# CENTRAL WAREHOUSING CORPORATION
# WEE@CWC
## Warehousing for Everyone Everywhere

# (USER MANUAL)



| S.No | Date | Document | Version |
|------|------|----------|---------|
| 1 | 15.06.2021 | Initial Level User Manual | WEE@CWC_V1.0 |
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==The main objective of the WEE@CWC, warehousing aggregation portal is registration of the Vendors/ parties who would like to offer their warehouses on short/long term lease or rent basis== for supporting complete logistics and warehousing needs of agri-produce, Cotton FPB, Industrial goods, FMCG products and other notifies commodities along with value added services.

User can access the module on clicking below link:

www.weecwc.in   or
www.cwceportal.com



==User will enter the Application URL in the Browser (Internet browser, Chrome and Mozilla fire fox), it is advised to used google chrome as default browser. The user manual download will be helpful in operating the WEE@CWC portal.==

After entering the above mentioned URL in the browser, below login screen will open.

**Step I:** Enter Login Credential, user id and password and Captcha in the given field.  Then click on Submit button.
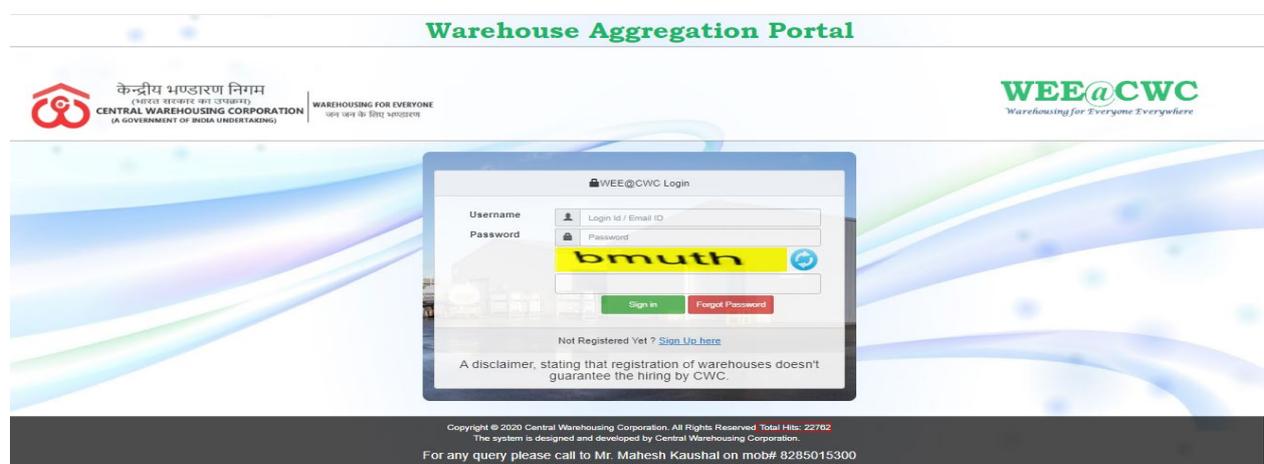


**Step II:** if user is not register or not having login credential of this portal then click on "sign-up here" option to register themselves.

## Registration Process:

On clicking sign-in option, then below screen will open.



**WEE@CWC**
*Warehousing for Everyone Everywhere*

**Registration for New Vendor**

All fields marked with (*) are required

Email-Id*

MK.skit@gmail.com

Name*

Sh. ∨    Mahesh Kaushal

Mobile No.*

8285015300

Address*

Delhi

195 characters left

| State* | District* | Pin Code* |
|---|---|---|
| DELHI ∨ | EAST ∨ | 110095 |

Type of the Vendor*          PAN*

Individual  ∨          BGTRF6567H

Captcha*

m9jka          *m9jka*          ⟳

We will send you a text to verify your phone.

Continue...

Already have an account? Sign in

All above details will be filled by the vendor/user including Captcha and click on Continue button then below window will open

User will enter the OTP, password and after confirming the password, click on create account button.



User will open login window and enter the login id and password with Captcha and click on sign-

in button ,below dashboard screen will open:
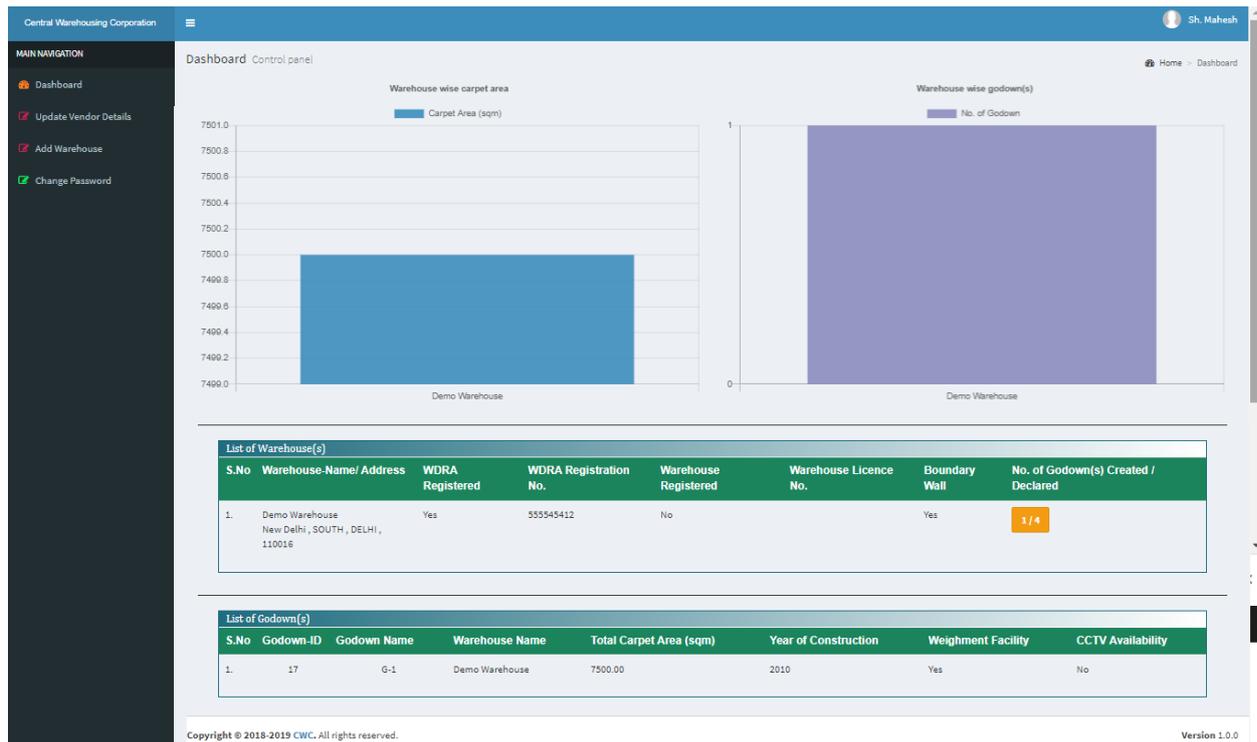


The user shall be able to view the following menus on his/her dashboard screen:

1. Update Vendor Details
2. Add Warehouse
3. Change Password

1. Update Vendor Details

   User will update their profile and complete it with the given following fields:

   a. Type of vendor (Company, Individual, Proprietorship) *

   b. PAN Number *

   c. TAN Number

   d. GST Number

   e. Organization Detail

   f. Other Detail

(* mandatory)

2. Warehouse Detail

User will click on "add warehouse detail" then below screen will open. User will fill the complete information related to warehouse as asked/ requested on the screen. Number of godown should be entered in the last field.

For example, On entering the number of godowns as (4) , total four links will be generated on the screen. The user has to fill the warehouse details completely by clicking on those links. As soon as the details are saved after completion, the color of the link will change as a "Green" and the status will be completed.

User will click on add Godown button, to add godown details as mentioned in the below screen.



After addition of the godown details, the screen will be redirected to below screen.



- Add New Warehouse button for addition of more warehouses.
- Modify Godowns , for modifying  the godown detail as on click modify godowns.
- Modify warehouse, user can modify the warehouse detail by clicking on modify warehouses,  below screen will open.



- Status, status is representing the godown detail which was filled by vendor.

3. Change Password



If the user wants to change /Update password, go to the menu of change password.

**FORGOT PASSWORD:**

If user forgets the password, then password can be retrieved by clicking on forget password menu provided on login screen.



Click on the User Name showing upper right side to check out by clicking on "Sign Out" button available.

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