



CENTRAL WAREHOUSING CORPORATION
केंद्रीय भंडारण निगम
A GOVERNMENT OF INDIA UNDERTAKING

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - BACK-DATED TRANSACTIONS

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BACK-DATE TRANSACTIONS

(User – WHM)

1. Create Back-date transaction Request

A. A warehouse personnel can create a request a permission to perform back-dated transactions (Receipt/Issue) in WMS from RO/CO.

Note: The Receipt/Issue transactions in WMS can only be made for the current date.

B. This step helps the warehouse personnel to complete any pending transaction (due to various reasons) for a pervious date. To create a back-dated transaction request, the user will follow the below-mentioned steps:

Other Transactions >> Request for Back-date Transaction

Back Date Entry

01/06/2021 TO 29/09/2021

Q Search Request for Back Date Entry

Showing 1-1 of 1 item.

#	Request No	Entry Open Date	Entry Close Date	Window Open Date	Window Close Date	Request Type	Status	Action
1	1019497358	16/06/2021	16/06/2021	17/06/2021	17/06/2021	RECEIPT	APPROVED	View

C. The system will redirect the user to the above screen where the WHM can view the list of any back-date requests created in a certain time period or create a new request by clicking on the ‘**Request for Back date Entry**’ button.

D. The system will redirect the user to the above screen where the user will enter the required details like:

- a. Request For (General, Custom, All)
- b. Request Type (Receipt, Issue, Both)
- c. Entry Start date
- d. Entry Close date
- e. Comments

E. Clicking on the ‘Create’ button will create the request and send the same to either RO or CO for approval.

Note: If the request is created for the previous day, then the same will go to RO for approval. If the request is for any other date, then the request will go to CO for approval.

(User – RO/CO)

1. Back-date transaction Requests

A. A RO/CO will receive the back-date transaction requests created by warehouses in the ‘Back-date Transaction’ screen. To reach the back-dated transaction request, the user will follow the below-mentioned steps:

Other Transactions >> Back-date Transaction

Back Date Entry

Showing 1-10 of 2,072 items.

#	Request No	Warehouse Name	Entry Start Date	Entry Close Date	Window Open Date	Window Close Date	Req. For	Req. Type	Req. Status	Status
1	637525972	ASSETA	01/08/2021	15/08/2021	-----	-----	ALL	BOTH	PENDING	Pending Request View
2	418971330	ASSETC	01/08/2021	26/08/2021	27/08/2021	30/09/2021	ALL	BOTH	APPROVED	APPROVED View
3	570327632	ASSETB	01/04/2021	11/08/2021	12/08/2021	31/08/2021	ALL	BOTH	APPROVED	APPROVED View
4	1420955942	AMBATTUR	01/04/2021	09/08/2021	10/08/2021	31/08/2021	ALL	BOTH	APPROVED	APPROVED View
5	617107777	ASSETC	01/11/2020	08/08/2021	09/08/2021	31/08/2021	ALL	BOTH	APPROVED	APPROVED View
6	2007535534	ASSETC	01/07/2021	19/07/2021	21/07/2021	31/07/2021	ALL	BOTH	APPROVED	APPROVED View
7	1940876167	RAILHEAD	01/07/2020	27/06/2021	28/06/2021	30/06/2021	ALL	BOTH	APPROVED	APPROVED View
8	1019497358	WH TESTING 3	16/06/2021	16/06/2021	17/06/2021	17/06/2021	GENERAL	RECEIPT	APPROVED	APPROVED View
9	1604303912	ASSETC	16/06/2021	16/06/2021	-----	-----	GENERAL	RECEIPT	PENDING	Pending Request View
10	2036383415	ASSETC	01/04/2021	25/05/2021	27/05/2021	27/05/2021	ALL	BOTH	APPROVED	APPROVED View

< 1 2 3 4 5 6 7 8 9 10 >

B. The system will redirect the user to the above screen where the user can view the list of requests received. The user can click on the ‘View’ button to take an appropriate action for the same.

Request Details

Warehouse Name : * ASSETA

Entry Start Date : 01/08/2021 Entry Close Date : 15/08/2021

Window Open Date Window Close Date

09/08/2021 09/08/2021

Remarks : *

Please give the back date approval.

APPROVED

Save

C. The user can view the details of the request created and either approve or decline the request.

D. Once done, the same will be notified to the respective warehouse.

(User – WHM)

1. Back-date entry

- A. A warehouse personnel can create a back-date transaction through the 'Back-date transaction' screen.
- B. To reach the back-dated transaction screen, the user will follow the below-mentioned steps:

Other Transactions >> Back-date Transaction

Back Date Entry

13/09/2021 TO 29/09/2021

Search Request for Back Date Entry

Showing 1-3 of 3 items.

#	Request No	Entry Open Date	Entry Close Date	Window Open Date	Window Close Date	Request Type	Status	Action
1	727275315	27/09/2021	27/09/2021	28/09/2021	28/09/2021	BOTH	APPROVED	Receipt Issue View
2	1462537612	27/09/2021	27/09/2021	28/09/2021	28/09/2021	RECEIPT	APPROVED	Receipt View
3	826883009	01/09/2021	19/09/2021	20/09/2021	20/09/2021	BOTH	APPROVED	View

- C. The system will redirect the user to the above screen where the WHM can view the list of any back-date requests created in a certain time period.

- D. The user can click on one of the provided three button to view/perform further actions:

- a. **Receipt Transaction:** Clicking on the 'Receipt' button, the system will ask if the user wants to perform a general transaction or a custom bond transaction. Clicking on the general will redirect the user to a back-date transaction screen as provided below.

Deposit Application form

1 Deposit Application Form 2 GATE IN TO GATE OUT

Create DAF Daf List

Branch name : ASSETC

DAF Type *
Select Type

Depositor *
Select Depositor

Commodity *
Commodity

Variety *
Select Variety Add

Select Request *
Select Request

Units/Packages/Bags *
Enter Units/Packages/Bags

Weight (qtl) *
Enter Weight (qtl)

Deposit Application Date *
27/09/2021

Rate Per Unit *
Enter Per Unit Value

Stock Market Value (₹) *
Enter Stock Market Value

Challan No
Challan No

e-Challan
e-Challan

Crop Year *
Choose One

Procurement Agency
Choose One

Scheme
Choose One

Society
Choose One

Mandi
Select Mandi

Declaration
 SAID TO WEIGH SAID TO CONTAIN

Note :

- Your representative must be present at time of Deposit Goods.
- Actual weight/Quality will be communicated and same need to be verified within 15 minutes else it will be considered as auto verified.

Cancel Submit

- i. The user will first create a DAF in the system by entering the required details.
- ii. Once done, the user can click on the 'DAF list' tab to perform further actions.

Deposit Application form

1 Deposit Application Form 2 GATE IN TO GATE OUT

Create DAF Daf List

Showing 1-1 of 1 item.

#	Deposit date	Depositor Name	Commodity	Variety	Crop Year	Units	Weight	Challan No	Actions
1	27/09/2021	AARICSON	WHEAT	GOOD	NA	500	250.00000		Next

- iii. On the DAF list screen, the user can view the list of the DAF available for the backdated transaction. The user can click on the 'Next' button to perform the gate-in to gate-out process.

[Back](#)

1
2

Deposit Application Form
GATE IN TO GATE OUT

GatePass Details

Gate Pass Date*	Depositor Name*	Commodity*
<input type="text" value="27/09/2021"/>	<input type="text" value="AARICSON"/>	<input type="text" value="WHEAT"/>
Variety	Crop Year	Packing Type
<input type="text" value="GOOD"/>	<input type="text" value="NA"/>	<input type="text" value="BAG"/>
Packing†	Mode Of Transport*	Gate Pass In Time
<input type="text" value="50 KG"/>	<input type="text" value="TRUCK"/>	<input type="text" value="2:50 PM"/>
Gate Pass Out Time	Vehicle No.*	Driver Name.
<input type="text" value="2:50 PM"/>	<input type="text"/>	<input type="text"/>
Is Weightment*	Is Quality*	Gate In Number*
<input type="text" value="YES"/>	<input type="text" value="Please Select"/>	<input type="text" value="Gate No.1"/>

Weighment Details

Weigh Bridge Type	Gross Weight (QTL) *	Tare Weight (QTL) *
<input type="text" value="OWN"/>	<input type="text"/>	<input type="text"/>
Empty Bags Weight (QTL)*	Net Weight (QTL)*	
<input type="text"/>	<input type="text"/>	

Quality Details

Report For Food Grain Table

S.No	Refraction (%)		
1	INORGANIC FOREIGN MATTER(%) *	5.00	<input type="text" value="0"/>
2	ORGANIC FOREIGN MATTER(%) *	9.00	<input type="text" value="0"/>
3	MOISTURE(%) *	4.00	<input type="text" value="0"/>
4	DIRT/ADMIXTURE(%) *	1.50	<input type="text" value="0"/>
5	PADDY(%) *	5.00	<input type="text" value="0"/>
6	RED GRAINS(%) *	5.00	<input type="text" value="0"/>
7	Grade		<input type="text" value="Grade I"/>
8	Moisture (%) *		<input type="text"/>
9	Category		<input type="text" value="A"/>
10	Infestation		<input type="text" value="Clear"/>

Fumigation	Is Sample Required? (If Food Grain)	How Much Sample (If Food Grain)
<input type="text" value="NO"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="1"/>
Quality		
<input type="text" value="Good"/>		

Stack Details

Compartment No*	Stack Name *	Bags *	Wt.(Qtls) *	Moisture *	Action
<input type="text" value="1A"/>	<input type="text" value="1A-4"/>	<input type="text" value="0500"/>	<input type="text" value="250.00000"/>	<input type="text" value="0"/>	Add More

[Submit](#)

[Click Here](#) to create space allocation.

iv. The user will enter the required details in each section

provided.

- v. Clicking on the submit button will save the details entered and the same will be available in the respective reports.

b. **Issue Transaction:** Clicking on the ‘Issue’ button, the system will ask if the user wants to perform a general transaction or a custom bond transaction. Clicking on the general will redirect the user to a back-date transaction screen as provided below.

The screenshot shows the 'Order Delivery' interface. At the top, there is a progress bar with two steps: '1 Order Delivery' (highlighted in red) and '2 GATE IN TO GATE OUT'. Below this, there are two tabs: 'Delivery Order Form' (active) and 'Delivery Order Listing'. The 'Delivery Order Form' contains several dropdown menus for 'Depositor' (AARICSON(ACC/2020/012721)), 'Commodity' (WHEAT), 'Variety' (GOOD), and 'Form Type' (General Basis), along with a 'Search' button. Below the form is a table with columns: 'Compartment No.', 'Stack No.', 'WHR Receipt No.', 'Crop Year', 'WHR/ACK Date', 'Total Balance Packages/Units/Bags or Lots', 'Balance Weight', and 'Delivery Packages/Units/Bags or Lots'. The table contains one row with values: 1A, 1A-4, ACK/2020/000054-MONTHLY, Rabi G, 2020-10-28, 500, 247.10, and 0100. Below the table, there is a 'Total Delivery Packages/Units/Bags or Lots' field with the value 100. Further down, there are fields for 'Bill Amount' (0), 'Market Value' (12000.00), and 'Date' (01/08/2021). At the bottom, there is a table with columns: 'Action', 'Bill Date', 'Bill No', 'Bill Type', 'Total Amount', 'Paid Amount', 'Paid TDS', 'Pending Amount', 'Amount Pay', and 'TDS Deduction'. The table contains one row with values: 13/05/2021, 12341/2021, STORAGE, 726880, 0, 0, 726880. Below the table, there is a 'Note' section with two bullet points: 'Your representative must be present at time of Deposit Goods' and 'Actual weight/Quality will be communicated and same need to be verified within 15 minutes else it will be considered as auto verified'. A 'Next' button is located at the bottom right.

- i. The user will first create a Delivery Order (DO) in the system by entering the required details.
- ii. Once done, the user can click on the ‘Next’ button to make payment for the respective delivery order.
- iii. Once the payment is processed, the user will click on the ‘Delivery Order Listing’ tab to view the list of Delivery Orders available for the respective date.

- v. The user will enter the required details in each section provided.
- vi. Clicking on the submit button will save the details entered and the same will be updated in the respective reports.

2. 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.

Acknowledgement/Warehouse Receipt										
										Whr Done / Cancel
Start Date		End Date		Status						
01/07/2019		18/07/2021		PENDING		Search				
Acknowledgement/Warehouse List										
S.No	Depositor	DAF No.	Commodity	Variety	Quantity	Weight (Qt)	Stacking Date	Quality	Module Type	WHR Receipt / Pending Tokens
1	Stormi	DAF/2020/000060	BAJRA	BAJRA	1500	5.00000	01/04/2020	Failed	DEPOSITORSTOCK	ACK Negotiable Non-Negotiable
2	Suneha Enterprises	DAF/2021/000221	RICE (Non-Basmati)	NON BASMATI	40	1.00000	12/07/2021	ACCEPT	DEPOSITORSTOCK	120721/bilaspur/0001 120721/bilaspur1/0002 120721/bilaspur2/0003
3	FCI Moga	DAF/2020/000078	GUNNY BALES	BALES	5	17.50000	05/06/2020	Failed	DEPOSITORSTOCK	ACK
4	Demo Itest	DAF/2020/000089	BESAN	Ab	857	442.62940	09/07/2020	ACCEPT	DEPOSITORSTOCK	ACK Negotiable Non-Negotiable
5	FCI	DAF/2020/000097	RICE (Non-Basmati)	RAW RICE GRADE A	1080	533.73600	23/07/2020	ACCEPT	DEPOSITORSTOCK	ACK
6	FCI	DAF/2020/000098	RICE (Non-Basmati)	RAW RICE GRADE A	1080	49.99994	26/07/2020	ACCEPT	LOT_BACKGROUND	ACK
7	SWARNA	DAF/2020/000105	RICE (Non-Basmati)	RAW RICE GRADE A	1080	533.73600	31/07/2020	ACCEPT	LOT_BACKGROUND	ACK Negotiable Non-Negotiable
8	Kendriya Bhandar	DAF/2020/000074	WHEAT	GOOD	453	219.99510	28/05/2020	ACCEPT	DEPOSITORSTOCK	ACK Negotiable Non-Negotiable

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

a. Generate ACK/Negotiable WHR/ Non-negotiable WHR

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

WHR Acknowledgment

Central Warehouse: DUNNAGEG Depositor: Commercial FCI

Commodity: RICE (Non-Basmati) Variety: NON BASMATI

Address: rice Category: A Grade: I

Condition of Goods: GOOD Classification (Infestation): CLEAR Quality: FAQ

Moisture: Crop Year: Procurement Agency: Address

Society: Address Mandi: Address Scheme: Address

Action	Compartment No	Stack Name	No. Of Packages / Units / Bags Or Lot	Net Quantity In MT/Qts By Weight Or In Meters By Measures
View	3A	3A-1	1000	495.2
	Total	1000	495.2	

Market Rate Of Goods At The Time Of Deposit (₹) * : 0.00 Total Value Of Goods (₹) * : 0

Rate of empty gunny/package* : Total Value Of Packages (₹) Total Value Of Packages (₹)

Rate of storage/handling /other charges ₹ * : 5.21 Goods Are Accepted For Storage From * : 10-03-2021

To * : 09-06-2021 Condition of package * : Nothing selected

Remarks

[Save](#)

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

b. 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.

WHR Receipt Pending WHR

TO Status:

Showing 1-10 of 31 Items.

#	Action	WHR Date	WHR Expiry Date	Receipt No.	DAF No.	Depositor Name	Commodity	Variety	Quantity	Weight	WHR Type	Billing Type	Is Expired	Is Cancel	Is Cancel Date
1	View Renew WHR PDF	28/10/2020	27/04/2021	WHRN/2020/000007	DAF/2020/000162	AARICDHIMAN	WHEAT	GOOD	500	247.10000	NEGOTIABLE	PAYMENT_AGAINST_DELIVERY	YES	NO	
2	View Renew WHR PDF	10/07/2020	09/10/2020	WHRN/2020/000006	DAF/2020/000095	Demo Itest	BENGAL GRAM	NA	450	335.79000	NEGOTIABLE	PAYMENT_AGAINST_DELIVERY	YES	NO	
3	View PDF	06/07/2021	07/10/2021	FCI-1625726942	DAF/2021/000220	CHANDIGARH FCI	RICE (Non-Basmati)	NON BASMATI	20	100.00000	ACK	MONTHLY_BILLING	NO	NO	
4	View PDF	05/07/2021	04/10/2021	FCI-1625468847	DAF/2021/000217	CHANDIGARH FCI	RICE (Non-Basmati)	NON BASMATI	2000	1000.00000	ACK	MONTHLY_BILLING	NO	NO	
5	View Renew WHR PDF	01/04/2021	10/07/2021	FCI-1618058198	DAF/2021/000208	FCI-KARNAL	RICE (Non-Basmati)	NON BASMATI	1000	499.99999	ACK	MONTHLY_BILLING	YES	NO	
6	View Renew WHR PDF	10/03/2021	09/06/2021	FCI-1616566948	DAF/2021/000207	Commercial FCI	RICE (Non-Basmati)	GRADE A	4640	2318.62680	ACK	MONTHLY_BILLING	YES	NO	

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



Central Warehousing Corporation
केंद्रीय भंडारण निगम
 A Govt. Of India Undertaking

Warehouse Receipt - Negotiable

Print

Form A

See section 11 of the Warehouse Development and Regulation Act, 2017

Name and Location of Warehouse

1. Receipt Number : WHRN/2020/000007

Dated: 28/10/2020

2. Name & complete postal address of warehouse

ASSETC Testing Warehouse

3. Warehouse Registration No

ASDFDS325345

Valid upto

16/06/2021

4. Received from (Name and address of the depositor)

AARICDHIMAN bhiwani

5.1 Commodity

WHEAT

5.2 Variety

GOOD

6.1 Grade

I

6.2 Category

D

6.3 Quality

FAQ

6.4 Classification

CLEAR

6.5 Moisture

12.00

6. Goods of the following descriptions:

Stack Name	Compartment No	No. of Packages/bags	Net Quantity in MTs/Qtls
8A-3	8A	500	247.10000
	Total	500	247.1

6.1 Market value at the time of deposit

3456.00000

6.2 Total Market Value

853977.6

Sr No	ACK Validation history			Market rate history		
	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

7.1 Private marks of the depositor on the packages, if any

YES

7.2 Rate of storage/handling other charges

6.15

8. Stock Insured

YES

9. Stock Condition

Good

10. The goods are accepted for storage from date

28/01/2021

to

27/04/2021

11. The receipt is valid upto (being the date of expiry of the declared shelf-life.)

28/10/2020

Condition of package

Good

Remarks

Goods have been received on General Basis basis.

Date	Quantity Released		Quantity in Balance		Signature
	Bags/Package	Weight	Bags/Package	Weight	
07/04/2021	0	0	500	247.1	

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

Renew WHR

Market Value

3456.00000

From

28/04/2021

To

27/07/2021

Save

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

Print Date : 18/07/2021



Central Warehousing Corporation
केंद्रीय भंडारण निगम
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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	Crop Year	Stack Name	Description of commodity with quality/grade	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, misappropriation, 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	ACK Validation history			Market rate history		
	S No	From	To	Revalidation date	From Date	To Date
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