

COCHIN SHIPYARD LIMITED

User Manual for Supplier Registration process- Foreign Supplier

1. Purpose

Purpose of this Application is to get/collect the basic details about newly registered suppliers and application to be filled by suppliers

2. Prerequisites

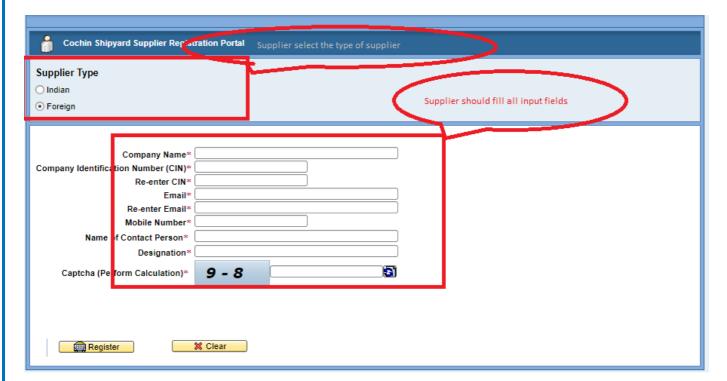
- 1. New supplier should register with supplier registration application through CSL portal
- 2. Supported Browser: Internet Explorer 11+, Google Chrome 75+, Firefox 48+

3. Input

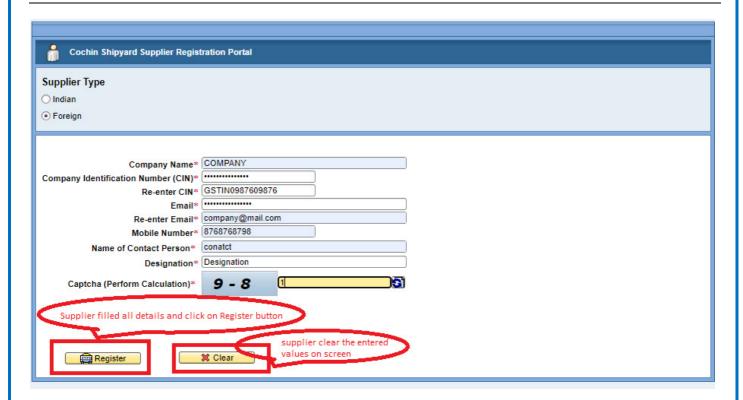
Supplier Name, CIN number, Email ID and contact information

4. Execution Steps

- 1. Supplier register through CSL website.
- 2. Login URL: https://csl.cochinshipyard.com:8600/sap/bc/webdynpro/sap/zsms_supplier_reg
- 3. Select the option on screen as supplier type and other mandatory information to fill and finally click on "Register" button on screen.



USER MANUAL DOCUMENT

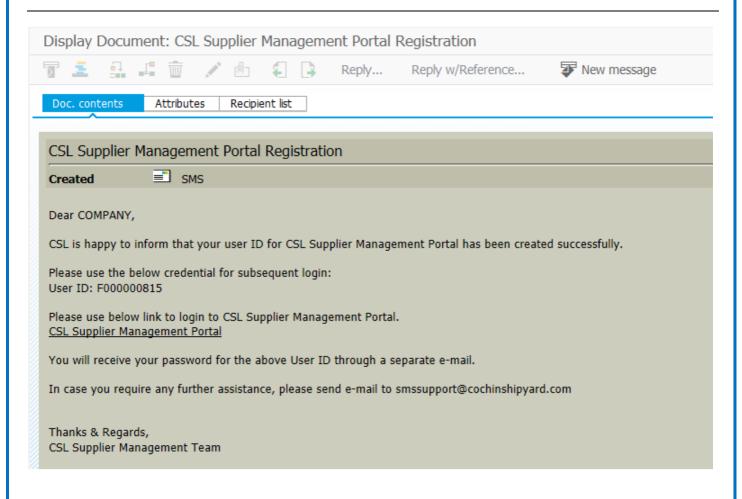


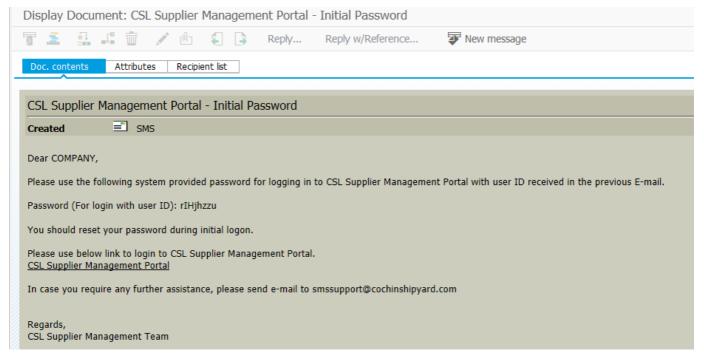
4. Successfully registered application, Supplier will get notification through registered email id with user name and password(Individual mail)



5. Supplier will get notification mails to registered email id with username and Password

USER MANUAL DOCUMENT





- 6. Supplier log in with new username and password. Initially need to reset the password as supplier wish.
- 7. Later supplier changes the password through SMS portal on login screen.
- 8. Also supplier can reset the password using Forgot password option on login screen.

USER MANUAL DOCUMENT

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Supplier Management System (SMS)

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