EMD, SD Settlement & Electronic Auction

Process of depositing EMD:

All prospective buyers need to deposit the EMD.(The account details are available on circular on NSPOT website www.ncdexspot.com)

When making the payment into the NSPOT account please note the **UTR number** or intra-bank transaction reference number. This is required while making entry of funds deposited into NSPOT settlement system.

- The **5% EMD** of the Expected Total value (Max Quantity X Maximum Price) needs to be deposited before placing the Bids (Depositing EMD 1 day before auction is better for easy ongoing).

After receiving mail from NCDEXSPOT Ltd. Regarding User id & Password(mail Looks like below)

Dear Sir,

Please find below the login id and password for trading in NCDEXSpot.

Login Id & Password for Spot Lite: (*https://market.nspot.in*)

Login ID: U30931 (capital)
Password: aXXXXXX5 (small)

Use this user id & password for e-auction

Admin Login Id & Password for Clearing Member User Management in PFM: (*https://reg.nspot.in*)
CMID: 30931
Password: aXXXXXX5 (small)

CM User Id & Password (funds management): (*https://cst.nspot.in*)
Login Id: U30931 (capital)
Password: aXXXXXX5(small)

Use this user id & password for EMD & SD deposition

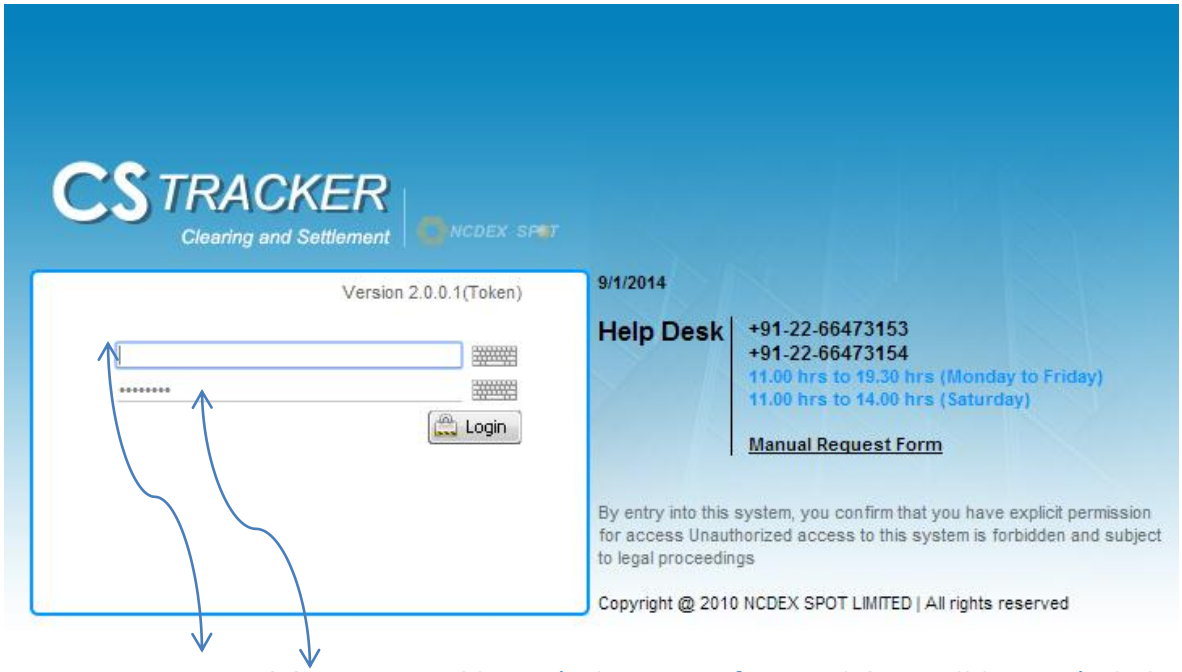
Trading A/c. Id: TA31168

Thanks & Regards,
NSPOT

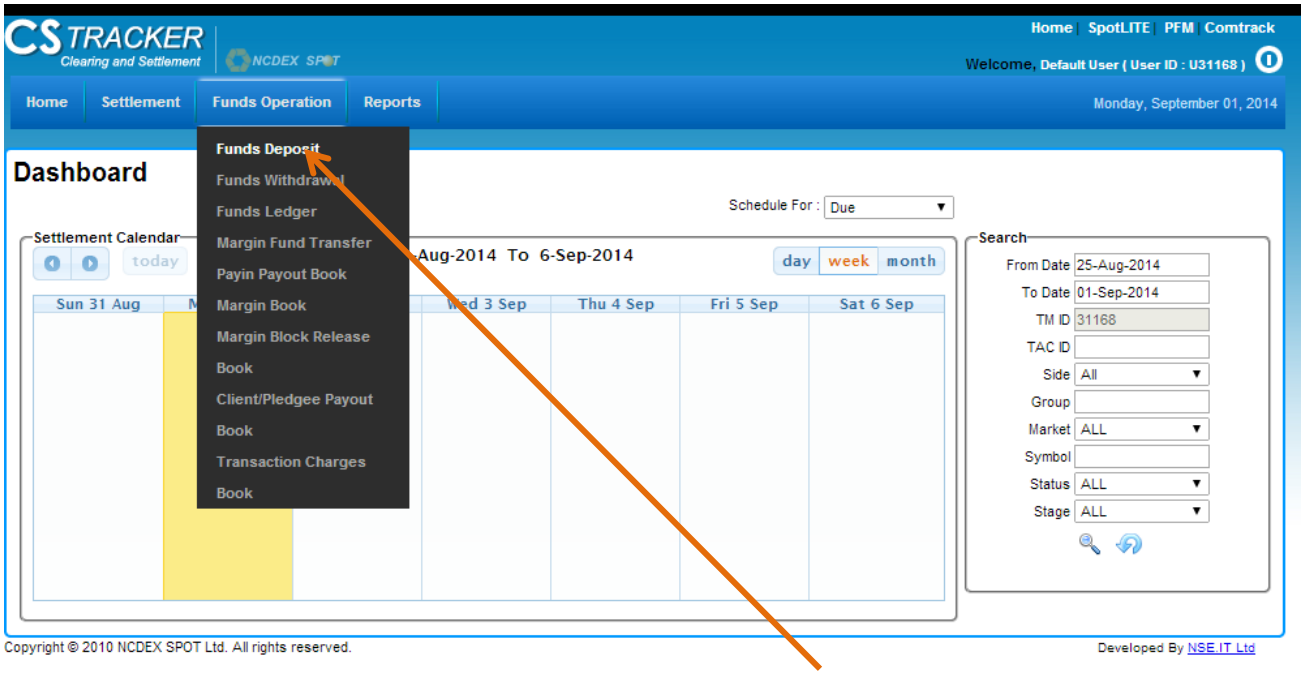
After transferring EMD through RTGS/Intra bank Transfer to any of the NCDEXSPOT Exchange Ltd. Account (details given below)

Sl. No.	Bank Name	Settlement Account	IFSC Code	Branch Name
1	HDFC Bank	00990690013043	HDFC0000060	Fort, Mumbai
2	Axis Bank	004010202176811	UTIB0000004	Fort, Mumbai
3	Bank of India	008620110000781	BKID0000086	Fort, Mumbai
4	Punjab National Bank	0082002100071810	PUNB0008200	Bandra, Mumbai
5	State Bank of India	30760960198	SBIN0011777	Fort, Mumbai
6	Central Bank of India	3244662932	CBIN0284082	Capital Market Branch
7	Kotak Mahindra Bank	0111410712	KKBK0000958	Nariman Point, Mumbai
8	Canara Bank	2426246025044	CNRB0002426	NSE BR. FORT MUMBAI

Go to the link -> https://cst.nspot.in

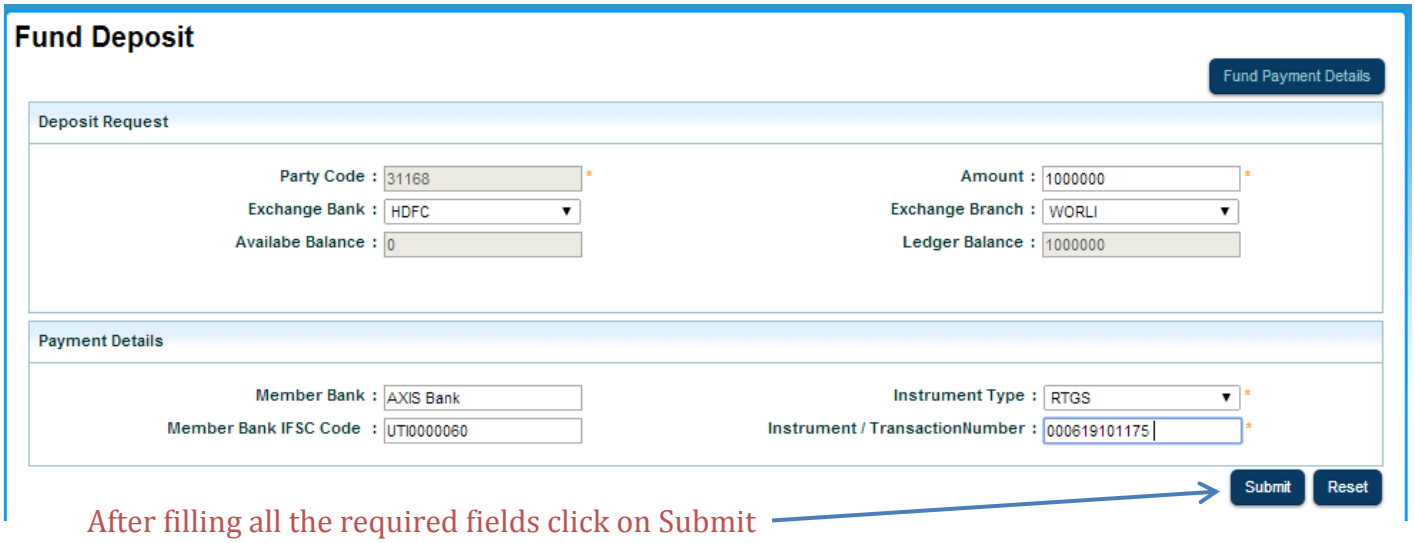


Enter you **User Id** & **password** here (take care of capital & small letters) click on **Login**

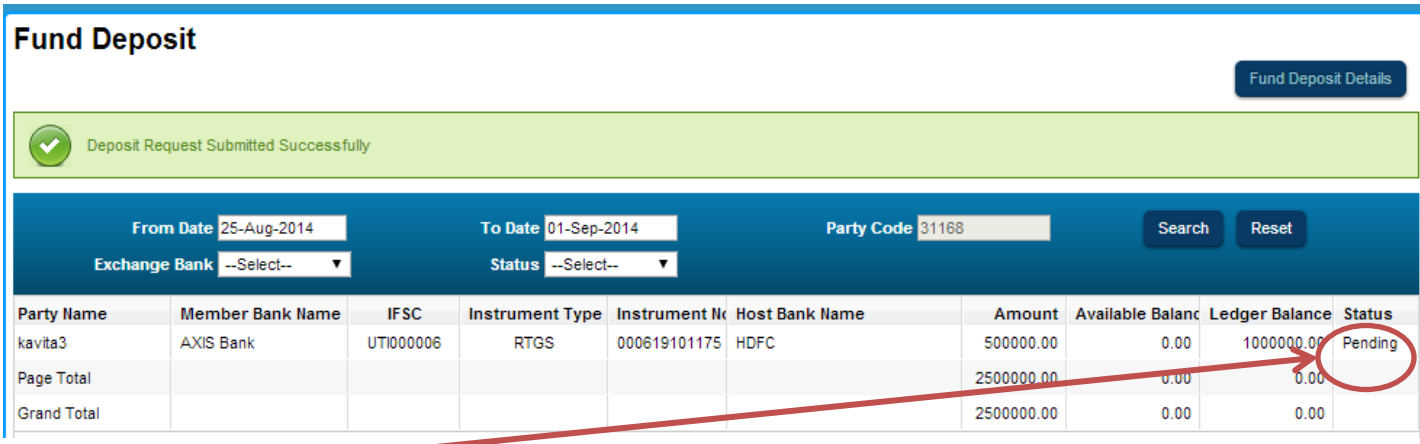


Put the cursor on fund operation and then click on funds deposit

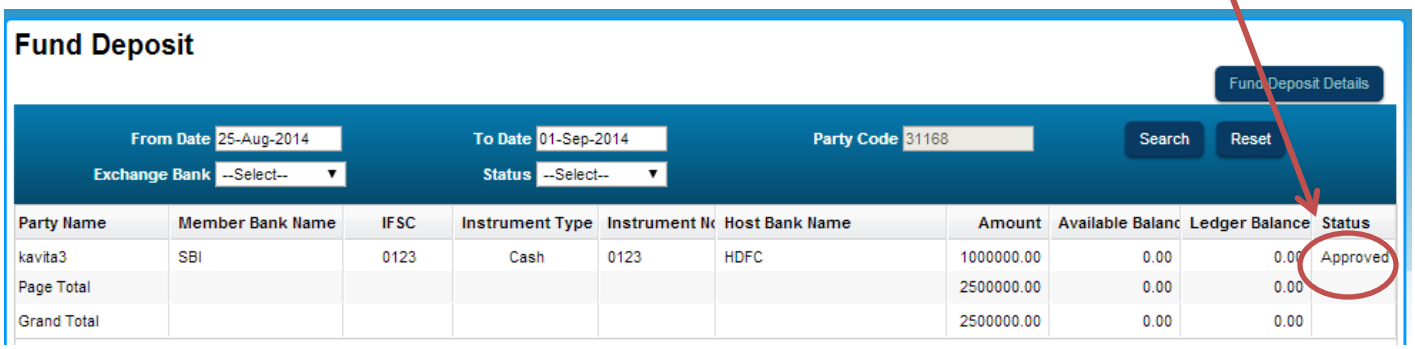
For example: **RTGS** (Instrument type) of **Rs. 10,00,000** is done from Member's(Party) A/c in **AXIS Bank** IFSC: **UTI0000060** & **UTR No**. is 000619101175 to
NCDEX SPOT (Exchange) **HDFC Bank** account, Branch: **WORLI**
Then fill the details in the required field like next Image.



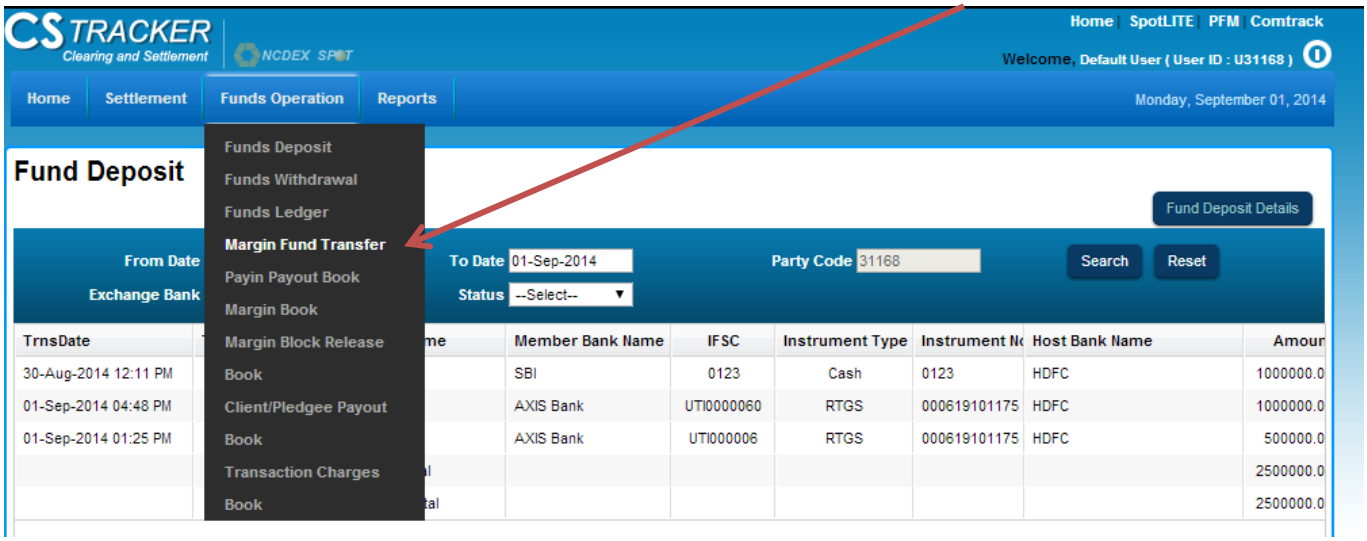
After filling all the required fields click on Submit
Then new page will be like next image.



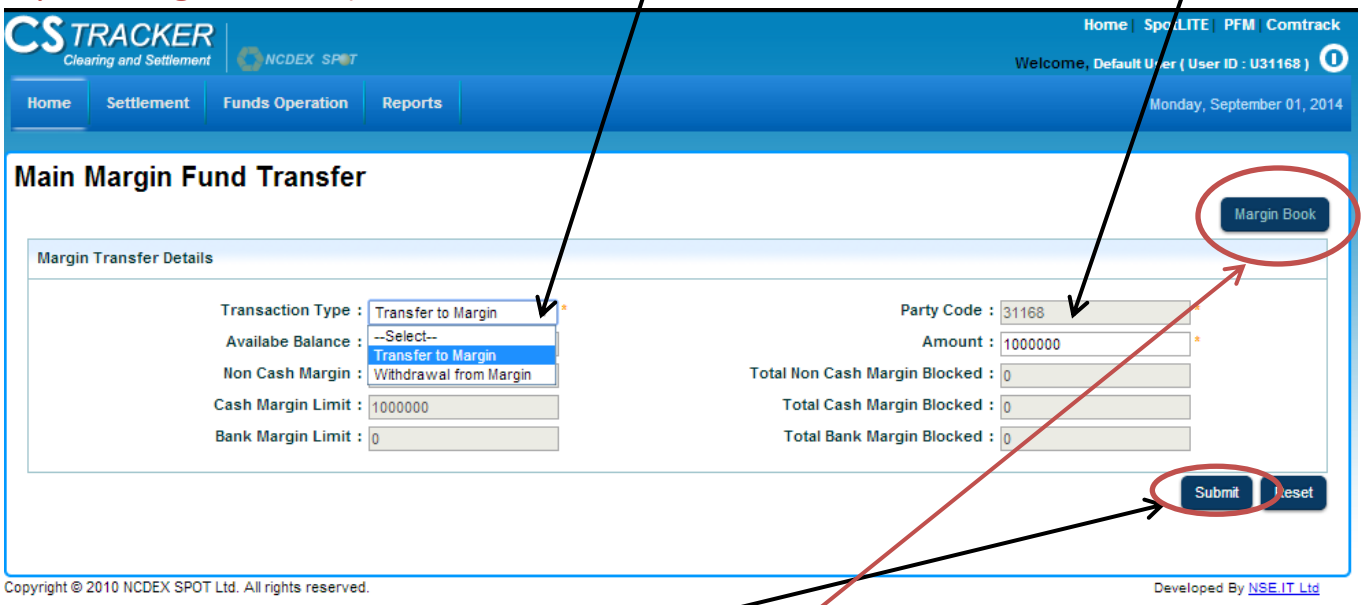
Status **Pending** means your transaction is yet to be approved by NCDEXSPOT accounts department, At this situation wait for 3 hours then check again, If it still remains Pending please call our Customer Service Group(CSG) at 022-66473153/54 and ask about the Status of Approval. Once it is **Approved** then it will look like this.



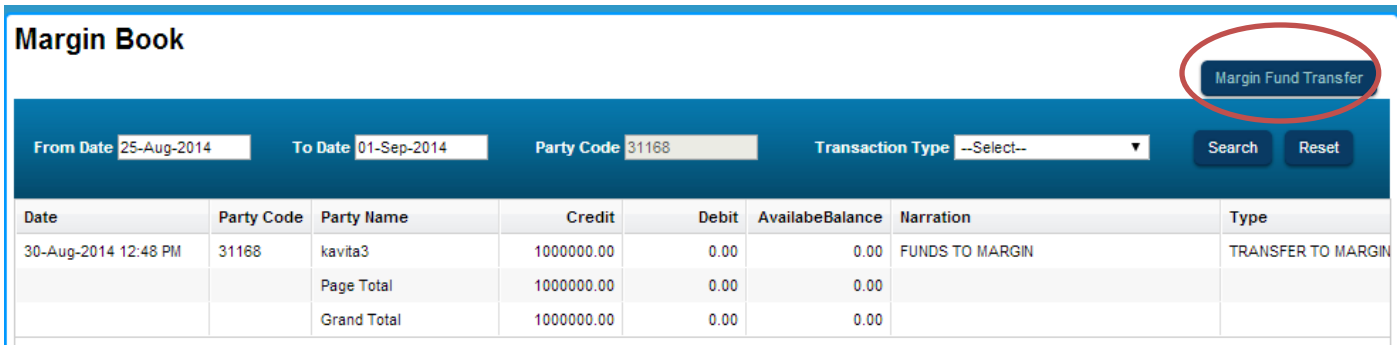
Put the cursor on fund operation and then click on **Margin Fund Transfer**



Click on **Transaction type** and select **Transfer to Margin** and enter the amount you want to transfer to margin Money(For example you want to transfer Rs. **1000000** to your Margin account).



After filling both the fields click on **Submit**
and then click on Margin Book at top right corner

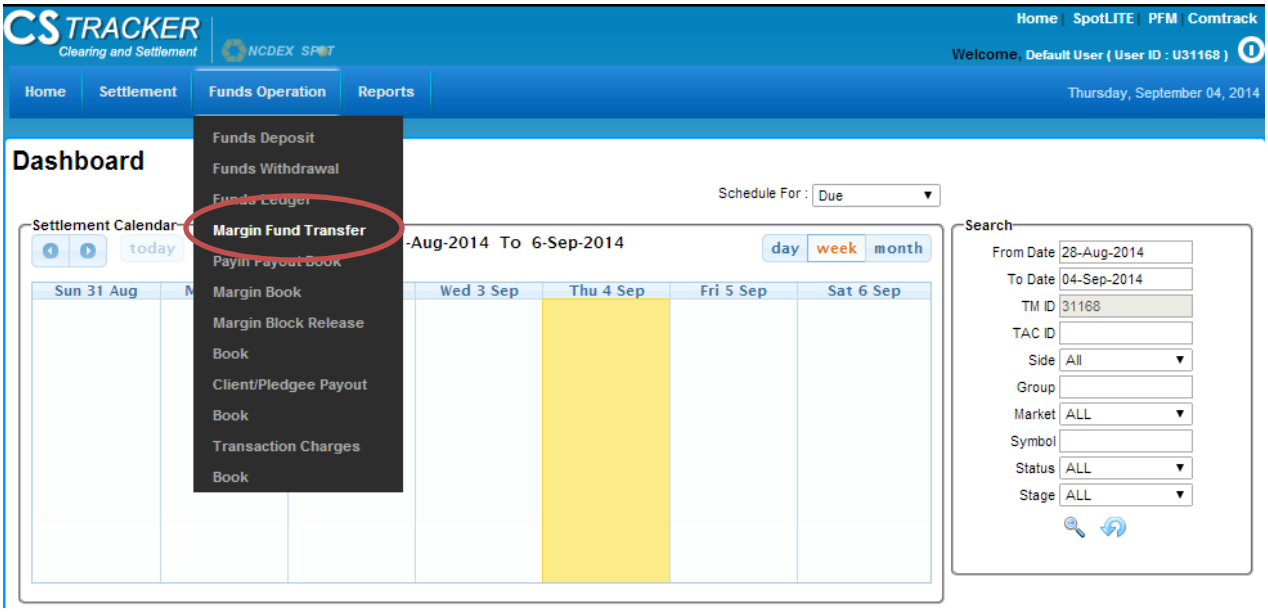


- If your account has sufficient margin balance then only you will be able to bid in the auction.
- If unfortunately you did not win any of the lots and you want to Withdraw money from your account then follow the steps below.

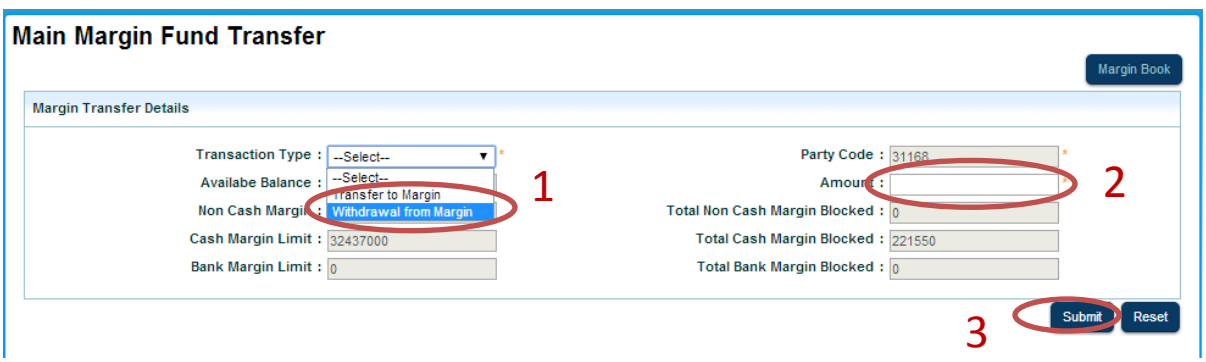
Log in to the CSTracker website

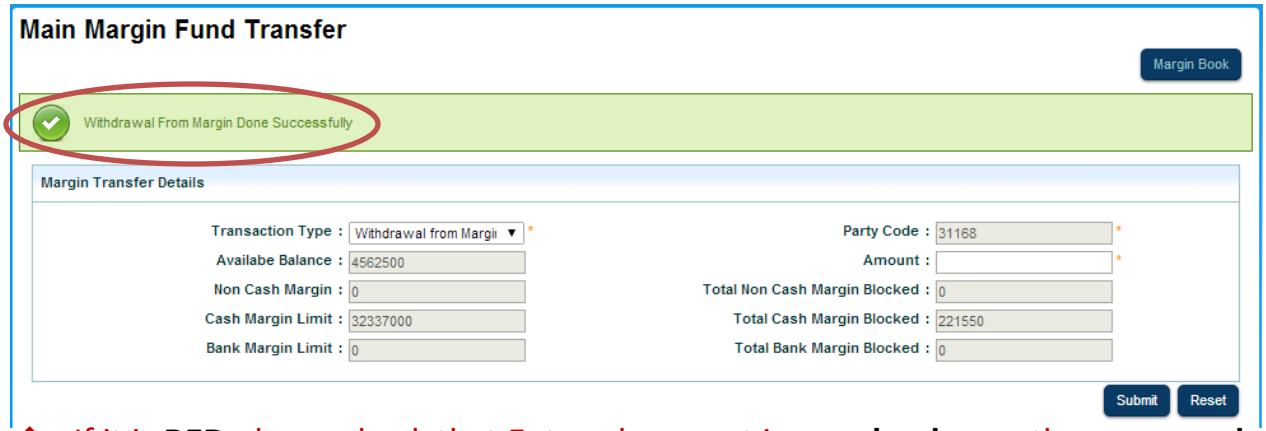


Keep your cursor in **Fund operation** and then click on **Fund Margin Transfer**

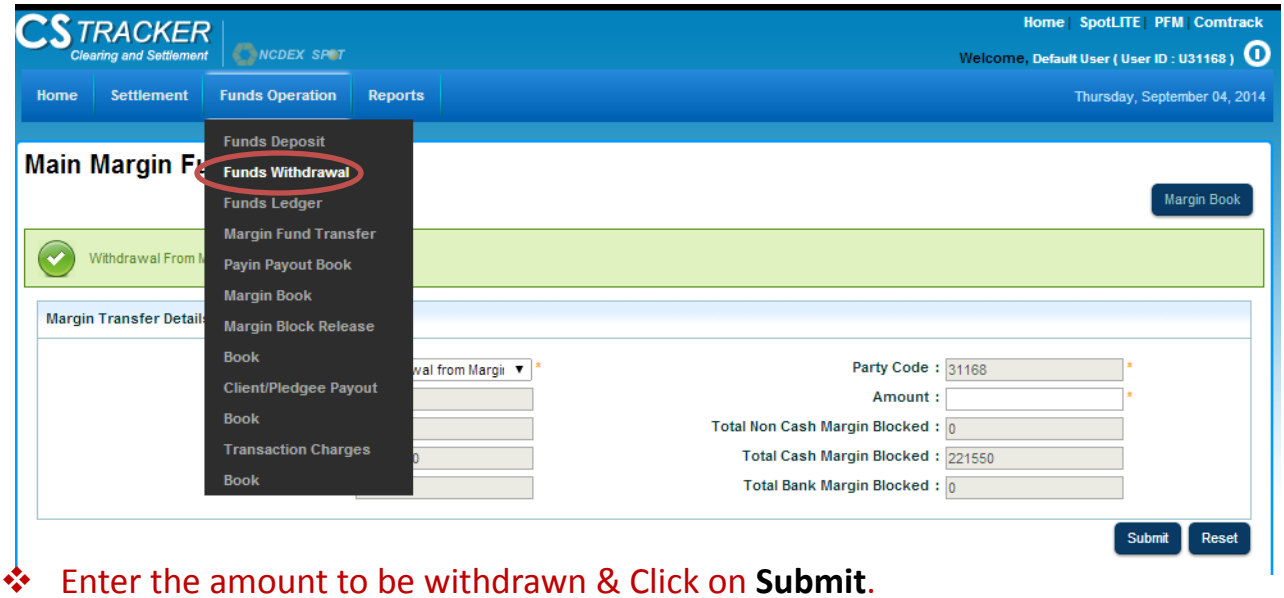


Click on **Withdrawal from Margin** in the dropdown at **Transaction type** & fill the **amount** you want to withdraw and click on **Submit**

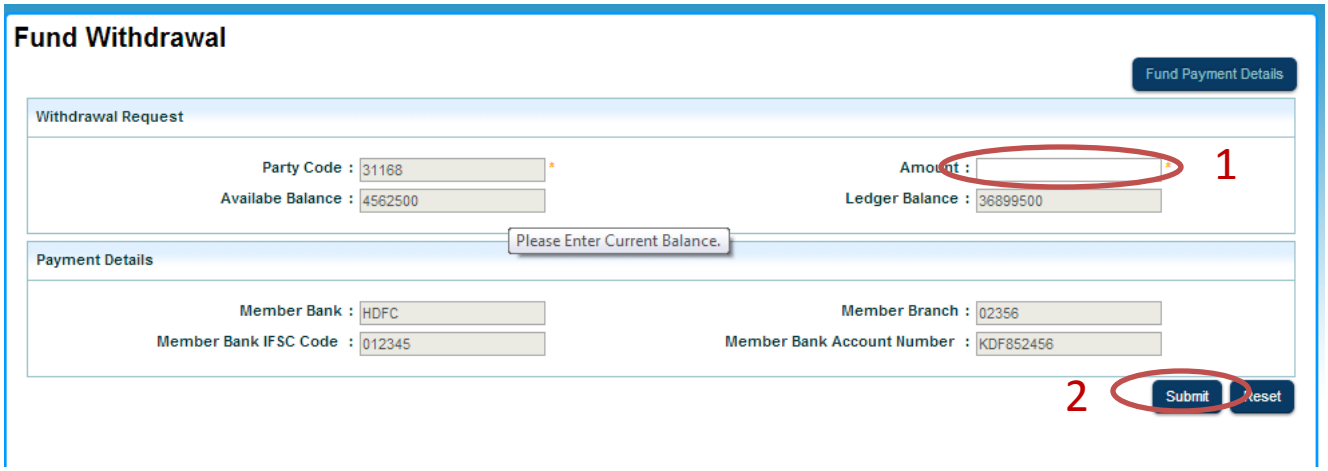




- If it is **RED** please check that Entered amount is **equal or lessor** than your **cash margin limit**
- **If it is GREEN then Keep cursor at Funds Operation & Click on Funds Withdrawal**



- Enter the amount to be withdrawn & Click on **Submit**.



Your money will be transferred to your account in the minimum required days needed for the transaction.

Electronic Auction Bidding Process

GUIDELINES

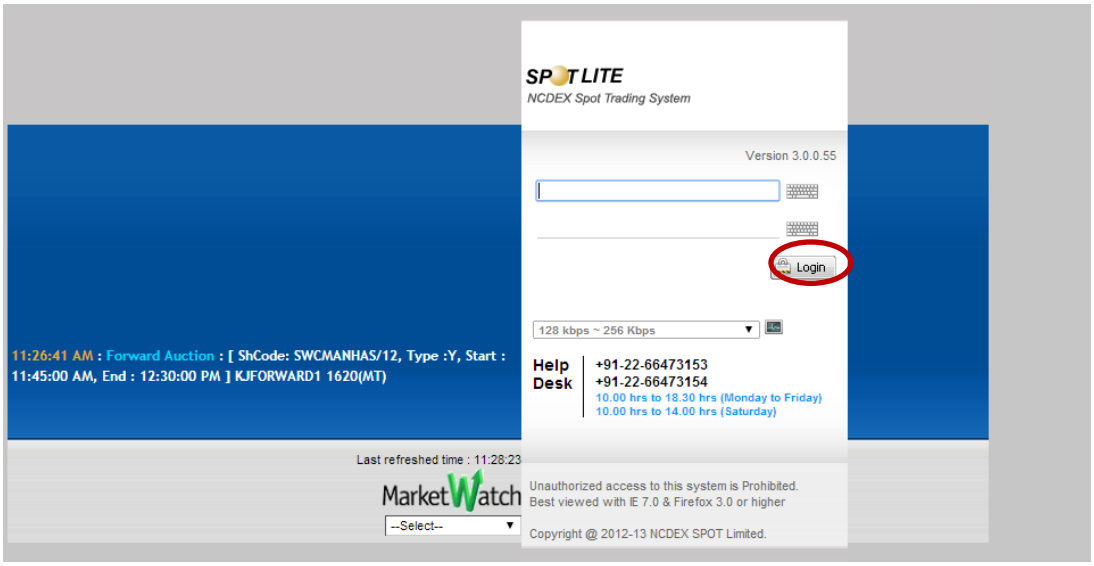
- ✓ **Only 1 user** can be logged in at a time by using his respective User id & Password.(Same user id cannot be used to log in from two different devices.)
- ✓ Please do not share your User Id & Password as bids coming from your Id will be taken as authorized and will be final in any case/**no cancellation** of bids will be entertained.
- ✓ Keep EMD **more than 5%** of expected maximum trade amount to avoid chances of **Bid rejection** during Auction session.
- ✓ Update your computer with **latest java application** as shown in the page no. 9
- ✓ Check Auction Schedule at least 1 day before the scheduled auction to prepare for the bidding as Auction will be running from **15 - 30 minutes** only for a particular lot.
- ✓ Keep your system at least **30 minutes before** the auction schedule time.
- ✓ Please do **not wait till the last minute** to put in your bids. Your bid **takes a limited time** to reach the auction server. If there are many bidders, your bid may be in queue or in transmission and may not reach server before the scheduled end time of the auction.
- ✓ If your bid does not reach the server before scheduled end time, it will be rejected.
- ✓ Try and put in your bids at **least 3-5 minutes before** scheduled end to ensure that it reaches the server in time.
- ✓ Yankee Forward Auction:

  User has to bid at least **100 MT (or more than 100 but complete number no fractional quantity)** & a Price for the first bid. **Neither Quantity nor Price** can be **reduced** in the next bid.

  Only increased value will be accepted by the system. However with same price, Quantity can be increased and then your new quantity will be accepted and old bid will be removed(follow the steps given in next few pages for better understanding)
- ✓ Once confirmed quantity & price will taken as final & no cancellation of bids will be entertained hence before you click on submit please ensure that you have checked the quantity & price on the confirmation screen.

Go to the NCDEXSPOT Auction Website: **trade.nspot.in**

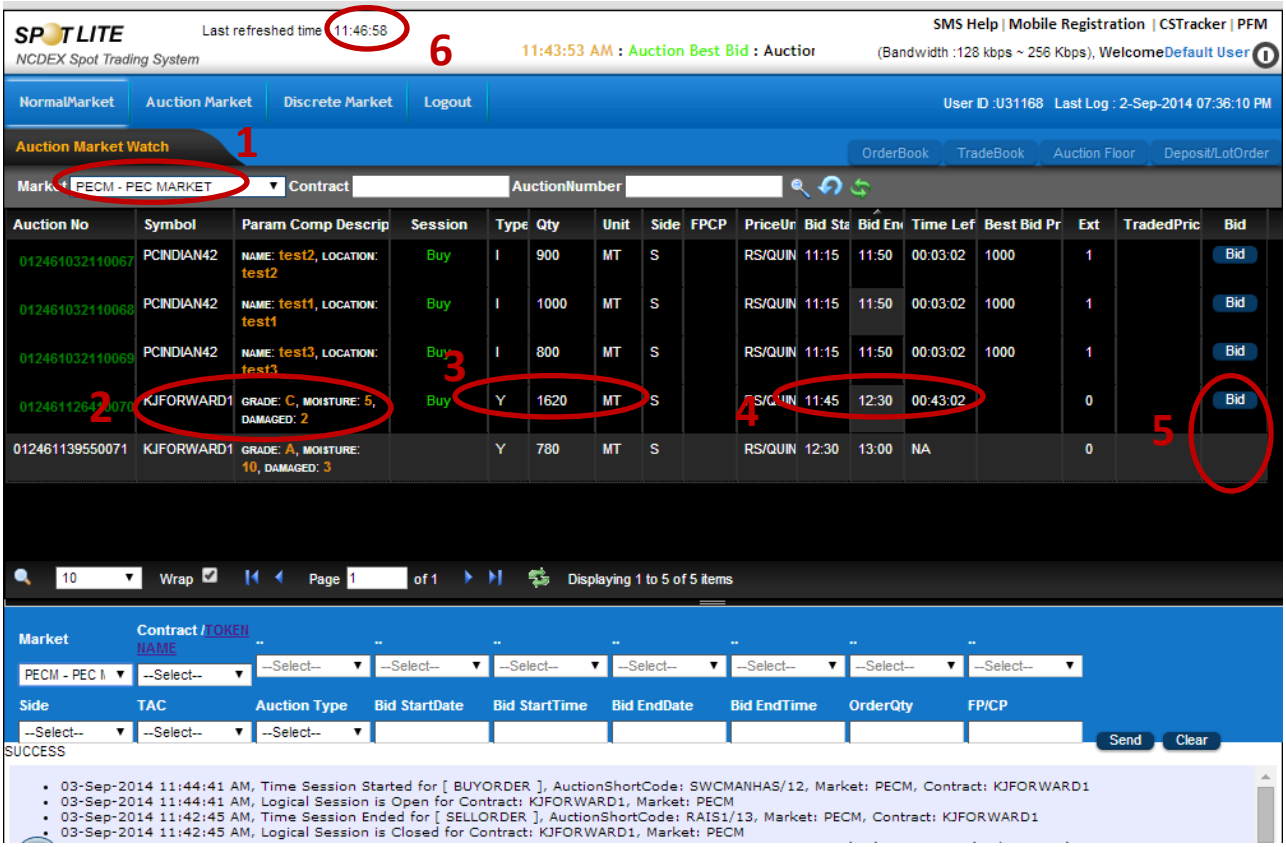
Enter your **User Id** & **Password** given by NSPOT & click on **Login**



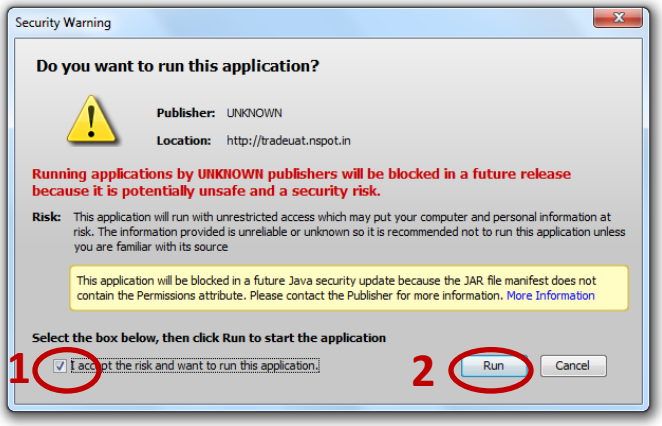
After Log in you see is **Auction Market Watch** screen

Check the encircled areas for understanding the system

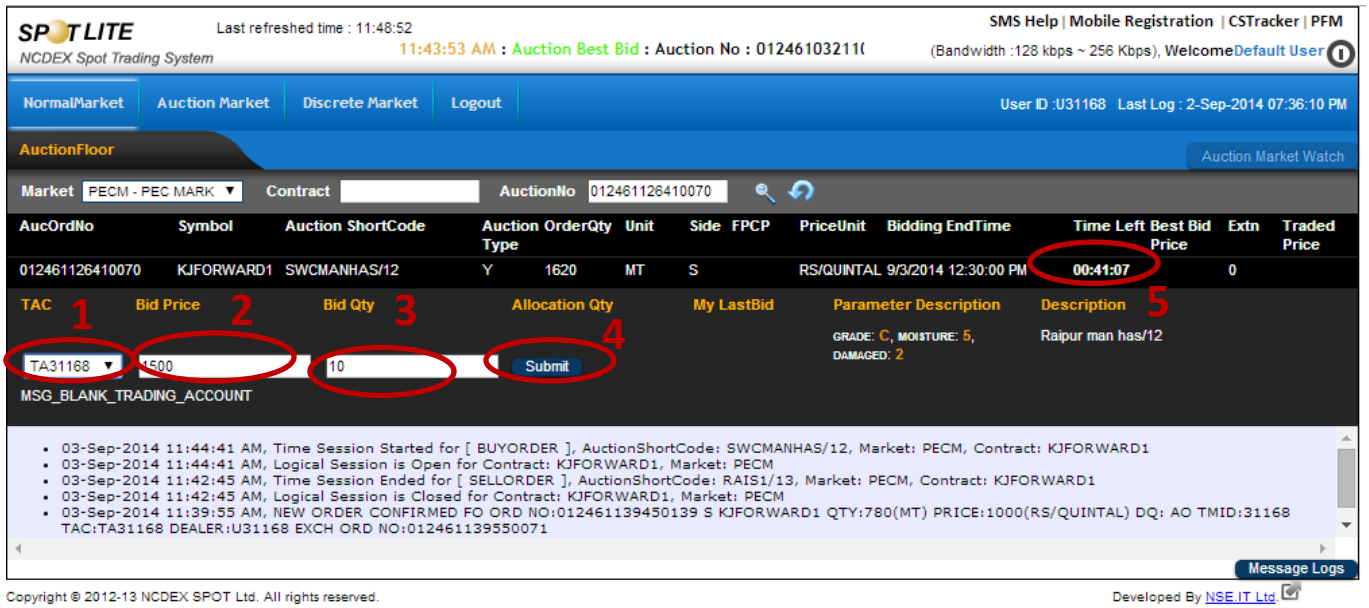
1. **Market**
2. **Symbol & Description**
3. **Type, Quantity**
4. **Bid start time, End time & Time left**
5. **Bid(started or blank)**
6. **Last refreshed time (Website Watch)**



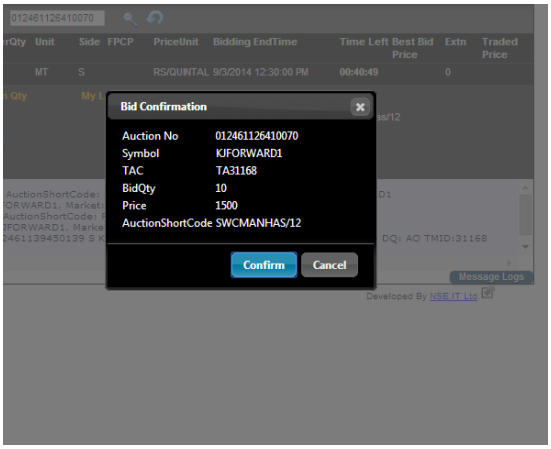
- If the auction is not started please check the System watch(6 in last page) to know the remaining time for auction to start.
- Once the auction starts you will see **Bid** in **circle 5,** Click on the **Bid**
- You may see this pop up in the screen then click on box (1) & then click on **Run**



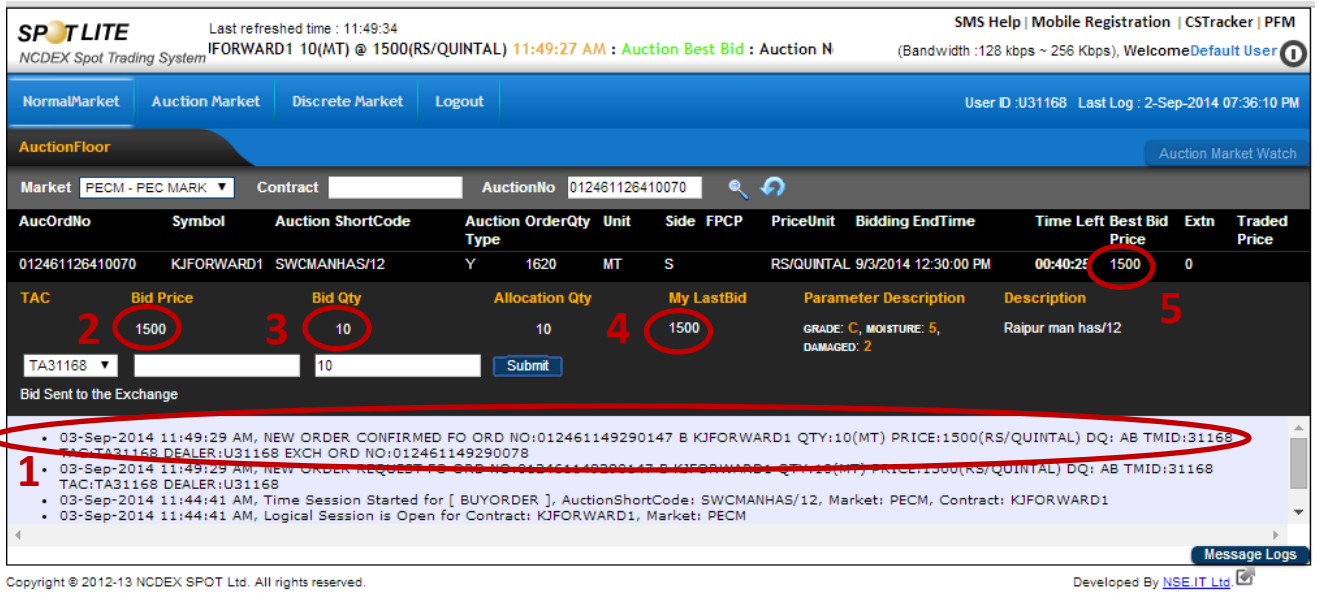
- Select **TAC**, Enter Bid price in **Rupees/Quintal** and Quantity in 100 MT or more than 100 (For Yankee Auction only & Default for English auction) and Click on Submit.
- **Time left** for end of auction can be checked on **circle no. 5**



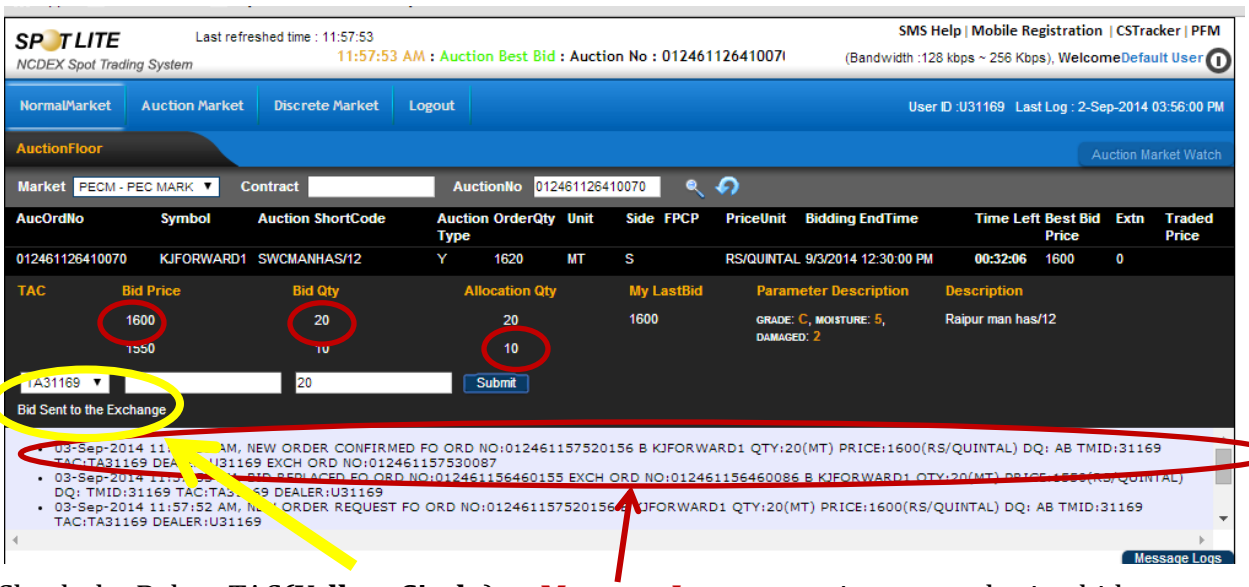
- Check **BidQty** & **Price,** if correct click on **Confirm,** if you want to change click on **cancel** & fill the correct quantity and price then click on **Submit** & then **confirm**



- Check message Logs(1), Bid Price(2), Bid Qty(3), My lastBid(4) & Best Bid price(5) for the bid acceptance.



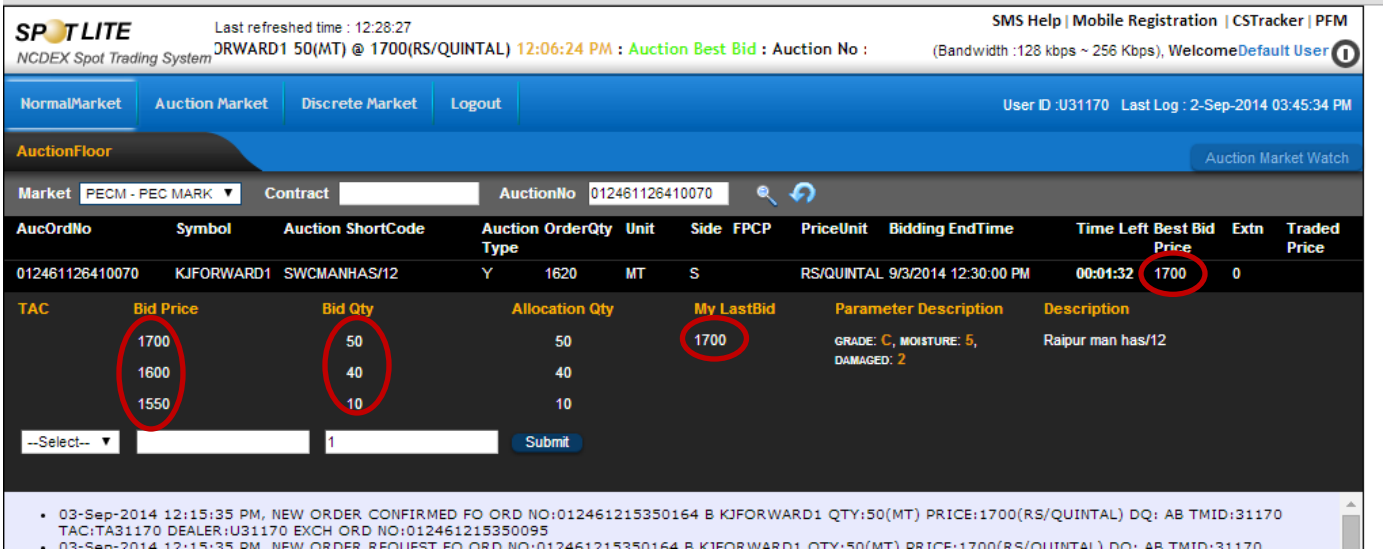
- When other bidder puts bid higher than your it will be updated in the platform as next image.



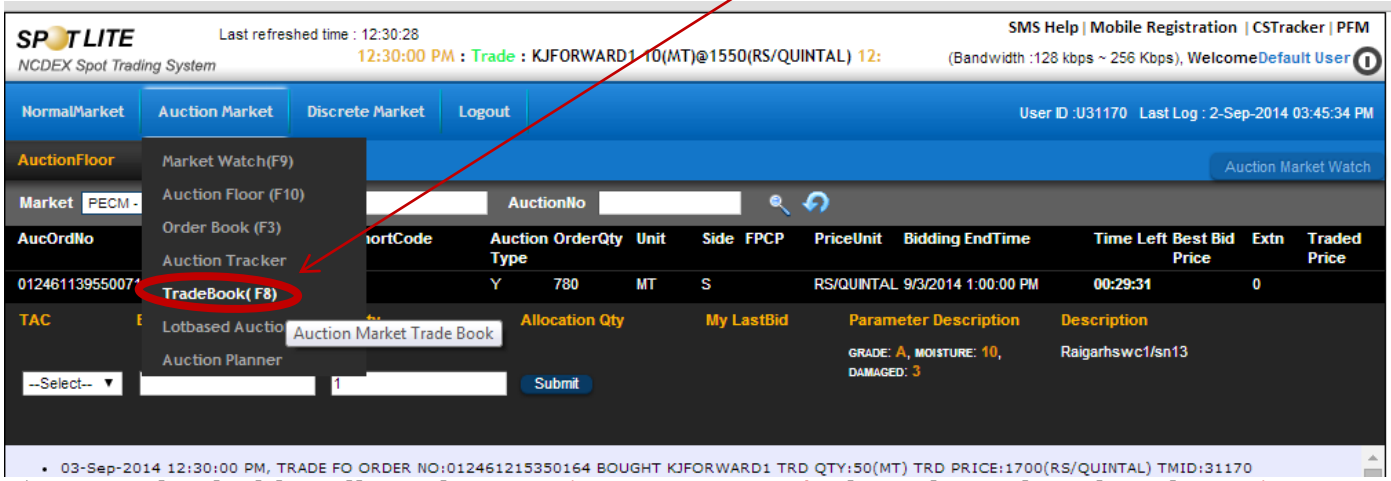
Check the Below TAC**(Yellow Circle)** or **Message Logs** every time you submit a bid
If your first bid was for 1550 Rupees with 10 MT then response for the next bid entered will be:

Sl.	Bid Qty	Bid Price	Response	New Qty	New Bid Price
1	10	>1550	Accepted	10	New price
2	10	<1550	Rejected	10	1550
3	>10	1550	Accepted	New Qty	1550
4	<10	1550	Rejected	10	1550
5	<10	<1550	Rejected	10	1550
6	>10	>1550	Accepted	New Qty	New Price

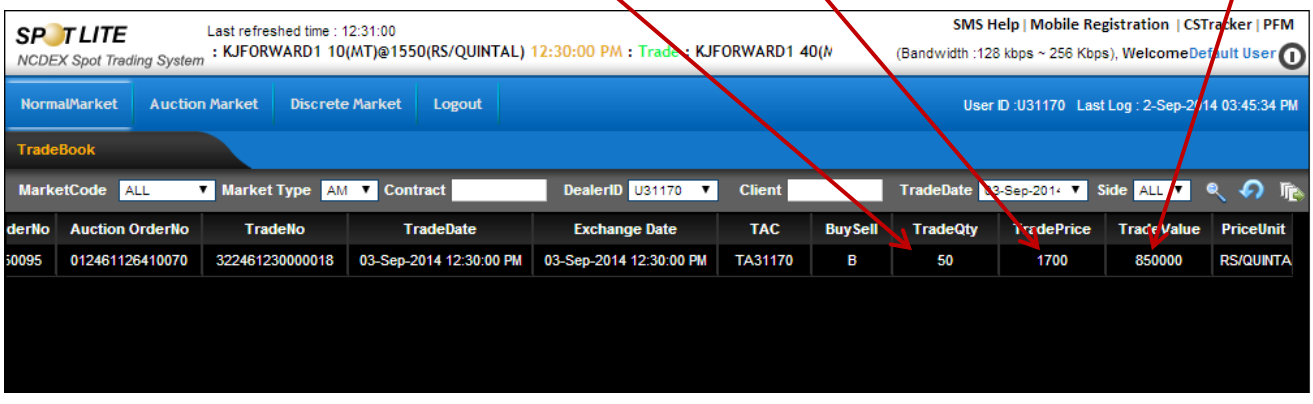
- Check remaining time and the Bid Price(1), Bid Qty(2) & Allocation Qty(3)



- Once the auction is complete go to Your TradeBook(Press F8) to check the Final allotted quantity to you.



- For this bidder allotted Qty is 50 MT @ 1700/Qtl. With total trade value 850000



- Once we get the **trade acceptance** by the Seller, it will be communicated to the winner by Email (It may take2-3 days) & then **settlement process** will start.

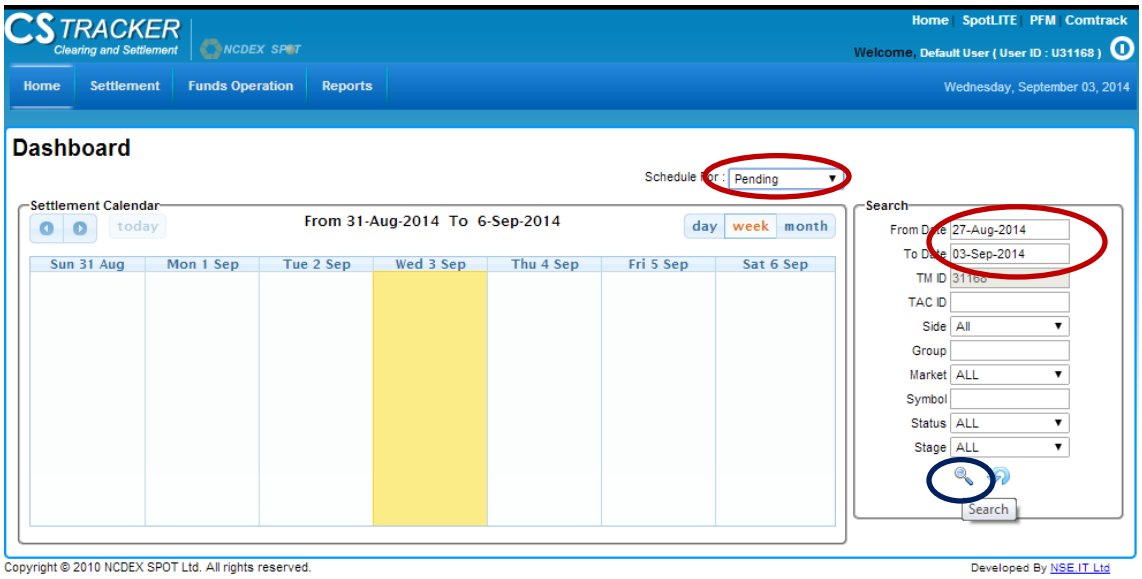
Settlement Process

- Once you get confirmation mail from NSPOT about your Bids Acceptance you have to deposit S.D. within 1 day to avoid cancellation of the bid.
- For updating Security Deposit in **CSTracker** please follow the steps given during EMD updating from **page no 2 & 3** (in this file) up to fund deposit.
- S.D. **does not required to be updated** in Margin Account or if updated in Margin Account please do follow the steps to Withdraw from Margin as given in **page no. 5**
- After updating the S.D. follow steps given below

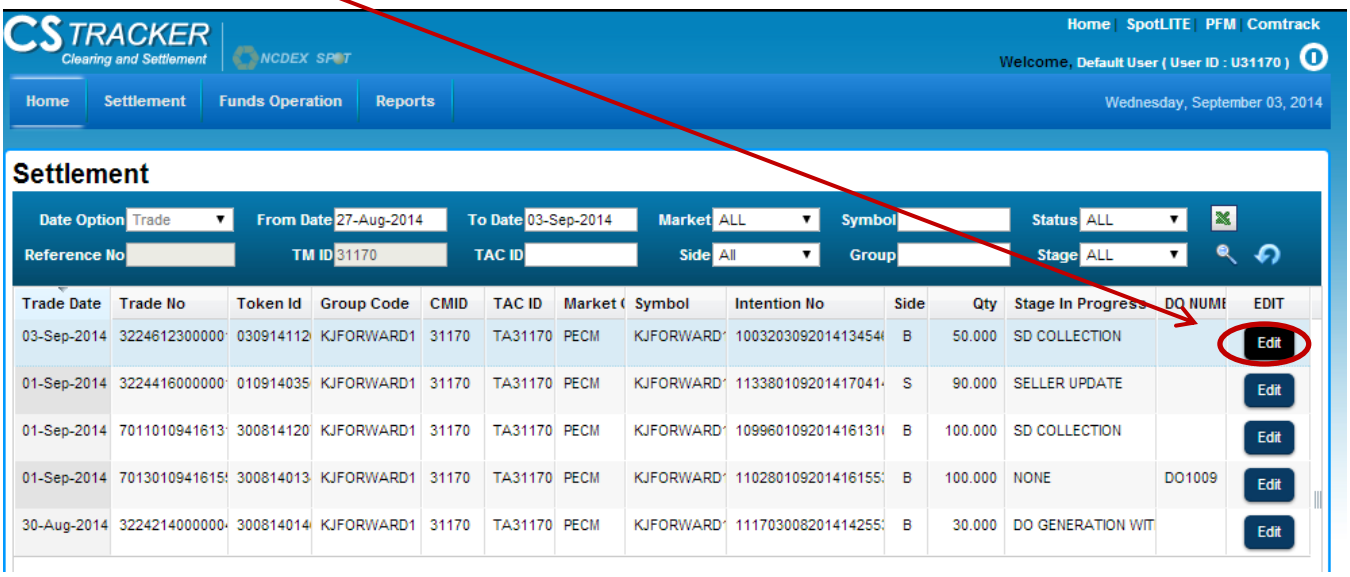
Go to https://cst.nspot.in , Enter your user id & Password & Click on Login



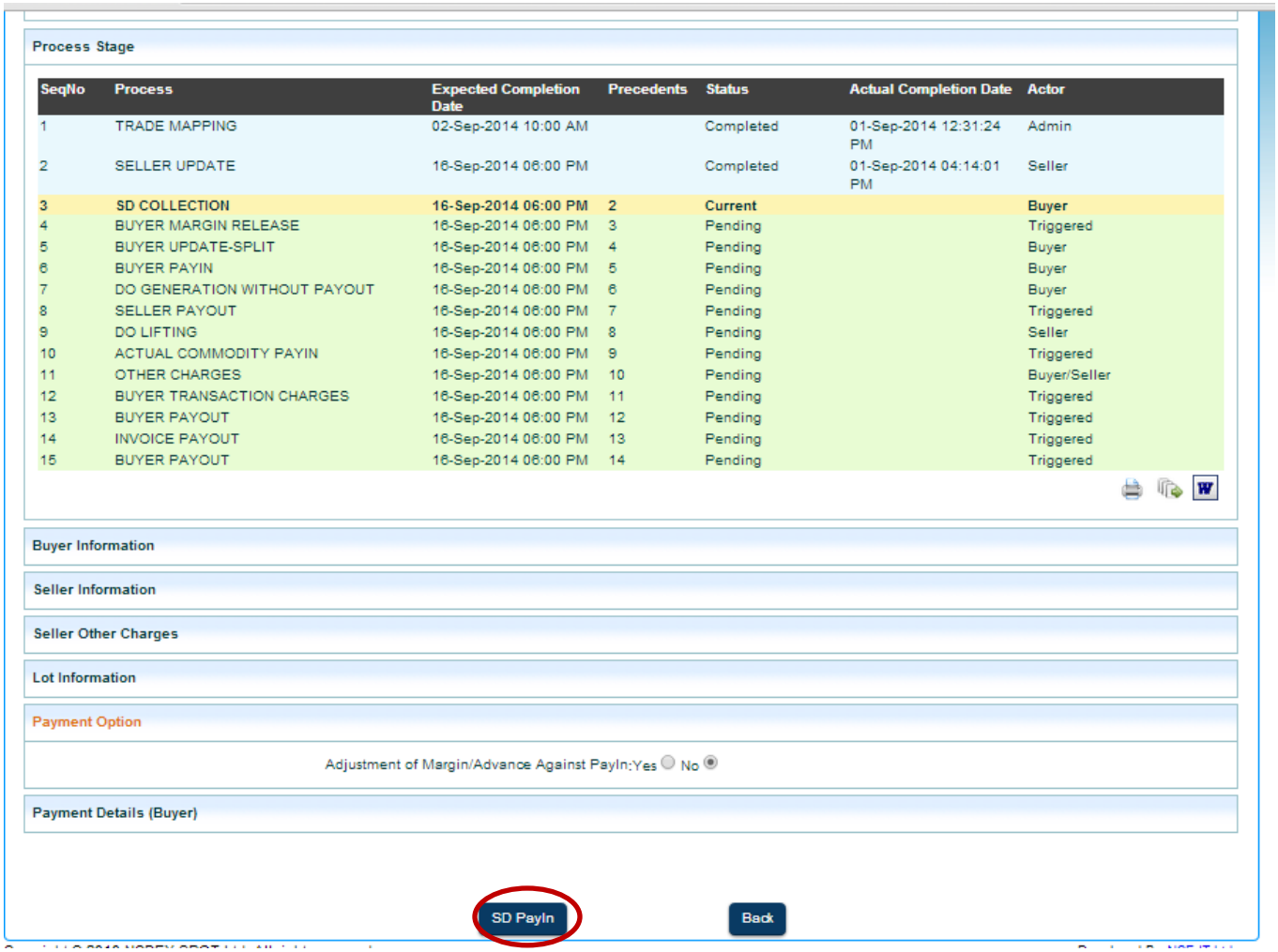
Click on **Schedule for** Select **Pending** then Click on **From Date** and put the date of auction and then click on **Search (Blue circle)**



- Check the **Quantity** & **Stage in Progress,** When it shows **SD COLLECTION** then click on the **Edit** to deposit SD.

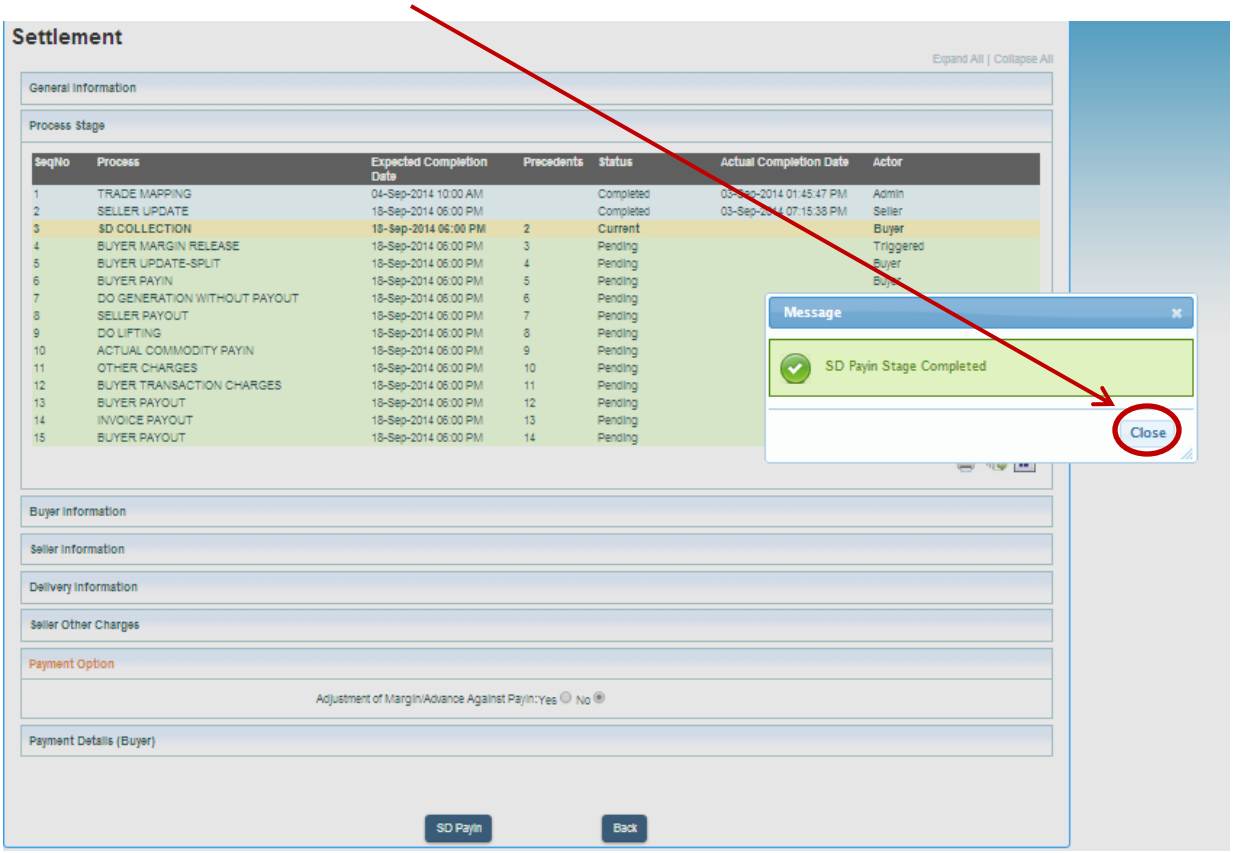


- Click on **SD PayIn**

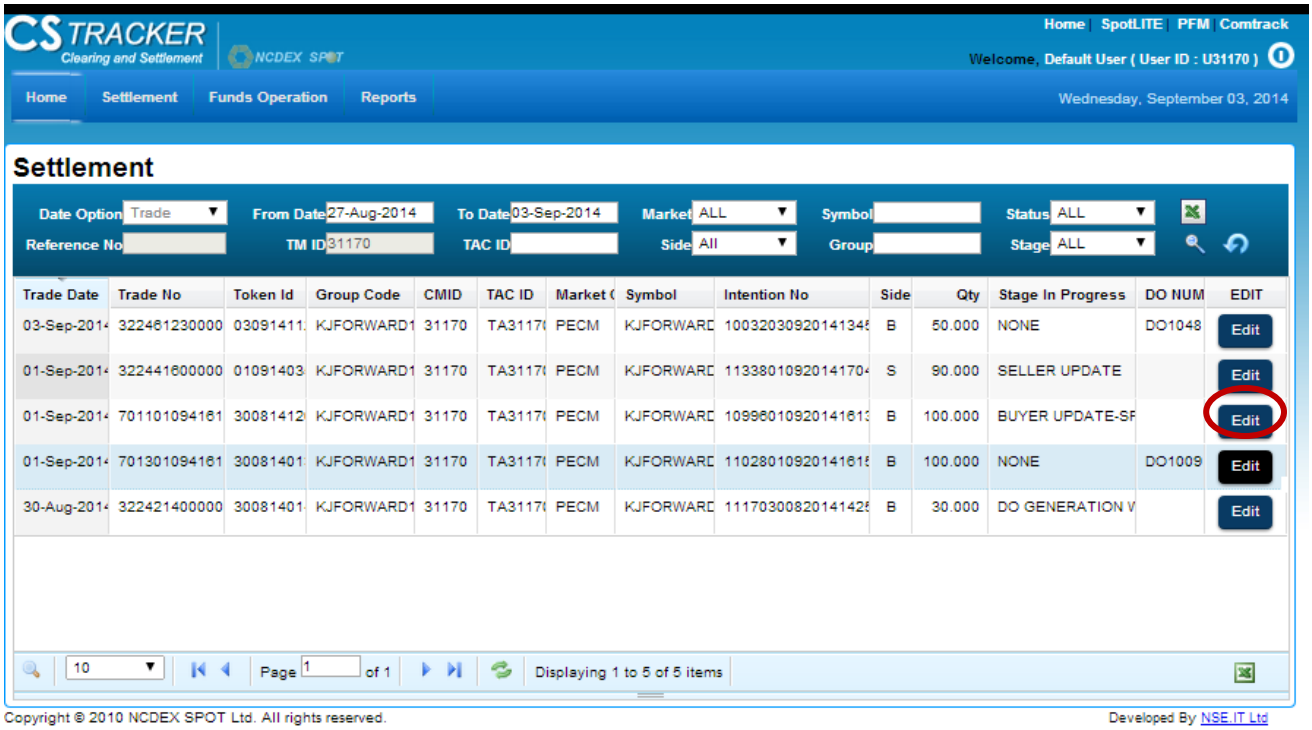


- If you have sufficient Available balance then next screen will be like next image.

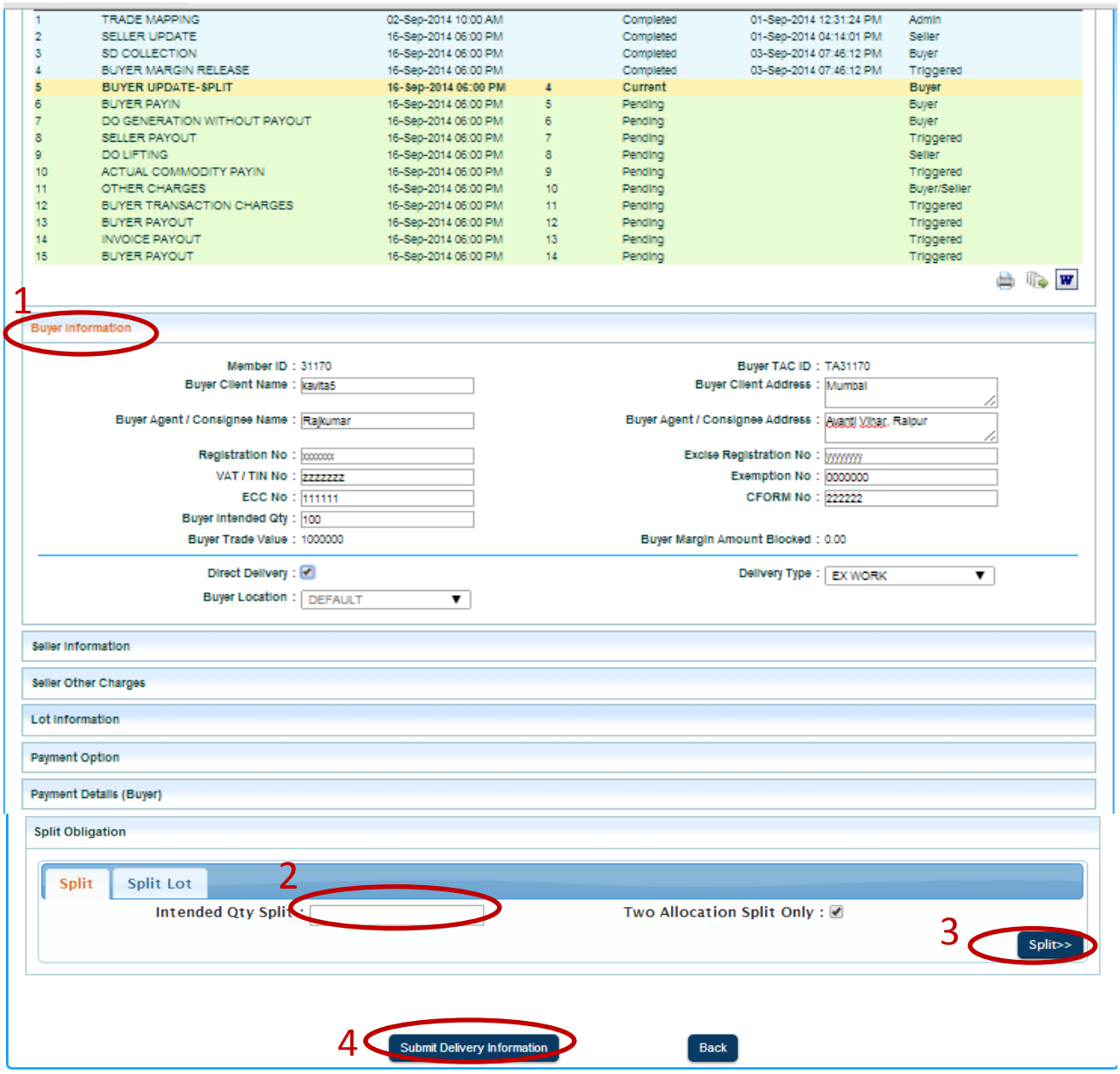
Click on **Close**



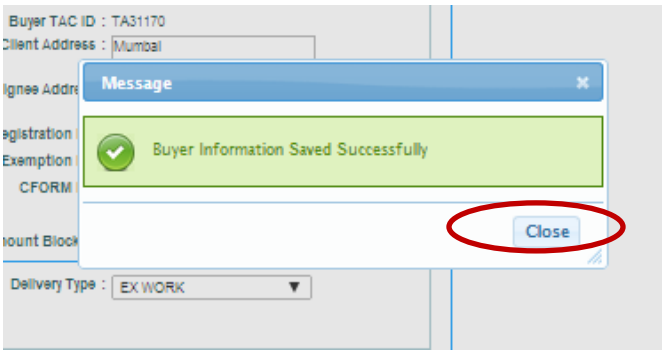
column **Stage in Progress** you will see **BUYER UPDATE-SPLIT, Click on Edit**



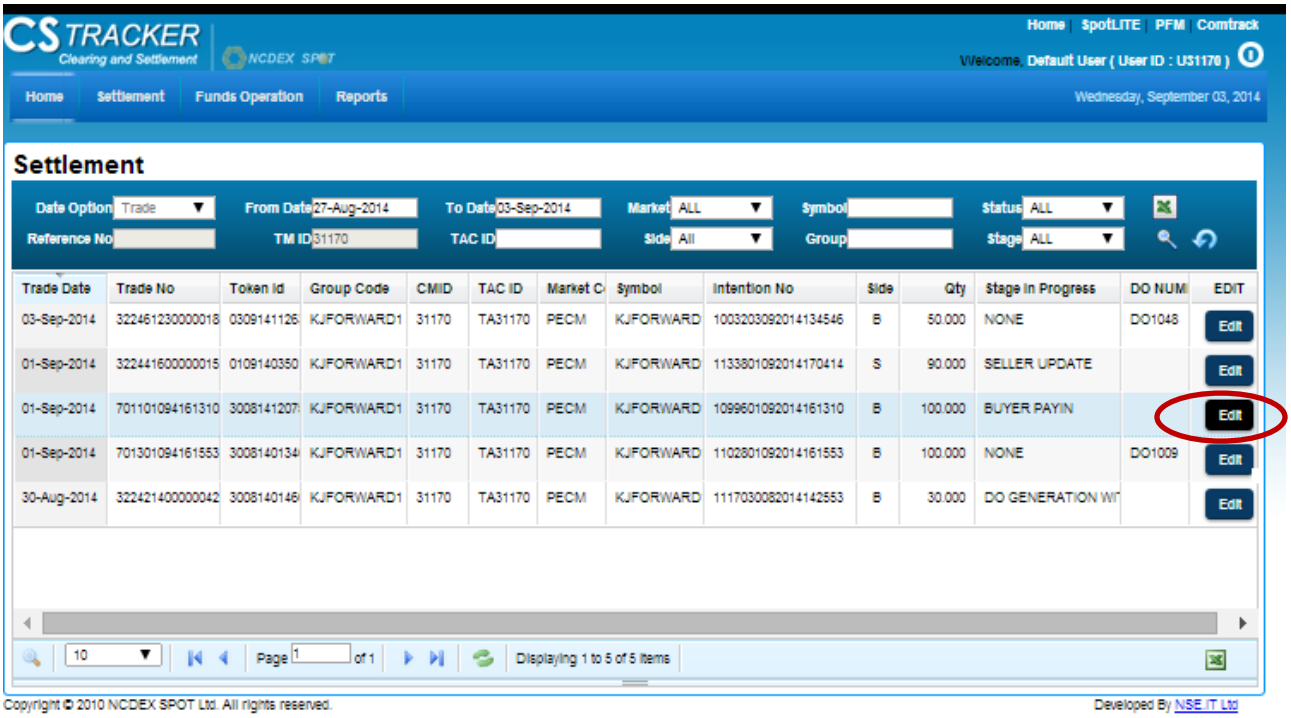
Fill all the required fields in **Buyer Information** (1)area & If you want to take split delivery then you can click on **Split Obligation(2)** and split the total quantity in maximum 3 deliveries for your convenience by putting first delivery quantity in the box & click on **Split>> (3)**but Total payment should be made within 20 days from getting Confirmation mail from NSPOT
click on **Submit Buyer Information(4)**



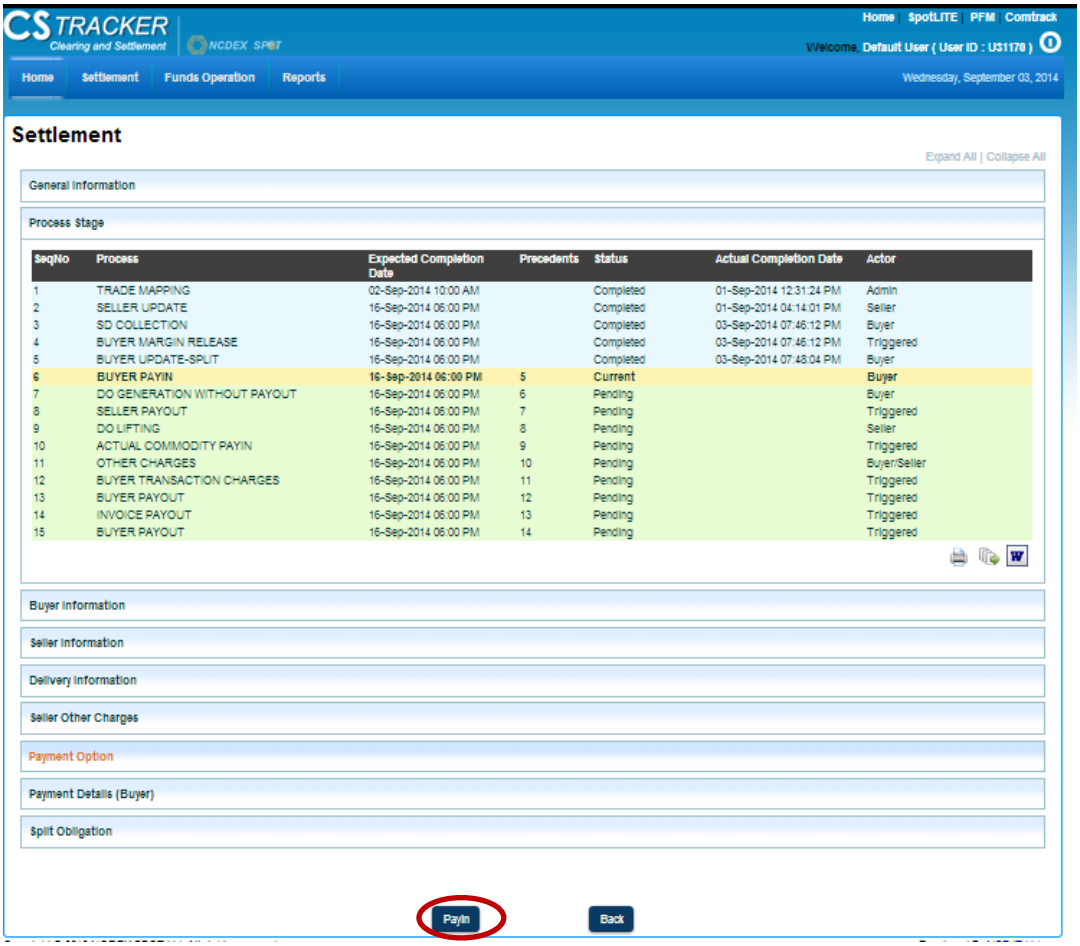
If all information has been filled correctly pop-up will come, then click on **Close**



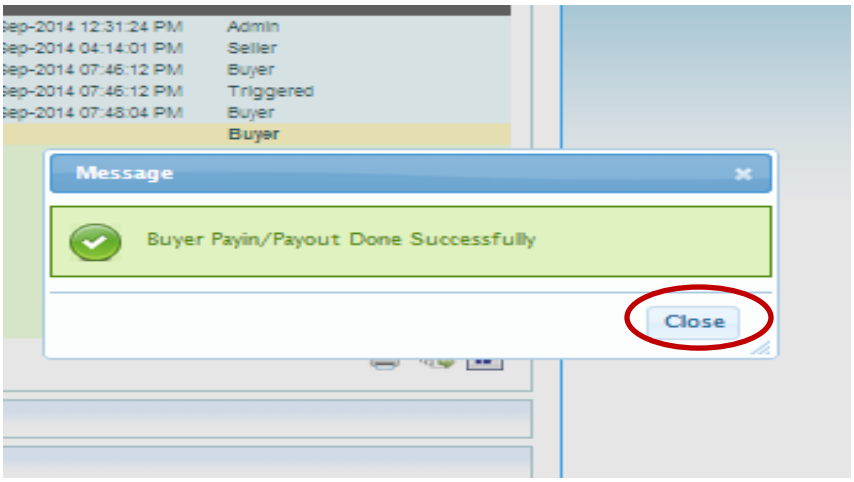
Stage in Progress you will see **BUYER PAYIN** then Click on **Edit**



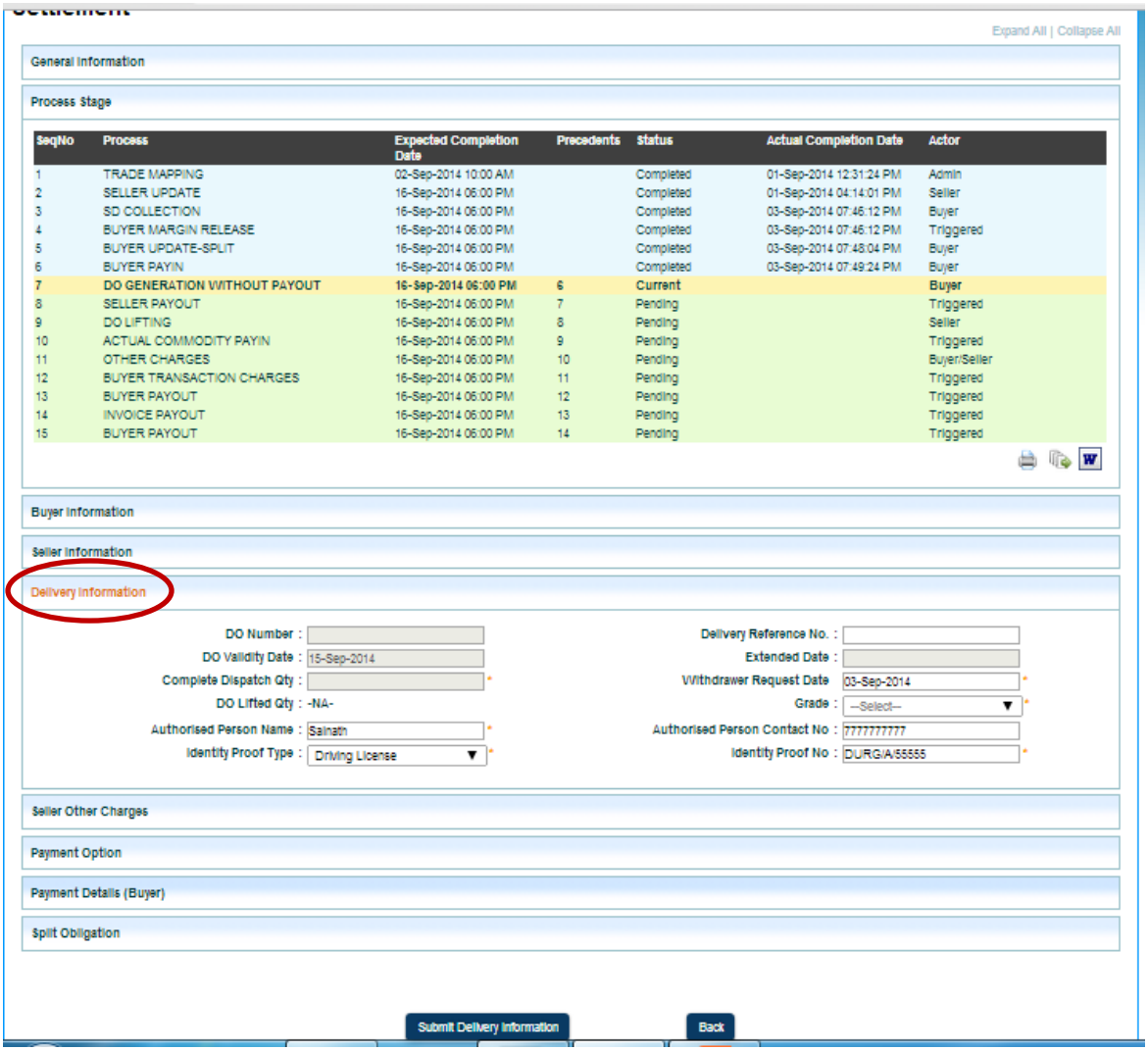
Just click on PayIn at the bottom.



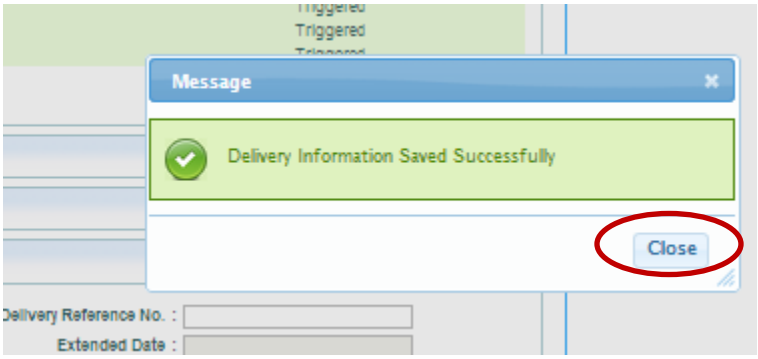
Click on **Close**



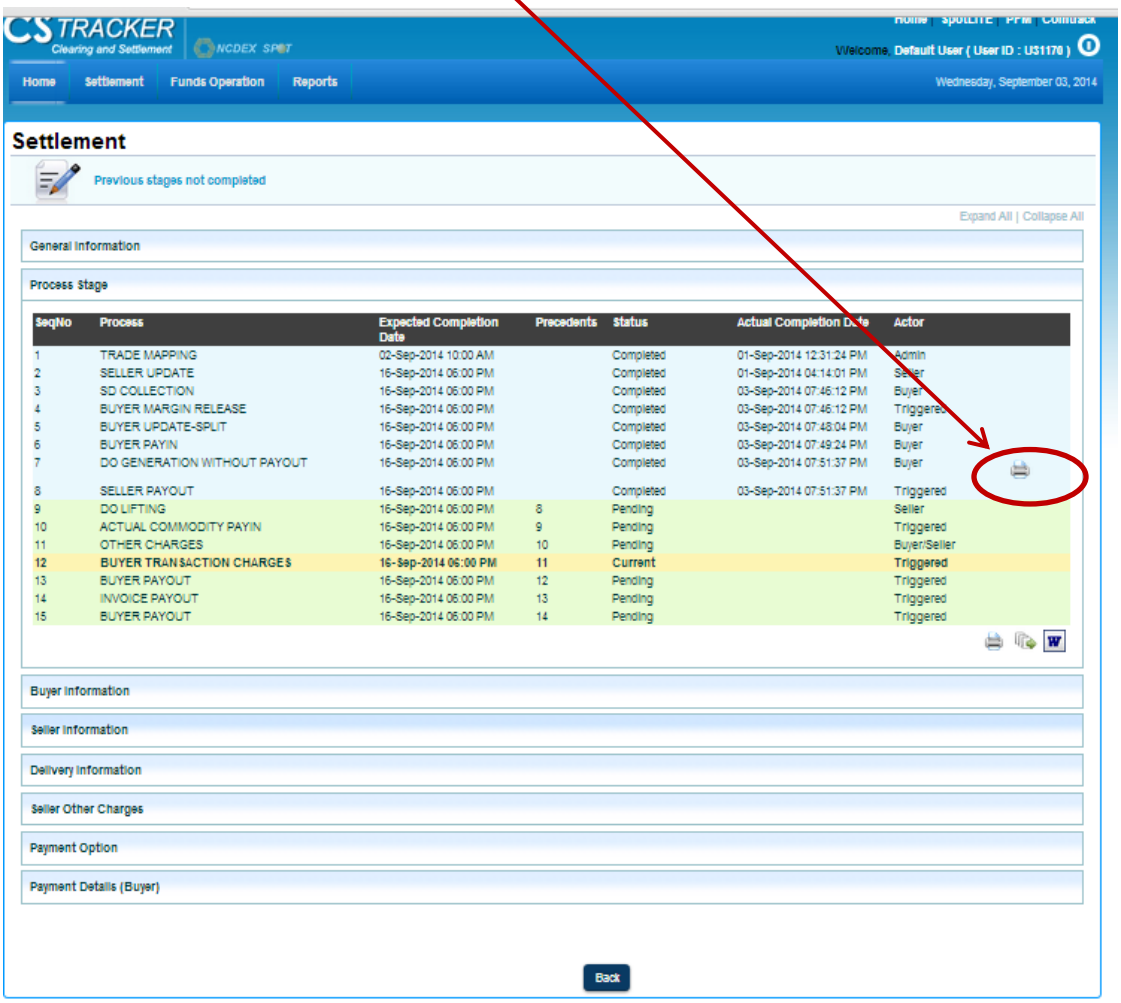
- You will go to the main page, In stage of Progress you will see **DO Generation Without PAYOUT** then click **Edit** on the Same row you have been selecting last time.
- Fill the **Delivery Information**, Authorized person name, No. Id Proof & Id no, and Withdrawal request date **then click on Submit Delivery Information**



Click on **Close**



- You will go to the main page, In stage of Progress you will see **BUYER TRANSACTION CHARGES** then click **Edit** on the Same row you have been selecting last time.
- Click on the **Print icon** came in front of the **DO Generation Without PAYOUT**
- Save the file, that is the **Delivery Order** Take this DO with the Lorry to the respective Delivery Location, give it to the Warehouse Incharge & he will prepare a release order & then after loading you can transport to the location you want.
- Actual weight will be updated by the Warehouse Incharge to the system and if actual weight is lessor than the DO then seller will return the excess amount within 3 working days which will be transferred to your account later.



Generated **Delivery Order** will look like the image below

BUYER MATERIAL RECEIPT/ PROOF OF DELIVERY as on 03-Sep-2014 04:28:39 PM

SAMPLE D.O.

Delivery Order Date:	04-Sep-2014	Market Type:	AM
Commodity Code:	KJFORWARD1	Symbol:	KJFORWARD1
Allocation No:	1003003092014134545	Trade Date:	03-Sep-2014
Delivery Order Qty:	5 MT	Trade/Auction No:	322461230000020
Trade Price:	1550.00	Contract Description:	KJFORWARD1
Auction Reference No:	SWCMANHAS/12	Delivery Order No:	DO1035
TMID:	31168		
Delivery Reference No:			
Validity of DO:	17-Sep-2014		
Extended Validity Date:		Location:	
GRADE:		MOISTURE:	5
DAMAGE:	2	:	
:		:	
:			

Buyer agent Name

Id Proof & No.

We/ I undersigned are/is authorizing 'Chandu' who will produce 'DLN' with Identity Proof No: 'Raipur/A/58888' as identity.

Name of User:	Default User	Buyer Consignee Name:	Ramprakash
Name of Organisation:	kavita3	Consignee Address:	raipur
Signature of Person:		Buyer VAT/TIN No:	XXX

Delivery Confirmation

Actual Delivery Date	Actual Qty	Weighbridge receipt no	Vehicle No	Transporter Name	Balance Qty (if any)

Name of Warehouse Incharge:

Signature:

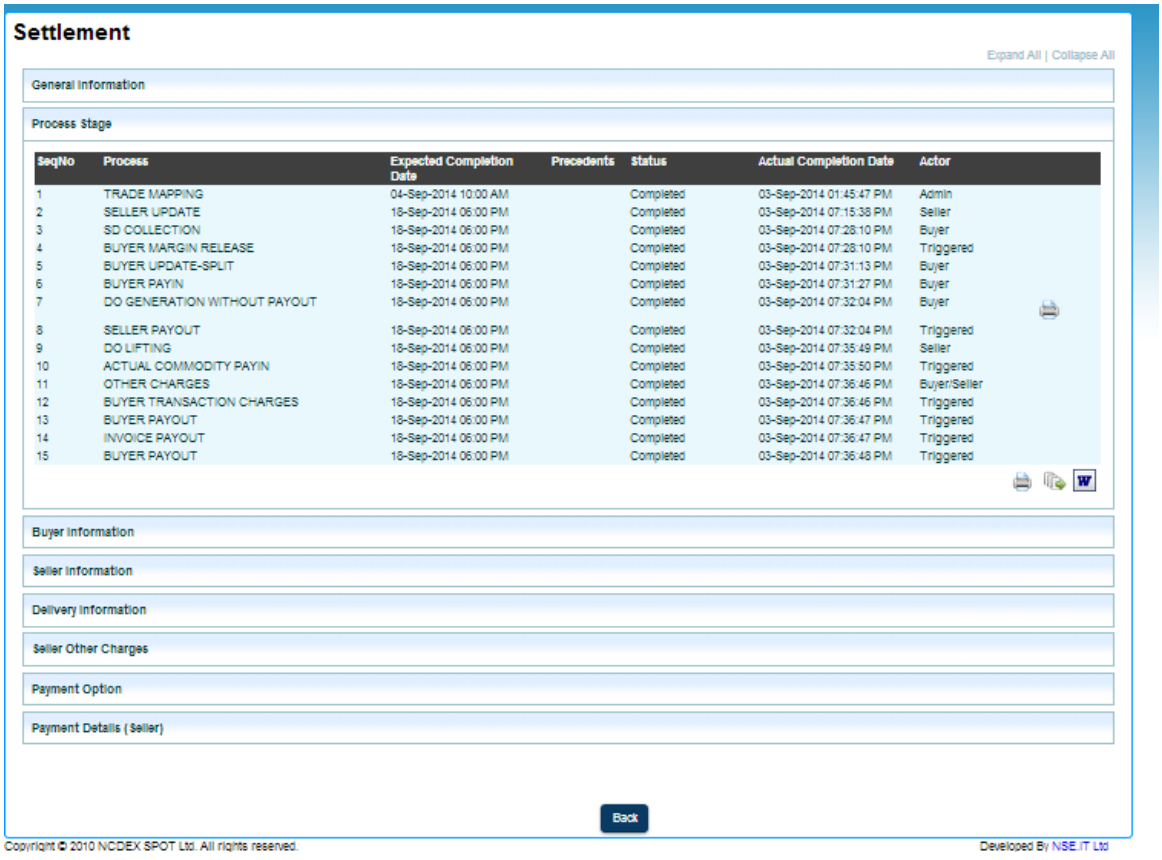
Location:

Date:

Details of the warehouse incharge to be filled and keep for tracking

GENERATED THROUGH NSPOT SYSTEM AS ON 03-Sep-2014 04:28:39 PM

- If there is any other charges applicable then seller will update in the same system and it will be visible to you as well.
- Once all the process is over then Click on Edit you will see Status as completed in all Processes.



Settlement

Expand All | Collapse All

General Information

Process Stage

SeqNo	Process	Expected Completion Date	Precedents	Status	Actual Completion Date	Actor
1	TRADE MAPPING	04-Sep-2014 10:00 AM		Completed	03-Sep-2014 01:45:47 PM	Admin
2	SELLER UPDATE	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:15:38 PM	Seller
3	SD COLLECTION	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:28:10 PM	Buyer
4	BUYER MARGIN RELEASE	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:28:10 PM	Triggered
5	BUYER UPDATE-SPLIT	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:31:13 PM	Buyer
6	BUYER PAYIN	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:31:27 PM	Buyer
7	DO GENERATION WITHOUT PAYOUT	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:32:04 PM	Buyer
8	SELLER PAYOUT	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:32:04 PM	Triggered
9	DO LIFTING	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:35:49 PM	Seller
10	ACTUAL COMMODITY PAYIN	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:35:50 PM	Triggered
11	OTHER CHARGES	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:36:46 PM	Buyer/Seller
12	BUYER TRANSACTION CHARGES	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:36:46 PM	Triggered
13	BUYER PAYOUT	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:36:47 PM	Triggered
14	INVOICE PAYOUT	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:36:47 PM	Triggered
15	BUYER PAYOUT	18-Sep-2014 06:00 PM		Completed	03-Sep-2014 07:36:48 PM	Triggered

Buyer Information

Seller Information

Delivery Information

Seller Other Charges

Payment Option

Payment Details (Seller)

Back

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- Same steps should be followed every time you participate in NSPOT E-Auction.

Best of Luck for the Auction

For Any Queries Please Call

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GLOSSARY

- NSPOT: NCDEX SPOT Exchange Ltd., Mumbai
- EMD: Ernest Money Deposit
- SD: Security Deposit
- E-Auction: Electronic Auction
- DO: Delivery Order
- RO: Release Order
- Buyer/Client/Bidder/Party: Members who are given authorized User id & Password by NSPOT.
- Seller/CGSCSC/Government: Chhattisgarh State Civil Supplies Corporation, Raipur
- Lot: Minimum Quantity to be offered for sale i.e. 100 MT.
- MT: Metric Ton