2022

Paperless Office-
Tender Box Creation
Process–
User Manual

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Document Control

Document Information

	Information
Document Id	
Document Owner	Appolo Computers Pvt. Ltd.
Issue Date	17-02-2022
Last Saved Date	17-02-2022
File Name	Tender Box Creation Process – User Manual

Document History

Version	Issue Date	Changes
[1.0]	17.02.2022	

Table of Contents

ONGC VIDESH
ONGC Videsh Ltd.

APPOLO COMPUTERS
IT INNOVATION COMPANY
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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
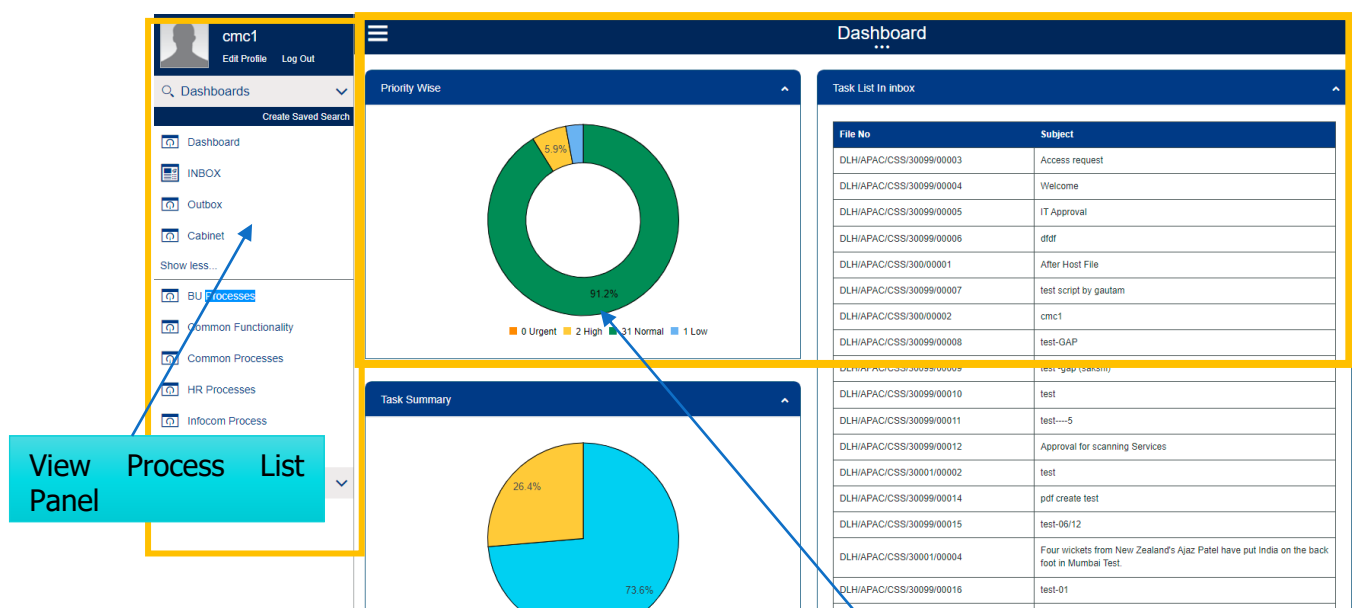
➢ Open the Process Portal URL: https://disha.ongcvidesh.in/ProcessPortal/login.jsp
➢ Enter Your Windows username/ Password.

3   Login Screen Overview

• Dashboard screen

View Process List Panel

Dashboard – It is a graphical representation of Task
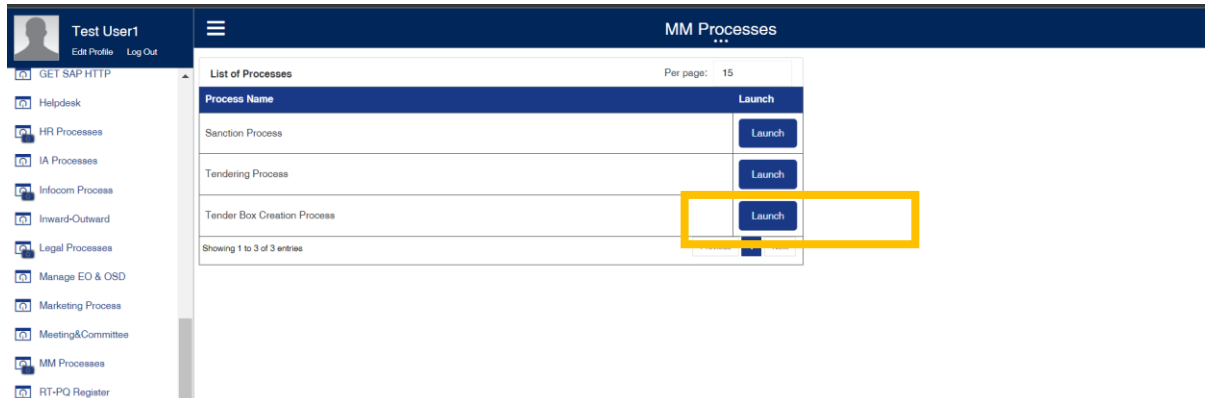
- Inbox Screen

4 How to run the MM Processes

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

5 Tender Box Creation Process Launch

➤ Click on Launch button.

➤ Meta Data, Tender File Number 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 Tender File Number enter the file number.
➤ In the File action click Create in order to create new file. Click Exit to Exit.

➢ Click on Create button of File Action panel.

Click on Create button

➢ Click on Yes button.

Confirmation

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

Click on Yes button.

Yes   No

➢ 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/31401/00017

6   Initiator Screen

Following Screen Opens in Full View:

6.1   Form Information

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

Tender Box Details – In this enter the details of Email ID for Unpriced Bid (Optional), Email ID for Priced Bid (Mandatory) and Date of Opening of Unpriced Bid.

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.

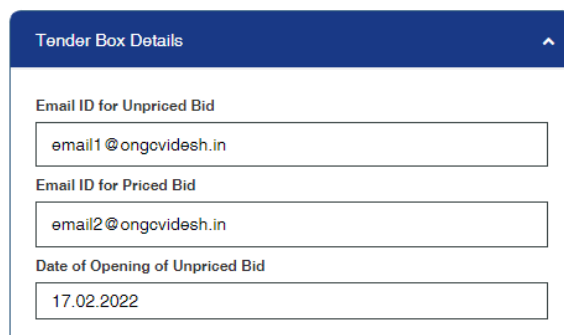**Enclosure –** User can add the Enclosure by clicking on Add button.

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 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.
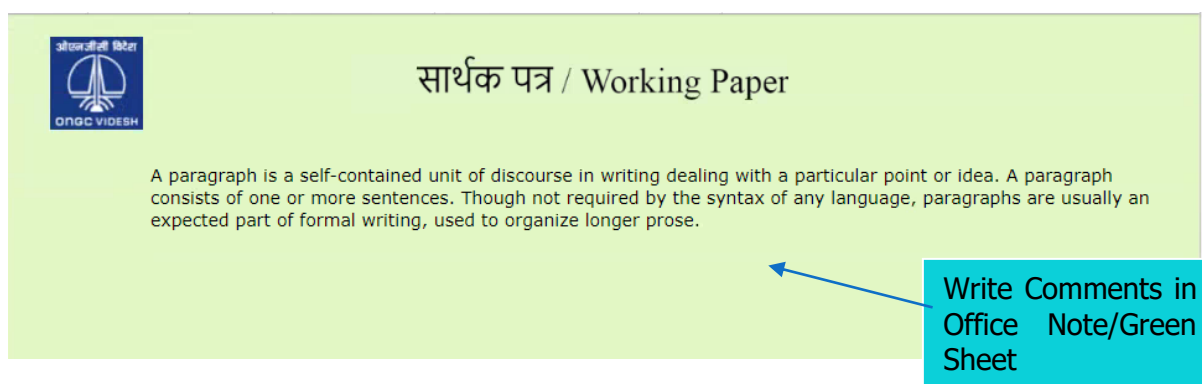 iii. History –User can view the history of file.

6.2 Tender Box Details

➢ In this enter the details of Email ID for Unpriced Bid (Optional), Email ID for Priced Bid (Mandatory) and Date of Opening of Unpriced Bid.

Tender Box Details

Email ID for Unpriced Bid

email1@ongcvidesh.in

Email ID for Priced Bid

email2@ongcvidesh.in

Date of Opening of Unpriced Bid

17.02.2022

6.3 Add Office Note/ Green Sheet

➢ Write Comments in Office note/Green Sheet.

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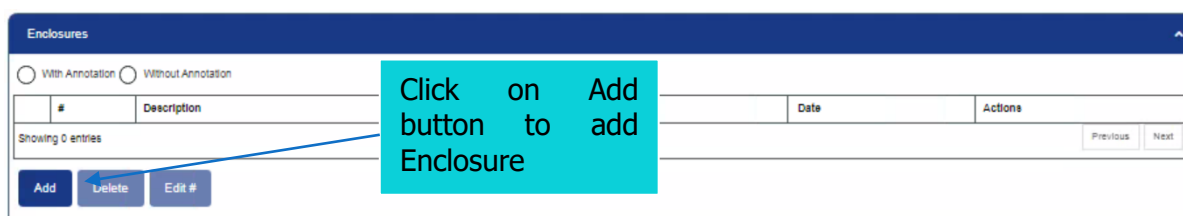
A paragraph is a self-contained unit of discourse in writing dealing with a particular point or idea. A paragraph consists of one or more sentences. Though not required by the syntax of any language, paragraphs are usually an expected part of formal writing, used to organize longer prose.

Write Comments in Office Note/Green Sheet

6.4 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.

Enclosures

◯ With Annotation ◯ Without Annotation

#	Description		Date	Actions
Showing 0 entries				Previous Next

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

- Enclosure is now added.

6.5   Add Yellow Note

- 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

> ➢ The file will be sent to Head IT for approval.
> ➢ Click on Forward button.

Tender Box Initiator

Confirmation Message

The file will be sent to Head IT for approval.

Forward   **Exit**

- ➢ Now task go to the Head IT.
- ➢ Login to Head IT user.
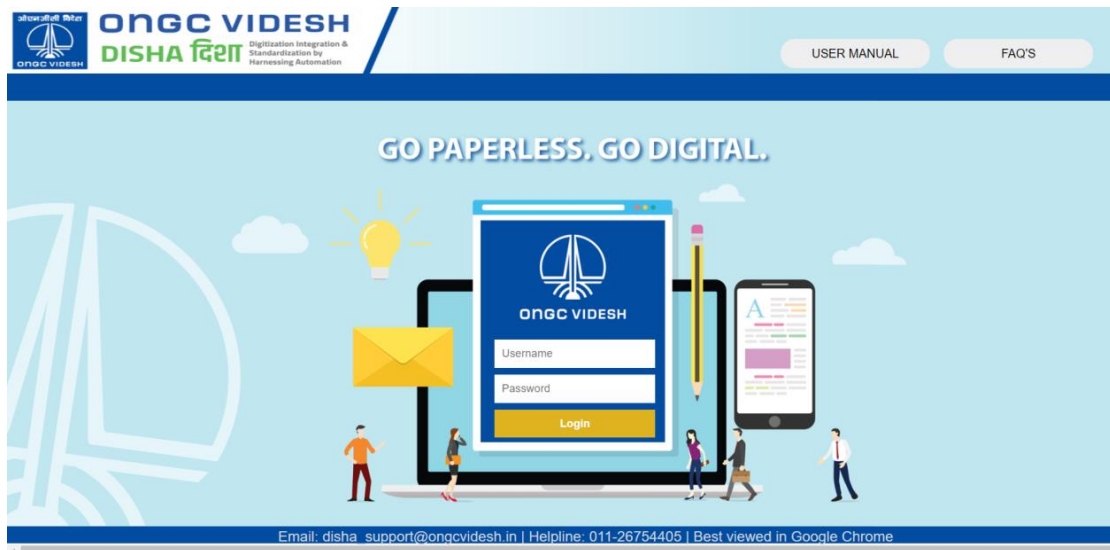
7.2 Head IT Screen

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

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.

➢ Click on E-sign button.

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 Approve.**
➢ Click on forward button.

- ➢ Task goes to the Email Support.
- ➢ Login with Email Support User.
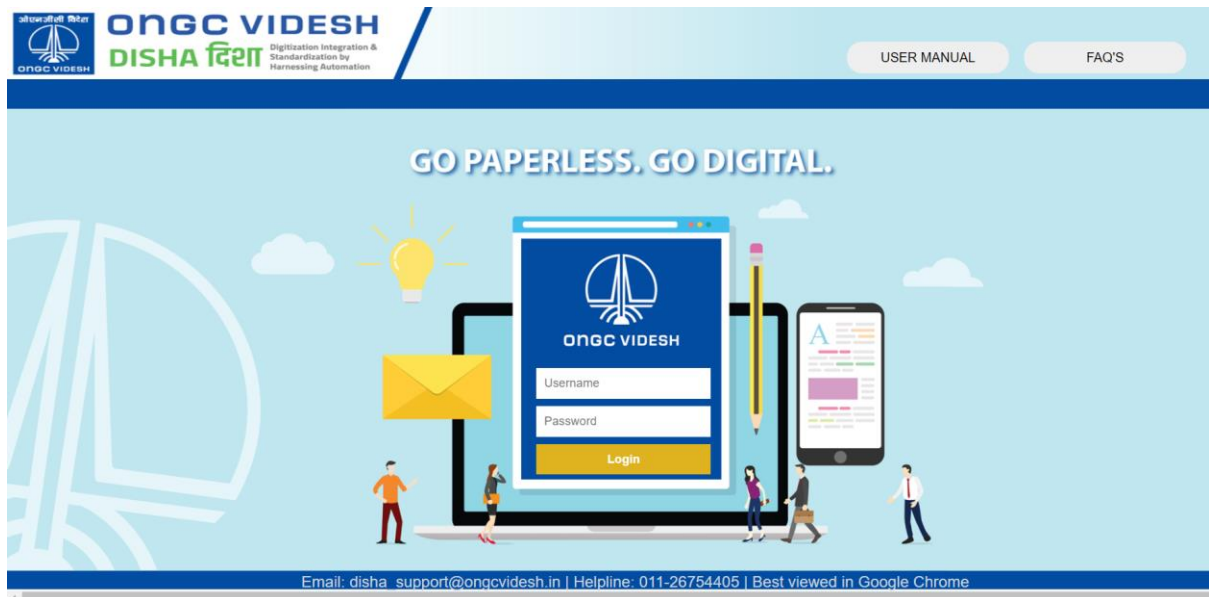
7.3 Email Support Screen.

- ➢ Open the task from Inbox.

- ➢ In Tender Box Details.
- ➢ Enter the values of Unpriced Password and Priced Password.

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

Office Note / Green Sheet

Email ID for Unpriced Bid:	email1@ongcvidesh.in
Email ID for Priced Bid:	email2@ongcvidesh.in
Date of Opening of UnPriced Bid:	17.02.2022

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 : 17.02.2022 04:18:00 PM

Mansarovar Energy Colombia Limited (MECL) is a 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 the Velasquez 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 Moriche, Girasol, Jazmin, 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.

Approved & Electronically Signed By :

Test User1 (100001)-Director (Finance)

➢ Click on E-sign button.

File Action

Save & Close   E-Sign   History

Click on E-sign button

➢ If the user select Not Completed then file will be returned to initiator and Email and password will not be created.
➢ **Select Completed.**
➢ Click on forward button.
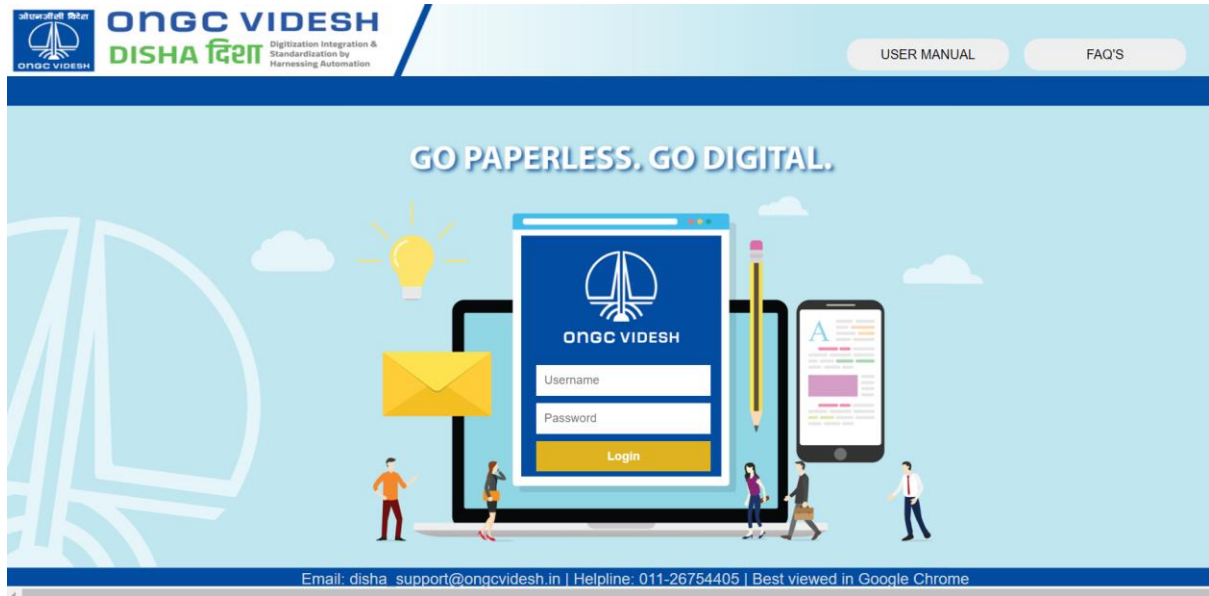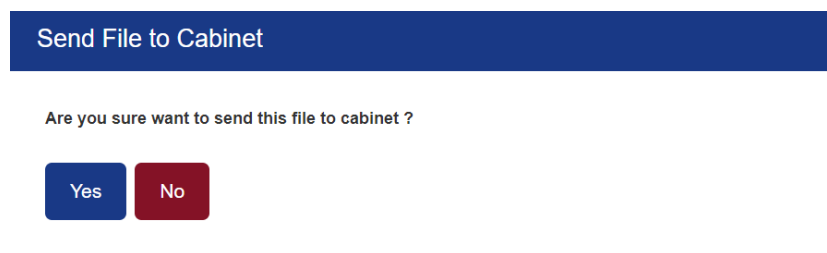

Tender Box Creation (Email Support)

Action With eSign

☐ **Urgent**

Select Action

◉ Completed   ◯ Not Completed

Forward   Exit

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

7.4 Initiator Screen

- ➢ Open the Task from Inbox.

Task is Visible in Inbox

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

➢ Click on Send to Cabinet Button.
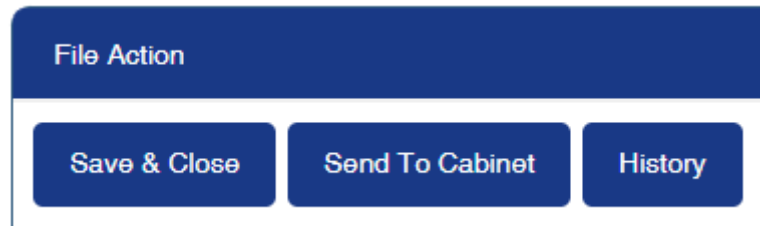
➢ File send to Cabinet can be open.
➢ Click on Yes button.

➢ Task goes to the Cabinet of Initiator.

7.5 Cabinet Screen

➢ 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 file.

Click on Open button.

> ➢ Now you can see all the data of user.

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

View Notes
Sheet(s)

> ➢ Notes Sheet(s) will open.

➤ Enclosures send can be viewed and downloaded.

Enclosures					^
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	17-02-2022	🔍 ⬇
Showing entry 1 of 1 entries				Previous **1** Next	

➤ File Action contains Exit, History, Send for Review and Send For NA (Necessary Action) 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

terms of reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.

Movement History

File No :
DLH/OCS/OTH/31401/00017

Subject :
Tender Box Creation

Per page: 10

Date	Stage	From	To	Action
17.02.2022 04:31:51 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Forward for Review
17.02.2022 04:35:29 PM	Head IT Approve	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Vietnam	Approve
17.02.2022 04:44:08 PM	EMAIL SUPPORT	Test User2 (100002)-Country Manager-Vietnam	Test User1 (100001)-Director (Finance)	Completed
17.02.2022 04:48:39 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet
Showing 1 to 4 of 4 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) Parallelly.

Forward File

Select Users : `                    ` **Add**

Selected Users

	CPF No	Name	BU	Dept	Role/Designation	
◯	100003	Test User3	CFIN	AUD	Country Manager- Myanmar	✖
◯	100004	Test User4	RUS	CFIN	Company Secretary	✖

Showing 1 to 2 of 2 entries   Previous   1   Next

↑
↓

Submit   **Exit**

- ➤ Selected users will have to Acknowledge file.

7.6   Outbox Screen

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

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 history, then click on close button.
➢ Click Exit to Exit.

Outbox

Movement History

File No :
DLH/OCS/OTH/31401/00017

Subject :
Tender Box Creation

Per page: 10

Date	Stage	From	To	Action
17.02.2022 04:31:51 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Forward for Review
17.02.2022 04:35:29 PM	Head IT Approve	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Vietnam	Approve
17.02.2022 04:44:08 PM	EMAIL SUPPORT	Test User2 (100002)-Country Manager-Vietnam	Test User1 (100001)-Director (Finance)	Completed
17.02.2022 04:48:39 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 4 of 4 entries

Previous 1 Next

Close

---End of Document---