USER MANUAL

FOR

APPLICANTS

Of RO Prime Petrol Distributors

Prime Petrol Distributors Portal

This portal has been created for the online selection process of Retail Outlet dealership for various locations. To apply for dealership, applicant is required to follow the steps outlined below:

➢ Register in the Portal
➢ Login to the Portal
➢ Select the available advertisements
➢ Search location where to apply
➢ Fill the application form
➢ Make online payment

Step 1: Registration

Applicants have to register themselves on the portal to apply for dealership.

To register:

Go to www.primepetroldistributors.in

Click on the Register button available at the Home Page (See Screen Shot 1)
Fill the all details in the form. (See Screen Shot 3)

Click on Generate OTP button. OTP will be sent to given Mobile No.

   Enter the OTP in the field and submit the form.

   A success message will be displayed on the screen, confirming that registration has been completed successfully.

Note:

❖ Email ID will be used as username at the time of login.
❖ Password will be sent to the registered Email ID. User can change his/her password any time.
❖ Password must be strong. Minimum Length: 8 characters including 2 Upper Characters, 2 Lower Characters, 2 Numbers, 2 Special Characters Only.
For Example: ABab12#$

Step 2: Login to the Portal

After registration, applicant can login to the portal with his/her login credentials.

Go to www.primepetroldistributors.in

Click on **Login Button** available at Home Page *(See Screen Shot 1)*
Enter Email ID as username. *(See Screen Shot 2)*

Enter the password that you received in your Email-ID.

Once applicant is logged in successfully, he/she will be redirected
to the Applicant Dashboard.

Step 3: Fill the Application Form

After successfully logging in to the portal, applicant can see the following information:

1. Dashboard: Here user can see two options
A) Available Advertisements
B) Applied Advertisements

2. Available Advertisements: Here user can find all the advertisements, company-and state-wise, for which he/she has not applied.

3. Applied Advertisements: Here user can see the details of advertisements for which he/she has applied.

4. Profile: Here user can edit their details which have been filled at the time of registration. However details like Email ID and Mobile No cannot be changed.

5. Change Password: Here user can change the Password.

To Apply:

Applicant has to click on Available Advertisement Link/Button and select the advertisement (Company wise / State wise) for which he/she wants to apply.

All the locations under the selected advertisement will be displayed on clicking '**View Details**'. *(See Screen Shot 4)*

To fill the application form, users must follow the below given process:

All the locations available under that advertisement will be displayed on the screen. *(See Screen Shot 5)*

Select the location for which he/she wants to apply. (Click on Apply button).

After clicking Apply Button, applicant will be redirected to the Application form.

Note: Session of **40 minutes** for filling the Application form will be provided**.** Application form will not be saved unless inputs are provided in all the fields.

Here applicant will be given 3 options for choosing the category of Applicant:

- o Individual
- o Partnership
- o Non-Individual

On choosing the option, complete application form will be opened *(See Screen Shot 6)*

Scroll down to see application form and start filling the same. **Read the brochure carefully before applying** (Refer the link given)

Upon filling all the relevant details, Applicant can either save or **finally** submit the Application form, by clicking the respective Buttons.

Using the '**Save**' option, Applicant can as many times edit the application form before the final submission. To view and edit the application form Click the Applied Advertisement Link/Button available in the left side menu in the Applicant Dashboard.

After filling in all the details in the application form, click the "**Submit & Proceed to Pay**" button to pay the application fee online.

Note: Once application form is submitted successfully, same cannot be edited or changed.

If for some reason, Applicant wants to '**Cancel**' the Application form, the same can be cancelled by clicking the '**Cancel**' button, but the same has to be before the final submission of the Application form.

Step 4: Making Online Payment

After submitting the application form, applicant has to pay the application fee online. Application forms without payment of application fee, will not be processed and will be rejected.

To make online payment, follow the process below:

Go to '**Applied Advertisement'** link, the same is available on the Applicant Dashboard.

All the applications of applicant will be displayed on the screen.
(See Screen Shot 7)

If the application is submitted for a particular location and payment is pending to be done, the same can be paid by clicking on "**Pay Online**" button. On clicking, the applicant will be redirected to the next page giving the details for amount of application fee.

For making payment click on **'Proceed to Pay'**. *(See Screen Shot 8)*

Applicant will be redirected to Payment Gateway page. *(See Screen Shot 9)* Multiple options are available for making the payment : Credit Card, Debit Card, & Internet Banking.

After successful payment is done, the applicant can download a PDF copy of the application from '**Applied Advertisement'** Link available on Applicants Dashboard. *(See Screen Shot 10)*

A sample complete Application form in the PDF format is as shown in the Screen shot 11. *(See Screen Shot 11)*

The Application is completed in all respects.

Note:

- o Applicant cannot apply for the same location if already applied. However, he/she can apply for a different location.
- o Applicant should fill the application form carefully. Once application form is submitted and a PDF copy of the online application is generated, **NO** details can be edited.

SBIePay

Payment Details

Debit/Credit Card

Internet Banking

Please enter your card details

Card Number

VISA · · RuPay>

Expiry Date/Valid Thru   **CVV/CVC 4-DBC**

Month ▼   Year ▼

Name of the card holder

Name as on card

Pay Now

Cancel

Order Summary

Order No.:
15423648828901249

Merchant Name:
Bharat Petroleum Corporation
Limited

Amount: 1.00

Processing fee:

GST:

Total: Activate Windows

Dashboard (Home)
Available Advertisements
Applied Advertisements
Profile
Change Password

Payment successful

We have emailed you the receipt.

Application Reference No.: 125123183171283

Order No.: 15426910240585300

Go to My Applications

After click on this, you can download PDF for this application there.

Application Format For Individual Applicants																				
Application No.	1	5	4	1	0	6	5	7	6	7	9	3	7	5						
Application Date	0	1	-	N	O	V	E	M	B	E	R	-	2	0	1	8				

APPLICATION FOR RETAIL OUTLET DEALERSHIP

Name of oil company	Bharat Petroleum Corporation Ltd	
Name of Teritory Office	Nellore	
Particulars of application fee (Rs.)	10,000.00	
Transaction Number	9048710615202	
Transaction Date & Time	01-11-2018 15:18:35	
Payment Mode	Credit Card	

Particulars of Applied location

1	Sr. No. of location in the advertisement	36
2	Name of the Location	Between Narayanavanam & Nagalapuram RHS on SH

3	District	C	H	I	T	T	O	O	R							
4	State	A	N	D	H	R	A		P	R	A	D	E	S	H	
5	Category	O	B	C												

Eligibility certificate(s) for the category applied as above is/are available with me/us and will be submitted as and when advised by the **Bharat Petroleum Corporation Ltd**.

6	Advertised on (Date of advertisement)	01-August-2018	In	
7	Type of Site	DC		
8	Type of RO	Regular		
9	Group of the Applicant on the Basis of Advocate's letter with applicant on land being offered.	Group 3		
10	Type of applicant	Proprietor		

11 Applicant would be required to submit Affidavit in original as per the format given in Appendix – XA of the Brochure on intimation by Bharat Petroleum Corporation Ltd upon selection.

11.1	Name Mr.				
11.2	Father's / Husband's Name Mr.	DASD DAS DSAD			
11.3	Address	DSAD			

District	DIBANG VALLEY	State	ARUNACHAL PRADESH	Pincode	312321