

**DSWD**

*Department  
of Social  
Welfare and  
Development*

# Relief Goods Inventory & Monitoring System (RGIMS)

*RGIMS is a web-based application which aims to provide a reliable and accurate inventory control of the UNWFP and DSWD logistics management systems of tracking, monitoring and reporting of relief goods intake, warehousing and outflow of donations.*

*For more details on the RGIMS system please contact:*

*DSWD-NROC Office, Chapel Road, Pasay City at 852-8081 or 851-2681.*

**Relief Goods Inventory & Monitoring System (RGIMS):**

<http://eden.dswd.gov.ph>

**Support: DSWD ICT Service Support**

<http://support.dswd.gov.ph/>

## User Manual

(March 2013)

### Sponsoring Organizations



## Table of Contents

Accessing the Home Page .....	2
Registering a new Account.....	2
Logging in to RGIMS .....	3
Accessing the Warehouse Page .....	3
Receiving/Adding a Shipment of Stocks .....	4
Adding an Organization .....	5
Adding a Person .....	5
Adding Items to a Received Shipment .....	6
Adding a New Item.....	7
Processing the ‘Received Shipment’ Transaction .....	8
Sending a Stock Item to another Organization .....	9
Adding Items to a Send Shipment.....	10
Processing the ‘Shipment to Send’ Transaction .....	10
Requesting a Stock Item from another Warehouse .....	11
Editing a Stock Item .....	12
Adjusting Warehouse Stock Quantity .....	13
Single Stock Item—Quantity Adjustment .....	14
Multiple Stock Item—Quantity Adjustment .....	15
Putting Your Warehouse on the Map .....	20
Kitting.....	21
Add a New Kit.....	22
Important Kitting Notes .....	23
Assigning Access Level (Admin Only) .....	24
Importing Organizations/Municipalities .....	25
Exporting the Inventory Report to File .....	27
Getting Help .....	28
Glossary of Terms.....	28



## Accessing the Home Page

Go to <http://eden.dswd.gov.ph>

Figure 1: The Relief Goods Inventory & Monitoring System (RGIMS) Home Page.

Home Login Help

Relief Goods Inventory & Monitoring System

Request Send Receive

**DASHBOARD**

The Dashboard Page contains useful charts and graphs.

**Login**

Registered users can login to access the system

E-mail:

Password:

Remember me (for 30 days)

Login Register for Account Lost Password

Register for Account Link

Sponsoring Organizations

Lost Password Retrieval Link

USAID WFP Australian AID

## Registering a new Account

On the Homepage click the **Register for Account** link.

[Register for Account](#)

Figure 2: The **Registration** Page. Register for a new account here.

**Register**

If you would like to help, then please sign-up now

First name: \*

Last name:

E-mail: \*

Password: \*

You must enter a minimum of 8 characters

Verify Password: \*

Language: English

Register Login

1. Fill in the necessary details.

2. Click Register.

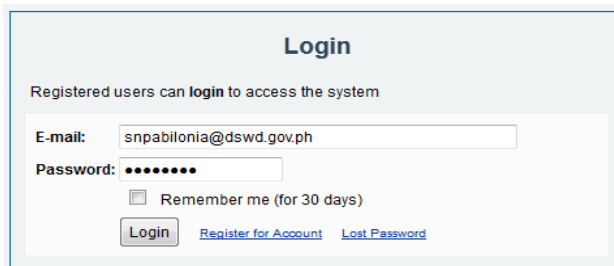
**Note:** After registration, the Administrator needs to **ACTIVATE** your account before you can begin logging into the system.

**Reminder:** Data entry fields marked with a red asterisk ( \* ) are required.

## Logging in to RGIMS

Once your account is activated by the Administrator, you can login to the system by entering your email address and on the **Login** Page.

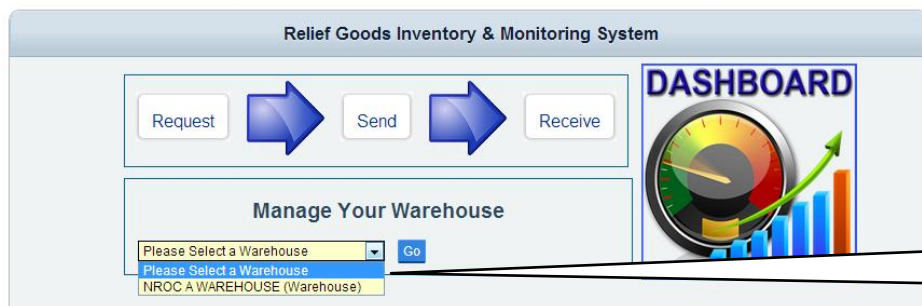
Figure 3: The **Login** Page



## Accessing the Warehouse Page

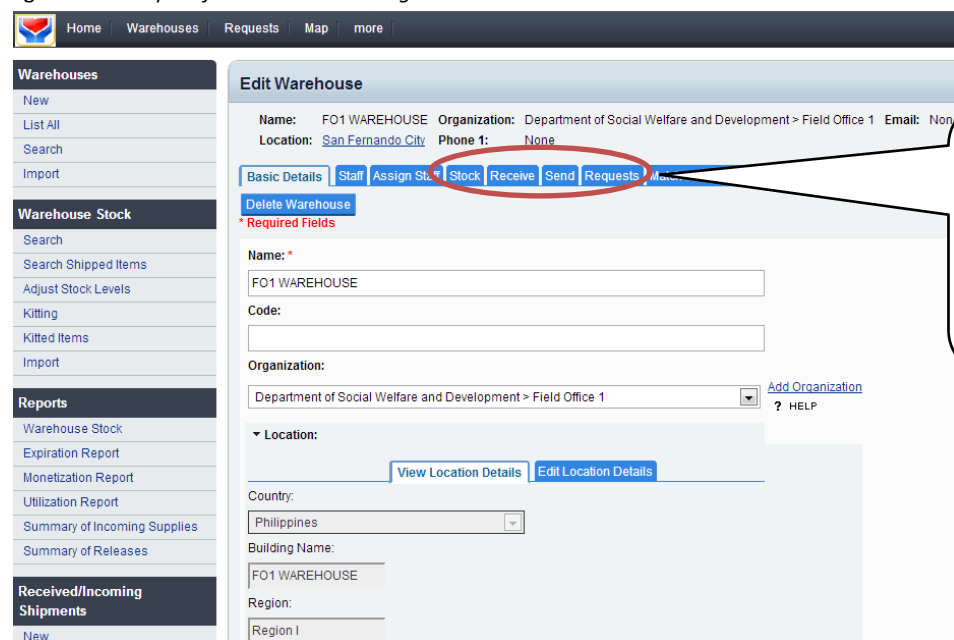
Click the drop down button, select your **Warehouse** from the menu, and click the **Go** button.

Figure 4: Select your **Warehouse** from the menu.



After clicking **Go**, your **Warehouse** Page will appear.

Figure 5: A sample of the **Warehouse** Page.



## Receiving/Adding a Shipment of Stocks (Step 1 of 3)



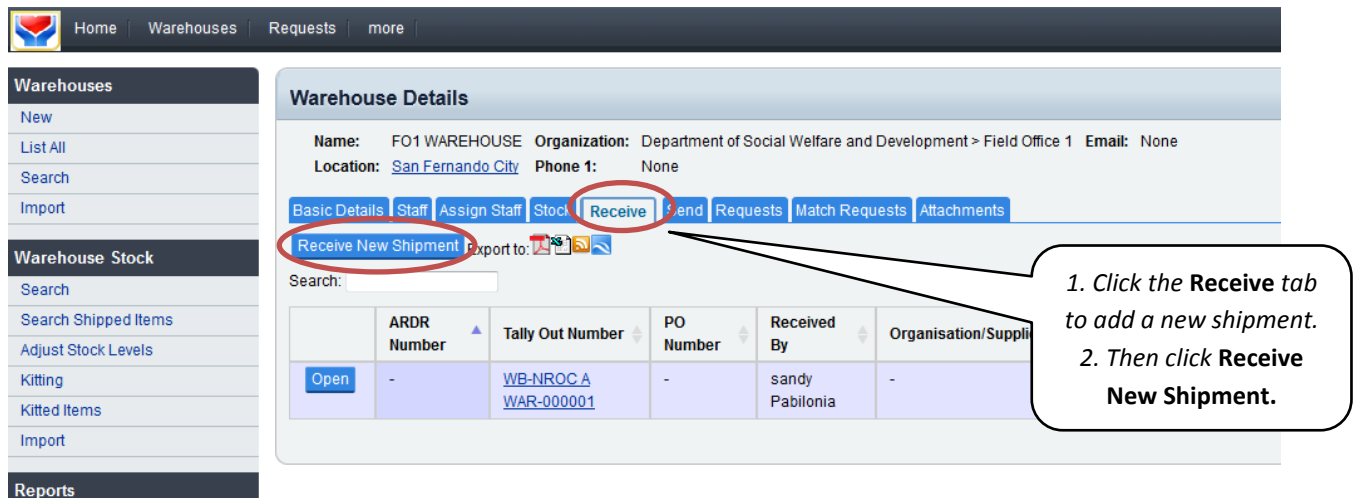
In order to process a new shipment of stocks, you need to create a **New Shipment** first. Click the **Receive** tab  on the **Edit Warehouse Page** or **Receive** button  directly from the **Homepage** to go to the **Receive Page**.

Figure 6: The **Receive** Tab of a sample **Warehouse**.



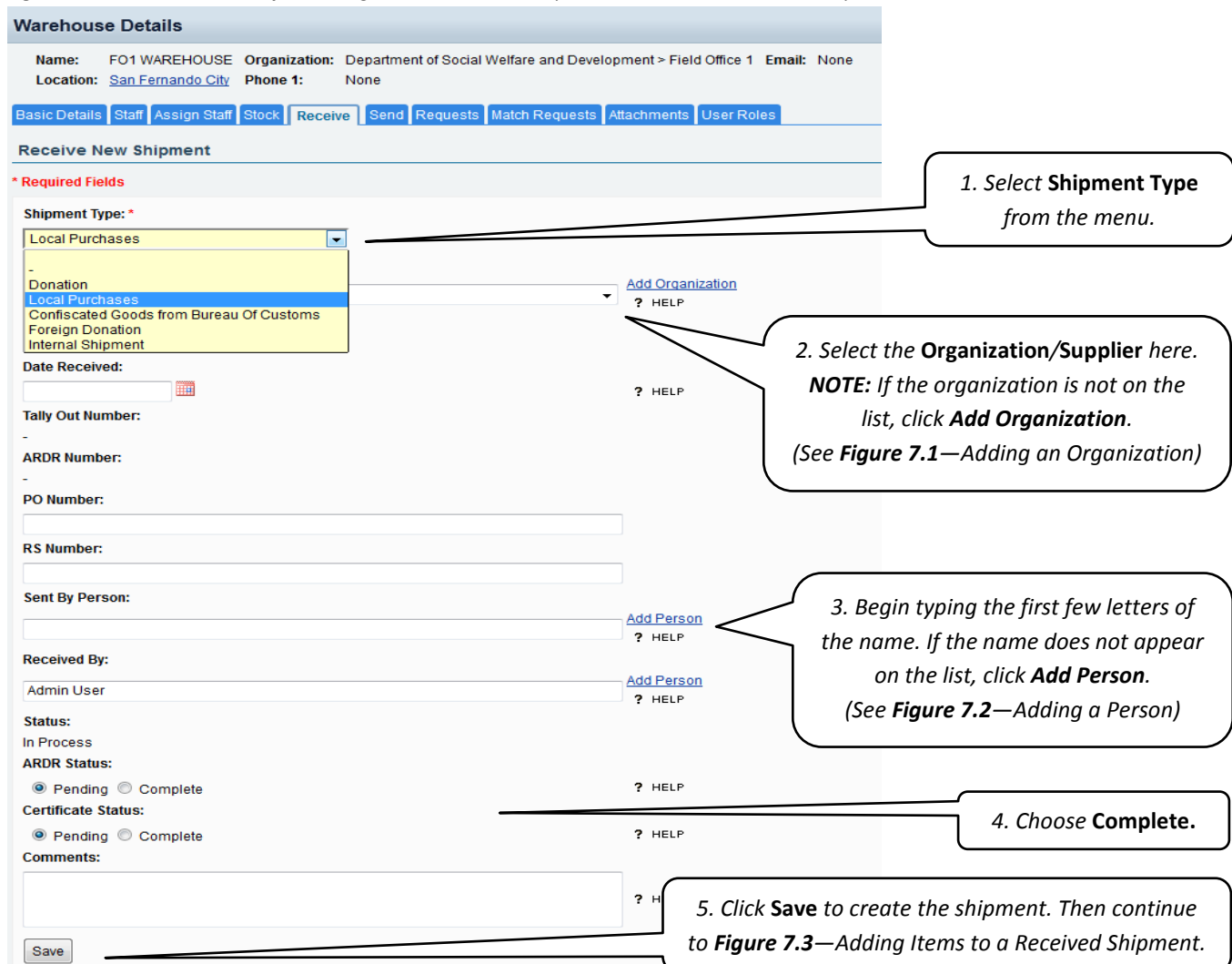
The screenshot shows the 'Warehouse Details' page for 'FO1 WAREHOUSE'. The 'Receive' tab is selected and circled in red. Below the tabs, the 'Receive New Shipment' button is also circled in red. A callout box contains the following instructions:

1. Click the **Receive** tab to add a new shipment.
2. Then click **Receive New Shipment**.

The page also displays warehouse information: Name: FO1 WAREHOUSE, Organization: Department of Social Welfare and Development > Field Office 1, Email: None, Location: San Fernando City, Phone 1: None. A table below shows a shipment record with columns: ARDR Number, Tally Out Number, PO Number, Received By, and Organisation/Supplier. The record shows an ARDR Number of '-', Tally Out Number of 'WB-NROC A WAR-000001', PO Number of '-', Received By of 'sandy Pabilonia', and Organisation/Supplier of '-'. There is an 'Open' button next to the record.

To add a new shipment of stock, click the **Receive New Shipment** button on your **Receive** tab. This will bring you to the **Receive New Shipment Page**.

Figure 7: The **Receive New Shipment** Page. Create the new shipment; later add items to the shipment.



The screenshot shows the 'Receive New Shipment' form. The 'Shipment Type' dropdown menu is open, showing options: Local Purchases, Donation, Local Purchases, Confiscated Goods from Bureau Of Customs, Foreign Donation, and Internal Shipment. The 'Organization/Supplier' dropdown is also open, showing 'Add Organization' and '? HELP'. The 'Date Received' field has a calendar icon and '? HELP'. The 'Tally Out Number', 'ARDR Number', and 'PO Number' fields are empty. The 'RS Number' field is empty. The 'Sent By Person' field has 'Add Person' and '? HELP' next to it. The 'Received By' field has 'Admin User' and 'Add Person' and '? HELP' next to it. The 'Status' is 'In Process'. The 'ARDR Status' has radio buttons for 'Pending' (selected) and 'Complete'. The 'Certificate Status' has radio buttons for 'Pending' (selected) and 'Complete'. The 'Comments' field is empty. A 'Save' button is at the bottom left. Five callout boxes provide instructions:

1. Select **Shipment Type** from the menu.
2. Select the **Organization/Supplier** here. **NOTE:** If the organization is not on the list, click **Add Organization**. (See **Figure 7.1**—Adding an Organization)
3. Begin typing the first few letters of the name. If the name does not appear on the list, click **Add Person**. (See **Figure 7.2**—Adding a Person)
4. Choose **Complete**.
5. Click **Save** to create the shipment. Then continue to **Figure 7.3**—Adding Items to a Received Shipment.

## Adding an Organization

Figure 7.1: Add a new **Organization** to the **Organization** menu.

**Organization**

**Name:** \*

**Acronym:**

 ? HELP

**Organization Type:**

 ▼

**Cluster:**

Disaster Risk Reduction

Emergency Shelter

Emergency Telecommunications

Food Security

Health

[Add Organization Type](#)

? HELP

[Add Cluster](#)

? HELP

**Region:**

**Home Country:**

 ▼

**Phone #:**

**Website:**


**Year:**

1. Fill in the necessary details.

2. Click to add **Organization Type**.

3. Select an existing **Cluster** or click **Add Cluster**.

**Important!** After adding the **Organization**, please notify your Administrator/ RICTMU staff to give you access to your newly created organization.



## Adding a Person

Figure 7.2: Add a new **Person** to the menu if the name does not appear on the list.


**Add Person**

**First Name:** \*

 ? HELP

**Last Name:**

**Date of Birth:**

**Initials:**

**Preferred Name:**

 ? HELP

**Local Name:**

 ? HELP

**Sex:**

 ▼

**Marital Status:**

 ▼

**Nationality:**

 ▼ ? HELP

**Religion:**

 ▼

**Comments:**

 ? HELP

1. Fill in the necessary details.

2. Click **Submit** to save the entry.

## Adding Items to a Received Shipment (Step 2 of 3)

Figure 7.3: After you have created a **Received Shipment**, you can add items to the shipment.

✔ **Shipment Created**

### Process Received Shipment

Acknowledgement Receipt for Donations Received Form

<b>ARDR Number:</b>	<a href="#">ARDR-FO1 WAREHO-000001</a>		
<b>Status:</b>	In Process		
<b>Date Expected:</b>	-	<b>Date Received:</b>	2013-01-17
<b>From Warehouse/Facility/Office:</b>	-	<b>Warehouse/Facility/Office (Recipient):</b>	<a href="#">FO1 WAREHOUSE (Warehouse)</a>
<b>Sent By Person:</b>	-	<b>Received By:</b>	Admin User
<b>Tally Out Number:</b>	-	<b>ARDR Number:</b>	<a href="#">ARDR-FO1 WAREHO-000001</a>
<b>Comments:</b>			

[Edit Details](#) | [Items](#)

#### Add New Shipment Item

**\* Required Fields**


**Item: \***   
[Add New Item](#) [? HELP](#)

**Pack: \***

**Quantity Sent: \***

**Value per Pack:**

**Currency:**

**Expiry Date:**  

**Bin:**  [? HELP](#)

**CTN:**

**Supplier/Donor:**  [Add Organization](#) [? HELP](#)

**Organization/Department:**  [Add Organization](#) [? HELP](#)

**Item Status:**

**Comments:**  [? HELP](#)

1. Fill in the all the required fields.

2. Type the item in the box.  
If the item is not on the inventory list,  
click **Add New Item**.  
(See **Figure 7.4**—Adding a New Item)

3. Click icon to select the Date.

4. Click **Save**.



**NOTE:** There are two kinds of received transactions.  
Shipments which are received from:  
(1) **EXTERNAL** organizations or  
(2) **INTERNAL** (DSWD).

## Adding a New Item

Figure 7.4: If the item does not already appear on the list, add the **New Item** to the inventory.

Item

**Catalog:**  
Default   
[Add Catalog](#)  
? HELP

**Category:**  
Medical Equipment/Supplies   
[Add Item Category](#)  
? HELP

**Name: \***

**Code:**

**Unit of Measure: \***  
piece

**Brand:**  
  
[Add Brand](#)  
? HELP

**Kit?:**

**Model/Type:**

**Year of Manufacture:**

**Weight (kg):**

**Length (m):**

**Width (m):**

**Height (m):**

**Volume (m3):**

**Comments:**  
  
[? HELP](#)

1. Fill in the necessary details.

2. Click to **Add Catalog**.

3. If the **Category** does not appear on the list, click **Add Item Category**.

4. If the brand does not appear on the list, click **Add Brand**.

5. Tick this if the new item will be used as a kit. (e.g. a food pack.)

6. Click **Save**.



## Processing the 'Received Shipment' Transaction (Final Step 3 of 3)

Figure 7.5: The final step to process a shipment: After adding all the items to the shipment, click **Receive Shipment**.

**Item Added to Shipment**

**Process Received Shipment**

Acknowledgement Receipt for Donations Received Form  
**ARRDR Number:** [ARRDR-FO1 WAREHO-000001](#)  
**Status:** In Process  
**Date Expected:** - **Date Received:** 2013-01-1  
**From Warehouse/Facility/Office:** - **Warehouse/Facility/Office (Recipient):** [FO1 WAREHO](#)  
**Sent By Person:** Admin User  
**Tally Out Number:** - **ARRDR Number:** [ARRDR-FO1](#)  
**Comments:** This shipment contains 2 items

**Receive Shipment** (circled in red)

**Add Item to Shipment** (circled in red)

**Final Step! After adding ALL items to the shipment, click the Receive Shipment button.**

**Use the Add Items to Shipment button to add stock until the shipment list is complete. Use Open to edit an item in the shipment. Use Delete to remove the item.**

	Item Tracking Status	Item	Weight (kg)	Volume (m3)	Pack	Send Shipment	Receive Shipment	Weight	Unit
<a href="#">Open</a> <a href="#">Delete</a>	In Process	<a href="#">Sardines, 155g, Master Brand, 100tins/box</a>			tins	-	<a href="#">ARRDR-FO1 WAREHO-000001 (From: Angelia Cilo, flight</a>	250.0	PHP

Figure 7.6: Confirmation of the **Receive Shipment**.

Do you want to receive this shipment?

**After clicking the Receive Shipment button you will be prompted with this message. Click OK.**

## Sending a Stock Item to another Organization (Step 1 of 3)

Figure 8: Access the **Send New Shipment** page on the **Send** tab.

**Warehouse Details**

Name: NROC A WAREHOUSE    Organization: Department of Social Welfare and Development > National Resource Operation Center    Email: None  
 Location: Pasay City    Phone 1: None

Basic Details | Staff | Assign Staff | Stock | Receive | **Send** | Requests | Match Requests | Attachments | User Roles

**Send New Shipment** | Export to: [Icons]

Search: \_\_\_\_\_

	Tally Out Number	RS Number	Sent By	From Warehouse/Facility /Office	Date Sent	To Person	Estimated Delivery Date	To Warehouse /Office
<a href="#">Open</a>	<a href="#">WB-NROC A WAR-000003</a>	-	Admin User	<a href="#">NROC A WAREHOUSE (Warehouse)</a>	2012-12-20	-	2012-12-21	-
<a href="#">Open</a>	<a href="#">WB-NROC A WAR-000001</a>	-	Admin User	<a href="#">NROC A WAREHOUSE (Warehouse)</a>	2012-12-07	sandy Pabilonia	2012-12-10	<a href="#">FO1 WAREHOUSE (Warehouse)</a>

1. On the **Send** tab, click **Send New Shipment**.

Figure 8.1: Send a Shipment to another Organization, internal or external, using the **Send New Shipment** Page

**Warehouse Details**

Name: NROC A WAREHOUSE    Organization: Department of Social Welfare and Development > National Resource Operation Center    Email: None  
 Location: Pasay City    Phone 1: None

Basic Details | Staff | Assign Staff | Stock | Receive | **Send** | Requests | Match Requests | Attachments | User Roles

**Send New Shipment**

\* Required Fields

Shipment Type: \*  
 Distribution

To Warehouse/Facility/Office: \_\_\_\_\_

To Organisation: \_\_\_\_\_ [Add Organization](#) ? HELP

Date Sent: \_\_\_\_\_

Estimated Delivery Date: \_\_\_\_\_

Tally Out Number: -

RS Number: \_\_\_\_\_

Sent By: Admin User [Add Person](#) ? HELP

To Person: \_\_\_\_\_ [Add Person](#) ? HELP

Status: In Process

Type of Transport: \_\_\_\_\_

Vehicle Plate Number: \_\_\_\_\_

Name of Driver: \_\_\_\_\_

Time In: \_\_\_\_\_

Time Out: \_\_\_\_\_

Comments: \_\_\_\_\_ ? HELP

1. Select **Shipment Type**.

**Hint:** Use the field **To Warehouse/Facility/Office** for **Internal DSWD** shipments only. Leave this field blank for shipments to **External Organizations**.

2. Select the **Organization**. If the Organization is not on the list, click **Add Organization**. (See **Figure 7.1**—Adding an Organization)

3. Enter the **Person** by typing the first few letters of the name. If necessary, click **Add Person**. (See **Figure 7.2**—Adding a Person)

4. After clicking **Save**, the item will be added to the Shipment.

## Adding Items to a Send Shipment (Step 2 of 3)

Figure 8.2: Add items to be shipped to another organization on the **Process Shipment to Send** Page.

**Process Shipment to Send**

TALLY OUT SHEET  
**Tally Out Number:** [WB-NROC A WAR-000003](#)  
**Date Sent:** 2012-12-20      **Estimated Delivery Date:** 2012-12-21  
**From Warehouse/Facility/Office:** [NROC A WAREHOUSE \(Warehouse\)](#)      **To Warehouse/Facility/Office:** -  
**Sent By:** Admin User      **To Person:** -  
**Status:** In Process  
**Comments:**  
      One item is attached to this shipment

---

**Add New Shipment Item**

**\* Required Fields**

**Warehouse Stock: \***  
 ? HELP

**Pack: \***

**Quantity Sent: \***

**Item Tracking Status:**  
 In Process

**Comments:**

? HELP

1. Select item to send.

2. Enter the **Quantity** to be sent.

3. Click the **Save** button.

## Processing the 'Shipment to Send' Transaction (Final Step 3 of 3)

Figure 8.3: The final step to **Process Shipment to Send**: Add all the items to the shipment first. Then, click **Send Shipment** button.

✔      **Item Added to Shipment**

**Process Shipment to Send**

TALLY OUT SHEET  
**Tally Out Number:** [WB-NROC A WAR-000003](#)  
**Date Sent:** 2012-12-20      **Estimated Delivery Date:** 2012-12-21  
**From Warehouse/Facility/Office:** [NROC A WAREHOUSE \(Warehouse\)](#)      **To Warehouse/Facility/Office:** -  
**Sent By:** Admin User      **To Person:** -  
**Status:** In Process  
**Comments:**  
      2 items are attached to this shipment

     Export to:

Search:       Show 25 entries      Showing 1 to 2 of 2 entries

	Item Tracking Status	Item	Pack	Quantity Sent	Currency	Value per Pack	Bin	Organization/Department	Supp
<input type="button" value="Open"/> <input type="button" value="Delete"/>	In Process	<a href="#">Food Packs</a>	packs	51967.0	PHP	250.0	-	-	-
<input type="button" value="Open"/> <input type="button" value="Delete"/>	In Process	<a href="#">Bottled Water</a>	bottles	2.0					

1. Click **Add Item to Shipment** to continue adding stock items.

2. Click the **Delete** button to remove an item or click **Open** to edit an item from the shipment.

**Final Step!** Click the **Send Shipment** button to send the shipment. Click **OK** to confirm the shipment or **Cancel** to cancel.

# Requesting a Stock Item from another Warehouse

Figure 9: Make a **Stock Request** from another Warehouse.

**Warehouse Details**

Name: FO1 WAREHOUSE Organization: Department of Social Welfare and Development > Field Office 1 Email: None  
 Location: San Fernando City Phone 1: None

Basic Details | Staff | Assign Staff | Stock | Receive | Send | **Requests** | Match Requests | Attachments | User Roles

**Make Request** Export to: [Icons]

Search: \_\_\_\_\_

Requested For Facility	RIS Number	Priority	Transit Status	Fulfil. Status
FO1 WAREHOUSE (Warehouse)	RIS-FO1 WAREHO-000001	Medium	None	None

1. On the **Requests** tab, click the **Make Request** button.

Figure 9.1: The **Make Request** Page. Create the **Request** first, and then add items to the request.

**Warehouse Details**

Name: FO1 WAREHOUSE Organization: Department of Social Welfare and Development > Field Office 1 Email: None  
 Location: San Fernando City Phone 1: None

Basic Details | Staff | Assign Staff | Stock | Receive | Send | **Requests** | Match Requests | Attachments | User Roles

**Make Request**

\* Required Fields

Date Requested: 2013-02-06

Priority: Medium

Purpose: \_\_\_\_\_

Date Needed By: \_\_\_\_\_

Requester: \* \_\_\_\_\_ [Add Staff Member](#) ? HELP

Transportation Required:

Comments: \_\_\_\_\_

[Save and add Items](#)

2. Fill in the necessary details.

3. Add the **Requester** name. Begin typing the first few letters of the name. Click **Add Staff Member** if the name does not appear on the list. (See **Figure 7.2**—Adding a Person)

4. Indicate if **Transportation** is required. Tick if requesting a delivery.

5. Click **Save**.

Figure 9.2: Add items to the **Request**.

**Request Added**

**Request Details**

RIS Number: RIS-FO1 WAREHO-000003  
 Date Needed By: 2013-02-07  
 Date Requested: 2013-02-06 Transit Status: None  
 Deliver To: FO1 WAREHOUSE (Warehouse) Fulfil. Status: None  
 Comments: \_\_\_\_\_

[Edit Details](#) | [Items](#)

Add New Item to Request

\* Required Fields

Item: \* \_\_\_\_\_ [Add New Item](#) ? HELP

Pack: \* \_\_\_\_\_

Quantity: \* \_\_\_\_\_

Estimated Value per Pack: \_\_\_\_\_

Currency: PHP

Comments: \_\_\_\_\_

[Save](#)

6. Type in the **Item** requested.

**Note:** If the item is not on the list, click **Add New Item**. (See **Figure 7.4**—Adding a New Item)

7. Enter **Quantity** to be sent.

8. Click **Save** button to finish the request.



After an item has been saved to a **Request**, you must indicate which Warehouse the **Request** is directed to.

Figure 9.3 **Request** from a Warehouse or make changes to the **Request**.

**Request Stock from Available Warehouse**

Requested By: [FO1 WAREHOUSE \(Warehouse\)](#) Item: [Rice\\_100% Broken White](#)  
 Requester: Admin User Quantity: 20.0  
 Date Requested: 2013-02-06 Quantity Committed: 0.0  
 Date Required: 2013-02-07 Quantity in Transit: 0.0  
 Priority: Medium Quantity Fulfilled: 0.0

**Available Inventories**

Export to: Search:  Show 25 entries Showing 1 to 1 of 1 entries

	Warehouse	Item	Item Code	Category	Quantity	Value per Pack	Total Value	Currency	Bin	Supplier/Donor
<a href="#">Request From</a>	<a href="#">FO1 WAREHOUSE (Warehouse)</a>	<a href="#">Rice_100% Broken White</a>		Food Items	516	1	516.0	PHP	-	Sunlove

**Available Alternative Inventories**

No Inventories currently have suitable alternative items stock.

[Return to Request](#)

*Click Request From and specify the Warehouse.*

*Or click Return to Request to edit the request.*

Figure 9.4: Add more items to the **Request**, delete items, or check available stock.

**Request Details**

RIS Number: [RIS-FO1 WAREHO-000003](#)  
 Date Needed By: 2013-02-07  
 Date Requested: 2013-02-06 Transit Status: **None**  
 Deliver To: [FO1 WAREHOUSE \(Warehouse\)](#) Fulfill. Status: **None**  
 Comments:

[Edit Details](#) [Items](#)

[Add New Item to Request](#) Export to: Search:

	Item	From	Quantity	Committed	Quantity Transit	Fulfilled
<a href="#">Open</a> <a href="#">Delete</a> <a href="#">Request from Facility</a>	<a href="#">Rice_100% Broken White</a>	pcs	20	0.0	0.0	0.0
<a href="#">Open</a> <a href="#">Delete</a> <a href="#">Request from Facility</a>	<a href="#">Sardines_155g Master Brand_100tins/box</a>	tins	100	0.0	0.0	0.0

*Click Add New Item to Request to add more items.*

*Click Request from Facility to check where stock is available.*

*Click Open to edit the item or click Delete to remove the item from the request.*

## Editing a Stock Item

Figure 10: Make changes to the details of an item in stock.

**Warehouse Details**

Name: NROC A WAREHOUSE Organization: Department of Social Welfare and Development > National Resource Operation Center Email: None  
 Location: [Pasay City](#) Phone 1: None

[Basic Details](#) [Staff](#) [Assign Staff](#) [Stock](#) [Receive](#) [Send](#) [Requests](#) [Match Requests](#) [Attachments](#) [User Roles](#)

Export to: Search:  Show 25 entries Showing 1 to 25 of 27 entries

	Item	Item Code	Category	Quantity	Value per Pack	Total Value	Currency	Bin	Supplier/Donor	Received Date	Expiry Date	Status
<a href="#">Open</a>	<a href="#">Bimbin Crispy Cookies (milk Chocolate/vanilla flavor), 21g, 12pcs/pack, Spack/case</a>		Food Items	205 920	3.41	702187.2	PHP	-	First Pacific Company Limited	2012-09-13	2013-08-08	-
<a href="#">Open</a>	<a href="#">Bottled Water, Magnolia Purewater (500mlx24)</a>		Food Items	194 155	11	2135705.0	PHP		Corporation			
<a href="#">Open</a>	<a href="#">Coffee_20g_3in1 Kopiko Astig_240pcs/box</a>		Food Items	400 080	3.71	1484296.8	PHP	-	Tridharma Mktg	2012-09-07	2013-08-01	-
<a href="#">Open</a>	<a href="#">Corned Beef_150g_Lucky 7 Brand_48tins/box</a>		Food Items	150 000	15.71	2356500.0	PHP	-	Pacific Meat	2012-09-05	2015-08-01	-

*1. Click on the Stock tab.*

*2. Click on the Item name you wish to edit.*

Figure 10.1: Edit the details of the item.

**Edit Item**

Name: Bimbim Crispy Cookies (milk Chocolate/vanilla flavor), 21g, 12pcs/pack, 5pack/case  
 Brand: -  
 Model/Type: -

[Edit Details](#) [Packs](#) [Alternative Items](#) [In Inventories](#) [Requested](#) [In Catalogs](#)

[Delete Item](#)

\*Required Fields

Catalog:  [Add Catalog](#) ? HELP

Category:  ? HELP

Name: \*

Code:

Unit of Measure: \*

Brand:  [Add Brand](#) ? HELP

Kit?:

Model/Type:

Year of Manufacture:

Weight (kg):

Length (m):

Width (m):

Height (m):

Volume (m3):

Comments:  ? HELP

3. Edit the necessary details and click **Save** at the bottom.

## Adjusting Warehouse Stock Quantity

Figure 11: Adjust the **Quantity of Stock** for a single item and multiple items.

**Warehouse Details**

Name: FO1 WAREHOUSE Organization: Department of Social Welfare and Development > Field Office 1 Email: None  
 Location: San Fernando City Phone 1: None

[Basic Details](#) [Staff](#) [Assign Staff](#) [Stock](#) [Receive](#) [Send](#) [Requests](#) [Match Requests](#) [Attachments](#) [User Roles](#)

Export to:

Search:

	Item	Item Code	Category	Quantity	Value per Pack	Total Value	Currency	Bin	Supplier/Donor	Received Date
<a href="#">Open</a>	Rice		Food	2 005	23	46115.0	PHP	-	Ang...	
<a href="#">Open</a>	Sardines, 155g, Master Brand, 100tins/box		Food Items	250	-	-	PHP	-	Ang flight S... of Air Phil. Express	

Showing 1 to 2 of 2 entries

[Adjust Stock](#) [Track Shipment](#)

1. Click the **Stock** tab.

**Hint:** Use the Search feature to find items more easily.

For a **Single Stock Adjustment**, click the **Open** button next to the item to be adjusted. (See **Figures 11.1.1 to 11.1.4**)

For a **Multiple Stock Adjustment**, click the **Adjust Stock** button. (See **Figures 11.2.1 to 11.2.8**)

# Single Stock Item—Quantity Adjustment

Figure 11.1.1: Adjust a single stock Item.

**Warehouse Details**  
Name: F01 WAREHOUSE Organization: Department of Social Welfare and Development - Field Office 1 Email: None  
Location: [San Fernando City](#) Phone 1: None

[Basic Details](#) | [Staff](#) | [Assign Staff](#) | [Stock](#) | [Receive](#) | [Send](#) | [Requests](#) | [Match Requests](#) | [Attachments](#) | [User Roles](#)

**Warehouse Stock Details**  
Last updated on 2013-01-24 08:08:24 by admin@example.com

**Warehouse**  
[F01 WAREHOUSE \(Warehouse\)](#)

**Item**  
[Rice](#)

**Pack**  
sacks

**Quantity**  
2 005

**Bin**  
-

**Status**  
Near expired (under 90 days)

**Received Date**  
-

**Expiry Date**  
2013-01-25

**Value per Pack**  
23

**Currency**  
PHP

**CTN**  
-

**Owned by (Organization/Branch)**  
-

**Supplier/Donor**  
Angelica Cito, flight attendant of Air Phil. Express

**Type**  
Procured

**Comments**  
-

[View stock in Warehouse](#) | [Adjust Stock Item](#) | [Print Shipment](#)

Click Adjust Stock Item.

Figure 11.1.2: The Adjust Item Quantity page.

**Stock Adjustment Details**  
Actioning officer: Admin User Date of adjustment: 2013-01-24  
Warehouse: [F01 WAREHOUSE \(Warehouse\)](#) Type of adjustment: Inventory

[Edit Details](#) | [Items](#)

**Adjust Item Quantity**  
Last updated on 2013-01-24 08:10:16 by admin@example.com

[Delete Record](#)  
\* Required Fields

**Item:**  
[Rice](#)

**Pack:**  
sacks

**Original Quantity:**  
2005.00

**Revised Quantity: \***

**Reason: \***

**Original Value per Pack:**  
23.00

**Revised Value per Pack:**

**Currency:**  
PHP

**Current Status:**  
Near expired (under 90 days)

**Revised Status:**

**Expiry Date:**

**Bin:**

**Current owning Organization:**  
- [Add Organization](#) ? HELP

**Transfer ownership to Organization:**  
 [Add Organization](#) ? HELP

**Comments:**  
 ? HELP

1. Adjust the item quantity in the Revised Quantity

2. Indicate the Reason for the adjustment.

3. Or adjust the item's value in Revised Value per Pack.

4. Click the Save button.  
**NOTE:** You must click Save before Close Adjustment.



Figure 11.1.3: The **Adjust Item Quantity** page. *Final Step: Click the **Close Adjustment** button.*

Item quantity adjusted

**Stock Adjustment Details**

Actioning officer: Admin User      Date of adjustment: 2013-02-12  
 Warehouse: FO1 WAREHOUSE (Warehouse)      Type of adjustment: Inventory

[Edit Details](#) | [Items](#)

[Add New Stock Items](#)    Export to:  

Search:       Show 25 entries    Showing 1 to 1 of 1 entries

	Item	Pack	Original Quantity	Revised Quantity	Reason	Original Value per Pack	Revised Value per Pack	Currency	Current Status	Revised Status	Expiry Date	Bin	Current owning Organization	Transfer ownership to Organization
<a href="#">Open</a>	Rice	sacks	2005.0	3005.0	Unknown	23.0	25.0	PHP	Expired	Near expired (under 90 days)	2013-01-25		-	-

[Close Adjustment](#)      **Final Step: Click the **Close Adjustment** button.**

Figure 11.1.4: Confirmation of the **Stock Adjustment**.

Do you want to close this adjustment?

After clicking the **Close Adjustment** button you will be prompted with this message. Just click **OK**.

## Multiple Stock Item—Quantity Adjustment

Figure 11.2.1: Begin a **New Stock Adjustment** for multiple stock Items.

**New Stock Adjustment**

**\* Required Fields**

**Actioning officer:**  
 [Add Person](#)    ? HELP

**Warehouse: \***

**Date of adjustment:**  
 2013-01-24

**Status of adjustment:**  
 In Process

**Type of adjustment:**  
 Inventory

**Comments:**  
    ? HELP

     **Click Save.**

Verify the details.






Figure 11.2.2: Indicate the item to be adjusted on the **Stock Adjustment Details** Page.

**Stock Adjustment Details**

Actioning officer: Admin User      Date of adjustment: 2013-01-24  
 Warehouse: [FO1 WAREHOUSE \(Warehouse\)](#)      Type of adjustment: Inventory

[Edit Details](#)   [Items](#)

[Add New Stock Items](#)   Export to:   

Search:       Show 25 entries      Showing 1 to 2 of 2 entries

	Item ▲	Pack ▼	Original Quantity ▼	Revised Quantity ▼	Reason ▼	Original Value per Pack ▼	Revised Value per Pack ▼	Currency ▼	Current Status ▼	Revised Status ▼
<a href="#">Open</a>	<a href="#">Rice</a>	sacks	3005.0	None	Unknown	23.0	23.0	PHP	Near expired	Near expired
<a href="#">Open</a>	<a href="#">Sardines, 155g, Master Brand, 100tins/box</a>	tins	250.0	None	Unknown	None	None	PHP	expired (under 90 days)	expired (under 90 days)

Showing 1 to 2 of 2 entries

[Close Adjustment](#)

Click the **Open** button next to the item to be adjusted.

Figure 11.2.3: Make an **Adjustment** of quantity or value of multiple stock on the **Adjust Item Quantity** Page.

**Stock Adjustment Details**  
 Actioning officer: Admin User      Date of adjustment: 2013-02-08  
 Warehouse: FO1 WAREHOUSE (Warehouse)      Type of adjustment: Inventory

**Adjust Item Quantity**

**Required Fields**

Item: Rice  
 Pack: sacks  
 Original Quantity: 3005.00  
 Revised Quantity: \*   
 Reason: \*   
 Original Value per Pack:   
 Revised Value per Pack:   
 Currency:   
 Current Status: Expired  
 Revised Status:   
 Expiry Date:   
 Bin:   
 Current owning Organization: - [Add Organization](#) ? HELP  
 Transfer ownership to Organization:  [Add Organization](#) ? HELP  
 Comments:  ? HELP

1. Adjust the quantity in the **Revised Quantity** field.
2. Indicate the **Reason** for the adjustment.
3. Adjust the **Item Value** if necessary.
4. Add any additional info in the **Comments**.
5. Review the changes, then click **Save**.

Figure 11.2.4: Review the **Adjustment**, and perform another **Item Adjustment**.

**Item quantity adjusted**

**Stock Adjustment Details**  
 Actioning officer: Admin User      Date of adjustment: 2013-01-24  
 Warehouse: FO1 WAREHOUSE (Warehouse)      Type of adjustment: Inventory

**Items**

Export to:

Search:       Show 25 entries      Showing 1 to 2 of 2 entries

	Item	Pack	Original Quantity	Revised Quantity	Reason	Original Value per Pack	Revised Value per Pack	Currency	Current Status	Revised Status
<input type="button" value="Open"/>	<u>Rice</u>	sacks	3005.0	2005.0	Unknown	23.0	23.0	PHP	Near expired (under 90 days)	Near expired (under 90 days)
<input type="button" value="Open"/>	<u>Sardines, 155g, Master Brand, 100tins/box</u>	tins	250.0	None	Unknown	26.0	26.0	PHP	Near expired (under 90 days)	Near expired (under 90 days)

Click the **Open** button of the next item to be adjusted.

Figure 11.2.5: Adjust the quantity or value of stock on the **Adjust Item Quantity** Page.

**Stock Adjustment Details**

Actioning officer: Admin User      Date of adjustment: 2013-01-24  
 Warehouse: FO1 WAREHOUSE (Warehouse)      Type of adjustment: Inventory

Edit Details    Items

**Adjust Item Quantity**

Delete Record  
 \* Required Fields      Last updated on 2013-01-24

Item:  
[Sardines, 155g, Master Brand, 100tins/box](#)

Pack:  
 tins

Original Quantity:  
 250.00

Revised Quantity: \*

Reason: \*

Original Value per Pack:  
 26.00

Revised Value per Pack:

Currency:

Current Status:  
 Near expired (under 90 days)

Revised Status:

Expiry Date:

Bin:

Current owning Organization:  
 -      [Add Organization](#)      ? HELP

Transfer ownership to Organization:  
      [Add Organization](#)      ? HELP

Comments:  
      ? HELP

[Close Adjustment](#)

1. Adjust the quantity in the Revised Quantity field.

2. Indicate the Reason for the adjustment.

3. Adjust the Item Value if necessary.

4. Add any additional info in the Comments.

5. Review the changes, then click Save. You must click Save before Close Adjustment.

Figure 11.2.6: A final review of the Adjustment. The quantity of two items has been revised.

✓ **Item quantity adjusted**

**Stock Adjustment Details**

Actioning officer: Admin User      Date of adjustment: 2013-01-24  
 Warehouse: FO1 WAREHOUSE (Warehouse)      Type of adjustment: Inventory

Edit Details    Items

[Add New Stock Items](#)    Export to:

Search:

Show 25 entries    Showing 1 to 2 of 2 entries

	Item	Pack	Original Quantity	Revised Quantity	Reason	Original Value per Pack	Revised Value per Pack	Currency	Current Status	Revised Status
<a href="#">Open</a>	<a href="#">Rice</a>	sacks	3005.0	2005.0	Unknown	23.0	23.0	PHP	Near expired (under 90 days)	Near expired (under 90 days)
<a href="#">Open</a>	<a href="#">Sardines, 155g, Master Brand, 100tins/box</a>	tins	250.0	500.0	Unknown	26.0	26.0	PHP	Near expired (under 90 days)	Near expired (under 90 days)

[Close Adjustment](#)

Final Step: Click Close Adjustment to save the revised quantities.

Figure 11.2.7: Confirmation of the **Stock Adjustment**.

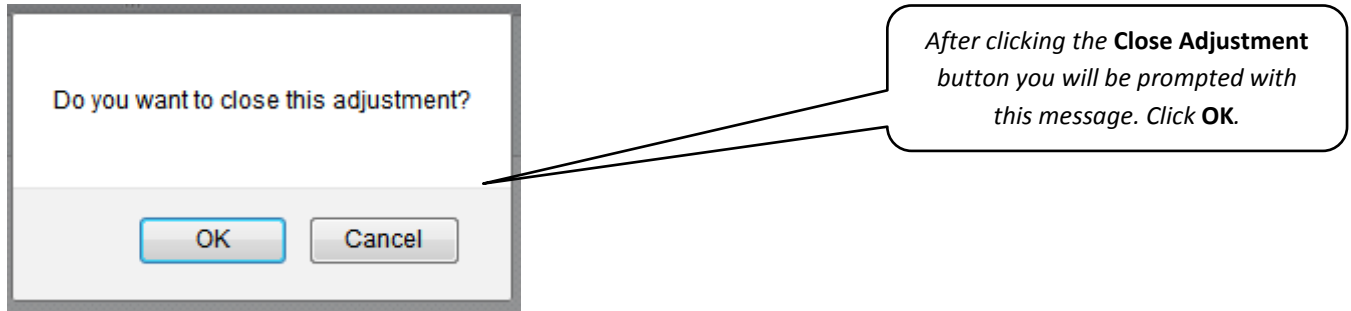


Figure 11.2.8: The revised quantities will now appear on the **Stock** tab.

**Warehouse Details**

Name: FO1 WAREHOUSE Organization: Department of Social Welfare and Development > Field Office 1 Email: None  
Location: [San Fernando City](#) Phone 1: None

Basic Details | Staff | Assign Staff | **Stock** | Receive | Send | Requests | Match Requests | Attachments | User Roles

Export to: Search:  Show 25 entries Showing 1 to 2 of 2 entries

	Item	Item Code	Category	Quantity	Value per Pack	Total Value	Currency	Bin	Supplier/Donor	Received Date
<a href="#">Open</a>	<a href="#">Rice</a>		Food Items	2 005	23	46115.0	PHP	-	Angelica Cilo, flight attendant of Air Phil. Express	-
<a href="#">Open</a>	<a href="#">Sardines, 155g, Master Brand, 100tins/box</a>		Food Items	500	26	13000.0	PHP	-	Angelica Cilo, flight attendant of Air Phil. Express	-

[Adjust Stock](#) [Track Shipment](#)

Voila! The **Quantity** of items has been adjusted.

# Putting Your Warehouse on the Map

Figure 12.1: Assigning your Warehouse to a location on the map.

The screenshot shows the 'Edit Warehouse' interface. At the top, there are tabs for 'Basic Details', 'Staff', 'Assign Staff', 'Stock', 'Receive', 'Send', 'Requests', 'Match Requests', 'Attachments', and 'User Roles'. The 'Basic Details' tab is selected. Below the tabs, there are fields for 'Name' (NROC A WAREHOUSE), 'Organization' (Department of Social Welfare and Development > National Resource Operation Center), 'Location' (Pasay City), and 'Phone 1' (None). A 'Delete Warehouse' button is visible. The 'Location' section includes a dropdown menu for 'Organization' and a 'View Location Details' / 'Edit Location Details' button. Below this, there are fields for 'Country' (Philippines), 'Building Name' (NROC A WAREHOUSE), 'Street Address', 'Postcode', 'Region' (National Capital Region), 'Province' (Metro Manila), 'City / Municipality' (Pasay City), and 'Barangay'. A 'Place on Map' button is located below the 'Barangay' field. To the right of the form, a map window is open, showing a map of Pasay City with a red pin placed on the location. The map window has a search bar and various map controls. Below the map, there are fields for 'Latitude' (14.504713930187705), 'Longitude' (121.01986331969756), 'Phone 1', 'Phone 2', 'Email', 'Fax', 'Obsolete' (checkbox), and 'Comments'. A 'Save' button is at the bottom left of the form.

1. Click the **Basic Details** tab.
2. Click the **Edit Location Details** tab.
3. Click **Place on Map**.
4. Find the location of your warehouse and pin it on the map.
5. After you pin the location, close the map.
6. Click **Save** to save the warehouse location.

## Kitting (Step 1 of 2)

Figure 13.1: To prepare a new kit in the system, add a **New Item** and specify the kit name, for example, “**Food Pack**” or “**Family Food Pack**.” See **Figure 7.4—Adding a New Item** for reference. Next identify the items which are part of the kit.

The screenshot shows the 'Add New Item' form with the following fields and callouts:

- 1. Use a Name such as “Food Pack” or “Family Food Pack” to identify the kit.** Points to the **Name:** field containing 'Sample Food Pack'.
- 2. Tick the Kit box. Hint: This must be ticked for the pack to be ready for kitting.** Points to the **Kit?:** checkbox, which is checked.
- 3. Click Save. The Kit Items tab will appear and will allow items to be added (identified) as part of the kit.** Points to the **Save** button at the bottom left.

Other visible fields include: **Catalog:** (Default), **Category:** (Food Items), **Unit of Measure:** (pack), **Model/Type:**, **Year of Manufacture:**, **Weight (kg):**, **Length (m):**, **Width (m):**, **Height (m):**, **Volume (m3):**, and **Comments:**.

Figure 13.2: After clicking **Save**, you will automatically be directed to the **Kit Items** tab. Identify the items that should be included in the kit on the **Add New Record** page.

The screenshot shows the 'Add New Record' page with the following fields and callouts:

- 4. Identify the first item that is part of the kit.** Points to the **Kit Item:** dropdown menu, which is set to 'Bottled Water, Magnolia Purewater (500mlx24)'.
- 5. Indicate the Quantity that should be included inside each kit. (e.g. 5 bottles of water per kit)** Points to the **Quantity:** input field, which contains the number '5'.
- 6. Click Save.** Points to the **Save** button at the bottom left.

Other visible elements include: a green success message 'Item added', **Name:** (Sample Food Pack), **Brand:** (-), **Model/Type:** (-), and tabs for **Edit Details**, **Packs**, **Alternative Items**, **In Inventories**, **Requested**, **In Catalogs**, and **Kit Items**.

Figure 13.3: Add more items to the kit using the **Add Record** button.

Figure 13.4: Continue to add items using the **Add Record** button until the kit is complete. Below is a sample kit.

## Add a New Kit (Step 2 of 2)

Figure 14.1: Add a **New Kit** using available stock in the warehouse. On the side menu, under **Warehouse Stock**, click **Kitting**. In order to successfully create a new kit, all the kit items must be available in warehouse inventory and not be expired.

Figure 14.2: Complete the details of the **New Kit**.



## Important Kitting Notes



### Some Important Notes on Kitting:

1. **Adding** an item to a kit will automatically deduct the quantities from available inventory.
2. **Deleting** an item from a kit will automatically release the items back to inventory.
3. Items **expiring first** will be **allocated first** to the kit.
4. The system will warn the user if the quantity of kits desired **exceeds** the available warehouse stock.
5. The system prohibits **expired** food items in inventory from being kitted.

Figure 14.3: Sample of an **Error message**: The number of kits that the user wishes to create exceeds the available warehouse inventory. Given the available stock, only 100 kits (not 10,000) can be created.

**RGIMS** will indicate if there is insufficient warehouse stock to complete the quantity of kits desired with an error message.

**HINT:** If you receive an error message review the warehouse stock and the expiration date of each kit item. (Reminder: Expired food items are not available for kitting.)

Warehouse stock items need to match the kit item name exactly in order to fulfil the kit requirements (e.g. "Rice, Assorted" is different than "Rice, 100% Broken White.")



# Assigning Access Level (Admin Only)

Figure 15.1: Setting **Administrative Roles** for Users.

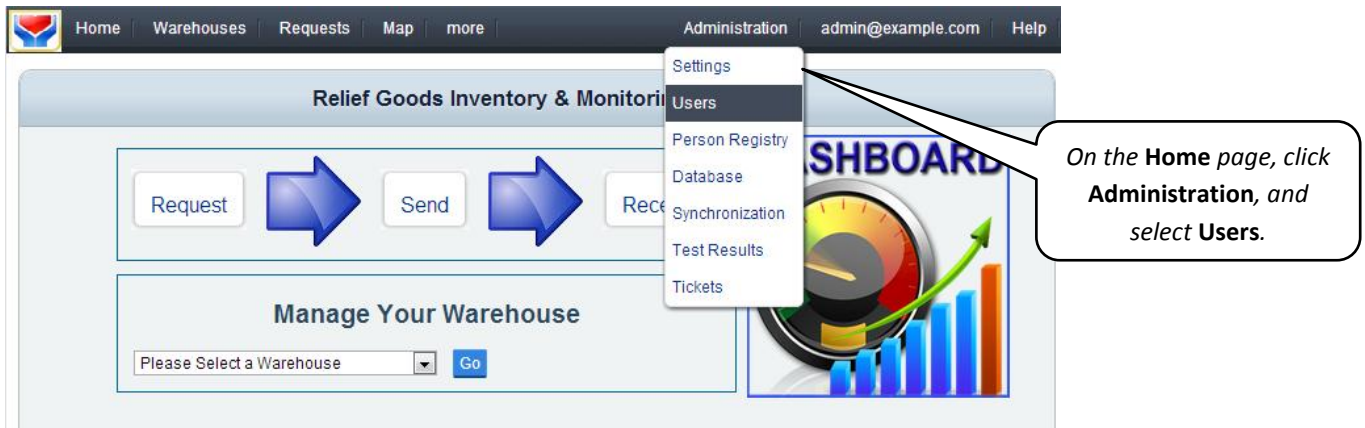


Figure 15.2: The **Users** Page

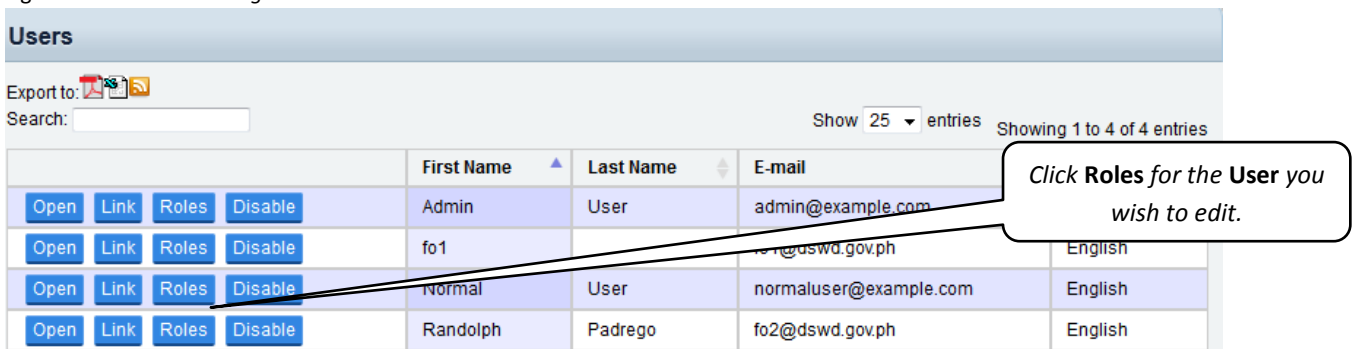
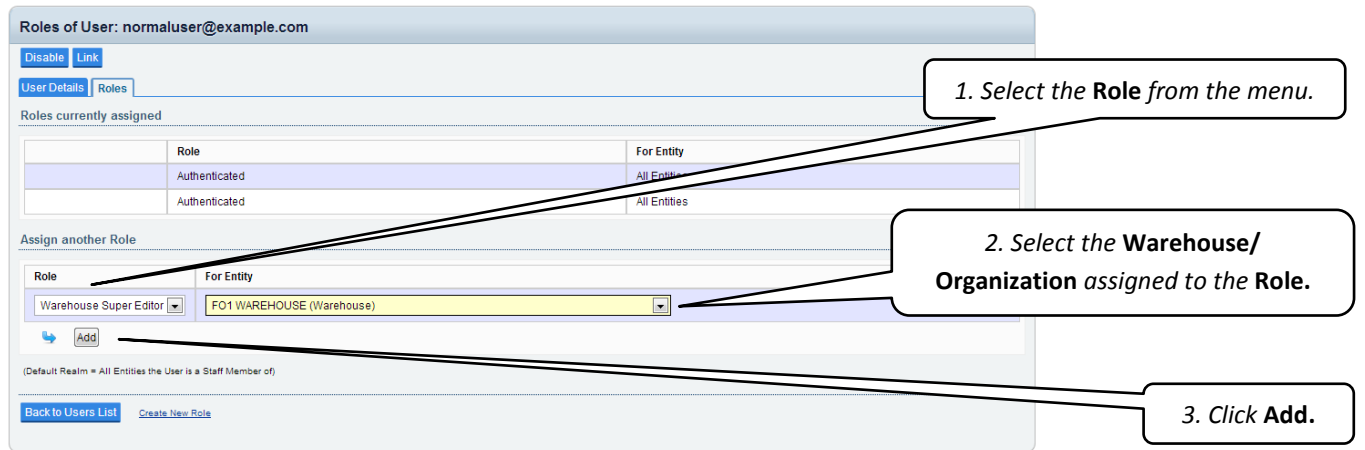


Figure 15.3: Assign the **Roles** to a User for **Warehouse/Organization** entities.



**NOTE:** For Warehouse entities, please select 'Warehouse Super Editor' and 'Staff Super Editor.'

For Organization entities, please select 'Warehouse Super Editor' only.

# Importing Organizations/Municipalities

Figure 16.1: Importing Organizations and Municipalities from a Microsoft Excel file.

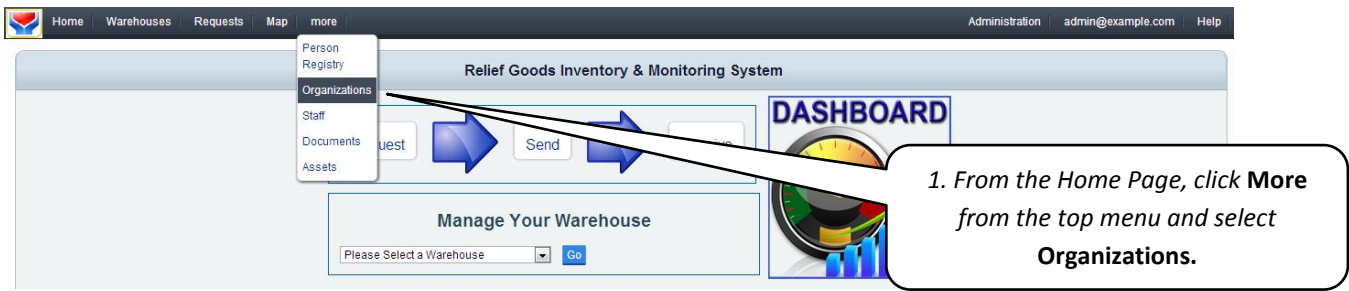


Figure 16.2: The Organizations Page.

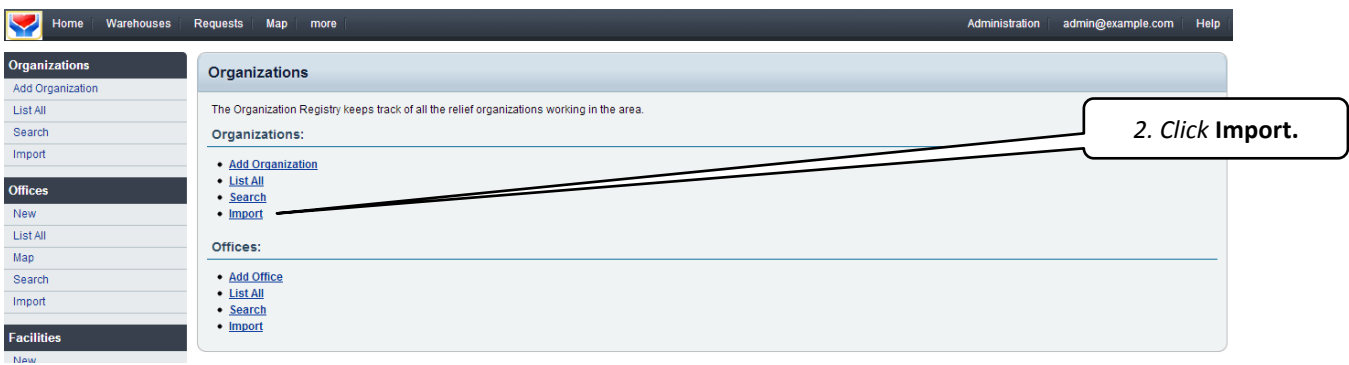


Figure 16.3: The Import Organizations Page.



Figure 16.4: The template file in Microsoft Excel.

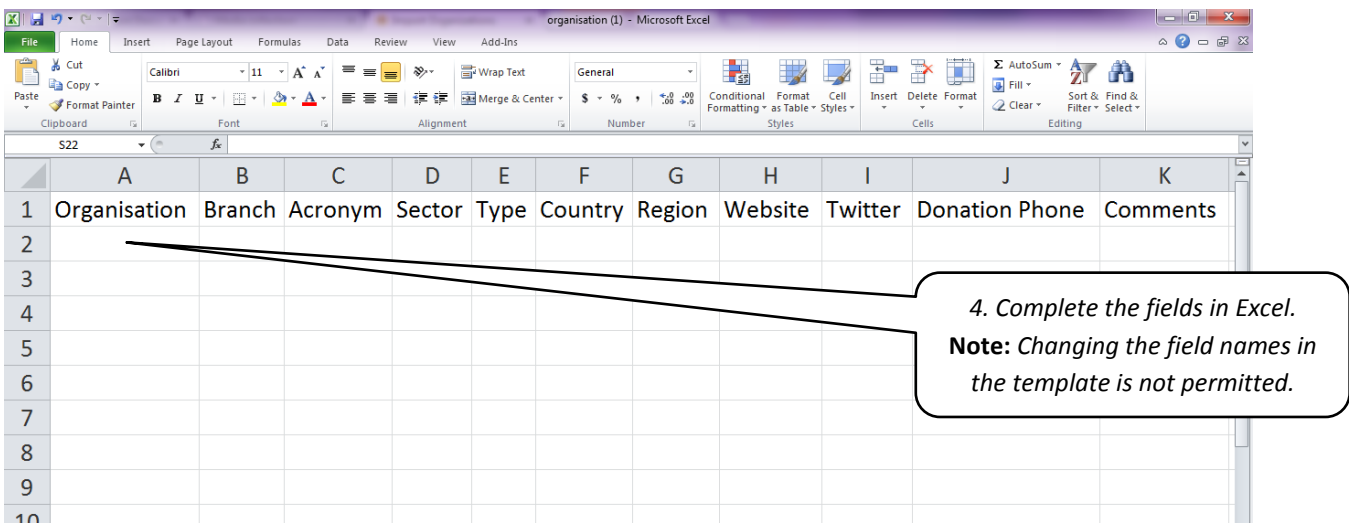


Figure 16.5: A sample Excel file of organizations ready to import to RGIMS.

	A	B	C	D	E	F	G	H	I	J	K
1	Organisation	Branch	Acronym	Sector	Type	Country	Region	Website	Twitter	Donation Phone	Comments
2	Adams - Ilocos norte						Region 1				
3	Bacarra - Ilocos norte						Region 1				
4	Badoc - Ilocos norte						Region 1				
5	Bangui - Ilocos norte						Region 1				
6	City of batac - Ilocos norte						Region 1				
7	Burgos - Ilocos norte						Region 1				
8	Carasi - Ilocos norte						Region 1				
9	Currimao - Ilocos norte						Region 1				
10	Dingras - Ilocos norte						Region 1				
11	Dumalneg - Ilocos norte						Region 1				
12	Banna (espiritu) - Ilocos norte						Region 1				
13	Laoag city (capital) - Ilocos norte						Region 1				
14	Marcos - Ilocos norte						Region 1				
15	Nueva era - Ilocos norte						Region 1				
16	Pagudpud - Ilocos norte						Region 1				
17	Paoay - Ilocos norte						Region 1				
18	Pasuquin - Ilocos norte						Region 1				
19	Piddig - Ilocos norte						Region 1				

Figure 16.6: Import the file.

5. Click **Choose File** and locate the appropriate file. Then click **Submit**.

Figure 16.7: The **Details of the selected import job**. Check for any errors and then click **Import**.

6. Check for any errors. **Note:** Any records containing validation errors indicated in this column will not be imported.

Import	Element	Error
<input type="checkbox"/>	name: Example Org2	Validation error
<input checked="" type="checkbox"/>	name: Example Org3	None
<input type="checkbox"/>	name: Example Org	Validation error
<input checked="" type="checkbox"/>	name: Example Org4	None

7. Confirm the entities to be imported with the tick box.

8. Final Step: Click **Import**. Make sure you click **Import** only one time to avoid duplicates.

**Important!** After importing Organization(s), please notify your Administrator/ RICTMU staff to give you access to your newly added organization(s).

# Exporting the Inventory Report to File

Figure 17.1: Exporting Inventory and other reports to a Microsoft Excel or PDF file.

Warehouse Details

Name: NCR WAREHOUSE Organization: Nayon ng Kabataan - NCR (NK-NCR) Email: None  
 Location: Pasay City Phone 1: None

Basic Details Staff Assign Staff Stock Receive Send Requests Match Requests Attachments User Roles

Export to:

On the Stock tab, click on the appropriate icon next to Export to.

	Item	Item Code	Category	Quantity	Value per Pack	Total Value	Currency	Bin	Supplier/Donor	Received Date	Expiry Date	Status
Open	blanket		Sleeping Gear	150	96	14400.0	PHP	-	DSWD-Field Office NCR	-	-	Unknown
Open	blanket		Sleeping Gear	1 100	100	110000.0	PHP	-	NROC	-	-	Unknown
Open	blanket (local purchase)		Sleeping Gear	22	88	1936.0	PHP	-	NROC	-	-	Unknown
Open	Blanket (Thailand 203)		Sleeping Gear	30	100	3000.0	PHP	-	NROC	-	-	Unknown

Figure 17.2: Open the downloaded file. A sample of the RGIMS 'Stock in Warehouse' Report.

Item	Item Code	Category	Quantity	Value per Pack	Total Value	Currency	Bin	Supplier/Donor
Bottled Water, Magnolia Purewater (500mx24)		Food Items	8 136	11.00	89496.00	PHP	-	NROC
Used Clothing		Clothings	2 000	100.00	200000.00	PHP	-	NROC
Plastic Mats		Sleeping Gear	1 100	163.88	180268.00	PHP	-	NROC
Water Jug w/ faucet, blue		Houseware Supplies	244	168.00	40992.00	PHP	-	NROC
blanket		Sleeping Gear	1 100	100.00	110000.00	PHP	-	NROC
blanket		Sleeping Gear	150	96.00	14400.00	PHP	-	DSWD-Field Office NCR
Food Packs Family assorted goods		Food Items	500	270.88	135440.00	PHP	-	DSWD-Field Office NCR
Milk Powder, Alaska 150g x 60s		Food Item	3 360	54.82	184195.20	PHP	-	DSWD-Field Office NCR
Corned beef, CDO 150G X 48s		Food Items	1 824	24.91	45435.84	PHP	-	DSWD-Field Office NCR
Corned beef, Bingo 150g x 48s - Bingo		Food Items	1 776	19.16	34040.00	PHP	-	DSWD-Field Office NCR
Corned Beef 555 150g x 48s - 555		Food Items	1 824	23.58	43009.92	PHP	-	DSWD-Field Office NCR
Wow ulam 150g x 48s - wow ulam		Food Items	864	20.00	17280.00	PHP	-	DSWD-Field Office NCR
Coffee Nescafe 50g x 60s - Nescafe		Food Items	1 020	47.66	48619.93	PHP	-	DSWD-Field Office NCR
Coffee Blend 45 50g x 48s - Blend 45		Food Items	5 376	36.18	194503.68	PHP	-	DSWD-Field Office NCR
Meatloaf Argentina 170g x 48s - ARGENTINA		Food Items	5 328	20.45	108957.60	PHP	-	DSWD-Field Office NCR
NFA rice 50kls / sack		Food Items	242	1 275	308550.00	PHP	-	DSWD-Field Office NCR
Sugar 50kls/sack		Food Items	74	2 850	210900.00	PHP	-	DSWD-Field Office NCR
Sardines Hakata 155g x 100s - Hakata		Food Items	8 200	15.95	130790.00	PHP	-	DSWD-Field Office NCR
Sardines 555 155g x 100s - 555		Food Items	5 200	16.07	83564.00	PHP	-	DSWD-Field Office NCR
Bottled water 6liters - Wilkins		Food Items	1 869	79.85	149239.65	PHP	-	DSWD-Field Office NCR
Family Packs		Food Items	5 004	250.00	1251000.00	PHP	-	NROC
Pabaon Packs		Food Items	1 776	218.75	388500.00	PHP	-	NROC
blanket (local purchase)		Sleeping Gear	22	88.00	1936.00	PHP	-	NROC
Blanket (Thailand 203)		Sleeping Gear	30	100.00	3000.00	PHP	-	NROC
Blanket (various donor c/o CO)		Sleeping Gear	90	80.00	7200.00	PHP	-	NROC

## Getting Help

There are several ways to get assistance with RGIMS.

### **DSWD ICT Service Support TA Tracking System (ISSTATS)**

<http://support.dswd.gov.ph/>

#### **Email or chat:**

[snpabilonia@dswd.gov.ph](mailto:snpabilonia@dswd.gov.ph)

#### **Telephone: Sir Sandy Pabilonia**

0932-501-08-46 (Sun) or 0906-328-67-53 (Globe)

## Glossary of Terms

Terms	Definition
A. Relief Goods	Refers to basic commodities given to support or aid a nation or people during a time of need.
B. Inventory	A list of goods and materials held available in stock by an organization/company.
C. Warehouse	Refers to a commercial building used for the storage of goods.
D. Warehouse Stock	Refers to goods or merchandise kept inside a warehouse and available for distribution.
E. Kitting	Refers to the process through which individual items are grouped or packaged to create a single shipment.
F. Monetization	the process of converting or establishing something into legal tender
G. Expiration	The ending of the fixed period for which a good or product is guaranteed free from contamination or damage.
H. Suppliers	Refers to entities who supply a particular service or commodity.
I. Facilities	Space established to serve a particular purpose.
J. Shipment	The process of shipping goods from one location to another.
K. Quantity	The amount or number of an item.
L. Repack	Refers to the process of placing/arranging item in a container again or in a different manner.
M. Bin	A receptacle for storing a specified substance.
N. Catalog	A complete list of items, typically in alphabetical or other systematic order.
O. Category	A class or division of people or things regarded as having particular shared characteristics.
P. Unit of measure	Any division of quantity accepted as a standard of measurement or exchange.
Q. Brand	A type of product manufactured by a company under a particular name.
R. Model/Type	A type or design of product
S. Purchase Order	A commercial document used to request a good/service in return for payment; it provides specifications and quantities.
T. Request Slip	Refers to a slip/document that is used to request a certain commodity/service.
U. Tall out form	Refers to a document that is used to confirm that a specific warehouse item is being moved from a warehouse/facility.
V. Acknowledgement Receipt for Donation Received	A documented verification that donations have been received.
W. Dashboard	Refers to a user interface that organizes and presents information in a way that is easy to read.