



COCHIN SHIPYARD LIMITED

User Manual for Enlistment Process

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

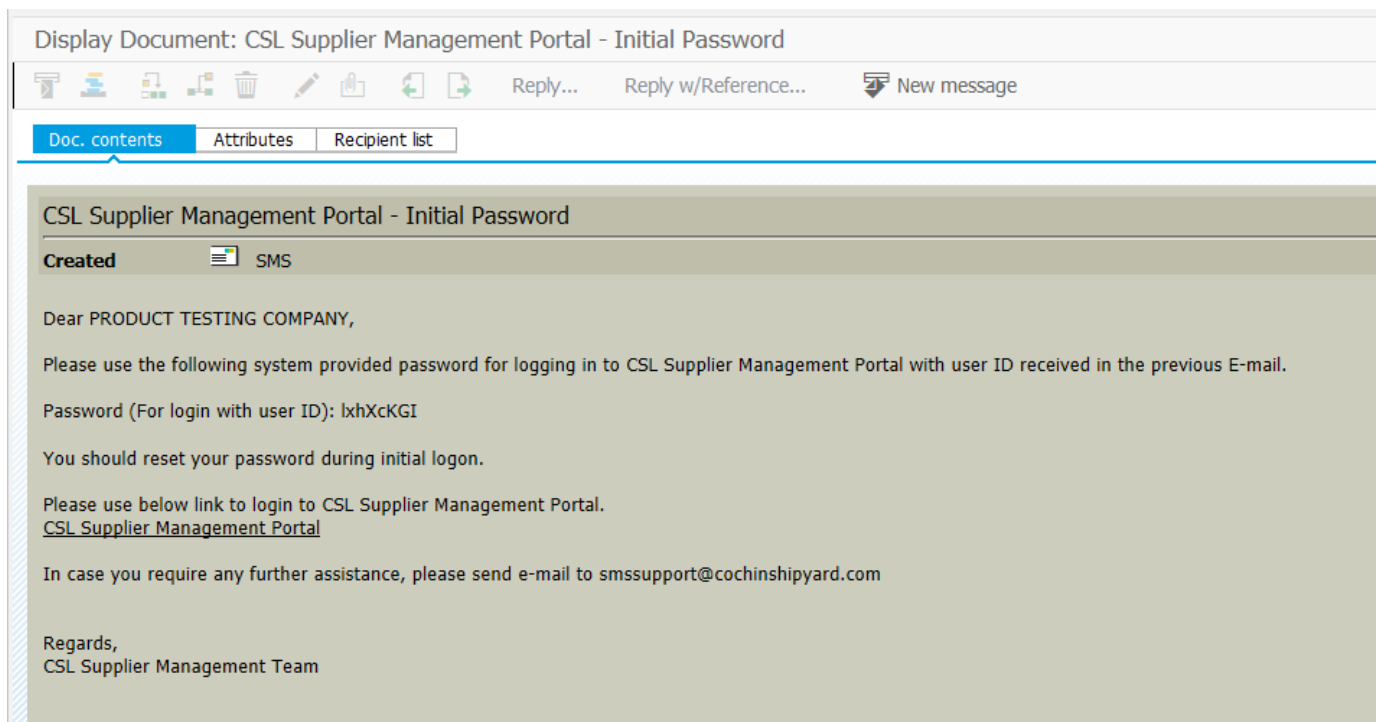
1. New supplier should register with supplier registration application through CSL portal
2. Supported Browser: Internet Explorer 11+, Google Chrome 75+, Firefox 48+

3. Input

CSL SMS Portal Username and Password

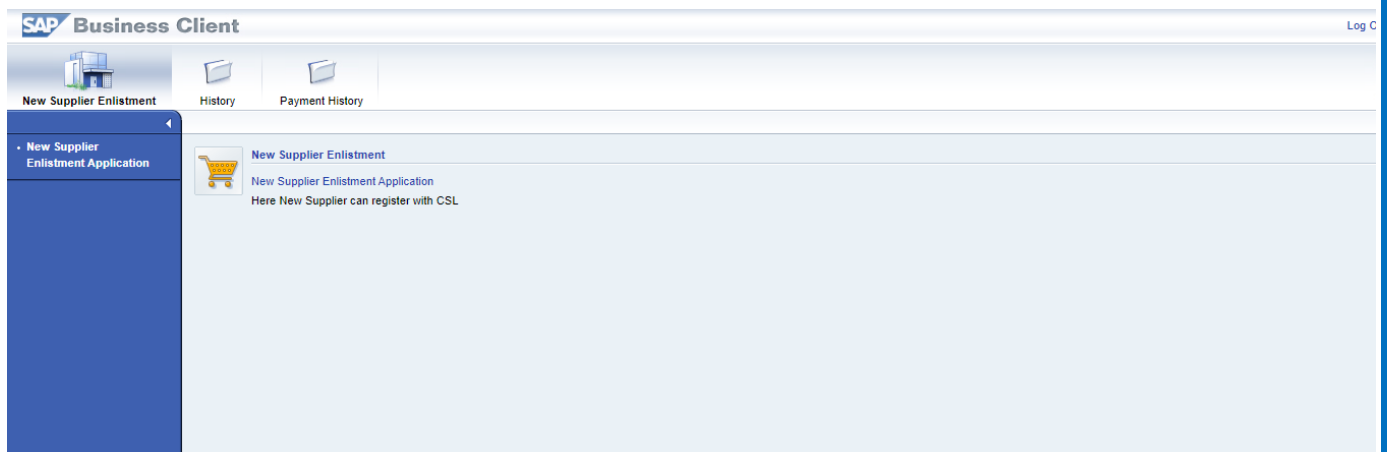
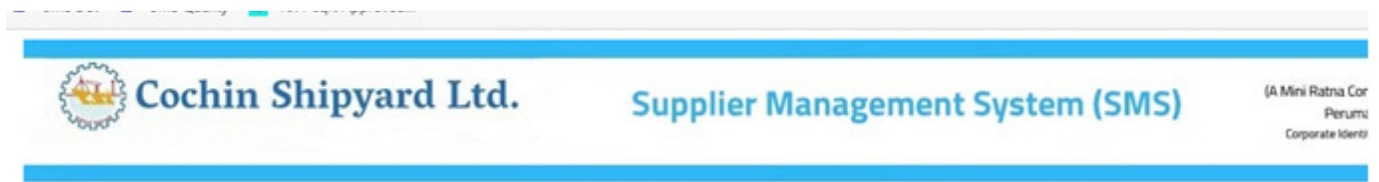
4. Execution Steps

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 it's applicable for all screens.

USER MANUAL DOCUMENT

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: Designation:
Contact No.: E-mail:

Name: Designation:
Contact No.: E-mail:

Mandatory Input Fields -
Should be filled

Optional input fields - Contact person details

Statutory Information

Goods and Service Tax (GST) No.:
TAN:
PAN:
Do you possess Class III B Digital signature:
Whether MSE [EM Part II/ Udyog Aadhaar] Registered:

Bank Details

Bank Name:
Name of Branch:
Bank Account Number:
Currency Applicable:
IFSC:

Info On 'Start-Up' Status

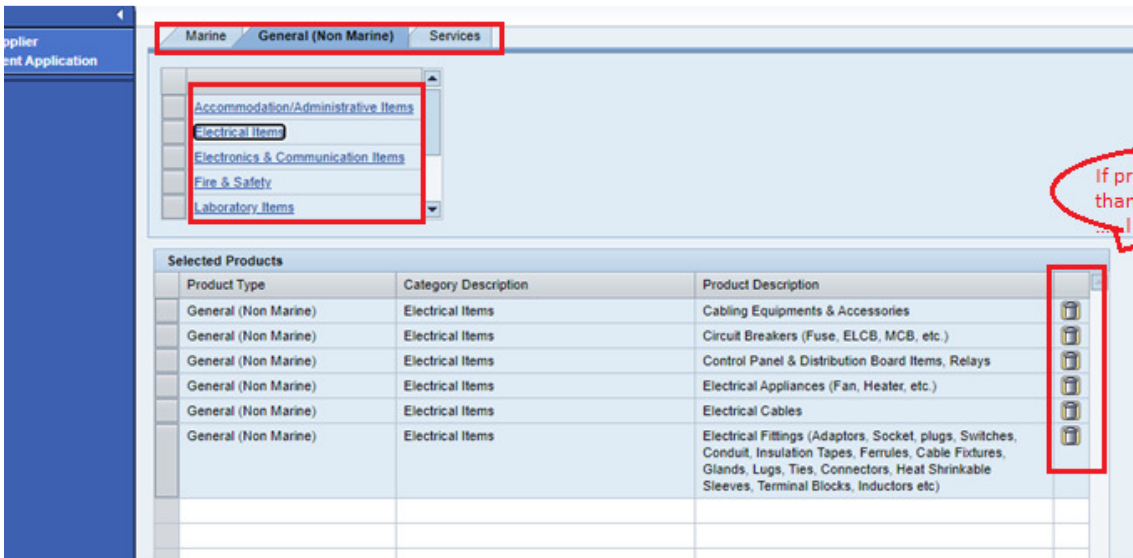
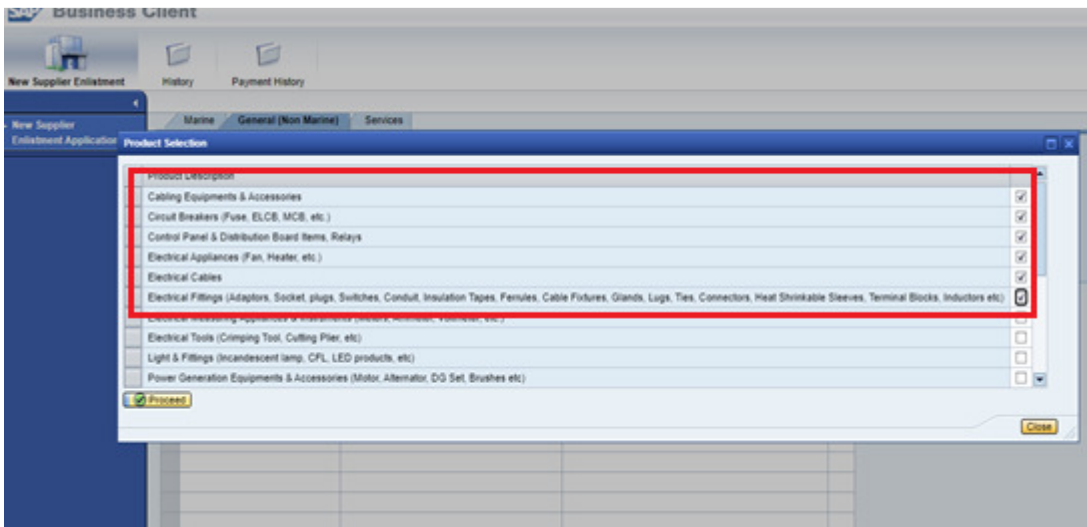
Whether the firm comes under Govt of India 'Start-Up' policy?:

Fill PAN and other mandatory
fields and GST filled automatically
from registration details

Need to fill bank details

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

USER MANUAL DOCUMENT



USER MANUAL DOCUMENT

New Supplier Enlistment History Payment History

New Supplier Enlistment Application

6,000.00 INR

Declaration

We hereby declare that the information furnished and documents attached above are correct and true to the best of that CSL shall not be responsible for rejection of application due to misleading information filled up Rendering debar a supplier for enlistment with CSL in future. Decision of Competent Authority of CSL shall be final & bind

Name of authorized person: * Authorized Person

Designation: * Designation

Contact No: * 786786786786

After entered all details Supplier make the payment using Proceed for Payment button

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

SAP Business Client

New Supplier Enlistment History Payment History

New Supplier Enlistment Application

6,000.00 INR

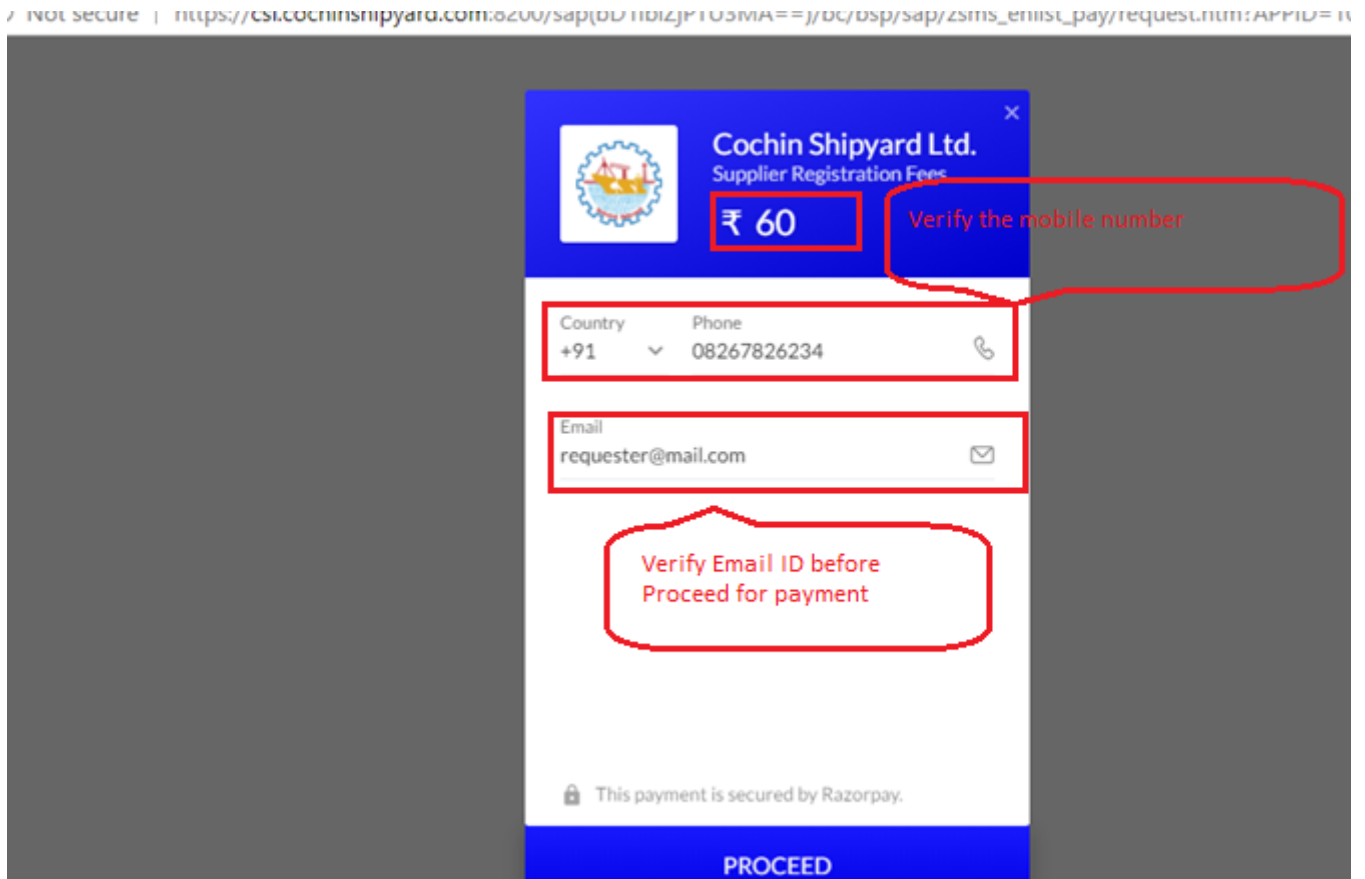
Confirmation

Are you sure to proceed with payment process? Note: After Payment success, may not add additional Products

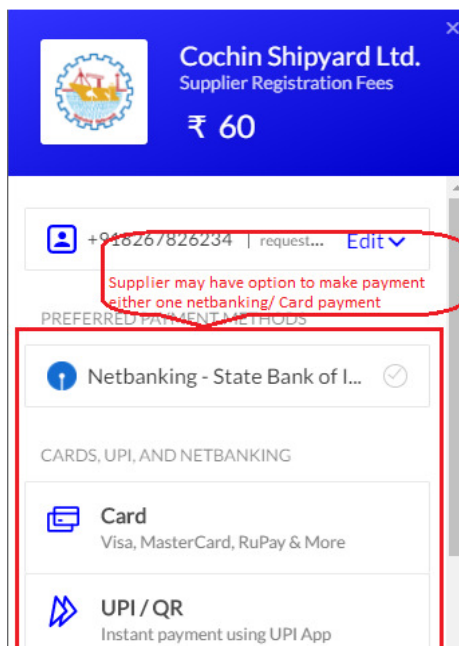
..Initiation to supplier that, after making payment, man not add products

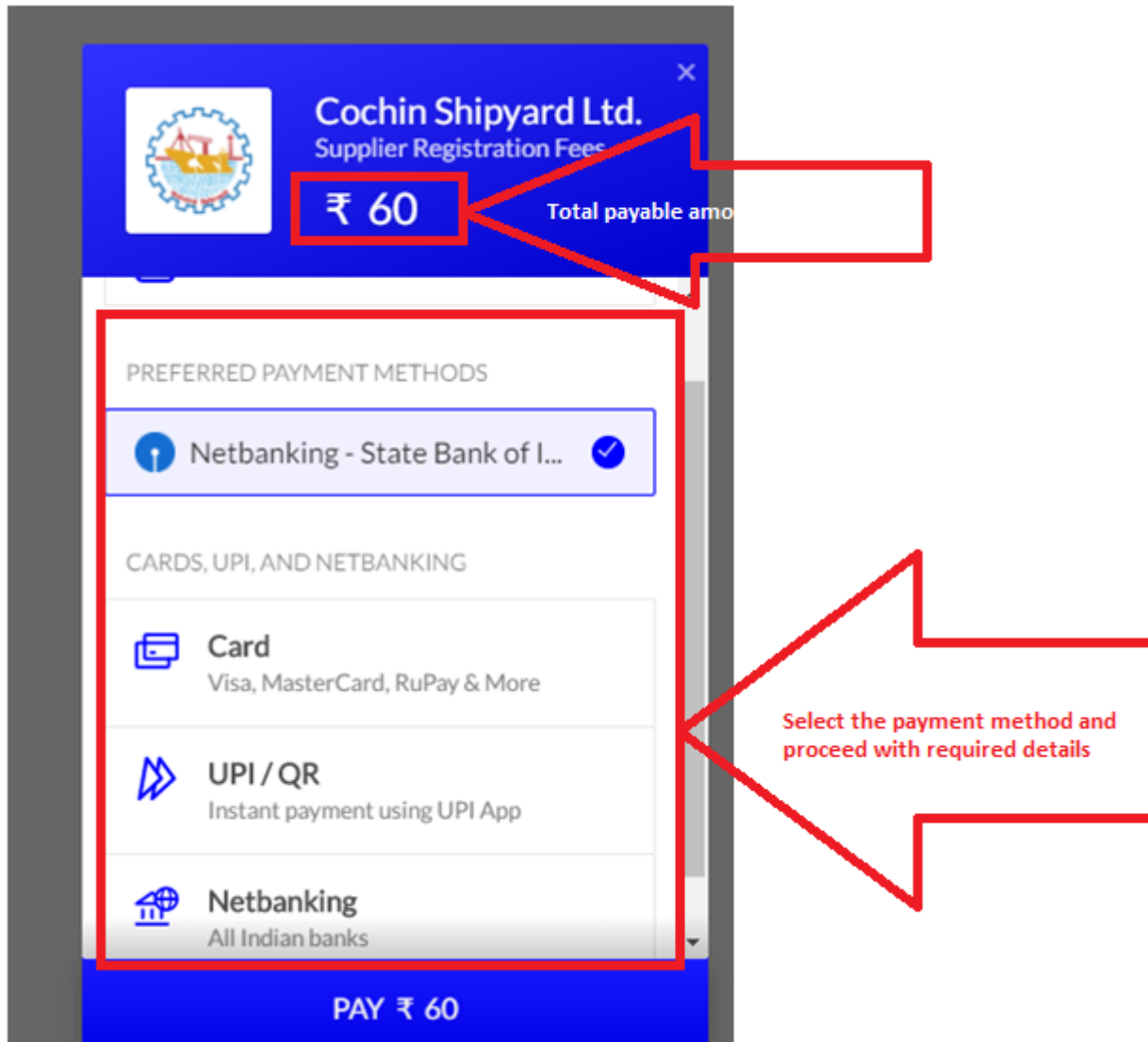
USER MANUAL DOCUMENT

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...).





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.

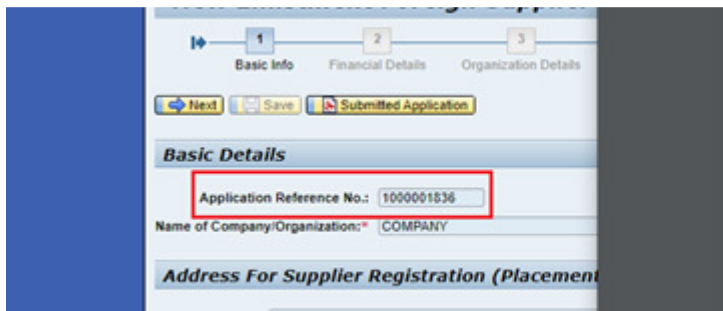
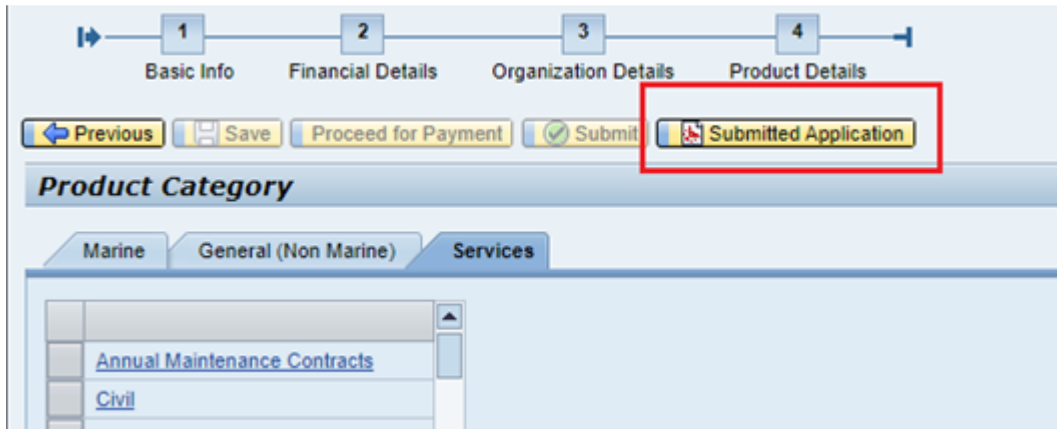
Note: If supplier manually close the browser while making the payment, system will not allow them to do next transaction for another 20 mins.

After making a payment, application will submit the details to CSL authorized team to do the validation and for an approval.

Later making successful payment, Application submits to CSL and supplier will get notification mail along with required details in PDF format.

USER MANUAL DOCUMENT

Also, supplier have a provision to download the document from submitted application in PDF format also verify the details on respective entered input fields in non-editable mode.



KOCHI - 682 015, INDIA

APPLICATION FOR ENLISTMENT -	
Application Number	1000001836
Name of the Company/Organization	COMPANY
ADDRESS FOR SUPPLIER'S B	
Address Line 1	Kandhili
Address Line 2	Address2
Address Line 3	
City	Tirupattur
State	Alaska
Country	USA