

Depot Manual

This guide is to help the depots in processing and verifying the placed orders. Here is a detailed step by step pictorial guide:

Step 1: Open website, <https://afd.csdindia.gov.in>
Registered depots have to login to check pending demands and process it. Click on “SHOP NOW” to login.

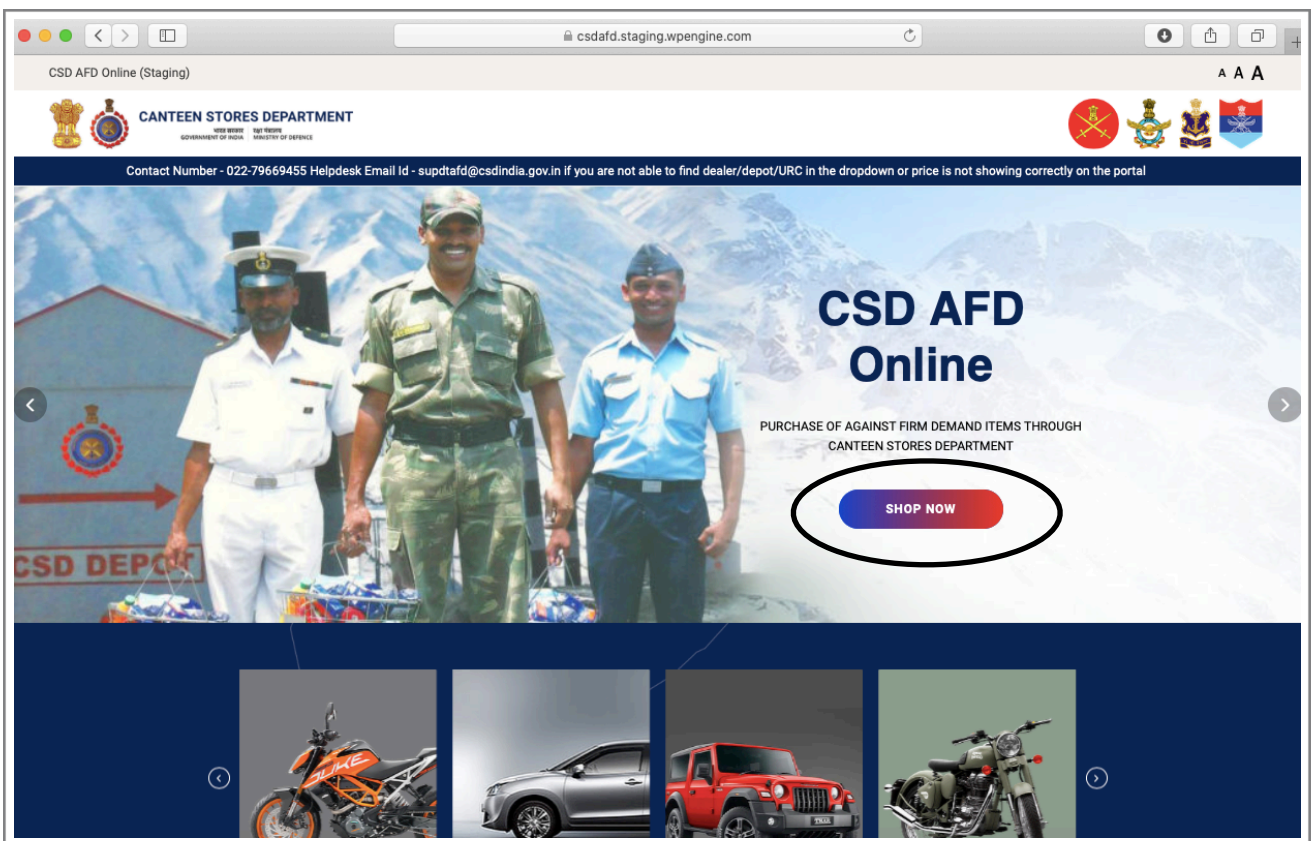


Fig. 1: Home page of the website

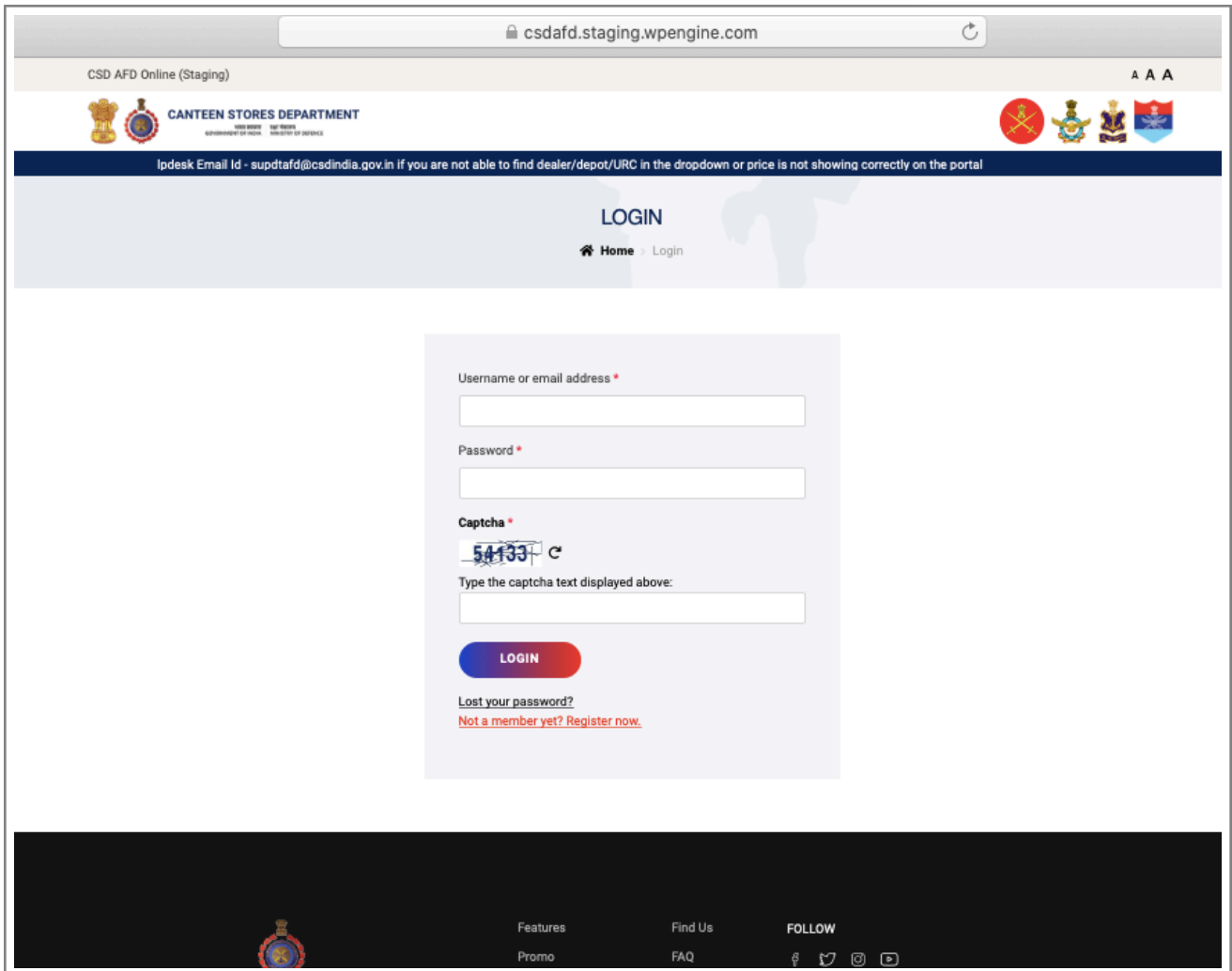


Fig. 2: Login page

Step 2: Enter details to login and click on “Login”.(Fig.2)

Step 3: User will be redirected to the “Received Demands” page. (Fig.3)

Depot - Mydepot					
Number of demands: 1					
Sort By: [v] Search By: [v] Search for [q]					
Demand Number	PO details	Payment from Beneficiary	Payment Received	Demand Status	Action
#40000-117921 Indent 14/12/20	mytest123"> View Customer Username: mytest1234 Price Zone: Jammu and Kashmir Dealer: mydealer Depot: Mydepot URC: myurc Item: SUZUKI SCOOTER ACCESS 125 SPECIAL EDITION (DISC) BS6 SKU: 63265 Color: Black Total Amount: ₹64,839	Payment method Direct bank transfer Payment from Beneficiary Bank test First Account Holder test Account Number test IFSC test UTR test Amount Paid 121 Date of Payment 01/12/2020 Payment Receipt		Processing View	Payment Received By CSD Upload Local Supply Order Approve Reject Summary Notes

Fig. 3: Received Demands

The status of the order will be “Processing”.

Depot can view the summary of the order by clicking on “summary”.

Step 4: Check the following (Offline process):

1. If the payment has been received from the user
2. Purchase history
3. Generation of Local Supply Order from existing ICDS software that is being used in Depots.

Step 5: Depot has to fill the following:

1. Enter Payment details, received by the CSD
2. Upload Local Supply Order
 - 2.1 Upload Official Receipt
 - 2.2 Upload Supply Order
 - 2.3 Upload Authority Letter
3. Approve the order

These options are found below the “Action” tab. (Fig. 4)



Fig. 4: Action Tab, Received Demands

1. Enter Payment details, received by the CSD. (Fig. 5)

Add payment Details ✕

OR number:*

Total Amount Received:*

Excess Payment collected (optional):

TCS collected (optional):

OR Date:*

CSD Bank Reference No:*

Amount Received (from Beneficiary Account):*

Date of Payment Received:*

CSD Bank Reference No (Loan) optional:

Amount Received (Loan) optional:

Date of Payment Received (Loan) optional:

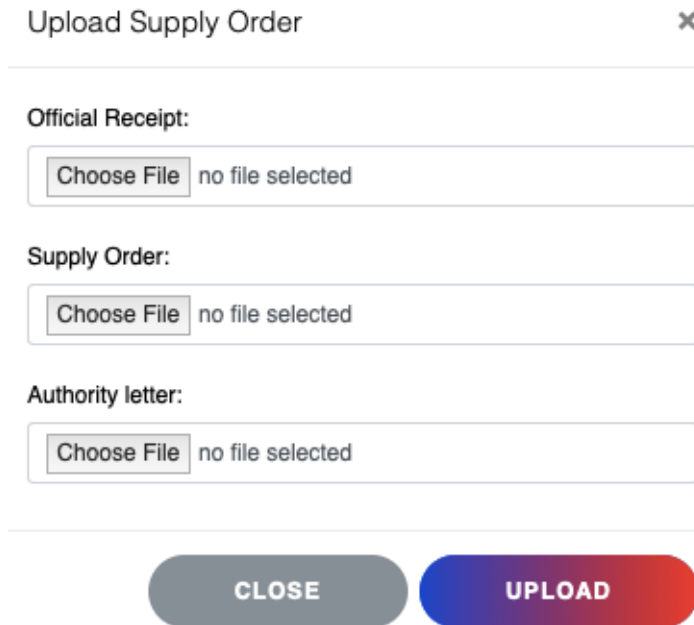
PO Number:*

PO Date:*

CLOSESUBMIT

Fig. 5: "Payment received by CSD" tab

2. Upload Local Supply Order (Fig. 6).



Upload Supply Order ×

Official Receipt:
 no file selected

Supply Order:
 no file selected

Authority letter:
 no file selected

Fig. 6

3. Approve the order

The order can be rejected if any of the checks in step 4 do not match the requirements. The payment will be refunded upon rejection.

Upon Approval, the status of the order will change to “Supply Order Issued.” Now, the URC will take the order forward.
