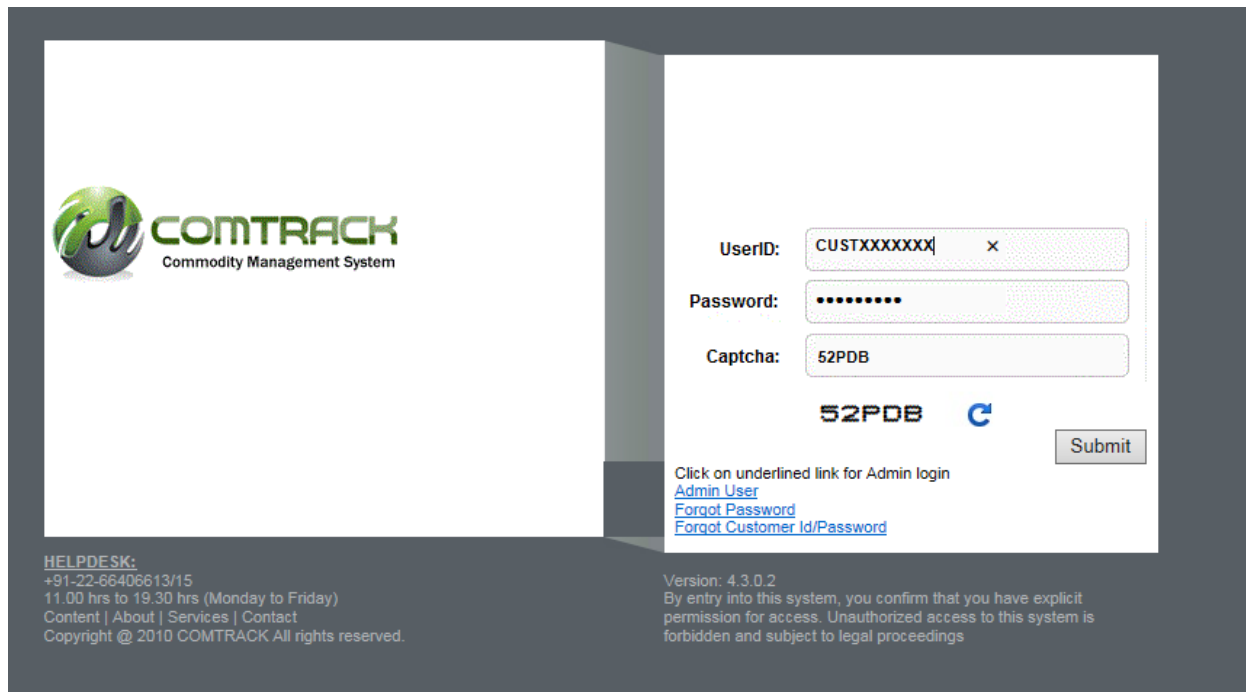


Warehouse Space Reservation (WSR) – Client User Guide

Booking Timings Windows: 10 AM to 4:30 PM

Customer Id Login:

1. Use Customer Id in CMS-P (<https://p.comtrack.in>). If you don't have customer id yet, kindly refer to our document "Customer ID for multiple CMSP accounts" under label "Latest Updates" on Comtrack Home Page i.e. <https://comtrack.in>.

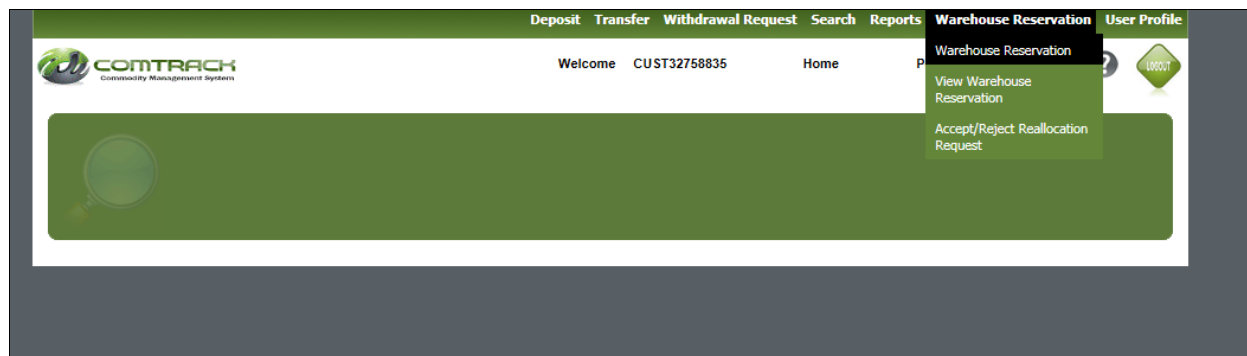


The screenshot shows the Comtrack login interface. On the left is the Comtrack logo with the text "COMTRACK Commodity Management System". On the right is the login form with fields for "UserID:" (containing "CUSTXXXXXXXX"), "Password:" (masked with dots), and "Captcha:" (containing "52PDB"). Below the captcha is a visual verification of "52PDB" and a "Submit" button. At the bottom of the form are links for "Admin User", "Forgot Password", and "Forgot Customer Id/Password".

HELPDESK:
+91-22-66406613/15
11.00 hrs to 19.30 hrs (Monday to Friday)
Content | About | Services | Contact
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Version: 4.3.0.2
By entry into this system, you confirm that you have explicit permission for access. Unauthorized access to this system is forbidden and subject to legal proceedings

2. Go to Menu > Warehouse Reservation > Warehouse Reservation



Warehouse Space Reservation (WSR) – Client User Guide

3. Fill details on the warehouse reservation page :
- a. Values with * are mandatory.
 - b. Values in white background are editable fields
 - c. Values in cream background are auto populated as the transaction goes ahead.

Warehouse Reservation

Booking Reference Number

Date of Transaction

Commodity Code* ..

WSP ID* ..

Requested Space*

Book Space in MT

Deposit Start Date

Transaction Status

Location Code* ..

Client Id

UOM

Actual Book Space in MT

Deposit End Date* ..

Allow Partial Booking

Details

WareHouse Code	Warehouse Name	WH Address	Availability

4. Choose
- a. the commodity for which booking needs to be done at your location
 - b. Select the desire WSP and enter quantity for which space is required to be booked.
 - c. Click on check availability.
 - d. List of Warehouses for the given criteria shall appear with the warehouse details and available bookable capacity of the warehouse.

Note: The available warehouse capacity is calculated on the basis of approved warehouse space and existing stock present in the warehouse as available in CMSP system as of Previous day and is confirmed by WSP. With every booking request, available bookable space reduces.

Warehouse Space Reservation (WSR) – Client User Guide

Warehouse Reservation

Booking Reference Number

Date of Transaction

Commodity Code

WSP ID

Requested Space

Book Space in MT

Deposit Start Date

Transaction Status

Location Code

Client Id

UOM

Actual Book Space in MT

Deposit End Date

Allow Partial Booking

Details

Warehouse Code	Warehouse Name	WH Address	Availability	
<input checked="" type="radio"/>	SAWNIKHILBKN	C/O NIKHIL INDUSTRIES (SWCMLNIKHIL-BIKANER)	C/O NIKHIL INDUSTRIES, H-430, KARNI INDUSTRIAL AREA, BIKANER	18086.5
<input type="radio"/>	SAWSRSCOBKN	C/O S.R. SCOURING INDUSTRIES H-172(SWCMLSRSCO-BIKANER)	H-172, 173, 178, 179, Karni Industrial Area, Pugal Road, Bikaner (Raj.)- 334001	1050

5. Choose Deposit End date Click on Book Space to place your booking request.
 - a. Deposit Start Date would be the next working day of the selected warehouse based on the holiday calendar defined by WSP for their respective warehouse.
 - b. Select Deposit End Date as the date by which you would finish deposit process for the booked quantity.

Note: Deposit End Date is of significance for WSP to see that depositor completes deposit process on or before the requested date. In view of client not completing the deposit process up to deposit end date, WSP may mark the booking request as NO SHOW for the remaining booked quantity.

Booked Successfully

Booking Reference Number

Warehouse Reservation

WSR129

Date of Transaction

Commodity Code

WSP ID

Requested Space

Book Space in MT

Deposit Start Date

Warehouse code

Warehouse Address

Transaction Status

Location Code

Client Id

UOM

Actual Book Space in MT

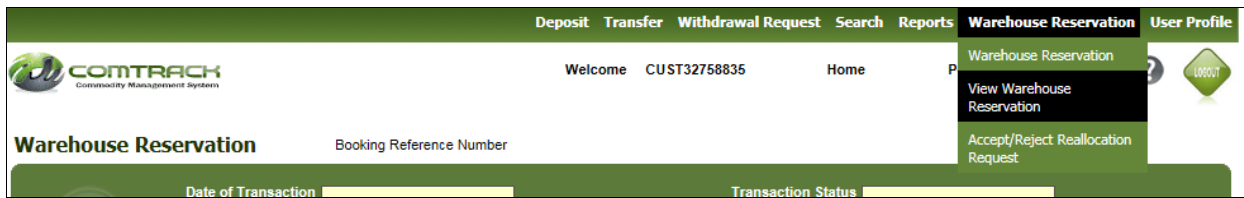
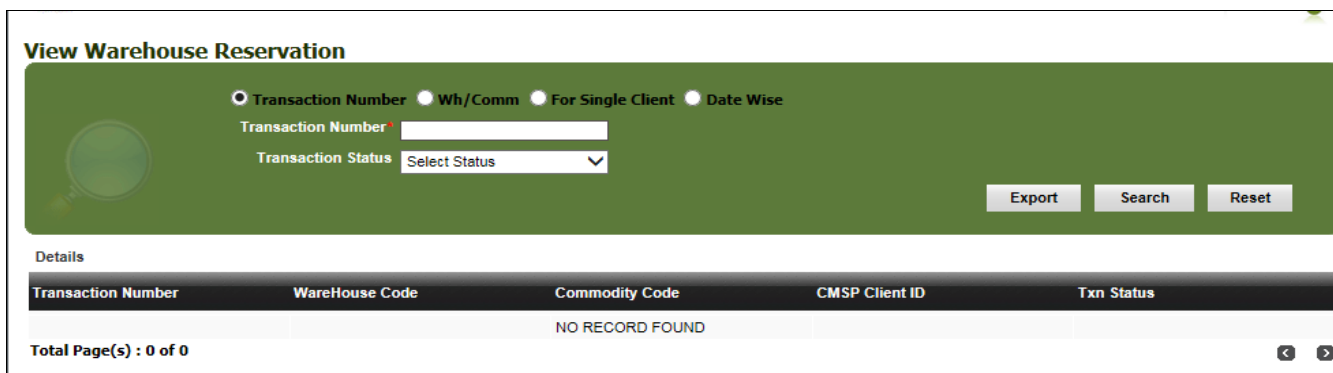
Deposit End Date

Warehouse Name

Booked Status

Warehouse Space Reservation (WSR) – Client User Guide

6. On Clicking Book Space: Depending on the available capacity, warehouse space reservation request will be sent approval. Unique WSR*** number will be generated for each booking request. This Unique WSR*** unique number may be used by you to trace the reservation status.
7. You shall also receive confirmation emails about booking requests on your registered email id.
8. Client to make payment of advance pre-electronic credit warehouse charges in COMTRACK and communicate the payment details along with the Booking request ID to the respective WSP on the Booking day.
9. WSP shall approve or reject the Booking request based on the payment made by the client, within the given timeframe provide by NERL. On approval/Rejection by WSP, you shall receive emails and SMS about booking requests on your registered email id and mobile numbers.
10. On Approval, you are requested to start process of deposit from the Deposit start Date and Finish deposit process on or before Deposit End Date.
11. You may trace your booking requests online as given below :

12. Use given filters to search your booking request, choose the transaction number and click to view the details

Warehouse Space Reservation (WSR) – Client User Guide

View Warehouse Reservation

Transaction Number
 Wh/Comm
 For Single Client
 Date Wise

From Date: ..
 To Date: ..

Transaction Status:

Details

Transaction Number	WareHouse Code	Commodity Code	CMSP Client ID	Txn Status
WSR129	SAWNIKHILBKN	RAPESEEDMUSTARDSEED	5114	BOOKED_CONF / PENDING

 Total Page(s) 1 of 1
[Detail](#)


Warehouse Reservation Details
Booking Reference Number: WSR129
Back

TRANSACTION DETAILS

Date of Transaction: <input type="text" value="28/10/2015"/>	Transaction Status: <input type="text" value="PENDING"/>
Commodity Code: <input type="text" value="RAPESEEDMUSTARDSEED"/>	Location Code: <input type="text" value="BKN"/>
WSP ID: <input type="text" value="954"/>	Client Id: <input type="text" value="5114"/>
Requested Space: <input type="text" value="75"/>	UOM: <input type="text" value="MT"/>
Client Name: <input type="text" value="xyz"/>	Reservation Status: <input type="text" value="BOOKED_CONF"/>

REQUESTED WAREHOUSE

Warehouse Code: <input type="text" value="SAWNIKHILBKN"/>	WH Address: <input type="text" value="C/O NIKHIL INDUSTRIES, H-430,"/>
Warehouse Name: <input type="text" value="C/O NIKHIL INDUSTRIES(SW)"/>	

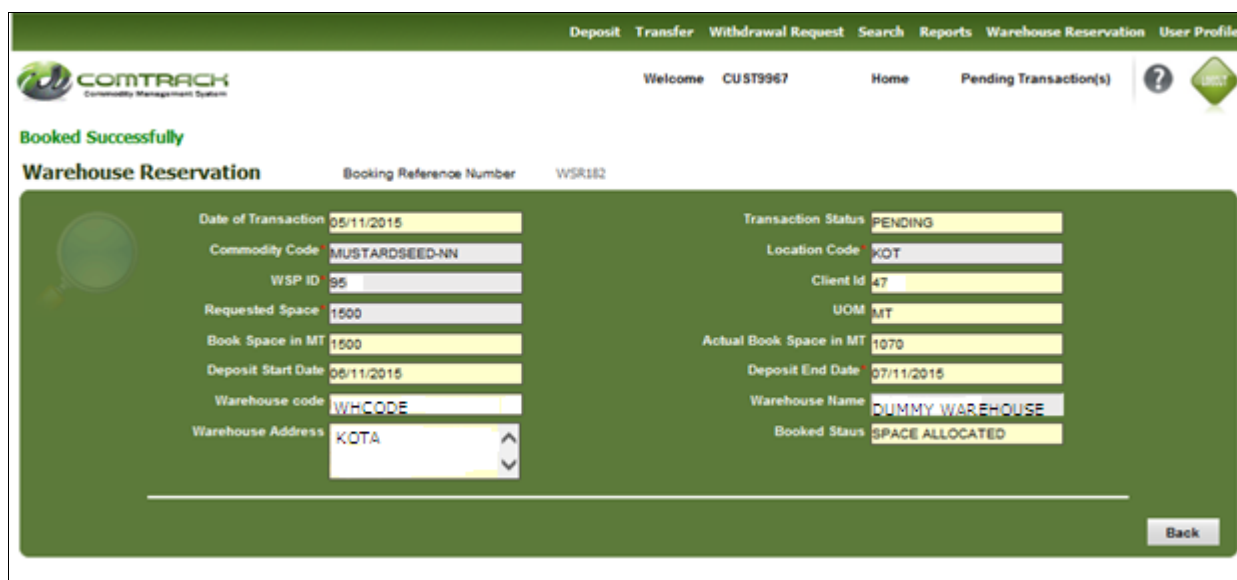
DEPOSIT DETAILS

Requested Book Space: <input type="text" value="75"/>	Actual Booked Space: <input type="text" value="75"/>
Deposit Start Date: <input type="text" value="29/10/2015"/>	Deposit End Date: <input type="text" value="06/11/2015"/>
Balance Qty to Deposit: <input type="text" value="76.5"/>	

Warehouse Space Reservation (WSR) – Client User Guide

Allow Partial Booking

While booking request with option “Allow Partial Booking” will allow the depositor to book space for the available capacity even if the requested space is more than the available space i.e. if a depositor wants to book space for 1000MT and available space is 800MT, by selecting partial booking client can request for the available same else the entire requested quantity will be forwarded to Waitlist request.



The screenshot displays the 'Warehouse Reservation' page in the COMTRACK system. The page shows a 'Booked Successfully' message and details for a reservation with Booking Reference Number WSR182. The reservation is for 1500 MT of MUSTARSEED-NN at the DUMMY WAREHOUSE in KOTA. The actual booked space is 1070 MT. The transaction status is PENDING, and the booked status is SPACE ALLOCATED. The deposit start date is 06/11/2015 and the deposit end date is 07/11/2015. A 'Back' button is visible at the bottom right of the reservation details area.

Field	Value
Date of Transaction	05/11/2015
Transaction Status	PENDING
Commodity Code	MUSTARSEED-NN
Location Code	KOT
WSP ID	95
Client Id	47
Requested Space	1500
UOM	MT
Book Space in MT	1500
Actual Book Space in MT	1070
Deposit Start Date	06/11/2015
Deposit End Date	07/11/2015
Warehouse code	LWHCODE
Warehouse Name	DUMMY WAREHOUSE
Warehouse Address	KOTA
Booked Status	SPACE ALLOCATED

Window

Activities related to warehouse space booking through WSR system is indicated below:

Windows	Start time	End time
Booking Window	10:00am	04:30pm
WSP approval window	04:35pm	06:00pm
Space Inject window	06:05pm	06:30pm
Wait-list approval window	06:35pm	07:00pm