

## Steps for Security Deposit Request: -

### Step 1: Log in to <u>www.odex.co</u> and select 'Counter Process Module'.



### Step 2: Click on Security Deposit --> Security Deposit and Refund Module

Counter	Process - Security Deposit	
	Security Deposit & Refund	

### Step 3: To submit new request for security Deposit, click on a New Deposit Button

I	Search Deposit/Refund Req	uest			BL NO.	Draft	~	Q,	T More
	Q View Request Refund							NEW	- DEPOSIT
I	Request Time	Request No.	Location	Line	BL No.	Refund To	Status	0	
l				0					

#### Step 4: Choose Line as CMA CGM Agencies Pvt. Ltd and input BL No - fields 1,2,3 and 4 would be auto populated

Security Dep Requestor De	oosit And Refund Request stails							
Line	CMA CGM Agencies Pvt Ltd	BL No.	LHV2423978	MBL No.	LHV2423978 1	F	Port of Discharge	
FPOD	INNSA1-Nhava Sheva	Office Location	Nhave Sheve 3	Mode Of Payment	ODeX 8		Consignee 4 ABC India	
Consignee LARA Code	0006587887	Refund To- Name	Seli 5	Customer Remarks				
Container No.	▲ Container	Size	Container Type		Cargo Type	(	Deposit Amount	<mark>8</mark> н
CMAU4266462 TGBU6743610	45 45		General General		General General		50000	< [
Please click	here to see the tariff master	Check h	ere for Tariff Master		Total Payable Amo Total pay	unt: /able	e amount is auto - calculated	



- 6 Total payable amount is auto calculated
- 8 For VAN payment , select Mode of Payment as ODeX

### Step 5: Upload all the requisite KYC Documents

Document Name	Upload	Remarks	Template
KYC	✓ Choose File No file chosen		±.
Signed PAN Copy (of KYC party)	V Choose File No file chosen		
Signed GST Certificate (of KYC party)	Choose File No file chosen		
Scanned copy of cancelled Cheque	V Choose File No file chosen		
Bank Account details form-ODeX	V Choose File No file chosen		¥
NOC for ODeX Refund	Choose File No file chosen		

Payment Det	ails							
Name on Invoice	CHA		Address on Invoice	HEAD OFFICE, sdfdsf, , Mumt 🗸	State	MAHARASHTRA	GSTIN/Provisional ID	GSTIN/PROVISIONAL ID
Consignee Name	1		Payment Status	Select ~	Total Payable Amount	100000.00	ODeX Service Charge	150.00
GST	0.00		SGST	13.50	CGST	13.50	TOTAL	100177.00
	N VAN	VAN Account Account Ba	2 Int Iance 978203	Select VAN Accou VACDEXI30001801 (nhavashevaintra) 528.73	nt	<b>*</b>		
2								

**Step 7**: The **Unique Request No** (highlighted in green) would get generated for the request which can be used for reference and Status of Request will get changed to **Deposit Requested** (Highlighted in Orange).

Requestor De	tails							
Line	CMA CGM Agencies Pvt Ltd	BL No.	LVA0134257	MBL No.	LVA0134257	Port of	Port of Discharge	
						Discharge		
FPOD	INTKD6-TUGHLAKABAD	Request No.	SD2021052700003	Office Location	NCR	Mode Of	Non-ODeX-NEFT	
				•		Payment		
Consignee	ABC Pvt Ltd	Consignee LARA	0005123061	Refund To-	Consignee ABC Pvt Ltd	Status	Deposit Requested	
Name		Code		Name				
Customer								-
Remarks	12							8 H

Once the request is approved the customer would receive email with security slip copy as attachment and status of the request would change from **Deposit Requested** to **Deposit Approved**.

Step 8: Email would be received to customer once request is approved.

Wed 5/26/2021 11:46 AM
odex.notification@gmail.com
ODeX: Security slip - CMA CGM Agencies Pvt Ltd - SD2021052600002
To chacompany@odex.co; prasad.gorde@eanda.co.in; willson.dsouza@odex.co
Cc 🗢 MHATRE Mayur; 🖷 NIKAM Mayur
1 If there are problems with how this message is displayed, click here to view it in a web browser.
SD2021052600002_Security Deposit Refund Acknowledgement Slip.pdf _ 6 K8
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender an
Dear Customer,
Please find the attached security slip issued by CMA CGM Agencies Pvt Ltd against the below payment details:

Step 9: Once the KYC documents of the customer is verified the Green tick would appear against the customer 1 and mode of payment 2 Once KYC is verified , for new requests system would not ask for KYC documents of KYC verified customer.

Security De Requestor I	eposit And Refund Request Details							
Line	CMA CGM Agencies Pvt Ltd	BL No.	LVA0134257	MBL No.	LVA0134257	Port of Discharge	Port of Discharge	
FPOD	INTKD6-TUGHLAKABAD	Request No.	SD2021052700003	Office Location	NCR 1	Mode Of Payment	ODeX	0
Consignee Name	ABC Pvt Ltd	Consignee LARA Code	0005123061	Refund To- Name	Consignee ABC Pvt Ltd	Status	Deposit Approved	
Customer Remarks								8 H

# Steps for Security Deposit Refund Request: -

Step 1: Log in to <u>www.odex.co</u> and select 'Counter Process Module'.

			Mr. Test User 🕋 🧳
Service		Click Here to downloa	ad the process to update GST No.
Counter Process	eCRO Nhava Sheva	eDO PDO Nhava Sheva	eSB Select an Option

**Step 2**: Click on Security Deposit --> Security Deposit and Refund Module.



**Step 3**: Search the request by putting the BL Number , Status as Deposit Approved and click on Search to populate details of the BL.

Search Deposit/Refund Rec	quest			1 LVA0134257	2 Deposit Approved	3 Q Y More
Q View Request Refund	5					NEW - DEPOSIT
Request Time	≑ Request No.	• Location	≑ Line	≑ BL No.	♦ Refund To	÷
<b>4</b> 27-05-21 12:03	SD2021052700003	NCR	CMA CGM Agencies P	Vt Ltd LVA0134257	ABC Pvt Ltd Deposi	t Approved 🏾 🤊 🗞

2

4 Click on a checkbox and then click on Request Refund 5

Step 4 - Above step would open the refund request page.KYC should be in verified status to submit refund request i.e. Green tick should be there against Refund to Name 1 and Mode of Payment 2 If not , then please contact local customer service team and provide KYC documents for KYC verification.

Line	CMA CGM Agencies Pvt Ltd	BL No.	LVA0134257	MBL No.	LVA0134257		Port of	Port of Discharge	
	INTUDE THOSE AVADAD		81/2024/05/22000/2		M <sup>r</sup> O		Discharge	ODeX	2
FPOD	IN INDET CONDAMOND	Request No.	302021002700003	Office Location	1		Mode Of Payment		
Consignee	ABC Pvt Ltd	Consignee LARA	0005123061	Refund To-	Consignee ABC Pvt Ltd	0	Status	Deposit Approved	



			2							
Name on Invoice	CHA	Address on Invoice	HEAD OFFICE, sdidsl, , Munit 🗸	State	MAHARASHTRA	GSTIN/Provisiona ID	GSTIN/PROVISIONAL ID			
Consignee Name		Payment Status	Payment Approved V	Total Payable Amount	20000.0	ODeX Service Charge	150.0	Mode Of	ODeX	V
IGST	0.0	SGST	13.5	CGST	13.5	TOTAL	200177.0	Payment		
ODeX Payment Ref No.	SPMT21050600009	VAN Account	VAODEXI30001801					Status 2	Refund Requested	
			1 REQUEST REFU	BACK				Ľ		

	Step 6 - Once approval of D Refunded.	the refund request is submitted ocumentation Team.Once the r	d to CMA CGM refund is proce	, the CMA CGM would ssed the status of the tr	process the refund within 5 working days of ransaction would change to Amount
•	Mode Of Payment Status	ODeX Amount Refunded	0	1 Bank Reference No. (Refund)	HSBCN12052021000
			1	he UTR no by which re	fund is made to customer would be displayed.
				hank You	



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Q View Request Refund							NEW - DEPOSIT
Request Time	Request No.	Location	<ul> <li>Line</li> </ul>	BL No.	Refund To	Status	0
			0				

#### Step 4: Choose Line as CMA CGM Agencies Pvt. Ltd and input BL No - fields 1,2,3 and 4 would be auto populated

	Security Dep Requestor De	oosit And Refund Request							
	Line	CMA CGM Agencies Pvt Ltd	BL No.	LVA0134257	MBL No.	LVA0134257	Port of	Port of Discharge	
	FPOD	INTKD6-TUGHLAKABAD	Office Location	NCR 2	Mode Of Payment	Select	Discharge Consignee Name	ABC Pvi Lidi	
	Consignee LARA Code	0005123061	Retund To- Name	Consignee 5	Customer Remarks				<
	Container Det	tails		Consignee (					
	Container No. APZU3754338 CMAU1198235	Container 20 20	Size	ThirdParty G Container Type General General		© Cargo Type HAZ HAZ Total Payable A	Deposit Am     20000     20000 mount: 40000.4	6	8 H < L P
Ì	Please click	here to see the tariff master	7 Cheo	k here for Tariff Mast	er	Total p	ayable amoun	t is auto - calcu	lated
(	5 If Ref	fund is to be provided b	ack to Co	nsignee Account, then	select Cons	signee else choose T	hirdParty		

6 Total payable amount is auto - calculated

### Step 5: Upload all the requisite KYC Documents

cument Name	Upload	Remarks	Template	Delete
YC	✓ Choose File No file ch	osen	٤	
gned PAN Copy (of KYC party)	✓ Choose File No file ch	osen		
gned GST Certificate (of KYC party)	✓ Choose File No file ch	osen		
anned copy of cancelled Cheque	✓ Choose File No file ch	osen		
ank Account details form-others	Choose File No file ch	osen	¥	

Step 6: Input all the relevant Payment details for NEFT/ RTGS transaction done and click on SAVE AS DRAFT

initial and a second se	From iReceipt
Payment Details	
Bank Your Bank Name Amount	40000.00 Peyment date 27-05-2021
CMA iReceipt No 12345	
	SAVE AS DRAFT BACK
	<del>_</del>
	Security Deposit has been updated successfully! Would you like to Submit request to Line ?

2 Click YES to submit the request to LINE

**Step 7**: The **Unique Request No** (highlighted in green) would get generated for the request which can be used for reference and Status of Request will get changed to **Deposit Requested** (Highlighted in Orange).

Requestor D	etails						
Line	CMA CGM Agencies Pvt Ltd	BL No.	A0134257	MBL No.	LVA0134257	Port of	Port of Discharge
						Discharge	
FPOD	INTKD6-TUGHLAKABAD	Request No.	02021052700003	Office Location	NCR	Mode Of	Non-ODeX-NEFT
						Payment	
Consignee	ABC Pvt Ltd	Consignee LARA 000	05123061	Refund To-	Consignee ABC Pvt Ltd	Status	Deposit Requested
Name		Code		Name			
Customor							
Remarks	la la						8 H

Once the request is approved the customer would receive email with security slip copy as attachment and status of the request would change from **Deposit Requested** to **Deposit Approved**.

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Wed 5/26/2021 11:46 AM odex.notification@gmail.com ODeX: Security slip - CMA CGM Agencies Pvt Ltd - SD2021052600002
To 🔷 chacompany@odex.co; 🗠 prasad.gorde@eanda.co.in; 🔿 wilson.dsouza@odex.co
Cc 🗢 MHATRE Mayur; 👄 NIKAM Mayur
1 If there are problems with how this message is displayed, click here to view it in a web browser.
SD2021052600002_Security Deposit Refund Acknowledgement Slip.pdf _ 6 KB
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Security De Requestor D	posit And Refund Request etails					
Line	CMA CGM Agencies Pvt Ltd	BL No.	MBL No.	LVA0134257	Port of Discharge	Port of Discharge
FPOD	INTKD6-TUGHLAKABAD	Request No. SD2021052700003	Office Location	NCR	Mode Of	Non-ODeX-NEFT
Consignee Name	ABC Pvt Ltd	Consignee LARA 0005123061 Code	Refund To- Name	Consignee ABC Pvt Ltd	Status	Deposit Approved
Customer Remarks						8 H

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			Mr. Test User 😭 💠
Service		Click Here to download	d the process to update GST No.
	eCRO Nitica Stera	eDO Nhava Sheva	eSB Select an Option

1

**Step 2**: Click on Security Deposit --> Security Deposit and Refund Module.



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View Request Refund	5					NEW - DEPOSIT	
Request Time	* Request No.	+ Location	≑ Line	🕆 BL No.	Refund To Status	ά. Ψ	
27-05-21 12:03	SD2021052700003	NCR	CMA CGM Agencies Pvt Ltd	LVA0134257	ABC Pvt Ltd Deposit Approved	5 S	

4 Click on a checkbox and then click on Request Refund

Step 4 - Above step would open the refund request page.KYC should be in verified status to submit refund request i.e. Green tick should be there against Refund to Name and Mode of Payment .If not ,then please contact local customer service

2

Security D Requestor	eposit And Refund Request Details												
Line	CMA CGM Agencies Pvt Ltd	BL No.	LVA0134257	MBL No.	LVA0134257	Port of	Port of Discharge						
FPOD	INTKD6-TUGHLAKABAD	Request No.	SD2021052700003	Office Location	NCR	Mode Of	Non-ODeX-NEFT	0					
Consignee Name	ABC Prit Lid	Consignee LARA Code	0005123061	Retund To- Name	Consignee ABC Pirt Ltd	Status	Deposit Approved						
Customer Remarks								8 H . E					
Step 5 clickec	- Input the info I then Status w	ormatio vill chan	on in Refund d ge to Refund	letails s Reques	ection for field ted. 7	ds 1,2,3	3,4 and 5 an	d cl	ick on Req	uest Re	fund.Onc	e	
Refund D	etails											Non-ODeX-NEFT	
Beneficiary (as per bank records)	Name Beneficiary Name	Ban	k Name Bank Name		Branch Name Branch 1	lame 3	A/C Type		Current		Mode Of Payment		V

team and provide KYC documents for KYC verification.

Discharge			
Mode Of Payment	Non-ODeX-NEFT	•	
			Bank Reference No.
Status	Amount Refunded 2		(Refund)

-----Thank You-----Thank You------