

## BSWC e-Bhandaran

# USER MANUAL -WAREHOUSE MANAGEMENT

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## WAREHOUSE MANAGEMENT

The warehouses are created by the RO in the platform and managed by warehouse managers. A warehouse can be segregated based on the facilities it provides to its depositors, i.e.,

- General warehousing
- Dedicated warehousing

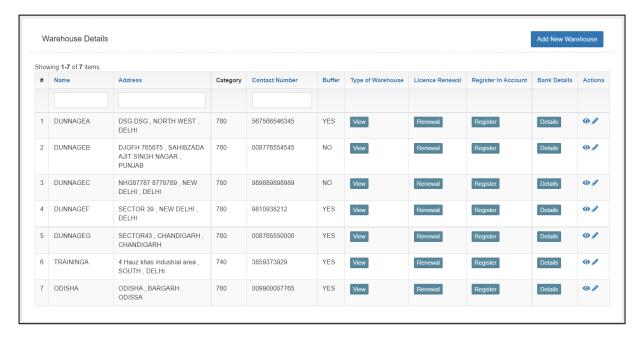
(User - RO)

#### 1. Create Warehouse

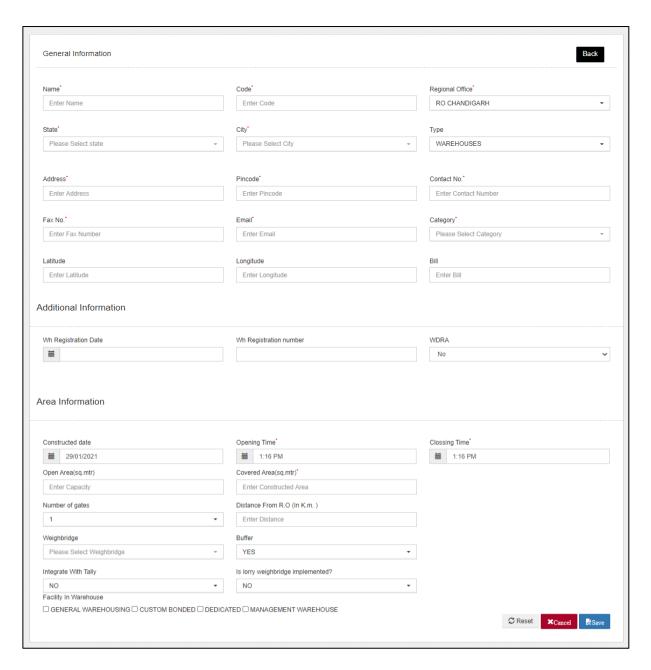
A. All the warehouses in the system are governed by a regional office (RO). This office has the powe to create a new warehouse under their region by following the following steps:

### Warehouse Management >> Manage Warehouse

B. The system will redirect RO on the list screen where he can view the list of warehouses registered under the respective regional office.



C. After clicking 'Add new Warehouse' the system will redirect the RO to a form screen where the user will enter the required information.



- D. RO can perform the following actions on the screen:
  - **Reset**: This button will erase all the information entered in the form.
  - **Cancel**: This button will cancel the process and redirect the user to the list screen
  - **Save**: This button will create a new warehouse under the Regional Office.
- E. Once saved, the warehouse will appear on the list screen.

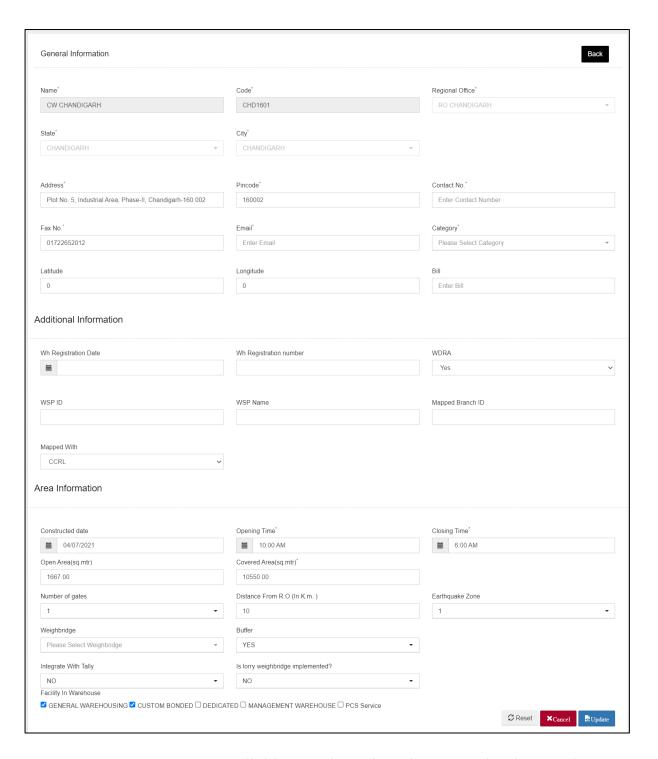
### 2. Warehouse listing screen



- A. Once on the list screen, the user can perform the following actions:
  - **View warehouse details:** Clicking on the 'Eye' icon will redirect the user to the warehouse detail screen.

Warehouse Details			
Name	CW CHANDIGARH		
Address	Plot No. 5, Industrial Area, Phase-II, Chandigarh-160 002, CHANDIGARH, CHANDIGARH		
Pincode	160002		
Contact			
Fax NO.	01722652012		
Email			
Capacity	515217.00		
Area	12217.00		
Registration Date			
Registration No			
Integrate With Tally	NO		
Lorry Weighbridge Implemented	NO		

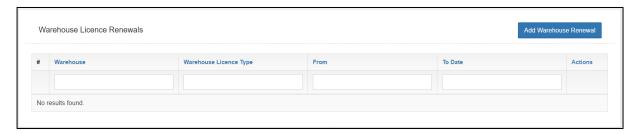
• Edit warehouse details: Clicking on the 'Pencil' icon will redirect the user to the edit screen, where user can edit the warehouse details.

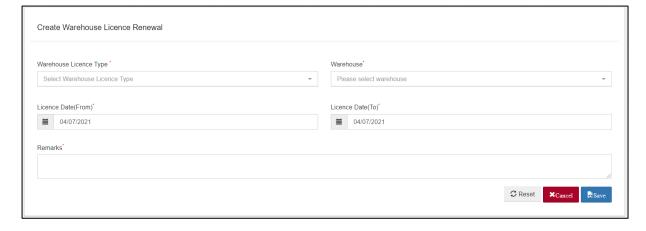


- Warehouse Type: Clicking on the 'View' button under the warehouse type column, redirects the user to a different screen. Here the user can view the type of warehousing performed by the selected warehouse. The different types of warehousing are:
  - o General warehousing
  - o Dedicated
  - o Custom Bonded
  - o Management warehousing

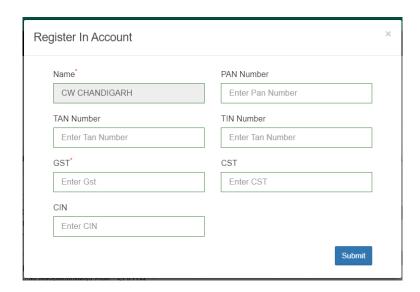


• Warehouse License: Clicking on the 'renew button under the warehouse license column will redirect the user to the License listing screen. Here the user can view the list of licenses if added. Clicking on the add new License button will redirect the user to the form screen where he can enter the license details.

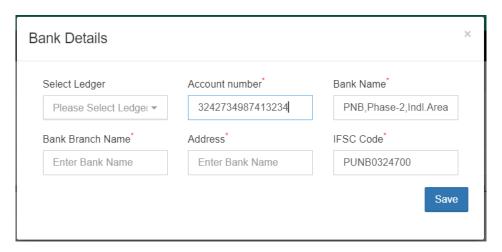




• **Register in Account:** Clicking on the 'Register' button under the register in Account column will open a popup screen to fill in the warehouse account details.



• Bank Details: Clicking on the 'Details' button under the Bank details column will open a popup screen to view/save/update the Bank details.

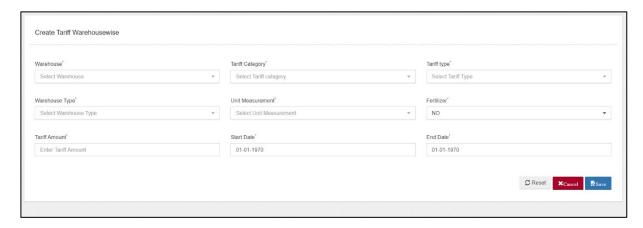


### (User - CO)

### 1. Tariff Configuration

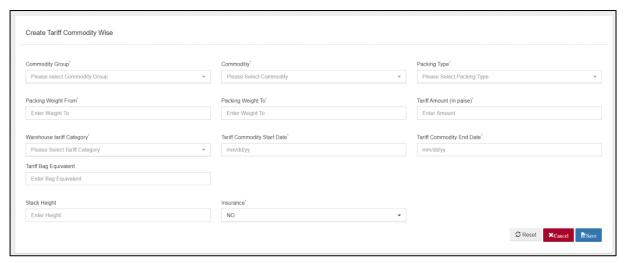
- A. The CO can configure tariffs for a warehouse through their login. The ways CO can configure tariff are as follows:
  - Warehouse-wise tariff
  - Commodity wise
  - Special Tariff Configuration
  - FCI Tariff (Special tariff applicable only for FCI)
- B. The CO can configure warehouse tariffs by following the steps mentioned below:

Tariff >> Warehouse-Wise tariff



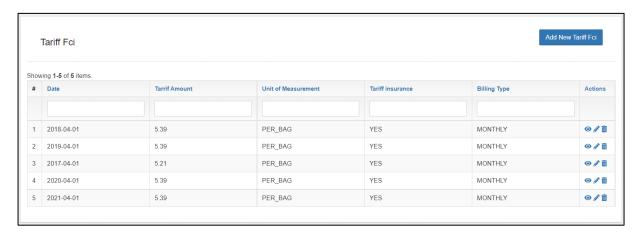
- C. The user will enter the desired details on the tariff configuration form and save them to apply them on the selected warehouse.
  - a) The CO will select the category under which the warehouse falls and select the type of tariff.
  - b) The tariff is configured for the below-listed types
    - i) Gross
    - ii) Net Area
    - iii) Custom
    - iv) Bound Area
  - c) Then the HO defines the following information to configure the tariff
    - i) Warehousing type
    - ii) Units of measurement
    - iii) Period (for which the tariff is applicable)
- D. The CO can configure commodity tariffs by following the steps mentioned below:

Tariff >> Commodity wise tariff



- E. The user will enter the desired details on the commodity tariff configuration form and save them to apply them on the selected warehouse.
  - a) To configure commodity wise tariff the HO provides the following information
    - i) Commodity group
    - ii) Commodity
    - iii) Per metric ton Rate
    - iv) Packing type
    - v) Packing Weight (From & To)
    - vi) Tariff amount
    - vii) Warehouse tariff category
    - viii) Tariff applicable period (From & To)
    - ix) Stack Height
    - x) Insurance included (Yes/No)
- F. The CO can configure FCI tariffs by following the steps mentioned below:

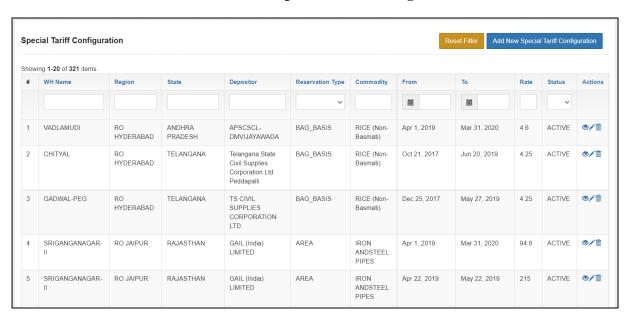
Tariff >> FCI tariff

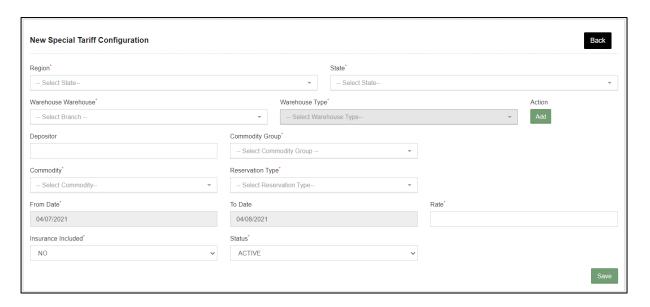




- G. The CO can configure a separate tariff for the FCI party, applicable exclusively to them only, by providing the following information:
  - a) Amount
  - b) Unit of Measurement
  - c) Tariff includes insurance (Yes/No)
  - d) Billing Type
- H. The CO can configure Special tariffs by following the steps mentioned below:

Tariff >> Special tariff Configuration





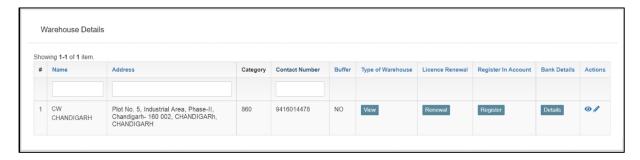
- I. The CO business can configure special tariffs on certain commodities and parties through the system. The user provides the following information while configuring the special tariff
  - a) Region
  - b) State
  - c) Warehouse Name
  - d) Warehouse type
  - e) Depositor
  - f) Commodity group
  - g) Commodity
  - h) Reservation type
  - i) From date
  - j) To Date
  - k) Rate
  - 1) Insurance included (Yes/No)
  - m) Status

### (User – WHM)

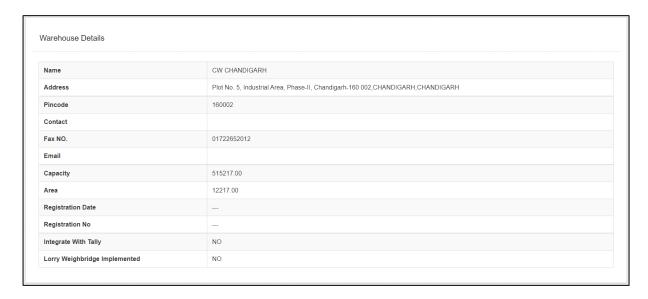
### 1. Manage Warehouse

A. The warehouse manager can view the details of his assigned warehouse by following the below-mentioned steps:

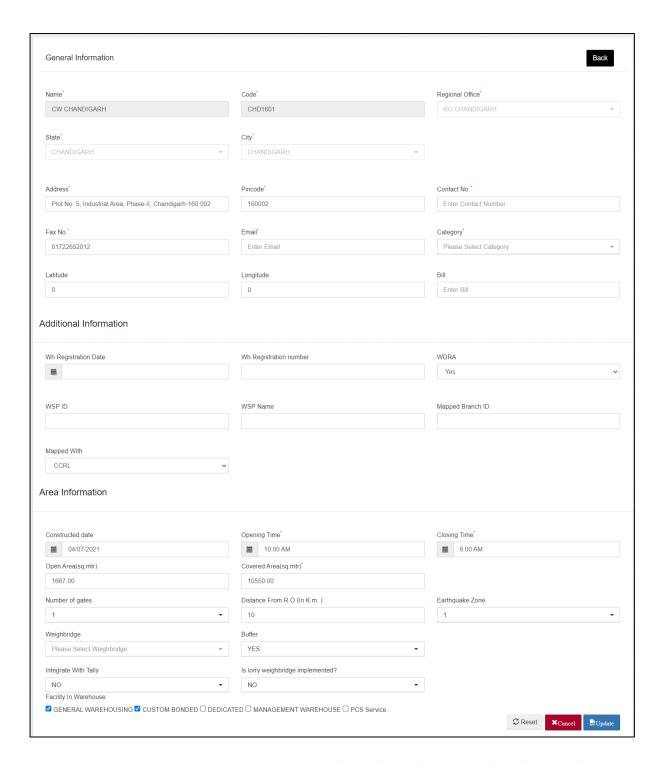
#### Warehouse Management >> Manage Warehouse



- B. Once on the list screen, the user can perform the following actions:
  - **View warehouse details:** Clicking on the 'Eye' icon will redirect the user to the warehouse detail screen.



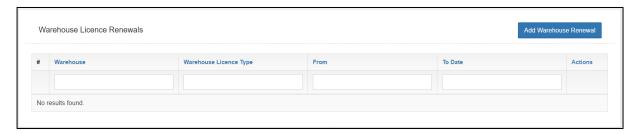
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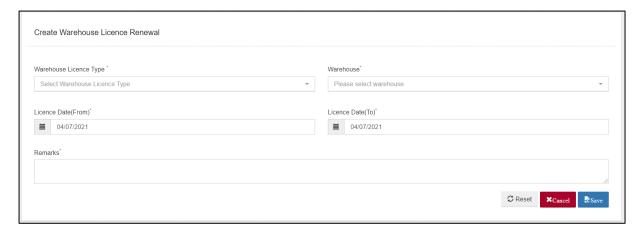


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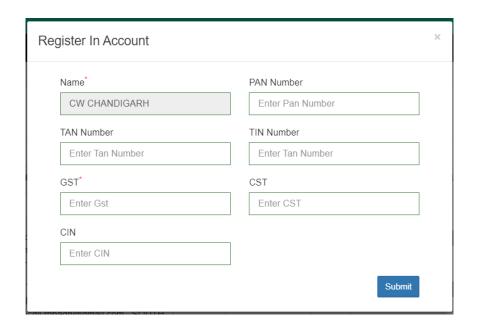


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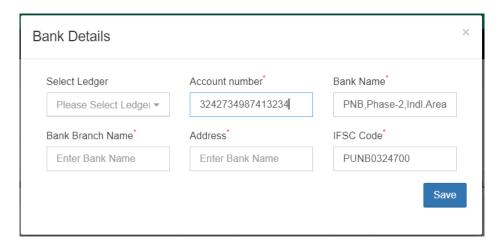




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### **Reports & Registers**

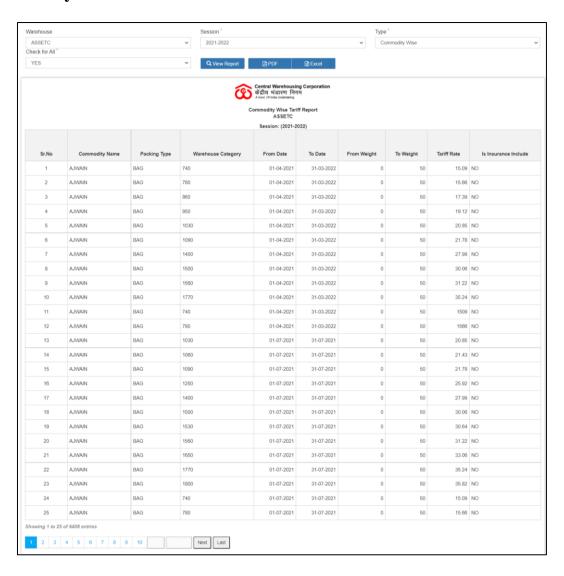
### 1. Tariff Report

A. The warehouse manager can view the tariffs applicable for different commodities, warehouses, FCI tariff, and Special Tariff from the Tariff report. To access the same the user will follow the below-mentioned steps:

#### **Reports & Registers >> Tariff Report**

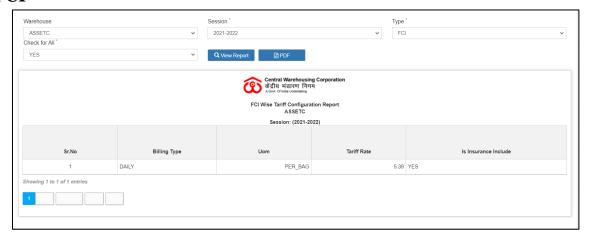
- B. The user will search for the required data by performing the search. Search parameters available are:
  - a) Session
  - b) Type (Commodity wise, FCI, Warehouse wise, Special Tariff)
  - c) Check for All

#### **Commodity Wise**



• The user can download the report in PDF & Excel format.

### **FCI**



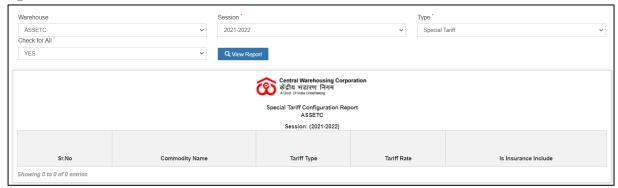
• The user can download the report in PDF format.

#### Warehouse wise



• The user can download the report in PDF & Excel format.

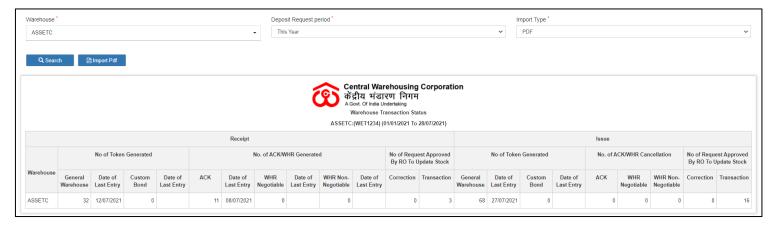
### **Special Tariff**



#### 2. Warehouse Transaction Status

A. The warehouse manager can view the number of transactions carried out in a warehouse through the 'Warehouse Transaction Report.' To access the same the user will follow the below-mentioned steps:

**Reports & Registers >> Warehouse Transaction Report** 



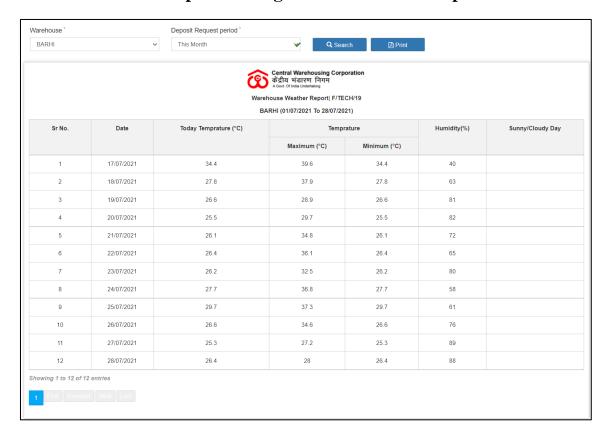
- B. The user will search for the required data by selecting
  - a. Deposit Request Period (This year, This Month, Today, or Specific period)
  - b. Import type
- C. The user can download the report in either PDF or Excel.

### 3. Weather Register

A. The warehouse manager can view the weather report of the area in a warehouse through the 'Weather Report.' To access the same the user will

### follow the below-mentioned steps:

### **Reports & Registers >> Weather Report**



- B. The user will search for the required data by selecting the Deposit Request Period. The options available are
  - a. This year
  - b. This Month
  - c. Today
  - d. Specific period
- C. The user can print the report by clicking on the 'Print' button.