



**COCHIN SHIPYARD LIMITED**

**USER MANUAL DOCUMENT FOR SUPPLIER  
PROFILE UPDATE**

# USER MANUAL DOCUMENT

## 1. Purpose

Purpose of this Application is to update the contact person details from supplier end.

## 2. Prerequisites

1. Supplier user id and password to login
2. Supported Browser: Internet Explorer 11+, Google Chrome 75+, Firefox 48+

## 3. Input

Supplier code, Requester Name, Type of request and Email of requester

## 4. Execution Steps

1. Supplier login into CSL supplier portal and select the Profile update application on screen. and update the contact person details.

Login URL: <https://csl.cochinshipyard.com:8600/smslogin>

The image shows two screenshots from the Cochin Shipyard Ltd. Supplier Management System (SMS). The top screenshot is the login page, featuring the company logo and name on the left, and the system title 'Supplier Management System (SMS)' on the right. Below the header is a navigation bar with icons for 'New Supplier Enlistment', 'History', 'Payment History', 'Profile Update', and 'Reinstatement'. The 'Profile Update' icon is highlighted with a red box. Below the navigation bar is a 'Login' form with fields for 'User' and 'Password', and a 'Log On' button. Red circles highlight the 'Registered User Name' and 'Registered Password' fields. The bottom screenshot shows the 'Supplier Profile Update' page. The 'Profile Update' icon in the navigation bar is highlighted with a red box. The page displays 'Basic Details' for 'VANCHO' and a section for 'Contact Person for Business Correspondence'. This section contains three columns of input fields for Name, Designation, and Contact No. for three different contact persons. A red box highlights the entire 'Contact Person for Business Correspondence' section, with a red circle around the text 'Update contact person details' above it.

# USER MANUAL DOCUMENT

---

Contact person data update can do multiple times for any time.