

**REVISED PROCEDURE FOR PURCHASING FOUR WHEELERS, TWO WHEELERS AND WHITE GOODS THROUGH  
CSD**

1. The first step towards purchasing **four wheelers, two wheelers and white goods** from AFD portal is to get yourself **registered in AFD portal** by entering your basic service details, canteen grocery card number, chip number etc. by following step-by-step procedure on the Portal.
2. For New registration on the AFD CSD Portal
  - a. Please go to "**https://afd.csdindia.gov.in**".
  - b. Click on "SHOP NOW" you will be on the login page.
  - c. Click on "New User Registrations".
  - d. Fill up all the required details.
  - e. "SUBMIT" the form.

**Note:-Don't commit any mistakes while filling the form because once you fill and submit the form, it is difficult to edit and the site will not allow you to Book the vehicle till the time correct data validations is completed.**

Also during New registration you will get an OTP on your mobile number mentioned in the form which needs to be entered in the "Enter Mobile OTP" box.

3. Follow below steps thereafter,
  - a. Visit AFD portal to obtain information on availability and price of desired AFD item for the specific month.
  - b. Obtain a quotation of the vehicle as per CSD price.
  - c. Also obtain an **availability certificate** with validity of three weeks from issue but not later than end of the month in which the certificate is issued.
  - d. For User Login .
    - i. Please go to "**https://afd.csdindia.gov.in**".
    - ii. Click on "SHOP NOW" you will be on the login page.
    - iii. Fill up "Username".
    - iv. Fill up "Password".
    - v. Enter "Captcha".
    - vi. Click on "LOGIN".
    - vii. OTP is received on your registered mobile / registered Email ID.
    - viii. Fill in the OTP received, in "Enter OTP" box.
  - e. After entering the site on the "Shop Page" click on "search box" at the web page and type the same vehicle SKU Number which you booked in the showroom, click on it and check the price displayed it should be same as said by the showroom (Availability certificate) otherwise request showroom to amend it accordingly.
  - f. At the time of placing a demand on the AFD Portal, it will ask Price Zone (state), Dealer, Depot, & URC (Nominate the URC canteen which is near to you). On checkout page you have to upload all documents like proof of Payments, PAN, Last pay drawn or PPO, Availability certificate.
  - g. Now, after placing the demand or checkout, your demand will go to the respective depot to check your eligibility criteria for the particular product. Your Demand will be verified by concerned Depot & thereafter the Portal will prompt you for making Payments, Notification (within 1-2 working days) will come via SMS/email or you can check by Login in your account too.
  - h. You have to pay the amount in full to CSD either Direct or through your account or bank loan or partially both. Once your payment process is completed you will get your summary sheet, take print out the same and keep safe with all other uploaded documents in duplicate.

**(Note - the payment realization may take 2-3 working days from the bankers)**

- i. After payment realisation you will get an **Email and SMS to collect PO/ Local Supply order & Auth. letter** which you can download by Login In your AFD account.
- j. Visit your **NOMINATED URC** along with all the original documents like PAN Card, Grocery Card, Service ID Proof, Availability Certificate, etc. The CSD Rep will check everything and keep the office copies & thereafter furnish you with signed & stamped LS Order.
- k. Collect Purchase Order (PO) / LS Order from Nominated URC and submit at the showroom and collect your vehicle.

Note:- The site is getting updated regularly with enhanced features regularly.

**CHECKLIST FOR PURCHASING FOUR WHEELERS, TWO WHEELERS  
& WHITE GOODS ON AFD PORTAL**

S.No	STEPS/ TASKS	STATUS	REMARKS
1	Go to the showroom and book vehicle of your choice, and obtain the <b>availability certificate</b> of the current month and a quotation of the vehicle as per CSD price.		Check validity of Availability certificate
2	If you are a new user, <b>register</b> your self on AFD Portal		Please fill the personal credentials correctly
3	If you are a old user please <b>login</b>		
4	After login you will redirect to <b>shop page</b>		
5	Search the product using search <b>box</b>		
6	Click <b>Add to Cart</b> button and fill all the details in checkout page and <b>Generate the Demand</b>		Please check the Product specifications twice
7	Depot will check the demand and <b>approve split of payment.</b>		SMS/Email notification post demand generation
8	Payment to be made from the beneficiary's own Bank A/c through payment gateways only viza SBI & Paygov/ Razerpay. Loan payment by the bank is to be transferred to the designated CSD A/c (Please refer how to make payment)		Please read the Payment Process carefully, available on Important Notices on AFD portal
9	After payment realisation you will get an Email and SMS to collect PO/ Local Supply order & Auth. letter which you can <b>download by Login In your AFD account.</b>		
10	Visit your <b>NOMINATED URC</b> along with all the original documents like PAN Card, Grocery Card, Service ID Proof, Availability Certificate, etc. The CSD Rep will check everything and keep the office copies & thereafter furnish you with <b>signed &amp; stamped LS Order Copy.</b>		
11	<b>Collect Purchase Order (PO) / LS Order from Nominated URC and submit at the showroom and collect your vehicle.</b>		