Early Pay In

Step By Step User Guide to Mark EPI for Trading Client

? **How to Mark EPI**

NOTE :

1. EPI can be marked against Position or against Allocation

2. EPI can be marked if lots are in electronic holding of the trading client and are transferred to CM's Pool Account

COMTRACK

Summary of Steps:

1) Map trading client to CMSE Account

CP to Map trading client to Comtrack CMSE client on instruction from client

2) Punch Client to Pool Transaction

CP to execute Client to Pool transaction from the given Comtrack CMSE Client for Trading Client.

3) Mark Early Pay In through NCFE

CM to mark EPI for the given Trading Client in NCFE (NCFE screens).

4) Pool Account Holding in Comtrack for CM

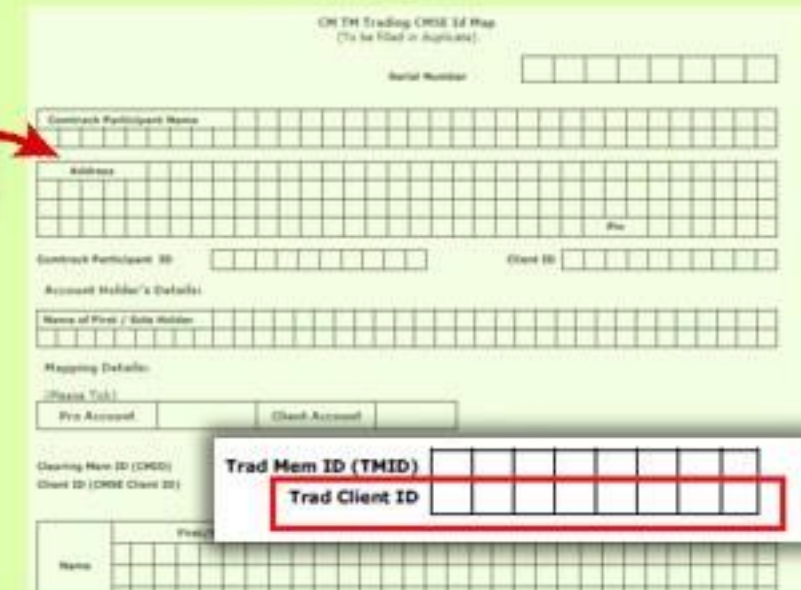CM: How to check EPI marked lots in Comtrack

COMTRACK

1) Map trading client to CMSE Account

Obtain Mapping form from Comtrack Website under Download Menu or
Type url in brower : https://comtrack.in/downloadNcdexContent.jsp

▸	Account Closure Request	📕	W
▸	Instruction Slip	📕	W
▸	Nomination Request	📕	W
▸	Pledge Request	📕	W
▸	Unpledge Request	📕	W
▸	Transfer Request	📕	W
▸	Client Agreement Standard Format	📕	W
▸	CM TM Trading CMSE Id Map	📕	W
▸	Revalidation Request Form		Excel

Download

CM TM Trading CMSE id Map form

	Trad Mem ID (TMID)							
	Trad Client ID							

Go to Mapping Menu under CP Login

Deposit	Transfer	Withdrawal Request	Settlement	Search	Reports	Pledging	Create	View	Billing	User Profile

Welcome DPFUT3   Home   Pen   CM TM Trading CMSE Id Map

LOGOUT

Create Client

Early Pay In

1) Map trading client to CMSE Account

Enter details as provided in the form. Select Pro in case of proprietary trading account map

CM TM Trading CMSE Id Map   Transaction Number   Transaction Status   Submit   Cancel

Exchange Code | | .. | CM Id | | ..
CMSE Client ID | | .. | CMSE Client Name | |
TM Id | | Is PRO ☐
Trading Client Id | |

Validate   Reset

Click on Validate to complete the mapping process

CM TM Trading CMSE Id Map   Transaction Number   Transaction Status   Submit   Cancel

Exchange Code | NCDEX | .. | CM Id | M50001 | ..
CMSE Client ID | 6485 | .. | CMSE Client Name | CLIENT P ALLOWED |
TM Id | XXXXX | Is PRO ☐
Trading Client Id | XXXXXXXXXXXXX |

Validate   Reset

NOTE : Validation will fail in case

1) CM is not mapped to the Trading member
2) Trading client is not registered to the given trading member

Early Pay In

2) Punch Client to Pool Transaction

Navigate to Settlement > Client to Pool

	Deposit	Transfer	Withdrawal Request	**Settlement**	Search	Reports	Pledging	Create	View	Billing	User Profile

Client To Pool

View Client To Pool

View Pool To Client

COMTRACK
Commodity Management System

Welcome

Pending Transaction(s)

Enter details as per the instruction given by client

Client To Pool

Transaction Number

Submit   Cancel

Date of Transaction	
CMSE Client ID*	
CM Id*	
Contract Code*	
Total Deliverable Quantity	
CMSE Client Name	

Transaction Status	
Exchange Code*	
Trading Client Id	
TM ID	
Total Actual Quantity	

Commodity Code

(leave blank for all commodities)

Auto Select   Select Lot   Reset

Disclaimer : Please note that any credit balance in the account or this statement is NOT a negotiable Warehouse Receipt

Early Pay In

2) Punch Client to Pool Transaction

Select the combination of CM-TM-Trading Client-CMSE Id for the client who has obligation and is willing to mark EPI for.

CM ID Details

Reset   Cancel

	CM Id	Trading Client ID Details	TM ID Details	Exchange Code	CMSE Client ID
🔍					
○	M50011	00012	00012	NCDEX	6485
○	M50012	00012	00012	NCDEX	6485
○	M50012	TEST	00012	NCDEX	6485
○	M50071	11GL10	00071	NCDEX	6485

Total Page(s): 1 of 1   ◀ ▶

Fill all the details and Auto Select / Manual Select

Client To Pool

Transaction Number

Submit   Cancel

Date of Transaction		Transaction Status	
CMSE Client ID*	6485	Exchange Code*	NCDEX
CM Id*	M50071	Trading Client Id	11GL10
Contract Code*	RBDPALMOLN	TM ID	00071
Total Deliverable Quantity		Total Actual Quantity	
CMSE Client Name	CLIENT P ALLOWED		
Commodity Code	RBDPALMOLN		

(leave blank for all commodities)

Auto Select   Select Lot   Reset

Disclaimer : Please note that any credit balance in the account or this statement is NOT a negotiable Warehouse Receipt

COMTRACK

2) Punch Client to Pool Transaction

Submit the transaction and approve using Checker Login.

Client To Pool   Transaction Number   CTP3981

[ACK Receipt]   [Submit]   [Cancel]

Date of Transaction 11/08/2014	Transaction Status COMPLETED
CMSE Client ID 6485	Exchange Code NCDEX
CM Id M50011	Trading Client Id 00012
Contract Code NCDEXMANGO	TM ID 00012
Total Deliverable Quantity 20	Total Actual Quantity 19.958
CMSE Client Name CLIENT P ALLOWED	

[Auto Select]   [Select Lot]   [Reset]

Disclaimer : Please note that any credit balance in the account or this statement is NOT a negotiable Warehouse Receipt

Details

	Comtrack Lot Number	WareHouse Code	Total Actual Quantity	Nominal Quantity	Actual Grade	Nominal Grade	Commodity Code	Revalidation Date	More Details
☐	425400000012	WHMUMBAI	9.979		mango001		NCDEXMANGO	15/10/2015	Details
☐	425400000013	WHMUMBAI	9.979		mango001		NCDEXMANGO	15/10/2015	Details

Early Pay In

3) How to mark EPI

After logging in to NCFE, this screen will appear.
To mark an EPI, go to 'View Net Position Clientwise' under the menu 'Trade Details'.

Admin ▾ CTCL ▾ Client ▾ Collaterals ▾ Downloads ▾ Preferences ▾ Sales Tax ▾ Settlement ▾ Square Off ▾ TRD Member ID ▾ **Trades Detail** ▾ Upload ▾

Download Trade Details
Fresh Position
View Client Level OI Violation ▸
View Net Position
View Net Position - Client Wise
View Online Trades

NCFE

> **Dashboard**

Go to View Postion Screen to mark EPI

Trade Summary

Total Buy Qty: 150
Total Sell Qty: 180
Day's Gain: Rs -900.00 ↓
Overall Gain: Rs -900.00 ↓

What's New

Monitoring Client's positions online
Track client's position online, on violating the commodity and contract level open interest limits. Moreover you can also set e-mail alerts whenever these violations take place.

Role Management
NCFE now offers rich Role Management feature to members. Create & manage up to 5 roles for your operational users.

Fresh Positions Monitoring for Your Clients
Track fresh positions taken up by your clients during the 'No-Fresh-Positions' period. Moreover you can also set e-mail alerts whenever these violations take place.

Enhanced E-mail Configuration
Configure your preferences to receive alerts via e-mail for various functionalities such as on violating the position limit, receiving the BK01 file for yourself and your operational users.

On Demand TR02
Clearing members can now download trade details (TR02 file) at any point in time. No more waiting till mid-night to download the trades file.

Unlock Your Operational Users
You can now unlock your own operational users through NCFE. No need to contact NCDEX Customer Service Group for support.

Early Pay In

3) How to mark EPI

An ICON for marking an EPI will be available during the EPI window.
After clicking the icon, user will be redirected to the screen where EPI can be marked

Click on ICON to go to the screen where EPI can be marked

3) How to mark EPI

User can also mark EPI against allocation. To mark EPI against allocation,
Click on Allocation Information Tab under the menu Settlement.

Admin CTCL Client Collaterals Downloads Preferences Sales Tax **Settlement** Square Off TRD Member ID Trades Detail Upload

Allocation Information

EPI Transaction Details

Click on Allocation Information

Allocation Information

NCFE

Welcome, *xxxxx*

> Dashboard

Trade Summary

Total Buy Qty:	150
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Early Pay In

3) How to mark EPI

User has to click on ICON to mark EPI against allocation.

> EPI Transaction List against Allocation

Search

TMID	xxxxx	Client	
Symbol		Expiry Date	
Settlement Number	Select	Settlement Type	Select

Allocation Id	Settlement No	Settlement Type	Symbol	Expiry Dt	Client ID	Allocated Qty	EPI
6724	2012027	G	DHANIYA	FEB-2012	XXXXXX	30	
6759	2012027	G	GARSEDJDR	FEB-2012	XXXXXX	110	
10086	2012558	N	SILVER	MAY-2012	XXXXXX	60	
11011	2012995	D	SILVER	MAY-2012	XXXXXX	90	
11018	2012996	D	SILVER	JUL-2012	XXXXXX	90	
11111	2012007	D	SILVER	SEP-2012	XXXXXX	30	🗃
22222	2012007	D	SILVER	SEP-2012	XXXXXX		🗃
22223	2012007	D	SILVER	SEP-2012	XXXXXX		🗃
822211	2012019	D	WHTSMQDELI	JUN-2012	XXXXXX	100	

Click on the ICON

40	◄◄ ◄ Page 1 of 1 ► ►►	Displaying 1 to 26 of 26 items

3) How to mark EPI

User can mark EPI through this screen.

Admin ▼ CTCL ▼ Client ▼ Collaterals ▼ Downloads ▼ Preferences ▼ Sales Tax ▼ Settlement ▼ Square Off ▼ TRD Member ID ▼ Trades Detail ▼ Upload ▼

NCFE

Welcome, *xxxxx* ⚠ ⏻

> **Add Early Pay In**

Fields Marked * are Mandatory

Early Pay In Details

Symbol	SILVER
TM Id	xxxxx
Unit of Measurement	KG
Current Open Position	30

Expiry	03-Sep-2012
Client Id	xxxxxxx
Type of Contract	Staggered Delivery
Allowed EPI Qty	Not applicable

Select Location

Location [Select ▼] *
Settlement No [Select ▼] *

Carry Over For Allocation ☑

Select Settlement Number

EPI Quantity [_____] * Lot Size : 30

**Enter Quantity
(in multiples of lot size)**

3) How to mark EPI

After entering the required details, user has to click the save button to mark EPI.

Click Save

Early Pay In

3) How to mark EPI

Admin ▾ CTCL ▾ Client ▾ Collaterals ▾ Downloads ▾ Preferences ▾ Sales Tax ▾ Settlement ▾ Square Off ▾ TRD Member ID ▾ Trades Detail ▾ Upload ▾

NCFE

Welcome, xxxxxx

> **Add Early Pay In**

Fields Marked * are Mandatory

Early Pay In Details

Symbol	SILVER	Expiry	03-Sep-2012
TM Id	xxxxx	Client Id	xxxxxxx
Unit of Measurement	KG	Type of Contract	Staggered Delivery
Current Open Position	30	Allowed EPI Qty	Not applicable
Location	AHMEDABAD	EPI Quantity	60 * Lot Size : 30
Settlement No	2012007		
Carry Over For Allocation	☑		

Windows Internet Explorer

? Are you sure, you want to do an EPI for 60 at AHMEDABAD ?

[OK]   [Cancel]

Click OK

Early Pay In

3) How to mark EPI

User may get an Error due to following reasons
a. Insufficient deposit of goods in COMTRACK
b. Technical problem

NCFE

Welcome, xxxxxx

> Add Early Pay In

Error occured while adding EPI

Fields Marked * are Mandatory
Early Pay In Details

Symbol	SILVER	
TM Id	xxxxx	
Unit of Measurement	KG	
Current Open Position	30	
Location	AHMEDABAD	*
Settlement No	2012007	*
Carry Over For Allocation	☑	

Expiry 03-Sep-2012
Client Id xxxxxxx
Type of Contract Staggered Delivery
Allowed EPI Qty Not applicable
EPI Quantity 60 * Lot Size : 30

This is failure Screen
It come if system fails to mark EPI

3) How to mark EPI

User can view the lots blocked against EPI marked.

Admin ▾ CTCL ▾ Client ▾ Collaterals ▾ Downloads ▾ Preferences ▾ Sales Tax ▾ Settlement ▾ Square Off ▾ TRD Member ID ▾ Trades Detail ▾ Upload ▾

NCFE   Welcome, xxxxx ⏻

Lots have been blocked sucessfully

Lot ID	Quantity	Grade	FED Date
223200000008	30.000	SLVC999	NA
329200000009	30.000	SLVC999	NA

**This is success screen
It comes if the request is processed**

3) How to Reverse EPI

To see the previously marked EPI, go to EPI transaction details under the menu Settlement.
User can also mark reverse EPI through the same screen.

Admin ▾ CTCL ▾ Client ▾ Collaterals ▾ Downloads ▾ Preferences ▾ Sales Tax ▾ **Settlement** ▾ Square Off ▾ TRD Member ID ▾ Trades Detail ▾ Upload ▾

Allocation Information
EPI Transaction Details

NCFE

Welcome, nxxxxx

> **Dashboard**

Go to EPI Transaction Details Page

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Unlock Your Operational Users
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3) How to Reverse EPI

To view the EPI details or to mark the reverse EPI, Please click on the hyperlink shown in Effective Qty Paid In .

Admin ⌄ CTCL ⌄ Client ⌄ Collaterals ⌄ Downloads ⌄ Preferences ⌄ Sales Tax ⌄ Settlement ⌄ Square Off ⌄ TRD Member ID ⌄ Trades Detail ⌄ Upload ⌄

Welcome, FXXXXX

> **EPI Transaction List**

Search

TMID	xxxxx	Client	
Symbol		Expiry Date	
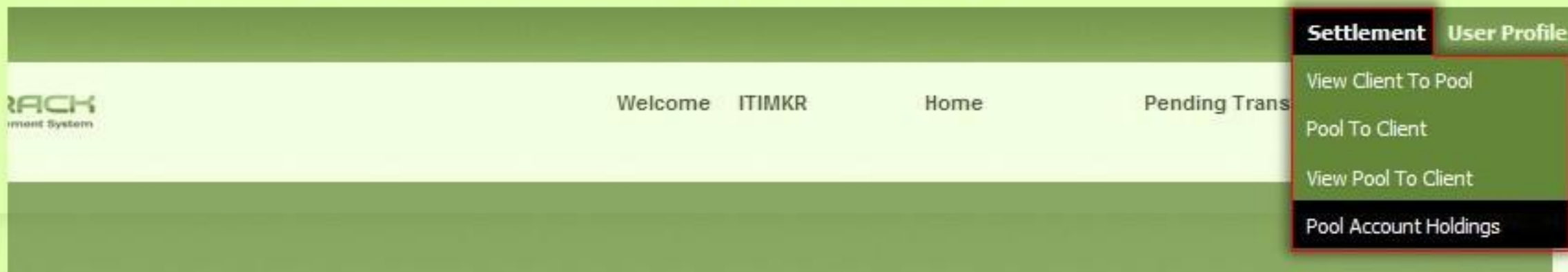
Symbol	Expiry	Client Id	Current Net Position	Effective Qty Paid In
SILVER	03-SEP-2012	XXXXXXX	0	60

Click on Effective quantity

40 ⏮ ◀ Page 1 of 1 ▶ ⏭ Displaying 1 to 1 of 1 items

Early Pay In

3) How to Reverse EPI

To mark REVERSE EPI, please click on the reverse EPI ICON.

Click Reverse EPI button

3) How to Reverse EPI

To mark the Reverse EPI, select the lots and click on save button.

Admin ▾   CTCL ▾   Client ▾   Collaterals ▾   Downloads ▾   Preferences ▾   Sales Tax ▾   Settlement ▾   Square Off ▾   TRD Member ID ▾   Trades Detail ▾   Upload ▾

NCFE

Welcome, xxxxxx

> **Reverse Early Pay In**

Fields Marked * are Mandatory

Reverse Early Pay In Details

Symbol	SILVER	Expiry	03-Sep-2012
Client Id	XXXXXXXX	Type of Contract	Open Intrest
Location	AHMEDABAD	Reverse EPI Qty	0
EPI ID	4	Remark	

Lot Details

	Lot Id	Quantity	Grade	FED Date
☐	223200000008	30.000	SLVC999	NA
☐	329200000009	30.000	SLVC999	NA

Select lots to be reversed

Click Save

Early Pay In

3) How to Reverse EPI

Admin ▾ CTCL ▾ Client ▾ Collaterals ▾ Downloads ▾ Preferences ▾ Sales Tax ▾ Settlement ▾ Square Off ▾ TRD Member ID ▾ Trades Detail ▾ Upload ▾

NCFE

Welcome, xxxxx ⏻

Lots have been send for approval

Lot ID	Quantity	Grade	FED Date
223200000008	30.000	SLVC999	NA

**This is success screen
It comes if the request is processed**

Early Pay In

3) Export EPI Report

CM can export list of lots sucessfully marked for Early Pay In using below screen

4) Pool Account Holding in Comtrack for CM

CM can check in comtrack which lots are marked for EPI for the given settlement number

	Settlement	User Profile
	View Client To Pool	
Welcome ITIMKR Home Pending Trans	Pool To Client	
	View Pool To Client	
	Pool Account Holdings	

Enter settlement number and search/export to get the list of lots with status.

Pool Account Holding

CM Id M50481   Settlement Number 2014083

Search   Export   Reset

Pool Account Holdings

CMSe Lot No.	CONTRACT CODE/SYMBOL	LOCATION	GRADE	REVALDATION	FED	ACTUAL QUANTITY	SETTLEMENT NUMBER	STATUS	Client Id
642300000116	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	7058
642300000118	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	7058
642300000119	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	7058
642300000120	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	7058
632400000007	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	6890
632400000008	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	6890
632400000009	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	6890
632400000010	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	6890
632400000011	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	6890
632400000012	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	6890
632400000013	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	6890
632400000014	SILVER	DELHI	SLV999			30	2014083	Locked for EPI	6890

COMTRACK

4) Pool Account Holding in Comtrack for CM

NOTE : EPI cannot be marked if

1) Lots are not transferred to pool account

2) Lots are transferred to Pool under different trading client

3) If lots in pool are not fit for delivery (expired, weight is below tolerance limit)