



Coal India Limited  
**A MAHARATNA COMPANY**

Registered Office:- Coal Bhawan,  
Premises No.04 MAR, Plot No.AF-III,  
Action Area-1A, New Town, Rajarhat, Kolkata 700156.

WEBSITE:www.coalindia.in

CIN – L23109WB1973GOI028844

Ref :- CIL/C-4B/Misc/2023/91

**Notice**

An initiative for Online Bill to Bill reconciliation through a portal has been undertaken by Coal India Limited. This will ensure settlement of accounts in a time bound manner and fulfill a long pending demand of consumers.

Power Sector Consumers are already successfully using the Online Portal

For Non- Power CPPs and CPSEs Consumers, records have been made available over the portal. Non Power Consumers under CPP subsector and CPSU units drawing coal from any of the Coal India subsidiaries are invited to register them over the Portal for the three modules viz. Quantity, Quality and Finance. Without the registration of all the departments by consumers, complete reconciliation is not possible.

This is a new start therefore we will need the support and cooperation of all consumers.

All concerned may kindly register on the portal on priority and ensure success of this digitization initiative.

*Sankar Kumar* 28/10/2023

General Manager(QC),CIL

Distribution:

GM/HoD(M&S)- All Subsidiaries- Kindly take up with consumers of your company to register themselves and upload the same on your company's website

GM(Systems)- To advise concerned to upload the same on CIL's website.

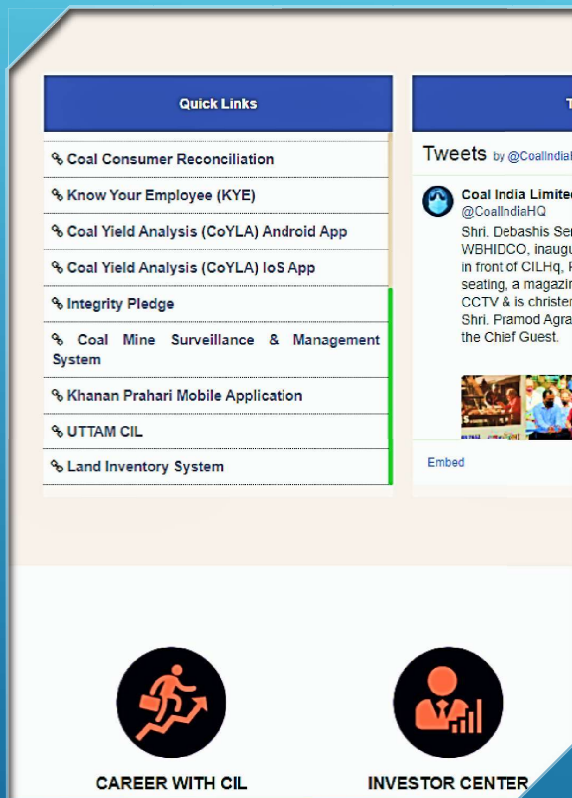


REGISTRATION PROCESS ON COAL CONSUMERS RECONCILIATION PORTAL

# USER GUIDE TO RECONCILIATION PORTAL

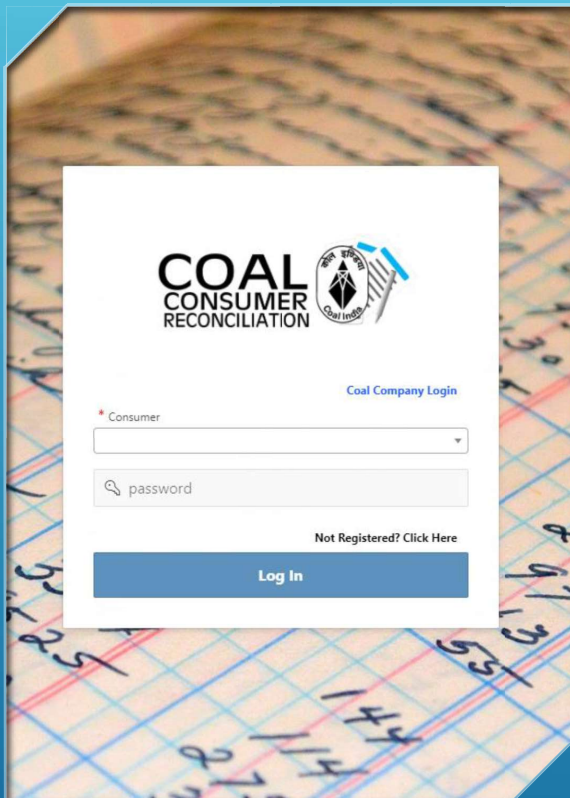
The purpose of this user guide is to understand the working and the steps involved in reconciliation process.

The user guide meant for Coal Consumers.



## HOW TO REGISTER ON THE PORTAL?

1. Search [www.coalindia.in](http://www.coalindia.in) on a web browser to find the Webpage of Coal India Limited.
2. On the bottom left corner under "Quick Links" one would find the link to the Coal Consumer Reconciliation Portal.
3. Click on the "Coal Consumer Reconciliation link" which would redirect to the portal.



## HOW TO REGISTER ON THE PORTAL? (CONTD..)

4. Consumers would come across this page for registering themselves for the portal.
5. Consumers need to Sign Up for registering themselves on the Portal.
6. Click "Not Registered?" to register.



The image shows a screenshot of a web portal for 'COAL CONSUMER RECONCILIATION'. The page title is 'Consumer Registration'. The form includes the following fields: Name, GSTN, Address, Admin Name, Email, Contact No., and a Captcha field with the text 'Enter Characters as shown' and the characters 'f 9 6 N R'. At the bottom left, there is a link 'Already Registered? Log in' and a blue 'Submit' button.

## HOW TO REGISTER ON THE PORTAL? (CONTD..)

In this page consumers need to Fill in the name of the Company, GSTIN, Address, Admin name, email, contact number.

After entering the captcha and submitting the registration, OTP would be sent on the email ID so stated by the Consumers. After submission of OTP the registration completes!