

IHMS

Local Purchasing(GRN)



HOW TO ADD LOCAL SUPPLIER NAME IN IHMS

Step-1

1. First Add Supplier Name In IHMS. For this Mail supplier name to **RISL.SUPPORT@OHUMHEALTHCARE.COM**.

Step-2

2. Login ihms and follow below steps:

(1).Login with Hospital Admin Role :-

The screenshot displays the IHMS dashboard interface. At the top, a dark green navigation bar contains various icons for different hospital departments: Appointments, Admissions, Billing, Pharmacy, Stock, Lab, Equipment/Assets, Blood Bank, Imaging, Queue Management, Configuration, Care, and CSSD. On the right side of this bar are icons for Reset, notifications, help, calendar, and user profile. Below the navigation bar is a green bar labeled 'OPTIONS'. The main content area features a grid of 24 buttons for various hospital functions: APPOINTMENTS, BILLING, INVENTORY, INVESTIGATION, RADIOLOGY, CONFIGURATION, NURSING, BCMA, EQUIPMENT, BLOODBANK, BI REPORT, LAUNDRY, BIOMEDICAL WASTE, ENQUIRY, TRANSPORT, DIET, PMRD, and COVID-19 STAT. A dropdown menu is open on the right, listing: MAIN STORE, HOSPITAL ADMIN, Printer Settings, Log Out, ROOM CHECK-IN, and Back to SSO. A yellow arrow labeled '1' points from the 'OPTIONS' bar to the 'HOSPITAL ADMIN' option in the dropdown. A second yellow arrow labeled '2' points from the 'CONFIGURATION' button in the main grid to a yellow box at the bottom containing the text 'Click On Configuration'.

Click On Configuration

(2) Configuration → Inventory:-

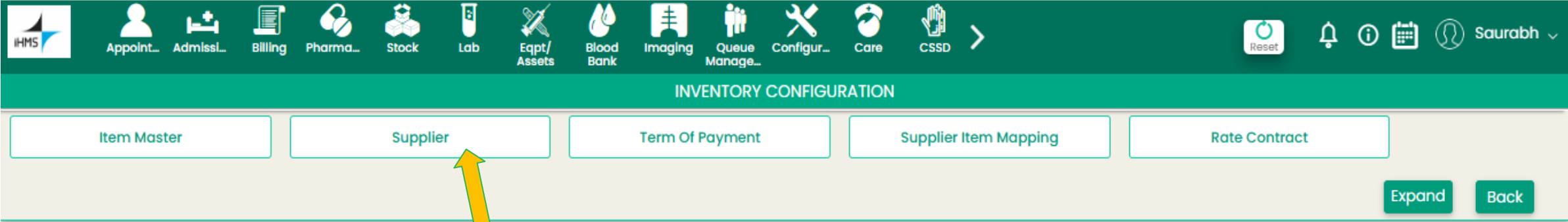
ihms Appoint... Admiss... Billing Pharma... Stock Lab Eqpt/ Assets Blood Bank Imaging Queue Manage... Configur... Care CSSD > Reset Notification Info Calendar Saurabh

MASTERS LIST

Hospital	Admission	Blood Bank	Equipment	Billing	Operation Theatre
Inventory	Radiology	Pathology	CSSD	Ambulance	Diet
RMRS	Pharmacy	Clinical			

Click on Inventory

(3) Configuration → Inventory → Supplier :-



Click on Supplier

(4) Configuration → Inventory → Supplier :-

MANAGE SUPPLIER MASTERS LIST

Item Master Supplier Term Of Payment Supplier Item Mapping Rate Contract

Expand Back

Filter

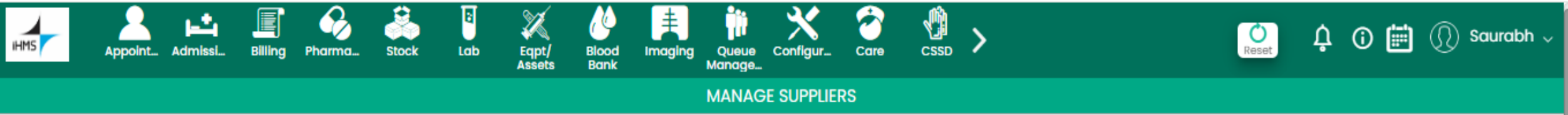
Download Upload Add Supplier

10

Click on Add Supplier

Code	Supplier Name	Address Line 1	Is Empanelled	Status	Action
94001	AESULAP IMPLANT SYSTEMS INC	122	No	Active	
84005	I-SUPPLIER DETAILS NOT AVAILABLE	-	No	Active	
470004	AGFA INDIA PRIVATE LIMITED	-	No	Active	
14002	ANUPAM SURGICAL JAIPUR	-	No	Active	

(5) Configuration → Inventory → Supplier :-



Click on Supplier Name Dropdown and Find Supplier name in dropdown list and update suppliers address, state, city, mobile etc. information. And click on confirm Button

Supplier Name* **1**

Address Line1
Address Line2
Address Line3

State*
City*
Pincode **2**

Contact Person1 Mobile No
Contact Person1 Email Id
Contact Person2 Email Id
Phone No
Contact Person2 Name
Fax

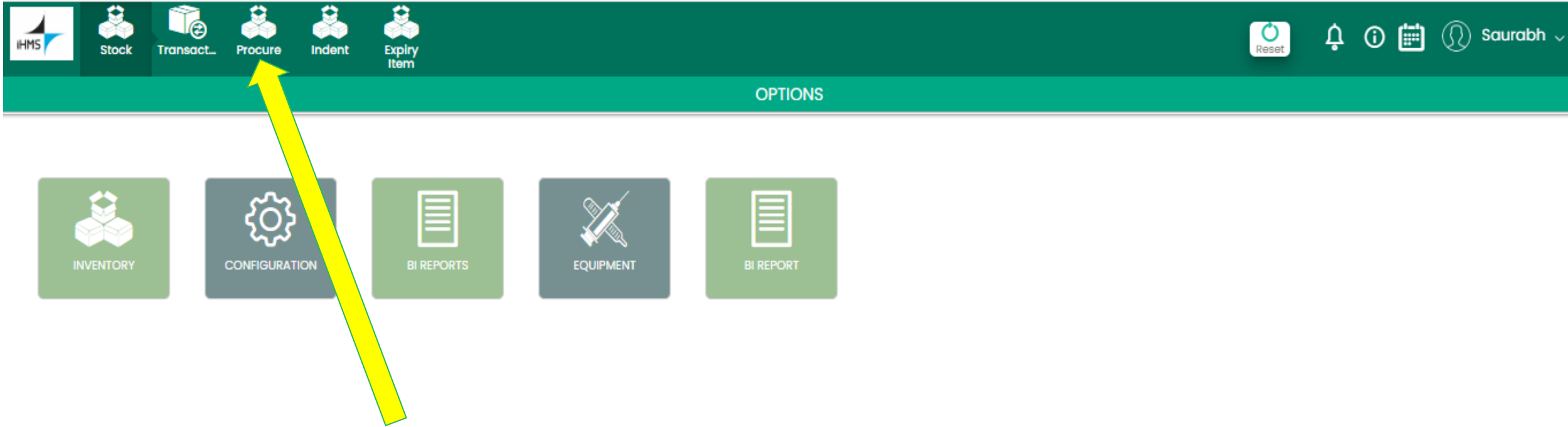
CONFIRM

(6) Login with Store Manager Role & Select main store :-

The screenshot displays the IHMS dashboard interface. At the top, a green navigation bar contains the IHMS logo and several menu items: Stock, Eqpt/Assets, Configur..., Report, and BI Reports. On the right side of this bar, there is a 'Reset' button and a user profile for 'Saurabh'. Below the navigation bar is a section labeled 'OPTIONS' which contains five large, square buttons: INVENTORY, CONFIGURATION, BI REPORTS, EQUIPMENT, and BI REPORT. A dropdown menu is open on the right side of the dashboard, listing the following options: MS HOSPITAL, MAIN STORE, STORES MANAGER, Printer Settings, Log Out, ROOM CHECK-IN, and Back to SSO. Three yellow arrows with numbered circles (1, 2, and 3) indicate the sequence of actions: arrow 1 points to the 'Stock' menu item, arrow 2 points to the 'MAIN STORE' option in the dropdown menu, and arrow 3 points to the 'INVENTORY' button.

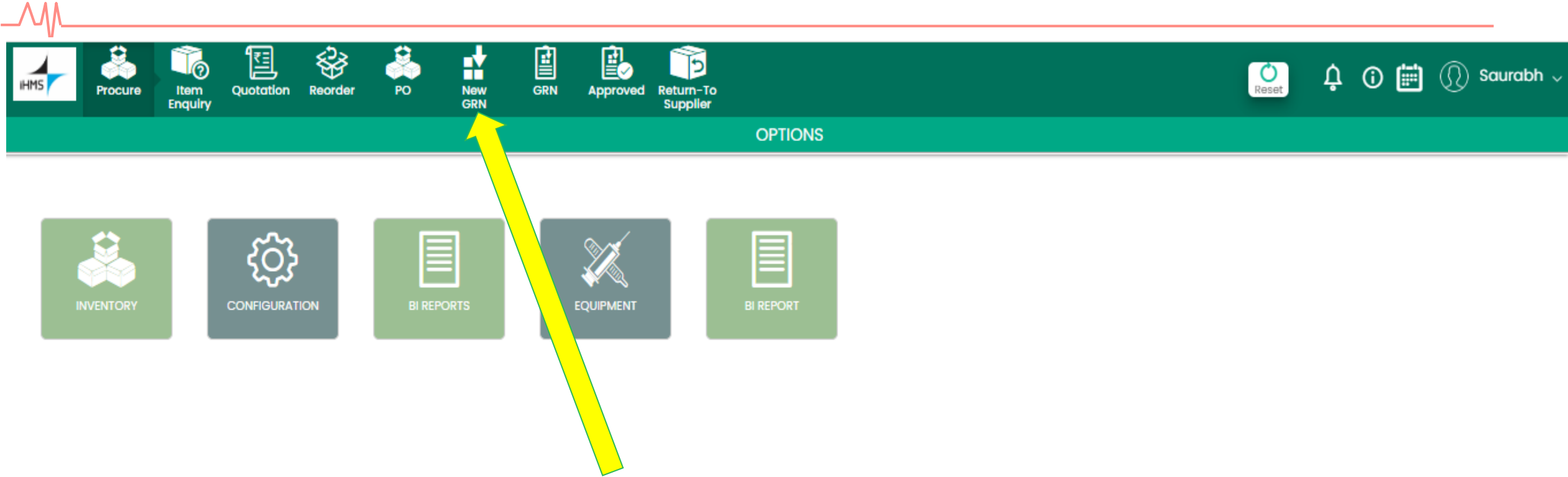
Click on Store

(7) Stock → Procure:-



Click on Procure

(8) Stock→Procure→New GRN:-



Click on New GRN

(9) Stock → Procure → New GRN:-

The screenshot shows the 'RAISE GRN' form in the IHMS system. The top navigation bar includes icons for Procure, Item Enquiry, Quotation, Reorder, PO, New GRN, GRN, Approved, and Return-To Supplier. The user 'Saurabh' is logged in. The form fields are as follows:

- Supplier:** A dropdown menu with 'Select' and a search icon. A yellow arrow points to this field with the text 'Select supplier, invoice date ,invoice no etc information'.
- Location:** A text field containing 'MAIN STORE'.
- Accounting Head:** A dropdown menu with 'Select' and a search icon.
- Invoice Date:** A text field.
- Invoice No.:** A text field.
- Delivery Challan No.:** A text field.
- PO No.:** A text field.
- PO Date:** A text field.
- PO Validity:** A text field with the label 'Days'.
- Is Eaushadhi GRN:** Radio buttons for 'Yes' and 'No'.
- Is Local Purchase:** Radio buttons for 'Yes' and 'No'. A yellow arrow points to the 'Yes' button with the text 'Click on Yes(is local Purchase)'.
- Add Item Details:** A section with the following fields:
 - Item:** A text field with 'Item Name'.
 - Exp.Date:** A text field with 'Exp Date'.
 - Packing Unit(Qty):** A text field.
 - Cost Price:** A text field.
 - MRP:** A text field.
 - Qty:** A text field.
 - Free QTY:** A text field with '0'.
 - Disc %:** A text field with 'D%'.
 - SGST:** A dropdown menu with '---Selec'.
 - CGST:** A dropdown menu with '---Selec'.
 - IGST:** A dropdown menu with '---Selec'.
 - Sale Price:** A text field with 'Sale Price'.
 - ADD:** A green button.

(10) Stock → Procure → New GRN:-

The screenshot shows the 'RAISE GRN' form in the IHMS system. The top navigation bar includes icons for Procure, Item Enquiry, Quotation, Reorder, PO, New GRN, GRN, Approved, and Return-To Supplier. The user 'Saurabh' is logged in.

Form fields include:

- Supplier: Select
- Location: MAIN STORE
- Accounting Head: Select
- Invoice Date, Invoice No., Delivery Challan No., PO No., PO Date, PO Validity: Days
- Is Eaushadhi GRN: Direct GRN (selected), PO GRN
- Is Local Purchase: Yes (selected), No

Add Item Details

Item	Exp.Date	Packing Unit(Qty)	Cost Price	MRP	Qty	Free QTY	Disc %
Item Name	Exp Date	EACH/1	Cost Price	MRP	0	0	D%

Below the table are fields for SGST, CGST, IGST, and Sale Price, each with a dropdown menu. An **ADD** button is located to the right of the table.

Callouts:

- A yellow box with the text "Add item name" has a yellow arrow pointing to the "Item Name" field.
- A yellow box with the text "Add item exp date, packing unit, cost price, mrp, qty etc than click on add button" has a yellow arrow pointing to the "Exp Date" field and another yellow arrow pointing to the "ADD" button.

(11) Stock → Procure → New GRN:-

Navigation bar with icons for Procure, Item Enquiry, Quotation, Reorder, PO, New GRN, GRN, Approved, and Return-To Supplier. A 'RAISE GRN' button is highlighted in green.

Item Name	Ordered QTY	Pending QTY	Free QTY	Receiving QTY	Amount	Total Amount
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Add remark

Remark -

Remark

Click on confirm button

Gross Amount(₹)

Discount Amount(₹)

Exemption amount(₹) 0.00

GST Amount(₹)

Net Amount

CONFIRM

(12) Stock → Procure → New GRN:-



The navigation bar features the IHMS logo on the left and a series of icons for Procure, Item Enquiry, Quotation, Reorder, PO, New GRN, GRN, Approved, and Return-To Supplier. On the right, there are notification, information, calendar, and user profile icons (Saurabh).

Item Name	Ordered QTY	Pending QTY	Free QTY	Receiving QTY	Amount	Total Amount
-----------	-------------	-------------	----------	---------------	--------	--------------

Add remark

Remark -

Remark

Click on confirm button

Gross Amount(₹)

Discount Amount(₹)

Exemption amount(₹) 0.00

GST Amount(₹)

Net Amount

CONFIRM

Thank You