

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.

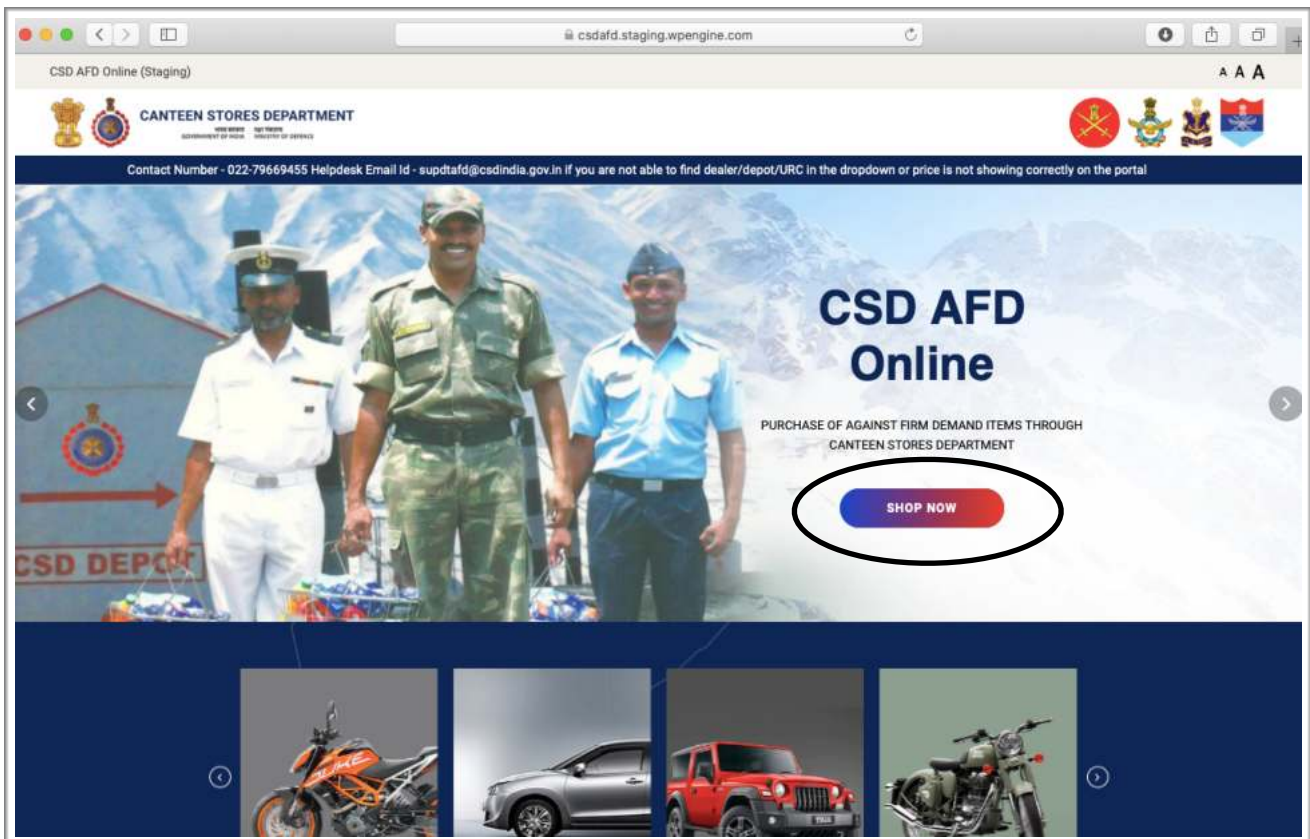


Fig. 1: Home page of the website

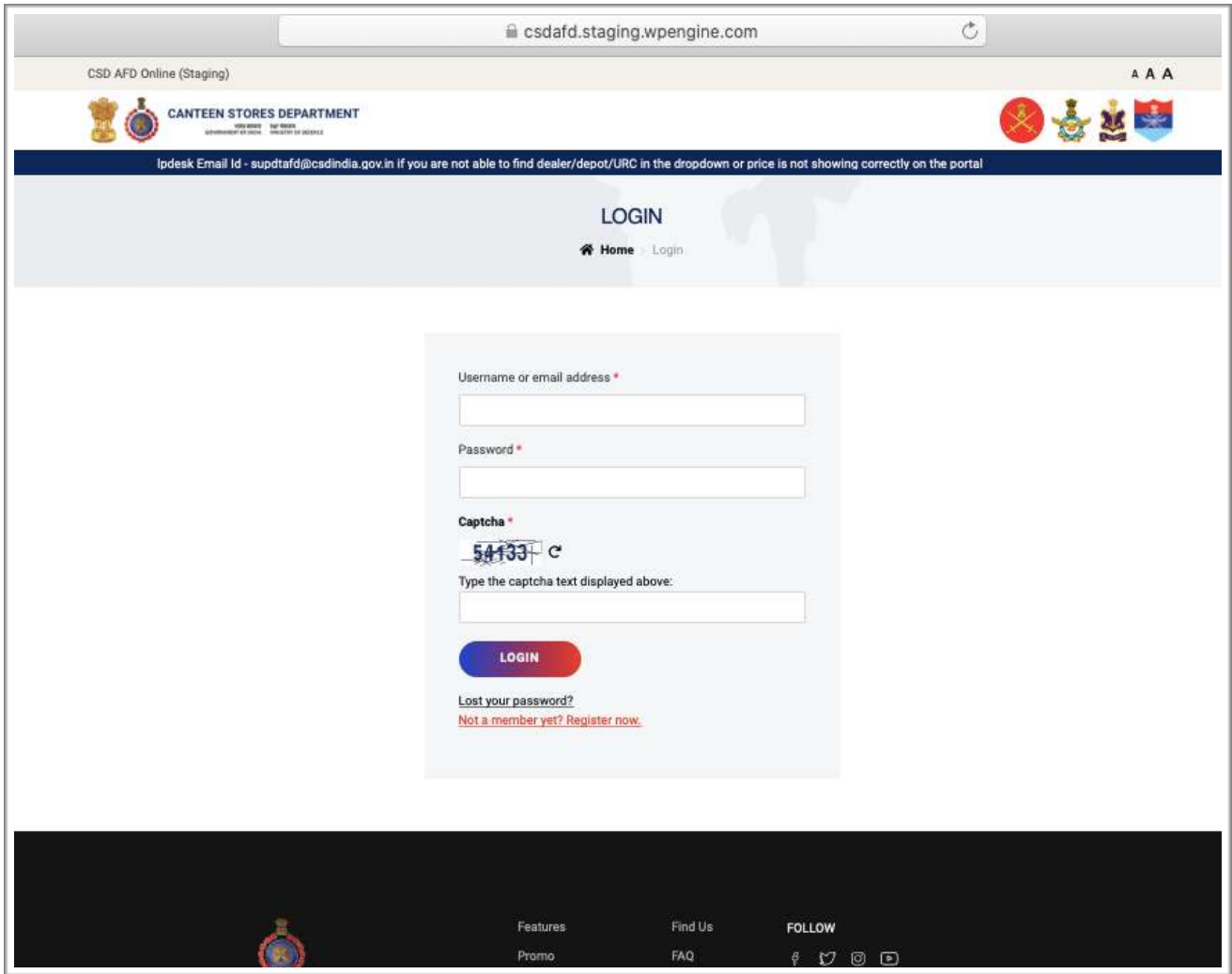
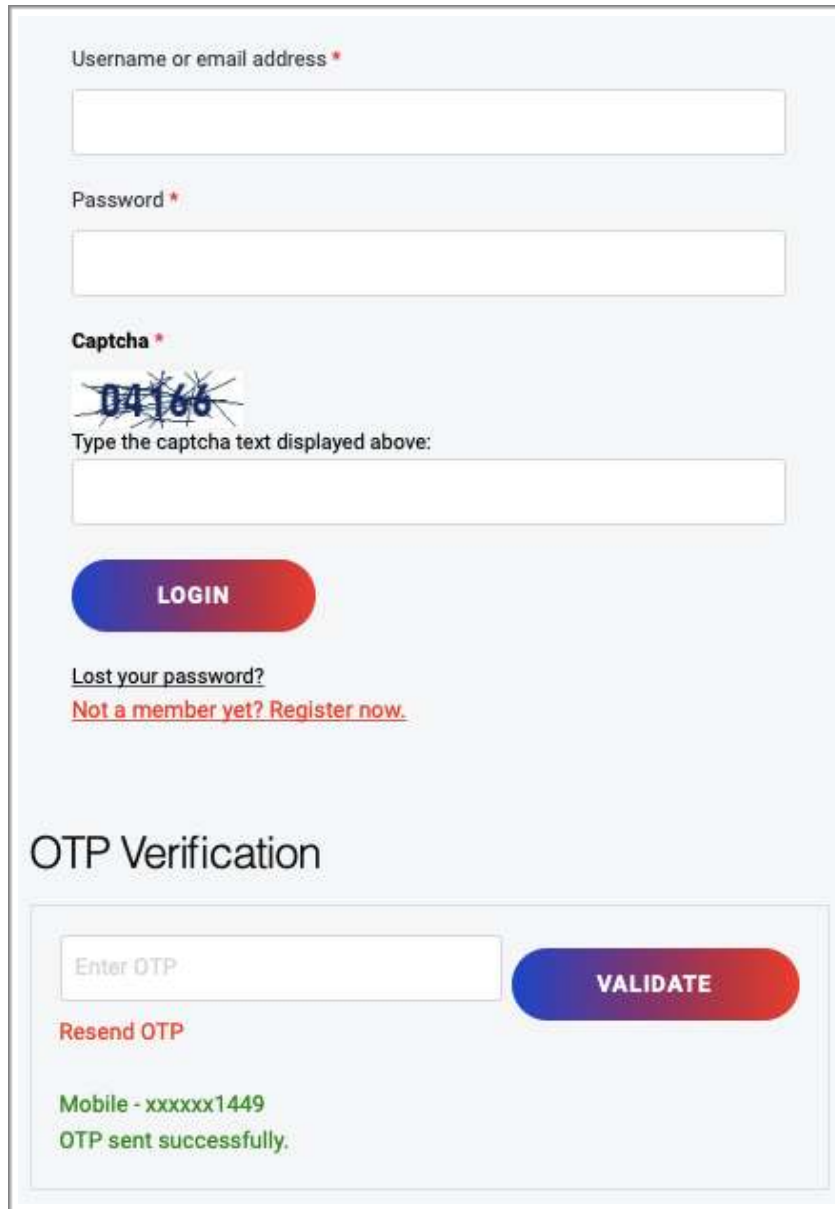


Fig. 2: Login page

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)



The screenshot shows a login form with the following elements:

- Username or email address ***: A text input field.
- Password ***: A password input field.
- Captcha ***: A captcha image showing the number "04166" with a starburst effect. Below it is the text "Type the captcha text displayed above:" and a corresponding text input field.
- LOGIN**: A blue and red button.
- [Lost your password?](#): A link for password recovery.
- [Not a member yet? Register now.](#): A link for registration.

Below the login form is an **OTP Verification** section with the following elements:

- Enter OTP**: A text input field.
- VALIDATE**: A blue and red button.
- Resend OTP**: A link to resend the OTP.
- Mobile - xxxxxx1449**: A green text label.
- OTP sent successfully.**: A green confirmation message.

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

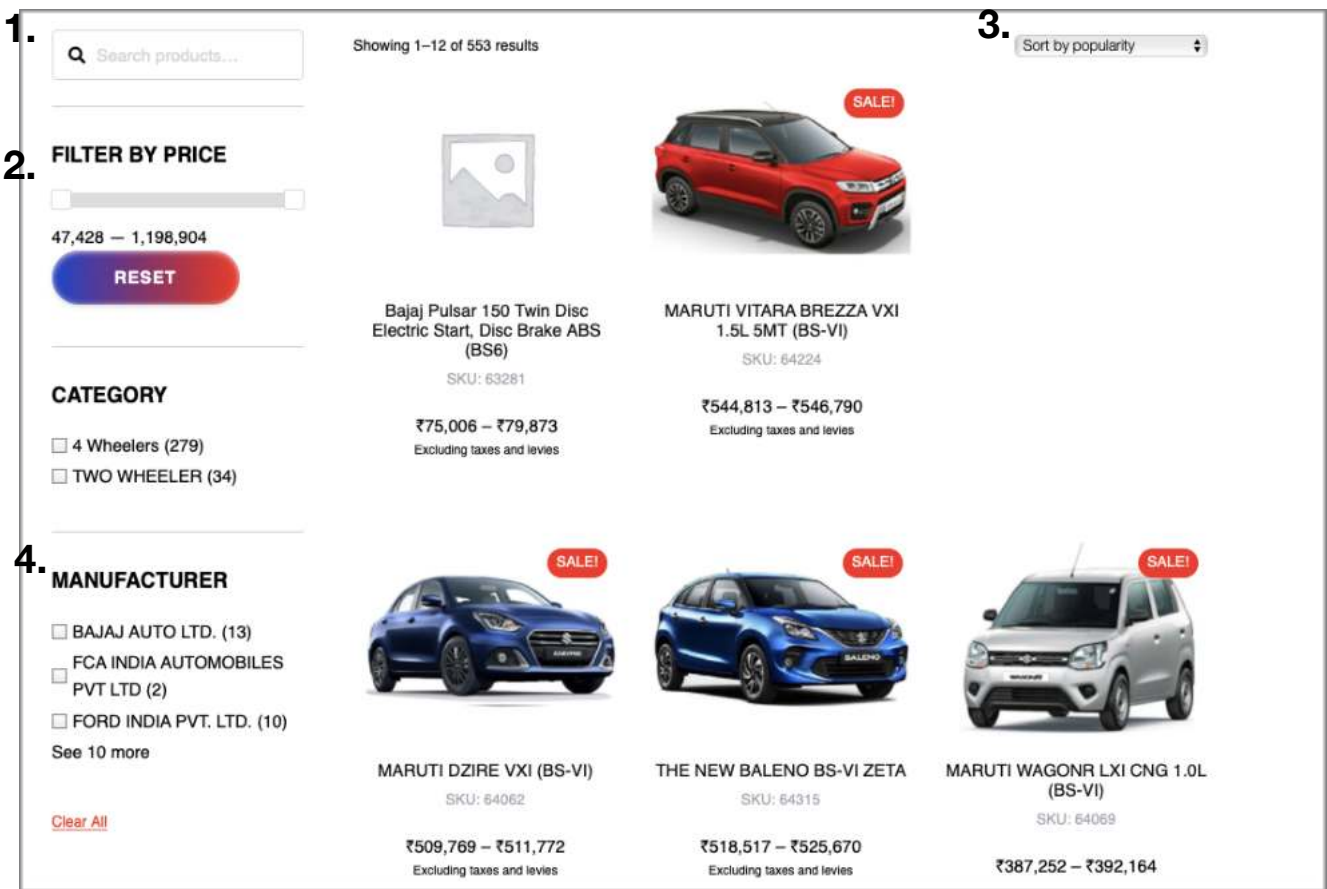


Fig. 4

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

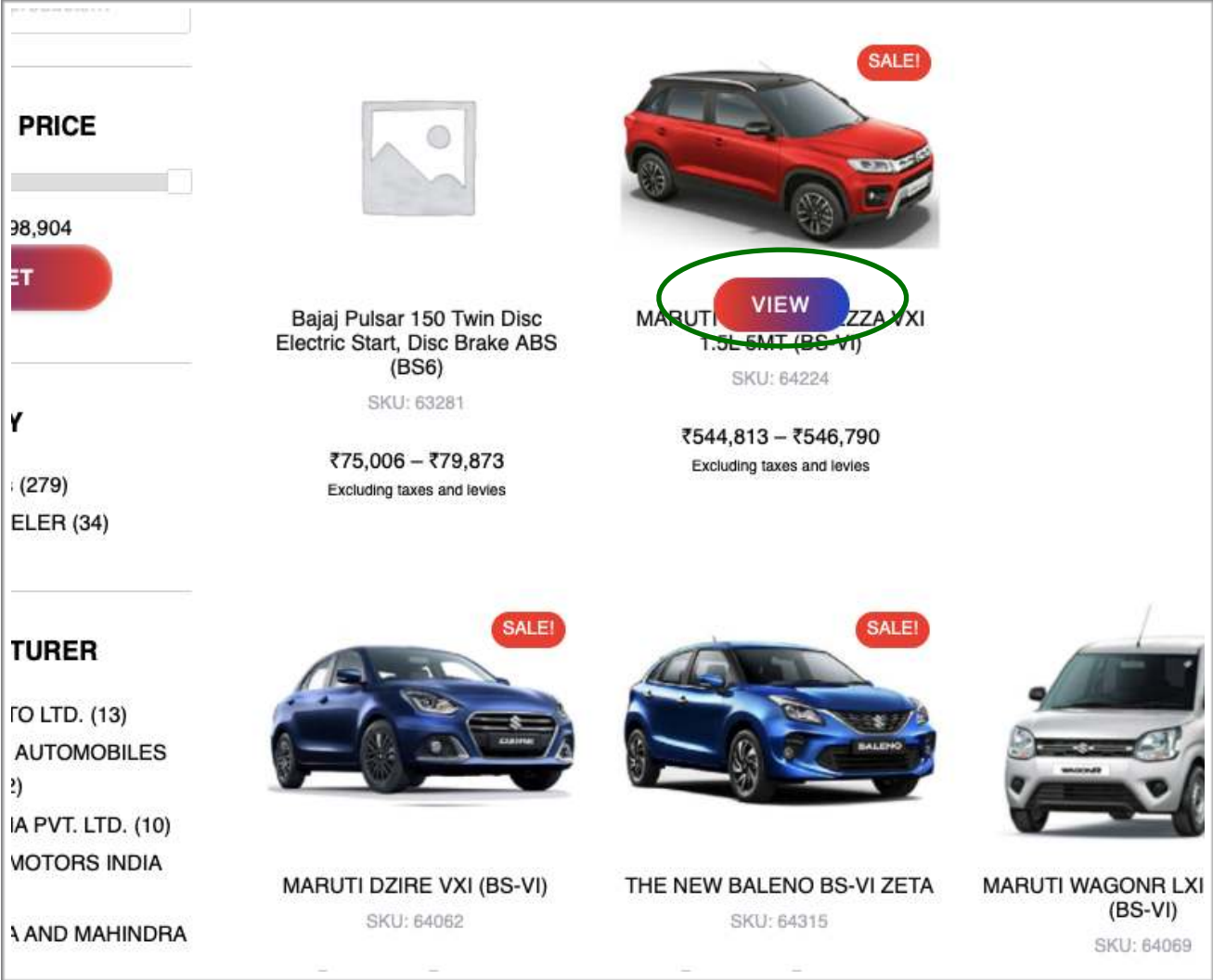


Fig. 5

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

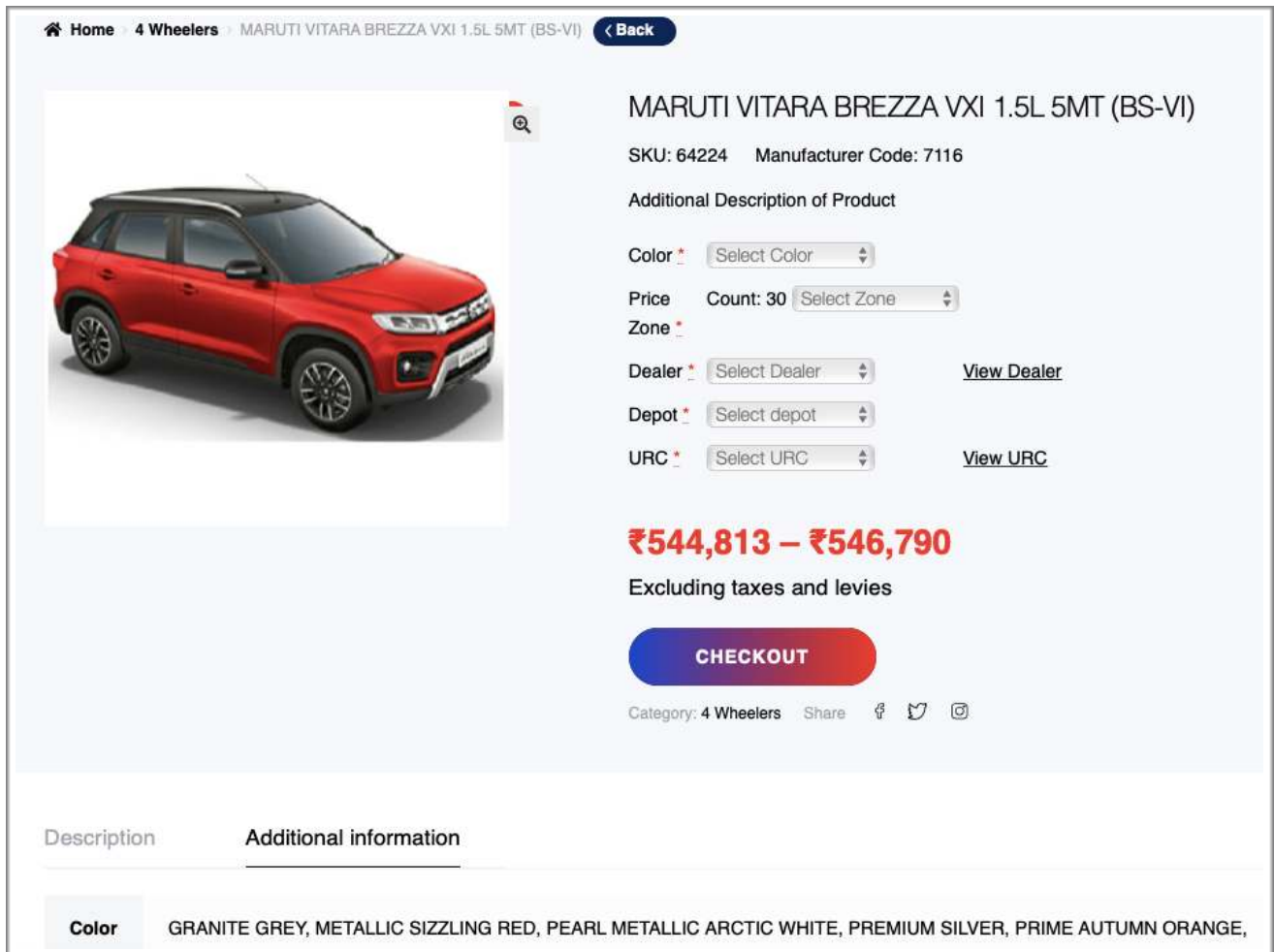


Fig. 6

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).



Dealer Details

Dealer Code:

Name of dealer:

Dealer's Address:

Contact Person Name:

Mobile Number:

Email:

Fig. 7



URC Details

URC Code:

Name of URC:

URC's Address:

Contact Person Name:

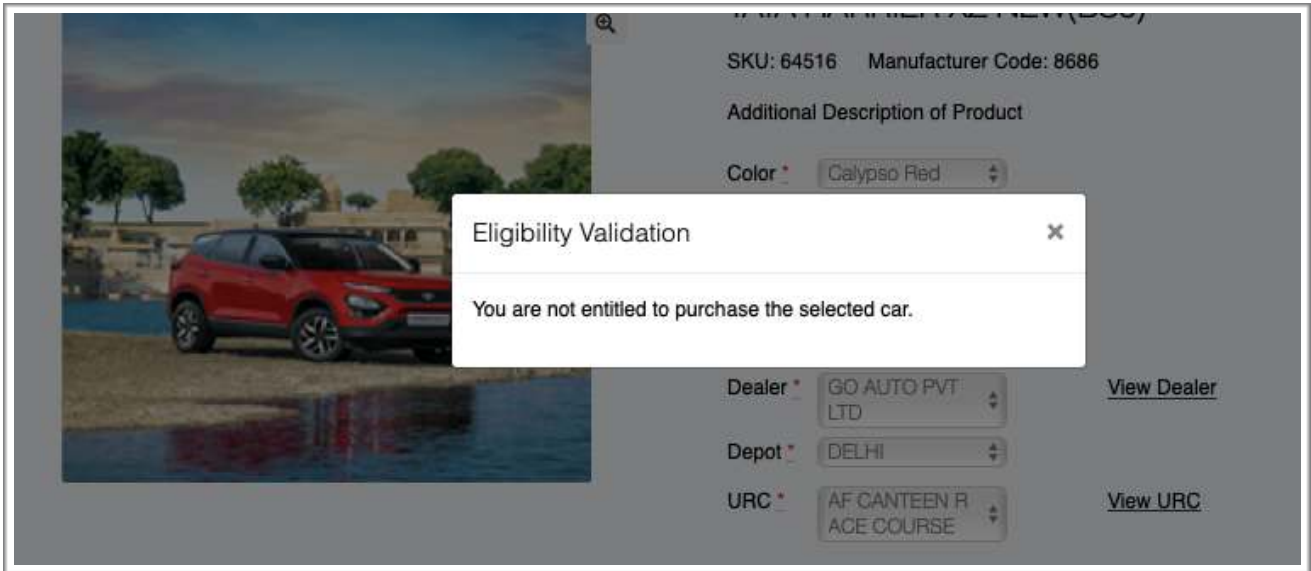
Mobile Number:

Email:

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.

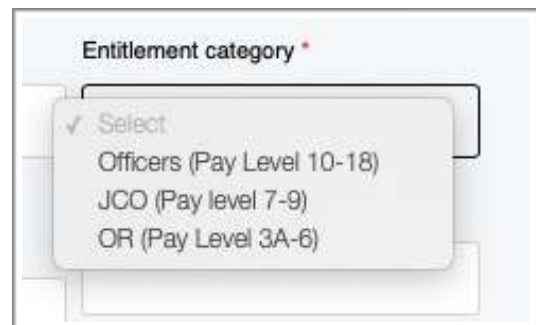


Fig. 10: Registration Form

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

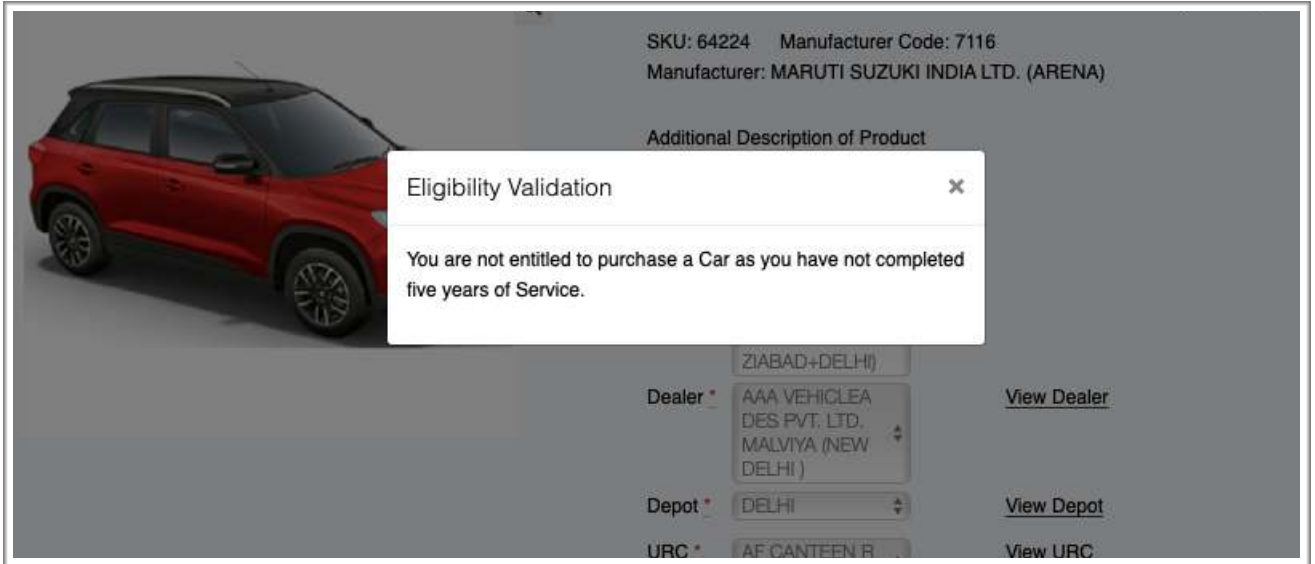


Fig.11

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

A registration form with a light blue background. It contains two main sections. The first section is labeled "Date of Enrollment/Commissioning *" and has a white text input field. The second section is labeled "Entitlement category *" and has a white dropdown menu.

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	555ny25@gmail.com
Username	Beneficiary name
555ny25	555ny25
Grocery card number	Chip number
abcd123456789000000	111112222333444
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	
BLBPP7181N	

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.

Did you purchase AFD1 item (same category) earlier from CSD? * <input type="radio"/> Yes <input type="radio"/> No	
Pay Level * 3A *	
Address for registration * House number and street name	
Town / City *	Pin code *
Billing State * Select an option...	
Country * India	
Canteen Card * Choose File no file selected	
PAN copy * Choose File no file selected	
Availability certificate * Choose File no file selected	
Dealer Price mentioned in Availability certificate *	
PPO/Discharge Book/Release Order Choose File no file selected	
Last Pension slip Choose File no file selected	
Have you taken loan ? * <input type="radio"/> Yes <input type="radio"/> No	
Mode of Payment * <input type="radio"/> Direct Bank Transfer <input type="radio"/> Online Payment	
Additional remarks Notes about your order, e.g. special notes for delivery.	

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	₹717,292
Inclusive of all Taxes and Levies	

Fig. 17: Payment Details/Summary

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

rice Zone *
DELHI NCR (DELHI GREATER NOIDA FARIDABAD GURGAON)

Depot *
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.

Did you purchase AFD1 item (same category) earlier from CSD? *

Yes No

Date of last purchase of Ibid item * Pay Level *

3A * -

Address for registration *

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.

Have you taken loan? *

Yes No

Loan Amount *

Loan Sanction Letter *

Choose File no file selected

Fig. 21: Checkout Form

D) There are 2 ways of making payment:

i) Direct Bank Transfer

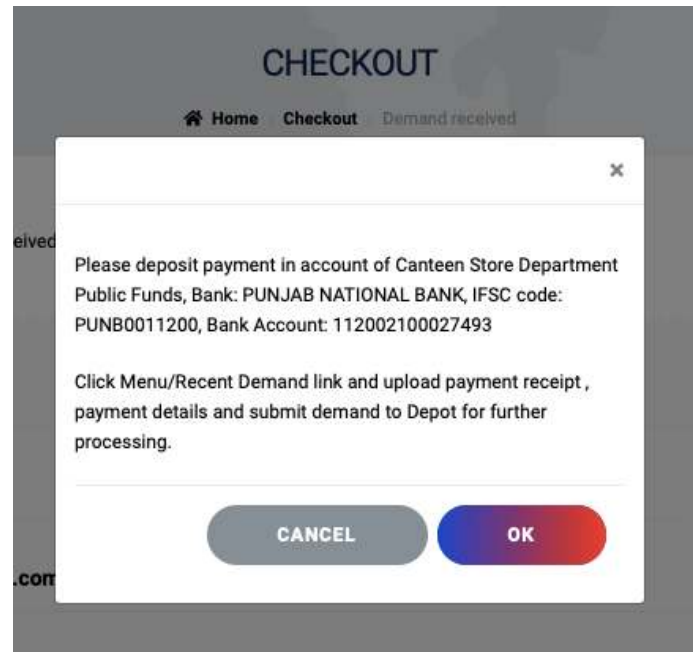


Fig. 19: After Submit

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)

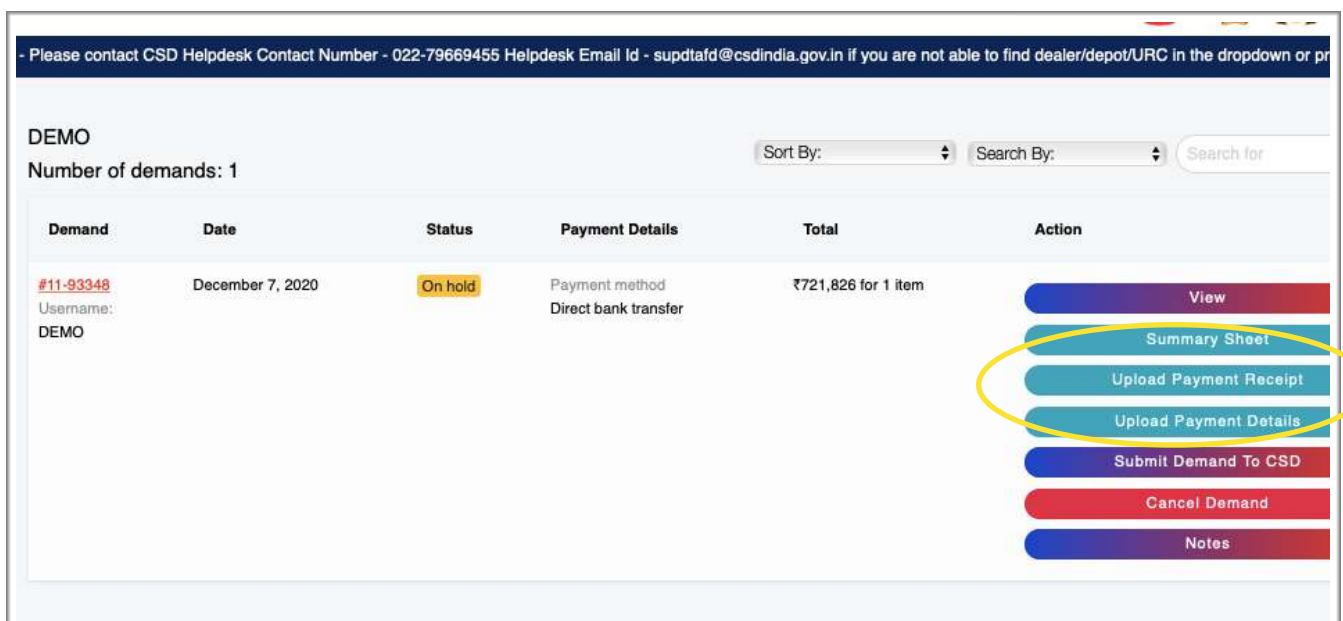


Fig. 20: Demand tab under Menu

Details of Payment made to CSD

Payment from Beneficiary Self Account Payment from loan account

Name of Bank: Name of bank:

Name of First Account Holder: Name of First Account holder:

Bank Account Number: Bank Account Number:

IFSC Code: IFSC Code:

UTR Number: UTR Number:

Amount paid: Amount paid:

Date of Payment: Date of Payment:

CLOSE **SUBMIT**

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.

Amount paid: Amount paid:

Date of Payment: Date of Payment:

CLOSE **SUBMIT**

Total amount paid is less than price of the item.
Payment details can not be uploaded.

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.

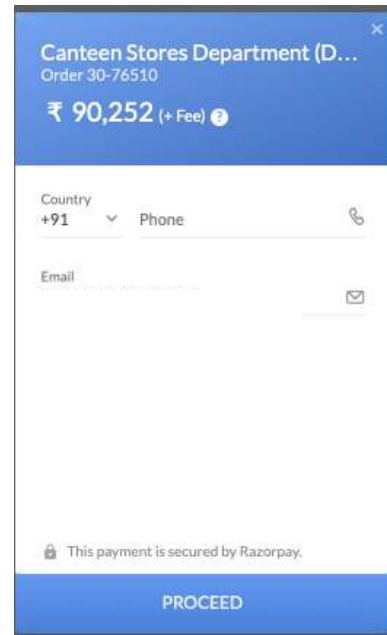
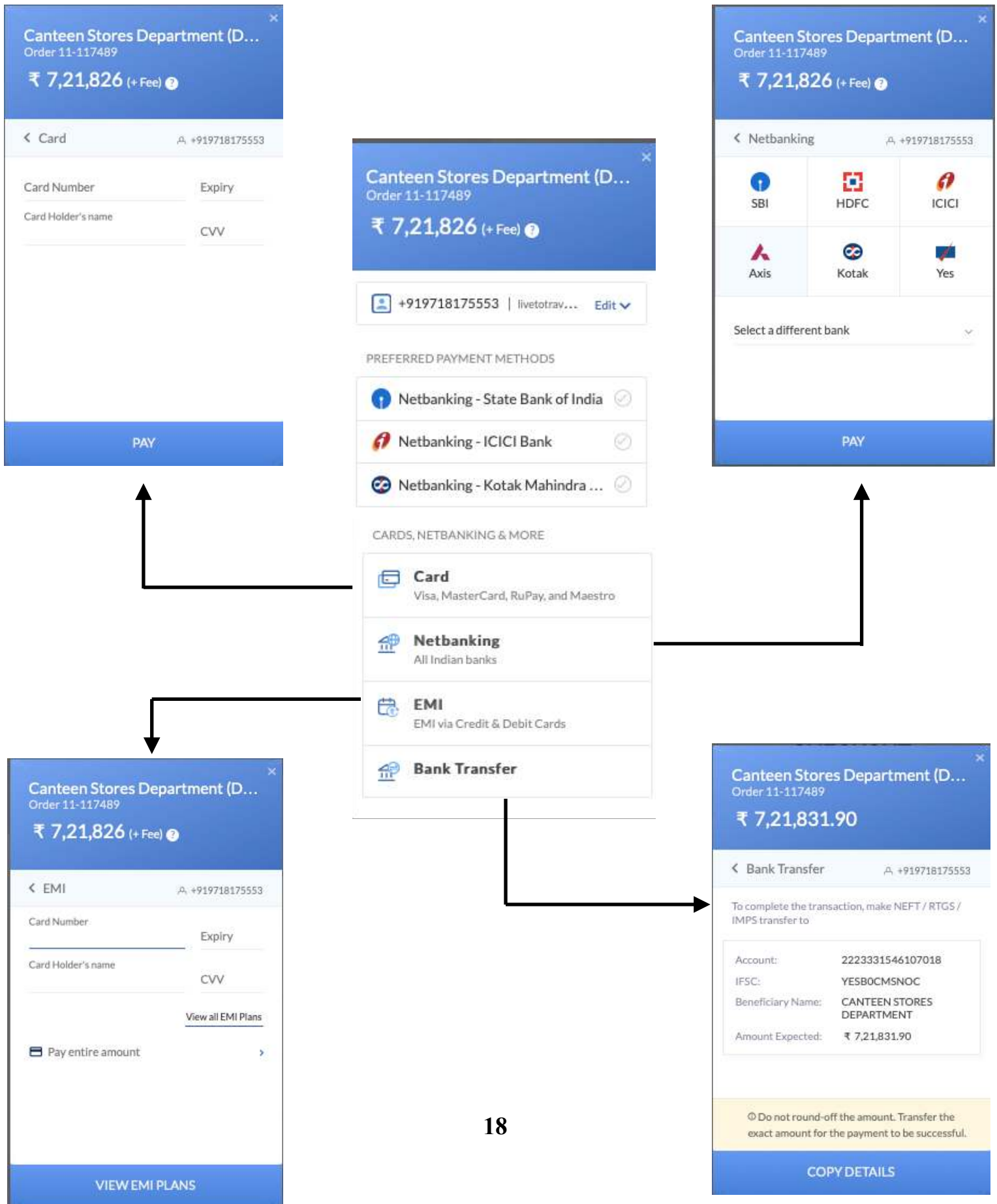


Fig. 23

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.

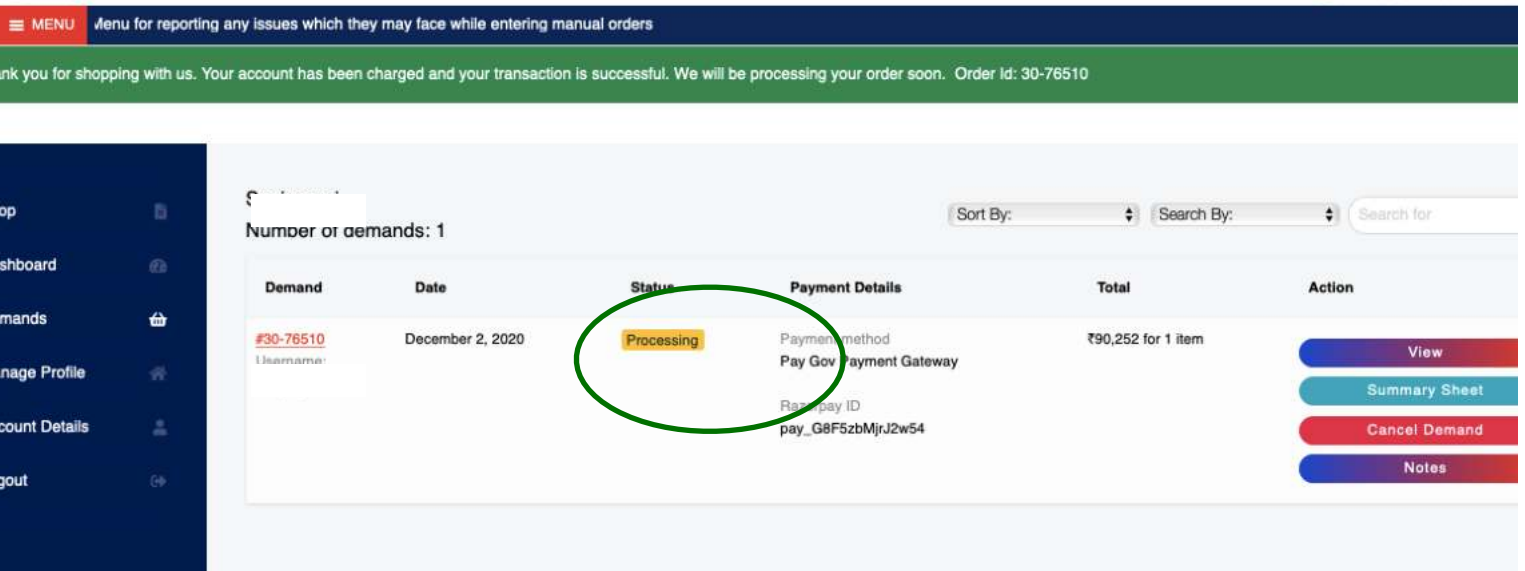


Fig. 25

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
