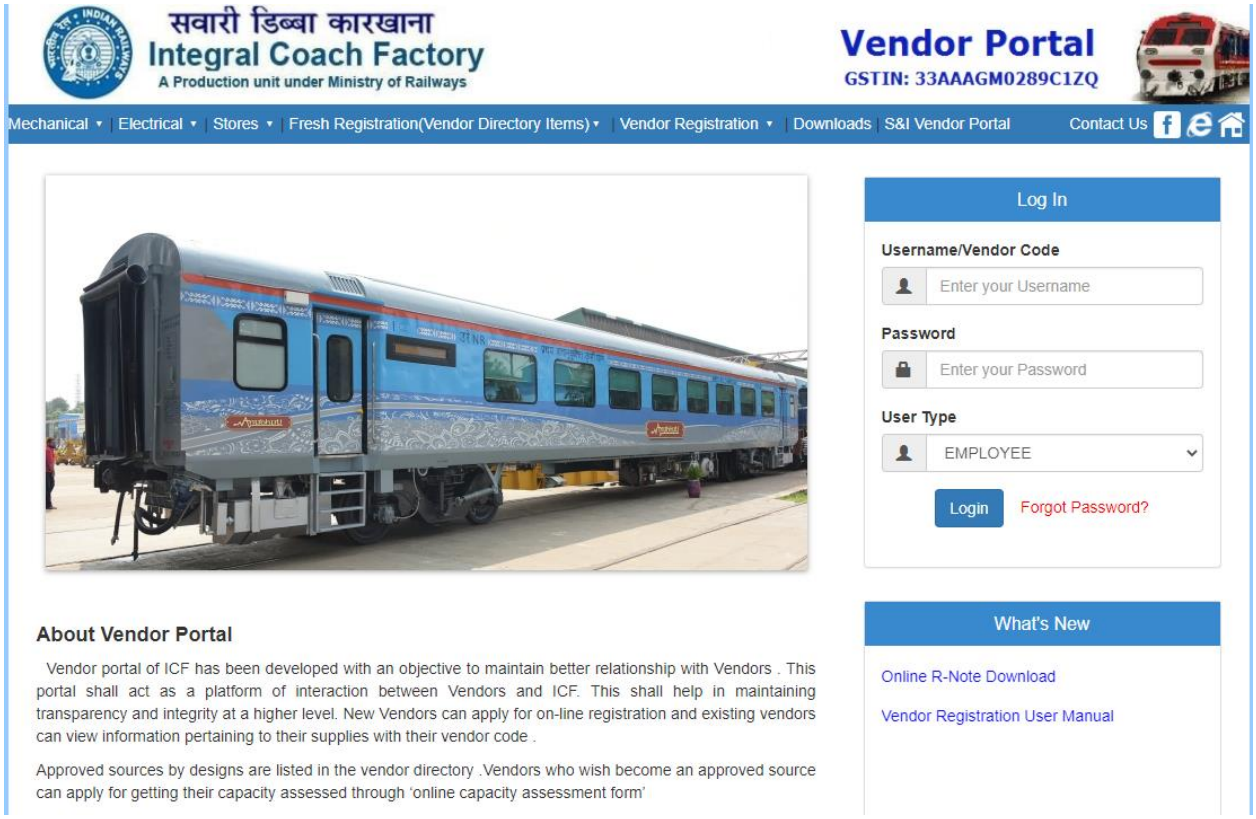
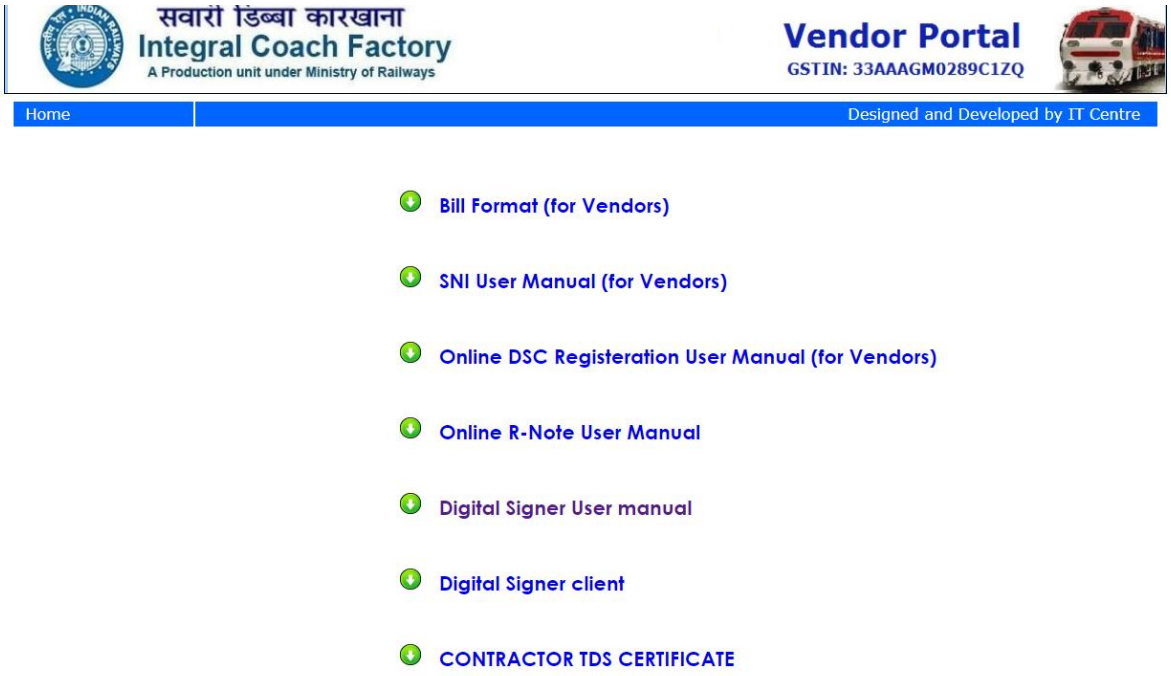
Vendor User Manual - Supply & Installation / Work Contract

Chapter 1: Installation the Digital Signer Service Software

- Go to ICF Vendor Portal https://vp.icf.gov.in/

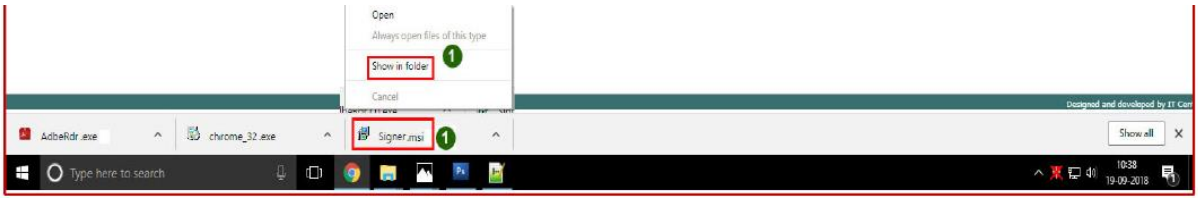


- Click Download in menu
- Click Digital Signer Client to download Signer client software into your PC

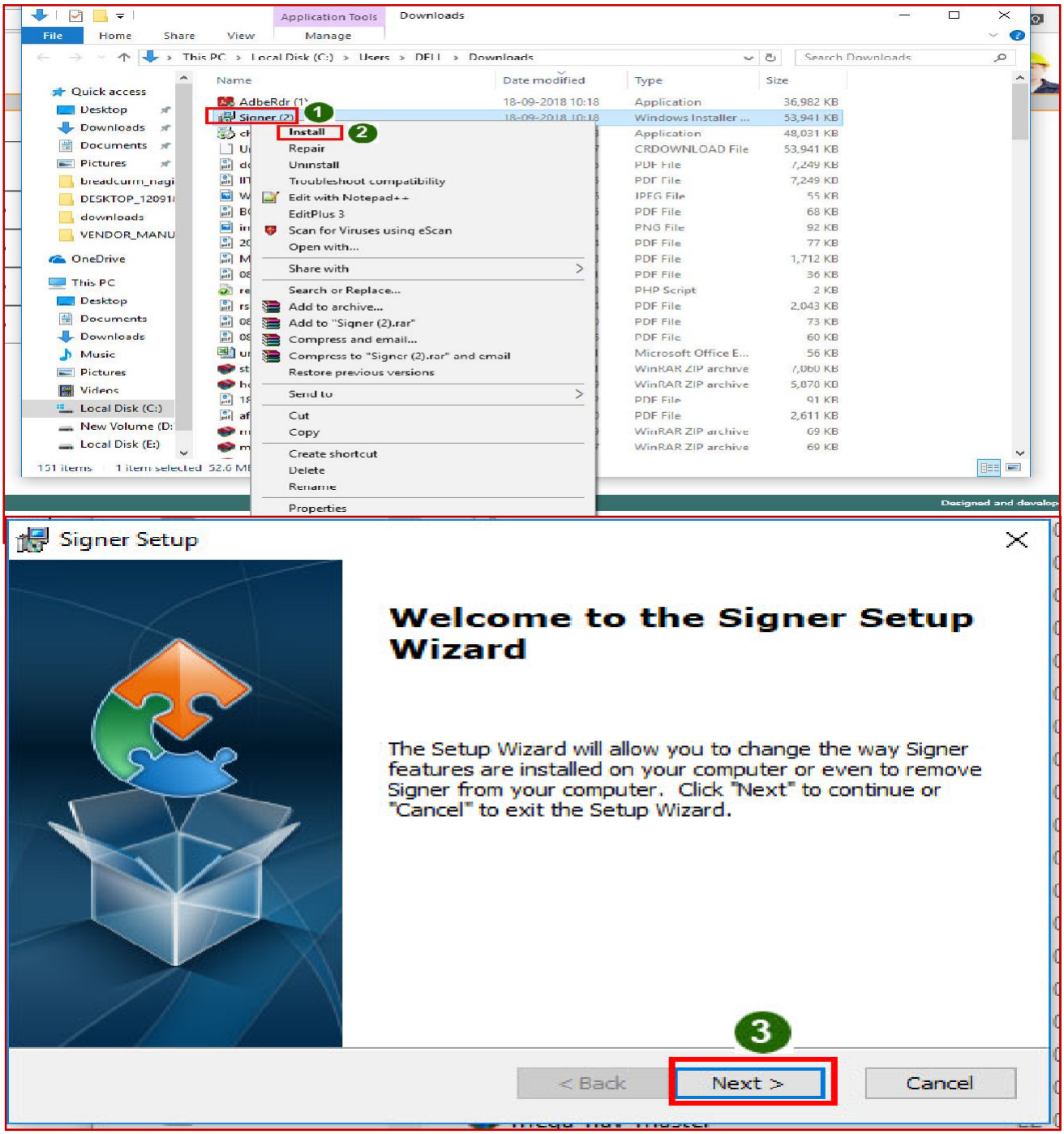


- Right click on the software (Signer.msi) which is available in taskbar as shown below:

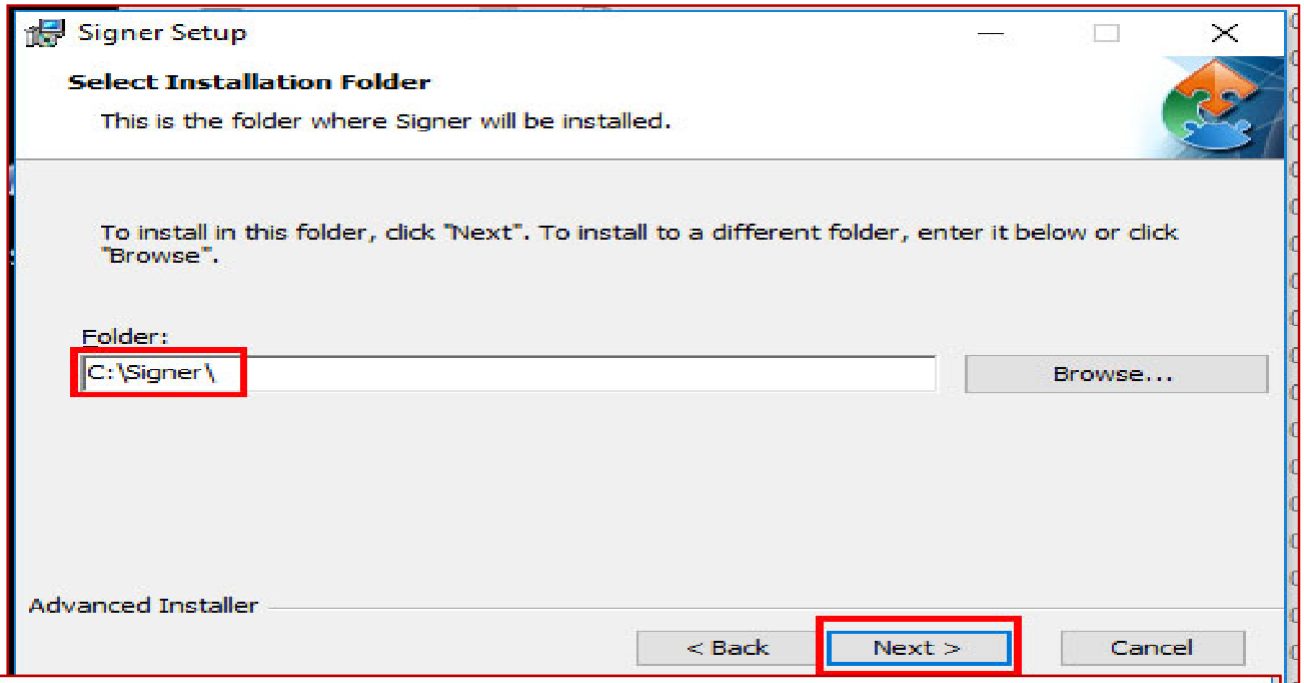
- Click on “show in folder” to view the software available in “downloads” .

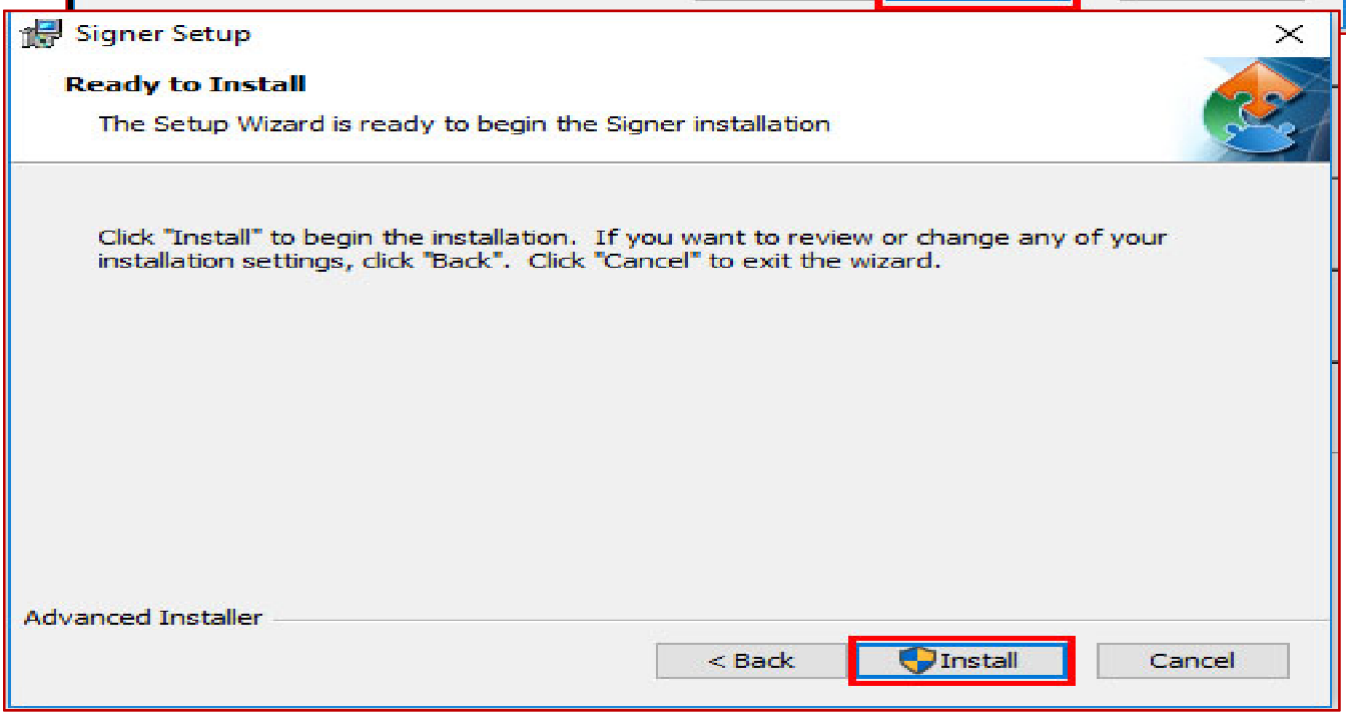


- Right Click on “Signer” ☐ Click on install button .

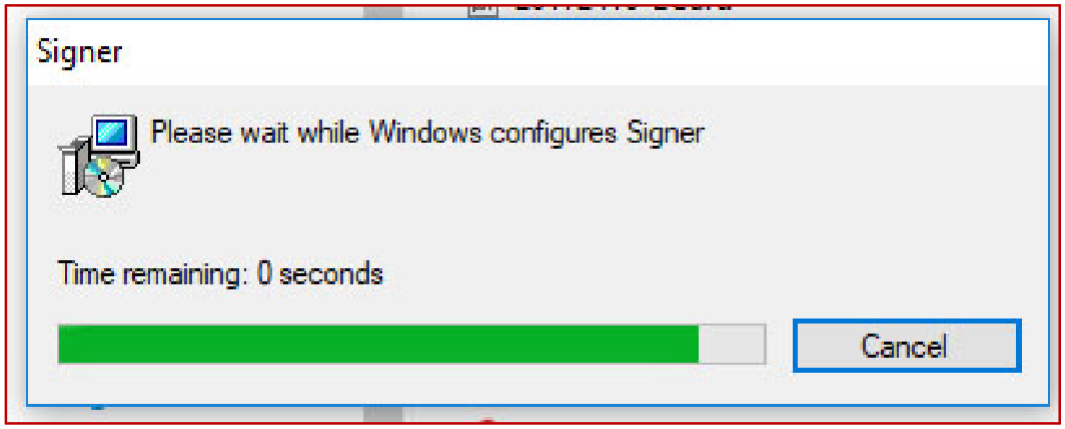


- Click on ‘Next’ button to ensure the signer software installed in C Drive

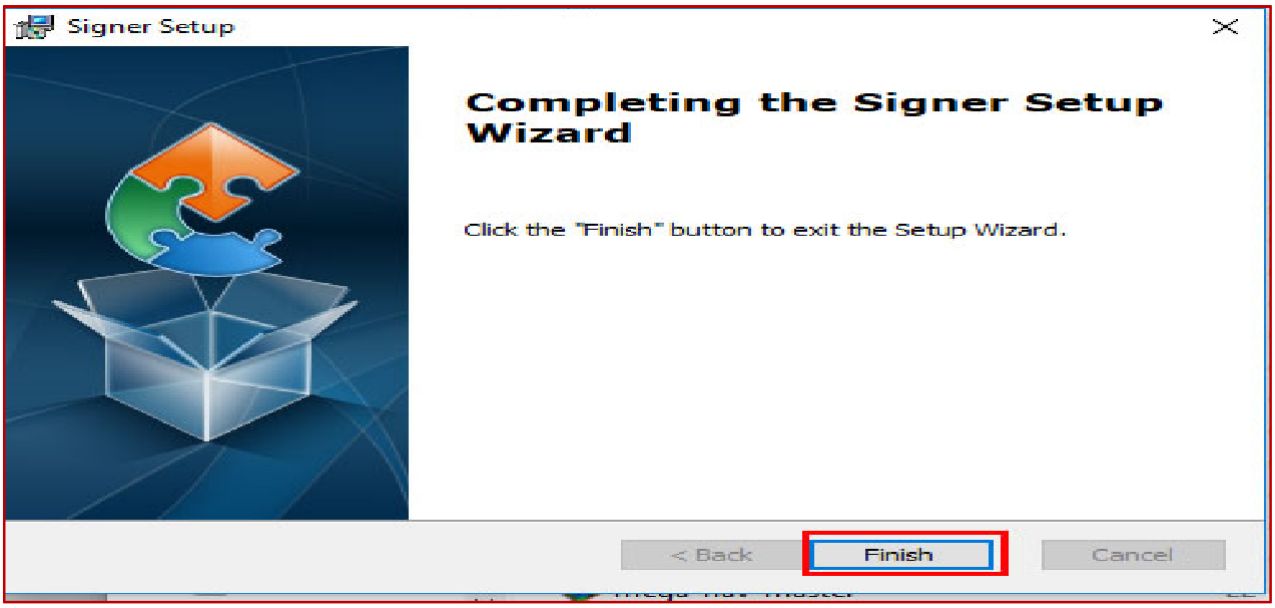




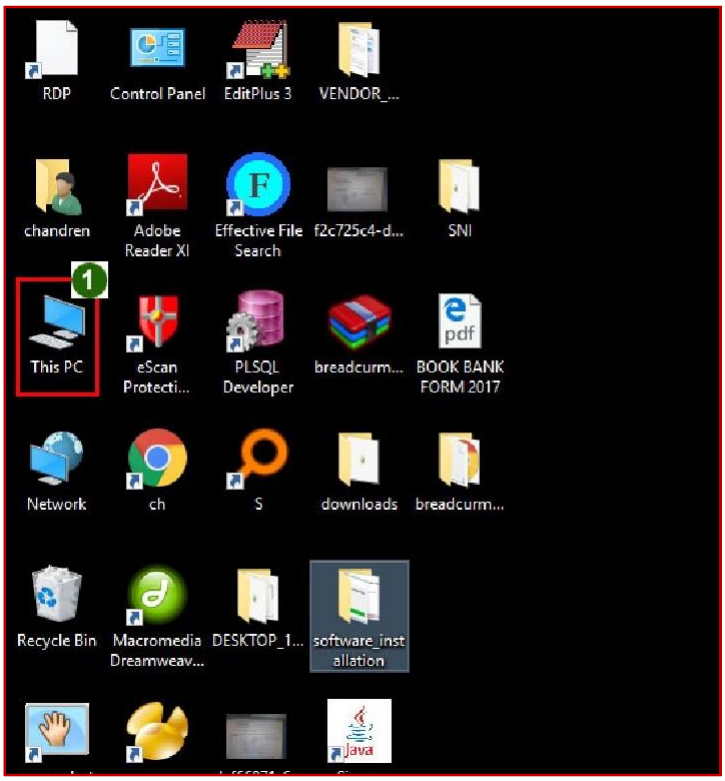
- Now the signer software is installing.

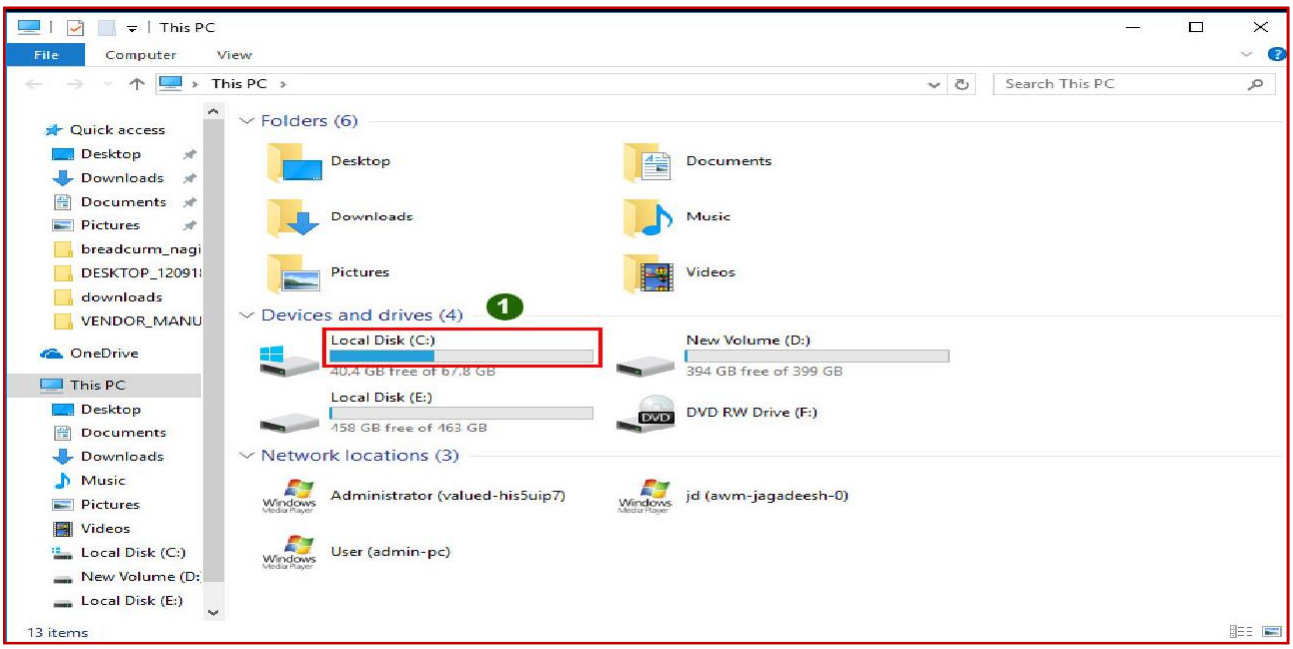


- Click on" Finish" to complete the installation

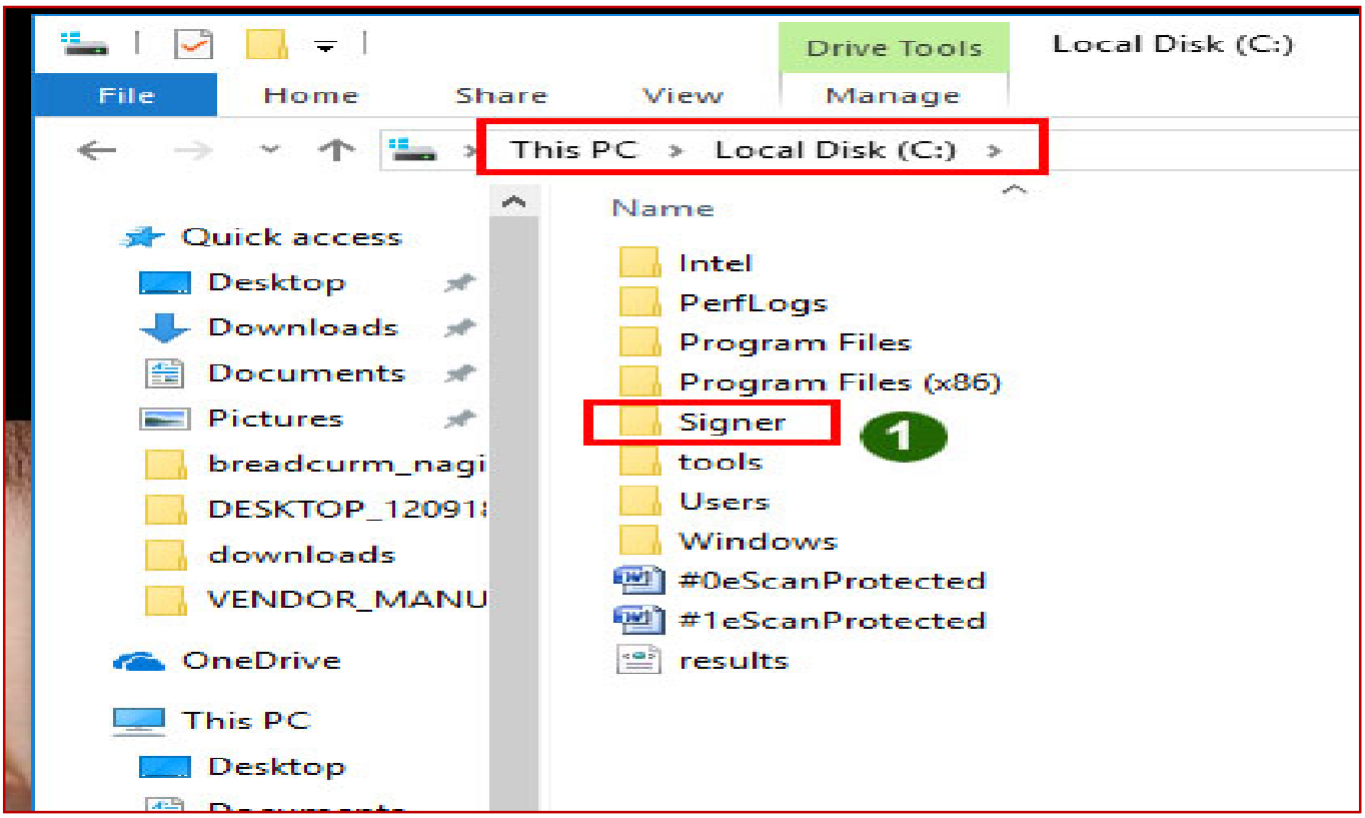


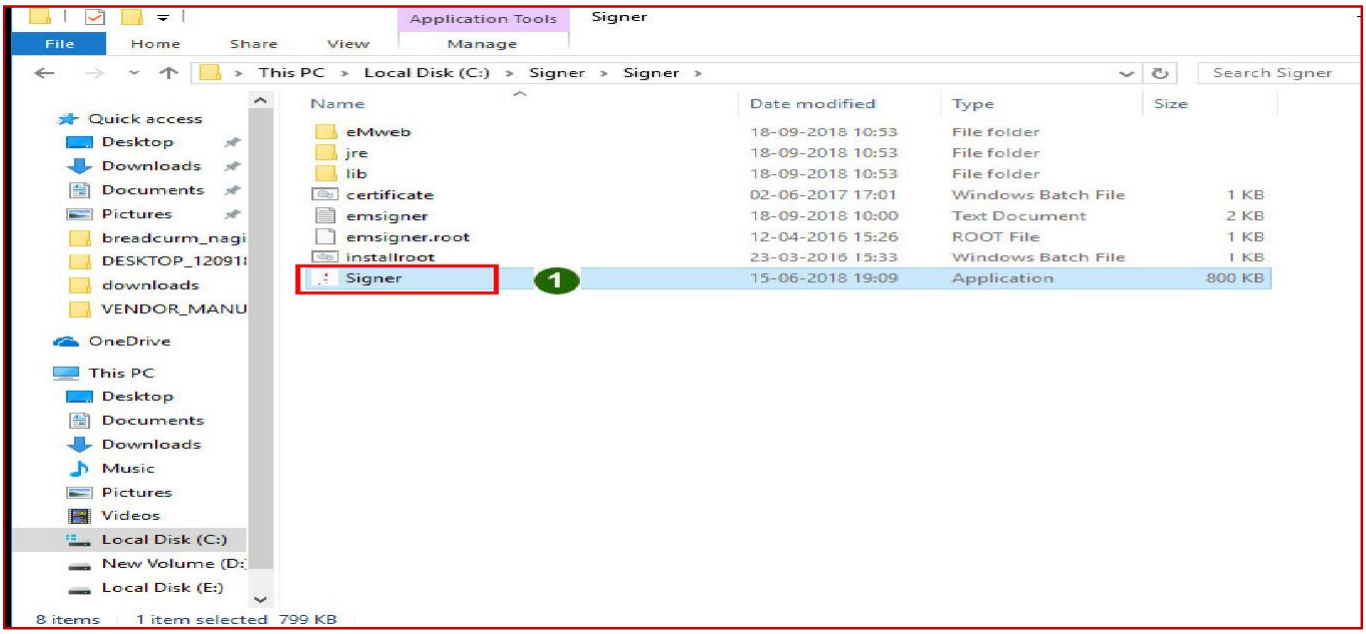
- After the installation is complete, go to Desktop ->Click on "This PC/My Computer" ->
- Click on "C-Drive"

a. 

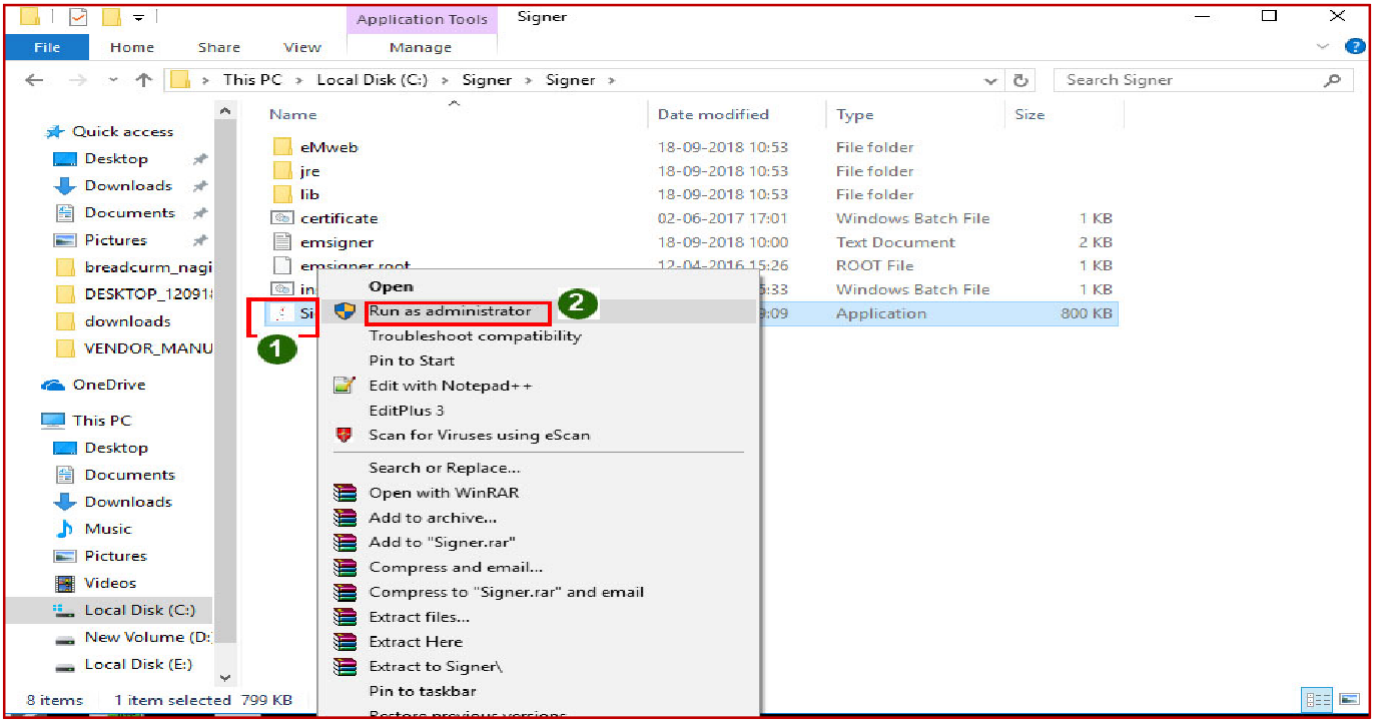


- Double click on ”Signer Folder” to view the ‘Signer exe’

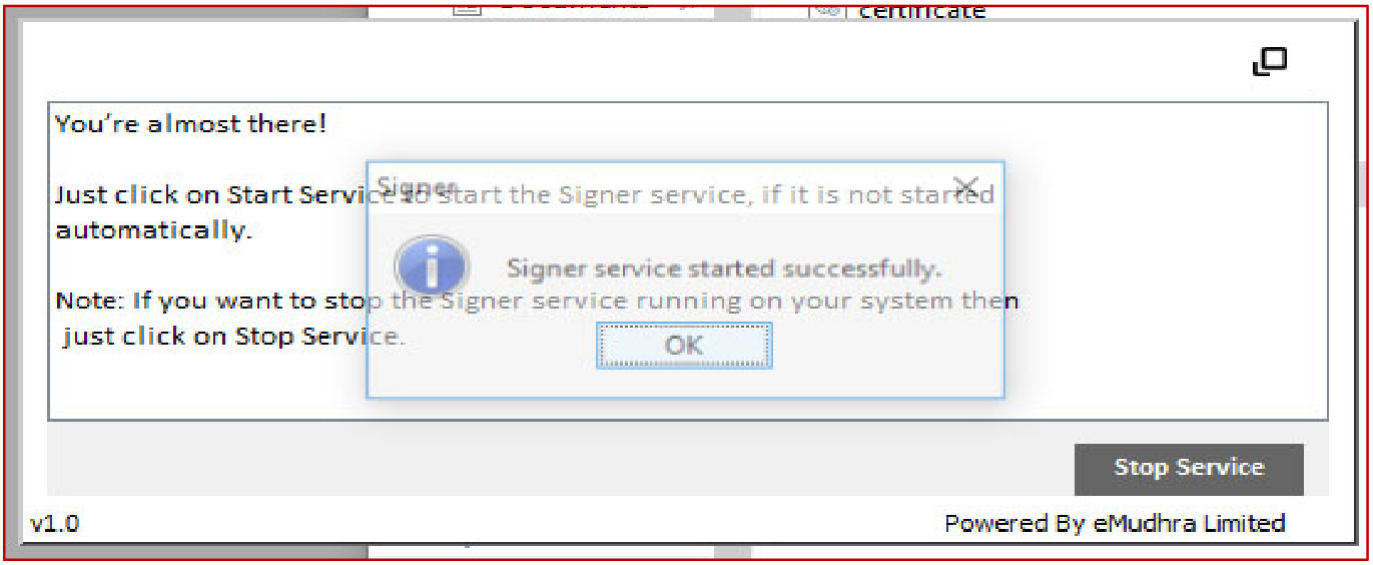

Drive Tools
Local Disk (C:)
File
Home
Share
View
Manage
This PC › Local Disk (C:) ›
Quick access
Desktop
Downloads
Documents
Pictures
breadcurm_nagi
DESKTOP_12091
downloads
VENDOR_MANU
OneDrive
This PC
Desktop
Name
Intel
PerfLogs
Program Files
Program Files (x86)
Signer
1
tools
Users
Windows
#0eScanProtected
#1eScanProtected
results

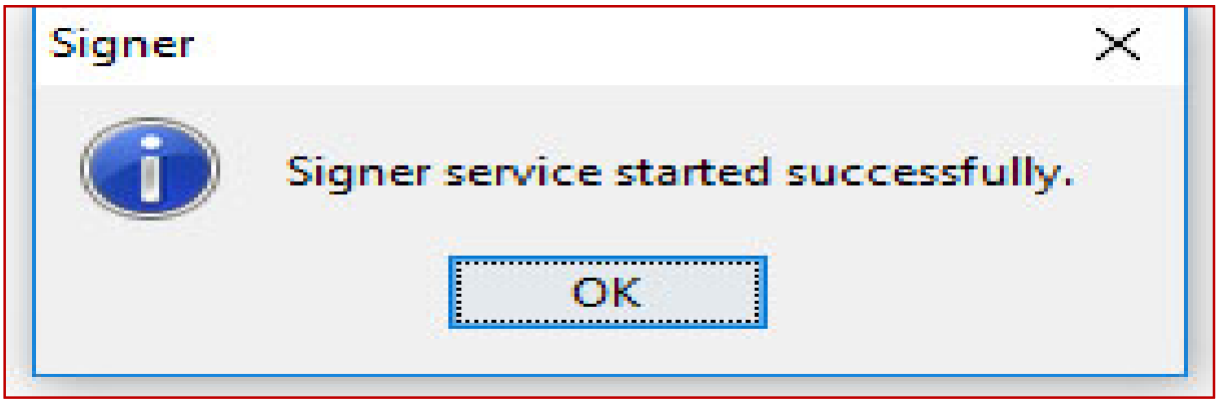

Application Tools
Signer
File
Home
Share
View
Manage
This PC › Local Disk (C:) › Signer › Signer ›
Search Signer
Quick access
Desktop
Downloads
Documents
Pictures
breadcurm_nagi
DESKTOP_12091
downloads
VENDOR_MANU
OneDrive
This PC
Desktop
Documents
Downloads
Music
Pictures
Videos
Local Disk (C:)
New Volume (D:
Local Disk (E:)
Name
Date modified
Type
Size
eMweb 18-09-2018 10:53 File folder
jre 18-09-2018 10:53 File folder
lib 18-09-2018 10:53 File folder
certificate 02-06-2017 17:01 Windows Batch File 1 KB
emsigner 18-09-2018 10:00 Text Document 2 KB
emsigner.root 12-04-2016 15:26 ROOT File 1 KB
installroot 23-03-2016 15:33 Windows Batch File 1 KB
Signer 1 15-06-2018 19:09 Application 800 KB
8 items
1 item selected 799 KB

- Right click on Signer exe icon and click on “Run as administrator” to start the Signer Service.



- After start the signer software, as shown below;





- Before signing insert your digital signer key into your system.

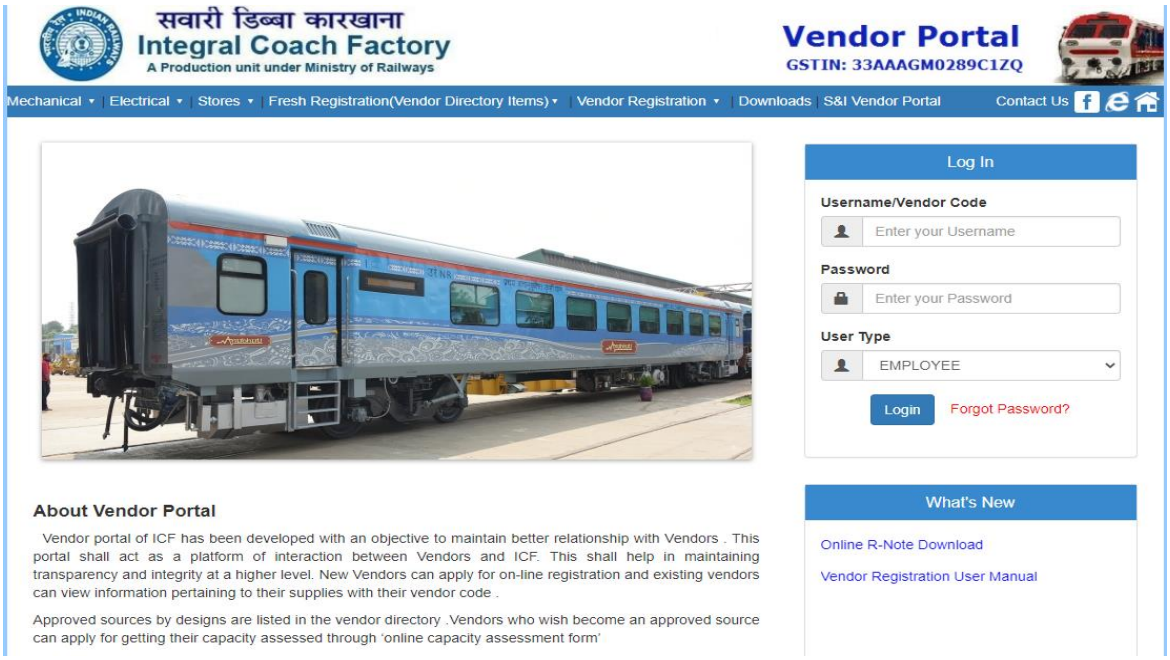
- Make sure that the digital signer key and emsigner icon present in your task bar.

Chapter 2: Steps for Completion & Inspection Certificate by Vendor

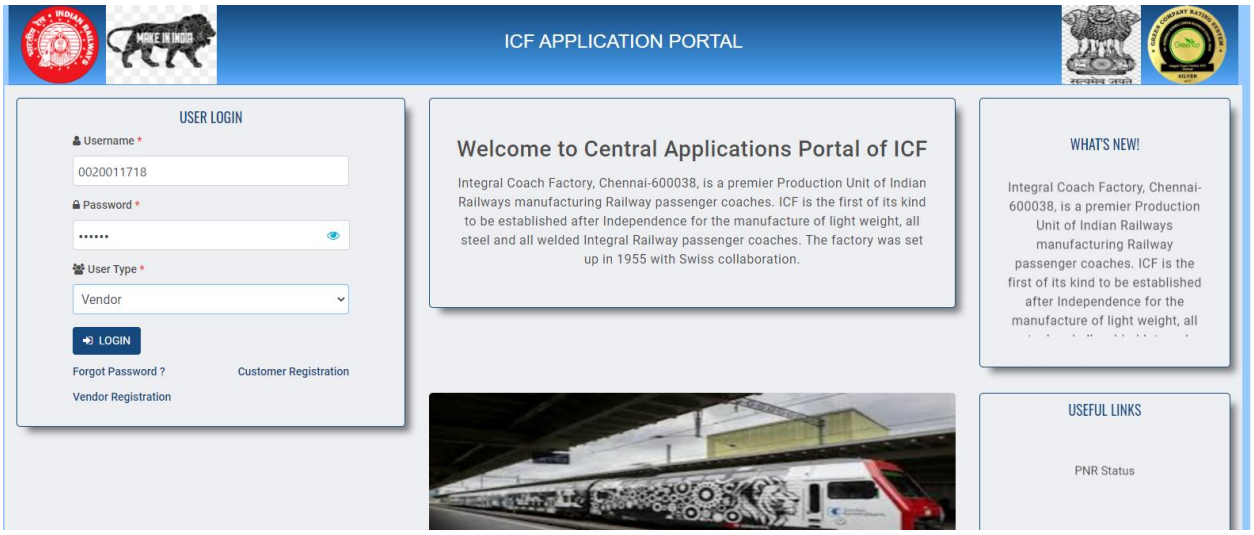
- The digital 'Completion & Inspection Certificate for Supply & Installation items' has been developed by IT Centre/ICF.
- Salient features of the system (each step shall henceforth be electronic/digital/online and not manual)
- Production supervisor shall allot coaches against the Purchase Order/Work Contract, which will be assigned to the vendor for supply and installation items, online.
- On completion of the installation work, based on this coach allotment, the vendor shall submit the completion certificate with digital signature.
- The completion certificate submitted by vendor is to be validated by the respective production supervisor and inspection supervisor online through OTP (One Time Password).
- The production officer &inspection officer shall approve this process, digitally, using their digital signature.
- This digitally signed completion &inspection certificate will be available online for verification by Accounts Department for payment for installation work. The online system shall eliminate complete paper work and it will speed up the bill processing of supply and installation works.

Step 1: Login into Portal

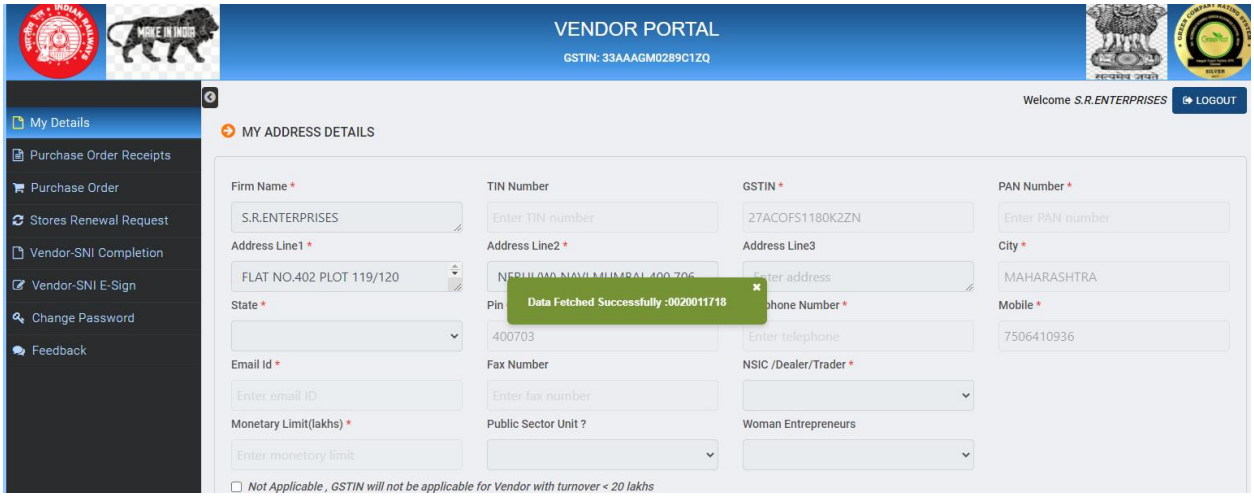
- Go to ICF Vendor Portal https://vp.icf.gov.in/
- Click S&I Vendor Portal in Menu bar



- You directly access S&I Vendor Portal using https://vendor.icf.gov.in
- Enter your Vendor Code
- Enter your password
- Select Vendor as user type
- Click Login

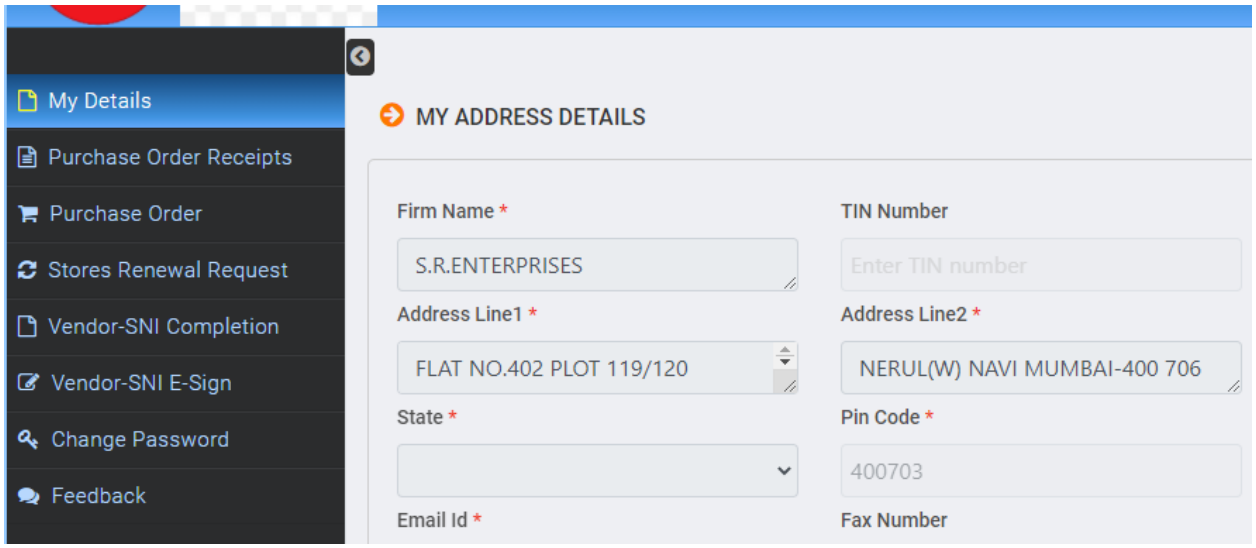


Your Company details will be shown

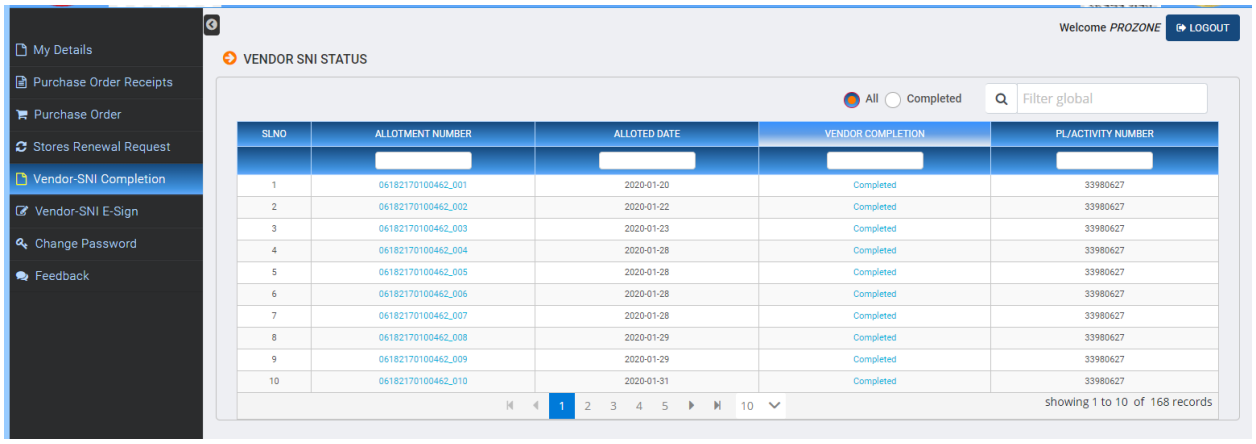


Step 2: Vendor-SNI Completion

- Click Vendor-SNI Completion Tab



- List of all allotment will be loaded



- Click on Allotment number to View Allotment Print out Copy

रेल मंत्रालय/ Ministry of Railways
सवारी डिब्बा कारखाना/ INTEGRAL COACH FACTORY
चेन्नै- 600 038 / CHENNAI - 600 038

Order No: 06182170100462_001 /FURN Office of the SR.SEC.ENGNR Shop: 30A

Date: 20/01/2020

To:

Vendor Code: 0020012466

Vendor Name: PROZONE

RAILWAY</BR>ROAD</BR></BR>JALANDHAR-144001.

Sub:- Allotment of Coaches - Reg.

Ref:- P.O.No. 06182170100462 FURN Dated: 18/06/2019

With reference to the above,the coaches mentioned in the below table are allotted for the contractual/
S AND I CCTV SYS IN LHB AC AND NON AC

Description of Works	PL Number	Rake No	PCRT	Coach Type	Coach Serial No	Allotment Sl.No.	Ordered Qty.	Qty.now Allotted	Alloted so far	Balance Qty
06182170100462	33980627		1	LWACCW	431	1	1793.00	1	0	1792
	OTP: 5845 VENKATESAN R SR. SEC. ENGNR Shop: 30A FURN							Total: 1.0		

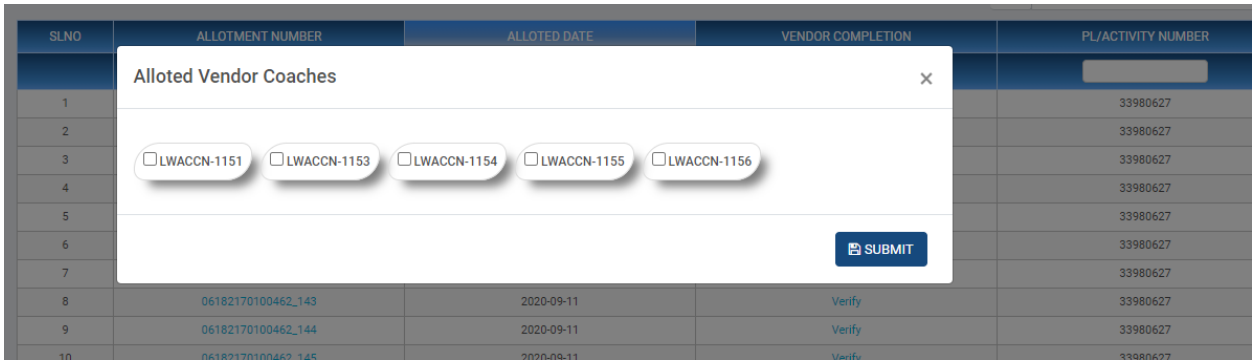
- Filter only Verify to View only pending completion by typing Verify

All Completed Filter global

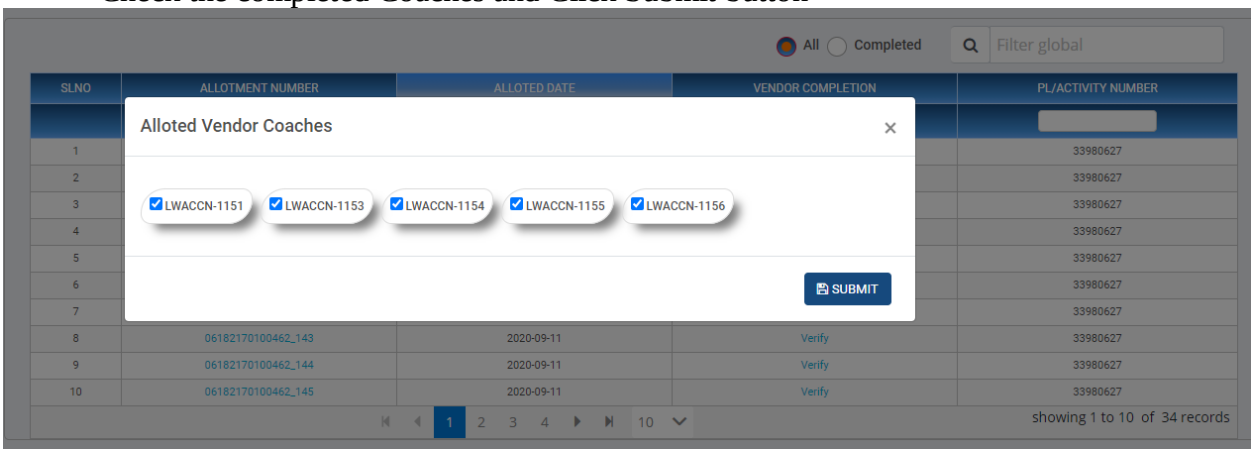
SLNO	ALLOTMENT NUMBER	ALLOTED DATE	VENDOR COMPLETION	PL/ACTIVITY NUMBER
			Ver	
1	06182170100462_135	2020-08-10	Verify	33980627
2	06182170100462_136	2020-08-10	Verify	33980627
3	06182170100462_137	2020-08-10	Verify	33980627
4	06182170100462_138	2020-08-10	Verify	33980627
5	06182170100462_139	2020-08-10	Verify	33980627
6	06182170100462_140	2020-08-10	Verify	33980627
7	06182170100462_142	2020-09-11	Verify	33980627
8	06182170100462_143	2020-09-11	Verify	33980627
9	06182170100462_144	2020-09-11	Verify	33980627
10	06182170100462_145	2020-09-11	Verify	33980627

1 2 3 4 10 showing 1 to 10 of 34 record

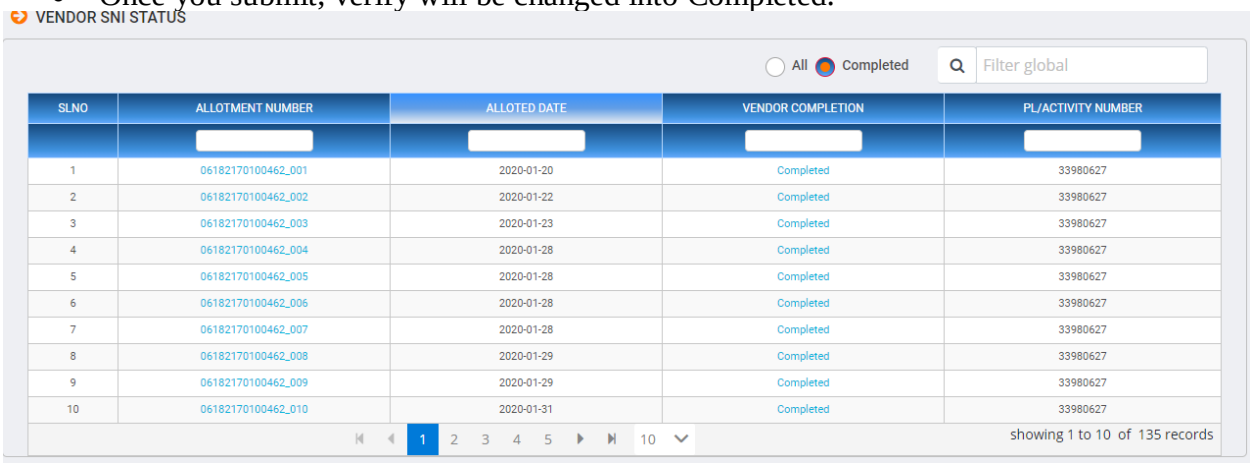
- Click on Verify link, for which installation is completed
- Always note down the Allotment Number which you are doing completion



- Check the completed Coaches and Click Submit button



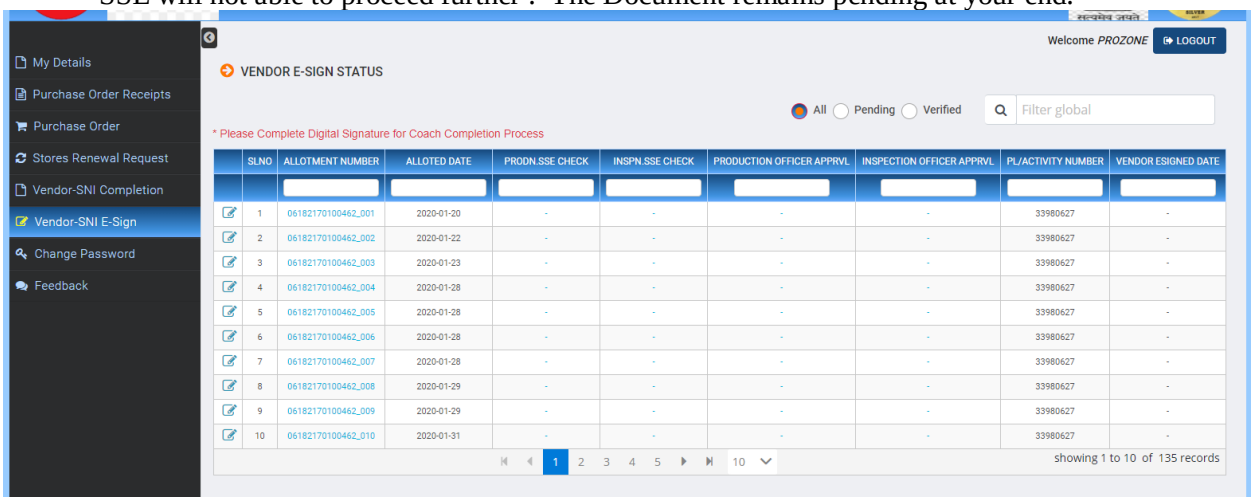
- Once you submit, verify will be changed into Completed.



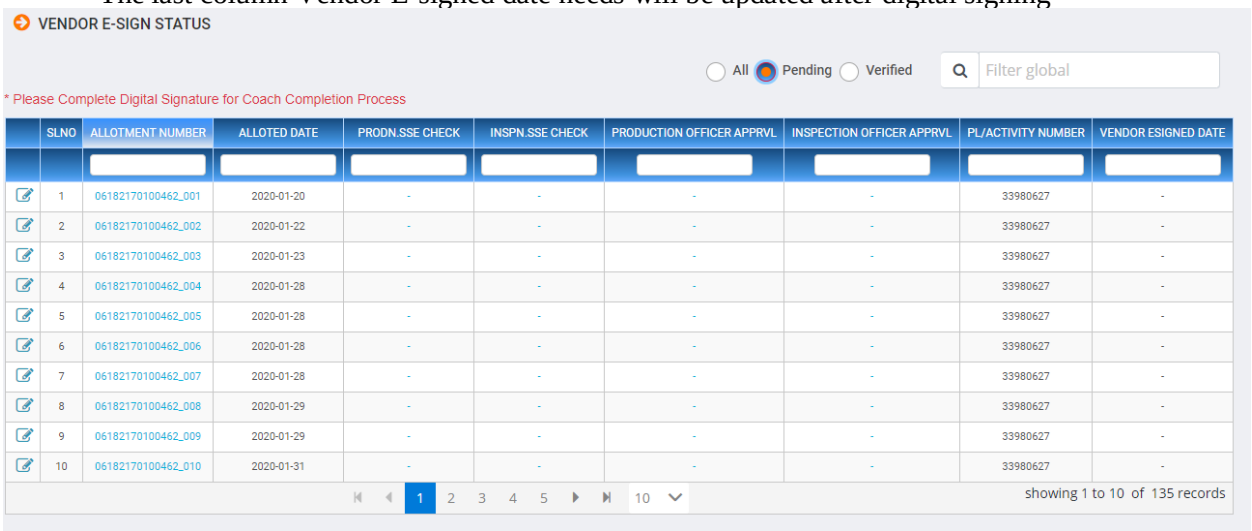
- It is better to Complete Installation of all the coaches and do only once completion at the end , Avoid doing Multiple Partial completion .

Step 3: Vendor-SNI E-Sign

- Click Vendor-SNI E-Sign tab to do E-sign
- It is important to do digital signature of Vendor Completion, Without digital signing , Production SSE will not able to proceed further . The Document remains pending at your end.

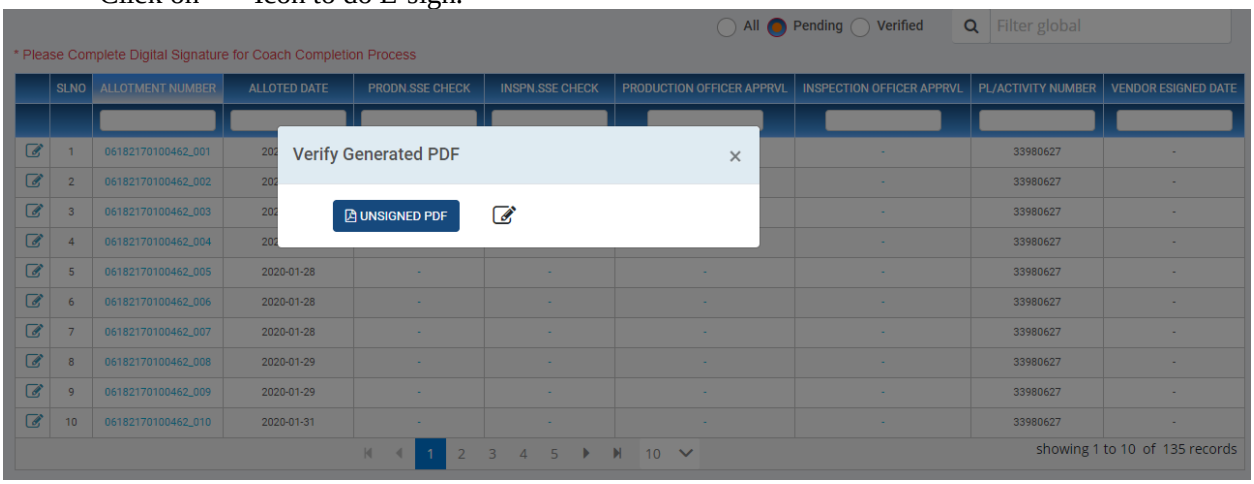


- Click Pending to View Only Pending E-sign documents.
- The last column Vendor E-signed date needs will be updated after digital signing

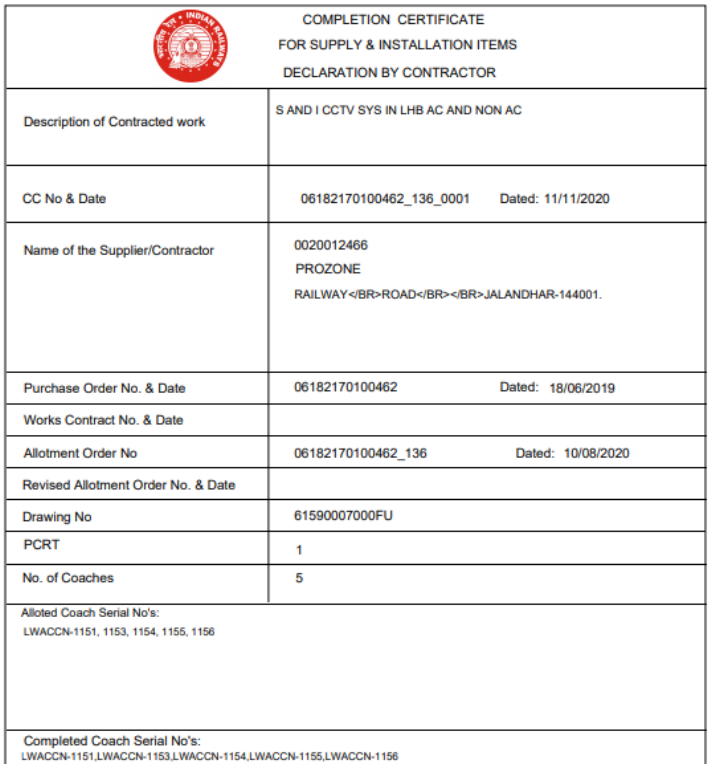


Before doing digital signature, ensure you have installed Emsigner Client software, Your Digital key is inserted into PC and Emsigner service is running.

- Click on Icon to do E-sign.



- Click unsigned PDF to View Completion Certificate to Check the Coach & Qty



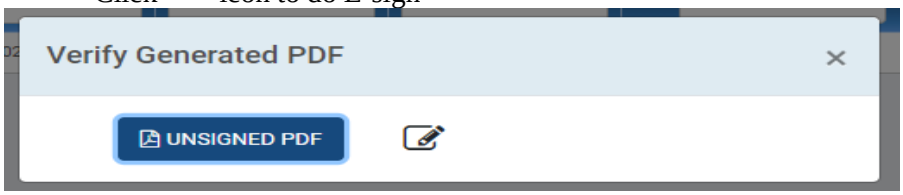
COMPLETION CERTIFICATE
FOR SUPPLY & INSTALLATION ITEMS
DECLARATION BY CONTRACTOR

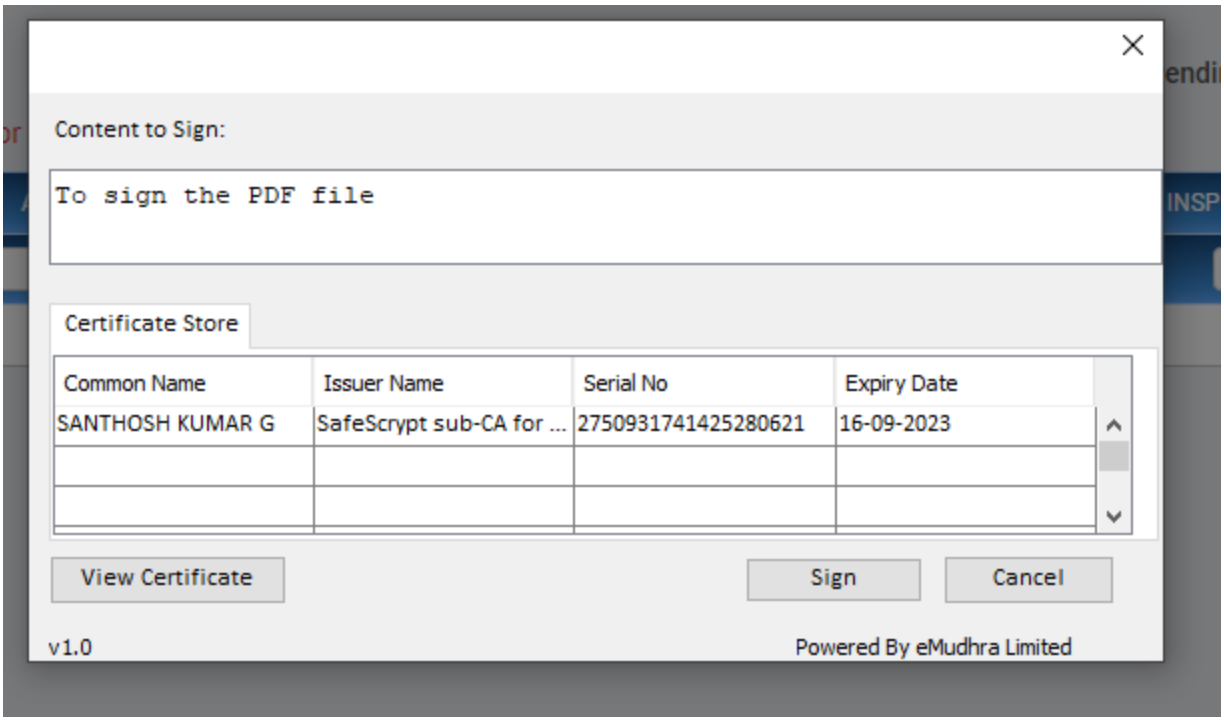
Description of Contracted work	S AND I CCTV SYS IN LHB AC AND NON AC
CC No & Date	06182170100462_136_0001 Dated: 11/11/2020
Name of the Supplier/Contractor	0020012466 PROZONE RAILWAY</BR>ROAD</BR></BR>,JALANDHAR-144001.
Purchase Order No. & Date	06182170100462 Dated: 18/06/2019
Works Contract No. & Date	
Allotment Order No	06182170100462_136 Dated: 10/08/2020
Revised Allotment Order No. & Date	
Drawing No	61590007000FU
PCRT	1
No. of Coaches	5

Alloted Coach Serial No's:
LWACCN-1151, 1153, 1154, 1155, 1156

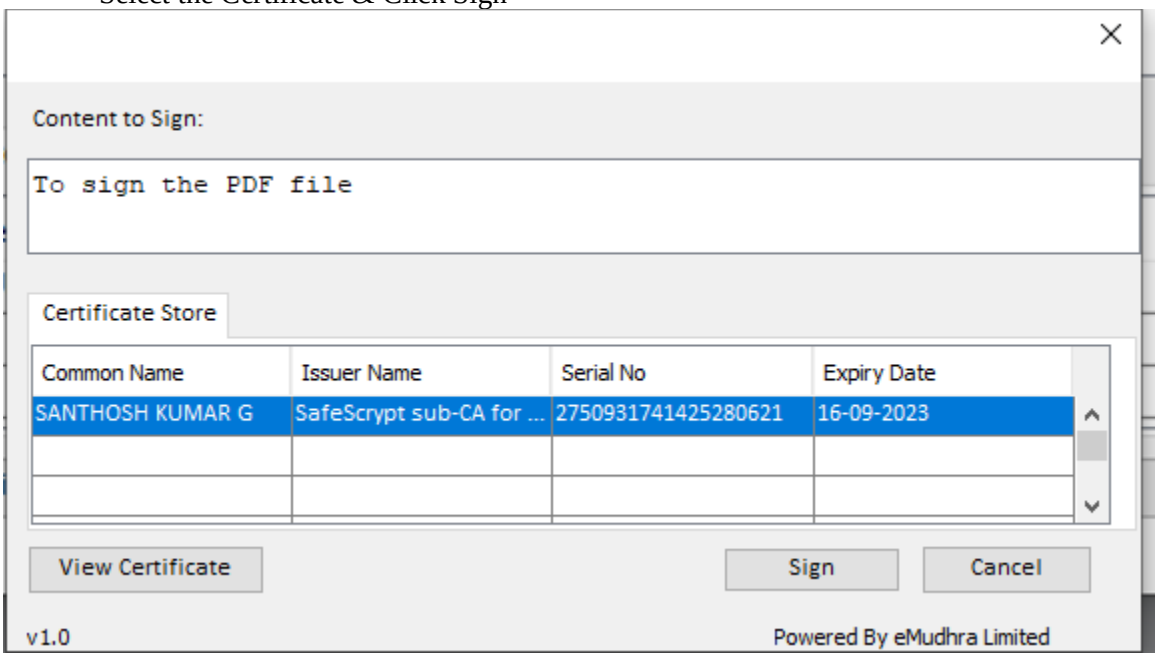
Completed Coach Serial No's:
LWACCN-1151,LWACCN-1153,LWACCN-1154,LWACCN-1155,LWACCN-1156

- Click icon to do E-sign

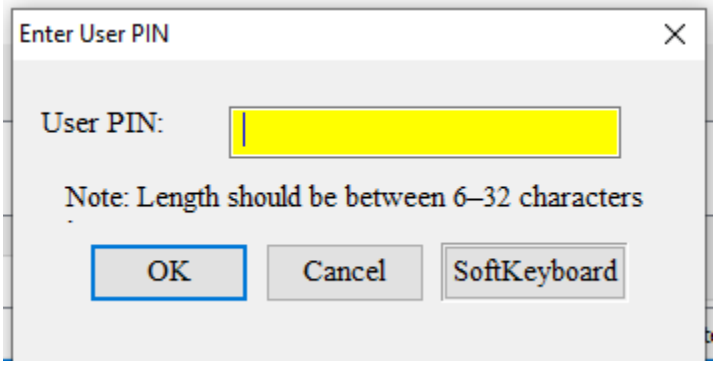




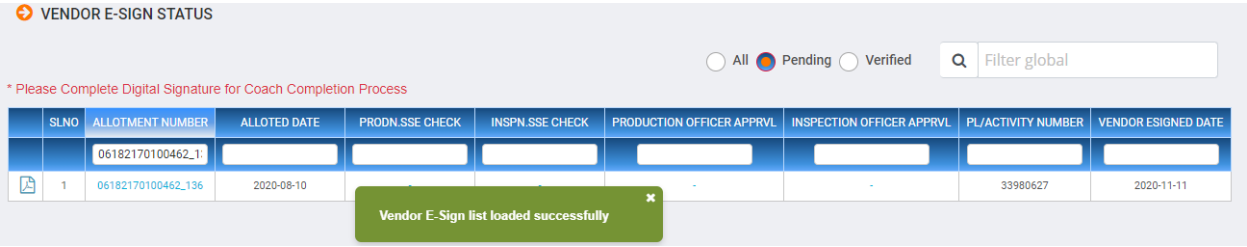
- Select the Certificate & Click Sign



- Enter your Pin and click Ok button



- On Clicking Ok, Document is digitally signed and Vendor E-signed Date will be updated.



- This is will available for production SSE to view. Follow up with Production SSE for Inspection Completion (IC) Certificate.
- At each stage, after signing of ProdSSE, Document will be available in Vendor-**SNI E-Sign tab.**
- Download the IC Certificate document after digital signing of Inspection officer. And Proceed with Payment processing

COMPLETION CERTIFICATE
FOR SUPPLY & INSTALLATION ITEMS
DECLARATION BY CONTRACTOR

Description of Contracted work	S AND I CCTV SYS IN LHB AC AND NON AC
CC No & Date	06182170100462_136_0001 Dated: 11/11/2020
Name of the Supplier/Contractor	0020012466 PROZONE RAILWAY</BR>ROAD</BR></BR>JALANDHAR-144001.
Purchase Order No. & Date	06182170100462 Dated: 18/06/2019
Works Contract No. & Date	
Allotment Order No	06182170100462_136 Dated: 10/08/2020
Revised Allotment Order No. & Date	
Drawing No	61590007000FU
PCRT	1
No. of Coaches	5

Alloted Coach Serial No's:
LWACCN-1151, 1153, 1154, 1155, 1156

Completed Coach Serial No's:
LWACCN-1151,LWACCN-1153,LWACCN-1154,LWACCN-1155,LWACCN-1156

Qty:	5.0

We hereby declare that the Contracted Work is completed in all respects as per scope of Supply & Installation work without any discrepancy.

Date: 11/11/2020 Digitally signed by Vendor:

Remarks: This certificate is digitally signed and does not require any Seal / signature.

Signature Not Verified
Digitally signed by
SANTOSH KUMAR G
Date: 2020.11.[illegible] 16:32:07 IST