GUIDLINE FOR DELIVERY CREATION OF INTENTIONS & COMMODITY PAYOUT PREFERENCE

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1. CREATE DELIVERY INTENTIONS

Screen: Main Screen after login

Navigation: Clearing ---> Delivery Management ---> Delivery Intentions ---> Create Delivery Intention

Screen: Create Delivery Intentions

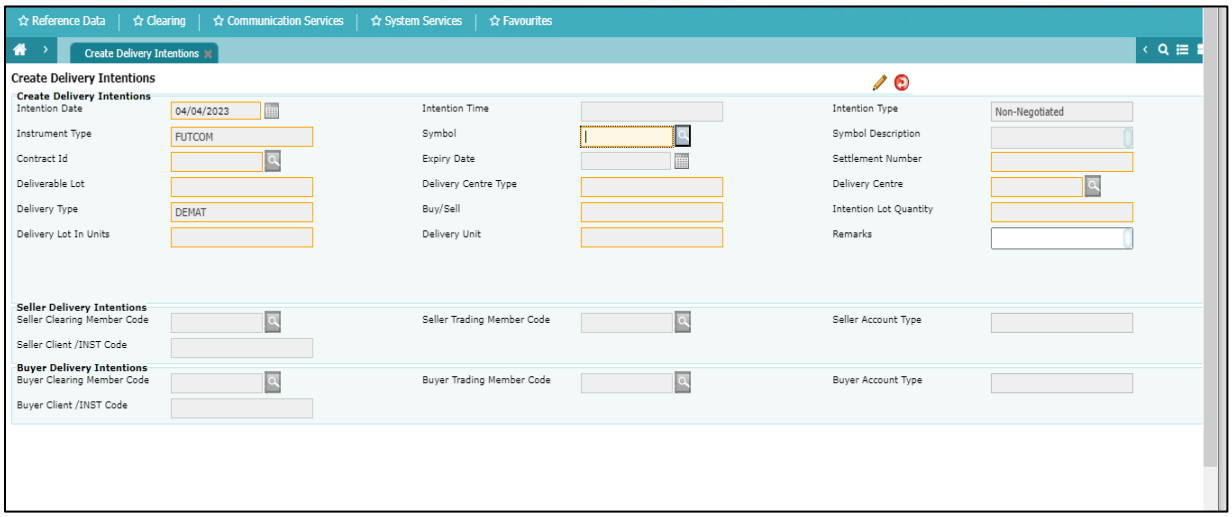


Figure 1: Create Delivery Intentions screen

2. Click on "SYMBOL" attributes mini-Search  and select the symbol by clicking search

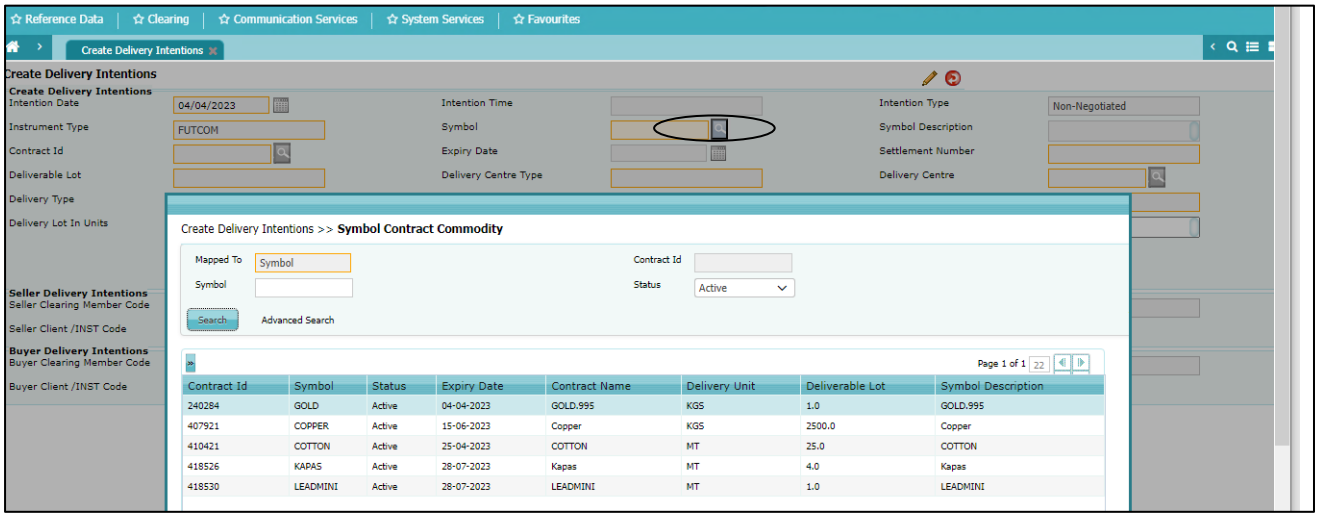


Figure 2: Create Delivery Intentions screen

3. Select the 'Symbol' by double clicking , it will automatically display the below fields:
    - Symbol
    - Symbol description
    - Contract ID
    - Expiry date

- Settlement number
- Deliverable lot
- Delivery type
- Delivery unit

4. Click on “DELIVERY CENTRE” attributes mini search  and select the Delivery Centre by clicking search

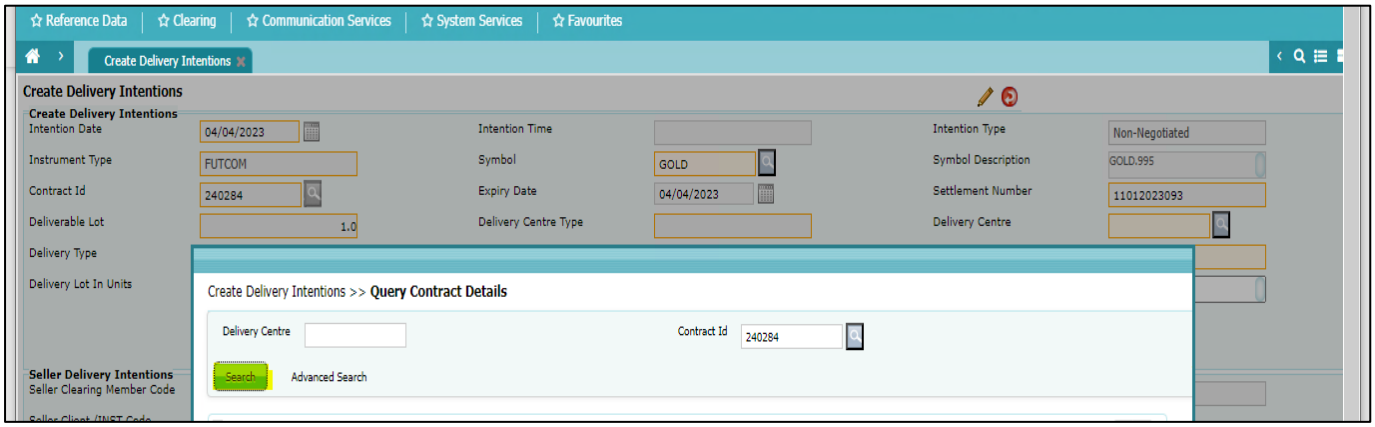


Figure 3: Create Delivery Intentions screen

5. By selecting Delivery Centre, system will automatically display respective “Delivery Centre Type”.
6. Enter all Mandatory attributes (marked with asterisk ‘*’).
7. Once you enter the above details, dropdown for “BUY/SELL” field shall be enabled. After selecting BUY or SELL, the respective delivery intentions field/sections will be enabled.
8. User shall select the “Buyer/Seller Account Type” as mandatory field.
9. User shall enter Buyer/Seller delivery intentions field according to “Buyer/Seller Account Type” dropdown.
10. Click on ‘Create’ button , post capturing above details.
11. After clicking ‘Create’ button system will display a selection box with a message *“Please note that failure to hold open position to the extent of intentions submitted would attract penalty on intention default as defined in contract specification delivery settlement procedure. Are you sure you want to save?”.*
12. There will be two options ‘OK’ & ‘Cancel’. On selection ‘OK’ system will save the record & on selection of ‘Cancel’ user will be directed back to ‘Create Delivery Intentions’ screen

2. QUERY DELIVERY INTENTIONS

Screen: Main Screen after login

Navigation: Clearing ---> Delivery Management ---> Delivery Intentions ---> Query Delivery Intentions

Screen: Query Delivery Intentions

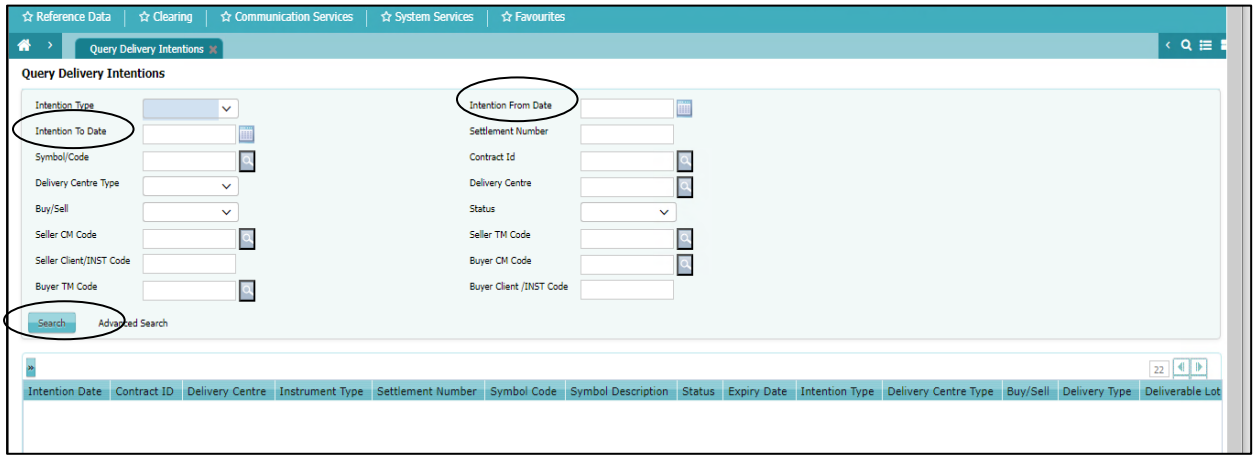


Figure 4: Query Delivery Intentions screen

1. Select “Intention From date” and “Intention To date” and click ‘Search’ button placed at lower left hand side below filters.
2. User can verify the entire intentions data by scrolling right table. Also export option is available in “More Options” dropdown.

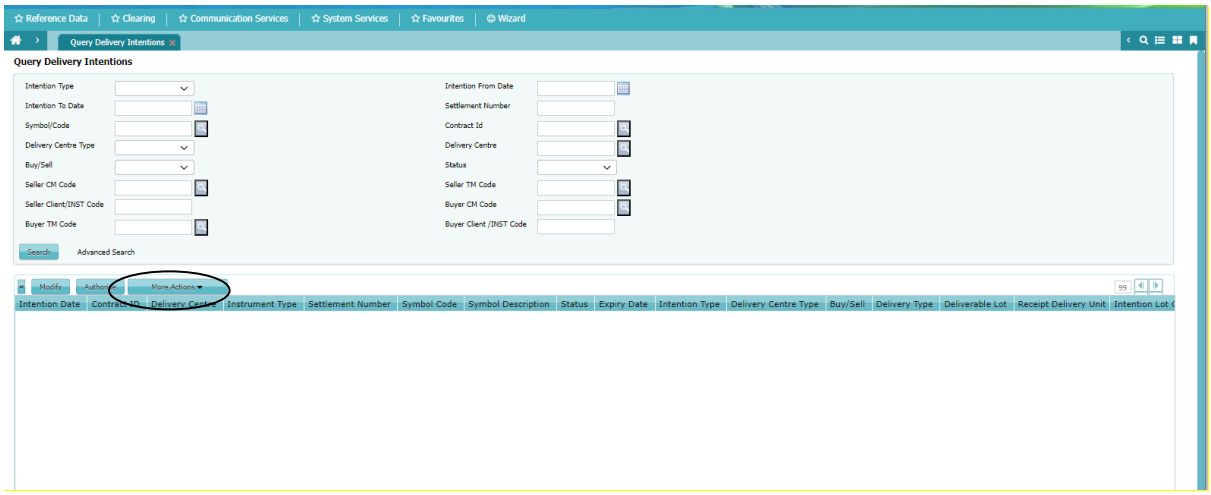


Figure 5: Query Delivery Intentions screen

3. The ‘Status’ of created intention will be 'Pending’ till the intention validation by the MCXCCL.
4. If user intended to delete the record, he can ‘right click’ the record and select the delete option to delete the same till the cutoff time
5. On deletion of the record, in the status of the intention will be changed from pending to ‘Deleted’

3. CREATE COMMODITY PAYOUT PREFERENCE

Screen: Main Screen after login

Navigation: Clearing ---> Delivery Management ---> Commodity PayOut Preference ---> Create Commodity PayOut Preference

Screen: Create Commodity PayOut Preference

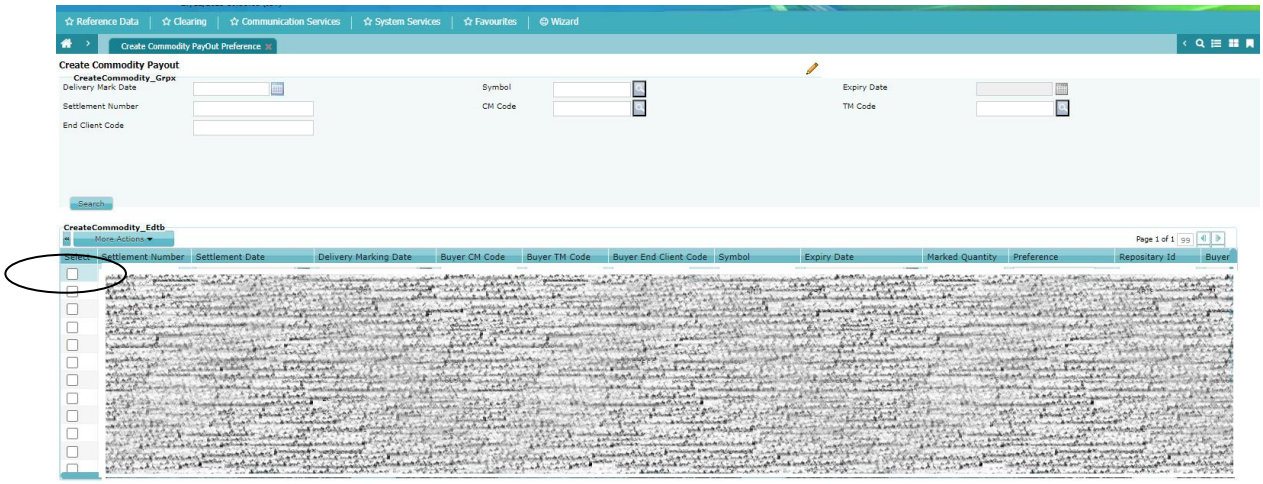


Figure 6: Create Commodity Pay out preference screen

1. To get the 'Commodity Payout Preference Data', user has to select the filter as per his requirement and click the 'Search'
2. If filters are unselected, then only those records displayed for which the allocation has not yet done.
3. User can select the record by clicking on the checkbox and modify the beneficiary data if required.
4. To save the modification user shall select the record and Click 'Create' button  to save the modifications.

4. QUERY COMMODITY PAYOUT PREFERENCE

Screen: Main Screen after login

Navitaion: Clearing ---> Delivery Management ---> Commodity Payout Preference ---> Query Commodity Payout Preference

Screen: Query Commodity Payout Preference

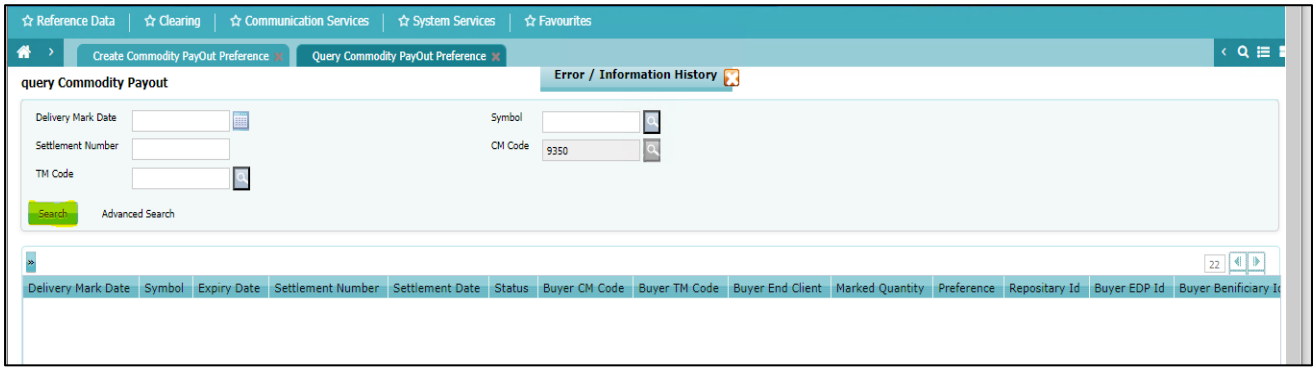


Figure 7: Query Commodity Pay out preference screen

1. To get the 'Commodity Payout Preference Data', user has to select the filter as per his requirement and click the 'Search'

2. If no filters selected, then only those records displayed for which allocation is not done.

3. Query Commodity Payout Preference screen is used to view the records created in Create Commodity Payout Preference screen.