CENTRAL WAREHOUSING CORPORATION
केंद्रीय भंडारण निगम
A GOVERNMENT OF INDIA UNDERTAKING

WAREHOUSE MANAGEMENT SOLUTION
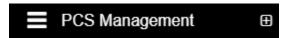
PCS MANAGEMENT - USER MANUAL
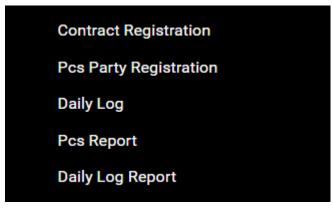
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PCS Management

USER - WHM

1. Menu

- ✓ The users can access the PCS module through the "PCS Management" menu option.

- ✓ The ⊞ icon describes whether the menu is expandable or not.

- ✓ A list of items contained within the PCS Management menu option available to the WHM is depicted in the images attached below.

- ✓ Clicking on a sub-menu item will redirect the user to the respective page for further actions.

2. PCS Party Registration

- ✓ The WHM can create a new PCS party in the system through this section.

- ✓ The PCS contracts are created for the registered party only.
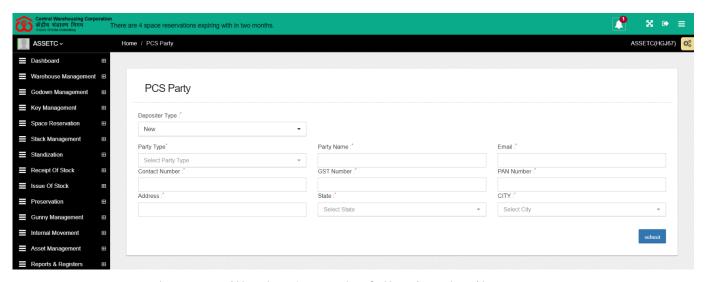
✓ **List**

   o The user can view a list of all the PCS parties created in the system.

   o The details visible in the list are:

   ▪ Party type

   ▪ Party name

   ▪ Party code

   ▪ Email

   ▪ Contract No.

   ▪ GST No.

   ▪ PAN No.

✓ **Create Party**

   o The user can create a new PCS party by clicking on the Create Party button.

- o The user will select/enter the following details
    - ▪ Depositor Type*
        - • New
        - • Existing
    - ▪ Party Type*
    - ▪ Party Name*
    - ▪ Email*
    - ▪ Contact number*
    - ▪ GST Number*
    - ▪ PAN number*
    - ▪ Address*
    - ▪ State*
    - ▪ City*

    The fields with * are mandatory
- o Click on the Submit button to save the details entered.

3. Contract Registration

- ✓ The user can create a PCS contract through the Contract Registration menu option.
- ✓ Clicking on the Contract registration menu item will redirect the user to the respective screen.

✓ **Add PCS Contract Details**

    o The user can create a new PCS contract by clicking on the "Add PCS Contract Details" button at the top right corner of the screen.

o The user will enter the following details to create a contract.

Section	Field name	Description	Validation
Contract Details	Contract Type	Contract or Casual call	Mandatory
	Contract Number		Auto-populate
	Party Type		Mandatory
	Party Name	This field is a smart search. The user can enter first three letters of the party name and view a list of the parties registered in the warehouse with the entered initials.	Mandatory

	Billing Frequency		Mandatory
	Contract Date		Mandatory
	Contract valid up to		Mandatory
	Contract Awarded letter number	The number of the contract awarded to CWC	
	Upload Document		
Charges Details	Premise Type		Mandatory
	Premise Name		Mandatory
	Unit Type		Mandatory
	Nature of Treatment		Mandatory Multi-select
	Rate Type		Mandatory
Chemicals to use	Chemical		Mandatory
	Units		Mandatory
	Chemical Qty		Mandatory
	Vol/Area/Unit treated		Mandatory
	Rate Applicable		Mandatory
	Total Amount		Auto-calculate
	Add chemical	To add more chemicals	
Add other charges (Charges per unit)	No. of labor to be deployed		Mandatory
	Labor charges		Mandatory
	Cartage charges		Mandatory
	Exp. on TA/DA/Conveyance charges		Mandatory
	Miscellaneous charges		Mandatory
	Equipment Charges		Mandatory
	Overhead & Supervision charges		Mandatory
	Total charges		Auto-calculate
	Profit %		Mandatory
	Profit value		Auto-calculate
	Income tax		Auto-calculate
	Rate Applicable/Unit		Auto-calculate
	Expected Volume	The frequency for the unit type selected (under charge details). Example 5 times per month	Mandatory
	Total Value		Auto-calculate
	Add More	To add another section comprising charges details, chemical details, and add other charges.	
Contract Value	Premise values - Rate Applicable/unit - Total Value		Auto-calculate
	The total value of the contract - Value W/O GST - GST		Auto-calculate

	- Total contract value		
Assignment of Work	City name	The city where the assigned warehouse falls	Mandatory
	PCC/Warehouse	Name of the warehouse	Mandatory
	Premise	Name of the premises added to the contract	
	Incharge/Responsible person	The responsible person for the premise assigned	
	Add more	To add the assignment section.	

- o Click on the save button to save the contract created.

- ✓ **List**
  - o The user can view a list of contracts they created in the system.
  - o The details visible in the list are:
    - ▪ Warehouse name
    - ▪ Party name
    - ▪ Contract number

- Party Type
- Contact Person
- Job started date
- Contract Type

✓ **Action**

- o After creating the contract, the user needs to start the contract. This is done by clicking on the Action button.

- To start the contract, the user needs to enter the following details
  - Date* (Auto-populate)
  - Executed Status*
    - o Start-Process
    - o Hold
    - o Closed
  - Remarks

  *The fields with * are mandatory*

- Selecting the start process in the Executed status drop-down will enable the Add log details button.

✓ **View**

- o The user can view contract details by clicking on the view button against a contract.
- o The details on the view page are read-only.

✓ **Extend**

- o The user can extend the contract by clicking on the "Extend"

button.

- The system will allow the user to change the "contact valid up to date" only.

✓ **Cancel**
   o The user can cancel the contract by clicking on the "Cancel" button.
   o This function is available only until the contract is not started post that the user cannot cancel the contract.

✓ **Edit**
   o The user can edit the contract details by clicking on the "Edit button.
   o This function is available only until the contract is not started post that the user cannot edit the contract.

✓ **Add Log details**
   o The user can enter the log details by clicking on the "Add log details" button.
   o The Log details are created only for the contracts that have started.

o Enter the following details to create a log entry.

Section	Field name	Description	Validation
Execution Master	Execution Start Date		Mandatory
	Execution End Date		Mandatory
	Contract No.		Auto-populate
	Party Type		Auto-populate
	Party Name		Auto-populate
Expenses Details	Premise Type		Mandatory
	Premise Name		Auto-populate
	Unit Type		Auto-populate
	Rate Applicable/Unit		Auto-populate
Chemicals to use	Chemical		Mandatory
	Batch Number		Mandatory
	Qty		Mandatory
	Vol/Area/Unit treated		Mandatory
	Rate Applicable		Auto-populate
	Price		Auto-calculate
	Add chemical	To add more chemicals	
	Total No. of units		Mandatory

	Number of Labor Engaged		Mandatory
	Labour Charges		Mandatory
	Miscellaneous charges		Mandatory
	Exp. on TA/DA/Conveyance charges		Mandatory
	Cartage Charges		Mandatory
	Total of all charges		Auto-calculate
	Income Generated		Mandatory
	Number of TA/JTA/CWC Manpower deployed		Mandatory
	Add More	To add another section comprising chemical details.	
	Remarks		Mandatory

- o Clicking on the "Save & New" button will save the log entry and let the user create a new one.

- o Clicking on the "Save & Close" button saves the entry and redirects on the list screen.

- o Clicking on the "Cancel" button halts the log entry process and redirects on the list screen.

4. PCS Report

- ✓ The user can view the PCS report by clicking on the side menu option.

- ✓ PCS report displays the income and expenditure made for a contract and the amount of profit generated.

PCS Management screenshot showing PCS Reports

Central Warehousing Corporation
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A Govt. Of India Undertaking

PCS Reports

RO ASSET: ASSETC   (2020-08-01 To 2020-09-01)

Sr. No.	Warehouse Name	Name of Party	Party Type	Contract Number	Contract Type - Contract/Casual Call	Billing Cycle	Premises Type	Premises Name	Nature of Treatment	Income			
										Unit of Rate(Per Unit/Per Sq Mtr/Per Sq Feet/Per Month etc.)	Rate	Number of units	Total Income in the month(Rs)
1	ASSETC	PCS UAT	PRIVATE LIMITED	HGJ/2020/958	CONTRACT	Monthly	Building	UAT1	General Pest Control,Rodent Control	Per Week	2980.54	1.00	900.00
2	ASSETC	PCS UAT	PRIVATE LIMITED	HGJ/2020/958	CONTRACT	Monthly	Railway Coach	AC COACH	General Pest Control,Rodent Control	Per Coach	182.43	2.00	700.00

🕐 September 1, 2020, 8:51 am

✓ **Search**

   o The user can perform a search by entering the following parameters:

   ▪ Warehouse (Auto-populate)

   ▪ Depositor Request Period

   • This Month

   • This Year

   • Specific Period

   o The report is populated based on the parameters selected.

✓ The user can print the report by clicking on the print button.

5. Daily LOG Report

- ✓ The user can view the LOG report by clicking on the side menu option.
- ✓ LOG report displays the income and expenditure made for a contract.

- ✓ **Search**
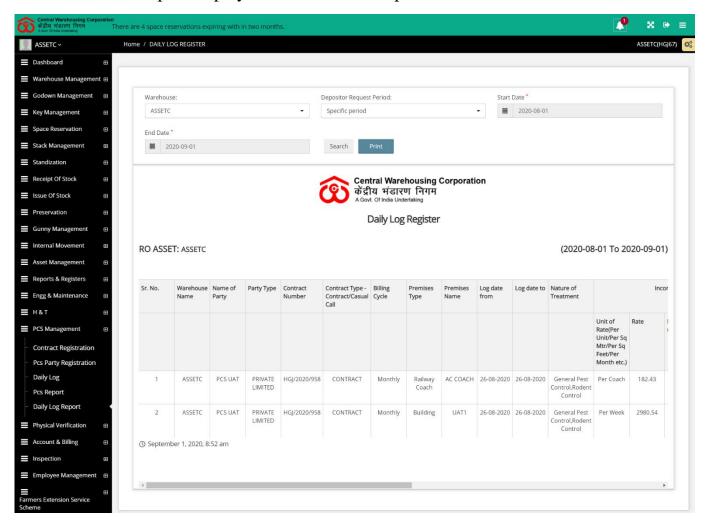 - o The user can perform a search by entering the following parameters:
    - ▪ Warehouse (Auto-populate)
    - ▪ Depositor Request Period
      - • This Month
      - • This Year
      - • Specific Period
  - o The report is populated based on the parameters selected.
- ✓ The user can print the report by clicking on the print button.

USER – RO

6. Menu

✓ The users can access the PCS module through the "PCS Management" menu option.

✓ The ⊞ icon describes whether the menu is expandable or not.

✓ A list of items contained within the PCS Management menu option available to the RO is depicted in the images attached below.

✓ Clicking on a sub-menu item will redirect the user to the respective page.

7. PCS Party Registration

✓ The WHM can create a new PCS party in the system through this section.

✓ The PCS contracts are created for the registered party only.

✓ **List**
  o The user can view a list of all the PCS parties created in the system.
  o The details visible in the list are:
    ▪ Party type
    ▪ Party name
    ▪ Party code
    ▪ Email
    ▪ Contract No.
    ▪ GST No.
    ▪ PAN No.

✓ **Create Party**
  o The user can create a new PCS party by clicking on the Create Party button.

o The user will select/enter the following details
  ▪ Depositor Type*
    • New
    • Existing
  ▪ Party Type*
  ▪ Party Name*
  ▪ Email*
  ▪ Contact number*
  ▪ GST Number*
  ▪ PAN number*
  ▪ Address*
  ▪ State*
  ▪ City*

  *The fields with * are mandatory*

o Click on the Submit button to save the details entered.

8. Contract Registration

✓ The user can create a PCS contract for a warehouse through the Contract Registration menu option.

✓ Clicking on the "Contract registration" menu item will redirect the user to the respective screen.

✓ **List**

- o The user can view a list of contracts they created in the system.
- o The details visible in the list are:
  - ▪ Warehouse name
  - ▪ Party name
  - ▪ Contract number
  - ▪ Party Type
  - ▪ Contact Person
  - ▪ Job started date
  - ▪ Contract Type
- o The user can view contract details by clicking on the eye icon against a contract.

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- Dashboard
- Warehouse Management
- Master
- Godown Management
- Space Reservation
- Reports & Registers
- Engg & Maintenance
- H & T
- PCS Management
- Account & Billing
- Inspection
- Employee Management
- Farmers Extension Service Scheme
- Other Transactions

View Contract Details   Back

VIEW CONTRACT DETAILS

Contract Type *	Contract Number *	Party Type *	Enter Party Name *
CONTRACT	HGJ/2020/958	PRIVATE LIMITED	PCS UAT

Billing Frequency *	Contract Date *	Contract Validity up to *
Monthly	01-08-2020	31-10-2020

Contract Award Letter No.	Download Uploaded Document
XSDFD4354	3801.png

CHARGES DETAILS

Premises type *	Premises Name *	Unit type *	Nature of Treatment *	Rate Type *
Building	UAT1	Per Week (week)	General Pest Control, F	Create

Add Chemicals To Used

Chemicals	Unit (ml/kg,mg,lit, gram, others)	Chemical Qty	Vol/Area/Unit Treated	Rate Applicable	Total Amount
DDVP LIQUID (LTRS)	Per ltr	0.30	3000.00	200.00	60.00
DELTAMETHRIN LIQUID (LTRS)	Per ltr	0.45	2500.00	160.00	72.00

Add other Charges

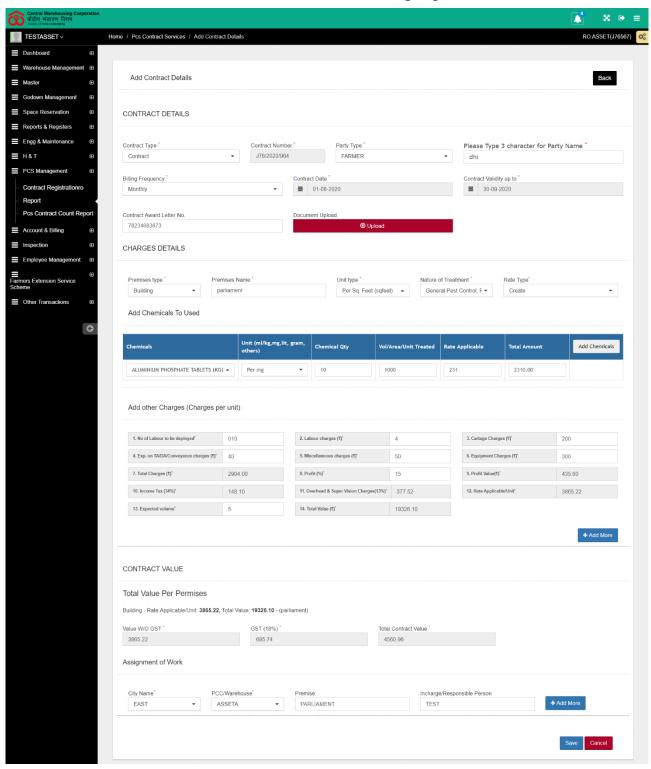|					
1. No of Labour to be deployed*	3.00	2. Labour charges (₹)*	1500.00	3. Cartage Charges(₹)*	150.00
4. Exp. on TA/DA/Conveyance charges(₹)*	100.00	5. Miscellaneous charges (₹)*	50.00	6. Equipment Charges(₹) *	200.00
7. Total Charges(₹)	2132.00	8. Profit (%)*	20.00	9. Profit Value(₹)*	426.40
10. Income Tax (34%)*	144.98	11. Overhead & Super Vision Charges	277.16	12. Rate Applicable/Unit	2980.54
13. Expected volume*	24.00	14. Total Value (₹)	71532.96		

Premises type *	Premises Name *	Unit type *	Nature of Treatment *	Rate Type *
Railway Coach	AC COACH	Per Coach (coach)	General Pest Control, F	Create

Add Chemicals To Used

Chemicals	Unit (ml/kg,mg,lit, gram, others)	Chemical Qty	Vol/Area/Unit Treated	Rate Applicable	Total Amount
DELTAMETHRIN LIQUID (LTRS)	Per ltr	0.04	200.00	2500.00	87.50

Add other Charges

1. No of Labour to be deployed*	1.00	2. Labour charges (₹)*	20.00	3. Cartage Charges(₹)*	5.00
4. Exp. on TA/DA/Conveyance charges(₹)*	10.00	5. Miscellaneous charges (₹)*	5.00	6. Equipment Charges(₹) *	3.00
7. Total Charges(₹)	130.50	8. Profit (%)*	20.00	9. Profit Value(₹)*	26.10
10. Income Tax (34%)*	8.87	11. Overhead & Super Vision Charges	16.96	12. Rate Applicable/Unit	182.43
13. Expected volume*	3000.00	14. Total Value (₹)	547290.00		

CONTRACT VALUE

Total Value Per Permises

Building - Rate Applicable/Unit: **2980.54**, Total Value: **71532.96** - (UAT1)
Railway Coach - Rate Applicable/Unit: **182.43**, Total Value: **547290.00** - (AC COACH)

Value W/0 GST *	GST (18%) *	Total Contract Value *
3162.97	569.33	3732.30

Assignment of Work

City Name*	PCC/Warehouse*	Premise	Incharge/Responsible Person
SOUTH	ASSETC	0.00	0.00

✓ Add PCS Contract Details

- o The user can create a new PCS contract by clicking on the "Add PCS Contract Details" button at the top right corner of the screen.

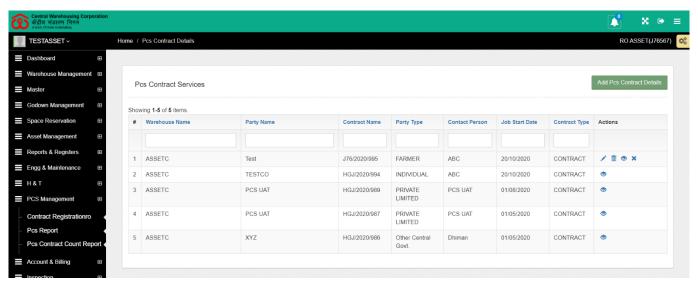- o The user will enter the following details to create a contract.

Section	Field name	Description	Validation
Contract Details	Contract Type	Contract or Casual call	Mandatory
	Contract Number		Auto-populate
	Party Type		Mandatory
	Party Name		Mandatory
	Billing Frequency		Mandatory
	Contract Date		Mandatory
	Contract valid up to		Mandatory
	Contract Awarded letter number	The number of the contract awarded to CWC	
	Upload Document		
Charges Details	Premise Type		Mandatory
	Premise Name		Mandatory
	Unit Type		Mandatory
	Nature of Treatment		Mandatory Multi-select
	Rate Type		Mandatory
Chemicals to use	Chemical		Mandatory
	Units		Mandatory
	Chemical Qty		Mandatory
	Vol/Area/Unit treated		Mandatory
	Rate Applicable		Mandatory
	Total Amount		Auto-calculate
	Add chemical	To add more chemicals	
Add other charges (Charges per unit)	No. of labor to be deployed		Mandatory
	Labor charges		Mandatory
	Cartage charges		Mandatory
	Exp. on TA/DA/Conveyance charges		Mandatory
	Miscellaneous charges		Mandatory
	Equipment Charges		Mandatory
	Overhead & Supervision charges		Mandatory
	Total charges		Auto-calculate
	Profit %		Mandatory
	Profit value		Auto-calculate
	Income tax		Auto-calculate
	Rate Applicable/Unit		Auto-calculate
	Expected Volume	The frequency for the unit type selected (under charge details). Example 5 times per month	Mandatory
	Total Value		Auto-calculate
	Add More	To add another section comprising charges details, chemical details, and add other charges.	
Contract Value	Premise values - Rate Applicable/unit		Auto-calculate

	- Total Value		
	The total value of the contract - Value W/O GST - GST - Total contract value		Auto-calculate
Assignment of Work	City name	The city where the assigned warehouse falls	Mandatory
	PCC/Warehouse	Name of the warehouse	Mandatory
	Premise	Name of the premises added to the contract	
	Incharge/Responsible person	The responsible person for the premise assigned	
	Add more	To add the assignment section.	

o Click on the save button to save the contract created.

o Once saved, the assigned warehouses get notified and can view the PCS contract assigned to them.

✓ **List**

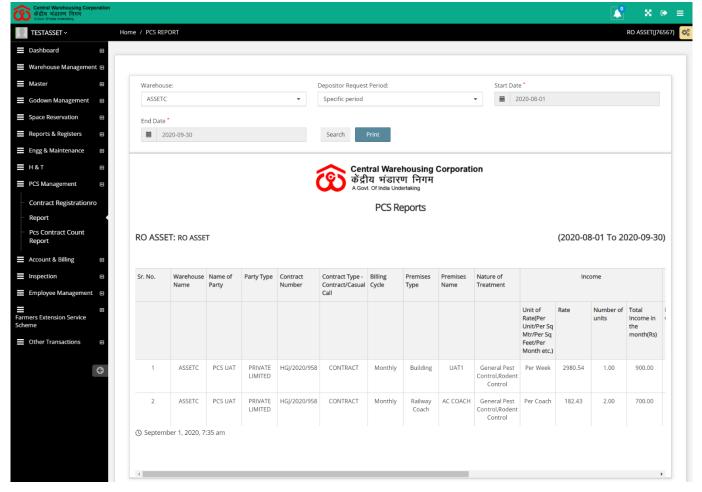o The user can view a list of contracts created on the list screen.

o The user can view the contract details such as:

- Warehouse name

- Party name

- Contract number

- Party type

- Contract person

- Job start date

- Contract type
- Actions

  - : Clicking on this icon, the user can edit the contract details. This action is available only until the assigned warehouse has not started the contract.

  - : Clicking on this icon, the user can delete the contract created. This action is available only until the assigned warehouse has not started the contract.

  - : Clicking on this icon, the user can view the contract details.

  - : Clicking on this icon, the user can cancel the contract. This action is available only until the assigned warehouse has not started the contract.

9. PCS Report

✓ The user can view the PCS report by clicking on the side menu option.

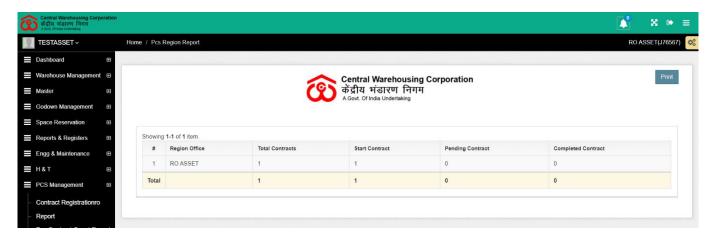✓ PCS report displays the income and expenditure made for a contract and the amount of profit generated.

✓ **Search**
   o The user can perform a search by entering the following parameters:
      ▪ Warehouse
      ▪ Depositor Request Period
         • This Month
         • This Year
         • Specific Period
   o The report is populated based on the parameters selected.
✓ The user can print the report by clicking on the print button.

10.PCS Contract Count Report

✓ The RO can view the list of contracts created by him on the platform.

✓ Click on the print button to print the report.