

## FAQ on Online EMD Management

1. In which account should I pay/deposit my EMD which is in the name of MJ?

After you Login with your user id & password, your unique bidder id will be always visible on your screen which is your Virtual Account Number (VAN) where you can deposit any EMD which is taken in the name of MJ or... After you Login with your user id & password, on top-right side of your screen “Welcome Mr. your Organization name” will be written, where if you put your cursor, three options will be visible:

- i. Profile
- ii. Change Password
- iii. Sign out then if you click on Profile, you will be able to view your details which are there in our database. On the bottom-right side of your screen “Banking Information for transferring EMD” will be visible where you will be able to view your EMD deposition details which are taken in the name of MJ:
  - i. Virtual Account Number (VAN)
  - ii. Beneficiary name
  - iii. Bank name
  - iv. Branch name &
  - v. IFSC Code

2. What are the different methods of EMD payment?

There are 3 methods through which an online EMD can be deposited:

- Real Time Gross Settlement (RTGS)
- National Electronic Funds Transfer (NEFT)
- Fund Transfer

3. What is the meaning of “Free Pool”?

Status of Money deposited by you in your virtual account can be viewed here after it is credited to your account. To participate in an auction you can allocate money from this pool to any auction where EMD is in the name of MJ

4. What is the meaning of “Blocked against auction” pool?

EMD amount allocated by you for Catalogue-wise/Group-wise/Lot wise auctions can be viewed in this pool after self- attachment If you are H1 then you cannot reuse this money in any fresh

auction till such time results of the previous auction where you had allocated the money is declared.

5. What is the meaning of “Client Specific EMD Pool”?

All Permanent EMD given by you in the name of MJ/Client can be viewed here.

6. What are the different types of EMD?

There are 4 types of EMD:

- Permanent EMD (P-EMD)
- Catalogue-Wise EMD (C-EMD)
- Group-Wise EMD (G-EMD)
- Lot-Wise EMD (L-EMD)

7. What are the advantages of Permanent EMD?

The advantages of Permanent EMD are:

- With one Permanent EMD you will be able to participate in n number of auctions of that particular Client/Client-Category, till the time the money is available with Client/Mj or your participation is not restricted.
- If you have given Permanent EMD in the name of Client then you will automatically get attached to that particular Client/Client Category auction however you have to only accept the Terms & Conditions of the catalogue.
- In case of catalogue revision you do not have to reattach yourself to the revised catalogue you have to only accept the Terms & Conditions of the catalogue.

8. What is the meaning of Catalogue-wise EMD?

- Catalogue-wise EMD means an EMD which you are giving for the whole catalogue of an auction. This EMD is specific to a particular auction. The EMD amount cannot be reutilized till such time the auction results of all your H1 lots are declared.
- Every time you give Catalogue-wise EMD, you have to self-attach yourself to the auction.
- In case of catalogue revision you have to reattach yourself to the revised catalogue.

9. What will happen if I give Catalogue-wise EMD in the name of MJ and:

a. I am H1 in a lot:

EMD will be blocked and cannot be utilized if you are H1 even in one lot of that particular auction, till such time the auction results of all your H1 lots are declared.

b. I am H1 and my lot has been approved:

Catalogue-wise EMD paid will be blocked and will be treated as per the Terms & Conditions in the catalogue.

c. I am Not-H1:

Your EMD will be released and the money will get credited to Free Pool after the closure of the catalogue which you can re-utilize in any auction where EMD is in the name of MJ.

d. I am H1 but my lot has not been approved:

Your EMD will be released and the money will get credited to Free Pool after the declaration of the auction results, which can be utilized in any auction where EMD is in the name of MJ.

10. What is the meaning of Group-wise EMD?

- Group-wise EMD means an EMD which you are giving for a particular group and it is auction specific. Your EMD will be blocked till such time the auction results of all your H1 lots of that particular group is declared
- Every time you give Group-wise EMD, you have to self-attach yourself to the auction.
- In case of catalogue revision you have to reattach yourself to the revised catalogue

11. What will happen if I give Group-wise EMD in the name of MJ and:

a. I am H1 in a lot:

EMD will be blocked and cannot be utilized if you are H1 even in one lot of that particular group, till such time the auction results of all your H1 lots of that particular group are declared.

b. I am H1 and my lot has been approved:

Group-wise EMD paid will be blocked and will be treated as per the Terms & Conditions in the catalogue.

c. I am Not-H1:

Your EMD will be released and the money will get credited to Free Pool after the closure of the catalogue which you can re-utilize in any auction where EMD is in the name of MJ.

d. I am H1 but my lot has not been approved:

Your EMD will be released and the money will get credited to Free Pool after the declaration of that particular group result, which can be utilized in any auction where EMD is in the name of MJ.

12. What is the meaning of Lot-wise EMD?

- Lot-wise EMD means an EMD which you are giving for a particular lot and it is auction specific. Your EMD will be blocked till such time the auction result of that particular lot is declared.
- Every time you give Lot-wise EMD, you have to self-attach yourself to the auction.
- If catalogue is been revised after your Self-attachment then you need to reattach yourself again to the interested Lot/s

13. What will happen if I give Lot-wise EMD in the name of MJ and:

a. I am H1 in a lot:

EMD will be blocked and cannot be utilized if you are H1 in that particular lot, till such time the auction result of that H1 lot is declared.

b. I am H1 and my lot has been approved:

Lot-wise EMD paid will be blocked and will be treated as per the Terms & Conditions in the catalogue.

c. I am Not-H1:

Your EMD will be released and the money will get credited to Free Pool after the closure of the catalogue which you can re-utilize in any auction where EMD is in the name of MJ.

d. I am H1 but my lot has not been approved:

Your EMD will be released and the money will get credited to Free Pool after the declaration of the lot result, which can be utilized in any auction where EMD is in the name of MJ.

14. How do I know the types of EMD applied for a particular catalogue?

- i. Log into [www.metaljunction.com](http://www.metaljunction.com) with your User id & password
- ii. Accept the User declaration agreement
- iii. Click on "Self-Attachment"
- iv. You will be able to view all the catalogues
- v. Select the catalogue in which you are interested to participate
- vi. Click on Continue vii. You will be able to view the EMD types applicable for that selected catalogue.

15. How do I know that the money has been credited to my Virtual account?

- i. Log into [www.metaljunction.com](http://www.metaljunction.com)
- ii. Click on Login (top right side of your screen)
- iii. Click on Auction Login
- iv. Put your User id & password
- v. Accept the User declaration agreement
- vi. Click on “General”
- vii. Click on View Ledger
- viii. Click on “Free Pool”
- ix. Select the date range for which you want to view your ledger
- x. Click on Search button
- xi. You will be able to view your deposited amount as Credit with all details

16. What happen if a catalogue is revised?

If you have given:

- Permanent EMD – You will not have to again attach yourself to auction after catalogue revision however to participate in auction you have to accept the Terms & Conditions of the revised catalogue.
- Catalogue-wise EMD – You will have to again attach yourself to auction after catalogue revision.
- Group-wise EMD – You will have to again self-attach yourself to auction
- Lot-wise EMD – You will have to again self-attach yourself to auction.

17. Can I detach myself after attaching to an auction?

No, once you have self-attached to a particular auction/group/lot, you will not be able to detach yourself, as the money gets blocked.

18. How do I get back the wrongly allocated EMD?

- i. Permanent-EMD: You have to apply for refund.
- ii. Catalogue-wise/Group-wise/Lot-wise EMD: Once the auction of that wrongly allocated EMD is over then if you have not placed any bid or you are not H1 bidder then your EMD will be released and will automatically get credited to “Free Pool” which you can then utilize in any auction where EMD is in the name of MJ.

19. How do I view my ledger (financial transaction/s related to EMD)?

- i. Log into [www.metaljunction.com](http://www.metaljunction.com)
- ii. Click on Login (top right side of your screen)
- iii. Click on Auction Login
- iv. Put your User id & password
- v. Accept the User declaration agreement
- vi. Click on “General”
- vii. Click on View Ledger
- viii. Click on “Free Pool”
- ix. Select the date range for which you want to view your ledger
- x. Click on Search button xi. You will be able to view your ledger

Q20. How can I apply for Refund Online?

Refund can be applied for two types:

- a. Free Pool
- b. Client Specific EMD Pool (Permanent EMD in the name of MJ)

For applying refund for “Free Pool”:

- i. Log into [www.metaljunction.com](http://www.metaljunction.com)
- ii. Click on Login (top right side of your screen)
- iii. Click on Auction Login
- iv. Put your User id & password
- v. Accept the User declaration agreement
- vi. Click on “General”
- vii. Click on “EMD Refund” after clicking on “General”
- viii. Click on “Free Pool” for applying refund of Free balance
- ix. Select the radio button & click on “Apply Refund”
- x. Insert the amount which you want to take refund in the “Refund Amount”
- xi. Insert the reason for why you want refund in the “Remarks”
- xii. Now click on “Apply”
- xiii. On successful application you will get a message on your screen “EMD Refund Applied Successfully”, with a code for further reference.

For applying refund for “Client Specific EMD Pool”:

- i. Log into [www.metaljunction.com](http://www.metaljunction.com)
- ii. Click on Login (top right side of your screen)
- iii. Click on Auction Login
- iv. Put your User id & password
- v. Accept the User declaration agreement
- vi. Click on “General”
- vii. Click on “EMD Refund” after clicking on “General”
- viii. Click on “Client Specific EMD Pool” for applying refund of Client Permanent EMD
- ix. Select the radio button against the client name whose refund you want & click on “Apply Refund”
- x. The amount you want to take refund will automatically come in “Refund Amount”
- xi. Insert the reason for why you want refund in the “Remarks”
- xii. Now click on “Apply”
- xiii. On successful application you will get a message on your screen “EMD Refund Applied Successfully”, with a code for further reference.

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