वेस्टर्न कोलफील्ड्स लिमिटेड
Western Coalfields Limited
(मिनी रत्न कंपनी) *(A Miniratna Company)*
(कोल इंडिया लि. की अनुषंगी कंपनी)
(A Subsidiary of Coal India Limited)

विक्रय एवं विपणन विभाग   **Department of Marketing & Sales**

email- gmsmwcl@gmail.com   ☎/ FAX: 0712 –2511061/2512977
CIN – U10100MH1975GOI018626   *Website: www.westerncoal.in*

पंजी. का. : कोयला विहार, सिविल लाइन्स, नागपुर **(महाराष्ट्र)**-440001/   Regd. Off.: Coal Estate, Civil Lines, Nagpur (MS) – 440001

Ref: NGP/WCL/M&S/ERP/241   Date: 08.07.2022

NOTICE TO CUSTOMERS DRAWING COAL FROM WCL

WCL is introducing an e-Collection Solution with ICICI Bank for remittance of Coal value w.e.f. 15.07.2022. The proposed e-collection solution is the replacement of existing payment interface with ICICI. After roll out, all Advance payments against the Coal Value for all Schemes shall be accepted only through this payment interface. A demonstration of the Payment remittance through CIL-ICICI e-Collection Portal is scheduled through a virtual meeting on 12th July'22 at 11:00 AM to 01:00 PM and the meeting link is as under:

https://westerncoalfields.webex.com/westerncoalfields/j.php?MTID=m2b364045d95d03ee09d58870e2f2620c

Tuesday, Jul 12, 2022 11:00 am | 3 hours | (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Meeting number: 2514 244 4129

Password: JmPmM9dqw49

Join by video system

Dial 25142444129@westerncoalfields.webex.com

You can also dial 210.4.202.4 and enter your meeting number.

Further, a meeting has been scheduled at HRD, WCL HQ on 13th at around 10:30 am for demonstration of the Payment remittance through CIL-ICICI e-Collection Portal.

The Link to Login to the Coal India - ICICI e-collection Portal is **https://clos.icicibank.com/COAL/Apply.jsp.** Customer has to remit the payment against the Pro Forma Invoice visible in the CIL-ICICI e-Collection Portal.
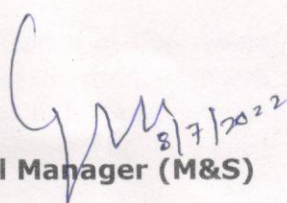
All Existing/New Customer have to register themselves as New User for the first time and Register their Bank details which is shared with WCL. After Successful Registration Customer has to use the Existing User Tab subsequently to login into the portal by using their Customer Code and OTP received through SMS.

Spot Auction Customers are advised to remit payment against the Pro Forma Invoice only and not through the Existing Payment Interface with ICICI. All Other Consumers (FSA–Power/Non Power, FSA Linkage, FSA-Shakti) are advised to inform their required Sales Order Quantity in advance to the concerned section for issuance of Pro Forma Invoice and arranging to flow the Pro Forma Invoice in CIL ICICI e-Collection Portal for making payment. The required Sales Order Quantity has to be informed to this office on or before 10th of every month. Otherwise Pro Forma Invoice shall be issued as per the MSQ and only one Sales Order will be issued against the MSQ.

A detailed User manual is enclosed with this Notice for your Quick reference and registration of Bank details in CIL-ICICI E-Collection Portal.

For issues regarding Bank Registration with ICICI, Updation of Bank Details with both WCL and ICICI, Customers are advised to contact the following Officers:

Smt. Nirmala Singh, Manager (M&S), WCL HQ – 8275970115;
Shri Durvesh Kumar, Dy. Manager (M&S), WCL HQ – 8275970170;

8/7/2022

General Manager (M&S)

Copy to:

GM (M&S), CIL
TS to CMD, WCL
GM (Fin), WCL
HOD (System), WCL
All Sectional Heads, WCL

COAL INDIA – ICICI BANK e-COLLECTION USER MANUAL

Contents

Link to Open the Coal India – ICICI Bank Interface Portal

https://clos.icicibank.com/COAL/Apply.jsp

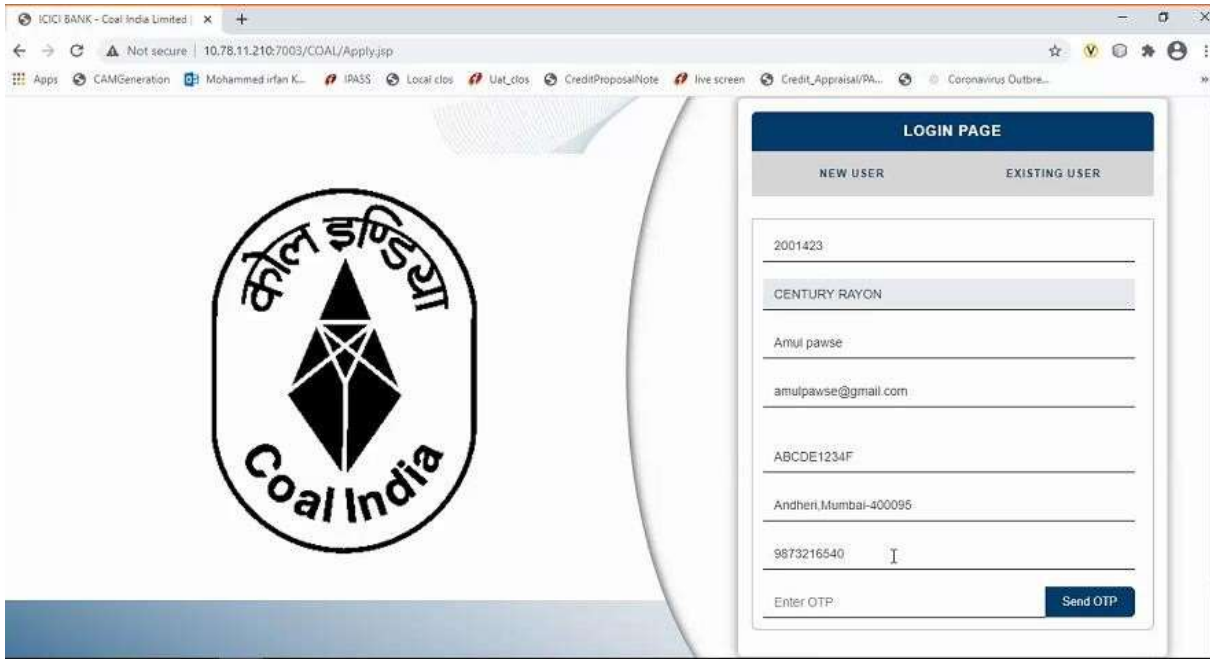## Module 1 – User Registration

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
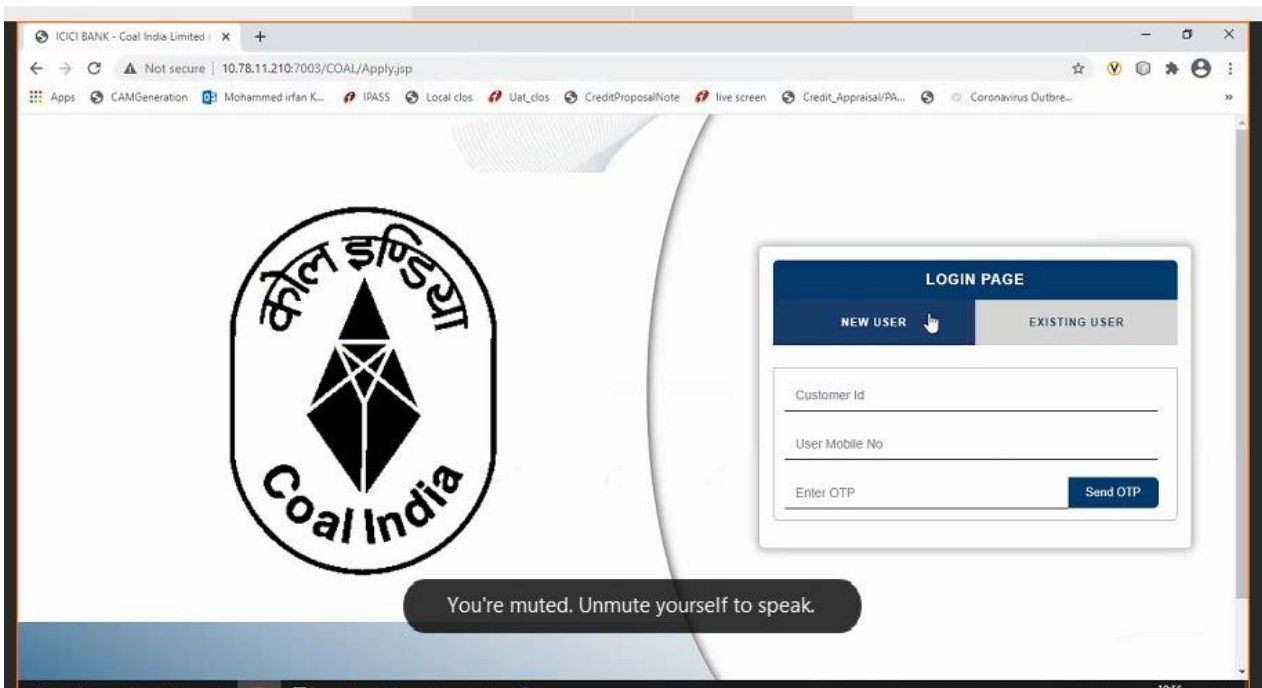
1. Fill all the details required details
- Customer Code
- Customer name
- Beneficiary name
- E-mail ID
- PAN number
- Address
- Mobile number

IMPORTANT

- Please enter 10 digit Customer Code and PAN as registered with WCL/CIL in ERP system
- If you do not have Customer Code, please seek the Customer Code from Coal India or its subsidiary offices.

Please note you can register your phone number only once.

1. Once Mobile number is entered click on **OTP** tab.
2. OTP will be sent on registered mobile number.
3. Once OTP is entered, click on **SUBMIT** tab
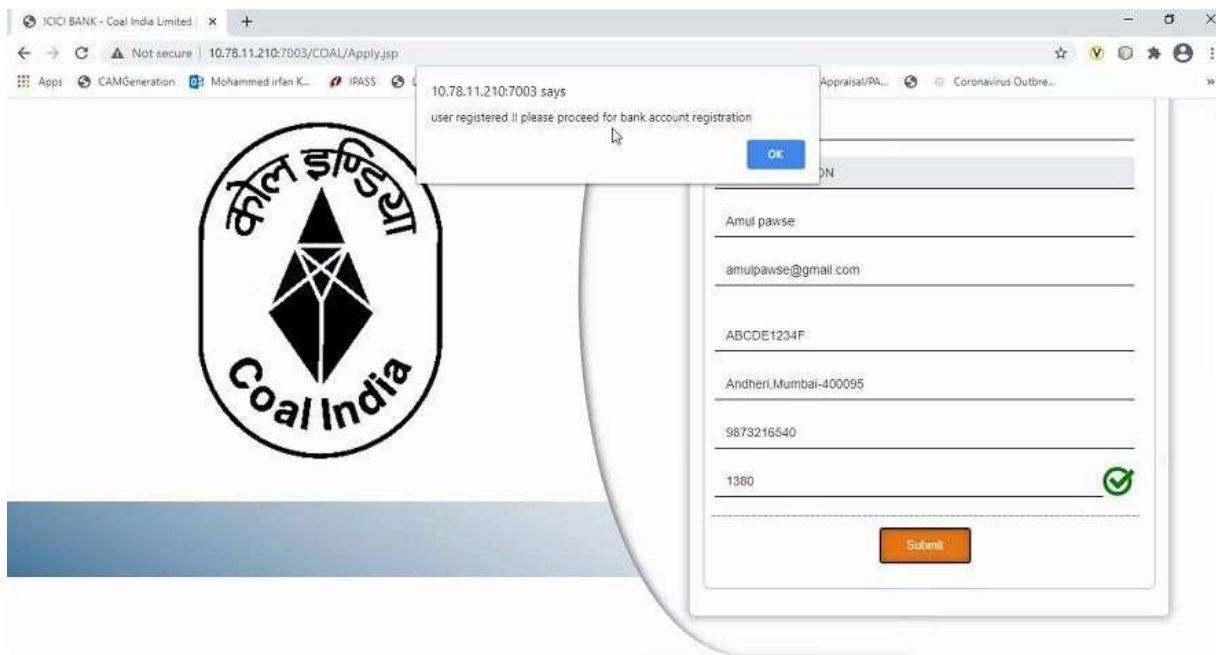
For Existing user

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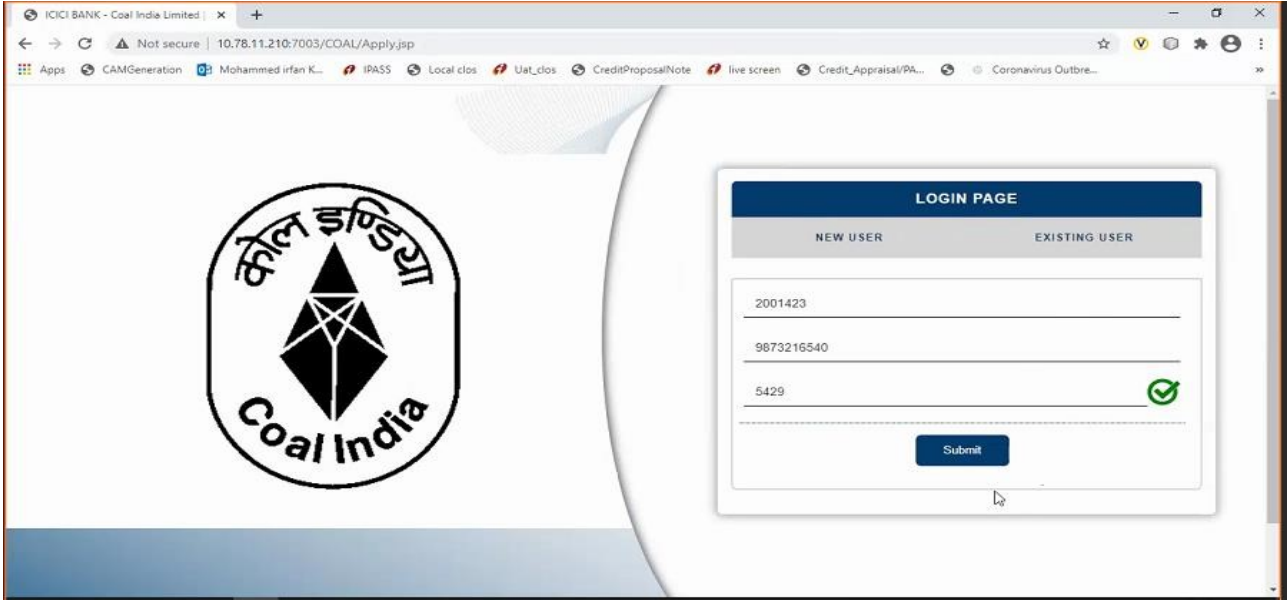
Once logged in using a Customer Code, below details will be presented to user

- 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 – Within State/Outside State – For Traders; Own Consumption – End Use Consumers

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. This is a one time activity to be completed by all Customers.

IMPORTANT

You need to register the bank account from where you will remit funds for making a payment against invoice. This Bank Account should necessarily be the one registered with WCL.
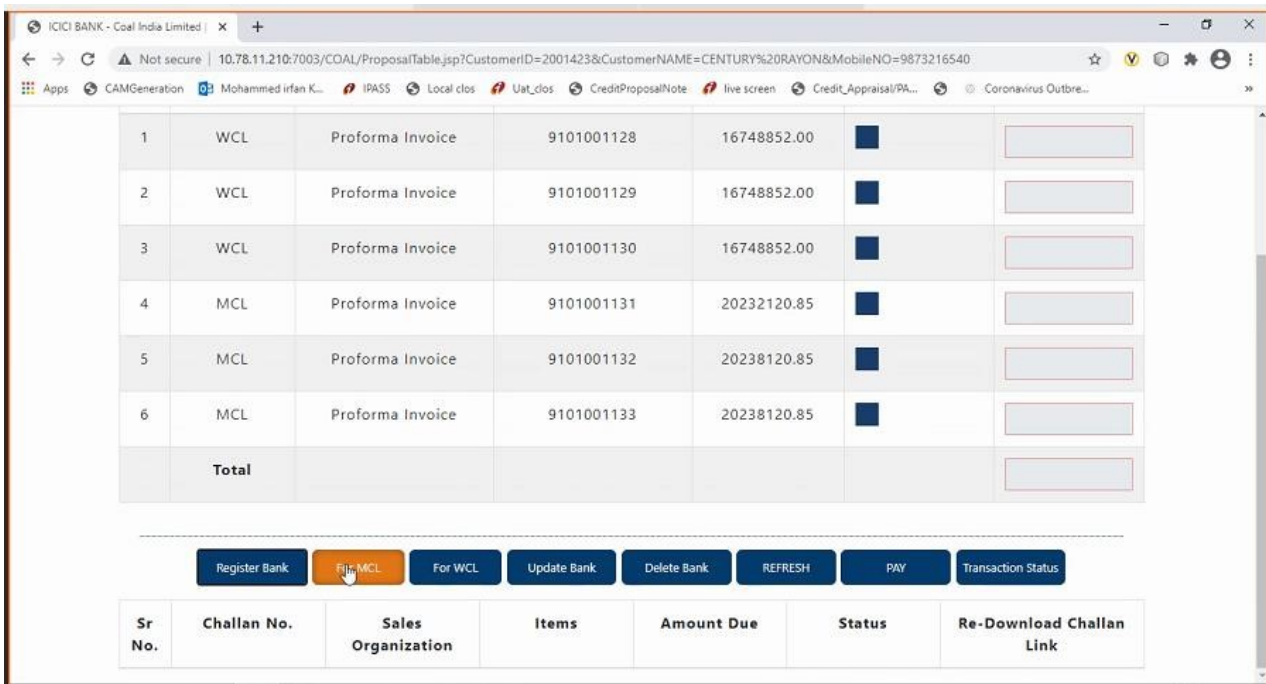
Payment received from an un-registered bank account with WCL will be automatically refunded back to the source account.

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

Select Register Bank

- For WCL will be reflected.

**Click For WCL**

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)
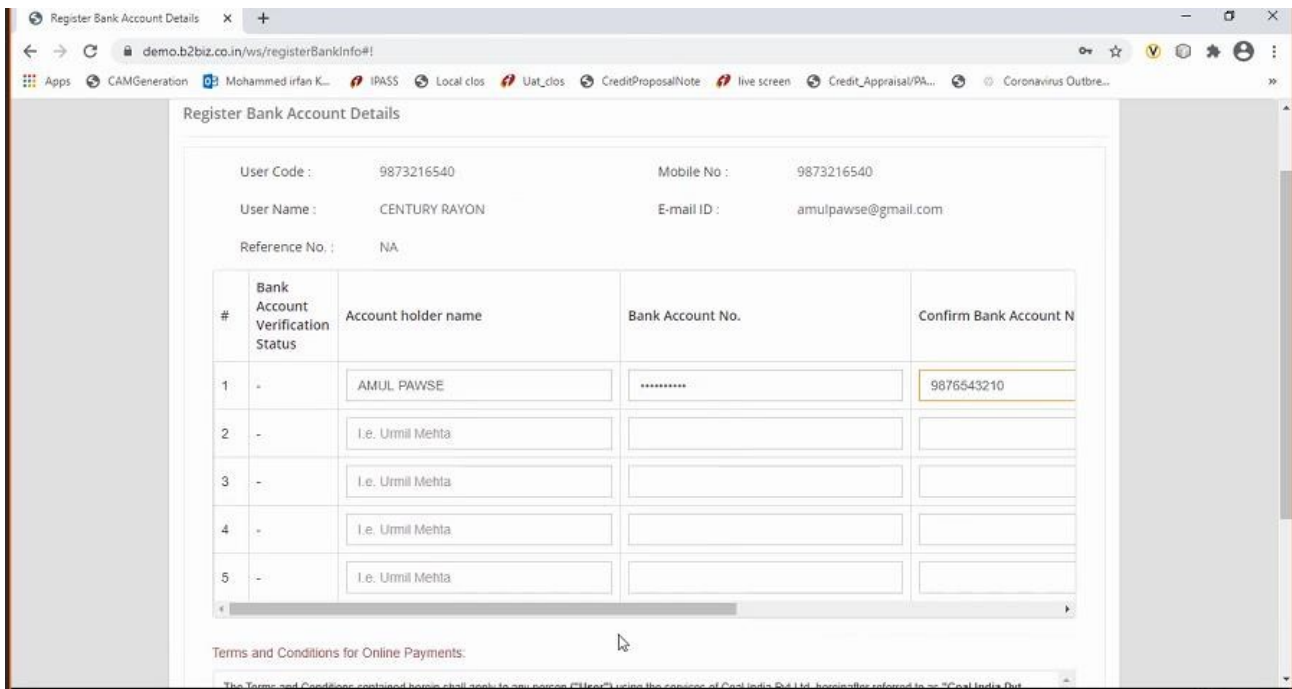
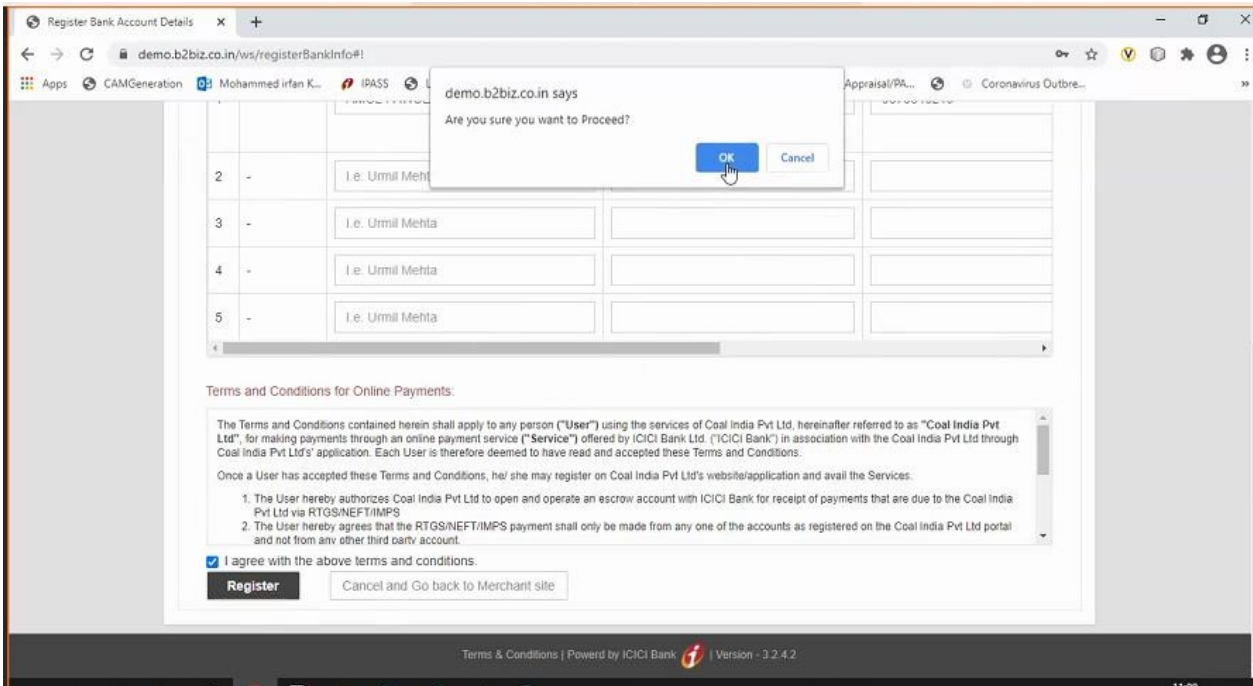Once all Bank details are updated

- 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**.
- It will take 2-3 hours for Bank details validation. If validation failed then contact WCL for updation of Bank record. If Bank details validation is successful proceed for making payment.
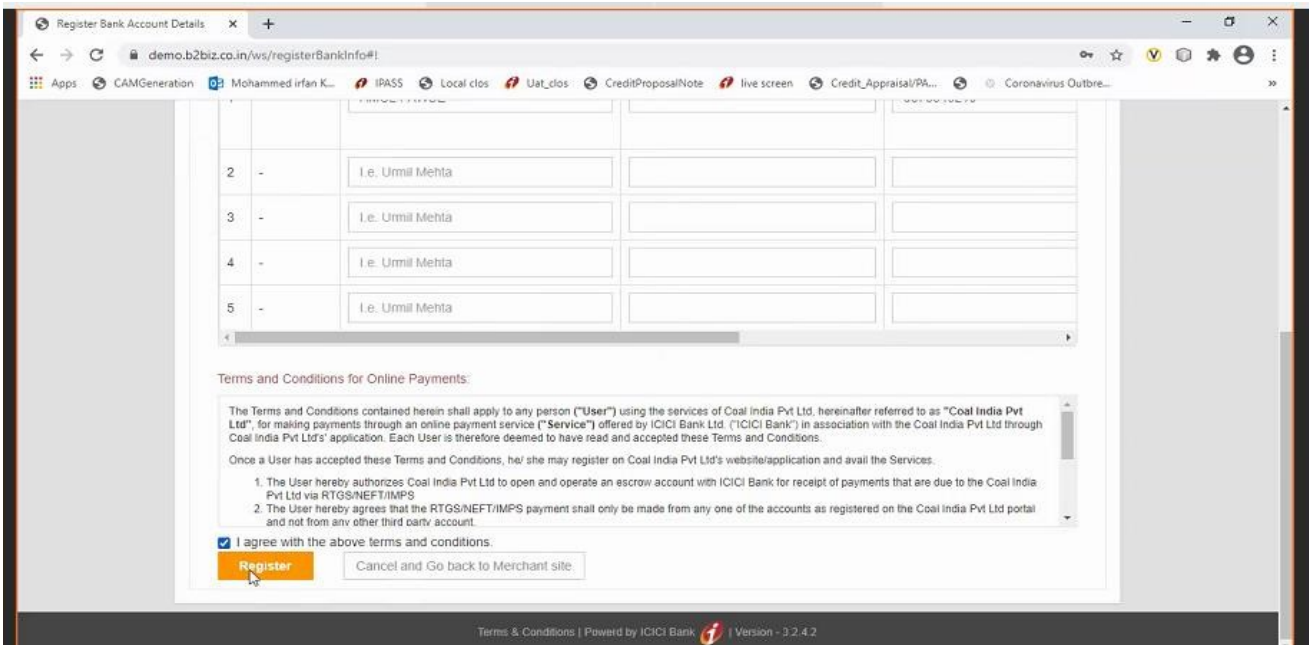
Once clicked on **Register** tab, re-confirmation page will open with details

Are you sure you want to Proceed?

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

Also modifications of bank account tabs are available for updation or deleting bank accounts along with refresh tab

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

Note: Any Bank details which are updated should also be necessarily updated with WCL and communicated to ICICI by WCL.

Module 3- Payment of Invoice

- Select **Sales Organisation type**, wherein Multiple Subsidiary Name will be reflected.
- Select invoice either from WCL or any other subsidiary. You cannot pay for outstanding invoices of multiple subsidiary in one go. ie subsidiary WCL and MCL 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 - applicable for End Use Consumers
    b) Within State or - applicable for Traders
    c) Outside State - applicable for Traders
- Destination field cannot be modified once payment on invoice is done (Whether partial or complete)
- We can pay actual amount or input anyother amount upto Invoice 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 the 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.

   - If any mismatch in sender account, beneficiary virtual account or amount is found, funds will be refunded to your source account. Customers can generate any number of challan upto the Proforma Invoice Amount and make payment. Customer can approach a Bank and make payment or register the beneficiary Account no. in their internet Banking and make payment. However, if the Amount against the Challan is remitted from Unregistered Bank Account of Customer, amount will be credited back to the beneficiary account.

   - If the Remitted amount is other than the Generated Challan Amount, Amount will be credited back to the beneficiary account. Consumer has the option of generating fresh Challan, if the customer desires to change the amount. Cancelling existing Challan and generation of Fresh Challan is an instant process.

5. You can remit funds against a challan using RTGS or NEFT mode

6. 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 (WALLET)

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. In case of WCL its EWCL followed by Customer Code (For ex. Beneficiary Account Number for Customer Code 9999999999 shall be EWCL9999999999)
2. The IFSC will be ICIC0000104.
3. Once you have pre-funded your Static Virtual ID (Wallet), 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 (Wallet) is not sufficient, you will see a message prompt: Balance is insufficient

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 ˅

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.

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.
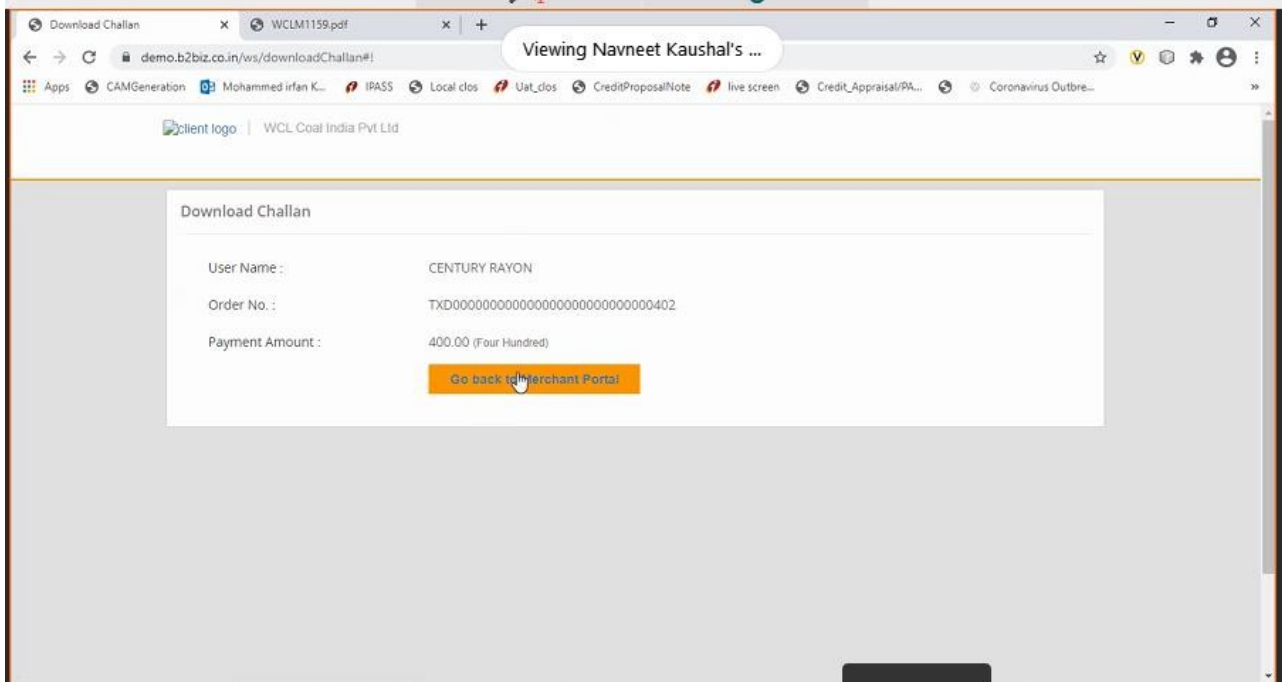
- Once Challan is downloaded, you can make payment through various bank by using payment mode as **RTGS / NEFT**.
- Once payment is done, status of challan will get changed to **PAID** in system
- Click on the **REFRESH BUTTON** to update invoice amount on the table.
- Invoices which are paid completed 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.