Beneficiary Manual

Users are advised to **register on the website (https://afd.csdindia.gov.in) first to buy products from AFD-CSD. It is mandatory procedure.** You may follow the registration manual for step by step pictorial guide on "new user registration".

This guide is to help users in placing demands. Here is a detailed step by step pictorial guide:

Login

Step 1: Registered users have to login first to search products and place demand. Click on "SHOP NOW" to login.
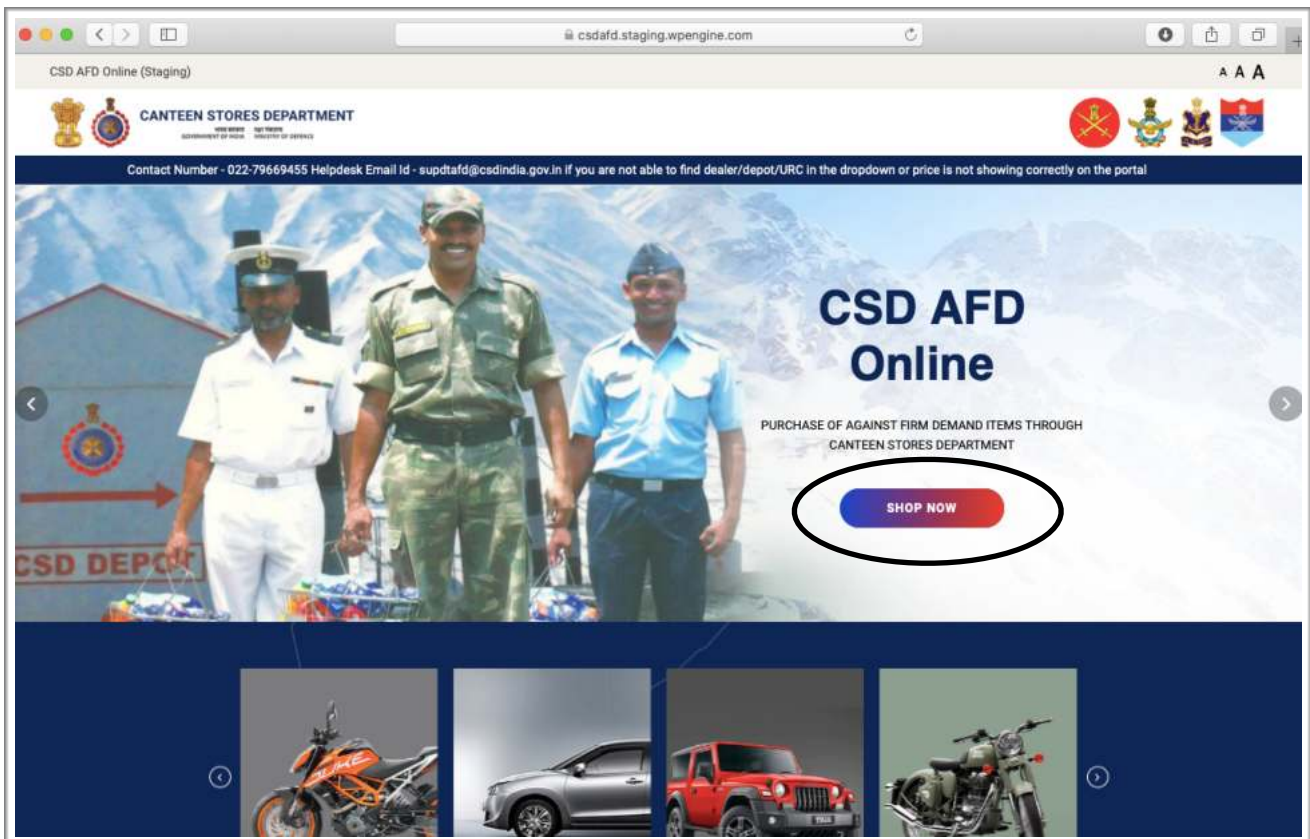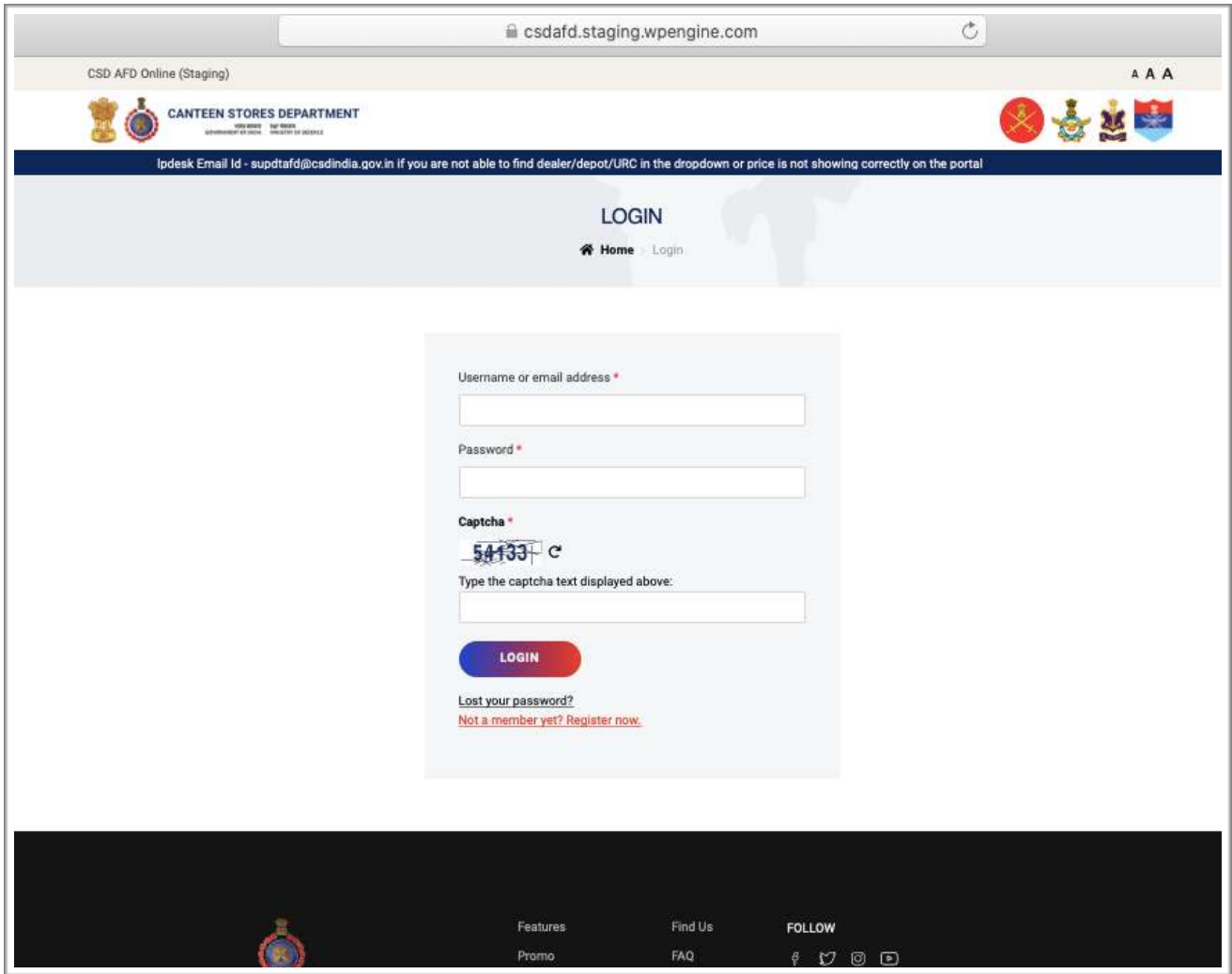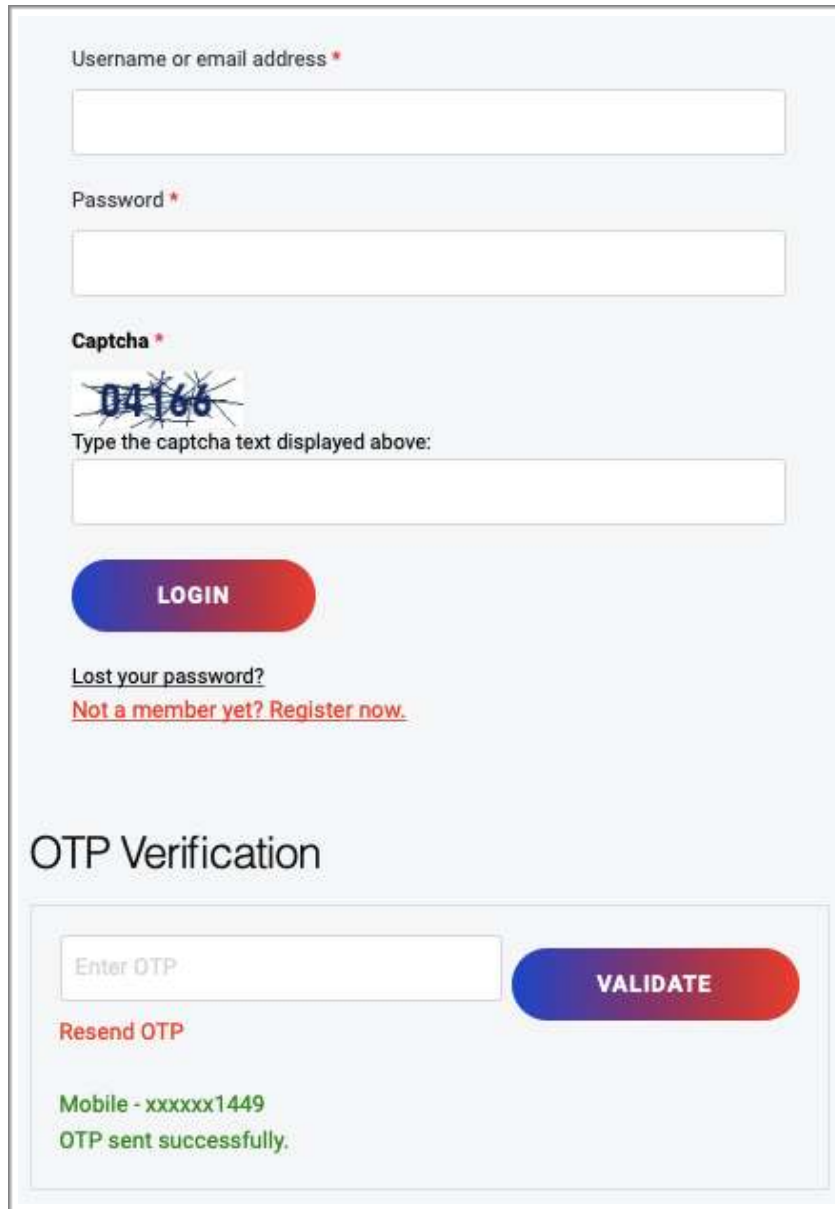

Fig. 1: Home page of the website

Fig. 2: Login page

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

Step 3: Same page will reload with OTP verification window. Enter only the OTP, which will be sent on the registered mobile number. (Fig.3)

Fig. 3

As soon as you click on "Validate", page will be redirected to the list of products. (Fig. 4)

Step 4: Search for the desired products. User have options like following to narrow down their search: (Fig. 4)
1. Search bar
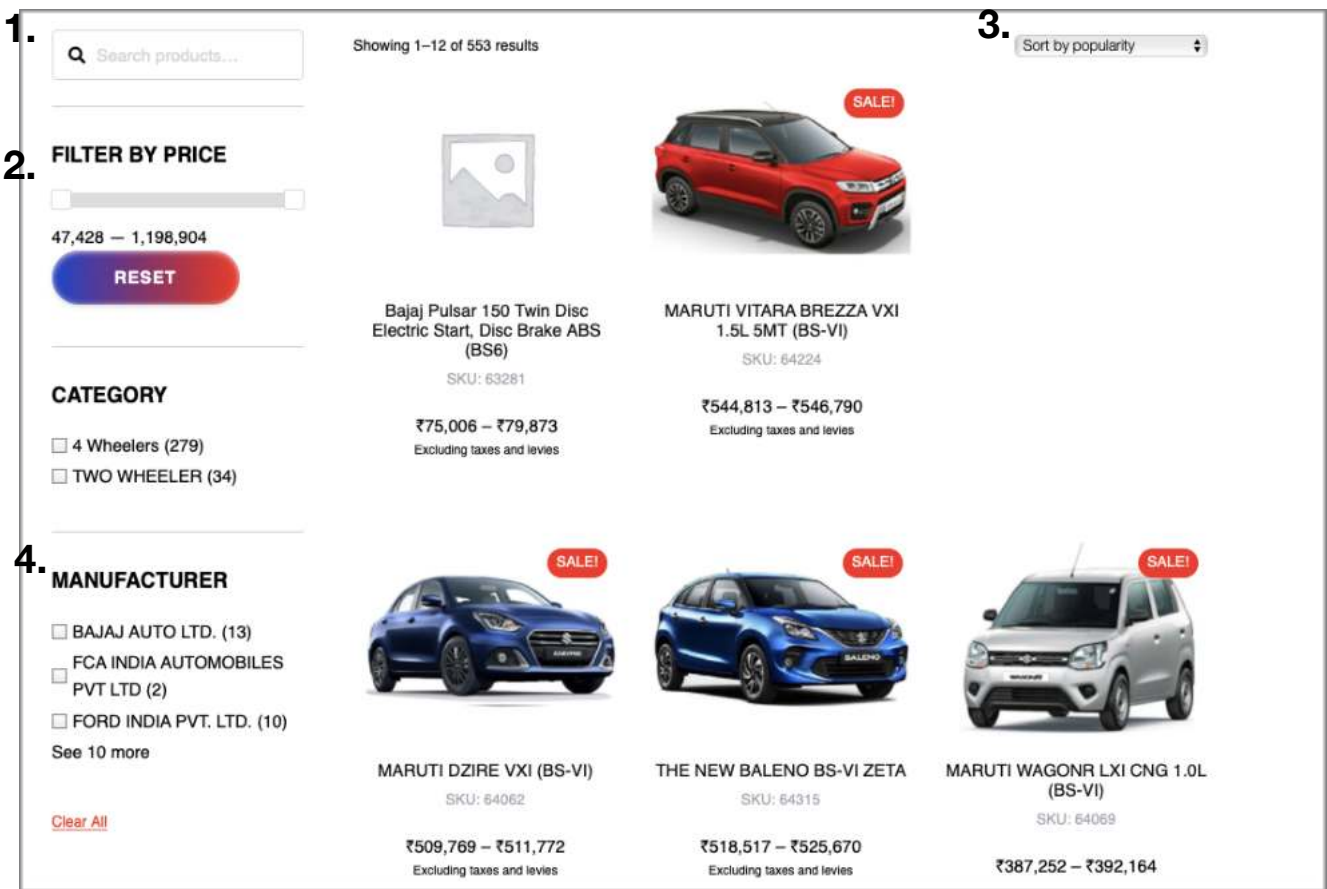2. Filter by price
3. Sort
4. Manufacturer

Fig. 4

Step 5: Highlight the product in which you are interested. (Fig. 5)
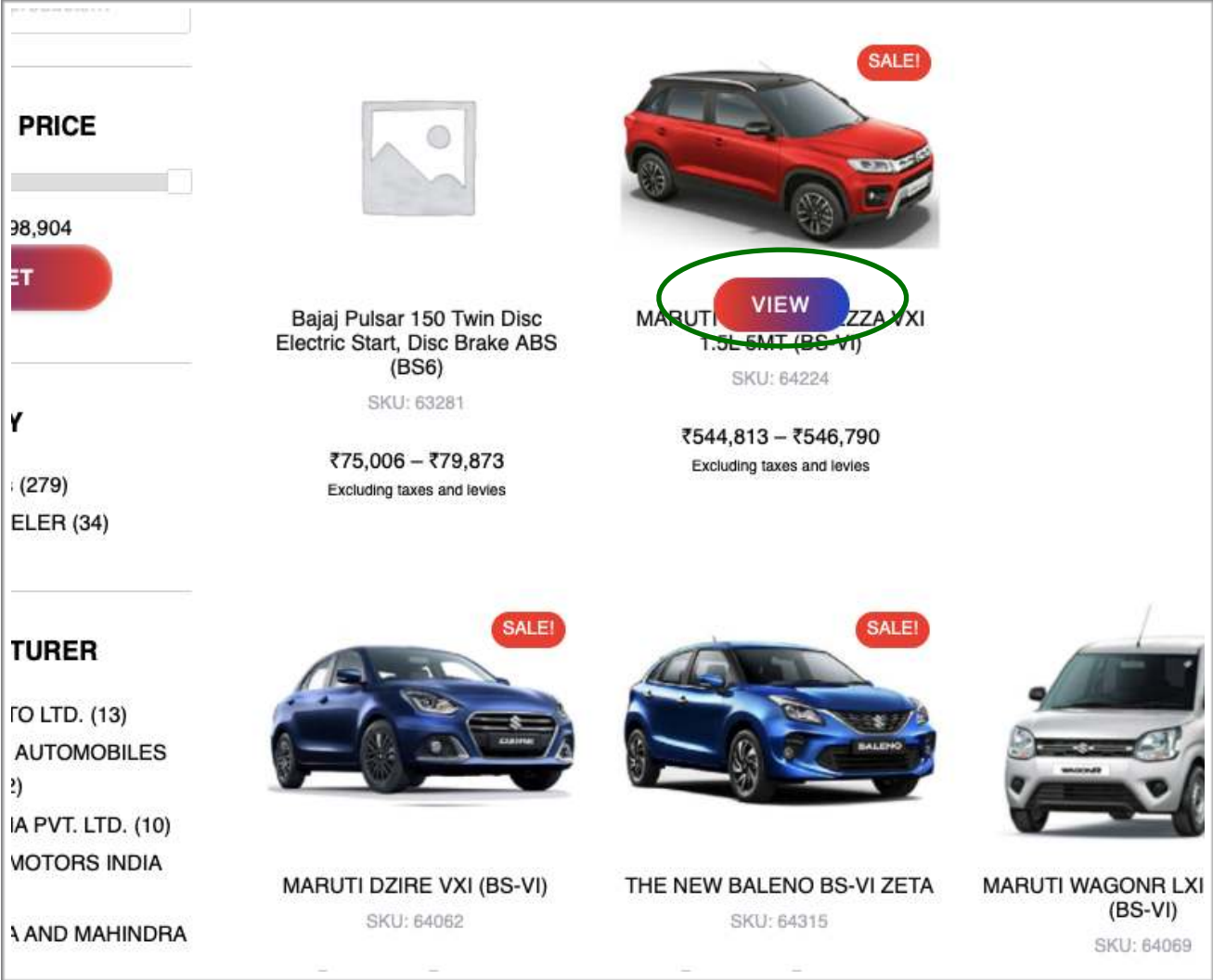Click on "View".

Fig. 5

Step 6: User can now choose more details of the product like color, dealer, depot, and URC.
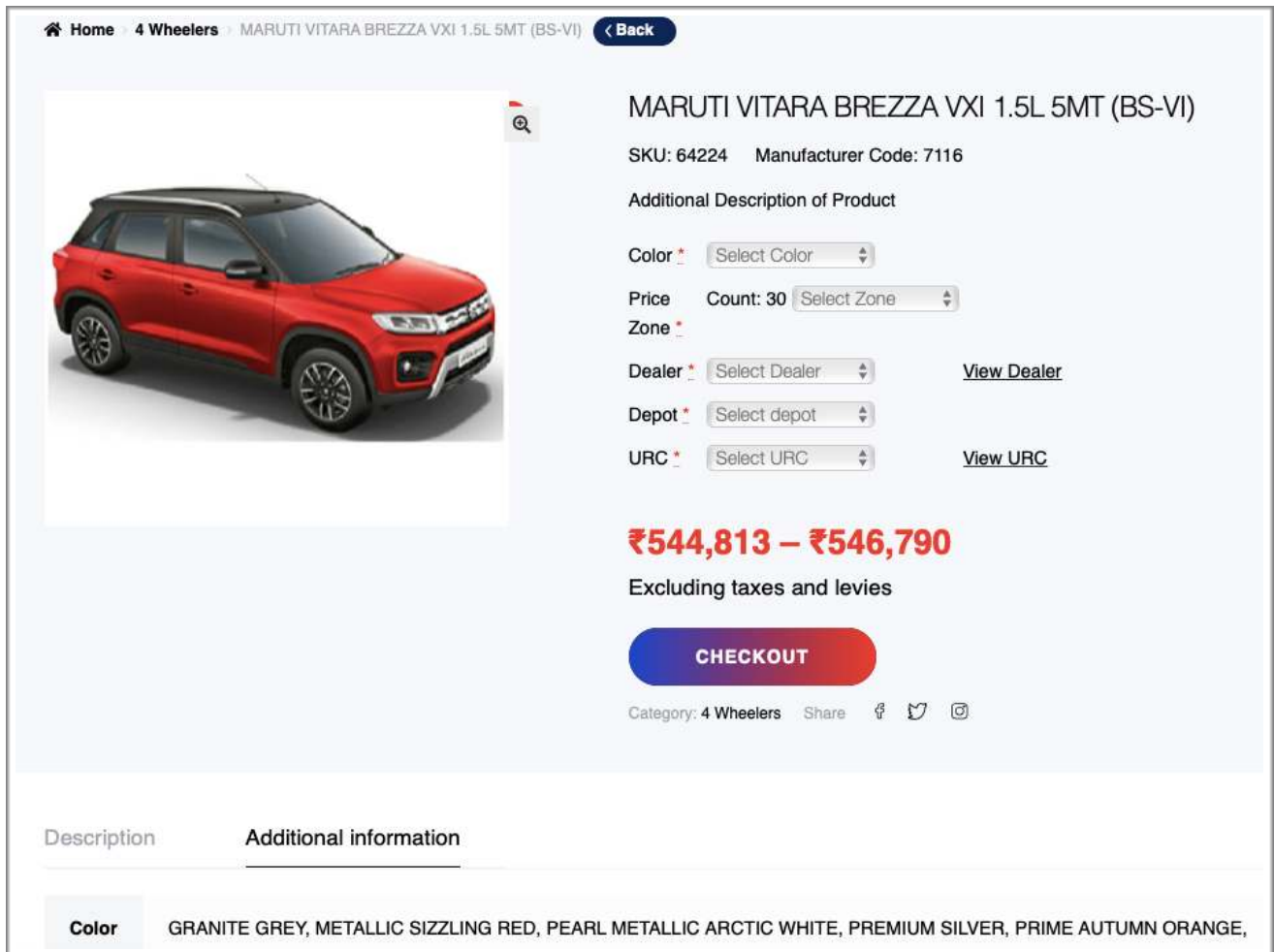

Fig. 6

Price range is mentioned because price of the product is different in every state.

User can view details of the selected dealer(Fig. 7) and URC(Fig. 8).

Fig. 7

Fig. 8

Step 7: Click "Checkout".

Note: Users might get any of the following alerts:
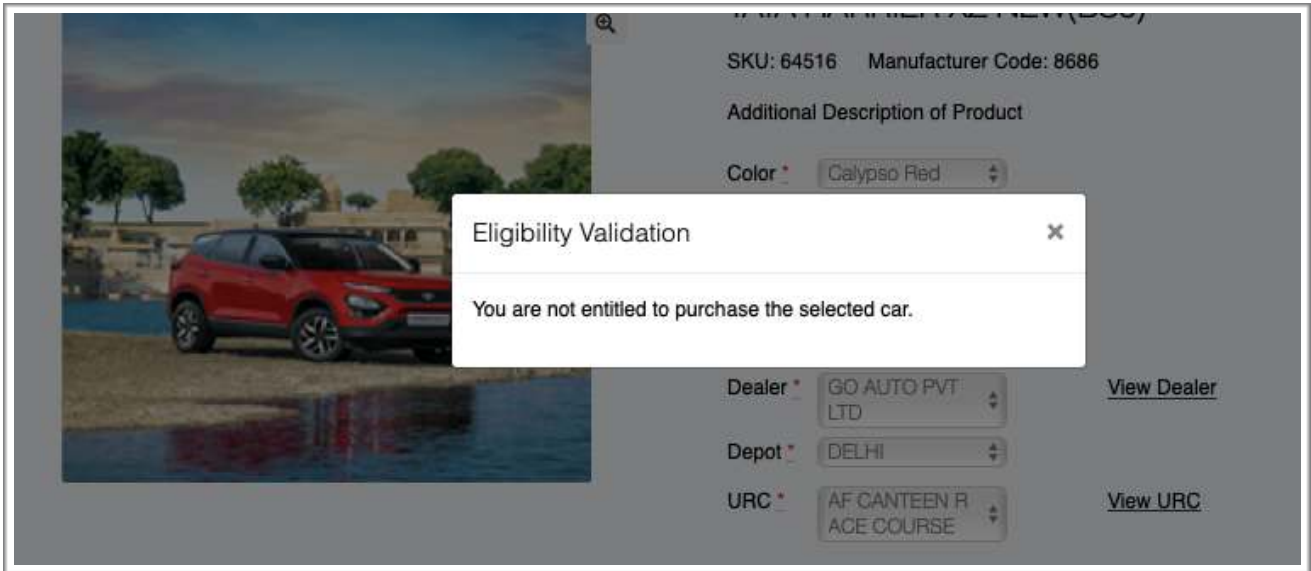
A) "You are not entitled to purchase the selected car". (Fig.9)

Fig. 9

This occurs when the entitlement (Fig.10) of the officer doesn't allow purchase from that price range.

Fig. 10: Registration Form

B) "You are not entitled to purchase a car as you have not completed five years of service". (Fig.10)

Fig.11

This occurs when the user haven't completed 5 years of service. User can only buy products after completing 5 years of service.

Fig. 12: Registration Form

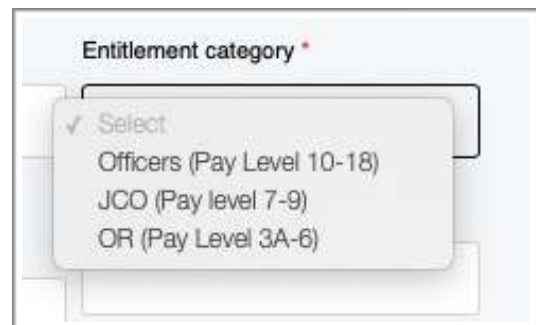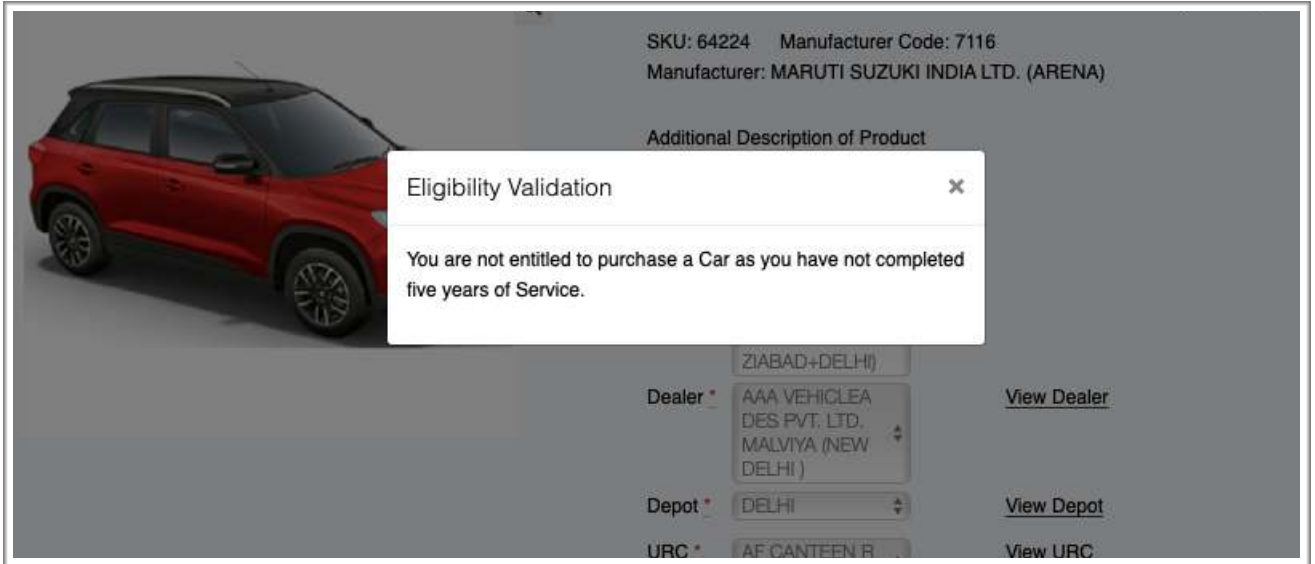**Step 8:** You will be redirected to the "Checkout" page. (Fig. 13)
This page has 3 sections:

a) Pre-filled section (Fig. 14)
The data in this section is fetched from the registration form
and it cannot be changed.

Price Zone *	Depot *
Haryana	AMBALA

URC *	Email *
7 WING AF	ssamya25@gmail.com

Username	Beneficiary name
samyaputi	sanya

Grocery card number	Chip number
abcd123456789000000	1111112222333444

Mobile number	Employment status
9718175553	Servicemen

Organization	Date of birth
Army	27/11/1992

Date of Enrollment/Commissioning	Date of retirement
23/11/2015	25/11/2027

Entitlement category	PPO No./ Discharge No. (ESM)
Officers (Pay Level 10-18)	-

PAN number
BLBPP7161N

Fig. 14: Pre-filled section

b) Yet to be filled section
   User will have to upload the documents and the requested data.
   No serving document should be uploaded until specified.

Fig. 15 : Yet to be filled section

c) Payment Details/Summary

Depending upon the state/price zone you choose "tax class" will be implemented. For eg: For Delhi region, tax class-8 is used.

Your demand

MARUTI VITARA BREZZA VXI 1.5L 5MT (BS-VI)

64224-53

tax-class-8

Color* : GRANITE GREY

Dealer Name: AAA VEHICLEADES PVT. LTD. MUNDKA (PILLAR)

Dealer Address: DELHI ROHTAK ROAD NEAR HIRAN KUDNA MODE METRO PILLAR NO 616 DELHI 110041

Subtotal	₹548,917
Additional Cost (14%)	₹76,848
Cess (17%)	₹93,316
Incidental Charges (0.5%)	₹2,745
Net Price to be Paid	**₹721,826**
Inclusive of all Taxes and Levies	

Fig. 15 : Payment Details/Summary

Note: Please take care of the following things:

A) The "Dealer Price" (Fig. 16) and "Net price to be Paid" (Fig. 16) should be exactly same otherwise an alert will be generated (Fig. 18) preventing generation of demand.

Dealer Price	
717,291	

Fig. 16: Price mismatched
Yet to be filled section

Subtotal	₹545,469
Additional Cost (14%)	₹76,366
Cess (17%)	₹92,730
Incidental Charges (0.5%)	₹2,727
Net Price to be Paid Inclusive of all Taxes and Levies	**₹717,292**

Fig. 17: Payment Details/Summary

Billing Dealer Price mentioned in Availability certificate is a required field.

rice Zone *	Depot *	
DELHI NCR (DELHI GREATER NOIDA FARIDABAD GURGAON	DELHI	Your demand **MARUTI VITARA BREZZA VXI 1.5L 5MT (B**

Fig. 18: Alert, Checkout form

B) Users can only **buy a product once in the specified period**. For eg: a car can only be bought once in 5 years by 1 officer. Also, it cannot be transferred for the specified time.

Fig. 18: Alert, Checkout form

If "Yes" is selected then *only* the "Date of last purchase of Ibid item" is asked.

C) If users have opted for loan in checkout form (Fig. 21) then loan amount will have to be mentioned and sanction letter will also have to be uploaded.

Fig. 21: Checkout Form

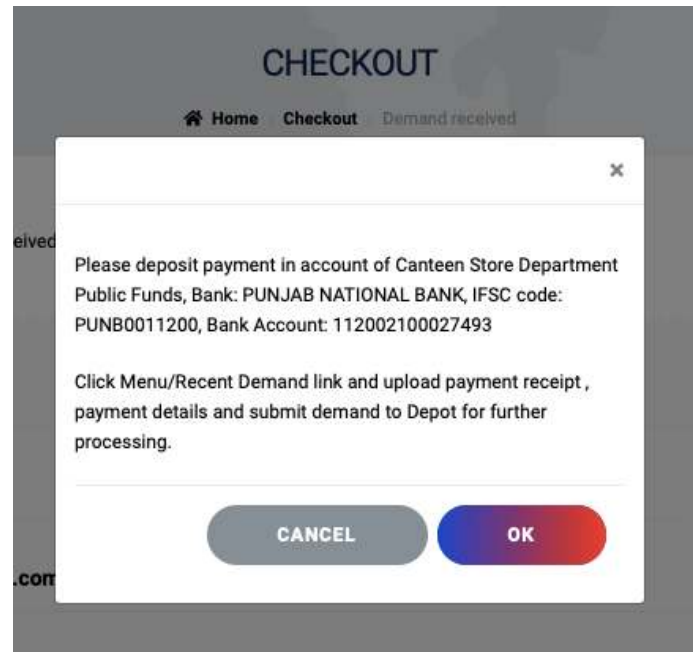D) There are 2 ways of making payment:

    i) Direct Bank Transfer

Fig. 19: After Submit

Once the checkout form is submitted, banking details will be displayed. (Fig.19). User will make the payment and upload the receipts & details (Fig. 21) under the demand tab. (Fig. 20)
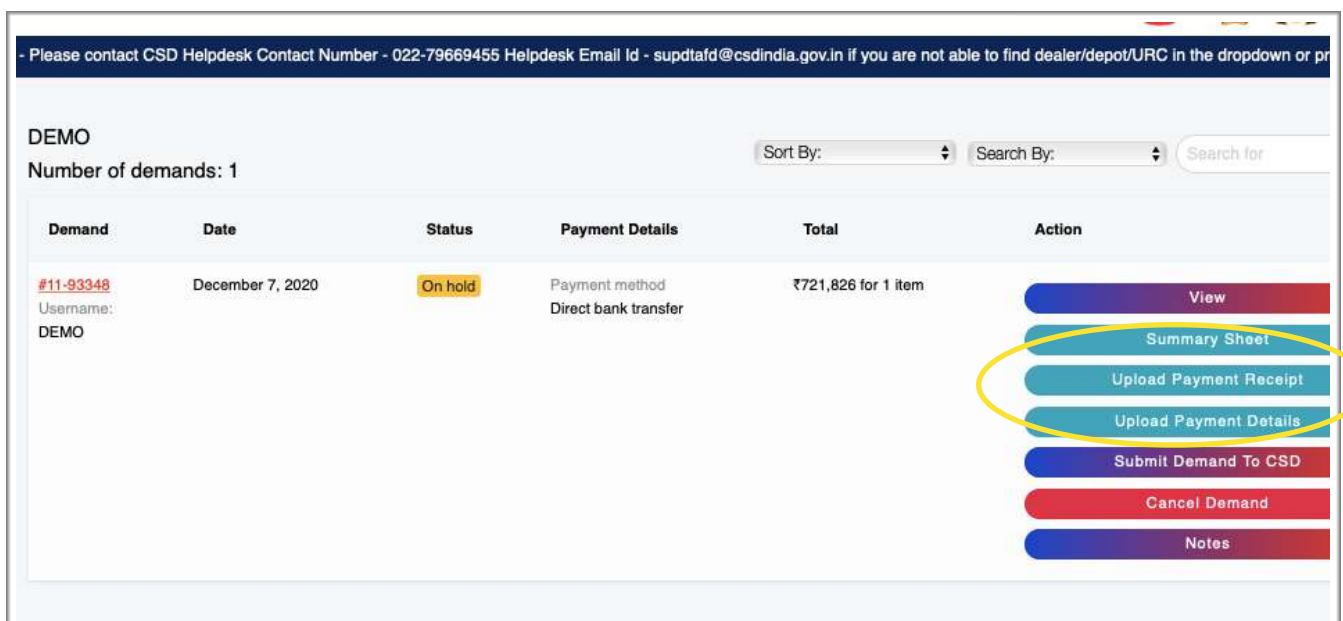

Fig. 20: Demand tab under Menu

Fig.21: Upload Payment Details

Make sure to enter the amount correctly otherwise an alert will be generated (Fig. 22). In case of loan, loan amount + amount transferred should be = the total amount.

Fig.22: Alert

ii) Through Payment Gateway/ Online payment

> **This method can only be used if loan is not availed.**
> In this method no receipts have to be uploaded, Razorpay (the payment gateway) will keep records in NOTES.

Once the form is submitted, a pop-up form (Fig. 23) will come up. Enter the details and proceed further.

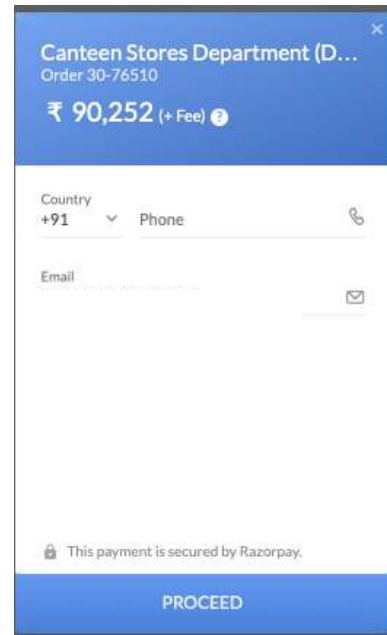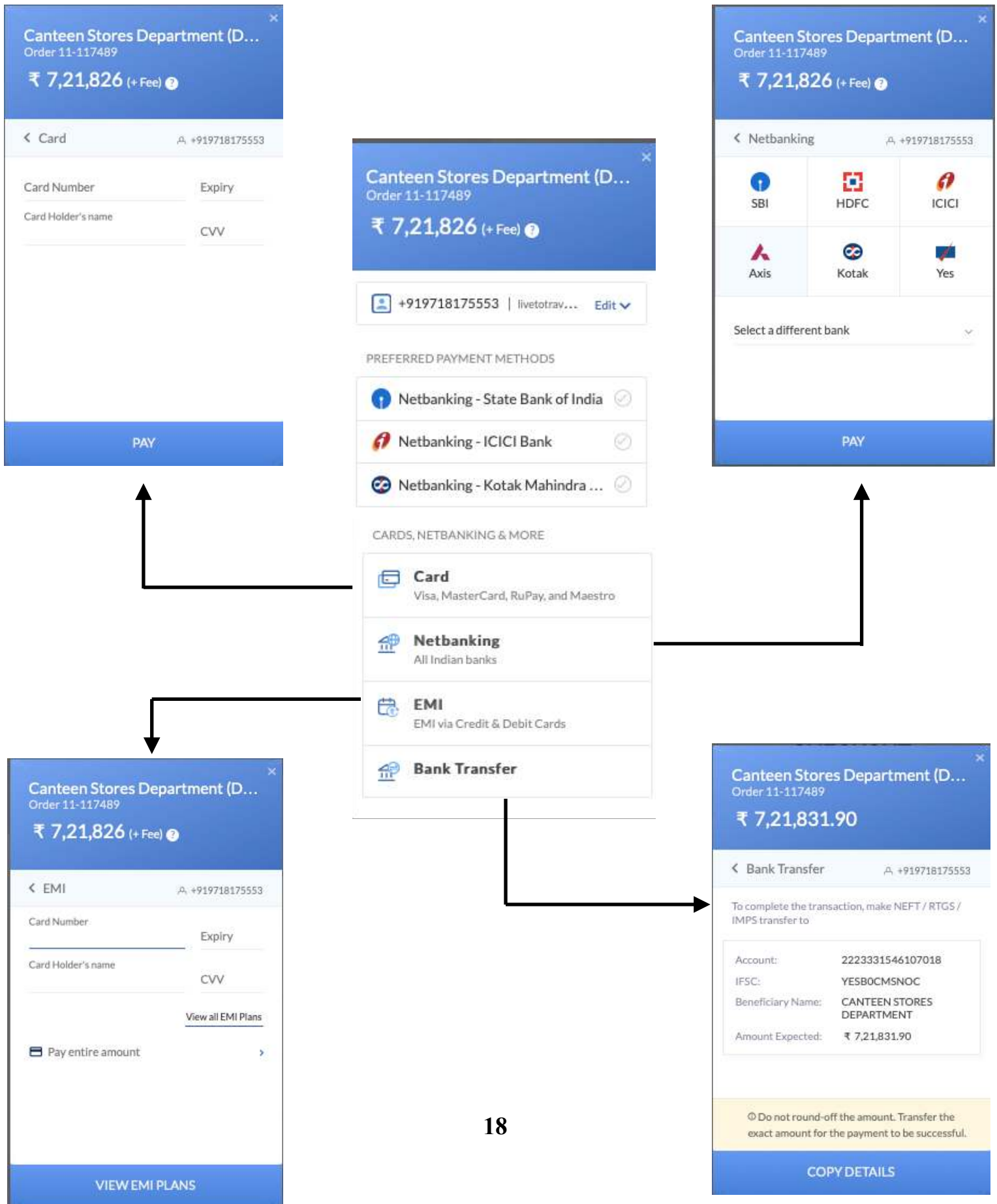Fig. 24 explains all the possible ways of making payment for the product.

Fig. 23

Fig. 24

In case of,

Direct Transfer: Demand will be submitted to the depot automatically after uploading payment details.

Payment Gateway: Demand will be submitted to the depot automatically after successful payment.

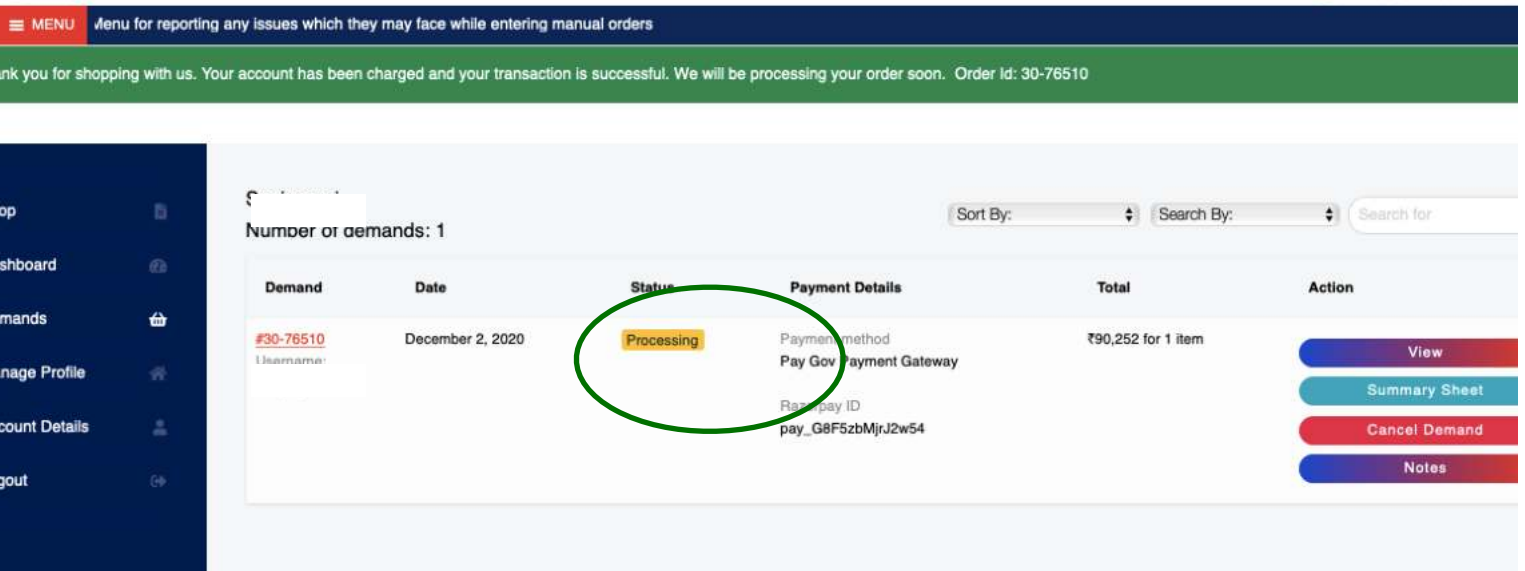Users can monitor the status of the order under Menu -> Demand tab.

Fig. 25

Meaning of the status are as follows:

Status	Meaning
On hold	Payment Receipts needs to be uploaded
Payment Pending	Payment pending
Processing	Pending on Depot
Supply Order Issued	Pending with URC
Delivery completed	Product has been delivered by the dealer

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