

SOP on Distributor/Wholesaler Closing Balance Capture

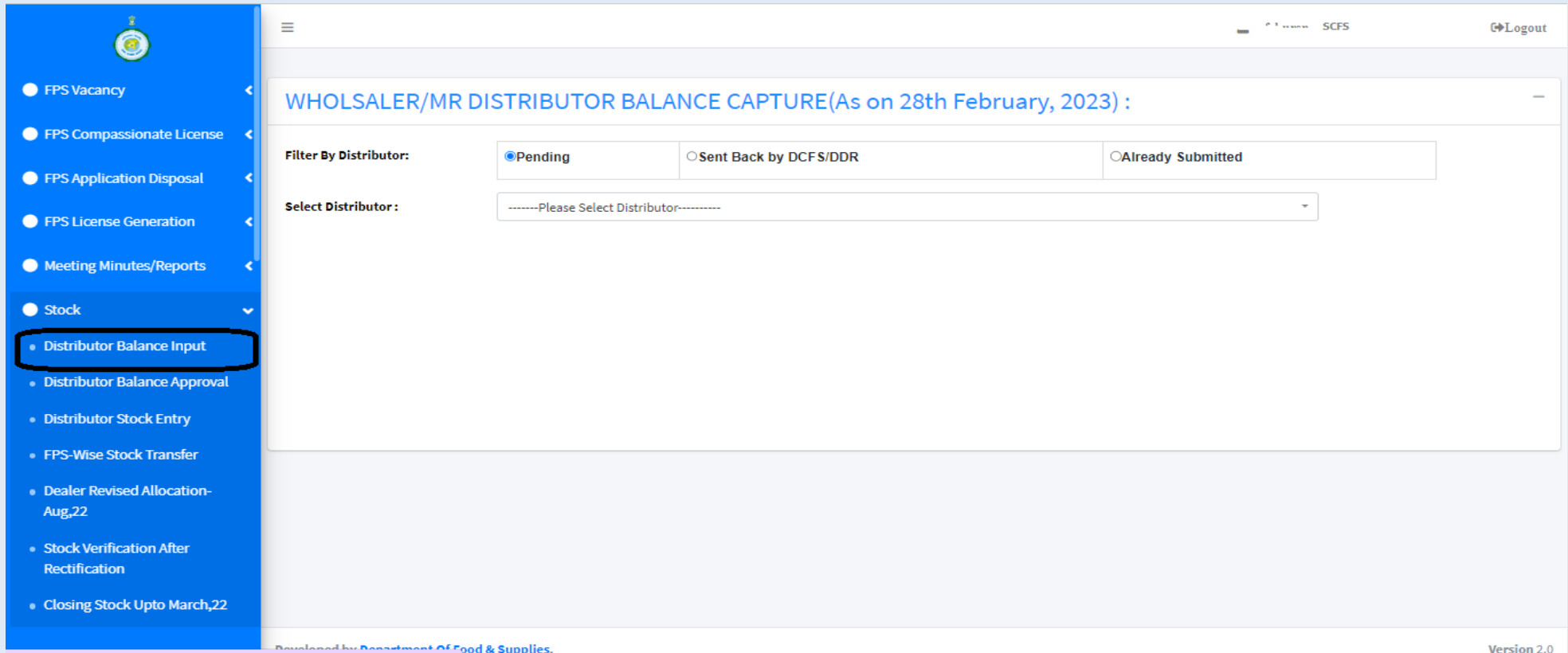
Need: The lifting & doorstep recording for distributor /wholesaler are already made online and available in the system. To complete the Supply Chain Management (SCM), one-time closing balance of distributor /wholesaler needs to be captured in the system to calculate real time balance of the distributor /Wholesalers. This will provide a clear picture of the stock at Distributor/Wholesaler point at any given point of time.

IMPORTANT POINTS:

- **SCFS/RO will capture balance as on 28.02.23 item wise.**
- **The balance will have to be balance as on 28.02.23 excluding any lifting made by Distributor for the month of March 23 and beyond.**
- **The balance shall also exclude any doorstep delivery made to Dealers by the Distributor for March 23 and beyond.**
- **Also it has to be ensured that all lifting by Distributor from Godowns in respect of allocation of February 23 has been entered and all doorstep made by Distributor till Allocation month of February 23 has been entered.**
- Step by step description of the module is given below: -

Login of SCF&S/RO

Step-1: - Please choose “**Distributor Balance Input**” Sub-Menu under “**Stock**” in Supply chain login of SCFS/RO.



The screenshot displays the SCF&S/RO web application interface. On the left, a blue sidebar menu contains various options, with 'Stock' expanded to show sub-menus. 'Distributor Balance Input' is highlighted with a black rectangle. The main content area shows the 'WHOLSALER/MR DISTRIBUTOR BALANCE CAPTURE(As on 28th February, 2023) :'. Below this, there are filter options: 'Filter By Distributor:' with radio buttons for 'Pending' (selected), 'Sent Back by DCFS/DDR', and 'Already Submitted'. A 'Select Distributor:' dropdown menu is also present, currently showing '-----Please Select Distributor-----'. The footer includes 'Developed by Department Of Food & Supplies.' and 'Version 2.0'.

- FPS Vacancy
- FPS Compassionate License
- FPS Application Disposal
- FPS License Generation
- Meeting Minutes/Reports
- Stock
 - Distributor Balance Input**
 - Distributor Balance Approval
 - Distributor Stock Entry
 - FPS-Wise Stock Transfer
 - Dealer Revised Allocation- Aug,22
 - Stock Verification After Rectification
 - Closing Stock Upto March,22

WHOLSALER/MR DISTRIBUTOR BALANCE CAPTURE(As on 28th February, 2023) :

Filter By Distributor: Pending Sent Back by DCFS/DDR Already Submitted

Select Distributor : -----Please Select Distributor-----

Developed by Department Of Food & Supplies. Version 2.0

Step-2: -SCFS/RO will choose the **Applicable Radio Button** from above. He/she will find the Distributor/Wholesaler name and wholesaler ID in the drop-down box. The Three radio button options are:

- **Pending:** (All distributor/Wholesaler whose CB is not yet captured)
- **Sent Back by DCFS/DDR:** (Records sent back by DCF&S/DDR for editing and resubmitting are available here).
- **Already Submitted:** (Already submitted or partial submitted data are listed under this menu).

The screenshot shows the 'WHOLSALER/MR DISTRIBUTOR BALANCE CAPTURE' page. The 'Filter By Distributor' section is highlighted with a black box, showing three radio buttons: 'Pending' (selected), 'Sent Back by DCF S/DDR', and 'Already Submitted'. Below this, the 'Select Distributor' dropdown is set to 'MITHU KARMAKAR(1228)'. The main table lists various items with their respective balances in grams (A).

Item Name	Balance(In Gm) (A)
AAY(NFSA)-ATTAWHEAT	0
AAY(NFSA)-RICE	0
AAY(NFSA)-SUGAR	0
AAY(PMGKAY)-ATTAWHEAT	0
AAY(PMGKAY)-RICE	0
PHH(PMGKAY)-ATTAWHEAT	0
PHH(PMGKAY)-RICE	0
PHH-ATTAWHEAT	0
PHH-RICE	0
RKSY-II-LRice_R2	0
RKSY-II-RICE	0
RKSY-I-LRice_R1	0
RKSY-I-RICE	0

A 'SUBMIT' button is located at the bottom right of the page.

Step-3: - SCF&S/ RO will enter the item wise quantity in **Quintals** and click on Submit. A confirmation window appears with 5 questions as provided below. Once all the checks have been answered then click on confirm, otherwise cancel and re-enter quantity again.


The screenshot shows a web browser window with the URL <https://food.wb.gov.in/food/SupplyChain/WholesalerBalanceCapture.aspx>. The page displays a confirmation dialog box with the following questions:

- 1 Have you captured the closing balance of 28.02.23 ?
- 2 All lifting made by the Distributor till allocation month February, 23 Captured by godown In charges of State and FCI ?
- 3 Has the distributor completed entry of all doorstep delivery till allocation month February,23 ?
- 4 Have you excluded all lifting made by Distributor for Allocation month March, 23 and thereafter?
- 5 Have you excluded all doorstep delivery made by Distributor for Allocation month March, 23 and thereafter?

The dialog box has 'CONFIRM' and 'CANCEL' buttons at the bottom. The background shows a table with the following data:


Item Name	Quantity
AAY(NFSA)-ATTA/WH	90
AAY(NFSA)-RICE	200.12345
AAY(NFSA)-SUGAR	10
AAY(PMGKAY)-ATTA	30
AAY(PMGKAY)-RICE	450
PHH(PMGKAY)-ATTA	45
PHH(PMGKAY)-RICE	69
PHH-ATTA/WHEAT	56
PHH-RICE	56.1234
RKSY-II-LRice_R2	123

Step-4: Once Confirmed the record is saved successfully and the entered quantity is displayed below. Please check the quantity entered & if any change is needed, SCF&S /RO may click on edit.



- FPS Vacancy <
- FPS Compassionate License <
- FPS Application Disposal <
- FPS License Generation <
- Meeting Minutes/Reports <
- Stock <
- Stock Transfer (PMGKAY) <
- Billing report <
- Dealer Bill Claim <
- Duare Ration <
- SKO Dealer to Beneficiary Mapping <
- Administration <
- Lifting / Distribution <
- Inspection <
- Supply <

☰
scfabu

 Record Saved Successfully [Logout](#)

WHOLSALER/MR DISTRIBUTOR BALANCE CAPTURE :

Filter By Distributor:

Pending
 Sent Back by DCFS/DDR
 Already Submitted

Select Distributor :

MITHU KARMAKAR(1356) ▾

Captured Balance : MITHU KARMAKAR(1356)

Remarks(Send Back Reason) : 0

Item Name	Balance(In Qty) (A)
AAY(NFSA)-ATTA/WHEAT	90.00000
AAY(NFSA)-RICE	200.12345
AAY(NFSA)-SUGAR	10.00000
AAY(PMGKAY)-ATTA/WHEAT	30.00000
AAY(PMGKAY)-RICE	450.00000
PHH(PMGKAY)-ATTA/WHEAT	45.00000
PHH(PMGKAY)-RICE	69.00000

Step-5: SCFS/RO will need to Print PV (Physical Verification) Certificate (Step-01) and complete the Signing process and upload the signed PV certificate (Step-02). He/ She may also view the Uploaded document (Step-3) as marked below:

The screenshot displays a web application interface with a sidebar menu on the left and a main content area. A modal dialog box titled "Print P.V. Certificate" is open in the center. The dialog contains a table with the following data:

Item	Quantity
RKSY-II-LRice_R2	123.00000
RKSY-II-RICE	34.00000
RKSY-I-LRice_R1	34.00000
RKSY-I-RICE	0.04500
TOTAL	1197.29185

Below the table, there are two fields for signatures: "Seal and Signature of Distributor" and "Seal and Signature of P.V. Team Lead". At the bottom right of the dialog are "PRINT" and "CANCEL" buttons. Below the dialog, the main interface shows a progress bar with three steps: "Step 1 : Print P.V. Certificate", "Step 2 : Upload Signed P.V. Certificate", and "Step 3 : View Uploaded Document". Each step has a corresponding button: "Print P.V. Certificate", "Upload Signed P.V. Certificate", and "View Uploaded Document". A red warning message "*** Signed P.V. Certificate Not Uploaded" is visible above the progress bar. The sidebar menu includes items like "FPS Vacancy", "FPS Compassionate License", "FPS Application Disposal", "FPS License Generation", "Meeting Minutes/Reports", "Stock", "Stock Transfer (PMGKAY)", "Billing report", "Dealer Bill Claim", "Duare Ration", "SKO Dealer to Beneficiary Mappn", "Administration", "Lifting / Distribution", "Inspection", and "Supply".

Step-6: After successful uploading of the signed PV certificate, a **success** message will be displayed as “**Signed PV certificate Uploaded Successfully and data Sent to DCF&S/ DDR**”.

The screenshot displays a web application interface. On the left is a blue sidebar menu with the following items: FPS Vacancy, FPS Compassionate License, FPS Application Disposal, FPS License Generation, Meeting Minutes/Reports, Stock, Stock Transfer (PMGKAY), Billing report, Dealer Bill Claim, and Duare Ration. The main content area has a header with the text "Captured Balance : ExBDNWSale concoopt Ltd782(782)". A green notification box in the top right corner contains a checkmark icon and the text "Signed P.V. Certificate Uploaded Successfully and data Sent to DCFS/DDR". Below the header, the text "Remarks(Send Back Reason) : 0" is displayed. A table with two columns, "Item Name" and "Balance(In Qty) (A)", lists three items: AAY(NFSA)-ATTA/WHEAT (12340.00000), AAY(NFSA)-RICE (1230.00000), and AAY(NFSA)-SUGAR (11230.00000). An "Edit" button is centered below the table. A green message "*** Signed P.V. Certificate Already Uploaded" is shown. At the bottom, three steps are listed: "Step 1 : Print P.V. Certificate" with a blue button, "Step 2 : Upload Signed P.V. Certificate" with a green button (highlighted by a black box), and "Step 3 : View Uploaded Document" with a teal button.

Item Name	Balance(In Qty) (A)
AAY(NFSA)-ATTA/WHEAT	12340.00000
AAY(NFSA)-RICE	1230.00000
AAY(NFSA)-SUGAR	11230.00000

Login of DCF&S/DDR

Step-7: Please choose “**Distributor Balance Approval**” Sub-Menu under “**Stock**” in Supply chain login of DCFS/DDR

Approval Of Wholesaler Balance Capture :

Show entries Search:

Wholesaler Name ↑↓	Balance Capture Date ↑↓	View Details ↑↓	View Document ↑↓	Action ↑↓	Action ↑↓
ExBDNWsale concoopt Ltd782 [782]	2023-02-28	View Details	View Uploaded P.V. Certificate	Approve	Sent Back
M/S Anandamayee Enterprise [749]	2023-02-28	View Details	View Uploaded P.V. Certificate	Approve	Sent Back
M/S BB Tah EN [784]	2023-02-28	View Details	View Uploaded P.V. Certificate		
MITHU KARMAKAR [1356]	2023-02-28	View Details	View Uploaded P.V. Certificate	Approve	Sent Back
MS Balai Chandra Auddya [780]	2023-02-28	View Details	View Uploaded P.V. Certificate		

Showing 1 to 5 of 5 entries Previous **1** Next

Developed by Department Of Food & Supplies. Version 2.0

Step-8: DCF&S/DDR may **view details** of the entered quantity for the distributor and also view the signed PV certificate before Approval or Sent Back.If not satisfied DCFS/DDR can send back the record to SCFS/RO.

The screenshot shows a web application interface. On the left is a blue sidebar with navigation options: FPS Vacancy, Meeting Minutes/Reports, Inspection, Stock, Stock Transfer (PMGKAY), Billing report, Distributor/Wholesaler Vacancy, Duare Ration, SKO Dealer to Beneficiary, Mapping, Administration, and Lifting / Distribution. The main content area is partially obscured by a modal window titled 'VIEW DETAILS :'. The modal contains a table with the following data:

Item Name	Balance Capture Quantity(Qtl.)
AAY(NFSA)-RICE	641.56400
AAY(NFSA)-ATTAWHEAT	41.23500
AAY(NFSA)-SUGAR	124.78500
PHH-RICE	153.84000
PHH-ATTAWHEAT	423.58700
RKSY-I-RICE	45.87000
RKSY-II-RICE	12.35400
AAY(PMGKAY)-RICE	5.14500

The background interface shows a table with columns for 'Action' and 'Sent Back' buttons. The footer of the application reads 'Developed by Department Of Food & Supplies. Version 2.0'.

Step-9: Once **Approve** button is clicked a dialogue box is appeared to process further as below:

The screenshot displays a web application interface for 'Approval Of Wholesaler'. A confirmation dialog box is overlaid on the table, asking 'Are you sure?' and 'Satisfied with the Capture balance and is the P.V. Certificate Signed?'. The dialog has 'YES' and 'Cancel' buttons. The background table lists wholesalers with columns for 'Wholesaler Name', 'Balance', 'Action', and 'Action'. The 'Approve' button in the first row is highlighted with a black box.

Wholesaler Name	Balance	Action	Action
ExBDNWsale concoopt Ltd782 [782]		Approve	Sent Back
M/S Anandamayee Enterprise [749]		Approve	Sent Back
M/S BB Tah EN [784]	2023-02-28	View Uploaded P.V. Certificate	
MITHU KARMAKAR [1356]	2023-02-28	Approve	Sent Back
MS Balai Chandra Auddya [780]	2023-02-28	View Uploaded P.V. Certificate	

Step-10: Once DCF&S/DDR is satisfied with the captured balance and have checked the signed PV certificate then click on **Yes button**. The Record is approved successfully, otherwise the record may be sent back to SCF&S/RO again with Remarks to process again:

The screenshot displays a web application interface for managing wholesaler balance capture. On the left is a blue sidebar menu with various options. The top right corner shows a user profile 'dcfsbu' and a green notification box stating 'Record Approved Successfully'. The main content area is titled 'Approval Of Wholesaler Balance Capture :'. Below the title, there is a search bar and a 'Show 10 entries' dropdown. The central part of the interface is a table with four rows of data, each containing a 'View Details' button and a 'View Uploaded P.V. Certificate' button. At the bottom of the table, there is a pagination control showing 'Showing 1 to 4 of 4 entries' and 'Previous 1 Next'.

Wholesaler Name ↑↓	Balance Capture Date ↑↓	View Details ↑↓	View Document ↑↓	Action ↑↓	Action ↑↓
ExBDNWsale concoopt Ltd782 [782]	2023-02-28	View Details	View Uploaded P.V. Certificate		
M/S BB Tah EN [784]	2023-02-28	View Details	View Uploaded P.V. Certificate		
MITHU KARMAKAR [1356]	2023-02-28	View Details	View Uploaded P.V. Certificate		
MS Balai Chandra Auddya [780]	2023-02-28	View Details	View Uploaded P.V. Certificate		