

Bihar State Warehousing Corporation

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

Produce : Preserve : Prosper

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL -
GUNNY MANAGEMENT

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Gunny Management

Gunny is a coarse hard-wearing fabric that is usually made from jute and used for sacks. Gunny cloth is woven of numerous qualities, according to the purpose to which it is devoted. Reusable gunny sacks typically hold about 50 kg, which traditionally, and to some extents still are, used for transporting grains, potatoes, and other agricultural products. Gunny bags are stored in warehouses either for storing grains or for contingency purposes.

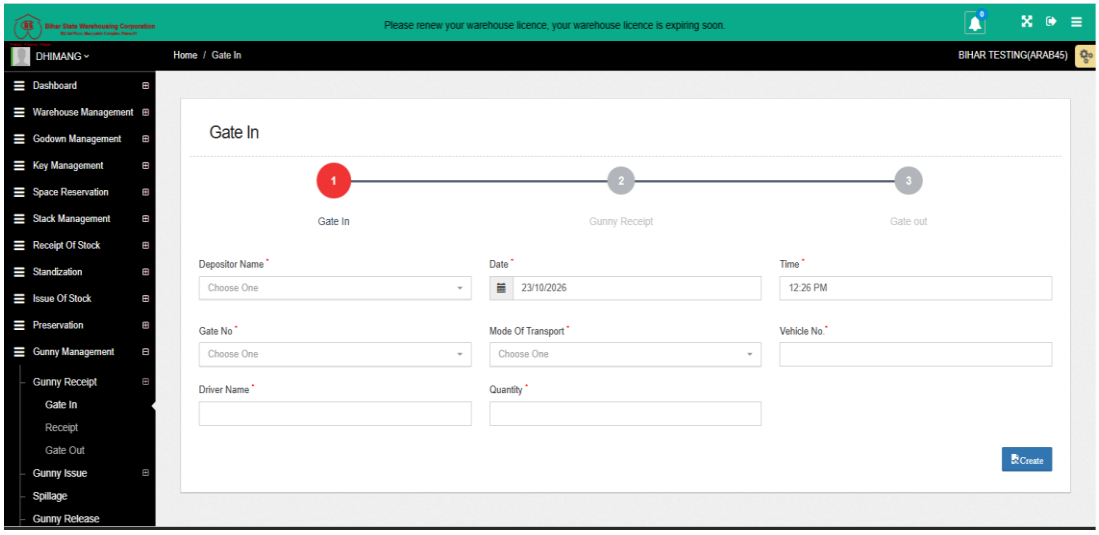
A warehouse manager is responsible for the management of gunnies and has to maintain records of receipts and issuing of gunny sacks on daily basis for each depositor.

1. Gunny Receipt

User Type- WHM

Management of gunny begins with the receipt of gunny sacks in the warehouse by the depositor using facilities of the warehouse management system.

- Navigate to **Gunny Management>>Gunny Receipt>>Gate In**



- WHM user need to enter the following details for receipt gunny Details are-

  Depositor Name,

  Date,

  Time

  Gate No,

  Mode of transport,

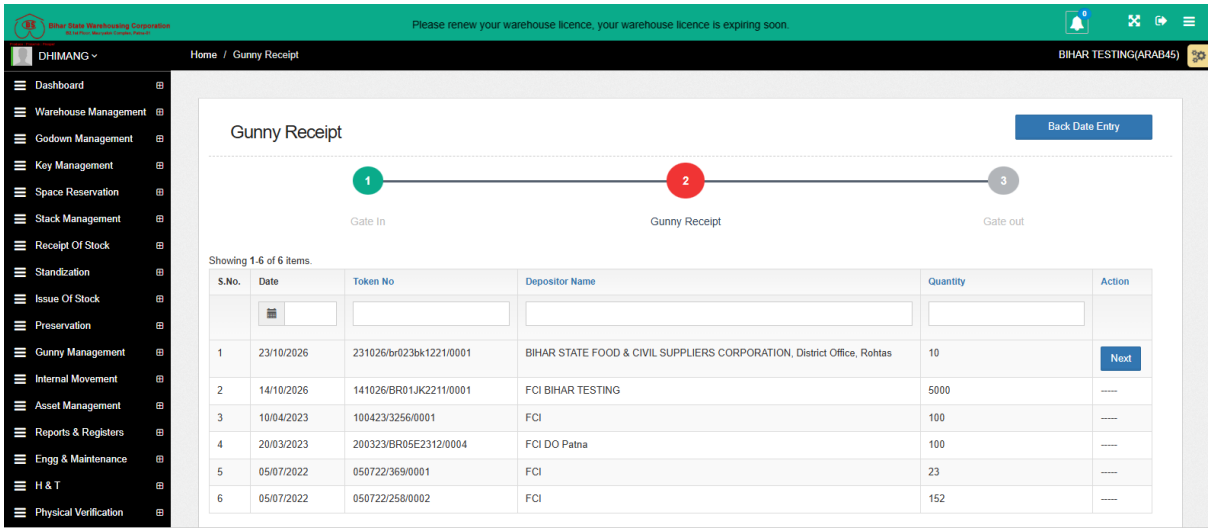
Vehicle No,

Driver Name,

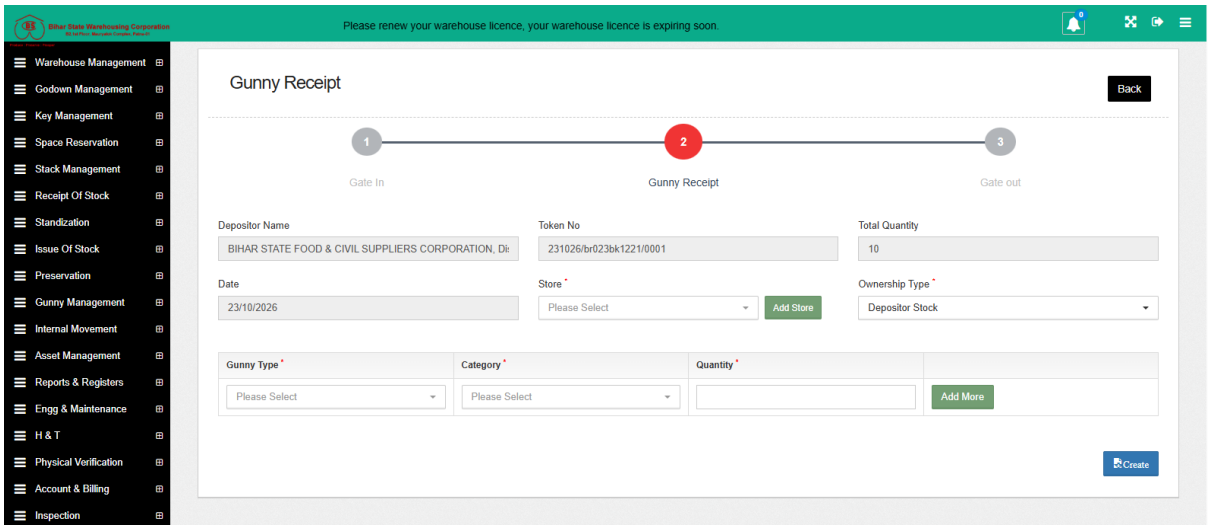
Quantity.

After entered the details Click on Create button.

- WHM User Navigate to next step – Gunny Management>> Gunny Receipt >> Receipt



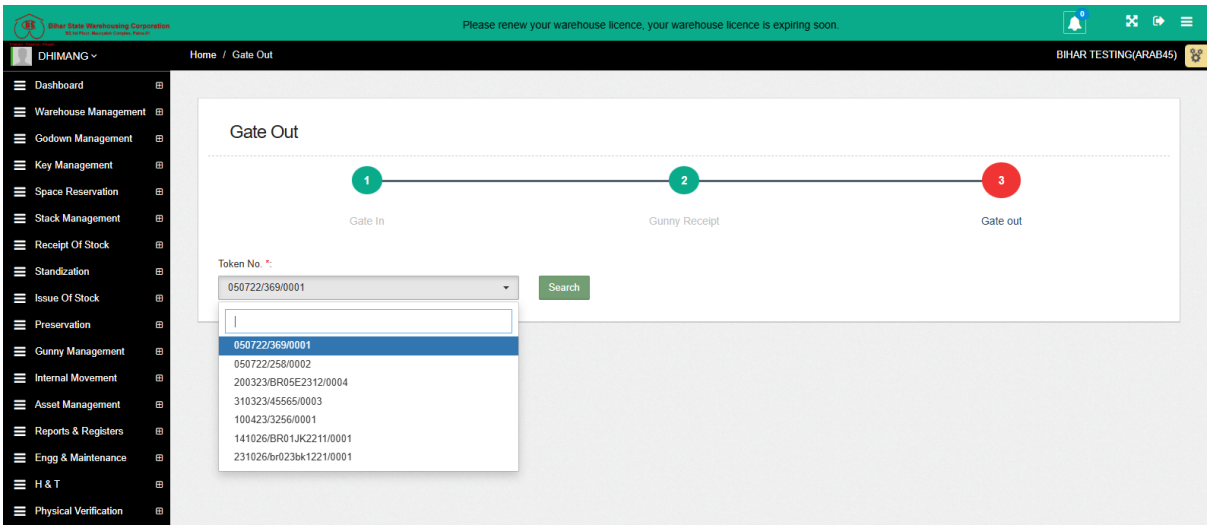
- Click on Recent generated Token no Action column Next Button



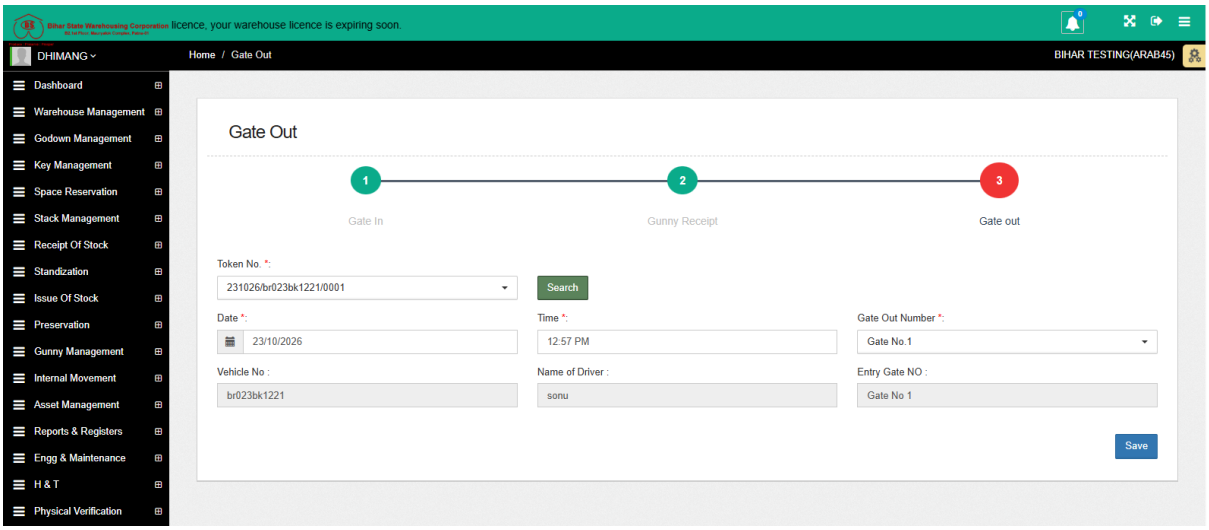
Fill the above Gunny Receipt form details

- Store
- Ownership Type
- Gunny Type
- Category
- Quantity

- User can add multiple type gunny using the Add More button
- Then Click on Create Button.
- After clicking on Create button Gunny are stored on wms created Store.
- Now need to Gate out the vehicle from warehouse
- Navigate to Gunny management>>Gunny Receipt>>Gate Out



- Select the Token no you have created in previous screen and Click on **Search** Button.



- All details are pre filled and Click on **Save** Button.

2. Gunny Issue

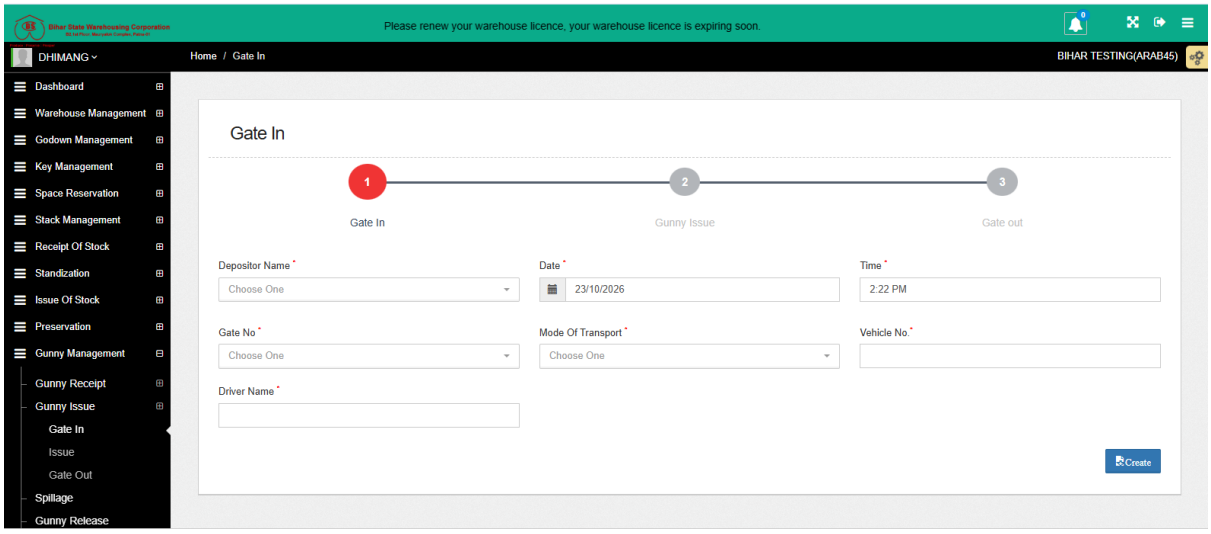
Gunny sacks are kept in warehouses by the depositors for contingency purposes. These sacks are bought in and kept to store commodities. Such sacks make to and from of commodities easy daily and are used when the existing gunny sack is damaged or torn. A warehouse manager may receive a request for gunnies deposited by the depositor from another warehouse. This issue is made through the 'Gunny Issue' process Proper management of all the gunny sacks is maintained over the portal for each depositor to identify the balances left in the warehouse.

The warehouse manager is responsible for punching in all the details related to issuing gunny sacks for each depositor on daily basis.

Gunny Issue

User Type- WHM

- WHM User need to Navigate to **Gunny Management>>Gunny Issue>>Gate In.** Displaying the Gate In screen and user need to fill the form details.



- Details are-

  Depositor Name,

  Date,

  Time

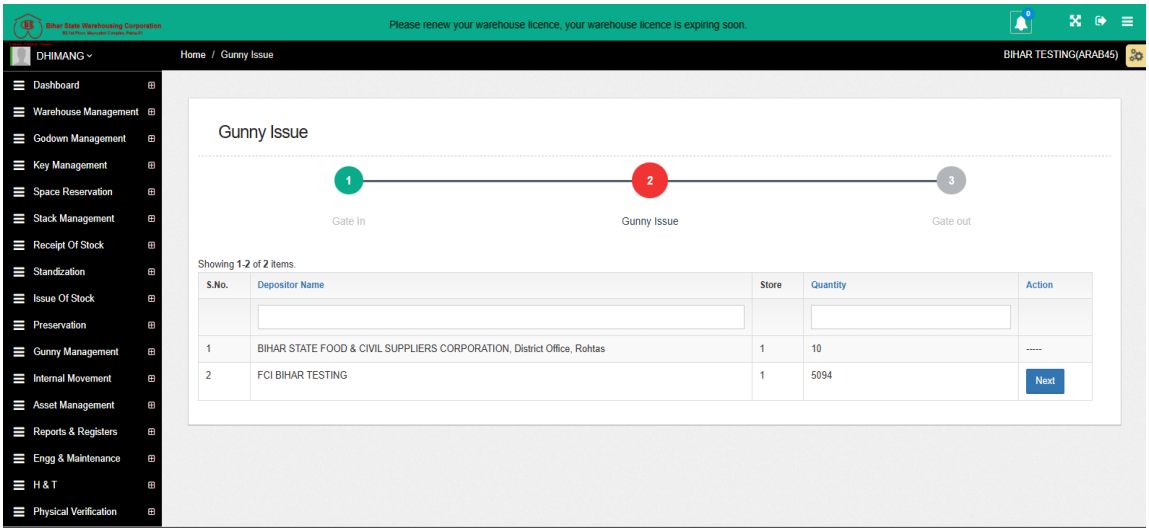
  Gate No,

  Mode of transport,

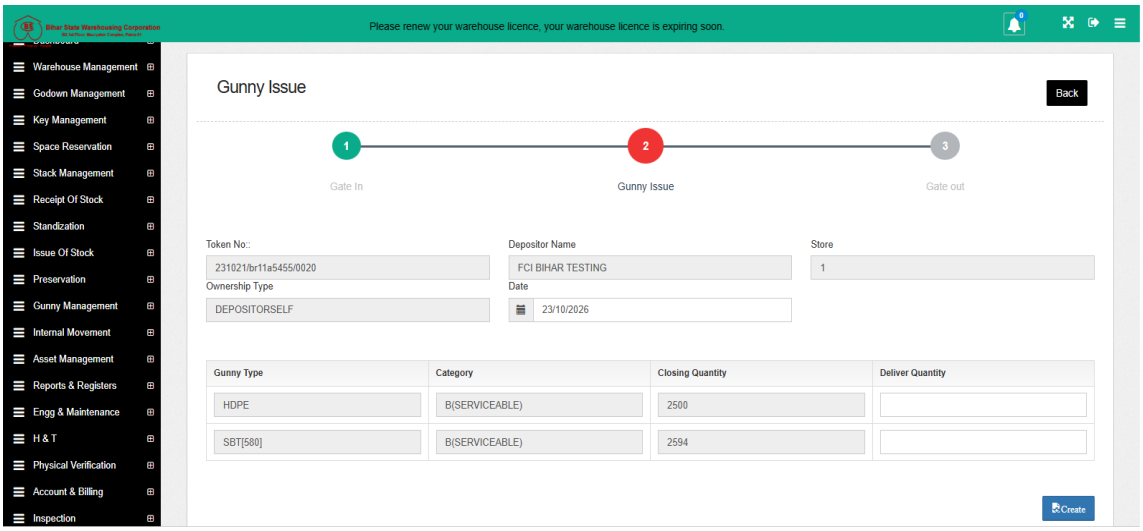
Vehicle No,

Driver Name.

- Enter all the field details and Click on **Create** Button.
- Next step User Navigate to Gunny **Management>>Gunny Issue>>Issue**



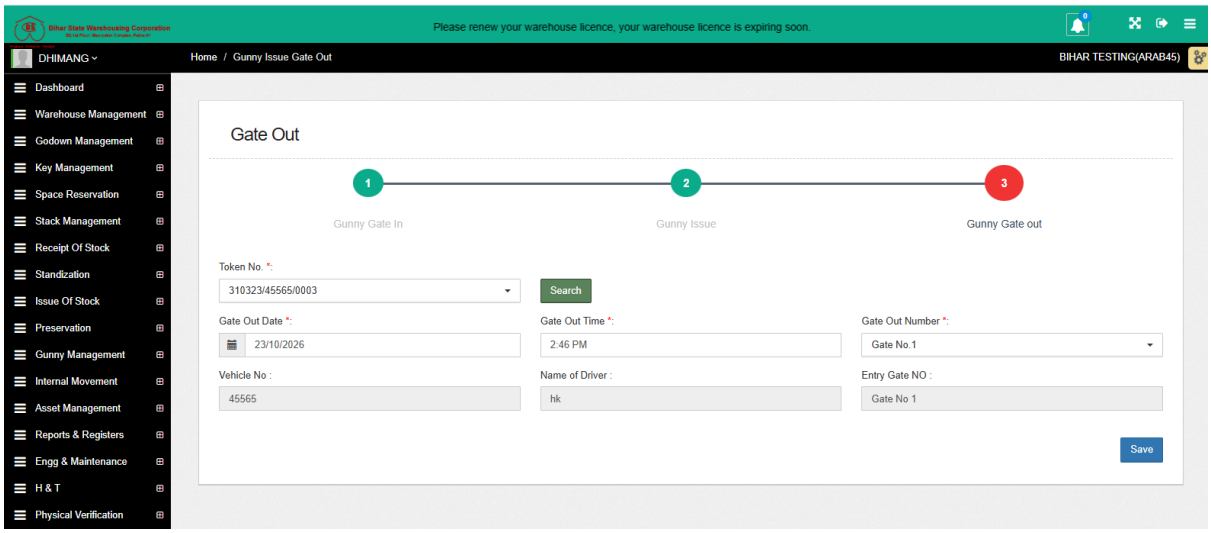
- After navigate open Gunny Issue screen and user click on **Next** button.



- After Next button new above screen is showing WHM/User need to fill the all necessary details and click on **Click** button.

  Note: - Here user fill the **Deliver Quantity.**
- Click on Create button.
- WHM User need to Navigate to next steps for Gunny Gate Out.

  >>Gunny Management>>Gunny Issue>Gate Out
  - Showing below screen is Gate Out.



- Check the pre filled details and click on Save button.

3. Palla bag

During the stacking period, food grains fall off gunny bags due to wear and tear or infestation. In such a situation, food grains are collected, cleaned, and stored in a new gunny bag which is termed as Pallabag Such palla bag is part of mother stock.

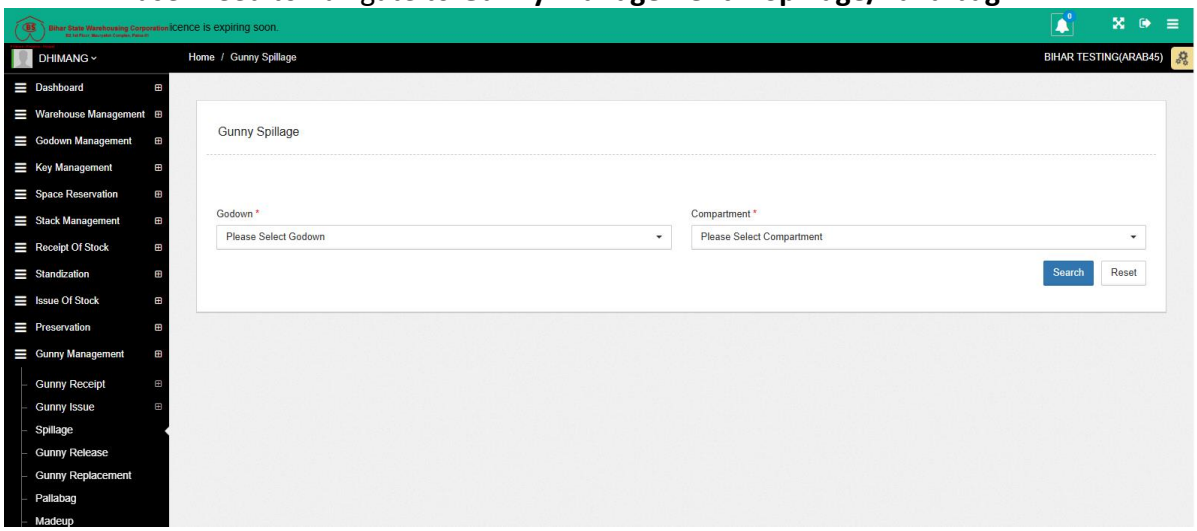
Spillage

During the loading and unloading period, food grains fall off gunny bags due to wear and tear. In such a situation, food grains are collected, cleaned, and stored in a new gunny bag which is termed spillage Such spillage is part of mother stock.

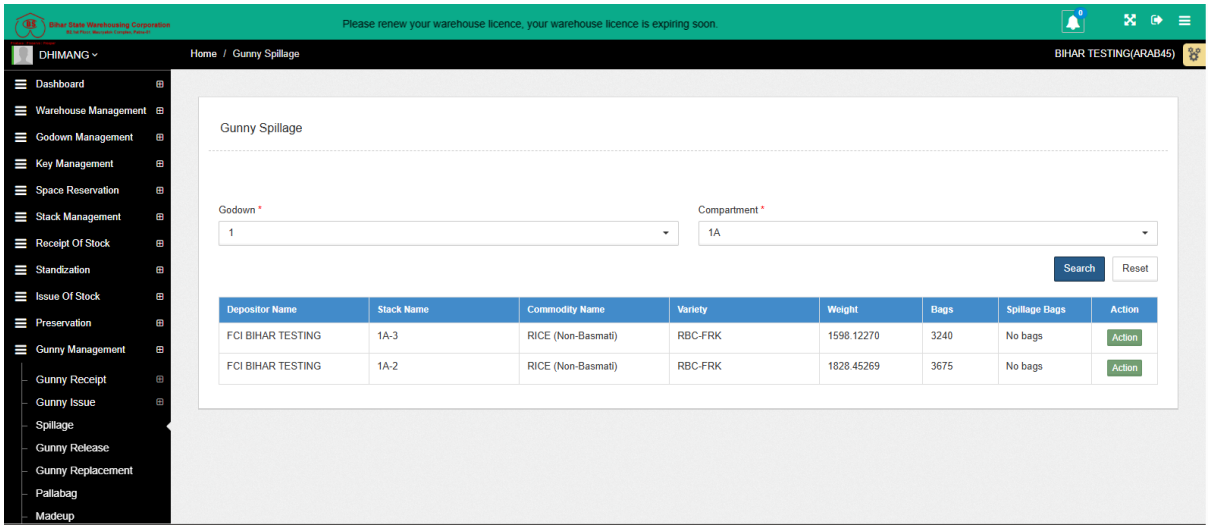
User Type- WHM

Palla bag/Spillage

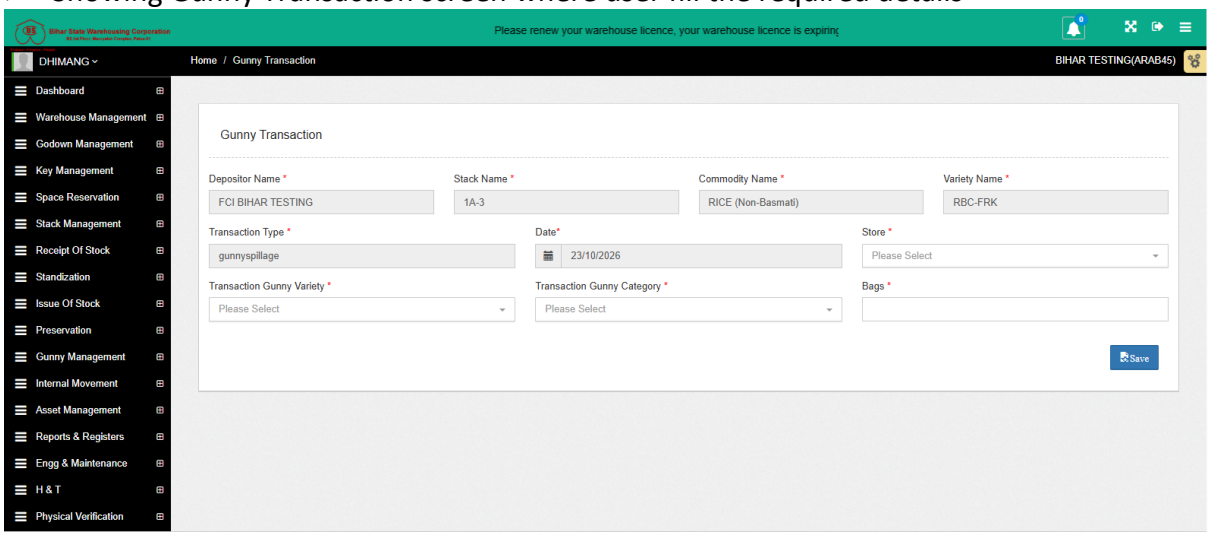
- WHM user need to navigate to **Gunny Management>>Spillage/Palla bag**



- User need to select Godown and Compartment and click on Search button.
- After searching showing below screen.



- User need to select Action button on which stack his/her want to make spillage/palla bag.
- Showing Gunny Transaction screen where user fill the required details-



Details are:- Depositor name, Stack Name, Commodity Name, Verity Name, Transaction Type, Date, Store, Transaction Gunny Varity, Transaction Gunny Category and Bags.

- After filling the all details click on **save** button.

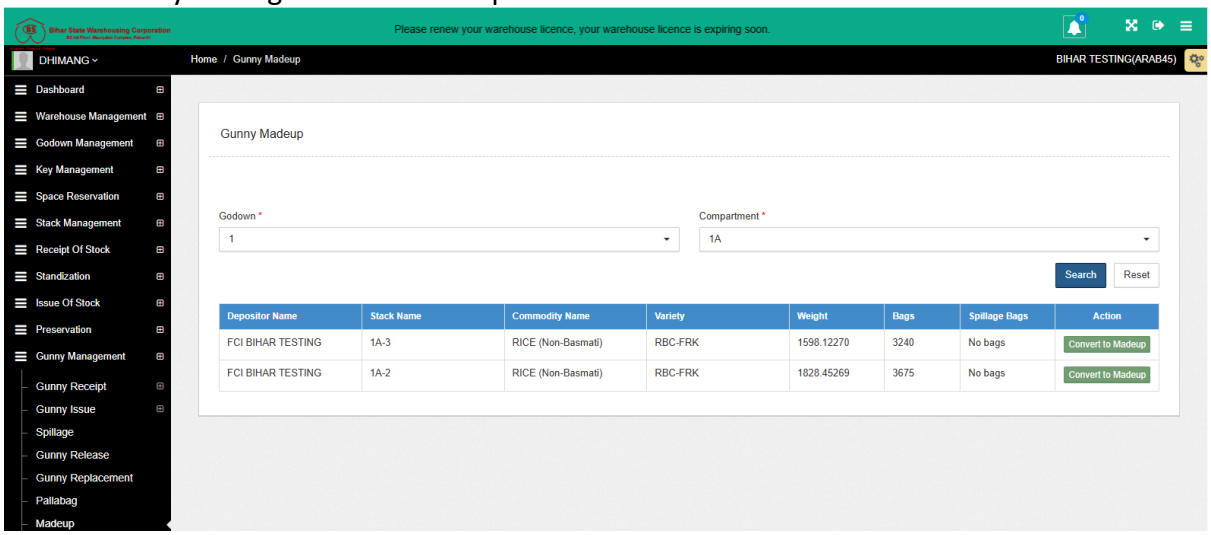
Note: - Spillage and Palla bag making process is same.

4. Made-up

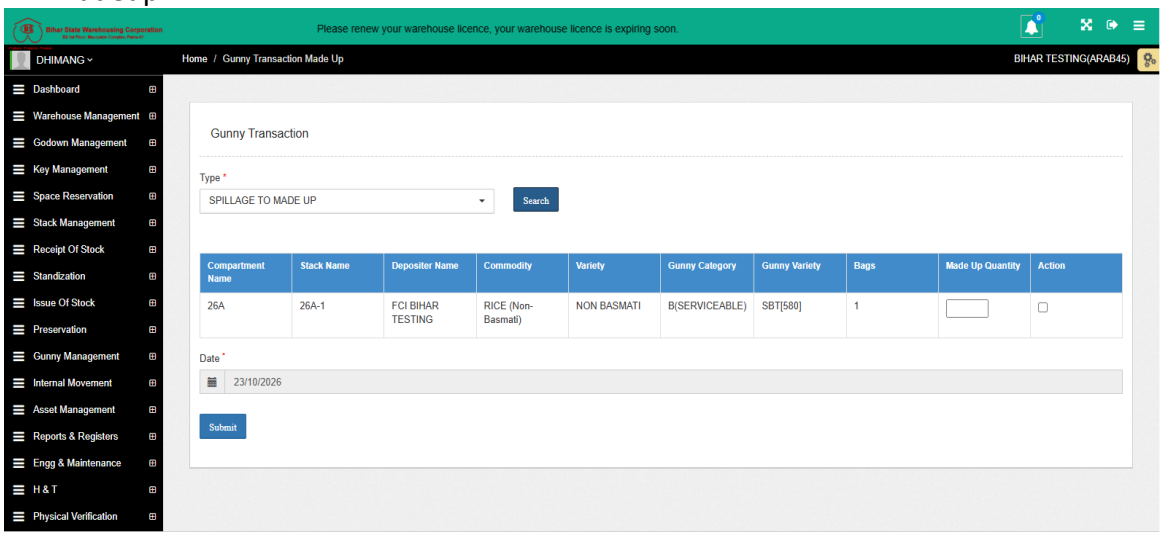
The process of cleaning spillage or palla bag and issuing it to the depositor along with mother stock is called made-up.

User Type- WHM

- User Navigate to making for made-up steps is- Gunny Management>>Madeup



- Above showing Gunny Madeup screen user select Godown and Compartment and click on Search button.
- User click on **Convert to Madeup** button in which stack want to make or Convert madeup.



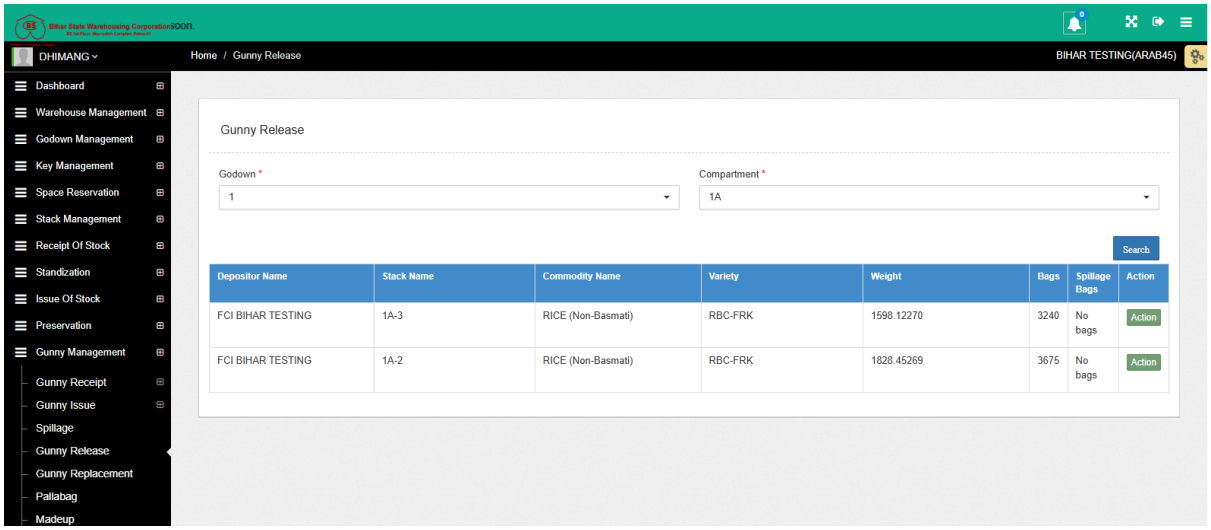
- After clicking the **Convert to Madeup** button showing above screen and User select Type- **SPILLAGE TO MADEUP** and click on **search** button.
- User enter **Made up quantity** and click on **check box**, select the correct **date** and click on **Submit** button.

5. Gunny Release

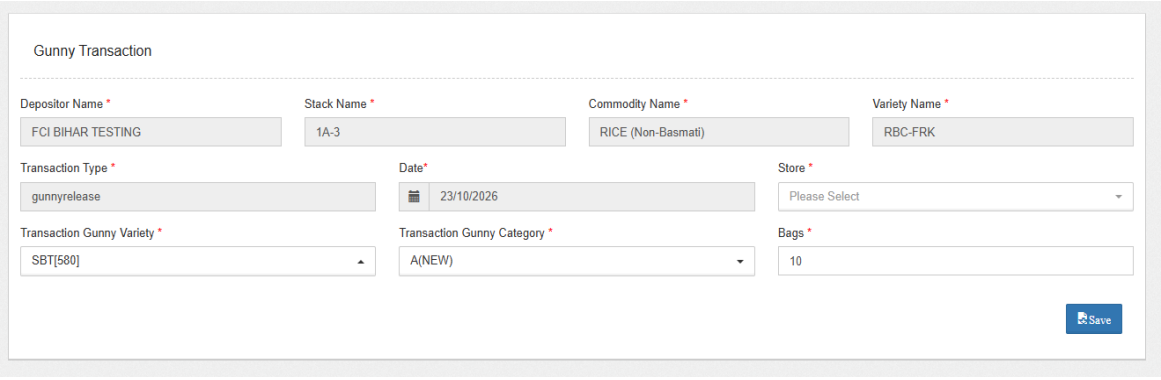
Gunny release refers to providing depositors with gunny bags containing food grains in them. Such release occurs only at the request of the depositor for the certain quantity of gunny to be released from its mother stock. The depositor makes this request to the warehouse manager.
The warehouse manager is responsible for maintaining proper records of gunny release from respective depositors over the portal.

User Type – WHM

- Steps are- Gunny Management>>Gunny Release.
- Select Godown and Compartment and click on search button- showing the below screen.



- User click on Action button and fill the below screen details.



- Details are:- Depositor name, Stack Name, Commodity Name, Verity Name, Transaction Type, Date, Store, Transaction Gunny Varity, Transaction Gunny Category and Bags.
- After filled the all details click on save button gunny will be Released.

6. Gunny Replacement

This module refers to replacing damaged gunny bags with new ones. Under gunny replacement, depositor replaces all the damaged gunny bags which happen due to wear and tear and at the time of inspection with new gunny bags to safeguard their food grains from infestation or natural calamity.

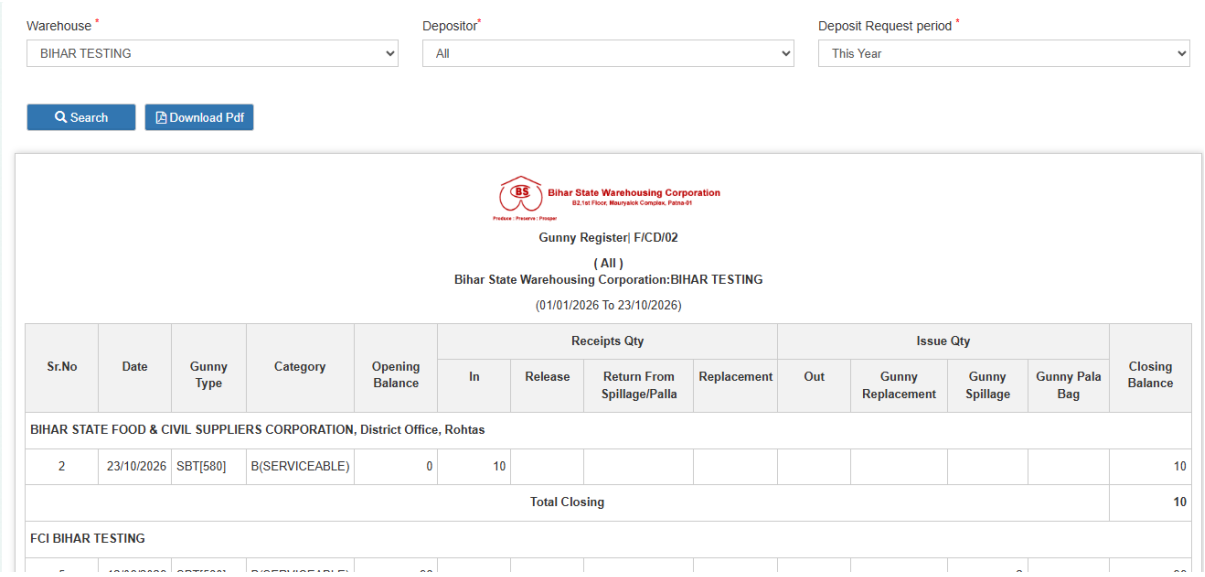
The warehouse manager must maintain such replacement information for each depositor over the portal on daily basis.

Reports

Gunny Register

User Type- WHM

- User navigate to **Reports & Registers>> Gunny Management>>Gunny Register**
- Select Warehouse, Depositor and Deposite Requested period.



Sr.No	Date	Gunny Type	Category	Opening Balance	Receipts Qty				Issue Qty				Closing Balance
					In	Release	Return From Spillage/Palla	Replacement	Out	Gunny Replacement	Gunny Spillage	Gunny Pala Bag	
BIHAR STATE FOOD & CIVIL SUPPLIERS CORPORATION, District Office, Rohtas													
2	23/10/2026	SBT[580]	B(SERVICEABLE)	0	10								10
Total Closing													10
FCI BIHAR TESTING													