# 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
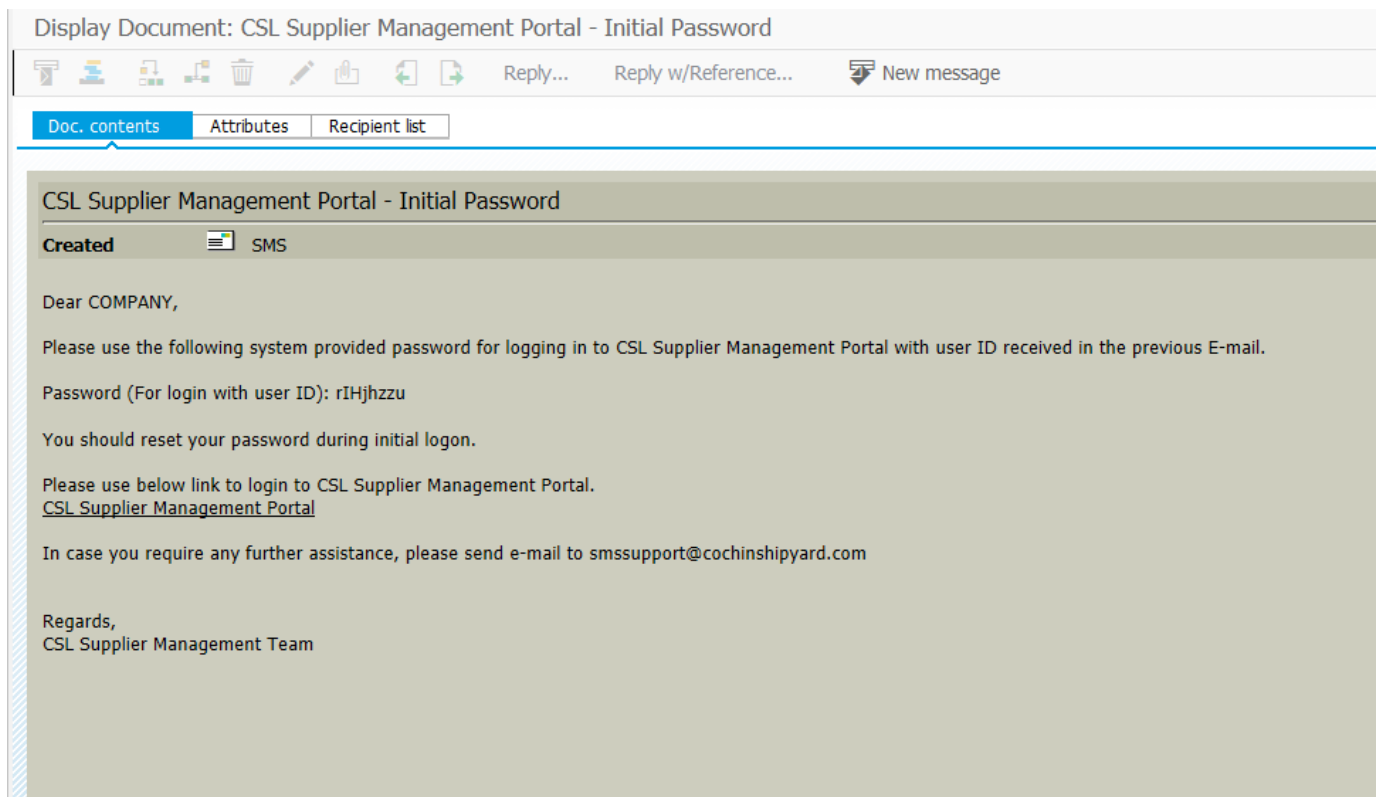


After Entered username and password, initially change the default password. Portal will provide an option to change the password. later default application will display on portal as like below.

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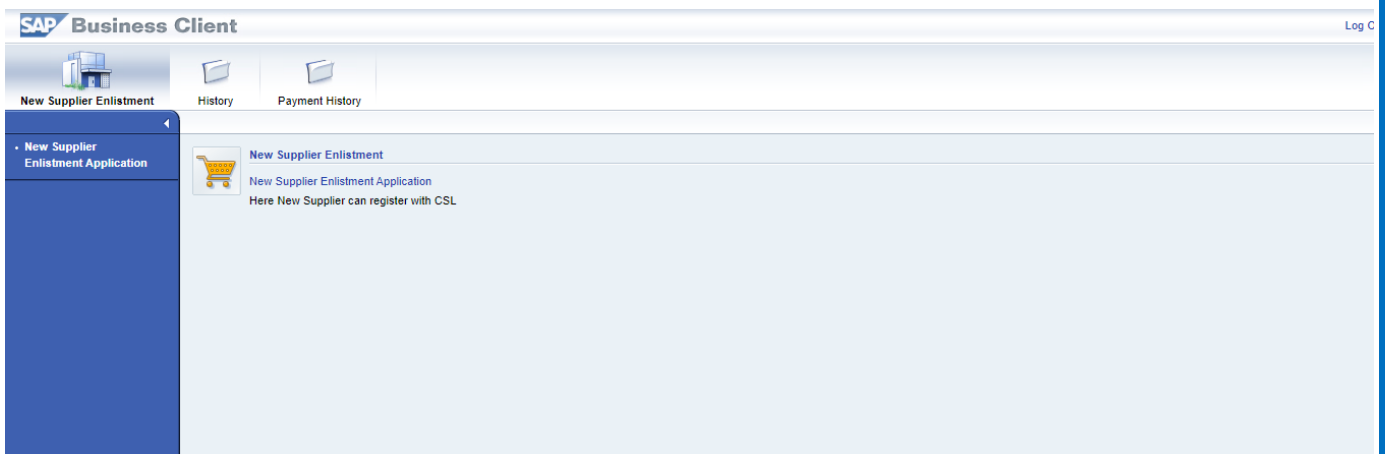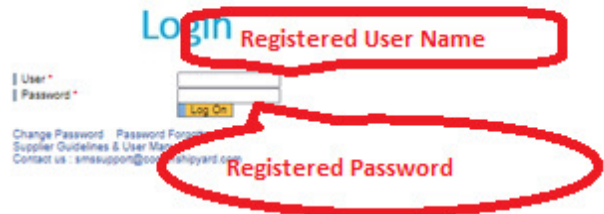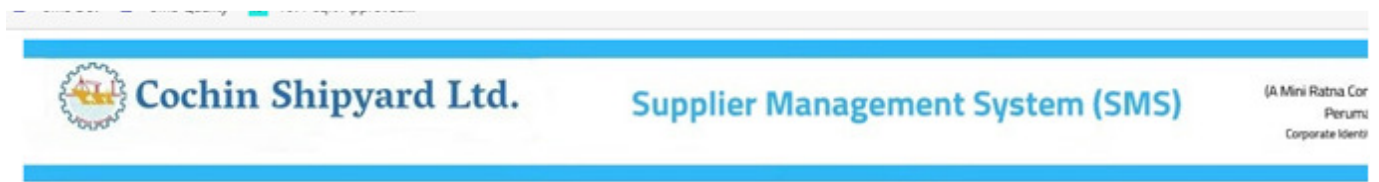
select the portal application "New Supplier Enlistment Application" and it contain input fields and it need to fill by supplier.

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

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:* | conatct | 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?:* No

Indian Agent, if any?:* No

## Ownership Information

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

Date of Incorporation/Year of Establishment:* 02.12.2021

## Document to be Attached

Certificate of Incorporation/ Equivalent Document:* Choose File | No file chosen | Upload

Next | Save

**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:* | conatct | 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?:* No

Indian Agent, if any?:* No

**Ownership Information**

Click on Choose File Button

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

Date of Incorporation/Year of Establishment:* 02.12.2021

Supplier have to update required documents

**Document to be Attached**

Certificate of Incorporation/ Equivalent Document:* Choose File  No file chosen  Upload

Click on Upload button

→ Next | 💾 Save

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| Name | Date modified | Type |
|---|---|---|
| **Today (4)** | | |
| Enlistment_Application_1000001833 | 02-12-2020 15:33 | Adobe Acrob |
| Supplier_Appl_1000001747 | 02-12-2020 14:00 | Adobe Acrob |
| Supplier_Appl_1000001756 | 02-12-2020 13:59 | Adobe Acrob |
| Supplier_Appl_1000001773 | 02-12-2020 13:59 | Adobe Acrob |
| **Yesterday (4)** | | |
| Enlistment_Application_1000001798 (1) | 01-12-2020 22:15 | Adobe Acrob |
| Enlistment_Application_1000001798 | 01-12-2020 22:08 | Adobe Acrob |
| Enlistment_Application_1000001797 | 01-12-2020 21:59 | Adobe Acrob |
| Enlistment_Application_1000001796 | 01-12-2020 21:20 | Adobe Acrob |

Select Required files and click on Open button

name:  ___  All Files

Open | Cancel

Click on open Button after selection

**Ownership Information**

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

Public

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

Public

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



Select the Link from product list and select the check box from list and click on proceed button.
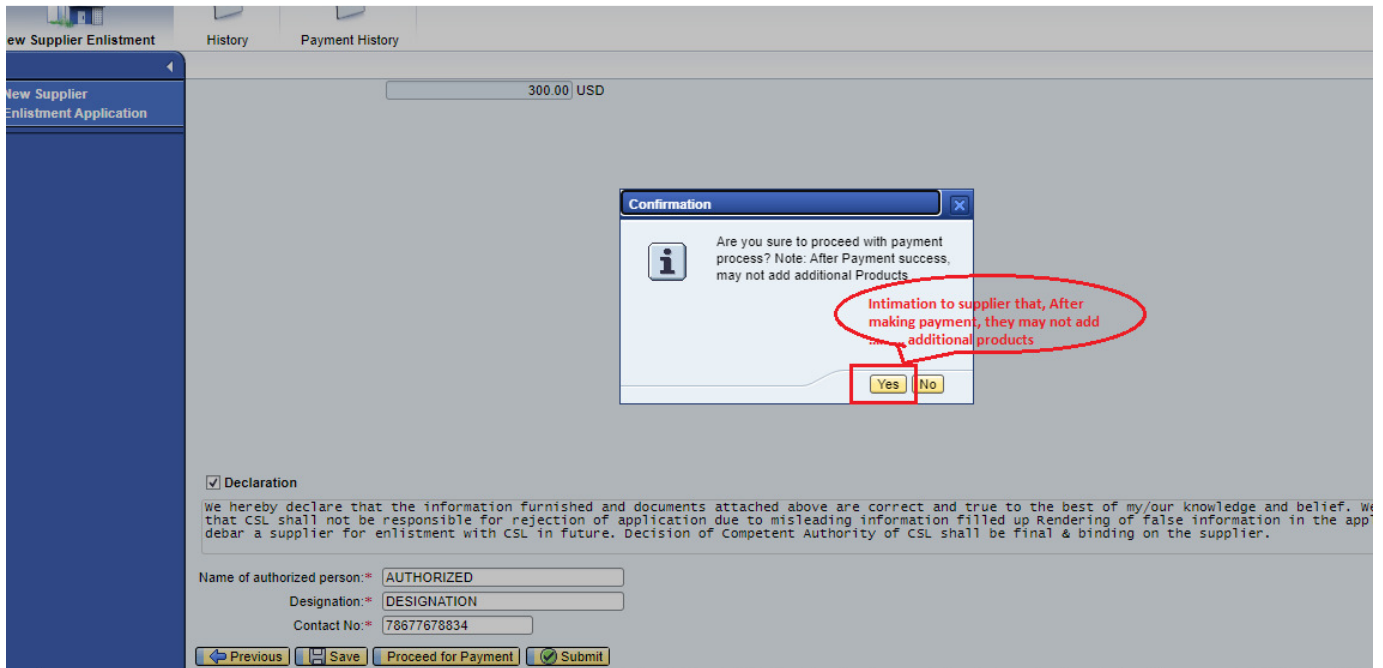
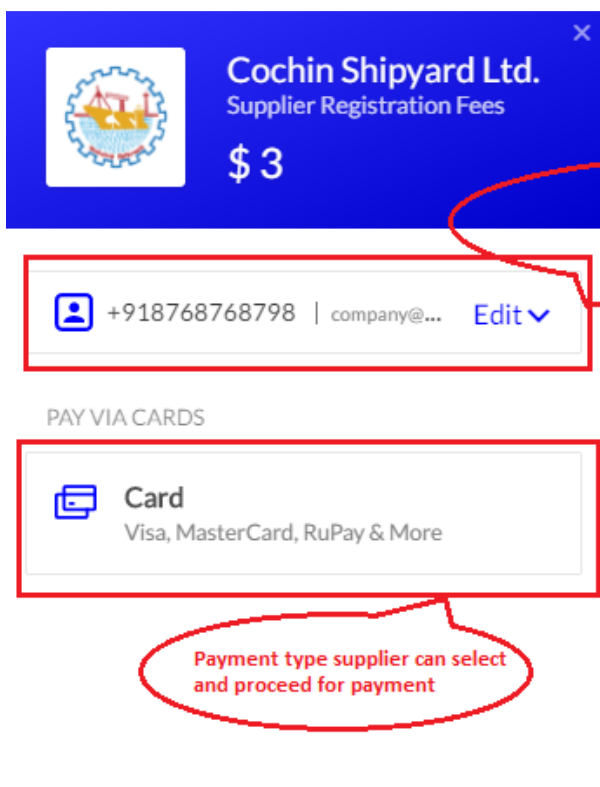Select the button from screen "Proceed for Payment" and will navigate to third party portal and filled with Default values.



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

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

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.

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.