



COCHIN SHIPYARD LIMITED

User Manual for Enlistment Process - Foreign Supplier

1. Purpose

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

2. Prerequisites

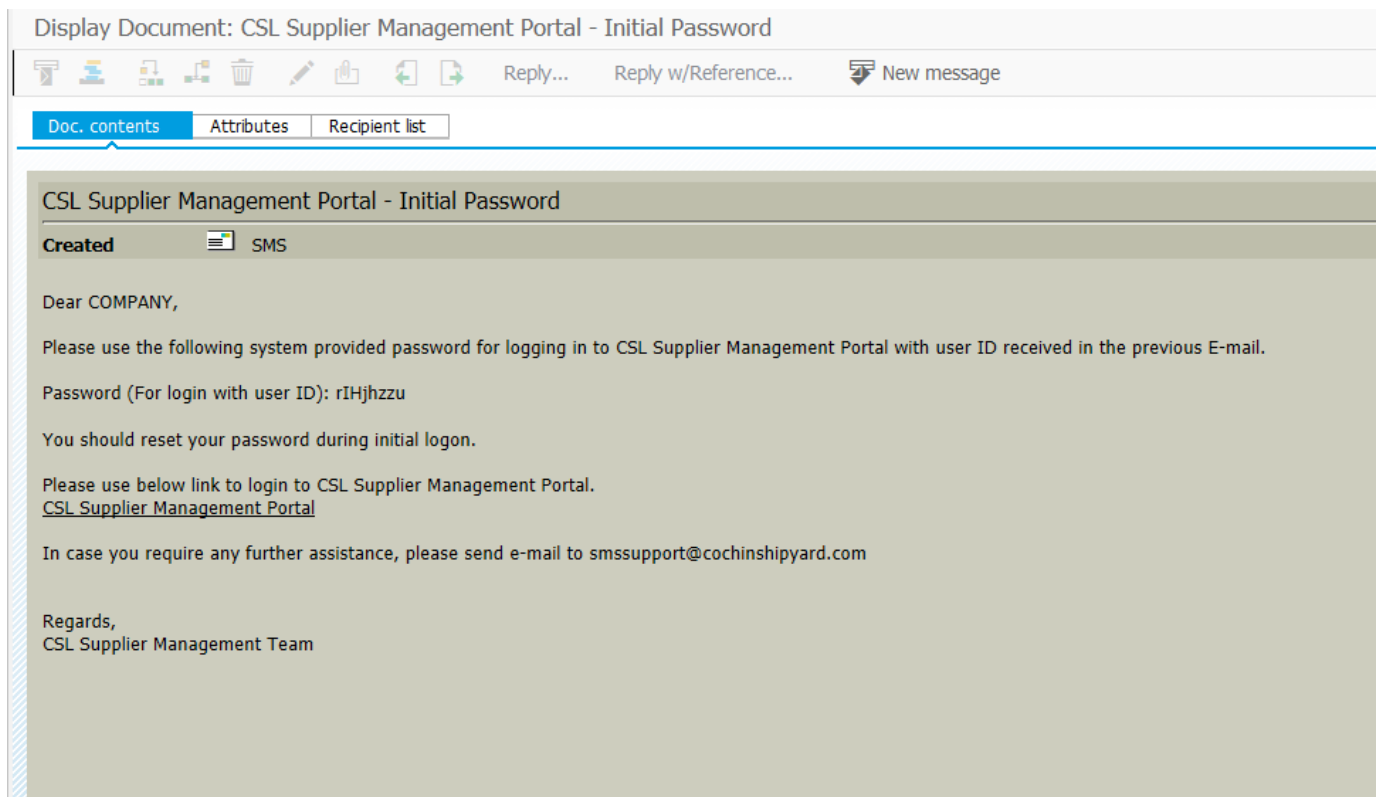
1. New supplier should register with supplier registration application through CSL portal
2. Supported Browser: Internet Explorer 11+, Google Chrome 75+, Firefox 48+

3. Input

CSL SMS Portal Username and Password

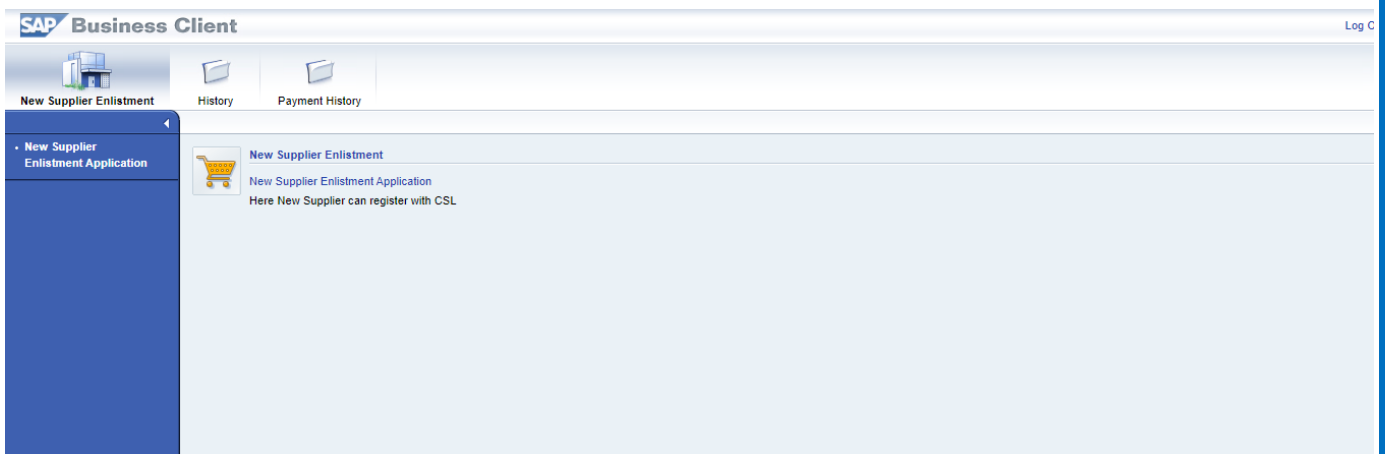
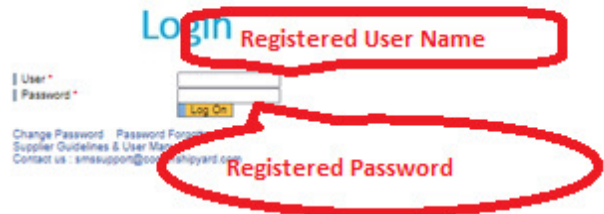
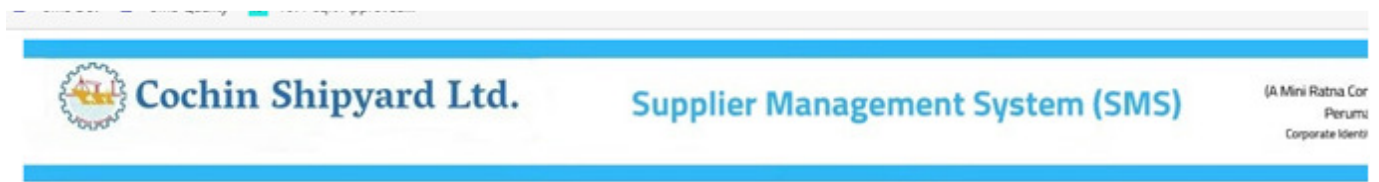
4. Execution Steps

1. Supplier register through CSL registration application and later will get temporary username, password and login URL through mail.
2. Login URL: <https://csl.cochinshipyard.com:8600/smslogin>
3. Enter Username and Password



After Entered username and password, initially change the default password. Portal will provide an option to change the password. later default application will display on portal as like below.

USER MANUAL DOCUMENT



select the portal application "New Supplier Enlistment Application" and it contain input fields and it need to fill by supplier.

Note:

1. First contact person details are mandatory and other 2 contact details will be an optional. and if second and third contact person filled at least one field, other fields should be filled, or all fields should be blank.
2. (*) - Should be filled and its applicable for all screens

USER MANUAL DOCUMENT

New Supplier Enlistment

History Payment History

New Supplier Enlistment Application

Next Save

Basic Details

Name of Company/Organization:

Address For Supplier Registration (Placement of Purchase Order will be to this address only)

Address Line 1: PIN Code:
Address Line 2: E-mail:
Address Line 3: FAX:
Country: Phone Number:
State: Mobile Number:
City: Website:

Contact Person for Business Correspondence

(First Contact Person Shall Be Permanently Accessible & Tender Enquiries Will Be Sent To First Contact Person's E-mail Id)

Name: <input type="text" value="Contact Person"/>	Name: <input type="text"/>
Designation: <input type="text" value="Designation"/>	Designation: <input type="text"/>
Contact No: <input type="text" value="9877497989"/>	Contact No: <input type="text"/>
E-mail: <input type="text" value="contact@mail.com"/>	E-mail: <input type="text"/>

Mandatory Input Fields -
Should be filled

Optional input fields - Contact person details

Contact Person for Business Correspondence

(First Contact Person Shall Be Permanently Accessible & Tender Enquiries Will Be Sent To First Contact Person's E-mail Id)

Name: <input type="text" value="conatct"/>	Name: <input type="text"/>
Designation: <input type="text" value="Designation"/>	Designation: <input type="text"/>
Contact No: <input type="text" value="878878979088"/>	Contact No: <input type="text"/>
E-mail: <input type="text" value="company@mail.com"/>	E-mail: <input type="text"/>

Details of Indian Agent

Any Registered Business Establishment in India?:

Indian Agent, if any?:

Ownership Information

Nature of Business: Agent (Dealer/Trader/Stockiest)
 Manufacturer (OEM/Fabricated)
 Service

Date of Incorporation/Year of Establishment:

Document to be Attached

Certificate of Incorporation/ Equivalent Document: No file chosen

Next Save

USER MANUAL DOCUMENT

Contact Person for Business Correspondence

(First Contact Person Shall Be Permanently Accessible & Tender Enquiries Will Be Sent To First Contact Person's E-mail Id)

Name:*	contact	Name:	
Designation:*	Designation	Designation:	
Contact No.:	878878979088	Contact No.:	
E-mail:*	company@mail.com	E-mail:	

Details of Indian Agent

Any Registered Business Establishment in India?:*

Indian Agent, if any?:*

Ownership Information

Nature of Business:* Agent (Dealer/Trader/Stockiest)
 Manufacturer (OEM/Fabricated)
 Service

Date of Incorporation/Year of Establishment:*

Click on Choose File Button

Supplier have to update required documents

Document to be Attached

Certificate of Incorporation/ Equivalent Document:* No file chosen

Click on Upload button

Name	Date modified	Type
Today (4)		
Enlistment_Application_1000001833	02-12-2020 15:33	Adobe Acrobat
Supplier_Appl_1000001747	02-12-2020 14:00	Adobe Acrobat
Supplier Appl_1000001756	02-12-2020 13:59	Adobe Acrobat
Supplier_Appl_1000001773	02-12-2020 13:59	Adobe Acrobat
Yesterday (4)		
Enlistment_Application_1000001798 (1)	01-12-2020 22:15	Adobe Acrobat
Enlistment_Application_1000001798	01-12-2020 22:08	Adobe Acrobat
Enlistment_Application_1000001797	01-12-2020 21:59	Adobe Acrobat
Enlistment_Application_1000001796	01-12-2020 21:20	Adobe Acrobat
Last week (1)		

name: All Files

Select Required files and click on Open button

e Sent To First Conta

Click on open Button after selection

Ownership Information

Nature of Business:* Agent (Dealer/Trader/Stockiest)
 Manufacturer (OEM/Fabricated)
 Service

USER MANUAL DOCUMENT

Contact Person for Business Correspondence

(First Contact Person Shall Be Permanently Accessible & Tender Enquiries Will Be Sent To First Contact Person's E-mail Id)

Name:* <input type="text" value="conatct"/>	Name: <input type="text"/>
Designation:* <input type="text" value="Designation"/>	Designation: <input type="text"/>
Contact No:* <input type="text" value="878878979088"/>	Contact No: <input type="text"/>
E-mail:* <input type="text" value="company@mail.com"/>	E-mail: <input type="text"/>

Details of Indian Agent

Any Registered Business Establishment in India?:*

Indian Agent, if any?:*

Ownership Information

Nature of Business:* Agent (Dealer/Trader/Stockiest)
 Manufacturer (OEM/Fabricated)
 Service

Date of Incorporation/Year of Establishment:*

Supplier have to update required documents

Document to be Attached

Certificate of Incorporation/ Equivalent Document:*

Click on Upload button

On Financial details need to fill with Bank details and required documents.

SAP Business Client

New Supplier Enlistment History Payment History

New Supplier Enlistment Application

New Enlistment Foreign Supplier

1 Basic Info 2 Financial Details 3 Organization Details 4 Product Details

Statutory Information

Company Identification No./Unique Identification No.:*

Do you posses Class III B Digital signature?:*

Bank Details

Bank Name:*

Name of Branch:*

Bank Account Number:*

Currency Applicable:*

Swift Code:

IBAN:

Bank Key:

Financial Turnover (for last 3 years)

USER MANUAL DOCUMENT

Fill supplier Organization details and click on save button and click on next button

SAP Business Client

New Supplier Enlistment | History | Payment History

New Supplier Enlistment Application

New Enlistment Foreign Supplier

1 Basic Info | 2 Financial Details | 3 Organization Details | 4 Product Details

Previous | Next | Save

Organizational Data

Other Particulars

Registered with any other Govt. Shipyards / PSUs in India?*: No

Is your company an approved supplier of:

- MDL-MAZAGON DOCK LIMITED
- GRSE-GARDEN REACH SHIPBUILDERS & ENGINEERS LTD
- GSL-GOIA SHIPYARD LIMITED
- EIL-ENGINEERS INDIA LIMITED
- IN-INDIAN NAVY
- DRDO-DEFENCE RESEARCH AND DEVELOPMENT ORGANIZATION.

Whether ISO / Any "Quality Management System" certified?*: No

Is the company an OHSAS - 18001 approved?*: No

ZED (Zero Defect Zero Effect) Certified?*: No

Select the Link from product list and select the check box from list and click on proceed button.

SAP Business Client

New Supplier Enlistment | History | Payment History

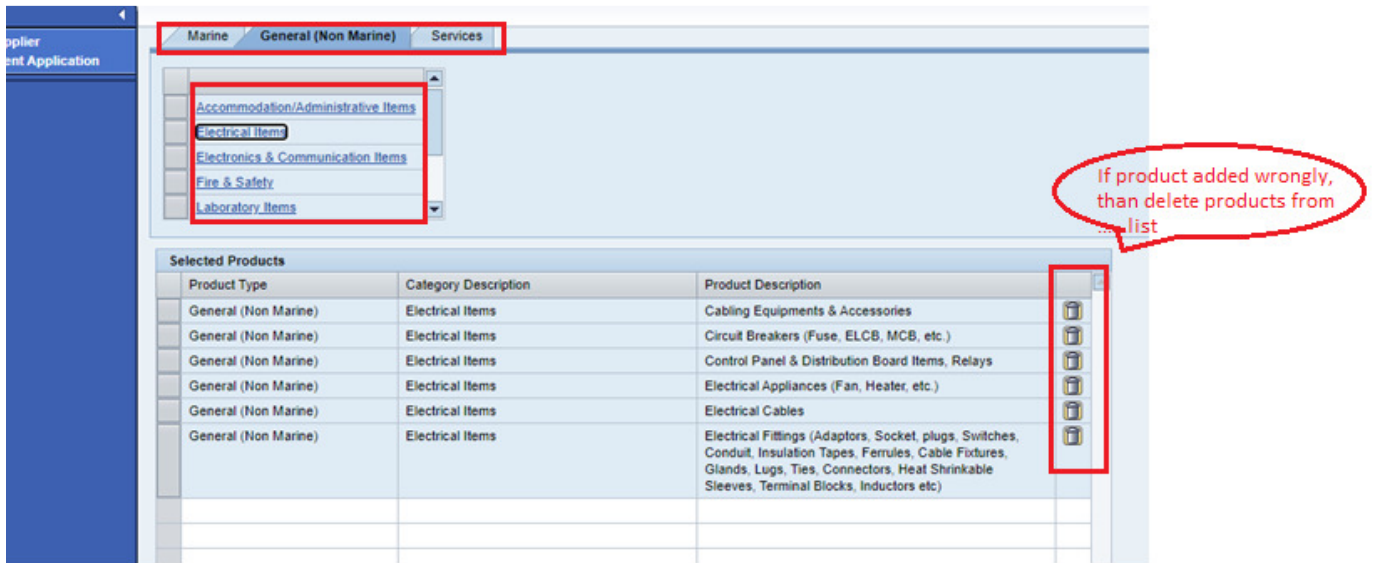
New Supplier Enlistment Application | Marine | General (Non Marine) | Services

Product Selection

Product Unassigned	<input type="checkbox"/>
Cabling Equipments & Accessories	<input checked="" type="checkbox"/>
Circuit Breakers (Fuse, ELCB, MCB, etc.)	<input checked="" type="checkbox"/>
Control Panel & Distribution Board Rms, Relays	<input checked="" type="checkbox"/>
Electrical Appliances (Fan, Heater, etc.)	<input checked="" type="checkbox"/>
Electrical Cables	<input checked="" type="checkbox"/>
Electrical Fittings (Adaptors, Socket, plugs, Switches, Conduit, Insulation Tapes, Ferrules, Cable Fixtures, Glands, Lugs, Ties, Connectors, Heat Shrinkable Sleeves, Terminal Blocks, Inductors etc.)	<input checked="" type="checkbox"/>
Electrical Insulating supplies (Insulation tapes, Adhesive, Varnishes, etc.)	<input type="checkbox"/>
Electrical Tools (Crimping Tool, Cutting Plier, etc)	<input type="checkbox"/>
Light & Fittings (Incandescent lamp, CFL, LED products, etc)	<input type="checkbox"/>
Power Generation Equipments & Accessories (Motor, Alternator, DG Set, Brushes etc)	<input type="checkbox"/>

Proceed | Close

USER MANUAL DOCUMENT

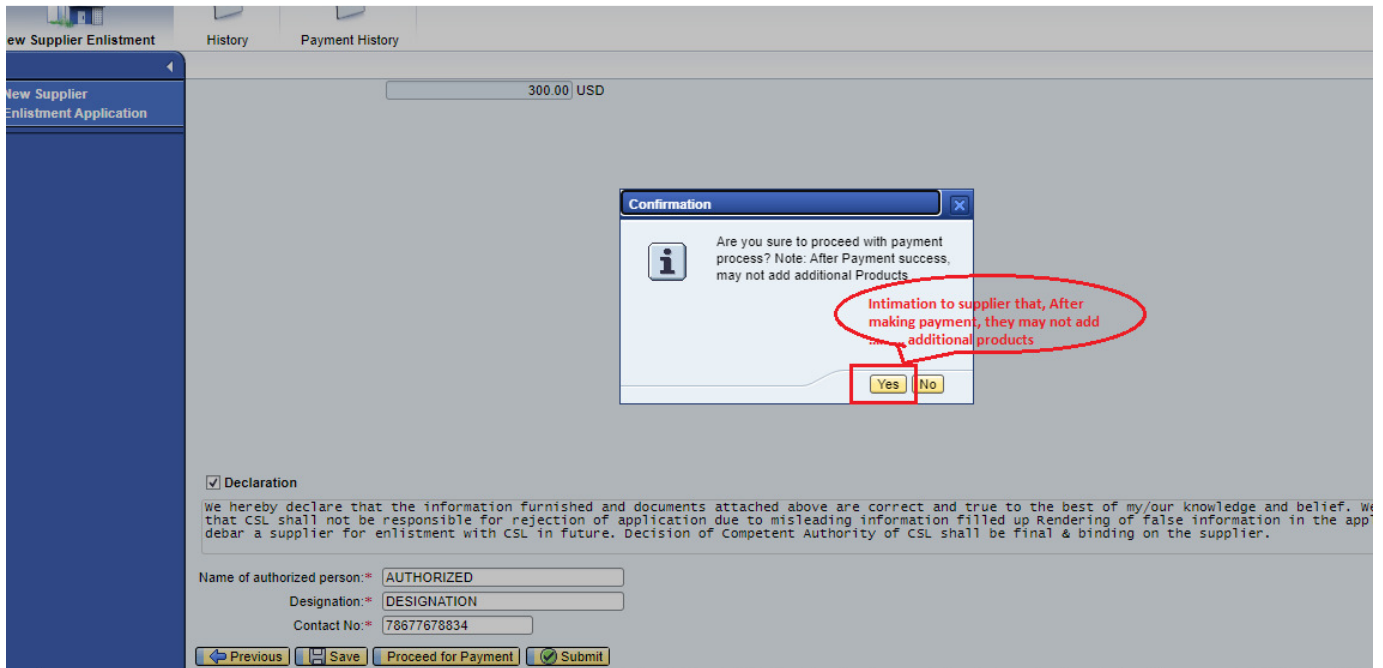


Select the button from screen "Proceed for Payment" and will navigate to third party portal and filled with Default values.

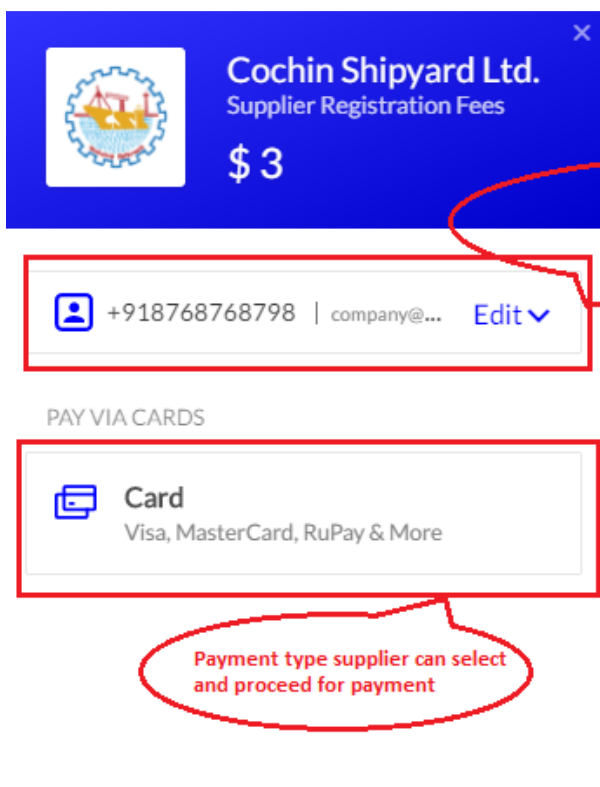


On selection of "YES" button, Navigate to Razorpay application to make the payment as per product selection from list.

USER MANUAL DOCUMENT



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



USER MANUAL DOCUMENT

Cochin Shipyard Ltd.
Supplier Registration Fees
\$ 3

< Card +918748768798

Card Number | Expiry
CVV

Please enter a valid card number.

PAY \$ 3

Supplier can enter the card details/ other payment methods

After selecting/ payment methods, supplier fill all details and click on Pay button. application will submit after payment successfully completed.

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.

USER MANUAL DOCUMENT

And Supplier can verify the submitted the details on PDF document and Entered values on display mode in application. and supplier will get notification mail with attachment.

