

**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 |
|      |            |                           |              |
|      |            |                           |              |

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 notified commodities along with value added services.

User can access the module on clicking below link:

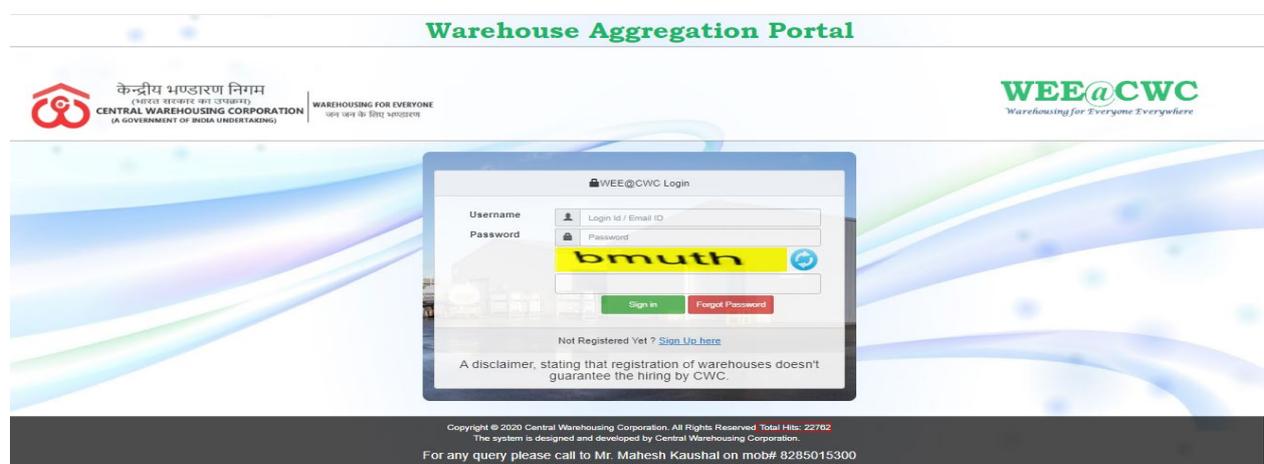
[www.weecwc.in](http://www.weecwc.in) or  
[www.cwceportal.com](http://www.cwceportal.com)



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.



**Registration for New Vendor**

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All fields marked with (\*) are required

**Email-Id\***  
MK.skit@gmail.com

**Name\***  
Sh.

**Mobile No.\***  
8285015300

**Address\***  
Delhi

195 characters left

**State\***  **District\***  **Pin Code\***

**Type of the Vendor\***  **PAN\***

**Captcha\***  
  

We will send you a text to verify your phone.

[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

## Verify mobile number & create password

**Dear Mahesh Kaushal,**

A text with a One Time Password(OTP) has been sent to your mobile number : 9990975321.

**Enter OTP**

**Password**

**Confirm Password**

*i* Password must contain minimum 6 and maximum 12 characters. Atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character without space.

Create your account

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

WEE@CWC Login

Username: test@gmail.com

Password: .....

Captcha: k67hj

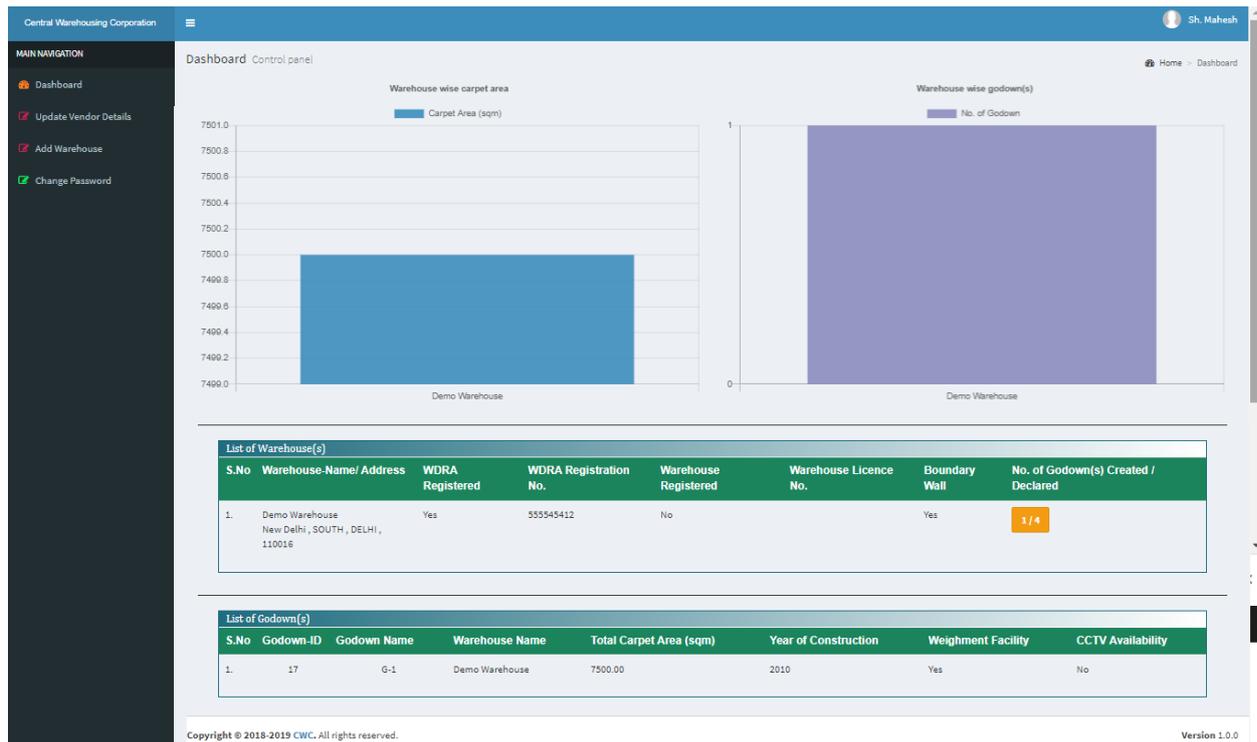
Input: k67hj

Sign in | Forgot Password

Not Registered Yet ? [Sign Up here](#)

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)

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Update Vendor Details

**Basic Details :**

Name of the Vendor : Maheeh  
 Email-Id : demo@gmail.com  
 Mobile# : 8285015300  
 Address : Delhi

Action : Update

All fields marked with (\*) are required.

Type of the Vendor\* : Individual  
 PAN\* : GTFRA3456S  
 TAN : 10 digit TAN number  
 GST No. : 15 digit GST number  
 Organization/Vendor Details : Text about the Organization, limit 500 characters  
 Other Details : Other details if any. Limit 300 characters.

Update

## 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.

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Edit Warehouse Details

Back to List

**Details :**

Name of the warehouse : Demo Warehouse

Action : Update

All fields marked with (\*) are required.

Warehouse Name\* : Demo Warehouse  
 Address\* : New Delhi  
 State\* : DELHI District\* : SOUTH PIN\* : 110016  
 Is WDRA Registered?\* : Yes WDRA Reg. No.\* : 555545412  
 Is Warehouse Registered?\* : No Warehouse Reg. No.\* : Warehouse reg. no. is required if warehouse is registered.  
 Constructed Warehouse Area (sqm) : 2500.00 Vacant Area (sqm) : 500.00 Future plan for Warehouse Construction (sqm) : 200.00  
 Boundary Wall : Yes Washroom Availability : Yes  
 Distance from nearest Agri Mandi (in KM) : 2,000 Distance from Railway Goodshed (in KM) : 3,000  
 No. of Godowns : 4

Update Warehouse Details

**Godown(s) Details**

No. of Godown(s)

1 2 3 4

Add Godown

**List of Godown(s)**

| S.No | Godown Name | Warehouse Name | Total Carpet Area (sqm) | Length (m) | Width (m) | Year of Construction | Weighment Facility | CCTV Availability |
|------|-------------|----------------|-------------------------|------------|-----------|----------------------|--------------------|-------------------|
| 1.   | G-1         | Demo Warehouse | 7500.00                 | 150.00     | 50.00     | 2010                 | Yes                | No                |

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.

| S.No. | Warehouse-Name / Address                             | WDRA Registered | WDRA Registration No. | Warehouse Registered | Warehouse Licence No. | Godown(s)<br>Created / Declared   Action | Action           |
|-------|--|-----------------|-----------------------|----------------------|-----------------------|--|------------------|
| 1.    | Demo Warehouse<br>New Delhi , SOUTH , DELHI , 110016 | Yes             | 555545412             | No                   |                       | 1/4<br>Modify Godowns                    | Modify Warehouse |

- 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.

| S.No. | Godown-ID | Godown Name | Warehouse Name | Total Carpet Area (sqm) | Year of Construction | Weighment Facility | CCTV Availability | Action |
|-------|-----------|-------------|----------------|-------------------------|----------------------|--------------------|-------------------|--------|
| 1.    | 17        | G-1         | Demo Warehouse | 7500.00                 | 2010                 | Yes                | No                | Modify |

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

### 3. Change Password

Change Password

[Back](#)

Old Password

New Password

Confirm Password

**g289w** 

[Save](#)

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.

WEE@CWC Login

Username

Password

**usuz7** 

[Sign in](#) [Forgot Password](#)

Not Registered Yet ? [Sign Up here](#)

Disclaimer: Registration of warehouses doesn't guarantee the hiring of the same by CWC.

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

\*\*\*\*\*XXX\*\*\*\*\*