



# MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

New Government Centre, Port Louis, Mauritius

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MY REF : CF/STO/STORE/CORES V4

Date: 17 July 2018

## INTERNAL MEMORANDUM NO. 5 OF 2018

From : Financial Secretary

To : All Staff Members

**SUBJECT : Implementation of E-Inventory Management System (EIMS)**

The Procurement and Supply Department of this Ministry is implementing a web-based integrated system known as the E-Inventory Management System (EIMS). The EIMS aims at monitoring the movement of stock in and out of the Store and also ensuring a more efficient and effective service delivery across the Ministry of Finance and Economic Development.

### 2. Aims and Objectives of EIMS


The objectives of the EMIS are to track inventory transactions, receipts, create suppliers profiles and accordingly generate reports. Moreover, this system will help officers of the Procurement and Supply section to be in presence of the accurate variety of items in stock and the amount of inventory issued to officers and departments.

### 3. Processing of Requests/Opening Hours of Store

With the implementation of the EIMS, the following procedures will be applied: -

- (a) requests from all sections/departments should be made through the Goods Form 5 (GF5);
- (b) The Officer in Charge of the warehouse will process the requests through the EIMS and will issue a Goods Issue Note (GIN) (in duplicate) with the signatures of both the receiving and issuing officers;
- (c) One copy of the GIN will be forwarded to the receiving officer and the other one will remain in the warehouse;
- (d) As from 23 July 2018, issues of recurrent items will be effected on a monthly basis on either Mondays/Wednesdays and Friday from 0930 hrs to 1500 hrs;
- (e) Requests for issues (Goods Form 5) should reach the Procurement and Supply section two working days prior to delivery.

4. Kindly relay the contents of this Circular Letter to the attention of all officers in your respective sections/departments.

  
**V. Boodhna**  
for Financial Secretary