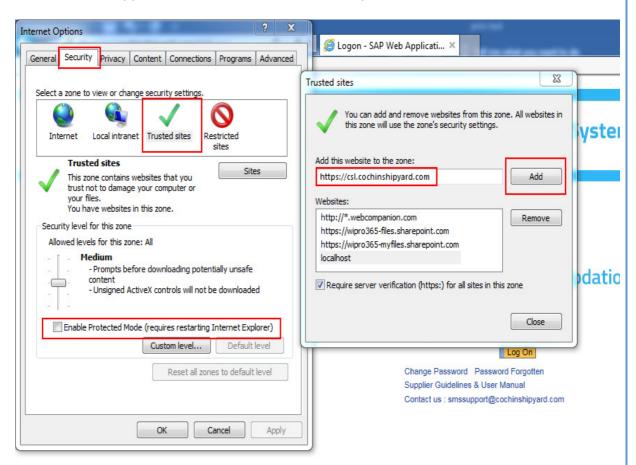# COCHIN SHIPYARD LIMITED
SUPPLIER MANAGEMENT SYSTEM(SMS)

INSTRUCTIONS FOR NEW SUPPLIER DATA COLLECTION THROUGH APPLICATION

I. MINIMUM SYSTEM REQUIREMENTS

Below are the pre-requisites required for Cochin Shipyard

1) Login as "Administrator" of your computer.

2) The SMS(supplier management system) Portal is compatible with computers having operating system Windows 7 or windows 8 or windows 10from Microsoft Corporation and is capable to run internet explorer of a version IE11.Google Chrome (**v45 and above**)and Mozilla Firefox(**V.52 and above**).

3). Turn off popup blocker Required for showing some popup display from SMS portal

4). Add Cochin Shipyard SMS Portal website to Internet Explorer trusted sites

and Goto Security -> Internet
Uncheck Tick mark from "Enable Protected Mode on the IE browser.

II. **IMPORTANT NOTE:**

1. Suppliers shall register with minimal information in SMS portal and update the information through online portal **not later than 90 days** from receipt of registration. and if not submit, supplier will get notification mail, and it recommended to submit the application with actual data

2. Failing to update the data within the stipulated time shall lead to clear the registration with CSL, without further notice.

3. In the "PRODUCT DETAILS" Tab, suppliers shall select the products based on nature of business for which they are already selected on earlier screen.

4. CSL shall have the right to accept or reject any Item/Product/Services based on the records. No claim/correspondence will be entertained in this regard.

5. The application is liable for rejection in case of submission of misleading information in the application by the supplier. Rendering of false information may debar the supplier for Enlistment with CSL in future.

6. Decision of competent authority of CSL on the updation process shall be final and binding on the supplier.

7. For clarifications if any, Suppliers shall contact CSL officials in the Phone No.: +91 484 2501846, during office hours (9.00AM to 5.00 PM IST)

III. **GENERAL INSTRUCTIONS:**

1. Suppliers can register 24x7x365 through CSL supplier registration web portal.

2. Suppliers shall go through the entire data format carefully, before entering details.

3. Mandatory fields are marked with *.

4. SAVE option is provided page wise, so that respective page can be filled-in with relevant info. & supporting documents and then saved. Suppliers are advised to save the application periodically to avoid losing of filled up data. Updation will be completed only on making payment for selected products and successful payment will submit the application automatically (Proceed for payment button provided on last page). No corrections or modifications shall be permitted after submitting the application. Hence suppliers are requested to go through the completed application before making payment.

5. Information submitted shall be genuine and accurate.

6. Valid documentary proof shall be attached wherever applicable.

7. Hard copies of requested information NEED NOT BE SENT to CSL.

8. Multiple applications from a single supplier shall not be considered.

9. Suppliers who have submitted the data successfully in the portal shall receive an email, after completion of approval process by CSL.

10. Maximum permissible size for each upload file is 24 MB.

11. DOCUMENTARY PROOF REQUIRED:

A. INDIAN SUPPLIERS

1. Certificate of Incorporation/ Equivalent Document.
2. Certificate related to EPF.
3. Certificate related to ESI .
4. Cancelled Cheque.
5. E payment Mandate Form in CSL format with Seal & Signature of Bank.
6. Bank Solvency Certificate from Nationalized Bank certifying financial soundness of firm (Not later than 3 months)
7. MSME [EM Part II/ Udyog Aadhaar] Certificate - if applicable.
8. SC/ST certificate for MSME registered vendors, if applicable.
9. NSIC Certificate - if applicable.
10. Certificate related to Start - Up status - if applicable.
11. Public key of Class IIIB Digital Signature (Only CER Type).
12. ISO or Any "Quality System" Certificate
13. Supplier Registration Certificate / PO copy / Invoice copy with other Govt. Shipyards/PSUs in India.
14. Copy of system of control for incoming materials and Organization chart
15. Copy of at least one Process control Work Instruction
16. Record of Process Control parameter
17. Copy of at least one Procedure Qualification specification
18. Record of Personnel Qualification (PQR)
19. List of Instrument & their calibration status
20. Copy of Procedure for Identification & Traceability of Materials, tools, Jigs, Fixtures & processed components, etc.
21. Copy of Procedure for Storage/ Preservation/ Painting & packing
22. Copies of two NCRs.
23. List of Customer Complaints & status for the last three years
24. Copy of Safety system
25. Record of Accidents for last three years
26. Product Catalogue/Brochure
27. Performance Certificate from any Govt. Shipyards/PSUs or Reputed Private Sector Clients.
28. Latest audited Balance sheet/ Appropriate Financial statement indicating Turnover- if applicable.
29. Zero Defect Zero Effect certificate - if applicable
30.GST Certificate.

B. FOREIGN SUPPLIERS

1. Valid Authorization Letter issued to Indian Agent.
2. Latest Audited Balance sheet/ Appropriate Financial statement indicating turnover.
3. Certificate of Incorporation/ Equivalent Document.
4. ISO or Any "Quality System" Certificate.
5. Bank Solvency Certificate from reputed International Bank certifying financial soundness of Firm (Not later than 3 months).
6. Public key of Class IIIB Digital Signature (Only CER Type).
7. Zero Defect Zero Effect certificate - if applicable

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