

Points to Remember about the Online EMD Management and Refund Module

Dear Sir/Madam,

The Online EMD Management and Refund Module will be launched from 18th August'15. Following has to be followed to participate in auctions scheduled from 18th August'15:-

- You have to submit EMD which is in the name of mj (Money required to be deposited to participate in metaljunction and valuejunction Auctions) in your Virtual Account ONLY.
 - Your Virtual Account information is available under "Profile" after you log into our website.
 - You have to self-attach yourself to auctions where you want to participate after submitting EMD.
 - All documents required for participation in certain auction like (MOEF/CPCB Certificates/etc as applicable) has to be mandatorily submitted at least half an hour prior to start of those auctions.
 - For Clients where LOI submission is mandatory for participation in auctions- you have to submit the same at loi@mjunction.in. prior to start of auction.
 - For refund of EMD you have to apply online.
 - For the following Clients you do not have to self-attach to auctions. mjunction will attach bidding customers to these auctions:-
1. valuejunction Auctions: SAIL-RMD, Sesa -East, IISCO High Value assets, SCCL, HDFC, TPDDL, Tata Capital Mumbai, SAIL-CFP, MPPGCL
 2. metaljunction Auctions: NMDC, All SAIL-BSOs, APL-APOLO, SAIL-CFP.

FOR CORRECT ONLINE EMD SUBMISSION AND SELF-ATTACHMENT TO AUCTION NOTE THE FOLLOWING

1. Check **Catalogue** for:
 - a. EMD amount
 - b. EMD type (Permanent/Catalogue-wise/Group-wise/Lot-wise)
(How to check EMD Amount and Type: Learn from Bidder Manual: Page: 9-14)
2. Check your ledger balance available online before self-attaching to auction.
(How to check your online Ledger: Learn from Bidder Manual: Pages: 1-6)

3. If EMD is in the name of mj, you must always deposit the EMD in your unique VIRTUAL ACCOUNT only. Unique Virtual account is available in your "Profile".

(How to deposit EMD in Virtual Account: Learn from Bidder Manual: Pages: 20-21)

4. You can apply for refund online if you have deposited EMD in your VIRTUAL ACCOUNT

(How to apply for EMD refund online: Learn from Bidder Manual: Pages: 16-19)

5. You can self-attach yourself to auction only when your EMD money is credited to your unique Virtual account. So it is suggested to always deposit your EMD money much in advance to avoid unanticipated problems beyond control.

6. Every catalogue has a Cut-off time for EMD submission so ensure your EMD is credited to your unique Virtual account before that timeline and your self-attachment to auction has to be completed well in advance.

7. Always self-attach yourself to auction in advance.

(How to Self-attach to auction: Bidder Manual: Page: 7-15)

8. You must be careful to select the correct Catalogue/Lot/Group during self-attachment.

9. You **cannot detach** yourself once you have attached yourself to a particular auction until that auction is over.

10. If you have self-attached yourself to a Group-wise/Lot-wise auction then for every revision of catalogue you have to re-attach to that auction.

11. You can check your self-attachment to auction status from your system

(How to Self-attachment status to auction: Learn from Bidder Manual: Page: 15)

12. For any assistance please contact:

i. Toll Free No: 180041920001

ii. Write to enquiry@metaljunction.in

iii. You may also refer to the Online EMD Management Bidder Manual (audio/visual) available in www.metaljunction.com> Click on Login>Auction Login>Required Auction Training? Click Here>Online EMD

iv. Refer to the FAQ document available to resolve your queries.

Note: Online EMD Bidder Manual and FAQ is available in our website:

www.metaljunction.com> Click on Login>Auction Login

Thanks & Regards,

Team metaljunction