

Bihar State Warehousing Corporation

B2,1st Floor, Mauryalok Complex, Patna-01

Produce : Preserve : Prosper

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - BACK-DATED TRANSACTIONS

Table of Contents

BACK-DATE TRANSACTIONS 3
(User – WHM) 3
1. Create Back-date transaction Request 3
(User – HO/CO) 4
1. Back-date transaction Requests 4
(User – WHM) 6
1. Back-date entry 6
2. ACK/WHR 11

BACK-DATE TRANSACTIONS

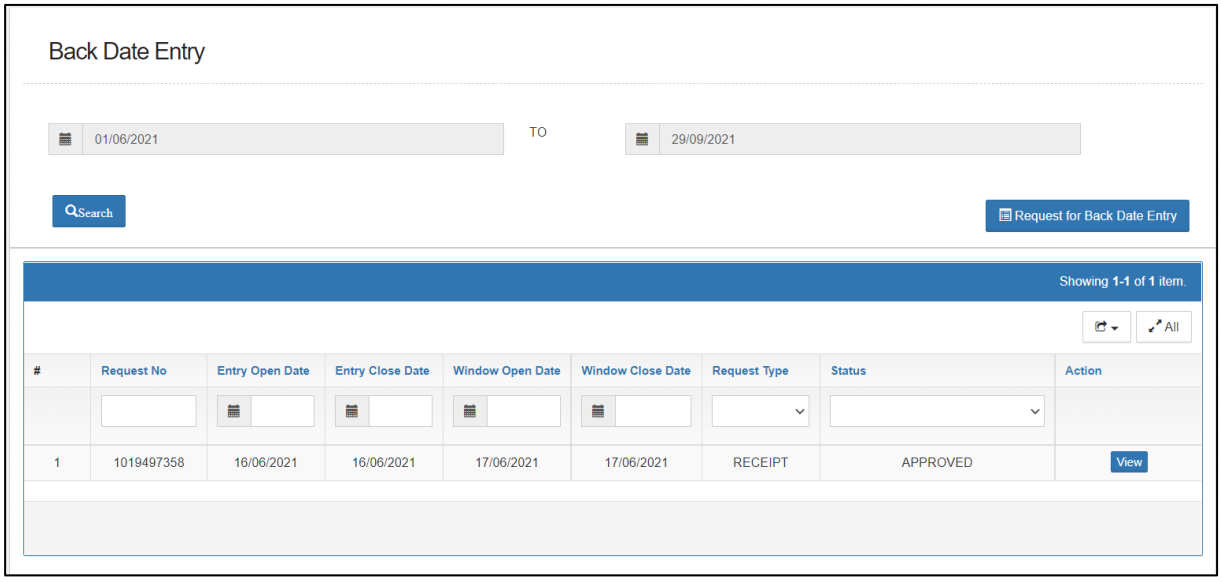
(User – WHM)

1. Create Back-date transaction Request

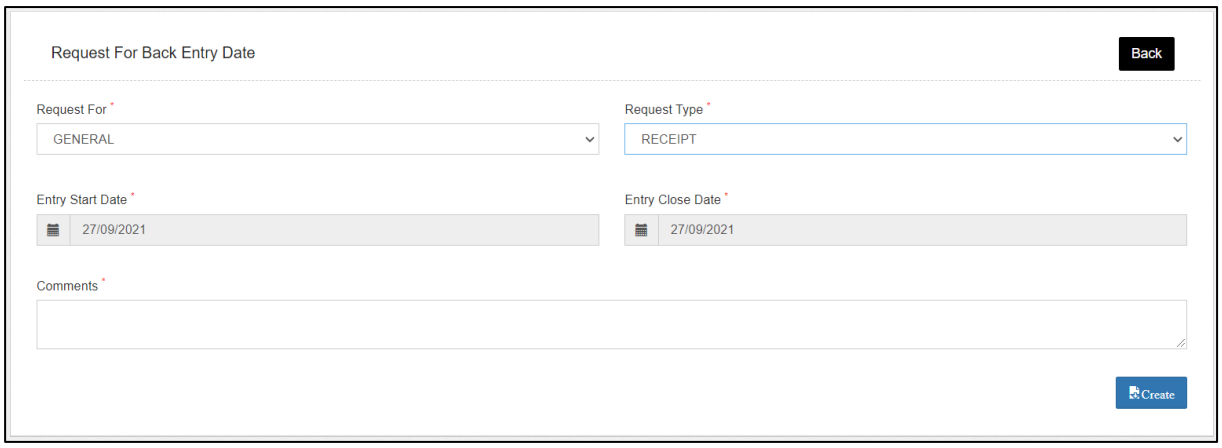
A. A warehouse personnel can create a request a permission to perform back-dated transactions (Receipt/Issue) in WMS from HO/CO.
Note: The Receipt/Issue transactions in WMS can only be made for the current date.

B. This step helps the warehouse personnel to complete any pending transaction (due to various reasons) for a pervious date. To create a back-dated transaction request, the user will follow the below-mentioned steps:

Other Transactions >> Request for Back-date Transaction



C. The system will redirect the user to the above screen where the WHM can view the list of any back-date requests created in a certain time period or create a new request by clicking on the '**Request for Back date Entry**' button.



D. The system will redirect the user to the above screen where the user will enter the required details like:
    a. Request For (General, Custom, All)
    b. Request Type (Receipt, Issue, Both)
    c. Entry Start date
    d. Entry Close date
    e. Comments

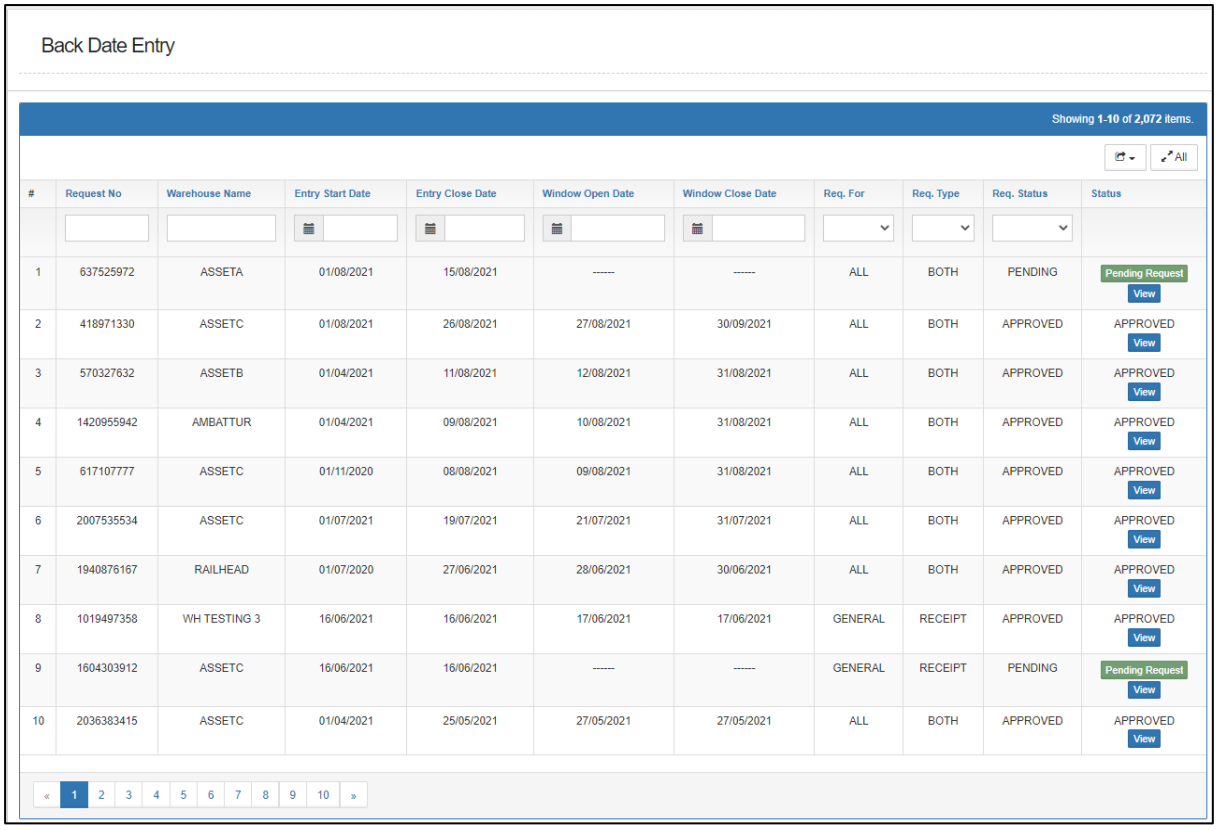
E. Clicking on the 'Create' button will create the request and send the same to either HO or CO for approval.
    Note: If the request is created for the previous day, then the same will go to HO for approval. If the request is for any other date, then the request will go to CO for approval.

(User – HO/CO)

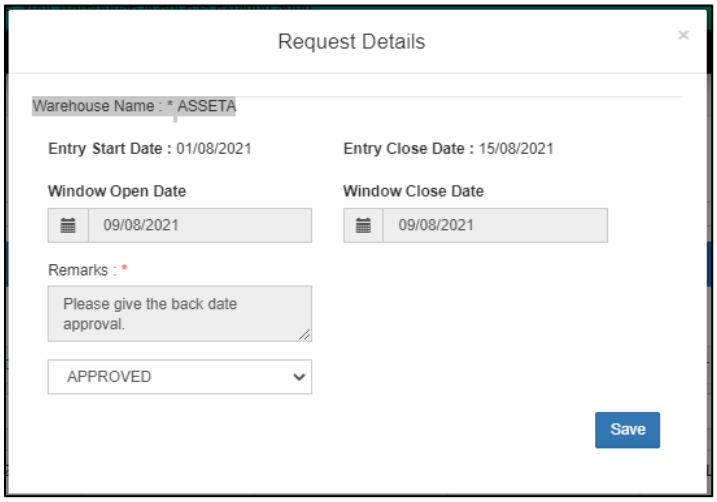
1. Back-date transaction Requests

A. A HO/CO will receive the back-date transaction requests created by warehouses in the 'Back-date Transaction' screen. To reach the back-dated transaction request, the user will follow the below-mentioned steps:

Other Transactions >> Back-date Transaction



B. The system will redirect the user to the above screen where the user can view the list of requests received. The user can click on the ‘View’ button to take an appropriate action for the same.



C. The user can view the details of the request created and either approve or decline the request.

D. Once done, the same will be notified to the respective warehouse.

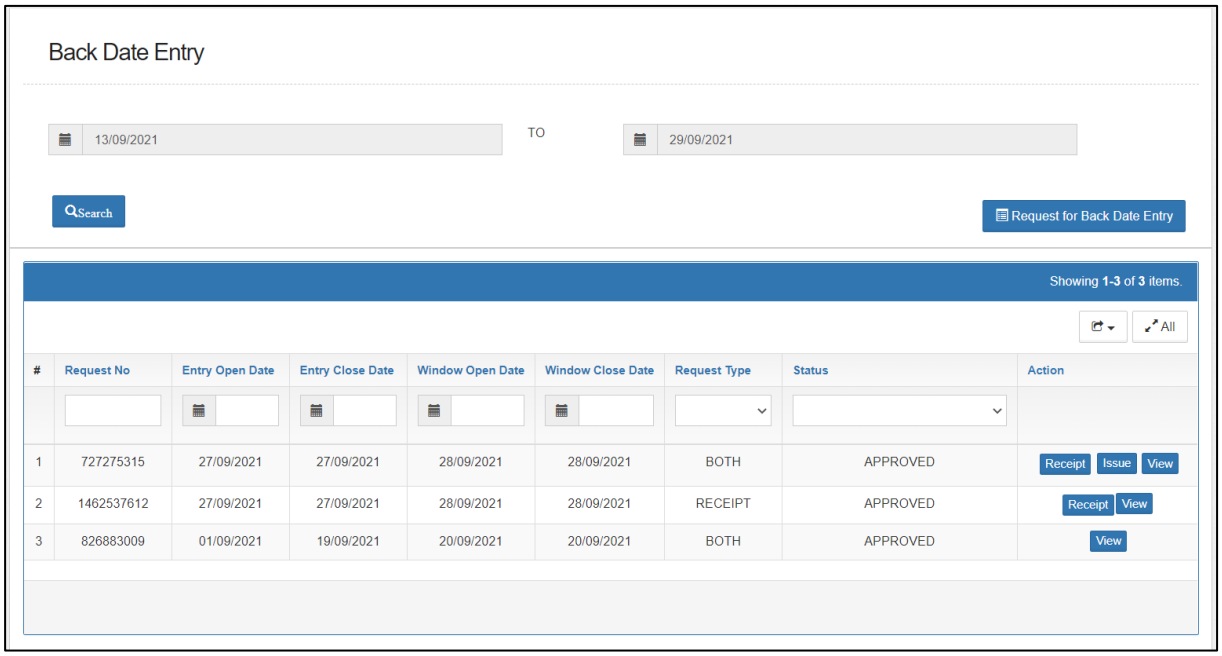
(User – WHM)

1. Back-date entry

A. A warehouse personnel can create a back-date transaction through the 'Back-date transaction' screen.

B. To reach the back-dated transaction screen, the user will follow the below-mentioned steps:

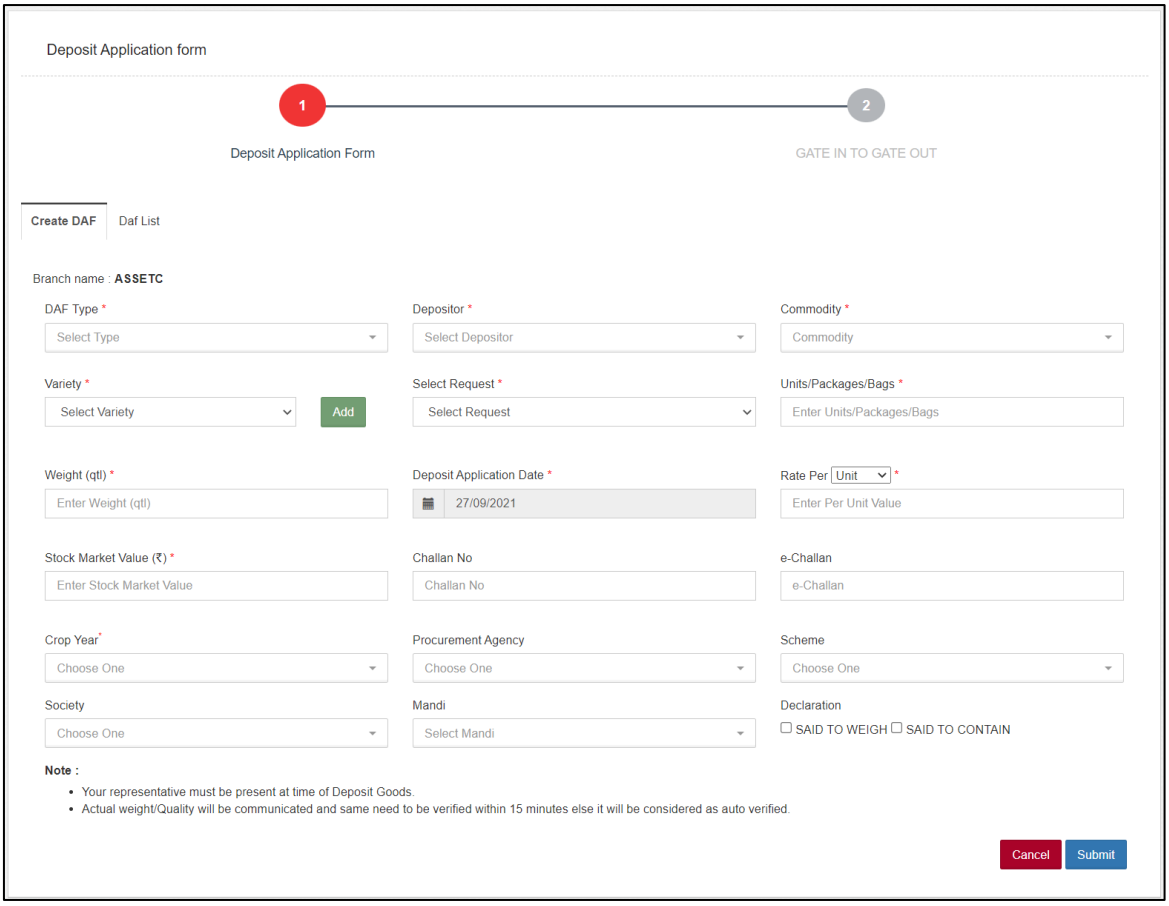
Other Transactions >> Back-date Transaction



C. The system will redirect the user to the above screen where the WHM can view the list of any back-date requests created in a certain time period.

D. The user can click on one of the provided three button to view/perform further actions:

   a. **Receipt Transaction:** Clicking on the 'Receipt' button, the system will ask if the user wants to perform a general transaction or a custom bond transaction. Clicking on the general will redirect the user to a back-date transaction screen as provided below.

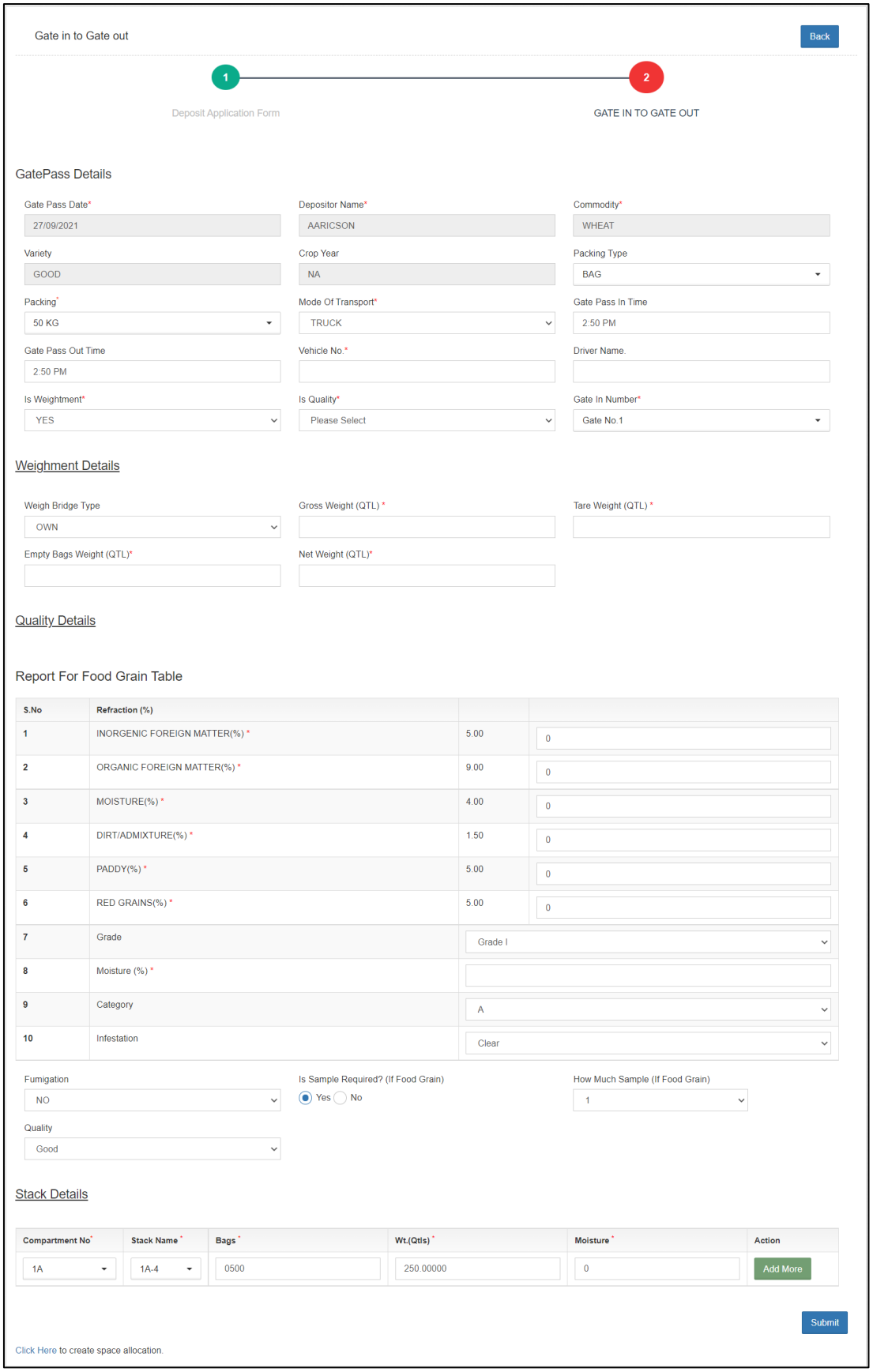


i. The user will first create a DAF in the system by entering the required details.

ii. Once done, the user can click on the ‘DAF list’ tab to perform further actions.



iii. On the DAF list screen, the user can view the list of the DAF available for the backdated transaction. The user can click on the ‘Next’ button to perform the gate-in to gate-out process.

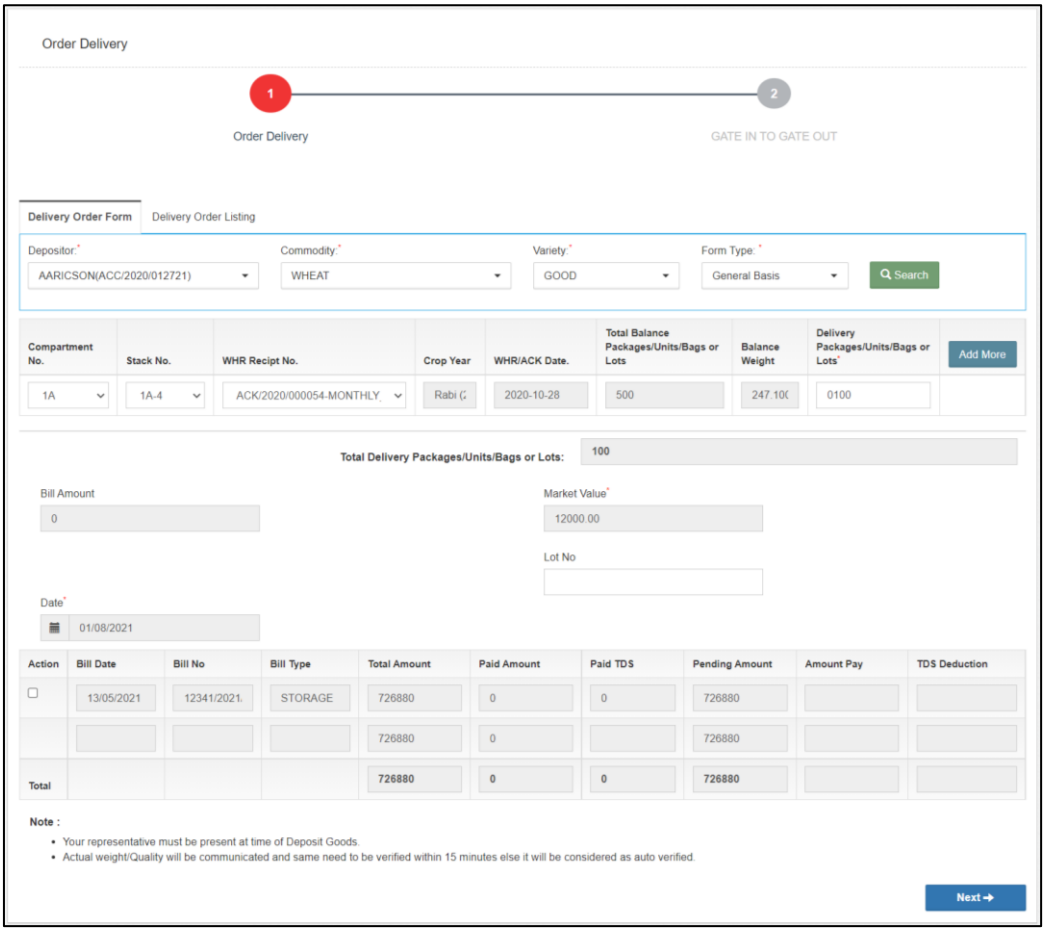


iv. The user will enter the required details in each section

provided.

v. Clicking on the submit button will save the details entered and the same will be available in the respective reports.

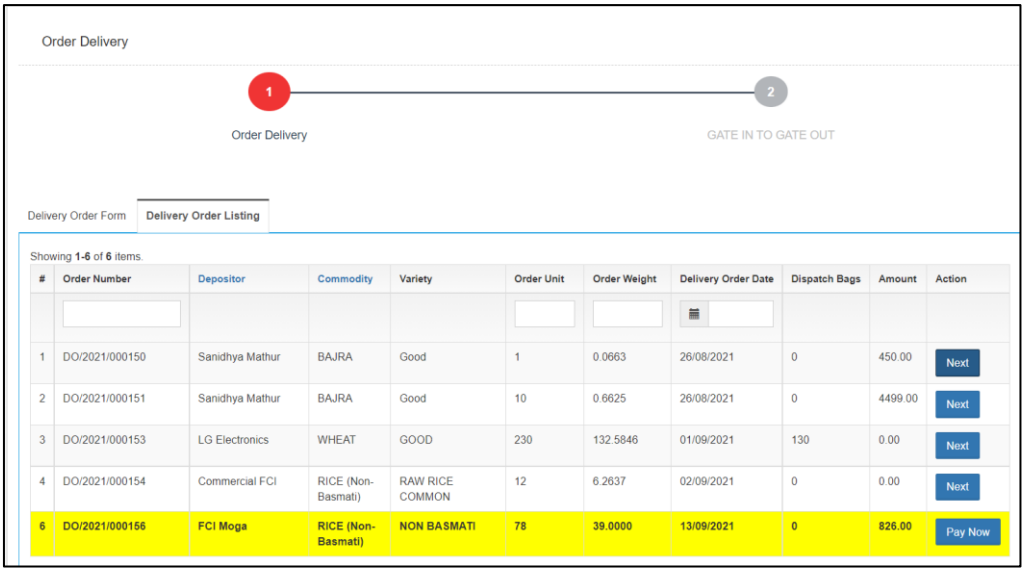
b. **Issue Transaction:** Clicking on the 'Issue' button, the system will ask if the user wants to perform a general transaction or a custom bond transaction. Clicking on the general will redirect the user to a back-date transaction screen as provided below.



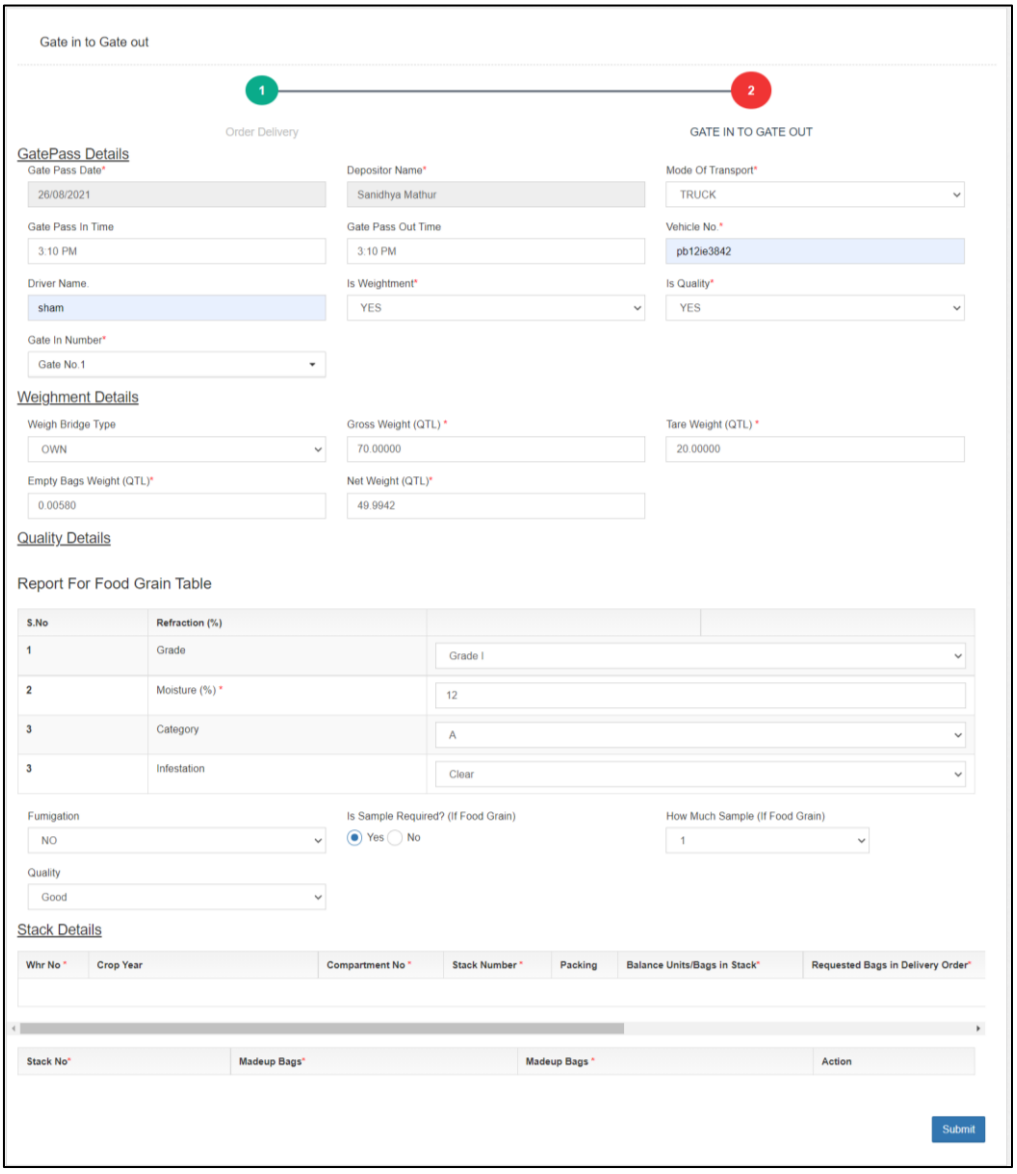
i. The user will first create a Delivery Order (DO) in the system by entering the required details.

ii. Once done, the user can click on the 'Next' button to make payment for the respective delivery order.

iii. Once the payment is processed, the user will click on the 'Delivery Order Listing' tab to view the list of Delivery Orders available for the respective date.



iv. The user can click on the 'Next' button to perform the gate-in to gate-out process.



v. The user will enter the required details in each section provided.

vi. Clicking on the submit button will save the details entered and the same will be updated in the respective reports.

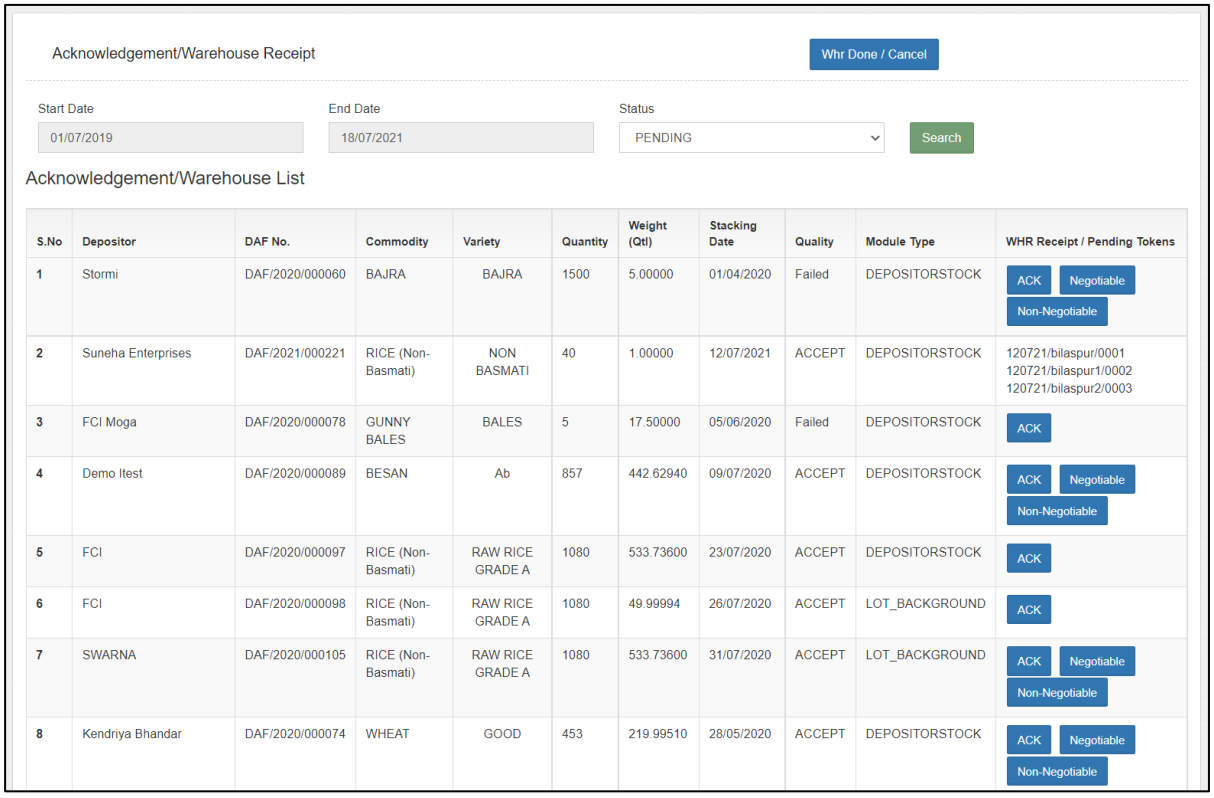
2. ACK/WHR

A. Once the receipt of the stock is complete, the user will proceed with generating and ACK/WHR for the stock received. The ACK serves as a proof of stock submission and is provided to the respective depositor.

B. To reach this screen, the user will perform the below-mentioned steps:

Receipt of Stock >> Reservation Basis >> ACK/WHR

C. This will redirect the user to the WHR/ACK list screen where the user can search for the ACKs pending for generation. The user will select the Start date and End date to narrow down the search.



Acknowledgement/Warehouse Receipt

Whr Done / Cancel

Start Date: 01/07/2019 End Date: 18/07/2021 Status: PENDING Search

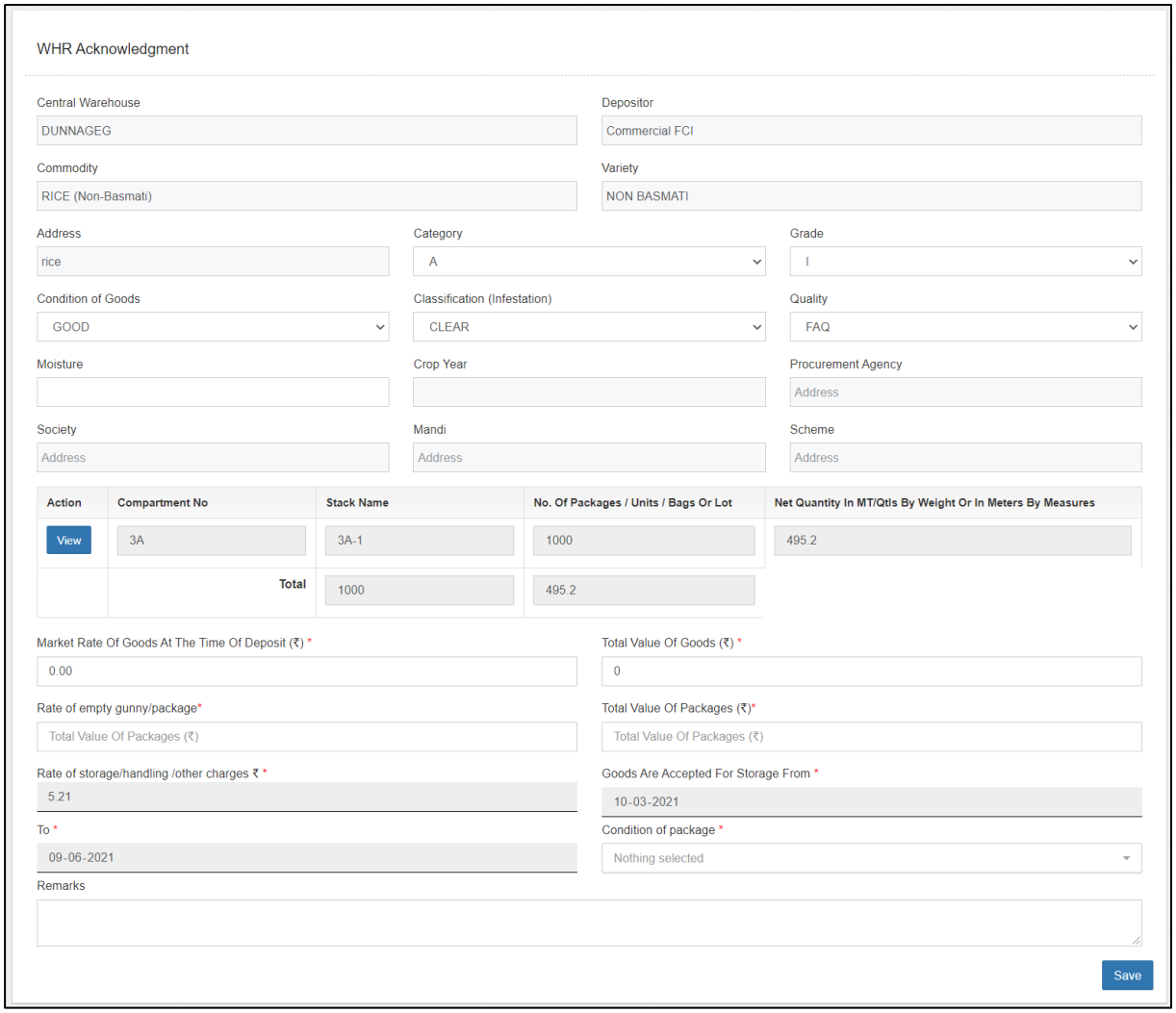
Acknowledgement/Warehouse List

S.No	Depositor	DAF No.	Commodity	Variety	Quantity	Weight (Qtl)	Stacking Date	Quality	Module Type	WHR Receipt / Pending Tokens
1	Stormi	DAF/2020/000060	BAJRA	BAJRA	1500	5.00000	01/04/2020	Failed	DEPOSITORSTOCK	ACK Negotiable Non-Negotiable
2	Suneha Enterprises	DAF/2021/000221	RICE (Non-Basmati)	NON BASMATI	40	1.00000	12/07/2021	ACCEPT	DEPOSITORSTOCK	120721/bilaspur/0001 120721/bilaspur1/0002 120721/bilaspur2/0003
3	FCI Moga	DAF/2020/000078	GUNNY BALES	BALES	5	17.50000	05/06/2020	Failed	DEPOSITORSTOCK	ACK
4	Demo Itest	DAF/2020/000089	BESAN	Ab	857	442.62940	09/07/2020	ACCEPT	DEPOSITORSTOCK	ACK Negotiable Non-Negotiable
5	FCI	DAF/2020/000097	RICE (Non-Basmati)	RAW RICE GRADE A	1080	533.73600	23/07/2020	ACCEPT	DEPOSITORSTOCK	ACK
6	FCI	DAF/2020/000098	RICE (Non-Basmati)	RAW RICE GRADE A	1080	49.99994	26/07/2020	ACCEPT	LOT_BACKGROUND	ACK
7	SWARNA	DAF/2020/000105	RICE (Non-Basmati)	RAW RICE GRADE A	1080	533.73600	31/07/2020	ACCEPT	LOT_BACKGROUND	ACK Negotiable Non-Negotiable
8	Kendriya Bhandar	DAF/2020/000074	WHEAT	GOOD	453	219.99510	28/05/2020	ACCEPT	DEPOSITORSTOCK	ACK Negotiable Non-Negotiable

D. On this screen, the user can perform the following functions:

a. Generate ACK/Negotiable WHR/ Non-negotiable WHR

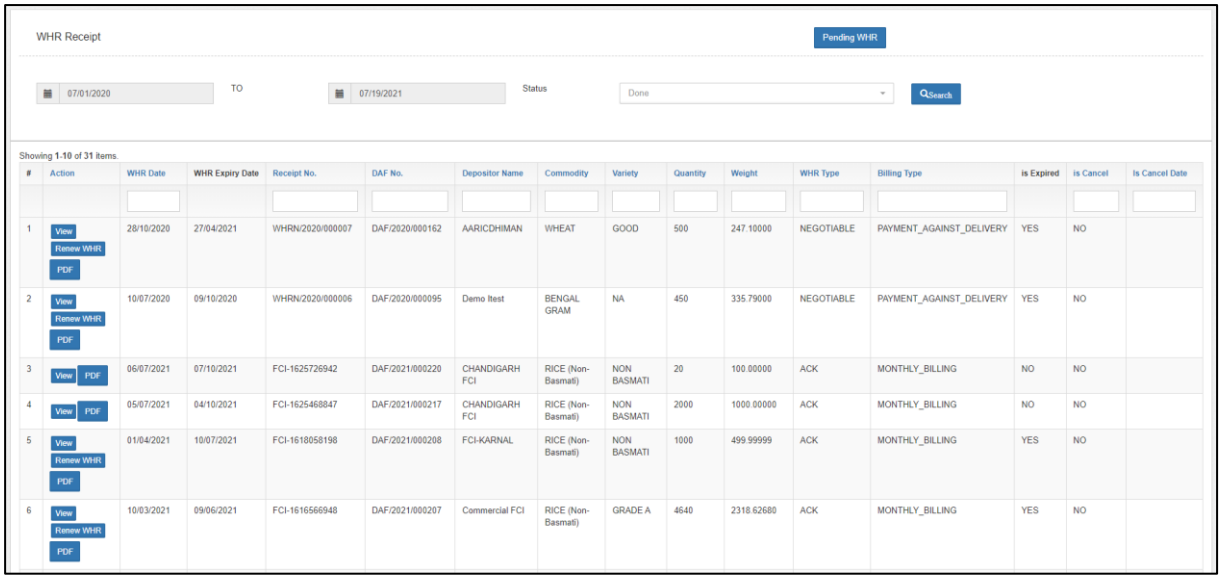
i. The user can click on one of the provided buttons, i.e., ACK, Negotiable, and Non-Negotiable to generate the respective acknowledgement document.



The user will enter the required details and click on the save button to generate the acknowledgment.

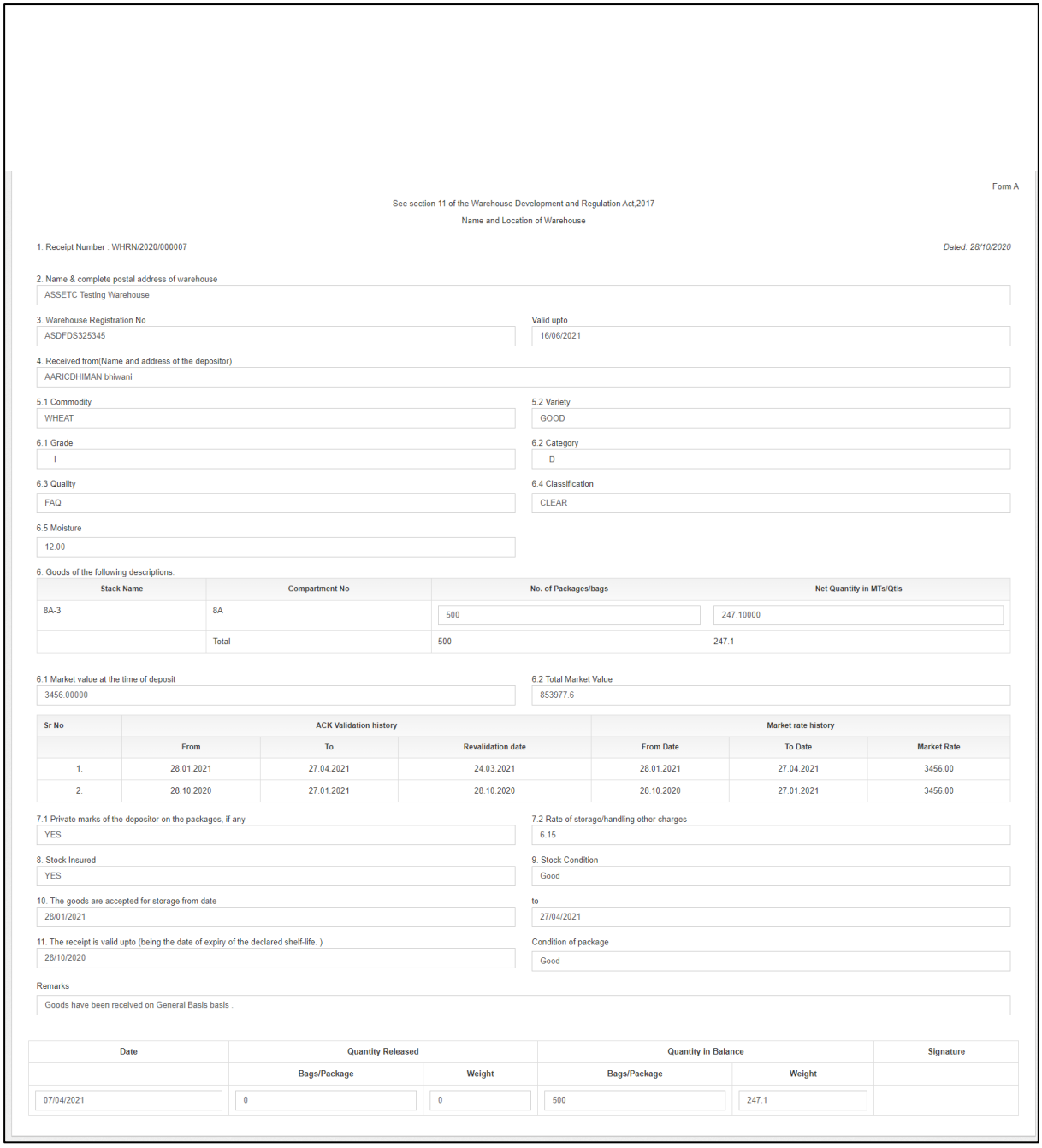
b. View the ACKs generated in the system:

1. The user can click on the 'WHR Done/Cancel' button to view the list of ACKs generated through the system.



#	Action	WHR Date	WHR Expiry Date	Receipt No.	DAF No.	Depositor Name	Commodity	Variety	Quantity	Weight	WHR Type	Billing Type	is Expired	is Cancel	Is Cancel Date
1	View Renew WHR PDF	28/10/2020	27/04/2021	WHRN/2020/000007	DAF/2020/000162	AARICDHIMAN	WHEAT	GOOD	500	247.10000	NEGOTIABLE	PAYMENT_AGAINST_DELIVERY	YES	NO	
2	View Renew WHR PDF	10/07/2020	09/10/2020	WHRN/2020/000006	DAF/2020/000095	Demo Itest	BENGAL GRAM	NA	450	335.79000	NEGOTIABLE	PAYMENT_AGAINST_DELIVERY	YES	NO	
3	View PDF	06/07/2021	07/10/2021	FCI-1625726942	DAF/2021/000220	CHANDIGARH FCI	RICE (Non-Basmati)	NON BASMATI	20	100.00000	ACK	MONTHLY_BILLING	NO	NO	
4	View PDF	05/07/2021	04/10/2021	FCI-1625468847	DAF/2021/000217	CHANDIGARH FCI	RICE (Non-Basmati)	NON BASMATI	2000	1000.00000	ACK	MONTHLY_BILLING	NO	NO	
5	View Renew WHR PDF	01/04/2021	10/07/2021	FCI-1618058198	DAF/2021/000208	FCI-KARNAL	RICE (Non-Basmati)	NON BASMATI	1000	499.99999	ACK	MONTHLY_BILLING	YES	NO	
6	View Renew WHR PDF	10/03/2021	09/06/2021	FCI-1616566948	DAF/2021/000207	Commercial FCI	RICE (Non-Basmati)	GRADE A	4640	2318.62680	ACK	MONTHLY_BILLING	YES	NO	

ii. The user can perform the search by selecting the following fields:
    1. Start date.
    2. End date
    3. Status (Done, Cancelled ACK/WHR, Expired)
iii. After clicking on the search button, the system will display the list of ACKs generated through the system thus far.
iv. The user can perform the following functions on this screen.
    1. **View:** Clicking on this button will display the ACK details.



Form A

See section 11 of the Warehouse Development and Regulation Act,2017

Name and Location of Warehouse

1. Receipt Number : WHRN/2020/000007 — *Dated: 28/10/2020*

2. Name & complete postal address of warehouse: ASSETC Testing Warehouse

3. Warehouse Registration No: ASDFDS325345 — Valid upto: 16/06/2021

4. Received from(Name and address of the depositor): AARICDHIMAN bhiwani

5.1 Commodity: WHEAT — 5.2 Variety: GOOD

6.1 Grade: I — 6.2 Category: D

6.3 Quality: FAQ — 6.4 Classification: CLEAR

6.5 Moisture: 12.00

6. Goods of the following descriptions:

Stack Name	Compartment No	No. of Packages/bags	Net Quantity in MTs/Qtls
8A-3	8A	500	247.10000
	Total	500	247.1

6.1 Market value at the time of deposit: 3456.00000 — 6.2 Total Market Value: 853977.6

Sr No	ACK Validation history			Market rate history		
	From	To	Revalidation date	From Date	To Date	Market Rate
1.	28.01.2021	27.04.2021	24.03.2021	28.01.2021	27.04.2021	3456.00
2.	28.10.2020	27.01.2021	28.10.2020	28.10.2020	27.01.2021	3456.00

7.1 Private marks of the depositor on the packages, if any: YES — 7.2 Rate of storage/handling other charges: 6.15

8. Stock Insured: YES — 9. Stock Condition: Good

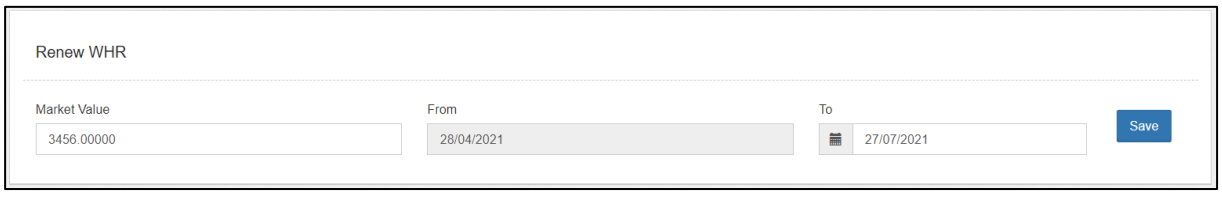
10. The goods are accepted for storage from date: 28/01/2021 — to: 27/04/2021

11. The receipt is valid upto (being the date of expiry of the declared shelf-life.): 28/10/2020 — Condition of package: Good

Remarks: Goods have been received on General Basis basis .

Date	Quantity Released		Quantity in Balance		Signature
	Bags/Package	Weight	Bags/Package	Weight	
07/04/2021	0	0	500	247.1	

2. Renew ACK: Clicking on this button, the user can revalidate the expired ACK by entering the desired details.



3. PDF: Clicking on this button, the user can view the

PDF of the ACK generated.

Testing Warehouse

Negotiable Receipt

(Original)

Serial No Of Receipt : WHRN/2020/000007 *Dated: 28/10/2020*

Name of warehouse :ASSETC

Name & complete postal address of warehouse : WET1234 Testing Warehouse

Warehouse Registration No : ASDFDS325345 **Valid upto :** 16/06/2021

Received from(Name and address of the depositor) : AARICDHIMAN bhiwani

Through(Name of Agency, Society & Mandi/Centre, if any): Thakur Agency, Thakur Society, HARYANA MANDI

Goods of the following descriptions:

Commodity	Variety	Marketing Season/Scheme	Crop Year	Stack Name	Description of commodity with quality/grade	Category	No. of Packages/bags	Net Quantity in MTs/Qtls	Market value at the time of deposit
WHEAT	GOOD		NA	8A-3	I	D	500	247.10000	3456.00000
Total							500	247.1	

Condition of Goods :- (i)Goods (ii) Fair (iii) Average : Good

Private marks of the depositor on the packages, if any : YES

Rate of storage and Others charges : 6.15

Insured for fire, theft, bulgary, misappropiation, riots, strikes, terrorism : YES

Indemnified for Rs _____ against Fire/ Flood/ Theft/ Misappropriation/ Riots/ Strikes/ Terrorism with (Name of Insurance Co.) For the amount of Rs _____

Goods are accepted for storage from : 28/01/2021 **to** 27/04/2021

Market rate at the time of deposit : 3456.00000

Sr No	ACK Validation history			Market rate history		
S No	From	To	Revalidation date	From Date	To Date	Market Rate
1.	28.01.2021	27.04.2021	24.03.2021	28.01.2021	27.04.2021	3456.00
2.	28.10.2020	27.01.2021	28.10.2020	28.10.2020	27.01.2021	3456.00

Valuation : 853977.6

The receipt is valid upto 28/10/2020 **being the date of expiry of the declared shelf-life.**

Condition of package: Good

Remarks : Goods have been received on General Basis basis .

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Signature of the warehouse Manager or authorised person