TEXT BOOK INDENTING AND SUPPLY MONITORING SYSTEM
USER GUIDE

Introduction

The **Textbook Indenting and Supply Monitoring System** is a statewide digital platform designed to streamline the collection, verification, printing, and distribution of school textbooks across Kerala. This system provides a unified and transparent mechanism for all schools to submit their annual textbook requirements and enables education authorities to monitor the end-to-end supply chain effectively. By centralizing the indenting process, the system ensures accurate planning, avoids over- or under-stocking, and supports timely delivery of textbooks to every school before the commencement of the academic year.

Overview of the Indenting Process

In this system, *"indenting"* refers to the formal process of requesting textbooks for the upcoming academic year. Each school must accurately enter the number of copies required for each class and subject based on student strength and curriculum needs. These requirements, collectively called **indents**, form the basis for statewide printing and distribution planning.

Schools submit their indents through the dedicated online portal maintained by **KITE (Kerala Infrastructure and Technology for Education)**, known as the **Textbook Supply Monitoring System**. The platform provides schools with an easy and structured interface to fill in textbook requirements and track the status of their submission.

Once an indent is submitted, it is reviewed by the designated **Text Book Officer (TBO)**. The TBO verifies the entries, consolidates the requirements from all schools within the jurisdiction, and forwards the approved indents to the printing authority.

Roles of Stakeholders in the System

- **Schools (Government, Aided, Unaided, and Unaided-Unrecognised)**
  All schools are responsible for entering their textbook requirements accurately within the timeline provided. This forms the primary input for the entire supply chain.
- **Text Book Officers (TBO)**
  TBO review and validate the indents submitted by schools, ensure correctness, and forward the consolidated requirements for printing. Their approval initiates the printing workflow.
- **Kerala Books and Publications Society (KBPS)**
  KBPS acts as the official printing and distribution agency. Based on the approved indents, KBPS undertakes the printing of textbooks, prepares dispatch plans, and supplies the books to district-level hubs.

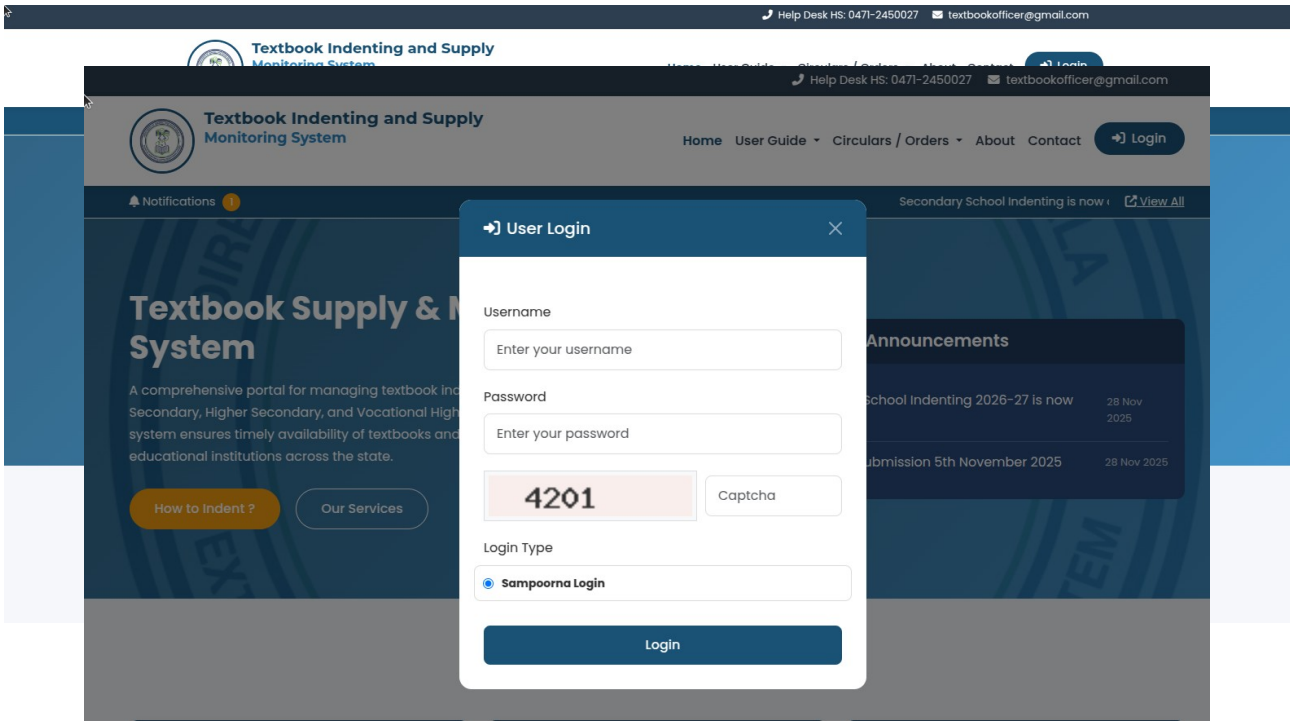
- **District-Level Hubs and School-Level Cooperative Societies**
  These entities receive printed textbooks from KBPS, sort them based on school requirements, and manage the final distribution to individual schools within the district.

Instructions to schools

1. Accessing the Textbook Indenting Portal

To begin the indenting process, open your web browser and visit the official Textbook Supply Monitoring System at:
www.tbms.kite.kerala.gov.in

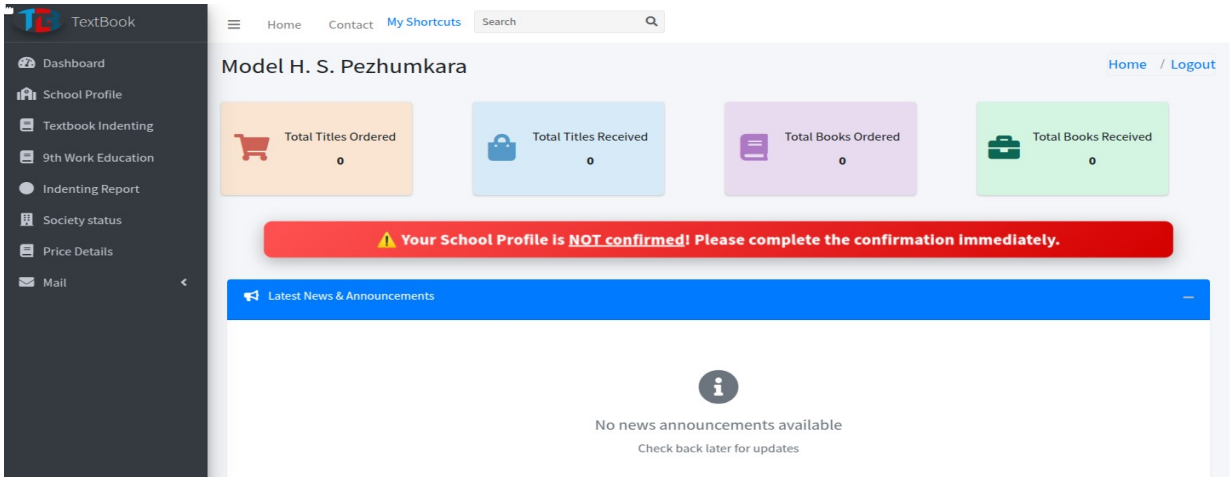
On the homepage, you may first refer to the **"How to Indent"** section for a quick overview of the process. This section provides useful guidance for new users before proceeding with the actual login.



On the login page:

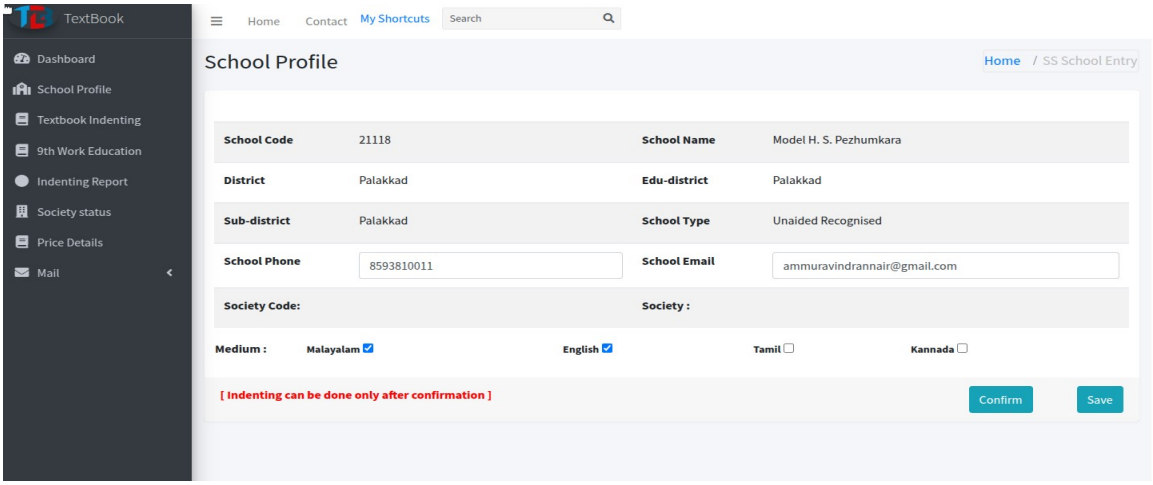
1. Enter your **Username** in the designated field.
2. Type your **Password** correctly.
3. Enter the **Captcha** code displayed on the screen.
4. Ensure that the **“Sampoorna Login”** checkbox is selected. This is required for school-level users logging in through their Sampoorna credentials.
5. Click the **“Login”** button to access the dashboard.

3. Updating School Profile Information



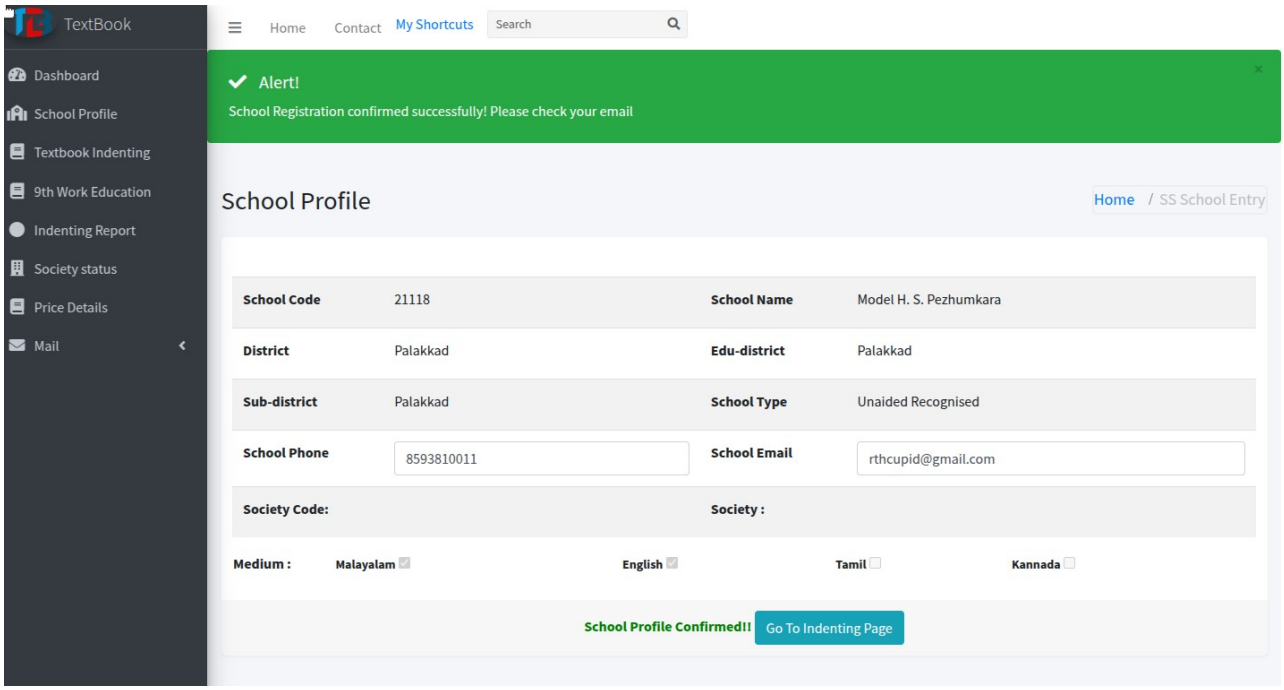
Before starting the indenting process, it is essential to verify and update your school’s basic details.

1. Click on the **“School Profile”** menu from the left-side panel.
2. Review all the fields displayed and update any entries that require correction.
3. After making the necessary changes, click **“Save”** to store the updated information.



Important Note

Please ensure that all the profile details are accurate—especially the **Society** and **Medium of Instruction** selections.
These values directly affect the indenting process, and **you will be able to generate indents only for the mediums selected in the School Profile**.
Confirm these details carefully before proceeding to the textbook indent entry steps.

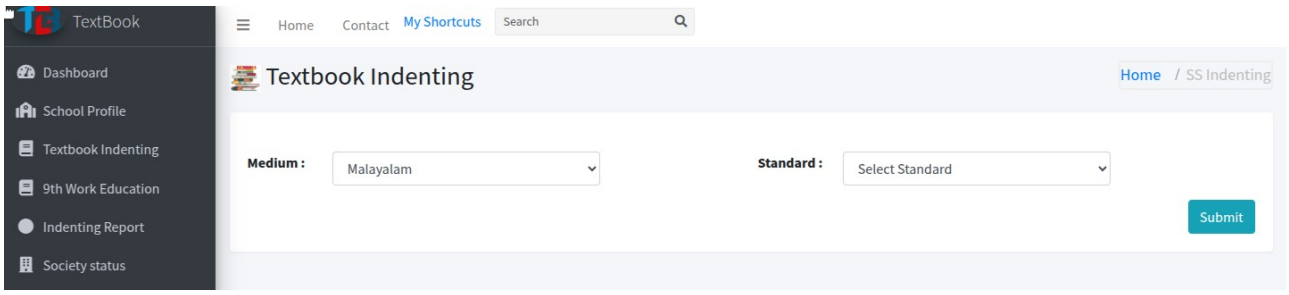


4. Navigating to the Indenting Page

After successfully updating and saving your School Profile details

You can proceed to the indenting section in either of the following ways:

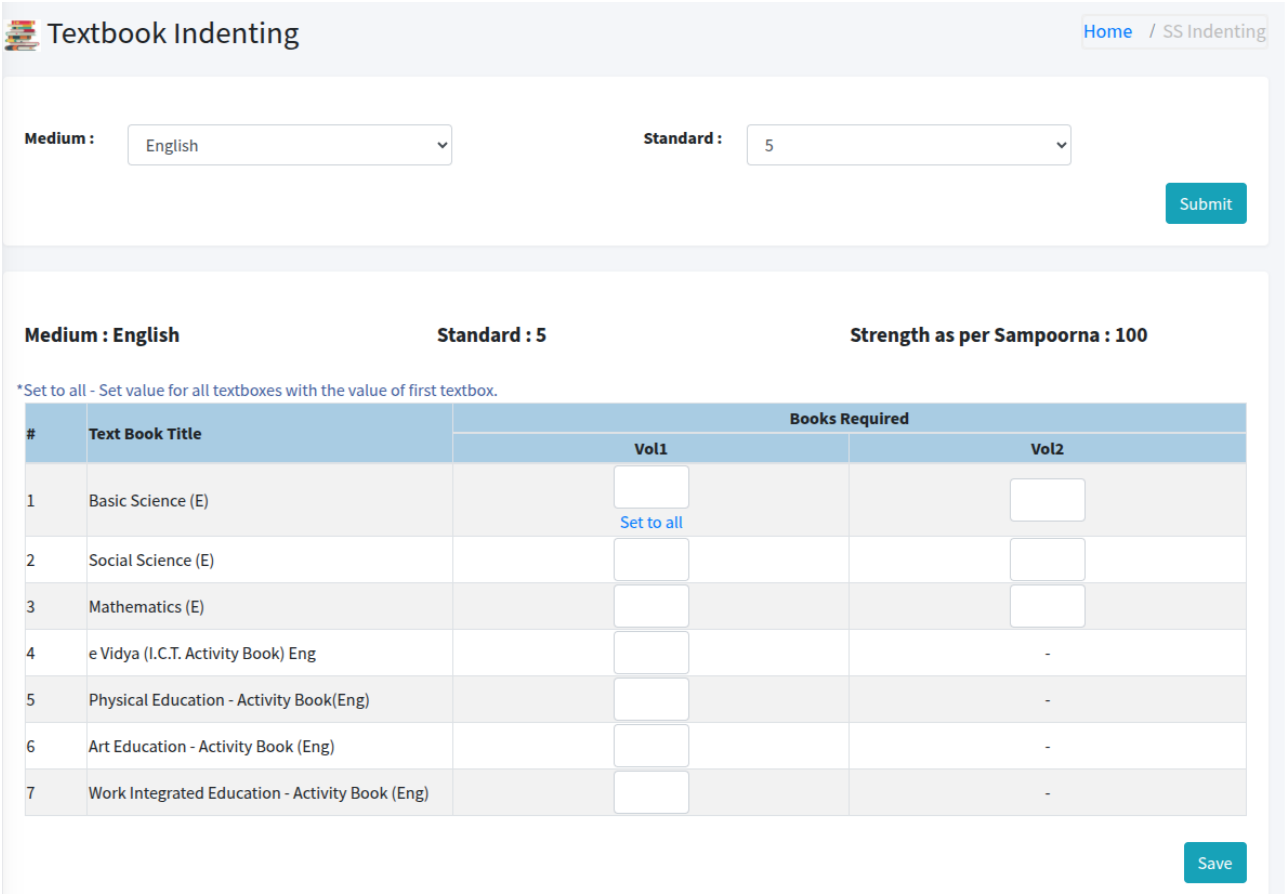
- Click the **“Go To Indenting Page”** button displayed on the screen,
  or
- Select **“Textbook Indenting”** from the menu on the left side.



5. Selecting Medium and Class

On the Indenting page:

1. Choose the appropriate **Medium of Instruction** from the dropdown list.
2. Select the **Class** for which you want to submit the textbook requirement.
3. Click the **“Submit”** button to load the corresponding indenting form.



You can now begin entering the textbook quantities based on your school’s requirements.

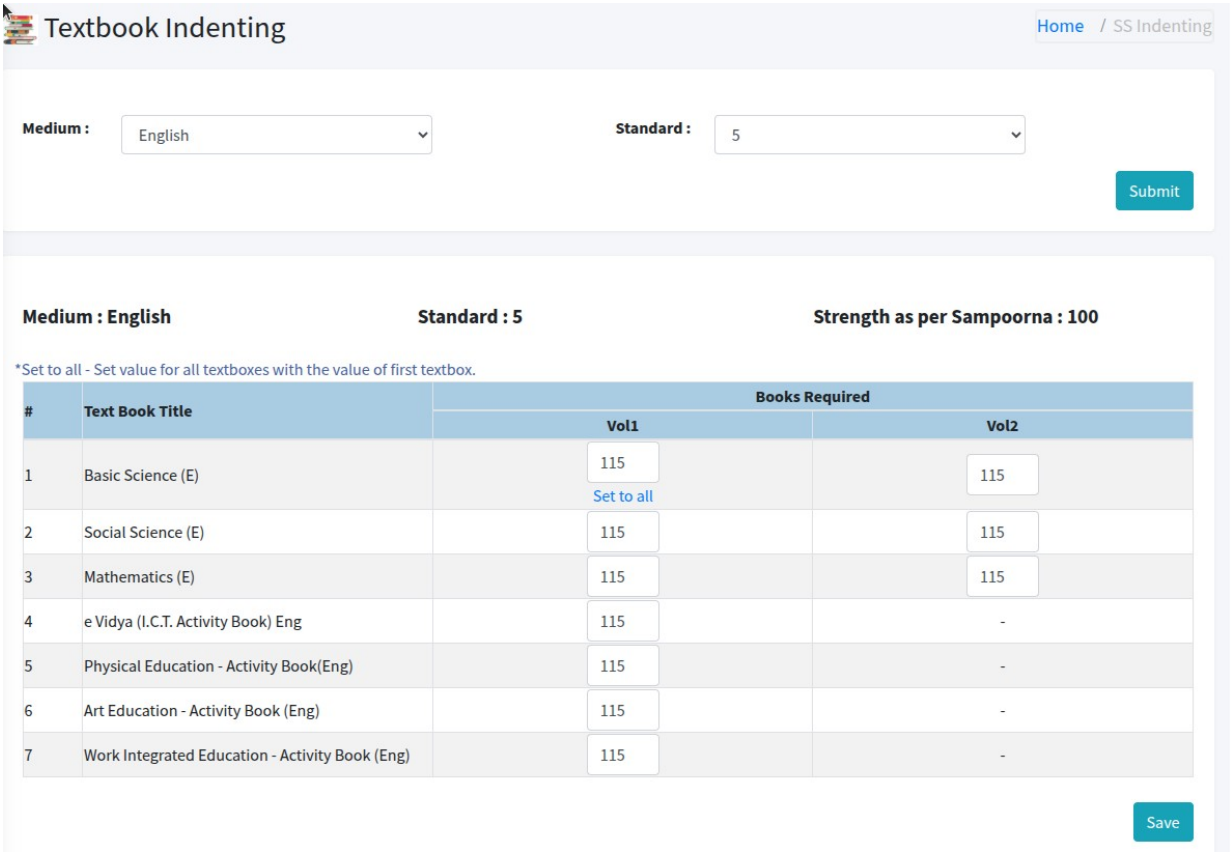
6. Entering Textbook Requirements

Once the Medium and Class are selected, the list of available textbook titles for that class will be displayed. For each title:

1. **Type the required number of textbooks** in the quantity box provided next to each item.
2. After entering the values, click **“Save”** to store the entries.

If the **same quantity** is required for **all titles in that class**, you can use the **“Set to All”** option.

- Enter the desired number once,
- Click **“Set to All”**, and the system will automatically copy the value to all textbook titles.



- Click **“Save”** to save the entries.

Important Instructions While Entering Quantities

- You are allowed to provide a **maximum of 10% additional quantity** above the student strength recorded on the **sixth working day**.
- If the entered quantity exceeds **50% more than the allowable limit**, the system will **restrict and block the entry** to prevent over-ordering.

Please ensure that the quantities entered are accurate and justified based on the actual student strength.

7. Repeating the Process for All Mediums and Classes

After completing the indent entry for one class, repeat the same steps for **all applicable Mediums of Instruction** and **all Classes** in your school.
Make sure that every class under each selected medium has its textbook requirements entered and saved.

8. Editing Entries

If you need to correct or modify any previously entered quantity:

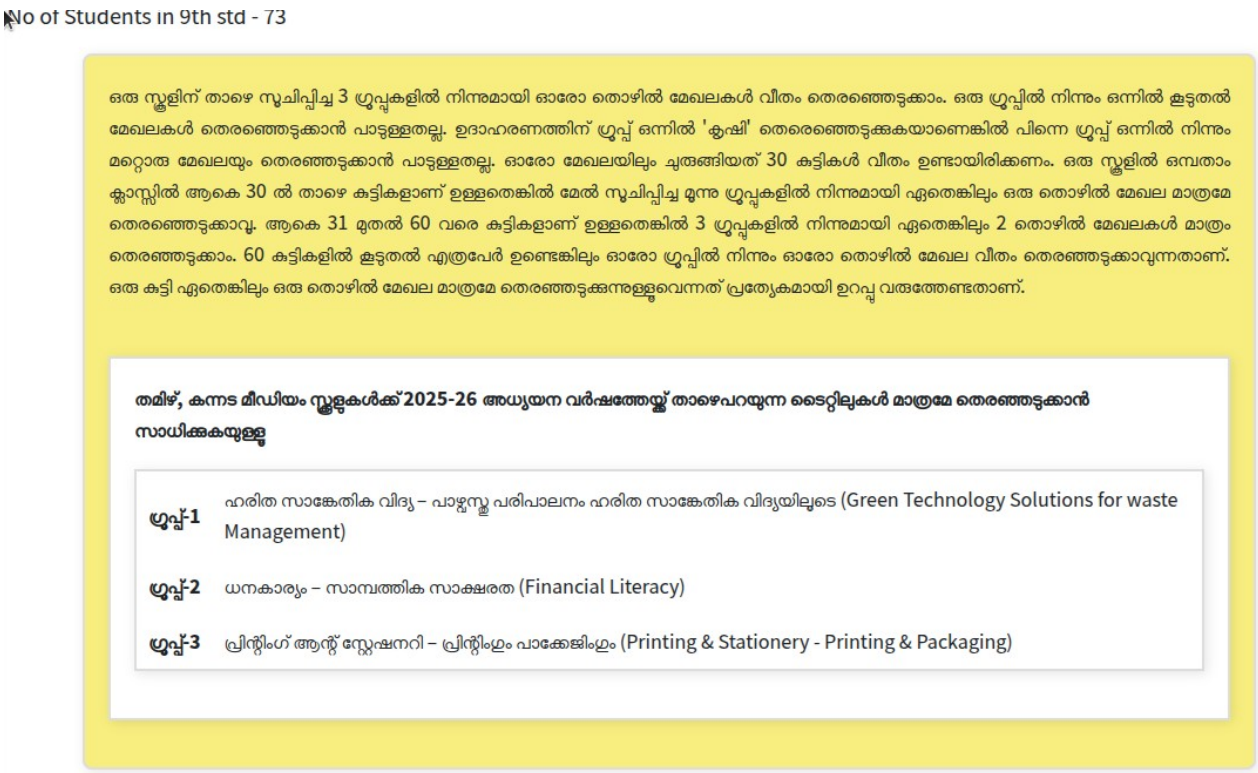
1. Click the **“Edit”** button corresponding to that class or title.
2. Make the necessary changes in the quantity field.
3. Click **“Save”** to update the entry.

You may edit and save entries any number of times **before the final submission**.

9. Indenting for Class 9 Work Education Textbooks

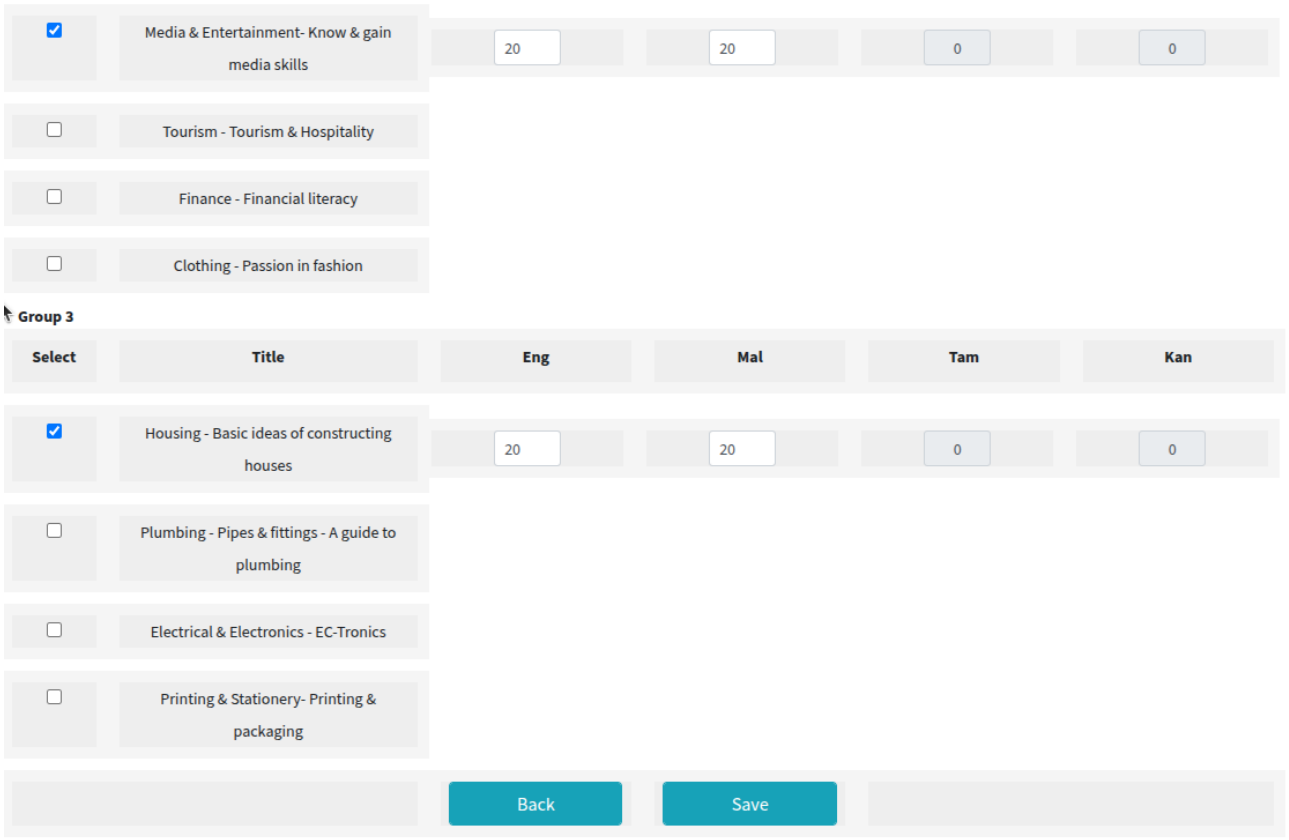
Schools that offer **Work Education** for Class 9 must enter the textbook requirement separately.

1. From the main menu, click on **“9th Work Education”**.
2. Carefully read all the instructions provided on the page before proceeding.
3. Select the appropriate **Work Education textbook** from the list.



4. Enter the required quantity in the box provided, strictly following the guidelines mentioned.
5. Click **“Save”** to store the entry.

Ensure that the count entered matches the actual number of students opting for the Work Education subject.



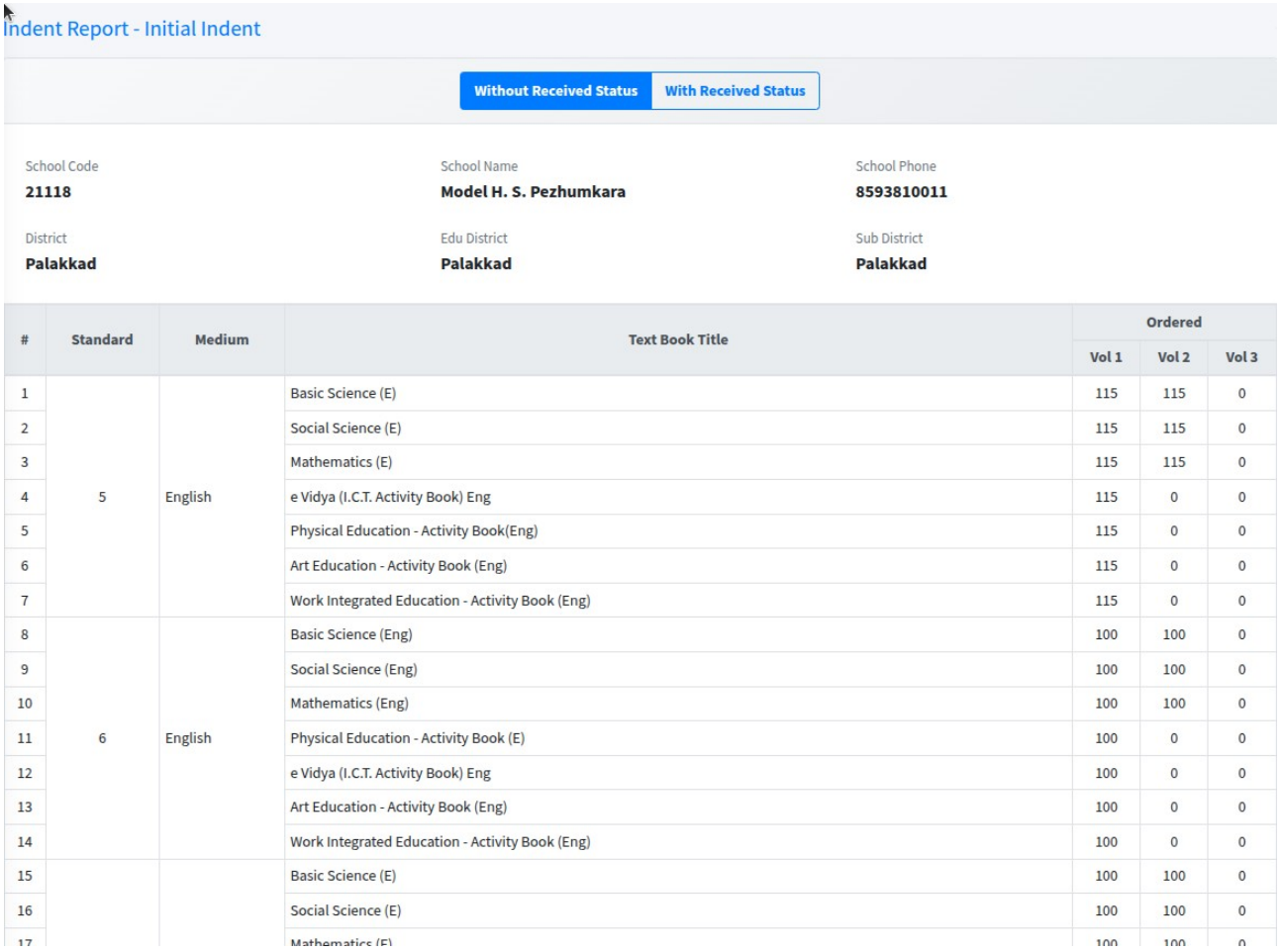
10. Viewing the Indent Report

After completing and verifying all textbook entries for every medium and class, you can review the compiled indent.

You can view the report in either of the following ways:

- Click on the **“Indenting Report”** option from the menu,
  or
- Click the **“View Indent Report”** button available at the bottom of the Textbook Indenting page.

This report allows you to confirm that all entries are correct before the final submission.



Indent Report - Initial Indent

Without Received Status | With Received Status

School Code: 21118
School Name: Model H. S. Pezhumkara
School Phone: 8593810011
District: Palakkad
Edu District: Palakkad
Sub District: Palakkad

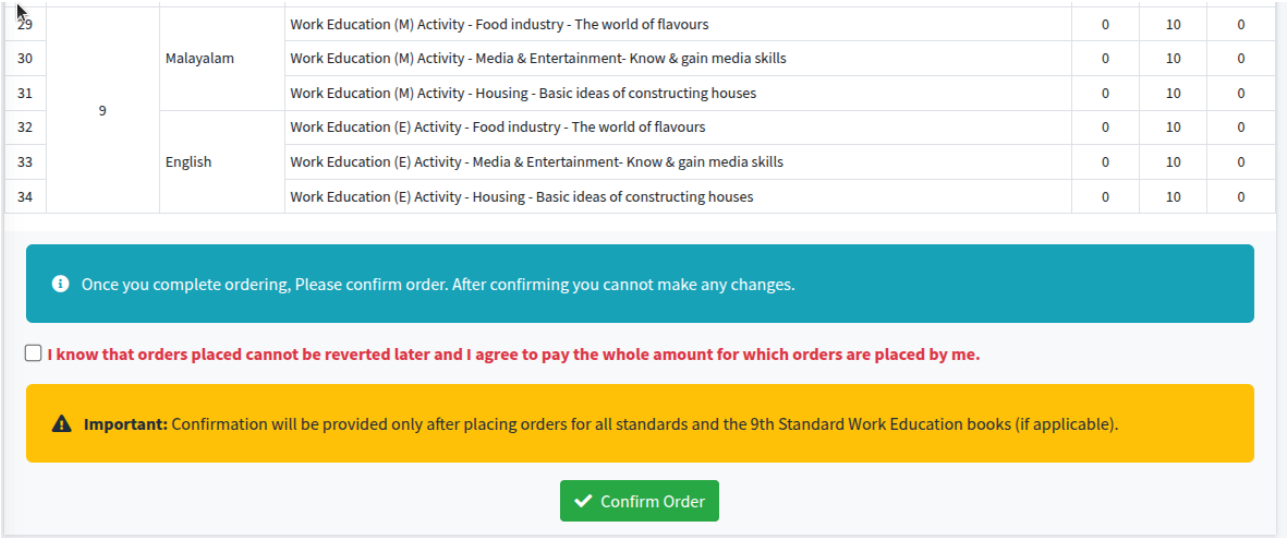
#	Standard	Medium	Text Book Title	Ordered		
				Vol 1	Vol 2	Vol 3
1	5	English	Basic Science (E)	115	115	0
2			Social Science (E)	115	115	0
3			Mathematics (E)	115	115	0
4			e Vidya (I.C.T. Activity Book) Eng	115	0	0
5			Physical Education - Activity Book(Eng)	115	0	0
6			Art Education - Activity Book (Eng)	115	0	0
7			Work Integrated Education - Activity Book (Eng)	115	0	0
8	6	English	Basic Science (Eng)	100	100	0
9			Social Science (Eng)	100	100	0
10			Mathematics (Eng)	100	100	0
11			Physical Education - Activity Book (E)	100	0	0
12			e Vidya (I.C.T. Activity Book) Eng	100	0	0
13			Art Education - Activity Book (Eng)	100	0	0
14			Work Integrated Education - Activity Book (Eng)	100	0	0
15			Basic Science (E)	100	100	0
16			Social Science (E)	100	100	0
17			Mathematics (E)	100	100	0

11. Reviewing Consolidated Orders

The Indent Report shows a consolidated summary of all textbook requests you have entered.

- Carefully **review the entire list** to ensure every required title and correct quantity has been included.
- Pay special attention to **Class 9 Work Education** — confirm that its textbook(s) appear in the consolidated list if required by your school.
- Verify that you have placed orders for **all** textbooks needed for each class and medium before proceeding to final submission.

If you find any omissions or incorrect quantities, return to the respective class/medium, use the **Edit** option to make corrections, and **Save** the changes. Repeat the review until the consolidated report accurately reflects your school’s requirements.

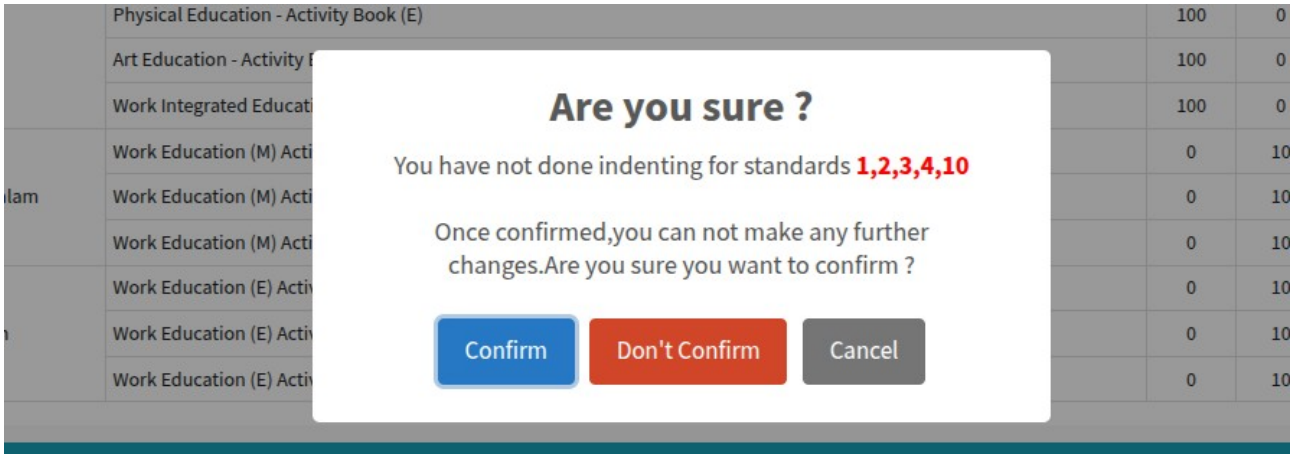


12. Confirming the Final Order

Once you have thoroughly reviewed the consolidated indent report and verified that **all textbook quantities are correct**, proceed to finalize the order.

1. Tick the **confirmation checkbox** provided at the bottom of the report.
2. Click the **"Confirm Order"** button to submit the final indent.

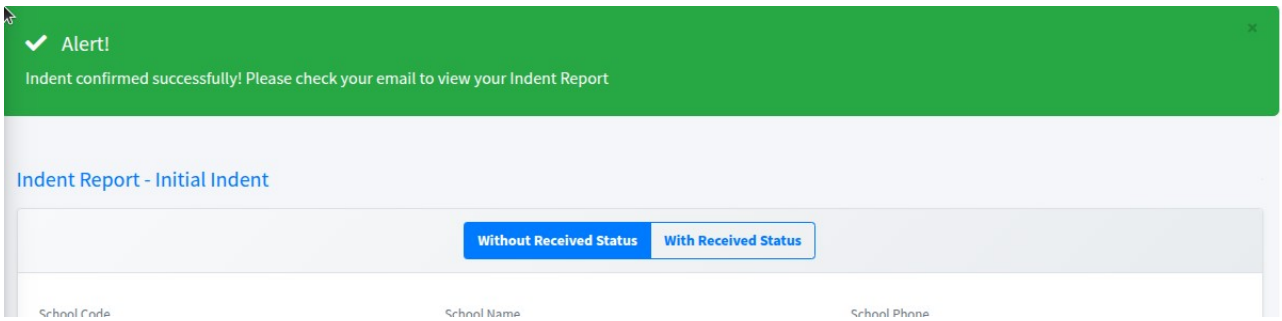
After clicking, the system will display a **warning/confirmation screen** (as shown in the screenshot below).
This step ensures that you are certain about the entries before permanently submitting the indent.



13. Final Confirmation

If you have verified that **all required textbook orders have been correctly entered**, proceed by clicking the **"Confirm"** button on the warning screen.

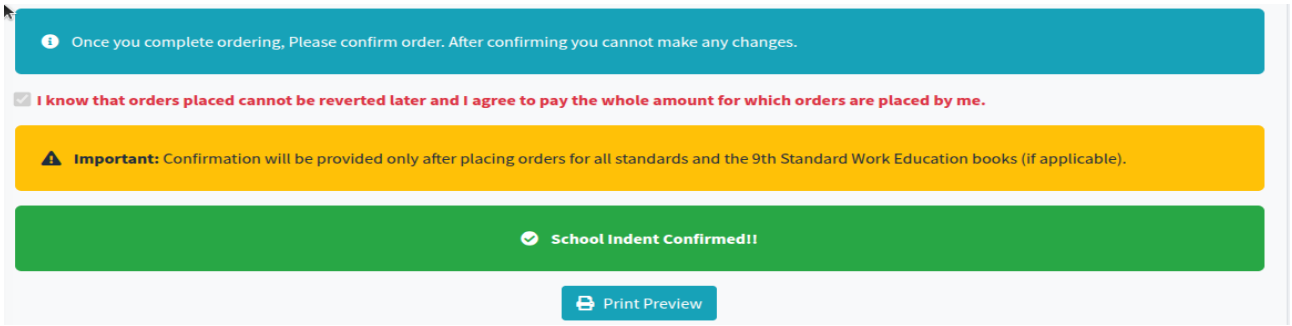
By clicking **Confirm**, you are officially submitting the final indent for your school.
After this step, **no further edits will be allowed**, so make sure all entries are accurate before proceeding.

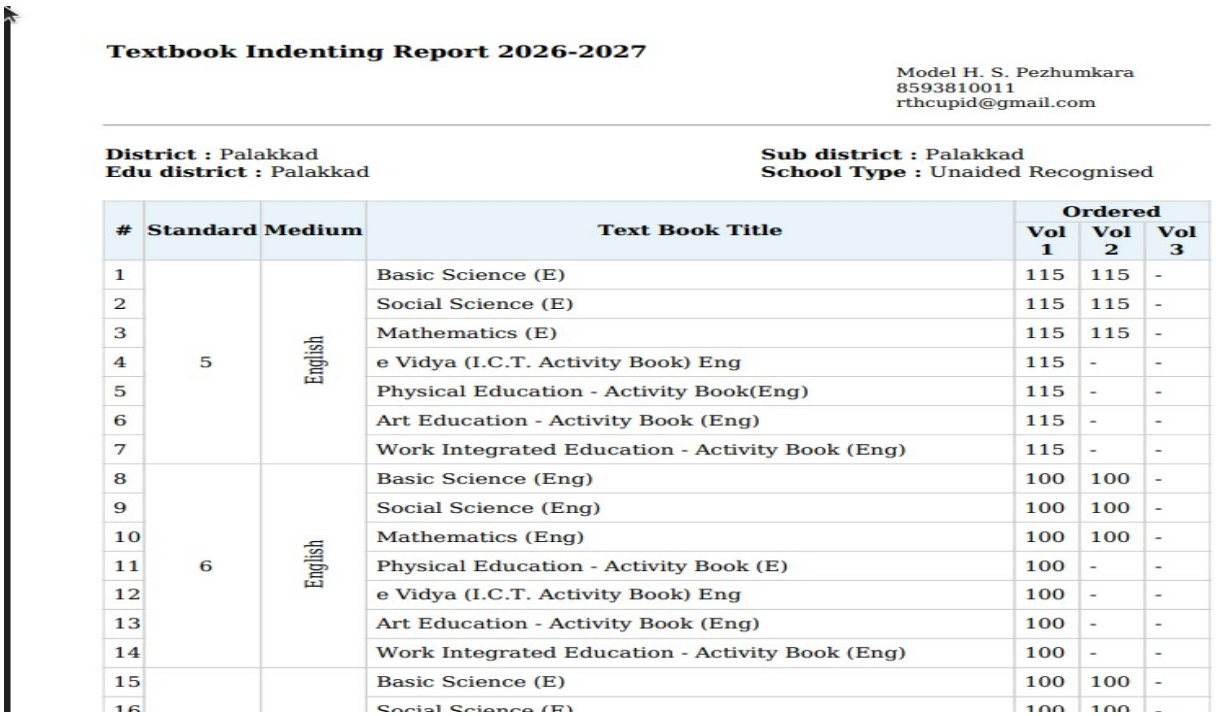


14. Printing and Additional Important Notes

After successfully confirming your order, you may complete the process by reviewing or printing your finalized indent.

- Click the **“Print Preview”** button to generate a printable version of your order. This allows you to keep a hard copy or PDF for school records.
- A copy of your **Indent Report** will also be automatically sent to your **registered email address** for reference.





Textbook Indenting Report 2026-2027

Model H. S. Pezhumkara
8593810011
rthcupid@gmail.com

District : Palakkad
Edu district : Palakkad
Sub district : Palakkad
School Type : Unaided Recognised

#	Standard	Medium	Text Book Title	Ordered		
				Vol 1	Vol 2	Vol 3
1	5	English	Basic Science (E)	115	115	-
2			Social Science (E)	115	115	-
3			Mathematics (E)	115	115	-
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13			Art Education - Activity Book (Eng)	100	-	-
14			Work Integrated Education - Activity Book (Eng)	100	-	-
15			Basic Science (E)	100	100	-
16			Social Science (E)	100	100	-

Important Guidelines

- The system will **not allow you to place an order exceeding 150%** of the recorded student strength. Any quantity beyond this limit will be blocked.
- If any error or incorrect entry is noticed **after the final confirmation**, schools **cannot edit the indent themselves**.
  In such cases, only the **Assistant Educational Officer** concerned has the authority to review and resolve the issue.

15. Post-Indent Instructions for Schools

After the indents are confirmed and processed, **KBPS** will print and distribute the textbooks to the respective district hubs and then to schools. Once your school receives the textbooks:

- You must **accurately enter the number of books received** in the portal under the "Received Details" section.
  This step is mandatory for maintaining proper supply tracking and ensuring transparency.

Important Instructions for Unaided Schools

- Unaided schools are required to **enter the challan/payment details of the previous year** in the portal.
- If textbooks were supplied in the previous year but **payment was not recorded**, the system will **not allow the school to place new indents** until the pending challan details are updated.
- Therefore, ensure that all last-year challan entries are completed before attempting to submit the new indent.

Support and Contact Information

For any doubts, corrections, or issues related to indenting, receiving books, or challan updates, please contact your **Text Book Officer (TBO)**.

You may reach them through the **official phone numbers or email IDs** provided in the portal's contact section.

16. Conclusion

The Textbook Indenting and Supply Monitoring System is designed to streamline and simplify the process of requesting, receiving, and recording school textbooks across Kerala. By following the steps outlined in this user guide, schools can ensure that their indents are accurate, timely, and compliant with departmental guidelines.

Please remember to:

- Review your school profile carefully before starting the indent.
- Enter textbook requirements accurately for every medium and class.

- Verify the consolidated report before final confirmation.
- Record received textbook quantities promptly once supplied by KBPS.
- Ensure previous-year challan details are updated, especially for unaided schools.

Your cooperation ensures timely printing and smooth distribution of textbooks statewide. For any assistance, do not hesitate to contact your Text Book Officer (TBO).