



ONGC Videsh Ltd.



2022

Paperless Office- TASA Advise to Subsidiaries – User Manual

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1 Introduction

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

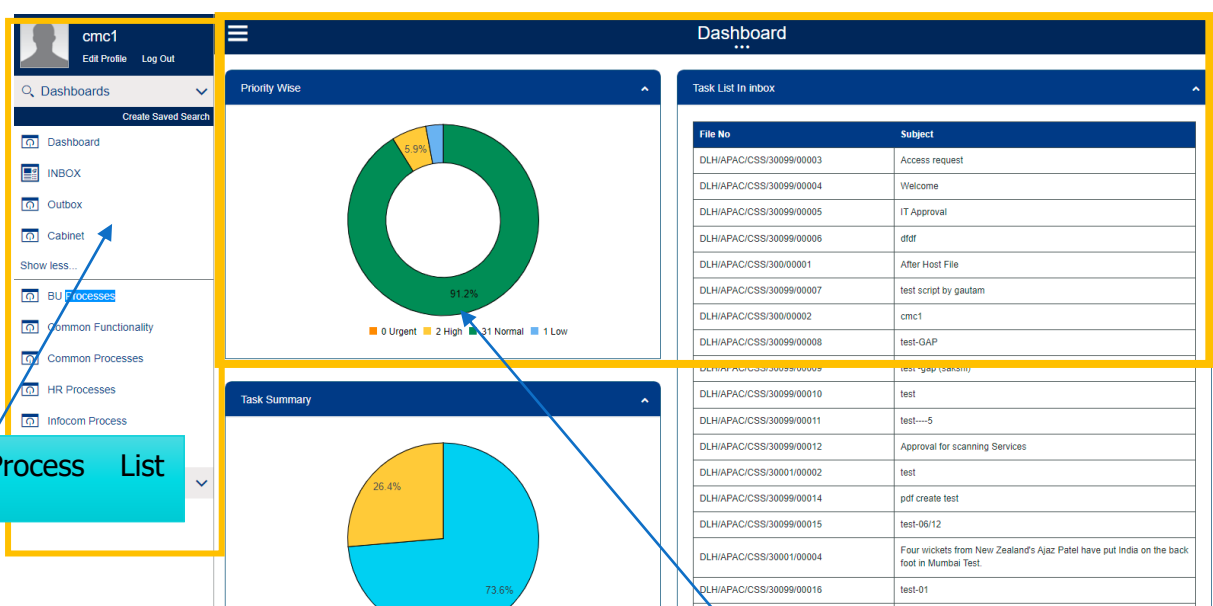
2 Login in the Paperless office:

- 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

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 Panel Process List

Inbox - View task assign to you

4 How to run the Treasury Processes

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

Treasury Processes

List of Processes

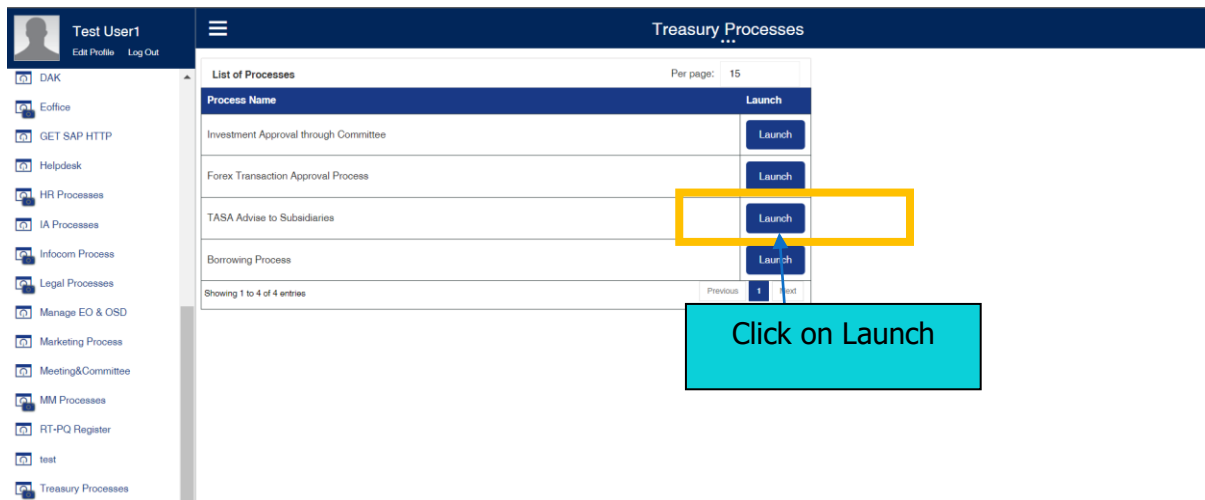
Process Name	Launch
Investment Approval through Committee	Launch
Forex Transaction Approval Process	Launch
TASA Advise to Subsidiaries	Launch
Borrowing Process	Launch

Showing 1 to 4 of 4 entries

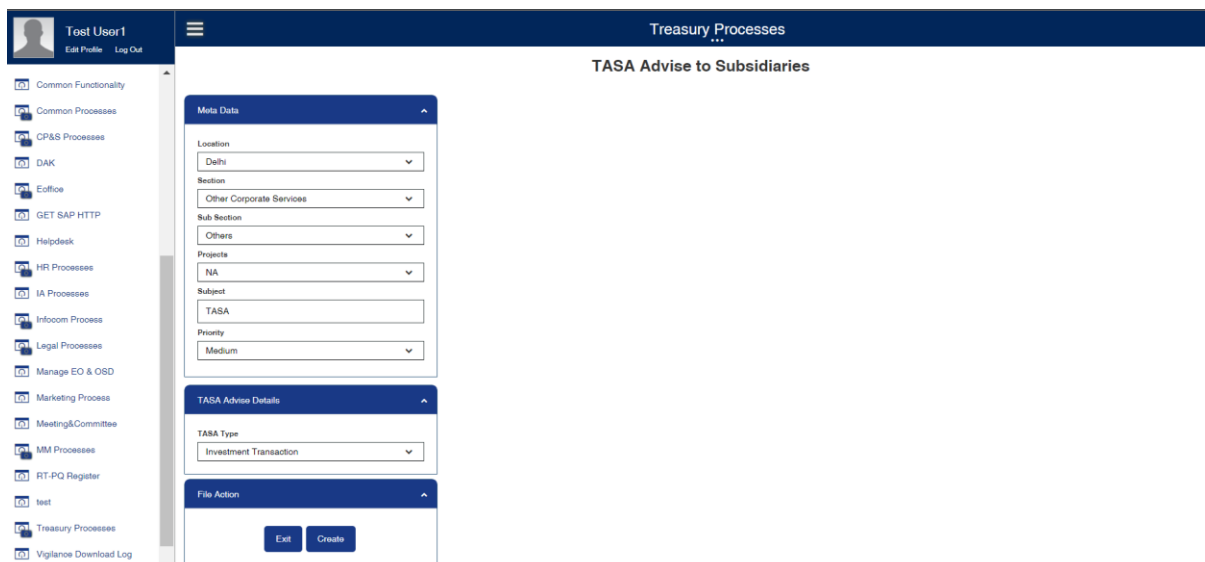
Click on Treasury Processes button on the Process list

5 TASA Advise to Subsidiaries Launch:

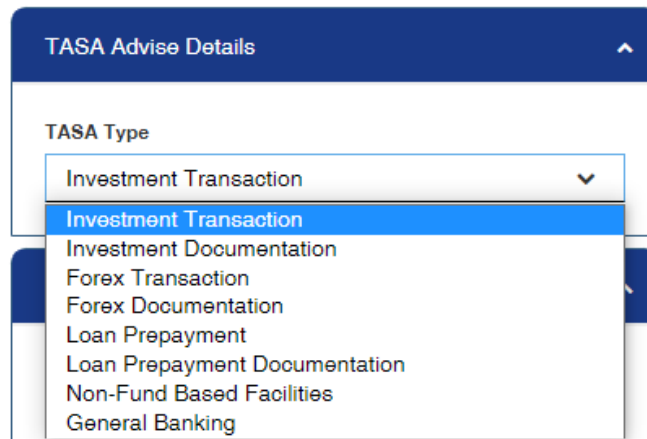
- Click on Launch button.



- 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 TASA Advice details select TASA type from the dropdown.



TASA Advice Details

TASA Type

Investment Transaction

Investment Documentation

Forex Transaction

Forex Documentation

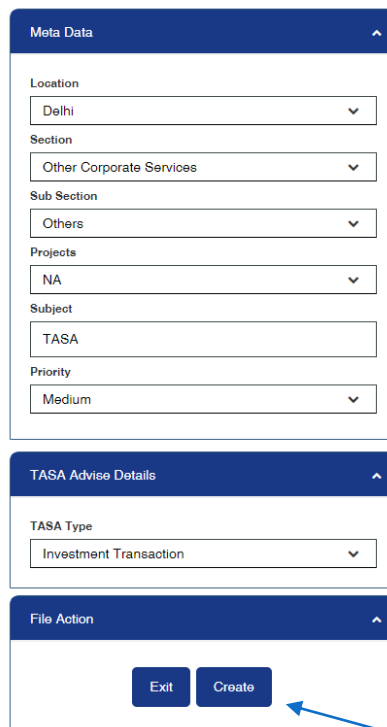
Loan Prepayment

Loan Prepayment Documentation

Non-Fund Based Facilities

General Banking

- In the File action Click Exit to Exit.
- Click on Create button of File Action panel in order to create new file.



Meta Data

Location

Delhi

Section

Other Corporate Services

Sub Section

Others

Projects

NA

Subject

TASA

Priority

Medium

TASA Advice Details

TASA Type

Investment Transaction

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

- 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/31436/00005

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.

TASA Advice Details – In this TASA type is given as selected by the initiator at the time of creating the file. Select Project name from the dropdown.

BDP Clause – In this Enter Amount and BDP. Select Currency from the dropdown.

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 TASA Advice Details

- In this TASA type is given as selected by the initiator at the time of creating the file.
- Select Project name from the dropdown.

TASA Advise Details

TASA Type
Investment Transaction

Project Name

ACG, Azerbaijan

6.3 BDP Clause

- In this Enter Amount and BDP.
- Select Currency from the dropdown.

BDP Clause

Amount

50,000.00

Currency

INR

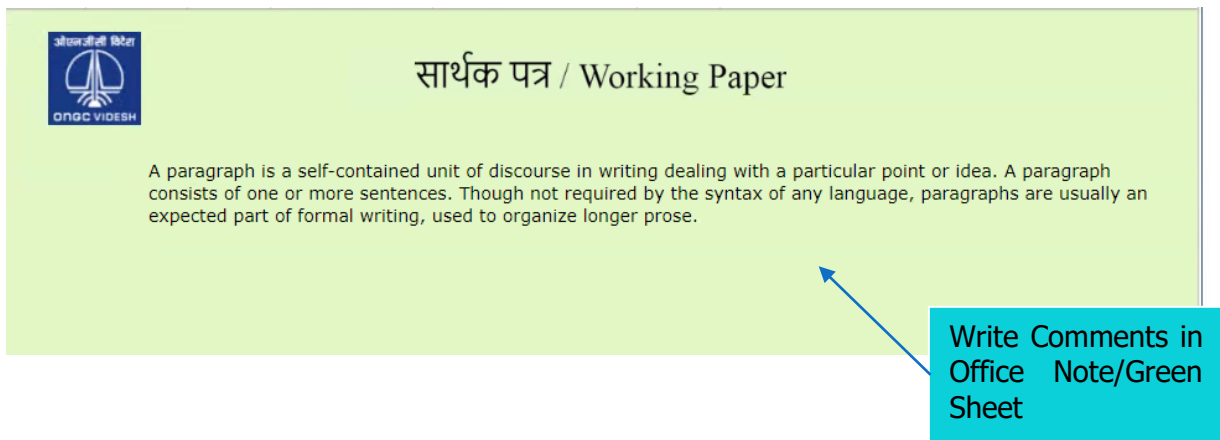
BDP

D5

View BDP

6.4 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.



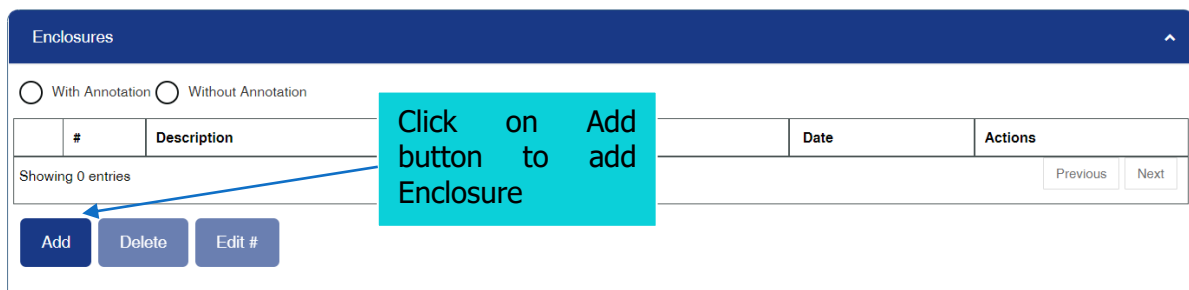
सार्थक पत्र / Working Paper

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

6.5 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.
- Edit SR No. using Edit# button.



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.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.

Add Enclosure

Add Description, Page NO.
Upload Document.

Description :

Page No :

Browse

Document 1.pdf

Add

Exit

6.6 Add Yellow Note

Yellow Notes
^

Date	By	
Showing 0 entries		
<div style="display: flex; gap: 10px;"> Previous Next </div>		

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:

Add

Exit

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

Click on E-Sign

Save & Close E-Sign History

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

Select Users

☐ Urgent

Select Favourite

Reviewed/Recommended By : 100002-Test User2 (BD-AMC)-Company Secretary Add

Agreed/Concurred By : 100002-Test User2 (LAC-BD)-Country Manager-Imperial Energy Add

Approved By : 100003-Test User3 (PFIN-PFIN)-Regional President- Appolo 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

☐ 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

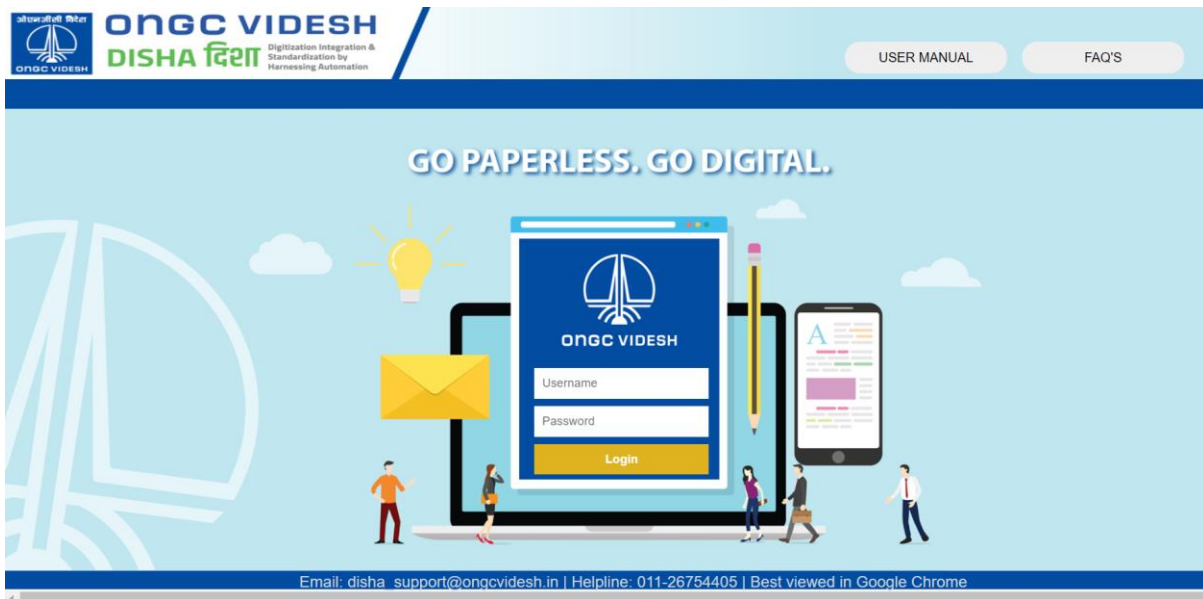
User Type	CPF No	Name	Section	Sub Section	Role/Designation
Reviewed/Recommended By	100002	Test User2	BD	AMC	Company Secretary
Agreed/Concurred By	100002	Test User2	LAC	BD	Country Manager-Imperial Energy
Approved By	100003	Test User3	PFIN	PFIN	Regional President- Appolo

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.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OCS/OTH/31436/...	TASA	TASA Advise to Subsi...	TASA Advise to Subsi...	Test User1 (100001)-S...	Medium	Feb 14, 2022, 1 27...
DLH/DRIL/DRI/40035/...	Test Forex	Forex Transaction App...	Forex Transaction App...	Test User1 (100001)-S...	Medium	Feb 11, 2022, 5:07...
DLH/DRIL/DRI/40033/...	Test	Overseas Posting Initia...	Overseas Posting Initia...	Test User2 (100002)-S...	Medium	Feb 11, 2022, 4:20...
DLH/OCS/OTH/31426/...	test	Branch Memo Agree / ...	Branch Memo Agree / ...	Test User2 (100002)-S...	Medium	Feb 11, 2022, 12:50...
DLH/OCS/OTH/31426/...	Branch memo	Branch Memo Review	Branch Memo Review	Test User2 (100002)-S...	Medium	Feb 11, 2022, 12:35...
DLH/OCS/OTH/31426/...	Branch Memo	Branch Memo Review	Branch Memo Review	Test User2 (100002)-S...	Medium	Feb 11, 2022, 12:20...

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

TASA advise to Subsidiaries

TASA Type:	Investment Transaction
Project Name:	ACG, Azerbaijan

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.

Submitted for approval under BDP clause D5 for INR 50000.

Forwarded & Electronically Signed By :

Test User1 (100001)-Director (Finance)

On : 14.02.2022 11:27:48 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

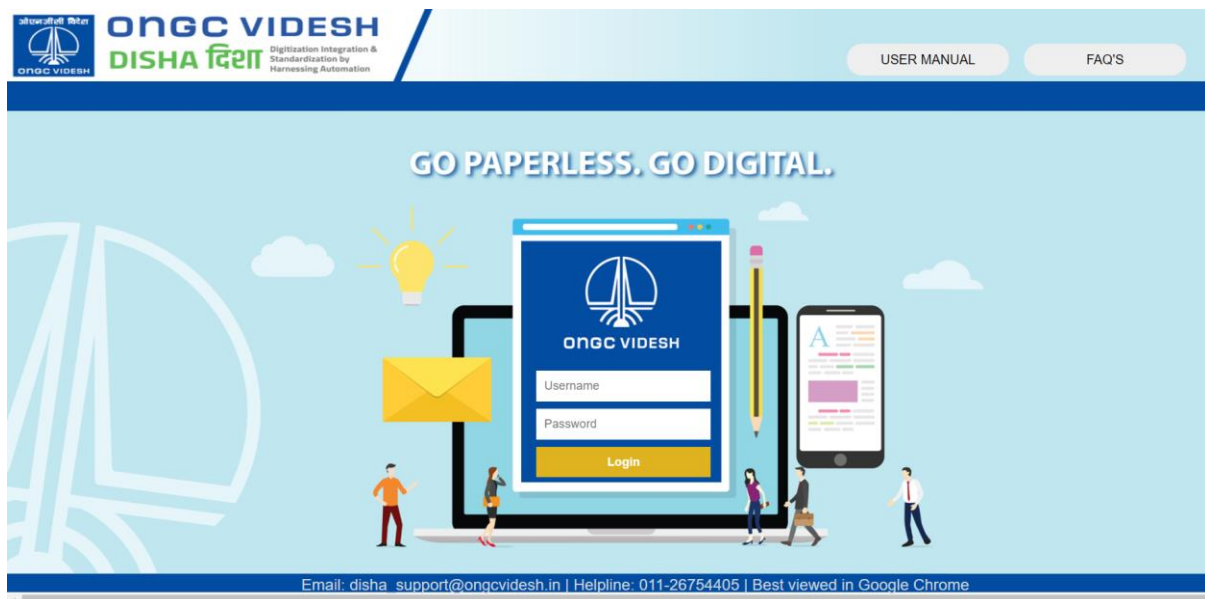
Select Action

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

Forward

Exit

- Task goes to the Agree/Concurrer.
- Login with Agree/Concurrer User.



7.3 Agree/Concurrer Screen

- Open the task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OC/OTH/31436/...	TASA	TASA Advise to Subsi...	TASA Advise to Subsi...	Test User2 (100002)-S...	Medium	Feb 14, 2022, 11:31...
DLH/DRIL/DR/40035/...	Test Forex	Forex Transaction App...	Forex Transaction App...	Test User1 (100001)-S...	Medium	Feb 11, 2022, 5:00/...
DLH/DRIL/DR/40033/...	Test	Overseas Posting Initia...	Overseas Posting Initia...	Test User2 (100002)-S...	Medium	Feb 11, 2022, 4:20c...
DLH/OC/OTH/31426/...	test	Branch Memo Agree / ...	Branch Memo Agree / ...	Test User2 (100002)-S...	Medium	Feb 11, 2022, 12:50...

Task is visible in Inbox

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

Office Note / Green Sheet

TASA Type: Investment Transaction
Project Name: ADG, Azerbaijan

ONGC Videsh Limited, a Miniata 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.

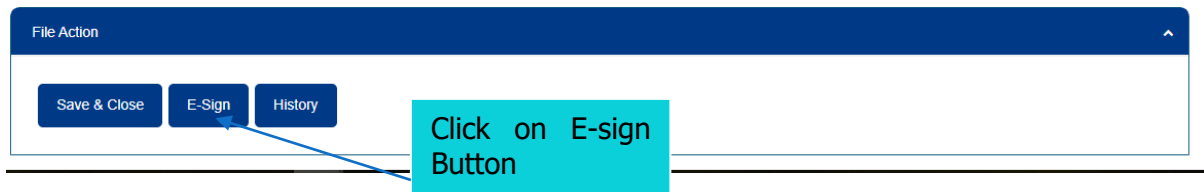
Submitted for approval under BDP clause D5 for INR 50000.

Forwarded & Electronically Signed By :
Test User1 (100001)-Director (Finance)
On : 14.02.2022 11:27:48 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 production pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barra Neabermey refinery. Additionally, MECL has 50% PI in Nare Asa richo, Girasol, Jazmin, Nare Sur, Under River and Abaroo as well as a 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)-Company Secretary
On : 14.02.2022 11:31:58 AM

- 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

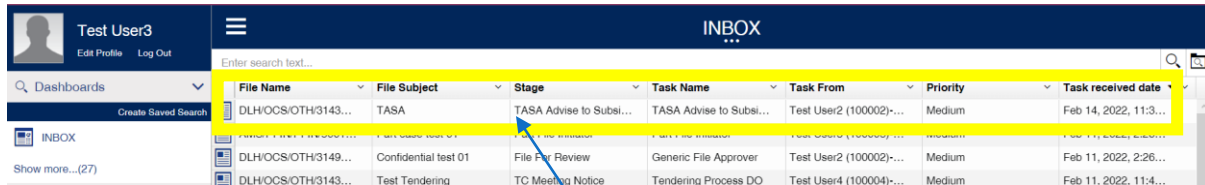


- Task goes to the Approver.
- Login with Approver User.



7.4 Approver Screen.

- Open the task from Inbox.



File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OCS/OTH/3143...	TASA	TASA Advise to Subsi...	TASA Advise to Subsi...	Test User2 (100002)-...	Medium	Feb 14, 2022, 11:3...
DLH/OCS/OTH/3149...	Confidential test 01	File For Review	Generic File Approver	Test User2 (100002)-...	Medium	Feb 11, 2022, 2:26...
DLH/OCS/OTH/3143...	Test Tendering	TC Meeting Notice	Tendering Process DO	Test User4 (100004)-...	Medium	Feb 11, 2022, 11:4...

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 User1 (100001)-Director (Finance)

On : 14.02.2022 11:27:48 AM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIP). 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 Eoopedro's Barrancabermeja refinery. Additionally, MECL has 50% PI in Noroeste Association Contract (Eoopedro is partner with 50% PI). The Association contract covers the commercial fields Moriche, Girasol, Jazmin, Nare Sur, Under River and Araya as well as non-commercial area of Chioala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By :

Test User2 (100002)-Company Secretary

On : 14.02.2022 11:31:58 AM

San Cristobal field is located in Zuata subdivision of Junin Norte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 160.18 Sq. Km. ONGC Videsh entered into a joint venture agreement with PdVSA (National Oil Company of Venezuela). A JV company called "PetrobrasIndovenezolana SA" (PIVSA) was formed wherein PdVSA holds 60% PI through its subsidiary Corporacion Venezolana 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.

Concurred & Electronically Signed By :

Test User2 (100002)-Country Manager-Imperial Energy

On : 14.02.2022 11:36:07 AM

- Click on E-sign button.



File Action

Save & Close E-Sign History

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

- Click on forward button.
- If you select Approve & send to other user file will be send to selected user.
- **Select Approve & Send to Initiator.**
- Click Forward button.

Action With eSign

☐ Urgent

Select Action

☒ Approve & Send To Initiator

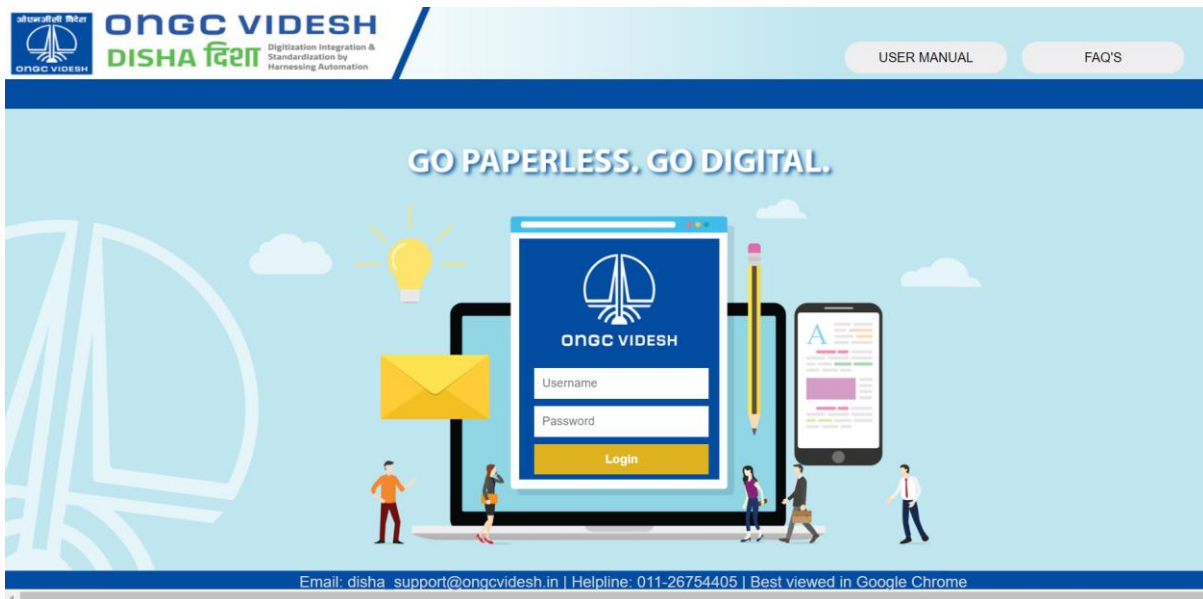
☐ Approve & Send To Other User

Back

Forward

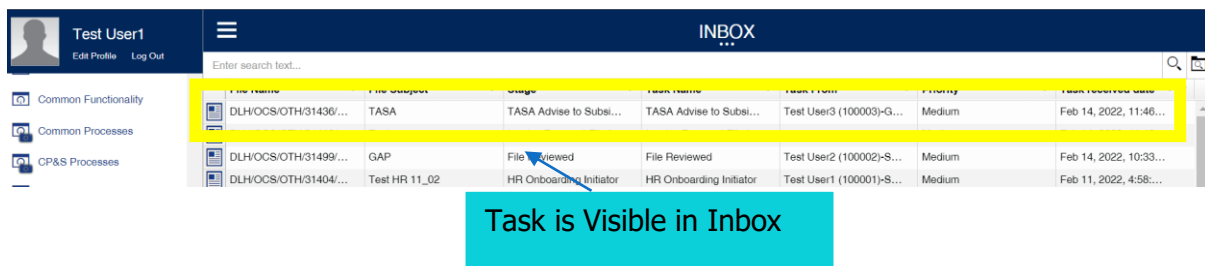
Exit

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



7.5 Initiator Screen

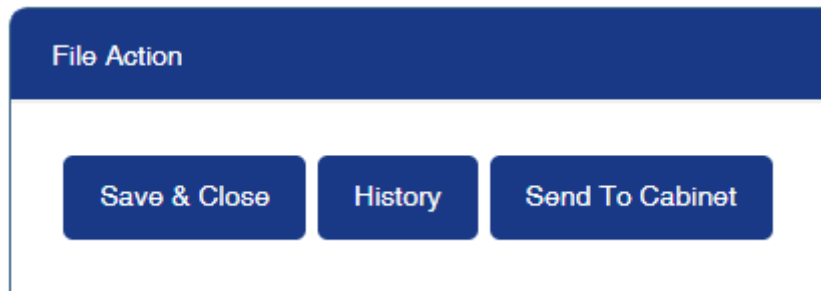
- Open the Task from Inbox.



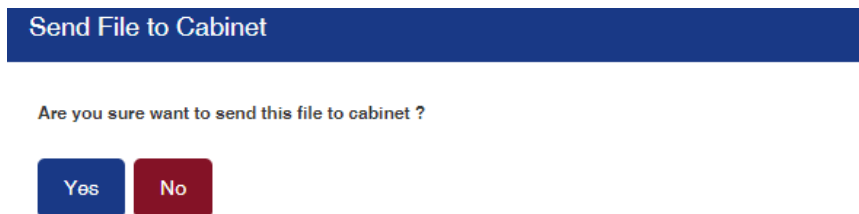
- All the sign of users shown in Office Note/Green Sheet.



- Click on Send to Cabinet Button.



- Click on Yes.



- File send to Cabinet can be open.
- 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

Select file.

Click on Open button.

File No	Subject	File Type	Year	Created By	Sent On	Open On
DLH/OC/OTH/31436/00005	TASA	TASA Advise	2021-22	Test User1 (100001)	14.02.2022	14.02.2022
DLH/OC/OTH/31426/00001	Sanction Process	Sanction	2021-22	Test User1 (100001)	11.02.2022	11.02.2022
DLH/OC/OTH/31401/00013	Tender Box Creation for Tender File: DLH/OC/OTH/31430/00010	TenderBox	2021-22	Test User1 (100001)	11.02.2022	11.02.2022
DLH/OC/OTH/31409/00006	or	Eoffice	2021-22	Test User1 (100001)	11.02.2022	11.02.2022
DLH/OC/OTH/31409/00005	or	Eoffice	2021-22	Test User1 (100001)	11.02.2022	11.02.2022
DLH/OC/OTH/31415/00009	PQ	PQ File	2021-22	Test User1 (100001)	11.02.2022	11.02.2022
DLH/OC/OTH/31437/00005	borrow	Borrowing	2021-22	Test User1 (100001)	11.02.2022	11.02.2022
DLH/OC/OTH/31436/00003	TASA	TASA Adv	(100001)	11.02.2022	11.02.2022	
DLH/OC/OTH/31435/00007	Forex	Forex Tra	(100001)	11.02.2022	11.02.2022	
DLH/OC/OTH/31427/00007	PAFAR	Partner Audit FAR	2021-22	Test User1 (100001)	11.02.2022	11.02.2022

Showing 1 to 10 of 74 entries


Previous 1 3 4 6 8 Next

Open

- Now you can see all the data of user.

[illegible]

- 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	Approved	14.02.2022	
Showing entry 1 of 1 entries				Previous 1 Next

View Notes
Sheet(s)

- Notes Sheet(s) will open.

Note Sheet 1

WFOE 10 Working Paper

File No : DUHDOG OTHG343060005

Subject : TADA

TASA advise to Subsidiaries

TADA Type	Investment Transaction
Project Name	AOL, Araratjan

ONGC Viscous Limited, a Miniratna Schedule 'X' 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 Viscous Ltd is production of oil and gas, along with other activities such as refining, exploration, development and production of oil and gas. ONGC Viscous owns Participating Interest 50% in oil and gas assets in 15 countries and produced about 35.2% 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 Viscous is the second largest petroleum company of India, next only to its parent ONGC.

Submitted for approval under EOPF clause D for RFR 50000.

Forwarded Electronically Signed By:
Tariq Usani (1000000) Director (Finance)
On: 14-02-2022 11:07:48 AM

Mexican Energy Colombia Limited (MECL) is a \$0-\$0 JV company of ONGC Viscous and Mexican International Petroleum Exploration and Production Company (SPEIC). MECL, since 100% invested in Venezuela field and the Venezuela Gasoline pipeline of capacity \$0.000 BOPD from unit US\$ on from the Venezuela project in Ecuador's Barinas state. Currently, MECL has 50% PI in Hare Association Contract (Espejo) is partner with 50% PI. The Association contract covers the commercial fields Morón, Clonard, Jaramo, Nara Sur, Under River and Alacran as well as non-commercial area of Chiriquí until the Mollata Magdalena Basin. ONGC Viscous acquired 50% share in MECL in August 2008.

Forwarded Electronically Signed By:
Tariq Usani (1000000) Company Secretary
On: 14-02-2022 11:01:58 AM

Bor Cristobal Field is located in Zulia subsidence of Juncoforta Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 180.16 Km². ONGC Viscous acquired 40% PI in on 28-06-2008 and signed a joint venture agreement with Petrolia (National Oil Company of Venezuela), A JV company called "Petronelecrosas-Bor Cristobal" was formed, wherein PFCB holds 60% PI through its subsidiary Corporacion Bor Cristobal, Petrolia (CFR) and Petrolia Global (PG) and ONGC Viscous holds 40% through ONGC New Georgia (San Cristobal, BV), a wholly owned subsidiary of ONGC New Georgia BV.

- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Enclosure 1	Test User1	1	14-02-2022	 
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 1	Test User1 (100001)-Director (Finance)	14.02.2022	14.02.2022
Showing entry 1 of 1 entries				

- Workflow Members will be shown.

Workflow Members	
Member Type	Member Name
Reviewer / Recommender	Test User2 (100002)-Company Secretary
Agree / Concurer	Test User2 (100002)-Country Manager-Imperial Energy
Approver	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

Note Sheet(s)

Movement History

File No :
DLH/OCS/OTH/31436/00005

Subject :
TASA

Per page: 10

Date	Stage	From	To	Action
14.02.2022 11:41:13 AM	TASA Advise to Subsidiaries - Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Committee
14.02.2022 11:45:22 AM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User2 (100002)-Country Manager-Imperial Energy	Review / Recommend
14.02.2022 11:49:31 AM	Agree / Concur	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-Regional President- Appolo	Agree / Concur
14.02.2022 12:00:11 PM	Approve	Test User3 (100003)-Regional President- Appolo	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator
14.02.2022 12:08:18 PM	TASA Advise to Subsidiaries - Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	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.

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

From Date : 07.02.2022 To Date : 14.02.2022 Search Filter File : Filter by any field

Per page: 10

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/OCS/OTH/31436/00005	TASA	TASA Advise	Medium	TASA Advise to Subsidiaries - Initiator	Cabinet	14-02-2022 12:08 PM
DLH/OCS/OTH/31499/00012	GAP	Generic	Medium	Cabinet	Forward For Review	14-02-2022 10:46 AM
DLH/OCS/OTH/31499/00021	Forward for review test 01	Generic	Medium	Generic File Initiator	Committee	12-02-2022 03:16 PM
DLH/OCS/OTH/31428/00031	Sanction Process	Sanction	Medium	Initiator After Approval	Cabinet	11-02-2022 06:23 PM
DLH/OCS/OTH/31401/00013	Tender Box Creation for Tender File: DLH/OCS/OTH/31430/00010	TenderBox	Medium	Tender Box Creation Initiator	Forwarded & Electronically Signed By	11-02-2022 06:07 PM
DLH/DRIL/DR/40035/00001	Test Forex	Forex Transaction	Medium	Approve	Returned & Signed By	11-02-2022 05:20 PM
DLH/OCS/OTH/31404/00005	Test HR 11_02	HROnboarding	High	Section In-charge Approve	Section In-charge Approve	11-02-2022 05:11 PM
DLH/CSS/SAP/31037/00006	Borrowing 11.02.2022	Borrowing	Medium	Review / Recommend	Review / Recommend	11-02-2022 05:10 PM
DLH/DRIL/DR/40037/00002	Test borrowing	Borrowing	Medium	Approve	Returned & Signed By	11-02-2022 04:54 PM
DLH/DRIL/DR/40033/00003	Test	Overseas Posting	Medium	Director Approve	Director Approve	11-02-2022 04:32 PM

Showing 1 to 10 of 178 entries

Previous 1 5 8 12 18 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 history, then click on close button.
- Click Exit to Exit.

Outbox					
Movement History					
File No : DLH/OCS/OTH/81436/00005		Subject : TASA			
				Per page: 10	
Date	Stage	From	To	Action	
14.02.2022 11:41:13 AM	TASA Advise to Subsidies - Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Committee	
14.02.2022 11:45:22 AM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User2 (100002)-Country Manager-Imperial Energy	Review / Recommend	
14.02.2022 11:49:31 AM	Agree / Concur	Test User2 (100002)-Country Manager-Imperial Energy	Test User3 (100003)-Regional President- Appolo	Agree / Concur	
14.02.2022 12:00:11 PM	Approve	Test User3 (100003)-Regional President- Appolo	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator	
14.02.2022 12:08:18 PM	TASA Advise to Subsidies - Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Cabinet	
Showing 1 to 5 of 5 entries				Previous	Next

Close

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