VRR User Reference Guide

VRR Portal access: On the CCIL Website, visit the NDS OM Page for the Voluntary Retention Route (VRR) link.

User needs to enter valid Member ID, User ID & Password to access VRR Portal.

In the VRR portal, on the Home page there are two segments VRR – Gov and VRR. User need to select VRR to place bid to acquire VRR limit. Similarly, other options like Change password and Log out are also available. After log-in, the following home page will be displayed.
When user is logged in, by default the VRR – Gov would be displayed. However, select Voluntary Retention Route (VRR). Within this segment, BID and Queries menus will be available.

Under bid menu, the following options are available -- Bid Create, Bid Modify, Bid Approve/Reject.

To open the Bid form, the user has to click on Bid Create, and the following Bid form will be open.
In the field labelled as ‘Auction’, the user needs to select the Auction Id from the dropdown. Once selected, the auction details will be automatically populated on the Bid form.

In bid form, the Bid Amount and Client Name have to be filled by the custodian user. Click on the “Submit” button to submit the bid for approval. The “Reset” button is useful to reset all the fields.

When submit is clicked a pop-up will be displayed (illustration provided below). Click on ‘OK’ to proceed with placement or click on ‘Cancel’ to go back. When successfully placed, a confirmation will be displayed.
If the bid amount entered is more than 50% of the auction amount, then an error message will be displayed as provided in the illustration displayed below.

If the Bid Retention Period is less than Auction Retention Period, then an error message will be displayed as provided in the illustration displayed below.
Bid Approval:

Once the Bid is submitted for approval, Custodian User2 (User who has not created or modified the bid) should select the option Bid Approval / Rejected under Bid Menu. A Bid Approve / Reject screen would be displayed all pending for approval of bids. User can select Auction ID and client to display the pending for approval bids of particular client. To approve the pending bid, user has to click on ‘Approve’ button against the bid details. A Bid Confirmation screen will open in which all bid details were mentioned. To proceed to approve the bid click on Ok or Cancel to go back. Once bid is approved its status will change to Checked status. The following screens illustrate the Bid approval process.
Modification of bid amount or Cancellation of Bid:

User can modify or cancel only approved bids. The modification option is available under Bid menu. To modify bid details click on modify option and select the details like Auction, Client Name & Bid reference no. Then only bid amount & Bid retention period can be modified. After modification, click on submit.
When submit is clicked a pop-up will be displayed (illustration provided below). Click on ‘OK’ to proceed with modification or click on ‘Cancel’ to go back. When successfully placed, a confirmation will be displayed.
Similarly, when Cancel is clicked a pop-up will be displayed (illustration provided below). Click on ‘OK’ to proceed for cancellation or click on ‘Cancel’ to go back. When successfully cancelled, a confirmation will be displayed.
Cancellation of Bid can be performed by the user who has placed the Bid. If cancellation activity trying to perform by other than placed user, then following popup will be displayed.

Query Screens:

In Query option there are three query screens available as: Custodian bid query, Custodian Activity Log & Client Allocation List.
Custodian Bid Query:

Custodian bid query screen provide information about pending, approved and rejected bids. Once bid is allocated it will be displayed in Client allocation list.

Custodian Activity Logs:

Custodian Activity log screen provide information about bid activity of Users. When bid placed its status displayed as New, On approval it change to Checked, on modification it displayed Modified, on Cancellation status displayed as Deleted, On allocation it displayed as Allocated and on rejection of bid it displayed as Rejected.
Client Allocation List:

Client allocation query screen displayed the allocated bids for the respective clients.