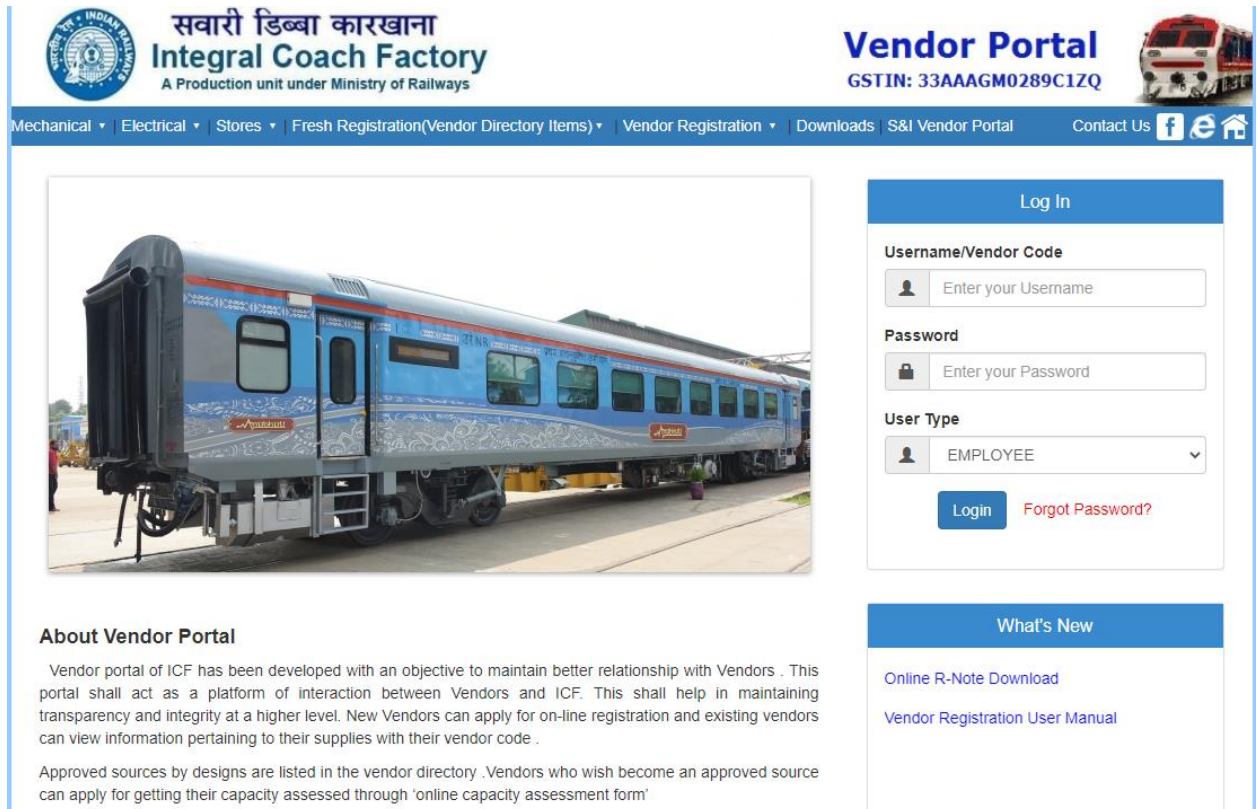


Vendor User Manual - Supply & Installation / Work Contract

Chapter 1: Installation the Digital Signer Service Software

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

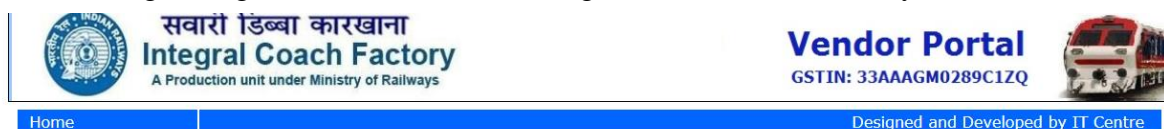


About Vendor Portal

Vendor portal of ICF has been developed with an objective to maintain better relationship with Vendors . This portal shall act as a platform of interaction between Vendors and ICF. This shall help in maintaining transparency and integrity at a higher level. New Vendors can apply for on-line registration and existing vendors can view information pertaining to their supplies with their vendor code .

Approved sources by designs are listed in the vendor directory .Vendors who wish become an approved source can apply for getting their capacity assessed through 'online capacity assessment form'

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



Home

Designed and Developed by IT Centre

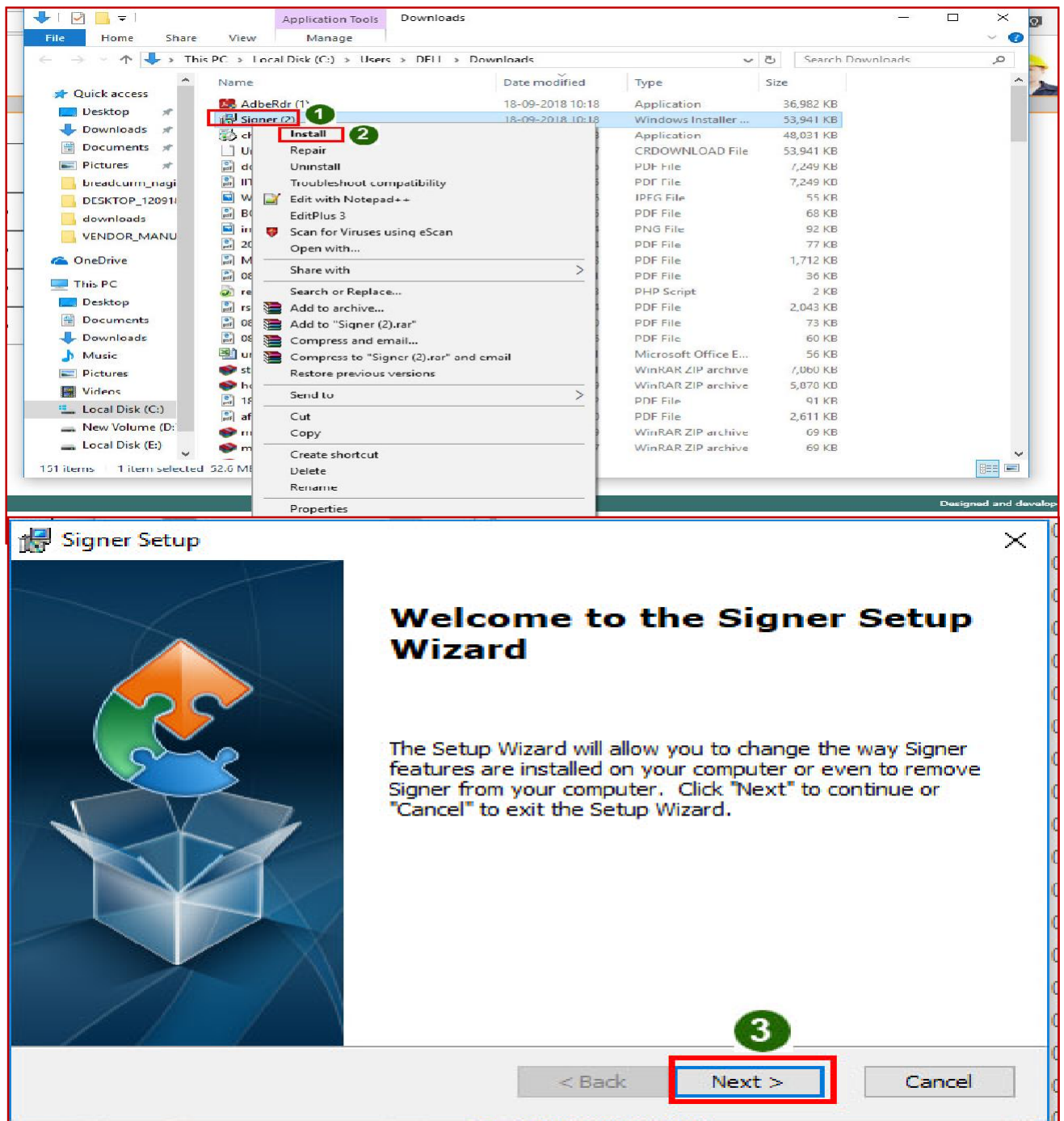
- Bill Format (for Vendors)
- SNI User Manual (for Vendors)
- Online DSC Registration User Manual (for Vendors)
- Online R-Note User Manual
- Digital Signer User manual
- Digital Signer client
- CONTRACTOR TDS CERTIFICATE

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

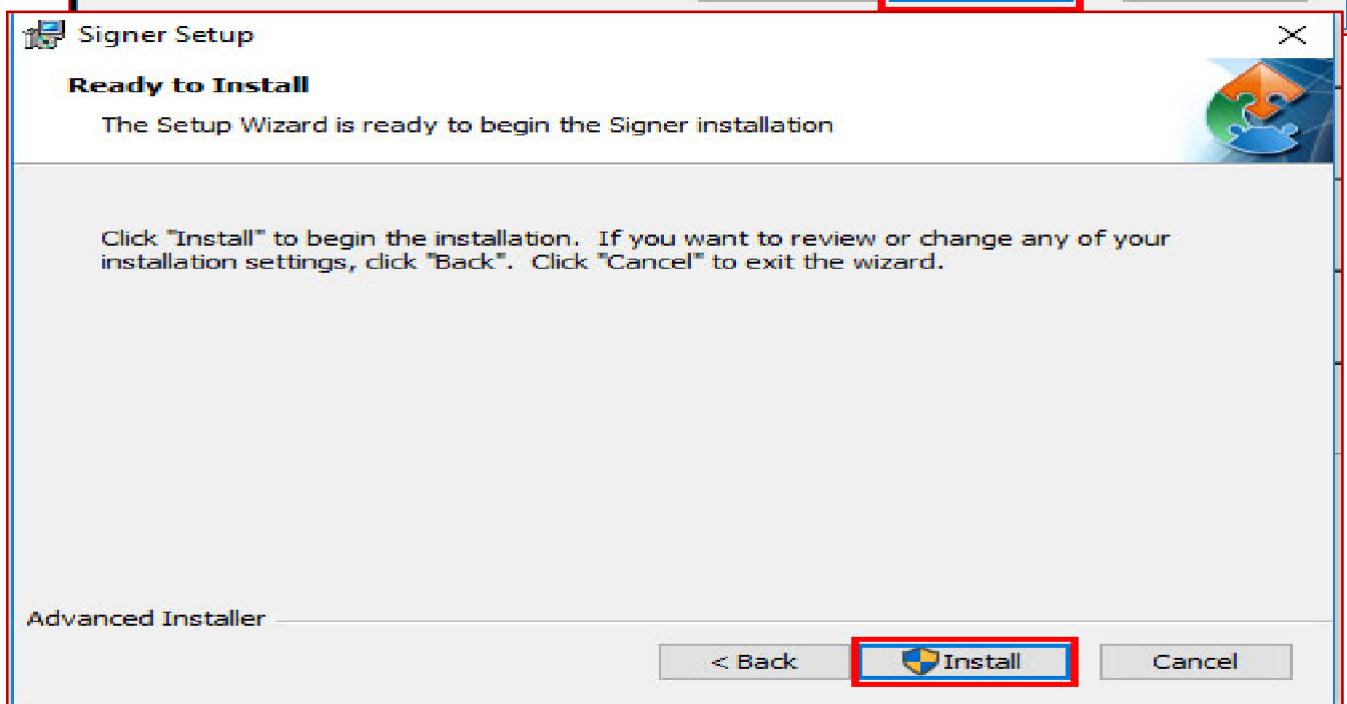
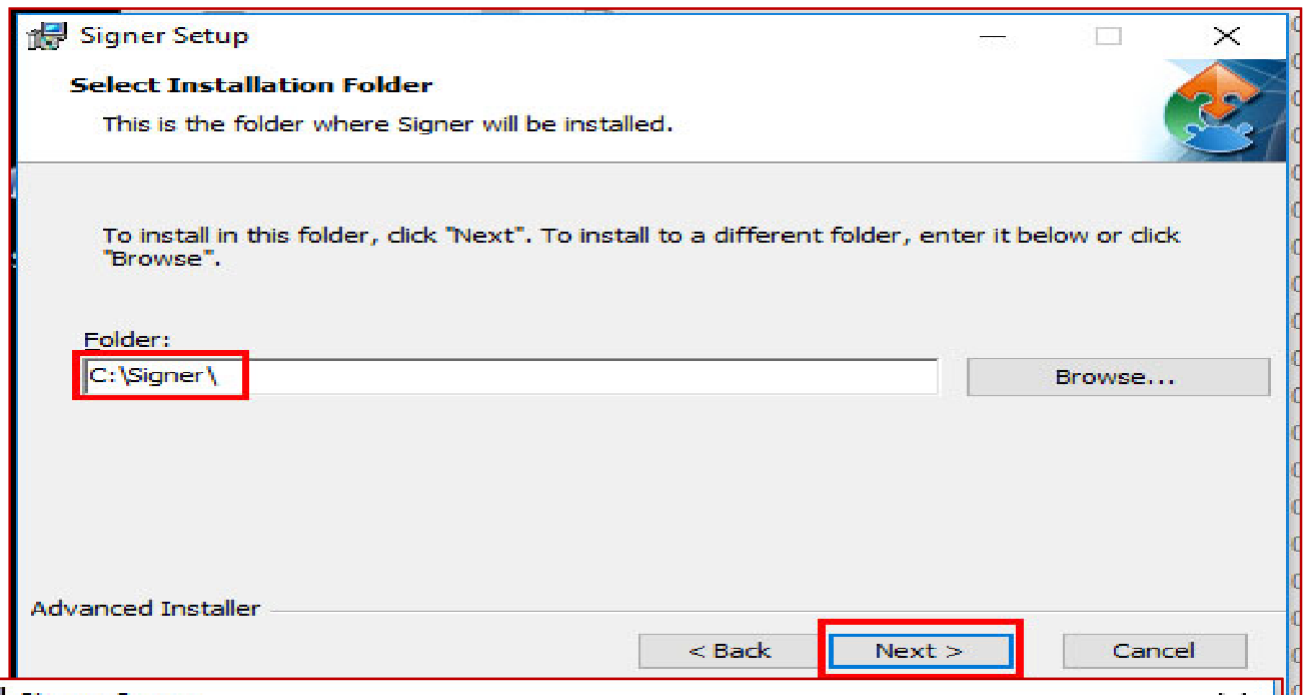
- Click on “show in folder” to view the software available in “downloads” .



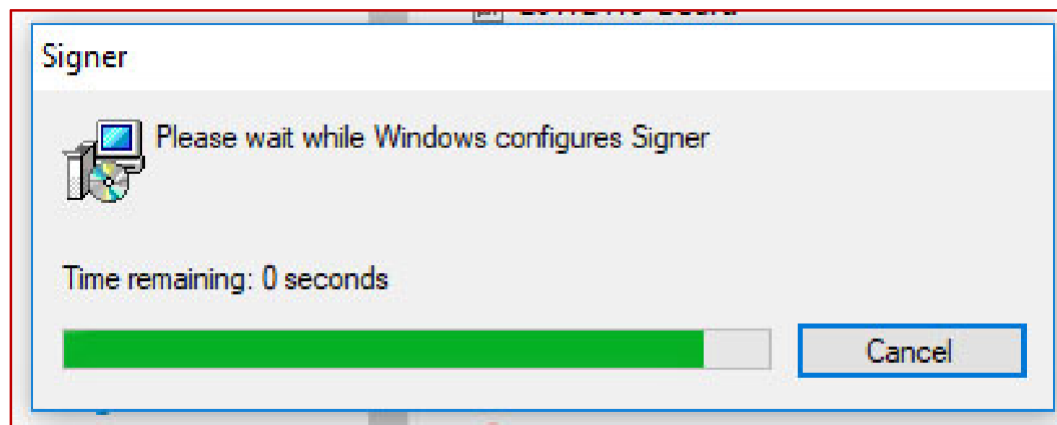
- Right Click on “Signer” ☐ Click on install button .



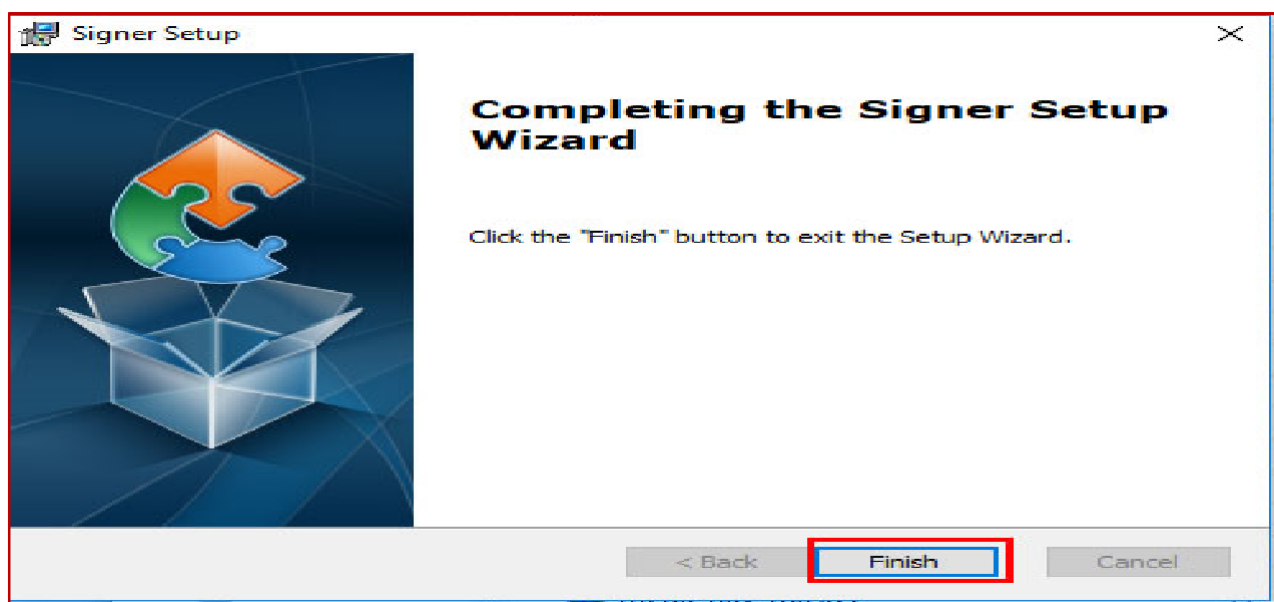
- Click on 'Next' button to ensure the signer software installed in C Drive



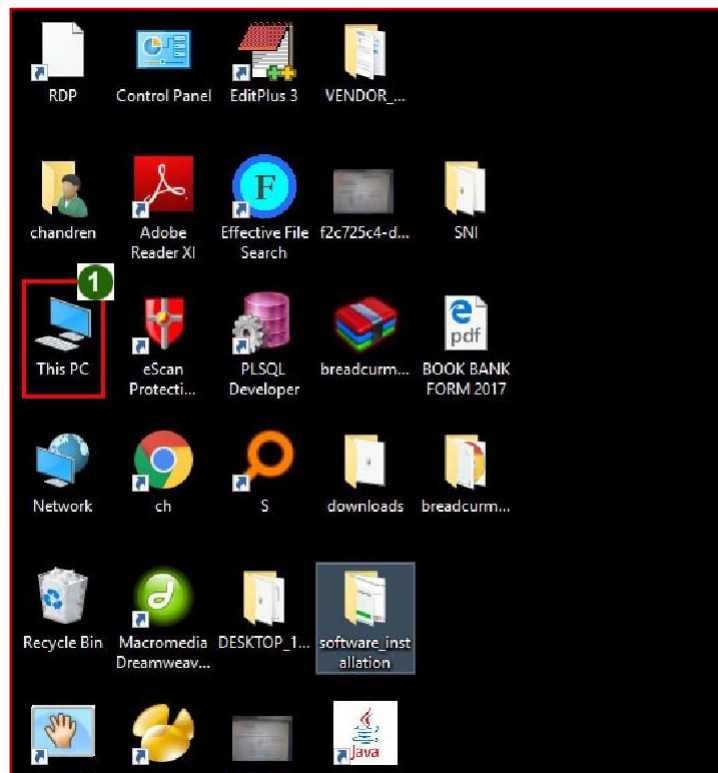
- Now the signer software is installing.



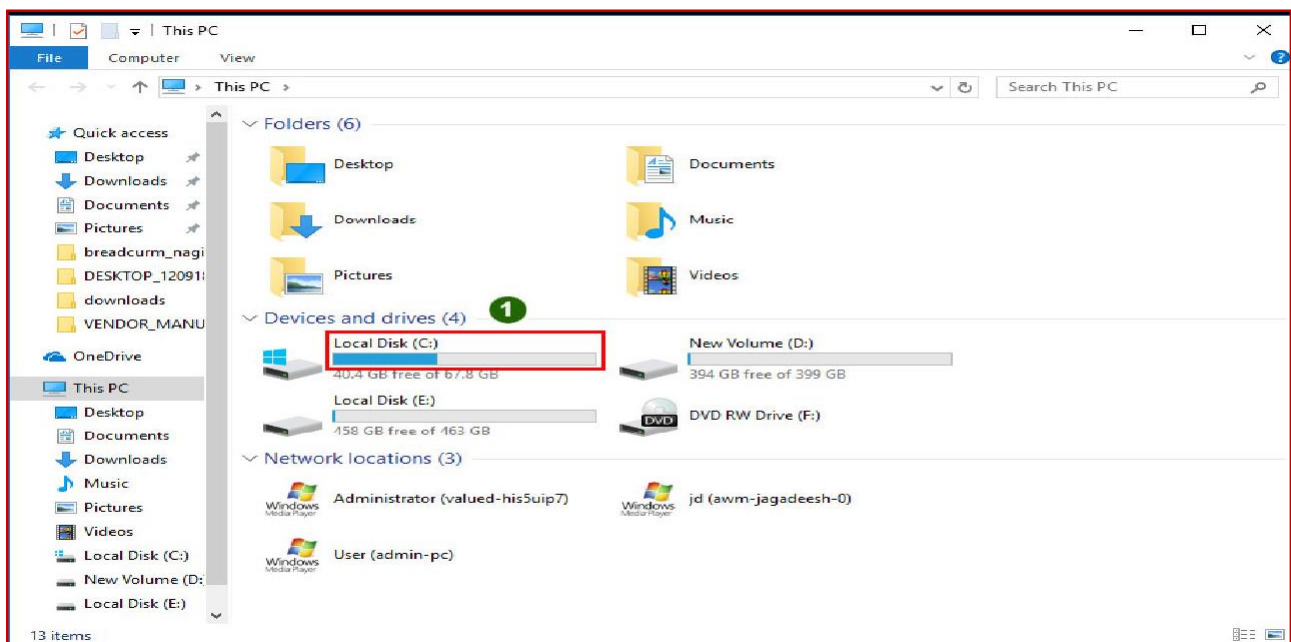
- Click on "Finish" to complete the installation



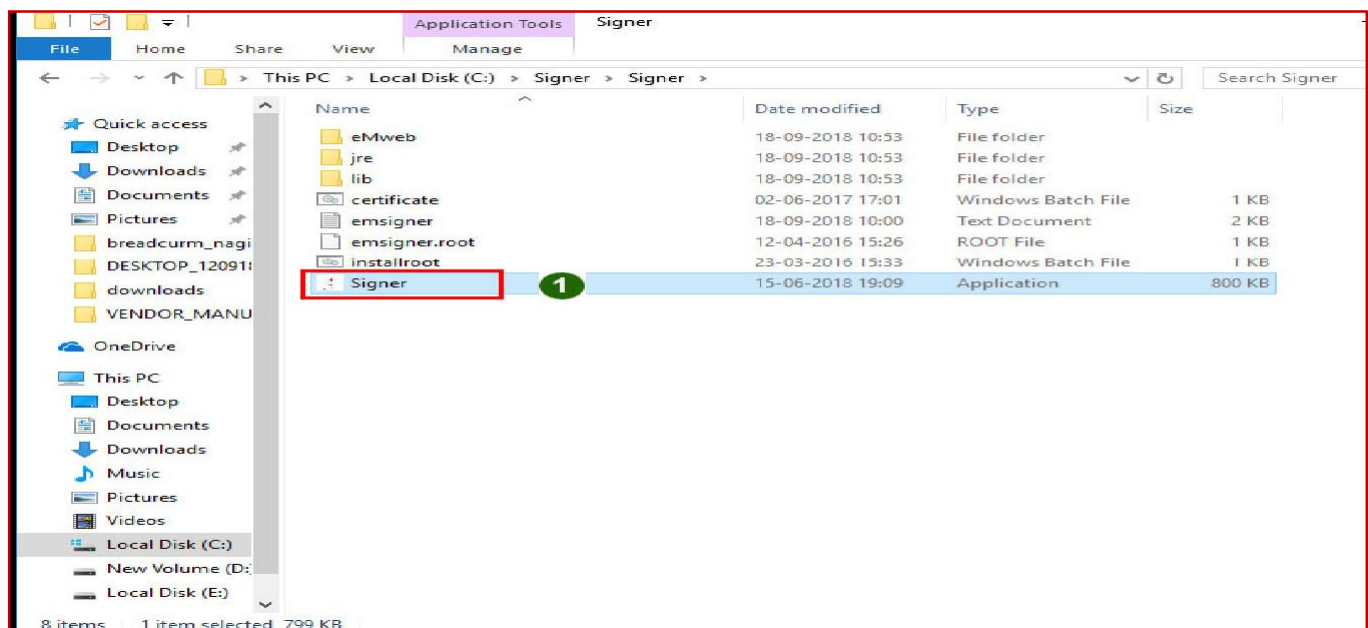
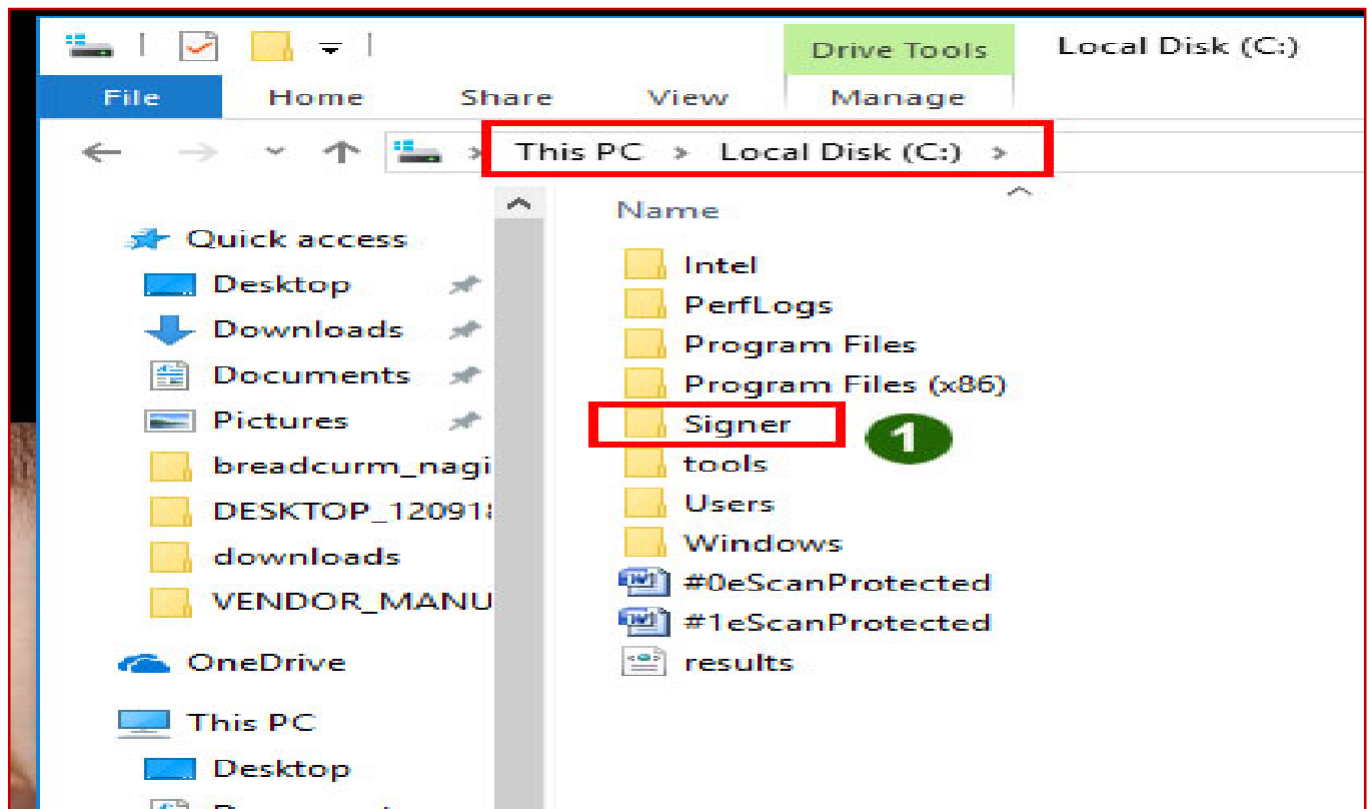
- After the installation is complete, go to Desktop ->Click on "This PC/My Computer" ->
- Click on "C-Drive"



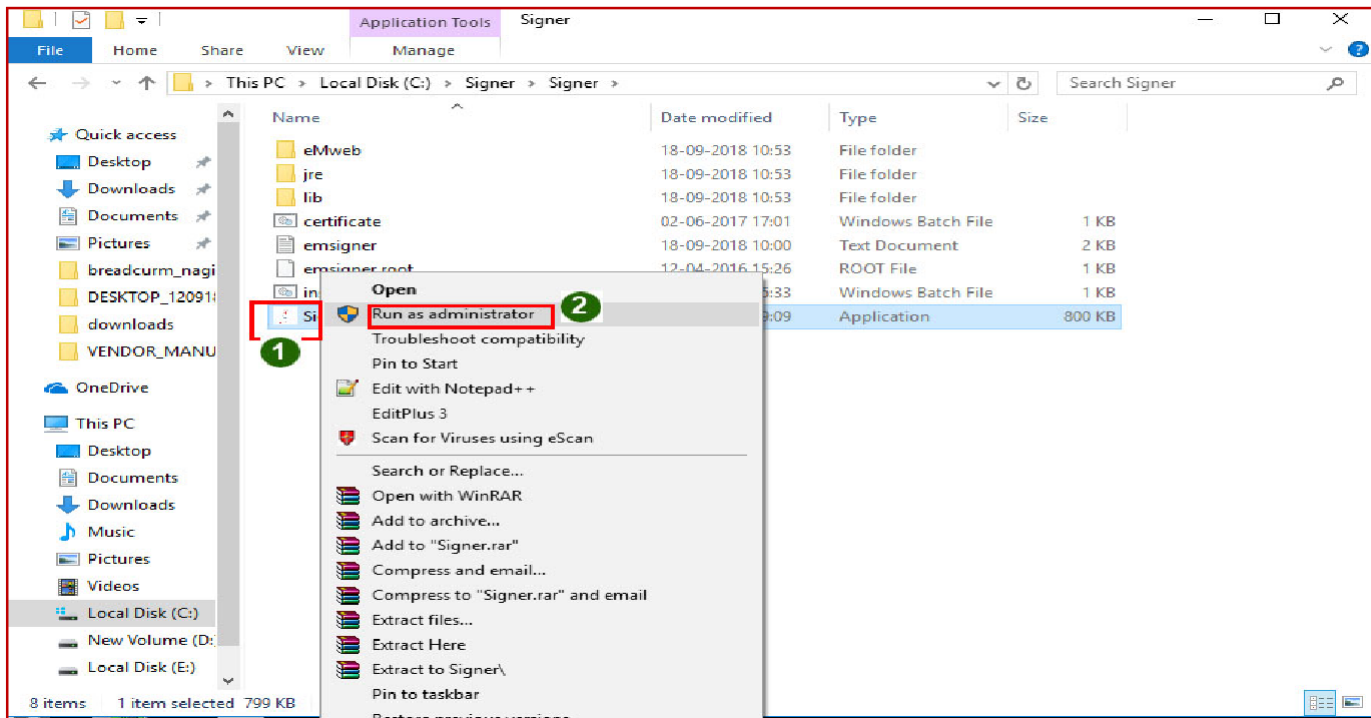
a.



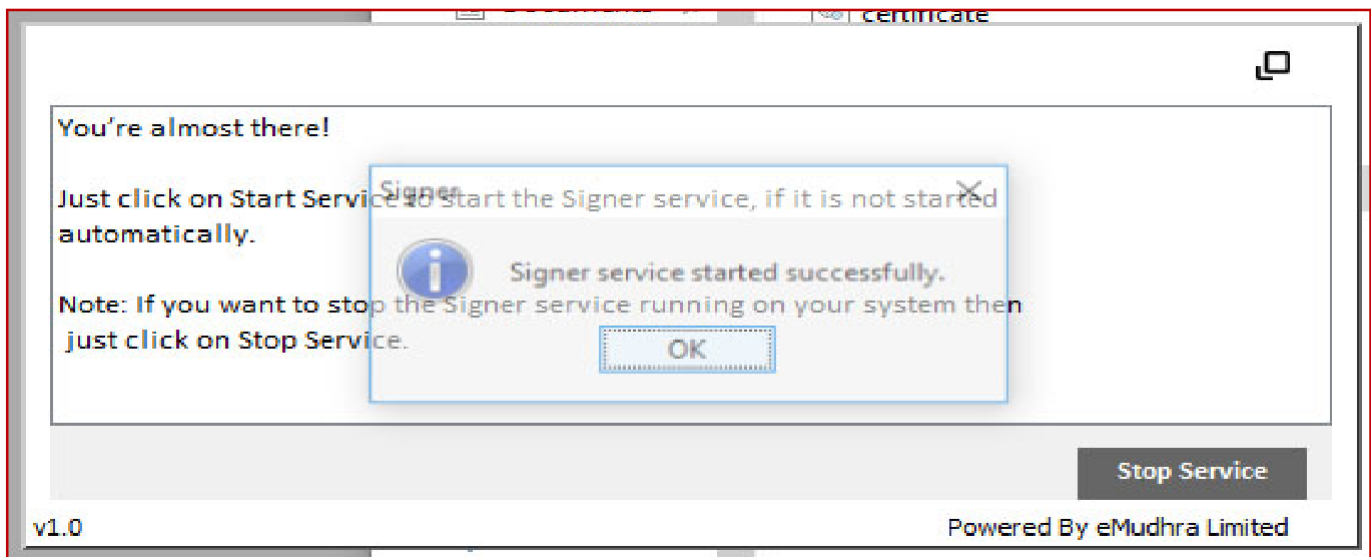
- Double click on "Signer Folder" to view the 'Signer exe'

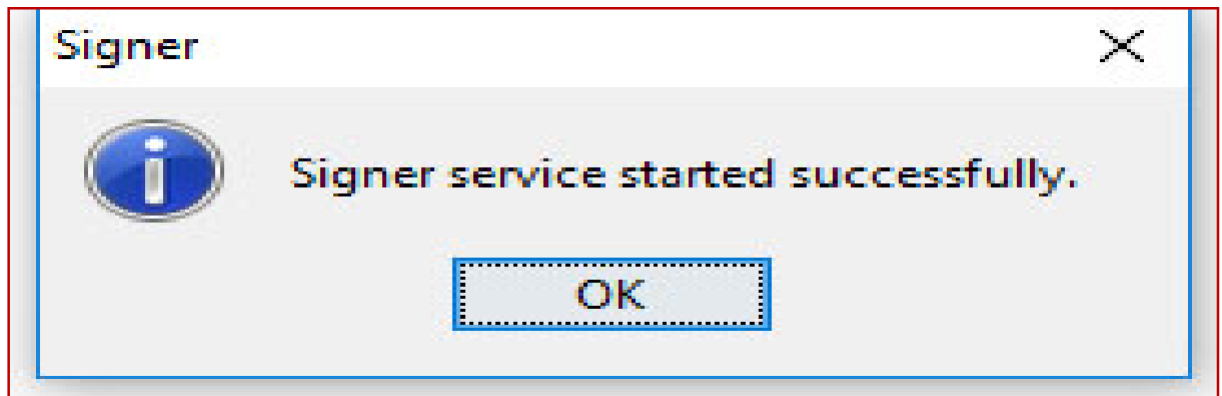


- Right click on Signer exe icon and click on “Run as administrator” to start the Signer Service.



- After start the signer software, as shown below;

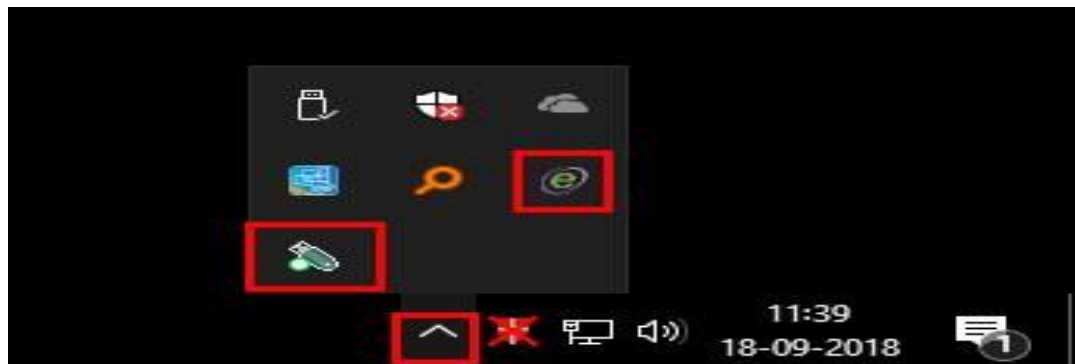




- Before signing insert your digital signer key into your system.



- 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



सवारी डिब्बा कारखाना
Integral Coach Factory
A Production unit under Ministry of Railways

Vendor Portal
GSTIN: 33AAAGM0289C1ZQ



Mechanical ▾ | Electrical ▾ | Stores ▾ | Fresh Registration(Vendor Directory Items) ▾ | Vendor Registration ▾ | Downloads | S&I Vendor Portal | Contact Us |   



About Vendor Portal

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Approved sources by designs are listed in the vendor directory .Vendors who wish become an approved source can apply for getting their capacity assessed through 'online capacity assessment form'

Log In

Username/Vendor Code

Password

User Type

[Forgot Password?](#)

What's New

[Online R-Note Download](#)

[Vendor Registration User Manual](#)

- 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

ICF APPLICATION PORTAL

USER LOGIN

Username *
0020011718

Password *

User Type *
Vendor

LOGIN

[Forgot Password ?](#) [Customer Registration](#)
[Vendor Registration](#)

Welcome to Central Applications Portal of ICF

Integral Coach Factory, Chennai-600038, is a premier Production Unit of Indian Railways manufacturing Railway passenger coaches. ICF is the first of its kind to be established after Independence for the manufacture of light weight, all steel and all welded Integral Railway passenger coaches. The factory was set up in 1955 with Swiss collaboration.

WHAT'S NEW!

Integral Coach Factory, Chennai-600038, is a premier Production Unit of Indian Railways manufacturing Railway passenger coaches. ICF is the first of its kind to be established after Independence for the manufacture of light weight, all steel and all welded Integral Railway passenger coaches. The factory was set up in 1955 with Swiss collaboration.

USEFUL LINKS

[PNR Status](#)

Your Company details will be shown

VENDOR PORTAL
GSTIN: 33AAAGM02B9C1ZQ

Welcome S.R.ENTERPRISES **LOGOUT**

MY ADDRESS DETAILS

Firm Name * S.R.ENTERPRISES

TIN Number Enter TIN number

GSTIN * 27ACOF51180K2ZN

PAN Number * Enter PAN number

Address Line1 * FLAT NO.402 PLOT 119/120

Address Line2 * NECHILURU NAYIL MUMBAI 400 706

Address Line3 Enter address

City * MAHARASHTRA

State * [Dropdown]

Pin 400703

Phone Number * Enter telephone

Mobile * 7506410936

Email Id * Enter email ID

Fax Number Enter fax number

NSIC /Dealer/Trader * [Dropdown]

Monetary Limit(lakhs) * Enter monetary limit

Public Sector Unit ? [Dropdown]

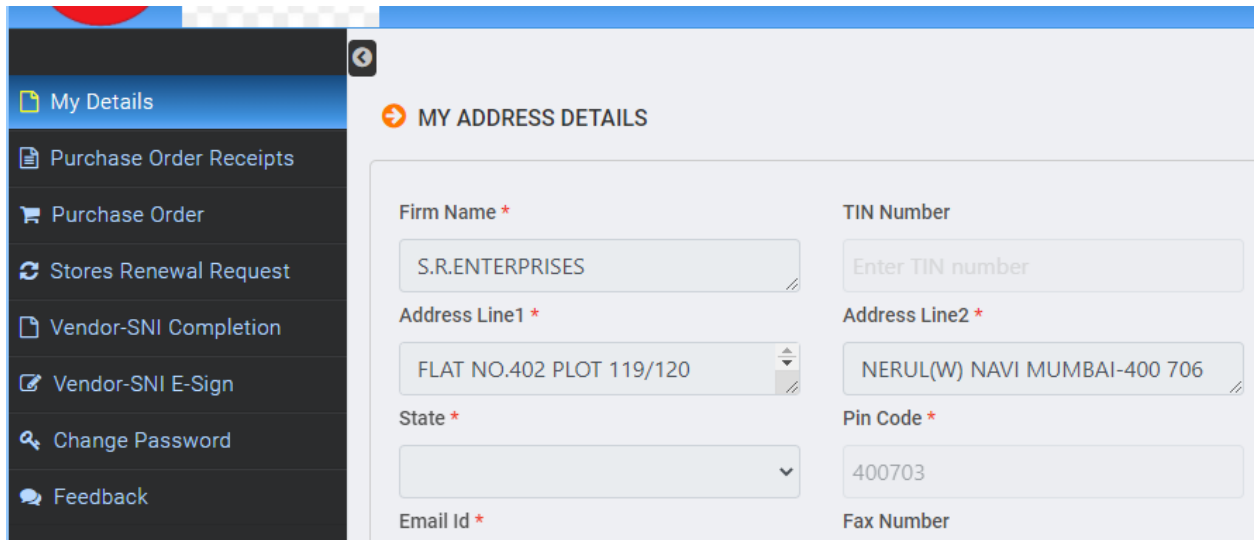
Woman Entrepreneurs [Dropdown]

☐ Not Applicable , GSTIN will not be applicable for Vendor with turnover < 20 lakhs

Data Fetched Successfully :0020011718

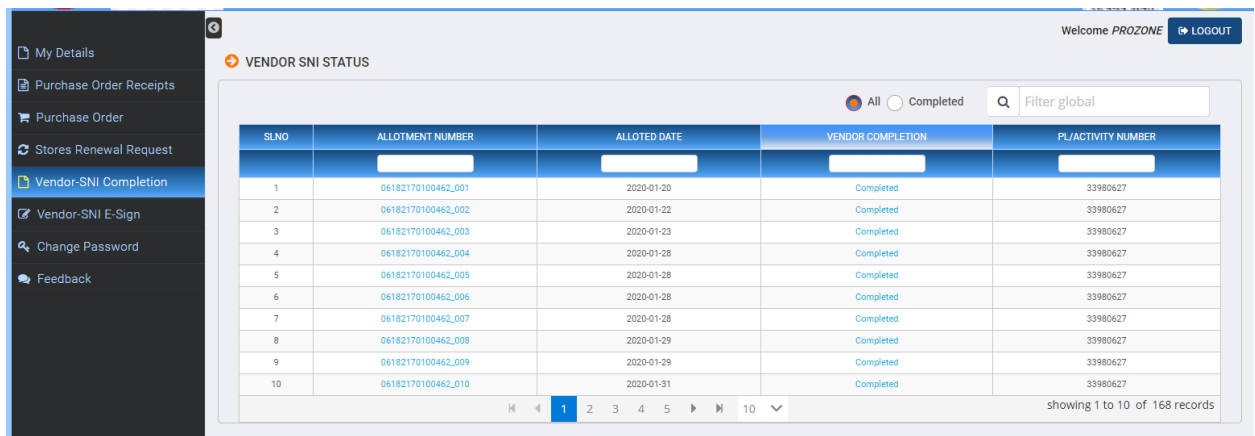
Step 2: Vendor-SNI Completion

- Click Vendor-SNI Completion Tab



The screenshot shows the 'MY ADDRESS DETAILS' form. On the left is a dark sidebar with navigation links: 'My Details', 'Purchase Order Receipts', 'Purchase Order', 'Stores Renewal Request', 'Vendor-SNI Completion' (highlighted), 'Vendor-SNI E-Sign', 'Change Password', and 'Feedback'. The main form area has a title 'MY ADDRESS DETAILS' with an orange arrow icon. It contains several input fields: 'Firm Name *' with the value 'S.R.ENTERPRISES', 'TIN Number' with a placeholder 'Enter TIN number', 'Address Line1 *' with the value 'FLAT NO.402 PLOT 119/120', 'Address Line2 *' with the value 'NERUL(W) NAVI MUMBAI-400 706', 'State *' with a dropdown arrow, 'Pin Code *' with the value '400703', 'Email Id *', and 'Fax Number'.

- List of all allotment will be loaded



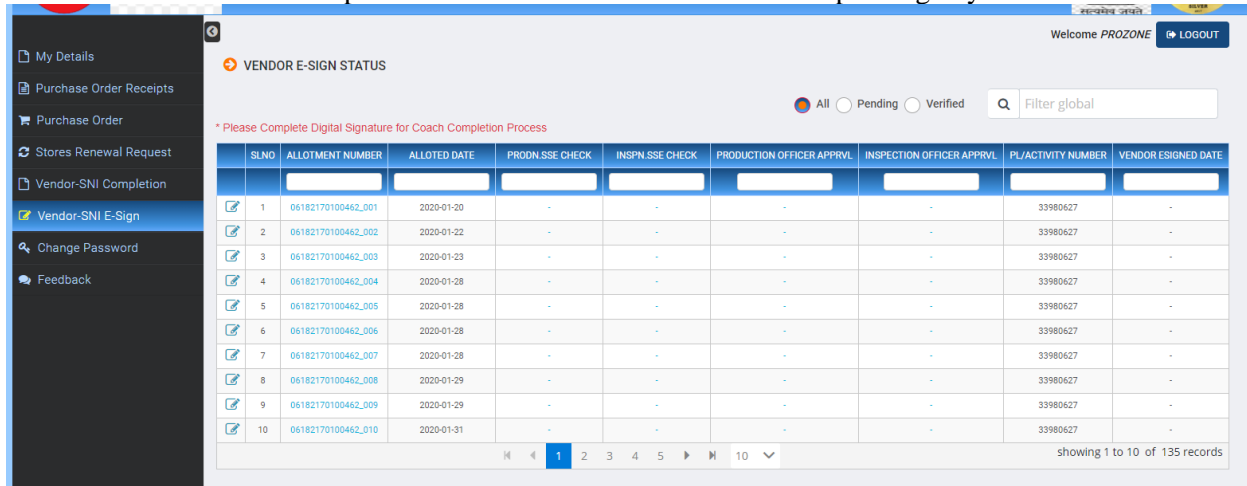
The screenshot shows the 'VENDOR SNI STATUS' page. At the top right, it says 'Welcome PROZONE' and has a 'LOGOUT' button. Below the title, there are radio buttons for 'All' (selected) and 'Completed', a search icon, and a 'Filter global' input field. The main content is a table with 5 columns: 'SLNO', 'ALLOTMENT NUMBER', 'ALLOTTED DATE', 'VENDOR COMPLETION', and 'PL/ACTIVITY NUMBER'. The table contains 10 rows of data, all with 'Completed' status. At the bottom, there is a pagination bar showing '1' of 10 records and a 'showing 1 to 10 of 168 records' message.

SLNO	ALLOTMENT NUMBER	ALLOTTED DATE	VENDOR COMPLETION	PL/ACTIVITY NUMBER
1	06182170100462_001	2020-01-20	Completed	33980627
2	06182170100462_002	2020-01-22	Completed	33980627
3	06182170100462_003	2020-01-23	Completed	33980627
4	06182170100462_004	2020-01-28	Completed	33980627
5	06182170100462_005	2020-01-28	Completed	33980627
6	06182170100462_006	2020-01-28	Completed	33980627
7	06182170100462_007	2020-01-28	Completed	33980627
8	06182170100462_008	2020-01-29	Completed	33980627
9	06182170100462_009	2020-01-29	Completed	33980627
10	06182170100462_010	2020-01-31	Completed	33980627

- Click on Allotment number to View Allotment Print out Copy

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.



VENDOR E-SIGN STATUS

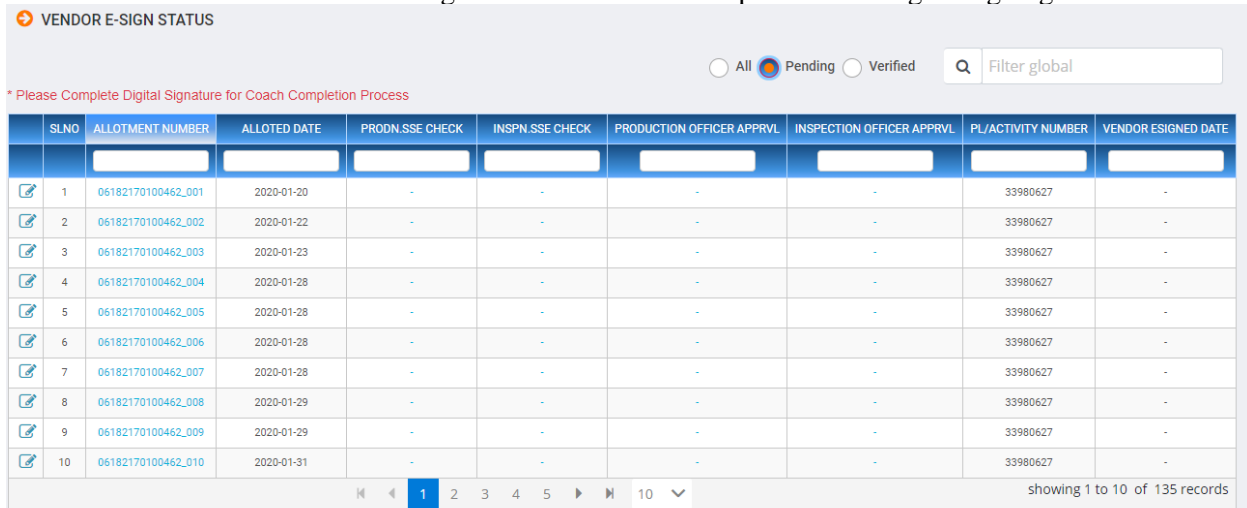
* Please Complete Digital Signature for Coach Completion Process

Filter global

SLNO	ALLOTMENT NUMBER	ALLOTTED DATE	PROD.N.SSE CHECK	INSP.N.SSE CHECK	PRODUCTION OFFICER APPRVL	INSPECTION OFFICER APPRVL	PL/ACTIVITY NUMBER	VENDOR ESIGNED DATE
1	06182170100462_001	2020-01-20	-	-	-	-	33980627	-
2	06182170100462_002	2020-01-22	-	-	-	-	33980627	-
3	06182170100462_003	2020-01-23	-	-	-	-	33980627	-
4	06182170100462_004	2020-01-28	-	-	-	-	33980627	-
5	06182170100462_005	2020-01-28	-	-	-	-	33980627	-
6	06182170100462_006	2020-01-28	-	-	-	-	33980627	-
7	06182170100462_007	2020-01-28	-	-	-	-	33980627	-
8	06182170100462_008	2020-01-29	-	-	-	-	33980627	-
9	06182170100462_009	2020-01-29	-	-	-	-	33980627	-
10	06182170100462_010	2020-01-31	-	-	-	-	33980627	-

showing 1 to 10 of 135 records

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



VENDOR E-SIGN STATUS

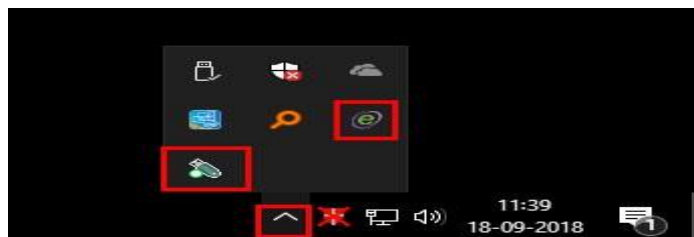
* Please Complete Digital Signature for Coach Completion Process

Filter global

SLNO	ALLOTMENT NUMBER	ALLOTTED DATE	PROD.N.SSE CHECK	INSP.N.SSE CHECK	PRODUCTION OFFICER APPRVL	INSPECTION OFFICER APPRVL	PL/ACTIVITY NUMBER	VENDOR ESIGNED DATE
1	06182170100462_001	2020-01-20	-	-	-	-	33980627	-
2	06182170100462_002	2020-01-22	-	-	-	-	33980627	-
3	06182170100462_003	2020-01-23	-	-	-	-	33980627	-
4	06182170100462_004	2020-01-28	-	-	-	-	33980627	-
5	06182170100462_005	2020-01-28	-	-	-	-	33980627	-
6	06182170100462_006	2020-01-28	-	-	-	-	33980627	-
7	06182170100462_007	2020-01-28	-	-	-	-	33980627	-
8	06182170100462_008	2020-01-29	-	-	-	-	33980627	-
9	06182170100462_009	2020-01-29	-	-	-	-	33980627	-
10	06182170100462_010	2020-01-31	-	-	-	-	33980627	-

showing 1 to 10 of 135 records

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.


* Please Complete Digital Signature for Coach Completion Process


☐ All
 ☒ Pending
 ☐ Verified

SLNO	ALLOTMENT NUMBER	ALLOTTED DATE	PRODN.SSE CHECK	INSPN.SSE CHECK	PRODUCTION OFFICER APPRVL	INSPECTION OFFICER APPRVL	PL/ACTIVITY NUMBER	VENDOR ESIGNED DATE
1	06182170100462_001	2020-01-28	-	-	-	-	33980627	-
2	06182170100462_002	2020-01-28	-	-	-	-	33980627	-
3	06182170100462_003	2020-01-28	-	-	-	-	33980627	-
4	06182170100462_004	2020-01-28	-	-	-	-	33980627	-
5	06182170100462_005	2020-01-28	-	-	-	-	33980627	-
6	06182170100462_006	2020-01-28	-	-	-	-	33980627	-
7	06182170100462_007	2020-01-28	-	-	-	-	33980627	-
8	06182170100462_008	2020-01-29	-	-	-	-	33980627	-
9	06182170100462_009	2020-01-29	-	-	-	-	33980627	-
10	06182170100462_010	2020-01-31	-	-	-	-	33980627	-


1 2 3 4 5 10
 showing 1 to 10 of 135 records

- 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 ROAD 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
Allotted 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

Verify Generated PDF



Content to Sign:

To sign the PDF file

Certificate Store

Common Name	Issuer Name	Serial No	Expiry Date
SANTHOSH KUMAR G	SafeScript sub-CA for ...	2750931741425280621	16-09-2023

View Certificate Sign Cancel

v1.0 Powered By eMudhra Limited

- Select the Certificate & Click Sign

Content to Sign:

To sign the PDF file

Certificate Store

Common Name	Issuer Name	Serial No	Expiry Date
SANTHOSH KUMAR G	SafeScript sub-CA for ...	2750931741425280621	16-09-2023

View Certificate Sign Cancel

v1.0 Powered By eMudhra Limited

- Enter your Pin and click Ok button

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

VENDOR E-SIGN STATUS

☐ All
 ☒ Pending
 ☐ Verified

* Please Complete Digital Signature for Coach Completion Process

SLNO	ALLOTMENT NUMBER	ALLOTTED DATE	PRODN.SSE CHECK	INSPN.SSE CHECK	PRODUCTION OFFICER APPRVL	INSPECTION OFFICER APPRVL	PL/ACTIVITY NUMBER	VENDOR ESIGNED DATE
1	06182170100462_136	2020-08-10					33980627	2020-11-11

Vendor E-Sign list loaded successfully

- 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
JG.0610000000
SANKHOSILK@AR.G
Date: 2020.11.11 16:35:07 IST