### **Stock Transfer**

# From One Store (SDH/PHC/CHC) to another Store (SDH/PHC/CHC)

#### **Step1: Raise Indent**

- ⇒ Stores (SDH/PHC/CHC) who require Items can raise Indent using "Stock Transfer Request"
- ⇒ Link: Sub Store -> Stock Transfer Indent.
- ⇒ \*\* Destination Store(Indent To) must be mapped else it will not visible.



Indent No: 4-2025

MODERN PSYCHIATRIC HOSPITAL

NARSINGARH

То

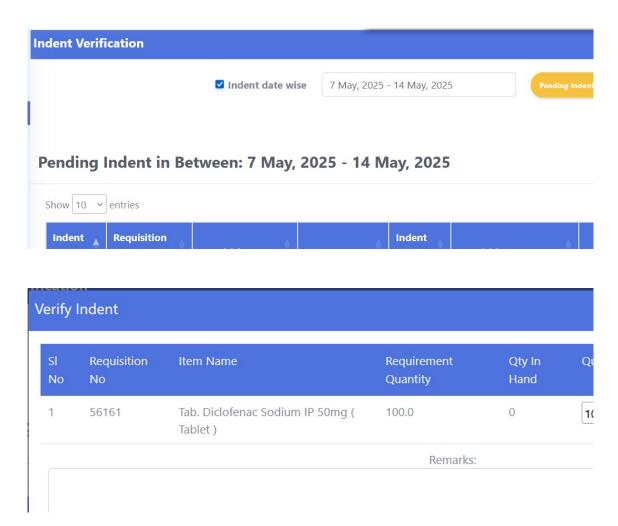
The , Agaratala Govt Medical College and GBP Hospital

# Supply Period May, 2025 Monthly/Quarterly Stock Transfer FORM

SI. No.	Item Type	Item Name	During the last supply period	Qty. in hand	Batch No.	Expiry Date	Ma
1	Tablet	Tab. Diclofenac Sodium IP	14/05/2025	14/05/2025	12345	31/05/2029	1
		50ma	100	100			

#### **Step 2: Verify Indent**

- ⇒ Store In charge mapped as verifier will check & verify the Transfer Indent.
- ⇒ Link: Sub Store -> Indent Verification.
- ⇒ \* Please Change the Indent Type as Stock Transfer before Search.

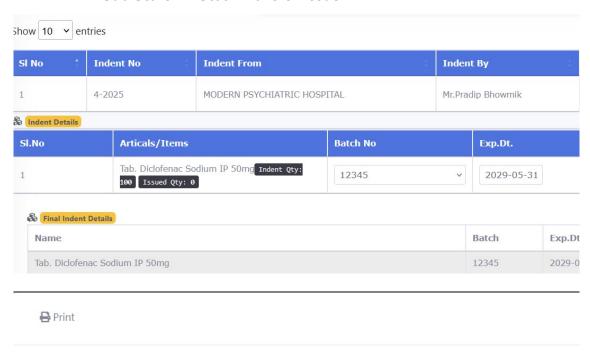


Once Verified Indent Request will move to Requesting Store.

\*\* Raising Store will receive once Requested Items acknowledge and issued by Destination Store.

# Step 3: Issue against Transfer Indent (By Destination Store)

⇒ Link : Sub Store -> Stock Transfer Issue



#### **COMBINED INDENT & SUPPLY FORM**

Name of the Institution: Agaratala Govt Medical College and GBP Hospi

To

The MOIC,

MODERN PSYCHIATRIC HOSPITAL

Indent No. : 4-2025 Supply Note No. : 2
Indent Date : 14/05/2025 Date : 14/05/2025

el M	oltem Name	Qty. in store on the date of indent	Oty Beguired	Quantity supp	
31. IV	often Name	Qty. In store on the date of indent	Gty. Required	Qty. Supplied	
1	Tab. Diclofenac Sodium IP 50mo	100.00	100	100	

# **Step 4: Receive Transferred Stock**

⇒ Link : Sub Store -> Stock Transfer Receive.

