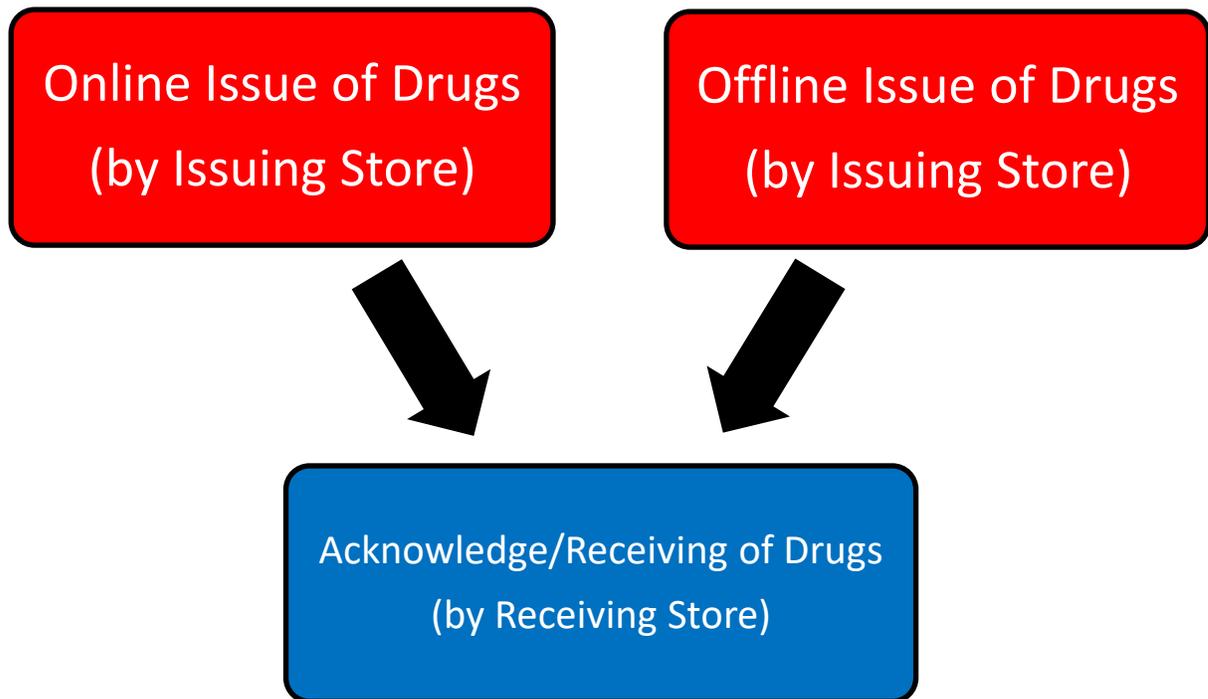


## Receive and Acknowledge

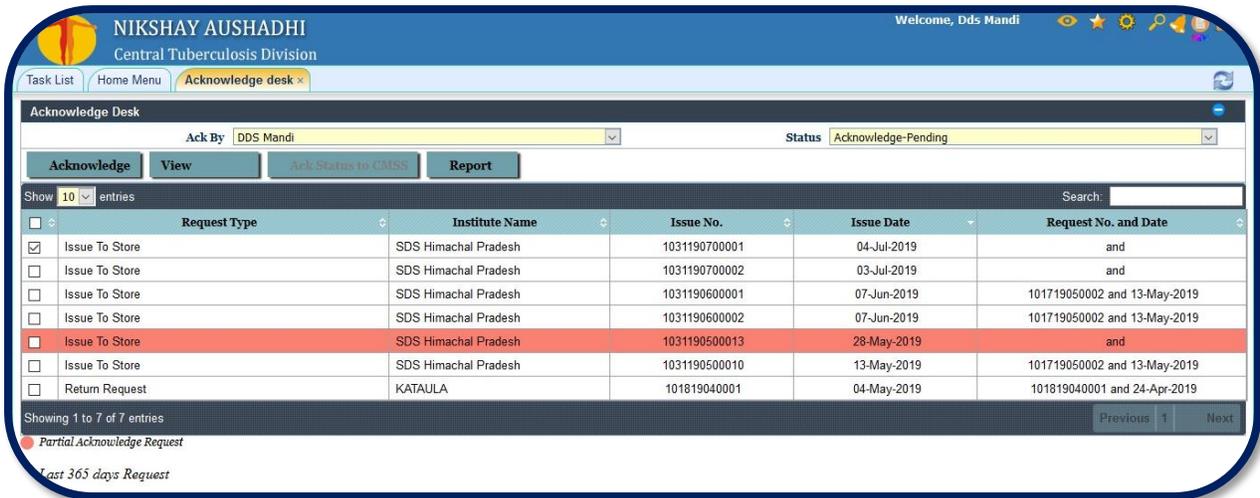
**Acknowledge of drugs:** To receive the drugs online, user is required to acknowledge the request through acknowledge desk in Nikshay Aushadhi. After acknowledgement, the drugs are added into the inventory of the store.

In Nikshay Aushadhi application, the acknowledgement is required in case the drugs are issued **online mode** (against the indent) and **offline mode** (dispatch without request) both.



*Diagram of Issue and Receiving of Drugs*

Path: Services -> Receive -> Acknowledge Desk



NIKSHAY AUSHADHI  
Central Tuberculosis Division

Welcome, Dds Mandi

Task List Home Menu Acknowledge desk x

Acknowledge Desk

Ack By: DDS Mandi Status: Acknowledge-Pending

Buttons: Acknowledge, View, Ask Status to CMSS, Report

Show 10 entries Search:

<input type="checkbox"/>	Request Type	Institute Name	Issue No.	Issue Date	Request No. and Date
<input checked="" type="checkbox"/>	Issue To Store	SDS Himachal Pradesh	1031190700001	04-Jul-2019	and
<input type="checkbox"/>	Issue To Store	SDS Himachal Pradesh	1031190700002	03-Jul-2019	and
<input type="checkbox"/>	Issue To Store	SDS Himachal Pradesh	1031190600001	07-Jun-2019	101719050002 and 13-May-2019
<input type="checkbox"/>	Issue To Store	SDS Himachal Pradesh	1031190600002	07-Jun-2019	101719050002 and 13-May-2019
<input checked="" type="checkbox"/>	Issue To Store	SDS Himachal Pradesh	1031190500013	28-May-2019	and
<input type="checkbox"/>	Issue To Store	SDS Himachal Pradesh	1031190500010	13-May-2019	101719050002 and 13-May-2019
<input type="checkbox"/>	Return Request	KATAULA	101819040001	04-May-2019	101819040001 and 24-Apr-2019

Showing 1 to 7 of 7 entries

Partial Acknowledge Request

Last 365 days Request

### Drug Request Desk

#### Process Overview

The receiving of drugs can be done in following two ways:

- Completely Acknowledged
- Partially Acknowledged

#### Steps to follow:

1. When the issuing store dispatch the drugs, it shows in the acknowledge desk of the receiving store.
2. Go to receive option and open Acknowledge desk.
3. The system shows all the requests which has been issued by the parent store and pending to receive.

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#### **User Manual of DVDMS: TB**

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4. The user can categorize the records by following:
  - a. Issue date,
  - b. Issue number,
  - c. Request type,
  - d. Request Number and Date,
  - e. Issuing store name,
  
5. Select the record and click on 'Acknowledge' button.



6. The system will show the details of the issued drugs.
  
7. The following details are shown in the table:
  - a. Drug Name,
  - b. Batch Number,
  - c. Expiry Date,
  - d. Requested Quantity,
  - e. Issued Quantity,
  - f. To be acknowledged quantity,
  - g. Received Quantity,
  - h. Damaged Quantity,
  - i. Shortage Quantity etc

NIKSHAY AUSHADHI  
Central Tuberculosis Division

Welcome, Dds Mandi

Task List Home Menu Acknowledge desk

Acknowledge Desk >> Acknowledge

Receiving Store Name DDS Mandi  
Drug Request Type Drug Indent Type  
Issue By SDS Himachal Pradesh  
Issue No. 1031190700001  
Remarks ok

Request Type Issue To Store  
Issue Date 04-Jul-2019

To Be Acknowledge Drug Detail(s)

Drug Name	Batch No.	Expiry Date	Requested Qty.	Issued Qty.	To Be Acknowledge d Qty.	Receive qty.	Damaged Qty.	Shortage Qty.	Balance Qty.	Stock Folio No.	Rack No.
Clofazimine 100mg [PC40]	CC1814	31-Mar-2020	250 Cap	250 Cap	250 Cap	250	0	0	0 Cap		
Delamanid 50mg [PC63]	B1434853A	24-Sep-2021	22 Tab	22 Tab	22 Tab	22	0	0	0 Tab		
Inj Kanamycin(1000) [PC27]	304587	04-Jun-2020	70 Vial	70 Vial	70 Vial	70	0	0	0 Vial		

Remarks

\* Mandatory Field(s)

Save Clear Back

Centre for Development of Advanced Computing Please contact IT CELL NO - 7838811596, 9711951160, 7982955789. Thursday, 04-Jul-2019

8. Enter the Received quantity of drugs in 'Receive Quantity' column.
9. Enter the 'Remarks' and click on 'Save' button.



10. The system will generate the Acknowledge Voucher. User can Save/Print the voucher.

Print Date and Time: 04-Jul-2019 14: 23  
UserName: Dds Mandi

Government of India | Central Tuberculosis Division  
Directorate General of Health Services

Issue Acknowledge Detail  
(DDS Mandi)

Ack No/Date 10/04-Jul-2019 Request No/ Date --/null  
Issued by SDS Himachal Pradesh Issue No/Date 1031190700001/04-Jul-2019

S.No.	Drug Name	Batch No.	Manufacturer Name	Expiry Date	Requested Qty (NO.)	Issued / Balance Qty (NO.)	Receive / Breakage / Shortage Qty (NO.)
1	Clofazimine 100mg [PC40]	CC1814	Sangrose Laboratories	Mar/2020	250	250 / 0	250 / 0 / 0
2	Delamanid 50mg [PC63]	B1434853A	M/S Otsuka/Mylan	Sep/2021	22	22 / 0	22 / 0 / 0
3	Inj Kanamycin(1000) [PC27]	304587	Pan Pharmaceuticals Private Limited	Jun/2020	70	70 / 0	70 / 0 / 0

Received By

## User Manual of DVDMS: TB



## Short Receiving of Drugs:

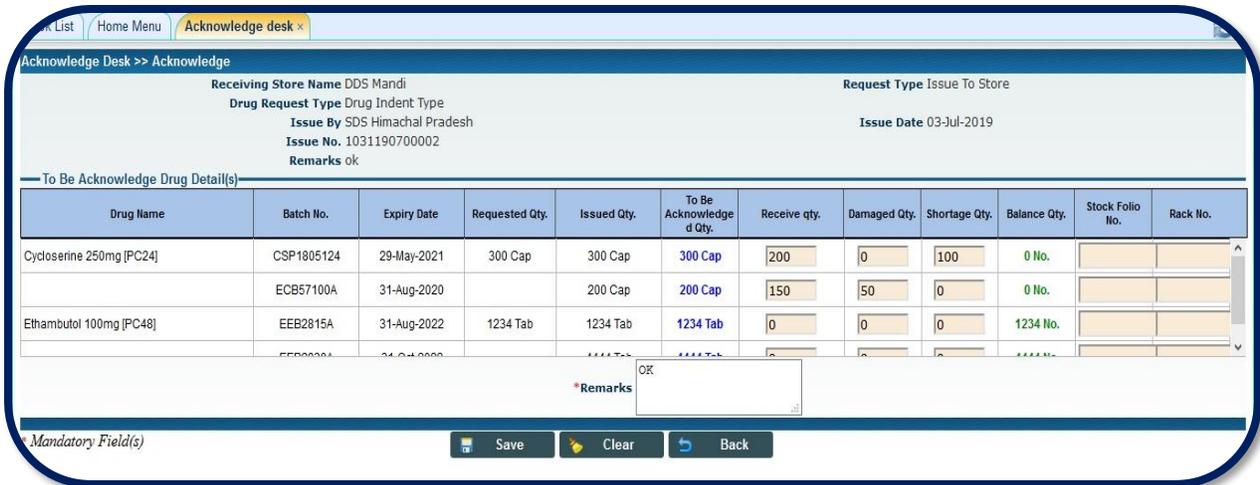
In such cases where the received quantity is less than the issued quantity of drugs, the user at the receiving store can enter the quantity in separate fields. The common reasons for less received quantity can be any of the following:

### 1. Quantity gets damaged during transport (Damaged Quantity):

1. In case if the drugs/items get damaged during the transportation, the damaged quantity of these drugs to be entered in ‘Damaged Qty’ column by user.
2. It is to be noted that the damaged quantity cannot be equal to or greater than the total issued quantity.

### 2. Quantity lost in transition (Shortage Quantity):

1. If the drugs are received in less quantity than issued quantity, then the user can enter the shortage quantity of drugs in ‘Shortage qty’ column.
2. It is to be noted that the shortage quantity cannot be equal to or greater than the total issued quantity.

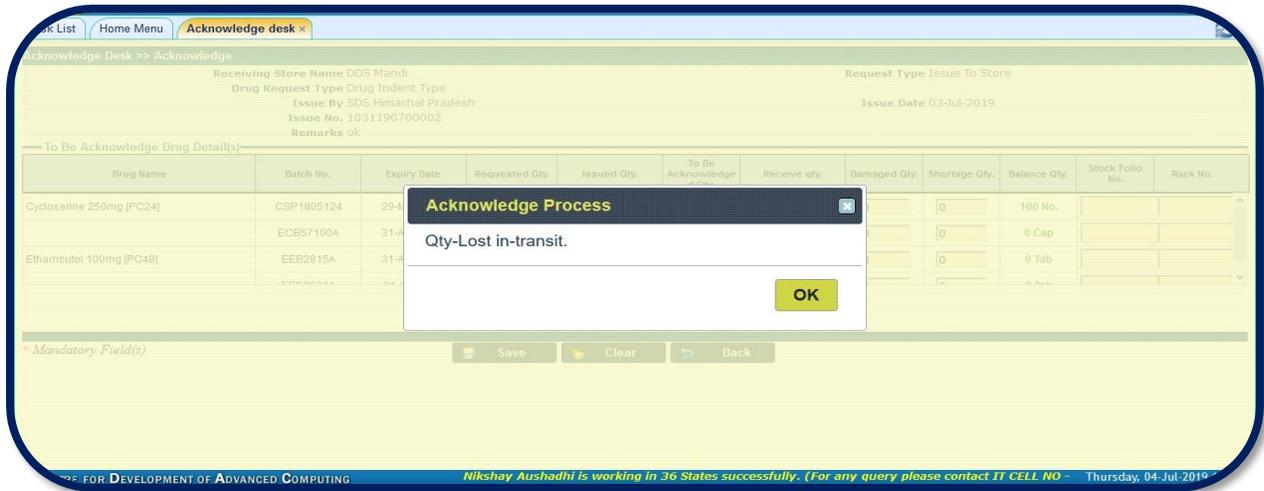


The screenshot shows the 'Acknowledge Desk' interface. At the top, it displays 'Receiving Store Name DDS Mandi', 'Drug Request Type Drug Indent Type', 'Issue By SDS Himachal Pradesh', and 'Issue No. 1031190700002'. Below this is a table titled 'To Be Acknowledge Drug Detail(s)'. The table has the following columns: Drug Name, Batch No., Expiry Date, Requested Qty., Issued Qty., To Be Acknowledged Qty., Receive qty., Damaged Qty., Shortage Qty., Balance Qty., Stock Folio No., and Rack No. The table contains three rows of data:

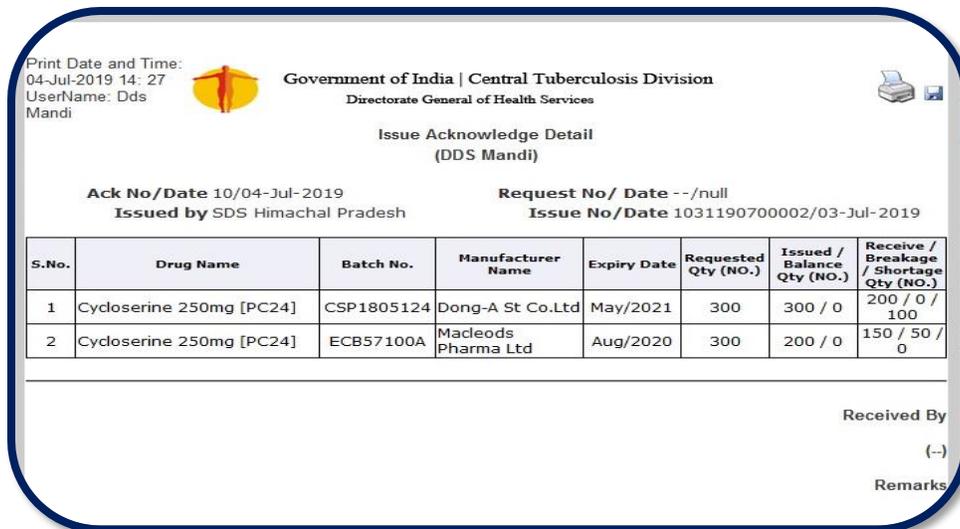
Drug Name	Batch No.	Expiry Date	Requested Qty.	Issued Qty.	To Be Acknowledged Qty.	Receive qty.	Damaged Qty.	Shortage Qty.	Balance Qty.	Stock Folio No.	Rack No.
Cycloserine 250mg [PC24]	CSP1805124	29-May-2021	300 Cap	300 Cap	300 Cap	200	0	100	0 No.		
	ECB57100A	31-Aug-2020		200 Cap	200 Cap	150	50	0	0 No.		
Ethambutol 100mg [PC48]	EEB2815A	31-Aug-2022	1234 Tab	1234 Tab	1234 Tab	0	0	0	1234 No.		

Below the table, there is a 'Remarks' field with an 'OK' button. At the bottom of the interface, there are buttons for 'Save', 'Clear', and 'Back'.

**Alert:** As the user enters the quantity in ‘Shortage Qty’ column, the system will show an alert saying “Quantity Lost in Transit”, which means the user should enter the quantity in shortage column only in case when the quantity is lost during transport.



1. In case of short receiving, enter the received quantity in ‘Received’ column, and
2. Enter the rest of the quantity in Damage/Shortage column accordingly.
3. Click on ‘Save’ button.
4. The system will generate the voucher.



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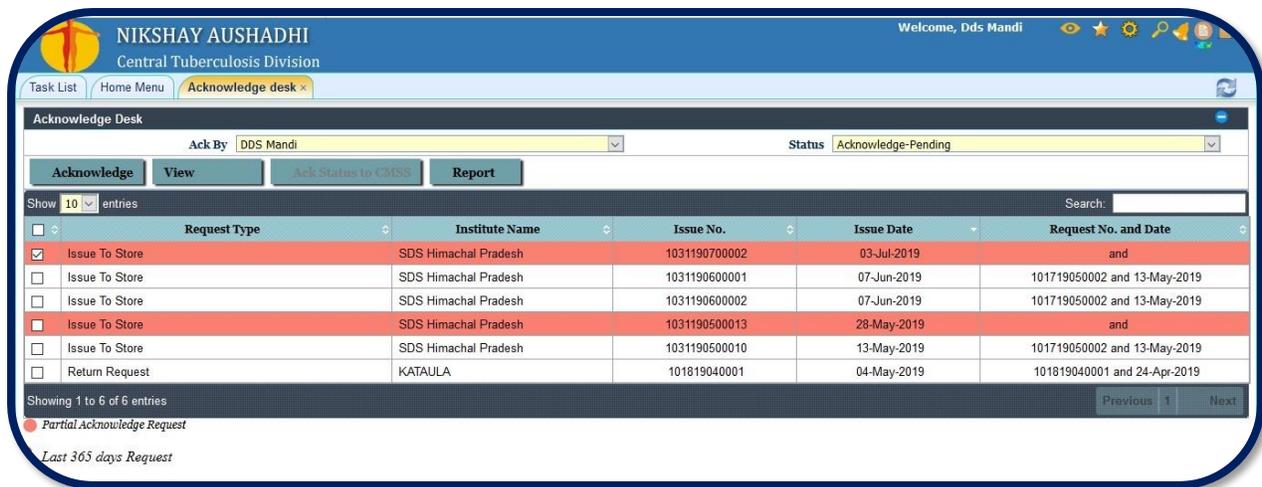


In the acknowledge voucher, the user can get the following details:

1. Received Quantity: The quantity actually received.
2. Breakage Quantity: The quantity entered in damaged qty column.
3. Shortage Quantity: The quantity entered in short qty column.

## Partial Receiving/Acknowledge of drugs:

In Nikshay Aushadhi, user can also receive the drugs partially that is the drugs can be acknowledged in less than issued quantity if required. Any such request which is received in less than issued quantity will be shown as partially acknowledged.



The screenshot shows the 'Acknowledge Desk' interface for 'DDS Mandi'. The status is 'Acknowledge-Pending'. The table below lists several requests:

Request Type	Institute Name	Issue No.	Issue Date	Request No. and Date
<input checked="" type="checkbox"/> Issue To Store	SDS Himachal Pradesh	1031190700002	03-Jul-2019	and
<input type="checkbox"/> Issue To Store	SDS Himachal Pradesh	1031190600001	07-Jun-2019	101719050002 and 13-May-2019
<input type="checkbox"/> Issue To Store	SDS Himachal Pradesh	1031190600002	07-Jun-2019	101719050002 and 13-May-2019
<input checked="" type="checkbox"/> Issue To Store	SDS Himachal Pradesh	1031190500013	28-May-2019	and
<input type="checkbox"/> Issue To Store	SDS Himachal Pradesh	1031190500010	13-May-2019	101719050002 and 13-May-2019
<input type="checkbox"/> Return Request	KATAULA	101819040001	04-May-2019	101819040001 and 24-Apr-2019

Showing 1 to 6 of 6 entries

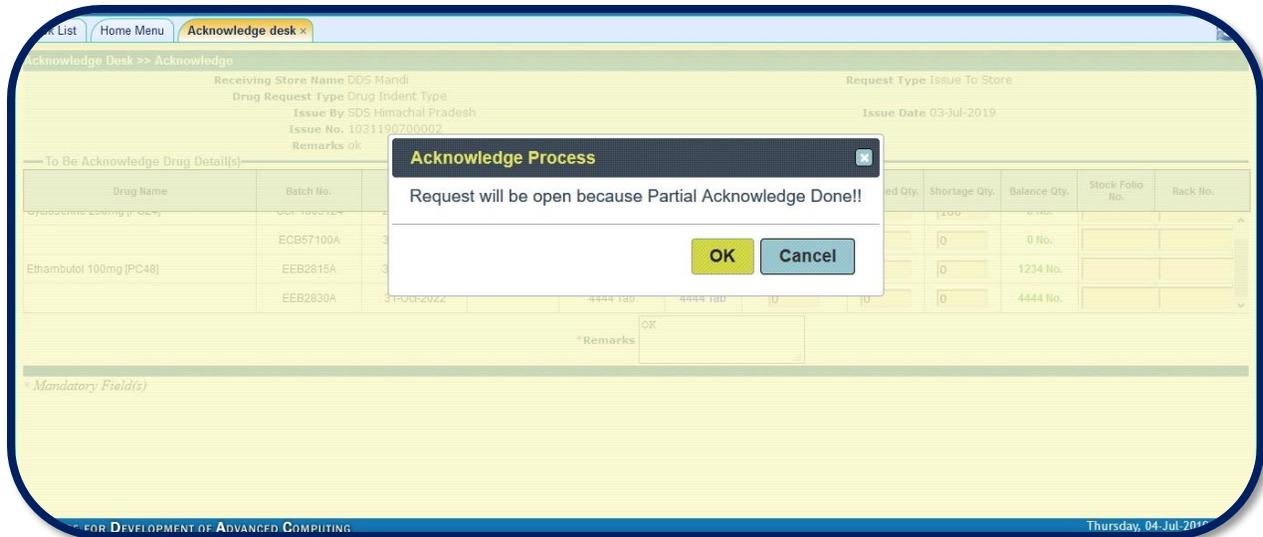
Partial Acknowledge Request

Last 365 days Request

To receive the drugs partially, follow the steps below:

1. Open the request,
2. Enter less quantity than issued quantity in 'Received qty' column,
3. Save the record.

- As the request is being partially received, so the system will show an alert “Request will be open because partial acknowledge is done!” Click OK to continue.



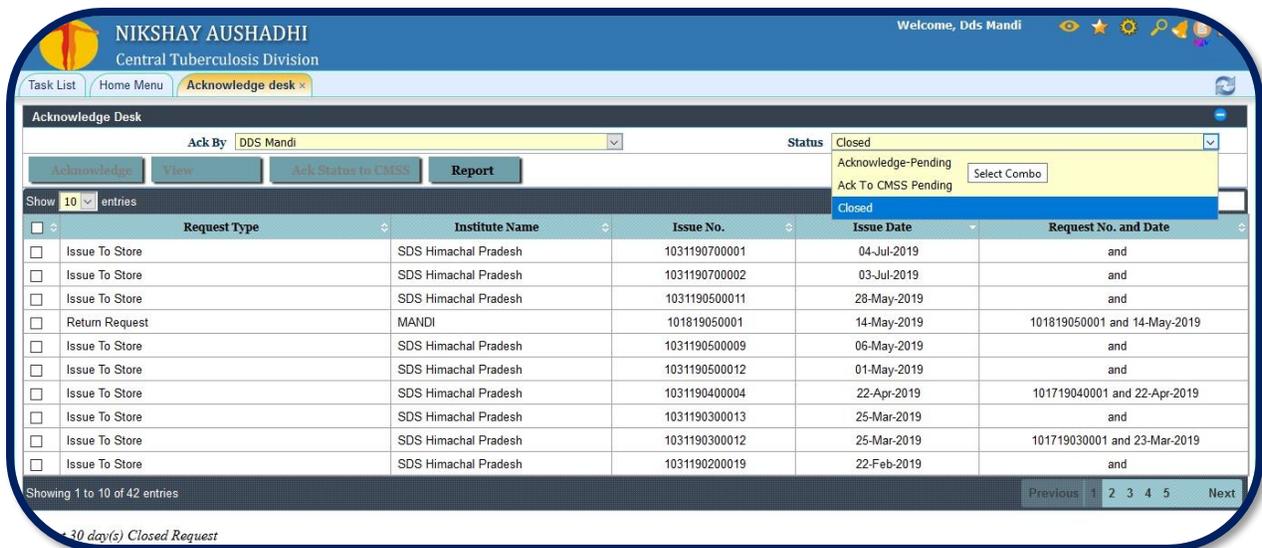
The partial received request is shown in orange/pink color in acknowledge desk. The user can also acknowledge the remaining quantity later when required, by following steps:

- Select the record, which is partially acknowledged (pink color)
- Click on ‘Acknowledge’ button,
- System will show the remaining quantity to be received, enter the quantity,
- Click on ‘Save’ and system will generate the voucher.

## View acknowledge voucher:

The acknowledge voucher can be seen for the request which have been processed from the system, to view the voucher follow the steps below:

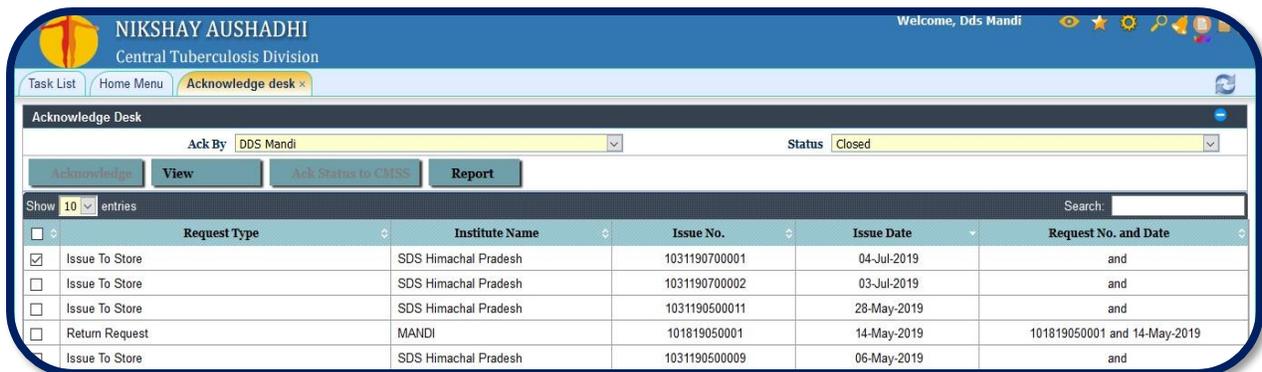
1. Go to Acknowledge desk,
2. Select the status as 'Closed'



The screenshot shows the 'Acknowledge Desk' interface for 'DDS Mandi'. The status is set to 'Closed'. A table lists 10 entries of requests. The first entry is selected, and the 'View' button is highlighted.

Request Type	Institute Name	Issue No.	Issue Date	Request No. and Date
Issue To Store	SDS Himachal Pradesh	1031190700001	04-Jul-2019	and
Issue To Store	SDS Himachal Pradesh	1031190700002	03-Jul-2019	and
Issue To Store	SDS Himachal Pradesh	1031190500011	28-May-2019	and
Return Request	MANDI	101819050001	14-May-2019	101819050001 and 14-May-2019
Issue To Store	SDS Himachal Pradesh	1031190500009	06-May-2019	and
Issue To Store	SDS Himachal Pradesh	1031190500012	01-May-2019	and
Issue To Store	SDS Himachal Pradesh	1031190400004	22-Apr-2019	101719040001 and 22-Apr-2019
Issue To Store	SDS Himachal Pradesh	1031190300013	25-Mar-2019	and
Issue To Store	SDS Himachal Pradesh	1031190300012	25-Mar-2019	101719030001 and 23-Mar-2019
Issue To Store	SDS Himachal Pradesh	1031190200019	22-Feb-2019	and

3. Select the record to view,
4. Click on 'View' button,

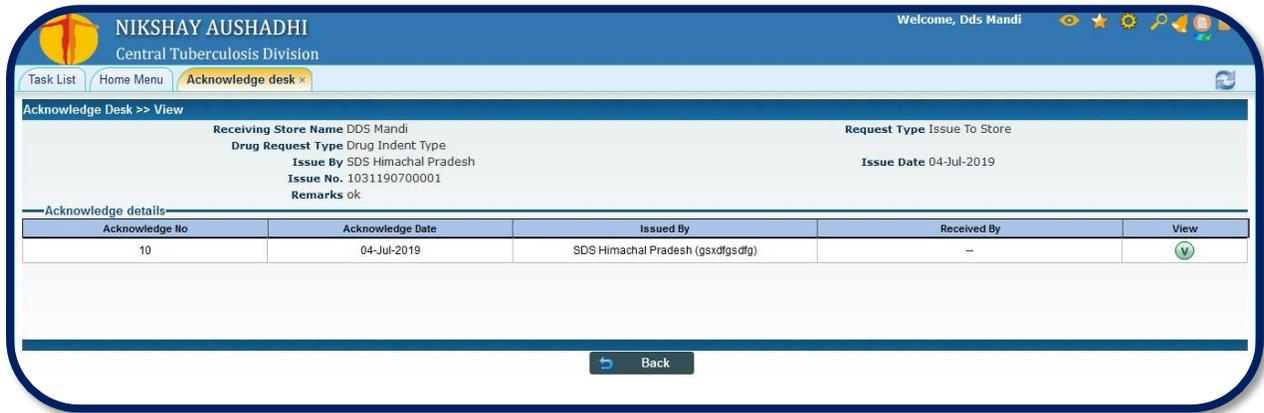


The screenshot shows the 'Acknowledge Desk' interface for 'DDS Mandi'. The status is set to 'Closed'. The first entry in the table is selected, and the 'View' button is highlighted.

Request Type	Institute Name	Issue No.	Issue Date	Request No. and Date
Issue To Store	SDS Himachal Pradesh	1031190700001	04-Jul-2019	and
Issue To Store	SDS Himachal Pradesh	1031190700002	03-Jul-2019	and
Issue To Store	SDS Himachal Pradesh	1031190500011	28-May-2019	and
Return Request	MANDI	101819050001	14-May-2019	101819050001 and 14-May-2019
Issue To Store	SDS Himachal Pradesh	1031190500009	06-May-2019	and

## User Manual of DVDMS: TB

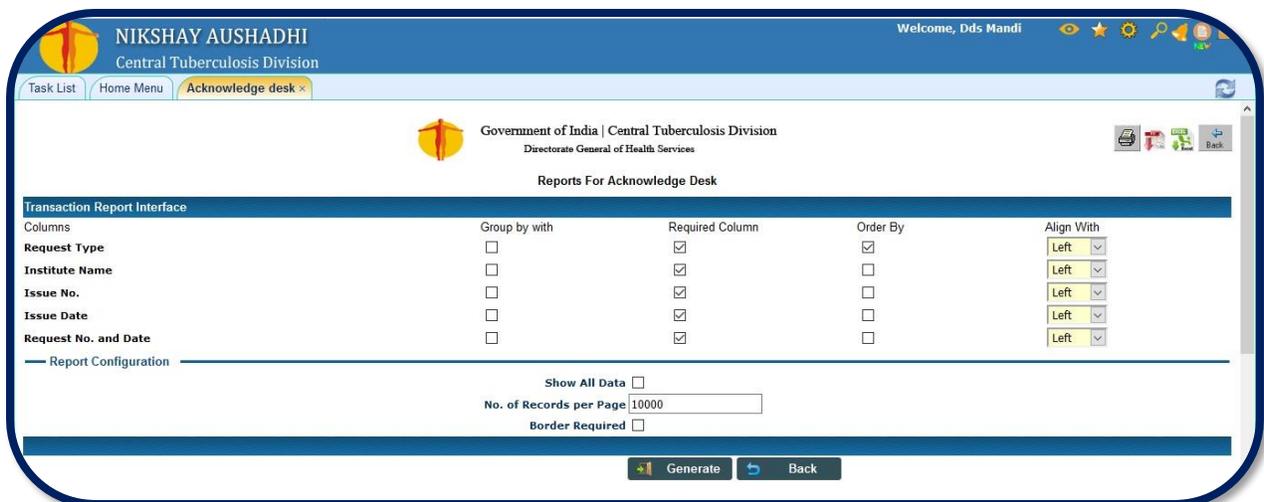
5. The system will open the details of the record,
6. Click on ‘V’ to get the acknowledge voucher. User can print/save this voucher.



## Report:

To generate the report of acknowledged drugs at the store, follow the steps below:

1. Go to acknowledge desk,
2. Click on ‘Report’



## User Manual of DVDMS: TB

3. Select the parameters and click on ‘Generate’
4. The system will generate the report of acknowledged items.

The screenshot shows the NIKSHAY AUSHADHI web application interface. The header includes the logo, 'NIKSHAY AUSHADHI Central Tuberculosis Division', and a user greeting 'Welcome, Dds Mandi'. The main content area displays 'Reports For Acknowledge Desk' for the user 'Ack By : DDS Mandi, Status : Acknowledge-Pending'. A table lists five items with columns for S.No., Request Type, Institute Name, Issue No., Issue Date, and Request No. and Date.

S.No.	Request Type	Institute Name	Issue No.	Issue Date	Request No. and Date
1.	Issue To Store	SDS Himachal Pradesh	1031190500010	13-May-2019	101719050002 and 13-May-2019
2.	Issue To Store	SDS Himachal Pradesh	1031190500013	28-May-2019	and
3.	Issue To Store	SDS Himachal Pradesh	1031190600001	07-Jun-2019	101719050002 and 13-May-2019
4.	Issue To Store	SDS Himachal Pradesh	1031190600002	07-Jun-2019	101719050002 and 13-May-2019
5.	Return Request	KATAULA	101819040001	04-May-2019	101819040001 and 24-Apr-2019