



2022

# Paperless Office- Tendering Process – User Manual

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## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>2</b>
<b>2</b>	<b>LOGIN IN THE PAPERLESS OFFICE: .....</b>	<b>2</b>
<b>3</b>	<b>LOGIN SCREEN OVERVIEW: .....</b>	<b>2</b>
<b>4</b>	<b>HOW TO RUN THE MM PROCESSES .....</b>	<b>3</b>
<b>5</b>	<b>TENDERING PROCESS LAUNCH: .....</b>	<b>4</b>
<b>6</b>	<b>DO SCREEN .....</b>	<b>8</b>
6.1	FORM INFORMATION .....	8
6.2	TENDERING DETAILS.....	9
6.3	STEP OF TENDERING PROCESS .....	9
6.4	TYPE OF APPROVAL.....	10
6.5	SAP T – CODE.....	10
6.6	CPA DETAILS.....	11
6.7	ADD OFFICE NOTE/ GREEN SHEET.....	11
6.8	ADD ENCLOSURE .....	12
6.9	ADD YELLOW NOTE .....	12
<b>7</b>	<b>TYPE OF APPROVAL – NOMINATION OF TC MEMBERS .....</b>	<b>13</b>
7.1	HEAD MM SCREEN.....	15
7.2	HEAD OF INDENTING SECTION.....	17
7.3	HEAD FINANCE.....	19
7.4	HEAD DOMAIN EXPERT.....	21
7.5	DO SCREEN .....	23
7.6	TENDER FILE INITIATOR – TC MEETING NOTICE .....	27
7.7	TENDER FILE INITIATOR – CREATE MOM .....	27
7.8	TENDER FILE COMMITTEE MEMBERS.....	29
7.9	TENDER FILE DO – MINUTES OF TC MEETING SCREEN.....	30
7.10	REVIEWER/RECOMMENDER SCREEN .....	33
7.11	AGREER/CONCURRER SCREEN.....	35
7.12	APPROVER SCREEN.....	37
7.13	DO SCREEN .....	39
7.14	DO CABINET SCREEN.....	41
7.15	DO OUTBOX SCREEN.....	45
<b>8</b>	<b>TYPE OF APPROVAL – VERTICAL APPROVAL.....</b>	<b>46</b>
8.1	REVIEWER/RECOMMENDER SCREEN.....	50
8.2	AGREER/CONCURRER SCREEN.....	52
8.3	APPROVER SCREEN.....	54
8.4	DO SCREEN .....	56
8.5	DO CABINET SCREEN.....	58
8.6	DO OUTBOX SCREEN.....	61
<b>9</b>	<b>TYPE OF APPROVAL – VERTICAL APPROVAL FOR GEM.....</b>	<b>63</b>
9.1	REVIEWER/RECOMMENDER SCREEN .....	67
9.2	AGREER/CONCURRER SCREEN.....	69
9.3	APPROVER SCREEN.....	71
9.4	DO SCREEN .....	73
9.5	DO CABINET SCREEN.....	75
9.6	DO OUTBOX SCREEN.....	79

<b>10 TYPE OF APPROVAL - VETTING IN FINANCE .....</b>	<b>80</b>
10.1 CHECKER SCREEN.....	84
10.2 VETTER SCREEN.....	86
10.3 DO SCREEN.....	88
10.4 DO CABINET SCREEN.....	90
10.5 DO OUTBOX SCREEN.....	93
<b>11 TYPE OF APPROVAL – TECHNICAL COMMENTS.....</b>	<b>95</b>
11.1 TECHNICAL COMMENTS USER 1 SCREEN.....	99
11.2 TECHNICAL COMMENTS USER 2 SCREEN.....	101
11.3 DO SCREEN.....	104
11.4 DO CABINET SCREEN.....	108
11.5 DO OUTBOX SCREEN.....	112
<b>12 TYPE OF APPROVAL - PUT UP FOR SIGNING.....</b>	<b>113</b>
12.1 PUT UP FOR SIGNING USER SCREEN.....	117
12.2 DO SCREEN.....	120
12.3 DO CABINET SCREEN.....	122
12.4 DO OUTBOX SCREEN.....	125
<b>13 STEP OF TENDERING PROCESS – TENDER BOX CREATION .....</b>	<b>127</b>
13.1 INITIATOR SCREEN.....	128
13.2 TENDER BOX DETAILS .....	129
13.3 ADD OFFICE NOTE/ GREEN SHEET .....	129
13.4 ADD ENCLOSURE .....	129
13.5 ADD YELLOW NOTE .....	130
13.6 INITIATOR SCREEN.....	131
13.7 HEAD IT SCREEN.....	132
13.8 EMAIL SUPPORT SCREEN.....	134
13.9 INITIATOR SCREEN.....	136
13.10 CABINET SCREEN.....	137
13.11 OUTBOX SCREEN.....	141

## 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

Priority Wise

File No	Subject
DLH/APAC/CSS/30099/00003	Access request
DLH/APAC/CSS/30099/00004	Welcome
DLH/APAC/CSS/30099/00005	IT Approval
DLH/APAC/CSS/30099/00006	dfdf
DLH/APAC/CSS/300/00001	After Host File
DLH/APAC/CSS/30099/00007	test script by gautam
DLH/APAC/CSS/300/0002	cmc1
DLH/APAC/CSS/30099/00008	test-GAP
DLH/APAC/CSS/30099/00009	test (gap bandhi)
DLH/APAC/CSS/30099/00010	test
DLH/APAC/CSS/30099/00011	test---5
DLH/APAC/CSS/30099/00012	Approval for scanning Services
DLH/APAC/CSS/30001/00002	test
DLH/APAC/CSS/30099/00014	pdf create test
DLH/APAC/CSS/30099/00015	test-06/12
DLH/APAC/CSS/30001/00004	Four wickets from New Zealand's Ajaz Patel have put India on the back foot in Mumbai Test.
DLH/APAC/CSS/30099/00016	test-01

Task Summary

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 (90004)-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 (90004)-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...	cmc3 (90004)-Genera...	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	SHIVANGI KIRTI (9694...	Normal	Dec 6, 2021, 5:13:4...
DLH/APAC/HR/30142/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...		Normal	Dec 6, 2021, 4:39:5...
DLH/APAC/HR/30142/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	cmc2 (90003)-Genera...	Normal	Dec 6, 2021, 2:26:0...
DLH/APAC/HR/30142/0...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	Onboarding - Renu Ma...	cmc2 (90003)-Genera...	Normal	Dec 6, 2021, 2:17:4...
DLH/APAC/CSS/30099...	test-01	Generic File Initiator	Generic File Initiator		Normal	Dec 6, 2021, 12:35...
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 MM Processes

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

**MM Processes**

Process Name	Launch
Sanction Process	<b>Launch</b>
Tendering Process	<b>Launch</b>
Tender Box Creation Process	<b>Launch</b>

## 5 Tendering Process Launch:

- Click on Launch button.

The screenshot shows a user interface for managing processes. On the left, there's a sidebar with a user profile for 'Test User1' and a list of various processes under 'MM Processes'. The main area is titled 'MM Processes' and shows a table titled 'List of Processes'. The table has columns for 'Process Name' and 'Launch'. The 'Tendering Process' row is selected, and its 'Launch' button is highlighted with a yellow box and an arrow pointing to it from below. A large blue callout box on the right contains the text 'Click on Launch'.

- Meta Data, Tendering Details and File Action Panel will open.

The screenshot shows a detailed view of the 'Tendering Process'. The top navigation bar shows 'MM Processes' and the specific process name 'Tendering Process'. Below this, there are three main sections: 'Meta Data', 'Tendering Details', and 'File Action'. The 'Meta Data' section contains dropdown menus for Location (Delhi), Date, Sub Section (Other Corporate Services), Project, Subject, Tendering (Priority), and Medium. The 'Tendering Details' section contains dropdown menus for Tender type (United Tender-Local), Tendering system, Single bid system, and Is GMP Procurement? (No). The 'File Action' section has 'Edit' and 'Create' buttons.

- Enter the required details in the entire fields displayed on the 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 from the dropdown.**
- Select Projects from the dropdown.
- In the Subject section enter the name of the file to be created.

**Meta Data**

Location	Delhi
Section	Other Corporate Services
Sub Section	Others
Projects	NA
Subject	Tendering
Priority	Medium

- Select Tendering Details from the dropdown.
- Select Tender Type from the dropdown.

**Tendering Details**

**Tender Type**

Limited Tender-International
Limited Tender-Local
Open Tender-International
Open-Tender -Local
Single Tender/Procurement against RC
Not Applicable

- Select Tendering System from dropdown.

Tendering Details

Tender Type

Tendering System

Single bid system  
Two bid system

- Select Is Gem Procurement? From dropdown.

Tendering Details

Tender Type

Tendering System

Is Gem Procurement?

Yes  
No

- For Example, we had selected following Tendering Details.

**Tendering Details**

Tender Type: Limited Tender-Local

Tendering System: Single bid system

Is Gem Procurement?: No

- In the File action Click Exit to Exit.
- Click Create in order to create new file.

**File Action**

Exit      Create

- 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/31430/00015

## 6 DO Screen

Following Screen Opens in Full View:

The screenshot shows the 'Tendering Process DO' screen with the following details:

- Header:** File No. DAFOOD-07H-040/2022, Creation Date: 10-0-2022, Priority: Medium, Age Of File (in Days): 0, Year: 2021-22, Location: Delhi.
- Tendering Details:** Includes fields for Header (Tender Type, Letter Tender Used, Tender System, Is Gem Procurement?), Step of Tendering Process (Select Tendering Step), Type of Approval (Type of Approval), SAP T-Code (Select T-Code, Get SAP), and CPA Details (Select CPA).
- Note Sheet:** A large green area labeled "সম্পর্ক পত্র / Working Paper".
- Office Note:** A table for adding office notes with columns for Note, Description, Page No., Date, and Action.
- Enclosures:** A table for adding enclosures with columns for File Name, Description, Page No., Date, and Action.
- Yellow Notes:** A table for adding yellow notes with columns for Note, Description, Page No., Date, and Action.
- Buttons:** Add Enclosure, Print, Save.

### 6.1 Form Information

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

**Tendering Details** – In this the details of Tender Type, Tendering System and Is Gem Procurement? Appears as selected by the DO user during the creation of file. DO User can also change these details from the dropdown.

**Step of Tendering Process** – In this select Tendering step from the dropdown.

**Type of Approval** – In this Select the Type of Approval from dropdown.

**SAP T-Code** – In this Select the SAP T-Code from dropdown. Then Click on Get SAP button to get SAP.

**CPA Details** – In this Select CPA user (Mandatory).

**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.

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

**Yellow Notes** – 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 Tendering Details

- In this the details of Tender Type, Tendering System and Is Gem Procurement? Appears as selected by the DO user during the creation of file.
- DO User can also change these details from the dropdown.

The screenshot shows a 'Tendering Details' section with three dropdown menus. The first dropdown is labeled 'Tender Type' and contains the option 'Limited Tender-Local'. The second dropdown is labeled 'Tendering System' and contains the option 'Single bid system'. The third dropdown is labeled 'Is Gem Procurement?' and contains the option 'No'.

## 6.3 Step of Tendering Process

- In this select Tendering step from the dropdown.

The screenshot shows a 'Step of Tendering Process' section with a dropdown menu titled 'Select Tendering Step'. The dropdown list includes the following items:  
Approval of BEC  
Vetting / Approval of Tender Documents  
Pre-Bid Amendment  
Tender Due Date Extension  
Technical Bid Opening  
Vetting of CS/Technical Comments  
Technical Bid Evaluation  
Price Bid Opening / Post Clarifications  
Vetting of Price Bid  
Proposal For Award  
Issue of Notice of Award  
Release / Signing of PO/OLA  
Post Contract Issues  
Per-Bid Record Note  
Tender Box Creation  
Miscellaneous

- **Note - File workflow will remain the same in all Step of Tendering Process except in Tender Box Creation which is discussed in detail in this user manual.**

- For example we had selected Tendering step as Approval of BEC.

The screenshot shows a dropdown menu with a blue header labeled "Step of Tendering Process". Below the header, the text "Select Tendering Step" is displayed. A single option, "Approval of BEC", is listed in the dropdown, which is currently highlighted with a blue border.

#### 6.4 Type of Approval

- In this Select the required Type of Approval from dropdown.

The screenshot shows a dropdown menu with a blue header labeled "Type of Approval". Below the header, the text "Select the Type of Approval" is displayed. A list of six options is shown in the dropdown:
 

- Nomination of TC Members
- Vertical Approval
- Vertical Approval for Gem
- Vetting in Finance
- Technical Comments
- Put up for Signing

**Note – Depending upon the type of approval selected we will have different File workflows and thus we will discuss these different types of approval in detail in this user manual.**

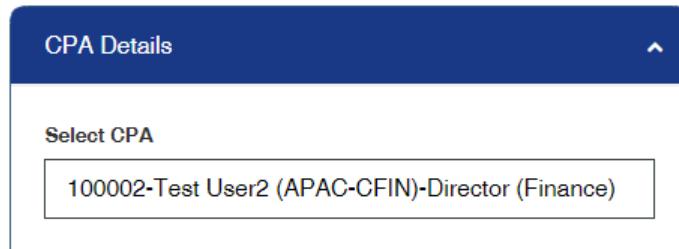
#### 6.5 SAP T – Code

- Select SAP T-code from dropdown.

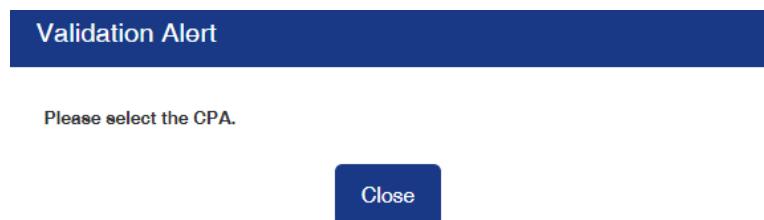
The screenshot shows a dropdown menu with a blue header labeled "SAP T-Code". Below the header, there is a text input field containing "ME54N" and a "Get SAP" button to its right.

## 6.6 CPA Details

- In this Select CPA user (Mandatory).



- If the user do not select CPA then below Validation Alert appears.



## 6.7 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

A screenshot of the "Office Note / Green Sheet" editor. The interface includes a toolbar with various editing tools like bold, italic, and alignment. On the left, there's a logo for ONGC Videsh and some text. The main area has a light green background and features the title "सार्वक पत्र / Working Paper". Below the title, there is a paragraph of text about ONGC Videsh. A blue callout box with the text "Write Comments in Office Note/Green Sheet" and a blue arrow points towards the bottom right of the main content area.

## 6.8 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.

The screenshot shows a table with the following columns: #, Description, By, Page No., Date, and Actions. At the bottom left are three buttons: Add, Delete, and Edit #. A blue callout box with an arrow points to the 'Add' button, containing the text: '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.

The screenshot shows an 'Add Enclosure' form with fields for Description (containing 'Document 1.pdf') and Page No. (containing '1'). Below these is a 'Browse' button with the text 'Document 1.pdf'. To the right, a large teal callout box contains the text: 'Add Description, Page NO. Upload Document.' with arrows pointing to the Description field and the Browse button.

## 6.9 Add Yellow Note

The screenshot shows a 'Yellow Notes' page with a table having columns for Date, Description, and By. At the bottom left is a blue button labeled 'Add Yellow Note'. A blue callout box with an arrow points to this button, containing the text: '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 Type of Approval – Nomination of TC Members

- In this Select Nomination of TC Members Type of Approval from dropdown.

**Type of Approval**

Select the Type of Approval

Nomination of TC Members

- If you click on Save & Close button. It will save the noting as draft and close the file.
- If you click on History button. It will show the Movement History of file.
- **Click on E-sign button.**

**File Action**

Save & Close
E-Sign
History

Click on E-Sign

- Select the user(s) of Head MM (Optional), Head of Indenting Section (Mandatory), Head Finance (Mandatory) and Head Domain Expert (Optional).
- **Note - Select at least One User to Nominate TC Members.**

**Tendering Process DO**

Subject	By	Status	Date
<b>Select Users</b>			
<input type="checkbox"/> <b>Urgent</b>			
Select Head MM:	100002-Test User2 (BD-AMC)-Company Secretary		
Select Head of Indenting Section:	100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar		
Select Head Finance:	100002-Test User2 (APAC-CFIN)-Director (Finance)		
Select Head Domain Expert:	100002-Test User2 (CSS-LEG)-Country Manager-Lower Zakum		
<b>Selected Users</b> Per page: 10			
User Type	CPF No	Name	Section
Sub Section			Role/Designation
<a href="#" style="color: blue;">Forward</a> <a href="#" style="color: red;">Exit</a>			

- Click on Add button.
- All the users are now added to the selected user list.
- Click on Forward button.

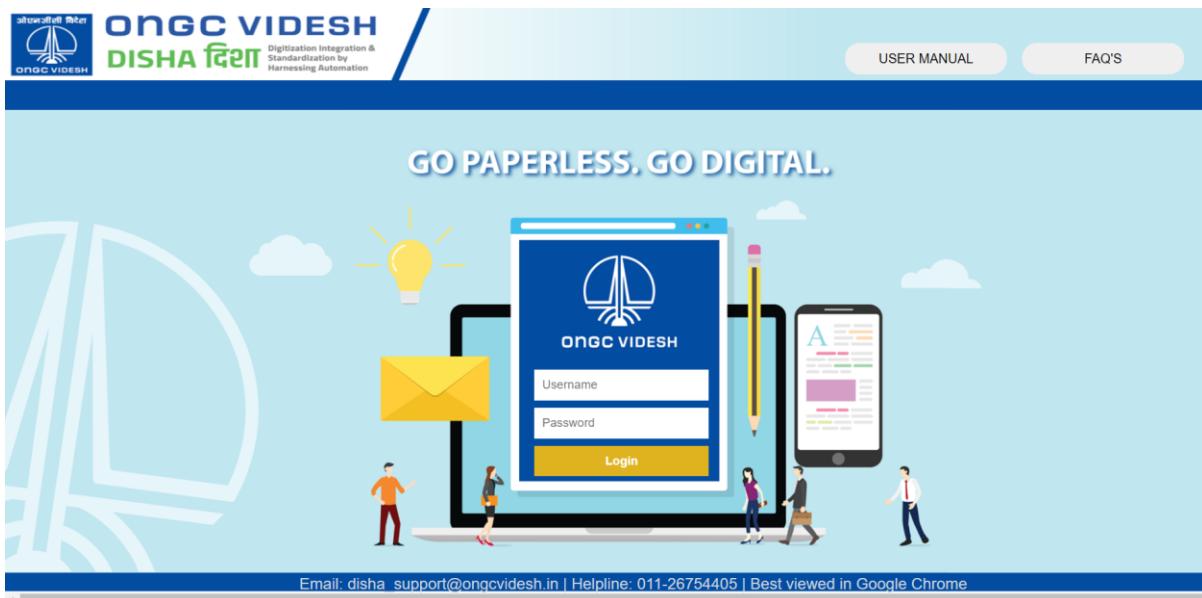
**Tendering Process DO**

Subject	By	Status	Date
<b>Select Users</b>			
<input type="checkbox"/> <b>Urgent</b>			
Select Head MM:	Type user name,cpf no,designation..		
Select Head of Indenting Section:	Type user name,cpf no,designation..		
Select Head Finance:	Type user name,cpf no,designation..		
Select Head Domain Expert:	Type user name,cpf no,designation..		
<b>Selected Users</b> Per page: 10			
User Type	CPF No	Name	Section
Sub Section			Role/Designation
<a href="#" style="color: blue;">Forward</a> <a href="#" style="color: red;">Exit</a>			

- Task successfully moves from Inbox.

**NOTE: Task Goes Parallel to the user(s).**

- Login to Head MM user.



## 7.1 Head MM Screen

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

File Name	File Subject	Stage	Task Name	Task From
DLH/OCS/OTH/3...	Tendering	TC Committee Nomination - Head Domain Expert	TC Committee N...	Test User1 (100)
DLH/OCS/OTH/3...	Tendering	TC Committee Nomination - Head Finance	TC Committee N...	Test User1 (100)
DLH/OCS/OTH/3...	Tendering	TC Committee Nomination - Head MM	TC Committee N...	Test User1 (100)
DLH/DRIL/DRI/4...	Test 18/02	Government (CAG Audit) - Initiator	Government (CA...	Test User5 (100)
DLH/DRIL/DRI/4...	Work flow test 01	Generic File Initiator	Generic File Initia...	Test User3 (100)

- All the sign of users shown in Office Note.

Type of Tender:  
Invitation to Bid  
is done Procurement:

Limited Tender/Local  
Single bid system  
no

Approval of BEC

Forsigned & Electronically Signed By:  
Test User1 (100001) Director (Finance)  
On : 18.02.2022 05:12:39 PM

- Select User in Select TC Member Section.

**NOTE: User also Select Itself in TC Member Section.**

- Click on Add button.

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100003	Test User3	CFIN	AUD	Country Manager- Myanmar

- Selected users are now shown in Selected users list.

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100003	Test User3	CFIN	AUD	Country Manager- Myanmar

- Click on E-sign button.

Click on E-Sign

- Select Yes.

**Confirmation**

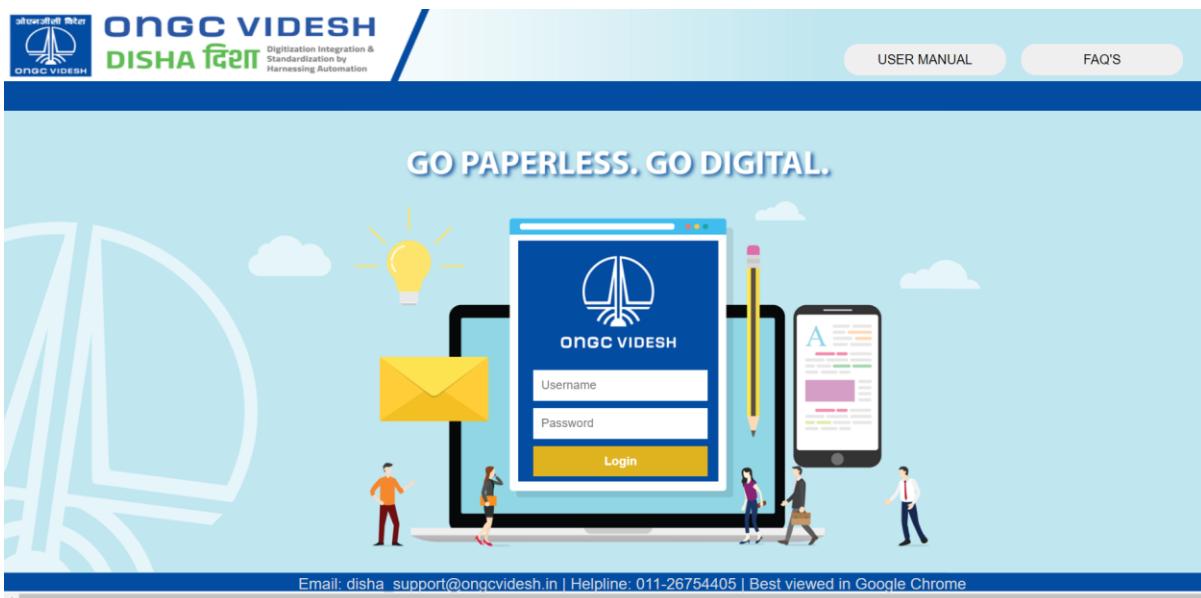
Are you sure you want to nominate Test User3 ?

**Yes**

**No**

- File successfully moves.

- Login to Head of Indenting Section user.



## 7.2 Head of Indenting Section

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

File Name	File Subject	Stage	Task Name	Task From	Priorit
DLH/OCS/OTH/3...	Tendering	TC Committee Nomination - Head of Indenting Section	TC Committee N...	Test User1 (1000...	Medium
DLH/DRIL/DRI/4...	testSAP	SAP FI Desk	SAP FI Desk	Test User1 (1000...	Medium
		SAP FI Desk	SAP FI Desk	Test User1 (1000...	Medium

- All the sign of users shown in Office Note.

Office Note / Green Sheet

सार्वकाम पत्र / Working Paper

Tendering Process

Type of Tender:	Limited Tender-Local
Tendering System:	Single bid system
Is Gm Procurement:	No

Approval of BEC

ONGC Videsh Limited, a Maharatna 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 flagships 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 : 18.02.2022 05:12:53 PM

- Select User in Select TC Member Section.

**NOTE: User can also Enter itself in TC Member Section but not Enter Already Exist TC Member.**

- Click on Add button.

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100002	Test User2	BD	AMC	Company Secretary

- Selected users are now shown in Selected users list.

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100002	Test User2	BD	AMC	Company Secretary

- Other user selected Tender Committee Members are also shown.

Tender Committee Members		
Name	CPF No.	Designation
Test User3	100003	Country Manager- Myanmar

- Click on E-sign button.



- Select Yes.



Are you sure you want to nominate Test User2 ?

Yes      No

- File successfully moves.

- Login to Head Finance user.



### 7.3 Head Finance

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

A screenshot of the ONGC VIDESH Disha inbox interface. The top navigation bar shows "Test User2", "Edit Profile", and "Log Out". The main area is titled "INBOX" with a sub-section "TC Committee Nomination - Head Finance". The inbox lists several tasks:

File Name	File Subject	Stage	Task Name	Task From
DLR/OCS/OTH/3...	Tendering	TC Committee Nomination - Head Domain Expert	TC Committee N...	Test User1 (1000...)
DLH/OCS/OTH/3...	Tendering	TC Committee Nomination - Head Finance	TC Committee N...	Test User1 (1000...)
DLH/DRIL/DRI/4...	Work flow test 01	Generic File Initiator	Generic File Initi...	Test User3 (1000...)

An arrow points from a callout box at the bottom right to the second row of the table, which is highlighted with a yellow background. The callout box contains the text "Task is visible in Inbox".

- All the sign of users shown in Office Note.

Office Note / Green Sheet

Tendering Process

Type of Tender:	Limited Tender-Local
Tendering System:	Single bid system
Is Gem Procurement:	No

Approval of BEC

ONGC Videsh Limited, a Ministry 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 : 18.02.2022 05:12:53 PM

- Select User in Select TC Member Section.

**NOTE: User can also Enter itself in TC Member Section but not Enter Already Exist TC Member.**

- Click on Add button.

TC Nomination

Select TC Member :

Add

Selected Users

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

Per page: 10

Previous Next

- Selected users are now shown in Selected users list.

TC Nomination

Select TC Member :

Add

Selected Users

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100001	Test User1	OCS	OTH	Director (Finance)

Per page: 10

Showing entry 1 of 1 entries

Previous 1 Next

- Click on E-sign button.

File Action

Save & Close    E-Sign    History

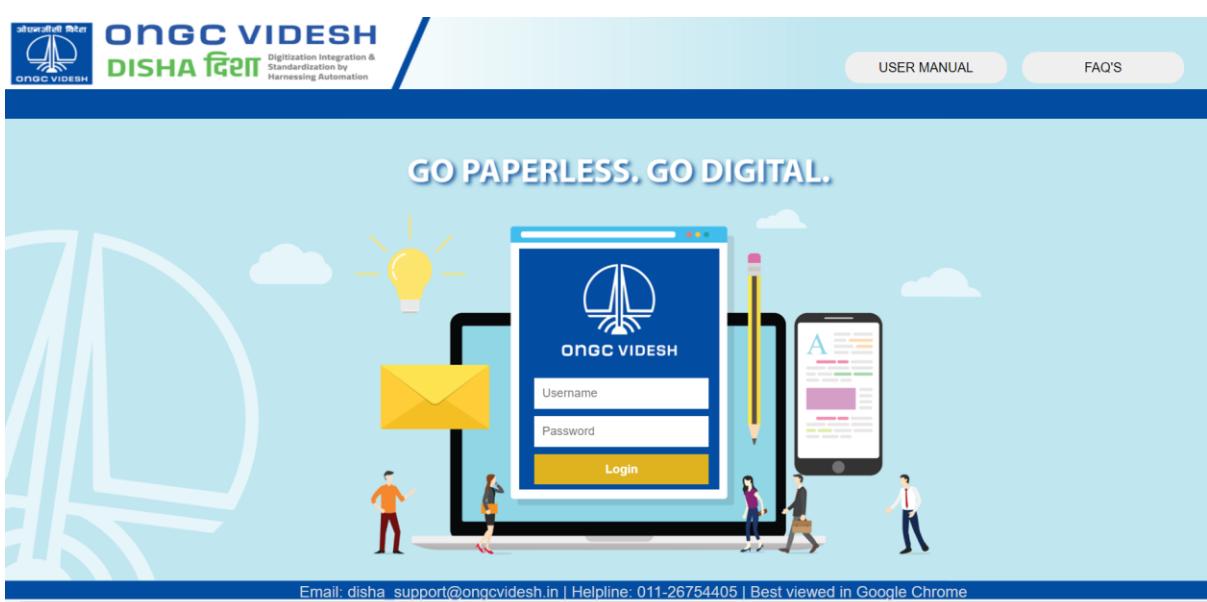
- Select Yes.



Are you sure you want to nominate Test User1 ?

Yes      No

- File successfully moves.
- Login to Head Domain Expert user.



## 7.4 Head Domain Expert

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

A screenshot of the ONGC VIDESH Disha inbox interface. The top navigation bar shows "Test User2", "Edit Profile", and "Log Out". On the left, there are links for "Dashboards", "Create Saved Search", "INBOX" (which is selected), "Outbox", and "Cabinet". The main area is titled "INBOX" with a sub-section "...". A search bar says "Enter search text...". Below it is a table with columns: "FILE NAME", "FILE SUBJECT", "STAGE", "TASK NAME", "TASK FROM", "PRIORITY", and "TAGS". There are 8 rows of data. The second row is highlighted with a yellow box and has a blue arrow pointing to it from the text "Task is visible in Inbox" in a green box at the bottom right. The table data is as follows:

FILE NAME	FILE SUBJECT	STAGE	TASK NAME	TASK FROM	PRIORITY	TAGS
DLH/OCS/OTH/3...	Tendering	TC Committee Nomination - Head Domain Expert	TC Committee N...	Test User1 (1000...	Medium	
DLH/DRIL/DR/4...	Test 10/09	Government (CAG Audit) - Initiator	Government (CA...	Test User5 (1000...	Medium	
DLH/DRIL/DR/4...	Work flow test 01	Generic File Initiator	Generic File Initia...	Test User3 (1000...	Medium	
DLH/DRIL/DR/4...	Cash and bank te...	Change in Bank Signatory Initiator	Change in Bank ...	Test User4 (1000...	Medium	
DLH/BD/COFF/3...	Test CAG Audit	Government (CAG Audit) - Internal Audit	Government (CA...	Test User1 (1000...	Medium	

Task is visible in  
Inbox

- All the sign of users shown in Office Note.

Office Note / Green Sheet



सार्वकाम पत्र / Working Paper

Tendering Process

Type of Tender: Tendering System: Is Gem Procurement:	Limited Tender-Local Single bid system No
---	---

Approval of BEC

ONGC Videsh Limited, a Maharatna 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.

Forwarded & Electronically Signed By :  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 05:12:53 PM

- Select User in Select TC Member Section.

**NOTE: User can also Enter itself in TC Member Section but not Enter Already Exist TC Member.**

- Click on Add button.

TC Nomination

Select TC Member :

Add

Selected Users

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

Per page: 10

Previous 1 Next

- Selected users are now shown in Selected users list.

TC Nomination

Select TC Member :

Add

Selected Users

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Nominee	100002	Test User2	APAC	CFIN	Director (Finance)

Per page: 10

Showing entry 1 of 1 entries

Previous 1 Next

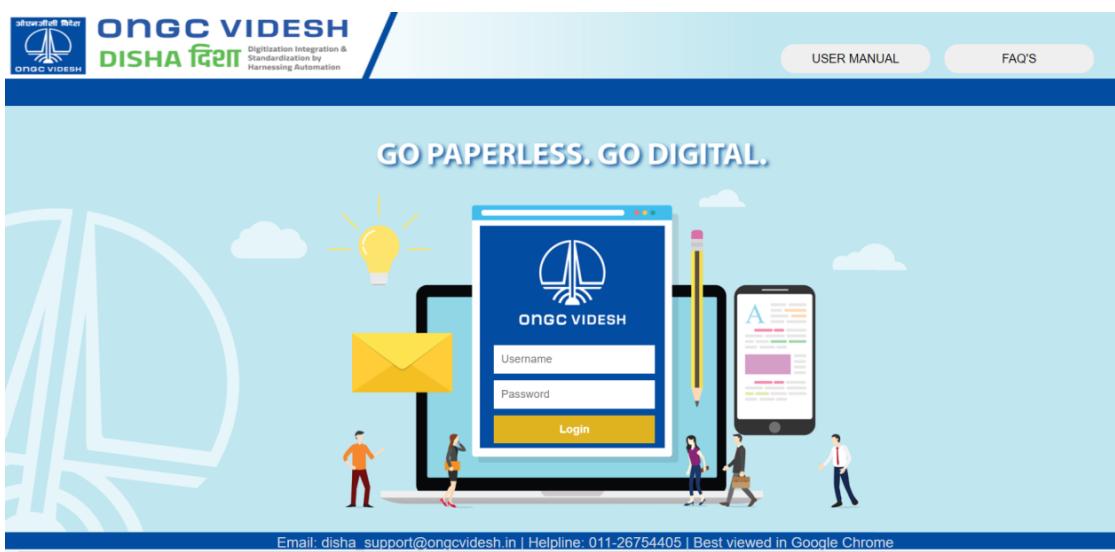
- Click on E-sign button.



- Select Yes.



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



## 7.5 DO Screen

- Open the Task from Inbox.

Test User1		INBOX						
	Edit Profile Log Out							
		Enter search text...						
Q Dashboards	Create Saved Search	File Name	File Subject	Stage	Task Name	Task From	Priority	Task receiv
INBOX		DLH/OCS/OTH/3...	Tendering	Tendering Process DO	Tendering Proces...	Test User1 (1000...)	Medium	Feb 18, 2
Dashboard		DLH/OCS/OTH/3...	test by sekrshi	Creation Of Master Initiator	Creation Of Mast...	Test User3 (1000...)	Medium	Feb 18, 2
		DLH/OCS/OTH/3...	ex3	Sanction Process Initiator			Medium	Feb 18, 2
		DLH/OCS/OTH/3...	ex2	Tendering Process DO	Tendering Proces...		Medium	Feb 18, 2

- Write Comments in Office note/Green Sheet.

Office Note / Green Sheet

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ B I E E E E E E E E E E A A ▾

 सार्वजनिक लेटर  
सार्वजनिक 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.

Write Comments in Office Note/Green Sheet

- Note sheet can be viewed by clicking on viewer icon.

Note Sheet(s)

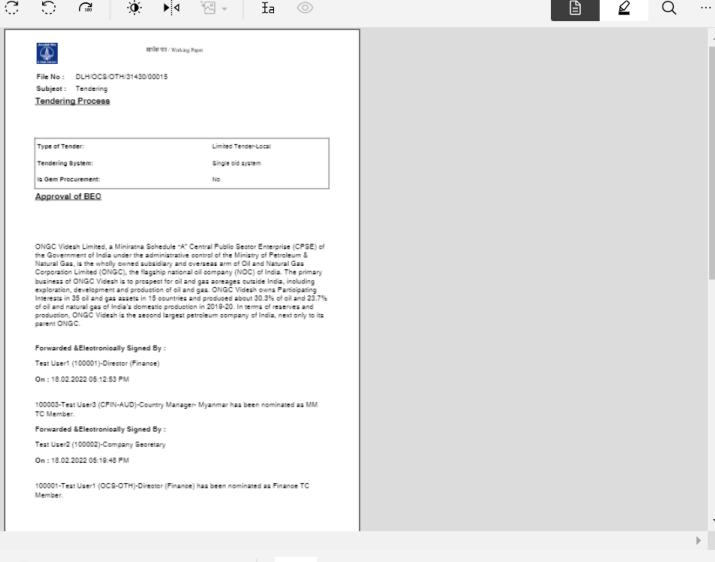
Subject	By	Status	Date	Actions
Approval of BEC Notesheet	Test User1 (100001)-Senior Geophysicist ( Surface )	Signed	18.02.2022	

Showing entry 1 of 1 entries

Previous **1** Next

- Note sheet.

Approval of BEC Notesheet



The note sheet viewer window displays the document content, which includes the ONGC Videsh logo, file number, subject, tender type, and detailed description of the company's business. It also shows the approval history and signatures of various users.

- Tender Committee Members can be seen in the members list as well as in note sheet.

Tender Committee Members		
Name	CPF No.	Designation
Test User1	100001	Director (Finance)
Test User2	100002	Director (Finance)
Test User2	100002	Company Secretary
Test User3	100003	Country Manager- Myanmar

Approval of BEC Notesheet

Test User1 (100001)-Director (Finance)  
On : 18.02.2022 05:12:53 PM

100003-Test User3 (CFIN-AUD)-Country Manager- Myanmar has been nominated as MM TC Member.

Forwarded & Electronically Signed By :

Test User2 (100002)-Company Secretary  
On : 18.02.2022 05:19:48 PM

100001-Test User1 (OCS-OTH)-Director (Finance) has been nominated as Finance TC Member.

- Now select Approval of BEC in step of Tendering Process.

Step of Tendering Process

Select Tendering Step

Approval of BEC

- Select Committee Approval in Type of Approval Section.

Type of Approval

Select the Type of Approval

Committee Approval

- Click on E-sign button.



- Select Users Section Shown with Meeting Start Date, Meeting Start Time, TC Members, Selected Users Table.
- Forward and Exit button displays on screen.
- Enter Meeting Start Date, Meeting Start Time.
- **NOTE: Enter TC Member If User want to Again Add any Member on TC.**
- In Add new TC members enter member name, cpf no., designation and click on Add button.
- If users want to change the user position of TC members because of signature then select radio button and click arrow icons on right hand side.

**Tendering Process DO**

Prepared by: Physicist ( Surface ) | Signed by:

### Select Users

Urgent

Meeting Start Date : 18.02.2022      Meeting Start Time : 06

Add New TC Members:

Selected Users								Per page: 10	
User Type	CPF No	Name	Section	Sub Section	Role/Designation				
<input type="radio"/>	Nominee	100001	Test User 1	OCS	OTH	Director (Finance)			<input type="button" value="X"/>
<input type="radio"/>	Nominee	100002	Test User 2	APAC	CFIN	Director (Finance)			<input type="button" value="X"/>
<input type="radio"/>	Nominee	100002	Test User 2	BD	AMC	Company Secretary			<input type="button" value="X"/>
<input type="radio"/>	Nominee	100003	Test User 3	CFIN	AUD	Country Manager-Myanmar			<input type="button" value="X"/>

Showing 1 to 4 of 4 entries      Previous  Next

## 7.6 Tender File Initiator – TC Meeting Notice

- **TC Meeting Notice goes parallelly to TC users.**
- Open the Task from Inbox.

The screenshot shows the 'INBOX' screen of the ONGC Videsh system. A specific task row is highlighted with a yellow box. The task details are as follows:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task To
DLH/OCS/OTH/3...	Tendering	TC Meeting Notice	Tender File Initiator...	Test User1 (1000...)	Medium	Test User1 (1000...)

- Click on Acknowledge button.



## 7.7 Tender File Initiator – Create MOM

- Open the Task from Inbox.

The screenshot shows the 'INBOX' screen of the ONGC Videsh system. A specific task row is highlighted with a yellow box. The task details are as follows:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task To
DLH/OCS/OTH/3...	Tendering	Tender File Initiator - Create MOM	Tender File Initiator...	Test User1 (1000...)	Medium	Test User1 (1000...)

- Type the details on Green sheet.

The screenshot shows a 'Working Paper' document editor interface. The top bar includes standard toolbar options like Edit, Insert, View, Format, Table, and Tools. The main area has a green header with the text 'सार्वक पत्र / Working Paper'. In the bottom left corner, there is a small logo for 'ONGC Videsh'.

San Cristobal field is located in Zulia subdivision of JuninNorte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 160.18 Sq. Km. ONGC Videsh acquired 40% PI in on 08.04.2008 and signed a joint venture agreement with PdVSA (National Oil Company of Venezuela). A JV company called "PetroleosIndovenecolana 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.

- All the sign are seen on Green sheet.

Office Note / Green Sheet

**Tendering Process**

Type of Tender: Tendering System: Is Gem Procurement:	Limited Tender-Local Single bid system No
---	---

Approval of BEC

Meeting Scheduled On: 18.02.2022 6:24 PM

Marsarvar 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.

Forwarded & Electronically Signed By :  
Test User I (100001)-Director (Finance)

- Click on E-Sign button.



- Select Circulate MOM.
- Click on Forward button.

Tender File Initiator - Create MOM

...  
entries

Select Option

Urgent

Circulate MOM

Forward    Exit

- **Note - Task now goes to all the TC committee members in sequence as they appear in the list.**

## 7.8 Tender File Committee Members

- Open the Task from Inbox.

The screenshot shows the INBOX interface with a search bar at the top. Below it is a table of tasks. The first task in the list is highlighted with a yellow box. The columns in the table include: Task ID, Status, Type, Assignee, Priority, and Due Date. The highlighted task details are: DLH/OCS/OTH/3143..., Tendering, Tender File Committee Member, Tender File Committee Member, Test User1 (100001)..., Medium, Feb 18, 2022, 6:3...

- All the sign of user on green sheet.

The screenshot shows a document titled "Approval of BEC". It includes sections for "Is Gem Procurement:", "Meeting Scheduled On:", and a detailed description of the Manzanero Energy Colombia Limited (MECL) association. Two specific sections are highlighted with yellow boxes:

- Forwarded & Electronically Signed By :**  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 06:09:49 PM
- Forwarded & Electronically Signed By :**  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 06:30:01 PM

- Click on E-sign button.

The screenshot shows a "File Action" screen with three buttons: "Save & Close", "E-Sign", and "History".

- Select Recommend and click on Forward to forward the file to other committee members.
- **Note – This step will repeat for all the Committee members.**

The screenshot shows a "Tender File Committee Member" screen with a "Select Option" button.

Urgent

Recommend  Not Recommend

- Task now goes to the DO.
- Tender File DO – Minutes of TC Meeting Screen displays.

## 7.9 Tender File DO – Minutes of TC Meeting Screen

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/OCS/OTH/31430...	Tendering	Tender File DO - Minutes of TC Meeting	Tender File DO - Minu...	Test User3 (100003)...	Medium	Feb 18, 2022, 6:52...
DLH/OCS/OTH/31428...	ex3	Sanction Process Initiator			Medium	Feb 18, 2022, 3:13...
DLH/OCS/OTH/31430...	ex2	Tendering Process DO	Tendering Process DO		Medium	Feb 18, 2022, 3:13...

- All the sign of TC committee members are shown in green sheet.

Test User1 (100001)-Director (Finance)  
On : 18.02.2022 06:09:49 PM

San Cristobal field is located in Zuata subdivision of JuninNorte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 160.18 Sq. Km. ONGC Videsh acquired 40% PI in on 08.04.2008 and signed a joint venture agreement with PdVSA (National Oil Company of Venezuela). A JV company called "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.

**Forwarded & Electronically Signed By :**  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 06:30:01 PM

Recommended & Electronically Signed By :	Recommended & Electronically Signed By :	Recommended & Electronically Signed By :
Test User1 (100001)-Director (Finance) On : 18.02.2022 06:47:58 PM	Test User2 (100002)-Director (Finance) On : 18.02.2022 06:52:09 PM	Test User2 (100002)-Company Secretary On : 18.02.2022 06:52:23 PM
<b>Recommended &amp; Electronically Signed By :</b> Test User3 (100003)-Country Manager- Myanmar On : 18.02.2022 06:52:49 PM		

- Notes sheet can be viewed.

Subject	By	Status	Date	Actions
Approval of BEC NoteSheet	Test User1 (100001)-Senior Geophysicist ( Surface )	Signed	18.02.2022	

Showing entry 1 of 1 entries

- Click on E-sign.

File Action

Save & Close    E-Sign    History

- Select Option shown with Create Another Notice for TC Meeting, Forward for Approval.
- Forward and Exit button.
- **NOTE: When user want to meeting again then click on Create Another Notice for TC Meeting.**

**Tender File DO - Minutes of TC Meeting**  
...

1 entries

Select Option

**Urgent**

Create Another Notice for TC Meeting     Forward for Approval

**Next**    **Exit**

- Select Forward For Approval and Click on Next button.
- Select user in Reviewed/Recommended By (optional), Agreed/Concurred By (optional) and Approved By (Mandatory) field and click on Add button.

**Tender File DO - Minutes of TC Meeting**  
...

Showing entry 1 of 1 entries

Select Users

**Urgent**

Reviewed/Recommended By :  **Add**

Agreed/Concurred By :  **Add**

Approved By :  **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.

**Tender File DO - Minutes of TC Meeting**

...

Showing entry 1 of 1 entries

**Select Users**

**Urgent**

Reviewed/Recommended By :	Type user name,cpf no,designation..	<b>Add</b>
Agreed/Concurred By :	Type user name,cpf no,designation..	<b>Add</b>
Approved By :	Type user name,cpf no,designation..	<b>Add</b>

**Selected Users**      Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	Action
Reviewed/Recommended By	100002	Test User2	BD	AMC	Company Secretary	
Agreed/Concurred By	100002	Test User2	LAC	COFF	Project Manager - Business Development	
Approved By	100002	Test User2	DRIL	DRI	Country Manager- Vietnam	

Showing 1 to 3 of 3 entries

Previous **1** Next

**Forward** **Exit**

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



## 7.10 Reviewer/Recommender Screen

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

The screenshot shows the 'INBOX' screen with a list of tasks. One task, 'Tendering', is highlighted with a yellow box. A blue arrow points from this highlighted task to a teal callout box containing the text 'Task is visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received d...
DLH/DRIL/DRIL/400...	partner audit	Partner Audit Process Review	Partner Audit Proce...	Test User1 (100001...)	Medium	Feb 21, 2022, 11...
DLH/DRIL/DRIL/400...	test	File Reviewed	File Reviewed	Test User1 (100001...)	Medium	Feb 21, 2022, 11...
DLH/DRIL/DRIL/400...	testdsfs	Partner Audit Process Initiator	Partner Audit Proce...		Medium	Feb 21, 2022, 11...
DLH/DRIL/DRIL/400...	testing	Cash Call Initiator	Cash Call Initiator	Test User1 (100001...)	Medium	Feb 21, 2022, 11...
DLH/OCS/OTH/314...	test by sakahi	Change in Assignment - Reviewer / Rec...	Change in Assignm...	Test User1 (100001...)	Medium	Feb 21, 2022, 10...
DLH/PRFIN/PFIN/400...	investment approval...	Investment Approval File Initiator	Investment Approva...	Test User2 (100002...)	Medium	Feb 21, 2022, 7...
AMS/PRFIN/PFIN/58...	CC 21_02	Cash Call Review	Cash Call File Appr...	Test User1 (100001...)	Medium	Feb 21, 2022, 6...
DLH/DRIL/DRIL/400...	erwwww	Change in Bank Signatory For Finance	Change in Bank Sig...	Test User1 (100001...)	Medium	Feb 19, 2022, 11...
DLH/OCS/OTH/314...	Tendering	Tendering File Reviewer / Recommender	Tendering File F...		Medium	Feb 18, 2022, 7...
DLH/DRIL/DRIL/400...	Test 18/02	Government (CAo Audit) - Initiator	Government (C...		Medium	Feb 18, 2022, 3...

- Write Comments in Office note/Green Sheet .

The screenshot shows a document titled 'सार्वक पत्र / Working Paper'. The text 'Write Comments in Office Note/Green Sheet' is highlighted with a blue box and has a blue arrow pointing to the document content.

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.

- All the sign of users shown in Office Note.

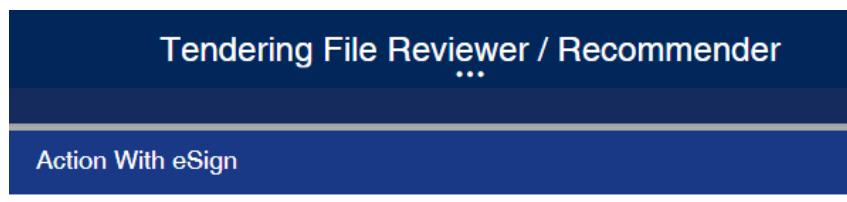
The screenshot shows the 'Office Note / Green Sheet' screen. A yellow box highlights several user signatures:

- Forwarded & Electronically Signed By :  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 06:09:49 PM
- Forwarded & Electronically Signed By :  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 06:30:01 PM
- Recommended & Electronically Signed By :  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 06:47:58 PM
- Recommended & Electronically Signed By :  
Test User2 (100002)-Director (Finance)  
On : 18.02.2022 06:52:09 PM
- Recommended & Electronically Signed By :  
Test User2 (100002)-Company Secretary  
On : 18.02.2022 06:52:23 PM
- Recommended & Electronically Signed By :  
Test User3 (100003)-Country Manager- Myanmar  
On : 18.02.2022 06:52:49 PM

- Click on E-sign button.



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



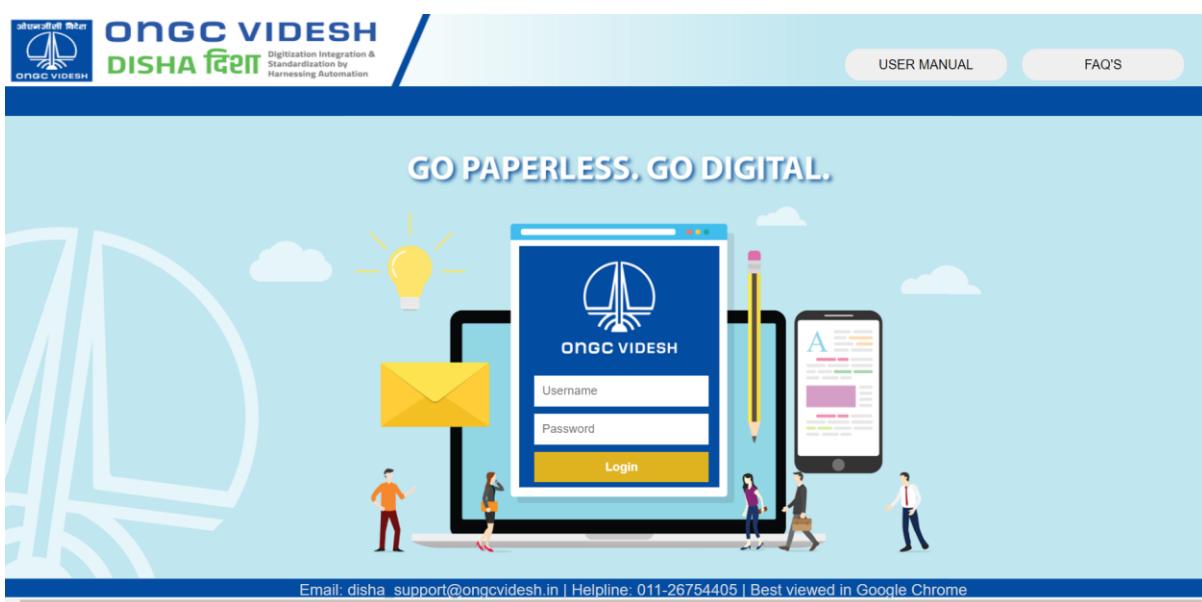
**Urgent**

#### Select Action

Review / Recommend    Return to DO    Forward For Review

**Forward**   **Exit**

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



## 7.11 Agreeer/Concurer Screen

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

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/DRL/DR/4003...	foreign payment	Foreign Payment Initiator	Foreign Payment Initiator	Test User2 (100002)...	Medium	Feb 21, 2022, 11:21:21 AM
DLH/OOS/OTH/314...	Tendering	Tendering File Agree / Concurer	Tendering File Agree...	Test User2 (100002)...	Medium	Feb 21, 2022, 11:21:21 AM
DLH/DRL/DR/4004...	test	File Reviewed	File Reviewed	Test User1 (100001)...	Medium	Feb 21, 2022, 11:21:21 AM

Task is visible in Inbox

- Write Comments in Office note/Green Sheet .

सार्वक 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.

File Action

Save & Close    E-Sign    History

- If you select Return to DO, file will be returned to DO.
- If you select Forward for Review, file will go to the selected user
- **Select Agree/Concur.**
- Click on forward button.

## Tendering File Agree / Concurred

San Cristobal field is located in Zuata subdivision of JuninNorte Block of Orinoco  
Sea Km. ONCC Videsh acquired 40% PI in on 08-04-2008 and signed a joint vent

### Action With eSign

**Urgent**

#### Select Action

Agree / Concur     Return to DO     Forward For Review

Forward

Exit

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

ONGC VIDESH  
DISHA दिशा

Digitization Integration &  
Standardization by  
Harnessing Automation

USER MANUAL    FAQ'S

GO PAPERLESS, GO DIGITAL.

Email: disha\_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome

## 7.12 Approver Screen

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

The screenshot shows a user interface for managing tasks. On the left, there's a sidebar with a profile picture, 'Test User2', 'Edit Profile', and 'Log Out'. Below that are links for 'Dashboards', 'Create Saved Search', 'INBOX' (which is selected), and 'Outbox'. The main area is titled 'INBOX' and contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. There are four rows of data. A yellow box highlights the first row. A blue arrow points from this highlighted row to a cyan box containing the text 'Task is visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/OCS/OTH/3...	Tendering	Tendering File Approver	Tendering File Ap...	Test User2 (1000...	Medium	Feb 21, 2022, ..
DLH/OCS/OTH/3...	test 21/02	Government (CAG Audit)-Director	Government (CA...	Test User3 (1000...	Medium	Feb 21, 2022, ..
DLH/DRIL/DRI/4...	test	File Reviewed	File Reviewed	Test User1 (1000...	Medium	Feb 21, 2022, ..
DLH/DRIL/DRI/4...	testdsfes	Partner Audit Process Initiator	Partner Audit Pro...		Medium	Feb 21, 2022, ..

**Task is visible in Inbox**

- Write Comments in Office note/Green Sheet .

The screenshot shows a document titled 'सार्वक पत्र / Working Paper' (Working Paper) with the ONGC Videsh logo at the top. The text in the document reads: '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.' A blue arrow points from a cyan box containing the text 'Write Comments in Office Note/Green Sheet' to the working paper area.

**Write Comments in Office Note/Green Sheet**

- All the sign of users shown in Office Note.

The screenshot shows the 'Office Note / Green Sheet' section. It displays several signed comments from different users:

- Test User3 (100003)-Country Manager- Myanmar  
On : 18.02.2022 06:52:49 PM
- Marsarvar 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, Jatun, 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.
- Forwarded & Electronically Signed By :  
Test User2 (100002)-Company Secretary  
On : 21.02.2022 11:46:32 AM
- San Cristobal field is located in Zulia subdivision of JuninNorte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 160.18 Sq. Km. ONGC Videsh acquired 40% PI in on 08.04.2008 and signed a joint venture agreement with PdvSA (National Oil Company of Venezuela). A JV company called 'Petrobrasvenezolana SA' (PVSA) was formed wherein PdvSA holds 60% PI through its subsidiary CorporacionVenezolana del Petroleo (CVP 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 : 21.02.2022 11:55:39 AM

A yellow box highlights the signed comments area.

- Click on E-sign button.

The screenshot shows a 'File Action' menu with three buttons: 'Save & Close', 'E-Sign', and 'History'. The 'E-Sign' button is highlighted.

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

**Tendering File Approver**  
...

1 entries

Action With eSign

**Urgent**

**Select Action**

- Approve     Return to DO     Forward For Review

Forward

Exit

- Click on Approve & Send To DO.
- Click on Forward Button.

**Tendering File Approver**  
...

1 entries

Action With eSign

**Urgent**

**Select Action**

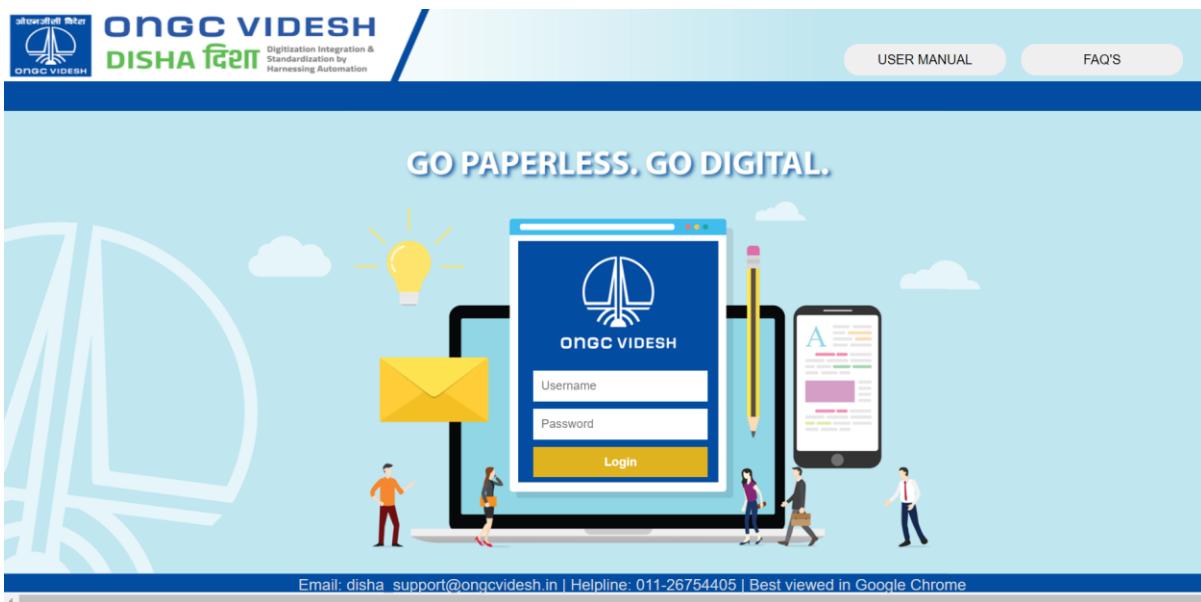
- Approve & Send To DO     Approve & Send To Other User

Back

Forward

Exit

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



### 7.13 DO Screen

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/3...	test sumit	Audit Access Initiator	Audit Access Initiator	Test User2 (1000...)	Low	Feb 21, 2022,
DLH/OCS/OTH/3...	Tendering	Tendering Process DO	Tendering Proces...	Test User2 (1000...)	Medium	Feb 21, 2022,
DLH/OCS/OTH/3...	test 21/02	Government (AAG Audit) - Internal ...	Government (AAG Audit) - Internal ...	Test User2 (1000...)	Medium	Feb 21, 2022,
DLH/DRL/DRI/4...	TASA 21_02	TASA Advice to Subsidiaries - Appr...	TASA Advise to ...	Test User1 (1000...)	Medium	Feb 21, 2022,

Task is Visible in Inbox

- All the Note Sheet(s) can be viewed.

Note Sheet(s)				
Subject	By	Status	Date	Actions
Approval of BEC Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	
Approval of BEC Notesheet	Test User1 (100001)-Senior Geophysicist ( Surface )	Signed	18.02.2022	
Showing 1 to 2 of 2 entries				
				Previous  1 Next

- All the Enclosures can be viewed or downloaded.

Enclosures

With Annotation  Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	18.02.2022	

Showing entry 1 of 1 entries

Previous **1** Next

Add Delete Edit #

- All the yellow notes can be viewed.

Yellow Notes (1)

Date	Note	By
18.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 1 1% equity on October 28, 2016) in CSJC Varkornet	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous **1** Next

Add Yellow Note

- **NOTE: If user again want any other approval, then click on E-sign button and take Further action.**
- **In this case DO user will again have to select the step of tendering process and select the type of approval.**

File Action

Save & Close E-Sign History Send To Cabinet

- Save & Close will save and close the file.
- History will show the movement history of the file.
- Send to Cabinet will send the file to cabinet.
- **Click on Send to Cabinet.**
- Click on Yes button.

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes

No

- Task goes to the Cabinet of DO.

## 7.14 DO 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	Status	Year	Created By	Created On	Updated On
DLH/OC/OTH/31430/00015	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	18.02.2022	21.02.2022
DLH/OC/OTH/31407/00001	test by sakshi	ChangeInAssignment	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OC/OTH/31424/00004	Test CAG	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OC/OTH/31424/0004-PC 01	Test CAG	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OC/OTH/31424/00003	Test CAG Audit 21/02	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OC/OTH/31424/00003-PC 01	Test CAG Audit 21/02	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OC/OTH/31405/00001	Email Support	ITOnboarding	Closed	2021-22	Test User1 (100001)	20.02.2022	20.02.2022
DLH/OC/OTH/31404/00001	Onboarding 20_02_6_43	HROnboarding	Closed	2021-22	Test User1 (100001)	20.02.2022	20.02.2022
DLH/OC/OTH/31408/00001	IAR 19_02_10_59	IncidentActivityReport	Closed	2021-22	Test User1 (100001)	19.02.2022	19.02.2022
DLH/OC/OTH/31430/00018	test by sakshi	Tour Report	Closed	2021-22	Test User1 (100001)	19.02.2022	19.02.2022

- Now you can see all the data of cabinet.

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

Note Sheet(s)				
Subject	By	Status	Date	Actions
Approval of BEC Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	
Approval of BEC Notesheet	Test User1 (100001)-Senior Geophysicist (Surface)	Signed	18.02.2022	

Showing 1 to 2 of 2 entries

**View Notes Sheet(s)**

- Notes Sheet(s) will open.

Approval of BEC Notesheet

File No.: DLH/OCS/OTH/31430/00015  
Subject : Tendering  
**Tendering Process**

Type of Tender: Limited Tender-Local  
Tendering System: Single bid system  
Is Gm Procurement: No

Approval of BEC

Meeting Scheduled On: 18.02.2022 0:24 PM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Company (SIPCO). MECL owns 100% interest in the Cristobal field located in the Venezuela-Columbia tie-line of the Orinoco Belt PDO which runs 159 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). This association contract includes the Cristobal field, the Chiriqui, Jaramillo, Nare Sur, Under River and Abra fields as well as non-commercial area of Chiriqui within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By:  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 08:59:49 PM

San Cristobal field is located in Zulia subdivision of JuninNorte Block of Orinoco Heavy Oil belt in eastern Venezuela and covers an area of 180.18 Sq Km. ONGC Videsh acquired 40% PI in the field through a joint venture agreement with PdvSA (Mobil Oil Company of Venezuela). A JV company called "Petrobrasindovenecolana SA" (PIVSA) was formed wherein PdvSA holds 60% PI through its subsidiary Corporacion Venezolana del Petroleo (CVP 56%) and PdvSA Social (4%). ONGC Videsh holds 40% through ONGC Nro. 00001-Accordos de Div, a wholly owned subsidiary of ONGC Nro. Cargas S.A.V.

Forwarded & Electronically Signed By:  
Test User1 (100001)-Director (Finance)  
On : 18.02.2022 08:30:01 PM

Recommended & Electronically Signed By : Recommended & Electronically Signed By : Recommended & Electronically Signed By :  
Test User1 (100001)-Director Test User2 (100002)-Director Test User2 (100002)-

- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	18-02-2022	

Showing entry 1 of 1 entries

**View Notes Sheet(s)**

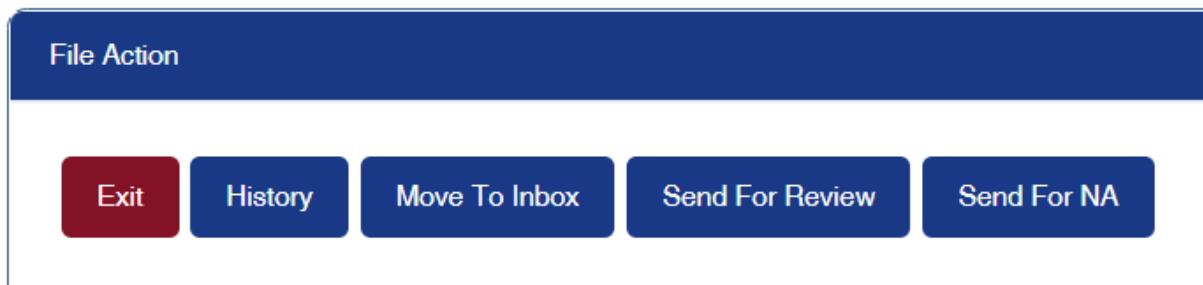
- All the yellow notes can be viewed.

Yellow Notes (1)		
Date	Note	By
18.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

**View Notes Sheet(s)**

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



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

Cabinet				
Movement History				
File No :	Subject :			
DLH/CCS/OTH/31430/00015	Tendering			
18.02.2022 05:20:52 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary Test User3 (100003)-Country Manager- Myanmar Test User2 (100002)-Director (Finance) Test User2 (100002)-Country Manager-Lower Zaku	Submit for TC Nomination
18.02.2022 05:33:45 PM	TC Committee Nomination	Test User2 (100002)-Company Secretary	Test User1 (100001)-Director (Finance)	Submit Nomination
18.02.2022 05:45:36 PM	TC Committee Nomination	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)	Submit Nomination
18.02.2022 05:52:03 PM	TC Committee Nomination	Test User2 (100002)-Country Manager-Lower Zaku	Test User1 (100001)-Director (Finance)	Submit Nomination
18.02.2022 05:52:31 PM	TC Committee Nomination	Test User3 (100003)-Country Manager- Myanmar	Test User1 (100001)-Director (Finance)	Submit Nomination
18.02.2022 06:23:49 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance) Test User2 (100002)-Director (Finance) Test User2 (100002)-Company Secretary Test User3 (100003)-Country Manager- Myanmar Test User1 (100001)-Director (Finance)	Forward for Committee Approval
18.02.2022 06:35:19 PM	Tender Committee Member	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Acknowledge
18.02.2022 06:35:35 PM	Tender Committee Member	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Acknowledge
18.02.2022 06:35:47 PM	Tender Committee Member	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Acknowledge
18.02.2022 06:35:59 PM	Tender Committee Member	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Acknowledge

Showing 1 to 10 of 20 entries

Previous 1 2 Next

[Close](#)

- Send for Review will send the file for review to selected user.
- In order to send the file for review we need to select user 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					



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.

## 7.15 DO 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 list of 61 entries. One entry is highlighted with a yellow box. A blue arrow points from the 'Open' button at the bottom left towards the highlighted row. A callout box with the text 'Click on Open button' is positioned over the 'Open' button.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/OCS/OTH/31424/00005	test 21/02	CAG Audit	Low	Internal Audit	Committee	21-02-2022 12:48 PM
DLH/DRL/DRI/40023/00003	cash \$ bank	Bank Signatory	Medium	Approve	Approve & Send To Finance User	21-02-2022 12:45 PM
DLH/OCS/OTH/31424/00005	test 21/02	CAG Audit	Low	Initiator	Move File	21-02-2022 12:44 PM
<b>DLH/OCS/OTH/31430/00015</b>	Tendering	Tendering	Medium	Tendering File Initiator	Cabinet	21-02-2022 12:40 PM
DLH/DRL/DRI/40011/00003	offboard	Offboarding Transfer	Medium	Review / Recommend	Reviewed & Signed By	21-02-2022 12:39 PM
DLH/DRL/DRI/40011/00002	offboarding	Offboarding Transfer	Medium	Review / Recommend	Reviewed & Signed By	21-02-2022 12:30 PM
DLH/DRL/DRI/40011/00001	offboarding	Offboarding Transfer	Medium	Review / Recommend	Reviewed & Signed By	21-02-2022 12:26 PM
DLH/DRL/DRI/40018/00001	part case	Part File	Medium	Approve	Approve	21-02-2022 12:23 PM
DLH/DRL/DRI/40026/00001	generic committee	Generic Committee	Medium	Approve	Approve & Send To Initiator	21-02-2022 12:16 PM
DLH/OCS/OTH/31434/00001	test sumit	Audit Access	Low	Generic File Initiator	Committee	21-02-2022 12:14 PM

- This is user Outbox screen.

The screenshot shows the Outbox screen with a detailed view of a selected file. The file details are as follows:

- File No: DLH/OCS/OTH/31430/00015
- Subject: Tendering
- Creation Date: 19-2-2022
- Priority: Medium
- Status: In Progress

The main area displays the document content, which is a blank page titled 'Working Paper'. Below the document are sections for Note Details, Attachments, and File Info.

- Click on History button.

The screenshot shows the File Action screen with two buttons: 'Exit' and 'History'. The 'History' button is highlighted with a yellow box.

- 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

Date	Stage	From	To	Action
18.02.2022 05:20:52 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary Test User3 (100003)-Country Manager-Myanmar Test User2 (100002)-Director (Finance) Test User2 (100002)-Country Manager-Lower Zakhm	Submit for TC Nomination
18.02.2022 05:33:48 PM	TC Committee Nomination	Test User2 (100002)-Company Secretary	Test User1 (100001)-Director (Finance)	Submit Nomination
18.02.2022 05:45:36 PM	TC Committee Nomination	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)	Submit Nomination
18.02.2022 05:52:03 PM	TC Committee Nomination	Test User2 (100002)-Country Manager-Lower Zakhm	Test User1 (100001)-Director (Finance)	Submit Nomination
18.02.2022 05:52:31 PM	TC Committee Nomination	Test User3 (100003)-Country Manager- Myanmar	Test User1 (100001)-Director (Finance)	Submit Nomination
18.02.2022 06:23:49 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Director (Finance) Test User2 (100002)-Company Secretary Test User3 (100003)-Country Manager-Myanmar Test User1 (100001)-Director (Finance)	Forward for Committee Approval
18.02.2022 06:35:19 PM	Tender Committee Member	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Acknowledge
18.02.2022 06:35:35 PM	Tender Committee Member	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Acknowledge
18.02.2022 06:35:47 PM	Tender Committee Member	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Acknowledge
18.02.2022 06:35:59 PM	Tender Committee Member	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Acknowledge

Showing 1 to 10 of 20 entries

Previous 1 2 Next

Close

## 8 Type of Approval – Vertical Approval

- Select Tendering Step from dropdown.
- For example we had selected Approval of BEC.

**Step of Tendering Process**

\* Select Tendering Step

Approval of BEC
 ▼

- Select Type of Approval as Vertical Approval from dropdown.

**Type of Approval**

Select the Type of Approval

Vertical Approval
 ▼

- Select SAP T-Code from dropdown.

SAP T-Code

ME54N

Get SAP

- Enter the CPA details in order to select CPA.

CPA Details

Select CPA

100002-Test User2 (BD-AMC)-Company Secretary

- Write Comments in Office note/Green Sheet .

सार्वकाम पत्र / Working Paper

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

Write Comments in Office Note/Green Sheet

- Click on Add button to add Enclosure.

Enclosures

	#	Description	By	Page No.	Date	Actions
Showing 0 entries						

Add    Delete    Edit #

Click on Add button to add Enclosure

- Click on Add button to add Yellow Notes.

Date	Note	By
Showing 0 entries		

**Add Yellow Note**

- If the user wants to save file, then click on Save & Close button to save file and close it.
- History button will show the movement history of the file.
- **Click on E-Sign button.**



- Select User box displays with Reviewed/ Recommended By (Optional), Agreed/ Concurred by (Optional), Approved by (Mandatory) field and select Users table.
- Forward and Exit button displays on screen.
- Select the User in each field and click on add button.

**Tendering Process DO**

Select Users

Urgent

Reviewed/Recommended By :  **Add**

Agreed/Concurred By :  **Add**

Approved By :  **Add**

**Selected Users** Per page: 10

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

**Forward** **Exit**

- Added user will show in selected users table.

**Tendering Process DO**

Subject	By	Status	Date
Select Users			

**Urgent**

Reviewed/Recommended By :	Type user name,cpf no,designation..	<b>Add</b>
Agreed/Concurred By :	Type user name,cpf no,designation..	<b>Add</b>
Approved By :	Type user name,cpf no,designation..	<b>Add</b>

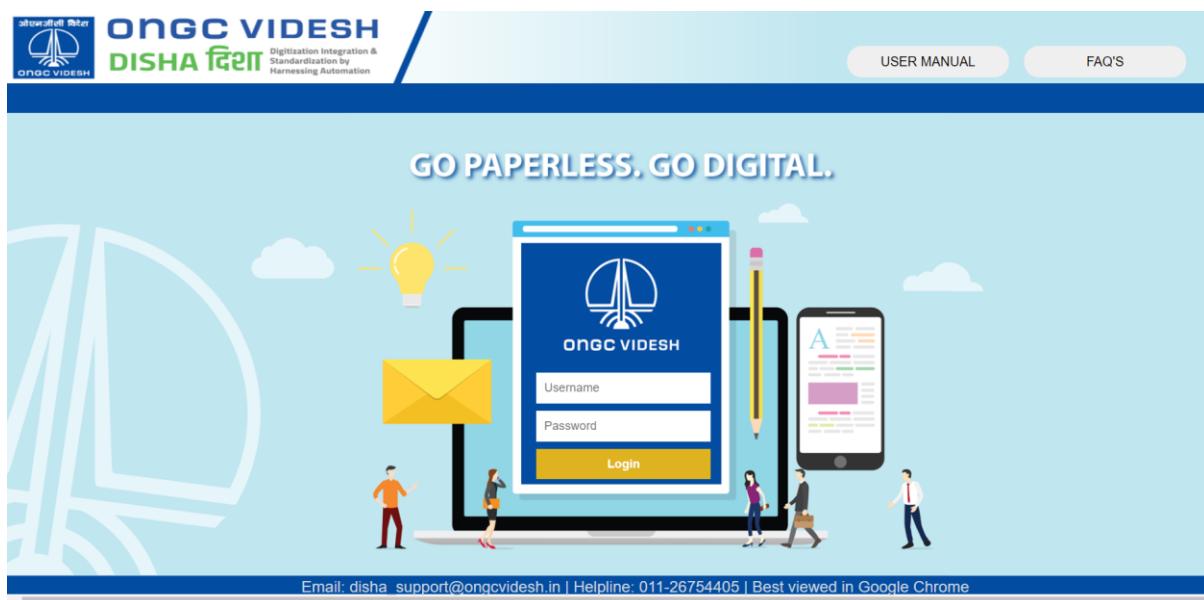
Selected Users						Per page: 10
User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	100002	Test User2	BD	AMC	Company Secretary	
Agreed/Concurred By	100002	Test User2	APAC	CFIN	Director (Finance)	
Approved By	100002	Test User2	DRIL	DRI	Country Manager- Vietnam	

Showing 1 to 3 of 3 entries

<a href="#">Previous</a>	<b>1</b>	<a href="#">Next</a>
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**Forward** Exit

- Click on Forward button.
- File successfully moves from Inbox.
- Task goes to the Reviewer/Recommender.
- Login with Reviewer/Recommender User.



## 8.1 Reviewer/Recommender Screen

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

The screenshot shows the 'INBOX' screen with a search bar at the top. Below it is a table with columns: File Name, File Subject, Stage, Task Name, Task From, and Priority. A yellow box highlights the first row of the table. A blue arrow points from this row to a green callout box containing the text 'Task is visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority
DLH/OCS/OTH/3...	Tendering	Tendering File Reviewer / Recommender	Tendering File R...	Test User1 (1000...)	Medium
AMS/PFIN/PFIN/...	test	Change in Bank Signatory For Finance	Change in Bank ...	Test User1 (1000...)	Medium
DLH/OCS/OTH/3...	over2	Overseas Posting Strategic HR	Overseas Postin...	Test User1 (1000...)	Medium

- Write Comments in Office note/Green Sheet .

The screenshot shows a document titled 'सार्थक पत्र / Working Paper'. It contains a paragraph about paragraphs and a blue callout box with the text 'Write Comments in Office Note/Green Sheet' with an arrow pointing to the document area.

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.

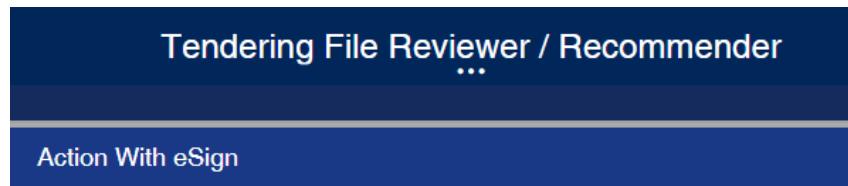
- All the sign of users shown in Office Note.

The screenshot shows an 'Office Note / Green Sheet' with a header 'सार्थक पत्र / Working Paper'. It includes sections for 'Tendering Process' and 'Approval of BEC'. At the bottom, there is a box labeled 'Forwarded & Electronically Signed By' containing the text 'Test User1 (100001)-Director (Finance)' and the date 'On : 21.02.2022 02:58:14 PM'. This signed section is highlighted with a yellow box.

- Click on E-sign button.

The screenshot shows the 'File Action' section with three buttons: 'Save & Close', 'E-Sign', and 'History'.

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



**Urgent**

**Select Action**

Review / Recommend    Return to DO    Forward For Review

**Forward**   **Exit**

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

The screenshot shows the ONGC VIDESH DISHA website. The top navigation bar includes the logo, the text "ONGC VIDESH DISHA दिशा", "Digitization Integration & Standardization by Harnessing Automation", "USER MANUAL", and "FAQ'S". The main banner features the slogan "GO PAPERLESS. GO DIGITAL." and illustrates a digital workflow involving a laptop, smartphone, email, and people. At the bottom, there is contact information: "Email: disha\_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome".

## 8.2 Agreeer/Concurren Screen

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

Task is visible in Inbox

- Write Comments in Office note/Green Sheet .

Write Comments in Office Note/Green Sheet

- All the sign of users shown in Office Note.

Forwarded & Electronically Signed By:  
Test User1 (100001)-Director (Finance)  
On : 21.02.2022 02:58:14 PM

Forwarded & Electronically Signed By:  
Test User2 (100002)-Company Secretary  
On : 21.02.2022 03:05:32 PM

- Click on E-sign button.

File Action

Save & Close    E-Sign    History

- If you select Return to DO, file will be returned to DO.
- If you select Forward for Review, file will go to the selected user
- **Select Agree/Concur.**
- Click on forward button.

## Tendering File Agree / Concurrer

San Cristobal field is located in Zuata subdivision of JuninNorte Block of Orinoco  
Sq. Km. ONCC Videsh acquired 40% PI in on 08-04-2008 and signed a joint vent

### Action With eSign

**Urgent**

#### Select Action

- Agree / Concur     Return to DO     Forward For Review

Forward

Exit

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

The screenshot shows the ONGC VIDESH DISHA digital platform. At the top, there's a logo for 'ONGC VIDESH' and 'DISHA दिशा' with the tagline 'Digitization Integration & Standardization by Harnessing Automation'. Navigation links for 'USER MANUAL' and 'FAQ'S' are visible. The main banner features the slogan 'GO PAPERLESS. GO DIGITAL.' Below it, there's a stylized illustration of a large document icon, a lightbulb, an envelope, a smartphone displaying a login screen for 'ONGC VIDESH', a pencil, and several people walking. At the bottom, there's a footer bar with the text 'Email: disha\_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome'.

### 8.3 Approver Screen

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

The screenshot shows the ONGC Videsh inbox interface. On the left, there's a sidebar with options like Dashboards, INBOX (which is selected), Outbox, and Cabinet. The main area is titled 'INBOX' and contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received... A specific row in the table is highlighted with a yellow box. An arrow points from the text 'Task is visible in Inbox' to this highlighted row. The row details a task named 'Tendering File Approver' assigned to 'Test User2 (1000...)' with a priority of 'Medium' and received on 'Feb 21, 2022, ...'.

- Write Comments in Office note/Green Sheet .

The screenshot shows an 'Office Note / Green Sheet' document. At the top, it has the ONGC Videsh logo and the title 'सार्वक पत्र / Working Paper'. Below the title, there's a paragraph about what a paragraph is. To the right, a blue box contains the text 'Write Comments in Office Note/Green Sheet' with a blue arrow pointing towards the document. The document text reads: '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.'

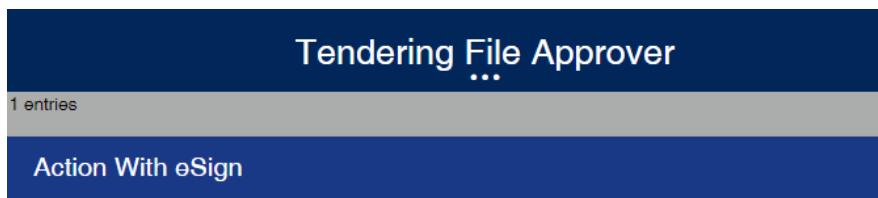
- All the sign of users shown in Office Note.

The screenshot shows an 'Office Note / Green Sheet' document. It features several sections with signatures and timestamps. One section is highlighted with a yellow box. The highlighted text reads: 'Forwarded & Electronically Signed By : Test User1 (100001)-Director (Finance) On : 21.02.2022 02:58:14 PM'. Another section below it also has a yellow box around its signature details. The document continues with other sections and information about oil fields.

- Click on E-sign button.

The screenshot shows a dark blue header bar with the text "File Action". Below it is a white content area containing three blue rectangular buttons with white text: "Save & Close", "E-Sign", and "History".

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



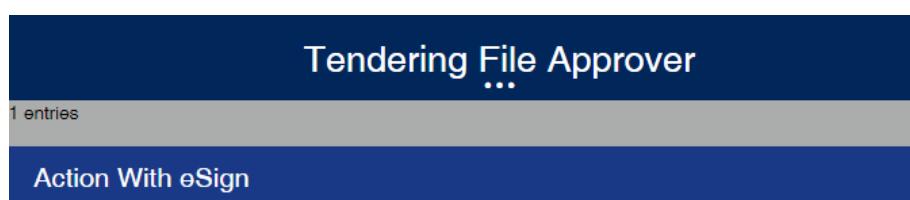
**Urgent**

**Select Action**

Approve     Return to DO     Forward For Review

**Forward**    **Exit**

- Click on Approve & Send To DO.
- Click on Forward Button.



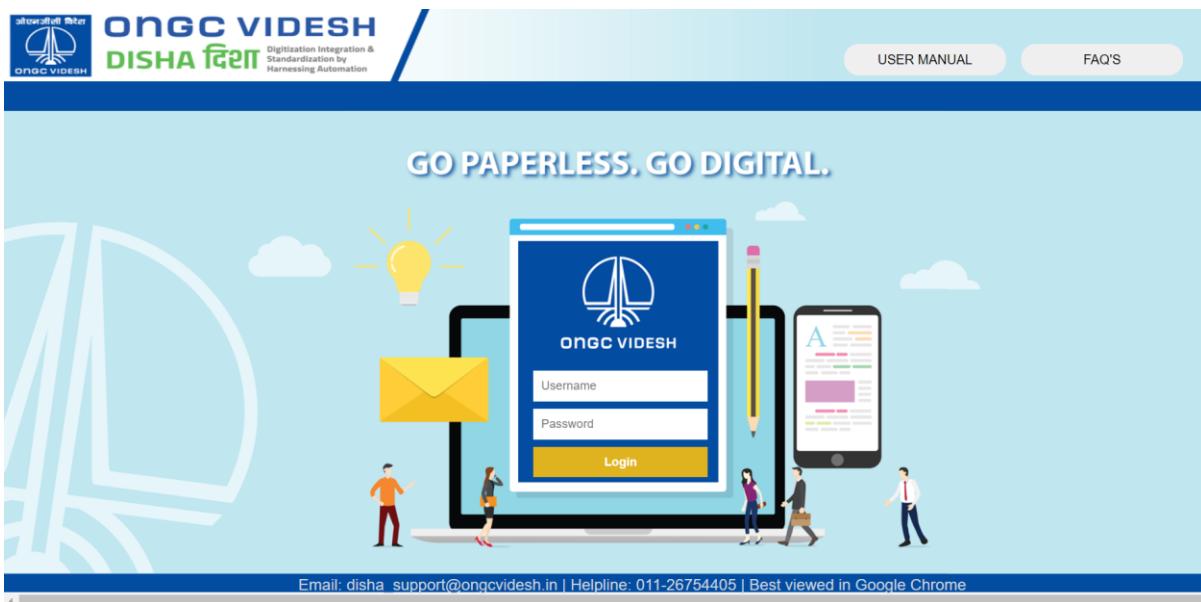
**Urgent**

**Select Action**

Approve & Send To DO     Approve & Send To Other User

**Back**    **Forward**    **Exit**

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



## 8.4 DO Screen

- Open the Task from Inbox.

The screenshot shows the 'INBOX' screen of the ONGC VIDESH Disha application. On the left, there's a sidebar with 'Test User1' profile, 'Edit Profile', 'Log Out', 'Dashboards', 'Create Saved Search', 'INBOX' (which is selected), and 'Dashboard'. The main area is titled 'INBOX' with a sub-section '...'. It contains a table 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. An arrow points from a callout box 'Task is Visible in Inbox' to the highlighted row. The table data is as follows:

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/3...	Tendering	Tendering Process DO	Tendering Proces...	Test User2 (10000...	Medium	Feb 21, 2022, ...
DLH/OCS/OTH/3...	GL_21.02.2022	Creation Of Master Initiator	Creation Of Mast...		Medium	Feb 21, 2022, ...
DLH/DRIL/DR/4...	Onboarding - AB...	Onboarding - ABC - Head IT A...	Onboarding - AB...	Test User2 (10000...	Medium	Feb 21, 2022, ...

- All the Note Sheet(s) can be viewed.

The screenshot shows a table titled 'Note Sheet(s)' with the following data:

Subject	By	Status	Date	Actions
Approval of BEC Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	

Showing entry 1 of 1 entries

- All the Enclosures can be viewed or downloaded.

Enclosures

With Annotation Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	21.02.2022	

Showing entry 1 of 1 entries

Previous **1** Next

Add Delete Edit #

- All the yellow notes can be viewed.

Yellow Notes (I)

Date	Note	By
21.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 1% equity on October 28, 2016) in CSJC Vankorneft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous **1** Next

Add Yellow Note

- **NOTE: If user again want any other approval, then click on E-sign button and take Further action.**
- **In this case DO user will again have to select the step of tendering process and select the type of approval.**

File Action

Save & Close E-Sign History Send To Cabinet

- Save & Close will save and close the file.
- History will show the movement history of the file.
- Send to Cabinet will send the file to cabinet.
- **Click on Send to Cabinet.**
- Click on Yes button.

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes No

- Task goes to the Cabinet of DO.

## 8.5 DO 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	Status	Year	Created By	Created On	Updated On
DLH/OCS/OTH/31430/00019	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31433/00001	overseas	Overseas Posting	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00005-PC 01	test 21/02	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00015	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	18.02.2022	21.02.2022
DLH/OCS/OTH/31407/00001	test by sakshi	ChanceryAssignment	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00004	Test CAG	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00004-PC 01	Test CAG	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00003	Test CAG Audit 21/02	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00003-PC 01	Test CAG Audit 21/02	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31405/00001	Email Support	ITOnboarding	Closed	2021-22	Test User1 (100001)	20.02.2022	20.02.2022

- Now you can see all the data of cabinet.

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

Note Sheet(s)

Subject	By	Status	Date	Actions
Approval of BEC Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	

Showing entry 1 of 1 entries

View Notes Sheet(s)

- Notes Sheet(s) will open.

Approval of BEC Notesheet

File No : DLH/OCS/OTH/31430/00019  
Subject : Tendering  
Tendering Process

Type of Tender:	Limited Tender-Local
Tendering System:	Single bid system
Is GEM Procurement:	No

Approval of BEC

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 primary business of ONGC Videsh is to prospect for oil and gas acreage outside India, including exploration, development and production of oil and gas. ONGC Videsh owns Participating Interest in 35 oil and gas assets in 15 countries and produced about 30.3% of oil and 23.7% of oil and 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 : 21.02.2022 02:58:14 PM

Manseriover Energy Colombia Limited (MECL) is a 50-50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPCO). MECL owns 100% interest in Velezquez field and the Velezquez-Galan pipeline of capacity 25,000 BOPD which connects the Velezquez field to the Galan refinery located in Bogota, Colombia. 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 Abreco as well as noncommercial area of Chicas within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2000.

Forwarded & Electronically Signed By:

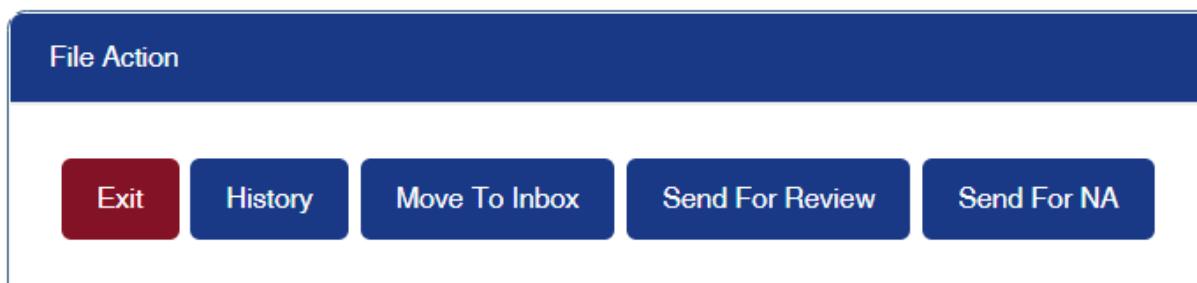
- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	21-02-2022	
Showing entry 1 of 1 entries					

- All the yellow notes can be viewed.

Yellow Notes (1)		
Date	Note	By
21.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC V ankornoff	Test User1 (100001)-Director (Finance)
Showing entry 1 of 1 entries		

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



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

**Cabinet**

...

Movement History

Date	Stage	From	To	Action
21.02.2022 03:12:38 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Approval
21.02.2022 03:19:56 PM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User2 (100002)-Director (Finance)	Review / Recommend
21.02.2022 03:22:57 PM	Agree / Concur	Test User2 (100002)-Director (Finance)	Test User2 (100002)-Country Manager-Vietnam	Agree / Concur
21.02.2022 03:26:35 PM	Approve	Test User2 (100002)-Country Manager-Vietnam	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator
21.02.2022 03:38:06 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 5 of 5 entries

Per page: 10

Previous | **1** | Next

**Close**

- If you want to move the file to inbox then click on Move to Inbox button.
- Send for Review will send the file for review to selected user.
- In order to send the file for review we need to select user 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	<b>Add</b>
---	------------

**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.

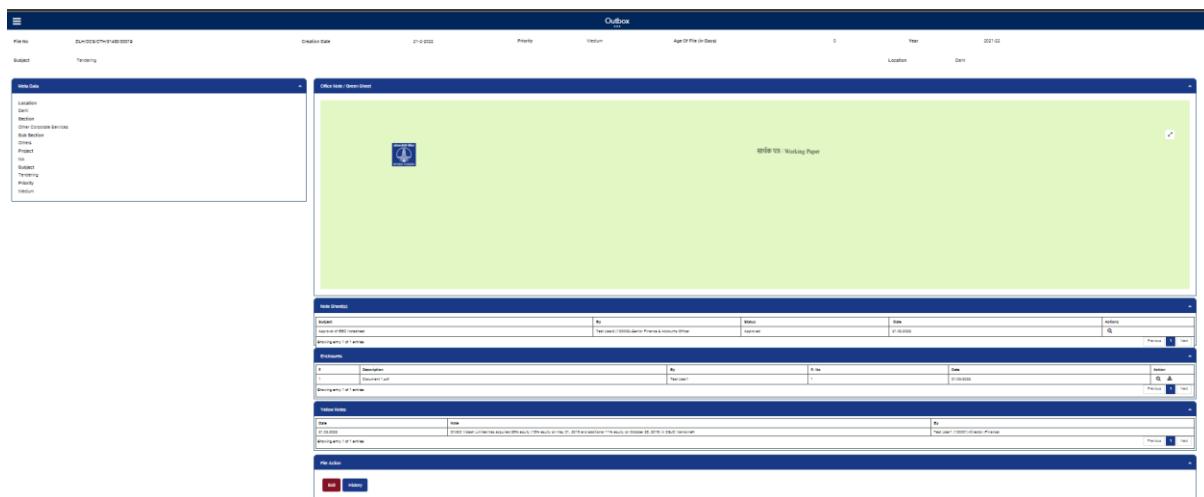
## 8.6 DO Outbox Screen

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

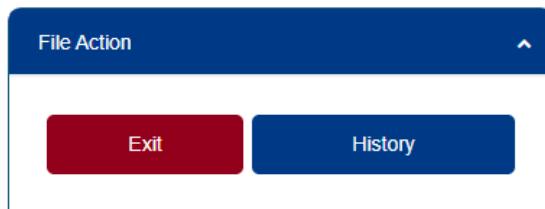
The screenshot shows the Outbox screen with a list of files. A specific file row is highlighted with a yellow background. An arrow points from a callout box labeled "Click on Open button" to the "Open" button in the bottom left corner of the highlighted row.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/OCS/OTH/31430/00019	Tendering	Tendering	Medium	Tendering File Initiator	Cabinet	21-02-2022 03:38 PM
DLH/DRL/DRI/40027/00010	creation of SAP	Creation Master	Medium	Approve	Approve	21-02-2022 02:37 PM
DLH/DRL/DRI/40004/00001	test by sasaki	HROnboarding	Medium	Approve	Approve	21-02-2022 02:32 PM
DLH/OCS/OTH/31433/00002	over2	Overseas Posting	Medium	Oversease Posting Initiator	Reviewed & Signed By	21-02-2022 02:19 PM
DLH/OCS/OTH/31433/00001	overseas	Overseas Posting	Medium	Cabinet	Forward For Necessary Action	21-02-2022 02:15 PM
DLH/OCS/OTH/31438/00002	Test	Foreign Payment	Medium	Foreign Process Initiator	Committee	21-02-2022 02:13 PM
DLH/DRL/DRI/400/00001	head quarter	Headquarter Approval	Medium	Approve	Approve & Send To Initiator	21-02-2022 01:07 PM
DLH/DRL/DRI/40025/00002	marketing	Marketing Invoice	Medium	Approve	Approve & Send To Initiator	21-02-2022 12:55 PM

- This is user Outbox screen.



- Click on History button.

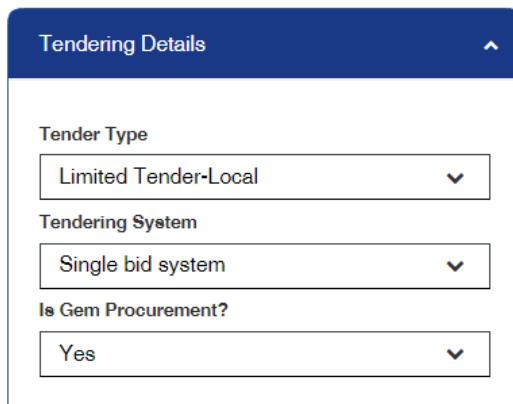


- Movement History box will be opened.
- It Shows all the details of user.
- If you want to close history, then click on close button.
- Click Exit to Exit.

Outbox					
Movement History					
File No :		Subject :			
DLH/OCS/OTH/31430/00019					Per page: 10
Date	Stage	From	To	Action	
21.02.2022 03:12:38 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Approval	
21.02.2022 03:19:56 PM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User2 (100002)-Director (Finance)	Review / Recommend	
21.02.2022 03:22:57 PM	Agree / Concur	Test User2 (100002)-Director (Finance)	Test User2 (100002)-Country Manager-Vietnam	Agree / Concur	
21.02.2022 03:26:35 PM	Approve	Test User2 (100002)-Country Manager-Vietnam	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator	
21.02.2022 03:38:06 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet	
Showing 1 to 5 of 5 entries					Previous 1 Next
Close					

## 9 Type of Approval – Vertical Approval for Gem

- Enter Tendering details during the creation of file.



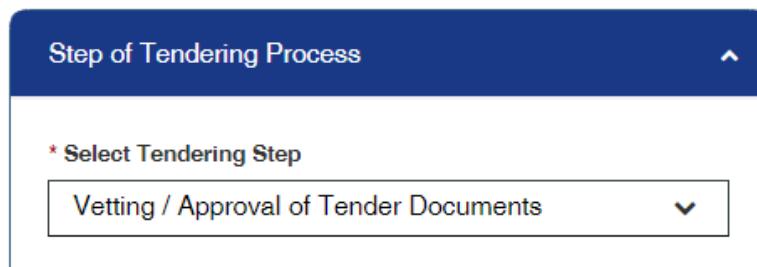
Tendering Details

Tender Type: Limited Tender-Local

Tendering System: Single bid system

Is Gem Procurement?: Yes

- Once the file is created.
- Select Tendering Step from dropdown.



Step of Tendering Process

\* Select Tendering Step

Vetting / Approval of Tender Documents

- In the Type of Approval Select Vertical Approval for Gem from dropdown.

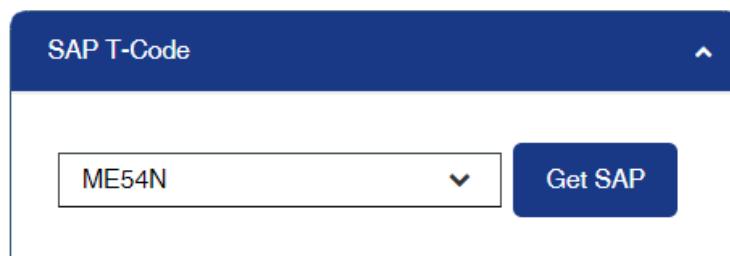


Type of Approval

Select the Type of Approval

Vertical Approval for Gem

- Select SAP T-Code from dropdown.



SAP T-Code

ME54N

Get SAP

- Enter the CPA details in order to select CPA.

The screenshot shows a blue header bar with the text "CPA Details". Below it is a white content area with a heading "Select CPA". Inside this area, there is a single entry: "100002-Test User2 (BD-AMC)-Company Secretary", which is highlighted with a thin black border.

- Write Comments in Office note/Green Sheet .

The screenshot shows a light green header bar with the text "सार्वक पत्र / Working Paper". Below it is a white content area containing a paragraph about what a paragraph is. In the bottom right corner of the content area, there is a teal-colored callout box with the text "Write Comments in Office Note/Green Sheet". A blue arrow points from this callout box towards the "Actions" section of the main content area.

- Click on Add button to add Enclosure.

The screenshot shows a blue header bar with the text "Enclosures". Below it is a white content area with a table for managing enclosures. At the bottom left of the content area, there are three buttons: "Add", "Delete", and "Edit #". A blue arrow points from a teal-colored callout box with the text "Click on Add button to add Enclosure" towards the "Add" button.

- Click on Add button to add Yellow Notes.

The screenshot shows a blue header bar with the text "Yellow Notes". Below it is a white content area with a table for managing yellow notes. At the bottom left of the content area, there is a single button: "Add Yellow Note".

- If the user wants to save file, then click on Save & Close button to save file and close it.
- History button will show the movement history of the file.
- **Click on E-Sign button.**



- Select User box displays with Reviewed/ Recommended By (Optional), Agreed/ Concurred by (Optional), Approved by (Mandatory) field and select Users table.
- Forward and Exit button displays on screen.
- Select the User in each field and click on add button.

A screenshot of a 'Tendering Process DO' screen. At the top, there's a header with tabs like 'Subject', 'By', 'Status', and 'Date'. Below the header, a dark blue bar contains the text 'Select Users'. The main area shows a table with columns for 'Reviewed/Recommended By', 'Agreed/Concurred By', and 'Approved By'. Each column has a text input field containing a user entry (e.g., '100002-Test User2') and an 'Add' button. There's also a checkbox labeled 'Urgent'.

A screenshot of a user selection interface. At the top, there's a header with tabs like 'Subject', 'By', 'Status', and 'Date'. Below the header, a dark blue bar contains the text 'Select Users'. The main area shows a table with columns for 'User Type', 'CPF No', 'Name', 'Section', 'Sub Section', and 'Role/Designation'. A search bar at the top says 'Showing 0 entries'. At the bottom right, there are 'Forward' and 'Exit' buttons.

- Added user will show in selected users table.

**Tendering Process DO**

Subject	By	Status	Date
Select Users			

**Urgent**

Reviewed/Recommended By :	Type user name,cpf no,designation..	<b>Add</b>
Agreed/Concurred By :	Type user name,cpf no,designation..	<b>Add</b>
Approved By :	Type user name,cpf no,designation..	<b>Add</b>

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	100002	Test User2	APAC	CFIN	Director (Finance)	

Showing 1 to 3 of 3 entries

Previous 1 Next

Forward Exit

- Click on Forward button.
- File successfully moves from Inbox.
- Task goes to the Reviewer/Recommender.
- Login with Reviewer/Recommender User.



## 9.1 Reviewer/Recommender Screen

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

The screenshot shows the 'INBOX' screen with a search bar at the top. Below it is a table with columns: File Name, File Subject, Stage, Task Name, Task From, and Priority. Three tasks are listed:

File Name	File Subject	Stage	Task Name	Task From	Priority
DLH/OCS/OTH/3...	Tendering	Tendering File Reviewer / Recommender	Tendering File R...	Test User1 (1000...)	Medium
AMS/PFIN/PFIN/...	test	Change in Bank Signatory For Finance	Change in Bank ...	Test User1 (1000...)	Medium
DLH/OCS/OTH/3...	over2	Overseas Posting Strategic HR	Overseas Postin...	Test User1 (1000...)	Medium

A yellow box highlights the first task. A blue arrow points from this task to a green callout box containing the text 'Task is visible in Inbox'.

- Write Comments in Office note/Green Sheet .

The screenshot shows a document titled 'सार्वक पत्र / Working Paper'. The content includes a paragraph about paragraphs and a section titled 'Tendering Process'.

**Tendering Process**

Type of Tender: Tendering System: Is Gem Procurement:	United Tender-Local Single bid system Yes
---	---

**Vetting / Approval of Tender Documents**

ONGC Videsh Limited, a Ministry 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 : 21.02.2022 04:16:50 PM

A blue arrow points from the 'Forwarded & Electronically Signed By' section to a green callout box containing the text 'Write Comments in Office Note/Green Sheet'.

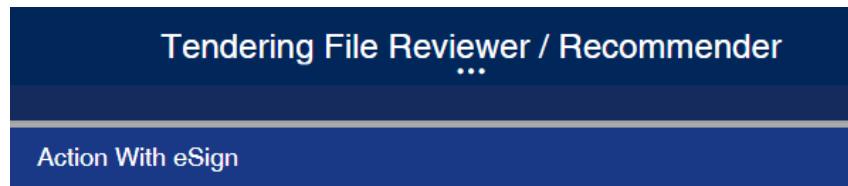
- All the sign of users shown in Office Note.

The screenshot shows the 'File Action' section with three buttons: 'Save & Close', 'E-Sign', and 'History'. The 'E-Sign' button is highlighted with a yellow box.

- Click on E-sign button.

The screenshot shows the 'File Action' section with three buttons: 'Save & Close', 'E-Sign', and 'History'. The 'E-Sign' button is highlighted with a yellow box.

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



**Urgent**

**Select Action**

- Review / Recommend    Return to DO    Forward For Review

**Forward**   **Exit**

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

The screenshot shows the ONGC VIDESH DISHA website. The top navigation bar includes the logo, the text "ONGC VIDESH DISHA दिशा", "Digitization Integration & Standardization by Harnessing Automation", "USER MANUAL", and "FAQ'S". The main banner features the slogan "GO PAPERLESS. GO DIGITAL." and an illustration of a tablet displaying a login screen for "ONGC VIDESH" with fields for "Username" and "Password" and a "Login" button. A lightbulb icon, an envelope icon, a pencil icon, and several small figures of people are also shown around the tablet. At the bottom, there is contact information: "Email: disha\_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome".

## 9.2 Agreeer/Concurer Screen

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

Task is visible in Inbox

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/OCS/OTH/3...	Tendering	Tendering File Agree / Concurer	Tendering File Ag...	Test User2 (1000...	Medium	Feb 21, 2022 ...
Avishtam Prav... est	test	Change in Bank Signatory For F...	Change in Bank ...	Test User1 (1000...	Medium	Feb 21, 2022, ...
DLH/OCS/OTH/3...	over2	Overseas Posting Strategic HR	Overseas Posting...	Test User1 (1000...	Medium	Feb 21, 2022, ...
DLH/OCS/OTH/3...	Test	Foreign Payment Approver	Foreign Payment ...	Test User1 (1000...	Medium	Feb 21, 2022, ...

- Write Comments in Office note/Green Sheet .

सार्वकाम 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

Tendering System: Single bid system  
Is Gem Procurement: Yes

Vetting / Approval of Tender Documents

ONGC Videsh Limited, a Ministry 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 (NOCL) 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.

**Forwarded & Electronically Signed By :**  
Test User1 (100001)-Director (Finance)  
On : 21.02.2022 04:16:50 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 65,000 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 Abaco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

**Forwarded & Electronically Signed By :**  
Test User2 (100002)-Company Secretary  
On : 21.02.2022 04:23:39 PM

- Click on E-sign button.

File Action

Save & Close    E-Sign    History

- If you select Return to DO, file will be returned to DO.
- If you select Forward for Review, file will go to the selected user
- **Select Agree/Concur.**
- Click on forward button.

**Tendering File Agree / Concurred**

San Cristobal field is located in Zuata subdivision of Junin Norte Block of Orinoco  
Sea, Km. ONGC Videsh acquired 40% PI in on 08-04-2008 and signed a joint vent

**Action With eSign**

**Urgent**

**Select Action**

- Agree / Concur     Return to DO     Forward For Review

Forward

Exit

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

**ONGC VIDESH DISHA दिशा** / Digitization Integration & Standardization by Harnessing Automation

USER MANUAL    FAQ'S

**GO PAPERLESS, GO DIGITAL.**

Email: disha\_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome

### 9.3 Approver Screen

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

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/OCS/OTH/3...	Tendering	Tendering	Tendering File Approver	Test User2 (1000...	Medium	Feb 21, 2022,
AMS/PFIN/PFIN/...	test		Change in Bank Signatory Fo...	Change in Bank ...	Medium	Feb 21, 2022, ...
DLH/OCS/OTH/3...	over2		Overseas Posting Strategic HR	Overseas Posting...	Medium	Feb 21, 2022, ...
DLH/OCS/OTH/3...	Test		Foreign Payment Approver	Foreign Payment ...	Medium	Feb 21, 2022, ...
DLH/DRIL/DR/4...	cash \$ bank		Changi	Juser2 (1000...	Medium	Feb 21, 2022, ...

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.

Forwarded & Electronically Signed By:  
Test User1 (100001)-Director (Finance)  
On : 21.02.2022 04:16:50 PM

Mansarover 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, Chacal, Jazmin, Nare Sur, Under River and Abaco as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Forwarded & Electronically Signed By:  
Test User2 (100002)-Company Secretary  
On : 21.02.2022 04:23:39 PM

Mansarover 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, Chacal, Jazmin, Nare Sur, Under River and Abaco 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)-Country Manager-Imperial Energy  
On : 21.02.2022 04:25:22 PM

- Click on E-sign button.

File Action

Save & Close    E-Sign    History

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

**Tendering File Approver**  
...

1 entries

Action With eSign

**Urgent**

**Select Action**

- Approve     Return to DO     Forward For Review

Forward

Exit

- Click on Approve & Send To DO.
- Click on Forward Button.

**Tendering File Approver**  
...

1 entries

Action With eSign

**Urgent**

**Select Action**

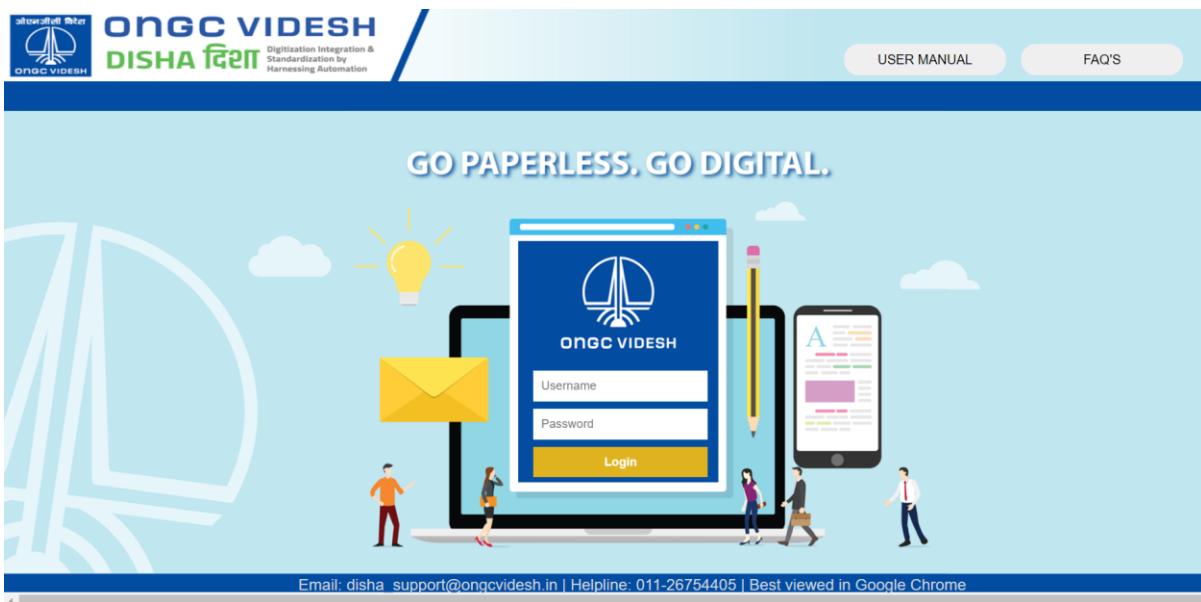
- Approve & Send To DO     Approve & Send To Other User

Back

Forward

Exit

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



#### 9.4 DO Screen

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/OCS/OTH/3...	Tendering	Tendering Process DO	Tendering Proces...	Test User2 (1000...	Medium	Feb 21, 2022, ...
DLH/OCS/OTH/3...	GL_21.02.2022	Creation Of Master Initiator	Creation Of Mast...		Medium	Feb 21, 2022, ...
DLH/DRIL/DR/4...	Onboarding - AB...	Onboarding - ABC - Head IT A...	Onboarding - AB...	Test User2 (1000...	Medium	Feb 21, 2022, ...

Task is Visible in Inbox

- All the Note Sheet(s) can be viewed.

Note Sheet(s)				
Subject	By	Status	Date	Actions
Vetting / Approval of Tender Documents Noteheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	
Showing entry 1 of 1 entries				
				Previous  Next

- All the Enclosures can be viewed or downloaded.

Enclosures

With Annotation Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	21.02.2022	

Showing entry 1 of 1 entries

Previous **1** Next

Add Delete Edit #

- All the yellow notes can be viewed.

Yellow Notes (1)

Date	Note	By
21.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 1% equity on October 28, 2016) in CSJC Vankorneft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous **1** Next

Add Yellow Note

- **NOTE: If user again want any other approval, then click on E-sign button and take Further action.**
- **In this case DO user will again have to select the step of tendering process and select the type of approval.**

File Action

Save & Close E-Sign History Send To Cabinet

- Save & Close will save and close the file.
- History will show the movement history of the file.
- Send to Cabinet will send the file to cabinet.
- **Click on Send to Cabinet.**
- Click on Yes button.

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes

No

- Task goes to the Cabinet of DO.

## 9.5 DO 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

File No	Subject	File Type	Status	Year	Created By	Created On	Updated On
DLH/OCS/OTH/31430/00020	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00019	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31433/00001	overseas	Overseas Posting	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00005-PC 01	test 21/02	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00015	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	18.02.2022	21.02.2022
DLH/OCS/OTH/31407/00001	test by sakshi	ChangeInAssignment	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00004	Test CAG	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00004-PC 01	Test CAG	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00003	Test CAG Audit 21/02	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00003-PC 01	Test CAG Audit 21/02	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022

Showing 1 to 10 of 18 entries

Per page: 10

Previous 1 2 Next

Select file.

Click on Open button.

- Now you can see all the data of cabinet.

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

Note Sheet(s)

Subject	By	Status	Date	Actions
Vetting / Approval of Tender Documents Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	Previous 1 Next

Showing entry 1 of 1 entries

View Notes Sheet(s)

- Notes Sheet(s) will open.

Vetting / Approval of Tender Documents Notesheet

File No : DLH/OCS/OTH/31430/00020  
Subject : Tendering  
**Tendering Process**

Type of Tender:	Limited Tender-Local
Tendering System:	Single bid system
Is Gm Procurement:	Yes

Vetting / Approval of Tender Documents

ONGC Videsh Limited, a Minirata 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 subsidiary of Oil and Natural Gas Corporation Limited (ONGC), the largest 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 Partnership Interests in various oil and gas assets with 15 countries. It also holds about 3% share in 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 : 21.02.2022 04:16:50 PM

Manesarco Energy Company Limited (MECL) is a 50:50 JV company of ONGC Videsh and Braskem International Petroleum Exploration and Production Corporation (BPEPC). MECL owns 100% interest in the Velasquez field and the Velasquez-Galan pipeline of capacity 53,000 BOPD which runs 189 km from the Velasquez property to Ecopetrol's Barrancabermeja refinery. Additionally, MECL has 50% PI in Nave Association Contract (Ecopetrol is partner with 50% PI). The Nave Association covers the areas of the Nave River, the Nave Sur, the Nave Bur, Under River and Abarco as well as non-commercial area of Chicala within the Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2008.

Forwarded & Electronically Signed By :

1 / 2

- Enclosures send can be viewed and downloaded.

Enclosures

#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	21-02-2022	

Showing entry 1 of 1 entries

Previous 1 Next

- All the yellow notes can be viewed.

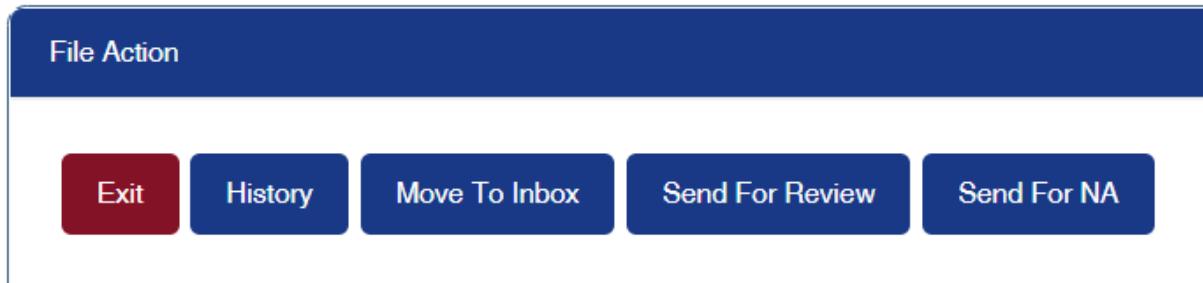
Yellow Notes (1)

Date	Note	By
21.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC V ankornetft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous 1 Next

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



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

The screenshot shows a 'Movement History' table with the following data:

Date	Stage	From	To	Action
21.02.2022 04:31:14 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Approval
21.02.2022 04:38:04 PM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User2 (100002)-Country Manager-Imperial Energy	Review / Recommend
21.02.2022 04:39:47 PM	Agree / Concur	Test User2 (100002)-Country Manager-Imperial Energy	Test User2 (100002)-Director (Finance)	Agree / Concur
21.02.2022 04:41:41 PM	Approve	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator
21.02.2022 04:46:26 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 5 of 5 entries

Per page: 10

Previous | Next

Close

- If you want to move the file to inbox then click on Move to Inbox button.
- Send for Review will send the file for review to selected user.
- In order to send the file for review we need to select user 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				



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	
<input type="radio"/> 100003	Test User3	CFIN	AUD	Country Manager- Myanmar	
<input type="radio"/> 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.

## 9.6 DO 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 list of files. The first file in the list is highlighted with a yellow background. An arrow points from a blue 'Open' button at the bottom left to a callout box containing the text 'Click on Open button'.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/OCS/OTH/31430/00020	Tendering	Tendering	Medium	Tendering File Initiator	Cabinet	21-02-2022 04:46 PM
DLH/OCS/OTH/31427/00006	424432432	Creation Master	Low	Creation of Master Initiator	Forward for Approval	21-02-2022 04:41 PM
DLH/OCS/OTH/31427/00005	test123	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	21-02-2022 04:40 PM
DLH/CS/SAP/31027/00006	Test file 01	Creation Master	Medium	Approve	Approve	21-02-2022 04:27 PM
DLH/OCS/OTH/31427/00004	Sumit test	Creation Master	High	Creation of Master Initiator	Forward for Approval	21-02-2022 04:25 PM
DLH/CS/SAP/31028/00001	Test Sanction process	Sanction	Medium	Approve As Per BDP - G10	Approve As Per BDP - G10	21-02-2022 04:22 PM
DLH/DRU/DRU/40027/00013	sap 2	Creation Master	Medium	Approve	Approve	21-02-2022 04:06 PM
DLH/DRU/DRU/40027/00012	SAP1	Creation Master	Medium	Reviewer	Sender	21-02-2022 04:02 PM
DLH/DRU/DRU/40027/00011	SAP	Creation Master	Medium	Approve	Approve	21-02-2022 03:48 PM
DLH/OCS/OTH/31427/00003	GL_21.02.2022	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	21-02-2022 03:39 PM

- This is user Outbox screen.

The screenshot shows the Outbox screen with a detailed view of a specific file. The right side displays the file content, which is a blank page titled 'Working Paper'. The left side shows the file details and history sections.

- Click on History button.

The screenshot shows a 'File Action' dialog box with two buttons: 'Exit' and '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**  
...

Movement History

File No :	Subject :			
DLH/OCS/OTH/31430/00020	Tendering			
Date	Stage	From	To	Action
21.02.2022 04:31:14 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Approval
21.02.2022 04:38:04 PM	Review / Recommend	Test User2 (100002)-Company Secretary	Test User2 (100002)-Country Manager-Imperial Energy	Review / Recommend
21.02.2022 04:39:47 PM	Agree / Concur	Test User2 (100002)-Country Manager-Imperial Energy	Test User2 (100002)-Director (Finance)	Agree / Concur
21.02.2022 04:41:41 PM	Approve	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)	Approve & Send To Initiator
21.02.2022 04:46:26 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 5 of 5 entries

Per page: 10  
Previous 1 Next

[Close](#)

## 10 Type of Approval - Vetting in Finance

- Enter Tendering details during the creation of file.

**Tendering Details**

Tender Type	Limited Tender-Local
Tendering System	Single bid system
Is Gem Procurement?	No

- Once the file is created.
- Select Tendering Step from dropdown.

**Step of Tendering Process**

* Select Tendering Step	Approval of BEC
-------------------------	-----------------

- In Type of Approval Select Vetting in Finance from dropdown.

Type of Approval

Select the Type of Approval

Vetting in Finance

- Select SAP T-Code from dropdown.

SAP T-Code

ME54N

Get SAP

- Enter the CPA details in order to select CPA.

CPA Details

Select CPA

100002-Test User2 (BD-AMC)-Company Secretary

- Write Comments in Office note/Green Sheet .

 सार्थक पत्र / Working Paper

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

Write Comments in Office Note/Green Sheet

- Click on Add button to add Enclosure.

The screenshot shows a table header with columns: #, Description, By, Page No., Date, and Actions. Below the header, it says 'Showing 0 entries'. At the bottom, there are three buttons: 'Add', 'Delete', and 'Edit #'. A blue arrow points from a teal box containing the text 'Click on Add button to add Enclosure' to the 'Add' button.

- Click on Add button to add Yellow Notes.

The screenshot shows a table header with columns: Date, Note, and By. Below the header, it says 'Showing 0 entries'. At the bottom, there is a single button: 'Add Yellow Note'.

- If the user wants to save file, then click on Save & Close button to save file and close it.
- History button will show the movement history of the file.
- **Click on E-Sign button.**



- Select User box displays with Checked By (Optional), Vetted By (Mandatory) field and Selected Users table.
- Forward and Exit button displays on screen.
- Select the User in each field and click on add button.

**Tendering Process DO**

Subject	By	Status	Date
Select Users			

**Urgent**

Checked By :

100002-Test User2 (BD-AMC)-Company Secretary

Add

Vetted By :

100002-Test User2 (APAC-CFIN)-Director (Finance)

Add

**Selected Users**

Per page: 10

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

Previous 1 Next

Forward

Exit

- Added user will show in selected users table.

**Tendering Process DO**

Subject	By	Status	Date
Select Users			

**Urgent**

Checked By :

Type user name,cpf no,designation..

Add

Vetted By :

Type user name,cpf no,designation..

Add

**Selected Users**

Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation
Checked By	100002	Test User2	BD	AMC	Company Secretary
Vetted By	100002	Test User2	APAC	CFIN	Director (Finance)

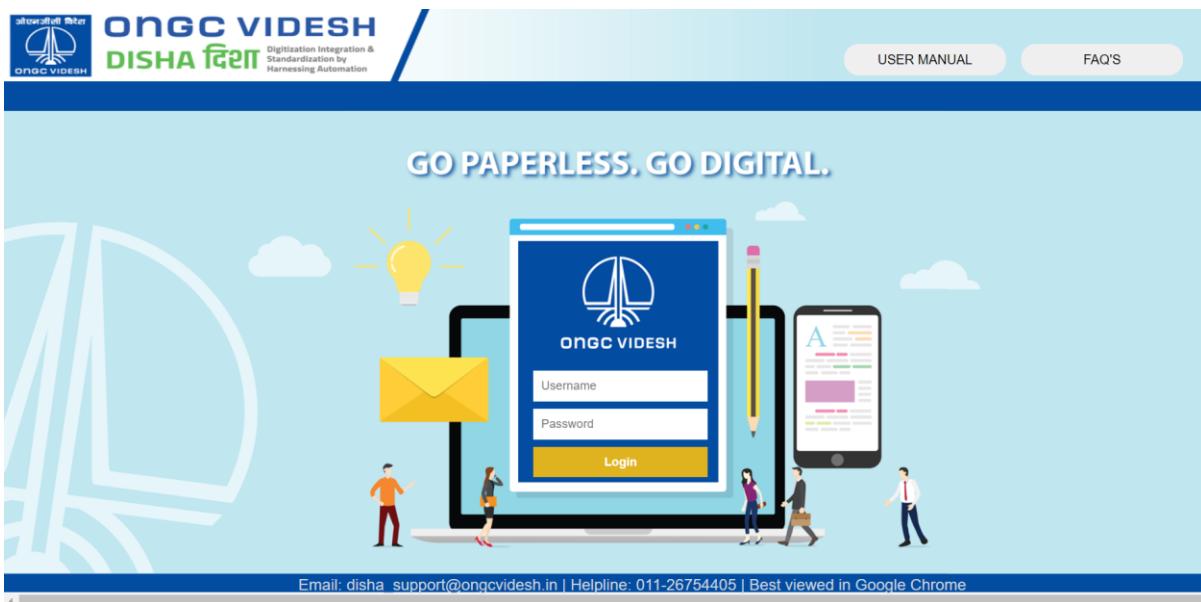
Showing 1 to 2 of 2 entries Previous 1 Next

Forward

Exit

- Click on Forward button.
- File successfully moves.

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



## 10.1 Checker Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/OCS/OTH/3...	Tendering	Tendering File Checker	Tendering File C...	Test User1 (1000...	Medium	Feb 21, 2022, ...
DLH/DRIL/DR/4...	creation of SAP	Creation Of Master Initiator	Creation Of Mast...		Medium	Feb 21, 2022, ...
DLH/DRIL/DR/4...	sap 2	Creation Of Master Initiator	Creation Of Mast...	Test User3 (1000...	Medium	Feb 21, 2022, ...
DLH/DRIL/DR/4...	creation of SAP	Creation Of Master Initiator	Creation Of Mast...		Medium	Feb 21, 2022, ...

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

सार्वकाम चत्र / Working Paper

Tendering Process

Type of Tender:	Limited Tender-Local
Tendering System:	Single bid system
Is Gem Procurement:	No

Approval of BEC

ONGC Videsh Limited, a Ministry of 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 : 21.02.2022 05:09:20 PM

- Click on E-sign button.

File Action

Save & Close    E-Sign    History

Click on E-Sign

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

Tendering File Checker ...

Action With eSign

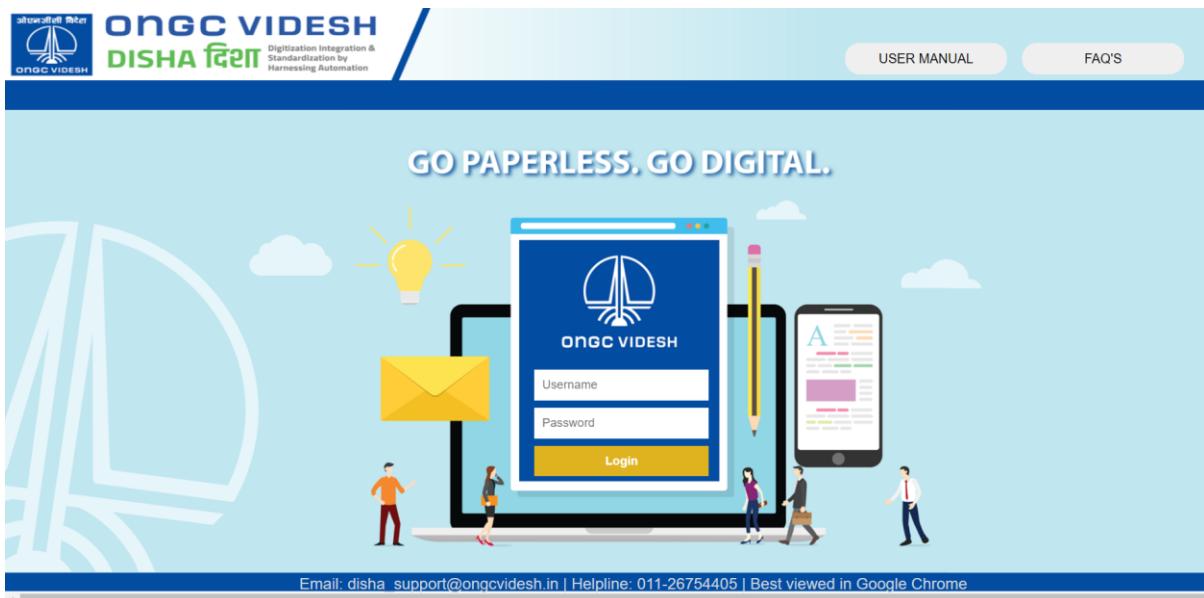
Urgent

#### Select Action

Checked     Return to DO     Forward For Review

Forward    Exit

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



## 10.2 Vetter Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
DLH/OCS/OTH/3...	Tendering	Tendering File Vetter	Tendering File Ve...	Test User2 (1000...	Medium	Feb 21, 2022, ...
DLH/DRIL/DRIL/...	creation of SAP	Creation Of Master Initiator	Creation Of Mast...	Test User3 (1000...	Medium	Feb 21, 2022, ...
DLH/DRIL/DRIL/40...	sep 2	Creation Of Master Initiator	Creation Of Mast...	Test User3 (1000...	Medium	Feb 21, 2022, ...
DLH/DRIL/DRIL/40...	creation of SAP	Creation Of Master Initiator	Creation Of Mast...	Test User3 (1000...	Medium	Feb 21, 2022, ...

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.

Approval of BEC

ONGC Vidésh 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 Vidésh is to prospect for oil and gas acreages outside India, including exploration, development and production of oil and gas. ONGC Vidésh 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 Vidésh is the second largest petroleum company of India, next only to its parent ONGC.

**Forwarded & Electronically Signed By :**

Test User1 (100001)-Director (Finance)  
On : 21.02.2022 05:09:20 PM

Mansarovar Energy Colombia Limited (MECL) is a 50-50 JV company of ONGC Vidésh 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 Abaroo as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Vidésh acquired 50% share in MECL in August 2006.

**Checked & Electronically Signed By :**

Test User2 (100002)-Company Secretary  
On : 21.02.2022 05:16:25 PM

- Click on E-sign button.

File Action

Save & Close    E-Sign    History

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

Tendering File Vetter

Action With eSign

**Urgent**

Select Action

**Vetted**     **Return to DO**     **Forward For Review**

**Forward**    **Exit**

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



### 10.3 DO Screen

- Open the Task from Inbox.

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received date
DLH/IOS/OTH/31430/00...	Tendering	Tendering Process DO	Tendering Process DO	Test User2 (100002)-Sen...	Medium	Feb 21, 2022, 5:20:48...
DLH/IOS/OTH/31430/00...	test	Tour Report Submission ...	Tour Report Submission ...	Test User2 (100002)-Sen...	Medium	Feb 21, 2022, 5:18:49...
DLH/IOS/OTH/31427/00...	Master _SL	Creation Of master initiator	Creation Of master initiator	SACHIN KATHANI (13...	Medium	Feb 21, 2022, 5:17:30...
DLH/APAC/OTH/MTG/00...	Test Meeting test 01	Meeting Invitation	Meeting Invitation	Test User1 (100001)-Sen...	Medium	Feb 21, 2022, 3:05:11...

Task is Visible in Inbox

- All the Note Sheet(s) can be viewed.

Note Sheet(s)				
Subject	By	Status	Date	Actions
Approval of BEC NoteSheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	
Showing entry 1 of 1 entries				

- All the Enclosures can be viewed or downloaded.

Enclosures

With Annotation  Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	21.02.2022	

Showing entry 1 of 1 entries

Previous **1** Next

Add Delete Edit #

- All the yellow notes can be viewed.

Yellow Notes (1)

Date	Note	By
21.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 1 1% equity on October 28, 2016) in CSJC Varkornet	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous **1** Next

Add Yellow Note

- **NOTE: If user again want any other approval, then click on E-sign button and take Further action.**
- **In this case DO user will again have to select the step of tendering process and select the type of approval.**

File Action

Save & Close E-Sign History Send To Cabinet

- Save & Close will save and close the file.
- History will show the movement history of the file.
- Send to Cabinet will send the file to cabinet.
- **Click on Send to Cabinet.**
- Click on Yes button.

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes No

- Task goes to the Cabinet of DO.

## 10.4 DO 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	Status	Year	Created By	Created On	Updated On
DLH/OCS/OTH/31430/00021	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00020	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00019	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31433/00001	overseas	Overseas Posting	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00005-PC 01	test 21/02	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00015	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	18.02.2022	21.02.2022
DLH/OCS/OTH/31407/00001	test by sakshi	ChangeInAssignment	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00004	Test CAG	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00004-PC 01	Test CAG	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00003	Test CAG Audit 21/02	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022

- Now you can see all the data of cabinet.

Subject	By	Status	Date	Actions
Approval of BEC Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	

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

Note Sheet(s)

Subject	By	Status	Date	Actions
Approval of BEC Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Approved	21.02.2022	

View Notes Sheet(s)

- Notes Sheet(s) will open.

Approval of BEC Notesheet

Type of Tender: Limited Tender-Local  
Tendering System: Single bid system  
Is Gem Procurement: No

Approval of BEC

ONGC Videsh Limited, a Maharatna 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 proposed for oil and gas acreages outside India, including exploration and production of oil and gas acreages covering Partnership Interests in 51 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 : 21.02.2022 05:09:20 PM

Mansenier Energy Colombia Limited (MECL) is a 50:50 JV company of ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPCI). 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 30% P in the Nasa Association Contract. Ecopetrol is a partner with 50% P in the Association Contract in the areas of the Middle Magdalena, Cesar, and Mana Sur, Under River and Abarco as well as non-commercial area of Chica in the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2006.

Checked & Electronically Signed By:

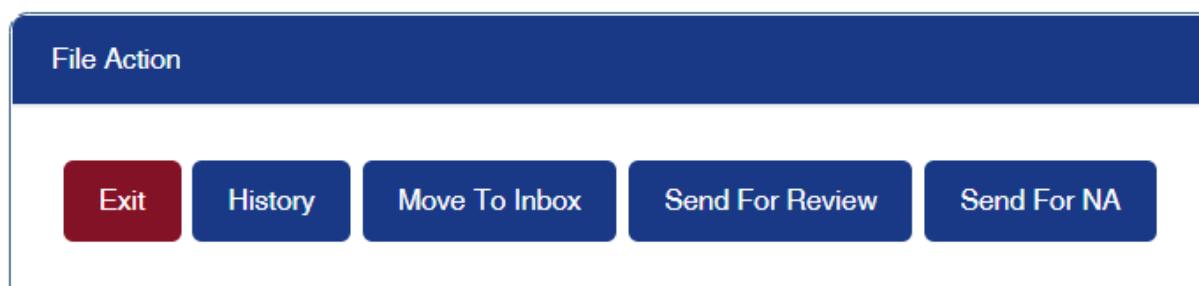
- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	21-02-2022	
Showing entry 1 of 1 entries					

- All the yellow notes can be viewed.

Yellow Notes (1)		
Date	Note	By
21.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankornetf	Test User1 (100001)-Director (Finance)
Showing entry 1 of 1 entries		

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



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

**Cabinet**

Movement History

Date	Stage	From	To	Action
21.02.2022 05:23:45 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Vetting in Finance
21.02.2022 05:30:50 PM	Checked	Test User2 (100002)-Company Secretary	Test User2 (100002)-Director (Finance)	Checked
21.02.2022 05:35:11 PM	Vetted	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)	Vetted
21.02.2022 05:43:35 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 4 of 4 entries

Per page: 10  
Previous 1 Next

**Close**

- If you want to move the file to inbox then click on Move to Inbox button.
- Send for Review will send the file for review to selected user.
- In order to send the file for review we need to select user 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	<b>Add</b>
---	------------

**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.

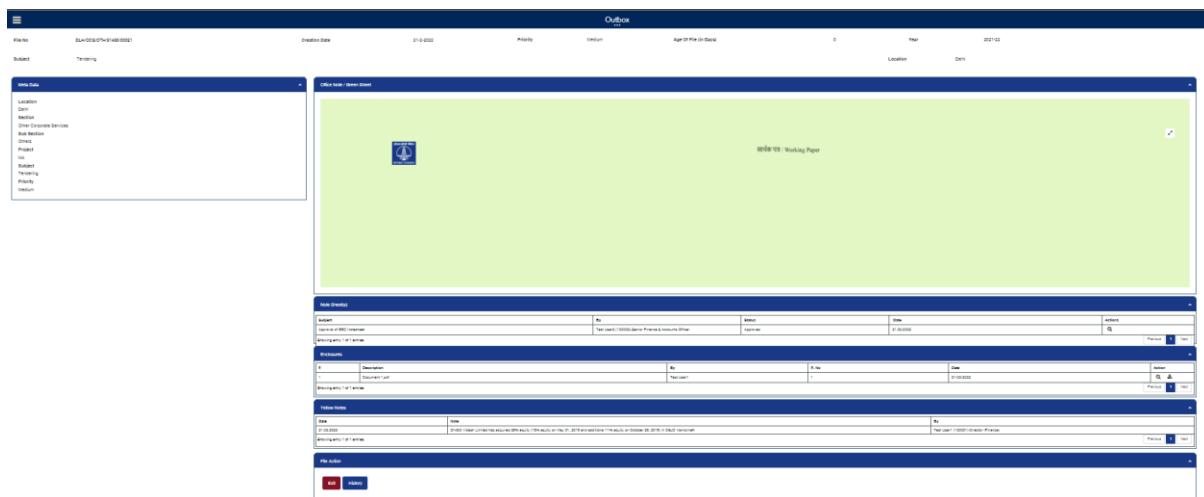
## 10.5 DO Outbox Screen

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

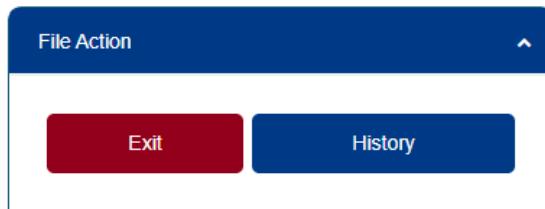
The screenshot shows the Outbox screen with a list of files. The 'Outbox' button in the sidebar is highlighted with a yellow box. An arrow points from the text 'Click on Open button' to the 'Open' button at the bottom left of the table. The table has columns: File No, Subject, File Type, Priority, Stage, Action, and Date. One row is highlighted in yellow.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/OCS/OTH/31430/00021	Tendering	Tendering	Medium	Tendering File Initiator	Cabinet	21-02-2022 05:43 PM
DLH/APAC/OTH/MTG/00000003				Approval	MeetingApproved	21-02-2022 05:41 PM
DLH/DRIU/DR/40027/00014	creation of SAP	Creation Master	Medium	Approve	Approve	21-02-2022 05:40 PM
DLH/OCS/OTH/31427/00009	Master_21.02.2022	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	21-02-2022 05:33 PM
DLH/OCS/OTH/31427/00008	Master_GL	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	21-02-2022 05:30 PM
DLH/CS/SAP/31028/00002	Test Sanction Process 21.02.2022	Sanction	Medium	Approve As Per BDP - G1	Approve As Per BDP - G1	21-02-2022 05:19 PM
DLH/OCS/OTH/31427/00007	Test user file 01	Creation Master	Medium	Creation of Master Initiator	Forward for Approval	21-02-2022 05:00 PM
DLH/DRIU/DR/40027/00007	testt	Creation Master	Medium	Approve	Approve	21-02-2022 04:58 PM
DLH/OCS/OTH/31430/00020	Tendering	Tendering	Medium	Tendering File Initiator	Cabinet	21-02-2022 04:46 PM
DLH/OCS/OTH/31427/00006	424432432	Creation Master	Low	Creation of Master Initiator	Forward for Approval	21-02-2022 04:41 PM

- 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 :		Subject :		
DLH/OCS/OTH/31430/00021				Per page: 10
Date	Stage	From	To	Action
21.02.2022 05:23:45 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Vetting in Finance
21.02.2022 05:30:50 PM	Checked	Test User2 (100002)-Company Secretary	Test User2 (100002)-Director (Finance)	Checked
21.02.2022 05:35:11 PM	Vetted	Test User2 (100002)-Director (Finance)	Test User1 (100001)-Director (Finance)	Vetted
21.02.2022 05:43:35 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

## 11 Type of Approval – Technical Comments

- Enter Tendering details during the creation of file.

Tendering Details

Tender Type	Limited Tender-Local
Tendering System	Single bid system
Is Gem Procurement?	No

- Once the file is created.
- Select Tendering Step from dropdown.

Step of Tendering Process

\* Select Tendering Step

Vetting of CS/Technical Comments
----------------------------------

- In Type of Approval Select Technical Comments from dropdown.

Type of Approval

Select the Type of Approval

Technical Comments
--------------------

- Select SAP T-Code from dropdown.

**SAP T-Code**

ME54N	Get SAP
-------	---------

- Enter the CPA details in order to select CPA.

**CPA Details**

Select CPA

100002-Test User2 (BD-AMC)-Company Secretary
--

- Write Comments in Office note/Green Sheet .

**सार्वक पत्र / Working Paper**

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

Write Comments in Office Note/Green Sheet

- Click on Add button to add Enclosure.

**Enclosures**

#	Description	By	Page No.	Date	Actions
Showing 0 entries					

Add    Delete    Edit #

Click on Add button to add Enclosure

- Click on Add button to add Yellow Notes.

Date	Note	By
Showing 0 entries		

**Add Yellow Note**

- If the user wants to save file, then click on Save & Close button to save file and close it.
- History button will show the movement history of the file.
- **Click on E-Sign button.**



- Forward for Technical Comments box displays with select users field and selected Users table.
- Forward and Exit button displays on screen.
- Select the User(s) and click on add button.

**Tendering Process DO**

With Annotation  Without Annotation

**Forward for Technical Comments**

Select Users :

100002-Test User2 (BD-AMC)-Company Secretary

**Add**

**Selected Users**

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

**Forward**   **Exit**

- Added user will show in selected users table.

**Tendering Process DO**  
...

With Annotation   Without Annotation

Forward for Technical Comments

Select Users :

Selected Users					
	CPF No	Name	Section	Sub Section	Role/Designation
<input type="radio"/>	100002	Test User2	BD	AMC	Company Secretary <input type="button" value="X"/>
<input type="radio"/>	100003	Test User3	CFIN	AUD	Country Manager- Myanmar <input type="button" value="X"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

- Click on Forward button.
- File successfully moves.
- **Note: - Task moves parallelly to all selected Technical Comments users.**
  
- Task goes to the Technical Comments user 1.
- Login with Technical Comments user 1.

**ONGC VIDESH DISHA दिशा** Digitization Integration & Standardization by Harnessing Automation

**GO PAPERLESS, GO DIGITAL.**

Email: disha\_support@ongcvidesh.in | Helpline: 011-26754405 | Best viewed in Google Chrome

## 11.1 Technical Comments User 1 Screen

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

The screenshot shows the 'INBOX' screen of the ONGC Videsh system. On the left, there is a sidebar with a user profile for 'Test User2', a search bar, and navigation links for 'Dashboards', 'INBOX', and 'Outbox'. The main area is titled 'INBOX' and contains a table with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task. One row in the table is highlighted in yellow, corresponding to the task 'Tendering Process - Technical Comments'. A blue arrow points from the text 'Task is visible in Inbox' to this highlighted row.

File Name	File Subject	Stage	Task Name	Task From	Priority
DLH/OCS/OTH/3...	Tendering	Tendering Process - Technical Comments	Tendering Proces...	Test User1 (1000...	Medium
DLH/DRIL/DR/4...	creation of sap	Creation Of Master Initiator	Creation Of Mast...	Test User3 (1000...	Medium
DLH/DRIL/DR/4...	sap 2	Creation Of Master Initiator	Creation Of Mast...	Test User3 (1000...	Medium
DLH/DRIL/DR/4...	creation of SAP	Creation Of Master Initiator			

**Task is visible in Inbox**

- Write Comments in Office note/Green Sheet .

The screenshot shows the 'Working Paper' section of the ONGC Videsh system. It features a logo for 'ONGC Videsh' and the title 'सार्थक पत्र / Working Paper'. Below the title, there is a paragraph of text: '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.' A blue arrow points from the text 'Write Comments in Office Note/Green Sheet' to the bottom right of the working paper area.

**Write Comments in Office Note/Green Sheet**

- All the sign of users shown in Office Note.

The screenshot shows the 'Office Note / Green Sheet' section of the ONGC Videsh system. It includes a logo for 'ONGC Videsh' and the title 'सार्थक पत्र / Working Paper'. Below the title, there is a section titled 'Tendering Process'. Underneath this, there is a table with two rows: 'Type of Tender:', 'Tendering System:', and 'Is Govt Procurement:'. To the right of the table, there is additional text: 'Limited Tender-Local', 'Single bid system', and 'No'. Below the table, there is a section titled 'Vetting of CS/Technical Comments'. At the bottom of the page, there is a box containing the text: 'Forwarded & Electronically Signed By : Test User1 (100001)-Director (Finance) On : 22.02.2022 11:00:19 AM'. This entire box is highlighted with a yellow border.

- Click on Add button to add Enclosure.

Enclosures

	#	Description	By	Page No.	Date	Actions
Showing 0 entries						

With Annotation  Without Annotation

Add Delete Edit #

- Click on Add button to add Yellow Notes.

Yellow Notes

Date	Note	By
Showing 0 entries		

Add Yellow Note

File Action

Save & Close      Forward      History      Submit

- If you click Save & Close button file will be saved and closed.
- If you click Forward button, file will go to the selected user for Review.
- If you click History button it will show the movement history of the file.
- **Click on Submit button.** It will submit the technical comments to the DO user.
- A Confirmation message appears.
- Click Yes Button.

Tendering Process - Technical Comments

...  
Enclosures  
confirmation

Are you sure you want to submit the technical comments?

Note : File will be sent back to 100001-Test User1 (OCS-OTH)-Director (Finance)

Yes

No

- Task goes to the Technical Comments User 2.
- Login with Technical Comments User 2.



## 11.2 Technical Comments User 2 Screen

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

File Name	File Subject	Stage	Task Name	Task From	Priority
DLH/CCS/OTH/3...	Tendering	Tendering Process - Technical Comments	Tendering Proces...	Test User1 (1000...)	Medium
DLH/CCS/OTH/3...	Overseas Posting...	Overseas Posting In-charge HHR	Overseas Posting...	SAUHABH NATH...	Medium
AMS/APAC/COF...	ttr	User Access Management (Initiator)	User Access Man...		Medium
DLH/DRIL/DRI/4...	creation of SAP	SAP FI Desk	SAP FI Desk	Test User1 (1000...)	Medium

- Write Comments in Office note/Green Sheet .

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.

- All the sign of users shown in Office Note.

Office Note / Green Sheet

**Tendering Process**

Type of Tender:	Limited Tender-Local
Tendering System:	Single bid system
Is Gem Procurement:	No

**Vetting of CS/Technical Comments**

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 : 22.02.2022 11:00:19 AM

- Click on Add button to add Enclosure.

Enclosures

#	Description	By	Page No.	Date	Actions
Showing 0 entries					

**Add** **Delete** **Edit #**

- Click on Add button to add Yellow Notes.

Yellow Notes

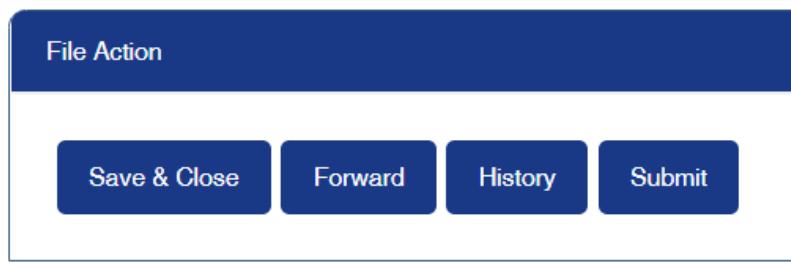
Date	Note	By
Showing 0 entries		

**Add Yellow Note**

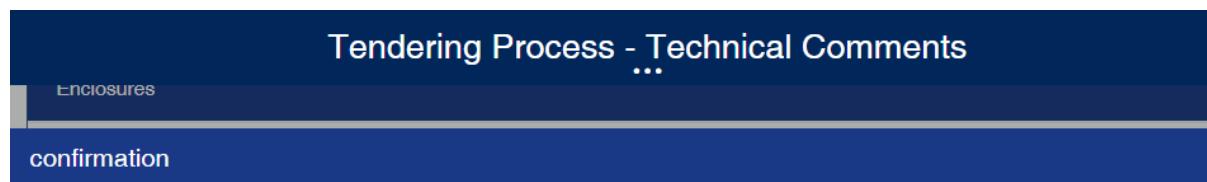
- Click on E-sign button.

File Action

**Save & Close** **E-Sign** **History**



- If you click Save & Close button file will be saved and closed.
- If you click Forward button, file will go to the selected user for Review.
- If you click History button it will show the movement history of the file.
- **Click on Submit button.** It will submit the technical comments to the DO user.
- A Confirmation message appears.
- Click Yes Button.



Are you sure you want to submit the technical comments?

Note : File will be sent back to 100001-Test User1 (OCS-OTH)-Director (Finance)

**Yes**

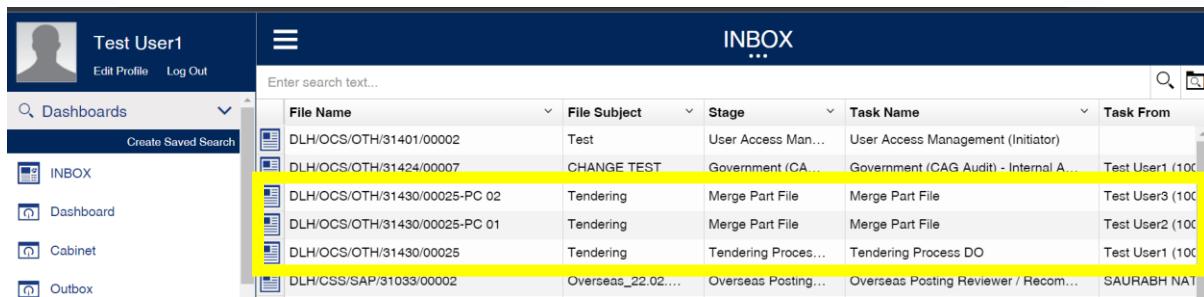
**No**

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



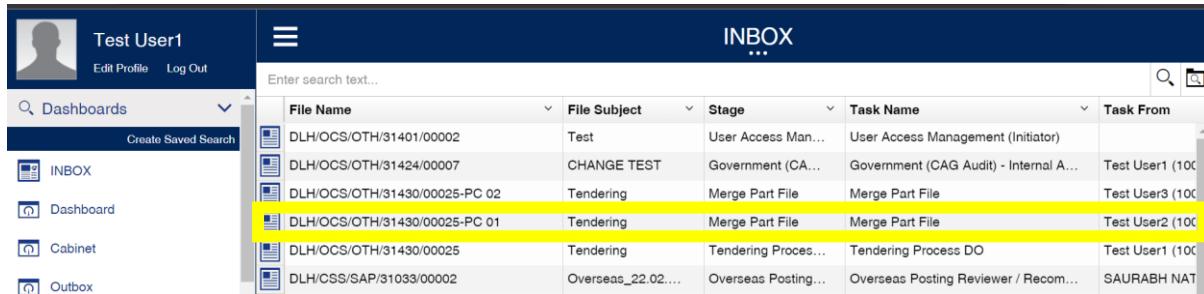
### 11.3 DO Screen

- Go to the Inbox.
- Part case files PC -01 and PC -02 sent by Technical Comments User 1 and Technical Comments User 2 respectively are received in the inbox of DO user.
- Main File is also present in the inbox of DO user.



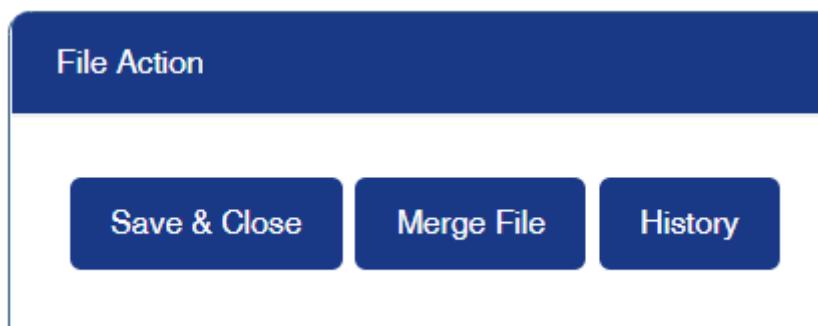
File Name	File Subject	Stage	Task Name	Task From
DLH/OCS/OTH/31401/00002	Test	User Access Man...	User Access Management (Initiator)	
DLH/OCS/OTH/31424/00007	CHANGE TEST	Government (CA...	Government (CAG Audit) - Internal A...	Test User1 (100%)
DLH/OCS/OTH/31430/00025-PC 02	Tendering	Merge Part File	Merge Part File	Test User3 (100%)
DLH/OCS/OTH/31430/00025-PC 01	Tendering	Merge Part File	Merge Part File	Test User2 (100%)
DLH/OCS/OTH/31430/00025	Tendering	Tendering Proces...	Tendering Process DO	Test User1 (100%)
DLH/CSS/SAP/31033/00002	Overseas_22.02....	Overseas Posting...	Overseas Posting Reviewer / Recom...	SAURABH NAT

- Open the Part case file PC – 01 from inbox.



File Name	File Subject	Stage	Task Name	Task From
DLH/OCS/OTH/31401/00002	Test	User Access Man...	User Access Management (Initiator)	
DLH/OCS/OTH/31424/00007	CHANGE TEST	Government (CA...	Government (CAG Audit) - Internal A...	Test User1 (100%)
DLH/OCS/OTH/31430/00025-PC 02	Tendering	Merge Part File	Merge Part File	Test User3 (100%)
DLH/OCS/OTH/31430/00025-PC 01	Tendering	Merge Part File	Merge Part File	Test User2 (100%)
DLH/OCS/OTH/31430/00025	Tendering	Tendering Proces...	Tendering Process DO	Test User1 (100%)
DLH/CSS/SAP/31033/00002	Overseas_22.02....	Overseas Posting...	Overseas Posting Reviewer / Recom...	SAURABH NAT

- User can view the Note sheets, Enclosures, yellow notes.



- If you click on Save & Close button file will be saved and closed.
- If you click on History button it will show the movement history of the file.
- **Click on Merge File button.** The file will be merged with the main file and placed as an enclosure on the main file.
- **Click on Yes button.**

## Merge Part File

### Merge File

The file will be merged with the main file and placed as an enclosure on the main file. Are you sure you want to merge this file ?

Yes

No

- Go to the Inbox of DO user.
- Part case file PC -02 sent by Technical Comments User 2 is received in the inbox of DO user.

File Name	File Subject	Stage	Task Name	Task From
DLH/OCS/OTH/31401/00002	Test	User Access Man...	User Access Management (Initiator)	
DLH/OCS/OTH/31424/00007	CHANGE TEST	Government (CA	Government (CAG Audit) - Internal A	Test User1 (100%
DLH/OCS/OTH/31430/00025-PC 02	Tendering	Merge Part File	Merge Part File	Test User3 (100%
DLH/OCS/OTH/31430/00025-PC 01	Tendering	Merge Part File	Merge Part File	Test User2 (100%
DLH/OCS/OTH/31430/00025	Tendering	Tendering Proces...	Tendering Process DO	Test User1 (100%
DLH/CSS/SAP/31033/00002	Overseas_22.02....	Overseas Posting...	Overseas Posting Reviewer / Recom...	SAURABH NAT

- Open the Part case file PC – 02 from inbox.
- User can view the Note sheets, Enclosures, yellow notes.

### File Action

Save & Close

Merge File

History

- If you click on Save & Close button file will be saved and closed.
- If you click on History button it will show the movement history of the file.
- **Click on Merge File button.** The file will be merged with the main file and placed as an enclosure on the main file.
- **Click on Yes button.**

# Merge Part File

## Merge File

The file will be merged with the main file and placed as an enclosure on the main file. Are you sure you want to merge this file ?

Yes

No

- Go to the Inbox.
- Main File is present in the inbox of DO user.

File Name	File Subject	Stage	Task Name	Task From
DLH/OCS/OTH/31401/00002	Test	User Access Man...	User Access Management (Initiator)	
DLH/OCS/OTH/31424/00007	CHANGE TEST	Government (CA...	Government (CAG Audit) - Internal A...	Test User1 (100001)
DLH/OCS/OTH/31430/00025-PC 02	Tendering	Merge Part File	Merge Part File	Test User3 (100003)
DLH/OCS/OTH/31430/00025-PC 01	Tendering	Merge Part File	Merge Part File	Test User2 (100002)
DLH/OCS/OTH/31430/00025	Tendering	Tendering Proces...	Tendering Process DO	Test User1 (100001)
DLH/CSS/SAP/31033/00002	Overseas_22.02....	Overseas Posting...	Overseas Posting Reviewer / Recom...	SAUHABH NAI

- All the Note Sheet(s) of part case files can be viewed as they are merged into the main file.

Subject	By	Status	Date	Actions
Technical Comments PC 02- Notesheet	Test User3 (100003)-General Manager ( Production )	Signed	22.02.2022	
Technical Comments PC 01- Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Signed	22.02.2022	

- All the Enclosures can be viewed or downloaded.

Enclosures

With Annotation  Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	22.02.2022	

Showing entry 1 of 1 entries

Previous **1** Next

Add Delete Edit #

- All the yellow notes can be viewed.

Yellow Notes (1)

Date	Note	By
22.02.2022	ONGC Videhs Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC Vankorneft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous **1** Next

Add Yellow Note

- Click on Technical Comments Files to view the Movement history of the part case files.

Technical Comments Files

	File No	Created By	Created On	Custodian	Status	Updated On
<input checked="" type="radio"/>	DLH/OCS/OTH/31430/00025-PC 01	Test User1 (100001)-Senior Geophysicist ( Surface )	22.02.2022	100001	Merged	22.02.2022
<input type="radio"/>	DLH/OCS/OTH/31430/00025-PC 02	Test User1 (100001)-Senior Geophysicist ( Surface )	22.02.2022	100001	Merged	22.02.2022

Showing 1 to 2 of 2 entries

Previous **1** Next

Tendering Process DO

Secretary  1 Document 1.pdf Test User1 1 22.02.2022

Movement History

File No : DLH/OCS/OTH/31430/00025-PC 01 Subject : Tendering

Per page: 10

Date	Stage	From	To	Action
22.02.2022 11:32:40 AM	Approver	Test User2 (100002)-Company Secretary	Test User1 (100001)-Director (Finance)	Approve
22.02.2022 12:02:27 PM	Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Merge File

Showing 1 to 2 of 2 entries

Previous **1** Next

**Close**

- **NOTE: If user again want any other approval, then click on E-sign button and take Further action.**
- **In this case DO user will again have to select the step of tendering process and select the type of approval.**



- Save & Close will save and close the file.
- History will show the movement history of the file.
- Send to Cabinet will send the file to cabinet.
- **Click on Send to Cabinet.**
- Click on Yes button.



- Task goes to the Cabinet of DO.

#### 11.4 DO Cabinet Screen

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

The screenshot shows a left sidebar with a user profile picture and the text "Test User1", "Edit Profile", and "Log Out". Below this are links for "Dashboards", "INBOX", "Cabinet" (which is highlighted with a blue arrow), "Outbox", "Audit File", "CR&S Processes", "DAK", and "Edifice". A large green callout box points to the "Cabinet" link with the text "Click on Cabinet button on the process list panel".

The main area is titled "Cabinet" and contains a table with the following data:

File ID	Description	Status	Category	Created Date	Last Modified	Owner	File No.
DLH/OCS/OTH/31430/00025	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	22.02.2022	22.02.2022
DLH/OCS/OTH/31430/00025-PC 02	Tendering	Tendering	Merged	2021-22	Test User1 (100001)	22.02.2022	22.02.2022
DLH/OCS/OTH/31430/00025-PC 01	Tendering	Tendering	Merged	2021-22	Test User1 (100001)	22.02.2022	22.02.2022
DLH/OCS/OTH/31424/00007-PC 02	CHANGE TEST	CAG Audit	Merged	2021-22	Test User1 (100001)	22.02.2022	22.02.2022
DLH/OCS/OTH/31424/00007-PC 01	CHANGE TEST	CAG Audit	Merged	2021-22	Test User1 (100001)	22.02.2022	22.02.2022
DLH/OCS/OTH/31424/00006-PC 01	Test CAG Audit	CAG Audit	Merged	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31424/00005	test 21/02	CAG Audit	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00024	Tendering	Tendering	Closed	2021-22	Test User1 (100001)	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00024-PC 01	Tendering	Tendering	Test User1 (100001)	21.02.2022	21.02.2022	21.02.2022	21.02.2022
DLH/OCS/OTH/31430/00023	Tendering	Tendering	Test User1 (100001)	21.02.2022	21.02.2022	21.02.2022	21.02.2022

A blue callout box labeled "Select file." points to the first row of the table. Another blue callout box labeled "Click on Open button." points to a blue "Open" button located at the bottom left of the table area.

- Now you can see all the data of cabinet.

The screenshot shows the Cabinet application's main interface. At the top, there are filters for 'File No.', 'Creation Date', 'Priority', 'Status', 'Age Of File (in Days)', 'Year', 'Location', and 'Date'. Below these are two main sections: 'Note Sheet(s)' and 'Notesheet'. The 'Note Sheet(s)' section contains a table with columns for Subject, By, Status, Date, and Actions. The 'Notesheet' section displays a preview of a document titled 'Working Paper' with a green background. The document header includes 'File No.: DLH/OCS/OTH/31430/00025-PC 01', 'Subject: Tendering', and 'Tendering Process'. It also lists 'Type of Tender: Limited Tender-Local', 'Tendering System: Single bid system', and 'Is Gain Procurement: No'. The body of the document discusses ONGC Videsh Limited's business and its association with MECL. At the bottom of the notesheet preview, there are buttons for 'Edit', 'Home', 'Move To Home', 'Send For Review', and 'Send For File'.

- In Notesheet(s) section click on viewer icon to open Notesheet(s).

This screenshot shows the 'Note Sheet(s)' section of the Cabinet application. It displays a table with two entries. The first entry is 'Technical Comments PC 02- Notesheet' by 'Test User3 (100003)-General Manager ( Production )' with status 'Signed' and date '22.02.2022'. The second entry is 'Technical Comments PC 01- Notesheet' by 'Test User2 (100002)-Senior Finance & Accounts Officer' with status 'Signed' and date '22.02.2022'. A blue callout box labeled 'View Notes Sheet(s)' points to the magnifying glass icon in the 'Actions' column of the second entry. Navigation buttons for 'Previous', '1', and 'Next' are visible at the bottom right of the table.

- Notesheet(s) will open.

This screenshot shows the 'Notesheet' viewer window. The title bar says 'Notesheet'. The main content area displays the 'Working Paper' document from the previous screenshots. The document header includes 'File No.: DLH/OCS/OTH/31430/00025-PC 01', 'Subject: Tendering', and 'Tendering Process'. It details the type of tender, tendering system, and gain procurement status. The body of the document provides information about ONGC Videsh Limited's international operations and its association with MECL. At the bottom, it mentions the submission and signing of technical comments. The footer of the viewer window shows page navigation buttons and a page number '1 / 2'.

- Enclosures send can be viewed and downloaded.

Enclosures					
#	Description	By	P. No	Date	Action
1	Document 1.pdf	Test User1	1	22-02-2022	

Showing entry 1 of 1 entries

Previous 1 Next

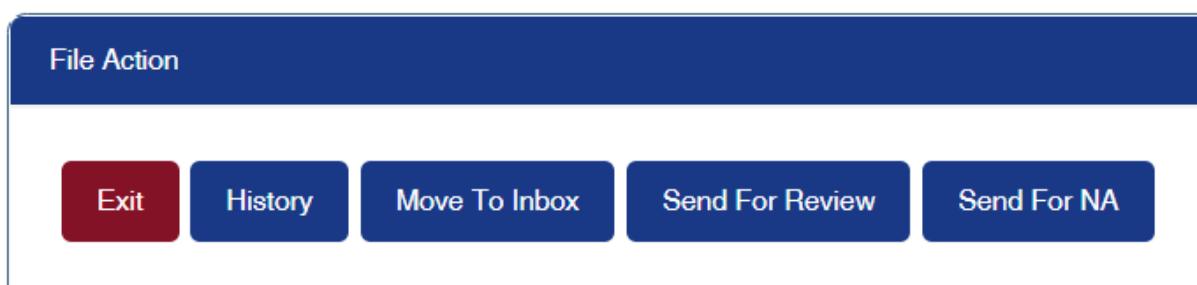
- All the yellow notes can be viewed.

Yellow Notes (1)		
Date	Note	By
22.02.2022	ONGC Videsh Limited has acquired 26% equity (16% equity on May 31, 2016 and additional 11% equity on October 28, 2016) in CSJC V ankorneft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous 1 Next

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



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

Cabinet				
...				
Movement History				
File No :				
DLH/OCS/OTH/31430/00025	Subject :			
Per page: 10				
Date	Stage	From	To	Action
22.02.2022 11:14:50 AM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Submit for Technical Comments
22.02.2022 12:20:06 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 2 of 2 entries

Previous 1 Next

Close

- If you want to move the file to inbox then click on Move to Inbox button.
- Send for Review will send the file for review to selected user.
- In order to send the file for review we need to select user 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	<b>Add</b>
---	------------

Selected Users				
CPF No	Name	BU	Dept	Role/Designation
Showing 0 entries				

**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 :

	<b>Add</b>
--	------------

Selected Users						
CPF No	Name	BU	Dept	Role/Designation		
<input type="radio"/> 100003	Test User3	CFIN	AUD	Country Manager- Myanmar	<input type="button" value="X"/>	
<input type="radio"/> 100004	Test User4	RUS	CFIN	Company Secretary	<input type="button" value="X"/>	

Showing 1 to 2 of 2 entries

Previous    **1**    Next

**Submit**    **Exit**

- Selected users will have to Acknowledge file.

## 11.5 DO Outbox Screen

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

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/OCS/OTH/31430/00024			Medium	Tendering File Initiator	Cabinet	22-02-2022 12:20 PM
DLH/OCS/OTH/31430/00025	Tendering	Tendering	Medium	Tendering File Initiator	Cabinet	22-02-2022 12:20 PM
DLH/OCS/OTH/31430/00025-PC 0 2	Tendering	Tendering		Initiator	Merge File	22-02-2022 12:03 PM
DLH/OCS/OTH/31430/00025-PC 0 1	Tendering	Tendering		Initiator	Merge File	22-02-2022 12:02 PM
DLH/OCS/OTH/31424/00007-PC 0 2	CHANGE TEST	CAG Audit	Low	Initiator	Merge File	22-02-2022 11:46 AM
DLH/OCS/OTH/31424/00007-PC 0 1	CHANGE TEST	CAG Audit	Low	Initiator	Merge File	22-02-2022 11:46 AM
DLH/OCS/OTH/31424/00006	Test CAG Audit	CAG Audit	Low	Cabinet	Forward For Review	22-02-2022 11:45 AM
DLH/OCS/OTH/31433/00004	Overseas Posting_1_22.02.22	Overseas Posting	Medium	Oversease Posting Initiator		22-02-2022 11:10 AM
DLH/OCS/OTH/31433/00003	Overseas Posting_22.02.2022	Overseas Posting	Medium	Committee Review	Committee Review	22-02-2022 10:49 AM

- 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

Date	Stage	From	To	Action
22.02.2022 11:14:50 AM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Submit for Technical Comments
22.02.2022 12:20:06 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet

Showing 1 to 2 of 2 entries

Per page: 10

Previous 1 Next

**Close**

## 12 Type of Approval - Put up for Signing

- Enter Tendering details during the creation of file.

**Tendering Details**

Tender Type	Limited Tender-Local
Tendering System	Single bid system
Is Gem Procurement?	No

- Once the file is created.
- Select Tendering Step from dropdown.

**Step of Tendering Process**

\* Select Tendering Step

Release / Signing of PO/OLA
-----------------------------

- In Type of Approval Select Put up for Signing from dropdown.

Type of Approval

Select the Type of Approval

Put up for Signing

- Select SAP T-Code from dropdown.

SAP T-Code

ME54N

Get SAP

- Enter the CPA details in order to select CPA.

CPA Details

Select CPA

100002-Test User2 (BD-AMC)-Company Secretary

- Write Comments in Office note/Green Sheet .

**सार्थक पत्र / Working Paper**

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

Write Comments in Office Note/Green Sheet

- Click on Add button to add Enclosure.

#	Description	By	Page No.	Date	Actions
Showing 0 entries					

Add    Delete    Edit #

- Click on Add button to add Yellow Notes.

Date	Note	By
Showing 0 entries		

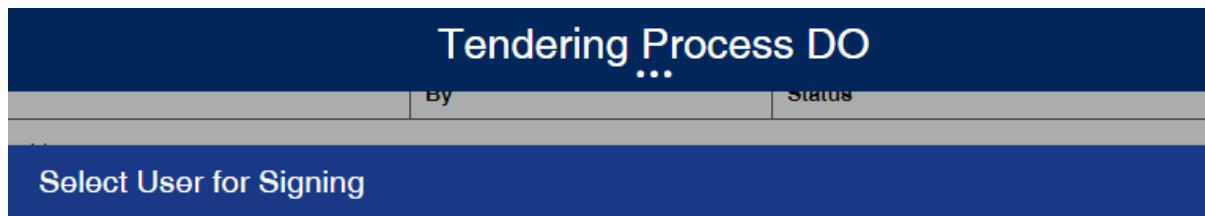
Add Yellow Note    Previous    Next

- If the user wants to save file, then click on Save & Close button to save file and close it.
- History button will show the movement history of the file.
- **Click on E-Sign button.**

File Action

Save & Close    E-Sign    History

- Select user for Signing.
- Click on Forward button.



**Urgent**

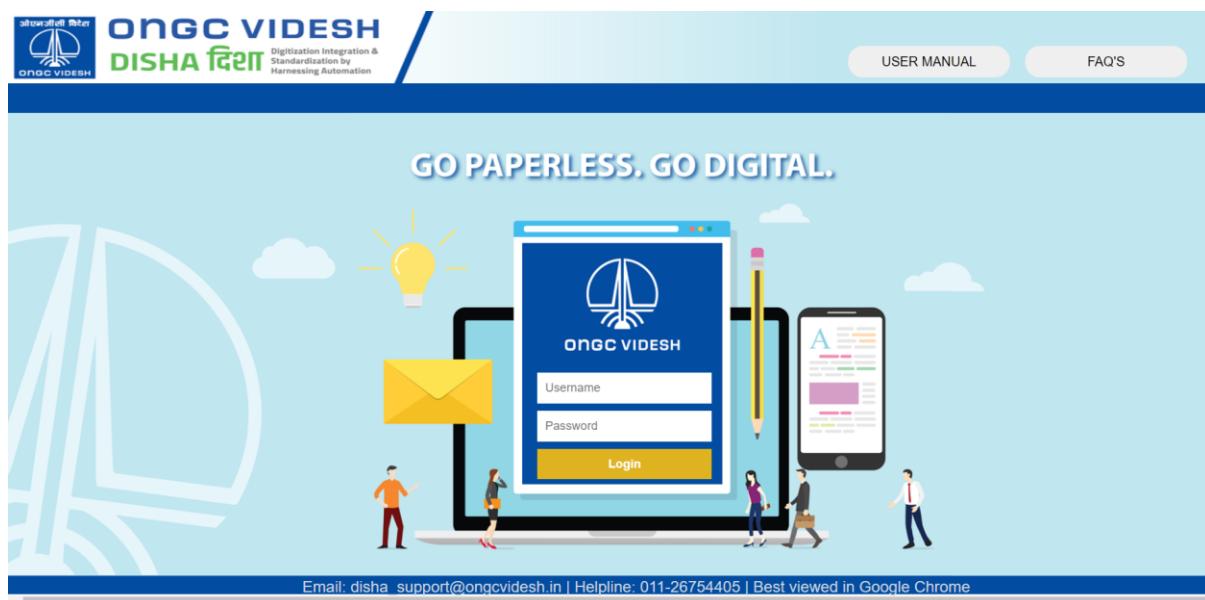
Select User:

100002-Test User2 (BD-AMC)-Company Secretary

Forward

Exit

- File successfully moves.
- Task goes to the Put up for Signing User.
- Login with Put up for Signing User.



## 12.1 Put up for Signing User Screen

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

The screenshot shows the ONGC Videsh system's inbox interface. On the left, there is a sidebar with options like 'Dashboards', 'Create Saved Search', 'INBOX' (which is selected), and 'Outbox'. The main area is titled 'INBOX' and contains a table with columns: 'File Name', 'File Subject', 'Stage', 'Task Name', and 'Task From'. One row in the table is highlighted with a yellow box, and a blue arrow points from this row to a teal callout box containing the text 'Task is visible in Inbox'. The highlighted row corresponds to the task 'Tendering File - Put up for Signing'.

- Write Comments in Office note/Green Sheet .

The screenshot shows a document titled 'सार्थक पत्र / Working Paper'. At the top left is the ONGC Videsh logo. The main content area has a light green background and contains the text: '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.' A blue arrow points from a teal callout box containing the text 'Write Comments in Office Note/Green Sheet' to this paragraph.

- All the sign of users shown in Office Note.

The screenshot shows the 'Office Note / Green Sheet' page. At the top left is the ONGC Videsh logo. The main content area has a light green background and contains the text: 'Tendering Process'. Below this, there is a table with two columns: 'Type of Tender:', 'Tendering System:', 'Is Gem Procurement:' (all with dropdown menus) and 'Limited Tender-Local', 'Single bid system', 'No' (checkboxes). Further down, there is a section titled 'Release / Signing of PO/OLA' with a note about ONGC Videsh Limited. At the bottom, there is a section titled 'Forwarded & Electronically Signed By' which contains the text: 'Test User1 (100001)-Director (Finance)' and 'On : 22.02.2022 12:36:46 PM'. This section is highlighted with a yellow box.

- Click on Add button to add Enclosure.

Enclosures

With Annotation   Without Annotation

#	Description	By	Page No.	Date	Actions
Showing 0 entries					

Add   Delete   Edit #

- Click on Add button to add Yellow Notes.

Yellow Notes

Date	Note	By
Showing 0 entries		

Add Yellow Note

File Action

Save & Close   E-Sign   Re-Assign DO   History

- If you click Save & Close button, file will be saved and closed.

**Note: At any step Head MM only will have the authority and option to Re – Assign DO.**

- If you click Re-Assign DO. Select DO and click on Forward button.

Tendering File - Put up for Signing ...

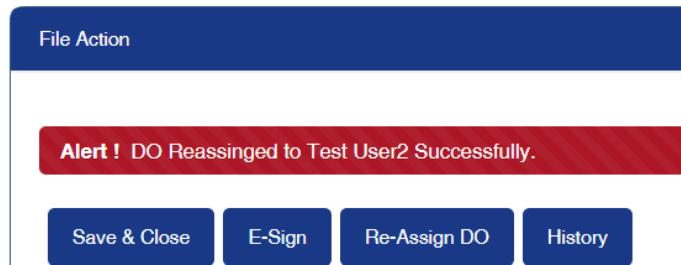
Select Option

Urgent

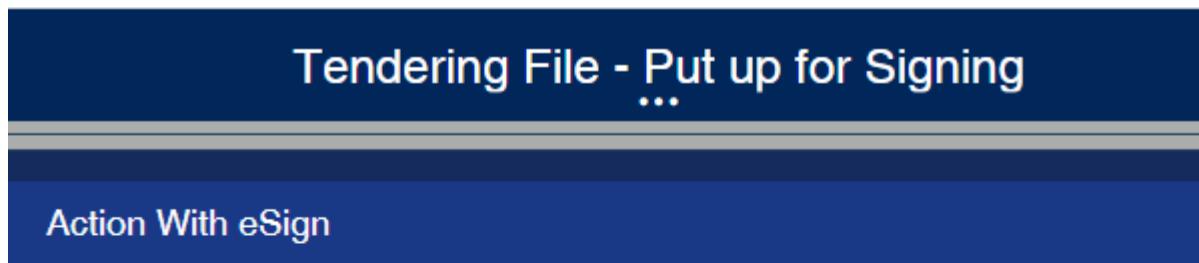
Select DO   100002-Test User2 (LAC-BD)-Country Manager-I...

Forward   Exit

- DO Re assigned message appears on screen.

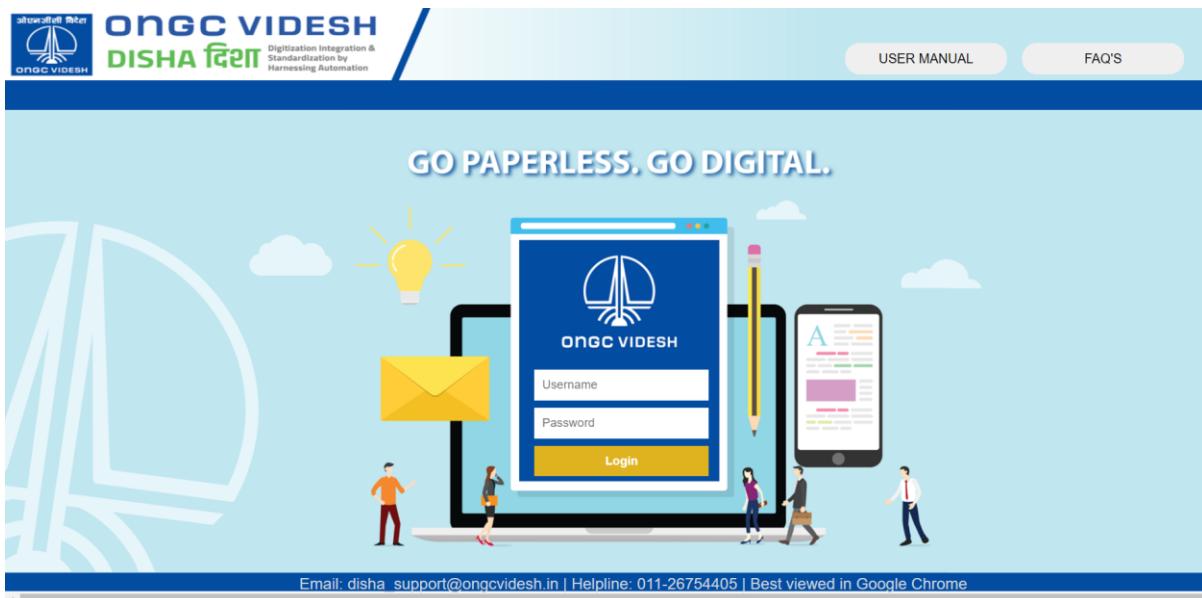


- If you click History button it will show the movement history of the file.
- **Click on E-Sign button.**



- If you select Return to DO, file will be returned to DO.
- If you select Forward for review, file will be forwarded to the selected user.
- **Select Sign.**
- Click on Forward button.

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



## 12.2 DO Screen

- Open the Task from Inbox.

The image shows a screenshot of the 'INBOX' screen for 'Test User1'. On the left, there is a sidebar with icons for 'Audit File', 'BD Processes', and 'BU Processes'. The main area is titled 'INBOX ...' and contains a table 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, which corresponds to the task 'Tendering Process DO'. An arrow points from this highlighted row to a blue box containing the text 'Task is Visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/OCS/OTH/3...	Tendering	Tendering Process DO	Tendering Proces...	Test User2 (1000...	Medium	Feb 22, 2022,
DLH/OCS/OTH/3...	Test	Invoice Payment File Initiator	Invoice Payment ...	Test User3 (1000...	Medium	Feb 22, 2022,
DLH/CSS/SAP/3...	Overseas_22.02...	Overseas Posting Reviewer / Reco...	Overseas Posting...	SAURABH NATH...	Medium	Feb 22, 2022,
DLH/OCS/OTH/3...	Tendering	Tendering File For Review	Tendering File Fo...	Test User2 (1000...	Medium	Feb 21, 2022,

- All the Note Sheet(s) can be viewed.

The image shows a table titled 'Note Sheet(s)' with columns: 'Subject', 'By', 'Status', 'Date', and 'Actions'. There is one entry: 'Release / Signing of PO/OLA Notesheet' by 'Test User2 (100002)-Senior Finance & Accounts Officer' with status 'Signed' and date '22.02.2022'. A search icon is in the 'Actions' column. Below the table, it says 'Showing entry 1 of 1 entries' and has navigation buttons for 'Previous', 'Next', and a page number '1'.

Subject	By	Status	Date	Actions
Release / Signing of PO/OLA Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Signed	22.02.2022	

- All the Enclosures can be viewed or downloaded.

Enclosures

With Annotation  Without Annotation

#	Description	By	Page No.	Date	Actions
1	Document 1.pdf	Test User1	1	22.02.2022	

Showing entry 1 of 1 entries

Previous **1** Next

Add Delete Edit #

- All the yellow notes can be viewed.

Yellow Notes (1)

Date	Note	By
22.02.2022	ONGC Videsh Limited has acquired 26% equity (15% equity on May 31, 2016 and additional 1% equity on October 28, 2016) in CSJC Vankorneft	Test User1 (100001)-Director (Finance)

Showing entry 1 of 1 entries

Previous **1** Next

Add Yellow Note

- **NOTE: If user again want any other approval, then click on E-sign button and take Further action.**
- **In this case DO user will again have to select the step of tendering process and select the type of approval.**

File Action

Save & Close E-Sign History Send To Cabinet

- Save & Close will save and close the file.
- History will show the movement history of the file.
- Send to Cabinet will send the file to cabinet.
- **Click on Send to Cabinet.**
- Click on Yes button.

Send File to Cabinet

Are you sure want to send this file to cabinet ?

Yes No

- Task goes to the Cabinet of DO.

### 12.3 DO 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 cabinet.

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

Subject	By	Status	Date	Actions
Release / Signing of PO/OLA Notesheet	Test User2 (100002)-Senior Finance & Accounts Officer	Signed	22.02.2022	

**View Notes Sheet(s)**

- Notes Sheet(s) will open.

- Enclosures send can be viewed and downloaded.

- All the yellow notes can be viewed.

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

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

Cabinet  
...

Movement History

					Per page: 10
Date	Stage	From	To	Action	
22.02.2022 12:51:18 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Signing	
22.02.2022 01:04:05 PM	Sign	Test User2 (100002)-Company Secretary	Test User1 (100001)-Director (Finance)	Sign	
22.02.2022 01:10:17 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet	

Showing 1 to 3 of 3 entries

Previous | 1 | Next

[Close](#)

- If you want to move the file to inbox then click on Move to Inbox button.
- Send for Review will send the file for review to selected user.
- In order to send the file for review we need to select user 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

Up | Down

[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.

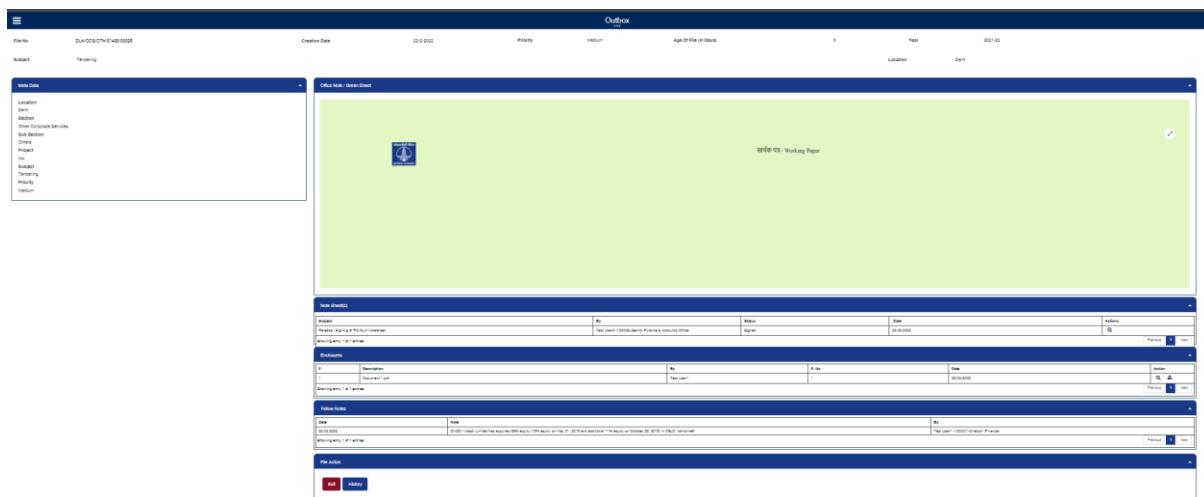
## 12.4 DO Outbox Screen

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

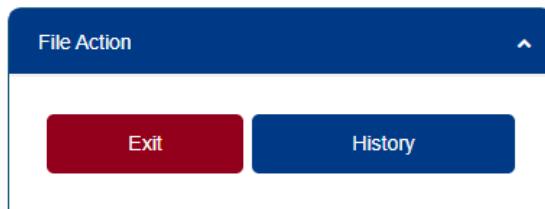
The screenshot shows the Outbox screen with a list of files. The 'Outbox' button on the left navigation panel is highlighted with a yellow box. The main area displays a table of files with columns: File No, Subject, File Type, Priority, Stage, Action, and Date. One row is selected and highlighted with a yellow box. At the bottom of the table, there is a 'Click on Open button' callout pointing to the 'Open' button in the footer bar.

File No	Subject	File Type	Priority	Stage	Action	Date
DLH/ODCS/OTH/31430/00026	Tendering	Tendering	Medium	Tendering File Initiator	Cabinet	22-02-2022 01:10 PM
DLH/DRIL/DRU/40039/00002	Agenda Approval			Sign Agenda	Sign Agenda	22-02-2022 01:01 PM
DLH/ODCS/OTH/31413/00001	Test	Invoice	Medium	Invoice Payment File Initiator	Send For Review	22-02-2022 12:56 PM
DLH/DRIL/DRU/40039/00001	dads			Sign Agenda	Sign Agenda	22-02-2022 12:20 PM
DLH/ODCS/OTH/31430/00025	Tendering	Tendering	Medium	Tendering File Initiator	Cabinet	22-02-2022 12:20 PM
DLH/ODCS/OTH/31424/00007	CHANGE TEST	CAG Audit	Low	Internal Audit	Reviewed & Signed By	22-02-2022 12:12 PM
DLH/ODCS/OTH/31430/00025-PC 0 2	Tendering	Tendering		Initiator	Merge File	22-02-2022 12:03 PM
DLH/ODCS/OTH/31430/00025-PC 0 1	Tendering	Tendering		Initiator	Merge File	22-02-2022 12:02 PM
DLH/ODCS/OTH/31424/00007-PC 0 2	CHANGE TEST	CAG Audit	Low	Initiator	Merge File	22-02-2022 11:46 AM
DLH/ODCS/OTH/31424/00007-PC 0 1	CHANGE TEST	CAG Audit	Low	Initiator	Merge File	22-02-2022 11:46 AM

- 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 :		Subject :		
DLH/OCS/OTH/31430/00026				Per page: 10
Date	Stage	From	To	Action
22.02.2022 12:51:18 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Company Secretary	Submit for Signing
22.02.2022 01:04:05 PM	Sign	Test User2 (100002)-Company Secretary	Test User1 (100001)-Director (Finance)	Sign
22.02.2022 01:10:17 PM	Tendering File Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet
Showing 1 to 3 of 3 entries				Previous <b>1</b> Next
Close				

### 13 Step of Tendering Process – Tender Box Creation

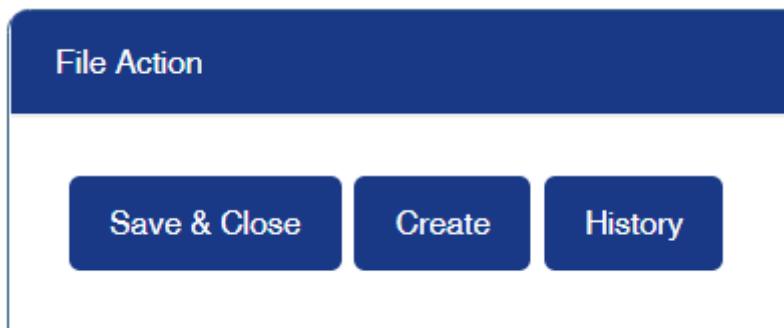
- Create a new Tendering Process file by entering required details as discussed in detail previously then select Step of Tendering Process as Tender Box Creation.
- You can also select Step of Tendering Process as Tender Box Creation in your already created Tendering File.

The screenshot shows a software interface for creating a tendering process. At the top, a dark blue header bar has three horizontal lines on the left and the text "MM Processes..." followed by three dots and "Tendering Process" on the right. Below the header are three expandable sections: "Meta Data" (Location: Delhi, Section: Other Corporate Services, Sub section: Others, Projects: NA, Subject: Tender Box, Priority: Medium), "Tendering Details" (Tender Type: Limited Tender-Local, Tendering System: Single bid system, Is Gem Procurement?: No), and "File Action" (Exit, Create). The "Create" button is highlighted with a blue border.

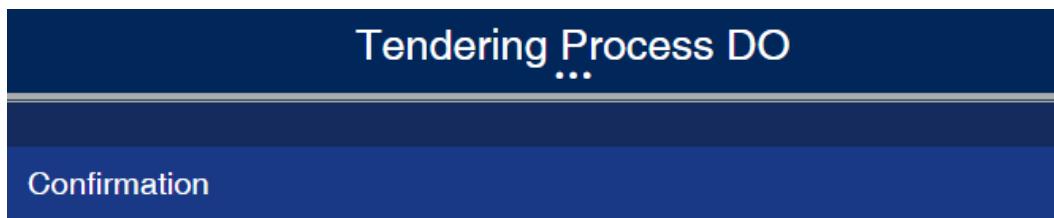
- Select Step of Tendering Process as Tender Box Creation.

A modal dialog box titled "Step of Tendering Process" is shown. It contains a label "\* Select Tendering Step" and a dropdown menu with "Tender Box Creation" selected. A small downward arrow icon is to the right of the dropdown.

- In the file action click on create button.



- Confirmation message appears.
- Click on Yes.



### 13.1 Initiator Screen

- Tender Box Initiator Screen opens.
- It has subject Tender Box Creation for Tender File DLH/OCS/OTH/31430/00031

The screenshot shows a complex web-based form titled "Tender Box Initiator". The top navigation bar includes fields for "File No.", "Subject", "Creation Date", "Priority", "Status", "Age Of File (in Days)", "Year", "Quarter", "Location", and "Date". The main content area is divided into several sections: "Tender Box Details" (with fields for "Name of the organization", "Tender ID for Present Bid", and "Name of the organization/Bidder"), "Office Note - Main Sheet" (with a preview area showing a document titled "संरक्षण पर्याप्त यथा / Working Paper"), "Note Details" (with fields for "Subject", "Priority", "Status", and "Due Date"), "Attachments" (with a section for "File Name", "Description", and "File Type"), and "Tender Notes" (with fields for "Subject", "Priority", "Status", and "Due Date"). At the bottom are "Save & Close", "Save", and "Cancel" buttons.

### 13.2 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

### 13.3 Add Office Note/ Green Sheet

- Write Comments in Office note/Green Sheet.

सार्वक 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

### 13.4 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			
<input type="radio"/> With Annotation	<input type="radio"/> Without Annotation		
#	Description	Date	Actions
Showing 0 entries			
<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Edit #"/>		Previous Next	

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.

Add Enclosure

Description :	Document 1.pdf	Add Description, Page NO. Upload Document.
Page No :	1	
<input type="button" value="Browse"/>	Document 1.pdf	
		<input type="button" value="Add"/> <input type="button" value="Exit"/>

- 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	

Showing entry 1 of 1 entries

### 13.5 Add Yellow Note

Yellow Notes

Date	By
Showing 0 entries	
<input type="button" value="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

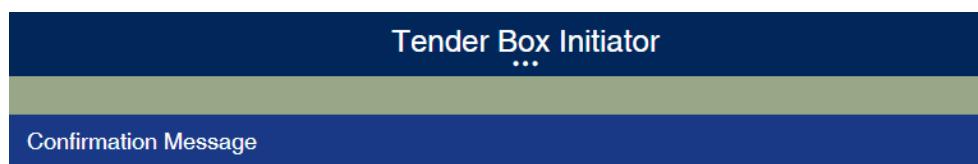
### 13.6 Initiator Screen

- Click on E-sign button.

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



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



- Now task go to the Head IT.
- Login to Head IT user.



### 13.7 Head IT 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/31401/...	Tender Box Creation	Tender Box Creation (...)	Tender Box Creation (...)	Test User1 (100001)-S...	Medium	Feb 17, 2022, 4:18:...
DLH/OCS/OTH/31427/...	testing	Creation Of Master Init...	Creation Of Master Init...	Test User3 (100003)-G...	Medium	Feb 17, 2022, 4:07:...
DLH/OCS/OTH/31433/...	BU USER	Overseas Posting Initia...	Overseas Posting Initia...	Test User4 (100004)-A...	Medium	Feb 17, 2022, 4:03:...

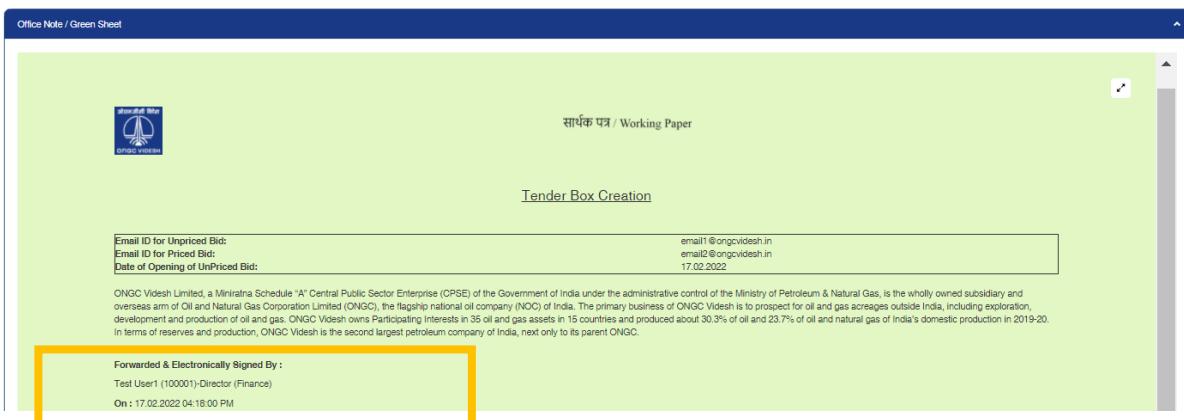
- Write Comments in Office note/Green Sheet .

सार्वक 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

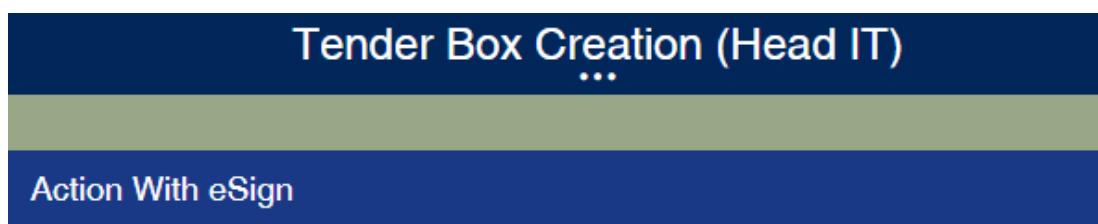
- All the sign of users shown in Office Note.



- Click on E-sign button.



- 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.



Urgent

#### Select Action

Approve     Return to Initiator     Forward For Review

Forward    Exit

- Task goes to the Email Support.
- Login with Email Support User.



### 13.8 Email Support Screen.

- Open the task from Inbox.

Test User2		INBOX						
		File Name	File Subject	Stage	Task Name	Task From	Priority	Task received ...
		DLH/OCS/OTH/31...	Tender Box Creation	Tender Box Creation (Email Support)	Tender Box Creatio...	Test User1 (10000...)	Medium	Feb 17, 2022, 4:...
		DLH/OCS/OTH/31...	Tendering	TC Meeting Notice	Tender File Initiator...	Test User1 (10000...)	Medium	Feb 17, 2022, 2:...
		DLH/CFIN/OMD/10...	Test Sanction	Tendering Process DO	Tendering Process ...		Medium	Feb 17, 2022, 1...
		DLH/LAC/COFF/31...	testing	Creation Of Master Initiator	Creation Of Master...	Test User3 (10000...)	Medium	Feb 17, 2022, 1...
		DLH/CSS/SAP/310...	Test Govt Audit	Government (CAG Audit) - RP	Government (CAG ...	PRATIMA MANTRI...	Medium	Feb 16, 2022, 5:...

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

**Tender Box Details**

**Unpriced Email**  
email1@ongcvidesh.in

**Unpriced Password**

**Priced Email**  
email2@ongcvidesh.in

**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 80.3% 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

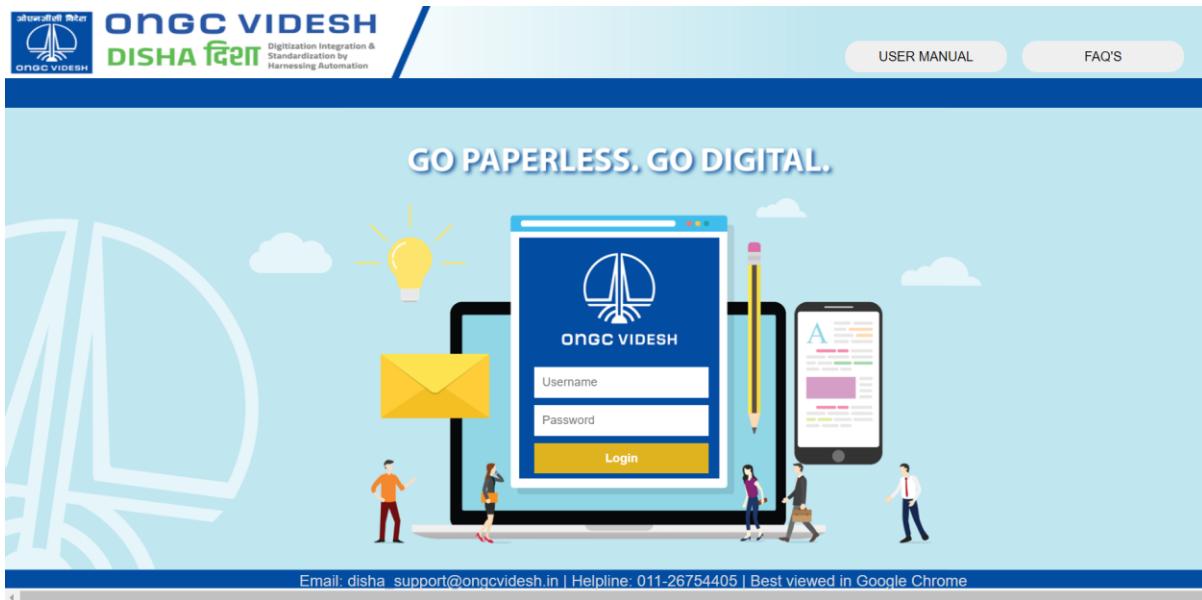
Urgent

Select Action

Completed     Not Completed

Forward    Exit

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



### 13.9 Initiator Screen

- Open the Task from Inbox.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received
DLH/OCS/OTH/3...	Tender Box Creation for Tender File...	Tender Box Initiator	Tender Box Initiator	Test User2 (1000...	Medium	Feb 22, 2022
DLH/OCS/OTH/3...	Test by gautam	Invoice Payment ...	Invoice Payment ...	Test User2 (1000...	Medium	Feb 22, 2022
DLH/OCS/OTH/3...	Tender Box	Tendering Proces...	Tendering Proces...		Medium	Feb 22, 2022
DLH/OCS/OTH/3...	Test By gautam	User Access Man...	User Access Man...		Medium	Feb 22, 2022

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

**Forwarded & Electronically Signed By :**  
Test User1 (10001)-Director (Finance)  
On : 17.02.2022 04:18:00 PM

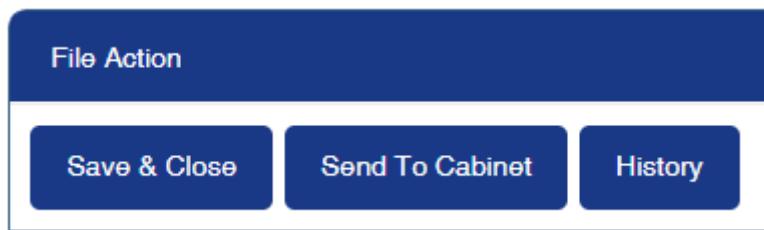
Marsavor Energy Colombia Limited (MECL) is a 50-50 JV company between ONGC Videsh and Sinopec International Petroleum Exploration and Production Corporation (SIPC). MECL owns 100% interest in Velasquez field and the Velasquez-Galan pipeline of capacity 55,000 BOPD which runs 189 km from the Velasquez 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 Monche, Guadalupe, Jazmin, Nare Sur, Under River and Abaro as well as non-commercial area of Chicala within the Middle Magdalena Basin. ONGC Videsh acquired 50% share in MECL in August 2008.

**Approved & Electronically Signed By :**  
Test User1 (10001)-Director (Finance)  
On : 17.02.2022 04:21:38 PM

Marsavor Energy Colombia Limited (MECL) is a 50-50 JV company between 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 Monche, Guadalupe, Jazmin, Nare Sur, Under River and Abaro 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 User2 (10002)-Country Manager- Vietnam  
On : 17.02.2022 04:30:17 PM

- Click on Send to Cabinet Button.



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



- Task goes to the Cabinet of Initiator.

### 13.10 Cabinet Screen

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

The screenshot shows a user interface for managing files in a cabinet. On the left, there's a sidebar with a profile picture, "Test User1", "Edit Profile", "Log Out", "Dashboards", "Create Saved Search", "INBOX", "Dashboard", "Cabinet" (which is highlighted with a yellow arrow), "Launch", and "show more...(24)". The main area is titled "Cabinet" and contains a table of files. A blue arrow points from the "Cabinet" button in the sidebar to the table. A yellow box highlights the first row of the table. A red box highlights the "Open" button at the bottom left of the table. A green box with the text "Select file." is overlaid on the right side of the table. Another green box with the text "Click on Open button." is overlaid at the bottom left of the table. The table has columns: File No, Subject, File Type, Status, Year, Created By, Created On, and Updated On. The first row shows "DLH/OCS/OTH/31401/00006" and "Tender Box Creation for Tender File: DLH/OCS/OTH/31430/00031" as the subject.

➤ Now you can see all the data of user.

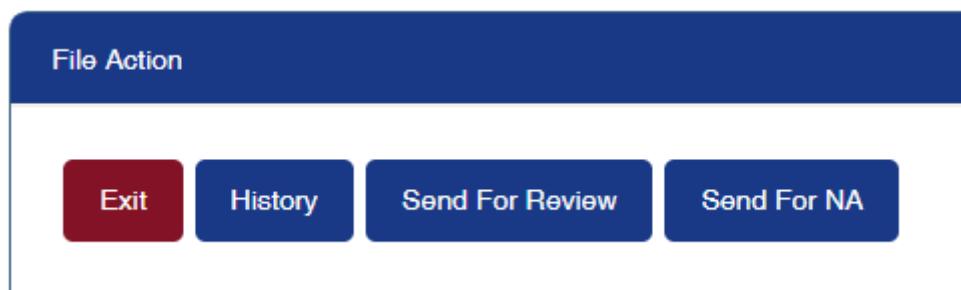
➤ In Notes Sheet(s) section click on viewer icon to open Notes sheet(s).

➤ 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					

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



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

Cabinet					
... terms or reserves and production, ONGC Videsh is the second largest petroleum company of India, next only to its parent ONGC.					
Movement History					
File No :	Subject :				
DLH/OCS/OTH/31401/00006	Tender Box Creation for Tender File: DLH/OCS/OTH/31430/00031				
Per page: 10					
Date	Stage	From	To	Action	
22.02.2022 03:28:20 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Forward for Review	
22.02.2022 03:30:09 PM	Head IT Approve	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Vietnam	Approve	
22.02.2022 03:32:16 PM	EMAIL SUPPORT	Test User2 (100002)-Country Manager-Vietnam	Test User1 (100001)-Director (Finance)	Completed	
22.02.2022 03:35:53 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	To Cabinet	Move to Cabinet	
Showing 1 to 4 of 4 entries					
<input type="button" value="Previous"/> <input checked="" type="button" value="1"/> <input type="button" value="Next"/>					
<input type="button" value="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					



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.

### 13.11 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 list of entries. One entry is highlighted with a yellow border. An arrow points from the 'Open' button at the bottom left to the selected file. A callout box contains the text 'Click on Open button'.

File No.	Title	Type	Priority	User	Age Of File (In Days)	Date
DLH/OCS/OT/H/31401/00006	Tender Box Creation for Tender File: DLH/OCS/OT H/31430/00031	TenderBox	Medium	Tender Box Creation Initiator	Cabinet	22-02-2022 03:35 PM
DLH/OCS/OT/H/31433/00005	Test Overseas 22/02	Overseas Posting	Medium	Overseas Posting Initiator	Reviewed & Signed By	22-02-2022 03:25 PM
DLH/OCS/OT/H/31413/00002	Test By gautam	Invoice	Medium	Invoice Payment File Initiator	Send to pre-audit	22-02-2022 02:55 PM
DLH/OCS/SAP/31013/00003	Invoice_22_02.22_New	Invoice	Medium	Pre Audit	Reject	22-02-2022 02:34 PM
DLH/OCS/OT/H/31439/00006	EPC Agenda 22_02_2_32			Agenda File Initiator	Committee	22-02-2022 02:33 PM
DLH/OCS/OT/H/31439/00005	Agenda 22_02 2_10			Agenda File Initiator	To User	22-02-2022 02:27 PM
DLH/OCS/OT/H/31439/00028	Tendering	Tendering	Medium	Tendering File Initiator	Submit for Signing	22-02-2022 02:23 PM
DLH/OCS/OT/H/31439/00004	dads			Agenda File Initiator	Committee	22-02-2022 02:09 PM
DLH/DRIL/DR/40039/00003	Agenda test			Agree / Concur	Agree / Concur	22-02-2022 01:58 PM
DLH/OCS/OT/H/31430/00027	Tendering	Tendering	Medium	Tendering File Initiator	Submit for Signing	22-02-2022 01:26 PM

- This is user Outbox screen.

The screenshot shows the Outbox screen with a detailed view of a selected file. A callout box contains the text 'Click on History button'.

- Click on History button.

The screenshot shows a 'File Action' dialog box with two buttons: 'Exit' and '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**  
...

Movement History

File No :	Subject :			
DLH/OCS/OTH/31401/00006	Tender Box Creation for Tender File: DLH/OCS/OTH/31430/00031			
Per page: <input type="text" value="10"/>				
Date	Stage	From	To	Action
22.02.2022 03:28:20 PM	Tender Box Creation Initiator	Test User1 (100001)-Director (Finance)	Test User1 (100001)-Director (Finance)	Forward for Review
22.02.2022 03:30:09 PM	Head IT Approve	Test User1 (100001)-Director (Finance)	Test User2 (100002)-Country Manager-Vietnam	Approve
22.02.2022 03:32:16 PM	EMAIL SUPPORT	Test User2 (100002)-Country Manager-Vietnam	Test User1 (100001)-Director (Finance)	Completed
22.02.2022 03:35:53 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-----