



ONGC Videsh Ltd.



2022

Paperless Office- Marketing Invoice 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 | 27-01-2022 |
| Last Saved Date | 27-01-2022 |
| File Name | Marketing Invoice Process – User Manual |

Document History

| Version | Issue Date | Changes |
|---------|------------|---------|
| [1.0] | 27.01.2022 | |
| | | |
| | | |
| | | |

Table of Contents

| | | |
|----------|--|-----------|
| 1 | INTRODUCTION | 2 |
| 2 | LOGIN IN THE PAPERLESS OFFICE: | 2 |
| 3 | LOGIN SCREEN OVERVIEW: | 2 |
| 4 | HOW TO RUN THE MARKETING PROCESS..... | 3 |
| 5 | MARKETING INVOICE PROCESS LAUNCH: | 4 |
| 6 | INITIATOR SCREEN..... | 6 |
| 6.1 | FORM INFORMATION | 6 |
| 6.2 | SAP DETAILS | 7 |
| 6.3 | SALES ORDER..... | 7 |
| 6.4 | ADD OFFICE NOTE/ GREEN SHEET | 7 |
| 6.5 | ADD ENCLOSURE | 8 |
| 6.6 | ADD YELLOW NOTE | 9 |
| 7 | SENDING A FILE..... | 10 |
| 7.1 | INITIATOR SCREEN..... | 10 |
| 7.2 | REVIEWER/RECOMMENDER SCREEN | 12 |
| 7.3 | FINANCIAL CONCURRER SCREEN..... | 14 |
| 7.4 | REGIONAL PRESIDENT (APPROVER) SCREEN. | 16 |
| 7.5 | INITIATOR SCREEN..... | 19 |
| 7.6 | CABINET SCREEN..... | 20 |
| 7.7 | OUTBOX SCREEN..... | 24 |

1 Introduction

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

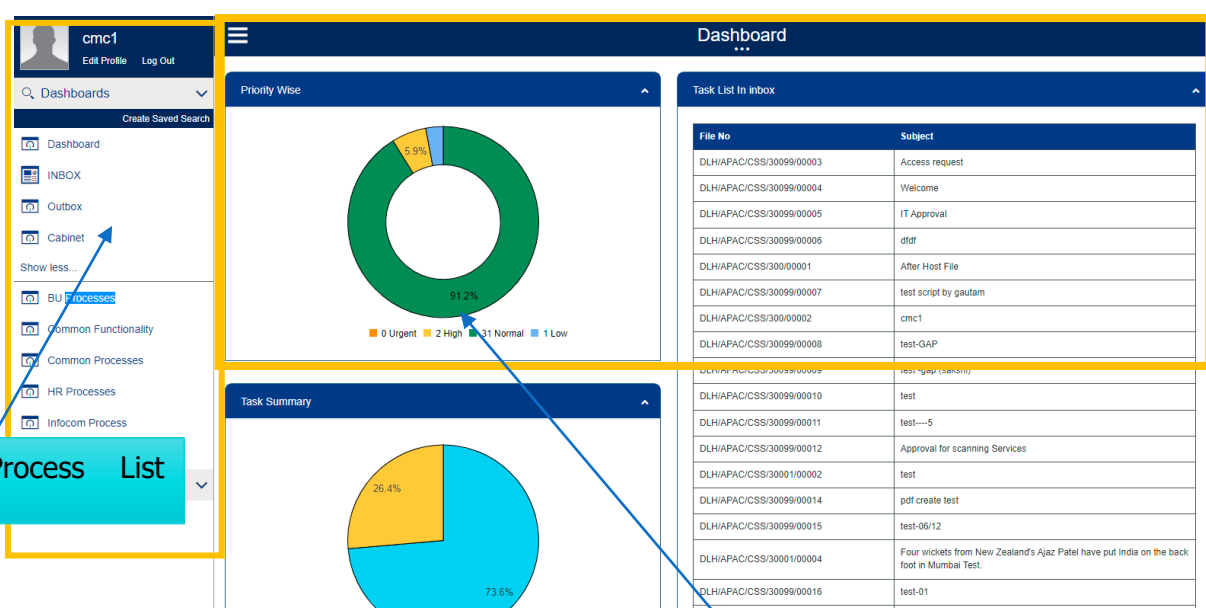
2 Login in the Paperless office:

- 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

View Process List

Inbox – View task assign to you

| 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... | Intrrest 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 Marketing Process

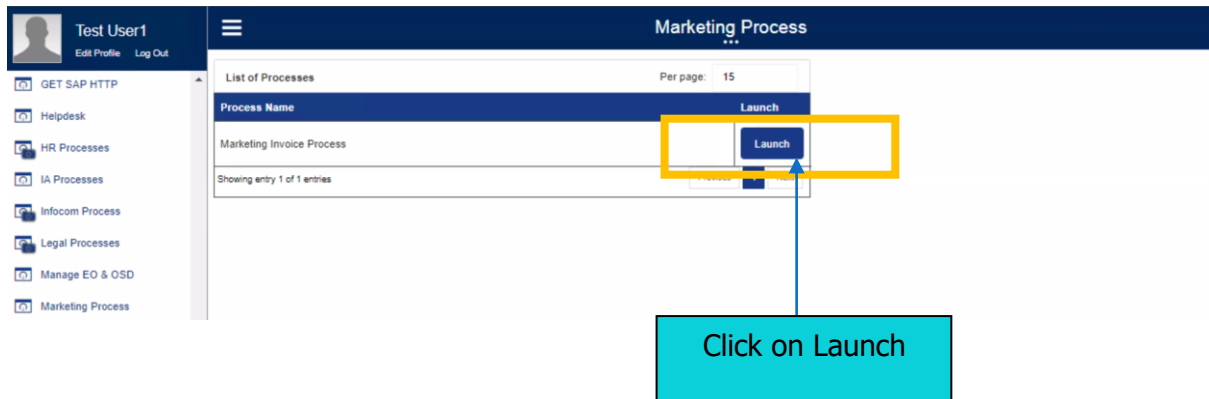
- Click on Marketing Process.
- Marketing Process Page displayed. List of Process should be displayed. Process name with Launch button displays in table.

Click on Marketing Process button on the Process list

| Process Name | Launch |
|---------------------------|--------|
| Marketing Invoice Process | Launch |

5 Marketing Invoice Process Launch:

- Click on Launch button.



- 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 'Marketing Invoice Process' form. The title bar reads 'Marketing Process' and the subtitle is 'Marketing Invoice Process'. The form is divided into 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 'MIP'), and Priority (set to 'Medium'). The 'File Action' section 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
MIP

Priority
Medium

File Action

Exit Create

Click on Create button

- Click on Yes button.

Marketing Process

Marketing Invoice Process

Confirmation

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

Yes No

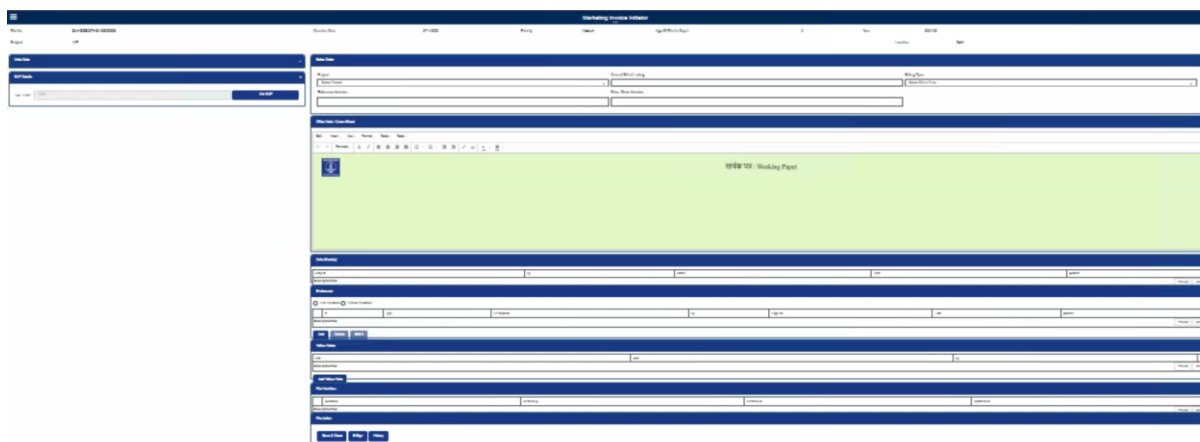
Click on Yes button.

- 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/31425/00006

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.

SAP Details - SAP T-Code VA02 is preselected. Get SAP button is displayed to get the SAP.

Sales Order - Select the details of Project and Billing Type from the dropdown. Enter the details of Date of Bill of Lading, Reference Number and Sales Order Number.

Office Note/ Green Sheet – User can type the contents of the note sheet.

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.

Outbox – Outbox will list all the task that a user has worked on and forwarded to any user from his/her inbox. User can also see the current status of the file through "History" button after opening the task in his Outbox.

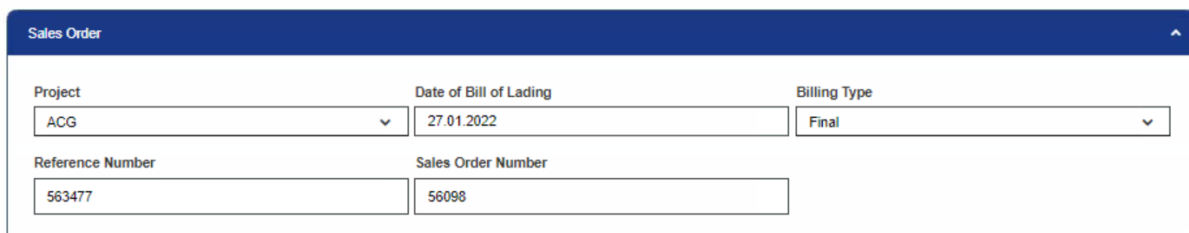
6.2 SAP Details

- SAP TCode VA02 is preselected.
- Get SAP button is displayed to get the SAP.



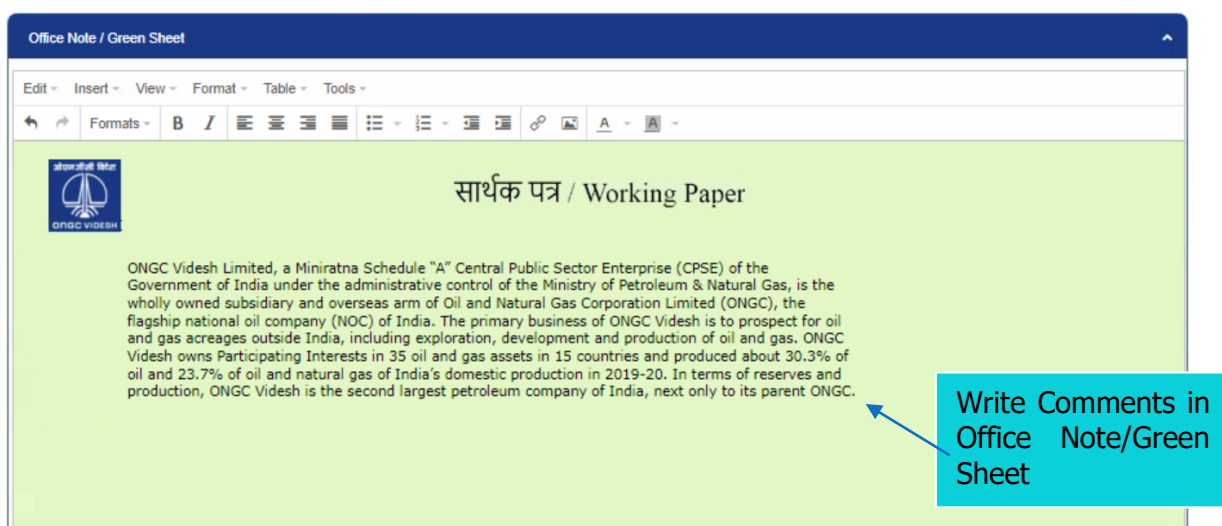
6.3 Sales Order

- Select the details of Project and Billing Type from the dropdown.
- Enter the details of Date of Bill of Lading, Reference Number and Sales Order Number.



6.4 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.



6.5 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

| # | Type | Description | e No. | Date | Actions |
|-------------------|------|-------------|-------|------|---------|
| Showing 0 entries | | | | | |

Previous Next

Add Delete Edit #

Click on Add button to add Enclosure

- Click on Add Button of Enclosure.
- User can select the type of enclosure from dropdown.
- Fill all the details of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.

Marketing Invoice Initiator

Add Enclosure

Add Description, Page NO. Upload Document.

Type : Others

Other Type : Document

Description : Enclosure 1

Page No : 1

Browse Document 1.docx

Click on Add button

Add Exit

- You can Delete your enclosure, by selecting it and clicking delete button of your enclosure.
- You can edit enclosure Sr.No. by clicking on edit button.

Enclosures

☐ With Annotation
☐ Without Annotation

| # | Type | Description | By | Page No. | Date | Actions |
|---|----------|-------------|------------|----------|------------|---------|
| 1 | Document | Enclosure 1 | Test User1 | 1 | 27.01.2022 | |

Showing entry 1 of 1 entries

Previous 1 Next

Add
Delete
Edit #

- Click on update button to update enclosure Sr No.

Edit Sr No.

Selected # : 1

Updated # :

Update
Exit

6.6 Add 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

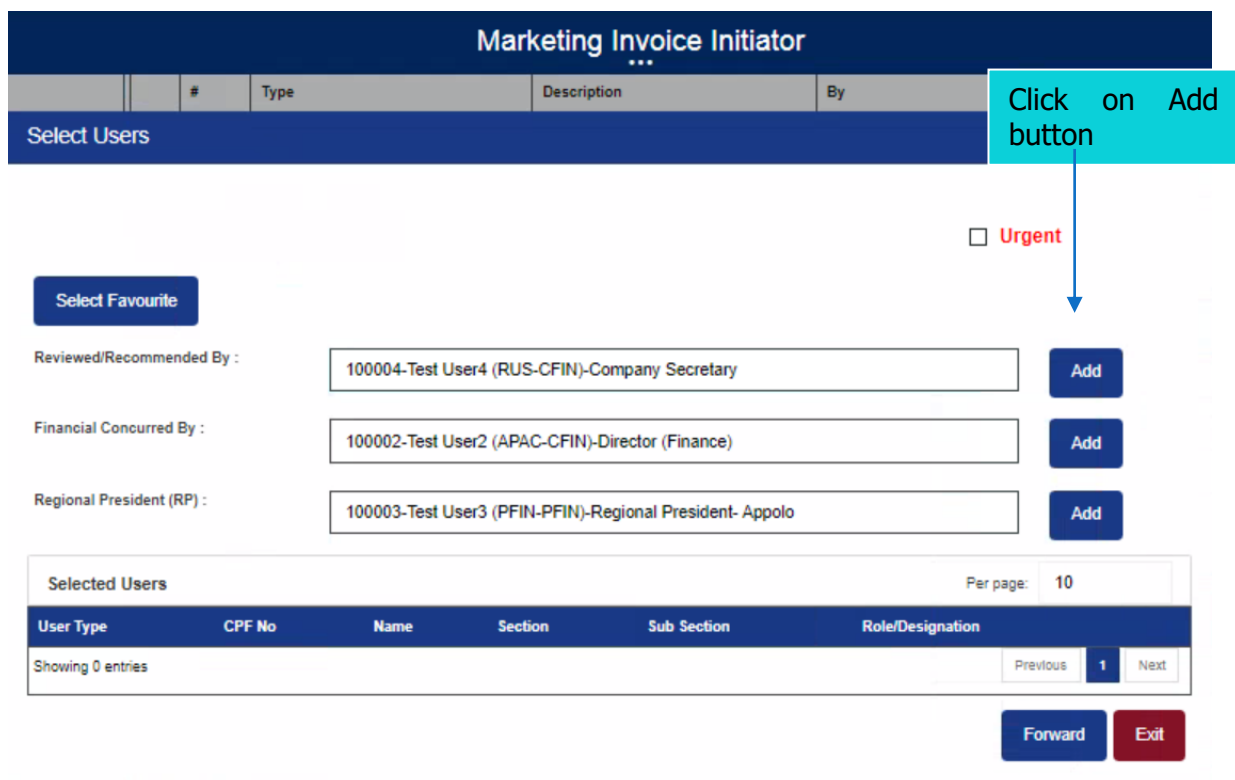
- Click on E-sign button.

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



The screenshot shows a dark blue header bar labeled "File Action" on the left. Below it, there are three buttons: "Save & Close", "E-Sign", and "History". A red callout box with the text "Click on E-Sign" has an arrow pointing to the "E-Sign" button.

- Select the user of Reviewed/Recommended By, Financial Concurred By and Regional President (RP).
- Click on Add Button.



The screenshot displays the "Marketing Invoice Initiator" screen. At the top, there is a dark blue header with the title "Marketing Invoice Initiator" and a three-dot menu icon. Below the header is a table with columns: #, Type, Description, and By. A red callout box with the text "Click on Add button" has an arrow pointing to the "Add" button next to the "Regional President (RP)" field.

Below the table, there is a "Select Users" section with a "Select Favourite" button. The section contains three rows for user selection:

- Reviewed/Recommended By : 100004-Test User4 (RUS-CFIN)-Company Secretary [Add]
- Financial Concurred By : 100002-Test User2 (APAC-CFIN)-Director (Finance) [Add]
- Regional President (RP) : 100003-Test User3 (PFIN-PFIN)-Regional President- Appolo [Add]

Below the selection fields, there is a "Selected Users" table with columns: User Type, CPF No, Name, Section, Sub Section, and Role/Designation. The table shows "Showing 0 entries". To the right of the table, there is a "Per page: 10" dropdown and "Previous", "1", and "Next" buttons. At the bottom right, there are "Forward" and "Exit" buttons.

- All users are showing in table of selected users.
- Click on Forward button.

Marketing Invoice Initiator

| | # | Type | Description | By | Page No. |
|--|---|------|-------------|----|----------|
|--|---|------|-------------|----|----------|

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By : Add

Financial Concurred By : Add

Regional President (RP) : Add

| Selected Users | | | | | | Per page: 10 |
|-------------------------|--------|------------|---------|-------------|----------------------------|--------------|
| User Type | CPF No | Name | Section | Sub Section | Role/Designation | |
| Reviewed/Recommended By | 100004 | Test User4 | RUS | CFIN | Company Secretary | ✕ |
| Financial Concurred By | 100002 | Test User2 | APAC | CFIN | Director (Finance) | ✕ |
| Regional President(RP) | 100003 | Test User3 | PFIN | PFIN | Regional President- Appolo | ✕ |

Showing 1 to 3 of 3 entries

Previous
1
Next

Click on Forward button.

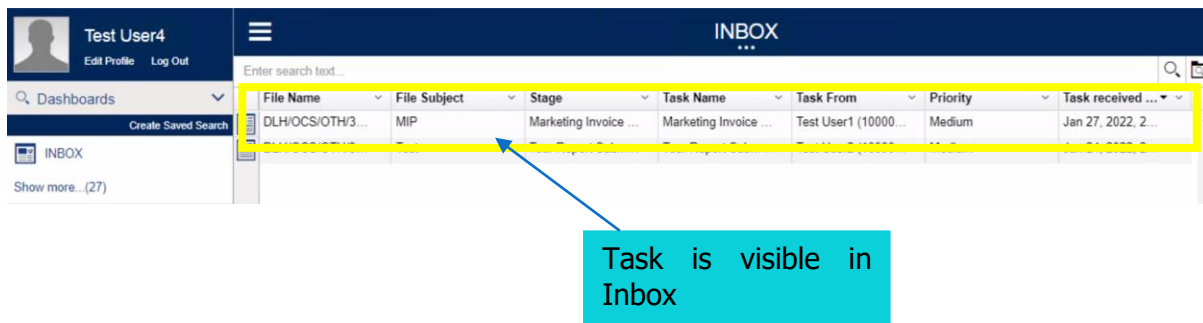
→
Forward
Exit

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



7.2 Reviewer/Recommender Screen

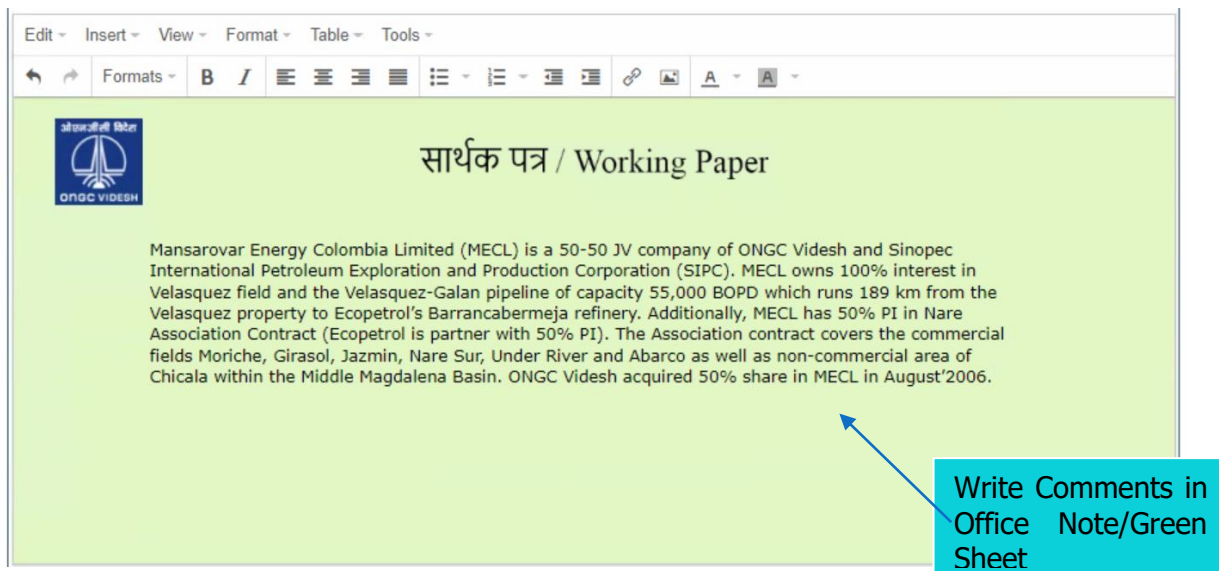
- Task shown in Inbox.
- Now open the task.



The screenshot shows the 'INBOX' interface for 'Test User4'. A table lists tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. A yellow box highlights the first row of the table, and a blue arrow points to it from a text box that says 'Task is visible in Inbox'.

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received ... |
|------------------|--------------|-----------------------|-----------------------|----------------------|----------|--------------------|
| DLH/OCS/OTH/3... | MIP | Marketing Invoice ... | Marketing Invoice ... | Test User1 (10000... | Medium | Jan 27, 2022, 2... |

- Write Comments in Office note/Green Sheet .



The screenshot shows a document titled 'सार्थक पत्र / Working Paper' (Sarthak Patra / Working Paper) with the ONGC Videsh logo. The text describes Mansarovar Energy Colombia Limited (MECL) as a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). A blue arrow points to the text area from a text box that says 'Write Comments in Office Note/Green Sheet'.

सार्थक पत्र / Working Paper

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 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.

- All the sign of users shown in Office Note.

Office Note / Green Sheet

ONGC VIDESH

Approval of Sales Order

| | |
|-------------------------|------------|
| Project: | ACG |
| Date of Bill of Lading: | 27.01.2022 |
| Billing Type: | Final |
| Reference Number: | 563477 |
| Sales Order Number: | 56098 |

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 : 27.01.2022 02:27:44 PM

- Click on E-sign button.

File Action

Save & Close

E-Sign

History

Click on E-Sign

- When you select Return to Initiator, task goes to the initiator, for doing next action.
- When you select Forward for Review, task go to the selected user.
- Select Review/Recommended on Select Action.
- Click on Forward button.

Action With eSign

Select Action

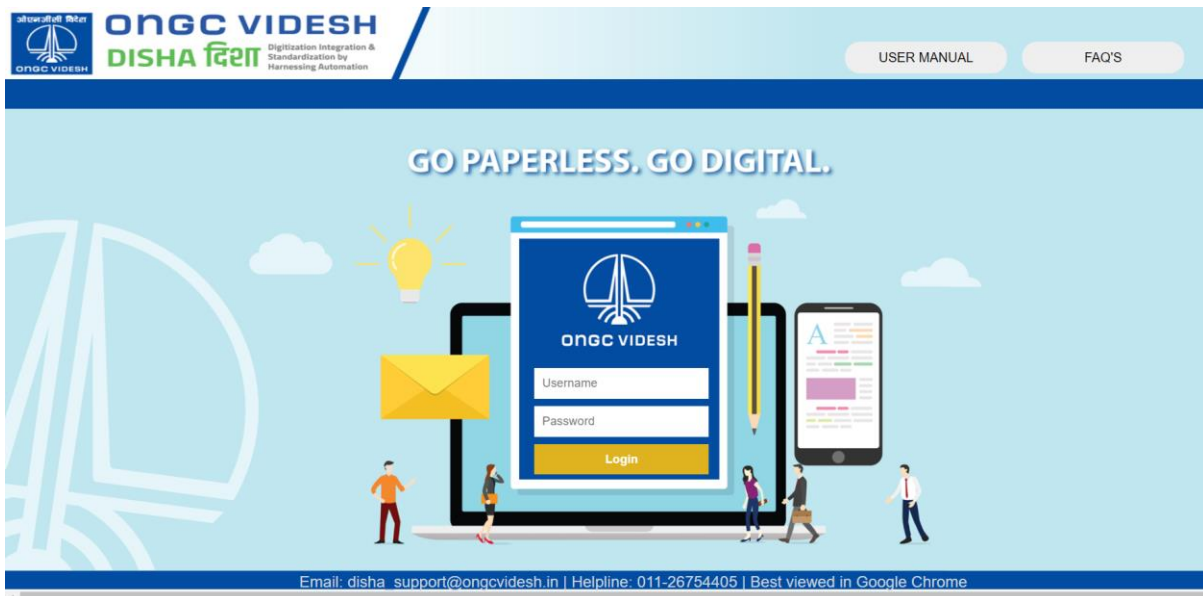
☒ Review / Recommend
 ☐ Return to Initiator
 ☐ Forward For Review

Forward

Exit

Select Action and Click on Forward Button

- Task goes to the Financial Concurrer.
- Login with Financial Concurrer User.



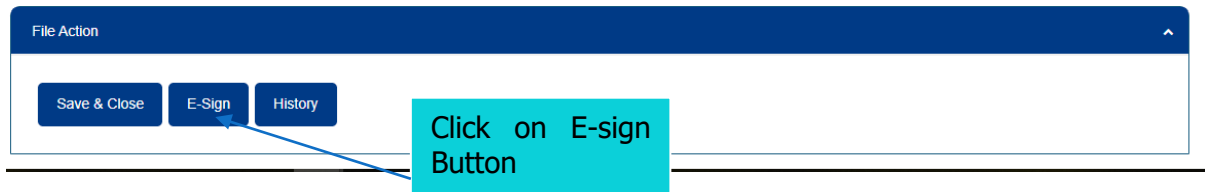
7.3 Financial Concurrer Screen

- Open the task from Inbox.

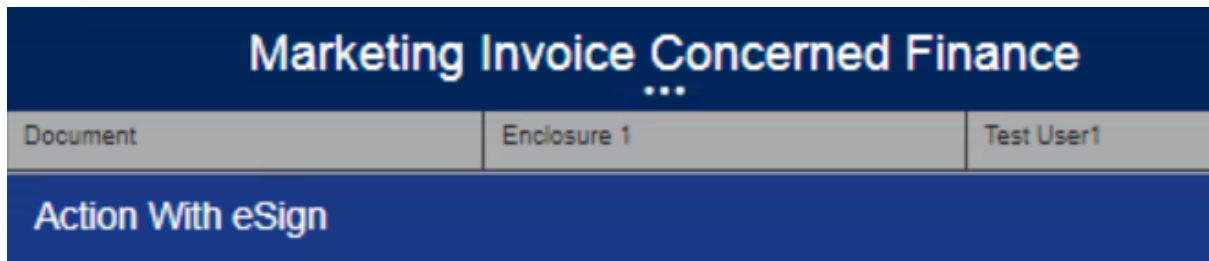
Task is visible in Inbox

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

- Click on E-sign button.



- If you click on Return to Initiator file will return to initiator.
- If you click Forward for Review file will be forwarded to the selected user for review.
- Select Concerned Finance on Select Action.
- Click on Forward button.

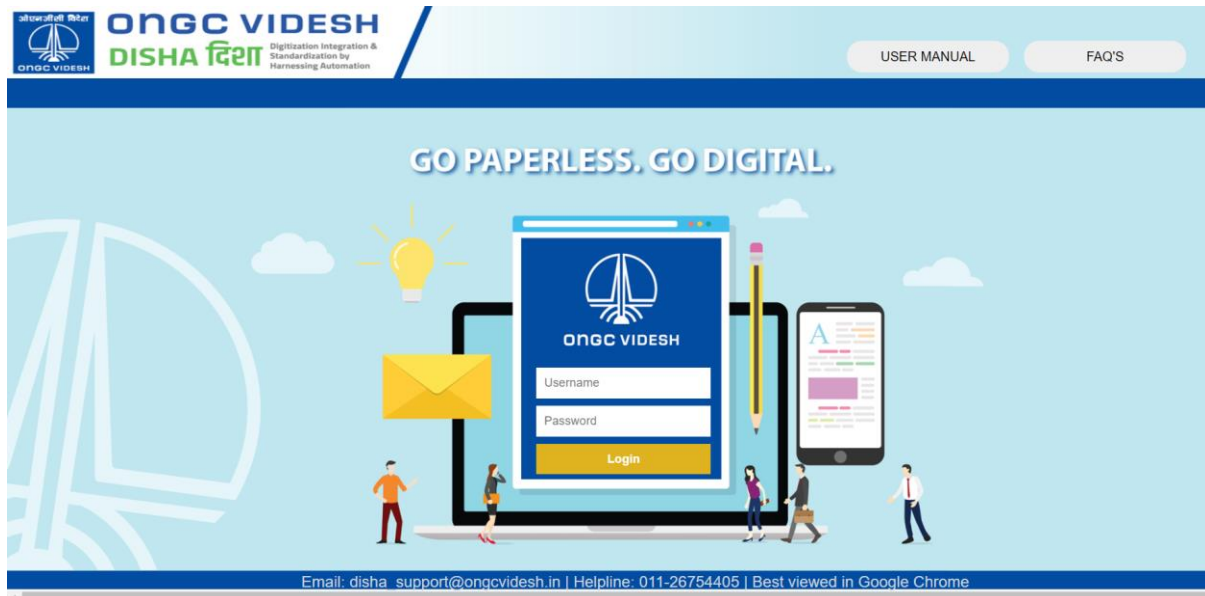


☐ Urgent

Select Action


☒ Concerned Finance ☐ Return to Initiator ☐ Forward For Review

- Task goes to the Regional President (Approver).
- Login with Regional President (Approver) User.



7.4 Regional President (Approver) Screen.

- Open the task from Inbox.



Test User3

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

Dashboards

Create Saved Search

INBOX

Show more... (27)

INBOX

...

Enter search text

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received ... |
|-------------------|---------------------|-----------------------|-----------------------|----------------------|----------|--------------------|
| DLH/OCS/OTH/31... | MIP | Marketing Invoice ... | Marketing Invoice ... | Test User2 (10000... | Medium | Jan 27, 2022, 2... |
| DLH/MZQ/BD/105... | MM File 12:08 PM... | TC Meeting Notice | Tendering Process... | Test User2 (10000... | Medium | Jan 25, 2022, 1... |
| DLH/MZQ/BD/105... | test 1234 | TC Meeting Notice | Tendering Process... | Test User1 (10000... | Medium | Jan 25, 2022, 1... |

Task is visible in Inbox

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

Office Note / Green Sheet

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 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'2008.

Forwarded & Electronically Signed By :
Test User4 (100004)-Company Secretary
On : 27.01.2022 02:35:02 PM

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 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'2008.

Concurred & Electronically Signed By :
Test User2 (100002)-Director (Finance)
On : 27.01.2022 02:42:45 PM

- Click on E-sign button.

File Action

Save & Close E-Sign History

Click on E-sign button

- Select Approve on Select Action.

Action With eSign

☐ Urgent

Select Action

☐ Approve ☐ Return to Initiator ☐ Forward For Review

Forward Exit

- Now select Approve & Send to Initiator.
- Click on Forward button.

Action With eSign

☐ **Urgent**

Select Action

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



Click on Forward button

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



7.5 Initiator Screen.

- Open the Task from Inbox.

The screenshot shows the 'INBOX' interface with a user profile 'Test User1' and navigation options like 'Dashboards', 'INBOX', 'Cabinet', and 'Outbox'. A table of tasks is displayed with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. The first task is highlighted with a yellow box, and a blue arrow points to it with the text 'Task is Visible in Inbox'.

| File Name | File Subject | Stage | Task Name | Task From | Priority | Task received |
|-------------------|----------------|-----------------------|-----------------------|----------------------|----------|--------------------|
| DLH/OCS/OTH/31... | MIP | Marketing Invoice ... | Marketing Invoice ... | Test User3 (10000... | Medium | Jan 27, 2022, 2... |
| DLH/APAC/CFIN... | test | File For Review | File For Review | Test User3 (10000... | Medium | Jan 27, 2022, 1... |
| DLH/OCS/OTH/31... | test by sakshi | Forex Transaction ... | Forex Transaction ... | Test User2 (10000... | Medium | Jan 27, 2022, 1... |
| DLH/OCS/OTH/31... | Create Forex | Forex Transaction ... | Forex Transaction ... | Test User2 (10000... | Medium | Jan 27, 2022, 1... |

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

The screenshot shows the 'Office Note / Green Sheet' interface. It displays a document with text about Mansarovar Energy Colombia Limited (MECL) and San Cristobal field. A yellow box highlights the 'Concurred & Electronically Signed By' section, which includes the signature of Test User2 (100002)-Director (Finance) on 27.01.2022 02:42:45 PM. Below this, the 'Approved & Electronically Signed By' section shows the signature of Test User3 (100003)-Regional President- Appolo on 27.01.2022 02:49:52 PM.

On : 27.01.2022 02:35:02 PM

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 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.

Concurred & Electronically Signed By :
Test User2 (100002)-Director (Finance)
On : 27.01.2022 02:42:45 PM

San Cristobal field is located in Zuata subdivision of ... in Norte 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 "PetroleraIndovenezolana 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.

Approved & Electronically Signed By :
Test User3 (100003)-Regional President- Appolo
On : 27.01.2022 02:49:52 PM

- Enter Billing Document No.

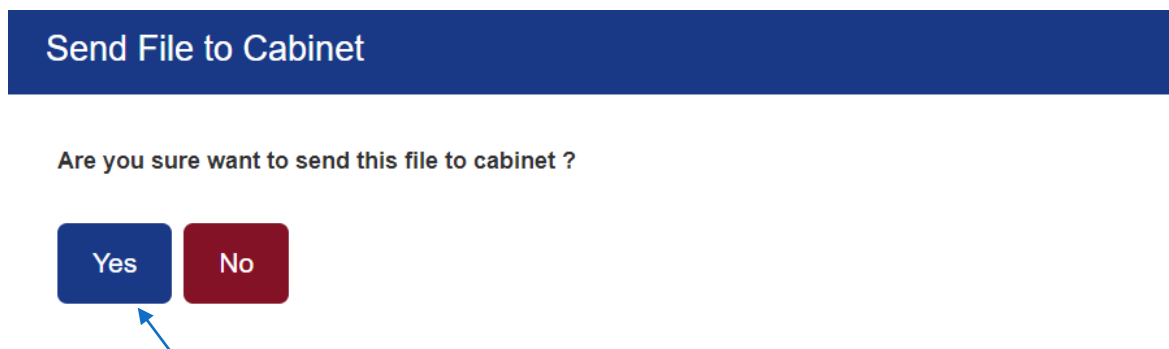
The screenshot shows the 'Billing Document' form. It has a title bar 'Billing Document' and a main area with the text 'Enter Document No.' and a text input field containing the value '90000461'.

- Click on Send to Cabinet Button.



Click on Send to Cabinet button

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

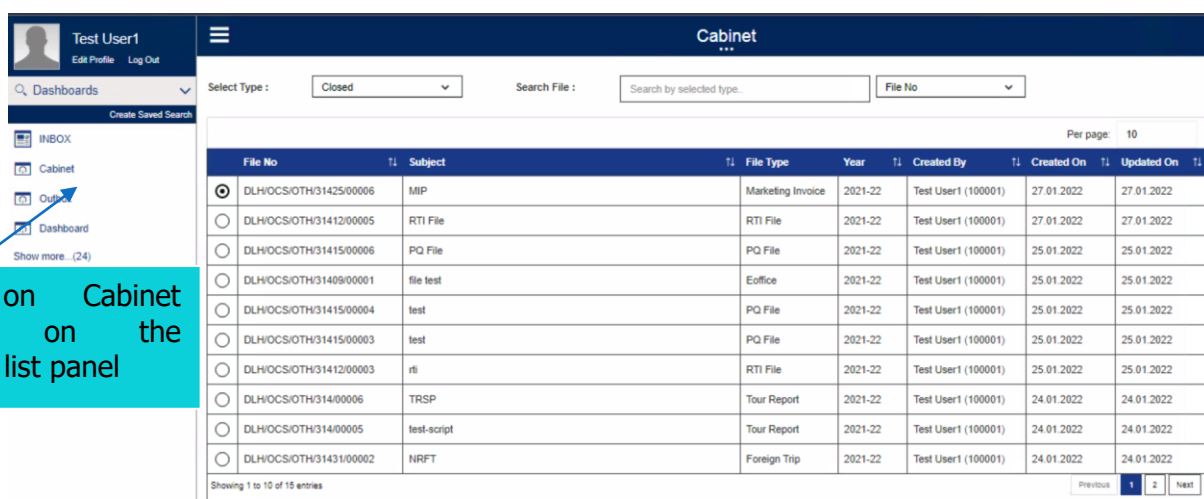


Click on Yes button

- 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.



Click on Cabinet button on the process list panel

Click on Open button.

- Now you can see all the data of user.



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

| Note Sheet(s) | | | | |
|------------------------------|------------|--------|------------|-----------------|
| Subject | By | Status | Date | Actions |
| Note Sheet 1 | Test User1 | Signed | 27.01.2022 | |
| Showing entry 1 of 1 entries | | | | |
| | | | | Previous 1 Next |

View Notes Sheet(s)

- Notes Sheet(s) will open.

- Enclosures can be viewed and downloaded.

| Enclosures | | | | | |
|------------------------------|-------------|------------|-------|------------|---|
| # | Description | By | P. No | Date | Action |
| 1 | Enclosure 1 | Test User1 | 1 | 27-01-2022 |   |
| 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 checked="" type="radio"/> | File Workflow 1 | Test User1 (100001)-Director (Finance) | 27.01.2022 | 27.01.2022 |
| Showing entry 1 of 1 entries | | | | Previous 1 Next |

- Workflow Members will be shown.

| Workflow Members | |
|------------------------|--|
| Member Type | Member Name |
| Reviewer / Recommender | Test User4 (100004)-Company Secretary |
| Financial Concurred By | Test User2 (100002)-Director (Finance) |
| Regional President(RP) | Test User3 (100003)-Regional President- Appolo |

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

Enclosures

Movement History

File No :
DLH/OCS/OTH/31425/00006

Subject :
MIP

Per page: 10

| Date | Stage | From | To |
|------------------------|---------------------|---|---|
| 27.01.2022 02:38:39 PM | Marketing Initiator | Test User1 (100001)-Director (Finance) | Test User4 (100004)-Company Secretary |
| 27.01.2022 02:45:57 PM | Review / Recommend | Test User4 (100004)-Company Secretary | Test User2 (100002)-Director (Finance) |
| 27.01.2022 02:53:40 PM | Concerned Finance | Test User2 (100002)-Director (Finance) | Test User3 (100003)-Regional President-Appolo |
| 27.01.2022 03:00:47 PM | Approve | Test User3 (100003)-Regional President-Appolo | Test User1 (100001)-Director (Finance) |
| 27.01.2022 03:08:32 PM | Marketing Initiator | Test User1 (100001)-Director (Finance) | 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.

Cabinet

Forward File For Review

Select Users :

100002-Test User2 (LAC-BD)-Country Manager-Imper...

Forward

Exit

Click on Forward button

7.7 Outbox Screen

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

The screenshot shows the 'Outbox' screen with a user profile 'Test User1' at the top left. A sidebar on the left contains navigation options like 'Dashboards', 'INBOX', 'Cabinet', 'Outbox', and 'Dashboard'. The main area displays a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. The table lists several files, including 'DLH/OCS/OTH/31427/00001' and 'DLH/OCS/OTH/31425/00001'. Below the table, there is a pagination bar showing 'Showing 1 to 10 of 81 entries' and a 'Previous' button. A blue arrow points to the 'Open' button at the bottom left of the table area, with a text box saying 'Click on Open button'.

- This is user Outbox screen.

The screenshot shows a detailed view of a file in the user's Outbox. The top section displays the file's metadata, including 'File No', 'Creation Date', 'Priority', 'Status', 'Age (Days)', 'Size', and 'Location'. Below this, there is a large green area with a document icon and the text 'Approval of Bank Copy'. The bottom section contains a table with columns for 'File No', 'Subject', 'File Type', 'Priority', 'Stage', 'Action', and 'Date'. The table lists several files, including 'DLH/OCS/OTH/31427/00001' and 'DLH/OCS/OTH/31425/00001'. The 'Open' button is highlighted in blue.

- Click on History button.

The screenshot shows a 'File Action' dialog box with a blue header and a white body. It contains two buttons: a red 'Exit' button and a blue 'History' button. The 'History' button is highlighted with a blue border.

- Movement History box be open.
- Show all the details of user.
- If you want to close, then click on close button.

Outbox
 ...

Showing entry 1 of 1 Entries

Movement History

File No : DLH/OCS/OTH/31425/00006 **Subject :** MIP

| Per page: 10 | | | |
|------------------------|---------------------|--|--|
| Date | Stage | From | To |
| 27.01.2022 02:38:39 PM | Marketing Initiator | Test User1 (100001)-Director (Finance) | Test User4 (100004)-Company Secretary |
| 27.01.2022 02:45:57 PM | Review / Recommend | Test User4 (100004)-Company Secretary | Test User2 (100002)-Director (Finance) |
| 27.01.2022 02:53:40 PM | Concerned Finance | Test User2 (100002)-Director (Finance) | Test User3 (100003)-Regional President- Apollo |
| 27.01.2022 03:00:47 PM | Approve | Test User3 (100003)-Regional President- Apollo | Test User1 (100001)-Director (Finance) |
| 27.01.2022 03:08:32 PM | Marketing Initiator | Test User1 (100001)-Director (Finance) | To Cabinet |

Showing 1 to 5 of 5 entries

Previous
1
Next

Close

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