



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



# CWC - BILL TRACKING SYSTEM

USER MANUAL FOR EMPLOYEE REGISTRATION



In a bid to enhance transparency in the processing and settlement of bills /Invoices, Central Warehousing Corporation have introduced a bill tracking system for its contractors or vendors to comply CVC's Circular No. 02/04/18, dated on 05-05-2018 on 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.

**Step – 1** In the user 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 Bill Tracking System.

after entering the Above URL, Then below screen will open



**User Registration:** - A simple name, email address and password will usually do the trick. This also means that there is absolutely no need for asking the **user** to re-type their email address or password! If more **information** is required, it can always be acquired post-**registration**.

In the Login window, following functionalities are given to

**Step: - 2**

1. Register New User – Here new user can register from click on given link
2. User Name - User will enter the user name, which was enter during the registration
3. Password - Password will enter the password text box.
4. Reset Captcha – On click the refresh button then captcha will reset.
5. Enter Captcha – User will enter the Captcha
6. Forgot Password - Forgot Password Functionality is given on the login page, on click user can have got your password, using this link.
7. Download the User Manual of employee registration – User can download the User manual of employee registration. It will help during the registration.

**Step.3-** User will fill the following details are mentioned in the user registration form then click on Create button.



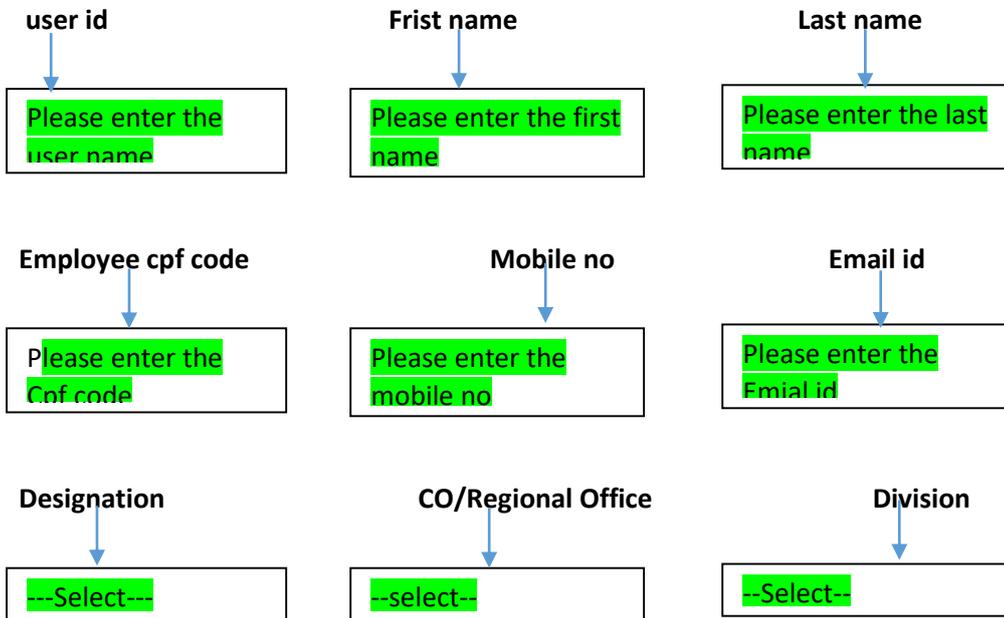
## User Registration

Please enter user account information (\*) Mark fields are mandatory

User Id	First Name	Last Name
<input type="text" value="Please Enter User Name"/>	<input type="text" value="Please Enter First Name"/>	<input type="text" value="Please Enter Last Name"/>
Employee CPF Code	Mobile No	Email Id
<input type="text" value="PLEASE ENTER CPF CODE"/>	<input type="text" value="Please Enter Mobile No."/>	<input type="text" value="Please Enter Email Id"/>
Designation	Regional Office	Division
<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
<p>651273  Capture Enter *</p> <input type="text"/>		
<p><input type="button" value="Create"/> <input type="button" value="Reset"/></p>		

**Employee Registration:** - User general information capture during the registration

**Step – 2 New User Registration:** User will click on link “Employee Registration” given in the login screen then above screen will open.





**PLEASE FOLLOW THE FOLLOWING STEPS FOR REGISTRATION**

- **CLICK ON EMPLOYEE REGISTRATION**
  - **ENTER YOUR CPF/EMP CODE**
  - **ENTER YOUR DATE OF BIRTH**
  - **ENTER PASSWORD OF YOUR CHOICE**
  - **RE-ENTER YOUR PASSWORD**
  - **CLICK REGISTER**
  - **IN CASE OF NOT REGISTERING PLEASE CONTACT YOU'RE CONCERNED RO/CC OR CWC, MIS Division, CO, NEW DELHI. THE CONTACT NO. OF AUTHORIZED PERSON (MR. MAHESH KAUSHAL) ON CALL 8285015300, E-MAIL ID [PROJECT.MANAGER2@CEWACOR.NIC.IN](mailto:PROJECT.MANAGER2@CEWACOR.NIC.IN) AND [LAKSHAY.SHARMA@CEWACOR.NIC.IN](mailto:LAKSHAY.SHARMA@CEWACOR.NIC.IN)**
  - **AFTER REGISTRATION YOU MAY LOG-IN TO YOUR ACCOUNT BY ENTERING YOUR CPF/EMP. CODE IN USER NAME COLUMN AND YOUR PASSWORD.**
- **User will successfully register by clicking submit button...**