

WAREHOUSE MANAGEMENT SOLUTION

USER MANUAL - DEPOSITOR REGISTRATION

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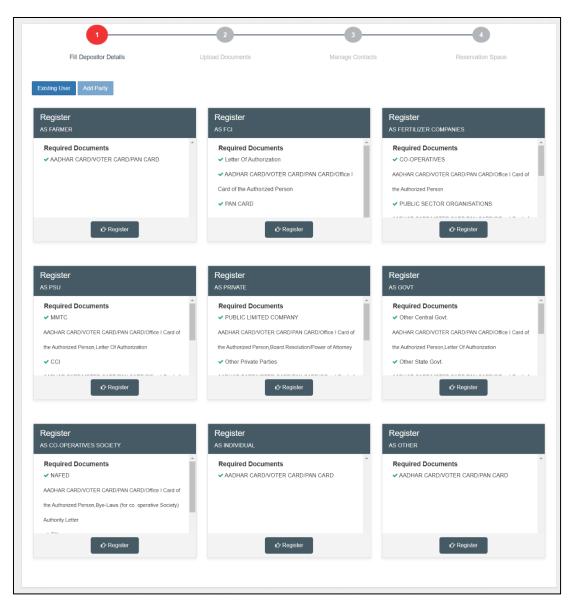
DEPOSITOR REGISTRATION

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:

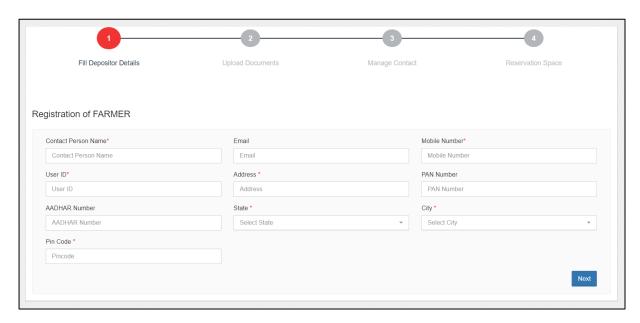
(User – Depositor)

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



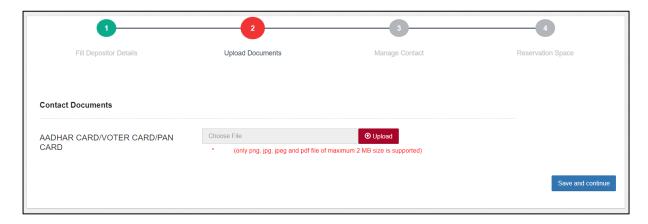
C. The user will select the apt depositor type and click on the register button.



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.



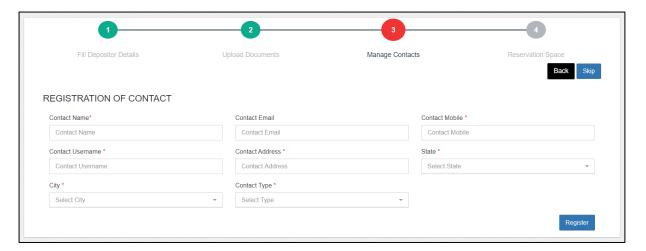
- B. The documents list for various depositor types is provided below:
 - Farmer
 - AADHAR CARD/VOTER CARD/PAN CARD
 - FCI
 - Letter of Authorization
 - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person

- 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
 - o 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
 - o Private Limited/Proprietor Firm
 - AADHAR CARD/VOTER CARD/PAN CARD
 - Partnership Firm
 - Copy of the Partnership Deed
- Government party
 - o 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
 - o NAFED/Others
 - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
 - Bye-Laws (for co. operative Society) Authority Letter

- Individual
 - o 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.



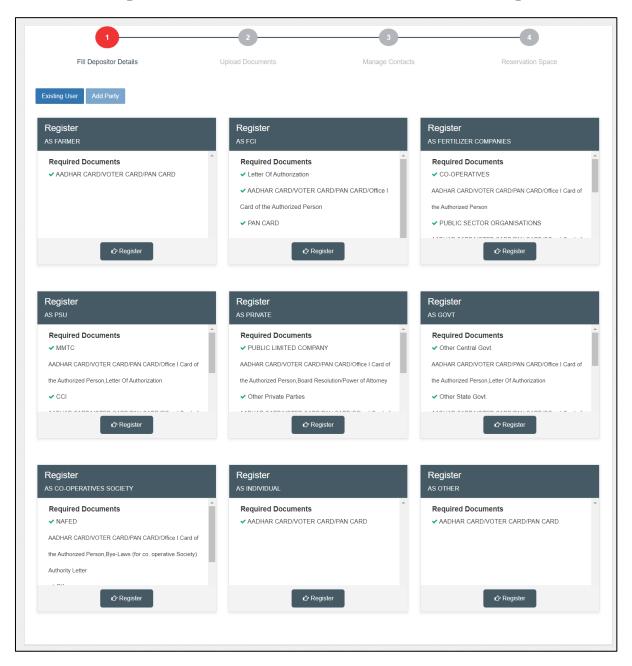
- B. The user will fill out the contact details (if any) or skip the step by clicking on the 'Skip' button.
- C. Once done, the depositor is registered on the platform.

(User - WHM)

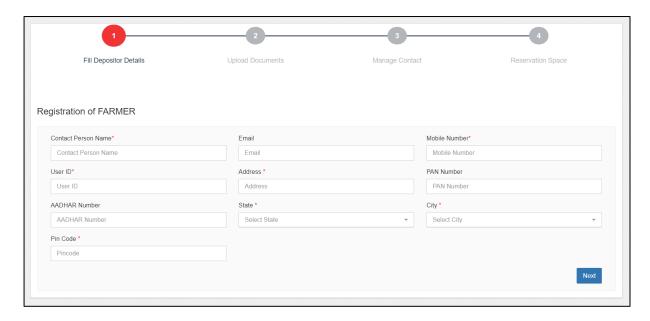
1. Select Depositor Type

- 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



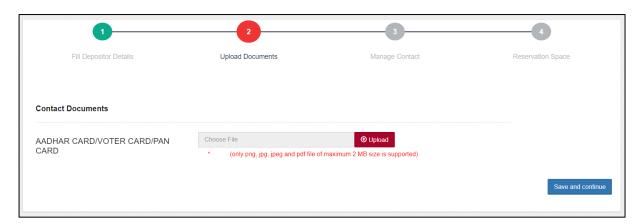
C. WHM will select the apt depositor type and click on the register button.



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.



- 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

- o MMTC/ CCI/State PSU/Central PSU
 - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
 - Letter of Authorization

• Private party

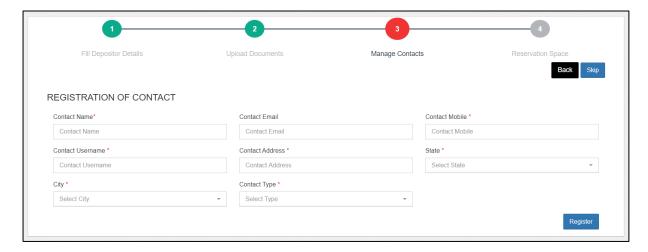
- Public Limited Company
 - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
 - Board Resolution/Power of Attorney
- Other Private Parties
 - AADHAR CARD/VOTER CARD/PAN CARD/Office I Card of the Authorized Person
- o Private Limited/Proprietor Firm
 - AADHAR CARD/VOTER CARD/PAN CARD
- o 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
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 - 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.



- 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.