

PSIMS- Printing and Stationery Inventory Management System

PSIMS is a web enabled comprehensive application to facilitate purchase and supply of various stationery and security items required for the day to day functioning of the Branches/Offices of the Bank. System maintains stock quantity and value of stock for various items at various levels. Provision is made in the application for raising requests from Branches to concerned P&S Sections/Head Office and supply from P&S Sections/Head Office back to Branches.

Key Functions

Purchase of Stationery Items and Paper from the Vendor

- Noting the details of Enquiry floated and vendor selection process.
- Generation of Purchase order duly incorporating the specifications, terms and conditions.
- Generation of necessary Office Notes.
- Goods Received Note Entry.
- Bill upload/entry facility.
- Scheduling the Payment.
- Noting of payment to the Vendor.

Printing Job process

- Noting of selected vendors for Printing Jobs.
- Noting of Limit fixed to the Printers and calculation of overall limit of the printer.
- Assigning the jobs to the Printer based on work charges or full cost.
- Calculation of valuation of paper supplied to printer.
- Goods Receipt Note (GRN) entry.
- Noting of Bills receipts.
- Bill scheduling.
- Noting of payment to the printer on completion of work.

Supply to the Branches/Offices

- Provision to process Indents on Annual and on Adhoc Basis.
- On-line requests are initiated by Branches/Offices.
- Annual Indent items are processed and supplied by Head Office and Adhoc items are supplied by concerned P&S Sections.
- Supply can be made in full or partial.
- Stock taken out is calculated on FIFO basis.
- Provision to send the Acknowledgement of the goods received by the indenting Branch/Office to the supplying office.
- Stock Balance at various levels and Stock Value can be arrived at for any period.