



CENTRAL WAREHOUSING CORPORATION
केंद्रीय भंडारण निगम
A GOVERNMENT OF INDIA UNDERTAKING

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - GODOWN MANAGEMENT

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GODOWN MANAGEMENT

(User – WHM)

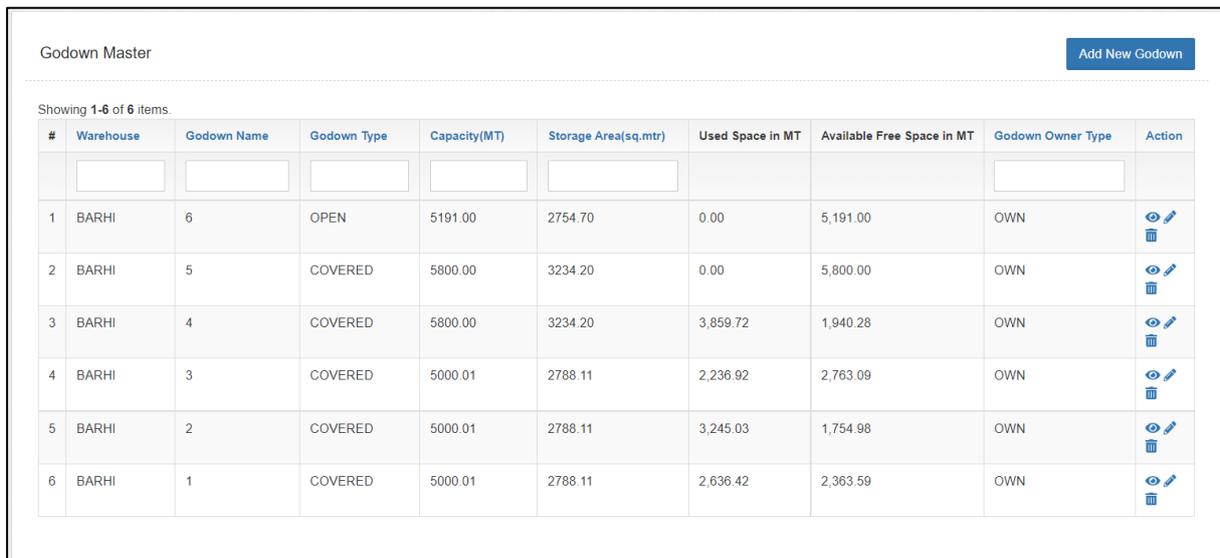
Each warehouse has a certain number of godown under it. These godown are divided into compartments that are further divided into stacks. So in order to manage the same, WMS has a module named Godown Management. The user can perform the following actions in this module.

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.



The screenshot shows the 'Godown Master' interface. At the top right, there is a blue button labeled 'Add New Godown'. Below the header, it says 'Showing 1-6 of 6 items.' The table below has the following columns: #, Warehouse, Godown Name, Godown Type, Capacity(MT), Storage Area(sq.mtr), Used Space in MT, Available Free Space in MT, Godown Owner Type, and Action. The table contains 6 rows of data for warehouse 'BARHI'.

#	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.

Create Godown Back

Region*

Warehouse*

Godown Number*

Type

Capacity(MT)*

Storage Area(sq.mtr)*

Owner Type*

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* Warehouse Name* Godown Name*

Warehouse Type* Name* Capacity(MT)*

This Field is Mandatory

*Valid format: A

Area(sq.mtr)*

- 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 Add New Stack

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
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
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.

Create Godown Stack Back

Warehouse*

Godown Compartment*

Stack Capacity(MT)

Godown*

Stack Type

Name*

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](#)

<p>Warehouse ASSETA</p> <p>Warehouse Municipal Number*</p> <p>Dimensions of the Godown Length* Length in meters</p> <p>Dimensions of the Godown Height Maximum* Height in meters</p> <p>Description Of Floor* Select Description Of Floor</p> <p>Plinth Height From Adjacent Ground* Height in meters</p> <p>Are the doors ,window and ventilators in good condition* Select Option</p> <p>Age Of Building* Age in years</p> <p>Does the Godown have proper lighting arrangement* Select Option</p> <p>Is Godown situated near factories and dumping ground? * Select Option</p> <p>Storage Capacity* Capacity in Square Meter</p> <p>Minimum rent including tax acceptable to the owner* Rent in Indian Rupee</p> <p>For What period is Godown available start date for hire?* Start Date</p> <p>Rent (Per Month)* 0.00</p> <p>Mis. Expenditure* 0.00</p> <p>Storage charges at the prevalent rate on 75 % occupancy * On 75% Occupancy Rent in Indian Rupees</p>	<p>Reason of Hiring* Full Utilization</p> <p>Name & address of owner*</p> <p>Dimensions of the Godown Breadth* Breadth in meters</p> <p>Dimensions of the Godown Height Minimum* Height in meters</p> <p>Plinth Height From Road Level* Height in meters</p> <p>Is Godown is rat and damp proof* Select Option</p> <p>Description Roof* Select Option</p> <p>Has the Godown an independent entrance* Select Option</p> <p>Is the Godown situated adjacent to any canal/storm water drain and liable to inundation/flooring* Select Option</p> <p>Does the Godown need any repairs* Select Option</p> <p>What rent has the owner been actually getting for the Godown in the past* Rent in Indian Rupee</p> <p>What will be rest element per bag per month on 75 % occupancy* Rent in Indian Rupee</p> <p>For What period is Godown available end date for hire?* End Date</p> <p>Additional Staff* Select Additional Staff</p> <p>Insurance Charges* 0.00</p> <p>Other Remarks (if any) If any..</p>
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[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 Effective Date

Dehiring Remark

Submit

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.

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		Full Utilization	2021-07-05 12:44:45	PENDING	

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

Warehouse Information in Details
×

<p>Warehouse ASSETC</p> <p>Warehouse Municipal Number abx2345</p> <p>Warehouse Dimension of Godown Length 150</p> <p>Warehouse Dimension Of Godown Height Maximum 15</p> <p>Warehouse Description Of Floor "["cement"]"</p> <p>Warehouse Plinth Height From Adjacent Ground 1</p> <p>Warehouse Door Window Ventilators Condition is Good YES</p> <p>Warehouse Building Age 2</p> <p>Warehouse Godownn Proper Light Arrangement YES</p> <p>Warehouse Situated Near Factories Dumping Ground NO</p> <p>Warehouse Godown Needs Repair YES</p> <p>Warehouse Godown Repair Cost Cost in Indian Rupee</p> <p>Warehouse Previous Rent 50000</p> <p>Warehouse Rent Per Bag After Occupancy 2000</p> <p>Godown Available End Date 2022-08-30</p> <p>Warehouse Additional Staff "["sio\vsuptl","TA\Jr Supdt"]"</p> <p>Warehouse Insurance Charges 1000</p> <p>Remarks If any..</p> <p>Warehouse Request Action Select Option</p> <p>Warehouse Hiring Type Select Option</p> <p>Warehouse Billing Cycle Select Option</p> <p>Warehouse Upload file Choose File No file chosen</p>	<p>Warehouse Reason FULL_UTILIZATION</p> <p>Warehouse Owner Name Address Rohan. plot 43, industrial area, chandigarh</p> <p>Warehouse Dimension of Godown Breadth 100</p> <p>Warehouse Dimension Of Godown Height Minimum 12</p> <p>Warehouse Plinght Height From Road 2</p> <p>Warehouse is Rat Damp Proof YES</p> <p>Warehouse Roof Description CCI SHEET TILES</p> <p>Warehouse Godown Independent Entrance YES</p> <p>Warehouse Situated Adjacent To no</p> <p>Warehouse Situated Factory Nature Distance</p> <p>Warehouse Godown Repair Cost Cost in Indian Rupee</p> <p>Warehouse Storage Capacity 5000</p> <p>Warehouse Minimum Rent 55000</p> <p>Godown Available Start Date 2021-08-01</p> <p>Warehouse MIS Expenditure 5000</p> <p>Warehouse MIS Expenditure 2000</p> <p>Warehouse Rent Prevalent Occupancy 100000</p> <p>Warehouse Action Remark</p> <p>dd-mm-yyyy</p> <p>Warehouse Tariff Select Option</p>
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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

**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.