



# MCL

## महाप्रबंधक कार्यालय (विपणन एवं विक्रय)

पो. ओ. : जागृति विहार, सम्बलपुर -768020, उड़ीसा  
पी बी एक्स नं - 0663-2542461-69, फ़ैक्स नं.: 0663-2542307,  
टेलीफ़ोन नं.: 0663 - 2542870 ( ऑ ) / 2542359 ( ऑ )  
ई मेल : gm-snm.mcl@coalindia.in

No. MCL/SBP/M&S/ Spot e-auc/Oct 2022/ 486 (H)

Dt. 19/10/2022

### Notice-Guidelines for Auction Participants

*MCL is offering coal by Road mode to the eligible buyers under spot e-auction scheme. In recently concluded spot e-auction in the month of September 2022 we came across multiple queries from the participants of spot-auction. In this regard we are mentioning below certain guidelines to be adhered to by all spot auction bidders:*

- 1- Post auction, (within 24hrs) all the successful bidders are requested to kindly intimate via mail (mail to be sent to - [auktionroadmcl22@gmail.com](mailto:auktionroadmcl22@gmail.com)) whether they have bid coal under the auction as an end-user or as a trader. Once MCL is in receipt of the same we will generate PI for the purpose of online payment with or without TCS component as the case may be. Any party who does not intimate the same via mail, will be charged 1% TCS in PI by default.
- 2- Payment is allowed for 10 working days of MCL post auction date. Payment will not be accepted in any case post these 10 working days.
- 3- Successful participants are highly encouraged to check the PI received via mail at their end and inform MCL in case of any discrepancy. It is also encouraged to make the payment at the earliest once PI is received at their end and avoid payment towards the deadline. This will leave enough time for resolving any technical issues/glitches faced at bank interface or elsewhere and ensure that successful completion of payment is done within due date.
- 4- While making payment through Bank Interface, participants shall ensure that there should be no mismatch in amount paid from the amount mentioned in the PI, otherwise funds will be refunded to bidder's source account.
- 5- While making payment through Bank Interface participants shall also ensure that there should be no mismatch in sender's account or beneficiary virtual account, otherwise funds will be refunded to bidder's source account.
- 6- After making payment, Participants are requested to check payment status at Bank Interface and ensure that the amount has been successfully transferred to MCL's account. Participants are also requested to kindly check their bank account post payment of coal value against the PI and make sure that their payment is not credited back to their account. If any such case occurs, the same may be intimated to MCL and Bank immediately.
- 7- Payment against PI is to be done via customized E-collection solution of ICICI bank. The notice issued dated 27.06.2022 for payment through customized E-collection solution along with the comprehensive user manual for making payment is also attached herewith.
- 8- In case of any further queries or clarifications, all participants are encouraged to contact MCL Road Sales and Sales Finance officials.

Contact Details –

Sr. Manager – Road Sales – Mr. Lalit Kumar Ukey – Mobile – 9437021736

Manager – Sales Account – Mr. Parminder Singh – Mobile - 9438877431

19.10.22  
General Manager – M&S  
MCL Burla

Sign



# MCL

## महाप्रबंधक कार्यालय (विपणन एवं विक्रय)

पो. ओ. : जागृति विहार , सम्बलपुर -768020, उड़ीसा  
पी बी एक्स नं - 0663-2542461-69, फ़ैक्स नं.: 0663-2542307,  
टेलीफ़ोन नं.: 0663 - 2542870 ( ऑ ) / 2542359 ( ऑ )  
ई मेल : gm-snm.mcl@coalindia.in

### Copy to:

DT (OP), MCL

Director (Finance), MCL

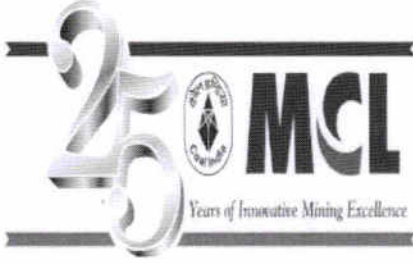
Dy GM/HOD (SA), MCL

GM (Sys), MCL HQ: with request for hoisting the notice on MCL website

Chief Manager (M&S-Rail)/ Sr. Manager (M&S-Road)/Manager (Sales Accounts)

All ASM's/ All AFM's : May kindly notify auction participants

*[Signature]*  
13.10.22



महाप्रबंधक (विपणन एवं विक्रय) का कार्यालय  
**Office of the General Manager (M&S)**  
मो./डाकघर: जागृति विहार, बुर्ला, संबलपुर-768020, ओडिशा  
**At/PO: Jagriti Vihar, Sambalpur-768020, Odisha**  
PBX No.- 0663-2542461-69, FAX No.: 0663-2542307,  
Telephone No.: 0663 – 2542870  
E-Mail ID : gm-snm.mcl@coalindia.in

Ref.No.MCL/SBP/GM (M&S)/S.A./2022-23/ 386

Date 27.06.2022

Notice

Sub: Notice to the consumers for payment of coal value through customized E- collection solution

All the consumers are hereby informed that E- collection solution has been developed for coal value payments made by the consumers to MCL. There are two mode of payments (a) RTGS/NEFT Challan mode – (Payment via Dynamic Virtual ID) (b) OEPSS – Online Escrow Payment & Settlement Service ( Payment via RTGS/NEFT Static Virtual ID)

Henceforth all the consumers are requested to deposit the coal value through customized E- collection solution. Consumer will make payment by using the link - <https://clos.icicibank.com/COAL/Apply.jsp> ,same link will also be available at MCL website .This facility of coal value payment through e-collection solution will reduce the advance realisation time to MCL and early issuance of sales order to consumer . Consumers are not required to open any account with ICICI Bank for making payment through customized E- collection solution.

The e – collection user manual is attached for reference and better understanding of the consumer.

In case of any queries consumer can contact ICICI Bank.

- (1) **Mr. Nishikanta Swain**  
ICICI Bank limited  
Phone: +91 9853333334 / +91 7894470912
- (2) **Mr. Aniket Saha**  
ICICI Bank limited  
Phone:+91 7260899252
- (3) **Mr. Srihari Goruganthu**  
ICICI Bank limited  
Phone: +91 8123738869 / +91 7977786956

  
General Manager(M&S)



**Copy for kind information to:**

1. Director (Tech./Op), MCL
2. Director (Finance), MCL

**Copy to:**

1. G.M. (System) – for uploading the notice on MCL website.
2. Dy. G.M. (Fin.) S/A

# COAL INDIA USER MANUAL



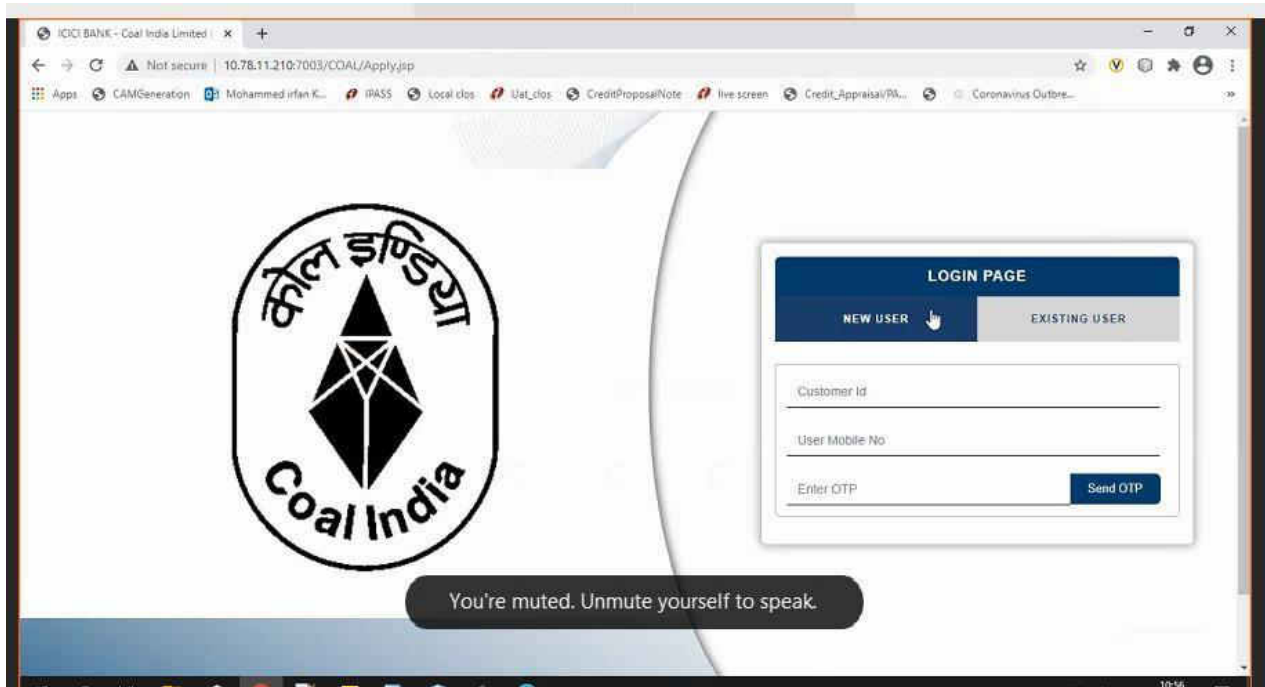
## Contents

Module 1 – User Registration .....	2
Module 2- Bank Account Registration.....	7
Module 3- Payment of Invoice.....	10
Module 4- Payment Status Check .....	13

## Module 1 – User Registration

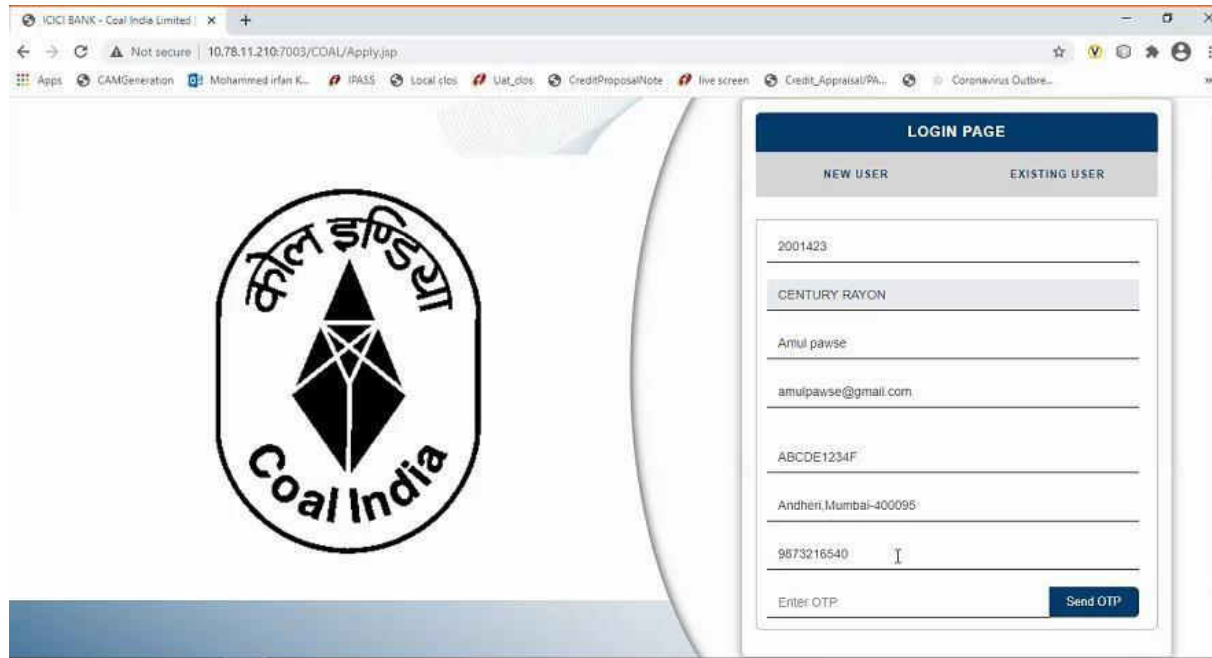
Payer can register themselves by clicking on New user (for 1<sup>st</sup> time registration) & later on Existing user for login henceforth.

For registration of New User: Click on **NEW USER** tab



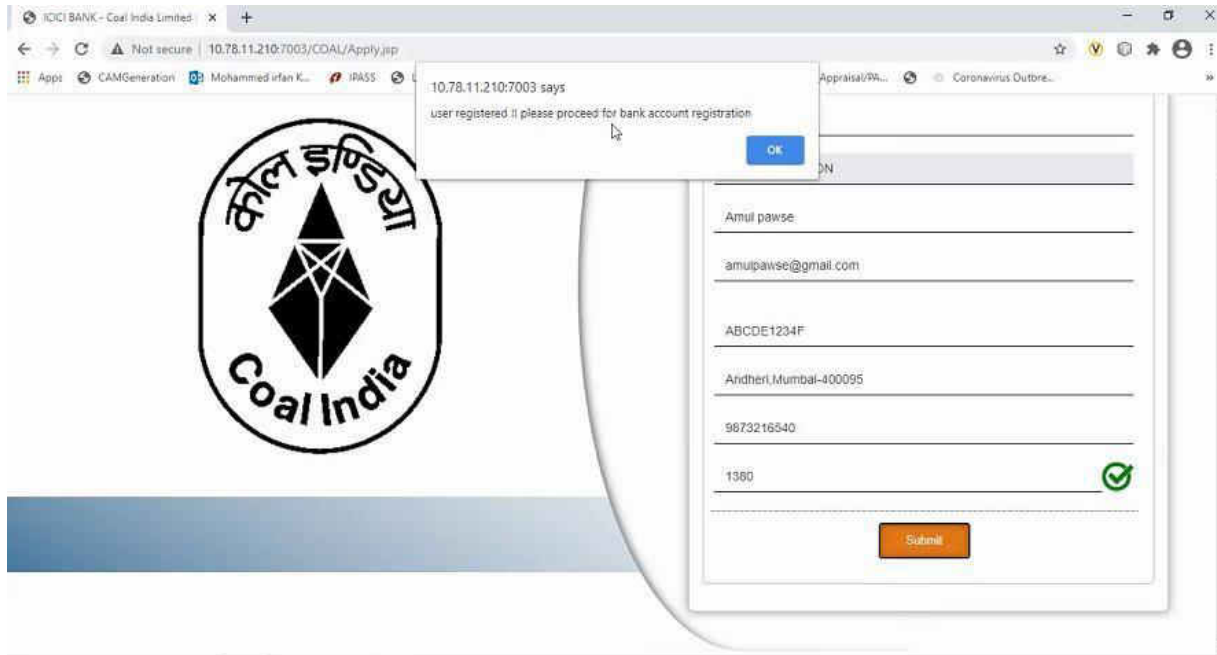
1. Fill all the details required details

- Customer number
- Customer name
- Beneficiary name
- E-mail id
- PAN number
- Address
- Mobile number



## IMPORTANT

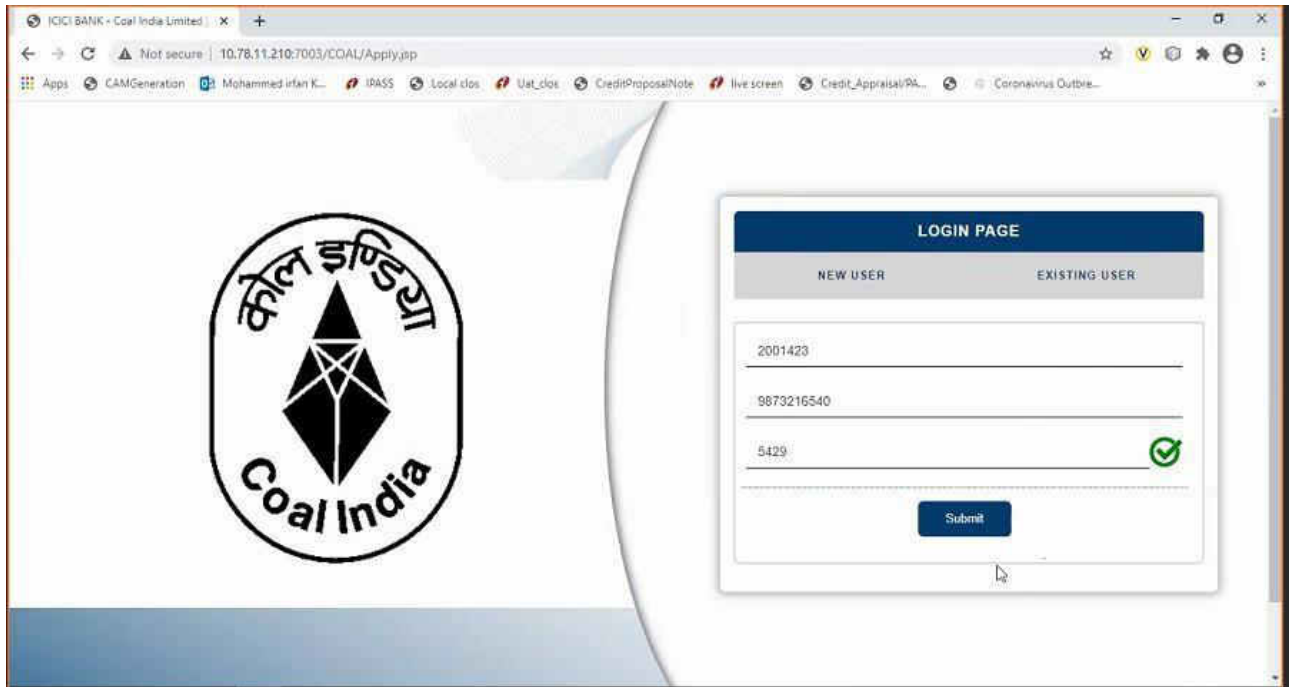
- ✚ Please enter the customer number and company PAN as registered in the ERP system
  - ✚ If you do not have this information, please seek this from Coal India or its subsidiary offices.
  - ✚ Please note you can register your phone number only once.
2. Once Mobile number is entered click on **OTP** tab.
  3. OTP will be sent on registered mobile number.
  4. Once OTP is entered, click on **SUBMIT** tab



### For Existing user

Fill all the details required details

- Customer number
- Mobile number
- Once Mobile number is entered click on **OTP** tab.
- OTP will be sent on registered mobile number.
- Once OTP is entered, click on **SUBMIT** tab



Once logged in using a Customer number, below details will be presented to user

- Sales Organization
- Description
- Item
- Amount Due
- Select Invoice option will be reflected against Multiple invoice
- Payment Amount (Same or less amount can be paid)
- TDS Amount (if TDS is not paid, same can be kept as ZERO)
- Destination – to be selected by user from drop down



<b>Customer Number</b>	3004369
<b>Customer Name</b>	JAGRITI COAL AND
<b>Sales Organisation Type</b>	MCL ▼

- 

Sr No.	Sales Organization	Description	Item	Amount Due	Destination	Select invoice	Date	Payment Amount	TDS
2	MCL	Proforma Invoice	9101002728	19989870.85	Own Consumption ▼	<input checked="" type="checkbox"/>	07-05-2021	<input type="text"/>	<input type="text"/>
3	MCL	Proforma Invoice	9101002729	20989911.00	Within State ▼	<input checked="" type="checkbox"/>	07-05-2021	<input type="text"/>	<input type="text"/>

## Module 2- Bank Account Registration

Before selecting invoice, user should click on Register Bank Tab

### IMPORTANT

You need to register the bank account from where you will remit funds for making a payment against invoice.

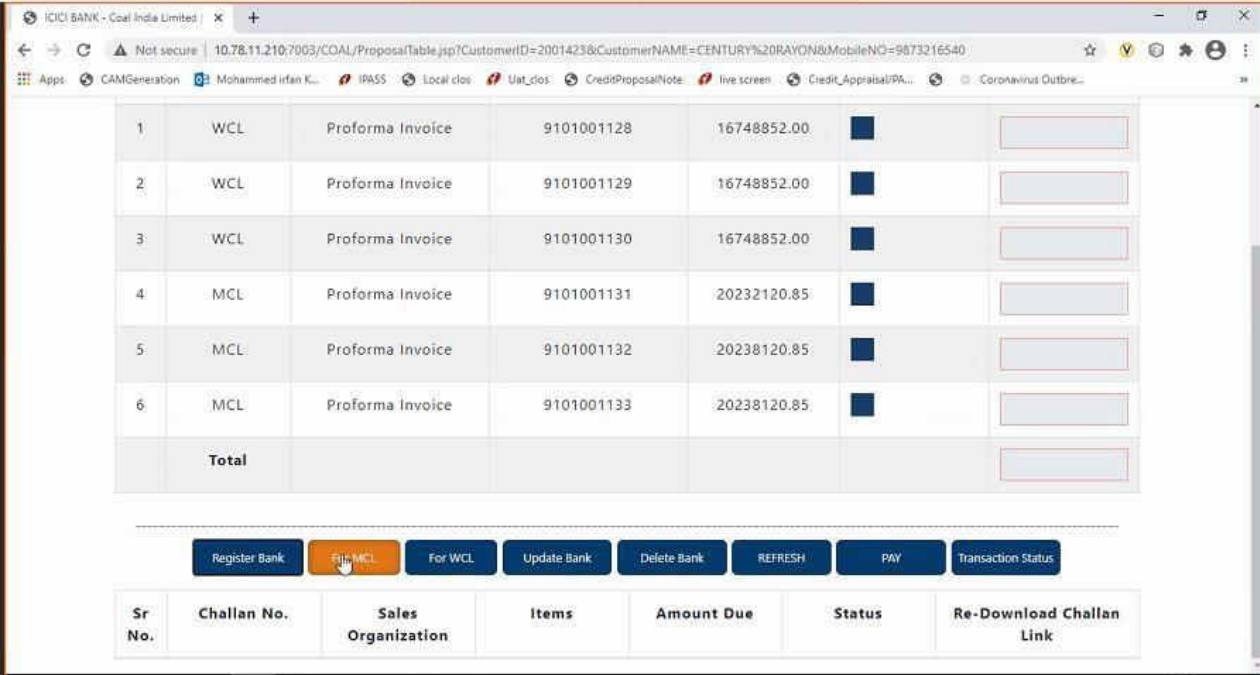
Payment received from an un-registered bank account will be automatically refunded back to source account.

Account has to be registered for all subsidiaries before initiating payments..

### Select Register Bank

- For MCL will be reflected.

### Click For MCL



The screenshot displays a web application interface for ICICI BANK. At the top, the browser address bar shows the URL: 10.78.11.210:7003/COAL/ProposalTable.jsp?CustomerID=2001423&CustomerNAME=CENTURY%20RAYON&MobileNO=9873216540. Below the address bar, there is a table with 6 rows of invoice data. The columns are: Sr No., Challan No., Sales Organization, Items, Amount Due, Status, and Re-Download Challan Link. The table data is as follows:

Sr No.	Challan No.	Sales Organization	Items	Amount Due	Status	Re-Download Challan Link
1	WCL	Proforma Invoice	9101001128	16748852.00	■	
2	WCL	Proforma Invoice	9101001129	16748852.00	■	
3	WCL	Proforma Invoice	9101001130	16748852.00	■	
4	MCL	Proforma Invoice	9101001131	20232120.85	■	
5	MCL	Proforma Invoice	9101001132	20238120.85	■	
6	MCL	Proforma Invoice	9101001133	20238120.85	■	
<b>Total</b>						

Below the table, there is a navigation bar with several buttons: Register Bank, Edit MCL (highlighted in orange), For WCL, Update Bank, Delete Bank, REFRESH, PAY, and Transaction Status. Below the navigation bar, there is a table header for the invoice data, which matches the header of the table above.

Needs to fill all the required details

- Account holder name
- Bank Account number

- IFSC code
- Bank Name

Multiple account can be updated (up-to 3 accounts)

Register Bank Account Details

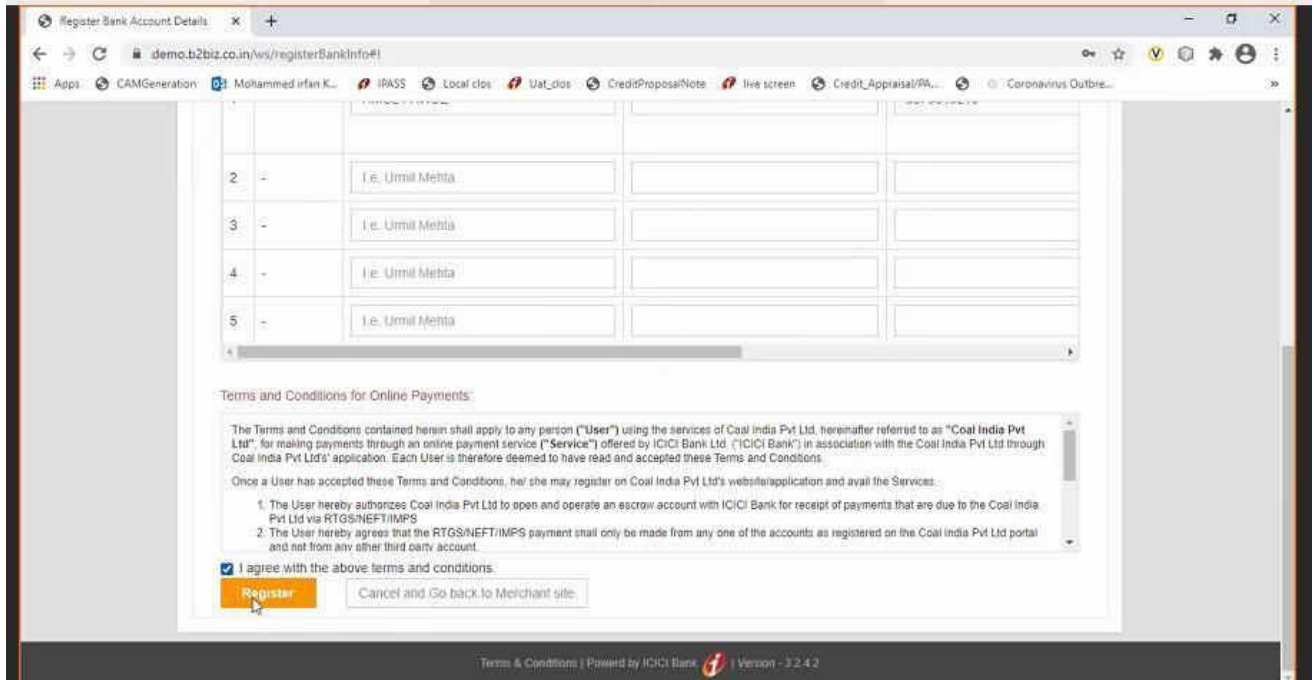
User Code : 9873216540      Mobile No : 9873216540  
 User Name : CENTURY RAYON      E-mail ID : amulpawse@gmail.com  
 Reference No : NA

#	Bank Account Verification Status	Account holder name	Bank Account No.	Confirm Bank Account N
1	-	AMUL PAWSE	.....	9876543210
2	-	I.e. Umil Mehta		
3	-	I.e. Umil Mehta		
4	-	I.e. Umil Mehta		
5	-	I.e. Umil Mehta		

Terms and Conditions for Online Payments:

Once all Bank details are updated

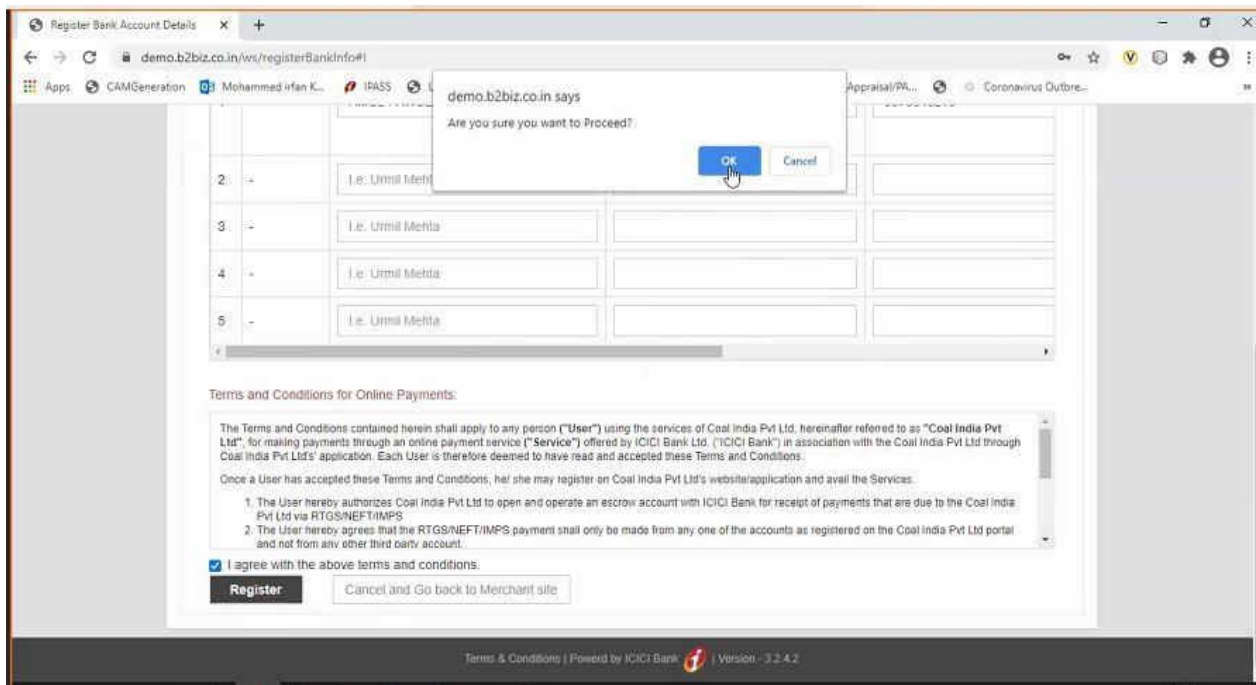
- Read the terms and conditions for Online Payments
- Tick on "I agree with the above terms and condition"
- If all details are correct, kindly click on **REGISTER** tab
- If incorrect click on **Cancel and Go back to Merchant site.**



Once clicked on **Register** tab, re-confirmation page will open with details

**Are you sure you want to Proceed?**

- If want to proceed, click on **OK** tab
- If do not want to proceed, click on **Cancel**



**Mentioned steps for be followed for registration of bank account for other subsidiaries also.**

Also modification of bank account tabs are available for updating or deleting bank accounts along with refresh tab

- **UPDATE BANK**
- **DELETE BANK**

### Module 3- Payment of Invoice

- Select **Sales Organisation type**, wherein multiple subsidiary name will be reflected.
- Select invoice either from MCL or any other subsidiary. You cannot pay for outstanding invoices of multiple subsidiary in one go. ie subsidiary MCL and WCL cannot be selected together.
- Once invoices are selected, total Amount due will be reflected in Payment Amount.
- User to select Destination field
- The destination field will have drop down List of Values as
  - a) Own Consumption
  - b) Within State or
  - c) Outside State
- Destination field cannot be modified once payment on invoice is done (Whether partial or complete)
- We can pay actual amount or type the amount which need to be paid.
- TDS amount needs to be updated ( if consumer is not going to present the TDS certificate then the amount to be entered should be **ZERO**).
- Total amount entered in Payment amount will be reflected in **TOTAL**
- Select on **PAY** tab.

Customer Number	3004369
Customer Name	JAGRITI COAL AND
Sales Organisation Type	MCL ▼

Sr No.	Sales Organization	Description	Item	Amount Due	Destination	Select invoice	Date	Payment Amount	TDS
2	MCL	Proforma Invoice	9101002728	19989870.85	Own Consumption ▼	<input checked="" type="checkbox"/>	07-05-2021	<input type="text" value="100"/>	<input type="text" value="5"/>
3	MCL	Proforma Invoice	9101002729	20989911.00	Within State ▼	<input checked="" type="checkbox"/>	07-05-2021	<input type="text" value="200"/>	<input type="text" value="0"/>

**Make payment Page will get open, same will be active for 10 minutes only**

Details will be reflected on page (non-editable field)

- Date
- User name
- Payment for
- Order no
- Transaction amount

Also EMAIL a COPY of CHALLAN option will be reflected

If clicked on

- YES – Email will be triggered to registered email id
- NO – Email will not be triggered

Click on **GENERATE CHALLAN**, PDF copy will be generated.



4. You can choose invoices against which you want to make payment and proceed to pay via Pay2Corp mode
5. If balance in static virtual ID is not sufficient, you will see a message prompt: Balance is insufficient
6. You can also withdraw funds from your static virtual ID at any point to one of your registered account.

## Module 4- Payment Status Check

To check for the status of transaction, re-login in to the portal. Click on **TRANSACTION STATUS**

Customer Number	3004369
Customer Name	JAGRITI COAL AND
Sales Organisation Type	MCL ▼

Register Bank	Update Bank	Delete Bank	REFRESH	PAY	Transaction Status	Refund	Balance Enquiry
---------------	-------------	-------------	---------	-----	--------------------	--------	-----------------

Sr No.	Sales Organization	Description	Item	Amount Due	Destination	Select invoice	Date	Payment Amount	TDS
2	MCL	Proforma Invoice	9101002728	19989870.85	Own Consumption ▼	<input checked="" type="checkbox"/>	07-05-2021	<input type="text" value="100"/>	<input type="text" value="5"/>
3	MCL	Proforma Invoice	9101002729	20989911.00	Within State ▼	<input checked="" type="checkbox"/>	07-05-2021	<input type="text" value="200"/>	<input type="text" value="0"/>

Once clicked on **TRANSACTION STATUS**, transaction details will be reflected along with

- STATUS
- Re-Download Challan Link (if challan is misplaced). You can re-download the challan at any point of time.



ICICI BANK - Coal India Limited | WCLM1159.pdf | Viewing Navneet Kaushal's ...

caoduat.icicibank.com/COAL/ProposalTable.jsp?success=true&C.../Y%20RAYON&MobileNO=9873216540&tran...

No.	Organization					Amount
1	WCL	Proforma Invoice	9101001128	16748852.00	■	<input type="text"/>
2	WCL	Proforma Invoice	9101001129	16748852.00	■	<input type="text"/>
3	WCL	Proforma Invoice	9101001130	16748852.00	■	<input type="text"/>
4	MCL	Proforma Invoice	9101001131	20232120.85	■	<input type="text"/>
5	MCL	Proforma Invoice	9101001132	20238120.85	■	<input type="text"/>
6	MCL	Proforma Invoice	9101001133	20238120.85	■	<input type="text"/>
<b>Total</b>						<input type="text"/>

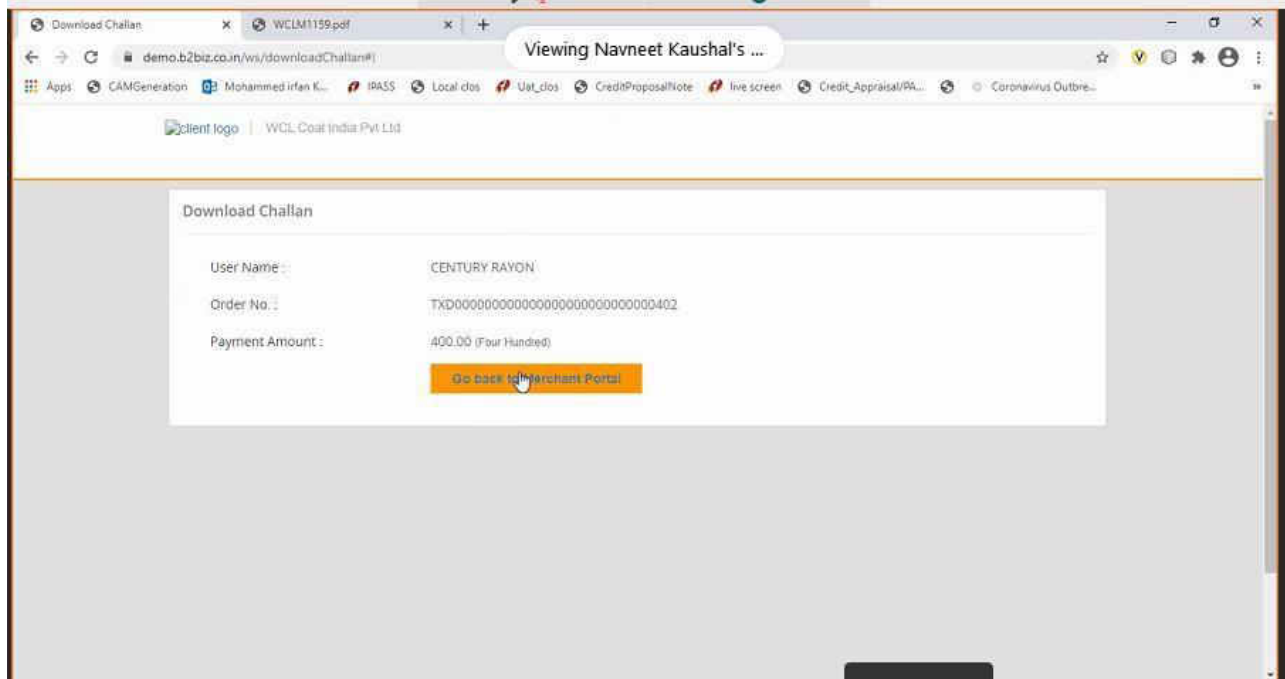
Register Bank | Update Bank | Delete Bank | REFRESH | PAY | Transaction Status

Sr No.	Challan No.	Sales Organization	Items	Amount Due	Status	Re-Download Challan Link
1	WCLM1159	WCL	[9101001129,9101001128]	400.00	PENDING	<a href="#">LINK</a>

**IMPORTANT**

Please note payment on one challan can be done only once

Once clicked on Re-Download Challan Link, challan will be reflecting for download.



- Once Challan is downloaded, we can pay through various bank by using payment mode as **RTGS / NEFT**.
- Once payment is done, status of challan will get changed to **PAID** in system
- Click on the **REFRESH BUTTON** to update invoice amount on the table.
- Invoices which are paid completed will not appear on the screen again
- Invoices which are partially paid, will appear with the pending amount only
- Status can be viewed in **TRANSACTION STATUS** tab
- If user had created multiple challan for payment, then user should check status of that Invoice before making payment for another challan.

### **IMPORTANT**

- ✚ Please create one challan at a time and proceed for payment. If you create multiple challans against same invoice it might lead to double payments.
- ✚ Different challans for different invoices are allowed to be generated and payment can be made according to the challans.

