DCS User Manual

Drug Module

Requisition

User has to open theWebsite by writing the given URL in address bar as : www/bmsicl.gov.in   It will open the BMSICL website as shown below. Click on the Tab BMEDS for accessing the Software Application for Online requisition.

Fig 1

After Clicking on BMEDS it will open a new a new Page as shown below:
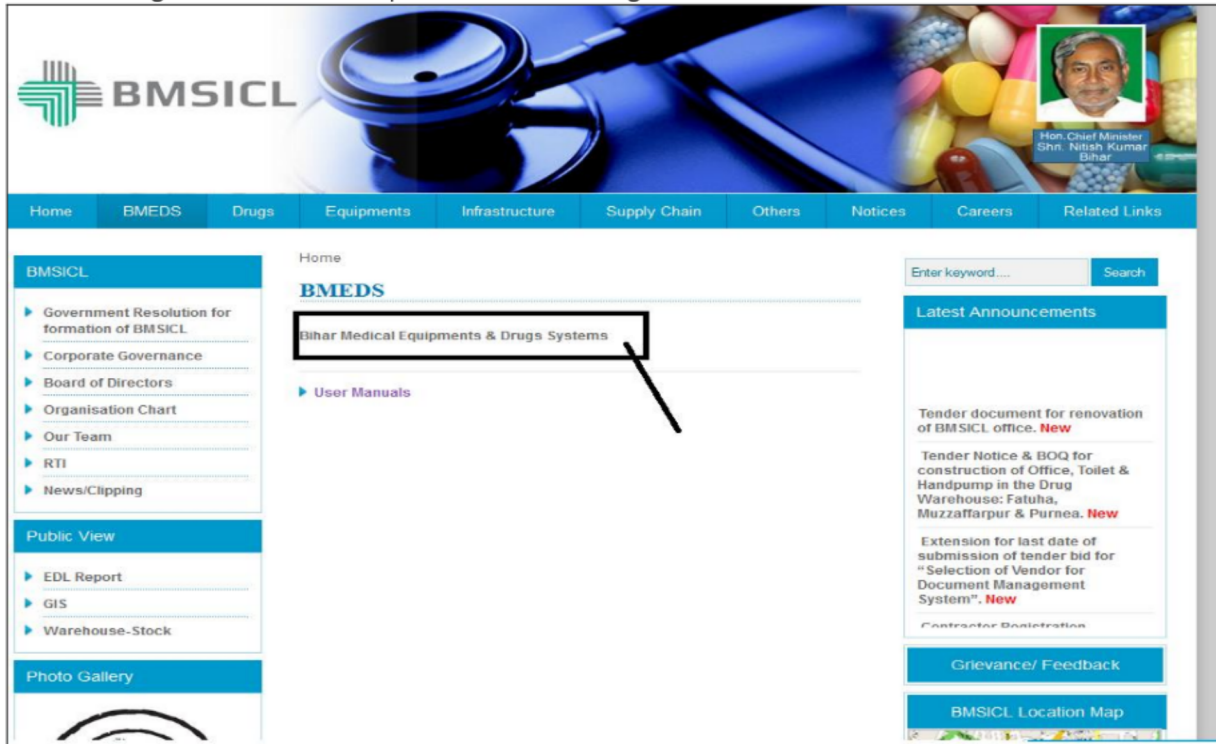

Fig 2

Click on the heading **Bihar Medical Equipment & Drugs System** as shown above. After clicking on the above link will open a new Tab as shown in below Fig.
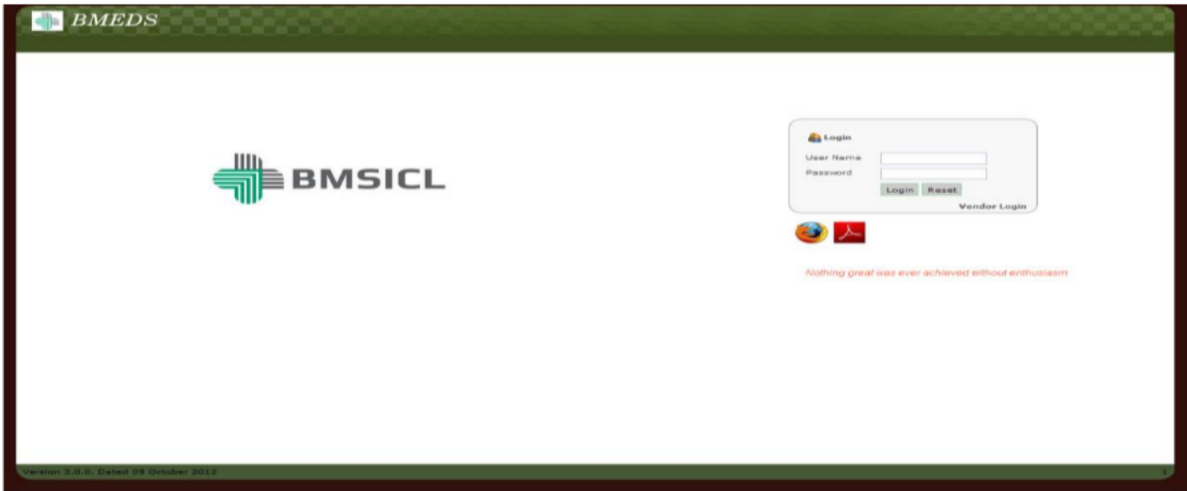
Fig 3

For District User there are two levels for preparing a requisition:

1. DCS-combined-(District Name) : **(Save and Submit both) -(New Login)**
2. DCS(District Name) : **Verify & Forward to Warehouse(Approval)-(old Login)**

User has to enter User name and password in the above shown boxes for Logging and click on login Button. As shown in the given figure.
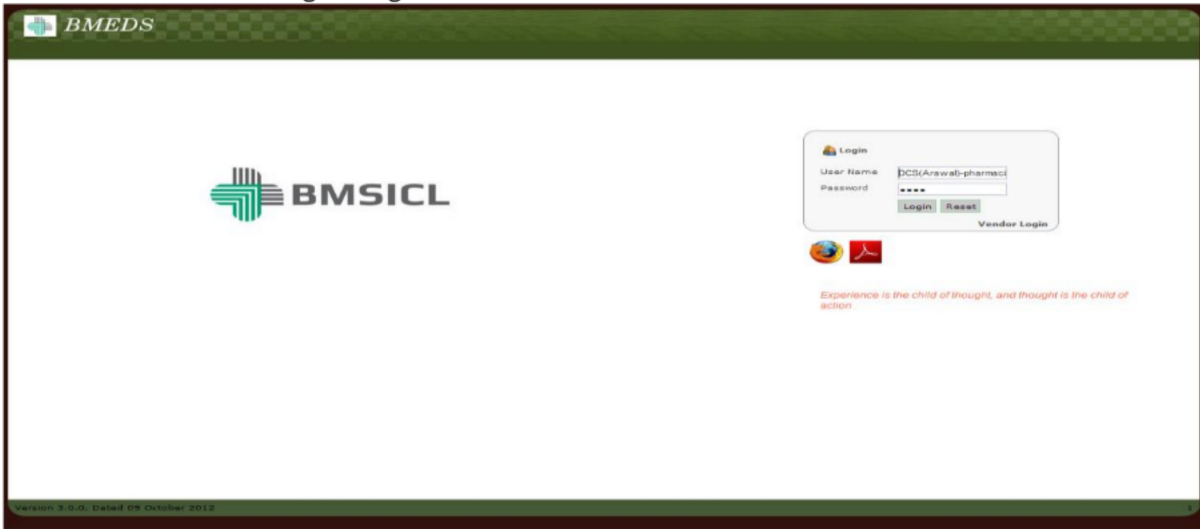

Fig 4

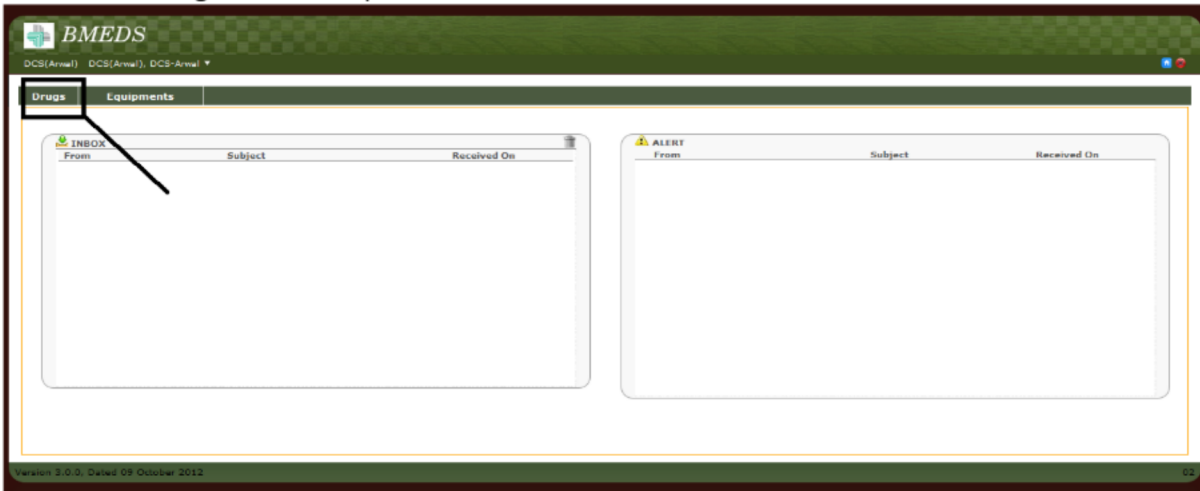Click on the **Drugs Tab** it will open a new Screen as shown below :

Fig 5

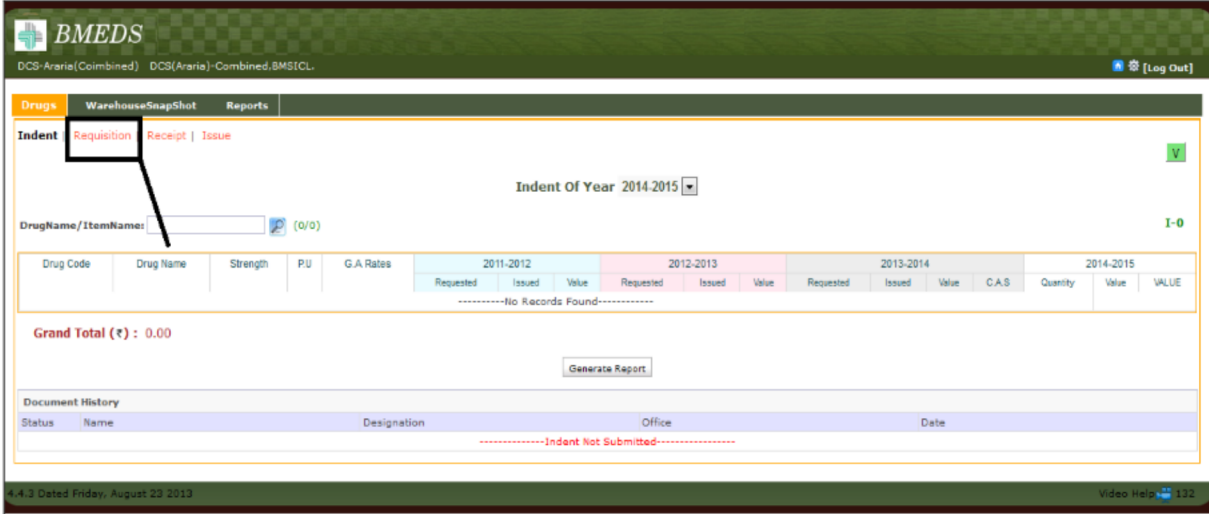Screen will be shown as in the given Figure.

Fig 6

Click on the Requisition Heading as shown above.

Requisition is a time bound process. It can only be done for the given period or as decided by the BMSICL. Currently it will be for December'13 to March'14 only.

It will open a page with the headings: **Normal Indent and Return**. Click on **Normal Indent**. It will open the list of Drugs with a Box under the heading Requested Qty. User has to fill the required Quantity Drug wise and save the Drug list by Clicking on Save Button on Every Page.
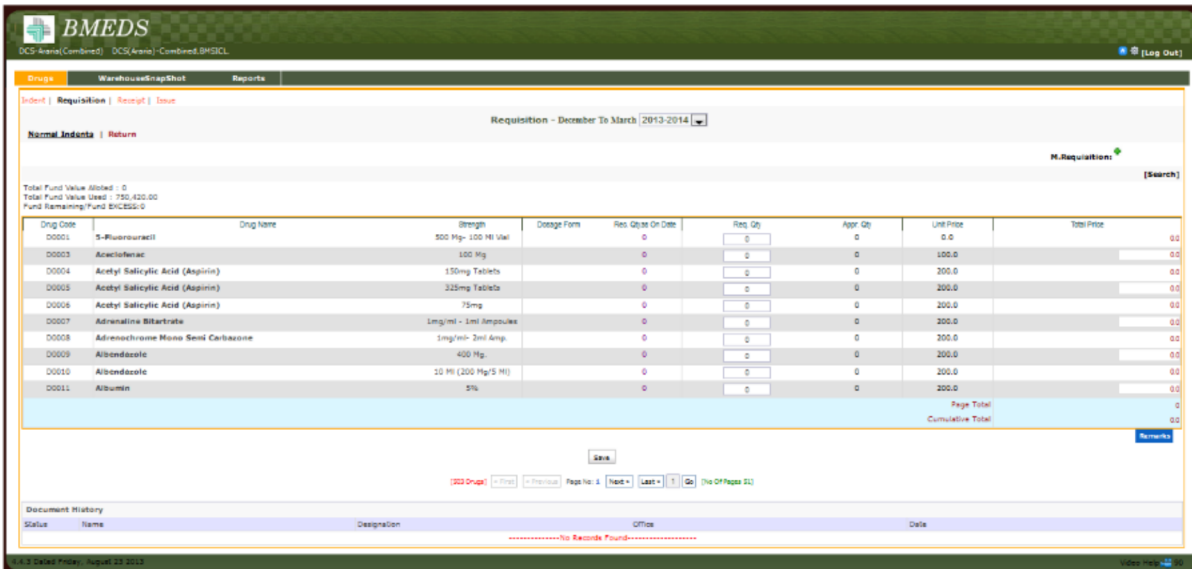

Fig 7

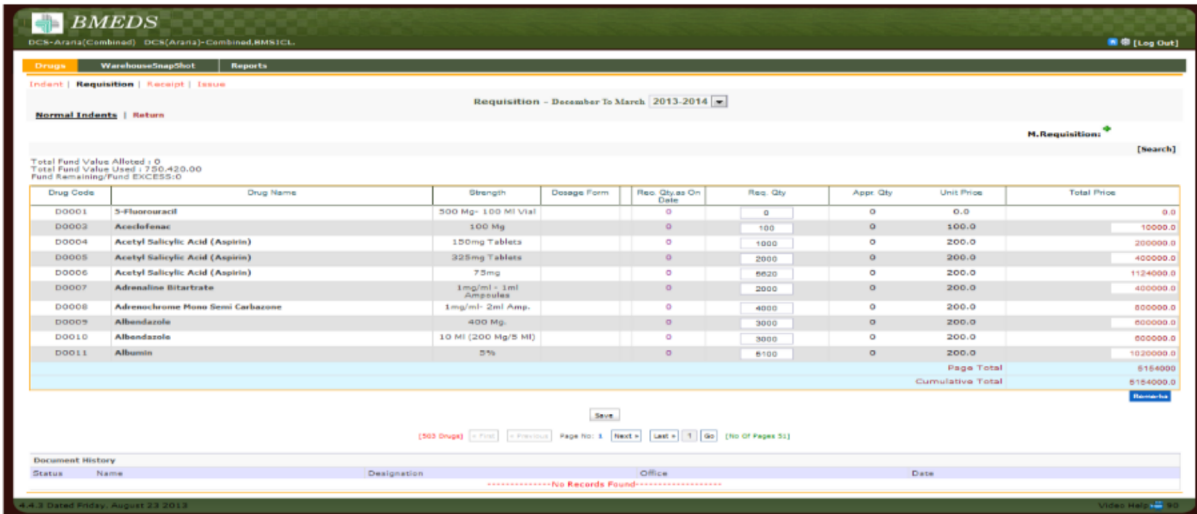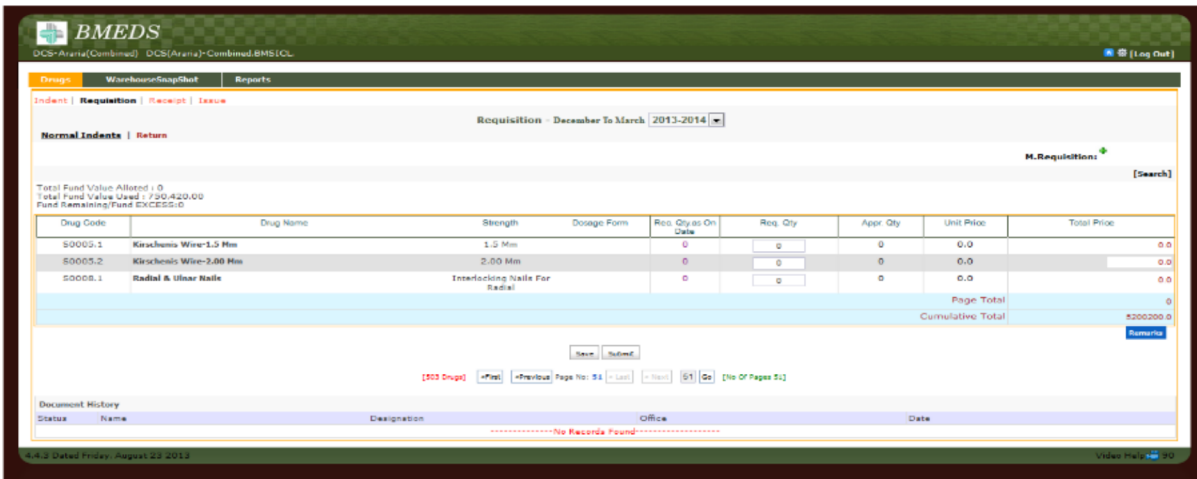User can move on next page by clicking on Next Button after saving.

Fig 8

Fig 9

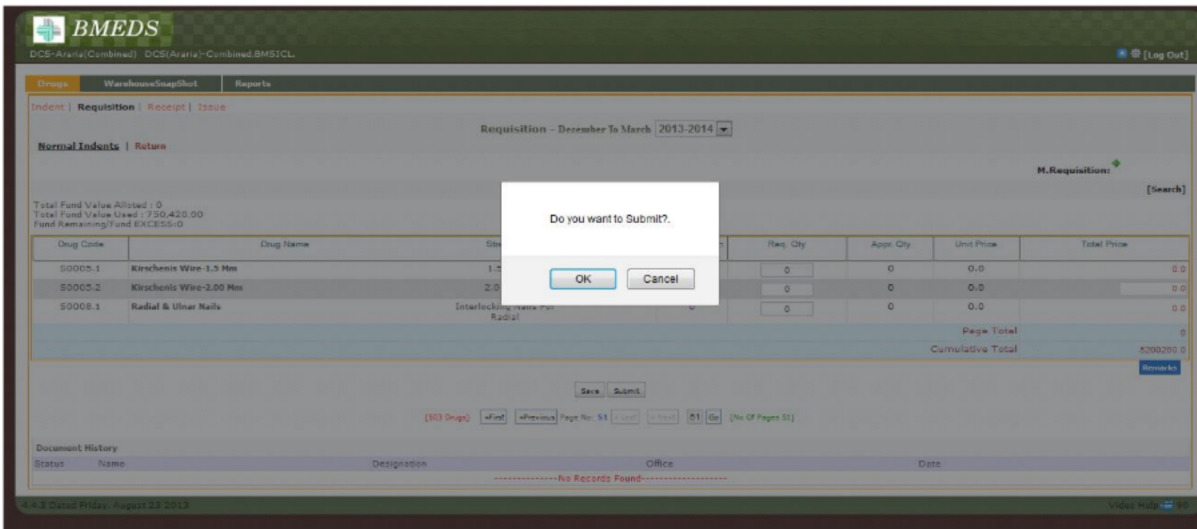After saving the data user has to submit the requested Drug by clicking on Submit Button.

Fig 10

It will ask whether user want to **Submit** the requisition or not, Click on Yes to submit the Requisition for Higher level Approval.

Fig 11

After submission it will look like above list with **Total Fund used for Requisition** based on the Unit Price of the Drug and Given Quantity for Requisition.

After District User (Pharmacist) will Submit the Requisition it will come to DCS(Civil Surgeon) for verification and approval. DCS user will use the DCS(District Name) Login for Verirification and Approval of the Requisition. DCS level user will write his/her user id and password and click on Login Button.
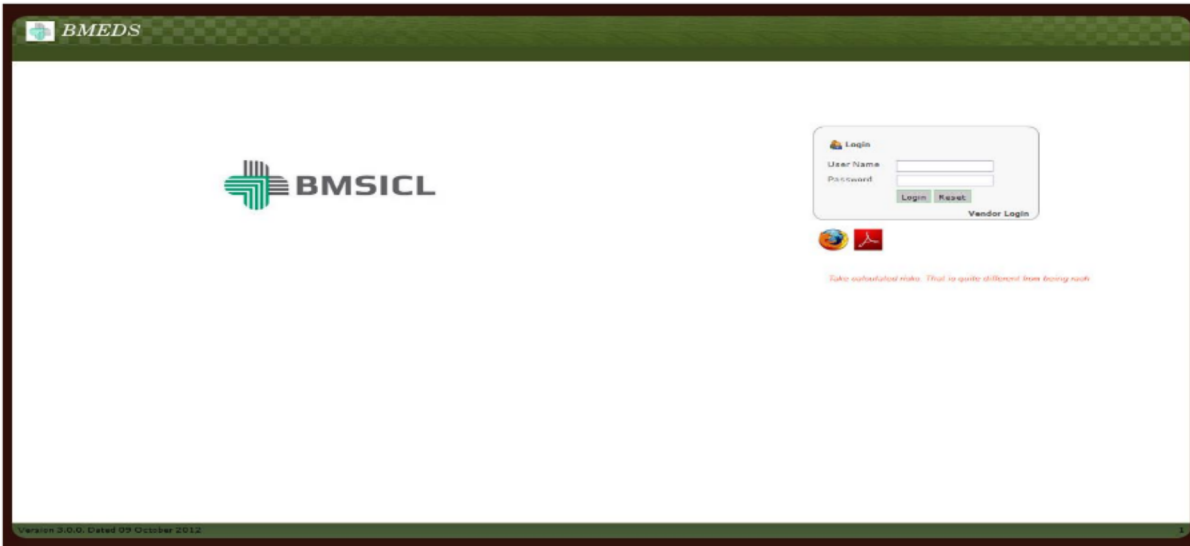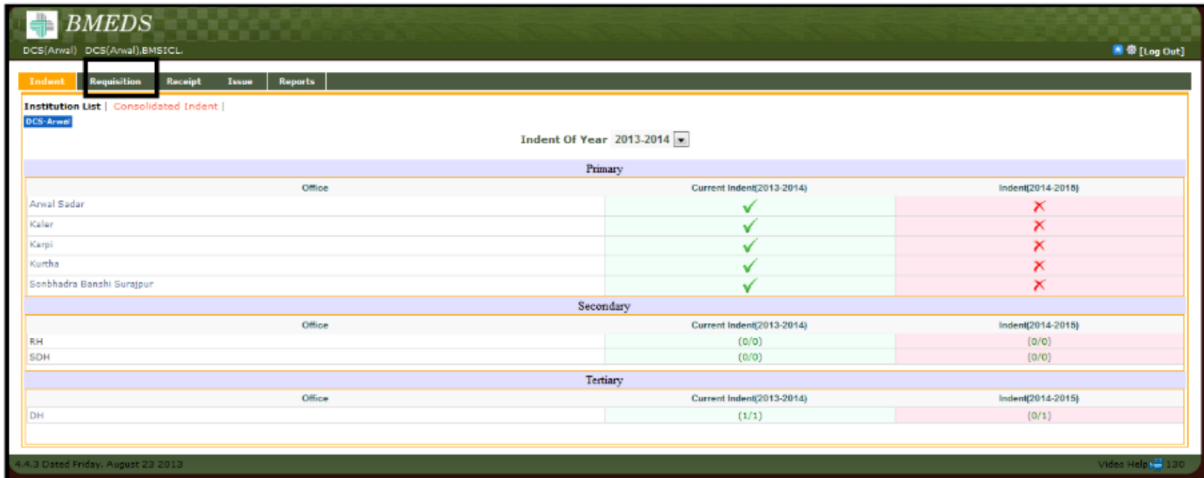

Fig 12

It will open the page as given below:

Fig 13

Click On the **Requisition** Heading as shown above. It will open the list of Requisition.

Fig 14

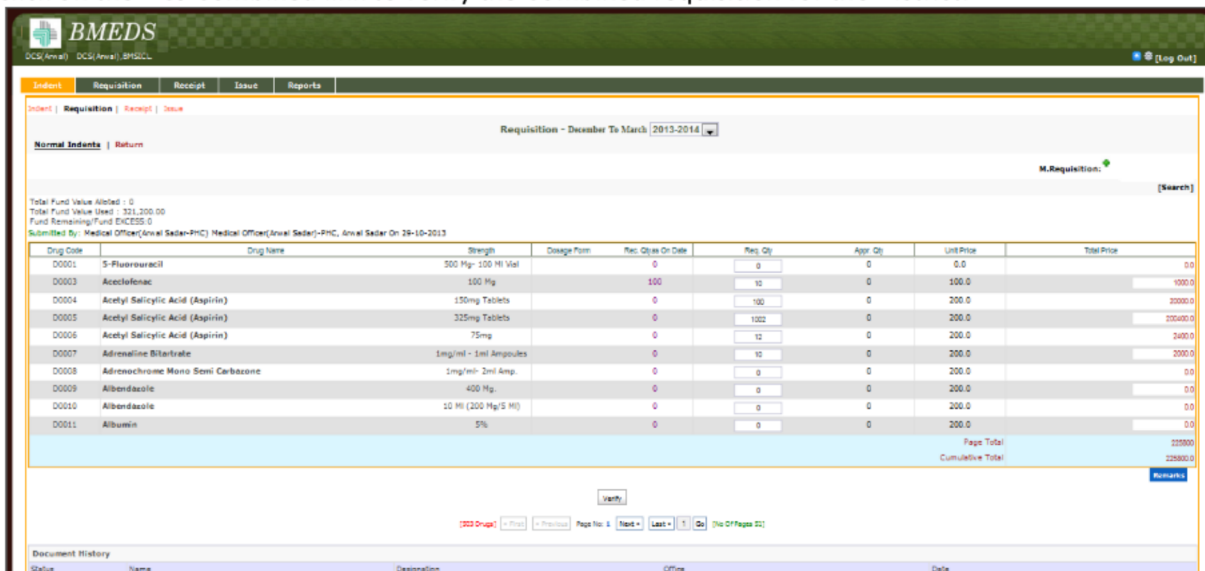Click on the DCS Combined link to verify the Combined requisition for the District.

Fig 15

DCS User will verify the Requisition Quantity. If User want to change the Quantity they can Edit the Quantity and save it. After Verification Requisition will be Forwarded to Warehouse by Clicking on **Forward To Warehouse** Button as shown below:
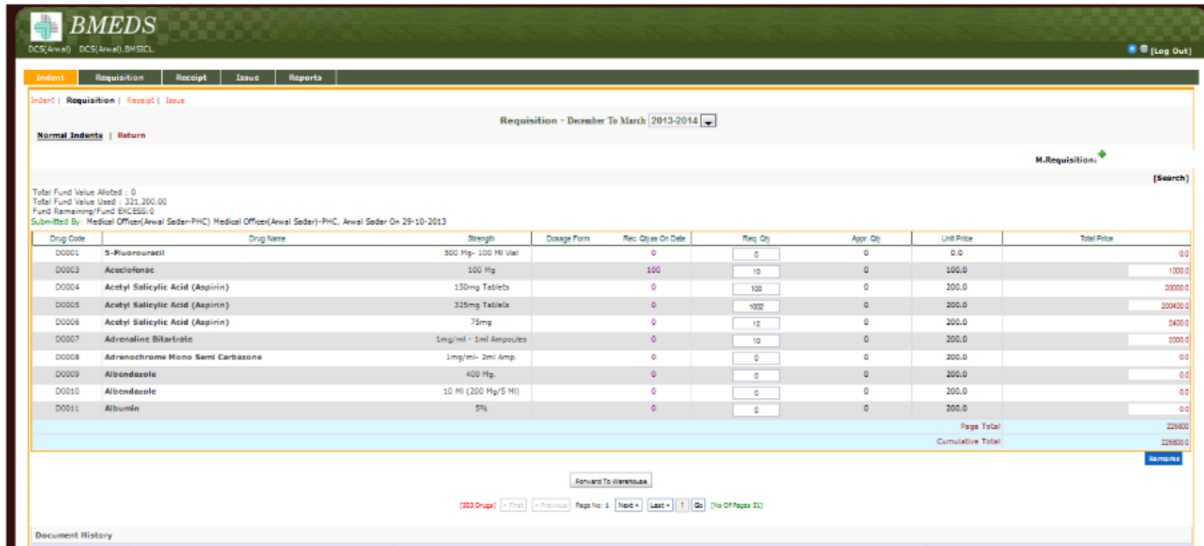
Fig 16

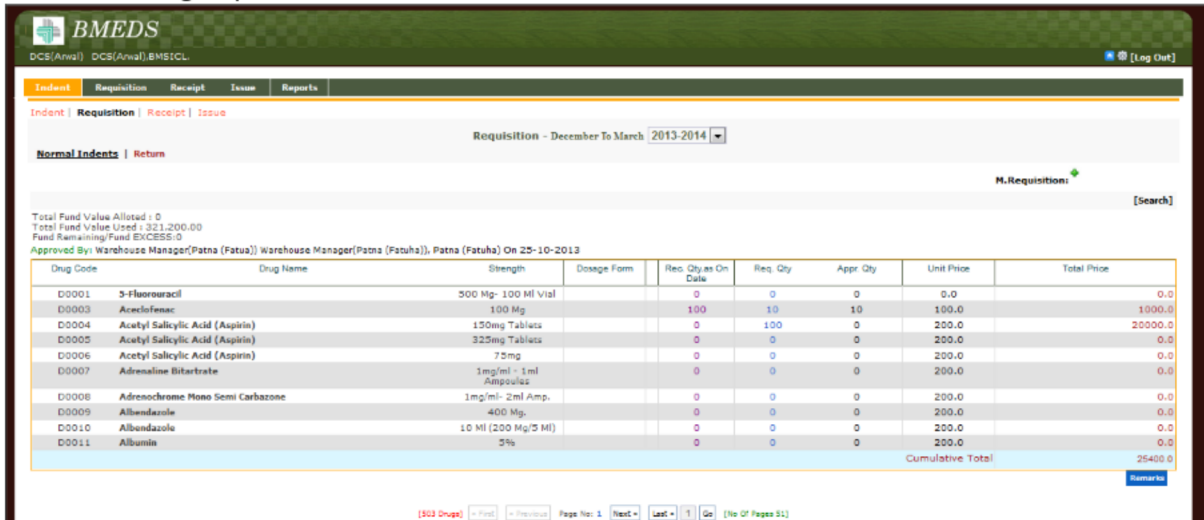After forwarding request will be shown as below:

Fig17

Remarks can also be added by clicking on Remarks heading as shown in above Fig. Remarks can be added to the selected Requisition. If there is more than one requisition select the requisition first then click on Remarks and save. It will be added to the selected requisition.

Requisition can be done more than once only if required by clicking on + sign attached with M. Requisition. It can be selected by clicking on R1 or R2 (If more than one requisition is there).