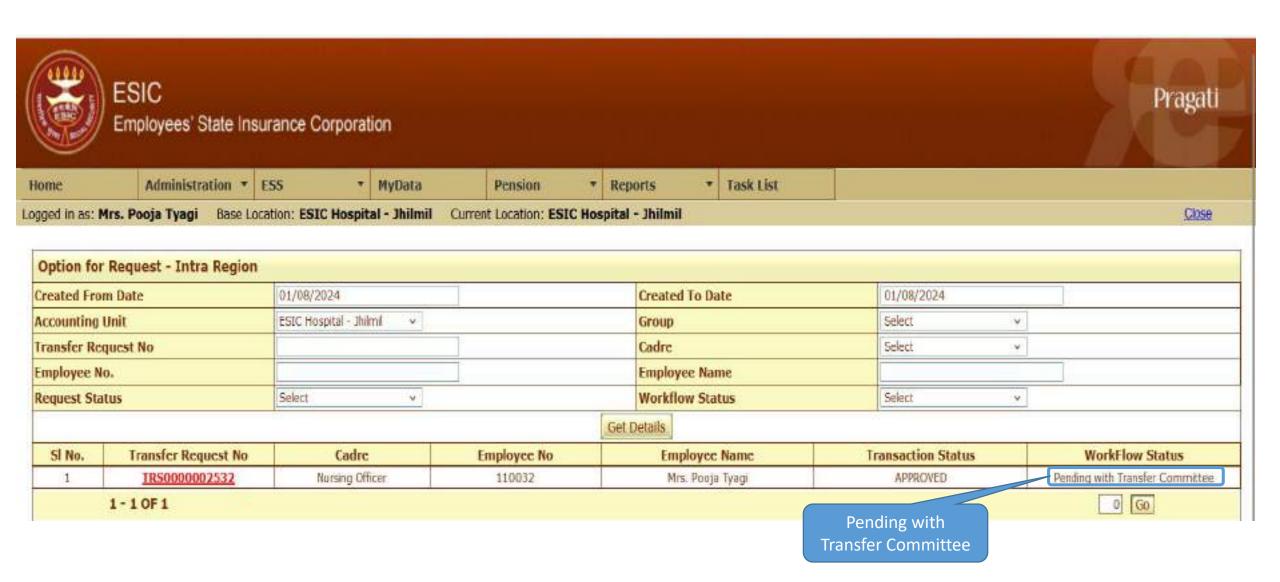
Transfer Request approved successfully by Transfer HOA





Transfer Request approved successfully by Transfer HOA and Pending with Transfer Committee







For Non - Medical User

User needs to Login through myesic.esic.gov.in or gateway.esic.gov.in





Enter the User Name and Password

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tact IT Service Desk by using below methods."

Click on Log In



Property Management Department

ContractManager

Primaveraweb

DSRPRO

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0





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To Enable Option for Request → Administration → Master Screen for Mapping Institution with Region

• [For Non - Medical User (Intra Region)]



Master Screen for Mapping Institution with Region (Intra Region)



• Table (Cadre Type: Non - Medical) - Only Non - Medical data will be reflected

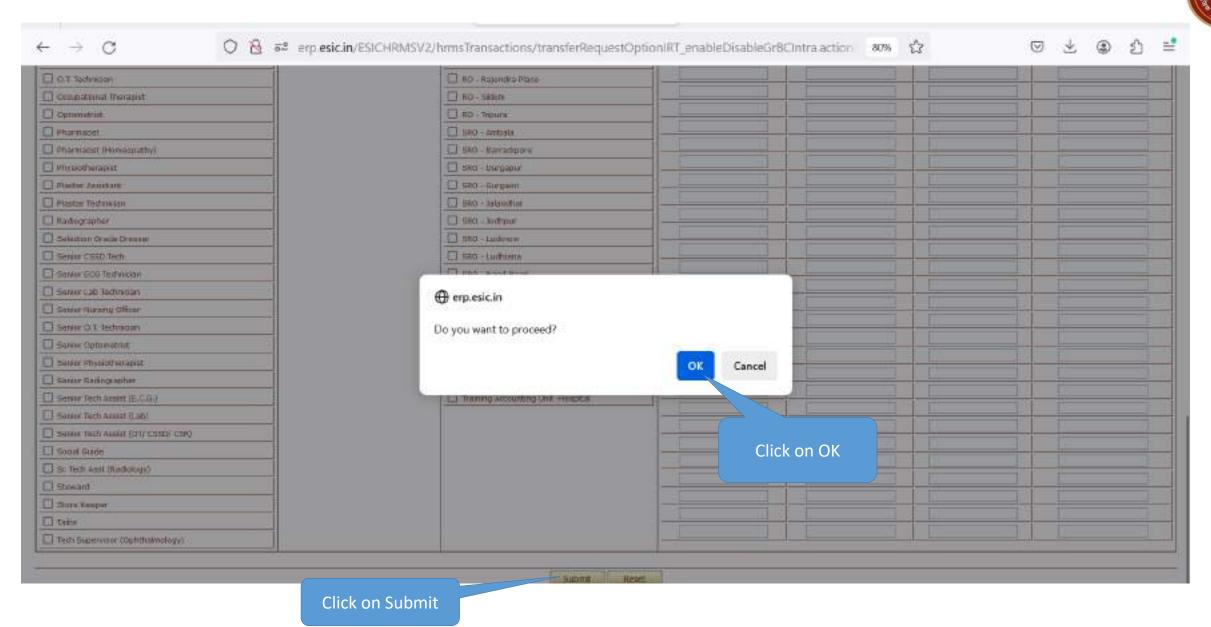
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Assistant Director	O RO - Arunachal Pradesh	ESIC Ayush Hospital - Narela				. 4
Assistant Librarian	O RO - Chandigath	ESIC Hospital - Alwar				
Electrician	O RO - Fandabad	ESIC Hospital - Barrelly				
Faraash	O RO - Guwahati	ESIC Hospital - Bhiwadi				
Junior Gestetner Operator	O RO - Jaipur	ESIC Hospital - Chandigarh	- 6			199
LDC	O RO - Kampur	ESIC Hospital - Jajmau Kanpur				
Librarian	O RO - Kolkata	ESIC Hospital - Jhilmil				
Librarian (Grade - 1)	O RO - Manipur	ESIC Hospital - Lucknow				
Librarian (Grade - II)	O RO - Meghalaya	ESIC Hospital - Manesar				
Liftman	O RO - Mizoram	ESIC Hospital - NH3 Fandabad				
Metal Worker	O RO - Nagaland	ESIC Hospital - Okhla				
Multitasking Staff	O RO - Rajendra Place	ESIC Hospital - Robini				
Peon	O RO - Sikkim	ESIC Hospital - Salvibabad				
☐ Photographer	O RO - Tripura	FSIC Hospital - Udaiour				

To Enable Option for Request → Select Cadre



Master Screen for Mapping Institution with Region *Required Redus							
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Metal Worker	Authority	ESIC Hospital - Okhla	Select Acco	unting Unit			
Multitasking Staff	7	ESIC Hospital - Rohini					
Peon	O RO - 5kkim	ESIC Hospital - Sahibabad					
Photographer	O RO - Tripura	ESIC Hospital - Udalpur					

To Enable Option for Request → Submit



Version 5.7 Last Revised On: 01-06-2025

To Enable Option for Request → Data Saved Successfully



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Home Administr	ation * ESS * My	Data Pension * Reports *	Task List			
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Intra Region Transfer (Process flow)

Employee Login through myesic.esic.gov.in or gateway.esic.gov.in





Enter the User Name and Password

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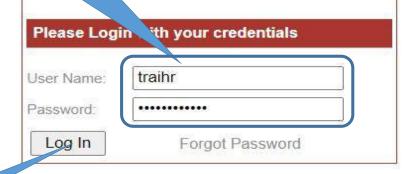
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ESIC IT Service Desk Helpline



tact IT Service Desk by using below methods."

Click on Log In



Property Management Department ContractManager Primaveraweb DSRPRO

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0







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Employee requests for Option for Request (Intra Region)

→ Create New → At Employee Level





Employee fills all the required information for transfer



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	2	Uttar Pradesh	SRO - Lucknow	16	SRO - Lucknow	12/05/2015	17/01/2019		
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Option	Select Location/	Institution	Accounting U	nit		Reason *			
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3	BO - Sikandrabad BO - Unnao								
4	BO - Varanasi								
5	DCBO - Amethi		User selects different						
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Pincode	ESIC Dispensary - NOIDA Sec-12			Mobile N	lumber	7379741351			
Email ID	ESIC Dispensary - NOIDA Sec-57	40	esic.nlc.in						
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Upload the Document (Upload File Functionality)

upload the PDF File.



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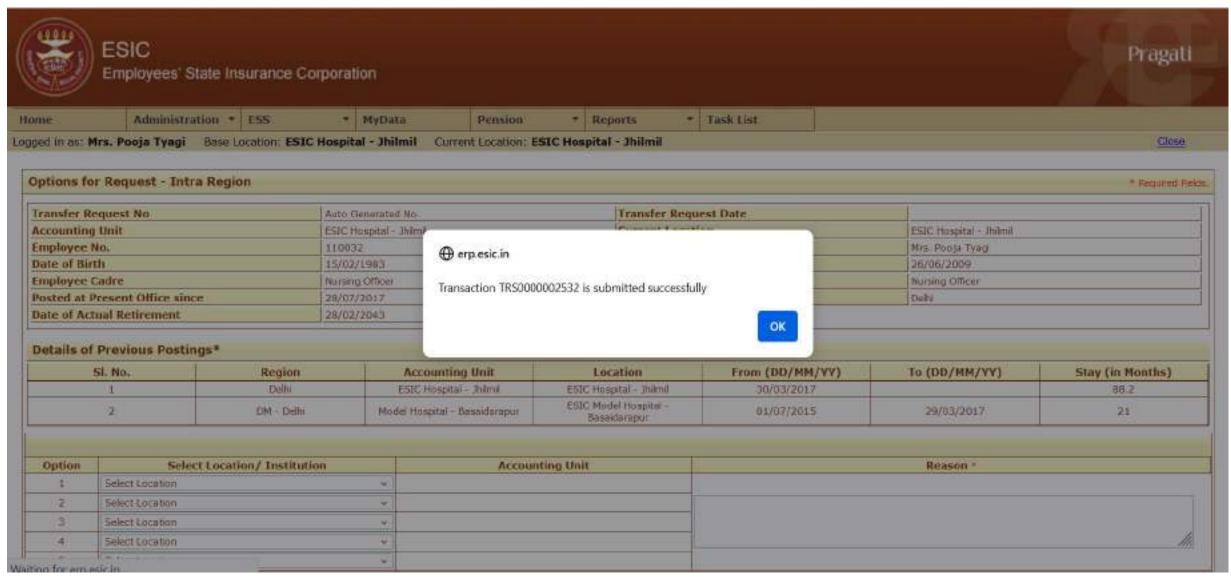
Click on OK to proceed (On clicking submit button, pop up will be displayed)



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4	Life threatening/Terminal diseases*-	self /spouse/Children/dependent p	(erp.essc.m			20				
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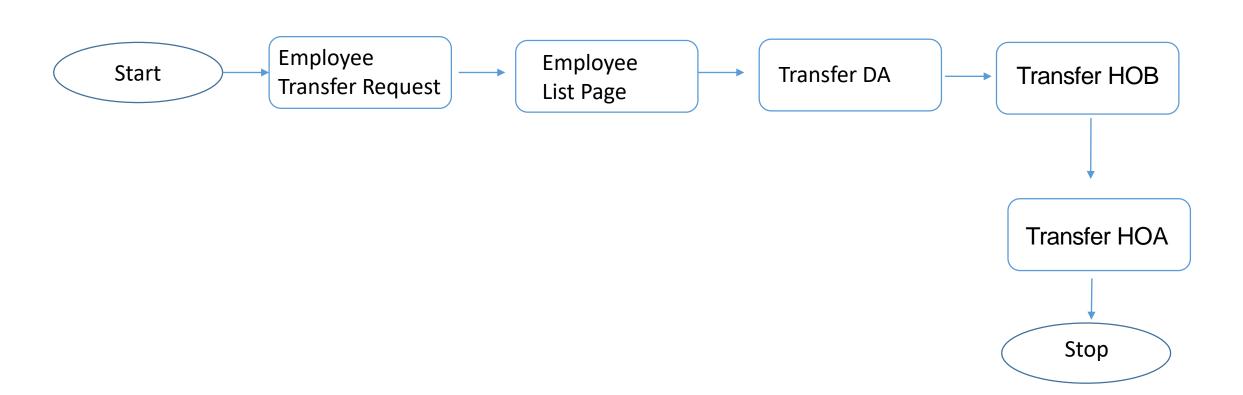
Transfer No. generated successfully (On submission, pop up will be displayed)





Workflow





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ESIC IT Service Desk Helpline



tact IT Service Desk by using below methods."

Click on Log In



Property Management Department ContractManager Primaveraweb DSRPRO

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0







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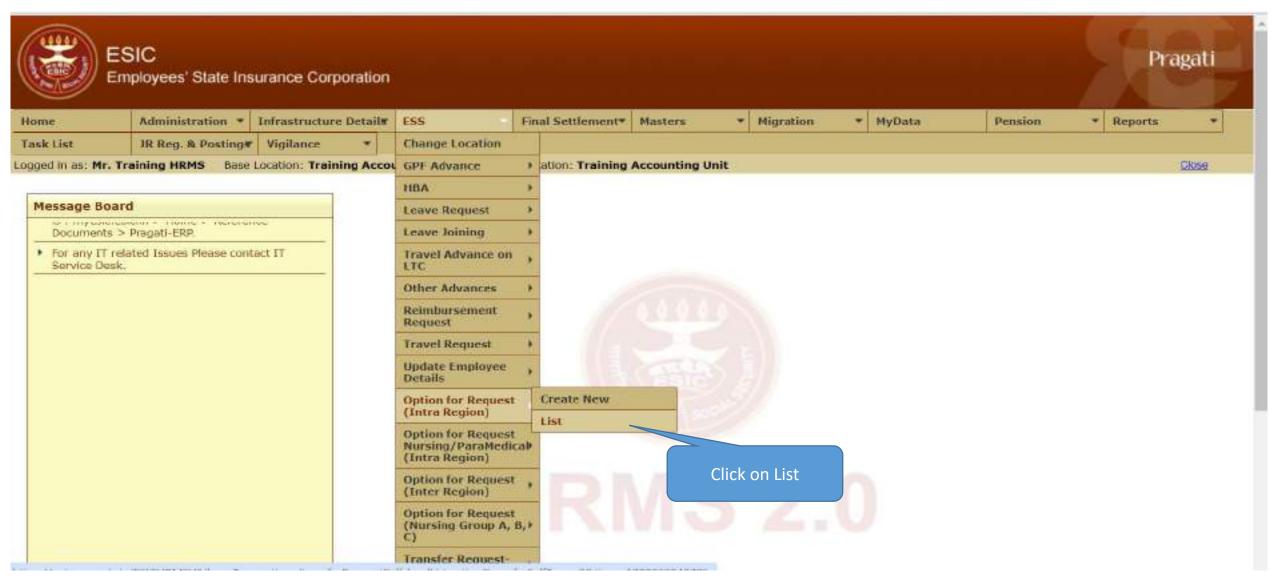


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>> Role of ESIC in Deliveryof Benefits	Pension	s from	HQRS, Offic	e	>> ESIC's PG institute from next year Reference Documents		
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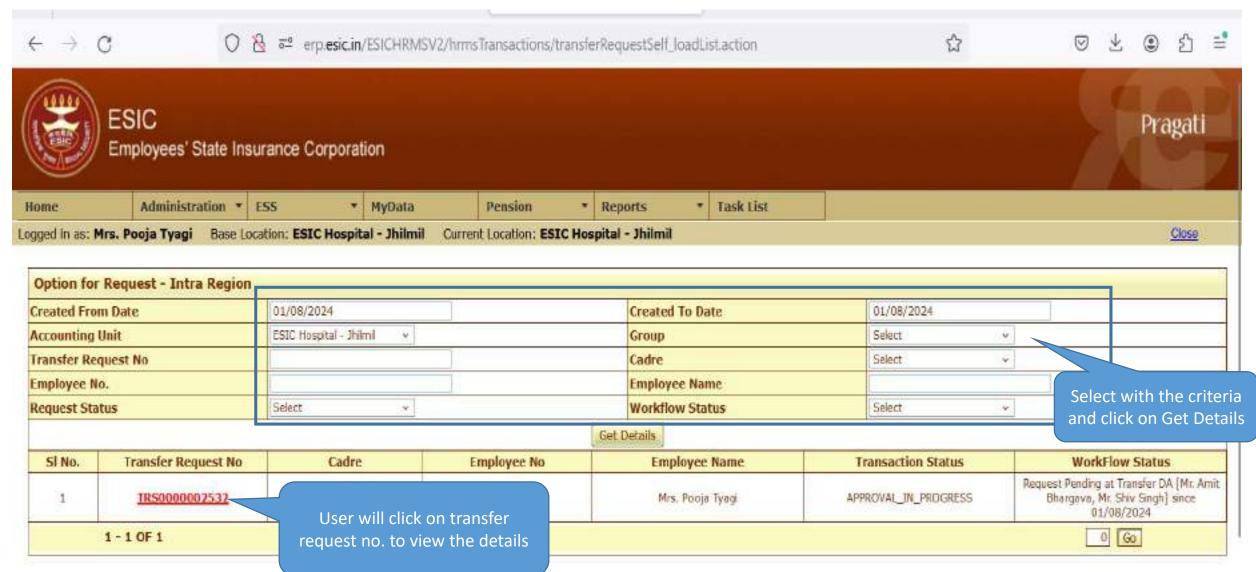
Option for request Pending with Transfer DA Path: HRMS 2.0 → Task List





Clicks on Request no. to view the details





Employee checks the transfer request and can Withdraw the request



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Click on Log In



Property Management Department	
ContractManager	
Primaveraweb	
DSRPRO	

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0





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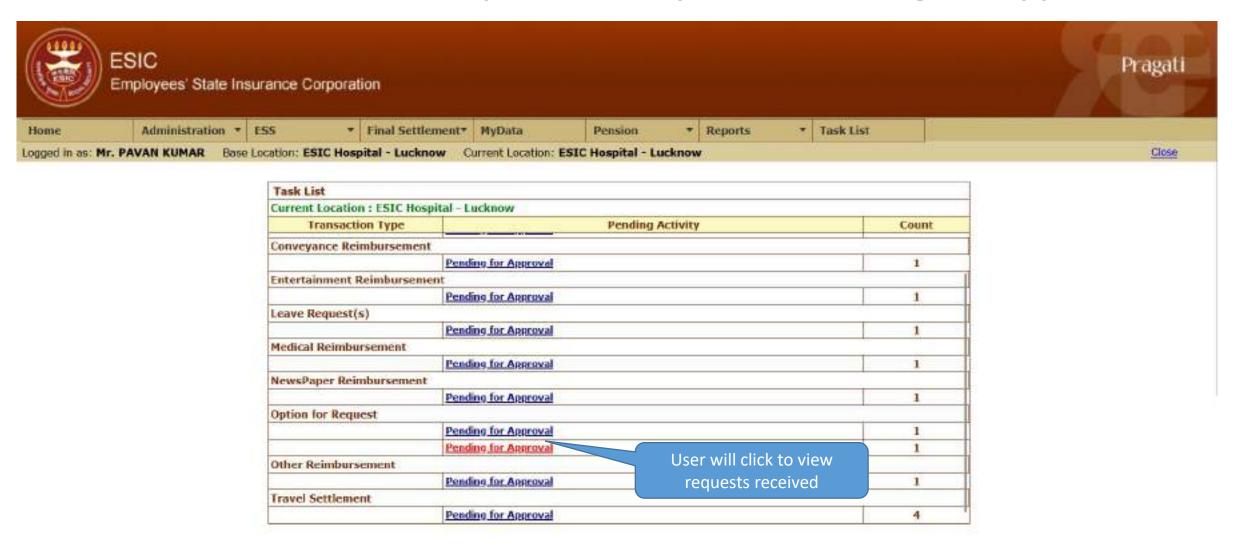




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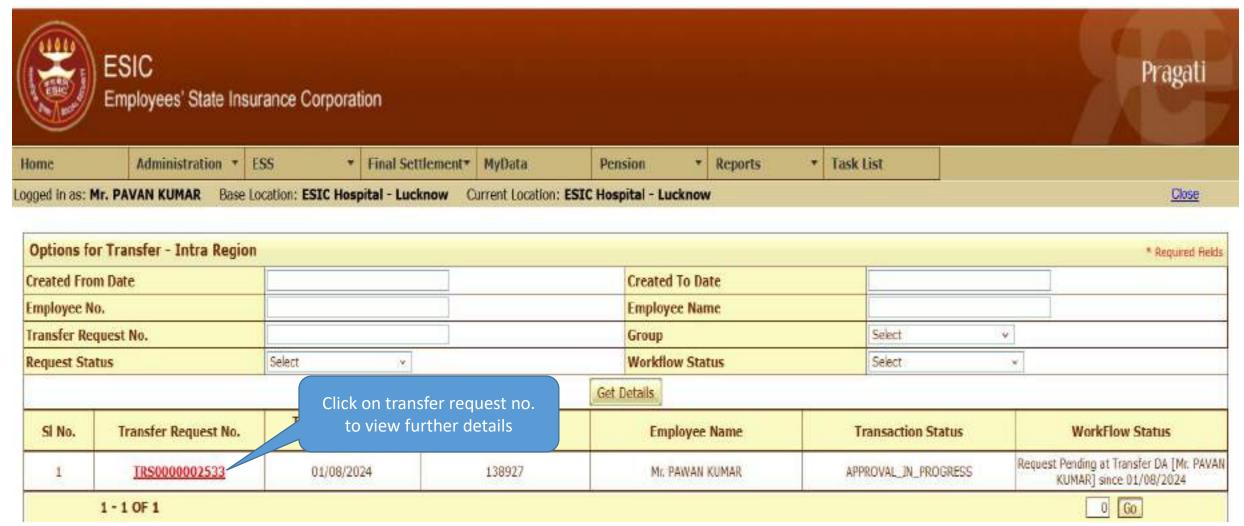
Option for request Pending with Transfer DA Path: HRMS 2.0 → Task List → Option for Request → Pending For Approval





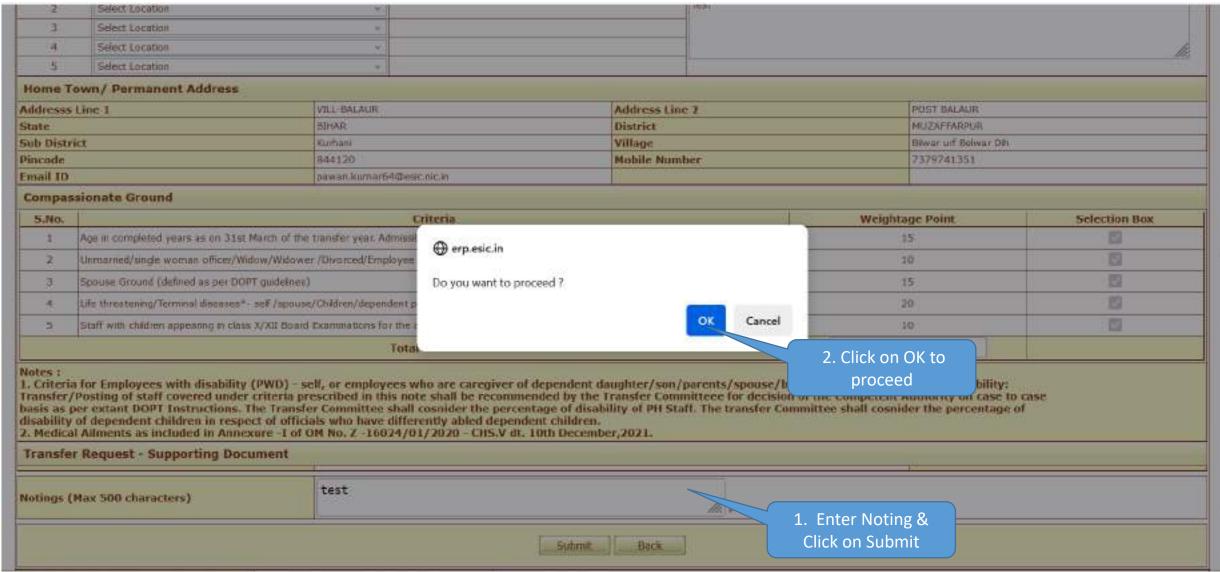
Transfer DA click on Request no. to view the details





Transfer DA checks the transfer request and clicks on OK to proceed





Request successfully approved by Transfer DA





Transfer HOB Login through myesic.esic.gov.in or gateway.esic.gov.in





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tact IT Service Desk by using below methods."

Click on Log In



Property Management Department	
ContractManager	
Primaveraweb	
DSRPRO	

Web Portal- ithelpdesk

Send mail to Centralservicedeskin@esic.in with Subject Line (New Incident)

Call to VoIP Helpline: 7001

Go to ERP Application → HRMS 2.0





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Option for request Pending with Transfer HOB Path: HRMS 2.0 → Task List

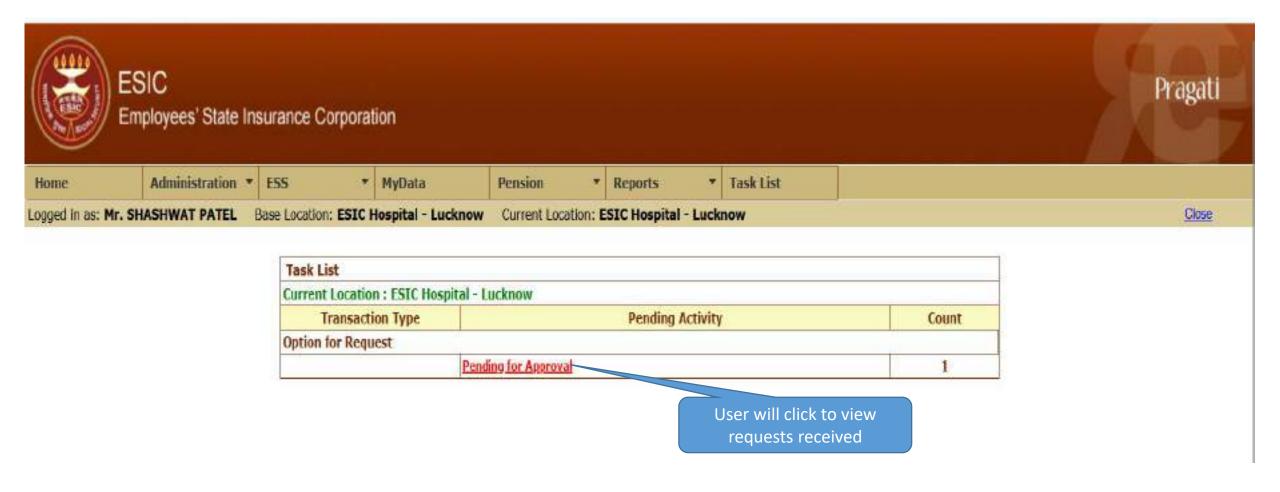




https://erp.esic.lin/ESiCHRMSY2/firmsTransactions/taskList_bad/action/time=1713433326500 d Developed by CMS Computers LTD. Copyright @ 2024, ESiC, Initia. All rights Reserved. Bust viewed in 1024 x 768 pixels view. 2.0

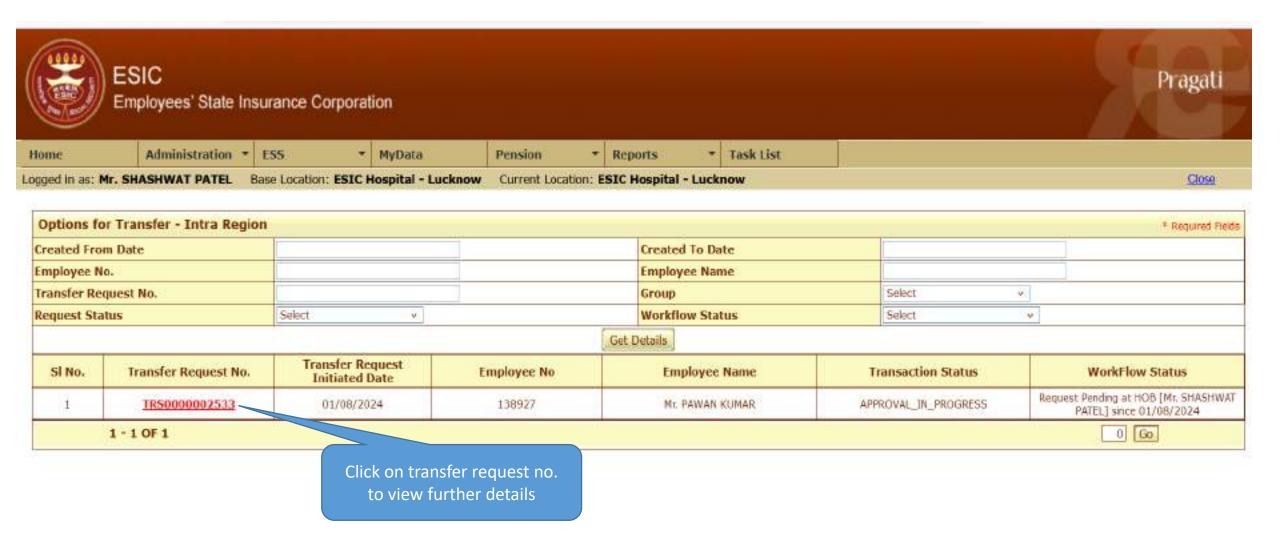
Option for request Pending with Transfer HOB Path: HRMS 2.0 → Task List → Option for Request → Pending For Approval





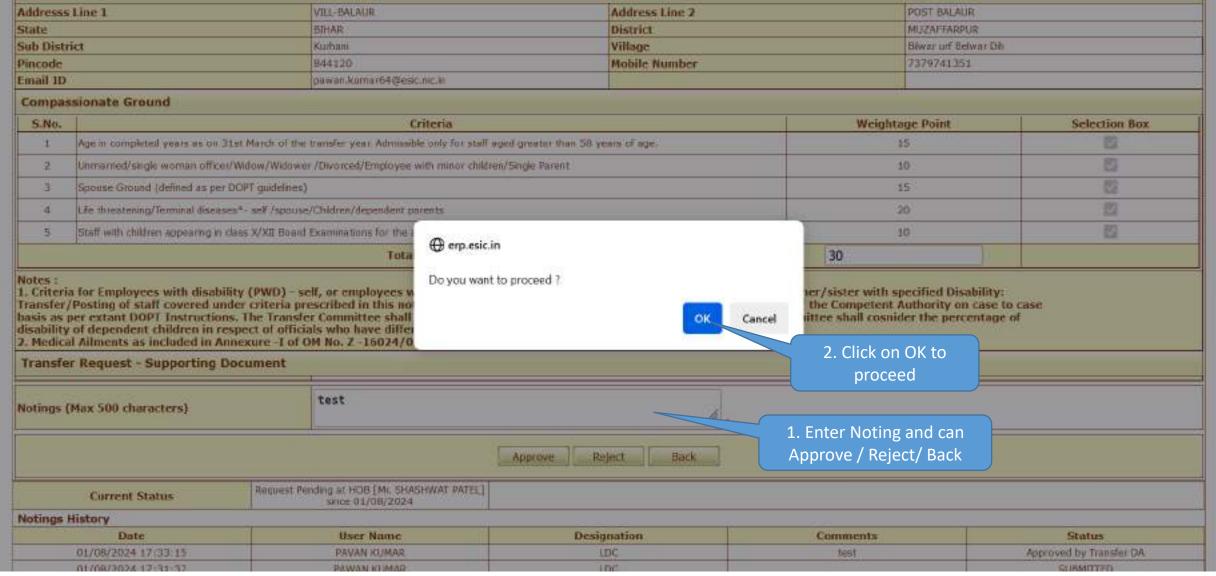
Transfer HOB click on Request no. to view the details





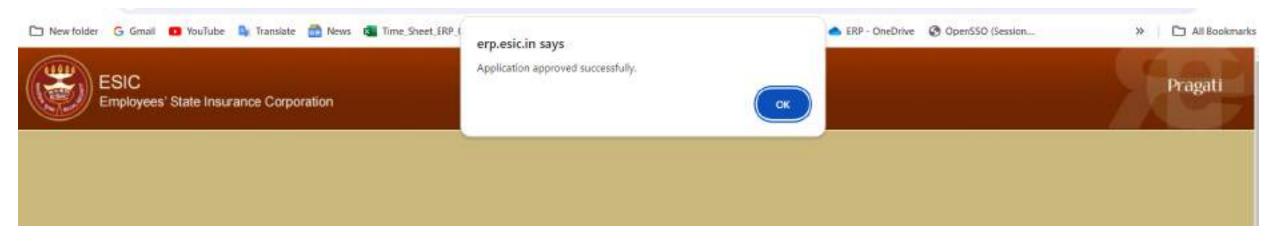
Transfer HOB checks the transfer request and clicks on OK to proceed





Transfer Request approved successfully by Transfer HOB





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Click on Log In



Property Management Department	
ContractManager	
Primaveraweb	
DSRPRO	

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Option for request Pending with Transfer HOB Path: HRMS 2.0 → Task List





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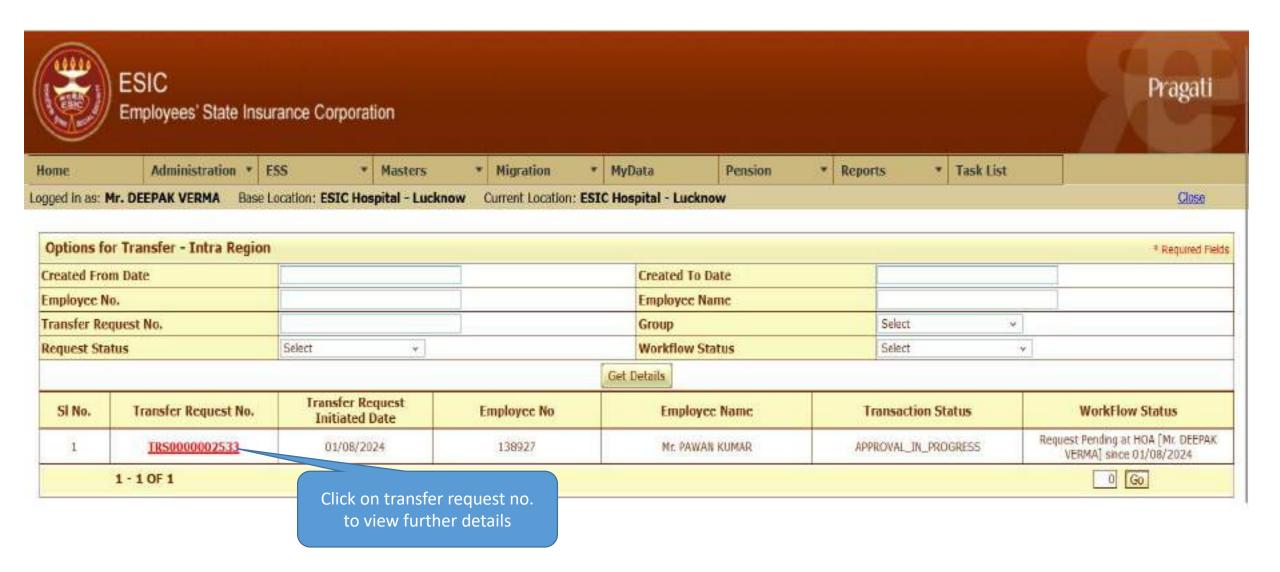
Option for request Pending with Transfer HOA Path: HRMS 2.0 → Task List → Option for Request → Pending For Approval



Task List						
Current Location : Training Accounting Unit						
Transaction Type		Pending Activity	Count			
Medical Settlement						
-	Pending for Approval		1			
	Sent Back		1			
NewsPaper Reimbursement			7.5			
	Pending for Approval		35			
	Sent Back		3			
Option for Request	100 mm		1			
	Pending for Approval		1			
Other Advances						
	Pending For Approval		14			
Other Reimbursement		User will click to view				
	Pending for Approval		11			
Pay Fixation	April 1985 April 1985 April 1985	requests received				
	Pending For Approval		60			
	Sent Back		5			
Pay Increment	- 2		11/			
	Pending For Approval		59			

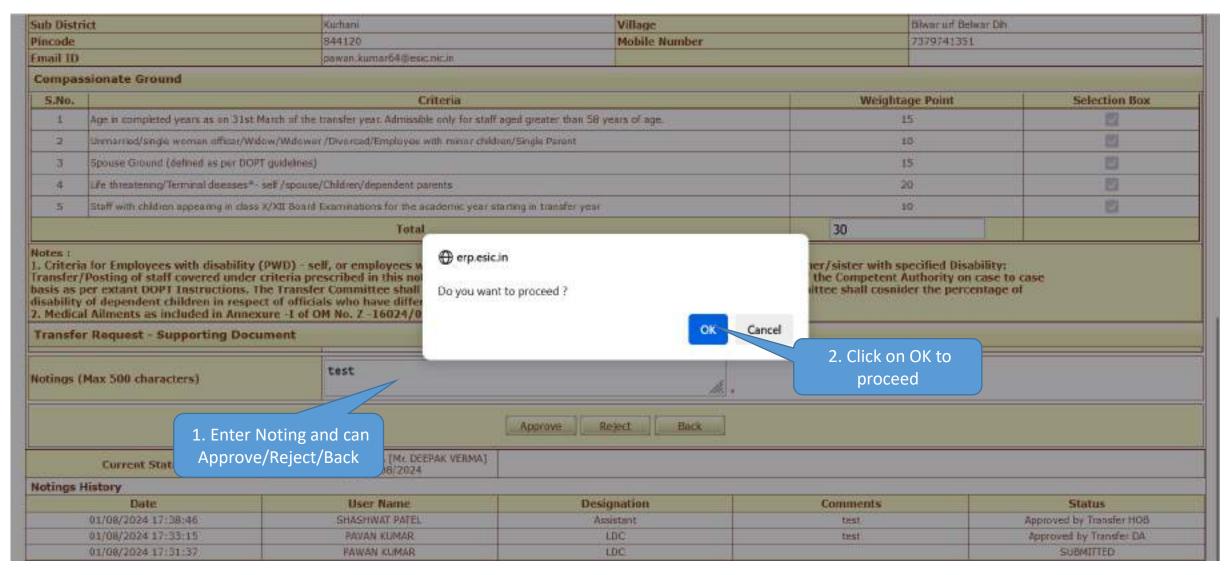
Transfer HOA click on Request no. to view the details





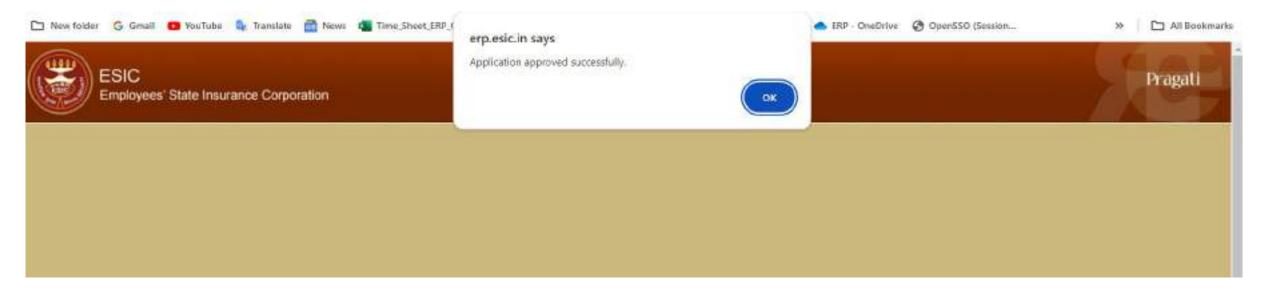
Transfer HOA checks the transfer request and clicks on OK to proceed





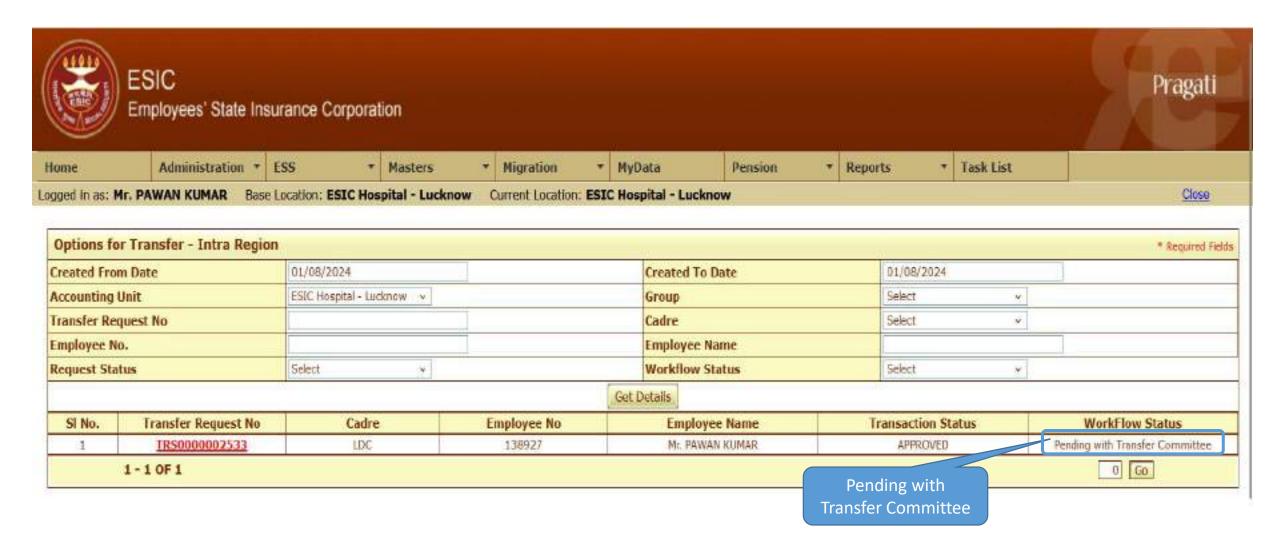
Transfer Request approved successfully by Transfer HOA





Transfer Request approved successfully by Transfer HOA and Pending with Transfer Committee





Notes



- List: All past and present records are available under List option for the transaction on search.
- Task List: All the pending request will be available for the logged in user under Task List for all transactions.
- Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History.
- Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You



Purchase Return

Agenda



- 1. Overview
- 2. Workflow
- 3. User Roles under User Management
- 4. Process flow
- 5. Generate Report
- 6. Notes

Purchase Return – Overview



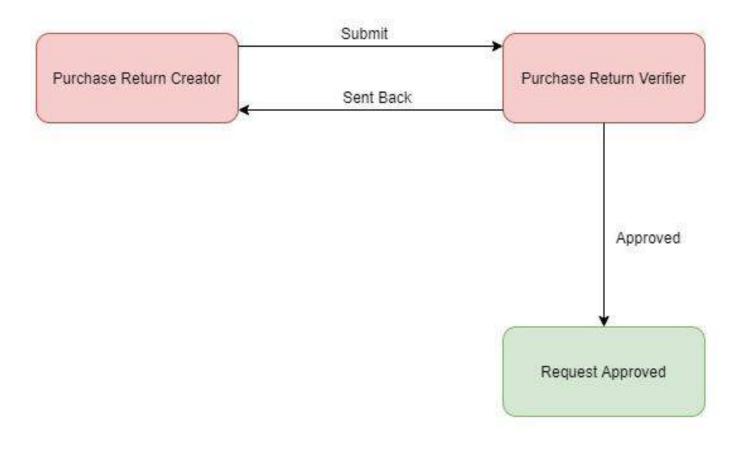
The Locations can perform this transaction by returning the rejected goods to the supplier due to damages, poor in quality etc. This is linked to the physical verification of goods supplied by the supplier to the ESIC premises.

Conditions for the Transaction

- Store has to create for the Location.
- User needs to mapped in store purchase group details.
- GRN has to be created and the good has be physically verified and rejected some of the quantity because of the quality issues or breakages etc.

Purchase Return – Workflow



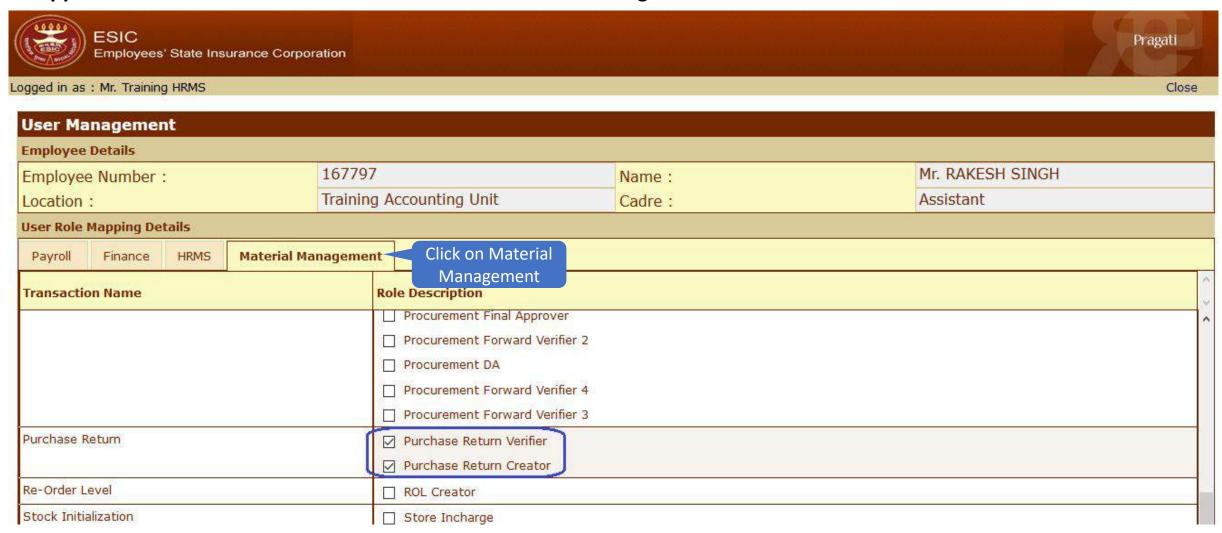


Role for Purchase Return Transaction under User Management Module



User Roles mapping

- Creator Role: Purchase Return Creator under Material Management tab
- Approval Role: Purchase Return Verifier under Material Management tab





Purchase Return Process Flow



Creation of Transaction

Role: Purchase Return Creator

Store Incharge Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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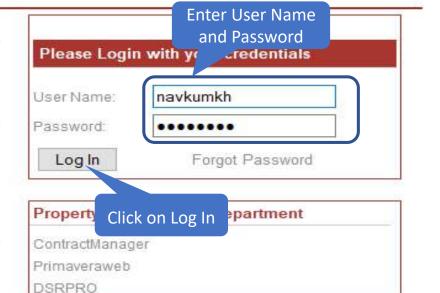
Web Portal-ithelpdesk

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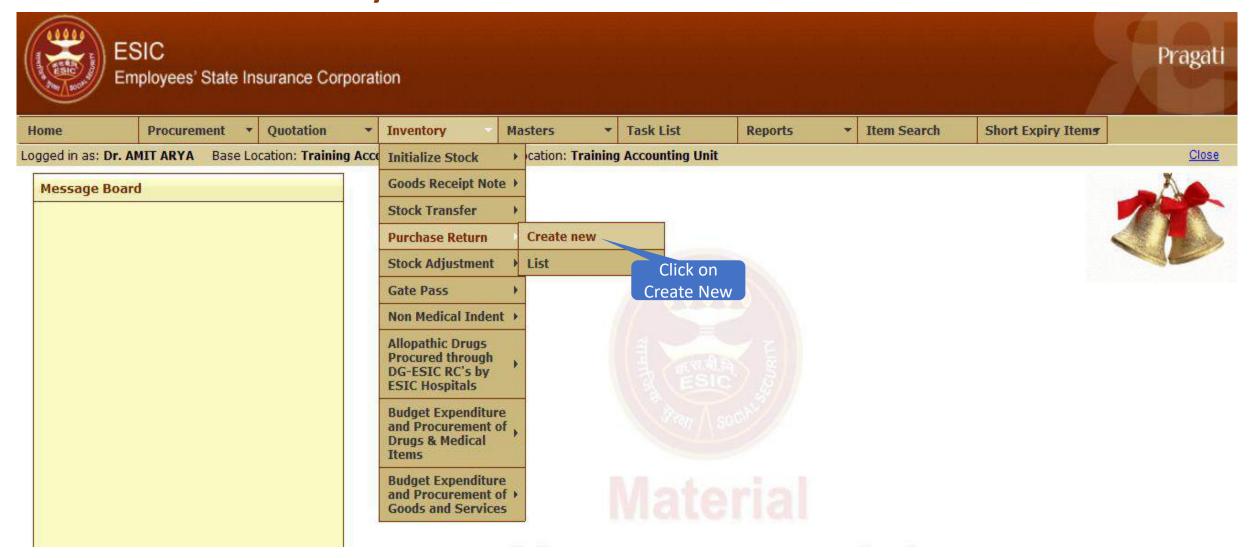


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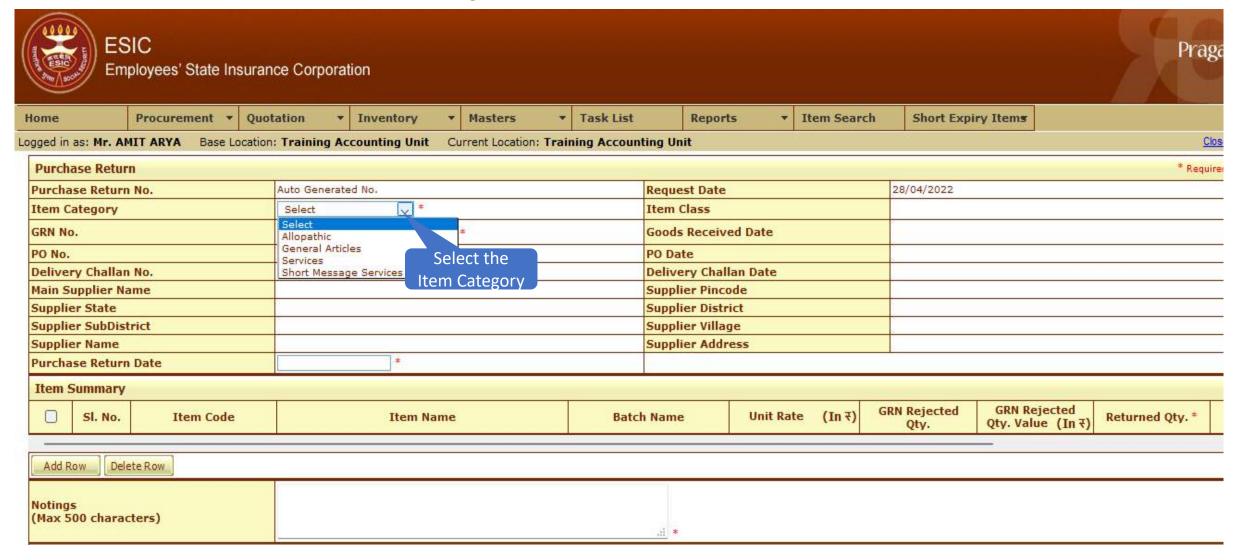
To Generate Purchase Return by Creator Path: MM 2.0 → Inventory → Purchase Return → Create New





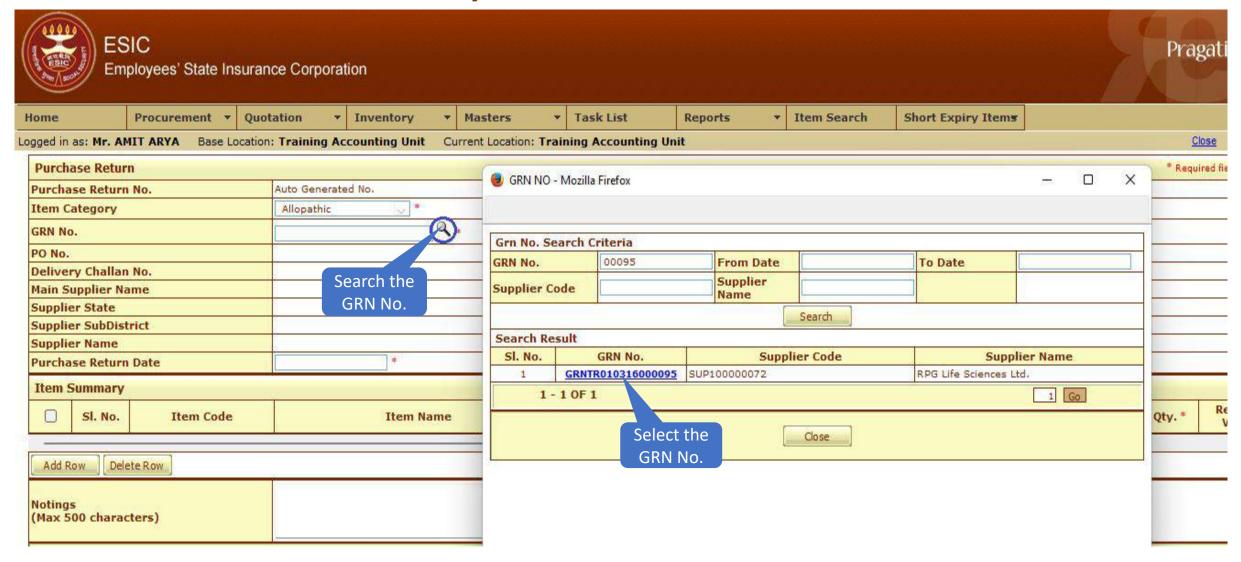
Select Item Category from drop down Fields marked as * are mandatory





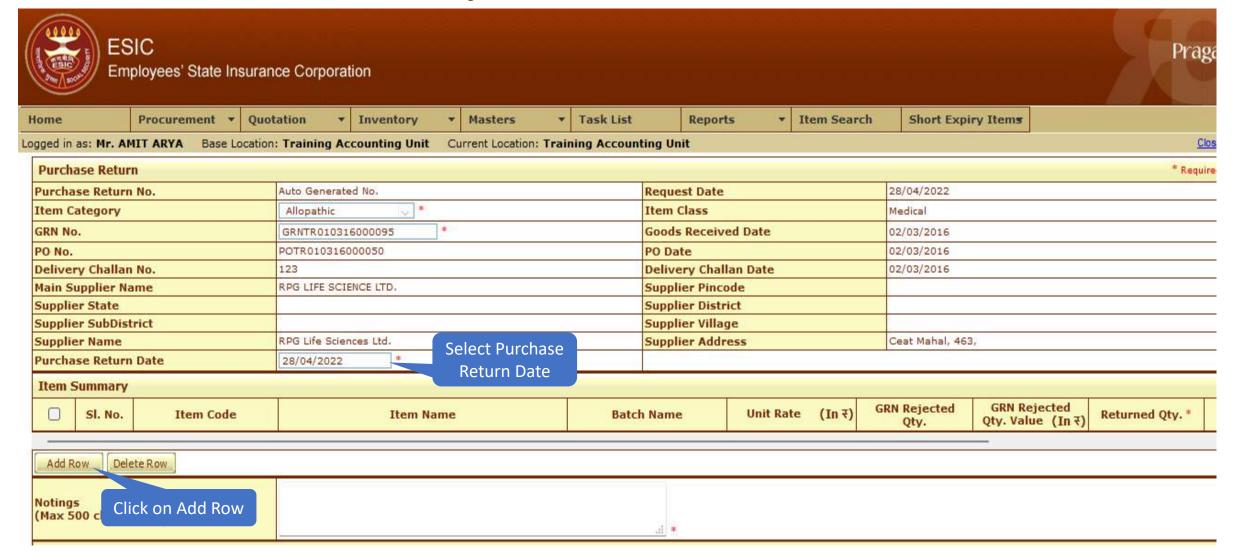
Search the GRN No. Fields marked as * are mandatory





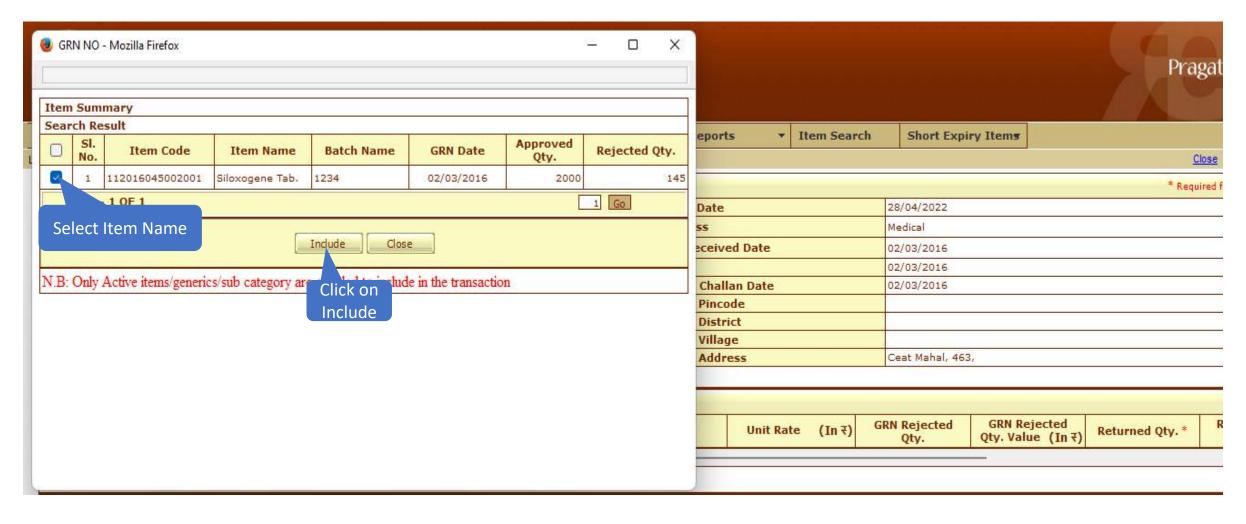
Select Purchase Return Date and add Item Summary Fields marked as * are mandatory





Select an Item and Click on Include





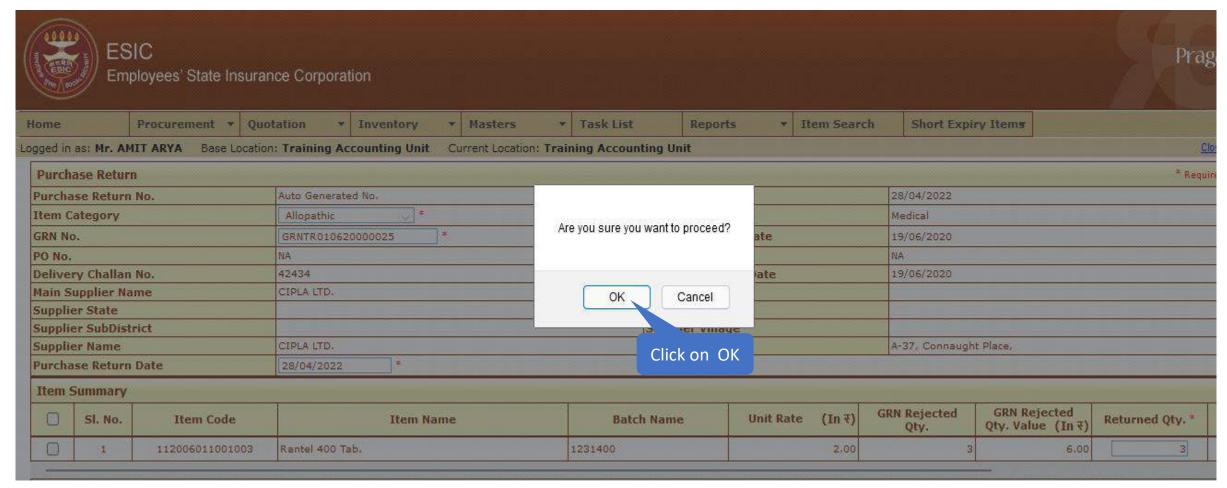
Enter Returned Qty., Notings and Click on Submit Fields marked as * are mandatory



Home	Procurement *	Quotation	•	Inventory	-	Masters *	T	ask List	t	Reports	•	Item Sea	rch	Short Exp	piry Items				
Logged in as: Mr. AM	ogged in as: Mr. AMIT ARYA Base Location: Training Accounting Unit Current Location: Training Accounting Unit																		
Purchase Retur	Purchase Return * Require																		
Purchase Return	No.	Auto (Generate	ed No.					Reque	Request Date 28/04/2022									
Item Category		Allop	athic	*					Item C	lass			M	edical					
GRN No.		GRNT	R01031	6000095 *					Goods	Received	Date		0	2/03/2016					
PO No.		POTR	010316	000050					PO Dat	e			0	2/03/2016					
Delivery Challan	No.	123							Delive	ry Challa	n Date		0	2/03/2016					
Main Supplier Na	ame	RPG L	IFE SCI	ENCE LTD.					Suppli	er Pincod	le				/03/2016				
Supplier State									Suppli	er Distric	t								
Supplier SubDist	Supplier SubDistrict								Suppli	lier Village									
Supplier Name	Supplier Name			RPG Life Sciences Ltd.					Suppli	Supplier Address				Ceat Mahal, 463,					
Purchase Return	Date	28/0	4/2022	*															
	Item Name			Batch Name		Unit Rate	(1	[n ₹)	GRN Rej Qty		GRN Re Qty. Val	ejected ue (In ₹)	Return	ed Qty. *	Returne Value	d Qty. (In ₹)	Reason For Rejection		
Siloxogene Tab.			123	4			0	0.199		145		28.86		145		28.86	Damage of Materials		
		_				<u> </u>													
Add Row Dele	Add Row Delete Row																		
Notings (Max 500 characters) Test *										nter ned Qty.									
	Click on Submit Reset																		

Click on Ok to proceed





Purchase Return No. generated successfully



· 1 (1000 00 00 00 00 00 00 00 00 00 00 00 00	SIC oployees' State In:	surance Corpo	oration								Praga
Home	Procurement *	Quotation	* Inventory	* Masters	▼ Task List	Reports		Item Searc	h Short Exp	iry Items	
Logged in as: Mr. Al	MIT ARYA Base Lo	cation: Training	Accounting Unit	Current Location: Tr	aining Accounting	Unit	"				Clos
Purchase Retur	rn						- 00 - 0				* Require
Purchase Return	n No.	Auto Gene	rated No.						28/04/2022		
Item Category		Select	v *								
GRN No.		Purchase Return No. PRTTR010422000001 Generated Successfully !!!									
PO No.											
Delivery Challar	n No.	- 1	w = w = w ==								
Main Supplier N	ame	8					ОК				
Supplier State											
Supplier SubDis	trict	3			2000	plier Village	-	77.			
Supplier Name	B-1-	- U			Sup	plier Addres	5				
Purchase Return											
Item Summary											
Si. No.	Item Code		Item Na	me	Batch Na	me	Unit Rat	e (In₹)	GRN Rejected Qty.	GRN Rejected Qty. Value (In ₹)	Returned Qty. *
		***************************************				- 				45	



Approval of Transaction

Role: Purchase Return Verifier

Version 5.7 Last Revised On: 01-06-2025

Store Manager Login through <u>myesic.esic.gov.in</u> or <u>gateway.esic.gov.in</u>





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Purchase Return pending for approval Path: MM 2.0 → Task List → Purchase Return → Pending for Approval

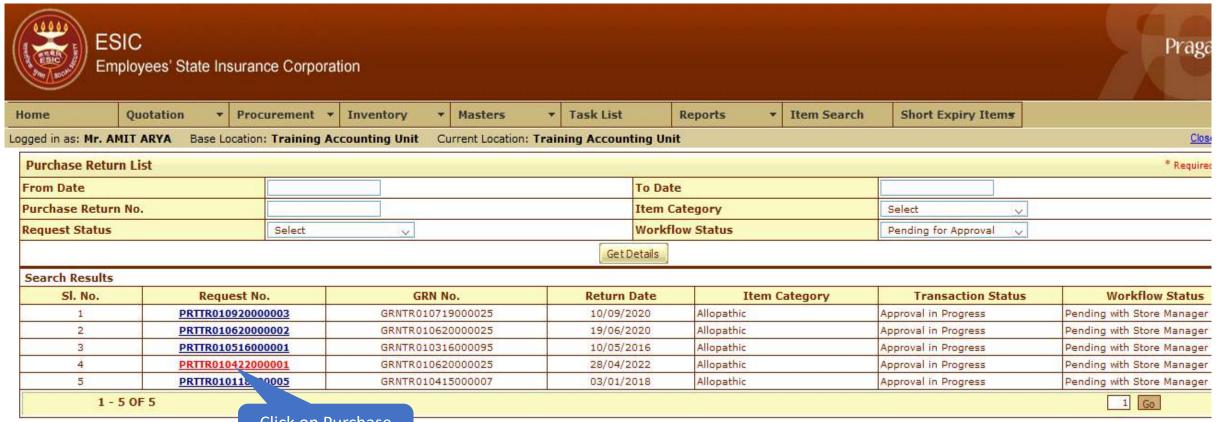




Task List			
Current Location : Train	ing Accounting Unit	m.	
Transaction Type	Pending Activity	Count	
	Pending for Approval	47	
	Sent Back	2	
Purchase Order(PO)		A0	
	Pending for Approval	54	
	Sent Back	13	
Purchase Requisition(Pl	3)	*	
	Pending for Approval	44	
	Sent Back	7	
Purchase Return			
	Pending for Approval	5	
Quotation Enquiry(QE)	Click on Pending		
	Pending for Approval under for Approval under	8	
	Pending for Commercials Eva. Purchase Return	26	
Quotation Response(QR	2)	10	
	Banding for Assessed	4.4	

Purchase Return approval by Store Manager





Click on Purchase Return Request No.

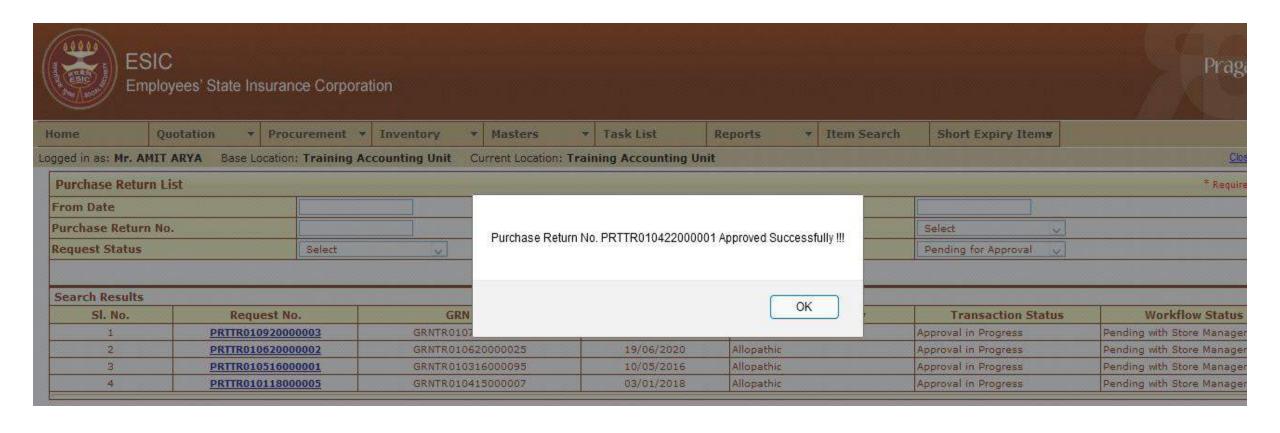
Enter the Notings and Click on Approve Fields marked as * are mandatory



Home	Quotation	Procurement • Inventory	▼ Masters	•	Task List		Reports	•	Item Search		Short Expiry Items		
Logged in as:	ogged in as: Mr. AMIT ARYA Base Location: Training Accounting Unit Current Location: Training Accounting Unit Close												
Purchase	Purchase Return * Required fi												
Purchase	Return No.	PRTTR010422000001			R	Request	t Date			28/04/	/2022		
Item Cate	egory	Allopathic			I	Item Cla	ass			Medica	al		
GRN No.		GRNTR010620000025			G	Goods R	Received Date			19/06/	/2020		
PO No.		NA			P	PO Date	:		I	NA			
Delivery (Challan No.	42434			C	Deliver	y Challan Date			19/06/	/2020		
Main Supp	olier Name	CIPLA LTD.					r Pincode						
Supplier S		Delhi					r District		1	New De	elhi		
	SubDistrict						r Village						
Supplier N		CIPLA LTD.			S	Supplie	r Address		ı	A-37, Connaught Place, Delhi New Delhi Delhi			
Purchase	Purchase Return Date 28/04/2022												
Item Sun	Item Summary												
Sl. No.	Item Code	Item Name		В	Batch Name		Unit Rate (In ₹	GRN Reject Qty.	ted	GRN Rejected Qty. Value (In ₹)	Returned Qty. *	Returned Value
1	112006011001003	Rantel 400 Tab.	123	1231400				2.00		30 60.00		3	
Forward	Forward Details												
	Approve: The transaction will get Approve. Send back: It will send back to Creator. Reject: It will reject completely and creator will create a new Purchase Return. Back: Navigate to the task list.												

Purchase Return No. approved successfully







Check List

Role: Purchase Return Creator/ Purchase Return Verifier

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	HRMS 2.0						
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To Check Records of Generated Purchase Return Path: MM 2.0 → Inventory → Purchase Return → List





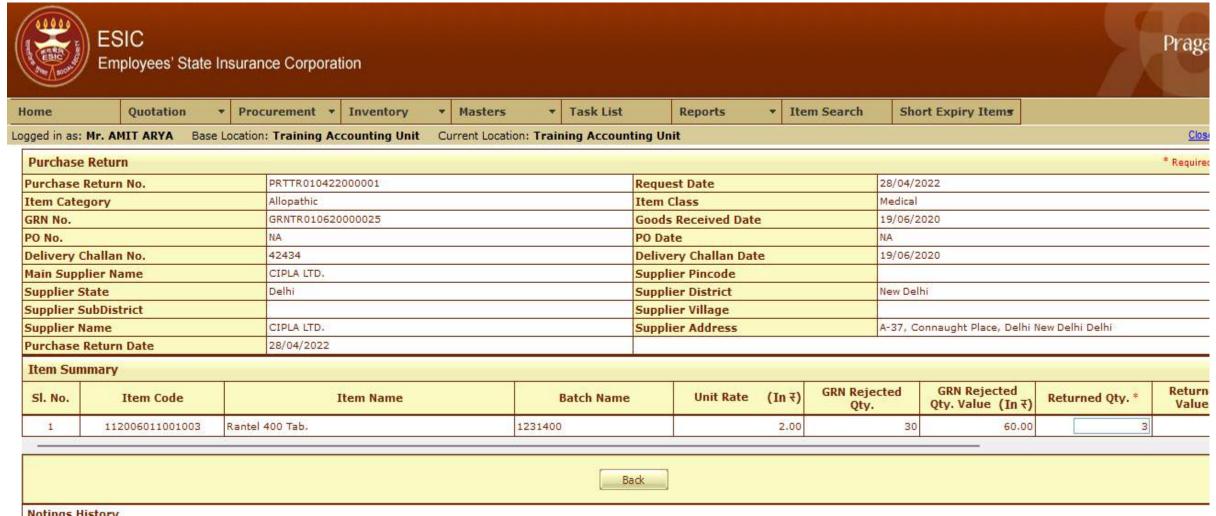
Search Purchase Return No. with searching Criteria and Click on Request No.





Check Record of Purchase Return





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Generate Report

Role: Purchase Return Creator/Purchase Return Verifier/HOA/Director General

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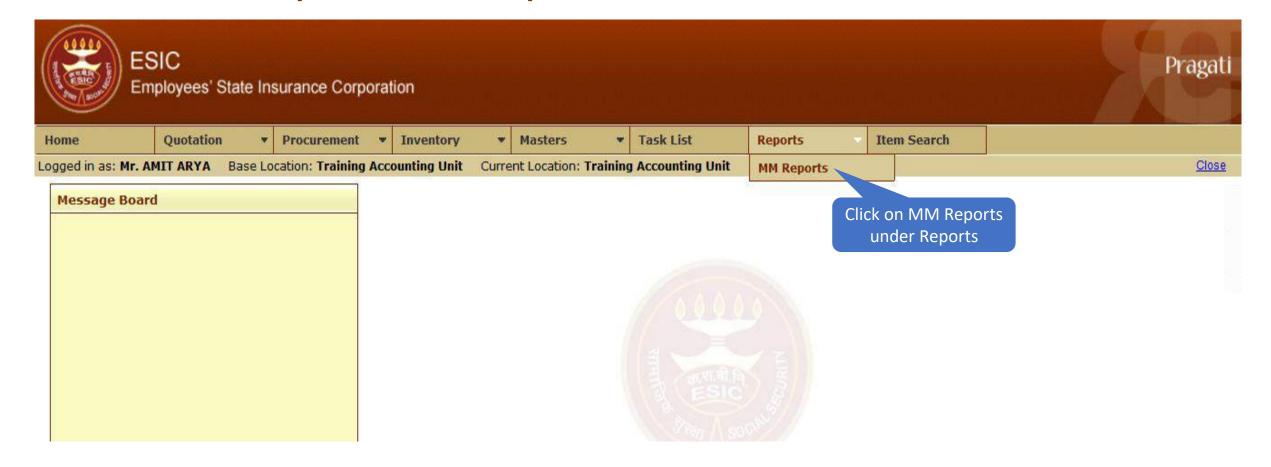


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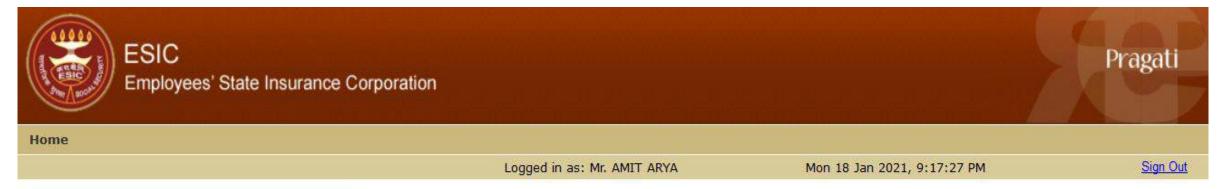
To check Purchase Return Report Path: MM 2.0 → Reports → MM Reports





To check Purchase Return Report click on Stock/Inventory

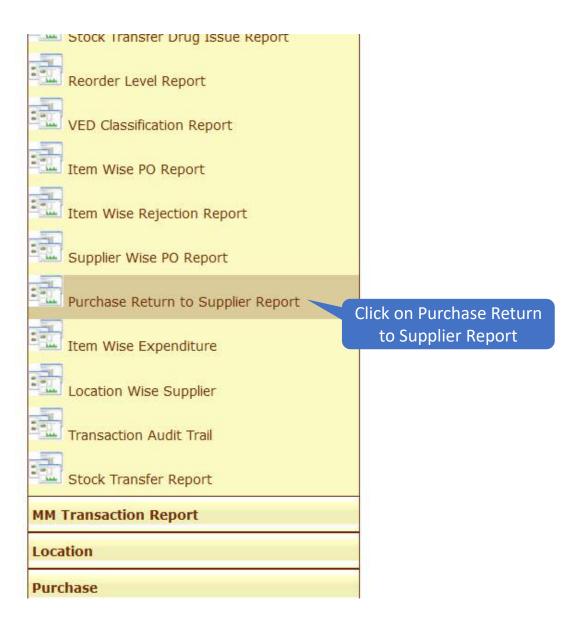






Click on Purchase Return to Supplier Report









ESIC Pragati Employees' State Insurance Corporation Home Sign Out Logged in as: Mr. AMIT ARYA Mon 18 Jan 2021; 9:20:22 PM Purchase Return to Supplier Report 01/01/2021 18/01/2021 From Date ? To Date * Region * Training Region State * Delhi Location Type * Training Accounting Unit Location * Allopathic Set D Training Accounting Unit Stores * Allopathic Store A Training Acc Unit Allopathic Store B TAU Allopathic Item Category * Micro Laboratories Ltd. A GRNTR010719000025 RPG Life Sciences Ltd. Supplier * **GRN Number** JAIN MEDICOS CIPLA LTD. View PDF Vew Excel Reset

Notes



-List: All past and present records are available under List option for the transaction on search.

-Task List: All the pending request will be available for the logged in user under Task List for all transactions.

-Audit Trail (Noting History): Application stores and display the workflow for any request with defined noting's under Noting History.

-Search option: Wide range of filtering criteria are provided under List Option to search any transaction.



Thank You