BIHAR STATE WAREHOUSING
CORPORATION
PRODUCE : PRESERVE : PROSPER

BSWC e-Bhandaran

USER MANUAL - GODOWN MANAGEMENT

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GODOWN MANAGEMENT

(User – WHM)

Each warehouse has a certain number of godown under it. These godown are divided into compartments that are further divided into stacks. So in order to manage the same, WMS has a module named Godown Management. The user can perform the following actions in this module.

1. Godown Master

A. The godown master screen lets the WHM to manage godown under their warehouse. To reach this screen, the user will follow the below-mentioned steps:

Godown Management >> Godown Master

B. The system will redirect the user to the Godown list screen where the user can view the godown created thus far.
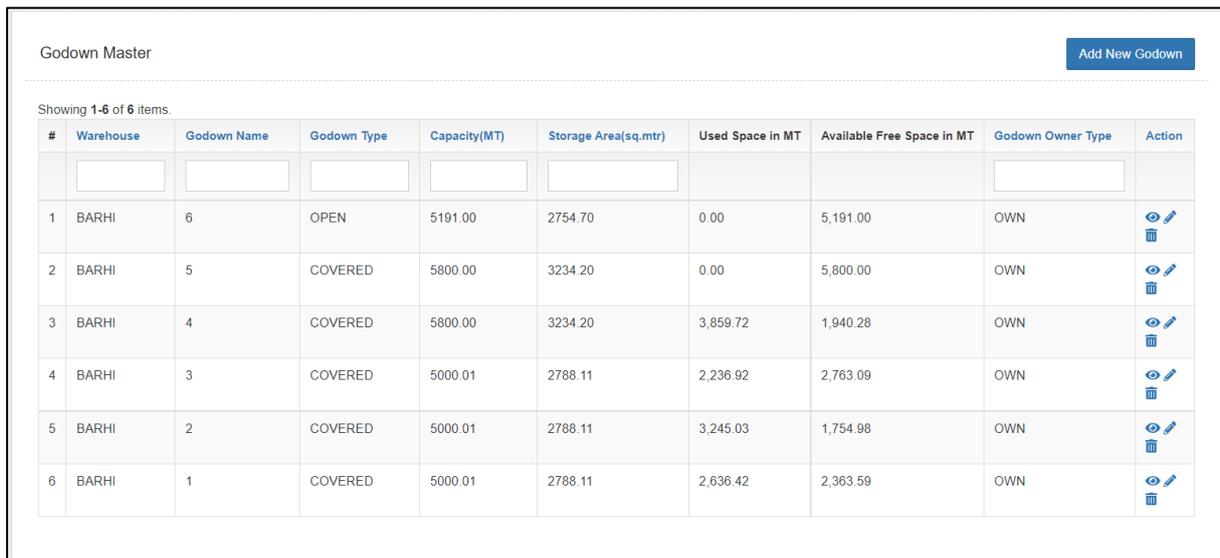
Godown Master								Add New Godown

Showing **1-6** of **6** items.

#	Warehouse	Godown Name	Godown Type	Capacity(MT)	Storage Area(sq.mtr)	Used Space in MT	Available Free Space in MT	Godown Owner Type	Action
1	BARHI	6	OPEN	5191.00	2754.70	0.00	5,191.00	OWN	👁✏🗑
2	BARHI	5	COVERED	5800.00	3234.20	0.00	5,800.00	OWN	👁✏🗑
3	BARHI	4	COVERED	5800.00	3234.20	3,859.72	1,940.28	OWN	👁✏🗑
4	BARHI	3	COVERED	5000.01	2788.11	2,236.92	2,763.09	OWN	👁✏🗑
5	BARHI	2	COVERED	5000.01	2788.11	3,245.03	1,754.98	OWN	👁✏🗑
6	BARHI	1	COVERED	5000.01	2788.11	2,636.42	2,363.59	OWN	👁✏🗑

C. The user can perform the following actions
   a. **View:** Clicking on the 'Eye' icon will display the godown details
   b. **Edit:** Clicking on the 'Pencil' icon will let the user to edit the godown details
   c. **Delete:** Clicking on the 'Delete' icon will delete the godown created.
   d. **Add new Godown:** Clicking on this button will redirect the user to the add new godown screen.

D. The WHM will enter all the necessary details like:
   a. Region
   b. Warehouse
   c. Godown number
   d. Type (Covered/Open)
   e. Capacity (MT)
   f. Storage Area (sq. mtr)
   g. Owner Type (Own/Hired/Management)

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

E. The user can perform the following actions on the screen:
   a. **Reset:** Clicking on this button will erase all the data.
   b. **Cancel:** Clicking on this button will cancel the process and redirect the user to the godown list screen.
   c. **Save:** Clicking on this button will save the data entered.

2. Compartment Master

A. The compartment master screen lets the WHM to manage compartments under their godown. To reach this screen, the user will follow the below-mentioned steps:

   Godown Management >> Compartment Master

B. The system will redirect the user to the compartment list screen where the user can view the compartments created thus far.

Compartment Master   Add New Compartment

Showing **1-18** of **18** items.

#	Godown	Compartment Name	Compartment Capacity	Compartment Area sq/mt	Used Space in MT	Available Free Space in MT	Action
1	1	1A	1666.00	930.00	647.08	1,018.92	👁 ✏ 🗑
2	1	1B	1667.00	930.00	879.27	787.73	👁 ✏ 🗑
3	1	1C	1667.00	930.00	1,110.07	556.93	👁 ✏ 🗑
4	2	2A	1666.00	930.00	1,079.53	586.47	👁 ✏ 🗑
5	2	2B	1667.00	930.00	1,077.90	589.10	👁 ✏ 🗑
6	2	2C	1667.00	930.00	1,087.59	579.41	👁 ✏ 🗑
7	3	3A	1666.00	884.00	1,110.88	555.12	👁 ✏ 🗑
8	3	3B	1667.00	885.00	741.36	925.64	👁 ✏ 🗑
9	3	3C	1667.00	885.00	384.69	1,282.31	👁 ✏ 🗑
10	4	4A	2468.00	1281.00	1,669.54	798.46	👁 ✏ 🗑
11	4	4B	1666.00	885.00	1,111.28	554.72	👁 ✏ 🗑
12	4	4C	1666.00	885.00	1,078.89	587.11	👁 ✏ 🗑
13	5	5A	2468.00	1309.69	0.00	2,468.00	👁 ✏ 🗑
14	5	5B	1666.00	885.00	0.00	1,666.00	👁 ✏ 🗑
15	5	5C	1666.00	894.47	0.00	1,666.00	👁 ✏ 🗑
16	6	6A	1000.00	557.62	0.00	1,000.00	👁 ✏ 🗑
17	6	6B	942.21	500.00	0.00	942.21	👁 ✏ 🗑
18	6	6C	1177.76	625.00	0.00	1,177.76	👁 ✏ 🗑

C. The user can perform the following actions

    a. **View:** Clicking on the 'Eye' icon will display the compartment details

    b. **Edit:** Clicking on the 'Pencil' icon will let the user to edit the compartment details

    c. **Delete:** Clicking on the 'Delete' icon will delete the compartment created.

    d. **Add new Godown:** Clicking on this button will redirect the user to the add new compartment screen.

Create Compartment   Back

Region*
RO CHANDIGARH

Warehouse Name*
CHANDIGARH

Godown Name*
1

Warehouse Type*
GENERAL WAREHOUSING

Name*
Enter Name
This Field is Mandatory
*Valid format: A

Capacity(MT)*
Enter Capacity

Area(sq.mtr)*
Enter Area

Reset   Cancel   Save

D. The WHM will enter all the necessary details like:
   a. Region
   b. Warehouse Name
   c. Godown name
   d. Warehouse Type (General Warehousing/Dedicated warehousing)
   e. Name
   f. Capacity (MT)
   g. Storage Area (sq. mtr)
      Note: All the fields with '' sign are mandatory.*
E. The user can perform the following actions on the screen:
   a. **Reset:** Clicking on this button will erase all the data.
   b. **Cancel:** Clicking on this button will cancel the process and redirect the user to the godown list screen.
   c. **Save:** Clicking on this button will save the data entered.

3. Stack Master

A. The compartment master screen lets the WHM to manage stacks under their compartments. To reach this screen, the user will follow the below-mentioned steps:
   Godown Management >> Stack Master
B. The system will redirect the user to the Stack list screen where the user can view the stacks created thus far.

Godown Stack Master

<div style="text-align:right">Add New Stack</div>

Showing **1-20** of **196** items.

#	Godown	Compartment	Stack Name	Capacity MT	Capacity SQ.MT	Used Space in MT	Available Free Space in MT	Actions
1	1	1A	1A-1	139.00	*(not set)*	0	139	👁 ✏ 🗑
2	1	1A	1A-2	139.00	0.00	0	139	👁 ✏ 🗑
3	1	1A	1A-3	139.00	0.00	0	139	👁 ✏ 🗑
4	1	1A	1A-4	139.00	*(not set)*	0	139	👁 ✏ 🗑
5	1	1A	1A-5	139.00	*(not set)*	0	139	👁 ✏ 🗑
6	1	1A	1A-6	139.00	0.00	0	139	👁 ✏ 🗑
7	1	1A	1A-7	139.00	*(not set)*	0	139	👁 ✏ 🗑
8	1	1A	1A-8	139.00	*(not set)*	0	139	👁 ✏ 🗑
9	1	1A	1A-9	139.00	*(not set)*	0	139	👁 ✏ 🗑
10	1	1A	1A-10	139.00	*(not set)*	0	139	👁 ✏ 🗑
11	1	1A	1A-11	139.00	*(not set)*	0	139	👁 ✏ 🗑
12	1	1A	1A-12	139.00	*(not set)*	0	139	👁 ✏ 🗑
13	1	1B	1B-1	139.00	*(not set)*	0	139	👁 ✏ 🗑
14	1	1B	1B-2	139.00	*(not set)*	0	139	👁 ✏ 🗑
15	1	1B	1B-3	139.00	*(not set)*	0	139	👁 ✏ 🗑
16	1	1B	1B-4	139.00	*(not set)*	0	139	👁 ✏ 🗑
17	1	1B	1B-5	139.00	*(not set)*	0	139	👁 ✏ 🗑
18	1	1B	1B-6	140.00	0.56	0	140	👁 ✏ 🗑
19	1	1B	1B-7	139.00	*(not set)*	0	139	👁 ✏ 🗑
20	1	1B	1B-8	139.00	*(not set)*	0	139	👁 ✏ 🗑

« **1** 2 3 4 5 6 7 8 9 10 »

C. The user can perform the following actions

    a. View: Clicking on the 'Eye' icon will display the stack details

    b. Edit: Clicking on the 'Pencil' icon will let the user to edit the stack details

    c. Delete: Clicking on the 'Delete' icon will delete the stack created.

    d. Add new Godown: Clicking on this button will redirect the user to the add new stack screen.

D. The WHM will enter all the necessary details like:
    a. Warehouse
    b. Godown
    c. Godown Compartment
    d. Stack Type (Main/Part)
    e. Stack Capacity (MT)
    f. Name
       Note: All the fields with '' sign are mandatory.*

E. The user can perform the following actions on the screen:
    a. **Reset:** Clicking on this button will erase all the data.
    b. **Cancel:** Clicking on this button will cancel the process and redirect the user to the godown list screen.
    c. **Save:** Clicking on this button will save the data entered.

4. Hire godown

A. A warehouse manager can raise a request for the hiring of a new godown to their respective RO. To create a request, the WHM will open the hire godown screen by clicking on:

Godown Management >> Hiring Requested

B. The system will redirect the user to a list screen. This will display any godown hiring requests created in the system.

Hiring Warehouse Informations

Create New Request

Showing **1-1** of **1** item.

#	Branch Name	Owner Name Address	Storage Capacity	Minimum Rent	Hiring Type	Hiring Reason	Created Date	Status	Action
1	ASSETC	Rohan. plot 43, industrial area, chandigarh	5000.00	55000.00	General Basis	Full Utilization	2021-07-05 13:04:11	APPROVED	👁

C. Once here the user can view the request details through 'Eye' icon or can click on the 'Create New Request' button to create a new hiring request.

Create Hiring Warehouse Information

BACK

Warehouse

ASSETA

Warehouse Municipal Number*

Dimensions of the Godown Length*

Length in meters

Dimensions of the Godown Height Maximum*

Height in meters

Description Of Floor*

Select Description Of Floor

Plinth Height From Adjacent Ground*

Height in meters

Are the doors ,window and ventilators in good condition*

Select Option

Age Of Building*

Age in years

Does the Godown have proper lighting arrangement*

Select Option

Is Godown situated near factories and dumping ground? *

Select Option

Storage Capacity*

Capacity in Square Meter

Minimum rent including tax acceptable to the owner*

Rent in Indian Rupee

For What period is Godown available start date for hire?*

Start Date

Rent (Per Month)*

0.00

Mis. Expenditure*

0.00

Storage charges at the prevalent rate on 75 % occupancy *

On 75% Occupancy Rent in Indian Rupees

Reason of Hiring*

Full Utilization

Name & address of owner*

Dimensions of the Godown Breadth*

Breadth in meters

Dimensions of the Godown Height Minimum*

Height in meters

Plinth Height From Road Level*

Height in meters

Is Godown is rat and damp proof*

Select Option

Description Roof*

Select Option

Has the Godown an independent entrance*

Select Option

Is the Godown situated adjacent to any canal/storm water drain and liable to inundation/flooring*

Does the Godown need any repairs*

Select Option

What rent has the owner been actually getting for the Godown in the past*

Rent in Indian Rupee

What will be rest element per bag per month on 75 % occupancy*

Rent in Indian Rupee

For What period is Godown available end date for hire?*

End Date

Additional Staff*

Select Additional Staff

Insurance Charges*

0.00

Other Remarks (if any)

If any..

Submit

D. The request submitted goes to RM for appropriate action. Once approved,

the WHM will be notified accordingly and can view request status on the list screen.

5. De-hire godown

A. A warehouse manager can raise a request for the de-hiring of a hired godown to their respective RO. To create a request, the WHM will open the de-hire godown screen by clicking on:

Godown Management >> De-hiring Requested

B. The system will redirect the user to a list screen. This will display the list of hired godown under the warehouse.

Hiring Warehouse Informations

Showing **1-1** of **1** item.

#	Owner Name Address	Storage Capacity	Minimum Rent	Hiring Type	Hiring Reason	Created Date	Hiring Status	Dehire Status	Action
				⌄	⌄		⌄		
1	Rohan. plot 43, industrial area, chandigarh	5000.00	55000.00	General Basis	Full Utilization	2021-07-05 13:04:11	APPROVED	NONE	🛒

C. The user click on the 'Cart' icon will request for the de-hiring of the godown.

Warehouse Information in Details ✕

Warehouse Dehiring Reason   Dehiring Remark

[Select Option   ⌄]   [If any]

Dehiring Effective Date   [Submit]

[05-07-2021]

D. The WHM will enter the required details and submit the de-hiring request to RM.

E. Once de-hired, the WHM will get notified accordingly.

(User – RM)

1. Hiring Request

A. The RM can view the list of hiring requests raised by a warehouse manager and take appropriate action on the same. To reach this screen, the user will follow the below-mentioned steps:

Godown Management >> Hiring Requests

B. The system will redirect the user to the request list screen where the user can view the requests submitted by WHMs.

C. The RM can click on the 'eye' icon to view the request details.

Warehouse Information in Details ✕

Warehouse
ASSETC

Warehouse Reason
FULL_UTILIZATION

Warehouse Municipal Number
abx2345

Warehouse Owner Name Address
Rohan. plot 43, industrial area, chandigarh

Warehouse Dimension of Godown Lenght
150

Warehouse Dimension of Godown Breadth
100

Warehouse Dimension Of Godown Height Maximum
15

Warehouse Dimension Of Godown Height Minimum
12

Warehouse Description Of Floor
"[\"cement\"]"

Warehouse Plinght Height From Road
2

Warehouse Plinth Height From Adjacent Ground
1

Warehouse is Rat Damp Proof
YES

Warehouse Door Window Ventilators Condition is Good
YES

Warehouse Roof Description
CCI SHEET TILES

Warehouse Building Age
2

Warehouse Godown Independent Entrance
YES

Warehouse Godownn Proper Light Arrangement
YES

Warehouse Situated Adjacent To
no

Warehouse Situated Near Factories Dumping Ground
NO

Warehouse Situated Factory Nature Distance

Warehouse Godown Needs Repair
YES

Warehouse Godown Repair Cost
Cost in Indian Rupee

Warehouse Godown Repair Cost
Cost in Indian Rupee

Warehouse Storage Capacity
5000

Warehouse Previous Rent
50000

Warehouse Minimum Rent
55000

Warehouse Rent Per Bag After Occupancy
2000

Godown Available Start Date
2021-08-01

Godown Available End Date
2022-08-30

Warehouse MIS Expenditure
5000

Warehouse Additional Staff
"[\"sio\/supdt\",\"TA\/JR Supdt\"]"

Warehouse MIS Expenditure
2000

Warehouse Insurance Charges
1000

Warehouse Rent Prevalent Occupancy
100000

Remarks
If any..

Warehouse Request Action
Select Option

Warehouse Action Remark

Warehouse Hiring Type
Select Option

dd-mm-yyyy

Warehouse Billing Cycle
Select Option

Warehouse Tariff
Select Option

Warehouse Upload file
Choose File   No file chosen

Submit   Close

D. The RM can enter the data into the following fields to approve/reject the
request:
  a. Warehouse Request Action (Approve/Reject/Forward to CO)
  b. Warehouse Action Remark
  c. Warehouse Hiring Type (General Basis/Capacity basis)

    d. Date

    e. Warehouse Billing cycle (Monthly/Weekly/Fortnightly)

    f. Warehouse tariff (Square meter/Gross Area/Net area)

    g. Warehouse upload file

E. If RM approves/Rejects the file, then the same will be updated to the warehouse manager.

F. If RM forwards the file to CO, then the CO will take approval/rejection action on the same.

2. De-hiring Request

A. The RM can view the list of de-hiring requests raised by a warehouse manager and take appropriate action on the same. To reach this screen, the user will follow the below-mentioned steps:

Godown Management >> De-hiring Requests

B. The system will redirect the user to the request list screen where the user can view the requests submitted by WHMs.

Hiring Warehouse Informations

Showing **1-1** of **1** item.

#	Branch Name	Owner Name Address	Storage Capacity	Minimum Rent	Hiring Type	Hiring Reason	Created Date	Status	Action
					⌄	⌄		⌄	
1	ASSETC	Rohan. plot 43, industrial area, chandigarh	5000.00	55000.00	General Basis	Full Utilization	2021-07-05 13:23:05	APPROVED	👁🛒

C. The RM can click on the 'eye' icon to view the request details or click on the 'cart' icon to de-hire the godown.

Reports & Registers

1. Godown Register Detail

A. The warehouse manager can view the godown details through the 'Godown Register Detail' Report. To reach this screen, the user will follow the below-mentioned steps:

Reports & Registers >> Godown Register >> Godown Register detail

Warehouse *	Godown Type *
RAILHEAD	All

Q Search   **⊠ Download Pdf**

Central Warehousing Corporation
केंद्रीय भंडारण निगम
A Govt. Of India Undertaking
Godown Register Detail| F/CD/02
RO ASSET:RAILHEAD

Sr. No	Godown No.	Ownership Type	Shed Type	Area (Sq.Mt)	Total Capacity (MT)	Utilized capacity (MT)	Utilization Percentage
1	1	OWN	COVERED	2,653.35	5,000.00	229.31	4.59
2	2	OWN	COVERED	3,184.01	6,000.00	33.30	0.56

Showing 0 to 0 of 0 entries

B. The user will perform search by selecting Godown type to view the specific details.

C. The user can also download the report in PDF.