

ICSL Frontend

User Manual

Table of Contents

1	Vendor Registration.....	3
2	Change Password.....	5
3	Vendor Login	6
4	Vendor Logout.....	11

1 Vendor Registration

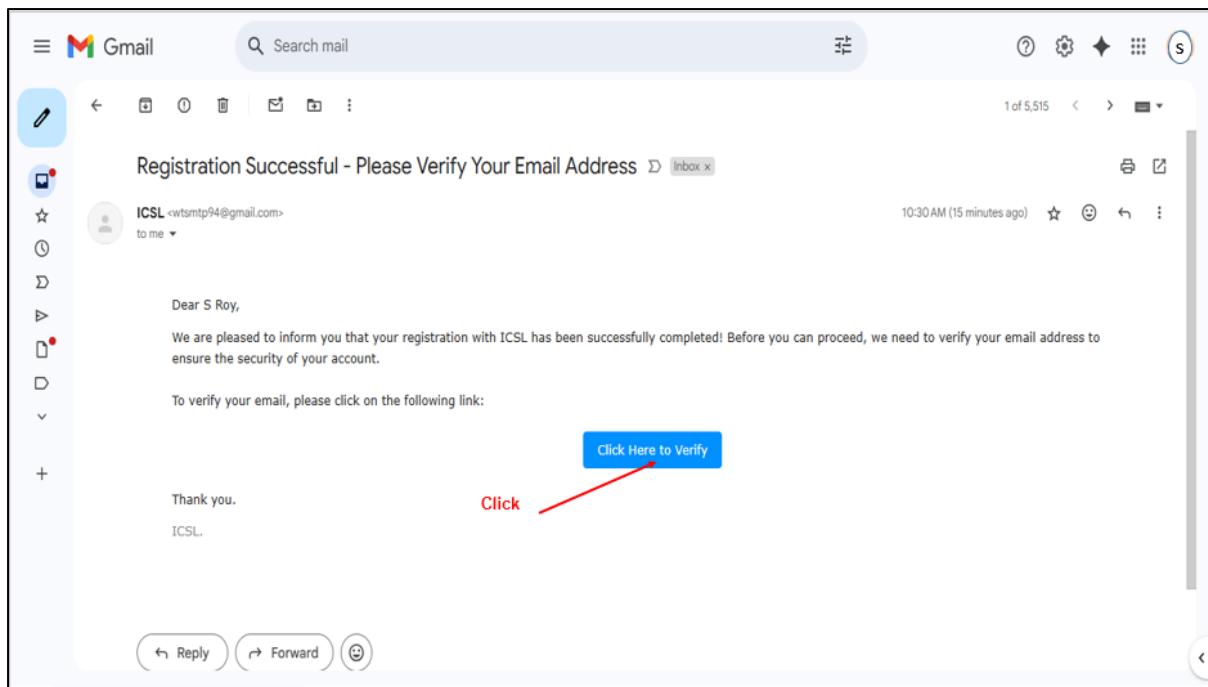
New vendors shall have to first register themselves to the portal. For this they shall have to enter **Full Name, Email, Mobile No, and Captcha**. Click on the **Register** button.

The screenshot shows the 'Vendor Registration' form. It includes fields for 'Full Name*', 'Email*', 'Mobile No*', and 'Captcha*'. A red box labeled 'Enter the details' points to the first three fields. A red box labeled 'Enter Captcha' points to the Captcha field. Below the form is a 'Register' button, a link for 'Already have an account? [Login](#)', and links for 'Guidelines for Cargo Owners' and 'Salient features of Cargo Promotion Scheme'.

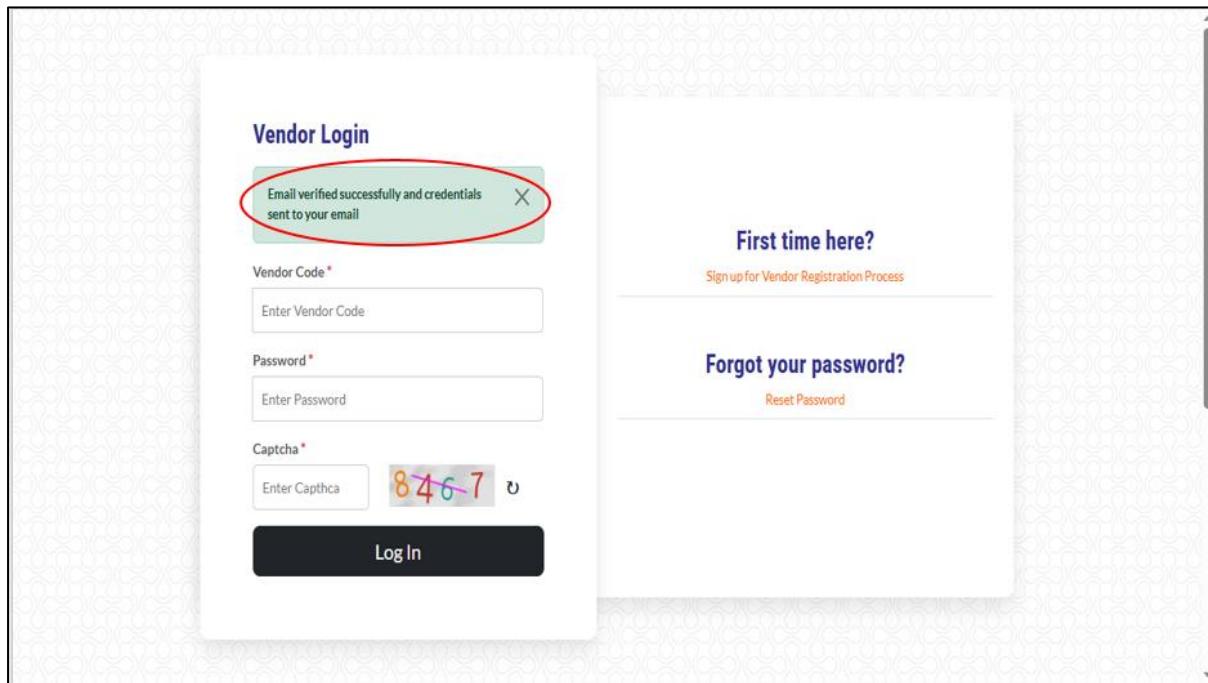
A popup shall appear on the screen confirming the successful completion of the registration process. A verification link shall be sent to the registered email of the new vendor.

The screenshot shows the 'Vendor Login' page. It features a message box with a red oval around it stating 'Registration Successfully Completed. Please check your email for verification'. Below this are fields for 'Vendor Code*', 'Password*', and 'Captcha*'. To the right, there is a 'First time here?' section with a 'Sign up for Vendor Registration Process' link, a 'Forgot your password?' section with a 'Reset Password' link, and a 'Log In' button.

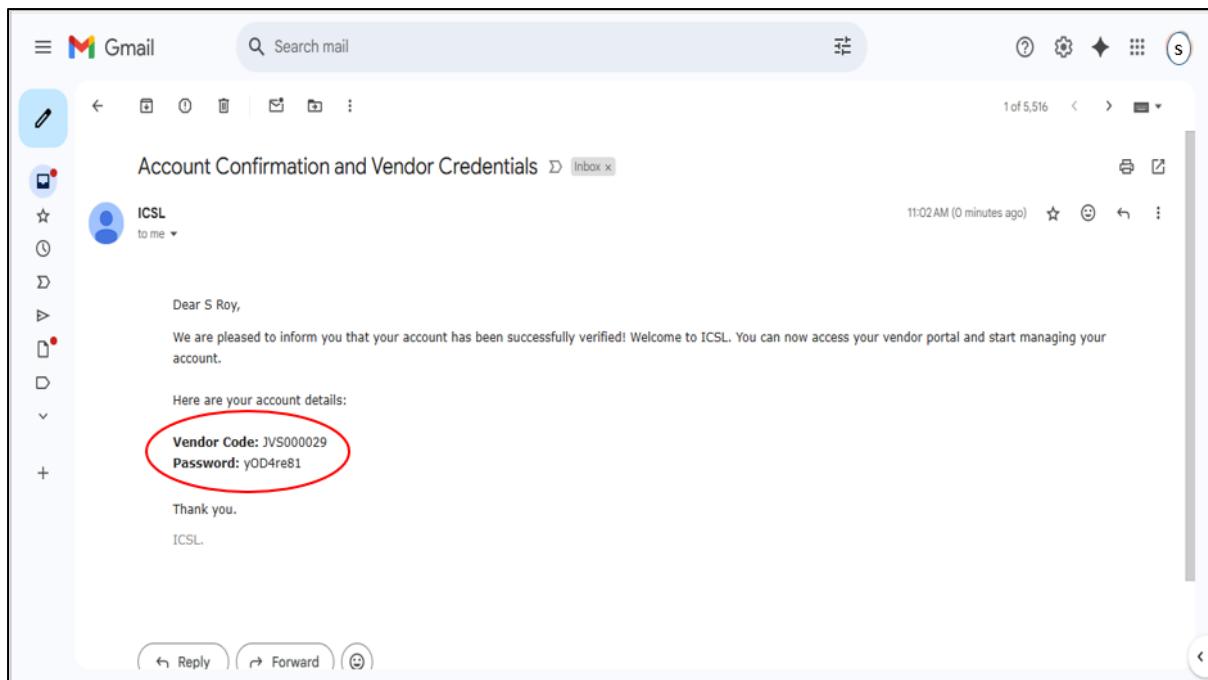
The vendor shall then have to click on the **verification link** to verify their email.



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.

Enter Current Password & New Password

Change Password

Current Password*

Enter Current Password

New Password*

Enter New Password

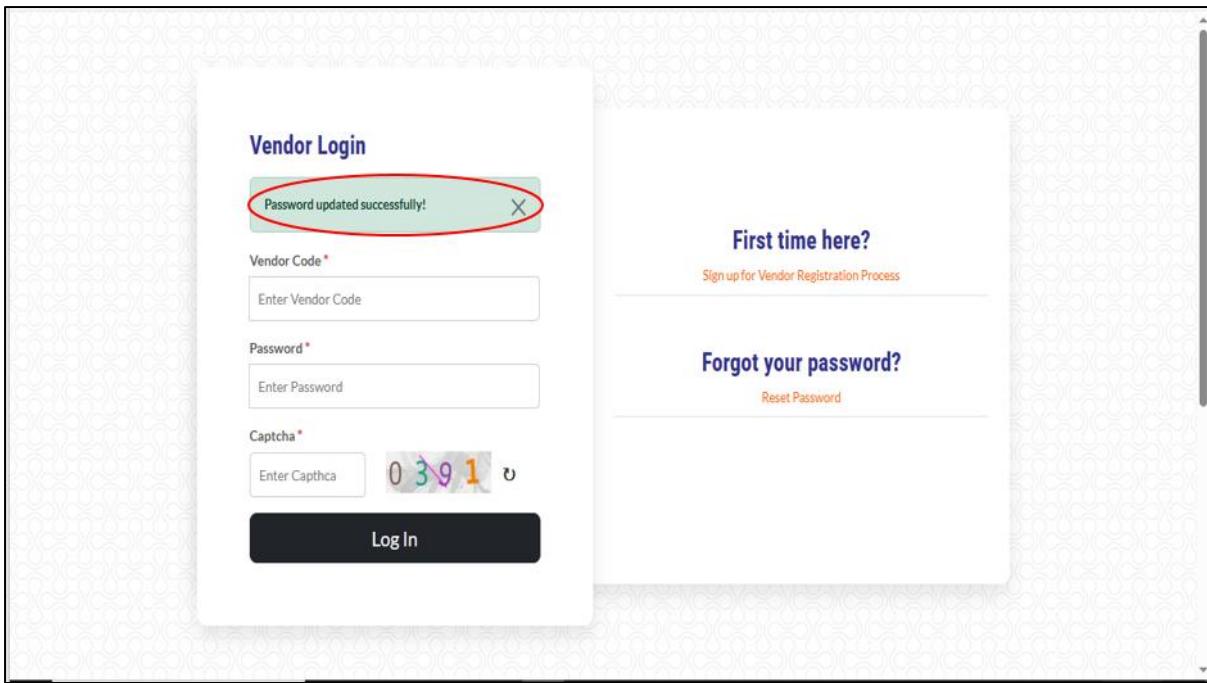
Confirm New Password*

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.



The screenshot shows the 'Vendor Login' page. At the top, a green box displays the message 'Password updated successfully!' with a red circle and an 'X' icon. Below this, there are fields for 'Vendor Code*', 'Password*', and 'Captcha*'. The 'Log In' button is at the bottom. To the right, there are links for 'First time here?' and 'Forgot your password?'.

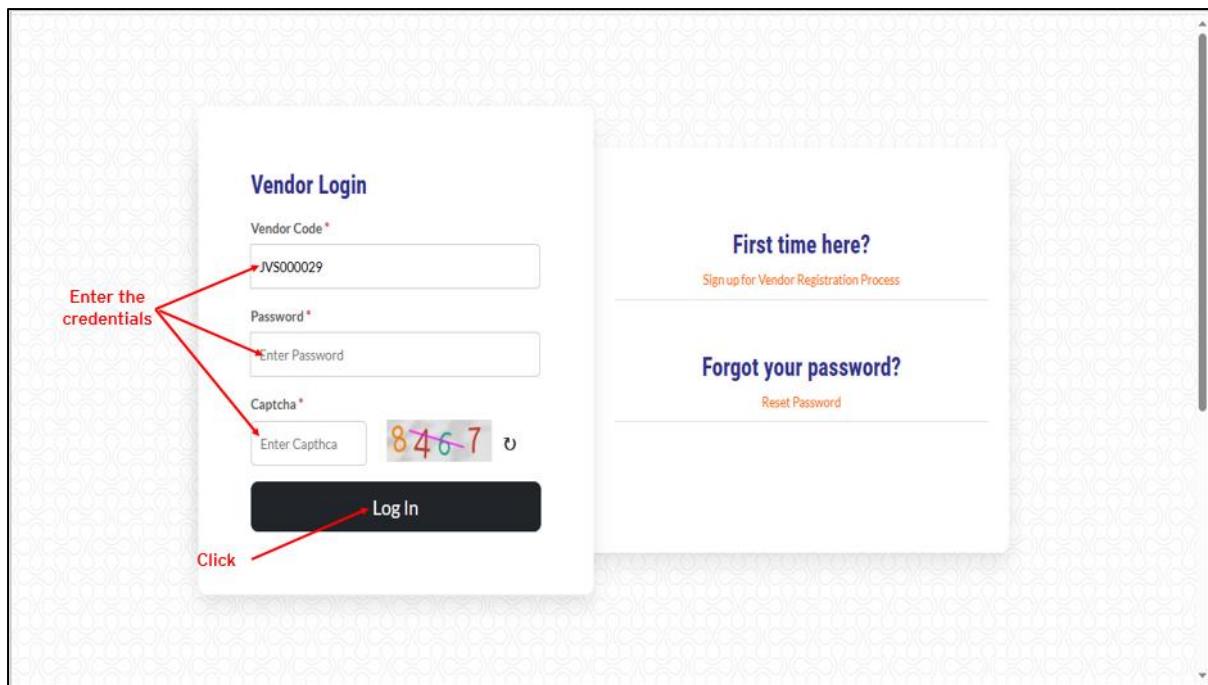
Later on, the vendor can also change their password by selecting the Change Password option as shown on the following screen.



The screenshot shows the 'Vendor Details Registration' page. A message box says 'Your Application has been submitted. Waiting for the approval.' To the right, a user profile with the name 'S Roy' has a 'Change Password' link with a red arrow pointing to it. Other links in the profile are 'Sign out' and a small 'Click' button. The page also features a map of Kolkata with a red pin on 'Shipping Corporation Of India' and a blue footer with links for 'Disclaimer', 'Terms & Conditions', 'Policy', and 'Help'. The footer also includes copyright information and a map credit.

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**.



Vendor Login

Vendor Code*
JVS000029

Password*
Enter Password

Captcha*
Enter Captcha
8 4 6 7

Log In

First time here?
Sign up for Vendor Registration Process

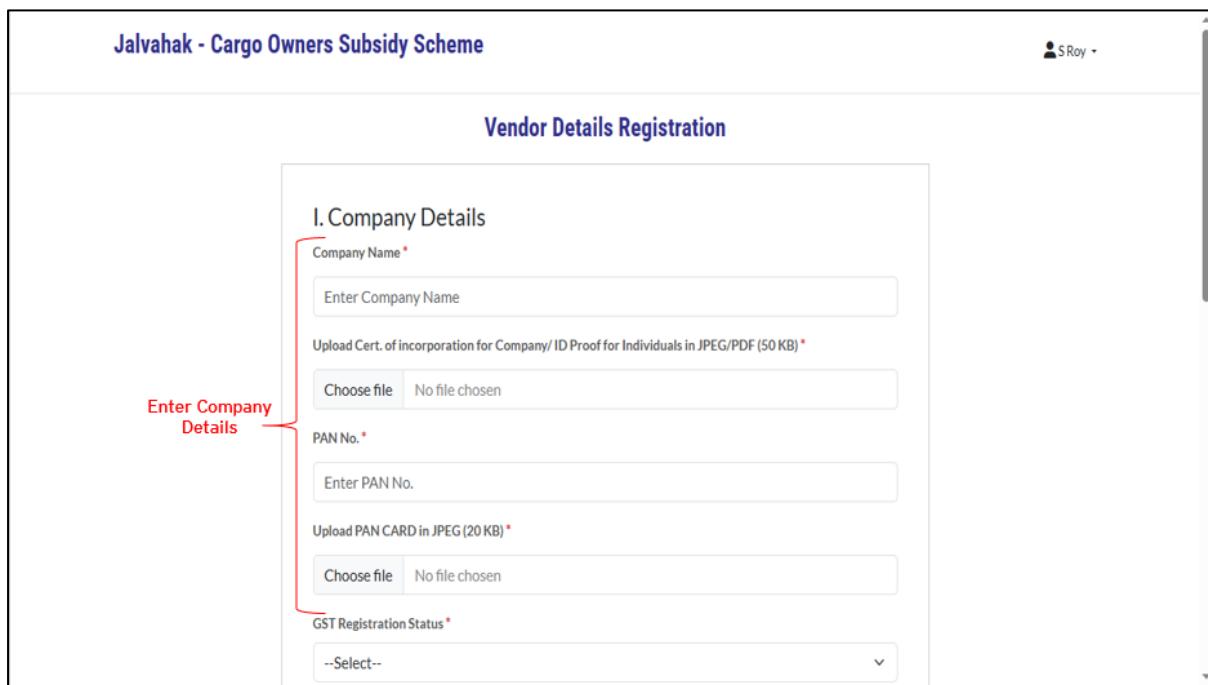
Forgot your password?
Reset Password

Enter the credentials

Click

This image shows the Vendor Login page. It includes fields for Vendor Code (JVS000029), Password (Enter Password), and Captcha (8 4 6 7). There are also links for 'First time here?' (Sign up for Vendor Registration Process) and 'Forgot your password?' (Reset Password). Red annotations with arrows point to the 'Vendor Code' field, the 'Password' field, the 'Captcha' field, and the 'Log In' button.

Enter the Company Details.



Jalvahak - Cargo Owners Subsidy Scheme

S Roy

Vendor Details Registration

I. Company Details

Company Name*
Enter Company Name

Upload Cert. of incorporation for Company/ ID Proof for Individuals in JPEG/PDF (50 KB)*

Choose file No file chosen

PAN No.*
Enter PAN No.

Upload PAN CARD in JPEG (20 KB)*

Choose file No file chosen

GST Registration Status*

--Select--

Enter Company Details

This image shows the Vendor Details Registration page under the 'Jalvahak - Cargo Owners Subsidy Scheme'. It is titled 'Vendor Details Registration' and contains a section 'I. Company Details' with fields for Company Name, PAN No., and GST Registration Status. Red annotations with arrows point to the 'Company Name' field and the 'PAN No.' field.

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 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 *

Pin Code *

--Select--

Enter Pin Code

Next

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.

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

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

Click

Enter Bank Details.

Jalvahak - Cargo Owners Subsidy Scheme

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 Address. Click on the Next button.

Bank Branch / Address

Bank Name *

Enter Bank Name

Branch * Code No.

Enter Branch Name 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 * State *

Enter City --Select--

District * Pin Code *

--Select-- 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** **Click**



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

Jalvahak - Cargo Owners Subsidy Scheme

S Roy

Vendor Details Registration

Your Application has been submitted.
Waiting for the approval.

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Policy
Help

Shipping Corporation Of India
View larger map

B.B.D. Bag
West Bengal Telecom Circle
Tea B
LAL BAZAR
Dall
The LaLiT Great Eastern Kolkata
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4 Vendor Logout

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

Jalvahak - Cargo Owners Subsidy Scheme

S Roy

Change Password
Sign out

Click

Vendor Details Registration

Your Application has been submitted.
Waiting for the approval.

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Shipping Corporation Of India
View larger map

B.B.D. Bag
West Bengal Telecom Circle
Tea B
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