



CENTRAL WAREHOUSING CORPORATION  
केंद्रीय भंडारण निगम  
A GOVERNMENT OF INDIA UNDERTAKING

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# WAREHOUSE MANAGEMENT SOLUTION

## USER MANUAL - DEPOSITOR REGISTRATION

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# DEPOSITOR REGISTRATION

The depositor registration can be performed by the depositor himself or the WHM can perform the same on depositor's behalf by following the below mentioned steps:

(User – Depositor)

## 1. Select Depositor Type

- A. To register himself as a depositor in the system, the person will select the appropriate depositor type from the list available.
- B. To register a depositor, the user will open the following link  
<https://cwcwms.com/web/index.php/registration/default/register>

The screenshot displays a web interface for depositor registration. At the top, there is a progress bar with four steps: 1 (Fill Depositor Details), 2 (Upload Documents), 3 (Manage Contacts), and 4 (Reservation Space). Below the progress bar, there are two buttons: "Existing User" and "Add Party". The main content area is a grid of nine "Register" cards, each representing a different depositor type. Each card lists the required documents for that type and includes a "Register" button at the bottom.

Depositor Type	Required Documents
AS FARMER	AADHAR CARD/VOTER CARD/PAN CARD
AS FCI	Letter Of Authorization, AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person, PAN CARD
AS FERTILIZER COMPANIES	CO-OPERATIVES, AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person, PUBLIC SECTOR ORGANISATIONS
AS PSU	MMTC, AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person, Letter Of Authorization, CCI
AS PRIVATE	PUBLIC LIMITED COMPANY, AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person, Board Resolution/Power of Attorney, Other Private Parties
AS GOVT	Other Central Govt., AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person, Letter Of Authorization, Other State Govt.
AS CO-OPERATIVES SOCIETY	NAFED, AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person, Bye-Laws (for co. operative Society), Authority Letter
AS INDIVIDUAL	AADHAR CARD/VOTER CARD/PAN CARD
AS OTHER	AADHAR CARD/VOTER CARD/PAN CARD

C. The user will select the apt depositor type and click on the register button.

Registration of FARMER

Contact Person Name\*  
Contact Person Name

Email  
Email

Mobile Number\*  
Mobile Number

User ID\*  
User ID

Address\*  
Address

PAN Number  
PAN Number

AADHAR Number  
AADHAR Number

State\*  
Select State

City\*  
Select City

Pin Code\*  
Pincode

Next

D. The system will redirect the user to a form screen where he will fill up the required details and click on the 'Next' button.

## 2. Upload Document

A. On the click of the 'Next' button, the system will redirect the user to the second step of depositor registration, i.e., upload document.

Contact Documents

AADHAR CARD/VOTER CARD/PAN CARD

Choose File

Upload

\* (only png, jpg, jpeg and pdf file of maximum 2 MB size is supported)

Save and continue

B. The documents list for various depositor types is provided below:

- **Farmer**
  - AADHAR CARD/VOTER CARD/PAN CARD
- **FCI**
  - Letter of Authorization
  - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person

- Designated Portal
- **Fertilizer Company**
  - **Co-operatives**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
  - **Public Sector Organisations/IFFCO/NFL/RCFL**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Letter of Authorization
- **PSU**
  - **MMTC/ CCI/State PSU/Central PSU**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Letter of Authorization
- **Private party**
  - **Public Limited Company**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Board Resolution/Power of Attorney
  - **Other Private Parties**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
  - **Private Limited/Proprietor Firm**
    - AADHAR CARD/VOTER CARD/PAN CARD
  - **Partnership Firm**
    - Copy of the Partnership Deed
- **Government party**
  - **Other Central Govt./Other State Govt./CMSS/Customs/State Civil Supply**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Letter of Authorization
- **Co-operative society**
  - **NAFED/Others**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Bye-Laws (for co. operative Society) Authority Letter

- **Individual**
  - AADHAR CARD/VOTER CARD/PAN CARD
- **Others**
  - AADHAR CARD/VOTER CARD/PAN CARD

C. After uploading the required documents, the user will click on the ‘Save and Continue’ button.

### 3. Manage Contacts

A. Once clicked, the system will redirect the user to the third step of the depositor registration, i.e., Manage Contacts.

The screenshot displays the 'Manage Contacts' step of a registration process. At the top, a progress bar indicates four steps: 1. Fill Depositor Details, 2. Upload Documents, 3. Manage Contacts (highlighted in red), and 4. Reservation Space. Below the progress bar are 'Back' and 'Skip' buttons. The main form area is titled 'REGISTRATION OF CONTACT' and contains several input fields: Contact Name, Contact Email, Contact Mobile, Contact Username, Contact Address, State (dropdown), City (dropdown), and Contact Type (dropdown). A 'Register' button is located at the bottom right of the form.

B. The user will fill out the contact details (if any) or skip the step by clicking on the ‘Skip’ button.

C. Once done, the depositor is registered on the platform.

# (User – WHM)

## 1. Select Depositor Type

A. To register a depositor in the system, the warehouse manager will select the appropriate depositor type from the list available.

B. To register a depositor, the user will follow the following steps:

**Space Reservation >> General >> Reservation Request**

1 Fill Depositor Details 2 Upload Documents 3 Manage Contacts 4 Reservation Space

Existing User Add Party

Depositor Type	Required Documents
AS FARMER	✓ AADHAR CARD/VOTER CARD/PAN CARD
AS FCI	✓ Letter Of Authorization ✓ AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person ✓ PAN CARD
AS FERTILIZER COMPANIES	✓ CO-OPERATIVES AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person ✓ PUBLIC SECTOR ORGANISATIONS
AS PSU	✓ MMTC AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person,Letter Of Authorization ✓ CCI
AS PRIVATE	✓ PUBLIC LIMITED COMPANY AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person,Board Resolution/Power of Attorney ✓ Other Private Parties
AS GOVT	✓ Other Central Govt. AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person,Letter Of Authorization ✓ Other State Govt.
AS CO-OPERATIVES SOCIETY	✓ NAFED AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person,Bye-Laws (for co. operative Society) Authority Letter
AS INDIVIDUAL	✓ AADHAR CARD/VOTER CARD/PAN CARD
AS OTHER	✓ AADHAR CARD/VOTER CARD/PAN CARD

C. WHM will select the apt depositor type and click on the register button.

Registration of FARMER

Contact Person Name\*

Email

Mobile Number\*

User ID\*

Address\*

PAN Number

AADHAR Number

State\*

City\*

Pin Code\*

[Next](#)

D. The system will redirect the WHM to a form screen where he will fill up the required details and click on the ‘Next’ button.

## 2. Upload Documents

A. On the click of the ‘Next’ button, the system will redirect the WHM to the second step of depositor registration, i.e., upload document.

Upload Documents

Contact Documents

AADHAR CARD/VOTER CARD/PAN CARD

\* (only png, jpg, jpeg and pdf file of maximum 2 MB size is supported)

[Save and continue](#)

B. The documents list for various depositor types is provided below:

- **Farmer**
  - AADHAR CARD/VOTER CARD/PAN CARD
- **FCI**
  - Letter of Authorization
  - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
  - Designated Portal



- **Fertilizer Company**
  - **Co-operatives**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
  - **Public Sector Organisations/IFFCO/NFL/RCFL**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Letter of Authorization
- **PSU**
  - **MMTC/ CCI/State PSU/Central PSU**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Letter of Authorization
- **Private party**
  - **Public Limited Company**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Board Resolution/Power of Attorney
  - **Other Private Parties**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
  - **Private Limited/Proprietor Firm**
    - AADHAR CARD/VOTER CARD/PAN CARD
  - **Partnership Firm**
    - Copy of the Partnership Deed
- **Government party**
  - **Other Central Govt./Other State Govt./CMSS/Customs/State Civil Supply**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Letter of Authorization
- **Co-operative society**
  - **NAFED/Others**
    - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
    - Bye-Laws (for co. operative Society) Authority Letter
- **Individual**

- AADHAR CARD/VOTER CARD/PAN CARD
- **Others**
  - AADHAR CARD/VOTER CARD/PAN CARD

C. After uploading the required documents, the WHM will click on the ‘Save and Continue’ button.

### 3. Manage Contacts

A. Once clicked, the system will redirect the WHM to the third step of the depositor registration, i.e., Manage Contacts.

1
2
3
4

Fill Depositor Details
Upload Documents
Manage Contacts
Reservation Space

Back
Skip

**REGISTRATION OF CONTACT**

<p>Contact Name*</p> <input type="text" value="Contact Name"/>	<p>Contact Email</p> <input type="text" value="Contact Email"/>	<p>Contact Mobile*</p> <input type="text" value="Contact Mobile"/>
<p>Contact Username*</p> <input type="text" value="Contact Username"/>	<p>Contact Address*</p> <input type="text" value="Contact Address"/>	<p>State*</p> <input type="text" value="Select State"/>
<p>City*</p> <input type="text" value="Select City"/>	<p>Contact Type*</p> <input type="text" value="Select Type"/>	

Register

B. The WHM will fill out the contact details (if any) or skip the step by clicking on the ‘Skip’ button.

C. Once done, the depositor is registered on the platform.