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.**

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.
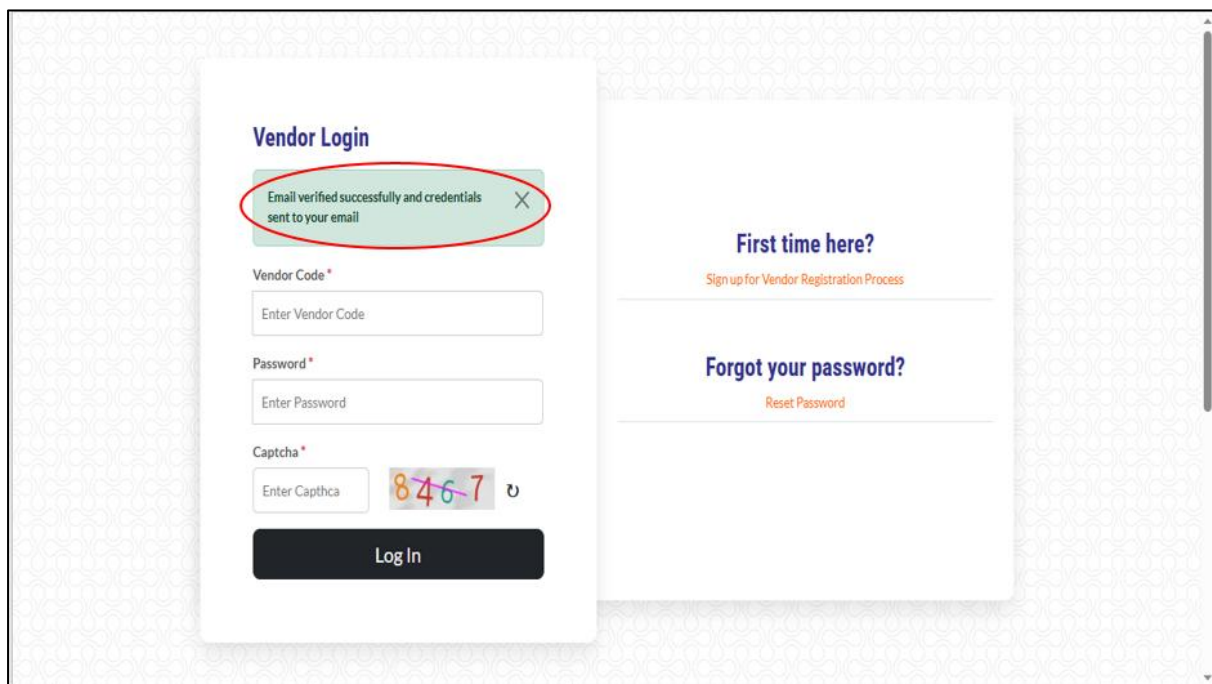

The vendor shall then have to click on the **verification link** to verify their email.
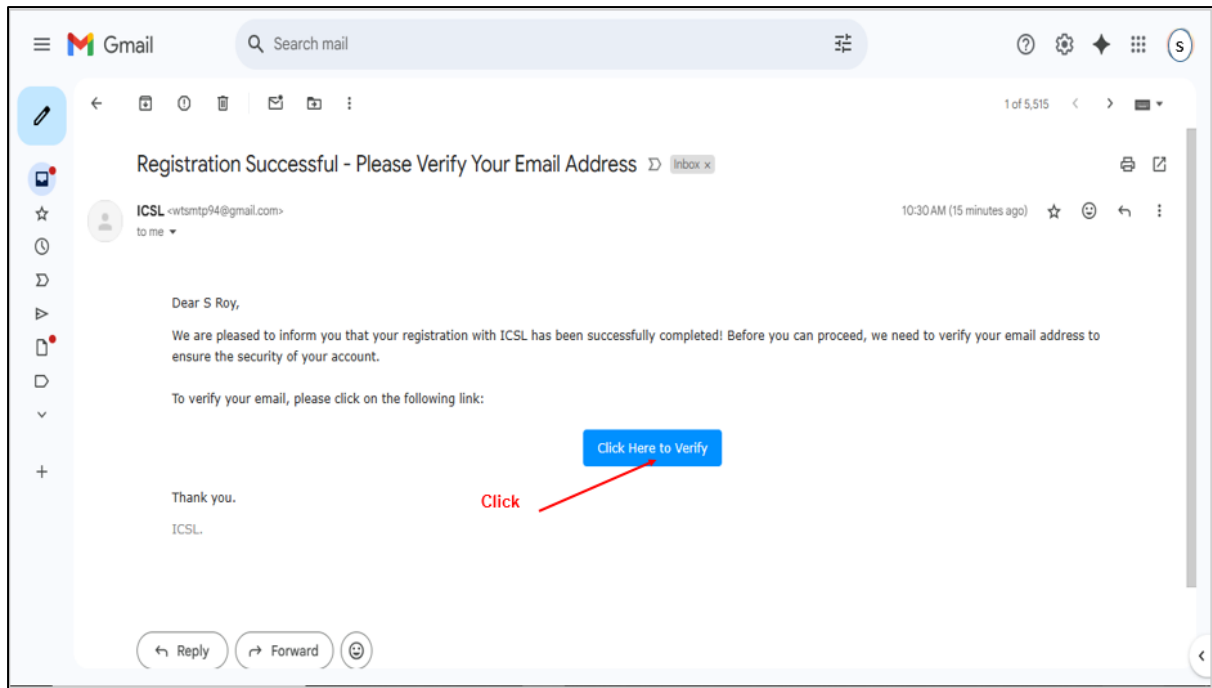
Upon clicking on the **Click Here to Verify button**, the vendor shall be redirected to the Vendor Login Page displaying the successful email verification message.

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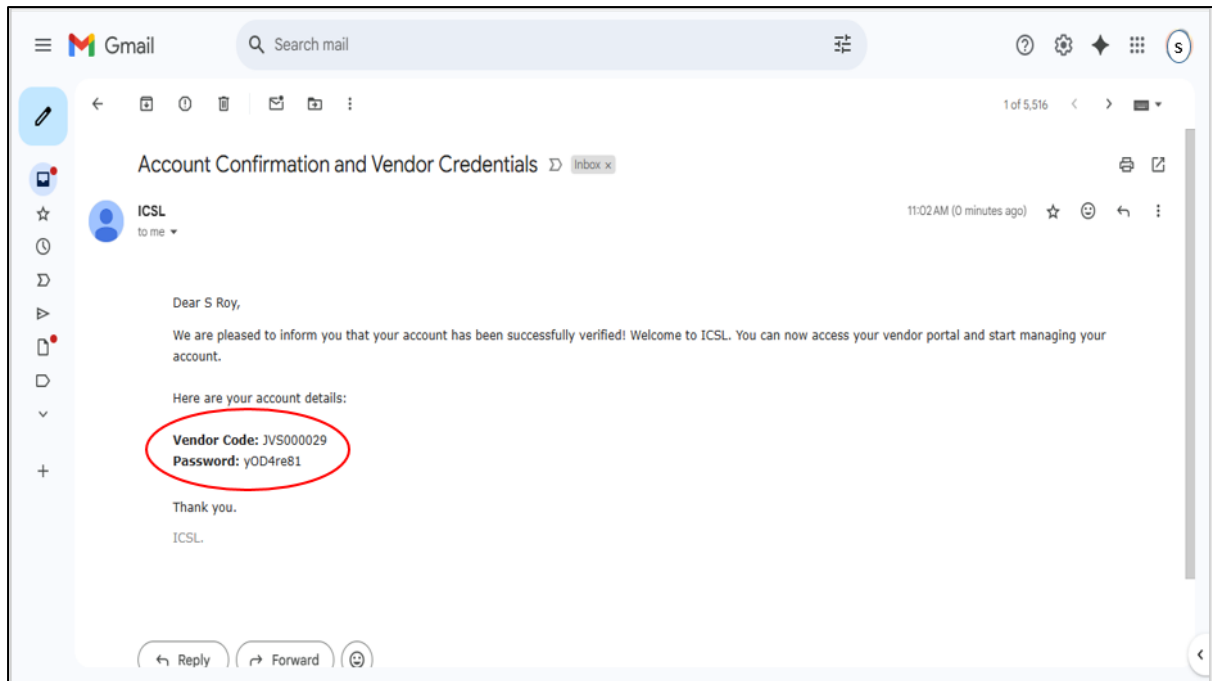
Initially, the vendor can login to the portal with the **Vendor Code** and **Password** sent to their registered email id.

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.**

Once again the vendor shall be redirected to the login page displaying the message of successful change of the password.
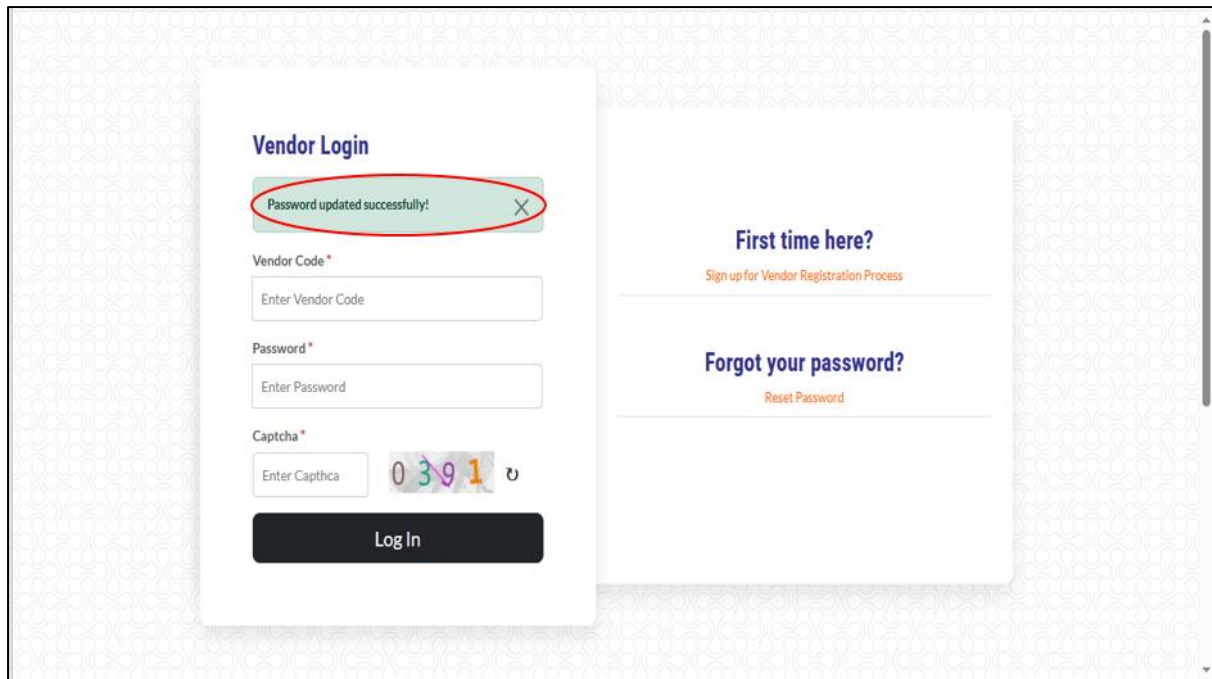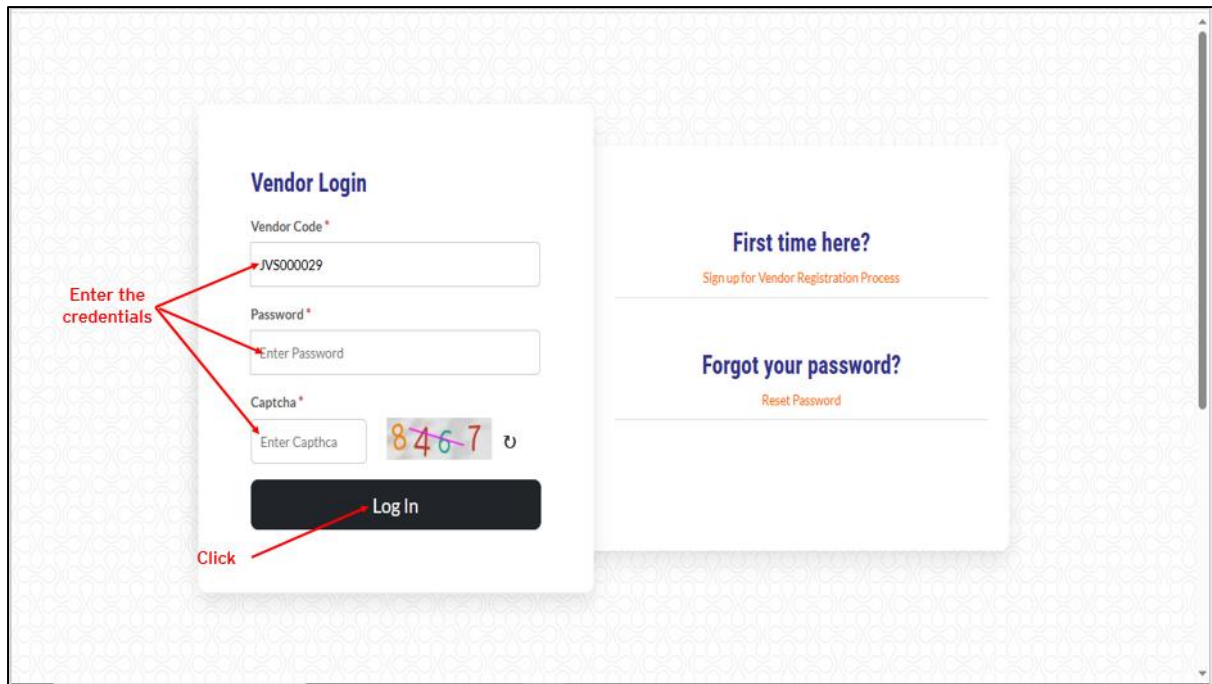
Later on, the vendor can also change their password by selecting the Change Password option as shown on the following screen.
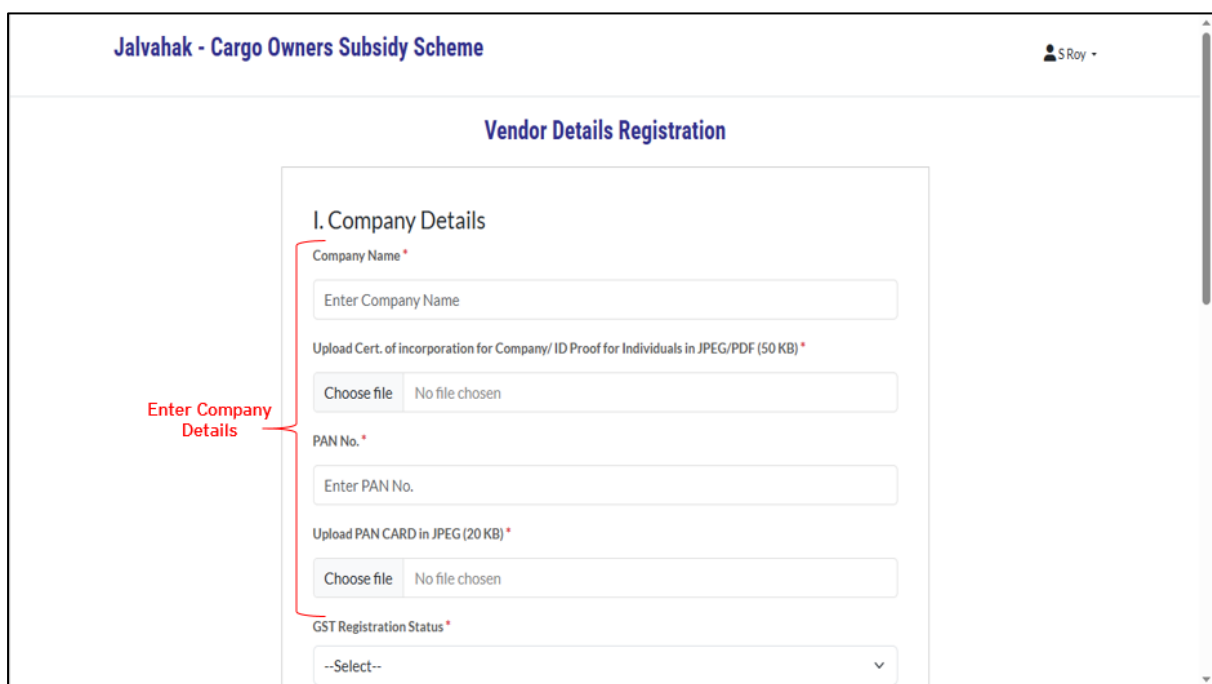

3 Vendor Login

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

Enter the Company Details.

Click on the **Next button.**

Enter the detailed **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.**

Enter **Bank Details.**

Enter **Bank Address.** Click on the **Next button.**

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

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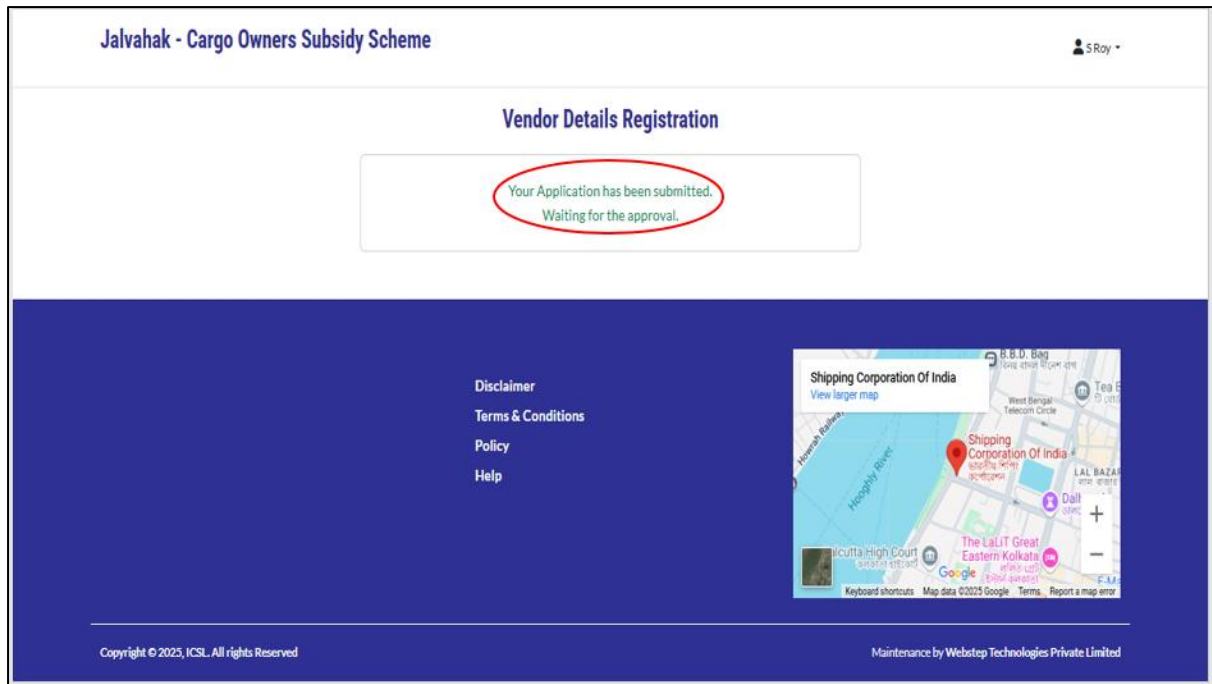
4   Vendor Logout

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