Bihar State Warehousing Corporation
B2,1st Floor, Mauryalok Complex, Patna-01

Produce : Preserve : Prosper

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL -
ENGG & MAINTENANCE

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ENGG & MAINTENANCE

The warehouse personnel have the provision to raise a request for warehouse maintenance through the system. There are two types of requests a warehouse manager can create

-Emergency/accidental

-Routine

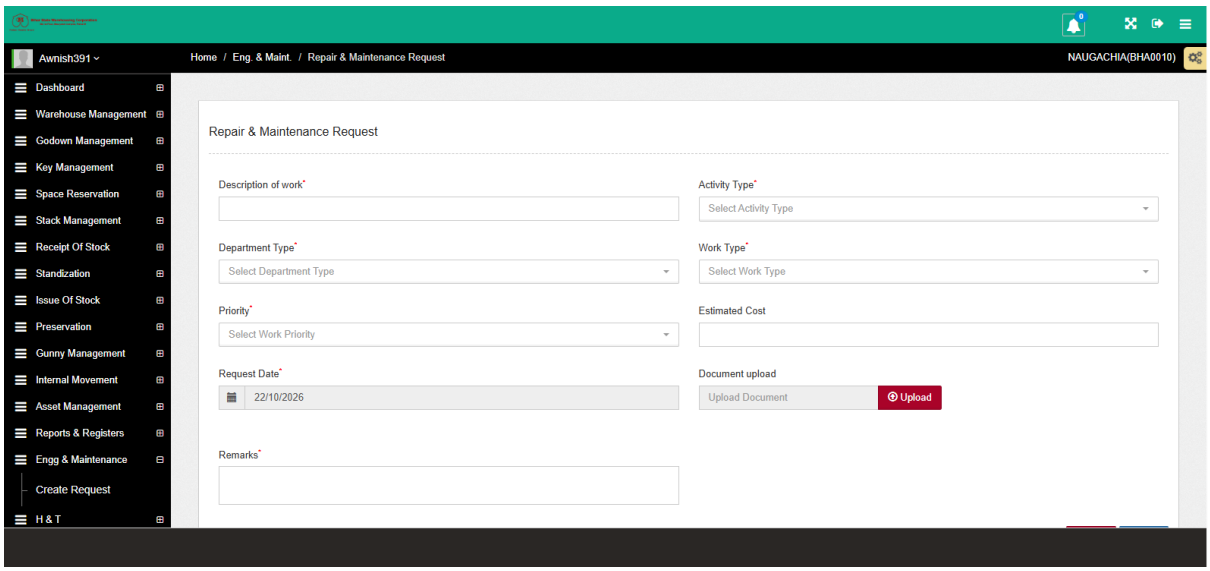
(User – WHM)

1. Create Request

The very first step in engg & Maintenance is to create new request of engg & Maintenance.

The user can follow the below-mentioned steps to record a engg & Maintenance request:

engg & Maintenance >> Create request



Creation of request

The warehouse manager can generate a request for engineering and maintenance. The warehouse manager needs to fill out the following information to create the request:

A) Description of work

B) Activity type: Emergency/Incidental or Routine

C) Department work: Civil, electrical, water supply, CCTV, or other

D) Work type: Office, godown, road repair or boundary

E) Priority: Low, high, medium, critical, or low

F) Estimated cost: Estimated cost for work

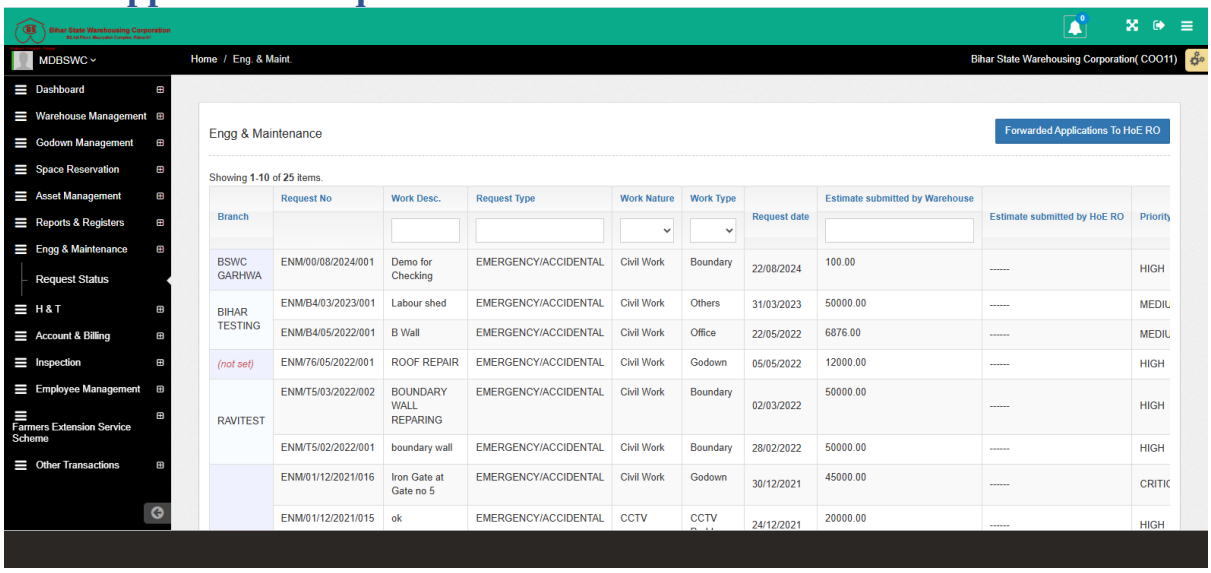
G) Request date

H) Document for request

I) Remarks

2) (User – CO/RO/HO)

Approval of Request



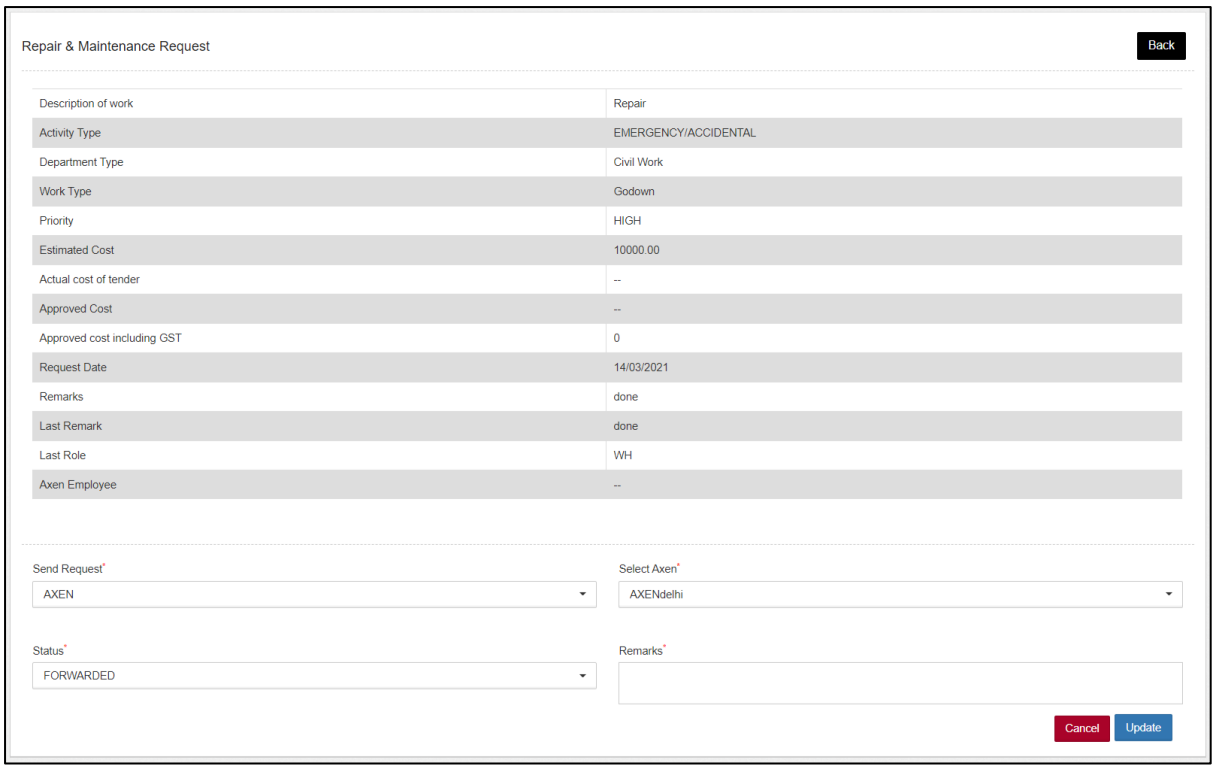
Approval of request

The saved request is reflected in the account of HO. HO can send the request further to EXEN or request back to the Warehouse manager. HO needs to fill out the particular information for request on the Engineering & maintenance:

Send request: Warehouse manager or EXEN

A) Status: Forwarded, Rejected and On-Hold

B) Remarks



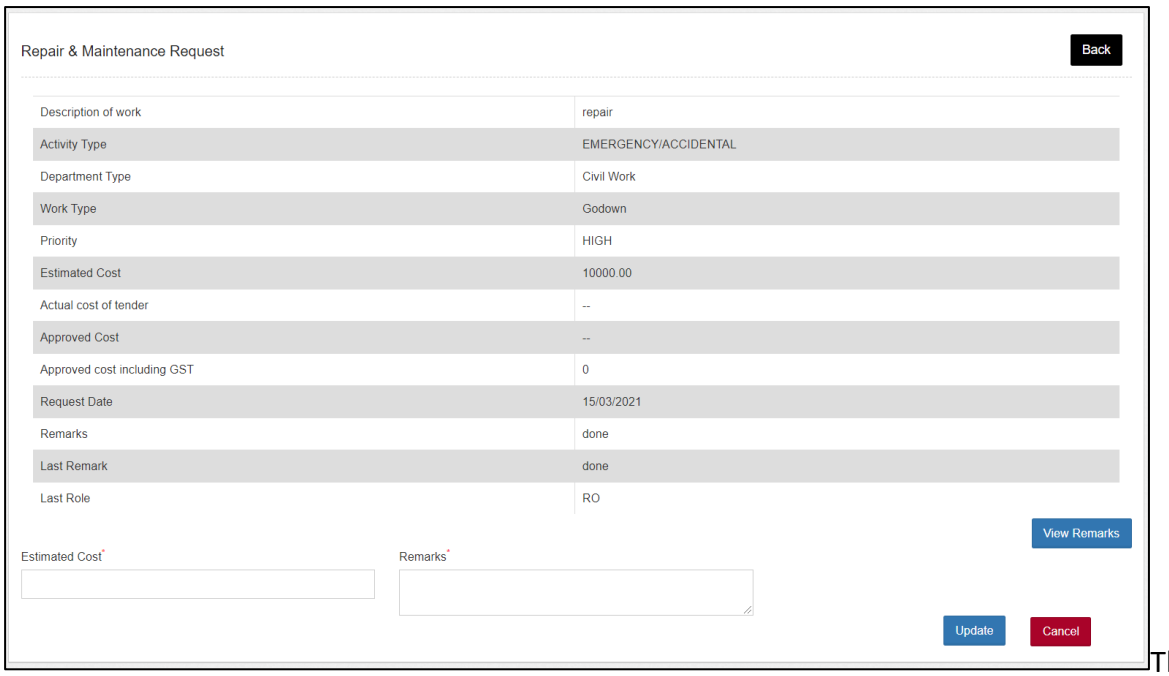
If the request is forwarded from HO, it will be reflected in the EXEN account

EXEN will fill out the particular information for the generated request:

A) Estimated cost

B) Remarks



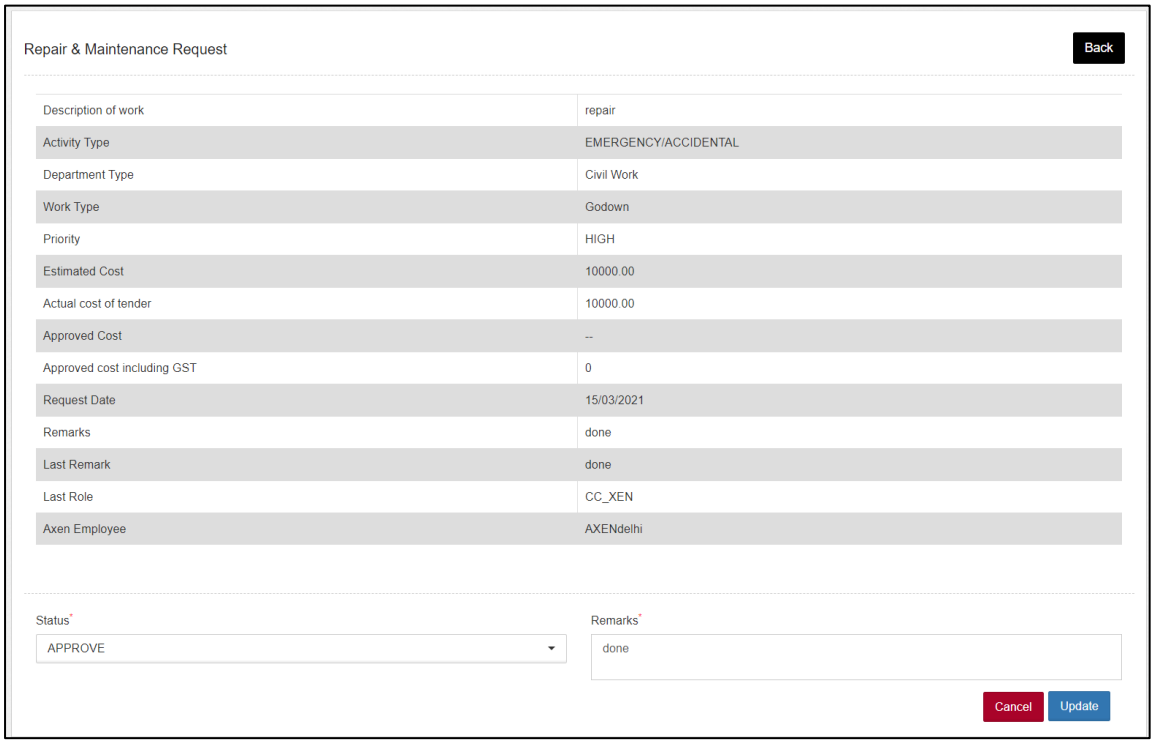


The request after approval from EXEN will be reflected in the HO account.

HO will approve the same by filling in the particular information:

A) Status

B) Remarks



3. Forward for tendering

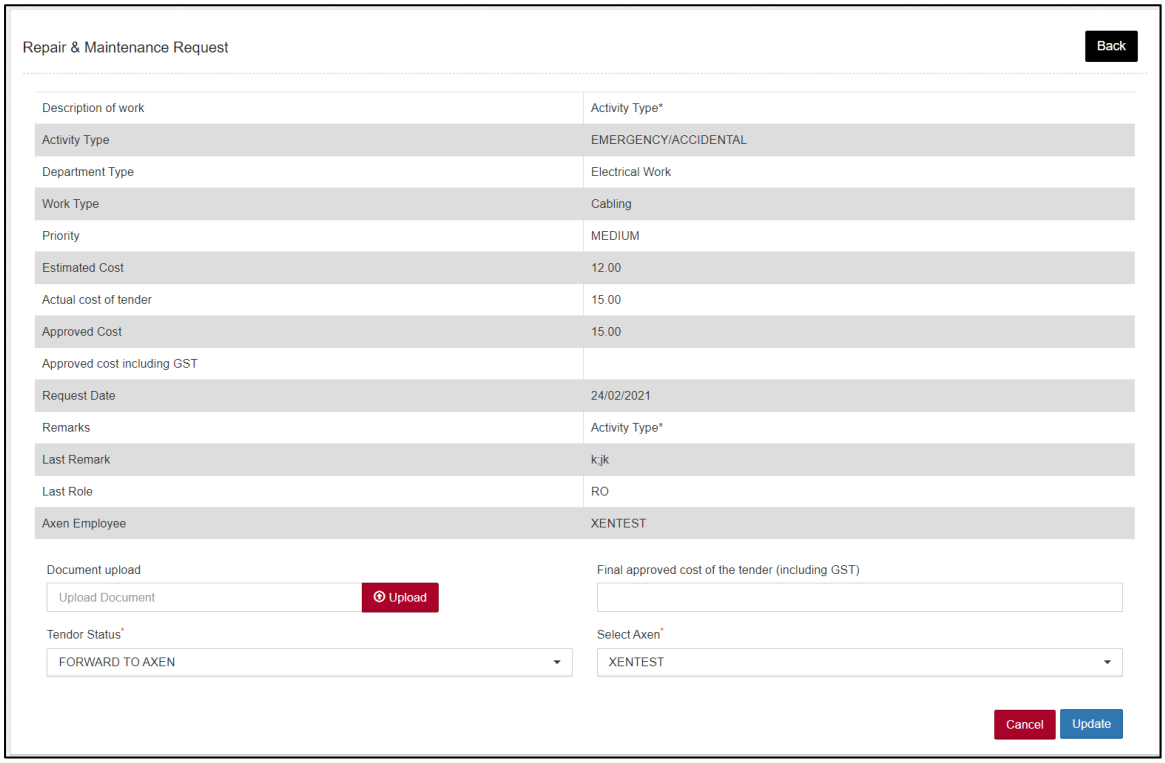
The request which is approved by HO is open for tender.

HO can initiate the same by using the provided user credentials. Below written parameters will be punched by HO:

A) Document for Tender

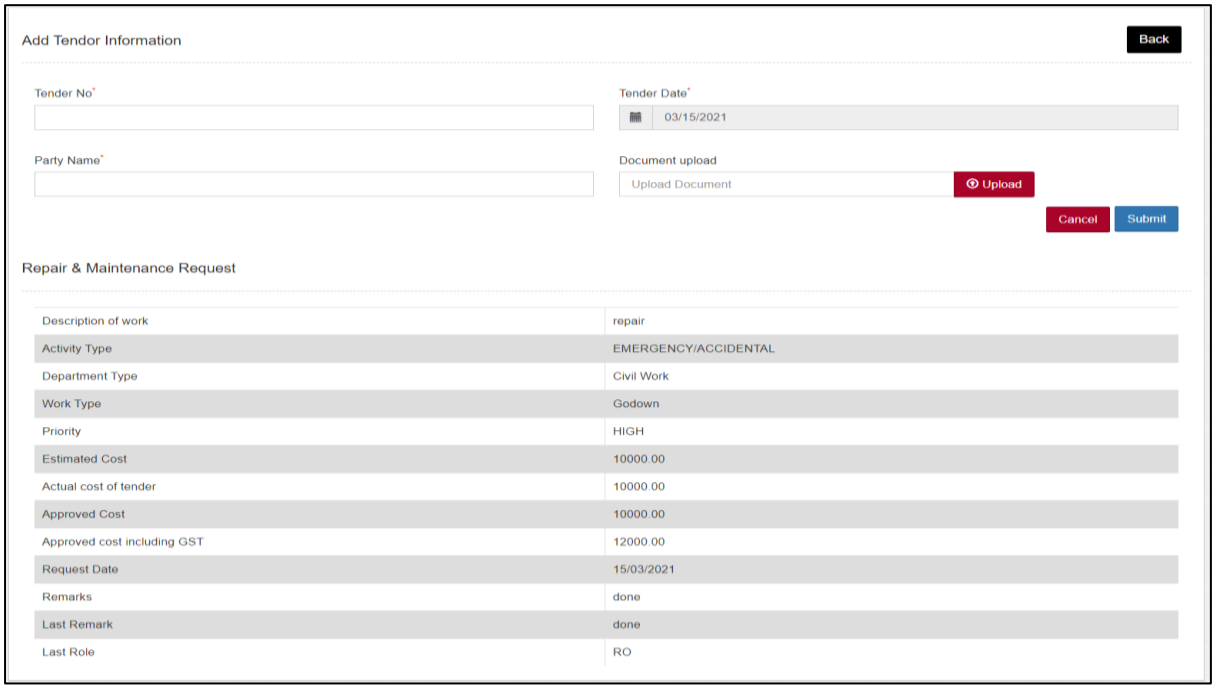
B) Final approval cost for tender

C) Tender status



4. Status regarding request

On opening up of tender for request, the request will be reflected in the account of the Warehouse manager.



The warehouse manager will maintain the status for request by providing the below-written details and this option will be available on Engineering & maintenance page:

A) Status: Start or Complete

B) Start date/End date Remarks

