



COCHIN SHIPYARD LIMITED

**USER MANUAL DOCUMENT FOR SUPPLIER
PAYMENT PROCESS**

1. Purpose

Purpose of this Application is to get/collect the payment for supplier applied products on application (Enlistment/ Enhancement/ Revalidation)

2. Prerequisites

1. New supplier should register with supplier registration application through CSL portal
2. Supported Browser: Internet Explorer 11+, Google Chrome 75+, Firefox 48+

3. Input

Username and Password

At-least one product should be selected from product list from corresponding application

4. Execution Steps

1. After selection the products from product list, amount will be calculated (Number of products * Product Basic pay) and amount will display on next to selected products table with supplier currency (Currency selection based on supplier selected currency).

The screenshot displays the application interface for product selection. At the top, there are three tabs: 'Marine', 'General (Non Marine)', and 'Services'. The 'General (Non Marine)' tab is selected and highlighted with a red box. Below the tabs is a list of categories: 'Accommodation/Administrative Items', 'Electrical Items', 'Electronics & Communication Items', 'Fire & Safety', and 'Laboratory Items'. The 'Electrical Items' category is selected and highlighted with a red box. Below the categories is a table titled 'Selected Products' with three columns: 'Product Type', 'Category Description', and 'Product Description'. The table contains six rows of data, all with 'General (Non Marine)' as the Product Type and 'Electrical Items' as the Category Description. The Product Description column lists various electrical items. To the right of the table, there is a vertical column of delete icons (trash can symbols), which are highlighted with a red box. A red speech bubble points to these icons with the text: 'If product added wrongly, than delete products from list'.

Product Type	Category Description	Product Description
General (Non Marine)	Electrical Items	Cabling Equipments & Accessories
General (Non Marine)	Electrical Items	Circuit Breakers (Fuse, ELCB, MCB, etc.)
General (Non Marine)	Electrical Items	Control Panel & Distribution Board Items, Relays
General (Non Marine)	Electrical Items	Electrical Appliances (Fan, Heater, etc.)
General (Non Marine)	Electrical Items	Electrical Cables
General (Non Marine)	Electrical Items	Electrical Fittings (Adaptors, Socket, plugs, Switches, Conduit, Insulation Tapes, Ferrules, Cable Fixtures, Glands, Lugs, Ties, Connectors, Heat Shrinkable Sleeves, Terminal Blocks, Inductors etc)

USER MANUAL DOCUMENT

New Supplier Enlistment History Payment History

New Supplier Enlistment Application

300.00 USD

Fill all details with Products and amount calculated based on product and click on Proceed for Payment button.

Declaration

We hereby declare that the information furnished and documents attached above are correct and true to the best of my/our knowledge and belief. We understand that CSL shall not be responsible for rejection of application due to misleading information filled up. Rendering of false information in the application may lead to debar a supplier for enlistment with CSL in future. Decision of Competent Authority of CSL shall be final & binding on the supplier.

Name of authorized person:* AUTHORIZED

Designation:* DESIGNATION

Contact No.* 78677678834

[Previous](#) [Save](#) [Proceed for Payment](#) [Submit](#)

Select the button from screen "Proceed for Payment" and will navigate to third party portal and filled with Default values.

New Supplier Enlistment History Payment History

New Supplier Enlistment Application

300.00 USD

Confirmation

Are you sure to proceed with payment process? Note: After Payment success, may not add additional Products

Intimation to supplier that, After making payment, they may not add additional products

Declaration

We hereby declare that the information furnished and documents attached above are correct and true to the best of my/our knowledge and belief. We understand that CSL shall not be responsible for rejection of application due to misleading information filled up. Rendering of false information in the application may lead to debar a supplier for enlistment with CSL in future. Decision of Competent Authority of CSL shall be final & binding on the supplier.

Name of authorized person:* AUTHORIZED

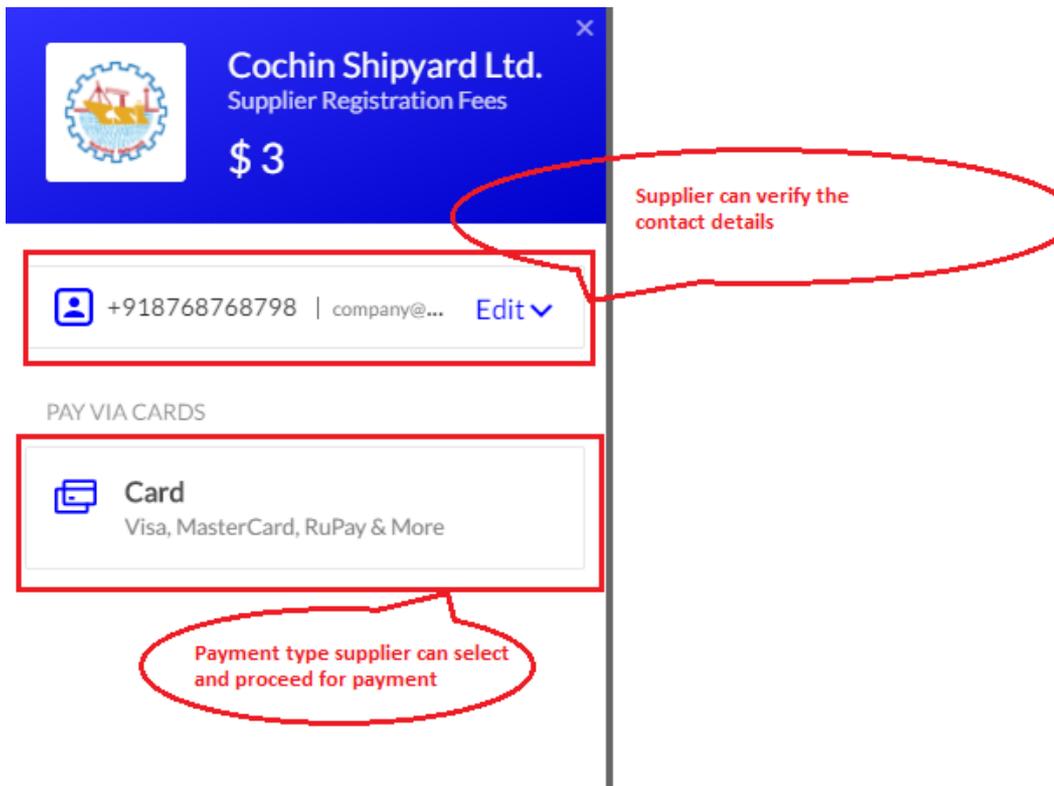
Designation:* DESIGNATION

Contact No.* 78677678834

[Previous](#) [Save](#) [Proceed for Payment](#) [Submit](#)

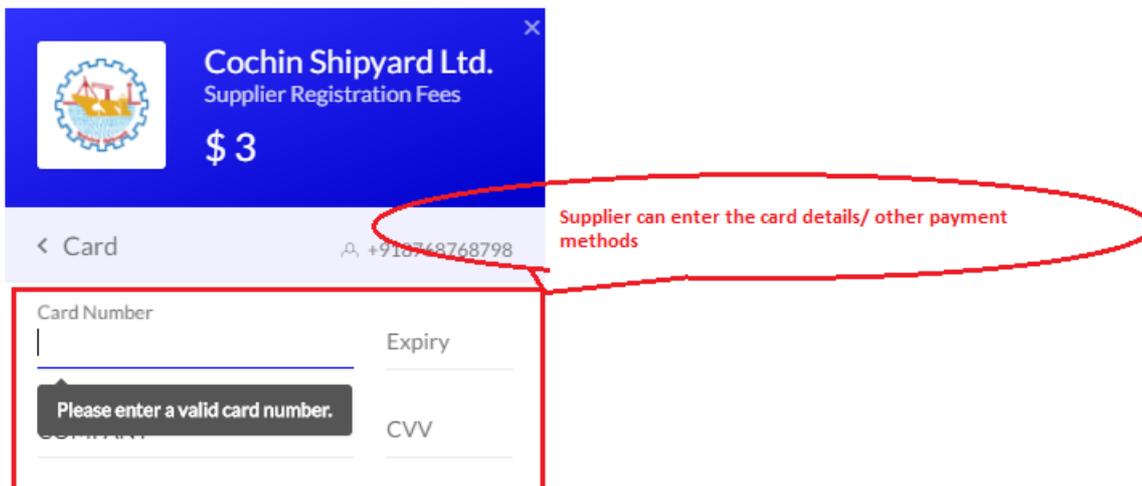
On selection of "YES" button, Navigate to Razorpay application to make the payment as per product selection from list.

USER MANUAL DOCUMENT



On selection of Proceed button and will navigate to payment for bank payment selection (Internet/ Credit Card, Debit Card and others...).

Note: Payment option supplier can select either one option and can choose from supplier end



PAY \$ 3

USER MANUAL DOCUMENT

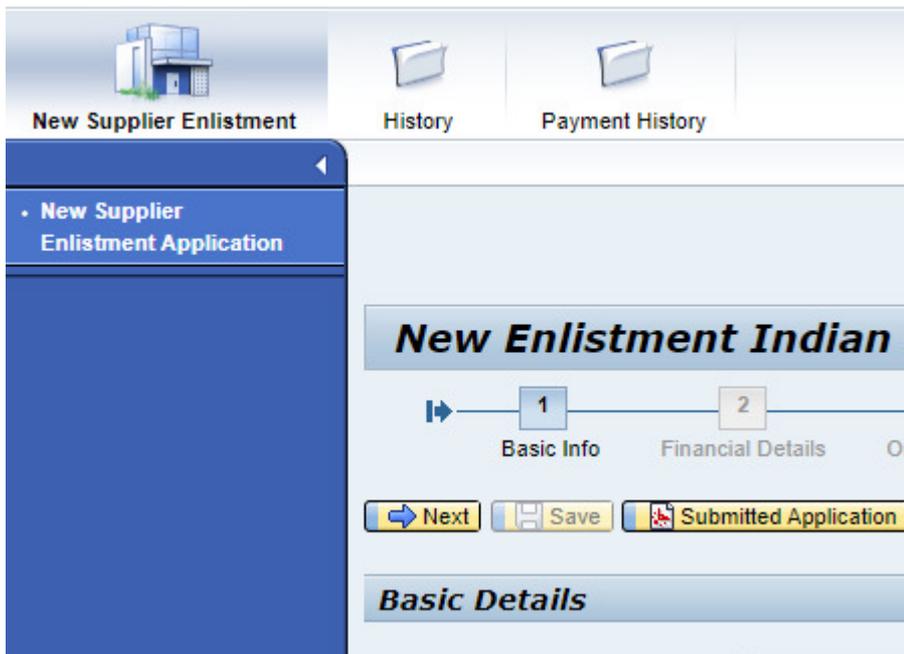
For Card payment, supplier should be filled all mandatory fields (Card Number, Card Expiry Date (Month and Year (MM/YY)).

For Net banking, Mandatory fields should be filled and select on "Pay" Button. For success payment will not allow you to do duplicate payments.

Note: If supplier manually close the browser while making the payment, system will not allow them to do next transaction for another 20 mins.

After making a payment, application will submit the details to CSL authorized team to do the validation and for an approval.

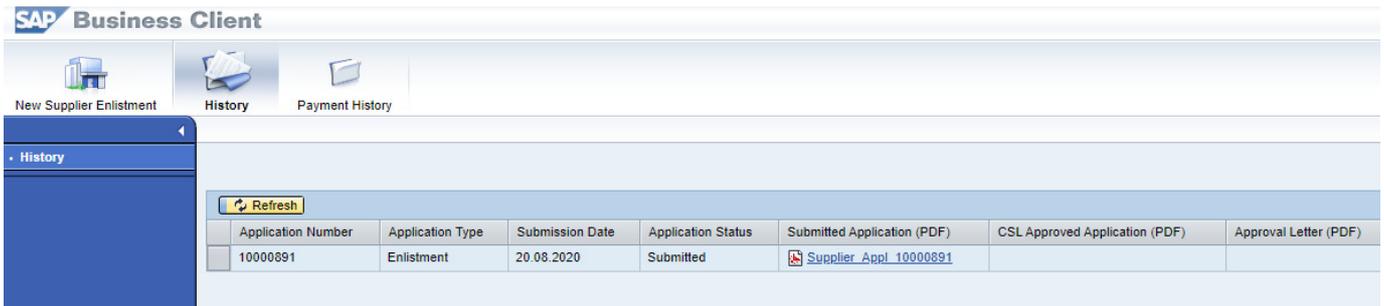
After Successful payment, PDF will generate and display into supplier application and named as "Submitted Application".



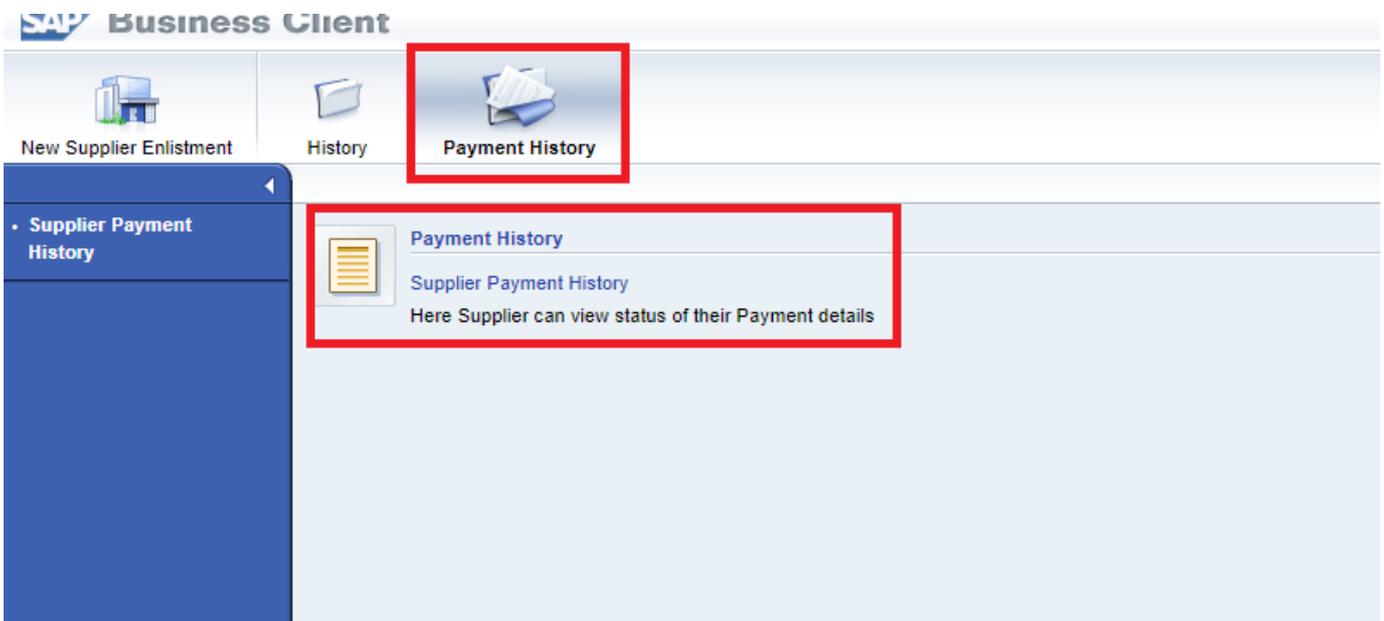
And History application, it can be list out all submitted and approved documents in PDF format.



USER MANUAL DOCUMENT



And payment history will list out under Payment history tab.



And, Payment History tab will list out the Payment transaction with status (Success/ Failure).

