

# BSWC e-Bhandaran

# USER MANUAL - ISSUE OF STOCK

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# **ISSUE OF STOCK**

The depositor registered on the platform can take away full or part of the stock stored in the warehouses. The process of issuing of the stored stock/commodity is explained in the upcoming steps.

(User - WHM)

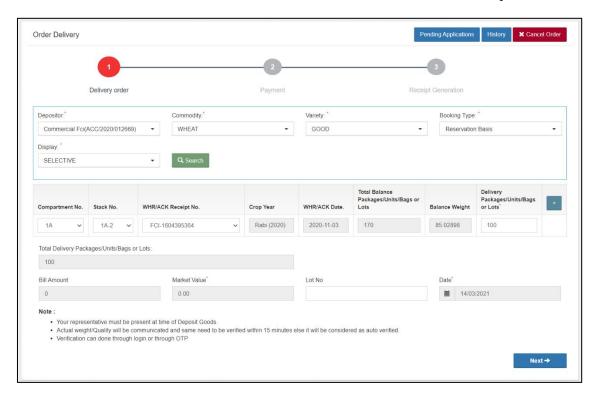
#### 1. Issue of Stock

The process of issuing of stock for Reservation/General/CMR stock is same and is described in the below-mentioned steps.

#### A. Create DO

a. The very first step to take out stock from a warehouse is to create a Delivery order. To do so, the WHM will follow the belowmentioned steps:

Issue of Stock >> Reservation & General >> Delivery Order

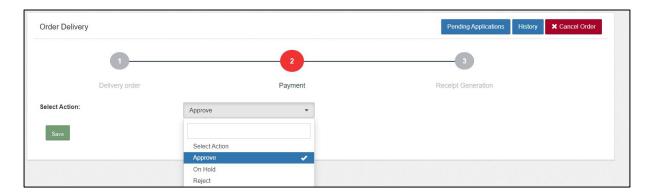


- b. The WHM will land on the Delivery order screen. Here the user will perform a quick search by selecting:
  - i. Depositor
  - ii. Commodity

- iii. Variety
- iv. Booking Type (Reservation/General)
- v. Display (Selective/Prefilled)
  - 1. If the user selects pre-filled, then he will select the compartment from which the user wants to take the stock.
- c. Once done, the form details will pop up automatically.
- d. The WHM will enter the appropriate details in the form and click on the next button to proceed with payment confirmation step.

#### **B.** Payment

a. After clicking on the next button, the user will land on the payment confirmation screen.

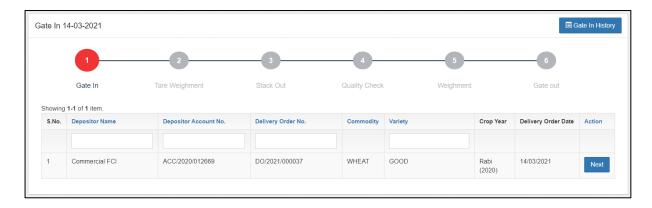


- b. The WHM will mark the status of the payment from the drop-down. The options available are Approve/On-Hold/Reject.
- c. Once approved, the system will generate a receipt for the same and the token will show up at the Gate-In screen.

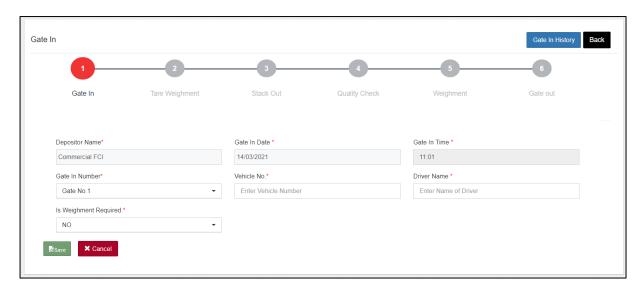
#### C. Gate-In

**a.** After payment confirmation, the token will show-up at the gate-in screen. To reach here user can follow the below mentioned steps.

Issue of Stock >> Reservation & General >> Gate-In



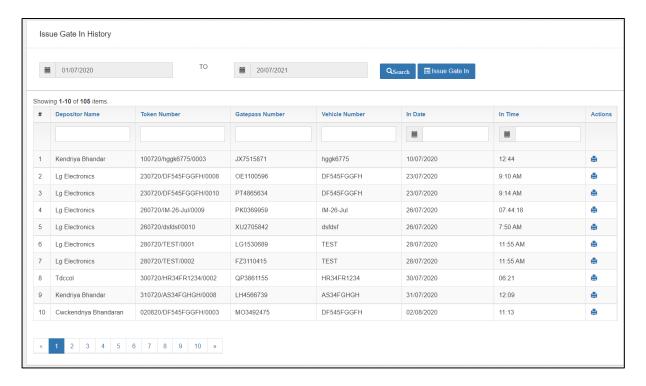
**b.** The user can click on the next button to proceed ahead with the gate-in process.



**c.** The user will enter the requested details in the fields provided.

Note: 1. All the fields with an '\*' sign are mandatory.

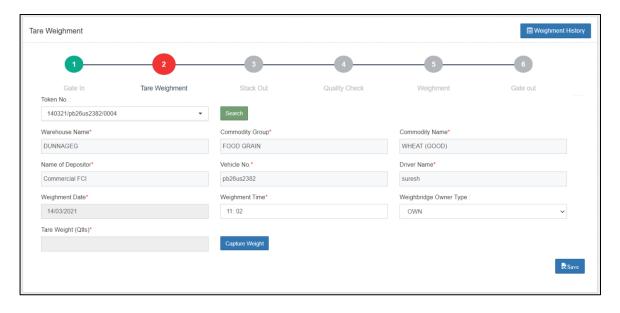
- 2. The user can select 'Yes' for the 'Is Weighment required' dropdown to perform weighment.
  - d. Once filled, the user can click on the save button and proceed to the next step.
  - e. The user can also click on the 'Gate History' button to view the list of gate-ins for that day.



- f. The user can also perform search by selecting the date-range for which they want to view the gate history.
- g. Clicking on the 'gate-in' button will redirect the user on the Gate-in Screen.

# D. Tare Weighment

**a.** After gate-in, the token will show-up at the tare weighment screen.



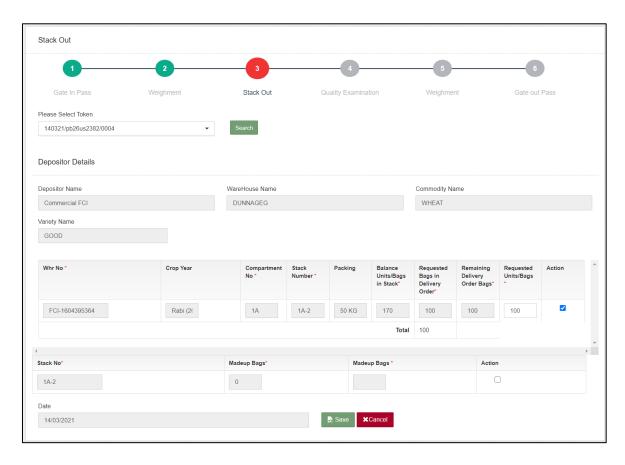
b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is:

#### DDMMYY/Truck number/0001)

- c. Once done, the weighment fields will pop for the selected token. The user will enter the required details, i.e.,
  - i. Weighbridge owner type (Own/Hired)
  - ii. Tare Weight
    - 1. Capture weight: The user can click on the 'Capture weight' button to auto-fetch the weight from the electronic weighbridge integrated or manually enter the weight in the provided space.
    - 2. The weight thus captured is referred as tare weight (i.e., empty truck weight)
- d. Once the appropriate information is fed in the form, the user will click on the submit button and proceed to the next step.

#### E. Stack-out

**a.** After tare weighment, the token will show-up at the Stack-out screen.



b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is:

DDMMYY/Truck number/0001)

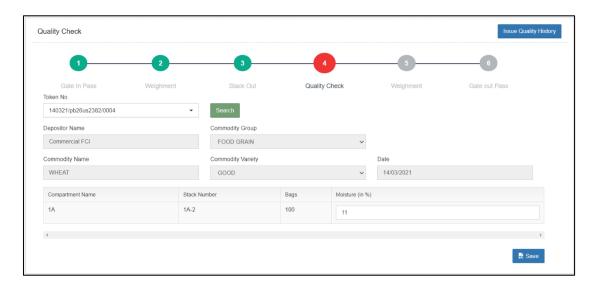
- c. Once done, the form details will pop for the selected token.
- d. The user will then enter the 'Requested units/bags' in the provided space and enter made up, if any. The number of bags entered here will denote the number of bags that will go in the respective truck. For larger stock, one can have multiple trucks gate-in the warehouse premises until the 'Remaining delivery order bags' become 0.

Note: It is necessary to check the checkboxes provided against the stack row and made-up row to notify the system from which stack the stock is getting out.

e. Once done, the user will submit the details entered and proceed with the next step.

#### F. Quality Examination

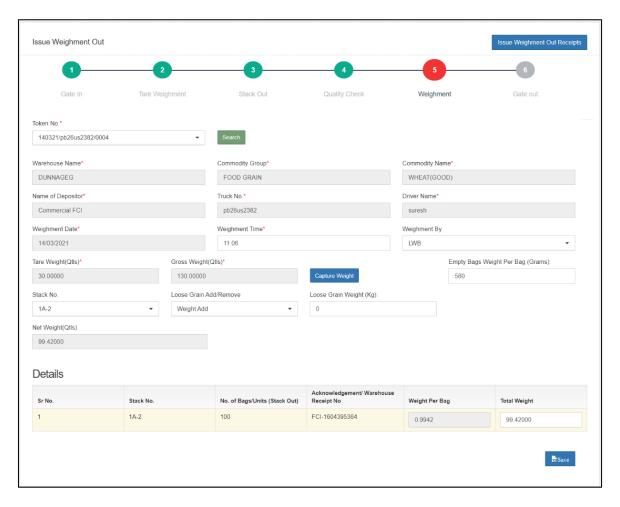
**a.** After stack-out, the token will show-up at the quality examination screen.



- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. The user will then proceed with entering the moisture of the stock getting issued.
- d. Once done the user will save the details and proceed to the next step.

#### G. Weighment

**a.** After quality examination, the token will show-up at the Weighment screen.



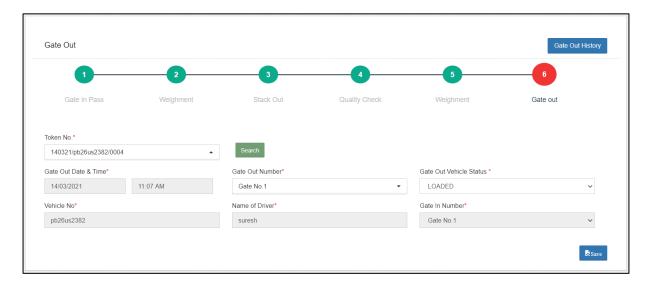
- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. Once done, the weighment fields will pop for the selected token.
- d. The user will perform the weighment of the loaded truck by clicking on the 'Capture weight' button and enter the weight of one empty gunny.
- e. The user can also add or remove loose grains from the stock issued. To accomplish this, the user will fist select the stack number. After that the user will select if they want to add or remove grain along with the weight of stock being added or removed.

Note: The weight added/removed cannot be more than (Bag weight -1).

- f. The system will auto-calculate the net weight of the stock by the provided formula, i.e., Gross weight Tare weight (Empty gunny weight \* number of bags) +/– Loose Stock.
- g. Once done, the user will submit the details and proceed ahead.

#### H. Gate-Out

**a.** After Weighment, the token will show-up at the Gate-out screen.

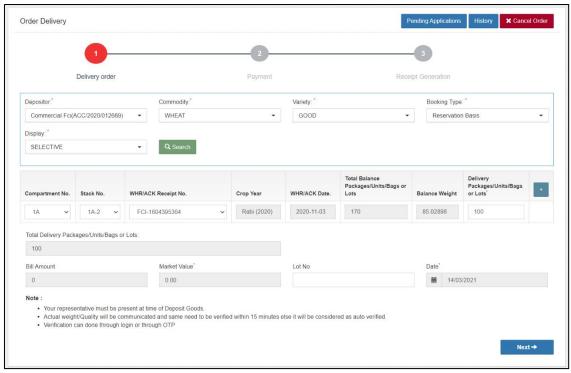


- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. Once done, the gate-out fields will pop for the selected token.
- d. The user will enter the required details and complete the receipt process.

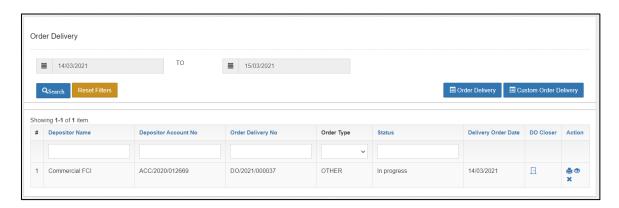
#### I. DO Closure

- **a.** Once the issue of the stock is complete, the user will proceed with DO closure This step is necessary as only after this the system will allow creating DOs for the next day.
- **b.** To reach this screen, the user will perform the below-mentioned steps:

Issue of Stock >> Reservation & General >> Delivery Order



- c. This will redirect the user to the Delivery order screen where the user can click on the 'Pending Application' button to reach the DO closure screen.
- d. Here the user can perform date-wise search to narrow down the list.

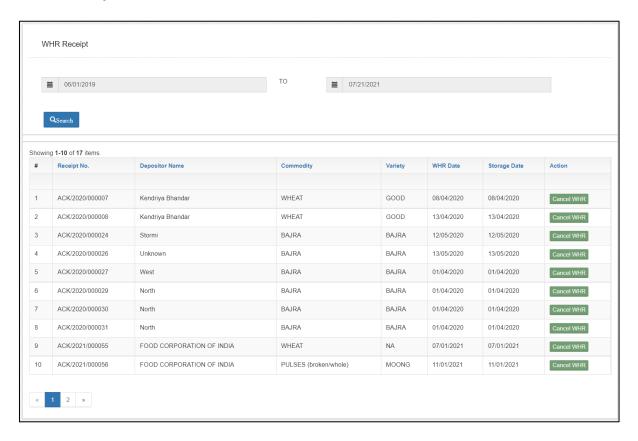


- e. On this screen, the user can perform the following functions:
  - i. Print
  - ii. View
  - iii. Close DO

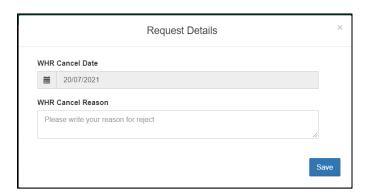
#### J. ACK/WHR Cancellation

**a.** Once the complete stock of an ACK/WHR is issued, the user can go ahead with the cancellation of the ACK/WHR. To accomplish this, the user will follow the below-listed steps:

# Issue of Stock >> Reservation & General >> ACK/WHR Cancellation



- **b.** Clicking on this menu the system will redirect the user to the provided screen. The user can perform the search by entering the from date and to date to narrow down the search list.
- **c.** Clicking on the 'Cancel WHR' button will prompt the user to confirm the action.



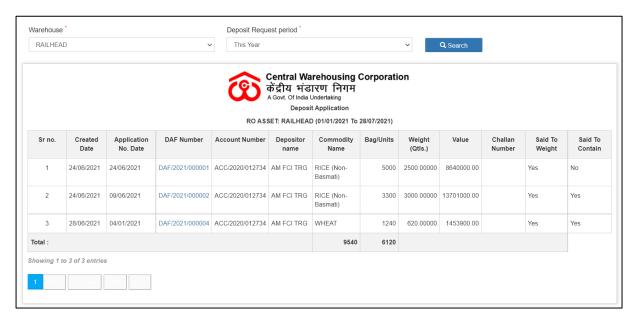
**d.** The user will enter the required details and click on the save button.

# **Reports & Registers**

#### 1. Deposit Application Details

A. The warehouse user can view the DAF details from the Deposit Application Detail Report. To access this report, the user will follow the below-mentioned steps:

Reports & registers >> DAF & DO >> Deposit Application Details

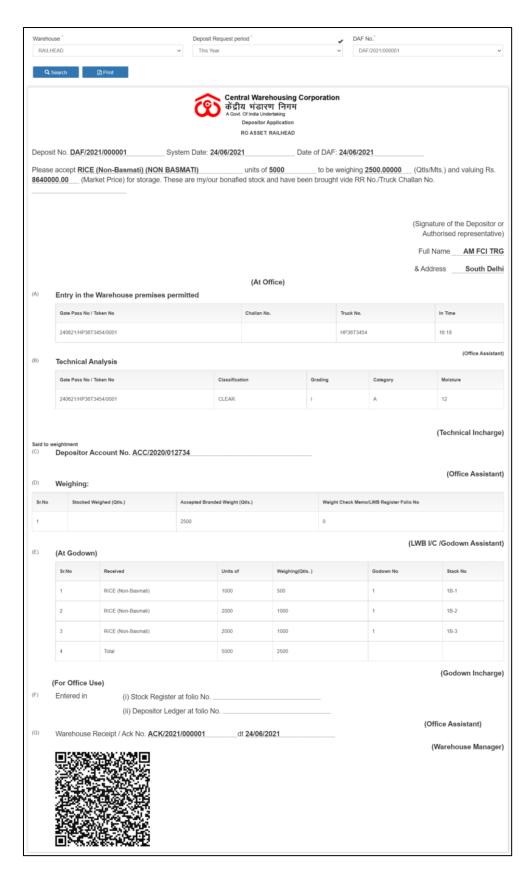


- B. The user can perform search by selecting the period for which they want to view the results for. The options available are:
  - a. This Year
  - b. This Month
  - c. Today
  - d. Specific Period (From Date & To Date)

## 2. Deposit Application Status

A. The warehouse user can view the DAF print from the Deposit Application Status Report. To access this report, the user will follow the belowmentioned steps:

Reports & registers >> DAF & DO >> Deposit Application Status



# B. The user can perform search by selecting:

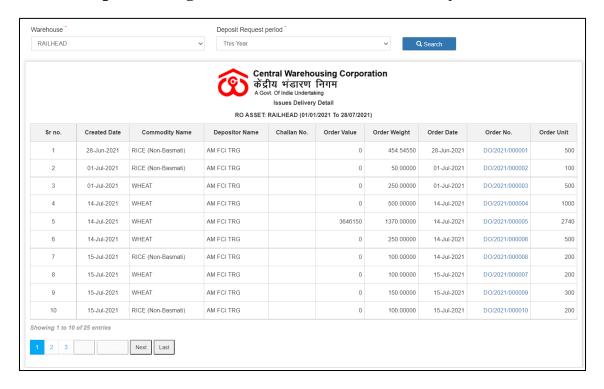
- a. Period
  - i. This Year

- ii. This Month
- iii. Today
- iv. Specific Period (From Date & To Date)
- b. DAF number
- C. The user can view the DAF details by scanning the QR code provided through a QR code reader.
- D. The user can print the DAF by clicking on the 'Print' Button.

# 3. Delivery Order Details

A. The warehouse user can view the DO details from the Delivery Order Detail Report. To access this report, the user will follow the belowmentioned steps:

Reports & registers >> DAF & DO >> Delivery Order Details



- B. The user can perform search by selecting the period for which they want to view the results for. The options available are:
  - a. This Year
  - b. This Month
  - c. Today
  - d. Specific Period (From Date & To Date)

#### 4. Delivery Application Status

A. The warehouse user can view the DO print from the Delivery Application Status Report. To access this report, the user will follow the belowmentioned steps:

Reports & registers >> DAF & DO >> Delivery Application Status



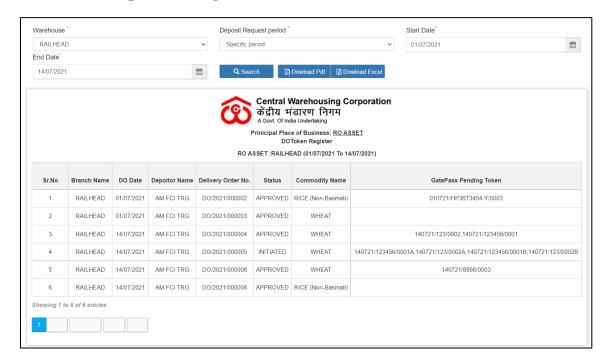
- B. The user can perform search by selecting:
  - a. Period
    - i. This Year
    - ii. This Month
    - iii. Today

- iv. Specific Period (From Date & To Date)
- b. DO number
- C. The user can print the DO by clicking on the 'Print' Button.

#### 5. DO Token Status

A. The warehouse user can view the status of DO's issued from the DO Token Status Report. To access this report, the user will follow the belowmentioned steps:

Reports & registers >> DAF & DO >> DO Token Status

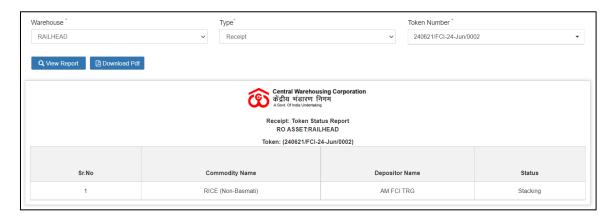


- B. The user can perform search by selecting the period for which they want to view the results for. The options available are:
  - a. This Year
  - b. This Month
  - c. Today
  - d. Specific Period (From Date & To Date)
- C. The user can download the report in PDF or Excel formats.

#### 6. Token Status

A. The warehouse user can view the status of all the tokens created in the warehouse through the Token Status Report. To access this report, the user will follow the below-mentioned steps:

#### **Reports & registers >> Token Status**

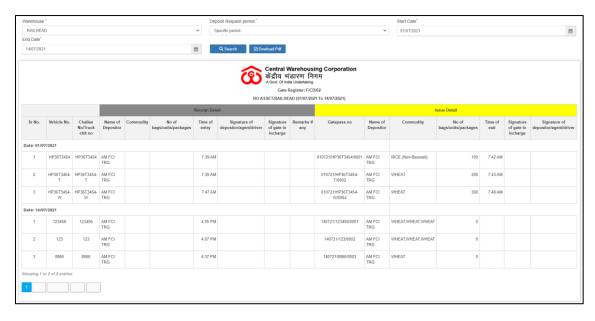


- B. The user can perform search by selecting:
  - a. Type
    - i. Receipt
    - ii. Issue
  - b. Token Number
- C. The user can download the report in PDF format.

#### 7. Gate Register

A. The warehouse user can view the status of all the gate-ins that happened in the warehouse through the Gate Register. To access this register, the user will follow the below-mentioned steps:

**Reports & registers >> Gate Register** 



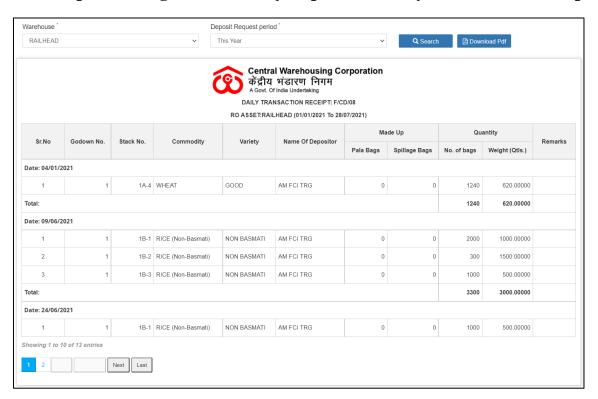
B. The user can perform search by selecting the deposit request period:

- a. This Year
- b. This Month
- c. Today
- d. Specific Period
- C. The user can download the report in PDF format.

#### 8. Daily Transaction Receipt

A. The warehouse user can view all the receipt entries that happened in the warehouse through the Daily Transaction Receipt. To access this register, the user will follow the below-mentioned steps:

**Reports & registers >> Daily Reports >> Daily Transaction Receipt** 

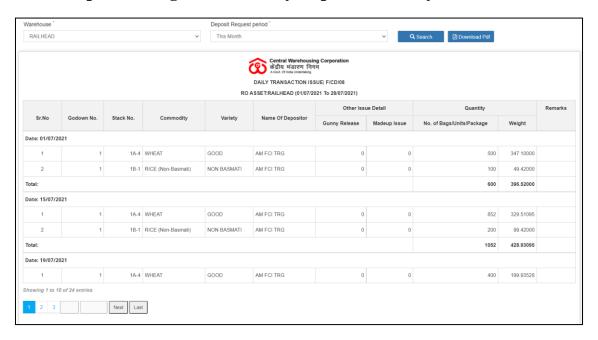


- B. The user can perform search by selecting the deposit request period:
  - a. This Year
  - b. This Month
  - c. Today
  - d. Specific Period
- C. The user can download the report in PDF format.

#### 9. Daily Transaction Issue

A. The warehouse user can view all the issue entries that happened in the warehouse through the Daily Transaction Issue. To access this register, the user will follow the below-mentioned steps:

**Reports & registers >> Daily Reports >> Daily Transaction Issue** 

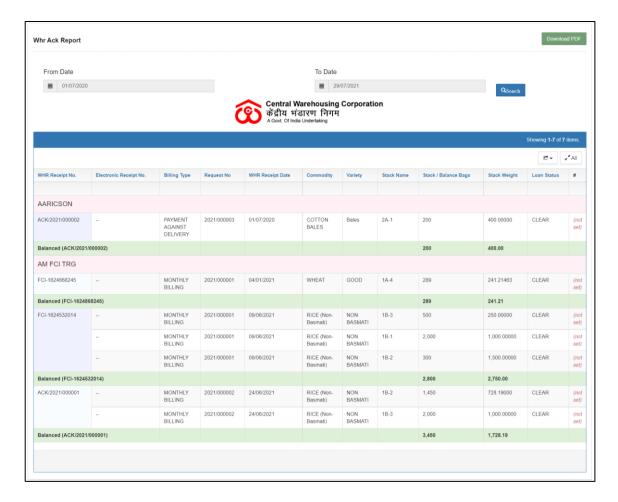


- B. The user can perform search by selecting the deposit request period:
  - a. This Year
  - b. This Month
  - c. Today
  - d. Specific Period
- C. The user can download the report in PDF format.

# 10.WHR/ACK Register

A. The warehouse user can view all the WHR/ACK's issued in the warehouse. To access this report, the user will follow the belowmentioned steps:

Reports & registers >> WHR/ACK Register



- B. The user can perform search by selecting:
  - a. From Date
  - b. To Date
- C. The user can download the report in PDF format.

# 11.WHR/ACK Cancellation Register

A. The warehouse user can view all the WHR/ACK's cancelled in the warehouse. To access this report, the user will follow the belowmentioned steps:

**Reports & registers >> WHR/ACK Cancellation Register** 

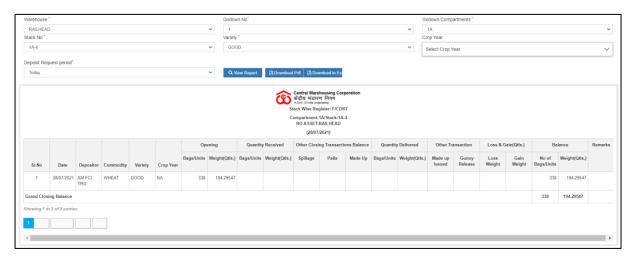


- B. The user can perform search by selecting the deposit request period. The selections available are:
  - a. This year
  - b. This month
  - c. Today
  - d. Specific Period
- C. The user can download the report in PDF format.

#### 12.Stack Wise Register

A. The warehouse user can view all the transactions made on a stack through the stack wise register. To access this report, the user will follow the below-mentioned steps:

Reports & registers >> Stock >> Stack wise register

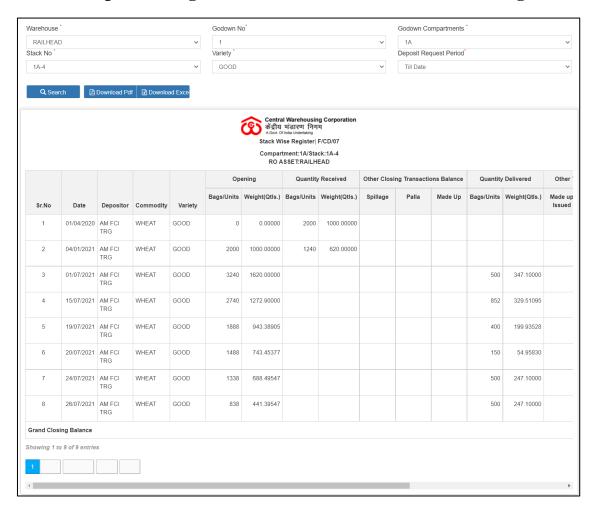


- B. The user can perform search by selecting:
  - a. Godown number
  - b. Compartment
  - c. Stack number
  - d. Variety
  - e. Crop year
  - f. Deposit request period
    - i. This year
    - ii. This Month
    - iii. Today
    - iv. Specific period
- C. The user can download the report in PDF or Excel format.

#### 13. Current Stack wise Register

A. The warehouse user can view the current stock of each stack in the warehouse through the Current Stack wise Register. To access this report, the user will follow the below-mentioned steps:

**Reports & registers >> Stock >> Stack wise balance register** 



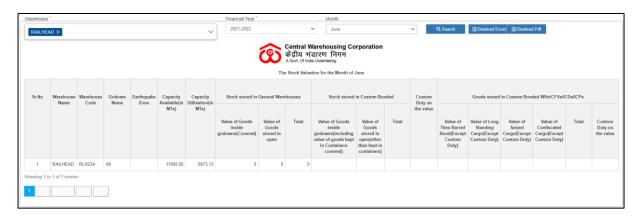
- B. The user can perform search by selecting:
  - a. Godown number
  - b. Compartment
  - c. Stack Number
  - d. Variety
  - e. Deposit Request Period (Till date)
- C. The user can download the report in PDF & Excel format.

#### 14.Insurance Valuation Register

A. The warehouse user can view the stock valuation in the warehouse through the Insurance Valuation register. To access this report, the user

# will follow the below-mentioned steps:

# **Reports & registers >> Insurance Valuation Report**

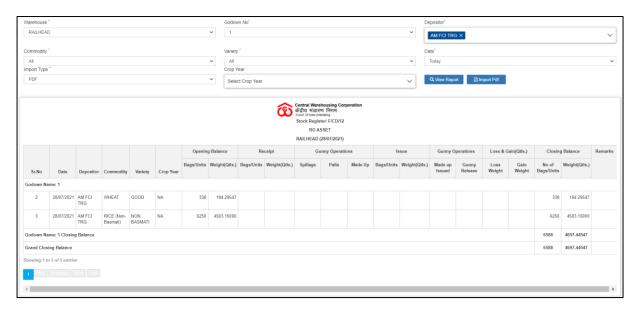


- B. The user can perform search by selecting:
  - a. Financial Year
  - b. Month
- C. The user can download the report in PDF & Excel format.

# 15.Stock Register

A. The warehouse user can view the current stock of a commodity in the warehouse through the stock register. To access this report, the user will follow the below-mentioned steps:

**Reports & registers >> Stock >> Stock register** 



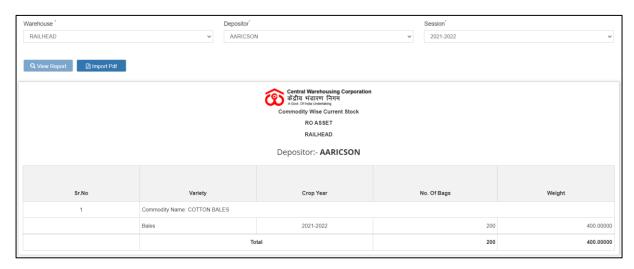
- B. The user can perform search by selecting:
  - a. Godown number

- b. Depositor
- c. Commodity
- d. Variety
- e. Date (Today, Specific Period)
- f. Import Type
- g. Crop year
- C. The user can download the report in PDF format.

#### **16.Commodity wise Current Stock**

A. The warehouse user can view the current stock of a commodity in the warehouse through the Commodity wise Current stock register. To access this report, the user will follow the below-mentioned steps:

**Reports & registers >> Commodity wise Current Stock** 

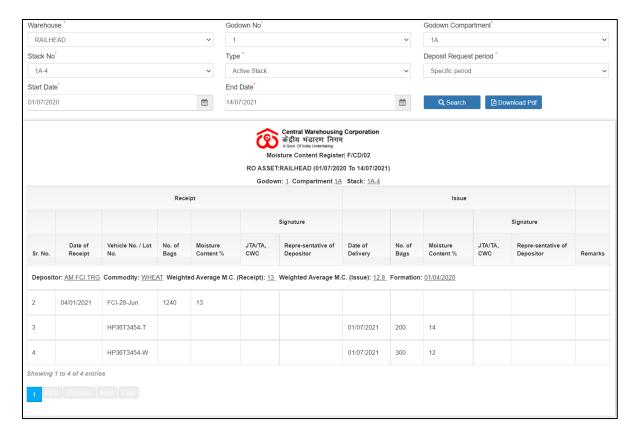


- B. The user can perform search by selecting:
  - a. Depositor
  - b. Session
- C. The user can download the report in PDF format.

# 17. Moisture Contain Register

A. The warehouse user can view the moisture content recorded for each receipt and issue transaction through the Moisture Contain register. To access this report, the user will follow the below-mentioned steps:

# **Reports & registers >> Moisture Contain Register**

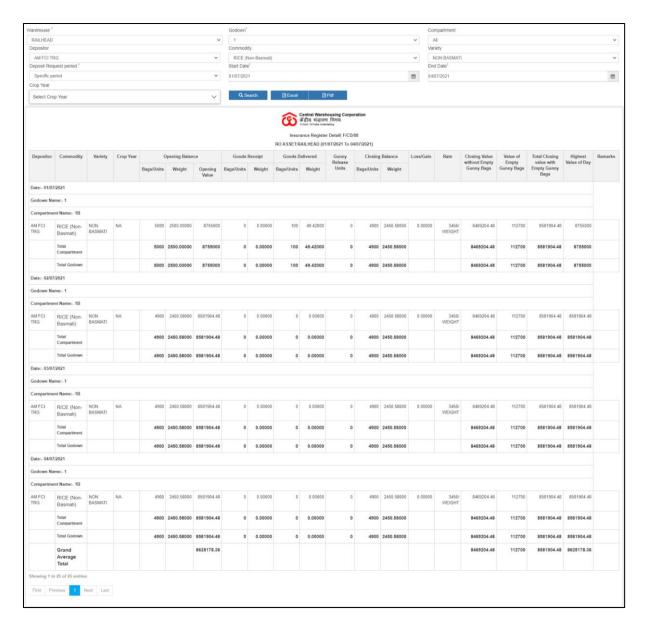


- B. The user can perform search by selecting:
  - a. Godown
  - b. Compartment
  - c. Stack number
  - d. Type
  - e. Deposit Request Period
- C. The user can download the report in PDF format.

#### 18.Insurance Register

A. The warehouse user can view the insurance value of each day through the Insurance register. To access this report, the user will follow the belowmentioned steps:

**Reports & registers >> Insurance Register** 



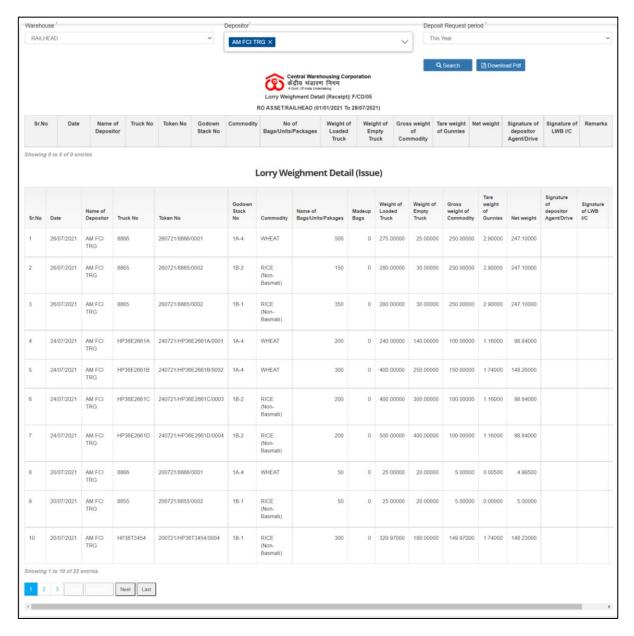
- B. The user can perform search by selecting:
  - a. Godown
  - b. Compartment
  - c. Depositor
  - d. Commodity
  - e. Variety
  - f. Deposit Request Period
- C. The user can download the report in PDF & Excel format.

# 19.Lorry Weighbridge Register

A. The warehouse user can view the lorry weight entries made during the

receipt & Issue transactions through the Lorry Weighbridge register. To access this report, the user will follow the below-mentioned steps:

# Reports & registers >> Lorry Weighbridge Register

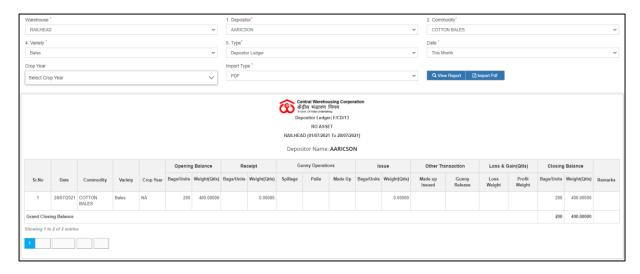


- B. The user can perform search by selecting:
  - a. Depositor
  - b. Deposit Request Period
- C. The user can download the report in PDF format.

#### 20.Depositor Ledger

A. The warehouse user can view the depositor wise stock through the Depositor Ledger. To access this report, the user will follow the belowmentioned steps:

## Reports & registers >> Depositor Register >> Depositor Ledger

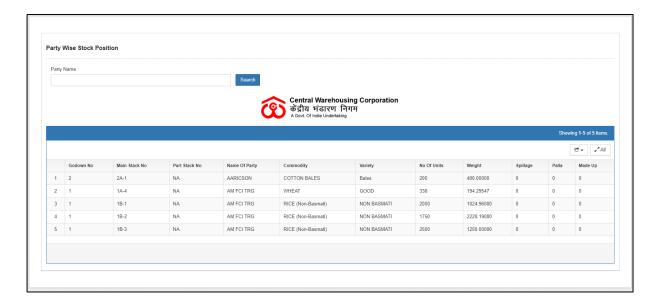


- B. The user can perform search by selecting:
  - a. Depositor
  - b. Commodity
  - c. Variety
  - d. Type (Depositor Ledger, WHR/ACK)
  - e. Date
  - f. Crop Year
  - g. Import Type (PDF, Excel)
- C. The user can download the report in PDF or Excel format.

# 21.Party Wise Stock Position

A. The warehouse user can view the party wise stock stored in the warehouse through the Party wise Stock Position Report. To access this report, the user will follow the below-mentioned steps:

**Reports & registers >> Party wise Stock Position** 

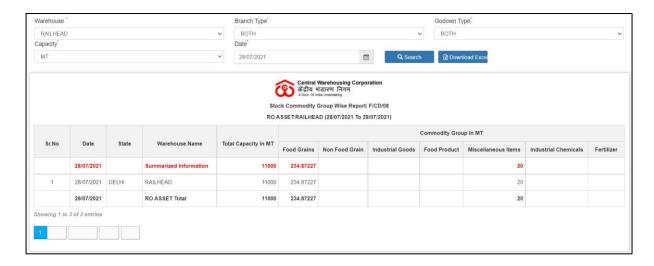


- B. The user can perform search by selecting:
  - a. Depositor
  - b. Commodity
  - c. Variety
  - d. Type (Depositor Ledger, WHR/ACK)
  - e. Date
  - f. Crop Year
  - g. Import Type (PDF, Excel)
- C. The user can download the report in Excel format.

# 22. Commodity Group Wise Summary

A. The warehouse user can view the commodity group wise summary of the stock stored in the warehouse through the commodity group wise Summary Report. To access this report, the user will follow the belowmentioned steps:

**Reports & registers >> Commodity Group wise Summary** 



- B. The user can perform search by selecting:
  - a. Branch Type (Owned, Hired, and Both)
  - b. Godown Type (Open, Covered, and Both)
  - c. Capacity (MT, Sq M)
  - d. Date
- C. The user can download the report in Excel format.

# 23. Quality Analysis Report

A. The warehouse user can view the quality report of the stock stored in the warehouse through the Quality Analysis Report. To access this report, the user will follow the below-mentioned steps:

**Reports & registers >> Quality Analysis Report** 



# B. The user can perform search by selecting:

#### a. Godown

- b. Compartment
- c. Request Type
  - i. Stack wise
    - 1. Deposit Request Period
    - 2. Formation Type
    - 3. Stack
    - 4. Formation Period
  - ii. LOT/Token Wise
    - 1. Deposit Request Period
    - 2. Select Type (Token, LOT)
    - 3. Depositor
    - 4. Token/LOT number
- C. The user can print the report by clicking on the 'Print' button.