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 1st time registration) & later on Existing user for login henceforth.

For registration of New User: Click on NEW USER tab

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	Customer Id					
	User Mobile No			-	L	
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- 1. Fill all the details required details
- Customer number
- Customer name
- Beneficiary name
- E-mail id
- PAN number
- Address
- Mobile number

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	NEW USER EXISTING USER			
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	amulpawse@gmail.com		L	
	ABCDE1234F		L	
oal ino.	Andheri, Mumbai-400095			
	9873216540 I			
	Enter OTP. Send OT	2		
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IMPORTANT

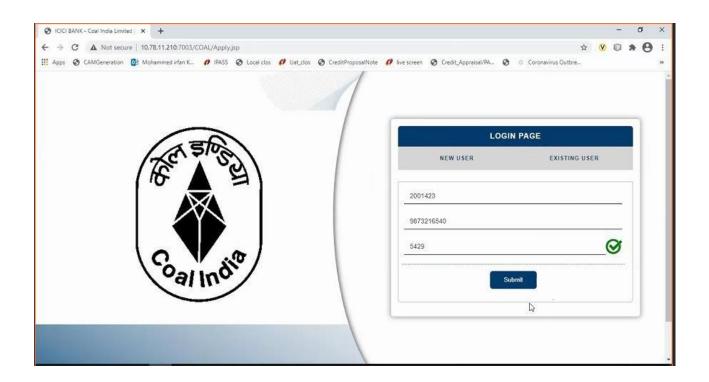
- + Please enter the customer number and company PAN as registered in the ERP system
- If you do not have this information, please seek this from Coal India or its subsidiary offices.
- **4** Please note you can register your phone number only once.
- 2. Once Mobile number is entered click on **OTP**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

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	Amul pawse amulpawse@gmail.com			
Sal India	ABCDE1234F Andheri,Mumbai-400095		7.4	
Calino	9873216540		• 2	
	1380	0	,	
	Submit			

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

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

	Register	Bank Update	Bank Delet	e Bank	REFRESH	РАУ	Transaction S	tatus Re	fund	Balance Enqui	iry
Sr No.	Sales Organization	Description	ltem	Amoun Due	t D	estination	Select invoice	Date		yment mount	TDS
2	MCL	Proforma Invoice	9101002728	19989870	0.85 Own	Consumption 🗸		07-05- 2021			
3	MCL	Proforma Invoice	9101002729	20989911	.00 Withi	n State 🗸 🗸		07-05- 2021			

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 iniating payments..

Select Register Bank

• For MCL will be reflected.

Click For MCL

→ C	A Not se	cure 10.78.11.210:7003	/COAL/ProposalTable.jsp?Cus	tomerID=2001423&CustomerNAI	//E=CENTURY%20RAYON&	MobileNO=98732165	40 🟠 😵	0 * 6
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	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			
	б	MCL	Proforma Invoice	9101001133	20238120.85			
		Total						
		Register Bank	Fit MGL For WCL	Update Bank Delete	Bank REFRESH	РАУ	Transaction Status	
	Sr No.	Challan No.	Sales Organization	ltems An	nount Due	Status	Re-Download Challan Link	

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)

	v/ws/registerBank		s 📀 CreditProposalNote 🔗 live screen 📀 Cred		т <u>ф</u> (* 0)
Register	r Bank Accour	nt Details					
	User Code :	9873216540	Mobile No : 9873216	540			
	User Name : Reference No. :	CENTURY RAYON	E-mail ID : amulpav	vse@gmail.com			
#	Bank Account Verification Status	Account holder name	Bank Account No.	Confirm Bank Account N			
1	42	AMUL PAWSE		9876543210			
2		I.e. Urmil Mehta					
3		Le. Urmil Mehta					
4		I.e. Urmil Mehta					
5	-	Le: Urmil Mehta					
1							

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.

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	1						
	2	2	I.e. Umill Mehta				
	3	2	I.e. Umil Mehta				
	4	e	I.e. Urmil Mehta				
	5	*	Le. Urmil Mehta				
	The Ltd Cos	Terms and Condit ", for making paym al India Pvt Ltd's' ap	ents through an online payment service ("Service" oplication. Each User is therefore deemed to have n	ser") using the services of Coal India Pvt Ltd. hereinafter r) offered by ICICI Bank Ltd. ("ICICI Bank") in association w ead and accepted these Terms and Conditions. ster on Coal India Pvt Ltd's websiterapplication and avail th	ith the Coal India Pvt Ltd through		
	Un	1. The User here Pvt Ltd via RT 2. The User here	by authorizes Coal India Pvt Ltd to open and operat 3S/NEFT/IMPS	see on Coal India PVLse's weependappication and avail in le an escrow account with ICICI Bank for receipt of paymer Il only be made from any one of the accounts as registered	nts that are due to the Coal India		
	🗹 l a	agree with the a	bove terms and conditions.				
			Cancel and Go back to Merchant site				



Are you sure you want to Proceed?

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

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					Cancel		
	2	2	I.e. Urmil Mehr				
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	4	4	Le. Urmil Mehta				
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	The Ltd Col	e Terms and Conditi (7, for making paymi al India Pvt Ltd's' ap ce a User has accep 1, The User heret Pvt Ltd via RTC 2, The User heret and not from ar	ents through an online pplication. Each User is pled these Terms and by authorizes Coal Ind SS/NEFT/IMPS by agrees that the RTC nv other third party acc	hall apply to any person ("User") using the services of Coal India Pvt L payment service ("Service") offered by ICICI Bank Ltd. ("ICICI Bank") threrefore deemed to have read and accepted these Terms and Conditions, he' she may register on Coal India Pvt Ltd's website/applica s Pvt Ltd to open and operate an escrow account with ICICI Bank for re S/NEFT/IMPS payment shall only be made from any one of the account unit.	n association with the Coal Indi ons. tion and avail the Services. ceipt of payments that are due t	a Pvt Ltd through	
		agree with the at Register	ove terms and cor	aitions. ack to Merchant site			

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.

Custo	omer Number		30043	59							
Custo	omer Name		JAGRIT	JAGRITI COAL AND							
Sales	Organisation Ty	pe	MCL	•							
	Register	Bank Update	Bank Delete	Bank REFR	ESH PAY	Transaction S	tatus Re	fund Balance Enqu	uiry		
Sr No.	Sales Organization	Description	ltem	Amount Due	Destination	Select invoice	Date	Payment Amount	TDS		
2	MCL	Proforma Invoice	9101002728	19989870.85	Own Consumption 💙	×	07-05- 2021	100	5		
3	MCL	Proforma Invoice	9101002729	20989911.00	Within State 🗸	~	07-05- 2021	200	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.

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App. O contents	Make Payment		Session expires in 09:20 Minutes			
	Challan (NEFT/RTGS)					
	Date :	21/01/2021 11:04:40				
	User Name :	CENTURY RAYON	Sconvenient			
	Payment For :	CIL	Convenient			
	Order No. :	TXD000000000000000000000000000000000000	A Secure			
	Transaction Amount :	400.00 (Four Hundred)	Fast			
	Email a copy of Challan ? : *	O Yes O No	(HQ40			
	ß	Generate Challan Cancel				
	Don't Refresh this page. Refreshi	g of this page would interrupt this transaction.				

PAYMENT AGAINST CHALLAN:

- 1. Challan generated will contain the beneficiary account number, IFSC and bank name
- 2. The beneficiary account number will be an alpha-numeric virtual account number.
- 3. Please ensure to enter correct details while remitting funds from your pre-registered account to this virtual number
- 4. The amount to be paid should be exactly equal to the amount printed on the challan.
- 5. If any mismatch in sender account, beneficiary virtual account or amount is found, funds will be refunded to your source account.
- 6. You can remit funds against a challan using RTGS or NEFT mode
- 7. Once paid from your bank, it will take 2 to 3 hours for funds to be credited to beneficiary account and status of transaction to be updated on the portal

PAYMENT VIA RTGS/NEFT STATIC VIRTUAL ID

- 1. Every organization will be given a static virtual ID which will be your beneficiary account number for pre-funding your ID via RTGS/NEFT
- 2. The IFSC will be ICIC0000104
- 3. Once you have pre-funded your ID, you will be able to see the balance in your ID on the application

- 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 Customer Name				3004369 JAGRITI COAL AND							
	Register	Bank Update	Bank Delete	Bank REFR	ESH PAY	Transaction Sta	tus Refi	und Balance Enq	uiry		
Sr	Sales		Item	Amount	Destination	Calant	-				
	Organization	Description	item	Due	Destination	Select invoice	Date	Payment Amount	TDS		
No. 2		Proforma Invoice	9101002728		Own Consumption ~		Date 07-05- 2021		5		

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.

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👖 Apps 🛛 CAMGenera	230		🔗 IPASS 🔇 Local clos	이 이 아이는 아이는 것이 아이는 것이 것 같이 집에 집에 가지 않는 것이 없다.		Credit_Appraisal/PA 📀	Coronavirus Outbre		
	No.	Organization	o comption			Select involut	Amount		
	-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				
		Total							
	6.in								
			Register Bank Upda	ate Bank Delete Bank RE	FRESH PAY	Transaction Status			
	Sr No.	Challan No.	Sales Organization	ltems	Amount Due	Status	Re-Download Challan Link		
	1	WCLM1159	WCL	[9101001129,9101001128]	400.00	PENDING	LINK		

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.

Ownload Challan	X 🕑 WCLM1159.pdf	x +		5	0	×
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	ent logo WCL Coal India Pvt Ltd					
D	ownload Challan					
	User Name :	CENTURY RAYON				
	Order No. :	TXD000000000000000000000000000000000000				
	Payment Amount :	400.00 (Four Hundred)				
		Go back tellhierchant Portal				

- 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.