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,
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E-Mail ID : gm-snm.mcl@coalindia.in

Ref.No.MCL/SBP/GM (M&S)/S.A./2022-23/ 38 6   Date27.06.2022

<u>Notice</u>

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

                                                                27.06.22
                                                        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.
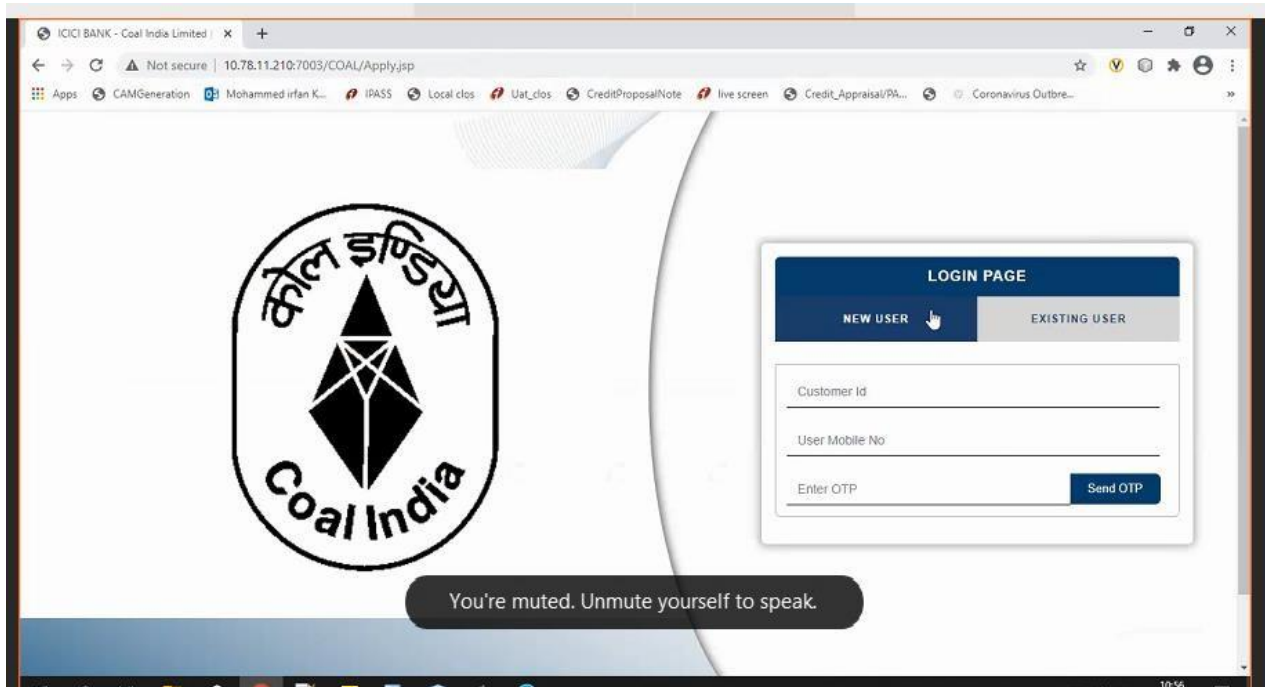2. Dy. G.M. (Fin.) S/A

COAL INDIA USER MANUAL
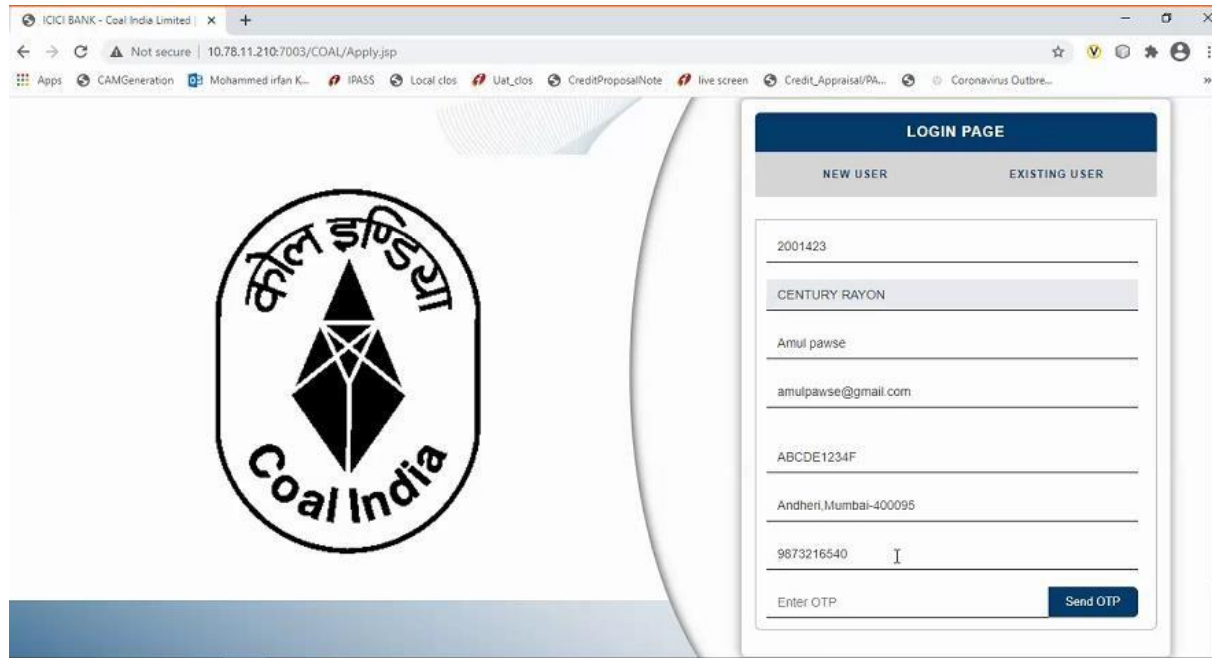

Contents

Module 1 – User Registration

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

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
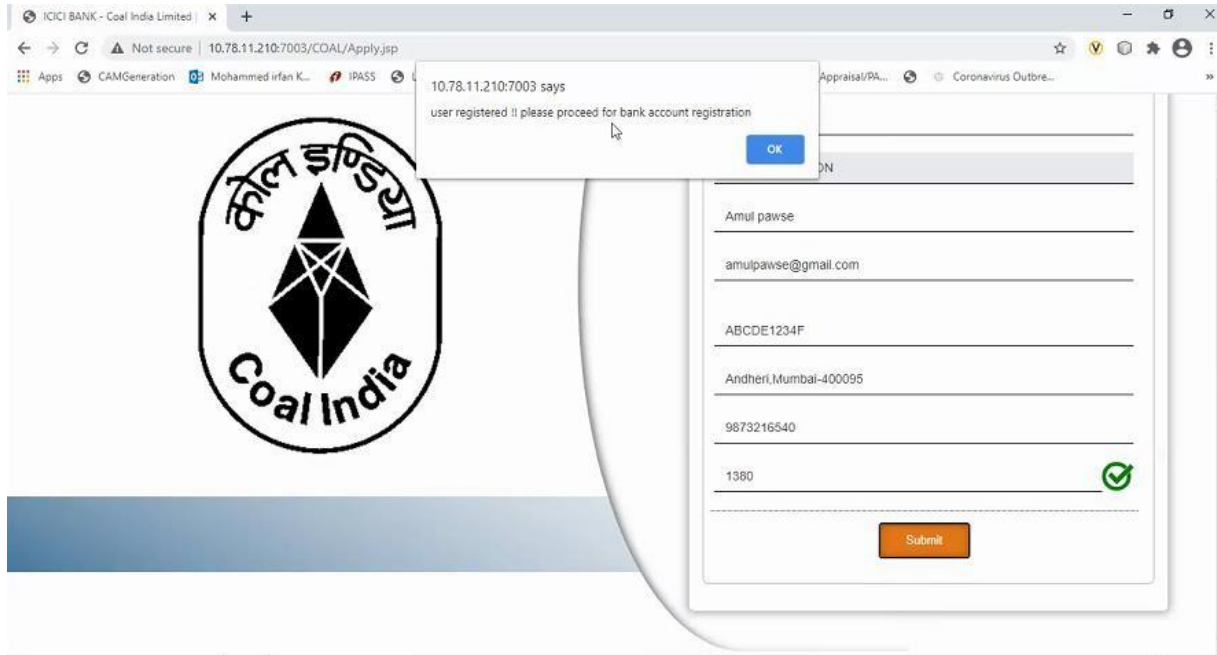
For Existing user

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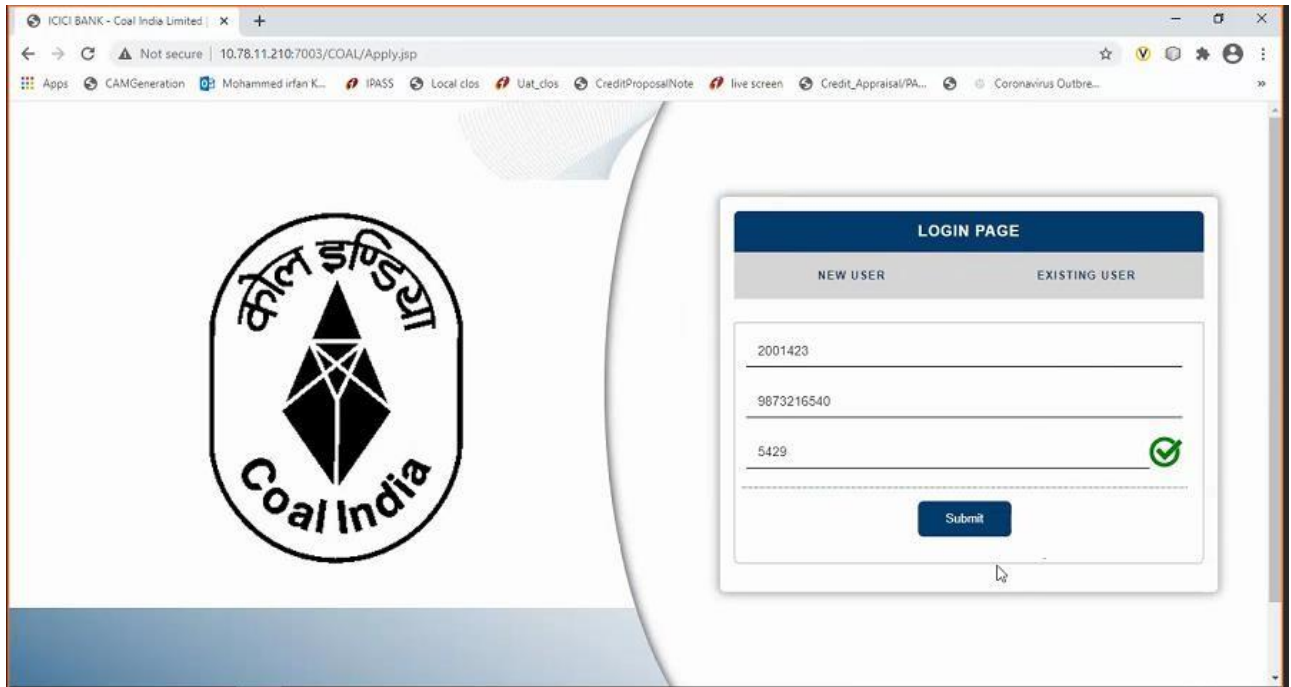
Once logged in using a Customer number, below details will be presented to user

- 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

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 ⌄	■	07-05-2021		
3	MCL	Proforma Invoice	9101002729	20989911.00	Within State ⌄	■	07-05-2021		

Module 2- Bank Account Registration

Before selecting invoice, user should click on Register Bank Tab

<u>IMPORTANT</u>

You need to register the bank account from where you will remit funds for making a payment against invoice.
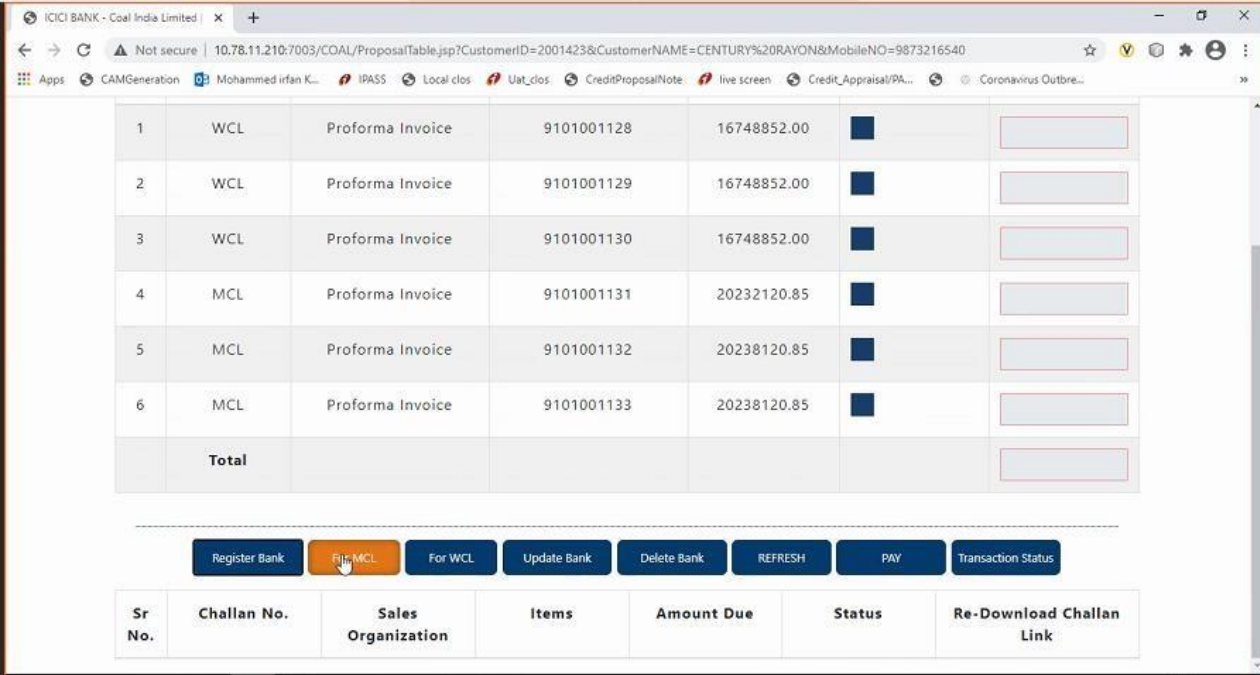
Payment received from an un-registered bank account will be automatically refunded back to source account.

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

Select Register Bank

- For MCL will be reflected.

Click For MCL

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)

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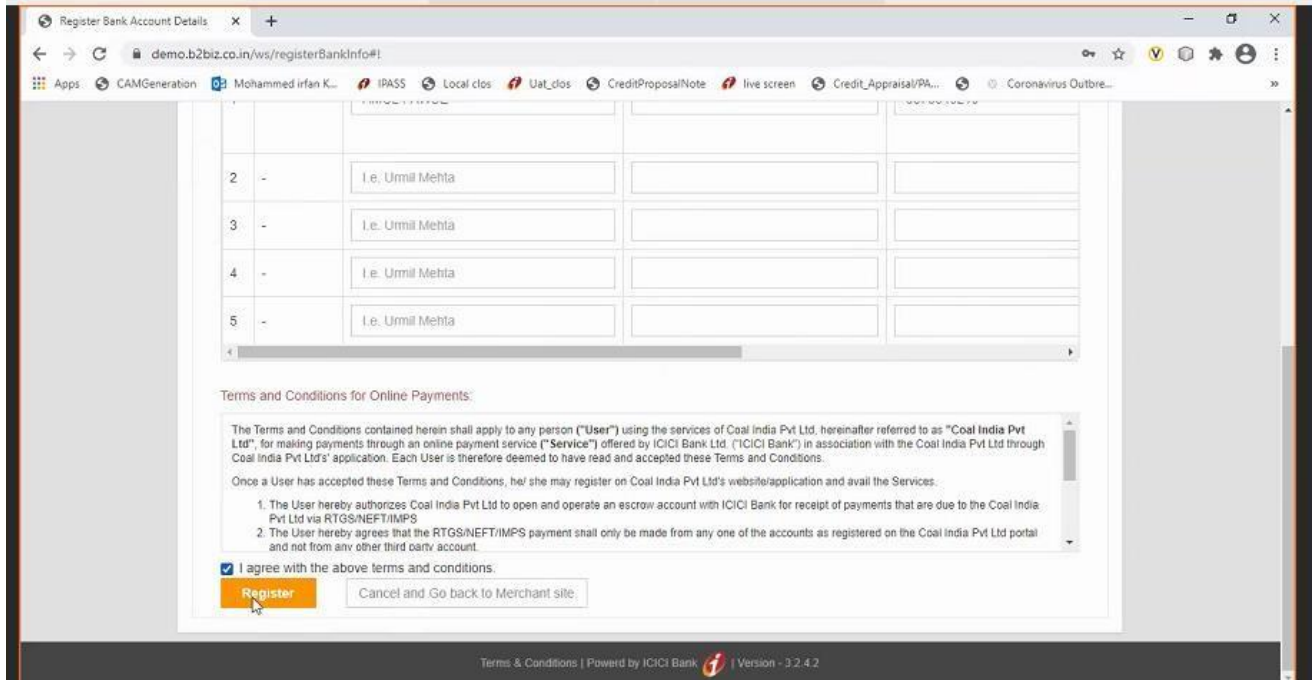
Once clicked on **Register** tab, re-confirmation page will open with details

Are you sure you want to Proceed?

- If want to proceed, click on **OK** tab
- If do not want to proceed, click on **Cancel**
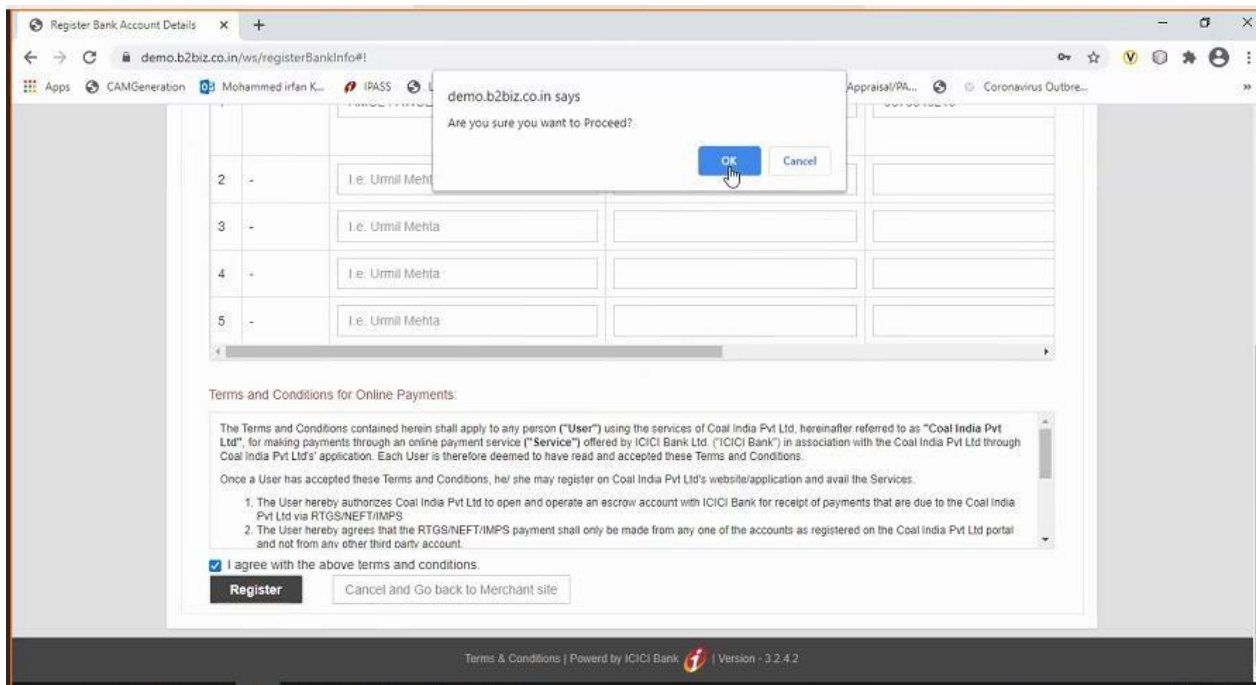
Mentioned steps for be followed for registration of bank account for other subsidiaries also.

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 ⌄

	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 ⌄	☑	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

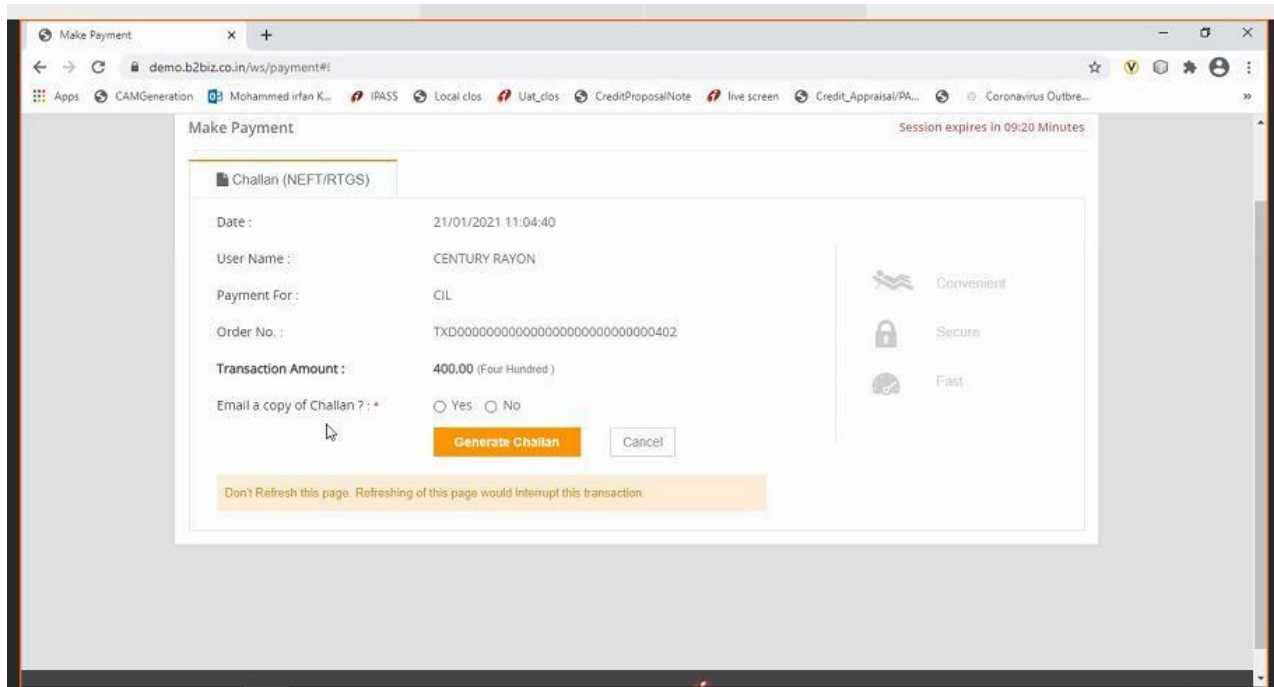Details will be reflected on page (non-editable field)

- 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.

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	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 ⌄	✔	07-05-2021	100	5
3	MCL	Proforma Invoice	9101002729	20989911.00	Within State ⌄	✔	07-05-2021	200	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.

Sr No.	Sales Organization	Description	Item	Amount Due	Select Invoice	Payment 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					

[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	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.
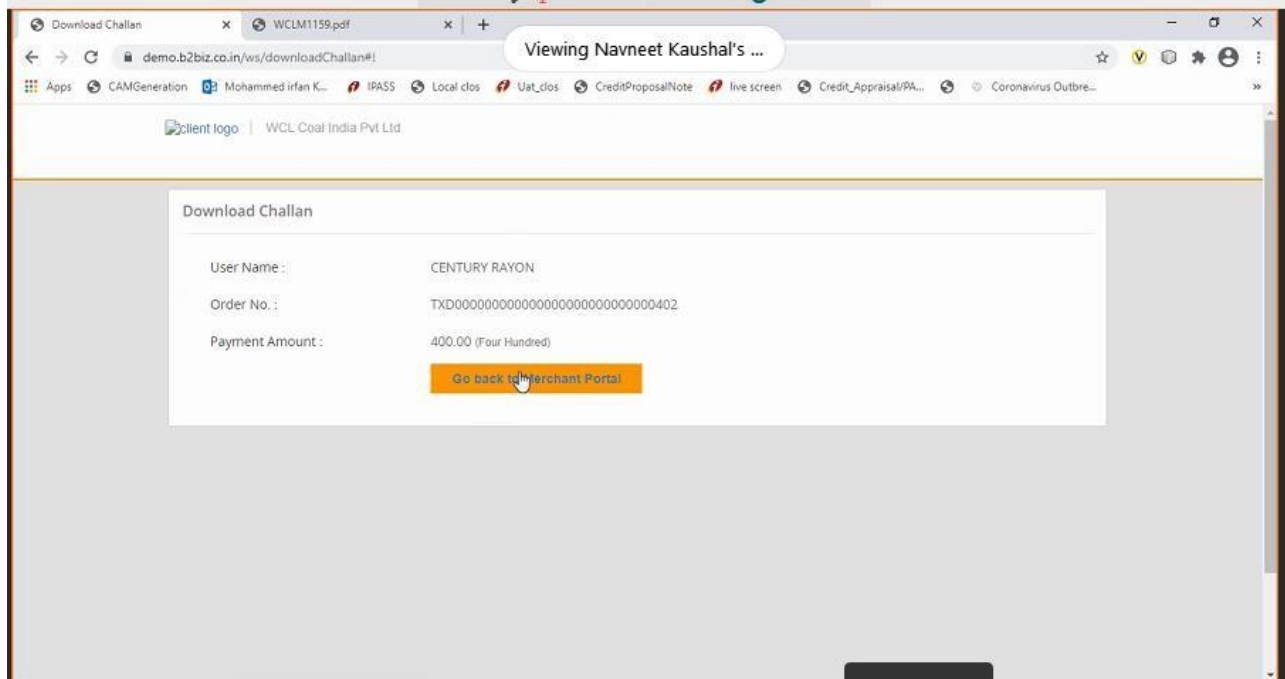
- Once Challan is downloaded, we can pay through various bank by using payment mode as **RTGS / NEFT**.
- Once payment is done, status of challan will get changed to **PAID** in system
- Click on the **REFRESH BUTTON** to update invoice amount on the table.
- Invoices which are paid completed will not 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.