Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01
Produce : Preserve : Prosper

WAREHOUSE MANAGEMENT SOLUTION

ASSET MANAGEMENT - CONSUMABLE STOCK

(User Manual)

Table of Contents

USER – WHM 3

1 Add Opening Stock Balance 3

2 Create New Request 5

3 FCI and Rodent Control 6

4 Create a Purchase order (WHM) 7

5 Transfer of Stock 8

6 Receipt of Stock 11

7 Chemical Consumption Report 14

8 Consumable Register 14

USER – RO (Technical) 16

1 RO Initiated Transfer 16

2 Inter Region Trasfer 18

3 RO Purchased Order 20

4 Approve WH Request 22

5 Create Purchase Order 26

6 Consumable Stock about to Expire 27

7 Consumable Stock report 28

8 RO Order detail Report 29

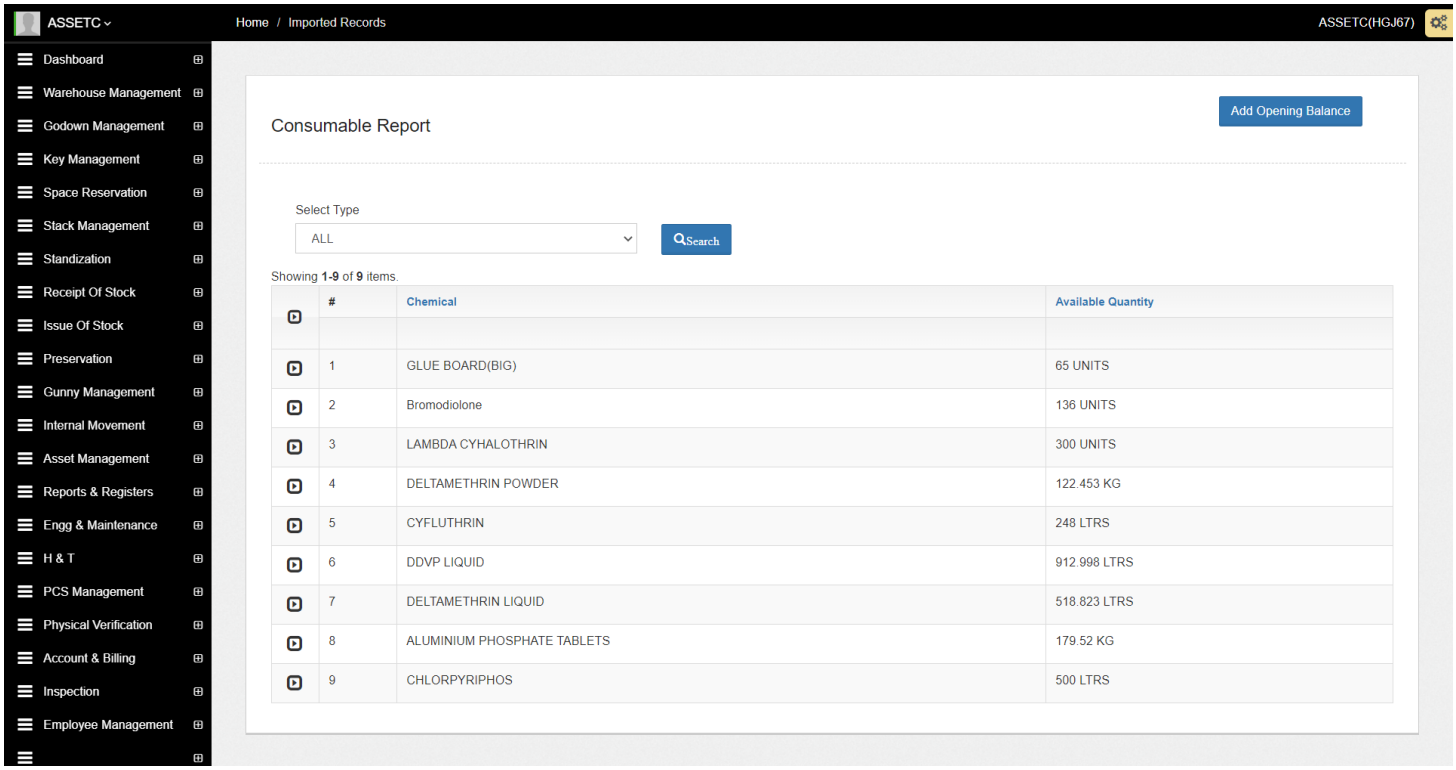
USER – WHM

1 Add Opening Stock Balance

a. The warehouse manager will be able to add the opening stock of a chemical in their warehouse.

b. To add the opening stock, please follow the steps described below:

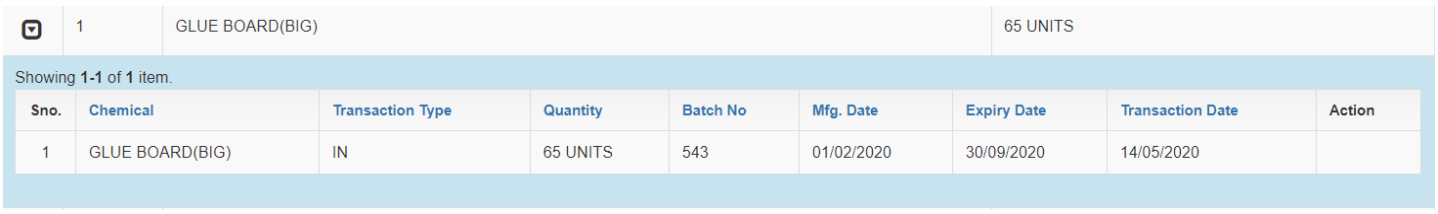
Reports → Asset Management → Consumable Stock Register



c. Listing

i. The user can view a list of chemicals along with their quantity available in the warehouse.

ii. The user can click on the  icon to view chemical details, as depicted in the image attached below.

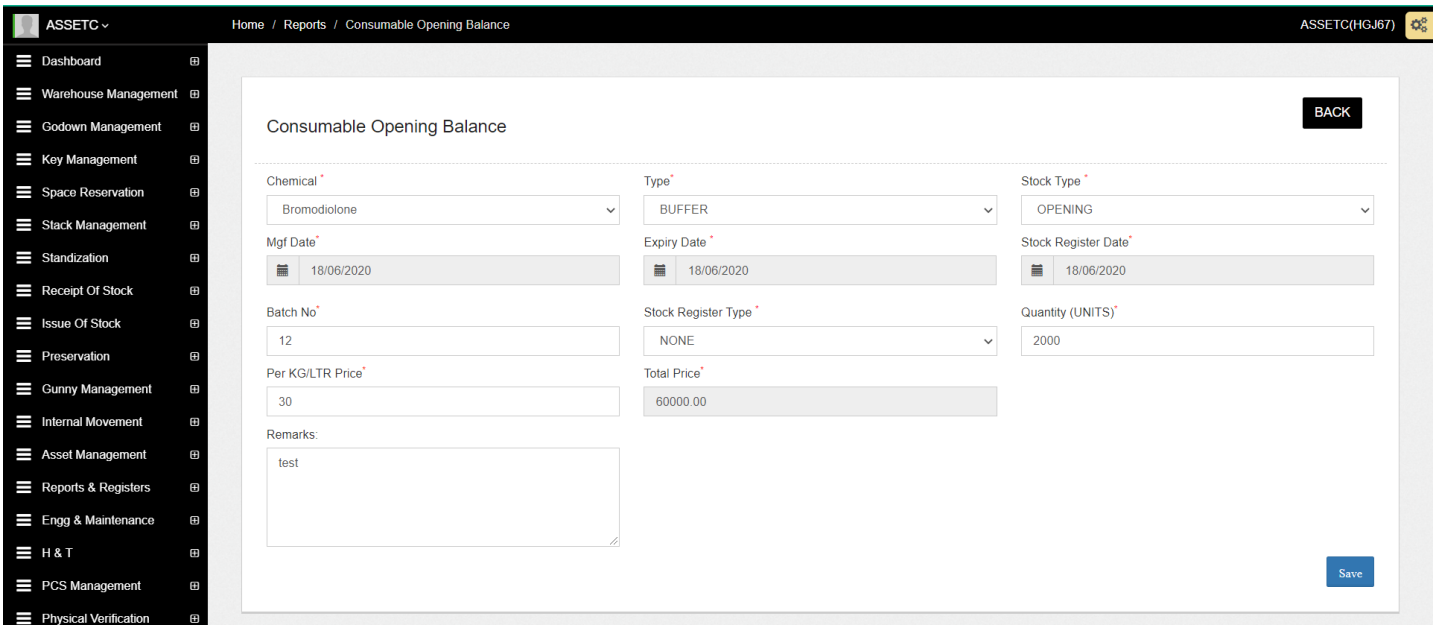


d. Search

i. Users can search for a chemical by selecting the type from the drop-down through the search available.

e. Add Opening Stock

i. Click on the “Add Opening Stock” button to add the opening balance of a chemical in the warehouse. The user will get redirected to the “Consumable Opening Balance” screen.



ii. The user will be required to enter the following information

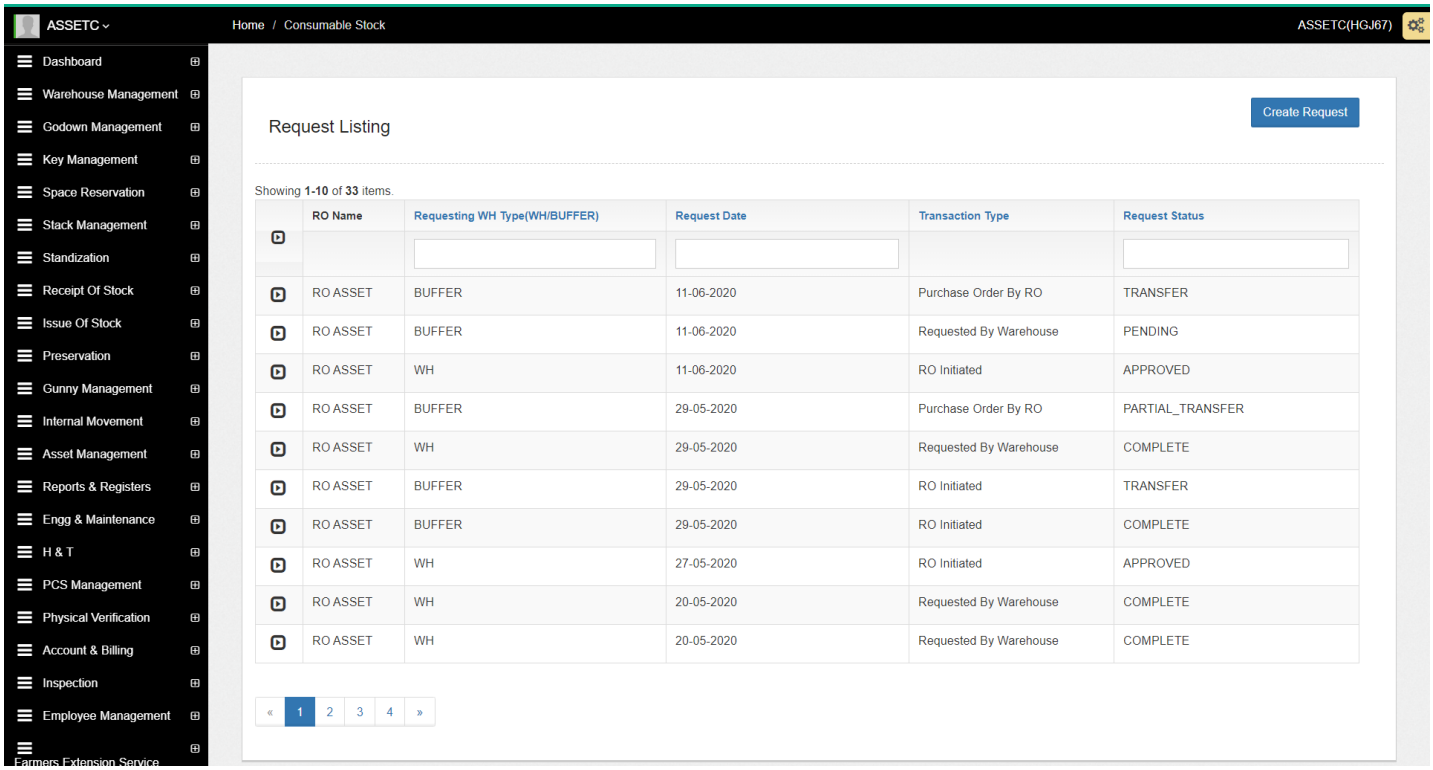
1. Chemical*
2. Type*
3. Stock Type*
4. Mfg Date*
5. Expiry Date*
6. Stock Registeration Date*
7. Batch No*
8. Stock Register Type*
9. Quantity*
10. Per KG/LTR Price*
11. Total Price* (Auto-calculate)
12. Remarks

*Note: The fields marked with * are mandatory.*

iii. Click on the save button to save the record.

2 Create New Request

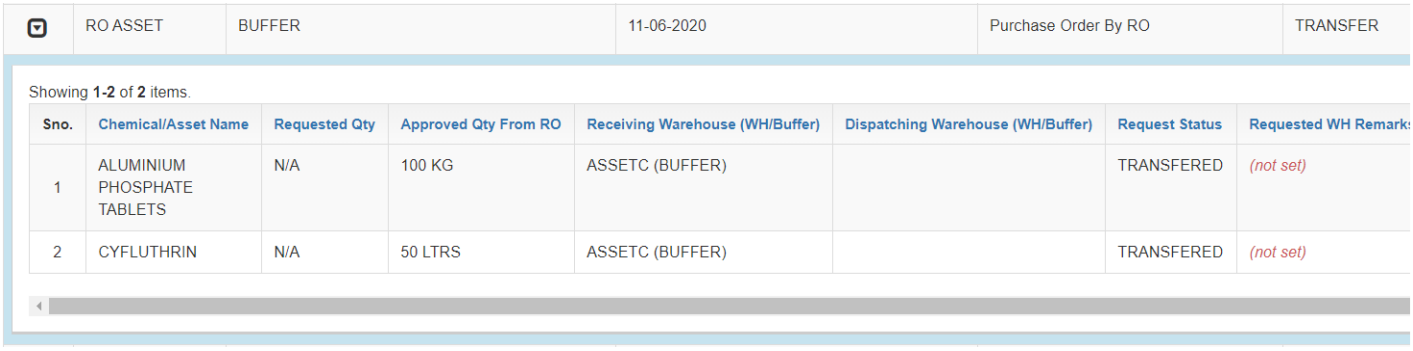
a. Warehouses can create a new request for a consumable stock by clicking on the “Create New Request” menu.



b. Listing

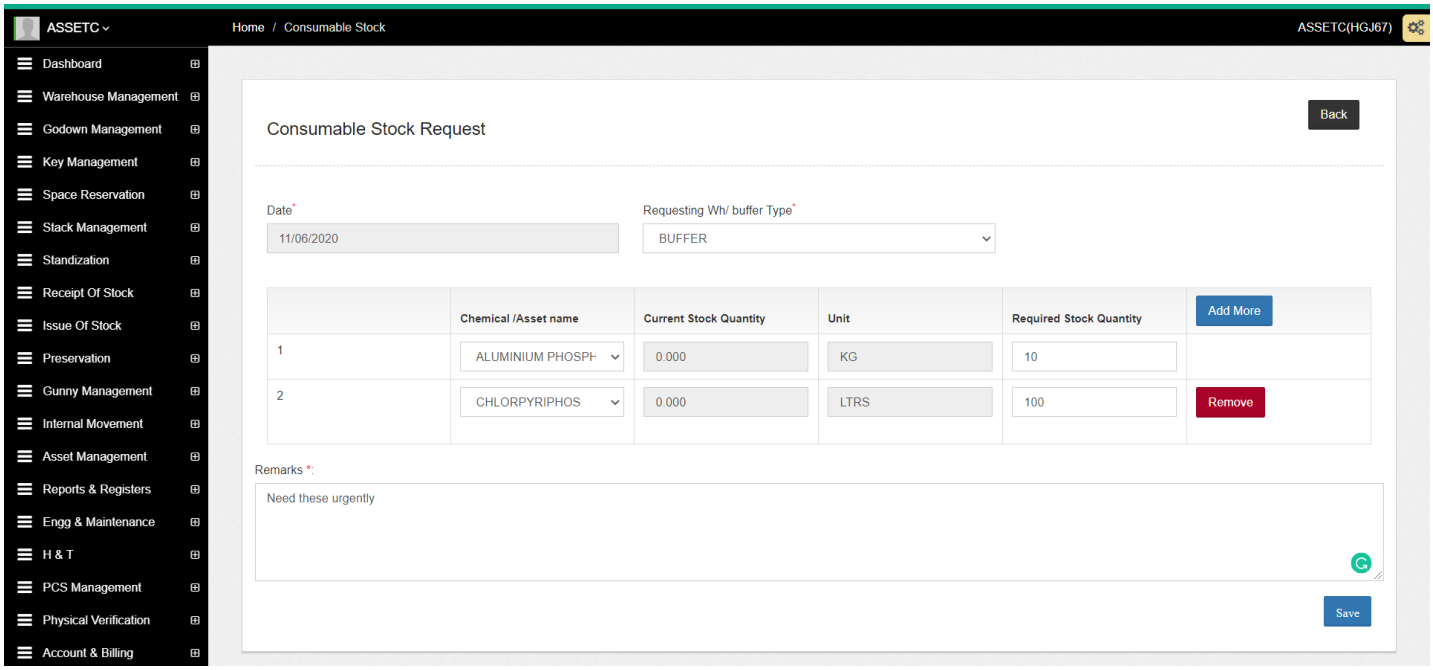
i. The user will be able to view a list of requests previously created by the warehouse manager.

ii. The user can click on the icon to view the request details, as depicted in the image attached below.



c. Create Request

i. The user can create a new stock request by clicking on the “Create Request” button.



ii. Enter the following details to create a new request.
    1. Date*
    2. Requesting WH/Buffer Type*
    3. Chemical Details
        a. Chemical/Asset name
        b. Current Stock Quantity
        c. Units
        d. Required Stock Quantity
        e. The user can request multiple chemicals by clicking on the “Add more” button.
    4. Remarks*

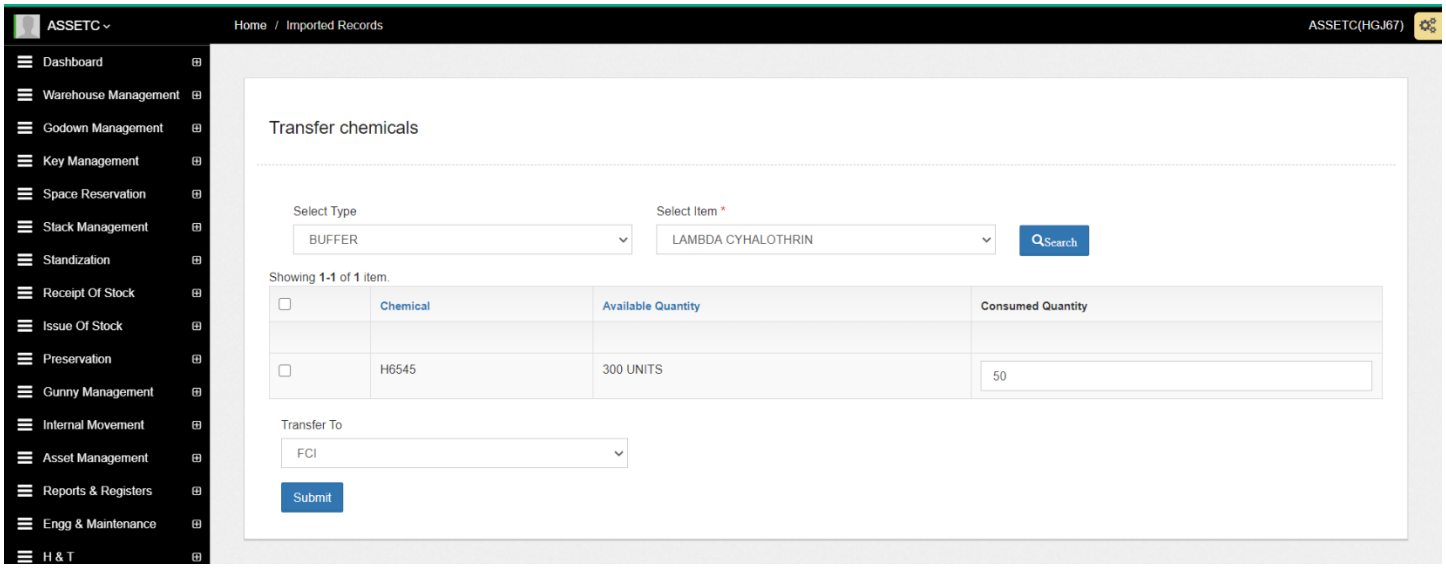
    *Note: The fields marked with * are mandatory.*

iii. Click on the Save button to submit the request

iv. The request submitted will get directed to RO technical for further action. RO Technical will pass the orders at the request of the warehouse.

3 FCI and Rodent Control

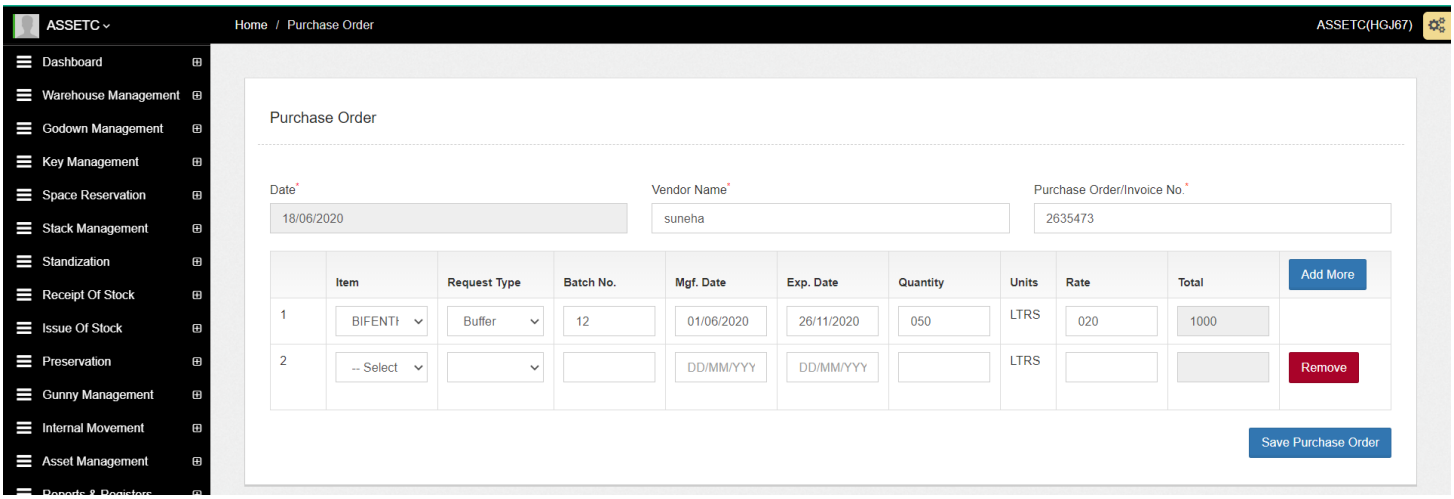
a. WMS provides a provision for the warehouses that are working in the Depot Online System (DOS) of FCI. The warehouses can use FCI & Rodent feature to record curative & prophylactic treatment (as it is done in FCI DOS also).



b. The user will be able to search for a chemical by selecting
    i. Type
    ii. Item*
c. Based on the search applied, a list of chemicals will be populated.
d. Enter the consumed quantity of the chemical.
e. Transfer to
    iii. FCI
    iv. Rodent Control
f. Click on submit to save the record.
g. The Qty. of chemical consumed will get updated in the Consumable Stock Register under a different column of FCI.

4 Create a Purchase order (WHM)

a. The warehouses can purchase stock at their end through the “Create Purchase Order” screen.

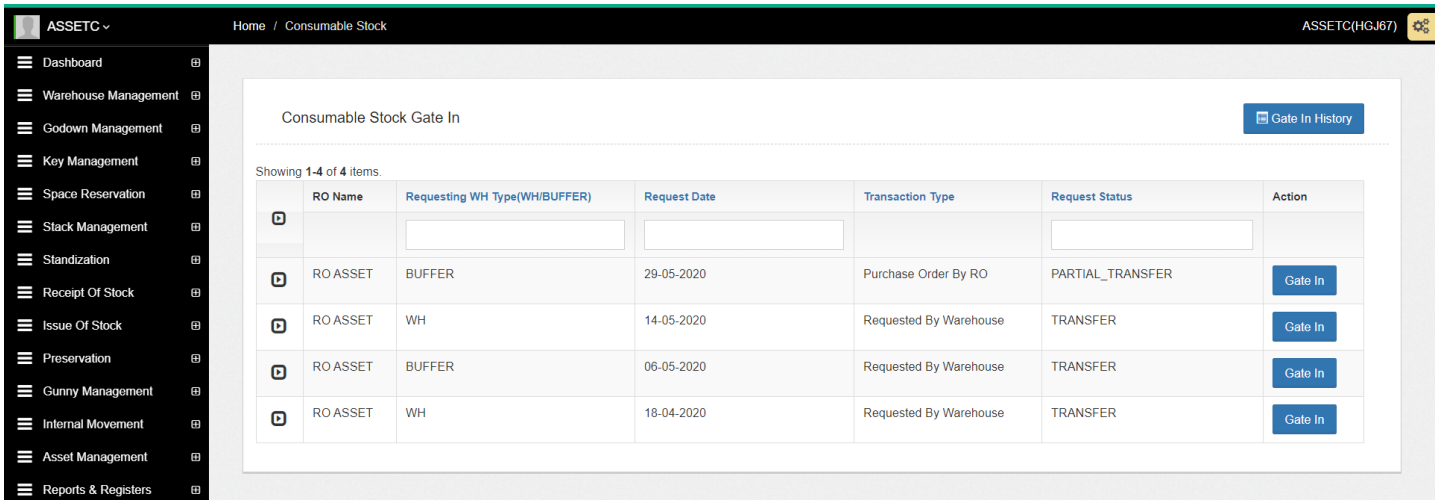


b. Enter the following details to create a purchase order.
    i. Date*
    ii. Vendor Name*
    iii. Purchase Order/Invoice No*
    iv. Chemical Details
        1. Item
        2. Request Type
        3. Batch No
        4. Mfg. date
        5. Exp. Date
        6. Quantity
        7. Units
        8. Rate
        9. The user can add multiple chemicals in the purchase order by clicking on the “Add more” button.
c. Click on the “Save Purchase Order” button to save the details entered.
d. Once saved, the WHM will proceed with the receipt of the stock.
    v. WHM will select the respective request token and proceed with the Gate In → Gate Out process.
    vi. Once completed, the stock will get updated for the respective warehouse.

5 Transfer of Stock

a. Once the stock transfer request is approved by RO technical, the respective warehouse will get notified of the same.

b. WHM of the allotted warehouse will proceed with the transfer of stock requested.



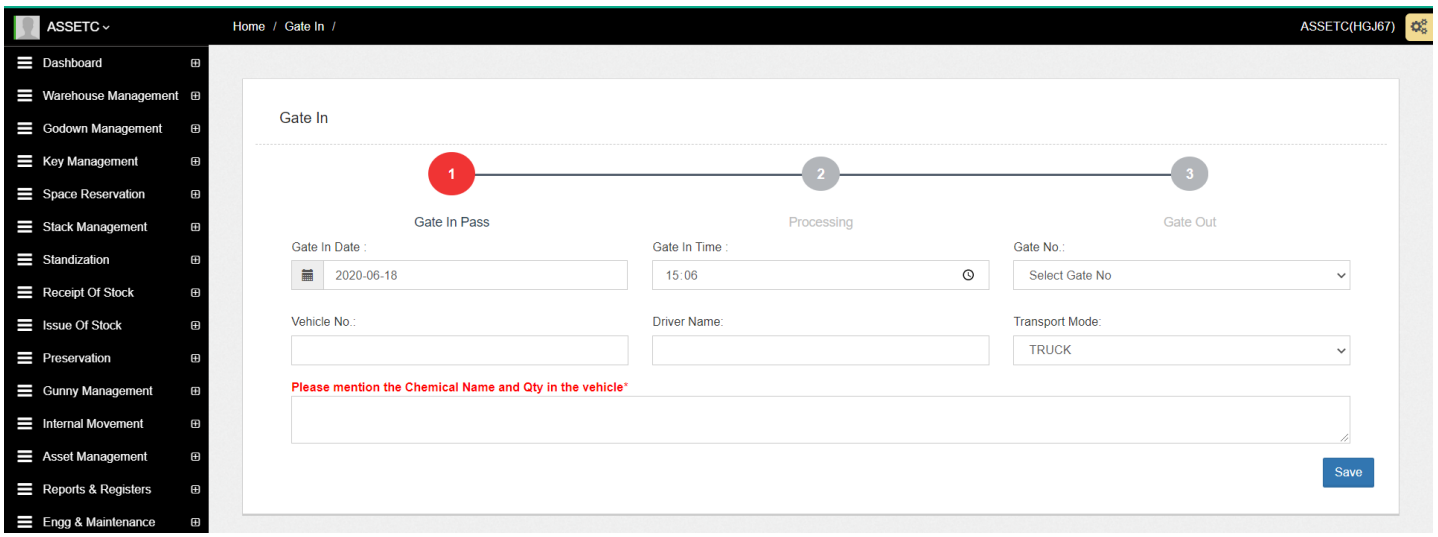
c. Listing

i. The user will be able to view a list of the transfer request tokens.

ii. Click on the “Gate In” button against a transfer request to proceed with the “Gate In” process.

d. Gate In

i. The WHM will gate in the vehicle carrying the chemicals.



ii. Enter the following details to complete the gate-in process.

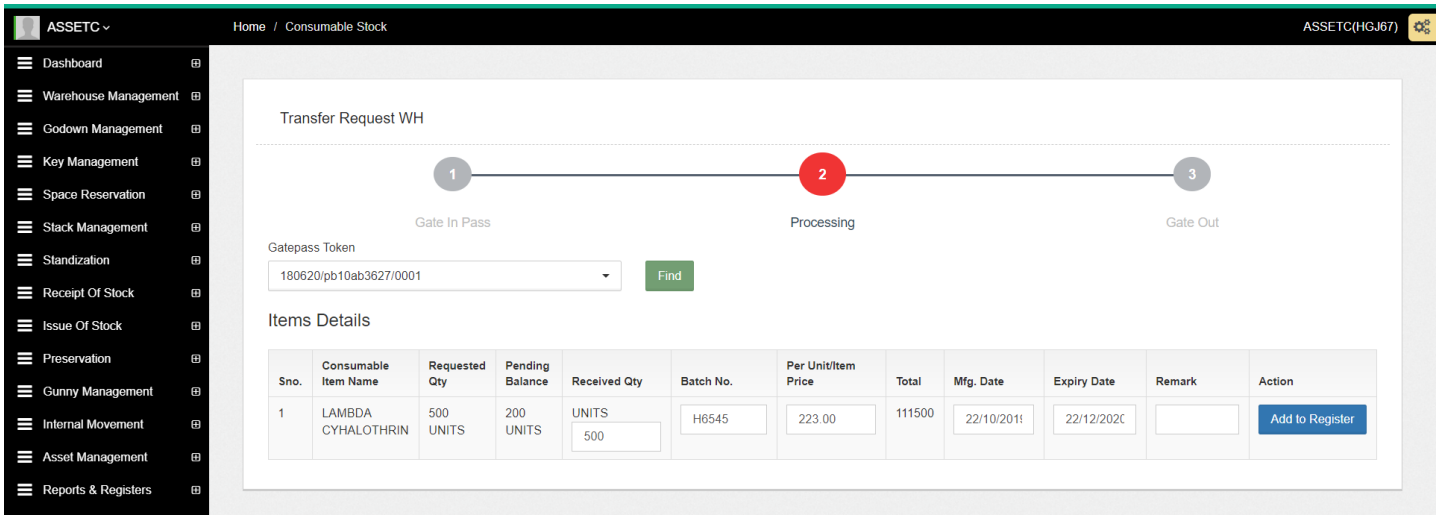
1. Gate-in Date
2. Gate-in Time
3. Gate No.

4. Vehicle No.
5. Driver Name
6. Transport Mode
7. Chemical name and qty in the vehicle

iii. Click on the Save button to save the details entered.

e. Processing

i. Once the gate-in process is complete, the WHM will proceed with the “Processing.”



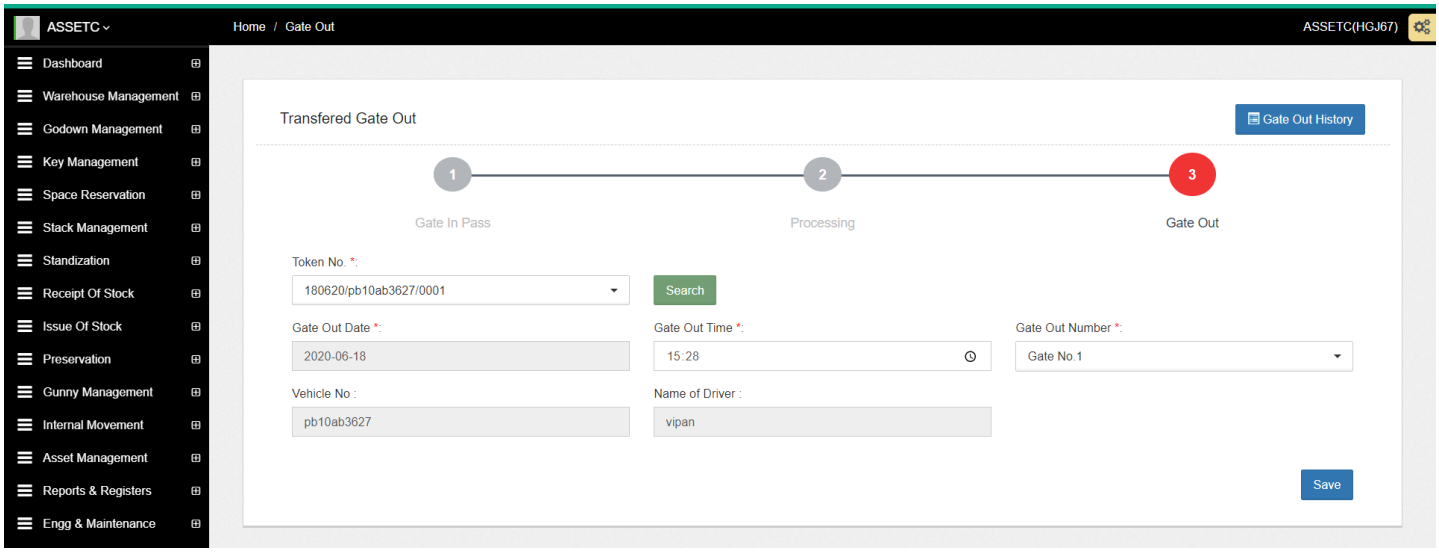
ii. The user will search for the respective token number through the search available.

iii. The user can add the chemicals transferred to the warehouse stock by clicking on the “Add to Register” button.

iv. The WHM will have the provision to change the “Received quantity” value according to the available stock in the warehouse.

f. Gate Out

i. Post the “Processing” step is complete, WHM will proceed with the Gate-out of the vehicle.



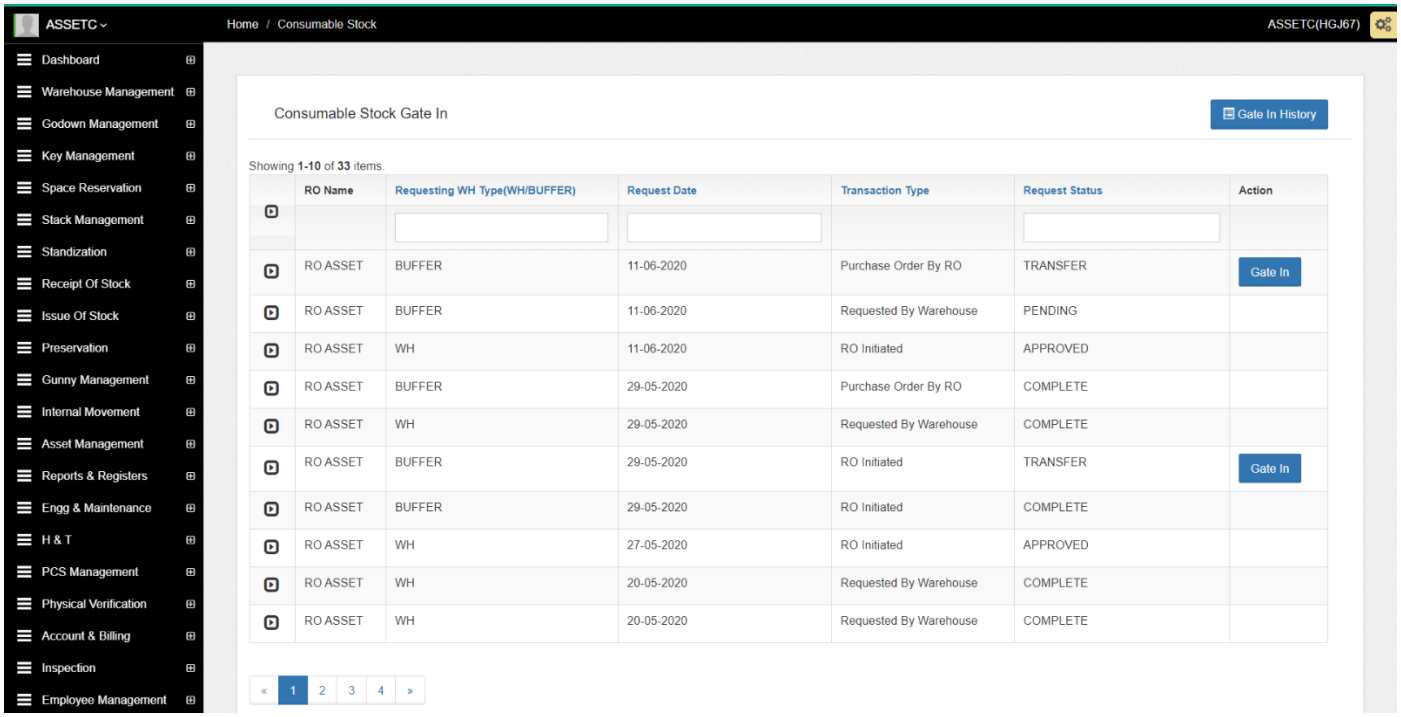
ii. The user will search for the respective token number through the search available.

iii. Click on the Save button to complete the gate-out process.

g. Once the gate out is complete, the receiving warehouse will get notified of the incoming stock.

6 Receipt of Stock

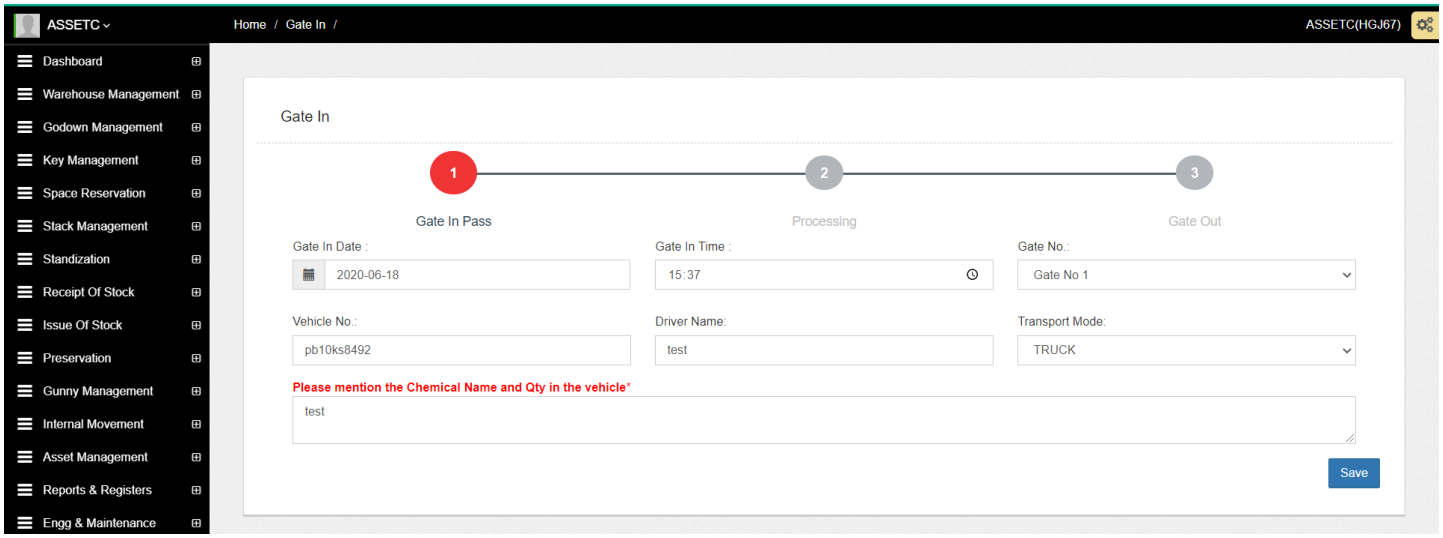
a. The requesting warehouse will have the provision to receive the stock requested through the “Receipt of stock” menu item.



b. WHM will view a list of request tokens and click on the “Gate In” button to proceed with the receipt of stock.

c. Gate In

i. The WHM will gate in the vehicle carrying the chemicals.



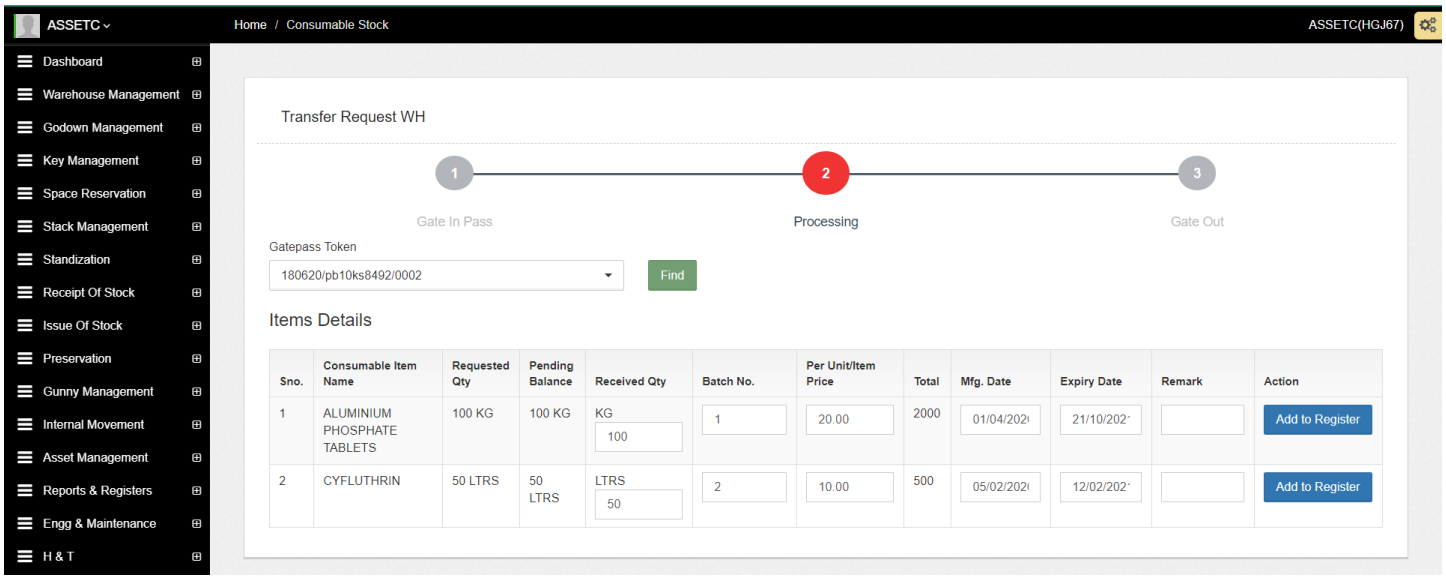
ii. Enter the following details to complete the gate-in process.

1. Gate-in Date
2. Gate-in Time
3. Gate No.
4. Vehicle No.
5. Driver Name
6. Transport Mode
7. Chemical name and qty in the vehicle

iii. Click on the Save button to save the details entered.

d. Processing

i. Once the gate-in process is complete, the WHM will proceed with the “Processing.”

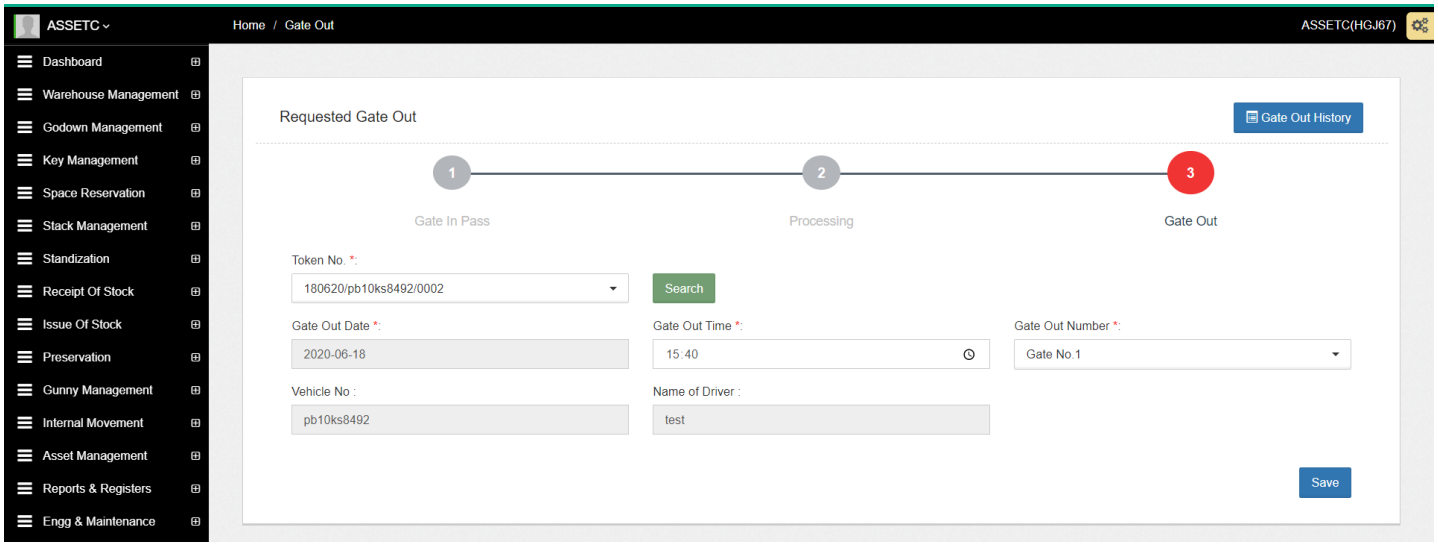


ii. The user will search for the respective token number through the search available.

iii. The user can add the chemicals received to the warehouse stock by clicking on the “Add to Register” button.

e. Gate Out

i. Post the “Processing” step is complete, WHM will proceed with the Gate-out of the vehicle.



ii. The user will search for the respective token number through the search available.

iii. Click on the Save button to complete the gate-out process.

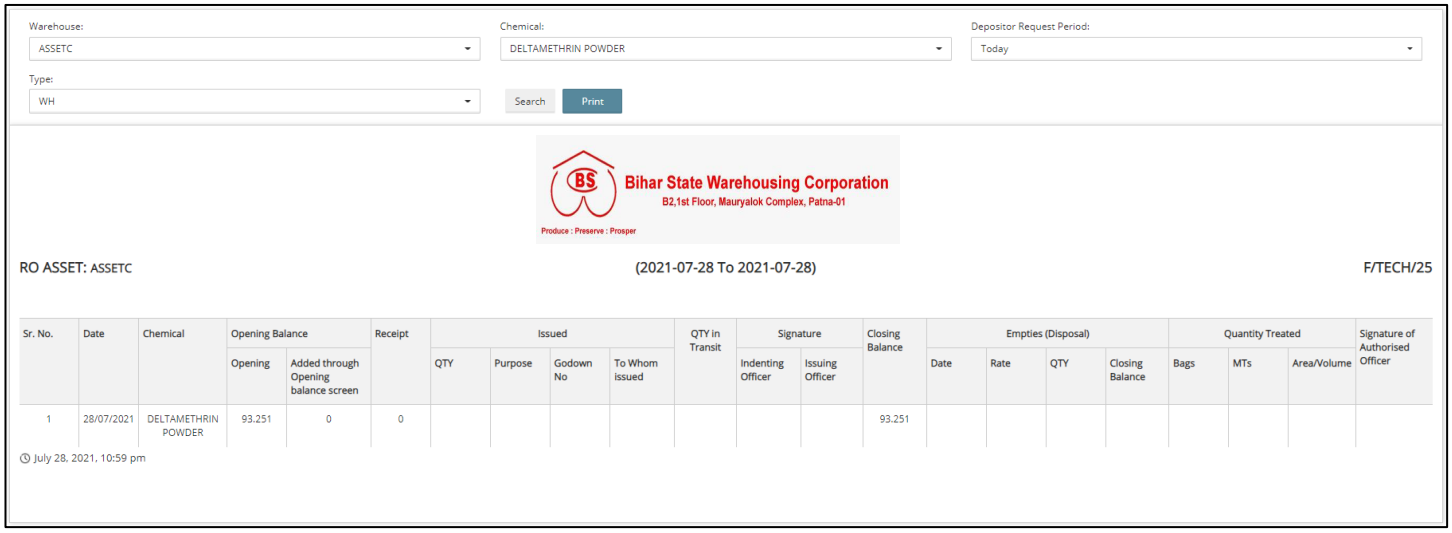
iv. Once the gate out is complete, the receiving warehouse will get notified of the incoming stock.

f. Once completed, the stock will get updated for the respective warehouse.

7 Chemical Consumption Report

a. The warehouse can view the details of chemical consumption that happened in the warehouse through the Chemical Consumption report. To access the screen, the user will follow the below-mentioned steps:

Reports & Registers >> Asset Management >> Chemical Consumption report



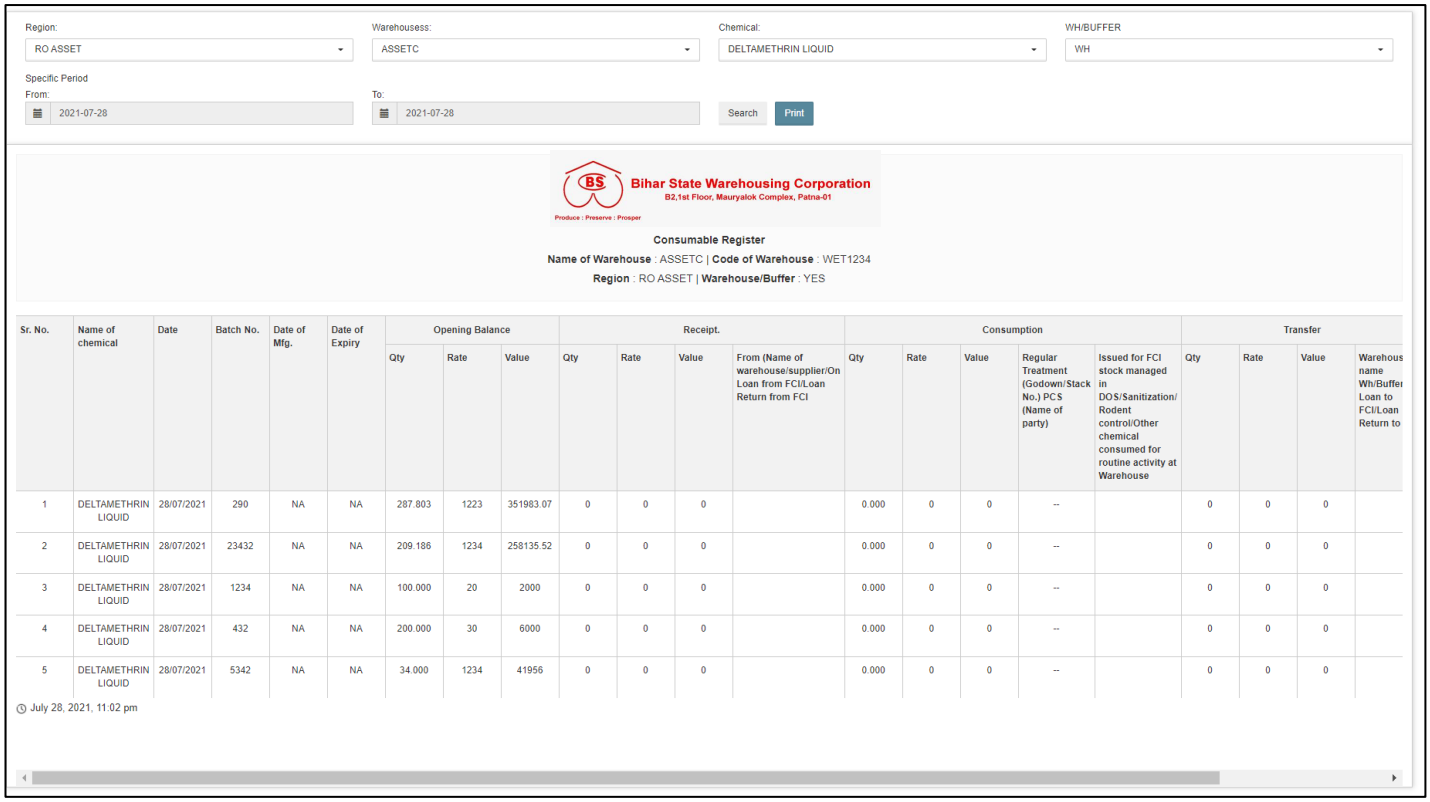
b. The user can search by selecting:
   1. Chemical
   2. Deposit Request period (This Year, This Month, Today, Specific Period)
   3. Type (WH, Buffer)

c. The user can print the report by clicking on the ‘Print’ button.

8 Consumable Register

a. The warehouse can view the batch wise chemical consumption that happened in the warehouse through the Consumable register. To access the screen, the user will follow the below-mentioned steps:

Reports & Registers >> Asset Management >> Consumable Register



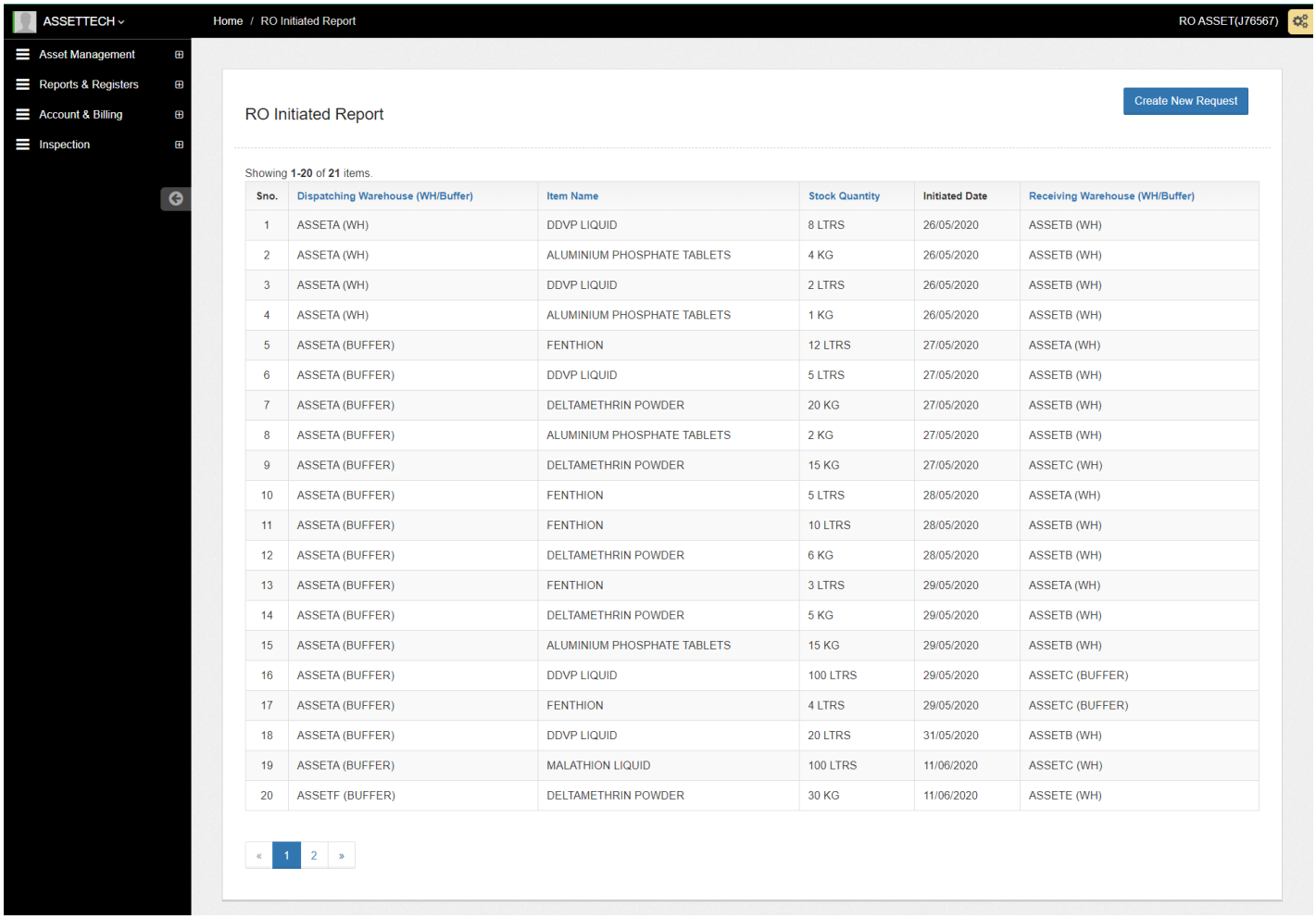
Sr. No.	Name of chemical	Date	Batch No.	Date of Mfg.	Date of Expiry	Opening Balance			Receipt.				Consumption					Transfer			
						Qty	Rate	Value	Qty	Rate	Value	From (Name of warehouse/supplier/On Loan from FCI/Loan Return from FCI	Qty	Rate	Value	Regular Treatment (Godown/Stack No.) PCS (Name of party)	Issued for FCI stock managed in DOS/Sanitization/ Rodent control/Other chemical consumed for routine activity at Warehouse	Qty	Rate	Value	Warehous name Wh/Buffer Loan to FCI/Loan Return to
1	DELTAMETHRIN LIQUID	28/07/2021	290	NA	NA	287.803	1223	351983.07	0	0	0		0.000	0	0	--		0	0	0	
2	DELTAMETHRIN LIQUID	28/07/2021	23432	NA	NA	209.186	1234	258135.52	0	0	0		0.000	0	0	--		0	0	0	
3	DELTAMETHRIN LIQUID	28/07/2021	1234	NA	NA	100.000	20	2000	0	0	0		0.000	0	0	--		0	0	0	
4	DELTAMETHRIN LIQUID	28/07/2021	432	NA	NA	200.000	30	6000	0	0	0		0.000	0	0	--		0	0	0	
5	DELTAMETHRIN LIQUID	28/07/2021	5342	NA	NA	34.000	1234	41956	0	0	0		0.000	0	0	--		0	0	0	

b. The user can search by selecting:
    1. Chemical
    2. WH/Buffer
    3. Specific Period (From Date, To Date)
c. The user can print the report by clicking on the ‘Print’ button.

USER – HO (Technical)

1 HO Initiated Transfer

a. The HO can initiate the stock transfer to a warehouse from the “HO initiated Transfer” screen.



Sno.	Dispatching Warehouse (WH/Buffer)	Item Name	Stock Quantity	Initiated Date	Receiving Warehouse (WH/Buffer)
1	ASSETA (WH)	DDVP LIQUID	8 LTRS	26/05/2020	ASSETB (WH)
2	ASSETA (WH)	ALUMINIUM PHOSPHATE TABLETS	4 KG	26/05/2020	ASSETB (WH)
3	ASSETA (WH)	DDVP LIQUID	2 LTRS	26/05/2020	ASSETB (WH)
4	ASSETA (WH)	ALUMINIUM PHOSPHATE TABLETS	1 KG	26/05/2020	ASSETB (WH)
5	ASSETA (BUFFER)	FENTHION	12 LTRS	27/05/2020	ASSETA (WH)
6	ASSETA (BUFFER)	DDVP LIQUID	5 LTRS	27/05/2020	ASSETB (WH)
7	ASSETA (BUFFER)	DELTAMETHRIN POWDER	20 KG	27/05/2020	ASSETB (WH)
8	ASSETA (BUFFER)	ALUMINIUM PHOSPHATE TABLETS	2 KG	27/05/2020	ASSETB (WH)
9	ASSETA (BUFFER)	DELTAMETHRIN POWDER	15 KG	27/05/2020	ASSETC (WH)
10	ASSETA (BUFFER)	FENTHION	5 LTRS	28/05/2020	ASSETA (WH)
11	ASSETA (BUFFER)	FENTHION	10 LTRS	28/05/2020	ASSETB (WH)
12	ASSETA (BUFFER)	DELTAMETHRIN POWDER	6 KG	28/05/2020	ASSETB (WH)
13	ASSETA (BUFFER)	FENTHION	3 LTRS	29/05/2020	ASSETA (WH)
14	ASSETA (BUFFER)	DELTAMETHRIN POWDER	5 KG	29/05/2020	ASSETB (WH)
15	ASSETA (BUFFER)	ALUMINIUM PHOSPHATE TABLETS	15 KG	29/05/2020	ASSETB (WH)
16	ASSETA (BUFFER)	DDVP LIQUID	100 LTRS	29/05/2020	ASSETC (BUFFER)
17	ASSETA (BUFFER)	FENTHION	4 LTRS	29/05/2020	ASSETC (BUFFER)
18	ASSETA (BUFFER)	DDVP LIQUID	20 LTRS	31/05/2020	ASSETB (WH)
19	ASSETA (BUFFER)	MALATHION LIQUID	100 LTRS	11/06/2020	ASSETC (WH)
20	ASSETF (BUFFER)	DELTAMETHRIN POWDER	30 KG	11/06/2020	ASSETE (WH)

« 1 2 »

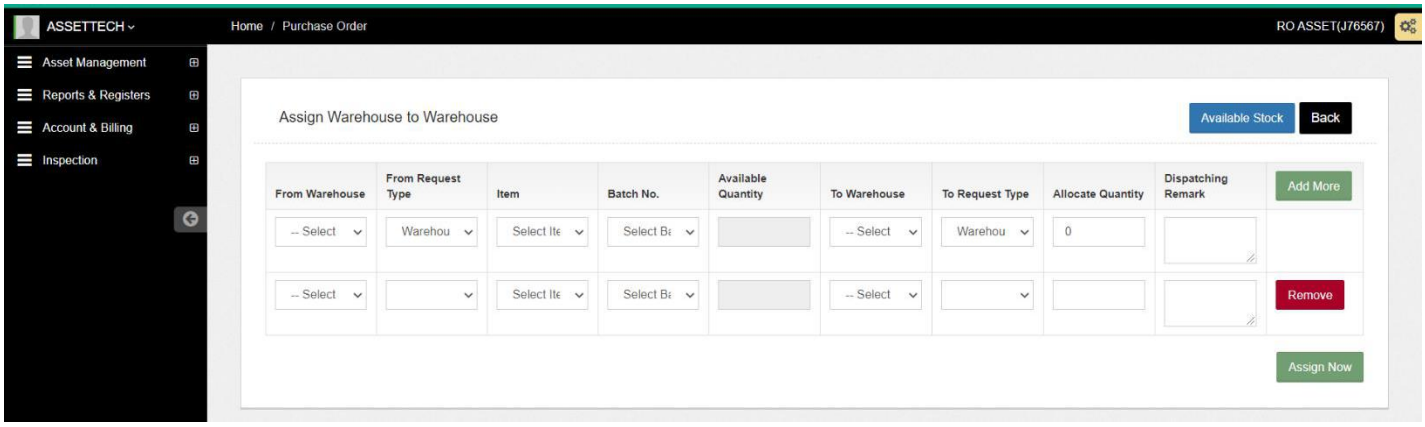
b. Listing

v. The WHM will be able to view the list of transfers initiated by them with the following details

1. Dispatching warehouse (WH/Buffer)
2. Item Name
3. Stock Quantity
4. Initiated Date
5. Receiving Warehouse (WH/Buffer)

c. Create New Request

i. Click on the “Create New Request” button to create a new transfer request.

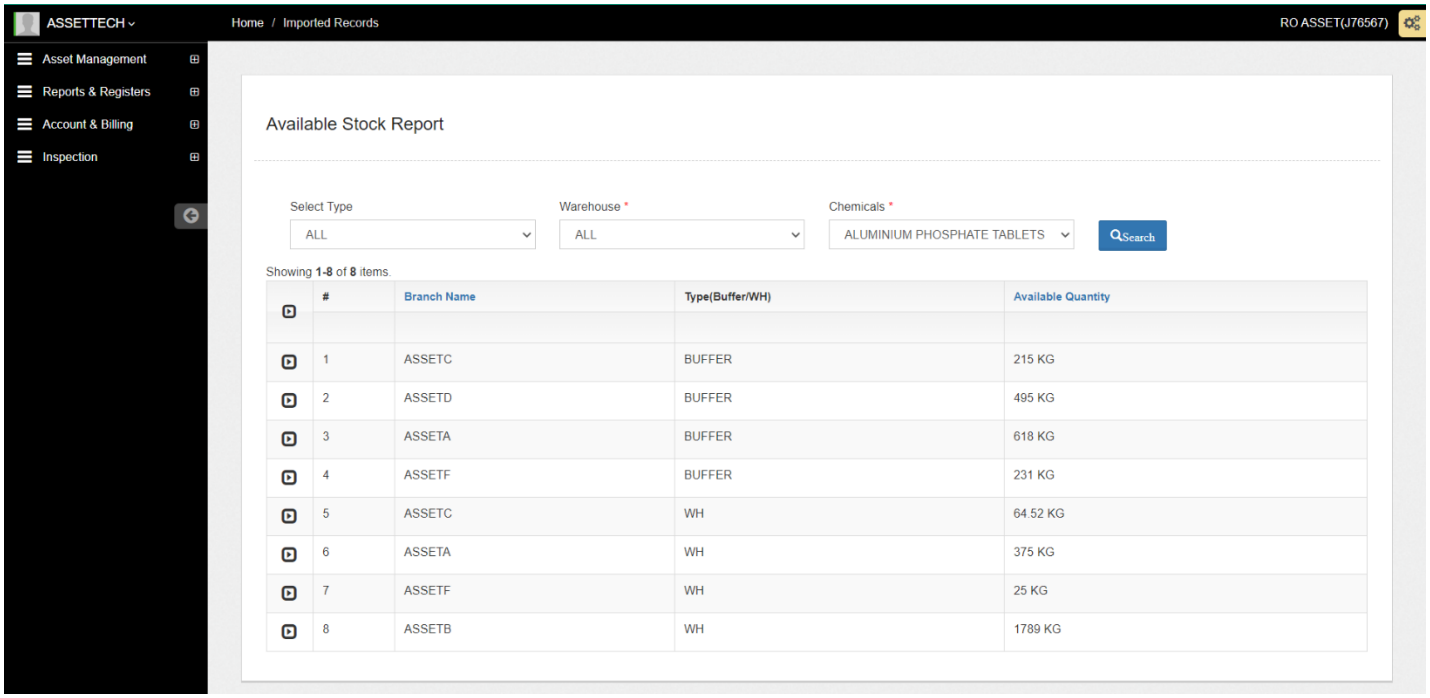


ii. Enter the following details in the form provided
    1. From Warehouse
    2. From Request Type
    3. Item
    4. Batch number
    5. Available Quantity
    6. To Warehouse
    7. To Request Type
    8. Allocated Quantity
    9. Dispatching Remark

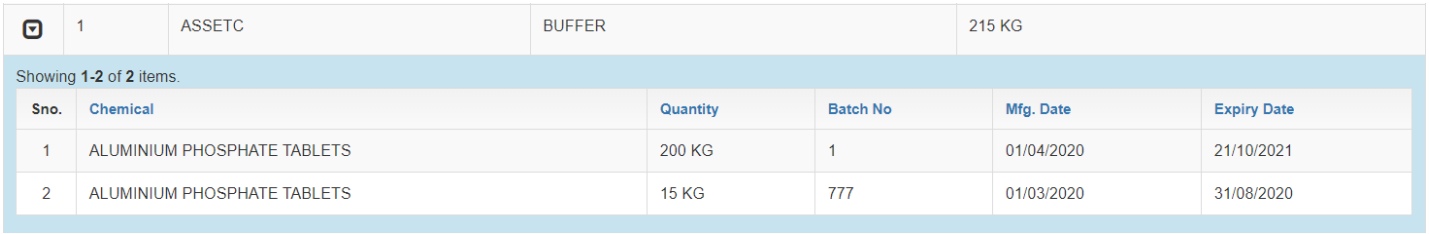
iii. HO can add multiple chemicals in the request by clicking on the “Add More” button.

iv. Clicking on the “Assign Now” button will notify the respective warehouses.

v. **Available Stock**
    1. The user will be able to search for the available stock in the warehouses by clicking on the “Available Stock” button.

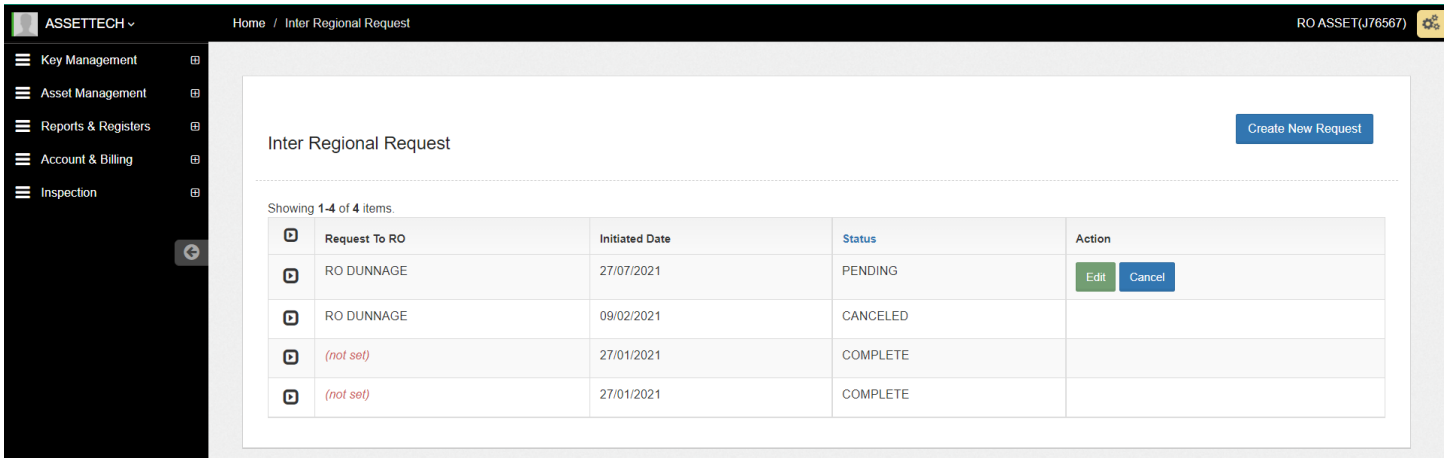


2. **Search**
    a. The user can search for a chemical stock by selecting the following details in the search area.
        i. Type
        ii. Warehouse*
        iii. Chemical*
    b. Clicking on the search button will display the stock value of the selected chemical in various warehouses.
    c. Clicking on the icon, the user can view the chemical details.



2 Inter HO Trasfer

a. The HO can create an inter region transfer from the “Inter region Transfer” screen.
Asset Management >> Consumable Stock >> Inter region Transfer



b. Listing

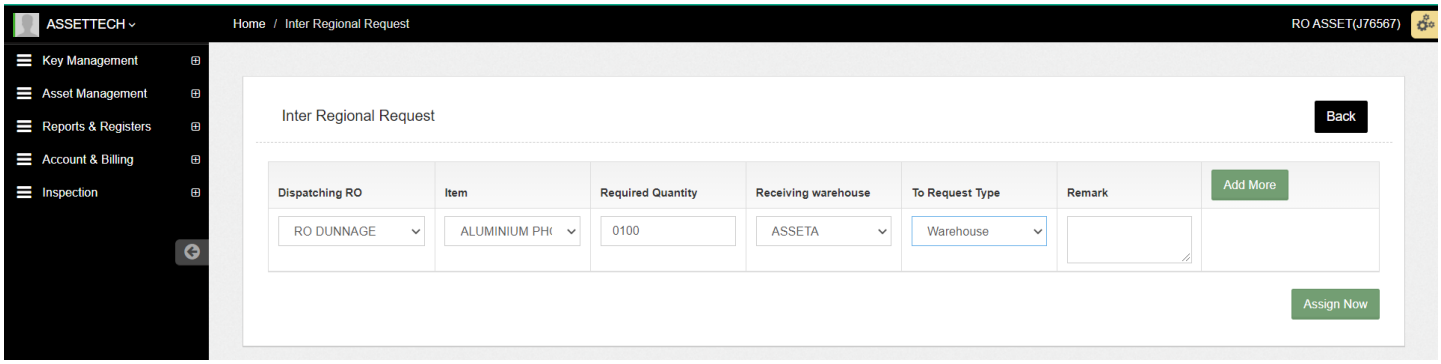
i. The WHM will be able to view the list of inter region requests initiated by them with the following details

1. Request to HO
2. Initiated Date
3. Status
4. Action (Edit/Cancel)

Note: One can edit or cancel a request until the HO whom whom the chemicals are requested does not take any action on the same and not after that.

c. Create New Request

i. Click on the “Create New Request” button to create a new transfer request.



ii. Enter the following details in the form provided

1. Dispatching HO
2. Item
3. Required Quantity

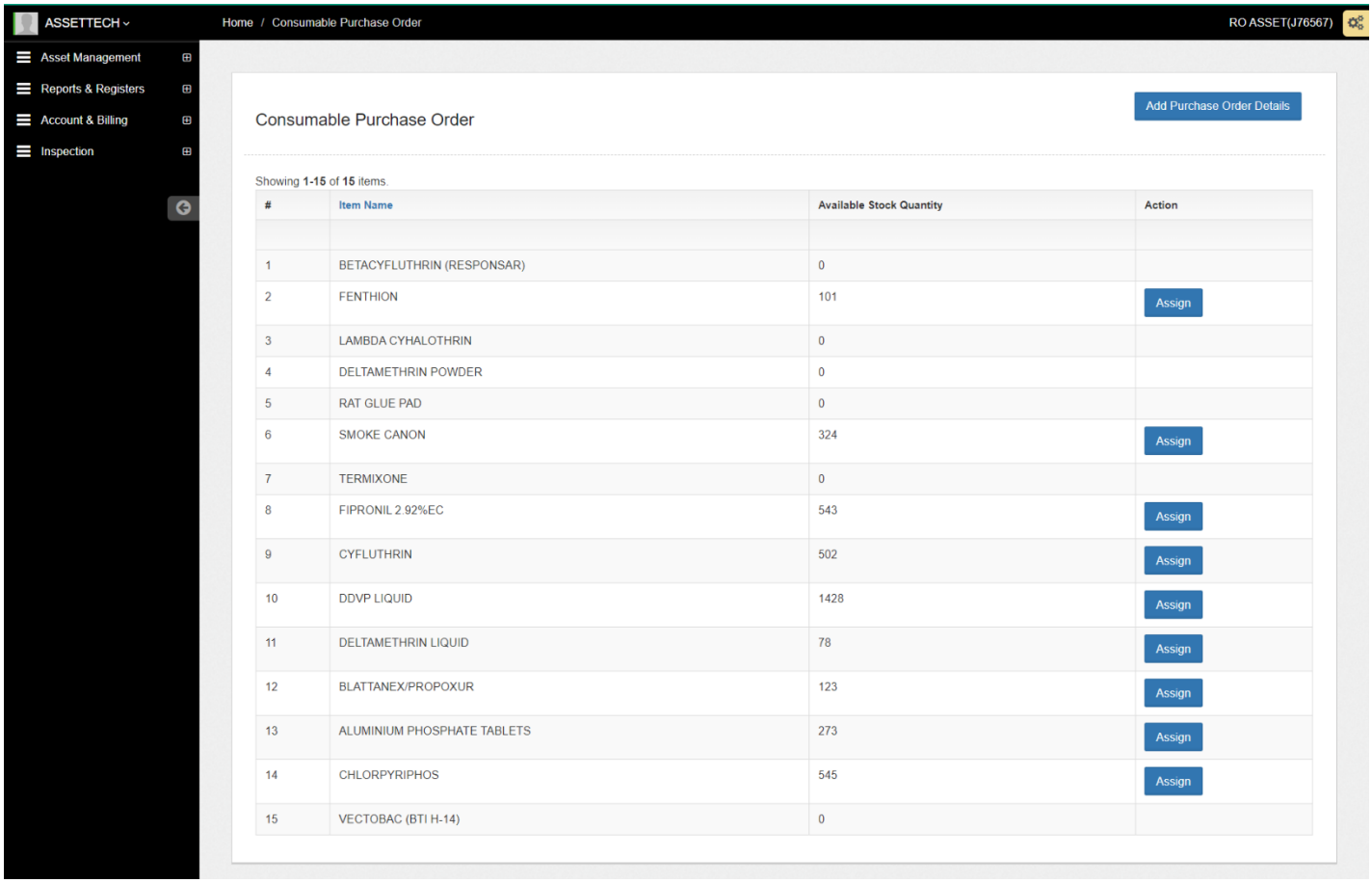
4. Receiving Warehouse
5. To Request Type
6. Remark

iii. HO can add multiple chemicals in the request by clicking on the "Add More" button.

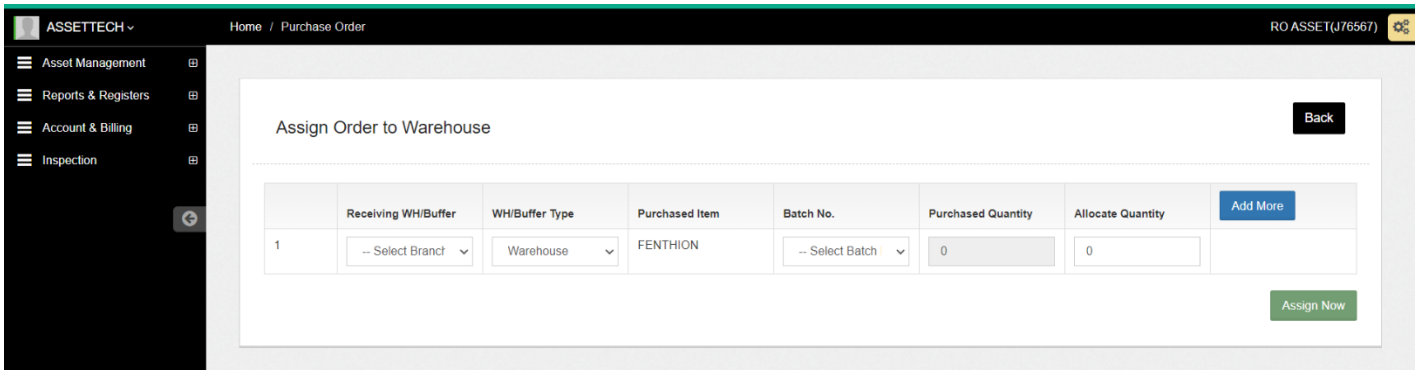
iv. Clicking on the "Assign Now" button will notify the respective HO of the request initiated.

3 HO Purchased Order

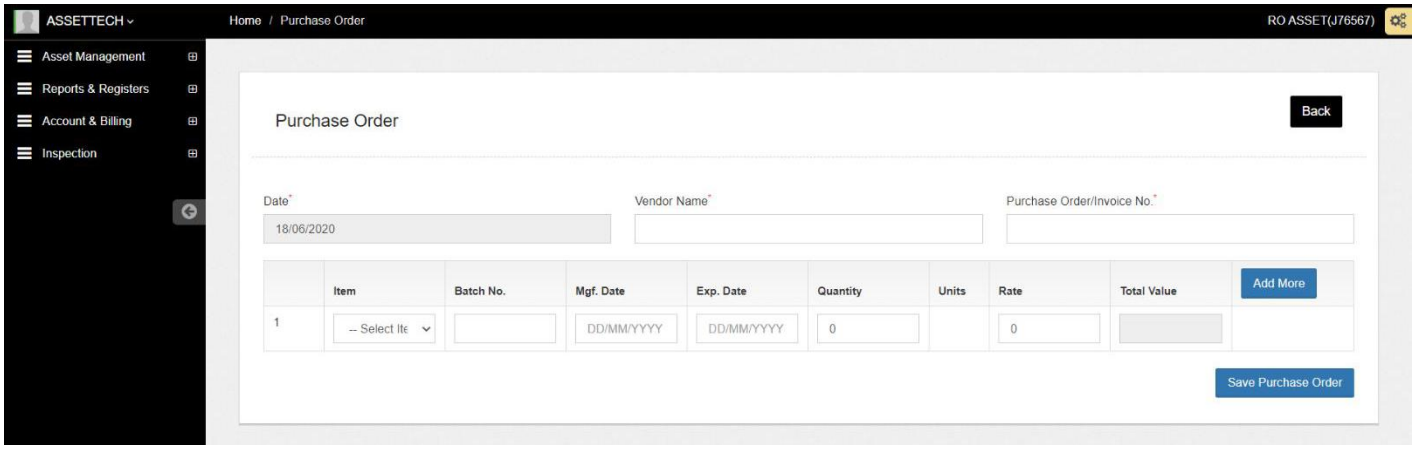
a. The HO can view a list of purchase orders created by him through the "HO Purchased Order" Screen.



b. The HO will be able to assign the purchase order to a warehouse directly by clicking on the "Assign" button against an item in the list.



c. Enter the following details in the form provided
    i. Receiving WH/Buffer
    ii. WH/Buffer Type
    iii. Batch Number
    iv. Purchased quantity
    v. Allocated quantity
    vi. HO can add multiple chemicals by clicking on the “Add More” button.
d. Click on the “Assign Now” button to save the details entered.
e. Add Purchase Order Details
    i. Click on the “Add Purchase Order Details” button to create a purchase order.



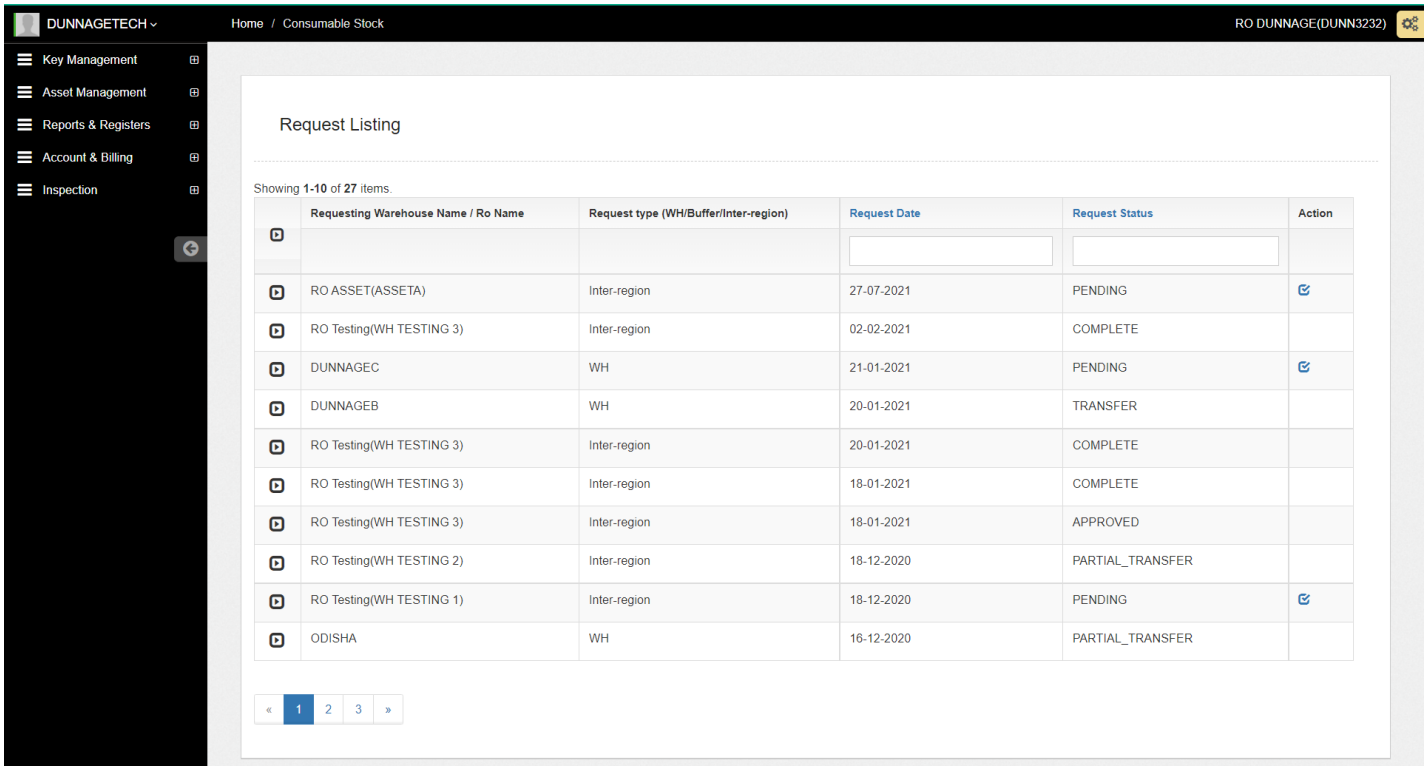
    ii. Enter the following details in the form provided
        1. Date*
        2. Vendor Name*
        3. Purchase Order/Invoice No*
        4. Chemical Details
            a. Item

b. Batch No.
c. Mfg. Date
d. Exp. Date
e. Quantity
f. Units
g. Rate
h. Click on the “Add More” button to add multiple chemicals in the purchase order.

iii. Click on the “Save” button to save the details entered.

4 Approve WH Request

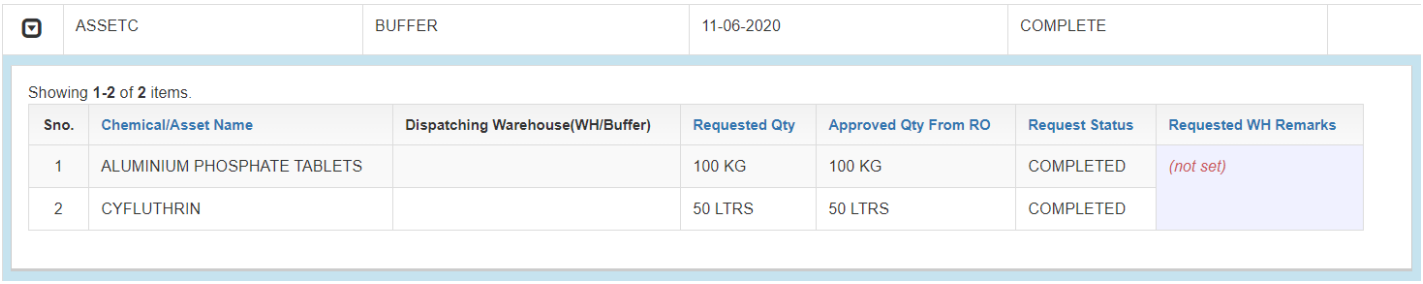
a. The request created by WHM will be visible to HO technical under the “Approve WH Request” menu item.



b. Listing

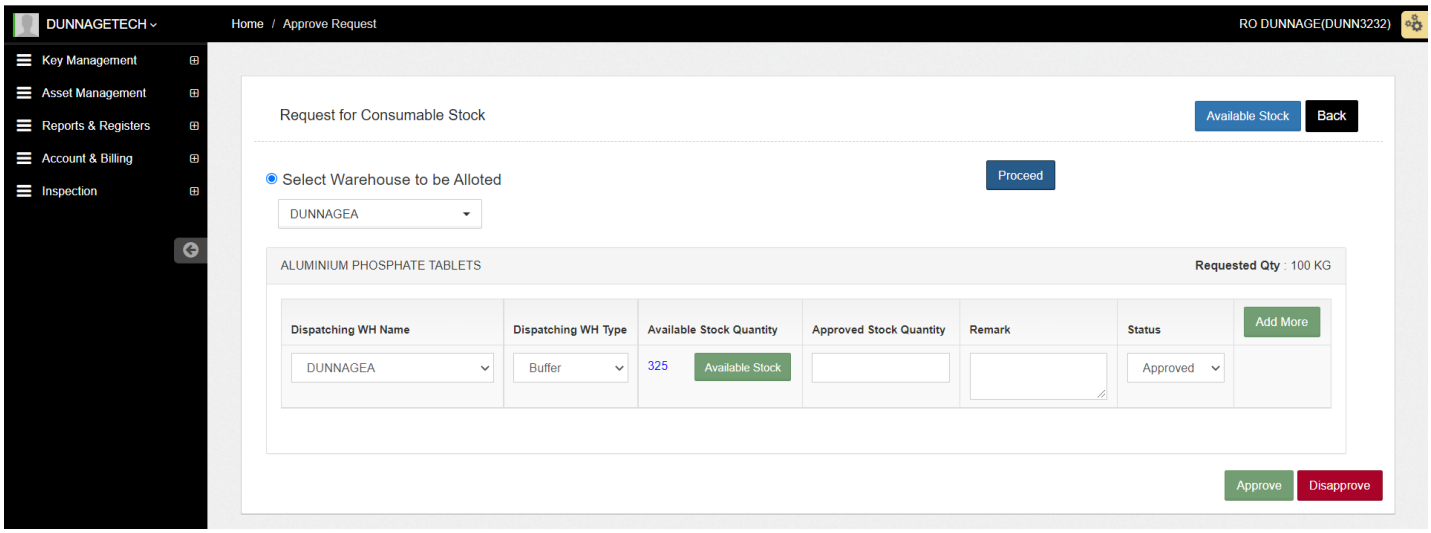
i. HO can view a list of consumable stock requests for Inter-region transfer or warehouse transfers and choose them for approval/disapproval.

ii. Clicking on the ▶ icon, the user can view the request details.



iii. Clicking on the icon will let the HO approve/reject the stock request.

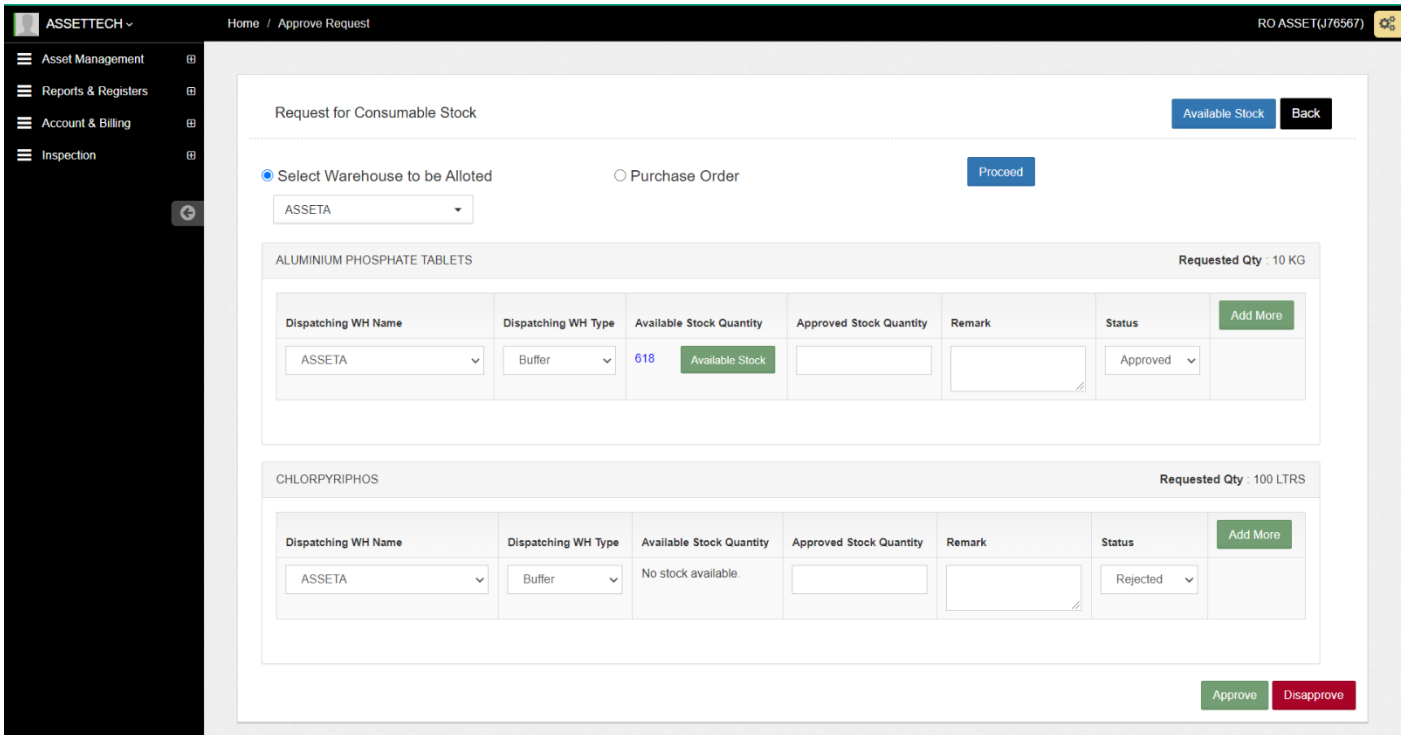
c. Inter-region Transfer



i. The HO will be able to:
   1. **Select Warehouse to be Allotted.**
      a. Select the warehouse from which the stock will get allotted.
      b. Enter the chemical details
         i. Dispatching WH Name
         ii. Dispatching WH Type
         iii. Approved Stock Quantity
         iv. Remark
         v. Status
         vi. Click on the “Add More” button to add additional rows for the chemicals.
   2. Click on the “Approve” button to approve the request.
   3. Click on the “Disapprove” button to disapprove the request.

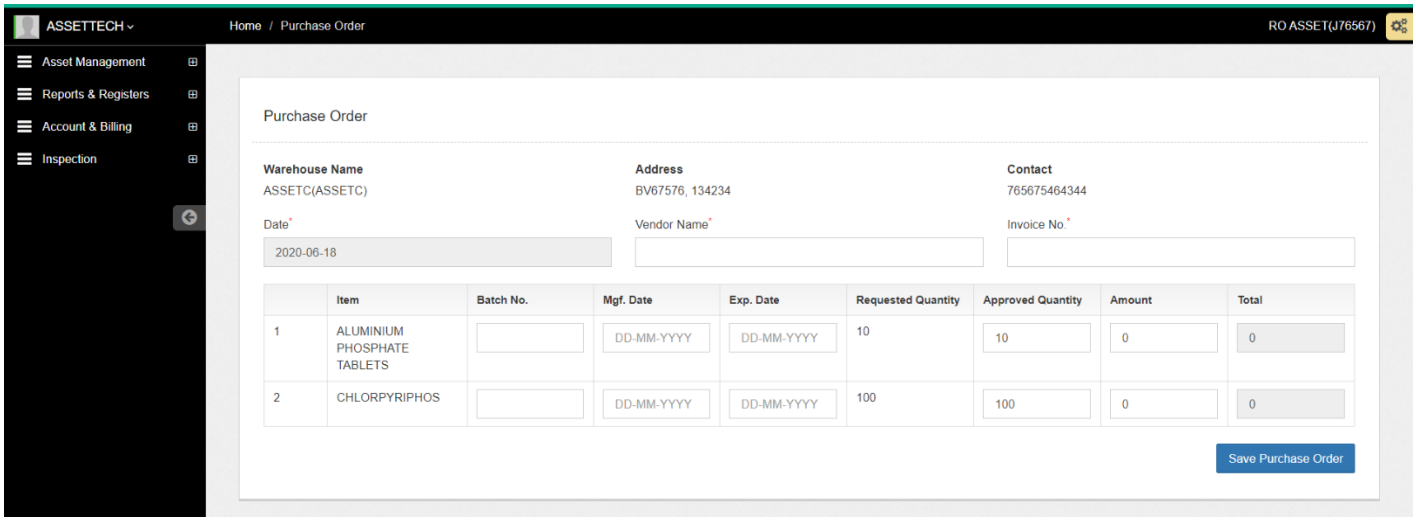
4. The assigned warehouse will then proceed with stock transfer through the transfer of stock module.

d. Warehouse/Buffer Transfer



i. The HO will be able to either:
   1. **Select Warehouse to be Allotted.**
      a. Select the warehouse from which the stock will get allotted.
      b. Enter the chemical details
         i. Dispatching WH Name
         ii. Dispatching WH Type
         iii. Approved Stock Quantity
         iv. Remark
         v. Status
         vi. Click on the “Add More” button to add additional rows for the chemicals.
      c. Click on the “Approve” button to approve the request.
      d. Click on the “Disapprove” button to disapprove the request.

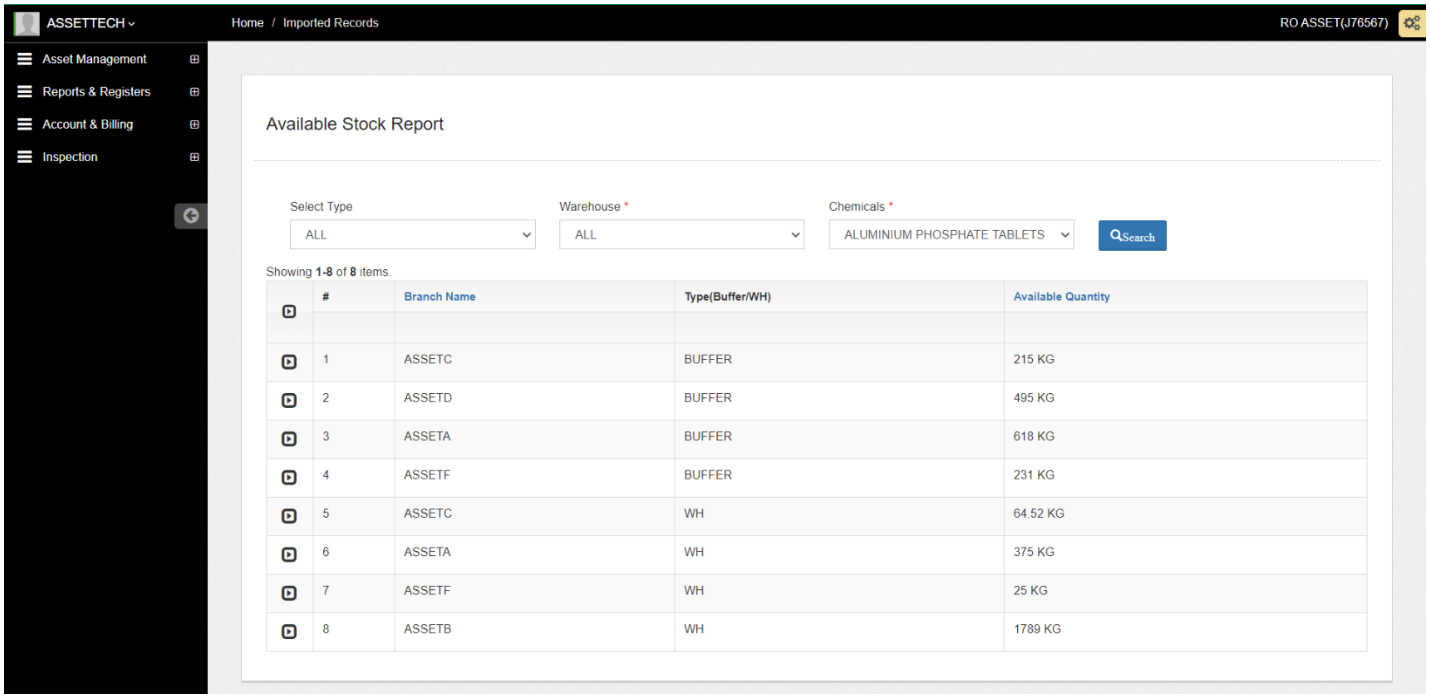
2. **Purchase Order**
    a. HO can initiate a stock transfer through a purchase order by selecting the “Purchase Order” option.



    b. Enter the following details in the form provided
        i. Date*
        ii. Vendor Name*
        iii. Invoice Number*
        iv. Chemical Details
        v. Batch No.
        vi. Mfg. Date
        vii. Exp. Date
        viii. Approved Quantity
        ix. Amount
    c. Click on the “Save Purchase Order” button to save the details entered.
    d. The respective warehouses will get notified accordingly.

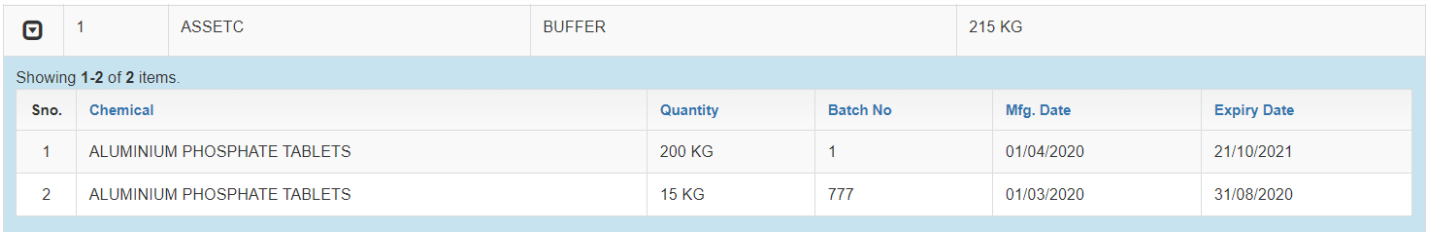
e. Available Stock

i. The user will be able to search for the available stock in the warehouses by clicking on the “Available Stock” button.



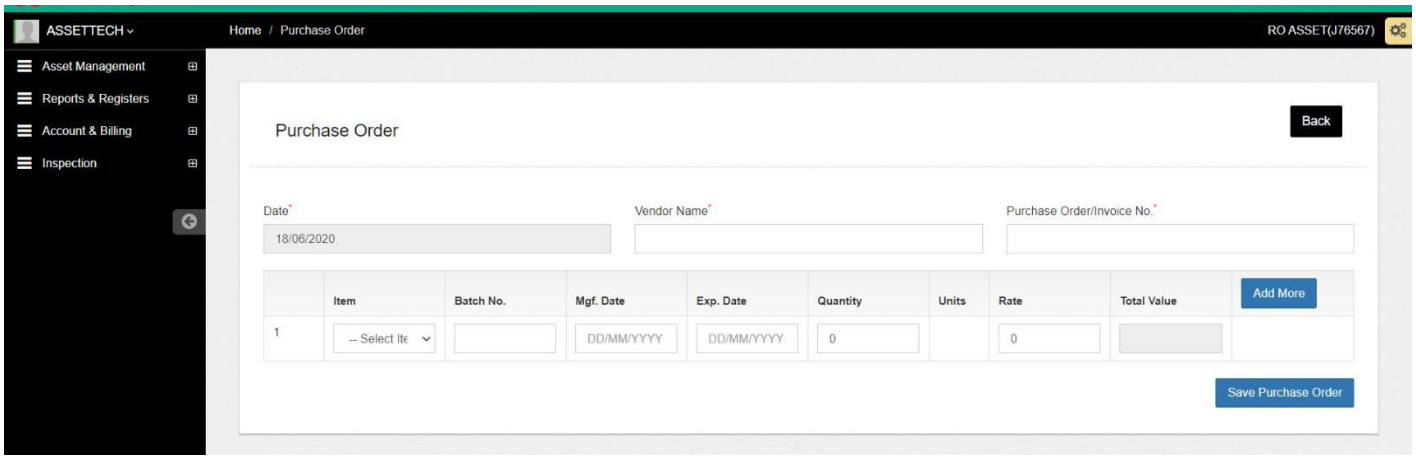
ii. **Search**

1. The user can search for a chemical stock by selecting the following details in the search area.
   a. Type
   a. Warehouse*
   b. Chemical*
2. Clicking on the search button will display the stock value of the selected chemical in various warehouses.
3. Clicking on the icon, the user can view the chemical details.



5 Create Purchase Order

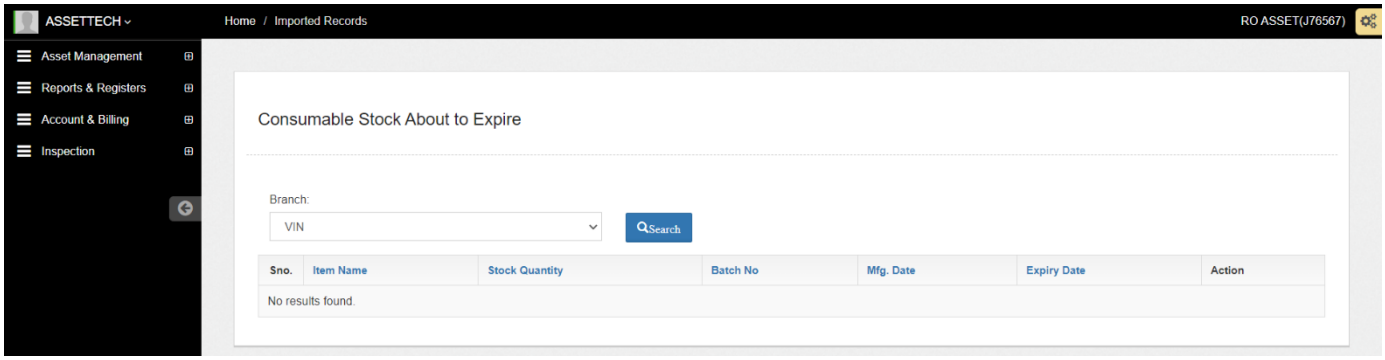
a. HO Technical can create a purchase order for themselves through this screen.



b. Enter the following details in the form provided
    i. Date*
    ii. Vendor Name*
    iii. Purchase Order/Invoice No*
    iv. Chemical Details
        1. Item
        2. Batch No.
        3. Mfg. Date
        4. Exp. Date
        5. Quantity
        6. Units
        7. Rate
        8. Click on the “Add More” button to add multiple chemicals in the purchase order.
c. Click on the “Save” button to save the details entered.

6 Consumable Stock about to Expire

a. The HO can view a list of chemicals nearing their expiry date in a warehouse, from this screen.

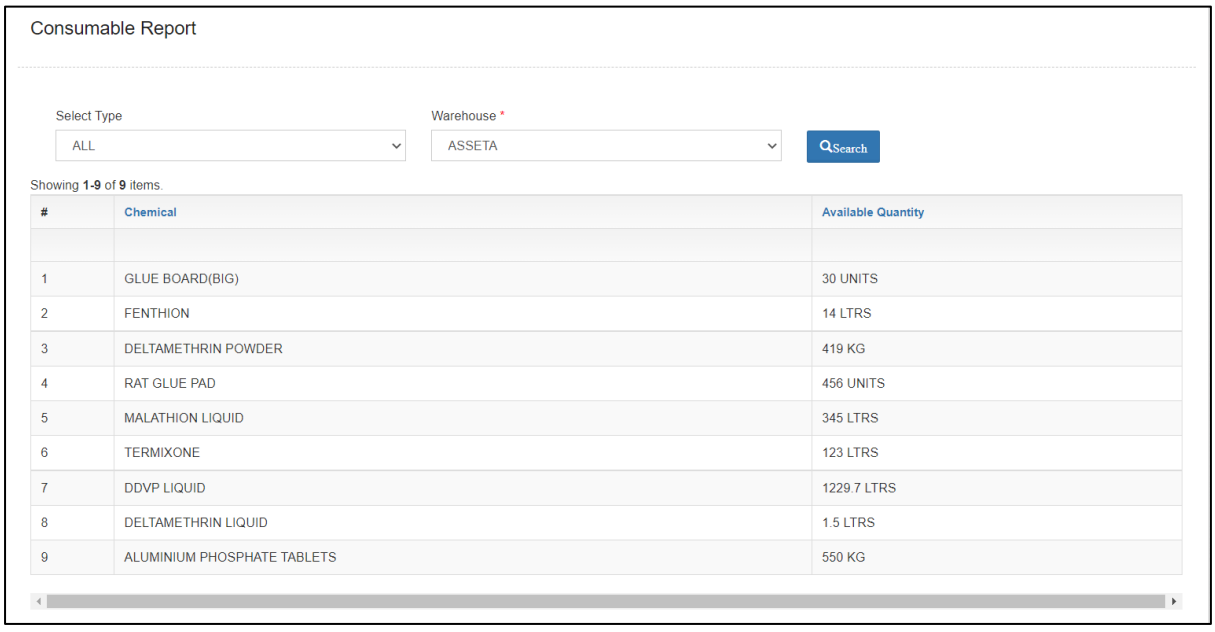


b. Select the branch in the search area.
c. Click on the search button to view the list of chemicals about to expire in the selected branch.

7 Consumable Stock report

a. The HO can view a list of chemicals present in the warehouses under them, from this screen. To access this screen, the user will follow the below-mentioned steps:

Asset Management >> Consumable Stock >> Consumable Stock Report

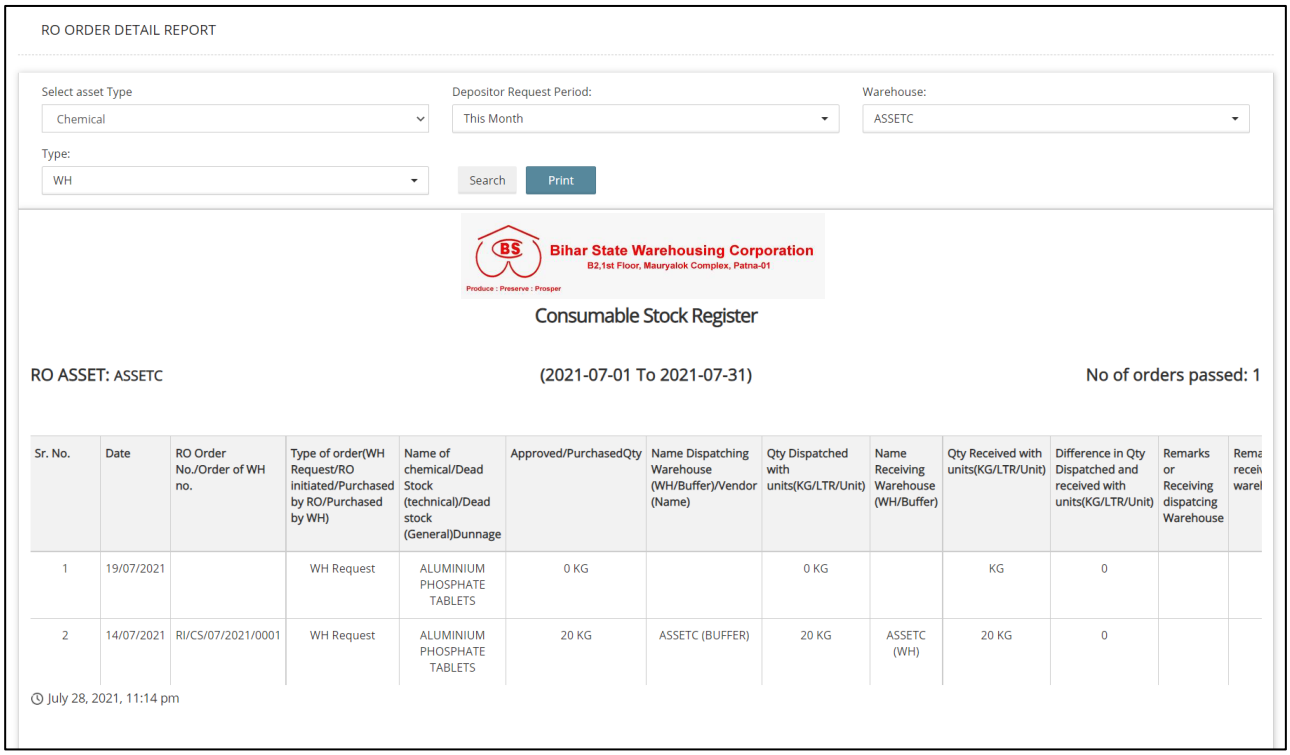


b. The user will search by selecting:
   i. Type (WH, Buffer, All)
   ii. Warehouse

8 HO Order detail Report

a. The HO can view a list of orders passed by the RO from this screen. To access this screen, the user will follow the below-mentioned steps:

Reports & Registers >> Asset Management >> HO Order Detail



RO ORDER DETAIL REPORT

Select asset Type: Chemical | Depositor Request Period: This Month | Warehouse: ASSETC

Type: WH | Search | Print

Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01
Produce : Preserve : Prosper

Consumable Stock Register

RO ASSET: ASSETC (2021-07-01 To 2021-07-31) No of orders passed: 1

Sr. No.	Date	RO Order No./Order of WH no.	Type of order(WH Request/RO initiated/Purchased by RO/Purchased by WH)	Name of chemical/Dead Stock (technical)/Dead stock (General)Dunnage	Approved/PurchasedQty	Name Dispatching Warehouse (WH/Buffer)/Vendor (Name)	Qty Dispatched with units(KG/LTR/Unit)	Name Receiving Warehouse (WH/Buffer)	Qty Received with units(KG/LTR/Unit)	Difference in Qty Dispatched and received with units(KG/LTR/Unit)	Remarks or Receiving dispatcing Warehouse	Rema receiv warel
1	19/07/2021		WH Request	ALUMINIUM PHOSPHATE TABLETS	0 KG		0 KG		KG	0		
2	14/07/2021	RI/CS/07/2021/0001	WH Request	ALUMINIUM PHOSPHATE TABLETS	20 KG	ASSETC (BUFFER)	20 KG	ASSETC (WH)	20 KG	0		

July 28, 2021, 11:14 pm

b. The user will search by selecting:

iii. Type (WH, Buffer, All)

iv. Warehouse