

DCS User Manual

Drug Module

Requisition

User has to open the Website 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:

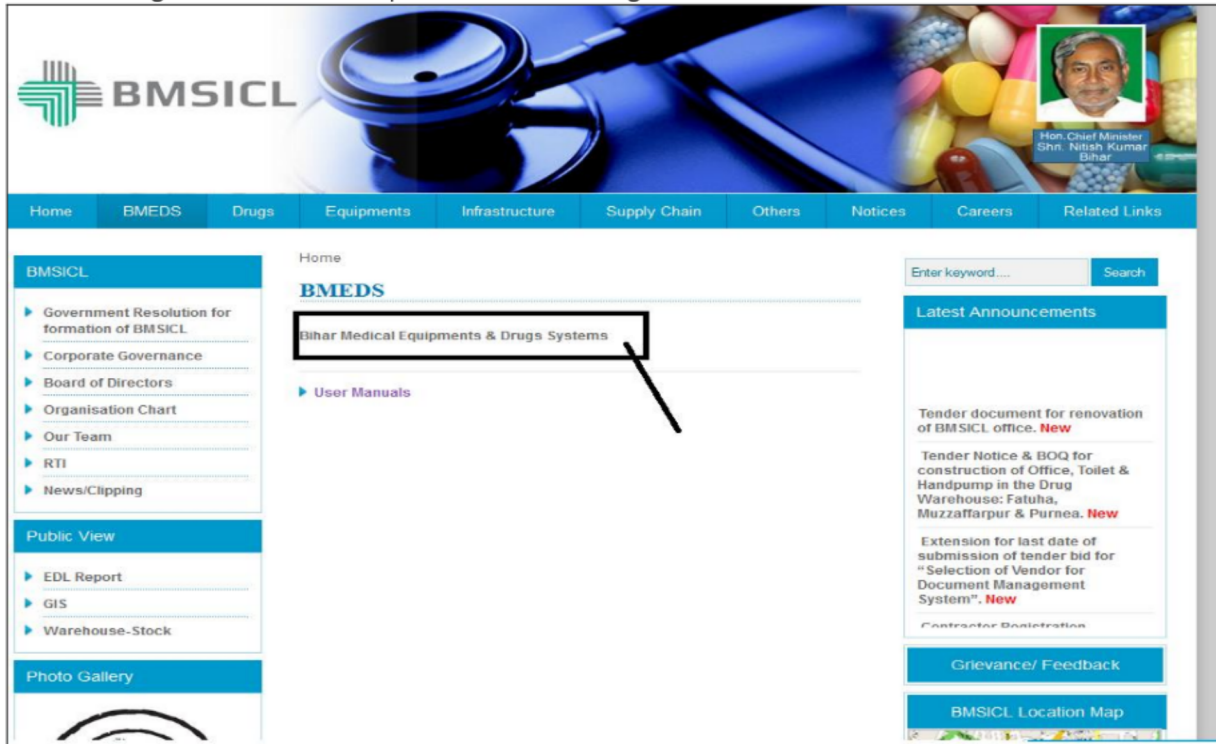


Fig 2

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.

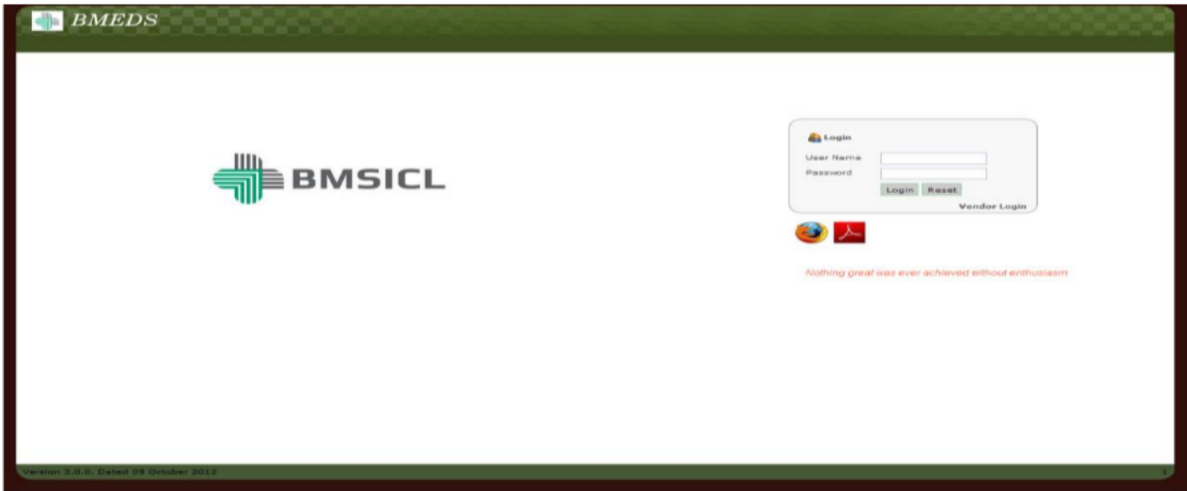


Fig 3

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.

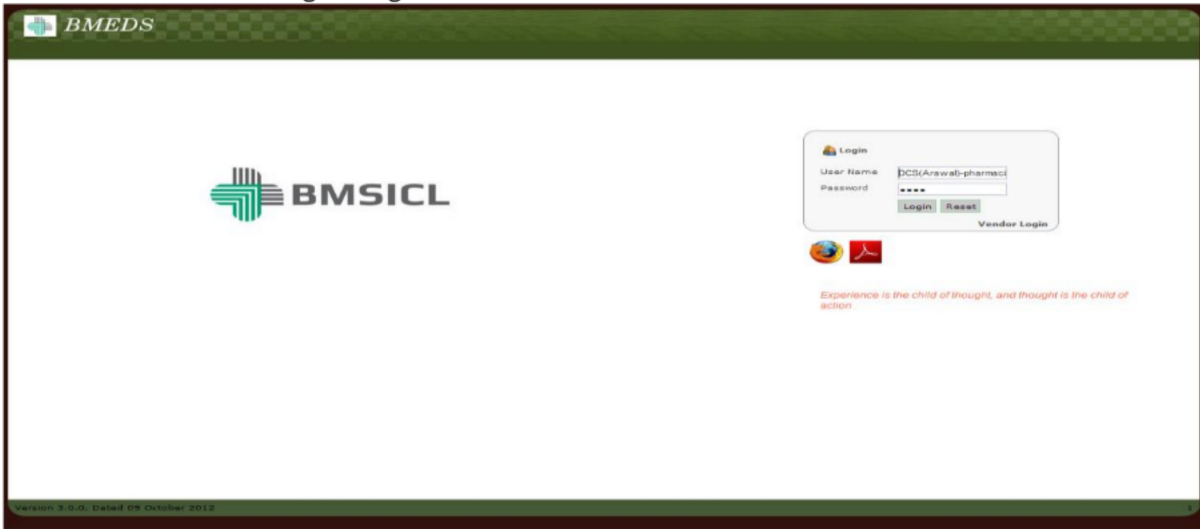


Fig 4

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

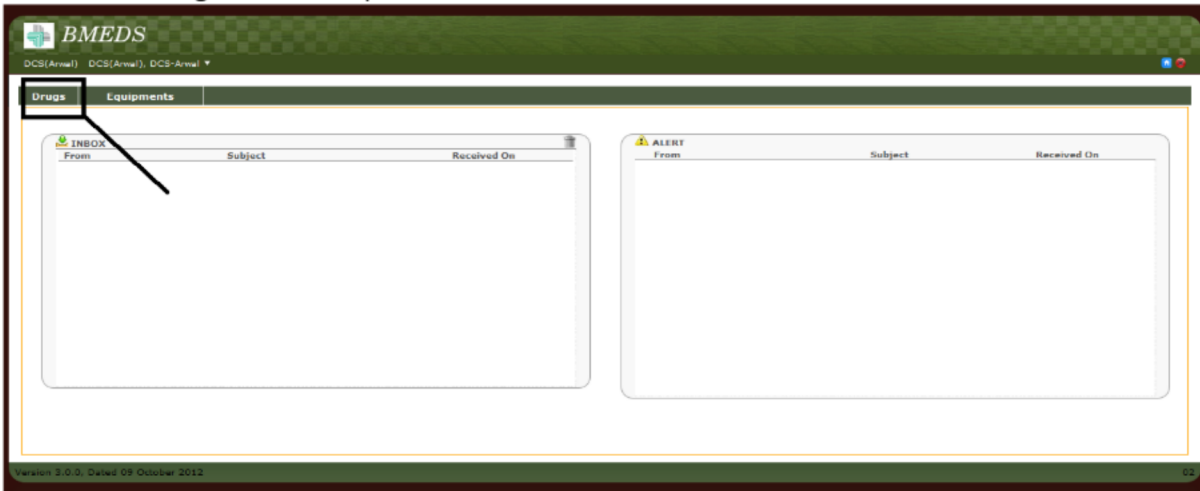


Fig 5

Screen will be shown as in the given Figure.

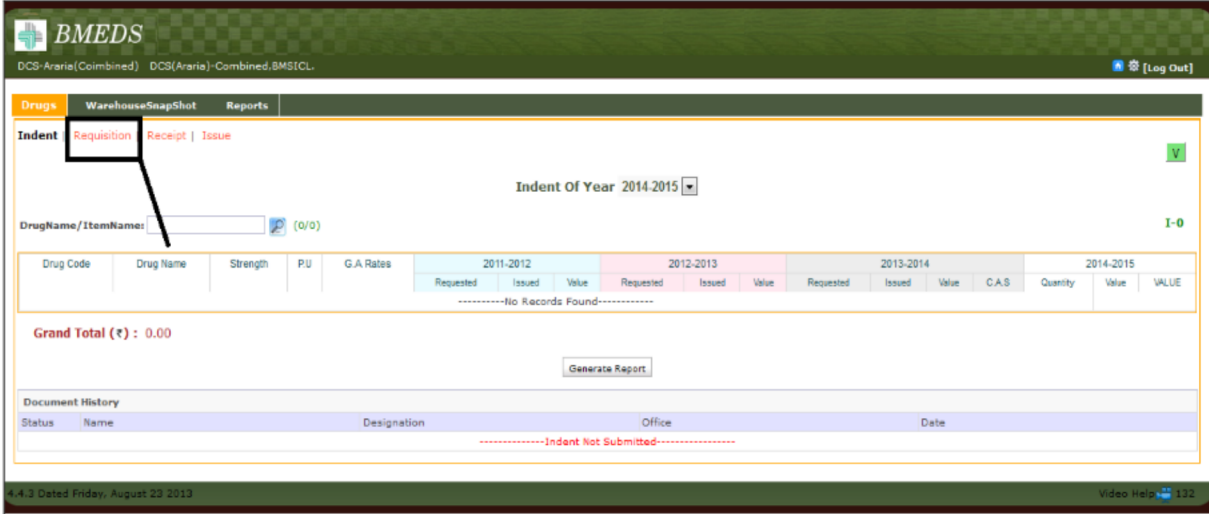


Fig 6

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.

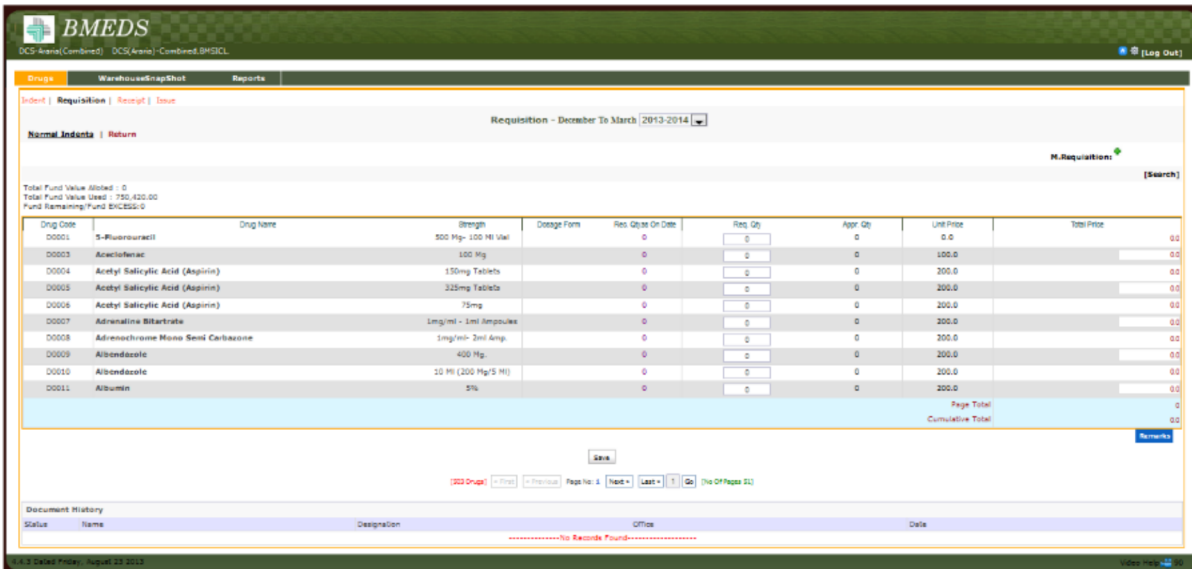


Fig 7

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

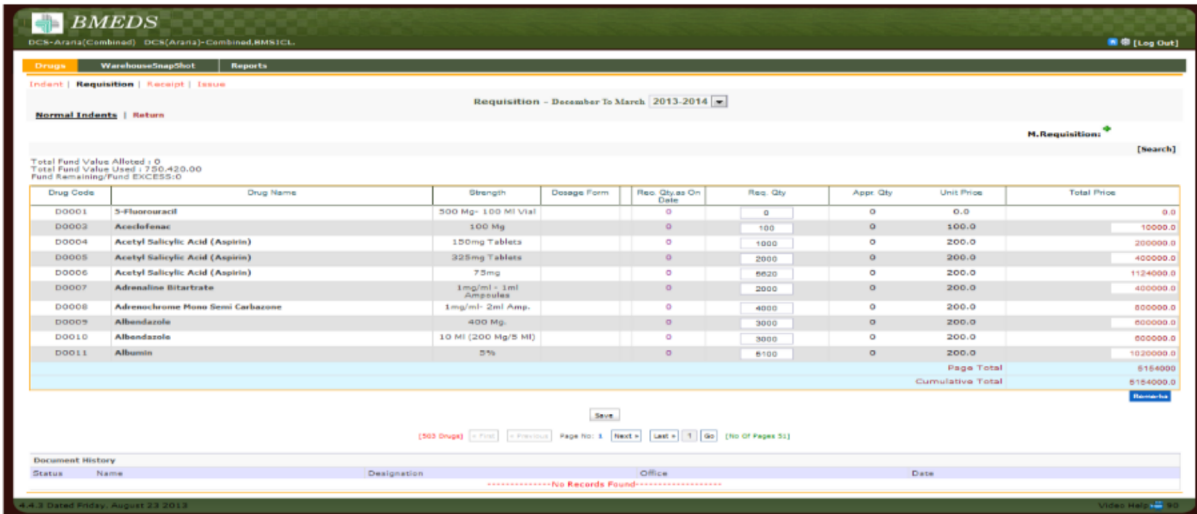


Fig 8

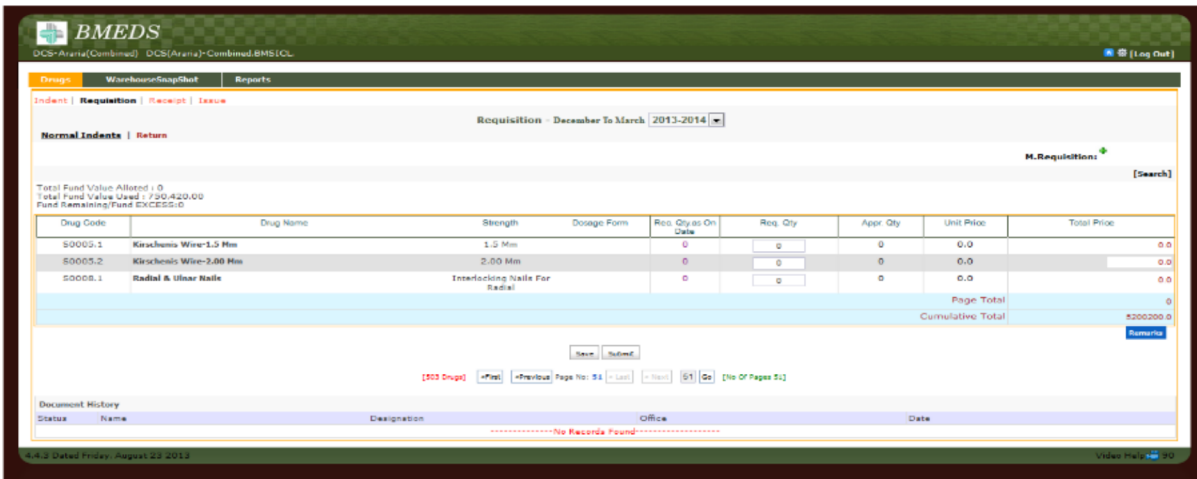


Fig 9

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

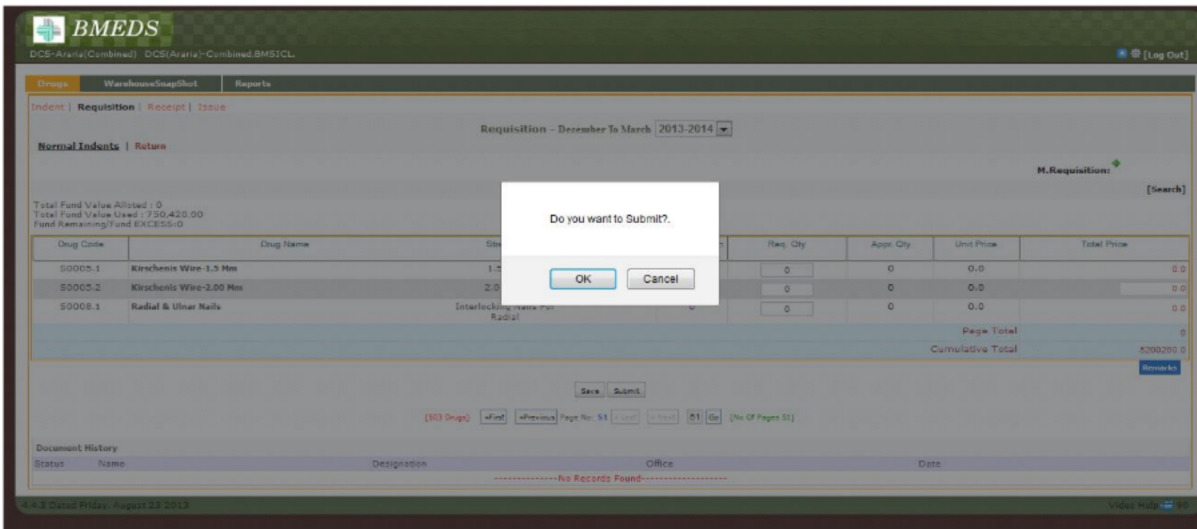


Fig 10

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

The screenshot shows the BMEDS interface for requisition management. At the top, there are navigation tabs for 'Drugs', 'WarehouseSnapShot', and 'Reports'. Below this, there are links for 'Indent', 'Requisition', 'Receipt', and 'Return'. A dropdown menu shows 'Requisition - December To March 2013-2014'. A search bar is labeled 'M.Requisition: [x-1] [x-2] [Search]'. Summary statistics are shown: 'Total Fund Value Allotted : 0', 'Total Fund Value Used : 3,320,820.00', and 'Fund Remaining/Fund EXCESS:0'. The submission is attributed to 'DCS-Araria(Combined) DCS(Araria)-Combined, Araria Sadar On 29-10-2013'. A table lists 11 drugs with columns for Drug Code, Drug Name, Strength, Dosage Form, Rec. Qty as On Date, Rec. Qty, Appr. Qty, Unit Price, and Total Price. The total price for all items is 5,200,200.00. A 'Save' button is located below the table. At the bottom, there is a 'Document History' table showing a single entry: 'Submitted' by 'DCS Araria(Combined)' at 'Araria Sadar' on '29 10 2013 04:01 PM'.

Drug Code	Drug Name	Strength	Dosage Form	Rec. Qty as On Date	Rec. Qty	Appr. Qty	Unit Price	Total Price
D0001	S-Fluorouracil	500 Mg- 100 MI Vial		0	0	0	0.0	0.0
D0002	Acetofenac	100 Mg		0	100	0	100.0	10000.0
D0004	Acetyl Salicylic Acid (Aspirin)	150mg Tablets		0	1000	0	200.0	200000.0
D0003	Acetyl Salicylic Acid (Aspirin)	325mg Tablets		0	2000	0	200.0	400000.0
D0006	Acetyl Salicylic Acid (Aspirin)	75mg		0	5820	0	200.0	1124000.0
D0007	Adrenaline Bitartrate	1mg/ml - 1ml Ampoules		0	2000	0	200.0	400000.0
D0008	Adrenaline Mono Semi Carbazone	1mg/ml- 2ml Amp.		0	4000	0	200.0	800000.0
D0009	Albendazole	400 Mg.		0	3000	0	200.0	600000.0
D0010	Albendazole	10 MI (200 Mg/5 MI)		0	3000	0	200.0	600000.0
D0011	Albumin	5%		0	5100	0	200.0	1020000.0
							Page Total	5164000.0
							Cumulative Total	5200200.0

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 Verification and Approval of the Requisition. DCS level user will write his/her user id and password and click on Login Button.

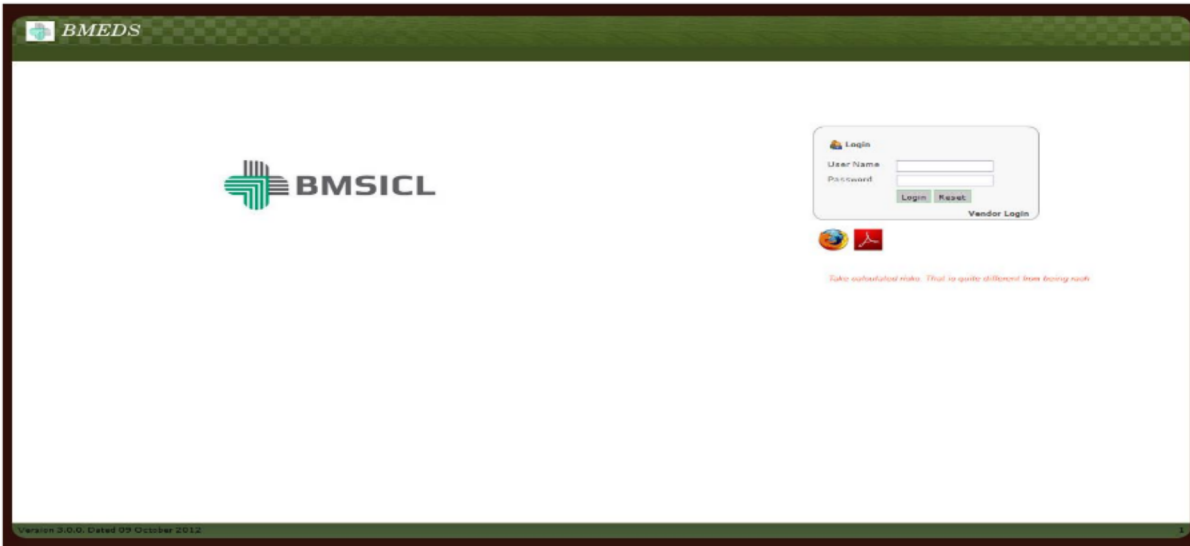
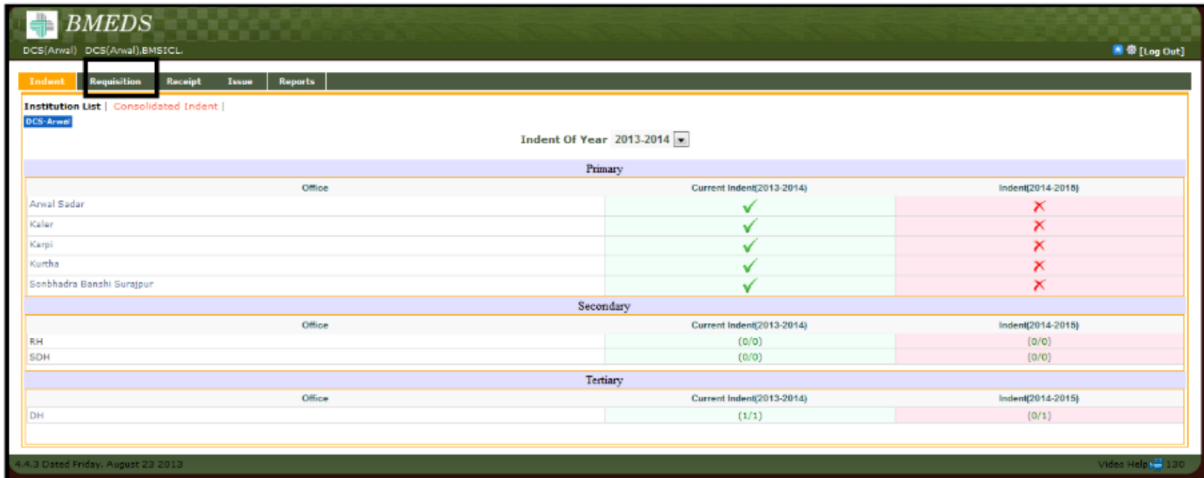


Fig 12

It will open the page as given below:



g 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.

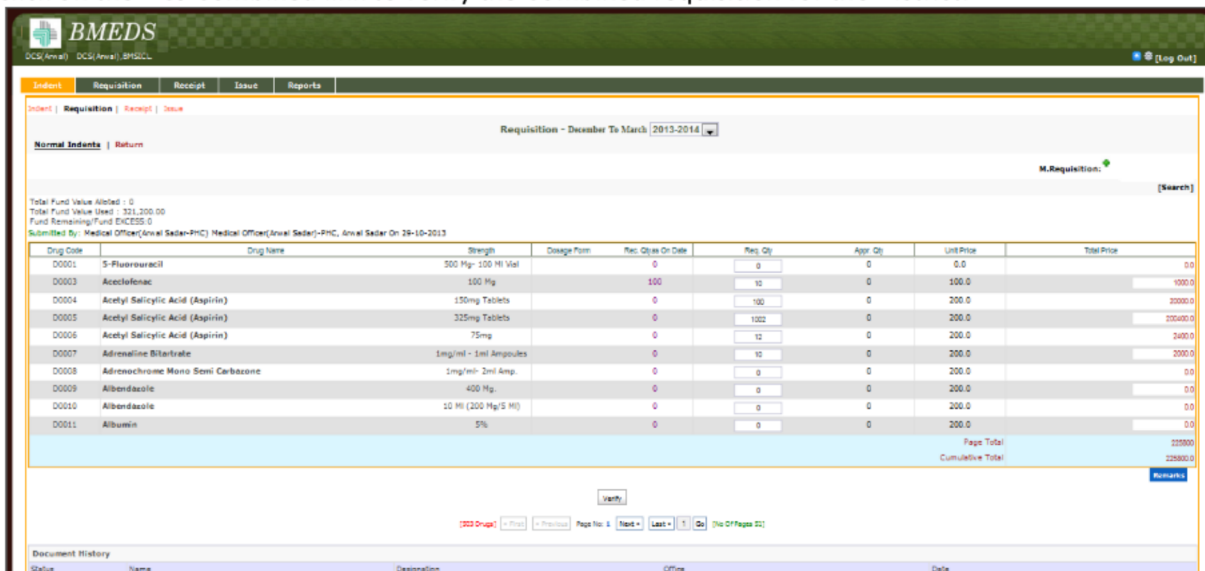


Fig 15

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:

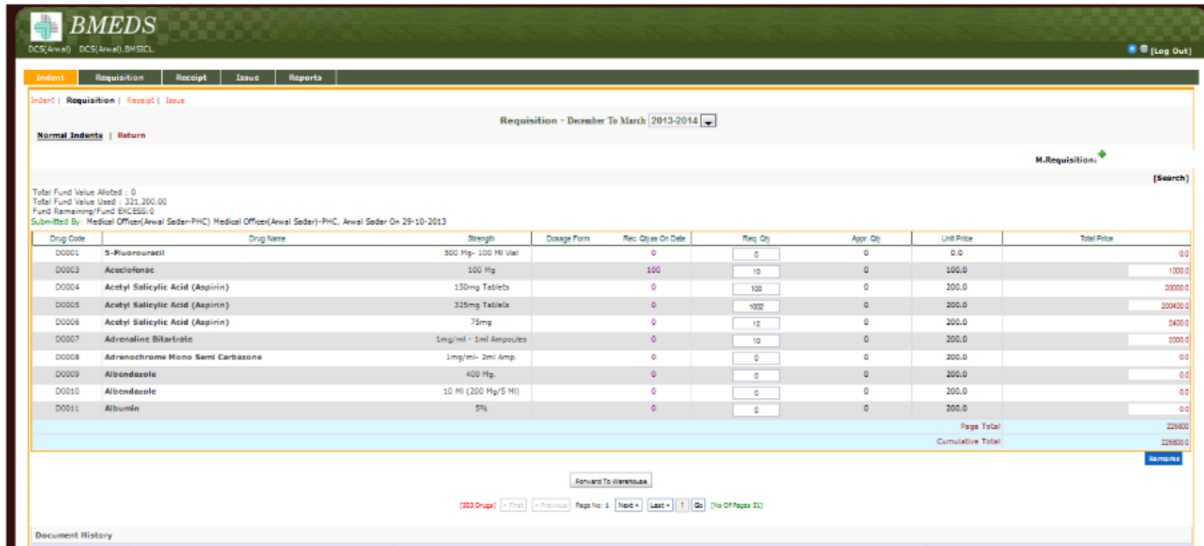


Fig 16

After forwarding request will be shown as below:

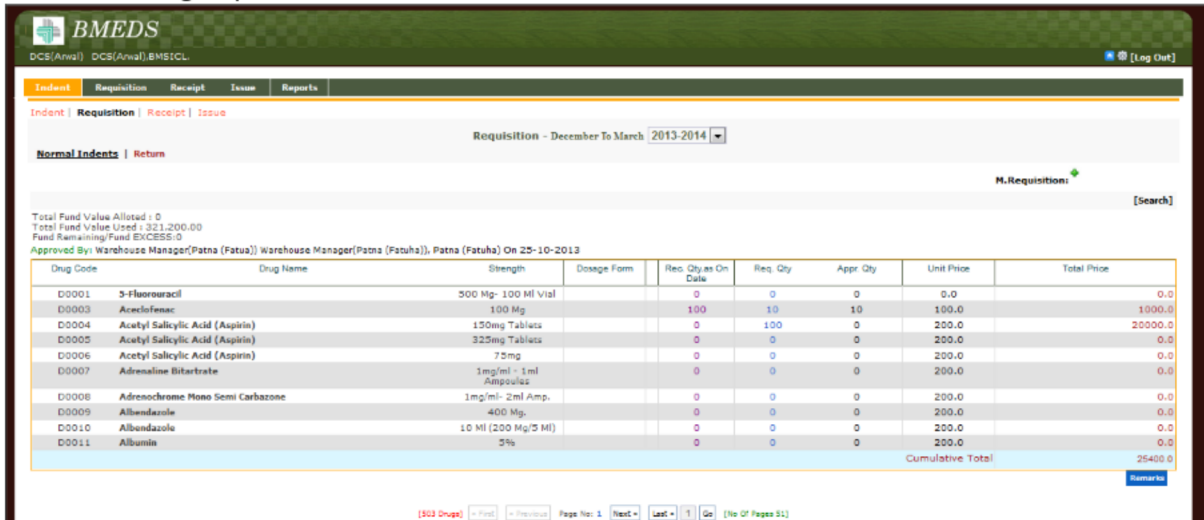


Fig17

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).