

ICSL Frontend User Manual

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1 Vendor Registration

New vendors shall have to first register themselves to the portal. For this they shall have to enter **Full Name, Email, Mobile No, and Captcha**. Click on the **Register** button.

Jalvahak - Cargo Owners Subsidy Scheme

Vendor Registration

Full Name *

Enter Full Name

Email *

Enter Email

Mobile No *

Enter Phone No

Captcha *

Enter Captcha

7209

Register

Click

Already have an account? [Login](#)

[Guidelines for Cargo Owners](#)

[Salient features of Cargo Promotion Scheme](#)

A popup shall appear on the screen confirming the successful completion of the registration process. A verification link shall be sent to the registered email of the new vendor.

Vendor Login

Registration Successfully Completed. Please check your email for verification

Vendor Code *

Enter Vendor Code

Password *

Enter Password

Captcha *

Enter Captcha

1898

Log In

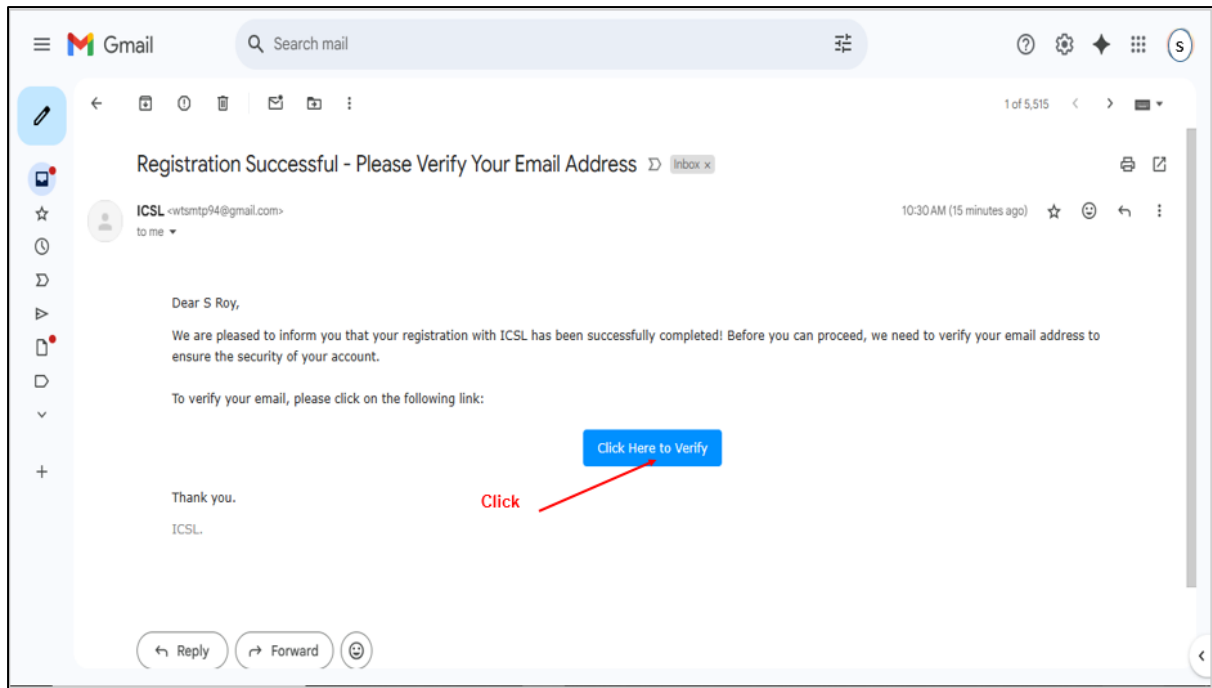
First time here?

[Sign up for Vendor Registration Process](#)

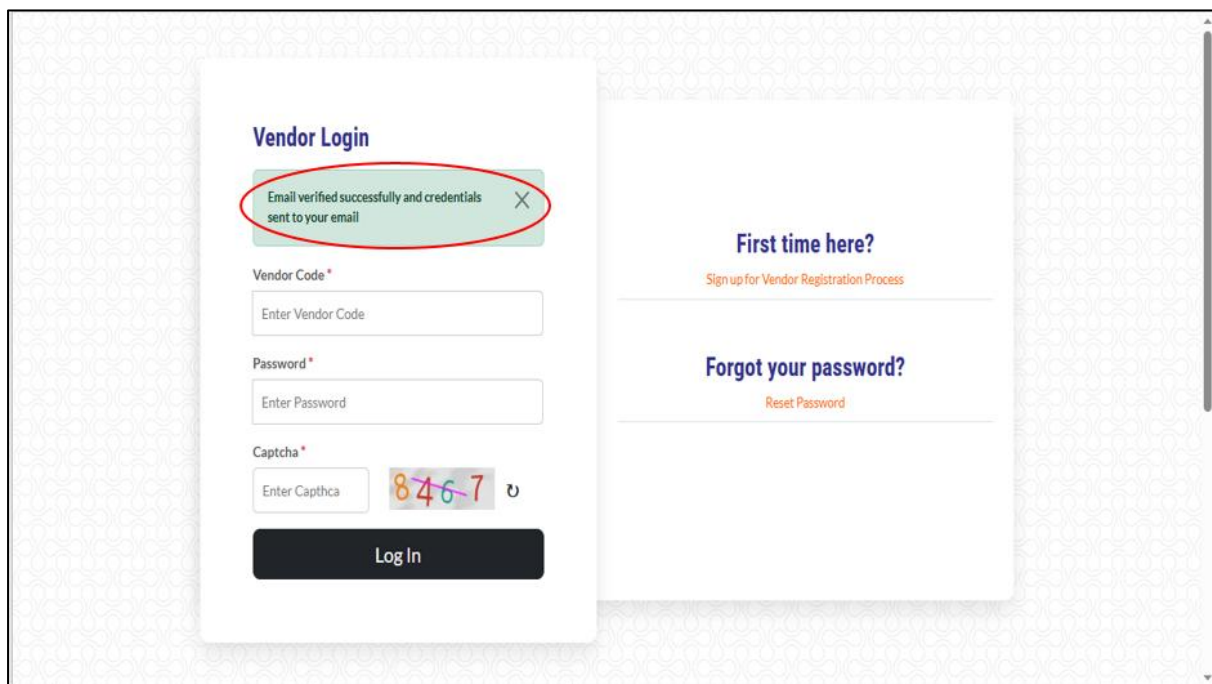
Forgot your password?

[Reset Password](#)

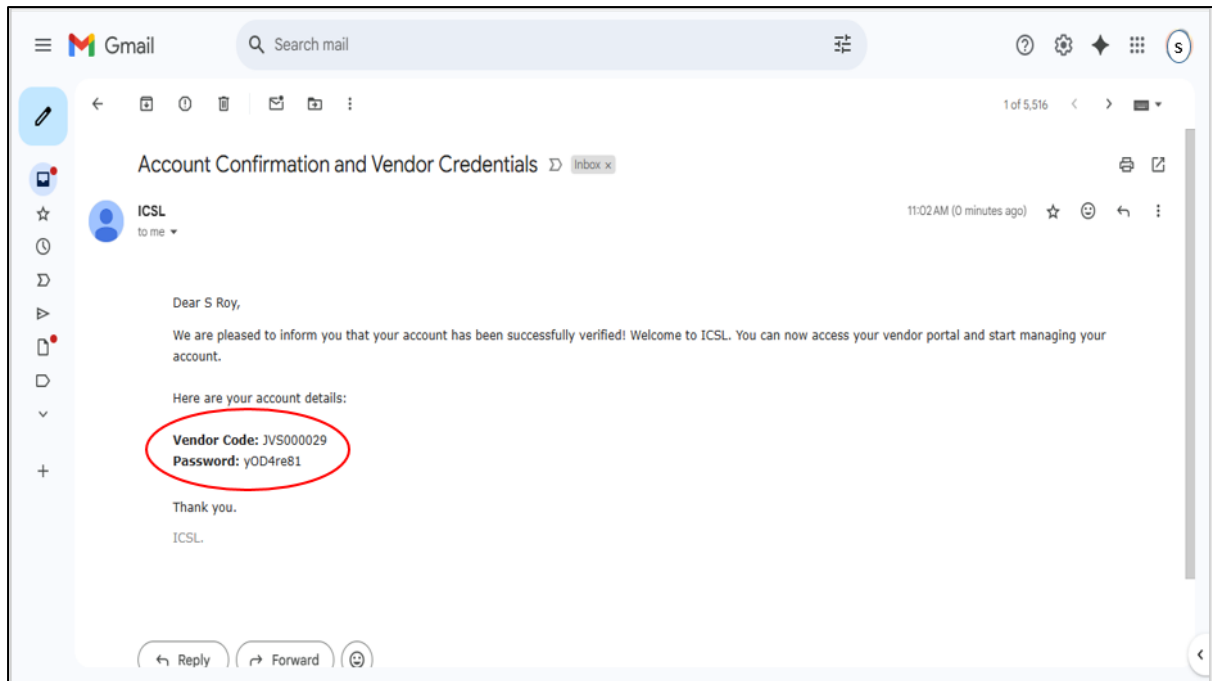
The vendor shall then have to click on the **verification link** to verify their email.



Upon clicking on the **Click Here to Verify** button, the vendor shall be redirected to the Vendor Login Page displaying the successful email verification message.



System-generated login credentials (**Vendor Code** and **Password**) shall be sent to the registered mail address of the vendor as shown in the following screen.



Initially, the vendor can login to the portal with the **Vendor Code** and **Password** sent to their registered email id.

2 Change Password

Once the vendor logs into the portal with the system generated Vendor Code and Password, they are required to change their password. Enter the **Current Password**, **New Password**, and **Confirm New Password**. Click on the **Submit** button.

Jalvahak - Cargo Owners Subsidy Scheme S Roy

Change Password

Current Password*

Enter Current Password

New Password*

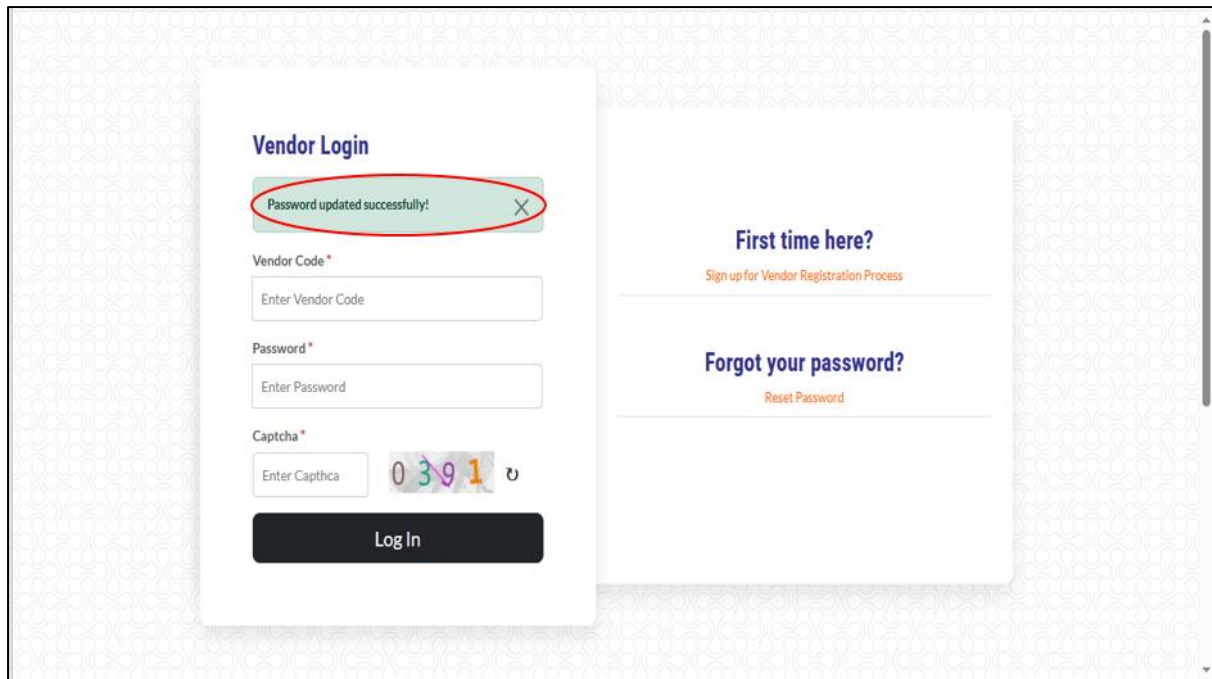
Enter New Password

Confirm New Password*

Re-Enter New Password

Submit Click

Once again the vendor shall be redirected to the login page displaying the message of successful change of the password.

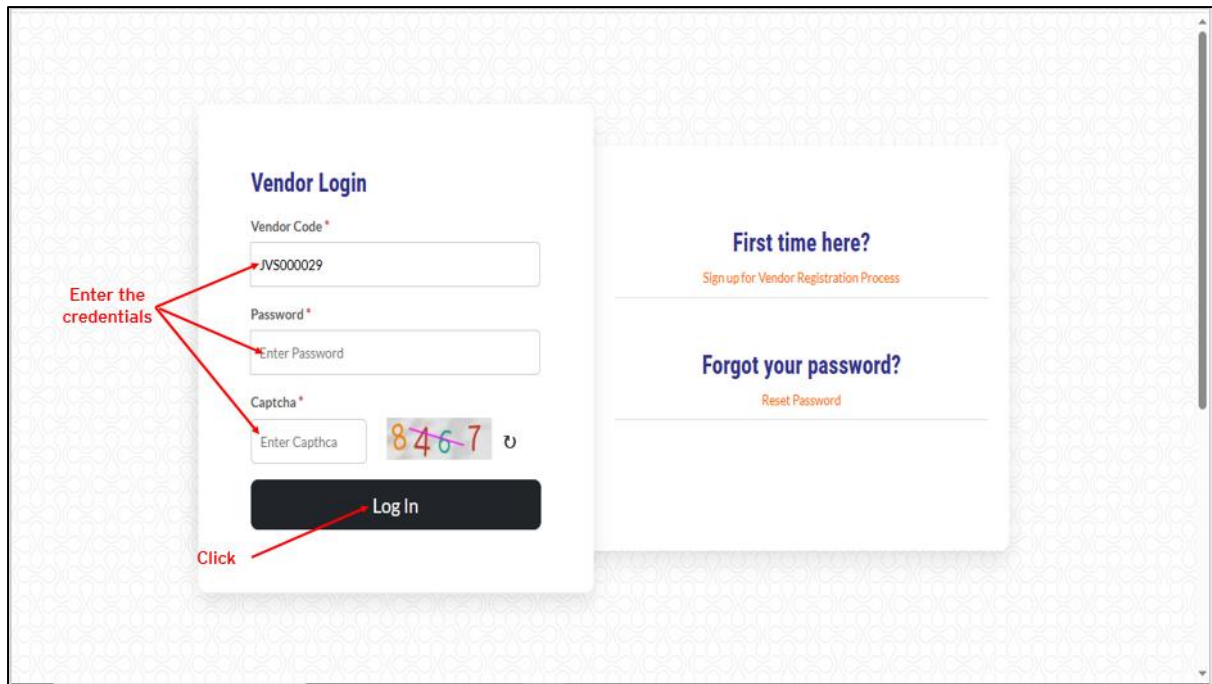


Later on, the vendor can also change their password by selecting the Change Password option as shown on the following screen.



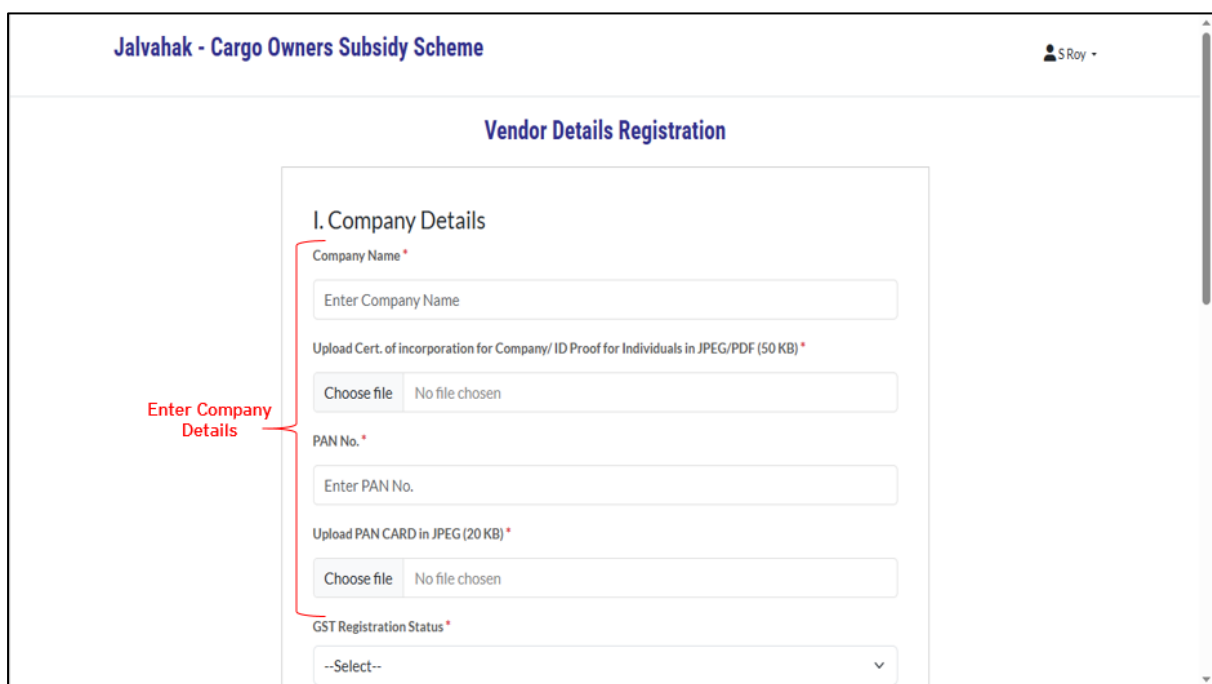
3 Vendor Login

Now the vendor can login to the portal with the **Vendor Code**, the new **Password** and **Captcha**. Click on the **Login button**.



The image shows a web interface for Vendor Login and Registration. On the left, the 'Vendor Login' form has fields for 'Vendor Code *' (containing 'JVS000029'), 'Password *' (placeholder 'Enter Password'), and 'Captcha *' (placeholder 'Enter Captcha' with a captcha image showing '8467'). A 'Log In' button is at the bottom. Red arrows point from the text 'Enter the credentials' to the Vendor Code, Password, and Captcha fields, and from 'Click' to the Log In button. On the right, the 'First time here?' section has a link 'Sign up for Vendor Registration Process'. Below it, the 'Forgot your password?' section has a link 'Reset Password'.

Enter the Company Details.



The image shows the 'Vendor Details Registration' form under the header 'Jalvahak - Cargo Owners Subsidy Scheme'. The user 'S Roy' is logged in. The form is titled 'I. Company Details' and includes fields for 'Company Name *' (placeholder 'Enter Company Name'), 'Upload Cert. of incorporation for Company/ ID Proof for Individuals in JPEG/PDF (50 KB) *' (with a 'Choose file' button and 'No file chosen' text), 'PAN No. *' (placeholder 'Enter PAN No.'), 'Upload PAN CARD in JPEG (20 KB) *' (with a 'Choose file' button and 'No file chosen' text), and 'GST Registration Status *' (a dropdown menu with '--Select--'). A red bracket on the left groups the Company Name, Upload Cert., PAN No., and Upload PAN CARD fields, with a red arrow pointing to the text 'Enter Company Details'.

Click on the **Next** button.

Enter PAN No.

Upload PAN CARD in JPEG (20 KB) *

Choose file No file chosen

GST Registration Status *

--Select--

GST Number *

Enter GST Number

Upload GST No. in JPEG (20 KB) *

Choose file No file chosen

Company Status *

--Select--

Upload MSME Cert. in JPEG (20 KB) *

Choose file No file chosen

Next

Enter Company Details

Click

Enter the detailed **Company Address**.

Jalvahak - Cargo Owners Subsidy Scheme

S Roy

Vendor Details Registration

II. Company Address Details

1. Address

Address *

Enter Address

Line 2

Enter Line 2

City *

Enter City

State *

--Select--

District *

--Select--

Pin Code *

Enter Pin Code

Enter Company Address

Scrolling down the page, the vendor can enter the **Secondary Email** (if any), **Secondary Mobile No.** (if any), **Office Phone No.** (if any) and click on the **Next** button. The **Email** and **Mobile No.** that were entered by the vendor at the time of registration shall be saved as the **Primary Email** and **Primary Mobile No. respectively** and cannot be changed. Click on the **Next** button.

2. Email ID

Primary Email *

testxyz@gmail.com

Secondary Email

Enter Secondary Email

3. Mobile No

Primary Mobile No*

9873335353

Secondary Mobile No

Enter Secondary Mobile Number

4. Phone No.

Office Phone No

Enter Office Phone Number

After Office Hours Phone No

Enter After Office Hours Phone Number

Previous

Next

Enter Secondary Email, Secondary Mobile No. and Phone No. (if any)

Click

This screenshot shows a registration form with several sections. A red arrow points from the text 'Enter Secondary Email, Secondary Mobile No. and Phone No. (if any)' to the 'Secondary Email' field. Another red arrow points from the same text to the 'Secondary Mobile No' field. A third red arrow points from the text 'Click' to the 'Next' button.

Enter Bank Details.

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S Roy

Vendor Details Registration

III. Bank Details

A/C Holder Name *

Enter Account Holder Name

A/C No.*

Enter Account Number

IFSC/ SWIFT CODE *

Enter IFSC or SWIFT Code

MICR

Enter MICR Code

IBAN

Enter IBAN

Enter Bank Details

This screenshot shows the 'Vendor Details Registration' form. A red arrow points from the text 'Enter Bank Details' to the 'A/C Holder Name' field. The form includes fields for 'A/C Holder Name', 'A/C No.', 'IFSC/ SWIFT CODE', 'MICR', and 'IBAN'. The 'Next' button is visible at the bottom right.

Enter Bank Address. Click on the Next button.

Bank Branch / Address

Bank Name *

Enter Bank Name

Branch *

Enter Branch Name

Code No.

Enter Branch Code

Upload Bank Cheque or Account Holding Certificate in JPEG (20 KB) *

Choose file No file chosen

Address: Line 1 *

Enter Address Line 1

Address: Line 2

Enter Address Line 2

City *

Enter City

State *

--Select--

District *

--Select--

Pin Code *

Enter Pin Code

Previous Next

Enter Bank Address

Click

Check the box with the message: "I hereby declare that the above-mentioned information is correct." Click on **Submit** button.

Vendor Details Registration

IV. Declaration

☐ I hereby declare that the above-mentioned information is correct.

Previous

Submit

Check

Click

Disclaimer

Terms & Conditions

Policy

Help

Shipping Corporation Of India

View larger map

Shipping Corporation Of India

Tea B

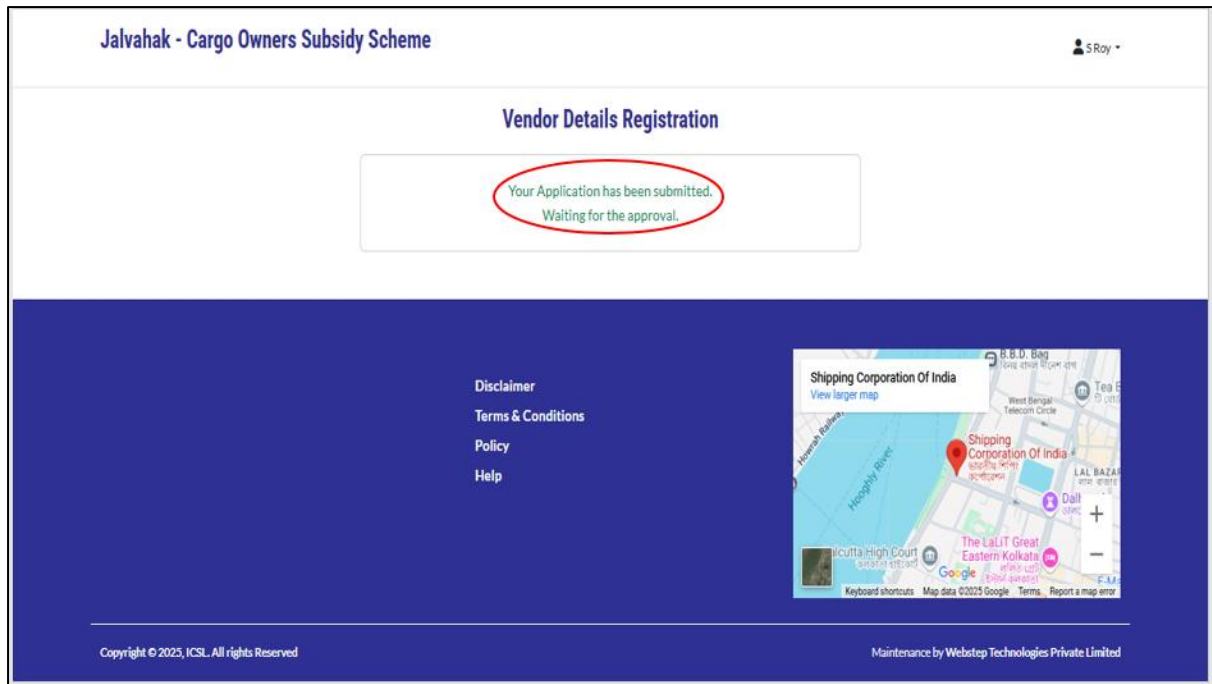
LAL BAZAR

The Lalit Great Eastern Kolkata

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A message shall be displayed on the screen confirming the submission of the application.



4 Vendor Logout

The vendor shall have to select the **Sign Out** option to logout of the portal.

