



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVERNMENT OF INDIA UNDERTAKING)
ISO 9001:2015, ISO 14001:2015, BS OHSAS 18001:2007 certified

WAREHOUSING FOR EVERYONE
जन जन के लिए भण्डारण

Bill Tracking System



BILL TRACKING SYSTEM FOR VENDOR REGISTRATION (USER MANUAL)

CWC-Bill Tracking System
VENDOR REGISTRATION USER MANUAL



Bill Tracking System

An enhance transparency in the processing and settlement of bills /Invoices, Central Warehousing Corporation have introduced a bill tracking system for its contractors or vendors.

Timely payments to the contractors/ Suppliers/ Service providers and preventive measures.

This step is in line with the emphasis on increased use of information technology to go digital to promote transparency and efficiency in the system at Corporation.

The registration enables the vendor and agencies to see their bill status with dates through various stages of processing of bills, the stage at which it is lying, the amount for which it is passed and other details. The history feature is also available so that a vendor can see the history of the bills submitted

Step - 1 In the vendor registration, Open below link and choose Bill Tracking System.

<https://www.cwceportal.com/>

User will enter the Application URL in the Browser (Internet browser, Chrome and Mozilla fire box) user will use the default browser Chrome.

The user manual download on the same link, user can download the manual, it will helpful to operating the registration process in the Bill Tracking System. after entering the Above URL, Then below screen will open

Step - 2 User will click on Bill Tracking System under <https://cwceportal.com/>, then login page will open

The screenshot displays the login interface for the Bill Tracking System. At the top, there is a green banner with the Central Warehousing Corporation logo and text in Hindi and English. The main content area is a white login form with the following elements:

- USER AUTHENTICATION** section:
 - User Name input field
 - User Password input field
 - Forgot password? link
 - Captcha input field with a refresh button and the number 429277
 - Login button
- CLICK HERE FOR USER REGISTRATION** section:
 - Vendor Registration button
 - User Manual For Vendor Registration button
 - Employee Registration button
 - User Manual For Employee Registration button

The background of the page shows a warehouse with stacks of yellow sacks. At the bottom, there is a footer that reads "Powered By MIS Division (CWC)".

In the Login window, following functionalities are given to

1. Vendor Registration – Here new vendor can register himself from click on given link.
2. User Manual for Vendor Registration – Vendor can download the user manual for registration.
3. Employee Registration - Here new employee can register himself from click on given link
4. User Manual for Employee Registration –Employee can download the user manual, it will helpful for registration process.
5. User Name - User will enter the user name, which was enter during the registration
6. Password - Password will enter the password text box.
7. Reset Captcha – On click the refresh button then captcha will reset.
8. Enter Captcha – User will enter the Captcha
9. Forgot Password - Forgot Password Functionality is given on the login page, on click user can have got your password, using this link.



Step - 3 Vendor will click on " **Vendor Registration**" tab, following registration screen will open

Please enter vendor registration information , (*) Mark fields are mandatory

Name of the Company *		Name of Vendor's Represntee *	
<input type="text" value="M/s"/>		<input type="text"/>	
Email Id *	Mobile Number *	GST Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Aadhar Number	PAN Number	TAN Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
MSE (Micro & Small Enterprises) *	Treds *	Owned by *	
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> SC <input type="radio"/> ST <input type="radio"/> Not Applicable	
GEM (Government e-Marketplace) *	Registered Address *	State *	
<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	--Select--	
City *	Pin Code	User Id *	
--Select--	<input type="text"/>	<input type="text"/>	
Password *	Confirm Password *		
<input type="text"/>	<input type="text"/>		
779397		Capture Enter *	
		<input type="text"/>	
<input type="button" value="Create"/>	<input type="button" value="Reset"/>		

Vendor Registration: - Company and vendor Details and General Information.

1-Name of the company <input type="text"/>	2- Name of Vendor's represented <input type="text"/>
3- Email Id * <input type="text"/>	4- Mobile Number * <input type="text"/>
	5- GST Number <input type="text"/>
6- Aadhar Number <input type="text"/>	7- PAN Number <input type="text"/>
	8- TAN Number <input type="text"/>
9- MSE (Micro & Small Enterprises) * <input type="text"/>	10- Treds * <input type="text"/>
	11- Owned by * <input type="text"/>
12- GEM (Government e-Marketplace) * <input type="text"/>	13- Registered Address <input type="text"/>
	14 -State <input type="text"/>

15- City *	<input type="text"/>	16- Pin Code	<input type="text"/>	17- User Id *	<input type="text"/>
18- Password *	<input type="password"/>	19- Confirm Password *	<input type="password"/>		

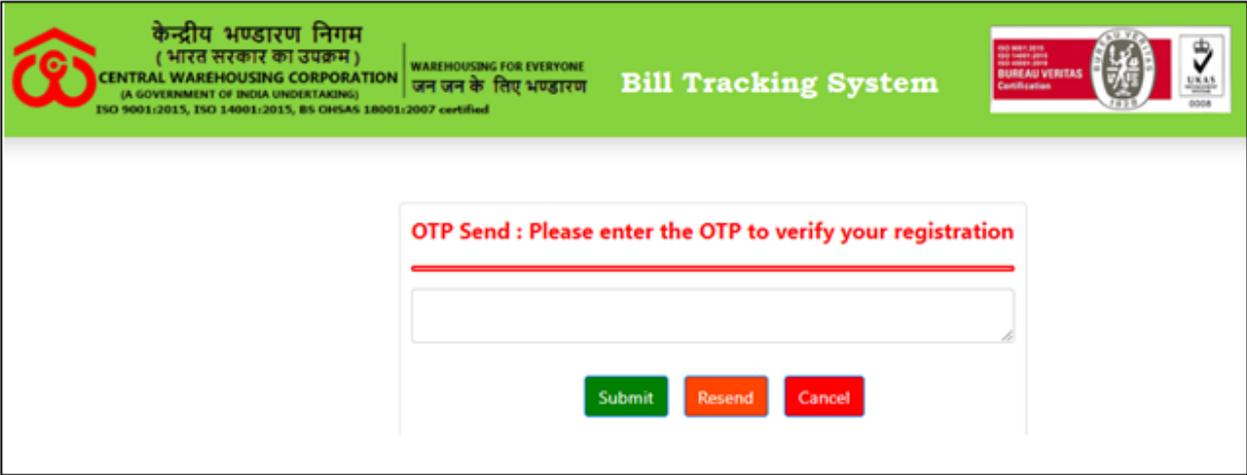
Step - 3 Vendor clicking on create button, the system will send the OTP on their mobile and email id.

CWC-BTS Says

Please Enter the OTP Sent to your Mail and SMS on Phone to confirm your Mail and Proceed. !!! If OTP is not verified, Your form will not be considered by the department

Step - 4 User will be received the OPT on your registered mobile Number and email id.

Step - 5 Without filling the OTP registration will not be completed.



Step-6 User will enter the OTP in above OTP screen, then below confirmation message will appearing on their screen. User will click on ok button then registration process will have completed.



Dear Vendor , your registration has been successfully completed, the login ID and Password have been shared on your registered email ID.

OK

INSTRUCTIONS FOR COMPLETION

The form should be type written in uppercase and completed clearly and accurately ensuring that all fields. The numbers below correspond to item numbers on the registration form:

1. Full name of company.
2. Full street address.
3. Full mailing address (including P.O. Box, if any).
4. Telephone number, including correct country and area codes.
5. State and area codes.
6. Email address of the person who should be contacted regarding Request for Quotes or other questions relating to your company.
7. WWW Address.
8. Provide name of person (including title) or department to who correspondence should be addressed.
9. Full legal name of parent company, if any.
10. Please provide, on a separate sheet if necessary names and addresses of all subsidiaries, associates and overseas representatives if any.
11. Please tick one box. If the last box is ticked, please specify.
12. Please tick one box. If the last box is ticked, please specify. If the company is a manufacturer of some products and a trader/agent of others, which they do not manufacture, both boxes should be ticked.
