



ONGC Videsh Ltd.



2022

Paperless Office- Partner Audit Process – User Manual

Restrictions

This data shall not be disclosed and shall not be duplicated, used, or disclosed in whole or in part for any purpose. If a contract is awarded to Appolo Computers Pvt. Ltd. as a result of or in connection with the submission of this data, the client or prospective client shall have the right to duplicate, use, or disclose this data to the extent provided in the contract. This restriction does not limit the client's or prospective client's right to use the information contained in the data if it is obtained from another source without restriction. The data subject to this restriction is contained in all marked sheets.

Document Control

Document Information

	Information
Document Id	
Document Owner	Appolo Computers Pvt. Ltd.
Issue Date	16-02-2022
Last Saved Date	16-02-2022
File Name	Partner Audit Process – User Manual

Document History

Version	Issue Date	Changes
[1.0]	16.02.2022	

Table of Contents

1	INTRODUCTION	2
2	LOGIN IN THE PAPERLESS OFFICE:	2
3	LOGIN SCREEN OVERVIEW:	2
4	HOW TO RUN THE IA PROCESSES.....	3
5	PARTNER AUDIT PROCESS LAUNCH:.....	4
6	INITIATOR SCREEN.....	6
6.1	FORM INFORMATION	6
6.2	PROJECT DETAIL.....	7
6.3	AUDIT PERIOD.....	7
6.4	FINANCIAL YEAR	7
6.5	ADD OFFICE NOTE/ GREEN SHEET	8
6.6	ADD ENCLOSURE	8
6.7	ADD YELLOW NOTE	9
7	SENDING A FILE.....	10
7.1	INITIATOR SCREEN.....	10
7.2	REVIEWER/RECOMMENDER SCREEN	11
7.3	REGIONAL PRESIDENT (RP) SCREEN	13
7.4	REVIEWER/ RECOMMENDER SCREEN.	16
7.5	APPROVER SCREEN.....	18
7.6	INITIATOR SCREEN.....	21
7.7	CABINET SCREEN.....	22
7.8	OUTBOX SCREEN.....	25

1 Introduction

This document is intended to guide you step by step through the Paperless E-Office Application.

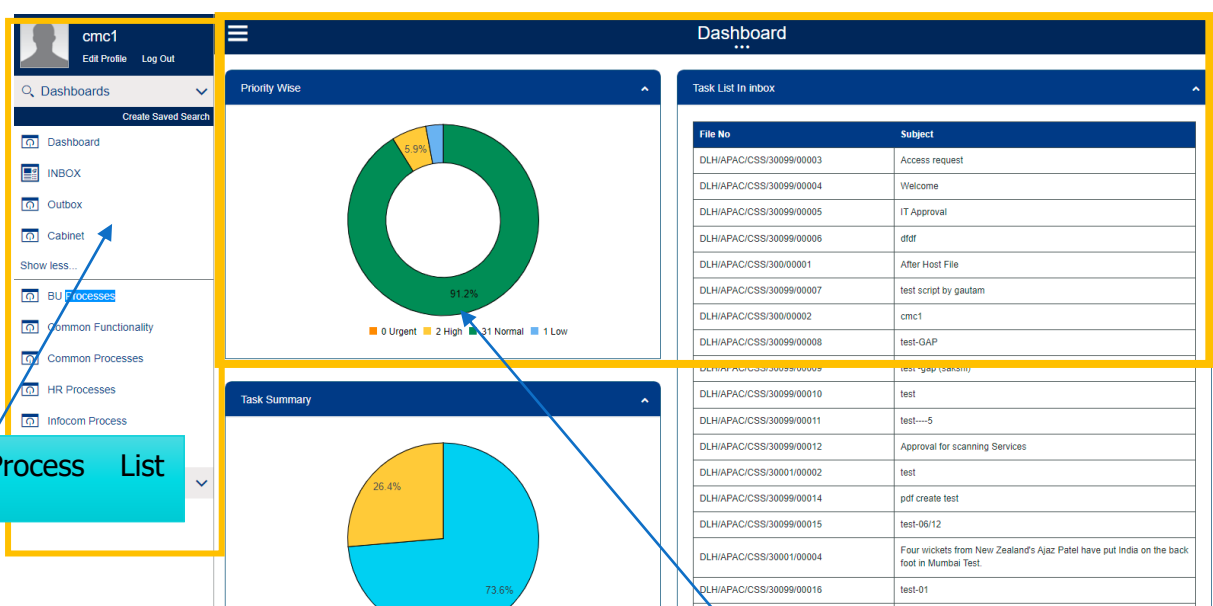
2 Login in the Paperless office:

- Open the Process Portal URL: <https://disha.ongcvidesh.in/ProcessPortal/login.jsp>
- Enter Your Windows username/ Password.



3 Login Screen Overview:

- Dashboard screen



- Inbox Screen

INBOX

Enter search text

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/APAC/CSS/30099...	GAP Manual	Generic File Initiator	Generic File Initiator		Normal	Dec 8, 2021, 12:38...
DLH/APAC/CSS/30001...	test-01	User Access Managem...	User Access Managem...		Normal	Dec 8, 2021, 12:12...
DLH/APAC/CSS/30008...	incident testing	Incident/Activity Report...	Incident/Activity Report...		Normal	Dec 8, 2021, 11:15.3...
DLH/APAC/CSS/30020...	test of reappropriation	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 9:27.5...
DLH/APAC/CSS/30020...	Test	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 8:49.2...
DLH/APAC/CSS/30020...	Test By gautam	Re-Appropriation of Bu...	Re-Appropriation of Bu...	cmc3 (900004)-Genera...	Normal	Dec 7, 2021, 7:01.3...
DLH/APAC/CSS/30008...	TEST-MANUAL	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:02.5...
DLH/APAC/CSS/30008...	test-manual	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 3:00.4...
DLH/APAC/CSS/30001...	testing	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 12:02...
DLH/APAC/CSS/30003...	Intrest Penalty on statu...	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:59.2...
DLH/APAC/CSS/30008...	test-INCIDENT	Re-Appropriation of Bu...	Re-Appropriation of Bu...		Normal	Dec 7, 2021, 11:48.1...
DLH/APAC/CSS/30001...	test-123	HR Onboarding Initiator	HR Onboarding Initiator		Normal	Dec 6, 2021, 5:13.4...
DLH/CSS/HR/30002/0	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	SHIVANGI KIRTI (\$694...	Normal	Dec 6, 2021, 4:39.5...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 11:23.0...
DLH/APAC/CSS/30001...	Four wickets from New...	User Access Managem...	User Access Managem...		Normal	Dec 6, 2021, 11:04.2...
DLH/APAC/CSS/30099...	test-06/12	Generic File Initiator	Generic File Initiator		Low	Dec 6, 2021, 11:01.4...

View Process List

Inbox – View task assign to you

4 How to run the IA Processes

- Click on IA Processes.
- IA Processes Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

IA Processes

List of Processes

Per page: 15

Process Name	Launch
Government (CAG Audit)	Launch
Partner Audit Process	Launch

Showing 1 to 2 of 2 entries

Previous 1 Next

Click on IA Processes button on the Process list

5 Partner Audit Process Launch:

- Click on Launch button.

The screenshot shows the 'IA Processes' interface. On the left is a sidebar with a user profile 'Test User1' and a list of process categories. The main area displays a 'List of Processes' table with two entries: 'Government (CAG Audit)' and 'Partner Audit Process'. The 'Partner Audit Process' row has a 'Launch' button highlighted with a yellow rectangle. A blue arrow points from a text box labeled 'Click on Launch' to this button. The table also shows pagination controls for 'Previous', '1', and 'Next'.

- Meta Data, File Action Panel will open.
- Enter the entire metadata field displayed on the Create file screen. **Note: Location, Section, Sub section, Priority will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.**
- Select Projects from the dropdown.
- In the Subject section enter the name of the file to be created.
- In the File action click Create in order to create new file. Click Exit to Exit.

The screenshot shows the 'Partner Audit Process' form. It has two main sections: 'Meta Data' and 'File Action'. The 'Meta Data' section contains several dropdown menus: 'Location' (set to 'Delhi'), 'Section' (set to 'Other Corporate Services'), 'Sub Section' (set to 'Others'), 'Projects' (set to 'NA'), 'Subject' (set to 'PA'), and 'Priority' (set to 'Low'). The 'File Action' section at the bottom contains two buttons: 'Exit' and 'Create'.

- Click on Create button of File Action panel.

Meta Data

Location

Delhi

Section

Other Corporate Services

Sub Section

Others

Projects

NA

Subject

PA

Priority

Low

File Action

Exit

Create

Click on Create button

- Click on Yes button.

Confirmation

Are you sure you want to create file? File once created cannot be Discarded.

Yes

No

Click on Yes button.

- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g., DLH/OCS/OTH/31427/00012

6 Initiator Screen

Following Screen Opens in Full View:

The screenshot displays the 'Partner Audit Process Initiator' interface. It features a top navigation bar with the title and a sidebar on the left containing a tree view of the application structure. The main content area is divided into several sections: 'Meta Data' with fields for Location, Section, Sub Section, Project, Subject, and Priority; 'Project Detail' with fields for Project Name, Project Code, and Project Type; 'Audit Period' with From Date and To Date fields; 'Financial Year' with From Date and To Date fields; 'Office Note/ Green Sheet' with a large text area for notes; 'Note Sheet(s)' with a table for notes; 'Enclosure' with a table for enclosures; 'File Workflow' with a table for workflow members; and 'File Action' with buttons for 'Save & Close', 'E-Sign', and 'History'. The main area is a large green sheet labeled 'संश्लेषण / Working Paper'.

6.1 Form Information

Meta Data – Meta Data shows the Location, Section, Sub Section, Project, Subject, Priority.

Project Detail – Select BU, Select Project in Project Detail Section.

Audit Period - Enter From Date, To Date Field in Audit period Section.

Financial Year - Enter From Date, To Date Field in Financial Year Section.

Office Note/ Green Sheet – User can type the contents of the note sheet for which the approval is required in the file.

Note Sheet(s) – It shows the complete Note of Green Sheet/Office Note .

Enclosure – User can add the Enclosure by clicking on Add button.

Yellow Note – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is a informal way of communication this can be removed by any user once he reads the instruction. This does not for part of the note. However, it is user's purgative to remove the yellow note when he feels.

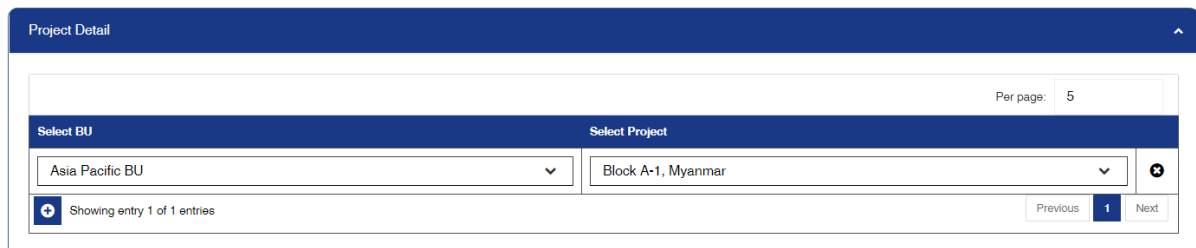
File Workflow– On click of this button, the workflow members of the file is shown.

File Action – File Action section has three buttons:

- Save & close – File is saved in Inbox.
- E-Sign –User can sign and forward the file.
- History –User can view the history of file.

6.2 Project Detail

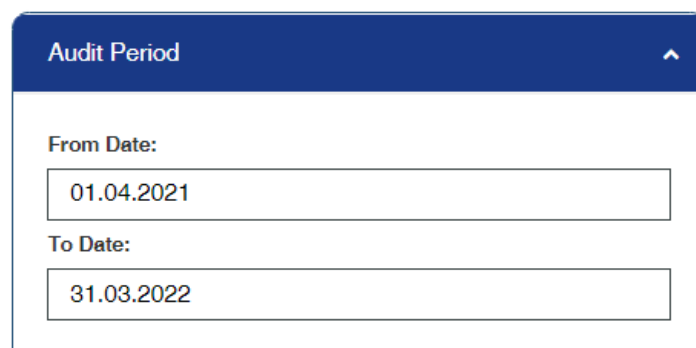
- Click on + (Add) button.
- Select BU, Select Project in Project Detail Section.



The screenshot shows a web form titled "Project Detail". At the top right, there is a "Per page:" dropdown set to "5". Below this, there are two main sections: "Select BU" and "Select Project". The "Select BU" dropdown is currently set to "Asia Pacific BU". The "Select Project" dropdown is currently set to "Block A-1, Myanmar". To the right of the "Select Project" dropdown is a small circular button with a plus sign. Below these sections, there is a status bar that says "Showing entry 1 of 1 entries". At the bottom right of the status bar, there are "Previous", "1", and "Next" buttons.

6.3 Audit Period

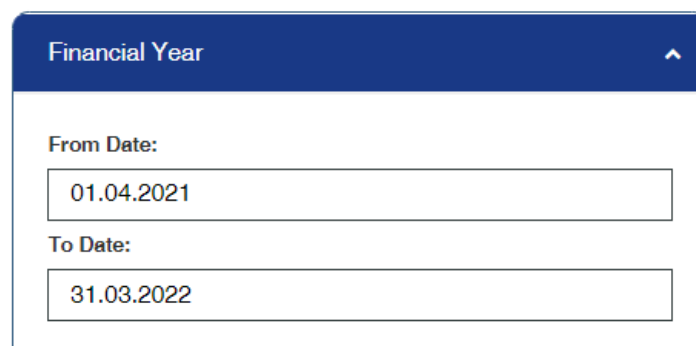
- Enter From Date, To Date Field in Audit period Section.



The screenshot shows a web form titled "Audit Period". It contains two date input fields. The first field is labeled "From Date:" and contains the text "01.04.2021". The second field is labeled "To Date:" and contains the text "31.03.2022".

6.4 Financial Year

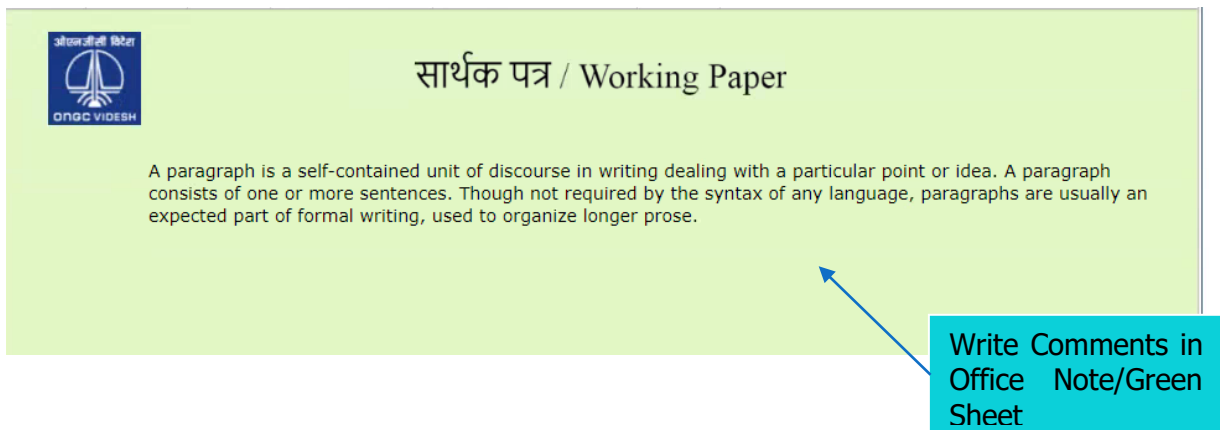
- Enter From Date, To Date Field in Financial Year Section.



The screenshot shows a web form titled "Financial Year". It contains two date input fields. The first field is labeled "From Date:" and contains the text "01.04.2021". The second field is labeled "To Date:" and contains the text "31.03.2022".

6.5 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.



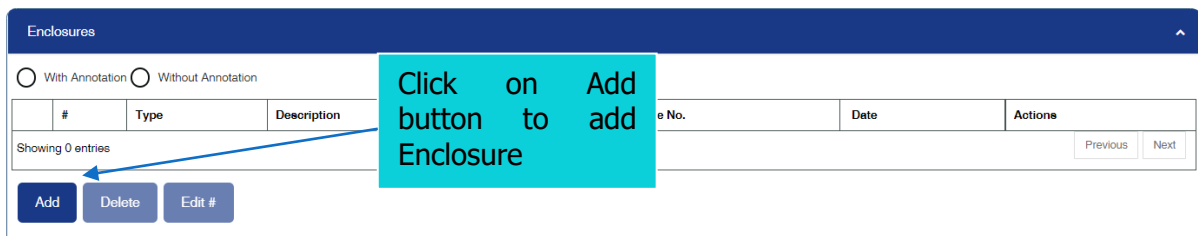
सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

6.6 Add Enclosure

- User can view the document with or without annotation.
- User can do the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document with annotation or without annotation
- Select the document after selection view option.
- Click on Edit # to Edit the Sr.no.



Enclosures

☐ With Annotation ☐ Without Annotation

#	Type	Description	e No.	Date	Actions
Showing 0 entries					

Add Delete Edit #

Click on Add button to add Enclosure

- Click on Add Button of Enclosure.
- Fill all the details of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure and click delete button.

Add Enclosure

Type :

Description :

Page No :

Browse

Document 1.pdf

Add

Exit

Add Description, Page NO.
Upload Document.

Click on Add button

6.7 Add Yellow Note

Yellow Notes

Date	By	
Showing 0 entries		
<div style="display: flex; gap: 5px;"> <div style="background-color: #003366; color: white; padding: 2px 5px;">Add Yellow Note</div> <div style="background-color: #ccc; padding: 2px 5px;">Previous</div> <div style="background-color: #ccc; padding: 2px 5px;">Next</div> </div>		

Click on Add Yellow Note button

- Click on Add Yellow Note button of Yellow Notes.
- Fill the box of yellow note.
- Click on Add Button.

Add Yellow Note

Yellow Note:

ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft

Type Yellow Note and click on Add button

Add

Exit

7 Sending a File

7.1 Initiator Screen

- Click on E-sign button.

Note: On click on save button. Noting will saved as Draft.

File Action

Save & Close

E-Sign

History

Click on E-Sign

- Select the user of Reviewed/Recommended (optional), Regional President (Mandatory).
- Click on Add button.

Select Users

☐ Urgent

Reviewed/Recommended By:

Add

Regional President :

Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries					

Previous

1

Next

Forward

Exit

- All the users are now showing in the selected users list.
- Click on Forward Button.

Select Users

☐ Urgent

Reviewed/Recommended By:

Add

Regional President :

Add

Selected Users

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy	✕
Regional President	100003	Test User3	CFIN	AUD	Country Manager- Myanmar	✕

Showing 1 to 2 of 2 entries

Previous

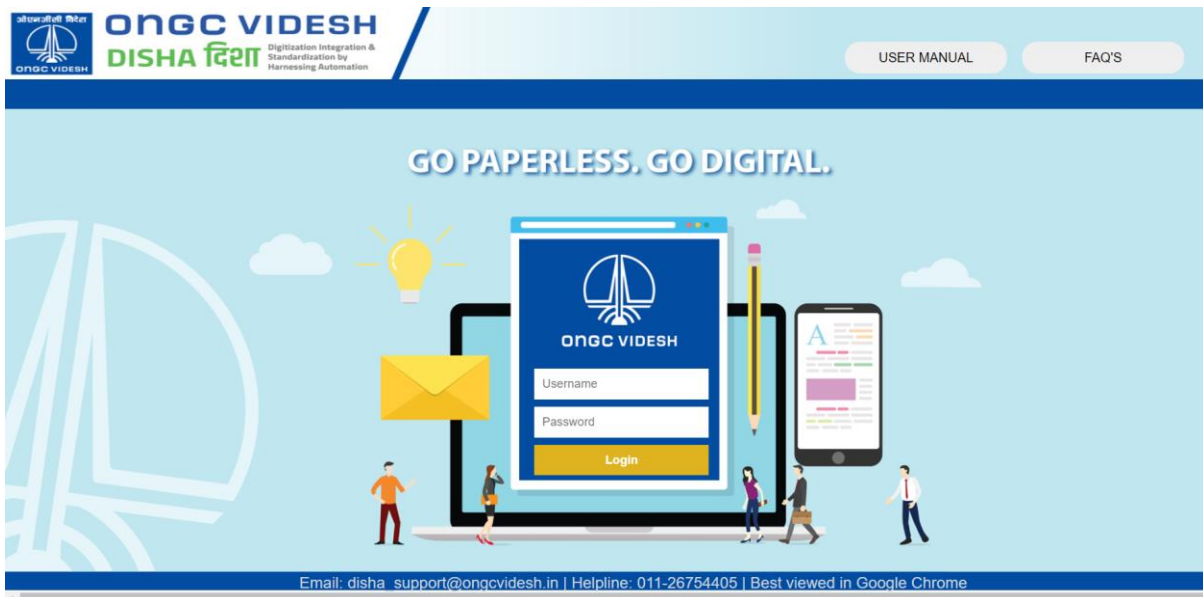
1

Next

Forward

Exit

- Now task go to the Reviewer/Recommender.
- Login to Reviewer/Recommender user.



7.2 Reviewer/Recommender Screen

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OCS/OTH/31427/...	PA	Partner Audit Process ...	Partner Audit Process ...	Test User1 (100001)-S...	Medium	Feb 16, 2022, 11:3...
DLH/LAC/COFF/31326/...	16/2	branch Memo Initiator	branch Memo Initiator	Test User1 (100001)-S...	Medium	Feb 16, 2022, 10:47...
DLH/OCS/OTH/31499/...	Test 16/2	Generic File Approver	Generic File Approver	Test User1 (100001)-S...	Medium	Feb 16, 2022, 10:45...

- All the sign of users shown in Office Note/Green Sheet.

साथक पत्र / Working Paper

ONGC Videsh

Partner Audit Process

BU & Project Details

Business Unit	Project
Asia Pacific BU	Block A-1, Myanmar

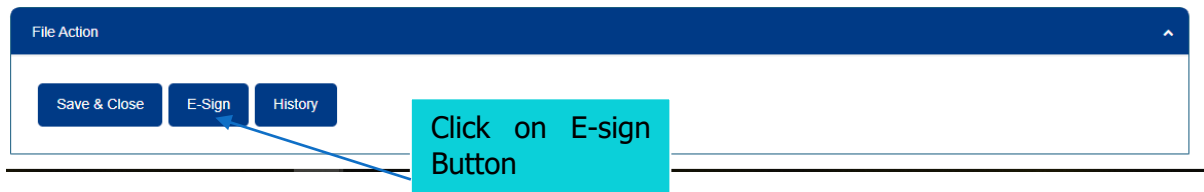
Audit Period: 01.04.2021 To 31.03.2022

Financial Year: 01.04.2021 To 31.03.2022

ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserve and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 11:34:44 AM

- Click on E-sign button.



- If you select Return to initiator, task will be returned to initiator.
- If you select Forward for Review, task will go to the selected user for review.
- **Select Review/ Recommend.**
- Click on Forward button.

Action With eSign

☐ Urgent

Select Action

☒ Review / Recommend ☐ Return to Initiator ☐ Forward For Review

Forward

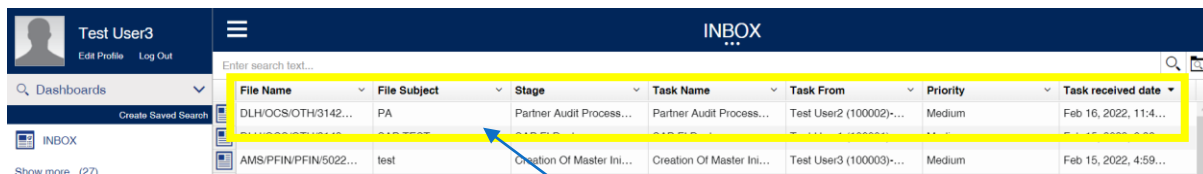
Exit

- Task goes to the Regional President.
- Login with Regional President User.



7.3 Regional President (RP) Screen

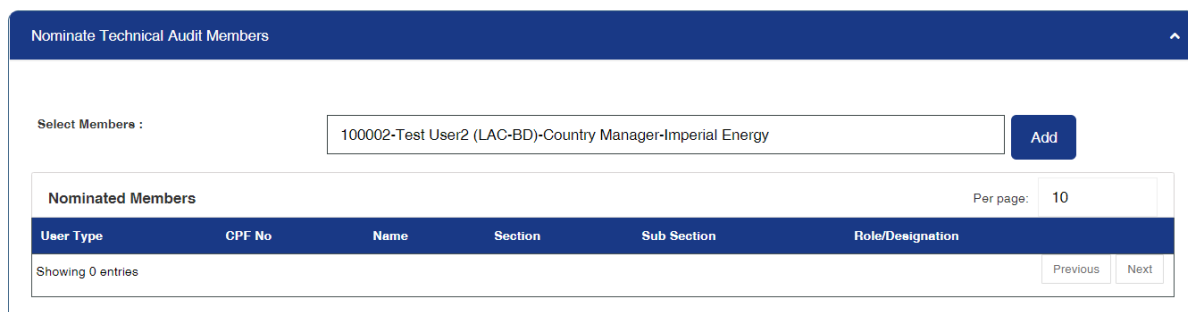
- Task shown in Inbox.
- Now open the task.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OCS/OTH/3142...	PA	Partner Audit Process...	Partner Audit Process...	Test User2 (100002)-...	Medium	Feb 16, 2022, 11:4...
AMS/PFIN/PFIN/5022...	test	Creation Of Master Ini...	Creation Of Master Ini...	Test User3 (100003)-...	Medium	Feb 15, 2022, 4:59...

Task is visible in Inbox

- Nominate Technical Audit Members by selecting members.
- Click on Add button.



Nominate Technical Audit Members

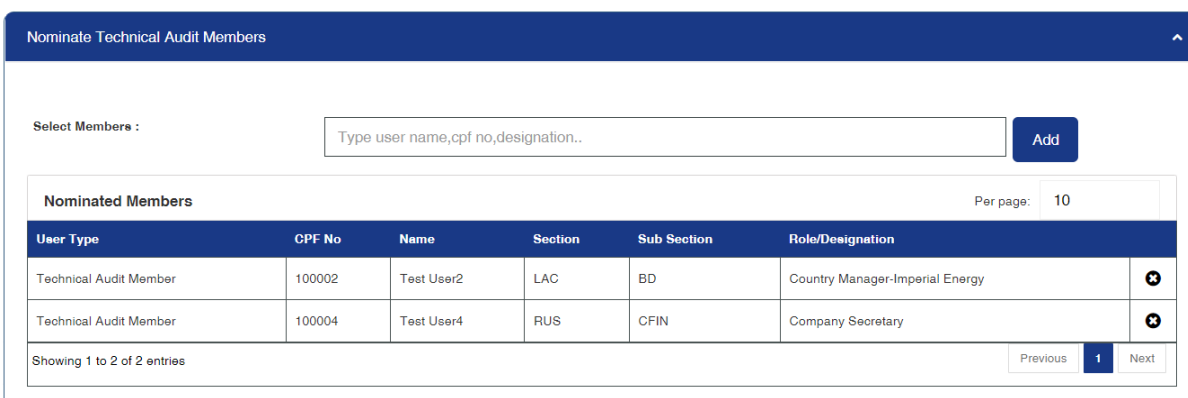
Select Members : Add

Nominated Members Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries					

Previous Next

- Nominated members are now added to the list.



Nominate Technical Audit Members

Select Members : Add

Nominated Members Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Technical Audit Member	100002	Test User2	LAC	BD	Country Manager-Imperial Energy
Technical Audit Member	100004	Test User4	RUS	CFIN	Company Secretary

Showing 1 to 2 of 2 entries Previous 1 Next

- All the sign of users shown in Office Note.

Office Note / Green Sheet

Asia Pacific BU | Block A-1, Myanmar

Audit Period:	01.04.2021 To 31.03.2022
Financial Year:	01.04.2021 To 31.03.2022


ONGC Videsh Limited, a Miniratna Schedule "A" Central Public Sector Enterprise (CPSE) of the Government of India under the administrative control of the Ministry of Petroleum & Natural Gas, is the wholly owned subsidiary and overseas arm of Oil and Natural Gas Corporation Limited (ONGC), the flagship national oil company (NOC) of India. The primary business of ONGC Videsh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interests in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and natural gas of India's domestic production in 2019-20. In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Forwarded & Electronically Signed By :
 Test User1 (100001)-Director (Finance)
 On : 16.02.2022 11:34:44 AM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 joint venture company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barranabermesa refinery. Additionally, MECL as 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial fields Moriche, Girasol, Jazmin, Nare Sur, under River and Abaroa as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By :
 Test User2 (100002)-Country Manager-Imperial Energy
 On : 16.02.2022 11:40:22 AM

- Write Comments in Office note/Green Sheet .

 **सार्थक पत्र / Working Paper**

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-Sign

- If you select Return to initiator, task will be returned to initiator.
- If you select forward for review, task will be forward for review.
- **Select Forward for Approval.**
- Click on Next button.

Select Option

☒ Forward For Approval
 ☐ Return to Initiator
 ☐ Forward For Review

Next

Exit

- Select the users of Reviewed by (optional), Approved by (Mandatory).
- Click on Add button.

Select Users

☐ Urgent

Reviewed By :

Approved By:

Selected Users Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Showing 0 entries					

Previous Next

- Selected users are now added to the selected users list.
- Click on Forward button.

Select Users

☐ Urgent

Reviewed By :

Approved By:

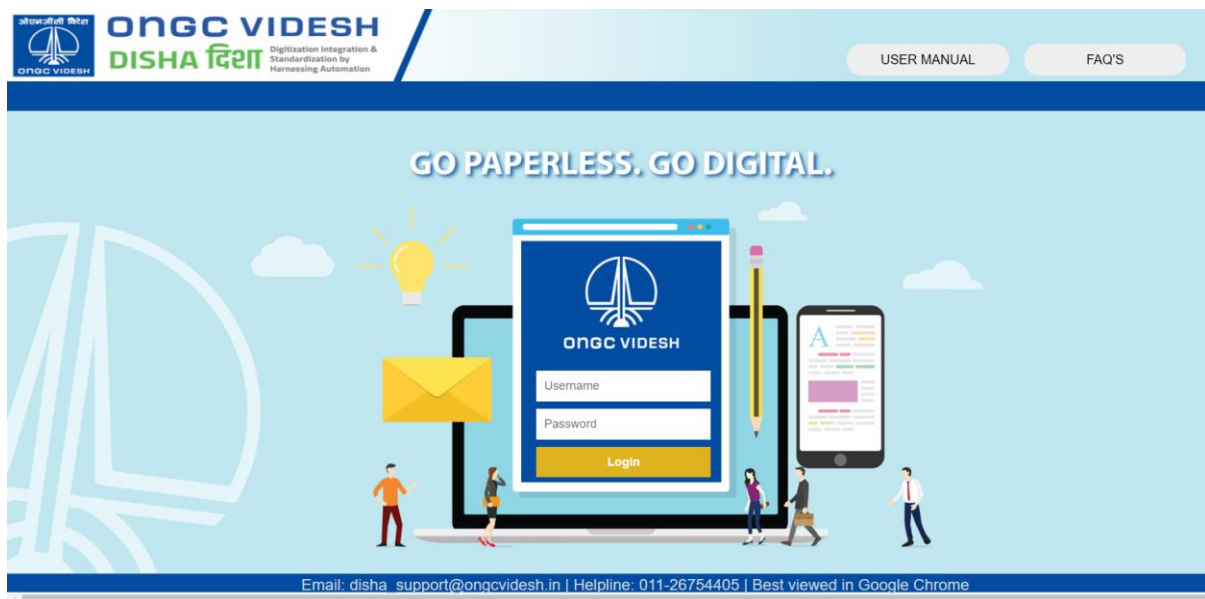
Selected Users Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Reviewed By	100001	Test User1	OCS	OTH	Director (Finance)
Approved By	100004	Test User4	RUS	CFIN	Company Secretary

Showing 1 to 2 of 2 entries

Previous 1 Next

- Task goes to the Reviewer/ Recommender.
- Login with Reviewer/ Recommender User.



7.4 Reviewer/ Recommender Screen.

- Open the task from Inbox.

Test User1

Edit Profile

Log Out

INBOX

Dashboards

Create Saved Search

INBOX

Dashboards

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OCS/OTH/31427/...	PA	Partner Audit Process ...	Partner Audit Process ...	Test User3 (100003)-G...	Medium	Feb 16, 2022, 11:5...
DLH/OCS/OTH/31426/...	Branch Memo test 03	Branch Memo Initiator	Branch Memo Initiator	Test User2 (100002)-S...	Medium	Feb 15, 2022, 8:02...

- All the sign of users shown in Office Note/Green Sheet.

Office Note / Green Sheet

MECL owns 100% interest in Venezuela and the Venezuela-Uganda pipeline in capacity 50,000 bbl/d which runs 100 km from the Venezuela property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% PI). The Association contract covers the commercial fields Moriohe, Girasol, Jazmin, Nare Sur, Under River and Abaroo as well as non-commercial area of Chicola within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By :
 Test User2 (100002)-Country Manager-Imperial Energy
 On : 16.02.2022 11:40:22 AM


Selected technical Audit Members

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Technical Audit Member	100002	Test User2	LAC	BD	Country Manager-Imperial Energy
Technical Audit Member	100004	Test User4	RUS	CFIN	Company Secretary

San Cristobal field is located in Zuata subdivision of JuninNorte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 160.18 Sq. Km. ONGC Videsh acquired 40% PI in on 08.04.2008 and signed a joint venture agreement with PdVSA (National Oil Company of Venezuela). A JV company called "PetroIndovenezolana SA" (PIVSA) was formed wherein PdVSA holds 60% PI through its subsidiary CorporacionVenezolana del Petroleo (CVP 56%) and PdVSA Social (4%) and ONGC Videsh holds 40% through ONGC Nile Ganga (San Cristobal) BV, a wholly owned subsidiary of ONGC Nile Ganga B.V.

Forwarded & Electronically Signed By :
 Test User3 (100003)-Country Manager- Myanmar
 On : 16.02.2022 11:57:10 AM

- Write Comments in Office note/Green Sheet .



सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

- Click on E-sign button.

File Action

Save & Close

E-Sign

History

Click on E-sign button

- If you select Return to RP, file will be sent to Regional President (RP).
- If you select Return to Initiator, file will be returned to initiator.
- If you select Forward for Review, file will go to the selected user.
- **Select Review.**
- Click on Forward button.

Action With eSign

☐ Urgent

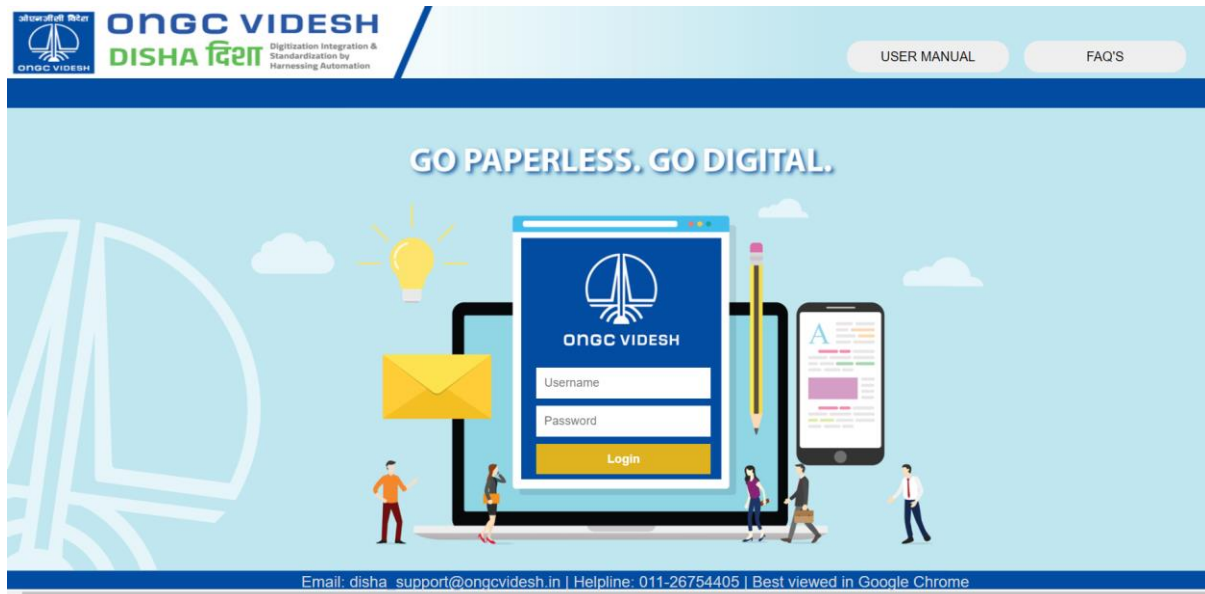
Select Action

☒ Review
 ☐ Return to RP
 ☐ Return to Initiator
 ☐ Forward For Review

Forward

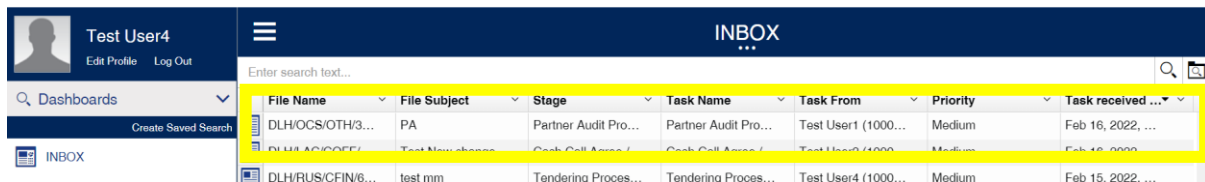
Exit

- Task goes to the Approver.
- Login with Approver User.

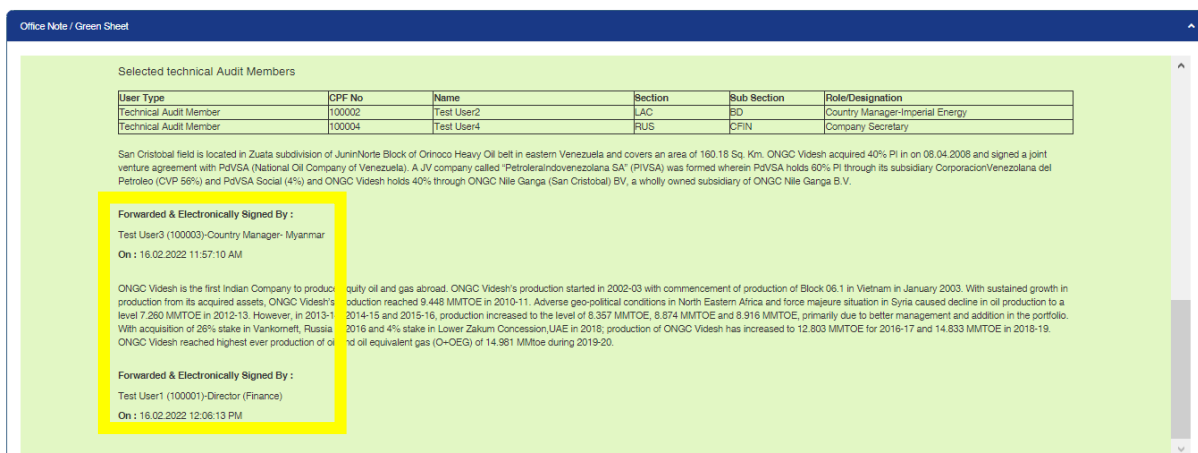


7.5 Approver Screen

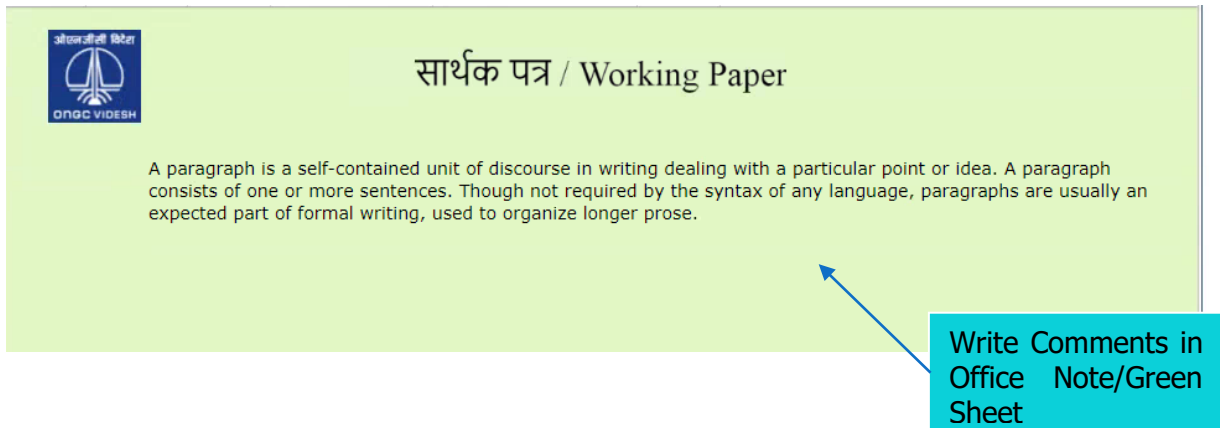
- Open the task from Inbox.



- All the sign of users shown in Office Note/Green Sheet.



- Write Comments in Office note/Green Sheet .

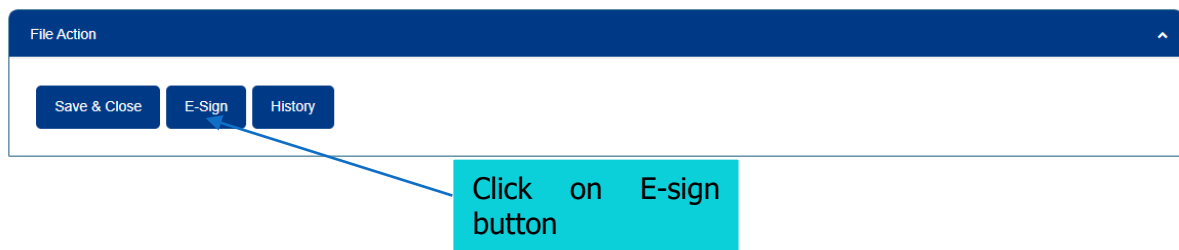


सार्थक पत्र / Working Paper

A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

- Click on E-sign button.



File Action

Save & Close E-Sign History

Click on E-sign button

- If you select Return to RP, file will be returned to RP.
- If you select Return to Initiator, file will be returned to Initiator.
- If you select Forward for Review, file will go to the selected user.
- **Select Approve.**
- Click on Forward button.

Action With eSign

☐ Urgent

Select Action

☒ Approve ☐ Return to RP ☐ Return to Initiator ☐ Forward For Review

Forward

Exit

- If you select Approve & Send To Other User, task will go to the selected user.
- **Select Approve & Send To Initiator.**
- Click Forward.

Action With eSign

☐ Urgent

Select Action

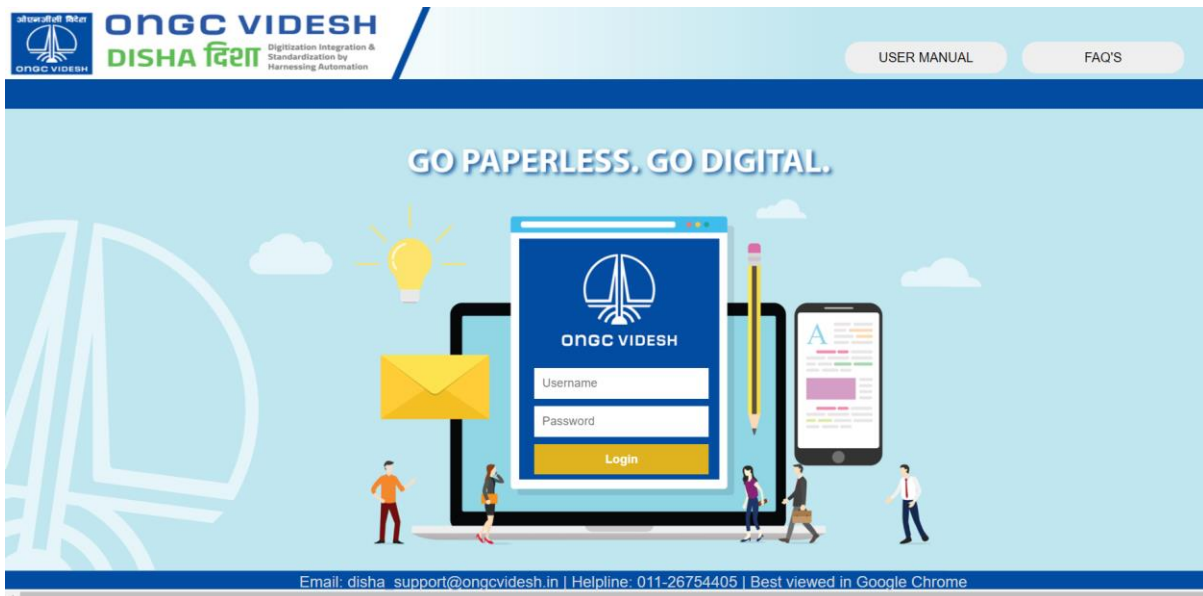
☒ Approve & Send To Initiator ☐ Approve & Send To Other User

Back

Forward

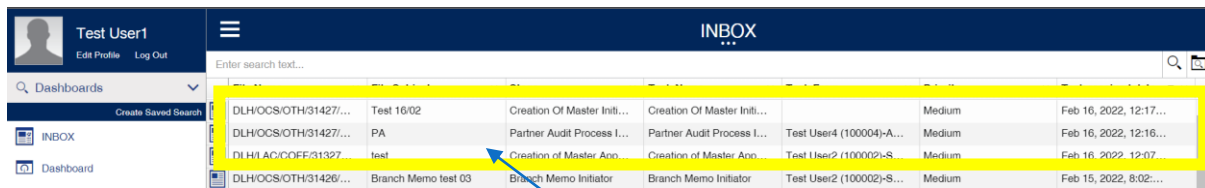
Exit

- Task goes to the Initiator.
- Login with Initiator User.



7.6 Initiator Screen


- Open the Task from Inbox.



Task ID	Task Name	Task Description	Task Status	Task Priority	Task Date
DLH/OC/OTH/31427/...	Test 16/02	Creation Of Master Initi...	Creation Of Master Initi...	Medium	Feb 16, 2022, 12:17...
DLH/OC/OTH/31427/...	PA	Partner Audit Process I...	Partner Audit Process I...	Medium	Feb 16, 2022, 12:16...
DLH/AC/COFE/31327	test	Creation of Master App...	Creation of Master App...	Medium	Feb 16, 2022, 12:07...
DLH/OC/OTH/31426/...	Branch Memo test 03	Branch Memo Initiator	Branch Memo Initiator	Medium	Feb 15, 2022, 8:02...

Task is Visible in Inbox

- All the sign of users shown in Office Note/Green Sheet.



Office Note / Green Sheet

Forwarded & Electronically Signed By :
Test User3 (100003)-Country Manager- Myanmar
On : 16.02.2022 11:57:10 AM

ONGC Videsh is the first Indian Company to produce equity oil and gas abroad. ONGC Videsh's production started in 2002-03 with commencement of production of Block 06.1 in Vietnam in January 2003. With sustained growth in production from its acquired assets, ONGC Videsh's production reached 9.448 MMTOE in 2015-11. Adverse geo-political conditions in North Eastern Africa and force majeure situation in Syria caused decline in oil production to a level 7.260 MMTOE in 2012-13. However, in 2013-14, 2014-15 and 2015-16, production increased to the level of 8.357 MMTOE, 8.874 MMTOE and 8.916 MMTOE, primarily due to better management and addition in the portfolio. With acquisition of 26% stake in Vankorneft, Russia in 2016 and 4% stake in Lower Zakum Concession, UAE in 2018, production of ONGC Videsh has increased to 12.803 MMTOE for 2016-17 and 14.833 MMTOE in 2018-19. ONGC Videsh reached highest ever production of oil and oil equivalent gas (O+OEG) of 14.981 MMtoe during 2019-20.

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 16.02.2022 12:06:13 PM

ONGC Videsh operates in highly competitive international oil and gas sector by competing with the best in the industry. Over the years, ONGC Videsh has built inherent capabilities and expertise in its areas of operations. ONGC Videsh has developed strong partnership alliance with a host of IOCs and NOCs including ExxonMobil, British Petroleum, Shell, ENI, Total, Repsol, Equinor, MOL, Petrobras, Sodeco, AzADG, Rosneft, ADNOC, Roscosinternational, Petro Vietnam, CNPC, Sinopec, PDVSA, Petronas and Ecopetrol.

Approved & Electronically Signed By :
Test User4 (100004)-Company Secretary
On : 16.02.2022 12:16:42 PM

- Click on Send to Cabinet Button.

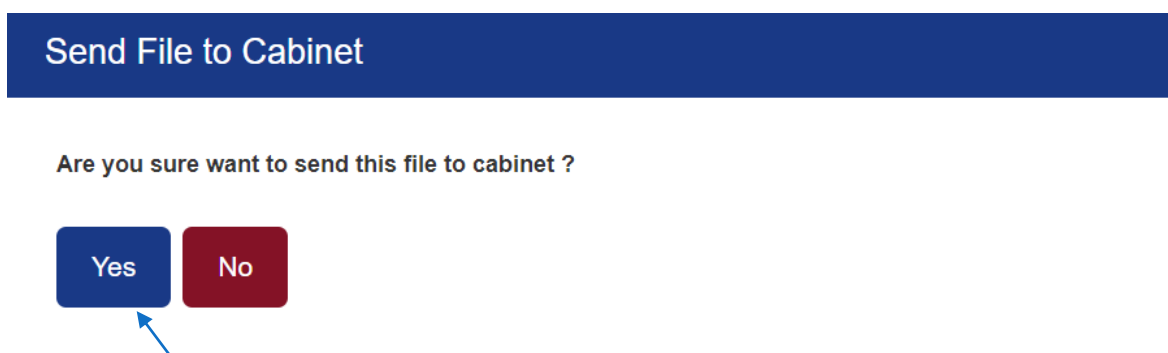


File Action

Save & Close History Send To Cabinet

Click on Send to Cabinet button

- Send File to Cabinet box be open.
- Click on Yes button.



Send File to Cabinet

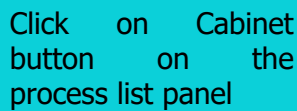
Are you sure want to send this file to cabinet ?

Yes No

Click on Yes button


- Click on Cabinet button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

- Click on Cabinet button on the Process list Panel.
- Select your File in Table.
- Click on Open button.



- Now you can see all the data of user.

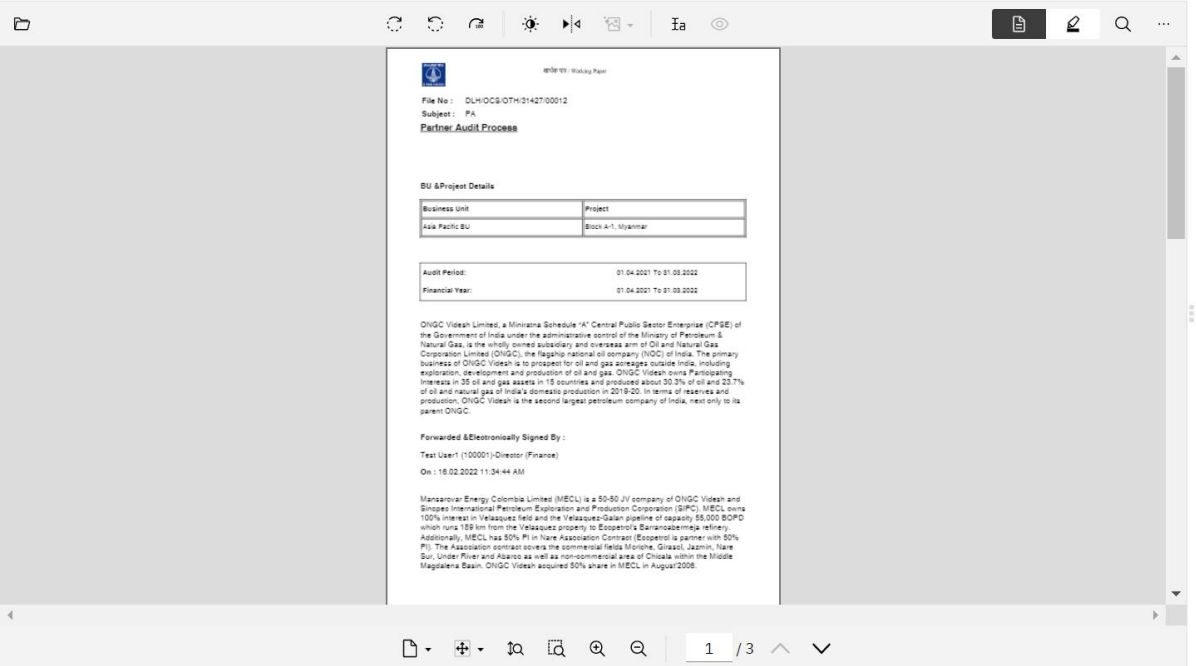
- In Notes Sheet(s) section click on viewer icon to view Notes sheet(s).

Note Sheet(s)				
Subject	By	Status	Date	Actions
Note Sheet 1	100001	Approved	16.02.2022	
Showing entry 1 of 1 entries				Previous 1 Next



View Notes Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 1



- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	16-02-2022	 
Showing entry 1 of 1 entries				Previous 1 Next	

- Select File Workflow using radio selection button.

File Workflow				
	Workflow	Created By	Created On	Updated On
<input type="radio"/>	File Workflow 2	Test User3 (100003)-Country Manager- Myanmar	16.02.2022	16.02.2022
<input type="radio"/>	File Workflow 1	Test User1 (100001)-Director (Finance)	16.02.2022	16.02.2022
Showing 1 to 2 of 2 entries				Previous 1 Next

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User2 (100002)-Country Manager-Imperial Energy
Regional President	Test User3 (100003)-Country Manager- Myanmar
Exit	

Workflow Members	
Member Type	Member Name
Reviewer	Test User1 (100001)-Director (Finance)
Approver	Test User4 (100004)-Company Secretary
Exit	

- File Action contains Exit, History and Send for Review options.

File Action		
Exit	History	Send For Review

- Exit is used to exit the opened file.
- History shows the Movement History of the file.

Cabinet				
Movement History				
File No : DLH/OCS/OTH/31427/00012		Subject : PA		
				Per page: 10
Date	Stage	From	To	Action
16.02.2022 11:48:25 AM	Partner Audit Process Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Imperial Energy	Forward for Approval
16.02.2022 11:54:03 AM	Review / Recommend	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-Country Manager- Myanmar	Review / Recommend
16.02.2022 12:10:51 PM	Regional President	Test User3 (100003)-Country Manager- Myanmar	Test User1 (100001)-Director (Finance)	Forward for Approval
16.02.2022 12:19:55 PM	Review	Test User1 (100001)-Director (Finance)	Test User4 (100004)-Company Secretary	Review
16.02.2022 12:30:23 PM	Approve	Test User4 (100004)-Company Secretary	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator
16.02.2022 12:36:19 PM	Partner Audit Process Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet
Showing 1 to 6 of 6 entries				Previous 1 Next
Close				

- Send for Review will send the file for review.
- In order to send the file for review we need to select users and click Forward button.

Forward File For Review

Select Users :

100004-Test User4 (RUS-CFIN)-Company Secretary

Forward

Exit

Click on Forward button

7.8 Outbox Screen

- Click on Outbox button on the Process list Panel.
- Select your File in Table.
- Click on Open button.

Test User1
Edit Profile Log Out

Outbox
...

From Date : 09.02.2022 To Date : 16.02.2022 Search

Filter File :

Create Saved Search

- INBOX
- Dashboard
- Cabinet
- Outbox
- Show more...(25)

Launch

- Access Authorization Generic Process
- Sanction Process

File No	Subject	File Type	Priority	Stage	Action	Date
○ undefined				Creation of Master Initiator	Cabinet	16-02-2022 12:42 PM
⊙ DLH/OCS/OTH/31427/00012	PA	Partner Audit	Low	Partner Audit Process Initiator	Cabinet	16-02-2022 12:36 PM
○ DLH/OCS/OTH/31427/00014	Test 16/02	Creation Master	Low	SAP FI Desk	Approve	16-02-2022 12:32 PM
○ DLH/LAC/COFF/31327/00007	test	Creation Master	Medium	SAP FI Desk	Returned & Signed By	16-02-2022 12:20 PM
○ DLH/LAC/COFF/31327/00006	test002	Creation Master	Medium	SAP FI Desk	Approve	16-02-2022 12:16 PM
○ DLH/OCS/OTH/31413/00010	test1212	Invoice	Medium	Invoice Payment File Initiator	Send For Review	16-02-2022 12:14 PM
○ DLH/OCS/OTH/31413/00009	Invoice Payment	Invoice	Medium	Invoice Payment File Initiator	Cabinet	16-02-2022 12:12 PM
○ DLH/OCS/OTH/31427/00013	dada	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	16-02-2022 12:03 PM
○ DLH/OCS/OTH/31413/00008	1234	Invoice	Medium	Invoice Payment File Initiator	Cabinet	16-02-2022 11:44 AM
○ DLH/OCS/OTH/31427/00011	112	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	16-02-2022 11:23 AM

Showing 1 to 10 of 187 entries

Previous | 1 | 5 | 9 | 12 | 19 | Next

Open

Click on Open button

- This is user Outbox screen.

- Click on History button.

- Movement History box will be opened.
- It Shows all the details of user.
- If you want to close, then click on close button.

Outbox				
BU & Project Details				
Movement History				
File No : DLH/OCS/OTH/31427/00012		Subject : PA		
		Per page: 10		
Date	Stage	From	To	Action
10.02.2022 11:48:25 AM	Partner Audit Process Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Imperia I Energy	Forward for Approval
10.02.2022 11:54:03 AM	Review / Recommend	Test User2 (100002)-Country Manager-Imperia I Energy	Test User3 (100003)-Country Manager- Myanmar	Review / Recommend
10.02.2022 12:10:51 PM	Regional President	Test User3 (100003)-Country Manager- Myanmar	Test User1 (100001)-Director (Finance)	Forward for Approval
10.02.2022 12:10:55 PM	Review	Test User1 (100001)-Director (Finance)	Test User4 (100004)-Company Secretary	Review
10.02.2022 12:30:23 PM	Approve	Test User4 (100004)-Company Secretary	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator
10.02.2022 12:30:10 PM	Partner Audit Process Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet
Showing 1 to 6 of 6 entries				Previous 1 Next
Close				

-----End of Document-----