



ONGC Videsh Ltd.



2022

Paperless Office- Headquarter Approval– User Manual

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1 Introduction

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

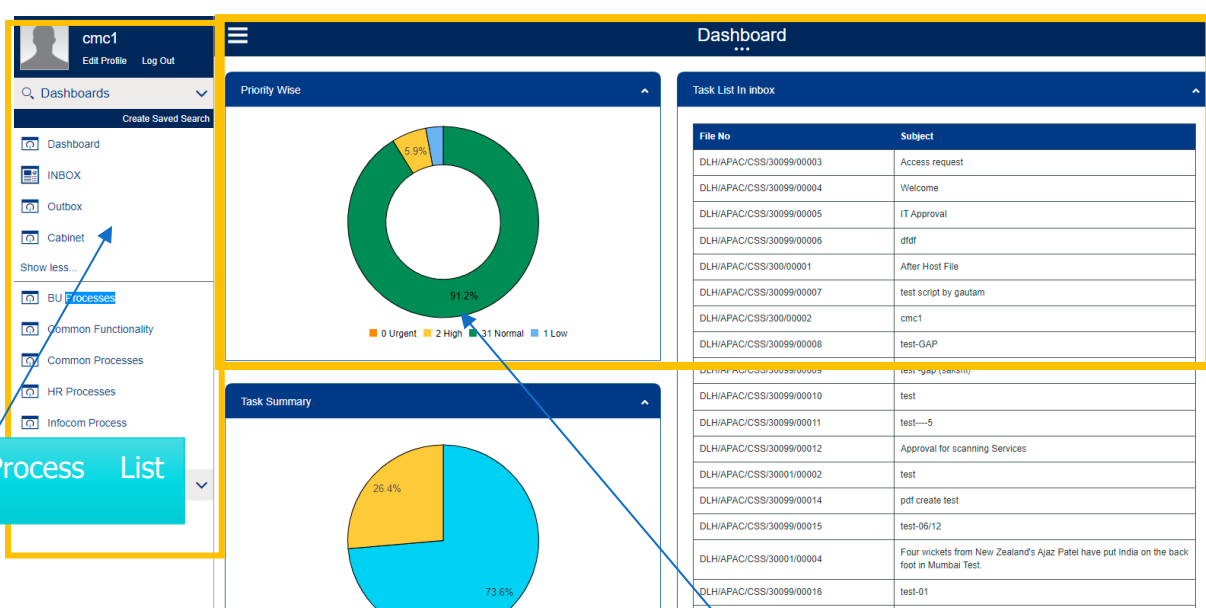
2 Login in the Paperless office:

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



3 Login Screen Overview:

- Dashboard screen



Dashboard – It is a graphical representation of Task

- Inbox Screen

INBOX

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...

4 How to run the BU Processes

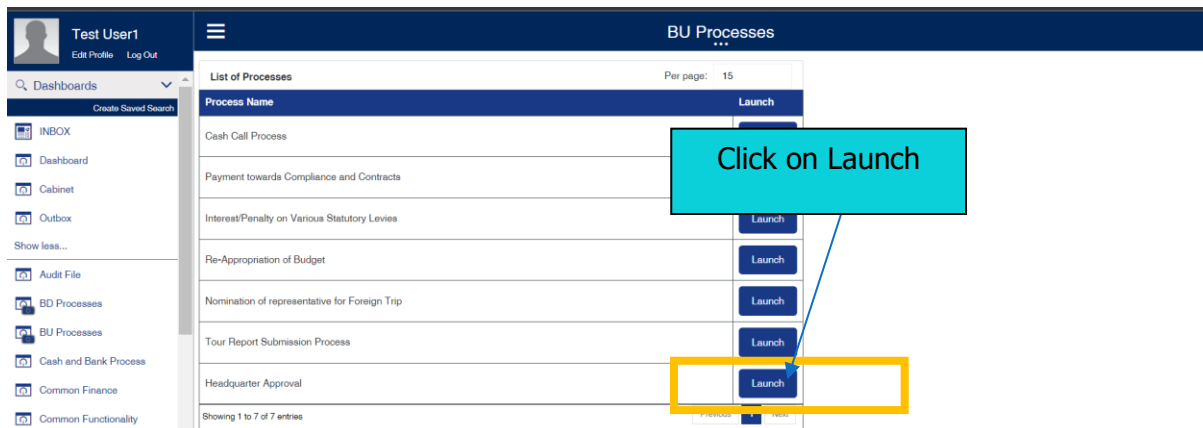
- Click on BU Processes.
- BU Processes Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

BU Processes

Process Name	Launch
Cash Call Process	Launch
Payment towards Compliance and Contracts	Launch
Interest/Penalty on Various Statutory Levies	Launch
Re-Appropriation of Budget	Launch
Nomination of representative for Foreign Trip	Launch
Tour Report Submission Process	Launch
Headquarter Approval	Launch

5 Headquarter Approval Launch:

- Click on Launch button.



- Meta Data, Main File No. and 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 Main File No. enter the file no. on which approval is required.
- In the File action click Create in order to create new file. Click Exit to Exit.

BU Processes

Headquarter Approval

Meta Data

Location: Delhi

Section: Other Corporate Services

Sub-Section: Others

Project: NA

Subject: Headquarter Approval

Priority: Medium

Main File No.

File No.: DLH/OCS/OTH/31427/00012

File Action

Exit Create

- Click on Create button of File Action panel.

The screenshot shows a web form for creating a file. It is divided into three main sections, each with a blue header and an expandable arrow:

- Meta Data:** Contains several dropdown menus and one text field.
 - Location: Delhi
 - Section: Other Corporate Services
 - Sub Section: Others
 - Projects: NA
 - Subject: Headquarter Approval
 - Priority: Medium
- Main File No.:** Contains a text field for the File No. with the value: DLH/OCS/OTH/31427/00012
- File Action:** Contains two buttons: "Exit" and "Create".

Click on Create button

- Click on Yes button.

Confirmation

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

A confirmation dialog with two buttons: "Yes" (blue) and "No" (red).

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/314/00015

6 Initiator Screen

Following Screen Opens in Full View:

[illegible]

6.1 Form Information

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

File no. – In this file no. appears as selected by the initiator during the creation of file.

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:

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

6.2 File No

- In this file no. appears as selected by the initiator during the creation of file.


File No.

File No

DLH/OCS/OTH/31427/00012

6.3 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

6.4 Notes Sheet(s)

- It shows the complete Note of Green Sheet/Office Note of the entered file no.

Note Sheet(s)				
Subject	By	Status	Date	Actions
NoteSheet 1	Test User1	Approved	17.02.2022	
Showing entry 1 of 1 entries				Previous 1 Next

6.5 Enclosure

- User can view or download the enclosure(s) of the file no. given.

The screenshot shows a web interface titled "Enclosures". At the top, there are two radio buttons: "With Annotation" (selected) and "Without Annotation". Below this is a table with the following columns: #, Description, By, Page No., Date, and Actions. The table contains one entry with #1, Description "Document 1.pdf", By "Test User1", Page No. "1", and Date "17.02.2022". The Actions column for this entry has icons for search, download, and delete. Below the table, it says "Showing entry 1 of 1 entries". At the bottom, there are three buttons: "Add", "Delete", and "Edit #".

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	17.02.2022	

- 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.

This screenshot is similar to the previous one, but the "Add" button is highlighted with a red box and a red arrow pointing to it. A red text box with the text "Click on Add button to add Enclosure" is overlaid on the image.

- 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.
- You can Delete your enclosure, by selecting it and clicking delete button.
- You can Edit the Sr. No. of your enclosure using Edit# button.

The screenshot shows the "Add Enclosure" form. It has a title bar "Add Enclosure". Below it, there are two input fields: "Description :" with the value "Enclosure 1" and "Page No :" with the value "1". Below these fields is a "Browse" button with an upload icon. To the right of the "Browse" button, the text "Document 2.pdf" is displayed. At the bottom right, there are two buttons: "Add" (blue) and "Exit" (red). A red text box with the text "Add Description, Page NO. Upload Document." is overlaid on the image, with a red arrow pointing to the "Description" field.

- Enclosure is now added.

Enclosures

☐ With Annotation ☐ Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	17.02.2022	
2	Enclosure 1	Test User1	1	17.02.2022	

Showing 1 to 2 of 2 entries

Previous 1 Next

Add Delete Edit #

6.6 Yellow Note

Yellow Notes

Date

By

Showing 0 entries

Previous Next

Add Yellow Note

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(s) of Reviewed/Recommended By (optional), Agreed/Concurred By (optional) and Approved By (Mandatory).
- Click on Add Button.

Select Users
Click on Add Button

☐ Urgent

Select Favourite

Reviewed/Recommended By :

100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy

Add

Agreed/Concurred By :

100002-Test User2 (LAC-COFF)-Project Manager - Business Development

Add

Approved By :

100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar

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

Select Users
Click on Add Button

☐ Urgent

Select Favourite

Reviewed/Recommended By :

Type user name,cpf no,designation..

Add

Agreed/Concurred By :

Type user name,cpf no,designation..

Add

Approved By :

Type user name,cpf no,designation..

Add

Selected Users
Per page: 10

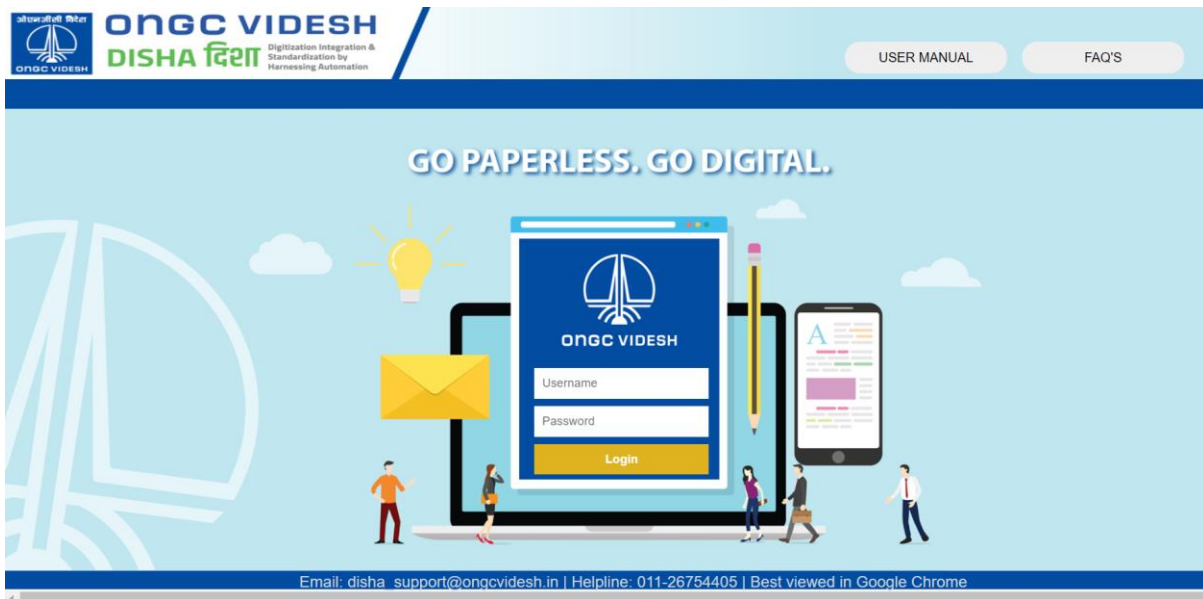
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy	✖
Agreed/Concurred By	100002	Test User2	LAC	COFF	Project Manager - Business Development	✖
Approved By	100003	Test User3	CFIN	AUD	Country Manager- Myanmar	✖

Showing 1 to 3 of 3 entries
Previous
1
Next

Forward


Exit

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



7.2 Reviewer/Recommender Screen

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



Test User2

[Edit Profile](#) [Log Out](#)

INBOX

Dashboards

Create Saved Search

Task is visible in Inbox

- 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

- All the sign of users shown in Office Note.

Office Note / Green Sheet



सार्थक पत्र / Working Paper

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 : 17.02.2022 11:40:22 AM

- Click on E-sign button.

File Action

Save & Close

E-Sign

History

Click on E-Sign

- 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/Recommend.**
- Click on forward button.

Action With eSign

☐ Urgent

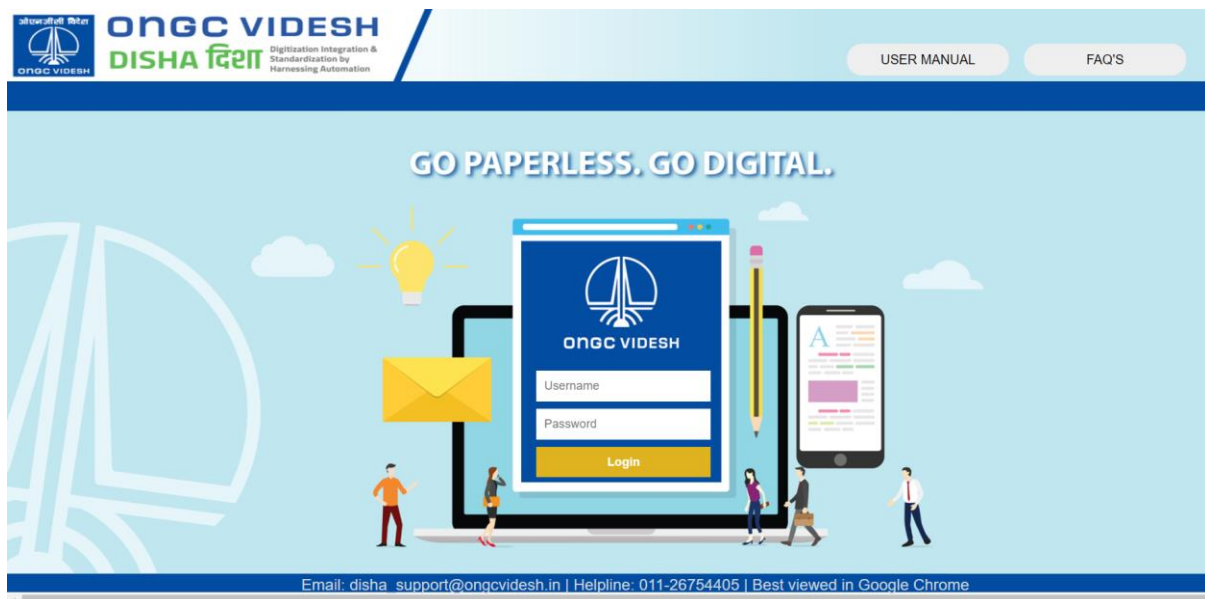
Select Action

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

Forward

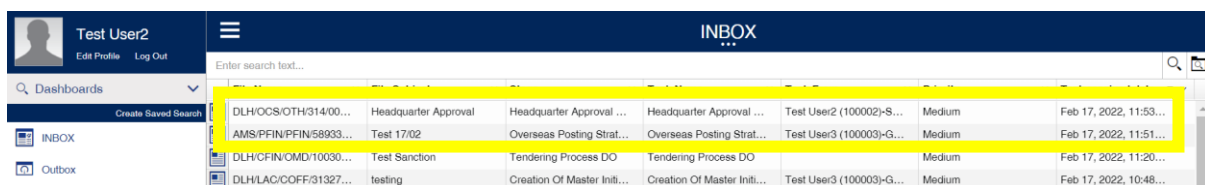
Exit

- Task goes to the Agreeer/Concurren.
- Login with Agreeer/Concurren User.

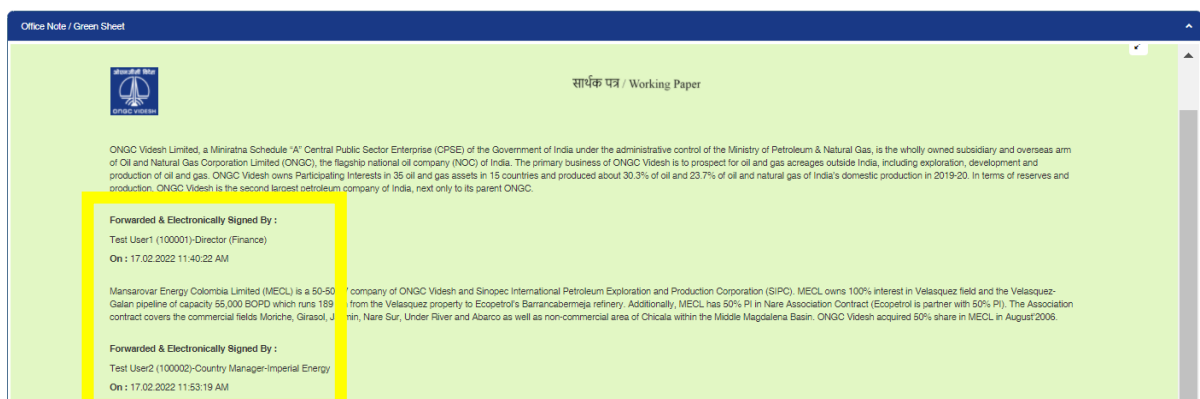


7.3 Agreeer/Concurren Screen.

- Open the task from Inbox.



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



- Click on E-sign button.



- 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 Agree/Concur.**
- Click on forward button.

Action With eSign

☐ Urgent

Select Action

☒ Agree / Concur ☐ Return to Initiator ☐ Forward For Review

Forward


Exit

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



7.4 Approver Screen.

- Open the task from Inbox.



Test User3

Edit Profile
Log Out

INBOX

Enter search text...

Q

Search

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
AMS/PH/PH/IN/0593...	Test 17/02	Overseas Posting Str...	Overseas Posting Str...	Test User4 (100004)...	Medium	Feb 17, 2022, 11:5...
DLH/OCS/OTH/314/0...	Headquarter Approval	Headquarter Approval...	Headquarter Approval...	Test User2 (100002)...	Medium	Feb 17, 2022, 11:5...
DLH/OCS/OTH/3142...	SAP TEST	SAP FI Desk	SAP FI Desk	Test User1 (100001)...	Medium	Feb 15, 2022, 6:29...

Task is visible in
Inbox

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

Office Note / Green Sheet	
In terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.	
<p>Forwarded & Electronically Signed By :</p> <p>Test User1 (100001)-Director (Finance)</p> <p>On : 17.02.2022 11:40:22 AM</p>	
<p>Marsarovar Energy Colombia Limited (MECL) is a 50-50 JV 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 Pijao to the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% share). The Association contract covers the commercial fields Moriche, Girasol, Zamin, Nare Sur, Under River and Abarco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.</p>	
<p>Forwarded & Electronically Signed By :</p> <p>Test User2 (100002)-Country Manager-Imperial Energy</p> <p>On : 17.02.2022 11:53:19 AM</p>	
<p>San Cristobal field is located in Zusta subdivision of Junin/Norte Block of Orinoco agreement with PdVSA (National Oil Company of Venezuela). A JV company (50% and PdVSA Social (4%) and ONGC Videsh holds 40% through 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 Pijao to the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Ecopetrol is partner with 50% share). The Association contract covers the commercial fields Moriche, Girasol, Zamin, Nare Sur, Under River and Abarco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.</p>	
<p>Concurred & Electronically Signed By :</p> <p>Test User2 (100002)-Project Manager - Business Development</p> <p>On : 17.02.2022 11:59:09 AM</p>	<p>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 called "Petrolera/Indovenzolana SA" (PIVISA) was formed wherein PdvISA holds 60% PI through its subsidiary Corporacion Venezolana del Petroleo (CVP) and ONGC Videsh holds 40% PI through its subsidiary Corporacion Venezolana del Petroleo (CVP). PIVISA is a wholly owned subsidiary of ONGC Nite Ganga B.V.</p>

- Click on E-sign button.

A screenshot of the 'File Action' bar in a software interface. The bar is dark blue and contains three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue arrow points to the 'E-Sign' button.

Click on E-sign button

- 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

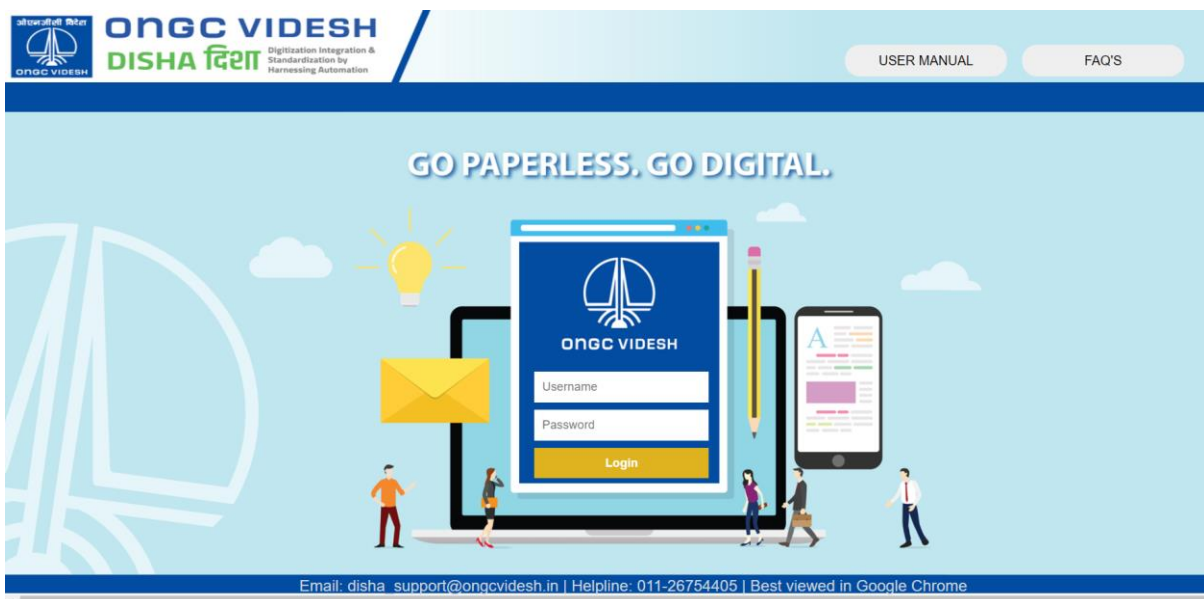
Select Action

☐ Approve ☐ Return to Initiator ☐ Forward For Review

Forward


Exit

- If you select Approve & Send To Other User file will be send to the selected user.
- **Select Approve & Send To Initiator file will be send to the initiator.**
- Task goes to the initiator.
- Login with initiator User.




7.5 Initiator Screen

- Open the Task from Inbox.




Test User1

[Edit Profile](#) [Log Out](#)




INBOX

...




Dashboards





Create Saved Search



INBOX

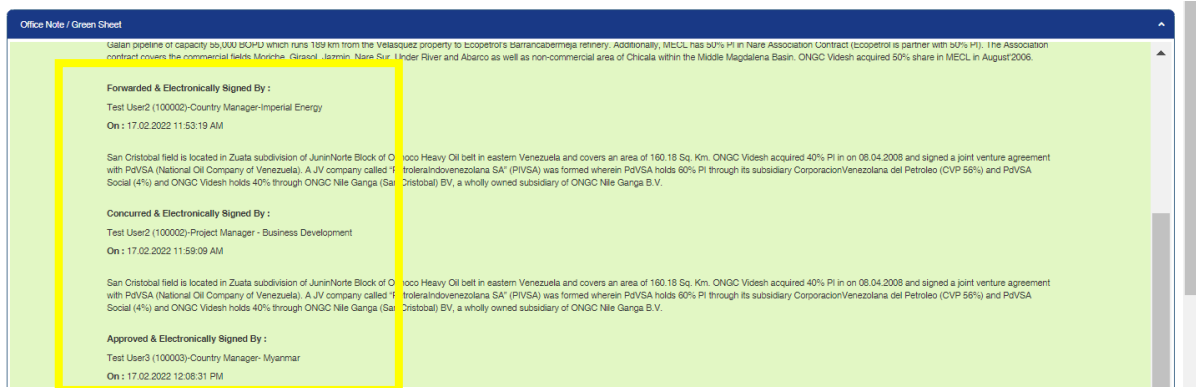


Dashboard

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
 DLH/OCS/OTH/31...	Headquarter Appro...	Headquarter Appro...	Headquarter Appro...	Test User3 (10000...	Medium	Feb 17, 2022, 1...
 DLH/CFIN/OMD/1...	Test Sanction	Tendering Process...	Tendering Process...		Medium	Feb 16, 2022, 6...
 DLH/CFIN/OMD/1...	Test Sanction	Tendering Process...	Tendering Process...		Medium	Feb 16, 2022, 6...
 DLH/OCS/OTH/31...	Test by sumit jain	Generic File Initiator	Generic File Initiator		Medium	Feb 16, 2022, 5...

Task is Visible in Inbox

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

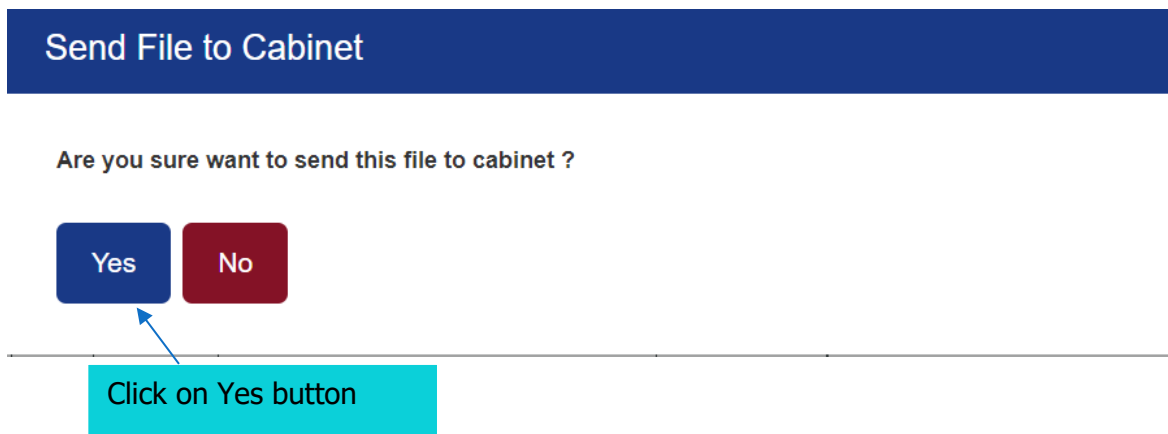


- Click on Send to Cabinet Button.



Click on Send to Cabinet button

- File send to Cabinet can be open.
- Click on Yes button.



Click on Yes button

- Task goes to the Cabinet of Initiator.

7.6 Cabinet Screen

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

The screenshot shows the 'Cabinet' application interface. On the left is a sidebar with a user profile 'Test User1' and a list of items: INBOX, Dashboard, Cabinet, Outbox, and Audit File. The main area displays a table of documents. The first row is highlighted with a red box. At the bottom left, there is an 'Open' button. A red callout box with an arrow pointing to the button contains the text 'Click on Open button.'

File No	Subject	File Type	Status	Year	Created By	Created On	Updated On
DLH/OCs/OTH/314/00015	Headquarter Approval	Headquarter Approval	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCs/OTH/314/00016	Test File	Partner Audit FAR	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCs/OTH/314/00017	test by sakshi	Partner Audit FAR	Closed	2021-22	Test User1 (100001)	17.02.2022	17.02.2022
DLH/OCs/OTH/31415/00010	PQ	PQ File	Closed	2021-22	Test User1 (100001)	16.02.2022	16.02.2022
DLH/OCs/OTH/31415/00010-PC 02	PQ	PQ File	Merged	2021-22	Test User1 (100001)	16.02.2022	16.02.2022
DLH/OCs/OTH/31415/00010-PC 01	PQ	PQ File	Merged	2021-22	Test User1 (100001)	16.02.2022	16.02.2022
DLH/OCs/OTH/31412/00016-PC 02	rti	RTI File	Merged	2021-22	Test User1 (100001)	16.02.2022	16.02.2022
DLH/OCs/OTH/31412/00016-PC 01	rti	RTI File	Merged	2021-22	Test User1 (100001)	16.02.2022	16.02.2022
DLH/OCs/OTH/314/00014	test by sakshi	Headquarter Approval	Open	2021-22	Test User1 (100001)	16.02.2022	16.02.2022
DLH/OCs/OTH/314/00013	Headquarter Approval test 02	Headquarter Approval	Open	2021-22	Test User1 (100001)	16.02.2022	16.02.2022

- Now you can see all the data of user.

[illegible]

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

Note Sheet(s)

Subject	By	Status	Date	Actions
Note Sheet 2	Test User1	Approved	17.02.2022	
NoteSheet 1	Test User1	Approved	17.02.2022	

Showing 1 to 2 of 2 entries

Previous 1 Next

View Notes Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 2

File No : DLH/OCB/GTH/314/00015

Subject : Headquarter Approval

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 : 17.02.2022 11:40:25 AM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV 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 180 km from the Velasquez property to Escopetro's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nare Association Contract (Escopetro is a partner with 50% PI). The Association contract covers the commercial fields Moriche, Giracel, Jacinto, Nare Sur, Under River and Abasco as well as non-commercial area of Chocoma within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2008.

Forwarded & Electronically Signed By :
Test User2 (100002)-Country Manager-Imperial Energy
On : 17.02.2022 11:53:19 AM

San Cristobal field is located in Zuzata subdivision of JuninNorte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 150.18 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 "PetrolesIndovenezolana SA" (PIVISA) was formed wherein PdVSA holds 60% PI through its subsidiary CorporacionVenezolana del Petroleo (CVP 50%) 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.

Concurred & Electronically Signed By :
Test User2 (100002)-Project Manager - Business Development
On : 17.02.2022 11:59:00 AM

San Cristobal field is located in Zuzata subdivision of JuninNorte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 150.18 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 "PetrolesIndovenezolana SA" (PIVISA) was formed wherein PdVSA holds 60% PI through its subsidiary CorporacionVenezolana del Petroleo (CVP 50%) 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.

1 / 2

- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	17-02-2022	
2	Enclosure 1	Test User1	1	17-02-2022	
Showing 1 to 2 of 2 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 1	Test User1 (100001)-Director (Finance)	17.02.2022	17.02.2022
Showing entry 1 of 1 entries				
				Previous 1 Next

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User2 (100002)-Country Manager-Imperial Energy
Agree / Concurrer	Test User2 (100002)-Project Manager - Business Development
Approver	Test User3 (100003)-Country Manager- Myanmar

Exit

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

File Action

Exit

History

Send For Review

Send For NA

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

Cabinet				
	Subject	By	Status	Date
Movement History				
File No : DLH/OCS/OTH/314/00015		Subject : Headquarter Approval		
				Per page: 10
Date	Stage	From	To	Action
17.02.2022 11:54:11 AM	BM Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Imperial Energy	Forward for Approval
17.02.2022 12:07:06 PM	Review / Recommend	Test User2 (100002)-Country Manager-Imperial Energy	Test User2 (100002)-Project Manager - Business Development	Review / Recommend
17.02.2022 12:12:58 PM	Agree / Concur	Test User2 (100002)-Project Manager - Business Development	Test User3 (100003)-Country Manager-Myanmar	Agree / Concur
17.02.2022 12:22:21 PM	Approve	Test User3 (100003)-Country Manager-Myanmar	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator
17.02.2022 12:27:39 PM	BM Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet
Showing 1 to 5 of 5 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.
- If you want to send the file for Necessary Action (NA). Then click on Send For NA button.
- Select the user(s) and click on Add button.

Forward File

Select Users :

100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar

Add

Selected Users

CPF No	Name	BU	Dept	Role/Designation
Showing 0 entries				
Previous				Next



Submit

Exit

- All the selected users are now available in the list.
- Click on Submit button to forward the file for Necessary Action (NA).

Note – File will be Forwarded to the selected user(s) for Necessary Action (NA) Parallely.

Forward File

Select Users :

Add

Selected Users

CPF No							Name	BU	Dept	Role/Designation	
<input type="radio"/>	100003	Test User3	CFIN	AUD	Country Manager- Myanmar		<input checked="" type="checkbox"/>				
<input type="radio"/>	100004	Test User4	RUS	CFIN	Company Secretary		<input checked="" type="checkbox"/>				
Showing 1 to 2 of 2 entries							Previous	1	Next		



Submit

Exit

- Selected users will have to Acknowledge file.

7.7 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

Dashboards

Create Shared Search

INBOX

Dashboard

Cabinet

Outbox

Show less...

Audit File

BO Processes

BU Processes

Cash and Bank Process

Common Finance

Common Functionality

Common Processes

CP&S Processes

DAK

Office

From Date : 10.02.2022

To Date : 17.02.2022

Search

Filter File :

Filter by any field

Per page: 10

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/CFIN/OMD/10028/00002	Test MM 17/02	Sanction	Medium	Review / Recommend	Review / Recommend	17-02-2022 12:29 PM
DLH/OCSS/OTH/31426/00015	Headquarter Approval	Headquarter Approval	Medium	BM Initiator	Cabinet	17-02-2022 12:27 PM
DLH/OCSS/OTH/31426/00016	Partner Audit FAR	Partner Audit FAR	Low	Committee Review	Cabinet	17-02-2022 12:23 PM
AMS/PFIN/PFIN/56933/00001	Test 17/02	Overseas Posting	Medium	Committee Review	Committee Review	17-02-2022 12:19 PM
DLH/CSS/SAP/31027/00006	SAP Master_17.02.2022	Creation Master	Medium	SAP FI Desk	Approve	17-02-2022 11:44 AM
DLH/OCSS/OTH/31427/00017	test by saakhi	Partner Audit FAR	Low	Partner Audit FAR Approval Process Initiator	Cabinet	17-02-2022 11:23 AM
DLH/LAC/COFF/31327/00019	testing	Creation Master	Medium	SAP FI Desk	Approve	17-02-2022 11:01 AM
DLH/LAC/COFF/31327/00018	test	Creation Master	Medium	SAP FI Desk	Approve	17-02-2022 10:50 AM
DLH/CFIN/OMD/10028/00001	Test Sanction	Sanction	Medium	TenderingCreated	Accept/Indnt	17-02-2022 10:30 AM

Showing 1 to 10 of 182 entries

Previous

1

5

9

12

19

Next

Open

Click on Open button

- This is user Outbox screen.

[illegible]

- Click on History button.

A screenshot of a software interface showing a 'File Action' menu. The menu is a dark blue bar with the text 'File Action' on the left and a small upward-pointing arrow on the right. Below the menu bar, there are two buttons: a red button labeled 'Exit' and a blue button labeled 'History'.

- Movement History box will be opened.
- It Shows all the details of user.

- If you want to close history, then click on close button.
- Click Exit to Exit.

Outbox

Subject

By

Status

Date

Movement History

File No :
DLH/OCS/OTH/314/00015

Subject :
Headquarter Approval

Per page: 10

Date	Stage	From	To	Action
17.02.2022 11:54:11 AM	BM Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Imperial Energy	Forward for Approval
17.02.2022 12:07:08 PM	Review / Recommend	Test User2 (100002)-Country Manager-Imperial Energy	Test User2 (100002)-Project Manager - Business Development	Review / Recommend
17.02.2022 12:12:58 PM	Agree / Concur	Test User2 (100002)-Project Manager - Business Development	Test User3 (100003)-Country Manager-Myanmar	Agree / Concur
17.02.2022 12:22:21 PM	Approve	Test User3 (100003)-Country Manager-Myanmar	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator
17.02.2022 12:27:39 PM	BM Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 5 of 5 entries

Previous 1 Next

Close

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