BIHAR STATE WAREHOUSING CORPORATION

PRODUCE : PRESERVE : PROSPER

BSWC e-Bhandaran

USER MANUAL - SPACE RESERVATION

Table of Contents

SPACE RESERVATION

(User – WHM)

1. Reservation Request

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 >> General >> 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.

Enter Verification Code ×

We have sent verification/OTP code on your Email/Mobile.

Enter Verification/OTP code

Resend OTP   Verify

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 from the space request list screen. Once the bill is paid, the reservation request is complete.

2. Space Request List

A. The WHM can view the list of space requests generated for the warehouse. To access this screen, the user will follow the below-mentioned steps:

Space Reservation >> General >> Space request List

Space Request List

Showing **1-10** of **89** items.

Depositor	Level	Request No.	Req Date	Req Type	Action
			📅	⌄	
AARICA	PRIVATE LIMITED	2021/000138	Jul 28, 2021	DEDICATED	View Update Extend
AARICA	PRIVATE LIMITED	2021/000137	Jul 21, 2021	DEDICATED	View PAY
Suneha Enterprises	PRIVATE LIMITED	2021/000135	Jul 12, 2021	GENERAL WAREHOUSING	View Update Extend
Suneha Enterprises	PRIVATE LIMITED	2021/000134	Jul 12, 2021	GENERAL WAREHOUSING	View PAY
AARICA	PRIVATE LIMITED	2021/000132	Jul 5, 2021	GENERAL WAREHOUSING	View PAY
CWC-Ghai	FCI	2021/000131	Jul 5, 2021	GENERAL WAREHOUSING	View Update Extend
SACHIN GUPTA & CO	PRIVATE LIMITED	2021/000130	Jul 5, 2021	GENERAL WAREHOUSING	View PAY
SACHIN GUPTA & CO	PRIVATE LIMITED	2021/000129	Jul 5, 2021	GENERAL WAREHOUSING	View
dhimanaar	FCI	2021/000126	Jun 24, 2021	GENERAL WAREHOUSING	View Update Extend
dhimanaar	FCI	2021/000125	Jun 24, 2021	GENERAL WAREHOUSING	View Update Extend

« 1 2 3 4 5 6 7 8 9 »

B. The system will redirect the user to the above screen where the WHM can view the request details and perform one of the following steps:

   a. **View:** Clicking on the view button, the user can view the request details.

Space Request Details   Back

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

☐	⊡	Warehouse Name	Type	Category	Commodity Group	Commodity	From	To	Request Status	Payment Status
RO CHANDIGARH										
	⊡	BARHI	GENERAL WAREHOUSING	BAGS BASIS	FOOD GRAIN		14/04/2021	13/04/2022	APPROVED	PENDING

Open Area (in Sq. m)	Covered Area (in Sq. m)	Packing Type	Packing
0.0000	100650.5600		
Units / Bags	Weight (in Qtls.)	Total Amount	
380000	190000.00000	2048200.00	

PAYMENT DETAILS

PAYABLE AMOUNT : ₹ 2048200.00
PAID AMOUNT : ₹ 0.00
PENDING AMOUNT : ₹ 2048200.00

DOCUMENTS DETAILS

Signature	Letter Of Authorization (APPROVED)	*Signature*	AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person (APPROVED)

   b. **Update:** Clicking on the Update button, the user can update the reservation details such Number of units.

Space-Reservation Renew   Back

From date* | End date* | Contact Person
17/03/2021 | 22/09/2021 | RELIANCE RETAIL

	Commodity Group	Commodity	Packing Type	Packing	No. of Units/Bags	Weight (qtl)
☑	FOOD GRAIN	BLACK GRAM (WHOLE)	BAG	50 KG	30000	15000

Cancel   Submit

Showing **1-3** of **3** items.

	Depositor Name	Reservation Type	Start Date	End Date	Open Area (In Sq. m)	Cover Area (In Sq. m)	Units / Bags	Weight	
2021/000054									
1	RELIANCE RETAIL	BAGS BASIS	17-03-2021	22-09-2021	--	--	30000	15000.00000	
2			17-03-2021	16-03-2021	--	--	30000	15000.00000	
3			17-03-2021	16-03-2021	--	--	30000	15000.00000	

c. **Extend:** Clicking on the extend button, the user can extend the Space reservation period.

Space-Reservation Renew   Back

From date* | End date* | Contact Person
23/09/2021 | 22/12/2021 | RELIANCE RETAIL

	Commodity Group	Commodity	Packing Type	Packing	No. of Units/Bags	Weight (qtl)
☑	FOOD GRAIN	BLACK GRAM (WHOLE)	BAG	50 KG	30000	15000

Cancel   Submit

Showing **1-3** of **3** items.

	Depositor Name	Reservation Type	Start Date	End Date	Open Area (In Sq. m)	Cover Area (In Sq. m)	Units / Bags	Weight	
2021/000054									
1	RELIANCE RETAIL	BAGS BASIS	17-03-2021	22-09-2021	--	--	30000	15000.00000	
2			17-03-2021	16-03-2021	--	--	30000	15000.00000	
3			17-03-2021	16-03-2021	--	--	30000	15000.00000	

d. **Pay:** Clicking on the pay button, the system will redirect the user to the process the payment.

Payment For Space Reservation   Back

This Advance payment amount is exclusive of taxes

Total due payment ₹ 181720.00

TDS Requied: | TDS Amount: | Proceed
● NO ○ YES | |

i. First the user will enter TDS amount applicable, if any, and then proceed with the collection of payment through the

8

available methods.

ii. The type of payment modes available are Credit facility, Demand Draft, Cheque, RTGS, NEFT, and Cash.

iii. Once the required details are selected/entered, the user will click on the 'Receive Now' Button. This action will call the payment gateway incase of online payment.
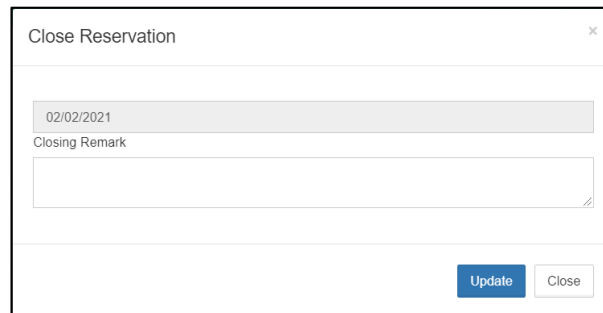
3. Close Reservation Request

A. The WHM can view the list of space requests that are due for closure. The list consists of the requests that is completely issued to the depositor.

B. To access this screen, the user will follow the below-mentioned steps:

Space Reservation >> Close Reservation request

C. The system will redirect the user to the above screen where the WHM can view the request details and perform one of the following steps:

    a. **View:** Clicking on the ▶ button, the user can view the request details.

    b. **Close Reservation:** Clicking on the 'Close Reservation' button will prompt the user to enter closing remarks. Clicking on the 'Update' button will close the reservation.

Close Reservation	×
02/02/2021	
Closing Remark	
	Update Close

4. Rebate & Discount for Reservation Basis

A. The WHM can provide a discount on reservation request through this screen.

B. To access this screen, the user will follow the below-mentioned steps:

        Space Reservation >> Rebate & Discount for Reservation Basis

Space Reservation Discount

Depositor Name

RELIANCE RETAIL - ACC/2018/002762 ▾   🔍Search

Showing **1-4** of **4** items.

#		Branch Name	WH Type	Req Type	Request No.	Commodity	WHR No.	Payable Amount	Req Area	Payment Mode	Status	Action
	▶										▾	▾
1	▶	BARHI	GENERAL WAREHOUSING	BAGS BASIS	2021/000054	BLACK GRAM (WHOLE)	--	198000.00	796.00372	CHEQUE	APPROVED	Discount
2	▶	BARHI	GENERAL WAREHOUSING	BAGS BASIS	2020/000048	WHEAT	--	19650.00	79.60037	CHEQUE	APPROVED	Discount
3	▶	BARHI	GENERAL WAREHOUSING	BAGS BASIS	2020/000046	WHEAT	--	87500.00	318.40149	CHEQUE	APPROVED	Discount
4	▶	BARHI	GENERAL WAREHOUSING	BAGS BASIS	2020/000045	WHEAT	--	82500.00	318.40149	CHEQUE	APPROVED	Discount

C. The system will redirect the user to the above screen where the WHM can search for the reservation requests for a depositor.

D. Clicking on the discount button will redirect the user to the discount screen where he can enter the desired details.

Create

Depositor : RELIANCE RETAIL	From Date : 17/03/2021	To Date : 22/09/2021

Commodity Group	Commodity	Units / Bags	Weight (In Qtls)
FOOD GRAIN	BLACK GRAM (WHOLE)	30000	15000.00000

From Date	To Date	Discount(In %)	
📅 17/03/2021	📅 22/09/2021		Add

Documents
Reference No ⊕ Upload

Remark

Save

E. The user can add multiple discount details in the screen. Clicking on the 'Save' button will save the entered details and the same discount will get applied to the reservation request until the discount validity period.

5. Rebate & Discount for General Basis

A. The WHM can provide a discount on reservation request through this screen.

B. To access this screen, the user will follow the below-mentioned steps:
Space Reservation >> Rebate & Discount for Reservation Basis

Space Reservation Discount

Depositor Name
KRISHAN LAL - ACC/2018/002766   ▼   🔍Search

Showing 1-1 of 1 item.

#	Branch Name	WH Type	Req Type	Request No.	WHR No.	Payable Amount	Req Area	Payment Mode	Status	Action
1	BARHI	GENERAL WAREHOUSING	BAGS BASIS	2018/000009	WHRN/2018/000013-2000/119914	0.00	--	--	APPROVED	Discount

C. The system will redirect the user to the above screen where the WHM can search for the reservation requests for a depositor.

D. Clicking on the discount button will redirect the user to the discount screen where he can enter the desired details.

Request Discount Details   ×

Request No.
2018/000009

Discount(in %)*
[   ]

Documents
[Reference No] [⊙ Upload]

Remark
[   ]

[Submit] [Close]

E. Clicking on the 'Save' button will save the entered details and the same discount will get applied to the general request.

Reports & Registers

1. Daily Reservation Request List

A. The warehouse user can view the list of reservation requests created in the warehouse through the Daily Reservation Request List. To access the report, the user will follow the below-mentioned steps:

Reports & Registers >> Daily Reports >> Daily Reservation Request List

Warehouse *
[RAILHEAD   ▾]   [<< Back] [🔍 Search] [📄 Download Pdf] [📄 Download in Ex]

Central Warehousing Corporation
केंद्रीय भंडारण निगम
A Govt. Of India Undertaking
Daily Request Details
RO ASSET: RAILHEAD (28/07/2021 To 28/07/2021)

Sr.No	Depositor Name	Period Start	Period End	Request No.	Warehouse Type	Covered Area	No.Of Bags	Weight (Qtls.)	Request Type
1	LAKSHMIDASS ENTERPRISES	01/07/2021	01/09/2021	2021/000005	GENERAL WAREHOUSING	600	0	0.00000	AREA
2	LAKSHMIDASS ENTERPRISES	01/07/2021	01/09/2021	2021/000005	GENERAL WAREHOUSING	110	0	0.00000	AREA
3	LAKSHMIDASS ENTERPRISES	01/07/2021	30/09/2021	2021/000006	GENERAL WAREHOUSING	2000	0	0.00000	AREA
4	AM FCI TRG	01/04/2020	30/06/2022	2021/000001	GENERAL WAREHOUSING	6633	25000	12500.00000	BAGS BASIS
5	AM FCI TRG	24/06/2021	16/09/2021	2021/000002	GENERAL WAREHOUSING	133	5000	2500.00000	BAGS BASIS
6	AARICSON	01/07/2020	23/09/2020	2021/000003	GENERAL WAREHOUSING	5	200	100.00000	BAGS BASIS
7	LAKSHMIDASS ENTERPRISES	01/07/2021	30/09/2021	2021/000004	GENERAL WAREHOUSING	133	5000	2500.00000	BAGS BASIS

Showing 1 to 7 of 7 entries

[1]

B. The user can download the report in either PDF or Excel format.

2. Space Utilization Report

A. The warehouse user can view the space utilized in the warehouse through the Space Utilization Report. To access the report, the user will follow the below-mentioned steps:

Reports & Registers >> Stock >> Space Utilization Report

B. The user can print the report by clicking on the 'Print' button.