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1.1 Introduction

YSR Nirman is an online platform to procure the construction related material (Cement), wherein buyers (various Government departments) seek the quantity of cement required from suppliers for the construction for Government Projects.

Key Features

1. Cement order place by various Intended department
2. Assigning of the supplier w.r.t district based on the indent raised by Intended department
3. Supplier receiving an online indent with the quantity of the cement to be supplied to Intended department
4. Intended Department - Acknowledging the receivable stock
5. Supplier requesting online Invoice
6. Quality assurance testing of the supplied cement and uploading the resultant
7. Online payment against the invoice raised by the supplier

Departments Integrated

1. State Housing Department
2. Roads & Buildings
3. Water Resource Department
4. School Education
5. APTIDCO
6. PanchayatRaj Engineering Department ks
7. RWS

Key Stakeholders

1. Level -1 Officer
2. Level -2 Officer
3. District Collector
4. Cement Supplier
5. Contractor (depending on the department)
6. CMA
7. Supplier
1.2 Login

**Link:** [https://www.apindustries.gov.in/YSRNS/Index.aspx](https://www.apindustries.gov.in/YSRNS/Index.aspx)

Login as shown in Pic – 1

**Pic – 1**

1.3 Level-2 Officer – Creation of Level-1 Officer

Level-2 Officer creates the Login Credential for the identified Level-1 Officer. Level-2 Officer can update or delete the Level-1 Officer details.

(asshown in Pic – 2)

**Pic – 2**
1.4 Monthly Cement Request – Processing

Monthly cement request can be placed by Level – 1 Officer of a department, up to 3 months well in advance.

1. Level -1 Officer
   - Raise Monthly Cement Request

2. Level - 2 Officer
   - Verifies the request
   - Forward to District Collector

3. Level - 3 District Collector
   - Forward the request to Cement Monitoring Agency

4. Cement Monitoring Agency
   - Allocate the Supplier based on Quantity

5. Level -1 Officer
   - Raises an Indent based on Monthly Cement Request

6. Indent Processing
   - Workflow is same as Indent Process

Note – Monthly cement request can be placed ONLY once in a month.

Process-Flow for Monthly Cement Request
1.4.1  Level-1 Officer – Raise a Monthly Cement Request

A. Monthly Cement request can be created by clicking in ‘MONTHLY CEMENT REQUIREMENT’. Fill the details and click on ‘Save Details’ (as shown in Pic – 3)

![Pic – 3](image)

B. New request is created and pending for approvals (as shown in Pic – 4)

![Pic – 4](image)
1.4.2 Level-2 Officer – Request Forwarding

A. Level-2 officer, click on ‘Monthly cement Requirement’.
B. Select the Monthly request, click on ‘Forward to District Collector’ (as shown in Pic – 5)

C. Click on OK, to confirm forwarding details (as shown in Pic – 6)
D. Click on OK, request forwarded successfully (as shown in Pic – 7)

![Image of Pic - 7 showing successful request forwarding]

E. Request is sent to respective District collector for approval, status is changed (as shown in Pic – 8)

![Image of Pic - 8 showing changed status for the request]

1.4.3 Collector – Request Forwarding

A. District collector forward the monthly cement request to respective Cement Monitoring Agency, Click on ‘Forward to Cement Monitoring Agency’ (as shown in Pic – 9)

Pic – 9

B. Click on OK, request forwarded successfully (as shown in Pic – 10)

Pic – 10
C. Click on **OK** (as shown in Pic – 11)

![Pic – 11](image)

D. Request status is changed to ‘**Pending with CMA-AP**’ (as shown in Pic – 12)

![Pic – 12](image)
### 1.4.4 Cement Monitoring Agency – Allot Supplier

A. Cement Monitoring Agency, Click on ‘Allocate’ (as shown in Pic – 13)

![Pic – 13](image)

B. Allot the Quantity against the Supplier and Click on ‘Allot Cement to Supplier’ (as shown in Pic – 14)

![Pic – 14](image)
1.4.5 Level -1 Officer – Raise Indent

A. Level -1 Officer will be able to view the Allocated Monthly Cement for an supplier. Click on ‘View Allocated Details’ (as shown in Pic – 15)

B. Level -1 Officer will raise a New Indent request.
C. Process flow and approval flow will be same as mentioned in ‘1.3 Indent – Processing’.
1.5 Indent – Processing

Level-1, Level-2, Collector, Supplier needs to login AP Cement Supply Monitoring System Portal using User ID and Password shared by AP industries Department.

Process Flow of Intended Department

- **Level 1 Officer**: Raises Indent Request
- **Level 2 Officer**: Verifies the Indent → Forward to respective Dist Collector
- **District Collector**: Verifies the Indent → Forward to Supplier → Generate Purchase Order
- **Supplier**: View Purchase Order → Supplies the requested quantity at desired location → Raises Invoice
- **Level 1 Officer**: Verifies Invoice details → Make an online payment thru CFMS to the Supplier

*Process Flow of Intended Department*
1.5.1 Level-1 Officer – Raise Indent

A. Indent Department, Level – 1 Officer raises an Indent (as shown in Pic -16)

Pic – 16

B. Fill Indent details like project Name, Cement details, Address to which the cement needs to be delivered and click on Save Details (as shown in Pic – 17)

Pic – 17
C. Click on ‘OK’ to submit the details (as shown in Pic – 18)

Pic – 18

D. Indent details are saved successfully. Click on OK (as shown in Pic – 19)

Pic – 19
E. New Indent is created successfully along with Purchase Order. Click on 'Indent ID' to view more details. (as shown in Pic – 20)

![Indent Details](image.png)

**Pic – 20**

### 1.5.2 Level-2 Officer – Indent forwarding

**Key Features**

1. Create New Level -1 officer details.
2. Update the existing Level -1 officer details.
3. Delete the existing Level -1 officer details
4. Forward the indent application/Monthly cement request form to respective collector.
5. Level -2 Officer can update the supplier details, if required.
Steps – forward indent
A. Level -2 officer login the portal using credentials.
B. Select the Indent, verify the details and click on **FORWARD** (as shown in Pic – 21)

![Image of Indent Details](image1.png)

**Pic – 21**

C. To Update the Supplier details, if required (as shown in Pic – 22)

![Image of Supplier Details](image2.png)

**Pic – 22**
D. Click on OK, to confirm forwarding details (as shown in Pic – 23)

Pic – 23

1.5.3 District Collector – Indent Approval

A. District Collector login the portal using credentials.
B. Select the Indent, verify the details and click on Approve Indent and Generate Purchase Order (as shown in Pic – 24)

Pic – 24

C. Click on OK, to confirm forwarding details (as shown in Pic – 25)
1.5.4 Supplier – Download PO

A. Supplier views the Indent request by clicking **Indent ID** (as shown in Pic – 26)

**Pic – 25**

**Pic – 26**
B. Click on **Purchase Order** to Download copy of Purchase Order (as shown in Pic – 27)
1.5.5 Level -1 Officer – Delivery Acknowledgment & Payment Processing

A. Level -1 Officer ensure the delivery of cement is made on time at the desire location (as shown in Pic – 28)

![Pic – 28](image)

B. Level -1 Officer – enable ‘YES’ against Cement delivery (as shown in Pic – 29)

![Pic – 29](image)

C. Level -1 Officer – Fills Vehicle details and upload invoice (as shown in Pic – 30)
D. 98% of the Invoice amount will be paid thru CFMS.(as shown in Pic – 31) Indent Status will be changed.
E. 2% of the Invoice amount will be paid, upon completion of quality check.
F. Level – 1 Officer upload the Quality check report and click on ‘Update Quality check Details’ (as shown in Pic – 32)

![Pic – 32](image)

D. Click on OK, to confirm forwarding details (as shown in Pic – 33)

![Pic – 33](image)
E. Indent Status is changed. remaining 2% will be paid thru CFMS (as shown in Pic – 34)

![Indent Details](image)

**Pic – 34**