

# BSWC e-Bhandaran

# USER MANUAL - RECEIPT OF STOCK

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## RECEIPT OF STOCK

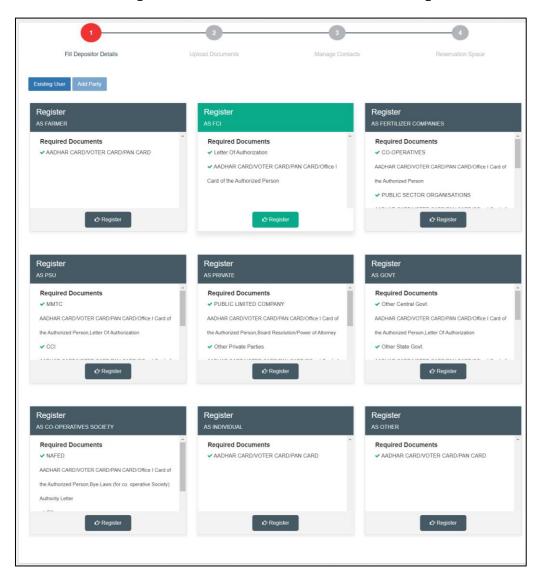
The depositor registered on the platform can bring their stock for storage in the warehouses. The process of receiving and issuing of the stored stock/commodity is explained in the upcoming steps.

(User - WHM)

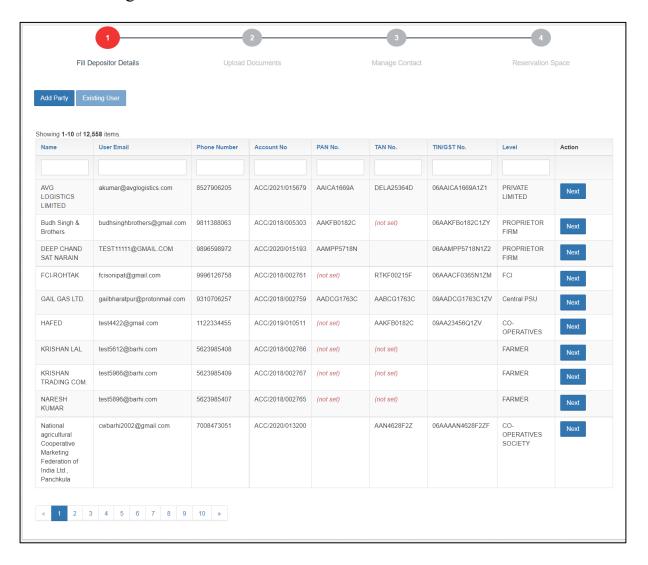
## 1. Space Reservation

A. To store a stock under reservation basis, the depositor must have a reservation in the warehouse. To create a reservation request, the user will follow the below-mentioned steps:

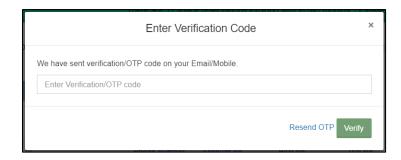
## **Space Reservation >> Reservation request**



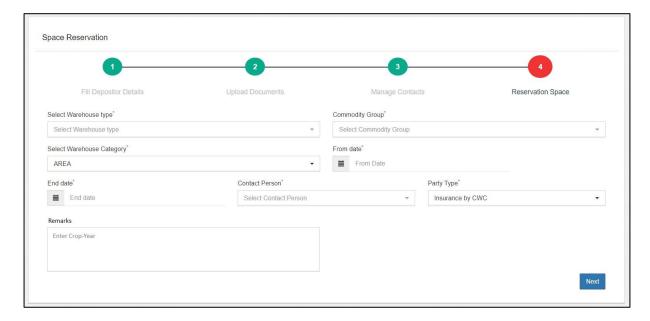
- B. The system will redirect the user to the above screen where the WHM will select if the reservation request is for a new user or an existing one.
- C. If the request is for a new user, then the warehouse manager will first register the user as a depositor (process mentioned in the Depositor Registration manual) and then proceed with the reservation request.
- D. If the request is for an existing depositor, then the user will click on the 'Existing User' button on the screen.



- E. The system will display the list of PAN India depositors. The WHM can search for the correct user from the search spaces provided and click on the 'Next' button.
- F. Once done, the system will ask the WHM for OTP verification. OTP is received on the registered mobile number of the depositor.

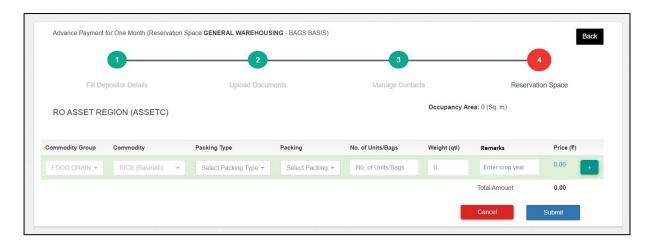


- G. The WHM can enter the OTP received by the depositor in the provided space or click on the 'Resend OTP' link (if the depositor did not receive an OTP).
- H. Once the OTP is entered, the WHM will click on the Verify button.
  - a. If the OTP entered is incorrect, then the system will raise an error message for the same.
  - b. If the OTP matches, then the system will redirect the user to the reservation request screen.



- I. The WHM will enter the details requested in the screen and click on the 'Next' button to proceed ahead.
- J. The type of reservation requests one can make from this screen are:
  - a. General Warehousing
  - b. Dedicated
  - c. Custom Bonded

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



- K. The WHM will select/enter the remaining fields in the form.
- L. The WHM can perform the following actions on the screen.
  - a. **Add new row:** Clicking on the '+' button will add another row in the table. With this, the user can select multiple commodities in a single request.
  - b. **Cancel:** Clicking on this button will cancel the whole process and redirect the user to the previous screen.
  - c. **Submit:** Clicking on this request will submit the same for processing.
- M. The WHM will raise a bill against the reservation request created. Once the bill is paid, the reservation request is complete.

## 2. Receipt of Stock

A depositor can store their goods under one of the storage facilities provided by the warehouses. The types of storages available in a warehouse are:

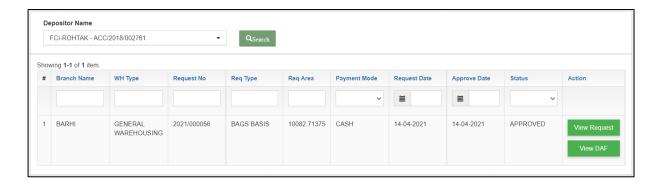
- Reservation Basis
- General Basis
- CMR

#### I. Reservation Basis

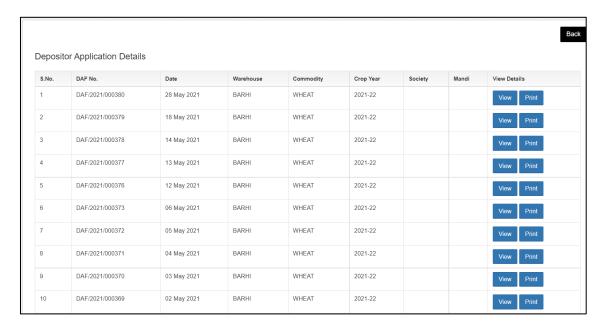
#### A. Create DAF

a. To store a stock under reservation basis, the depositor will start with creating a DAF against the reservation request. To do so, the WHM will follow the below-mentioned steps:

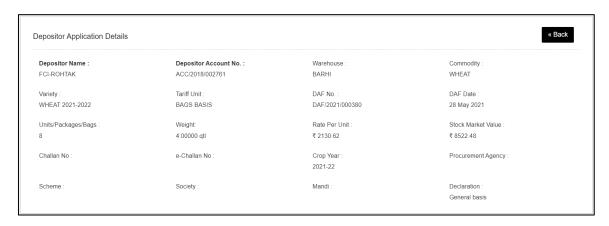
**Receipt of Stock >> Reservation Basis >> Deposit Application Form** 



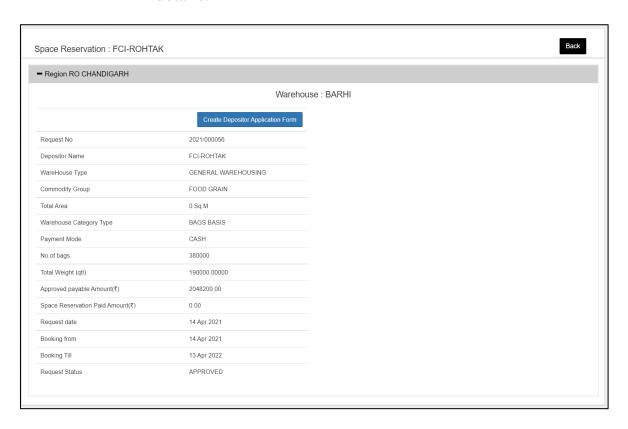
- b. The WHM will land on the reservation list screen. Here the user will quick search by selecting the respective depositor to view the reservation requests created in the system.
- c. The user can perform the following actions on this screen.
  - i. **View DAF:** Clicking on this button will display the list of all the DAFs created against this request.



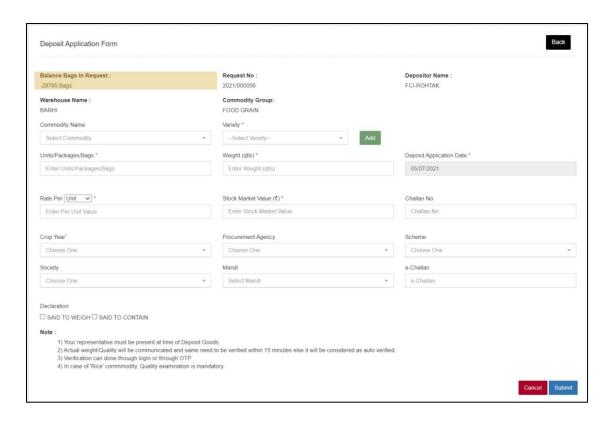
1. **View:** Clicking on this will display the DAF details



- 2. **Print:** Clicking on this the user can print the DAF details.
- ii. **View Request:** Clicking on this will display the reservation details.



d. Once on the reservation detail page, click on the 'Create Deposit Application Form' button. This will redirect the user to the deposit application form screen.



e. The WHM will enter the appropriate details in the form and submit the same.

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

- 2. Declarations: 'Said to weigh' will exclude the weighment process and 'Said to contain' will exclude the quality process during the receipt of the said stock.
  - f. Once submitted, the token will appear on the Gate-in screen where the warehouse can start receiving the stock. (Note: The DAF is only valid for the day it was created. To receive stock on the next day, user will need to create another DAF)

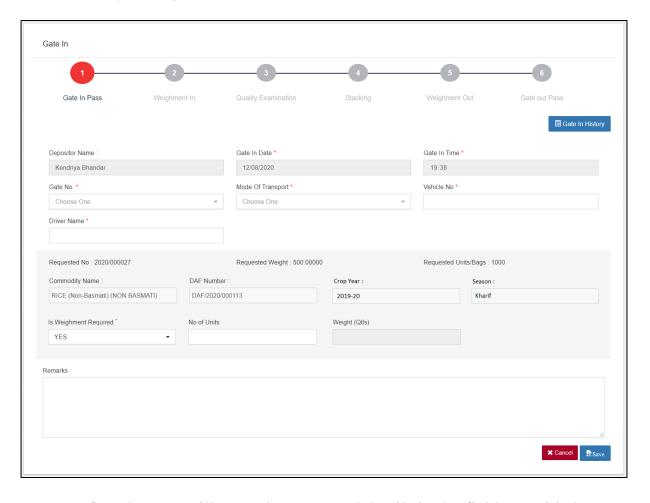
#### B. Gate-In

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

**Receipt of Stock >> General Basis >> Gate-In** 



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



**b.** 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 even if he checked the 'Said to Weight' declaration on DAF.
  - c. Once filled, the user can click on the save button and proceed to the next step.

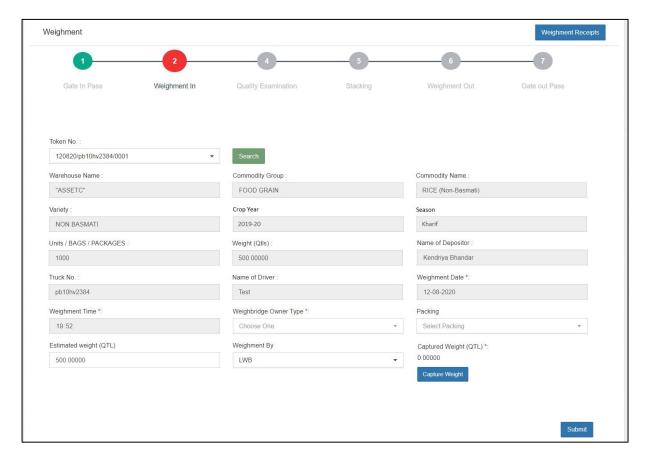
d. The user can also click on the 'Gate History' button to view the list of gate-ins for that day.



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

## C. Weighment In

**a.** After gate-in, the token will show-up at the weighment-in 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. Packing
  - iii. Weighment by (LWB/WCM)

#### 1. LWB

- a. 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.
- b. The weight thus captured is referred as gross weight (i.e., Stock weight + truck weight)

  Note: On selection of 'LWB,' the weighment out is mandatory to calculate the net weight of the stock.

#### **2. WCM**

- a. The user will first select the % for which they want to perform WCM, i.e., 10% or 100%.
- b. Once selected, the appropriate number of rows will populate for the user to input correct weight of each bag.
- c. The user will also enter the empty gunny weight for 2% of the stock to calculate the net weight of the stock.

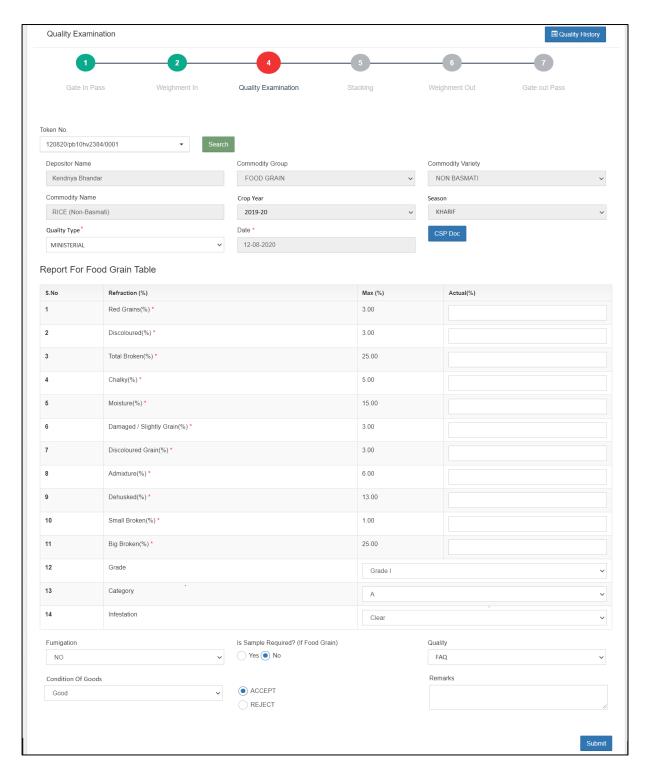
Note: After WCM, weighment out is not required.

d. Once the appropriate information is fed in the form, the user will click on the submit button and proceed to the next step.

## **D.** Quality Examination

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

Note: The token will only come at the quality screen if the user left the 'Said to Contain' declaration unchecked on the DAF screen.



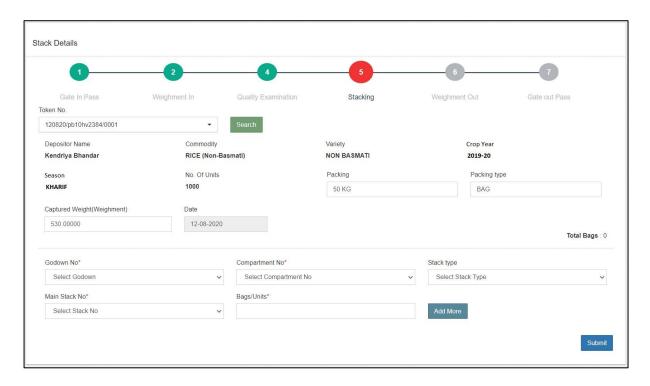
- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. The user will then proceed with selecting the quality type (Ministerial/Agmark) for quality examination. This will pop the refractions added for the respective commodity.
- d. The user will enter the details thus required and click on the submit

button to proceed ahead.

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

#### E. Stacking

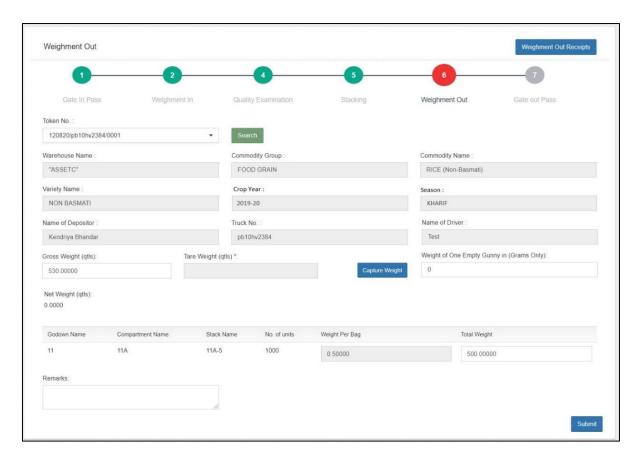
**a.** After quality examination, the token will show-up at the Stacking screen.



- 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 stacking fields will pop for the selected token.
- d. The user will then enter/select the required information in the form provided to perform the stacking. {The stack detail form will only come if there is a stack allocated for the respective commodity and depositor. If not, the system will ask the user to allocate a space.}
- e. The user can stack the commodity into multiple stacks, if required, by clicking on the 'Add more' button.
- f. Once done, the user will submit the details entered and proceed with the next step.

## F. Weighment Out

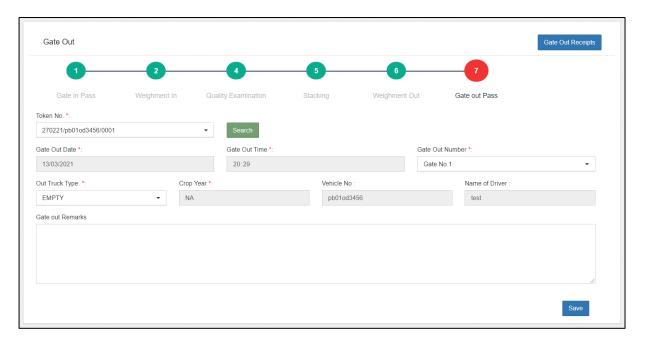
**a.** After stacking, the token will show-up at the Weighment-out screen.



- 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 weighment fields will pop for the selected token.
- d. The user will perform the weighment of the empty truck by clicking on the 'Capture weight' button and enter the weight of one empty gunny.
- e. 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)
- f. Once done, the user will submit the details and proceed ahead.

#### G. Gate-Out

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



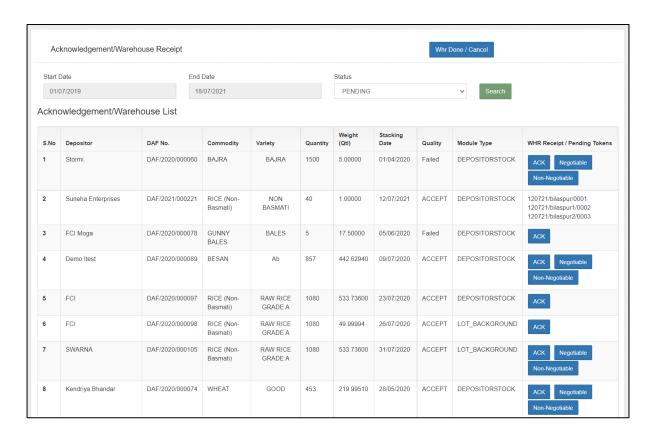
- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. Once done, the gate-out fields will pop for the selected token.
- d. The user will enter the required details and complete the receipt process.

#### H. ACK/WHR

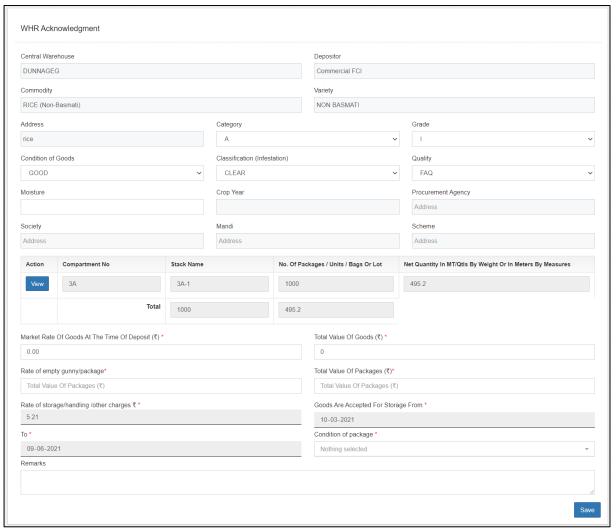
- **a.** Once the receipt of the stock is complete, the user will proceed with generating and ACK/WHR for the stock received. The ACK serves as a proof of stock submission and is provided to the respective depositor.
- **b.** To reach this screen, the user will perform the below-mentioned steps:

## 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.



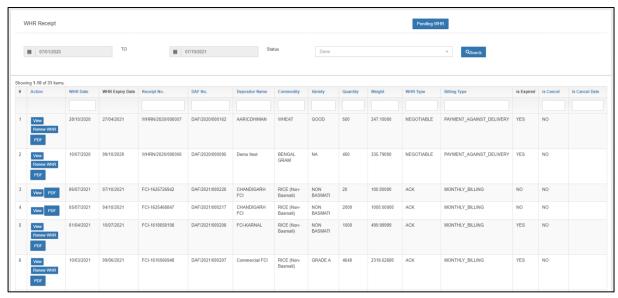
- d. On this screen, the user can perform the following functions:
  - i. Generate ACK/Negotiable WHR/ Non-negotiable WHR
    - **1.** The user can click on one of the provided buttons, i.e., ACK, Negotiable, and Non-Negotiable to generate the respective acknowledgement document.



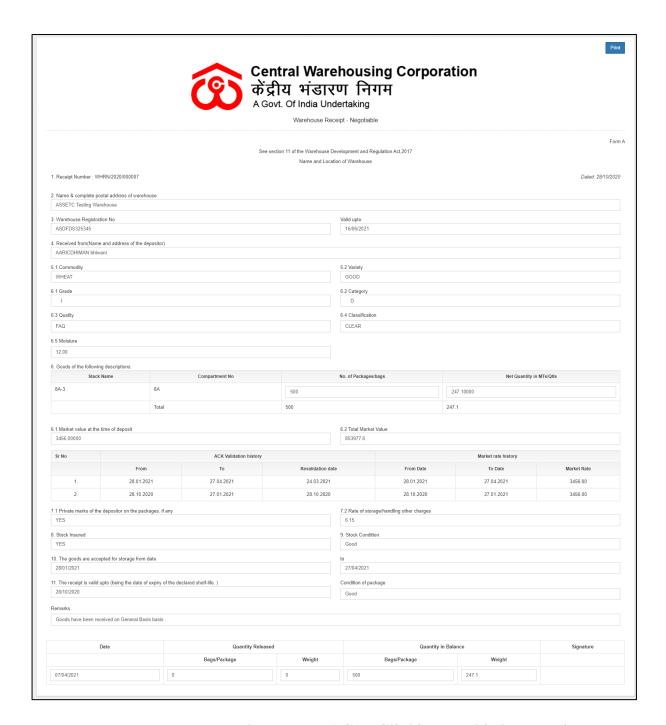
**2.** The user will enter the required details and click on the save button to generate the acknowledgment.

## ii. View the ACKs generated in the system:

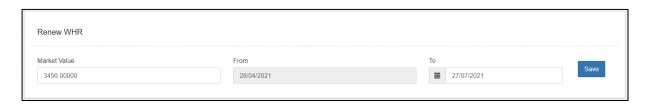
1. The user can click on the 'WHR Done/Cancel' button to view the list of ACKs generated through the system.



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



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



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

## the PDF of the ACK generated.

Print Date: 18/07/2021



#### Central Warehousing Corporation 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			Description of commodity with quality/grade		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	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.

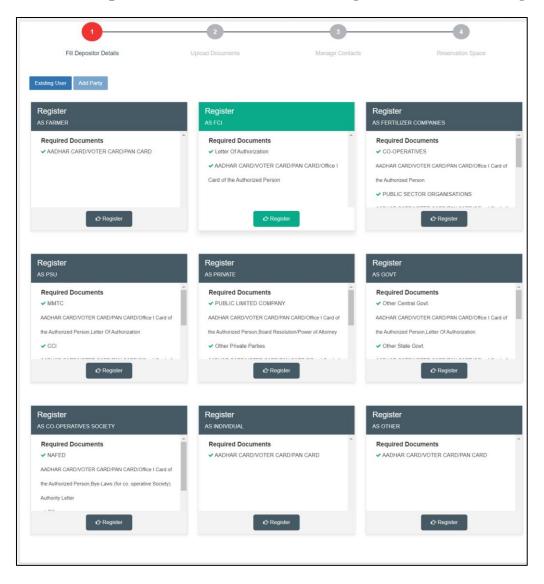
Signature of the warehouse Manager or authorised person

#### II. General Basis

#### A. Create DAF

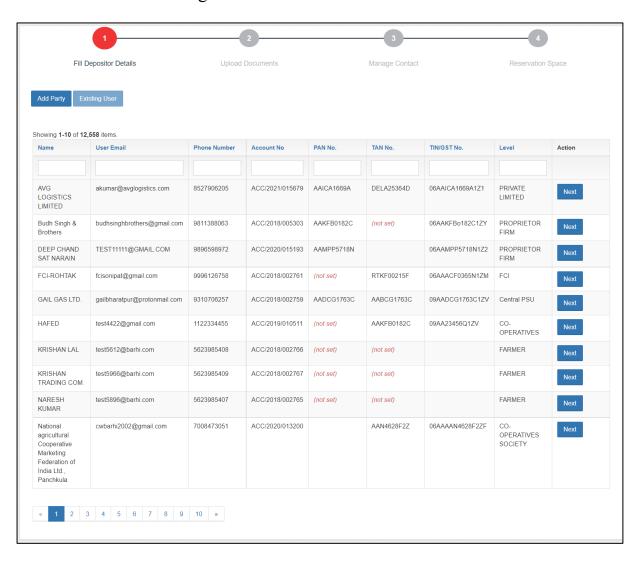
a. To store a stock under general basis, the depositor will start with creating a DAF against the reservation request. To do so, the WHM will follow the below-mentioned steps:

## Receipt of Stock >> General Booking >> General Booking



- b. The system will redirect the user to the above screen where the WHM will select if the general request is for a new user or an existing one.
- c. If the request is for a new user, then the warehouse manager will first register the user as a depositor (process mentioned in the Depositor Registration manual) and then proceed with the general request.

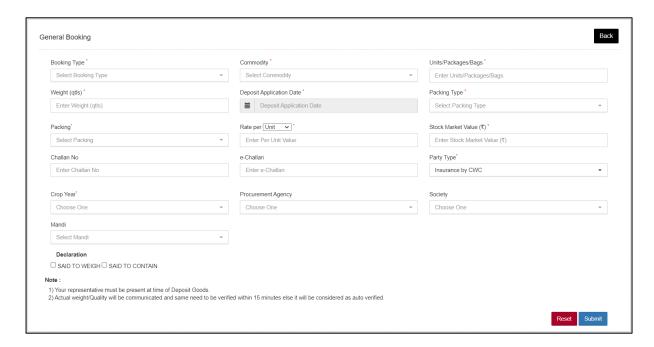
d. If the request is for an existing depositor, then the user will click on the 'Existing User' button on the screen.



- e. The system will display the list of PAN India depositors. The WHM can search for the correct user from the search spaces provided and click on the 'Next' button.
- f. Once done, the system will ask the WHM for OTP verification.
  OTP is received on the registered mobile number of the depositor.



- g. The WHM can enter the OTP received by the depositor in the provided space or click on the 'Resend OTP' link (if the depositor did not receive an OTP).
- h. Once the OTP is entered, the WHM will click on the Verify button.
  - i. If the OTP entered is incorrect, then the system will raise an error message for the same.
  - ii. If the OTP matches, then the system will redirect the user to the general basis DAF screen.



i. The WHM will enter the appropriate details in the form and submit the same.

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

- 2. Declarations: 'Said to weigh' will exclude the weighment process and 'Said to contain' will exclude the quality process during the receipt of the said stock.
  - j. Once submitted, the system will re-direct the user to the Deposit Application List screen where he can view the list of the DAF created.



k. The user can click on the view button to view DAF details.

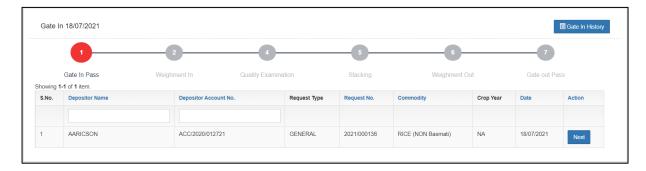


1. The token thus created will appear on the Gate-in screen where the warehouse can start receiving the stock. (Note: The DAF is only valid for the day it was created. To receive stock on the next day, user will need to create another DAF)

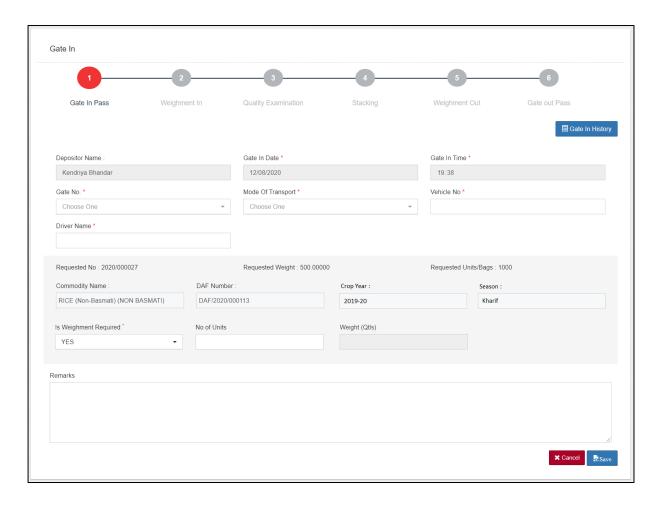
#### B. Gate-In

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

## Receipt of Stock >> General Basis >> Gate-In



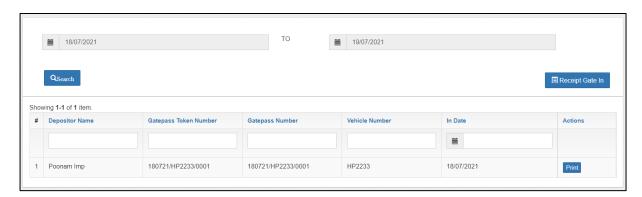
**b.** The user can click on the next button to proceed ahead with the gate-in process.



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

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

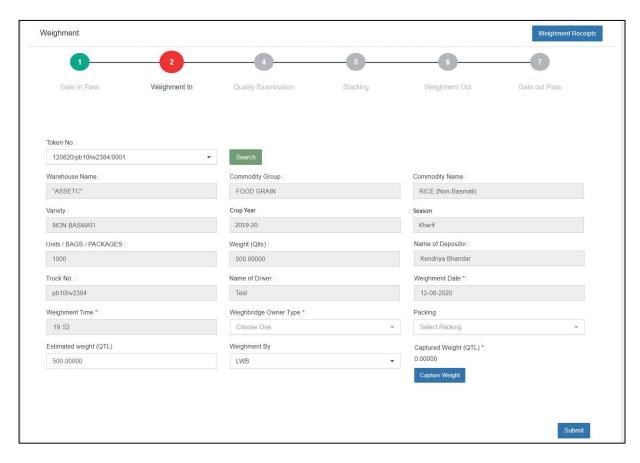
- 2. The user can select 'Yes' for the 'Is Weighment required' dropdown to perform weighment even if he checked the 'Said to Weight' declaration on DAF.
  - d. Once filled, the user can click on the save button and proceed to the next step.
  - e. The user can also click on the 'Gate History' button 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 'Receipt gate-in' button will redirect the user on the Gate-in Screen.

## C. Weighment In

**a.** After gate-in, the token will show-up at the weighment-in 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. Packing
  - iii. Weighment by (LWB/WCM)

#### 1. LWB

a. 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.
- b. The weight thus captured is referred as gross weight (i.e., Stock weight + truck weight)

  Note: On selection of 'LWB,' the weighment out is mandatory to calculate the net weight of the stock.

#### **2. WCM**

- a. The user will first select the % for which they want to perform WCM, i.e., 10% or 100%.
- b. Once selected, the appropriate number of rows will populate for the user to input correct weight of each bag.
- c. The user will also enter the empty gunny weight for 2% of the stock to calculate the net weight of the stock.

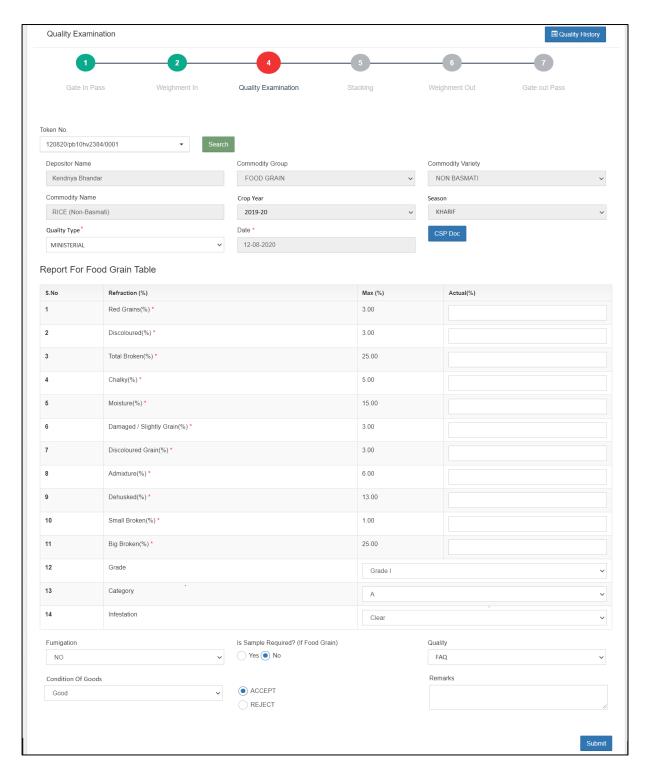
Note: After WCM, weighment out is not required.

d. Once the appropriate information is fed in the form, the user will click on the submit button and proceed to the next step.

## **D.** Quality Examination

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

Note: The token will only come at the quality screen if the user left the 'Said to Contain' declaration unchecked on the DAF screen.



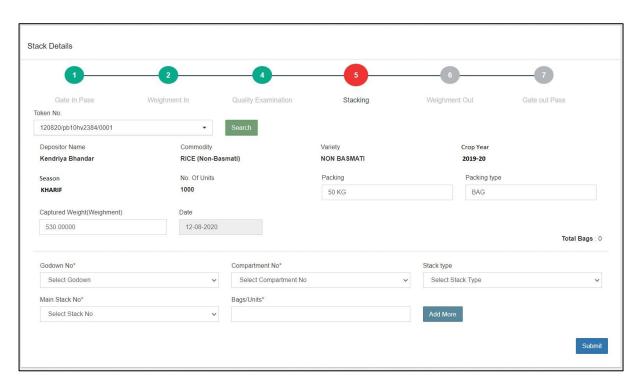
- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. The user will then proceed with selecting the quality type (Ministerial/Agmark) for quality examination. This will pop the refractions added for the respective commodity.
- d. The user will enter the details thus required and click on the submit

button to proceed ahead.

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

#### E. Stacking

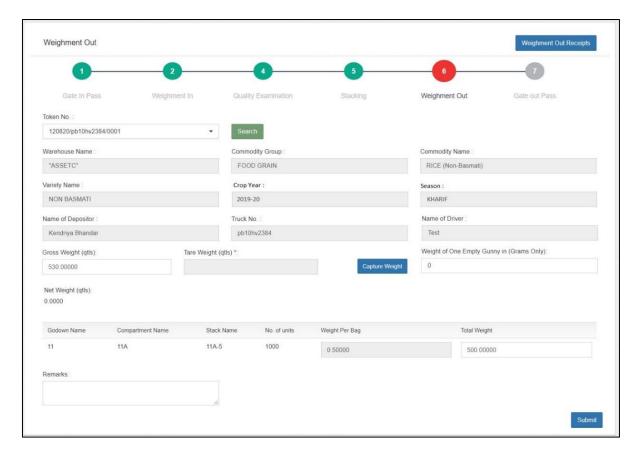
**a.** After quality examination, the token will show-up at the Stacking screen.



- 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 stacking fields will pop for the selected token.
- d. The user will then enter/select the required information in the form provided to perform the stacking. {The stack detail form will only come if there is a stack allocated for the respective commodity and depositor. If not, the system will ask the user to allocate a space.}
- e. The user can stack the commodity into multiple stacks, if required, by clicking on the 'Add more' button.
- f. Once done, the user will submit the details entered and proceed with the next step.

## F. Weighment Out

**a.** After stacking, the token will show-up at the Weighment-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 weighment fields will pop for the selected token.
- d. The user will perform the weighment of the empty truck by clicking on the 'Capture weight' button and enter the weight of one empty gunny.
- e. 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)
- f. Once done, the user will submit the details and proceed ahead.

#### G. Gate-Out

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



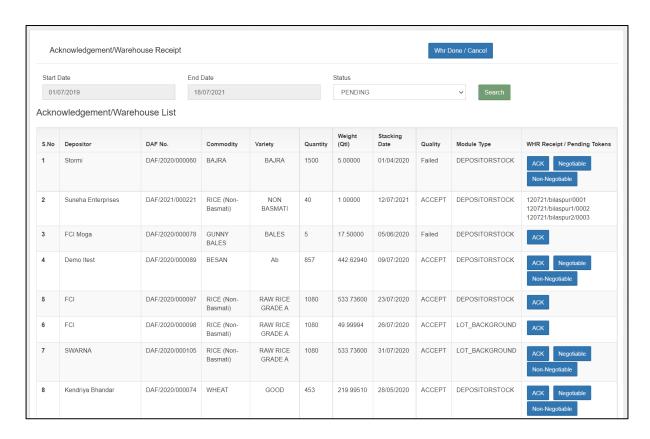
- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. Once done, the gate-out fields will pop for the selected token.
- d. The user will enter the required details and complete the receipt process.

#### H. ACK/WHR

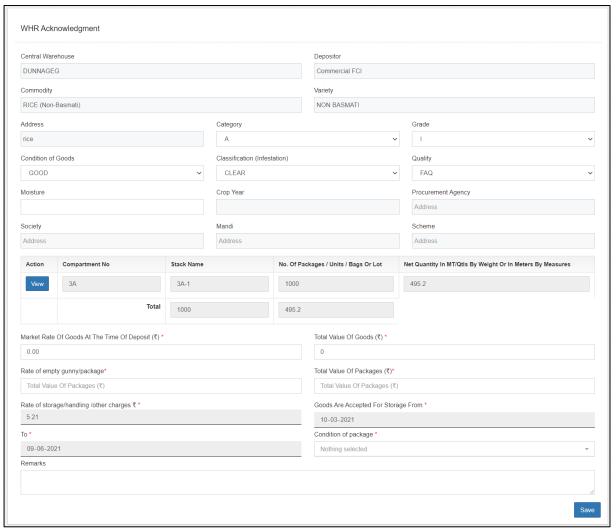
- **a.** Once the receipt of the stock is complete, the user will proceed with generating and ACK/WHR for the stock received. The ACK serves as a proof of stock submission and is provided to the respective depositor.
- **b.** To reach this screen, the user will perform the below-mentioned steps:

## 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.



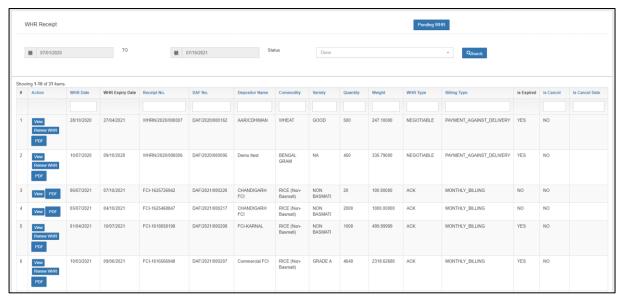
- d. On this screen, the user can perform the following functions:
  - i. Generate ACK/Negotiable WHR/ Non-negotiable WHR
    - **1.** The user can click on one of the provided buttons, i.e., ACK, Negotiable, and Non-Negotiable to generate the respective acknowledgement document.



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

## ii. View the ACKs generated in the system:

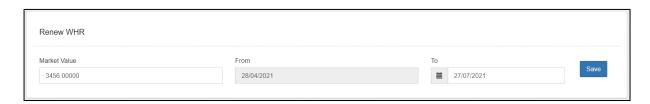
1. The user can click on the 'WHR Done/Cancel' button to view the list of ACKs generated through the system.



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



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



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

### the PDF of the ACK generated.

Print Date: 18/07/2021



# Central Warehousing Corporation 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		Stack Name		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	A	CK Validatio	n 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.

Signature of the warehouse Manager or authorised person

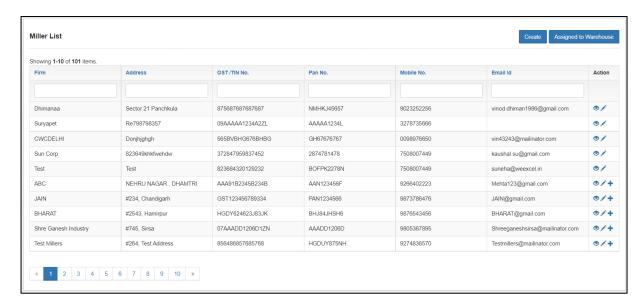
#### III. CMR

### A. Miller Registration

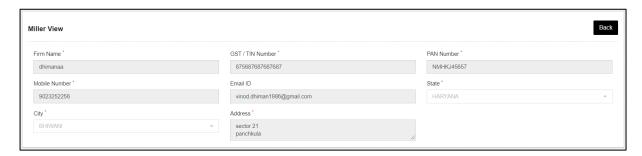
a. To receive the stock on CMR basis, the first step is to create a Miller. To can access the Miller registration screen by:

### **Receipt of Stock >> CMR >> Miller**

b. The user will land on the Miller list screen where he can view the list of millers created in the system over PAN India.



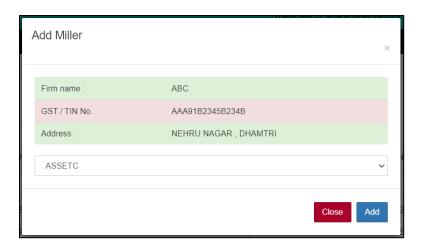
- c. The user can perform the following functions on this screen:
  - i. **View Miller details:** Clicking on the 'Eye' icon, the user can view the respective miller's details.



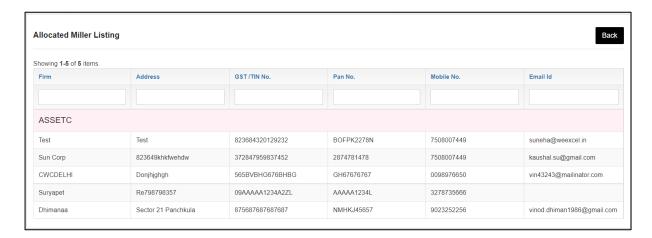
ii. **Edit Miller details:** Clicking on the 'Pencil' icon the user can edit the respective miller's details.



iii. **Assign to warehouse:** Clicking on the 'Plus' icon will let the user assign the miller to the respective warehouse.



iv. **Assigned to warehouse:** Clicking on this button will redirect the user to a separate list where he can view the list of millers associated with the warehouse.



v. **Create Miller:** Clicking on this button, the system will redirect the user to a Miller registration form where he can enter the required details to create a new Miller.



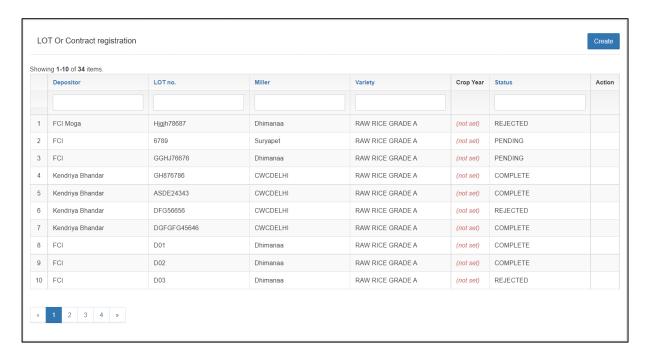
d. Once created, the user can proceed with the LOT registration.

### **B. LOT Registration**

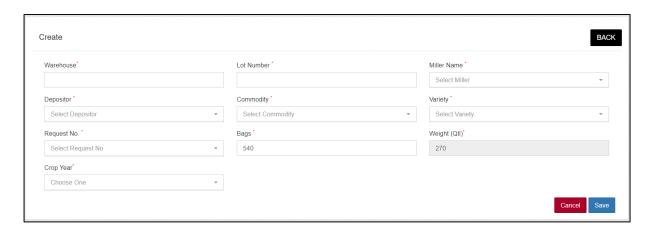
a. Once a miller is registered in the warehouse, the user can proceed with LOT registration. To access this screen the user can follow the below steps:

### **Receipt of Stock >> CMR >> LOT Registration**

b. The system will redirect the user to the LOT listing screen.



c. The user can click on the 'Create' button to create a new LOT in the system.

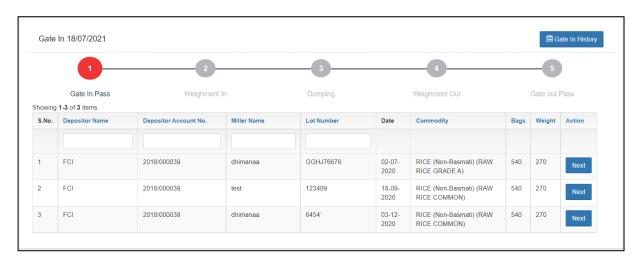


d. The user can enter the required details and click on the save button to save the LOT details. The LOT once created, will show up in the Gate-In screen for further processing.

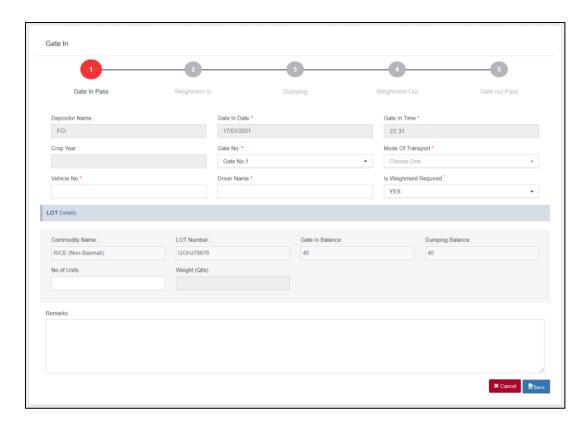
### C. Gate-In

a. To access the gate-in screen the user can follow the belowmentioned steps:

Receipt of stock >> CMR >> Gate In



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



**a.** 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 even if he checked the 'Said to Weight' declaration on DAF.
  - b. Once filled, the user can click on the save button and proceed to the next step.
  - c. The user can also click on the 'Gate History' button to view the list of gate-ins for that day.

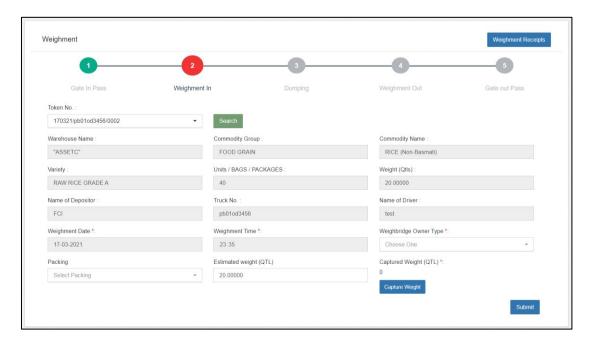


- d. The user can also perform search by selecting the date-range for which they want to view the gate history.
- e. Clicking on the 'Receipt gate-in' button will redirect the user on the

Gate-in Screen.

### D. Weighment In

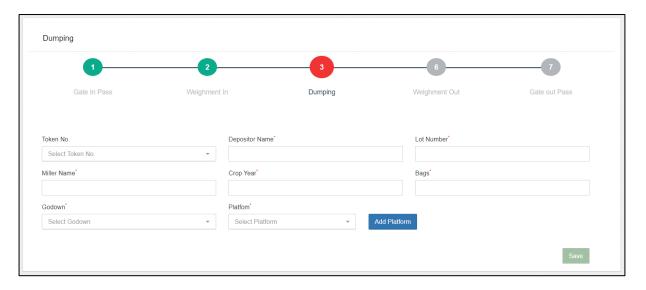
**a.** After gate-in, the token will show-up at the weighment-in screen.



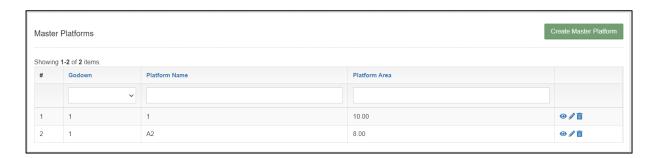
- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. Once done, the weighment fields will pop for the selected token. The user will enter the required details, i.e.,
  - i. Weighbridge owner type (Own/Hired)
  - ii. Packing
  - iii. 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.
  - iv. The weight thus captured is referred as gross weight (i.e.,Stock weight + 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. Dumping

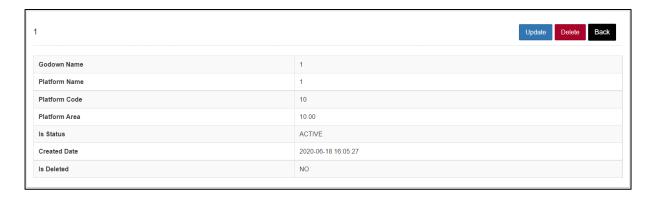
**a.** After weighmen-in screen, the token will show-up at the dumping screen.



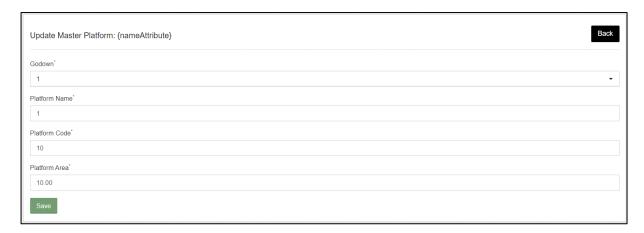
- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. Once done, the form fields will pop for the selected token.
- d. The user will then enter/select the required information in the form provided to perform the dumping on the designated platform.
  - i. The user can add a new platform by clicking on the 'Add Platform' Button.



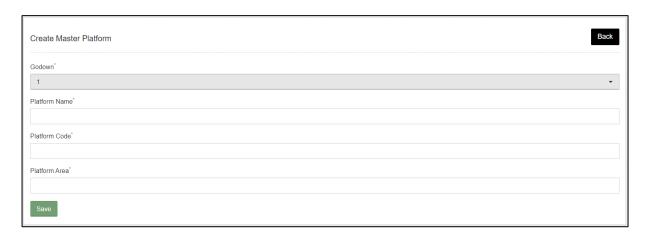
- ii. The user can perform the following functions on this screen:
  - 1. **View Platform details**: Clicking on the 'Eye' icon will redirect the user to the view screen.



2. **Edit Platform details:** Clicking on the 'Pencil' icon will redirect the user to the update screen.



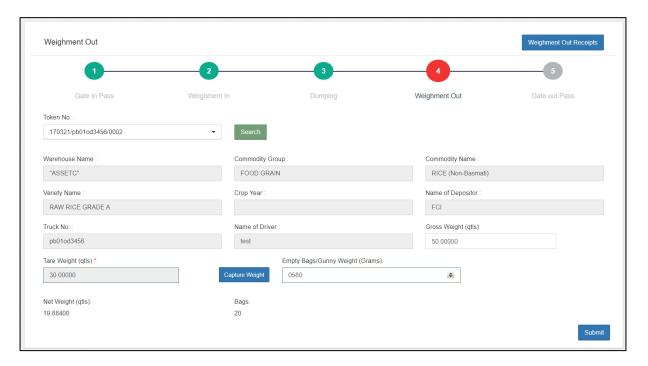
- 3. **Delete Platform:** Clicking on the 'Trash' icon the user can delete the platform created.
- 4. **Create Master Platform:** Clicking on this button will redirect the user to a form screen where he can create a new platform.



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

### F. Weighment Out

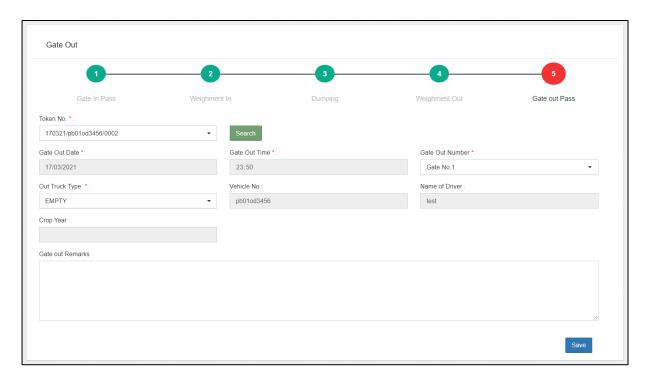
**a.** After dumping, the token will show-up at the Weighment-out screen.



- 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 weighment fields will pop for the selected token.
- d. The user will perform the weighment of the empty truck by clicking on the 'Capture weight' button and enter the weight of one empty gunny.
- e. 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)
- f. Once done, the user will submit the details and proceed ahead.

#### G. Gate-Out

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



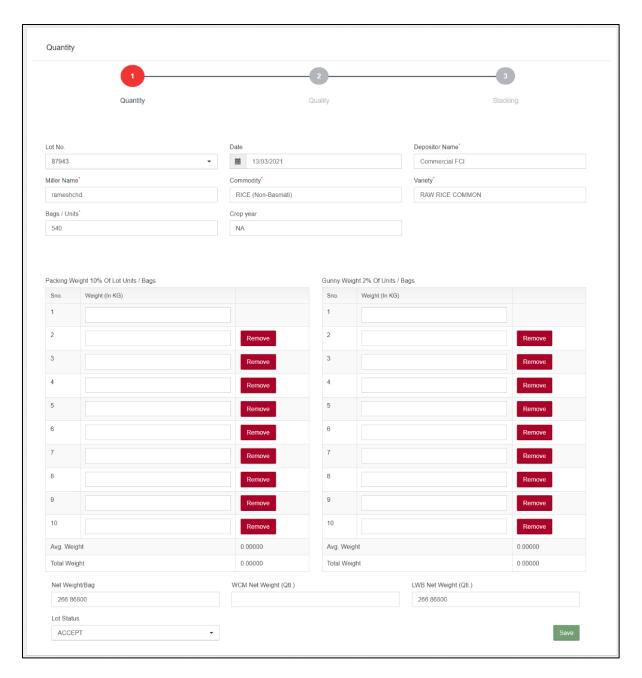
- b. The user will select the respective token from the dropdown and click on the search button. (The token number sequence is: DDMMYY/Truck number/0001)
- c. Once done, the gate-out fields will pop for the selected token.
- d. The user will enter the required details and complete the receipt process.

### H. Quantity

**a.** After Gate-out, the token will show-up at the quantity screen where the user can perform the weighment of the stock received. To access this screen, the user can follow the below mentioned steps.

Receipt of Stock >> CMR >> Quantity

Note: The user can perform Quantity or Quality in any order.



- **b.** The user will enter the desired information to perform quantity of the stock. (Quantity is performed through 10% WCM)
- **c.** The user can Accept or Reject the LOT by selecting the appropriate option in the 'LOT Status' drop-down. Once the stock is rejected, the respective token will show up in the Rejected LOT screen.
- **d.** Once all the information is entered, the user will save the details and proceed with the next step.

### I. Quality

**a.** After Quantity, the token will show-up at the quality screen. To access this screen the user will follow the below mentioned steps:

# **Receipt of Stock >> CMR >> Quality**

Note: The token will only come at the quality screen if the LOT was accepted in the Quantity screen and vice-versa.

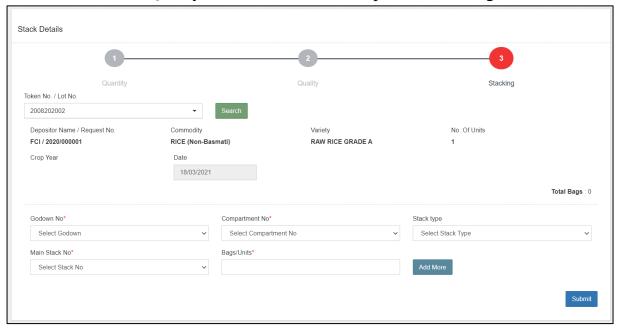


- b. The user will select the respective LOT number from the dropdown and click on the search button.
- c. The user will then proceed with entering the required details.
- d. The user can Accept or Reject the LOT by selecting the appropriate option in the 'LOT Status' drop-down. Once the stock is rejected, the respective token will show up in the Rejected LOT screen.
- e. The user will enter the details required and click on the submit button to proceed ahead.

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

#### J. Stacking

a. After Quality, the token will show-up at the stacking screen.



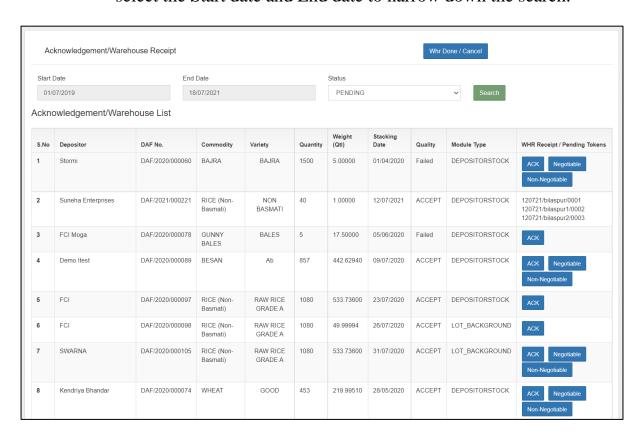
- b. The user will select the respective token from the dropdown and click on the search button.
- c. Once done, the stacking fields will pop for the selected token.
- d. The user will then enter/select the required information in the form provided to perform the stacking. {The stack detail form will only come if there is a stack allocated for the respective commodity and depositor. If not, the system will ask the user to allocate a space.}
- e. The user can stack the commodity into multiple stacks, if required, by clicking on the 'Add more' button.
- f. Once done, the user will submit the details entered and proceed with the next step.

#### K. 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

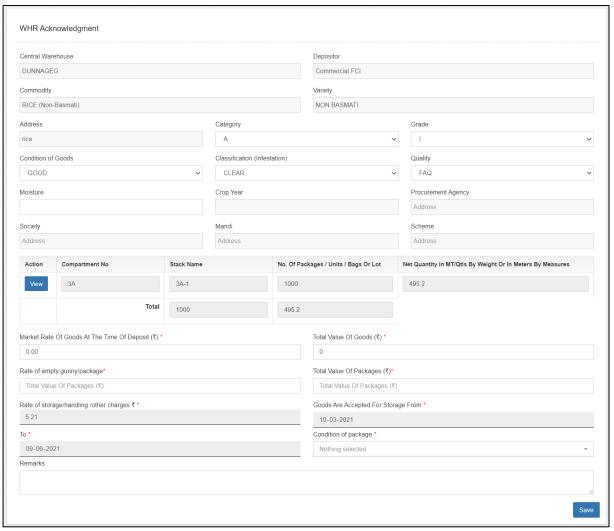
c. This will redirect the user to the WHR/ACK list screen where the user can search for the ACKs pending for generation. The user will select the Start date and End date to narrow down the search.



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

## iii. Generate ACK/Negotiable WHR/ Non-negotiable WHR

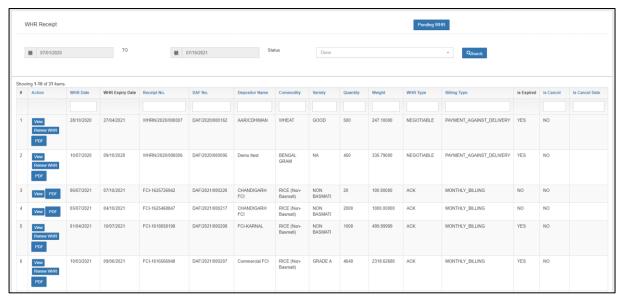
1. The user can click on one of the provided buttons, i.e., ACK, Negotiable, and Non-Negotiable to generate the respective acknowledgement document.



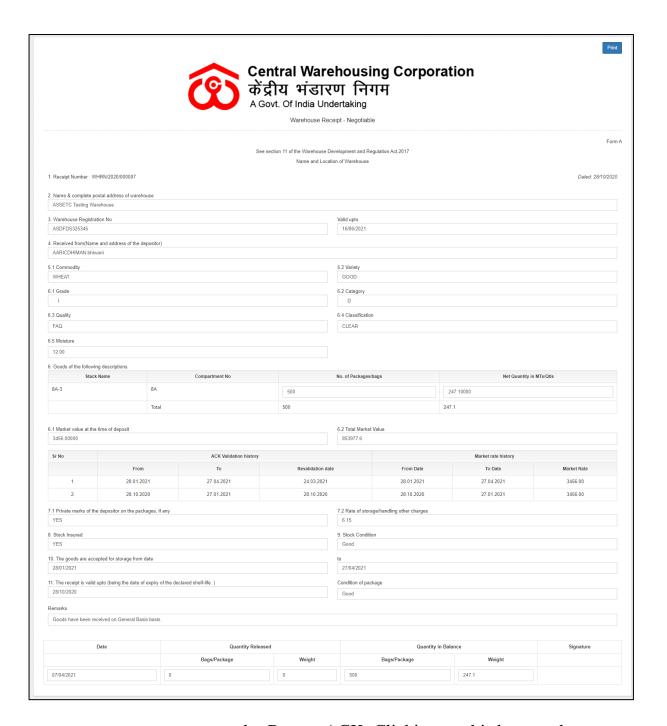
**2.** The user will enter the required details and click on the save button to generate the acknowledgment.

### iv. View the ACKs generated in the system:

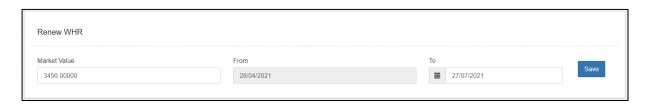
1. The user can click on the 'WHR Done/Cancel' button to view the list of ACKs generated through the system.



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



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



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

### the PDF of the ACK generated.

Print Date: 18/07/2021



#### Central Warehousing Corporation 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		Stack Name		l .	No. of Packages/bags		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	A	CK Validatio	n 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.

Signature of the warehouse Manager or authorised person

### L. Rejected LOT

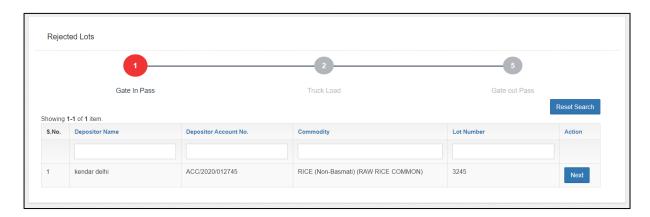
a. The rejected LOT is taken out of the warehouse premises through

this section. To access this the user can follow the below-mentioned steps:

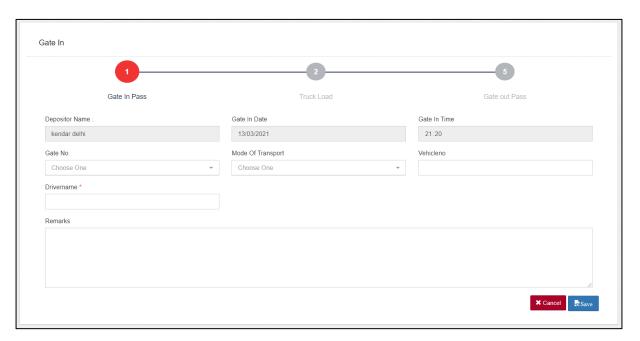
# Receipt of Stock >> CMR >> Rejected LOT.

#### b. Gate-In

i. This will redirect the user to the Gate-in screen for Rejected LOTs.



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



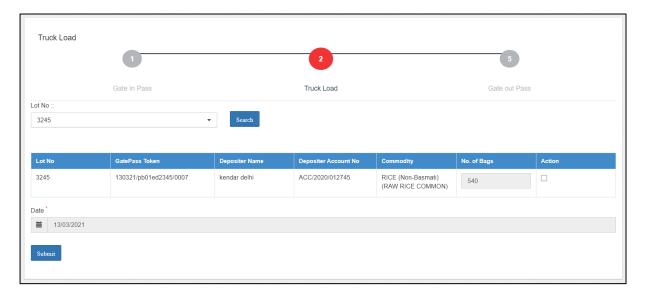
**iii.** The user will enter the requested details in the fields provided.

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

iv. Once filled, the user can click on the save button and proceed to the next step.

### c. Truck Load

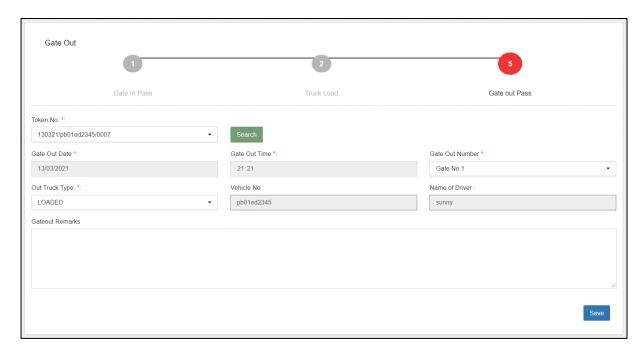
- **i.** After Gate-In the token will show up at the Truck Load screen.
- **ii.** Here the user will select the LOT number and the form details will pop on the screen.



- **iii.** The user will check the checkbox against the provided lot detail and submit the details.
- **iv.** Once done, the user can submit the details and proceed ahead.

### d. Gate-Out

**i.** After truck load, the token will show-up at the Gate-out screen.



- ii. 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)
- iii. Once done, the gate-out fields will pop for the selected token.
- iv. The user will enter the required details and complete the process.

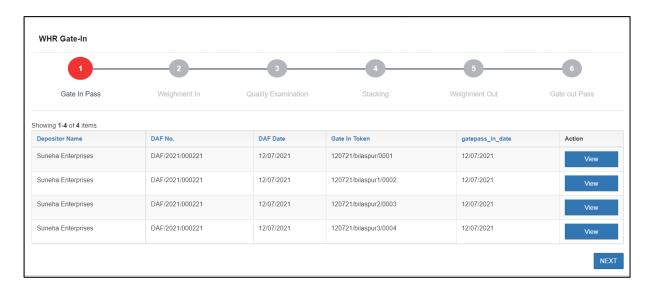
#### IV. Edit Token

- **a.** The WHM has a provision to edit the receipt token in case of any errors through the edit token scree. This step is only available before generating the ACK.
- **b.** To reach this screen, the user will perform the below-mentioned steps:

### **Receipt of Stock >> Edit Token**

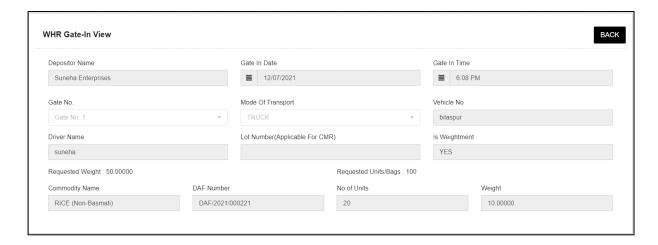


**c.** The WHM can click on the 'Pencil' icon to start the edit process. Once done, the system will redirect the user to the Gate-In screen.

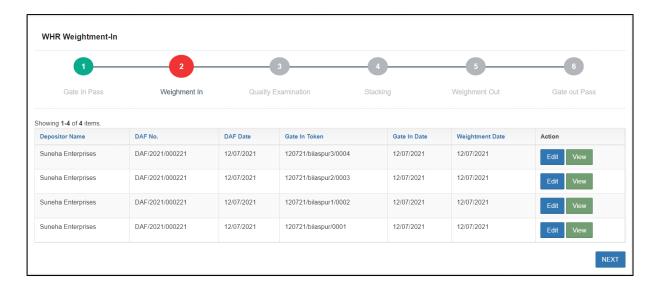


**d.** Here the user can view the list of tokens associated with the selected DAF. The user can click on the 'View' button to view the token details.

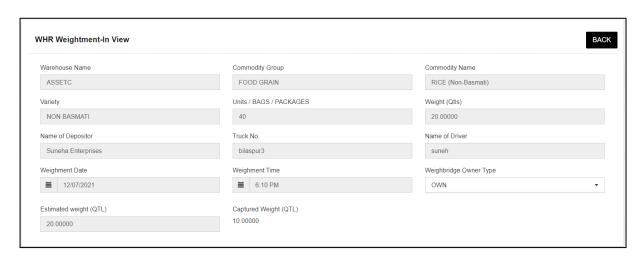
Note: One cannot make edits on the gate-in screen.



**e.** Clicking on the 'Next' button will take the user to the Weighment screen.

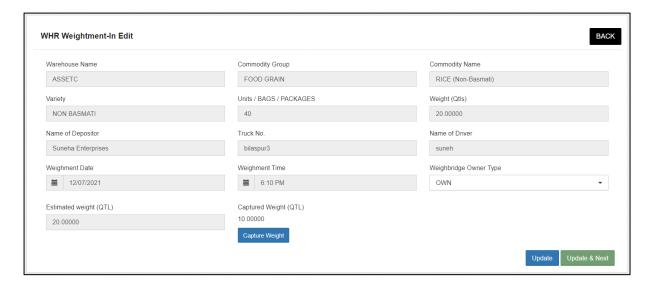


- **f.** The user can perform the following functions on the screen:
  - **i.** View: Clicking on the 'View' button to display the token details.

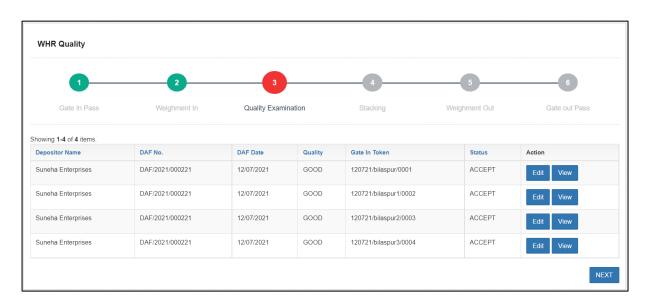


- **ii.** Edit: Clicking on the 'Edit' button will redirect the user to the edit screen where he can change the incorrect details entered, i.e., Weighbridge owner type and weight.
  - 1. Clicking on the 'Update' button will update the details.
  - **2.** Clicking on the 'Update & Next' button will take the user to the next screen.

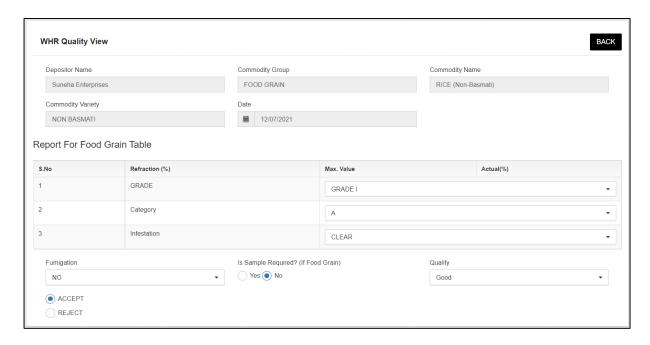
Note: The user must update details in the weighment-out screen once they edit the weighment-in screen.



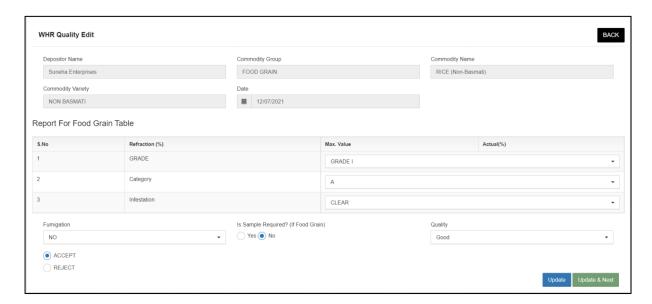
**g.** Clicking on the 'Next' button will take the user to the Quality Examination screen.



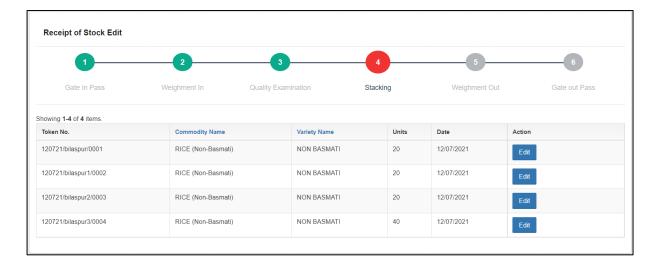
- **h.** The user can perform the following functions on the screen:
  - i. View: Clicking on the 'View' button to display the token details.



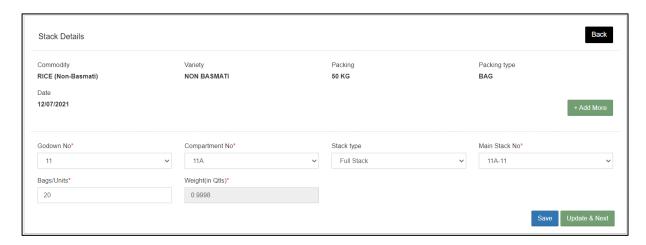
- **ii.** Edit: Clicking on the 'Edit' button will redirect the user to the edit screen where he can change the incorrect details entered.
  - 1. Clicking on the 'Update' button will update the details.
  - **2.** Clicking on the 'Update & Next' button will take the user to the next screen.



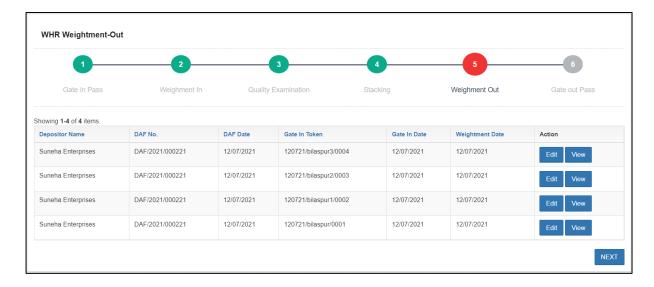
i. Clicking on the 'Next' button will take the user to the Stacking screen.



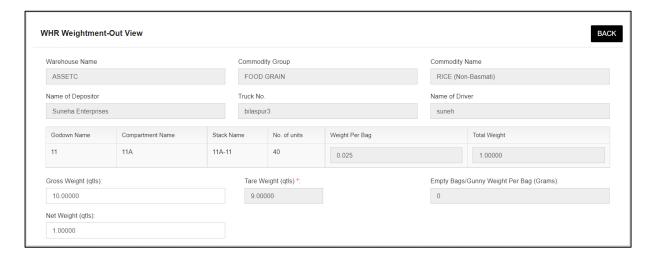
**j.** The user can click on the 'Edit' button to edit the stack details.



- **k.** The user can perform the following functions on this screen.
  - i. Edit the stack details
  - **ii.** Click on the 'Add more' button to break the stock into multiple stacks.
  - iii. Click on the 'Save' button to save the details entered.
  - iv. Click on the 'Update & Next' button to save the details and move to the next screen.
- **l.** Clicking on the 'Next' button will take the user to the Weighment-Out screen.

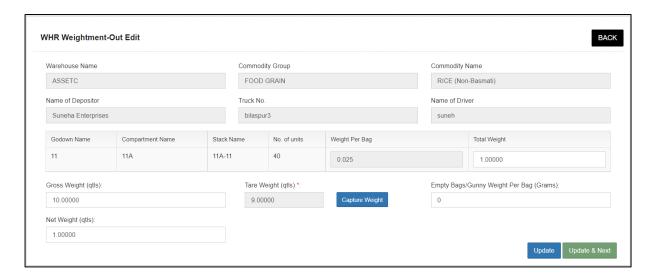


- **m.** The user can perform the following functions on the screen:
  - **i.** View: Clicking on the 'View' button to display the token details.

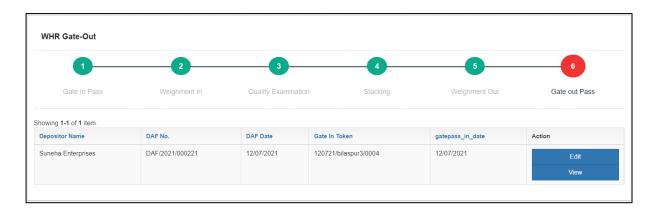


- **ii.** Edit: Clicking on the 'Edit' button will redirect the user to the edit screen where he can change the incorrect details entered.
  - 1. Clicking on the 'Update' button will update the details.
  - **2.** Clicking on the 'Update & Next' button will take the user to the next screen.

Note: This step is mandatory after editing the Weighment-In screen.



**n.** Clicking on the 'Next' button will take the user to the Gate-out screen.



- **o.** The user can perform the following functions on the screen:
  - **i.** View: Clicking on the 'View' button to display the token details.



**ii.** Edit: Clicking on the 'Edit' button will redirect the user to the edit screen where he can change the incorrect details entered. Clicking on the 'Update' button will update the token details.

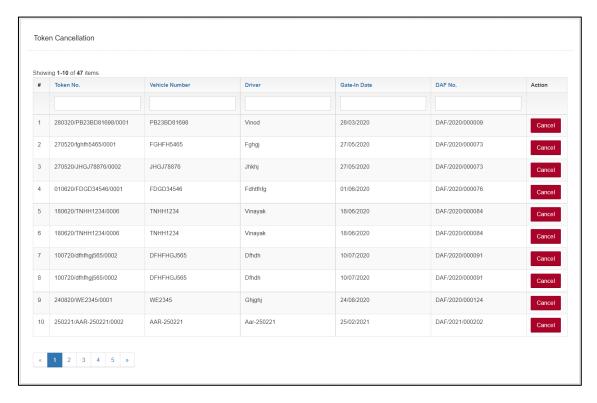


**p.** Once done, the user can proceed with generating ACK for the respective token/DAF.

#### V. Token Cancellation

- **a.** The WHM has a provision to edit the receipt token before stacking process. Once the token is cancelled, all the transactions against that token are erased from the system.
- **b.** To reach this screen, the user will perform the below-mentioned steps:

### **Receipt of Stock >> Token Cancellation**



- **c.** The WHM can perform the following functions on the screen.
  - i. Search: The user can search for a specific token by entering

- the relevant details in the search boxes provided under the table header.
- **ii.** Cancel Token: Clicking on the 'Cancel' button will prompt the user to confirm their action. Once the user confirms the same, the respective token is deleted from the system.

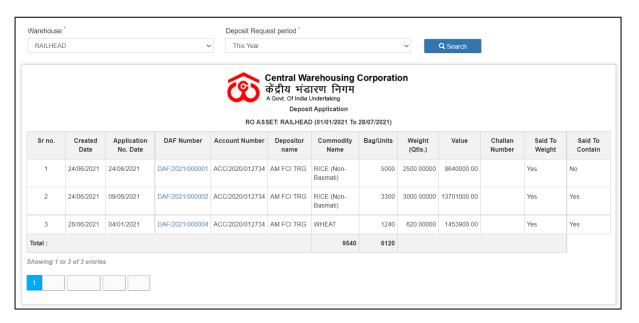


# **Reports & Registers**

### 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:

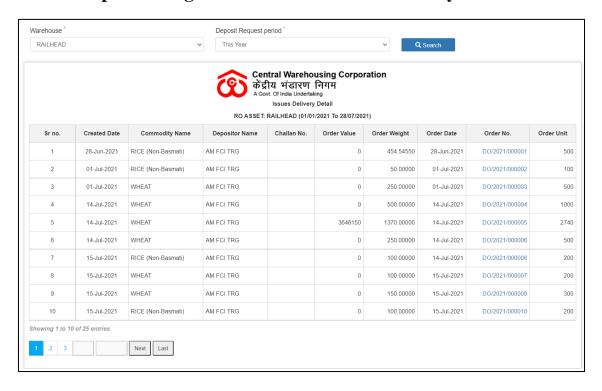
- a. Period
  - i. This Year

- 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:





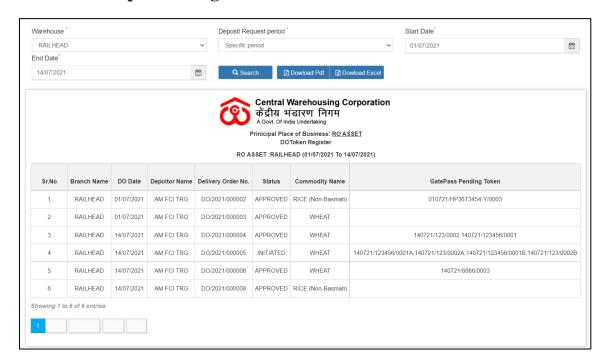
- B. The user can perform search by selecting:
  - a. Period
    - i. This Year
    - ii. This Month
    - iii. Today

- 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

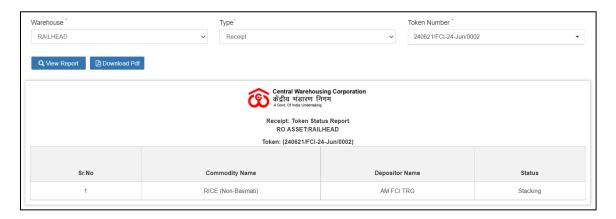


- B. The user can perform search by selecting the period for which they want to view the results for. The options available are:
  - a. This Year
  - b. This Month
  - c. Today
  - d. Specific Period (From Date & To Date)
- C. The user can download the report in PDF or Excel formats.

#### 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**

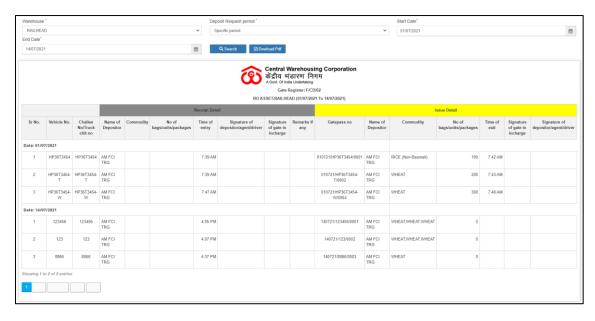


- B. The user can perform search by selecting:
  - a. Type
    - i. Receipt
    - ii. Issue
  - b. Token Number
- C. The user can download the report in PDF format.

#### 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** 



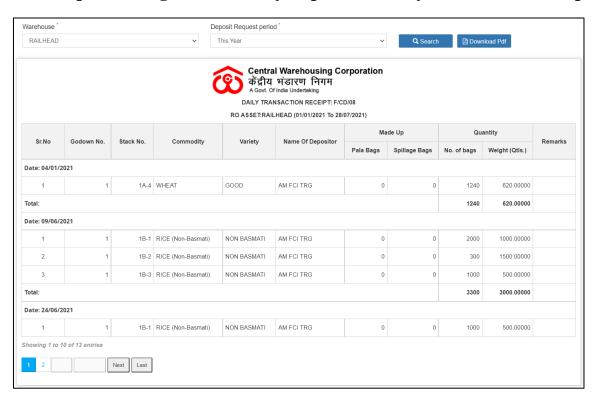
B. The user can perform search by selecting the deposit request period:

- 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

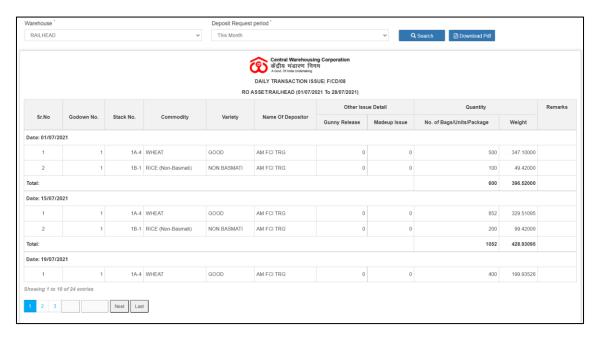


- B. The user can perform search by selecting the deposit request period:
  - a. This Year
  - b. This Month
  - c. Today
  - d. Specific Period
- C. The user can download the report in PDF format.

#### 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** 

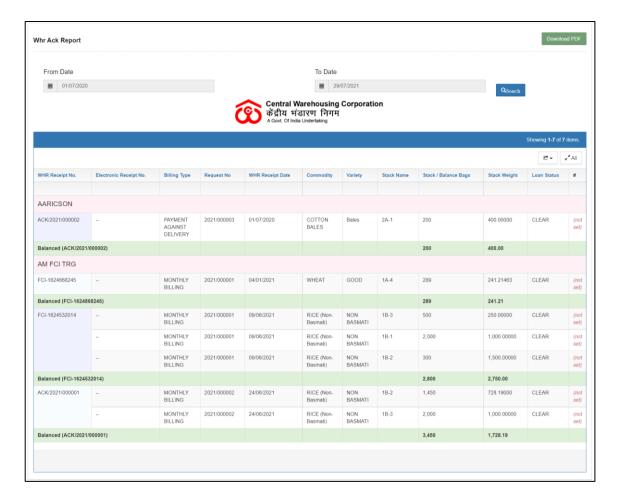


- B. The user can perform search by selecting the deposit request period:
  - a. This Year
  - b. This Month
  - c. Today
  - d. Specific Period
- C. The user can download the report in PDF format.

# 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** 

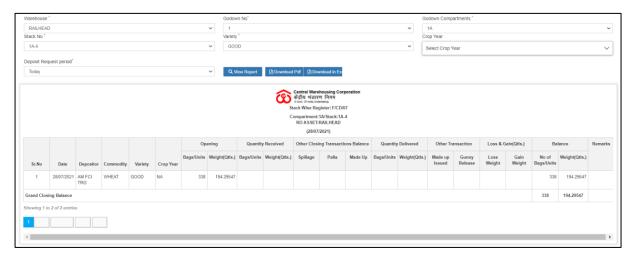


- B. The user can perform search by selecting the deposit request period. The selections available are:
  - a. This year
  - b. This month
  - c. Today
  - d. Specific Period
- C. The user can download the report in PDF format.

### 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

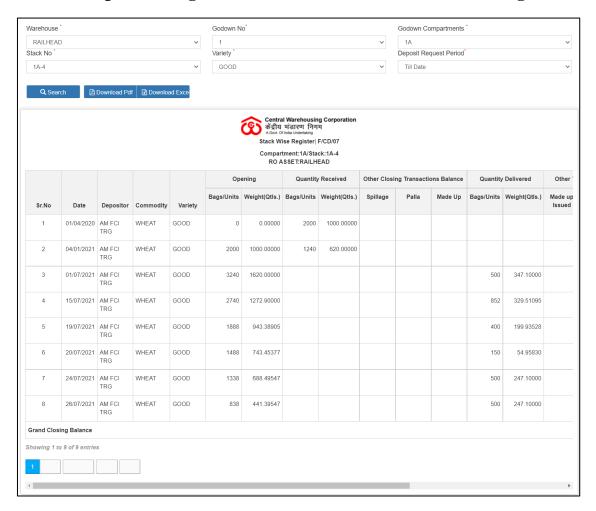


- B. The user can perform search by selecting:
  - a. Godown number
  - b. Compartment
  - c. Stack number
  - d. Variety
  - e. Crop year
  - f. Deposit request period
    - i. This year
    - ii. This Month
    - iii. Today
    - iv. Specific period
- C. The user can download the report in PDF or Excel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



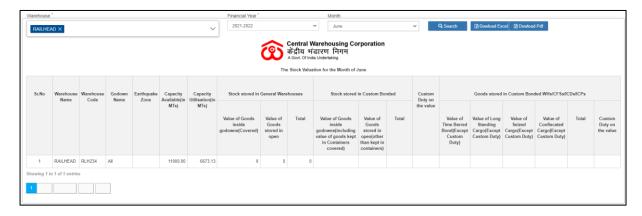
- B. The user can perform search by selecting:
  - a. Godown number
  - b. Compartment
  - c. Stack Number
  - d. Variety
  - e. Deposit Request Period (Till date)
- C. The user can download the report in PDF & Excel format.

### 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**

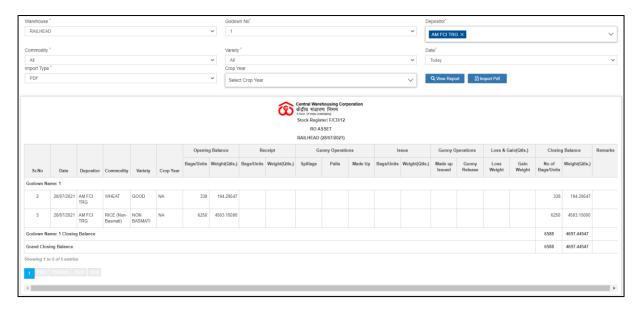


- B. The user can perform search by selecting:
  - a. Financial Year
  - b. Month
- C. The user can download the report in PDF & Excel format.

# 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** 



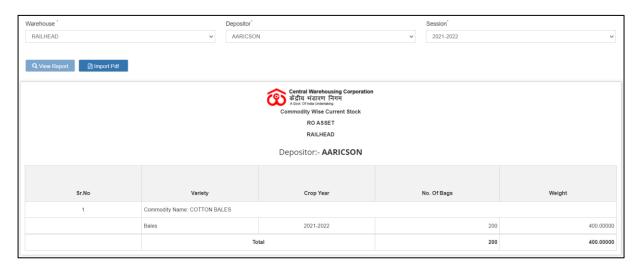
- B. The user can perform search by selecting:
  - a. Godown number

- 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** 

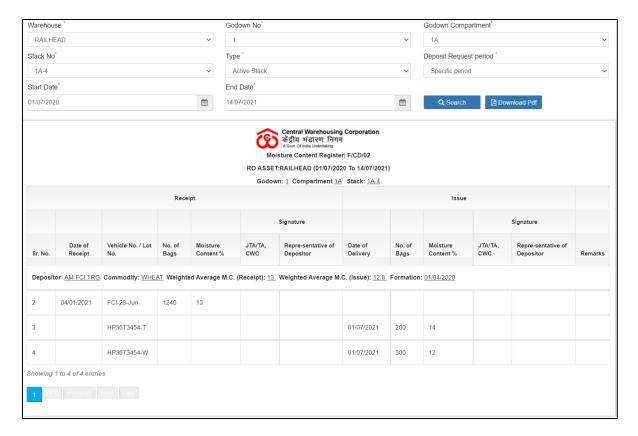


- B. The user can perform search by selecting:
  - a. Depositor
  - b. Session
- C. The user can download the report in PDF format.

# 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

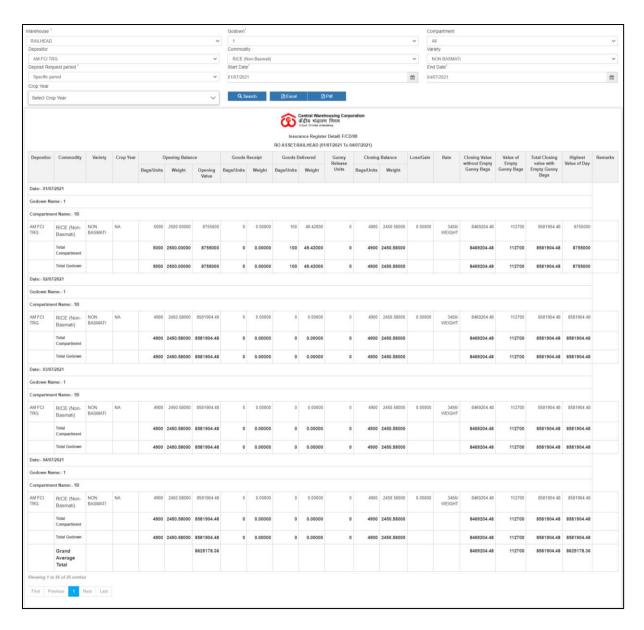


- B. The user can perform search by selecting:
  - a. Godown
  - b. Compartment
  - c. Stack number
  - d. Type
  - e. Deposit Request Period
- C. The user can download the report in PDF format.

#### 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** 



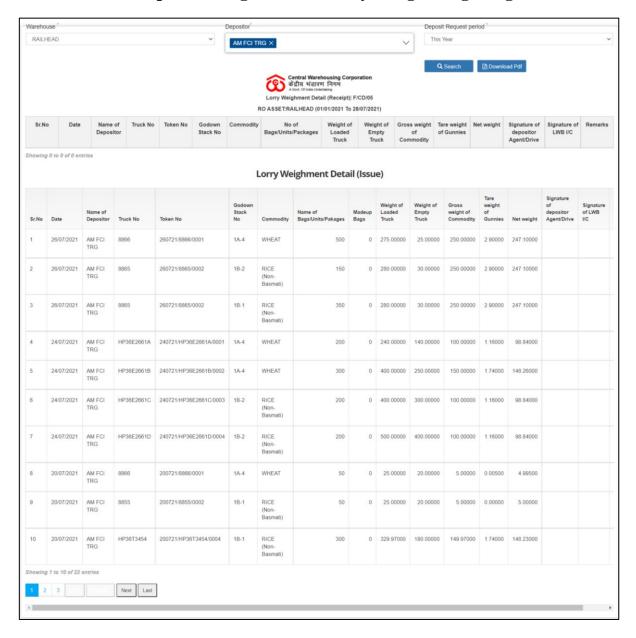
- B. The user can perform search by selecting:
  - a. Godown
  - b. Compartment
  - c. Depositor
  - d. Commodity
  - e. Variety
  - f. Deposit Request Period
- C. The user can download the report in PDF & Excel format.

### 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

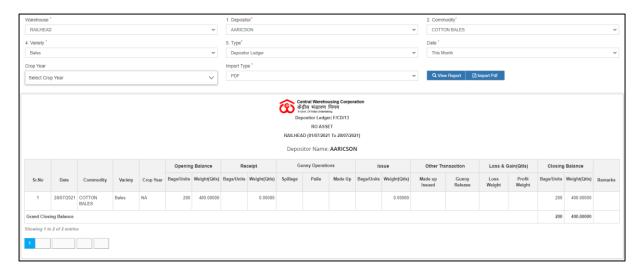


- B. The user can perform search by selecting:
  - a. Depositor
  - b. Deposit Request Period
- C. The user can download the report in PDF format.

### 20.Depositor Ledger

D. 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

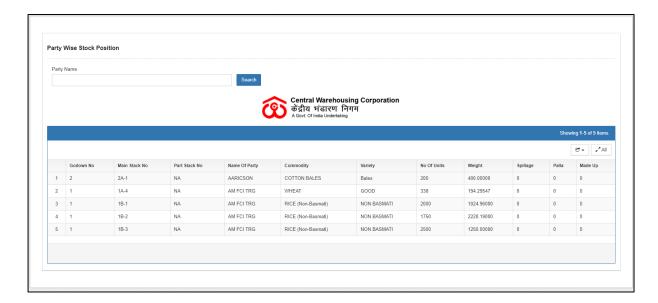


- E. The user can perform search by selecting:
  - a. Depositor
  - b. Commodity
  - c. Variety
  - d. Type (Depositor Ledger, WHR/ACK)
  - e. Date
  - f. Crop Year
  - g. Import Type (PDF, Excel)
- F. The user can download the report in PDF or Excel format.

# **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** 

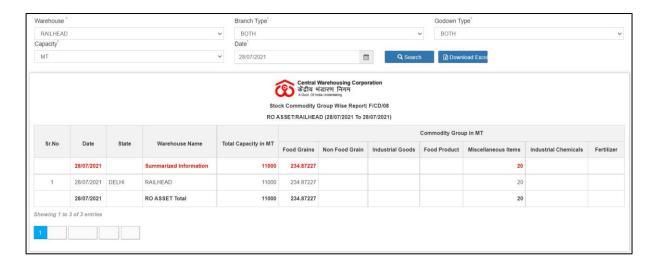


- B. The user can perform search by selecting:
  - a. Depositor
  - b. Commodity
  - c. Variety
  - d. Type (Depositor Ledger, WHR/ACK)
  - e. Date
  - f. Crop Year
  - g. Import Type (PDF, Excel)
- C. The user can download the report in Excel format.

# 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.