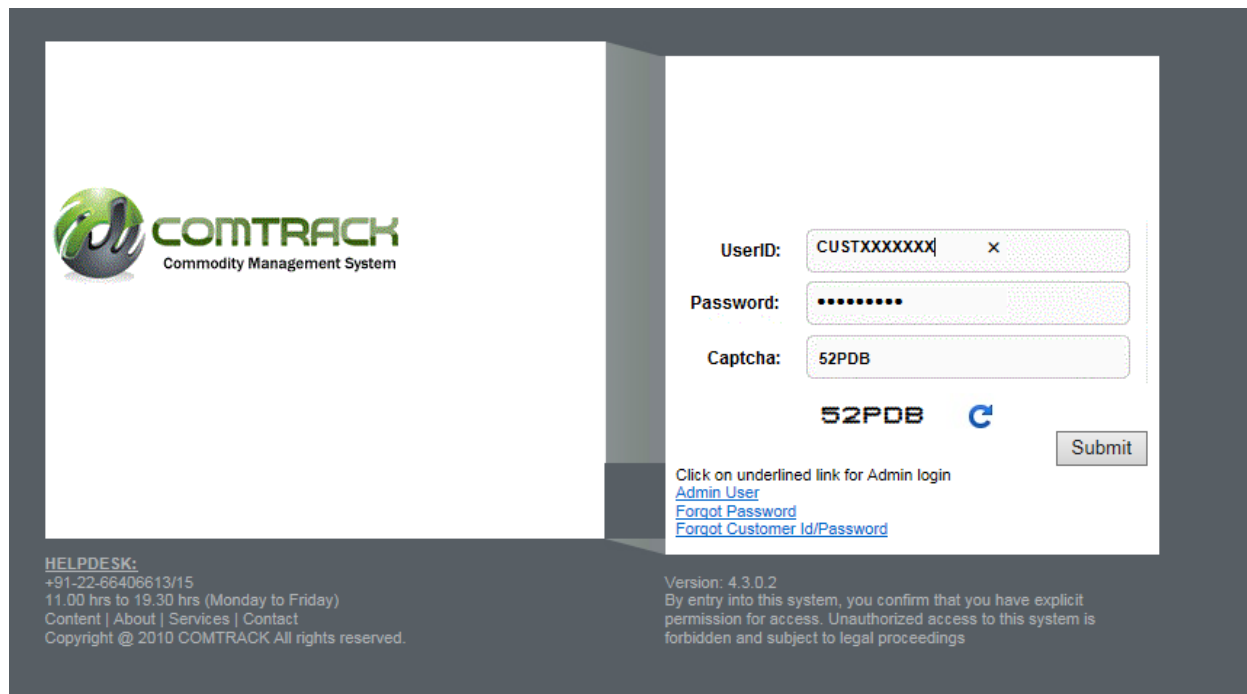


Warehouse Space Reservation (WSR) – Client User Guide

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. <http://comtrack.in/index.jsp>.



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 a login form with the following fields:

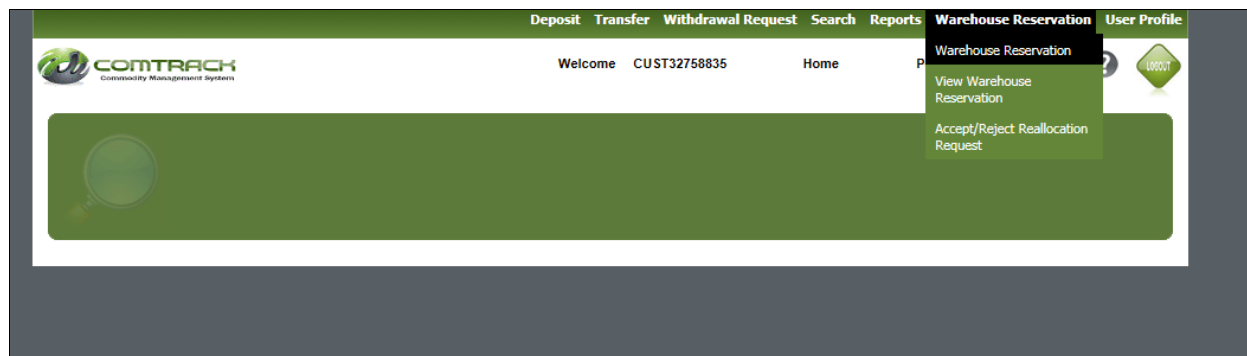
- UserID: CUSTXXXXXXXXX
- Password: [masked]
- Captcha: 52PDB

Below the captcha is a "52PDB" image and a "Submit" button. At the bottom of the form, there 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
Copyright @ 2010 COMTRACK All rights reserved.

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



The screenshot shows the Comtrack dashboard navigation menu. The menu items are: Deposit, Transfer, Withdrawal Request, Search, Reports, Warehouse Reservation, and User Profile. The "Warehouse Reservation" menu item is highlighted, and a dropdown menu is visible with the following options: Warehouse Reservation, View Warehouse Reservation, and Accept/Reject Reallocation Request.

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 CMS-P 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)	18086.5
<input type="radio"/>	SAWSRSCOBKN	C/O S.R. SCOURING INDUSTRIES H-172(SWCMLSRSCO-BIKANER)	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

Warehouse Reservation Booking Reference Number **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

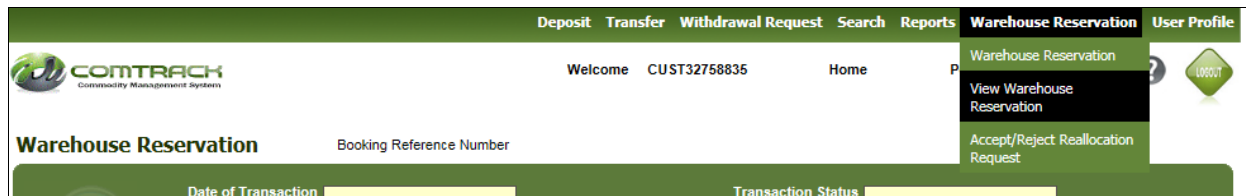
Deposit End Date

Warehouse Name

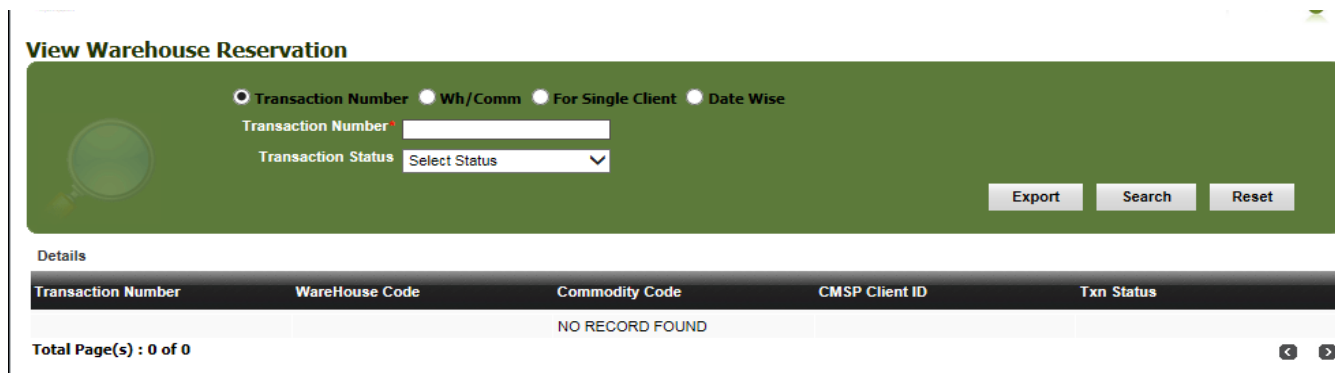
Booked Status

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 NCDEX. 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 :



The screenshot shows the top navigation bar of the COMTRACK system. The 'Warehouse Reservation' menu is expanded, showing options: 'Warehouse Reservation', 'View Warehouse Reservation', and 'Accept/Reject Reallocation Request'. The user is logged in as 'CUST32758835'.



The screenshot shows the 'View Warehouse Reservation' search interface. It includes radio buttons for search criteria: 'Transaction Number' (selected), 'Wh/Comm', 'For Single Client', and 'Date Wise'. There is a text input for 'Transaction Number', a dropdown for 'Transaction Status' with 'Select Status' selected, and buttons for 'Export', 'Search', and 'Reset'. Below the search area is a table with columns: 'Transaction Number', 'WareHouse Code', 'Commodity Code', 'CMSP Client ID', and 'Txn Status'. The table currently displays 'NO RECORD FOUND'. At the bottom left, it says 'Total Page(s) : 0 of 0'.

Warehouse Space Reservation (WSR) – Client User Guide

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

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="554"/>	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)"/>	

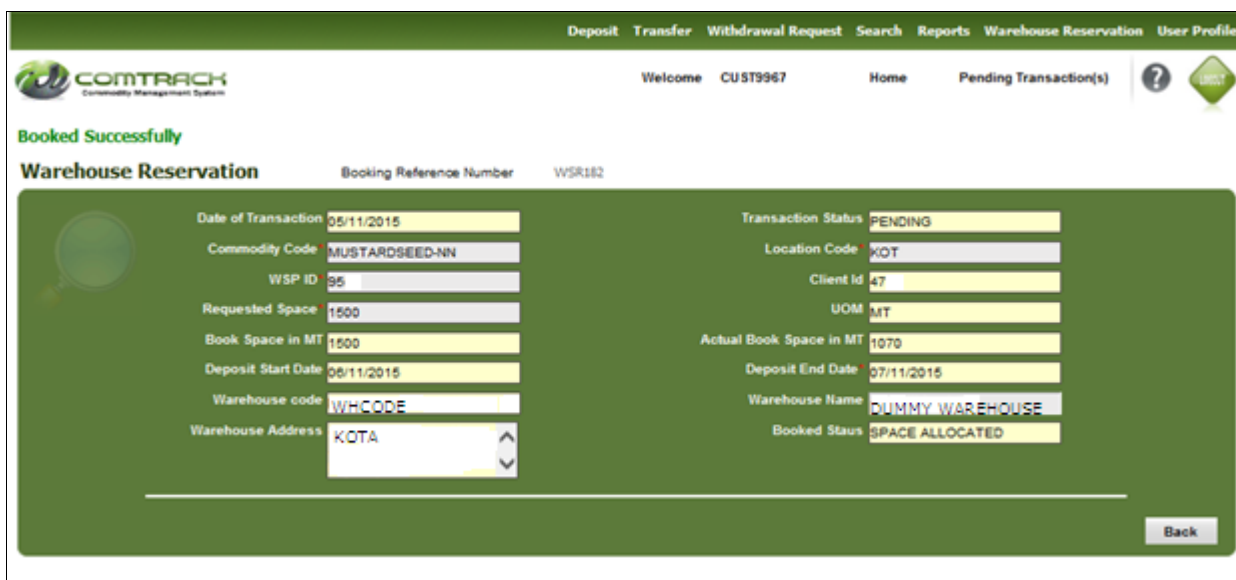
DEPOSIT DETAILS

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 shows the 'Warehouse Reservation' page in the Comtrack system. The page has a green header with navigation links: Deposit, Transfer, Withdrawal Request, Search, Reports, Warehouse Reservation, and User Profile. Below the header, there is a 'Welcome' message for user 'CUST9967' and a 'Pending Transaction(s)' indicator. A green banner at the top of the main content area says 'Booked Successfully'. The main content area is titled 'Warehouse Reservation' and shows a 'Booking Reference Number' of 'WSR182'. The reservation details are displayed in a grid format:

Date of Transaction	05/11/2015	Transaction Status	PENDING
Commodity Code	MUSTARDEED-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

A 'Back' button is located at the bottom right of the reservation details area.

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