

SPACES

A Venture By *Bapiana* Warehousing Pvt. Ltd.



COMPANY PROFILE

SPACES, a venture by Baphana Warehousing Pvt Ltd., is North Maharashtra's trusted brand in Data management & Storage services, with 18+ years of experience.

We deliver secure, World-class solutions at affordable prices to meet modern business needs.



Our Motto is to “FREE YOUR SPACE”

- Our storage are as per BS 5454:2000 British standards for the storage of archival documents.
- Our Boxes are water resistant which keeps rodent away.
- Timely pest control measures been taken care.
- Clean and well maintain premises.
- Data and Document management with barcoding for each file and box for easy tracking.
- Scanning of documents/reports and uploading in system also provided.
- Proper box management and placement on demarked Racks /shelf location.
- Confidentiality of documents is maintained strictly.
- Expiry of documents is tracked as per your required tenure.
- Documents on demand with easy retrievals as per the requirement.
- Access to software to track your own files.
- Shredding of your old/ expired documents service available.
- We offer service at your premises as many organisation are reluctant to outsource their data.

TEAM MEMBERS

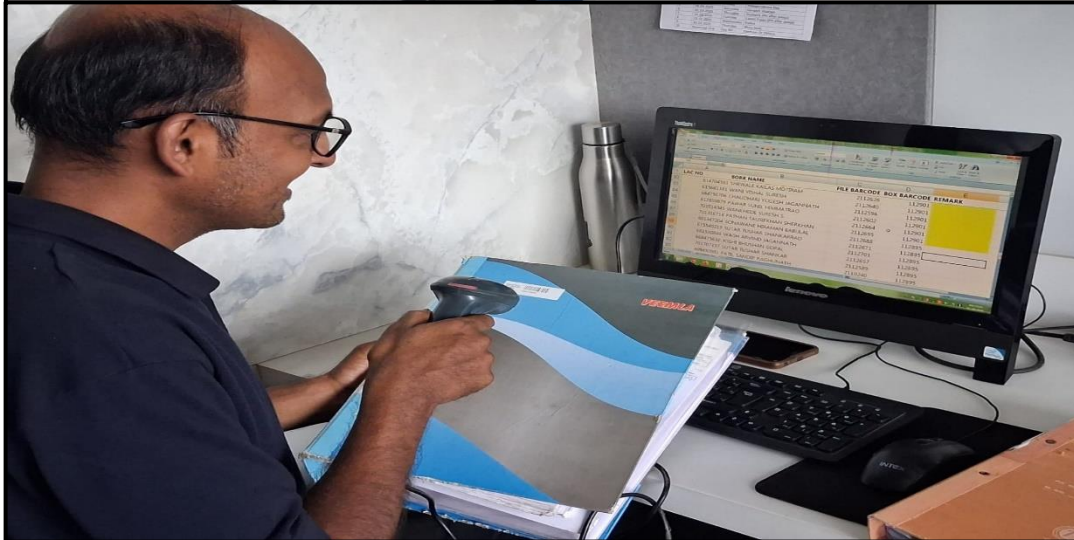
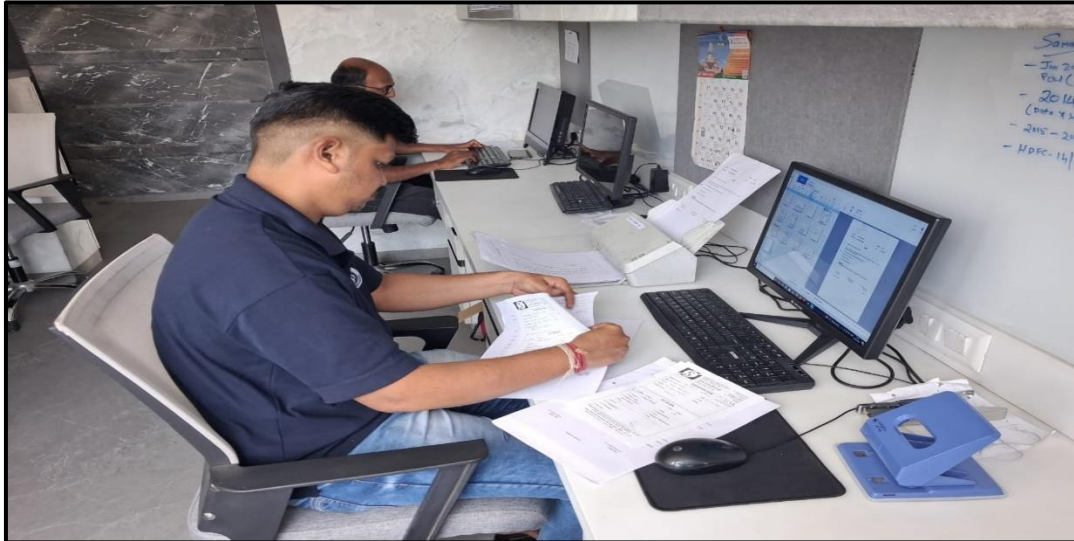


Inventory of records in softcopy

Sr No.	File Name	FILE BARCODE	BOX BARCODE
1	Electricity & Telephone Bills (2020-21)	1198911	68130
2	Internal Memo (2020-21)	1198928	68130
3	Vacant Register File No 1 (2018)	1199031	68130
4	ALL STATEMENT FILE 2019-2021 BWPL	1198935	68130
5	Suvarna Baphana GST File (2017-20)	1198942	68130
6	BAPHANA STEEL CORP. GST PAID (2017-2018)	1198966	68130
7	Payment Register (2019-2020) BWPL	1199055	68130
8	Purchase File (file NO.1) (2021-2022) BWPL	1199062	68130
9	Suvarna Baphana Purchase File (2021-2022)	1198980	68130
10	Payment Voucher File-2 FILES (2021-2022) BWPL	1199024	68130
11	Spaces Sale & Purchase File 2020-21	1199017	68130
12	BWPL GLAZE FLOOR POLISH (2019-2020)	1199048	68130



- DOCUMENTS SCANNING
- FILE BARCODING / BOX BARCODING



Boxes been transferred from client location to SPACES –Warehouse.
Loading and unloading been done by trained staff.

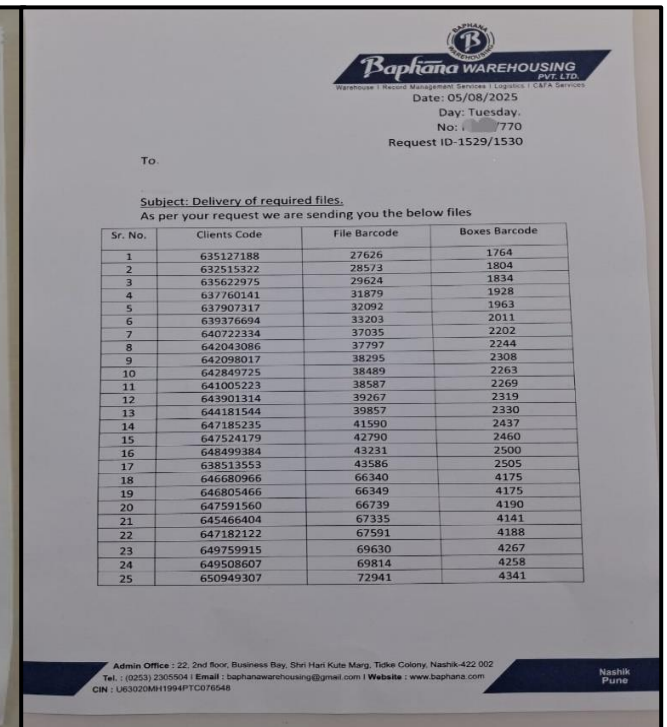
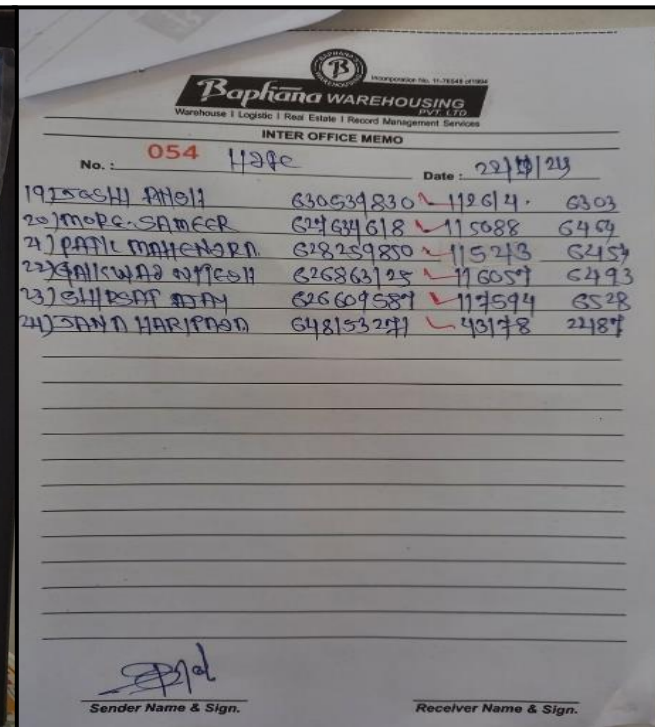
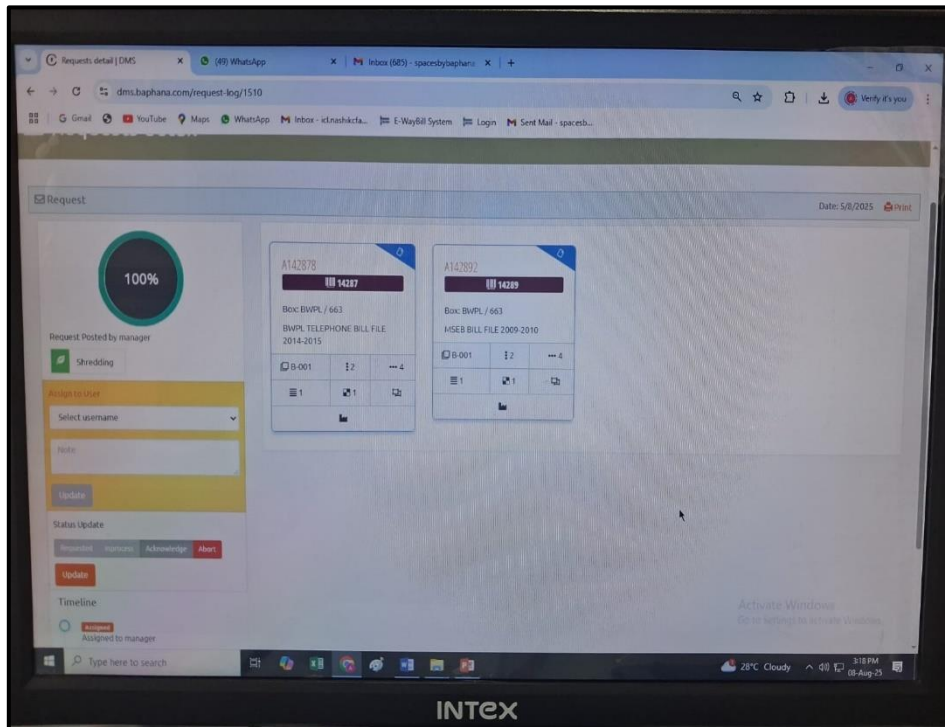


Placement of received boxes as per racks and shelf allotment

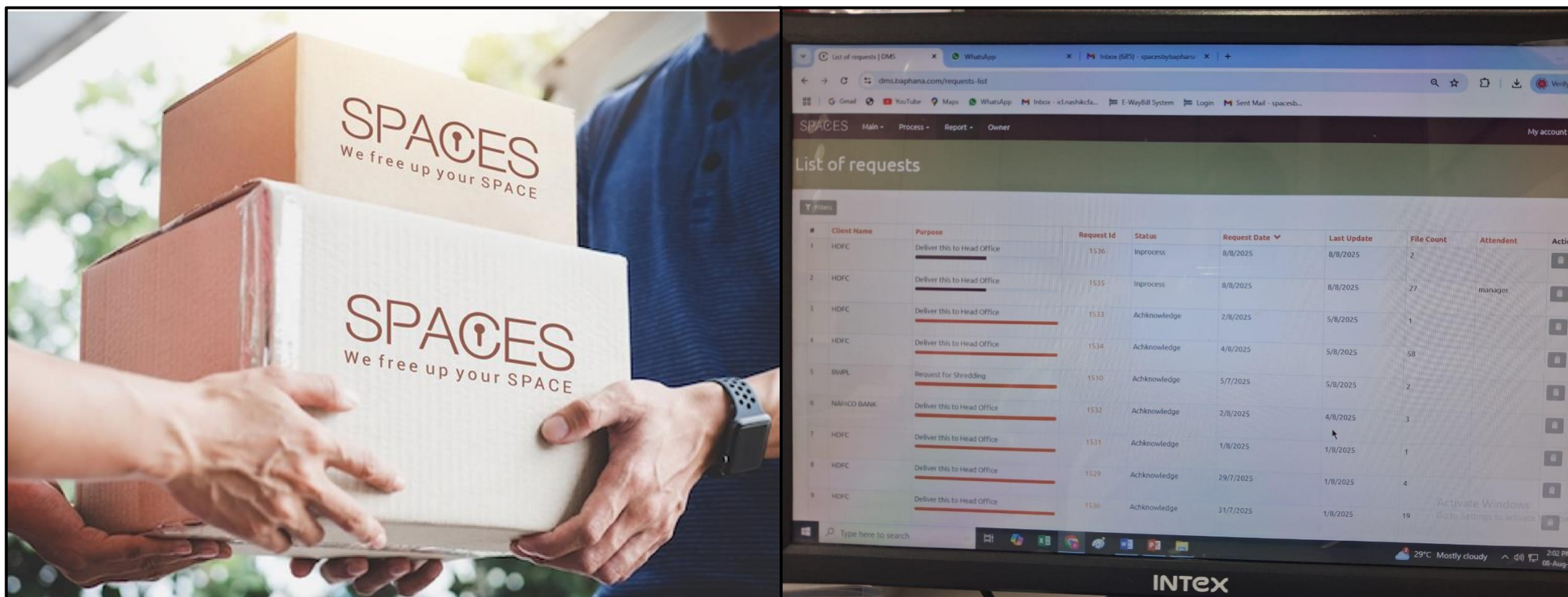


LEVEL 3		ESFL			
ROW M					
RACK	M 9				
SHELF C					
TIER 2	9762	9766	9770	9774	6747
	9761	9765	9769	9773	6746
TIER 1	9760	9764	9768	9772	6745
	9759	9763	9767	9771	6744
SHELF B					
TIER 2	9742	9746	9750	9754	9758
	9741	9745	9749	9753	9757
TIER 1	9740	9744	9748	9752	9756
	9739	9743	9747	9751	9755
SHELF A					
TIER 2	9722	9726	9730	9734	9738
	9721	9725	9729	9733	9737
TIER 1	9720	9724	9728	9732	9736
	9719	9723	9727	9731	9735

- Retrieval request received through DMS and forwarded to SPACES warehouse.
- Required files taken out as per request and send to city office with challan.
- Cross checked the received files before sending it to the clients location.
- Prepared letter for acknowledgement to be taken from client once handed over the required files as per the request received.



Once the files are delivered and acknowledgement is received the DMS operator outwards the file from DMS and status for that files are acknowledge is reflected in the request



Tracking of your Boxes and Files in storage in system.

← → ↻ dms.baphana.com/boxfiles-list/box 002 ☆ ⚙ ⚙ ⚙ Update ⋮

SPACES DMS Main Process Import Owner Welcome Geetap | My account Log out

Box list for 3002

Filters Export

<input type="checkbox"/>	#	Barcode	Client Name	Box Code	Added On	file status	last update	Clients Code	Ref Date	Exp Date	Note
<input type="checkbox"/>	1	51675		3002	29/12/2020	inward	29/12/2020	231405567			MF
<input type="checkbox"/>	2	51674		/ 3002	29/12/2020	inward	29/12/2020	603360436			MF
<input type="checkbox"/>	3	51673		/ 3002	29/12/2020	inward	29/12/2020	612401513			MR
<input type="checkbox"/>	4	51672		/ 3002	29/12/2020	inward	29/12/2020	238701169			MRS
<input type="checkbox"/>	5	51671		/ 3002	29/12/2020	inward	29/12/2020	630296964			MR
<input type="checkbox"/>	6	51670		/ 3002	29/12/2020	inward	29/12/2020	233930555			MR
<input type="checkbox"/>	7	51669		/ 3002	29/12/2020	inward	29/12/2020	237481165			DR
<input type="checkbox"/>	8	51668		/ 3002	29/12/2020	inward	29/12/2020	600873101			MR
<input type="checkbox"/>	9	51667		/ 3002	29/12/2020	inward	29/12/2020	232043825			MR
<input type="checkbox"/>	10	51666		/ 3002	29/12/2020	inward	29/12/2020	614041102			AF
<input type="checkbox"/>	11	51665		/ 3002	29/12/2020	inward	29/12/2020	621980791			MR
<input type="checkbox"/>	12	51664		/ 3002	29/12/2020	inward	29/12/2020	602502283			MR
<input type="checkbox"/>	13	51663		/ 3002	29/12/2020	inward	29/12/2020	600886455			MF
<input type="checkbox"/>	14	51662		/ 3002	29/12/2020	inward	29/12/2020	612853653			MR

Our experience and professionalism in this field puts us on the forefront as an efficient service provider to track your documents from inception to disposal.

Call us for an appointment on
+91 7744834212



Incorporation No. 11-76548 of 1994

***Baphāna* WAREHOUSING**
PVT. LTD.

Warehouse | Record Management Services | Logistics

SPACES

A Venture By *Baphāna* Warehousing Pvt. Ltd.

THANK YOU